



Ref: Agenda/Council-29/06/2021

24th June 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 29th June 2021** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

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 Boards
The Press

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_-JXSqi8STpmlxu0BiBxHhA

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 1st June 2021** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to receive the minutes and consider any recommendations of the Appeals Committee Meeting held on **Thursday 29th April 2021** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- c. For Members to receive the minutes and consider any recommendations of the Town Centre Management Committee Meeting held on **Tuesday 18th May 2021** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- d. For Members to receive the minutes and consider any recommendations of the Personnel Committee Meeting held on **Tuesday 25th May 2021** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- e. For Members to receive the minutes and consider any recommendations of the Public Land and Open Spaces Meeting held on **Tuesday 8th June 2021** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- f. For Members to receive the minutes and consider any recommendations of the Finance and General Purposes Meeting held on **Tuesday 15th June 2021** at 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 1st June 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/21/02159/FULL - 31 Bluebell Close, Biggleswade, SG18 8SL**

Single storey extension to front of dwelling to form porch and enlarge garage.

b. **CB/21/02573/VOC - 50 High Street, Biggleswade, SG18 0LJ**

Variation (or removal) of condition number(s) 2 of planning permission CB/19/03310/FULL (External alterations including air-conditioning units, kitchen extraction flue system and acoustic enclosures.) replace 50HS-203 to increase height 50HS-205.

c. **CB/21/02578/FULL - 20 Courtlands Drive, Biggleswade, SG18 8PQ**

Change garage door to a window.

d. **CB/21/02514/FULL - 4 Thirlmere Close, Biggleswade, SG18 8LU**

Erection of single storey outbuilding to rear garden.

e. **CB/21/02510/FULL - 128 Drove Road, Biggleswade, SG18 0HN**

Single storey rear extension and fenestration alterations.

f. **CB/21/02629/FULL - 5 London Road, Biggleswade, SG18 8ED**

Conversion of outbuilding to habitable room.

g. **CB/21/02607/FULL - 14 Derwent Avenue, Biggleswade, SG18 8LY**

Conservatory to rear of property.

h. **CB/21/02478/FULL - 22 Ripon Court, Biggleswade, SG18 8JE**

Re-submission - First floor and single storey rear extension. Single storey side extension to garage.

Previously on Council agenda

CB/21/00649/FULL - 22 Ripon Court, Biggleswade, SG18 8JE. Two storey and first floor rear extension. Single storey side extension to garage. On Council agenda 09/03/2021. Outcome as No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

i. **CB/21/02441/FULL - 52 The Baulk, Biggleswade, SG18 0PX**

Replace lean-to extension and outbuildings with a single storey rear extension.

j. **CB/21/01599/FULL - 55 Planets Way, Biggleswade, SG18 8FD**

Erection of a summer house outbuilding in rear garden.

k. **CB/21/02637/FULL - 146 Holme Court Avenue, Biggleswade, SG18 8PB**

Single storey front and side extension with roof lights.

l. **CB/21/02630/FULL - 8 Avon Rise, Biggleswade, SG18 8NP**

Single storey side and rear extension.

m. **CB/21/01943/FULL - 14 Compton Mead, Biggleswade, SG18 8LW**

Proposed two storey rear/side extension.

Previously on Council agenda

CB/21/01943/FULL - 14 Compton Mead, Biggleswade, SG18 8LW. Proposed two storey extension to the rear. On Council agenda 01/06/2021. Outcome as No Objection provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

n. **CB/21/02657/LB - 36 High Street, Biggleswade, SG18 0JL**

Listed Building: Old management office proposal to remove an existing partition wall (circa 2003), lower the existing floor by 700mm, drop and widen the existing door frame and remove the existing raised platform and treads. Proposal to reinstall a partition wall and install a Doc M compliant toilet facility along with a storage cupboard. In the front lower area of the building. Proposal to block up the existing glass partitions, remove the glass and wood partition and realign the front doors with the front of the building all circa 2003 works. Proposal to remove the boxing in of the old clock mechanism in the front corner. Proposal to install a front and back servery bar. Proposal to remodel the existing treads leading up into the main area of the building so that they are tighter to the existing wall. In the old kitchen area we propose to remove the existing partition walling and reinstate partitioning to create a smaller servery and a separate enclosed room with a door from behind the servery area and another door through into the main area. Above the kitchen on the 1st floor we propose to remodel the layout of the three toilets to run along the east wall and create a further separate room. In the main area of the building we propose to remove the existing bar counter, shelving to the curved wall and the middle row of banquet seating. The existing raised section will be retained with a continuous run of banquet seating to the front. Banquet seating will be installed on the raised section. The existing curved banquette seating will be moved to the south-west corner. We propose to repaint the entire interior - colours to be decided also to repaint the entire exterior - colours to be decided. We propose to hang exterior signage – design currently being worked on.

o. **CB/21/02740/FULL - 39 Maunder Avenue, Biggleswade, SG18 8GL**

Single storey side extension.

p. **CB/21/02335/FULL - 39 Ivel Gardens, Biggleswade, SG18 0AN**

Single storey rear extension and new front porch.

Extension has been requested from Central Bedfordshire Council to 30th June 2021.

q. **CB/21/02753/FULL – 12 Rowan Crescent, Biggleswade, SG18 0PF**

Single storey rear extension.

r. **CB/21/02482/FULL - 152 Drove Road, Biggleswade, SG18 0HP**

Single and two storey rear extension.

s. **CB/21/02337/FULL - 8 Eagle Farm Road, Biggleswade, SG18 8JD**

Single storey rear extension.

t. **CB/21/01403/REG3 - Railway Station, Station Road, Biggleswade, SG18 8AL**

Creation of transport interchange and associated infrastructure; uncontrolled pedestrian crossings; rearrangement and resurfacing of existing footways; bus concourse; demolition of existing building; landscaping works and ancillary works.

This planning application is carried over from the last Council Meeting held 1st June 2021.

10. **ACCOUNTS**

a. **Financial Administration**

- i. Detailed Balance Sheet to 30/04/2021.
- ii. Summary Income and Expenditure by Committee 30/04/2021.
- iii. Detailed Income and Expenditure by Committee 30/04/2021.
- iv. Lloyds Bank Payment listing April 2021.

b. **Internal Audit – Final Report 2020-21**

For Members to consider the internal audit final report 2020/21 and approve any recommendations.

c. **Accounts for the year ended 31st March 2021**

- i. For Members to adopt and approve the Annual Governance statement of the Annual Return for the year ending 2020/21.
- ii. For Members to approve and adopt the accounts and statement of accounts contained in the Annual Return for 2020/21.

11. **ITEMS FOR CONSIDERATION**

a. **Crime Statistics for February, March, April and May 2021**

A report from the Deputy Administration & HR Manager outlining and analysing the Biggleswade crime statistics for February, March, April and May 2021.

b. **The Royal British Legion**

For Members to consider the attached request from the Acting Chairman of Biggleswade Branch for the Council's continued support in the organisation with Remembrance tide 2021.

c. **Market Fees and Charges 2021-2022**

For Members to consider the report from the Place Shaping Manager on the proposed schedule of fees for 2021-2022.

d. **HM The Queen's Platinum Jubilee**

Members to consider the attached correspondence and to decide how to celebrate the Jubilee.

e. **Remote Meetings**

This item was deferred from 6 April 2021 Council Meeting. Members are invited to consider responding to this letter which can be found at the website:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973494/Letter_to_council_leaders_-_remote_meetings.pdf

f. **Works to trees CB/TRE/21/00295 Holme Woods, London Road, Biggleswade, SG18 9SS**

Works to a tree protected by a Tree Preservation Order: Horse Chestnut (T1) MB/TPO/75/00001 (G5) reduce upper stems by approx 35%.

g. **Financial Request Biggleswade Community News**

An updated grant application has been received from Biggleswade Community News specifying the amount required.

12. **ITEMS FOR INFORMATION**

a. **Planning Application Outcomes**

A report of the Planning Application Outcomes as of 21st June 2021.

b. **Public Notice - Biggleswade FP46 Extension**

For Members information the notice is hereby given that the Order made by Central Bedfordshire Council on the 11th December 2020 the effect of which will be to prohibit any person proceeding on foot along the length of Footpath No 46, Biggleswade which extends from Ordnance Survey Grid Reference (OS GR) TL1895 4328 to OS GR TL 1945 4337 has been continued in force with the approval of the Secretary of State for Transport until 23rd December 2022 .

c. **OPCC Newsletter**

To receive the correspondence of the newsletter for June 2021.

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_-JXSqi8STpmlxu0BiBxHhA

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. Public Realm)

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 ITEMS**

a. **Public Realm**

A written report from the Deputy Administration & HR Manager.

EXEMPT



MINUTES OF THE BIGGLESWADE TOWN COUNCIL
MEETING HELD ON TUESDAY 1st JUNE 2021
AT 7PM AT BIGGLESWADE TOWN COUNCIL OFFICES,
4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL



PRESENT:

Cllr G. Fage (Vice Chairman)
Cllr I. Bond
Cllr K. Brown
Cllr F. Foster
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
Mrs S. van der Merwe – Professional Assistant, Biggleswade Town Council
Ms. H Calvert - Deputy Administration & HR Manager

Members of Public – 4

Meeting Formalities:

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Deputy 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 be filmed and to the use of those images and sound recordings. The Deputy Mayor advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Deputy Mayor asked everyone to mute their microphones when not speaking.

1. APOLOGIES FOR ABSENCE

Cllr Russell, Cllr L Fage, Cllr Ramsay, Cllr Albone.

ABSENT WITHOUT APOLOGIES

None.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item

Cllr Bond – Item 9b.

b. Non-Pecuniary interests in any agenda item

Cllr M Foster – Item 9i.

3. TOWN MAYOR'S / DEPUTY TOWN MAYOR'S ANNOUNCEMENTS

None.

4. PUBLIC OPEN SESSION

The Deputy Mayor advised members of the public wishing to speak to use the electronic “raise hand” function on screen.

- a. None.

5. INVITED SPEAKER

- a. Mario Santos-Costa presented on “Tennis Opened Up” as a potential sports club in Biggleswade.

The aspiration is to build a community Tennis Club in Biggleswade. He and his colleague have many plans, ideas, and people that are prepared to join the team and aspire to coaching children to adults. They also aspire to integrate tennis into all the local schools with the opportunity for pupils to continue at their local club and hopefully be able to excel from this.

They have approached the Council to investigate using the Tennis Courts at Drove Road Recreation Ground next to the Biggleswade Bowls Club on Potton Road.

It was **AGREED** that Mr Santos Costa and his associate would meet with the Town Clerk & Chief Executive to discuss their presentation in greater detail.

6. MEMBERS' QUESTIONS

None.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive the Minutes of the Council Meeting held on **Tuesday 6th April 2021** via Zoom Webinar hosted from the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
 - Cllr Albone's name should be included.
 - Cllr F Foster – Item 9e – Tree Inventory – “there was a duplication of these minutes...” should be changed to “there is a duplication of this minute...”.

Subject to these amendments being made, these Minutes are **APPROVED**.

- b. For Members to receive the minutes of the Council Meeting held on **Tuesday 27th April 2021** via Zoom Webinar hosted from the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
 - Cllr Albone's name should be included.

Subject to this amendment being made, these Minutes are **APPROVED**.

- c. For Members to receive the minutes of the Annual Statutory Meeting held on **Tuesday 4th May 2021** via Zoom Webinar hosted from the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

The Minutes of this meeting are **APPROVED**.

8. **MATTERS ARISING**

- a. Minutes of the Council Meeting held on **Tuesday 6th April 2021:**

Item 11f – Remote Meetings and Call for Evidence - Cllr Pullinger noted the resolution to defer writing to the Minister of Local Government to a later meeting and asked if it would be on the agenda for the next meeting. The Town Clerk & Chief Executive confirmed it would be.

- b. Minutes of the Council Meeting held on **Tuesday 27th April 2021:**

Item 5b – Town Centre pigeon control: Cllr Albane asked about pigeons in the Town Centre. Cllr G Fage asked for an update on this. The Town Clerk & Chief Executive confirmed that the Place Shaping Manager has been in contact with Central Bedfordshire Council to investigate solutions and is also working with the Deputy Public Realm Manager who has experience working with this.

Item 9a – Drove Road Cemetery works: Cllr Pullinger has not yet seen the 2019 condition survey and wondered if this would be circulated to Members. The Town Clerk & Chief Executive confirmed it would be sent imminently. Cllr Pullinger also asked if there was an update on the Drove Road Cemetery works and the Town Clerk & Chief Executive reiterated this is being progressed but there is no update at present.

9. **PLANNING APPLICATIONS**

- a. **CB/21/02121/VOC - Vacant Plot Road South off Pegasus Drive, adjacent to the rear (northeast) of Unit 6 Montgomery Way, Biggleswade SG18 8UB**

Variation of condition number 9 of planning permission CB/18/01561/FULL (Erection of Industrial Warehouse Building) To incorporate a triangular parcel of land to the southeast into the development.

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.

- b. **CB/21/02168/FULL - Land to North of Lindsell's level crossing, Biggleswade, SG18 0AD**

Construction of new ramped and stepped bridleway bridge to facilitate the closure of Lindsell's level crossing; formation of new bridleway to western side of railway and associated works.

Cllr Bond declared a Pecuniary Interest in this item but updated Members on the history of this matter. At this point, he left the meeting for the duration of this item.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application, subject to a strong recommendation for planning conditions around landscaping to minimise the visual impact. The Town Council would like to be consulted proactively on the discharge of condition.

- c. **CB/21/01934/FULL - Land off Drove Road, Adjacent to 1 Drove Road, Biggleswade, SG18 8HD**

Cllr Bond re-joined the meeting at this point.

Proposed 6 no. new dwellings with associated car parking, access road and amenity space.

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. It is to be noted that the Town Council is concerned about the access disrupting an existing bus stop on the west side of Drove Road – the Town Council asks that this is not lost in the event of new development. If an alternative location is required, the suggestion is the move the bus stop about 100 metres north.

- d. **CB/21/01960/FULL - 19 South View, Biggleswade, SG18 8BZ**

Single storey rear 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.

- e. **CB/21/01919/FULL - 19 Drove Road, Biggleswade, SG18 8HD**

Single storey rear 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.

- f. **CB/21/01943/FULL - 14 Compton Mead, Biggleswade, SG18 8LW**

Proposed two storey extension to the rear.

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.

- g. **CB/21/01855/FULL - 12 Pople Road, Biggleswade, SG18 8GJ**

Conversion of garage to home office and 1.5 side extension for home office and Gym.

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 and that the raised patio at the front of the property be removed to accommodate a second parking space as shown on the plans.

h. **CB/21/02043/FULL - 2 Hunt Road, Biggleswade, SG18 8JZ**

Conversion of garage to habitable room, with new rooflights to the rear. New obscured window to first floor west side.

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/21/00978/FULL - 1 Holly Close, Biggleswade, SG18 0HX**

Two storey side and rear extension following the demolition of the existing garage.

Amendments to this application in respect of the above property. Revised Floor Plans and Elevations received - Plan No: DM-2103-PL150 B, DM-2103-PL250 C, DM-2103-PL215 B, DM-2103-PL205 B, DM-2103-PL201 C.

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/21/01723/FULL - 1 Bunyan Road, Biggleswade, SG18 8QQ**

Single storey front 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.

k. **CB/21/01744/FULL - Quine Stoneworks, 3 Potton Road, Biggleswade, SG18 0DU**

Workshop 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. The Town Council wishes to stress the need to consult with neighbours as there is potential for future noise disruption.

l. **CB/TCA/21/00203 – Works to trees 5 Chapel Fields, Biggleswade, SG18 0ND**

Works to trees in a Conservation Area: fell tree to rear garden.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this application.

m. **CB/TCA/21/00250 – Works to trees Land both sides Recreation Ground, Ickwell Green, Ickwell, Biggleswade SG18 9EE**

Works to trees in a conservation area - Ickwell Green-T1 Common lime. Remove deadwood, T2 Small leafed lime –Remove deadwood.

It was **RESOLVED** that the Town Council has **NO COMMENT** to this application.

n. **CB/EN/20/0509 - Planning appeal 26A High Street, Biggleswade, SG18 0JL**

Alleged breach: Installation of uPVC replacement windows, changes to dormer cheeks and removal of chimney.

It was **RESOLVED** that the Town Council **AGREES** with Central Bedfordshire's decision to enforce the alleged breach.

o. **CB/21/02315/RD - Railway Station, Station Road, Biggleswade, SG18 8AL**

Railway determination: Installation of a new ramp, footbridge and lifts at Biggleswade Railway Station.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this application but would like to see planning conditions ensuring new gates on the existing bridge are always open during operational times.

The Town Council welcomes the new access as a much-needed addition to the railway station.

p. **CB/21/01403/REG3 - Railway Station, Station Road, Biggleswade, SG18 8AL**

Creation of transport interchange and associated infrastructure; uncontrolled pedestrian crossings; rearrangement and resurfacing of existing footways; bus concourse; demolition of existing building; landscaping works and ancillary works.

The full details of the application were only received by Councillors on the day of the Council meeting therefore it was **RESOLVED** that the Town Council continues to have a **HOLDING OBJECTION** to this application.

The Town Council would welcome the opportunity to comment in full once the planning portal is updated with the latest designs - if the consultation date can be extended then this would be welcomed.

The Town Council made the following comments:

1. More detail is needed on the bus routes and the plans for bus standing;
2. The new bus shelters are welcomed but Town Council would like to consider the elevations;
3. More detail is needed on the width of the junction between Station Road and Palace Street as the build out looks to make turning in to Palace Street very difficult and may restrict the size of vehicles which can use Station Road.

10. **ACCOUNTS**

Members received the following accounts:

- i. Detailed Balance Sheet to 31/03/2021.
- ii. Summary Income and Expenditure by Committee 31/03/2021.
- iii. Detailed Income and Expenditure by Committee 31/03/2021.
- iv. Lloyds Bank Payment listing for March 2021.

The Accounts as listed were **ADOPTED**.

Cllr Strachan requested information be provided in each listing for what the money is being spent on. The Town Clerk & Chief Executive advised there is a meeting on 10th June 2021 to discuss the draft Finance Review, which will then be submitted to the F&GP Committee on 15th June 2021, and subsequently to the next Council meeting on 29th June 2021. This is one of the many recommendations from that report that will be addressed.

11. ITEMS FOR CONSIDERATION

a. Grant application - Citizens Advice Mid Bedfordshire

The Town Clerk & Chief Executive advised he had reviewed the Grant Application Policy from 2016. On page 2 it does give the Committee the opportunity to consider grant applications outside of the normal grant application cycle. The Town Clerk & Chief Executive also reviewed the spending in relation to grants and advised there is still an available budget of £7,700.

Cllr Knight recommended the Policy should be amended to allow relevant interested parties the opportunity to apply for grants outside of the advertised process in the event of exceptional circumstances.

Cllr Woodhead suggested it would be useful to have Mid Bedfordshire Citizens Advice present to Council on the work that they do within Biggleswade. He is interested to see what Citizens Advice and the Community Agent deal with, and what crossover they may have.

It was **RESOLVED** that the Town Council write back to Citizens Advice Bureau thanking them for their letter and inviting them to apply for a grant application in the next grant application cycle.

b. East West Rail

This consultation is around station locations and the preferred routes. Members debated the preferred routes submitted in a previous consultation round and the effects of this choice on future housing developments and the potential siting of new stations in the area.

It was **RESOLVED** to make no comment.

c. New Bidding Round - Community Assets Grant

Members received correspondence relating to the guidance for application for the Community Assets Grant Scheme funding. The deadline is 1 July with £200,000 available for match funding. The Town Clerk & Chief Executive advised there are a number of projects that are being put forward, with one being investment in upgrading play areas within the community.

It was **RESOLVED** that this matter would be referred to the next PLOS Committee Meeting on 8th June 2021 for consultation on projects these funds should be used for.

d. Queens Award for Voluntary Service

Helen Nellis, HM Lord Lieutenant of Bedfordshire, is looking for nominations for volunteer groups for the Queen's Award for Voluntary Service. The deadline for nominations is 15 September 2021.

It was **RESOLVED** that this be added to a future Town Council Agenda under exempt to identify and nominate voluntary organisations for these awards.

e. **Additional Signatory**

It was **RESOLVED** to add Cllr R Pullinger as an additional signatory on the banking records and to leave Cllr Bond on the list of approved signatories.

Cllr Knight asked if there was a policy about who signatories are and recommended that one should be in place.

12. ITEMS FOR INFORMATION

a. **Planning Application Outcomes**

The report was **NOTED**.

b. **Grants 2021-22 Autism Bedfordshire**

The letter was **NOTED**.

c. **OPCC Newsletters**

The correspondence has been **NOTED**.

d. **Grants 2021-22**

The letters from BigglesFM and Ivel Sprinter were **NOTED**.

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.

None.

14. EXEMPT ITEMS

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.

None.

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



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL
APPEALS COMMITTEE MEETING HELD ON THURSDAY 29TH APRIL
2021 AT 7PM AT THE TOWN COUNCIL OFFICE, THE OLD COURT
HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**



PRESENT:

Cllr K Brown (Chairman)
Cllr I Bond (Vice Chairman)
Cllr D Albone
Cllr G Fage
Cllr F Foster

Mr P Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council
Mr P Truppin – Assistant Town Clerk, Biggleswade Town Council

Members of Public – 3

1. APOLOGIES FOR ABSENCE

Cllr L Fage.

2. ITEM FOR DECISION

a. Member's Co-Option

Members **APPROVED** to co-opt Cllr F Foster to the Committee for the purposes of this Appeal Committee Hearing as a result of the absence of Cllr L Fage.

3. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary Interest in any agenda item:

None.

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

None.

4. MEMBERS' QUESTIONS

None.

5. APPELLANT'S EVIDENCE

The Appellant presented his evidence to the Members.

6. EXEMPT ITEMS

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.

(7a. Allotment Appeal)

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

7. **EXEMPT ITEM**

a. **Allotment Appeal**

It was **RESOLVED** that the Council's decision to issue the Allotment Tenant notice to terminate tenancy be upheld.

EXEMPT



**MINUTES OF THE TOWN CENTRE MANAGEMENT
COMMITTEE MEETING HELD ON THURSDAY 18th MAY 2021 AT
7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICE, 4 SAFFRON
ROAD, BIGGLESWADE, SG18 8DL**



PRESENT:

Cllr M Knight – Chairman
Cllr G Fage – Vice Chairman
Cllr D Albone
Cllr I Bond
Cllr M North
Cllr R Pullinger
Cllr M Russell
Cllr D Strachan
Cllr C Thomas
Cllr J Woodhead

Mr Peter Tarrant, Town Clerk & Chief Executive, Biggleswade Town Council
Mr Philip Truppin, Assistant Town Clerk, Biggleswade Town Council
Mr Simon Newton, Place Shaping Manager, Biggleswade Town Council
Mrs Sian van der Merwe, Professional Assistant, Biggleswade Town Council
Ms Helen Calvert, Deputy Administration and HR Manager

Member of the public: Cllr F Foster

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.

The Chairman also announced that to maintain the 3-month cadence for committee meetings that the Council has agreed, the next meeting of this committee will be on 17th August 2021 rather than 7th September 2021

1. APOLOGIES FOR ABSENCE

None.

2. DECLARATIONS OF INTEREST

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

a. Disclosable Pecuniary interests in any agenda item:

None.

b. Non-Pecuniary interests in any agenda item:

None.

3. PUBLIC OPEN SESSION

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

None.

4. INVITED SPEAKER

None.

5. MINUTES OF MEETINGS

Members received the Minutes of the Town Centre Management meeting of Tuesday 11th March 2021. The following amendments to the Minutes were requested:

- Date on the heading to be changed from 2020 to 2021.
- Page 6 should be numbered Page 5

Subject to these changes being made, the Minutes of the Town Centre Management Meeting of **Tuesday 11th March 2021** were **APPROVED**.

6. MATTERS ARISING

- Public Conveniences at Century House:** Cllr North noted the previous Minutes recorded having the public conveniences at Century House added to this meeting agenda, but it hasn't been listed. Cllr Knight clarified Century House is an agenda item and the conveniences will be covered in that discussion.
- Parking Permits Extension:** Cllr Pullinger asked if the resolution relating to sending parking permit extensions to all residents with parking permits had been sent out. The Town Clerk & Chief Executive confirmed that they had.

7. ITEMS FOR CONSIDERATION

a. Market Feedback

Cllr Fage advised that at a previous Town Council Meeting it had been agreed by Council to engage the services of Megan Green and Hannah Abel of Made in the Wade up to the end of July 2021 to transform the services of the Market. Cllr Fage and Cllr Knight have been working with them to execute the Council approved Market Strategy and there has been a lot more to do on the market than was originally anticipated. Members broadly discussed the next steps of the market strategy.

Cllr G Fage commented that the “Welcome Back” Market Banner at Dan Albane car park seems to have disappeared and requested additional banners to replace the missing one, as well as being able to place one near the retail park. The Place Shaping Manager confirmed that the banner was removed in order to have a frame put up. Cllr Bond suggested banners should be made to the size of the rails so they fit properly.

It was **RESOLVED** to endorse the recommendations and next steps outlined in Cllr G Fage's report as follows:

Next steps

With approximately 14 regular weekly traders, plus some who trade bi-weekly, and others who trade entirely casually, the market will hopefully get close to capacity most weeks. However, managing this rotation of traders and the layout is a big job that requires a lot of effort leading up to Saturday. Investment is still required to make the process less manual, so that staff are not spending hours chasing potential traders, risking gaps or having to turn traders away on the day. To create a smooth onboarding process, an online booking form will be required, with payment taken once traders have been approved. This should be derived from the Market Policy, which is due to be redrafted in June. Once approved by the Council, requirements will be defined, and it is recommended that the Council's supplier is asked to provide a quotation for this work.

Meg and Hannah's services have been approved until the end of July. The next steps in the implementation of the market strategy will be to book more buskers, explore options around themed markets and create a quality promotional video for sponsorship on social media. Meg and Hannah have been supporting the process by planning weekly attendance, trader onboarding and online promotion. Their ongoing services will be required to keep the momentum and ensure a smooth transition to BAU. It is recognised that the services provided by Meg and Hannah will need to transition to Council employees as soon as capacity allows.

The banners have helped to improve the feel of the market. However, several require re-securing to the barriers and sandbags should be used. The larger banner at the Dan Albane car park should be mounted to a wooden frame much like the "Buy Biggleswade" banner. A further large banner is needed for the south entrance to town / retail park, near the BP garage. Further consideration is needed to identify measures that will encourage retail park shoppers to visit the town centre.

Recommendations

Retain services of Meg Green and Hannah Abel until the end of August 2021.
Review market strategy at the next TCM meeting on 17th August 2021.
Endorse the recommendations and next steps outlined in this report.

It was **RESOLVED** to retain the services of Meg Green and Hannah Abel until the end of August 2021.

It was **RESOLVED** to review the Market Strategy at the next Town Centre Management Committee meeting on 17th August 2021.

b. Welcome Back Fund

The final application date for this fund is 24th May 2021.

This funding is part of a £56 million initiative to reopen high streets and town centres safely as the end of COVID-19 restrictions draws nearer. The Place Shaping Manager's report includes suggestions for items eligible for consideration.

Members voted on items to form part of the Welcome Back Fund application:

Seasonal food festival	APPROVED
Totally Locally/Street Ambassador	NOT APPROVED
Market Place lighting	APPROVED
Hand Sanitiser Stations	NOT APPROVED
Hand Sanitiser Consumables	NOT APPROVED
Community Toilet Scheme	NOT APPROVED
Lamp Column drop-down signage	NOT APPROVED
Gazebos	APPROVED
Phone App	NOT APPROVED
Planters	APPROVED
Footfall Monitoring	APPROVED
Street Entertainers	APPROVED
Enhancing the Christmas offer	APPROVED
Sunday Activities – face painting, Sunday market	APPROVED
Temporary barriers for the market	APPROVED

It was **RESOLVED** that the Place Shaping Manager with draw up an application based on the items approved in the table above, with discussions to be held between the Town Clerk & Chief Executive, Place Shaping Manager and Chairman of the Town Centre Management Committee to confirm the Council's application form.

It was suggested that the Community Toilet Scheme to be deferred to a later Town Centre Management meeting.

c. **Union Flag**

It was **RESOLVED** to fly the Union Flag every day.

It was **RESOLVED** the Council's Flag Flying Policy be reviewed by Officers to ensure it is in line with this new requirement, as well as the permissions to fly additional flags.

It was **RESOLVED** that Officers will confirm that Planning consent has been completed by Central Bedfordshire Council.

It was **AGREED** that new flags/ensigns be purchased to replace current aged flags.

d. **Community Asset Grant Scheme**

This is a capital match funding scheme offered to encourage Councils to invest in their Community offer. Officers will be submitting reports for a number of projects that could benefit from these funds, for example, renovations and enhancements to the Council's play areas. Jonathan Woolley, Deputy Public Realm Manager, has been investigating other local Councils' offers and has a number of ideas that will be presented to the Council.

It was **RESOLVED** to defer this item for review by the PLOS Committee Meeting at the next meeting of 8 June 2021.

8. **ITEMS FOR INFORMATION**

a. **Harris' Fun Fair**

Cllr Russell and the Town Clerk & Chief Executive met with Harris' Fun Fair representatives and it was agreed that this could run for one week in the second half of June 2021 (COVID regulations permitting).

b. **Transport Interchange**

The Town Clerk & Chief Executive updated Members on progress of the Transportation Interchange issue. Recently Cllrs Russell and G Fage and the Town Clerk & Chief Executive from Biggleswade Town Council met with Paul Mason (Head of Highways) and Kate MacFarlane (Assistant Director, Business & Investment) from Central Bedfordshire Council. Suggestions were made concerning some of the proposed bus layovers (current proposals include Station Road, Teal Road, Church Road, Hill Lane and London Road), not all of which were considered suitable. Central Bedfordshire Council agreed to return with alternative plans.

Cllr Russell updated Members further on a meeting with Network Rail on 10 May 2021. Network Rail are in the process of appointing contractors to do drawings for bridge building and lift installation. GTR are proposing installation of toilets where the current bike rack is. However, it was revealed these will only be for disabled people in possession of RADAR keys and not for the general public. Cllr Bond added that Network Rail were reminded there are existing toilets on the station that have been unused for a number of years because the sewage lines pass under the railway lines.

It is widely acknowledged that Network Rail's reluctance to part with any other land, even though there is additional land near the station that is not in use, has caused the need for further revisions of the Interchange plans by Central Bedfordshire Council. Network Rail claims there are services that pass under the pocket of land in question which need to be accessed.

The land currently under consideration for the Transportation Interchange is owned by GTR and Central Bedfordshire Council will lease this from them.

c. **Century House**

Central Bedfordshire Council have commissioned Cornerstone Property Assets Limited to conduct a report to look at the potential options around Century House. It is likely this report will be issued mid-July 2021. The Town Clerk & Chief Executive has approached Central Bedfordshire Council to request a copy of this report for the Town Council's review.

d. **Town Centre Benches**

The Town Clerk & Chief Executive advised Members that almost all of the Town Centre benches have been refurbished and replaced. Three benches are missing and are presumed to have been removed by a Central Bedfordshire Council contractor during the recent decluttering exercise of street furniture and signage in the Town Centre.

Central Bedfordshire Council have agreed to fund the replacement of those missing benches, with Biggleswade Town Council responsible for sourcing the closest match to the style of the Town Centre benches.

e. **Hanging Baskets & Memorial Area**

The hanging baskets will be delivered and installed to the Town Centre at the end of this week. Cllr Russell and the Deputy Public Realm Manager are discussing potential planting of colourful plants near the War Memorial.

The Deputy Public Realm Manager informed Members that the planter at the South entrance to town, has been re-shaped into a slanting planter. He has also ordered a number of red and blue coloured plants to mirror the Town Council emblem.

Cllr Woodhead suggested providing remedial works to names on the North face of the War Memorial in advance of the next Remembrance Day event in November 2021.

f. **Footfall Monitoring – High Streets Task Force**

The Place Shaping Manager updated Members. This scheme is offered by The High Streets Task Force for Local Authorities, place managers, businesses and civic groups in England to help monitor the performance and recovery of High Streets from the economic impact of COVID-19.

The Place Shaping Manager registered the Town Council's interest in an electronic footfall counter on 23 April 2021 and is awaiting notice of the outcome of the application. The Place Shaping Manager will circulate this information to Members as soon as he has this.

Members requested further details on exactly how the system will work once the outcome of the application is known.

g. **Summer Events Schedule**

There is a working group meeting on 24th May 2021 to discuss ideas for Town Centre events. Street Food Heroes are scheduled to return to the Town Centre on the first Friday of July 2021, to be hosted monthly going forward. This will be advertised on the Town Council's website once Street Food Heroes have confirmed its plans to ensure COVID regulations are adhered to.

Seasons Fruit & Veg store are planning barbeque events on 9th and 11th June which are sold out. They are also looking at the possibility of providing a cinema screen event on the Square to entice people into Town Centre. Cllr Russell cautioned that the Town Council needs to ensure events are properly licenced, risk assessed, insured and approved through Central Bedfordshire Council (Safety Advisory Group).

Cllr Pullinger said the Website Working Group had suggested having an "events" page and all events could be added to that page.

9. **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.

None.

10. **EXEMPT ITEMS**

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.

(11a. A-Boards and Street Furniture)

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

11. **EXEMPT ITEMS**

a. **A-Boards and Street Furniture**

It was **RESOLVED** that three A-boards within the Town Centre on the Market Square and High Street be removed by the Town Council.

It was **RESOLVED** that the Place Shaping Manager is to contact the relevant premises to advise them of this action and that any unlicensed boards will be held for one month pending their collection and then disposed of if they have not been claimed.

It was **RESOLVED** that current street furniture applications for Town Centre retailers be extended to the end of this financial year (2021/2022) and should be reviewed every May on a yearly basis thereafter.

It was also **AGREED** that a contract be drawn up between the Town Council and Town Centre retailers (that require a Street Furniture and A-board licence) which formalises the parties' requirements in the events the Council requires the space for an event.

It was **RESOLVED** that Surfin' Café's application for erection of semi-permanent wind barriers be approved.

The current Street Furniture Policy needs review and Cllr Knight and Fage agreed to work with the Town Clerk & Chief Executive to present a revised policy to the next Town Centre Management Committee in August.



**MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD ON TUESDAY 25 MAY 2021 AT 7PM AT THE TOWN COUNCIL
OFFICES, THE OLD COURT HOUSE, 4 SAFFRON ROAD,
BIGGLESWADE, SG18 8DL**



PRESENT:

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

Mr P Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council
Mr P Truppin – Assistant Town Clerk, Biggleswade Town Council
Mr J Woolley – Deputy Public Realm Manager, 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.

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 the Minutes of the Personnel Committee Meeting of **Tuesday 2nd February 2021** and requested the following clarification:

Item 10 a. v) – Cllr Pullinger requested the following change to the resolution:

It was **RESOLVED** to refer the Town Clerk & Chief Executive's remuneration to Council and for the Chairman to prepare a report on this.

Subject to this amendment, the Minutes of the Personnel Committee Meeting held on **2nd February 2021** were **APPROVED**.

5. MATTERS ARISING

Matters arising from the Minutes of the Personnel Committee Meeting of **2nd February 2021**.

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.

9. EXEMPT ITEMS

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.

(10a – Public Realm Staffing Review)

(10b – HR Update)

(10c – Commercial Contract Update)

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

10. **EXEMPT ITEMS**

a. **Public Realm Staffing Review**

Members received a written report from the Deputy Public Realm Manager relating to the current staffing establishment.

It was **RESOLVED** to request that Standing Orders be suspended at the next Town Council meeting on 1 June 2021 to facilitate a decision on increasing the establishment by approving recruitment of a Charge Hand and a Public Realm Operative.

It was **RESOLVED** that the Town Clerk & Chief Executive provide the Council with all the financial documents to Council to assist with its decision.

b. **HR Update**

The Town Clerk and Chief Executive updated Members on a range of HR issues.

c. **Commercial Contract Termination**

The Clerk and Chief Executive updated Members on potential options.



**MINUTES OF THE PUBLIC LAND AND OPEN SPACES
COMMITTEE MEETING HELD ON TUESDAY 8th JUNE 2021
AT 7.00 PM AT BIGGLESWADE TOWN COUNCIL,
SAFFRON ROAD, BIGGLESWADE**



PRESENT:

Cllr F Foster (Chair)
Cllr C Thomas (Vice Chair)
Cllr K Brown
Cllr G Fage
Cllr M Foster
Cllr M Knight
Cllr M Russell
Cllr D Strachan
Cllr R Pullinger

Mr P Tarrant, Town Clerk & Chief Executive
Mr P Truppin, Acting BTC Town Clerk
Mr J Woolley, Deputy Public Realm Manager
Ms K Saunders, BTC Meeting Administrator
Members of the public – None

Meeting formalities:

The Public Lands and Open Spaces Committee Meeting is being filmed. By being present, either in person or virtually via an online link, attendees are agreeing to being filmed and to the public use of those images and sound recordings. Members of the public will be given an opportunity to speak during the public open sessions but not at other times. Attendees should not disclose information of any individuals as this will infringe the data protection rights of those individuals. For those attending virtually, please mute your microphones when not speaking.

1. APOLOGIES

Cllr M North

ABSENT

None.

2. DECLARATION OF INTERESTS

a. Disclosable Pecuniary Interests in any agenda item

None.

b. Non-pecuniary interests in any agenda item

None.

3. PUBLIC OPEN SESSION

There were no members of the public present.

4. **MINUTES AND RECOMMENDATIONS OF MEETING**

- a. Members **APPROVED** the Minutes of the Public Lands and Open Spaces Committee Meeting held on the 16th March 2021.

5. **MATTERS ARISING**

- a. Matters Arising from the Minutes of the Public Lands and Open Spaces Committee Meeting held on the 16th March 2021.

Item 6b – Old Public Realm Depot: The Deputy Public Realm Manager informed Members that the equipment will be moved into the new Depot within the next few weeks. The electrics for the new Depot have now been installed. There are currently conversations being had on the old Depot. It was suggested that we may arrange for a commercial surveyor to visit the old Depot and provide a value for the property. There has been one expression of interest received for the old Depot.

Item 6c – Flower Beds/Hanging Baskets: Cllr Knight requested an update on this. The Deputy Public Realm Manager confirmed that work on this is currently underway and that the flower bed placed at the A1 entrance of the town has been planted to resemble the Biggleswade Town Council logo.

Item 6f – The Spinney: The Town Clerk & Chief Executive informed Members that the Deputy Public Realm Manager is planning to plant trees at The Spinney during the autumn. This will be supported by parts of the community, particularly the Scout Association. Cllr Pullinger wished to raise a non-pecuniary interest in this due to his role as District Commissioner for the Biggleswade District Scouts. Cllr M Foster raised that he hadn't yet seen the Assets Register. It was agreed that all Councillors receive the Assets Register.

Item 6j - Magnolia Place: The Town Clerk & Chief Executive is in ongoing conversations with the residents living in or near Magnolia Place to ensure that the work resolves the issues raised.

6. **ITEMS FOR CONSIDERATION**

- a. **Jubilee Recreation Ground**

Members discussed the Jubilee Recreation Ground report from Cllr F Foster.

It was suggested that a gap through to Jubilee Recreation Ground be created to allow traffic through to the north side. It was suggested that the Recreation Ground could include a dog training area towards the south. It was agreed essential to consult with nearby residents. It was felt that we should look at the original planning permission when progressing this matter.

Members **RESOLVED** to **ACCEPT** the recommendations as written in the Jubilee Recreation Ground report. It was agreed to consult with residents and to consider the position of a gap in the fence. There will need to be conversations with the developer and a plan will need to be created of how the area will be used and how the pathway will continue.

b. **Deputy Public Realm Manager Report**

The Deputy Public Realm Manager updated Members on matters relating to the Public Realm Team.

Planters

It was noted that four planters have been planted and will be installed shortly.

The purchase of additional equipment

It was confirmed that four steel strimmer's, four steel hedge cutters and four steel blowers have been purchased. There has been a slight delay with hand blowers but these will be delivered shortly.

A minitruck has been purchased and delivered and additional trucks are to be purchased shortly.

War Memorial Beds

The Public Realm Team plan to develop four small beds around the War Memorial subject to CBC approval. Members suggested that we proceed with caution due to the War Memorial being a sensitive subject. It was agreed to speak with the Royal British Legion and to gain approval for this work before proceeding. The Deputy Public Realm Manager assured Members that this work will not clash with Remembrance Sunday.

Allotments

The Deputy Public Realm Manger has been liaising with Central Bedfordshire Council's Highways Team, and other agencies, to restore the access road to the allotment site. The Allotment Association are pleased with the positive response received from the Town Council and further discussions will continue shortly.

The Deputy Public Realm Manger is meeting with a representative of the Allotment Association to discuss an area for composting on the allotment site. There is currently a large area of soil and other waste materials at the allotments that will be cleared shortly.

Public Realm Review

The Public Realm Review was discussed at the Personnel Committee on the 25th May 2021.

The Town Clerk & Chief Executive answered the following two questions that were raised by Members during the meeting:

- 1) The cost of Public Realm overtime in a given year: The answer is £9k-10k.
- 2) The projected outturn for the 2021/22 financial year: The projected outturn will be presented to the Finance & General Purpose Meeting on the 15th June 2021.

c. **Public Realm Depot Equipment**

This item was covered under Matters Arising.

d. **Allotments**

The Deputy Public Realm Manager provided an oral update on a number of matters relating to the allotments.

Signage

It was noted that this is a low-cost task and Members were supportive of this. It was agreed that the signage will be in line with the Town Council colour scheme and will include the high-resolution logo.

It was suggested that we should also renumber the allotment plots so that they are in consecutive order.

A Design Guide should be progressed for the future.

The Deputy Public Realm Manager is currently looking at options to increase the number of allotments in order to meet the growing demand for an allotment plot. There is the potential to use part of the wildflower meadow for additional allotment plots. As the number of homes increases in Biggleswade it is anticipated that so will the demand for an allotment plot.

Storage Area

A Grant Application from Biggleswade Allotment Association (BAA) to provide a secure on-site storage building had been received and a meeting with two representatives from BAA was held at the Council offices. Following this meeting it was agreed that rather than pursuing the grant application it would be better that the building should be owned by BTC and remain a Council asset. It could then be rented to the BAA. It was also agreed at this meeting that a wooden building which could be properly secured, would be preferable to an adapted metal shipping container both aesthetically and for transporting and assembly on site. Members were generally in agreement with progressing this matter and that the building should remain a BTC asset.

It was agreed that we need to be sure that the allotment land, leased from CBC, is secure for the future before we make any further investment into the allotment site.

After further discussions with the BAA have taken place, a proposal will be presented to Members at a future Public Land and Open Spaces Committee meeting.

e. **Play and Recreation Areas**

The Deputy Public Realm Manager provided an oral update.

There has recently been work completed to ensure that the equipment at Brunel Drive is safe.

The following was suggested:

- That we look at adopting additional play areas on future developments.
- That we produce a policy on the adoption of community assets which would allow Council Officers to have conversations with Central Bedfordshire Council.
- We should have a greater input to the planning process before we receive the planning applications from Central Bedfordshire Council.
- We should take advantage of Capital Match Funding.
- We need to consider future Play Areas that we will be managing in the future.
- That we create a 3-5 year plan for this work.

The following was agreed:

- That we prioritise safety before beginning work to install additional equipment.
- That the equipment at Play and Recreation Areas needs to meet the needs of different ages as well as the needs of those with special educational needs and physical disabilities.

f. **Tree Survey**

The Deputy Public Realm Manager provided an oral update.

Members were informed that software for managing the tree surveys has now been installed. A report on tree surveys will be presented at a future meeting.

The Public Realm Team are trained on completing some areas of the tree work; however we do also use tree surgeons when required.

g. **Drove Road Cemetery and Chapel**

Members received an oral update from the Town Clerk & Chief Executive and the Deputy Public Realm Manager. It was noted that Officers are committed to maintaining the Drove Road Cemetery and Chapel. Members were informed that a paper in relation to capital required for this work will be presented at a future meeting.

h. **Stratton Way Cemetery**

The Deputy Administration & HR Manager informed Members that the Cemetery Regulations have recently been reviewed and updated. The most notable change to the Regulations is that undertakers will now be responsible for the removal of any excess soil in the preparation of an interment.

The reposition of the northern entrance to Stratton Way Cemetery should be considered.

Members questioned the size and style of memorials at both cemeteries and whether these are in line with our requirements. The Deputy Administration & HR Manager confirmed that although we do have rules on the size of memorials, we do allow for larger memorials for members of the traveller community in line with their traditions. It was agreed that this be discussed at a future meeting.

The revised Regulations will be circulated to Members shortly.

It was noted that our Cemetery Fees are significantly lower than other towns in the area. It was felt important to review our fees and bring them more in-line with the market rate. A full review of other towns rates is currently underway to allow for a proper comparison.

The Cemetery Regulations should also include who is responsible for the upkeep of memorial benches.

i. **Biggleswade Town Council Owned Sports Areas**

Members received an oral update from the Deputy Public Realm Manager.

It was noted that the Neighbourhood Plan can designate local green spaces, however the criteria for local green space is laid down by Central Government. BRCC analysed the green spaces that are important to local people and the spaces that were seen as important, and do meet the criteria, have been put forward for local green space designation.

Members agreed it beneficial to identify the sports areas that we own and to review other sports areas in the town. It was suggested that if there is a national scheme that we could get involved with to show our commitment to these resources.

It was **RESOLVED** for the Town Clerk & Chief Executive to arrange a meeting with Fabio Santos-Costa and Fergus Morrison on tennis for Biggleswade.

7. ITEMS FOR INFORMATION

None.

8. 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.

There were no members of the public present.

9. EXEMPT ITEMS

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

(10a. Drove Road Chape)
10b. Apollo Gardens)

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

10. **EXEMPT ITEMS**

a. **Drove Road Chapel**

The Town Clerk and Chief Executive informed Members that an enquiry has been received expressing an interest in renting Drove Road Chapel. Alternative options of future usage of the Chapel will continue to be explored.

It was noted that we need a survey of Drove Road Chapel to be completed and further discussions will need to be had on what we should use the asset for in the long term.

It was suggested that Funeral Directors may wish to use the Chapel, however it was noted that a lot of work needs to be completed to make the Chapel useable.

b. **Apollo Gardens**

The Town Clerk & Chief Executive confirmed with Members that the adoption of the play area at Apollo Gardens is currently being progressed and an update will be given at a future meeting.

AOB

Heads of Service

The Town Clerk & Chief Executive stated that the vacancy for the Head of Governance & Strategic Partnerships role has now been filled; Karim Hosseini will join the Town Council in the first week of August 2021.

The Town Clerk & Chief Executive confirmed that the Council are still recruiting for the Head of Finance & Planning position.



**MINUTES OF THE FINANCE & GENERAL PURPOSES
COMMITTEE MEETING TUESDAY 15TH JUNE 2021 AT
THE OFFICES OF BIGGLESWADE TOWN COUNCIL,
THE OLD COURT HOUSE, SAFFRON ROAD,
BIGGLESWADE COMMENCING AT 7:00PM**



PRESENT:

Cllr R Pullinger (Chair)
Cllr D Albone
Cllr G Fage
Cllr M Knight
Cllr D Strachan

Cllr F Foster (Non Committee Member)

Mr P Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council
Mr P Truppin – Assistant Town Clerk, Biggleswade Town Council
Mrs A Dennis – Meeting Administrator, Biggleswade Town Council
Miss Helen Calvert – Deputy Administration & HR Manager

Members of Public 1

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 to 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.

The Chairman reminded the non-Committee Member in attendance at this meeting that he is not able to submit proposals or vote on any matters, nor will he be able to comment without being invited to do so by the Chairman in accordance with meeting governance rules.

1. APOLOGIES FOR ABSENCE

Cllr M North, Cllr H Ramsay, Cllr M Russell

ABSENT WITHOUT APOLOGIES

Cllr I Bond

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item

None.

b. Non-Pecuniary interests in any agenda item

Item 11b Cllr Albone
Item 11b Cllr G Fage

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised Members that, in agreement with the Town Clerk and Chief Executive, and to align with the 3-month cadence of Committee meetings agreed at the Annual Statutory Meeting, the future dates of this Committee will be:

- 7th September 2021
- 7th December 2021
- 15th March 2022

4. PUBLIC OPEN SESSION

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

None.

5. MINUTES AND RECOMMENDATIONS OF MEETINGS

Members received and **APPROVED** the Minutes of the Finance & General Purpose Meeting held on **Tuesday 19th January 2021**.

6. MATTERS ARISING

From the Minutes of Tuesday 19th January 2021

Page 2 Item 6a, Members requested an update on the Asset Register. The Town Clerk and Chief Executive confirmed that it is 95% complete and will be circulated shortly.

Page 3 Item 6d, Members requested an update on the Grants and Sponsorship policy. The Assistant Town Clerk advised it would be presented in July with a progress report. The Town Clerk and Chief Executive wants it ready for the meeting in September so that there is time to submit applications for grants. The deadline is 31st December 2021 for applications.

Page 4, Members requested an update on the Allotment Association's grant application. The Town Clerk and Chief Executive has had discussions with the Allotment Association and will update Members at the next meeting.

7. ITEMS FOR CONSIDERATION

a. Credit and Debit Report

The Assistant Town Clerk gave a report on the proposed rules for the use of Credit and Debit Cards.

Members asked who the point of contact would be if the Clerk and Chief Executive is unavailable and a card is lost or stolen. The Town Clerk and Chief Executive would be the person to notify plus a second tier appointed person in management.

It was **RESOLVED** to recommend the adoption of the proposed rules with the following amendments:

Paragraph 2.6 individual transaction limits and overall credit limits will be set by the F&GP Committee in accordance with the financial regulations, on advice from The Town Clerk and Chief Executive.

Paragraph 2.9 When using an internet purchasing site, the user must not store the credit card details on completion of every transaction.

Paragraph 2.12 if a card is lost or stolen, the card holder must contact the bank as soon as possible to notify them of the loss or theft. They must also notify the Town Clerk and Chief Executive as soon as possible and in any event within 2 days of contacting the bank.

It was **RESOLVED** to propose a change in Financial Regulation 6.18 at the next review to delete the reference to “prepaid debit cards” and to permit the issue of credit cards only to staff and to make the consequential amendments to Financial Regulation 6.19. Only the Town Clerk and Chief Executive will be permitted to be issued with a Debit Card.

b. **Financial Request - Biggleswade Community News**

Members were asked to consider the financial request from Biggleswade Community News.

Members were concerned about awarding this grant without more information, including the amount being requested. The Town Clerk and Chief Executive advised that the grants policy should be the point of reference, and enough foresight given to make a decision outside of the parameters. There was an underspend on the grant budget for this current financial year.

It was **RESOLVED** to refer this request to Council for further consideration.

c. **Website Update**

The Deputy Administration & HR Manager introduced the Website Support package. The support package would provide six months’ design work, which will include the creation of calendars and online payment options.

The Town Clerk and Chief Executive informed the meeting that he had received positive feedback about the new look website.

It was **RESOLVED** to approve the Website Support Package for 6 months at a cost of £558 per month.

8. **ITEMS FOR INFORMATION**

a. **Grants 2021/22**

Members received a thank you letter from Carers in Bedfordshire for the grant awarded for 2021/22.

This was **NOTED**.

b. **Asset Register**

Members received an oral update from the Town Clerk & Chief Executive who thanked staff in creating this and assured Members that the asset register will be ready shortly. The asset register is a record of every piece of equipment that is owned and managed by the Town Council and all these items have been barcoded.

c. **Contracts Database**

Members received an oral update from the Town Clerk & Chief Executive who explained that at present there is no Approved Suppliers register but that a standard contract will be offered to existing and new suppliers.

d. **Financial Risk Assessment**

Members received an oral update from the Town Clerk & Chief Executive. The revised templates are still to be considered.

Cllr Fage said there had been fundamental changes in financial procedures and was in favour of deferring the review of the current template and Cllr Pullinger also stated the context has changed.

Members were of the opinion that the review of the process of financial risk assessment should be deferred.

e. **Grants and Sponsorship**

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

9. **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 Committee, through the Chairman, in respect of any other business of the Town Council.

None.

10. **EXEMPT ITEMS**

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

(11a. Utilities Contract)
(11b. Finance Review)
(11c. Staffing Matter)

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

11. **EXEMPT ITEMS**

a. **Utilities Contract**

Mr John Pitts, independent utilities broker from UtiliTrack, was invited to join the meeting to present to Members a series of options for prices for electricity when existing contracts will be due for renewal. He advised that the usage figures given were based on full meter readings.

It was **RESOLVED** to enter into a 24 month contract for supply of electricity with Opus Energy when current contracts expire.

b. **Finance Review**

Members considered the review of Finance Function report Finance Review and the recommendations contained therein.

It was **RESOLVED** to accept all the recommendations in the Action Plan appended to the report with the exception of R16, wherein the reference to elimination of use of cash should be deleted.

c. **Staffing Matter**

The Chairman introduced an additional item relating to Public Realm staffing.

It was **RESOLVED** to recommend to Council that to the recruitment of two additional Public Realm positions can proceed subject to an appropriate virement.

APPENDIX A - ACTION PLAN

STAGE A – RECOMMENDATIONS TO BE IMPLEMENTED IN NEXT 3 MONTHS

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT
	<u>Management Accounting Arrangements</u>	
R1	The Council should proceed with recruiting staff to roles with finance responsibility. These officers will have a key role in: <ul style="list-style-type: none"> - Implementing recommendations set out in this report; - Improving ownership of financial systems and reporting at BTC. 	
R2	The Council needs to make the RBS accounting system more accessible to BTC staff. BTC have recently purchased additional licences for the accounting application. Training should be purchased for staff with finance duties to ensure they have the knowledge to use the accounting system.	Book a training programme for all staff using the RBS Omega Accounting system, ensuring they receive training appropriate for their role. Training mandatory before system access is granted.
	<u>Financial Accounting</u>	
R6	The Council is permitted to produce simple income and expenditure accounts. BTC should therefore assess whether it wants to continue producing full Code of Practice accounts at the end of each financial year. This assessment should consider: <ul style="list-style-type: none"> - What are these accounting statements used for? - Do Members and Officers understand these more complicated financial statements? - How much do these statements cost to produce? 	Decision needed in early part of 2021-22 financial year to allow Council to implement changes for start of 22-23.
	<u>Council Reserves and Loans</u>	
R9	The Council must undertake an urgent review of all reserves balances in order to assess whether reserves are being held at an appropriate level. There are a number of steps: <ul style="list-style-type: none"> - Review current earmarked reserve balances and determine why these are being held. BTC will need the assistance of its (Accounting Partners) for this work; - Carry out an assessment of what reserves the Council needs to meet known liabilities. This must include an assessment of monies required to maintain the Council's asset base; - Identify any monies that need to be set aside for regulatory or funding reasons (e.g. CIL or deferred grants); - Identify reserves required to fund projects identified in strategic planning; - Establish minimum level of general reserves to be held by the Council. 	This must be completed in good time to inform the 22-23 budget setting process.
	<u>Debt and Income Policy</u>	
R12	The Council should develop an income and debt collection policy, which should be published on the Council website, and referenced in all booking forms issued by the Council.	Policy needs to be in place to underwrite other improvements to income and debt collection systems.

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT
	<u>Car Park Income Pay and Display</u>	
R16	The Council should look to move cash collection to an external contractor as a matter of urgency. The contract should be no longer than 12 months, to link up with plans to reduce cash income. BTC will need to assess how often each parking machine will need to be emptied, the cost of each visit by the cash collection company risk assessed against the amount of cash likely to be held in each machine. Again, initial scoping meetings have been held with CBC.	More efficient system for cash collection needed urgently – aim to reduce or eliminate use of cash in medium term.
	<u>Orchard Centre</u>	
R19	BTC to consider purchasing the Facilities Booking Management Module from RBS, to be used for Orchard Centre / Market Stalls / Pitch Booking. The Council should examine the following functions before purchasing: <ul style="list-style-type: none"> - Room booking; - Invoice integration with accounting system; - Exception reports available (e.g. cancelled bookings / unpaid invoices); - Performance reports; - Caretaker Instructions; - Email confirmations from system; - Potential for storage and issue of hire agreements to customers. Training programme for all system users will also need to be purchased.	Assessment of potential of this module to inform operations review under way at Orchard Centre.
	<u>Purchase Orders</u>	
R29	BTC should consider purchasing and implementing the purchase order module of the Omega accounting system from RBS. Should the decision be taken to take up this option, the Council should ensure: <ul style="list-style-type: none"> - All staff who raised and manage purchase orders are given proper training in the new process; - Staff with accounting and financial duties are trained in running reports available on the purchase order system. 	Potential for saving of staff time and improvement in accounting information if implementation can be brought forward.
R30	Purchase orders should be issued to all suppliers. These should be issued following a standard template stored in the Council's purchase order system. This should include the following: <ul style="list-style-type: none"> - Payment terms and condition; - Requirement to email invoices to accounts payable email address; - Hyperlink to council terms of trade on website. Signatures should not be included.	Communication of terms and conditions to suppliers.
	<u>Payment of Suppliers</u>	
R31	The Council should move to making payments to suppliers by BACS. This decision should be considered, and approval sought from Full Council prior to implementation.	Decision required before any changes can be implemented.

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT
	<u>Payroll</u>	
R34	The monthly payroll process is not documented. The monthly payroll routine should be documented, and additional staff trained in what needs to be done each month. Documentation should include supervisory checks (e.g. Town Clerk's review of payroll file before submission to George Hay) and records that should be kept on the monthly payroll file.	Council needs to ensure adequate back up in knowledge of payroll process.
R35	The Council should assess whether it needs non office staff to continue to complete and submit weekly hard copy timesheets. Consideration should be given to moving to an overtime claim system. Claim forms should be submitted for all preauthorised overtime worked by staff. These should be authorised for payment by the Town Clerk & Chief Executive.	Relatively simple administrative change.
	<u>Bank Account</u>	
R37	The Council should continue with plans to allocate read access for relevant staff to the Council's main bank account. All requests for access to be signed off by the Town Clerk & Chief Executive & Chief Executive.	Urgent - staff need read access to check income from customers has cleared bank.
R38	The Council to finalise arrangements for installation of a card payment machine at the main office. In due course, consideration should be given to installing a second portable machine to be used to collect payments for markets and events, as well as acting as a backup machine in busy times.	Urgent – Council needs to be able to collect income via card payments (over phone or in person).
	<u>Internal Audit</u>	
R40	Internal Audit reports should be made publicly available on the Council website once they have been reviewed at a council meeting.	Compliance with NALC Practitioner Guide best practice.

STAGE B – RECOMMENDATIONS TO BE IMPLEMENTED IN MONTHS 3-6

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT
	<u>Management Accounting Arrangements</u>	
R3	A consultation exercise should be carried out with Members, in order to ascertain what finance reports they wish to see and when they want to see them. Once this has been determined, The Town Clerk & Chief Executive should set up a budget monitoring timetable to be followed each month and quarter to ensure budget monitoring becomes part of Council routine. Financial regulations may need to be amended.	New management accounts reporting structure to be put in place before new financial year.
R4	The Town Clerk & Chief Executive should establish a budget virement process. Officers and Members can then seek Council approval for changes to the agreed budget as circumstances change in the year. Once approved, virements to be posted to the accounting system, cross-referenced to the relevant minute, using the virement function.	To be put in place before new financial year.
R5	The Town Clerk & Chief Executive should, in discussion with Members, assess whether the Council wishes to continue the process of recharging admin and staff costs to services. This assessment should consider how the information is used and is it worth the cost of production. The complexity the recharge process adds to the accounts should also be considered.	To be determined before new financial year.
	<u>Financial Accounting</u>	
R7	BTC will need to consider accounting implications of any decision to change format of accounts, should this be the route chosen. Accountancy support from its Professional Accounting Partner will be essential. A number of issues will need to be considered. These include: <ul style="list-style-type: none"> - Amendments to chart of accounts. - Write-off of capital and fixed asset balances from balance sheets. - Possible prior year amendments to AGAR financial statements. Changes to accounting policies cannot be implemented mid-year. Any changes could not be implemented until the accounting period commencing 01.04.2022.	Work must start in this area in good time for start of 21-22 financial year – professional accounting support essential.
R8	An alternative approach to year end accounting and reporting will need to be developed. The AGAR provides a basic set of accounts, but more information is needed to provide proper financial information to members and residents. I have provided an example of another Town Council which produces accounts following smaller council accounting regulations but provides comprehensive accounting information.	Work must start in this area in good time for start of 21-22 financial year – professional accounting support essential.
	<u>Council Reserves and Loans</u>	
R11	The Council should adopt a formal reserves policy and ensure that reserves are reviewed against this policy on at least an annual basis. This should form future budget and precept	Needs to be approved in good time for start of 21-22 financial year.

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT
	setting. Decisions on transfers to and from reserves should be reported to and approved by F&GP Committee as part of this review process.	
	<u>Debt and Income Policy</u>	
R13	<p>The Council must be systematic in the way it collects debt. Whilst recommendations above should reduce the number of transactions that are collected in arrears, some income will still be collected after an invoice is issued.</p> <p>The Council should work with the accountancy system provider RBS, to identify whether debt reminder letters can be produced automatically by the system 14 and 28 days after debts fall due.</p> <p>The sales ledgers should also be reviewed by the Town Clerk & Chief Executive every month, with decisions about follow up action on debts determined as part of the review. The aim of this review should be to ensure that debts are collected or reasons for late payment understood and documented.</p>	BTC needs to put process in place to ensure debts are pursued promptly.
	<u>Payment of Suppliers</u>	
R32	<p>The Council should set up a documented payment run process. This should include:</p> <ul style="list-style-type: none"> - Checks to be carried out before invoices are presented for payment. This includes matching to purchase orders, confirmation that services have been delivered and confirmation of correct charge by supplier. These checks should cross reference to financial regulations. - Documentation to be sent to authorised signatories to support the payment run. Ideally this should be made available electronically. - a clear timetable for closing date for receipt of invoices, and prebooked diary slots for external Accountant / FTC finance Staff / Town Clerk & Chief Executive and Councillors. 	Documentation of existing process and preparation for move to BACS payments.
R33	Supplier payment information will need to be obtained from all suppliers prior to making a payment. New supplier information, and any changes to supplier payment records must be checked by phone to a known contact number prior to input into the accounting system.	Essential anti-fraud control.
	<u>Internal Audit</u>	
R41	The Council should carry out an annual review of internal audit arrangements following guidance in the Practitioners' Guide. This review should be added as a standing task to be completed in January of each financial year by F&GP Committee.	NALC Practitioners' Guide requirement.

STAGE C – RECOMMENDATIONS TO BE IMPLEMENTED BY 01.04.22

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT
	<u>Council Reserves and Loans</u>	
R10	The Council should set up new reserve accounts on the accounting system. Separate reserve accounts should be set up for each earmarked reserve identified at recommendation 9 above, and accounting entries posted to the reserves as reserves are spent / replenished.	To be in place for 01.04.22.
	<u>Car Park Income Pay and Display</u>	
R14	The Council should aim to move to cash free parking in the next 12 months, with customers moving to card / phone payment.	A decision to move to a cash free payment system will need Council approval and a communications drive to ensure car park users have sufficient notice of the change.
R15	Work to add payment by phone as an option for car park users should continue. Care should be taken to select an option that works with systems used by the enforcement team. The Place Shaping Manager has commenced scoping work with the enforcement team at CBC.	
	<u>Car Park Income – Permits</u>	
R17	The Council should work with the enforcement team to assess whether it would be possible to move to a virtual parking permit system.	Work with CBC Enforcement Team.
R18	BTC should formalise enforcement arrangements, and a contract or service level agreement established with CBC.	
	<u>Allotment and Sports Pitch Income</u>	
R21	The Council should aim to move as many allotment tenants as possible on to direct debit at next renewal date.	Communication before billing date.
R22	BTC to consider moving allotment records to the RBS Allotment Module and seeking to maximise integration with the Council's Finance system.	
R23	The Council should move football pitch hire on to termly billing arrangements. Overall pitch requirements should be agreed with football clubs before the start of each football season, and a contract signed with the treasurer of each football club. Invoices should then be issued for three payment dates (for example 1 September / 1 January / 1 March) and followed up by BTC staff. This ensures payments are made in advance of use. There should be no refunds for unused hires, although the Council may have discretion to award credit notes in periods of very poor weather.	
R24	Ad-hoc pitch hires outside of the main contract must be paid for in advance of the date of the hire.	

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT
R25	The Council should ensure that it understands VAT rules in area of sports pitches– No VAT is chargeable when a club is a regular hirer (a series of more than 10 sessions).	
R26	The Council should aim to move sports club lease payments on to direct debit at next renewal date. The clubs will need to be informed in advance of next rental payment.	
	<u>Cemeteries</u>	
R27	Terms and Conditions on the fees and charges notice for cemeteries should be amended to require payment by bank transfer. This should be implemented immediately for all accounts managed by funeral directors.	Accounts no longer settled by cheque.
R28	The Council should contact RBS to assess whether cemetery receipts can be issued from the accounting system.	Replace manual process.
	<u>Payroll</u>	
R36	The Council may wish to obtain quotes from alternative payroll providers in the next year to 18 months to ensure that prices charged by George Hay are in line with market rates.	Long standing contract.
	<u>Internal Audit</u>	
R39	The Council should change internal auditor for the 22-23 financial year. Competitive quotes should be sought from internal auditors operating in the Bedfordshire area.	Auditor has not been changed for many years.

02/06/2021

Biggleswade Town Council

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Detailed Balance Sheet - Excluding Stock Movement**Month 1 Date 30/04/2021**

Page 1

<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	456,657	1,356,387
2	OP'L L/H LAND & BUILDINGS	9,095	0	9,095
21	VEHICLES & EQUIPMENT	807,385	522,103	285,282
41	INFRASTRUCTURE ASSETS	303,110	247,880	55,230
61	COMMUNITY ASSETS	15,380	0	15,380
	Total Fixed Assets	2,948,014	1,226,640	1,721,374
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	7,325		
100	DEBTORS - TOWN COUNCIL	18,961		
101	DEBTORS - ALLOTMENTS	400		
102	DEBTORS - PITCH HIRE	1,441		
103	DEBTORS - ORCHARD CENTRE	3,262		
105	VAT REFUNDS	45,594		
109	DEBTORS - TBA	2,572		
110	PREPAYMENTS	18,960		
115	ACCRUED INCOME	18,000		
202	LLOYDS CURRENT BANK A/C	138,230		
204	LLOYDS SALARY A/C	53		
210	PETTY CASH	416		
224	PUBLIC SECTOR DEPOSIT	895,000		
	Total Current Assets		1,150,213	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	47,798		
517	SUPERANNUATION DUE	11,813		
525	ALLOTMENT DEPOSITS	3,100		
530	INC IN ADVANCE - COMMUTED	23,000		
537	SUNDRY CREDITORS	(2,044)		
	Total Current Liabilities		83,667	
	Net Current Assets			1,066,547
	Total Assets less Current Liabilities			2,787,921
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	111,224		
430	LEASE CREDITOR (GROSS)	3,129		
435	LEASE CREDITOR (DEF'D INT)	(234)		
	Total Long Term Liabilities		114,119	
	Total Assets less Total Liabilities			2,673,802
	<u>Represented by :-</u>			
301	CURRENT YEAR FUND	518,183		
310	GENERAL RESERVE	97,682		
327	EMR TWINNING	1,500		
329	EMR DEPOT	1,500		
343	EMR ELECTION FUND	4,000		
349	ROLLING CAPITAL FUND	436,357		

Detailed Balance Sheet - Excluding Stock Movement**Month 1 Date 30/04/2021**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
350	CAPITAL FINANCING RESERVE	1,312,399	
451	DEF'D GRANTS APPLIED	608,674	
452	DEF'D GRANTS W/BACK	(306,492)	
	Total Equity		2,673,802

02/06/2021

Biggleswade Town Council

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Summary Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

Committee Report

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	800	0	1,800	1,800			0.0%
		Expenditure	800	0	1,800	1,800		1,800	0.0%
	Movement to/(from) Gen Reserve		0	0					
108	GRANTS (INCL S137)	Expenditure	31,450	8,826	32,767	23,941		23,941	26.9%
109	CAPITAL EXPENDITURE	Income	2,687	0	0	0			0.0%
		Expenditure	92,720	447	13,435	12,988		12,988	3.3%
	Movement to/(from) Gen Reserve		(90,034)	(447)					
111	CORPORATE MANAGEMENT	Income	1,167,097	644,865	1,221,191	576,326			52.8%
		Expenditure	171,390	10,336	122,729	112,393		112,393	8.4%
	Movement to/(from) Gen Reserve		995,707	634,528					
112	DEMOCRATIC REP'N & MGM'T	Income	7,800	0	0	0			0.0%
		Expenditure	257,342	22,136	188,576	166,440		166,440	11.7%
	Movement to/(from) Gen Reserve		(249,542)	(22,136)					
113	CIVIC ACTIVITIES & EXPENSES	Income	577	0	500	500			0.0%
		Expenditure	1,000	0	3,100	3,100		3,100	0.0%
	Movement to/(from) Gen Reserve		(423)	0					
115	ORCHARD COMMUNITY CENTRE	Income	23,422	0	33,120	33,120			0.0%
		Expenditure	87,393	9,365	109,873	100,508		100,508	8.5%
	Movement to/(from) Gen Reserve		(63,971)	(9,365)					
901	CENTRAL SERVICES	Expenditure	355	0	77,668	77,668		77,668	0.0%
	Finance & General Purposes Income		1,202,382	644,865	1,256,611	611,746			51.3%
		Expenditure	642,450	51,111	549,948	498,837	0	498,837	9.3%
	Movement to/(from) Gen Reserve		559,932	593,754					
Public Land & Open Spaces									
102	ALLOTMENTS	Income	9,682	0	7,200	7,200			0.0%
		Expenditure	1,681	75	1,715	1,640		1,640	4.4%
	Movement to/(from) Gen Reserve		8,001	(75)					
104	BURIAL GROUNDS	Income	24,152	0	18,900	18,900			0.0%
		Expenditure	98,461	12,382	104,123	91,741		91,741	11.9%
	Movement to/(from) Gen Reserve		(74,309)	(12,382)					
210	GENERAL	Expenditure	3,876	0	3,000	3,000		3,000	0.0%
212	RECREATION GROUNDS	Income	8,888	0	5,500	5,500			0.0%
		Expenditure	349,409	46,173	359,019	312,846		312,846	12.9%
	Movement to/(from) Gen Reserve		(340,520)	(46,173)					
902	WORKS SERVICES	Expenditure	0	0	62,097	62,097		62,097	0.0%

Continued over page

Summary Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Public Land & Open Spaces Income		42,723	0	31,600	31,600			0.0%
Expenditure		453,426	58,630	529,954	471,324	0	471,324	11.1%
Movement to/(from) Gen Reserve		(410,703)	(58,630)					
Town Centre Management								
105 CAR PARKS	Income	13,071	1,517	39,800	38,283			3.8%
	Expenditure	99,295	6,404	96,982	90,578		90,578	6.6%
Movement to/(from) Gen Reserve		(86,224)	(4,887)					
106 MARKET	Income	3,803	659	16,500	15,841			4.0%
	Expenditure	43,595	4,007	40,793	36,786		36,786	9.8%
Movement to/(from) Gen Reserve		(39,792)	(3,348)					
107 TOWN CENTRE GENERAL	Income	345	0	500	500			0.0%
	Expenditure	110,081	7,794	120,254	112,460		112,460	6.5%
Movement to/(from) Gen Reserve		(109,736)	(7,794)					
110 PUBLIC CONVENIENCES	Income	650	0	0	0			0.0%
	Expenditure	22,770	912	7,080	6,168		6,168	12.9%
Movement to/(from) Gen Reserve		(22,120)	(912)					
Town Centre Management Income		17,869	2,176	56,800	54,624			3.8%
Expenditure		275,741	19,117	265,109	245,992	0	245,992	7.2%
Movement to/(from) Gen Reserve		(257,873)	(16,941)					
Grand Totals:- Income		1,262,974	647,040	1,345,011	697,971			48.1%
Expenditure		1,371,617	128,857	1,345,011	1,216,154	0	1,216,154	9.6%
Net Income over Expenditure		(108,644)	518,183	0	(518,183)			
Movement to/(from) Gen Reserve		(108,644)	518,183					

02/06/2021

Biggleswade Town Council

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Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

Committee Report

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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
Finance & General Purposes								
101 B'SWADE MAGISTRATES COURT								
1081 INC-RENT	680	0	1,800	1,800			0.0%	
1091 INC-MISCELLANEOUS	120	0	0	0			0.0%	
B'SWADE MAGISTRATES COURT :- Income	800	0	1,800	1,800			0.0%	0
4007 HEALTH & SAFETY	294	0	300	300		300	0.0%	
4008 STAFF TRAINING	270	0	0	0		0	0.0%	
4011 RATES	14,220	1,225	12,740	11,515		11,515	9.6%	
4012 WATER RATES	425	79	500	421		421	15.7%	
4013 RENT	(46,090)	(2,245)	(24,700)	(22,455)		(22,455)	9.1%	
4014 ELECTRICITY	2,384	118	3,000	2,882		2,882	3.9%	
4015 GAS	3,992	0	2,000	2,000		2,000	0.0%	
4016 CLEANING COSTS	11,766	687	360	(327)		(327)	190.8%	
4021 TELEPHONE & FAX	122	0	0	0		0	0.0%	
4023 STATIONERY	180	0	0	0		0	0.0%	
4026 COMPUTER	59	0	0	0		0	0.0%	
4029 OFFICE REFURBISHMENT	154	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	678	57	4,000	3,944		3,944	1.4%	
4042 EQUIPT MAINT/REPAIR	649	0	500	500		500	0.0%	
4104 REFUSE COLLECTION	1,187	80	1,000	920		920	8.0%	
4110 FIRE PRECAUTIONS	704	0	600	600		600	0.0%	
4128 EQUIPMENT	403	0	0	0		0	0.0%	
4134 SECURITY/CCTV	7,789	0	1,500	1,500		1,500	0.0%	
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	800	0	1,800	1,800	0	1,800	0.0%	0
Net Income over Expenditure	0	0	0	0				
108 GRANTS (INCL S137)								
4261 GRANTS UNDER OTHER POWERS	19,950	8,826	20,767	11,941		11,941	42.5%	
4264 Community Agent Grant	11,500	0	12,000	12,000		12,000	0.0%	
GRANTS (INCL S137) :- Indirect Expenditure	31,450	8,826	32,767	23,941	0	23,941	26.9%	0
Net Expenditure	(31,450)	(8,826)	(32,767)	(23,941)				
109 CAPITAL EXPENDITURE								
1074 INC-DONATIONS	1,020	0	0	0			0.0%	
1175 INC-SALES OF FIXED ASSETS	1,667	0	0	0			0.0%	
CAPITAL EXPENDITURE :- Income	2,687	0	0	0				0

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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
4053 LOAN INTEREST	5,383	0	4,752	4,752		4,752	0.0%	
4253 LEASE INTEREST REPAYED	401	33	268	235		235	12.5%	
4801 CP - New Vehicles\Equipment	0	15,700	3,000	(12,700)		(12,700)	523.3%	
4802 CP - New Computer Installation	(1)	0	0	0		0	0.0%	
4803 CP - Boiler Magistrates Court	0	0	15,335	15,335		15,335	0.0%	
4847 CP - Drove Road	0	0	70,000	70,000		70,000	0.0%	
4851 CP - Emergency Support Plan De	0	0	6,000	6,000		6,000	0.0%	
4866 CP - Public Realm	0	4,831	0	(4,831)		(4,831)	0.0%	
4900 ROLLING CAPITAL FUND ALLOC'N	71,500	0	0	0		0	0.0%	
4980 LOAN REPAYMENT	9,453	0	5,107	5,107		5,107	0.0%	
4981 TFR TO CFR NEW ASSETS	15,830	0	0	0		0	0.0%	
4982 LEASE CAPITAL REPAYED	4,963	414	3,308	2,894		2,894	12.5%	
4990 ASSET FUNDING FROM RCP	(14,810)	(20,531)	(94,335)	(73,804)		(73,804)	21.8%	
CAPITAL EXPENDITURE :- Indirect Expenditure	92,720	447	13,435	12,988	0	12,988	3.3%	0
Net Income over Expenditure	(90,034)	(447)	(13,435)	(12,988)				
111 CORPORATE MANAGEMENT								
1076 PRECEPT RECEIVED	1,166,677	644,846	1,218,691	573,845			52.9%	
1096 INTEREST RECEIVED	420	19	2,500	2,481			0.7%	
CORPORATE MANAGEMENT :- Income	1,167,097	644,865	1,221,191	576,326			52.8%	0
4057 AUDIT FEES	3,375	(2,445)	3,720	6,165		6,165	(65.7%)	
4080 BAD DEBTS WRITTEN OFF	3,992	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	65,173	6,550	63,456	56,906		56,906	10.3%	
4911 C.S. O'HEAD RECHARGE	98,850	6,232	55,553	49,321		49,321	11.2%	
CORPORATE MANAGEMENT :- Indirect Expenditure	171,390	10,336	122,729	112,393	0	112,393	8.4%	0
Net Income over Expenditure	995,707	634,528	1,098,462	463,934				
112 DEMOCRATIC REP'N & MGM'T								
1078 INC-MISC GRANTS	7,800	0	0	0			0.0%	
DEMOCRATIC REP'N & MGM'T :- Income	7,800	0	0	0				0
4024 SUBSCRIPTIONS	2,992	369	3,200	2,831		2,831	11.5%	
4026 COMPUTER	0	0	1,500	1,500		1,500	0.0%	
4082 NEIGHBOURHOOD PLAN	24,167	4,725	20,000	15,275		15,275	23.6%	
4085 COUNCIL WEBSITE	0	0	1,200	1,200		1,200	0.0%	
4135 ELECTION PROVISION	0	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	86,897	8,733	84,608	75,875		75,875	10.3%	
4911 C.S. O'HEAD RECHARGE	131,800	8,309	74,068	65,759		65,759	11.2%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4991 TRANSFER TO E/MARKED RESERVE	4,000	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	9,292	0	0	0		0	0.0%	
DEMOCRATIC REP'N & MGM'T :- Indirect Expenditure	257,342	22,136	188,576	166,440	0	166,440	11.7%	0
Net Income over Expenditure	(249,542)	(22,136)	(188,576)	(166,440)				
113 CIVIC ACTIVITIES & EXPENSES								
1091 INC-MISCELLANEOUS	577	0	500	500			0.0%	
CIVIC ACTIVITIES & EXPENSES :- Income	577	0	500	500			0.0%	0
4008 STAFF TRAINING	0	0	500	500		500	0.0%	
4112 TOWN MAYOR'S ALLOW.	0	0	1,000	1,000		1,000	0.0%	
4166 TWINNING	0	0	500	500		500	0.0%	
4179 CIVIC FUNCTIONS	0	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	1,000	0	0	0		0	0.0%	
CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure	1,000	0	3,100	3,100	0	3,100	0.0%	0
Net Income over Expenditure	(423)	0	(2,600)	(2,600)				
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	346	0	0	0			0.0%	
1082 INC-LETTINGS	4,276	0	15,000	15,000			0.0%	
1109 INC-COFFEE MACHINE	0	0	120	120			0.0%	
ORCHARD COMMUNITY CENTRE :- Income	23,422	0	33,120	33,120			0.0%	0
4001 STAFF SALARIES	54,292	5,005	65,137	60,132		60,132	7.7%	
4002 EMPLOYERS N.I	4,962	386	5,351	4,965		4,965	7.2%	
4003 EMPLOYERS SUPERANN.	13,099	1,291	16,805	15,514		15,514	7.7%	
4007 HEALTH & SAFETY	966	51	500	449		449	10.2%	
4009 STAFF TRAVEL	129	32	300	268		268	10.5%	
4011 RATES	0	0	5,500	5,500		5,500	0.0%	
4012 WATER RATES	341	0	900	900		900	0.0%	
4014 ELECTRICITY	4,623	523	4,800	4,277		4,277	10.9%	
4015 GAS	1,062	0	2,000	2,000		2,000	0.0%	
4016 CLEANING COSTS	1,440	0	240	240		240	0.0%	
4020 MISC. ESTABLISH.COST	226	0	500	500		500	0.0%	
4021 TELEPHONE & FAX	0	0	1,200	1,200		1,200	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4023 STATIONERY	0	69	0	(69)		(69)	0.0%	
4026 COMPUTER	1,516	75	2,940	2,865		2,865	2.6%	
4032 PUBLICITY	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	241	835	1,000	165		165	83.5%	
4038 MAINTENANCE CONTRACT	1,121	292	1,500	1,208		1,208	19.5%	
4042 EQUIPT MAINT/REPAIR	505	807	200	(607)		(607)	403.3%	
4080 BAD DEBTS WRITTEN OFF	2,327	0	0	0		0	0.0%	
4081 Licences	315	0	300	300		300	0.0%	
4110 FIRE PRECAUTIONS	41	0	0	0		0	0.0%	
4128 EQUIPMENT	1,200	0	200	200		200	0.0%	
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	87,393	9,365	109,873	100,508	0	100,508	8.5%	0
Net Income over Expenditure	(63,971)	(9,365)	(76,753)	(67,388)				
901 CENTRAL SERVICES								
4001 STAFF SALARIES	174,241	17,451	260,444	242,993		242,993	6.7%	
4002 EMPLOYERS N.I	15,552	1,770	25,027	23,257		23,257	7.1%	
4003 EMPLOYERS SUPERANN.	27,449	2,612	48,884	46,272		46,272	5.3%	
4005 AGENCY STAFF	135,350	2,789	11,708	8,919		8,919	23.8%	
4007 HEALTH & SAFETY	638	72	2,500	2,428		2,428	2.9%	
4008 STAFF TRAINING	1,607	175	2,000	1,825		1,825	8.8%	
4009 STAFF TRAVEL	1,134	149	3,000	2,851		2,851	5.0%	
4010 MISC. STAFF COSTS	834	0	1,000	1,000		1,000	0.0%	
4013 RENT	46,090	2,245	24,700	22,455		22,455	9.1%	
4020 MISC. ESTABLISH.COST	0	0	250	250		250	0.0%	
4021 TELEPHONE & FAX	9,108	168	7,600	7,432		7,432	2.2%	
4022 POSTAGE	1,044	0	800	800		800	0.0%	
4023 STATIONERY	2,051	69	1,800	1,731		1,731	3.8%	
4025 INSURANCE	19,545	0	21,000	21,000		21,000	0.0%	
4026 COMPUTER	48,743	8,080	36,000	27,920		27,920	22.4%	
4027 PHOTOCOPIER	2,505	203	3,000	2,797		2,797	6.8%	
4030 ADVERTISING, RECRUITMENT	8,668	5,100	0	(5,100)		(5,100)	0.0%	
4031 ADVERTISING	0	242	400	158		158	60.5%	
4032 PUBLICITY	2,527	0	2,500	2,500		2,500	0.0%	
4041 EQUIPMENT HIRE	355	0	0	0		0	0.0%	
4051 BANK CHARGES	1,020	24	1,200	1,176		1,176	2.0%	
4056 LEGAL EXPENSES	7,102	0	1,000	1,000		1,000	0.0%	
4058 PROFESSIONAL FEES	17,067	2,777	2,000	(777)		(777)	138.8%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4060 OFFICE EQUIPMENT	737	75	500	425		425	14.9%	
4073 PAYROLL BUREAU FEES	2,911	(220)	2,000	2,220		2,220	(11.0%)	
4074 ACCOUNTANCY FEES	15,193	(1,175)	15,000	16,175		16,175	(7.8%)	
4125 Misc Costs	52	0	50	50		50	0.0%	
4901 C.S. SALARY RECHARGE	(217,242)	(21,832)	(211,520)	(189,688)		(189,688)	10.3%	
4911 C.S. O'HEAD RECHARGE	(329,501)	(20,773)	(185,175)	(164,402)		(164,402)	11.2%	
4999 DEPRECIATION CHARGED	5,574	0	0	0		0	0.0%	
CENTRAL SERVICES :- Indirect Expenditure	355	0	77,668	77,668	0	77,668	0.0%	0
Net Expenditure	(355)	0	(77,668)	(77,668)				
Finance & General Purposes :- Income	1,202,382	644,865	1,256,611	611,746			51.3%	
Expenditure	642,450	51,111	549,948	498,837	0	498,837	9.3%	
Movement to/(from) Gen Reserve	559,932	593,754						
Public Land & Open Spaces								
102 ALLOTMENTS								
1087 INC-ALLOTMENTS	9,682	0	7,200	7,200			0.0%	
ALLOTMENTS :- Income	9,682	0	7,200	7,200			0.0%	0
4013 RENT	581	0	465	465		465	0.0%	
4037 GROUNDS MAINTENANCE	73	0	500	500		500	0.0%	
4067 PEST CONTROL	860	75	750	675		675	10.0%	
4999 DEPRECIATION CHARGED	167	0	0	0		0	0.0%	
ALLOTMENTS :- Indirect Expenditure	1,681	75	1,715	1,640	0	1,640	4.4%	0
Net Income over Expenditure	8,001	(75)	5,485	5,560				
104 BURIAL GROUNDS								
1084 INC-BURIAL FEES	24,152	0	18,000	18,000			0.0%	
1097 INC-MEMORIALS	0	0	900	900			0.0%	
BURIAL GROUNDS :- Income	24,152	0	18,900	18,900			0.0%	0
4011 RATES	4,786	404	4,800	4,396		4,396	8.4%	
4012 WATER RATES	111	19	150	131		131	12.5%	
4014 ELECTRICITY	106	9	150	141		141	5.9%	
4036 PROPERTY MAINTENANCE	730	0	2,000	2,000		2,000	0.0%	
4104 REFUSE COLLECTION	303	0	0	0		0	0.0%	
4110 FIRE PRECAUTIONS	153	0	500	500		500	0.0%	
4178 PATHS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4901 C.S. SALARY RECHARGE	13,034	1,310	12,691	11,381		11,381	10.3%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4902 W.S. SALARY RECHARGE	46,183	8,598	59,441	50,843		50,843	14.5%	
4911 C.S. O'HEAD RECHARGE	19,770	1,246	11,111	9,865		9,865	11.2%	
4912 W.S. O'HEAD RECHARGE	11,033	796	12,280	11,484		11,484	6.5%	
4999 DEPRECIATION CHARGED	2,250	0	0	0		0	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	98,461	12,382	104,123	91,741	0	91,741	11.9%	0
Net Income over Expenditure	(74,309)	(12,382)	(85,223)	(72,841)				
210 GENERAL								
4064 ANNUAL HANGING BASKETS	3,876	0	3,000	3,000		3,000	0.0%	
GENERAL :- Indirect Expenditure	3,876	0	3,000	3,000	0	3,000	0.0%	0
Net Expenditure	(3,876)	0	(3,000)	(3,000)				
212 RECREATION GROUNDS								
1077 INC-S106 GRANTS	2,600	0	0	0			0.0%	
1081 INC-RENT	2,720	0	3,500	3,500			0.0%	
1083 INC-PITCH HIRE	261	0	2,000	2,000			0.0%	
1091 INC-MISCELLANEOUS	3,308	0	0	0			0.0%	
RECREATION GROUNDS :- Income	8,888	0	5,500	5,500			0.0%	0
4011 RATES	4,527	383	3,775	3,392		3,392	10.1%	
4012 WATER RATES	9,480	3,682	11,000	7,318		7,318	33.5%	
4013 RENT	0	0	1	1		1	0.0%	
4014 ELECTRICITY	2,794	516	6,000	5,484		5,484	8.6%	
4037 GROUNDS MAINTENANCE	470	0	2,500	2,500		2,500	0.0%	
4038 MAINTENANCE CONTRACT	7,430	575	6,900	6,325		6,325	8.3%	
4039 PLAY. EQUIP. MAINT.	0	0	3,000	3,000		3,000	0.0%	
4043 FENCING & GATES	0	0	1,000	1,000		1,000	0.0%	
4044 TREES & PLANTS	1,110	0	2,500	2,500		2,500	0.0%	
4067 PEST CONTROL	400	50	900	850		850	5.6%	
4080 BAD DEBTS WRITTEN OFF	1,237	0	0	0		0	0.0%	
4100 FERT./SEEDS/WEEDKILL	41	0	200	200		200	0.0%	
4104 REFUSE COLLECTION	4,680	1,271	4,000	2,729		2,729	31.8%	
4110 FIRE PRECAUTIONS	476	0	750	750		750	0.0%	
4114 LITTER BINS	0	0	2,000	2,000		2,000	0.0%	
4790 DEFERRED GRANTS RELEASED	(11,187)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	34,759	3,493	33,843	30,350		30,350	10.3%	
4902 W.S. SALARY RECHARGE	161,641	30,091	208,042	177,951		177,951	14.5%	
4911 C.S. O'HEAD RECHARGE	52,720	3,324	29,628	26,304		26,304	11.2%	
4912 W.S. O'HEAD RECHARGE	38,617	2,787	42,980	40,193		40,193	6.5%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4999 DEPRECIATION CHARGED	40,215	0	0	0		0	0.0%	
RECREATION GROUNDS :- Indirect Expenditure	349,409	46,173	359,019	312,846	0	312,846	12.9%	0
Net Income over Expenditure	(340,520)	(46,173)	(353,519)	(307,346)				
902 WORKS SERVICES								
4001 STAFF SALARIES	180,216	35,845	239,146	203,301		203,301	15.0%	
4002 EMPLOYERS N.I	15,345	2,306	21,006	18,700		18,700	11.0%	
4003 EMPLOYERS SUPERANN.	35,354	4,836	61,701	56,865		56,865	7.8%	
4007 HEALTH & SAFETY	822	0	500	500		500	0.0%	
4008 STAFF TRAINING	132	0	2,500	2,500		2,500	0.0%	
4009 STAFF TRAVEL	46	36	300	264		264	12.0%	
4011 RATES	0	0	16,000	16,000		16,000	0.0%	
4013 RENT	0	0	14,176	14,176		14,176	0.0%	
4014 ELECTRICITY	(3,543)	251	7,596	7,345		7,345	3.3%	
4023 STATIONERY	0	6	0	(6)		(6)	0.0%	
4036 PROPERTY MAINTENANCE	0	0	5,200	5,200		5,200	0.0%	
4041 EQUIPMENT HIRE	183	0	400	400		400	0.0%	
4042 EQUIPT MAINT/REPAIR	5,435	98	4,500	4,402		4,402	2.2%	
4046 VEHICLE LEASING	9,698	829	11,000	10,171		10,171	7.5%	
4047 MATERIALS/TOOLS	9,566	2,034	12,000	9,966		9,966	17.0%	
4048 VEHICLE MAINT/REPAIR	4,303	617	10,000	9,383		9,383	6.2%	
4049 VEHICLE FUEL	5,808	3	8,000	7,997		7,997	0.0%	
4050 VEHICLE TAX	675	0	675	675		675	0.0%	
4060 OFFICE EQUIPMENT	29	0	0	0		0	0.0%	
4103 PROTECTIVE CLOTHING	3,036	8	2,500	2,492		2,492	0.3%	
4119 SKIP HIRE	2,048	0	3,000	3,000		3,000	0.0%	
4128 EQUIPMENT	490	99	500	401		401	19.8%	
4790 DEFERRED GRANTS RELEASED	(2,536)	0	0	0		0	0.0%	
4902 W.S. SALARY RECHARGE	(230,916)	(42,988)	(297,203)	(254,215)		(254,215)	14.5%	
4912 W.S. O'HEAD RECHARGE	(55,166)	(3,981)	(61,400)	(57,419)		(57,419)	6.5%	
4999 DEPRECIATION CHARGED	18,975	0	0	0		0	0.0%	
WORKS SERVICES :- Indirect Expenditure	0	0	62,097	62,097	0	62,097	0.0%	0
Net Expenditure	0	0	(62,097)	(62,097)				
Public Land & Open Spaces :- Income	42,723	0	31,600	31,600			0.0%	
Expenditure	453,426	58,630	529,954	471,324	0	471,324	11.1%	
Movement to/(from) Gen Reserve	(410,703)	(58,630)						

Town Centre Management

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
105 CAR PARKS								
1088 INC-CAR PARKING FEES	7,316	622	22,000	21,378			2.8%	
1089 INC - PARKING PERMITS WORK	2,475	480	11,500	11,020			4.2%	
1189 INC-PARKING PERMITS RES	3,280	415	6,300	5,885			6.6%	
CAR PARKS :- Income	13,071	1,517	39,800	38,283			3.8%	0
4011 RATES	26,318	2,176	26,600	24,424		24,424	8.2%	
4038 MAINTENANCE CONTRACT	7,583	266	7,500	7,234		7,234	3.5%	
4047 MATERIALS/TOOLS	810	904	2,000	1,096		1,096	45.2%	
4056 LEGAL EXPENSES	495	0	1,000	1,000		1,000	0.0%	
4092 Card Processing Fees	423	70	1,000	930		930	7.0%	
4108 SURFACE REPAIRS	0	0	3,000	3,000		3,000	0.0%	
4126 CAR PARK LEASE	32,345	0	32,001	32,001		32,001	0.0%	
4790 DEFERRED GRANTS RELEASED	(742)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	3,259	327	3,173	2,846		2,846	10.3%	
4902 W.S. SALARY RECHARGE	11,546	2,149	14,860	12,711		12,711	14.5%	
4911 C.S. O'HEAD RECHARGE	4,943	312	2,778	2,466		2,466	11.2%	
4912 W.S. O'HEAD RECHARGE	2,758	199	3,070	2,871		2,871	6.5%	
4999 DEPRECIATION CHARGED	9,559	0	0	0		0	0.0%	
CAR PARKS :- Indirect Expenditure	99,295	6,404	96,982	90,578	0	90,578	6.6%	0
Net Income over Expenditure	(86,224)	(4,887)	(57,182)	(52,295)				
106 MARKET								
1085 INC-TUESDAY MARKET RENTS	697	131	1,500	1,369			8.8%	
1086 INC-SATURDAY MARKET RENTS	3,106	528	15,000	14,473			3.5%	
MARKET :- Income	3,803	659	16,500	15,841			4.0%	0
4001 STAFF SALARIES	388	0	0	0		0	0.0%	
4002 EMPLOYERS N.I	152	15	227	212		212	6.5%	
4003 EMPLOYERS SUPERANN.	741	218	2,691	2,473		2,473	8.1%	
4004 MARKET STAFF	6,407	844	10,430	9,586		9,586	8.1%	
4011 RATES	5,364	428	5,260	4,832		4,832	8.1%	
4012 WATER RATES	613	0	0	0		0	0.0%	
4014 ELECTRICITY	981	95	600	505		505	15.8%	
4032 PUBLICITY	608	0	1,500	1,500		1,500	0.0%	
4047 MATERIALS/TOOLS	0	278	250	(28)		(28)	111.2%	
4901 C.S. SALARY RECHARGE	10,862	1,092	10,576	9,484		9,484	10.3%	
4911 C.S. O'HEAD RECHARGE	16,475	1,039	9,259	8,220		8,220	11.2%	
4999 DEPRECIATION CHARGED	1,004	0	0	0		0	0.0%	
MARKET :- Indirect Expenditure	43,595	4,007	40,793	36,786	0	36,786	9.8%	0
Net Income over Expenditure	(39,792)	(3,348)	(24,293)	(20,945)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
107 TOWN CENTRE GENERAL								
1071 INC - A BOARDS	0	0	200	200			0.0%	
1072 INC - TEMP STREET FURNITURE	0	0	300	300			0.0%	
1145 INC-CHRISTMAS ACTIVITIES	345	0	0	0			0.0%	
TOWN CENTRE GENERAL :- Income	345	0	500	500			0.0%	0
4001 STAFF SALARIES	26,401	2,266	27,397	25,131		25,131	8.3%	
4002 EMPLOYERS N.I	2,431	211	2,568	2,357		2,357	8.2%	
4003 EMPLOYERS SUPERANN.	6,344	585	7,068	6,483		6,483	8.3%	
4009 STAFF TRAVEL	98	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	688	95	240	145		145	39.7%	
4044 TREES & PLANTS	200	0	0	0		0	0.0%	
4104 REFUSE COLLECTION	150	0	0	0		0	0.0%	
4116 WAR MEM & REM SERV	0	50	750	700		700	6.7%	
4117 CLOCK REPAIRS	0	0	350	350		350	0.0%	
4138 MARKET SQUARE EVENTS	2,772	0	15,000	15,000		15,000	0.0%	
4140 CHRISTMAS ACTIVITIES	13,640	0	7,000	7,000		7,000	0.0%	
4144 CCTV	15,378	1,600	18,000	16,400		16,400	8.9%	
4145 CHRISTMAS LIGHTS	18,914	0	18,000	18,000		18,000	0.0%	
4790 DEFERRED GRANTS RELEASED	(571)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	3,259	327	3,173	2,846		2,846	10.3%	
4902 W.S. SALARY RECHARGE	11,546	2,149	14,860	12,711		12,711	14.5%	
4911 C.S. O'HEAD RECHARGE	4,943	312	2,778	2,466		2,466	11.2%	
4912 W.S. O'HEAD RECHARGE	2,758	199	3,070	2,871		2,871	6.5%	
4999 DEPRECIATION CHARGED	1,131	0	0	0		0	0.0%	
TOWN CENTRE GENERAL :- Indirect Expenditure	110,081	7,794	120,254	112,460	0	112,460	6.5%	0
Net Income over Expenditure	(109,736)	(7,794)	(119,754)	(111,960)				
110 PUBLIC CONVENIENCES								
1091 INC-MISCELLANEOUS	650	0	0	0			0.0%	
PUBLIC CONVENIENCES :- Income	650	0	0	0				0
4011 RATES	3,134	262	0	(262)		(262)	0.0%	
4012 WATER RATES	627	0	2,000	2,000		2,000	0.0%	
4014 ELECTRICITY	0	0	1,000	1,000		1,000	0.0%	
4016 CLEANING COSTS	0	0	600	600		600	0.0%	
4036 PROPERTY MAINTENANCE	6,516	0	2,500	2,500		2,500	0.0%	
4038 MAINTENANCE CONTRACT	12,493	0	980	980		980	0.0%	
4042 EQUIPT MAINT/REPAIR	0	650	0	(650)		(650)	0.0%	
PUBLIC CONVENIENCES :- Indirect Expenditure	22,770	912	7,080	6,168	0	6,168	12.9%	0
Net Income over Expenditure	(22,120)	(912)	(7,080)	(6,168)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Town Centre Management :- Income	17,869	2,176	56,800	54,624			3.8%	
Expenditure	275,741	19,117	265,109	245,992	0	245,992	7.2%	
Movement to/(from) Gen Reserve	<u>(257,873)</u>	<u>(16,941)</u>						
Grand Totals:- Income	1,262,974	647,040	1,345,011	697,971			48.1%	
Expenditure	1,371,617	128,857	1,345,011	1,216,154	0	1,216,154	9.6%	
Net Income over Expenditure	<u>(108,644)</u>	<u>518,183</u>	<u>0</u>	<u>(518,183)</u>				
Movement to/(from) Gen Reserve	<u>(108,644)</u>	<u>518,183</u>						

Date: 02/06/2021

Biggleswade Town Council

Time: 14:54

Lloyds Current A/C

List of Payments made between 01/04/2021 and 30/04/2021

Page 1

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2021	Ivel Valley School	000355	800.00		Ivel Valley School-Grant 21/22
01/04/2021	Magpas Air Ambulance	000356	536.00		Magpas Air AmbulanceGrant21/22
01/04/2021	Keech Hospice Care	000357	1,000.00		Keech Hospice Care-Grant 21/22
01/04/2021	East Beds Community Bus Ltd	000358	750.00		East Beds Bus-Grant 21/22
01/04/2021	Carers in Bedfordshire	000359	2,000.00		Carers in Bedfordshire-Grant
01/04/2021	Biggleswade Sea Cadets	000361	1,500.00		Biggleswade Sea Cadets-Grant
01/04/2021	Biggleswade History Society	000363	750.00		Biggleswade History-Grant21/22
01/04/2021	Biggleswade Good Neighbour	000364	500.00		Good Neighbour-Grant 21/22
01/04/2021	265 (Biggleswade) Sqn ATC	000365	1,000.00		265 Sqn ATC-Grant 21/22
01/04/2021	Biggles FM	000366	1,850.00		Biggles FM-Grant 21/22
01/04/2021	Bedford Daycare Hospice	000367	500.00		Bedford Daycare Hospice-Grant
01/04/2021	Autism Bedfordshire	00368	500.00		Autism Bedfordshire-Grant 21/2
01/04/2021	Colin King	000369	50.00		Colin King-Allotment deposit
01/04/2021	BHIB Limited	CNXL201690	-4,606.90		P/Ledger Electronic Payment
06/04/2021	Central Bedfordshire Council	Std Ord	4,877.07		CBC - Rates 2021/21
09/04/2021	CCLA Deposit Fund	FPO	250,000.00		CCLA Deposit Fund
12/04/2021	CCLA Deposit Fund	FPO	170,000.00		CCLA Deposit Fund
12/04/2021	BNP Paribas Ltd	DD	584.17		LN69 XVL Lease
12/04/2021	The Right Fuelcard Company Lim	DD01	3.60		P/Ledger Electronic Payment
12/04/2021	Node IT Solutions Ltd	DD02	119.98		5798/1799/Node IT Solutions Lt
12/04/2021	Node IT Solutions Ltd	DD03	211.20		5799/1800/Node IT Solutions Lt
12/04/2021	Lex Autolease Ltd	DD04	410.64		EXI1661853/1741/Lex Autolease
12/04/2021	Node IT Solutions Ltd	DD05	2,100.00		5797/1798/Node IT Solutions Lt
12/04/2021	Node IT Solutions Ltd	DD06	3,017.45		5858/1814/Node IT Solutions Lt
14/04/2021	Lloyds Salary A/C	Tfr	48,800.00		Top-up Salaries A/C
14/04/2021	Chandlers (Farm Equipment) Ltd	000370	21,288.00		P/Ledger Electronic Payment
14/04/2021	BHIB Limited	000372	15,004.27		1676-Annual Insurance 21/22
14/04/2021	R & C Hyett	000373	1,615.00		1709-Market Sq cleaning-March
14/04/2021	British Telecommunications PLC	000374	1,154.41		P/Ledger Electronic Payment
14/04/2021	Arthur Ibbett Limited	000376	4,488.00		1869-Stihl Brushcutter
14/04/2021	Hemming Group Limited	000377	2,100.00		1688-LocalGov job listing
16/04/2021	Fuel Genie DDR	DD07	468.09		1697-Motor fuel
20/04/2021	Sandy Town Council	000380	250.00		STC-Application for MosaicTrai
20/04/2021	Central Beds Council	000383	116.25		Allotment Qtrly rent
20/04/2021	AMF Services (Bedford) Ltd	000381	528.97		1674-RTV X900 full service+ins
20/04/2021	Auditing Solutions Ltd	000382	1,068.00		1675-Internal audit 20-21
20/04/2021	CLR Law Limited	000384	420.00		1679-Prof charge - settlement
20/04/2021	Colin Ross Workwear & Safety	000386	415.11		1683-Navy fleece+trousers
20/04/2021	DCK Accounting Solutions Ltd	000387	991.38		1684-Contract visit-Feb work
20/04/2021	Enterprise Personnel Ltd	000388	858.00		1686-TT Agency Staff w.c. 8.03
20/04/2021	Flowbird Smart City UK Ltd	000389	1,515.60		1687-Neops Customisation
20/04/2021	Rosetta Publishing Ltd	000390	290.40		1691-Beds Bulletin April
20/04/2021	TRAVIS PERKINS TRADING CO	000391	27.04		1692-Wellington boots
20/04/2021	Anglian Water Business Ltd. (N	000392	38.84		1694-Water 02.01-1.04.21
20/04/2021	Anglian Water Business Ltd. (N	000395	18.71		P/Ledger Electronic Payment
20/04/2021	Anglian Water Business Ltd. (N	DD08	6.14		1695-Water 02.01.21-01.04.21
21/04/2021	Anglian Water Business Ltd (Na	000394	3,682.14		1696-Water 01.10.21-31.03.21

Continued on Page 2

List of Payments made between 01/04/2021 and 30/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/04/2021	Hire or Buy Group Ltd	000396	1,183.20		1707-worksafe knee pads
21/04/2021	ADT Fire & Security plc	000397	406.97		1704-Annual intruder alarm
21/04/2021	NAMBA	000398	369.00		1708-Annual subscription 21/22
21/04/2021	Bedfordshire Growers Limited	000399	83.99		P/Ledger Electronic Payment
21/04/2021	G & A Plumbing and Heating Eng	000400	951.00		P/Ledger Electronic Payment
21/04/2021	George Browns Ltd	000401	1,308.96		P/Ledger Electronic Payment
21/04/2021	Henlow Building Supplies	000402	6.65		P/Ledger Electronic Payment
21/04/2021	HERTFORDSHIRE COUNTY	000403	701.15		P/Ledger Electronic Payment
21/04/2021	Huxley Electrical Services	000404	650.00		P/Ledger Electronic Payment
21/04/2021	Peninsula Business Services Li	000405	1,535.81		P/Ledger Electronic Payment
21/04/2021	Urban Vision Enterprise CIC	000406	16,380.00		P/Ledger Electronic Payment
21/04/2021	Veolia UK Ltd	000407	111.46		P/Ledger Electronic Payment
21/04/2021	HMRC PAYE/NI Due March 21	BACS	9,760.05		HMRC PAYE/NI Due March 21
21/04/2021	HMRC PAYE/NI Due Apr 2021	BACS	15,199.41		HMRC PAYE/NI Due Apr 2021
21/04/2021	AIB Merchant Services	DD09	26.40		310321000003/1739/AIB Merchant
23/04/2021	Anglian Water Business Ltd. (N	DD10	38.85		8786837/1797/Anglian Water Bus
23/04/2021	Anglian Water Business Ltd. (N	DD11	78.52		1824-CourtH 05.01.21-04.04.21
23/04/2021	EE - DDR	DD12	202.02		P/Ledger Electronic Payment
23/04/2021	Anglian Water Business Ltd. (N	DD13	314.07		1729-Water 05.01.21-04.04.21
26/04/2021	Node IT Solutions Ltd	DD14	89.50		1731-M.soft keyboard-wireless
27/04/2021	BNP Paribas Ltd	DD	536.40		Kubota Finance Leasing
30/04/2021	Anglian Water Business Ltd. (N	DD15	122.43		1737-Water 12.01.21-11.04.21
30/04/2021	F & R Cawley Ltd	DD16	1,209.89		1713-Commercial waste-March
Total Payments			<u>594,863.29</u>		



Biggleswade Town Council

Internal Audit Report 2020-21 (Final)

Sally King

For Auditing Solutions Ltd

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Biggleswade Town Council since 2004,

This report sets out the work undertaken in relation to the 2020-21 financial year, during our visit on 25th November 2020 and our office during March 2021 and June 2021.

Internal Audit Approach

In undertaking our review for the year 2020-21, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Annual Governance and Accountability Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have concluded that, on the basis of the programme of work undertaken this year the Council has again maintained more than adequate and effective internal control arrangements. We are again pleased to acknowledge the quality of records maintained by the staff and thank them for their assistance, which has ensured the smooth progress of our review process.

Consequently, we have completed and signed the 'Internal Audit Report' as part of the year's AGAR process having concluded that, in all significant respects, the internal control objectives set out in that report were achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- Noted that third party contractors (DCK Accounting Services Ltd) continue to undertake the majority of the Council's financial transaction processing on Omega.
- Ensured that an appropriate coding structure remains in place on the Omega accounting system to meet the needs of the Council's reporting requirements;
- Agreed the year's opening balances on the Omega accounting records to those reported in the closing Statement of Accounts and Annual Return for 2019-20.
- Ensured that the financial ledger remains in balance at the present date;
- Noted that the Nat West current account is now closed.
- Checked and agreed transactions the Council's Current account cashbooks for Lloyds to the relevant bank account statements for September 2020 and March 2021.
- Checked detail on the Omega based bank account reconciliations for the year to ensure that no long-standing, uncleared cheques or other anomalous entries exist.

Conclusions

We are pleased to report that no matters have arisen in this area of our review process warranting formal comment or recommendation; we have ensured the accuracy of the year-end balances reported in the detailed Statement of Accounts and AGAR.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders; that financial transactions are made in accordance with the extant Financial Regulations and that we have a reasonable chance of identifying any actions of a potentially unlawful nature that have been or may be considered for implementation. Consequently: -

- We have commenced our review of the full Council and standing Committee minutes for the financial year to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist; and
- We note that Financial Regulations were reviewed and approved at F & GP Committee held on 10th November 2020 minute ref. 11 e). Standing Orders were reviewed in May 2020.

Conclusions

We are pleased to report that no issues have been identified in this area, warranting further comment.

Review of Expenditure

Our aim here is to ensure that, in addition to confirming that sound financial control procedures are in place: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Appropriate procedures are in place to ensure compliance with the Council's SOs and FRs with regard to tendering and quotation action noting that the FRs require a revised formal tender for procurement as detailed above;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- Where applicable, appropriate contracting arrangements are in place and that they comply with the Council's current Standing Orders and Financial Regulations;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

To ensure compliance with the above criteria, we have examined a sample of 42 payments processed in the financial year from April to November 2020. Our test sample provides a broad cross section of expenditure and supplier invoices totalling £169,406.58.

It was noted that VAT Returns continue to be filed electronically on a quarterly basis and have been submitted.

Conclusions

We are pleased to report that no issues have been identified in this area, warranting further comment.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

The Financial Risk Assessment Registers were reviewed by F & GP Committee on 19th January 2021.

We note that the Council's insurance cover is underwritten to be provided by Aviva, with a separate policy for the vehicle fleet) and have examined the current year's policy schedule (to March 2021): both Public and Employer's Liability remain at £10 million and Fidelity Guarantee at £1 million.

Conclusion

We consider that the Council has effective risk management processes in place.

Precept Determination and Budgetary Control

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the District Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We are pleased to note that, at the meeting of the Town Council held on 26th January 2021 the Council agreed that the precept for 2021-22 be set at £1,289,691 this represents a 9.5% increase from 2020-21.

We also reviewed the level of retained funds at the year-end, assessing their adequacy to meet the Council's ongoing revenue spending requirements and future development aspirations. At 31st March 2021, the General Reserve balance stood at £97,682, earmarked reserves at £463,887 and deferred grants £23,000.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Conclusions

We are pleased to report that no issues have been identified in this area, warranting further comment.

Review of Income

Our objective in this area is to ensure that all income due to the Council is identified for prompt recovery and banking. In addition to the precept, the Council receives income from a variety of other sources including playing field hire, allotments, cemetery, general and farmers markets. The rooms at Saffron Road are hired by various organisations; including counselling services, polygraph testing and police for disciplinary hearings.

We noted from our examination of the Sales ledgers, there are a number of invoices dating back to 2019 which warrant investigation and chasing for payment.

On previous visits we have examined the procedures relating to Cemetery Fees, reviewing the Burials Register, Exclusive Rights of Burial and Memorials records examining a sample of

entries relating to each area. To ensure that each is supported by all relevant and legally required documentation and that the appropriate fees have been levied and recovered within a reasonable time period;

Conclusions

We are pleased to report that no issues have been identified in this area, warranting further comment.

Petty Cash Account

We are required, as part of the annual Internal Audit Certification process on the Annual Return, to indicate the soundness of controls in this area of the Council's financial activities and note that there is an imprest style petty cash scheme.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Salaries and Wages

We have continued our examination of the payroll procedures in place and the physical payments made to staff to date in 2020-21 by reference to the July 2020 documentation. The underlying detail for which continues to be produced by a local bureau provider (GH Online). Consequently:

- Gross pay rates have been checked to ensure that the NJC pay award for 2020-21 had been duly implemented;
- Checked and agreed the payroll provider computations for income tax, NI contributions and pension contributions for all staff.
- Verified the application of accurate and appropriate pension percentage contributions in line with the revised requirements;
- Checked the resultant net payment to each employee to the payment summary; and
- Verified the timely and accurate payment of tax, NI and pension deductions and contributions to the relevant agencies.

Conclusions

We are pleased to record that no issues have been identified in this area.

Investments and Loans

Our objectives here are to ensure that the Council is investing "surplus funds", be they held temporarily or on a longer term basis, in appropriate banking and investment institutions and that the Council is obtaining the best rate of return on the funds held, with any interest earned brought to account correctly and appropriately in the accounting records, also that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

During our visits we tested repayments of PWLB loans as recorded in the Council's accounts to independent PWLB statements. We have agreed the cash balances to the bank statements as reported earlier in relation to our work on accounting reconciliations and bank reconciliations. We have also verified the accurate disclosure of the residual year-end loan liability in the year's AGAR by reference to the advice received from the PWLB.

Conclusions

We are pleased to record that no issues have currently been identified in this area and have verified the accurate disclosure of the residual year end loan liability in the AGAR.

Asset Register

The Governance and Accountability Manual requires all councils to develop and maintain a register of assets identifying detail of all land, buildings, vehicles, furniture and equipment owned by the Council.

We are pleased to note that the Council holds a detailed asset register updated by DCK to include additions and disposals for 2020-21.

Conclusion

We are pleased to report that no matters have arisen in this area of our review process warranting formal comment or recommendation; we have ensured the accuracy of the year-end balances reported in the detailed Statement of Accounts and AGAR.

Statement of Accounts and Annual Return

The Accounts and Audit Regulations require all Councils to prepare annually a Statement of Accounts in the AGAR, which now forms the statutory Accounts subject to external audit scrutiny and certification.

We have checked and agreed entries in the Statement of Accounts generated by the accounting software to the underlying Trial Balance and other documentation provided by DCK. Similarly, we have checked and agreed the financial data reported to the AGAR.

Conclusions

No issues have been identified in relation to the verification of detail in the Statement of Accounts and AGAR this year.

On the basis of our detailed work during the course of the year on the Council's systems of financial control and content of the detailed Statement of Accounts and that summarised detail set out in the AGAR, we have signed off the Internal Audit Report of the AGAR assigning positive assurances, in each relevant area.

Annual Internal Audit Report 2020/21

Biggleswade Town Council

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

29/11/20 29/3/21 23/06/21

Name of person who carried out the internal audit
Sally King for Auditing Solutions Ltd

Signature of person who
carried out the internal audit



Date

23/06/21

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Biggleswade Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS


Section 2 – Accounting Statements 2020/21 for

Biggleswade Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	549,962	562,998	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,011,058	1,116,677	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	157,881	142,898	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	591,049	563,374	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	14,994	14,836	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	549,860	659,794	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	562,998	584,569	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	521,437	561,112	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,939,509	2,955,339	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	120,677	111,224	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 SIGNATURE REQUIRED

Date

24 06 21

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Biggleswade Town Council

Unaudited Financial Statements

For the year ended 31 March 2021

Biggleswade Town Council

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31 March 2021

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Biggleswade Town Council

Council Information

31 March 2021

(Information current at 1st June 2021)

Town Mayor

Cllr M. A. Russell

Councillors

Cllr G. Fage (Deputy Mayor)

Cllr D. Albone

Cllr I. J. Bond

Cllr K. Brown

Cllr Ms L. A. Fage

Cllr F. S. Foster

Cllr M. Foster

Cllr M. A. R. Knight

Cllr M. North

Cllr R. M. Pullinger

Cllr Mrs H. Ramsay

Cllr D. A. Strachan

Cllr C. Thomas

Cllr J. Woodhead

Town Clerk and Chief Executive

P. Tarrant

Auditors

Mazars LLP

Salvus House

Aykley Heads

Durham

DH1 5TS

Internal Auditors

Auditing Solutions Limited

Clackerbrook Farm

46 The Common

Bromham

Chippenham

Wiltshire

SN15 2JJ

Biggleswade Town Council
Statement of Responsibilities
31 March 2021

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Town Clerk, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2021 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Biggleswade Town Council at 31 March 2021, and its income and expenditure for the year ended 31 March 2021.

Signed:

P. Tarrant- Town Clerk

Date:

Biggleswade Town Council
Statement of Accounting Policies
31 March 2021

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

land and buildings are included in the balance sheet at Depreciated Replacement Cost (DRC). The DRC basis of valuation requires an estimate of the value of the land in its existing use, together with the current replacement cost of the building and its external works, from which appropriate deductions have been made to reflect the age, condition, economic, functional and environmental obsolescence and other locational factors which might result in the existing building being worth less than a new replacement building,

all other assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and /or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

Biggleswade Town Council
Statement of Accounting Policies
31 March 2021

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 5 to 10 years on a straight line basis.

Play equipment is depreciated over 20 years at 5% per annum straight line.

Infrastructure assets are depreciated over 10 years at 10% per annum straight line.

Community assets are not depreciated.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 15.

Biggleswade Town Council
Statement of Accounting Policies
31 March 2021

Leases

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 17.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 19 to 20.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Capital Financing Account – represent the council's investment of resources in such assets already made.

Interest Income

All interest receipts are credited initially to general funds.

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2022 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

Biggleswade Town Council
Income and Expenditure Account
31 March 2021

	Notes	2021 £	2020 £
Income			
Precept on District Council		1,166,677	1,011,058
Grants Receivable		29,200	28,350
Rents Receivable, Interest & Investment Income		420	593
Charges made for Services		63,191	130,224
Other Income		1,820	2,114
Total Income		1,261,308	1,172,339
Expenditure			
Direct Service Costs:			
Salaries & Wages		(411,305)	(425,643)
Grant-aid Expenditure		(31,450)	(34,642)
Other Costs	1	(348,005)	(341,398)
Democratic, Management & Civic Costs:			
Salaries & Wages		(152,069)	(165,406)
Other Costs	1	(264,929)	(161,210)
Total Expenditure		(1,207,758)	(1,128,299)
Excess of Income over Expenditure for the year.		53,550	44,040
Exceptional Items			
Profit/(Loss) on the disposal of fixed assets		1,667	-
Net Operating Surplus for Year		55,217	44,040
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(14,416)	(14,078)
Capital Expenditure charged to revenue	11	(15,830)	(13,526)
Reverse profit on asset disposals		(1,667)	-
Transfer (to) Earmarked Reserves	20	(61,690)	(88,474)
(Deficit) for the Year (from) General Fund		(36,719)	(72,038)
Net Surplus/(Deficit) for the Year		24,971	16,436
The above Surplus/(Deficit) for the Year has been applied/(funded) for the Year to/(from) as follows:			
Transfer (to) Earmarked Reserves	20	61,690	88,474
(Deficit) for the Year (from) General Fund		(36,719)	(72,038)
		24,971	16,436

The council had no other recognisable gains and/or losses during the year.

The notes on pages 12 to 20 form part of these unaudited statements.

Biggleswade Town Council
Statement of Movement in Reserves
31 March 2021

Reserve	Purpose of Reserve	Notes	2021 £	Net Movement in Year £	2020 £
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	19	1,311,986	(41,679)	1,353,665
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	463,887	61,690	402,197
General Fund	Resources available to meet future running costs		97,682	(36,719)	134,401
Total			1,873,555	(16,708)	1,890,263

The notes on pages 12 to 20 form part of these unaudited statements.

Biggleswade Town Council

Balance Sheet

31 March 2021

	Notes	2021 £	2021 £	2020 £
Fixed Assets				
Tangible Fixed Assets	10		1,728,699	1,816,659
Current Assets				
Debtors and prepayments	13	95,352		71,799
Cash at bank and in hand		561,112		521,437
		<u>656,464</u>		<u>593,236</u>
Current Liabilities				
Current Portion of Long Term Borrowings		(9,807)		(9,453)
Current Portion of Deferred Liabilities		(3,308)		(4,963)
Creditors and income in advance	14	<u>(71,894)</u>		<u>(30,237)</u>
Net Current Assets			571,455	548,583
Total Assets Less Current Liabilities			2,300,154	2,365,242
Long Term Liabilities				
Long-term borrowing	15		(101,417)	(111,224)
Deferred liabilities	16		-	(3,308)
Deferred Grants	18		(325,182)	(360,447)
Total Assets Less Liabilities			<u>1,873,555</u>	<u>1,890,263</u>
Capital and Reserves				
Capital Financing Reserve	19		1,311,986	1,353,665
Earmarked Reserves	20		463,887	402,197
General Reserve			97,682	134,401
			<u>1,873,555</u>	<u>1,890,263</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2021, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 1st June 2021 .

Signed:
Cllr M. A. Russell	P. Tarrant
Town Mayor	Responsible Financial Officer

Date:
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The notes on pages 12 to 20 form part of these unaudited statements.

Biggleswade Town Council

Cash Flow Statement

31 March 2021

	Notes	2021 £	2021 £	2020 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(553,616)		(609,180)
Other operating payments		(621,395)		(543,316)
			(1,175,011)	(1,152,496)
<i>Cash inflows</i>				
Precept on District Council		1,166,677		1,011,058
Cash received for services		56,152		126,586
Revenue grants received		25,800		24,950
			1,248,629	1,162,594
Net cash inflow from Revenue Activities	23		73,618	10,098
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(5,383)		(5,879)
Interest element of Finance Lease/HP Installments		(401)		(401)
<i>Cash inflows</i>				
Interest received		420		593
Net cash (outflow) from Servicing of Finance			(5,364)	(5,687)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(15,830)		(13,526)
<i>Cash inflows</i>				
Sale of fixed assets		1,667		-
Net cash (outflow) from Capital Activities			(14,163)	(13,526)
Net cash inflow/(outflow) before Financing			54,091	(9,115)
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(9,453)	(9,115)
Hire Purchase and Lease repayments made			(4,963)	(4,963)
Net cash (outflow) from financing and liquid resources			(14,416)	(14,078)
Increase/(Decrease) in cash	24		39,675	(23,193)

The notes on pages 12 to 20 form part of these unaudited statements.

Biggleswade Town Council

Notes to the Accounts

31 March 2021

1 Other Costs Analysis

Other Costs reported in the council's Income and Expenditure Account comprise the following:

Direct Service Costs

	2021	2020
	£	£
Community Centres	16,053	17,680
Outdoor Sports & Recreation Facilities	107,544	109,751
Allotments	1,513	1,306
Cemeteries	36,992	37,675
Public Conveniences	22,770	22,264
Community Safety (Crime Reduction)	15,378	14,833
Market Undertakings	24,041	16,042
Promotion & Marketing of the Area	48,039	36,207
Community Development	31,450	34,642
Street Lighting	-	10,302
Off-street Parking	75,675	75,338
Less: Grant-aid Expenditure	(31,450)	(34,642)
Total	348,005	341,398

Democratic, Management & Civic Costs

	2021	2020
	£	£
Corporate Management	100,186	63,005
Democratic Representation & Management	158,959	90,730
Civic Expenses	-	350
Mayors Allowance	-	845
Interest Payable	5,784	6,280
Total	264,929	161,210

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

2 Interest Payable and Similar Charges

	2021	2020
	£	£
External Interest Charges - Loans	5,383	5,879
External Interest Charges - Lease/H.P.	401	401
	5,784	6,280

Biggleswade Town Council

Notes to the Accounts

31 March 2021

3 Interest and Investment Income

	2021	2020
	£	£
Interest Income - General Funds	420	593
	<u>420</u>	<u>593</u>

4 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

5 Related Party Transactions

The council entered into no material transactions with related parties during the year.

6 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2021	2020
	£	£
Fees for statutory audit services	2,000	2,000
Total fees	<u>2,000</u>	<u>2,000</u>

7 Members' Allowances

	2021	2020
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	-	845
	<u>-</u>	<u>845</u>

The council has resolved that, other than the Town Mayor, no members allowances will be paid.

8 Employees

The average weekly number of employees during the year was as follows:

	2021	2020
	Number	Number
Full-time	18	16
Part-time	6	3
Temporary	1	-
	<u>25</u>	<u>19</u>

All staff are paid in accordance with nationally agreed pay scales.

Biggleswade Town Council

Notes to the Accounts

31 March 2021

9 Pension Costs

The council participates in the Bedfordshire Pension Fund. The Bedfordshire Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

The cost to the council for the year ended 31 March 2021 was £82,988 (31 March 2020 - £89,937).

The most recent actuarial valuation was carried out as at 31st March 2019, and the council's contribution rate is confirmed as being 25.80% of employees' pensionable pay, plus a lump sum of £0 with effect from 1st April 2021 (year ended 31 March 2021 – 24.80%, , plus a lump sum of £0).

Financial Reporting Standard 17 (FRS17): "Retirement Benefits" sets out accounting requirements for pension costs. For schemes such as Bedfordshire Pension Fund, paragraph 9(b) of FRS17 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

10 Tangible Fixed Assets

	Operational Freehold Land and Buildings	Operational Leasehold Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Other	Total
Cost	£	£	£	£	£	£	£
At 31 March 2020	1,813,044	9,095	792,859	301,806	15,380	7,325	2,939,509
Additions	-	-	14,526	1,304	-	-	15,830
At 31 March 2021	1,813,044	9,095	807,385	303,110	15,380	7,325	2,955,339
Depreciation							
At 31 March 2020	(428,478)	-	(456,288)	(238,084)	-	-	(1,122,850)
Charged for the year	(28,179)	-	(65,815)	(9,796)	-	-	(103,790)
At 31 March 2021	(456,657)	-	(522,103)	(247,880)	-	-	(1,226,640)
Net Book Value							
At 31 March 2021	1,356,387	9,095	285,282	55,230	15,380	7,325	1,728,699
At 31 March 2020	1,384,566	9,095	336,571	63,722	15,380	7,325	1,816,659

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

Fixed Asset Valuation

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2004 by external independent valuers, Messrs Rushton International. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

Assets Held under Finance Agreements

	2021 £	2020 £
Value as at 31 March 2020	11,032	14,710
Depreciation Charged in Year	(3,678)	(3,678)
Value as at 31 March 2021	7,354	11,032

Biggleswade Town Council

Notes to the Accounts

31 March 2021

11 Financing of Capital Expenditure

The following capital expenditure during the year:

Fixed Assets Purchased

2021	2020
£	£
15,830	13,526
15,830	13,526

was financed by:

Revenue:

Capital Projects Reserve

Precept and Revenue Income

14,810	13,526
1,020	-
15,830	13,526

12 Information on Assets Held

Fixed assets owned by the council include the following:

Operational Land and Buildings

Old Court House

Works Depot and Garage

Pavilions at 3 Recreation Grounds

Recreation Grounds – 6

Cemeteries (2) and associated buildings

Orchard Community Centre

Car Parks – 6 (3 Leasehold)

Allotments (Leasehold)

Vehicles and Equipment

Light trucks (4)

Market Stalls

Play Equipment at 14 sites

Sundry grounds maintenance equipment

Sundry office equipment

Orchard Community Centre Fittings and Equipment

Infrastructure Assets

Sandy Cycleway

Street furniture

Car Park Pay & Display Equipment

Community Assets

Land at Back Street

Common Rights

Jubilee Amenity Area

Old Town Drum Clock

Council Regalia

Biggleswade Town Council

Notes to the Accounts

31 March 2021

13 Debtors

	2021	2020
	£	£
General Debtors	18,961	4,741
Allotment Debtors	400	890
Pitch Hire Debtors	1,480	3,656
TBA Debtors	2,572	-
Trade Debtors	23,413	9,287
VAT Recoverable	31,717	20,270
Other Debtors	3,262	26,879
Prepayments	18,960	15,363
Accrued Income	18,000	-
	95,352	71,799

14 Creditors and Accrued Expenses

	2021	2020
	£	£
Trade Creditors	35,266	19,472
Other Creditors	6	120
Payroll Taxes and Social Security	9,760	-
Accruals	23,712	7,145
Income in Advance	3,150	3,500
	71,894	30,237

15 Long Term Liabilities

	2021	2020
	£	£
Public Works Loan Board	111,224	120,677
	111,224	120,677

The above loans are repayable as follows:

	2021	2020
	£	£
Within one year	9,807	9,453
From one to two years	8,139	9,807
From two to five years	24,104	25,154
From five to ten years	32,922	32,854
Over ten years	36,252	43,409
Total Loan Commitment	111,224	120,677
Less: Repayable within one year	(9,807)	(9,453)
Repayable after one year	101,417	111,224

Biggleswade Town Council

Notes to the Accounts

31 March 2021

16 Deferred Liabilities

	2021	2020
	£	£
H.P. and Lease Creditors	3,308	8,271
	2021	2020
	£	£
The above liabilities are repayable as follows:		
Within one year	3,308	4,963
From one to two years	-	3,308
Total Deferred Liabilities	3,308	8,271
Less: Repayable within one year	(3,308)	(4,963)
	-	3,308

17 Financial Commitments under Operating Leases

The council had annual commitments under non-cancellable operating leases of property as follows:

	2021	2020
	£	£
Obligations expiring within one year	-	-
Obligations expiring between two and five years	-	-
Obligations expiring after five years	29,001	29,001
	29,001	29,001

The council had annual commitments under non-cancellable operating leases of equipment as follows:

	2021	2020
	£	£
Obligations expiring within one year	-	-
Obligations expiring between two and five years	2,281	2,922
Obligations expiring after five years	-	-
	2,281	2,922

Biggleswade Town Council

Notes to the Accounts

31 March 2021

18 Deferred Grants

	2021	2020
	£	£
Capital Grants Applied		
At 01 April	334,047	365,912
Grants Applied in the year	-	-
Released to offset depreciation	(31,865)	(31,865)
Extinguished and/or transferred	-	-
At 31 March	302,182	334,047
Revenue Grants and S106 Revenue Contributions		
At 01 April	26,400	29,800
Received in the year	-	-
Released to Revenue	(3,400)	(3,400)
At 31 March	23,000	26,400
Total Deferred Grants		
At 31 March	325,182	360,447
At 01 April	360,447	395,712

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

19 Capital Financing Account

	2021	2020
	£	£
Balance at 01 April	1,353,665	1,397,993
Financing capital expenditure in the year		
Additions - using revenue balances	15,830	13,526
Loan repayments	14,416	14,078
Reversal of depreciation	(103,790)	(103,797)
Deferred grants released	31,865	31,865
Balance at 31 March	1,311,986	1,353,665

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

Biggleswade Town Council

Notes to the Accounts

31 March 2021

20 Earmarked Reserves

	Balance at 01/04/2020	Contribution to reserve	Contribution from reserve	Balance at 31/03/2021
	£	£	£	£
Capital Projects Reserves	400,197	71,500	(14,810)	456,887
Asset Renewal Reserves	-	-	-	-
Other Earmarked Reserves	2,000	5,000	-	7,000
Total Earmarked Reserves	402,197	76,500	(14,810)	463,887

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2021 are set out in detail at Appendix A.

21 Capital Commitments

The council had no other capital commitments at 31 March 2021 not otherwise provided for in these accounts.

22 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

23 Reconciliation of Revenue Cash Flow

	2021	2020
	£	£
Net Operating Surplus for the year	53,550	44,040
Add/(Deduct)		
Interest Payable	5,784	6,280
Interest and Investment Income	(420)	(593)
Deferred Revenue Grants Released to Revenue	(3,400)	(3,400)
(Increase) in debtors	(23,553)	(2,219)
Increase/(Decrease) in creditors	41,657	(34,010)
Revenue activities net cash inflow	73,618	10,098

Biggleswade Town Council

Notes to the Accounts

31 March 2021

24 Movement in Cash

	2021	2020
	£	£
Balances at 01 April		
Cash with accounting officers	179	75
Cash at bank	521,258	544,555
	<u>521,437</u>	<u>544,630</u>
Balances at 31 March		
Cash with accounting officers	416	179
Cash at bank	560,696	521,258
	<u>561,112</u>	<u>521,437</u>
Net cash inflow/(outflow)	<u>39,675</u>	<u>(23,193)</u>

25 Reconciliation of Net Funds/Debt

	2021	2020
	£	£
Increase/(Decrease) in cash in the year	39,675	(23,193)
Cash outflow from repayment of debt	14,416	14,078
Net cash flow arising from changes in debt	<u>14,416</u>	<u>14,078</u>
Movement in net funds/debt in the year	<u>54,091</u>	<u>(9,115)</u>
Cash at bank and in hand	521,437	544,630
Total borrowings	(128,948)	(143,026)
Net funds at 01 April	<u>392,489</u>	<u>401,604</u>
Cash at bank and in hand	561,112	521,437
Total borrowings	(114,532)	(128,948)
Net funds at 31 March	<u>446,580</u>	<u>392,489</u>

26 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 1st June 2021), which would have a material impact on the amounts and results reported herein.

Biggleswade Town Council

Appendices

31 March 2021

Appendix A

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2020</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2021</u>
	£	£	£	£
<u>Capital Projects Reserves</u>				
Rolling Capital Fund	400,197	71,500	(14,810)	456,887
	<u>400,197</u>	<u>71,500</u>	<u>(14,810)</u>	<u>456,887</u>
<u>Other Earmarked Reserves</u>				
Twinning	500	1,000		1,500
Depot	1,500			1,500
Elections	0	4,000		4,000
				<u>0</u>
	<u>2,000</u>	<u>5,000</u>	<u>0</u>	<u>7,000</u>
TOTAL EARMARKED RESERVES	<u>402,197</u>	<u>76,500</u>	<u>(14,810)</u>	<u>463,887</u>

Biggleswade Town Council

31 March 2021

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Recreation & Sport	415,661	360,038
Open Spaces	(4,585)	(8,169)
Cemetery, Cremation & Mortuary	86,823	72,057
Environmental Health	24,760	22,120
Community Safety (Crime Reduction)	18,000	15,378
Planning & Development Services (including Markets)	155,381	167,336
Parking Services	41,732	77,409
Net Direct Services Costs	<u>737,772</u>	<u>706,169</u>
Corporate Management	122,729	163,538
Democratic & Civic	191,476	238,056
Net Democratic, Management and Civic Costs	<u>314,205</u>	<u>401,594</u>
Interest & Investment Income	(5,000)	(420)
Loan Charges	20,200	20,200
Capital Expenditure	-	15,830
Proceeds of Disposal of Capital Assets	-	(1,667)
Transfers to/(from) other reserves	99,500	61,690
(Deficit from) General Reserve	<u>-</u>	<u>(36,719)</u>
Precept on District Council	<u><u>1,166,677</u></u>	<u><u>1,166,677</u></u>

Biggleswade Town Council

31 March 2021

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2021 £	2021 £	2021 £	2020 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES				
Recreation & Sport	392,349	(32,311)	360,038	348,054
Open Spaces	1,513	(9,682)	(8,169)	(5,215)
ENVIRONMENTAL SERVICES				
Cemetery, Cremation & Mortuary	96,209	(24,152)	72,057	85,665
Environmental Health	22,770	(650)	22,120	22,264
Community Safety (Crime Reduction)	15,378	-	15,378	14,833
PLANNING & DEVELOPMENT SERVICES				
Economic Development (including markets)	140,611	(4,148)	136,463	104,861
Community Development	31,450	(577)	30,873	34,057
HIGHWAYS, ROADS & TRANSPORT SERVICES				
Street Lighting	-	-	-	10,302
Parking Services	90,480	(13,071)	77,409	35,238
CENTRAL SERVICES				
Corporate Management	165,358	(1,820)	163,538	131,732
Democratic & Civic	245,856	(7,800)	238,056	178,298
Civic Expenses	-	-	-	1,242
Net Cost of Services	1,201,974	(94,211)	1,107,763	961,331

BIGGLESWADE TOWN COUNCIL
Report to Council Tuesday 29th June 2021
Crime Statistics February, March, April and May 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 months of February, March, April and May 2021.

Introduction

The report displays the crime data for Biggleswade for February, March, April and May 2021. 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

There has been a significant increase in the number of other criminal offences for the period February 2021 to May 2021 when compared with the same period in 2019 and 2020. There has been a significant decrease in the number of violent offences for February 2021 to May 2021 when compared with the same period in 2019 and 2020.

Graph 2 analysis

There has been an increase in criminal offences for May 2021 when compared with February 2021, March 2021 and April 2021.

Graph 3 analysis

There has been a greater number of thefts from a motor vehicle for February 2021 when compared with March 2021, April 2021 and May 2021.

Graph 4 analysis

There has been a significant increase in shoplifting for April 2021 when compared with February 2021, March 2021 and May 2021.

Graph 5 analysis

There has been a significant increase in the number of reported incidences of 'Business theft and attempted theft' in the Biggleswade Ivel ward for April 2021. The Biggleswade Ivel Ward continues to have the greatest number of business theft or attempted theft incidences.

Graph 6 analysis

There has been an increase in business theft or attempted theft in April within the Market Square.

Graph 7 analysis

There has been an increase in 'Burglary – Business Continuity' during March 2021.

Graph 8 analysis

There has been an increase in the following crimes for May 2021 when compared with February 2021, March 2021 and April 2021: Other criminal offences, criminal damage to a vehicle, criminal damage – residential.

Graph 9 analysis

There has been a significant increase in assault without injury for April 2021 when compared with February 2021, March 2021 and May 2021.

Graph 10 analysis

There has been a significant reduction in violent offences when compared with previous months. There were no violent offences reported for March 2021 or May 2021.

Summary

The level of criminal activity reported in February, March, April and May 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 February, March, April and May 2021 report.

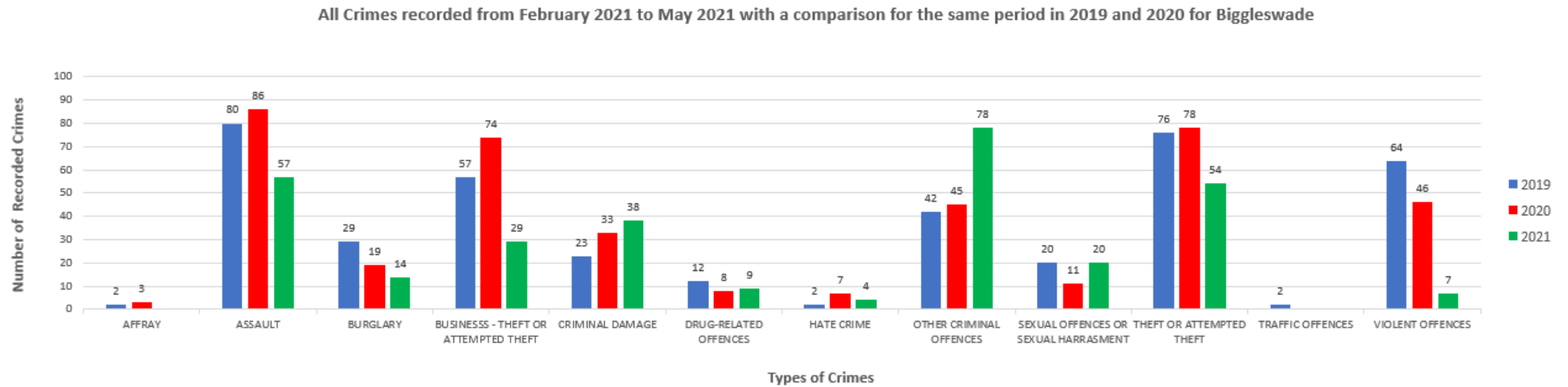
Requested Member Input

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.

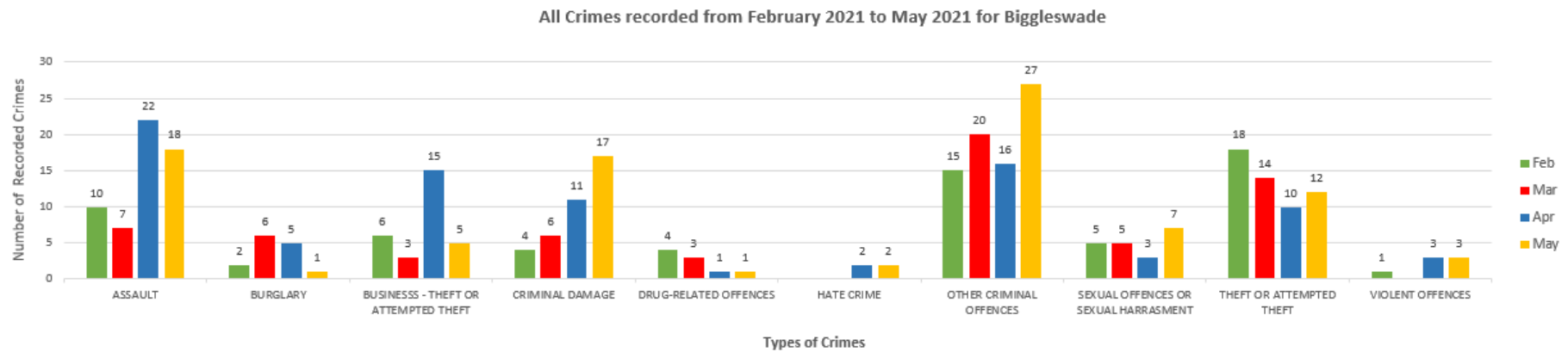
Helen Calvert
Deputy Administration & HR Manager

Overview of Graphs:

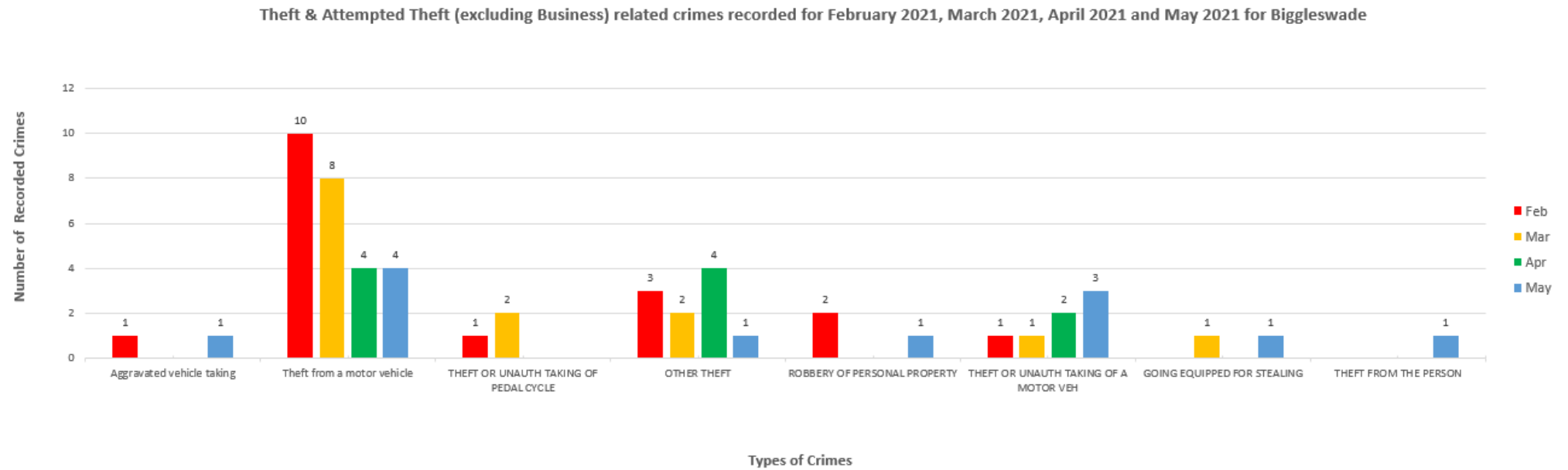
Graph 1



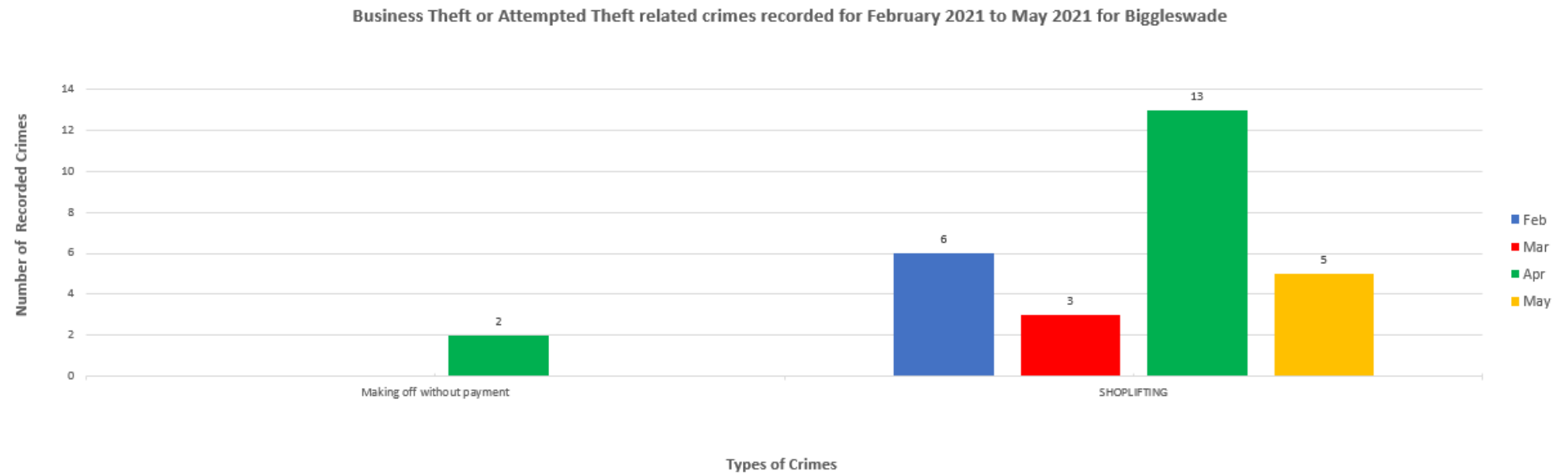
Graph 2



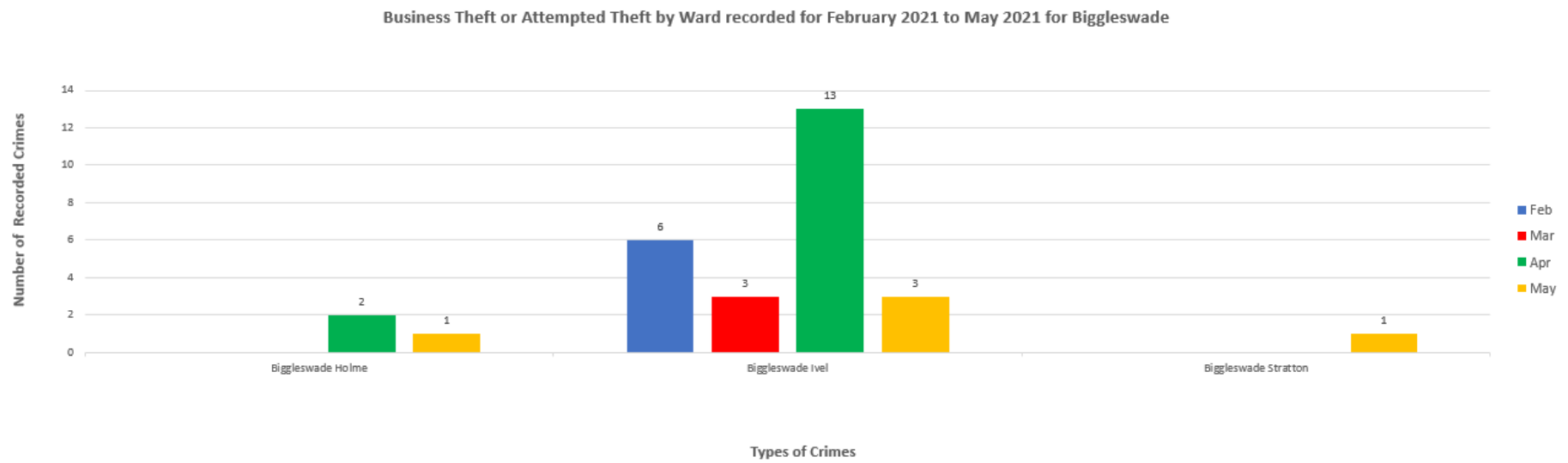
Graph 3



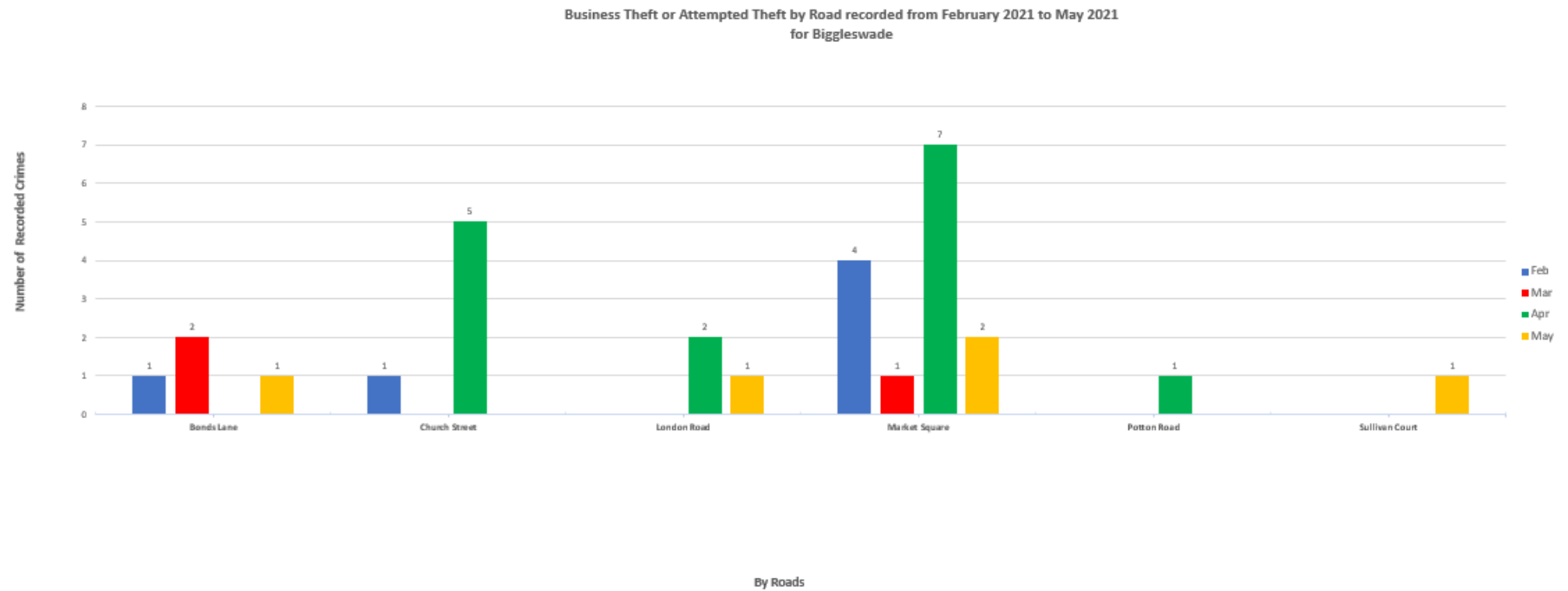
Graph 4



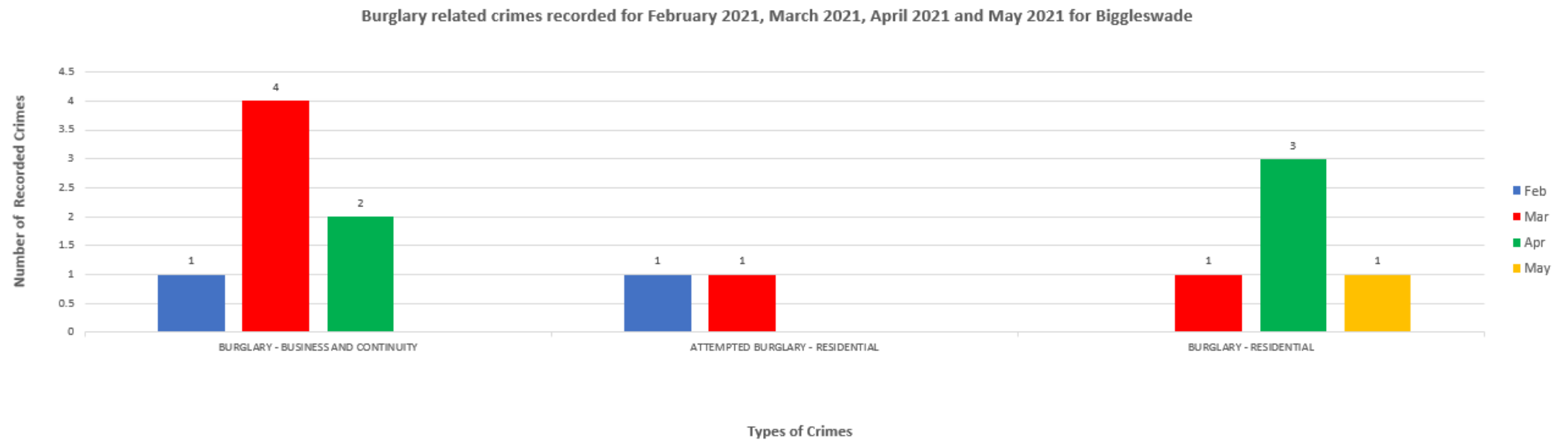
Graph 5



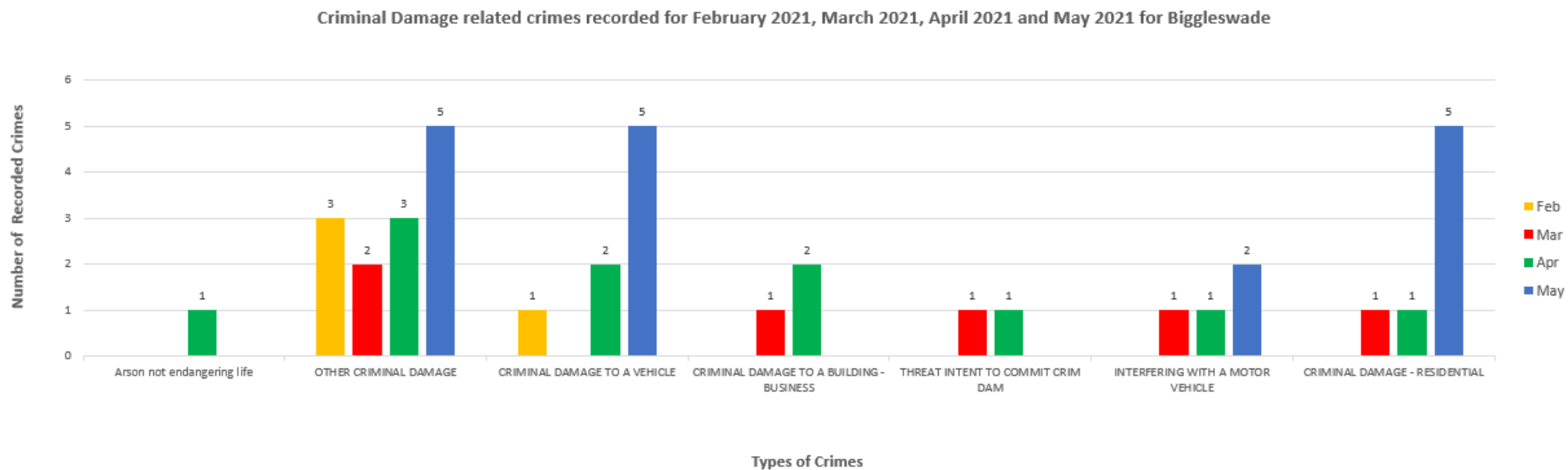
Graph 6



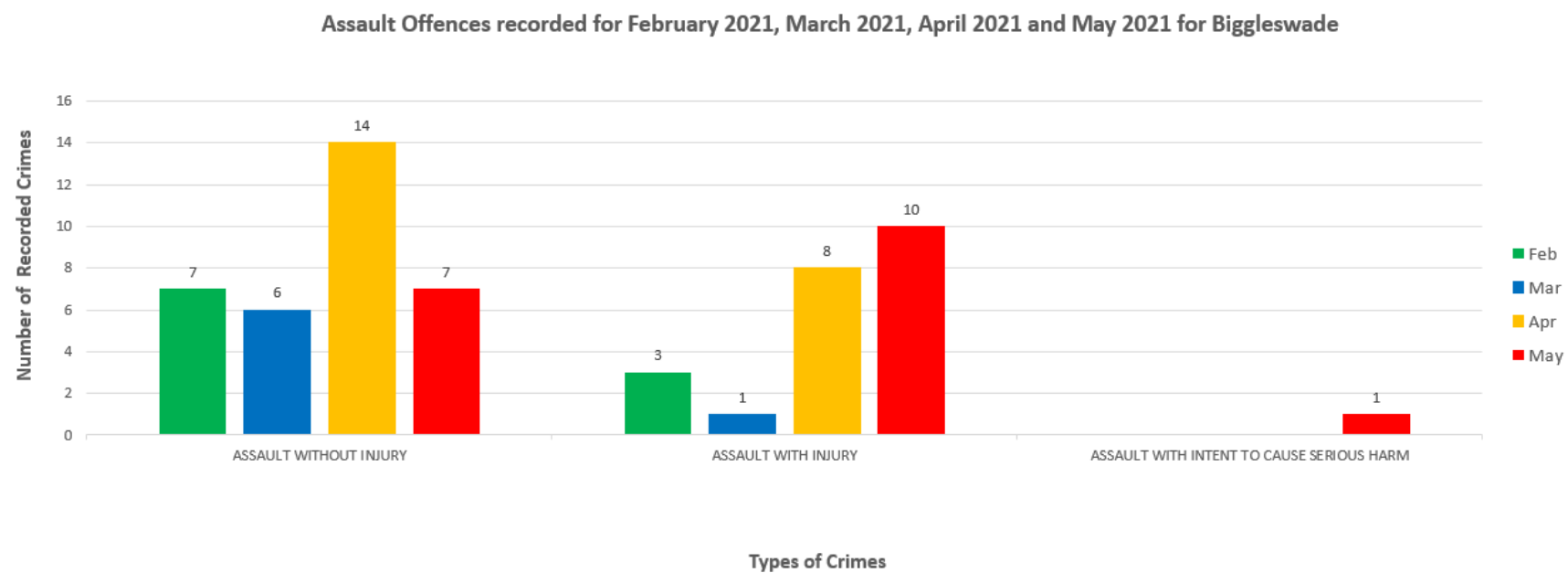
Graph 7



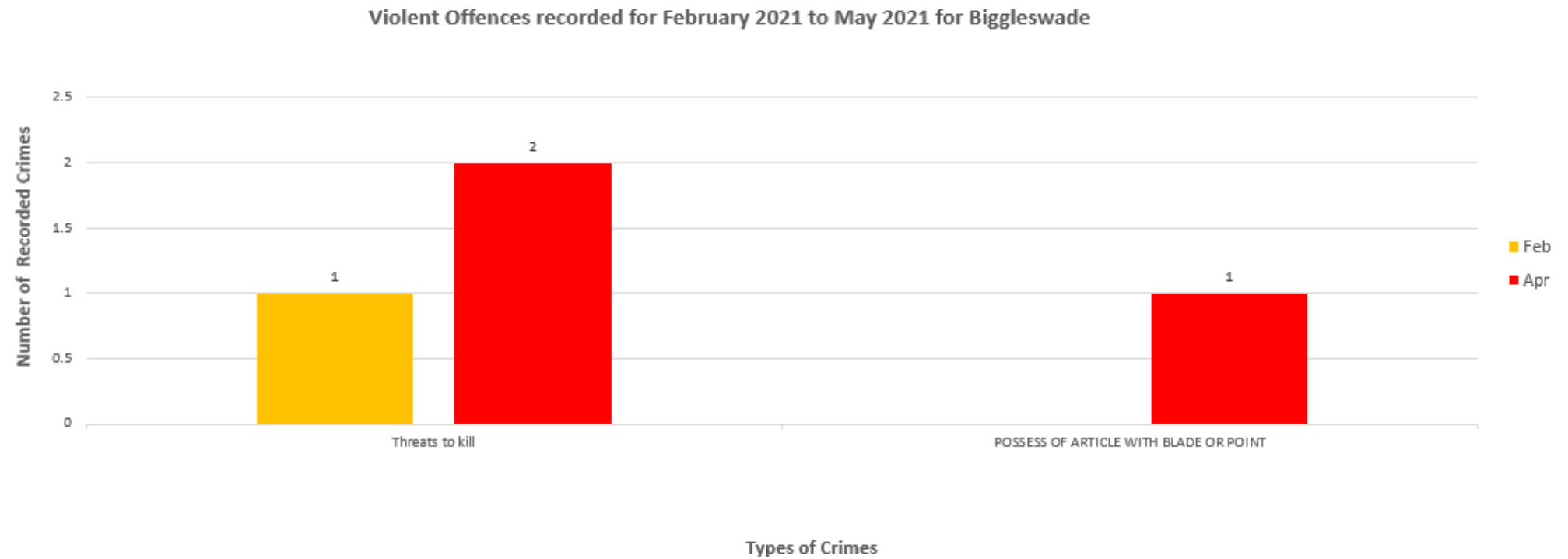
Graph 8



Graph 9



Graph 10



Appendix

Categorisation of crimes for Biggleswade Crime Statistics June 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 with injury

ASSAULT WITH INTENT TO CAUSE SERIOUS HARM

Assault without injury

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

Attempted Burglary - Residential - Dwelling

Burglary - Business And Community

BURGLARY - RESIDENTIAL

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

Possess of control drugs (cannabis)

POSSESS OF CONTROL DRUGS (EX CANNABIS)

Possession of a controlled drug with intent to supply - Cannabis

Possession of a controlled drug with intent to supply - Class A - Cocaine

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

TRAFFICKING OF DRUGS

HATE CRIME

RACE OR RELIGIOUS AGG PUBLIC FEAR

RACE OR RELIGIOUSLY AGG HARASS

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

Blackmail (Indictable)

Breach of a restraining order

Breach of conditions of injunction against harassment

Breach of non-molestation order

Cruelty or Neglect

HANDLING STOLEN GOODS

Harassment

Intimidating a juror or witness or person assisting in investigation

Intimidating or intending to intimidate a witness

kidnapping

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

PUBLIC FEAR ALARM OR DISTRESS

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

STATE OR PUBLIC ORDER

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
Going equipped for stealing etc
Interference with a motor vehicle
Other theft
ROBBERY OF PERSONAL PROPERTY
Theft from a motor vehicle
THEFT FROM THE PERSON
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 UNAUTH TAKING OF A MOTOR VEH
Theft or unauth taking of pedal cycle
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
POSSESS OF ARTICLE WITH BLADE OR POINT
Possessing firearm or imitation firearm
POSSESSION OF FIREARMS OFFENCES
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 - RESIDENTIAL
CRIMINAL DAMAGE TO A BUILDING - BUSINESS
Criminal damage to a building other than a dwelling
Criminal damage to a dwelling
CRIMINAL DAMAGE TO A VEHICLE
INTERFERING WITH A MOTOR VEHICLE
Other criminal damage
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)
THREAT INTENT TO COMMIT CRIM DAM
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
shoplifting
Theft by an Employee
Theft from automatic machine or meter
Theft from shops and stalls

Diane Keogh
Acting Chair
Royal British Legion
Biggleswade Branch
59, Holme Court Avenue
Biggleswade
Beds
SG18 8PF

10th June 2021

Town Clerk
Biggleswade Town Council

Dear Sir,
e an
Re Armistice Day 14th November 2021

Please submit this communication to the Town Council for their consideration.

As the Council are aware the Royal British Legion have relied on the support of the Council and staff over countless years. We have also seen tremendous growth in the organisations, individuals and residents of the town who support the event. Going forward, the Councils continued assistance is essential for its continued success, and we acknowledge and are thankful for all previous support given.

I should explain that I, as Acting Chair of the RBL, am tasked with organising the event this year. Previously we have worked very closely with TC staff and a majority of the work, in consultation with Wendy Smith, has been produced by the office.

We appreciate the amount of work involved can be demanding but we need to confirm that similar help will be available this year, bearing in mind, as mentioned, the Councils workload and staff availability.

Normally the RBL liaise with the Clergy and the Council have, in regular communication and consultation with the Legion, taken the administrative side forward. I understand this covers road closures, Police presence, H&S/ risk assessment, St Johns Ambulance, Barriers etc. The Legion hold meetings with key organisations during the planning period and a member of staff has attended too. The Council also then take on the huge task of printing the Order of Service once it has been finalised.

We realise tis is a huge ask, but hope the Council will be able to provide assistance so that the planning of this yearly event will go forward as usual..

There is always a short service on the 11/11 each year but normally it's handled within the RBL and some organisations, however, on both occasions Council employees have helped out on both days.

We hope that you will be able to continue with your support and look forward to hearing from you.

Diane Keogh
Acting Chair
RBL

A handwritten signature in dark ink, appearing to read 'D. Keogh', with a large, loopy flourish extending from the end of the name.

BIGGLESWADE TOWN COUNCIL
Report to Council 29th June 2021
Market Fees and Charges 2021/22

Implications of Recommendations

Corporate Strategy: None

Finance: Marginal effect on budgets

Equality: None

Environment: None

Community Safety: None

Background

Fees and Charges are subject to annual review by the Council. The attached schedule shows the proposed fees 1st August 2021 with a comparison against those in the current financial year. Additionally, the proposed fees are in line with the Market Strategy which is due for review and potential adoption in August 2021.

Introduction

The proposals cover the services provided by the Council as the responsible market operator.

At the Full Council meeting held on 6th April 2021, the following resolution was made:

It was **RESOLVED** to adopt the strategy for four months on a trial basis and to bring this item back to the Council meeting of 24 August 2021 for a final decision.

The fees are broken down into two table formats.

The first table shows the charges for the 2020/2021 financial year with the proposed changes to reflect the Market Strategy that is being trialled currently.

The second table shows the layout of the market fees once this is published onto the Council website.

Summary

It has been the practice in the past to propose these charges at the Finance & General Purposes Committee held in November, however due to the market strategy being adopted on a trial basis, it was agreed to hold off on making any changes to fees until the strategy was fully reviewed.

Councillors are requested to note that the next review will be on the agenda for the Finance & General Purposes Committee that is planned to be held on 2nd November 2021.

Recommendation

Councillors are recommended to adopt the proposals for Fees and Charges in this report.

Simon Newton
Place Shaping Manager



BIGGLESWADE TOWN COUNCIL

SCALE OF CHARGES FOR MARKET STALL RENTS ETC. **FEES TO TAKE EFFECT FROM 1 August 2021***

MARKET STALLS Payment is due on arrival	2020/2021	MARKET STALLS Payment required on the day of trade	2021/2022
Rent of pitch Own stall/open space Maximum size 10' x 10'	£16.00	Rent of pitch Own stall/open space Maximum size 10'x10'	£15.00
Rent of pitch Own stall/open space Size 11' x 11' to 15' x 15'	£22.00	Rent of 2 pitches Own stall/open space 2 x 10'x10'	£25.00
Rent of pitch Own stall/open space Size 16' x 16' to 20' x 20'	£29.00	Rent of pitch larger than 2 pitches	£30.00
Lighting of stall	Free	Lighting of stall	Free
Farmers Market Stall	£24.00	Rent of stall & table additional to rent of pitch (New traders) 10'x10'	£20.00
Tuesday Market Minimum charge	£15.00	Tuesday Market Flat fee for all stalls	£15.00
Clearance of unauthorised market trade waste Minimum charge	£60.00	Clearance of unauthorised market trade waste Minimum charge	£60.00

CHARITY STALLS	2020/2021	2021/2022
Biggleswade Voluntary Organisations Deposit payable in advance. The deposit is refundable only on taking up the trading position on the day.	£16.00	Nil With refundable deposit of £16.00
Non-Biggleswade Voluntary Organisations Rent payable in advance (non-refundable)	£16.00	Please refer to charges in first table
<ul style="list-style-type: none"> One Charity Stall for use by Voluntary Organisations will be available each Market. Only 2 bookings allowed per year for each Charitable Organisation. Booking of the Charity Stall must be made via the Town Council Office. 		

* Fees are liable for review once the Marketplace Review has been completed



BIGGLESWADE TOWN COUNCIL

SCALE OF CHARGES FOR MARKET STALL RENTS ETC. **FEES TO TAKE EFFECT FROM 1 AUGUST 2021***

MARKET STALLS Payment required on the day of trade	2021/2022
Rent of pitch Own stall/open space Size 10' x10'	£15.00
Rent of double pitch Own stall/open space Size 2 x 10'x20'	£25.00
Rent of pitch larger than double pitch Own stall/open space Size larger than 10'x20'	£30.00
Lighting of stall	Free
Rent of stall and table additional to rent of pitch (New traders only, for specified time) Size 10'x10'	£20.00
Tuesday Market Flat fee for all stalls, regardless of size	£15.00
Clearance of unauthorised market trade waste Minimum charge	£60.00

CHARITY STALLS	2021/2022
Biggleswade Voluntary Organisations Deposit payable in advance. The deposit is refundable only on taking up the trading position on the day.	NIL With refundable deposit of £16.00
Non-Biggleswade Voluntary Organisations Rent payable in advance (non-refundable)	Please refer to charges in first table above
<ul style="list-style-type: none"> • One Charity Stall for use by Charitable/Voluntary Organisations will be available each Market. • Only 2 bookings allowed per year for each Charitable/Voluntary Organisation. • Booking of the Charity Stall must be made via the Town Council Office. 	

* Fees are liable for review once the Marketplace Review has been completed



ROYAL COMMUNICATIONS

Wednesday 2nd June 2021

The Queen's Platinum Jubilee Central Weekend 2022

In 2022, Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee, seventy years of service, having acceded to the throne on 6th February 1952 when Her Majesty was 25 years old.

There will be year-long Platinum Jubilee celebrations throughout the United Kingdom, the Commonwealth and around the world as communities and people come together to celebrate The Queen's historic reign. Throughout the year, Her Majesty and members of the Royal Family will travel around the country to undertake a variety of engagements to mark this historic occasion culminating with the focal point of the Platinum Jubilee Weekend in June - one year from today.

An extended bank holiday, from Thursday 2nd to Sunday 5th June, will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone. Across the four days the celebrations will include public events and community activities, as well as national moments of reflections on The Queen's 70 years of service.

Thursday 2nd June

The Queen's Birthday Parade (Trooping the Colour): Over 1,400 parading soldiers, 200 horses and 400 musicians will come together in the traditional Parade to mark The Queen's official birthday, usually held on the second Saturday in June.

Beginning at Buckingham Palace, the Parade will move down The Mall to Horse Guard's Parade, joined by Members of the Royal Family on horseback and in carriages. The Parade will close with the traditional RAF fly-past, watched by The Queen and Members of the Royal Family from the Buckingham Palace balcony.

Platinum Jubilee Beacons: The United Kingdom's long tradition of celebrating Royal Jubilees, Weddings and Coronations with the lighting of beacons will be continued to mark

the Platinum Jubilee. Beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories.

For the first time, beacons will also be lit in each of the capital cities of the Commonwealth countries to celebrate The Queen's Platinum Jubilee.

Friday 3rd June

Service of Thanksgiving: A Service of Thanksgiving for The Queen's reign will be held at St Paul's Cathedral. Further events will be announced in due course.

Saturday 4th June

The Derby at Epsom Downs: Her Majesty The Queen, accompanied by Members of the Royal Family, will attend the Derby at Epsom Downs.

Platinum Party at the Palace: The BBC will stage and broadcast a special live concert from Buckingham Palace that will bring together some of the world's biggest entertainment stars to celebrate the most significant and joyous moments from The Queen's seven decade reign. Members of the public will be invited to apply to attend this special event and details of the ballot for UK residents to secure audience tickets will be released in due course.

Sunday 5th June

The Big Jubilee Lunch: Every year since the idea began in 2009 The Big Lunch has encouraged communities to celebrate their connections and get to know each other a little bit better, coming together in a spirit of fun and friendship. In 2022 The Big Lunch will bring the Jubilee celebrations into the heart of every community.

People are invited to share friendship, food and fun with neighbours as part of the Platinum Jubilee celebrations. A Big Jubilee Lunch can be big or small - street party or picnic, tea and cake or a garden barbeque. The Big Lunch provides tips and ideas for hosting an event.

The Platinum Jubilee Pageant: A pageant featuring over 5,000 people from across the United Kingdom and the Commonwealth will take place against the backdrop of Buckingham Palace and the surrounding streets. It will combine street arts, theatre, music, circus, carnival and costume and celebrate the service of Her Majesty's reign, as well as honouring the collective service of people and communities across the country.

Further announcements:

Later this month details of a special Jubilee emblem competition, in conjunction with the Victoria and Albert Museum, the Design Museum and the Royal College of Arts, will be released. The winning entry will become the official emblem for the celebrations next year.

More information on the details of the central weekend and other celebratory events across the UK and around the Commonwealth will be made in the months to come.

For further information please contact:

Hannah Howard, Royal Communications, hannah.howard@royal.co.uk 020 7024 5832

Susan Coulthard, Army Communications, susan.coulthard463@mod.gov.uk 07771 835111 Bruno Peek
LVO OBE OPR, Platinum Jubilee Beacons, brunopeek@mac.com

Philip Fleming, BBC Studios, philip.fleming@bbc.com 07824 622077

Sarah Boniface, The Big Lunch, SBoniface@EdenProject.com 07904 723277

Rosie Shephard, Platinum Pageant, platinumjubilee@shephardcommunications.com



The Queen's Platinum Jubilee Beacons



2nd June 2022

Further to the announcement from Buckingham Palace on 2nd June 2021, regarding the Platinum Jubilee Weekend of 2nd - 5th June next year, of which The Queen's Platinum Jubilee Beacons is part, I have pleasure in sending you the first edition of the Guide To Taking Part. The beacon lighting event will take place throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and for the first time, in each of the capital cities of the Commonwealth countries on the 2nd June next year.

Pages 11, 12, 13 and 14 show the various types of beacons to be used for this historic occasion that can be lit in farmers fields, on country estates, on the top of high hills, around our shorelines on cliff tops and on beaches, with gas fuelled beacons on church towers and castle battlements and permanent beacon braziers made and lit by craftsmen and women in the centre of town and village greens, providing a lasting reminder of this historic moment in the history of The Queen's reign.

Those wanting to take part are being asked to go to page 10, and provide us with the information requested in Step 1, enabling us to include them in the monthly guide updates over the next eleven months, as well as entering them in the special leather-bound book being presented to The Queen after the Jubilee Weekend, along with being able to send them further information in due course. The guide can also be viewed and downloaded from www.queensjubileebeacons.com.

Many of those receiving this communication will already have permanent beacons in place, so please light them for this occasion.

From pages 16 - 27 you will see those, to date, that have already agreed to take part around the UK and the Commonwealth. These lists and pages in the guide will be added to over the next eleven months as more communities etc, join the project.

From the guide, you will see that we are involving town criers undertaking the Proclamation at **1pm** announcing the lighting of the beacons that evening and pipers playing *Diu Regnare* at **9.09pm**, before the beacons are lit at **9.15pm**.

With this in mind, you may wish to consider sourcing a local piper to play this tune at your beacon location before you light your beacon at **9.15pm**. If this is the case, please register your piper in a similar way to your beacon by no later than **1st June** next year.

This could well be the last chain of beacons lit during The Queen's reign, so we want to make it the largest and most dramatic the world has ever seen. We do hope therefore, that you will help us achieve this by taking part in lighting a beacon at **9.15pm** on 2nd June next year.

My warmest regards,

Bruno Peek

Bruno Peek LVO OBE OPR

Pageantmaster

The Queen's Platinum Jubilee Beacons

Tel: + 44 (0) 7737 262 913

Email: brunopeek@mac.com

www.queensjubileebeacons.com





The Queen's Platinum Jubilee Beacons



2nd June 2022



YOUR GUIDE TO TAKING PART

Introduction

A warm welcome to all our fellow celebrators.

There is a long and unbroken tradition in our country of celebrating Royal Jubilees, Weddings and Coronations with the lighting of beacons - on top of mountains, church and cathedral towers, castle battlements, on town and village greens, country estates, parks and farms, along beaches and on cliff tops. In 1897, beacons were lit to celebrate Queen Victoria's Diamond Jubilee. In 1977, 2002 and 2012, beacons commemorated the Silver, Golden and Diamond Jubilees of The Queen, and in 2016 Her Majesty's 90th birthday.



The Queen's Diamond Jubilee Beacon, The Mall, London, 4th June 2012.
©Press Association Images.



Town Crier, James Donald - Howick, New Zealand.

On 2nd June 2022, we will celebrate another unique milestone in our history, Her Majesty The Queen's 70th year as our Monarch and Head of the Commonwealth - her Platinum Jubilee. It is a feat no previous monarch has achieved.

More than 1,500 beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories, and one in each of the capital cities of Commonwealth countries in recognition of The Queen's long and selfless service. The beacons will enable local communities, individuals and organisations to pay tribute to her as part of the official Platinum Jubilee Weekend of celebrations from 2nd to 5th June 2022.

There are three types of beacons being lit for this historic occasion:

- A free - standing beacon fuelled by bottle gas (see pages 11 & 12)

- A beacon brazier with a metal shield. This could be built by local craftsmen/women or adopted as a project by a school or college (see page 13).

- A bonfire beacon and (see page 14)

Communities with existing beacon braziers are encouraged to light these on the night.

If you wish to take part, you can register your participation by providing the information requested on page 10 under the heading, "How to take part," sending it direct to brunopeek@mac.com.



Bonfire Beacon (HM The Queen's Diamond Jubilee, 4th June 2012). Inveraray Castle, Scotland.
© Inveraray Castle.



A gas fuelled beacon on HM Tower of London in celebration of The Queen's Diamond Jubilee. Photo provided by courtesy of HM Tower of London.

At **1pm** local time Town Criers are being invited to undertake the Proclamation (see page 8) announcing the lighting of the beacons later that evening. As the sun sets at **9.09pm** across the UK and the Commonwealth, individual pipers and pipe bands are being asked to play "Diu Regnare" from central locations of their choice from within their local communities as their personal tribute to Her Majesty The Queen. (This time will vary in each time zone across the world). This unique tune has been especially written for this historic Jubilee by Piper Stuart Liddell, 2020 Glenfiddich

Champion and Pipe Major of the World Champion Pipe Band, Inveraray and District (see page 9).

"The Royal Scottish Pipers' Society are honoured to participate in our Patron The Queen's Platinum Jubilee Celebrations in June 2022.

Her Majesty's extraordinary service to this country is unparalleled. Accordingly, we encourage everyone to express their appreciation and gratitude by supporting this amazing Jubilee event," said Gordon Wallace, Hon. Pipe Major, Royal Scottish Pipers' Society.



Piper Robert Cunningham on the Peak of Scafell Pike, England. By kind permission of The National Trust.

Alan Hay, Chairman of The Royal Celtic Society whose Patron is Her Royal Highness The Princess Royal said, "Having for two hundred years been at the cutting edge of traditional music and language in Scotland, we recognise the enormous commitment Her Majesty The Queen, has made in serving the Commonwealth and its people. We are delighted therefore, to encourage all our members to participate in the Jubilee celebrations and our pipers to play Diu Regnare, composed by our member Stuart Liddell in honour of this historic event."

The National Piping Centre, whose Patron is His Royal Highness The Prince of Wales, is also delighted to be involved in The Queen's Platinum Jubilee Beacons, and will be encouraging pipers throughout the UK, Channel Islands, Isle of Man, and in the capital cities of the Commonwealth, to play this special tune five minutes before the beacons are lit that evening.

"The Royal Scottish Pipe Band Association would be delighted to support such an auspicious occasion and we will invite all our members to support this initiative as events like these help promote the long standing relationship the The Royal Scottish Pipe Band Association has with The Royal Family and we congratulate Her Majesty The Queen on her Platinum Jubilee," said Kevin Reilly, Chairman RSPBA.



Northumbrian Piper Andrew Davidson.

"The Northumbrian piping community will be extremely thrilled and honoured to be involved in this tremendous project being organised to recognise The Queen's Platinum Jubilee," said Tom Fairfax - Trustee, Northumbrian Pipers' Society.

To coincide with the lighting of the beacons throughout the Commonwealth, choirs in local communities will be encouraged to sing a specially written song. A competition to select the song will take place throughout the Commonwealth and I have asked my good friends from the Commonwealth Resounds, a musical organisation accredited to the Commonwealth with many years of experience, to coordinate this on my behalf. Details of the competition can be found on the website www.commonwealthresounds.com.

"The Royal Institution of Chartered Surveyors (RICS) is honoured to lead the lighting of the UK's Anchor Chain of beacons for our Patron's historic Platinum Jubilee. It is only fitting that this aspect of the beacons will be led by RICS Matrics, a key part of our organisation which supports many thousands of young professionals in shaping their own future history and lasting legacy." Sean Tompkins, CEO RICS.



Hadrian's Wall runs from Wallsend in Tyneside through the county of Northumberland to the west of Carlisle, Cumbria, England. Photos by courtesy of Roger Clegg.

"The NFU is delighted to be supporting The Queen's Platinum Jubilee Beacons and will be encouraging our members throughout England and Wales to light beacons as part of the celebration. From the uplands to the lowlands, our farmers will be lighting beacons on the most iconic parts of the countryside in tribute." Minette Batters, President, NFU.

Walking with the Wounded, one of our country's leading Forces charities, will light gas-fuelled beacons on top of the four highest peaks in the UK - Ben Nevis, Scotland; Scafell Pike, England; Mount Snowdon, Wales, and Slieve Donard, Northern Ireland, paying tribute to The Queen while raising valuable funds for the welfare of wounded service personnel.

Beacons will also be lit on The Queen's Sandringham and Balmoral Estates, at the Copper Horse statue of King George III in Windsor Great Park, Hillsborough Castle, Northern Ireland, and on the battlements of the Tower of London. In my home town of Great Yarmouth, Norfolk, the Borough Council will light its beacon brazier on the town's famous Golden Mile. One will also be lit outside the 17th century Tan Hill Inn in the Yorkshire



The lighting of the Beacon at the Lizard Lighthouse for The Queen's 90th Birthday Beacons. Courtesy of Trinity House.

Dales, the highest pub in Great Britain. English Heritage will light at least 17 beacons on heritage sites, and others will be lit in Enniskillen, County Fermanagh, Northern Ireland; Sark and Alderney in Channel Islands, St Davids, the most westerly City in Wales, and the Isle of Wight.

One Voice Wales, which has taken part in previous jubilee events, will be inviting member councils to light beacons, and Historic Houses will encourage member estates to participate too.

Shining a light for the Platinum Jubilee will be Tameside and Glossop Integrated Care Foundation Trust, a hospital to the east of Manchester in one of the most deprived areas of the country. Working with local sculptors and welders, they will create a beacon resembling a giant crown made from recycled hospital beds.

The Sea Cadets will build and light 50 beacons across the UK, from the highlands of Scotland to the Channel Islands, from Northern Ireland and Wales, to Kent and Essex. The Army Cadets are also supporting the event and will light the National Sports Beacon at the start of the National Athletics Championships in Grantham.

Dyfed & Glamorgan Army Cadet Force will light a beacon on top of Pen-y-Fan, the highest peak in South Wales, as part of a pan-Wales Army Cadets event to mark the Jubilee.

We are also pleased to confirm the involvement of Girlguiding throughout the UK, Channel Islands and the Isle of Man, with Girlguiding Chief Guide Amander Medler saying, "I'm delighted that Girlguiding is supporting the lighting of Beacons to celebrate this very special Jubilee marking the 70-year reign of our Patron Her Majesty the Queen."

Beacons are being lit on some of our country's oldest estates, including Woburn Abbey, Highclere Castle, Cholmondeley Castle, Hatfield House, Belvoir Castle, Holkham Hall, Houghton Hall, Bolton Abbey, Blenheim Palace, Arundel Castle, Chatsworth, Wellington, Roxburgh and Badminton. Hadrian's



Battel Bonfire Boyes. Photograph by Clifton Brothers.

Wall Partnership and its communities along the Wall are also involved and will be lighting celebration beacons.

"Battel Bonfire Boyes, (photo above) the world's **oldest** bonfire society, is delighted to be lighting a beacon in celebration of The Queen's Platinum Jubilee as part of this amazing tribute," said Matt Southam, press & publicity officer.

The Right Honourable Lord McLoughlin CH, BTA Chairman said, "I would like to encourage every City, County, Borough, District, Regional, Community, Town and Parish Council throughout Great Britain to light a beacon in celebration of this unique moment in The Queen's life, and would ask all those taking part to go to page 9 of this Guide and register their involvement as soon as possible."

"The National Coastwatch Institution is delighted to be part of this important tribute to Her Majesty The Queen, and will be encouraging all its 56 watch stations around the coast of England and Wales to take part in lighting beacons on the night," said Commander Lesley Suddes RN, Chairman NCI.

Beacons will also be lit at Coastwatch Scotland's Irvine and St Monans stations by their groups of volunteers.

Captain Ian McNaught, Deputy Master of Trinity House, said, "I am pleased that we at Trinity House can support this event marking HM The Queen's Platinum Jubilee. By lighting beacons at lighthouses around our shores we will help make this a celebration to remember and also honour our long-standing involvement with Her Majesty and The Royal Family."

"The Chiddingfold Bonfire Association (*photo right*) consider it a great honour in using this opportunity to pay tribute to Her Majesty The Queen by lighting a beacon in celebration of her Platinum Jubilee on behalf of our wonderful village and community. Our tradition of lighting beacons for Her Majesty The Queen extends all the way back to her Coronation in 1953, Silver, Golden and Diamond Jubilees and her 90th Birthday Beacons. The earliest known record of a beacon lighting in the village is for George V's Silver Jubilee of 1935," said Simon Manuel, Chairman of the Association.

As this will be the last chain of Beacons lit during The Queen's 70-year reign, we hope that individuals, local authorities, voluntary and youth groups, farming communities and others will join with the many organisations who have already agreed to take part in this special tribute to Her Majesty on 2nd June 2022. Let's make it the largest celebration of its kind the world has ever seen.

Please be kind enough to register your involvement by providing the information requested on page 10 and sending it to brunopeek@mac.com as soon as possible, but **no later than 1st June 2022** so that we can keep you informed.

Bruno Peek

Bruno Peek LVO OBE OPR

Pageantmaster

The Queen's Platinum Jubilee Beacons



Chiddingfold Bonfire Society Torchlight Procession. Photograph by Steve Baker.

A Proclamation



Oyez Oyez Oyez

*Today in our nation - and throughout the Commonwealth -
we are celebrating our glorious Queen's Platinum Jubilee.*

*Elizabeth - the second of that name -
our most beloved Sovereign and Head of the Commonwealth for seventy years.*

*How apt that this should be the Platinum anniversary of her coronation -
Platinum - that most noble of metals,
more precious even than gold.*

*And so it is in honour of this unique occasion
that beacons will be lit this evening
throughout the United Kingdom,
the Channel Islands, the Isle of Man and the UK Overseas Territories -
and in all the Capital Cities of the Commonwealth.*

*Let it be known,
in proclaiming this tribute to Her Majesty the Queen on her Platinum Jubilee,
that we are one nation and one Commonwealth.*

God Save The Queen



Jane L Smith, Bognor Regis Town Crier
and author of the Proclamation.



Diu Regnare

Music written by Pipe Major Stuart Liddell - Glenfiddich Champion Piper



Stuart Liddell at Duntrune Castle on the north side of Loch Crinan in Argyll, Scotland.

Stuart Liddell

How to take part and beacon lighting ceremony

How to take part

Step 1: To confirm your involvement and make important communication as easy as possible please register your involvement, providing the information below, direct to brunopeek@mac.com as soon as possible please, but **no later than 1st June 2022.**

If your event is a private occasion and NOT open to the public, and you do not want your involvement shown on any public or media listing, it is important that you confirm this when providing information. Your participation will still be noted as part of this historic occasion but NOT made public. However, if your event IS open to the public, your contact details will be shared with the media so that they can contact you direct to arrange any publicity and/or coverage of your event.

Name and Job Title of Contact/Coordinator

Name of Council or Organisation

Name of Piper, if applicable

Name of Town Crier, if applicable

Name of Choir, if applicable

Postal address including county and postcode

Name of capital city - Commonwealth countries only

Country - ie England, Wales, Scotland, Northern Ireland, Channel Islands, Isle of Man, UK Overseas Territory, Commonwealth Country

Telephone number - landline

Mobile number

Email address

Beacon location - if known when registering, please include the postcode

Public or private event

Ensure you have undertaken all the safety measures outlined on pages 11 and 12 before lighting your beacon. Alert the emergency services, including the Fire Brigade, undertake any risk assessments required and ensure everyone involved is happy and familiar with your plans. (This is your responsibility as coordinator).

Beacon lighting ceremony - 2nd June 2022

The Beacon lighting ceremony should be undertaken as follows:

Step 2: Invite your Lord Lieutenant, Deputy Lieutenant, Lord Mayor, High Sheriff, High Steward, Lord Provost, Chairman or Leader of the Council to light your beacon. Alternatively, you may like to organise a competition in partnership with your local media, with the winner having the honour of lighting the beacon.

Step 3: You might consider having professional photographs taken during your event. Immediately after, please send no more than two high quality, copyright-free photographs to brunopeek@mac.com, including the name of the photographer, the beacon location, county, country and postcode, along with the name of the council or organisation.

Step 4: If appropriate, use social media channels - Twitter, Facebook etc - to promote your event. On Facebook, post photographs of your beacon lighting ceremony.

Step 5: Publicise your event. We will provide you with a Press Release template which you can localise, providing as much information as you wish regarding your event, but including your contact details. You can send this to your local media to enable them to get in touch with you direct.

Step 6: We will confirm your beacon lighting time nearer the event.



Gas fuelled beacon, East Antrim, Northern Ireland.



Bonfire beacon, Killyleagh, County Down, Northern Ireland.



Wood fuelled beacon brazier, Hilton, Derbyshire, England.

Platinum Jubilee Gas-Fuelled Beacon

Bullfinch Gas Equipment

The beacon's burner-head is in the shape of a globe, representing the countries of the Commonwealth, surrounded by a Crown. It is of lightweight construction and comes assembled and complete, with the exception of the gas cylinders, which must be purchased separately. One 47kg propane cylinder or 2 x 19kg cylinders are recommended to give a full flame for a good three quarters of an hour.

These cylinders can be purchased from Flogas Britain who have been supplying Liquefied Petroleum Gas for over 35 years. They have the largest national delivery network in the UK, and hold the Carbon Trust Standard and Royal Warrant. Contact them as soon as possible to avoid delays or disappointment. Phone: **0800 574 574** or contact them via their website: www.flogas.co.uk. For their propane safety data sheet go to <https://www.flogas.co.uk/app/uploads/2-0-propane-cylinder-safety-sheet-v2-1-1.pdf>. The Gas Torch needed to light your beacon safely requires a 400g cylinder of propane with CGA600 fitting - Bullfinch No 1644 or Rothenberger or equivalent. Travis Perkins, Screwfix, Plumb Centers and some DIY stores should have these as stock items, or search online.

The Platinum Jubilee Gas-Fuelled Beacon Package contains:

- Burner unit with Crown & Platinum Jubilee insignia
- 2m high stand
- Ground anchor and rope for fixing the stand to the ground
- 10m hose with the regulator for connecting to the gas
- Gas torch for lighting
- Spanner
- Leak detecting fluid
- Hose assembly and Y manifold to link 2 cylinders
- Lighting and safety instructions

The above items are packed into 2 strong cartons. The tripod describes a circle area of about 1.32m diameter and the beacon has an extended height of about 2.15m.



The beacon is stable in the wind. It is supplied with a ground anchor and rope for securing to the ground if this is possible, or we would recommend the use of sandbags. Full instructions are provided for this. The beacon must be supervised by two people at all times when lit and a fire extinguisher must always be available. It is important that supervision should be undertaken by those who are competent and it is essential that a lighting trial



Gas fuelled Beacon, St Michael's Mount, Cornwall.

takes place before the event to ensure that everyone is fully trained and familiar with the operation. The price of a gas-fuelled Platinum Jubilee Beacon is £490 plus VAT, including carriage to your door within UK mainland (Highlands and Islands excluded). There will be an extra charge for other areas.

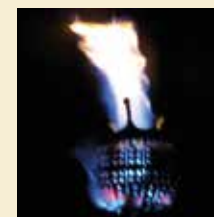
Some of the benefits of this style of beacon are that it can be seen for miles once lit, is suitable for all manner of high

and low locations, is easily collapsible and once used can be stored away for later use.

To order your beacon please contact:

Bullfinch Gas Equipment,
Kings Road, Tyseley,
Birmingham, B11 2AJ.
Tel: 0121 765 2000
Fax: 0121 707 0995

Email: sales@bullfinch-gas.co.uk
Web: www.bullfinch-gas.co.uk

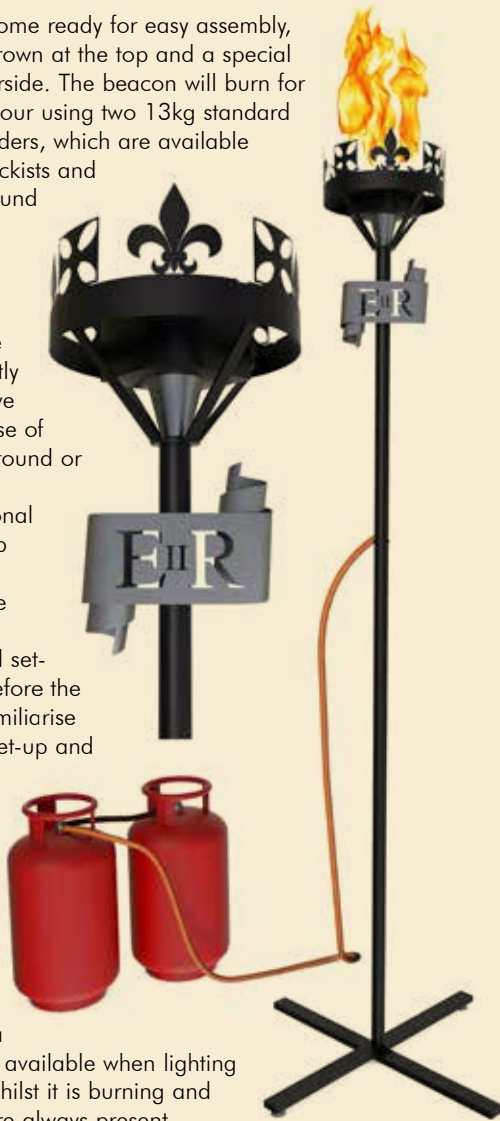


Payment by cheque, BACS transfer, or Credit/Debit Card. Last date to order to guarantee delivery by 29th May is 18th April 2022. However please enquire after this date for availability.

Platinum Jubilee Gas-Fuelled Beacon

21CC Group Ltd

The beacon will come ready for easy assembly, designed with a crown at the top and a special date plaque underside. The beacon will burn for approximately 1 hour using two 13kg standard propane gas cylinders, which are available from most gas stockists and petrol stations around the UK. The gas assembly is easily connected to the burner by a quick release fitting. The beacon is inherently stable; however, we recommend the use of anchors on soft ground or sandbags on hard ground for additional stability. Full set-up instructions are included within the pack and we recommend a trial set-up and lighting before the actual event to familiarise yourself with the set-up and operation. We have included two long-reach lighting sticks so that you can practice lighting the beacon in advance. We would also recommend that a fire extinguisher is available when lighting the beacon and whilst it is burning and that two people are always present.



The Platinum Jubilee Beacon package contains:

- Assembly, lighting and safety instructions
- 2m high stand and burner
- 10m hose with the regulator for connecting to the gas
- Two long-reach lighting sticks
- Spanner and leak detection fluid
- Hose and Y splitter manifold to link 2 cylinders
- No additional connections required - all you need is in the box

Beacon Price:

The price of our beacon is £490 + vat, including carriage within the UK mainland. An additional charge may be applied for other areas.

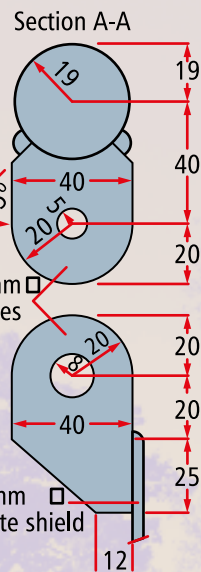
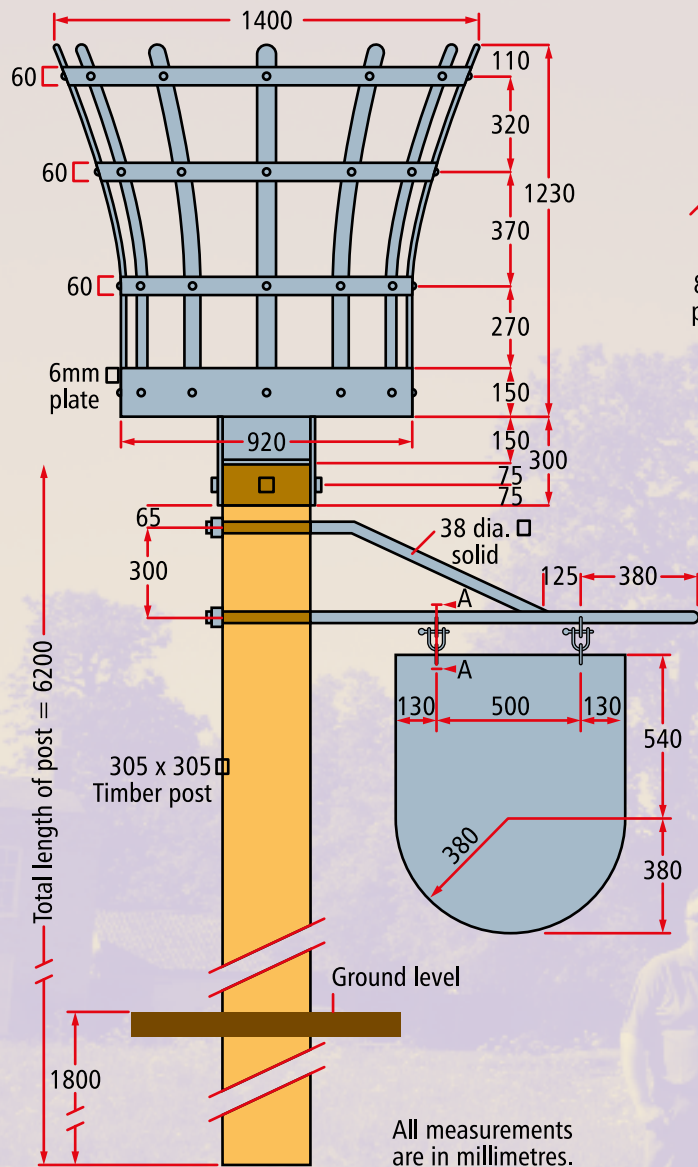
Ordering & Payment

To order your Platinum Jubilee beacon, please contact 21CC Group Ltd by phone; **0131 331 4509** or email our beacon team on beacons@21ccgroup.com. Additional information can be found on our website at www.21ccgroup.com/beacons. Payment can be made in all the usual ways including BACS, cheque and credit/debit card. Orders received before **29th April 2022** will be delivered by 31st May 2022. All orders after 29th April 2022 will be taken on a case by case basis and subject to stock availability.



The lighting of a gas-fuelled beacon at Edinburgh Castle, Scotland in celebration of Her Majesty The Queen's Diamond Jubilee in June 2012.

The Queen's Platinum Jubilee Beacon Brazier



Beacon Brazier with Metal Shield

A beacon brazier will provide a permanent reminder of this unique moment in The Queen's reign. It can be built by local craftsmen and women, and may be used for future historic occasions in your community. It could be sited in a country park, on a hilltop overlooking the sea or a lake, in the centre of your town or village, and could become a tourist attraction for your area.

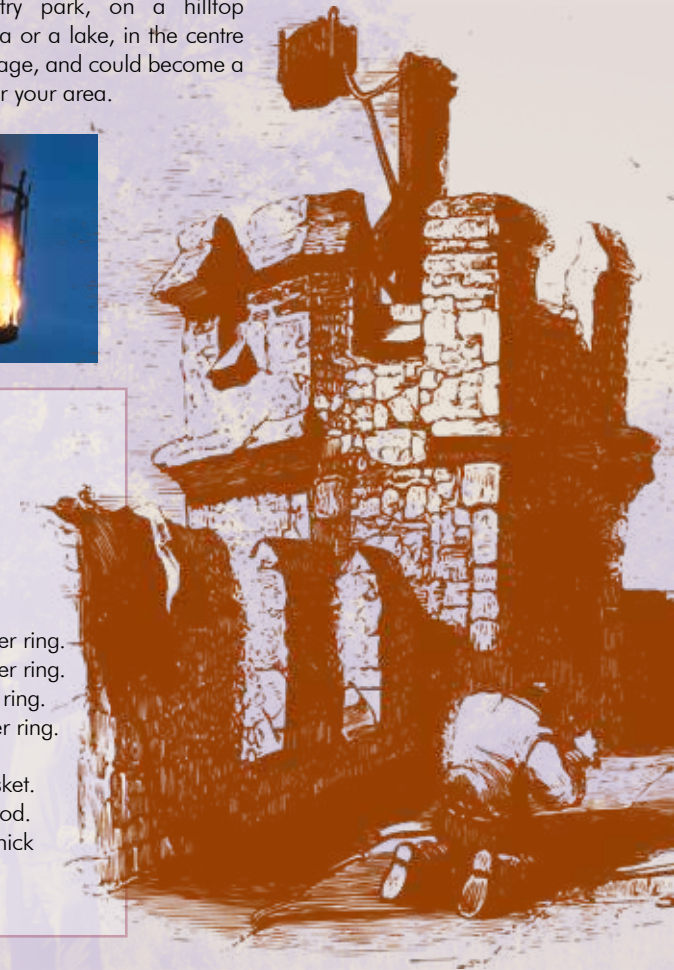


Materials Required for Beacon Construction

Wooden centre post consisting of 305mm x 305mm wooden post, 6.25 metres in length of which 2 metres goes into the ground.

Basket and fixing brackets consisting of:

- 1 x 920mm diameter steel plate.
- 1 x 4,178mm long 60mm x 5mm steel flat bar rolled into 1,330mm diameter ring.
- 1 x 3,455mm long 60mm x 5mm steel flat bar rolled into 1,100mm diameter ring.
- 1 x 2,985mm long 60mm x 5mm steel flat bar rolled into 950mm diameter ring.
- 1 x 2,922mm long 150mm x 5mm steel flat bar rolled into 930mm diameter ring.
- 12 x (approx 1,250mm long) 60mm x 5mm vertical bars (rolled to shape).
- 1 x 310mm x 310mm x 300mm high connection box welded to base of basket.
- 1 x hanging shield and support: 3.7m length of 38mm diameter solid steel rod.
- 1 x 920mm x 760mm steel plate 3mm thick 4 x connection brackets 8mm thick (see detailed drawings left).
- 2 x pins and loops.



Bonfire Beacon

Locate the bonfire at least 60m away from buildings, roads, railways and public rights of way, and a safe distance from dangerous materials and overhead power lines. Ensure it has good access for the transportation of materials for the bonfire and sufficient space for spectators to stand upwind.

Obtain the landowner's permission and involvement.

Liaise with your local fire brigade and all emergency services in your area, presenting them with your plans, and seek their advice and support.

1 Prepare site by removing top layer of turf and stack away from fire area. Obtain seven poles, 5-6m in length. Attach four guy ropes to top of one pole and anchor as shown.

2 Erect remaining poles as shown, ensuring tops are secured in place.

3 Use either pallets or suitable lengths of timber, spreading them over ground area of beacon for a good through draught. Secure timber horizontally between poles as shown, preventing material placed over the framework from dropping through. Construct access tunnel to the middle of the beacon. Keep middle empty

until required. Always construct the bonfire so it collapses inwards as it burns.

4 Use only wood for combustible materials. Do not burn dangerous items such as foam-filled furniture, old tyres, aerosols or tins of paint. Build upwards until height of centre pole is reached. Materials around top should be loosely packed to allow air flow. Cover bonfire to keep it dry.

5 Fill centre with suitable, dry combustible materials. Check construction is stable and remove any unsuitable materials that may have been added. Look specifically for fireworks, aerosols, highly inflammable materials or containers with such materials.

6 Construct a safety barrier out of ropes and stakes or scaffold poles to ensure public is kept at a safe distance from the fire.

7 *In daylight, and for several hours, and up to lighting, check that there are no children or animals playing or hiding in or round the bonfire. Arrange for at least 12 marshals to be in attendance, and undertake a sufficient safety briefing before lighting the beacon.*

8 The person looking after the fire should not wear lightweight clothing that could ignite easily. They should wear a substantial

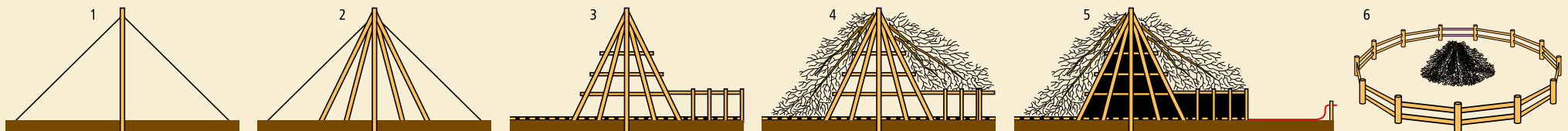
outer garment of wool, or other material of low flammability, and stout boots. They should know what to do in the event of a burn injury, or a person's clothing catching fire, and should have a fire blanket ready in the bonfire area along with a number of fire extinguishers.

9 Lighting: the safest and recommended approach is to use paper and solid firelighters in six places just inside the walls of the beacon to ensure an even burn. Never use flammable liquids such as paraffin or petrol to get it going as this can result in uncontrolled spread of fire or explosion.

10 To light the beacon: from poles 2m in length, prepare hand torches for lighting with paraffin-soaked rags wired around one end. Remember, paraffin is dangerous and great care should be taken. Paraffin can be used as directed, but it is still dangerous and should at all times be treated with great care - for example, always ensure all excess paraffin is drained off rags before use. If spilt on your clothes during the preparation of your beacon lighting you should replace those items of clothing before approaching any naked flames. In particular, always remember to replace the lid on any container of unused paraffin and store it in a safe place away from naked flames. Do not use an accelerant on the fire itself.



Bonfire Beacon, Shipston-on-Stour, Warwickshire, England.



▲ After the event, extinguish fire and collect remaining debris. ▲ Dig over site and re-lay turf. ▲ Leave site clean and tidy.



Above and background: The Tower of London built by William the Conqueror in the early 1080s. Through the centuries, successive monarchs have added to the fortifications.

If you are inviting personal guests to your home it is worth checking with your household insurer that you are covered in the unfortunate circumstances that there should be an accident. If your event includes inviting the public, or it is a third party venue then, where applicable, the following advice should be heeded, to ensure you have a safe and enjoyable event for everyone involved.

Licensing

Generally, all public entertainment has to be licensed by the local authority. The law on this aims to ensure the safety of the public and performers. Local authorities treat each event individually, and what one will allow another will not. Do not be put off by the length of some of the forms - the licensing officer is there to help you.

The licensing officer's job is to advise the local authority's licensing committee on the granting of public entertainment licenses. For small scale events he or she, in effect, makes the decision. Only if your event is contentious will the licensing committee decide to consider the application in detail. Talk to the licensing officer as soon as possible. In Northern Ireland, if you plan to sell alcohol at an event, you will need to apply for an occasional liquor license from the Northern Ireland Court Service.

Insurance

Unfortunately, accidents can happen at even the best organised events. Therefore, you will need to consider and obtain insurance cover for your event, whether you are holding an event on your own premises or someone else's. beacon/bonfire events require specialist public liability cover. If you hire a park or venue or use land owned by a third party for your activity, they are likely to require you to have your own suitable insurance to cover your liability for any injury to the public or damage to other people's land or property.

Legal Essentials and Safety

If hiring equipment for the event, you may need to insure these items; you may also need to consider cover for loss of any financial outlay you incur if the event has to be cancelled for reasons beyond your control, or loss of money, particularly if you are holding a fund-raising event. Therefore, to help you obtain the appropriate insurance, and risk management advice, we are working closely with Unity Insurance Services, which is a specialist insurance broker in the voluntary and non-profit sector.

They have developed a range of bespoke insurance covers specifically for the Beacon/Bonfire events. Unity is owned by a charity and donates all its profits back to charity, so to obtain a quote or for more details or advice on the insurance cover you may need, please visit Unity's website or telephone them on 0345 040 7702.



Alternatively, the licensing officer may be able to direct you to a suitable specialist company or broker, but you should not try to source this kind of insurance from a non-specialist.



Emergency Services

Tell the police well in advance about the type of event you are planning, and get in touch with your local community police officer. Write to the fire brigade and ambulance service, particularly if you are planning to have a beacon/bonfire, fireworks, or an event that will attract a large crowd. St John's Ambulance and the British Red Cross will provide first aid and sometimes a vehicle. In some areas they are simply happy to receive a donation. In others, expect a fee to be charged.



Food and Drink

Basic food hygiene guidelines should be followed at all times if you are providing food and drink. Caterers must have food hygiene certificates. Advice on this subject can be obtained from your local council environmental officer.



Alcohol

If you want to sell alcohol you will need to secure a licence. From February 2005, licenses are granted by the local authority rather than the Magistrates Court. You should therefore contact your local authority licensing section and seek information from them on how to apply. During 2005 all existing licenses have to be renewed and this will inevitably lead to long lead-in-times. Please apply as early as possible.



Site Clearance

The local authority will arrange for clearance and disposal of litter after your event if it is on public ground (check for possible charges). You can help this process by arranging litter bins or recycling bins around the site, and a crew to clear up throughout the event.



Hiring or Borrowing Equipment

Your local authorities, or local event organisers may be able to help you with contacts for supplies such as marquees, portable toilets, barriers and bunting, or may in some cases have these for you to hire and borrow. You may also need to consider generators, a public address system, and emergency flood lighting. If you need to arrange insurance for your hired equipment, Unity Insurance Services can arrange this for you too.



All Ability Access

Access for people with a disability is very important. Many local authorities run community transport schemes. Talk to them about arranging transport. On greenfield sites, access may be improved by cutting the grass before the event.

The Queen's Platinum Jubilee Beacons Acknowledgements

**In recognition for their generous support in funding the design of this publication
Caravan and Motorhome Club**

**(THE LIST OF SUPPORTERS, ORGANISATIONS AND PARTICIPANTS IN ALL ACTIVITIES,
WILL BE UPDATED AT THE END OF EACH CALENDAR MONTH UNTIL 1ST JUNE 2022)**



The Association of Lord Lieutenants, Colonel Edward Bolitho OBE, Lady Dannatt MBE, High Sheriffs' Association of England and Wales, National Association of Civic Officers, Ministry of Housing, Communities & Local Government, Michael Muskett MBE, Walking With The Wounded, HM Tower of London, Sandringham Estate, The Crown Estates, Cardiff Council, Royal Borough of Windsor & Maidenhead, The Commonwealth Resounds, Sea Cadets, Army Cadet Force, Dyfed & Glamorgan Army Cadet Force, The National Cadet Corps (Accra, Ghana), Cyprus Army Cadet Force (Nicosia, Cyprus), The Royal Canadian Army Cadets (Ottawa, Canada), The Australian Army Cadets (Canberra, Australia), Air Training Corps, Backstage Technologie Europe Ltd, Night Train Productions Ltd, Huntingdon Town Council, Flogas Britain, Bullfinch Gas Equipment, English Heritage, Unity Insurance Services, Ottewill Silversmiths & Jewellers Ltd, The High Sheriff Magazine, One Voice Wales, Solace in Business, The Royal Agricultural Benevolent Institution (RABI), Local Government Association, National Farmers Union (NFU), Historic Houses, Country Land & Business Association, Isle of Wight Council, Isle of Man Government, States of Guernsey, Islands of Herm and Jethou, Council of the Isles of Scilly, Arundel Castle, Potters Leisure Resort, Norfolk Tank Museum, Oscar Research Ltd, States of Alderney, Isle of Sark Government, Unst Community Council, Tan Hill Inn, St Davids City Council, Ceremonial News, Piper Lady Jane MacRae, Piper Stuart Liddell and Piper Robert Procter, The Royal Institute of Chartered Surveyors (RICS), SLCC For Local Council Professionals, Studioeast Ltd, Great Yarmouth Borough Council, Ministry of Defence (MOD), The Ancient & Honourable Guild of Town Criers, Mr John Singer, Sir Peter Ogden, RSABI – Supporting People in Scottish Agriculture, Malvern Hills Trust/Conservators, Peter Taunton – Town Crier, The Hadrian's Wall Partnership – Lady Jane Gibson, Undeb Amaethwyr – Farmers' Union of Wales, Scottish Land & Estates, National Federation of Young Farmers' Clubs, Parish of Lanteglos & Village of Polruan, Benedict Heyes, Councillor Carl Smith, SLCC For Local Council Professionals, NFU Scotland, Brampton Parish Council, Roger Clegg – Photographer, Balmoral Estate, Edinburgh Castle, Hillsborough Castle, Highclere Castle, Inveraray Castle, Alnwick Estate, Wellington Estate, Holkham Hall, Belvoir Castle, Arundel Castle, Hatfield House, Blenheim Palace, Badminton Estate, Woburn Abbey, Floors Castle, Caledon Castle, Houghton Hall, Cholmondeley Castle, Chatsworth Estate, Bolton Abbey, Buccleuch Estate, Studio East Ltd, National Association of Local Councils, Society of Local Council Clerks, Government of Jersey, Land's End, Cornwall, Selwyn Johnstone, Northumberland County Council, Peter Taunton, Town Crier for Newport and Stafford, TMS Media Ltd, Northumberland County Council, National Farmers Union of Scotland, Country Women Countrywide, National Coastwatch Institution, Coastwatch Scotland – Irvine Unit, Piper Finlay MacDonald, Sir Brian and Lady Ivory DL – the National Piping Centre, the Corporation of Trinity House, Coastwatch Scotland – St Monans Station, Coastwatch Scotland - Irvine Station, Chiddingfold Bonfire Association, Battel Bonfire Boyes, Burgess Hill Bonfire Society, Cymdeithas Llwodraeth Leol Cymru/Welsh Local Government Association, The Royal Observer Corps, Commercial Square Bonfire Society, Northumbrian Pipers' Society, The Royal Scottish Pipe Band Association, Girlguiding, Maiden Bradley Parish Council, The Royal Scottish Pipers' Society, The Royal Celtic Society, Beverley Town Council, British Tourist Authority (BTA), VisitBritain, Silton Parish Meeting, Lincolnshire County Council.

His Grace The Duke of Norfolk, His Grace The Duke of Rutland, His Grace The Duke of Bedford, His Grace The Duke of Argyll,
His Grace The Duke of Roxburgh, His Grace The Duke of Northumberland, His Grace The Duke of Wellington, His Grace The Earl of Leicester,
His Grace The Earl of Carnarvon, His Grace The Duke of Beaufort, His Grace The Duke of Marlborough, His Grace The Earl of Caledon,
His Grace The Duke of Devonshire, His Grace The Duke of Buccleuch, Lord Salisbury, Lord Cholmondeley, His Grace The Duke of Fife. His Grace The Duke of Somerset.

(more acknowledgements to follow)

Acknowledgements



THE COMMONWEALTH SONG

The Rt Hon Patricia Scotland QC, Secretary-General of the Commonwealth
Bruno Peek LVO OBE OPR, Pageantmaster, The Queen's Platinum Jubilee Beacons
Alison Cox OBE FRSA, Founder and Chairman, The Commonwealth Resounds
Jane Hunt, Marketing and Publicity Manager, The Commonwealth Resounds
Sally-Ann Whitty, Administration Manager, The Commonwealth Resounds
Judith Weir CBE, Master of The Queen's Music and President, Royal Society of Musicians
Stephen Miles, administration and logistics management
Peter Banks



BEACONS

BEACON ANCHOR CHAIN

Royal Institution of Chartered Surveyors (RICS)

England

Deadwater Fell – **Northumberland**. Skiddaw, Nine Standards and Kirby Stephens – **Cumbria**. Holme Moss – **Lancashire**. Mow Cop – **Staffordshire**. Beacon Hill – Charwood, **Leicestershire**.
Lyndon Hall – Oakham, **Rutland**. St Mary's Church – Haverill, Abbey Gardens – Bury St Edmunds and Stowmarket Recreation Ground – **Suffolk**, Blenheim Palace – **Oxfordshire**.
Guiting Power, Clentenham – **Gloucestershire**. Lands End, Chapel Carn Brea, Island of St Ives, Lower Poole Farm, Okehampton and St Agnes Beacon – **Cornwall**. North Molton – **Devon**.
Dunkery Beacon, Brean Down, Weston-super-Mare, Pen Hill, Wells and Tunley, Bath – **Somerset**. Telegraph Hill, Blackheath and Crystal Palace – **London**.
Stanhill Farm, Swanley, Meadon View – Hextable & Heron Park, Lydd – **Kent**. Duncton Down and Ditchling Beacon, Westmeston – **Sussex**.

Scotland

Hayston Hill and Collessie – **Tayside and Fife**. Edinburgh Castle – **Edinburgh**. Criffel – **Dumfries and Galloway**.

Wales

Cefn Ysgwydd Bach, Holyhead, Faenol Famau – **Flintshire**, land adjacent to Jubilee Tower, Moel Famau, Clwydian Range.
St. David's Head. Haverford West Showground. Amroth Beach. Parc Mawr, Penllergaer, Gower. Hill House Farm, St Mary Hill. Mynydd Baeden – **South Wales**.

Northern Ireland

Knockagh Monument – **County Antrim**.
(more acknowledgements to follow)

Acknowledgements

Beacons



FOUR PEAKS

Walking With The Wounded.

England - Scafell Pike (Palgrave Ltd Seaside Good Importers & Distributors).

Scotland - Ben Nevis (Seajacks UK Ltd).

Wales - Mount Snowdon (Isadores - a boutique business and property law firm).

Northern Ireland - Slieve Donard (Stephenson Smart Chartered Accountants & Business Advisors).



OTHER BEACON LOCATIONS IN THE UNITED KINGDOM, CHANNEL ISLANDS AND THE ISLE OF MAN
(THE LIST OF BEACONS, TOWN CRIERS AND PIPERS WILL BE UPDATED AT THE END OF EACH MONTH UNTIL 1ST JUNE 2022)

ENGLAND

Bedfordshire: Woburn Abbey. Donnington Castle (English Heritage). Yelden.

Berkshire: Copper Horse. Windsor Great Park. Highclere Castle.

Cambridgeshire: Huntingdon.

Cheshire: Cholmondeley Castle. Beeston Castle (English Heritage).

Cornwall: Penleath Point overlooking Fowey Harbour. Pendennis Castle (English Heritage) **Not open to the public.**

County Durham: Barnard Castle (English Heritage).

Cumbria: Brampton. Beeston Castle (English Heritage). Birdoswald Roman Fort (English Heritage).

Derbyshire: Chatsworth Estate.

East Sussex: Battle (Battel Bonfire Boyes). Commercial Square Bonfire Society, Lewes. Bexhill on Sea.

Gloucestershire: Badminton Estate.

Hampshire: Isle of Wight. Wellington Estate. Hurst Castle (English Heritage). Porchester Castle (English Heritage).

Hertfordshire: Hatfield House, British Camp.

Isle of Wight: Carisbrooke Castle (English Heritage).

Kent: Dover Castle (English Heritage), Ashford.

Lancashire: Lancaster City Council.

Lincolnshire: Belvoir Castle, Barkeston Wood. Lincoln Castle.

London: HM Tower of London.

Norfolk: Sandringham Estate. Holkham Hall. Houghton Hall. Norfolk Tank Museum. Potters Leisure Resort. Broad Farm, Salhouse, Norwich.

North Yorkshire: Bolton Abbey. Tan Hill Inn. Pickering Castle (English Heritage). Richmond Castle (English Heritage). Scarborough Castle (English Heritage).

Acknowledgements

Beacons

Northumberland: Alnwick Castle.
Oxfordshire: Blenheim Palace. Henley on Thames Town Council.
Somerset: Taunton.
South Yorkshire: Conisbrough Castle (English Heritage).
Suffolk: Framlingham (English Heritage).
Surrey: Chiddingfold (Chiddingfold Bonfire Association).
Tyne and Wear: Tynemouth Priory (English Heritage).
West Sussex: Arundel Castle, Burges Hill (Burgess Hill Bonfire Society). Bognor Regis Town Council.
Wiltshire: Old Sarum. Maiden Bradley with Yarnfield.
Worcestershire: Beacon Hill, Worcester.

SCOTLAND

Aberdeenshire: Balmoral Castle.
Angus: Kinnaird Castle.
Argyll: Inveraray Castle.
Fife: St Monans (Coastwatch Scotland St Monans Unit).
North Ayrshire: Irvine (Coastwatch Scotland – Irvine Unit).
Roxburghshire: Roxburgh Estate.
Shetland Islands: Unst.

WALES

Brecknockshire: Pen-y-Fan.
Cardiff: Cardiff Castle.
Pembrokeshire: St Davids City.

NORTHERN IRELAND

Belfast: Hillsborough Castle.
County Fermanagh: Eniskillen Castle.
County Tyrone: Caledon Castle.

CHANNEL ISLANDS

Isle of Sark, States of Alderney, States of Guernsey, Isles of Scilly, Isle of Herm, Isle of Jethou, the Government of Jersey.

ISLE OF MAN

Snaefell.

(more acknowledgements to follow)

Pipers - Roll of Honour

PLAYING OF DIU REGNARE

(Written by Pipe Major Stuart Liddell, Glenfiddich Champion Piper)



ENGLAND

Pipe Sergeant Ian Solesbury, City of Norwich Pipe Band – (Martham, Norfolk).
Pipe Major Simon Cater, Great Yarmouth Pipers – (Gorleston-on-Sea, Great Yarmouth, Norfolk).
Piper Allen Clement, Greenhead – (Haltwhistle, Northumberland).
Pipe Major Roger Bayes, City of Norwich Pipe Band.
City of Leeds Pipe Band – (City of Leeds, West Yorkshire)
Pipe Major Andrew Neal
Pipe Sergeant Mhairi Sellar
Piper Alex Thomson
Piper Bob Green
Piper Danny Love
Piper David Danks
Piper George Anderson
Piper Gordon Laycock
Piper Jim Jack
Piper Paula Howes
Piper Richard Ashcrough
Piper Robert Lawson
Piper Robert Procter
Piper Sam Westerman
Drummer Lead Tip Billy MacDonald
Drummer Amanda Liberty
Drummer George Harrison
Drummer Ian Turner
Drummer Stuart Richmond
Drummer Thomas Gallagher



Piper Robert Procter,
City of Leeds Pipe Band.

Pipers - Roll of Honour



SCOTLAND

Pipe Major Stuart Liddell, Inveraray & District Pipe Band – (Inveraray, Argyll and Bute).

Ross Ainslie – (Glasgow).

Pipe Sergeant Gordon Casely, Banchory Pipe Band –

(Nine Stanes Stone Circle, Banchory, Kincardineshire).

Piper Martin Johnstone, Piper to the Braemar Royal Highland Piping Society – (Princess Royal

Duke of Fife Memorial, Braemar, Aberdeenshire).

Piper Peter Wood – (Sandwick, Shetland Islands).

Piper William McCallum – Bearsden, East Dumbartonshire – (Cambeltown, Argyll & Bute).

Pipe Major Ben Duncan – Royal Scots Dragoon Guards Pipes and Drums.

Pipers Stuart McCallum & Piper Kennie MacLeod – McCallum Bagpipes (Kilmarnock, East Ayrshire)

Piper Archie Cowie, 9 years old – Banchory Pipe Band (From the summit of Bennachie, Aberdeenshire)

Delgatie Castle Pipers (Delgatie Castle, Turriff, Aberdeenshire)

Pipe Major Lady Jane MacRae

Drum Major Alexander Aitken

Pipe Sergeant Stuart Thomson

Piper James Mason

Piper Richard Learmouth

Piper Andrew MacKenzie

Piper Joan Johnson

Piper Melenie Horridge

Piper Chris Horridge



WALES

Pipe Major David Clement QPM, Pipes & Drums of the Tyneside Scottish TA Band – (Gowerton, South Wales).



NORTHERN IRELAND

Pipe Major Richard Parkes MBE, Field Marshall Montgomery Pipe Band.



AUSTRALIA

Pipe Major Alisdair McLaren, West Australian Police Force – (Perth).

Pipe Major Matt Fraser, Hawthorn Pipe Band – (Melbourne).

Piper Laura Johnstone, Inveraray & District Pipe Band – Sydney).

Australian Federal Police Pipes & Drums (Canberra, Australia

Pipe Major Stephen Ladd.

Pipe Sergeant Nicole Koenig.

Pipe Corporal Michael Challen.

Drum Major Steven Terrance.

Drum Sergeant Michelle Hecker.

+ (12-16 Pipers & 6-8 Drummers).

Pipers - Roll of Honour



CANADA

Pipe Sergeant Jack Lee of Simon Fraser University Pipe Band – (British Columbia)
Piper Bruce Gandy, 78th Highlanders Halifax Citadel Pipe Band – (Dartmouth, Nova Scotia)
Ottawa Caledonian Pipes & Drums (Ottawa)
Pipe Major Robert McCarthy
Pipe Sergeant Jamie Letourneau
Piper Alysha Desrochers
Piper Thomas Rozon
Piper Ian Wyllie
Piper Sophia Oueja
Piper Noah Grew
Piper Marie-Helene Briere
Piper Giulia Calvano
Piper Zoe Gracovetsky
Piper Derek Haines
Piper Noah Yateman
Piper Kevin Murison
Piper Maia Gracovetzky
Piper Emily Dessureau
Piper Olivier Corbeil
Piper Felix Mongeon
Piper Alex Schnupp
Piper Chris Howard
Piper Justin Berube
Drum Major Darryl Lim
Drum Sergeant/Lead Drummer Allan McCarthy
Drummer Cameron Aldous
Drummer Francis Mcardle
Drummer Ray Desrochers
Drummer Marc Rozon
Drummer Dominique Moreau
Drummer Nate Mears
Drummer Owen Yateman
Drummer Connor Casey
Drummer Felicity Borgal
Drummer Sofia Calvano

Drummer Jean-Marc Schnupp
Drummer Jonathan French
Drummer Paul Fohr
Drummer Oceanne Gracovetsky



Ottawa Caledonian Pipes & Drums.
Piper & Drummer Zoe and Oceanne
Gracovetsky.

Pipers - Roll of Honour



HAWAII

Celtic Pipes & Drums of Hawaii

Pipe Major Larry Coleman. Pipe Major Dan Quinn.
Pipe Sergeant Tina Yap. Pipe Corporal Patrick Roberts.
Piper Lola Colombe. Piper Chuck Jamison.
Piper Greg Kim. Piper Joe Kindrich.
Piper Anne Kwiatkowski. Piper Howard Lavy.
Piper Jodi Matsuura Eaves. Piper Alan Miyamura.
Piper Hardy Spoehr. Piper Frank Talamantes.
Piper Karen Thompson. Piper Scott Walton.
Piper Pomaikai Wee. Piper Masa Yamaguchi.
Piper & Trumpetor Warren Cone.
Drum Major Joe Miller. Drum Sergeant Tracy Burnham.
Drummer Matthew Bauer. Drummer Lisa Gomes.
Drummer Elizabeth MacNeill. Drummer Kristen McNab.
Drummer Primasita Menor. Drummer Alf Schneider.



MALAYSIA

Piper Alisdair MacRae, Kuala Lumpur Pipe Band – (Kuala Lumpur).



NEW ZEALAND

Pipe Major Alasdair MacKenzie, City of Invercargill Highland Pipe Band – Invercargill).
Piper Matt Fraser – (Auckland).



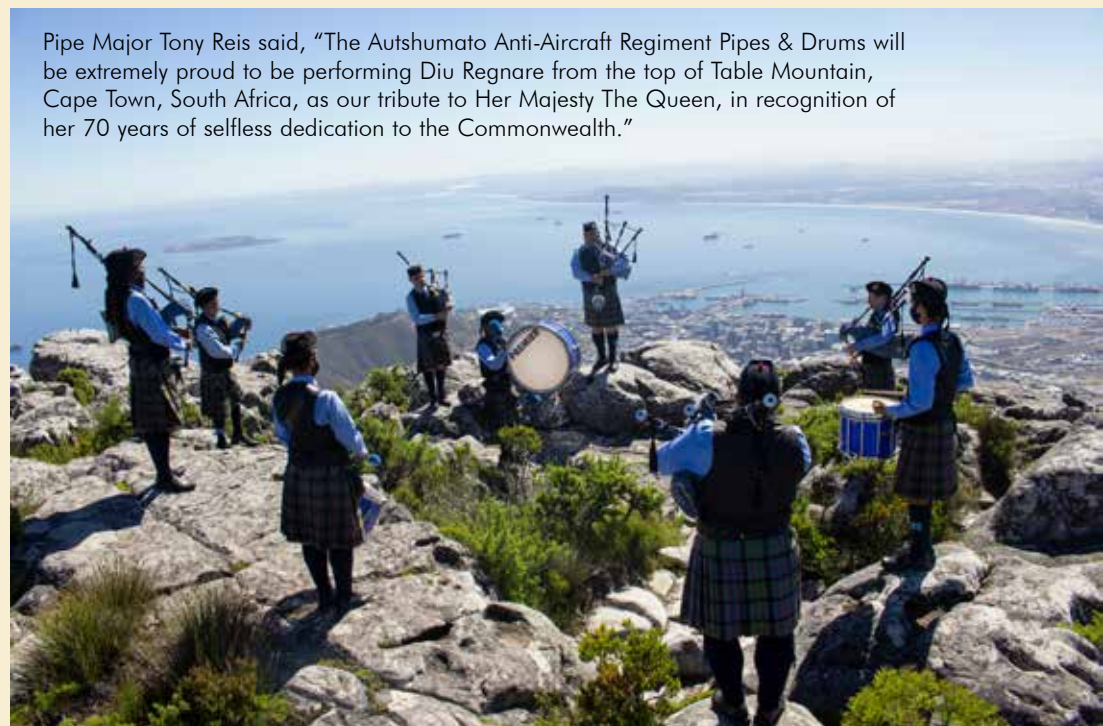
SOUTH AFRICA

Autshumato Anti-Aircraft Regiment Pipes & Drums

Pipe Major Tony Reis. Pipe Sergeant Mogamat Opperman.
Piper Terence Hutton. Piper Michael Leighton. Piper Emlyn Madziwa. Piper Emily Craven.
Piper Kuhle Mankayi. Piper Luke Marais. Piper Neil Horn. Piper Anton van der Poel.
Piper Wayne Mitchell. Piper James Mitchell.
Drummers: Thabiso Teesow, Lesley Reis, Zhaheed Smith, Melanie Tafila, Mivuyo Khete,
Mihlali Nguzo, Maajidah Opperman, Theo Caesar, Eugene Trofimczyk,
Brogan Reis, John Van Niekerk, Ronnie Masenda.

(more acknowledgements to follow)

Pipe Major Tony Reis said, "The Autshumato Anti-Aircraft Regiment Pipes & Drums will be extremely proud to be performing Diu Regnare from the top of Table Mountain, Cape Town, South Africa, as our tribute to Her Majesty The Queen, in recognition of her 70 years of selfless dedication to the Commonwealth."



Photograph by Tyler Williams.

Town Criers - Roll of Honour



Chelsea Pensioner Roy Palmer will undertake the Proclamation at the Royal Hospital Chelsea.

Photograph by kind permission of Liam Best, Marketing & Communications Manager, Royal Hospital Chelsea.

PROCLAMATION BY TOWN CRIERS (Written by Jane L. Smith, Town Crier for Bognor Regis)



ENGLAND

- Alan Austin - Town Crier (Attleborough, Norfolk).
Andrew Cunningham-Brown - Town Crier (Sherringham, Norfolk).
Nigel Wilkin - Town Crier (Swaffam, Norfolk).
Jason Bell - Town Crier (Holt, Norfolk).
Bob Lloyd - Town Crier (City of Norwich).
Brenda Wilson - Town Crier (Newmarket, Suffolk).
Peter Taunton - Town Crier (Newport & Stafford, Shropshire).
Jane L Smith - Town Crier (Bognor Regis, West Sussex).
Marion Lowe - Town Crier (Shipston on Stour, Warwickshire).
Paul Goring - Town Crier & Town Seargent (Rye, East Sussex).
Jon Borthwick - Town Crier (Peacehaven & Lewes, East Sussex).
Jackie Edwards - Town Crier (Kingsteignton, Devon).
Len Sweales - Town Crier (Wells, Somerset).
Ken Brightwell - Town Crier (Cheltenham, Gloucestershire).
Mike Dale - Town Crier (Lenham, Kent).
Brian Sylvester - Town Crier (Newbury, Berkshire).
Terry Hamer - Town Crier (Romsey, Hampshire).
Richard Smith BEM - Town Crier (Beaconsfield, Buckinghamshire).
Mike Wabe - Town Crier (Watton, Norfolk).
David Green - Deputy Town Crier (Plymouth and Mayflower Resurgam, Devon).
David Birdsall - Town Crier (Scarborough, North Yorkshire).
David Hinde - Town Crier (Helmsley, North Yorkshire).
Robert Speight - Town Crier (Pershore, Worcestershire).
Stephen Day - Town Crier (Kidderminster, Worcestershire).
Michael Wood - Town Crier & three times World Champion (East Riding of Yorkshire).
Les Long - Town Crier (Henley-in-Arden, Warwickshire).
John Collingwood - Town Crier (Bridport, Dorset).
Chris Smirthwaite - Town Crier (Liskeard, Cornwall).
Jon Bartholomew - Town Crier (Hastings, East Sussex).
David Bull - Town Crier (Filey, North Yorkshire).
Christopher Morgan - Town Crier (Leighton & Linslade, Bedfordshire).
Alistair Chisholm - Town Crier (Dorchester, Dorset).
Avril Hayter-Smith - Town Crier and Consort Graham Hayter-Smith (City of Ely, Cambridgeshire).
Peter Stemmer BEM - Town Crier of and Ambassador for (Darlington, County Durham).
Harry Turburville - Junior Town Crier (Thetford, Norfolk).

Town Criers - Roll of Honour

Michael Bluemel – Deputy Town Crier (Rye, East Sussex).
 Paul Gough – Town Crier and Reining British Champion TC (Nuneaton & Bedworth, Warwickshire).
 Terry Williams – Town Crier (Bodmin, Cornwall).
 Carole Williams – Town Crier (Bishops Stortford, Hertfordshire).
 Steve O'Dare – Town Crier (Skegness, Lincolnshire).
 Chris Brown – Town Mayor's Sergeant & Town Crier of (Wimborne Minster & Colehill, Dorset).
 Cris Brown – Town Crier (Royal Borough of Windsor & Maidenhead, Berkshire).
 Andrew Stopka – Town Crier (Fairford, Gloucestershire).
 Nigel Scott – Town Crier (Axbridge, Somerset).
 Jacquie Hall – Town Crier (Wareham, Dorset).
 Trevor P Heeks – Town Crier & Freeman (Trowbridge, Wiltshire).
 Dave Parsons – Town Crier (Alton, Hampshire).
 Jim Weeks – Town Crier (Bideford, Devon).
 Mike Billingham – Town Crier (Medway, Kent).
 John Lawrence – Town Crier (Cirencester, Gloucestershire).
 John Scholey FICE – Town Crier (Royal Tunbridge Wells & Westerham, Kent).
 Ray Wales – Town Crier (Downham Market, Norfolk).
 Bill Lomas – Town Crier (Leek, Staffordshire).
 Angela Standing – Town Crier (Arundel, West Sussex).
 Bob Smytherman – Town Crier (Worthing, West Sussex).
 Barry McQueen – Town Crier (Blackpool, Lancashire).
 Barry Heap – Town Crier (Richmond, North Yorkshire).
 Kevin Reid Griffiths – Town Crier (Skipton, North Yorkshire).
 Rawden Kerr – Town Crier (Great Harwood, Lancashire).
 Robert Needham BA – Town Crier (Wivenhoe, Essex).
 Martin Wood – Town Crier (Shrewsbury, Shropshire).
 Les Cutts – Town Crier (Halifax, West Yorkshire).
 George Carpenter – Town Crier (Wotton under Edge, Gloucestershire).
 Terry Ford – Town Crier (Otley, West Yorkshire).
 Mike Andrews – Town Crier (Ferndown, Dorset).
 Chris Brown – Town Mayor's Dergeant & Town Crier (Wimborne Minster & Colehill, Dorset).
 John Hadfield – Town Crier (Westbury, Wiltshire).
 Majorie Dodds – Town Crier (Chester-le-Street, County Durham).
 Roger Hewitt – Town Crier (Knaresborough, North Yorkshire).
 Vic Watson – Town Crier (Huddersfield, West Yorkshire).
 Lionel Knight – Town Crier (Truro, Cornwall).
 Don Evans – Town Crier (Ormskirk, West Lancashire).
 Geoffrey Russell – Town Crier (Market Drayton, Shropshire).
 Charles Morgan – Town Crier (Bishopsteignton, Devon).
 Jane Dodd – Town Crier (Chesham, Buckinghamshire).

Jason Ede – Town Crier (Newhaven, East Sussex).
 Simon Bartlett – Town Crier (Bampton and Huntsham, Devon).
 David Bradshaw – Town Crier (Newquay, Cornwall).
 Andrew Downing – Town Crier (Stamford, Lincolnshire).
 Martin Payne – Town Crier (Bungay, Suffolk).
 Peter Powell – Town Crier (Lymm Cross, Cheshire).
 Karen Bailey – Town Crier (Swadlincote, Derbyshire).
 John Parsons – Town Crier (Macclesfield, Cheshire).
 David Charles Milton – Town Crier (Watchet, Somerset).
 John Griffiths – Town Crier (Sleaford, Lincolnshire).
 Elizabeth Anderson-Watson – Town Crier (Barnoldswick, Lancashire).
 Steven Holt – Town Crier (Morley, West Yorkshire).
 David Summers – Town Crier (Mablethorpe & Sutton, Lincolnshire).
 Alan Spencer – Town Crier (City of Southampton, Hampshire).
 Joseph David – Town Crier (Hinkley, Leicestershire).
 Roy Palmer – Town Crier (Royal Hospital Chelsea, London).
 Hilary McGrath – Town Crier (Garstang, Lancashire).
 Michael Hickmott – Town Crier (Tenterden, Kent).
 Pete Green – Town Crier (Wymondham).
 Kevin N Ward – Town Crier and Bellman (Court Leet & Court Baron of the Manor of Bromsgrove).



Michael Wood, Town Crier,
East Riding of Yorkshire.

Town Criers - Roll of Honour



WALES

Susie Blower – Town Crier (Montgomery, Powys, Wales).
David Salter – Town Crier (Llanfair Caereinion, Powys).
Bob Williams – Town Crier (Pontardawe, Swansea)
Janet Swindale – Town Crier (Llandrindod Wells, Powys)
Jon Wilks – Town Crier (Cowbridge, Vale of Glamorgan)



NORTHERN IRELAND

John Cartwright – Town Crier (Ballynahinch, County Down)



AUSTRALIA

Bob Townshend – Town Crier (Southern Downs Regional Council, Queensland, Australia)
Stephen Clarke OAM – Town Crier (Central Coast Council, New South Wales, Australia)
Gavin Barker – Town Crier (Moorabool Shire, Australia)
Tom Benny – Honary Town Crier (City of Salisbury, South Australia)
Judith Cambell – Town Crier (Campaspe Shire, Victoria & Murray River Council, New South Wales, Australia)
Ken Ashford – Town Crier (Fraser Coast Regional Council, Australia)
Joseph McGrail-Bateup – Town Crier (Queanbeyan, Australia)
Alan Moyse – Town Crier (Bega Valley Shire, Australia)
Bill Wallace – Town Crier (Municipality of Lane Cove, New South Wales, Australia)
James Carter – Town Crier (Strathbogie Shire, Victoria, Australia)
Frederick Krebs – Town Crier (City of Redcliff, Queensland, Australia)
Timothy Keith – Town Crier (Parkes Shire, New South Wales, Australia)
Graham Keating – Town Crier (City of Sydney, New South Wales, Australia)
Mark Overell – Town Crier (City of Ipswich, Queensland, Australia)
Syd Norman – Town Crier (Scenic Rim Regional Council, Australia)
Philip Greenbank, President, Australasian Guide of Town Criers & – Town Crier (Hepburn Shire, Victoria, Australia)
Mike Willett – Town Crier (Victor Harbour, Australia)



Stephen Clarke, Town Crier of NSW Central Coast, Australia, plays a fanfare on a Bugle before undertaking a Proclamation. This is most significant because at the top of the Gosford Coat of Arms there is a Cockrel standing on the bugle. Gosford is the capital of the NSW Central Coast and Stephen has been the official Town Crier there since 1990.

Town Criers - Roll of Honour

Kyle Frederick Sturgess – Town Crier (Bland Shire, New South Wales, Australia)
Kevin Howarth – Town Crier (Toowoomba Regional Council, Queensland, Australia)



BERMUDA

A David Frith JP – Town Crier (St George's, Bermuda).
Ed Christopher – Town Crier (City of Hamilton, Bermuda).



CANADA

Ken Templeman – Town Crier (Collingwood, Canada).
Tom Kerr – Town Crier (Municipality of Trent Hills, Canada).
Bruce C Kruger MB SBStJ – Town Crier (Bracebridge, Ontario, Canada).
Jenn Olivero – Town Crier (Hanover, Canada) & Secretary to the Ontario Guild of Town Criers.
David McKee – Town Crier (Brantford, Canada).
Gary Long – Town Crier (Canning & Berwick, Nova Scotia, Canada).
Athol Hart – Town Crier (Newmarket, Ontario, Canada).
Stephen J Travers – Town Crier (City of Barrie, Ontario, Canada).
John Webster – Town Crier (City of Markham & Towns of Aurora, East Gwillimbury & Cary, Canada).
David Vollick – Town Crier (City of Burlington, Ontario, Canada).
Tom Pekar – Town Crier (Port Colborne, Ontario, Canada).
Wes Libbey – Town Crier (Stormont, Dundas & Glengarry Historical Society, Cornwall, Ontario, Canada).
Patrick M Sirianni – Town Crier (City of Niagara Falls, Ontario, Canada).
Liam Cragg – Town Crier (Township Alnwick / Haldimand, Ontario, Canada).
Daniel Richer Dit Lafleche – Town Crier (Ottawa, Canada).
Brian Mabee – Town Crier (1000 Islands known as Gananoque, Ontario, Canada).
James Stewart – Town Crier (New Glasgow, Nova Scotia, Canada).
Larry Davis – Town Crier (Brant County, Ontario, Canada).



HAWAII

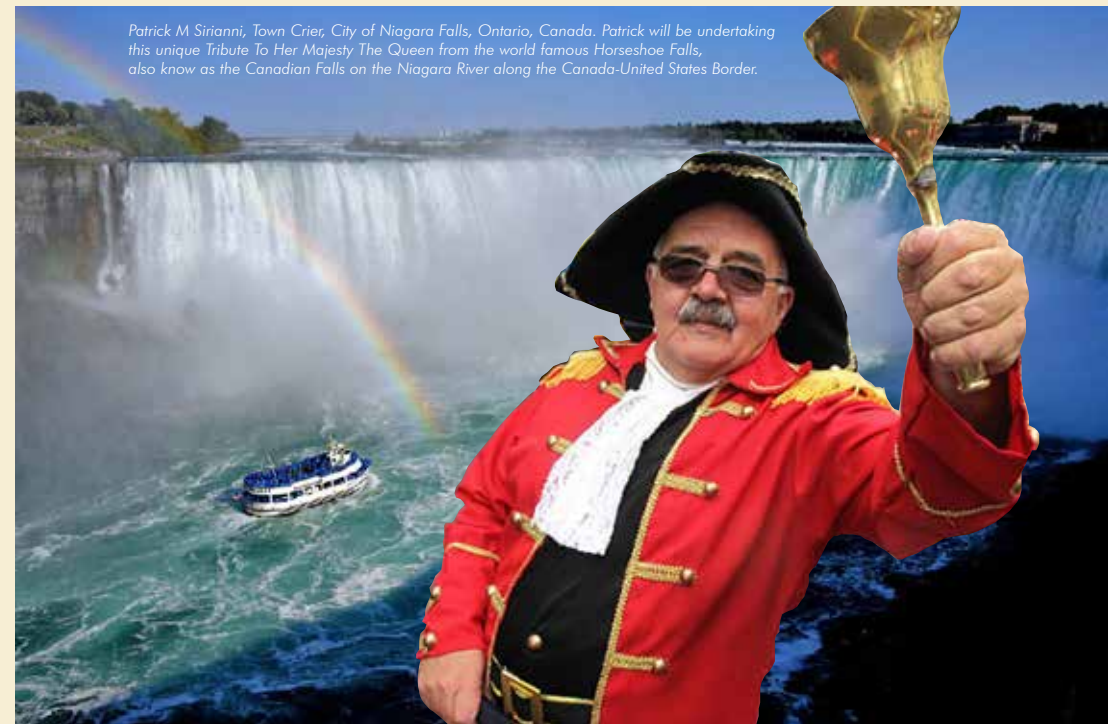
Hardy Spoehr – Town Crier (Honolulu, Hawaii). Hardy will be undertaking the 'Cry' from the steps of the Lolani Palace, the home of the Kings and Queens of Hawaii.



NEW ZEALAND

James Donald - Town Crier (Howick, New Zealand)
Lyal Brenton JP - Town Crier (Palmerston North, New Zealand)
Paddy-Ann Pemberton – Town Crier (Central Otago, New Zealand)
Lynley McKerrow – Town Crier (Southland Council, New Zealand)

(more acknowledgements to follow)



Patrick M Sirianni, Town Crier, City of Niagara Falls, Ontario, Canada. Patrick will be undertaking this unique Tribute To Her Majesty The Queen from the world famous Horseshoe Falls, also known as the Canadian Falls on the Niagara River along the Canada-United States Border.



The Queen's Platinum Jubilee Beacons



2nd June 2022

Bruno Peek LVO OBE OPR

Pageantmaster

The Queen's Platinum Jubilee Beacons

Telephone: + 44 (0) 7737 272 913

Email: brunopeek@mac.com

The playing of DIU REGNARE

Piper Liaisons

Piper Robert Procter & Piper Stuart Letford

Bruno Peek LVO OBE PR, Pageantmaster

will NOT be available via email from

12noon on 30th May through to 6th June 2022

but will be contactable on + 44 (0) 7737 262 913

from 7am through to 10pm GMT.

Front and back cover photograph:

The Coronation of Queen Elizabeth II, by Cecil Beaton, © Victoria and Albert Museum, London.

Guide designed by TMS Media +44 (0)1493 662929



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 Joanna Baker
Direct Dial 0300 300 6990
Email planning@centralbedfordshire.gov.uk
Your Ref
Date 21 June 2021

Dear Mr Tarrant,

Application No: CB/TRE/21/00295
Proposal: Works to a tree protected by a Tree Preservation Order: Horse Chestnut (T1) MB/TPO/75/00001 (G5) reduce upper stems by approx. 35%
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 July 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,

Joanna Baker

Trainee Natural Environment Officer

BIGGLESWADE COMMUNITY GROUP

C/0 10 Horseshoe Close, Dunton, Biggleswade, SG18 8RY

www.biggleswadecommunitynews.uk

Email: Editors@biggleswadecommunitynews.uk

Tel: 01767 448954/01767 310163

Trustees:

Sheila Beard, 8a Boddington Gardens, Biggleswade, SG18 0PJ
Alan Dansey, 10 Horseshoe Close, Dunton, Biggleswade SG18 8RY
Shirley Legate, 20 Kitelands Road, Biggleswade, SG18 8NX

Sheila Beard is also a committee member of the Mayflower 50+ Social Club
Alan Dansey is also Chairman of Biggleswade Churches Together
Shirley Legate is also a Trustee of the Weatherley Centre

LAUNCH OF THE BIGGLESWADE COMMUNITY NEWS – AUGUST 2020

With the help of £1,700 start up funds, donated from the remaining monies in the now closed Biggleswade 60+ Lunch Club and a grant from Link-a-Ride, the newly formed Biggleswade Community Group launched a monthly newsletter called Biggleswade Community News, in August 2020, in the form of a hand folded **8 page A5 booklet**. This A5 size is easier for shops, etc. to display on their counters.

The aim of our group is to provide local information in as many formats as we can, but particularly for those who are not, or prefer not be, linked to the internet. **Unfortunately, since the pandemic started contact for most of the services or activities we publicise are via the internet.** However, we do provide two landline phone numbers, (Shirley Legate and Alan Dansey) and offer to help our readers access any surveys, services or information they wish, by phoning us for assistance.

Four local **residents currently make monthly donations of £80 per month (£960 per year)** and Alan prints the newsletter in colour on a laser printer for the same price as black and white. In February 2021, as a trial, we linked up with Biggleswade Good Neighbours to see if it were possible to deliver paper copies to their client households. In April, to help publicise the Neighbourhood Plan survey, we expanded our print run to also include the BGN volunteers. Our print run now stands at 1,000 copies a month. **We also have got to the stage where the original 8 pages is no longer sufficient, and we wish to expand to 12 pages a month.**

If we expand this will mean we can no longer provide in house printed copies, and we have sought quotes from a number of local printers for 1,000 colour copies, folded and stitched, and these are coming in at between £240 and £260 a month, or £2,880 and £3,120 a month. We are attempting to find cheaper quotes but would like to stay local if possible. We have also considered approaching other funders, but each tells us their grants are only for capital projects, which we do not need.

1,000 copies a month, increased to 12 pages will allow us to provide small adverts if requested. It will allow us sufficient paper copies to circulate them around to shops, cafes and community centres around the town, as well as leaving copies at the Library and the Town Hall. This is one of the ways we have built up our on line subscriber list which now stands at 250 subscribers. It increases throughout the month as potential on line subscribers can sign up on our newsletter website, www.biggleswadecommunitynews.uk.

Many of these on line subscribers are leaders of local groups, or social care/nhs/council organisations who are then able to publicise the newsletter or circulate it to their members. One local group prints copies for one of the churches. All churches get a few paper copies.

The feedback from Biggleswade Good Neighbours clients have been very good. They tell us they feel more connected to the community, despite sometimes being housebound or having had to shield.

We obtain email alerts from all the Central Bedfordshire Council departments, local newspapers, the main local Facebook pages, and various events websites. We reproduce these and choose which are the most important or topical to put in the newsletter. Other news, or that which misses our publication date, are posted on our two websites and on our Facebook page.

We are having difficulty identifying funders who would support us as we are seeking revenue funding, and most funders only provide capital funding. We are therefore writing to the Town Council to ask if they would be prepared to support Biggleswade Community Group to continue its link with Biggleswade Good Neighbours by offering us support with a grant of £2,000 per annum.

This would allow us to continue to support BGN and still make our newsletter available to local residents. We could also drop a few copies in the neighbouring villages, in the hope that we will gain more on line subscribers in those localities.

We have added a new donate button to our newsletter website but have not yet sought personal donations. Because of covid restrictions we have not had any opportunities of fundraising locally but will do so as opportunities arise. Because we now need to go to outside printers, which will in turn significantly reduce the work we volunteers have to do each month, will allow for better succession planning, as relying on one person to print so many copies is a risk. The set up of the newsletter is relatively simple and anyone with Publisher on their computer could do it. Some printers now only require PDF copies sent to them to reproduce. This is another reason why we want to use outside printers.

£2,000 a year will provide us with sufficient annual income to preserve our reserves which now stand at £1,300. We will seek to reduce the reliance on paper copies as we go forward and as we sign up more on line subscribers. Expanding to 12 pages will allow us to offer adverts, but one has to consider the characteristics of our readers, and whether it is to the advantage of businesses to pay for our advertising but our rates would be as cheap as possible, probably starting at £20 an edition. So far there has only been one enquirer.

While we realise that most community newsletters are funded by adverts, perhaps covering 60% of its size, we prefer to stay at the smaller format on a monthly basis, but this comes at a cost, which is why we are asking for a sum of £2,000 per annum to allow us to carry on the link with Biggleswade Good Neighbours and continue with the ethos of Biggleswade Community Group which is local information in all formats, to reduce isolation and support wellbeing.

Thank you for reading this, and we hope you can support us with a grant of £2,000 per annum.

Shirley Legate
on behalf of Biggleswade Community Group
22nd June 2021

OUTCOME OF CBC DETERMINED PLANNING						Council 29/06/2021 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 play space; new roads, car parking, cycleways and footways; associated infrastructure; including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.		Awaiting Decision	
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 21/06/2021	
Lincoln Crescent, 48	19/03482/FULL	12/11/2019	No Objection.	Proposed Single Storey rear extension.		Awaiting Decision	
2020							
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	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
Biggleswade Road, Land East of	20/00959/OUT	11/08/2020	Resolution as above.	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	Resolution 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.	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.		Awaiting Decision	
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 serving and access arrangements (all matters reserve except siting and means of access). Change of opening hours.		Awaiting Decision	

Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
2021							
The Baulk. 29	21/01544/FULL	04/05/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey side extension.		Granted 26/05/2021	
Bunyan Road, 1	21/01723/FULL	01/06/2021	As above.	Single storey front extension.		Granted 15/06/2021	
Chestnut Avenue, 2	21/01673/FULL	04/05/2021	As above.	Single storey rear extension.		Granted 02/06/2021	
Compton Mead, 14	21/01943/FULL	01/06/2021	As above.	Proposed two storey extension to the rear.		Consultation Period	
Drove Road, Adjacent to 1 Drove Road, Land off	21/01934/FULL	01/06/2021	As above. To be noted Council do not want the Bus Stop to move.	Proposed 6 no new dwellings with associated car parking, access road and amenity space.		Awaiting Decision	
Drove Road, 19	21/01919/FULL	01/06/2021	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.		Awaiting Decision	
Eagle Farm Road, 3	21/01631/FULL	04/05/2021	As above. . It is to be noted that the Council has a concern that work has already started before the planning application was submitted.	Proposed single storey rear/side extension, front porch extension, replacement front dormers, new rear dormer, replacement doors and windows throughout, Rendering externally to whole property		Awaiting Decision	
Handel Way, 4	21/01491/FULL	04/05/2021	Objection - due to: 1) Loss of parking space 2) As the property was built in 2018, Planning will need to check that there are no covenants that prevent any changes to the building in the first five years.	Garage conversion and rear extension with raised roof and 2 velux Windows.		Consultation Period	
High Street, 26A	EN/20/0509	01/06/2021	Town Council agrees with CBC's decision to enforce the alleged breach.	Alleged breach: Installation of uPVC replacement windows, changes to dormer cheeks and removal of chimney.		No details as at 18/06/2021	
Holly Close, 1	21/00978/FULL	01/06/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Two storey side and rear extension following the demolition of the existing garage. Amendments to this application in respect of the above property. Revised Floor Plans and Elevations received - Plan No: DM-2103-PL150 B, DM-2103-PL250 C, DM-2103-PL215 B, DM-2103-PL205 B, DM-2103-PL201 C.		Granted 16/06/2021	
Holme Court Avenue, 5	21/01041/FULL	06/04/2021	As above.	Two storey rear extension and single storey rear extension.		Awaiting Decision	
Holme Court Avenue, 37	21/01047/FULL	06/04/2021	As above.	Single storey flat roofed rear extension.		Granted 20/04/2021	
Hunt Road, 2	21/02043/FULL	01/06/2021	As above.	Conversion of garage to habitable room, with new rooflights to the rear. New obscured window to first floor west side.		Awaiting Decision	
Ivel Valley School Secondary Site	21/01582/REG3	04/05/2021	No Objection - provided that: 1) There is sufficient staff parking and, 2) unfettered access to the three bungalows which are on the approach to the school. The Council has an observation that any future planning applications should be for permanent buildings rather than temporary modular classrooms.	Installation of a three temporary modular classrooms on site for a temporary period of 5 years.		Granted 14/06/2021	

Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
2021 (Cont.)							
Lindsell's level crossing, Land to North of	21/02168/FULL	01/06/2021	No Objection - subject to a strong recommendation for planning conditions around landscaping to minimise the visual impact. Town Council would like to be consulted proactively on the discharge of condition.	Construction of new ramped and stepped bridleway bridge to facilitate the closure of Lindsell's level crossing; formation of new bridleway to western side of railway and associated works.		Awaiting Decision	
Mullberry Close, 14	21/01666/FULL	04/05/2021	No objection - provided that: 1) the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. 2) provision is made for adequate off-road parking.	Proposed two storey front extension.		Withdrawn 08/06/2021	
Mullberry Close, 16	21/01669/FULL	04/05/2021	As above.	Two storey front extension.		Withdrawn 08/06/2021	
Parry Rise, 9	21/00608/FULL	09/03/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Proposed Rear Conservatory.		Granted 08/04/2021	
Pegasus Drive, Vacant Plot Road South off, adjacent to the rear NE of Unit 6 Montgomery Way	21/02121/VOC	01/06/2021	As above.	Variation of condition number 9 of planning permission CB/18/01561/FULL (Erection of Industrial Warehouse Building) To incorporate a triangular parcel of land to the southeast into the development.		Consultation Period	
Pople Road, 12	21/01855/FULL	01/06/2021	As above. Also, the raised patio to be removed to accommodate a second parking space.	Conversion of garage to home office and 1.5 side extension for home office and Gym.		Awaiting Decision	
Potton Road, 3, Quince Stoneworks	21/01744/FULL	01/06/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. However, there is a concern that there will be noise complaints from neighbours.	Workshop extension.		Awaiting Decision	
Potton Road, 40	21/00980/FULL	06/04/2021	No Objection - provided that: 1) the existing parking remains and, 2) the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey rear and side extension.		Granted 16/04/2021	
Ripon Court, 22	21/00649/FULL	09/03/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Two storey and first floor rear extension. Single storey side extension to garage.		Withdrawn 07/04/2021	
Saffron Road, 9	21/00521/FULL	09/03/2021	As above.	Proposed loft conversion with rear dormer.		Granted 09/04/2021	
Saffron Road, 14	21/01344 FULL	04/05/2021	As above.	Demolition of existing conservatory and single storey part of house to rear. New single storey rear extension.		Granted 12/05/2021	
Saffron Road, 60	21/01285/VOC	06/04/2021	As above.	Variation of condition number 3 of planning permission CB/20/04501/FULL (Reinstatement of single dwelling into two dwellings, 2 storey rear extensions to both properties). Changes in design from a double storey extension to 60 Saffron Road to a single storey lean-to extension.		Granted 18/05/2021	
Saxon Drive, Orchard Chase, Land off	20/04792/ADV	06/04/2021	Objection - due to the appearance of the signs being detrimental to the green wheel and concerns that they will not be removed when the development is completed.	Advertisement: 2 entrance signage boards supported on steel posts.		Granted 26/04/2021	

Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
2021 (Cont.)							
South View, 19	21/01960/FULL	01/06/2021	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.		Awaiting Decision	
Station Road, Railway Station	21/01403/REG3	06/04/2021	Holding Objection	Creation of transport interchange and associated infrastructure uncontrolled pedestrian crossings; rearrangement and resurfacing of existing footways; bus concourse; demolition of existing building; landscaping works and ancillary works.		See below	
Station Road, Railway Station, Biggleswade	21/01403/REG3	06/04/2021	Outcome as Holding Objection.	Railway Station, Station Road, Biggleswade, SG18 8AL. Creation of transport interchange and associated infrastructure uncontrolled pedestrian crossings; rearrangement and resurfacing of existing footways; bus concourse; demolition of existing building; landscaping works and ancillary works.		See below	
Station Road, Railway Station, Biggleswade	21/01403/REG3	01/06/2021	Outcome as Holding Objection.	Railway determination: Installation of a new ramp, footbridge and lifts at Biggleswade Railway Station. Correspondence attached: CB/21/01403/REG3 - Railway Station, Station Road, Biggleswade, SG18 8AL. Proposal: Creation of transport interchange and associated infrastructure; uncontrolled pedestrian crossings; rearrangement and resurfacing of existing footways; bus concourse; demolition of existing building; landscaping works and ancillary works.		Awaiting Decision	
Station Road, Railway Station	21/02315/RD	01/06/2021	No Objection - Town Council would like to see planning conditions ensuring new gates on the existing bridge are always open during operational times. Town Council welcomes the new access as a much-needed addition to the railway station.	Railway determination: Installation of a new ramp, footbridge and lifts at Biggleswade Railway Station.		Awaiting Decision	
St Margarets Garden, 20	21/01111/FULL	06/04/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Part single and part 3 storey side extension, loft conversion with front dormer. Single storey rear extension and extension to garage.		Refused 05/05/2021	
Tate Drive, 8	21/01658/FULL	04/05/2021	As above.	Proposes single storey side extension and garage conversion.		Awaiting Decision	
Tavener Drive, 46	21/01056/FULL	06/04/2021	As above.	Single storey rear extension.		Granted 21/05/2021	
Thirlmere Close, 1	21/01059/FULL	06/04/2021	As above.	Single storey front extension.		Granted 20/04/2021	
Walton Grove, 9	21/00203/FULL	09/03/2021 Deferred to next Council 06/04/2021	It was resolved that the Town Council will hold back on comments to this planning application as there was no information available on Central Bedfordshire Council website for Members to review. The Town Council requests paper copies of this planning application and the deferment of this planning application to be discussed at the next Council Meeting on 6th April 2021.	Part conversion of double garage.		See Below	
Walton Grove, 9	21/00203/FULL	Deferred to 06/04/2021	Outcome: No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Part conversion of double garage.		Granted 09/04/2021	
Wensum Grove, 31	21/00855/FULL	09/03/2021	As above.	Single storey rear extension.		Granted 13/04/2021	



PUBLIC NOTICE

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14

CENTRAL BEDFORDSHIRE COUNCIL

(BIGGLESWADE: FOOTPATH NO 46)

(TEMPORARY PROHIBITION OF THROUGH TRAFFIC) ORDER 2020

Notice is hereby given that the Order made by Central Bedfordshire Council on the 11th December 2020 the effect of which will be to prohibit any person proceeding on foot along the length of Footpath No 46, Biggleswade which extends from Ordnance Survey Grid Reference (OS GR) TL1895 4328 to OS GR TL 1945 4337 has been continued in force with the approval of the Secretary of State for Transport until 23rd December 2022 .

This temporary closure is required due to safety issues due to train horns not being loud enough for the crossing to be used safely. The closure is expected to continue from 23rd June 2021 for up to eighteen months.

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

Generally northerly along Bridleway No 40 and Windermere Drive, westerly along Grasmere Road and Footpath No 44 and then southerly Langford Road OR
Generally southerly along Bridleway No 40, Bridleway No 53, westerly along Bridleway No 52 and then generally northerly along Langford Road.

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 Order will continue in force until 23rd December 2022 or until the works have been completed, whichever is the earlier. If the works are not completed within eighteen months the Order may be extended for a longer period with the consent of the Secretary of State for Transport.

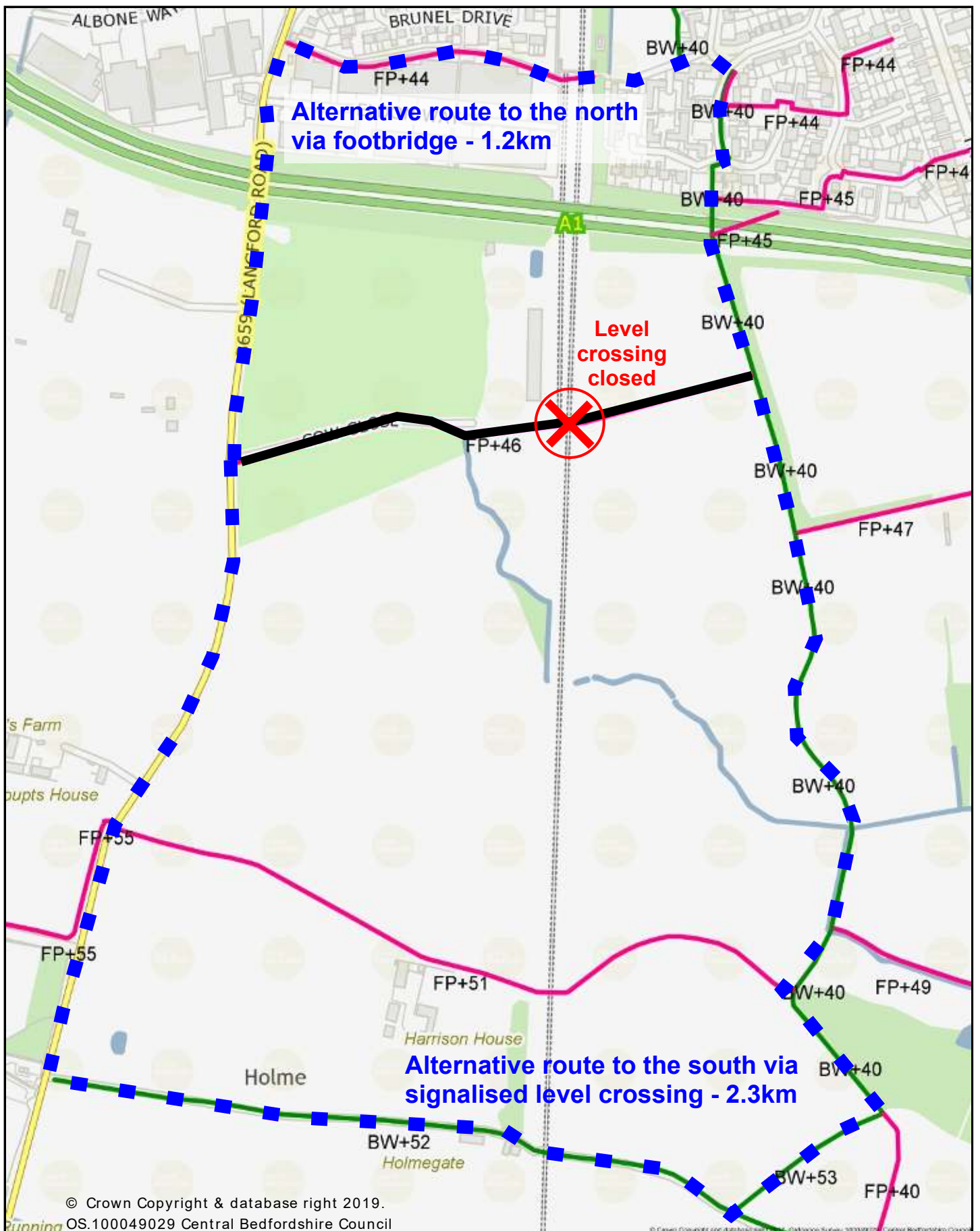
For further information please contact Chris Dorow, Tel: 0300 300 6906,

Christopher.dorow@centralbedfordshire.gov.uk

DATED 11 June 2021

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

Daryl Harvey
Head of Highways



TEMPORARY CLOSURE

Biggleswade Footpath No 46 at "Smarts" level crossing



Footpath closed

Alternative routes



Scale: 1:5000
Date: 1-12-2020
Drafted by: AM



The Office of the Police and Crime Commissioner Newsletter - June 2021

Welcome from the new Police and Crime Commissioner, Festus Akinbusoye



Hello and welcome to my first newsletter as your new Police and Crime Commissioner. I'm Festus Akinbusoye and I was elected on Thursday 6th May 2021.



I took the Oath a week later and this ceremony was livestreamed via the OPCC Facebook page, which is still available to watch [here](#)

Since starting, I have been busy meeting with volunteers, visiting local partners, members of the public and the staff and officers of [Bedfordshire Police](#). I dedicate my diary every Wednesday to community visits and this has proved to be very beneficial as partners, the public and officers have aided my research already for the development of the Police and Crime Plan that I will be launching in August.

Getting out and about

In my first week, I went out with the Rural Crime Team and saw first-hand what they're doing to tackle crime across the county. I also joined some of our officers on a ride along at night in Luton. This was amazing to see them in action helping to keep Bedfordshire safe.

I visited the Safer Streets Hub in Bedford and had a valuable catch up with [Dynamic Decisions](#), [Link to Change](#), [Change Ur Life](#) and the Safer Streets team. They shared their work with me on what they're doing to safeguard the residents in our community. They are doing lots to raise awareness of early intervention and I was blown away by their passion.



I also had the opportunity to meet with Detective Chief Superintendent Dee Perkins from Crime to hear about the work of the Domestic Abuse Investigation team and the focus on supporting vulnerable people.

Empower the people

A quote I live by is *'one of the best things decision-makers can do is to empower the people they are trying to support'*. Therefore, I gave my power over to young people from schools in Bedfordshire so they could choose where the funding goes to improve spaces for young people. Over £40,000 worth of bids were received and the young people worked carefully together and didn't disappoint!

Find the list of winning bids [here](#)

Talking of empowering people, I was pleased to meet with the Independent Advisory Group members to discuss how we can work together to represent the voice of the public to Bedfordshire Police, and they certainly empower our police service to hear and understand the public's perspectives.

Investing in Cyber Triage Vans

As a priority I want to keep people safe and to do this we need to equip our Officers with all the tools they need to do exactly that. This is why I am delighted to invest in another Cyber Triage Van for our Cyber Crime Team as part of their work to keep our communities safer. *(For more information, click [here](#)*

Holding Bedfordshire Police to account

During my second week, I chaired my first Strategic Board meeting and this was streamed live [here](#) keeping my pledge of transparency. The topics covered were:

- Police and crime plan
- Community problem solving
- Satisfaction of victims of crime
- Police data trends in Bedfordshire
- Clare's law and the local police approach to domestic abuse

I had great conversations with the Chief Executive Officers at Luton Borough Council and Central Bedfordshire Council to report back on what we're doing to keep residents safe as well as the Mayor of Bedford. My pledge to crush vehicles used for fly-tipping will be happening over the summer months, and my pledge to address the drug and alcohol related causes of crime in our county is also underway with a new trial to support people with drug and alcohol support as part of a conditional caution.



Stop and Search Scrutiny Panel

I met the on-duty mental health nurse and other police staff in the Force Control room, the heart of our police service. This joined up work between health care and policing has helped safeguard people at their most vulnerable. I remain committed to this approach. I also had the pleasure of taking part in the Independent Stop and Search Scrutiny Panel, where community members watch video interactions of how officers use this power. Feedback from the community goes directly to the Officers, and I can see how this is working for us.

That's it from me, I hope that's given you a good insight into what my first couple of weeks have looked like.

Through my future formal holding to account meetings I will raise issues put to me about the strategy of policing so if you would like to raise an area here please contact me:

PCC@bedfordshire.pnn.police.uk

My team have also put together a new website to support all the areas I want to be able to share with the public – check that out [here](#).

Stay Safe
Festus Akinbusoye

Chief Executive's Celebration

By Clare Kelly Chief Executive of the OPCC



This month, it was my pleasure to join Events and Engagements Officer Zoe-Jade Fraser at the virtual #BeYou Awards held by Bedfordshire Police. Zoe was up for an award in the category of Compassion. This is because she spent her time in the pandemic supporting volunteers, staff and officers with her kindness and energy. She arranged for



care packages to be delivered right across the Force and arranged for treat deliveries of chocolate and pizza for bank holiday working whilst the canteens and most public spaces were closed due to the pandemic. She also sourced care products for our friends and colleagues at the hospitals in Bedfordshire and care homes. She uses her skills as an event planner to ensure personal details are included and because of the messages of appreciation the office received I know what an impact she had.

I was also proud to find out that it was colleagues from Signpost who nominated Karen a supervisor from this supportive team, our very own victim service centre, for an award at the same event. Her skills in trauma informed practice have been highly valuable during the pandemic and her colleagues wanted her to know she was appreciated. Karen's work is essential to helping people cope and recover after devastating times.

My congratulations to both Zoe and Karen.

Press Releases – May 2021

PCC keeps pledge of transparency by livestreaming his first formal meeting with the Bedfordshire Police Executive Team

25 May 2021

The PCC ensured that part of the meeting was live streamed so that the public were able to watch the way in which questions are asked and how he performs his holding to account role.

The Strategic Board meeting is one of the main Governance Boards for holding Bedfordshire Police to account. Within the meeting, the Executive team give strategic updates on areas of policing, victim care and offender management.

PCC meets Beds Police Cyber Hub team and invests in fourth Cyber Triage van


25 May 2021

The Commissioner said "My priority is the safety of our residents and I am committed to equip our Officers with all the tools they need to do exactly that. This is why I am delighted to invest in another Cyber Triage Van for our Cyber Crime Team as part of their work to keep our communities safer".

New PCC commits to implement the New Victim Code

19 May 2021


Police and Crime Commissioner Festus Akinbusoye said “It is crucial that each individual is supported appropriately throughout the criminal justice system and beyond. The revised Victims’ Code must be accessible to all victims of crime, to ensure that they are aware of their entitlements.”



New Police and Crime Commissioner to invest £28,000 in improved spaces for young people

18 May 2021


Commissioner Akinbusoye said “One of the best things decision-makers can do is to empower the people they are trying to support. I offered the chance to our young people to make decisions on behalf of their generation and they did not disappoint. They worked together and showed decisiveness as they worked through carefully all the options we gave them.”



New Police and Crime Commissioner Festus Akinbusoye reveals early plans

14 May 2021


The Commissioner added “As I begin my engagements with both residents and businesses I will be opening up communication for full conversations across different platforms. Meeting you where I can, live streaming key events and sharing information on our new website.
www.bedfordshire.pcc.police.uk.”



New PCC supports Mental Health Awareness Week by providing victims with mindfulness tools

14 May 2021


The new PCC, Festus Akinbusoye visited the Victim Engagement team at Bedfordshire Police Headquarters this week to show his support and commitment to our victim services. The Commissioner said “I am impressed by the teams at Bedfordshire Police who go the extra mile to support those that they are working with. They protect and safeguard those that have sadly experienced crime in Bedfordshire and I am pleased to support them with this gesture.”



Bedfordshire PCC ELECTION RESULTS – FESTUS AKINBUSOYE ELECTED

7 May 2021

Festus Akinbusoye has been elected as Bedfordshire’s next Police and Crime Commissioner (PCC). Festus will take up the role officially on Thursday 13 May 2021 after he takes the Oath to become the Commissioner.



Social Media – May 2021

Festus Akinbusoye PCC is at Bedfordshire.
Published by IG · 13 May at 12:11 · Bedford

Some pictures from the swearing-in ceremony today.



Festus Akinbusoye PCC is at Bedfordshire.
Published by Festus Akinbusoye · 21h · Bedford

Every Wednesday, my diary is fully dedicated to community visits with partners, businesses, schools and of course our staff and officers at Bedfordshire Police.

I am so proud of our new recruits (some of whom I got to share a few words of encouragement with today during their training session), our community policing teams and the staff of Mary Seacole Housing Association who do a great job supporting and giving opportunities to some of the most vulnerable in our community... See more



Festus Akinbusoye PCC
Published by IG · 20 May at 00:22 · Instagram

This is a positive development.

Over the last year, I have spoken pet owners who have been targeted, assaulted and harassed as part of attempt to steal their pet. In some cases, sadly, these criminals succeeded, causing serious heartache and deep loss.

I urge all pet owners to take extra care in protecting their pets and to please report cases of pet theft to the police on 101.

<https://www.gov.uk/.../taskforce-launched-to-investigate...>



Festus Akinbusoye PCC is at Bedfordshire.
Published by IG · 25 May at 08:11 · Bedford

I was on BBC Two's Newsnight last night to talk about the work we're doing to improve effectiveness and legitimacy of policing in #Bedfordshire.

We are investing in training and scrutiny of use of police powers for our police officers; and as PCC, I am committed to continued development of our team members.



Festus Akinbusoye PCC
Published by Festus Akinbusoye · 13 May at 21:28

I was interviewed earlier today on BBC Look East as part of a feature item into the work of our brilliant Violence and Exploitation Reduction Unit (VERU).

I spoke about the funding of the organisation, my priorities moving forward as PCC for Bedfordshire and the nature of challenges we face around serious youth violence.



1,159 People reached

195 Engagements

Boost Unavailable

Festus Akinbusoye PCC is at Bedfordshire
Published by Festus Akinbusoye · 25 May at 15:48 · Bedford

It was my pleasure to meet our on-duty mental health nurse and other police staff in the control room today.

The Force Control Room is the heart of our police service. Did you know that in Bedfordshire Police, we have a #mentalhealth nurse, funded by the Police and Crime Commissioner to work alongside our officers to triage jobs where a member of the public might be having a mental health episode?

This joined up work between health care and policing has helped safeguard pe... See more



Festus Akinbusoye PCC is at Bedfordshire
Published by IG · 19 May at 15:15 · Bedford

This morning, I met with some of the organisations supported by my office as part of the #SaferStreets fund provided by the Home Office. They provide youth clubs activities, support for victims of domestic abuse, and wraparound help for young vulnerable people.

Please know there is help out there, funded by your Police and Crime Commissioner, to support victims of crime and to safeguard our residents: Contact 08000282887 or visit www.signpostforbedfordshire.com/ for support. We are here for you.



Festus Akinbusoye PCC
Published by Zoe-Jade Haver · 24 May at 10:45

Follow @BedsOPCC to watch the livestream today at 12:55pm!



Festus Akinbusoye PCC
Published by Festus Akinbusoye · 21 May at 22:58

'People are more likely to support that which they helped to design and build'

I am applying this approach in what I do as PCC...which is to give residents, young and old a stake in community safety matters. This will reap good dividends in future.

<https://www.bedfordtoday.co.uk/.../youth-spaces-in...>

