



Ref: Agenda/Council -14/06/2022

9th June 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 14th June 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 be "Peter Tarrant", written over a horizontal line.

Peter Tarrant
Town Clerk & Chief Executive

Distribution: All Town Councillors
Notice Boards
The Press

AGENDA

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

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

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

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

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

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_h09ncmpKRh2weiLzSRfx-q

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

5. INVITED SPEAKER

None.

6. MEMBERS' QUESTIONS

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. The Minutes of the Town Council Meeting held on **Tuesday 24th May 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. MATTERS ARISING

- a. The Minutes of the Town Council Meeting held on **Tuesday 24th May 2022** at the Office of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

9. ITEMS FOR CONSIDERATION

a. **Banking Signatories**

For Members to receive a written report from the Locum Head of Finance.

b. **Standing Orders**

For Members to consider the amended Standing Orders. For Members to receive a written report from the Town Clerk and Chief Executive.

c. **Flag Flying Policy**

Motion to approve the attached Flag Flying Policy as per the 17th May 2022 Town Centre Management Committee recommendation.

d. **Play Areas**

For Members to receive a written report from the Head of Governance & Strategic Partnerships and the Public Realm Manager following the 7th June 2022 PLOS Committee recommendations.

e. **East Anglian Air Ambulance**

For Members to consider the written report from the Place Shaping Manager related to the attached letter requesting the Town Council to host a new clothing bank at the Dan Albane Car Park.

10. ACCOUNTS

a. **Financial Administration**

For Members to receive the following financial information for consideration:

- i. Detailed Balance Sheet to April 2022.
- ii. Summary Income and Expenditure by Committee 30th April 2022.
- iii. Detailed Income and Expenditure by Committee 30th April 2022.
- iv. Lloyds Bank Payment listing April 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/22/01897/FULL – 29 Dering Corner, Biggleswade, SG18 8XQ**

Loft conversion with two front dormers, one dormer to the rear and roof lights.

Previously on Council Agenda.

On Council agenda 24/05/2022. CB/22/01753/FULL - 29 Dering Corner, Biggleswade, SG18 8XQ - Single storey extension. Outcome as no objection.

b. **CB/22/02057/FULL – 135 London Road, Biggleswade, SG18 8EF**

Single storey rear extension, garage conversion with front bay window.

c. **CB/22/01567/FULL – Units 1 to 4, Eldon Way, Biggleswade, SG18 8NH**

Replace roofs and increase all pitched roof heights. Replace cladding to first floor rear elevation and ground floor rear gable elevation of all 4 units. Replace windows to front and rear elevations of all 4 units. Refurbishment to 4 buildings.

d. **CB/22/02083/FULL – 17 Banks Road, Biggleswade, SG18 0DY**

Creation of new vehicular access to the rear of the dwelling, and new carport.

On Council agenda 26/04/2022. 17 Banks Road, Biggleswade SG18 0DY - Creation of vehicular access to rear of dwelling and double carport. Outcome as no objection. This application was withdrawn 16/05/2022.

e. **CB/22/01960/FULL – 3 St. Andrews Close, Biggleswade, SG18 8BB**

Single storey rear and side extension and first floor front extension.

f. **CB/22/01782/FULL – Unit B, Normandy Lane, Biggleswade, SG18 8QB**

Change of Use: Unit B external alterations comprising recladding, new glazing, roller shutter doors and other alterations to facilitate use of the building for its existing use and / or for B8 use (storage and distribution).

g. **CB/22/02162/FULL – 14 Rutherford Way, Biggleswade, SG18 8GA**

Single storey rear extension.

h. **CB/22/01519/LB – 46 Shortmead Street, Biggleswade, SG18 0AP**

Listed building: Conversion from shop to 2 residential dwellings and internal alterations.

i. **CB/22/01520/FULL – 46 Shortmead Street, Biggleswade, SG18 0AP**

Conversion from shop to 2 residential dwellings.

12. **ITEMS FOR INFORMATION**

a. **Public Notice - Temporary Closure – Biggleswade: Bridleway No. 58**

Biggleswade Bridleway No. 58, the above closure has been continued in force by the Secretary of State for Transport until 28th November 2022.

A copy of a Notice which will be published in the next issue of the Biggleswade Chronicle as to the continuing in force of the Order.

b. **Ivel River Erosion**

For Members to note the maps for planned works set out in the attached email.

c. **Adopt-a-Street Litter Picking Initiative**

For Members to note the attached thank you letter.

d. **Queen's Jubilee Celebrations**

For Members to note a written report from the Place Shaping Manager.

e. **CBC's East West Rail Consultation**

For Members to note the online 99-page Consultation Outcome Report from CBC relating to the East-West Rail Consultation. The Report can be viewed on CBC's website at:

<https://centralbedfordshire.app.box.com/s/mwspz2r9cy28qf0jqblqp6bukcsy3ukn>

f. **The Garden Communities Project Board**

For Members to receive a report that went to the last Garden Communities Project Board.

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_h09ncmpKRh2weiLzSRfx-q

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.

(15a. Internal Auditor)

(15b. HR Updates)

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 24th MAY 2022
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES,
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE SG18 8DL



PRESENT:

Cllr G Fage (Chairman)
Cllr M Russell (Deputy Chairman)
Cllr D Albone
Cllr K Brown
Cllr I Bond
Cllr M Knight
Cllr M North
Cllr R Pullinger
Cllr H Ramsay
Cllr D Strachan
Cllr C Thomas
Cllr J Woodhead

Mr P Tarrant – Town Clerk & Chief Executive
Mr K Hosseini – Head of Governance & Strategic Partnerships
Mrs R Jandu – Senior Administrator
Mrs S van der Merwe – Deputy Administration & HR Manager

Members of the Public – 1 Member on Zoom, None in person.

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.

22/0022.0 APOLOGIES FOR ABSENCE

Cllr L Fage, Cllr F Foster, Cllr M Foster.

ABSENT WITHOUT APOLOGIES

None.

22/0023.0 DECLARATIONS OF INTEREST

None.

22/0023.1 Disclosable Pecuniary interests in any agenda item:

None.

22/0023.2 Non-Pecuniary interests in any agenda item:

None.

22/0024.0 TOWN MAYOR'S ANNOUNCEMENTS

22/0024.1 Queen's Jubilee Celebrations

Cllr G Fage wished Members and Biggleswade residents a happy Jubilee weekend.

The Council are holding two events over the Bank Holiday weekend for the Queens Jubilee. The first event will be held on the evening of Thursday 2nd May 2022 in the Market Square, where there will be a Beacon lighting alongside acoustic acts and food and drink provided by local businesses. The second event will be held from midday on Sunday 5th May 2022 in the Market Square, where there will be a street party with food, drink, and family-friendly entertainment.

22/0024.2 Pub Watch Meeting

Members were informed that Cllr G Fage, Cllr Knight and the Place Shaping Manager, Isaac Lord, attended a Pub Watch meeting on Wednesday 11th May 2022.

The meeting was very informative, and a lot was learnt on how the Town Council can support local pubs and other town centre businesses. It was noted that local businesses have recently created a campaign to attract new customers. Cllr G Fage advised it's an important reminder to continue giving our custom to local businesses, including our pubs and bars as they play a vital role in our community.

22/0024.3 Leighton Linlade Civic Service

Sunday 15th May 2022 Cllr G Fage attended Leighton Linlade's Civic Service, he advised it was a wonderful celebration of the community. He looks forward to attending some many more civic services in the year.

22/0024.4 Bedfordshire Scouts AGM

On Wednesday 18th May 2022, Cllr G Fage joined Bedfordshire Scouts for their AGM at the Scout hub in Boreham. The Club now have a large number of people who wish to join.

It was hoped that there would be a greater number of Scout Leaders in the future, who can teach vital life skills to young children.

22/0024.5 Lord-Lieutenant of Bedfordshire's Service of Thanksgiving 22 May 2022

On Sunday 22nd May, Mayor Grant Fage and Deputy Mayor Madeline Russell represented Biggleswade at the Lord-Lieutenant of Bedfordshire's Service of Thanksgiving at St Mary's Church in Luton, celebrating Her Majesty The Queen's Platinum Jubilee.

The service was well attended by Mayors and other dignitaries from across the county, including representatives of Bedfordshire's voluntary organisations, whose contribution was also celebrated.

The service included hymns, choral performances, and readings, along with a unique extract from a speech the Queen gave back in 1947, on her 21st birthday.

It was a very joyful occasion and a fitting tribute to the reign of Her Majesty the Queen.

22/0024.6 Mayor's chosen Charities

Cllr G Fage announced that his chosen charities for this year are Sue Ryder St John's Hospice and British Red Cross Ukraine Appeal.

22/0025.0 PUBLIC OPEN SESSION

There were no questions from members of the public.

22/0026.0 INVITED SPEAKERS

Bedfordshire Police Community Cohesion Team's PC Steven Beer was unable to attend to give an update.

22/0027.0 MEMBERS' QUESTIONS

22/0027.1 Members wished to know when the Flag Flying Policy as discussed at the Town Centre Management Committee Meeting of 17th May 2022 will be implemented. Mr Hosseini informed Members advised that the intention is to revise the Flag Flying Policy and then this Policy will be implemented. It was suggested it would be good to have both flags flown and occupied.

22/0027.2 Members wished to learn about which streets would be closed for the Queen's Jubilee Celebrations events and what street parties would be held. Mr Lord updated Members that the streets to be closed were Sanger Avenue, Spring Close, and Lawrence Road. Penrose Court Care Home will also be closed. The main event will be held in the Market Square.

22/0027.3 Members wished to learn how the Queen's Jubilee events will be advertised. Members were informed that posters and banners will be erected shortly to inform residents of the events.

22/0028.0 MINUTES AND RECOMMENDATIONS OF MEETINGS

None.

22/0029.0 MATTERS ARISING

None.

22/0030.0 ITEMS FOR CONSIDERATION

22/0030.1 Financial Regulation

Mrs Pridding, Locum Head of Finance, presented Members with the updated Financial Regulations. It was noted that, in order to facilitate many of the recommendations in the Finance Review, it is advisable to update the Financial Regulations to better facilitate a more robust and appropriate set of controls and protocols.

Members agreed the following amendments should be made to the Financial Regulations:

- Clause 1.14 - and 5.8 to be altered to £2000 rather than £5000.
- Clause 7.8 - to be altered as there is no need for a business case for interim staff.
- Clause 6.13 - for the last sentence to be deleted.

- Clause 4.8 - to be altered to state that the projected outturn will be reported each month but will be presented to Council once a quarter.
- Clause 6.7 - to remove the words “principally salaries”.

Subject to these amendments being made, it was **RESOLVED** that the Town Council **ADOPT** the updated Financial Regulations were.

22/0030.2 Banking Arrangements

Ms Pridding recommended changing the Town Council's official bank to Unity Trust, which is widely used among other Councils across the UK. This recommendation has been made in line with recommendations from the Finance Review of 2021.

Members expressed reservations relating to the fact there is no local branch and transactions will need to be done via the local Post Office.

Members asked for a recorded vote on whether to change banks and Members voted as follows:

| For | Against | Abstention |
|------------------|----------------|-------------------|
| Cllr M Knight | Cllr H Ramsay | Cllr D Strachan |
| Cllr R Pullinger | Cllr M Russell | Cllr I Bond |
| Cllr J Woodhead | Cllr M North | - |
| Cllr C Thomas | - | - |
| Cllr K Brown | - | - |
| Cllr D Albone | - | - |

It was **RESOLVED** that Officers would engage Unity Trust Bank as the Town Council's approved bankers.

22/0030.3 Banking Signatories

Members received a written report from Mrs Pridding recommending that banking signatories for Biggleswade Town Council be classed by functional responsibility and not by name. This will enable good housekeeping practice connected to the financial processes of the Council. Mrs Pridding advised that annual changes to the list of signatories based on elections of chairs is good financial practice.

Members proposed deferring this to the next Town Council meeting and asked for a recorded vote.

| For | Against | Abstention |
|-----------------|------------------|-------------------|
| Cllr M Knight | Cllr R Pullinger | Cllr K Brown |
| Cllr J Woodhead | - | Cllr D Albone |
| Cllr C Thomas | - | - |
| Cllr H Ramsay | - | - |
| Cllr D Strachan | - | - |
| Cllr I Bond | - | - |
| Cllr M Russell | - | - |
| Cllr M North | - | - |

It was **RESOLVED** that the choice of signatories be **DEFERRED** to a future Town Council Meeting and that refresher training would be provided to signatories.

22/0030.4 Reserves Policy

Members received a draft Reserves Policy for consideration as recommended in the Finance Review 2021. This Policy sets out good practice relating to monitoring reserves and reserve levels in line with the annual budget setting process.

Members requested the following amendments to Sections 2 and 3 of the Policy:

- To amend “general fund” to “general reserve” to maintain consistency throughout the Policy.

Subject to these changes being implemented, the Town Council **RESOLVED** to **ADOPT** the Reserves Policy.

22/0030.5 Member/Officer Protocol

Members were provided with a draft Member/Officer Protocol to support professional conduct in relationships between officers and Members. This will be an important point of reference and good practice which supports that important relationship, and the contents are based on the principles which most Members will already be aware of.

Members requested the following amendments:

- On page 37, paragraph 7, line three - removing the word “own” before “professional views”.
- On page 37, paragraph 7, on line four inserting “objective and evidenced” before “recommendations”.
- On page 37, paragraph 7, on line five - replace “own” with “professional view”.
- In relation to Page 40, paragraph 26 should be removed.
- Paragraph 19 should have its own section under “confidentiality”.

Subject to these amendments being made, it was **RESOLVED** that the Town Council **ADOPT** the Member/Officer Protocol.

22/0030.6 Diversion of Part of Biggleswade Footpath No. 24

Members considered correspondence and maps from Central Bedfordshire Council connected to the possible diversion of Footpath 24.

The Footpath currently crosses the football pitch, but users of the footpath tend not to cross the football pitch when it is in use.

It was **RESOLVED** that the Town Council write to Central Bedfordshire Council Highways Officers to advise them that proposed finger posts are not necessary and should not be included in the diversion plan.

22/0030.7 Bomb Threats and Suspicious Packages Policies

Mr Hosseini stated these Policies will support execution and operational delivery of all events planned by the Town Council. This will be reviewed annually.

Members requested that “Production Manager” be amended to “the Town Clerk or appropriately delegated Officer” and that the numbering on the Appendix 1 of the Bomb Threat Policy be corrected.

Subject to these amendments being made, it was **RESOLVED** that the Town Council **ADOPTS** the Bomb Threat Policy 2022 and Discovery of Suspicious Packages Policy 2022.

Mr Hossieni confirmed all staff, based at the Head Office and at the Town Council's other buildings will receive appropriate training.

22/0030.8 Lost Child Policy

Members debated the intricacies of collecting children based on modern familial responsibility and including vulnerable people. Members requested the Policy reflect "parents" instead of "mother" and "father" as the parent reporting a lost child.

Members requested this Policy to be amended to include "Vulnerable People" and changing the name of the Policy to "Lost Parents, Adults and lost Vulnerable People Policy".

The draft Policy has been submitted to the CBC Safety Advisory Group for their approval. The Policy will be relied on heavily in the forthcoming months for the Town Council's planned Community events.

Members stated that manning and management of this Policy needs additional review. Members requested that training for staff on DBS and Safeguarding will need to be prioritised.

The Town Council **RESOLVED** to:

- i) Temporarily **ADOPT** the Lost Parents, Adults and lost Vulnerable People Policy as included in the Agenda for this Town Council Meeting to cover planned events for the short term;
- ii) **DEFER** the final approval of the Lost Parents, Adults and lost Vulnerable People Policy to a future Town Council meeting to review this policy in further detail.

22/0030.9 Street Trading Application

Cllr Knight requested that Officers ask Central Bedfordshire Council to share their business policy for Street Trading Applications so that the Town Council is aware of their position and policy and how they make decisions on these applications.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to the Street Trading Application.

22/0031.0 ACCOUNTS

Members received and **ADOPTED** the Accounts and reports as detailed in the Agenda up to **31st March 2022**.

22/0032.0 PLANNING APPLICATIONS

22/0032.1 CB/TCA/22/00216 – 3 Rankins Court, Shortmead Street, Biggleswade, SG18 0LQ

Works to trees within a Conservation Area: Reduce crown of purple leaf plum tree.

This planning application was **NOTED**.

22/0032.2 CB/22/01753/FULL – 29 Dering Corner, Biggleswade, SG18 8XQ

Single storey extension.

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

22/0032.3 CB/22/01270/FULL – 35 Carter Meadow, Biggleswade, SG18 0LB

Rear single storey extension, with lean to roof, and roof lifting windows.

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.

22/0032.4 CB/22/01555/FULL – 13 Lawrence Road, Biggleswade, SG18 0LS

First Floor extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided a) the neighbours are consulted and that any comments they may make are considered and b) any existing rights of way to the rear of the property are preserved.

22/0033.0 PLANNING APPLICATIONS OUTCOMES

Members considered the report of the planning application outcomes as of 19th May 2022 and this report was **NOTED**.

22/0034.0 ITEMS FOR CONSIDERATION

22/0034.1 Neighbourhood Plan Regulation 16 Examination - Town Council Response Letter to the Examiner

Cllr Russell updated Members on the draft letter submitted.

Cllr Russell drew attention to two important points relating to a) Page 63 - the Town Council's previous calls to have established landscaping between the development of Holme Farm and the A1 - the Neighbourhood Plan only refers to the size of the buildings; and b) Page 85 the Town Council references "strategic green spaces" in the Neighbourhood Plan which the Examiner requested a change to CBC's standard jargon of "important countryside gaps". The Local Plan has retained important countryside gaps, but CBC removed the gap between Biggleswade and Sandy in the Local Plan. The Town Council called for "strategic green spaces" between Biggleswade and Langford and Sutton to preserve the current natural boundary of Biggleswade.

The response letter was **NOTED**.

22/0034.2 Grants

Members **NOTED** the letters of thanks from organisations awarded Grants.

22/0034.3 Autism Bedfordshire Grant Report

This was **NOTED**.

22/0034.4 Biggleswade Green Wheel Development Group

Mr Hosseini advised an email was received from BRCC seeking to resume quarterly meetings which were held as a matter of course before the pandemic. The first meeting to take place on 15th June 2022 and Officers and Cllrs Pullinger and Bond from the Town Council will be attending.

22/0034.5 Cheering Volunteering

This was **NOTED**.

22/0034.6 Ivel River Bank Erosion – Public Complaints

Officers received correspondence from Central Bedfordshire Council that works will be carried out in mid-November to shore up the sections of the Ivel River that are eroded away alongside a public highway. Mr Hosseini advised the timeline was extended from October to November due to the complexity of works needed.

Members will be provided with a technical breakdown of the works at the next Town Council Meeting.

The Town Council are awaiting official confirmation of the start date for those works and Officers will update the Town Council at the next Town Council Meeting.

22/0034.7 Biggleswade Twinning Association

This was on the previous Council Meeting and has erroneously been included on the Agenda for 24th May 2022.

22/0035.0 PUBLIC OPEN SESSION

There were no questions from Members of the public, either in person in the Chamber or via Zoom.

22/0036.0 EXEMPT ITEMS

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.

22/0037.0 EXEMPT ITEMS

22/0037.1 CCTV

Members **RESOLVED** that Officers could pursue S106 funding for additional CCTV equipment.

22/0037.2 Chamber Project

It was **RESOLVED** that Officers would procure any necessary equipment directly, as opposed to engaging third party suppliers.

22/0037.3 Rail works, Biggleswade

It was **AGREED** that Mr Tarrant would arrange a meeting with Cllr Bond and Cllr Russell.

22/0037.4 Objectives – Reporting Back to Council

The New objective was to: "Create a plan for traffic circulation in the town centre and for the layout of the market square, to be approved by the Council".

The Chairman ended the Meeting at 9:05pm

DRAFT

BIGGLESWADE TOWN COUNCIL
Report to Full Council 14 June 2022

Motion to approve the banking signatories for Biggleswade Town Council as Chair, Vice-Chair, Chair of Finance and General Purposes Committee, Vice-Chair of Finance and General Purposes Committee, Town Clerk and RFO

Implications of Recommendations

Corporate Strategy: This report refers to the '*Corporate Aspirations for Biggleswade 2021-2025*' Document - specifically the undertaking to '*Implement the recommendations of the recently completed fundamental review of the finance function.*'

Finance: n/a

Equality: n/a

Environment: n/a

Community Safety: n/a

Background

The nature of Town Councils means that a change of key participatory figures is an unavoidable fact. Members will take on different roles and responsibilities, however, it is fundamental to good governance that there is certainty and an approved protocol for ensuring that the Council meets its financial obligations. This Motion seeks to provide that certainty.

Summary

It is a requirement of the Financial Regulations of the Town Council that some Members are authorised signatories for the Town Council's bank accounts. Members' authorisation is an essential element in the toolkit that Officers employ to mitigate financial risk to the Town Council.

The signatories for the accounts should never be a matter of confusion or uncertainty and the signatories should be readily identifiable by the post they hold within the Town Council, this helps to avoid confusion and the situation where multiple people are vestigial signatories on the account after their terms have ended.

Recommendation

The recommendation is that Councillors resolve to approve the Motion that the banking signatories for Biggleswade Town Council be the Chair, Vice-Chair, Chair of Finance and General Purposes Committee, Vice-Chair of Finance and General Purposes Committee, Town Clerk and RFO and that 2 other members are identified as signatories at the Annual Meeting each year in May.

Francesca Pridding
Locum Head of Finance

BIGGLESWADE TOWN COUNCIL
Report to Full Council 14th June 2022

Motion to adopt a revised set of Standing Orders

Implications of Recommendations

Corporate Strategy: Corporate Aspirations for Biggleswade 2021-2025 FINANCIALS & GOOD GOVERNANCE. Adoption ensures that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: n/a

Equality: n/a

Environment: n/a

Community Safety: n/a

Background

These model Standing Orders represent the latest updated Model Standing Orders issued by NALC in April 2022.

How to use the model Standing Orders

Standing orders are the written rules of the Council. They are essential to regulate the proceedings of our meetings. A Council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The Standing Orders of a Council are not the same as the policies of a Council, but Standing Orders may refer to them.

Local Councils operate within a wide statutory framework. NALC model Standing Orders incorporate and reference many statutory requirements to which Councils are subject. It is not possible for the model Standing Orders to contain or reference all the statutory or legal requirements which apply to local Councils. For example, it is not practical for model Standing Orders to document all obligations under data protection legislation.

Interpretation

Model Standing Orders that are in **bold type** contain legal and statutory requirements. It is recommended that Councils adopt them without changing them or their meaning. Model Standing Orders **not in bold** are designed to help Councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a Council's needs.

Recommendation

That Members acknowledge receipt of the recommended revised Standing Orders and defer detailed debate and adoption until the next Council meeting on 28th June.

Peter Tarrant
Town Clerk & Chief Executive



STANDING ORDERS

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INTRODUCTION

These Standing Orders are based on the National Association of Local Council Model Standing Orders 2018 as updated in April 2022

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use Standing Orders to confirm or refer to various internal organisational and administrative arrangements. The Standing Orders of a council are not the same as the policies of a council but Standing Orders may refer to them.

Local councils operate within a wide statutory framework. NALC model Standing Orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model Standing Orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model Standing Orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's Standing Orders.

The model Standing Orders do not include model financial regulations. Financial regulations are Standing Orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the Standing Orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer.

Model Standing Orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model Standing Orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model Standing Orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model Standing Orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

The word Chairman or Chair is used in these Standing Orders and where that reference is to the Chairman of the Council, this is the Mayor. The Chairman of Biggleswade Town Council is entitled to be called the Mayor of Biggleswade

The term Proper Officer is used in these Standing Orders. This relates to the person holding the office of Town Clerk or an officer duly delegated to fill this role.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting that they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

| | |
|------------------------|---|
| Full Council meetings | ● |
| Committee meetings | ● |
| Sub-committee meetings | ● |

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council.**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he/she/they gave an original vote.**

See Standing Orders 5(h) and (i) for the different rules that apply in the election

of the Chair of the Council at the annual meeting of the Council.

- s **Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.
- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a**
Standing Orders
Biggleswade Town Council

sub-committee whose terms of reference and members shall be determined by the committee.

- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to Standing Orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to Standing Orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer () days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair of the Council.
- f The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the

Council;

- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate Standing Orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also Standing Orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The chair of a committee, or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory

functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 12 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;

- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

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

12. DRAFT MINUTES

Full Council meetings



Standing Orders
Biggleswade Town Council

Committee meetings ●
Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a **All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.**
- b **Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.**
- c **Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.**

- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to Standing Orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
Standing Orders
Biggleswade Town Council

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

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming their withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;

- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in Standing Orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

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- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Personnel Committee or, if they are not available, the vice-chair of the Personnel Committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel Committee at its next meeting.
- c The chair of the Personnel Committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Personnel Committee or in their absence, the vice-chair of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of the Personnel Committee, this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

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

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

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

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also Standing Orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's Standing Orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of Standing Orders at the meeting shall be final.

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| <p>Date Adopted:</p> <p>Review Date:</p> <p>Amendments Made:</p> | |
|--|--|



STANDING ORDERS

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

1. **Meetings of the Council and its Committees**

- a. Meetings of the Council shall be held on the second and fourth Tuesday of every month, commencing at 7.00 pm unless the Council otherwise decides at a previous meeting.
- b. Smoking of any kind is not permitted at any meeting of the Council.

2. **The Statutory Annual Meeting**

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

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

4. **Chairman of the Meeting**

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

5. **Proper Officer**

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

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

6. Quorum of the Council

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

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

9. Voting

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

10. **If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.**
11. (1) **Subject to (2) and (3) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes must give a casting vote whether or not he/she gave an original vote.**
- (2) **If the person presiding at the annual meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Mayor and Deputy Mayor until the end of their term of office he/she may not give an original vote in an election for Mayor.**
- (3) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Mayor.**

12. Order of Business

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

- a. To elect a Chairman of the Council.
- b. To receive the Chairman's declaration of acceptance of office or, if not received, to decide when it shall be received.
- c. In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- d. To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
- e. To elect a Vice Chairman of the Council.
- f. To receive the Vice Chairman's declaration of acceptance of office or, if not received to decide when it shall be received.

- g. To appoint representatives to outside bodies.
- h. To appoint committees and sub-committees.
- i. For Committees to appoint the Chairman and Vice Chairman of those Committees.
- j. For the programme of meetings of those Committees to be approved for the municipal year.

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

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

Each speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed (one) three-minute slot.
 - f. To read and consider Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
 - g. **After consideration to approve the signature of the Minutes by the Chair as a correct record.**

- h. To deal with matters arising from the Minutes unless such matters are specified on the agenda.
- i. **To deal with business expressly required by statute to be done.**
- j. To dispose of business, if any, remaining from the last meeting.
- k. To receive and consider reports and minutes of committees.
- l. To receive and consider resolutions or recommendations in the order in which they have been notified.
- m. To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.
- n. Each speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each speaker will be allowed (one) three-minute slot.
- o. To authorise the sealing of documents.
- p. To receive at the last meeting every second month, a report of the Council's performance against the Business Plan.
- q. To receive a record of any previous minutes that remain to be actioned and of any decisions made by officers under delegation.

17. Urgent Business

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

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

18. Resolutions Moved on Notice

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

- 19. The Clerk shall date every notice of resolution or recommendation from members when received, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.

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

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

- a. To appoint a Chairman of the meeting.
- b. To correct the minutes.
- c. To approve the minutes.
- d. To alter the order of business.
- e. To proceed to the next business.
- f. To close or adjourn the debate.
- g. To refer a matter to a committee.
- h. To appoint a committee or any members thereof.
- i. To adopt a report.
- j. To authorise the sealing of documents.
- k. To amend a motion.
- l. To give leave to withdraw a resolution or amendment.
- m. To extend the time limit for speeches (See Order 28d below).
- n. To exclude the press and public (See Order 58 below).
- o. To silence or eject from the meeting a member named for misconduct (see Order 31 below).
- p. To give the consent of the Council where such consent is required by these Standing Orders.
- q. To suspend any Standing Order (see Order 69 below).
- r. To adjourn the meeting.

24. Questions

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

25. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.

26. Every question shall be put and answered without discussion.

27. A person to whom a question has been put may decline to answer.

28. Rules of Debate

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

- a. A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him/her before it is further discussed or put to the meeting.
- b. A member when seconding a resolution or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.
- c. A member shall direct his/her speech to the question under discussion to a personal explanation or to a question of order.
- d. No speech by a mover of a resolution shall exceed 3 minutes and no other speech shall exceed 3 minutes except by consent of the Council.
- e. An amendment shall be either:
 - i. To leave out words
 - ii. To leave out words and insert others
 - iii. To insert or add words
- f. An amendment shall not have the effect of negating the resolution before the Council.
- g. If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- h. A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- i. The mover of a resolution or of an amendment shall have a right of reply, not exceeding 2 minutes.
- j. A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment

or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.

- k. The mover of a resolution shall have a right of reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote.
 - l. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion. A member may, with the consent of his seconder; move amendments to his/her own resolution.
 - m. A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him, her which may have been misunderstood.
 - n. A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
 - o. When a resolution is under debate no other resolution shall be moved except the following:
 - i. To amend the resolution
 - ii. To proceed to the next business
 - iii. To adjourn the debate
 - iv. That the question be now put
 - v. That a member named be not further heard
 - vi. That a member named leave the meeting
 - vii. That the resolution be referred to a committee
 - viii. To exclude the public and press
 - ix. To adjourn the meeting
- 29.** A member shall stand when speaking at Council meetings unless permission to remain seated is given by the Chairman.
- a. The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
 - b. Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide who to call upon.
 - c. Whenever the Chairman speaks during a debate all other members shall be silent.
 - d. Members wishing to speak should raise their hand until acknowledged by the Chairman of the meeting.

30. Closure

At the end of any speech a member may, without comment, move “that the question be now put”, “that the debate be now adjourned” or “that the Council do now adjourn”. If

such motion is seconded, the Chairman shall put the motion but, in the case of a motion “that the question is now put”, only if he/she is of the opinion that the question before the Council has been sufficiently debated. If the motion “that the question be now put” is carried, he/she shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

31. Disorderly Conduct

- a. **All members must observe the Code of Conduct currently adopted by the Council, a copy of which is included in the Constitution.**
- b. No member shall at a meeting persistently disregard the ruling of the Chairman, willfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Council into disrepute.**

- c. If, in the opinion of the Chairman, if a member has broken the provisions of paragraph a. or b. of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forth with and without discussion.

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

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

32. Rescission of Previous Resolution

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

33. Voting on Appointments

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

34. Discussions and Resolutions Affecting Employees of the Council

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be)

has decided whether or not the press and public shall be excluded. (See Standing Order No. 58).

35. Resolutions on Expenditure

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

36. Sealing of Documents

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

37. Committees and Sub Committees

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

- a. No Councillor may be appointed to a Committee unless they have completed the minimum training as prescribed. Additional training may be prescribed from time to time by resolution of the Council.
- b. Standing Order 37 (a) will not apply to appointments made at the Annual Statutory Meeting immediately following and election.
- c. For the purposes of Standing Order 37 (a) the prescribed minimum training is;

- *Legal Requirements and Constraints – “New Councillor Induction Training” or “The Town Council and its Councillors” if induction training has been previously completed.*
- *Local Council Finance - provided by accountants familiar with local government accounting and audit procedures.*

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

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

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

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

- a. A member who has proposed a resolution, which has been referred to any committee of which he/she is not a member, may explain his/her resolution to the committee but shall not vote.
- b. Any Council member shall, unless the Council otherwise orders, be entitled to be present as a spectator on the public benches at the meetings of any committee or sub-committee of which he/she is not a member, but he/she shall not be entitled to vote and he/she shall not take part in the consideration of any business save by leave of the person presiding.

48. Interests and Dispensations

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

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

49. The Clerk will be required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by the Localism Act 2011 Sections 29 to 34.

- 50.**
- a. If a member has declared a Disclosable Pecuniary interest he/she must withdraw from the meeting during consideration of the item to which the interest relates. If the member has been granted a dispensation by the Council, he/she must still declare the interest but may take part in the discussion and vote.
 - b. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
 - c. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
 - d. A decision as to whether to grant a dispensation shall be made by the Proper Officer, and that decision is final.
 - e. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other

- interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
 - f. Subject to standing orders 13(c) and (e), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required OR at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
 - g. **A dispensation may be granted in accordance with standing order 50(d) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**
 - h. Councillors must keep their registered interests up to date by completing the appropriate form and delivering this to the Town Clerk.
 - i. The Clerk will send out forms prior to the Annual Statutory meeting each year, to give members the opportunity to update their interests in the Register if necessary.
- 51.** If a candidate for any appointment under the Council is to his/her knowledge related to any member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Clerk.

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

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

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

52. Canvassing of and Recommendations by Members

- i. Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.
- ii. A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but nevertheless, any such member may give a written

testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

53. Standing Order No's 51 and 52 shall apply to tenders as if the person making the tender were a candidate for an appointment.

54. **Inspection of Documents**

A member may for the purpose of his/her duty as such (but not otherwise), inspect any document in possession of the Council or a committee and if copies are available shall, on request, be supplied for the like purpose with a copy.

55. **All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**

56. All requests for information held by the Council shall be processed in accordance with the Council's Publication Scheme and Information Guide and the Freedom of Information Act 2000.

57. **Unauthorised Activities**

No individual member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:

- a. inspect any lands or premises which the Council has a right or duty to inspect; or
- b. issue orders, instructions or directions or commit to any expenditure unless authorised to do so by the Council or the relevant committee or sub-committee.

58. **Admission of the Public and Press to Meetings**

The public and press shall be admitted to all meetings of the Council and its committees which may, however, temporarily exclude the public by means of the following resolutions:

That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw".

59. The Council shall state the special reason for exclusion. (**Pursuant** to Section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council resolve to exclude the public and press by reason of the confidential nature of the business about to be transacted).

Where the public are excluded from a meeting of a relevant government body under Subsection (2) the body may also prevent any person from reporting on the meeting using methods which can be used without that person's presence at the meeting and which will enable persons not present at the meeting to see or hear the proceedings at the meeting as it takes place later.

60. At all meetings of the Council the Chairman may at his/her discretion and at a convenient time in the transaction of business, suspend standing orders so as to allow any members of the public or a representative of the local Constabulary to address the meeting in relation to the business to be transacted at that meeting.

61. Any person who attends a meeting for the purposes of reporting on the meeting may use any communication method, including the internet, to publish, post or otherwise share the results of the persons reporting activities.

Filming, photography and audio recording should be carried out from a static position in the public area, so as not to impede other members of the public.

Oral reporting, commentary and flash photography on a meeting will not be permitted.

Publication and dissemination may take place at the time of the meeting or occur after the meeting.

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

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

63. **Petitions**

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

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

64. **Confidential Business**

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

65. **Liaison with Unitary Councilors**

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

66. **Planning Applications**

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

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

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

67. Annual Town Meeting

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

Authority Councillors', representatives of other bodies who are present to answer questions.

- i. Any relevant items raised to go to the next available meeting of the Council.

68. Code of Conduct on Complaints

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

69. Variation, Revocation and Suspension of Standing Orders

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

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

71. Standing Orders to be given to Members

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

72. Training and Development

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

73. General Power of Competence

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

74. Contracts

Every contract relating to the sale or purchase of any land or buildings shall be in writing and be signed on behalf of the Council by the Proper Officer and the Chairman of the Council, or their deputies. Purchases of land should not be above the current

market value as determined by the Council's appointed Valuer and sales of land should not be below the current market value as determined by the Council's appointed Valuer. Where this is not the case a report should be made to Council setting out the reasons for such variation, which may take into account any community benefits or justification on the grounds that it helps fulfil a wider objective of the Council.

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

Open competitive tender

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

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

Ad hoc approved list

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

Standing approved list

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

The list shall be compiled in the following manner:

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

Approved list of another Council

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

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

Established procurement specialist

Where large, high value tender exercises take place, in areas in which the Council have limited expertise, it may be necessary to engage the use of established

procurement specialists. These specialists will undertake the tender process on behalf of the Council, subject to compliance with Financial Regulations for the opening of tenders.

77. Selection of Tenderers or Invitees

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

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

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

78. Form of Invitation to tender and submission of tenders

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

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

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

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

79. Extension of time

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

80. Opening of tenders

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

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

- the last date and time for the receipt of tenders.
- the date and time the tender was actually received.
- the name of the tenderer and the amount of the tender.

- the date and time they were opened and by whom.
- the signature of the officer to whom the tenders were handed after opening.

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

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

81. Late tenders

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

82. Errors and discrepancies

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

83. Acceptance of tenders

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

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

84. Contracts to be in writing

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

85. Responsibilities to provide information

See also standing order 86.

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

86. Management of information

See also standing order 87.

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

87. Responsibilities under data protection legislation.

(Below is not an exclusive list).

See also standing order 86.

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

88. Approval of Standing Orders

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

Town Mayor:

Clerk to the Council:

DRAFT

DRAFT

Flag Flying Policy

June 2022



BIGGLESWADE TOWN COUNCIL FLAG POLICY

Flags are traditionally flown by the Town Council for a variety of reasons: to show allegiance, support, or respect or to celebrate. The Town Council is inclusive and will never use flags for political purposes.

The Town Council maintains three flag poles at the following locations:

1. Town Hall
2. Market Square War Memorial North
3. Market Square War Memorial South

THE UNION FLAG

The Town Council shall fly the Union Flag daily (24 hours), at locations (1) and (2).

Correctly Flying the Union Flag

The correct way up for the Union Flag when flying is with the broader diagonal white stripe at the top left-hand side of the flag nearest the flagpole:



Correct



Incorrect

The Union Flag flown at half-mast

Half-mast means the flag is flown two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the top of the flagpole. If more than one flag is flown, they should all be flown at half-mast or not flown at all. When raising the flag, it should always be hoisted right up and then lowered back down to half-mast. Likewise, before it is lowered, it should first be hoisted right up and then lowered back down.

Under the following circumstances the Town Council will fly the Union Flags at locations (1) and (2) at half-mast:

- When advised to do so by the Department of Culture, Media, and Sport.
- From the announcement of the death of the Sovereign until the funeral – as advised by the Department of Culture, Media, and Sport. As an exception, the flag is flown at full mast on Proclamation Day between 11.00am and sunset.
- On the death/funerals of members of the Royal Family, the Prime Ministers and ex-Prime Ministers of the United Kingdom, or other dignitary, subject to special commands from the Sovereign in each case. The Department for Culture, Media and Sport will advise of any other occasions where the Sovereign has given a special command.
- The death/funerals of foreign rulers, subject to special commands from the Sovereign in each case. The Department for Culture, Media and Sport will advise of any other occasions where the Sovereign has given a special command.

- On the death/funeral of a serving member of the Armed Forces from the Town.
- On Holocaust Memorial Day of 27 January.
- On the death/funeral of a serving Town Councillor, local Unitary councillor, or local Member of Parliament.
- At the discretion of the Mayor, to commemorate local civic and community dignitaries who have recently passed away.

OTHER FLAGS

The Town Council shall fly the following flags at location (3). In the event the Union Flag is flown at half-mast, any flag at location (3) shall also be flown at half-mast.

- The Flag of England shall be flown on Saint George's Day of 23 April.
- The Flag of Erlensee (Germany) which is twinned with Biggleswade shall be flown on the anniversary of the Twinning agreement of 30 April.
- The Armed Forces Day Flag on and before Armed Forces Day in accordance with advice from the Chief of the Defence Staff. Date varies but is usually the last week in June.
- The UK Merchant Navy Red Ensign shall be flown on Merchant Navy Day of 3 September.
- The Royal British Legion Flag shall be flown on Armistice Day of 11 November.
- The Royal British Legion Flag shall be flown on Remembrance Sunday. The date varies but is the second Sunday in November.
- The County Flag of Bedfordshire shall be flown on the Bedfordshire County Day of 28 November. To ensure the correct orientation, when flying, the top corner, nearest the flagpole, is gold.
- Other commemorative flags to signify significant events or support for Council initiatives may be flown at the discretion of the Council.
- The Biggleswade Town Council flag shall be flown on all days, other than those listed above.

BIGGLESWADE TOWN COUNCIL
Report to Town Council Meeting 14th June 2022

Play Areas Project Update Report

Implications of Recommendations

Corporate strategy: PROJECT PLAY AREAS: a key aspiration for the Town Council

Finance: Delivered via a successful PWLB application assumption

Equality: The project will be fully inclusive via equipment type and application

Environment: The project conforms with sustainability principles

Community Safety: The project maximises safety and cohesion and is applied sensitively.

Background

The Play Areas project was launched at the PLOS Committee on 1st February 2022. An indicative budget with annual allocations was agreed at subsequent Finance & General Purposes Committee and Town Council meetings. Members resolved to prioritise work on Buttercup Mead and Franklins play areas.

Summary

At the 7th June 2022 PLOS Committee meeting, Officers presented a Play Areas report which focused on the procurement of suppliers options in order to fulfil the financial regulations requirements. PLOS Members approved the recommendation in the report for Officers to commence a tendering exercise using SLCC sourced local play areas specialist suppliers. PLOS Members also approved the recommendation for Officers would proceed only as a final default position to procure suppliers using the Crown Commercial Service frameworks.

Officers will invite companies to submit their expressions of interest along with detailed quotes for the Franklins play area by the 8th July 2022 deadline using the Contract Finder platform. Following receipt of suppliers' interest, Officers will conduct a cost benefit assessment and provide a new report with recommendations on the preferred supplier to an August Town Council meeting.

Recommendations

That Members note and agree to:

- Officers placing a simple tender with Contract Finder, posting a notice in town notice boards, using the methodology outlined by the SLCC.
- In the unlikely event of the first recommendation not producing sufficient supplier interest, Officers as a final position subsequently placing a simple tender on the Crown Commercial Service (CCS) frameworks.

Karim Hosseini
Head of Governance & Strategic Partnerships

Jonathan Woolley
Public Realm Manager

BIGGLESWADE TOWN COUNCIL
Town Council
Eastern Anglian Air Ambulance Clothing Bank
14th June 2022

Implications of Recommendations

Corporate Strategy: ASPIRATIONS: work closely with the voluntary, community, faith and social enterprise sectors to build a strong community.

Finance: No implications.

Equality: The Town Council is fully inclusive and all activities will serve all communities.

Environment: Reduces the volume of clothing sent to landfill.

Community Safety: Supports air ambulance services in continuing to operate for Bedfordshire residents.

Background

For several years, BTC has supported charities with space for clothing banks in car parks. At present, Salvation Army is the only charity supported with this initiative, which provides an income stream for them whilst reducing the amount of clothing sent to landfill by Biggleswade residents. Eastern Anglian Air Ambulance (EAAA) have sent a letter through to BTC requesting that one of their clothing banks be hosted in Biggleswade.

Summary

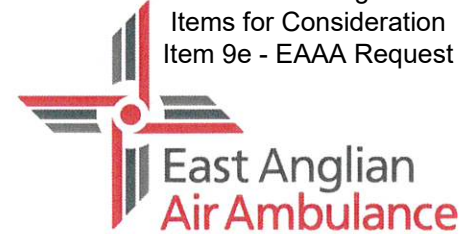
Following the correspondence received by EAAA, Officers consider this a great opportunity to support a local charity that benefits the residents of Biggleswade. Dan Albane car park has sufficient space to accommodate an additional clothing bank to the one already in situ. As per the letter provided, this would incur no cost to BTC, and EAAA have made promises to the site holder in relation to risk mitigation which would include EAAA resolving any issues within a 24-hour period.

Recommendations

Officers recommend that EAAA be allowed to install a clothing bank in Dan Albane car park as soon as possible.

Isaac Lord
Place Shaping Manager

Karim Hosseini
Head of Governance & Strategic Partnerships



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

Monday 9 May 2022

Dear All at Biggleswade Town Council,

My name's Daisy and I work at East Anglian Air Ambulance (EAAA). EAAA is a life-saving service and our highly-skilled crew take the A&E department to the patient, providing treatments normally only seen in hospitals. These treatments, such as providing blood transfusions at scene, can mean the difference between life and death and ensure the patient has the best chance of getting to hospital.

EAAA covers four counties, including Bedfordshire, and the image shows some of our missions in your area in the last twelve months.

We are looking for community centres and car parks to host one of our new clothing banks. For every tonne of clothing recycled through the banks, EAAA will receive at least £200. Not only will the banks help to keep our helicopters flying, they'll reduce the amount being sent to landfill. Some key info:

- Banks are 5 feet wide, 5 feet deep and 6 feet tall
- They come with all the appropriate licenses and insurances
- Maintenance and collection costs are covered by Recycling Solutions, our textile recycling partner
- There is no cost to you.

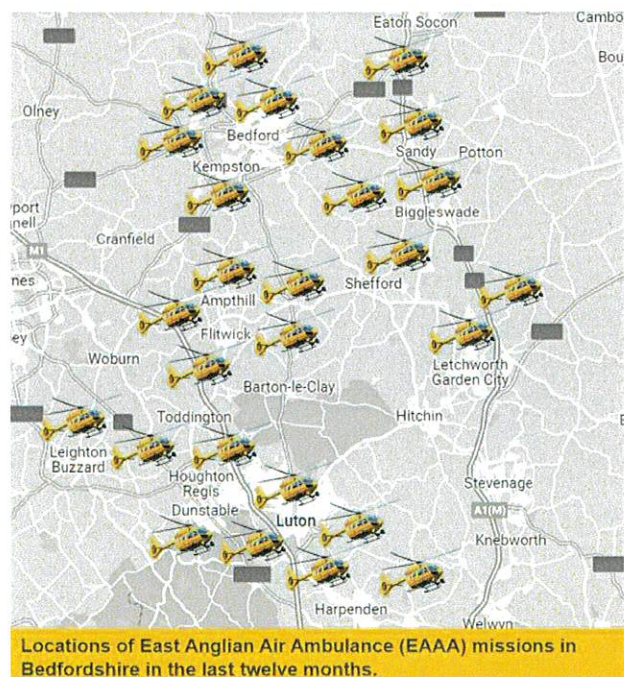
I have enclosed the 'promises' document from Recycling Solutions for you to read and includes a photo of what the banks look like.

Anyone can become a patient at any time.
Would you like to help keep our helicopters flying in Bedfordshire?

Together, we can save more lives.

Yours faithfully

Daisy Rivetti
Corporate Partnership Lead
T: 07951 977770
E: daisy.rivetti@eaaa.org.uk



Together we save lives

www.eaaa.org.uk

Registered office: Helimed House, Hangar 14, Norwich Airport,
Gambling Close, Norwich, Norfolk NR6 6EG

Telephone: 03450 669 999



Registered with
FUNDRAISING
REGULATOR

Registered charity in England
and Wales number 1083876

Our promise to site holders

Thank you for allowing us to have a textile recycling bank on your premises. As one of our valued site holders, please find below our promises to you to ensure hosting one of our banks is as hassle free as it can be.

1. East Anglian Air Ambulance (EAAA) have carefully selected a partner to provide a textile recycling service free of charge. The partner is Recycling Solutions (North West) Limited (RS) who are members of the Fundraising Regulator scheme and the Textile Recycling Association.
2. RS have a contract with the charity to make a financial donation from the gross proceeds of the saleable donated items.
3. The vast majority of donated items will be recycled to be used as originally intended and not destroyed for ragging, thereby extending the usable life of the item and reducing its carbon footprint.
4. The textile bank remains the property of RS and will have EAAA graphics applied.
5. RS will collect the contents of the banks at regular intervals as required by donation levels to ensure donors can deposit their clothing, shoes, and household textiles easily.
6. RS will maintain the textile banks in good, safe & clean condition and remove any fly tipped waste when necessary.
7. RS will provide telephone support during office hours and use its reasonable endeavours to respond within 1 hour and resolve issues within 24 hours.
8. RS will arrange for the repair or replacement of faulty or damaged banks within 24 hours of being reported.
9. RS will maintain all necessary licences, consents and insurance policies - including public and employee liability.
10. The removal of the textile bank can be arranged by giving RS 3 months' notice in writing.

All we ask from you is:

- Provide RS drivers access to and from your premises for the delivery of the textile bank.
- Please ensure that the site provided for the textile bank is in a safe and secure area and directly accessible for collection by RS drivers.
- Please contact us as soon as possible if any textile banks are damaged or stolen.
- Please contact us as soon as possible if any issue arises relating to the textile bank.

Contact telephone numbers and emails

- Tel: 01706 692900
- E-mail: eaaa@recyclingsolutions.org.uk



24/05/2022

Biggleswade Town Council

Page 1

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Detailed Balance Sheet - Excluding Stock Movement

Month 1 Date 30/04/2022

| <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 | 484,836 | 1,328,208 |
| 2 | OP'L L/H LAND & BUILDINGS | 9,095 | 0 | 9,095 |
| 21 | VEHICLES & EQUIPMENT | 807,031 | 543,428 | 263,603 |
| 41 | INFRASTRUCTURE ASSETS | 309,674 | 258,333 | 51,341 |
| 61 | COMMUNITY ASSETS | 15,380 | 0 | 15,380 |
| | Total Fixed Assets | 2,954,224 | 1,286,597 | 1,667,627 |
| | <u>Current Assets</u> | | | |
| 91 | CAPITAL WORK IN PROGRESS | 19,955 | | |
| 100 | DEBTORS - TOWN COUNCIL | 1,188 | | |
| 102 | DEBTORS - PITCH HIRE | 1,242 | | |
| 103 | DEBTORS - ORCHARD CENTRE | 3,958 | | |
| 105 | VAT REFUNDS | 24,402 | | |
| 202 | LLOYDS CURRENT BANK A/C | 166,614 | | |
| 204 | LLOYDS SALARY A/C | 2,215 | | |
| 210 | PETTY CASH | 196 | | |
| 224 | PUBLIC SECTOR DEPOSIT | 875,000 | | |
| | Total Current Assets | | 1,094,770 | |
| | <u>Current Liabilities</u> | | | |
| 501 | TRADE CREDITORS | 27,549 | | |
| 505 | HALL DEPOSIT | 200 | | |
| 510 | ACCRUALS | 18,460 | | |
| 515 | PAYE & NI DUE | 17,381 | | |
| 519 | UNION FEES | 12 | | |
| 525 | ALLOTMENT DEPOSITS | 4,050 | | |
| 530 | INC IN ADVANCE - COMMUTED | 19,600 | | |
| | Total Current Liabilities | | 87,252 | |
| | Net Current Assets | | | 1,007,519 |
| | Total Assets less Current Liabilities | | | 2,675,146 |
| | <u>Long Term Liabilities</u> | | | |
| 401 | PWLB LOANS | 101,416 | | |
| | Total Long Term Liabilities | | 101,416 | |
| | Total Assets less Total Liabilities | | | 2,573,729 |
| | <u>Represented by :-</u> | | | |
| 301 | CURRENT YEAR FUND | 512,908 | | |
| 310 | GENERAL RESERVE | 347,326 | | |
| 349 | ROLLING CAPITAL FUND | 127,329 | | |
| 350 | CAPITAL FINANCING RESERVE | 1,311,801 | | |
| 451 | DEF'D GRANTS APPLIED | 613,175 | | |
| 452 | DEF'D GRANTS W/BACK | (338,810) | | |
| | Total Equity | | | 2,573,729 |

Summary Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

Cost Centre Report

| | | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|-----|--------------------------------|-------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| 101 | B'SWADE MAGISTRATES COURT | Expenditure | 3,447 | 3,447 | 24,500 | 21,053 | | 21,053 | 14.1% |
| 102 | ALLOTMENTS | Income | (68) | (68) | 9,500 | 9,568 | | | (0.7%) |
| | | Expenditure | 116 | 116 | 1,415 | 1,299 | | 1,299 | 8.2% |
| | Movement to/(from) Gen Reserve | | <u>(184)</u> | <u>(184)</u> | | | | | |
| 103 | STREET LIGHTS | Expenditure | 250 | 250 | 0 | (250) | | (250) | 0.0% |
| 104 | BURIAL GROUNDS | Income | 4,342 | 4,342 | 21,000 | 16,658 | | | 20.7% |
| | | Expenditure | 399 | 399 | 13,700 | 13,301 | | 13,301 | 2.9% |
| | Movement to/(from) Gen Reserve | | <u>3,943</u> | <u>3,943</u> | | | | | |
| 105 | CAR PARKS | Income | 3,181 | 3,181 | 28,000 | 24,819 | | | 11.4% |
| | | Expenditure | 2,965 | 2,965 | 75,400 | 72,435 | 225 | 72,211 | 4.2% |
| | Movement to/(from) Gen Reserve | | <u>216</u> | <u>216</u> | | | | | |
| 106 | MARKET | Income | 1,438 | 1,438 | 17,800 | 16,362 | | | 8.1% |
| | | Expenditure | 1,558 | 1,558 | 21,722 | 20,164 | | 20,164 | 7.2% |
| | Movement to/(from) Gen Reserve | | <u>(120)</u> | <u>(120)</u> | | | | | |
| 107 | TOWN CENTRE GENERAL | Expenditure | 7,324 | 7,324 | 48,350 | 41,026 | 1,865 | 39,162 | 19.0% |
| 108 | GRANTS (INCL S137) | Expenditure | 16,644 | 16,644 | 32,767 | 16,123 | | 16,123 | 50.8% |
| 109 | CAPITAL EXPENDITURE | Expenditure | 56,331 | 56,331 | 72,427 | 16,096 | | 16,096 | 77.8% |
| 110 | PUBLIC CONVENIENCES | Income | 0 | 0 | 3,250 | 3,250 | | | 0.0% |
| | | Expenditure | (191) | (191) | 19,250 | 19,441 | | 19,441 | (1.0%) |
| | Movement to/(from) Gen Reserve | | <u>191</u> | <u>191</u> | | | | | |
| 111 | CORPORATE MANAGEMENT | Income | 712,086 | 712,086 | 1,424,171 | 712,085 | | | 50.0% |
| | | Expenditure | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% |
| | Movement to/(from) Gen Reserve | | <u>712,086</u> | <u>712,086</u> | | | | | |
| 112 | DEMOCRATIC REP'N & MGM'T | Expenditure | 2,594 | 2,594 | 11,500 | 8,906 | | 8,906 | 22.6% |
| 113 | CIVIC ACTIVITIES & EXPENSES | Expenditure | 90 | 90 | 2,500 | 2,410 | | 2,410 | 3.6% |
| 115 | ORCHARD COMMUNITY CENTRE | Income | 3,866 | 3,866 | 32,500 | 28,634 | | | 11.9% |
| | | Expenditure | 6,059 | 6,059 | 108,054 | 101,995 | | 101,995 | 5.6% |
| | Movement to/(from) Gen Reserve | | <u>(2,193)</u> | <u>(2,193)</u> | | | | | |
| 210 | GENERAL | Expenditure | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% |
| 212 | RECREATION GROUNDS | Income | 735 | 735 | 10,000 | 9,265 | | | 7.3% |
| | | Expenditure | 2,927 | 2,927 | 51,100 | 48,173 | | 48,173 | 5.7% |
| | Movement to/(from) Gen Reserve | | <u>(2,192)</u> | <u>(2,192)</u> | | | | | |
| 901 | CENTRAL SERVICES | Income | 1,000 | 1,000 | 0 | (1,000) | | | 0.0% |
| | | Expenditure | 72,995 | 72,995 | 676,104 | 603,109 | 10,438 | 592,671 | 12.3% |
| | Movement to/(from) Gen Reserve | | <u>(71,995)</u> | <u>(71,995)</u> | | | | | |
| 902 | PUBLIC REALM | Expenditure | 27,669 | 27,669 | 312,982 | 285,313 | 801 | 284,512 | 9.1% |
| 903 | DEPOT | Expenditure | 12,205 | 12,205 | 73,000 | 60,795 | 100 | 60,695 | 16.9% |
| 904 | REPAIRS & MAINTENANCE | Expenditure | 290 | 290 | 15,000 | 14,710 | 389 | 14,321 | 4.5% |
| | | | | | | | | | |
| | | | | | | | | | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|--------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| Grand Totals:- Income | 726,580 | 726,580 | 1,546,221 | 819,641 | | | 47.0% |
| Expenditure | 213,673 | 213,673 | 1,569,771 | 1,356,099 | 13,817 | 1,342,282 | 14.5% |
| Net Income over Expenditure | <u>512,908</u> | <u>512,908</u> | <u>(23,550)</u> | <u>(536,458)</u> | | | |
| Movement to/(from) Gen Reserve | <u>512,908</u> | <u>512,908</u> | | | | | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 101 B'SWADE MAGISTRATES COURT | | | | | | | | |
| 4011 RATES | 1,225 | 1,225 | 14,600 | 13,375 | | 13,375 | 8.4% | |
| 4012 WATER RATES | 6 | 6 | 0 | (6) | | (6) | 0.0% | |
| 4014 ELECTRICITY | 33 | 33 | 0 | (33) | | (33) | 0.0% | |
| 4015 GAS | 740 | 740 | 4,000 | 3,260 | | 3,260 | 18.5% | |
| 4036 PROPERTY MAINTENANCE | 183 | 183 | 2,000 | 1,817 | | 1,817 | 9.2% | |
| 4042 EQUIPT MAINT/REPAIR | 600 | 600 | 500 | (100) | | (100) | 120.0% | |
| 4104 REFUSE COLLECTION | 123 | 123 | 1,200 | 1,077 | | 1,077 | 10.2% | |
| 4110 FIRE PRECAUTIONS | 0 | 0 | 600 | 600 | | 600 | 0.0% | |
| 4134 SECURITY/CCTV | 537 | 537 | 1,600 | 1,063 | | 1,063 | 33.6% | |
| B'SWADE MAGISTRATES COURT :- Indirect Expenditure | 3,447 | 3,447 | 24,500 | 21,053 | 0 | 21,053 | 14.1% | 0 |
| Net Expenditure | (3,447) | (3,447) | (24,500) | (21,053) | | | | |
| 102 ALLOTMENTS | | | | | | | | |
| 1087 INC-ALLOTMENTS | (68) | (68) | 9,500 | 9,568 | | | (0.7%) | |
| ALLOTMENTS :- Income | (68) | (68) | 9,500 | 9,568 | | | (0.7%) | 0 |
| 4013 RENT | 116 | 116 | 465 | 349 | | 349 | 25.0% | |
| 4067 PEST CONTROL | 0 | 0 | 750 | 750 | | 750 | 0.0% | |
| 4104 REFUSE COLLECTION | 0 | 0 | 200 | 200 | | 200 | 0.0% | |
| ALLOTMENTS :- Indirect Expenditure | 116 | 116 | 1,415 | 1,299 | 0 | 1,299 | 8.2% | 0 |
| Net Income over Expenditure | (184) | (184) | 8,085 | 8,269 | | | | |
| 103 STREET LIGHTS | | | | | | | | |
| 4036 PROPERTY MAINTENANCE | 250 | 250 | 0 | (250) | | (250) | 0.0% | |
| STREET LIGHTS :- Indirect Expenditure | 250 | 250 | 0 | (250) | 0 | (250) | | 0 |
| Net Expenditure | (250) | (250) | 0 | 250 | | | | |
| 104 BURIAL GROUNDS | | | | | | | | |
| 1084 INC-BURIAL FEES | 4,342 | 4,342 | 20,000 | 15,658 | | | 21.7% | |
| 1097 INC-MEMORIALS | 0 | 0 | 1,000 | 1,000 | | | 0.0% | |
| BURIAL GROUNDS :- Income | 4,342 | 4,342 | 21,000 | 16,658 | | | 20.7% | 0 |
| 4011 RATES | 404 | 404 | 6,000 | 5,596 | | 5,596 | 6.7% | |
| 4012 WATER RATES | 24 | 24 | 200 | 176 | | 176 | 12.0% | |
| 4014 ELECTRICITY | (29) | (29) | 500 | 529 | | 529 | (5.8%) | |
| 4036 PROPERTY MAINTENANCE | 0 | 0 | 7,000 | 7,000 | | 7,000 | 0.0% | |
| BURIAL GROUNDS :- Indirect Expenditure | 399 | 399 | 13,700 | 13,301 | 0 | 13,301 | 2.9% | 0 |
| Net Income over Expenditure | 3,943 | 3,943 | 7,300 | 3,357 | | | | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 105 CAR PARKS | | | | | | | | |
| 1088 INC-CAR PARKING FEES | 1,399 | 1,399 | 22,000 | 20,601 | | | 6.4% | |
| 1089 INC - PARKING PERMITS WORK | 1,482 | 1,482 | 3,000 | 1,518 | | | 49.4% | |
| 1189 INC-PARKING PERMITS RES | 300 | 300 | 3,000 | 2,700 | | | 10.0% | |
| CAR PARKS :- Income | 3,181 | 3,181 | 28,000 | 24,819 | | | 11.4% | 0 |
| 4011 RATES | 2,176 | 2,176 | 27,900 | 25,724 | | 25,724 | 7.8% | |
| 4023 STATIONERY | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4038 MAINTENANCE CONTRACT | 319 | 319 | 10,000 | 9,681 | 225 | 9,456 | 5.4% | |
| 4042 EQUIPT MAINT/REPAIR | 133 | 133 | 0 | (133) | | (133) | 0.0% | |
| 4092 Card Processing Fees | 103 | 103 | 1,000 | 897 | | 897 | 10.3% | |
| 4126 CAR PARK LEASE | 234 | 234 | 36,000 | 35,766 | | 35,766 | 0.7% | |
| CAR PARKS :- Indirect Expenditure | 2,965 | 2,965 | 75,400 | 72,435 | 225 | 72,211 | 4.2% | 0 |
| Net Income over Expenditure | 216 | 216 | (47,400) | (47,616) | | | | |
| 106 MARKET | | | | | | | | |
| 1082 INC-LETTINGS | 0 | 0 | 300 | 300 | | | 0.0% | |
| 1085 INC-TUESDAY MARKET RENTS | 275 | 275 | 3,500 | 3,225 | | | 7.9% | |
| 1086 INC-SATURDAY MARKET RENTS | 1,163 | 1,163 | 14,000 | 12,837 | | | 8.3% | |
| MARKET :- Income | 1,438 | 1,438 | 17,800 | 16,362 | | | 8.1% | 0 |
| 4002 EMPLOYERS N.I | 16 | 16 | 224 | 208 | | 208 | 7.3% | |
| 4003 EMPLOYERS SUPERANN. | 232 | 232 | 2,768 | 2,536 | | 2,536 | 8.4% | |
| 4004 MARKET STAFF | 867 | 867 | 10,330 | 9,463 | | 9,463 | 8.4% | |
| 4011 RATES | 428 | 428 | 5,400 | 4,972 | | 4,972 | 7.9% | |
| 4014 ELECTRICITY | 14 | 14 | 1,000 | 986 | | 986 | 1.4% | |
| 4023 STATIONERY | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4032 PUBLICITY | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4047 MATERIALS/TOOLS | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| MARKET :- Indirect Expenditure | 1,558 | 1,558 | 21,722 | 20,164 | 0 | 20,164 | 7.2% | 0 |
| Net Income over Expenditure | (120) | (120) | (3,922) | (3,802) | | | | |
| 107 TOWN CENTRE GENERAL | | | | | | | | |
| 4001 STAFF SALARIES | 2,733 | 2,733 | 0 | (2,733) | | (2,733) | 0.0% | |
| 4002 EMPLOYERS N.I | 297 | 297 | 0 | (297) | | (297) | 0.0% | |
| 4003 EMPLOYERS SUPERANN. | 732 | 732 | 0 | (732) | | (732) | 0.0% | |
| 4007 HEALTH & SAFETY | 0 | 0 | 0 | 0 | 96 | (96) | 0.0% | |
| 4031 ADVERTISING | 0 | 0 | 0 | 0 | 100 | (100) | 0.0% | |
| 4036 PROPERTY MAINTENANCE | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4037 GROUNDS MAINTENANCE | 0 | 0 | 500 | 500 | | 500 | 0.0% | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4065 TC EVENTS (FESTIVAL) | 0 | 0 | 0 | 0 | 780 | (780) | 0.0% | |
| 4067 PEST CONTROL | 51 | 51 | 0 | (51) | | (51) | 0.0% | |
| 4116 WAR MEM & REM SERV | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4117 CLOCK REPAIRS | 0 | 0 | 350 | 350 | | 350 | 0.0% | |
| 4128 EQUIPMENT | 480 | 480 | 0 | (480) | | (480) | 0.0% | |
| 4134 SECURITY/CCTV | 0 | 0 | 0 | 0 | 374 | (374) | 0.0% | |
| 4138 MARKET SQUARE EVENTS | 835 | 835 | 5,000 | 4,165 | 515 | 3,650 | 27.0% | |
| 4140 CHRISTMAS ACTIVITIES | 0 | 0 | 7,000 | 7,000 | | 7,000 | 0.0% | |
| 4144 CCTV | 2,195 | 2,195 | 16,000 | 13,805 | | 13,805 | 13.7% | |
| 4145 CHRISTMAS LIGHTS | 0 | 0 | 18,000 | 18,000 | | 18,000 | 0.0% | |
| TOWN CENTRE GENERAL :- Indirect Expenditure | 7,324 | 7,324 | 48,350 | 41,026 | 1,865 | 39,162 | 19.0% | 0 |
| Net Expenditure | (7,324) | (7,324) | (48,350) | (41,026) | | | | |
| 108 GRANTS (INCL S137) | | | | | | | | |
| 4261 GRANTS UNDER OTHER POWERS | 149 | 149 | 20,767 | 20,619 | | 20,619 | 0.7% | |
| 4264 Community Agent Grant | 16,496 | 16,496 | 12,000 | (4,496) | | (4,496) | 137.5% | |
| GRANTS (INCL S137) :- Indirect Expenditure | 16,644 | 16,644 | 32,767 | 16,123 | 0 | 16,123 | 50.8% | 0 |
| Net Expenditure | (16,644) | (16,644) | (32,767) | (16,123) | | | | |
| 109 CAPITAL EXPENDITURE | | | | | | | | |
| 4053 LOAN INTEREST | 0 | 0 | 4,381 | 4,381 | | 4,381 | 0.0% | |
| 4253 LEASE INTEREST REPAID | 0 | 0 | 268 | 268 | | 268 | 0.0% | |
| 4802 CP - New Computer Installation | 969 | 969 | 0 | (969) | | (969) | 0.0% | |
| 4900 ROLLING CAPITAL FUND ALLOC'N | 56,331 | 56,331 | 56,331 | 0 | | 0 | 100.0% | |
| 4980 LOAN REPAYMENT | 0 | 0 | 8,139 | 8,139 | | 8,139 | 0.0% | |
| 4982 LEASE CAPITAL REPAID | 0 | 0 | 3,308 | 3,308 | | 3,308 | 0.0% | |
| 4990 ASSET FUNDING FROM RCP | (969) | (969) | 0 | 969 | | 969 | 0.0% | |
| CAPITAL EXPENDITURE :- Indirect Expenditure | 56,331 | 56,331 | 72,427 | 16,096 | 0 | 16,096 | 77.8% | 0 |
| Net Expenditure | (56,331) | (56,331) | (72,427) | (16,096) | | | | |
| 110 PUBLIC CONVENIENCES | | | | | | | | |
| 1091 INC-MISCELLANEOUS | 0 | 0 | 3,250 | 3,250 | | | 0.0% | |
| PUBLIC CONVENIENCES :- Income | 0 | 0 | 3,250 | 3,250 | | | 0.0% | 0 |
| 4011 RATES | 0 | 0 | 3,250 | 3,250 | | 3,250 | 0.0% | |
| 4012 WATER RATES | (191) | (191) | 2,000 | 2,191 | | 2,191 | (9.5%) | |
| 4014 ELECTRICITY | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4016 CLEANING COSTS | 0 | 0 | 10,000 | 10,000 | | 10,000 | 0.0% | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4036 PROPERTY MAINTENANCE | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4038 MAINTENANCE CONTRACT | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4042 EQUIPT MAINT/REPAIR | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4047 MATERIALS/TOOLS | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| PUBLIC CONVENIENCES :- Indirect Expenditure | (191) | (191) | 19,250 | 19,441 | 0 | 19,441 | (1.0%) | 0 |
| Net Income over Expenditure | 191 | 191 | (16,000) | (16,191) | | | | |
| 111 CORPORATE MANAGEMENT | | | | | | | | |
| 1076 PRECEPT RECEIVED | 712,086 | 712,086 | 1,423,751 | 711,665 | | | 50.0% | |
| 1096 INTEREST RECEIVED | 0 | 0 | 420 | 420 | | | 0.0% | |
| CORPORATE MANAGEMENT :- Income | 712,086 | 712,086 | 1,424,171 | 712,085 | | | 50.0% | 0 |
| 4057 AUDIT FEES | 0 | 0 | 4,000 | 4,000 | | 4,000 | 0.0% | |
| 4110 FIRE PRECAUTIONS | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| CORPORATE MANAGEMENT :- Indirect Expenditure | 0 | 0 | 5,000 | 5,000 | 0 | 5,000 | 0.0% | 0 |
| Net Income over Expenditure | 712,086 | 712,086 | 1,419,171 | 707,085 | | | | |
| 112 DEMOCRATIC REP'N & MGM'T | | | | | | | | |
| 4024 SUBSCRIPTIONS | 2,491 | 2,491 | 3,000 | 509 | | 509 | 83.0% | |
| 4082 NEIGHBOURHOOD PLAN | 6 | 6 | 0 | (6) | | (6) | 0.0% | |
| 4085 COUNCIL WEBSITE | 97 | 97 | 2,000 | 1,903 | | 1,903 | 4.8% | |
| 4090 Public Referendum | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 4135 ELECTION PROVISION | 0 | 0 | 4,000 | 4,000 | | 4,000 | 0.0% | |
| DEMOCRATIC REP'N & MGM'T :- Indirect Expenditure | 2,594 | 2,594 | 11,500 | 8,906 | 0 | 8,906 | 22.6% | 0 |
| Net Expenditure | (2,594) | (2,594) | (11,500) | (8,906) | | | | |
| 113 CIVIC ACTIVITIES & EXPENSES | | | | | | | | |
| 4112 TOWN MAYOR'S ALLOW. | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4166 TWINNING | 0 | 0 | 250 | 250 | | 250 | 0.0% | |
| 4179 CIVIC FUNCTIONS | 90 | 90 | 1,000 | 910 | | 910 | 9.0% | |
| 4180 CIVIC REGALIA REPAIRS ETC | 0 | 0 | 250 | 250 | | 250 | 0.0% | |
| CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure | 90 | 90 | 2,500 | 2,410 | 0 | 2,410 | 3.6% | 0 |
| Net Expenditure | (90) | (90) | (2,500) | (2,410) | | | | |
| 115 ORCHARD COMMUNITY CENTRE | | | | | | | | |
| 1082 INC-LETTINGS | 3,866 | 3,866 | 32,500 | 28,634 | | | 11.9% | |
| ORCHARD COMMUNITY CENTRE :- Income | 3,866 | 3,866 | 32,500 | 28,634 | | | 11.9% | 0 |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4001 STAFF SALARIES | 4,082 | 4,082 | 59,817 | 55,735 | | 55,735 | 6.8% | |
| 4002 EMPLOYERS N.I | 386 | 386 | 5,012 | 4,626 | | 4,626 | 7.7% | |
| 4003 EMPLOYERS SUPERANN. | 1,094 | 1,094 | 16,031 | 14,937 | | 14,937 | 6.8% | |
| 4007 HEALTH & SAFETY | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4008 STAFF TRAINING | 360 | 360 | 0 | (360) | | (360) | 0.0% | |
| 4009 STAFF TRAVEL | 22 | 22 | 400 | 378 | | 378 | 5.5% | |
| 4011 RATES | 0 | 0 | 6,200 | 6,200 | | 6,200 | 0.0% | |
| 4012 WATER RATES | (200) | (200) | 240 | 440 | | 440 | (83.3%) | |
| 4014 ELECTRICITY | (353) | (353) | 9,000 | 9,353 | | 9,353 | (3.9%) | |
| 4015 GAS | 148 | 148 | 2,300 | 2,152 | | 2,152 | 6.4% | |
| 4016 CLEANING COSTS | 0 | 0 | 2,100 | 2,100 | | 2,100 | 0.0% | |
| 4020 MISC. ESTABLISH.COST | 0 | 0 | 54 | 54 | | 54 | 0.0% | |
| 4021 TELEPHONE & FAX | 0 | 0 | 600 | 600 | | 600 | 0.0% | |
| 4023 STATIONERY | 0 | 0 | 200 | 200 | | 200 | 0.0% | |
| 4036 PROPERTY MAINTENANCE | 350 | 350 | 1,000 | 650 | | 650 | 35.0% | |
| 4038 MAINTENANCE CONTRACT | 0 | 0 | 1,700 | 1,700 | | 1,700 | 0.0% | |
| 4042 EQUIPT MAINT/REPAIR | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4060 OFFICE EQUIPMENT | 0 | 0 | 300 | 300 | | 300 | 0.0% | |
| 4081 Licences | 0 | 0 | 600 | 600 | | 600 | 0.0% | |
| 4104 REFUSE COLLECTION | 92 | 92 | 0 | (92) | | (92) | 0.0% | |
| 4128 EQUIPMENT | 77 | 77 | 500 | 423 | | 423 | 15.4% | |
| ORCHARD COMMUNITY CENTRE :- Indirect Expenditure | 6,059 | 6,059 | 108,054 | 101,995 | 0 | 101,995 | 5.6% | 0 |
| Net Income over Expenditure | (2,193) | (2,193) | (75,554) | (73,361) | | | | |
| <u>210 GENERAL</u> | | | | | | | | |
| 4064 ANNUAL HANGING BASKETS | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| GENERAL :- Indirect Expenditure | 0 | 0 | 5,000 | 5,000 | 0 | 5,000 | 0.0% | 0 |
| Net Expenditure | 0 | 0 | (5,000) | (5,000) | | | | |
| <u>212 RECREATION GROUNDS</u> | | | | | | | | |
| 1081 INC-RENT | 735 | 735 | 5,000 | 4,265 | | | 14.7% | |
| 1083 INC-PITCH HIRE | 0 | 0 | 5,000 | 5,000 | | | 0.0% | |
| RECREATION GROUNDS :- Income | 735 | 735 | 10,000 | 9,265 | | | 7.3% | 0 |
| 4011 RATES | 383 | 383 | 4,700 | 4,317 | | 4,317 | 8.1% | |
| 4012 WATER RATES | 450 | 450 | 11,500 | 11,050 | | 11,050 | 3.9% | |
| 4014 ELECTRICITY | 10 | 10 | 9,000 | 8,990 | | 8,990 | 0.1% | |
| 4037 GROUNDS MAINTENANCE | 410 | 410 | 7,000 | 6,590 | | 6,590 | 5.9% | |
| 4038 MAINTENANCE CONTRACT | 575 | 575 | 8,000 | 7,425 | | 7,425 | 7.2% | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4043 FENCING & GATES | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4044 TREES & PLANTS | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4067 PEST CONTROL | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4100 FERT./SEEDS/WEEDKILL | 0 | 0 | 200 | 200 | | 200 | 0.0% | |
| 4104 REFUSE COLLECTION | 398 | 398 | 200 | (198) | | (198) | 198.9% | |
| 4110 FIRE PRECAUTIONS | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4114 LITTER BINS | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4119 SKIP HIRE | 700 | 700 | 0 | (700) | | (700) | 0.0% | |
| 4128 EQUIPMENT | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4134 SECURITY/CCTV | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| RECREATION GROUNDS :- Indirect Expenditure | 2,927 | 2,927 | 51,100 | 48,173 | 0 | 48,173 | 5.7% | 0 |
| Net Income over Expenditure | (2,192) | (2,192) | (41,100) | (38,908) | | | | |
| 901 CENTRAL SERVICES | | | | | | | | |
| 1078 INC-MISC GRANTS | 1,000 | 1,000 | 0 | (1,000) | | | 0.0% | |
| CENTRAL SERVICES :- Income | 1,000 | 1,000 | 0 | (1,000) | | | | 0 |
| 4001 STAFF SALARIES | 30,904 | 30,904 | 384,830 | 353,926 | | 353,926 | 8.0% | |
| 4002 EMPLOYERS N.I | 3,418 | 3,418 | 44,830 | 41,412 | | 41,412 | 7.6% | |
| 4003 EMPLOYERS SUPERANN. | 5,864 | 5,864 | 79,894 | 74,030 | | 74,030 | 7.3% | |
| 4005 AGENCY STAFF | 5,160 | 5,160 | 10,000 | 4,840 | | 4,840 | 51.6% | |
| 4007 HEALTH & SAFETY | 0 | 0 | 2,800 | 2,800 | | 2,800 | 0.0% | |
| 4008 STAFF TRAINING | 2,583 | 2,583 | 10,000 | 7,417 | | 7,417 | 25.8% | |
| 4009 STAFF TRAVEL | 152 | 152 | 1,500 | 1,348 | | 1,348 | 10.1% | |
| 4010 MISC. STAFF COSTS | 335 | 335 | 1,000 | 665 | | 665 | 33.5% | |
| 4012 WATER RATES | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4014 ELECTRICITY | 0 | 0 | 4,000 | 4,000 | | 4,000 | 0.0% | |
| 4016 CLEANING COSTS | 0 | 0 | 7,500 | 7,500 | | 7,500 | 0.0% | |
| 4019 VACANT CODE | 128 | 128 | 0 | (128) | | (128) | 0.0% | |
| 4020 MISC. ESTABLISH.COST | 0 | 0 | 250 | 250 | | 250 | 0.0% | |
| 4021 TELEPHONE & FAX | 330 | 330 | 13,500 | 13,170 | | 13,170 | 2.4% | |
| 4022 POSTAGE | 27 | 27 | 1,500 | 1,473 | | 1,473 | 1.8% | |
| 4023 STATIONERY | 449 | 449 | 3,500 | 3,051 | 259 | 2,792 | 20.2% | |
| 4025 INSURANCE | 15,875 | 15,875 | 21,000 | 5,125 | | 5,125 | 75.6% | |
| 4026 COMPUTER | 5,225 | 5,225 | 35,000 | 29,775 | 1,007 | 28,768 | 17.8% | |
| 4027 PHOTOCOPIER | (90) | (90) | 5,600 | 5,690 | | 5,690 | (1.6%) | |
| 4030 ADVERTISING, RECRUITMENT | 0 | 0 | 5,000 | 5,000 | 6,300 | (1,300) | 126.0% | |
| 4031 ADVERTISING | 691 | 691 | 2,900 | 2,209 | 2,871 | (662) | 122.8% | |
| 4051 BANK CHARGES | 155 | 155 | 2,000 | 1,845 | | 1,845 | 7.8% | |
| 4056 LEGAL EXPENSES | 0 | 0 | 4,500 | 4,500 | | 4,500 | 0.0% | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4058 PROFESSIONAL FEES | 1,710 | 1,710 | 10,000 | 8,290 | | 8,290 | 17.1% | |
| 4059 CONSULTANCY | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4060 OFFICE EQUIPMENT | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4073 PAYROLL BUREAU FEES | (500) | (500) | 5,000 | 5,500 | | 5,500 | (10.0%) | |
| 4074 ACCOUNTANCY FEES | (392) | (392) | 15,000 | 15,392 | | 15,392 | (2.6%) | |
| 4092 Card Processing Fees | 8 | 8 | 0 | (8) | | (8) | 0.0% | |
| 4103 PROTECTIVE CLOTHING | 170 | 170 | 0 | (170) | | (170) | 0.0% | |
| 4127 SIGNS | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4128 EQUIPMENT | 793 | 793 | 500 | (293) | | (293) | 158.6% | |
| 4134 SECURITY/CCTV | 0 | 0 | 0 | 0 | 1 | (1) | 0.0% | |
| CENTRAL SERVICES :- Indirect Expenditure | 72,995 | 72,995 | 676,104 | 603,109 | 10,438 | 592,671 | 12.3% | 0 |
| Net Income over Expenditure | (71,995) | (71,995) | (676,104) | (604,109) | | | | |
| 902 PUBLIC REALM | | | | | | | | |
| 4001 STAFF SALARIES | 16,544 | 16,544 | 199,305 | 182,761 | | 182,761 | 8.3% | |
| 4002 EMPLOYERS N.I | 1,519 | 1,519 | 18,595 | 17,076 | | 17,076 | 8.2% | |
| 4003 EMPLOYERS SUPERANN. | 3,356 | 3,356 | 47,307 | 43,951 | | 43,951 | 7.1% | |
| 4009 STAFF TRAVEL | 22 | 22 | 0 | (22) | | (22) | 0.0% | |
| 4014 ELECTRICITY | (500) | (500) | 1,200 | 1,700 | | 1,700 | (41.7%) | |
| 4023 STATIONERY | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4025 INSURANCE | 5,423 | 5,423 | 300 | (5,123) | | (5,123) | 1807.6% | |
| 4030 ADVERTISING, RECRUITMENT | 25 | 25 | 0 | (25) | | (25) | 0.0% | |
| 4037 GROUNDS MAINTENANCE | 146 | 146 | 0 | (146) | | (146) | 0.0% | |
| 4041 EQUIPMENT HIRE | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4042 EQUIPT MAINT/REPAIR | 128 | 128 | 2,000 | 1,872 | | 1,872 | 6.4% | |
| 4044 TREES & PLANTS | 0 | 0 | 10,500 | 10,500 | 144 | 10,356 | 1.4% | |
| 4046 VEHICLE LEASING | 487 | 487 | 10,000 | 9,513 | | 9,513 | 4.9% | |
| 4048 VEHICLE MAINT/REPAIR | 46 | 46 | 10,000 | 9,954 | 657 | 9,297 | 7.0% | |
| 4049 VEHICLE FUEL | 94 | 94 | 8,000 | 7,906 | | 7,906 | 1.2% | |
| 4050 VEHICLE TAX | 275 | 275 | 675 | 400 | | 400 | 40.7% | |
| 4100 FERT./SEEDS/WEEDKILL | 0 | 0 | 700 | 700 | | 700 | 0.0% | |
| 4103 PROTECTIVE CLOTHING | 106 | 106 | 2,500 | 2,394 | | 2,394 | 4.2% | |
| 4119 SKIP HIRE | 0 | 0 | 800 | 800 | | 800 | 0.0% | |
| PUBLIC REALM :- Indirect Expenditure | 27,669 | 27,669 | 312,982 | 285,313 | 801 | 284,512 | 9.1% | 0 |
| Net Expenditure | (27,669) | (27,669) | (312,982) | (285,313) | | | | |
| 903 DEPOT | | | | | | | | |
| 4007 HEALTH & SAFETY | 0 | 0 | 0 | 0 | 100 | (100) | 0.0% | |
| 4011 RATES | 0 | 0 | 16,000 | 16,000 | | 16,000 | 0.0% | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4012 WATER RATES | (750) | (750) | 1,500 | 2,250 | | 2,250 | (50.0%) | |
| 4013 RENT | 13,189 | 13,189 | 50,000 | 36,811 | | 36,811 | 26.4% | |
| 4014 ELECTRICITY | (517) | (517) | 2,500 | 3,017 | | 3,017 | (20.7%) | |
| 4015 GAS | 283 | 283 | 1,500 | 1,217 | | 1,217 | 18.9% | |
| 4020 MISC. ESTABLISH.COST | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4042 EQUIPT MAINT/REPAIR | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| DEPOT :- Indirect Expenditure | 12,205 | 12,205 | 73,000 | 60,795 | 100 | 60,695 | 16.9% | 0 |
| Net Expenditure | (12,205) | (12,205) | (73,000) | (60,795) | | | | |
| 904 REPAIRS & MAINTENANCE | | | | | | | | |
| 4042 EQUIPT MAINT/REPAIR | 290 | 290 | 15,000 | 14,710 | | 14,710 | 1.9% | |
| 4101 MOWER REPAIRS | 0 | 0 | 0 | 0 | 389 | (389) | 0.0% | |
| REPAIRS & MAINTENANCE :- Indirect Expenditure | 290 | 290 | 15,000 | 14,710 | 389 | 14,321 | 4.5% | 0 |
| Net Expenditure | (290) | (290) | (15,000) | (14,710) | | | | |
| Grand Totals:- Income | 726,580 | 726,580 | 1,546,221 | 819,641 | | | 47.0% | |
| Expenditure | 213,673 | 213,673 | 1,569,771 | 1,356,099 | 13,817 | 1,342,282 | 14.5% | |
| Net Income over Expenditure | 512,908 | 512,908 | (23,550) | (536,458) | | | | |
| Movement to/(from) Gen Reserve | 512,908 | 512,908 | | | | | | |

List of Payments made between 01/04/2022 and 24/05/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 01/04/2022 | CF Corporate Finance Limited | Std Ord | 392.40 | | SHARP MX3061-copier lease rent |
| 01/04/2022 | Biggleswade Community Carnival | 000542 | 500.00 | | Biggleswade Community Carnival |
| 01/04/2022 | Biggleswade Comm Safety Group | 000543 | 800.00 | | Biggleswade Comm Safety Group |
| 01/04/2022 | Biggleswade Crab Lane | 000544 | 60.00 | | Biggleswade Crab Lane Grant |
| 01/04/2022 | Biggleswade 1st Aid Club | 000545 | 380.00 | | Biggleswade 1st Aid Club Grant |
| 01/04/2022 | Biggleswade Good Neighbours | 000546 | 500.00 | | Biggleswade Good Neighbours Gr |
| 01/04/2022 | Biggleswade Hist Society | 000547 | 750.00 | | Biggleswade Hist Society Grant |
| 01/04/2022 | Biggleswade Sea Cadets | 000548 | 1,000.00 | | Biggleswade Sea Cadets Grant |
| 01/04/2022 | Biggleswade Sports | 000549 | 400.00 | | Biggleswade Sports Grant |
| 01/04/2022 | BRCC | 000550 | 1,805.82 | | BRCC Grant |
| 01/04/2022 | Carers in Bedfordshire | 000551 | 1,000.00 | | Carers in Bedfordshire Grant |
| 01/04/2022 | Sue Ryder St John Hospice | 000552 | 1,000.00 | | Sue Ryder St John Hospice Gran |
| 01/04/2022 | Biggles FM | 000553 | 1,850.00 | | Biggles FM Grant |
| 01/04/2022 | Biggles ATC Squadron | 000554 | 1,000.00 | | Biggles ATC Squadron Grant |
| 01/04/2022 | Mid Beds CAB | 000555 | 500.00 | | Mid Beds CAB Grant |
| 01/04/2022 | Ivel Flix | 000556 | 300.00 | | Ivel Flix Grant |
| 01/04/2022 | East Beds Comm Bus | 000557 | 500.00 | | East Beds Comm Bus Grant |
| 01/04/2022 | Keech Hospice Care | 000558 | 1,000.00 | | Keech Hospice Care Grant |
| 01/04/2022 | Big & Dist Hanicapped Swimming | 000559 | 700.00 | | Big & Dist Hanicapped Swimming |
| 01/04/2022 | Magpas Air Ambulance | 000560 | 500.00 | | Magpas Air Ambulance Grant |
| 01/04/2022 | The Need Project CBC | 000561 | 500.00 | | The Need Project CBC Grant |
| 01/04/2022 | Respite at Home | 000562 | 700.00 | | Respite at Home Grant |
| 01/04/2022 | Biggleswade Scouts | 000480 | -750.00 | | Biggleswade Scouts Grant |
| 01/04/2022 | Biggleswade Scouts | 000480 | 750.00 | | Biggleswade Scouts Grant |
| 04/04/2022 | Node IT Solutions Ltd | DDR1 | 395.06 | | 3545-Laptop RAM |
| 04/04/2022 | Indeed | DD01-04 | 24.57 | | Indeed-Job Adverts |
| 05/04/2022 | Central Bedfordshire Council | Std Ord | 4,615.37 | | Rates 22/23 |
| 05/04/2022 | G Herridge | 000563 | 17.50 | | G Herridge Allot refund |
| 05/04/2022 | M Krstic | 000564 | 25.00 | | M Krstic Allot refund |
| 05/04/2022 | A Webb | 000565 | 25.00 | | A Webb Allot refund |
| 05/04/2022 | F Holmes | 000566 | 50.00 | | F Holmes Allot Dep refund |
| 05/04/2022 | Bradders Ltd | 568 | 1,140.00 | | 3508-Isolate and drain boiler |
| 05/04/2022 | RJ Warren Ltd | 569 | 6,000.00 | | 3531-Remove play equipment |
| 05/04/2022 | CENTRAL BEDFORDSHIRE | 000594 | 116.25 | | 3524-Kennel Farm 25Mar-23Jun |
| 08/04/2022 | Osso Gas - OSSO1107 | DDR2 | 1,317.71 | | 3571-Gas King R 31.01-31.03.22 |
| 08/04/2022 | Osso Gas OSSO1108 | DDR3 | 1,319.60 | | 3569-Gas Old CH 28.02-31.03.22 |
| 08/04/2022 | CENTRAL BEDFORDSHIRE | DDR4 | 5,083.12 | | 3538-Grass cutting 21/22 |
| 08/04/2022 | Public Sector Deposit | FPO | 250,000.00 | | Public Sector Deposit |
| 08/04/2022 | Public Sector Deposit Account | FPO | 230,000.00 | | Public Sector Deposit Account |
| 11/04/2022 | The Right Fuelcard Company Lim | DDR5 | 3.60 | | Purchase Ledger Payment |
| 11/04/2022 | citrusHR Limited | DDR6 | 24.00 | | 3539-HR Membership 15Mar/Apr |
| 11/04/2022 | Node IT Solutions Ltd | DDR7 | 62.40 | | 3547-Managed network services |
| 11/04/2022 | Node IT Solutions Ltd | DDR8 | 158.98 | | 3549-Zoom subscription-Apr |
| 11/04/2022 | Node IT Solutions Ltd | DDR9 | 211.20 | | 3546-Protect managed networkin |
| 11/04/2022 | Node IT Solutions Ltd | DDR10 | 444.00 | | 3548-Leased lint-Old court hou |
| 11/04/2022 | Node IT Solutions Ltd | DDR11 | 2,100.00 | | Purchase Ledger Payment |
| 11/04/2022 | Node IT Solutions Ltd | DDR12 | 3,261.68 | | 3544-IT services-April 22 |

List of Payments made between 01/04/2022 and 24/05/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 11/04/2022 | BNP Paribus | Std Ord | 584.17 | | Isuzu Truck LN69 XVL |
| 11/04/2022 | Berg | FP | 30.00 | | Sales Ledger Refund |
| 11/04/2022 | Minh | FP | 20.00 | | Sasles Ledger Refund |
| 11/04/2022 | Stanley | FP | 20.00 | | Sales Ledger Refund |
| 11/04/2022 | Shackell | FP | 100.00 | | Sales Ledger Refund |
| 11/04/2022 | Amazon | DEB | 31.41 | | Hi Viz waistcoat |
| 11/04/2022 | Kate Kreyenbor | FPO | 60.00 | | Sales Ledger Refund |
| 12/04/2022 | The Lion Press (Sandy) Ltd | 00570 | 189.60 | | 3577-300 permit parking disks |
| 12/04/2022 | June Essex | 000571 | 185.00 | | 3507-Photography-Civic service |
| 12/04/2022 | Parkes Print & Design | 000572 | 349.97 | | 3527-Taking responsibility |
| 12/04/2022 | Peninsula Business Services Li | 000573 | 37.09 | | 3528-EAP provision of services |
| 12/04/2022 | Parallel HR Ltd | 000574 | 1,056.00 | | 3552-BTC HR Services |
| 12/04/2022 | Harrier Office Supplies Ltd | 000575 | 203.81 | | 3525-Air fresher, toilet rolls |
| 12/04/2022 | Urban Vision Enterprise CIC | 000576 | 630.00 | | 3534-Nhood-Support & advice |
| 12/04/2022 | Henlow Building Supplies | 000577 | 34.98 | | 3576-Drill set 11 pieces |
| 12/04/2022 | Hire or Buy Group Ltd | 000578 | 223.20 | | 3526-Stihl trimmer line |
| 12/04/2022 | Veolia UK Ltd | 000579 | 100.70 | | 3573-euro lift |
| 12/04/2022 | Rosetta Publishing Ltd | 000580 | 313.20 | | 3575-Beds bulletin-Apr 2022 |
| 12/04/2022 | DCK Accounting Solutions Ltd | 000581 | 1,115.08 | | 3574-Accounts support-Feb'22 |
| 12/04/2022 | Lex Autolease Ltd | DDR13 | 410.64 | | 3543-Lease rental |
| 13/04/2022 | Beds County Scout Council | 000593 | 750.00 | | Beds County Scout Council Gran |
| 14/04/2022 | Lloyds Salary A/C | Tfr | 72,230.26 | | |
| 14/04/2022 | St John Ambulance | 000583 | 432.00 | | 3532-Courcse code-Firstaid |
| 14/04/2022 | R & C Hyett | 000584 | 2,185.00 | | 3530-Market Sq. cleaning-March |
| 14/04/2022 | Turfcare Leisure Services Ltd | 000585 | 690.47 | | 3533-Bowling Green maint-April |
| 14/04/2022 | Huxley Electrical Services | 000586 | 350.00 | | 3535-Replace light-Orchard |
| 14/04/2022 | The Helping Hand Company (Ledb | 000587 | 235.68 | | 3582-Handi hoop small W. Clips |
| 14/04/2022 | Tudor Environmental | 000589 | 400.32 | | 3583-Hi-Vis Vest, litter pick |
| 19/04/2022 | CENTRAL BEDFORDSHIRE | DDR14 | 116.25 | | Purchase Ledger Payment |
| 19/04/2022 | Integrating Solutions Limited | DDR15 | 263.36 | | 3542-Copier charge March 2022 |
| 19/04/2022 | British Telecommunications PLC | DDR16 | 572.55 | | 3537-Monthly phone & broadband |
| 19/04/2022 | Node IT Solutions Ltd | DDR17 | 1,163.00 | | 27-Lemovo 14" Notebook |
| 19/04/2022 | Lloyds Bank | DDR | 123.64 | | Bank Charges |
| 20/04/2022 | Anglian Water Business Ltd. (N | DDR18 | 16.28 | | 22-Cemetery water charges |
| 20/04/2022 | Anglian Water Business Ltd. (N | DDR19 | 17.79 | | 17-Cemetery water |
| 20/04/2022 | Anglian Water Business Ltd. (N | DDR20 | 39.17 | | 16-Water charges F/Field Rd |
| 20/04/2022 | Fuel Genie DDR | DDR21 | 730.97 | | 3541-Vehicle fuel March |
| 20/04/2022 | Anglian Water Business Ltd (Na | DDR22 | 4,581.95 | | 3550-Water 01.10.21-30.04.22 |
| 20/04/2022 | HM Land Registry | DDR | 6.00 | | Land Search fee |
| 20/04/2022 | Anglian Water Business Ltd. (N | DDR | 46.25 | | 21-Drove Rec water charges |
| 21/04/2022 | BHIB Limited | 000595 | 20,160.32 | | Insurance Renewal |
| 21/04/2022 | AMF Services (Bedford) Ltd | 000582 | 1,987.48 | | 3579-Supply & fit air filter |
| 21/04/2022 | Origin Amenity Solutions | 000590 | 492.30 | | 3581-Rigby Impact Xp white |
| 21/04/2022 | House of Flags Ltd | 000591 | 413.94 | | 3580-Union Flag, Town Council |
| 21/04/2022 | Anglian Water Business Ltd. (N | DDR23 | 39.21 | | 20-Bus terminal water charges |
| 21/04/2022 | AIB Merchant Services | DDR24 | 89.16 | | 15-AIB Fees Mar 22 |
| 21/04/2022 | Anglian Water Business Ltd. (N | DDR25 | 125.93 | | 18-OCH Water charges |

List of Payments made between 01/04/2022 and 24/05/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 21/04/2022 | Anglian Water Business Ltd. (N | DDR26 | 159.92 | | 19-Public toilets water charge |
| 25/04/2022 | EE - DDR | DDR27 | 396.13 | | 3584-Monthly phone charge |
| 25/04/2022 | Ball | FP | 50.00 | | Sales Ledger Refund |
| 25/04/2022 | Weston | FP | 20.00 | | Sales Ledger Refund |
| 27/04/2022 | SP Totally Hooked | DEB | 60.99 | | Bird Scarer torch |
| 29/04/2022 | Amazon | DEB | 137.31 | | Local Council Admin book |
| 30/04/2022 | E Thrushell | FPO | 50.00 | | Sales Ledger Refund |
| 03/05/2022 | ADT Fire & Security plc | 202174 | 429.65 | | 28-Alarm maint |
| 03/05/2022 | BATPC | 202175 | 2,122.00 | | 3523-Affiliation Fee 22/23 |
| 03/05/2022 | Bemrose Booth Paragon Ltd | 202176 | 382.80 | | 2-Stelio Non adhesive |
| 03/05/2022 | L. Bennett & Son Ltd | 202177 | 117.13 | | Public Realm Consumables |
| 03/05/2022 | JDH Interiors Ltd | 202178 | 220.00 | | 2 Vertical Blinds |
| 03/05/2022 | British Red Cross | 202179 | 886.80 | | 3572-Emergency 1st Aid20.04.22 |
| 03/05/2022 | Essential Safety Wear Ltd | 202180 | 64.78 | | Safety Trousers |
| 03/05/2022 | Flowbird Smart City UK Ltd | 202181 | 280.90 | | Car Park Services |
| 03/05/2022 | Harrier Office Supplies Ltd | 202182 | 127.52 | | 29-Tea/coffee/sugar |
| 03/05/2022 | Herts CCTV Partnership Ltd | 202183 | 2,016.00 | | 31-CCTV Maint 22/23 |
| 03/05/2022 | The Helping Hand Company (Ledb | 202184 | 123.84 | | 30-Handi hoop clips |
| 03/05/2022 | Huxley Electrical Services | 202185 | 250.00 | | Market Square power investigat |
| 03/05/2022 | Infotone Imaging Supplies Ltd | 202186 | 72.00 | | Printer Ink |
| 03/05/2022 | LGRC Associates Ltd | 202187 | 6,191.67 | | 26-FP Locum Head of Finance |
| 03/05/2022 | Parallel HR Ltd | 202188 | 594.00 | | 35-HR Services |
| 03/05/2022 | Peninsula Business Services Li | 202189 | 37.09 | | 3-HR Support |
| 03/05/2022 | Phoenix Grab Hire Ltd | 202190 | 840.00 | | 32-Mixed rubbish |
| 03/05/2022 | R & C Hyett | 202191 | 2,150.00 | | 34-Cleaning Apr 22 OCH |
| 03/05/2022 | RD Woodcraft Ltd | 202192 | 52.50 | | 40-Small Bale Straw |
| 03/05/2022 | Health and Care UK Limited | 202193 | 265.68 | | 5-Protective gloves |
| 03/05/2022 | Safe I.S. Ltd | 202194 | 478.80 | | 4-Fire Warden training |
| 03/05/2022 | SLCC Enterprises Ltd | 202195 | 750.00 | | 11-KH CiLCA Event fee |
| 03/05/2022 | The Society of Local Council C | 202196 | 1,307.00 | | 9-KH CiLCA Fee |
| 03/05/2022 | Turfcare Leisure Services Ltd | 202197 | 690.47 | | 36-Bowls Green Maint |
| 03/05/2022 | Tim's Digital | 202198 | 116.40 | | 12-Website hosting |
| 03/05/2022 | Tudor Environmental | 202199 | 160.14 | | 13-HiVis vest/litter picker |
| 03/05/2022 | Urban Vision Enterprise CIC | 202200 | 660.00 | | 14-Neighbourhood plan support |
| Total Payments | | | 658,748.91 | | |

PUBLIC NOTICE

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14

CENTRAL BEDFORDSHIRE COUNCIL

(BIGGLESWADE: PART OF BRIDLEWAY NO 58)

(TEMPORARY PROHIBITION OF THROUGH TRAFFIC) ORDER 2021



Notice is hereby given that the Order made by Central Bedfordshire Council on the 12 November 2021 the effect of which will be to prohibit any person proceeding on foot or on horseback or lead a horse or cycle along the length of Bridleway No 58, Biggleswade which extends from Ordnance Survey Grid Reference (OS GR) TL 2171, 4312 to Ordnance Survey Grid Reference TL 2132, 4271 has been continued in force with the approval of the Secretary of State for Transport until 22 November 2022.

This temporary closure is required to enable the construction of a new road crossing the bridleway, adjustment in levels to existing bridlepath and construction of an equestrian crossing. The closure is expected to continue from 28 May 2022 for up to six months.

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

There is no safe alternative for horse riders or cyclists. An Alternative route for pedestrians is via Bridleway No 67, Bridleway No 69, Footpath No 63, Footpath No 39 (Map Points A-B-C-D)

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

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

The Order will continue in force until 22 November 2022 or until the works have been completed, whichever is the earlier. If the works are not completed within six months the Order may be extended for a longer period with the consent of the Secretary of State for Transport.

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

Christopher.Dorow@centralbedfordshire.gov.uk

DATED 27 May 2022

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

Daryl Harvey
Head of Highways



Temporary Closure of part of Biggleswade Public Bridleway No 58

- Path to be temporarily closed A - D
- Alternative Route for pedestrians A - B - C - D
- Unaffected Footpath
- Unaffected Bridleway

Date : October 2021
Scale : 1 : 5500 @ A4
CW 21/10/21



Town Council 14/06/2022
Items for Information
Item 12a: Public Notice: Temp.
Closure -
Bridleway No. 58



Temporary Closure of part of Biggleswade Public Bridleway No 58

- Path to be temporarily closed A - D
- Alternative Route for pedestrians A - B - C - D
- Unaffected Footpath
- Unaffected Bridleway

Date : October 2021
Scale : 1 : 5500 @ A4
CW 21/10/21



Sian van der Merwe

From: CBC Contracts Officer
Sent: 25 May 2022 10:23
To: Sian van der Merwe
Cc: CBC Rights of Way Officer; Caroline Maudlin (Cllr); Tracey Stock (Cllr)
Subject: Biggleswade Bank repairs
Attachments: 001.pdf; 002.pdf; 003.pdf; 004.pdf

Sian

Drawings showing locations. Works to be completed this year. We will show a complete programme as soon as we can which should be very soon.

Contracts Officer
Assets Team, Highways and Transport, part of Community Services
Central Bedfordshire Council,
Thorn Turn Depot, Thorn Road, Houghton Regis, Dunstable LU5 6GJ

Information security classification* of this email:

OFFICIAL – Loss could cause some damage to the Authority

OFFICIAL – SENSITIVE – Loss could cause severe damage to the Authority

UNCLASSIFIED – Loss would cause little or no damage to the Authority

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SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

In addition to the hazards/risks normally associated with the types of work detailed on this drawing, note the following:

CONSTRUCTION

MAINTENANCE / CLEANING

DECOMMISSIONING / DEMOLITION

It is assumed that all works will be carried out by a competent contractor working, where appropriate, to an approved method statement

Notes

1. Do not scale

2. The drawing is based on OS Map and Topo Survey

3. All dimensions are in meters unless stated otherwise

Key:

Footpath sections to be reinstated.
Plastic piles to be used
See Construction Drawings for details, series 600.

Storage area

| REV | REV. DATE | PURPOSE OF REVISION | DRAWN | CHKD | APPRVD |
|-----------|-----------|---------------------|---------|------|--------|
| Drawn: | EDM | Date: | JULY 20 | | |
| Design: | EDM | Date: | JULY 20 | | |
| Checked: | GP | Date: | JULY 20 | | |
| Approved: | SS | Date: | JULY 20 | | |

Integrated expertise

Central Bedfordshire

Project

IVEL RIVER, MILL LANE BIGGLESWADE
BANK REPAIR WORKS

Drawing Title

GENERAL ARRANGEMENT
SHEET 001 OF 004

Drawing Status

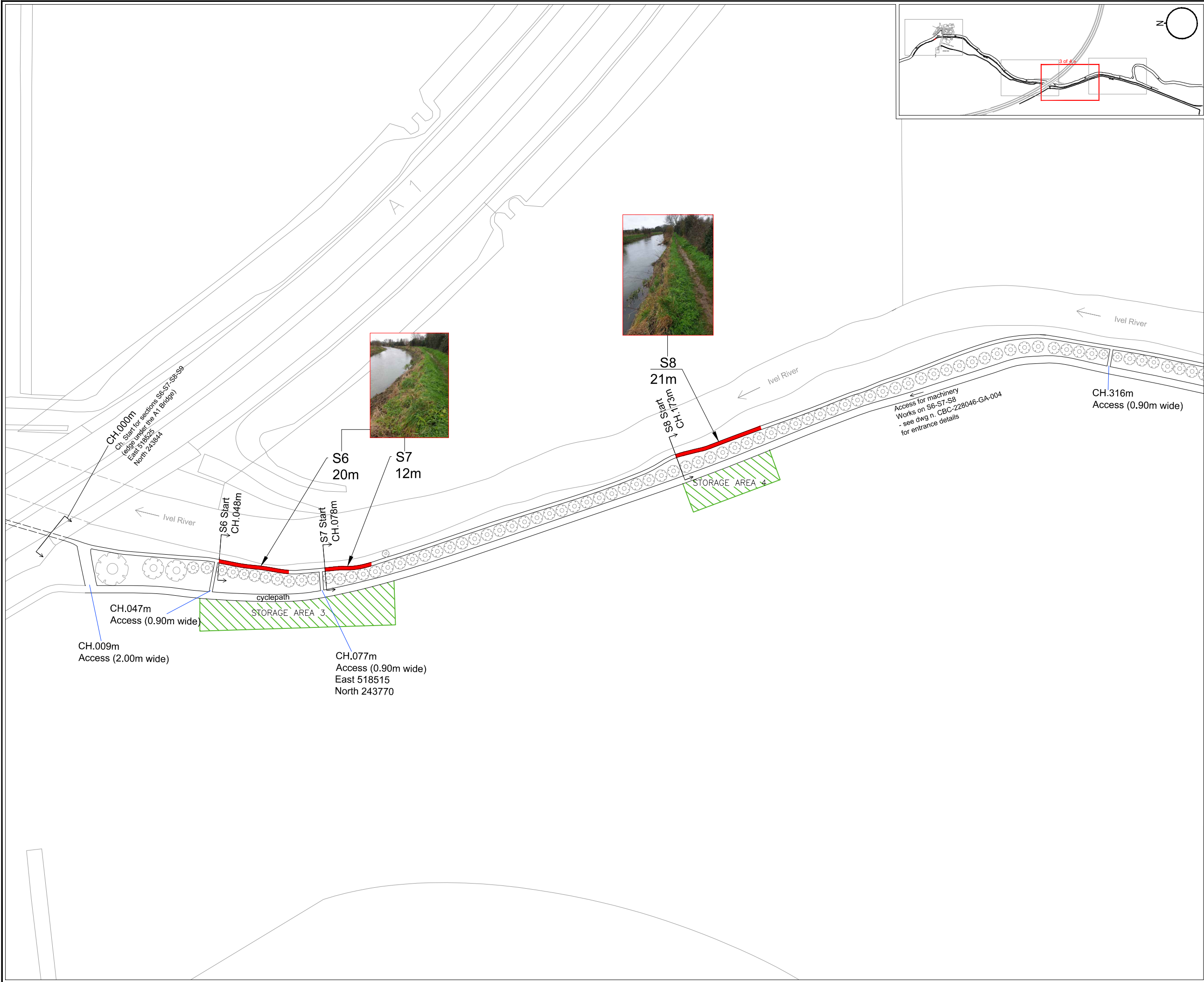
DETAILED DESIGN

| | | |
|--------------------|-------------------|--------------|
| Scale | 1:1000 @ A3 | DO NOT SCALE |
| Ringway Jacobs No. | | |
| Client No. | | |
| Drawing Number | CBC-228046-GA-001 | Rev 0 |

This drawing is not to be used in whole or part other than for the intended purpose and project as defined on this drawing. Refer to the contract for full terms and conditions.

186

File location: P:\6 Schemes\SCHEMES 2020-21\Integrated Transport\228046-Mill Lane Egglestone\Stage 3a - Detailed Design\CBC-228046-GA.dwg User: Ettore D'Maria Time: 03 August 2020 13:22:13



SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

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CONSTRUCTION

MAINTENANCE / CLEANING

DECOMMISSIONING / DEMOLITION

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Notes

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3. All dimensions are in meters unless stated otherwise

Key:

Footpath sections to be reinstated.
Plastic piles to be used
See Construction Drawings for details, series 600.

Storage area

| REV | REV. DATE | PURPOSE OF REVISION | DRAWN | CHKD | APPRVD |
|-----------|-----------|---------------------|---------|------|--------|
| Drawn: | EDM | Date: | JULY 20 | | |
| Design: | EDM | Date: | JULY 20 | | |
| Checked: | GP | Date: | . | | |
| Approved: | SS | Date: | JULY 20 | | |

integrated expertise

Project

IVEL RIVER, MILL LANE BIGGLESWADE
BANK REPAIR WORKS

Drawing Title

GENERAL ARRANGEMENT
SHEET 003 OF 004

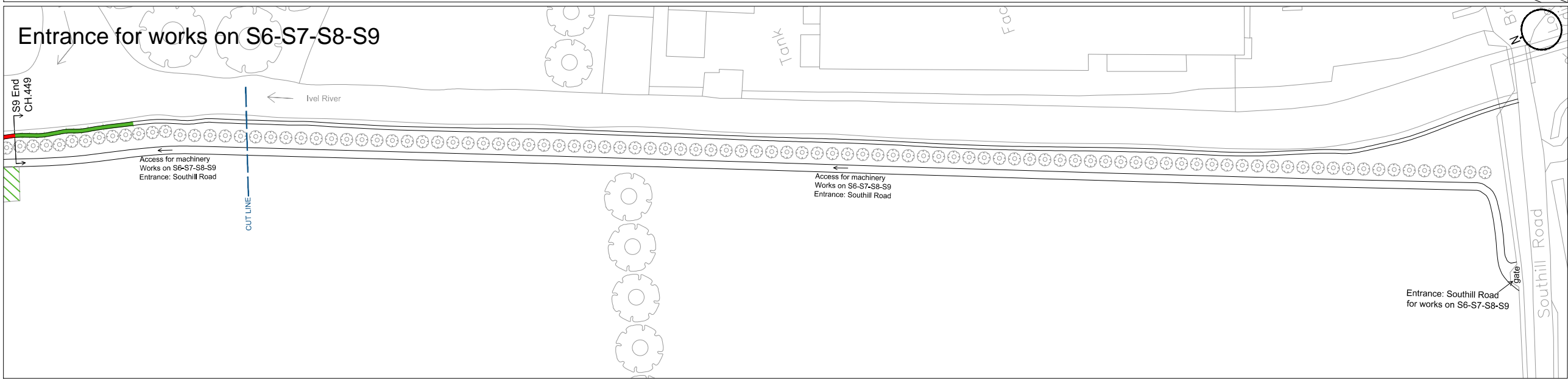
Drawing Status

DETAILED DESIGN

| | | |
|--------------------|-------------------|--------------|
| Scale | 1:1000 @ A3 | DO NOT SCALE |
| Ringway Jacobs No. | | |
| Client No. | | |
| Drawing Number | CBC-228046-GA-003 | Rev 0 |

This drawing is not to be used in whole or part other than for the intended purpose and project as defined on this drawing. Refer to the contract for full terms and conditions.

S9 General Arrangement



Safety, Health and Environmental Information

In addition to the hazards/risks normally associated with the types of work detailed on this drawing, note the following:

CONSTRUCTION

MAINTENANCE / CLEANING

DECOMMISSIONING / DEMOLITION

It is assumed that all works will be carried out by a competent contractor working, where appropriate, to an approved method statement

Notes

1. Do not scale

2. The drawing is based on OS Map

3. All dimensions are in meters unless stated otherwise

Key:

Footpath sections to be reinstated.
Plastic piles to be used
See Construction Drawings for details, series 600.

Existing gabion baskets to maintain.

Storage area

| REV | REV. DATE | PURPOSE OF REVISION | DRAWN | CHKD | APPRVD |
|-----------|-----------|---------------------|---------|------|--------|
| Drawn: | EDM | Date: | JULY 20 | | |
| Design: | EDM | Date: | JULY 20 | | |
| Checked: | GP | Date: | JULY 20 | | |
| Approved: | SS | Date: | JULY 20 | | |

RINGWAY JACOBS

Integrated expertise

Central Bedfordshire

Project

IVEL RIVER, MILL LANE BIGGLESWADE
BANK REPAIR WORKS

Drawing Title

GENERAL ARRANGEMENT
SHEET 004 OF 004

Drawing Status

DETAILED DESIGN

Scale

1:1000 @ A3

DO NOT SCALE

Ringway Jacobs No.

Client No.

Drawing Number

CBC-228046-GA-004

Rev

0

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File location: P:\6 Schemes\SCHEMES 2020-21\Integrated Transport\228046-Mill Lane Biggleswade\Stage 3a - Detailed Design\CBC-228046-GA.dwg User: Ettore Di Maria Time: 03 August 2020 13:22:22

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To: Karim Hosseini
Subject: RE: Thank you from "Adopt a Street, Biggleswade"

From: Susana Rice <[REDACTED](#)>
Sent: 17 May 2022 20:14
To: Sian van der Merwe <Sian.Vandermerwe@biggleswadetowncouncil.gov.uk>; Enquiry <Enquiry@biggleswadetowncouncil.gov.uk>
Subject: Thank you from "Adopt a Street, Biggleswade"

To Whom It May Concern,

On the 21st January 2022, I founded the community litter picking initiative "Adopt a Street, Biggleswade" and launched it on social media. Within a few days, it became clear that this was an initiative that the residents of Biggleswade were to be very receptive to and the first week saw 17 volunteers "adopting" different streets, paths and parks.

The need for support from the local council to provide the volunteers with safe litter picking equipment soon grew and, after contacting and being contacted by Biggleswade Town Councillors, I was invited to attend a Town Council Meeting to present the initiative and detail the kind of support needed to ensure its success.

The level of support, advice and time provided by both Town Council Staff and Ward Councillors was overwhelming. Despite understandable and necessarily intricate procedures, the assistance received was pivotal in the success that "Adopt a Street, Biggleswade" has become.

On the 24th March 2022, "Adopt a Street, Biggleswade" was awarded a £1000 Ward Councillor Grant from Biggleswade Town Councillor Hayley Whitaker. As the founder of the initiative and someone who strongly believes in the importance of respecting Nature, the environment and the town we live in, I was extremely humbled and grateful for this grant.

By the time the grant was awarded, just over two months after the initiative was launched, "Adopt a Street, Biggleswade" had grown to 120 volunteers and over 100 "street adoptions". The grant enabled the purchase of much needed litter pickers, cut resistant gloves, bag hoops and high visibility vests for the volunteers, whose ages range from 2 years to the over 80s.

I ensured the Town Council's support did not go unnoticed to the residents of Biggleswade and shared the support, trust and generosity throughout social media. With the encouragement and support of Cllr Whitaker, the local newspaper wrote a sizeable article about the initiative and the Town Council's award. "

"Adopt a Street, Biggleswade" currently has 170 resident volunteers, with over 130 areas "adopted", and I am in the process of getting local schools, care homes and support groups for individuals with learning/physical disabilities involved too.

There are many other "Adopt a Street, Biggleswade" events and meetings that have been supported by the Town Council to date, though I would run the risk of an even longer email if I was to list them all.

With all the above in mind, I would like to take this opportunity to truly, sincerely and humbly thank all the staff and councillors at Biggleswade Town Council for the immeasurable support, advice, time and effort displayed in ensuring everything possible has been and is being done to allow "Adopt a Street, Biggleswade" to succeed.

Yours sincerely,

Susana Rice

"Adopt a Street, Biggleswade"

BIGGLESWADE TOWN COUNCIL
Town Council
14th June 2022
Her Majesty The Queen's Platinum Jubilee Celebrations Update Report

Implications of Recommendations

Corporate Strategy: This flagship weekend fits into the wider annual planned events schedule.

Finance: The event will be subject to sufficient budget allocation.

Equality: The Town Council is fully inclusive and all activities will serve all communities.

Environment: The Town Council applies good sustainability practices.

Community Safety: The CBC Safety Awareness Group risk assessments will be fully resourced.

Background

This report has been created to inform Members on the key learnings and budget of the events.

Market Square

Feedback from residents overall on both events has been positive including social media response, with criticisms largely focused on the 499 capacity in place, as advised by the Safety Advisory Group to remain compliant with licensing regulations. Police further advised that breach of these regulations would result in a 6-month imprisonment or fine. The Thursday evening event was well attended by circa 600 people over the course of the evening.

Officers are aware of the inconvenience the tight regulations caused on Thursday evening for the many residents hoping to view the beacon lighting, but unfortunately were unable to enter the enclosure given that capacity had been reached. The Sunday event was negatively impacted by poor weather and there were circa 250 people attending over the afternoon.

To address the issue of enclosing the entertainment area, Officers are in the process of coordinating with CBC to gain a premises license for the Square, which would allow for up to 5000 attendees at any one time during an event with regulated entertainment. This is being completed as a matter of urgency to ensure future events are not restricted. Future events with the sale of alcohol would be covered by sourcing TEN licenses for individual traders selling alcohol.

A further issue encountered on Thursday evening was the lack of sufficient sound for a choral performance. This was the result of a miscommunication between Officers and the staging team that meant a lack of specialised equipment was brought on the day. This was then rectified for Sunday's choral performance and so for further events, Officers will ensure to instruct staging teams appropriately, so this does not happen again. In addition to this, staging teams will be encouraged to use additional PA speakers placed strategically towards the back of the Square to improve overall surround sound.

This series of events was received very positively by local businesses involved on the day, with relationships strengthened after being damaged somewhat by the December 2021's Sunday on the Square event which had been negatively impacted by poor weather. Emails have been sent out by Officers thanking all traders for their participation and requesting feedback. Social media comments have been compiled into a document to reflect the views of residents and an agenda item will be added to the next Community Engagement Group meeting to ask for further feedback.

Cost

Costs for the events are highlighted in the below figure.

Figure 1. Jubilee Event Costs 2022-2023

| JUBILEE EVENT COSTS 2022-2023 | | | |
|--|--------------|----------------------|-------------------|
| ITEMS | UNITS | COST PER UNIT | TOTAL COST |
| Gas Beacon (inc 2 x gas cannisters) | 1 | 495.00 | 495.00 |
| Extra Reserve Gas | 6 | 40.95 | 245.70 |
| Bunting | 65 | 10.00 | 650.00 |
| First Aid | 1 | 370.00 | 370.00 |
| Terry clips | 30 | 1.40 | 42.00 |
| Cable Ties | 50 | 0.19 | 9.99 |
| Tablecloths | 20 | 2.99 | 59.80 |
| Union Flag Merchandise | 120 | N/A | 100.00 |
| Bulletin Advert | 1 | 430.00 | 430.00 |
| Straw bales | 15 | 3.50 | 52.50 |
| Digital Poster | 1 | 125.00 | 125.00 |
| Physical Posters | 2 | 40.00 | 80.00 |
| Facebook Adverts | 2 | 100.00 | 200.00 |
| Cherry Picker + Operative | 1 | 455.00 | 455.00 |
| Stage, Sound and Lighting | 1 | 595.00 | 595.00 |
| Acts (London Road Studios) | 2 | 100.00 | 200.00 |
| Acts (London Road Studios) | 4 | 150.00 | 600.00 |
| Acts (Phoenix Chorus) | 1 | 200.00 | 200.00 |
| Electricity Setup and Close | 1 | 780.00 | 780.00 |
| Security | 2 | N/A | 374.00 |
| Foam Balls and Bags | 2 | 28.00 | 28.00 |
| Total | | | 6091.99 |
| Excludes cost for cherry picker and operative to be completed at the end of June. Excludes overtime. | | | |

Recommendations

Members note that the events were of good value and were received well overall.

Members note that key learning points from the events will be actioned by Officers for future events, with particular consideration given to a new premises license application.

Isaac Lord
Place Shaping Manager

Karim Hosseini
Head of Governance & Strategic Partnerships



Garden Communities Programme Project Board

Presentation was given.