



Ref: Agenda/Council-09/03/2021

4th March 2021

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Council Meeting of Biggleswade Town Council** that will take place on **Tuesday 9th March 2021 via Virtual access** commencing at **7.00 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

A handwritten signature in black ink, appearing to be "Peter Tarrant", written over a horizontal line.

Peter Tarrant
Town Clerk & Chief Executive

Distribution: All Town Councillors
Notice Board
Central Bedfordshire Council
The Editor, Biggleswade Today

Bedfordshire Constabulary
County Library, Biggleswade

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation to:

- a. Disclosable Pecuniary interests in any agenda item.
- b. Non-Pecuniary interests in any agenda item.

3. **TOWN MAYOR'S ANNOUNCEMENTS**
4. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Please register in advance for this webinar:

https://zoom.us/webinar/register/WN_Jjik7-LFR2ywGZxQNj7HKA

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

5. **INVITED SPEAKER**

None.

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Council Meeting held on **Tuesday 9th February 2021** via Zoom Webinar hosted from the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to receive the minutes of the Personnel Committee Meeting held on **Tuesday 2nd February 2021** via Zoom Webinar hosted from the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. Minutes of the Council Meeting held on **Tuesday 9th February 2021**.
- b. Minutes of the Personnel Committee Meeting held on **Tuesday 2nd February 2021**.

9. **PLANNING APPLICATIONS**

You can view details of applications and related documentation such as application forms, site plans, drawings, decision notices and other supporting documents for planning applications. Click on the hyperlink on the heading of each planning application listed below.

- a. **CB/21/00481/FULL - 19 Elm Road, Biggleswade, SG18 8JJ**

Two storey side extension.

- b. **CB/21/00240/FULL - Unit 9-11 Eldon Trading Estate Biggleswade SG18 8NH**

Sub-division of existing warehouse Unit 9 -11 to form two independent warehouses at Unit 9-10 & Unit 11 respectively. Construction of new full-height internal division wall to separate warehouse Unit 9 -10 & Unit 11.

- c. **CB/21/00521/FULL - 9 Saffron Road, Biggleswade, SG18 8DJ**

Proposed loft conversion with rear dormer.

- d. **CB/21/00352/FULL - 35 London Road, Biggleswade, SG18 8ED**

Demolition of existing conservatory and garage and construction of ground floor extension.

- e. **CB/21/00608/FULL - 9 Parry Rise, Biggleswade, SG18 8FU**

Proposed rear conservatory.

- f. **CB/21/00203/FULL - 9 Walton Grove, Biggleswade, SG18 8G**

Part conversion of double garage.

g. **CB/21/00649/FULL - 22 Ripon Court, Biggleswade, SG18 8JE**

Two storey and first floor rear extension. Single storey side extension to garage.

h. **CB/21/00536/FULL - Holme Court, London Road, Biggleswade, SG18 9S**

Removal of covered lean-to and erection of new warehouse extension.

i. **CB/20/04781/FULL - 9A Rowletts View, Biggleswade, SG18 0FD**

Single storey side extension.

j. **CB/20/03885/ADV - 4 London Road, Biggleswade, SG18 8EB**

Advertisement: Flat panel sign with gold wording "The Chic House" on front elevation, with down lights.

Previously on Agenda

CB/20/01453/FULL on Council agenda 23/06/2020. Change of use from A1 beautician (back to) C3 house residential dwelling (house only). Resubmission of planning application due to i) Highways have objected to parking issues; and ii) Alteration to the red line boundary. Outcome as Objection due to 1) Further detailed plans on design for this application is required. 2) Clarity on parking spaces for this application is required. 3) Clarity whether the Coffee Shop is included in this application.

CB/20/01657/LB on Council agenda 09/06/2020. Listed Building Change of use only from A1 Retail (Beautician) to revert to C3 residential. No development, construction or alteration required, no materials to be used. Outcome as No Objection, although concern was expressed with regards to in adequate parking provision.

CB/20/01657/LB on Council agenda 12/05/2020. Change of use from A1 (Beautician) back to C3 residential dwelling (house only). Outcome as Objection due to 1) Further detailed plans on design for this application is required. 2) Clarity on parking spaces for this application is required. 3) Clarity whether Coffee Shop included in this application.

10. ACCOUNTS

a. **Financial Administration**

- i. Detailed Balance Sheet to 31/01/2021.
- ii. Summary Income and Expenditure by Committee 31/01/2021.
- iii. Detailed Income and Expenditure by Committee 31/01/2021.
- iv. Lloyds Bank Payment listing January 2021.

11. ITEMS FOR CONSIDERATION

a. **Standing orders**

Members are asked to review the Town Council's standing orders in the written report from the Assistant Town Clerk.

b. **CB/TRE/21/00066 – Holme Lodge, London Road, Biggleswade, SG18 9SS**

Works to Trees Protected by Tree Preservation Order MB/75/00001: Reduce lateral spread of Beech Tree (235) to south by up to 4.5m, remove Beech Tree (237) to ground

level, remove all significant deadwood of Beech Tree (238) and reduce height of both stems of Ash Tree (239) to 5-6m.

Extension for comments has been granted to 10th March 2021.

c. **CB/TRE/21/00076 - Holme Woods, London Road, Biggleswade, SG18 9SS**

Works to Trees Protected by Tree Preservation Order MB/75/00001: Reduce crown of Copper Beech Tree (T1) by 20%.

d. **Public Notice A00089 The Baulk, Biggleswade - Off Street Parking**

Central Bedfordshire Council proposes to make an off-street parking places variation order relating to a car park in The Baulk, Biggleswade.

Reason for Variation Order: The proposed Variation Order is considered necessary in the general interests of relieving and preventing congestion of traffic. More specifically, it is related to the provision and regulation of off-street car parking facilities in The Baulk, Biggleswade.

Effect of the Order: To amend the Central Bedfordshire Council (Off-Street Parking Places) Order 2011 as follows: To add The Baulk, Biggleswade car park to the Order.

To provide and allocate car parking spaces in which the duration of parking will be limited to 2 hours, with no return within 1 hour, from Monday to Friday between 8.30am and 5.30pm. Outside of those hours parking in those spaces will be unrestricted.

Further Details may be examined during normal office hours at the address shown below, viewed online at www.centralbedfordshire.gov.uk/publicstatutorynotices or tel. 0300 300 5003. Comments should be sent in writing to the Traffic Management team at the address below or e-mail traffic.consultation@centralbedfordshire.gov.uk by 12 March 2021. Any objections must state the grounds on which they are made and must quote unique reference number A00089.

e. **Request for match funding - Mosaic Heritage Trail**

For Members to receive information from Central Bedfordshire Council Sandy Ward Member Cllr Caroline Maudlin on the production of an electronic trail leaflet for the Heritage Mosaics in the town. Members are asked to consider whether Biggleswade Town Council will support the production of an electronic leaflet through a match fund contribution.

f. **Biggleswade Neighbourhood Plan**

For Council to consider the attached report on further public engagement on the Neighbourhood Plan.

g. **Biggleswade 10km fun run**

For Members to give consideration to a request from Fitness Fights Back in reference to a 10km run to be held in September 2021.

h. **Biggleswade 10km**

For Members to give consideration to a request from Aiden Jones in reference to a 10km run to be held in the first or second quarter of 2022.

i. **Langford Neighbourhood Plan - Submission Consultation (Regulation 16)**

Langford Parish Council have submitted their Neighbourhood Plan to Central Bedfordshire Council.

As the Local Planning Authority, Central Bedfordshire Council are now required to undertake a publication period to provide an opportunity for all parties to comment on the submitted proposals before the plan goes ahead to Examination. The plan, together with accompanying documents can be found via their website:

<http://www.centralbedfordshire.gov.uk/planning/policy/neighbourhood-planning/consultations.aspx>.

Unfortunately, due to COVID-19 restrictions, hard copies are not available to view on request at Central Bedfordshire Council offices.

The consultation starts today (Friday 26th February) and runs for a 6-week period, closing at 5pm on Friday 9th April. They are inviting comments via email or post. Please send any comments via email to localplan@centralbedfordshire.gov.uk or via post to Central Bedfordshire Council.

12. ITEMS FOR INFORMATION

a. **Planning application outcomes**

A report of the Planning Application Outcomes as of 1st March 2021.

b. **Crime Statistics – January 2021**

A report from the Deputy Administration & HR Manager outlining and analysing the Biggleswade crime statistics for January 2021.

c. **Abbotsbury Care Home**

A letter has been received from Central Bedfordshire that the consultation on the future of Abbotsbury Care Home ended on 29th January 2021 and explains what will be happening next.

d. **Public Notice - Biggleswade Bridleway No 52 temporary closure**

Notice is hereby given that Central Bedfordshire Council intend not less than seven days from the date of this Notice to make an Order the effect of which will be to prohibit any person proceeding on foot or on horseback or lead a horse or cycle along the length of Bridleway No 52, Biggleswade which extends from Ordnance Survey Grid Reference (OS GR) TL 1877 4268 (Map point A) to OS GR TL 1843 4256 (Map point B).

This temporary closure is required to enable works to be carried out on the railway track. The closure is expected to take place from 20 March 2021 until 28 March 2021.

e. **OPCC Newsletter – March 2021**

To receive a newsletter from the office of the Police and Crime Commissioner.

13. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Please register in advance for this webinar:

https://zoom.us/webinar/register/WN_Jjik7-LFR2ywGZxQNj7HKA

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

14. **EXEMPT ITEMS**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

(15a. HR Update)
(15b. Churchill Retirement Living)
(15. Play Area Adoption)

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

15. EXEMPT

a. **HR Update**

For Members to receive an oral update from the Town Clerk and Chief Executive and Assistant Town Clerk.

b. **Churchill Retirement Living**

For Members to consider a letter from Churchill Retirement Living.

c. **Play Area Adoption**

For Members to consider the adoption of a play area at Apollo Gardens by the Town Council. Correspondence relating to this item will be circulated separately to Members due to the confidential nature and financial sensitivity of the contents.



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL
MEETING HELD ON TUESDAY 9th February 2021
AT 7PM VIA ZOOM WEBINAR FUNCTION**



PRESENT:

Cllr M. Russell (Chairman)
Cllr G. Fage (Vice Chairman)
Cllr I. Bond
Cllr K. Brown
Cllr F. Foster
Cllr H. Ramsay
Cllr L. Fage
Cllr M. Foster
Cllr M. Knight
Cllr M. North
Cllr R. Pullinger
Cllr D. Strachan
Cllr C. Thomas
Cllr J. Woodhead

Mr P. Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council
Mr P. Truppin – Assistant Town Clerk, Biggleswade Town Council
Mrs S. van der Merwe – Professional Assistant, Biggleswade Town Council

Members of Public – 9 (including Cllr S Watkins, Central Bedfordshire Council Ward Councillor)

Meeting Formalities:

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Mayor advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed to be filmed and to the use of those images and sound recordings. The Mayor advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Mayor asked everyone to mute their microphones when not speaking.

1. APOLOGIES FOR ABSENCE

Cllr D. Albone.

ABSENT WITHOUT APOLOGIES

None.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item

None.

b. Non-Pecuniary interests in any agenda item

Cllr L Fage – Item 9H – Planning Application for Boddington Gardens.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

- a. None.

4. **PUBLIC OPEN SESSION**

The Chairman advised members of the public wishing to speak to use the "raise hand" function on screen.

a. **Mr John Cliff – Stratton Way Resident**

Mr Cliff's home backs onto the Stratton Way Recreation Ground and he voiced his objection to the proposed 3G pitch being sited here. He said current users of the field are loud and use bad language which can be heard by his small children and the floodlights used for evening training shine into his children's bedrooms. He would like alternative sites to be explored for the proposed football pitch.

b. **Mr Luke Jones - Head of Department for Physical Education at Stratton Upper School**

Mr Jones believes the 3G pitch proposal to be a fantastic opportunity for Biggleswade and suggested that Stratton Upper School would like to be considered for the site of the 3G pitch. To this end, Mr Jones has held discussions with the FA, The Football Foundation, the Principal Roz Hodges and Cambridge Meridian Academies Trust's Tim Daly. He believes this to be an opportunity to bring the Community and the school closer together and further support Biggleswade's participation in football.

5. **INVITED SPEAKER**

a. **BRCC Community Agent – Lisa King**

Ms Lisa King presented to Members on her progress since starting in the role in November 2021.

Lisa has been busy with digitising records; building a database to help proactively manage her client base; creating a Biggleswade Community Agent Facebook page; distributing promotional brochures for Community Agent services; liaising with Biggleswade Good Neighbours; maintaining an active Facebook and social media presence and setting up an audio book library.

Lisa has been carrying out socially distanced doorstep visits since the beginning of December 2020, in line with COVID Risk Assessment protocols; has been in contact with a number of previous clients; and has daily contact with two particularly vulnerable residents, assisting with their needs.

Members expressed their gratitude to Lisa for all her hard work so far and asked about expanding her work with Social Services and Faith Groups. Lisa confirmed she will be working with local faith groups in the future and is currently working with Central Bedfordshire Council Community Wellbeing Champions.

6. **MEMBERS QUESTIONS**

None.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. Members received the Minutes of the Council Meeting held on **Tuesday 12th January 2021** via Zoom Webinar. The following amendments were requested:
- **Item 3C: Mayor's Announcements: Opening of Percy's Fish and Chip Shop:** Richard Fuller is the Member of Parliament for North East Bedfordshire.
 - **Item 11b: Highways Act 1980 Section 26 Pre-Order Creation of Bridleways West Sunderland Farm, Biggleswade, SG18 8SD Biggleswade CP:** Sections B to D do not appear to lead anywhere, rather than whether this is a footpath or bridleway.
 - **Item 14a: Personnel Policies:** Cllr Pullinger requested that the policies approved by the Council should be listed.

Subject to these amendments being made, the Council **APPROVED** the Minutes of the Council Meeting of **Tuesday 12th January 2021**.

- b. Members received the Minutes of the Council Meeting held on **Tuesday 26th January 2021** via Zoom Webinar.
- Item 6: Budget and Precept 2021 – 2022:** Cllr Russell's initial has been listed as Cllr R Russell on the table of votes and should be amended.

Subject to this amendment being made, the Council **APPROVED** the Minutes of the Council Meeting of **Tuesday 26th January 2021**.

8. MATTERS ARISING

- a. **From the Minutes of Tuesday 12 January 2021**

Cllr Pullinger requested an update on the Public Realm team's move into the temporary depot. The Town Clerk & Chief Executive advised that the solicitor is reviewing the extensive contractual documents and it has taken some time to work through them. Final quotations are being sourced for electrical installations in the depot, with the successful electrical contractor to project manage the installations. There is a possibility that the Council will need to apply for planning permission for the installation of the air conditioning unit at the back of the building as this overlooks housing.

- b. **From the Minutes of Tuesday 26th January 2021**

Cllr M Foster requested an update on messaging to residents relating to the increase in precept. The Town Clerk & Chief Executive advised Officers have been in contact with Central Bedfordshire Council to formally request that a statement be included with the official notice to residents, but that option was refused.

A letter to residents informing them of the precept increase as well as Town Council strategic projects will be distributed to residents in the coming weeks. This will also be published to the Town Council website and on social media platforms.

9. PLANNING APPLICATIONS

- a. **CB/20/03824/FULL - 7 & 11 Britten Place, Sullivan Court, Biggleswade, SG18 8RE**

Conversion of commercial office space (B1) to two residential dwellings. Amended proposal and information from applicant correcting the proposed use of the existing units from B1 office use (not Class A2 use as previously specified) to residential, and submission of

additional marketing information to support application. Revised existing floor plans to specify correct existing use as B1 office.

Members asked for the reason this has been re-submitted. The Assistant Town Clerk confirmed this application is to be considered by Central Bedfordshire Council's Development Management Committee.

It was **RESOLVED** that the Town Council **STRONGLY OBJECTS**, as per previous objections - due to loss of commercial space. Amenities, including Retail units promised by the Developer are still yet to be delivered with the loss of these units, such delivery will be highly unlikely.

b. **CB/21/00142/FULL- 4 Ouse Way, Biggleswade, SG18 8PZ**

Single storey rear extension and partial garage conversion with addition of rear roof light.

It was **RESOLVED** that the Town Council **OBJECTS** to this planning application due to the loss of off-street parking.

c. **CB/21/00163/FULL - 204 London Road, Biggleswade, SG18 8PJ**

Single storey rear extension following demolition of single storey rear extension. Single storey extension and conversion of attached garage.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

d. **CB/21/00211/FULL - 12 Maple Close, Biggleswade, SG18 0EE**

Garage extensions and conversion.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

e. **CB/21/00349/FULL - 42 Whittle Drive, Biggleswade, SG18 8GF**

Loft conversion with roof lights to rear and 2 pitched roof dormers to front.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is concerned about privacy to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

f. **CB/20/04221/FULL- 63 High Street, Biggleswade, SG18 0JH**

Re-submission of planning application CB/20/02609/FULL Conversion of existing bank to physiotherapy clinic at ground floor and residential flats and residential block to the rear.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided that 1) CBC conduct a noise assessment and take due consideration of impact of noise from business next door. 2) The residents are aware that in terms of BTC Parking Permit Policy, there will be no eligibility for resident parking permits. 3) The Physiotherapy Clinic will be eligible for worker permits.

g. **CB/21/00268/FULL - 10 Exmoor Avenue, Biggleswade, SG18 0FN**

Single storey side extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

h. **CB/21/00315/FULL - 4 Boddington Gardens, Biggleswade, SG18 0PJ**

Proposed demolition of existing single storey rear extension and erection of single rear/side extension and replacement of garage flat roof.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

i. **CB/21/00355/LB - 6 Ivel Mill, Mill Lane, Biggleswade, SG18 8AZ**

Listed Building: Replacement of single glazed timber windows, external French doors & sills.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

j. **CB/21/00210/FULL - 48 Beech Avenue, Biggleswade, SG18 0EQ**

First floor side extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

10. **ACCOUNTS**

a. **Financial Administration**

Members received the following accounts:

- i. Detailed Balance Sheet to 31/12/2020.
- ii. Summary Income and Expenditure by Committee 31/12/2020.
- iii. Detailed Income and Expenditure by Committee 31/12/2020.
- iv. Lloyds Bank Payment listing December 2020.

Cllr Pullinger queried two cash payments on 16 December (£140 and £800) and requested transaction details. The Professional Assistant would update Members on the details of those transactions separately.

The Accounts as listed were **ADOPTED**.

11. **ITEMS FOR CONSIDERATION**

a. **Standing Orders**

The Assistant Town Clerk presented a written report proposing amendments to Council Standing Orders and explaining the reasons behind the changes. In undertaking this

review the Assistant Town Clerk took account of the NALC Model Standing orders as well as those of other Local Councils.

Cllr F Foster requested a red-lined document stating where changes have been made and the Assistant Town Clerk would send that to Members.

It was **RESOLVED** to **DEFER** any changes to the Standing Orders to the next Council meeting.

b. **Review of Fees and Charges 2021 – 2022**

The Assistant Town Clerk introduced the suggested fees schedules for Council facilities. He explained that fees for allotments are being submitted for 2022 – 2023 in order to comply with the one-year notice condition to allotment tenants.

Cllr Pullinger said a more thorough review of how fees and charges are decided is needed. For example, fees for the Orchard Centre are for half-day and full-day use, when the room is currently used on an hourly basis. Additionally, discounts are applicable to one category of booking only but should be available to others. Regarding the costs for cemeteries, he reviewed burial fees for Leighton Linlade and Sandy online and noted Biggleswade's cemetery fees are significantly below their fees.

Cllr Russell requested clarification on whether the Council is legally bound to increase their fees by 1 April 2021 or whether this can be implemented at another point in the financial year. The Town Clerk & Chief Executive said he would prefer these changes be implemented at the start of any financial year.

It was **RESOLVED** to freeze fees for the Orchard Centre, Burials, Sports Facilities and the Market, and to accept the allotments increase for 2022-23. Additionally, Officers are to conduct a review of all the Town Council's charges for the next financial year.

c. **Sutton Neighbourhood Plan – Submission Consultation (Regulations 16)**

Cllr Russell commented that the Sutton Neighbourhood Plan, which has been prepared by the same consultant who has been engaged to write Biggleswade's Neighbourhood Plan, has been well written. The Plan has merit and should be well received.

It was **RESOLVED** to thank Central Bedfordshire Council for allowing Biggleswade Town Council the opportunity to comment and to wish Sutton well with this plan.

d. **Biggleswade 3G Football Pitch**

Cllr G Fage stated this is an exciting opportunity for Biggleswade but has prompted a number of questions from Councillors and the public about the proposed location. Members wanted to know more about the selection process around this site. Cllr G Fage recommended responding to the Bedfordshire FA acknowledging receipt of the letter and stating that the Council would like to work with the Football Association constructively on any proposed sites and to start a feasibility study of those.

Cllr Woodhead welcomed the interest and potential investment in the town. Cllr Strachan recommended reviewing land in private ownership, development properties with planning requirements for a certain amount of recreational or leisure requirements, land under Central Bedfordshire Council's ownership or Stratton School. Cllr Ramsay requested that alternative sites further out of town be included in the site review, either along Baden Powell or further out of town, where there would be less chance of neighbours being subjected to noise or nuisance.

It was **RESOLVED** that the Town Council will work with the Bedfordshire FA to investigate other potential sites within Biggleswade and to conduct a feasibility study.

12. ITEMS FOR CONSIDERATION

a. Planning application outcomes

Members noted the report.

b. Public Notice - Road Traffic Regulation Act 1984 - Section 14 Central Bedfordshire Council - Biggleswade Footpath Nos. 30 & 33

Members agreed to take these two items together.

Members discussed the correspondence from Central Bedfordshire Council detailing the temporary closure as required to allow for ongoing construction works between 23rd January 2021 to 22nd January 2022.

Cllr M Foster requested the Town Council contact the Highways team to request that maps be included in all future public notices.

Cllr Knight pointed out this notice, as well as the notice for Footpath 33 were sent to the Town Council after the development has started. He suggested the Town Council give feedback to the Planning team that planned future closures, especially in relation to future developments, be given to the Town Council in advance.

It was **RESOLVED** to write to Central Bedfordshire Council to explain that if footpaths 30 and 33 are to be closed and construction is to take place nearby, that the quality of those paths must be maintained at least to the current standard, and preferably enhanced. The Town Council requests that the standard of the current paths is recorded by Central Bedfordshire Council and the paths are revisited upon completion to ensure they are not damaged by the work.

c. Royal College of Art – Our Future Town Project

The Royal College of Art (RCA) has published an interim report on its recent “*Our Future Town*” study for Biggleswade.

Cllr Russell had sent emails to multiple community groups inviting their participation in the study and the RCA had done a lot of work online, particularly trying to connect with younger people. Regrettably, the response from the public had been low. Members discussed ways of widening the sample size for future work, perhaps via the newly-formed Community Engagement Group, an interview on Biggles FM, posts on social media and the Town Council’s website, as well as approaching community groups.

Cllr Russell advised Members that the RCA is working with the Transport Planning Society and in conjunction with NALC. Lynda Addison from the Transport Planning Society has been in contact with Cllr Russell to ask if Biggleswade Town Council would like to continue with the study. This is subject to receipt of further details on how they will be taking this forward. The work so far has enabled the development of a number of tools to encourage and generate feedback from the public on their vision for their town but funding is needed to be able to take this forward.

d. **Electoral review of Central Bedfordshire Council: Final Recommendations**

The Local Government Boundary Commission for England has published its final recommendations setting out new electoral arrangements for Central Bedfordshire.

The report was noted.

e. **Crime Statistics – December 2020**

A report from the Deputy Administration & HR Manager outlining and analysing the Biggleswade crime statistics for December 2020.

The Deputy Finance and HR Manager Helen Calvert re-joined the meeting via telephone due to technical difficulties.

Cllr Strachan thanked the Deputy Finance and HR Manager and Amanda Cawthorn for their continued efforts in presentation of the information in its current format and added that the Crime Working Group will be looking at this and sharing the information with the police.

Ms Calvert noted the additional data showing percentages of crime over 2019/20.

f. **CB/TRE/21/00006 - The Lodge, The Lawns, The Baulk, Biggleswade, SG18 8PT**

Works to trees protected by a tree preservation order: MB/99/0007 fell Beech Tree T21 (2838), remove deadwood to False Acacia Tree T10 (2841) and Beech Tree T16 (2840). Crown lift by 2.5m to Weeping Ash Tree T2 (2854).

This report was noted.

g. **Town Clerk & Chief Executive Objectives**

Members noted the information from Councillor Woodhead (Personnel Committee Chair).

13. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Mr John Cliff – Stratton Way Resident

Mr Cliff expressed his thanks to the Town Council for its transparency in Council meetings through inviting the public to join and for its continued efforts on behalf of the Community.

Mr Cliff also pointed out that Cllr Pullinger's question on certain cash payments is covered by a credit of £760 listed on the finance statement.

14. EXEMPT ITEMS

The resolution was **moved** that it was advisable in the public interest that the public and press be excluded whilst the following exempt items were discussed.

a. Staff Matter

It was **RESOLVED** that a one-off payment of £550 be paid to all staff (excluding contractors) as a thank you for their efforts and commitment during a particularly difficult year. The amount to be proportionately reduced for part-time staff.

DRAFT



MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD ON TUESDAY 2nd FEBRUARY 2021
AT 7PM VIA ZOOM WEBINAR FUNCTION



PRESENT:

Cllr J Woodhead (Chairman)
Cllr C Thomas (Vice Chairman)
Cllr M Foster
Cllr F Foster
Cllr M Knight
Cllr M North
Cllr R Pullinger
Cllr H Ramsay
Cllr M Russell
Cllr D Strachan

Mr P Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council
Mr P Truppin – Assistant Town Clerk, Biggleswade Town Council
Ms Nina Villa – Assistant Town Clerk, Biggleswade Town Council
Mrs S van der Merwe – Meeting Administrator, Biggleswade Town Council

Members of Public – 0

Meeting Formalities:

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Chairman advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed be filmed and to the use of those images and sound recordings. The Chairman advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Chairman asked everyone to mute their microphones when not speaking.

Members and Officers observed a 1-minute silence in memory of Captain Tom Moore, a Bedfordshire resident and COVID-19 Fundraiser, who passed away on 2 February 2021.

1. APOLOGIES

None.

2. 1. DECLARATION OF INTERESTS

To receive Statutory Declarations of Interests from Members in relation to:

- (a) Disclosable Pecuniary interests in any agenda item – None.
- (b) Pecuniary interests in any agenda item – None.

3. PUBLIC OPEN SESSION

There were no questions from the member of the public present.

4. MINUTES OF MEETINGS

- a. Members **RECEIVED** and **APPROVED** the Minutes of the Personnel Committee Meeting held on **3rd November 2020**.

5. **MATTERS ARISING**

Matters arising from the Minutes of the Personnel Committee Meeting of 3rd November 2020.

None.

6. **ITEMS FOR CONSIDERATION**

None.

7. **ITEMS FOR INFORMATION**

None.

8. **PUBLIC OPEN SESSION**

There were no questions or comments from the member of the public present.

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council resolve to exclude the public and press by reason of the confidential nature of the business being transacted.

9. **EXEMPT ITEMS**

The following resolution was **moved** that is advisable in the public interest that the public and press are excluded to allow the following exempt items issue to be discussed.

a. **Appraisal outcomes 2020/2021**

Members received a written report from the Town Clerk & Chief Executive relating to the outcomes of the appraisal process.

Members noted the contents of the report.

b. **Recruitment update: Senior Assistant and Assistant Town Clerks**

Members received an oral update from the Town Clerk & Chief Executive and Assistant Town Clerk. Any salary decision around second tier posts should be jointly determined by Members and the Town Clerk & Chief Executive.

Members noted the oral update and poor response to the national advert. It was resolved that the Town Clerk be requested to provide a report to the next Council meeting benchmarking the salaries on offer and making a recommendation on an interim salary position for both posts pending the formal review taking place in quarter three of this calendar year.

c. **Recruitment update Public Realm Manager and Public Realm Deputy Manager**

Members received an oral update from the Town Clerk & Chief Executive and Deputy Administration & HR Manager. The salary decision in regard to both positions is within the remit of the Town Clerk & Chief Executive.

Members noted the oral update and poor response to the advert. It was **RESOLVED** that the Town Clerk be requested to provide a report to the next Council meeting benchmarking the salaries on offer and making a recommendation on an interim salary

position for both posts pending the formal review taking place in quarter three of this calendar year.

d. Broad HR Update

Members received an oral update from the Town Clerk & Chief Executive and Assistant Town Clerk.

Members noted the report that included an update on the corporate training plan and progress update on improving the Council's HR function.

The Town Clerk & Chief Executive agreed to update Members on all communications sent to staff going forward.

e. Town Clerk & Chief Executive (amendment to spinal point range)

Members received an oral update and recommendation from the Committee Chairman.

It was **RESOLVED** to recommend to Council that the Town Clerk and Chief Executive be moved to point 59 within the range (59-62) of the LC4 (NJC pay spine) with effect from 1st April 2021.

16/02/2021

Biggleswade Town Council

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Detailed Balance Sheet - Excluding Stock Movement**Month 10 Date 31/01/2021**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	OP'L F/H LAND & BUILDINGS	1,813,044	428,478	1,384,566
2	OP'L L/H LAND & BUILDINGS	9,095	0	9,095
21	VEHICLES & EQUIPMENT	792,859	456,288	336,571
41	INFRASTRUCTURE ASSETS	301,806	238,084	63,722
61	COMMUNITY ASSETS	15,380	0	15,380
	Total Fixed Assets	2,932,184	1,122,850	1,809,334
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	7,325		
100	DEBTORS - TOWN COUNCIL	4,317		
101	DEBTORS - ALLOTMENTS	2,906		
102	DEBTORS - PITCH HIRE	3,772		
103	DEBTORS - ORCHARD CENTRE	25,352		
104	OTHER DEBTORS	958		
105	VAT REFUNDS	27,248		
202	LLOYDS CURRENT BANK A/C	319,662		
204	LLOYDS SALARY A/C	93		
210	PETTY CASH	1,495		
212	CASH CHANGE FLOAT	24		
224	PUBLIC SECTOR DEPOSIT	475,000		
	Total Current Assets		868,150	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	18,088		
510	ACCRUALS	2,000		
515	PAYE & NI DUE	(197)		
525	ALLOTMENT DEPOSITS	3,200		
530	INC IN ADVANCE - COMMUTED	26,400		
537	SUNDRY CREDITORS	252		
	Total Current Liabilities		49,742	
	Net Current Assets			818,408
	Total Assets less Current Liabilities			2,627,742
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	115,993		
430	LEASE CREDITOR (GROSS)	4,470		
435	LEASE CREDITOR (DEF'D INT)	(334)		
	Total Long Term Liabilities		120,129	
	Total Assets less Total Liabilities			2,507,613
	<u>Represented by :-</u>			
301	CURRENT YEAR FUND	206,803		
310	GENERAL RESERVE	134,400		
327	EMR TWINNING	500		
329	EMR DEPOT	1,500		
349	ROLLING CAPITAL FUND	467,880		
350	CAPITAL FINANCING RESERVE	1,362,484		

Detailed Balance Sheet - Excluding Stock Movement**Month 10 Date 31/01/2021**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
451	DEF'D GRANTS APPLIED	608,674	
452	DEF'D GRANTS W/BACK	(274,627)	
	Total Equity		<u>2,507,613</u>

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Summary Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

Detailed I&E Accounts Jan 21 by Committee

Page 1

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & General Purposes								
101	B'SWADE MAGISTRATES COURT	Income	2,161	800	0	(800)		0.0%
		Expenditure	3,774	800	0	(800)	(800)	0.0%
	Movement to/(from) Gen Reserve	(1,613)	0					
108	GRANTS (INCL S137)	Expenditure	34,642	28,340	32,017	3,677	3,677	88.5%
109	CAPITAL EXPENDITURE	Income	0	1,020	0	(1,020)		0.0%
		Expenditure	120,359	84,428	120,200	35,772	35,772	70.2%
	Movement to/(from) Gen Reserve	(120,359)	(83,408)					
111	CORPORATE MANAGEMENT	Income	1,011,651	1,167,067	1,171,677	4,610		99.6%
		Expenditure	134,043	126,540	122,729	(3,811)	(3,811)	103.1%
	Movement to/(from) Gen Reserve	877,608	1,040,526					
112	DEMOCRATIC REP'N & MGM'T	Income	6,950	7,855	0	(7,855)		0.0%
		Expenditure	192,733	178,412	187,376	8,964	8,964	95.2%
	Movement to/(from) Gen Reserve	(185,783)	(170,557)					
113	CIVIC ACTIVITIES & EXPENSES	Income	538	577	0	(577)		0.0%
		Expenditure	1,695	0	3,600	3,600	3,600	0.0%
	Movement to/(from) Gen Reserve	(1,157)	577					
115	ORCHARD COMMUNITY CENTRE	Income	51,091	4,024	50,250	46,226		8.0%
		Expenditure	88,022	68,727	105,942	37,215	37,215	64.9%
	Movement to/(from) Gen Reserve	(36,931)	(64,703)					
901	CENTRAL SERVICES	Expenditure	0	0	0	0	0	0.0%
	Finance & General Purposes Income	1,072,390	1,181,343	1,221,927	40,584			96.7%
	Expenditure	575,267	487,247	571,864	84,617	0	84,617	85.2%
	Movement to/(from) Gen Reserve	497,122	694,096					

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Public Land & Open Spaces								
102 ALLOTMENTS	Income	6,521	9,947	6,600	(3,347)			150.7%
	Expenditure	1,474	1,123	2,015	893		893	55.7%
	Movement to/(from) Gen Reserve	<u>5,047</u>	<u>8,825</u>					
104 BURIAL GROUNDS	Income	15,289	14,162	17,300	3,138			81.9%
	Expenditure	103,204	76,234	104,123	27,889		27,889	73.2%
	Movement to/(from) Gen Reserve	<u>(87,915)</u>	<u>(62,072)</u>					
210 GENERAL	Expenditure	0	3,876	3,000	(876)		(876)	129.2%
212 RECREATION GROUNDS	Income	9,305	6,018	9,240	3,222			65.1%
	Expenditure	368,426	251,973	369,209	117,236		117,236	68.2%
	Movement to/(from) Gen Reserve	<u>(359,121)</u>	<u>(245,955)</u>					
902 WORKS SERVICES	Expenditure	1,500	0	0	0		0	0.0%
	Public Land & Open Spaces Income	<u>31,114</u>	<u>30,128</u>	<u>33,140</u>	<u>3,012</u>			90.9%
	Expenditure	<u>474,603</u>	<u>333,205</u>	<u>478,347</u>	<u>145,142</u>	0	145,142	69.7%
	Movement to/(from) Gen Reserve	<u>(443,489)</u>	<u>(303,077)</u>					

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Town Centre Management								
103 STREET LIGHTS	Expenditure	10,302	3,894	0	(3,894)		(3,894)	0.0%
105 CAR PARKS	Income	55,920	10,158	53,000	42,842			19.2%
	Expenditure	99,844	71,652	94,732	23,080		23,080	75.6%
	Movement to/(from) Gen Reserve	<u>(43,924)</u>	<u>(61,494)</u>					
106 MARKET	Income	12,213	2,971	13,400	10,429			22.2%
	Expenditure	33,616	32,699	32,623	(76)		(76)	100.2%
	Movement to/(from) Gen Reserve	<u>(21,403)</u>	<u>(29,728)</u>					
107 TOWN CENTRE GENERAL	Income	702	345	0	(345)			0.0%
	Expenditure	100,352	72,330	119,141	46,811		46,811	60.7%
	Movement to/(from) Gen Reserve	<u>(99,651)</u>	<u>(71,985)</u>					
110 PUBLIC CONVENIENCES	Expenditure	22,324	17,114	24,760	7,646		7,646	69.1%
	Town Centre Management Income	68,834	13,474	66,400	52,926			20.3%
	Expenditure	266,438	197,690	271,256	73,566	0	73,566	72.9%
	Movement to/(from) Gen Reserve	<u>(197,604)</u>	<u>(184,216)</u>					
Grand Totals:-								
	Income	1,172,338	1,224,944	1,321,467	96,523			92.7%
	Expenditure	1,316,309	1,018,142	1,321,467	303,325	0	303,325	77.0%
	Net Income over Expenditure	<u>(143,970)</u>	<u>206,803</u>	<u>0</u>	<u>(206,803)</u>			
	Movement to/(from) Gen Reserve	<u>(143,970)</u>	<u>206,803</u>					

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Biggleswade Town Council

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Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

Detailed I&E Accounts Jan 21 by Committee

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & General Purposes</u>								
<u>101 B'SWADE MAGISTRATES COURT</u>								
1081 INC-RENT	2,161	680	0	(680)			0.0%	
1091 INC-MISCELLANEOUS	0	120	0	(120)			0.0%	
B'SWADE MAGISTRATES COURT :- Income	2,161	800	0	(800)				0
4007 HEALTH & SAFETY	0	294	0	(294)		(294)	0.0%	
4011 RATES	14,313	11,700	11,960	261		261	97.8%	
4012 WATER RATES	560	425	500	75		75	85.1%	
4013 RENT	(37,147)	(37,978)	(34,760)	3,218		3,218	109.3%	
4014 ELECTRICITY	2,928	2,090	3,000	910		910	69.7%	
4015 GAS	1,652	3,389	2,000	(1,389)		(1,389)	169.4%	
4016 CLEANING COSTS	11,757	10,757	9,000	(1,757)		(1,757)	119.5%	
4021 TELEPHONE & FAX	0	122	0	(122)		(122)	0.0%	
4026 COMPUTER	0	59	0	(59)		(59)	0.0%	
4029 OFFICE REFURBISHMENT	360	20	0	(20)		(20)	0.0%	
4036 PROPERTY MAINTENANCE	4,494	678	4,000	3,322		3,322	16.9%	
4042 EQUIPT MAINT/REPAIR	620	649	500	(149)		(149)	129.8%	
4067 PEST CONTROL	0	0	100	100		100	0.0%	
4104 REFUSE COLLECTION	1,161	825	1,000	175		175	82.5%	
4110 FIRE PRECAUTIONS	477	431	1,200	769		769	35.9%	
4134 SECURITY/CCTV	986	7,339	1,500	(5,839)		(5,839)	489.3%	
4790 DEFERRED GRANTS RELEASED	(2,593)	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	4,206	0	0	0		0	0.0%	
B'SWADE MAGISTRATES COURT :- Indirect Expenditure	3,774	800	0	(800)	0	(800)		0
Net Income over Expenditure	(1,613)	0	0	0				
<u>108 GRANTS (INCL S137)</u>								
4261 GRANTS UNDER OTHER POWERS	23,392	16,840	20,767	3,927		3,927	81.1%	
4264 Community Agent Grant	11,250	11,500	11,250	(250)		(250)	102.2%	
GRANTS (INCL S137) :- Indirect Expenditure	34,642	28,340	32,017	3,677	0	3,677	88.5%	0
Net Expenditure	(34,642)	(28,340)	(32,017)	(3,677)				
<u>109 CAPITAL EXPENDITURE</u>								
1074 INC-DONATIONS	0	1,020	0	(1,020)			0.0%	
CAPITAL EXPENDITURE :- Income	0	1,020	0	(1,020)				0
4053 LOAN INTEREST	5,879	2,755	5,383	2,628		2,628	51.2%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4253 LEASE INTEREST REPAID	401	334	401	67		67	83.4%	
4802 CP - New Computer Installation	(0)	3,817	0	(3,817)		(3,817)	0.0%	
4808 CP - Website Re-design	0	0	5,000	5,000		5,000	0.0%	
4842 CP - The Orchard Furniture & E	0	0	0	0		0	0.0%	
4843 CP - Street Furniture	0	1,020	0	(1,020)		(1,020)	0.0%	
4900 ROLLING CAPITAL FUND ALLOC'N	100,000	71,500	71,500	0		0	100.0%	
4979 NEW LOAN COSTS	0	0	28,500	28,500		28,500	0.0%	
4980 LOAN REPAYMENT	9,115	4,683	9,453	4,770		4,770	49.5%	
4981 TFR TO CFR NEW ASSETS	13,526	0	0	0		0	0.0%	
4982 LEASE CAPITAL REPAID	4,963	4,136	4,963	827		827	83.3%	
4990 ASSET FUNDING FROM RCP	(13,526)	(3,817)	(5,000)	(1,183)		(1,183)	76.3%	
CAPITAL EXPENDITURE :- Indirect Expenditure	120,359	84,428	120,200	35,772	0	35,772	70.2%	0
Net Income over Expenditure	(120,359)	(83,408)	(120,200)	(36,792)				
111 CORPORATE MANAGEMENT								
1076 PRECEPT RECEIVED	1,011,058	1,166,677	1,166,677	0			100.0%	
1096 INTEREST RECEIVED	593	390	5,000	4,610			7.8%	
CORPORATE MANAGEMENT :- Income	1,011,651	1,167,067	1,171,677	4,610			99.6%	0
4057 AUDIT FEES	3,735	0	3,720	3,720		3,720	0.0%	
4901 C.S. SALARY RECHARGE	70,888	51,262	63,456	12,194		12,194	80.8%	
4911 C.S. O'HEAD RECHARGE	59,420	75,278	55,553	(19,725)		(19,725)	135.5%	
CORPORATE MANAGEMENT :- Indirect Expenditure	134,043	126,540	122,729	(3,811)	0	(3,811)	103.1%	0
Net Income over Expenditure	877,608	1,040,526	1,048,948	8,422				
112 DEMOCRATIC REP'N & MGM'T								
1074 INC-DONATIONS	0	55	0	(55)			0.0%	
1078 INC-MISC GRANTS	6,950	7,800	0	(7,800)			0.0%	
DEMOCRATIC REP'N & MGM'T :- Income	6,950	7,855	0	(7,855)				0
4024 SUBSCRIPTIONS	3,355	2,957	3,200	243		243	92.4%	
4026 COMPUTER	0	0	1,500	1,500		1,500	0.0%	
4082 NEIGHBOURHOOD PLAN	7,621	6,734	20,000	13,266		13,266	33.7%	
4135 ELECTION PROVISION	528	0	4,000	4,000		4,000	0.0%	
4790 DEFERRED GRANTS RELEASED	(1,806)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	94,518	68,350	84,608	16,258		16,258	80.8%	
4911 C.S. O'HEAD RECHARGE	79,226	100,371	74,068	(26,303)		(26,303)	135.5%	
4999 DEPRECIATION CHARGED	9,292	0	0	0		0	0.0%	
DEMOCRATIC REP'N & MGM'T :- Indirect Expenditure	192,733	178,412	187,376	8,964	0	8,964	95.2%	0
Net Income over Expenditure	(185,783)	(170,557)	(187,376)	(16,819)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
113 CIVIC ACTIVITIES & EXPENSES								
1091 INC-MISCELLANEOUS	585	577	0	(577)			0.0%	
1300 INC-MAYORS CHARITY	(47)	0	0	0			0.0%	
CIVIC ACTIVITIES & EXPENSES :- Income	538	577	0	(577)				0
4008 STAFF TRAINING	290	0	500	500		500	0.0%	
4009 STAFF TRAVEL	0	0	500	500		500	0.0%	
4112 TOWN MAYOR'S ALLOW.	845	0	1,000	1,000		1,000	0.0%	
4166 TWINNING	0	0	1,000	1,000		1,000	0.0%	
4179 CIVIC FUNCTIONS	60	0	1,000	1,000		1,000	0.0%	
4180 CIVIC REGALIA REPAIRS ETC	0	0	100	100		100	0.0%	
4991 TRANSFER TO E/MARKED RESERVE	500	0	0	0		0	0.0%	
4992 TRANSFER FROM E/MARKED RESERVE	0	0	(500)	(500)		(500)	0.0%	
CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure	1,695	0	3,600	3,600	0	3,600		0
Net Income over Expenditure	(1,157)	577	(3,600)	(4,177)				
115 ORCHARD COMMUNITY CENTRE								
1077 INC-S106 GRANTS	800	0	0	0			0.0%	
1078 INC-MISC GRANTS	18,000	0	18,000	18,000			0.0%	
1081 INC-RENT	54	0	0	0			0.0%	
1082 INC-LETTINGS	32,014	4,024	32,000	27,976			12.6%	
1109 INC-COFFEE MACHINE	224	0	250	250			0.0%	
ORCHARD COMMUNITY CENTRE :- Income	51,091	4,024	50,250	46,226			8.0%	0
4001 STAFF SALARIES	53,589	43,219	54,599	11,380		11,380	79.2%	
4002 EMPLOYERS N.I	5,014	3,843	5,153	1,310		1,310	74.6%	
4003 EMPLOYERS SUPERANN.	12,754	10,718	13,540	2,822		2,822	79.2%	
4007 HEALTH & SAFETY	0	921	500	(421)		(421)	184.1%	
4009 STAFF TRAVEL	429	87	300	213		213	28.9%	
4011 RATES	0	0	5,500	5,500		5,500	0.0%	
4012 WATER RATES	789	228	450	222		222	50.8%	
4014 ELECTRICITY	4,231	3,296	10,000	6,704		6,704	33.0%	
4015 GAS	209	898	4,500	3,602		3,602	20.0%	
4016 CLEANING COSTS	4,795	1,440	4,500	3,060		3,060	32.0%	
4020 MISC. ESTABLISH.COST	9	226	500	274		274	45.1%	
4021 TELEPHONE & FAX	190	0	1,200	1,200		1,200	0.0%	
4026 COMPUTER	565	810	1,500	690		690	54.0%	
4032 PUBLICITY	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	2,089	80	1,000	920		920	8.0%	
4038 MAINTENANCE CONTRACT	4,005	1,049	1,500	451		451	69.9%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4042 EQUIPT MAINT/REPAIR	0	501	200	(301)		(301)	250.6%	
4081 Licences	309	315	300	(15)		(15)	105.0%	
4128 EQUIPMENT	60	1,095	200	(895)		(895)	547.5%	
4790 DEFERRED GRANTS RELEASED	(12,430)	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	11,417	0	0	0		0	0.0%	
ORCHARD COMMUNITY CENTRE :- Indirect Expenditure	88,022	68,727	105,942	37,215	0	37,215	64.9%	0
Net Income over Expenditure	(36,931)	(64,703)	(55,692)	9,011				
901 CENTRAL SERVICES								
4001 STAFF SALARIES	186,172	136,433	193,197	56,764		56,764	70.6%	
4002 EMPLOYERS N.I	14,645	11,699	18,323	6,624		6,624	63.9%	
4003 EMPLOYERS SUPERANN.	35,477	22,742	47,915	25,173		25,173	47.5%	
4005 AGENCY STAFF	43,519	106,619	0	(106,619)		(106,619)	0.0%	
4007 HEALTH & SAFETY	0	534	2,500	1,966		1,966	21.4%	
4008 STAFF TRAINING	2,827	1,512	2,000	488		488	75.6%	
4009 STAFF TRAVEL	3,147	1,060	3,000	1,940		1,940	35.3%	
4010 MISC. STAFF COSTS	180	662	1,000	338		338	66.2%	
4013 RENT	37,147	37,978	34,760	(3,218)		(3,218)	109.3%	
4020 MISC. ESTABLISH.COST	137	0	250	250		250	0.0%	
4021 TELEPHONE & FAX	8,208	7,498	6,500	(998)		(998)	115.4%	
4022 POSTAGE	547	766	1,000	234		234	76.6%	
4023 STATIONERY	5,971	1,640	5,000	3,360		3,360	32.8%	
4025 INSURANCE	19,492	19,545	21,000	1,455		1,455	93.1%	
4026 COMPUTER	33,873	37,921	30,000	(7,921)		(7,921)	126.4%	
4027 PHOTOCOPIER	2,771	2,339	3,500	1,161		1,161	66.8%	
4031 ADVERTISING	0	992	400	(592)		(592)	248.0%	
4032 PUBLICITY	2,420	3,354	3,500	146		146	95.8%	
4042 EQUIPT MAINT/REPAIR	314	0	0	0		0	0.0%	
4051 BANK CHARGES	2,109	689	2,100	1,411		1,411	32.8%	
4056 LEGAL EXPENSES	1,850	2,230	1,220	(1,010)		(1,010)	182.8%	
4058 PROFESSIONAL FEES	12,030	15,553	2,000	(13,553)		(13,553)	777.7%	
4060 OFFICE EQUIPMENT	2,645	737	500	(237)		(237)	147.4%	
4073 PAYROLL BUREAU FEES	794	1,703	2,000	297		297	85.2%	
4074 ACCOUNTANCY FEES	15,693	7,542	15,000	7,458		7,458	50.3%	
4125 Misc Costs	86	52	30	(22)		(22)	171.7%	
4901 C.S. SALARY RECHARGE	(236,294)	(170,874)	(211,520)	(40,646)		(40,646)	80.8%	
4911 C.S. O'HEAD RECHARGE	(198,065)	(250,927)	(185,175)	65,752		65,752	135.5%	
4999 DEPRECIATION CHARGED	2,307	0	0	0		0	0.0%	
CENTRAL SERVICES :- Indirect Expenditure	0	0	0	0	0	0		0
Net Expenditure	0	0	0	0				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & General Purposes :- Income	1,072,390	1,181,343	1,221,927	40,584			96.7%	
Expenditure	575,267	487,247	571,864	84,617	0	84,617	85.2%	
Movement to/(from) Gen Reserve	<u>497,122</u>	<u>694,096</u>						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Public Land & Open Spaces								
102 ALLOTMENTS								
1087 INC-ALLOTMENTS	6,521	9,947	6,600	(3,347)			150.7%	
ALLOTMENTS :- Income	6,521	9,947	6,600	(3,347)			150.7%	0
4013 RENT	233	465	465	0		0	100.0%	
4037 GROUNDS MAINTENANCE	399	73	1,000	928		928	7.3%	
4067 PEST CONTROL	675	585	550	(35)		(35)	106.4%	
4999 DEPRECIATION CHARGED	167	0	0	0		0	0.0%	
ALLOTMENTS :- Indirect Expenditure	1,474	1,123	2,015	893	0	893	55.7%	0
Net Income over Expenditure	5,047	8,825	4,585	(4,240)				
104 BURIAL GROUNDS								
1084 INC-BURIAL FEES	14,453	14,162	17,000	2,838			83.3%	
1097 INC-MEMORIALS	836	0	300	300			0.0%	
BURIAL GROUNDS :- Income	15,289	14,162	17,300	3,138			81.9%	0
4011 RATES	4,702	3,944	4,800	856		856	82.2%	
4012 WATER RATES	80	105	150	45		45	70.0%	
4014 ELECTRICITY	2,868	85	150	65		65	56.4%	
4036 PROPERTY MAINTENANCE	1,088	730	2,000	1,270		1,270	36.5%	
4104 REFUSE COLLECTION	0	303	0	(303)		(303)	0.0%	
4110 FIRE PRECAUTIONS	368	153	500	347		347	30.7%	
4178 PATHS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4901 C.S. SALARY RECHARGE	14,178	10,252	12,691	2,439		2,439	80.8%	
4902 W.S. SALARY RECHARGE	49,101	39,206	59,441	20,235		20,235	66.0%	
4911 C.S. O'HEAD RECHARGE	11,884	15,056	11,111	(3,945)		(3,945)	135.5%	
4912 W.S. O'HEAD RECHARGE	16,685	6,399	12,280	5,881		5,881	52.1%	
4999 DEPRECIATION CHARGED	2,250	0	0	0		0	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	103,204	76,234	104,123	27,889	0	27,889	73.2%	0
Net Income over Expenditure	(87,915)	(62,072)	(86,823)	(24,751)				
210 GENERAL								
4064 ANNUAL HANGING BASKETS	0	3,876	3,000	(876)		(876)	129.2%	
GENERAL :- Indirect Expenditure	0	3,876	3,000	(876)	0	(876)	129.2%	0
Net Expenditure	0	(3,876)	(3,000)	876				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
212 RECREATION GROUNDS								
1077 INC-S106 GRANTS	2,600	0	0	0			0.0%	
1081 INC-RENT	4,521	2,449	5,240	2,791			46.7%	
1082 INC-LETTINGS	(202)	0	0	0			0.0%	
1083 INC-PITCH HIRE	2,385	262	4,000	3,738			6.5%	
1091 INC-MISCELLANEOUS	0	3,308	0	(3,308)			0.0%	
RECREATION GROUNDS :- Income	9,305	6,018	9,240	3,222			65.1%	0
4011 RATES	4,468	3,733	4,565	832		832	81.8%	
4012 WATER RATES	2,430	9,469	11,000	1,531		1,531	86.1%	
4013 RENT	0	0	1	1		1	0.0%	
4014 ELECTRICITY	6,721	1,215	6,000	4,785		4,785	20.3%	
4016 CLEANING COSTS	98	0	400	400		400	0.0%	
4036 PROPERTY MAINTENANCE	0	0	5,000	5,000		5,000	0.0%	
4037 GROUNDS MAINTENANCE	1,151	0	2,500	2,500		2,500	0.0%	
4038 MAINTENANCE CONTRACT	7,896	6,159	6,500	341		341	94.8%	
4039 PLAY. EQUIP. MAINT.	2,057	0	3,000	3,000		3,000	0.0%	
4043 FENCING & GATES	157	0	1,000	1,000		1,000	0.0%	
4044 TREES & PLANTS	3,543	1,110	2,500	1,390		1,390	44.4%	
4067 PEST CONTROL	700	350	1,500	1,150		1,150	23.3%	
4100 FERT./SEEDS/WEEDKILL	174	41	2,000	1,959		1,959	2.0%	
4104 REFUSE COLLECTION	3,828	2,314	6,000	3,686		3,686	38.6%	
4110 FIRE PRECAUTIONS	753	476	750	274		274	63.5%	
4114 LITTER BINS	1,437	0	2,000	2,000		2,000	0.0%	
4139 GRASS CUTTING	4,236	0	0	0		0	0.0%	
4790 DEFERRED GRANTS RELEASED	(11,187)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	37,807	27,340	33,843	6,503		6,503	80.8%	
4902 W.S. SALARY RECHARGE	171,855	137,221	208,042	70,821		70,821	66.0%	
4911 C.S. O'HEAD RECHARGE	31,691	40,148	29,628	(10,520)		(10,520)	135.5%	
4912 W.S. O'HEAD RECHARGE	58,398	22,396	42,980	20,584		20,584	52.1%	
4999 DEPRECIATION CHARGED	40,215	0	0	0		0	0.0%	
RECREATION GROUNDS :- Indirect Expenditure	368,426	251,973	369,209	117,236	0	117,236	68.2%	0
Net Income over Expenditure	(359,121)	(245,955)	(359,969)	(114,014)				
902 WORKS SERVICES								
4001 STAFF SALARIES	192,644	152,663	222,166	69,503		69,503	68.7%	
4002 EMPLOYERS N.I	17,059	13,036	19,939	6,903		6,903	65.4%	
4003 EMPLOYERS SUPERANN.	35,804	30,331	55,098	24,767		24,767	55.0%	
4007 HEALTH & SAFETY	503	509	500	(9)		(9)	101.8%	
4008 STAFF TRAINING	1,809	132	2,500	2,368		2,368	5.3%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4009 STAFF TRAVEL	291	46	300	254		254	15.3%	
4010 MISC. STAFF COSTS	0	0	300	300		300	0.0%	
4014 ELECTRICITY	5,507	(4,435)	200	4,635		4,635	(2217.4	
4025 INSURANCE	636	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	115	0	200	200		200	0.0%	
4041 EQUIPMENT HIRE	216	183	400	217		217	45.8%	
4042 EQUIPT MAINT/REPAIR	3,562	5,181	4,500	(681)		(681)	115.1%	
4046 VEHICLE LEASING	9,650	8,040	11,000	2,960		2,960	73.1%	
4047 MATERIALS/TOOLS	16,719	9,016	12,000	2,984		2,984	75.1%	
4048 VEHICLE MAINT/REPAIR	10,465	3,821	10,000	6,179		6,179	38.2%	
4049 VEHICLE FUEL	7,435	3,999	8,000	4,001		4,001	50.0%	
4050 VEHICLE TAX	455	675	500	(175)		(175)	135.0%	
4103 PROTECTIVE CLOTHING	2,636	2,848	2,500	(348)		(348)	113.9%	
4119 SKIP HIRE	2,981	1,578	3,000	1,422		1,422	52.6%	
4125 Misc Costs	16	0	0	0		0	0.0%	
4128 EQUIPMENT	442	401	500	99		99	80.2%	
4134 SECURITY/CCTV	0	0	2,000	2,000		2,000	0.0%	
4136 RENEWALS/REPLACEMENT	0	0	3,000	3,000		3,000	0.0%	
4790 DEFERRED GRANTS RELEASED	(2,536)	0	0	0		0	0.0%	
4902 W.S. SALARY RECHARGE	(245,507)	(196,030)	(297,203)	(101,173)		(101,173)	66.0%	
4912 W.S. O'HEAD RECHARGE	(83,425)	(31,995)	(61,400)	(29,405)		(29,405)	52.1%	
4991 TRANSFER TO E/MARKED RESERVE	1,500	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	22,524	0	0	0		0	0.0%	
WORKS SERVICES :- Indirect Expenditure	1,500	0	0	0	0	0		0
Net Expenditure	(1,500)	0	0	0				
Public Land & Open Spaces :- Income	31,114	30,128	33,140	3,012			90.9%	
Expenditure	474,603	333,205	478,347	145,142	0	145,142	69.7%	
Movement to/(from) Gen Reserve	(443,489)	(303,077)						

Town Centre Management103 STREET LIGHTS

4014 ELECTRICITY	10,302	3,894	0	(3,894)		(3,894)	0.0%	
STREET LIGHTS :- Indirect Expenditure	10,302	3,894	0	(3,894)	0	(3,894)		0
Net Expenditure	(10,302)	(3,894)	0	3,894				

105 CAR PARKS

1088 INC-CAR PARKING FEES	34,975	7,316	36,000	28,684			20.3%	
1089 INC - PARKING PERMITS WORK	11,722	619	11,000	10,381			5.6%	
1099 INC-INSURANCE (CLAIM)	2,688	0	0	0			0.0%	
1189 INC-PARKING PERMITS RES	6,534	2,223	6,000	3,777			37.1%	
CAR PARKS :- Income	55,920	10,158	53,000	42,842			19.2%	0
4011 RATES	25,704	21,692	26,250	4,558		4,558	82.6%	
4014 ELECTRICITY	0	0	500	500		500	0.0%	
4021 TELEPHONE & FAX	0	0	600	600		600	0.0%	
4038 MAINTENANCE CONTRACT	10,322	6,187	7,500	1,313		1,313	82.5%	
4047 MATERIALS/TOOLS	2,025	810	2,000	1,190		1,190	40.5%	
4056 LEGAL EXPENSES	0	495	1,000	505		505	49.5%	
4092 Card Processing Fees	1,145	396	1,000	604		604	39.6%	
4108 SURFACE REPAIRS	0	0	3,000	3,000		3,000	0.0%	
4126 CAR PARK LEASE	29,000	24,345	29,001	4,656		4,656	83.9%	
4790 DEFERRED GRANTS RELEASED	(742)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	3,544	2,563	3,173	610		610	80.8%	
4902 W.S. SALARY RECHARGE	12,275	9,802	14,860	5,058		5,058	66.0%	
4911 C.S. O'HEAD RECHARGE	2,971	3,764	2,778	(986)		(986)	135.5%	
4912 W.S. O'HEAD RECHARGE	4,171	1,600	3,070	1,470		1,470	52.1%	
4999 DEPRECIATION CHARGED	9,428	0	0	0		0	0.0%	
CAR PARKS :- Indirect Expenditure	99,844	71,652	94,732	23,080	0	23,080	75.6%	0
Net Income over Expenditure	(43,924)	(61,494)	(41,732)	19,762				

106 MARKET

1085 INC-TUESDAY MARKET RENTS	2,250	509	2,900	2,391			17.6%	
1086 INC-SATURDAY MARKET RENTS	9,605	2,462	10,500	8,038			23.4%	
1091 INC-MISCELLANEOUS	357	0	0	0			0.0%	
MARKET :- Income	12,213	2,971	13,400	10,429			22.2%	0
4001 STAFF SALARIES	0	388	0	(388)		(388)	0.0%	
4002 EMPLOYERS N.I	0	78	0	(78)		(78)	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4003 EMPLOYERS SUPERANN.	0	322	0	(322)		(322)	0.0%	
4004 MARKET STAFF	4,959	4,406	5,250	844		844	83.9%	
4011 RATES	5,097	4,456	5,205	749		749	85.6%	
4012 WATER RATES	42	574	0	(574)		(574)	0.0%	
4014 ELECTRICITY	440	776	1,200	424		424	64.7%	
4032 PUBLICITY	343	608	550	(58)		(58)	110.5%	
4047 MATERIALS/TOOLS	218	0	250	250		250	0.0%	
4081 Licences	0	0	333	333		333	0.0%	
4901 C.S. SALARY RECHARGE	11,815	8,544	10,576	2,032		2,032	80.8%	
4911 C.S. O'HEAD RECHARGE	9,903	12,546	9,259	(3,287)		(3,287)	135.5%	
4999 DEPRECIATION CHARGED	800	0	0	0		0	0.0%	
MARKET :- Indirect Expenditure	33,616	32,699	32,623	(76)	0	(76)	100.2%	0
Net Income over Expenditure	(21,403)	(29,728)	(19,223)	10,505				
107 TOWN CENTRE GENERAL								
1145 INC-CHRISTMAS ACTIVITIES	702	345	0	(345)			0.0%	
TOWN CENTRE GENERAL :- Income	702	345	0	(345)				0
4001 STAFF SALARIES	24,799	21,504	26,050	4,546		4,546	82.5%	
4002 EMPLOYERS N.I	2,232	1,957	2,402	445		445	81.5%	
4003 EMPLOYERS SUPERANN.	5,902	5,266	6,458	1,192		1,192	81.5%	
4009 STAFF TRAVEL	499	98	250	152		152	39.4%	
4014 ELECTRICITY	7	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	194	150	1,000	850		850	15.0%	
4044 TREES & PLANTS	0	200	0	(200)		(200)	0.0%	
4064 ANNUAL HANGING BASKETS	2,991	0	0	0		0	0.0%	
4116 WAR MEM & REM SERV	301	0	750	750		750	0.0%	
4117 CLOCK REPAIRS	0	0	350	350		350	0.0%	
4138 MARKET SQUARE EVENTS	0	2,637	15,000	12,363		12,363	17.6%	
4140 CHRISTMAS ACTIVITIES	6,413	3,473	7,000	3,527		3,527	49.6%	
4144 CCTV	14,833	2,045	18,000	15,955		15,955	11.4%	
4145 CHRISTMAS LIGHTS	18,660	17,271	18,000	729		729	96.0%	
4790 DEFERRED GRANTS RELEASED	(571)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	3,544	2,563	3,173	610		610	80.8%	
4902 W.S. SALARY RECHARGE	12,275	9,802	14,860	5,058		5,058	66.0%	
4911 C.S. O'HEAD RECHARGE	2,971	3,764	2,778	(986)		(986)	135.5%	
4912 W.S. O'HEAD RECHARGE	4,171	1,600	3,070	1,470		1,470	52.1%	
4999 DEPRECIATION CHARGED	1,131	0	0	0		0	0.0%	
TOWN CENTRE GENERAL :- Indirect Expenditure	100,352	72,330	119,141	46,811	0	46,811	60.7%	0
Net Income over Expenditure	(99,651)	(71,985)	(119,141)	(47,156)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 PUBLIC CONVENIENCES								
4011 RATES	3,093	2,584	3,160	576		576	81.8%	
4012 WATER RATES	2,143	274	1,600	1,326		1,326	17.1%	
4014 ELECTRICITY	180	0	1,000	1,000		1,000	0.0%	
4036 PROPERTY MAINTENANCE	181	6,516	2,500	(4,016)		(4,016)	260.6%	
4038 MAINTENANCE CONTRACT	16,667	7,740	16,500	8,760		8,760	46.9%	
4999 DEPRECIATION CHARGED	60	0	0	0		0	0.0%	
PUBLIC CONVENIENCES :- Indirect Expenditure	22,324	17,114	24,760	7,646	0	7,646	69.1%	0
Net Expenditure	(22,324)	(17,114)	(24,760)	(7,646)				
Town Centre Management :- Income	68,834	13,474	66,400	52,926			20.3%	
Expenditure	266,438	197,690	271,256	73,566	0	73,566	72.9%	
Movement to/(from) Gen Reserve	(197,604)	(184,216)						
Grand Totals:- Income	1,172,338	1,224,944	1,321,467	96,523			92.7%	
Expenditure	1,316,309	1,018,142	1,321,467	303,325	0	303,325	77.0%	
Net Income over Expenditure	(143,970)	206,803	0	(206,803)				
Movement to/(from) Gen Reserve	(143,970)	206,803						

Date: 16/02/2021

Biggleswade Town Council

Item 10aiv Lloyds Bank payment

Time: 11:47

Cashbook 2

Lloyds Current A/C

Payments made between 01/01/2021 and 31/01/2021

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User: DCW

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
05/01/2021	Anglian Water Business Ltd. (N	201600	140.27	140.27		501			8350413/1240/Angli Water Bus
05/01/2021	Rosetta Publishing Ltd	201601	290.40	290.40		501			11210/1246/Rosetta Publishing
05/01/2021	Colin Ross Workwear & Safety	201602	184.72	184.72		501			8775/1241/Colin Ross Workwear
05/01/2021	HM Revenue & Customs	201603	524.31	524.31		501			DEC20./1273/HM Revenue & Custo
05/01/2021	LGRC Associates Ltd	201604	11,016.00	11,016.00		501			1055/1245/LGRC Associates Ltd
05/01/2021	Bedfordshire Pension Fund	201605	8,030.10	8,030.10		501			DEC20/1274/Bedfor Pensio
05/01/2021	Hire or Buy Group Ltd	201606	115.20	115.20		501			1042337/1244/Hire or Buy Group
05/01/2021	Staywell Occupational Health L	201607	135.00	135.00		501			5453/1247/Staywell Occupationa
05/01/2021	Unison	201608	11.50	11.50		501			DEC20/1275/Unison
05/01/2021	Central Bedfordshire Council	Std Ord	5,120.00			4011	101	13.00	Central Beds Rates 20/21
						4011	106	17.00	Central Beds Rates 20/21
						4011	105	28.00	Central Beds Rates 20/21
						4011	101	79.00	Central Beds Rates 20/21
						4011	104	81.00	Central Beds Rates 20/21
						4011	212	92.00	Central Beds Rates 20/21
						4011	105	172.00	Central Beds Rates 20/21
						4011	101	219.00	Central Beds Rates 20/21
						4011	110	275.00	Central Beds Rates 20/21
						4011	105	297.00	Central Beds Rates 20/21
						4011	212	305.00	Central Beds Rates 20/21
						4011	105	327.00	Central Beds Rates 20/21
						4011	104	340.00	Central Beds Rates 20/21
						4011	105	354.00	Central Beds Rates 20/21
						4011	106	437.00	Central Beds Rates 20/21
						4011	101	949.00	Central Beds Rates
Subtotal Carried Forward:			25,567.50	20,447.50	0.00			3,985.00	

Date: 16/02/2021

Biggleswade Town Council

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Cashbook 2

User: DCW

Lloyds Current A/C

Payments made between 01/01/2021 and 31/01/2021

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
									20/21
						4011	105	1,135.00	Central Beds Rates
									20/21
11/01/2021	The right Fuelcard Company Lim	DD01	3.60	3.60		501			P/Ledger Electronic Payment
11/01/2021	Node IT Solutions Ltd	DD02	119.98	119.98		501			5524/1252/Node IT Solutions Lt
11/01/2021	Node IT Solutions Ltd	DD03	211.20	211.20		501			P/Ledger Electronic Payment
11/01/2021	Node IT Solutions Ltd	DD04	3,013.15	3,013.15		501			5583/1253/Node IT Solutions Lt
11/01/2021	BNP Paribus	DDR	584.17		97.36	4046	902	486.81	BNP Paribus-LN69 XVL Lease
12/01/2021	Nisbets	BACS01	491.97	491.97		501			1396-Vacuum CV
12/01/2021	Nisbets	BACS01	419.97	419.97		501			P/Ledger Electronic Payment
12/01/2021	Nisbets	REVERSE	-491.97	-491.97		501			P/Ledger Electronic Payment
14/01/2021	Lex Autolease Ltd	DD05	410.64	410.64		501			1292-Lease rental
15/01/2021	Lloyds Salary A/C	TFR	33,750.00			204		33,750.00	Staff Salaries Top-Up
18/01/2021	Fuel Genie DDR	DD06	291.69	291.69		501			5146248/1255/Fuel Genie DDR
21/01/2021	AIB Merchant Services	DD07	26.40	26.40		501			1287-Card processing charge
22/01/2021	ADT Fire & Security plc	201609	401.00	401.00		501			1300-BT redcare Jan-Apr 21
22/01/2021	CoolerAid Ltd	201610	18.60	18.60		501			1290-Still bottle
22/01/2021	AMF Services (Bedford) Ltd	201611	120.00	120.00		501			1299-Spiker/Slitter work carry
22/01/2021	Anglian Water Business Ltd. (N	201612	39.70	39.70		501			1330-Water 05.10.20-04.01.21
22/01/2021	Anglian Water Business Ltd. (N	201613	17.55	17.55		501			1329-Water 02.10.20-01.01.21
22/01/2021	Anglian Water Business Ltd. (N	201614	20.33	20.33		501			1328-Water 02.10.20-01.01.21
22/01/2021	Anglian Water Business Ltd. (N	201615	37.65	37.65		501			1332-Water 12.10.20-11.01.21
22/01/2021	Anglian Water Business Ltd. (N	201616	82.05	82.05		501			1331-Water 05.10.20-04.01.21
22/01/2021	Anglian Water Business Ltd. (N	201617	39.70	39.70		501			1327-Water 02.10.20-01.01.21
22/01/2021	British Telecommunications PLC	201618	525.21	525.21		501			M0064Y/1256/Britis Telecommun
22/01/2021	BATPC	201619	30.00	30.00		501			1298-2xtraining session PT
22/01/2021	Deeping Direct Limited	201620	72.00	72.00		501			1303-Hire of
Subtotal Carried Forward:			65,802.09	26,347.92	97.36			39,356.81	

Date: 16/02/2021

Biggleswade Town Council

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Time: 11:47

Cashbook 2

User: DCW

Lloyds Current A/C

Payments made between 01/01/2021 and 31/01/2021

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
									container
22/01/2021	Enterprise Personnel Ltd	201621	965.26	965.26		501			1304-T Thomson w.c 04.01.21
22/01/2021	Flowbird Smart City UK Ltd	201622	159.60	159.60		501			1305-Parking equip Maint-Feb
22/01/2021	J R GOLDTHORPE & SON	201623	158.31	158.31		501			1316-Padlock keyed
22/01/2021	Herts CCTV Partnership Ltd	201624	594.00	594.00		501			1313-Renewal of Sim card
22/01/2021	Henlow Building Supplies	201625	707.79	707.79		501			1312-Sharp sand maxi bag
22/01/2021	HM Revenue & Customs	201626	11,434.81	11,434.81		501			1334-PAYE/NI Due for JAN 21
22/01/2021	CENTRAL BEDFORDSHIRE	201627	116.25	116.25		501			1301-Kennel Farm Allot Mar21
22/01/2021	Biggleswade MOT Centre Ltd	201628	16.80	16.80		501			1297-Replace inner tube
22/01/2021	National Association of Local	201629	240.00	240.00		501			1317-Advert on NALC website
22/01/2021	Professional Pest Management	201630	60.00	60.00		501			1320-Pest control visit Jan
22/01/2021	Pear Technology Services Ltd	201631	330.00	330.00		501			1295-Asset Manager support
22/01/2021	Peninsula Business Services Li	201632	785.24	785.24		501			1319-Employment services
22/01/2021	DCK Accounting Solutions Ltd	201633	957.52	957.52		501			1302-Contract accounting
22/01/2021	R & C Hyett	201634	2,655.00	2,655.00		501			1322-Cleaning Court House Dec
22/01/2021	Ricoh UK Ltd	201635	682.07	682.07		501			1323-Copier charge Oct-Dec
22/01/2021	Hire or Buy Group Ltd	201636	144.00	144.00		501			1314-Rotary hammer
22/01/2021	Staywell Occupational Health L	201637	450.00	450.00		501			1324-OH Physician- Consultant
22/01/2021	Turfcare Leisure Services Ltd	201638	690.47	690.47		501			1325-Bowl green maint
22/01/2021	TRAVIS PERKINS TRADING CO	201639	12.91	12.91		501			1296-Tough Grit Larch
22/01/2021	Unison	201640	11.50	11.50		501			1335-Union due for Jan 2021
22/01/2021	Veolia UK Ltd	201641	93.96	93.96		501			1326-Lift rental
25/01/2021	Pension due	BACS	9,496.58			517		9,496.58	Pension due
25/01/2021	EE - DDR	DD08	91.49	91.49		501			1291-Monthly phone charge
25/01/2021	Node IT Solutions Ltd	DD09	450.00	450.00		501			1318-Node IT prof service
25/01/2021	Nisbets	FPO	813.19	813.19		501			P/Ledger Electronic
Subtotal Carried Forward:			97,918.84	48,968.09	97.36			48,853.39	

Date: 16/02/2021

Biggleswade Town Council

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Time: 11:47

Cashbook 2

User: DCW

Lloyds Current A/C

Payments made between 01/01/2021 and 31/01/2021

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
									Payment
31/01/2021	Kubota Finance	Std Ord	536.40		89.40	430		447.00	Kubota Finance Leasing
						435		-33.44	Kubota Finance Leasing
						4253	109	33.44	Kubota Finance Leasing
						4982	109	413.56	Kubota Finance Leasing
						350		-413.56	Kubota Finance Leasing
Total Payments:			98,455.24	48,968.09	186.76			49,300.39	

BIGGLESWADE TOWN COUNCIL

Report to Council Tuesday 9th March 2021 Review of Standing Orders

Implications of Recommendations

Corporate Strategy: None

Finance: None

Equality: None

Environment: None

Community Safety: None

Background

It is a governance requirement that Council review its Standing Orders on an annual basis. At the meeting of Council held on the 9th February 2021 a report was presented proposing amendments to Standing Orders. The proposals were deferred to this meeting, without debate, in compliance with Standing Order 70.

Introduction

The proposed changes are designed to improve the effective working of the Council and to recognise what should be considered as good practice. In proposing these amendments, the NALC Model Standing Orders have been taken into account as well as reference to the Standing Orders of other large Town Councils.

There are some minor typographical errors in the current Standing Orders of Council to be corrected but, more significantly, a number of substantive points require attention. The proposed changes, if adopted, will require consequential renumbering within the document.

A 'red line' copy of the current Standing Orders with the proposed amendments inserted is attached with the agenda. The summary below highlights the changes with explanations where appropriate.

Summary

The minor typographical errors for correction are:

SO 2a: 'Councillors' should not have an apostrophe.

SO33: 'favour' is spelt without the 'u'

Substantive points to be addressed:

SO1: There is no reference in Standing Orders to calling/notice of meetings (except for reference to extraordinary meetings at SO39). The following text should be added:

The Proper Officer shall at least three clear days before a meeting of the Council, a committee or a sub-committee,

- serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and
- Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

A minimum three clear days' notice of a meeting must be given. This does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

SO16k: This refers to an item in the order of business of meetings and is worded:

To receive and consider reports and minutes of committees.

This does not correspond with the wording that has been used on Council agendas, which reads:

Minutes and recommendations of meetings.

Whether the Standing order needs to be altered to reflect practice is a matter for debate but, under either wording it is clear that the minutes of committees can come to Council and the need to have a separate report of recommendations that will be in the minutes is unnecessary.

SO37e: Appointing non members to committees includes Finance & General Purposes at present. This requires amendment to the following:

The Members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.

SO47b: This reads:

Any Council Member shall, unless the Council otherwise orders, be entitled to be present as a spectator on the public benches at the meetings of any committee or sub-committee of which he/she is not a Member, but he/she shall not be entitled to vote and he/she shall not take part in the consideration of any business save by leave of the person presiding. This is not standard practice.

The recommended replacement wording is;

Any Council Member shall, unless the Council otherwise orders, be entitled to be present at the meetings of any committee or sub-committee of which he/she is not a member, and he/she shall be permitted to speak to particular items of business provided that prior notice of the request is given and the committee approves the request, but he/she shall not be entitled to vote.

This change would give the Member the right to attend the meeting as a councillor and to speak (with consent of the meeting) but still not to vote.

SO68: This refers to 'Code of Conduct on Complaints' but not 'Code of Conduct Complaints', The latter being the province of the Monitoring Officer of the Unitary Authority.

The NALC text on this subject is as follows and should also be read in conjunction with current SOs 48, 49 and 50:

- a Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 68, report this to the Council.
- b Where the notification in standing order xx(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order xx(d).

- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

These additional provisions are not included in Standing Orders at the moment:
Taken from NALC Model:

RESPONSIBLE FINANCIAL OFFICER

The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

This needs to be included with a sentence to state that the Responsible Financial Officer is the Town Clerk, so as to achieve consistency with the Financial Regulations.

Recommendations

Members are requested to consider adoption of the proposed amendments.

Philip Truppin
Assistant Town Clerk



STANDING ORDERS

Some of the following Standing Orders are compulsory as they are laid down in Acts of Parliament. These are printed in **BOLD** type. These standing orders cannot be altered.

1. Meetings of the Council and its Committees

- a. Meetings of the Council shall be held on the second and fourth Tuesday of every month, commencing at 7.00 pm unless the Council otherwise decides at a previous meeting.
- b. The Proper Officer shall at least three clear days before a meeting of the Council, a Committee or a Sub-Committee,
 - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and
 - provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).
- c. A minimum three clear days' notice of a meeting must be given. This does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- d. Smoking of any kind is not permitted at any meeting of the Council.

2. The Statutory Annual Meeting

- a. In an election year the Annual Statutory Meeting shall be held on or within 14 days following the day on which the Councillors are elected to take office and
- b. In a year which is not an election year the Annual Town Meeting shall be held on such day in May as the Council may direct.

3. In addition to the Statutory Annual Meeting, at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.

4. Chairman of the Meeting

The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

5. Proper Officer

Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases he/she shall be the Clerk or nominated officer:

To receive declarations of acceptance of office
To receive and record notices disclosing interests at meetings
To receive and retain plans and documents
To sign notices or other documents on behalf of the Council
To receive copies of bylaws made by another local authority
To certify copies of bylaws made by the Council
To sign and issue the summons to attend meetings of the Council
To keep proper records for all Council meetings

6. Quorum of the Council

Three Members or one third of the total Membership, whichever is the greater, shall constitute a quorum at meetings of the Council.

7. If a quorum of 5 Councillors' is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned, and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may affix.
8. For a quorum relating to a Committee or Sub-Committee, please refer to Standing Order 42.

9. Voting

Members shall vote by show of hands or, if at least two Members so request, by signed ballot.

10. **If a Member so requires, the Clerk shall record the names of the Members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.**
11. (1) **Subject to (2) and (3) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes must give a casting vote whether or not he/she gave an original vote.**

(2) **If the person presiding at the annual meeting would have ceased to be a Member of the Council but for the statutory provisions which preserve the Membership of the Mayor and Deputy Mayor until the end of their term of office he/she may not give an original vote in an election for Mayor.**

(3) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Mayor.**

12. Order of Business

At each Annual Town Council Meeting the first business shall be:

- a. To elect a Chairman of the Council.

- b. To receive the Chairman's declaration of acceptance of office or, if not received, to decide when it shall be received.
- c. In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- d. To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
- e. To elect a Vice Chairman of the Council.
- f. To receive the Vice Chairman's declaration of acceptance of office or, if not received to decide when it shall be received.
- g. To appoint representatives to outside bodies.
- h. To appoint Committees and Sub-Committees.
- i. For Committees to appoint the Chairman and Vice Chairman of those Committees.
- j. For the programme of meetings of those Committees to be approved for the municipal year.

and shall thereafter follow the order set out in the Standing Order 16.

- 13. At every meeting other than the Annual Council Meeting the first business shall be to appoint a Chairman if the Chairman and Vice Chairman be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's Code of Conduct as are required by law to be made or, if not then received, to decide when they shall be received.**
- 14.** In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. The Council shall be notified formally when this has been done.
- 15.** Standing Order 34 must be read in conjunction with this requirement.
- 16.** After the first business has been completed, the order of business shall be in the order set out in the Agenda unless the Council otherwise decides on the grounds of urgency, and shall be as follows:
 - a. To receive apologies from Members not able to be present and the reasons for absence. To note absent Members from whom no apology has been received.
 - b. To receive Declarations of Interests or to consider requests for dispensation.
 - c. To receive such communications as the person presiding may wish to lay before the Council.
 - d. To receive Members' questions.
 - e. To adjourn for a period of up to 15 minutes to allow Members of the public to put questions or to address the Council, through the Chairman, pertaining to matters

listed on the Agenda.

Each speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each speaker will be allowed (one) three-minute slot.

- f. To read and consider Minutes; provided that if a copy has been circulated to each Member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
- g. **After consideration to approve the signature of the Minutes by the Chair as a correct record.**
- h. To deal with matters arising from the Minutes unless such matters are specified on the agenda.
- i. **To deal with business expressly required by statute to be done.**
- j. To dispose of business, if any, remaining from the last meeting.
- k. To receive and consider reports and minutes of Committees. (refer to written report from the assistant Town Clerk relating to this SO)
- l. To receive and consider resolutions or recommendations in the order in which they have been notified.
- m. To adjourn for a period of up to 15 minutes to allow Members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.
- n. Each speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each speaker will be allowed (one) three-minute slot.
- o. To authorise the sealing of documents.
- p. To receive at the last meeting every second month, a report of the Council's performance against the Business Plan.
- q. To receive a record of any previous minutes that remain to be actioned and of any decisions made by officers under delegation.

17. Urgent Business

A motion to vary the order of business on the grounds of urgency:

- a. may be proposed by the Chairman or by any Member and, if proposed by the Chairman, may be put to the vote without being seconded, and
- b. shall be put to the vote without discussion.
- c. If a matter of genuine unexpected urgency arises, any necessary action may be decided by the Town Clerk in accordance with Terms of Reference and Delegation approved by the Council.

18. Resolutions Moved on Notice

Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least 6 clear days before the next meeting of the Council.

19. The Clerk shall date every notice of resolution or recommendation from Members when received, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every Member of the Council.
20. The Clerk shall insert in the summons for every meeting all notices of resolution or recommendation properly given in the order in which they have been received unless the Member giving a notice of resolution has stated in writing that he/she intends to move at some later meeting or that he/she withdraws it.
21. If a resolution or recommendation specified in the summons is not moved either by the Member who gave notice of it or by any other Member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
22. Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties which affects its area.

23. Resolutions Moved without Notice

Resolutions dealing with the following matters may be moved without notice:

- a. To appoint a Chairman of the meeting.
- b. To correct the minutes.
- c. To approve the minutes.
- d. To alter the order of business.
- e. To proceed to the next business.
- f. To close or adjourn the debate.
- g. To refer a matter to a Committee.
- h. To appoint a Committee or any Members thereof.
- i. To adopt a report.
- j. To authorise the sealing of documents.
- k. To amend a motion.
- l. To give leave to withdraw a resolution or amendment.
- m. To extend the time limit for speeches (See Order 28d below).
- n. To exclude the press and public (See Order 58 below).

- o. To silence or eject from the meeting a Member named for misconduct (see Order 31 below).
- p. To give the consent of the Council where such consent is required by these Standing Orders.
- q. To suspend any Standing Order (see Order 69 below).
- r. To adjourn the meeting.

24. Questions

A Member may ask the Chairman or the Clerk any question concerning the business of the Council.

- 25.** No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- 26.** Every question shall be put and answered without discussion.
- 27.** A person to whom a question has been put may decline to answer.

28. Rules of Debate

No discussion of the minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialed by the Chairman.

- a. A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him/her before it is further discussed or put to the meeting.
- b. A Member when seconding a resolution or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.
- c. A Member shall direct his/her speech to the question under discussion to a personal explanation or to a question of order.
- d. No speech by a mover of a resolution shall exceed 3 minutes and no other speech shall exceed 3 minutes except by consent of the Council.
- e. An amendment shall be either:
 - i. To leave out words
 - ii. To leave out words and insert others
 - iii. To insert or add words
- f. An amendment shall not have the effect of negating the resolution before the Council.
- g. If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.

- h. A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- i. The mover of a resolution or of an amendment shall have a right of reply, not exceeding 2 minutes.
- j. A Member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- k. The mover of a resolution shall have a right of reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote.
- l. A Member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion. A Member may, with the consent of his seconder, move amendments to his/her own resolution.
- m. A Member may speak on a point of order or a personal explanation. A Member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him, her which may have been misunderstood.
- n. A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no Member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- o. When a resolution is under debate no other resolution shall be moved except the following:
 - i. To amend the resolution
 - ii. To proceed to the next business
 - iii. To adjourn the debate
 - iv. That the question be now put
 - v. That a Member named be not further heard
 - vi. That a Member named leave the meeting
 - vii. That the resolution be referred to a Committee
 - viii. To exclude the public and press
 - ix. To adjourn the meeting

29. A Member shall stand when speaking at Council meetings unless permission to remain seated is given by the Chairman.

- a. The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- b. Members shall address the Chairman. If two or more Members wish to speak, the Chairman shall decide who to call upon.
- c. Whenever the Chairman speaks during a debate all other Members shall be silent.

- d. Members wishing to speak should raise their hand until acknowledged by the Chairman of the meeting.

30. **Closure**

At the end of any speech a Member may, without comment, move “that the question be now put”, “that the debate be now adjourned” or “that the Council do now adjourn”. If such motion is seconded, the Chairman shall put the motion but, in the case of a motion “that the question is now put”, only if he/she is of the opinion that the question before the Council has been sufficiently debated. If the motion “that the question be now put” is carried, he/she shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

31. **Disorderly Conduct**

- a. **All Members must observe the Code of Conduct currently adopted by the Council, a copy of which is included in the Constitution.**
- b. No Member shall at a meeting persistently disregard the ruling of the Chairman, willfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Council into disrepute.**
- c. If, in the opinion of the Chairman, if a Member has broken the provisions of paragraph a. or b. of this Order, the Chairman shall express that opinion to the Council and thereafter any Member may move that the Member named be no longer heard or that the Member named do leave the meeting, and the motion, if seconded, shall be put forth with and without discussion.

If a Member reasonably believes another Member is in breach of the Code Conduct the Member is under a duty to report that Member to the Monitoring Officer for the Unitary Authority for a breach of Section 29 to 34 of the Localism Act 2011.

- d. If either of the motions mentioned in paragraph c. is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

32. **Rescission of Previous Resolution**

- a. A decision (whether affirmative or negative) of the Council shall not be reversed within 6 months except by a special resolution, the written notice whereof bears the names of at least 5 Members of the Council, or by a resolution moved in pursuance of the report or recommendation of a Committee.
- b. When a special resolution or any other resolution moved under the provisions of paragraph a. of this Order has been disposed of, no similar resolution may be moved within a further six months.

33. **Voting on Appointments**

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

34. Discussions and Resolutions Affecting Employees of the Council

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or Committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order No. 58).

35. Resolutions on Expenditure

Any resolution (which is moved otherwise than in pursuance of a recommendation of the Finance and General Purposes Committee or of another Committee after recommendation by the Finance and General Purposes Committee) and which, if carried, would, in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any Committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any Committee affected by it shall consider whether it desires to report thereon (and the Finance and General Purposes Committee shall report on the financial aspect of the matters).

36. Sealing of Documents

- a. A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- b. Any two Members of the Council, one of whom must be the Chairman or Vice Chairman may seal on behalf of the Council any document required by law to be issued under seal.
- c. Approved written minutes are the definitive record of the Town Council and the Town Councils Committees.

37. Committees and Sub Committees

The Council may at its Annual Meeting appoint standing Committees and may at any other time appoint such other Committees as are necessary, but subject to any statutory provision in that behalf:

- a. No Councillor may be appointed to a Committee unless they have completed the minimum training as prescribed. Additional training may be prescribed from time to time by resolution of the Council.
- b. Standing Order 37 (a) will not apply to appointments made at the Annual Statutory Meeting immediately following and election.
- c. For the purposes of Standing Order 37 (a) the prescribed minimum training is;
 - *Legal Requirements and Constraints – “New Councillor Induction Training” or “The Town Council and its Councillors” if induction training has been previously completed.*
 - *Local Council Finance - provided by accountants familiar with local government accounting and audit procedures.*

The listed training must have been completed no more than three years prior to the relevant Annual Meeting or since joining the Council if the Councillor has served for a period shorter than three years.

- d. Shall not appoint any Member of a Committee so as to hold office later than the next Annual Meeting.
 - e. ~~May appoint persons other than Members of the Council to any Committee; The Members of a Committee may include non-councillors unless it is a Committee which regulates and controls the finances of the Council and~~
 - f. May subject to the provisions of Standing Order 32 above at any time dissolve or alter the Membership of Committee.
- 38.** The Chairman and Vice Chairman, ex-officio, shall be voting Members of every Committee, unless they signify that they do not wish to serve.
- 39. Extraordinary meetings of the council and Committees**
- a. **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
 - b. **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
 - c. The chairman of a Committee may convene an extraordinary meeting of the Committee at any time.
 - d. If the chairman of a Committee does not call an extraordinary meeting within 7 days of having been requested to do so by two Members of the Committee, any 2 Members of the Committee may convene an extraordinary meeting of the Committee.
- 40. Sub-Committees**
- Every Committee may appoint Sub-Committees for purposes to be specified by the Committee.
- 41.** The Chairman and Vice-Chairman of the Committee shall be Members of every Sub-Committee appointed by it unless they signify that they do not wish to serve.
- 42.** Except where ordered by the Council in the case of a Committee, or by the Council or by the appropriate Committee in the case of a Sub-Committee, the quorum of a Committee or Sub-Committee shall be three or one third of its Members whichever is the greater.
- 43.** The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of Members in contracts and other matters shall apply to Committee and Sub-Committee meetings.
- 44. Voting in Committees**
- Members of Committees and Sub-Committees entitled to vote, shall vote by show of hands, or, if at least two Members so request, by signed ballot.
- 45. Chairmen of Committees and Sub-Committees shall in the case of an equality of votes have a second or casting vote.**

46. Working Groups

The Council or a Committee may create a working group to look at specific issues and to advise it accordingly. It must determine the terms of reference and Membership. Usually a working group will operate on a task and finish basis. Voting will be as for a Committee.

47. Presence of Non-Members of Committees at Committee Meetings

- a. A Member who has proposed a resolution, which has been referred to any Committee of which he/she is not a Member, may explain his/her resolution to the Committee but shall not vote.
- b. Any Council Member shall, unless the Council otherwise orders, be entitled to be present ~~as a spectator on the public benches at the meetings of any Committee or Sub-Committee of which he/she is not a Member, but he/she shall not be entitled to vote and he/she shall not take part in the consideration of any business save by leave of the person presiding at the meetings of any Committee or Sub-Committee of which he/she is not a Member, and he/she shall be permitted to speak to particular items of business provided that prior notice of the request is given and the Committee approves the request, but he/she shall not be entitled to vote.~~

48. Interests and Dispensations

A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest, or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

Members must disclose Interests as defined by the Code of Conduct currently adopted by the Council, as soon as it becomes apparent, disclosing the nature and extent of that interest.

49. **The Clerk will be required to compile and hold a register of Member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by the Localism Act 2011 Sections 29 to 34.**
50.
 - a. If a Member has declared a Disclosable Pecuniary interest he/she must withdraw from the meeting during consideration of the item to which the interest relates. If the Member has been granted a dispensation by the Council, he/she must still declare the interest but may take part in the discussion and vote.
 - b. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
 - c. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
 - d. A decision as to whether to grant a dispensation shall be made by the Proper Officer, and that decision is final.

- e. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g. Subject to standing orders ~~43~~ 50(c) and (e), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required OR at the beginning of the meeting of the Council, or Committee or Sub-Committee for which the dispensation is required.
- g. **A dispensation may be granted in accordance with standing order 50(d) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**
- h. Councillors must keep their registered interests up to date by completing the appropriate form and delivering this to the Town Clerk.
- i. The Clerk will send out forms prior to the Annual Statutory meeting each year, to give Members the opportunity to update their interests in the Register if necessary.

- 51.** If a candidate for any appointment under the Council is to his/her knowledge related to any Member or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Clerk

A candidate who fails so to do shall be disqualified for such appointment and if appointed, may be dismissed without notice.

The Clerk shall report to the Council or to the appropriate Committee and such disclosure. Where a relationship to a Member is disclosed, Standing Orders 48 and 49 shall apply as appropriate.

The Clerk shall make known the purpose of Standing Order 52 to every candidate.

52. Canvassing of and Recommendations by Members

- i. Canvassing of Members of the Council or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.

- ii. A Member of the Council or of any Committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but nevertheless, any such Member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
53. Standing Order No's 51 and 52 shall apply to tenders as if the person making the tender were a candidate for an appointment.
54. **Inspection of Documents**
- A Member may for the purpose of his/her duty as such (but not otherwise), inspect any document in possession of the Council or a Committee and if copies are available shall, on request, be supplied for the like purpose with a copy.
55. **All minutes kept by the Council and by any Committee shall be open for the inspection of any Member of the Council.**
56. All requests for information held by the Council shall be processed in accordance with the Council's Publication Scheme and Information Guide and the Freedom of Information Act 2000
57. **Unauthorised Activities**
- No individual Member of the Council or of any Committee or Sub-Committee shall in the name of or on behalf of the Council:
- inspect any lands or premises which the Council has a right or duty to inspect; or
 - issue orders, instructions or directions or commit to any expenditure unless authorised to do so by the Council or the relevant Committee or Sub-Committee.
58. **Admission of the Public and Press to Meetings**
- The public and press shall be admitted to all meetings of the Council and its Committees which may, however, temporarily exclude the public by means of the following resolutions:**
- That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw".
59. The Council shall state the special reason for exclusion. **(Pursuant to Section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council resolve to exclude the public and press by reason of the confidential nature of the business about to be transacted).**
- Where the public are excluded from a meeting of a relevant government body under Subsection (2) the body may also prevent any person from reporting on the meeting using methods which can be used without that person's presence at the meeting and which will enable persons not present at the meeting to see or hear the proceedings at the meeting as it takes place later.
60. At all meetings of the Council the Chairman may at his/her discretion and at a convenient time in the transaction of business, suspend standing orders so as to allow any Members

of the public or a representative of the local Constabulary to address the meeting in relation to the business to be transacted at that meeting.

61. a static position in the public area, so as not to impede other Members of the public. Any person who attends a meeting for the purposes of reporting on the meeting may use any communication method, including the internet, to publish, post or otherwise share the results of the persons reporting activities.

Filming, photography and audio recording should be carried out from
Oral reporting, commentary and flash photography on a meeting will not be permitted.
Publication and dissemination may take place at the time of the meeting or occur after the meeting.

This shall not be without prejudice to any power of exclusion to suppress or prevent disorderly conduct or other misbehaviour at a meeting.

62. If a Member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he/she be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

63. **Petitions**

At any meeting any Member may present a petition, signed by persons other than Members of the Council, which is relevant to some matter for which the Council has a responsibility or which affects the Parish.

- a. A Member wishing to present a petition shall give notice of his/her intention to do so to the Town Clerk at least twenty-four hours before the beginning of the meeting at which it is to be presented.
- b. The presentation of a petition will last for no more than three minutes.
- c. No discussion will take place on any petition, but any Member may move that a matter raised be included on a future agenda.

64. **Confidential Business**

- a. No Member of the Council or of any Committee or Sub-Committee shall disclose to any person not a Member of the Council any business declared to be confidential by the Council, the Committee or the Sub-Committee as the case may be.
- b. Any Member in breach of the provisions of paragraph a. of this Standing Order shall be removed from any Committee or Sub-Committee of the Council by the Council.

65. **Liaison with Unitary Councillors**

A summons and Agenda for each meeting shall be sent to the Unitary Councillor for the appropriate division or ward.

66. **Planning Applications**

Planning applications received shall be considered by the first available meeting of the Council.

The Clerk shall, as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council:

- i. the date on which it was received
- ii. the planning application number
- iii. the place to which it relates
- iv. the date of the Committee at which it will be considered
- v. In the event of a planning amendment being received for consideration by the Council, where the amendment is a minor amendment related to a Planning Application that previously received **No Objection** from the Council, then the Clerk in consultation with or any three Members of the Council, which should include either the Chairman or the Vice Chairman of the Council, may, if necessary, take a majority decision on the amendment without the need to summon a Council Meeting, such decision to be recorded at the next meeting of the Council.

67. Annual Town Meeting

- a. The Annual Town Meeting will be held in May each year.
- b. Proceedings shall not begin before 7.30. pm.
- c. The Chairman shall preside or in his/her absence the Vice Chairman.
- d. In the absence of the Chairman and the Vice Chairman the meeting shall appoint a Chairman before proceeding to any other business.
- e. The Clerk to the Council shall record the proceedings and in his/her absence the person presiding may record the proceedings or may appoint another to do so.
- f. The Minutes of the previous meeting shall be considered and, if correct, signed by the person presiding at the meeting.
- g. Subsequent business of the Annual Meeting shall be as follows:
 - i. To receive the Annual Report of the Town Council.
 - ii. To receive Statement of the Accounts for the year ended the previous 31st March.
 - iii. To receive the Council's observations on its finances for the current year.
 - iv. To consider items previously resolved by the Town Council to be added to the agenda.
 - v. Where 7 days' written notice has been given by Local Government Electors for this parish:
 - to consider subjects affecting this parish
 - to consider resolutions affecting this parish
 - vi. To receive reports from Unitary Authority Councillors'.
 - vii. To receive reports from the Chair of the Council Committees unless reports are included in the Annual Report and reports from Representatives of other bodies etc.
- h. Questions and comments can now be put by the Local Government Electors -the person presiding at the meeting may call upon Town Councillors', Unitary Authority Councillors', representatives of other bodies who are present to answer questions.
- i. Any relevant items raised to go to the next available meeting of the Council.

68. Code of Conduct on Complaints

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or Member in accordance with the Complaints Code and Vexatious Policy, except for those complaints which should be properly directed to the Monitoring Officer of the Unitary Council.

New SO

Code of Conduct Complaints

a. Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to standing order 86, report this to the Council.

b. Where the notification in standing order [xa] relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff Member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order [xd].

c. The Council may:

i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

d. Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

(subsequent renumbering if adopted)

69. Variation, Revocation and Suspension of Standing Orders

Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.

70. A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, unless a written draft of the changes has been prepared by the Town Clerk and has been circulated with the Agenda.

71. Standing Orders to be given to Members

A copy of these Standing Orders shall be given to each Member by the Town Clerk upon delivery to him/her of the Member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council or following any amendment or revision as part of the Constitution.

72. Training and Development

The Council will determine and execute an annual training plan for its Members.

73. General Power of Competence

- a. The General Power of Competence permits principal councils and eligible local councils to do anything that individuals generally may do. The Council will adopt this power when it becomes eligible.
- b. Before exercising the General Power of Competence, the full Council must have passed a resolution at an ordinary meeting, that they meet the relevant eligibility criteria: A Clerk who holds a recognised qualification and the number of Councillors elected at the last ordinary election or subsequent by-elections is equal to or exceeds two thirds of the total number of Councillors. If adopted, the General Power becomes the power of first resort.
- c. Local Councils are also required by regulation to pass a resolution at each subsequent relevant annual meeting that it meets the conditions of eligibility. Relevant annual meeting is the one following an ordinary election.

New SO

Responsible Financial Officer

- a. The Town Clerk shall be the Responsible Financial Officer
- b. The Council shall appoint appropriate staff Member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

(subsequent renumbering if adopted)

74. Contracts

Every contract relating to the sale or purchase of any land or buildings shall be in writing and be signed on behalf of the Council by the Proper Officer and the Chairman of the Council, or their deputies. Purchases of land should not be above the current market value as determined by the Council's appointed Valuer and sales of land should not be below the current market value as determined by the Council's appointed Valuer. Where this is not the case a report should be made to Council setting out the reasons for such variation, which may take into account any community benefits or justification on the grounds that it helps fulfil a wider objective of the Council.

75. Every contract made by or on behalf of the Council shall comply with these Standing Orders and the Council's Financial Regulations. (see Financial Regulations 11).
76. Where tenders are required, one of the following methods shall be used:

Open competitive tender

Tenders shall be invited after giving at least 14 days' public notice in at least one local newspaper circulating in the area of the Authority and in such trade journals as the Town Clerk considers appropriate stating the nature and purpose of the contract, inviting tenders and stating the last date when tenders will be accepted.

Any notice issued shall contain a Statement of the effect of Standing Orders 51 & 52.

Ad hoc approved list

Tenders shall be invited after giving notice in the manner set out for Open Competitive tenders seeking applications to be placed on a list from which selected contractors will be invited to submit tenders.

Standing approved list

Tenders shall be invited from persons included in a list approved by the Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work.

The list shall be compiled in the following manner:

- Notices inviting applications for inclusion in the list shall be published not less than 28 days before the list is compiled in at least one local newspaper and one trade journal.
- No person shall be included in the list unless, at the time of compilation of the list, the Responsible Financial Officer is satisfied as to his or her financial status and suitability.
- The approved list may be amended as required from time to time by the Council or Town Clerk under delegated authority and shall be reviewed at intervals not exceeding two years.

Approved list of another Council

Tenders shall be invited from persons included in a list approved by Central Bedfordshire Council for the supply of goods or materials of specified categories

values or amounts or for the carrying out of specified categories of work.

Established procurement specialist

Where large, high value tender exercises take place, in areas in which the Council have limited expertise, it may be necessary to engage the use of established procurement specialists. These specialists will undertake the tender process on behalf of the Council, subject to compliance with Financial Regulations for the opening of tenders.

77. Selection of Tenderers or Invitees

The selection of persons from whom tenders shall be invited shall be delegated to the Town Clerk in consultation with the Chairman of Finance and General Purposes Committee.

In inviting applications for inclusion in a list of approved tenderers or in selecting persons from whom tenders are to be invited, steps shall be taken to ensure fair competition. It may be necessary to supplement approved lists in cases where the specialist nature of the work or goods indicates that competition will be limited, subject to a resolution of Council which embodies the reason for doing so.

Where a contract will involve a design element, or in the case of other construction works, the chosen process may be varied minimally to ensure that the quality of the design is properly taken in to account.

78. Form of Invitation to tender and submission of tenders

A specification for the goods, materials, services or the execution of works shall be drawn up.

All tenders shall be required to be submitted on a Form of Tender approved by the Town Clerk. This Form shall include a statement that the Council will not be bound to accept any tender and reserves the right to accept a tender other than the one which is the lowest price or not to accept any tender at all.

The invitations to tender shall state that no tender will be considered unless contained in an unmarked plain sealed envelope and endorsed "Tender" followed by the subject to which it relates.

Every tender shall be addressed to the Town Clerk and the tender shall remain in his custody, or that of his nominated representative, until the time appointed for its opening.

79. Extension of time

Where the Town Clerk considers it to be in the best interests of the Council the time within which tenders must be received may be extended after giving written notice of such extension of time to all contractors.

80. Opening of tenders

All tenders for a contract shall be opened in accordance with the Financial Regulations.

The Town Clerk shall prepare and maintain a register of tenders received and shall record in that register the following particulars:

- the last date and time for the receipt of tenders.
- the date and time the tender was actually received.
- the name of the tenderer and the amount of the tender.
- the date and time they were opened and by whom.
- the signature of the officer to whom the tenders were handed after opening.

All persons required to be present at the opening of tenders shall immediately sign against the relevant particulars in the register and shall also sign each page of the tender as evidence of such tenders having been opened by them or in their presence.

Following the opening of tenders invited the Town Clerk shall write to all persons who were invited to tender but who failed to tender to ascertain the reasons for that failure.

81. Late tenders

Any tender received late will be returned promptly to the tenderer by the Town Clerk. A late tender which has been received may be opened in the presence of the two Members to ascertain the name and address of the tenderer, but no details of the tender shall be disclosed.

82. Errors and discrepancies

Where the tender reveals errors or discrepancies, which would affect the tender figure in an otherwise successful tender, the tenderer shall be told of the errors and discrepancies and given an opportunity of confirming, correcting or withdrawing the offer.

83. Acceptance of tenders

In accepting a tender, consideration will be given to price and quality. A suitable pre-determined price-quality model (Evaluation Model) will be devised by the Town Clerk or representative in accordance with the Council's Procurement Policy. Selection of the best tender will be based on this evaluation.

If no tenders are received or if all tenders are identical, the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.

84. Contracts to be in writing

Every contract which exceeds £5000 shall be in writing in a form approved by the Town Clerk.

85. Responsibilities to provide information

See also standing order 86.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

86. Management of information

See also standing order 87.

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

87. Responsibilities under data protection legislation.

(Below is not an exclusive list).

See also standing order 86.

- a The Council shall appoint a Data Protection Officer.**
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f The Council shall maintain a written record of its processing activities.**

88. Approval of Standing Orders

The foregoing Standing Orders were adopted by Biggleswade Town Council on May 2018.

Town Mayor:

Clerk to the Council:

Development Management

Central Bedfordshire Council

Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire SG17 5TQ
www.centralbedfordshire.gov.uk



Mr Peter Tarrant
Clerk to Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
Beds
SG18 8DL

Contact Pat Longland
Direct Dial 0300 300 4431
Email planning@centralbedfordshire.gov.uk
Your Ref
Date 16 February 2021

Dear Mr Tarrant,

Application No: CB/TRE/21/00066

Proposal: Works to Trees Protected by Tree Preservation Order MB/75/00001:
Reduce lateral spread of Beech Tree (235) to south by up to 4.5m,
remove Beech Tree (237) to ground level, remove all significant
deadwood of Beech Tree (238) and reduce height of both stems of Ash
Tree (239) to 5-6m

Location: Holme Lodge, London Road, Biggleswade, SG18 9SS

I have received an application to carry out work to preserved tree(s) at the above property.
You can view the application details and documents on our website by visiting:
<http://www.centralbedfordshire.gov.uk/tree-works-register>.

If you wish to comment on the application, please do so in writing by **09 March 2021** quoting the above application number.

All letters received are open to public view and therefore cannot be treated in confidence.
Normally, your letter will not be acknowledged.

How coronavirus is affecting planning

We were already well prepared for agile working, operating a paper light planning application process. Most of our staff are now working from home, but can be contacted as normal via email or phone during working hours. A number of staff are working flexibly around childcare - please leave a message and they will get back to you as quickly as they can. We will of course be keeping staffing levels and workloads under constant review in light of any cases of self-isolation and childcare needs.

A small number of our planning admin team are in the office to register post, scan documents and print. However, as most applications can be registered remotely, please help us by making electronic submissions. Hard copy applications and postal comments are still being received, but there could be a delay in getting these logged as they have to be scanned in at the office. Please also be advised that we are unable to offer case history copies or other printing requests at this time.

We are continuing to consult on planning applications and consider any comments made. We will not be sending hard copy plans to parish and town councils in addition to electronic consultations. If you are unable to view plans then please contact the case officer to discuss.

Site visits by officers will only be carried out once the applicant / agent has first been contacted to discuss the suitability of a visit and whether arrangements can be made to accord with up to date advice on social distancing. Case officers will then make a judgement as to whether a site visit can be made in a safe way – if this is not possible we will discuss the potential for alternative ways of assessing the site or in appropriate cases request your agreement that consideration of the application be paused.

In accordance with the latest advice on social distancing, we are unable to have face to face meetings, so we are asking customers not to come into our offices. Your case officer will contact you to discuss alternative arrangements which could be via phone call or video conferencing.

Read about our Development Management Committee for updates and information about meetings:

https://www.centralbedfordshire.gov.uk/info/31/meetings/219/development_management_committee_-_meetings_and_agendas.

All of these arrangements will be kept under review and we would like to thank you for your co-operation during these challenging times.

Yours sincerely,

Pat Longland
Trees & Landscape Officer

Development Management

Central Bedfordshire Council

Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire SG17 5TQ
www.centralbedfordshire.gov.uk



Mr Peter Tarrant
Clerk to Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
Beds
SG18 8DL

Contact Pat Longland
Direct Dial 0300 300 4431
Email planning@centralbedfordshire.gov.uk
Your Ref
Date 19 February 2021

Dear Mr Tarrant,

Application No: CB/TRE/21/00076
Proposal: Works to Trees Protected by Tree Preservation Order MB/75/00001:
Reduce crown of Copper Beech Tree (T1) by 20%
Location: Holme Woods, London Road, Biggleswade, SG18 9SS

I have received an application to carry out work to preserved tree(s) at the above property. You can view the application details and documents on our website by visiting:
<http://www.centralbedfordshire.gov.uk/tree-works-register>.

If you wish to comment on the application, please do so in writing by **12 March 2021** quoting the above application number.

All letters received are open to public view and therefore cannot be treated in confidence. Normally, your letter will not be acknowledged.

How coronavirus is affecting planning

We were already well prepared for agile working, operating a paper light planning application process. Most of our staff are now working from home, but can be contacted as normal via email or phone during working hours. A number of staff are working flexibly around childcare - please leave a message and they will get back to you as quickly as they can. We will of course be keeping staffing levels and workloads under constant review in light of any cases of self-isolation and childcare needs.

A small number of our planning admin team are in the office to register post, scan documents and print. However, as most applications can be registered remotely, please help us by making electronic submissions. Hard copy applications and postal comments are still being received, but there could be a delay in getting these logged as they have to be scanned in at the office. Please also be advised that we are unable to offer case history copies or other printing requests at this time.

We are continuing to consult on planning applications and consider any comments made. We will not be sending hard copy plans to parish and town councils in addition to electronic consultations. If you are unable to view plans then please contact the case officer to discuss.

Site visits by officers will only be carried out once the applicant / agent has first been contacted to discuss the suitability of a visit and whether arrangements can be made to accord with up to date advice on social distancing. Case officers will then make a judgement

as to whether a site visit can be made in a safe way – if this is not possible we will discuss the potential for alternative ways of assessing the site or in appropriate cases request your agreement that consideration of the application be paused.

In accordance with the latest advice on social distancing, we are unable to have face to face meetings, so we are asking customers not to come into our offices. Your case officer will contact you to discuss alternative arrangements which could be via phone call or video conferencing.

Read about our Development Management Committee for updates and information about meetings:

https://www.centralbedfordshire.gov.uk/info/31/meetings/219/development_management_committee_-_meetings_and_agendas.

All of these arrangements will be kept under review and we would like to thank you for your co-operation during these challenging times.

Yours sincerely,

Pat Longland

Trees & Landscape Officer



PUBLIC NOTICE

CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO MAKE AN OFF-STREET PARKING PLACES VARIATION ORDER RELATING TO A CAR PARK IN THE BAULK, BIGGLESWADE

Reason for Variation Order: The proposed Variation Order is considered necessary in the general interests of relieving and preventing congestion of traffic. More specifically, it is related to the provision and regulation of off-street car parking facilities in The Baulk, Biggleswade.

Effect of the Order:

To amend the Central Bedfordshire Council (Off-Street Parking Places) Order 2011 as follows:-

- To add The Baulk, Biggleswade car park to the Order.
- To provide and allocate car parking spaces in which the duration of parking will be limited to 2 hours, with no return within 1 hour, from Monday to Friday between 8.30am and 5.30pm. Outside of those hours parking in those spaces will be unrestricted.

Further Details may be examined during normal office hours at the address shown below, viewed online at www.centralbedfordshire.gov.uk/publicstatutorynotices or tel. 0300 300 5003.

Comments should be sent in writing to the Traffic Management team at the address below or e-mail traffic.consultation@centralbedfordshire.gov.uk by 12 March 2021. Any objections must state the grounds on which they are made **and must quote unique reference number A00089**.

Please note that any comments received will be redacted of personal information and uploaded onto the Central Bedfordshire Council website as part of a report on the scheme a few days before the proposal is discussed at the relevant Traffic Management Meeting, where it will remain in the public domain. If you do not wish for your comments to be part of the report please state this explicitly within your response.

Order Title If made will be "Central Bedfordshire Council (Off-Street Parking Places) (Variation) Order 202*"

Central Bedfordshire Council
Priory House
Chicksands
Shefford SG1917 5TQ

Jill Dickinson
Assistant Director of Community
Services

19 February 2021

Story in Stone – Mosaic Heritage Trail Map for Sandy, Potton & Biggleswade

Date:	19th February 2021
Title:	Request for match funding - Mosaic Heritage Trail
Contact:	CBC Cllr Caroline Maudlin - 0300 300 8544

Purpose of the Report

1. To receive information from Central Bedfordshire Council Sandy Ward Member Cllr Caroline Maudlin on the production of an electronic trail leaflet for the Heritage Mosaics in the town.
2. To consider whether Biggleswade Town Council will support the production of an electronic leaflet through a match fund contribution.
3. The information in this report comes from Cllr Caroline Maudlin, who can be contacted by any Member who may have any questions relating to the proposal and request.

Recommendation

4. That the Council support the creation of a Mosaic Heritage Trail map and make a match fund contribution to its production.

Background

5. Information on the project;
 - Back in 2017 thanks to the CBC Market Town Regeneration Fund, Sandy Town Council led on this unique Heritage Mosaic Trail - it engaged with the community groups in collecting the stories and then actually, with local schools helping to produce the mosaics. I hope you will agree we now have some stunning artwork around the towns depicting the stories of their amazing history that we need to highlight further.

Proposals/Information

6.
 - This trail initially came about to link our three amazing Market Towns (Sandy, Potton & Biggleswade) together as a destination area and now, I want to complete the 'final piece of the jigsaw' and produce a 'trail map' that that shows this. It can then be used to promote and encourage more residents and eventually tourists into the heart of Sandy, Potton and Biggleswade to discover them for themselves - potentially bringing some revenue to our cafes, restaurants, pubs and shops.
 - To develop the electronic leaflet, I am working with artist Carolyn Blake who started and project managed the original Story in Stone project. A 'mock-up' design of a potential A3, DL leaflet has been circulated. NB this is purely to give members an idea of the style we want to produce and is not a final design for the leaflet.
 - I am hoping to secure funding as soon as possible to link the Trail map and short article in the 'Revealing the Greensand Country 2021' booklet (copy needed by early March) and include the trail on the Greensand Country festival events webpage for anyone to explore themselves as a day out.

Story in Stone – Mosaic Heritage Trail Map for Sandy, Potton & Biggleswade

Financial Implications

7.

- At this stage only an estimated idea of cost, which will be approximately £1,000 for just the electronic copy, has been established. (If any hard copy leaflets were to be made there would be additional printing costs)
- Funds of £500 are available from my Ward Councillors grant to match fund this work, as long as CBC retain the 'licence' to make any changes ourselves at a later date. Eg. if there is a need to change the location of any of the mosaics to more prominent places.
- With the Cllr grant match secured, I am reaching out to Biggleswade Town Councillors, along with Potton and Sandy Councillors to ask that consideration be given to making a contribution to help meet the required match funding. If Biggleswade Town Council members were able to consider a contribution to help with the match funding towards the leaflet and any additional money would ensure projects photographed professionally or even some leaflets printed. These images could then be used by the town councils at any time to promote or produce further items eg. postcards, tea towels, mugs, booklets, press release photos etc. The leaflets would be available in any tourist information areas to pick up

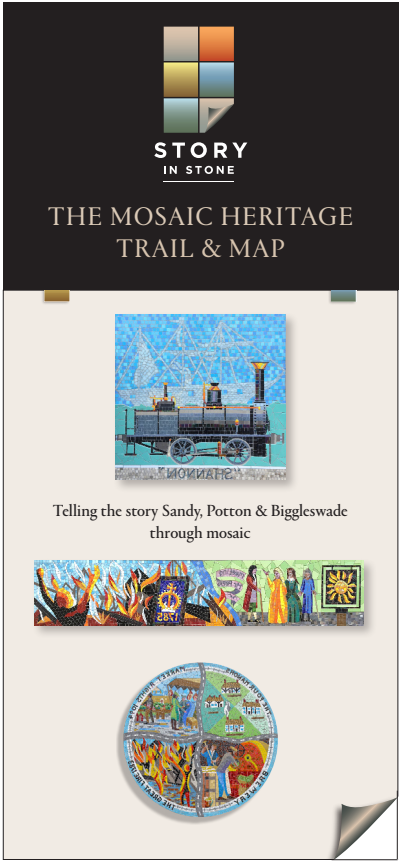
Other Implications

8. These are some benefits to the council from investment.

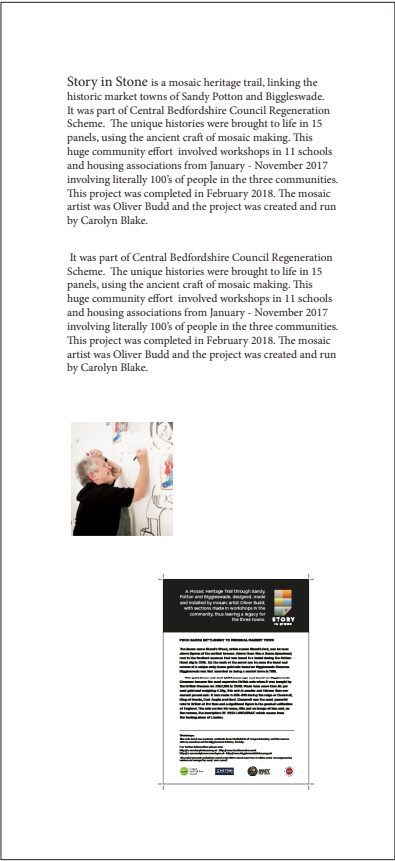
- The trail map would be available on your council website to promote to residents to download and explore the town.
- Be a helpful tool to use on any guided trail tours in the town
- The Town Council can amend and change the leaflet without being under licence to anyone else eg if the mosaics are moved.
- Professional photos (funding dependant) - would be available to use as you wish eg postcards, tea towels, mugs, booklets, press release photos, leaflets
- Printed leaflets (funding dependant) to add to your tourist information

Possibly Policy Implications

9. The production and use of a heritage trail map may help meet objectives set out in any Community Engagement Strategy the council may have, by finding new ways of engaging with people and promoting the town and work done by the Council.
10. The production of the leaflet will help the Council meet an action - if it has a Community Plan via 'Greater shared publishing/advertising between organisations and groups.



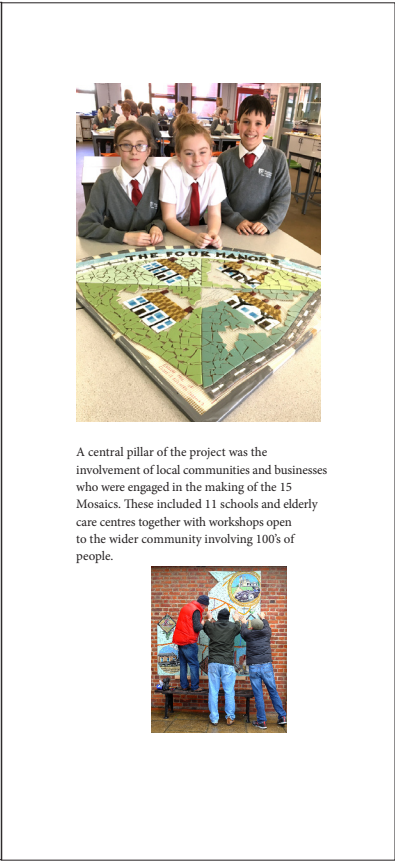
FRONT COVER
Showcase best selected Mosaics



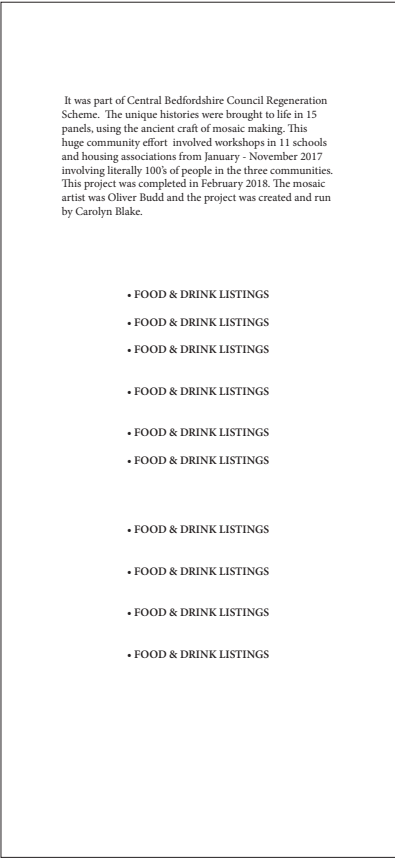
PAGE 1 - INTRODUCTION
Explain the project and context and what you are invited to find, plus how plaques reveal more information at each location



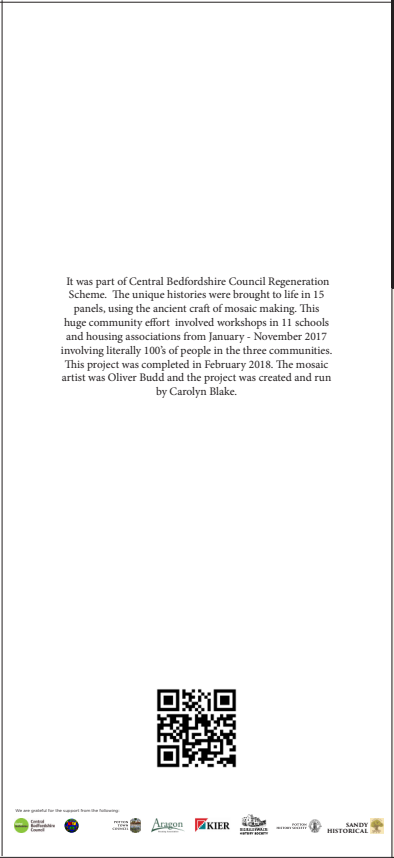
PAGE 2 - THE ART OF MOSAIC MAKING
Why Mosaic, historical context about the process of making - facts how long to make, how many pieces + who made them



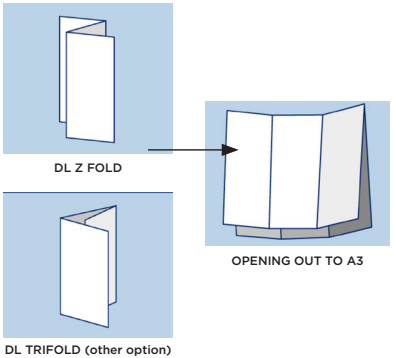
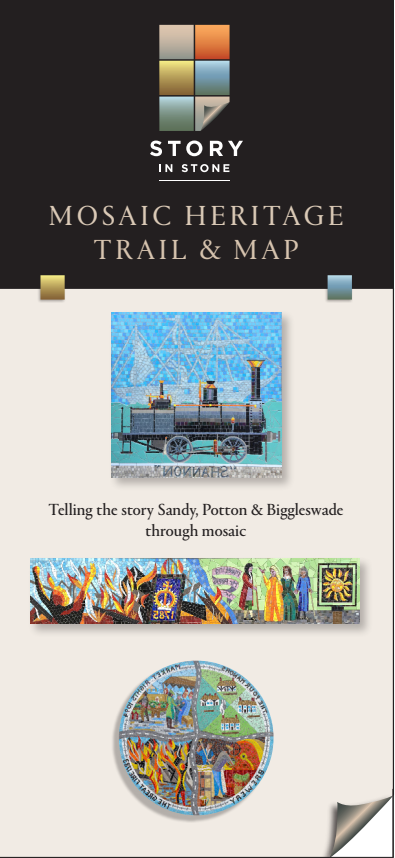
PAGE 3 - A COMMUNITY PROJECT
How the community got involved and took ownership



PAGE 4 - PLANNING YOUR VISIT
General info plus listings of selected food and drink offers



BACK PAGE - INTRODUCTION
Content to be decided plus QR Code to website credits/further info and logos



BIGGLESWADE TOWN COUNCIL

Report to Full Council Meeting 9th March 2021

Biggleswade Neighbourhood Plan

Implications of Recommendation:

Corporate Strategy	None
Finance	Within current budget
Equality	None directly
Environment	To protect the built environment and local green spaces
Community Safety	None directly

The Biggleswade Neighbourhood Plan, which is in preparation, will shape the way that various aspects of the town develop. It will provide policies for development and the Planning Authority will need to consider planning applications against the Plan's policies.

The Central Bedfordshire Local Plan is in its final stages and is likely to be 'made' by September this year. The Neighbourhood Plan cannot override the Local Plan but must work within its policies and its allocations of land.

It is anticipated that the draft Neighbourhood Plan will begin its formal processes in the autumn, with examination by a planning inspector in the New Year and a referendum in May 2022. If 50% plus one of those voting approve the Plan, it will be 'made' shortly afterwards.

Meanwhile, it is proposed to have a further round of public engagement so that residents can have their say on progress so far. The engagement will be conducted by Bedfordshire Rural Communities Charity via an online survey; will be promoted by BRCC and by the Town Council to encourage a good response; and will be ready to go live later in March, the date to be confirmed.

The basis for the survey will be as follows:

Vision

Our vision for the Plan is:

"Our vision for Biggleswade is that it should be a thriving, large market town with individual shops, services and leisure offer in the town centre, retail and business parks to the south of the town and plenty of green spaces to enjoy the open air".

Aims

- To support the development and diversification of Biggleswade Town Centre as a place for shopping, leisure, culture, and recreation.
- To support housing development to meet diverse local needs and to encourage sustainable living in the Town Centre.

- To protect and enhance Biggleswade's green spaces for their nature, amenity, and recreational value.
- To ensure that development is well designed and sustainable.
- To realise the cultural and economic potential of Biggleswade historic buildings and places.
- To promote walking and sustainable forms of transport.

Themes

Following on from earlier community and stakeholder engagement, evidence and analysis, the intention is for the Biggleswade Neighbourhood Plan to include policies on the following:

Town Centre and Employment

Development to diversify the Town Centre will be supported, including leisure, performance, community facilities, hotels, health and fitness, visitor attractions, arts and culture, personal services, recreation and other uses open to the public. This is more important than ever, for the Town Centre to recover from the COVID crisis. The plan will support rural diversification.

Housing

The Neighbourhood Plan will support housing on brownfield sites and in and around the Town Centre (but not at ground floor level in main frontages). A mix of housing types will be encouraged, to meet diverse local needs. Housing will not be supported in flood risk areas. The plan will not undertake site allocations for housing. This is being left to the Central Bedfordshire Local Plan.

Green Spaces

The plan will seek to protect key green spaces, including the Green Wheel, Biggleswade Common and the open landscape setting to the Town, separating it from Sandy and Langford. Other smaller spaces of community value will be designated as Local Green Spaces, to provide protection.

Design

The plan will seek to ensure that development places priority on pedestrian movement and safety, is distinctive in character, and includes a high quality public realm, including green spaces. For all development, sustainable and green design will be strongly supported, together with a recognition of our vernacular architecture. **In the Conservation Area design quality will be emphasised and design guidance for shop fronts will be included.**

Heritage

Policies will seek to protect Biggleswade's designated and non-designated heritage and to encourage sensitive reuse.

Transport and Movement

The plan will promote sustainable forms of transport, including facilities for cycling. Road layouts should accommodate access and turning by refuse and emergency vehicles. Policy will seek to protect or enhance Biggleswade's footpath and bridleway network.

Questions

Do you agree with the vision and the themes for the plan?

Do you have any specific comments or suggestions for any of the themes?

Are there any other matters that the plan should address?

Any other comments?

Recommendation:

That public engagement proceeds on the basis as outlined above.

Cllr. Madeline Russell
Chairman, Neighbourhood Plan Strategy Group

1st March 2021

From: Fitness Fights Back
Sent: 24 February 2021 13:07
To: Philip Truppin <
Subject: Biggleswade 10km fun run

Good afternoon,

I hope this email finds you all safe and well.

I am writing to discuss the possibility of us running a Biggleswade 10km running event in September 2021. We are a new, local company creating avenues for members of the local community to engage in a physically active lifestyle. We are a PE teacher (in a local private school) and a sports therapist (in a local wellness centre) and we are passionate about the value that physical activity can have on someone's well-being.

With the difficult year that our local community has had we feel it will be an exciting event to bring the community together again. The market square for instance could be a hub of activity; food stalls, local companies could rent a 'pitch' for the day, children's activities, music in the evening, etc etc - (all ideas that would need to be discussed further). The fun run itself could have a children's run (under 12) of a mile and a under 16s run of 3 miles. The main event would of course be the 10km for adults or any above the age of 16.

As a company we would be intending to make a small profit from this day, but we would also be giving back to local charities and businesses that have been affected by COVID. In running this event, we would be solely responsible for marketing, advertising, insurance, supplying the welcome pack and of course the race day medals and gift bags. Essentially, we would organise the entire day. We are both members of Biggleswade Rugby Club and i am sure that if we bribe the members with some beer, we would have ample people to volunteer for the day; marshalling, starting, charity money collections etc etc.

If you would like to discuss this further, then please do get in touch either via email or phone (xxxx). Of course, if I am speaking to the wrong people then please do let me know who I should contact instead.

Many thanks,

Charlie & Gina.

Mr Peter Tarrant
Biggleswade Town Council
Old Court House
4 Saffron Road
Biggleswade
Bedfordshire
SG18 8DL

Dear Peter,

As you know, I have had aspirations of setting up a Biggleswade 10km race for the last couple of years. I strongly believe that it could be a big event for our community that will bring the town together for a positive cause. Moreover, it could provide a great platform for local businesses to showcase their products and services in and around the event.

Having had several positive meetings with yourself, Cllr Steven Watkins and Howard Hughes (Active lifestyles manager at central Beds council), I am hopeful that we could turn it into a fantastic spectacle for the town, and perhaps, an annual event. Many Neighboring towns have such events and I feel that Biggleswade has the infrastructure, community and a willing council that can help the event succeed.

I am fortunate enough to operate my business within the town and have managed to organise numerous free events using the green wheel, common and other public spaces. These events are always successful in terms of numbers and execution, but I think they have the capacity to grow and become a little more official.

With the town councils blessing, I propose we aim to make the Biggleswade 10km an annual event that brings people to our town center. Although I have many scheduled routes, I think the biggest impact for the event would be to start and finish the race in the center of the square. Ideally, we would aim to create a carnival type atmosphere with street food, live music, kids activities and anything else that will help attract families. Of course, if we are not able to use the town center, there are other suitable start locations (Edward Peak, Franklin's Park, Jordans), but I feel the event would lose its impact.

If we manage to get the relevant permissions, any help, support and guidance from the town council would be much appreciated. As you know, there are many considerations with an event like this with potential road closures, health and safety, insurances, volunteers, etc. I am confident that I will be able to do most of the work myself, but might need guidance in places.

Although we have been unable to make this event happen the last couple of years, it would be great to get the green light so we can finally start planning properly. As much as we would like to hold it in 2021, I feel it might be a little too soon with regards to restrictions lifted and time for planning. For these reasons, I propose an initial date of Sunday 1st May 2022 (early May bank holiday weekend).

I really hope this is something the town council will look favorably on. If we can achieve the objective of getting people healthier, the community more engaged with the town, and raising lots of money for charity, I think we will have done a positive thing.

Sincerely,

Aiden Jones

OUTCOME OF CBC DETERMINED PLANNING

I Council 09/03/2021
Items for Information
Item 12a Planning Application Outcomes

Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
2018							
Ullswater Close, 2	18/04253/FULL	27/11/2018	No Objection.	Single & two storey rear extension.		Awaiting Decision	
2019							
Dunton Lane, Stratton Park Drive	19/02839/VOC	08/10/2019	No Objection.	Variation of Condition no.1 on Planning Permission MB/83/456 "Renewal of Planning Permission for caravan park on a permanent basis" to state that the total number of caravans shall not exceed twenty-two at any time.		Awaiting Decision	
Land North of Biggleswade	19/04301/OUT	14/01/2020	Strongly Object - does not comply with NPPF and various other comments made against the Applicant.	Outline Application: planning permission with all matters reserved except for access for the development of the land situated north of Biggleswade, east of the ECML railway to provide for up to 406 dwellings including affordable housing; green infrastructure accommodating landscaping, allotments, community orchard, public open space, children's playspace; new roads, car parking, cycleways and footways; associated infrastructure; including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.		Consultation Period	
Land North of Biggleswade	19/02827/PAPC	08/09/2020	Strongly Object - For reasons set out in previous correspondences. Council also agreed that Cllr G Fage would be appointed to represent BTC and to speak at the Development Management Committee Meeting. It was Resolved that the draft letter be approved, and that letter and the previous letter of objection be sent to the named planning officer and to the general planning address. Further, that a shorter version be circulated to Members of the CBC Development Management Committee for information.	Development Brief relating to residential scheme of around 400 dwellings at land north of Biggleswade, with access taken from Furzenhall Road.		No Information as at 01/03/2021	
Lincoln Crescent, 48	19/03482/FULL	12/11/2019	No Objection.	Proposed Single Storey rear extension.		Awaiting Decision	
2020							
Auckland Road, 9	20/04700/FULL	12/01/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey front and two-storey rear extension to replace conservatory.		Granted 02/02/2021	
Biggleswade Road, Land East of	20/00959/OUT	28/04/2020	No Objection - provided the following points are considered: 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive be reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities be provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to the A1.	Outline application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,bc,B2, B8) up to 5ha of primary school development (class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61 ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities. Subject to Environmental statement.		See Below	Yes

Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
2020 (Cont.)							
Biggleswade Road, Land East of	20/00959/OUT	11/08/2020	No Objection - provided the following points are considered: 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive be reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities be provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to the A1.	Outline application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,bc,B2, B8) up to 5ha of primary school development (class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61 ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities.		See Below	
Biggleswade Road, Land East of	20/00959/OUT	13/10/2020	As above	Outline Application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,b,c, B2, B8) up to 5ha of primary school development (Class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities. Subject to Environmental statement.		See Below	
Biggleswade Road, Land East of	20/00959/OUT	12/01/2021	It was Resolved that the Town Council will submit further correspondence to Central Bedfordshire Council to include the previous comments of objections due to: 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to A1. Additional comment: 5) There are to be improvements to Chambers Road/London Road junction.	As above.		Awaiting Decision	
Boddington Gardens 46	20/04370/FULL	12/01/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Rear dormer extension.		Granted 18/02/2021	
Britten Place 7 & 11	20/03824/FULL	09/02/2021	Strongly object as per previous objections - due to loss of commercial space. Amenities, including Retail units promised by the Developer are still yet to be delivered with the loss of these units, such delivery will be highly unlikely.	Conversion of commercial office space (B1) to two residential dwellings. Amended proposal and information from applicant correcting the proposed use of the existing units from B1 office use (not Class A2 use as previously specified) to residential, and submission of additional marketing information to support application. Revised existing floor plans to specify correct existing use as B1 office.		Awaiting Decision	
Chamberlain Park 8	20/04772/FULL	12/01/2020	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single Storey Rear Extension.		Granted 11/02/2021	
Church Street, Asda Store	20/03923/VOC	10/11/2020	No Objection - provided that all lorry delivery hours not changed.	Variation of condition 3 of appeal decision APP/P0240/A/12/2185842 (Redevelopment for construction of retail store with catering facilities, bakery, pharmacy, dry cleaners, crèche and associated level parking for 363 cars, store		Awaiting Decision	

Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
2020 (Cont.)							
Drove Road, The Annexe, 148B	20/04125/FULL	08/12/2020	No Objection.	Retrospective planning permission for annexe.		Awaiting Decision	
High Street 24A and B	20/04731/VOC	12/01/2021	Strongly Object - because it is in the conservation area. The original planning permission clearly sets out the type of window finish that should be complied with. Should the Central Bedfordshire Planning Team approve this application, then the Town Council requests that this planning application is called in for review by the DMC in order to preserve the Town Council's conservation area rules.	Variation of condition number 2 of planning permission CB/17/02774/Full Installation of replacement windows - Removal of condition Installed without wood grain effect to standard UPVC finish.		Awaiting Decision	
High Street, 63	20/04221/FULL	08/12/2020	No Objection - provided: 1) CBC conduct a noise assessment and take due consideration of impact of noise from business next door. 2) The residents are aware that in terms of BTC Parking Permit Policy, there will be no eligibility for resident parking permits. 3) The Physiotherapy Clinic will be eligible for worker permits.	Resubmission of planning application CB/20/02609/FULL Conversion of existing bank to physiotherapy clinic at ground floor and residential flats above. Construction of new residential block to rear. Change of use.		See Below	
High Street, 63	20/04221/FULL	09/02/2021	As above	Re-submission of planning application CB/20/02609/FULL Conversion of existing bank to physiotherapy clinic at ground floor and residential flats and residential block to the rear.		Granted 26/02/2021	
High Street, 63	20/04222/LB	08/12/2020	As above	Building: Conversion of existing bank to physiotherapy clinic at ground floor and residential flats above. Construction of new residential block to rear.		Awaiting Decision	
London Road, Petrol Filling Station	20/04496/FULL	12/01/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	New 'Food Offer' pod to be constructed, with associated car parking spaces, refuse area & bollards.	Extension to 13/01 for comments	Granted 23/02/2021	
London Road, 120	20/04727/FULL	12/01/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. The Town Council want to emphasize to Central Bedfordshire Council Planning Team the importance of consulting with the neighbours due to the large size of this build and the resulting disruption and noise pollution that will affect the neighbours.	First floor extension incorporating loft conversion and single storey rear extension incorporating detached garage.		Awaiting Decision	
Market Square, 29	20/04412/LB	08/12/2020	No Objection.	Listed Building: Hand painted 'Seasons Kitchen' logo on existing fascia above front door. Hand painted fascias above windows x 2 displaying the words 'Fruit & Vegetables, Groceries, Cheese, Charcuterie'; and replacement canvas for existing canopies with 'Seasons Kitchen' logo x 2.		Awaiting Decision	
Market Square, 29	20/04408/ADV	12/01/2021	No Objection.	Listed Building: Advertisement hand painted 'Seasons Kitchen' logo on existing fascia sign above front door. Two hand painted fascia signs above windows, displaying the words 'Fruit & Vegetables, Groceries, Cheese, Charcuterie'. Two replacement canvas's for existing canopies with 'Seasons Kitchen' Logo.		Consultation Period	
Mitchell Green, 4	20/04658/FULL	12/01/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey rear extensions.		Awaiting Decision	

Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
2020 (Cont.)							
Saffron Road, 60	20/04501/FULL	12/01/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.	Reinstatement of single dwelling into two dwellings, 2 storey rear extensions to both properties.		Awaiting Decision	
2021							
Boddington Gardens, 4	21/00315/FULL	09/02/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Proposed demolition of existing single storey rear extension and erection of single rear/side extension and replacement of garage flat roof.		Awaiting Decision	
Exmoor Avenue, 10	21/00268/FULL	09/02/2021	As above	Single storey side extension.		Consultation Period	
Laburnham Road, 60	21/00058/FULL	12/01/2021	As above	Replacement and enlarged single storey side/ rear extension.		Granted 15/02/2021	
London Road, 204	21/00163/FULL	09/02/2021	As above	Single storey rear extension following demolition of single storey rear extension. Single storey extension and conversion of attached garage.		Granted 19/02/2021	
Maple Close, 12	21/00211/FULL	09/02/2021	As above	Garage extensions and conversion.		Granted 24/02/2021	
Mill Lane, Ivel Mill, 6	21/00355/LB	09/02/2021	As above	Listed Building: Replacement of single glazed timber windows, external French doors & sills.		Consultation Period	
Ouse Way, 4	21/00142/FULL	09/02/2021	Objects - due to the loss of off-street parking.	Single storey rear extension and partial garage conversion with addition of rear roof light.		Consultation Period	
Whittle Drive, 42	21/00349/FULL	09/02/2021	No Objection - provided neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.	Loft conversion with roof lights to rear and 2 pitched roof dormers to front.		Awaiting Decision	
Windermere Drive, 72	21/00018/FULL	12/01/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey rear extension following demolition of conservatory.		Granted 25/02/2021	

BIGGLESWADE TOWN COUNCIL
Report to Council Tuesday 9th March 2021
Crime Statistics January 2021

Implications of Recommendations

Corporate Strategy: No implication

Finance: No implication

Equality: No implication

Environment: No implication

Community Safety: Seeks to meet Councils Statutory Safety Community responsibilities by ensuring that we have an overview of the relevant crime statistics for the month

Background

This report has been created following Members requests at the 25th August 2020 Council Meeting for a more user-friendly display of the crime statistics. An alternative crime statistics report has been presented to Council each month following this request. Members were pleased with the alternative format. The report below hopes to continue to provide a comprehensive overview of criminal activity trends within Biggleswade for the month of January 2021.

Introduction

The report displays the crime data for Biggleswade for January 2021. Please note that the February 2021 crime data is not included within this report as this data has not yet been received. Please note that if there have been no reported crimes of a category of crime then this will not be displayed in the graph. The figures used within this report are the crimes recorded in Biggleswade by Bedfordshire Police and that can be shared with the public. The Council wish to thank Amanda Cawthorn, Chair of Biggleswade Community Safety Group, for her continued support.

Appendix

The appendix provides a breakdown of how the different types of crime reported in Biggleswade have been categorised.

Graph 1 analysis

The level of reported theft or attempted theft was higher for January 2021 when compared with the months of October 2020, November 2020 and December 2020. The level of reported violent offences was significantly lower for January 2021 when compared with the months of October 2020, November 2020 and December 2020.

Graph 2 analysis

There were a greater number of incidences of interference with a motor vehicle for January 2021 when compared with January 2020.

Graph 3 analysis

Thefts from shops and stalls makes up the vast majority of business theft or attempted theft related crimes within Biggleswade. There has been significantly less reported theft from shops and stalls for the month of January 2021 when compared with the months of January 2019 and January 2020.

Graph 4 analysis

The level of reported business theft or attempted theft in Biggleswade level was lower during January 2021 than for the months of January 2019 and January 2020.

Graph 5 analysis

The level of reported thefts from shops and stalls for January 2021 is significantly lower than for the months of January 2019 and January 2020.

Graph 6 analysis

There has been a slight increase in the number of reported incidences of 'Burglary - Business and Community' in January 2021 when compared with the months of January 2019 and January 2020. There has been a slight reduction in 'Burglary - residential - dwelling' for January 2021 when compared with the months of January 2019 and January 2020.

Graph 7 analysis

There has been a reduction in the number of reported cases of 'Other criminal damage to a vehicle (Under £5,000)' for January 2021 when compared with the months of January 2019 and January 2020.

Graph 8 analysis

There has been a reduction in the number of reported cases of 'Assault without injury – common assault & battery' for January 2021 when compared with the months of January 2019 and January 2020.

Graph 9 analysis

There have been very few reported incidences of violent offences within Biggleswade for January 2021 when compared with the months of January 2019 and January 2020.

Graph 10 analysis

There have been significantly less reported incidences of assault in Biggleswade for January 2021 when compared with January 2019 and January 2020.

Summary

The level of criminal activity reported in January 2021 for Biggleswade is not a cause for concern. The Crime Working Group now meets each month and, among other areas of discussion, will be reviewing Biggleswade Town Council's response to criminal activity.

Recommendation

To note the Crime Statistics January 2021 report.

Requested Member Input

Members are asked to confirm whether the report continues to meet requests of a more user-friendly display of criminal activity within Biggleswade. Members are asked if any additional/alternative graphs are required for the next Council Meeting.

Helen Calvert
Deputy Administration & HR Manager

Appendix

Categorisation of crimes for Biggleswade Crime Statistics January 2021

AFFRAY

Affray

ASSAULT

Assault occasioning actual bodily harm (ABH)

Assault or assault by beating of a constable

Assault or assault by beating of an emergency worker (except a constable)

Assault Police - Assault occasioning actual bodily harm (ABH) (S.47)

Assault without Injury - Common assault and battery

Assault without injury on a constable (Police Act offence)

BURGLARY

Aggravated Burglary - Business And Community

Aggravated Burglary - Residential - Dwelling

Attempted Burglary - Business And Community

Attempted Burglary - Residential - Dwelling

Burglary - Business And Community

Burglary - Residential - Dwelling

Burglary - Residential - Non-Dwelling

CONTROLLING OR COERCIVE BEHAVIOUR

Controlling/Coercive behaviour

DRUG-RELATED OFFENCES

Having possession of a controlled drug - Class A - Cocaine

Having possession of a controlled drug - Class A - Heroin

Having possession of a controlled drug - Class A - Other

Having possession of a controlled drug - Class B - Cannabis

Possession of a controlled drug with intent to supply - Cannabis

Possession of a controlled drug with intent to supply - Class B - Cannabis

Possession of a controlled drug with intent to supply - Class B - Other

Production or being concerned in production of a controlled drug - Class B - Cannabis

Supplying or offering to supply a controlled drug - Class A - Cocaine

HATE CRIME

Racially or religiously aggravated assault

Racially or religiously aggravated common assault or beating

Racially or religiously aggravated fear or provocation of violence

Racially or religiously aggravated Harassment or stalking without violence

Racially or religiously aggravated Harassment without violence

Racially or religiously aggravated harassment, alarm or distress

Racially or religiously aggravated intentional harassment, alarm or distress

MODERN SLAVERY

Hold person in slavery or servitude

MURDER OR ATTEMPTED MURDER

Attempted murder (Indictable)

OTHER CRIMINAL OFFENCES

Abstracting electricity
Attempted - Fraud etc
Attempted - Kidnapping - False imprisonment (Indictable)
Blackmail (Indictable)
Breach of a restraining order
Breach of conditions of injunction against harassment
Breach of non-molestation order
Cruelty or Neglect
Intimidating a juror or witness or person assisting in investigation
Intimidating or intending to intimidate a witness
Kidnapping - False imprisonment (Indictable)
Malicious Communications
Owner or person in charge allowing dog to be dangerously out of control
Possession of offensive weapon
Possession of offensive weapon without lawful authority
Possession of offensive weapon without lawful authority or reasonable excuse
Receiving stolen goods
Sec 4a POA Causing intentional harassment, alarm or distress
Sec 5 POA Harassment, alarm or distress
Sending letters etc with intent to cause distress or anxiety
Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988

SEXUAL OFFENCES OR SEXUAL HARRASMENT

Harassment - Pursue course of conduct which amounts to stalking
Harassment - Pursue course of conduct in breach of Sec 1 (1) which amounts to stalking
Harassment - which amounts to stalking
Sexual
Stalking
Stalking involving serious alarm/distress
Voyeurism

THEFT OR ATTEMPTED THEFT

Aggravated vehicle taking
Attempted - Robbery (Personal) (Indictable)
Attempted - Theft from the person of another
Attempted - Theft if not classified elsewhere
Attempted - Theft in a dwelling
Going equipped for stealing etc
Interference with a motor vehicle
Theft from a motor vehicle
Theft from the person of another
Theft if not classified elsewhere
Theft in a dwelling other than from automatic machine or meter
Theft of a motor vehicle
Theft of conveyance other than a motor or pedal cycle
Theft of Mail
Theft or Unauthorised Taking of a Pedal Cycle
Unauthorised taking of a motor vehicle

TRAFFIC OFFENCES

Dangerous Driving

VIOLENT OFFENCES

Attempted - Sec 4 POA Fear or provocation of violence

Attempted - Sec 4a POA Causing intentional harassment, alarm or distress

GBH serious wound without intent (s20)

Harassment - Putting people in fear of violence

Harassment - without violence (course of conduct)

Harassment etc. of a person in his home

Having an article with a blade or point in a public place

Possessing firearm or imitation firearm

Robbery (Business) (Indictable)

Robbery (Personal) (Indictable)

Sec 4 POA Fear or provocation of violence

Threaten with a blade or sharply pointed article in a public place

Threaten with an offensive weapon in a public place

Threats to kill

Wounding with intent to do grievous bodily harm (Indictable)

CRIMINAL DAMAGE

Acquisition, use & possession of criminal property

Arson endangering life (Indictable)

Arson not endangering life

Attempted - Other criminal damage to a vehicle (Under £5,000)

Criminal damage to a building other than a dwelling

Criminal damage to a dwelling

Other criminal damage to a building other than a dwelling

Other criminal damage to a building other than a dwelling (£5,000 and over)

Other criminal damage to a building other than a dwelling (Under £5,000)

Other criminal damage to a building other than a dwelling +£5,000

Other criminal damage to a dwelling (£5,000 and over)

Other criminal damage to a dwelling (Under £5,000)

Other criminal damage to a vehicle (£5,000 and over)

Other criminal damage to a vehicle (Under £5,000)

Other criminal damage, other (£5,000 and over)

Other criminal damage, other (Under £5,000)

Threats to destroy or damage property

BUSINESSS - THEFT OR ATTEMPTED THEFT

Attempted - Theft from automatic machine or meter

Attempted - Theft from shops and stalls

Making off without payment

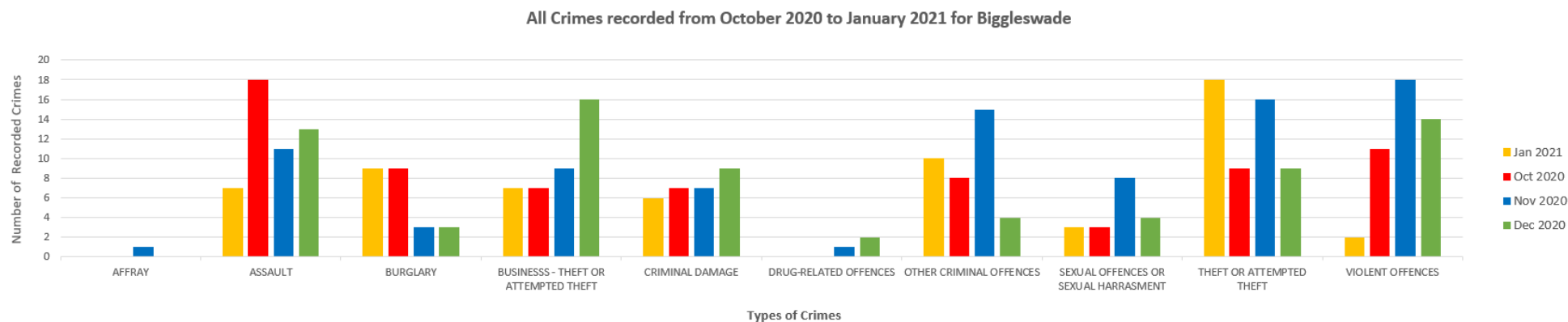
Theft by an Employee

Theft from automatic machine or meter

Theft from shops and stalls

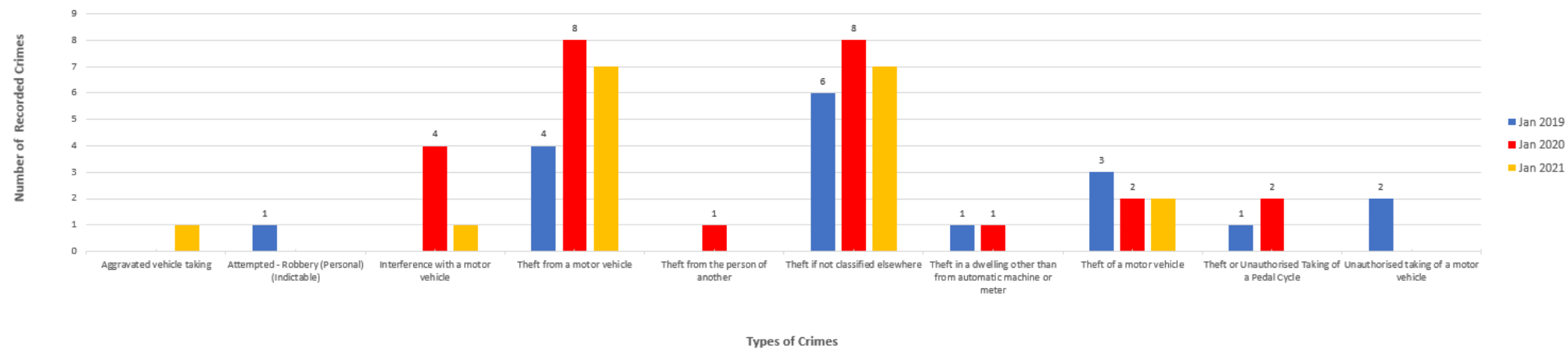
Overview of Graphs:

Graph 1

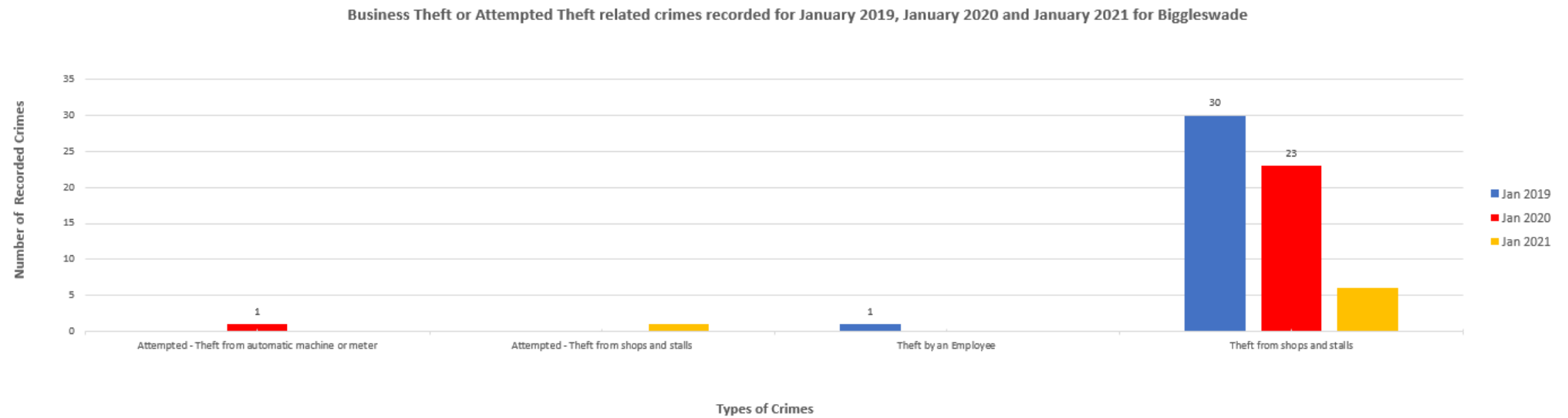


Graph 2

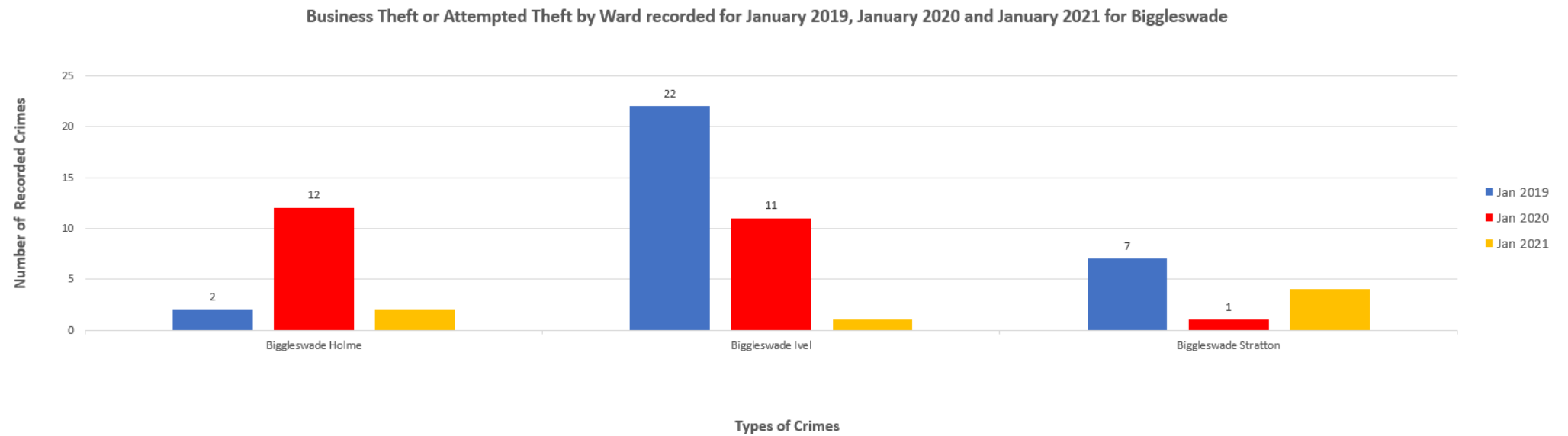
Theft & Attempted Theft (excluding Business) related crimes recorded for January 2019, January 2020 and January 2021 for Biggleswade



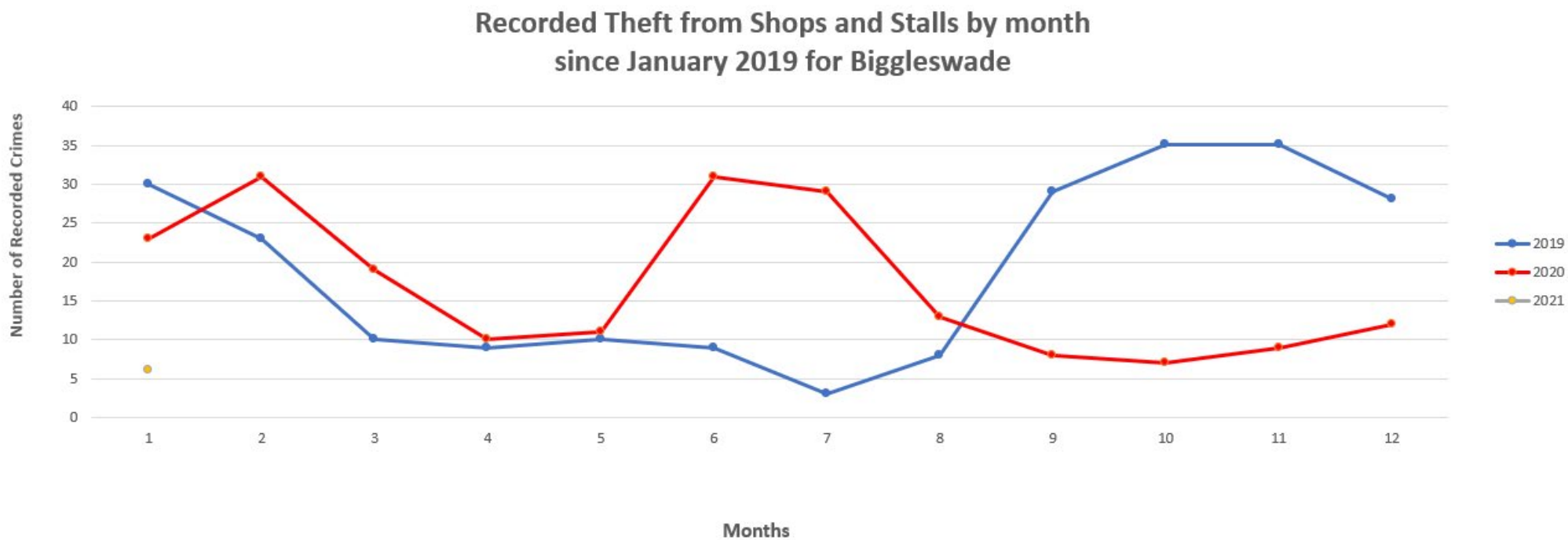
Graph 3



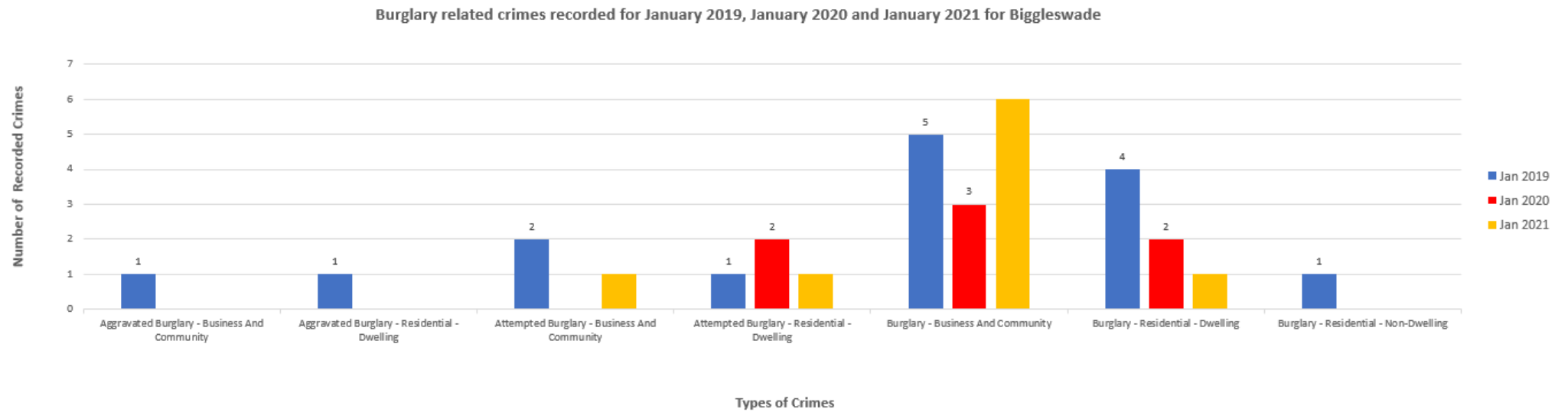
Graph 4



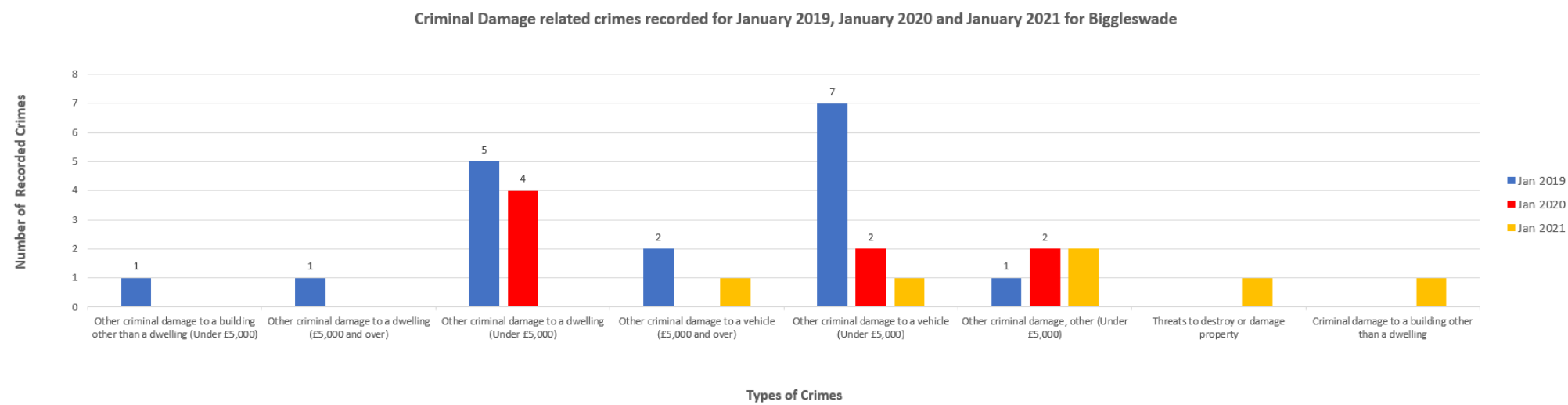
Graph 5



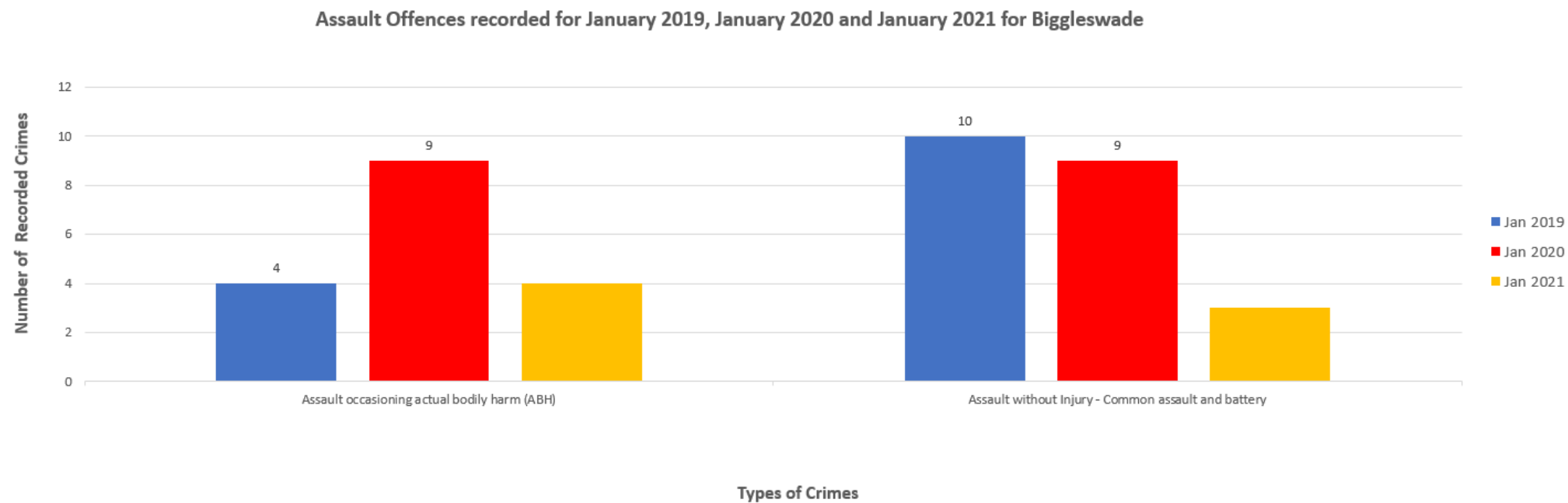
Graph 6



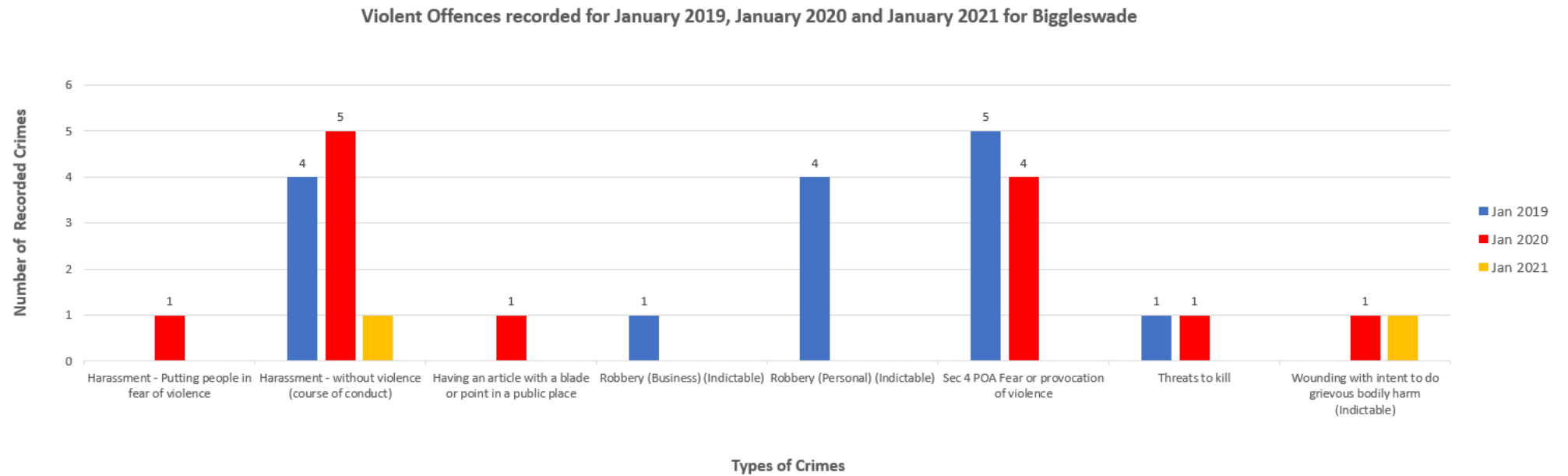
Graph 7



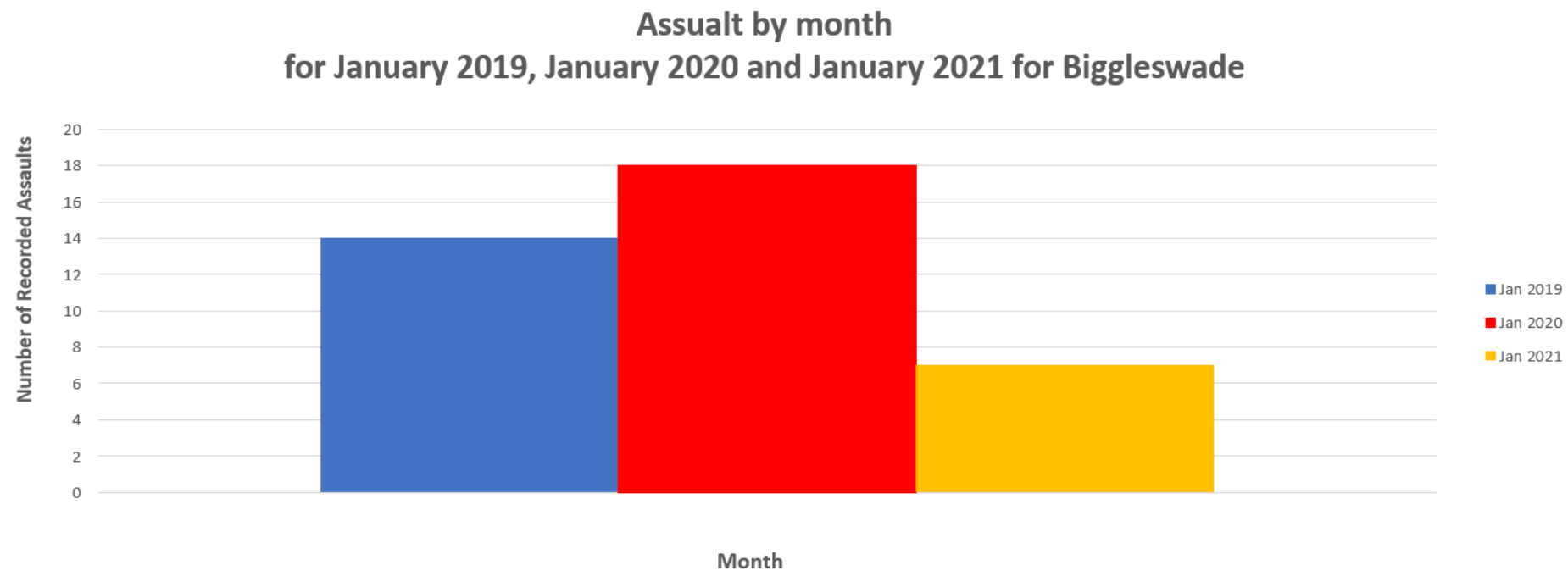
Graph 8



Graph 9



Graph 10



received 6/2/2021

Mr Tarrant
Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
Bedfordshire
SG18 8DL

Your ref:

Our ref: RP06/A18

Date: 01/02/2021

Dear Mr Tarrant

Consultation on the Future of Abbotsbury Older Persons' Home

I am writing to remind you that the consultation on the future of Abbotsbury ended on the 29th January and to let you know what will happen next.

The consultation responses are in the process of being collated and all of them will be incorporated into a consultation report. This report will also contain an analysis of the replies received and the Council's responses to the issues raised. The consultation report will be used to inform a report to the Council's Executive that will recommend what happens to the home.

Both reports will be presented to the Council's Social Care Health and Housing Overview and Scrutiny Committee on 15th March 2021. The views of this committee will be added to the Executive Report and they will then go to the Council's Executive on 13th April 2021 where it is expected that a decision on the future of the home will be made. Both of these meetings are open to the public.

All reports are published and made available to the public a few days before meetings take place and can be viewed and downloaded from the Council's website. If you would like to receive printed copies please let us know.

If you have any questions please contact Rebecca Carr on 0300 300 6609 or by email at manop.programme@centralbedfordshire.gov.uk and she will try to assist you.

Yours sincerely



Tobin Stephenson

Head of Service, Meeting the Accommodation Needs of Older People (MANOP)

Central Bedfordshire Council

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

Telephone 0300 300 8000

Email customers@centralbedfordshire.gov.uk
www.centralbedfordshire.gov.uk



PUBLIC NOTICE

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14(1)

CENTRAL BEDFORDSHIRE COUNCIL

(BIGGLESWADE: PART OF BRIDLEWAY NO 52)

(TEMPORARY PROHIBITION OF THROUGH TRAFFIC) ORDER 2021

Notice is hereby given that Central Bedfordshire Council intend not less than seven days from the date of this Notice to make an Order the effect of which will be to prohibit any person proceeding on foot or on horseback or lead a horse or cycle along the length of Bridleway No 52, Biggleswade which extends from Ordnance Survey Grid Reference (OS GR) TL 1877 4268 (Map point A) to OS GR TL 1843 4256 (Map point B).

This temporary closure is required to enable works to be carried out on the railway track. The closure is expected to take place from 20 March 2021 until 28 March 2021.

The alternative route for bridleway users while the closure is in operation will be:

Bridleway No 40 then Bridleway No 9 onto East Road and then onto the B659.

Further details, including a map, can also be found on the Council's website at:

https://www.centralbedfordshire.gov.uk/info/82/countryside/431/rights_of_way/2

The proposed Order will come into operation on 20 March 2021 for a period not exceeding six months or until the works which it is proposed to carry out on or near to the bridleway have been completed, whichever is the earlier.

For further information please contact Chris Dorow, Tel: 0300 300 6906

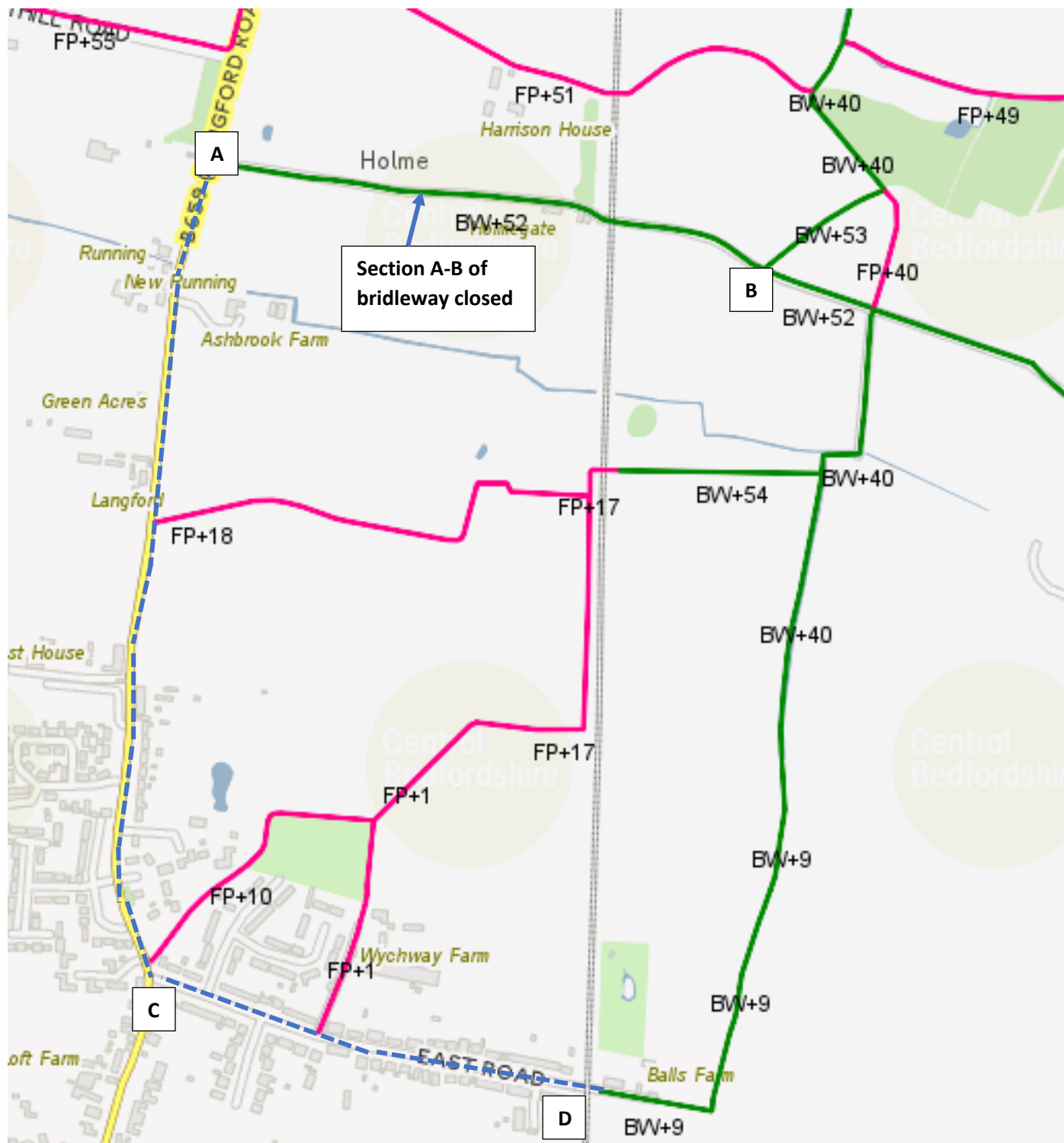
Christopher.dorow@centralbedfordshire.gov.uk

DATED 5 March 2021

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

DARYL HARVEY
Head of Highways

Map 1 showing closed bridleway section A-B and alternative route A-C-D



Footpaths - —

Bridleways - —

on the RECORD***Making the money work***

Hello everyone,

First, I would like to announce that my office has won further funding of £880,000 from the Home Office for the third consecutive year for Bedfordshire's Violence and Exploitation Reduction Unit (VERU) following its outstanding success in helping to drive down Serious Youth Violence in the county by almost 9% to March 2020 - and falling. Over the past year, the VERU, under the passionate and focussed day to day delivery led by Kimberley Lamb, has continued to build on this strong foundation, with its diversionary community and school-based schemes acting as the ideal counterpart to enforcement through Bedfordshire Police's specialist Op Boson team, targeting gang, gun and knife crime countywide.

Together they have helped the Chief Constable and I to achieve what would have been almost unimaginable when I arrived as Bedfordshire's PCC in May 2016, when this force area was fifth in the country for firearms crimes.

In 2020, not a single fatal shot was fired and, between the beginning of August 2020 and January 2021, not a single shot was fired at all across the whole of Bedfordshire.

The dramatic fall in victims and plateauing of knife crime admissions to Bedfordshire's two A&E Departments show conclusively that gang violence and exploitation have continued to fall over the past year in Bedfordshire and the partnership behind the VERU has played a massive part in this by working directly with young people at risk and their parents, including in schools and their own homes, in addition to the Pupil Referral Units - since we must all recognise that exclusion from schools is too often a catalyst for a descent into a life of crime and violence.

In addition, in February, I allocated £1,383,948 to 33 organisations who will run projects and programmes across Bedfordshire providing vital support to victims across the county and improvements to community safety, offender rehabilitation and mental health services for those in crisis who would otherwise contact police.

I am delighted with the quality of the projects which pitched for my funding this year, who have proved they can work in a Covid secure way, and who are almost all funded from multiple sources and working with other partners - to get public money flowing cohesively across these services.

However, I have not exhausted the Commissioner's Fund.

As I trust you may know, I will be voluntarily stepping down from my position as PCC in May after five years as Bedfordshire's PCC. As a result, I have set aside £300,000 for the next Commissioner to give them the ability to fund services in 2021-22 to support the objectives of their own Police and Crime Plan.

Last month, I also won the unanimous cross-party support of the county's Police and Crime Panel for my proposal to provide 153 new Police Constables and protect vital police jobs (including those of PCSOs in Community Policing) over the next financial year, in a tax rise of less than 30p per week.

I have been able to keep my promise to deliver more officers to Bedfordshire Police than in recruitment for over a decade, with a rise in new posts in every one of the five years while I have been the Commissioner and, while I genuinely would have preferred not to issue any rise at all to the council tax precept that pays for 38% of all our policing in Bedfordshire during a period of such economic uncertainty, there really was no choice, while every community tells me that having more visible policing is what is key to them

February also marked the first anniversary of the new Sexual Assaults Referral Centre (SARC) I introduced to better support victims of serious sexual crimes from across the county. Appropriately, this anniversary fell during Sexual Abuse and Sexual Violence Awareness Week (that ran from 1 to 7 February 2021).

It was a personal ambition to move services to support the victims of sexual crimes out of a hospital to a setting in which they could not only be confident of continued excellent care from the staff but where their overall recovery could genuinely begin. We opened the new centre in February last year, just before the pandemic, but I trust that this extensively refurbished, thoughtfully decorated and fully equipped facility - in a tranquil, rural setting - can offer victim support for many years beyond this emergency as well as operating in a Covid secure way right now.

It was one of the proudest moments of my life when it was finished - having secured the building, designed the interior and equipped it with all contents from each item of furniture to the meals for service users and replacement clothes for men, women, children and babies. I wanted it to be a cohesive whole, not only to support victims but also to be a soothing working environment for the exceptional staff who help them and deal daily with some of the most traumatic incidents possible.

I will continue to write to you each month until the election at the beginning of May and, rest assured, I will also continue to battle for Bedfordshire, for its communities and victims of crime until shutting the door of the OPCC behind me.

Yours,

Kathryn



Kathryn Holloway
Police and Crime Commissioner for Bedfordshire




**News from the Office of the Police and Crime
Commissioner**



[PCC shares pathways to support victims during LGBTQ+ History Month - 18/02/2021](#)

Bedfordshire's PCC, Kathryn Holloway, is marking LGBTQ+ History Month by sharing opportunities for support within the county.


The PCC's victim support service Signpost can offer those who have experienced crime - including hate crime as a result of their gender or sexuality - access to trained Victim Care Coordinators to help provide support from specialists working in the specific area of LGBTQ+ related crime, as Galop's Hate Crime Report (2016) revealed that eight in 10 of their respondents had experienced anti LGBTQ+ hate crime and hate speech online in the last five years across the UK.



[Emergency Support Bags made available for those fleeing Domestic Abuse by PCC as part of £14k funding package – 16/02/2021](#)

The Police and Crime Commissioner for Bedfordshire, Kathryn Holloway, has announced that the charity she governs - The Bedfordshire Police Partnership Trust (BPPT) - which works to enhance community safety in the county, has been awarded over £14,000 by the Ministry of Justice (MoJ) to help support individuals fleeing Domestic Abuse.


The MOJ awarded the charity £14,370 in response to the national rise in cases of Domestic Abuse. The fund will be used to create Emergency Support Bags which will provide help for those in need of support after fleeing violence, which will include sim cards to make calls, clothing, food vouchers and a wifi-enabled tablet to access 24hr support from partners.



[PCC invests over £1.3 million to help support victims of crime and improve community safety -](#)

Bedfordshire's Police and Crime Commissioner, Kathryn Holloway, has allocated over £1.3 million to organisations providing vital projects supporting victims across the county to improve community safety, offender rehabilitation and mental health services for those in crisis who would otherwise contact police.

The Commissioner awarded £1,383,948 to 33 organisations who will run projects and programmes across Bedfordshire. The PCC has also set aside £300,000 for the next PCC to give them the ability to fund services that would support the objectives of their future Police and Crime Plan, following the next PCC election in May.




[Bedfordshire PCC wins funding for third year in a row for pioneering unit driving down violent crime and exploitation of children and young people as fatal gunshots halt and county sees five month hiatus in gun use by gangs - 09/02/2021](#)

Bedfordshire's Police and Crime Commissioner, Kathryn Holloway, has won funding of £880,000 for the third consecutive year for Bedfordshire's Violence and Exploitation Reduction Unit (VERU)

following its outstanding success in helping to drive down Serious Youth Violence in the county by almost 9% to March 2020, the halting of firearms deaths in the county last year and of gun use by gangs from August to the beginning of January.

“From the beginning of August 2020 to January, Bedfordshire Police has had no reports of firearms use directly attributed to the county’s gangs or Organised Crime Groups. No fatal shot was fired for the whole of last year in a county which has been plagued by gang related use of guns. The dramatic fall in victims and plateauing of knife crime admissions to Bedfordshire’s Hospitals show conclusively that gang violence and exploitation have continued to fall over the past year in Bedfordshire and the specialist VERU has played a massive part in this,” said the PCC.



[PCC marks first anniversary of new centre transforming support for victims of sexual crimes in Bedfordshire - 04/02/2021](#)

Bedfordshire’s PCC, Kathryn Holloway, is marking progress on the first anniversary of the specialist centre she introduced to better support victims of serious sexual assault from across the county during Sexual Abuse and Sexual Violence Awareness Week (that runs from 1st to 7th February)

The Sexual Assaults Referral Centre (SARC) moved from a hospital setting to a comfortable and supportive environment in central Bedfordshire in February 2020 after the PCC opened negotiations for the long term lease with the landlord and personally oversaw the entire refurbishment and decoration of the new facility, supported by the partners who work within the SARC.



[PCC wins cross party support for 30p tax rise to deliver 153 new Constables and keep police jobs to protect victims - 03/02/2021](#)

Bedfordshire’s Police and Crime Commissioner, Kathryn Holloway, last night won the unanimous support, across politics, of the county’s Police and Crime Panel for her proposal to provide 153 new PCs and protect “vital” police jobs over the next financial year in a tax rise of less than 30p per week.

The PCC had apologised to the public for having to ask for any more funds at a time of economic uncertainty due to the pandemic but pointed to the need to deliver on her promise to increase officer numbers each year in one of the most financially vulnerable forces in the country and to protect essential police officer and staff jobs.



[PCC drives new assessment of victims' needs across Bedfordshire - 01/02/2021](#)

Bedfordshire’s Police and Crime Commissioner, Kathryn Holloway, has today (1 February) launched a crucial survey that will inform the Victims Needs Analysis she is driving forward to ensure those who provide victim services in this county fully understand the experiences of those who have lived through a crime and how best they themselves consider they can be supported to move forward.

Social Media

Kathryn Holloway Bedfordshire Police and Crime Commissioner
Published by Zoe-Jade Fraser · February 8 at 2:42 PM ·



Bedfordshire Police
February 6 at 12:00 PM ·

We are supporting the International Day of Zero Tolerance for Female Genital Mutilation (FGM).

The force remains committed to supporting the survivors, and fi... See More

Kathryn Holloway Bedfordshire Police and Crime Commissioner
Published by Kathryn Holloway · February 1 at 5:28 PM ·

The Office of the Police and Crime Commissioner for Bedfordshire (OPCC) is conducting a survey for people who may describe themselves as having been the victim of a crime or have been affected by criminal activity or behaviour. The survey is open to anyone, no matter what the crime was, how long ago it took place or the impact upon the individual.

The responses will help us to recognise the different ways that crime can impact individuals and communities. It will offer guidance on how support services can help people to cope and recover and which processes in the criminal justice system are useful to victims or need focus.

Survey for those who have been affected by crime in Bedfordshire

The Office of Police and Crime Commissioner for Bedfordshire (OPCC) are conducting a survey for people who may describe themselves as being the victim of a crime or have been subjected to criminal activity or behaviour. The survey is anonymous and open to anyone no matter what the crime was, how long ago it took place or the impact it had.

The responses will help to recognise the different ways that crime can impact individuals and communities. It will offer guidance on how support services can help people to cope and recover and which processes in the criminal justice system are useful to victims or need focus.

The estimated completion time is 17 minutes. The survey will ask you multiple choice and free text answer questions relating to the following areas:

- Introduction details about you
- The crime, Police service and restorative justice process
- The impact the crime had on you
- Victim support services and how they can help
- Communication and support during the COVID-19 pandemic
- Victims' rights

SURVEYMONKEY.CO.UK

Survey for those who have been affected by crime

If you have been affected by crime in Bedfordshire, please complete this survey to help us unde...

Bedfordshire PCC
@BedsPCC

Three years of funding in a row to support young people of Bedfordshire. Well done to all @BedsVeru this work is already seeing big results

Bedfordshire PCC · Feb 10
bedfordshire.pcc.police.uk/2021-02-bedfor...

Bedfordshire PCC
@BedsPCC

The PCC has expressed her gratitude to councillors across the county for sharing their local knowledge and experiences on crime and policing in their area after her annual meeting with them had to be called off due to the pandemic.

bedfordshire.pcc.police.uk/2021-01-pcc-th...

You Retweeted

MARY SEACOLE

MarySeacole @MarySeacoleHA · Feb 16

Child Sexual violence knows no boundaries. Occurs in every country across all parts of society. Are you a young person & want to speak to someone but prefers to text, try our 1-2-1 chat service.

Follow this link: maryseacole121chat.co.uk

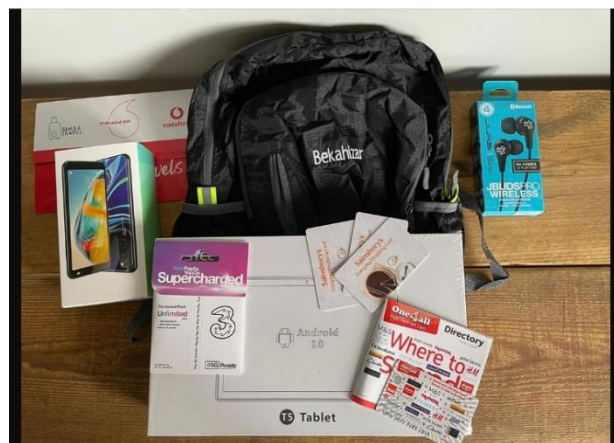
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Kathryn Holloway Bedfordshire Police and Crime Commissioner
Published by Kathryn Holloway · February 16 at 2:27 PM ·

The Police and Crime Commissioner for Bedfordshire, Kathryn Holloway, has announced that the charity she governs - The Bedfordshire Police Partnership Trust (BPPT) - which works to enhance community safety in the county, has been awarded over £14,000 by the Ministry of Justice (MoJ) to help support individuals fleeing Domestic Abuse.

<https://www.bedfordshire.pcc.police.uk/2021-02-emergency-support-bags-made-available-for-those-fleeing-domestic-abuse-by-pcc-as-part-of-14k-fu...> See More



Bedfordshire PCC
@BedsPCC

PCC Kathryn Holloway, last night won the unanimous support, across politics, of the county's Police and Crime Panel for her proposal to provide 153 new PCs and protect "vital" police jobs over the next financial year in a tax rise of less than 30p per week

bedfordshire.pcc.police.uk/2021-02-pcc-wi...

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Police and Crime Plan