



Ref: Agenda/F&GP-18/01/2022

13th January 2022

Dear Sir or Madam

All Members of the Finance & General Purposes Committee are hereby summoned to a meeting of the Committee that will take place on **Tuesday 18th January 2022** at the **Offices of Biggleswade Town Council, The Old Court House, 4 Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

Peter Tarrant
Town Clerk & Chief Executive

Distribution: Committee Members
 Notice Boards

Press

Committee Members:

Cllr. R. Pullinger (Chair)
Cllr. M. North (Vice Chair)
Cllr. D. Albone
Cllr. I. Bond
Cllr. G. Fage
Cllr. M. Knight
Cllr. H. Ramsay
Cllr. M. Russell
Cllr. D. Strachan

AGENDA

- 1. APOLOGIES**
- 2. DECLARATION OF INTERESTS**

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. 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://us06web.zoom.us/webinar/register/WN_1DpPnCHPT8aalzT3Cc1DIA

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**.

4. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive and approve the minutes of the Finance & General Purposes meeting held on **Tuesday 19th October 2021**.

5. MATTERS ARISING

- a. Minutes of the Finance and General Purposes meeting held on **Tuesday 19th October 2021**.

6. ITEMS FOR CONSIDERATION

a. Grants 2022/2023

For Members to consider the first phase of grant applications for the financial year 2022/23.

b. Interim Internal Audit Report

For Members to receive and consider the First Interim Internal Audit Report for the financial year 2021/22, attached to this agenda.

c. Annual Fees & Charges Review

For Members to receive and consider the report, incorporating the various proposals for increases in the cost of services provided by the Council.

d. Playground Strategy

The summary report for the play areas strategy is presented for review by F&GP. A copy of this report is attached.

e. Original Estimates for 2022/2023

The report particular to the Councils Original Estimates for 2022/23 is presented for agreement by F&GP. This includes Growth, Precept and Band D percentages. A copy of this report is attached.

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.

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_1DpPnCHPT8aalzT3Cc1DIA

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**.

9. **EXEMPT ITEM**

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.

10a. Orchard Community Centre

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.



MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING TUESDAY 19th OCTOBER 2021 AT THE OFFICES OF
BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, 4
SAFFRON ROAD, BIGGLESWADE COMMENCING AT 7:00PM



PRESENT:

Cllr R. Pullinger (Chair)
Cllr M. North (Vice Chair)
Cllr D. Albone
Cllr M Knight
Cllr M. Russell
Cllr D. Strachan

Mr P Tarrant –Town Clerk & Chief Executive, Biggleswade Town Council
Mr P. Truppin – Head of Place Shaping & Town Centre Management, Biggleswade Town Council
Mr K. Hosseini – Head of Governance & Strategic Partnerships, Biggleswade Town Council
Ms. H. Calvert – Administration & HR Manager, Biggleswade Town Council (Co-Meeting Administrator)
Mrs S. van der Merwe – Professional Assistant, Biggleswade Town Council (Co-Meeting Administrator)

Members of the 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 FOR ABSENCE

Cllr G Fage, Cllr I Bond.

ABSENT WITHOUT APOLOGIES

Cllr H Ramsay.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item

None.

b. Non-Pecuniary interests in any agenda item

Cllr D Albone – Allotments.

Cllr Russell informed the Committee there is a general dispensation in place for Councillors in relation to pecuniary or non-pecuniary interests in relation to the Town Council's Budgets. Cllr Russell requested that this general dispensation be reviewed and that Members are advised on the status of that general dispensation before the next budget discussions.

3. **PUBLIC OPEN SESSION**

There were no members of the public present.

4. **MEMBERS' QUESTIONS**

Cllr Knight asked why the Revenue Optimisation Report has been included in the exempt session and not in the public session, given the nature of the information within the Report. The Chief Executive & Town Clerk confirmed this is an options paper with a list of items to be considered and due to the nature of the content, it needs to be discussed under Exempt.

5. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

Members **APPROVED** the Minutes of the Finance & General Purposes meeting held on **Tuesday 7th September 2021** at the Town Council Office.

6. **MATTERS ARISING**

From the Minutes of Tuesday 15th June 2021

Page 6, Item C: Asset Register: Cllr Strachan requested an update on the actions from the Minutes. The Head of Governance & Strategic Relationships confirmed that there is now a supporting project plan for actioning the Asset Register Review, and an update report will be presented to a future F&GP Committee meeting.

7. **ITEMS FOR CONSIDERATION**

None.

8. **ITEMS FOR INFORMATION**

None.

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.

There were no members of the public present.

10. **EXEMPT ITEMS**

Cllr Knight requested a recorded vote on whether Members were in favour of continuing the Committee Meeting with the Revenue Income Optimisation Report under Exempt.

Members voted as follows:

For:

Cllr M Russell
Cllr D Strachan
Cllr D Albone
Cllr M North

Against:

Cllr M Knight
Cllr R Pullinger

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.

(12a. Revenue Income Optimisation Report)

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.

a. **REVENUE INCOME OPTIMISATION REPORT**

The Chief Executive & Town Clerk gave a verbal update to Members on the contents of this report. General comments made by Members are recorded below.

Advertising & Sponsorship

Members requested a report showing who owns what land to investigate where advertising can be placed on Town Council land.

Cllr Strachan added that the Town Council should create a policy on Advertising before we commence with advertising for revenue income.

Allotments

- Cllrs requested a breakdown in the difference in offer between the Letchworth/Stevenage Allotment offer versus Biggleswade Allotment Offer.
- Cllrs requested a breakdown in what it would cost to provide strimming and compost delivery services and clarity on the operation of a water levy.
- Cllrs requested information on what the return would be on new equipment – a cost benefit analysis would help.
- Cllrs suggested putting out a call for new allotment sites – there may be agricultural land available in suitable locations.

Cemeteries

Members indicated that their feeling was that our fees are significantly lower than the market and that we should review these, especially for out of parish burials. Members requested that the costs of providing these (and other) services are identified to support decisions of future increases.

Car Parking

Members indicated that there should not be a review of the car parking fees for this budget planning session – but to schedule these for review in 2 years (2023/2024).

Cllrs asked to understand utilisation and capacity of the car parks in the Town Centre, especially in light of ASDA's new daily ticket offering.

The Orchard Community Centre

It was agreed that the Assistant Town Clerk investigate whether an alcohol licence can be applied for, and that a business case be prepared to fully understand the impact including staffing costs, stock management, capital investments, etc.

Officers recommended to implement a corporate rate pricing structure, in addition to the current fees structure.

Members requested the Town Council to look at the costs for purchasing a bouncy castle and other items that could fit into a "package hire cost" and present these as a business case.

Members requested that the broken coffee machine be replaced with vending machines be installed to maximise income from visitors to the centre.

Website

Members stated that they did not believe there would be sufficient visitors to the website to make advertising viable.

Events Sponsorship

It was suggested that the Town Council develop a sponsorship policy to facilitate future sponsorship opportunities.

Fishing Permits

It was recommended that Officers of the Town Council meet with the Ivel Protection Society regarding fishing permits for the Ivel River. Members indicated that any charge over and above a nominal administration fee would be unacceptable.

It was confirmed that the enforcement of fishing permits for the BTC stretch of river is performed by Ivel Protection Society.

Leisure facilities

Members asked for Officers of the Town Council to investigate utilisation of the Drove Road site and provide the update and full business case to a future Town Council meeting.

Public Realm

Members requested that the reports make it clear that the £1.1 million is a one-off receipt should the parks be adopted for a period.

The Town Clerk & Chief Executive advised that CBC will inform how much will be capital and over what time period.

Public Conveniences

There was strong feeling amongst members that there should be no charge for access to the current public conveniences.

It was **RESOLVED** that the increase in fees be considered by the Town Council as part of the forthcoming budgeting cycle and that the Orchard Centre fees be reviewed as part of the Orchard Centre review.

It was **RESOLVED** that the Town Council explores the widening of the Council's service offer as per Appendix B and that appropriate business cases be presented to the relevant committees and/or Council for approval, taking into account the feedback provided by Members.

It was **RESOLVED** that a Capital Income Maximization project be immediately initiated with the expectation of reporting back to the Finance & General Purposes Committee on 15th March 2022.

It was **RESOLVED** that Officers continue to maintain a RIO Ideas Bank with the expectation that a yearly review takes place with this Committee.

It was **RESOLVED** that an Efficiency and Cost Reduction project be immediately initiated with the expectation of reporting back to the Finance & General Purposes Committee on 15th March 2022.

The Chair closed the Committee Meeting at 8:40pm.

Biggleswade Town Council				
Grant Applications 2022-2023				
	Organisation	Grants Awarded 2021/2022	Grant requested 2022/2023	Biggleswade Residents Benefiting from the Grant 2022/2023
a	Grant Applications 2022-2023			
1	1st Biggleswade Rainbows	0.00	148.50	15
2	Biggleswade Scouts Unit17 Jamboree Contingent	0.00	7,500.00	40
3	Biggleswade Community Carnival	0.00	2,000.00	22,000
4	Biggleswade Community Safety Group	0.00	800.00	10,000
5	Biggleswade Crab Lane (Railway Embankment)	0.00	60.00	All
6	Biggleswade First Aid Club	0.00	380.00	All
7	Biggleswade Good Neighbours	500.00	500.00	830
8	Biggleswade History Society	0.00	750.00	1
9	Biggleswade Sea Cadets	1,500.00	2,000.00	60
10	Biggleswade Sports	0.00	400.00	All
11	Biggleswade Town Cricket	0.00	5,000.00	200
12	BRCC in collaboration with Kings Corner/Biggleswade Baptist church	0.00	1,805.82	All
13	Carers in Bedfordshire	2,000.00	2,000.00	400
14	Sue Ryder St. John's Hospice	0.00	3,000.00	151
15	Biggles FM	1,850.00	1,850.00	All Biggleswade Residents
16	Biggleswade ATC Squadron (Royal Air Force Air Cadets)	1,000.00	1,000.00	30 Cadets & their families
17	Mid Bedfordshire Citizens Advice Bureau	0.00	1,000.00	207
18	For Men To Talk Community Interest Company	0.00	3,591.28	98
19	Ivel Flix	0.00	300.00	40
20	East Beds Community Bus Ltd (Ivel Sprinter)	750.00	500.00	30 or more Biggleswade residents
21	Keech Hospice Care	1,000.00	1,000.00	324 children & 503 Relatives
22	Train at Trinity Model Railway	0.00	200.00	All
23	Biggleswade District Handicapped Swimming Club	0.00	400.00	60
24	The Royal British Legion - Biggleswade Branch	0.00	1,000.00	All plus visitors
25	Central Bedfordshire - Biggleswade Library	0.00	400.00	All
26	Magpus Air Ambulance	536.00	500.00	1,200
27	The Need Project CBC	0.00	500.00	350
28	Jones' Fitness	0.00	1,000.00	250-500
29	Respite at Home	0.00	700.00	All
	Sub Total	9,136.00	40,285.60	

Biggleswade Town Council			
Grant Applications 2022-2023			
b	No Grant application in 2022-2023		
1	Ivel Valley School	£800	0
2	Bedford Daycare Hospice	£500	0
3	Biggleswade Alloment Holders	£0	0
4	Biggleswade United Football Club	£0	0
5	Biggleswade Community News	£2,000	0
6	2nd Biggleswade (St Andrews) Rainbows	0	0
7	Biggleswade Scout & Guide Gang Show	0	0
8	Biggleswade Scout Group	0	0
9	National Childbirth Trust (NCT)	0	0
10	St Andrews Lower School FTFA	0	0
11	The Weatherley Centre	0	0
	Sub Total	£3,300	£0.00
c	Pre Agreed Grant Applications 2022-2023		
	Recommended to Town Council for Approval		
	BRCC (Community Agent)	£11,500	£11,500.00
	Noted as Previously Approved by Town Council		
	BRCC (Green Wheel)	£2,000	£2,000.00
	Total	£25,936	£54,085.60
1	Grants to be awarded under the General Power of Competence (Localism Act 2011)		
2	Finance & General Purposes Committee to approve grants up to £2000		
3	Recommendations to be made to Council for grants above £2000		



Biggleswade Town Council

Internal Audit Report 2021-22 (First Interim)

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 2021-22 financial year, during our visit on 30th November 2021.

Internal Audit Approach

In undertaking our review for the year 2021-22, 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 to date 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.

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 2020-21.
- Ensured that the financial ledger remains in balance at the present date;
- Checked and agreed transactions the Council's Current account cashbooks for Lloyds to the relevant bank account statements for April 2021 and October 2021.
- Checked detail on the Omega based bank account reconciliations for the year to date 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. Further work will be undertaken in this area at future visits.

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.
- Reviewed the external auditor's report, issued since our last visit and noted comments made.

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 88 payments processed in the financial year from April to November 2021. Our test sample provides a broad cross section of payments and supplier invoices totalling £402,367.24 and represents 58% of non-pay expenditure in this period. We found that on one supplier invoice VAT was incorrectly calculated and claimed; this has been investigated and will be adjusted on the next VAT return.

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 matters have arisen in this area of our review process warranting formal comment or recommendation. Further work will be undertaken in this area at future visits.

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 2022): 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 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 matters have arisen in this area of our review process warranting formal comment or recommendation. Further work will be undertaken in this area at future visits.

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, car parking, cemetery, general and farmers markets.

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 matters have arisen in this area of our review process warranting formal comment or recommendation. Further work will be undertaken in this area at future visits.

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 2021-22 by reference to the November 2021 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 2021-22 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..

Conclusions

We are pleased to report that no matters have arisen in this area of our review process warranting formal comment or recommendation. Further work will be undertaken in this area at future visits.

BIGGLESWADE TOWN COUNCIL

Finance and General Purposes Committee Meeting 18th January 2022 Annual Fees & Charges Review 2022/23

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 schedules show the proposed levels for 2022/23 with a comparison against those in the current financial year. Additionally, the proposals include Allotment fees for 2023/24 since these should be established a year in advance in order to give adequate notice to the allotment tenants.

Introduction

The proposals cover the activities and services provided by the Council that generate income, namely:

1. Markets
2. A-Boards
3. Cemeteries
4. Allotments
5. The Orchard Community Centre
6. Sports Facilities

Summary

The proposal is to use the latest available annual increase in CPI, measured at 5.1% in December 2021 and to round up or down to the nearest whole pound. Where VAT is charged this is included in the calculations.

1. Market Fees – Maintain current prices and increase 2023/2024 by a CPI of 5.1% at as at December 2021. We are currently charging the lowest compared with the neighbouring Towns and this will be increased level up the market.
2. A-Boards – subject to Members' consideration and approval at TCM introducing a £100 charge for a 2-year license subject to compliance with BTC policy stipulations.
3. Cemeteries – prices for cemeteries will be increased consistent with those charges levied by neighbouring councils. This takes on a recommendation from the RIO business cases.
4. Allotment Rents – an increase measured at 5.1% at the CPI in December 2021, in 2023/24 be applied to an average of charges by neighbouring towns.
5. The Orchard Community Centre – prices review in the Head of Place Shaping & Town Centre Management's report will be implemented as presented in the RIO business case. This incorporates an hourly charge instead of flat rates for both rooms.

Appendix C

Council Meeting 25th Jan 2022

6. Sports Facilities – an increase measured at 5.1% at the CPI in December 2021. We are currently charging the lowest compared with the neighbouring Towns and this will be increased in 2023/2024 to reflect this.

Impact on Revenue

The income recognised from the fees and charges review is already built into the Orchard centre estimates for 2022/23.

The projected revenue for Cemeteries will increase by £10,000.00. The proposed increase in fees for Allotment and Market in 2023/24 will impact the revenue in 2023/24 by £7,400.00 and £8,600.00 respectively.

The above projections are indicative figures which will be recognised in the financial year 2022/23.

Recommendation

It is recommended that, Councillors adopt the proposals for Fees and Charges in this report.

Wilhelmina N A Solomon
Head of Finance & Planning



BIGGLESWADE TOWN COUNCIL

SCALE OF CHARGES FOR ALLOTMENT HOLDERS

FEES FOR 2021/22, 2022/2023 AND 2023/24

	2021/2022 Approved Fees 1 September 2021	2022/2023 Proposed Fees 1 September 2022	2023/2024 Proposed Fees 1 September 2023
ALLOTMENT RENT			
Rent of Small Plot (approx. 10m x 5m)	£35.00	£36.00	£56.00
Rent of Large Plot (approx. 20m x 5m)	£50.00	£51.00	£115.00

DEPOSIT (New Tenants Only)	
Full and Half Plot	£50.00 *

* Deposit refundable subject to the Terms & Conditions of the Tenancy Agreement



BIGGLESWADE TOWN COUNCIL

DROVE ROAD AND STRATTON WAY BURIAL GROUNDS
FEES EFFECTIVE 1 APRIL 2022

Non-Residents includes anyone who has lived outside Biggleswade for three years or more.

Due to the COVID-19 Pandemic burial, cremation, interment and memorial fees were unchanged for 2021/2022.

INTERMENT (excluding digging the grave)	INFORMATION	2021/2022 Residents	2021/2022 Non-Residents	2022/2023 Residents	2022/2023 Non-Residents
Baby the body of a still-born child, or of a child whose age at the time of death did not exceed 1 month	Single depth	No Charge (Only pay for purchase of plot - see below)	No Charge (Only pay for purchase of plot - see below)	No Charge (Only pay for purchase of plot - see below)	No Charge (Only pay for purchase of plot - see below)
Child the body of a child whose age at the time of death exceeded 1 month but did not exceed 18 years	Single depth	£60.00	£120.00	£140.00	£430.00
Adult the body of a person whose age at the time of death exceeded 18 years	Single depth	£280.00	£560.00	£460.00	£1,280.00
Adult the body of a person whose age at the time of death exceeded 18 years	Double depth	£345.00	£690.00	£610.00	£1,650.00
Cremated Remains	-	£115.00	£230.00	£170.00	£460.00
Cremated Remains of Still-Born Baby into Established Plot	-	Free	Free	Free	Free
Walled graves and vaults To be constructed at the expense of the family in consultation with the Funeral Director and Biggleswade Town Council	-	£980.00	£1,960.00	£1,420.00	£3,140.00

Item 6 C2

Cemeteries Fees: 2022/2023

To be APPROVED by resolution of the Town Council on 25/01/2022



EXCLUSIVE RIGHT OF BURIAL	INFORMATION	2021/2022 Residents	2021/2022 Non-Residents	2022/2023 Residents	2022/2023 Non-Residents
Adult grave 7' 6" x 3' 6"	100 years	£210.00	£420.00	£620.00	£1,590.00
Child grave 4' x 2'	100 years	£140.00	£280.00	£140.00	£370.00
Cremated remains grave 2' x 2'	100 years	£130.00	£260.00	£260.00	£690.00
Transfer Exclusive Right of Burial to relative or trustee (owner living)	100 years from the date of original grant	£25.00	£50.00	£70.00	£110.00
Transfer Exclusive Right of Burial to relative or trustee (owner deceased)	100 years from the date of original grant	£75.00	£150.00	£70.00	£110.00

Item 6 C2

Cemeteries Fees: 2022/2023

To be APPROVED by resolution of the Town Council on 25/01/2022



BIGGLESWADE TOWN COUNCIL

MEMORIAL FEES DROVE ROAD AND STRATTON WAY BURIAL GROUNDS

FEES EFFECTIVE 1 APRIL 2021

Non-Residents includes anyone who has lived outside Biggleswade for three years or more

Due to the COVID-19 Pandemic burial, cremation, interment and memorial fees were unchanged for 2021/2022

GRANT FOR the RIGHT TO ERECT OR PLACE MEMORIAL	INFORMATION	2021/2022	2021/2022 Non-Residents	2022/2023	2022/2023 Non-Residents
Adult grave Monument or headstone and or kerb stones/and or flat stones/and or kerbs	Not to exceed 4' in height and 7' in length or 3' in width (7' in width for double plot)	£95.00	£190.00	£170.00	£450.00
Adult grave Flat plaque	Not to exceed 2' 6" x 2' 6"	£47.00	£94.00	£100.00	£230.00
Adult grave Headstone	Not to exceed 4' in height and 3' in width	£47.00	£94.00	£160.00	£420.00
Child grave Monument or headstone and/or kerb stones and/or flat stones and/or kerbs	Not to exceed 2' in height and 4' in length and 2' in width	£25.00	£50.00	£150.00	£380.00
Cremated remains – Old Sections Cremated remains – New Sections	Not to exceed 24" x 18" flat plaque only not to exceed 18" x 18"	£25.00	£50.00	£120.00	£320.00
Vase only	Not to exceed 18" in height	£15.00	£30.00	£90.00	£260
Added inscription		£18.00	£36.00	£70.00	£180.00

Item 6 C2

Cemeteries Fees: 2022/2023

To be APPROVED by resolution of the Town Council on 25/01/2022



		2021/2022	2022/2023
BURIAL RECORD SEARCH FEES	Each individual search covering period less than 5 years	£10.00 + VAT = £12.00	£70.00 + VAT = £84.00
	Each individual search covering period over 5 years (charge per hour)	£15.00 + VAT = £18.00 per hour	£60.00 + VAT = £72.00 per hour
	Every certified copy of an entry in burial Register	£5.00 + VAT = £6.00	£60.00 + VAT = £72.00
MEMORIAL BENCH INSTALLATION	Supply and installation of memorial bench. Contact for more information.	£711.00 + VAT = £853.20	£1,590.00 + VAT = £1,908.00
	Supply and installation of memorial bench with plaque. Contact for more information.	£838.00 + VAT = £955.20	£1,190.00 + VAT = £1,428.00

Item 6 C2

Cemeteries Fees: 2022/2023

To be APPROVED by resolution of the Town Council on 25/01/2022



BIGGLESWADE TOWN COUNCIL

SCALE OF CHARGES FOR MARKET STALL RENTS ETC.
FEES TO TAKE EFFECT FROM 1 APRIL 2022*

MARKET STALLS Payment is due at booking	2021/2022	2022/2023
Rent of single pitch 10' x 10'	£15.00	£15.00
Rent of double pitch 10' x 20'	£25.00	£25.00
Rent of pitch larger than a double	£30.00	£30.00
Lighting of stall	Free	Free
Farmers Market Stall	£20.00 + VAT = £24.00	£20.00 + VAT = £24.00
Tuesday market flat fee for all stalls regardless of size	£15.00	£15.00
Clearance of unauthorised market trade waste Minimum charge	£50.00 + VAT = £60.00	£50.00 + VAT = £60.00

CHARITY STALLS	2021/2022	2022/2023
Charitable/voluntary organisations that support Biggleswade	£16.00	£16.00
Other Charitable/voluntary Organisations Rent payable on or before day of trade (non-refundable)	Please refer to charges in table above	Please refer to charges in table above
<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. 		

Item C3

Market Fees: 2022/2023

To be APPROVED by resolution of the Town Council on 25/01/2022



BIGGLESWADE TOWN COUNCIL

SCALE OF CHARGES FOR HIRING OF SPORTS FACILITIES

FEES TO TAKE EFFECT FROM 1 APRIL 2022

FOOTBALL PITCHES Eagle Farm Road, The Lakes and Stratton Way Recreation Grounds		2021/2022	2022/2023
Juniors	Pitch & changing rooms	£10.83 + VAT = £13.00	£11.38 + VAT = £13.66
Adults (Stratton Way only)	Pitch only	£27.50 + VAT = £33.00	£28.90 + VAT = £34.68
Adults (Stratton Way only)	Pitch & changing rooms	£45.83 + VAT = £55.00	£48.17 + VAT = £57.80

DROVE ROAD TENNIS COURTS		2021/2022	2022/2023
Monday to Sunday and Bank Holidays	Per Person Per Hour Per Court	No Charge	No Charge
OAPS, unemployed and Children	Per Person Per Hour Per Court	No Charge	No Charge

DROVE ROAD BOWLING GREEN		2021/2022	2022/2023
Rink **	Per hour per person	£2.50 + VAT = £3.00	£2.63 + VAT = £3.15
Rink season ticket	Adults	£41.66 + VAT = £50.00	£43.78 + VAT = £52.54
Rink season ticket	OAPs, unemployed and children	£20.83 + VAT = £25.00	£21.89 + VAT = £26.27

** One rink to remain available to public at all times

DROVE ROAD BOWLS CLUB Biggleswade Town Bowls Club Charges	2021/2022	2022/2023
Drove Road Recreation Ground and Bowls Pavilion	£2,300 + VAT = £2,760.00	£2,417.30 + VAT = £2,900.76

FAIRFIELD ROAD (1ST MEADOW) Biggleswade Town Cricket Club Charges	2021/2022	2022/2023
Lindsell Ground & Pavilion Contribution towards repair & re-decoration, insurance and water charges	£2,300 + VAT = £2,760.00	£2,417.30 + VAT = £2,900.76



BIGGLESWADE TOWN COUNCIL

ORCHARD COMMUNITY CENTRE

FEES TO TAKE EFFECT FROM 1 APRIL 2022

MAIN HALL – CORPORATE	2021/2022	2022/2023
Hire of Main Hall per hour	£20.00 per hour	£32.00 per hour
Cost of setting up and / or clearing up hall	£20.00 per hour	£25.00 per hour

MAIN HALL - NON-CORPORATE	2021/2022	2022/2023
Hire of Main Hall Per Hour	£20.00 per hour	£25.00 per hour
Cost of setting up and / or clearing up hall	£20.00 per hour	£25.00 per hour
Refundable Deposit (for other functions)	£100.00	£100.00
<ul style="list-style-type: none"> Reduction for Local Charities or Local Not for Profit Organisations registered with HMRC for Gift Aid. (Local means within the Parish of Biggleswade)* 	50% Reduction	20% Reduction
<ul style="list-style-type: none"> Reduction for Block Bookings* 	10% Reduction for 7 or more bookings	10% Reduction for 7 or more bookings
*Only one discount may be applied		



BIGGLESWADE TOWN COUNCIL

ORCHARD COMMUNITY CENTRE

FEES TO TAKE EFFECT FROM 1 APRIL 2022

TRAINING ROOM - CORPORATE	2021/2022	2022/2023
Hire Charge	£120.00 per day	£28.00 per hour
Hire Charge	£72.00 per ½ day	£28.00 per hour
Refreshments Charge	£10.00 + VAT = £12.00	£20.00 + VAT = £24.00

TRAINING ROOM - NON-CORPORATE	2021/2022	2022/2023
Hire Charge	£120.00 per day	£20.00 per hour
Hire Charge	£72.00 per ½ day	£20.00 per hour
Refreshments Charge	£10.00 + VAT = £12.00	£15.00 + VAT = £18.00
<ul style="list-style-type: none"> Reduction for Local Charities or Local Not for Profit Organisations registered with HMRC for Gift Aid. (Local means within the Parish of Biggleswade) * 	0%	20% Reduction
<ul style="list-style-type: none"> Reduction for Block Bookings* 	0%	10% Reduction for 7 or more bookings
*Only one discount may be applied		

BIGGLESWADE TOWN COUNCIL
Finance and General Purposes Committee Meeting
18th January 2022
Play Areas Strategy

Implications of Recommendations

Corporate Strategy: This strategy is part of a wider Place Shaping Strategy due for publication in early 2022.

Finance: Large implications to budgets over the next 5 years.

Equality: This Strategy maximises inclusion at the heart of each play area.

Environment: This strategy considers both the pending Place Shaping Strategy and Sustainability Policy.

Community Safety: Equipment siting and landscaping methods to maximise inclusion, cohesion, and public safety.

Context:

The Play Areas report to the PLOS Committee (28th September) noted that following inspections of the 16 BTC owned play areas, all play equipment regardless of age or condition is safe to operate within current Health and Safety regulations.

The Play Areas strategy covers a five-year timeline and scopes the magnitude of the play areas subject matter. This report only covers the 16 BTC owned play areas and in light of future bigger picture negotiations, it is reasonable to assume that new play areas may be brought within BTC control, which will necessitate reviewing the strategy at that time.

Introduction:

Play areas are seen as a key catalyst for bringing about positive change for the town and wider areas. The Covid-19 pandemic has demonstrated the increasing need for attractive open spaces for people to improve their physical and mental wellbeing. This report addresses historic under-investment in play areas by calling for raising of the quality standards on existing play areas equipment which are ageing and in need of an overhaul. Strands include,

1. Introducing enhanced maintenance for existing play areas,
2. Upcycling and repurposing existing tired play equipment where viable,
3. Introducing sustainable improvements and landscaping measures in and around play areas,
4. Incrementally introducing new play equipment (on a new for old basis) to include provision for disabled people and adult gyms.

The BTC Public Realm team with the appropriate tooling, can increasingly focus on improving the make-up of BTC play areas using creative and sustainable methods which are complimentary to new play equipment purchases. The outcome over time will deliver modern, highly creative, and sustainable play areas which invite children, their families, and people of all disabilities, to spend quality time. The team will explore repurposing options for all wooden play equipment and other suitable metal equipment.

Costs:

It is assumed that the Council will be applying for a single Public Works Loan (PWL) to provide the long-term funding for all proposed capital works, including Play Areas. Under PWL guidelines applicants are required to follow a detailed protocol, to conduct a public consultation, and to undertake a rigorous competitive tender. The timeline for this is likely to run to 9 months.

BIGGLESWADE TOWN COUNCIL
Finance and General Purposes Committee Meeting
18th January 2022
Play Areas Strategy

BTC officers will continue to explore sourcing funding from various other sources including section 106 grants, Community Asset grants, Ward Councillor grants, the Community Voluntary Service Funders in Bedfordshire, and the National Lottery Community Fund.

Year	Amount (£)	Play Area
0	5,579 (s106)	Buttercup Mead + 2 play areas
1	122,000	Franklins + 2 play areas
2	138,600	Kitelands + 2 play areas
3	209,800	3 play areas
4	31,300	3 play areas
5	17,700	3 play areas

Total Indicative Improvement Costs **£519,400**
Total Annual Repairs & Maintenance Cost (5 years) **£46,700**

Implementation Sequencing:

The proposed sequencing of improvements delivery is subject to operational delivery changes due to a mix of equipment preferences, resourcing, external funding, and conflicting priorities. Works will commence as soon as funding is made available.

Year 0 - 2021/22

- (a) Finalise the Buttercup Mead situation utilising the available section 106 funding £5,579.
- (b) Proceed with 2 smaller play areas using remaining above funding.
- (c) Put together and implement detailed action plans for Year 0.

Year 1 - 2022/23

- (a) Conduct public consultation on Public Works Loan proposals, including Play Areas.
- (b) Conduct competitive tender exercise for Play Areas.
- (c) Put together and implement detailed action plans (inc Jubilee green space) for Year 1.
- (d) Proceed with Phase 1 of Franklins refurbishment including a SMART gym.

Year 2 - 2023/24

- (a) Complete the refurbishment of Franklins including a SMART gym.
- (b) Put together and implement detailed action plans for Year 2.

Year 3 - 2024/25

- (a) Proceed with Kitelands' refurbishment including a SMART gym.
- (b) Put together and implement detailed action plans for Year 3.

Year 4 - 2025/2026

- (a) Proceed with 3 smaller play areas.
- (b) Put together and implement detailed action plans for Year 4.

Year 5 - 2026/2027

- (a) Proceed with 3 smaller play areas.

BIGGLESWADE TOWN COUNCIL
Finance and General Purposes Committee Meeting
18th January 2022
Play Areas Strategy

- (b) Put together and implement detailed action plans for Year 5.
- (c) Put together a 5 Year Plan for Play Areas from 2027/28 onward.

Recommendation

That Members consider approving the proposed play areas strategy and budgetary assumptions enabling the strategy to progress to the F&GP and PLOS Committees.

Karim Hosseini
Head of Governance & Strategic Partnerships

Jonathan Woolley
Public Realm Manager



Biggleswade Town Council

Play Areas Strategy for 2021- 2025

Play Area	Current Equipment	Equipment for Recycling	Equipment financed by Growth	JW's Recommendations
Kitelands	Steel Multi Play, 2 Double Zig Zag Twisters, Two Bay 4 Seat Swing Combat Cableway, Basket Ball Post, Half Muga, 4m Space Net, Freeride, Hip Hop, Honeycomb Roundabout, Non Bump See Saw, Aeroskate, Supernova, Rainbow Multiplay, Double Arch Swing, Pedestal Slide, Elephant Springy, Motorbike Springy & Turnstile Rotor	N/A	Replace some units City 2 bay Swing & Cradle Swing, Gravity Bowl, Inclusive Orbit, Jakarta, Mega Swing Playspace 1, Rota Bounce, St Louis & Boogie Woogie	Please see Separate Report on Sharepoint
Franklins	Junior Area Cobra See Saw, Storm Multi Play, Flat Swing 2 bay 4 seats hang glider, wild cat multi goal, toddlers area Multi Play Tom Thumb, Playmate Springy, Cradle Swing 1 bay 2 seats	N/A	Supply of Amazon Unit, City Bay 2 Cradle Swing, Gravity Bowl, Inclusive Orbit, Jakarta, Mega Swing, Playspace 1, Rota Bounce, Rota Rock, St Louis and Twin Rider	Please see Separate Report on Sharepoint
Berkeley Close	Spring Elephant, Spring Horse, Slide, 1 Bay 2 seat Cradle Swing	N/A	Replace with City Swing, Gravity Bowl, Twin Gravity Rider & Little Beck or Winnipeg	Please see Separate Report on Sharepoint
Brunel Drive	Single Bay Swing Flat Seats, Non Bump SeeSaw, Wooden Fun Run	Single Bay Swing Flat Seats	Replace with Amazon Unit Plays Place 2, Rota Rocks & Twin Rider	Please see Separate Report on Sharepoint
Buttercup Mead	Wooden Loch Ness Monster, Wooden Duck Springy And Hopscotch	N/A	None Recommend removal of Buttercup Mead from Inventory	Please see Separate Report on Sharepoint
Eagle Farm Rd	Muga and Shelter	N/A	None Recommended	Please see Separate Report on Sharepoint
Fairfield Rd	Free Standing Slide, Two Bay Swing Cradles and Flats, Glow worm SeeSaw, Solar Spinner, Play Panels, Butterfly Spriggy Mushroom Seats	N/A	None Recommended	Please see Separate Report on Sharepoint
Foxglove	Bee Springy, Lion Springy, Metal Slide & 1 Bay 2 Seat Cradle Swing			Please see Separate Report on Sharepoint
Heather Drive	Uni Mini Rilla, Parrot See Saw, Elephant Rocker, Ovis Springer Timber Frame Swing, Play Panels & Thermoplastic Graphics	None	None	Please see Separate Report on Sharepoint
Kayser Ct	Springy Dog, Springy Duck, Single Bay Cradle Swing, Junior Slide	N/A	Replace with City Swing Gravity Bowl, Twin Rider and Jakarta	Please see Separate Report on Sharepoint
Lilac Grove	Ladybird Springy, Dolphin Springy, Wooden Pig, Hopscotch Safety Tiles	N/A	Replace Wooden Pig with Ecup unit	Please see Separate Report on Sharepoint
Play Field Close	2 Way Horse Springy,		Replace SeeSaw Top and fit new Ecup unit	Please see Separate Report on Sharepoint
Poppy Fields 1	Dragon Springy			Please see Separate Report on Sharepoint
	Dragon Springy, Caterpillar Springy & Wooden Pig	N/A	Replace Wooden Pig with Ecup unit	Please see Separate Report on Sharepoint
Poppy Fields 2	Elephant Springer, Toddler Swing		2 New Seats For the sewing Everything else ok	Please see Separate Report on Sharepoint
Stratton Way	Side Winder See Saw, Double Arch Flat 2 Seat Swing, Teenage Shelter, Wildcat Multi Goal, Fantasy Fun Run Trail, Elephant Springer, Pony Spriger, Double Arch 1 Bay 2 Cradle Swing Nursery Rhymes Multi Play	N/A	Supply An Fit Two Replacement Springers	Please see Separate Report on Sharepoint
Watkin Walk	Twizzler Roundabout, Chicken See Saw,	N/A	Replace all Items with Ecup Unit and Spring Horse	Please see Separate Report on Sharepoint

Annex B:



Biggleswade Town Council

Five year Play Areas Strategy

Play Area	Size	Year One		Year Two		Year Three		Year Four		Year Five		TOTAL
		New Equipment (Capital)	Repairs & Maintenance	New Equipment (Capital)	Repairs & Maintenance	New Equipment (Capital)	Repairs & Maintenance	New Equipment (Capital)	Repairs & Maintenance	New Equipment (Capital)	Repairs & Maintenance	
Available Funding												
s106		5,579										5,579
Borrowing		116,421	8,000	319,100	13,000	28,300	9,500	32,300	8,500	17,700	7,700	560,521
Total		122,000	8,000	319,100	13,000	28,300	9,500	32,300	8,500	17,700	7,700	566,100
Expenditure												
Buttercup Mead			1,000									1,000
Berkeley Close		24,200	1,000									25,200
Brunel Drive		55,200	2,000									57,200
Kayser Court		32,600	3,000									35,600
Apollo Gardens		10,000	1,000									11,000
Franklins				132,600	6,000							138,600
Jubilee				5,000	1,000							6,000
Popyfield 2				1,000	2,500							3,500
Linear Walk							2,000					2,000
Saxon Gate Pocket Farm							2,000					2,000
Eagle Farm Road							1,500					1,500
Kitelands						181,500	6,000					187,500
Foxglove						21,800	2,000					23,800
Stratton Way						6,500	2,000					8,500
Lilac Grove								7,800	2,000			9,800
Playfield Close								13,200	2,000			15,200
Popyfield 1								10,300	2,000			12,300
Fairfield Road										1,000	1,000	2,000
Heather Drive										1,000	4,700	5,700
Watkin Walk										15,700	2,000	17,700
Total		122,000	8,000	138,600	9,500	209,800	15,500	31,300	6,000	17,700	7,700	566,100
Summary												
New Equipment (Capital)												519,400
Repairs & Maintenance												46,700
												566,100



Biggleswade Town Council

Play Areas Strategy for 2021- 2025

Kitelands - Classification of play equipment

Playground	Current Equipment	Quantity	Equipment for Recycling	Equipment financed by Growth	Quantity	JW's Recommendations	
1	Kitelands					Please see report shared on Sharepoint	
		Steel Multi Play		Repurpose some of the steel multiplay if possible	Units City 2 bay Swing	2	
		Double Zig Zag Twisters	2		Cradle Swing	1	
		Two Bay4 Seat Swing Combat Cablew	1		Gravity Bowl	1	
		Basket Ball Post	1		Inclusive Orbit	1	
		Half Muga	1		Jakarta	1	
		4m Space Net	1		Mega Swing Playspace	1	
		Free ride	1		Rota Bounce	1	
		Hip Hop	1		St Louis	1	
		Honey comb Roundabout	1		Boogie Woogie	1	
		NonBump SeeSaw	1				
		Aero skate	1				
		Supernova	1				
		Rainbow Multiplay	1				
		Double Arch Swing	1				
		Pedestal Slide	1				
		Elephant Springy	1				
Motorbike Springy	1						
TurnstileRotor	1						
1	Franklins		n/a	Supply of Amazon Unit	1	Please see report shared on Sharepoint	
		Junior Area Cobra SeeSaw	1		City Bay 2 Cradle Swing	1	
		Storm Multi Play	1		Gravity Bowl	1	
		Flat Swing 2 bay 4 seats hang glider	1		Inclusive Orbit	1	
		wild cat multi goal	1		Jakarta	1	
		toddlers area Multi Play Tom Thumb	1		Mega Swing	1	
		Playmate Springy	1		Playspace 1	1	
		Cradle Swing 1 bay 2 seats	1		Rota Bounce	1	
					Rota Rock	1	
					St Louis and	1	
			Twin Rider	1			
1	Berkeley Close						
		Spring Elephant	1		City Swing	1	
		Spring Horse	1		Gravity Bowl	1	
		Slide	1		Twin Gravity Rider	1	
		1 Bay 2 seat Cradle Swing	1		Little Beck	1	
			Winnipeg	1			



Biggleswade Town Council

Play Areas Strategy for 2021- 2025

Kitelands - Classification of play equipment

Playground	Current Equipment	Quantity	Equipment for Recycling	Equipment financed by Growth	Quantity	JW's Recommendations	
1	Brunel Drive					Please see report shared on Sharepoint	
		Single Bay Swing Flat Seats	1	Single Bay Swing Flat Seats	Amazon Unit Plays Place	2	
		Non Bump SeeSaw	1		Rota Rocks	1	
		Wooden Fun Run	1		Twin Rider	1	
1	Buttercup Mead					removal of Buttercup Mead from Inventory	
			n/a		n/a		
		Wooden Loch Ness Monster	1	Wooden Loch Ness Monster		1	
		Wooden Duck Springy	1			1	
1	Eagle Farm Rd					Please see report shared on Sharepoint	
		Muga	1				
		Shelter	1				
1	Fairfield Rd					Please see report shared on Sharepoint	
			n/a		n/a		
		Free Standing Slide	1				
		Two Bay SwingCradles and Flats	1				
		Glow worm SeeSaw	1				
		Solar Spinner	1				
		Play Panels	1				
Butterfly Springy Mushroom Seats	1						
1	Foxglove					Please see report shared on Sharepoint	
		Bee Springy	1	n/a	n/a		
		Lion Springy	1				
		Metal Slide	1				
1	Heather Drive					Please see report shared on Sharepoint	
			n/a		n/a		
		Uni Mini Rilla	1				
		Parrot SeeSaw	1				
		Elephant Rocker	1				
		Ovis Springer Timber Frame Swing	1				
Play Panels	1						



Biggleswade Town Council

Play Areas Strategy for 2021- 2025

Kitelands - Classification of play equipment

Playground	Current Equipment	Quantity	Equipment for Recycling	Equipment financed by Growth	Quantity	JW's Recommendations
	Thermoplastic Graphics	1				
1	Kayser Ct		n/a			Please see report shared on Sharepoint
	Springy Dog	1		City Swing Gravity Bowl	1	
	Springy Duck	1		Twin Rider	1	
	Single Bay Cradle Swing	1		Jakarta	1	
	Junior Slide	1				
1	Lilac Grove					Please see report shared on Sharepoint
	Ladybird Springy	1	Wooden Pig	Ecup unit	1	
	Dolphin Springy	1				
	Wooden Pig	1				
	Hopscotch Safety Tiles	1				
1	Play Field Close		n/a			Please see report shared on Sharepoint
	Way Horse Springy	2		SeeSaw Top		
				Ecup unit		
1	Poppy Fields 1		n/a	n/a		Please see report shared on Sharepoint
1	Poppy Fields 2		n/a			Please see report shared on Sharepoint
	Elephant Springer	1		New Seats For the sewing	2	
	Toddler Swing	1				
1	Stratton Way		n/a	Replacement Springers	2	Please see report shared on Sharepoint
	Side Winder SeeSaw	1				
	Double Arch Flat 2 Seat Swing	1				
	Teenage Shelter	1				
	Wildcat Multi Goal	1				
	Fantasy Fun Run Trail	1				
	Elephant Springer	1				
	Pony Springer	1				
	Double Arch 1 Bay 2 Cradle Swing Nu	1				
1	Watkin Walk		n/a			Replace all Items
	Twizzler Roundabout	1		Ecup Unit	1	



Biggleswade Town Council

Play Areas Strategy for 2021- 2025

Kitelands - Classification of play equipment

Playground	Current Equipment	Quantity	Equipment for Recycling	Equipment financed by Growth	Quantity	JW's Recommendations
	Chicken SeeSaw	1	Chicken See Saw	Spring Horse	1	



BIGGLESWADE TOWN COUNCIL
F&GP meeting 18/01/2022
Original Estimates – 2022/2023

Implications of Recommendations

Corporate Strategy: The new budget will enable the Council to deliver its 5-year vision.

Finance: This paper determines the Original Estimate for 2022/2023.

Equality: The Council pays due regard to all equality legislation in the setting of its budget.

Environment: The Council pays due regard to all environment legislation in the setting of its budget.

Community Safety: The Council pays due regard to all community safety legislation in the setting of its budget.

Background

The draft Original Estimates for 2022/2023 were shared with F&GP on 11th November 2021 followed by a Finance Workshop on 13th December 2021 for Members.

Members expressed a desire for the Band D council tax percentage increase to be 7.5% and that the Reserves be consistent with NALC guidelines.

Members also considered the indicative Revenue and Capital growth position for 2022/23 and beyond. Officers were requested to include specific provisionally agreed items and to revise the original estimates accordingly. This paper takes this information into consideration.

Introduction

Corporate Aspirations

The Council has recently agreed its corporate aspirations for the next five years. Officers have paid due regard to this document in their calculation of the new budget and Members have reflected upon this at the Finance Workshop.

Other Associated Projects

Fees and Charges Review / RIO

Attached as **appendix e** is the yearly fees and charges review. This has increased revenue headings by either the relevant CPI or consistent with charges levied by other councils. This information came from Revenue Income Optimisation Review (RIO) and associated decisions made by Members.

Efficiency and Cost Reduction Review

This review will be carried out by officers of the Finance Team. Any associated savings will have a positive impact after the budget has been set.

Contracts Review

This review of current contracts is underway by officers of the Finance Team. Any associated savings will have a positive impact after the budget has been set.



BIGGLESWADE TOWN COUNCIL
F&GP meeting 18/01/2022
Original Estimates – 2022/2023



Section 106

Officers have determined the overall level of funding available that the Town Council can apply for this includes the breakdown of relevant headings and time frames. This funding cannot be assumed. Bids will be made to Central Bedfordshire - CBC where relevant. It is therefore not prudent to reduce any of the headings in the Original Estimates for the time being.

Growth

The attached **appendix c** gives a detailed breakdown of the Councils growth demands going forward. These identified commitments have been included in the revised original estimate.

PWLB Loan and repayment schedule

The Councils Reserves are not at a level where they can absorb future levels of growth. It is the opinion of the RFO that any associated growth can only be sourced from a public works loan. Members at the Finance Workshop gave direction in this regard. The associated consequence on the Councils borrowing is evidenced in **appendix d**. This level of borrowing has been included in the original estimate.

Original Estimates 2022/2023

The attached appendix A gives a detailed breakdown of the new budget. This detail was previously shared with Members at the Finance Workshop. This is a zero-based budget. Each heading has been individually calculated cognisant of commitments and any pay/price inflationary pressures. This includes revised revenue projections.

Reserve Position

The Specific and General Reserve has been realigned. The realignment will set the General Reserve to a level that is recommended by NALC and is consistent with the advice given by Members at the Finance Workshop. There is no specific reserve. This is further expanded in **appendix f**.

Whilst it is expected practice in local government for specific reserves to source planned and unexpected growth the current reserve position is not healthy enough to support this.

Additionally, the NALC process requires the Council as part of its due diligence and business case to evidence that the natural budget can source the repayment schedule. Whilst the reserves now meet the basic criteria, they are not of a level that can absorb unexpected significant commitments. These commitments could be as a consequence of policy changes at national level, further economic impact as a consequence of the pandemic, or unexpected and unplanned intelligence arising from for instance the capital assets review; this will be further expanded upon by the RFO at the Council meeting.

The Council is having to borrow funding from PWLB because it does not have a properly formed specific reserves position or MTFs (Medium Term Financial Strategy).



BIGGLESWADE TOWN COUNCIL
F&GP meeting 18/01/2022
Original Estimates – 2022/2023



Conclusion

There are two options for Members to consider with option one recommended by the Responsible Financial Officer. This opinion is also supported by the Council's external finance partner DCK Accounting Solutions Limited.

Option 1

In option one the Original Estimates, Revenue Growth, and associated finance cost of Capital Growth are sourced naturally from the precept. Associated Capital Growth is sourced from a PWLB loan.

The overall level of budget / precept for the new year equates to **£1,447,170.50**.

This figure includes the growth specified in **appendix c**.

If agreed by Members, this will necessitate an increase of **9.25%** in **Band D**.

The Band D household increase per year equates to **£15.57** and per week equates **£0.30**.

This is further expanded in **appendix b**.

Option 2

In option two the Original Estimates including 44% of revenue growth is sourced naturally from the precept. Capital Growth is sourced from a PWLB loan. The remaining 56% of Revenue Growth is sourced separately from the reserves.

The overall level of budget / precept for the new year equates to **£1,424,170.50**.

This figure includes the growth specified in **appendix c**.

If agreed by Members, this will necessitate an increase of **7.5%** in the **Band D**.

The Band D household increase per year equates to **£12.64** and per week equates **£0.24**.

This is further expanded in **appendix b**.

Recommendation

Members are asked to agree to the following:

1. Option one. A budget / precept for 2022/2023 financial year of **£1,447,170.50**.
2. Option one. An associated Band D increase of 9.25%.
3. The inclusion of relevant growth as described.
4. The revised Reserves position.
5. The PWLB loan headings and repayment schedule.

Wilhelmina N A Solomon
Head of Finance & Planning

Appendices:

- a) Original Estimates for 2022/23
- b) Precept & Band D percentage
- c) Growth: Revenue & Capital (includes background documents for growth)
- d) PWLB Loan and repayment schedule
- e) Reserves



Biggleswade Town Council

Original Estimates for April 2022 - March 2023



Cost Centres	2019-2020 Actual			2021-2022 Budget			2021-2022 Outturn (Forecast)			2022-2023 Budget			21/22 v 22/23 Budget	Commentary
	Income	Expenditure	Net	Income	Expenditure	Net	Income	Expenditure	Net	Income	Expenditure	Net	Variance	
	£	£	£	£	£	£	£	£	£	£	£	£	£	
Income														
Finance & General Purposes														
Central Services (101,111 & 901)	1,167,217	549,338	617,879	1,293,991	505,383	788,608	1,289,868	655,875	633,993	1,290,111	659,096	631,015	(157,593)	Increases in Establishment
Grants (Incl S137)	-	31,450	(31,450)	-	32,767	(32,767)	-	28,767	(28,767)	-	32,767	(32,767)	-	
Democratic Representation & Mgt	7,800	27,159	(19,359)	-	29,900	(29,900)	3,250	42,630	(39,380)	-	11,500	(11,500)	18,400	
Civic Activities & Expenses	577	1,000	(423)	500	2,600	(2,100)	-	2,600	(2,600)	-	2,500	(2,500)	(400)	
The Orchard Community Centre	23,422	84,879	(61,457)	33,120	109,873	(76,753)	24,000	118,913	(94,913)	32,500	131,243	(98,743)	(21,990)	Caretaking Developer Grant in 21/22
Repairs & Maintenance										-	15,000	(15,000)	(15,000)	
Total	1,199,016	693,826	505,190	1,327,611	680,523	647,088	1,317,118	848,785	468,333	1,322,611	852,107	470,504	(176,584)	
Public Land & Open Spaces														
Allotments	9,682	1,514	8,168	7,200	1,715	5,485	9,332	1,919	7,413	9,500	1,415	8,085	2,600	Property Maintenance
Burial Grounds	24,152	6,189	17,963	18,900	8,600	10,300	18,000	12,403	5,597	21,000	13,700	7,300	(3,000)	
Recreation Grounds	8,889	32,645	(23,756)	5,500	44,526	(39,026)	8,938	46,982	(38,044)	10,000	51,100	(41,100)	(2,074)	
Public Realm	0	258,558	(258,558)	-	399,700	(399,700)	-	290,581	(290,581)	0	312,982	(312,982)	86,718	Budget for prior year was overstated
Depot								34,540	(34,540)	-	73,000	(73,000)	(73,000)	New Depot
Total	42,723	298,906	(256,183)	31,600	454,541	(422,941)	36,270	386,425	(350,155)	40,500	452,197	(411,697)	11,244	
Town Centre														
Car Parks	13,071	67,479	(54,408)	39,800	69,101	(29,301)	21,500	72,415	(50,915)	28,000	75,400	(47,400)	(18,099)	Increase in car park rental & legal cost
Market	3,803	17,638	(13,835)	16,500	35,958	(19,458)	14,500	35,844	(21,344)	17,800	26,722	(8,922)	10,536	Reduction in market square events
Town Centre General	345	87,872	(87,527)	500	84,373	(83,873)	176	88,552	(88,376)	0	71,539	(71,539)	12,334	split cost of PSM with Orchard
Public Conveniences	650	22,770	(22,120)	-	7,080	(7,080)	-	10,426	(10,426)	3,250	19,250	(16,000)	(8,920)	Contracted cleaning cost
Total	17,869	195,759	(177,890)	56,800	196,512	(139,712)	36,176	207,237	(171,061)	49,050	192,911	(143,861)	(4,149)	
CAPEX	-	20,200	(20,200)	-	13,435	(13,435)	-	18,254	(18,254)	-	16,096	(16,096)	(2,661)	PWL cost underestimated in 21/22
Total	-	20,200	(20,200)	-	13,435	(13,435)	-	18,254	(18,254)	-	16,096	(16,096)	(2,661)	
Net Surplus / (Deficit)	1,259,608	1,208,691	50,917	1,416,011	1,345,011	71,000	1,389,564	1,460,700	(71,136)	1,412,161	1,513,310	(101,149)	(172,149)	

Variance Drivers

Depot - Eldon Way	(73,000)	(73,000)
Repairs & Maintenance	(15,000)	(15,000)
Increases in Establishment & Other	(13,149)	(84,149)

Total	(101,149)	(172,149)
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Biggleswade Town Council

Precept & Band D percentage

Excluding Growth						
Description	2021/22	2022/23	% change	Band D household Increase per anum	Band D household Increase per week	Band D CT charge (£)
Precept (£)	1,289,691	1,390,840	7.84%			2021/22 168.34
divided by						2022/23 176.75
Tax base	7,661	7,869	2.72%			% change 5.00%
equates to						Band D household Increase per anum 8.41
Band D CT charge (£)	168.34	176.75	5.00%	8.41	0.16	Band D household Increase per week 0.16

Growth without any input from Reserves						
BTC	2021/22	2022/23	% change	Band D household Increase per anum	Band D household Increase per week	Band D CT charge (£)
Precept (£)	1,289,691	1,447,171	12.21%			2021/22 168.34
divided by						2022/23 183.91
Tax base	7,661	7,869	2.7%			% change 9.25%
equates to						Band D household Increase per anum 15.57
Band D CT charge (£)	168.34	183.91	9.25%	15.57	0.30	Band D household Increase per week 0.30

Biggleswade Town Council

Precept & Band D percentage

Excluding Growth						
Description	2021/22	2022/23	% change	Band D household Increase per anum	Band D household Increase per week	Band D CT charge (£)
Precept (£)	1,289,691	1,390,840	7.84%			2021/22 168.34
divided by						2022/23 176.75
						% change 5.00%
Tax base	7,661	7,869	2.72%			Band D household Increase per anum 8.41
equates to						Band D household Increase per week 0.16
Band D CT charge (£)	168.34	176.75	5.00%	8.41	0.16	

Sourcing 56% of Growth (£23K) from Reserves						
BTC	2021/22	2022/23	% change	Band D household Increase per anum	Band D household Increase per week	Band D CT charge (£)
Precept (£)	1,289,691	1,424,171	10.43%			2021/22 168.34
divided by						2022/23 180.98
						% change 7.51%
Tax base	7,661	7,869	2.7%			Band D household Increase per anum 12.64
equates to						Band D household Increase per week 0.24
Band D CT charge (£)	168.34	180.98	7.5%	12.64	0.24	



Biggleswade Town Council Vote Heading for Growth



Absorb into Annual Budget - 2022/2023

	Function	Detail	2022/23
1	Fire Precautions Fire safety improvement works	External contractors; assessment & implementing recommendations	8,000
2	Boiler	Replacement of one of the town hall boilers	1,000
3	Telephone System Upgrade	Replace with VOIP	2,000
4	Chemical and fuel Safety	Chemical & fuel Storage tanks to comply with H&S requirements	3,590
5	Pigeon Control	Hawking or bait boxes to eradicate pigeons	5,000
6	Tree & Plants Work	Implementation of tree inventory recommendations	13,710
7	Allotment	Allotments building provision	5,000
8	Market Transformation Project	Implement market transformation strategy	2,000
9	Finance Review	Range of associated cost connected with recommendations	5,000
	Total Cost to be absorbed into Annual Budget		45,300

Financed by Public Works Loan Board - 2022/2023

	Function	Detail	2022/23
1	New allotment plots	Sourcing new allotment plots to service current waiting list of 74	50,000
2	Capital Assets Analysis	Review of sports & recreational assets and refurbish where required	100,000
3	CCTV	Strategy for CCTV	17,000
4	Drove Road Cemetery	Upgrading and refurbishment	50,489
5	Stratton Way Cemetery	Upgrading and refurbishment	15,000
6	Realignment of playgrounds	Cost is subject to approval by Committee	116,421
7	Software upgrades	HR system, cemetery software, committee Report.	2,000
8	Tennis Courts	Upgrade and potential investment of Drove road site into tennis club	50,000
9	Council Chamber Improvements	Sound System and chamber upgrade - new kit	25,000
	Total Cost to be absorbed by PWLB Loan		425,910



Biggleswade Town Council Vote Heading for Growth



Absorb into Annual Budget

Function	Detail	Source	S106 Funding	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	Amount	Priority	
1	Fire Precautions Fire safety improvement works	External contractors; assessment & implentating recommendations	QFS	Currently working with CBC to establish S106 funds that can be used for these projects.	8,000					8,000	Red	
2	Boiler	Replacement of one of the town hall boilers	QFS		1,000					1,000	Red	
3	Telephone System Upgrade	Replace with VOIP	Estimate		2,000					2,000	Red	
4	Chemical and fuel Safety	Chemical & fuel Storage tanks to complies with H&S requirements	QFS		3,590					3,590	Red	
5	Pigeon Control	Hawking or bait boxes to eradicate pigeons	QFS		5,000					5,000	Red	
6	Tree & Plants Work	Implementation of tree Inventory recommendations	QFS		13,710					13,710	Red	
7	Allotment	Allotments building provision			5,000					5,000	Red	
8	Market Transformation Project	Implement market transformation strategy	Estimate		2,000					2,000	Orange	
9	Finance Review	Range of associated cost connected with recommendations	Estimate		5,000	15,000				20,000	Orange	
10	Loan Repayment	Loan repayment			11,030	22,061	22,061	22,061	22,061	121,335	Orange	
11	Public Realm Vehicles	Replacement vehicles	Estimate			8,000				8,000	Yellow	
12	Flag Poles	For both town hall and market square	Estimate		2,500					2,500	Yellow	
13	Changes to Establishment	New comms officer - 21hrs /week	Known		18,000					18,000	Yellow	
14	Emergency Support Equipment	Replacement of flood equipment	QFS		5,000					5,000	Yellow	
15	Enhanced Conditions of service	Enhanced conditions of service	Estimate		10,000					10,000	Yellow	
16	Hay Review	Implement new salary per review (indicative)	Estimate			70,000				70,000	Green	
17	Bicycle Rack Upgrades	Bicycle rack maintenace	Unknown		10,000					10,000	Green	
18	Corporate Training	First aid, health & safety and other statutory training	QFS		15,000					15,000	Green	
19	Public Realm Equipment	List of tools/equipment for purchase	QFS		4,000					4,000	Green	
20	Maintenance of Town Hall	Fire safety improvement and repairs to roof damage	Estimate		5,000					5,000	Green	
21	Realignment of playgrounds	Annual repairs & maintenance	QFS			8,000	13,000	9,500	8,500	7,700	46,700	Green
Total Cost to absorbed into Annual Budget					125,831	123,061	35,061	31,561	30,561	29,761	375,835	



Biggleswade Town Council

Vote Heading for Growth - Capital Projects



Financed by Public Works Loan Board

Function	Detail	Source	Other Funding	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	Amount	Priority
1	New allotment plots	Sourcing new allotment plots to service current waiting list of 74	Estimate	50,000						50,000	Red
2	Capital Assets Analysis	Review of sports & recreational assets and refurbish where required	Estimate	100,000	75,000	75,000				250,000	Red
3	CCTV	Strategy for CCTV	QFS	17,000		2,833		2,833		22,667	Red
4	Drove Road Cemetery	Upgrading and refurbishment	QFS	50,489	63,368	22,917				136,774	Red
5	Stratton Way Cemetery	Upgrading and refurbishment	QFS	15,000						15,000	Red
6	Realignment of playgrounds	Cost is subject to approval by Committee	QFS		116,421	319,100	28,300	32,300	17,700	513,821	Red
7	Software upgrades	HR system, cemetery software, committee Report.	Estimate	2,000						2,000	Red
8	Tennis Courts	Upgrade and potential investment of Drove road site into tennis club	Estimate	50,000	25,000					75,000	Yellow
9	Council Chamber Improvements	Sound System and chamber upgrade - new kit	Estimate	25,000						25,000	Green
Total Cost to absorbed by PWLB Loan				309,489	279,789	419,850	28,300	35,133		1,090,262	

NB
 QFS Quotes from supplier
 All cost above excludes variable price inflation



Biggleswade Town Council

Financed by Public Works Loan Board



PWLB indicative Estimated Repayment Cost

	Function	Detail	Amount	2022/23	15 Years	25 Years
1	Building Improvement Projects	25 Years PWLB loan	1,065,595	27,573		313,072
2	Other	15 Years PWLB loan	24,667	948	3,769	
Total Cost to absorbed by PWLB Loan			1,090,262	28,521	3,769	313,072

NB

All cost above excludes variable price inflation



Biggleswade Town Council

Financed by Public Works Loan Board



PWLB indicative Estimated Repayment Cost

	Function	Duration	Amount	2022/23	Loan cost over
1	Full PWLB Loan without any Reserves	25 Years	425,000	11,030	126,523
	Total Cost to absorbed by PWLB Loan		425,000	11,030	126,523

NB

All cost above excludes variable price inflation



Biggleswade Town Council Reserves Position 2022 - 2023



<u>Item</u>	<u>Specific</u> £	<u>General</u> £	<u>Rolling Capital</u> £	<u>Total</u> £
Opening Reserves as at 01/04/2022		347,710	73,503	421,213
Movement in year:				
Transfers				0
Projected Surplus / Deficit				0
<u>Capital spend to date</u>				
109 - CAPEX				0
113 - CAE				0
Realignment of reserves				0
Closing Reserves 31/03/2023	0	347,710	73,503	421,213

Note

The NALC Practitioners Guide recommends that general reserves should be held at 1/4 of net revenue expenditure

Expenditure for 22/23	1,513,310	
Income excluding Precepts	122,470	
Net Revenue Expenditure	<u>1,390,840</u>	
Recommended Minimum Reserve - 1/4 of NRE	<u>347,710</u>	115,903