



Ref: Agenda/Council-08/03/2022

3<sup>rd</sup> March 2022

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 8<sup>th</sup> March 2022** 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 read "Peter Tarrant".

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://us06web.zoom.us/webinar/register/WN\\_rMIMWK3cRy2GaMyQUT8QLg](https://us06web.zoom.us/webinar/register/WN_rMIMWK3cRy2GaMyQUT8QLg)**

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**

- a. For Members to receive a presentation by Chris Smith of Grippi Ltd on the Sustainable Transport Corridor Engagement Festival.

**6. MEMBERS QUESTIONS**

**7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. The minutes of the Town Council Meeting held on **Tuesday 22<sup>nd</sup> February 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. The minutes of the Town Centre Management Meeting held on **Tuesday 15<sup>th</sup> February 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- c. The minutes of the Personnel Committee Meeting held on **Tuesday 1<sup>st</sup> March 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

**8. MATTERS ARISING**

- a. From the minutes of the Town Council Meeting held on **Tuesday 22<sup>nd</sup> February 2022**.

**9. ITEMS FOR CONSIDERATION**

**a. Burial & Memorial Regulations**

For Members to receive a written report from the HR & Administration Manager and to consider the proposed amendments to the Burial & Memorial Regulations.

**b. Signage at Biggleswade Cemeteries**

For Members to consider the correspondence received from UKNA Signs regarding Commonwealth War Graves signage at entrances to cemeteries (as attached).

**c. Amendment to Standing Order**

Formal notice is given for an amendment to Standing Orders. Members are requested to consider revocation of the following provision in Standing Order 29:

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

Members are asked to note that, under the current Standing Order 70, a resolution to add, vary or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, unless a written draft of the changes has been prepared by the Town Clerk and has been circulated with the agenda.

This amendment, having been duly proposed and seconded at the Town Council meeting of **22<sup>nd</sup> February 2022**, has been deferred to this meeting, **8<sup>th</sup> March 2022**, for consideration.

## 10. **ACCOUNTS**

### a. **Financial Administration**

- i. Detailed Balance Sheet to 31/01/2022.
- ii. Summary Income and Expenditure by Committee 31/01/2022.
- iii. Detailed Income and Expenditure by Committee 31/01/2022.
- iv. Lloyds Bank Payment listing January 2022.

## 11. **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/21/02927/FULL - 17 Banks Road, Biggleswade, SG18 0DY**

Two storey side extension, single storey rear extension, conversion of garage with front bay window and widening of front vehicular access.

Planning Appeal APP/P0240/D/21/3287440. The decision on this appeal has been received as 'Allowed with Conditions'.

#### **Previously on Council Agenda**

CB/21/02927/FULL - On Council Agenda 27/07/2021 the outcome is no objection - provided neighbours are consulted; this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.

CB/21/02927/FULL - On Council Agenda 25/01/2022 - It was resolved that the Town Council has noted the appeal. Decision date 16/02/2022.

### b. **CB/22/00564/FULL - 46 Fairfield Road, Biggleswade, SG18 0BS**

Single storey front extension, two storey rear and single storey rear extension.

#### **Previously on Council Agenda**

CB/21/05415/FULL - On Council Agenda 11/01/2021. Single storey front extension and double storey rear extension. Outcome as no objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

### c. **CB/22/00514/ADV - Unit L, A1 Retail Park, London Road, Biggleswade, SG18 8NE**

1 No. new internally illuminated flex face box complete with digitally printed block out flex face skin. Box Powder coated to match RAL 3007 Satin and new LED's to be installed. 1 No. Internally Illuminated folded aluminium tray sign complete with 25mm top fixing lip & 125mm returns all round. Face panel fret cut with 10mm LED Opal step inlaid letters. Fully fabricated back tray required in once section. Face panels powder coated RAL 3007 Semi Gloss & dibond back tray.

### d. **CB/22/00612/FULL - 1 Poplar Close, Biggleswade, SG18 0EW**

Single storey rear extension.

e. **CB/22/00623/FULL - 3 Parry Rise, Biggleswade, SG18 8FU**

Garage conversion.

f. **CB/22/00599/FULL - 9A Rowletts View, Biggleswade, SG18 0FD**

Change of use of existing amenity land to use as private residential garden and retention of existing decking (part-retrospective).

g. **CB/22/00575/FULL - Land off Drove Road adjacent to 1A Drove Road, Biggleswade**

Erection of 5 dwellings with associated car parking, access road and amenity space.

**12. ITEMS FOR INFORMATION**

a. **Proposed Junction Alterations - A1 Biggleswade**

For Members to receive the proposed Permanent Traffic Regulation Order (PTRO). RPS Transport is currently preparing the application to close the gap in the central reservation on the A1 (opposite the junction with Biggleswade Road), to physically prohibit the right turn manoeuvre from Biggleswade Road southbound onto the A1.

The approved scheme details are illustrated on the attached preliminary layout drawings:

- JNY10389 – 17a – Proposed Junction Alteration.
- JNY10389 – 18a – Proposed Junction Alteration Detail.

b. **Schools for the Future**

For Members to receive feedback from the Consultation, details can be found [here](#).

The Executive Committee of Central Bedfordshire Council has now:

- Authorised a move to statutory notice, for the closure of Potton Middle School and the change of age range of Potton Lower School to become a primary school for September 2023; utilising the buildings and infrastructure of both the Potton Lower and Potton Middle sites as far as required.
- Agreed to receive a further report on the model and timescale for the Biggleswade cluster of school's transition to a two-tier system of education, taking into account the revised pupil growth forecast, outcome of the consultation and indicative budgets.

An update will be provided with further details of the statutory notice for Potton Middle School and Potton Lower School when a further report for the remaining schools in the Biggleswade area is available. For further updates with the latest information on the Schools for the Future programme click [here](#).

c. **Grants 2022-2023**

For Members to receive the email from Biggleswade Scout Group for the grant received.



**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://us06web.zoom.us/webinar/register/WN\\_rMIMWK3cRy2GaMyQUT8QLg](https://us06web.zoom.us/webinar/register/WN_rMIMWK3cRy2GaMyQUT8QLg)**

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 it is advisable in the public interest that the public and press are excluded whilst the following exempt items are discussed.

(15.a. Land East of Biggleswade: Abandoned Building)

(15.b. Langford Road)

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 BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 22<sup>nd</sup> FEBRUARY 2022**  
**AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES,**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE SG18 8DL**



**PRESENT:**

Cllr M Russell (Chair)  
Cllr G Fage  
Cllr D Albone  
Cllr K Brown  
Cllr I Bond  
Cllr F Foster  
Cllr M Foster  
Cllr M Knight  
Cllr M North  
Cllr R Pullinger  
Cllr H Ramsay  
Cllr D Strachan  
Cllr C Thomas

Mr P Tarrant - Town Clerk & Chief Executive  
Mr K Hosseini - Head of Governance & Strategic Partnerships  
Mr P Truppin - Head of Place Shaping & Town Centre Management  
Mrs W Solomon - Head of Finance & Planning  
Mrs Sian van der Merwe - Meeting Administrator  
Miss S Jolly - Meeting Administrator

Mr Tom Price, Senior Sustainable Transport Officer, Central Bedfordshire Council  
Mr Stephen Mooring, Head of Sustainability, Central Bedfordshire Council

Mr Tom Leeming, Tritax Symmetry  
Mr Will Broadhurst, Tritax Symmetry

Members of the Public - 8

**Meeting Formalities:**

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

**1. APOLOGIES FOR ABSENCE**

Cllr Lesley Fage.

**ABSENT WITHOUT APOLOGIES**

None.

## **2. DECLARATIONS OF INTEREST**

### **a. Disclosable Pecuniary interests in any agenda item:**

None.

### **b. Non-Pecuniary interests in any agenda item:**

Cllr Pullinger - Item 10c - Planning Application for Clubhouse at the Rugby Club.

## **3. TOWN MAYOR'S ANNOUNCEMENTS**

### **a. Stotfold Civic Service – 13<sup>th</sup> February 2022**

On 13<sup>th</sup> February, the Mayor was pleased to attend a Civic Service held by Cllr Alan Cooper, Mayor of Stotfold, at the Church of St Mary the Virgin in the presence of the Vice Lord-Lieutenant. Refreshments were provided afterwards in the Church Hall.

### **b. Tree Planting - 17<sup>th</sup> February 2022**

On 17<sup>th</sup> February, Cllr Russell and Richard Fuller, MP for North-East Bedfordshire, planted two oak trees at the Spinney in Dells Lane, as part of Biggleswade's contribution to the Queen's Green Canopy to mark Her Majesty's Platinum Jubilee in 2022. Cllr Russell thanked the Public Realm team for the suitable underplanting to enhance the area. Refreshments followed at the Town Hall, where strategic issues for Biggleswade were discussed.

### **c. Neighbourhood Plan Update**

The Regulation 16 Consultation, conducted by Central Bedfordshire Council, is now live on the CBC website. It runs for six weeks and ends on 28<sup>th</sup> March 2022. Comments are invited by email or post and comments received will be passed to the appointed examiner to be considered during the independent examination.

We have not yet been told about possible arrangements for the examination

## **4. PUBLIC OPEN SESSION**

### **a. Ms Susana Rice, Biggleswade 'Adopt-a-Street' Scheme**

Ms Susana Rice explained that the scheme involves residents working on a voluntary basis and adopting a street to prevent a build-up of litter and to encourage community involvement in caring for the local environment.

Ms Rice asked whether the Town Council could contribute towards equipment and safety wear, as well as help with the disposal of collected waste.

Cllr Bond recommended that collected litter be reported on the "Fix my Street" app.

The Council consider this initiative further to determine how it can help and support.

## **5. INVITED SPEAKERS**

### **a. Update on Electric Vehicles from Central Bedfordshire Council**

Mr Tom Price, the Senior Sustainable Transport Officer at Central Bedfordshire Council and Mr Stephen Mooring, Head of Sustainability at Central Bedfordshire Council presented an update to Members on the Electric Vehicle Charge Points Scheme.

There has been considerable increase in the uptake on this scheme nationally to fit in with the Government's targets to ban the sale of new petrol/diesel cars by 2030, with all new vehicles to be zero emissions by 2035. 40% of Bedfordshire's emissions in the area come from transport. CBC has a Sustainability Plan and Electric Vehicle Charge Point Plan to manage the approach to supporting and delivery of the infrastructure for the Electric Vehicle Scheme. Forecasts show a need for a high concentration of charging points in Biggleswade.

BP Pulse won the recent procurement exercise to roll out the EVCP infrastructure for the future and the first phase will be delivered in the first 9 months with a rolling programme for future phase implementation. Funding will be available via the "On-Street Residential Charge Scheme". Rapid Chargers are the preferred charger for the public network in car parks, public buildings and destinations, which provide an 80% charge in 20 to 40 minutes. On-street residential chargers are likely to provide full charge within 4 hours.

Some of the challenges experienced are grid capacity, availability of a connection point, costs, usage, pace of rollout and geographical spread, maintenance and management of an EVCP network, Central Bedfordshire's rural nature and working with other landowners, current building regulations.

Cllr Ramsey enquired about the cost of rolling out the programme. Mr Price confirmed the scheme was supply-funded and that BP Pulse would manage and maintain charging points.

Cllr Bond asked whether the tax allowance on the installation of EV chargers was still available. Mr Moore agreed to check on this and report back to the Town Council.

Cllr Woodhead asked what locations had been identified for the trial and how the scheme would work practically for on-street parking in view of foot traffic. Mr Price stated the locations are The Baulk, Winston Crescent and Bunyan Road. Cable channels for charge points will be installed along the street or be dedicated to individuals. It would be safe to park in the specific bay or in one space either side. Overnight charging hubs might be the most practical solution and numerous options were being considered.

Cllr G Fage asked if the solution to non-electric vehicles parking in charging bays could be the enforcement of penalties and Mr Moore advised enforcement may be necessary, the pace of rollout would dictate this.

Cllr Albane asked if any consideration had been given to streetlights being used as charging points - Mr Price informed the Council that a modern EV might take up to 36 hours with this method.

Cllr Knight asked whether other fuel types had been considered and Mr Price advised that industry specialists suggested that hydrogen was likely to be suited to larger, freight vehicles with the supporting infrastructure for alternative fuels being a complicated matter.

Cllr Russell thanked Mr Price and Mr Moore for their presentation and for coming to the Town Council to give their presentation in person.

b. **Update on Stratton Business Park Project by Tritex Symmetry**

Cllr Russell welcomed Mr Tom Leeming (Development Director) and Mr Will Broadhurst, (Graduate Development Surveyor), both of Tritax Symmetry, to give Members a presentation on their planned growth on Stratton Business Park.

Construction for Phase 1 was completed in February 2021 with a signed lease with the Cooperative Group Ltd for a 20-year period for their supply distribution centre, which will service 350 stores in the region. The building has been built in line with sustainability values

and will run entirely on renewable energy via solar panels, with 50 EV Charging Points and futureproof ducting.

Phase 2 now has planning consent with four units to be installed and will be Net Zero Carbon construction. There will be 46 EV charging points with additional space allocated to accommodate more in the future. There is planning permission to install solar panels across 100% of roof space, however there will be graduated installation of these based on the needs of occupiers of the buildings. There is an “Energy Centre” connected to the National Grid.

To date, across the sites owned by Tritax Symmetry, 131,000 square feet of Grade A offices have been built between 2018 and 2021 and provide considerable employment opportunities across industrial, logistics and traditional office-based sectors. Many occupiers see themselves as Research and Development companies and include production.

Mr Leeming invited Members to a future visit to the site to inspect the development in person.

Cllr Ramsay enquired whether green roofing is a consideration but Mr Leeming said the sheer weight of soil and plants on buildings of this size would require considerable additional construction materials. Tritax have committed to maintaining several acres of landscaped wildlife areas as well as manicured green spaces on the park.

Cllr Bond wished to know about prioritisation by the power plant of different energy sources and this can be discussed on the site visit.

Cllr G Fage asked what the Town Council could do to embed the Co-op into the local community and encourage jobs investment in Biggleswade and Mr Leeming said that there are ongoing discussions between CBC and the Co-Operative Group Ltd.

Cllr Strachan asked whether there were plans for ground source heating and Mr Leeming advised the mixture of planned energy sources was based available supply and the needs of the businesses.

Cllr Woodhead asked whether any information is available about the number of apprenticeships that have been created as a result of the Symmetry Business Park. Mr Leeming agreed to investigate and inform the Town Council separately.

## **6. MEMBERS' QUESTIONS**

- a. Cllr G Fage had received correspondence from a resident regarding awkward access to Franklins Recreation Ground via a gate. Cllr G Fage asked officers to investigate removing the gate to allow residents better access.

This was **NOTED**.

## **7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. Members received the Minutes of the **Town Council Meeting** held on **Tuesday 8<sup>th</sup> February 2022** at the Offices of Biggleswade Town Council, The Old Court House, 4 Saffron Road, Biggleswade.

**Cllr Item 6b** - It was **AGREED** that the wording 'It was agreed that the Mr. Tarrant would investigate' would be amended to 'It was agreed that Mr. Tarrant would investigate'.

Subject to the above correction, the Minutes were **APPROVED** as a true and accurate reflection of discussions.

- b. Members received the Minutes of the **Public Land and Open Spaces Meeting** held on **Tuesday 1<sup>st</sup> February 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Cllr F Foster updated Members on the resolutions from the meeting and invited questions. There were none.

The Minutes were **NOTED**.

## **8. MATTERS ARISING**

- a. From the Minutes of the **Public Land and Open Spaces Meeting** held on **Tuesday 1<sup>st</sup> February 2022**.

### **Item 6b - Waste Sacks**

Cllr North asked for an update about the withdrawal by CBC of the supply of waste sacks to the Town Council for distribution to residents. Cllr M Foster wrote to Cllr Dalgarno of CBC regarding this issue. CBC had replied, saying they were formulating a response to the issue.

## **9. ITEMS FOR CONSIDERATION**

- a. **Amendment to Standing Orders**

Formal notice is given for an amendment to Standing Orders. Members are requested to consider revocation of the following provision in Standing Order 29:

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

Members are asked to note that, under the current Standing Order 70, a resolution to add, vary or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, unless a written draft of the changes has been prepared by the Town Clerk and has been circulated with the agenda.

This amendment has been prepared by the Head of Governance & Strategic Partnerships. In view of this, a proposer and seconder for the changes is required in order to proceed for consideration, and to be deferred to the meeting of Council to be held on 8<sup>th</sup> March 2022.

This was formally proposed and seconded and stands adjourned to the Town Council meeting on 8<sup>th</sup> March 2022 for consideration.

- b. **Litter Picking Initiative - 'Adopt-a-Street'**

For Members to consider an 'Adopt-a-Street' litter-picking initiative for Biggleswade, as set out in the email attached to the agenda pack.

Members discussed the initiative as outlined in an email from Susana Rice attached to this agenda and in Item 4.a. of these Minutes.

Additional support from the Town Council was discussed to encourage civic responsibility, including:

- Increased supply of equipment.
- Liaison with CBC around classification of collected waste.
- Funding of waste collection.

- Imposition of Fixed Penalty Notices under the Clean Neighbourhoods & Environment Act 2005.

Members felt it is important to involve schools in this initiative.

It was **AGREED** that two volunteer councillors would work with officers relating to this initiative.

It was **RESOLVED** that officers would work with Ms Rice, Cllr Ian Dalgarno and waste services officers at CBC to support this initiative.

c. **Luton Rising Consultation**

The Consultation was **NOTED**.

10. **PLANNING APPLICATIONS**

a. **CB/21/05527/FULL - 45 High Street, Biggleswade, SG18 0JF**

Installation of bird deterrent spikes to selected sections of the pipework and brickwork at the side and rear of the building, and installation of bird spikes and bird netting to the parapet at the front of the building.

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

b. **CB/22/00300/FULL - 151 London Road, Biggleswade, SG18 8EJ**

Two-storey side extension, dormer extension to the rear. Rear single-storey flat roof extension with parapet and roof lanterns, new door elements in aluminium anthracite.  
(Re-submission of application CB/21/04173/FULL)

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.

c. **CB/22/00196/FULL - The Clubhouse, Langford Road, Biggleswade, SG18 9RA**

Erection of 12 no. 12 metre-high floodlight columns with associated lighting units.

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.

d. **CB/21/05161/FULL - Land to the North of Dunton Lane, Dunton Lane, Biggleswade**

At the Town Council meeting on 11<sup>th</sup> January 2022, Council had objected to this planning application because of lack of detail of landscaping. Further documents have since been submitted, including changes to landscaping, and those amendments were considered.

A formal response was proposed as follows:

'The Town Council continues to recognise the need to increase the power supply in Biggleswade and the strategic importance of delivering a substation to power both new homes and new industrial units.

Biggleswade Town Council raised objections over the lack of detail on the landscaping, specifically on important mitigations which were excluded from the documents submitted as part of the application.

Following the further submission of the Landscaping and Visual Impact Assessment Part B, the mitigating hedgerow along the footpath to the east of the site has now been included and there is also further detail on the significant effort being made to shield the site from view.

As a result, the Town Council has no objection to the planning application.

The Town Council wishes to make three further observations:

First, that there is no detail of how power will be distributed from the substation to existing smaller substations in the town, or to potential new developments such as Holme Farm.

Given Biggleswade's rural heritage and the unique aspirations of the nearby Garden Village, the Town Council asks that a planning condition is included to ensure that other than for the existing pylons, power only leaves the substation underground.

The Rights of Way Officer has recommended that a planning condition be included that the proposed footpath running from the northern tip of the site down to Dunton Lane, should be a bridleway. The Town Council supports this position.'

It was **RESOLVED** that the Town Council now has NO OBJECTION to the proposal and that the above response be submitted to Central Bedfordshire Council.

## **11. ITEMS FOR INFORMATION**

### **a. Town Centre Management Budget 2022/2023**

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

Regarding the detail of each functional area, it was recognised that, in an effort to make budgets as accurate and tight as possible, the town centre events budget needed to be kept under particular review and might be increased over the current financial year.

It was **RESOLVED** that all budgets would remain the same, except for the town centre events budget which would remain under review.

### **b. Public Notice - Bridleway No 14, Bridleway No 10, Furzenhall Road, Potton Road and Vice Versa - Temporary Closure**

This item was **NOTED**.

### **c. Biggleswade Carnival**

Members discussed the location of the Funfair during Biggleswade Carnival 18<sup>th</sup> – 20<sup>th</sup> June 2022.

It was **RESOLVED** that the Funfair would be located on the Market Square, with due regard to the needs of the Market and the protection of seating.

## **13. PUBLIC OPEN SESSION**

### **a. Mr Steve Carter, a resident of Rose Lane, asked about revenue generated by the Rose Lane car park in light of the proposed increase in charges for residential parking permits with effect from 1<sup>st</sup> April 2022.**

The Head of Finance and Planning would supply the information requested.



- b. Mr Graham Jakes asked whether the Town Council had decided to go ahead with the culling of pigeons in the town centre in view of young residents' concerns regarding the killing of birds.

Cllr Russell replied by referring to the Town Council's current consideration of various measures to control the pigeon population.

- c. Mr Eamonn Watson, local resident and Publican, expressed his opinions regarding the pigeon population. He considered the population to be out of control, causing damage to the environment and endangering other bird species, also that people needed to be discouraged from feeding them.

Mr Watson's comments were **NOTED**.

- d. Mr Justin Cresswell-Beer, resident of Rose Lane, raised concerns about the price increase in resident parking permits amounting to a 20% increase and its impact on the cost of living. He said there had been no public consultation and communication about increases had not been adequate prior to Town Council agreement. He also commented that a parking machine had been out of order for several weeks.

Cllr Russell recognised the current difficulties with the cost of living, but said papers proposing the increases had been made public prior to being agreed by the Town Council. Mr Hosseini said the problem with one machine had been temporary, but that officers would look into the situation.

- e. Ms Paige Craft raised the subject of pigeon culling and asked whether the Town Council had considered alternatives such as deterrents, public information campaigns and artificial messing sites. Ms Craft recommended the Town Council contact PICAS UK Ltd, as renowned specialists in humane and non-lethal pigeon control.

Cllr Russell said that notices had been displayed asking the public not to feed pigeons and fixed penalty notices were an option. Cllr Russell asked Ms Craft to send PICAS's details to the Town Council.

**14. EXEMPT**

None.

The Chairman closed the Meeting at 8.50pm



**MINUTES OF THE TOWN CENTRE MANAGEMENT COMMITTEE**  
**MEETING HELD ON TUESDAY 15TH FEBRUARY 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 F Foster (via Zoom)  
Cllr M North  
Cllr M Russell  
Cllr D Strachan  
Cllr C Thomas

Mr Karim Hosseini, Head of Governance & Strategic Partnerships, Biggleswade Town Council  
Mr Philip Truppin, Head of Place Shaping & Town Centre Management  
Miss Helen Calvert, Administration & HR Manager (meeting administrator)  
Miss Sue Jolly, Administrator (meeting administrator)

Members of the public: 1 (via Zoom)

**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 D Albone  
Cllr I Bond  
Cllr R Pullinger  
Mr P Tarrant  
Cllr J Woodhead

**2. DECLARATIONS OF INTEREST**

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

**a. Disclosable Pecuniary interests in any agenda item:**

Item 9b - Cllr Fage

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

None.

**3. CHAIRMAN'S ANNOUNCEMENTS**

None.

**4. PUBLIC OPEN SESSION**

The Chairman advised members of the public wishing to speak to either raise their hand (for in-person attendees) or to use the electronic “raise hand” function on screen (for Zoom attendees).

None.

**5. INVITED SPEAKER**

None.

**6. MEMBERS' QUESTIONS**

None.

**7. MINUTES OF MEETINGS**

- a. Members received and **APPROVED** the Minutes of the Town Centre Management meeting of **Tuesday 16<sup>th</sup> November 2021**.

**8. MATTERS ARISING**

- a. From the Minutes of the Town Centre Management meeting of **Tuesday 16<sup>th</sup> November 2021**.

None.

**9. ITEMS FOR CONSIDERATION**

- a. **Her Majesty The Queen's Platinum Jubilee**

Members considered a written report from the Head of Governance and Strategic Partnerships outlining current planning activity for the Platinum Jubilee.

Cllr Knight pointed to a matter of correction in the report. On Page 9, under the heading Market Square, the date should read Thursday 2<sup>nd</sup> June.

Mr Hosseini outlined the report covering Council events and activities between the dates of Thursday 2<sup>nd</sup> June and Sunday 5<sup>th</sup> June 2022. Proposals included:

- Beacon lighting ceremony on Thursday 2<sup>nd</sup> June at event opening.
- Beacon lighting ceremony on Sunday 5<sup>th</sup> June at event closure.
- Support for events run by various voluntary organisations between the dates of 2<sup>nd</sup> and 5<sup>th</sup> June.
- Support for street parties in the Biggleswade area, including decorations.

Members invited clarification on the Town Council's responsibility, to include the level of staff time and resources, specific liabilities, and levels of support offered to other organising groups.

Cllr Strachan asked about the Community Engagement Group's findings arising from their recent meeting, and where the Town Council's banners would be displayed. Mr Hosseini confirmed that display material for the Biggleswade Carnival (14<sup>th</sup> - 18<sup>th</sup> June) would be in place throughout June and banners would be located on prominent CBC lamp posts at entrances to the town.

There was insufficient clarity surrounding the Council's offer. It was suggested the Town Council concentrate on the beacon lighting ceremonies on Thursday 2<sup>nd</sup> June and Sunday 5<sup>th</sup> June, involving the procurement of a reusable temporary structure to house the beacon. Other organisers would be offered advice only.

Mr Hosseini said a video media package would be produced in conjunction with the History Society to cover other historic Jubilee celebrations and connected local history.

Cllr Fage felt more guidance and support was needed from Councillors and, in view of timescales, suggested the delegation of authority to specific Councillors in order to continue the planning process.

It was **RESOLVED** that authority is delegated to Cllrs Knight, Russell and G Fage to work with Officers to plan Jubilee events and report outcomes to Town Council meetings.

b. **Car Park Permit Charges for 2022/2023**

Members considered a written report from the Head of Finance & Planning considering car permit charges for residents and workers, which were last increased on 1st August 2018.

Cllr Fage wished for the introduction to the report to be **amended** to remove the suggestion that the Chair and Deputy of the Committee had recommended changes therein, **to read:** the Chair and Deputy of the Committee had provided background information to the report. This was **NOTED**.

Cllr Fage asked Members to consider the number of residents who buy each type of permit and that prices had been fixed since 2018. Cllr Fage then left the chamber for reasons of pecuniary interest.

Cllr North believed the proposed increases to be fair and justified.

Cllr Knight pointed out that, historically, records suggested the premium included in shorter-term Business permits encouraged the purchase of longer-term permits. The proposed imposition of a premium for Residents would have a similar effect and would offset the greater amount of administration involved in the issue of short-term permits. Cllr Knight stated that, despite this, he was a little nervous of the scale of the increase for short-term resident permits.

Members believed the proposed increases to be reasonable in comparison with other Local Authorities and in light of the length of time since the last increase.

It was **RESOLVED** to accept the revised pricing contained within the report with effect from 1<sup>st</sup> April 2022.

Cllr Fage re-entered the chamber.

c. **Community Toilet Scheme**

Members received an oral update on the Community Toilet Scheme.

The matter had been raised previously, in April 2021, and deferred. Members were asked to consider whether this was an initiative to investigate, or to defer to a later date.

The scheme was outlined in which members of the public would be offered the use of local businesses' toilet facilities in return for a Council contribution towards running costs.

Members were encouraged to look at the feasibility of the scheme, including consideration of the costs of running and repairing the Market Square toilet facilities and the Council's obligation to provide facilities.

It was **RESOLVED** that Council Officers provide a full written report in order to consider the feasibility of the Community Toilet Scheme as part of a strategic offer and within a 6-9 month timeframe.

10. **ITEMS FOR INFORMATION**

a. **TCM Budget 2022/2023**

Mr P Tarrant was unable to attend to deliver an oral update.

This item to be **DEFERRED** to the Town Council Meeting on Tuesday 21<sup>st</sup> February 2022.

b. **Staffing**

Mr Hosseini delivered an oral update on the arrival of the Place Shaping Manager.

The new Place Shaping Manager would be joining on 1<sup>st</sup> March 2022.

This was **NOTED** and an introductory email would be sent to Members regarding details of the new Place Shaping Manager.

c. **Flag Policy and Procurement**

Members received an oral update from Mr Hosseini on the refreshed flag flying policy and procurement options.

It was **RESOLVED** that the flying of the Union Flag on 19th February and 10th June should be discontinued.

The report was **NOTED** and members were asked to provide written feedback to officers on the draft policy in order to present a revised Flag Flying Policy to the Town Council within a 6-9 month timeframe.

It was **RESOLVED** that sufficient flags be procured to meet the needs of Her Majesty's Diamond Jubilee year.

d. **War Memorial**

Mr Hosseini delivered an oral update on renovation of the War Memorial.

Quotes had been submitted to Central Bedfordshire Council ('CBC') for corrective work to the typeface on the Memorial. CBC had responded with thanks and requested further quotes for the Victorian drinking fountain.

Flower beds would be in place by April, plantings by June, and the painting of railings in time for November Remembrance events. The council will continue to work closely with the Royal British Legion.

It was **RESOLVED** that the Town Council would concentrate exclusively on the area of the War Memorial.

e. **Christmas 2022 Preparations**

Mr Hosseini reported that a tender package was under construction for the Christmas 2022 offer, which would be shared.

f. **Pigeons**

Mr Hosseini delivered an oral update on measures being taken to address the pigeon infestation.

It was **RESOLVED** that pest-controlling activities would commence shortly.

11. **PUBLIC OPEN SESSION**

None.

12. **EXEMPT ITEMS**

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

13a. CCTV

13. **EXEMPT ITEMS**

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

a. **CCTV**

Members received a written report from Mr Hosseini outlining the situation regarding CCTV cameras in the town.

It was **RESOLVED** that a further report to be prepared by Officers by the end of March 2022, to include additional information as outlined by Cllr Knight:

- recommendations for the optimal number of cameras;
- arcs of coverage;
- best positions;
- prioritisation of cameras;

- and a clear understanding of installation and operational costs and funding for the next five years.

Cllr Knight was asked and agreed to circulate an email outlining the detailed topics that the further CCTV report should cover.

It was **RESOLVED** to present a report to the Town Council meeting at a later date.

The Chairman closed the meeting at 8:15pm

DRAFT



**MINUTES OF THE PERSONNEL COMMITTEE MEETING**  
**HELD ON TUESDAY 1<sup>ST</sup> MARCH 2022**  
**AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES,**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE SG18 8DL**



**PRESENT:**

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

Mr P Tarrant - Town Clerk & Chief Executive  
Mr K Hosseini - Head of Governance & Strategic Partnerships  
Mr P Truppin - Head of Place Shaping & Town Centre Management  
Mrs W Solomon - Head of Finance & Planning  
Miss H Calvert - Administration & HR Manager  
Miss S Jolly - 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**

None.

**ABSENT WITHOUT APOLOGIES**

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. Disclosable Pecuniary interests in any agenda item - None.

**3. PUBLIC OPEN SESSION**

There were no members of the public present.



4. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. The Minutes of the Personnel Committee Meeting held on **Tuesday 24<sup>th</sup> November 2021** were **APPROVED** subject to alterations to Items 3 and 8 to read 'There were no members of the public present'.

5. **MATTERS ARISING**

None.

6. **ITEMS FOR CONSIDERATION**

None.

7. **ITEMS FOR INFORMATION**

None.

8. **PUBLIC OPEN SESSION**

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 resolves to exclude the public and press by reason of the confidential nature of the business being transacted.

(10a – The Orchard Community Centre)  
(10c – HR Update)

The following resolution was **MOVED** that it is advisable in the public interest that the public and press are excluded whilst the following exempt items are discussed.

**10. EXEMPT ITEMS**

**a. The Orchard Community Centre**

Members considered the written report presented by the Head of Place Shaping & Town Centre Management and noted the requirement for a new report which will be presented at a future Personnel Committee meeting.

**b. HR Update**

Members received an oral update from the Town Clerk & Chief Executive on several HR matters.

The Chairman closed the Meeting at 8.52pm

## BIGGLESWADE TOWN COUNCIL

### Council Meeting 8<sup>th</sup> March 2022 Updated Burial & Memorial Regulations

#### Implications of Recommendations

**Corporate Strategy:** None.

**Finance:** No further cost for the removal of excess soil at the Drove Road and Stratton Way cemeteries.

**Equality:** None.

**Environment:** No excess soil placed at the Drove Road and Stratton Way cemeteries.

**Community Safety:** None

#### Background

The Town Council adopted the Regulations concerning Burials and Memorials in the Drove Road and Stratton Way Cemeteries in September 2015. The Regulations were reviewed and updated in January 2022 to ensure that these were consistent with current practice.

#### Introduction

The Burial & Memorial Regulations set out the standards and procedures that Undertaker and Memorial Masons, as well as members of the public, must adhere to at the Drove Road and Stratton Way cemeteries.

#### Summary of Alterations

The most notable change to the Regulations is that Undertakers are now responsible for ensuring that leftover soil is taken away from the Cemetery Grounds after a burial or ashes interment (Item 5i). Furthermore, Memorial Masons are now responsible for ensuring that leftover soil is taken away from the Cemetery Grounds after completing Memorial Works (Item 25).

The following addition has been made to the regulations concerning the measurements of memorials (Item 16): 'Exceptions to the above rules will be made in exceptional circumstances'. This allows for larger sized memorials to be placed at the Cemetery grounds at the approval of the Council. For example, the Traveller community often wish to have larger sized memorials.

A few other small amendments were made. The offices opening hours have been updated in line with current practice (Item 1). The delivery of the certificate of burial is now expected 72 hours before an interment (Item 5i), as is the case with all other necessary documentation. The cemetery opening hours have been updated in line with current practice (Item 34).

The Regulations were shared with all local Undertakers and Memorial Masons on 17<sup>th</sup> February 2022 to stop any further soil being left at the Cemetery grounds.

#### Recommendation

It is recommended that the updated Regulations are adopted as presented.

Helen Calvert  
Administration & HR Manager



**BIGGLESWADE TOWN COUNCIL  
REGULATIONS CONCERNING  
BURIAL AND MEMORIALS  
IN  
DROVE ROAD & STRATTON WAY  
CEMETERIES**



**Biggleswade Town Council**

**The Old Court House**

**4 Saffron Road**

**Biggleswade**

**Beds**

**SG18 8DL**

**Tel: 01767 313134**

**Published by Biggleswade Town Council**

**Effective from 17<sup>th</sup> February 2022**

1. Notice of interment is to be given between the hours of 9.00 a.m. and 5.00 p.m., Monday to Thursday, and 9.00 a.m. to 4.30 p.m. on Friday, at the Town Council Offices, at least 72 hours in advance of any interment (except in special circumstances).
2. No interment will be allowed before 9.00 a.m. or after 2.30 p.m. Monday to Friday. No interment will be allowed on a Saturday or Sunday or Public Holiday without the special permission of the Council.
3. All fees and charges are to be paid to the Town Council Offices at the time of application and before the work in respect of which they are payable is begun. A receipt for such fees and charges will be produced once payment has been made.
4. Biggleswade Town Council will arrange for the grave space to be marked.
5. Undertakers will be responsible for:
  - a. Ensuring the Notice of Interment forms are completed fully, a minimum of 72 working hours prior to the commencement of the interment.
  - b. Arranging a gravedigger to prepare the burial or cremation plot and to backfill the burial or cremation plot. The Town Council do not prepare or backfill burial or cremation plots.
  - c. Ensuring that gravediggers are provided with a plan of the appropriate Cemetery.
  - d. Confirming with the gravedigger the exact location and depth of the grave space, prior to digging.
  - e. Ensuring the gravedigger meets on site with a Town Council Representative prior to digging, to ensure work is carried out to the Town Council's specification. The Town Council will inspect the grave depths and check that all requirements have been met.
  - f. Digging of the grave to the correct depth on the day preceding an interment with the exception of weekends and Bank Holidays.
  - g. Making sure the grave is not left open and uncovered preceding an interment taking place.
  - h. In-filling the grave with topsoil, level with the adjacent land, within one hour of the interment taking place. The gravedigger must provide a soil box. The gravedigger must not under any circumstances place soil directly onto another burial or cremation plot.
  - i. Ensuring that leftover soil is taken away from the cemetery grounds after a burial or ashes interment.
  - j. Correct shoring of graves to be carried out where necessary.
  - k. No lorries or trucks are to be taken on the grassed area of the Cemetery.
  - l. The delivery of the Certificate of Burial to Biggleswade Town Council Offices 72 hours prior to the interment taking place.
6. In every case of interment in a purchased grave space or plot the consent of the purchasers or owners or their lawful successors of the Exclusive Right of Burial must be given on the

Notice of Interment Form.

7. A non-parishioner who purchases an Exclusive Right of Burial must still pay double fees when the interment take place, if they are still living away from Biggleswade. A non-parishioner is classed as a person who has not lived within Biggleswade in the last ten years. A parishioner is classed as someone who has lived within Biggleswade in the last ten years.
8. Purchasers or owners of the Exclusive Right of Burial in Drove Road or Stratton Way Cemeteries cannot transfer their rights therein to any other person or persons without the written consent of the Council and every such transfer shall be surrendered for the purpose of transfer to the person or persons to whom the owners desire, if the Council shall so think fit.
9. Grave spaces or plots are sold in strict sequence as required, however, at the Councils approval a plot can be purchased and then occupied that is not next in sequence.
10. The selection of grave spaces or plots for common interments will be at the discretion of the Council.
11. If more than one body be interred in any grave, whether purchased or unpurchased, where bricked graves or vaults are not constructed, a layer of earth at least 12 inches in thickness, must be left between each coffin interred therein and 2 feet of earth between the top of the upper coffin and the ordinary level of the ground.
12. Excavations for vaults and bricked graves, or for interments therein, are to be made under Council supervision, by the purchasers of the right of burial therein, who will be required to fill up and level the ground, to replace and make good any turf or shrubs, (not being on the grave space in which the vault is made) and the paths or roads that may be displaced or disturbed in the progress of the work, to remove all surplus materials, and who will be held responsible for any injury that may be done during such work to any adjacent vault or grave or to any tomb or memorial stone.
13. No trees or shrubs can be planted in any part of the ground except by the Council.
14. All gravestones, monuments, memorials and inscriptions are subject to the approval of the Council, and a copy of every inscription proposed to be placed and a drawing showing the form and dimensions of every memorial proposed to be erected, showing the plot number, must be sent to the Town Council Offices for approval. All memorials are to be kept in repair by owners, or their lawful successors, except if a special arrangement is made with the Council and if not repaired after due notice, may be removed by Order of the Council.
15. Memorials may not be made of Bath, Caen or other soft stone. Cramps and dowels used in their construction must only be of stainless steel or non-ferrous metal. The materials and workmanship must be to the satisfaction of the Council.
16. The following memorials are permitted to be placed in the main part of the Cemeteries on purchased graves (a grave in respect of which a grant of exclusive right of burial has been granted).
  - a. A headstone or gravestone or tombstone not exceeding 4 feet in height with or without kerb stones and with or without flat stone. Kerb stones or a flat stone must not exceed 7 feet in length and in the case of a single plot 3 feet in width and in the case of a double width plot 7 feet in width.
  - b. A flat plaque not exceeding 24 inches by 18 inches.
  - c. A monument not exceeding 4 feet in height, 7 feet in length
  - d. and 3 feet in width for a single plot and 7 feet in width for a double plot.
  - e. A monument in the form of a vase not exceeding an overall height of 1 foot 6 inches.

- f. In the case of a child size plot a gravestone or tombstone not exceeding 2 feet in height, 4 feet in length and 2 feet in width.

Exceptions to the above rules will be made in exceptional circumstances.

17. The only memorials permitted to be placed on a cremated remains plot in Sections 5 & 6 of Stratton Way Cemetery, is a plaque not exceeding 18 inches by 18 inches by 2 inches. The Town Council will place a flat slab of no more than 24"x 24" between the plots after each cremation. One vase is permitted with each plaque, but the vase must be secured. A vase is permitted only upon the conditions that wherever the Council's Public Realm Team or contractor is cutting the grass he/she removes the vase, and that the Council accepts no responsibility for any damage caused to a vase or for ensuring that it is replaced in its proper position after grass cutting.
18. Applications for the erection, re-erection and removal of Memorials have to be made to the Clerk to the Council.
19. 48 hours' notice in writing must be given to the Clerk to the Council before any work relating to memorials is carried out at either cemetery.
20. Memorials and all materials for placing them and materials for removing or performing any work upon them at the cemetery must be assembled and made ready before the admission of the contractors to the cemetery. Contractors must provide their own tools, planks and other equipment required by them. Workmen must not be present at the cemetery before 9.00 am or after 4.00 p.m. and not at all on Saturdays, Sundays, and Bank Holidays in any year. All work must be performed as expeditiously as possible. Contractors must remove their tools and all other equipment brought to the cemetery forthwith upon completion of the work.
21. All damage to the Council's property or to other monuments caused by the bringing in use or taking out of materials by a contractor or other person or by his negligence or that of his workmen must be made good by the contractor or other person.
22. The Council will not be responsible in any way whatsoever for damage to or loss of memorials, or any vase, article or memento.
23. Whenever an existing grave space needs to be re-opened for a further burial to take place, the gravedigger employed by the Funeral Director must not place loose removed earth on an adjacent plot or grave. The gravedigger employed by the Funeral Director must place the removed soil into a box and this box must be placed onto blocks without touching any other grave.
24. Any person to whom a right to place and maintain a memorial or a right to put an additional inscription on a memorial has been granted must:
  - a. At his/her expense before a memorial is placed in the cemetery cause to be cut, embossed or marked thereon a visible position in not less than one-inch numbers the number of the grave space where it is to be placed which number is found on the plan of the cemetery at the Town Council Offices.
  - b. At his expense and that of his estate thereafter maintain the memorial in a safe and secure condition and indemnify the Council against all claims, demands proceedings of persons injured because of the unsafe condition of the memorial.
25. Memorial Masons must ensure that leftover soil is taken away from the cemetery grounds after completing memorial works.



26. No wreaths/floral tributes/plants or any other item is to be placed on the grassed area in front of or surrounding a memorial, gravestone or plaque, except at the time of interment.
27. Unauthorised Kerbstones which separate the grave from the grassed area are not allowed. Gravel, stones or anything which would separate the grave from the grassed area to the front, side or rear of a memorial are not allowed.
28. Other than by the Council's Public Realm Team, the use of strimmer's/mowers, chemicals/poisons or weed sprays is STRICTLY FORBIDDEN.
29. The Council reserves the right to remove faded flowers, vases, bottles, tins or any objects which are not authorised and which in their opinion are objectionable or unsightly. The public must deposit all litter or faded flowers in the bins provided for the purpose.
30. Christmas Wreaths must be removed before the end of February.
31. The Council have the powers under the Local Authorities Cemeteries Order, 1977 to take action which is necessary to remove danger which arises by reason of the condition of a memorial or deal with it in any way to ensure the proper management regulation and control of the cemetery.
32. A Register of Burials will be kept at the Town Council Offices where, at all reasonable times, searches may be made, and certified extracts obtained.
33. A Plan of Drove Road and Stratton Way Cemeteries, showing the situation of each grave is kept at the Town Council Offices and may be seen at all reasonable hours without charge.
34. The Cemetery is open to the public as follows:

January to March	9.00 am to 4.00 pm
April to September	9.00 am to 8.00 pm
October to December	9.00 am to 4.00 pm
35. The cemetery is closed to the public outside of these times.
36. All visitors will be expected to observe perfect decorum in all respects, not to disturb any persons in the cemetery who are attending a burial, tending or visiting a grave and to refrain from smoking.
37. Prams and cycles will be allowed in the cemetery but must be wheeled on the roads or paths only.
38. All games are prohibited.
39. Dogs are not allowed in the Cemetery unless special dispensation has been given by the Town Council. In this case they must be on a lead, supervised and under the control of a person tending a grave.
40. Dog Fouling is an Offence under the Dogs (Fouling of Land Act) and subject to a fixed penalty fine.
41. In the interests of Health & Safety, vases, planters etc and other ornaments made of glass or plastic are not allowed.

42. The taking of photographs in the Cemetery, unless prior permission has been given by the Council, is strictly prohibited as in some instances it could be seen as a nuisance.
43. Relatives will be asked to remove items or anything which is in breach of these regulations. Items not removed within 4 weeks of the request will be removed by the Town Council.
44. The Council reserve the right to refuse permission to any person to enter the cemetery while a funeral service is in progress unless the person concerned are relatives or friends of the deceased.
45. The Council reserves the right from time to time to make any additions or amendments to the regulations and charges.

Any further information may be obtained from the Town Council Offices.

NOTE: The Council, as burial authority, have further powers relating to gravestones and other memorials under the Local Authorities Cemeteries Order, 1977.

#### OFFENCES AND PENALTIES

Disturbance, Nuisance and Wilful Interference Article 18 (1) of

The Local Authorities Cemeteries Order 1977 provides that no person shall:

- (a) wilfully create any disturbance in a cemetery;
- (b) commit any nuisance in a cemetery;
- (c) wilfully interfere with any burial taking place in a cemetery;
- (d) wilfully interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants on any such matter; or
- (e) play at any game or sport in a cemetery

By Article 18 (2), no person not being an officer or servant of the burial authority, or another person so authorised by or on behalf of the burial authority shall enter or remain in a cemetery at any hour when it is closed to the public.

Every person contravening any of the above provisions is liable to prosecution.

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**From:** UKNA Signs <[ukna.signs@cwgc.org](mailto:ukna.signs@cwgc.org)>  
**Sent:** 23 February 2022 12:04  
**To:** Enquiry <[Enquiry@biggleswadetowncouncil.gov.uk](mailto:Enquiry@biggleswadetowncouncil.gov.uk)>  
**Subject:** CWGC Signage at Biggleswade Town Council Burial Grounds

Dear Sir / Madam,

I am writing regarding a request from the Commonwealth War Graves Commission to place signs at the entrance of each of the cemeteries & burial grounds looked after by Biggleswade Town Council. The proposed signs indicate that there are Commonwealth War Graves contained within the cemetery/burial ground.

I have attached a covering letter explaining my request, together with an application form, cemetery list, FAQ sheet & an info sheet on fixing methods, and would hope that you would allow us to install signs at each of the sites on the list.

I look forward to hearing your response in due course & in the meantime if you have any questions, please don't hesitate to contact us at [ukna.signs@cwgc.org](mailto:ukna.signs@cwgc.org).

Kind regards,

Alan

**UKNA Signs**





Biggleswade Town Council,  
Old Court House,  
4 Saffron Road,  
Biggleswade,  
SG18 8DL

Wednesday, 23 February 2022

File Ref: E/BTC/1

Dear Sir / Madam

**Commonwealth War Graves Commission – Signage indicating war graves in burial grounds.**

The Commonwealth War Graves Commission was established by Royal Charter in 1917 as the sole organisation charged with the care and commemoration of those Commonwealth Armed Forces who died during the two World Wars. We currently care for the graves and commemorations of 1.7 million men and women worldwide and have war graves at over 13,500 separate locations in the UK alone.

I am writing to you regarding a project that we are currently undertaking as a part of our community outreach programme to erect Commonwealth War Grave Commission (CWGC) signs at as many locations as possible that contain war graves. The aim of the project is to increase awareness of war graves in the United Kingdom and to remind the public that they do not need to travel abroad to find these. Hopefully this will result in encouraging a greater interest in local cemeteries and burial grounds in the UK and to increase visitor numbers to them.

As I'm sure you are aware, the burial grounds on the attached list, which are looked after by Biggleswade Town Council, contain war graves. I am writing to you to request permission to fit a sign near the entrance of each of these burial grounds.

If Biggleswade Town Council would be interested in having a sign installed at the entrance of any of these burial grounds, please complete and return the attached 'CWGC Sign Application Form', together with a photograph showing the desired location of the sign at that burial ground. Please complete one application form & provide one photo for each burial ground.

If two signs are required at one burial ground (different entrances), please note this on the application form, together with details of which entrance, the appropriate size & fixing method for each sign and a separate photo showing the desired location of each sign.

Once we have received your application/permission we aim to install the sign(s) at the agreed location(s) as soon as possible, within a maximum of 12 months. If however, you would prefer to install the sign yourself, this is feasible, although we would still require the details requested on the application form & a photo of the proposed location. This is in case the sign needs to be replaced at some point in the future (as a result of damage, theft, etc.).

All signs will be installed (unless by prior agreement), paid for and maintained by the Commission on a permanent basis.

If you would like a sign/signs, please send your completed applications and photographs to [ukna.signs@cwgc.org](mailto:ukna.signs@cwgc.org). If you prefer to send the applications by regular post, please do so at the address below:

UKNA (LA Signage),  
Commonwealth War Graves Commission,  
xxxx,  
xx,  
xxx  
xx

Please ensure your application forms have the correct CWGC cemetery reference number noted. These can be found on the attached cemetery list.

I have also attached a FAQ sheet for your information, however if you have any further questions about the sign, the application process, or if you would like any other information about the Commission, please do not hesitate to contact us. If you would like to find out more about the casualties buried in your burial grounds, please visit our website at [www.cwgc.org](http://www.cwgc.org), where you can search our database.

We look forward to hearing from you.

Yours faithfully,

**Alan Dracup**  
Supervisor (Special Projects), UKNA



## Signage Indicating War Graves Frequently Asked Questions

### 1. What do we need to do to get a CWGC War Grave sign(s)?

- Choose your preferred a sign size.
- Identify a suitable location for the sign to be fitted (*please see notes below*)
- Take a photo of the chosen location, with the paper template to indicate the exact location of the sign. (*please see notes below*)
- Complete the CWGC application form. Please include our reference number from your original letter.
- Email your completed application form to [ukna.signs@cwgc.org](mailto:ukna.signs@cwgc.org) including a photograph clearly showing the exact sign location.

### 2. What do the signs look like and how big are they?



Standard Sign: 430mm x 230mm



Small Sign: 210mm x 150mm

There is a slight variation on the wording, depending on the number of war graves in the churchyard. For example, "At this location there **is a** Commonwealth War Grave" or "At this location **there are** Commonwealth War Graves."

The signs are made from high-quality aluminium.

### 3. Where should the sign be fitted?

The sign should be fitted as close to the public entrance of the burial ground as possible, but the exact location is up to you. We will fit it where you feel it is most appropriate providing that we can adequately maintain the sign in the future.

The signs can be attached to railings, masonry, gates or notice boards. Alternatively, we can supply a stand-alone post. Care will be taken when fitting the signs not to damage the important fabric of buildings. Please contact us if you have any queries over the suggested location.



#### 4. Why do you need me to take a photo?

It is really important that we fit the sign in the agreed upon location, a clear photograph indicating where it should be fitted will help us to place it correctly.

Ideally we suggest that you print the paper template below and temporarily affix it where you would like the sign. You may send multiple photographs if you think it would be helpful.

Examples of photographs indicating sign location:



✓ Proposed sign location clearly marked, key surrounding features are visible

✗ Proposed sign location not marked.



✓ Proposed sign location clearly marked, key surrounding features are visible.

✗ Photograph is too close, key surrounding features are NOT visible.

**Please remember that the template is not to scale**

The Standard Sign is 430mm x 230mm

The Small Sign is 210mm x 150mm

#### 5. When will the sign be fitted?

We aim to install each sign as soon as possible within an estimated 12 months.

#### 6. Planning permission

Due to the size of the sign, it does not require planning or advertisement consent. However, if your burial

ground is within an area of special control, for example a conservation area, you should check with your local authority that there are no local planning requirements.

### 7. How much will it cost me to get a sign?

Nothing. All signs will be installed, paid for and maintained by the Commission free of charge and on a permanent basis.

### 8. Where can I find out more information the Commission?

Please feel free to get in touch with us, via the following links:

#### For general enquiries:

CWGC Enquiries Team

Telephone: 01628 507200

Email: [Enquiries@cwgc.org](mailto:Enquiries@cwgc.org)

Website: [www.cwgc.org](http://www.cwgc.org)





**Please Print for location indication.  
NOT TO SCALE.**



**The Standard Sign is 430mm x 230mm  
The Small Sign is 210mm x 150mm**

## Examples of CWGC Signs and fixing methods

### Attached to masonry:

When fixing Signs to walls and masonry we will normally use nonferrous screws and rawlplugs. We will always fit signs into the joints in the masonry so to avoid drilling into the important fabric of walls and stone work. If our contractors cannot drill into mortar joints, they will not install the sign, and the PCC will be contacted to discuss a new sign location.



### Attached to metal railings or gates:

The Sign is fixed in place with a bracket and adjustable metal ties.



### Attached to noticeboard:

Appropriate fixing plates would be attached to the noticeboard, fixing the Sign in place by use of a brackets or screws. Signs can also be attached to the legs of the noticeboard.



### Attached to existing post:

The Sign is fixed with brackets or screws to an existing metal or wooden post.



**Please Print for location indication.**

**NOT TO SCALE.**

At this location there are

**Commonwealth  
War Graves**

[www.cwgc.org](http://www.cwgc.org)

22/02/2022

## Biggleswade Town Council

13:31

## Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 31/01/2022

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
	<b>Total Fixed Assets</b>	<b>2,948,014</b>	<b>1,226,640</b>	<b>1,721,374</b>
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	7,325		
100	DEBTORS - TOWN COUNCIL	344		
101	DEBTORS - ALLOTMENTS	(122)		
102	DEBTORS - PITCH HIRE	299		
103	DEBTORS - ORCHARD CENTRE	3,926		
105	VAT REFUNDS	26,349		
110	PREPAYMENTS	369		
202	LLOYDS CURRENT BANK A/C	117,309		
204	LLOYDS SALARY A/C	1,450		
210	PETTY CASH	77		
224	PUBLIC SECTOR DEPOSIT	595,000		
	<b>Total Current Assets</b>		<b>752,326</b>	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	4,153		
515	PAYE & NI DUE	17,025		
525	ALLOTMENT DEPOSITS	3,730		
530	INC IN ADVANCE - COMMUTED	23,000		
	<b>Total Current Liabilities</b>		<b>47,908</b>	
	<b>Net Current Assets</b>			<b>704,418</b>
	<b>Total Assets less Current Liabilities</b>			<b>2,425,792</b>
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	106,365		
	<b>Total Long Term Liabilities</b>		<b>106,365</b>	
	<b>Total Assets less Total Liabilities</b>			<b>2,319,427</b>
	<u>Represented by :-</u>			
301	CURRENT YEAR FUND	527,448		
310	GENERAL RESERVE	97,682		
349	ROLLING CAPITAL FUND	71,964		
350	CAPITAL FINANCING RESERVE	1,320,152		
451	DEF'D GRANTS APPLIED	608,674		
452	DEF'D GRANTS W/BACK	(306,492)		
	<b>Total Equity</b>			<b>2,319,427</b>

22/02/2022

Biggleswade Town Council

13:32

Summary Income & Expenditure by Budget Heading 31/01/2022

Month No: 10

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	13,658	32,767	19,109	19,109	41.7%	
109	CAPITAL EXPENDITURE	Income	2,687	28,386	0	(28,386)		0.0%	
		Expenditure	92,720	(281,847)	13,435	295,282	295,282	(2097.9%	
	Movement to/(from) Gen Reserve	(90,034)	310,233						
111	CORPORATE MANAGEMENT	Income	1,167,097	1,290,119	1,292,191	2,072		99.8%	
		Expenditure	171,390	164,611	122,729	(41,882)	(41,882)	134.1%	
	Movement to/(from) Gen Reserve	995,707	1,125,508						
112	DEMOCRATIC REP'N & MGM'T	Income	7,800	3,250	0	(3,250)		0.0%	
		Expenditure	257,342	264,247	188,576	(75,671)	(75,671)	140.1%	
	Movement to/(from) Gen Reserve	(249,542)	(260,997)						
113	CIVIC ACTIVITIES & EXPENSES	Income	577	157	500	343		31.4%	
		Expenditure	1,000	234	3,100	2,866	2,866	7.6%	
	Movement to/(from) Gen Reserve	(423)	(77)						
115	ORCHARD COMMUNITY CENTRE	Income	23,422	27,279	33,120	5,841		82.4%	
		Expenditure	87,393	84,032	109,873	25,841	25,841	76.5%	
	Movement to/(from) Gen Reserve	(63,971)	(56,753)						
901	CENTRAL SERVICES	Expenditure	355	0	77,668	77,668	77,668	0.0%	
	Finance & General Purposes Income	1,202,382	1,349,191	1,327,611	(21,580)			101.6%	
		Expenditure	642,450	244,935	549,948	305,013	0	305,013	44.5%
	Movement to/(from) Gen Reserve	559,932	1,104,256						

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Public Land &amp; Open Spaces</b>								
102 ALLOTMENTS	Income	9,682	9,288	7,200	(2,088)			129.0%
	Expenditure	1,681	1,330	1,715	385		385	77.5%
	Movement to/(from) Gen Reserve	8,001	7,959					
104 BURIAL GROUNDS	Income	24,152	14,640	18,900	4,260			77.5%
	Expenditure	98,461	99,947	104,123	4,176		4,176	96.0%
	Movement to/(from) Gen Reserve	(74,309)	(85,307)					
210 GENERAL	Expenditure	3,876	2,467	3,000	533		533	82.2%
212 RECREATION GROUNDS	Income	8,888	6,249	5,500	(749)			113.6%
	Expenditure	349,409	319,119	359,019	39,900		39,900	88.9%
	Movement to/(from) Gen Reserve	(340,520)	(312,870)					
902 PUBLIC REALM	Expenditure	0	0	62,097	62,097		62,097	0.0%
	Public Land & Open Spaces Income	42,723	30,177	31,600	1,423			95.5%
	Expenditure	453,426	422,862	529,954	107,092	0	107,092	79.8%
	Movement to/(from) Gen Reserve	(410,703)	(392,685)					

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Town Centre Management</b>								
103 STREET LIGHTS	Expenditure	0	(12,757)	0	12,757		12,757	0.0%
105 CAR PARKS	Income	13,071	28,467	39,800	11,333			71.5%
	Expenditure	99,295	85,910	96,982	11,072		11,072	88.6%
	Movement to/(from) Gen Reserve	<u>(86,224)</u>	<u>(57,443)</u>					
106 MARKET	Income	3,803	12,674	16,500	3,826			76.8%
	Expenditure	43,595	45,238	40,793	(4,445)		(4,445)	110.9%
	Movement to/(from) Gen Reserve	<u>(39,792)</u>	<u>(32,564)</u>					
107 TOWN CENTRE GENERAL	Income	345	1,028	500	(528)			205.5%
	Expenditure	110,081	94,628	120,254	25,626		25,626	78.7%
	Movement to/(from) Gen Reserve	<u>(109,736)</u>	<u>(93,600)</u>					
110 PUBLIC CONVENIENCES	Income	650	0	0	0			0.0%
	Expenditure	22,770	13,274	7,080	(6,194)		(6,194)	187.5%
	Movement to/(from) Gen Reserve	<u>(22,120)</u>	<u>(13,274)</u>					
	Town Centre Management Income	<u>17,869</u>	<u>42,169</u>	<u>56,800</u>	<u>14,631</u>			<u>74.2%</u>
	Expenditure	<u>275,741</u>	<u>226,293</u>	<u>265,109</u>	<u>38,816</u>	<u>0</u>	<u>38,816</u>	<u>85.4%</u>
	Movement to/(from) Gen Reserve	<u>(257,873)</u>	<u>(184,124)</u>					
<b>Grand Totals:-</b>								
	Income	1,262,974	1,421,537	1,416,011	(5,526)			100.4%
	Expenditure	1,371,617	894,090	1,345,011	450,921	0	450,921	66.5%
	Net Income over Expenditure	<u>(108,644)</u>	<u>527,448</u>	<u>71,000</u>	<u>(456,448)</u>			
	Movement to/(from) Gen Reserve	<u>(108,644)</u>	<u>527,448</u>					



22/02/2022

Biggleswade Town Council

Item 10a.iii Det Inc &amp; Exp

13:32

Detailed Income &amp; Expenditure by Budget Heading 31/01/2022

Month No: 10

Committee Report

Page 1

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance &amp; General Purposes</u>								
<u>101 B'SWADE MAGISTRATES COURT</u>								
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	155	300	145		145	51.7%	
4008 STAFF TRAINING	270	0	0	0		0	0.0%	
4011 RATES	14,220	12,124	12,740	616		616	95.2%	
4012 WATER RATES	425	374	500	126		126	74.8%	
4013 RENT	(46,090)	(28,169)	(24,700)	3,469		3,469	114.0%	
4014 ELECTRICITY	2,384	2,779	3,000	221		221	92.6%	
4015 GAS	3,992	2,356	2,000	(356)		(356)	117.8%	
4016 CLEANING COSTS	11,766	3,752	360	(3,392)		(3,392)	1042.1%	
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%	
4027 PHOTOCOPIER	0	654	0	(654)		(654)	0.0%	
4029 OFFICE REFURBISHMENT	154	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	678	347	4,000	3,654		3,654	8.7%	
4038 MAINTENANCE CONTRACT	0	300	0	(300)		(300)	0.0%	
4042 EQUIPT MAINT/REPAIR	649	1,300	500	(800)		(800)	260.0%	
4081 Licences	0	159	0	(159)		(159)	0.0%	
4104 REFUSE COLLECTION	1,187	819	1,000	181		181	81.9%	
4110 FIRE PRECAUTIONS	704	994	600	(394)		(394)	165.6%	
4128 EQUIPMENT	403	0	0	0		0	0.0%	
4134 SECURITY/CCTV	7,789	2,058	1,500	(558)		(558)	137.2%	
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				
<u>108 GRANTS (INCL S137)</u>								
4261 GRANTS UNDER OTHER POWERS	19,950	13,658	20,767	7,109		7,109	65.8%	
4264 Community Agent Grant	11,500	0	12,000	12,000		12,000	0.0%	
GRANTS (INCL S137) :- Indirect Expenditure	31,450	13,658	32,767	19,109	0	19,109	41.7%	0
Net Expenditure	(31,450)	(13,658)	(32,767)	(19,109)				



	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>109 CAPITAL EXPENDITURE</b>								
1074 INC-DONATIONS	1,020	0	0	0			0.0%	
1079 INC-M.B.D.C GRANTS	0	19,946	0	(19,946)			0.0%	
1175 INC-SALES OF FIXED ASSETS	1,667	8,440	0	(8,440)			0.0%	
<b>CAPITAL EXPENDITURE :- Income</b>	<b>2,687</b>	<b>28,386</b>	<b>0</b>	<b>(28,386)</b>				<b>0</b>
4053 LOAN INTEREST	5,383	2,501	4,752	2,251		2,251	52.6%	
4253 LEASE INTEREST REPAID	401	268	268	0		0	99.8%	
4801 CP - New Vehicles\Equipment	0	36,286	3,000	(33,286)		(33,286)	1209.5%	
4802 CP - New Computer Installation	(1)	4,785	0	(4,785)		(4,785)	0.0%	
4803 CP - Boiler Magistrates Court	0	0	15,335	15,335		15,335	0.0%	
4806 CP - Office Furn/Equipment	0	2,442	0	(2,442)		(2,442)	0.0%	
4843 CP - Street Furniture	0	26,506	0	(26,506)		(26,506)	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	13,728	0	(13,728)		(13,728)	0.0%	
4867 CP - Eldon Way L/Hold Improvem	0	12,630	0	(12,630)		(12,630)	0.0%	
4900 ROLLING CAPITAL FUND ALLOC'N	71,500	0	0	0		0	0.0%	
4980 LOAN REPAYMENT	9,453	4,858	5,107	249		249	95.1%	
4981 TFR TO CFR NEW ASSETS	15,830	0	0	0		0	0.0%	
4982 LEASE CAPITAL REPAID	4,963	3,308	3,308	(0)		(0)	100.0%	
4990 ASSET FUNDING FROM RCP	(14,810)	(67,995)	(94,335)	(26,340)		(26,340)	72.1%	
4992 TRANSFER FROM E/MARKED RESERVE	0	(7,000)	0	7,000		7,000	0.0%	
4993 TFR TO CAP REC RSV	0	8,440	0	(8,440)		(8,440)	0.0%	
4994 TRANSFER FROM CAP REC RSV	0	(8,440)	0	8,440		8,440	0.0%	
4995 ADDN TFR FROM ROLLING CAPITAL	0	(314,164)	0	314,164		314,164	0.0%	
<b>CAPITAL EXPENDITURE :- Indirect Expenditure</b>	<b>92,720</b>	<b>(281,847)</b>	<b>13,435</b>	<b>295,282</b>	<b>0</b>	<b>295,282</b>	<b>(2097.9)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(90,034)</b>	<b>310,233</b>	<b>(13,435)</b>	<b>(323,668)</b>				
<b>111 CORPORATE MANAGEMENT</b>								
1076 PRECEPT RECEIVED	1,166,677	1,289,691	1,289,691	0			100.0%	
1096 INTEREST RECEIVED	420	428	2,500	2,072			17.1%	
<b>CORPORATE MANAGEMENT :- Income</b>	<b>1,167,097</b>	<b>1,290,119</b>	<b>1,292,191</b>	<b>2,072</b>			<b>99.8%</b>	<b>0</b>
4057 AUDIT FEES	3,375	460	3,720	3,260		3,260	12.4%	
4080 BAD DEBTS WRITTEN OFF	3,992	(40)	0	40		40	0.0%	
4901 C.S. SALARY RECHARGE	65,173	91,502	63,456	(28,046)		(28,046)	144.2%	
4911 C.S. O'HEAD RECHARGE	98,850	72,689	55,553	(17,136)		(17,136)	130.8%	
<b>CORPORATE MANAGEMENT :- Indirect Expenditure</b>	<b>171,390</b>	<b>164,611</b>	<b>122,729</b>	<b>(41,882)</b>	<b>0</b>	<b>(41,882)</b>	<b>134.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>995,707</b>	<b>1,125,508</b>	<b>1,169,462</b>	<b>43,954</b>				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>112 DEMOCRATIC REP'N &amp; MGM'T</b>								
1078 INC-MISC GRANTS	7,800	3,250	0	(3,250)			0.0%	
DEMOCRATIC REP'N & MGM'T :- Income	7,800	3,250	0	(3,250)				0
4024 SUBSCRIPTIONS	2,992	2,565	3,200	635		635	80.2%	
4026 COMPUTER	0	0	1,500	1,500		1,500	0.0%	
4058 PROFESSIONAL FEES	0	97	0	(97)		(97)	0.0%	
4082 NEIGHBOURHOOD PLAN	24,167	40,569	20,000	(20,569)		(20,569)	202.8%	
4085 COUNCIL WEBSITE	0	2,095	1,200	(895)		(895)	174.6%	
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	122,003	84,608	(37,395)		(37,395)	144.2%	
4911 C.S. O'HEAD RECHARGE	131,800	96,918	74,068	(22,850)		(22,850)	130.9%	
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	264,247	188,576	(75,671)	0	(75,671)	140.1%	0
Net Income over Expenditure	(249,542)	(260,997)	(188,576)	72,421				
<b>113 CIVIC ACTIVITIES &amp; EXPENSES</b>								
1091 INC-MISCELLANEOUS	577	0	500	500			0.0%	
1300 INC-MAYORS CHARITY	0	157	0	(157)			0.0%	
CIVIC ACTIVITIES & EXPENSES :- Income	577	157	500	343			31.4%	0
4008 STAFF TRAINING	0	0	500	500		500	0.0%	
4041 EQUIPMENT HIRE	0	62	0	(62)		(62)	0.0%	
4112 TOWN MAYOR'S ALLOW.	0	0	1,000	1,000		1,000	0.0%	
4125 Misc Costs	0	72	0	(72)		(72)	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	2,865	100	(2,765)		(2,765)	2865.2%	
4990 ASSET FUNDING FROM RCP	0	(2,765)	0	2,765		2,765	0.0%	
4991 TRANSFER TO E/MARKED RESERVE	1,000	0	0	0		0	0.0%	
CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure	1,000	234	3,100	2,866	0	2,866	7.6%	0
Net Income over Expenditure	(423)	(77)	(2,600)	(2,523)				
<b>115 ORCHARD COMMUNITY CENTRE</b>								
1077 INC-S106 GRANTS	800	0	0	0			0.0%	
1078 INC-MISC GRANTS	18,000	0	18,000	18,000			0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1081 INC-RENT	346	446	0	(446)			0.0%	
1082 INC-LETTINGS	4,276	26,703	15,000	(11,703)			178.0%	
1091 INC-MISCELLANEOUS	0	100	0	(100)			0.0%	
1109 INC-COFFEE MACHINE	0	0	120	120			0.0%	
1115 INC-REFRESHMENTS	0	30	0	(30)			0.0%	
ORCHARD COMMUNITY CENTRE :- Income	23,422	27,279	33,120	5,841			82.4%	0
4001 STAFF SALARIES	54,292	52,023	65,137	13,114		13,114	79.9%	
4002 EMPLOYERS N.I	4,962	4,278	5,351	1,073		1,073	79.9%	
4003 EMPLOYERS SUPERANN.	13,099	13,416	16,805	3,389		3,389	79.8%	
4007 HEALTH & SAFETY	966	340	500	160		160	68.0%	
4009 STAFF TRAVEL	129	247	300	53		53	82.2%	
4011 RATES	0	0	5,500	5,500		5,500	0.0%	
4012 WATER RATES	341	97	900	803		803	10.8%	
4014 ELECTRICITY	4,623	4,518	4,800	282		282	94.1%	
4015 GAS	1,062	2,008	2,000	(8)		(8)	100.4%	
4016 CLEANING COSTS	1,440	2,243	240	(2,003)		(2,003)	934.8%	
4020 MISC. ESTABLISH.COST	226	22	500	478		478	4.5%	
4021 TELEPHONE & FAX	0	0	1,200	1,200		1,200	0.0%	
4023 STATIONERY	0	59	0	(59)		(59)	0.0%	
4026 COMPUTER	1,516	180	2,940	2,761		2,761	6.1%	
4032 PUBLICITY	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	241	945	1,000	55		55	94.5%	
4038 MAINTENANCE CONTRACT	1,121	1,071	1,500	429		429	71.4%	
4042 EQUIPT MAINT/REPAIR	505	1,916	200	(1,716)		(1,716)	958.2%	
4047 MATERIALS/TOOLS	0	8	0	(8)		(8)	0.0%	
4060 OFFICE EQUIPMENT	0	454	0	(454)		(454)	0.0%	
4080 BAD DEBTS WRITTEN OFF	2,327	0	0	0		0	0.0%	
4081 Licences	315	232	300	68		68	77.3%	
4104 REFUSE COLLECTION	0	80	0	(80)		(80)	0.0%	
4110 FIRE PRECAUTIONS	41	0	0	0		0	0.0%	
4125 Misc Costs	0	(474)	0	474		474	0.0%	
4128 EQUIPMENT	1,200	370	200	(170)		(170)	185.0%	
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	84,032	109,873	25,841	0	25,841	76.5%	0
Net Income over Expenditure	(63,971)	(56,753)	(76,753)	(20,000)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>901 CENTRAL SERVICES</b>								
4001 STAFF SALARIES	174,241	241,097	260,444	19,347		19,347	92.6%	
4002 EMPLOYERS N.I	15,552	24,747	25,027	280		280	98.9%	
4003 EMPLOYERS SUPERANN.	27,449	39,163	48,884	9,721		9,721	80.1%	
4005 AGENCY STAFF	135,350	53,823	11,708	(42,115)		(42,115)	459.7%	
4007 HEALTH & SAFETY	638	92	2,500	2,408		2,408	3.7%	
4008 STAFF TRAINING	1,607	1,204	2,000	796		796	60.2%	
4009 STAFF TRAVEL	1,134	1,417	3,000	1,583		1,583	47.2%	
4010 MISC. STAFF COSTS	834	282	1,000	718		718	28.2%	
4013 RENT	46,090	28,169	24,700	(3,469)		(3,469)	114.0%	
4016 CLEANING COSTS	0	539	0	(539)		(539)	0.0%	
4020 MISC. ESTABLISH.COST	0	187	250	63		63	74.8%	
4021 TELEPHONE & FAX	9,108	9,804	7,600	(2,204)		(2,204)	129.0%	
4022 POSTAGE	1,044	1,124	800	(324)		(324)	140.5%	
4023 STATIONERY	2,051	3,446	1,800	(1,646)		(1,646)	191.5%	
4025 INSURANCE	19,545	18,510	21,000	2,490		2,490	88.1%	
4026 COMPUTER	48,743	42,159	36,000	(6,159)		(6,159)	117.1%	
4027 PHOTOCOPIER	2,505	3,467	3,000	(467)		(467)	115.6%	
4030 ADVERTISING, RECRUITMENT	8,668	25,469	0	(25,469)		(25,469)	0.0%	
4031 ADVERTISING	0	3,308	400	(2,908)		(2,908)	827.0%	
4032 PUBLICITY	2,527	258	2,500	2,242		2,242	10.3%	
4041 EQUIPMENT HIRE	355	0	0	0		0	0.0%	
4047 MATERIALS/TOOLS	0	71	0	(71)		(71)	0.0%	
4051 BANK CHARGES	1,020	1,606	1,200	(406)		(406)	133.8%	
4056 LEGAL EXPENSES	7,102	4,211	1,000	(3,211)		(3,211)	421.1%	
4058 PROFESSIONAL FEES	17,067	18,686	2,000	(16,686)		(16,686)	934.3%	
4059 CONSULTANCY	0	6,930	0	(6,930)		(6,930)	0.0%	
4060 OFFICE EQUIPMENT	737	1,806	500	(1,306)		(1,306)	361.2%	
4073 PAYROLL BUREAU FEES	2,911	(220)	2,000	2,220		2,220	(11.0%)	
4074 ACCOUNTANCY FEES	15,193	13,879	15,000	1,121		1,121	92.5%	
4103 PROTECTIVE CLOTHING	0	146	0	(146)		(146)	0.0%	
4125 Misc Costs	52	0	50	50		50	0.0%	
4127 SIGNS	0	514	0	(514)		(514)	0.0%	
4128 EQUIPMENT	0	50	0	(50)		(50)	0.0%	
4140 CHRISTMAS ACTIVITIES	0	1,358	0	(1,358)		(1,358)	0.0%	
4901 C.S. SALARY RECHARGE	(217,242)	(305,008)	(211,520)	93,488		93,488	144.2%	
4911 C.S. O'HEAD RECHARGE	(329,501)	(242,295)	(185,175)	57,120		57,120	130.8%	
4999 DEPRECIATION CHARGED	5,574	0	0	0		0	0.0%	
<b>CENTRAL SERVICES :- Indirect Expenditure</b>	<b>355</b>	<b>0</b>	<b>77,668</b>	<b>77,668</b>	<b>0</b>	<b>77,668</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(355)</b>	<b>0</b>	<b>(77,668)</b>	<b>(77,668)</b>				
<b>Finance &amp; General Purposes :- Income</b>	<b>1,202,382</b>	<b>1,349,191</b>	<b>1,327,611</b>	<b>(21,580)</b>			<b>101.6%</b>	
<b>Expenditure</b>	<b>642,450</b>	<b>244,935</b>	<b>549,948</b>	<b>305,013</b>	<b>0</b>	<b>305,013</b>	<b>44.5%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>559,932</b>	<b>1,104,256</b>						

Public Land & Open Spaces102 ALLOTMENTS

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1087 INC-ALLOTMENTS	9,682	9,288	7,200	(2,088)			129.0%	
ALLOTMENTS :- Income	9,682	9,288	7,200	(2,088)			129.0%	0
4013 RENT	581	349	465	116		116	75.0%	
4037 GROUNDS MAINTENANCE	73	0	500	500		500	0.0%	
4047 MATERIALS/TOOLS	0	23	0	(23)		(23)	0.0%	
4067 PEST CONTROL	860	745	750	5		5	99.3%	
4104 REFUSE COLLECTION	0	162	0	(162)		(162)	0.0%	
4128 EQUIPMENT	0	51	0	(51)		(51)	0.0%	
4999 DEPRECIATION CHARGED	167	0	0	0		0	0.0%	
ALLOTMENTS :- Indirect Expenditure	1,681	1,330	1,715	385	0	385	77.5%	0
Net Income over Expenditure	8,001	7,959	5,485	(2,474)				

104 BURIAL GROUNDS

1084 INC-BURIAL FEES	24,152	14,640	18,000	3,360			81.3%	
1097 INC-MEMORIALS	0	0	900	900			0.0%	
BURIAL GROUNDS :- Income	24,152	14,640	18,900	4,260			77.5%	0
4011 RATES	4,786	4,013	4,800	787		787	83.6%	
4012 WATER RATES	111	106	150	44		44	70.4%	
4014 ELECTRICITY	106	(220)	150	370		370	(146.6%)	
4036 PROPERTY MAINTENANCE	730	7,503	2,000	(5,503)		(5,503)	375.1%	
4037 GROUNDS MAINTENANCE	0	200	0	(200)		(200)	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	18,300	12,691	(5,609)		(5,609)	144.2%	
4902 W.S. SALARY RECHARGE	46,183	44,807	59,441	14,634		14,634	75.4%	
4911 C.S. O'HEAD RECHARGE	19,770	14,538	11,111	(3,427)		(3,427)	130.8%	
4912 W.S. O'HEAD RECHARGE	11,033	10,700	12,280	1,580		1,580	87.1%	
4999 DEPRECIATION CHARGED	2,250	0	0	0		0	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	98,461	99,947	104,123	4,176	0	4,176	96.0%	0
Net Income over Expenditure	(74,309)	(85,307)	(85,223)	84				

210 GENERAL

4064 ANNUAL HANGING BASKETS	3,876	2,467	3,000	533		533	82.2%	
GENERAL :- Indirect Expenditure	3,876	2,467	3,000	533	0	533	82.2%	0
Net Expenditure	(3,876)	(2,467)	(3,000)	(533)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>212 RECREATION GROUNDS</u>								
1077 INC-S106 GRANTS	2,600	0	0	0			0.0%	
1081 INC-RENT	2,720	5,657	3,500	(2,157)			161.6%	
1082 INC-LETTINGS	0	249	0	(249)			0.0%	
1083 INC-PITCH HIRE	261	302	2,000	1,698			15.1%	
1091 INC-MISCELLANEOUS	3,308	40	0	(40)			0.0%	
RECREATION GROUNDS :- Income	8,888	6,249	5,500	(749)			113.6%	0
4011 RATES	4,527	3,785	3,775	(10)		(10)	100.3%	
4012 WATER RATES	9,480	7,706	11,000	3,294		3,294	70.1%	
4013 RENT	0	0	1	1		1	0.0%	
4014 ELECTRICITY	2,794	4,342	6,000	1,658		1,658	72.4%	
4037 GROUNDS MAINTENANCE	470	5,637	2,500	(3,137)		(3,137)	225.5%	
4038 MAINTENANCE CONTRACT	7,430	6,249	6,900	651		651	90.6%	
4039 PLAY. EQUIP. MAINT.	0	941	3,000	2,059		2,059	31.4%	
4043 FENCING & GATES	0	0	1,000	1,000		1,000	0.0%	
4044 TREES & PLANTS	1,110	494	2,500	2,006		2,006	19.8%	
4067 PEST CONTROL	400	200	900	700		700	22.2%	
4080 BAD DEBTS WRITTEN OFF	1,237	0	0	0		0	0.0%	
4100 FERT./SEEDS/WEEDKILL	41	33	200	168		168	16.3%	
4104 REFUSE COLLECTION	4,680	5,667	4,000	(1,667)		(1,667)	141.7%	
4110 FIRE PRECAUTIONS	476	350	750	400		400	46.7%	
4114 LITTER BINS	0	270	2,000	1,730		1,730	13.5%	
4128 EQUIPMENT	0	462	0	(462)		(462)	0.0%	
4134 SECURITY/CCTV	0	1,141	0	(1,141)		(1,141)	0.0%	
4790 DEFERRED GRANTS RELEASED	(11,187)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	34,759	48,801	33,843	(14,958)		(14,958)	144.2%	
4902 W.S. SALARY RECHARGE	161,641	156,824	208,042	51,218		51,218	75.4%	
4911 C.S. O'HEAD RECHARGE	52,720	38,767	29,628	(9,139)		(9,139)	130.8%	
4912 W.S. O'HEAD RECHARGE	38,617	37,449	42,980	5,531		5,531	87.1%	
4999 DEPRECIATION CHARGED	40,215	0	0	0		0	0.0%	
RECREATION GROUNDS :- Indirect Expenditure	349,409	319,119	359,019	39,900	0	39,900	88.9%	0
Net Income over Expenditure	(340,520)	(312,870)	(353,519)	(40,649)				
<u>902 PUBLIC REALM</u>								
4001 STAFF SALARIES	180,216	177,425	239,146	61,721		61,721	74.2%	
4002 EMPLOYERS N.I	15,345	14,492	21,006	6,514		6,514	69.0%	
4003 EMPLOYERS SUPERANN.	35,354	32,118	61,701	29,583		29,583	52.1%	
4007 HEALTH & SAFETY	822	568	500	(68)		(68)	113.6%	
4008 STAFF TRAINING	132	806	2,500	1,694		1,694	32.2%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4009 STAFF TRAVEL	46	851	300	(551)		(551)	283.6%	
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)	1,712	7,596	5,884		5,884	22.5%	
4023 STATIONERY	0	123	0	(123)		(123)	0.0%	
4025 INSURANCE	0	9,314	0	(9,314)		(9,314)	0.0%	
4026 COMPUTER	0	1,662	0	(1,662)		(1,662)	0.0%	
4030 ADVERTISING, RECRUITMENT	0	951	0	(951)		(951)	0.0%	
4036 PROPERTY MAINTENANCE	0	75	5,200	5,125		5,125	1.4%	
4041 EQUIPMENT HIRE	183	367	400	33		33	91.8%	
4042 EQUIPT MAINT/REPAIR	5,435	901	4,500	3,599		3,599	20.0%	
4044 TREES & PLANTS	0	1,231	0	(1,231)		(1,231)	0.0%	
4046 VEHICLE LEASING	9,698	8,925	11,000	2,075		2,075	81.1%	
4047 MATERIALS/TOOLS	9,566	7,207	12,000	4,793		4,793	60.1%	
4048 VEHICLE MAINT/REPAIR	4,303	5,561	10,000	4,439		4,439	55.6%	
4049 VEHICLE FUEL	5,808	5,851	8,000	2,149		2,149	73.1%	
4050 VEHICLE TAX	675	906	675	(231)		(231)	134.3%	
4060 OFFICE EQUIPMENT	29	0	0	0		0	0.0%	
4068 NEW MACHINERY	0	112	0	(112)		(112)	0.0%	
4100 FERT./SEEDS/WEEDKILL	0	1,061	0	(1,061)		(1,061)	0.0%	
4103 PROTECTIVE CLOTHING	3,036	2,462	2,500	38		38	98.5%	
4110 FIRE PRECAUTIONS	0	353	0	(353)		(353)	0.0%	
4119 SKIP HIRE	2,048	314	3,000	2,686		2,686	10.5%	
4127 SIGNS	0	780	0	(780)		(780)	0.0%	
4128 EQUIPMENT	490	1,227	500	(727)		(727)	245.4%	
4134 SECURITY/CCTV	0	178	0	(178)		(178)	0.0%	
4790 DEFERRED GRANTS RELEASED	(2,536)	0	0	0		0	0.0%	
4902 W.S. SALARY RECHARGE	(230,916)	(224,035)	(297,203)	(73,168)		(73,168)	75.4%	
4912 W.S. O'HEAD RECHARGE	(55,166)	(53,499)	(61,400)	(7,901)		(7,901)	87.1%	
4999 DEPRECIATION CHARGED	18,975	0	0	0		0	0.0%	
PUBLIC REALM :- 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	30,177	31,600	1,423			95.5%	
Expenditure	453,426	422,862	529,954	107,092	0	107,092	79.8%	
Movement to/(from) Gen Reserve	(410,703)	(392,685)						

Town Centre Management103 STREET LIGHTS

4014 ELECTRICITY	0	(12,757)	0	12,757		12,757	0.0%	
STREET LIGHTS :- Indirect Expenditure	0	(12,757)	0	12,757	0	12,757		0
Net Expenditure	0	12,757	0	(12,757)				

105 CAR PARKS

1088 INC-CAR PARKING FEES	7,316	17,662	22,000	4,338			80.3%	
1089 INC - PARKING PERMITS WORK	2,475	6,096	11,500	5,404			53.0%	
1189 INC-PARKING PERMITS RES	3,280	4,709	6,300	1,591			74.7%	
CAR PARKS :- Income	13,071	28,467	39,800	11,333			71.5%	0
4008 STAFF TRAINING	0	300	0	(300)		(300)	0.0%	
4011 RATES	26,318	21,769	26,600	4,831		4,831	81.8%	
4023 STATIONERY	0	215	0	(215)		(215)	0.0%	
4038 MAINTENANCE CONTRACT	7,583	7,554	7,500	(54)		(54)	100.7%	
4047 MATERIALS/TOOLS	810	904	2,000	1,096		1,096	45.2%	
4056 LEGAL EXPENSES	495	2,022	1,000	(1,022)		(1,022)	202.2%	
4058 PROFESSIONAL FEES	0	4,035	0	(4,035)		(4,035)	0.0%	
4067 PEST CONTROL	0	50	0	(50)		(50)	0.0%	
4092 Card Processing Fees	423	975	1,000	25		25	97.5%	
4108 SURFACE REPAIRS	0	0	3,000	3,000		3,000	0.0%	
4126 CAR PARK LEASE	32,345	26,000	32,001	6,001		6,001	81.2%	
4790 DEFERRED GRANTS RELEASED	(742)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	3,259	4,575	3,173	(1,402)		(1,402)	144.2%	
4902 W.S. SALARY RECHARGE	11,546	11,202	14,860	3,658		3,658	75.4%	
4911 C.S. O'HEAD RECHARGE	4,943	3,634	2,778	(856)		(856)	130.8%	
4912 W.S. O'HEAD RECHARGE	2,758	2,675	3,070	395		395	87.1%	
4999 DEPRECIATION CHARGED	9,559	0	0	0		0	0.0%	
CAR PARKS :- Indirect Expenditure	99,295	85,910	96,982	11,072	0	11,072	88.6%	0
Net Income over Expenditure	(86,224)	(57,443)	(57,182)	261				

106 MARKET

1082 INC-LETTINGS	0	197	0	(197)			0.0%	
1083 INC-PITCH HIRE	0	367	0	(367)			0.0%	
1085 INC-TUESDAY MARKET RENTS	697	2,607	1,500	(1,107)			173.8%	
1086 INC-SATURDAY MARKET RENTS	3,106	9,504	15,000	5,496			63.4%	
MARKET :- Income	3,803	12,674	16,500	3,826			76.8%	0



	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 STAFF SALARIES	388	0	0	0		0	0.0%	
4002 EMPLOYERS N.I	152	156	227	71		71	68.8%	
4003 EMPLOYERS SUPERANN.	741	2,193	2,691	498		498	81.5%	
4004 MARKET STAFF	6,407	7,658	10,430	2,772		2,772	73.4%	
4006 CLEANING WAGES	0	844	0	(844)		(844)	0.0%	
4007 HEALTH & SAFETY	0	184	0	(184)		(184)	0.0%	
4011 RATES	5,364	4,316	5,260	944		944	82.0%	
4012 WATER RATES	613	0	0	0		0	0.0%	
4014 ELECTRICITY	981	1,392	600	(792)		(792)	232.0%	
4023 STATIONERY	0	32	0	(32)		(32)	0.0%	
4032 PUBLICITY	608	0	1,500	1,500		1,500	0.0%	
4047 MATERIALS/TOOLS	0	918	250	(668)		(668)	367.2%	
4103 PROTECTIVE CLOTHING	0	85	0	(85)		(85)	0.0%	
4127 SIGNS	0	96	0	(96)		(96)	0.0%	
4901 C.S. SALARY RECHARGE	10,862	15,250	10,576	(4,674)		(4,674)	144.2%	
4911 C.S. O'HEAD RECHARGE	16,475	12,115	9,259	(2,856)		(2,856)	130.8%	
4999 DEPRECIATION CHARGED	1,004	0	0	0		0	0.0%	
MARKET :- Indirect Expenditure	43,595	45,238	40,793	(4,445)	0	(4,445)	110.9%	0
Net Income over Expenditure	(39,792)	(32,564)	(24,293)	8,271				
<b>107 TOWN CENTRE GENERAL</b>								
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	1,028	0	(1,028)			0.0%	
TOWN CENTRE GENERAL :- Income	345	1,028	500	(528)			205.5%	0
4001 STAFF SALARIES	26,401	20,893	27,397	6,504		6,504	76.3%	
4002 EMPLOYERS N.I	2,431	2,171	2,568	397		397	84.6%	
4003 EMPLOYERS SUPERANN.	6,344	3,147	7,068	3,921		3,921	44.5%	
4009 STAFF TRAVEL	98	0	0	0		0	0.0%	
4032 PUBLICITY	0	116	0	(116)		(116)	0.0%	
4036 PROPERTY MAINTENANCE	688	394	240	(154)		(154)	164.1%	
4037 GROUNDS MAINTENANCE	0	400	0	(400)		(400)	0.0%	
4044 TREES & PLANTS	200	1,010	0	(1,010)		(1,010)	0.0%	
4067 PEST CONTROL	0	25	0	(25)		(25)	0.0%	
4104 REFUSE COLLECTION	150	0	0	0		0	0.0%	
4116 WAR MEM & REM SERV	0	687	750	63		63	91.6%	
4117 CLOCK REPAIRS	0	0	350	350		350	0.0%	
4127 SIGNS	0	424	0	(424)		(424)	0.0%	
4138 MARKET SQUARE EVENTS	2,772	3,375	15,000	11,625		11,625	22.5%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4139 GRASS CUTTING	0	4,236	0	(4,236)		(4,236)	0.0%	
4140 CHRISTMAS ACTIVITIES	13,640	3,477	7,000	3,523		3,523	49.7%	
4144 CCTV	15,378	13,992	18,000	4,008		4,008	77.7%	
4145 CHRISTMAS LIGHTS	18,914	18,196	18,000	(196)		(196)	101.1%	
4790 DEFERRED GRANTS RELEASED	(571)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	3,259	4,575	3,173	(1,402)		(1,402)	144.2%	
4902 W.S. SALARY RECHARGE	11,546	11,202	14,860	3,658		3,658	75.4%	
4911 C.S. O'HEAD RECHARGE	4,943	3,634	2,778	(856)		(856)	130.8%	
4912 W.S. O'HEAD RECHARGE	2,758	2,675	3,070	395		395	87.1%	
4999 DEPRECIATION CHARGED	1,131	0	0	0		0	0.0%	
TOWN CENTRE GENERAL :- Indirect Expenditure	110,081	94,628	120,254	25,626	0	25,626	78.7%	0
Net Income over Expenditure	(109,736)	(93,600)	(119,754)	(26,154)				
<b>110 PUBLIC CONVENIENCES</b>								
1091 INC-MISCELLANEOUS	650	0	0	0			0.0%	
PUBLIC CONVENIENCES :- Income	650	0	0	0				0
4011 RATES	3,134	(3,144)	0	3,144		3,144	0.0%	
4012 WATER RATES	627	966	2,000	1,034		1,034	48.3%	
4014 ELECTRICITY	0	0	1,000	1,000		1,000	0.0%	
4016 CLEANING COSTS	0	14,580	600	(13,980)		(13,980)	2430.0%	
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%	
4047 MATERIALS/TOOLS	0	221	0	(221)		(221)	0.0%	
PUBLIC CONVENIENCES :- Indirect Expenditure	22,770	13,274	7,080	(6,194)	0	(6,194)	187.5%	0
Net Income over Expenditure	(22,120)	(13,274)	(7,080)	6,194				
Town Centre Management :- Income	17,869	42,169	56,800	14,631			74.2%	
Expenditure	275,741	226,293	265,109	38,816	0	38,816	85.4%	
Movement to/(from) Gen Reserve	(257,873)	(184,124)						
Grand Totals:- Income	1,262,974	1,421,537	1,416,011	(5,526)			100.4%	
Expenditure	1,371,617	894,090	1,345,011	450,921	0	450,921	66.5%	
Net Income over Expenditure	(108,644)	527,448	71,000	(456,448)				
Movement to/(from) Gen Reserve	(108,644)	527,448						

## List of Payments made between 01/01/2022 and 31/01/2022

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>
01/01/2022	CF Corporate Finance Limited	Std Ord	392.40		SHARP MX3061-copier lease rent
04/01/2022	Enterprise Personnel Ltd	202084	644.64		3132-DP W/C 6.12.21
04/01/2022	Furniture @ Work Ltd	202085	126.00		3134-Office chair
04/01/2022	Harrier Office Supplies Ltd	202086	455.80		3133-Stationery
04/01/2022	JPIMedia Publishing Ltd	202087	619.20		3135-Advertising
04/01/2022	Parallel HR Ltd	202088	330.00		3136-HR Services
04/01/2022	Pear Technology Services Ltd	202089	330.00		3148-Pear software support
04/01/2022	Peninsula Business Services Li	202090	37.09		3137-EAP Services
04/01/2022	DCK Accounting Solutions Ltd	202091	1,173.58		3131-Accountancy Dec 21
04/01/2022	R & C Hyett	202092	2,700.00		3157-OCH Cleaning Dec 21
04/01/2022	Unison	202093	23.00		3139-Unison Dec 21
04/01/2022	The Right Fuelcard Company Lim	DDR1	83.96		3140-Fuel A/C
04/01/2022	Node IT Solutions Ltd	DDR2	215.40		3142-Adobe Acrobat
04/01/2022	Indeed	BP	184.92		Recruitment advert
05/01/2022	CENTRAL BEDFORDSHIRE	FP	116.25		3141-Allot rent 25.12-24.3.22
06/01/2022	Central Bedfordshire Council	Std Ord	4,599.00		CBC - Rates 2021/21
10/01/2022	The Right Fuelcard Company Lim	DDR4	3.60		3211-Vehicle fuel
10/01/2022	Yu Energy	ddr5	100.95		Purchase Ledger Payment
11/01/2022	BNP Paribus	Std Ord	584.17		Isuzu Truck LN69 XVL
11/01/2022	Node IT Solutions Ltd	ddr6	62.40		3443-Managed Network services
11/01/2022	Node IT Solutions Ltd	ddr7	158.98		3147-Zoon subscription
11/01/2022	Node IT Solutions Ltd	DDR8	211.20		3146-Managed network protectio
11/01/2022	Node IT Solutions Ltd	DDR9	3,202.13		3145-IT Support
11/01/2022	Node IT Solutions Ltd	DDR	444.00		3144-Leased line rental
12/01/2022	Land Registry	D/CARD	33.00		Land search fees
17/01/2022	Integrating Solutions Limited	DDR10	174.23		3204-Copier monthly charge
17/01/2022	Lex Autolease Ltd	DDR11	410.64		3217-Lease rental Dec 21
17/01/2022	British Telecommunications PLC	DDR12	553.58		3275-Telephone
17/01/2022	Osso Gas - OSSO1107	DDR13	787.39		Purchase Ledger Payment
17/01/2022	Osso Gas OSSO1108	DDR14	1,625.72		Purchase Ledger Payment
17/01/2022	Lloyds Bank	DDR	181.82		Bank charges
18/01/2022	Anglian Water Business Ltd. (N	DDR15	12.04		3216-Water Cemetery 2Oct-1Jan
18/01/2022	Anglian Water Business Ltd. (N	DDR16	40.02		3221-Water Bus Term. 5Oct-4Jan
18/01/2022	Fuel Genie DDR	DDR17	580.01		3203-Vehicle fuel
18/01/2022	Lloyds Salary A/C	Tfr	60,000.00		
18/01/2022	Tierney	FP	60.00		S/Ledger refund
18/01/2022	Weinrich Dep Refund	REFUND	30.00		Weinrich Dep Refund
18/01/2022	Fergal Holmes-Deposit Refund	000470	50.00		Fergal Holmes-Deposit Refund
19/01/2022	Hawkins Historic Ltd	000468	759.60		3308-Chapel tender work
20/01/2022	Steggles	FP	10.00		S/Ledger Refund
20/01/2022	Amazon	D/CARD	47.98		Lamp/mouse mat
20/01/2022	Amazon	D/CARD	58.98		Headphone/diary
20/01/2022	Sandeep Dep Refund	REFUND	10.00		Sandeep Dep Refund
21/01/2022	Anglian Water Business Ltd. (N	DDR18	40.02		3215-Water Fairfield 2Oct-1Jan
21/01/2022	Anglian Water Business Ltd. (N	DDR19	84.70		3218-Water Old CH 5Oct-4Jan
21/01/2022	AIB Merchant Services	DDR20	96.12		3208-Car park card processing
21/01/2022	Anglian Water Business Ltd. (N	DDR21	346.87		3220-Water Public Con 5Oct-4Ja

## List of Payments made between 01/01/2022 and 31/01/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/01/2022	Amazon	D/CARD	6.49		waste bin
21/01/2022	Amazon	D/CARD	3.48		diary
24/01/2022	Node IT Solutions Ltd	DDR22	30.60		3213-Adapter, audio cable
24/01/2022	EE - DDR	DDR23	290.08		Purchase Ledger Payment
24/01/2022	Casey Dep Refund	REFUND	30.00		Casey Dep Refund
25/01/2022	ADT Fire & Security plc	202094	420.78		3202-Singal trans. serv JanApr
25/01/2022	Anglian Water Business Ltd. (N	202095	25.52		3199-Water 02Oct-01Jan22
25/01/2022	Enterprise Personnel Ltd	202096	1,627.98		3190-Temp staff DP w.c.13Dec
25/01/2022	HERTFORDSHIRE COUNTY	202098	81.14		3201-Mop buckets, staple, etc.
25/01/2022	Flowbird Smart City UK Ltd	202097	296.35		3184-Parking equip serv.-Feb22
25/01/2022	Harrier Office Supplies Ltd	202099	753.36		3224-Z Folded hand towel
25/01/2022	Lamps & Tubes Illuminations Lt	202100	2,494.86		3222-Xmas display lighting
25/01/2022	The Lion Press (Sandy) Ltd	202101	430.00		3195-Xmas fair-booklets
25/01/2022	NABMA	202102	369.00		3194-NABMA subs 22/23
25/01/2022	OccHealth Direct Ltd	202103	120.00		3196-Phone health consultation
25/01/2022	Peninsula Business Services Li	202104	37.09		3198-EAP provision services
25/01/2022	Turfcare Leisure Services Ltd	202105	858.47		3200-Bowling G maint-Jan'22
25/01/2022	Tim's Digital	202106	786.00		3223-VPS hosting BTC.gov.uk
25/01/2022	Tudor Environmental	202107	324.00		3225-Dustbin liner bag
25/01/2022	Veolia UK Ltd	202108	95.69		3226-Euro lift
25/01/2022	Land Registry	D/CARD	24.00		Land search fees
26/01/2022	HP Inc UK Ltd	FP2	1,842.29		Purchase Ledger Payment
26/01/2022	S Twigg	000469	75.00		S Twigg Worker permit refund
27/01/2022	TV Licensing	FP3	159.00		3293-OCH TV Licence
31/01/2022	F & R Cawley Ltd	DDR23	976.93		3207-Refuse collection Dec 21
31/01/2022	OPUS Energy (Corporate) Limite	DDR24	1,751.64		3292-S/Way electricity
31/01/2022	Costco Online UK Ltd	D/Card	138.99		3277-Office chair
Total Payments			96,840.13		

**To:** Karim Hosseini  
**Subject:** RE: Holding of Documents for Public View

Council 08/03/2022  
Items for Information  
Item 12a Proposed Junction Alterations  
A1 Biggleswade

RE: Holding of Documents for Public View

Hi Karim,

Many thanks for letting me know.

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I would be grateful for the views of Biggleswade Town Council on these proposals.

RPS Transport is currently preparing the application for a Permanent Traffic Regulation Order (PTRO) to close the gap in the central reservation on the A1 (opposite the junction with Biggleswade Road), to physically prohibit the right turn manoeuvre from Biggleswade Road southbound onto the A1.

I provide some background information to the gap closure proposal.

The proposal for the gap closure originated from the approved planning application relating the development of land at Biggleswade Road. The approved development comprises 10,545 square metres of flexible commercial use (B1, B2 and B8 use classes), split over 14 units (planning application reference CB/20/00818/OUT).

During the determination period, discussions with National Highways (formerly Highways England) identified the requirement to consider the risk associated with the intensification of use of the Biggleswade Road / A1 junction resulting from the development proposals and specifically right turning vehicles using the gap in the dual carriageway.

A risk assessment was therefore undertaken (in accordance with GG104) to consider the risk associated with the intensification of use of the access arrangement from Biggleswade Road with the A1 resulting from the development proposals and specifically right turning vehicles using the gap in the dual carriageway to access the southbound carriageway.

The (GG104) risk assessment indicated that additional control measures are required, with or without development, to reduce the risk rating to a level that is equivalent to a test of as low as reasonably practical (ALARP). The risk assessment recommended the closure of the gap in the central reservation on the A1 to physically prohibit the right turn manoeuvre from Biggleswade Road southbound onto the A1.

Thus, the approved highway improvements comprise the closure of the gap in the central reservation on the A1 to physically prohibit the right turn manoeuvre from Biggleswade Road, southbound onto the A1. The existing junction layout includes an informal uncontrolled pedestrian crossing located immediately to the north of the junction with Biggleswade Road. The original scheme proposal retained and proposed improvements to the pedestrian crossing.

The original proposal has been subject to a Stage 1 Road Safety Audit (RSA). Following the Stage 1 RSA and subsequent discussions with National Highways, the scheme has been amended to remove the pedestrian facilities at the junction and effectively close the gap in the central reserve for all road users, this was the preference of National Highways

National Highways subsequently identified the requirement for a separate study (GG142 compliant WCHAR) be undertaken to assess and review the implications on non-motorised users (NMUs) of removing pedestrian facilities at the junction. The (WCHAR) study did not identify any specific opportunities for improvement to pedestrian and cycle access relevant to the proposed development or the study area and recommended closure of the gap in the central reserve to all road users at the A1 / Biggleswade junction, in line with the Stage 1 RSA.

The approved scheme details are illustrated on the following drawings attached (preliminary layout drawings):

- JNY10389 – 17a – Proposed Junction Alteration.
- JNY10389 – 18a – Proposed Junction Alteration Detail.

Please let me know if you require any further information.

Look forward to hearing from you.

Kind regards,

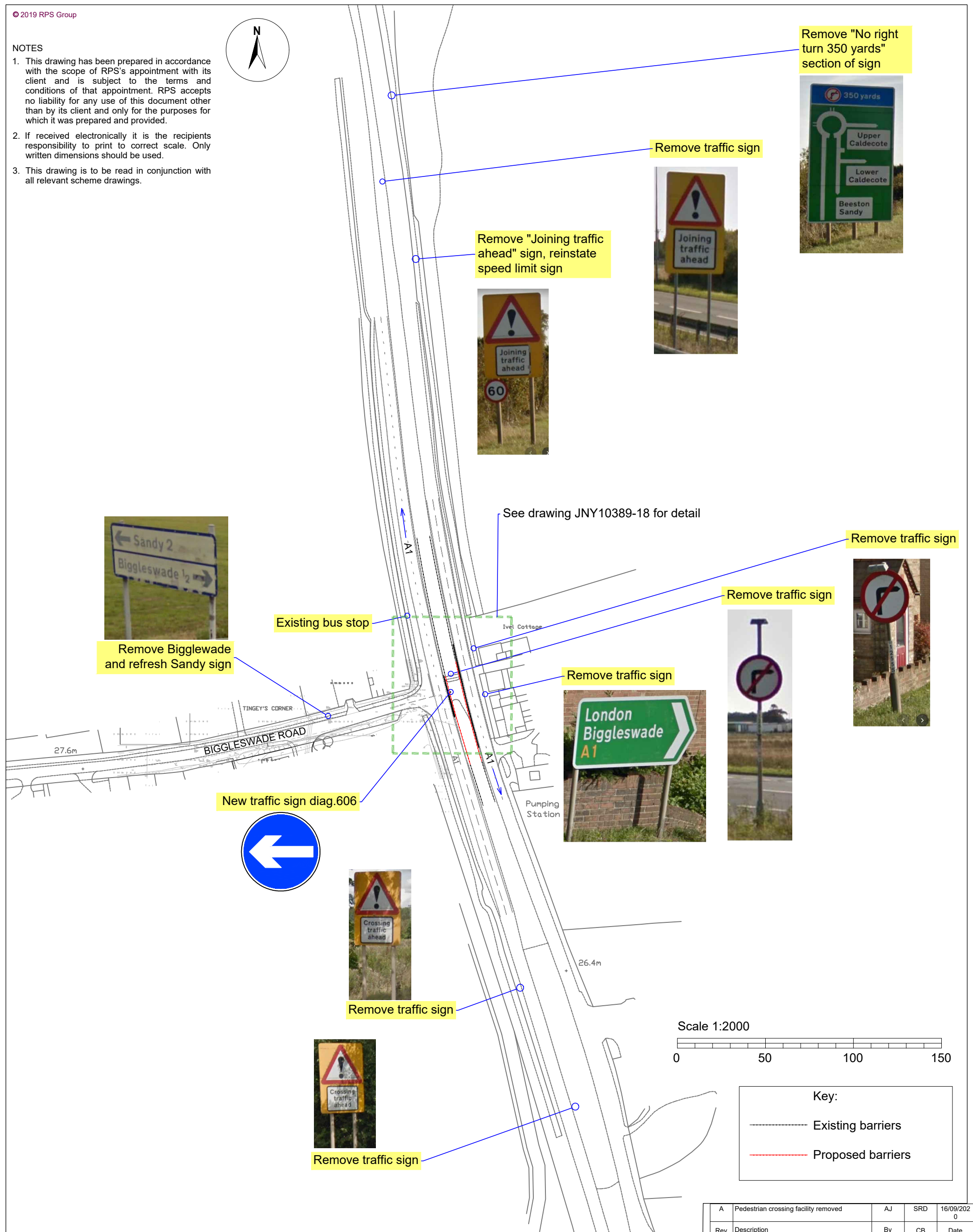
Kara

Kara Dale

Associate (Transport)

NOTES

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3. This drawing is to be read in conjunction with all relevant scheme drawings.



20 Farringdon Street, London EC4A 4AB  
T: +44(0)20 3691 0500 E: transport@rpsgroup.com

Client Fletcher Ellam Ltd

Project Woodlands Nursery, Upper Caldecote

Title Biggleswade / A1  
Proposed Junction Alterations

Status	Drawn By	PM/Checked by
PRELIMINARY	AJ	SRD
Project Number	Scale @ A3	Date Created
JNY10389	1:2000	14.07.20
RPS Drawing/Figure Number	Rev	
JNY10389-17	A	

rpsgroup.com





**To:** Enquiry  
**Subject:** RE: Thank you for Grant Biggleswade Jamboree 4 Grant

---

**From:** Biggleswade Jamboree  
**Sent:** 26 February 2022 21:46  
**To:** Enquiry <[Enquiry@biggleswadetowncouncil.gov.uk](mailto:Enquiry@biggleswadetowncouncil.gov.uk)>  
**Subject:** Biggleswade Jamboree 4 Grant

Dear Biggleswade Town Council,

We thank you for your support and donation of £750 to the Biggleswade Jamboree 4, towards our once in a life time trip to the World Scout Jamboree in Korea 2023. Emily and I personally thank you for allowing us to speak at the meeting on the 18th of January.

Biggleswade Scout Group is proud to have four of our young people selected to be a part of Unit 17. We have one of the youngest to go, Emily who is currently a scout; Dylan an explorer; Oliver, a young leader in explorers; and myself, the oldest in Unit 17.

Because of your generosity, we are able to further our mission in fundraising for the experience.

Again, many thanks for your support. It means the world to us and the others in Unit 17 taking this journey with us.

Sincerely,

Jenna, Emily, Dylan and Oliver