



Ref: Agenda/Council-27/09/2022

22nd September 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 27th September 2022** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

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

Peter Tarrant
Town Clerk & Chief Executive

Distribution: All Town Councillors
Notice Boards
The Press

AGENDA

1. TWO MINUTE SILENCE

To hold two minutes of silence to mark the sad passing of Her Majesty Queen Elizabeth II.

2. APOLOGIES FOR ABSENCE

3. 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.

4. TOWN MAYOR'S ANNOUNCEMENTS

5. 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_ySR87RPIQI-sRdPPbciXyq

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**.

6. **INVITED SPEAKER**

For Members to receive a presentation on the Biggleswade Community Gardens from Rhiannon Barrow.

7. **MEMBERS QUESTIONS**

8. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the **Finance and General Purposes Committee Meeting** held on **Tuesday 5th July 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Recommendations: Item 13a Capital Assets Review.

- b. For Members to receive the minutes of the **Town Centre Management Committee Meeting** held on **Tuesday 19th July 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Recommendations: None.

- c. For Members to receive the minutes of the Personnel Committee Meeting held on **Tuesday 2nd August 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Recommendations: None.

- d. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 23rd August 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Recommendations: Item 9e Christmas Offer Procurement.

- e. For Members to receive the minutes of the **Finance and General Purposes Committee Meeting** held on **Tuesday 6th September 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Recommendations: Item 9a. Grant over £2,000.

9. **MATTERS ARISING**

- a. Minutes of the Council Meeting held on **Tuesday 23rd August 2022**.

10. **ITEMS FOR CONSIDERATION**

- a. **Standing Orders**

For Members to consider the written report from the Town Clerk and Chief Executive.

- b. **Changes to Meetings – Informal Protocol**

For Members to consider the written report from the Town Clerk and Chief Executive.

- c. **Remembrance Sunday**

For Members to consider the written report from the Place Shaping Manager.

d. **Warm Spaces**

For Members to consider a motion from Cllr K Brown that “in light of the energy hikes that the Council consider using the Orchard Centre as a warm space for local residents in order to assist reducing their bills.”

e. **Allotments**

For Members to consider the report from the Head of Governance and Strategic Partnerships and the Administrator.

f. **Schedule of Meetings**

For Members to consider the report from the Head of Governance and Strategic Partnerships.

g. **Resilient Highways Network**

For Members to consider a consultation on which Central Bedfordshire roads are prioritised during extreme weather conditions. Central Bedfordshire Council maintains a list of high-priority roads in what is called a Resilient Highways Network.

The Resilient Highways Network is reviewed every two years and is one of the requirements set by the Department for Transport for councils to secure additional funding from the government’s 'Incentive Fund'. This funding enables the council to minimise the impact of adverse weather by prioritising key routes.

Please respond to the consultation which runs until 9th October 2022. Further detail, including the list of priority roads and the questionnaire, is available at:
<https://link.edgepilot.com/s/90f1fb8f/j1T3zMAHDEGBleTHMYxflw?u=http://www.centralbedfordshire.gov.uk/consultations>

h. **Consultation – Draft On-Street Parking Management Strategy**

For Members to consider and respond to the Draft On-Street Parking Management Strategy which closes at 10am on Monday 3rd October 2022.

The consultation documents are available to view on the website
https://www.centralbedfordshire.gov.uk/info/27/about_your_council/188/consultations page.

i. **Proposed variation of the Central Bedfordshire Council (Part of Biggleswade Bridleway No. 11) Rail Crossing Diversion Order 2022**

For Members to consider the revised variation order plan. The original letter to BTC, dated 12th July 2022, predated the ultimate determination of the non-material amendment (CB/22/01778/NMA) (14th July) and, unbeknown to Senior Definitive Map Officer, the planner determined the NMA based on a different version of the bridge plan to that sent by Network Rail and used for the variation order consultation plan. Please find attached a revised variation order plan which reflects the current approved bridge design. To note the span over the railway line and ramps are set slightly further north than in the original order plan to accommodate the proposed stairs on the approved design.

j. **Pre Planning Application Planning Consultation - Proposed Single Wind Turbine at Eyeworth Lodge Poultry Unit, Northfield Road, Eyeworth, Sandy, Bedfordshire, SG7 5JL**

Lodge Farm Poultry Ltd are proposing to apply for planning permission for the erection of a single wind turbine at Eyeworth Lodge Poultry Unit, Northfield Road, Eyeworth in order to provide renewable electricity generation on site. The electricity generated will be for the sole use of the farm, in order to reduce the significant energy costs faced by the business.

The location plan, site plan and turbine elevation drawings have been attached to this email.

A full copy of the draft planning application documents are available to view on the 'Community Consultations' tab on the website <https://www.ianpickassociates.co.uk/>

The plans and technical information to support the planning application are to be displayed at an event at Dunton Village Memorial Hall on Monday 26th September 2022 from 19.00.

Members of the public and local Parish Councils are invited to attend the event at Dunton Village Memorial Hall and the applicant and planning agent will be available at this meeting to answer any questions.

An invitation for comments on this proposal prior to submission as a formal planning application to Central Bedfordshire Council. Should you have any comments to make, please provide them to the Agents (Ian Pick Associates Ltd) by email to ian@ianpick.co.uk by Monday 10th October 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/22/03238/FULL - Biggleswade Cadet Centre Land to the rear of Pegasus Court, Shortmead Street, Biggleswade SG18 0BB**

Single storey rear extension to Cadet Centre. Demolition of existing Air Cadet building and shooting range.

Comments due by 21st September 2022. The extension has been granted to 30th September 2022 by the Planning Officer Julia Ward.

b. **CB/22/03360/FULL - 11 Tennyson Avenue, Biggleswade, SG18 8QD**

Erection of single storey rear/side extension and partial conversion of existing garage into habitable space.

Comments due by 30th September 2022.

c. **CB/22/02951/FULL - 19 Elm Road, Biggleswade, SG18 8JJ**

Erection of side boundary fence 2.14m in height.

Comments due 14th September 2022. The extension has been granted to 30th September 2022. Planning Officer Sarah Fortune.

d. **CB/22/03217/FULL - 53 Beech Avenue, Biggleswade, SG18 0EQ**

Proposed side two storey side extension to existing dwelling.

Comments due 15th September 2022. The extension has been granted to 30th September 2022. Planning Officer Sarah Fortune.

e. **CB/22/03455/FULL - 234 London Road, Biggleswade, SG18 8PJ**

Install PVCu conservatory to the rear of the property.

Comments due by 28th September 2022. The extension has been granted to 30th September 2022 by the Planning Officer Nicola Stevens.

f. **CB/22/02922/FULL - BP MFG Biggleswade, London Road, Biggleswade, SG18 8EJ**

Creation of an EV charging zone with 7 no. EV charging bays, associated canopy, substation and LV panel.

Comments due 19th September 2022. The extension has been granted to 30th September 2022. Planning Officer William Comber.

g. **CB/22/02972/FULL - Land at the Rear of 49-51 Shortmead Street , Biggleswade**

Erection of a one bedroom dwelling.

Comments due 21st September 2022. The extension has been granted to 30th September 2022. Planning Officer William Comber.

h. **CB/22/03441/FULL - Stratton Upper School, Eagle Farm Road, Biggleswade, SG18 8JB**

Erection of 255 no roof mounted photovoltaic solar panels and 9 no floor level air source heat pump units.

Comments due by 23 September 2022. The extension has been granted to 30th September 2022 by the Planning Officer Julia Ward.

i. **CB/22/03438/FULL - Unit B, Normandy Lane, Biggleswade, SG18 8QB**

Extension to factory building to accommodate 4 additional units for flexible use comprising Class B8 (storage and distribution), B2 and Class E(g)iii (light industrial).

Previously on Council Agenda

CB/22/01782/FULL – On Council Agenda 14/06/2022. 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). Outcome as No Objection.

Comments due by 28th September 2022. The extension has been granted to 30th September 2022 by Planning Officer Janine Richardson.

- j. **CB/22/03385/FULL - 54 Saffron Road, Biggleswade, SG18 8DJ**
- Widening of existing vehicular crossover by dropping additional kerbs.
- Comments due by 28th September 2022. The extension has been granted to 30th September 2022 by the Planning Officer Asif Hussain.
- k. **CB/22/03368/LB - 36 High Street, Biggleswade, SG18 0JL**
- Listed Building: Repair and decorate exterior of building.
- Comments due by 12th October 2022.
- l. **CB/22/03556/FULL - Land Adjacent To 58, Lawrence Road, Biggleswade SG18 0LU**
- Erection of a detached bungalow and associated works.
- Comments due by 6th October 2022.
- m. **CB/22/03467/ADV - Unit A, A1 Retail Park, London Road, Biggleswade, SG18 8NE**
- Advertisement: 1 x illuminated built up letter flexface box sign main entrance 2 x illuminated built up letters on flex top hat totem, 1 x individually affixed letters to west elevation illuminated, 1 x individually affixed letters north elevation non-illuminated.
- Comments due by 7th October 2022.
- n. **CB/22/03668/FULL - 10 Broadmead, Biggleswade, SG18 8LF**
- Proposed porch to supplement existing ongoing build of a two storey side and single storey rear extension.
- Comments due by 14th October 2022.
- o. **CB/22/03636/FULL - 14 Mead End, Biggleswade, SG18 8JN**
- Single storey rear extension and two storey side extension.
- Comments due by 19th October 2022.
- p. **CB/22/03246/REG3 - Biggleswade Library, Chestnut Avenue, Biggleswade, SG18 0LL**
- Change of use from ancillary garage to a children's centre working space (Class E) including new fenestration and internal works.
- Comments due by 20th October 2022.
- q. **PLANNING APPEAL - CB/EN/22/0081 - 65 and 69 High Street, Biggleswade, SG18 0JH**
- Erection of shutters on ground floor shop fronts.
- All representations must be received by 18th October 2022.

r. **CB/TRE/22/00445 - 17 Ivel Gardens, Biggleswade, SG18 0AN**

Works to trees protected by Tree Preservation Order MB/09/00002/T5: reduce overall crown height of front Sycamore Tree by 2.5m and laterally by 1m as needed. Side branches over hanging garage to be shortened and thinned where appropriate.

Extension granted by Joanna Baker to the 30th September 2022.

s. **CB/TCA/22/00494 - Beaumont Park Nursing Home, Shortmead Street, Biggleswade, SG18 0AT**

Works to a trees within the Conservation Area: remove 4 Leylandii Trees G1 to the front and remove Oak Tree T1 to the rear.

Comments due by 7th October 2022.

12. PLANNING APPLICATION OUTCOMES

- a. A report of the Planning Application Outcomes (by exception applications only) as of 20th September 2022.

13. ACCOUNTS

a. **Financial Administration**

- i. Detailed Balance Sheet to 31/07/2022.
- ii. Summary Income and Expenditure by Committee 31/07/2022.
- iii. Detailed Income and Expenditure by Committee 31/07/2022.
- iv. Lloyds Bank Payment listing 31/07/2022.

b. **Financial Administration**

- i. Detailed Balance Sheet to 31/08/2022.
- ii. Summary Income and Expenditure by Committee 31/08/2022.
- iii. Detailed Income and Expenditure by Committee 31/08/2022.
- iv. Lloyds Bank Payment listing 31/08/2022.

14. ITEMS FOR INFORMATION

a. **ASDA Car Parking Time Reduction**

For Members information, the previous issue, which was resolved in 2016, was that Asda had changed the signs to say the car park was for use only by customers while shopping in the store and this would be a breach of the S106 agreement as it requires “unrestricted use for members of the general public”.

Please find the [SharePoint link](#) to the Asda Car Parking time reduction documentation. The section 106 agreement dated 17 July 2003, attached, paragraph 9.4.1 states “which shall be available for the unrestricted use for members of the general public for parking of private motor vehicles free of charge for a maximum period of two hours...” the way Asda have interpreted this is that by allowing 1 ½ hours they still meet the maximum of 2 hours.

Central Bedfordshire Council has been notified and has requested ASDA to swiftly revisit this change.

b. **Public Notice - Temporary Closure – (Biggleswade: Footpath No 39)**

For Members information, a copy of a Notice which will be published in the next issue of the Biggleswade Chronicle as to the making of the Order.

The Order for the above footpath closure has been sealed by Central Bedfordshire Council.

c. **Public Notice - Temporary Closure – (Biggleswade: Footpath No 21)**

Notice is hereby given that Central Bedfordshire Council intend not less than seven days from the date of this Notice to make an Order the effect of which will be to prohibit any person proceeding on foot along the length of Footpath No 21, Biggleswade which extends from Ordnance Survey Grid Reference (OS GR) TL 1864 4522 (Map point A) to OS GR TL 0153 4388 (Map point B) and then from OS GR TL 1851 4380 (Map point C) to OS GR TL 1841 4302 (Map point D). This temporary closure is required to enable bank repair works.

The closure is expected to take place from 8th October to 31st December 2022.

d. **A1 roadworks this Autumn - East Region Transportation National Highways**

There will be work completed to replace the safety barrier, additional signage and road markings on the A1 between the Black Cat roundabout with the A421 and the Biggleswade North junction this Autumn. This will involve overnight closures of the A1 between these locations over three months.

Full details will be sent, around a fortnight before work starts, including precise dates, times, diversions, and locations.

15. **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_ySR87RPIQI-sRdPPbciXyg

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**.

16. **EXEMPT ITEMS**

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

- (17a. Capital Reserves Prioritisation)
- (17b. Fire Safety Risk Assessment)
- (17c. Kings Reach S106)
- (17d. Finance Function Resourcing)
- (17e. Hay Review)

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



MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING TUESDAY 5th JULY 2022 AT THE OFFICES OF
BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE,
4 SAFFRON ROAD, BIGGLESWADE COMMENCING AT 7:00PM



PRESENT:

Cllr R. Pullinger (Chairman)
 Cllr I. Bond
 Cllr M. Foster
 Cllr M. Knight
 Cllr M. North
 Cllr H. Ramsay (virtually)
 Cllr M. Russell
 Cllr D. Strachan

Mr P. Tarrant –Town Clerk & Chief Executive, Biggleswade Town Council (virtually)
 Mr K. Hosseini – Head of Governance & Strategic Partnerships, Biggleswade Town Council
 Mrs S. van der Merwe – Deputy Administration & HR Manager, Biggleswade Town Council

Members of the Public – 1

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

Cllr D. Albone, Cllr G Fage.

ABSENT WITHOUT APOLOGIES

None.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item

None.

b. Disclosable Non-pecuniary interests in any agenda item

Cllr D Strachan – Item 10b – Apollo Gardens (as declared later in the meeting).

3. CHAIRMAN'S ANNOUNCEMENTS

None.

4. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

5. **INVITED SPEAKER**

None.

6. **MEMBERS' QUESTIONS**

None.

7. **MINUTES OF MEETINGS**

Members received and **APPROVED** the Minutes of the Finance & General Purposes meeting held on **Tuesday 15th March 2022**.

8. **MATTERS ARISING**

- a. Cllr M Foster requested an update on implementation of the Finance Review. The Town Clerk & Chief Executive advised that 45% of the recommendations have been completed and the project is to be a priority for the new Finance Manager joining the Town Council on 15th July 2022, together with a clear calendar time line for completion.
- b. Cllr M Foster requested an update on the Website project and Cllr Pullinger confirmed it has been included into the Town Council Agenda of 12th July 2022.

9. **ITEMS FOR CONSIDERATION**

a. **Payments Process Unity Trust Bank**

Mr Tarrant updated Members that this report seeks to clarify regular and non-regular payments and Members' roles connected to those online approvals and payments through the Council's new banking account at Unity Trust Bank.

Members debated the proposal to ensure personal computers had the necessary security software and updates before accessing the online banking system. Cllr Pullinger stated the Town Council has a responsibility to ensure that Members' computers undergo IT checks to ensure the equipment is able to safely access the online banking system with appropriate security and/or anti-viral software.

Cllr M Foster recommended that Members' have access to the software on a laptop at the Town Council Offices. Mr Tarrant agreed this could be arranged in the Members' breakout room. Mr Tarrant said Members with sign-off powers will be invited to an in-house training session once the new banking system is implemented.

Mr Tarrant confirmed that online uploading of payment information into the Unity Trust Bank in the event the Finance Manager being out of the office will be performed by the Accounts Clerk, the Town Clerk & Chief Executive Officer or the Head of Governance & Strategic Partnerships.

It was **RESOLVED** by the Committee that it **ADOPTS** the process as set out in the Internet Banking BACS Payment Process noting the following amendments / actions:

- Amend “As well as seeking to define process the appendices give information around the nature of the ICT/Software that Members will be required to maintain at home to satisfy security and enable online payments.” on page 12 to read “As well as seeking to define process the appendices give information around the nature of the ICT/Software or anti-viral software that Members will be required to maintain at home to satisfy security and enable online payments, or use of Town Council Equipment.”
- That the Process be reviewed at 1, 3 and 6 months after opening of the Unity Trust Bank Account to capture up to date intelligence relating to efficiency of the process.

b. **Christmas Tender Update**

Mr Hosseini said that Officers have reached out to past suppliers for Christmas events and have listed official tenders in the Government Contracts Finder. The tender opportunity expires on 8 July 2022, after which a cost benefit analysis will be undertaken and the results submitted to the next TCM Committee meeting.

Cllr Knight commented as follows:

- He does not support a second light show on 24th December 2022.
- He asked for more resilience for the Santa offer as last year’s Santa took ill, meaning there was no coverage on the final day.
- He asked for the cost for the alcohol licence be included in the costings.
- He does not support the A-Board expense as he believes this adds no value.
- He would like to understand the business cases for the ice rink and the Santa’s Grotto and whether these would be chargeable to the public to offset costs.
- Requested official details on the proposed siting of the ice rink.

Cllr M Foster stated he has concerns about the ice rink’s risk to safety and he stated the cost for three days appears high. He would like to understand what the public views would be on this expense.

Members debated the proposed electrical works in the square and whether these should be a CBC responsibility and that the official report detailing the works required should be shared with members after the meeting. Cllr Pullinger stated any works to the infrastructure on the market square should come from the Capital Reserve or another source to be identified, not from the Christmas events budgets. Members supported Officers to approach Central Bedfordshire Council to discuss responsibility for any works needed to ensure the square can be used safely.

It was **RESOLVED** that Officers would investigate the requirements for the electrical infrastructure on the Market Square for Christmas events, identify what is essential for Christmas events and ongoing logistics and what would be needed for the longer-term future use, and investigate funding sources for each of those categories of works.

It was **RESOLVED** that the Finance & General Purposes Committee **APPROVES** the procurement route taken by Officers and for Officers to provide final supplier selection at the Town Centre Management Committee Meeting of 19th July 2022.

c. **Fire Risk Assessment**

Mr Hosseini advised Members the report covers the fire safety assessments to bring all the Town Council's buildings into line with current Fire Safety regulations. A number of quotes were presented to the Committee in line with the Town Council's current procurement process and Financial Regulations.

Mr Tarrant stated that the Town Council voted for growth in the 22/23 budget of £8k for this project as a guide figure. The quotations for this project add up to more than the guide figure and if Members decide to vote for the project to proceed additional funds will need to be approved.

Members queried whether the fire safety works included in the total cost outlined that were performed in the 2021-22 financial year were correctly accrued, which would negate the need for a virement.

It was **RESOLVED** that the Finance & General Purposes Committee **APPROVES** the following:

- Additional expenditure of £1,389 is to be vired from the Repairs and Maintenance budget to the Fire Maintenance budget to complete all fire safety improvement works and thus achieve full fire safety compliance, subject to confirmation of the accrual from the 21-22 financial year.
- Officers complete PAT testing accreditation for conducting PAT testing for all appliances in the future.

10. **ITEMS FOR INFORMATION**

a. **CCTV Update on S106 Application**

Mr Hosseini updated Members that Officers of the Town Council had met with Central Bedfordshire Council's Steve Barratt and Beverley Gaynor to discuss the Town Council's CCTV strategy and the S106 Funding request.

Mr Hosseini received confirmation that the historic Town Centre S106 funding was exhausted and Mr Barratt and Ms Gaynor were investigating additional funding for £33,081.40. Members asked Mr Hosseini to engage with the CBC Officer in charge of the overall pot rather than the "spend officer" to progress this project given the urgency of the switch over, the deadline that has been set and mounting inflation costs for purchasing the equipment. Cllr Knight requested this be escalated to the highest level at CBC given the August deadline that the CCTV needs to be installed by.

Cllr Pullinger requested that Officers start the process to get the equipment on order.

b. **Apollo Gardens**

Cllr Strachan declared a non-pecuniary interest in this matter.

Mr Hosseini updated the Committee on the progress of the land transfer for Apollo Gardens and potentially up to a further 8 play areas on the Kings Reach estate. Mr Hosseini received a letter from Central Bedfordshire Council confirming that a Deed of Variation is required for transfer of any land from a Developer to the Town Council, and that CBC has initiated that request from its legal team, with an approximate timeline of 3 months. Mr Hosseini has a meeting with CBC, its legal representatives and the developer on 7 July 2022.

Cllr M Foster suggested that the project for reviewing the adoption dates for the Town Council to adopt the existing play areas on Kings Reach should go to a future PLOS meeting.

11. PUBLIC OPEN SESSION

No members of the public wished to speak.

12. EXEMPT ITEMS

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

13.a. Capital Assets Review

13. EXEMPT ITEMS

a. Capital Assets Review

Members requested that this item be brought to a Town Council Meeting with further information relating to the registered land.

The meeting was closed at 20:49.



**MINUTES OF THE TOWN CENTRE MANAGEMENT
COMMITTEE MEETING HELD ON TUESDAY 19th JULY 2022 AT
7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICE,
4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**



PRESENT:

Cllr M Knight – Chairman
Cllr D Strachan – Vice Chair
Cllr D Albone
Cllr R Pullinger
Cllr C Thomas
Cllr J Woodhead

Mr Peter Tarrant, Town Clerk & Chief Executive, Biggleswade Town Council
Mr Karim Hosseini, Head of Governance & Strategic Partnerships, Biggleswade Town Council
Ms Helen Calvert, Deputy Administration & HR Manager

Members of the public: 1

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

Cllr M Russell, Cllr M North, Cllr G Fage, Cllr I Bond.

ABSENT WITHOUT APOLOGY

None.

2. DECLARATIONS OF INTEREST

To receive statutory declarations of interests from Members in relation to:

a. Disclosable Pecuniary interests in any agenda item:

None.

b. Non-Pecuniary interests in any agenda item:

None.

3. **CHAIRMAN'S ANNOUNCEMENTS**

None.

4. **PUBLIC OPEN SESSION**

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

There were no questions from members of the public.

5. **INVITED SPEAKER**

None.

6. **MEMBERS' QUESTIONS**

Cllr Woodhead extended his thanks to Officers and Corinthian Stone for the renovation works on the War Memorial.

7. **MINUTES OF MEETINGS**

- a. Members received and **APPROVED** the Minutes from Town Centre Management Committee Meeting held on **Tuesday 17th May 2022** at **7pm** the Biggleswade Town Council offices, The Old Court House, 4 Saffron Road, Biggleswade, SG18 8DL.

8. **MATTERS ARISING**

- a. From the Minutes of the Town Council Management meeting held on the **Tuesday 17th May 2022** at Biggleswade Town Council offices, 4 Saffron Road, Biggleswade, SG18 8DL.

None.

9. **ITEMS FOR CONSIDERATION**

a. **CCTV**

Members received a report from Mr Hosseini detailing the S106 funding shortfall of £24,927.60. Officers are awaiting a final decision from CBC on the final contribution of funds towards the cost of this scheme.

Cllr Pullinger invoked Standing Order 35 where the Finance & General Purposes Committee should be responsible for all oversight of any financial decisions relating to capital funding of the Town Council. Cllr Pullinger called for an Extraordinary Finance & General Purposes Committee Meeting be held in advance of the Town Council meeting of 26th July 2022 in order to fulfil this requirement.

It was **RESOLVED** that the Town Centre Management Committee **RECOMMENDS** Option B for purchase of an 8 camera plus 1 mobile system with or without additional CBC funding.

b. **Premises Licence Application**

Mr Lord presented an update to Members on the progress of this Premises Licence Application ("PLA"). The requisite policies, Event Management Plan and risk assessments to support the PLA will be submitted to CBC by the end of August 2022, with an expected 3-month waiting time for a decision.

Cllr Knight wished to note that the Town Council may need to commit part of its Christmas budget expenditure for current planned events in advance of CBC's decision on issuing the PLA.

Cllr Strachan called for clarification on music being either incidental to the Remembrance Sunday event or amplifiable.

It was **RESOLVED** that the Town Centre Management Committee **AGREE** to the approach by Officers to submit detailed documentation alongside the premises licence application.

It was **RESOLVED** that the Town Centre Management Committee **AGREE** to appoint a small working group to support the progress of the application.

Cllr Pullinger, Cllr Albone, Cllr Strachan, Cllr Thomas, Cllr Woodhead and Cllr Knight all agreed to volunteer for this working group.

c. **Market Fees Update**

Mr Lord advised Members that current rates and information on Market Fees on the Website needs additional clarity about the deposits and criteria for charities and not-for-profit organisations.

It was **RESOLVED** that the Town Centre Management Committee **AGREES** to recommendations with the following amendments:

- The £20 Market Fee deposit be reduced to £15;
- The number of bookings per organisation, per year, will be at the discretion of BTC Officers.

d. **Market Square Vision**

Mr Hosseini presented to Members on CBC's plans for the Market Square, including changes to bus routes, changes around the Town Centre and the wider transport and pedestrian issue around Biggleswade. CBC and BTC Officers will be meeting to discuss feasibility of the proposals.

Cllr Strachan requested the Biggleswade Town Centre Adopted Strategy and Masterplan 2011 should be updated to reflect current and future growth of the town. Cllr Strachan pointed out that CBC's latest proposals conflict with Masterplan of 2011 regulations, namely that pedestrianisation must be matched by parking, how much parking there is, where it is and which authority has responsibility for it. CBC's proposals do not make reference to the Neighbourhood Plan in the proposals.

Cllr Knight feels it is important to look at other areas where pedestrianisation has taken place and understand the impact on footfall to local businesses via consultation with the town centre businesses.

Cllr Pullinger suggested investigating other pedestrianisation areas locally to understand challenges and vehicular access issues for town centre residents.

It was **RESOLVED** by the Town Centre Management Committee that it welcomes the report and Officers should open discussions with Central Bedfordshire Council to get the “Biggleswade Town Centre Adopted Strategy & Masterplan 2011” updated, in light of all the changes that have occurred and are planned for Biggleswade - with a view to working collaboratively with them to improve the environment and the ability of the Town to integrate with the Market Square.

e. **Christmas Offer Procurement**

Mr Lord advised Members there were no responses to the online Contracts Finder Tender. Officers sent out 40 requests for quotes, two site visits have been conducted with suppliers and final quotes are expected in by the end of July 2022.

Members suggested partnering with a Charity for sponsorship and support of the Christmas events.

It was **RESOLVED** that the Town Centre Management Committee **APPROVE** the following recommendations:

1. Officers progress the Christmas Tree procurement (30 ft & 20 ft) in August including last year's supplier. The purchase of a second Christmas tree being subject to Officers finding a suitable location.
2. Officers progress at speed obtaining three quotes for the festoons, two for motifs, and understanding application permissions and health & safety parameters relating to lampposts and wall mounts.
3. The market square lights are repaired, partly replaced, or fully replaced subject to costs with funds to come from the Capital Investment Budget.
4. Officers urgently obtain one final quote for stage, lights and sound.
5. The Christmas Lights switch-on event with a light show on 25th November can proceed and a second Christmas market event can be held on 23rd December without a light show.
6. The grotto panel is replaced at £498 and two Santa's Grotto events are held.
7. Santa hire should be sourced externally for both grotto events, and to explore a contingency of having either a Council Member or staff member.
8. The Ice Rink is tabled until next year.
9. An informal TCM meeting should be scheduled following receipt of the urgent quotes (festoons/motifs/tree lights/staging) to confirm suppliers, ahead of the 9th August 2022 Town Council approval.

It was **RESOLVED** that the Town Centre Management Committee **AGREE** to appoint a small working group to progress decisions relating to the Christmas offer.

Cllr Pullinger, Cllr Albone, Cllr Strachan, Cllr Thomas, **Cllr Woodhead** and Cllr Knight all agreed to volunteer for this working group.

10. ITEMS FOR INFORMATION

a. Crime Statistics

Members welcomed the Crime Statistics report. Members **NOTED** that figures appear to have been skewed due to the Pandemic and they recommended that Officers exclude the COVID year from future reports.

Members requested that the next Statistics Report for Q1 of 22/23 is sent to Cllrs Strachan and Knight ahead of the meeting with Inspector Maxted on 10th August 2022.

Members would like information from Inspector Maxted on the amount of crime being committed by serial offenders.

Members **AGREED** to the recommendations.

b. Remembrance Sunday

This report and update to plans for the event were **NOTED**.

Cllr Strachan agreed to discuss Police attendance at the Remembrance Day event this year with Inspector Maxted. Depending on that discussion's outcomes, Cllr Strachan agreed to write to the Police and Crime Commissioner directly and with a copy to the Chief Counsel requesting police attendance at the Remembrance Sunday event.

Members asked Officers to liaise with the Police to encourage their attendance. Mr Hosseini updated Members that he had received information from the Police prior to Jubilee that they will no longer attend events but Members encouraged Officers to reach out to Police Community Support Officers.

c. War Memorial Maintenance

Members **NOTED** the report. Members asked Officers to explore cyclical costs for maintenance of the Cenotaph going forward, in collaboration with CBC as this asset belongs to them. Cllr Woodhead said that there are allegations of missing names from the Cenotaph which were brought to light on Facebook. Cllr Woodhead **AGREED** to investigate this allegation with the RBLI.

Officers will meet with representatives of the RBLI on 8th August 2022 to discuss the missing names.

d. Great Big Green Week

The Committee **NOTED** the plans for this event. Members discussed whether a policy should be implemented detailing who should have responsibility for tabling events of this type.

e. Car Parking Traffic Regulations Order

Members **NOTED** and welcomed the update.

11. **PUBLIC OPEN SESSION**

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

12. **EXEMPT ITEMS**

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

None.

The Chairman closed the meeting at 8:00 pm

DRAFT



MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD ON TUESDAY 2nd AUGUST 2022
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES,
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE SG18 8DL



PRESENT:

Cllr H Ramsey (Chair)
 Cllr G Fage
 Cllr F Foster
 Cllr M Knight (via Zoom)
 Cllr M North
 Cllr M Russell
 Cllr D Strachan
 Cllr C Thomas

Mr P Tarrant - Town Clerk & Chief Executive
 Miss H Calvert - Administration & HR Manager

Members of the Public - 0

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

Cllr M Foster, Cllr R Pullinger and Cllr J Woodhead.

ABSENT WITHOUT APOLOGIES

None.

2. DECLARATIONS OF INTEREST

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

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

3. PUBLIC OPEN SESSION

There were no members of the public present.

4. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. The Minutes of the Personnel Committee Meeting held on **Tuesday 1st March 2022** were **APPROVED.**

5. MATTERS ARISING

None.

6. **ITEMS FOR CONSIDERATION**

None.

7. **ITEMS FOR INFORMATION**

None.

8. **PUBLIC OPEN SESSION**

There were no members of the public present.

9. **EXEMPT ITEMS**

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

(10a – HR Updates)

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

10. **EXEMPT ITEMS**

a. **HR Updates**

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

The Chairman closed the Meeting at 8.30pm



MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 23rd AUGUST 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 I Bond
Cllr F Foster
Cllr M Foster
Cllr M Knight
Cllr M North
Cllr H Ramsay
Cllr D Strachan

Mr K Hosseini – Head of Governance & Strategic Partnerships
Ms K Saunders – Administrator
Mr I Lord – Place Shaping Manager

Members of the Public – 0

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.

22/0120.0 APOLOGIES FOR ABSENCE

Cllr R Pullinger, Cllr J Woodhead, Cllr L Fage, Cllr K Brown, Cllr D Albone, Cllr C Thomas.

ABSENT WITHOUT APOLOGIES

None.

22/0121.0 DECLARATIONS OF INTEREST

22/0121.1 Disclosable Pecuniary interests in any agenda item:

None.

22/0121.2 Non-Pecuniary interests in any agenda item:

Cllr M Russell Item 11g, Cllr D Strachan Item 16a.

22/0122.0 TOWN MAYOR'S ANNOUNCEMENTS

No announcements.

22/0123.0 PUBLIC OPEN SESSION

There were no members of the public present in the Chamber or online.

22/0124.0 **INVITED SPEAKER**

22/0124.1 MP Richard Fuller gave an informative presentation on the fundamental number of issues regarding development in and around Biggleswade.

Key topics covered were active travel and lack of GP Practices.

22/0124.2 A very informative and well-researched presentation from Biggleswade FC, Mark Inskip, Dave Northfield and Ben Weldon and The Bedfordshire FA, Alan Young.

The key topic of the presentation was to highlight the lack of sports facilities versus the number of housing developments in Biggleswade.

22/0125.0 **MEMBERS' QUESTIONS**

22/0125.1 Cllr Knight requested that the presentation from the Biggleswade FC be shared with Members.

22/0125.2 Cllr Knight requested an update on CCTV procurement. There is progress with CBC and a sum of monies is still required to finalise the procurement. Funding is currently being reviewed in collaboration with Central Bedfordshire Council. An update will be brought to Council at a later stage.

22/0125.3 Cllr Knight questioned the cancellation of the Fun Fair which was on Town Council as well as why this event wasn't brought to Council. What went wrong that this event was cancelled. A detailed response will be given by the Head of Governance & Strategic Partnership to Members.

22/0126.0 **MINUTES AND RECOMMENDATIONS OF MEETINGS**

22/0126.1 From the Minutes of the **Town Council Meeting of Tuesday 9th August 2022** held at 7:00 pm in the Town Council Offices at The Old Court House, Saffron Road, Biggleswade.

The Minutes were **APPROVED** as an accurate record of the Meeting from 9th August 2022.

22/0127.0 **MATTERS ARISING**

22/0127.1 From the Minutes of the **Town Council Meeting of Tuesday 9th August 2022** held at 7:00 pm in the Town Council Offices at The Old Court House, Saffron Road, Biggleswade.

Pg 15 - Cllr Russell requested that all space should be utilised to stop paper wastage. This is **NOTED**.

22/0128.0 **ACCOUNTS**

22/0128.1 **Financial Administration**

July 2022 accounts were not available for this agenda.

This is **NOTED**.

22/0129.0 ITEMS FOR CONSIDERATION

22/0129.1 Biggleswade Neighbourhood Plan – Referendum Version

The Mayor thanked the strategy group, administrative staff, the Town Council and in particular Cllr M Russell who has seen this through from day one.

It was **RESOLVED** to accept the Biggleswade Neighbourhood Plan to go to referendum.

22/0129.2 Lawful Development Certificate Existing - CB/22/03098/LDCE - The Laurels, Langford Road, Biggleswade, SG18 9JU

It was **RESOLVED** to write to CBC expressing concern that this situation has originated due to buildings being erected without permission and allowed to remain without being enforced during the time period. Because of the failure to enforce the Council will have difficulty in refusing the application.

The Town Council **OPPOSES** this Lawful Development Certificate.

22/0129.3 EIA Scoping Opinion - CB/22/03028/SCO - Symmetry Park (Stratton Business Park), Biggleswade Phase 3

It was **RESOLVED** to write to CBC regarding air quality, rights of way and to request respectful landscaping. There is also concern regarding added pressure to the A1 South Roundabout. Options on land East or adjacent land to this site if this does come forward that monies for S106 to be utilised for land to use for football facilities.

22/0130.0 PLANNING APPLICATIONS

22/0130.1 CB/22/03064/FULL - 7 & 8 Eldon Way, Biggleswade, SG18 8NH

Raising of roof height by 250mm to install over clad insulation.

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

22/0130.2 CB/22/03121/VOC - Unit E, A1 Retail Park, London Road, Biggleswade, SG18 8NE

Variation of Condition 20 of planning permission CB/14/01181/VOC (Variation of Condition 20 of planning application No. CB/14/01109/VOC dated 11/06/2014 to allow up to 5% of the ground floor area of any one single unit only to be used for the sale of food and to allow a pharmacy to operate from part of the unit. Wording of the condition to be amended to:" The development hereby approved for the units referred to as A, B, D, E, F,G, H, J, K, L, M, N, P, Homebase, 1 & 2 as shown on plan no. 8659 P02 Revision W shall be used for A1 (retail) but shall not be used for the sale of food, as a post office, for the sale of tickets, as a travel agency, for hairdressing, for the direction of funerals, for the reception of goods to be washed, cleaned or repaired, as an internet café where the primary purpose of the premises is to provide facilities for enabling members of the public to access the internet or as a pharmacy, except for Unit B, which can be in part used as a pharmacy and

can sell food in up to 5% of its total ground floor area") - The variation is to increase the range of permitted goods that can be sold from the premises to facilitate reoccupation of the floorspace by incoming tenant, Poundland.

It was **RESOLVED** that the Town Council **STRONGLY OBJECTS** to the variation of condition for Unit B. The original condition was put in place to protect the town centre and should stand.

22/0130.3 CB/22/03124/FULL - 57 Laburnham Road, Biggleswade, SG18 0NX

Two storey rear/side extension to replace existing conservatory.

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

22/0130.4 CB/22/02437/FULL - 3 Dells Lane, Biggleswade, SG18 8LP

Car port width to be extended, from the width of the existing car port to right hand side of driveway, existing car port to remain, to allow side by side parking of vehicles.

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

22/0130.5 CB/22/03012/FULL - 19A High Street, Biggleswade, SG18 0JE

Extraction system for pizza restaurant (Class E) in building, formerly a shop (Class E).

It was **RESOLVED** that the Town Council **OBJECTS** to the planning application for extraction system on the following grounds:

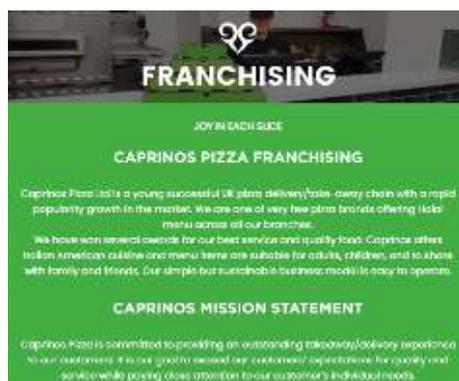
- Visual impact within the conservation area.
- Nearest Noise Sensitive Receptor (residential property) - only 3 metres from the outlet of the flue and the flue passes immediately beside the property.
- The business will be operating 11-11 Monday-Sunday 7 days a week which is highly intrusive for adjacent residents.
- Noise level forecasts provided are for a new extraction system. Noise typically increases rapidly with age and this has not been considered.
- Requests that CBC enforce the parking restrictions on the High Street from 11am to 11pm 7 days a week as per operating hours of the business.
- That this is called into Development Management Committee.

It was **RESOLVED** to write to CBC that the Town Council believes the application is misleading as the applicant are likely to be operating mostly as a takeaway, and therefore the operator needs to apply for and obtain a change of use to Sui Generis before they commence trading.

Should the applicant open business without obtaining a change of use, it is likely there will be a planning violation. This can be evidenced from the small size of the restaurant and the contents of their website:

<https://www.caprinospizza.co.uk/content.aspx?franchising>, per the image below,

that describes the business as “a young successful UK pizza delivery/take-away chain”.



22/0130.6 CB/22/03144/FULL - Hinder Hyde, Eagle Farm Road, Biggleswade, SG18 8JH

Two (2) storey rear extension, single storey side extension and alterations to garage including new pitched roof.

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

22/0130.7 CB/TRE/22/00428 – 23 Ivel Gardens, Biggleswade, SG18 0AN

Works to a tree protected by a Tree Preservation Order: Reduce overall crown height by 2m and laterally by 1m as needed and remove 20 percent of inner growth to thin crown to Lime Tree (ID#1). Tree protected by TPO 2/2009 and listed as T9.

The tree works application is **NOTED**.

22/0131.0 PLANNING APPLICATION OUTCOMES

This report was **NOTED**.

22/0132.0 ITEMS FOR INFORMATION

22/0132.1 Biggleswade Footpath No 16 And Bridleway No 11

This is **NOTED**.

22/0132.2 Orchard Chase Housing Development - Dunton Lane, Biggleswade (BTC Ref: 22/0080.2)

This is **NOTED**.

22/0133.0 PUBLIC OPEN SESSION

No public members joined in person nor online.

22/0134.0 **EXEMPT**

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

(Capital Asset)
(Drove Road Workshop)

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

22/0135.0 **EXEMPT**

22/0135.1 **Capital Asset**

It was **RESOLVED** unanimously to agree the recommendations of the Capital Asset report and implement a working group consisting of Cllr Bond, Cllr Strachan, Cllr Russell, Cllr North, Cllr Pullinger and Officers.

Officers will obtain legal support to tidy up the asset portfolio.

22/0135.2 **Drove Road Workshop**

Members agreed to the **RECOMMENDATIONS** in the report.

The Chairman ended the Meeting at 9:15pm



**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING ON TUESDAY 6TH SEPTEMBER 2022 AT THE OFFICES
OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE,4
SAFFRON ROAD, BIGGLESWADE COMMENCING AT 6:30PM**



PRESENT:

Cllr R. Pullinger (Chairman)
Cllr M. Foster (Vice Chair)
Cllr D. Albone
Cllr D. Bond
Cllr G. Fage
Cllr M. Knight
Cllr M. Russell
Cllr D. Strachan

Mr P. Tarrant –Town Clerk & Chief Executive
Mr I. Lord – Place Shaping Manager
Mr R. Youngs – Finance Manager
Ms H. Calvert – Administration & HR Manager
Mrs A. Dennis –Administrator

Members of the Public – 9

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

Cllr M North.

ABSENT WITHOUT APOLOGIES

None.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item

Item 9a Cllr I. Bond, Item 9a Cllr D. Strachan.

b. Disclosable Non-pecuniary interests in any agenda item

Item 9a, No 6 Grant application Cllr M. Russell.
Item 9a, Cllr Strahan, Cllr Bond.

3. CHAIRMAN'S ANNOUNCEMENTS

None.

4. **PUBLIC OPEN SESSION**

There were nine members of the public.

The following members of the public offered contextual background to support their grant applications:

Jackie Bouton & Rhiannon Barrow gave an update on the grant application for the Community Garden.

Andy Skilton gave an update on the grant application on the benefits on active travel of Biggleswade Living Streets.

Pierre Guilcher gave an update on the grant application for NHS Trust part of Community First Responders.

Anna Stolli gave up update on the grant application for the Biggleswade Arts Collective CIC.

5. **INVITED SPEAKER**

None.

6. **MEMBER'S QUESTIONS**

Cllr G. Fage asked why the previous minutes of Finance and General Purposes Committee Meeting held on the 5th July 2022 were omitted on the agenda. The Chairman advised these would be brought to the next meeting.

Cllr D. Strachan asked if there were any matters arising from the minutes of F&GP held on the 5th July 2022 to consider. The Town Clerk & Chief Executive confirmed that there were no matters to consider.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

Cllr M. Foster was recorded as absent without apologies, this is incorrect, he gave apologies to Cllr G. Fage.

Subject to the above change the Minutes were **APPROVED** as an accurate record of the Meeting from 26th July 2022.

8. **MATTERS ARISING**

None.

9. **ITEMS FOR CONSIDERATION**

a. **Grants 2022/2023**

This is the first tranche of grants for 2022/2023.

Members commented:

- No 4 For Men to Talk Community Interest Company - Grant Refused. To re-apply again in twelve months.
- No 7 The Royal British Legion - Grant deferred to the next meeting. Officers will clarify where the bench will be located. The RBL are to be invited to come back to another meeting with a more concrete plan.
- No 8 Ivel Sprinter - correction to the name not Ivel Flix.

Grant Applications Awarded 2022-2023 (Tranche 1)

	Previous applicants	Grants Requested 2022/2023	Grants Awarded 2022/2023	Comments
1	Biggleswade Crab Lane (Railway Embankment)	£60	£60	Awarded
2	Biggleswade First Aid Club	£380	£380	Awarded
3	Biggleswade Sports	£400	£400	Awarded
4	For Men To Talk Community Interest Company	£500	£0	Refused
5	Carers in Bedfordshire	£600	£600	Awarded
6	Biggleswade ATC Squadron (Royal Air Force Air Cadets)	£876	£876	Awarded
7	The Royal British Legion Biggleswade Branch	£750	£0	Defer to next round
8	Ivel Sprinter	£500	£500	Awarded
Sub Total		£4,066	£2,816	
	New Applications 2022/2023	Grants Requested 2022/2023	Grants Awarded 2022/2023	Comments
1	Country Days Ltd	£1,000	£0	Refused
2	Autism Bedfordshire	£2,000	£500	Awarded
3	Music 24	£2,000	£500	Awarded
4	The Parish of St Andrew's Biggleswade	£450	£200	Awarded
5	Biggleswade Living Streets	£1,000	£500	Awarded
6	Wellbeing in Biggleswade	£900	£450	Awarded
7	Biggleswade Arts Collective CIC	£2,000	£2,000	Awarded
8	Biggleswade Community Garden	£2,000	£0	Defer to next round
9	Vibrance-Sound Experience	£500	£0	Refused
10	NHS Trust First Responders	£2,560	£2,560	Recommended to Council - Restricted use to Biggleswade
Sub Total		£14,410	£6,710	
Overall Total		£18,476	£9,526	

Grant Budget		£32,767	
4261 - Community Agent		£12,000	
Budget Available		£20,767	
Approved or Recommended for Approval 1st Tranche F&GP 06092022		£9,526	
Balance for 2nd Tranche of Grants		£11,241	

b. **Christmas Offer Budget**

It was **RESOLVED** to accept the **RECOMMENDATION.**

10. **ITEMS FOR INFORMATION**

a. **Finance Review**

Members observed that some actions in the report still refer to moving towards cashless payments for parking. These references should have been removed as per the resolution when the Finance Review report was approved.

A number of items need to be better prioritised and these include:

- A card machine should be acquired for the office.
- Allotments to be moved to direct debit billing as well as football billing.

The Finance Manager to update the Finance Review timetable accordingly and to further reflect upon sequencing.

Subject to Members observations this report is accepted.

b. **Unity Trust Bank**

The necessary security measures will be put in place in consultation with Members.

The report is noted.

c. **Cost Reduction and Efficiency Review**

Members requested details of the Utility contracts for the next F&GP Meeting and the consequent impact of the international volatile market.

The Chairman clarified that the target of £25,000 related to cost reductions and not revenue maximisation.

The report is noted.

d. **Original Estimate Planning Cycle 2023/2024 Financial Year**

The report is noted.

e. **Finance and General Purposes Committee 2022/23 Work Plan**

The report is noted.

11. PUBLIC OPEN SESSION

Mr Desmond Ball asked Members if the Town Council could look into the access to Franklins Play area as it is impossible for residents with disabled scooters and buggies to get in.

Officers are exploring ways to improve Franklins Recreational area to make this accessible to everyone and further significant improvements will come about as a consequence of the PWLB investment.

No other members of the public wished to speak.

12. EXEMPT ITEMS

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

(13a. CCTV Funding)
(13b. Orchard Update)

13. EXEMPT ITEMS

a. **CCTV Funding**

Members noted this report.

b. **ORCHARD UPDATE**

Members noted this report.

The meeting was closed at 20:24 pm

BIGGLESWADE TOWN COUNCIL
Full Council Meeting 27th September 2022
Council Standing Orders

Implications of Recommendations

Corporate Strategy: GOOD GOVERNANCE: Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: No implication.

Equality: The Council pays due regard to all equality legislation.

Environment: The Council pays due regard to all environment legislation.

Community Safety: The Council pays due regard to all community safety legislation.

Background

It was resolved at Council on 14th June 2022 that the Town Clerk and Members within a Working Group collaborate on revising the Standing Orders to bring them in line with the NALC model incorporating those ways of working and practices of the Town Council.

Recommendation

Officers recommend deferring enacting this resolution until June 2023 conscious of other emerging priorities.

Peter Tarrant
Town Clerk & Chief Executive

BIGGLESWADE TOWN COUNCIL
Full Council Meeting - 27th September 2022
Changes to Meetings – Informal Protocol

Implications of Recommendations

Corporate Strategy: GOOD GOVERNANCE: Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: No implication.

Equality: The Council pays due regard to all equality legislation.

Environment: The Council pays due regard to all environment legislation.

Community Safety: The Council pays due regard to all community safety legislation.

Background

This paper has been produced at the request of Cllr M Knight. The Mayor circulated the following advice note to all Members on 29th July 2022.

“In light of feedback from officers about our ways of working, please see below a list of changes to the way various meetings will run:

- 1. Any working groups must have a hybrid option and be held during the working day.*
- 2. The community engagement group meetings will be reduced to once per quarter.*
- 3. For officers presenting reports at meetings, a hybrid option should be available/encouraged, especially if they are only presenting one report. For meetings where multiple reports or detailed explanations are required, then officer attendance in person would be preferred.*
- 4. Minutes of meetings can be slimmed down to capture only the decisions of the meeting.*
- 5. Planning applications should no longer be printed out and placed on the board.*

These changes will allow staff time to be freed up to focus on priorities and will facilitate a better work/life balance for officers.”

Recommendation

That the informal meetings guidance be adopted by the Council as best practice.

Peter Tarrant
Town Clerk & Chief Executive

**BIGGLESWADE TOWN COUNCIL Full
Council 27th September 2022
Remembrance Sunday**

Implications of Recommendations:

Corporate Strategy: COMMUNITY: Protect the distinctive character and heritage of Biggleswade.

Finance: No impact.

Equality: The Council pays due regard to all equality legislation.

Environment: The Council pays due regard to all environmental legislation.

Community Safety: The Council pays due regard to all community safety legislation.

Background

As part of Remembrance Sunday, Officers and some Members have continued to meet intermittently with the RBLI to plan the day effectively. For both legal purposes and the health and safety of all attendees, Officers have submitted the relevant temporary traffic regulation order application and event notification form to CBC. This is the same planning that goes into the event as with previous years, in which it's emphasised to the relevant authorities that minimal traffic is expected, given it's on a Sunday morning and there is often a large turnout. The only difference being this year, that there are contracting works taking place on the day.

Summary

Officers received a response from Streetworks asking that permission to close Station Road and Saffron Road should be sought from Galliford Try, the main contractors responsible for delivering the interchange project. This is due to the existing traffic management they will have in place for the contracting works and the implications that the proposed road closure and accompanying signage for Remembrance Sunday would have on public safety.

Galliford Try put Officers in touch with the relevant Project Manager at CBC, who then refused to agree the proposed road closures. They cited the safety implications of closing the roads despite Officers' efforts to convince the Project Manager otherwise. Further to this, they advised that they contact Streetworks if necessary, to ensure the proposed road closures do not go ahead. They also advised to avoid the area completely and use a route that would not cause interference with the traffic management at the Station.

In light of this information, Officers propose to collaborate with RBLI and some Members to suggest a new route for the parade. Initial ideas include from the Dan Albone car park or St Andrew's Church.

Recommendations

For Members to note Officers' efforts for the parade's route to go ahead as usual and that it cannot go ahead given that the necessary permissions have not been obtained by Streetworks.

For Members to agree that Officers meet with the Remembrance Sunday stakeholders to agree a revised route.

Isaac Lord
Place Shaping Manager

BIGGLESWADE TOWN COUNCIL
Full Council Meeting 27th September 2022
Allotments Terms & Conditions

Implications of Recommendations: ASPIRATIONS: Improve the quality of allotments for the community.

Finance: Sourced from allocation set aside in Town Centre budget.

Equality: The Council pays due regard to all equality legislation.

Environment: The Council pays due regard to all environment legislation.

Community Safety: The Council pays due regard to all community safety legislation.

Background

The allotments Terms and Conditions were reviewed along with the policy and associated acceptance and invoicing documents in June 2022. The Town Council meeting 26th July 2022 resolved to approve the documents with certain changes. The terms and conditions document was also approved.

Summary

This report has been created to inform Members of two further small changes which arose from recent meetings with the Biggleswade Allotments Association (BAA) and independent plot holders. These include;

1. Page 3, first paragraph under the heading 'Cultivation'. Current wording:
Tenants must ensure that any tools for cultivation and maintenance are removed from the site.
Proposed amended wording:
Tenants should ensure that any tools for cultivation or maintenance are removed from the site. The tenant is responsible for loss of or damage to any tools left on the site.
2. Page 4, sixth paragraph under the heading 'Dimensions'.
Addition to the wording:
Any larger sheds erected before 26 July 2022 may remain in place and will not require approval.

Officers have included in annex A the proposed final version of the Terms and Conditions document with the two proposed amendments highlighted in yellow. Officers deem these minor changes to be acceptable and in the spirit of the Town Council's collaborative relationship with the BAA.

Recommendations

That Members consider and agree:

1. The proposed terms & conditions are fit for purpose.
2. Officers can communicate the proposed terms & conditions to all allotment holders asap for acceptance and then request payment for end September 2022.

Karim Hosseini
Head of Governance & Strategic Partnerships



TERMS AND CONDITIONS FOR TENANCY OF ALLOTMENT AT KENNEL FARM ROAD, BIGGLESWADE

Interpretation of Terms and Conditions

Throughout these Terms and Conditions, the expression “the Council” shall mean Biggleswade Town Council and includes any Committee or Officers of the Council or any Allotment Managers appointed by the Council under the Allotments Act 1908 to 1950 and the Local Government Act 1972.

Eligibility, Age, and Residency of Tenants

Biggleswade Town Council will only grant new allotments via a signed tenancy agreement to people living within the Parish boundary who are a minimum age of 18 years.

It is a Tenant’s responsibility to notify the Council of any change in residence, including to a new residence outside of the Parish boundary. Once a Tenant (listed as the primary person on the tenancy agreement) permanently moves out of the Parish boundary, the tenancy of their allotment garden will automatically terminate. The Council reserves the right to terminate allotment gardens for tenants who are living out of the Parish boundary. Tenants will provide evidence for their eligibility annually. The Council will provide 12 months’ notice for Tenants who live outside the Parish boundary to relinquish their tenancy.

Allocation

Allotments will be offered on a “first come, first served” basis. When demand is high, a waiting list will be used by the Council. Individuals will be placed on the list in date order upon receipt of a request in writing. The priority will be to allocate a plot to each new applicant first to ensure fairness to all applicants. The Council will maintain and monitor the waiting list and ensure that for as long as there are applicants waiting for an available plot, no existing Tenant with a plot will gain additional plots.

When a plot becomes vacant it will be offered to the person at the top of the waiting list for them to accept. The applicant will be invited to inspect the plot and make a prompt decision. If applicants decline the offer of a plot, they can subsequently re-apply and will be considered as and when an alternative plot becomes available.

It is the responsibility of all Tenants to keep the Council informed of any change in their personal details. The Council will periodically contact those on the waiting list to ensure details are correct and that individuals wish to remain on the list. Failure to respond to these requests will result in the applicant being removed from the list.

The Council reserves the right not to grant an allotment tenancy where there is evidence of previous plot misuse or a history of enforcement action for matters including non-payment of rent, tenancy conduct, plot maintenance, anti-social behaviour to other plot holders and Council staff, or cultivation issues.

Subletting/Co-Workers

A co-worker is someone who assists the allotment tenant with the maintenance of an allotment. Co-workers have no legal tenancy rights and are not responsible for any part of the annual rent. Subletting to co-workers is not permitted and the tenant must still demonstrate regular participation in the maintenance of the allotment garden. The Tenant will always be responsible for the maintenance of the plot even if he or she chooses to nominate a co-worker.

Co-workers are obliged to abide by the Allotment Rules and Conditions and generally accepted standards of good behaviour. Any breaches of the Allotment Rules and Conditions and good behaviour standards will automatically result in a review of the tenancy, which will be carried out on a case-by-case basis once all information is collated. The Tenant is always thus responsible for the co-worker's actions and both Tenant and co-worker would have to vacate the plot if the tenancy was terminated by the Council. It is the responsibility of the co-worker to make themselves aware of, and to comply with the allotment tenancy terms and conditions.

For all new allotment applications and on annual renew of existing tenancy, the Council mandates production of formal documents (i.e. driving licence, council tax bill etc.) as part of application and renewal. The Council will securely hold this information which will enable us to verify proof of residency.

Rent Payment

The Tenant shall pay a yearly rent on the first day of September in each year. The initial payment will be determined by the Council when the allotment is first taken over. The yearly rent may be reviewed annually by the Council and the Tenant will be notified accordingly.

Failure to pay within the invoicing time limits below may result in termination or refusal to renew the allotment lease. Any change in the Tenant's circumstances, including change of address or contact details must be communicated immediately to the Council.

Invoicing

Allotment rent is payable to the Council from the first day of September each year and throughout the continuation of the allotment garden tenancy. The rent invoice must always be paid in full within 30 days of receipt. If an account falls into arrears, the Council can legally give 30 days' notice to terminate the tenancy for non-payment or any shortfall in payment. Allotment rents will be reviewed each year and may be adjusted at the discretion of the Council.

Use of Land

The land is to be used solely as an allotment plot in accordance with the relevant Allotment Acts and this Allotment Policy. Any business use is strictly prohibited.

Cultivation

Tenants must keep their plots clean and tidy, in a reasonable state of cultivation and fertility and in good condition. This is taken to mean that the plot area is either in readiness for growing, well stocked with produce (relevant to the time of the year) or being made ready for crops or being prepared for the following season. The Tenant must take all reasonable steps to eradicate weeds such as thistles, ground elder, nettles, ragwort, and brambles and ensure that they do not spread to other plots. Tenants must not cause a nuisance to other plot holders by allowing weeds to seed.

The Tenant is responsible for maintaining their allotment boundary area immediately adjacent to any paths/tracks. Tenants must ensure that any tools for cultivation and maintenance are removed from the site. **The tenant is responsible for loss of or damage to any tools left on the site.** The Council takes no responsibility for any items which are subject to theft, vandalism, or damage.

Use of Chemical Sprays and Fertilisers

The Tenant will take proper precautions when using sprays or fertilisers to avoid any adverse effects on the environment or on neighbouring allotments. Should any damage occur, the Tenant will make good or replant as necessary. Spraying activity should only take place when conditions are still and calm.

Regarding overgrown plots, rotovating is not recommended because this breaks up pernicious weed roots which spreads the problem because the broken-up parts left in the soil re-grow. The Tenant will need to perpetually manage the waste caused by rotovating. The best way to clean the plot is for the plot holder to dig it over and remove problem weeds and roots by hand.

As an additional service to assist plot holders, the Council will, on request, strim the plot and apply an eco-friendly pro-bioactive weedkiller to kill roots prior to cultivation and render the plot easier to manage. Charges are set out on the Town Council website.

Allotment Management and Overgrown Plots

The Council conducts routine inspections taking photographic evidence of plot condition. A letter will be sent to allotment holders for any plot which is considered to be overgrown and poorly managed. The letter will mandate urgent improvement work by the Tenant giving a minimum period of 2 weeks. If no corrective work has been completed to return the plot to a good condition, a letter of termination with a one-month deadline will be issued. The Tenant must be in continuous correspondence with the Council and provide any reasonable grounds for not having completed the work.

Nuisance

The Tenant must not cause or permit any nuisance or annoyance to the occupier of any other allotment or to the owners or occupiers of any adjoining or neighbouring land. The Tenant must not obstruct or encroach on any path or roadway used or set out by the Council or used by the owners or occupiers of any adjoining or neighbouring property. The Tenant will be liable for any damage caused to adjoining landowners or neighbouring Tenants' plots.

Any allotment Tenant found guilty in a court of law of offences involving the allotment garden or other tenants will be given immediate notice to surrender the plot and terminate the tenancy. The same will apply if in the reasonable opinion of the Council the tenant has threatened, used violence and or intimidation against other allotment garden tenants or the owners or occupiers of adjoining or neighbouring property. Tenants must agree to conform with codes of good conduct.

Any incident of antisocial behaviour (categorized as an allotment Tenant having harassed, intimidated or verbally or physically abused any person or Council representative, whether by telephone, email or in person) will result in the termination (with one month's written notice) or non-renewal of the tenancy of the perpetrator at the discretion of the Town Clerk.

Restriction on Assignment

The Tenant may not assign, charge, sub-let or part share the possession, occupation or use of the allotment garden or any part or parts thereof or allow any person to occupy the allotment garden or any part or parts thereof as a licensee.

Vehicles

A parking area is available at the entrance to the allotments site. Allotment Tenants must not bring or place any vehicle, caravan, trailer or vehicle parts onto the allotment plot. Vehicles must be left on the track for loading/unloading purposes only and kept to one side to allow vehicles to pass. Tyres or any other non-gardening item must not be brought onto allotment garden sites. No vehicle is to be run on the internal road network when the ground is soft to prevent rutting.

Water Usage

No Tenant shall use a hose-pipe, sprinkler or other long term watering device on the allotment plot. Tenants are permitted to use hose-pipes to fill water butts only. Tenants will use the water troughs provided by the Town Council. Anglian Water will issue penalties to Tenants who ignore this regulation. The Town Council turns off the water supply every Winter.

Trees and Shrubs

No ornamental trees, forest trees or shrubs should be planted on the allotment. It is forbidden to grow any plants which are deemed illegal substances anywhere on the allotment site.

Hedges, Fences, and Boundary Features

The Tenant will keep every hedge on the boundary of the allotment garden properly cut and trimmed and keep in good repair any existing boundary fences and gates on the allotment plot. Allotment plots are permanent fixed features, so Tenants must not alter or move the boundary fences on their plot. Rubbish must not be piled against fences as this can cause fences to lean or rot and impede any maintenance. Any boundary disputes should be referred to the Council to resolve.

Approved Specification for Sheds, Greenhouses and Poly-tunnels

A plot holder is allowed to erect a single shed, greenhouse, and a poly-tunnel on their plot, but only if sheds are solely used for storing materials for use on the allotment garden. Due to the risk of break-ins, it is not advisable to store any valuable items in woodsheds. Tenants are entirely responsible for the security of sheds and their contents as well as for providing any insurance cover. All sheds, greenhouses and water containers must be kept in good condition at all times.

Dimensions

Due to the conditions set out in the overarching lease agreement which the Town Council holds with Central Bedfordshire Council (CBC), the maximum size of a shed (or greenhouse) permitted by the lease is no more than four feet by four feet. New applications for erecting suitable sheds or greenhouses which are larger than four feet by four feet must be made in writing to the Town Council for Officers to consider and will be replied to in writing within 30 days. **Any larger sheds erected before 26 July 2022 may remain in place and will not require approval.**

Construction

Glazing in greenhouses must be with horticultural P.V.C. type material, not glass which is prohibited.

Proper roofing and guttering may be fitted, leading to a water butt or tank.

Barbed Wire

The Tenant of an allotment must not use barbed wire or razor wire for a fence adjoining any path set out by the Council.

Restrictions on Cropping

Tenants may grow any kind of vegetables, flowers, soft fruit, herbs or longer-term edible and legal crops. Fruit trees or bushes may be planted only if they are of dwarf stock and should be sited where they will not create an obstacle or nuisance to others as they grow. No bush or tree should be planted which requires more than 12 months to mature, as this would be expensive to remove at the end of a Tenancy.

Depositing Refuse/Disposal of Rubbish

The Tenant is responsible for disposing of all their own rubbish or waste matter from their plot. Small compost areas on individual plots are encouraged to dispose of green waste only.

With the exception of manure and compost in such quantities as may be reasonably required for use in cultivation, the Tenant must not deposit, or allow anyone else to deposit, rubbish anywhere on the allotment site including unused plots. Also, Tenants may not place any refuse or decaying matter in the hedges or ditches adjoining the land.

Tenants must use the provided three bay areas at the rear of the site for composting. Tenants must not add to any illegal rubbish dumped on the site. The use of old carpets as a weed suppressant is prohibited on any Council allotment. Only weed suppressant membrane should be used which must be taken away at the end of the Tenancy.

Kitchen waste such as cooked food, meat, cheese or similar will attract vermin and must not be disposed of in the allotment site or put onto an allotment compost heap.

Bonfires/Burning Rubbish

Under the Environmental Protection Act 1990, it is an offence to emit smoke, fumes or gases which are a nuisance. Small bonfires are allowed as long as they are kept under control and constantly supervised. Smoke from bonfires can be annoying to neighbouring Tenants, ruining the enjoyment of their allotment. Causing a nuisance could lead to the termination of a tenancy.

Children

Children are welcome on allotment sites and must be supervised at all times by a responsible adult for their own safety.

Dogs

The Tenant must not permanently keep or kennel any dogs on the land, and any dogs temporarily brought on to the allotment by the Tenant must be securely held on a leash. Dog owners must comply with Dog Fouling By-Laws and pick-up and appropriately dispose of dog waste off site.

Livestock

No livestock or animals of any kind should be kept on the allotment.

Advertisements

The Tenant is not to display or permit to display on any part of the allotment; signs, notices, placards, advertisement or writing of any kind, other than the plot letter or number and any advertising for the Biggleswade Allotment Association.

Inspection/Failure to Comply

The Tenant will permit any Officer of the Council to enter onto the allotment at any time to inspect its state and condition. Tenants who fail to comply with this lettings policy will be contacted in writing and requested to address any issues raised with them within fourteen days. Failure to comply with any such notice may result in further warnings. Ultimately, the Council has the power to give Tenants 'Notice to Quit' as per the allotment Tenancy Agreement conditions between the Council and allotment Tenant.

Tenancy Agreement

The Tenant will receive a copy of the Tenancy Agreement which should be returned to the Town Council, duly completed, as soon as possible. If a Tenancy Agreement is not received within 30 days, the Town Council will assume the allotment is no longer required and will offer it to the next person on the waiting list.

Once the Terms and Conditions have been signed, the Tenant will receive an invoice for payment. If a payment is made before the invoice has been raised, then it will state "Paid with Thanks". Invoices will be charged pro rata and run from the beginning of each month.

Termination of Tenancy

The Tenant must hand back to the Council vacant possession of the allotment on the termination of the tenancy, in a condition consistent with these rules. The Council reserves the right to retain any tenant deposits relating to plots which have been returned in a sub-standard condition.

Service of Notice

Any notice required to be given by the Council to the Tenant may be signed on behalf of the Council by the Designated Officer and may be served on the Tenant either personally or by leaving it at his last known place of abode or by prepaid post addressed to him there, or by fixing the notice in a conspicuous manner on the allotment. Any notice required to be given by the Tenant to the Council shall be sufficiently served if signed by the Tenant and sent by prepaid post to the Town Clerk and Chief Executive Officer.

Change in Circumstances

The Council must be kept informed of any change of address or other contact details. If the Council is not kept informed of a change of address, any communication sent to a previous or out-of-date address will still be deemed to have been delivered to the Tenant. Tenants who are unable to work their plot because of illness or have other reason for a long-term absence (over one month) must keep the Council informed. Failure to do this may result in an allotment garden appearing to be neglected and lead to the issuing of non-cultivation letters and potentially a notice to quit.

Legal Obligations

The Tenant of an allotment garden must at all times observe and fully comply with all laws and regulations. They must not hold the Town Council liable for loss or damage due to incidents beyond its reasonable control, including but not limited to theft, vandalism, fire, flood, pandemic, or drought.

Enforcement

The following enforcement procedure will apply:

- **Informal Warning** – Tenants who fail to comply with the Council's Tenancy Agreement will be contacted by email or by letter where no email address is available and required to address issues of non-compliance within 14 days.
- **Formal Warning**- Following the 14-day period, the Council will send a letter to Tenants requiring them to immediately address issues of non-compliance.
- **Notice to Quit** – Tenants who fail to respond to a formal warning within 30 days will automatically be given a notice to quit.

Power of Eviction

In the event of a serious breach of the Tenancy Agreement, the Council reserves the right to serve the Tenant immediate notice to quit, without progression through the above procedure stages.

Right of Appeal

The Tenant retains a right to appeal a Council decision relating to financial, plot management or other issues set out in the tenancy agreement. In the event of the Tenant making an appeal, the Tenant must put this in writing, clearly stating the reasons, providing evidence and submitting the appeal to the Town Clerk and Chief Executive. The case may also be made in person with external representation. The Town Clerk will assess the appeal and provide the Tenant with a final decision in writing no longer than 14 days from the date the written appeal was received.

Refundable Deposit

By accepting and continuing to use an allotment the Tenant agrees to pay a refundable deposit of £50. The deposit will be refunded only if the allotment is handed back in a good condition required by the Council. Additional costs (subject to the extent of corrective work required) may be applied if the plot is left in a sub-standard condition.

The Tenant will keep the allotment clean, free from weeds, well manured and otherwise maintain it in a good state of cultivation and fertility which constitutes good condition and to keep any pathway or roadway included therein or abutting thereon reasonably free from weeds.

The Council is entitled to reasonable costs from the Tenant for any deterioration in the land arising from the Tenant(s) failure to keep it clean and in a good state of fertility. Costs arising from mismanagement or neglect will be determined transparently and on a case by case basis.

End of Tenancy

The tenancy shall determine on the death or serious illness of the Tenant. Upon notification of death, the Council will use the waiting list, offer the plot to the person at the top of the waiting list. The Council will inspect the plot and agree with the incoming Tenant that the latter will continue to manage the plants and contents of the former Tenant.

The tenancy may also be determined in any of the following manners:

- by either party giving to the other one months' notice in writing
- by re-entry by the Council at any time after giving three months' previous written notice to the Tenant on account of the allotment being required (i) for any purpose (not being the use of the same for agriculture) for which it has been appropriated under a statutory provision or (ii) for building, mining or other industrial purpose or for any roads or sewers necessary in connection with any of those purposes
- by re-entry by the Council at any time after giving one month's previous notice in writing to the Tenant.

- if the rent or any part thereof is in arrears for more than 30 days whether legally demanded or not
- if it appears to the Council that there has been a breach of the conditions and obligations on the part of the Tenant herein contained
- by decision of the Town Clerk if it is found that an allotment tenant has harassed, intimidated or verbally or physically abused any person or Council representative, whether by telephone, email or in person. An incident of antisocial behaviour may result in the termination (with one month's written notice) or non-renewal of the tenancy of the perpetrator at the discretion of the Town Clerk.

Notices

Any notice required to be given by the Council to the Tenant may be signed on behalf of the Council by the Town Clerk for the time being and may be served on the Tenant either personally or by leaving it at their last known place of abode, or by prepaid post addressed to them there, or by fixing the notice in a conspicuous manner on the allotment.

Any notice required to be given by the Tenant to the Council shall be sufficiently served if signed by the Tenant and sent by prepaid post to the Town Clerk.

In signing this document, I can confirm that I have read all the documentation and fully understand the policy, terms and conditions set out.

SIGNED:

PRINT NAME:

DATE:

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 27th September 2022
Schedule of Meetings

Implications of Recommendations

Corporate Strategy: PLAY AREAS Project: Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Meets the PWLB application timeline.

Equality: The Council pays due regard to all equality legislation.

Environment: The Council pays due regard to all environment legislation.

Community Safety: The Council pays due regard to all community safety legislation.

Background

Officers have run a tendering exercise which is in its final stages. Final proposals are due into the Town Clerk by Friday 16th September 2022. Officer and Member suppliers screening meetings have been scheduled to run until Monday 17th October 2022 due to suppliers' diary availability. Officers will next draft a report with clear recommendations which will be submitted to the PLOS Committee.

Summary

The project delivery timeline set out above necessitates the move of the PLOS Committee from Tuesday 4th October to Monday 24th October 2022, to enable all information and supplier screenings to be completed. The full Town Council meeting will be held on Tuesday, 25th October 2022.

The PLOS Committee on 24th October 2022 will be a single item agenda allowing Committee Members to discuss the priority project and make recommendations for the Town Council. A short minute capturing the full recommendation paragraph only, will be produced that evening and agreed by the PLOS Chairman. The minute will be submitted to the full Town Council 25th October 2022 meeting agenda for consideration and resolution. A full PLOS Committee meeting minute will be produced later for inclusion at a following Town Council meeting agenda.

Recommendation

Change the date of the PLOS Committee meeting from Tuesday, 4th October 2022 to Monday, 24th October 2022.

This will mean that the Full Council meeting on Tuesday, 25th October 2022 will take place the day after the PLOS Committee meeting.

Karim Hosseini
Head of Governance and Strategic Partnerships



MEETING DATES FOR 2022



MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

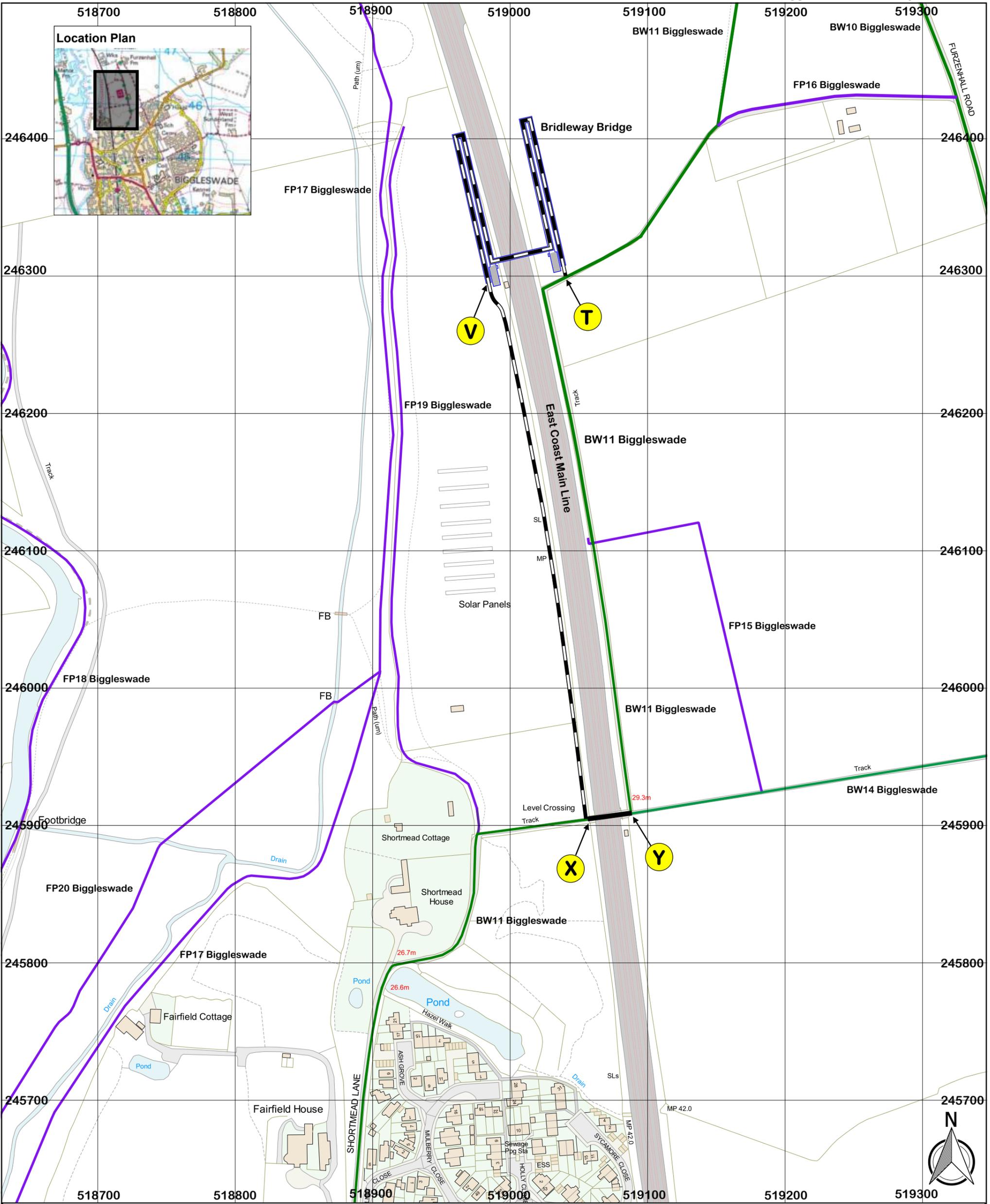
DATES	TIME	MEETING
	2022	
4 th January		
11 th January	7.00 pm	Council
18 th January	7.00 pm	Finance and General Purposes
20 th January	2.30 pm	Biggleswade J C
25 th January	7.00 pm	Council
1 st February	7.00 pm	Public Lands & Open Spaces
8 th February	7.00 pm	Council
15 th February	7.00 pm	Town Centre Management
22 nd February	7.00 pm	Council
1 st March	7.00 pm	Personnel
8 th March	7.00 pm	Council
15 th March	7.00 pm	Finance and General Purposes
22 nd March	7.00 pm	Council
29 th March		
5 th April		
12 th April	7.00 pm	Council
19 th April	7:30 pm	Annual Assembly
21 st April	2:30 pm	Biggleswade J C
26 th April	7.00 pm	Council
3 rd May		
10 th May	7.00 pm	Annual Statutory Council
17 th May	7.00 pm	Town Centre Management
24 th May	7.00 pm	Council
31 st May	7.00 pm	Personnel (Cancelled) date in August TBA
7 th June	7.00 pm	Public Land & Open Spaces
14 th June	7.00 pm	Council
21 st June		
28 th June	7.00 pm	Council

5th July	7.00 pm	Finance & General Purposes
12th July	7.00 pm	Council
14th July	2:30 pm	Biggleswade J C
19th July	7.00 pm	Town Centre Management
26th July	6:30 pm	Finance & General Purposes
26th July	7.00 pm	Council
2nd August	7.00 pm	Personnel
9th August	7.00 pm	Council
16th August		
23rd August	7.00 pm	Council
30th August		
6th September	7.00 pm	Finance & General Purposes
13th September	7.00 pm	Council
20th September		
27th September	7.00 pm	Council
4th October	7.00 pm	Public Land & Open Spaces
11th October	7.00 pm	Council
13th October	2:30 pm	Biggleswade J C
18th October	7.00 pm	Town Centre Management
25th October	7.00 pm	Council
1st November	7.00 pm	Personnel
8th November	7.00 pm	Council
15th November		
22nd November	7.00 pm	Council
29th November	7.00 pm	Finance & General Purposes
6th December		
13th December	7.00 pm	Council
20th December		

MEETING DATES FOR 2023

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

DATES	TIME	MEETING
	2023	
3rd January		
10th January	7.00 pm	Council
17th January	7.00 pm	Finance and General Purposes
19th January	2.30 pm	Biggleswade J C
24th January	7.00 pm	Council
31st January	7.00 pm	Public Lands & Open Spaces
7th February	7.00 pm	Personnel
14th February	7.00 pm	Council
21st February	7.00 pm	Town Centre Management
28th February	7.00 pm	Council
7th March		
14th March	7.00 pm	Council
21st March	7.00 pm	Finance and General Purposes
28th March	7.00 pm	Council
4th April		
11th April	7.00 pm	Council
18th April	7.30 pm	Annual Assembly
25th April	7.00 pm	Council
2nd May		
9th May	7.00 pm	Annual Statutory Council
16th May		
23rd May	7.00 pm	Council
25th May	2.30 pm	Biggleswade J C
Continuation of meeting dates for 2023 TBC		



Highways Act 1980 Section 326

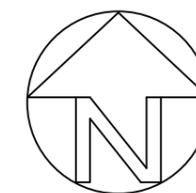
Variation of Rail Crossing Diversion Order: Public Bridleway No. 11 Biggleswade

- Public Bridleway No 11 to be stopped-up X - Y**
- Public Bridleway No 11 to be created X - V - T**
- Unaffected Public Footpath**
- Unaffected Public Bridleway**

Scale: 1 : 2,500 @ A3
 AM: 19/08/2022
 Rev: 4.0



Based on plan: 2551-MHB-DRG-PLA-0001-P02 dated 08/02/2022. CB/22/01778/NMA
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T : 01377 253363
E : mail@ianpick.co.uk
W : www.ianpickassociates.co.uk

CLIENT
Lodge Farm Poultry Ltd
Eyeworth Lodge Farm
Eyeworth
Sandy
Bedfordshire
SG7 5JL

JOB TITLE
Proposed Wind Turbine

DWG. TITLE
Location Plan A3

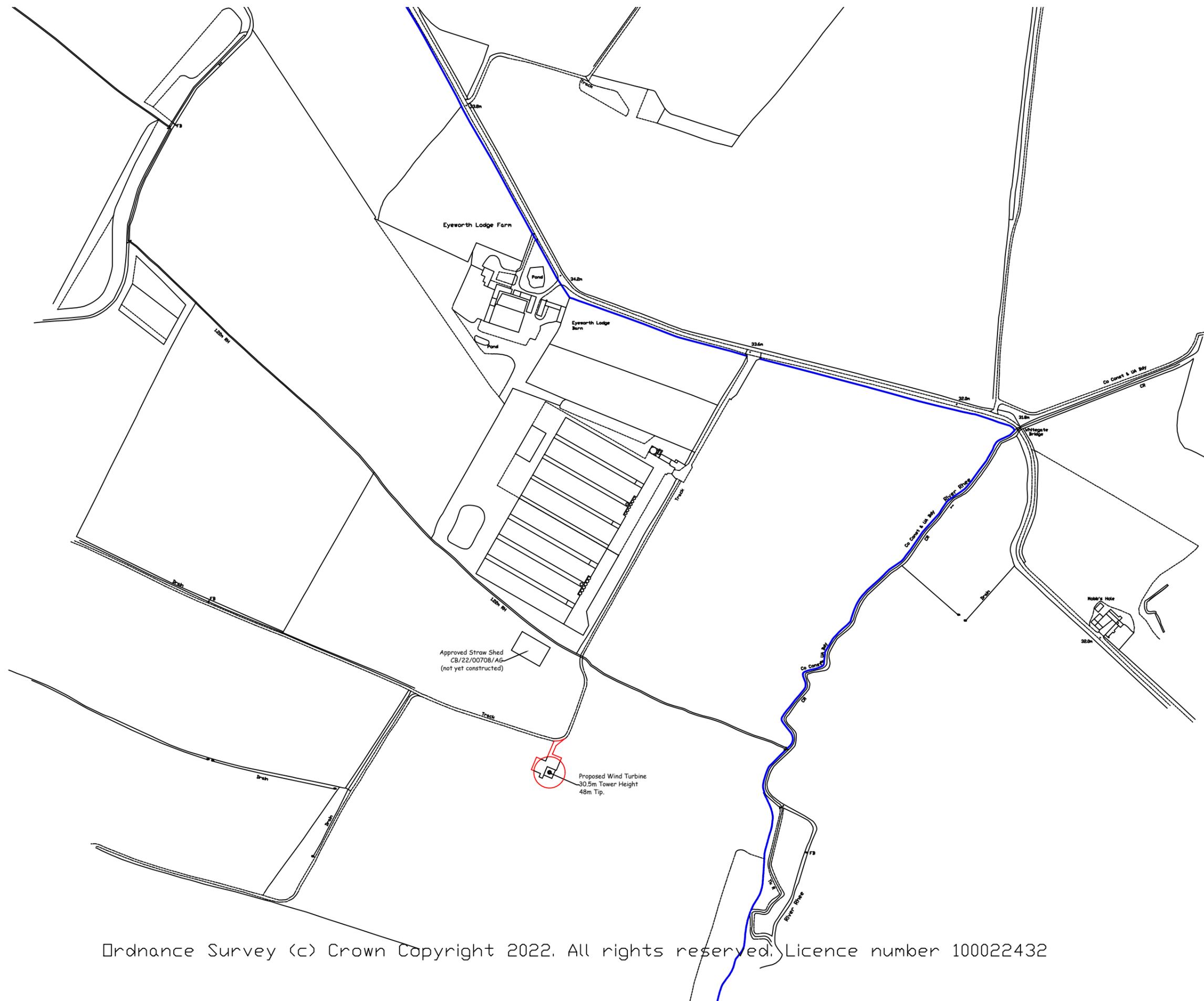
SCALE
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DRN
IP

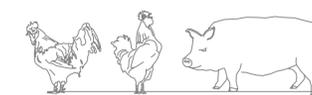
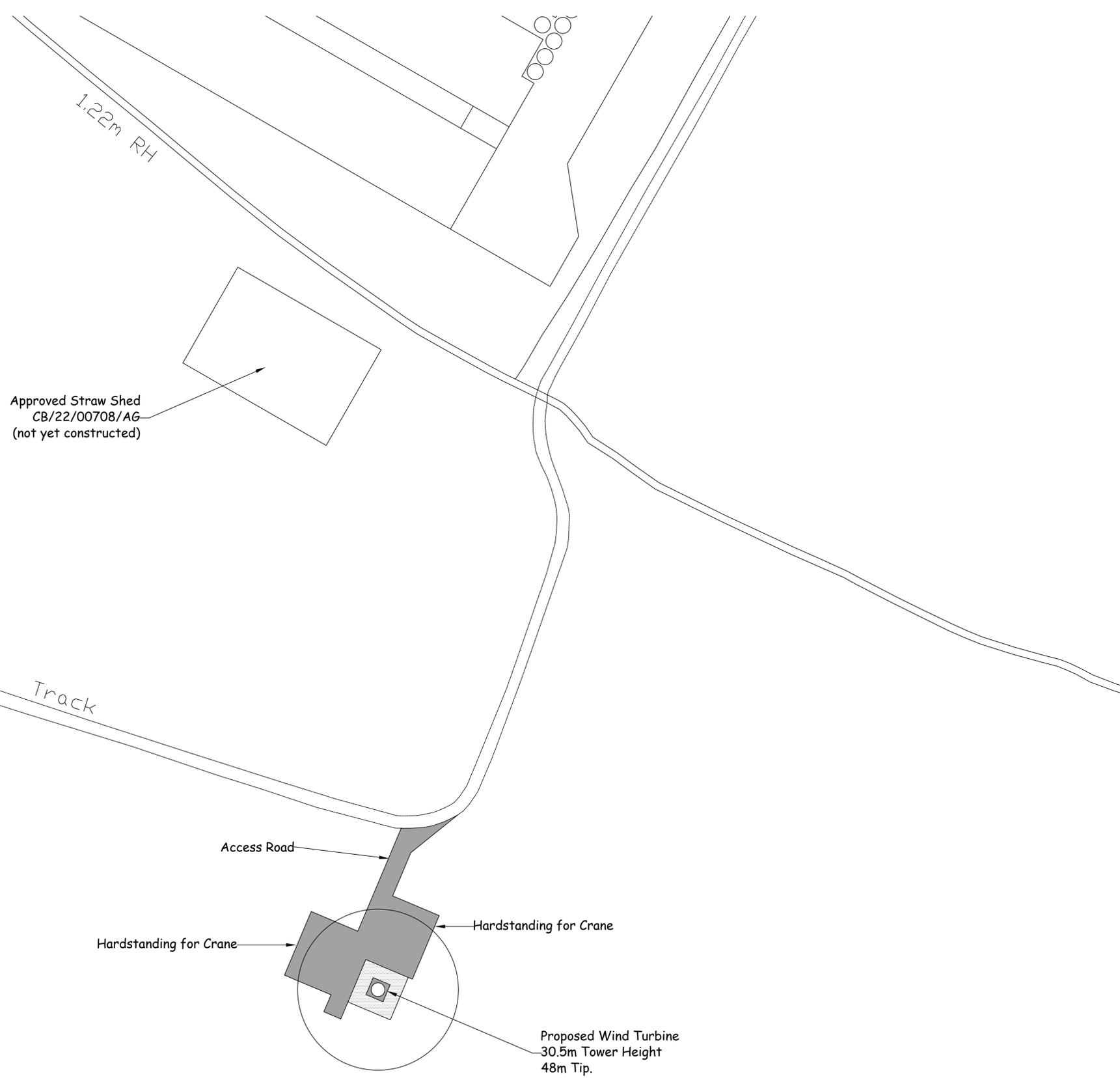
DWG. NUMBER
IP/LFP/01

DATE
July 22

REV
-



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IAN PICK ASSOCIATES LTD
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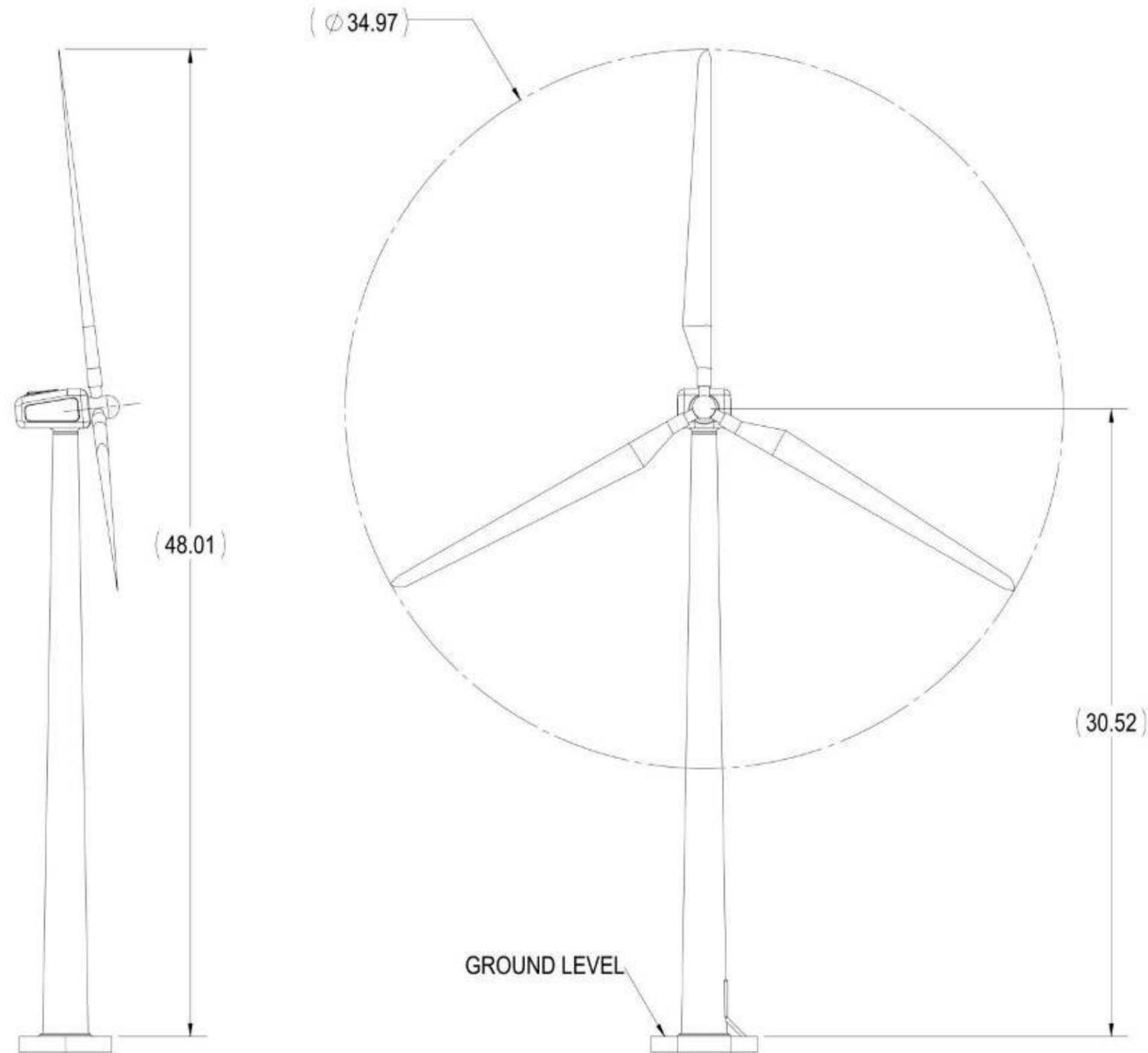
JOB TITLE
Proposed Wind Turbine

DWG. TITLE
Site Plan A1

SCALE 1=500	DRN IP
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DWG. NUMBER
IP/LFP/02

DATE July 22	REV -
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DO NOT SCALE DRAWING	
UNLESS OTHERWISE SPECIFIED	
<ul style="list-style-type: none"> • ALL DIMENSIONS ARE IN METERS. • DIMENSIONING AND TOLERANCING AS PER ASME Y14.5M-1994. • DIMENSIONAL LIMITS APPLY AFTER FINISH. 	
MATERIAL	SCALE
	1:250



NOTE:
DIMENSIONS APPROXIMATE AND PROVIDED FOR PLANNING
PURPOSE ONLY.

REV.	PAGE	DESCRIPTION	DATE	ASSIGNEE	ECO
1		Initial Release	25/Feb/2014	DS	2012

Development Management

Central Bedfordshire Council

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



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

Contact Planning Appeals
Email planning.appeals@centralbedfordshire.gov.uk
Case Ref CB/EN/22/0081
Date 07 September 2022

Dear Mr Tarrant,

CBC Enforcement number: CB/EN/22/0081

Site Address: 65 and 69 High Street, Biggleswade, SG18 0JH

Alleged breach: Erection of shutters on ground floor shop fronts

Appellant's name: Biggleswade Liberal Club Association

Appeal reference: APP/P0240/C/22/3305758 & APP/P0240/C/22/3305823

Appeal start date: 06 September 2022

TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 174

This letter is to advise you that an appeal has been made to the Secretary of State against an enforcement notice issued by Central Bedfordshire Council on 01 August 2022 relating to 65 and 69 High Street, Biggleswade, SG18 0JH. The Enforcement Notice alleged a breach of planning control on the land - Erection of shutters on ground floor shop fronts.

All details relating to this Enforcement Notice and all appeal documents can be found on our website:

<http://cbstor.centralbedfordshire.gov.uk/box/publicSearch/publicSearch.html>

Enter the full CBC Enforcement number as shown above in the Search by Case Number box.

The Planning Inspector has confirmed that this appeal will be dealt with via the Written Representations process.

If you wish to make comments, you can do so on the Planning Inspectorate website at www.gov.uk/appeal-planning-decision/comment-on-an-appeal or by sending an email to teame3@planninginspectorate.gov.uk. If you do not have access to the internet you can send three copies to The Planning Inspectorate, Room 3B, Eagle Wing, Temple Quay House, 2 The Square, Bristol, BS1 6PN quoting their reference, which is APP/P0240/C/22/3305758 & APP/P0240/C/22/3305823. The Planning Inspectorate does not acknowledge representations. **Please do not write to me.**

All representations must be received by 18 October 2022. Any representations submitted after the deadline will not usually be considered. The Planning Inspectorate does not acknowledge representations.

Please note that any representations you submit to the Planning inspectorate will be copied to the appellant and this local planning authority and they will be considered by the Inspector when determining the appeal.

The Planning Inspectorate does not acknowledge representations.

If you submit comments and then subsequently wish to withdraw them, you should make this request to the Planning Inspectorate by the date above.

You can view and download the Planning Inspectorate's guidance "taking part in an appeal" from the Planning Inspectorate website at

www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal

When made, the decision will be published on the Planning Inspectorate's website <https://acp.planninginspectorate.gov.uk> and on the Council's website as above.

Yours sincerely,

Rebecca Clark
Planning Enforcement Officer

Development Management

Central Bedfordshire Council

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



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

Contact Joanna Baker
Direct Dial 0300 300 6990
Email planning@centralbedfordshire.gov.uk
Your Ref
Date 19 August 2022

Dear Mr Tarrant,

Application No: CB/TRE/22/00445

Proposal: Works to trees protected by Tree Preservation Order MB/09/00002/T5: reduce overall crown height of front Sycamore Tree by 2.5m and laterally by 1m as needed. Side branches over hanging garage to be shortened and thinned where appropriate.

Location: 17 Ivel Gardens, Biggleswade, SG18 0AN

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

If you wish to comment on the application, please do so in writing by **09 September 2022** quoting the above application number.

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

Yours sincerely,

Joanna Baker
Tree and Landscape Officer

Development Management

Central Bedfordshire Council

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



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

Contact Joanna Baker
Direct Dial 0300 300 6990
Email planning@centralbedfordshire.gov.uk
Your Ref
Date 16 September 2022

Dear Mr Tarrant,

Application No: CB/TCA/22/00494
Proposal: Works to a trees within the Conservation Area: remove 4 Leylandii Trees G1 to the front and remove Oak Tree T1 to the rear
Location: Beaumont Park Nursing Home, Shortmead Street, Biggleswade, SG18 0AT

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

If you wish to comment on the application, please do so in writing by **07 October 2022** quoting the above application number.

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

Yours sincerely,

Joanna Baker
Tree and Landscape Officer

OUTCOME OF CBC DETERMINED PLANNING					
Address	Application No.	Committee date	BTC Decision	Description	Central Beds Outcome/DATE
2019					
Biggleswade, Land North of	19/04301/OUT	14/01/2020	Strongly Object - does not comply with NPPF and various other comments made against the Applicant	Outline Application: planning permission with all matters reserved except for access for the development of the land situated north of Biggleswade, east of the ECML railway to provide for up to 406 dwellings including affordable housing; green infrastructure accommodating landscaping, allotments, community orchard, public open space, children's playspace; new roads, car parking, cycleways and footways; associated infrastructure; including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.	Awaiting Decision
Biggleswade, Land North of	19/02827/PAPC	08/09/2020	Strongly Object - For reasons set out in previous corresp Council also agreed that Cllr G Fage would be appointed to represent BTC and to speak at the Development Management Committee Meeting. It was resolved that the draft letter be approved, and that letter and the previous letter of objection be sent to the named planning officer and to the general planning address. Further, that a shorter version be circulated to Members of the CBC Development Management Committee for information.	Development Brief relating to residential scheme of around 400 dwellings at land north of Biggleswade, with access taken from Furzenhall Road.	No details as at 05/07/2022. PAPC applications are Private enquiries submitted before Planning Applications and only available to the Applicant/Agent that submitted them
Biggleswade, Land North of	19/04301/OUT	24/08/2021	Separate correspondence for this application has been sent to the Planning Officer, Nikolas Smith, as agreed with Council. Strongly Object - Due to: 1) Inadequate access to the site. 2) Severe Highways impact at Sun Street/Shortmead Street junction. 3) Severe Highways impact at Drove Road/London Road junction. 4) Exaggeration of site sustainability. 5) Reduction in Public Rights of Way. 6) Disruption to irreplaceable Archaeology.	Outline Application: planning permission with all matters reserved except for the development of the land situated north of Biggleswade, east of the ECML railway to provide for up to 416 dwellings including affordable housing; green infrastructure accommodating landscaping, allotments, community orchard, public open space, children's play space; new roads, car parking, cycleways and footways; associated infrastructure, including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.	Awaiting Decision
Dunton Lane, Stratton Park Drive	19/02839/VOC	08/10/2019	No Objection	Variation of Condition no.1 on Planning Permission MB/83/456 "Renewal of Planning Permission for caravan park on a permanent basis" to state that the total number of caravans shall not exceed twenty-two at any time.	Awaiting Decision

2020					
Biggleswade Road, Land East of	20/00959/OUT	28/04/2020	No Objection - provided the following points are considered: 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive be reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities be provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to the A1.	Outline application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,bc,B2, B8) up to 5ha of primary school development (class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61 ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities. Subject to Environmental statement.	See Below
Biggleswade Road, Land East of	20/00959/OUT	11/08/2020	As above.	Outline application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,bc,B2, B8) up to 5ha of primary school development (class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61 ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities.	See Below
Biggleswade Road, Land East of	20/00959/OUT	13/10/2020	No Objection - provided the following points are considered: 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive be reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities be provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to the A1.	Outline Application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,b,c, B2, B8) up to 5ha of primary school development (Class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities. Subject to Environmental statement.	Awaiting Decision
Church Street, Asda Store	20/03923/VOC	10/11/2020	No Objection - provided that all lorry delivery hours not changed.	Variation of condition 3 of appeal decision APP/P0240/A/12/2185842 (Redevelopment for construction of retail store with catering facilities, bakery, pharmacy, dry cleaners, crèche and associated level parking for 363 cars, store serving and access arrangements (all matters reserve except siting and means of access). Change of opening hours.	Awaiting Decision
2021					
Shortmead Street, 130	21/02886/FULL	21/09/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. Also, 1) Clarification of the extent of F1(a) use is required; 2) To limit education use of the premises to current use; 3) There are concerns about the limited parking.	Change of Use of a building from the existing mixed E(a) and Sui generis (hot food takeaway; A5), to primarily E(a) Use Class with an ancillary E use class and F1(a) educational use.	Awaiting Decision

2022					
Dells Lane, 3	22/02437/FULL	23/08/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Car port width to be extended, from the width of the existing car port to right hand side of driveway, existing car port to remain, to allow side by side parking of vehicles.	Awaiting Decision
Eagle Farm Road, Hinder Hyde	22/03144/FULL	23/08/2022	No Objection to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Two (2) storey rear extension, single storey side extension and alterations to garage including new pitched roof.	Awaiting Decision
Eldon Way, Units 7&8	22/03064/FULL	23/08/2022	No Objection to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Raising of roof height by 250mm to install over clad insulation	Awaiting Decision
High Street, 19A	22/03012/FULL	23/08/2022	Town Council OBJECTS to the planning application for extraction system on the following grounds: <ul style="list-style-type: none"> •Visual impact within the conservation area. •Nearest Noise Sensitive Receptor (residential property) - only 3 metres from the outlet of the flue and the flue passes immediately beside the property. •The business will be operating 11-11 Monday-Sunday 7 days a week which is highly intrusive for adjacent residents. •Noise level forecasts provided are for a new extraction system. Noise typically increases rapidly with age and this has not been considered. •Requests that CBC enforce the parking restrictions on the High Street from 11am to 11pm 7 days a week as per operating hours of the business. •That this is called into Development Management Committee. <p>It was RESOLVED to write to CBC that the Town Council believes the application is misleading as the applicant are likely to be operating mostly as a takeaway, and therefore the operator needs to apply for and obtain a change of use to Sui Generis before they commence trading. Should the applicant open business without obtaining a change of use, it is likely there will be a planning violation. This can be evidenced from the small size of the restaurant and the contents of their website: https://www.caprinospizza.co.uk/content.aspx?franchising, per the image below, that describes the business as "a young successful UK pizza delivery/take-away chain".</p>	Extraction system for pizza restaurant (Class E) in building, formerly a shop (Class E). 	Awaiting Decision
Land to the South of the waste transfer site, Cow Close	22/02342/FULL	12/07/2022	It was RESOLVED that the Town Council has an OBJECTION to this planning application due to the following grounds: <ol style="list-style-type: none"> 1.The site is not allocated for development in the Local Plan and is outside the settlement envelope. 2.It encroaches on a rural area which prevents coalescence between Biggleswade and Langford and establishes a precedent for development in this area. 3.It is not clear what temporary means and how long this might be for, although 10 years is mentioned in the Planning Statement. Might the site be required longer term for monitoring or maintenance of the Train Control System? 4.The excess traffic which will be generated on Langford Road and through either Biggleswade or Langford. <p>The Council further requests that, if this application is recommended for approval, a planning condition is applied that, within ten years, the development is removed and</p>	Development of a 24/7 'light-touch' temporary 'depot' to include a single-storey modular build office and welfare facility, a single storey store and workshop along with associated parking, refuse and service yard areas.	Awaiting Decision
Laburnham Road, 57	22/03124/FULL	23/08/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Two storey rear/side extension to replace existing conservatory	Awaiting Decision

Langford Road, The Club House	22/00196/FULL	22/02/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Erection of 12 no. 12 metre high floodlight columns with associated lighting units.	Awaiting Decision
Land to North of Lindsell's level crossing	22/02881/DOC	09/08/2022	It was RESOLVED that the Town Council STRONGLY OBJECTS to the discharge of Planning Condition 3 on the revised plan and demand that Network Rail are obliged to implement the landscaping as per the plan approved at Development Management Committee in order to mitigate the visual impact of the bridge.	Discharge of Condition 3 against planning permission CB/21/02168/FULL Construction of new ramped and stepped bridleway bridge to facilitate the closure of Lindsell's level crossing; formation of new bridleway to western side of railway and associated works. Details have been received to discharge condition(s) listed below to this planning permission. 3 No Development shall take place until a detailed planting and landscaping scheme, which seeks to mitigate satisfactorily the visual impact of the bridge on the landscape, as well as a landscape management plan (which includes consideration of the need for irrigation of the planting) and final design have been submitted to and approved in writing by the Local Planning Authority. The approved soft landscaping scheme shall be implemented in full by the end of the full planting season immediately following the completion and/or first use of the development (a full planting season means the period from October to March). The trees, shrubs and grass shall subsequently be maintained in accordance with the approved landscape maintenance scheme for a minimum period of 5 years and any which die or are destroyed during this period shall be replaced during the next planting season. Reason: To screen the development and reduce the impact the proposal would have on the character and appearance of the area (Section 12 and 15, NPPF).	Link to separate letter
London Road, Unit E, A1 Retail Park	22/03121/VOC	23/08/2022	Town Council STRONGLY OBJECTS to the variation of condition for Unit B. The original condition was put in place to protect the town centre and should stand.	Variation of Condition 20 of planning permission CB/14/01181/VOC (Variation of Condition 20 of planning application No. CB/14/01109/VOC dated 11/06/2014 to allow up to 5% of the ground floor area of any one single unit only to be used for the sale of food and to allow a pharmacy to operate from part of the unit. Wording of the condition to be amended to:" The development hereby approved for the units referred to as A, B, D, E, F, G, H, J, K, L, M, N, P, Homebase, 1 & 2 as shown on plan no. 8659 P02 Revision W shall be used for A1 (retail) but shall not be used for the sale of food, as a post office, for the sale of tickets, as a travel agency, for hairdressing, for the direction of funerals, for the reception of goods to be washed, cleaned or repaired, as an internet café where the primary purpose of the premises is to provide facilities for enabling members of the public to access the internet or as a pharmacy, except for Unit B, which can be in part used as a pharmacy and can sell food in up to 5% of its total ground floor area") - The variation is to increase the range of permitted goods that can be sold from the premises to facilitate reoccupation of the floorspace by incoming tenant, Poundland.	Awaiting Decision
Potton Road, Land at former Scaffolding Depot	22/02691/FULL	08/09/2022	It was RESOLVED that the Town Council OBJECTS to this planning application as•The traffic impact on Furzenhall Road and Potton Road. •There are too many dwellings hence overdevelopment. •Loss of residential parking on Winston Crescent. •Properties would be very close to the railways line which will lead to noise pollution for residents. The Town Council notes that the Highways Officer has objected.	Erection of ten dwellings and the conversion of an existing building into two one bed flats.	Awaiting Decision

Salcombe Close, Land West	22/01990/FULL	28/06/2022	It was RESOLVED that the Town Council would like to PROVISIONALLY OBJECT to this planning application pending provision of the following information: 1) further information is required on the sizing of mounds and elevations in the play area; 2) the potential effect of the proposed lighting on the existing neighbours on Sale Mews; and 3) information on why the CCTV is not under variations to conditions.	Flatten the existing mounds in the play area, install lighting columns, and improve the perimeter fence.	Awaiting Decision
Shortmead Cottage, Shortmead Lane	22/01860/FULL	28/06/2022	It was RESOLVED that the Town Council has NO OBJECTION to this planning application.	Erection of new dwelling with a detached annexe.	Awaiting Decision
Shortmead Street, 32	22/02606/FULL	26/07/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Replacement agricultural building.	Awaiting Decision
Shortmead Street, 46	22/01519/LB	14/06/2022	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations subject to the following: 1) That there is support from Conservation Officers 2) That the Council recognises that this shop is reverting back to a house in an area that is outside of the town centre conservation policy.	Conversion from shop to 2 residential dwellings.	Awaiting Decision
Shortmead Street, 46	22/01520/FULL	14/06/2022	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations subject to the following: 1) That there is support from Conservation Officers 2) That the Council recognises that this shop is reverting back to a house in an area that is outside of the town centre conservation policy.	Listed building: Conversion from shop to 2 residential dwellings and internal alterations.	Awaiting Decision
Potton Road, Land at former Scaffolding Depot	22/02691/FULL	08/09/2022	It was RESOLVED that the Town Council OBJECTS to this planning application as*The traffic impact on Furzenhall Road and Potton Road. •There are too many dwellings hence overdevelopment. •Loss of residential parking on Winston Crescent. •Properties would be very close to the railways line which will lead to noise pollution for residents. The Town Council notes that the Highways Officer has objected.	Erection of ten dwellings and the conversion of an existing building into two one bed flats.	Awaiting Decision
The Avenue, 8	22/03013/FULL	09/08/2022	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that there is no loss of parking on the driveway and that the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	First floor extension over existing garage. Two storey rear extension with dual hipped roof. Single storey rear extension.	Awaiting Decision

22/08/2022

Biggleswade Town Council

Item 10ai Detailed Balance Sheet

14:04

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2022

Page 1

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	OP'L F/H LAND & BUILDINGS	1,813,044	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	<u>2,954,224</u>	<u>1,286,597</u>	1,667,627
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	19,955		
100	DEBTORS - TOWN COUNCIL	2,053		
102	DEBTORS - PITCH HIRE	315		
103	DEBTORS - ORCHARD CENTRE	1,090		
105	VAT REFUNDS	23,521		
202	LLOYDS CURRENT BANK A/C	328,084		
204	LLOYDS SALARY A/C	4,292		
210	PETTY CASH	182		
224	PUBLIC SECTOR DEPOSIT	385,000		
	Total Current Assets		764,491	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	28,220		
505	HALL DEPOSIT	300		
510	ACCRUALS	18,000		
515	PAYE & NI DUE	14,170		
525	ALLOTMENT DEPOSITS	4,350		
530	INC IN ADVANCE - COMMUTED	19,600		
	Total Current Liabilities		<u>84,640</u>	
	Net Current Assets			679,850
	Total Assets less Current Liabilities			<u>2,347,477</u>
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	101,416		
	Total Long Term Liabilities		<u>101,416</u>	
	Total Assets less Total Liabilities			<u>2,246,061</u>
	<u>Represented by :-</u>			
301	CURRENT YEAR FUND	215,296		
310	GENERAL RESERVE	347,326		
349	ROLLING CAPITAL FUND	97,273		
350	CAPITAL FINANCING RESERVE	1,311,801		
451	DEF'D GRANTS APPLIED	613,175		
452	DEF'D GRANTS W/BACK	(338,810)		
	Total Equity			<u>2,246,061</u>

22/08/2022

Biggleswade Town Council

Item 10aii Summary Inc & Exp

14:04

Summary Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

Page 1

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
Finance & General Purposes									
101	B'SWADE MAGISTRATES COURT	Expenditure	1,655	12,537	25,889	13,352	13,352	48.4%	
108	GRANTS (INCL S137)	Expenditure	0	16,644	32,767	16,123	16,123	50.8%	
109	CAPITAL EXPENDITURE	Expenditure	0	56,331	72,427	16,096	16,096	77.8%	
111	CORPORATE MANAGEMENT	Income	500	713,506	1,424,171	710,665		50.1%	
		Expenditure	0	460	5,000	4,540	4,540	9.2%	
	Movement to/(from) Gen Reserve		<u>500</u>	<u>713,046</u>					
112	DEMOCRATIC REP'N & MGMT	Expenditure	97	3,296	12,710	9,414	1,450	7,964	37.3%
113	CIVIC ACTIVITIES & EXPENSES	Income	340	(93)	0	93		0.0%	
		Expenditure	79	169	2,500	2,331	178	2,153	13.9%
	Movement to/(from) Gen Reserve		<u>261</u>	<u>(262)</u>					
115	ORCHARD COMMUNITY CENTRE	Income	3,227	10,056	32,500	22,444		30.9%	
		Expenditure	8,269	29,026	108,054	79,028	79,028	26.9%	
	Movement to/(from) Gen Reserve		<u>(5,043)</u>	<u>(18,970)</u>					
901	CENTRAL SERVICES	Income	0	1,000	0	(1,000)		0.0%	
		Expenditure	45,434	228,551	674,894	446,343	6,227	440,116	34.8%
	Movement to/(from) Gen Reserve		<u>(45,434)</u>	<u>(227,551)</u>					
	Finance & General Purposes Income		<u>4,066</u>	<u>724,469</u>	<u>1,456,671</u>	<u>732,203</u>		<u>49.7%</u>	
	Expenditure		<u>55,534</u>	<u>347,016</u>	<u>934,241</u>	<u>587,225</u>	<u>7,855</u>	<u>579,370</u>	<u>38.0%</u>
	Movement to/(from) Gen Reserve		<u>(51,468)</u>	<u>377,453</u>					

Summary Income & Expenditure by Budget Heading 31/07/2022

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Public Land & Open Spaces</u>								
102 ALLOTMENTS	Income	53	35	9,500	9,465			0.4%
	Expenditure	645	1,133	1,415	282	1,381	(1,099)	177.7%
	Movement to/(from) Gen Reserve	<u>(592)</u>	<u>(1,097)</u>					
104 BURIAL GROUNDS	Income	5,350	14,738	21,000	6,262			70.2%
	Expenditure	853	2,180	13,700	11,520	1	11,518	15.9%
	Movement to/(from) Gen Reserve	<u>4,497</u>	<u>12,558</u>					
210 GENERAL	Expenditure	0	0	5,000	5,000		5,000	0.0%
212 RECREATION GROUNDS	Income	776	6,344	10,000	3,656			63.4%
	Expenditure	1,849	9,583	51,100	41,517	1,305	40,212	21.3%
	Movement to/(from) Gen Reserve	<u>(1,073)</u>	<u>(3,239)</u>					
902 PUBLIC REALM	Expenditure	27,023	105,420	312,982	207,562	15,160	192,403	38.5%
903 DEPOT	Expenditure	22,476	48,796	73,000	24,204	38	24,166	66.9%
904 REPAIRS & MAINTENANCE	Expenditure	580	1,567	13,611	12,044		12,044	11.5%
	Public Land & Open Spaces Income	<u>6,179</u>	<u>21,118</u>	<u>40,500</u>	<u>19,382</u>			<u>52.1%</u>
	Expenditure	<u>53,427</u>	<u>168,679</u>	<u>470,808</u>	<u>302,129</u>	<u>17,885</u>	<u>284,243</u>	<u>39.6%</u>
	Movement to/(from) Gen Reserve	<u>(47,248)</u>	<u>(147,561)</u>					

Summary Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Town Centre Management								
105	CAR PARKS							
	Income	3,008	12,152	28,000	15,848			43.4%
	Expenditure	2,692	20,629	75,400	54,771	5,295	49,476	34.4%
	Movement to/(from) Gen Reserve	<u>316</u>	<u>(8,476)</u>					
106	MARKET							
	Income	1,292	5,950	17,800	11,850			33.4%
	Expenditure	1,684	6,574	21,722	15,148		15,148	30.3%
	Movement to/(from) Gen Reserve	<u>(392)</u>	<u>(624)</u>					
107	TOWN CENTRE GENERAL							
	Expenditure	(25,216)	(1,230)	48,350	49,580	3,874	45,705	5.5%
110	PUBLIC CONVENIENCES							
	Income	0	0	3,250	3,250			0.0%
	Expenditure	3,615	6,724	19,250	12,526	1,700	10,826	43.8%
	Movement to/(from) Gen Reserve	<u>(3,615)</u>	<u>(6,724)</u>					
	Town Centre Management Income	<u>4,300</u>	<u>18,103</u>	<u>49,050</u>	<u>30,947</u>			<u>36.9%</u>
	Expenditure	<u>(17,225)</u>	<u>32,698</u>	<u>164,722</u>	<u>132,024</u>	<u>10,869</u>	<u>121,155</u>	<u>26.4%</u>
	Movement to/(from) Gen Reserve	<u>21,525</u>	<u>(14,595)</u>					
	Grand Totals:- Income	14,545	763,689	1,546,221	782,532			49.4%
	Expenditure	91,736	548,393	1,569,771	1,021,378	36,610	984,769	37.3%
	Net Income over Expenditure	<u>(77,191)</u>	<u>215,296</u>	<u>(23,550)</u>	<u>(238,846)</u>			
	Movement to/(from) Gen Reserve	<u>(77,191)</u>	<u>215,296</u>					

22/08/2022

Biggleswade Town Council

Item 10a iii Detailed Inc & Exp

14:03

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

Page 1

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 B'SWADE MAGISTRATES COURT</u>								
4011 RATES	1,211	4,858	14,600	9,742		9,742	33.3%	
4015 GAS	0	2,621	4,000	1,379		1,379	65.5%	
4036 PROPERTY MAINTENANCE	0	962	2,000	1,038		1,038	48.1%	
4042 EQUIPT MAINT/REPAIR	0	600	500	(100)		(100)	120.0%	
4104 REFUSE COLLECTION	86	295	1,200	905		905	24.6%	
4110 FIRE PRECAUTIONS	0	2,195	1,989	(206)		(206)	110.3%	
4134 SECURITY/CCTV	358	1,007	1,600	593		593	62.9%	
B'SWADE MAGISTRATES COURT :- Indirect Expenditure	1,655	12,537	25,889	13,352	0	13,352	48.4%	0
Net Expenditure	<u>(1,655)</u>	<u>(12,537)</u>	<u>(25,889)</u>	<u>(13,352)</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 ALLOTMENTS</u>								
1087 INC-ALLOTMENTS	53	35	9,500	9,465			0.4%	
ALLOTMENTS :- Income	53	35	9,500	9,465			0.4%	0
4013 RENT	0	233	465	233		233	50.0%	
4037 GROUNDS MAINTENANCE	70	180	0	(180)	661	(841)	0.0%	
4047 MATERIALS/TOOLS	285	285	0	(285)		(285)	0.0%	
4067 PEST CONTROL	290	435	750	315	720	(405)	154.0%	
4104 REFUSE COLLECTION	0	0	200	200		200	0.0%	
ALLOTMENTS :- Indirect Expenditure	645	1,133	1,415	282	1,381	(1,099)	177.7%	0
Net Income over Expenditure	(592)	(1,097)	8,085	9,182				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 BURIAL GROUNDS</u>								
1084 INC-BURIAL FEES	5,350	14,738	20,000	5,262			73.7%	
1097 INC-MEMORIALS	0	0	1,000	1,000			0.0%	
BURIAL GROUNDS :- Income	<u>5,350</u>	<u>14,738</u>	<u>21,000</u>	<u>6,262</u>			<u>70.2%</u>	<u>0</u>
4011 RATES	401	1,607	6,000	4,393		4,393	26.8%	
4012 WATER RATES	49	73	200	127		127	36.3%	
4014 ELECTRICITY	56	149	500	351		351	29.8%	
4036 PROPERTY MAINTENANCE	208	208	7,000	6,793		6,793	3.0%	
4067 PEST CONTROL	71	71	0	(71)		(71)	0.0%	
4092 Card Processing Fees	5	9	0	(9)		(9)	0.0%	
4173 S/W CEMETERY LANDSCAPING	64	64	0	(64)	1	(65)	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	<u>853</u>	<u>2,180</u>	<u>13,700</u>	<u>11,520</u>	<u>1</u>	<u>11,518</u>	<u>15.9%</u>	<u>0</u>
Net Income over Expenditure	<u>4,497</u>	<u>12,558</u>	<u>7,300</u>	<u>(5,258)</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>105 CAR PARKS</u>								
1088 INC-CAR PARKING FEES	1,667	7,228	22,000	14,772			32.9%	
1089 INC - PARKING PERMITS WORK	208	2,676	3,000	324			89.2%	
1189 INC-PARKING PERMITS RES	1,132	2,248	3,000	752			74.9%	
CAR PARKS :- Income	<u>3,008</u>	<u>12,152</u>	<u>28,000</u>	<u>15,848</u>			<u>43.4%</u>	<u>0</u>
4011 RATES	2,177	8,707	27,900	19,193		19,193	31.2%	
4013 RENT	1	1	0	(1)		(1)	0.0%	
4023 STATIONERY	0	0	500	500		500	0.0%	
4038 MAINTENANCE CONTRACT	0	1,129	10,000	8,871	5,295	3,576	64.2%	
4042 EQUIPT MAINT/REPAIR	500	1,035	0	(1,035)		(1,035)	0.0%	
4092 Card Processing Fees	15	341	1,000	659		659	34.1%	
4126 CAR PARK LEASE	0	9,234	36,000	26,766		26,766	25.7%	
4128 EQUIPMENT	0	182	0	(182)		(182)	0.0%	
CAR PARKS :- Indirect Expenditure	<u>2,692</u>	<u>20,629</u>	<u>75,400</u>	<u>54,771</u>	<u>5,295</u>	<u>49,476</u>	<u>34.4%</u>	<u>0</u>
Net Income over Expenditure	<u>316</u>	<u>(8,476)</u>	<u>(47,400)</u>	<u>(38,924)</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>106 MARKET</u>								
1082 INC-LETTINGS	0	0	300	300			0.0%	
1085 INC-TUESDAY MARKET RENTS	275	1,356	3,500	2,144			38.7%	
1086 INC-SATURDAY MARKET RENTS	1,017	4,594	14,000	9,406			32.8%	
MARKET :- Income	<u>1,292</u>	<u>5,950</u>	<u>17,800</u>	<u>11,850</u>			<u>33.4%</u>	<u>0</u>
4002 EMPLOYERS N.I	16	66	224	158		158	29.3%	
4003 EMPLOYERS SUPERANN.	232	930	2,768	1,838		1,838	33.6%	
4004 MARKET STAFF	867	3,468	10,330	6,862		6,862	33.6%	
4011 RATES	432	1,724	5,400	3,676		3,676	31.9%	
4014 ELECTRICITY	136	387	1,000	613		613	38.7%	
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	<u>1,684</u>	<u>6,574</u>	<u>21,722</u>	<u>15,148</u>	<u>0</u>	<u>15,148</u>	<u>30.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(392)</u>	<u>(624)</u>	<u>(3,922)</u>	<u>(3,298)</u>				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
107 TOWN CENTRE GENERAL								
4001 STAFF SALARIES	2,733	11,598	0	(11,598)		(11,598)	0.0%	
4002 EMPLOYERS N.I	297	1,289	0	(1,289)		(1,289)	0.0%	
4003 EMPLOYERS SUPERANN.	732	3,108	0	(3,108)		(3,108)	0.0%	
4007 HEALTH & SAFETY	0	96	0	(96)		(96)	0.0%	
4009 STAFF TRAVEL	8	8	0	(8)		(8)	0.0%	
4014 ELECTRICITY	0	92	0	(92)		(92)	0.0%	
4031 ADVERTISING	0	122	0	(122)	100	(222)	0.0%	
4036 PROPERTY MAINTENANCE	0	250	500	250		250	50.0%	
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%	
4044 TREES & PLANTS	0	3,211	0	(3,211)	1,314	(4,524)	0.0%	
4047 MATERIALS/TOOLS	0	9	0	(9)		(9)	0.0%	
4065 TC EVENTS (FESTIVAL)	0	2,803	0	(2,803)		(2,803)	0.0%	
4067 PEST CONTROL	0	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	0	480	0	(480)		(480)	0.0%	
4134 SECURITY/CCTV	0	374	0	(374)		(374)	0.0%	
4138 MARKET SQUARE EVENTS	13	2,085	5,000	2,915	81	2,835	43.3%	
4140 CHRISTMAS ACTIVITIES	0	0	7,000	7,000	2,380	4,620	34.0%	
4144 CCTV	0	2,195	41,000	38,805		38,805	5.4%	
4145 CHRISTMAS LIGHTS	0	0	22,000	22,000		22,000	0.0%	
4996 TFR FROM ROLLING CAPITAL FUND	(29,000)	(29,000)	(29,000)	0		0	100.0%	
TOWN CENTRE GENERAL :- Indirect Expenditure	(25,216)	(1,230)	48,350	49,580	3,874	45,705	5.5%	0
Net Expenditure	25,216	1,230	(48,350)	(49,580)				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>108 GRANTS (INCL S137)</u>								
4261 GRANTS UNDER OTHER POWERS	0	149	20,767	20,619		20,619	0.7%	
4264 Community Agent Grant	0	16,496	12,000	(4,496)		(4,496)	137.5%	
GRANTS (INCL S137) :- Indirect Expenditure	0	16,644	32,767	16,123	0	16,123	50.8%	0
Net Expenditure	0	(16,644)	(32,767)	(16,123)				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>109 CAPITAL EXPENDITURE</u>								
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	0	2,026	0	(2,026)		(2,026)	0.0%	
4900 ROLLING CAPITAL FUND ALLOC'N	0	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	0	(2,026)	0	2,026		2,026	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	0	56,331	72,427	16,096	0	16,096	77.8%	0
Net Expenditure	0	(56,331)	(72,427)	(16,096)				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 PUBLIC CONVENIENCES</u>								
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	415	224	2,000	1,776		1,776	11.2%	
4014 ELECTRICITY	0	0	1,000	1,000		1,000	0.0%	
4016 CLEANING COSTS	3,200	6,500	10,000	3,500	1,700	1,800	82.0%	
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	3,615	6,724	19,250	12,526	1,700	10,826	43.8%	0
Net Income over Expenditure	(3,615)	(6,724)	(16,000)	(9,276)				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>111 CORPORATE MANAGEMENT</u>								
1076 PRECEPT RECEIVED	0	712,086	1,423,751	711,665			50.0%	
1096 INTEREST RECEIVED	500	1,420	420	(1,000)			338.0%	
CORPORATE MANAGEMENT :- Income	<u>500</u>	<u>713,506</u>	<u>1,424,171</u>	<u>710,665</u>			<u>50.1%</u>	<u>0</u>
4057 AUDIT FEES	0	460	4,000	3,540		3,540	11.5%	
4110 FIRE PRECAUTIONS	0	0	1,000	1,000		1,000	0.0%	
CORPORATE MANAGEMENT :- Indirect Expenditure	<u>0</u>	<u>460</u>	<u>5,000</u>	<u>4,540</u>	<u>0</u>	<u>4,540</u>	<u>9.2%</u>	<u>0</u>
Net Income over Expenditure	<u>500</u>	<u>713,046</u>	<u>1,419,171</u>	<u>706,125</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>112 DEMOCRATIC REP'N & MGM'T</u>								
4024 SUBSCRIPTIONS	0	2,491	3,000	509	240	269	91.0%	
4082 NEIGHBOURHOOD PLAN	0	57	0	(57)		(57)	0.0%	
4085 COUNCIL WEBSITE	97	748	3,210	2,462	1,210	1,252	61.0%	
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	97	3,296	12,710	9,414	1,450	7,964	37.3%	0
Net Expenditure	(97)	(3,296)	(12,710)	(9,414)				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
113 CIVIC ACTIVITIES & EXPENSES								
1091 INC-MISCELLANEOUS	0	101	0	(101)			0.0%	
1300 INC-MAYORS CHARITY	340	(194)	0	194			0.0%	
CIVIC ACTIVITIES & EXPENSES :- Income	<u>340</u>	<u>(93)</u>	<u>0</u>	<u>93</u>				<u>0</u>
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	0	90	1,000	910	178	732	26.8%	
4180 CIVIC REGALIA REPAIRS ETC	79	79	250	171		171	31.6%	
CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure	<u>79</u>	<u>169</u>	<u>2,500</u>	<u>2,331</u>	<u>178</u>	<u>2,153</u>	<u>13.9%</u>	<u>0</u>
Net Income over Expenditure	<u>261</u>	<u>(262)</u>	<u>(2,500)</u>	<u>(2,238)</u>				

14:03

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>115 ORCHARD COMMUNITY CENTRE</u>								
1082 INC-LETTINGS	3,227	10,056	32,500	22,444			30.9%	
ORCHARD COMMUNITY CENTRE :- Income	<u>3,227</u>	<u>10,056</u>	<u>32,500</u>	<u>22,444</u>			<u>30.9%</u>	<u>0</u>
4001 STAFF SALARIES	4,919	17,650	59,817	42,167	42,167		29.5%	
4002 EMPLOYERS N.I	512	1,744	5,012	3,268	3,268		34.8%	
4003 EMPLOYERS SUPERANN.	1,318	4,730	16,031	11,301	11,301		29.5%	
4007 HEALTH & SAFETY	0	525	500	(25)	(25)		105.0%	
4009 STAFF TRAVEL	0	45	400	355	355		11.4%	
4011 RATES	0	0	6,200	6,200	6,200		0.0%	
4012 WATER RATES	137	215	240	25	25		89.7%	
4014 ELECTRICITY	184	247	9,000	8,753	8,753		2.7%	
4015 GAS	0	1,658	2,300	642	642		72.1%	
4016 CLEANING COSTS	539	688	2,100	1,412	1,412		32.8%	
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	430	874	1,000	126	126		87.4%	
4038 MAINTENANCE CONTRACT	0	0	1,700	1,700	1,700		0.0%	
4042 EQUIPT MAINT/REPAIR	230	230	1,500	1,270	1,270		15.3%	
4060 OFFICE EQUIPMENT	0	0	300	300	300		0.0%	
4081 Licences	0	0	600	600	600		0.0%	
4104 REFUSE COLLECTION	0	343	0	(343)	(343)		0.0%	
4128 EQUIPMENT	0	77	500	423	423		15.4%	
ORCHARD COMMUNITY CENTRE :- Indirect Expenditure	<u>8,269</u>	<u>29,026</u>	<u>108,054</u>	<u>79,028</u>	<u>0</u>	<u>79,028</u>	<u>26.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,043)</u>	<u>(18,970)</u>	<u>(75,554)</u>	<u>(56,584)</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<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)				

14:03

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>212 RECREATION GROUNDS</u>								
1081 INC-RENT	0	735	5,000	4,265			14.7%	
1083 INC-PITCH HIRE	776	5,609	5,000	(609)			112.2%	
RECREATION GROUNDS :- Income	<u>776</u>	<u>6,344</u>	<u>10,000</u>	<u>3,656</u>			<u>63.4%</u>	<u>0</u>
4011 RATES	378	1,517	4,700	3,183		3,183	32.3%	
4012 WATER RATES	242	732	11,500	10,768		10,768	6.4%	
4014 ELECTRICITY	274	1,159	9,000	7,841		7,841	12.9%	
4036 PROPERTY MAINTENANCE	0	0	0	0	825	(825)	0.0%	
4037 GROUNDS MAINTENANCE	280	1,970	7,000	5,030	107	4,924	29.7%	
4038 MAINTENANCE CONTRACT	575	2,302	8,000	5,698		5,698	28.8%	
4043 FENCING & GATES	0	0	2,000	2,000	366	1,634	18.3%	
4044 TREES & PLANTS	0	800	1,500	700		700	53.3%	
4047 MATERIALS/TOOLS	0	0	0	0	7	(7)	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	0	775	200	(575)		(575)	387.6%	
4110 FIRE PRECAUTIONS	0	229	1,500	1,271		1,271	15.3%	
4114 LITTER BINS	0	0	1,500	1,500		1,500	0.0%	
4128 EQUIPMENT	100	100	2,000	1,900		1,900	5.0%	
4134 SECURITY/CCTV	0	0	500	500		500	0.0%	
RECREATION GROUNDS :- Indirect Expenditure	<u>1,849</u>	<u>9,583</u>	<u>51,100</u>	<u>41,517</u>	<u>1,305</u>	<u>40,212</u>	<u>21.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,073)</u>	<u>(3,239)</u>	<u>(41,100)</u>	<u>(37,861)</u>				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901 CENTRAL SERVICES								
1078 INC-MISC GRANTS	0	1,000	0	(1,000)			0.0%	
CENTRAL SERVICES :- Income	0	1,000	0	(1,000)				0
4001 STAFF SALARIES	24,308	103,066	384,830	281,764		281,764	26.8%	
4002 EMPLOYERS N.I	2,516	11,224	44,830	33,606		33,606	25.0%	
4003 EMPLOYERS SUPERANN.	4,714	18,970	79,894	60,924		60,924	23.7%	
4005 AGENCY STAFF	0	23,666	10,000	(13,666)		(13,666)	236.7%	
4007 HEALTH & SAFETY	158	328	2,800	2,472	163	2,309	17.5%	
4008 STAFF TRAINING	2,525	6,343	10,000	3,657		3,657	63.4%	
4009 STAFF TRAVEL	151	526	1,500	974		974	35.1%	
4010 MISC. STAFF COSTS	84	618	1,000	382		382	61.8%	
4012 WATER RATES	114	119	500	381		381	23.9%	
4014 ELECTRICITY	242	730	4,000	3,270		3,270	18.3%	
4016 CLEANING COSTS	1,040	2,422	7,500	5,078	520	4,558	39.2%	
4020 MISC. ESTABLISH.COST	98	119	250	132		132	47.4%	
4021 TELEPHONE & FAX	488	2,695	13,500	10,805		10,805	20.0%	
4022 POSTAGE	7	509	1,500	991		991	33.9%	
4023 STATIONERY	208	1,059	3,500	2,441	492	1,949	44.3%	
4025 INSURANCE	0	15,875	21,000	5,125		5,125	75.6%	
4026 COMPUTER	3,583	16,211	33,790	17,579		17,579	48.0%	
4027 PHOTOCOPIER	574	931	5,600	4,669		4,669	16.6%	
4030 ADVERTISING, RECRUITMENT	0	4,465	5,000	535	635	(100)	102.0%	
4031 ADVERTISING	522	1,799	2,900	1,101	2,597	(1,496)	151.6%	
4036 PROPERTY MAINTENANCE	133	628	0	(628)	275	(903)	0.0%	
4037 GROUNDS MAINTENANCE	0	0	0	0	225	(225)	0.0%	
4051 BANK CHARGES	191	731	2,000	1,269		1,269	36.6%	
4056 LEGAL EXPENSES	0	0	4,500	4,500		4,500	0.0%	
4058 PROFESSIONAL FEES	1,667	10,375	10,000	(375)	535	(910)	109.1%	
4059 CONSULTANCY	0	0	2,000	2,000		2,000	0.0%	
4060 OFFICE EQUIPMENT	97	97	1,000	903	118	786	21.4%	
4073 PAYROLL BUREAU FEES	1,059	559	5,000	4,441		4,441	11.2%	
4074 ACCOUNTANCY FEES	931	3,685	15,000	11,315		11,315	24.6%	
4081 Licences	0	0	0	0	111	(111)	0.0%	
4103 PROTECTIVE CLOTHING	0	0	0	0	59	(59)	0.0%	
4127 SIGNS	0	0	1,000	1,000		1,000	0.0%	
4128 EQUIPMENT	23	801	500	(301)	498	(799)	259.8%	
CENTRAL SERVICES :- Indirect Expenditure	45,434	228,551	674,894	446,343	6,227	440,116	34.8%	0
Net Income over Expenditure	(45,434)	(227,551)	(674,894)	(447,343)				

14:03

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>902 PUBLIC REALM</u>								
4001 STAFF SALARIES	17,468	68,687	199,305	130,618		130,618	34.5%	
4002 EMPLOYERS N.I	1,602	6,515	18,595	12,080		12,080	35.0%	
4003 EMPLOYERS SUPERANN.	3,607	11,207	47,307	36,100		36,100	23.7%	
4007 HEALTH & SAFETY	0	0	0	0	16	(16)	0.0%	
4008 STAFF TRAINING	0	0	0	0	3	(3)	0.0%	
4009 STAFF TRAVEL	72	173	0	(173)		(173)	0.0%	
4014 ELECTRICITY	86	(217)	1,200	1,417		1,417	(18.1%)	
4017 JANITORIAL MATERIALS	155	155	0	(155)		(155)	0.0%	
4023 STATIONERY	0	0	100	100		100	0.0%	
4025 INSURANCE	0	5,423	300	(5,123)		(5,123)	1807.6%	
4030 ADVERTISING, RECRUITMENT	517	1,159	0	(1,159)		(1,159)	0.0%	
4037 GROUNDS MAINTENANCE	28	28	0	(28)	14,223	(14,251)	0.0%	
4041 EQUIPMENT HIRE	349	349	1,000	651		651	34.9%	
4042 EQUIPT MAINT/REPAIR	100	333	2,000	1,667	74	1,594	20.3%	
4044 TREES & PLANTS	0	100	10,500	10,400	44	10,356	1.4%	
4046 VEHICLE LEASING	487	2,974	10,000	7,026		7,026	29.7%	
4047 MATERIALS/TOOLS	98	918	0	(918)	375	(1,292)	0.0%	
4048 VEHICLE MAINT/REPAIR	81	942	10,000	9,058	414	8,644	13.6%	
4049 VEHICLE FUEL	2,005	2,921	8,000	5,079		5,079	36.5%	
4050 VEHICLE TAX	0	385	675	290		290	57.0%	
4100 FERT./SEEDS/WEEDKILL	0	0	700	700		700	0.0%	
4103 PROTECTIVE CLOTHING	368	1,166	2,500	1,334	11	1,323	47.1%	
4119 SKIP HIRE	0	700	800	100		100	87.5%	
4128 EQUIPMENT	0	1,502	0	(1,502)		(1,502)	0.0%	
PUBLIC REALM :- Indirect Expenditure	27,023	105,420	312,982	207,562	15,160	192,403	38.5%	0
Net Expenditure	(27,023)	(105,420)	(312,982)	(207,562)				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>903 DEPOT</u>								
4007 HEALTH & SAFETY	0	131	0	(131)		(131)	0.0%	
4011 RATES	21,776	21,776	16,000	(5,776)		(5,776)	136.1%	
4012 WATER RATES	67	(683)	1,500	2,183		2,183	(45.5%)	
4013 RENT	0	27,412	50,000	22,588		22,588	54.8%	
4014 ELECTRICITY	0	(831)	2,500	3,331		3,331	(33.3%)	
4015 GAS	0	283	1,500	1,217		1,217	18.9%	
4020 MISC. ESTABLISH.COST	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	0	75	0	(75)		(75)	0.0%	
4042 EQUIPT MAINT/REPAIR	0	0	1,000	1,000		1,000	0.0%	
4047 MATERIALS/TOOLS	0	0	0	0	38	(38)	0.0%	
4104 REFUSE COLLECTION	634	634	0	(634)		(634)	0.0%	
DEPOT :- Indirect Expenditure	22,476	48,796	73,000	24,204	38	24,166	66.9%	0
Net Expenditure	(22,476)	(48,796)	(73,000)	(24,204)				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>904 REPAIRS & MAINTENANCE</u>								
4042 EQUIPT MAINT/REPAIR	580	1,567	13,611	12,044		12,044	11.5%	
REPAIRS & MAINTENANCE :- Indirect Expenditure	<u>580</u>	<u>1,567</u>	<u>13,611</u>	<u>12,044</u>	<u>0</u>	<u>12,044</u>	<u>11.5%</u>	<u>0</u>
Net Expenditure	<u>(580)</u>	<u>(1,567)</u>	<u>(13,611)</u>	<u>(12,044)</u>				
Grand Totals:- Income	14,545	763,689	1,546,221	782,532			49.4%	
Expenditure	91,736	548,393	1,569,771	1,021,378	36,610	984,769	37.3%	
Net Income over Expenditure	<u>(77,191)</u>	<u>215,296</u>	<u>(23,550)</u>	<u>(238,846)</u>				
Movement to/(from) Gen Reserve	<u>(77,191)</u>	<u>215,296</u>						

Date: 22/08/2022

Biggleswade Town Council

Item 10aiv Payment Listing

Time: 14:06

Lloyds Current A/C

List of Payments made between 01/07/2022 and 31/07/2022

Page 1

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2022	CF Corporate Finance Limited	Std Ord	440.40		SHARP MX3061-copier lease rent
04/07/2022	Indeed-Advertising	DC	417.09		Indeed-Advertising
04/07/2022	Indeed-Advertising	DC	100.00		Indeed-Advertising
05/07/2022	Auditing Solutions Ltd	202272	1,104.00		Final Internal Audit 21/22
05/07/2022	Beds Compressor Service Ltd	202261	93.60		Repair air compressor
05/07/2022	Bedfordshire Growers Limited	202267	120.00		Compost
05/07/2022	JDH Interiors Ltd	202262	160.00		Supply and fit blind to office
05/07/2022	Bradders Ltd	202263	894.00		Repair cylinder and pipework
05/07/2022	CoolerAid Ltd	202260	37.20		Bottled water for Depot
05/07/2022	DCK Accounting Solutions Ltd	202273	1,367.06		Accounting services - June 202
05/07/2022	Enterprise Personnel Ltd	202264	2,070.83		Temporary Senior Admin
05/07/2022	Essential Safety Wear Ltd	202265	386.17		Protective clothing for Realm
05/07/2022	J R GOLDTHORPE & SON	202266	8.95		Waxed line for flag pole
05/07/2022	Harrier Office Supplies Ltd	202268	157.92		Office supplies
05/07/2022	Hire or Buy Group Ltd	202275	304.29		Barreto Tiller
05/07/2022	Parallel HR Ltd	202269	396.00		HR Services - June 2022
05/07/2022	Parkes Print & Design	202270	325.00		Brochures and artwork
05/07/2022	The Play Inspection Company Lt	202271	768.00		Training & inspection exam
05/07/2022	R & C Hyett	202274	2,080.00		Cleaning Old Ct Hse - June 22
05/07/2022	Safe I.S. Ltd	202276	274.80		Fire Risk Assessment - Drove R
05/07/2022	Satchells Estate Agents	202277	240.00		EPC report on Workshop
05/07/2022	Shaw & Sons Ltd	202278	211.20		Register of graves book
05/07/2022	SLCC Enterprises Ltd	202279	42.00		GDPR training - Helen
05/07/2022	Smart Platform Rental Ltd	202280	498.00		Cherry Picker to remove Buntin
05/07/2022	Tim's Digital	202282	90.00		Website Development
05/07/2022	Turfcare Leisure Services Ltd	202281	690.47		Bowling Green care - July 22
05/07/2022	Unison	202283	11.50		397-Unison Fees June 22
05/07/2022	Veolia UK Ltd	202284	100.70		waste removal Orchard - Feb 22
05/07/2022	Zurich Assurance Ltd	202285	17,066.97		Rent - Eldon Way Jun-Sep 22
05/07/2022	Arthur Ibbett Limited	202286	245.98		Weed killer
05/07/2022	Central Bedfordshire Council	Std Ord	4,599.00		Rates 22/23
05/07/2022	Flowbird Smart City UK Ltd	000488	289.63		monthly office services May22
05/07/2022	Zurich Assurance Ltd	CNXL202285	-17,066.97		P/Ledger Electronic Payment
05/07/2022	Zurich Assurance Ltd	BACS	17,066.97		P/Ledger Electronic Payment
06/07/2022	Jeanette Stevens	000489	50.00		Stevens Allot 21B Deposit refu
07/07/2022	DBS Check	DC	18.00		DBS Check
11/07/2022	BNP Paribus	Std Ord	584.17		Isuzu Truck LN69 XVL
11/07/2022	The Right Fuelcard Company Lim	DD01	3.60		P/Ledger Electronic Payment
11/07/2022	Node IT Solutions Ltd	DD02	62.40		FortiSwitch - June 2022
11/07/2022	Node IT Solutions Ltd	DD03	158.98		Zoom subscription - July 22
11/07/2022	Node IT Solutions Ltd	DD04	211.20		Manasged Networking - June 22
11/07/2022	Node IT Solutions Ltd	DD05	444.00		Leased Line Rental - July 22
11/07/2022	Node IT Solutions Ltd	DD06	3,391.39		Computer & Broadband June 2022
12/07/2022	Osso Gas - OSSO1107	DD07	484.05		P/Ledger Electronic Payment
12/07/2022	Osso Gas OSSO1108	DD08	497.04		P/Ledger Electronic Payment
12/07/2022	HM Land Registry	DC	21.00		HM Land Registry
14/07/2022	Lloyds Salary A/C	Tfr	66,062.61		Top-Up Salary Account

List of Payments made between 01/07/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/07/2022	Brown & Co - Property & Busine	BACS01	1.00		Annual rent Dan Albone Car Pk
14/07/2022	Sloane & Sons	BACS02	249.00		508-Oval garden bench-Memorial
15/07/2022	Integrating Solutions Limited	DD09	248.60		Photocopier support - June 22
15/07/2022	Lex Autolease Ltd	DD10	410.64		Rental of Isuzu June 22
15/07/2022	Amazon	DC01	34.00		P/Ledger Electronic Payment
15/07/2022	DBS Checking	DC	18.00		DBS Checking
15/07/2022	Amazon	DC01	-34.00		P/Ledger Electronic Payment
15/07/2022	WH Smith	DC	34.00		Ref book
18/07/2022	British Telecommunications PLC	DD11	585.22		phone bill June 2022
18/07/2022	Fuel Genie DDR	DD12	1,263.41		Fuel card 1 - 30 June 2022
18/07/2022	Service charge payable	CHRG	141.18		Service charge payable
18/07/2022	Amazon	DC02	22.09		P/Ledger Electronic Payment
18/07/2022	Amazon	DC03	39.49		P/Ledger Electronic Payment
19/07/2022	Anglian Water Business Ltd. (N	DD13	25.08		Water bill 2 Apr - 1 Jul 2022
19/07/2022	Anglian Water Business Ltd. (N	DD14	40.89		water bill 5 April - 4 July 22
20/07/2022	Anglian Water Business Ltd. (N	DD15	23.44		Water bill 2 Apr- 1 Jul 2022
20/07/2022	citrusHR Limited	DD16	69.00		HR 15/07 - 14/08/22
20/07/2022	AIB Merchant Services	DD17	92.92		484-Car park card fee
20/07/2022	Anglian Water Business Ltd. (N	DD18	201.01		Water bill 4 Apr - 3 Jul 2022
20/07/2022	Amazon	DC	15.95		639-Cemetery plaque
21/07/2022	Anglian Water Business Ltd. (N	DD19	40.89		Water bill 2 Apr - 1 Jul 2022
21/07/2022	Anglian Water Business Ltd. (N	DD20	113.53		Water bill 05 Apr - 20 Jul 22
21/07/2022	Anglian Water Business Ltd. (N	DD21	374.38		water bill 5 Apr - 4 Jul 2022
25/07/2022	EE - DDR	DD22	391.69		P/Ledger Electronic Payment
25/07/2022	McVeigh Parker & Co Ltd	DC	342.04		water trough for allotments
26/07/2022	ADT Fire & Security plc	202287	429.65		Intruder Alarm 12/7 - 11/10/22
26/07/2022	AMF Services (Bedford) Ltd	202288	816.84		Roughcut mower-Maintenance
26/07/2022	ATOMIC PEST CONTROL	202289	360.00		wasps nest plot 40
26/07/2022	Avado Learning Limited	202290	2,932.50		HC - CIPD associate diploma
26/07/2022	Beds Bulletin Ltd	202291	261.00		Advertising in Beds Bulletin
26/07/2022	L. Bennett & Son Ltd	202292	31.07		engine oil
26/07/2022	Bradders Ltd	202293	300.00		Service boiler at Orchard Ctr
26/07/2022	Chubb Fire & Security Ltd	202294	153.29		Fire service contract
26/07/2022	Contego Services Ltd	202295	90.00		Asbestos report - old depot
26/07/2022	Henlow Building Supplies	202296	2,051.77		483-Baileys topsoil bulk bag
26/07/2022	Huxley Electrical Services	202297	410.00		Replace faulty timelock at OC
26/07/2022	F D O'Dell & Sons Ltd	202298	419.00		Waste disposal skip - Bowls Cl
26/07/2022	OccHealth Direct Ltd	202299	140.00		phone consultation
26/07/2022	Professional Pest Management	202300	90.00		final inspection & end contrac
26/07/2022	Peninsula Business Services Li	202301	37.09		EAP services
26/07/2022	Rialtas Business Solutions Ltd	202302	1,670.40		509-Rialtas annual subs 22/23
26/07/2022	Hire or Buy Group Ltd	202303	70.43		strimmer repair
26/07/2022	Tim's Digital	202304	116.40		VPS hosting - July
26/07/2022	Tudor Environmental	202305	186.48		Bin liners box of 200 x 12
26/07/2022	Unit Clean	202306	646.80		Ladies hygiene unit-Annual
26/07/2022	Veolia UK Ltd	202307	81.06		Refuse collection June 2022
26/07/2022	The Weatherley Centre Ltd	202308	97.50		510-Room hire for Committee

List of Payments made between 01/07/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/07/2022	H Ramsey	000491	97.50		Reimburse room hire
28/07/2022	Anglian Water Business Ltd. (N	DD	148.51		486-Water King reach 12Apr/Jul
29/07/2022	Jessica Lewis	FPO	40.00		Refund ORC2298
29/07/2022	S Lowe	FPO	20.00		Refund OPC2299
29/07/2022	Williams	FPO	25.00		ORC2296 Refund
29/07/2022	Baines	FPO	20.00		ORC2322 Refund

		Total Payments	<u>124,064.94</u>		
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20/09/2022

Biggleswade Town Council

Item 10bi Detailed Bal Sheet

14:37

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 31/08/2022

Page 1

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	OP'L F/H LAND & BUILDINGS	1,813,044	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	<u>2,954,224</u>	<u>1,286,597</u>	1,667,627
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	19,955		
100	DEBTORS - TOWN COUNCIL	2,085		
102	DEBTORS - PITCH HIRE	315		
103	DEBTORS - ORCHARD CENTRE	1,837		
105	VAT REFUNDS	6,886		
202	LLOYDS CURRENT BANK A/C	227,033		
204	LLOYDS SALARY A/C	15,368		
210	PETTY CASH	331		
224	PUBLIC SECTOR DEPOSIT	385,000		
	Total Current Assets		658,810	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	14,613		
505	HALL DEPOSIT	200		
515	PAYE & NI DUE	14,822		
525	ALLOTMENT DEPOSITS	4,400		
530	INC IN ADVANCE - COMMUTED	19,600		
	Total Current Liabilities		<u>53,635</u>	
	Net Current Assets			605,175
	Total Assets less Current Liabilities			<u>2,272,802</u>
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	101,416		
	Total Long Term Liabilities		<u>101,416</u>	
	Total Assets less Total Liabilities			<u>2,171,385</u>
	<u>Represented by :-</u>			
301	CURRENT YEAR FUND	140,620		
310	GENERAL RESERVE	347,326		
349	ROLLING CAPITAL FUND	97,273		
350	CAPITAL FINANCING RESERVE	1,311,801		
451	DEF'D GRANTS APPLIED	613,175		
452	DEF'D GRANTS W/BACK	(338,810)		
	Total Equity			<u>2,171,385</u>

22/08/2022

Biggleswade Town Council

Item 10aii Summary Inc & Exp

14:04

Summary Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

Page 1

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
Finance & General Purposes									
101	B'SWADE MAGISTRATES COURT	Expenditure	1,655	12,537	25,889	13,352	13,352	48.4%	
108	GRANTS (INCL S137)	Expenditure	0	16,644	32,767	16,123	16,123	50.8%	
109	CAPITAL EXPENDITURE	Expenditure	0	56,331	72,427	16,096	16,096	77.8%	
111	CORPORATE MANAGEMENT	Income	500	713,506	1,424,171	710,665		50.1%	
		Expenditure	0	460	5,000	4,540	4,540	9.2%	
	Movement to/(from) Gen Reserve		<u>500</u>	<u>713,046</u>					
112	DEMOCRATIC REP'N & MGMT	Expenditure	97	3,296	12,710	9,414	1,450	7,964	37.3%
113	CIVIC ACTIVITIES & EXPENSES	Income	340	(93)	0	93		0.0%	
		Expenditure	79	169	2,500	2,331	178	2,153	13.9%
	Movement to/(from) Gen Reserve		<u>261</u>	<u>(262)</u>					
115	ORCHARD COMMUNITY CENTRE	Income	3,227	10,056	32,500	22,444		30.9%	
		Expenditure	8,269	29,026	108,054	79,028	79,028	26.9%	
	Movement to/(from) Gen Reserve		<u>(5,043)</u>	<u>(18,970)</u>					
901	CENTRAL SERVICES	Income	0	1,000	0	(1,000)		0.0%	
		Expenditure	45,434	228,551	674,894	446,343	6,227	440,116	34.8%
	Movement to/(from) Gen Reserve		<u>(45,434)</u>	<u>(227,551)</u>					
	Finance & General Purposes Income		<u>4,066</u>	<u>724,469</u>	<u>1,456,671</u>	<u>732,203</u>			49.7%
	Expenditure		<u>55,534</u>	<u>347,016</u>	<u>934,241</u>	<u>587,225</u>	<u>7,855</u>	<u>579,370</u>	38.0%
	Movement to/(from) Gen Reserve		<u>(51,468)</u>	<u>377,453</u>					

Summary Income & Expenditure by Budget Heading 31/07/2022

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Public Land & Open Spaces</u>								
102 ALLOTMENTS	Income	53	35	9,500	9,465			0.4%
	Expenditure	645	1,133	1,415	282	1,381	(1,099)	177.7%
	Movement to/(from) Gen Reserve	<u>(592)</u>	<u>(1,097)</u>					
104 BURIAL GROUNDS	Income	5,350	14,738	21,000	6,262			70.2%
	Expenditure	853	2,180	13,700	11,520	1	11,518	15.9%
	Movement to/(from) Gen Reserve	<u>4,497</u>	<u>12,558</u>					
210 GENERAL	Expenditure	0	0	5,000	5,000		5,000	0.0%
212 RECREATION GROUNDS	Income	776	6,344	10,000	3,656			63.4%
	Expenditure	1,849	9,583	51,100	41,517	1,305	40,212	21.3%
	Movement to/(from) Gen Reserve	<u>(1,073)</u>	<u>(3,239)</u>					
902 PUBLIC REALM	Expenditure	27,023	105,420	312,982	207,562	15,160	192,403	38.5%
903 DEPOT	Expenditure	22,476	48,796	73,000	24,204	38	24,166	66.9%
904 REPAIRS & MAINTENANCE	Expenditure	580	1,567	13,611	12,044		12,044	11.5%
	Public Land & Open Spaces Income	<u>6,179</u>	<u>21,118</u>	<u>40,500</u>	<u>19,382</u>			<u>52.1%</u>
	Expenditure	<u>53,427</u>	<u>168,679</u>	<u>470,808</u>	<u>302,129</u>	<u>17,885</u>	<u>284,243</u>	<u>39.6%</u>
	Movement to/(from) Gen Reserve	<u>(47,248)</u>	<u>(147,561)</u>					

Summary Income & Expenditure by Budget Heading 31/07/2022

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Town Centre Management</u>								
105	CAR PARKS							
	Income	3,008	12,152	28,000	15,848			43.4%
	Expenditure	2,692	20,629	75,400	54,771	5,295	49,476	34.4%
	Movement to/(from) Gen Reserve	<u>316</u>	<u>(8,476)</u>					
106	MARKET							
	Income	1,292	5,950	17,800	11,850			33.4%
	Expenditure	1,684	6,574	21,722	15,148		15,148	30.3%
	Movement to/(from) Gen Reserve	<u>(392)</u>	<u>(624)</u>					
107	TOWN CENTRE GENERAL							
	Expenditure	(25,216)	(1,230)	48,350	49,580	3,874	45,705	5.5%
110	PUBLIC CONVENIENCES							
	Income	0	0	3,250	3,250			0.0%
	Expenditure	3,615	6,724	19,250	12,526	1,700	10,826	43.8%
	Movement to/(from) Gen Reserve	<u>(3,615)</u>	<u>(6,724)</u>					
	Town Centre Management Income	<u>4,300</u>	<u>18,103</u>	<u>49,050</u>	<u>30,947</u>			<u>36.9%</u>
	Expenditure	<u>(17,225)</u>	<u>32,698</u>	<u>164,722</u>	<u>132,024</u>	<u>10,869</u>	<u>121,155</u>	<u>26.4%</u>
	Movement to/(from) Gen Reserve	<u>21,525</u>	<u>(14,595)</u>					
	Grand Totals:- Income	14,545	763,689	1,546,221	782,532			49.4%
	Expenditure	91,736	548,393	1,569,771	1,021,378	36,610	984,769	37.3%
	Net Income over Expenditure	<u>(77,191)</u>	<u>215,296</u>	<u>(23,550)</u>	<u>(238,846)</u>			
	Movement to/(from) Gen Reserve	<u>(77,191)</u>	<u>215,296</u>					

22/08/2022

Biggleswade Town Council

Item 10a iii Detailed Inc & Exp

14:03

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

Page 1

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 B'SWADE MAGISTRATES COURT</u>								
4011 RATES	1,211	4,858	14,600	9,742		9,742	33.3%	
4015 GAS	0	2,621	4,000	1,379		1,379	65.5%	
4036 PROPERTY MAINTENANCE	0	962	2,000	1,038		1,038	48.1%	
4042 EQUIPT MAINT/REPAIR	0	600	500	(100)		(100)	120.0%	
4104 REFUSE COLLECTION	86	295	1,200	905		905	24.6%	
4110 FIRE PRECAUTIONS	0	2,195	1,989	(206)		(206)	110.3%	
4134 SECURITY/CCTV	358	1,007	1,600	593		593	62.9%	
B'SWADE MAGISTRATES COURT :- Indirect Expenditure	1,655	12,537	25,889	13,352	0	13,352	48.4%	0
Net Expenditure	<u>(1,655)</u>	<u>(12,537)</u>	<u>(25,889)</u>	<u>(13,352)</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 ALLOTMENTS</u>								
1087 INC-ALLOTMENTS	53	35	9,500	9,465			0.4%	
ALLOTMENTS :- Income	53	35	9,500	9,465			0.4%	0
4013 RENT	0	233	465	233		233	50.0%	
4037 GROUNDS MAINTENANCE	70	180	0	(180)	661	(841)	0.0%	
4047 MATERIALS/TOOLS	285	285	0	(285)		(285)	0.0%	
4067 PEST CONTROL	290	435	750	315	720	(405)	154.0%	
4104 REFUSE COLLECTION	0	0	200	200		200	0.0%	
ALLOTMENTS :- Indirect Expenditure	645	1,133	1,415	282	1,381	(1,099)	177.7%	0
Net Income over Expenditure	(592)	(1,097)	8,085	9,182				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 BURIAL GROUNDS</u>								
1084 INC-BURIAL FEES	5,350	14,738	20,000	5,262			73.7%	
1097 INC-MEMORIALS	0	0	1,000	1,000			0.0%	
BURIAL GROUNDS :- Income	<u>5,350</u>	<u>14,738</u>	<u>21,000</u>	<u>6,262</u>			<u>70.2%</u>	<u>0</u>
4011 RATES	401	1,607	6,000	4,393		4,393	26.8%	
4012 WATER RATES	49	73	200	127		127	36.3%	
4014 ELECTRICITY	56	149	500	351		351	29.8%	
4036 PROPERTY MAINTENANCE	208	208	7,000	6,793		6,793	3.0%	
4067 PEST CONTROL	71	71	0	(71)		(71)	0.0%	
4092 Card Processing Fees	5	9	0	(9)		(9)	0.0%	
4173 S/W CEMETERY LANDSCAPING	64	64	0	(64)	1	(65)	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	<u>853</u>	<u>2,180</u>	<u>13,700</u>	<u>11,520</u>	<u>1</u>	<u>11,518</u>	<u>15.9%</u>	<u>0</u>
Net Income over Expenditure	<u>4,497</u>	<u>12,558</u>	<u>7,300</u>	<u>(5,258)</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>105 CAR PARKS</u>								
1088 INC-CAR PARKING FEES	1,667	7,228	22,000	14,772			32.9%	
1089 INC - PARKING PERMITS WORK	208	2,676	3,000	324			89.2%	
1189 INC-PARKING PERMITS RES	1,132	2,248	3,000	752			74.9%	
CAR PARKS :- Income	<u>3,008</u>	<u>12,152</u>	<u>28,000</u>	<u>15,848</u>			<u>43.4%</u>	<u>0</u>
4011 RATES	2,177	8,707	27,900	19,193		19,193	31.2%	
4013 RENT	1	1	0	(1)		(1)	0.0%	
4023 STATIONERY	0	0	500	500		500	0.0%	
4038 MAINTENANCE CONTRACT	0	1,129	10,000	8,871	5,295	3,576	64.2%	
4042 EQUIPT MAINT/REPAIR	500	1,035	0	(1,035)		(1,035)	0.0%	
4092 Card Processing Fees	15	341	1,000	659		659	34.1%	
4126 CAR PARK LEASE	0	9,234	36,000	26,766		26,766	25.7%	
4128 EQUIPMENT	0	182	0	(182)		(182)	0.0%	
CAR PARKS :- Indirect Expenditure	<u>2,692</u>	<u>20,629</u>	<u>75,400</u>	<u>54,771</u>	<u>5,295</u>	<u>49,476</u>	<u>34.4%</u>	<u>0</u>
Net Income over Expenditure	<u>316</u>	<u>(8,476)</u>	<u>(47,400)</u>	<u>(38,924)</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>106 MARKET</u>								
1082 INC-LETTINGS	0	0	300	300			0.0%	
1085 INC-TUESDAY MARKET RENTS	275	1,356	3,500	2,144			38.7%	
1086 INC-SATURDAY MARKET RENTS	1,017	4,594	14,000	9,406			32.8%	
MARKET :- Income	<u>1,292</u>	<u>5,950</u>	<u>17,800</u>	<u>11,850</u>			<u>33.4%</u>	<u>0</u>
4002 EMPLOYERS N.I	16	66	224	158		158	29.3%	
4003 EMPLOYERS SUPERANN.	232	930	2,768	1,838		1,838	33.6%	
4004 MARKET STAFF	867	3,468	10,330	6,862		6,862	33.6%	
4011 RATES	432	1,724	5,400	3,676		3,676	31.9%	
4014 ELECTRICITY	136	387	1,000	613		613	38.7%	
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	<u>1,684</u>	<u>6,574</u>	<u>21,722</u>	<u>15,148</u>	<u>0</u>	<u>15,148</u>	<u>30.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(392)</u>	<u>(624)</u>	<u>(3,922)</u>	<u>(3,298)</u>				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
107 TOWN CENTRE GENERAL								
4001 STAFF SALARIES	2,733	11,598	0	(11,598)		(11,598)	0.0%	
4002 EMPLOYERS N.I	297	1,289	0	(1,289)		(1,289)	0.0%	
4003 EMPLOYERS SUPERANN.	732	3,108	0	(3,108)		(3,108)	0.0%	
4007 HEALTH & SAFETY	0	96	0	(96)		(96)	0.0%	
4009 STAFF TRAVEL	8	8	0	(8)		(8)	0.0%	
4014 ELECTRICITY	0	92	0	(92)		(92)	0.0%	
4031 ADVERTISING	0	122	0	(122)	100	(222)	0.0%	
4036 PROPERTY MAINTENANCE	0	250	500	250		250	50.0%	
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%	
4044 TREES & PLANTS	0	3,211	0	(3,211)	1,314	(4,524)	0.0%	
4047 MATERIALS/TOOLS	0	9	0	(9)		(9)	0.0%	
4065 TC EVENTS (FESTIVAL)	0	2,803	0	(2,803)		(2,803)	0.0%	
4067 PEST CONTROL	0	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	0	480	0	(480)		(480)	0.0%	
4134 SECURITY/CCTV	0	374	0	(374)		(374)	0.0%	
4138 MARKET SQUARE EVENTS	13	2,085	5,000	2,915	81	2,835	43.3%	
4140 CHRISTMAS ACTIVITIES	0	0	7,000	7,000	2,380	4,620	34.0%	
4144 CCTV	0	2,195	41,000	38,805		38,805	5.4%	
4145 CHRISTMAS LIGHTS	0	0	22,000	22,000		22,000	0.0%	
4996 TFR FROM ROLLING CAPITAL FUND	(29,000)	(29,000)	(29,000)	0		0	100.0%	
TOWN CENTRE GENERAL :- Indirect Expenditure	(25,216)	(1,230)	48,350	49,580	3,874	45,705	5.5%	0
Net Expenditure	25,216	1,230	(48,350)	(49,580)				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>108 GRANTS (INCL S137)</u>								
4261 GRANTS UNDER OTHER POWERS	0	149	20,767	20,619		20,619	0.7%	
4264 Community Agent Grant	0	16,496	12,000	(4,496)		(4,496)	137.5%	
GRANTS (INCL S137) :- Indirect Expenditure	0	16,644	32,767	16,123	0	16,123	50.8%	0
Net Expenditure	0	(16,644)	(32,767)	(16,123)				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>109 CAPITAL EXPENDITURE</u>								
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	0	2,026	0	(2,026)		(2,026)	0.0%	
4900 ROLLING CAPITAL FUND ALLOC'N	0	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	0	(2,026)	0	2,026		2,026	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	0	56,331	72,427	16,096	0	16,096	77.8%	0
Net Expenditure	0	(56,331)	(72,427)	(16,096)				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 PUBLIC CONVENIENCES</u>								
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	415	224	2,000	1,776		1,776	11.2%	
4014 ELECTRICITY	0	0	1,000	1,000		1,000	0.0%	
4016 CLEANING COSTS	3,200	6,500	10,000	3,500	1,700	1,800	82.0%	
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	3,615	6,724	19,250	12,526	1,700	10,826	43.8%	0
Net Income over Expenditure	(3,615)	(6,724)	(16,000)	(9,276)				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>111 CORPORATE MANAGEMENT</u>								
1076 PRECEPT RECEIVED	0	712,086	1,423,751	711,665			50.0%	
1096 INTEREST RECEIVED	500	1,420	420	(1,000)			338.0%	
CORPORATE MANAGEMENT :- Income	<u>500</u>	<u>713,506</u>	<u>1,424,171</u>	<u>710,665</u>			<u>50.1%</u>	<u>0</u>
4057 AUDIT FEES	0	460	4,000	3,540		3,540	11.5%	
4110 FIRE PRECAUTIONS	0	0	1,000	1,000		1,000	0.0%	
CORPORATE MANAGEMENT :- Indirect Expenditure	<u>0</u>	<u>460</u>	<u>5,000</u>	<u>4,540</u>	<u>0</u>	<u>4,540</u>	<u>9.2%</u>	<u>0</u>
Net Income over Expenditure	<u>500</u>	<u>713,046</u>	<u>1,419,171</u>	<u>706,125</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>112 DEMOCRATIC REP'N & MGM'T</u>								
4024 SUBSCRIPTIONS	0	2,491	3,000	509	240	269	91.0%	
4082 NEIGHBOURHOOD PLAN	0	57	0	(57)		(57)	0.0%	
4085 COUNCIL WEBSITE	97	748	3,210	2,462	1,210	1,252	61.0%	
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	97	3,296	12,710	9,414	1,450	7,964	37.3%	0
Net Expenditure	(97)	(3,296)	(12,710)	(9,414)				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
113 CIVIC ACTIVITIES & EXPENSES								
1091 INC-MISCELLANEOUS	0	101	0	(101)			0.0%	
1300 INC-MAYORS CHARITY	340	(194)	0	194			0.0%	
CIVIC ACTIVITIES & EXPENSES :- Income	<u>340</u>	<u>(93)</u>	<u>0</u>	<u>93</u>				<u>0</u>
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	0	90	1,000	910	178	732	26.8%	
4180 CIVIC REGALIA REPAIRS ETC	79	79	250	171		171	31.6%	
CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure	<u>79</u>	<u>169</u>	<u>2,500</u>	<u>2,331</u>	<u>178</u>	<u>2,153</u>	<u>13.9%</u>	<u>0</u>
Net Income over Expenditure	<u>261</u>	<u>(262)</u>	<u>(2,500)</u>	<u>(2,238)</u>				

14:03

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
115 ORCHARD COMMUNITY CENTRE								
1082 INC-LETTINGS	3,227	10,056	32,500	22,444			30.9%	
ORCHARD COMMUNITY CENTRE :- Income	<u>3,227</u>	<u>10,056</u>	<u>32,500</u>	<u>22,444</u>			<u>30.9%</u>	<u>0</u>
4001 STAFF SALARIES	4,919	17,650	59,817	42,167	42,167		29.5%	
4002 EMPLOYERS N.I	512	1,744	5,012	3,268	3,268		34.8%	
4003 EMPLOYERS SUPERANN.	1,318	4,730	16,031	11,301	11,301		29.5%	
4007 HEALTH & SAFETY	0	525	500	(25)	(25)		105.0%	
4009 STAFF TRAVEL	0	45	400	355	355		11.4%	
4011 RATES	0	0	6,200	6,200	6,200		0.0%	
4012 WATER RATES	137	215	240	25	25		89.7%	
4014 ELECTRICITY	184	247	9,000	8,753	8,753		2.7%	
4015 GAS	0	1,658	2,300	642	642		72.1%	
4016 CLEANING COSTS	539	688	2,100	1,412	1,412		32.8%	
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	430	874	1,000	126	126		87.4%	
4038 MAINTENANCE CONTRACT	0	0	1,700	1,700	1,700		0.0%	
4042 EQUIPT MAINT/REPAIR	230	230	1,500	1,270	1,270		15.3%	
4060 OFFICE EQUIPMENT	0	0	300	300	300		0.0%	
4081 Licences	0	0	600	600	600		0.0%	
4104 REFUSE COLLECTION	0	343	0	(343)	(343)		0.0%	
4128 EQUIPMENT	0	77	500	423	423		15.4%	
ORCHARD COMMUNITY CENTRE :- Indirect Expenditure	<u>8,269</u>	<u>29,026</u>	<u>108,054</u>	<u>79,028</u>	<u>0</u>	<u>79,028</u>	<u>26.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,043)</u>	<u>(18,970)</u>	<u>(75,554)</u>	<u>(56,584)</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<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)				

14:03

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>212 RECREATION GROUNDS</u>								
1081 INC-RENT	0	735	5,000	4,265			14.7%	
1083 INC-PITCH HIRE	776	5,609	5,000	(609)			112.2%	
RECREATION GROUNDS :- Income	<u>776</u>	<u>6,344</u>	<u>10,000</u>	<u>3,656</u>			<u>63.4%</u>	<u>0</u>
4011 RATES	378	1,517	4,700	3,183		3,183	32.3%	
4012 WATER RATES	242	732	11,500	10,768		10,768	6.4%	
4014 ELECTRICITY	274	1,159	9,000	7,841		7,841	12.9%	
4036 PROPERTY MAINTENANCE	0	0	0	0	825	(825)	0.0%	
4037 GROUNDS MAINTENANCE	280	1,970	7,000	5,030	107	4,924	29.7%	
4038 MAINTENANCE CONTRACT	575	2,302	8,000	5,698		5,698	28.8%	
4043 FENCING & GATES	0	0	2,000	2,000	366	1,634	18.3%	
4044 TREES & PLANTS	0	800	1,500	700		700	53.3%	
4047 MATERIALS/TOOLS	0	0	0	0	7	(7)	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	0	775	200	(575)		(575)	387.6%	
4110 FIRE PRECAUTIONS	0	229	1,500	1,271		1,271	15.3%	
4114 LITTER BINS	0	0	1,500	1,500		1,500	0.0%	
4128 EQUIPMENT	100	100	2,000	1,900		1,900	5.0%	
4134 SECURITY/CCTV	0	0	500	500		500	0.0%	
RECREATION GROUNDS :- Indirect Expenditure	<u>1,849</u>	<u>9,583</u>	<u>51,100</u>	<u>41,517</u>	<u>1,305</u>	<u>40,212</u>	<u>21.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,073)</u>	<u>(3,239)</u>	<u>(41,100)</u>	<u>(37,861)</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901 CENTRAL SERVICES								
1078 INC-MISC GRANTS	0	1,000	0	(1,000)			0.0%	
CENTRAL SERVICES :- Income	0	1,000	0	(1,000)				0
4001 STAFF SALARIES	24,308	103,066	384,830	281,764		281,764	26.8%	
4002 EMPLOYERS N.I	2,516	11,224	44,830	33,606		33,606	25.0%	
4003 EMPLOYERS SUPERANN.	4,714	18,970	79,894	60,924		60,924	23.7%	
4005 AGENCY STAFF	0	23,666	10,000	(13,666)		(13,666)	236.7%	
4007 HEALTH & SAFETY	158	328	2,800	2,472	163	2,309	17.5%	
4008 STAFF TRAINING	2,525	6,343	10,000	3,657		3,657	63.4%	
4009 STAFF TRAVEL	151	526	1,500	974		974	35.1%	
4010 MISC. STAFF COSTS	84	618	1,000	382		382	61.8%	
4012 WATER RATES	114	119	500	381		381	23.9%	
4014 ELECTRICITY	242	730	4,000	3,270		3,270	18.3%	
4016 CLEANING COSTS	1,040	2,422	7,500	5,078	520	4,558	39.2%	
4020 MISC. ESTABLISH.COST	98	119	250	132		132	47.4%	
4021 TELEPHONE & FAX	488	2,695	13,500	10,805		10,805	20.0%	
4022 POSTAGE	7	509	1,500	991		991	33.9%	
4023 STATIONERY	208	1,059	3,500	2,441	492	1,949	44.3%	
4025 INSURANCE	0	15,875	21,000	5,125		5,125	75.6%	
4026 COMPUTER	3,583	16,211	33,790	17,579		17,579	48.0%	
4027 PHOTOCOPIER	574	931	5,600	4,669		4,669	16.6%	
4030 ADVERTISING, RECRUITMENT	0	4,465	5,000	535	635	(100)	102.0%	
4031 ADVERTISING	522	1,799	2,900	1,101	2,597	(1,496)	151.6%	
4036 PROPERTY MAINTENANCE	133	628	0	(628)	275	(903)	0.0%	
4037 GROUNDS MAINTENANCE	0	0	0	0	225	(225)	0.0%	
4051 BANK CHARGES	191	731	2,000	1,269		1,269	36.6%	
4056 LEGAL EXPENSES	0	0	4,500	4,500		4,500	0.0%	
4058 PROFESSIONAL FEES	1,667	10,375	10,000	(375)	535	(910)	109.1%	
4059 CONSULTANCY	0	0	2,000	2,000		2,000	0.0%	
4060 OFFICE EQUIPMENT	97	97	1,000	903	118	786	21.4%	
4073 PAYROLL BUREAU FEES	1,059	559	5,000	4,441		4,441	11.2%	
4074 ACCOUNTANCY FEES	931	3,685	15,000	11,315		11,315	24.6%	
4081 Licences	0	0	0	0	111	(111)	0.0%	
4103 PROTECTIVE CLOTHING	0	0	0	0	59	(59)	0.0%	
4127 SIGNS	0	0	1,000	1,000		1,000	0.0%	
4128 EQUIPMENT	23	801	500	(301)	498	(799)	259.8%	
CENTRAL SERVICES :- Indirect Expenditure	45,434	228,551	674,894	446,343	6,227	440,116	34.8%	0
Net Income over Expenditure	(45,434)	(227,551)	(674,894)	(447,343)				

14:03

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>902 PUBLIC REALM</u>								
4001 STAFF SALARIES	17,468	68,687	199,305	130,618		130,618	34.5%	
4002 EMPLOYERS N.I	1,602	6,515	18,595	12,080		12,080	35.0%	
4003 EMPLOYERS SUPERANN.	3,607	11,207	47,307	36,100		36,100	23.7%	
4007 HEALTH & SAFETY	0	0	0	0	16	(16)	0.0%	
4008 STAFF TRAINING	0	0	0	0	3	(3)	0.0%	
4009 STAFF TRAVEL	72	173	0	(173)		(173)	0.0%	
4014 ELECTRICITY	86	(217)	1,200	1,417		1,417	(18.1%)	
4017 JANITORIAL MATERIALS	155	155	0	(155)		(155)	0.0%	
4023 STATIONERY	0	0	100	100		100	0.0%	
4025 INSURANCE	0	5,423	300	(5,123)		(5,123)	1807.6%	
4030 ADVERTISING, RECRUITMENT	517	1,159	0	(1,159)		(1,159)	0.0%	
4037 GROUNDS MAINTENANCE	28	28	0	(28)	14,223	(14,251)	0.0%	
4041 EQUIPMENT HIRE	349	349	1,000	651		651	34.9%	
4042 EQUIPT MAINT/REPAIR	100	333	2,000	1,667	74	1,594	20.3%	
4044 TREES & PLANTS	0	100	10,500	10,400	44	10,356	1.4%	
4046 VEHICLE LEASING	487	2,974	10,000	7,026		7,026	29.7%	
4047 MATERIALS/TOOLS	98	918	0	(918)	375	(1,292)	0.0%	
4048 VEHICLE MAINT/REPAIR	81	942	10,000	9,058	414	8,644	13.6%	
4049 VEHICLE FUEL	2,005	2,921	8,000	5,079		5,079	36.5%	
4050 VEHICLE TAX	0	385	675	290		290	57.0%	
4100 FERT./SEEDS/WEEDKILL	0	0	700	700		700	0.0%	
4103 PROTECTIVE CLOTHING	368	1,166	2,500	1,334	11	1,323	47.1%	
4119 SKIP HIRE	0	700	800	100		100	87.5%	
4128 EQUIPMENT	0	1,502	0	(1,502)		(1,502)	0.0%	
PUBLIC REALM :- Indirect Expenditure	27,023	105,420	312,982	207,562	15,160	192,403	38.5%	0
Net Expenditure	(27,023)	(105,420)	(312,982)	(207,562)				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>903 DEPOT</u>								
4007 HEALTH & SAFETY	0	131	0	(131)		(131)	0.0%	
4011 RATES	21,776	21,776	16,000	(5,776)		(5,776)	136.1%	
4012 WATER RATES	67	(683)	1,500	2,183		2,183	(45.5%)	
4013 RENT	0	27,412	50,000	22,588		22,588	54.8%	
4014 ELECTRICITY	0	(831)	2,500	3,331		3,331	(33.3%)	
4015 GAS	0	283	1,500	1,217		1,217	18.9%	
4020 MISC. ESTABLISH.COST	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	0	75	0	(75)		(75)	0.0%	
4042 EQUIPT MAINT/REPAIR	0	0	1,000	1,000		1,000	0.0%	
4047 MATERIALS/TOOLS	0	0	0	0	38	(38)	0.0%	
4104 REFUSE COLLECTION	634	634	0	(634)		(634)	0.0%	
DEPOT :- Indirect Expenditure	22,476	48,796	73,000	24,204	38	24,166	66.9%	0
Net Expenditure	(22,476)	(48,796)	(73,000)	(24,204)				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>904 REPAIRS & MAINTENANCE</u>								
4042 EQUIPT MAINT/REPAIR	580	1,567	13,611	12,044		12,044	11.5%	
REPAIRS & MAINTENANCE :- Indirect Expenditure	<u>580</u>	<u>1,567</u>	<u>13,611</u>	<u>12,044</u>	<u>0</u>	<u>12,044</u>	<u>11.5%</u>	<u>0</u>
Net Expenditure	<u>(580)</u>	<u>(1,567)</u>	<u>(13,611)</u>	<u>(12,044)</u>				
Grand Totals:- Income	14,545	763,689	1,546,221	782,532			49.4%	
Expenditure	91,736	548,393	1,569,771	1,021,378	36,610	984,769	37.3%	
Net Income over Expenditure	<u>(77,191)</u>	<u>215,296</u>	<u>(23,550)</u>	<u>(238,846)</u>				
Movement to/(from) Gen Reserve	<u>(77,191)</u>	<u>215,296</u>						

Date: 22/08/2022

Biggleswade Town Council

Item 10aiv Payment Listing

Time: 14:06

Lloyds Current A/C

List of Payments made between 01/07/2022 and 31/07/2022

Page 1

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2022	CF Corporate Finance Limited	Std Ord	440.40		SHARP MX3061-copier lease rent
04/07/2022	Indeed-Advertising	DC	417.09		Indeed-Advertising
04/07/2022	Indeed-Advertising	DC	100.00		Indeed-Advertising
05/07/2022	Auditing Solutions Ltd	202272	1,104.00		Final Internal Audit 21/22
05/07/2022	Beds Compressor Service Ltd	202261	93.60		Repair air compressor
05/07/2022	Bedfordshire Growers Limited	202267	120.00		Compost
05/07/2022	JDH Interiors Ltd	202262	160.00		Supply and fit blind to office
05/07/2022	Bradders Ltd	202263	894.00		Repair cylinder and pipework
05/07/2022	CoolerAid Ltd	202260	37.20		Bottled water for Depot
05/07/2022	DCK Accounting Solutions Ltd	202273	1,367.06		Accounting services - June 202
05/07/2022	Enterprise Personnel Ltd	202264	2,070.83		Temporary Senior Admin
05/07/2022	Essential Safety Wear Ltd	202265	386.17		Protective clothing for Realm
05/07/2022	J R GOLDTHORPE & SON	202266	8.95		Waxed line for flag pole
05/07/2022	Harrier Office Supplies Ltd	202268	157.92		Office supplies
05/07/2022	Hire or Buy Group Ltd	202275	304.29		Barreto Tiller
05/07/2022	Parallel HR Ltd	202269	396.00		HR Services - June 2022
05/07/2022	Parkes Print & Design	202270	325.00		Brochures and artwork
05/07/2022	The Play Inspection Company Lt	202271	768.00		Training & inspection exam
05/07/2022	R & C Hyett	202274	2,080.00		Cleaning Old Ct Hse - June 22
05/07/2022	Safe I.S. Ltd	202276	274.80		Fire Risk Assessment - Drove R
05/07/2022	Satchells Estate Agents	202277	240.00		EPC report on Workshop
05/07/2022	Shaw & Sons Ltd	202278	211.20		Register of graves book
05/07/2022	SLCC Enterprises Ltd	202279	42.00		GDPR training - Helen
05/07/2022	Smart Platform Rental Ltd	202280	498.00		Cherry Picker to remove Buntin
05/07/2022	Tim's Digital	202282	90.00		Website Development
05/07/2022	Turfcare Leisure Services Ltd	202281	690.47		Bowling Green care - July 22
05/07/2022	Unison	202283	11.50		397-Unison Fees June 22
05/07/2022	Veolia UK Ltd	202284	100.70		waste removal Orchard - Feb 22
05/07/2022	Zurich Assurance Ltd	202285	17,066.97		Rent - Eldon Way Jun-Sep 22
05/07/2022	Arthur Ibbett Limited	202286	245.98		Weed killer
05/07/2022	Central Bedfordshire Council	Std Ord	4,599.00		Rates 22/23
05/07/2022	Flowbird Smart City UK Ltd	000488	289.63		monthly office services May22
05/07/2022	Zurich Assurance Ltd	CNXL202285	-17,066.97		P/Ledger Electronic Payment
05/07/2022	Zurich Assurance Ltd	BACS	17,066.97		P/Ledger Electronic Payment
06/07/2022	Jeanette Stevens	000489	50.00		Stevens Allot 21B Deposit refu
07/07/2022	DBS Check	DC	18.00		DBS Check
11/07/2022	BNP Paribus	Std Ord	584.17		Isuzu Truck LN69 XVL
11/07/2022	The Right Fuelcard Company Lim	DD01	3.60		P/Ledger Electronic Payment
11/07/2022	Node IT Solutions Ltd	DD02	62.40		FortiSwitch - June 2022
11/07/2022	Node IT Solutions Ltd	DD03	158.98		Zoom subscription - July 22
11/07/2022	Node IT Solutions Ltd	DD04	211.20		Manasged Networking - June 22
11/07/2022	Node IT Solutions Ltd	DD05	444.00		Leased Line Rental - July 22
11/07/2022	Node IT Solutions Ltd	DD06	3,391.39		Computer & Broadband June 2022
12/07/2022	Osso Gas - OSSO1107	DD07	484.05		P/Ledger Electronic Payment
12/07/2022	Osso Gas OSSO1108	DD08	497.04		P/Ledger Electronic Payment
12/07/2022	HM Land Registry	DC	21.00		HM Land Registry
14/07/2022	Lloyds Salary A/C	Tfr	66,062.61		Top-Up Salary Account

List of Payments made between 01/07/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/07/2022	Brown & Co - Property & Busine	BACS01	1.00		Annual rent Dan Albone Car Pk
14/07/2022	Sloane & Sons	BACS02	249.00		508-Oval garden bench-Memorial
15/07/2022	Integrating Solutions Limited	DD09	248.60		Photocopier support - June 22
15/07/2022	Lex Autolease Ltd	DD10	410.64		Rental of Isuzu June 22
15/07/2022	Amazon	DC01	34.00		P/Ledger Electronic Payment
15/07/2022	DBS Checking	DC	18.00		DBS Checking
15/07/2022	Amazon	DC01	-34.00		P/Ledger Electronic Payment
15/07/2022	WH Smith	DC	34.00		Ref book
18/07/2022	British Telecommunications PLC	DD11	585.22		phone bill June 2022
18/07/2022	Fuel Genie DDR	DD12	1,263.41		Fuel card 1 - 30 June 2022
18/07/2022	Service charge payable	CHRG	141.18		Service charge payable
18/07/2022	Amazon	DC02	22.09		P/Ledger Electronic Payment
18/07/2022	Amazon	DC03	39.49		P/Ledger Electronic Payment
19/07/2022	Anglian Water Business Ltd. (N	DD13	25.08		Water bill 2 Apr - 1 Jul 2022
19/07/2022	Anglian Water Business Ltd. (N	DD14	40.89		water bill 5 April - 4 July 22
20/07/2022	Anglian Water Business Ltd. (N	DD15	23.44		Water bill 2 Apr- 1 Jul 2022
20/07/2022	citrusHR Limited	DD16	69.00		HR 15/07 - 14/08/22
20/07/2022	AIB Merchant Services	DD17	92.92		484-Car park card fee
20/07/2022	Anglian Water Business Ltd. (N	DD18	201.01		Water bill 4 Apr - 3 Jul 2022
20/07/2022	Amazon	DC	15.95		639-Cemetery plaque
21/07/2022	Anglian Water Business Ltd. (N	DD19	40.89		Water bill 2 Apr - 1 Jul 2022
21/07/2022	Anglian Water Business Ltd. (N	DD20	113.53		Water bill 05 Apr - 20 Jul 22
21/07/2022	Anglian Water Business Ltd. (N	DD21	374.38		water bill 5 Apr - 4 Jul 2022
25/07/2022	EE - DDR	DD22	391.69		P/Ledger Electronic Payment
25/07/2022	McVeigh Parker & Co Ltd	DC	342.04		water trough for allotments
26/07/2022	ADT Fire & Security plc	202287	429.65		Intruder Alarm 12/7 - 11/10/22
26/07/2022	AMF Services (Bedford) Ltd	202288	816.84		Roughcut mower-Maintenance
26/07/2022	ATOMIC PEST CONTROL	202289	360.00		wasps nest plot 40
26/07/2022	Avado Learning Limited	202290	2,932.50		HC - CIPD associate diploma
26/07/2022	Beds Bulletin Ltd	202291	261.00		Advertising in Beds Bulletin
26/07/2022	L. Bennett & Son Ltd	202292	31.07		engine oil
26/07/2022	Bradders Ltd	202293	300.00		Service boiler at Orchard Ctr
26/07/2022	Chubb Fire & Security Ltd	202294	153.29		Fire service contract
26/07/2022	Contego Services Ltd	202295	90.00		Asbestos report - old depot
26/07/2022	Henlow Building Supplies	202296	2,051.77		483-Baileys topsoil bulk bag
26/07/2022	Huxley Electrical Services	202297	410.00		Replace faulty timelock at OC
26/07/2022	F D O'Dell & Sons Ltd	202298	419.00		Waste disposal skip - Bowls Cl
26/07/2022	OccHealth Direct Ltd	202299	140.00		phone consultation
26/07/2022	Professional Pest Management	202300	90.00		final inspection & end contrac
26/07/2022	Peninsula Business Services Li	202301	37.09		EAP services
26/07/2022	Rialtas Business Solutions Ltd	202302	1,670.40		509-Rialtas annual subs 22/23
26/07/2022	Hire or Buy Group Ltd	202303	70.43		strimmer repair
26/07/2022	Tim's Digital	202304	116.40		VPS hosting - July
26/07/2022	Tudor Environmental	202305	186.48		Bin liners box of 200 x 12
26/07/2022	Unit Clean	202306	646.80		Ladies hygiene unit-Annual
26/07/2022	Veolia UK Ltd	202307	81.06		Refuse collection June 2022
26/07/2022	The Weatherley Centre Ltd	202308	97.50		510-Room hire for Committee

List of Payments made between 01/07/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/07/2022	H Ramsey	000491	97.50		Reimburse room hire
28/07/2022	Anglian Water Business Ltd. (N	DD	148.51		486-Water King reach 12Apr/Jul
29/07/2022	Jessica Lewis	FPO	40.00		Refund ORC2298
29/07/2022	S Lowe	FPO	20.00		Refund OPC2299
29/07/2022	Williams	FPO	25.00		ORC2296 Refund
29/07/2022	Baines	FPO	20.00		ORC2322 Refund

		Total Payments	<u>124,064.94</u>		
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PUBLIC NOTICE

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14(1)

CENTRAL BEDFORDSHIRE COUNCIL

(BIGGLESWADE: PART OF FOOTPATH NO 39)

(TEMPORARY PROHIBITION OF THROUGH TRAFFIC) ORDER 2022

Notice is hereby given that Central Bedfordshire Council have made an Order the effect of which will be to prohibit any person proceeding on foot along the length of Footpath No 39, Biggleswade which extends from Ordnance Survey Grid Reference (OS GR) TL 2133 4271 in a north westerly direction to OS GR TL 2110 4298

This temporary closure is required to enable the construction of a new foul sewer. The closure is expected to take place from 30 August 2022 for six months.

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

Proceed north easterly and then north westerly along Bridleway No 58 and then generally north north westerly along Bridleway No 57 to the junction with Bridleway No 69. Continue north westerly and then south westerly along Bridleway No 69 to Footpath No 63 and then southerly along Footpath No 63 and then follow Footpath No 39 generally easterly, south south easterly, generally westerly and then south south easterly and vice versa.

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

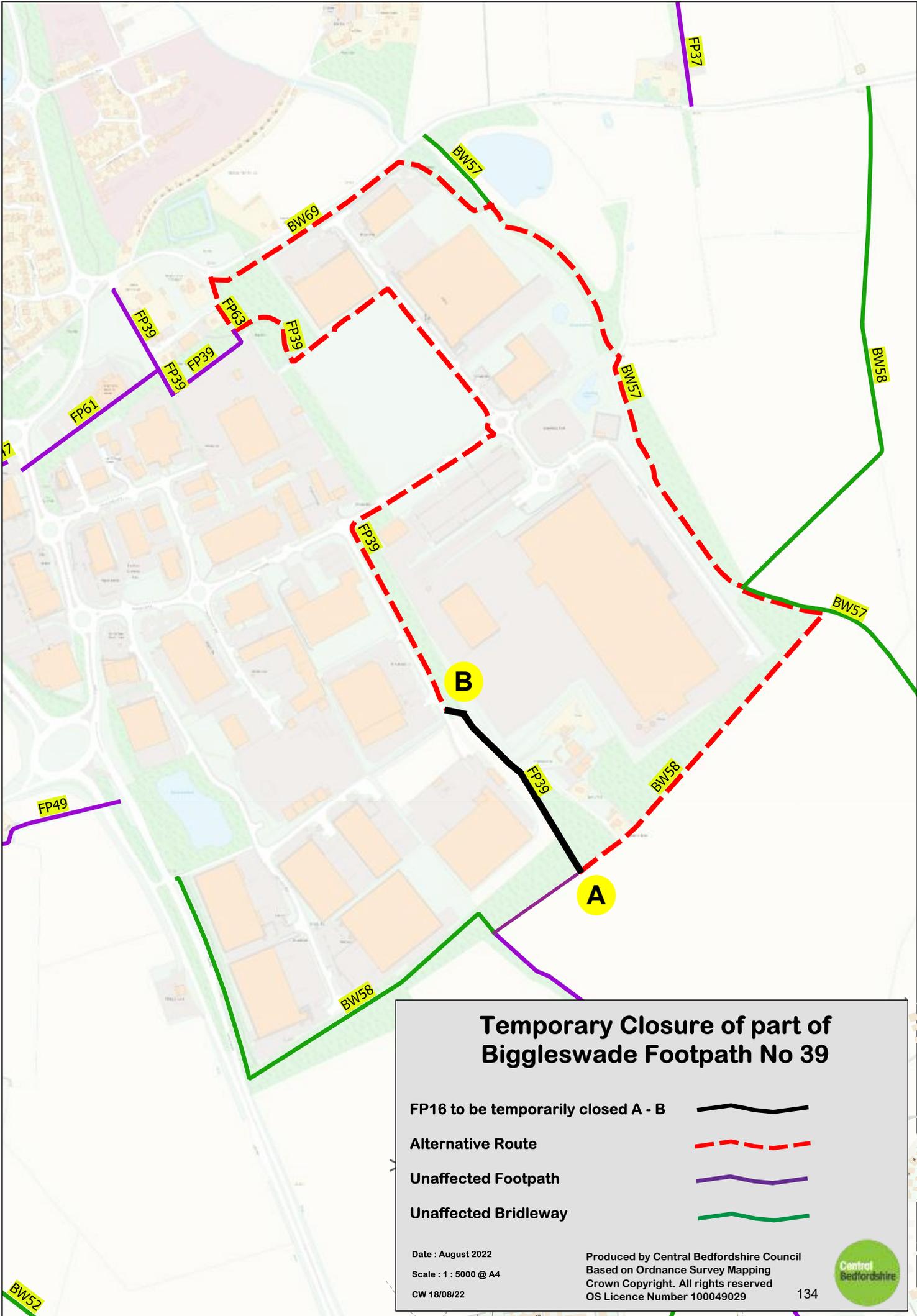
The Order will come into operation on 30 August for a period not exceeding six months or until the works which it is proposed to carry out on or near to the footpath have been completed, whichever is the earlier. If the works are not completed within six months the Order may be extended for a longer 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 26 August 2022

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

DARYL HARVEY
Head of Highways



Temporary Closure of part of Biggleswade Footpath No 39

FP16 to be temporarily closed A - B



Alternative Route



Unaffected Footpath



Unaffected Bridleway



Date : August 2022
 Scale : 1 : 5000 @ A4
 CW 18/08/22

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PUBLIC NOTICE

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14(1)

CENTRAL BEDFORDSHIRE COUNCIL

(BIGGLESWADE: PART OF FOOTPATH NO 21)

(TEMPORARY PROHIBITION OF THROUGH TRAFFIC) ORDER 2022

Notice is hereby given that Central Bedfordshire Council intend not less than seven days from the date of this Notice to make an Order the effect of which will be to prohibit any person proceeding on foot along the length of Footpath No 21, Biggleswade which extends from Ordnance Survey Grid Reference (OS GR) TL 1864 4522 (Map point A) to OS GR TL 0153 4388 (Map point B) and then from OS GR TL 1851 4380 (Map point C) to OS GR TL 1841 4302 (Map point D).

This temporary closure is required to enable bank repair works. The closure is expected to take place from 8th October to 31st December 2022.

There is no alternative route for footpath users while the closure is in operation, however Footpath No 65 and Footpath No 66 are both still open and available to use for the public.

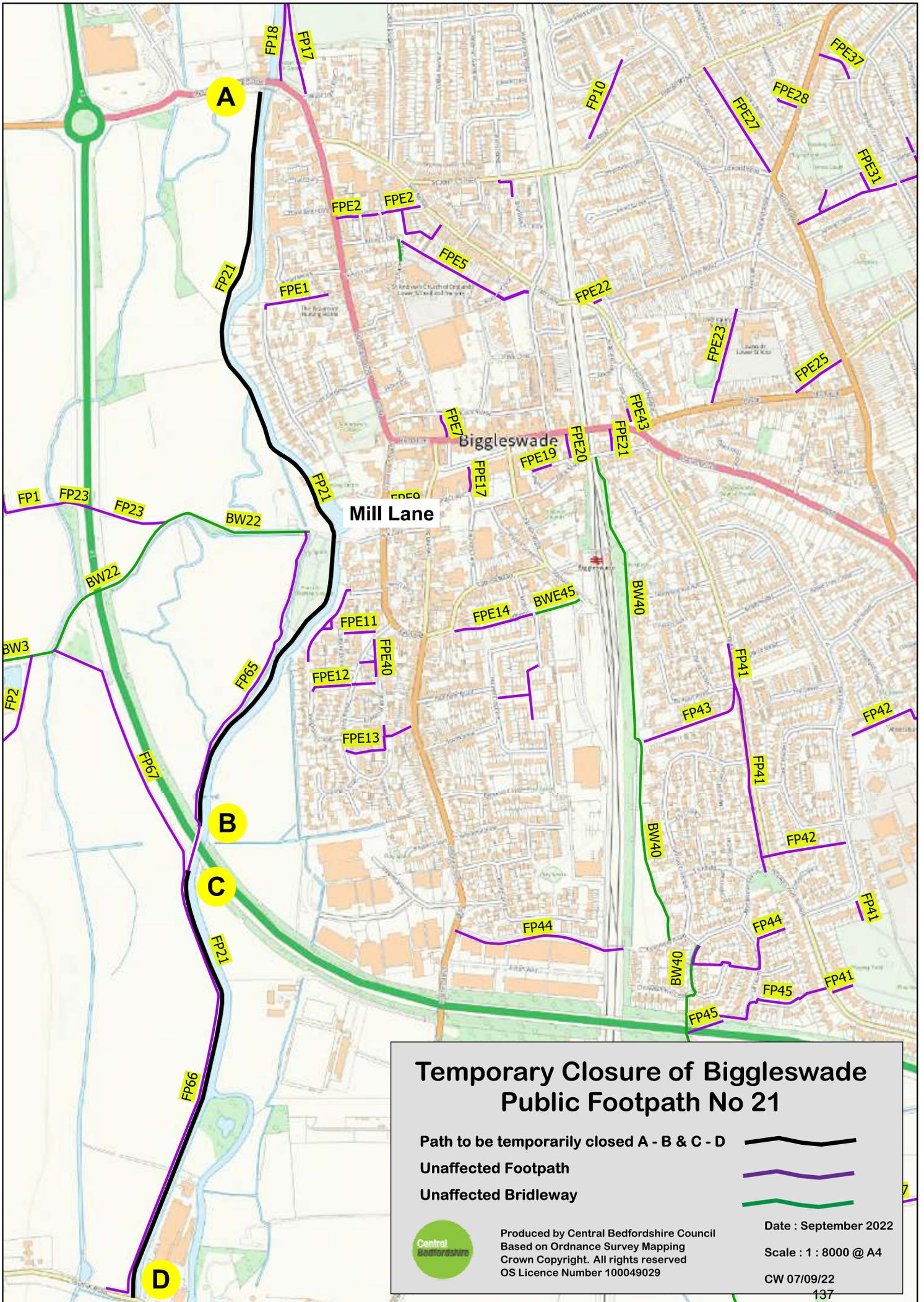
Further details, including a map, can also be found on the Council's website at:

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

The proposed Order will come into operation on 8 October for a period not exceeding six months or until the works which it is proposed to carry out on or near to the footpath 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 Nicol, Tel: 0300 300 6230,
Chris.Nicol@centralbedfordshire.gov.uk
DATED 23 September
Priory House, Monks Walk
Chicksands, Shefford
Beds SG17 5TQ

DARYL HARVEY
Head of Highways



Temporary Closure of Biggleswade Public Footpath No 21

Path to be temporarily closed A - B & C - D 

Unaffected Footpath 

Unaffected Bridleway 



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Date : September 2022

Scale : 1 : 8000 @ A4

CW 07/09/22