



Ref: Agenda/Council-24/05/2022

19th May 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 24th May 2022** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

A handwritten signature in black ink, appearing to read "Peter Tarrant".

Peter Tarrant
Town Clerk & Chief Executive

Distribution: All Town Councillors
Notice Boards
The Press

AGENDA

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

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

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

3. **TOWN MAYOR'S ANNOUNCEMENTS**

4. **PUBLIC OPEN SESSION**

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

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_dZB_LSNMT_WwHyN9B7MvdA

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

5. **INVITED SPEAKER**

- a. For Members to receive an oral update from Bedfordshire Police Community Cohesion Team's PC Steven Beer.

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. The Minutes of the Annual Statutory Meeting held on **Tuesday 10th May 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. The Minutes of the Annual Statutory Meeting held on **Tuesday 10th May 2022** at the Office of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

9. **ITEMS FOR CONSIDERATION**

a. **Financial Regulations**

Motion to adopt the amended Financial Regulations for Biggleswade Town Council. For Members to receive a written report from the Locum Head of Finance.

b. **Banking Arrangements**

Motion to change the banking arrangements for Biggleswade Town Council to the Unity Trust Bank. For Members to receive a written report from the Locum Head of Finance.

c. **Banking Signatories**

Motion to approve the banking signatories for Biggleswade Town Council as Chair, Vice-Chair, Chair of Finance and General Purposes Committee, Vice-Chair of Finance and General Purposes Committee, Town Clerk and RFO. For Members to receive a written report from the Locum Head of Finance.

d. **Reserves Policy**

Motion to approve a Reserves Policy for Biggleswade Town Council. For Members to receive a written report from the Locum Head of Finance.

e. **Member/Officer Protocol**

Motion to approve a Member/Officer Protocol. For Members to receive a written report from the Town Clerk and Chief Executive.

f. **Diversion of Part of Biggleswade Footpath No. 24**

For Members to consider correspondence and maps from Central Bedfordshire connected to the possible diversion of footpath No.24.

g. **Bomb Threats and Suspicious Packages Policy**

For Members to consider the Bomb Threats and Suspicious Packages policy from the Head of Governance & Strategic Partnerships. This policy is used to inform the planning connected to major events.

h. **Lost Child Policy**

For Members to consider the Lost Child policy from the Head of Governance & Strategic Partnerships. This policy is used to inform the planning connected to major events.

i. **Street Trading Application**

For Members to consider the Street Trading application from Jo's Ices Ltd.

10. **ACCOUNTS**

a. **Financial Administration**

- i. Detailed Balance Sheet to 31/03/2022.
- ii. Summary Income and Expenditure by Committee 31/03/2022.
- iii. Detailed Income and Expenditure by Committee 31/03/2022.
- iv. Lloyds Bank Payment listing March 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/TCA/22/00216 - 3 Rankins Court, Shortmead Street, Biggleswade, SG18 0LQ**

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

An extension has been requested from Central Bedfordshire for comments.

b. **CB/22/01753/FULL - 29 Dering Corner, Biggleswade, SG18 8XQ**

Single storey extension.

c. **CB/22/01270/FULL - 35 Carter Meadow, Biggleswade, SG18 0LB**

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

d. **CB/22/01555/FULL - 13 Lawrence Road, Biggleswade, SG18 0LS**

First floor rear extension.

12. **PLANNING APPLICATION OUTCOMES**

- a. A report of the Planning Application Outcomes (by exception applications only) as of 19th May 2022.

13. **ITEMS FOR INFORMATION**

a. **Neighbourhood Plan Town Council Response Letter**

For Members to note the response letter to the Neighbourhood Planning Examiner.

b. **Grants 2022/2023**

Thank you letters for grants received for Members information.

c. **Autism Bedfordshire Grant Report**

A report from Autism Bedfordshire for Members information.

d. **Biggleswade Green Wheel Development Group**

For Members to receive an oral update from the Head of Governance & Strategic Partnerships regarding BRCC request to hold quarterly meetings.

e. **Cheering Volunteering**

Correspondence and a poster from Central Bedfordshire Council for Members information.

f. **Ivel River Bank Erosion - Public Complaints**

For Members to receive an oral update from the Head of Governance & Strategic Partnership.

g. **Biggleswade Twinning Association**

Correspondence from the Twinning Association for Members information.

14. 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_dZB_LSNMT_WwHyN9B7MvdA

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**.

15. EXEMPT ITEMS

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

- (16a. CCTV)
- (16b. Chamber Project)
- (16c. Rail Works, Biggleswade)
- (16d. Objectives - Reporting Back to Council)

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



MINUTES OF THE BIGGLESWADE TOWN COUNCIL
ANNUAL STATUTORY MEETING
HELD ON TUESDAY 10th MAY 2022 AT 19:00 PM
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL, THE
OLD COURT HOUSE, SAFFRON ROAD



PRESENT:

Cllr M. Russell (Chairman)
Cllr G. Fage (Vice Chairman)
Cllr I. Bond
Cllr K. Brown
Cllr D. Albone
Cllr L. Fage
Cllr F. Foster
Cllr M Foster
Cllr M. Knight
Cllr M North
Cllr H. Ramsay
Cllr D. Strachan
Cllr C. Thomas
Cllr J. Woodhead

Mr P Tarrant – Town Clerk & Chief Executive
Mr K. Hosseini - Head of Governance & Strategic Partnerships
Ms H. Helen Calvert - Administration & HR Manager
Mrs R. Jandu – Senior Administrator

Members of Public – 2

Meeting Formalities:

Following a reminder to meeting attendees, both panel and public, 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 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 the individual. The Mayor asked everyone to mute their microphones when not speaking.

1. ELECTION OF TOWN MAYOR FOR THE YEAR 2022/2023

It was **RESOLVED** that Cllr Grant Fage to be elected to the Office of Town Mayor of Biggleswade, for the year 2022/2023.

2. DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor, Cllr Grant Fage, signed the Declaration of Acceptance of Office.

Cllr G Fage formally thanked Cllr Russell for her three years of service as Mayor.

3. ELECTION OF DEPUTY TOWN MAYOR

It was **RESOLVED** that Cllr Madeline Russell be elected to the office of Deputy Town Mayor of Biggleswade, for the year 2022/2023.

4. DECLARATION OF ACCEPTANCE OF OFFICE

The Deputy Town Mayor, Cllr Madeline Russell, signed the Declaration of Acceptance of Office.

5. MEMBERSHIP OF STANDING COMMITTEES

It was **RESOLVED** that the membership of Standing Committees and the appointment of Chairs and Vice Chairs is adopted as follows:

i. Town Centre Management (TCM):

Cllr M Knight (Chair), Cllr G Fage, Cllr D Albone, Cllr I Bond, Cllr M North, Cllr R Pullinger, Cllr M Russell, Cllr D Strachan (Vice Chair), Cllr C Thomas, Cllr J Woodhead.

ii. Finance & General Purpose (F&GP):

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

iii. Public Lands and Open Spaces (PLOS):

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

iv. Personnel:

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

v. Appeals:

Cllr K Brown (Chair), Cllr I Bond (Vice Chair), Cllr D Albone, Cllr L Fage.

6. BIGGLESWADE JOINT COMMITTEE

Under the new constitution for the Biggleswade Joint Committee, Members will be elected annually to sit on this Committee.

It was **RESOLVED** that membership of the Biggleswade Joint Committee for 2022/2023 is adopted as follows:

4 Members: Cllr M Russell, Cllr M North, Cllr H Ramsay, Cllr C Thomas.

2 substitutes: Cllr R Pullinger, Cllr D Albone.

7. APPOINTMENT OF REPRESENTATIVES

- a. It was **RESOLVED** that the following Members be appointed to outside bodies for 2022/2023:

i. Bedfordshire Association of Town & Parish Councils:

3 Members for voting at the AGM: Cllr M Knight, Cllr H Ramsay, Cllr C Thomas.

ii. Biggleswade Twinning Committee:

1 Member: Cllr J Woodhead.

1 Substitute: Cllr D Albone.

iii. Sir John Cotton Educational Foundation:

2 Town Council representatives: Cllr J Woodhead, Cllr M North.

iv. Fen Reeves Meetings:

1 Member: Cllr I Bond.

1 Substitute: Cllr M North.

v. Langford and Biggleswade Community Fund Group:

Cllr M North and Cllr H Ramsay.

vi. Police Liaison Officer:

1 Member: Cllr D Strachan 1 Substitute: Cllr M Knight.

vii. Biggleswade Green Wheel Development Group:

2 Members: Cllr I Bond, Cllr R Pullinger.

1 Substitute: Cllr M Foster.

8. APOLOGIES FOR ABSENCE

Cllr R Pullinger.

9. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

Cllr Bond – Item 10a – Planning Application: Tree Works Application: CB/TRE/22/00196.

b. Non-Pecuniary interests in any agenda item:

Cllr Bond – Item 10b - Planning Application – 17 Banks Road, Biggleswade.

10. TOWN MAYOR'S ANNOUNCEMENTS

There were no announcements from the new Mayor, Cllr G Fage.

Announcements from the previous Mayor, Cllr Russell:

Central Bedfordshire Council's Civic Service in celebration of HM The Queen's Platinum Jubilee

On Sunday, Cllr Russell attended Central Bedfordshire Council's Civic Service in celebration of HM The Queen's Platinum Jubilee, held at St. Mary's Church, Woburn, with refreshments and networking after at the Woburn Inn. The service, in the presence of HM Lord Lieutenant, the High Sheriff and the Duchess of Bedford, was dignified and ceremonial at its best with an array of British Legion standards from across the area, including Biggleswade. Cllr Russell said she was honoured to represent Biggleswade. Cllr Russell advised it was a lovely way to end her time as Mayor.

Access for All Scheme

Cllr Russell attended a formal opening of the new cycle storage facility at Biggleswade Station, along with Mr Richard Fuller, MP for North-East Bedfordshire. This is part of the Access for All Scheme. There are three types of storage for cycles, some of which is secure and some open, although all is covered by CCTV. A fob is needed to access the secure storage which can be obtained from the ticket office on provision of photo ID and giving personal details. This is free of charge.

The group adjourned to the Town Hall for a progress meeting. Network Rail advised costs have gone up substantially and they are re-assessing construction methods to fit the budget, however the design will not be changed. They hope to have final financial approval from their internal Investment Authority by the end of July 2022, when they will formally award the contract. They expect to start on site in October 2022, the main works will be done over the Christmas line closure and they still expect the facility to be open by June 2023.

Govia Thameslink Rail confirmed the new toilets will be built in this financial year for male, female and disabled.

The Transport Interchange is still on course to be completed by March 2023. The detailed design work is still in progress. Traffic Regulation Orders will go to the Traffic Management Committee on 24th May 2022 with discharge of the planning conditions by the end of June 2022. Work will start on site in July 2022.

11. PUBLIC OPEN SESSION

None.

12. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. Members reviewed the Minutes of the **Town Council Meeting of 26th April 2022** held at the Biggleswade Town Council Offices, 4 Saffron Road, Biggleswade, SG18 8DL at 7pm.
 - Cllr L Fage offered apologies for replying late regarding her Absence. It was agreed to add Cllr L Fage under the Apologies for Absence section.
 - Section 9c: The Biggleswade Joint Committee is to be amended to reflect the meeting being held at 2:30pm, not 7pm.

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

13. MATTERS ARISING

- a. None.

14. PLANNING APPLICATIONS

Cllr G Fage advised that future planning applications will not need to added to agenda, only the live links allowing access online.

a. **CB/22/01464/FULL – 35 Stratton way, Biggleswade, SG18 0NS**

Conversion of annex to an independent dwelling.

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

b. **CB/22/01496/FULL – 38 Fairfield Road, Biggleswade, SG18 0BS**

Single storey rear extension.

There was **NO OBJECTION** to this planning application, subject to neighbours.

c. **CB/22/00261/FULL – 212 London Road, Biggleswade, SG18 8PJ**

Proposed Single storey extension replacing conservatory, proposed first floor side and rear extension, proposed front porch and front elevation alterations.

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

d. **CB/22/01389/FULL – 33 Shortmead Street, Biggleswade, SG18 0AT**

Single storey front porch.

Cllr Bond clarified the historical pretext on the agenda relates only to the land to the rear and to disregard those comments.

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

e. **CB/TCA/22/00165 – 3 St. Andrews Close, Biggleswade, SG18 8BB**

Works to trees in a conservation area: looping and topping to Leylandii (T1, T2, T3, T4, and T5) due to not having been cut in over ten years and causing excessive shading in the garden.

This application was **NOTED**.

f. **CB/TRE/22/00136 - 1 The Close, Biggleswade, SG18 0AT**

Works to trees in a conservation area: looping and topping to Leylandii (T1, T2, T3, T4, and T5) due to not having been cut in over ten years and causing excessive shading in the garden.

This was **NOTED**.

15. PLANNING APPLICATION OUTCOMES

This report was **NOTED.**

16. ITEMS FOR CONSIDERATION

None.

17. ITEMS FOR INFORMATION

a. Biggleswade Twinning Association

Members reviewed the communication from the Joint Chairs of the Biggleswade Twinning Association, Dianne Kenny and Sue Cleghorn.

Cllr Russell encouraged the Town Council to consider sending a representative to visit Erlensee on the invitation dates set out in the letter. Cllr G Fage agreed and would consider his diary for the dates shown.

18. PUBLIC OPEN SESSION

Mr Andy Skilton, Access for All Scheme - Via Zoom

Mr Skilton congratulated Members on their new appointments and thanked all Councillors for their work on their respective Committees.

Mr Skilton has been speaking to other community activists on social media and in town as a new resident in Biggleswade and as a way of meeting local people. Mr Skilton asked if BTC would consider having using the slogan "Sustainability Capital of Bedfordshire."

Mr Skilton requested the new cycle parking needs to be promoted more to raise awareness via the Town Council website and social media. Cllr G Fage agreed promotion would be more forthcoming as the Town Council has recently recruited a Communications Lead.

19. EXEMPT ITEMS

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.

20a. Corporate Aspirations Update

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

20. EXEMPT ITEMS

a. Corporate Aspirations Update

Funding for additional programmes was discussed.

Meeting closed at 8:15pm.

BIGGLESWADE TOWN COUNCIL
Full Council 24 May 2022
Financial Regulations

Motion to adopt the amended Financial Regulations for Biggleswade Town Council

Implications of Recommendations

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

Finance: n/a

Equality: n/a

Environment: n/a

Community Safety: n/a

Background

Members will be aware of the Finance Review completed in July 2021. The report included forty one recommendations which are being implemented with an expected completion date of the end of July 2022.

Summary

In order to facilitate many of the recommendations it is advisable to update the Financial Regulations to better facilitate a more robust and appropriate set of controls and protocols.

Recommendation

The recommendation is that Councillors resolve to approve the Motion and adopt the Financial Regulations as amended.

Francesca Pridding
Locum Head of Finance

Appendix A



**BIGGLESWADE TOWN COUNCIL
FINANCIAL REGULATIONS**

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These Financial Regulations were adopted by the Council at its meeting held on XXXX.

Summary of Comments on FP - Proposed Financial Regs.pdf

This page contains no comments

The offices of Town Clerk and RFO are distinct, although it would seem that at some point in history the Council was advised to refer to the RFO in this document as the Town Clerk. This should be reversed throughout the document where appropriate to ensure sense and legal authority.

1. General

1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.

1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

1.3. The Council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with proper practices;

- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations¹.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions. The principle of separation of duties will be observed wherever possible in respect of financial transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

¹ Accounts and Audit (England) Regulations 2011/817

shall be a matter for the full Council only

1.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of [£5,000]; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council [Finance Committee].

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

2.5. The Council's system of internal controls shall cover the following:

- Appointment of the Proper Officer & Responsible Financial Officer;

T Author: fran Subject: Highlight Date: 05/05/2022 13:55:42

Additional text to ensure some additional housekeeping duties are included in regular scrutiny.

T Author: fran Subject: Highlight Date: 05/05/2022 14:35:10

Additional check which will allow for more streamlined information to Councillors on a monthly basis.

T Author: fran Subject: Highlight Date: 10/05/2022 08:37:51

These Internal Controls are the basis of the annual AGAR report and the Auditor is required to test each one in order to complete the form. It is a reminder to Council and Officers that these are the key areas that require close attention and rigorous testing.

- Proper book-keeping and financial reporting arrangements;
- Financial Regulations & Standing Orders;
- Payment Controls (including use of Internet Banking);
- Risk Management Arrangements;
- Budgetary Controls;
- Income Controls;
- Petty Cash Controls;
- Payroll Controls;
- Capital Controls (covering asset management, investment & borrowings);
- Bank Reconciliation;
- Other areas identified from time to time in risk assessments

2.6. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

2.7. The internal auditor shall:

- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the Council

2.8. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.9. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.10. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

These higher amounts are more reflective of the Council's anticipated needs. Note that this regulation relates to revenue items already approved by budget.

2.11. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and General Purposes Committee and the Council.

3.3. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The Council shall fix the precept (council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept demand to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £30,000;
- the Town Clerk, in conjunction with the Chair of the appropriate committee for items £15,000 - £30,000
- the Town Clerk for items up to £15,000

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Town Clerk, and where necessary also by the appropriate Chair.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of the Council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10000. The Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.

4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of or 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring authorisation by two of the Council's Authorised Signatories. The Authorised Signatories shall review the schedule for compliance and, having satisfied itself shall authorise payment by signing the schedule. This shall be deemed as authorisation by the RFO or Town Clerk to activate the electronic payments using the Council's Electronic Banking System. At every Council meeting the RFO shall present a full list of payments which have been authorised by the Authorised Signatories for formal ratification.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted.

5.5. The Town Clerk (with the exception of 4.5 above) and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

T Author: fran Subject: Highlight Date: 10/05/2022 08:34:57

This is changed from monthly to quarterly which is a more usual and appropriate reporting period.

T Author: fran Subject: Highlight Date: 10/05/2022 08:59:57

An example of the schedule of payments is included in this bundle and should be viewed alongside invoices by the 2 signatories

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee];

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council; or

c) Fund transfers within the Councils banking arrangements.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.

5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the RFO.

5.12. The Council shall retain a file with the details of all suppliers whose invoices are paid by regular Direct Debit. The nominated Councillor in 2.2 above shall take a random sample of invoices to ensure that the details match those held in the Council's accounting software

5.13. Bank Statements shall be received on a regular basis and reconciled with the Council's Cashbook. A copy of the Bank Reconciliation for each month shall be presented to the Council as part of a monthly Financial Report.

T Author: fran Subject: Highlight Date: 10/05/2022 09:02:46

The limit has been removed from this regulation, the previous figure of £35k was seemingly arbitrary and would fail to meet the purpose of the authority.

T Author: fran Subject: Highlight Date: 10/05/2022 09:05:48

Finance and General Purposes Committee has been removed from this regulation because there is no scheme of delegation in place to support this assertion.

T Author: fran Subject: Highlight Date: 10/05/2022 10:43:07

There is currently no appropriate scheme of delegation in place. This should be rectified.

T Author: fran Subject: Highlight Date: 10/05/2022 10:45:34

2 new regulations that ensure scrutiny and foster good practice.

6. Instructions for the making of payments

6.1. The Council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council [or duly delegated committee].

6.4. Due to the volume of payments from the Council's bank, the primary method of payment shall be via electronic banking as set out in 5.2 above. The schedule of payments shall be signed by two Authorised Signatories and those schedules shall then be presented to the next Council meeting for ratification

6.5. In the event that a payment is required by cheque, they shall be signed by two Authorised Signatories. To indicate agreement between the details shown on the cheque and the invoice or other supporting documentation, the signatories shall each also initial the cheque counterfoil.

6.6. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two Authorised Signatories and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.

6.7. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two Authorised Signatories are retained and any payments are reported to Council as made. The approval of the use of a banker's Standing Order shall be renewed by resolution of the Council at least every two years.

6.8. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

6.9. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.10. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.

6.11. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably remotely.

These regulations bring into effect industry best practice and a more efficient, cost effective way of managing supplier payments, whilst maintaining the ability to make a secure payment by cheque if required.

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6.12. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.13. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.14. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.15. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by authority for change signed by two Authorised Signatories. A programme of regular checks of standing data with suppliers will be followed.

6.16. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £5000 unless authorised by Council.

6.17. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council.

6.18. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.19. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

a) The RFO shall maintain a petty cash float of £350 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

7. Payment of salaries

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any Councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

7.8. Before employing interim staff, the Council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as

to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by Full Council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the Full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

8.3. The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the RFO.

8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.5. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

8.6. All investments of money under the control of the Council shall be in the name of the Council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

9.3. The Council will review all fees and charges at least annually, following a report of the Town Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the Council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these Financial Regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

d) When applications are made to waive Financial Regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders of the Council and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)
b) For public works contracts 5,225,000 Euros (£4,551,413)

j) Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £15,000.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.

15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.

15.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

16. Risk management

16.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk with the RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

16.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

17. Suspension and revision of Financial Regulations

17.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

17.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

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BIGGLESWADE TOWN COUNCIL
Council 24 May 2022
Banking Arrangements

Motion to move Biggleswade Town Council's Banking Arrangements to Unity Trust Bank

Implications of Recommendations

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

Finance: Reduction in bank charges

Equality: n/a

Environment: n/a

Community Safety: n/a

Background

Members will be aware of the Finance Review completed in July 2021. The report included forty one recommendations which are being implemented with an expected completion date of the end of July 2022.

Summary

In order to facilitate many of the recommendations it is advisable to move to more appropriate banking arrangements. Unity Trust is a bank known within the sector for its ease of use and understanding of the governance requirements of a Local Authority. We are able to set up triple authority, electronic authorisation of transactions, easily update mandates, transfer between reserve and current accounts and allow access only to staff members to facilitate credit control and bank reconciliation.

Unity Trust has standard charges of £6 per month plus 15p per transaction. With an average of 200 transactions per month that will be a charge of approximately £36 per month. Bank charges for the Lloyds Bank Current account would appear to be approximately 4 times that amount per month. Last year bank charges across both the Current account and the Salary account came to almost £2k, whilst we will still need the distinct salary account in the short term, costs will be significantly reduced by switching our everyday banking to Unity Trust Bank.

Recommendation

The recommendation is that Councillors resolve to approve the Motion and move the banking arrangements to Unity Trust Bank.

Francesca Pridding
Locum Head of Finance

BIGGLESWADE TOWN COUNCIL
Full Council 24 May 2022
Banking Signatories

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

Implications of Recommendations

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

Finance: n/a

Equality: n/a

Environment: n/a

Community Safety: n/a

Background

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

Summary

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

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

Recommendation

The recommendation is that Councillors resolve to approve the Motion that the banking signatories for Biggleswade Town Council be the Chair, Vice-Chair, Chair of Finance and General Purposes Committee, Vice-Chair of Finance and General Purposes Committee, Town Clerk and RFO.

Francesca Pridding
Locum Head of Finance

BIGGLESWADE TOWN COUNCIL
Report to Full Council 24 May 2022
Reserves Policy

Motion to approve a Reserves Policy for Biggleswade Town Council.

Implications of Recommendations

Corporate Strategy: n/a

Finance: Prudent Management of the Council's Financial Arrangements as per the Practitioners Guide issued by the Joint Panel on Accountability and Governance

Equality: n/a

Environment: n/a

Community Safety: n/a

Background

Members will be aware of their duty to prudently manage the financial affairs of the Council, as such it is desirable to agree a policy in relation to the Council's reserve funds that shields the Council from an unexpected expenditure.

Summary

The Draft Policy before the Council reflects best practice, although current figures, as contained within the document, are below recommended levels.

Recommendation

The recommendation is that Councillors resolve to approve the Motion and adopt the Reserves Policy whilst acknowledging that the reserve levels are low and require investment.

Francesca Pridding
Locum Head of Finance

Reserves Policy

1. Introduction

The Council is required, under statute, to maintain adequate financial reserves to meet the needs of the organisation. Section 49A of the Local Government Finance Act 1992 requires that billing and precepting authorities in England have regard to the level of reserves needed to meet estimated future expenditure when calculating the budget requirement.

As councils have no legal powers to hold revenue reserves other than those for reasonable working capital needs or for specifically earmarked purposes, whenever a council's year-end general reserve is significantly higher than the annual precept, an explanation should be provided to the auditor.

The Council's policy on the establishment, maintenance and adequacy of reserves and balances will be considered annually.

The Council will hold reserves for these three main purposes:

1. A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of the general reserves;
2. A contingency to cushion the impact of unexpected events or emergencies – this also forms parts of general reserves;
3. A means of building up funds, often referred to as earmarked reserves, to meet known or predicted requirements; earmarked reserves are accounted for separately but remain legally part of the general fund.

2. General Reserves Balance

The general fund balance, commonly termed the 'working balance', is a balance on the Council's revenue account which is not held for any specific purpose other than to cushion the council's finances against any unexpected short-term problems in the Council's cash flow.

The general fund balance is to be maintained at a level based upon a risk assessment carried out annually by the Responsible Finance Officer (RFO) when setting the budget for the forthcoming year.

At no time should the General Reserves balance exceed the value of the current year Precept.

Any surplus on the reserve above the required balance may be used to fund capital expenditure, be appropriated to earmarked reserves or used to limit any increase in the precept.

If in extreme circumstances General Reserves are exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its Earmarked reserves to provide short term resources.

Even at times when extreme pressure is put on the Council's finances the Council must always keep a minimum balance, sufficient to pay three month's salary to staff, in General Reserves at all times.

3. Financial Risk Management

In order to assess the adequacy of the general fund when setting the annual budget, the RFO will take account of the strategic, operational and financial risks facing the council. The requirement of the level of the general fund balance for the forthcoming year will therefore be based upon a risk assessment of the council's main areas of income and expenditure and take into account any provisions and contingencies that may be required.

4. Earmarked Reserves

Earmarked Reserves represents amounts that are generally built up over a period of time which are earmarked for specific items of expenditure to meet known or anticipated liabilities or projects. The 'setting aside' of funds to meet known future expenditure reduces the impact of meeting the full expenditure in one year.

The Council, when establishing an earmarked reserve, will set out:

1. The reason / purpose of the reserve;
2. How and when the reserve can be used;
3. Procedures for the management and control of the reserve; a process and timescale for review of the reserve to ensure continuing relevance and adequacy.

Currently the Council is only operating 1 earmarked reserve, that being the 'Rolling Capital Programme'

5. Review of the Adequacy of Balances and Reserves

In assessing the adequacy of reserves the strategic, operational and financial risks facing the authority will be taken into account. The Joint Panel on Accountability and Governance offers guidance on this point. The level of earmarked reserves will be reviewed as part of the annual budget preparation.

6. Current Level of Financial Reserves

The level of financial reserves held by the Council will be agreed by the Town Council during the discussions held regarding the setting of the budget for the next financial year.

The current level of General Reserves to be held by the Council is three twelfths of the annual precepted figure, i.e. to fully cover three months' expenditure. The figure of three twelfths of the precept is to be held rather than three months' expenditure costs.

This figure should currently be **£356,043** for the total precept of **£1,424,171** in the financial year of 2022/23.

The Council agreed to the following levels of reserves

General Reserves: **£347,847**

Rolling Capital Programme: **£70,639**

The above levels of reserves were agreed by the Town Council at the meeting on 25th January 2022, to be reviewed again in January 2023 when the budget for the financial year has been finalised.

BIGGLESWADE TOWN COUNCIL
Full Council 17th May 2022
Member/Officer Protocol

Implications of Recommendations

Corporate strategy: Aspirations for Biggleswade 2021-2025 - Good Governance.

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

The purpose of this Protocol is to guide Members and officers in their relations with one another to ensure the smooth running of the Council. The overriding principle is for Members and officers to recognise and respect one another's different roles and responsibilities.

Given the variety and complexity of relations, this Protocol does not seek to be prescriptive or comprehensive but instead offers guidance on some of the situations which most commonly arise. It is expected that the approach it suggests can be adapted to any situation. The Protocol reflects the Nolan Principles underlying the Codes of Conduct for Councillors and Officers which are; that they are not only followed but are seen to be followed. The partnership between Members and officers should be based upon mutual trust and respect and all should aspire to the highest standards of ethical behaviour. Compliance with this Protocol is critical to meeting this aspiration.

This Protocol, whilst not legally binding, will be relevant in judging compliance with the Codes of Conduct. A breach of the provisions of this Protocol may also constitute a breach of the Member and Officer Codes. Compliance with the Protocol will ensure that all Members are able to receive objective and impartial advice from politically independent staff who are not subjected to any undue influences.

Local Government Association - A Councillor's workbook on effective Councillor/Officer relationships

"Councillors and officers are indispensable to one another and mutual respect and communication between both is essential for good local government.

Together, they bring the critical skills, experience and knowledge required to manage an effective council. Councillors provide a democratic mandate to the council, whereas officers contribute the professional and managerial expertise needed to deliver the policy framework agreed by councillors. The roles are very different but need to work in a complementary way."

Recommendation

That Members resolve to adopt the policy.

Peter Tarrant

Town Clerk & Chief Executive

Appendix A: Detailed Member/Officer protocol



Member/Officer Protocol

Background

1. This protocol is intended to assist Councillors and employees in approaching some of the sensitive circumstances which arise in a challenging working environment. The reputation and integrity of the Council is significantly influenced by the effectiveness of Councillors, the Town Clerk and other staff working together to support each other's roles. The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Close personal familiarity should be avoided.

Roles of Councillors and Employees

2. The respective roles can be summarised as follows:
Councillors and Officers are servants of the public and they are indispensable to one and other, but their responsibilities are distinct. Councillors are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the Council. Their job is to give advice to Councillors and to the Council, and to carry out the Council's work under the direction and control of the Council and relevant committees.

Councillors

3. Councillors have four main areas of responsibility:
 - To determine council policy and provide community leadership;
 - To monitor and review council performance in delivering services;
 - To represent the council externally; and
 - To act as advocates for their constituents.
4. All Councillors have the same rights and obligations in their relationship with the Town Clerk and other employees, regardless of their status or political party, and should be treated equally.
5. Councillors should not involve themselves in the day to day running of the Council. This is the Town Clerk's responsibility, and the Town Clerk will be acting on instructions from the Council or its Committees, within an agreed job description.

Chair and Vice-Chair of the Council and Committees

6. Chair and Vice-Chairs have additional responsibilities. These responsibilities mean that their relationships with employees may be different and more complex than those of other Councillors. However, they must still respect the impartiality of Officers and must not ask them to undertake work of a party political nature, or to do anything which would prejudice their impartiality.

Officers

7. The role of Officers is to give advice and information to Councillors and to implement the policies determined by the Council. In giving such advice to Councillors, and in preparing and presenting reports, it is the responsibility of the Officer to express his/her own professional views and recommendations. An Officer may report the views of individual Councillors on an issue, but the recommendation should be the Officer's own. If a Councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

Expectations

8. All Councillors can expect:
- A commitment from Officers to the Council as a whole, and not to any individual Councillor, group of Councillor's or political group;
 - A working partnership;
 - Officers to understand and support respective roles, workloads and pressures;
 - A timely response from Officers to enquiries and complaints;
 - Officer's professional advice, not influenced by political views or personal preferences;
 - Regular, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
 - Officers to be aware of and sensitive to the public and political environment locally;
 - Respect, courtesy, integrity and appropriate confidentiality from Officers;
 - Training and development opportunities to help them carry out their role effectively;
 - Not to have personal issues raised with them by Officers outside the council's agreed procedures;
 - That Officers will not use their contact with Councillors to advance their personal interests or to influence decisions improperly;
 - That Officers will at all times comply with the relevant code of conduct.
9. Officers can expect from Councillors:
- A working partnership;
 - An understanding of, and support for, respective roles, workloads and pressures;
 - Leadership and direction;
 - Respect, courtesy, integrity and appropriate confidentiality;
 - Not to be used to make a political statement;
 - Not to be bullied or to be put under undue pressure;
 - That Councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
 - That Councillors will at all times comply with the council's adopted Code of Conduct.

Relationship Between Members and Officers

10. Councillors need to remember that the Council as a whole is the Employer and that as such they are not entitled to sensitive data about individual employees unless it is within their capacity as a member of the Personnel Committee and in collaboration with an Officers line manager. All information regarding officers is strictly confidential.
11. It is important that any dealings between Members and Officers, both written and oral, should observe professional standards of courtesy.
12. The relationship between Members and Officers will be enhanced by friendly relations. However, mutual respect and the belief that Officers are providing objective professional advice to Members must not be compromised. Members and Officers should be cautious in developing close friendships.
13. To avoid reputational damage to the Council, disagreements between Members and Officers should be acknowledged and resolved in private, rather than in public or through the media.
14. This policy prohibits Members raising matters related to the conduct or capability of employees in public. They must be aware of the lines of accountability within service areas and must not apply pressure to an Officer to act in a manner contrary to the instructions of his or her line manager.
15. Officers must not allow their personal or political opinions to influence or interfere with their work. Officers should not take part, and Members should not ask Officers to take part, in any activity which could be seen as influencing support for a political party. Officer support in these circumstances must not extend beyond providing information and advice in relation to matters of Council business.
16. Officers must not be involved in advising Members on matters of party political business.
17. Officers must respect the confidentiality of any party group discussions at which they are present. They should not relay the content of any such discussion to another party group or the media. If Officers receive information which, although confidential, they have a duty to disclose elsewhere (e.g. under FOISA legislation), Officers must indicate that this is the case.
18. Both Members and Officers should adhere to the rules and regulations set by Council to manage committee business, for example, Procedural Standing Orders and Committee Terms of Reference and Delegated Functions.
19. Both Members and Officers have access to information which has not yet been made public and is still confidential. It is a betrayal of trust to breach such confidences. Confidential information must never be disclosed or used for personal or political advantage or to the disadvantage or the discredit of the Council or anyone else. The Town Clerk will instigate any appropriate investigations into actual or alleged breaches of confidence in relation to the release of confidential information.
20. Special care needs to be exercised if Officers are involved in providing information and advice to a party group meeting which includes persons who are not Members. Such

persons will not be bound by the Councillors' Code of Conduct (in particular, the provisions concerning the declaration of interests and confidentiality). Officers may not be able to provide the same level of information and advice as they would to a meeting where those in attendance are bound by the provisions of the Code.

21. Some Officers are in posts which are "politically restricted" by law. This means that individual postholders are prevented from carrying out any active political role either outside or inside the Council.
22. Members should raise with the Town Clerk any concerns about the political neutrality of an Officer.
23. Officers should ensure that they provide the necessary respect and courtesy due to Members in their various roles. Equally, Members should ensure that they provide the necessary respect and courtesy due to Officers in their roles.
24. Members should not put pressure on an Officer with regard to matters which have been delegated for Officer decision under the Scheme of Delegation to Officers. Officers should be left to make decisions that are objective and can be accounted for; and are fair and consistent in their application.
25. Members should not bring influence to bear on any Officer to take any action which is contrary to law or against the Council's approved procedures, including but not limited to the following procedures: a breach of Personnel procedures; conflict with standing orders; or policies.

Political Groups

26. It is the National Association of Local Council's (NALC's) policy that party politics should have no place in town councils. Town Councillors are there to serve their community as members of the community, and should not be side-tracked by party political issues. Party politics within a town council can pose particular difficulties in terms of the impartiality of the Town Clerk and other employees, and the relationship between Councillors and the staff generally.
27. Party political groups have no power to require the Town Clerk or any other employee to attend group meetings or to prepare written reports for them, and employees can legitimately refuse to do so. The Town Clerk and other Officers are responsible to the Council as a whole and should not take action under instructions from any individual Councillor, even if he/she has been styled as 'Leader' of the council.
28. The Town Clerk will ensure that any reports or advice offered to a political group are statements of relevant facts, with an appraisal of options and do not deal with the political implications of the matter or options, or make any recommendations. It is not the Town Clerk's job to make recommendations to a political group.
29. If a report is prepared for one political group, the Town Clerk will advise all other political groups that the report has been prepared, or that advice was given.

Complaints

30. Procedure for officers. The relationship between Councillors and the Town Clerk (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, through conciliation by an appropriate third party, it is important to adhere to the Council's formal grievance policy.
31. The Unitary Council's Monitoring Officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. For example, the Society of Local Council Clerks may be able to provide an independent person.
32. If a Councillor is dissatisfied with the conduct, behaviour or performance of the Town Clerk or another employee, the matter should be raised with the Town Clerk in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.

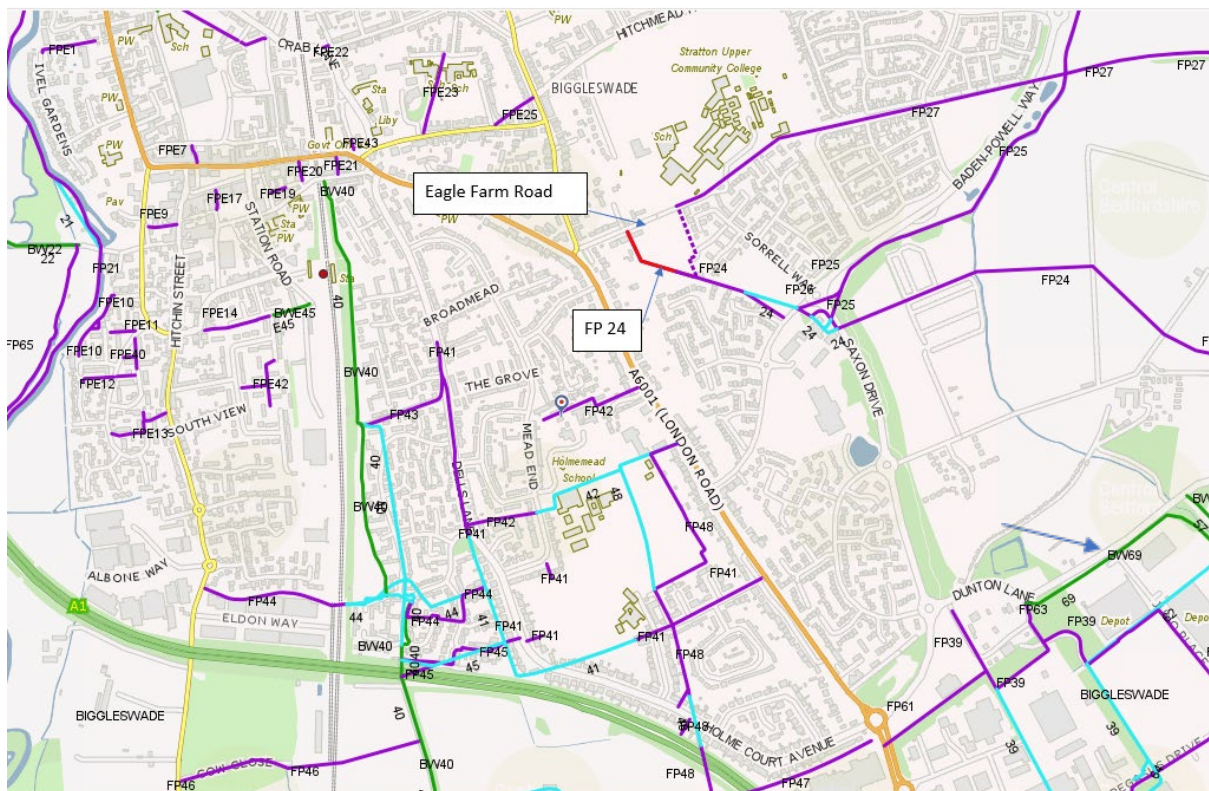
Adopted:
Review Date:

From: Christopher Dorow
Sent: 10 May 2022 14:11
To: Peter Tarrant
Subject: FW: BIG FP 24 - diversion Near Eagle Farm Road

Dear Peter

You were having difficulty locating the site from the map provided, so hopefully the map below with grid references will help?

Location of FP 24 on Eagle Farm Road, Grid ref 519896 24452



Historically Central Bedfordshire Council had been considering diverting part of Footpath 24 - see attached for to view the existing legal line and the proposed diverted route. This issue was being progressed by Bedford Borough Council due to a lack of resources within CBC. I understand Bedford Borough contacted BTC seeking your comments on the proposal, but got no response. I do not know exactly when this was done, but I believe it was a number of years ago.

I have picked this issue up as I need to install a finger post at the beginning of the route adjacent to Eagle Farm Road and noticed that there was a proposal to divert the route. Clearly this has implications as to where the finger post is installed. This was the initial driver for me contacting BTC seeking your opinion on the proposed diversion. Although there would be benefits in diverting the route to avoid it running diagonally across the recreation ground, CBC has no strong views on the matter.

The issue, therefore, is:

- Does BTC wish the legal line of the footpath to be diverted along the proposed new line - see PDF attached?

If no, then CBC will not progress the diversion and install a finger post (directional sign) at the end of the existing legal line adjacent to Eagle Farm Road.

If yes, then we need to know whether BTC is willing to make a 50% financial contribution to cover the legal costs and administrative works associated with the diversion? (50% approximately equates to £1,850).

If BTC wishes the diversion to proceed, but is not willing to make a financial contribution then the diversion will not go ahead as CBC cannot justify spending up to £3,700 on the diversion when benefits in so doing are fairly limited.

If BTC wishes the diversion to proceed and is willing to make a 50% financial contribution, then I will make arrangements to move the diversion forward. It will still require a full consultation.

Please note CBC does not plan to create an asphalt path for the diverted route, it will remain grass. The only physical change on the ground will be signage.

I hope this makes a bit more sense to you.

Regards

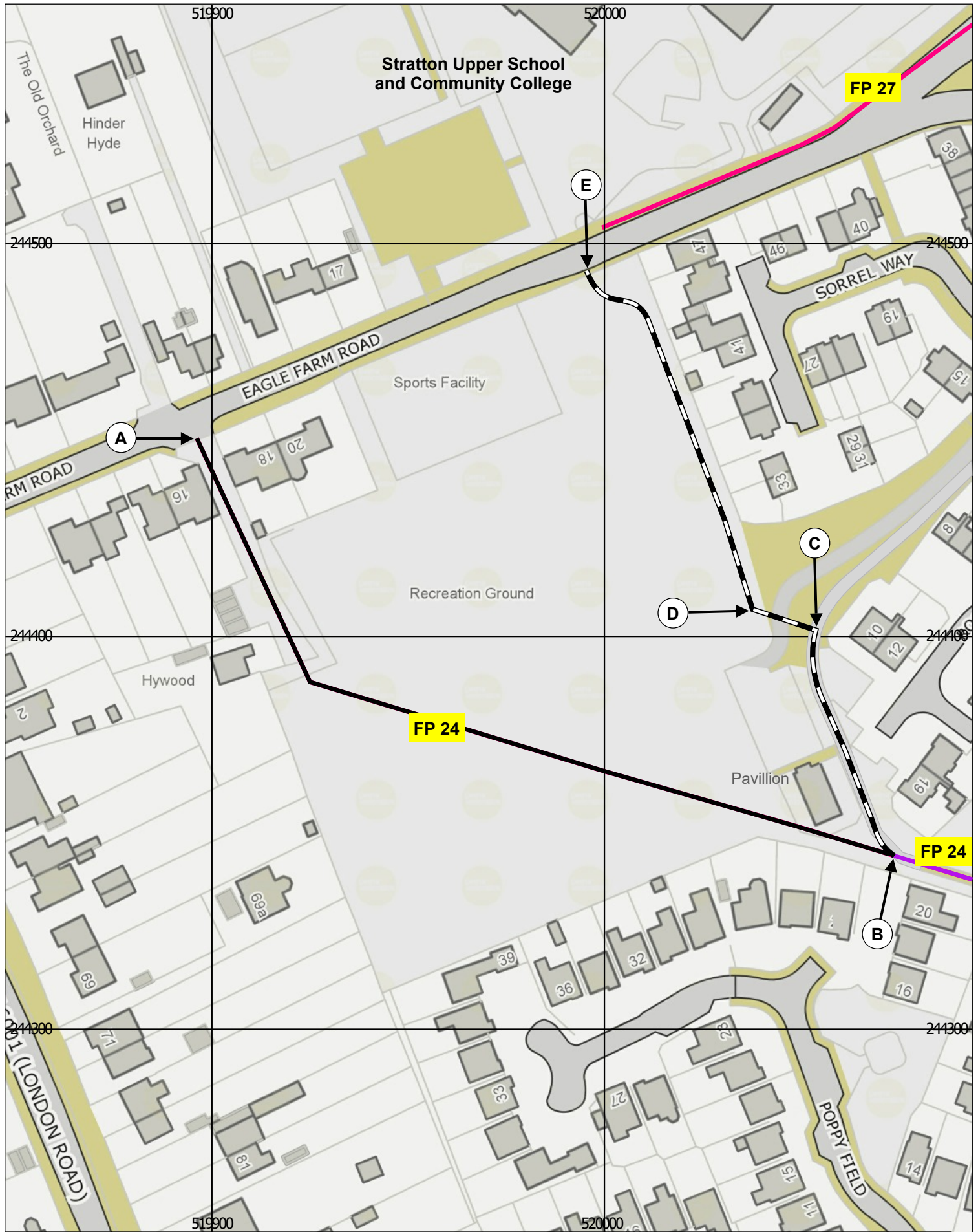
Chris

Christopher Dorow

Rights of Way Officer, Area 1
Central Bedfordshire Council
Sandy Highways Depot
Beamish Close
Sandy
SG19 1SD

Central Bedfordshire Council, Sandy Highways Depot, Bedfordshire
Direct Dial: **0300 300 6906** | Internal **76906** | Mob: **07391 412598**
Email: christopher.dorow@centralbedfordshire.gov.uk

Highways Customer Services – to report an issue: 0300 300 8049



HIGHWAYS ACT

Diversion of Part of Biggleswade Footpath No. 24

Central
Bedfordshire

FP 24 to be stopped-up

FP 24 to be created

Unaffected footpath

— A-B
- - - B-C-D-E

44



Scale: 1:1,250@A4

Date: 15 Jan 2021

Rev. 1.0

Drafted: AM



Biggleswade Town Council

Bomb Threat Policy

In the event a bomb threat is received via telephone, members of Town Council staff should;

- Stay calm and listen carefully.
- Have immediate access to the bomb threat checklist and the key information that should be recorded (appendix 1).
- If practical, keep the caller talking and alert a colleague to dial 999.
- If displayed on the phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended.
- If the threat is a recorded message, write down as much detail as possible and retain for the police to secure.
- If the threat is received via text message, do not reply to, forward or delete the message; note the number of the sender and dial 999.
- Contact the production manager and safety advisor immediately.

In the event a bomb threat is received face-to-face, members of staff should;

- Try to remember as many distinguishing characteristics of the threat-maker as possible and try to remember exactly what was said.
- Dial 999.
- Contact the production manager immediately.
- Complete the bomb threat checklist and ensure key information is recorded (appendix 1).

In the event a bomb threat is received via email or a social media application, members of staff should;

- Do not reply to, forward or delete the message.
- Dial 999.
- Note the sender's email address or username/user ID for social media applications
- Preserve all web log files for the organisation to help the police investigation (as a guide, police will require data from 7 days prior to the threat message and 48 hours after).
- Complete the bomb threat checklist and ensure key information is recorded (appendix 1).

In the event a bomb threat is discovered in a written note, letter or as graffiti, members of staff should;

- Treat as police evidence and stop other people touching the item.
- Dial 999.
- Complete the bomb threat checklist and ensure key information is recorded (appendix 1).

Any incident, which has the potential for media interest, will be passed to senior management at Biggleswade Town Council at the earliest opportunity without hindering time critical actions (e.g. medical aid or evacuation). No members of staff should speak to the media regarding any incidents.

APPENDIX 1 – BOMB THREAT CHECKLIST ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT

1. Remain calm and talk to the caller.
2. Note the caller's number if displayed on your phone.
3. If the threat had been sent via email or social media, see appropriate section below.
4. If you are able to, record the call.
5. Write down the exact wording of the threat.

ASK THESE QUESTIONS AND RECORD ANSWERS AS ACCURATELY AS POSSIBLE:

1. Where exactly is the bomb right now?
7. What is your name?
2. When is it going to explode?
8. What is your address?
3. What does it look like?
9. What is your telephone number?
4. What does the bomb contain?
10. Do you represent a group or are you acting alone?
5. How will it be detonated? 11. Why have you placed the bomb?
6. Did you place the bomb? If not you, who did?
12. Record time completed:

INFORM EVENT/PRODUCTION MANAGER Name and telephone number of person informed:

DIAL 999 AND INFORM POLICE

Time informed:

This part should be completed once the caller has hung up and police / production manager have all been informed.

The telephone number that

Date and time of call.

Duration of call: received the call.

About the caller: Male Female Age Nationality.

Threat language: Well spoken Irrational Taped Foul Incoherent Caller's voice: Calm Slurred Lisp Familiar (if so, who did it sound like?) Crying Excited Rapid Clearing throat Stutter Deep Accent (If so what accent?) Angry Disguised Laughter Nasal Slow Hoarse Other (please specify).

Other sounds: Street noises Motor PA system Office machinery House noises Clear Booth Other (please specify).

Animal noises Voice Music Crockery Static Factory machinery.

Remarks.

Additional notes.

Signature:

Print name:

Date:

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA

- 1 Do not reply to, forward or delete the message.
- 2 If sent via email, note the address.
- 3 If sent via social media, what application has been used and what is the username/ID?
- 4 Dial 999 and follow police guidance.
- 5 Preserve all web log files for the organisation to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after).

SAVE AND PRINT

HAND COPY TO EVENT/PRODUCTION MANAGER / POLICE



Biggleswade Town Council

Discovery of a Suspicious Package Policy

Should a member of staff discover or be made aware of a suspicious package; they must alert the event/production manager and/or nominated responsible person e.g., safety advisor by the quickest possible means without causing undue alarm. If calling by radio or by mobile phone, this should be done no less than 20m from the package, and out of earshot of members of the public.

One person from the staff team should keep watch from a safe distance on the package, ensuring no person's tamper with or try to gain access to the package.

If appropriate, the area around the package should be isolated and staff and public evacuated from the area. Evacuation zones are: • Rucksack sized devices & smaller – 100m • Suitcase up to car sized devices – 200m • Car to Van sized devices – 400m.

The area into which people are being evacuated must be checked for secondary suspicious devices prior to evacuation.

The event/production manager should contact Bedfordshire Police and relay all the information, which is available to the event/production manager at the time.

The Police will take control of the incident upon arrival at site, and resources should be made available to support this.

Nobody should return onto site until the Police give an "all clear" message to the production manager or safety advisor. No members of staff should speak to the media regarding any incidents.



BIGGLESWADE TOWN COUNCIL (BTC) EVENTS LOST & FOUND CHILD & VULNERABLE ADULT PROCEDURE

Lost and Found children are the responsibility of ALL staff and should be reported immediately to Event Control as a **PRIORITY MESSAGE**.

BTC staff should be clearly identifiable using their Council ID and lanyards.

When escorting Lost children it is essential to have two members of staff and good practice and **desirable** to have one member of staff of each gender.

A **LOST CHILD** is classified as where you **have** the parent / carer / guardian but the child is **missing**.

Please follow this procedure:

1. ALL **LOST** children and Vulnerable Adults are to be reported to Event Control immediately. Great care must be given while reporting the name of a child. Please issue first name only.

If a parent / guardian (reporting adult) approaches you about their lost child, act calmly and try to reassure the parent. Immediately inform Event Control that we have a **LOST** child giving **first name only** clearly stating your call sign and location and to stand by as you gather more information. *By doing this Roaming Team /Colleagues/CCTV can be alerted and make their way to your location.*

Ask the reporting adult for a detailed description of the child, the location they were last seen in and an approximate time scale – ask the name and relationship of the person reporting the child missing. Relay this information to Event Control. *This information will be shared with all agencies involved including Police, Pub Watch and Retail Radio (where applicable).*

Contact Event Control giving the child's **first name only**, age, description and the location the child was last seen in and who the reporting adult is. *This will help all staff and CCTV operators to look for the child.*

Steward should also discretely inform other staff near their location of the situation if possible, Personnel, First aid staff and any Police in your area.

All contactable staff will be notified immediately to support a rapid search of that area.

Please ensure that full names of children are not sent over the radios.

2. A Mobile Team will make their way to your location immediately.

It is essential that you collect details for our records of the child to include the **full** name of the child, age, description, and any other useful information. **Also** gather the name, description, relationship to the child and contact details of the reporting adult. Gather other information e.g., disabilities, languages spoken etc. As and when appropriate.

3. In the event that the parents want to go and search for their child please request that they stay with you until the Mobile Team arrive to go and search with them.

Explain that a team member will come and help them and that there are staff on the ground including CCTV looking for their child and that it is important to get as much information as possible.

Ask if they have a photograph of the child on their phone to help identify the child more easily.

If they are insistent then ask them to tell any staff/police officer they see to let Event Control know if they find their child, so that the search may be called off.

Make your position clearly visible in order to aid colleagues and the child to find you.

4. If the child **is** reunited with the reporting adult by staff, a name, address, proof of identity and a signature or a description of the parent/ responsible adult must be obtained.

If the child is reunited by a **member of the public** bringing the child to you and the parents please ensure that you obtain their contact details etc as well. *This is to cover all eventualities.*

In the event of a child appearing reluctant to be handed over to an adult, Police support should be requested immediately.

5. If the missing child is **not found within 10 minutes**, staff will contact Event Control with an update.
6. Staff will remain with the reporting adult either in the fair, event, or at the Lost Child Point at Bronze Control, until the missing child is found, they will complete a Lost Child Form continue to reassure the parents and search for the missing child until the child is found or Police and Social Services take over.
7. Once a child has been reunited with their parents / responsible adult, staff will notify Event Control who will in turn notify all relevant personnel.
8. If a child is not found after 30mins Police will then become the lead officers.

In the event of an Emergency Silver Control can be contacted by telephone on 01767 313134.

A **FOUND CHILD** is classified as where you **have** the child but **not** the parent/ carer/ guardian.

Please follow this procedure:

1. ALL **FOUND** children and Vulnerable Adults are to be accepted by Stewards and reported to Event Control immediately. All children should be referred to by the **first name only** and identified as a girl or boy.

If a child approaches you saying that they are lost they will often be distressed or too young to give you clear details, act calmly and try to reassure the child. Immediately inform Event Control that we have a **FOUND** a lost girl or boy stating your call sign and location and to stand by as you gather more information. If possible ask the child their name and age and where they last saw the person that they were with and who that person was.

If a **member of the public** approaches you with a child that they have found act calmly. Ask

where they found the child. Ask their name, contact details and address and make a note of their description. Ask if they could stay with you and the child until more staff arrive. *Often children make bonds with the person who found them.*

Contact Event Control **as soon as possible** - giving the child's first name, age, description and your location. *This information will be shared with all agencies involved including Police, Pub Watch and Retail Radio and will help all staff and CCTV operators to look for the child.*

Staff should also discretely inform other staff near their location of the situation if possible, Fair Personnel, Event staff, First Aiders and any Police in your area.

All contactable staff will be notified immediately to ensure a quick reuniting.

Please ensure that full names of children are not sent out.

2. A Roaming Team will make their way to your location immediately.

It is essential that you collect as many details of the child as you can from the child and the member of the public handing the child over; try to include **full** names of all parties concerned, age, description and contact details if possible of the parent/ responsible adult with them and of the person handing the child over. Staff will gather other information e.g., disabilities, languages spoken etc as and when appropriate.

3. Staff **and the member of the public/person finding the child** must remain in a safe area close to the location the child was found for **10 minutes** to allow for immediate recovery by parents or responsible adult.

If you are **alone** with the child and the staff member is delayed ask Event Control for a colleague to be sent to accompany you. This may be another member of staff.

Make your position clearly visible in order to aid parents/responsible adult to find the child.

4. If the child is **not reunited within 10 minutes**, the child will be escorted to the Lost Child Point at Bronze Control accompanied by the staff member and where applicable the person finding the child.
5. The Child will remain with BTC staff members, who will complete a Lost Child Form and take care of the child until collected by the parent / responsible adult.

The parent / responsible adult will be required to show proof of identity and a signature must be obtained.

6. BTC staff will inform Event Control of the new location of the child.
7. Once a child has been reunited with their parents / responsible adult, BTC staff will notify Event Control who will in turn notify all relevant personnel.

In the event of an Emergency Silver Control can be contacted by telephone on 01767 313134.

What to do if a parent wants to look for their child and NOT wait for BTC staff:

This is understandable as they are concerned and need to feel that they are doing something. Try to reassure the parent and explain that they are the best person to liaise with BTC staff. Who in turn will co-ordinate the search with the police and all the other agencies – ensuring that their child will be found very quickly? Tell them that there are many members of support staff on the ground including police and that they are all looking for their child and that there is CCTV coverage of the site.

If they still do not want to stay at your location ask for a roaming team to assist you so that they can search alongside the parents. BTC staff will take over this role as soon as possible.

Ask if they have a picture of the child on their phone as this will help us to find the child more quickly.

Please take a telephone number to ensure that we can contact the parents and their names and address.

What to do if a parent refuses to give you their details:

Try and persuade them but this isn't always possible. Get a detailed description of the person; ask their name if possible including what they are wearing, eye colour, hair colour, piercings, tattoos etc. Write them down as soon as you can afterwards.

What to do if a parent is worried about being reported to the “Social”:

This happens SO often – unless you are really concerned about the child's welfare you can reassure the parents that they will not be reported to social services and that this is purely to ensure the safety and wellbeing of the child. That these things happen and it's not anyone's fault.

It's more so that we know the right person has the right child (You can say that anyone could walk up and claim to be the daddy.) We also need the information for our records so that we don't get into trouble with our boss.

What to do if you are concerned for the welfare of a child:

If you are worried about a child's welfare then ask for urgent assistance from Police - Guardian Angel. Try to remember as much as you possibly can of descriptions details etc and make a note if possible. Visible marks etc. malnourished.

What to do if a parent believes their child may have been abducted.

This is extremely serious and needs to be treated as such. If you are on your own get some basic details and inform Event Control via telephone that you have a Lost Child and there are 'serious implications' and ask for assistance.

Get as many details as possible: details of the child; and details of the person they think may have abducted the child then details of the reporting adult.

Try to reassure the parent and explain that there are many members of support staff on the ground including police and that they are all looking for their child and that there is CCTV coverage of the site. *This information will be shared with all agencies involved including Police, Pub Watch and Retail Radio (if applicable).*

What to do if the parent is aggressive towards you or the child:

Try and keep calm and calm the situation down. Radio control gives your location and asks for an “ANGEL” this will give you Police assistance urgently which will also give you CCTV cover.

What to do if a child appears not to know the person trying to claim them or they appear frightened of going:

Ask for assistance urgently – if the parent leaves with the child then carefully follow them but give detailed descriptions to Event Control so they can pick up the progress on the CCTV cameras and also know where and who to look for. If you have a smart phone and can safely use it to take a picture then do so. BUT at NO point put yourself in danger.



Application for Street Trading Consent

Local Government (Miscellaneous Provisions) Act 1982

We

apply under the provisions of the above Act for a Street Trading consent.

We

submit the following particulars:

1a. Full name: XXXX

1b. Date of birth: XXXX

1c. Trading name (if any): Jo's Ices Ltd

2a. Address: XXXXX

2b. Telephone number: XXXX

3. Have you been convicted of any offence in the last 10 years? No

Court code and date of conviction	Court code and date of offence	Fine, penalty or sentence

4. Are there any prosecutions pending against you?

Alleged offences	Date of court hearing

5. Description of articles to be sold:

Ice Cream

6. Trading site

All Shefford, Ireland, Stanford, Southill, Sandy and Biggleswade

Please attach a map if Fixed Trading Site



7. Have you obtained any necessary permissions to trade at your chosen site (e.g. If private property, the permission of the owner)

No

8. How long a period of consent are you applying for?

12 months

9. Proposed times and days of trading

11am - 6pm 7 days a week

10a. Type of stall/vehicle:

Ford Transit

10b. Brief description of your proposed stall/vehicle:

Ice Cream Van

Please attach a colour photo of the stall



10b. Vehicle registration number:

11. Address of premises used for storage/accommodation of stall/vehicle and , if appropriate food:

XXXX

12. Will you be the sole operator(s) of the stall/vehicle?

No

If 'No', how often will you operate the stall/vehicle?

Never

13. If the answer to 11 is 'no', please give details of persons who will operate the stall/vehicle (including age and date of birth)

XXX

14. do you have Public Liability Insurance in the sum of £5 million?

Yes

If 'Yes' please attach a copy of the policy



15. Will you be using any equipment that may give rise to complaints (e.g. generators)?

none

16. What arrangements are there for the disposal of waste?

Biffa Bin

Food consents

17. Please give details about your food handling experience to date (if applicable):

I have a health and hygiene Cert

18a. have you ever attended a food hygiene course offered by the local authority?

No

19. Are you at present registered with Central Bedfordshire Council as a food premises?

Yes

If 'Yes' please give date of registration?

21/3/2022

Business interests

20a. Have you traded in Central Bedfordshire before?

Yes

20b. If the answer to 20a is yes, please give details (Where, how long etc)

JOJO'S Lunch On the Run - Biggleswade area 4 years

21a. Have you traded in any other town/city?

No

Other information

22. Please give any details that you wish to be considered when dealing with your application:

My wife currently runs a catering van, which will be closed when we open the ice cream van

Data protection

Central Bedfordshire Council ensures any personal data collected will be retained securely for as long as necessary and only used for legitimate Council activities to facilitate the delivery of Council services, or for the purpose of preventing and/or detecting fraud and/or crime, in accordance with the Data Protection Act 1998.

Central Bedfordshire Council's Data Protection Policy is available from the website at <http://www.centralbedfordshire.gov.uk/contact-us/website/data-protection.aspx> or by writing to the Corporate Data Protection Officer at Central Bedfordshire Council Offices, Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ.

We declare that

We are not under 18 years of age and

We certify that, to the best of

our knowledge and belief, the above particulars are correct.

Any person who, in connection with an application for a street trading consent, makes a false statement which he knows to be false in any material respect, or which he does not believe to be true, shall be guilty of an offence.

Date:

21/03/2022

Signed:

XXX



All Events
Catered For

MR WHIPPY

99
Haley

Freshly
Made

Just For You

Chocolate

Strawberry

Bubblegum

ICE COLD
SLUSH

Freshly Made Just For You





Liability Complete – Schedule of Insurance
Arranged by Mobilers Insurance Services
Haden House, 16 Waterfall Lane Trading Estate, Cradley Heath, B64 6PU

Policy Number	ZI/016198
Name and Address of Insured	Jo's Ice's Ltd XX XX XX XX
Period of Insurance	19/03/2022 to 18/03/2023

Limits of Indemnity

Section 1: Employers Liability	£10,000,000 <i>any one occurrence or series of occurrences arising out of one cause</i>
Section 2: Public Liability	£5,000,000* <i>any one accident or series of accidents arising out of one event</i>
Section 3: Products Liability	£5,000,000* <i>in the aggregate and in any one period of insurance</i>
Pollution and Contamination	£5,000,000* <i>in the aggregate any one period of insurance</i>

** increasing to £10,000,000 where stipulated under contract or regulatory requirement*

Section 2 and 3 combined

Excess (Section 2/3)	£250.00 each and every property damage claim
Declared Occupation	Ice Cream Vehicle
Declared Employees	0-10
Declared Seating Capacity	0
Declared Turnover	£30,000

Premium	£84.00 Inclusive of IPT at the current rate
Arrangement Fee	£35.00

Total Premium	£119.00
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Underwritten by West Bay Insurance.

West Bay Insurance Plc. is regulated by the Gibraltar Financial Services Commission and subject to limited regulation by the Financial Conduct Authority and the Prudential Regulation Authority in respect of underwriting business in the UK (No.211787) 846-848 Europort, Gibraltar.

04/05/2022

Biggleswade Town Council

Item10ai Detail Bal Sheet

13:19

Detailed Balance Sheet - Excluding Stock Movement**Month 12 Date 31/03/2022**

Page 1

<u>A/c</u>	<u>Description</u>	<u>Actual</u>			<u>Budget</u>			<u>Variance</u>
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value	Asset Value	Depreciation	Net Value	
1	OP'L F/H LAND & BUILDINGS	1,813,044	456,657	1,356,387	0	0	0	1,813,044
2	OP'L L/H LAND & BUILDINGS	9,095	0	9,095	0	0	0	9,095
21	VEHICLES & EQUIPMENT	807,385	522,103	285,282	0	0	0	807,385
41	INFRASTRUCTURE ASSETS	303,110	247,880	55,230	0	0	0	303,110
61	COMMUNITY ASSETS	15,380	0	15,380	0	0	0	15,380
	Total Fixed Assets	2,948,014	1,226,640	1,721,374	0	0	0	2,948,014
	<u>Current Assets</u>							
91	CAPITAL WORK IN PROGRESS	7,325			71,000			(63,675)
100	DEBTORS - TOWN COUNCIL	188			0			188
102	DEBTORS - PITCH HIRE	207			0			207
103	DEBTORS - ORCHARD CENTRE	4,989			0			4,989
105	VAT REFUNDS	18,825			0			18,825
110	PREPAYMENTS	18,056			0			18,056
116	Accrued Interest	159			0			159
202	LLOYDS CURRENT BANK A/C	76,775			0			76,775
204	LLOYDS SALARY A/C	7,257			0			7,257
210	PETTY CASH	374			0			374
224	PUBLIC SECTOR DEPOSIT	395,000			0			395,000
	Total Current Assets		529,154			71,000		458,154
	<u>Current Liabilities</u>							
501	TRADE CREDITORS	21,905			0			21,905
505	HALL DEPOSIT	200			0			200
510	ACCRUALS	34,338			0			34,338
515	PAYE & NI DUE	22,391			0			22,391
525	ALLOTMENT DEPOSITS	4,100			0			4,100
530	INC IN ADVANCE - COMMUTED	23,000			0			23,000
	Total Current Liabilities		105,935			0		105,935
	Net Current Assets			423,219			71,000	352,219
	Total Assets less Current Liabilities			2,144,593			71,000	
	<u>Long Term Liabilities</u>							
401	PWLB LOANS	101,416			0			101,416
	Total Long Term Liabilities		101,416			0		101,416
	Total Assets less Total Liabilities			2,043,177			71,000	
	<u>Represented by :-</u>							
301	CURRENT YEAR FUND	246,245			71,000			175,245
310	GENERAL RESERVE	97,682			0			97,682
349	ROLLING CAPITAL FUND	71,968			0			71,968
350	CAPITAL FINANCING RESERVE	1,325,101			0			1,325,101
451	DEF'D GRANTS APPLIED	608,674			0			608,674
452	DEF'D GRANTS W/BACK	(306,492)			0			(306,492)
	Total Equity			2,043,177			71,000	1,972,177

04/05/2022

Biggleswade Town Council

Item 10a: Sum Inc & Exp

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Summary Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Committee Report

Page 1

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & General Purposes</u>							
Income	1,202,382	1,358,724	1,327,611	(31,113)			102.3%
Expenditure	642,450	384,402	549,948	165,546	0	165,546	69.9%
Movement to/(from) Gen Reserve	<u>559,932</u>	<u>974,323</u>					
<u>Public Land & Open Spaces</u>							
Income	42,723	36,632	31,600	(5,032)			115.9%
Expenditure	453,426	538,013	529,954	(8,059)	0	(8,059)	101.5%
Movement to/(from) Gen Reserve	<u>(410,703)</u>	<u>(501,382)</u>					
<u>Town Centre Management</u>							
Income	17,869	50,178	56,800	6,622			88.3%
Expenditure	275,741	276,874	265,109	(11,765)	0	(11,765)	104.4%
Movement to/(from) Gen Reserve	<u>(257,873)</u>	<u>(226,697)</u>					
Grand Totals:- Income	1,262,974	1,445,534	1,416,011	(29,523)			102.1%
Expenditure	1,371,617	1,199,289	1,345,011	145,722	0	145,722	89.2%
Net Income over Expenditure	<u>(108,644)</u>	<u>246,245</u>	<u>71,000</u>	<u>(175,245)</u>			
Movement to/(from) Gen Reserve	<u>(108,644)</u>	<u>246,245</u>					

04/05/2022

Biggleswade Town Council

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Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Committee Report

Page 1

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & General Purposes</u>								
<u>101 B'SWADE MAGISTRATES COURT</u>								
1081 INC-RENT	680	0	1,800	1,800			0.0%	
1091 INC-MISCELLANEOUS	120	0	0	0			0.0%	
B'SWADE MAGISTRATES COURT :- Income	800	0	1,800	1,800			0.0%	0
4007 HEALTH & SAFETY	294	155	300	145		145	51.7%	
4008 STAFF TRAINING	270	0	0	0		0	0.0%	
4011 RATES	14,220	14,546	12,740	(1,806)		(1,806)	114.2%	
4012 WATER RATES	425	494	500	6		6	98.8%	
4013 RENT	(46,090)	(37,876)	(24,700)	13,176		13,176	153.3%	
4014 ELECTRICITY	2,384	3,610	3,000	(610)		(610)	120.3%	
4015 GAS	3,992	5,078	2,000	(3,078)		(3,078)	253.9%	
4016 CLEANING COSTS	11,766	5,232	360	(4,872)		(4,872)	1453.2%	
4021 TELEPHONE & FAX	122	0	0	0		0	0.0%	
4023 STATIONERY	180	0	0	0		0	0.0%	
4026 COMPUTER	59	0	0	0		0	0.0%	
4027 PHOTOCOPIER	0	981	0	(981)		(981)	0.0%	
4029 OFFICE REFURBISHMENT	154	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	678	1,452	4,000	2,549		2,549	36.3%	
4038 MAINTENANCE CONTRACT	0	300	0	(300)		(300)	0.0%	
4042 EQUIPT MAINT/REPAIR	649	1,300	500	(800)		(800)	260.0%	
4081 Licences	0	159	0	(159)		(159)	0.0%	
4104 REFUSE COLLECTION	1,187	1,065	1,000	(65)		(65)	106.5%	
4110 FIRE PRECAUTIONS	704	1,337	600	(737)		(737)	222.8%	
4128 EQUIPMENT	403	0	0	0		0	0.0%	
4134 SECURITY/CCTV	7,789	2,169	1,500	(669)		(669)	144.6%	
4790 DEFERRED GRANTS RELEASED	(2,593)	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	4,206	0	0	0		0	0.0%	
B'SWADE MAGISTRATES COURT :- Indirect Expenditure	800	0	1,800	1,800	0	1,800	0.0%	0
Net Income over Expenditure	0	0	0	0				
<u>108 GRANTS (INCL S137)</u>								
4261 GRANTS UNDER OTHER POWERS	19,950	15,658	20,767	5,109		5,109	75.4%	
4264 Community Agent Grant	11,500	12,000	12,000	0		0	100.0%	
GRANTS (INCL S137) :- Indirect Expenditure	31,450	27,658	32,767	5,109	0	5,109	84.4%	0
Net Expenditure	(31,450)	(27,658)	(32,767)	(5,109)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>109 CAPITAL EXPENDITURE</u>								
1074 INC-DONATIONS	1,020	0	0	0			0.0%	
1079 INC-M.B.D.C GRANTS	0	19,946	0	(19,946)			0.0%	
1175 INC-SALES OF FIXED ASSETS	1,667	8,440	0	(8,440)			0.0%	
CAPITAL EXPENDITURE :- Income	2,687	28,386	0	(28,386)				0
4053 LOAN INTEREST	5,383	4,871	4,752	(119)		(119)	102.5%	
4253 LEASE INTEREST REPAID	401	268	268	0		0	99.8%	
4801 CP - New Vehicles\Equipment	0	36,286	3,000	(33,286)		(33,286)	1209.5%	
4802 CP - New Computer Installation	(1)	4,785	0	(4,785)		(4,785)	0.0%	
4803 CP - Boiler Magistrates Court	0	0	15,335	15,335		15,335	0.0%	
4806 CP - Office Furn/Equipment	0	2,442	0	(2,442)		(2,442)	0.0%	
4843 CP - Street Furniture	0	26,506	0	(26,506)		(26,506)	0.0%	
4847 CP - Drove Road	0	0	70,000	70,000		70,000	0.0%	
4851 CP - Emergency Support Plan De	0	0	6,000	6,000		6,000	0.0%	
4866 CP - Public Realm	0	13,728	0	(13,728)		(13,728)	0.0%	
4867 CP - Eldon Way L/Hold Improvem	0	12,630	0	(12,630)		(12,630)	0.0%	
4900 ROLLING CAPITAL FUND ALLOC'N	71,500	0	0	0		0	0.0%	
4980 LOAN REPAYMENT	9,453	9,807	5,107	(4,700)		(4,700)	192.0%	
4981 TFR TO CFR NEW ASSETS	15,830	0	0	0		0	0.0%	
4982 LEASE CAPITAL REPAID	4,963	3,308	3,308	(0)		(0)	100.0%	
4990 ASSET FUNDING FROM RCP	(14,810)	(67,991)	(94,335)	(26,344)		(26,344)	72.1%	
4992 TRANSFER FROM E/MARKED	0	(7,000)	0	7,000		7,000	0.0%	
4993 TFR TO CAP REC RSV	0	8,440	0	(8,440)		(8,440)	0.0%	
4994 TRANSFER FROM CAP REC RSV	0	(8,440)	0	8,440		8,440	0.0%	
4995 ADDN TFR FROM ROLLING CAPITAL	0	(314,164)	0	314,164		314,164	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	92,720	(274,524)	13,435	287,959	0	287,959	(2043.3	0
Net Income over Expenditure	(90,034)	302,910	(13,435)	(316,345)				
<u>111 CORPORATE MANAGEMENT</u>								
1076 PRECEPT RECEIVED	1,166,677	1,289,691	1,289,691	0			100.0%	
1096 INTEREST RECEIVED	420	1,008	2,500	1,492			40.3%	
CORPORATE MANAGEMENT :- Income	1,167,097	1,290,699	1,292,191	1,492			99.9%	0
4057 AUDIT FEES	3,375	2,920	3,720	800		800	78.5%	
4080 BAD DEBTS WRITTEN OFF	3,992	(40)	0	40		40	0.0%	
4901 C.S. SALARY RECHARGE	65,173	118,667	63,456	(55,211)		(55,211)	187.0%	
4911 C.S. O'HEAD RECHARGE	98,850	83,671	55,553	(28,118)		(28,118)	150.6%	
CORPORATE MANAGEMENT :- Indirect Expenditure	171,390	205,218	122,729	(82,489)	0	(82,489)	167.2%	0
Net Income over Expenditure	995,707	1,085,481	1,169,462	83,981				

	Actual Last Year	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>								
1078 INC-MISC GRANTS	7,800	3,250	0	(3,250)			0.0%	
DEMOCRATIC REP'N & MGM'T :- Income	7,800	3,250	0	(3,250)				0
4024 SUBSCRIPTIONS	2,992	2,565	3,200	635		635	80.2%	
4026 COMPUTER	0	0	1,500	1,500		1,500	0.0%	
4058 PROFESSIONAL FEES	0	97	0	(97)		(97)	0.0%	
4082 NEIGHBOURHOOD PLAN	24,167	44,244	20,000	(24,244)		(24,244)	221.2%	
4085 COUNCIL WEBSITE	0	3,308	1,200	(2,108)		(2,108)	275.7%	
4135 ELECTION PROVISION	0	0	4,000	4,000		4,000	0.0%	
4790 DEFERRED GRANTS RELEASED	(1,806)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	86,897	158,222	84,608	(73,614)		(73,614)	187.0%	
4911 C.S. O'HEAD RECHARGE	131,800	111,561	74,068	(37,493)		(37,493)	150.6%	
4991 TRANSFER TO E/MARKED RESERVE	4,000	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	9,292	0	0	0		0	0.0%	
DEMOCRATIC REP'N & MGM'T :- Indirect Expenditure	257,342	319,997	188,576	(131,421)	0	(131,421)	169.7%	0
Net Income over Expenditure	(249,542)	(316,747)	(188,576)	128,171				
<u>113 CIVIC ACTIVITIES & EXPENSES</u>								
1091 INC-MISCELLANEOUS	577	0	500	500			0.0%	
1300 INC-MAYORS CHARITY	0	567	0	(567)			0.0%	
CIVIC ACTIVITIES & EXPENSES :- Income	577	567	500	(67)			113.4%	0
4008 STAFF TRAINING	0	0	500	500		500	0.0%	
4041 EQUIPMENT HIRE	0	62	0	(62)		(62)	0.0%	
4112 TOWN MAYOR'S ALLOW.	0	81	1,000	919		919	8.1%	
4125 Misc Costs	0	92	0	(92)		(92)	0.0%	
4166 TWINNING	0	0	500	500		500	0.0%	
4179 CIVIC FUNCTIONS	0	1,144	1,000	(144)		(144)	114.4%	
4180 CIVIC REGALIA REPAIRS ETC	0	2,865	100	(2,765)		(2,765)	2865.2%	
4302 MAYORS CHARITY PRIOR YEAR	0	18	0	(18)		(18)	0.0%	
4990 ASSET FUNDING FROM RCP	0	(2,765)	0	2,765		2,765	0.0%	
4991 TRANSFER TO E/MARKED RESERVE	1,000	0	0	0		0	0.0%	
CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure	1,000	1,497	3,100	1,603	0	1,603	48.3%	0
Net Income over Expenditure	(423)	(930)	(2,600)	(1,670)				
<u>115 ORCHARD COMMUNITY CENTRE</u>								
1077 INC-S106 GRANTS	800	0	0	0			0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1078 INC-MISC GRANTS	18,000	0	18,000	18,000			0.0%	
1081 INC-RENT	346	446	0	(446)			0.0%	
1082 INC-LETTINGS	4,276	35,721	15,000	(20,721)			238.1%	
1091 INC-MISCELLANEOUS	0	(374)	0	374			0.0%	
1109 INC-COFFEE MACHINE	0	0	120	120			0.0%	
1115 INC-REFRESHMENTS	0	30	0	(30)			0.0%	
ORCHARD COMMUNITY CENTRE :- Income	23,422	35,823	33,120	(2,703)			108.2%	0
4001 STAFF SALARIES	54,292	63,900	65,137	1,237		1,237	98.1%	
4002 EMPLOYERS N.I	4,962	5,306	5,351	45		45	99.2%	
4003 EMPLOYERS SUPERANN.	13,099	16,480	16,805	325		325	98.1%	
4007 HEALTH & SAFETY	966	358	500	142		142	71.6%	
4009 STAFF TRAVEL	129	287	300	13		13	95.5%	
4011 RATES	0	0	5,500	5,500		5,500	0.0%	
4012 WATER RATES	341	297	900	603		603	33.1%	
4014 ELECTRICITY	4,623	5,626	4,800	(826)		(826)	117.2%	
4015 GAS	1,062	4,232	2,000	(2,232)		(2,232)	211.6%	
4016 CLEANING COSTS	1,440	2,243	240	(2,003)		(2,003)	934.8%	
4020 MISC. ESTABLISH.COST	226	22	500	478		478	4.5%	
4021 TELEPHONE & FAX	0	0	1,200	1,200		1,200	0.0%	
4023 STATIONERY	0	59	0	(59)		(59)	0.0%	
4026 COMPUTER	1,516	509	2,940	2,431		2,431	17.3%	
4032 PUBLICITY	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	241	945	1,000	55		55	94.5%	
4038 MAINTENANCE CONTRACT	1,121	1,185	1,500	315		315	79.0%	
4042 EQUIPT MAINT/REPAIR	505	1,916	200	(1,716)		(1,716)	958.2%	
4047 MATERIALS/TOOLS	0	8	0	(8)		(8)	0.0%	
4060 OFFICE EQUIPMENT	0	800	0	(800)		(800)	0.0%	
4080 BAD DEBTS WRITTEN OFF	2,327	0	0	0		0	0.0%	
4081 Licences	315	232	300	68		68	77.3%	
4104 REFUSE COLLECTION	0	80	0	(80)		(80)	0.0%	
4110 FIRE PRECAUTIONS	41	175	0	(175)		(175)	0.0%	
4125 Misc Costs	0	(474)	0	474		474	0.0%	
4128 EQUIPMENT	1,200	370	200	(170)		(170)	185.0%	
4790 DEFERRED GRANTS RELEASED	(12,430)	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	11,417	0	0	0		0	0.0%	
ORCHARD COMMUNITY CENTRE :- Indirect Expenditure	87,393	104,556	109,873	5,317	0	5,317	95.2%	0
Net Income over Expenditure	(63,971)	(68,733)	(76,753)	(8,020)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901 CENTRAL SERVICES								
4001 STAFF SALARIES	174,241	312,103	260,444	(51,659)		(51,659)	119.8%	
4002 EMPLOYERS N.I	15,552	32,337	25,027	(7,310)		(7,310)	129.2%	
4003 EMPLOYERS SUPERANN.	27,449	51,116	48,884	(2,232)		(2,232)	104.6%	
4005 AGENCY STAFF	135,350	53,823	11,708	(42,115)		(42,115)	459.7%	
4007 HEALTH & SAFETY	638	107	2,500	2,393		2,393	4.3%	
4008 STAFF TRAINING	1,607	1,234	2,000	766		766	61.7%	
4009 STAFF TRAVEL	1,134	1,730	3,000	1,270		1,270	57.7%	
4010 MISC. STAFF COSTS	834	356	1,000	644		644	35.6%	
4013 RENT	46,090	37,876	24,700	(13,176)		(13,176)	153.3%	
4016 CLEANING COSTS	0	539	0	(539)		(539)	0.0%	
4020 MISC. ESTABLISH.COST	0	187	250	63		63	74.8%	
4021 TELEPHONE & FAX	9,108	12,462	7,600	(4,862)		(4,862)	164.0%	
4022 POSTAGE	1,044	1,403	800	(603)		(603)	175.3%	
4023 STATIONERY	2,051	3,612	1,800	(1,812)		(1,812)	200.7%	
4025 INSURANCE	19,545	18,510	21,000	2,490		2,490	88.1%	
4026 COMPUTER	48,743	50,249	36,000	(14,249)		(14,249)	139.6%	
4027 PHOTOCOPIER	2,505	4,416	3,000	(1,416)		(1,416)	147.2%	
4030 ADVERTISING, RECRUITMENT	8,668	32,241	0	(32,241)		(32,241)	0.0%	
4031 ADVERTISING	0	3,827	400	(3,427)		(3,427)	956.8%	
4032 PUBLICITY	2,527	258	2,500	2,242		2,242	10.3%	
4041 EQUIPMENT HIRE	355	0	0	0		0	0.0%	
4047 MATERIALS/TOOLS	0	71	0	(71)		(71)	0.0%	
4051 BANK CHARGES	1,020	1,930	1,200	(730)		(730)	160.8%	
4056 LEGAL EXPENSES	7,102	4,211	1,000	(3,211)		(3,211)	421.1%	
4058 PROFESSIONAL FEES	17,067	18,897	2,000	(16,897)		(16,897)	944.8%	
4059 CONSULTANCY	0	6,930	0	(6,930)		(6,930)	0.0%	
4060 OFFICE EQUIPMENT	737	1,864	500	(1,364)		(1,364)	372.8%	
4073 PAYROLL BUREAU FEES	2,911	2,000	2,000	0		0	100.0%	
4074 ACCOUNTANCY FEES	15,193	18,103	15,000	(3,103)		(3,103)	120.7%	
4103 PROTECTIVE CLOTHING	0	146	0	(146)		(146)	0.0%	
4125 Misc Costs	52	0	50	50		50	0.0%	
4127 SIGNS	0	514	0	(514)		(514)	0.0%	
4128 EQUIPMENT	0	50	0	(50)		(50)	0.0%	
4140 CHRISTMAS ACTIVITIES	0	1,358	0	(1,358)		(1,358)	0.0%	
4901 C.S. SALARY RECHARGE	(217,242)	(395,556)	(211,520)	184,036		184,036	187.0%	
4911 C.S. O'HEAD RECHARGE	(329,501)	(278,903)	(185,175)	93,728		93,728	150.6%	
4999 DEPRECIATION CHARGED	5,574	0	0	0		0	0.0%	
CENTRAL SERVICES :- Indirect Expenditure	355	0	77,668	77,668	0	77,668	0.0%	0
Net Expenditure	(355)	0	(77,668)	(77,668)				
Finance & General Purposes :- Income	1,202,382	1,358,724	1,327,611	(31,113)			102.3%	
Expenditure	642,450	384,402	549,948	165,546	0	165,546	69.9%	
Movement to/(from) Gen Reserve	559,932	974,323						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Public Land & Open Spaces								
102 ALLOTMENTS								
1087 INC-ALLOTMENTS	9,682	9,348	7,200	(2,148)			129.8%	
ALLOTMENTS :- Income	9,682	9,348	7,200	(2,148)			129.8%	0
4013 RENT	581	349	465	116		116	75.0%	
4037 GROUNDS MAINTENANCE	73	0	500	500		500	0.0%	
4047 MATERIALS/TOOLS	0	23	0	(23)		(23)	0.0%	
4067 PEST CONTROL	860	745	750	5		5	99.3%	
4104 REFUSE COLLECTION	0	162	0	(162)		(162)	0.0%	
4128 EQUIPMENT	0	51	0	(51)		(51)	0.0%	
4999 DEPRECIATION CHARGED	167	0	0	0		0	0.0%	
ALLOTMENTS :- Indirect Expenditure	1,681	1,330	1,715	385	0	385	77.5%	0
Net Income over Expenditure	8,001	8,018	5,485	(2,533)				
104 BURIAL GROUNDS								
1084 INC-BURIAL FEES	24,152	19,355	18,000	(1,355)			107.5%	
1097 INC-MEMORIALS	0	796	900	104			88.4%	
BURIAL GROUNDS :- Income	24,152	20,151	18,900	(1,251)			106.6%	0
4011 RATES	4,786	4,815	4,800	(15)		(15)	100.3%	
4012 WATER RATES	111	116	150	34		34	77.1%	
4014 ELECTRICITY	106	147	150	3		3	98.3%	
4036 PROPERTY MAINTENANCE	730	7,503	2,000	(5,503)		(5,503)	375.1%	
4037 GROUNDS MAINTENANCE	0	200	0	(200)		(200)	0.0%	
4104 REFUSE COLLECTION	303	0	0	0		0	0.0%	
4110 FIRE PRECAUTIONS	153	0	500	500		500	0.0%	
4178 PATHS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4901 C.S. SALARY RECHARGE	13,034	23,733	12,691	(11,042)		(11,042)	187.0%	
4902 W.S. SALARY RECHARGE	46,183	53,697	59,441	5,744		5,744	90.3%	
4911 C.S. O'HEAD RECHARGE	19,770	16,734	11,111	(5,623)		(5,623)	150.6%	
4912 W.S. O'HEAD RECHARGE	11,033	10,775	12,280	1,505		1,505	87.7%	
4999 DEPRECIATION CHARGED	2,250	0	0	0		0	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	98,461	117,721	104,123	(13,598)	0	(13,598)	113.1%	0
Net Income over Expenditure	(74,309)	(97,570)	(85,223)	12,347				
210 GENERAL								
4064 ANNUAL HANGING BASKETS	3,876	2,467	3,000	533		533	82.2%	
GENERAL :- Indirect Expenditure	3,876	2,467	3,000	533	0	533	82.2%	0
Net Expenditure	(3,876)	(2,467)	(3,000)	(533)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>212 RECREATION GROUNDS</u>								
1077 INC-S106 GRANTS	2,600	0	0	0			0.0%	
1081 INC-RENT	2,720	6,223	3,500	(2,723)			177.8%	
1082 INC-LETTINGS	0	249	0	(249)			0.0%	
1083 INC-PITCH HIRE	261	620	2,000	1,380			31.0%	
1091 INC-MISCELLANEOUS	3,308	40	0	(40)			0.0%	
RECREATION GROUNDS :- Income	8,888	7,133	5,500	(1,633)			129.7%	0
4011 RATES	4,527	4,541	3,775	(766)		(766)	120.3%	
4012 WATER RATES	9,480	11,936	11,000	(936)		(936)	108.5%	
4013 RENT	0	0	1	1		1	0.0%	
4014 ELECTRICITY	2,794	6,307	6,000	(307)		(307)	105.1%	
4036 PROPERTY MAINTENANCE	0	90	0	(90)		(90)	0.0%	
4037 GROUNDS MAINTENANCE	470	5,637	2,500	(3,137)		(3,137)	225.5%	
4038 MAINTENANCE CONTRACT	7,430	7,400	6,900	(500)		(500)	107.2%	
4039 PLAY. EQUIP. MAINT.	0	5,941	3,000	(2,941)		(2,941)	198.0%	
4041 EQUIPMENT HIRE	0	88	0	(88)		(88)	0.0%	
4043 FENCING & GATES	0	0	1,000	1,000		1,000	0.0%	
4044 TREES & PLANTS	1,110	576	2,500	1,924		1,924	23.0%	
4067 PEST CONTROL	400	400	900	500		500	44.4%	
4080 BAD DEBTS WRITTEN OFF	1,237	0	0	0		0	0.0%	
4100 FERT./SEEDS/WEEDKILL	41	33	200	168		168	16.3%	
4104 REFUSE COLLECTION	4,680	6,981	4,000	(2,981)		(2,981)	174.5%	
4110 FIRE PRECAUTIONS	476	1,225	750	(475)		(475)	163.4%	
4114 LITTER BINS	0	270	2,000	1,730		1,730	13.5%	
4128 EQUIPMENT	0	462	0	(462)		(462)	0.0%	
4134 SECURITY/CCTV	0	1,170	0	(1,170)		(1,170)	0.0%	
4790 DEFERRED GRANTS RELEASED	(11,187)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	34,759	63,289	33,843	(29,446)		(29,446)	187.0%	
4902 W.S. SALARY RECHARGE	161,641	187,939	208,042	20,103		20,103	90.3%	
4911 C.S. O'HEAD RECHARGE	52,720	44,624	29,628	(14,996)		(14,996)	150.6%	
4912 W.S. O'HEAD RECHARGE	38,617	37,712	42,980	5,268		5,268	87.7%	
4999 DEPRECIATION CHARGED	40,215	0	0	0		0	0.0%	
RECREATION GROUNDS :- Indirect Expenditure	349,409	386,620	359,019	(27,601)	0	(27,601)	107.7%	0
Net Income over Expenditure	(340,520)	(379,487)	(353,519)	25,968				
<u>902 PUBLIC REALM</u>								
4001 STAFF SALARIES	180,216	213,760	239,146	25,386		25,386	89.4%	
4002 EMPLOYERS N.I	15,345	17,676	21,006	3,330		3,330	84.1%	
4003 EMPLOYERS SUPERANN.	35,354	37,049	61,701	24,652		24,652	60.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4007 HEALTH & SAFETY	822	808	500	(308)		(308)	161.6%	
4008 STAFF TRAINING	132	806	2,500	1,694		1,694	32.2%	
4009 STAFF TRAVEL	46	1,071	300	(771)		(771)	356.9%	
4011 RATES	0	0	16,000	16,000		16,000	0.0%	
4013 RENT	0	0	14,176	14,176		14,176	0.0%	
4014 ELECTRICITY	(3,543)	2,648	7,596	4,948		4,948	34.9%	
4023 STATIONERY	0	308	0	(308)		(308)	0.0%	
4025 INSURANCE	0	108	0	(108)		(108)	0.0%	
4026 COMPUTER	0	1,662	0	(1,662)		(1,662)	0.0%	
4030 ADVERTISING, RECRUITMENT	0	951	0	(951)		(951)	0.0%	
4036 PROPERTY MAINTENANCE	0	75	5,200	5,125		5,125	1.4%	
4041 EQUIPMENT HIRE	183	422	400	(22)		(22)	105.5%	
4042 EQUIPT MAINT/REPAIR	5,435	1,145	4,500	3,355		3,355	25.4%	
4044 TREES & PLANTS	0	1,231	0	(1,231)		(1,231)	0.0%	
4046 VEHICLE LEASING	9,698	11,401	11,000	(401)		(401)	103.6%	
4047 MATERIALS/TOOLS	9,566	7,207	12,000	4,793		4,793	60.1%	
4048 VEHICLE MAINT/REPAIR	4,303	8,604	10,000	1,396		1,396	86.0%	
4049 VEHICLE FUEL	5,808	7,616	8,000	384		384	95.2%	
4050 VEHICLE TAX	675	906	675	(231)		(231)	134.3%	
4060 OFFICE EQUIPMENT	29	0	0	0		0	0.0%	
4068 NEW MACHINERY	0	112	0	(112)		(112)	0.0%	
4100 FERT./SEEDS/WEEDKILL	0	1,061	0	(1,061)		(1,061)	0.0%	
4103 PROTECTIVE CLOTHING	3,036	2,462	2,500	38		38	98.5%	
4110 FIRE PRECAUTIONS	0	353	0	(353)		(353)	0.0%	
4119 SKIP HIRE	2,048	653	3,000	2,347		2,347	21.8%	
4127 SIGNS	0	780	0	(780)		(780)	0.0%	
4128 EQUIPMENT	490	1,306	500	(806)		(806)	261.2%	
4134 SECURITY/CCTV	0	178	0	(178)		(178)	0.0%	
4790 DEFERRED GRANTS RELEASED	(2,536)	0	0	0		0	0.0%	
4902 W.S. SALARY RECHARGE	(230,916)	(268,485)	(297,203)	(28,719)		(28,719)	90.3%	
4912 W.S. O'HEAD RECHARGE	(55,166)	(53,874)	(61,400)	(7,526)		(7,526)	87.7%	
4999 DEPRECIATION CHARGED	18,975	0	0	0		0	0.0%	
PUBLIC REALM :- Indirect Expenditure	0	0	62,097	62,097	0	62,097	0.0%	0
Net Expenditure	0	0	(62,097)	(62,097)				
<u>903 DEPOT</u>								
4011 RATES	0	16,000	0	(16,000)		(16,000)	0.0%	
4012 WATER RATES	0	750	0	(750)		(750)	0.0%	
4013 RENT	0	7,083	0	(7,083)		(7,083)	0.0%	
4014 ELECTRICITY	0	1,250	0	(1,250)		(1,250)	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4015 GAS	0	750	0	(750)		(750)	0.0%	
4093 SERVICE CHARGE	0	4,044	0	(4,044)		(4,044)	0.0%	
DEPOT :- Indirect Expenditure	0	29,876	0	(29,876)	0	(29,876)		0
Net Expenditure	0	(29,876)	0	29,876				
Public Land & Open Spaces :- Income	42,723	36,632	31,600	(5,032)			115.9%	
Expenditure	453,426	538,013	529,954	(8,059)	0	(8,059)	101.5%	
Movement to/(from) Gen Reserve	(410,703)	(501,382)						
<u>Town Centre Management</u>								
<u>103 STREET LIGHTS</u>								
4014 ELECTRICITY	0	(12,757)	0	12,757		12,757	0.0%	
STREET LIGHTS :- Indirect Expenditure	0	(12,757)	0	12,757	0	12,757		0
Net Expenditure	0	12,757	0	(12,757)				
<u>105 CAR PARKS</u>								
1088 INC-CAR PARKING FEES	7,316	20,977	22,000	1,023			95.3%	
1089 INC - PARKING PERMITS WORK	2,475	7,087	11,500	4,413			61.6%	
1189 INC-PARKING PERMITS RES	3,280	5,899	6,300	401			93.6%	
CAR PARKS :- Income	13,071	33,962	39,800	5,838			85.3%	0
4008 STAFF TRAINING	0	300	0	(300)		(300)	0.0%	
4011 RATES	26,318	26,123	26,600	477		477	98.2%	
4023 STATIONERY	0	373	0	(373)		(373)	0.0%	
4038 MAINTENANCE CONTRACT	7,583	11,338	7,500	(3,838)		(3,838)	151.2%	
4047 MATERIALS/TOOLS	810	1,166	2,000	834		834	58.3%	
4056 LEGAL EXPENSES	495	2,022	1,000	(1,022)		(1,022)	202.2%	
4058 PROFESSIONAL FEES	0	4,245	0	(4,245)		(4,245)	0.0%	
4067 PEST CONTROL	0	50	0	(50)		(50)	0.0%	
4092 Card Processing Fees	423	1,086	1,000	(86)		(86)	108.6%	
4108 SURFACE REPAIRS	0	0	3,000	3,000		3,000	0.0%	
4126 CAR PARK LEASE	32,345	35,000	32,001	(2,999)		(2,999)	109.4%	
4790 DEFERRED GRANTS RELEASED	(742)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	3,259	5,933	3,173	(2,760)		(2,760)	187.0%	
4902 W.S. SALARY RECHARGE	11,546	13,424	14,860	1,436		1,436	90.3%	
4911 C.S. O'HEAD RECHARGE	4,943	4,184	2,778	(1,406)		(1,406)	150.6%	
4912 W.S. O'HEAD RECHARGE	2,758	2,694	3,070	376		376	87.7%	
4999 DEPRECIATION CHARGED	9,559	0	0	0		0	0.0%	
CAR PARKS :- Indirect Expenditure	99,295	107,937	96,982	(10,955)	0	(10,955)	111.3%	0
Net Income over Expenditure	(86,224)	(73,975)	(57,182)	16,793				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
106 MARKET								
1082 INC-LETTINGS	0	197	0	(197)			0.0%	
1083 INC-PITCH HIRE	0	367	0	(367)			0.0%	
1085 INC-TUESDAY MARKET RENTS	697	3,232	1,500	(1,732)			215.5%	
1086 INC-SATURDAY MARKET RENTS	3,106	11,392	15,000	3,608			75.9%	
MARKET :- Income	3,803	15,188	16,500	1,312			92.0%	0
4001 STAFF SALARIES	388	0	0	0		0	0.0%	
4002 EMPLOYERS N.I	152	252	227	(25)		(25)	111.0%	
4003 EMPLOYERS SUPERANN.	741	2,753	2,691	(62)		(62)	102.3%	
4004 MARKET STAFF	6,407	9,826	10,430	604		604	94.2%	
4006 CLEANING WAGES	0	844	0	(844)		(844)	0.0%	
4007 HEALTH & SAFETY	0	184	0	(184)		(184)	0.0%	
4011 RATES	5,364	5,180	5,260	80		80	98.5%	
4012 WATER RATES	613	0	0	0		0	0.0%	
4014 ELECTRICITY	981	1,824	600	(1,224)		(1,224)	304.0%	
4023 STATIONERY	0	32	0	(32)		(32)	0.0%	
4032 PUBLICITY	608	54	1,500	1,446		1,446	3.6%	
4047 MATERIALS/TOOLS	0	918	250	(668)		(668)	367.2%	
4103 PROTECTIVE CLOTHING	0	85	0	(85)		(85)	0.0%	
4127 SIGNS	0	96	0	(96)		(96)	0.0%	
4901 C.S. SALARY RECHARGE	10,862	19,778	10,576	(9,202)		(9,202)	187.0%	
4911 C.S. O'HEAD RECHARGE	16,475	13,945	9,259	(4,686)		(4,686)	150.6%	
4999 DEPRECIATION CHARGED	1,004	0	0	0		0	0.0%	
MARKET :- Indirect Expenditure	43,595	55,770	40,793	(14,977)	0	(14,977)	136.7%	0
Net Income over Expenditure	(39,792)	(40,582)	(24,293)	16,289				
107 TOWN CENTRE GENERAL								
1071 INC - A BOARDS	0	0	200	200			0.0%	
1072 INC - TEMP STREET FURNITURE	0	0	300	300			0.0%	
1145 INC-CHRISTMAS ACTIVITIES	345	1,028	0	(1,028)			0.0%	
TOWN CENTRE GENERAL :- Income	345	1,028	500	(528)			205.5%	0
4001 STAFF SALARIES	26,401	23,626	27,397	3,771		3,771	86.2%	
4002 EMPLOYERS N.I	2,431	2,447	2,568	121		121	95.3%	
4003 EMPLOYERS SUPERANN.	6,344	3,852	7,068	3,216		3,216	54.5%	
4009 STAFF TRAVEL	98	0	0	0		0	0.0%	
4032 PUBLICITY	0	116	0	(116)		(116)	0.0%	
4036 PROPERTY MAINTENANCE	688	394	240	(154)		(154)	164.1%	
4037 GROUNDS MAINTENANCE	0	400	0	(400)		(400)	0.0%	
4044 TREES & PLANTS	200	1,010	0	(1,010)		(1,010)	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4067 PEST CONTROL	0	25	0	(25)		(25)	0.0%	
4104 REFUSE COLLECTION	150	0	0	0		0	0.0%	
4116 WAR MEM & REM SERV	0	687	750	63		63	91.6%	
4117 CLOCK REPAIRS	0	0	350	350		350	0.0%	
4127 SIGNS	0	424	0	(424)		(424)	0.0%	
4138 MARKET SQUARE EVENTS	2,772	3,375	15,000	11,625		11,625	22.5%	
4139 GRASS CUTTING	0	8,472	0	(8,472)		(8,472)	0.0%	
4140 CHRISTMAS ACTIVITIES	13,640	3,867	7,000	3,133		3,133	55.2%	
4144 CCTV	15,378	13,992	18,000	4,008		4,008	77.7%	
4145 CHRISTMAS LIGHTS	18,914	18,340	18,000	(340)		(340)	101.9%	
4790 DEFERRED GRANTS RELEASED	(571)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	3,259	5,933	3,173	(2,760)		(2,760)	187.0%	
4902 W.S. SALARY RECHARGE	11,546	13,424	14,860	1,436		1,436	90.3%	
4911 C.S. O'HEAD RECHARGE	4,943	4,184	2,778	(1,406)		(1,406)	150.6%	
4912 W.S. O'HEAD RECHARGE	2,758	2,694	3,070	376		376	87.7%	
4999 DEPRECIATION CHARGED	1,131	0	0	0		0	0.0%	
TOWN CENTRE GENERAL :- Indirect Expenditure	110,081	107,261	120,254	12,993	0	12,993	89.2%	0
Net Income over Expenditure	(109,736)	(106,233)	(119,754)	(13,521)				
110 PUBLIC CONVENIENCES								
1091 INC-MISCELLANEOUS	650	0	0	0			0.0%	
PUBLIC CONVENIENCES :- Income	650	0	0	0				0
4011 RATES	3,134	(3,144)	0	3,144		3,144	0.0%	
4012 WATER RATES	627	1,356	2,000	644		644	67.8%	
4014 ELECTRICITY	0	0	1,000	1,000		1,000	0.0%	
4016 CLEANING COSTS	0	19,395	600	(18,795)		(18,795)	3232.5%	
4036 PROPERTY MAINTENANCE	6,516	0	2,500	2,500		2,500	0.0%	
4038 MAINTENANCE CONTRACT	12,493	185	980	795		795	18.9%	
4042 EQUIPT MAINT/REPAIR	0	650	0	(650)		(650)	0.0%	
4047 MATERIALS/TOOLS	0	221	0	(221)		(221)	0.0%	
PUBLIC CONVENIENCES :- Indirect Expenditure	22,770	18,664	7,080	(11,584)	0	(11,584)	263.6%	0
Net Income over Expenditure	(22,120)	(18,664)	(7,080)	11,584				
Town Centre Management :- Income	17,869	50,178	56,800	6,622			88.3%	
Expenditure	275,741	276,874	265,109	(11,765)	0	(11,765)	104.4%	
Movement to/(from) Gen Reserve	(257,873)	(226,697)						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,262,974	1,445,534	1,416,011	(29,523)			102.1%	
Expenditure	1,371,617	1,199,289	1,345,011	145,722	0	145,722	89.2%	
Net Income over Expenditure	<u>(108,644)</u>	<u>246,245</u>	<u>71,000</u>	<u>(175,245)</u>				
Movement to/(from) Gen Reserve	<u>(108,644)</u>	<u>246,245</u>						

Date: 04/05/2022

Biggleswade Town Council

Item 10aiv Payment Listing

Time: 13:25

Lloyds Current A/C

List of Payments made between 01/03/2022 and 31/03/2022

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>
01/03/2022	Samantha Parkes	000478	25.00		Samantha Parkes-Refund hall
01/03/2022	CNXL-Fergal holmes	CNXL000470	-50.00		CNXL-Fergal holmes
01/03/2022	CNXL-Janet L. Allotment Deposi	CNXL000441	-50.00		CNXL-Janet L. Allotment Deposi
01/03/2022	Harrier Office Supplies Ltd	CNXL201935	-110.38		Battery & First aid kit
01/03/2022	REVERSE CHQ cancellation	201935	110.38		REVERSE CHQ cancellation
01/03/2022	Zurich Assurance Ltd	CNXL202022	-1,136.90		Zurich Assurance Ltd
02/03/2022	F & R Cawley Ltd	DD01	881.16		3426-Waste collect-Jan 2022
02/03/2022	Indeed - Job advert	DC	145.50		Indeed - Job advert
06/03/2022	Central Bedfordshire Council	Std Ord	4,599.00		CBC - Rates 2021/21
07/03/2022	Node IT Solutions Ltd	DD02	69.59		3424-Mains extension
08/03/2022	AMF Services (Bedford) Ltd	202144	1,531.44		3396-supply&fit wishbone-RTV
08/03/2022	Rosetta Publishing Ltd	202145	313.20		3377-Beds bulletin Mar22
08/03/2022	James Coles & Sons (Nurseries)	202146	98.28		3399-Fagus sylvatica
08/03/2022	Cove Security Systems Ltd	202147	36.00		3400-Supply&fit battery
08/03/2022	Essential Safety Wear Ltd	202148	21.59		3379-Navy fleece
08/03/2022	Flowbird Smart City UK Ltd	202149	592.78		3394-Solar battery+charger
08/03/2022	HERTFORDSHIRE COUNTY	202150	215.05		3378-Air freshner & toilet
08/03/2022	Harrier Office Supplies Ltd	202151	85.72		3380-Vacuum cleaner
08/03/2022	Henlow Building Supplies	202152	21.42		3402-Meyer classic ply
08/03/2022	Evisa Solutions Ltd	202153	7,736.16		3381-Final Stage Recruitment F
08/03/2022	Parallel HR Ltd	202154	660.00		3398-BTC HR Services
08/03/2022	Peninsula Business Services Li	202155	37.09		3397-EAP provision
08/03/2022	DCK Accounting Solutions Ltd	202156	1,115.08		3375-Accounts support-Feb 2022
08/03/2022	R & C Hyett	202157	1,960.00		3391-Office cleaning-Feb 22
08/03/2022	Hire or Buy Group Ltd	202158	147.62		3384-Chain loop
08/03/2022	Safe I.S. Ltd	202159	1,050.00		3389-Fire risk assess-Stratton
08/03/2022	Turfcare Leisure Services Ltd	202160	690.47		3392-Bowling G Maint-March
08/03/2022	Unison	202161	11.50		3433-Unison due for Feb 2022
08/03/2022	ADT Fire & Security plc	202162	34.20		3471-Charge for ADT service
11/03/2022	BNP Paribus	Std Ord	584.17		Isuzu Truck LN69 XVL
11/03/2022	The Information Commissioner	DD03	35.00		3476-Data protection
11/03/2022	Node IT Solutions Ltd	DD04	62.40		3422-Managed network services
11/03/2022	Osso Gas - OSSO1107	DD05	103.95		P/Ledger Electronic Payment
11/03/2022	Node IT Solutions Ltd	DD06	158.98		3421-Zoom subscription
11/03/2022	Node IT Solutions Ltd	DD07	211.20		3418-Networking managed
11/03/2022	Node IT Solutions Ltd	DD08	444.00		3420-Leased line-OCH
11/03/2022	Osso Gas OSSO1108	DD09	1,008.75		P/Ledger Electronic Payment
11/03/2022	Node IT Solutions Ltd	DD10	3,042.66		3419-Agreement IT Services
11/03/2022	Maple Tree Catering Ltd	BACS	542.00		P/Ledger Electronic Payment
14/03/2022	Lloyds Salary A/C	TFR	88,556.76		Tfr to Salary AC
14/03/2022	Vision ICT Ltd	BACS01	78.00		P/Ledger Electronic Payment
14/03/2022	The Right Fuelcard Company Lim	DD11	3.60		3536-Vehicle fuel
15/03/2022	HM Land Registry	DD	18.00		HM Land Registry
15/03/2022	Integrating Solutions Limited	DD12	143.53		3423-Copier charge Feb 2022
15/03/2022	Lex Autolease Ltd	DD13	410.64		3473-KV67 FPJ Lease
16/03/2022	British Telecommunications PLC	DD14	563.17		3474-Telephone
16/03/2022	Fuel Genie DDR	DD15	811.01		3416-Vehicle fuel
18/03/2022	Bank charge payable	CHRG	163.79		Bank charge payable

List of Payments made between 01/03/2022 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/03/2022	AIB Merchant Services	DD16	93.32		3401-Car parking charge Feb 22
21/03/2022	Eon Next Energy Ltd	DD17	98.32		3477-Depot Electricity
21/03/2022	Public Works Loan Board	DD18	7,319.40		P/Ledger Electronic Payment
22/03/2022	Flowbird Smart City UK Ltd	202163	281.06		3475-Parking Equip Maint Apr22
22/03/2022	J R GOLDTHORPE & SON	202164	10.00		3485-flourescent lamp
22/03/2022	Huxley Electrical Services	202165	480.00		3482-Xmas tree electricity con
22/03/2022	Infotone Imaging Supplies Ltd	202166	79.14		3488-Toner cartridge
22/03/2022	Leak Shield Plimbing & Drainag	202167	145.00		3478-Office toilet repairs
22/03/2022	Maple Tree Catering Ltd	202168	542.00		3489-Catering 20.3.22
22/03/2022	Madeline Russell	202169	81.30		3483-Mayor expenses
22/03/2022	Hire or Buy Group Ltd	202170	220.00		3486-Chainsaw boots
22/03/2022	Safe I.S. Ltd	202171	210.00		3484-C/Club fire risk assesmen
22/03/2022	Tim's Digital	202172	669.60		3481-Website support
22/03/2022	Unison	202173	11.50		3505-Unison Mar 22
22/03/2022	Maple Tree Catering Ltd	CNXL202168	-542.00		P/Ledger Electronic Payment
23/03/2022	EE - DDR	DD19	359.63		P/Ledger Electronic Payment
24/03/2022	HM Land Registry	DD	138.00		HM Land Registry
24/03/2022	Zurich Assurance Ltd	BACS02	21,644.47		P/Ledger Electronic Payment
25/03/2022	Node IT Solutions Ltd	DD20	24.00		3493-Secure equipment disposal
25/03/2022	Node IT Solutions Ltd	DD21	54.00		3492-Secure equipment disposal
25/03/2022	Node IT Solutions Ltd	DD22	60.00		3491-Secure equipment disposal
28/03/2022	Chubb Fire Ltd	DD23	411.47		P/Ledger Electronic Payment
28/03/2022	OPUS Energy (Corporate) Limite	DD24	1,476.07		3521-Elec charge Feb 2022
29/03/2022	1st Biggleswade-Grant 22/23	000479	148.50		1st Biggleswade-Grant 22/23
29/03/2022	Petty cash	000541	250.00		Petty cash
29/03/2022	Harrison Clark RIC	SO	9,000.00		Harrison Clark-Carpark lease
29/03/2022	HM Land Registry	DD	48.00		HM Land Registry
29/03/2022	Post Office Ltd	DD25	275.00		3551-Vehicle tax 22/23
30/03/2022	Anglian Water Business Ltd. (N	DD26	11.78		3522-Water 14.12.21-13.03.22
30/03/2022	F & R Cawley Ltd	DD27	531.92		3440-Refuse collect-Feb 2022
Total Payments			161,914.04		

Development Management

Central Bedfordshire Council

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



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

Contact Joanna Baker
Direct Dial 0300 300 6990
Email planning@centralbedfordshire.gov.uk
Your Ref
Date 29 April 2022

Dear Mr Tarrant,

Application No: CB/TCA/22/00216
Proposal: Works to trees within a Conservation Area: Reduce crown of purple leaf plum tree
Location: 3 Rankins Court, Shortmead Street, Biggleswade, SG18 0LQ

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 **20 May 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.

How coronavirus is affecting planning

We were already well prepared for agile working, operating a paper light planning application process. Most of our staff are now working from home, but can be contacted as normal via email or phone during working hours. A number of staff are working flexibly around childcare - please leave a message and they will get back to you as quickly as they can. We will of course be keeping staffing levels and workloads under constant review in light of any cases of self-isolation and childcare needs.

A small number of our planning admin team are in the office to register post, scan documents and print. However, as most applications can be registered remotely, please help us by making electronic submissions. Hard copy applications and postal comments are still being received, but there could be a delay in getting these logged as they have to be scanned in at the office. Please also be advised that we are unable to offer case history copies or other printing requests at this time.

We are continuing to consult on planning applications and consider any comments made. We will not be sending hard copy plans to parish and town councils in addition to electronic consultations. If you are unable to view plans then please contact the case officer to discuss.

Site visits by officers will only be carried out once the applicant / agent has first been

contacted to discuss the suitability of a visit and whether arrangements can be made to accord with up to date advice on social distancing. Case officers will then make a judgement as to whether a site visit can be made in a safe way – if this is not possible we will discuss the potential for alternative ways of assessing the site or in appropriate cases request your agreement that consideration of the application be paused.

In accordance with the latest advice on social distancing, we are unable to have face to face meetings, so we are asking customers not to come into our offices. Your case officer will contact you to discuss alternative arrangements which could be via phone call or video conferencing.

Read about our Development Management Committee for updates and information about meetings:

https://www.centralbedfordshire.gov.uk/info/31/meetings/219/development_management_committee_-_meetings_and_agendas.

All of these arrangements will be kept under review and we would like to thank you for your co-operation during these challenging times.

Yours sincerely,

Joanna Baker
Tree and Landscape Officer

PLANNING APPLICATIONS - RESOLVED OBJECTIONS/SUPPORT BY COUNCIL						
Address	Application No.	Committee date	BTC Decision	Description	Comment	Central Beds Outcome/Date
Mill Lane, Fairground site, Land at	CB/EN/18/0028	11/01/2022 Planning Appeal	It was Resolved to Strongly Support the enforcement action on the following grounds: 1) The full extent of the red line area on the Site Plan impacts heavily on the amenity of the Kingfisher Way, the long-distance footpath which runs along the west bank of the river through Biggleswade. 2) The site also impacts on the Franklins Recreation Ground, which has been a facility for the town for over 100 years, long before the travelling showpeople came to the site after 1970. 3) The access to the site is not suitable and an historic lane and bridge are being damaged. The bridge is humpbacked and the narrow lane has the only remaining cobblestones in the town. Often large lorries leave the site with two trailers – so a three-part vehicle – totally unsuitable for the lane and such traffic is a danger to children using the Recreation Ground.	Alleged change of use of agricultural land to open storage.		No details as at 17/05/2022
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 correspondences. Council also agreed that Cllr G Fage would be appointed to represent BTC and to speak at the Development Management Committee Meeting. It was resolved that the draft letter be approved, and that letter and the previous letter of objection be sent to the named planning officer and to the general planning address. Further, that a shorter version be circulated to Members of the CBC Development Management Committee for information.	Development Brief relating to residential scheme of around 400 dwellings at land north of Biggleswade, with access taken from Furzenhall Road.		No details as at 17/05/2022
2020						
Biggleswade Road, Land East of	20/00959/OUT	28/04/2020 Virtual Council Meeting	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 Virtual Council Meeting	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

Address	Application No.	Committee date	BTC Decision	Description		Central Beds Outcome/Date
2020 (Cont.)						
Biggleswade Road, Land East of	20/00959/OUT	13/10/2020	As above.	Outline Application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,b,c, B2, B8) up to 5ha of primary school development (Class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities. Subject to Environmental statement.		See Below
Biggleswade Road, Land East of	20/00959/OUT	12/01/2021	It was resolved that the Town Council will submit further correspondence to Central Bedfordshire Council to include the previous comments of objections due to: 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to A1. Additional comment: 5) There are to be improvements to Chambers Road/London Road junction.	Outline Application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,b,c, B2, B8) up to 5ha of primary school development (Class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities. Subject to Environmental statement.		Awaiting Decision
High Street, 19A	21/05233/FULL	08/02/2022	It was resolved that the Town Council Objects to this planning application and will support the comments of the Highways Officer, relating to safety. There is also a concern of noise and possible odours from the premises. Members have also queried why there does not appear to be a planning application for a change to the Use from E Class to A5 (takeaway).	Proposed kitchen extract system.		Awaiting Decision
High Street, 36	21/04766/FULL	14/12/2021	No Objection - strongly supports this planning application. Town Council wishes to convey to the Case Officer for this application, that it strongly supports this planning application and, does not share concerns raised about noise pollution. Members would like to point out that, as this is an historic and long-established Town Centre, anyone looking to purchase or purchasing property, they should expect to experience noise from businesses and entertainment establishments.	Change of use to Sui Generis (restaurant to arts centre with café/bar) including internal modifications.		Awaiting Decision
High Street, 36	21/04767/LB	14/12/2021	No Objection - strongly supports CBC in this application. Town Council wishes to convey to the Case Officer for this application, that it strongly supports this planning application and, does not share the concerns raised about noise pollution. Members would like to point out that, this is an historic and long-established Town Centre, anyone looking to purchase or purchasing property, they should expect to experience noise from businesses and entertainment establishments.	Listed building: Change of use to Sui Generis (restaurant to arts centre with café/bar) including modifications to lower office floor by 700mm to create customer toilet also, re-model kitchen into two rooms and realign front doors.		Awaiting Decision

Address	Application No.	Committee date	BTC Decision	Description		Central Beds Outcome/Date
2021						
Saxon Drive, Land East of & the Development Orchard Close	21/05398/FULL	25/01/2022	<p>Clr Pullinger stated this application originally came to Council in 2017 (CB/17/02682/REG) and was granted. That permission has expired and he has concerns relating to the new housing development on Saxon Drive. CBC put a number of conditions in place relating to landscaping, drainage, road surfacing, limiting times that works could be done on machinery to name a few.</p> <p>It was resolved that the Town Council does not object to this planning application, subject to planning conditions originally set by CBC in the previous and directly-related planning application for this same site (CB/17/02682/REG3) being met by the Applicant, with the following specific modifications, additions or clarifications:</p> <ol style="list-style-type: none"> 1) A revised landscaping scheme must include all hard and soft landscaping, soft landscaping on the boundaries of the site and a scheme for landscape maintenance in perpetuity for the amenity of the residents of Orchard Chase, which development has been built in the intervening time between the granting of CB/17/02680/REG and this application. In particular, the mitigation on the visual impact on residents of Orchard Chase should be considered. 2) The consideration of effective drainage is essential, especially considering potential impact to the new Orchard Chase development bordering the site. 3) The access road to the site must be properly surfaced with tar and adequate surface water drainage from the site to be intercepted and disposed of separately so that it does not discharge into the highway. 4) That the restriction on working hours on equipment, vehicles and plant should be as in the previous decision notice, or aligned to the restrictions placed on Stratton Business Park, if stricter. 5) That there be a restriction on HGV movements to be prohibited on, to or from the site between the hours of 10 pm and 7 am. 6) That all residents on Orchard Chase be consulted in regard to this application. 	Change of use of agricultural land to a Travelling Showpeople Site to create 4 plots. Each plot containing 2 x static caravans, 4 tourer caravans, 1 x workshop, 4-6 trailer parking spaces, and 4 x car parking spaces. Total for the site 8 x static caravans, 16 x tourer caravans, 4 x workshops, 24 trailer parking spaces and 16 car parking spaces.	Consultation Period - To be Called-In by Clr Mark Foster	Awaiting Decision
2022						
Drove Road, Land off, adjacent to 1A Drove Rd	22/00575/FULL	08/03/2022	<p>It was resolved that the Town Council objects to this planning application on the following grounds:</p> <ol style="list-style-type: none"> 1) Refuse vehicles will not be able to use the access road and bins will need to be put onto a very narrow pathway, obstructing pedestrian traffic. 2) The construction encroaches into the root protection area of trees nearby which are covered by a TPO. 3) Parking arrangements for the houses that front onto Drove Road indicate there will be a drop over the pavement, posing a danger to pedestrians using the footpath. 4) Vehicles will be reversing into the narrow Drove Road which has high traffic volume. 5) The bus stop would need to be relocated. 6) Over-development of the site for the amount of land that is incorporated in this plan. 7) The Eagle Farm/London Road junction is already very busy during peak traffic and school run periods. The additional vehicular traffic this development will bring to this junction will only compound the significant traffic flow problem experienced by users of this road. 	Erection of five dwellings with associated car parking, access road and amenity space.		See Below

Address	Application No.	Committee date	BTC Decision	Description		Central Beds Outcome/Date
2022 (Cont.)						
Drove Road, Land off, adjacent to 1A Drove Rd	22/00575/FULL	22/03/2022	This item was resolved at the Town Council Meeting of 8th March 2022 and Central Bedfordshire Council was directed to the Town Council's previous response (above).	Erection of five dwellings with associated car parking, access road and amenity space.		Awaiting Decision
London Road, 1 The Red Lion	22/00857/FULL	12/04/2022	See comments below.	Conversion of former public house to one dwelling and demolition of a single storey rear extension with conversion of the outbuilding into garage and storage building.		Awaiting Decision
London Road, 1 The Red Lion	22/01357/LB	12/04/2022	<p>It was resolved that the Town Council objects to this planning application on the grounds that:</p> <p>1) The recent owner of this site (UK Regeneration) presented commercially viable plans to this Town Council evidencing commercial and community-supported demand for town centre hospitality and publican facilities.</p> <p>2) The low number of large, vacant commercial buildings in town centre supports that there is good demand for commercial properties in the town centre and the current owner has not given sufficient evidence as to why the conversion of this property to a dwelling is necessary.</p> <p>3) A recent pre-planning advice issued by Central Bedfordshire Council for the Whistle & Flute on Mill Lane in Biggleswade indicated that CBC was not minded to support a conversion of the property to a residential dwelling. It would stand that the same principle should apply to this property if consistency in approach is to be maintained.</p> <p>4) This Town Council is concerned that this planning application proposes demolishing part of a listed site.</p> <p>5) The Pollution Officer has concerns over noise and the Town Council wishes to note that the nearby Stratton House Hotel is a popular outdoor venue and an important community asset.</p> <p>6) The Local Plan sets out under Policy EMP2 that a change of use to non-employment generating sites should "only be considered where there is no reasonable or viable prospect of the site delivering an employment generating use". Evidence has not been supplied with this planning application demonstrating this property would no longer support employment-generating use.</p> <p>7) The Local Plan sets out under Policy R1 that the proposed use would NOT positively support the vitality of the Town Centre by enhancing the range of facilities offered and/or stimulating activity outside normal shopping hours. This planning application shows no evidence of supporting the vitality of the Town Centre in the prescribed way.</p> <p>Members requested that CBC Ward Councillors call this planning application in to the DMC if CBC Officers are minded to approve it.</p>	Conversion of former public house to one dwelling and demolition of a single storey rear extension with conversion of the outbuilding into garage and storage building.		Awaiting Decision
Parry Rise, 3	22/00623/FULL	08/03/2022	<p>It was resolved that the Town Council strongly objects to this planning application on the grounds of loss of off-street parking, which has a knock-on the street car parking, obstructs emergency vehicles and blocks the pavements for pedestrians.</p> <p>The Town Council fully supports the comments by the Highways Officer.</p>	Garage conversion.		Awaiting Decision



uvecic.co.uk
01538 386221
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Urban Vision Enterprise CIC
Suite 15 Oriel Chambers
14 Water Street
Liverpool
L2 8TD

Town and Parish Council Planning Service

12th May 2022

David Kaiserman BA DipTP MRTPI
Penny O'Shea Consulting

Dear Sir

Town and Country Planning Act 1990 Planning and Compulsory Purchase Act 2004

We have been asked to respond to your fact-check report by our client, Biggleswade Town Council. The Town Council is grateful for being given the opportunity to respond.

Generally, the suggested modifications to the plan are very helpful, including useful clarifications and syntax corrections. These will help to create a better Plan.

There are a few issues that we have discussed with the Town Council, as follows.

Policies BSP1, BEM1 and BRD1

We wondered whether the suggested rewording in Paragraphs 43, 57 and 67 could be interpreted as Neighbourhood Plan policy seeking to apply national policy and guidance and Local Plan policy. This would be beyond the scope of a Neighbourhood Plan. This impression could be avoided by alternative wording, perhaps?

Regarding the suggested rewording in Paragraph 57, we note the reference to landscape design and screening is missing, so it implies that the issue is just about scale and building design. This sits uncomfortably with other policies in the Neighbourhood Plan and with the National Design Guide, which place emphasis on all aspects of design, including landscape

and planting. So we would respectfully request that 'including landscape design and screening, where necessary' be included in the modified wording (at the end of the third bullet point).

Policy BTC1

The clarification on permitted development rights (Class MA) suggested by the LPA is useful. However, the Conservation Area status of the Town Centre modifies the permitted development right in question (see conditions), including widening of the scope of matters that must be considered in prior approval applications to include 'character and sustainability'. We would suggest that this be recognised⁹, in the interests of accuracy.

Policy BGS2

We consider that the deletion of Policy BGS2 is unjustified. It is legitimate for neighbourhood plans to seek to protect green infrastructure. Urban Vision Enterprise has provided intensive support for more than 150 neighbourhood plans around England and the majority of these have addressed similar issues, including policies on key green infrastructure and coalescence.

Loss of this policy would fundamentally undermine the Plan's approach to achieving sustainable development. It would reduce the Plan's ability to meet the Basic Condition relating to achieving sustainable development.

In addition, the policy responds to the Government's current emphasis on biodiversity and the relationship between green infrastructure and good physical and mental health. This is made clear in the National Planning Policy Framework, in particular in Paragraphs 92, 93 and 98 of Chapter 8, and in the National Design Guide.

In addition, Planning Practice Guidance states:

How can positive planning contribute to healthier communities?

The design and use of the built and natural environments, including green infrastructure are major determinants of health and wellbeing. Planning and health need to be considered together in two ways: in terms of creating environments that support and encourage healthy lifestyles, and ...

Paragraph: 001 Reference ID:53-001-20190722

What is a healthy place?

A healthy place is one which supports and promotes healthy behaviours and environments and a reduction in health inequalities for people of all ages. It will provide the community with opportunities to improve their physical and mental health, and support community engagement and wellbeing.

It is a place which is inclusive and promotes social interaction. The National Design Guide sets out further detail on promoting social interaction through inclusive design including guidance on tenure neutral design and spaces that can be shared by all residents.

Paragraph: 003 Reference ID:53-003-20191101

We can understand that the title and terminology ‘Strategic Green Spaces’ could be misinterpreted, though this wording was based on an Examiner’s recommendations on another neighbourhood plan. Some modification of the policy title could be justified, for example ‘Key Green Infrastructure’ or other terminology. Another option could be to divide it into two policies, one dealing with ‘Key Green Infrastructure’ (the Common and Green Wheel), and one with ‘Coalescence’ (or the Local Plan uses the term ‘Important Countryside Gaps’). The rationale could be amended to better explain the Green Wheel. There would be consequential amendments to the wording of Policy BSP1.

We believe that Policy BGS2 responds directly to requirements in national policy and guidance. We can’t see a legal basis for deletion of the policy.

Policy BPD1 and BPD3

We would argue that the spacing of dwellings is a material planning consideration and would ask respectfully that this recommendation be reconsidered. Good urban design includes consideration of practical and functional aspects, such as access for maintenance, in addition to character, amenity and other considerations.

Paragraph 124 of the National Design Guide states:

Good design promotes quality of life for the occupants and users of buildings. This includes function – buildings should be easy to use. It also includes comfort, safety, security, amenity, privacy, accessibility and adaptability.

Therefore, we are unsure of the basis for deletion of BPD1(10) and BPD3(e).

Policy BH3

Naming of the current five scheduled monuments in the wording of the policy itself is not necessary to meet the Basic Conditions and could imply that any monuments scheduled after the making of the Neighbourhood Plan would be excluded from the policy. Historic England is currently considering potential additional scheduling, so the policy should not be tied to specific monuments.

Policy BSP1

The emphasis on football in Policy BSP1 is based on evidence of local need and discussions with the Bedfordshire Football Association. Biggleswade has been described as having the ‘worst football provision in the country’. Removal of the reference to football would make the policy more generic and less locally specific. Our view is that deletion of the reference to football is unnecessary to meet the Basic Conditions.

I hope that these comments are useful.

Yours faithfully

A handwritten signature in black ink, appearing to read 'D. Chetwyn', with a stylized flourish at the end.

Dave Chetwyn, MA, MRTPI, IHBC, FInstLM, FRSA
Managing Director

BIGGLESWADE FIRST AID CLUB

CHAIRMAN.

Brian H. Marshall.

Biggleswade
Beds

DEAR SIR.

AT A MEETING OF THE ABOVE CLUB
I WAS INSTRUCTED TO WRITE AND THANK

COUNCIL FOR THE KIND DONATION.

THE LADY AT ST JOHN AMBULANCE AT STOCKPORT
HAS SAID AT THE PRESENT TIME THEY HAD CANCELLED
ALL COURSES, DUE TO THE DOUBLE AND VIRUS
BUT HOPE TO HOLD THEM AGAIN SHORTLY IN JULY
OR EARLY IF THINGS IMPROVE.

WE HAVE MADE ALL THE ARRANGEMENTS TO
DO A COURSE SOON HAS WE GET PERMISSION FROM
ST JOHN AMBULANCE HEADQUARTERS.

THE COMMITTEE ARE VERY GRATEFUL FOR THE
DONATION WHICH HELPS US TO PROMOTE FIRST AID
IN BIGGLESWADE.

Yours faithfully

Has Sec

Biggleswade Sports Club

DEAR SIR, I HAVE BEEN INSTRUCTED TO WRITE
TO THE COUNCIL FOR THE GRANT TO COVER OUR EXPENSES
OF INSURANCE ETC FOR OUR SPORTS STARTING ON
9TH JUNE 2022.

THIS YEAR OUR MEDAL MANUFACTURE AT BRADFORD
HAS GOT PERMISSION TO USE HER QUEEN ELIZABETH
APPROVAL FOR MEDAL. SHE APPROVED, SO WE ARE HOPE
TO GET SOME TEXTILE FOR THE HANDICAP GATEWAY
CLUB FOR THEIR SPORTS DAY JUNE 2022.

VERY THANKS.

Yours faithfully

Alan Sec

BIGGLESWADE CRAB LANE RAILWAY EMBANKMENT COMMITTEE

Chairman

Hon Secretary

DEAR SIR

ON BEHALF OF OUR CHAIRMAN AND
OUR COMMITTEE I WRITE TO THANK THE COUNCIL
FOR THEIR DONATION TO MAKE THE RAILWAY
BANK LOOK TIDY.

LAST AUTUMN THE GENTLEMAN OF BIGGLESWADE
MARKET WHO GETS THE DAFS & CROCUS BULBS FOR
US GAVE US 2 BAGS OF DAFS SO WE HAD TO GET
MORE HELP TO SET THEM. WE PUT UP NOTICES ASKING
FOR VOLUNTEERS. AND MUMS & DADS AND VERY SMALL
CHILDREN CAME ALONG AND HELPED US, NOW THE YOUNG
CITIZENS CAN SEE WHAT THEY DON'T BE NEAR NICK LOT
OF DAFS. WE FEEL THIS DOES IMPROVE BIGGLESWADE
HAS ITS A RAILWAY BANK AND THEY DO NOT WANT
TO KNOW ABOUT KEEPING IT TIDY ETC

MANY THANKS

Yours faithfully,



19 April 2022

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

Dear Sirs

We would like to thank Biggleswade Town Council for the recent donation of £1,850 to BigglesFM.

Your help in continuing to support BigglesFM is very much appreciated.

Yours faithfully

A handwritten signature in black ink, appearing to be "Alan Waring", is written over a horizontal line.

Alan Waring
Station Manager

36 Sutton Mill Road, Potton, Sandy, Beds, SG19 2QB
Studio: 01767 260111
Office: 01767 260637
Email - admin@bigglesfm.com
Website - www.bigglesfm.com

"WANTED FUN" BIGGLESWADE

Project Overview

'Wanted Fun' term-time social club is for autistic young people without a learning difficulty, but high levels of anxiety aged 10-17 years. This group is run fortnightly for 2 around hours on a week day evening for autistic young people in and around Biggleswade. Last year Autism Bedfordshire ran 17 sessions at our Biggleswade facility with 33 young people attending.

The Need for Wanted Fun

Autism is a lifelong disability which affects the way a person thinks, communicates and understands the world around them. People on the autistic spectrum face many issues, from the persistent challenge of trying to 'fit in', to frustration at not being able to express how they feel, to daily crippling anxiety because they cannot make sense of what is happening around them. They commonly develop stress-reducing behaviours that can make them appear strange or unruly, evoking disapproving responses from the public.

Autistic teenagers without a learning difficulty, but high levels of anxiety are particularly vulnerable because whilst they may have average or above average intelligence, they struggle with social relationships, expressing themselves and coping with things outside of their normal daily routine. Many say that they want to socialise and have friends but they are often ridiculed or bullied by their peers because of the way they behave.

Often they perceive that "no one understands them" and they feel excluded from society. Their confidence and self-esteem deteriorate as a result and they stop trying to socialise. Sadly, all too often, they go on to develop depression and other mental health problems.

These young people need a place where they can go and be accepted for their differences and not judged for their social difficulties. They need opportunities for social development, confidence building, learning how to work together, skill development and learning strategies to cope with some of the issues they face such as bullying.

91



Last year, Wanted Fun Biggleswade provided 36 hours of support for 33 young people in Biggleswade.

“ This is the first out of school club my daughter has attended for 3.5 years because she couldn't cope at any others. She gets so much from it already, having time socially where she feels relaxed and doesn't need to mask is fantastic. ”



How Wanted Fun Addresses the Need

Wanted Fun allows these young people to access social, educational and recreational activities in the same way as everyone else but with the support of trained staff and volunteers who understand their needs and anxieties. For some, Wanted Fun is the only place they go to other than school or home.

The young people are actively involved in choosing and planning activities which gives them a sense of responsibility and ownership of the group. They learn how to work together, share ideas and make decisions. Activities on site include team games such as football and basketball, cookery, music, talent shows and quiz nights. The young people also organise trips out including going swimming, ice-skating, bowling, eating out and visiting parks and museums. They learn valuable life skills such as money handling, time-keeping, travelling on public transport and coping with crowds and noise.

Reduced Isolation

100% of the young people have made friends through Wanted Fun Biggleswade.

67% of young people feel less isolated since coming to Wanted Fun.

100% Wanted Fun makes a difference because I don't feel so alone or isolated.

Impact

"She loves to be social and Wanted Fun gives her the opportunity to be social"

"If she's happy, our family is happy and strong"

"He very much looks forward to Wanted Fun sessions, and checks the calendar to see when the next one will be"

Improved confidence, social skills and resilience in the community

72% of the young people said since coming to Wanted Fun, they feel a lot more confident talking to others more easily.

100% said they feel a lot more confident since attending Wanted Fun.

100% said they like coming to Wanted to Fun to chat and socialise with other young people.

Impact

"I come to Wanted Fun to have fun and see my friends "

"I see others outside of group and chat to them, we hangout and have sleepovers"

"It is providing a critical mechanism to develop social interactions within a peer group. It also enables real peer friendships to form which almost impossible elsewhere due to access and social exclusion"

EXPENDITURE FOR WANTED FUN BIGGLESWADE

2021/22

BUDGET EXPENDITURE	Biggleswade
Direct costs	
Activities on site	
Materials & equipment	£257
Activities off site	£201
Venue hire	£406
Refreshments	£154
Field staff travel, mobile phones and training	£140
Field staff wages	£1,875
Volunteer expenses	£53
DBS checks	£14
Damages & Gratuities	£0
Childrens Services Team	£5,565
Management & Admin	£4,047
Direct costs	£12,713
TOTAL Office expenses/overheads	£2,386
TOTAL EXPENDITURE	£15,099

INCOME	Biggleswade
Secured	
Central Bedfordshire Council SLA	£824
CIN	1,000
Henry Smith	3,550
Geoff & Fiona Squire	500
Wixamtree	1,000
Amateurs Trust	2,000
Joan Wilkinson Charitable Trust	500
Casey Trust	1,250
Biggleswade TC	500
Shanley Foundation (WF's)	300
Applied for/anticipated	
Further Funding Required	£3,675
TOTAL INCOME SECURED	£15,099

Thank You For Your Support



Charity number: 1100722

Suite B1, 1 Hammond Road, Bedford, Bedfordshire MK41 0UD

www.autismbedfordshire.net

Tel: 01234 214871

Email: enquiries@autismbeds.org

From: LRF Mailbox <LRF.Mailbox@centralbedfordshire.gov.uk>
Sent: 12 May 2022 08:05
To: LRF Mailbox <LRF.Mailbox@centralbedfordshire.gov.uk>
Subject: Cheering Volunteering

Hello Cheering Volunteering previous winners

I hope you are well please find attached the posters to share for our Cheering Volunteering event on 7th June at The Rufus Centre 4-6:30 we would really like you to attend as past winners we really value the contribution your volunteering has made to our communities.

This year we are holding a celebration cream tea event (no awards) that will celebrate all volunteering. If you know of any volunteers who may be interested in attending ,please share the posters above. Please also see the text below as I want to see if I can get some photos testimonials to share from volunteers that I can produce for the event.

The role of volunteers in helping Central Bedfordshire throughout the pandemic cannot be overstated. There have also been hundreds of people who have continued their non-Covid related volunteering, supporting communities and individuals through extremely challenging times.

Volunteers show ‘people power’ in action and what can be achieved when we come together to make a difference. Their commitment to each other and the communities they serve is humbling.

We want to thank everyone who took the time to check on friends or neighbours, especially those who are vulnerable or facing challenges. It might not be labelled ‘volunteering’ but without these human connections and compassion, many more people living within our towns and villages would be struggling. These support networks have also enabled more people to connect with their neighbours and communities including people unable to formally volunteer because of other commitments in their lives.

Whether it is joining a litter pick, or posting a newspaper through someone’s letterbox, volunteering offers so many ways to help people connect. There are so many ways to get involved in volunteering and to work with people and communities to improve lives.

We want to capture all the volunteering that is happening within our area with testimonials of why you volunteer and/or how a volunteer has helped you past or present. Please send any volunteering photos so we can share them at our Cheering Volunteering Celebration Event on 7th June 2022.

Please email all testimonials and photos to the Partnerships Community & Engagement Team
Partnerships.CommunityEngagementTeam@centralbedfordshire.gov.uk

Kind regards

Sharon

Sharon Wood

Community Engagement Officer

Community Engagement Team

Communications, Insight and Engagement

CHEERING VOLUNTEERING

in Central Bedfordshire



Central
Bedfordshire
Together

Join us celebrating our
fantastic volunteers at an

AFTERNOON TEA CELEBRATION EVENT

Tuesday 7 June 2022

Rufus Centre, Flitwick

4pm - 6.30pm



Refreshments
and stalls
from 4pm

In
collaboration
with CVS and
BedsRCC

Sponsored by
Central Bedfordshire
Council, Grand
Union Housing, FCC
Environment, Prologis
and more

For more information and to book your place visit
www.centralbedfordshire.gov.uk/cheering-volunteering



Biggleswade Twinning Association

Secretary:

Margaret Bracey
206 Lincoln Crescent
Biggleswade
SG18 8HR
bracey215@btinternet.com

Joint Chairs:

Sue Cleghorn	Dianne Kenny
18 Ivel Gardens	6 High Street
Biggleswade	Biggleswade
SG18 0AN	SG18 0JA

Treasurer:

Stuart Galloway
8 The Avenue
Sandy
SG19 1ER
Stuart.galloway@ntlworld.com

For the attention of the Mayor, Cllr Madeline Russell
and Peter Tarrant, Town clerk and Chief Executive

At the last AGM of the Biggleswade Twinning Association held on 31st January this year three of our four Honorary Officers submitted their resignation.

There were no nominations for any of these posts making it impossible to form a new committee.

In recent years we have made considerable efforts to recruit new members with little success. Currently we have a very small membership.

The majority of our current membership was involved at the very beginning of the enterprise and over the past twenty-two years we have made life long friends both within our Biggleswade group as well as with our Twinning friends in Erlensee.

As an alternative to the formality of the current Association we are proposing that we set up instead a Friendship Group formed from those of our existing members who all have the desire to meet up socially as well as with our friends in Erlensee. We certainly believe that maintaining contact with our friends in Erlensee is vital and entirely appropriate and will continue to foster the many friendships that we have cultivated in Germany and locally.

We have discussed (by Zoom) the situation with our friends in Erlensee who have responded by email as follows:

'We all fully understand the decision which you have taken and hope for a continuation of our twinning and friendship.

Erlensee's Hof- und Gassenfest will take place on July 16/17 and we would like to invite our Biggleswade friends to join us on this occasion.'

Several of our Biggleswade Twinning group intend to take up this very kind invitation.

At the Twinning Association AGM the Treasurer informed the meeting that £748.49 is currently held in the Association's bank account. The meeting suggested that some of this money be spent on planting another tree in acknowledgement of the continuing Twinning friendship between Biggleswade and Erlensee and we would appreciate the Council's support and assistance in this project. It was agreed that any remaining funds would be divided between three local charities.

We look forward to hearing from you.

Sue Cleghorn
Dianne Kenny
Joint Chairs of the Biggleswade Twinning Association
April 2022