



Ref: Agenda/Council-28/06/2022

23rd June 2022

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the Council Meeting of Biggleswade Town Council that will take place on **Tuesday 28th June 2022** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

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_ZpUK9hmJR6KI1vzBUoQBFq

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 Town Council Meeting held on **Tuesday 14th June 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. The Minutes of the Town Centre Management Committee Meeting held on **Tuesday 17th May 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- c. The Minutes of the Biggleswade Joint Committee Meeting held on **Tuesday 21st April 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. MATTERS ARISING

- a. From the Minutes of the Town Council Meeting held on **Tuesday 14th June 2022** at the Office of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

9. ACCOUNTS

a. Internal Audit – Final Report 2021-22

For Members to note the Internal Audit final report for the 2021/22 financial year. The report to be noted prior to the adoption of Accounts and AGAR.

b. Accounts & AGAR for the year ended 31st March 2022

- i. For Members to approve and adopt the Annual Governance Statement of the Annual Return for the financial year 2021/22.
- ii. For Members to approve and adopt the Accounts and Statement of Accounts contained in the Annual Return for the 2021/22 financial year.

The electoral rights of inspection of accounts will begin on Friday 1st July 2022 and end on Thursday 11th August 2022 consistent with Sections 25 to 27 of the Local Audit and Accountabilities Act 2014. Public Notices will be issued on 29th June.

All financial documentation needs to be forwarded to Mazars (the Council's External Auditor) by Thursday 30th June 2022.

c. Financial Administration

- i. Detailed Balance Sheet to 30/05/2022.
- ii. Summary Income and Expenditure by Committee 30/05/2022.
- iii. Detailed Income and Expenditure by Committee 30/05/2022.
- iv. Lloyds Bank Payment listing May 2022.

10. **ITEMS FOR CONSIDERATION**

a. **Central Bedfordshire Consultation**

For Members to consider the six-week consultation on two new planning guidance documents which will begin at **10am on Wednesday 15th June 2022**:

- Electric Vehicle Charging: Guidance for New Developments Supplementary Planning Document (SPD)
- Developing in the Forest of Marston Vale: Design Guidance SPD

The consultations will end at **10am on Thursday 28th July 2022** (Correspondence attached).

b. **Proposed Diversion of Footpath 12**

For Members to consider correspondence from Central Bedfordshire Council connected to the proposed diversion of Footpath 12. Comments to be sent to Central Bedfordshire Council by no later than **14th July 2022**.

11. **PLANNING APPLICATIONS**

You can view details of applications and related documentation such as application forms, site plans, drawings, decision notices and other supporting documents for planning applications. Click on the hyperlink on the heading of each planning application listed below.

a. **CB/22/01990/FULL - Land west of Salcombe Close, Biggleswade, Bedfordshire**

Flatten the existing mounds in the play area, install lighting columns and improve the perimeter fence.

b. **CB/22/01860/FULL - Shortmead Cottage, Shortmead Lane, Biggleswade, SG18 0FG**

Erection of new dwelling with a detached annexe.

c. **CB/22/02317/FULL - 14 South View, Biggleswade, SG18 8BZ**

Proposed single storey rear extension, replacing conservatory on the back of an existing extension.

d. **CB/22/02057/FULL - 135 London Road, Biggleswade, SG18 8EF**

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

e. **CB/TRE/22/00311 - Fairfield Recreation Ground, Fairfield Road, Access to Biggleswade Common, Biggleswade, Bedfordshire**

Works to trees protected by a Tree Preservation Order: MB/TPO/02/00005 (G3) Trim Lime trees x 4 in order to maintain agricultural vehicular access.

f. **CB/TRE/22/00304 - 1 The Close, Biggleswade, SG18 0AT**

Works to trees protected by a Tree Preservation Order in a conservation area: (MB/88/00004/G2) - Crown reduction for two Yew Trees (T1 & T2) and crown reduction for one Lime Tree (T3).

g. **CB/22/01960/FULL - St Andrews Close, Biggleswade, SG18 8BB**

Single storey rear, side, and front extensions and first floor front extension. Demolish existing conservatory.

Previous application 22/01960/FULL - Single storey rear and side extension and first floor front extension. Application withdrawn 12/05/2022.

12. PLANNING APPEAL

a. **CB/MWE/21/0510 - Appeal Warren Villas Quarry, New Road, Sandy**

Non-compliance with planning permission no. CB/11/01376/MW (Condition 17 restoration).

13. PLANNING APPLICATION OUTCOMES

- a. A report of the Planning Application Outcomes (by exception applications only) as of 22nd June 2022.

14. ITEMS FOR INFORMATION

a. **Central Bedfordshire Council Street Trading Policy**

For Members to receive a copy of Central Bedfordshire Council Street Trading Policy as requested at the Town Council Meeting of 24th May 2022 (22/0030.9).

15. PUBLIC OPEN SESSION

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_ZpUK9hmJR6KI1vzBUoQBFq

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

16. EXEMPT ITEMS

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

- (17a. Orchard Centre)
- (17b. Biggleswade Levelling Up Fund)
- (17c. HR Update)

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



MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 14th JUNE 2022
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE SG18 8DL



PRESENT:

Cllr G Fage (Chairman)
Cllr M Russell (Deputy Chairman)
Cllr K Brown
Cllr I Bond
Cllr F Foster
Cllr M Foster
Cllr M Knight
Cllr M North
Cllr R Pullinger
Cllr D Strachan
Cllr J Woodhead

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

Members of the Public – 2

Meeting Formalities:

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

22/0038.0 APOLOGIES FOR ABSENCE

Cllr D Albone, Cllr L Fage, Cllr H Ramsay, Cllr C Thomas.

ABSENT WITHOUT APOLOGIES

None.

22/0039.0 DECLARATIONS OF INTEREST

22/0039.1 Disclosable Pecuniary interests in any agenda item:

None.

22/0039.2 Non-Pecuniary interests in any agenda item:

None.

22/0040.0 TOWN MAYOR'S ANNOUNCEMENTS

22/0040.1 The Queen's Jubilee Celebrations

The Mayor attended two events hosted by the Town Council over the Bank Holiday weekend for the Queen's Jubilee. The first event was the commemorative beacon lighting ceremony on Thursday 2nd May 2022 in the Market Square alongside acoustic acts, with food and drink provided by local businesses. The second event on Sunday 5th May 2022 in the Market Square was a street party with food, refreshments, music and family-friendly entertainment. Both occasions were supported by choirs and musical acts and were well received by the Community.

The Mayor extended thanks on behalf of the Town Council to Officers, Public Realm staff and Administrators for their part in the organisation of these events.

22/0040.2 Grand opening of Hobby Craft

Cllr Fage, along with Cllr M Foster, attended the opening of the new Hobby Craft store on the Retail Park on Saturday 11th June 2022.

The store employs 14 staff members and the Mayor welcomed the investment this new branch brings to the Community and its residents.

22/0041.0 PUBLIC OPEN SESSION

There were no questions from members of the public.

22/0042.0 INVITED SPEAKERS

None.

22/0043.0 MEMBERS' QUESTIONS

None.

22/0044.0 MINUTES AND RECOMMENDATIONS OF MEETINGS

From the Minutes of the **Town Council Meeting of Tuesday 24th May 2022** held at 7:00 pm in the Town Council Offices at The Old Court House, Biggleswade, SG18 8DL.

22/0044.1 22/0024.4 - Bedfordshire Scouts AGM

Amend "Boreham" to "Bromham".

22/0044.2 22/0027.1 - Flag Flying Policy

Amend the resolution by removing the words "and occupied".

22/0044.3 22/0030.1 - Financial Regulation

Amend the resolution by removing "were".

22/0044.4 22/0030.3 - Banking Signatories

Amend the resolution to read “It was **RESOLVED** that the choice of signatories be **DEFERRED** to a future Town Council Meeting.”.

22/0044.5 22/0030.6 - Diversion of Part of Biggleswade Footpath No. 24

Amend the resolution to:

“The Town Council **RESOLVES** that it does not support the diversion of the footpath away from the football field and that consequently, it is not necessary for a finger post at the beginning of the route adjacent to Eagle Farm Road.”

22/0044.6 22/0030.8 - Lost Child Policy

Amend “training for DBS” to “DBS clearance for staff and replace “Lost Parent...” with “Lost Child.”

22/0044.7 22/0034 - Neighbourhood Plan Reg 16 Examination Response Letter to Examiner

Cllr Russell requested removing the first sentence and adding:

“Cllr. Russell drew attention to two important points relating to the letter, which sets out why the Neighbourhood Plan had included certain policies.

The Examiner’s rewording of Paragraph 57 deletes the reference to landscape design and screening and implies that the issue is just about scale and building design. The landscaping is key with reference to the Holme Farm development in the Local Plan.

The Neighbourhood Plan wished to include Strategic Green Spaces to prevent coalescence with Langford, Sandy and Sutton. The Examiner’s report deleted this section even though the concept is within the Local Plan – but not for Biggleswade - as Important Countryside Gaps.

Finally, the letter before Council is not the final version and it should be noted that Bedfordshire FA has described Biggleswade as having ‘the worst football provision in the county’ according to population size and demand – not ‘the worst in the country.’

22/0044.8 22/0037.0 EXEMPT ITEMS 22/0037.1 CCTV

Amend the resolution to “Members **RESOLVED** that Officers **should** pursue S106 funding for additional CCTV equipment”. Also add “The Town Council **APPROVE** the proposal to procure eight fixed cameras (Product HCCTVPLTD-EUR-3309-11V), one mobile camera and CCTV Monitoring and Maintenance at Century House (Product HCCTVP-BTC-006-MM).”

22/0044.9 Subject to the above changes the Minutes were **APPROVED as an accurate record of the Meeting from 24th May 2022.**

22/0045.0 MATTERS ARISING

22/0045.1 22/0026.0 - INVITED SPEAKER: Bedfordshire Police Community Cohesion Team's PC Stephen Beer:

Cllr Strachan asked the Town Council to invite PC Beer to attend the next Town Council Meeting.

22/0045.2 22/0030.2 - Banking Arrangements

Cllr Pullinger requested an update on the progress regarding setting up a new bank account. Mr Tarrant advised he is awaiting a determination of authorised signatories in this meeting in order to progress this item.

22/0045.3 22/0030.9 - Street Trading Application:

Cllr Knight asked if Officers had requested a copy of CBC's Policy on Street Trading Applications as Members wish to examine the Policy. Mr Hosseini advised that this was requested and he is awaiting CBC's response.

22/0046.0 ITEMS FOR CONSIDERATION

22/0046.1 Banking Signatories

Mr Tarrant stated this subject had been debated at a previous Town Council meeting. The recommendations for this meeting are that certain roles within the Committee structure will be authorised signatories, as well as two additional Council Members.

Members and Officers debated proposed finance governance needs following the Finance Review. They reiterated there is a need for a clear guidance note governing authorised signatories' responsibilities and obligations. Members pointed out there should be an additional Officer as a signatory to facilitate the Town Council's financial needs in the absence of the Town Clerk and Responsible Financial Officer.

It was **RESOLVED** that the Town Council a) **DEFERS** this item to a future Town Council meeting once a Banking Signatories guidance document is provided to Members and b) that the ultimate decision for signatories will be made in the same meeting the Town Council considers the new banking payments process.

22/0046.2 Standing Orders

Mr Tarrant explained that there should be a regular review of the Town Council's Standing Orders. Members stated certain Standing Orders have evolved over time for good reason and that working with Officers to identify gaps in the current Standing Orders would be best practice.

It was **RESOLVED** to **DEFER** this item to December 2022 for final decision.

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

It was **RESOLVED** that there be an informal meeting of the Town Council to discuss any proposed changes.

22/0046.3 Flag Flying Policy

Mr Hosseini presented members with the updated Flag Flying Policy. There were two amendments made to the Policy following the Town Centre Management Committee Meeting in May 2022.

Cllr Woodhead recommended staff be given formal training of correct flag flying processes and suggested the Lord-Lieutenant's office may be able to help with this training. Mr Hosseini confirmed Officers and staff will receive the appropriate training.

Cllr Bond requested Officers include images of horizontal flag presentation in the Policy in the event of any future need to display flags in this fashion. Cllr Pullinger recommended a flag pole be included into the vertical diagrams to show the correct presentation of the flags.

Subject to the amendments set out above, it was **RESOLVED** that the Town Council **ADOPTS** the Flag Flying Policy.

22/0046.4 Play Areas

Mr Hosseini presented Members with a written report following the recommendations of the PLOS Committee Meeting of 7th June 2022.

It was **RESOLVED** that the Town Council **APPROVES** that Officers should proceed with placing a tender through Contract Finder with notices to be posted on town notice boards using the methodology outlined by the SLCC. In the event of this action not producing sufficient supplier interest to meet the Town Council's procurement obligations, Members **APPROVE** that Officers are then to place a tender on the Crown Commercial Service (CCS) frameworks.

22/0046.5 East Anglian Air Ambulance

Members considered the written report from the Place Shaping Manager regarding East Anglian Air Ambulance's request to place a clothing bank at Dan Albone Car Park.

It was **RESOLVED** to **APPROVE** the placement of a clothing recycling bank at the Dan Albone Car Park on behalf of the East Anglian Air Ambulance Service.

22/0047.0 ACCOUNTS

22/0047.1 Financial Administration

- i. Detailed Balance Sheet to April 2022.
- ii. Summary Income and Expenditure by Committee 30th April 2022.
- iii. Detailed Income and Expenditure by Committee 30th April 2022.
- iv. Lloyds Bank Payment listings April 2022.

It was **RESOLVED** that the Town Council **ADOPTS** the Accounts as set out.

22/0048.0 PLANNING APPLICATIONS

22/0048.1 CB/22/01753/FULL – 29 Dering Corner, Biggleswade, SG18 8XQ

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

On Council agenda 24/05/2022. CB/22/01753/FULL - 29 Dering Corner, Biggleswade, SG18 8XQ - Single storey extension.

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

22/0048.2 CB/22/02057/FULL – 135 London Road, Biggleswade, SG18 8EF

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

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

22/0048.3 CB/22/01567/FULL – Units 1 to 4, Eldon Way, Biggleswade, SG18 8NH

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

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

22/0048.4 CB/22/02083/FULL – 17 Banks Road, Biggleswade, SG18 0DY

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

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

22/0048.5 CB/22/01960/FULL – 3 St. Andrews Close, Biggleswade, SG18 8BB

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

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

22/0048.6 CB/22/01782/FULL – Unit B, Normandy Lane, Biggleswade, SG18 8QB

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

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

22/0048.7 CB/22/02162/FULL – 14 Rutherford Way, Biggleswade, SG18 8GA

Single storey rear extension.

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

22/0048.8 CB/22/01519/LB – 46 Shortmead Street, Biggleswade, SG18 0AP

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

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations subject to the following: 1) that there is support from Conservation Officers; and 2) that the Council recognises that this shop is reverting back to a house in an area that is outside of the town centre conservation policy.

22/0048.9 CB/22/01520/FULL – 46 Shortmead Street, Biggleswade, SG18 0AP

Conversion from shop to 2 residential dwellings.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations subject to the following: 1) That there is support from Conservation Officers; and 2) that the Council recognises that this shop is reverting back to a house in an area that is outside of the designated Town Centre as defined in Central Bedfordshire Council's Local Plan.

22/0049.0 ITEMS FOR INFORMATION

22/0049.1 Public Notice - Temporary Closure – Biggleswade: Bridleway No. 58

The temporary closure of Bridleway No. 58 has been continued in force by the Secretary of State for Transport until 28th November 2022. A copy of a Notice will be published in the next issue of the Biggleswade Chronicle detailing the closure extension.

This was **NOTED**.

22/0049.2 Ivel River Erosion

Members received maps detailing the position of planned repair works to the Ivel River Bank.

Members **NOTED** the locations where work will be carried out and welcome the investment in this vital community green space by CBC.

22/0049.3 Adopt-a-Street Litter Picking Initiative

Members wished to clarify that Cllr Dr Hayley Whitaker is a CBC Ward Councillor and not a Biggleswade Town Council Member.

Members **NOTED** the letter of thanks.

22/0049.4 Queen's Jubilee Celebrations

Members **NOTED** this item should have been included under Items for Consideration.

Cllr Bond recommended the Town Council should apply for a full premises licence – the Town Council notes there is an urgency over the premises license and this will be looked into once the Place Shaping Manager is back from leave.

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

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

22/0049.5 CBC's East West Rail Consultation

Members **NOTED** the online 99-page Consultation Outcome Report from CBC relating to the East-West Rail Consultation.

22/0049.6 The Garden Communities Project Board

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

Cllr Russell stressed the importance of the Town Council weighing in on this Project Board, especially in respect of planned projects that were alluded to in the report.

The Town Clerk & Chief Executive is the Town Council's representative on this Project Board and in the event that he is not able to attend future Project Board Meetings he will ensure the Town Council is duly represented by either the Head of Governance & Strategic Partnerships or the Place Shaping Manager.

22/0050.0 PUBLIC OPEN SESSION

There were no questions from members of the public.

22/0051.0 EXEMPT

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

(Internal Auditor Report)
(Staffing Update)

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

22/0052.0 EXEMPT

22/0052.1 Internal Auditor Report

The Auditor report with additional information would be returning to a future Town Council meeting.

22/0052.2 Staffing Update

The Town Clerk updated Members on staffing matters.

The Chairman ended the Meeting at 8:35pm



**MINUTES OF THE TOWN CENTRE MANAGEMENT
COMMITTEE MEETING HELD ON TUESDAY 17TH MAY 2022 AT
7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICE, 4
SAFFRON ROAD, BIGGLESWADE, SG18 8DL**



PRESENT:

Cllr M Knight – Chairman
Cllr D Strachan – Vice Chair
Cllr D Albone
Cllr I Bond
Cllr M Russell
Cllr R Pullinger
Cllr J Woodhead

Mr Peter Tarrant, Town Clerk & Chief Executive, Biggleswade Town Council
Mr Karim Hosseini, Head of Governance & Strategic Partnerships, Biggleswade Town Council
Mrs S van der Merwe, Deputy Administration & HR Manager
Mrs R Jandu, Temporary Senior Administrator

Members of the public: 1

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

Cllr M North, Cllr C Thomas, Cllr G Fage.

ABSENT WITHOUT APOLOGY

None.

2. DECLARATIONS OF INTEREST

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

a. Disclosable Pecuniary interests in any agenda item:

None.

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

None.

3. **CHAIRMAN'S ANNOUNCEMENTS**

Cllr Knight and Mr Tarrant met with the owners of 29 Market Square on Friday 13th May 2022. They are conducting building maintenance, expected to take 6 weeks and will be starting after Queen's Jubilee weekend.

The owner and builders have requested permission to install a 5m² compound outside the building allowing storage of equipment and safe access for contractors. This will require temporary removal of a Town Council bench from outside the building. This was **AGREED** by Mr Tarrant.

4. **PUBLIC OPEN SESSION**

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

There were no questions from members of the public.

5. **INVITED SPEAKER**

None.

6. **MEMBERS' QUESTIONS**

None.

7. **MINUTES OF MEETINGS**

- a. Members received and **APPROVED** the Minutes from Town Centre Management Committee Meeting held on **Tuesday 15th February 2022** at **7pm** the Biggleswade Town Council offices, The Old Court House, 4 Saffron Road, Biggleswade, SG18 8DL.

8. **MATTERS ARISING**

- a. From the Minutes of the Town Council Management meeting held on the **Tuesday 15th February 2022** at Biggleswade Town Council offices, 4 Saffron Road, Biggleswade, SG18 8DL.

None.

9. ITEMS FOR CONSIDERATION

a. Flag Flying Policy – 2022 Review

Cllr Pullinger thanked Cllr Knight and all the Members for their contributions in refreshing this Policy.

Members recommended the following changes:

- Cllr Russell requested that the policy be changed to reflect that “Town Council flags shall be flown on all days....”.
- Cllr Albane referred to page 11 in the agenda, last bullet point and requested “Officer” be changed to “Serving Member of the Armed Forces”.

Following these amendments being implemented, the Committee recommended the policy be put forward to a future Town Council meeting for final decision.

Cllr Albane asked if a stitched version of the flag could be used for special flag flying days such as Armistice Day and Remembrance Sunday. Mr Hosseini and Mr Lord agreed to investigate options.

b. Queen’s Jubilee Celebrations

Members received an update from Mr Hosseini. Plans for the two events are nearly complete. Officers will be doing a trial run at the Market Square next week to test logistics and examine the current planned siting of facilities and equipment. These are based on plans that are already in place.

Officers have been liaising with the Safety Advisory Group from CBC, revised paperwork has been submitted to CBC and a response is expected next week.

Five public street parties originally applied for licenses through the Town Council, however only three parties are confirmed to proceed on the day.

Cllr Strachan asked if the Town Council are aware of other activities taking place on the Thursday afternoon. Mr Hosseini confirmed Children’s Jubilee Tea Parties are planned for mid-afternoon.

Mr Tarrant thanked Mr Hossieni and Mr Lord for all the hard work that had gone into planning this event and the amount of paperwork that had been submitted to CBC. This was a significant investment in time.

The Town Council are now obliged to implement a number of policies to support event planning for the Town that will go to the next Council Meeting on 24th May 2022.

c. Vision for Market Square – Proposed

Members and Officers attended a presentation with CBC Officers regarding the Transportation Interchange on 21st April 2022. Various iterations of plans for bus routes in the Town Centre and re-routing of buses were considered. These plans would have an effect on traffic flow and impact

on market/event days. Members outlined alternative suggestions which were sent to CBC Officers on 25th April 2022.

It was **AGREED** that the Committee's formal position is that the road should be closed for all market and event days, and that both Council's plans for the development of the Market Square should be the starting point for discussions.

d. **Christmas Offer Procurement**

The Procurement process for the Christmas Offer is underway and responses and quotes are being collated. A written report will follow at the next Town Centre Management Meeting on 19th July 2022.

Mr Hosseini advised the Committee that Officers are also investigating replacement of the damaged Grotto panel.

e. **September 2022 10km Run**

Mr Hosseini discussed the route options that were submitted previously for this proposed run which will be a pilot event. If the pilot 10km run is successful, would be scaled up for an event to be held in May 2023 again.

Mr Hosseini advised he is awaiting final route proposals and will then engage with CBC regarding feasibility of road closure.

10. **ITEMS FOR INFORMATION**

a. **Speed Watch Signage**

It was suggested that the camera is available to neighbouring villages for a small fee. Members were opposed to the installation of permanent passive Speedwatch signs on the grounds of additional visual clutter and lack of evidence that they would reduce speed.

Officers would engage with other Councils as part of the quarterly Parish Council meeting.

b. **Big Barn**

Members **NOTED** the communication relating to Biggleswade Market's listing on Big Barn's website and no action is to be taken.

c. **Car Parking Traffic Regulations Order**

CBC Officers have confirmed that a Car Parking Traffic Regulation Order will be amended this month.

d. **War Memorial**

Mr Hosseini advised that maintenance and cleaning on the war memorial has been approved by CBC and commencement of works will be confirmed in due course.

Members noted that the Community had a number of concerns relating to children climbing on the War Memorial at a recent Town Centre event. Mr Hosseini advised the Town Council are investigating signage to be embedded within the turf.

11. **PUBLIC OPEN SESSION**

There were no questions from the member of public present.

12. **EXEMPT ITEMS**

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

(13a. CCTV)

13. **EXEMPT ITEMS**

a. **CCTV**

After a detailed discussion on the CCTV options available it was agreed that the following Recommendation be put to full Council.

- 8 fixed cameras and 1 mobile camera as per option 1.
- Choice of UK based manufacturer.
- Incorporating Century House into the CCTV coverage.
- Upgrade of Century House retention period.
- Recommendation to urgently request S106 to cover the required capital investment.

It was **AGREED** that this should be taken to the next Town Council Meeting on 24th May 2022 for further discussion.

The Chairman closed the meeting at 8:25pm

**MINUTES OF THE MEETING OF BIGGLESWADE JOINT COMMITTEE
HELD IN PERSON AND VIA ZOOM VIRTUAL MEETING AT
BIGGLESWADE TOWN COUNCIL OFFICES, THE OLD COURT HOUSE
4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL
ON THURSDAY 21ST APRIL 2022 at 14:30 PM**

Present:	BTC: Cllr M North, Cllr M Russell (Deputy Chairman), Cllr M Knight CBC: Cllr I Bond, Cllr S Dixon, Cllr M Foster (Chairman) BTC Town Clerk & Chief Executive: Peter Tarrant BTC Head of Governance & Strategic Partnerships: Karim Hosseini BTC Place Shaping Manager: Isaac Lord BTC Deputy Administrator & HR Manager: Sian van der Merwe BTC Senior Administrator: Ruby Jandu
In Attendance:	CBC Community Engagement Manager: Sarah Hughes (via Zoom) CBC Place Programme Manager: Beverley Gaynor CBC Highways Asset Manager: Mark Eaton
Members of the public:	One

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

PART A - ADMINISTRATION

APOLOGIES FOR ABSENCE

Cllr Hayley Whittaker.

DECLARATIONS OF INTEREST

- (a) Disclosable Pecuniary Interests in any agenda item – None declared.
- (b) Non-pecuniary interests in any agenda item – None declared.

PUBLIC OPEN SESSION

To adjourn for a period of 15 minutes to allow members of the public to put questions or to address the Committee, through the Chairman, pertaining to items listed on the Agenda. Each speaker to be allocated a 3-minute speaking slot.

None.

CHAIRMAN'S ANNOUNCEMENTS AND COMMUNICATIONS

The Chairman advised the Committee that Mr Eaton's speaking slot had been moved to the start of the Part B section of the meeting to accommodate his need to attend to another business meeting.

MINUTES OF MEETINGS

Members reviewed and **APPROVED** the Minutes of the Biggleswade Joint Committee Meeting of 15th January 2022.

MATTERS ARISING

Cllr North requested an update on the Health Hub considering ongoing concerns about residents being able to access GP services in Biggleswade. Cllr Dixon advised that progress of the plan is reliant on the NHS's drive to get it implemented and CBC is assisting with certain aspects of the project. He stated this is still on the agenda but CBC are awaiting feedback on recent issues.

PART B – ECONOMY AND TOWN CENTRE IMPROVEMENTS

HIGHWAYS UPDATES

Mr Eaton advised the Committee Members of the following planned works for 2022/2023:

Footways:

Road	Locality
Saffron Road	Palace Street to Hitchin Street.
Sutton Avenue	Rowan Crescent to Stratton Way (both sides of the footway).
Stratton Way	Hitchmead Road to Potton Road (both sides of the footway).
Mill Lane	Hitchin Street to Teal Road (block paving replacement to blend into town centre paving) and removal of guard rail.
Kitelands Road	Holme Court Avenue to London Road.
Sandpiper Close	Teal Road to end (full length).
Sun Street	Rose Lane to Shortmead Street (both sides of the footway).

Carriageway & Drainage:

Road	Locality
Lawrence Road	1 Lawrence Road to Drove Road

Other Highway Works:

Workstream	Description	Locality
Integrated Transport	Lawrence Road	One-way and Cycle contra flow. Expected to be on site Jan 2023.
Rights of Way	Mill Lane FP 21 Bank Repairs	Bank repair of Footpath 21 between Mill Lane and Jordan's Mill.

Mr Eaton discussed the Mill Lane Bank repairs in light of ongoing flooding incidents at the A1 underpass. The Engineer responsible for the project needed confirmation from the Committee whether the ongoing flooding is significant enough to warrant a feasibility study and flood alleviation measures. Cllr Russell responded that heavy rainfall washes a lot of debris and mud into the dip in the footpath and there is no way for the water to escape, causing flooding.

Cllr Russell asked Mr Eaton when the Town Council will be invited to contribute to decision making related to the Lawrence Road works. Mr Eaton stated he would arrange a meeting with Lisa Wright and the Town Clerk to discuss this. Cllr Foster added Members of the Town Council want to understand the long-term plans for this scheme. Cllr Russell added that discussions about parking or loss of parking on Lawrence Road should be included as a concern.

Cllr Foster commented on the Sun Street resurfacing, particularly that a number of residents had commented they had not been advised of the planned works by letter. Mr Eaton stated he was aware of delays to the project and will circulate relevant information to the Committee when he has been fully briefed by colleagues as to the issues causing the delay.

Cllr Foster also asked Mr Eaton to consider resurfacing works for Kitelands as the road is in poor condition. Mr Eaton said he would look at the condition data.

Cllr Bond stated Mr Eaton could also provide the Committee with an update on what information is used to support the Highways Plan. Mr Eaton agreed to present to the next Committee on the scheme selection process, how data is used and contributory factors to inform the Plan, managing safety risks and access to key services/businesses.

Cllr Ramsay informed Mr Eaton that Members were previously provided with a landscaped list of all works to be carried out and asked if this can be reinstated going ward. Cllr Foster asked Mr Eaton to send the 2022/23 Highways Plan to the Town Clerk & Chief Executive.

Market Square paving

Cllr Knight said there is a recurring problem in the Town Centre where utilities contractors are covering repairs with tarmac rather than replacing the original paving materials. He asked what expectations are of those contractors and what corrective action the Town Council can take where the pavers are not replaced. Mr Eaton said CBC will start to monitor those repairs and the corrective statements. He agreed to pass on the Town Council's concerns to the Street Works team.

Lighting – Upgrade and replace light columns

Mr Eaton advised there are plans to upgrade and replace a number of light columns across Biggleswade to LED units which will be more energy efficient and more compatible with a central control system for all lighting across central Bedfordshire.

Queen's Platinum Jubilee Proposals

Mr Lord informed the Committee there are plans for two events:

- 1) 2 June - an evening event including lighting of the gas beacon on with food and drink provided by local vendors and various live music acts;
- 2) 5 June – a larger scale street party celebration involving as many local businesses as can be enticed into participating, with music and children's entertainment.

Marketing has commenced, with plans for full-page marketing in the Biggleswade Bulletin and posters in local business' windows. The Town Council has received two street party applications to date and Cllr Bond recommended the Town Council post another advert in the Biggleswade Chronicle in April, as well as publicise the cut-off date for the street party applications.

Adopt-A-Street Litter Picking Initiative

Mr Lord advised the Committee he has been in regular contact with the organiser to support the purchase of equipment. The Town Council is arranging a meeting with the Adopt-A-Street Litter Picking Initiative and Plastic-free Biggleswade. Cllr Foster stated that the recent "Riverside Clean" event was successful, with 26kg of litter collected and plans for additional events through the year.

PART C - PLACE - KEY INFRASTRUCTURE PROJECT UPDATES

Ms. Gaynor updated the Committee on the **Biggleswade HIF Programme**:

Biggleswade Sub-Station Plans:

Planning consent has been given for that site and a team are working to discharge the planning conditions. Contractors are still planning an improved Super grid transformer route.

Lindsell's Crossing:

The contractors are working on the detailed design to allow fabrication to commence. The team are working to discharge the planning conditions.

Education Project

The feasibility study has been extended and CBC have provided the necessary information to Homes England.

Biggleswade Transport Interchange:

The interface between this and the Network Rail's "Access for All" Scheme is being discussed. The contractor will commence works at the end of June 2022.

Cllr Russel confirmed that said she and Cllr Bond have attended a number of meetings with Network Rail, CBC and the contractor for the project. The project completion has been marketed as Spring 2023.

Garden Communities/ Biggleswade Moves Festival

CBC are still undertaking consultation on Biggleswade Moves, with comments and feedback still being collated.

Stratton Business Park

There are no further updates on this project and Phase 2 of this development is still underway. Three of the units are still listed as available and one unit has been sold.

Cllr Russel previously asked Cllr Collins at CBC to keep the Town Council informed on planning-related decisions for the site. Cllr Russell submitted a formal request of this Committee that the Town Council be kept informed of planning decisions for Stratton Business Park.

Cllr Foster asked whether CBC is looking to change the plans for the Business Park to allow further extensions to the retail park because numerous non-retail businesses re-located to other parts of Biggleswade. Ms Gaynor agreed to investigate and bring more information on this project to the next Committee Meeting.

Biggleswade Library Consultation

Ms. Hughes informed the Committee on the Library Consultation which closes on 5th June 2022. The proposal covers reconfiguring and refurbishing the library to modernise the facility, including building improvements, new furniture and shelving, a dedicated study zone within the library, change of the existing garage to a new children's centre and registration office.

Once the consultation period is completed results will be analysed and reports will be prepared for CBC's Executive Committee to decide the next steps at the October 2022 meeting.

Cllr Russell advised the Town Council has formally considered this Consultation and is in full support of the proposal, which has also been conveyed to CBC.

Engine Idling Consultation:

Ms. Hughes advised there has been a significant response regarding proposed new legislation around engine idling. This potentially allows CBC to take enforcement measures to prevent residents leaving vehicle engines idling when stationary. CBC's survey is exploring which locations are particularly vulnerable to engine idling.

Biggleswade Neighbourhood Plan Regulation 16 Examination in Public:

Cllr Russell stated the Neighbourhood Plan Regulation 16 Examination in Public is with the Planning Inspector. He has submitted further questions to CBC and the Town Council for additional information. The Town Council's consultant for the Neighbourhood Plan, Mr Dave Chetwyn of Urban Vision CIC, has already responded to the Inspector's questions. Based on the current progress, the Town Council expects the Final Report to be delivered in May 2022, with a recommendation to go to a referendum to follow.

Market Place Workshop Planning Meeting:

Ms Gaynor and Mr Hosseini advised Members this meeting would be to discuss long term place shaping priorities for the Market Place, Century House, sustainable transport corridor, East-West Connectivity, Stratton Business Park, Holme Farm among others to ensure strategic planning and delivery.

CBC and the Town Council are investigating funding streams, including S106 and two funding streams within the Levelling Up Agenda:

- The UK Shared Prosperity Fund: CBC will be receiving £3.6 million pounds over the next 3 years for regeneration schemes to tackle economic decline and improving numeracy and literacy skills.

The deadline to submit an investment plan is by end of June 2022 for the Multiply (numeracy) programme and 1st August 2022 for the UKSPF investment plan.

- The Levelling Up Fund: Government has released Round 2 and inviting bids from Local Authorities for local regeneration projects. There can be 1 bid per MP constituency. The deadline is 6th July 2022 and there is potential for projects such as the Biggleswade Sustainable Transport Corridor to be included in this bid. CBC Place Delivery will be developing town level bids and will keep partners informed.

Cllr Dixon asked to join the Market Place Workshop planning team.

PART D – ITEMS REQUESTING ATTENTION BY CENTRAL BEDFORDSHIRE COUNCIL

Joint Committee Work Plan and Meeting Dates:

Cllr Foster asked Members to consider other items to include in the Work Plan for the coming year and to email those suggestions to him or to Cllr Russell.

Cllr Russell stated she would like to see the Town Council and Central Bedfordshire Council working together more closely to benefit Biggleswade and felt that there are occasions where some items may need to be discussed under exempt session to facilitate progress.

The Chairman closed the meeting at 3:41 pm



Biggleswade Town Council

Internal Audit Report 2021-22 (Final)

Sally King

For Auditing Solutions Ltd

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Biggleswade Town Council since 2004,

This report sets out the work undertaken in relation to the 2021-22 financial year, during our visits on 30th November 2021, 28th February 2022 & 7th June 2022.

Internal Audit Approach

In undertaking our review for the year 2021-22, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Annual Governance and Accountability Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in several key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over several internal control objectives.

Overall Conclusion

We have concluded that, based on the programme of work undertaken this year to date the Council has again maintained more than adequate and effective internal control arrangements. We are again pleased to acknowledge the quality of records maintained by the staff and thank them for their assistance, which has ensured the smooth progress of our review process.

Consequently, we have completed and signed the 'Internal Audit Report' as part of the year's AGAR process having concluded that, in all significant respects, the internal control objectives set out in that report were achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- Noted that third party contractors (DCK Accounting Services Ltd) continue to undertake the majority of the Council's financial transaction processing on Omega.
- Ensured that an appropriate coding structure remains in place on the Omega accounting system to meet the needs of the Council's reporting requirements.
- Agreed the year's opening balances on the Omega accounting records to those reported in the closing Statement of Accounts and Annual Return for 2020-21.
- Ensured that the financial ledger remains in balance at the present date.
- Checked and agreed transactions the Council's Current account cashbooks for Lloyds to the relevant bank account statements for April 2021, October 2021, December 2021, and March 2022.
- Checked detail on the Omega based bank account reconciliations for the year to date ensure that no long-standing, uncleared cheques, or other anomalous entries exist.

Conclusions

We are pleased to report that no matters have arisen in this area of our review process warranting formal comment or recommendation; we have ensured the accuracy of the year-end balances reported in the detailed Statement of Accounts and AGAR.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders; those financial transactions are made in accordance with the extant Financial Regulations and that we have a reasonable chance of identifying any actions of a potentially unlawful nature that have been or may be considered for implementation. Consequently: -

- We have completed our review of the full Council and standing Committee minutes for the financial year to ensure that no issues affecting the Council's financial stability either in the short, medium, or long term exist; and
- We note that Financial Regulations were reviewed and approved at F & GP Committee held on 15th March 2022 minute ref. 9b).
- Standing Orders were reviewed in May 2022, it was decided to delay adoption of NALC's standard terms until later in the year.
- Reviewed the external auditor's report, issued since our last visit, and noted comments made.

Conclusions

We are pleased to report that no issues have been identified in this area, warranting further comment.

Review of Expenditure

Our aim here is to ensure that, in addition to confirming that sound financial control procedures are in place: -

- Council resources are released in accordance with the Council's approved procedures and budgets.
- Appropriate procedures are in place to ensure compliance with the Council's SOs and FRs regarding tendering and quotation action noting that the FRs require a revised formal tender for procurement as detailed above.
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available.
- Where applicable, appropriate contracting arrangements are in place and that they comply with the Council's current Standing Orders and Financial Regulations.
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount.
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

To ensure compliance with the above criteria, we have examined a sample of 88 payments processed in the financial year from April 2021 to March 2022. Our test sample provides a broad cross section of payments and supplier invoices totalling £431,545 and represents 63% of non-pay expenditure in this period.

It was noted that VAT Returns continue to be filed electronically on a quarterly basis and have been submitted for the 2021-22 financial year.

Conclusions

We are pleased to report that no matters have arisen in this area of our review process warranting formal comment or recommendation.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also

ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

The Financial Risk Assessment Registers were reviewed by F & GP Committee on 15th March 2022 (ref 9c).

We note that the Council's insurance cover is provided by Aviva, with a separate policy for the vehicle fleet) and have examined the current year's policy schedule (to March 2022): both Public and Employer's Liability remain at £10 million and Fidelity Guarantee at £1 million. This may have been insufficient as the recommended level of cover is the balance carried forward plus half of the precept. We are pleased to note that the Council has already contacted its insurer to request an increase in cover to the appropriate level going forward.

Conclusion

We consider that the Council has effective risk management processes in place.

Precept Determination and Budgetary Control

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the Unity Authority; also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We are pleased to note that, at the meeting of the Finance & General Purposes Committee held on 18th January 2022 the Council agreed that the precept for 2022-23 be set at £1,424,171.

We also reviewed the level of retained funds at the year-end, assessing their adequacy to meet the Council's ongoing revenue spending requirements and future development aspirations. At 31st March 2022, the General Reserve balance stood at £347,327, earmarked reserves at £71,967 and deferred grants £19,600.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Conclusions

We are pleased to report that no issues have been identified in this area, warranting further comment.

Review of Income

Our objective in this area is to ensure that all income due to the Council is identified for prompt recovery and banking. In addition to the precept, the Council receives income from a variety of other sources including playing field hire, allotments, car parking, cemetery, general and farmers markets.

On our visit on 28th March 2022, we have examined the procedures relating to Cemetery Fees, reviewing the Burials Register, Exclusive Rights of Burial and Memorials records examining a sample of entries relating to each area covering the period from April 2021 to February 2022. This is to ensure that each is supported by all relevant and legally required documentation and that the appropriate fees have been levied and recovered within a reasonable time. We note that there were some unbanked cheques in the files, and we recommend that they are banked in a timelier manner.

On our previous reports we noted that there were some old outstanding debts. We are pleased to note that the Council has undertaken an exercise of investigation and write off as appropriate.

Finally we note that at the Finance & General Purpose held on 19th October 2021 a Review Income Optimisation Report was considered.

Conclusions

We are pleased to report that no matters have arisen in this area of our review process warranting formal comment or recommendation.

Petty Cash / Debit Cards

We are required, as part of the annual Internal Audit Certification process on the Annual Return, to indicate the soundness of controls in this area of the Council's financial activities and note that there is an imprest style petty cash scheme. During our visit in March 2022, we undertook a physical check of the cash held with no issues arising.

The Council uses a debit card for certain purchases, we are pleased to note that robust procedures have been implemented regarding its use.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Salaries and Wages

We have continued our examination of the payroll procedures in place and the physical payments made to staff to date in 2021-22 by reference to the January 2022 documentation. The underlying detail for which continues to be produced by a local bureau provider (GH Online). Consequently:

- Gross pay rates have been checked to ensure that the NJC pay award for 2021-22 had been duly implemented.
- Checked and agreed the payroll provider computations for income tax, NI contributions and pension contributions for all staff.
- Verified the application of accurate and appropriate pension percentage contributions in line with the revised requirements.

- Checked the resultant net payment to each employee to the payment summary; and
- Verified the timely and accurate payment of tax, NI and pension deductions and contributions to the relevant agencies.
- Noted the procedures regarding payment of staff overtime and expenses, with the Town Clerk approving both.
- Further noted that the Town Clerk's overtime is considered at the quarterly Performance Review Committee chaired by the Mayor.

Conclusions

We are pleased to record that no issues have been identified in this area.

Investments and Loans

Our objectives here are to ensure that the Council is investing "surplus funds", be they held temporarily or on a longer term basis, in appropriate banking and investment institutions and that the Council is obtaining the best rate of return on the funds held, with any interest earned brought to account correctly and appropriately in the accounting records, also that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

The Council has started a public consultation to draw down an additional PWLB in the 2022-23 Financial Year.

During our visits we have tested repayments of PWLB loans as recorded in the Council's accounts to independent PWLB statements. We have agreed the cash balances to the bank statements as reported earlier in relation to our work on accounting reconciliations and bank reconciliations.

Conclusions

We are pleased to record that no issues have currently been identified in this area and have verified the accurate disclosure of the residual year end loan liability in the AGAR.

Asset Register

The Governance and Accountability Manual requires all councils to develop and maintain a register of assets identifying detail of all land, buildings, vehicles, furniture, and equipment owned by the Council.

We are pleased to note that the Council holds a detailed asset register updated by DCK to include additions and disposals for 2021-22.

Conclusion

We are pleased to report that no matters have arisen in this area of our review process warranting formal comment or recommendation; we have ensured the accuracy of the year-end balances reported in the detailed Statement of Accounts and AGAR.

Statement of Accounts and Annual Return

The Accounts and Audit Regulations require all Councils to prepare annually a Statement of Accounts in the AGAR, which now forms the statutory Accounts subject to external audit scrutiny and certification.

We have checked and agreed entries in the Statement of Accounts generated by the accounting software to the underlying Trial Balance and other documentation provided by DCK. Similarly, we have checked and agreed the financial data reported to the AGAR.

Conclusions

No issues have been identified in relation to the verification of detail in the Statement of Accounts and AGAR this year.

Based on our detailed work during the year on the Council's systems of financial control and content of the detailed Statement of Accounts and that summarised detail set out in the AGAR, we have signed off the Internal Audit Report of the AGAR assigning positive assurances, in each relevant area.

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

Biggleswade Town Council

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

30/11/2021 28/02/2022 07/05/2022

Name of person who carried out the internal audit

Sally King for Auditing Solutions Ltd

Signature of person who carried out the internal audit



Date

21/06/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Biggleswade Town Council

Unaudited Financial Statements

For the year ended 31 March 2022

Biggleswade Town Council

Table of Contents

31 March 2022

	Page
Table of Contents.....	2
Council Information.....	3
Statement of Responsibilities.....	4
Statement of Accounting Policies.....	5
Income and Expenditure Account.....	8
Statement of Movement in Reserves.....	9
Balance Sheet.....	10
Cash Flow Statement.....	11
Notes to the Accounts.....	12
1 Other Costs Analysis.....	12
2 Interest Payable and Similar Charges.....	12
3 Interest and Investment Income.....	13
4 Agency Work.....	13
5 Related Party Transactions.....	13
6 Audit Fees.....	13
7 Members' Allowances.....	13
8 Employees.....	13
9 Pension Costs.....	14
10 Tangible Fixed Assets.....	14
11 Financing of Capital Expenditure.....	15
12 Information on Assets Held.....	15
13 Debtors.....	16
14 Creditors and Accrued Expenses.....	16
15 Long Term Liabilities.....	16
16 Deferred Liabilities.....	17
17 Financial Commitments under Operating Leases.....	17
18 Deferred Grants.....	18
19 Capital Financing Account.....	18
20 Earmarked Reserves.....	19
21 Capital Commitments.....	19
22 Contingent Liabilities.....	19
23 Reconciliation of Revenue Cash Flow.....	19
24 Movement in Cash.....	19
25 Reconciliation of Net Funds/Debt.....	20
26 Post Balance Sheet Events.....	20
Appendices.....	21

Biggleswade Town Council

Council Information

31 March 2022

(Information current at 28th June 2022)

Town Mayor

Cllr G. Fage

Councillors

Cllr D. Albone
Cllr I. J. Bond
Cllr K. Brown
Cllr Ms L. A. Fage
Cllr F. S. Foster
Cllr M. Foster
Cllr M. A. R. Knight
Cllr M. North
Cllr R. M. Pullinger
Cllr Mrs H. Ramsay
Cllr M. A. Russell
Cllr D. A. Strachan
Cllr C. Thomas
Cllr J. Woodhead

Town Clerk and Chief Executive

P. Tarrant

Auditors

Mazars LLP
Salvus House
Aykley Heads
Durham
DH1 5TS

Internal Auditors

Auditing Solutions Limited
Clackerbrook Farm
46 The Common
Bromham
Chippenham
Wiltshire
SN15 2JJ

Biggleswade Town Council
Statement of Responsibilities
31 March 2022

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Town Clerk, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2022 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Biggleswade Town Council at 31 March 2022, and its income and expenditure for the year ended 31 March 2022.

Signed:

P. Tarrant- Town Clerk

Date:

Biggleswade Town Council
Statement of Accounting Policies
31 March 2022

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

land and buildings are included in the balance sheet at Depreciated Replacement Cost (DRC). The DRC basis of valuation requires an estimate of the value of the land in its existing use, together with the current replacement cost of the building and its external works, from which appropriate deductions have been made to reflect the age, condition, economic, functional and environmental obsolescence and other locational factors which might result in the existing building being worth less than a new replacement building,

all other assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and /or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

Biggleswade Town Council
Statement of Accounting Policies
31 March 2022

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 5 to 10 years on a straight line basis.

Play equipment is depreciated over 20 years at 5% per annum straight line.

Infrastructure assets are depreciated over 10 years at 10% per annum straight line.

Community assets are not depreciated.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 15.

Biggleswade Town Council
Statement of Accounting Policies
31 March 2022

Leases

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 17.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 19 to 20.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Capital Financing Account – represent the council's investment of resources in such assets already made.

Interest Income

All interest receipts are credited initially to general funds.

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation was due at 31st March 2022 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

Biggleswade Town Council
Income and Expenditure Account
31 March 2022

	Notes	2022 £	2021 £
Income			
Precept on District Council		1,289,691	1,166,677
Grants Receivable		22,098	29,200
Rents Receivable, Interest & Investment Income		1,008	420
Charges made for Services		122,633	63,191
Other Income		567	1,820
Total Income		1,435,997	1,261,308
Expenditure			
Direct Service Costs:			
Salaries & Wages		(515,593)	(411,305)
Grant-aid Expenditure		(27,658)	(31,450)
Other Costs	1	(403,873)	(348,005)
Democratic, Management & Civic Costs:			
Salaries & Wages		(276,889)	(152,069)
Other Costs	1	(278,105)	(264,929)
Total Expenditure		(1,502,118)	(1,207,758)
Excess of (Expenditure over Income)/Income over Expenditure for the year.		(66,121)	53,550
Exceptional Items			
Profit on the disposal of fixed assets		8,440	1,667
Net Operating (Deficit)/Surplus for Year		(57,681)	55,217
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(13,116)	(14,416)
Capital Expenditure charged to revenue	11	(63,038)	(15,830)
Reverse profit on asset disposals		(8,440)	(1,667)
Reverse Losses on investment disposals		-	-
Transfer from/(to) Earmarked Reserves	20	391,920	(61,690)
Surplus/(Deficit) for the Year to/(from) General Fund		249,645	(36,719)
Net (Deficit) for the Year		(142,275)	24,971
The above (Deficit) for the Year has been (funded) for the Year (from) as follows:			
Transfer from/(to) Earmarked Reserves	20	(391,920)	61,690
Surplus/(Deficit) for the Year to/(from) General Fund		249,645	(36,719)
		(142,275)	24,971

The council had no other recognisable gains and/or losses during the year.

The notes on pages 12 to 20 form part of these unaudited statements.

Biggleswade Town Council
Statement of Movement in Reserves
31 March 2022

Reserve	Purpose of Reserve	Notes	2022 £	Net Movement in Year £	2021 £
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	19	1,311,802	(184)	1,311,986
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	71,967	(391,920)	463,887
General Fund	Resources available to meet future running costs		347,327	249,645	97,682
Total			1,731,096	(142,459)	1,873,555

During the year the council decided to transfer £321,164 to the General Reserve from the Rolling Capital (£314,164) and Other Earmarked Reserves (£7,000). Therefore, the true net movement to/(from) General Reserve during the year was deficit of £71,519.

Biggleswade Town Council

Balance Sheet

31 March 2022

	Notes	2022 £	2022 £	2021 £
Fixed Assets				
Tangible Fixed Assets	10		1,687,582	1,728,699
Current Assets				
Debtors and prepayments	13	42,423		95,352
Cash at bank and in hand		479,406		561,112
		<u>521,829</u>		<u>656,464</u>
Current Liabilities				
Current Portion of Long Term Borrowings		(8,139)		(9,807)
Current Portion of Deferred Liabilities		-		(3,308)
Creditors and income in advance	14	<u>(82,934)</u>		<u>(71,894)</u>
Net Current Assets			430,756	571,455
Total Assets Less Current Liabilities			2,118,338	2,300,154
Long Term Liabilities				
Long-term borrowing	15		(93,277)	(101,417)
Deferred Grants	18		(293,965)	(325,182)
Total Assets Less Liabilities			<u>1,731,096</u>	<u>1,873,555</u>
Capital and Reserves				
Capital Financing Reserve	19		1,311,802	1,311,986
Earmarked Reserves	20		71,967	463,887
General Reserve			347,327	97,682
			<u>1,731,096</u>	<u>1,873,555</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2022, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 28th June 2022 .

Signed:
Cllr G. Fage	P. Tarrant
Town Mayor	Responsible Financial Officer

Date:
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The notes on pages 12 to 20 form part of these unaudited statements.

Biggleswade Town Council

Cash Flow Statement

31 March 2022

	Notes	2022 £	2022 £	2021 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(779,850)		(553,616)
Other operating payments		(693,442)		(621,395)
			(1,473,292)	(1,175,011)
<i>Cash inflows</i>				
Precept on District Council		1,289,691		1,166,677
Cash received for services		163,641		56,152
Revenue grants received		18,698		25,800
			1,472,030	1,248,629
Net cash inflow from Revenue Activities	23		(1,262)	73,618
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(4,871)		(5,383)
Interest element of Finance Lease/HP Installments		(268)		(401)
<i>Cash inflows</i>				
Interest received		849		420
Net cash (outflow) from Servicing of Finance			(4,290)	(5,364)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(75,979)		(15,830)
<i>Cash inflows</i>				
Sale of fixed assets		8,440		1,667
Capital grant received		4,501		-
Net cash (outflow) from Capital Activities			(63,038)	(14,163)
Net cash (outflow)/inflow before Financing			(68,590)	54,091
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(9,808)	(9,453)
Hire Purchase and Lease repayments made			(3,308)	(4,963)
Net cash (outflow) from financing and liquid resources			(13,116)	(14,416)
(Decrease)/Increase in cash	24		(81,706)	39,675

The notes on pages 12 to 20 form part of these unaudited statements.

Biggleswade Town Council

Notes to the Accounts

31 March 2022

1 Other Costs Analysis

Other Costs reported in the council's Income and Expenditure Account comprise the following:

Direct Service Costs

	2022	2021
	£	£
Community Centres	18,870	16,053
Outdoor Sports & Recreation Facilities	165,269	107,544
Allotments	1,330	1,513
Cemeteries	40,290	36,992
Public Conveniences	18,663	22,770
Community Safety (Crime Reduction)	13,992	15,378
Market Undertakings	23,162	24,041
Promotion & Marketing of the Area	46,455	48,039
Community Development	27,676	31,450
Street Lighting	(12,757)	-
Off-street Parking	88,581	75,675
Less: Grant-aid Expenditure	(27,658)	(31,450)
Total	403,873	348,005

Democratic, Management & Civic Costs

	2022	2021
	£	£
Corporate Management	106,947	100,186
Democratic Representation & Management	161,775	158,959
Civic Expenses	4,163	-
Mayors Allowance	81	-
Interest Payable	5,139	5,784
Total	278,105	264,929

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

2 Interest Payable and Similar Charges

	2022	2021
	£	£
External Interest Charges - Loans	4,871	5,383
External Interest Charges - Lease/H.P.	268	401
	5,139	5,784

Biggleswade Town Council

Notes to the Accounts

31 March 2022

3 Interest and Investment Income

	2022	2021
	£	£
Interest Income - General Funds	1,008	420
	<u>1,008</u>	<u>420</u>

4 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

5 Related Party Transactions

The council entered into no material transactions with related parties during the year.

6 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2022	2021
	£	£
Fees for statutory audit services	2,000	2,000
Total fees	<u>2,000</u>	<u>2,000</u>

7 Members' Allowances

	2022	2021
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	81	-
	<u>81</u>	<u>-</u>

The council has resolved that, other than the Town Mayor, no members allowances will be paid.

8 Employees

The average weekly number of employees during the year was as follows:

	2022	2021
	Number	Number
Full-time	18	18
Part-time	3	6
Temporary	1	1
	<u>22</u>	<u>25</u>

All staff are paid in accordance with nationally agreed pay scales.

Biggleswade Town Council

Notes to the Accounts

31 March 2022

9 Pension Costs

The council participates in the Bedfordshire Pension Fund. The Bedfordshire Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

The cost to the council for the year ended 31 March 2022 was £111,250 (31 March 2021 - £82,988).

The most recent actuarial valuation was carried out as at 31st March 2019, and the council's contribution rate is confirmed as being 26.80% of employees' pensionable pay with effect from 1st April 2022 (year ended 31 March 2022 – 25.80%).

Financial Reporting Standard 17 (FRS17): "Retirement Benefits" sets out accounting requirements for pension costs. For schemes such as Bedfordshire Pension Fund, paragraph 9(b) of FRS17 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

10 Tangible Fixed Assets

	Operational Freehold Land and Buildings	Operational Leasehold Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Other	Total
Cost	£	£	£	£	£	£	£
At 31 March 2021	1,813,044	9,095	807,385	303,110	15,380	7,325	2,955,339
Additions	-	-	56,785	6,564	-	12,630	75,979
Disposals	-	-	(57,139)	-	-	-	(57,139)
At 31 March 2022	1,813,044	9,095	807,031	309,674	15,380	19,955	2,974,179
Depreciation							
At 31 March 2021	(456,657)	-	(522,103)	(247,880)	-	-	(1,226,640)
Charged for the year	(28,179)	-	(73,789)	(10,453)	-	-	(112,421)
Eliminated on disposal	-	-	52,464	-	-	-	52,464
At 31 March 2022	(484,836)	-	(543,428)	(258,333)	-	-	(1,286,597)
Net Book Value							
At 31 March 2022	1,328,208	9,095	263,603	51,341	15,380	19,955	1,687,582
At 31 March 2021	1,356,387	9,095	285,282	55,230	15,380	7,325	1,728,699

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

Fixed Asset Valuation

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2004 by external independent valuers, Messrs Rushton International. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

Assets Held under Finance Agreements

	2022 £	2021 £
Value as at 31 March 2021	7,354	11,032
Depreciation Charged in Year	(3,678)	(3,678)
Value as at 31 March 2022	3,676	7,354

Biggleswade Town Council

Notes to the Accounts

31 March 2022

11 Financing of Capital Expenditure

	2022	2021
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	75,979	15,830
	<u>75,979</u>	<u>15,830</u>
was financed by:		
Capital Receipts	8,440	-
Capital Grants	4,501	-
Revenue:		
Capital Projects Reserve	63,038	14,810
Precept and Revenue Income	-	1,020
	<u>75,979</u>	<u>15,830</u>

12 Information on Assets Held

Fixed assets owned by the council include the following:

Operational Land and Buildings

Old Court House
Works Depot and Garage
Pavilions at 3 Recreation Grounds
Recreation Grounds – 6
Cemeteries (2) and associated buildings
Orchard Community Centre
Car Parks – 6 (3 Leasehold)
Allotments (Leasehold)

Vehicles and Equipment

Light trucks (4)
Market Stalls
Play Equipment at 14 sites
Sundry grounds maintenance equipment
Sundry office equipment
Orchard Community Centre Fittings and Equipment

Infrastructure Assets

Sandy Cycleway
Street furniture
Car Park Pay & Display Equipment

Community Assets

Land at Back Street
Common Rights
Jubilee Amenity Area
Old Town Drum Clock
Council Regalia

Biggleswade Town Council

Notes to the Accounts

31 March 2022

13 Debtors

	2022	2021
	£	£
General Debtors	188	18,961
Allotment Debtors	-	400
Pitch Hire Debtors	207	1,480
TBA Debtors	-	2,572
Trade Debtors	395	23,413
VAT Recoverable	18,824	31,717
Other Debtors	4,989	3,262
Prepayments	18,056	18,960
Accrued Income	-	18,000
Accrued Interest Income	159	-
	42,423	95,352

14 Creditors and Accrued Expenses

	2022	2021
	£	£
Trade Creditors	21,905	35,266
Other Creditors	-	6
Payroll Taxes and Social Security	22,391	9,760
Accruals	34,338	23,712
Income in Advance	4,300	3,150
	82,934	71,894

15 Long Term Liabilities

	2022	2021
	£	£
Public Works Loan Board	101,416	111,224
	101,416	111,224

The above loans are repayable as follows:

	2022	2021
	£	£
Within one year	8,139	9,807
From one to two years	8,528	8,139
From two to five years	21,612	24,104
From five to ten years	34,353	32,922
Over ten years	28,784	36,252
Total Loan Commitment	101,416	111,224
Less: Repayable within one year	(8,139)	(9,807)
Repayable after one year	93,277	101,417

Biggleswade Town Council

Notes to the Accounts

31 March 2022

16 Deferred Liabilities

	2022	2021
	£	£
H.P. and Lease Creditors	-	3,308
	2022	2021
	£	£
The above liabilities are repayable as follows:		
Within one year	-	3,308
From one to two years	-	-
From two to five years	-	-
From five to ten years	-	-
Over ten years	-	-
Total Deferred Liabilities	-	3,308
Less: Repayable within one year	-	(3,308)
	-	-

17 Financial Commitments under Operating Leases

The council had annual commitments under non-cancellable operating leases of property as follows:

	2022	2021
	£	£
Obligations expiring within one year	-	-
Obligations expiring between two and five years	-	-
Obligations expiring after five years	29,001	29,001
	<u>29,001</u>	<u>29,001</u>

The council had annual commitments under non-cancellable operating leases of equipment as follows:

	2022	2021
	£	£
Obligations expiring within one year	2,281	-
Obligations expiring between two and five years	-	2,281
Obligations expiring after five years	-	-
	<u>2,281</u>	<u>2,281</u>

Biggleswade Town Council

Notes to the Accounts

31 March 2022

18 Deferred Grants

	2022	2021
	£	£
Capital Grants Unapplied		
At 01 April	-	-
Grants received in the year	4,501	-
Applied to finance capital investment	(4,501)	-
At 31 March	-	-
Capital Grants Applied		
At 01 April	302,182	334,047
Grants Applied in the year	4,501	-
Released to offset depreciation	(32,318)	(31,865)
At 31 March	274,365	302,182
Revenue Grants and S106 Revenue Contributions		
At 01 April	23,000	26,400
Released to Revenue	(3,400)	(3,400)
At 31 March	19,600	23,000
Total Deferred Grants		
At 31 March	293,965	325,182
At 01 April	325,182	360,447

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

19 Capital Financing Account

	2022	2021
	£	£
Balance at 01 April	1,311,986	1,353,665
Financing capital expenditure in the year		
Additions - using capital receipts	8,440	-
Additions - using revenue balances	63,038	15,830
Loan repayments	13,116	14,416
Disposal of fixed assets	(57,139)	-
Depreciation eliminated on disposals	52,464	-
Reversal of depreciation	(112,421)	(103,790)
Deferred grants released	32,318	31,865
Balance at 31 March	1,311,802	1,311,986

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

Biggleswade Town Council

Notes to the Accounts

31 March 2022

20 Earmarked Reserves

	Balance at 01/04/2021	Contribution to reserve	Contribution from reserve	Balance at 31/03/2022
	£	£	£	£
Capital Projects Reserves	456,887	-	(384,920)	71,967
Asset Renewal Reserves	-	-	-	-
Other Earmarked Reserves	7,000	-	(7,000)	-
Total Earmarked Reserves	463,887	-	(391,920)	71,967

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2022 are set out in detail at Appendix A.

21 Capital Commitments

The council had no other capital commitments at 31 March 2022 not otherwise provided for in these accounts.

22 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

23 Reconciliation of Revenue Cash Flow

	2022	2021
	£	£
Net Operating (Deficit)/Surplus for the year	(66,121)	53,550
Add/(Deduct)		
Interest Payable	5,139	5,784
Interest and Investment Income	(849)	(420)
Deferred Revenue Grants Released to Revenue	(3,400)	(3,400)
Decrease/(Increase) in debtors	52,929	(23,553)
Increase in creditors	11,040	41,657
Revenue activities net cash (outflow)/inflow	(1,262)	73,618

24 Movement in Cash

	2022	2021
	£	£
Balances at 01 April		
Cash with accounting officers	416	179
Cash at bank	560,696	521,258
	561,112	521,437
Balances at 31 March		
Cash with accounting officers	374	416
Cash at bank	479,032	560,696
	479,406	561,112
Net cash (outflow)/inflow	(81,706)	39,675

Biggleswade Town Council

Notes to the Accounts

31 March 2022

25 Reconciliation of Net Funds/Debt

	2022	2021
	£	£
(Decrease)/Increase in cash in the year	(81,706)	39,675
Cash outflow from repayment of debt	13,116	14,416
Net cash flow arising from changes in debt	13,116	14,416
Movement in net debt/funds in the year	(68,590)	54,091
Cash at bank and in hand	561,112	521,437
Total borrowings	(114,532)	(128,948)
Net funds at 01 April	446,580	392,489
Cash at bank and in hand	479,406	561,112
Total borrowings	(101,416)	(114,532)
Net funds at 31 March	377,990	446,580

26 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 28th June 2022), which would have a material impact on the amounts and results reported herein.

Biggleswade Town Council

Appendices

31 March 2022

Appendix A

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2021</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2022</u> £
<u>Capital Receipts Reserve</u>				
Capital Receipts Reserve		8,440	(8,440)	0
	0	8,440	(8,440)	0
<u>Capital Projects Reserves</u>				
Rolling Capital Fund	456,887		(384,920)	71,967
	456,887	0	(384,920)	71,967
<u>Other Earmarked Reserves</u>				
Twinning	1,500		(1,500)	0
Depot	1,500		(1,500)	0
Elections	4,000		(4,000)	0
	7,000	0	(7,000)	0
TOTAL EARMARKED RESERVES	463,887	8,440	(400,360)	71,967

Biggleswade Town Council

31 March 2022

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Recreation & Sport	492,369	474,699
Open Spaces	(5,485)	(8,018)
Cemetery, Cremation & Mortuary	85,223	97,569
Environmental Health	7,080	18,663
Community Safety (Crime Reduction)	18,000	13,992
Planning & Development Services (including Markets)	161,814	162,968
Street Lighting	-	(12,757)
Parking Services	57,182	73,975
Net Direct Services Costs	816,183	821,091
Corporate Management	200,397	210,166
Democratic & Civic	191,176	320,424
Net Democratic, Management and Civic Costs	391,573	530,590
Interest & Investment Income	(2,500)	(1,008)
Loan Charges	13,435	18,255
Capital Expenditure	-	71,478
Proceeds of Disposal of Capital Assets	-	(8,440)
Transfers to/(from) other reserves	-	(391,920)
Reversal of Statutory Adjustments	-	-
Surplus to General Reserve	71,000	249,645
Precept on District Council	1,289,691	1,289,691

Biggleswade Town Council

31 March 2022

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2022 £	2022 £	2022 £	2021 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES				
Recreation & Sport	521,054	(46,355)	474,699	360,038
Open Spaces	1,330	(9,348)	(8,018)	(8,169)
ENVIRONMENTAL SERVICES				
Cemetery, Cremation & Mortuary	117,720	(20,151)	97,569	72,057
Environmental Health	18,663	-	18,663	22,120
Community Safety (Crime Reduction)	13,992	-	13,992	15,378
PLANNING & DEVELOPMENT SERVICES				
Economic Development (including markets)	151,508	(16,216)	135,292	136,463
Community Development	27,676	-	27,676	30,873
HIGHWAYS, ROADS & TRANSPORT SERVICES				
Street Lighting	(12,757)	-	(12,757)	-
Parking Services	107,938	(33,963)	73,975	77,409
CENTRAL SERVICES				
Corporate Management	225,614	(15,448)	210,166	163,538
Democratic & Civic	319,997	(3,250)	316,747	238,056
Civic Expenses	4,244	(567)	3,677	-
Net Cost of Services	1,496,979	(145,298)	1,351,681	1,107,763

21/06/2022

Biggleswade Town Council

12:34

Detailed Balance Sheet - Excluding Stock Movement**Month 2 Date 31/05/2022**

Page 1

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	OP'L F/H LAND & BUILDINGS	1,813,044	484,836	1,328,208
2	OP'L L/H LAND & BUILDINGS	9,095	0	9,095
21	VEHICLES & EQUIPMENT	807,031	543,428	263,603
41	INFRASTRUCTURE ASSETS	309,674	258,333	51,341
61	COMMUNITY ASSETS	15,380	0	15,380
	Total Fixed Assets	2,954,224	1,286,597	1,667,627
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	19,955		
100	DEBTORS - TOWN COUNCIL	188		
102	DEBTORS - PITCH HIRE	6,097		
103	DEBTORS - ORCHARD CENTRE	1,179		
105	VAT REFUNDS	12,821		
202	LLOYDS CURRENT BANK A/C	309,223		
204	LLOYDS SALARY A/C	(302)		
210	PETTY CASH	53		
224	PUBLIC SECTOR DEPOSIT	635,000		
	Total Current Assets		984,213	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	21,846		
505	HALL DEPOSIT	200		
510	ACCRUALS	18,460		
515	PAYE & NI DUE	14,895		
525	ALLOTMENT DEPOSITS	4,150		
530	INC IN ADVANCE - COMMUTED	19,600		
	Total Current Liabilities		79,151	
	Net Current Assets			905,062
	Total Assets less Current Liabilities			2,572,689
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	101,416		
	Total Long Term Liabilities		101,416	
	Total Assets less Total Liabilities			2,471,272
	<u>Represented by :-</u>			
301	CURRENT YEAR FUND	410,451		
310	GENERAL RESERVE	347,326		
349	ROLLING CAPITAL FUND	127,329		
350	CAPITAL FINANCING RESERVE	1,311,801		
451	DEF'D GRANTS APPLIED	613,175		
452	DEF'D GRANTS W/BACK	(338,810)		
	Total Equity			2,471,272

21/06/2022

Biggleswade Town Council

Item 9cii Sum Inc & Exp

12:34

Summary Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

May 2022

Page 1

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & General Purposes</u>							
101	B'SWADE MAGISTRATES COURT Expenditure	8,266	24,500	16,234	300	15,934	35.0%
108	GRANTS (INCL S137) Expenditure	16,644	32,767	16,123		16,123	50.8%
109	CAPITAL EXPENDITURE Expenditure	56,331	72,427	16,096		16,096	77.8%
111	CORPORATE MANAGEMENT Income	712,452	1,424,171	711,719			50.0%
	Expenditure	0	5,000	5,000		5,000	0.0%
	Movement to/(from) Gen Reserve	<u>712,452</u>					
112	DEMOCRATIC REP'N & MGM'T Expenditure	2,730	11,500	8,770	285	8,485	26.2%
113	CIVIC ACTIVITIES & EXPENSES Income	(567)	0	567			0.0%
	Expenditure	90	2,500	2,410		2,410	3.6%
	Movement to/(from) Gen Reserve	<u>(657)</u>					
115	ORCHARD COMMUNITY CENTRE Income	3,648	32,500	28,852			11.2%
	Expenditure	14,008	108,054	94,046	410	93,636	13.3%
	Movement to/(from) Gen Reserve	<u>(10,361)</u>					
901	CENTRAL SERVICES Income	1,000	0	(1,000)			0.0%
	Expenditure	137,552	676,104	538,552	4,967	533,585	21.1%
	Movement to/(from) Gen Reserve	<u>(136,552)</u>					
	Finance & General Purposes Income	<u>716,532</u>	<u>1,456,671</u>	<u>740,139</u>			<u>49.2%</u>
	Expenditure	<u>235,622</u>	<u>932,852</u>	<u>697,230</u>	<u>5,962</u>	<u>691,268</u>	<u>25.9%</u>
	Movement to/(from) Gen Reserve	<u>480,911</u>					

Continued over page

Summary Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

May 2022

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Public Land & Open Spaces</u>							
102 ALLOTMENTS	Income	(50)	9,500	9,550			(0.5%)
	Expenditure	116	1,415	1,299	1,541	(243)	117.1%
	Movement to/(from) Gen Reserve	<u>(166)</u>					
104 BURIAL GROUNDS	Income	7,282	21,000	13,718			34.7%
	Expenditure	861	13,700	12,839		12,839	6.3%
	Movement to/(from) Gen Reserve	<u>6,421</u>					
210 GENERAL	Expenditure	0	5,000	5,000		5,000	0.0%
212 RECREATION GROUNDS	Income	5,568	10,000	4,432			55.7%
	Expenditure	5,570	51,100	45,530	1,464	44,065	13.8%
	Movement to/(from) Gen Reserve	<u>(2)</u>					
902 PUBLIC REALM	Expenditure	49,133	312,982	263,849	2,470	261,379	16.5%
903 DEPOT	Expenditure	11,997	73,000	61,003		61,003	16.4%
904 REPAIRS & MAINTENANCE	Expenditure	909	15,000	14,091		14,091	6.1%
		<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	
	Public Land & Open Spaces Income	12,800	40,500	27,700			31.6%
	Expenditure	68,587	472,197	403,610	5,475	398,135	15.7%
	Movement to/(from) Gen Reserve	<u>(55,787)</u>					

Continued over page

Summary Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

May 2022

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Town Centre Management</u>							
103	STREET LIGHTS Expenditure	250	0	(250)		(250)	0.0%
105	CAR PARKS Income	6,223	28,000	21,777			22.2%
	Expenditure	6,410	75,400	68,990	5,305	63,685	15.5%
	Movement to/(from) Gen Reserve	<u>(187)</u>					
106	MARKET Income	3,215	17,800	14,585			18.1%
	Expenditure	3,281	21,722	18,441		18,441	15.1%
	Movement to/(from) Gen Reserve	<u>(65)</u>					
107	TOWN CENTRE GENERAL Expenditure	12,732	48,350	35,618	277	35,342	26.9%
110	PUBLIC CONVENIENCES Income	0	3,250	3,250			0.0%
	Expenditure	1,439	19,250	17,811		17,811	7.5%
	Movement to/(from) Gen Reserve	<u>(1,439)</u>					
	Town Centre Management Income	<u>9,438</u>	<u>49,050</u>	<u>39,612</u>			<u>19.2%</u>
	Expenditure	<u>24,111</u>	<u>164,722</u>	<u>140,611</u>	<u>5,582</u>	<u>135,029</u>	<u>18.0%</u>
	Movement to/(from) Gen Reserve	<u>(14,673)</u>					
Grand Totals:- Income		738,771	1,546,221	807,450			47.8%
Expenditure		328,320	1,569,771	1,241,451	17,019	1,224,432	22.0%
Net Income over Expenditure		<u>410,451</u>	<u>(23,550)</u>	<u>(434,001)</u>			
Movement to/(from) Gen Reserve		<u>410,451</u>					

21/06/2022

Biggleswade Town Council

Item 9ciii Detail Income & Exp

12:33

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

May 2022

Page 1

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 B'SWADE MAGISTRATES COURT</u>							
4011 RATES	2,436	14,600	12,164		12,164	16.7%	
4015 GAS	1,812	4,000	2,188		2,188	45.3%	
4036 PROPERTY MAINTENANCE	493	2,000	1,507	300	1,207	39.7%	
4042 EQUIPT MAINT/REPAIR	600	500	(100)		(100)	120.0%	
4104 REFUSE COLLECTION	209	1,200	991		991	17.4%	
4110 FIRE PRECAUTIONS	2,067	600	(1,467)		(1,467)	344.5%	
4134 SECURITY/CCTV	649	1,600	951		951	40.5%	
B'SWADE MAGISTRATES COURT :- Indirect Expenditure	8,266	24,500	16,234	300	15,934	35.0%	0
Net Expenditure	(8,266)	(24,500)	(16,234)				

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 ALLOTMENTS</u>							
1087 INC-ALLOTMENTS	(50)	9,500	9,550			(0.5%)	
ALLOTMENTS :- Income	(50)	9,500	9,550			(0.5%)	0
4013 RENT	116	465	349		349	25.0%	
4037 GROUNDS MAINTENANCE	0	0	0	771	(771)	0.0%	
4067 PEST CONTROL	0	750	750	770	(20)	102.7%	
4104 REFUSE COLLECTION	0	200	200		200	0.0%	
ALLOTMENTS :- Indirect Expenditure	116	1,415	1,299	1,541	(243)	117.1%	0
Net Income over Expenditure	(166)	8,085	8,251				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>103 STREET LIGHTS</u>							
4036 PROPERTY MAINTENANCE	250	0	(250)		(250)	0.0%	
STREET LIGHTS :- Indirect Expenditure	<u>250</u>	<u>0</u>	<u>(250)</u>	<u>0</u>	<u>(250)</u>		<u>0</u>
Net Expenditure	<u>(250)</u>	<u>0</u>	<u>250</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 BURIAL GROUNDS</u>							
1084 INC-BURIAL FEES	7,282	20,000	12,718			36.4%	
1097 INC-MEMORIALS	0	1,000	1,000			0.0%	
BURIAL GROUNDS :- Income	<u>7,282</u>	<u>21,000</u>	<u>13,718</u>			<u>34.7%</u>	<u>0</u>
4011 RATES	805	6,000	5,195		5,195	13.4%	
4012 WATER RATES	24	200	176		176	12.0%	
4014 ELECTRICITY	32	500	468		468	6.3%	
4036 PROPERTY MAINTENANCE	0	7,000	7,000		7,000	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	<u>861</u>	<u>13,700</u>	<u>12,839</u>	<u>0</u>	<u>12,839</u>	<u>6.3%</u>	<u>0</u>
Net Income over Expenditure	<u>6,421</u>	<u>7,300</u>	<u>879</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>105 CAR PARKS</u>							
1088 INC-CAR PARKING FEES	3,630	22,000	18,370			16.5%	
1089 INC - PARKING PERMITS WORK	1,634	3,000	1,366			54.5%	
1189 INC-PARKING PERMITS RES	960	3,000	2,040			32.0%	
CAR PARKS :- Income	6,223	28,000	21,777			22.2%	0
4011 RATES	4,353	27,900	23,547		23,547	15.6%	
4023 STATIONERY	0	500	500		500	0.0%	
4038 MAINTENANCE CONTRACT	888	10,000	9,112	5,305	3,807	61.9%	
4042 EQUIPT MAINT/REPAIR	536	0	(536)		(536)	0.0%	
4092 Card Processing Fees	218	1,000	782		782	21.8%	
4126 CAR PARK LEASE	234	36,000	35,766		35,766	0.7%	
4128 EQUIPMENT	182	0	(182)		(182)	0.0%	
CAR PARKS :- Indirect Expenditure	6,410	75,400	68,990	5,305	63,685	15.5%	0
Net Income over Expenditure	(187)	(47,400)	(47,213)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>106 MARKET</u>							
1082 INC-LETTINGS	0	300	300			0.0%	
1085 INC-TUESDAY MARKET RENTS	669	3,500	2,832			19.1%	
1086 INC-SATURDAY MARKET RENTS	2,547	14,000	11,453			18.2%	
MARKET :- Income	<u>3,215</u>	<u>17,800</u>	<u>14,585</u>			<u>18.1%</u>	<u>0</u>
4002 EMPLOYERS N.I	33	224	191		191	14.7%	
4003 EMPLOYERS SUPERANN.	465	2,768	2,303		2,303	16.8%	
4004 MARKET STAFF	1,734	10,330	8,596		8,596	16.8%	
4011 RATES	860	5,400	4,540		4,540	15.9%	
4014 ELECTRICITY	189	1,000	811		811	18.9%	
4023 STATIONERY	0	1,000	1,000		1,000	0.0%	
4032 PUBLICITY	0	500	500		500	0.0%	
4047 MATERIALS/TOOLS	0	500	500		500	0.0%	
MARKET :- Indirect Expenditure	<u>3,281</u>	<u>21,722</u>	<u>18,441</u>	<u>0</u>	<u>18,441</u>	<u>15.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(65)</u>	<u>(3,922)</u>	<u>(3,857)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>107 TOWN CENTRE GENERAL</u>							
4001 STAFF SALARIES	5,466	0	(5,466)		(5,466)	0.0%	
4002 EMPLOYERS N.I	595	0	(595)		(595)	0.0%	
4003 EMPLOYERS SUPERANN.	1,465	0	(1,465)		(1,465)	0.0%	
4007 HEALTH & SAFETY	0	0	0	96	(96)	0.0%	
4031 ADVERTISING	122	0	(122)	100	(222)	0.0%	
4036 PROPERTY MAINTENANCE	0	500	500		500	0.0%	
4037 GROUNDS MAINTENANCE	0	500	500		500	0.0%	
4065 TC EVENTS (FESTIVAL)	650	0	(650)		(650)	0.0%	
4067 PEST CONTROL	51	0	(51)		(51)	0.0%	
4116 WAR MEM & REM SERV	0	1,000	1,000		1,000	0.0%	
4117 CLOCK REPAIRS	0	350	350		350	0.0%	
4128 EQUIPMENT	480	0	(480)		(480)	0.0%	
4138 MARKET SQUARE EVENTS	1,708	5,000	3,292	81	3,212	35.8%	
4140 CHRISTMAS ACTIVITIES	0	7,000	7,000		7,000	0.0%	
4144 CCTV	2,195	16,000	13,805		13,805	13.7%	
4145 CHRISTMAS LIGHTS	0	18,000	18,000		18,000	0.0%	
TOWN CENTRE GENERAL :- Indirect Expenditure	12,732	48,350	35,618	277	35,342	26.9%	0
Net Expenditure	(12,732)	(48,350)	(35,618)				

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

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
109 CAPITAL EXPENDITURE							
4053 LOAN INTEREST	0	4,381	4,381		4,381	0.0%	
4253 LEASE INTEREST REPAID	0	268	268		268	0.0%	
4802 CP - New Computer Installation	969	0	(969)		(969)	0.0%	
4900 ROLLING CAPITAL FUND ALLOC'N	56,331	56,331	0		0	100.0%	
4980 LOAN REPAYMENT	0	8,139	8,139		8,139	0.0%	
4982 LEASE CAPITAL REPAID	0	3,308	3,308		3,308	0.0%	
4990 ASSET FUNDING FROM RCP	(969)	0	969		969	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	56,331	72,427	16,096	0	16,096	77.8%	0
Net Expenditure	(56,331)	(72,427)	(16,096)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 PUBLIC CONVENIENCES</u>							
1091 INC-MISCELLANEOUS	0	3,250	3,250			0.0%	
PUBLIC CONVENIENCES :- Income	<u>0</u>	<u>3,250</u>	<u>3,250</u>			<u>0.0%</u>	<u>0</u>
4011 RATES	0	3,250	3,250		3,250	0.0%	
4012 WATER RATES	(191)	2,000	2,191		2,191	(9.5%)	
4014 ELECTRICITY	0	1,000	1,000		1,000	0.0%	
4016 CLEANING COSTS	1,630	10,000	8,370		8,370	16.3%	
4036 PROPERTY MAINTENANCE	0	1,000	1,000		1,000	0.0%	
4038 MAINTENANCE CONTRACT	0	1,000	1,000		1,000	0.0%	
4042 EQUIPT MAINT/REPAIR	0	500	500		500	0.0%	
4047 MATERIALS/TOOLS	0	500	500		500	0.0%	
PUBLIC CONVENIENCES :- Indirect Expenditure	<u>1,439</u>	<u>19,250</u>	<u>17,811</u>	<u>0</u>	<u>17,811</u>	<u>7.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,439)</u>	<u>(16,000)</u>	<u>(14,561)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>111 CORPORATE MANAGEMENT</u>							
1076 PRECEPT RECEIVED	712,086	1,423,751	711,665			50.0%	
1096 INTEREST RECEIVED	366	420	54			87.1%	
CORPORATE MANAGEMENT :- Income	<u>712,452</u>	<u>1,424,171</u>	<u>711,719</u>			<u>50.0%</u>	<u>0</u>
4057 AUDIT FEES	0	4,000	4,000		4,000	0.0%	
4110 FIRE PRECAUTIONS	0	1,000	1,000		1,000	0.0%	
CORPORATE MANAGEMENT :- Indirect Expenditure	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>712,452</u>	<u>1,419,171</u>	<u>706,719</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>112 DEMOCRATIC REP'N & MGM'T</u>							
4024 SUBSCRIPTIONS	2,491	3,000	509		509	83.0%	
4082 NEIGHBOURHOOD PLAN	45	0	(45)		(45)	0.0%	
4085 COUNCIL WEBSITE	194	2,000	1,806	285	1,521	23.9%	
4090 Public Referendum	0	2,500	2,500		2,500	0.0%	
4135 ELECTION PROVISION	0	4,000	4,000		4,000	0.0%	
DEMOCRATIC REP'N & MGM'T :- Indirect Expenditure	<u>2,730</u>	<u>11,500</u>	<u>8,770</u>	<u>285</u>	<u>8,485</u>	<u>26.2%</u>	<u>0</u>
Net Expenditure	<u>(2,730)</u>	<u>(11,500)</u>	<u>(8,770)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>113 CIVIC ACTIVITIES & EXPENSES</u>							
1300 INC-MAYORS CHARITY	(567)	0	567			0.0%	
CIVIC ACTIVITIES & EXPENSES :- Income	(567)	0	567				0
4112 TOWN MAYOR'S ALLOW.	0	1,000	1,000		1,000	0.0%	
4166 TWINNING	0	250	250		250	0.0%	
4179 CIVIC FUNCTIONS	90	1,000	910		910	9.0%	
4180 CIVIC REGALIA REPAIRS ETC	0	250	250		250	0.0%	
CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure	90	2,500	2,410	0	2,410	3.6%	0
Net Income over Expenditure	(657)	(2,500)	(1,843)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>115 ORCHARD COMMUNITY CENTRE</u>							
1082 INC-LETTINGS	3,648	32,500	28,852			11.2%	
ORCHARD COMMUNITY CENTRE :- Income	3,648	32,500	28,852			11.2%	0
4001 STAFF SALARIES	8,378	59,817	51,439		51,439	14.0%	
4002 EMPLOYERS N.I	805	5,012	4,207		4,207	16.1%	
4003 EMPLOYERS SUPERANN.	2,245	16,031	13,786		13,786	14.0%	
4007 HEALTH & SAFETY	525	500	(25)		(25)	105.0%	
4008 STAFF TRAINING	360	0	(360)		(360)	0.0%	
4009 STAFF TRAVEL	38	400	362		362	9.6%	
4011 RATES	0	6,200	6,200		6,200	0.0%	
4012 WATER RATES	79	240	161		161	32.8%	
4014 ELECTRICITY	(146)	9,000	9,146		9,146	(1.6%)	
4015 GAS	862	2,300	1,438		1,438	37.5%	
4016 CLEANING COSTS	149	2,100	1,951		1,951	7.1%	
4020 MISC. ESTABLISH.COST	0	54	54		54	0.0%	
4021 TELEPHONE & FAX	0	600	600		600	0.0%	
4023 STATIONERY	0	200	200		200	0.0%	
4036 PROPERTY MAINTENANCE	444	1,000	556	180	376	62.4%	
4038 MAINTENANCE CONTRACT	0	1,700	1,700		1,700	0.0%	
4042 EQUIPT MAINT/REPAIR	0	1,500	1,500	230	1,270	15.3%	
4060 OFFICE EQUIPMENT	0	300	300		300	0.0%	
4081 Licences	0	600	600		600	0.0%	
4104 REFUSE COLLECTION	192	0	(192)		(192)	0.0%	
4128 EQUIPMENT	77	500	423		423	15.4%	
ORCHARD COMMUNITY CENTRE :- Indirect Expenditure	14,008	108,054	94,046	410	93,636	13.3%	0
Net Income over Expenditure	(10,361)	(75,554)	(65,193)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210</u> <u>GENERAL</u>							
4064 ANNUAL HANGING BASKETS	0	5,000	5,000		5,000	0.0%	
GENERAL :- Indirect Expenditure	0	5,000	5,000	0	5,000	0.0%	0
Net Expenditure	0	(5,000)	(5,000)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>212 RECREATION GROUNDS</u>							
1081 INC-RENT	735	5,000	4,265			14.7%	
1083 INC-PITCH HIRE	4,833	5,000	167			96.7%	
RECREATION GROUNDS :- Income	5,568	10,000	4,432			55.7%	0
4011 RATES	761	4,700	3,939		3,939	16.2%	
4012 WATER RATES	476	11,500	11,024		11,024	4.1%	
4014 ELECTRICITY	497	9,000	8,503		8,503	5.5%	
4036 PROPERTY MAINTENANCE	0	0	0	825	(825)	0.0%	
4037 GROUNDS MAINTENANCE	410	7,000	6,590	639	5,950	15.0%	
4038 MAINTENANCE CONTRACT	1,151	8,000	6,849		6,849	14.4%	
4043 FENCING & GATES	0	2,000	2,000		2,000	0.0%	
4044 TREES & PLANTS	800	1,500	700		700	53.3%	
4067 PEST CONTROL	0	1,500	1,500		1,500	0.0%	
4100 FERT./SEEDS/WEEDKILL	0	200	200		200	0.0%	
4104 REFUSE COLLECTION	775	200	(575)		(575)	387.6%	
4110 FIRE PRECAUTIONS	0	1,500	1,500		1,500	0.0%	
4114 LITTER BINS	0	1,500	1,500		1,500	0.0%	
4119 SKIP HIRE	700	0	(700)		(700)	0.0%	
4128 EQUIPMENT	0	2,000	2,000		2,000	0.0%	
4134 SECURITY/CCTV	0	500	500		500	0.0%	
RECREATION GROUNDS :- Indirect Expenditure	5,570	51,100	45,530	1,464	44,065	13.8%	0
Net Income over Expenditure	(2)	(41,100)	(41,098)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>901 CENTRAL SERVICES</u>							
1078 INC-MISC GRANTS	1,000	0	(1,000)			0.0%	
CENTRAL SERVICES :- Income	<u>1,000</u>	<u>0</u>	<u>(1,000)</u>				<u>0</u>
4001 STAFF SALARIES	54,456	384,830	330,374		330,374	14.2%	
4002 EMPLOYERS N.I	6,012	44,830	38,819		38,819	13.4%	
4003 EMPLOYERS SUPERANN.	9,969	79,894	69,925		69,925	12.5%	
4005 AGENCY STAFF	19,077	10,000	(9,077)		(9,077)	190.8%	
4007 HEALTH & SAFETY	170	2,800	2,630		2,630	6.1%	
4008 STAFF TRAINING	2,583	10,000	7,417		7,417	25.8%	
4009 STAFF TRAVEL	367	1,500	1,133		1,133	24.5%	
4010 MISC. STAFF COSTS	514	1,000	486		486	51.4%	
4012 WATER RATES	6	500	494		494	1.2%	
4014 ELECTRICITY	297	4,000	3,703		3,703	7.4%	
4016 CLEANING COSTS	862	7,500	6,638		6,638	11.5%	
4020 MISC. ESTABLISH.COST	21	250	229		229	8.4%	
4021 TELEPHONE & FAX	1,720	13,500	11,780		11,780	12.7%	
4022 POSTAGE	502	1,500	998		998	33.5%	
4023 STATIONERY	462	3,500	3,038	324	2,714	22.5%	
4025 INSURANCE	15,875	21,000	5,125		5,125	75.6%	
4026 COMPUTER	8,831	35,000	26,169	1,007	25,162	28.1%	
4027 PHOTOCOPIER	91	5,600	5,509		5,509	1.6%	
4029 OFFICE REFURBISHMENT	0	0	0	160	(160)	0.0%	
4030 ADVERTISING, RECRUITMENT	4,465	5,000	535	635	(100)	102.0%	
4031 ADVERTISING	952	2,900	1,948	2,766	(818)	128.2%	
4051 BANK CHARGES	336	2,000	1,664		1,664	16.8%	
4056 LEGAL EXPENSES	0	4,500	4,500		4,500	0.0%	
4058 PROFESSIONAL FEES	8,094	10,000	1,906	75	1,831	81.7%	
4059 CONSULTANCY	0	2,000	2,000		2,000	0.0%	
4060 OFFICE EQUIPMENT	0	1,000	1,000		1,000	0.0%	
4073 PAYROLL BUREAU FEES	(500)	5,000	5,500		5,500	(10.0%)	
4074 ACCOUNTANCY FEES	1,614	15,000	13,386		13,386	10.8%	
4127 SIGNS	0	1,000	1,000		1,000	0.0%	
4128 EQUIPMENT	778	500	(278)		(278)	155.6%	
CENTRAL SERVICES :- Indirect Expenditure	<u>137,552</u>	<u>676,104</u>	<u>538,552</u>	<u>4,967</u>	<u>533,585</u>	<u>21.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(136,552)</u>	<u>(676,104)</u>	<u>(539,552)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
902 PUBLIC REALM							
4001 STAFF SALARIES	32,748	199,305	166,557		166,557	16.4%	
4002 EMPLOYERS N.I	3,045	18,595	15,550		15,550	16.4%	
4003 EMPLOYERS SUPERANN.	3,924	47,307	43,383		43,383	8.3%	
4009 STAFF TRAVEL	71	0	(71)		(71)	0.0%	
4014 ELECTRICITY	(386)	1,200	1,586		1,586	(32.2%)	
4023 STATIONERY	0	100	100		100	0.0%	
4025 INSURANCE	5,423	300	(5,123)		(5,123)	1807.6%	
4030 ADVERTISING, RECRUITMENT	194	0	(194)		(194)	0.0%	
4036 PROPERTY MAINTENANCE	0	0	0	75	(75)	0.0%	
4037 GROUNDS MAINTENANCE	184	0	(184)	960	(1,144)	0.0%	
4041 EQUIPMENT HIRE	0	1,000	1,000	38	962	3.8%	
4042 EQUIPT MAINT/REPAIR	233	2,000	1,767		1,767	11.6%	
4044 TREES & PLANTS	0	10,500	10,500	144	10,356	1.4%	
4046 VEHICLE LEASING	1,658	10,000	8,342		8,342	16.6%	
4047 MATERIALS/TOOLS	0	0	0	1,187	(1,187)	0.0%	
4048 VEHICLE MAINT/REPAIR	379	10,000	9,621	65	9,556	4.4%	
4049 VEHICLE FUEL	913	8,000	7,087		7,087	11.4%	
4050 VEHICLE TAX	385	675	290		290	57.0%	
4100 FERT./SEEDS/WEEDKILL	0	700	700		700	0.0%	
4103 PROTECTIVE CLOTHING	364	2,500	2,136		2,136	14.5%	
4119 SKIP HIRE	0	800	800		800	0.0%	
PUBLIC REALM :- Indirect Expenditure	49,133	312,982	263,849	2,470	261,379	16.5%	0
Net Expenditure	(49,133)	(312,982)	(263,849)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>903 DEPOT</u>							
4007 HEALTH & SAFETY	131	0	(131)		(131)	0.0%	
4011 RATES	0	16,000	16,000		16,000	0.0%	
4012 WATER RATES	(750)	1,500	2,250		2,250	(50.0%)	
4013 RENT	13,189	50,000	36,811		36,811	26.4%	
4014 ELECTRICITY	(856)	2,500	3,356		3,356	(34.2%)	
4015 GAS	283	1,500	1,217		1,217	18.9%	
4020 MISC. ESTABLISH.COST	0	500	500		500	0.0%	
4042 EQUIPT MAINT/REPAIR	0	1,000	1,000		1,000	0.0%	
DEPOT :- Indirect Expenditure	11,997	73,000	61,003	0	61,003	16.4%	0
Net Expenditure	(11,997)	(73,000)	(61,003)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>904 REPAIRS & MAINTENANCE</u>							
4042 EQUIPT MAINT/REPAIR	909	15,000	14,091		14,091	6.1%	
REPAIRS & MAINTENANCE :- Indirect Expenditure	<u>909</u>	<u>15,000</u>	<u>14,091</u>	<u>0</u>	<u>14,091</u>	<u>6.1%</u>	<u>0</u>
Net Expenditure	<u>(909)</u>	<u>(15,000)</u>	<u>(14,091)</u>				
Grand Totals:- Income	738,771	1,546,221	807,450			47.8%	
Expenditure	328,320	1,569,771	1,241,451	17,019	1,224,432	22.0%	
Net Income over Expenditure	<u>410,451</u>	<u>(23,550)</u>	<u>(434,001)</u>				
Movement to/(from) Gen Reserve	<u>410,451</u>						

Date: 21/06/2022

Biggleswade Town Council

Item 9civ Payments

Time: 13:09

Lloyds Current A/C

List of Payments made between 01/05/2022 and 31/05/2022

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>
01/05/2022	JDH Interiors Ltd	202178	-220.00		P/Ledger Electronic Payment
03/05/2022	ADT Fire & Security plc	202174	429.65		28-Alarm maint
03/05/2022	BATPC	202175	2,122.00		3523-Affiliation Fee 22/23
03/05/2022	Bemrose Booth Paragon Ltd	202176	382.80		2-Stelio Non adhesive
03/05/2022	L. Bennett & Son Ltd	202177	117.13		Public Realm Consumables
03/05/2022	JDH Interiors Ltd	202178	220.00		2 Vertical Blinds
03/05/2022	British Red Cross	202179	886.80		3572-Emergency 1st Aid20.04.22
03/05/2022	Essential Safety Wear Ltd	202180	64.78		Safety Trousers
03/05/2022	Flowbird Smart City UK Ltd	202181	280.90		Car Park Services
03/05/2022	Harrier Office Supplies Ltd	202182	127.52		29-Tea/coffee/sugar
03/05/2022	Herts CCTV Partnership Ltd	202183	2,016.00		31-CCTV Maint 22/23
03/05/2022	The Helping Hand Company (Ledb	202184	123.84		30-Handi hoop clips
03/05/2022	Huxley Electrical Services	202185	250.00		Market Square power investigat
03/05/2022	Infotone Imaging Supplies Ltd	202186	72.00		Printer Ink
03/05/2022	LGRC Associates Ltd	202187	6,191.67		26-FP Locum Head of Finance
03/05/2022	Parallel HR Ltd	202188	594.00		35-HR Services
03/05/2022	Peninsula Business Services Li	202189	37.09		3-HR Support
03/05/2022	Phoenix Grab Hire Ltd	202190	840.00		32-Mixed rubbish
03/05/2022	R & C Hyett	202191	2,150.00		34-Cleaning Apr 22 OCH
03/05/2022	RD Woodcraft Ltd	202192	52.50		40-Small Bale Straw
03/05/2022	Health and Care UK Limited	202193	265.68		5-Protective gloves
03/05/2022	Safe I.S. Ltd	202194	478.80		4-Fire Warden training
03/05/2022	SLCC Enterprises Ltd	202195	750.00		11-KH CiLCA Event fee
03/05/2022	The Society of Local Council C	202196	1,307.00		9-KH CiLCA Fee
03/05/2022	Turfcare Leisure Services Ltd	202197	690.47		36-Bowls Green Maint
03/05/2022	Tim's Digital	202198	116.40		12-Website hosting
03/05/2022	Tudor Environmental	202199	160.14		13-HiVis vest/litter picker
03/05/2022	Urban Vision Enterprise CIC	202200	660.00		14-Neighbourhood plan support
03/05/2022	F & R Cawley Ltd	DD01	675.97		24-Trade refuse
03/05/2022	OPUS Energy (Corporate) Limite	DD02	1,708.20		125-Elec Cemetery Mar'22
03/05/2022	Bradders Ltd	000598	108.00		168-Call out defective heating
03/05/2022	Barry Morris-Parking permit	000597	75.00		Barry Morris-Parking permit
03/05/2022	LGRC Associates Ltd	BACS	6,191.67		P/Ledger Electronic Payment
03/05/2022	HM Land Registry	DD	39.00		HM Land Registry
03/05/2022	Amazon	DC	22.74		P/Ledger Electronic Payment
05/05/2022	Central Bedfordshire Council	Std Ord	4,599.00		Rates 22/23
06/05/2022	Natwest Current A/C	CORRECT	270.00		REVERSE Transfer
06/05/2022	JDH Interiors Ltd	000599	220.00		P/Ledger Electronic Payment
09/05/2022	Total Jobs	DC	202.80		Total Jobs-Job Advert
09/05/2022	The Right Fuelcard Company Lim	DD03	112.24		137-Vehicle fuel
09/05/2022	Sue Ryder & St John's Hospice	000601	567.00		Mayors Charity- donation
10/05/2022	citrusHR Limited	DD04	63.00		25-Citrus HR fees
11/05/2022	BNP Paribas	Std Ord	584.17		Isuzu Truck LN69 XVL
11/05/2022	Node IT Solutions Ltd	DD05	62.40		128-Fortiswitch-Managed serv.
11/05/2022	Node IT Solutions Ltd	DD06	158.98		126-Zoom subscription monthly
11/05/2022	Node IT Solutions Ltd	DD07	211.20		Ethernet service and network
11/05/2022	Eon Next Energy Ltd	DD08	356.17		Electricity Depot

Continued on Page 2

List of Payments made between 01/05/2022 and 31/05/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/05/2022	Node IT Solutions Ltd	DD09	444.00		127-Old court house-Broadband
11/05/2022	Node IT Solutions Ltd	DD10	3,297.28		129-Agreement IT services-May
12/05/2022	Eon Next Energy Ltd	DD11	65.48		Electricity Depot
12/05/2022	21CC Group Ltd	000600	588.00		152-Plat jubilee beacon
12/05/2022	CBC	DC	21.00		CBC
13/05/2022	Osso Gas - OSSO1107	DD12	807.34		143-Kings Reach Gas Apr'22
13/05/2022	Osso Gas OSSO1108	DD13	1,182.72		141-Gas Old C H 31Mar-30Apr
13/05/2022	Facebook-Town event	DC	21.00		Facebook-Town event
16/05/2022	Lloyds Salary A/C	Tfr	59,561.45		Top-Up Salaries AC
16/05/2022	Integrating Solutions Limited	DD14	216.73		144-Copier charge April'22
16/05/2022	British Telecommunications PLC	DD15	591.60		130-Monthly phone charge
16/05/2022	Facebook-Town Event	DC	19.00		Facebook-Town Event
16/05/2022	Shire Leasing PLC	DD	684.23		Shire-Phone system
17/05/2022	Bank charge payable	CHRG	149.68		Bank charge payable
17/05/2022	Lex Autolease Ltd	DD16	410.64		136-Lease rental Apr'22
17/05/2022	Fuel Genie DDR	DD17	983.03		133-Vehicle fuel April 2022
18/05/2022	Ford Tech Biggleswade Ltd	DC02	135.22		Lights on Ford Ranger
18/05/2022	Post Office Ltd	000602	475.00		Post Office-Postage stamps
19/05/2022	citrusHR Limited	DD18	63.00		HR system 15/05/22 - 14/06/22
19/05/2022	Facebook-Town event	DC	17.00		Facebook-Town event
20/05/2022	AIB Merchant Services	DD01	90.68		P/Ledger Electronic Payment
23/05/2022	EE - DDR	DD02	391.69		Phones
23/05/2022	Facebook-Town Event	DC	25.00		Facebook-Town Event
24/05/2022	ADT Fire & Security plc	202201	201.90		148-Supply fob
24/05/2022	AMF Services (Bedford) Ltd	202202	743.30		toro cylinder pump
24/05/2022	L. Bennett & Son Ltd	202203	167.99		Rear lamp for Ranger
24/05/2022	Bradders Ltd	202204	372.00		111-Drain faulty water heater
24/05/2022	Rosetta Publishing Ltd	202205	516.00		159-Beds Bulletin-May 2022
24/05/2022	The Community Heartbeat Trust	202206	630.00		Defib housig and signs
24/05/2022	Cranbrook Plants	202207	576.00		1meter rail planters
24/05/2022	Andrew Deptford	202208	92.40		161-Repalcement pads-Defib.
24/05/2022	Enterprise Personnel Ltd	202209	2,110.44		165-Temp Staff w.c. 02.05.22
24/05/2022	Flowbird Smart City UK Ltd	202210	991.76		112-Parking equip services-Jun
24/05/2022	J R GOLDTHORPE & SON	202211	72.00		160-4m clear PVC hose
24/05/2022	GH Online Accounting Limited	202212	608.40		156-Payroll service 21/22 - Q4
24/05/2022	Harrier Office Supplies Ltd	202213	410.89		Wash up liq, hand towels
24/05/2022	Hays Specialist Recruitment Lt	202214	7,560.00		164-Consultancy Fee-Placement
24/05/2022	Herts CCTV Partnership Ltd	202215	618.00		149-CCTV Mobile camera sim car
24/05/2022	Henlow Building Supplies	202216	174.79		154-HBS MOT Type 1 Bulk bag
24/05/2022	J. Howells Stationers	202217	311.09		153-Paper, post-it notes,etc.
24/05/2022	ICCM Inc	202218	95.00		151-ICCM Corp subs 22/23
24/05/2022	The Lion Press (Sandy) Ltd	202219	1,008.00		150-20 Books receipt books
24/05/2022	Peninsula Business Services Li	202220	37.09		Provision of EAP services
24/05/2022	DCK Accounting Solutions Ltd	202221	1,115.08		158-Accounts support+Closedown
24/05/2022	Rialtas Business Solutions Ltd	202222	507.60		Omega Cashbook, & PO Training
24/05/2022	Turfcare Leisure Services Ltd	202223	348.00		147-Irrigation system-Plug
24/05/2022	Tim's Digital	202224	116.40		110-VPS Hosting BTC.gov.uk

List of Payments made between 01/05/2022 and 31/05/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/05/2022	UK Ambulance Transport Ltd	202225	330.00		Medical Cover for event 05/06
24/05/2022	Unison	202226	23.00		167-Union fee May 2022
24/05/2022	Veolia UK Ltd	202227	110.98		155-Euro lift rental
24/05/2022	UK Ambulance Transport Ltd	DC01	330.00		P/Ledger Electronic Payment
25/05/2022	Anglian Water Business Ltd. (N	DD03	255.54		135-Water King R. 12Oct-11Apr
26/05/2022	Amazon	DC02	30.96		129517161-2022-16605/213/BIGG1
27/05/2022	Amazon	DC03	27.94		P/Ledger Electronic Payment
27/05/2022	Facebook-Town Event	DC	40.00		Facebook-Town Event
30/05/2022	F & R Cawley Ltd	DD04	524.64		139-Commercial waste April'22
30/05/2022	OPUS Energy (Corporate) Limite	DD05	1,496.24		Elec at Stratton Way
Total Payments			130,188.91		

From: Partnerships Community & Engagement Team

Items for Consideration

Sent: 14 June 2022 16:13

Item 10a CBC Consultation

To: All Town & Parish Council Clerks **Cc:** Partnerships Community & Engagement Team**Subject:** Consultation on two new Supplementary Planning Documents (SPDs): Electric Vehicle Charging SPD and Forest of Marston Vale SPD

Dear Clerk

Good afternoon,

We are writing to inform you that a six week consultation on two new planning guidance documents will begin at **10am on Wednesday 15th June 2022:**

- Electric Vehicle Charging: Guidance for New Developments Supplementary Planning Document (SPD)
- Developing in the Forest of Marston Vale: Design Guidance SPD

The consultations will end at **10am on Thursday 28th July 2022.**

The two consultation documents will be available to view on the [Consultations](#) page of the Council's website. Copies will also be available to view at the Council's Offices and at Central Bedfordshire Libraries.

Representations should be submitted using the Council's [planning consultation portal](#).

Alternatively, representations may be sent by email to localplan@centralbedfordshire.gov.uk or by post to: Strategic Growth Team, Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ

Please visit the Council's website to find out more and have your say:

<https://link.edgepilot.com/s/b40362c6/9wVlt8bc0ulyqQVkJ2RPcA?u=https://www.centralbedfordshire.gov.uk/consultations>

What is the Electric Vehicle Charging: Guidance for New Developments SPD?

The Council is committed to tackling climate change and making Central Bedfordshire more sustainable. The Council's Vision commits to maximising the opportunity to develop cleaner and greener modes of travel and seeks to support the implementation of an Electric Vehicle (EV) charging network which will help make EVs more accessible and reduce the carbon impact of travel in Central Bedfordshire.

The Electric Vehicle Charging: Guidance for New Developments SPD, sets out the Council's requirement for electric vehicle charging points to be provided at all new developments. It supports Local Plan Policy T5 and builds on the Government commitment to delivering charging infrastructure within the recently adopted Building Regulations.

What is the Developing in the Forest of Marston Vale: Design Guidance SPD?

The Forest of Marston Vale is one of 12 nationally designated Community Forests, created in the 1990's as part of a program to regenerate degraded landscapes near large urban populations. The primary aim of the community forest is to increase tree canopy cover from 3% to 30% by 2031.

Central Bedfordshire Council and Bedford Borough Council have planning policies in their Local Plans that require 30% tree canopy cover to be delivered through new developments. The Forest of Marston Vale SPD has been prepared, in partnership with the Forest of Marston Vale Trust, to set out how those policies will be implemented and what is expected of developers within this area.

Note: The Forest of Marston Vale SPD covers both Central Bedfordshire and Bedford Borough; therefore, this is a joint consultation with Bedford Borough Council, with the documents being hosted on the Central Bedfordshire Council website.

Next Steps

After the consultations end, the Council will consider all the comments received and will make changes to the documents where necessary. The final documents will then be presented to committee in the Autumn. All representations will be published on the Council's website

Please direct any queries to localplan@centralbedfordshire.gov.uk or call 0300 300 8307. Please note, representations must be made in writing, we cannot accept representations over the phone.

Consultation Poster

Please find attached two posters advertising the consultations. We would be grateful if you could display these posters on public noticeboards within your town or parish. Please let us know if you require printed copies of the poster.

Regards

Community Engagement Team
Communications, Insight and Engagement
Transformation Directorate

Central Bedfordshire Council Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ

Email: Partnerships Community & Engagement Team

Information security classification* of this email: **Unclassified**

*Information security definitions:

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

OFFICIAL – Loss could cause some damage to the Authority

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

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Thank you

have
your
say...

Have your say on new planning guidance on electric vehicle charging in new developments

.....

We are seeking your comments on new guidance which sets out our requirements for electric vehicle charging points in new developments.

For further information, and to view and comment on the Electric Vehicle Charging: Guidance for New Developments document, please visit our website: www.centralbedfordshire.gov.uk/consultations

Consultation closes at 10am on Thursday 28 July 2022.



have
your
say...

Have your say on new planning guidance for the Forest of Marston Vale area

Central Bedfordshire Council and Bedford Borough Council have worked in partnership with the Forest of Marston Vale Trust to prepare a Supplementary Planning Document (SPD) for the Forest of Marston Vale area.

The document provides guidance on how new developments can provide 30% tree cover and how they can be designed to contribute to the character of the Forest area.

For further information, and to view and comment on the Forest of Marston Vale SPD, please visit our website:

www.centralbedfordshire.gov.uk/consultations

Consultation closes at 10am on Thursday 28 July 2022.

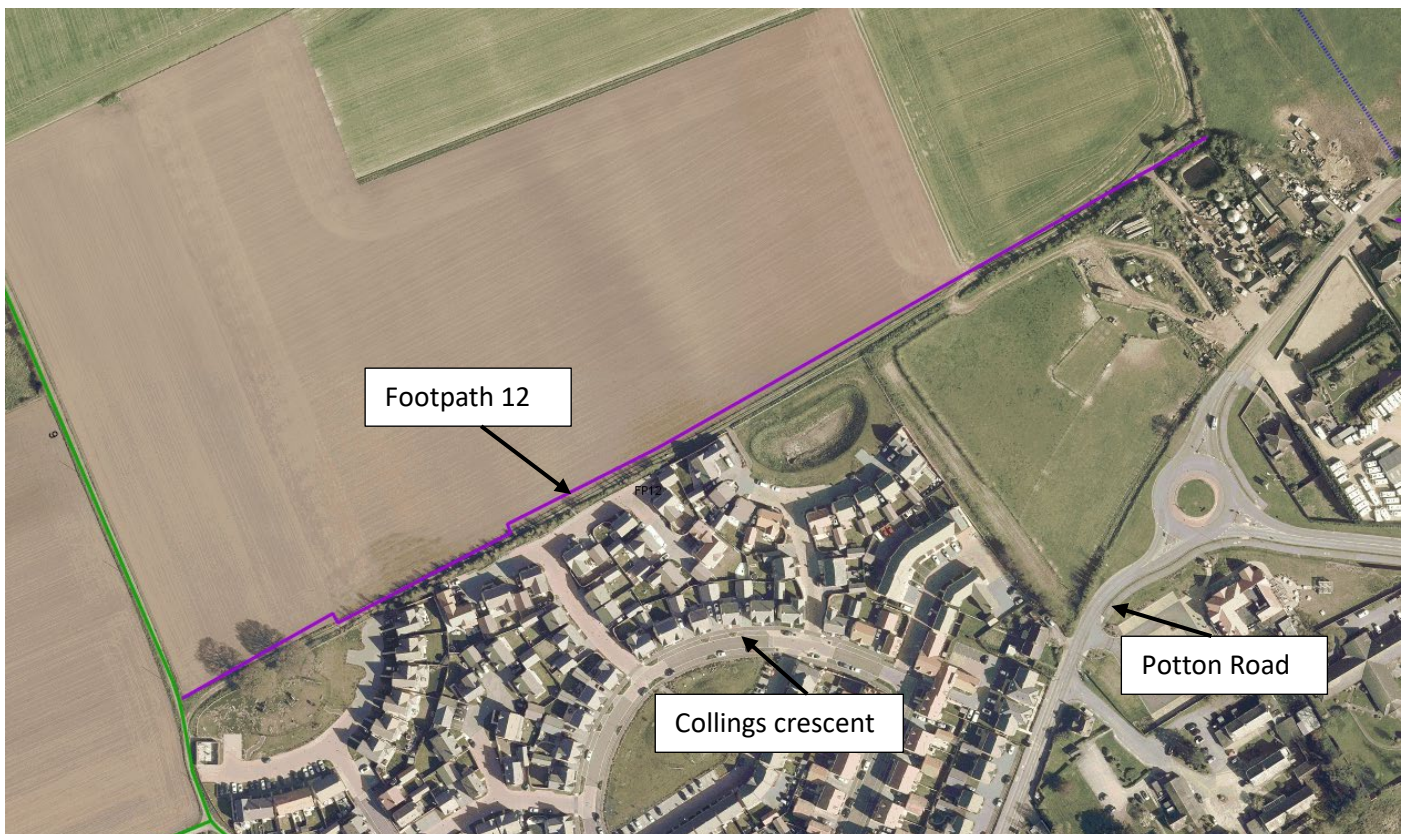
Dear Sir/Madam

Re: Proposed diversion of Footpath 12, Biggleswade, preliminary consultation

There is an anomaly relating to Footpath 12, see aerial map below for route. It should run along the existing track which is already well-used by walkers and can be accessed from Collings Crescent. However, the official legal line of the right of way runs along the field boundary, not the track. The Council, therefore, wishes to address this anomaly by diverting the legal line of the path along the existing track.

The Council also wishes to improve the surface of the track (crushed aggregate with a dusted granite dusted top) and upgrade the footpath to a bridleway so that it can be better used by cyclists and horse riders (the route is part of Biggleswade Green Wheel).

Location of footpath 12, Biggleswade: (Grid reference TL 19713 46014)



The Council is interested in BTC's thoughts on this proposal. Please send your comments to me, preferably by email, (contact details are at the end of this letter), by no later than **14 July 2022**.

Thank you for your time.

Yours faithfully

Chris Dorow

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

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 21 June 2022

Dear Mr Tarrant,

Application No: CB/TRE/22/00311
Proposal: Works to a trees protected by a Tree Preservation Order: MB/TPO/02/00005 (G3) Trim Lime trees x 4 in order to maintain agricultural vehicular access
Location: Fairfield Recreation Ground, Fairfield Road, Access to Biggleswade Common, Biggleswade, Bedfordshire

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

If you wish to comment on the application, please do so in writing by **12 July 2022** quoting the above application number.

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

Yours sincerely,

Joanna Baker
Tree and Landscape Officer

Development Management

Central Bedfordshire Council

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



Mr 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 22 June 2022

Dear Mr Tarrant,

Application No: CB/TRE/22/00304
Proposal: Works to trees protected by a Tree Preservation Order in a conservation area: (MB/88/00004/G2) - Crown reduction for two Yew Trees (T1 & T2) and crown reduction for one Lime Tree (T3)

Location: 1 The Close, Biggleswade, SG18 0AT

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

If you wish to comment on the application, please do so in writing by **13 July 2022** quoting the above application number.

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

Yours sincerely,

Joanna Baker
Tree and Landscape Officer

Development Management

Central Bedfordshire Council

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



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

Contact Planning Appeals
Email planning.appeals@centralbedfordshire.gov.uk
Case Ref CB/MWE/21/0510
Date 10 June 2022

Dear Mr Tarrant,

CBC Enforcement CB/MWE/21/0510
number:

Site Address: Warren Villas Quarry, New Road, Sandy

Alleged breach: Non-compliance with planning permission no. CB/11/01376/MW (condition 17 - restoration)

Appellant's name: Mr Richard Banks

Appeal reference: APP/P0240/C/22/3293563

Appeal start date: 11 March 2022

The decision against this appeal has been received as 'Planning Appeal Dismissed'.

This application can be viewed at <http://www.centralbedfordshire.gov.uk/planning-register> by entering the application reference 21/0510.

Yours sincerely,

Customer and Operations Appeals Team
planning.appeals@centralbedfordshire.gov.uk

OUTCOME OF CBC DETERMINED PLANNING					
Address	Application No.	Committee date	BTC Decision	Description	Central Beds Outcome/Date
2019					
Biggleswade, Land North of	19/04301/OUT	14/01/2020	Strongly Object - does not comply with NPPF and various other comments made against the Applicant	Outline Application: planning permission with all matters reserved except for access for the development of the land situated north of Biggleswade, east of the ECML railway to provide for up to 406 dwellings including affordable housing:green infrastructure accommodating landscaping, allotments, community orchard, public open space, children's playspace;new roads, car parking, cycleways and footways; associated infrastructure; including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.	Awaiting Decision
Biggleswade, Land North of	19/02827/PAPC	08/09/2020	Strongly Object - For reasons set out in previous corresp Council also agreed that Cllr G Fage would be appointed to represent BTC and to speak at the Development Management Committee Meeting. It was resolved that the draft letter be approved, and that letter and the previous letter of objection be sent to the named planning officer and to the general planning address. Further, that a shorter version be circulated to Members of the CBC Development Management Committee for information. (DMC 16/09/2020)	Development Brief relating to residential scheme of around 400 dwellings at land north of Biggleswade, with access taken from Furzenhall Road.	Awaiting Decision
Biggleswade, Land North of	19/04301/OUT	24/08/2021	Separate correspondence for this application has been sent to the Planning Officer, Nikolas Smith, as agreed with Council. Strongly Object - Due to: 1) Inadequate access to the site. 2) Severe Highways impact at Sun Street/Shortmead Street junction. 3) Severe Highways impact at Drove Road/London Road junction. 4) Exaggeration of site sustainability. 5) Reduction in Public Rights of Way. 6) Disruption to irreplaceable Archaeology.	Outline Application: planning permission with all matters reserved except for the development of the land situated north of Biggleswade, east of the ECML railway to provide for up to 416 dwellings including affordable housing; green infrastructure accommodating landscaping, allotments, community orchard, public open space, children's play space; new roads, car parking, cycleways and footways; associated infrastructure, including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.	Awaiting Decision
Dunton Lane, Stratton Park Drive	19/02839/VOC	08/10/2019	No Objection	Variation of Condition no.1 on Planning Permission MB/83/456 "Renewal of Planning Permission for caravan park on a permanent basis" to state that the total number of caravans shall not exceed twenty-two at any time.	Awaiting Decision
2020					
Biggleswade Road, Land East of	20/00959/OUT	28/04/2020	No Objection - provided the following points are considered: 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive be reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities be provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to the A1.	Outline application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,bc,B2, B8) up to 5ha of primary school development (class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61 ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities. Subject to Environmental statement.	See Below
Biggleswade Road, Land East of	20/00959/OUT	11/08/2020	As above.	Outline application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,bc,B2, B8) up to 5ha of primary school development (class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61 ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities.	See Below

Biggleswade Road, Land East of	20/00959/OUT	13/10/2020	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.	Awaiting Decision
Church Street, Asda Store	20/03923/VOC	10/11/2020	No Objection - provided that all lorry delivery hours not changed.	Variation of condition 3 of appeal decision APP/P0240/A/12/2185842 (Redevelopment for construction of retail store with catering facilities, bakery, pharmacy, dry cleaners, crèche and associated level parking for 363 cars, store serving and access arrangements (all matters reserve except siting and means of access). Change of opening hours.	Awaiting Decision
2021					
Shortmead Street, 130	21/02886/FULL	21/09/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. Also, 1) Clarification of the extent of F1(a) use is required; 2) To limit education use of the premises to current use; 3) There are concerns about the limited parking.	Change of Use of a building from the existing mixed E(a) and Sui generis (hot food takeaway; A5), to primarily E(a) Use Class with an ancillary E use class and F1(a) educational use.	Awaiting Decision
2022					
Banks Road, 17	22/02083/FULL	14/06/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Creation of new vehicular access to the rear of the dwelling, and new carport.	Awaiting Decision
Carter Meadow, 35	22/01270/FULL	24/05/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Rear single storey extension, with lean to roof, and rooflight windows.	Awaiting Decision
Dering Corner, 29	22/01753/FULL	254/05/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey extension.	Awaiting Decision
Dering Corner, 29	22/01897/FULL	14/06/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Loft conversion with two front dormers, one dormer to the rear and roof lights.	Awaiting Decision
Drove Road, Land off, adjacent to 1A Drove Rd	22/00575/FULL	08/03/2022	It was resolved that the Town Council objects to this planning application on the following grounds: 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
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
Eldon Way, Units 1-4	22/01567/FULL	14/06/2022	No Objection	Replace roofs and increase all pitched roof heights. Replace cladding to first floor rear elevation and ground floor rear gable elevation of all 4 units. Replace windows to front and rear elevations of all 4 units. Refurbishment to 4 buildings.	Awaiting Decision
Lawrence Road, 13	22/01555/FULL	24/05/2022	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that there are no obstructions to rights of way.	First floor rear extension.	Awaiting Decision
London Road, 135	22/02057/FULL	14/06/2022		Single storey rear extension, garage conversion with front bay window.	Awaiting Decision

Langford Road, The Club House	22/00196/FULL	22/02/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Erection of 12 no. 12 metre high floodlight columns with associated lighting units.	Awaiting Decision
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	It was resolved that the Town Council objects to this planning application on the grounds that: a) 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. b) 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. c) 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. d) This Town Council is concerned that this planning application proposes demolishing part of a listed site. e) 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. f) 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. g) 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. Members requested that CBC Ward Councillors call this planning application in to the DMC if CBC Officers are minded to approve it.	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, 135	22/02057/FULL	14/06/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey rear extension, garage conversion with front bay window.	Awaiting Decision
Montgomery Way, Stratton Business Park, JRL Plant & Logistics	Awaiting	12/04/2022	It was resolved that the Town Council has no objection to this planning application.	Erection of a workshop.	Awaiting Decision
Normandy lane, Unit B	22/01782/FULL	14/06/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Change of Use: Unit B external alterations comprising recladding, new glazing, roller shutter doors and other alterations to facilitate use of the building for its existing use and / or for B8 use (storage and distribution).	Awaiting Decision
Parry Rise, 3	22/00623/FULL	08/03/2022	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. The Town Council fully supports the comments by the Highways Officer.	Garage conversion.	Granted 23/05/2022
Poplar Close, 1	22/00612/FULL	08/03/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey rear extension.	Granted 06/04/2022
Rutherford Way, 14	22/02162/FULL	14/06/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey rear extension.	Awaiting Decision
Shortmead Street, 46	22/01519/LB	14/06/2022	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations subject to the following: 1) That there is support from Conservation Officers 2) That the Council recognises that this shop is reverting back to a house in an area that is outside of the town centre conservation policy.	Conversion from shop to 2 residential dwellings.	Awaiting Decision

Shortmead Street, 46	22/01520/FULL	14/06/2022	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations subject to the following: 1) That there is support from Conservation Officers 2) That the Council recognises that this shop is reverting back to a house in an area that is outside of the town centre conservation policy.	Listed building: Conversion from shop to 2 residential dwellings and internal alterations.	Awaiting Decision
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CENTRAL BEDFORDSHIRE COUNCIL

STREET TRADING POLICY

V1. July 2018 - With effect from 01 January 2019.

Preface

Central Bedfordshire Council [The Council] resolved to adopt Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 with regard to Street Trading on 24th February 2011.

Central Bedfordshire Council has not imposed any restriction on the number of licences/consents to be issued. The standard conditions adopted by Central Bedfordshire Council are attached as Appendix A to this policy

The Council consulted on this policy between 25 July 2018 and 5 September 2018 and it was approved by the Licensing Committee on 5 October 2018.

Consultation was conducted with existing / future potential holders of street trading licences/consents within Central Bedfordshire, the statutory responsible authorities as named under the Licensing Act 2003, Central Bedfordshire Council Highways and with members.

In developing this policy, the legal requirements of the 1982 Act and duties under the following provisions were taken into account;

- (a) The Provision of Services Regulations 2009 to ensure requirements are;
 - (i) non-discriminatory
 - (ii) justified by an overriding reason relating to public interest
 - (iii) proportionate to that public interest objective
 - (iv) clear and unambiguous
 - (v) objective
 - (vi) made public in advance, and
 - (vii) transparent and accessible

Adoption of Schedule 4 also allows the council to set terms, conditions and fees for the grant or renewal of such licences/consents, and set the number of licences that may be issued in the area, including nil.

CONTENTS

Section	Page number
Preface	2
1. Purpose of Policy	4
2. Equal Opportunities Statement	4
3. The Legislation	4
4. Exemptions	6
5. Applications	7
6. Offences	9
7. Fees	10
Appendix A – Standard Conditions Applicable to Street Trading	11

1. Purpose of Policy

1.1 The purpose of the Council's street trading policy is to create a street trading environment within Central Bedfordshire which:

- complements premises-based trading establishments;
- provides diversity and consumer choice;
- enhances the character, ambience and safety of local environments;
- will complement and inform other Council initiatives;
- is sensitive to the needs and concerns of residents;
- highlights the requirements and standards expected of street traders;
- is fairly, appropriately and proportionately controlled;
- supports community cohesion and equalities
- provides clear guidance to the officers who will administer the scheme.

1.2 Central Bedfordshire Council has designated all streets within its authority as Consent Streets, and each application will be considered on its merits. Consent will normally only be refused if it is not safe to allow a vehicle or stall to trade in the proposed location.

2. Equal Opportunities Statement

2.1 Central Bedfordshire Council is committed to promoting equality for all by removing direct and indirect indiscrimination on the grounds of:

- Age
- Gender or transgender identity
- Race, colour, national or ethnic origin
- Disability
- Religious belief, non belief, or other belief
- Sexual orientation

3. The Legislation

3.1 Schedule 4 of the Local Government (Miscellaneous provisions) Act 1982 (the Act) gives Councils the power (but no duty) to designate specific areas within their administrative boundaries as either:

A prohibited street – A street in which street trading is prohibited.

A licence street – A street in which street trading is prohibited without a licence granted by the council.

A consent street – A street in which street trading is prohibited without the consent of the council.

3.2 Street trading is defined as 'selling, exposing or offering for sale any article (including a living thing) in a street.

3.3 The term 'street' includes 'any road, footway, beach or other area to which the public have access without payment'. Any person street trading without a valid Consent commits a criminal offence.

- 3.4 The courts have held that the definition of a 'street' does not depend upon the area of land in question being in public ownership and private land may be classified as 'a street' too if it meets the definition in the Act and the precise circumstances of the trading indicate that it amounts to street trading.
- 3.5 The fact that a trader has a licence or lease to occupy the land, or has some other form of consent e.g. planning consent or a licence under the Licensing Act 2003, will not override the requirement to obtain a Consent where the trading amounts to street trading. Similarly, holding a Consent for street trading will not remove the obligation, on the trader, to comply with any other legal requirements e.g. holding a current food hygiene certificates nor override the duty to comply with the general law concerning e.g. trespass (the landowner's permission to occupy the land must be obtained), highways, planning, licensing, health and safety, nuisance, waste disposal requirements etc.
- 3.6 The requirement to obtain a Consent for any street trading is wide-ranging and would include, for example, all hot and cold food vendors selling burgers, kebabs, doughnuts, ice cream etc., and all vendors of non-food products from any vehicle, stall, barrow, trailer, or any other moveable or static structure.
- 3.7 Advice should be sought from the Licensing Team on the proposed activity/location to see if a Consent is required before starting to trade – see Appendix B for contact details.

4. Exemptions

4.1 The following are not street trading for the purposes of this policy:

- a) Trading by a person acting as a pedlar under the authority of a pedlar's certificate granted under the Pedlars Act 1871.
- b) Anything done in a market or fair the right to hold which was acquired by virtue of a grant (including a presumed grant) or acquired or established by virtue of an enactment or order.
- c) Trading in a trunk road picnic area provided by the Secretary of State under section 112 of the Highways Act 1980.
- d) Trading as a news vendor.
- e) Trading which is carried on at a premises used as a petrol filling station.
- f) Trading which is carried on at premises used as a shop or in a street adjoining premises so used and as part of the business of the shop.
- g) Selling things or offering or exposing them for sale as a roundsman.
- h) The use for trading under Part VIIA of the Highways Act 1980 of an object or structure placed on, in or over a highway.
- i) The operation of facilities for recreation or refreshment under Part VIIA of the Highways Act 1980.
- j) The doing of anything authorised by regulations made under section 5 of the Police, factories, etc. (Miscellaneous Provisions) Act 1916.

Central Bedfordshire Council Exemptions from Street Trading Consents

The following activities will not require a street trading consent:

- fetes, carnivals or similar community based and run events
- non-commercial or charitable events
- farmers markets (producer-managed marketplace for local producers to sell their own produce direct to local people)
- sales of articles by householders on land contiguous with their homes

5. Applications

5.1 All applications must be made on the Council's prescribed application form.

5.2 Each completed application must be accompanied by:

- The fee.
- If the proposed activity is from a fixed position, a copy of a map of at least 1:125 scale, clearly marked in red to identify the proposed site boundary.
- Confirmation that adequate levels of third party and public liability insurance (minimum £5 million) is, or will be, in place during the street trading activity.
- One colour photograph of the vehicle, barrow, cart, van, portable stall etc. that will be used for street trading.

5.3 On receipt of the completed application form, an acknowledgement will be sent to the applicant.

5.4 An officer may visit the applicant and inspect the vehicle, barrow, cart, van, portable stall or other vehicle or premises which the applicant intends to trade from.

5.5 The council will consult with the following bodies before deciding an application:

Central Bedfordshire Council – Highways

Central Bedfordshire Council –Planning

Central Bedfordshire Council – Public Protection Service (in respect of food hygiene, health and safety and nuisance matters where applicable)

Bedfordshire Fire & Rescue Service

Bedfordshire Police

The Relevant Parish Council

and a period of 21 days will be allowed for those consulted to respond and for any comments to be taken into consideration before deciding the application.

5.6 The Council will normally seek to grant a street trading consent, unless in its opinion:

- There would be a significant effect on road safety from the siting of the trading activity, or from customers visiting and leaving the site.
- There are concerns over the recorded level of personal injury accidents in the vicinity of the street trading activity.
- There would be a significant loss of amenity caused by traffic, noise, rubbish, possible vermin infestation, odour or fumes.
- There is already adequate similar provision in the vicinity of the site to be used for street trading purposes.
- There is a conflict with Traffic Orders such as waiting restrictions.
- The site or pitch obstructs either pedestrian or vehicular access or traffic flows, or places pedestrians in danger when in use for street trading purposes.
- The trading unit obstructs the safe passage of users of the footway or carriageway.

- The pitch interferes with sight lines for any road users such as at road junctions or pedestrian crossings.
 - The site does not allow the consent holder, staff and customers to park safely.
 - The street trading activity is carried out after dusk and the site is not adequately lit to allow safe access and egress from the site.
- 5.7 In all cases where the applicant has been convicted of an offence in the preceding ten years, the application will be determined by the Assistant Director for Public Protection and Transport in accordance with the following:
- The details of any convictions will be treated in strict confidence.
 - The relevance of the offence will be taken into consideration, in particular offences for dishonesty, violence, drugs or indecency.
 - In general a street trading consent is unlikely to be granted where an application is made within 3 to 5 years of the date of conviction.
 - Any explanation as to the circumstances surrounding the offence will be taken into account.
- 5.8 Every application will be assessed on its merits and individual circumstances, and the licence if granted will be subject to the standard conditions in Appendix A, as well as any specific conditions considered by the licensing officer to be relevant and appropriate to the application in question.
- 5.9 Where an application is refused, full reasons will be given in writing to the applicant. The Act does not provide for an appeal where a consent is refused, but the Council's complaints procedure will apply should the applicant be dissatisfied. The applicant may also be able to seek judicial review of the decision through the courts.
- 5.10 A street trading consent may be granted for any period not exceeding 12 months but may be revoked at any time.
- 5.11 The holder of a consent may at any time surrender the consent and it will then cease to be valid.
- 5.12 Where a consent is surrendered or revoked, no refund will be granted.
- 5.13 The Council reserves the right to deviate from the policy where there are clear and compelling reasons to do so.

6. Offences

6.1 Under the Local Government (Miscellaneous Provisions) Act 1982, a person who;

- Engages in street trading in a prohibited street;
- Engages in street trading in a consent street without being authorised to do so;
- Being authorised by a street trading consent to trade in a consent street, trades in that street-
 - i) from a stationary van, cart, barrow or other vehicle, or
 - ii) from a portable stall,without first having been granted permission to do so;
- Contravenes a condition imposed on a consent

Shall be guilty of an offence

6.2 It shall be a defence for a person charged to prove that they took all reasonable precautions and exercised all due diligence to avoid committing the offence.

6.3 Any person who makes a false statement regarding a street trading application, which they know to be false in any material respect, or which they do not believe to be true, shall be guilty of an offence.

6.4 Any action taken by the authority with regard to the above offences will have regard to the appropriate enforcement policy.

6.5 A person found guilty of an offence shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

7. Fees

- 7.1 The application process involves paying an application fee, including costs for inspections of the premises and processing the application.
- 7.2 Please see application form for current fees.
- 7.3 The fees are reviewed annually against any change in council costs of administering the regime.

APPENDIX A

STANDARD CONDITIONS APPLICABLE TO STREET TRADING CONSENTS

These Standard Conditions will apply to all consents unless disapplied or varied by the Head of Public Protection.

1. The Consent granted by the Council is not transferable and the holder shall not permit any person to exercise the Consent in his/her absence unless that person is employed by the consent holder and is at least seventeen years of age.
2. The Consent may only be transferred to another person or body with the prior written approval of the Head of Public Protection.
3. Any van, vehicle, barrow, cart or stall must be maintained in a neat, tidy and safe condition.
4. The holder shall not use the street for any trading purposes other than that permitted in the Consent, and then only during the permitted hours.
5. The holder shall not trade in any street designated by the Council as a prohibited street.
6. At all times the Consent Holder shall comply with all statutes, statutory instruments and byelaws currently in force. Particularly in relation to Food Hygiene, Health & Safety at Work and Environmental Protection.
7. The holder shall not cause any obstruction of the street or cause any danger to any persons using it and shall not do anything, or permit anything to be done, that in the opinion of the Head of Public Protection may be a nuisance, annoyance or danger to any member of the public.
8. The holder shall maintain the area in the vicinity of any van, vehicle, barrow, cart or stall specified within the Consent in a clean and tidy condition, and shall ensure that all rubbish and litter is removed from the area at the end of each day of trading.
9. The holder shall not place on the street any furniture or equipment or advertisement other than as specified in the Consent.
10. The trader shall be insured against any claim in respect of third party liability whilst trading under a consent. No consent will be issued until a current policy has been produced to the Head of Public Protection and the trader shall produce evidence of such insurance to an authorised officer of the Council within seven days of the officer's request.
11. The holder, or any employee of the holder, shall display a copy of the Consent on the premises whilst trading.

12. Where there is a potential ignition source present, including cooking facilities, a 2kg dry powder extinguisher which complies with the standard set out in BS5423:1987 shall be provided.
13. Where hot fat cooking facilities are used, a fire blanket should be provided and so positioned as to allow the blanket to be accessed easily and quickly.
14. The Council may revoke the Consent at any time.
15. The holder will return the Consent to the Council immediately upon revocation or surrender.
16. In the event of the Consent being surrendered or revoked before the expiry date no refunds will be given.
17. Where a street trader wishes to make a change to the hours of business or the type of goods they sell they must put such a request in writing to Licensing@centralbedfordshire.gov.uk or using details in Appendix B
18. Such requests will ordinarily be granted, on payment of an administration fee and subject to paragraph 5.8 of this policy.
19. If a consent holder or his or her employee is requested to move his vehicle, van, stall, barrow or cart by an authorised Council Officer, a Police Officer, an Officer of the Bedfordshire Fire and Rescue Service or an Ambulance Service Officer he/she shall immediately comply with that request.
20. When on occasion access is required to a lay-by on a public highway by Central Bedfordshire Council or other authorised agency then a trader who has consent to trade from that lay-by will effectively have that consent withdrawn until further notice. Consent sought for trading in lay-bys on a public highway is done on this understanding.
21. The Council may at any time vary these conditions without notice.

APPENDIX B

CONTACT DETAILS

E-mail: licensing.section@centralbedfordshire.gov.uk

Tel: 0300 300 8647

The Licensing Team
Public Protection
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Watling House
High Street North
Dunstable
Beds
LU6 1LF

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