



Ref: Agenda/Council – 24/01/23

19<sup>th</sup> January 2023

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 24<sup>th</sup> January 2023** 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\\_u3rcDmkHRSygfDW-Pv6Y4Q](https://us06web.zoom.us/webinar/register/WN_u3rcDmkHRSygfDW-Pv6Y4Q)**

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**

Tom Price, Senior Sustainable Transport Officer for Central Bedfordshire Council  
Sustainable Transport & Active Travel.

6. **MEMBERS' QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 13<sup>th</sup> December 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. Minutes of the Council Meeting held on **Tuesday 10<sup>th</sup> January 2023**.

9. **ITEMS FOR CONSIDERATION**

a. **Precept for Financial Year 2023/2024**

For Members to receive and consider a report from the Town Clerk & Chief Executive.

b. **PWLB Governance Process**

For Members to consider a motion by the Mayor Cllr G Fage.

The motion states: "It is resolved that prior to committing to any spend funded via PWLB loans, Council must specifically approve both the amount and use of PWLB for that purpose.

For such spend, the provisions of Financial Regulations in relation to delegation of authority to committees or officers shall not apply.

The approval of the Council should be re-sought if the Council is not contractually committed to the spend within 6 months."

c. **Change in date for Personnel Committee Meeting**

The Chair of the Personnel Committee has requested that there be a meeting change from Tuesday 7<sup>th</sup> February to either the 20<sup>th</sup> or 23<sup>rd</sup> February. If a change is necessary, then Officers preference would be Thursday 23<sup>rd</sup> February.

d. **Ivel Medical Centre, Biggleswade – Stakeholder Update**

For Members to consider a motion by Cllr D Strachan.

The motion states: "Council to debate the issues affecting the town as a result of the decision not to proceed with the health hub and the attached correspondence received concerning the Ivel medical centre and that a meeting be set up with other parties as appropriate".

e. **Stopping up of Highway at land off Drove Road adjacent to 1A Drove Road, Biggleswade**

For Members to receive and consider the correspondence from the Secretary of State, Department of Transport.

f. **Tree Felling in Biggleswade Town Centre Market Square**

For Members to receive and consider a written report from the Head of Governance & Strategic Partnership.

g. **Car Parking Tender Update Report**

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

h. **Rose Lane Car Park Update**

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

i. **CCTV Update**

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

j. **Design Guide SPD and Housing Policy Technical Guidance SPD (Consultation) January 2023 (B7)**

For Members to consider two new planning guidance documents on Design Guide SPD and Housing Policy Technical Guidance SPD which can be viewed by clicking the electronic link below:

<https://link.edgepilot.com/s/38061731/04xFCerQ5Eu1Ua7j0bktFA?u=https://www.centralbedfordshire.gov.uk/consultations>

10. **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 on the Central Bedfordshire Council website. Click on the hyperlink (electronic copy) on the heading of each planning application listed below.

a. **CB/22/04935/VOC - Land to north of Lindsell's Level Crossing Biggleswade SG18 OAD**

Variation of condition number 8 of planning permission CB/21/02168/FULL: Construction of new ramped and stepped bridleway bridge to facilitate the closure of Lindsell's level crossing; formation of new bridleway to western side of railway and associated works. Revised plans.

b. **CB/22/04809/FULL - Harrison House, Sheep Walk, Langford Road, Biggleswade, SG18 9RB**

Single storey extension to house swimming pool.

c. **CB/23/00003/DOC - Land off Drove Road Adj to 1A Drove Road, Biggleswade, Beds SG18 8HD**

Discharge of Conditions 6,8,9,11,12,13 and 21 against planning permission CB/22/00575/FULL (Erection of 5 dwellings with associated car park, access road and amenity space and proposed stopping up of the highway).

d. **CB/22/04963/VOC - Park Corner Farm, Dunton Lane, Biggleswade, SG18 8SH**

Variation of condition number 2 & 10 of planning permission CB/17/02726/FULL (Erection of an agricultural building for the storage and grading of potatoes and storage of associated farming machinery) amendments to the landscaping to allow for laurel hedging alongside native planting.

e. **CB/22/04896/DOC - Land to the South of Waste Transfer Site, Cow Close, Biggleswade**

Discharge of Conditions 4 and 12 against planning permission CB/22/02342/FULL (Development of a 24/7 'light-touch' temporary 'depot' to include a single-storey modular build office and welfare facility, a single storey store and workshop along with associated parking, refuse and service yard areas).

11. **PLANNING APPLICATION OUTCOMES**

- a. A report of the Planning Application Outcomes (by exception applications only) as of **11 January 2023**.

12. **ACCOUNTS**

a. **Financial Administration**

- i) Balance sheet to 31/12/22.
- ii) Detailed Income and Expenditure to 31/12/22.
- iii) Payment Listing from 01/12/22 to 31/12/22.
- iv) Summary Income and Expenditure to 31/12/22.

b. **ITEMS FOR INFORMATION**

a. **ASDA Car Parking**

For Members to receive an oral update from the Deputy Mayor Cllr M Russell.

14. **PUBLIC OPEN SESSION**

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

Please register in advance for this webinar:

**[https://us06web.zoom.us/webinar/register/WN\\_u3rcDmkHRSygfDW-Pv6Y4Q](https://us06web.zoom.us/webinar/register/WN_u3rcDmkHRSygfDW-Pv6Y4Q)**

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

15. **EXEMPT ITEMS**

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

(None)

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 10<sup>th</sup> JANUARY 2023**  
**AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**

**PRESENT:**

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

Mr P Tarrant – Town Clerk & Chief Executive  
Mr K Hosseini – Head of Governance & Strategic Partnerships  
Ms S van der Merwe – Deputy HR & Administrator  
Ms F Gumush – Meetings Administrator

Members of the Public – 3

**Meeting Formalities:**

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

**1. APOLOGIES FOR ABSENCE**

Cllr K Brown, Cllr L Fage, Cllr M North.

**2. DECLARATIONS OF INTEREST**

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

None.

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

Cllr D Strachan for Item 10g.

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

#### **a. Christmas Carol Concert in Sandy**

On Saturday 17<sup>th</sup> December 2022, Cllr G Fage had the pleasure of attending the Christmas Carol Concert organised by the Mayor of Sandy in St Mary's Church. Cllr G Fage noted that it was a memorable well attended evening.

#### **b. Biggleswade District Choral Society Concert**

On Saturday 17<sup>th</sup> December 2022, Cllr G Fage attended a concert organised by the Biggleswade District Choral Society at St. Andrew's Church. Cllr G Fage noted that it was a very enjoyable evening.

#### **c. Biggleswade Town vs Biggleswade FC Football Match**

On Monday 26<sup>th</sup> December 2022 Cllr G Fage attended the Biggleswade Town vs Biggleswade FC football match. This was a very enjoyable Boxing Day match for the local derby of Biggleswade Town vs Biggleswade FC where Biggleswade FC won the match 2-0.

#### **d. Bedfordshire Police Christmas Service**

On Wednesday 21<sup>st</sup> December Cllr Russell attended the Bedfordshire Police Christmas Service held at the Church of the Transfiguration in Kempston in the presence of the Vice Lord-Lieutenant, the High Sheriff and the Bishop of Bedford.

### **4. PUBLIC OPEN SESSION**

No member of the public wished to speak.

### **5. INVITED SPEAKER**

No guest speaker was invited.

### **6. MEMBERS' QUESTIONS**

Cllr Knight commented that there was temporary signage in Council car parks which predate the permanent signage and has the same information and asked if it was possible remove these.

Cllr Knight also asked if laminated signage relating to social distancing rules around town, particularly in play area parks, could also be removed.

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

#### **a. Minutes of the Extraordinary Town Council Meeting 1<sup>st</sup> December 2022**

Members pointed to an error on minutes of the Extraordinary Town Council meeting whereby several members names were missed out as not being present. Cllr K Brown, Cllr L Fage and Cllr R Pullinger names will need to be added to the minutes.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on **1<sup>st</sup> December 2022**.



b. **Minutes of the Town Council Meeting held Tuesday 13<sup>th</sup> December 2022**

Item 9c Parking Standards. Members pointed out that the word 'should' was missing in the second paragraph down. The sentence should read "whether the lists of streets are accurate or should include more residential areas".

Item 10g. The sentence should read the 'Biggleswade Neighbourhood Plan' not the Biggleswade Town Council Neighbourhood Plan'.

Item 10h. It should be corrected as 'The item was noted'.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on **13<sup>th</sup> December 2022**.

8. **MATTERS ARISING**

None.

9. **ITEMS FOR CONSIDERATION**

a. **General Powers of Competence**

The Council **RESOLVED** that it wishes to exercise the General Power of Competence under SI.961 of The Localism Act 2011 (Consequential Amendments) Order 2012. Further, that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk specifically that at least two thirds of the Members of the Council hold office as a result of being declared elected and that at the time of this resolution the Clerk holds the Certificate in local Council Administration and has completed training in the exercise of this power.

b. **Proposed Diversion of parts of Biggleswade Footpath 24**

Members **NOTED** the letter submitted by Central Bedfordshire Council regarding the diversion.

10. **PLANNING APPLICATIONS**

a. **CB/19/04301/OUT - Land North of Biggleswade SG18 0HB**

Cllr Russell proposed amendments to the letter of objection ahead of it being sent to Central Bedfordshire Council's Planning Application Team.

It was **RESOLVED** that the Town Council **STRONGLY OBJECTS** to this planning application on the grounds of the letter circulated in the Town Council agenda pack, which must be sent to Senior Central Bedfordshire Council Officers, and attaching with it the Transport Consultants' Review.

b. **CB/22/04514/FULL - Stratton Upper School, Eagle Farm Road, Biggleswade, SG18 8JB**

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application and look forward to the new facilities being shared with the wider community.

c. **CB/22/04742/FULL - 1A Havelock Road, Biggleswade, SG18 0DB**

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

d. **CB/22/04815/FULL - 179 Holme Court Avenue, Biggleswade, SG18 8PB**

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

e. **CB/22/04516/REG3 - 11 & 12 Woodlands, Dunton Lane, Biggleswade**

The Town Council **OBJECTS** to this planning application on the grounds that there is no flood risk or noise risk analysis reports present for this area.

f. **CB/22/04850/FULL - 10 Banks Road, Biggleswade, SG18 0DY**

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

g. **CB/22/03789/FULL - 39 Dells Lane, Biggleswade, SG18 8LJ**

The Town Council **OBJECTS** to this planning application on the grounds that it is not in keeping with the surrounding buildings with regards to the colour of the exterior cladding as well as to the loss of parking outside the building.

h. **CB/22/04767/FULL - 8 Station Road, Biggleswade, SG18 8AL**

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

i. **CB/22/04839/NMA - Phase 6B Stratton Business Park, East of Pegasus Drive, Biggleswade**

The application was **NOTED**.

j. **CB/22/04786/FULL - 38 & 40 Drove Road, Biggleswade, SG18 8HD**

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

k. **CB/22/04656/FULL - 3 Dells Lane, Biggleswade, SG18 8LP**

The Town Council **OBJECTS** to this planning application on the grounds that there is insufficient detail on how the 'protected' tree will be protected with the structure.

l. **CB/22/04946/NMA - 234 London Road, Biggleswade, SG18 8PJ**

The application was **NOTED**.

11. **PLANNING APPLICATION OUTCOMES**

This report was **NOTED**.

## 12. ACCOUNTS

### a. Financial Administration

- i. Detailed Balance Sheet to 30/11/2022.
- ii. Summary Income and Expenditure by Committee 30/11/2022.
- iii. Detailed Income and Expenditure by Committee 30/11/2022.
- iv. List of payments made – Lloyds Bank 01/11/22 – 23/11/2022.
- v. List of payments made – Unity Trust 23/11/22 to 30/11/22.

All financial reports were **ACCEPTED** as laid out, subject checking of the figures presented for the Town Mayor's Charity.

## 13. ITEMS FOR INFORMATION

### a. Biggleswade Transport Interchange

Cllr G Fage commented on the signage regarding access to the Biggleswade Railway Station and called for Officers to write to Central Bedfordshire Council to ask for clearer signage which displays access to and from the train station exclusively.

### b. ASDA Car Parking

Cllr M Russell indicated that the response from ASDA regarding car parking was highly insufficient and proposed to write back to the CEO of ASDA, Lord Rose, citing the inconsistencies of their response.

Cllr G Fage noting the discussions responded that as Chair that some very points were made and although the Town Council was writing to the most senior person in ASDA, the issue may also see some traction through the media channels.

It was **AGREED** that Cllr Russell write back to ASDA and underline the following points:

- That Town Council parking is free at the weekend therefore ASDA should not put a time limit on parking if they wished to be in line with the Council's car parks.
- Ask for clarity on whether ASDA are enforcing one and half or two hours of free parking.

Members also **AGREED** to bring the item back to the next Town Council agenda.

### c. Lindsells Level Crossing Bridge

No updates were available for this item.

## 14. PUBLIC OPEN SESSION

No member of the public wished to speak.

15. **EXEMPT**

a. **Capital Assets Register Report**

Members **NOTED** the progress of the project and agreed the recommendation of the report which were to instruct the chartered surveyor to complete an exercise to provide commercial valuations of assets. Members also agreed to instruct the law firm to complete their work on assets to the value up to £30,000.

Members **AGREED** for the project to continue under the guidance of the Capital Assets Project Working Group.

b. **Development Proposal**

Members **NOTED** the proposal and agreed to invite the developers to Council once the developers had a clear outline plan backed up with the reserved option.

The Mayor closed the meeting at **8.10pm**



**BIGGLESWADE TOWN COUCL**  
**Report to Full Council Meeting**  
**24<sup>th</sup> January 2023**  
**Precept determination 2023/2024**

**Implications of Recommendations**

**Corporate Strategy:** Good Governance - ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

**Finance:** Determines 2023/2024 precept and original estimate.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Outcome of Finance & General Purposes Committee 17<sup>th</sup> January 2023**

Members resolved that Officers should:

- Present the budgetary information in detail by account code, accompanied by the original estimate for 22/23, the projected outturn 22/23, the original estimate 23/24 and an explanation of any and all variations.
- Recalculate the revenue based upon the decisions around fees and charges.
- Reduce the ICT budget by no less than £3,000 and then go out to tender.
- Defer any upgrading of the white fleet saving £24,000.
- Calculate a separate account code for overtime.
- Recalculate the financial impact assessment.
- Recalculate the level of general reserve recommended.

**Fig 1: Provision made for emerging pressures**

Revenue items	
Burial Mapping Software	£ 1,000
1 x replacement large Mower - lease option	£19,200
Total revenue items	£ 20,200

**Fig 2: 23/24 Financial Impact Assessment**

Top Level Analysis	Impact
Precept value:	£1,533,241
Band D CT charge (£)	£194.52
Band D CT charge percentage increase	7.48%
£ increase per week per household	£13.53 a year or 26p per week

**Councils General Reserve**

The general reserve currently sits at £354,373. If Members were to resolve to support the recalculated option then the minimum reserve should ideally equate to £358,400 creating a gap of £4,027.

The recommended levels of General Reserve are prescribed in NALC's Joint Panel on Accountability and Governance Practitioners Guide and this should ideally equate to 3 months of <sup>1</sup>Net Revenue Expenditure.

**Recommendation:**

1. That Members set a precept of 7.48%. with no additional provision for the General Reserve.

Peter Tarrant  
 Clerk & Chief Executive

**Appendix A:** A detailed breakdown of the prospective 23/24 budget by account code (Excel) – accessible via SharePoint

<sup>1</sup> NRE (subject to any planned surplus or deficit) is effectively Precept\Levy less any Loan Repayment and/or amounts included in Precept\Levy for Capital Projects and transfers to Earmarked Reserves



January 2023

Stakeholder Brief

**Primary Care Team**  
3<sup>rd</sup> Floor Arndale House  
The Mall  
Luton  
LU1 2LJ

Tel: 0800 148 8890

Email: [blmkicb.cbandlutonplaceteam@nhs.net](mailto:blmkicb.cbandlutonplaceteam@nhs.net).

Website: [bedfordshirelutonandmiltonkeynes.icb.nhs.uk](http://bedfordshirelutonandmiltonkeynes.icb.nhs.uk)

Dear Colleague

**Re: Ivel Medical Centre, Biggleswade**

I am writing to inform you that the GP partners at Ivel Medical Centre have notified Bedfordshire, Luton and Milton Keynes Integrated Care Board of their decision to resign their current contract providing GP primary care services.

The ICB will continue to support the partners and staff to provide care until the existing contract comes to an end, which will be at midnight on 31 May 2023.

We have commenced the process to appoint a temporary provider for 18-24 months from 1 June 2023 whilst we undergo a full procurement process to appoint a longer-term provider to secure delivery of sustainable general practice services for the patients.

The staff at Ivel Medical Centre have been notified by the GP partners of their decision to resign, all staff employed by the practice will be eligible to transfer to the new providers. The ICB will help the GP partners to support their staff during this transition phase. The Chair of the Patient Participation Group (PPG) has also been informed and is committed to supporting a new provider to serve the Biggleswade area. A further meeting with the full PPG will take place later this week.

Letters explaining the changes are being sent to every household with a patient registered at the practice. A copy is attached for your information, though we do not expect these to reach patients for a few days as they are being sent via post. Patients do not need to do anything; services will transfer over to a new provider on 1 June 2023.



I will, of course, keep you informed of developments. If you have any queries about this briefing, please contact us on: [blmkicb.cbamlutonplacetteam@nhs.net](mailto:blmkicb.cbamlutonplacetteam@nhs.net).

Yours faithfully



Nicky Poulain  
Chief Primary Care Officer  
Bedfordshire, Luton and Milton Keynes Integrated Care Board

17 January 2023

To patients registered with Ivel Medical Centre,  
Biggleswade

**Primary Care Team**  
3<sup>rd</sup> Floor Arndale House  
The Mall  
Luton  
LU1 2LJ

Tel: 0800 148 8890

Email: [blmkicb.cbandlutonplaceteam@nhs.net](mailto:blmkicb.cbandlutonplaceteam@nhs.net)

Website: [bedfordshirelutonandmiltonkeynes.icb.nhs.uk](http://bedfordshirelutonandmiltonkeynes.icb.nhs.uk)

Dear Patient(s)

### **Ivel Medical Centre, Biggleswade**

This address is registered at Ivel Medical Centre in Biggleswade. This letter is intended for all residents of this address who are registered with the practice.

I am writing to inform you that the GP partners at Ivel Medical Centre have recently notified Bedfordshire, Luton and Milton Keynes Integrated Care Board (ICB) of their decision to resign their contract providing GP primary care services.

The ICB will continue to support the partners and staff to provide care until the existing contract comes to an end, which will be at midnight on 31 May 2023. We have commenced the process to appoint a temporary provider for 18-24 months from 1 June 2023 whilst we undergo a full procurement process to appoint a longer-term provider to secure delivery of sustainable general practice services for the patients.

The staff at Ivel Medical Centre have been notified by the GP partners of their decision to resign, all staff employed by the practice will be eligible to transfer to the new providers. They will be supported by the ICB during this transition phase. The Chair of the Patient Participation Group (PPG) has also been informed and is committed to supporting a new provider to serve the Biggleswade area. A further meeting with the full PPG will take place later this week.

**As a registered patient at Ivel Medical Centre, you do not need to do anything.** Once a new provider has been confirmed we will write to you again to let you know who they are. We will, of course, keep you informed of all developments. If you have any queries about this letter, please contact: [blmkicb.cbandlutonplaceteam@nhs.net](mailto:blmkicb.cbandlutonplaceteam@nhs.net).

Yours faithfully



Nicky Poulain

Director of Primary Care

Bedfordshire, Luton and Milton Keynes Clinical Commissioning Group



# **PUBLIC NOTICE**

## **DEPARTMENT FOR TRANSPORT**

### **TOWN AND COUNTRY PLANNING ACT 1990**

The Secretary of State gives notice of an Order made under Section 247 of the above Act entitled "The Stopping up of Highway (East) (No.2) Order 2023" authorising the stopping up of a western part width of Drove Road, at Biggleswade in Central Bedfordshire. This is to enable development as permitted by Central Bedfordshire Council, under reference CB/22/00575/FULL.

Copies of the Order may be obtained, free of charge, from the Secretary of State, National Transport Casework Team, Tyneside House, Skinnerburn Road, Newcastle Business Park, Newcastle upon Tyne NE4 7AR or [nationalcasework@dft.gov.uk](mailto:nationalcasework@dft.gov.uk) (quoting NATTRAN/E/S247/5248). They may also be inspected during normal opening hours at Biggleswade Library, 1 Chestnut Avenue, Biggleswade, Bedfordshire SG17 0LL.

Any person who wishes to challenge the validity of the decision to make the Order may apply to the High Court within 6 weeks from 27 January 2023.



S Zamenzadeh, Casework Manager

## TOWN AND COUNTRY PLANNING ACT 1990

### **THE STOPPING UP OF HIGHWAY (EAST) (NO.2) ORDER 2023**

The Secretary of State makes this Order in exercise of powers under section 247 of the Town and Country Planning Act 1990 ("the Act").

1. The Secretary of State authorises the stopping up of the highway described in the Schedule to this Order and shown on the plan numbered NATTRAN/E/S247/5248, to enable development to be carried out in accordance with the planning permission granted by Central Bedfordshire Council, under reference CB/22/00575/FULL.
2. Where immediately before the date of this Order there is any apparatus of statutory undertakers under, in, on, over, along or across any highway authorised to be stopped up pursuant to this Order then, subject to section 261(4) of the Act, those undertakers shall have the same rights as respects that apparatus after that highway is stopped up as they had immediately beforehand.
3. This Order shall come into force on 27 January 2023.



Signed by authority of  
the Secretary of State  
11 January 2023

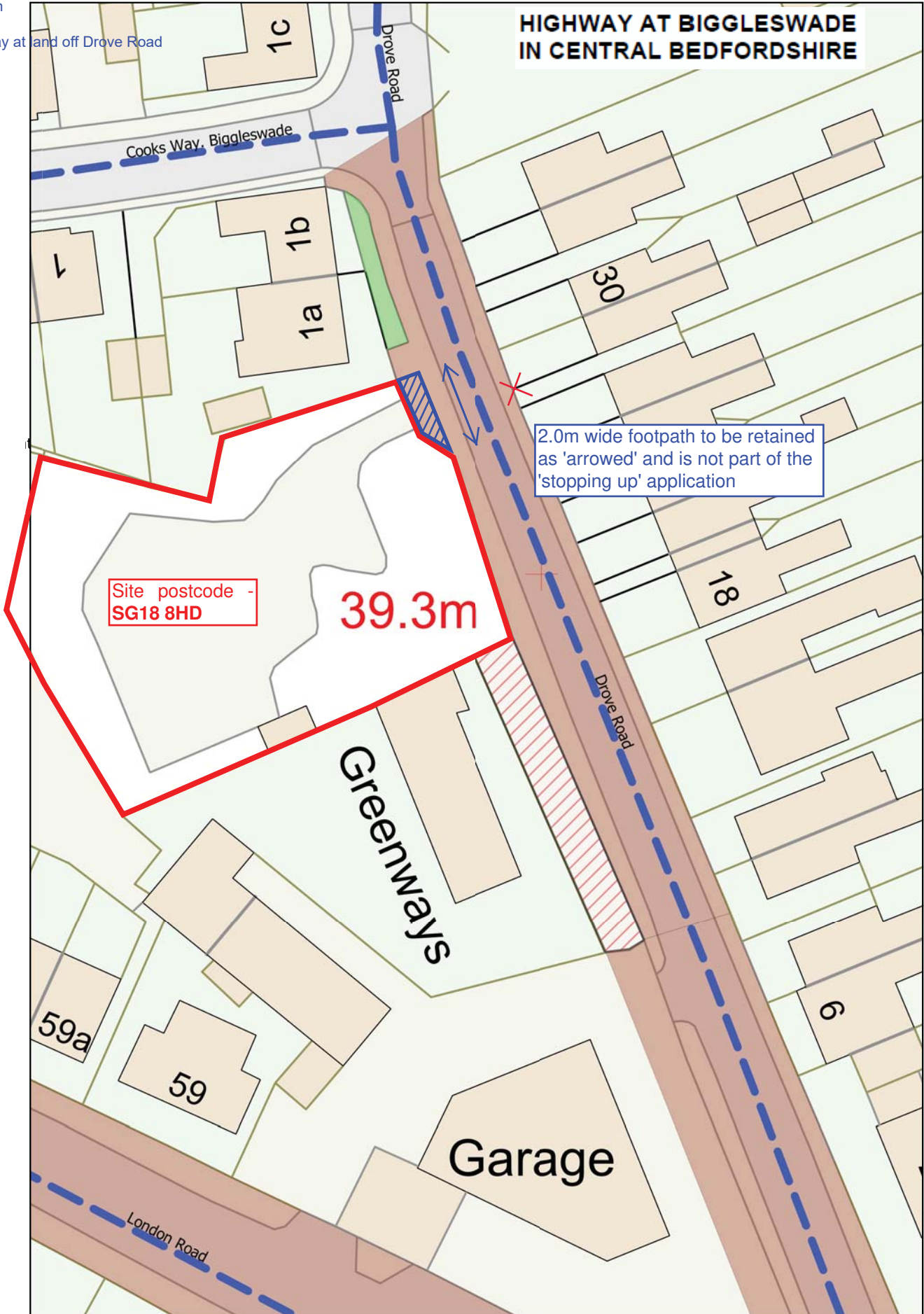
DENISE HOGGINS  
An Official in the  
National Transport Casework Team  
Department for Transport


### THE SCHEDULE

#### Description of highway to be stopped up

The highway to be stopped up is at Biggleswade in Central Bedfordshire, shown on the plan as a western part width of Drove Road. Commencing 9 metres southwest of the southern boundary of 30 Drove Road, it extends in a northerly direction for a maximum distance of 8.5 metres. It has a maximum width of 2.5 metres.

# HIGHWAY AT BIGGLESWADE IN CENTRAL BEDFORDSHIRE



Key Scale 1:500 @ A4  
Highway to be stopped up 

National Transport Casework Team  
Department for Transport  
Plan No: NATTRAN/E/S247/5248

Signed by Authority of the Secretary of State  
On 11 January 2023  
  
Signature...  
DENISE HOGGINS  
An Official in the National Transport Casework Team  
Department for Transport



**BIGGLESWADE TOWN COUNCIL**  
**Town Council Meeting 24<sup>th</sup> January 2023**  
**Market Place Tree Felling Update Report**

**Implications of Recommendations**

**Corporate strategy: COMMUNITY: A Town to be Proud Of.** The Town Council will protect the distinctive character and heritage of Biggleswade as a market town serving our own community and the surrounding area.

**Finance:** All work will be conducted and funded by Central Bedfordshire Council (CBC).

**Equality:** N/A.

**Environment:** Appropriate trees will be selected for longevity and attractiveness.

**Community Safety:** Delivery of some levelled pavements in the square for safe navigation.

**Background**

The Market Square has eleven mature trees in place. In October 2022, CBC Officers contacted Town Council Officers informing them that they had conducted a survey of the trees in the square. Four trees' roots in particular had caused significant movement of the paving area and tree surrounds and these trees needed to be removed as soon as possible (see annex A for details). BTC Officers proposed to delay the trees extraction to end January 2023 which would provide sufficient time for the Christmas Light switch on event to take place. CBC Officers agreed to the delay request which allowed for a successful Christmas event with tree lights.

**Summary**

Town Council Officers have corresponded with CBC Officers advising that the Christmas tree lights will be taken down from the condemned four trees on 26<sup>th</sup> January. CBC Officers have noted that the tree felling work should commence from 27<sup>th</sup> January subject to their contractor's availability. CBC has confirmed that there will be a significant time lag between removal of all four trees, and the planting of new trees. This is due to the need for significant work on roots extraction, tree pits and borders to be carried out. This work once completed will be swiftly followed by four new trees of sufficient maturity being planted.

CBC Officers estimate that the four new trees will be planted by the end of the first quarter and BTC Officers are requesting greater clarity i.e. end March or end June. The trees surrounds will be levelled using paving stones not tarmac, to preserve the square's character feature. At some point in future as yet unknown, CBC Officers will consider replacing all of the remaining trees in the square with the same selected species.

CBC Officers have asked the Town Council to consider which species of tree it prefers to be installed which as long as the chosen species is available via the CBC contractor, it will be installed. BTC Officers have reached out to existing Town Council suppliers which are being assessed by the Public Realm Manager. An indigenous tree species is preferred for environmental reasons.

**Recommendation**

That Members note the report and,

- Agree with the gapped period with no trees in the four pits being circa three months pending confirmation.
- Enable Officers to return to the next Town Council meeting to provide a further update and a recommendation on viable trees species.

**Karim Hosseini**  
Head of Governance & Strategic Partnerships

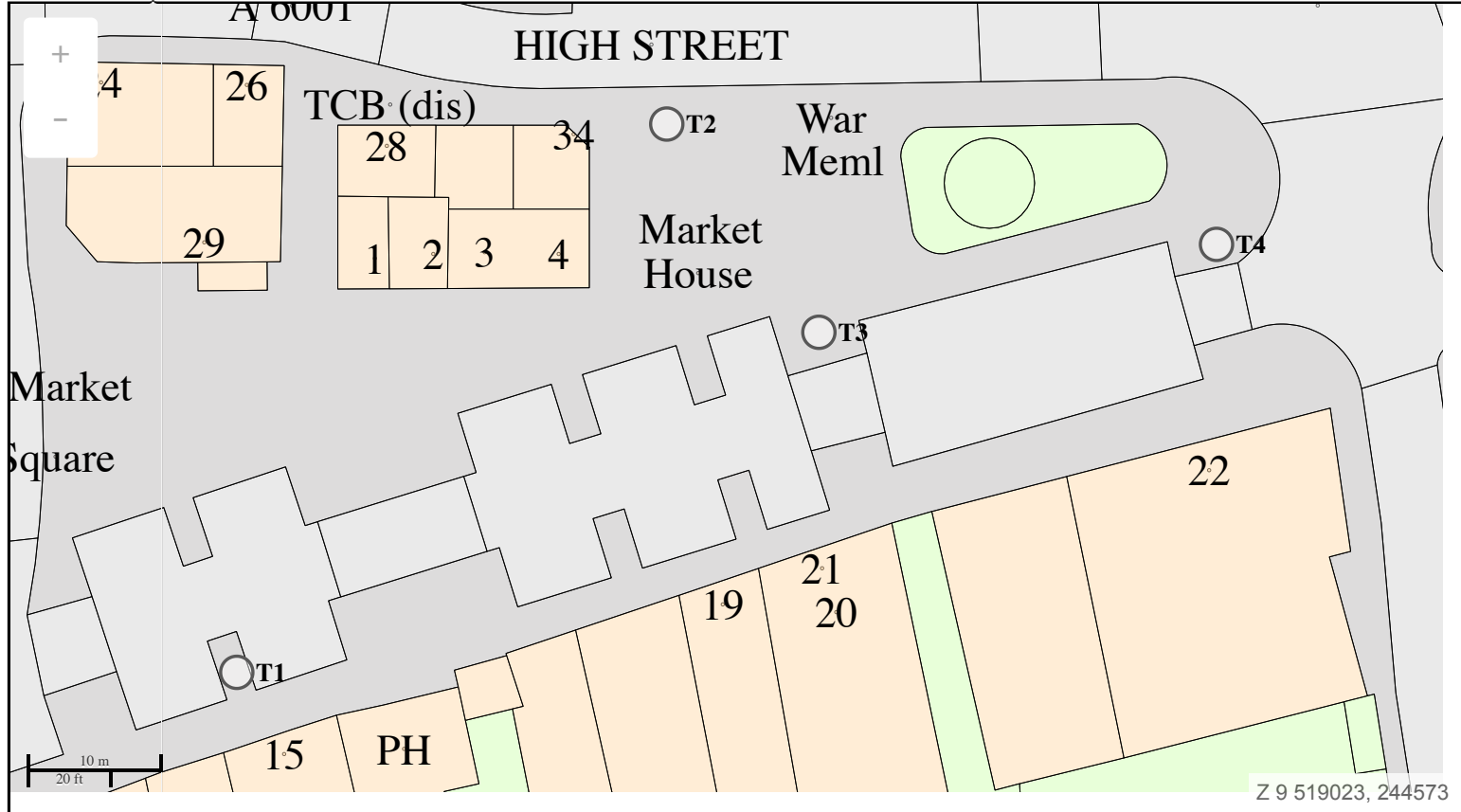
**Isaac Lord**  
Place Shaping Manager

**Annex A attached**



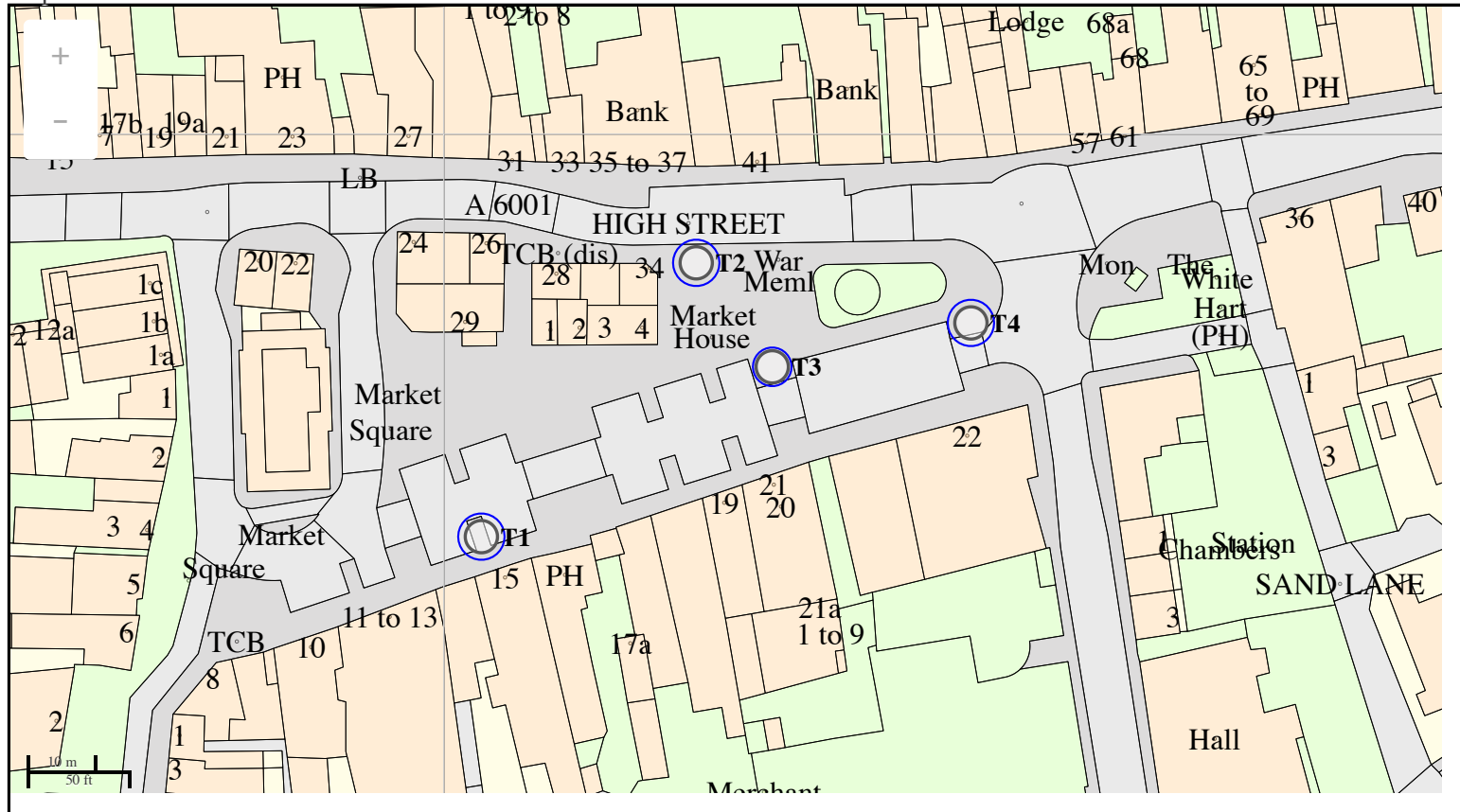
No	Species	Height (m)	Age Class	Next Inspection	Priority	Est. Duration
T1	<b>Platanus x hispanica ( London Plane )</b>	8	Young	25-10-2025	2	0
GENERAL OBSERVATIONS PHYSICAL_CONDITION <b>Good</b> ; STRUCTURAL_CONDITION <b>Good</b> ; LIFE EXPECTANCY <b>10-19 years</b> ; KT ASSET ID <b>590053948</b> ; STEM DIAMETERS <b>30cm</b> ; CAVAT FUNCTIONAL VALUE <b>75%</b> ; CAVAT CASH VALUE -; USER NAME <b>Matt Jones</b> ; LAST INSPECTED <b>25-10- 2022</b>			PRELIMINARY RECOMMENDATIONS Fell Tree Priority 2; Stump Grind Priority 2			
T2	<b>Platanus x hispanica ( London Plane )</b>	8	Young	25-10-2025	2	0
GENERAL OBSERVATIONS PHYSICAL_CONDITION <b>Fair</b> ; STRUCTURAL_CONDITION <b>Good</b> ; LIFE EXPECTANCY <b>10-19 years</b> ; TREE/GROUP TAG <b>2894</b> ; KT ASSET ID <b>590053956</b> ; STEM DIAMETERS <b>30cm</b> ; CAVAT FUNCTIONAL VALUE <b>50%</b> ; CAVAT CASH VALUE -; USER NAME <b>Matt Jones</b> ; LAST INSPECTED <b>25-10-2022</b>			PRELIMINARY RECOMMENDATIONS Fell Tree Priority 2			
T3	<b>Platanus x hispanica ( London Plane )</b>	8	Young	25-10-2025	2	0
GENERAL OBSERVATIONS PHYSICAL_CONDITION <b>Fair</b> ; STRUCTURAL_CONDITION <b>Good</b> ; LIFE EXPECTANCY <b>10-19 years</b> ; TREE/GROUP TAG <b>2893</b> ; KT ASSET ID <b>590053953</b> ; STEM DIAMETERS <b>25cm</b> ; CAVAT FUNCTIONAL VALUE <b>50%</b> ; CAVAT CASH VALUE -; USER NAME <b>Matt Jones</b> ; LAST INSPECTED <b>25-10-2022</b>			PRELIMINARY RECOMMENDATIONS Fell Tree Priority 2			
T4	<b>Platanus x hispanica ( London Plane )</b>	8	Young	25-10-2025	2	0
GENERAL OBSERVATIONS PHYSICAL_CONDITION <b>Fair</b> ; STRUCTURAL_CONDITION <b>Good</b> ; LIFE EXPECTANCY <b>10-19 years</b> ; TREE/GROUP TAG <b>2896</b> ; KT ASSET ID <b>590053954</b> ; STEM DIAMETERS <b>30cm</b> ; CAVAT FUNCTIONAL VALUE <b>50%</b> ; CAVAT CASH VALUE -; USER NAME <b>Matt Jones</b> ; LAST INSPECTED <b>25-10-2022</b>			PRELIMINARY RECOMMENDATIONS Fell Tree Priority 2			

Overview Map



Maps: © Crown Copyright [and database rights] 2022 OS 100055243

Map 1



Maps: © Crown Copyright [and database rights] 2022 OS 100055243

MapNo: T1 KTIId: 590053948  
Date: 2018-05-14



MapNo: T1 KTIId: 590053948  
Date: 2021-03-25



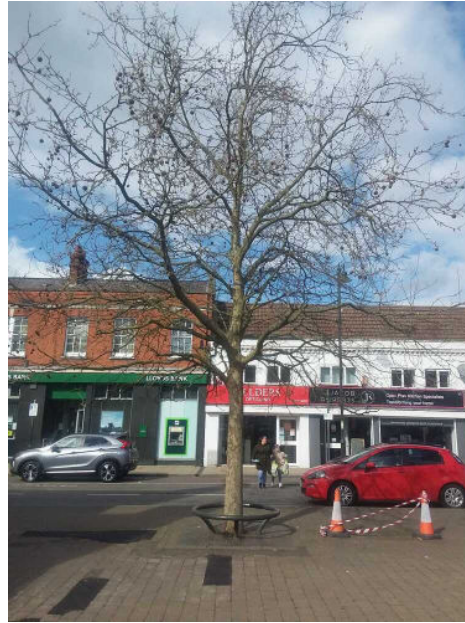
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Date: 2021-05-18



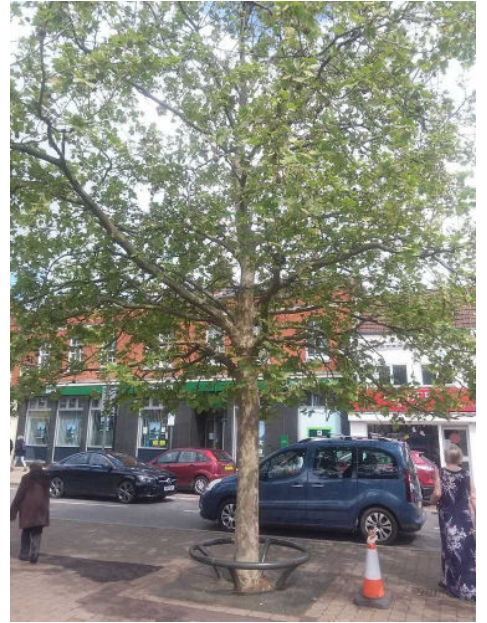
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Date: 2018-05-14  
ExtId: 2894



MapNo: T2 KTIId: 590053956  
Date: 2021-03-25  
ExtId: 2894



MapNo: T2 KTIId: 590053956  
Date: 2021-05-18  
ExtId: 2894



MapNo: T3 KTIId: 590053953  
Date: 2018-05-14  
ExtId: 2893



MapNo: T3 KTIId: 590053953  
Date: 2021-03-25  
ExtId: 2893



MapNo: T3 KTIId: 590053953  
Date: 2021-05-18  
ExtId: 2893



MapNo: T4 KTIId: 590053954  
Date: 2018-05-14  
ExtId: 2896



MapNo: T4 KTIId: 590053954  
Date: 2021-03-25  
ExtId: 2896



MapNo: T4 KTIId: 590053954  
Date: 2021-03-25  
ExtId: 2896





**BIGGLESWADE TOWN COUNCIL**  
**Town Council**  
**13<sup>th</sup> December 2022**  
**Car Parking Tender Specification**

**Implications of Recommendations:**

**Corporate Strategy: ASPIRATIONS: Economy:** Improve the management of the car parks, including modernising payment options, and exploit opportunities to secure additional parking.

**Finance:** Impact capital and revenue expenditure, and income.

**Equality:** Not applicable.

**Environment:** Not applicable.

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

## Background

Officers produced a report at TCM on 18<sup>th</sup> October 2022. It was resolved that Officers should present a refined tender specification at a future Town Council meeting, based on feedback from Members to focus on car park payment services with a cash option. The existing contract expires on 31<sup>st</sup> July 2023 with Officers intending to advertise the tender on Contracts Finder as soon as possible.

## Summary

Once Members agree the draft tender specification, Officers will follow a strict timeline to ensure a new supplier is chosen with sufficient time. The specification can be found in Annex A with the referenced timeline set out in the below figure.

### ***Figure 1. Car Park Payment Machines Tender Timeline***

24<sup>th</sup> January – Town Council meeting report

25<sup>th</sup> January to 24<sup>th</sup> February – Tender launched on Contracts Finder with agreed specification

27<sup>th</sup> February to 3<sup>rd</sup> March – Review and assess received bids

14<sup>th</sup> March – Town Council meeting report with recommendation of preferred supplier

15<sup>th</sup> March – Notify all bidders of decision

31<sup>st</sup> July – Flowbird Smart City contract ends

1<sup>st</sup> August – New 3-year supplier contract begins

Officers had a preliminary meeting with CBC to understand the feasibility of drawing up a formal enforcement agreement between BTC and CBC and their Officers were agreeable. Another meeting is scheduled to discuss this further. CBC did however highlight that there are several other Councils with similar informal agreements as the one which is currently in place so this would be a first for them.

CBC also stated they were happy to enforce payments made via a mobile phone application, providing that the data is compatible with their 'Imperial 3Sixty' software, hence a Town Council tender would need to include this stipulation in the specification.

## Recommendations

For Members to agree for Officers:

- I. To use the provided specification as part of the tender process.
- II. To follow the timeline for the tender process.

Isaac Lord  
Place Shaping Manager

## **Annex A – Car Park Payment Machines Tender Specification**

### 1.1. Background

1.1.1 Biggleswade Town Council (BTC) wishes to explore options to improve the reliability, reporting, and usability of its car park management system including ticketing machines. BTC operates six car parks providing a total of approximately 377 parking spaces. Five of the car parks currently have a single ticket machine while one car park (Rose Lane), has two ticket machines owing to its size.

1.1.2 BTC are facing several problems which need to improve and should be considered as part of any tender request:

1. Ticket machines are unreliable and can take several weeks to be repaired due to bespoke parts needing replacement.
2. Ticket machines are not intuitive to use and operate very slowly.
3. Drivers are required to return to their cars to display parking tickets.
4. There is no option to top-up a parking ticket other than returning to a vehicle.
5. Considerable costs have been incurred due to machine faults and call out charges.
6. Machine failure as a result of network issues isn't being reported to BTC.
7. Reconciliation issues with discrepancies between back-office data and actual income.
8. Customer service monitoring and delivery.

### 1.2 Tender Process and Enquiries

1.2.1 All tender information will be issued and posted by BTC on the Crown Commercial Services (CCS) website and framework. In order to access the information, Tenderers will have to register with the CCS website if they have not already done so.

1.2.2 All enquiries will only be answered via the contact details listed under the tender on the CCS website.

1.2.3 Any attempt to gain a competitive advantage by contacting a member of staff will result in the tender being disqualified.

1.2.4 Tenderers are responsible for all their tender preparation and submission costs, including any tender review meetings and pre-contract costs. BTC will not reimburse any of these costs.

1.2.5 Tenderers, at their discretion, can visit the six public sites. Notification to BTC of intended visits is mandatory.

1.2.6 The appointment of a preferred supplier after the tender evaluation does not guarantee the award of any work or contract.

1.2.7 The contract will be for all of the six public car park sites quoted herein. Future car park sites may be added by BTC.

1.2.9 All proposals should be in accordance with current UK legislation and regulations and best practice as defined by the British Parking Association or an equivalent approved Parking Accredited Trade Association.

1.2.10 The contractor must follow all current British and EU standards in force as well as manufacturers' standards, technical instructions for any installation and subsequent repairs.

1.2.11 The proposed car parking systems and associated hardware and equipment must comply with all current Disability Discrimination Acts.

1.2.12 The bidder must be a member of and approved operator of the British Parking Association or an equivalent approved Parking Accredited Trade Association.

1.2.13 Tender Requirements:

- 12 x signage with terms and conditions and simple user guide

- If new ticket machines are proposed, where the entry of a car registration is required, the keyboard SHALL be of a QWERTY style (not ABCDEF) and SHALL operate without noticeable lag.

- Where a car registration is provided, the payment device SHOULD display the make, model, and colour of the vehicle to reduce the risk that the driver has input the wrong information.

- It SHOULD not be necessary for a driver to return to their vehicle to display a paper ticket on the dashboard.

- Tickets SHALL show the expiry time, which is the date and time by which the driver must either remove their vehicle or make a further payment.

- The clock on ticket machines SHALL be updated automatically and remain accurate to within 30 seconds at all times.

- A mobile payment app SHOULD be available for Android and IOS phones. The app SHOULD be of a high

quality with a positive app store review score of at least 60% (i.e., 3 out of 5 or greater).

- Where a mobile payment app is provided this SHALL support Android Pay and Apple Pay.
- Where mobile payment Apps or Ticketless payment are used, the system SHALL be compatible with the 'Imperial 3Sixty' software system to enable enforcement.
- A driver SHOULD be able to request and obtain a parking ticket within 30 seconds.
- A driver SHOULD be able to easily make a top-up payment to extend their parking time without returning to their vehicle or a ticket machine unless the driver has already paid for the maximum allowable period of parking.
- Drivers SHALL be able to obtain a VAT receipt for their payment. A receipt may be printed or emailed to the driver.
- Ticket machines SHALL take payment via coins and contactless using valid Visa, Mastercard.
- Ticket machines SHOULD take payment via Amex.
- Ticket machines SHALL be illuminated at night. The display on ticket machines SHALL be clear to read at all times.
- Bidders SHALL provide details of the average daily mains power consumption per ticket machine.
- Bidders SHALL provide a minimum of 12-month warranty on all new hardware and software.
- Bidders SHALL maintain a UK based stock of all repair spares.
- Bidders SHALL repair any broken or damaged ticket machine within 3 working days of a fault being reported to them, where a working day is defined as Mon-Fri excluding public holidays.
- The display on ticket machines SHOULD be capable of showing a message that BTC chooses and may change from time to time. For example, messages that warn of future car park closure, or messages promoting events.
- Ticket machines SHOULD contain a CCTV capability that will capture footage of any vandals.
- Ticket machines SHALL be vandal resistant
- Bidders SHALL commit to providing a full spare and support offer for a minimum of fifteen years.
- Bidders SHOULD commit to providing a maintenance contract with the duration of one year, which is renewable annually and is priced in line with indexation.
- New mains-powered payment machines installed accepting card and cash with option for mobile app or online payment. These must be as simple to use as possible. Solar-powered units are an option which can be provided by the contractor.
- 3x master key to be provided for all machines that is universal but unique to BTC.
- Periodic review of charges must be free and within the contract. This includes the updating of signage and machines' software.
- Configuring machines for public holidays to be covered within the contract are free of charge and to be determined by the annual HM Government publishing of dates. BTC SHOULD be able to configure additional days where parking is free (e.g. to support special community events).
- Management information must include data on income with cash and card breakdown, tickets printed, length of stay trends etc. This should also include information on machine cash capacity, battery life (if applicable) from 1st April to 31st March run quarterly as a minimum.
- Direct or indirect procurement of secure storage units on agreed car parks for the provision of goods and services.
- Rear of tickets will include space for local advertising, 100% BTC owned.
- Back-office training on machines and company software included (for up to 3 people) to run standard and non-standard monthly reports.
- Additional battery packs for operating solar-powered machines, if battery-operated. At least one spare should be provided per machine.
- High-level performance for payments collection, processing, and customer complaints resolution.
- Insurance to cover all machinery.

### 1.3 Completion of Tender

1.3.1 Tenderers may contact Officers for more information via the contact details provided on CCS prior to submitting their tender. No information should be disclosed on costs.

**1.3.2 All completed tender documentation and supporting information including drawings, diagrams and certificates, must be sent via letter by the completion deadline of 24<sup>th</sup> February 2023. BTC will send the Tenderer a specifically marked self-addressed envelope to package together their**



**documents. The Tenderer should request this envelope via email when needed. This will include a compliance matrix that must be completed and returned.**

1.3.3 Tenderers must email Officers to confirm when the envelope is posted as allowance will be given to late arriving documentation in the event of Post Office strikes, national emergencies or other delays at BTC discretion.

1.3.3 Tenderers must complete a Summary Fee Tender Return (or their own more detailed equivalent).

#### 1.4 Submission of Tenders

1.4.1 Please submit your tender via the details drawn out in 1.3.2 no later than the 20<sup>th</sup> February 2023 to allow sufficient time for postage, unless a revised tender submission deadline is notified by BTC via the CCS website.

1.4.2 Any tenders received after the time/date quoted in 1.3.2 will not be considered unless for similar reasons to those set out in 1.3.3. It is the responsibility of the Tenderer to allow enough time to ensure that the tender is sent on time.

1.4.3 All Tender costs quoted should exclude VAT, except where VAT is irrecoverable by the Tenderer in which case the irrecoverable VAT should be included and clearly shown in the tender submission. Any risk of irrecoverable VAT, for the Tenderer or BTC, should be explained and included in the tender submission.

#### 1.5 Validity Period

1.5.1 Tenders must remain open for acceptance up to **17<sup>th</sup> March 2023**.

#### 1.6 Evaluation/Acceptance of Tender

1.6.1 The contract will be awarded based on an evaluation of the tender submission using various criteria.

1.6.2 BTC reserves the right to contact any Tenderer after the submission in order to clarify points of detail before finalising the tender evaluation.

1.6.3 After evaluating all the tender submissions BTC reserves the right to ask the best performing Tenderers in for a meeting, at their offices in Biggleswade, to clarify their tender submission in more detail. The objective of the meeting is to ensure the proposals are viable and achievable for both parties prior to the award of the contract. It is anticipated that only the top 2 to 3 Tenderers will be invited in for a meeting. Tenderers must be available to attend, with the meetings expected to take place week commencing 27<sup>th</sup> February 2023.

#### 1.7 Collusive Tendering

1.7.1 Any Tenderer who:

- a) Fixes or adjusts the amount of their tender by or in accordance with any agreement or arrangement with any person; or
- b) Communicates to any person other than BTC the amount or approximate amount of their proposed tender (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Tender or insurance or a bond); or
- c) Enters into agreement with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted; or
- d) Offers or agrees to pay or to give or does pay or gives, any sum of money, inducement, or a valuable consideration, directly or indirectly to any person, for doing or having done or causing to have caused to be done in relation to any other Tender or proposed Tender for the Services, any act or omission, shall be disqualified without prejudice to any other civil remedies available to BTC and without prejudice to any criminal liability which such conduct by a Tenderer may Attract.

#### 1.8 Equal Opportunities

1.8.1 Tenderers in their tender submission must confirm that they have policies in place to comply with all relevant statutory obligations and do not treat any groups of people less favourably than others because of their colour, race, sex, sexuality, nationality, religion or ethnic Origin.

#### 1.9 Errors

1.9.1 Tenderers are advised that if BTC suspects that there has been an error, or errors, in a tender submission it reserves the right to seek any necessary clarification from the Tenderer. Tenderers are

expected to respond to any clarifications in a timely manner to ensure the tender evaluation is not held up as project timescales are important. Failure to respond in a timely manner may result in BTC having to make an assumption which could adversely affect the evaluation score.

#### 1.10 Alteration to Tender Document

1.10.1 Tenders must not be qualified and tenderers must not make any changes to the tender documents issued by BTC.

#### 1.11 Contract

1.11.1 The successful Tenderer will be required to enter into a contract with BTC.

1.11.2 The contract is expected to commence on 1<sup>st</sup> August 2023. BTC reserves the right to alter this date.

1.11.3 The initial Contract will run for three years with BTC having the sole right to exercise two one-year extensions on the same terms.

1.11.4 For the avoidance of doubt the contract will terminate at the end of the third year unless BTC grants an extension.

#### 1.12 Sub – Contracting

1.12.1 Tenderers should outline details of any part of the proposed Contract which they would envisage sub-contracting to a third party. Any sub-contractors will be the responsibility of the Tenderer and all subcontractors must operate, as a minimum, to the specifications and quality standards detailed in the Contract and the tender submission. BTC currently uses Central Bedfordshire Council (CBC) parking enforcement officers to monitor all six public car parks and allows CBC to retain all income generated from issued parking fines. This business model is under review and may change under the proposed tender options subject to the tender options evaluation.

#### 1.13 Tender Submission

1.13.1 Tenderers must submit detailed costs, statements and proposals outlining their approach to the specifications detailed in 1.2.13. In addition, tender submissions should also include details on the following if they want to score higher marks: installation, maintenance, and operating management. This should include: details, including skills, of personnel involved in the day to day running of the contract; those involved in the provision of the contract; the service and support location for this contract; proposals for regular contact with BTC; how the operations will be programmed and managed; proposals for regular reporting on contract performance via management reports to BTC; proposals for dealing with urgent operational or maintenance requests; details of any matters which may have an impact on the tenderers' ability to meet BTC's requirements

#### 1.13.2 Quality of Service

This should include: details of how tenderers propose to provide a consistently high level of service during variable seasons; details of how the quality will be measured to ensure a consistently high standard; details of any quality management certification or other systems in place; confirmation that any cost saving ideas during the contract period will be brought to BTC's attention in a timely manner; details of operating similar sites in a rural environment, note the specific requirement in 1.14 below.

#### 1.13.3 Alternative Options

This should include: details on the options requested in the tender documents should be supported by a narrative detailing how this would operate as part of the overall car parking system; other opportunities to reduce cost, increase or improve service should be detailed in the tender return with any additional costs identified and discussed; risk management implications of proposed options.

#### 1.13.3 Environmental and Sustainable service

This should include: Proposals on non-paper options for reporting; proposals or policy details on reduction, reuse and/or recycling of consumables; proposals or policy details on minimising number of Contractor vehicle journeys; proposals on use of video/teleconferencing for meetings.

#### 1.13.4 Risk Assessment

This should include: sample generic risk assessments for main operations on one site detailed in the tender; sample generic method statements for main operations detailed in the tender.

#### 1.14 References

1.14.1 Please provide contact details (Organisation, name, job title, address, telephone number and e-mail address) for your three nominated references, these should be for car parking equipment and services operating in a rural location that best reflect the location and tender requirements of BTC. Full details of the three reference sites should be submitted as part of the tender submission.

1.14.2 BTC will seek references from the three named organisations. BTC reserves the right to reject a tender submission based on one or more poor references.

#### 1.15 End of Contract

1.15.1 Tenderers would be required to maintain a high level of service during the end of the Contract phase. Tenderers are asked to confirm in writing that they would ensure that full cooperation is given to BTC and any new supplier in a hand over period at the end of the proposed Contract.

#### 1.16 Other Suggestions

1.16.1 Whilst every effort has been made to outline BTC's requirements, other suggestions to reduce cost, increase income or improve the service will be welcomed. BTC is keen to form a pro-active partnership with its supplier going forward and tenders will be partially evaluated by reference to this area. If Tenderers propose other equipment or services, they must provide a clear explanation of the costs and benefits to BTC and, or its visitors. Tenderers should include any well-developed plans to introduce new products or services during the Contract period.

#### 1.17 Other Charges

1.17.1 Whilst every effort has been made to outline all the requirements of BTC, tenderers must ensure that their tender document covers all the services and charges that are applicable. For example, if the fees quoted for the provision of any services, such as maintenance, are not based on a fixed cost, what are the proposals for reimbursement, e.g., at cost, a % markup on cost or income, cost per parked vehicle etc. Please detail your preferred approach for these other charges within your Summary Fee Tender Cost Return.

#### 1.18 Freedom of Information Act 2002 and other Statutory Legislation

1.18.1 BTC is subject to the provisions of the Freedom of Information Act 2002 and other statutory legislation including compliance with all "best practice" environmental standards. In the interests of transparency in the use of public funds and in demonstrating best value for money, where any information you provide in your tender documents is the subject of a request under the aforementioned legislation then BTC may be required to release your information into the public domain. If there is any information which you feel is genuinely commercially sensitive and/or confidential please bring this information to our attention in your tender submission and we may be able to exempt its release under the aforementioned legislation, however this is not guaranteed. If a request is received for information which would constitute in whole or in part information you have highlighted as commercially sensitive and/or confidential we will consult with you prior to responding to that request, and you may be required to provide evidence to support your position. If you do not highlight information to us at this stage, we will be entitled to assume that you do not consider any of the information contained within your tender submission to be commercially sensitive and/or confidential and may not consult with you in the event of a request being received. The Authority is not obliged to accept that any information is commercially sensitive and/or confidential in perpetuity, and so the passage of time may result in information losing such status.

#### 1.19 Bid Return Requirements and Tender Evaluation

##### 1.19.2 Mandatory Tender Requirements

The Tender Submission must include the following Mandatory Documents, failure to submit these documents and any supporting information such as copies of insurance certificates will result in the whole tender submission being rejected. Any responses or omission within the documents which fail to meet the

mandatory standard will also result in the whole tender being rejected.

- a) Form of Tender – must be on company letterhead and signed by authorised signatories
- b) Certificate of Non-Canvassing - must be on company letterhead and signed by authorised signatories.
- c) Certificate of Bona Fide Tender - must be on company letterhead and signed by authorised signatories.
- d) Mandatory Tender Questionnaire – must be fully completed, any part completed section will result in the whole tender being rejected.
- e) Copies of Insurance Certificates for the following or a signed broker letter confirming
- f) Employer's liability minimum of £10 million.
- g) Public and product liability minimum of £5 million.
- h) Confirmation that the bidder is a member of and an approved operator of the British Parking Association or equivalent professional body. A Pdf copy of the Certificate of Membership to be submitted with the tender.
- i) A written statement on equal opportunities, on company letterhead, confirming the requirements of clause 1.8.



**BIGGLESWADE TOWN COUNCIL**  
**Town Council**  
**24<sup>th</sup> January 2023**  
**Rose Lane Car Park Update**

**Implications of Recommendations:**

**Corporate Strategy: ASPIRATIONS: ECONOMY:** Improve the management of the car parks, including modernising payment options, and exploit opportunities to secure additional parking.

**Finance:** Negative impact on car park income. Remedial work requires increased property maintenance budget, which is accounted for in next financial year's budget.

**Equality:** Not applicable.

**Environment:** Remedial work will improve routine flooding.

**Community Safety:** Remedial work will improve ambient lighting making the area more secure.

**Background**

Rose Lane car park is continuing to flood routinely after rainfall, preventing car parking spaces from being used, therefore negatively impacting on income. Further to this, it inconveniences users that have already parked their car in an impacted space, as they must walk through flood water to their vehicle. Over time this issue has gotten more severe.

**Summary**

Officers have checked the car park lease document which states that all maintenance and repairs for existing infrastructure are at the charge of the Town Council. Officers had previously commissioned a detailed survey to be conducted on the underground pipes and drainage system beneath the car park to help understand the issue. Contractors suggested a number of remedial actions totalling £2,975.00. This figure excludes a fundamental recommendation to empty and wash down all soakaways, which should happen on an annual basis and has not been done for considerable time. The cleaning cost was quoted at circa £1,000.00 per annum. Costs are indicative as the surveying work was completed and quoted over four months ago.

Whilst these contractor recommendations would support with improving the efficiency of the system, the contractor stated that depending on the ground conditions affecting the percolation of soakaways, flooding may continue to persist during heavy rainfall. A pumping station would be the only permanent solution but is extremely expensive (circa £15-20k) and presents several issues including where the water would pump to, capacity and regular maintenance so it may not be viable.

These above costs were put forward to Members as proposed growth at circa £5-20k, and are referenced in the Precept Determination 2023/2024 report presented to F&GP committee on 17<sup>th</sup> January 2022. As they have been excluded and there is not sufficient budget in the grounds maintenance cost line, Officers are proposing to complete a virement from other account codes. This would be to complete the remedial actions and cleaning at an indicative cost of £3,975.00. The situation would then be closely monitored to understand whether flooding issues have been mitigated, and if unsuccessful, Officers would present another report to Members to provide an update and recommendations.

**Recommendations**

For Members to note the report and agree that;

- Officers complete a virement exercise to source the indicative £3,975 of remedial actions and cleaning work. The Finance Manager will advise of an account code to be debited.
- Officers instruct the contractor to complete such works from April 2023.
- Officers engage with local residents in the meantime to provide an update on progress.
- Officers monitor the situation closely and return to a future Town Council meeting in the event of further rectification and/or maintenance work being required to comply with the terms of the lease.

Isaac Lord  
Place Shaping Manager



**BIGGLESWADE TOWN COUNCIL**  
**Town Council**  
**24<sup>th</sup> January 2023**  
**CCTV Update**

**Implications of Recommendations:**

**Corporate Strategy: ASPIRATIONS:** Ensure the provision of CCTV that supports the Council's anti-crime initiatives and policies.

**Finance:** The project is delivering to a £58,009 envelope drawn from S106 funds.

**Equality:** Not applicable.

**Environment:** Not applicable.

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

**Background**

Officers previously presented a report to Council on 13<sup>th</sup> December 2022, outlining that conversations with CBC colleagues had reached an impasse on novating the single existing analogue line for the town across from CBC to BTC. This novation being essential to progress CCTV strategy without incurring significantly higher costs. The CCTV strategy had consistently held a novation risk which had been mitigated via routine engagement with all parties. A further discussion was scheduled with CBC on the 15<sup>th</sup> December and a separate meeting with BT Open Reach to progress these talks, with Officers summarising discussions in an email circulated to Members on the same day.

In short, the following options were set out:

1. CBC works with BT to amend the novation agreement to include BTC as a customer, therefore entitling BTC to the reduced rate of circa £2,775k for setting up a digital link and a reduced annual line rental of £1,200 (funded within the strategy)
2. CBC writes BTC a strongly worded supporting statement for BTC to use as evidence to BT that we are an existing customer and are therefore entitled to the reduced rate of circa £2,775k for setting up a digital link and a reduced annual line rental of £1,200 (funded within the strategy)
3. BTC signs up as a new customer immediately, paying £9,935 for the new digital line and an annual line rental of £3,250 (currently unfunded).

**Summary**

Since the circulated email, Officers have had further communications from CBC and BT Open Reach (senior engineers and commercial department) confirming that option one cannot proceed. BT will simply not accept a joint agreement in which both CBC and BTC are responsible for the line, citing primarily contractual grounds which cannot be changed. BT for similar reasons refused to acknowledge BTC as an existing customer (despite BT being offered secondary information as submitted evidence) and so option two was also ruled out.

No provision has been made in next year's budget to allow for the increased costs of option three. For clarity, this would cost BTC an additional indicative £7,160 in capital costs and indicative £2,050 per year in revenue costs on top of the existing budget provisions. This option could not progress unless Members wanted to consider a virement.

CBC are uncomfortable with novating their analogue line across to BTC until BT have created their digital line. These works are firmly estimated to take place on 16<sup>th</sup> January and once complete, CBC would be very happy to novate the analogue line across to BTC. At this point, BT have confirmed they would recognise BTC as an existing customer for the analogue line (to maintain continuity) and provide a preferential rate for setting up a digital line, which would allow the new CCTV system to be installed. This



creates a new, fourth option, which Officers preference. Installation of the BTC digital line should be turned around within an indicative two weeks after CBC have installed their digital line.

## **Recommendations**

For Members to agree:

- Option four – to wait until CBC have installed their digital line. They would then novate the existing analogue line over to BTC, at which point BT would recognise BTC as existing customers. BTC can then proceed to install a digital line at the existing customer rate.

Isaac Lord  
Place Shaping Manager



OUTCOME OF CBC DETERMINED PLANNING					
Address	Application No.	Committee date	BTC Decision	Description	Central Beds Outcome/DATE
<b>2019</b>					
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 <b>resolved</b> that the draft letter be approved, and that letter and the previous letter of objection be sent to the named planning officer and to the general planning address. Further, that a shorter version be circulated to Members of the CBC Development Management Committee for information.	Development Brief relating to residential scheme of around 400 dwellings at land north of Biggleswade, with access taken from Furzenhall Road.	No details as at 05/10/2022. PAPC applications are Private enquiries submitted before Planning Applications and only available to the Applicant/Agent that submitted them
Biggleswade, Land North of	19/04301/OUT	24/08/2021	Separate correspondence for this application has been sent to the Planning Officer, Nikolas Smith, as agreed with Council. <b>Strongly Object</b> - 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	<b>As above.</b>	Outline application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,bc,B2, B8) up to 5ha of primary school development (class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61 ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities.	See Below
Biggleswade Road, Land East of	20/00959/OUT	13/10/2020	No Objection - provided the following points are considered: 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive be reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities be provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to the A1.	Outline Application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,b,c, B2, B8) up to 5ha of primary school development (Class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities. Subject to Environmental statement.	Awaiting Decision
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

A1 Retail Park, Unit E, London Road	22/03121/VOC	13/12/2022	It was RESOLVED that the Town Council STRONGLY OBJECTS to the variation of condition for Unit E. The original condition was put in place to protect the town centre and should stand.	Variation of Condition 20 of planning permission CB/14/01181/VOC (Variation of Condition 20 of planning application No. CB/14/01109/VOC dated 11/06/2014 to allow up to 5% of the ground floor area of any one single unit only to be used for the sale of food and to allow a pharmacy to operate from part of the unit. Wording of the condition to be amended to:" The development hereby approved for the units referred to as A, B, D, E, F,G, H, J, K, L, M, N, P, Homebase, 1 & 2 as shown on plan no. 8659 P02 Revision W shall be used for A1 (retail) but shall not be used for the sale of food, as a post office, for the sale of tickets, as a travel agency, for hairdressing, for the direction of funerals, for the reception of goods to be washed, cleaned or repaired, as an internet café where the primary purpose of the premises is to provide facilities for enabling members of the public to access the internet or as a pharmacy, except for Unit B, which can be in part used as a pharmacy and can sell food in up to 5% of its total ground floor area") - The variation is to increase the range of permitted goods that can be sold from the premises to facilitate reoccupation of the floorspace by incoming tenant, Poundland. <b>Previously on Council Agenda 22/03121/VOC on Council Agenda 23/08/2022.</b> Outcome as Town Council STRONGLY OBJECTS to the variation of condition for Unit B. The original condition was put in place to protect the town centre and should stand.	Awaiting Decision
Beech Avenue, 43	22/04681/FULL	13/12/2022	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that the neighbours are consulted and that any comments they may make are considered by Central Bedfordshire Council in their deliberations.	Side/infill extension and garage conversion.	Awaiting Decision
Biggleswade, Land North of	19/04301/OUT	22/11/2022	Town Council Strongly Objects and called to move the item to EXEMPT agenda.		Report from Transport Consultants to be submitted to Council for discussion before sending to CBC.
Cattery Home Farm House, Dunton Lane	22/04217/OUT	13/12/2022	It was RESOLVED that the Town Council OBJECTS to this planning applications on the grounds that it will have an impact on the Green Wheel and the crossing of Dunton Lane; Entrance and exit to the site is on a blind corner and close to a roundabout; The concerns raised by the ecology and biodiversity officer and It will add to the congestion in accessing the A1 motorway.	Outline Application: Nine new build residential dwelling houses, following the demolition of the existing dwelling house and outbuildings.	Awaiting Decision
Elmside, Potton Road	22/04682/FULL	13/12/2022	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that the neighbours are consulted and that any comments they may make are considered by Central Bedfordshire Council in their deliberations.	Single storey rear extension.	Awaiting Decision

Land at Bonds Lane and Foundry Lane	22/04159/VOC	22/11/2022	It was RESOLVED that the Town Council has NO OBJECTION to the variations to this planning application. However, the Town Council does OBJECT to the variation regarding changes to cycle storage due to new proposals being less accessible.	CB/18/02353/FULL on Council Agenda - Variation of condition numbers 11, 13, 16, 17 and 19 in respect of planning permission CB/18/02353/FULL (Demolition of existing vacant and derelict buildings and erection of 50 residential apartments with associated vehicular access, car and cycle parking, refuse storage and landscape). Variation sought to new plan numbers and substitute previously approved drawings for condition 19.	Awaiting Decision
Land to North of Lindsell's level crossing	22/02881/DOC	09/08/2022	It was RESOLVED that the Town Council STRONGLY OBJECTS to the discharge of Planning Condition 3 on the revised plan and demand that Network Rail are obliged to implement the landscaping as per the plan approved at Development Management Committee in order to mitigate the visual impact of the bridge.	<p>Discharge of Condition 3 against planning permission CB/21/02168/FULL Construction of new ramped and stepped bridleway bridge to facilitate the closure of Lindsell's level crossing; formation of new bridleway to western side of railway and associated works.</p> <p>Details have been received to discharge condition(s) listed below to this planning permission.</p> <p>3 No Development shall take place until a detailed planting and landscaping scheme, which seeks to mitigate satisfactorily the visual impact of the bridge on the landscape, as well as a landscape management plan (which includes consideration of the need for irrigation of the planting) and final design have been submitted to and approved in writing by the Local Planning Authority. The approved soft landscaping scheme shall be implemented in full by the end of the full planting season immediately following the completion and/or first use of the development (a full planting season means the period from October to March). The trees, shrubs and grass shall subsequently be maintained in accordance with the approved landscape maintenance scheme for a minimum period of 5 years and any which die or are destroyed during this period shall be replaced during the next planting season. Reason: To screen the development and reduce the impact the proposal would have on the character and appearance of the area (Section 12 and 15, NPPF).</p>	Discharge of Condition Decision Released
Lilac Grove, 29	22/04410/FULL	13/12/2022	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 and new porch.	

London Road, Unit E, A1 Retail Park	22/03121/VOC	23/08/2022	Town Council STRONGLY OBJECTS to the variation of condition for Unit B. The original condition was put in place to protect the town centre and should stand.	Variation of Condition 20 of planning permission CB/14/01181/VOC (Variation of Condition 20 of planning application No. CB/14/01109/VOC dated 11/06/2014 to allow up to 5% of the ground floor area of any one single unit only to be used for the sale of food and to allow a pharmacy to operate from part of the unit. Wording of the condition to be amended to:" The development hereby approved for the units referred to as A, B, D, E, F,G, H, J, K, L, M, N, P, Homebase, 1 & 2 as shown on plan no. 8659 P02 Revision W shall be used for A1 (retail) but shall not be used for the sale of food, as a post office, for the sale of tickets, as a travel agency, for hairdressing, for the direction of funerals, for the reception of goods to be washed, cleaned or repaired, as an internet café where the primary purpose of the premises is to provide facilities for enabling members of the public to access the internet or as a pharmacy, except for Unit B, which can be in part used as a pharmacy and can sell food in up to 5% of its total ground floor area") - The variation is to increase the range of permitted goods that can be sold from the premises to facilitate reoccupation of the floorspace by incoming tenant, Poundland.	Awaiting Decision
London Road, BP MFG	22/02922/FULL	27/09/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Creation of an EV charging zone with 7 no. EV charging bays, associated canopy, substation and LV panel.	Awaiting Decision
Normandy lane, Unit B	22/03438/FULL	27/09/2022	No Objection - There is a concern regarding the parking.	Extension to factory building to accommodate 4 additional units for flexible use comprising Class B8 (storage and distribution), B2 and Class E(g)iii (light industrial)	Awaiting Decision
Potton Road, Land at former Scaffolding Depot	22/02691/FULL	08/09/2022	It was resolved that the Town Council objects to this planning application as: •The traffic impact on Furzenhall Road and Potton Road. •There are too many dwellings hence overdevelopment. •Loss of residential parking on Winston Crescent. •Properties would be very close to the railways line which will lead to noise pollution for residents. The Town Council notes that the Highways Officer has objected.	Erection of ten dwellings and the conversion of an existing building into two one bed flats.	Awaiting Decision
Salcombe Close, Land West	22/01990/FULL	28/06/2022	It was <u>RESOLVED</u> that the Town Council would like to <u>PROVISIONALLY OBJECT</u> to this planning application pending provision of the following information: 1) further information is required on the sizing of mounds and elevations in the play area; 2) the potential effect of the proposed lighting on the existing neighbours on Sale Mews; and 3) information on why the CCTV is not under variations to conditions.	Flatten the existing mounds in the play area, install lighting columns, and improve the perimeter fence.	Awaiting Decision
Saturn Way, 12	22/04424/FULL	13/12/2022	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that the neighbours are consulted and that any comments they may make are considered by Central Bedfordshire Council in their deliberations.	The addition of four skylights to facilitate a loft conversion.	Awaiting Decision
Shortmead Cottage, Shortmead Lane	22/01860/FULL	28/06/2022	It was RESOLVED that the Town Council has NO OBJECTION to this planning application.	Erection of new dwelling with a detached annexe.	Awaiting Decision

Springfield Bungalow & Stratton Farm Cottages Land, land at bridleway 58 to the south of Dunton Lane and land south of Stratton Business Park	22/04252/FULL	13/12/2022	It was RESOLVED that the Town Council OBJECTS to this planning application on the grounds of traffic congestion on the A1 south but note that if Officers are minded to pass this application then Biggleswade Town Council would like to see Section 106 money related to speeding, access to the A1, leisure facilities and in terms of sustainable transport to the Town Centre in terms of buses.	Demolition of 3 existing dwellings and the construction of 3 B8 units, together with associated access, vehicle parking, landscaping, and all other ancillary works.	Awaiting Decision
Stratton Upper School, Eagle Farm Road,	22/03441/FULL	27/09/2022	No Objection to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Erection of 255 no roof mounted photovoltaic solar panels and 9 no floor level air source heat pump units.	Awaiting Decision
Potton Road, Land at former Scaffolding Depot	22/02691/FULL	08/09/2022	It was <b>RESOLVED</b> that the Town Council <b>OBJECTS</b> to this planning application as•The traffic impact on Furzenhall Road and Potton Road. •There are too many dwellings hence overdevelopment. •Loss of residential parking on Winston Crescent. •Properties would be very close to the railways line which will lead to noise pollution for residents. The Town Council notes that the Highways Officer has objected.	Erection of ten dwellings and the conversion of an existing building into two one bed flats.	Awaiting Decision
<b>2023</b>					
Banks Road, 10	22/04860/FULL	10/01/2023	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Rear dormer and skylight to the front	Awaiting Decision
Biggleswade, Land North of	19/04301/OUT	10/01/2023	It was RESOLVED that the Town Council STRONGLY OBJECTS to this planning application on the grounds of the letter circulated in the Town Council agenda pack, which must be sent to Senior Central Bedfordshire Council Officers, and attaching with it the Transport Consultants' Review.		Awaiting Decision
Dells Lane, 3	22/04656/FULL	10/01/2023	The Town Council OBJECTS to this planning application on the grounds that there is insufficient detail on how the 'protected' tree will be protected with the structure.	Replacement front car port	Awaiting Decision
Dells Lane, 39	22/03789/FULL	10/01/2023	The Town Council OBJECTS to this planning application on the grounds that it is not in keeping with the surrounding buildings with regards to the colour of the exterior cladding. The Council also OBJECTS on the grounds of loss of parking outside the building.	Front porch to include a downstairs toilet (retrospective)	Awaiting Decision
Drove Road, 38&40	22/04656/FULL	10/01/2023	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	single story rear infill extensions to two adjoining semi-detached dwelling houses with associated alterations.	Awaiting Decision
1A Havelock Road	22/04742/FULL	10/01/2023	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Demolition of existing building and erection of a one-bedroom flat	Awaiting Decision
179 Holme court Ave	22/04815/FULL	10/01/2023	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single Story rear extension	Awaiting Decision
Station Road, 8	22/04767/FULL	10/01/23	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single Story rear extension	Awaiting Decision



Stratton Upper School, Eagle Farm Road,	22/04514/FULL	10/01/2023	It was <b>RESOLVED</b> that the Town Council has <b>NO OBJECTION</b> to this planning application and look forward to the new facilities being shared with the wider community.	Creation of artificial 3G grass pitch with perimeter fencing, hardstanding areas, storage container, floodlights, bunding and access footpath.	Awaiting Decision
Woodlands, 11&12, Dunton Lane	22/04516/REG3	10/01/23	The Town Council <b>OBJECTS</b> to this planning application on the grounds that there is no flood risk or noise analysis reports present for this area.	Change of use of land, from the stationing of two transit pitches to two permanent pitches for gypsy and traveller use, with associated parking and amenity units	Awaiting Decision



10/01/2023

**Biggleswade Town Council**

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**Detailed Balance Sheet - Excluding Stock Movement****Month 9 Date 31/12/2022**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	OP'L F/H LAND & BUILDINGS	1,813,044	484,836	1,328,208
2	OP'L L/H LAND & BUILDINGS	9,095	0	9,095
21	VEHICLES & EQUIPMENT	807,031	543,428	263,603
41	INFRASTRUCTURE ASSETS	309,674	258,333	51,341
61	COMMUNITY ASSETS	15,380	0	15,380
	<b>Total Fixed Assets</b>	<b>2,954,224</b>	<b>1,286,597</b>	<b>1,667,627</b>
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	19,955		
100	DEBTORS - TOWN COUNCIL	2,646		
102	DEBTORS - PITCH HIRE	1,884		
103	DEBTORS - ORCHARD CENTRE	9,194		
104	OTHER DEBTORS	4,400		
105	VAT REFUNDS	40,509		
201	UNITY CURRENT A/C	350,406		
202	LLOYDS CURRENT BANK A/C	(2,488)		
203	UNITY SALARY A/C	20,778		
204	LLOYDS SALARY A/C	453		
208	OFFICE CASH ACCOUNT	4,991		
210	PETTY CASH	428		
224	PUBLIC SECTOR DEPOSIT	801,840		
	<b>Total Current Assets</b>		<b>1,254,996</b>	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	48,397		
505	HALL DEPOSIT	200		
515	PAYE & NI DUE	45,767		
519	UNION FEES	23		
525	ALLOTMENT DEPOSITS	4,450		
530	INC IN ADVANCE - COMMUTED	19,600		
	<b>Total Current Liabilities</b>		<b>118,436</b>	
	<b>Net Current Assets</b>			<b>1,136,560</b>
	<b>Total Assets less Current Liabilities</b>			<b>2,804,187</b>
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	46		
402	PWLB LOAN 331275	1,624		
403	PWLB LOAN 484665	7,336		
404	PWLB LOAN 491331	88,389		
	<b>Total Long Term Liabilities</b>		<b>97,395</b>	
	<b>Total Assets less Total Liabilities</b>			<b>2,706,792</b>
	<u>Represented by :-</u>			
301	CURRENT YEAR FUND	693,035		
310	GENERAL RESERVE	347,326		
349	ROLLING CAPITAL FUND	76,243		
350	CAPITAL FINANCING RESERVE	1,315,823		

**Detailed Balance Sheet - Excluding Stock Movement****Month 9 Date 31/12/2022**

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<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
451	DEF'D GRANTS APPLIED	613,175	
452	DEF'D GRANTS W/BACK	(338,810)	
	<b>Total Equity</b>		<b><u>2,706,792</u></b>

10/01/2023

## Biggleswade Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2022

Month No: 9

December 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 B'SWADE MAGISTRATES COURT</b>								
1091 INC-MISCELLANEOUS	0	(100)	0	100			0.0%	
<b>B'SWADE MAGISTRATES COURT :- Income</b>	<b>0</b>	<b>(100)</b>	<b>0</b>	<b>100</b>				<b>0</b>
4001 STAFF SALARIES	1,531	1,531	0	(1,531)		(1,531)	0.0%	
4008 STAFF TRAINING	0	570	0	(570)	380	(950)	0.0%	
4011 RATES	1,211	10,913	14,600	3,687		3,687	74.7%	
4012 WATER RATES	0	94	0	(94)		(94)	0.0%	
4015 GAS	1,154	7,015	4,000	(3,015)		(3,015)	175.4%	
4026 COMPUTER	0	1,257	0	(1,257)		(1,257)	0.0%	
4027 PHOTOCOPIER	0	327	0	(327)		(327)	0.0%	
4036 PROPERTY MAINTENANCE	0	1,315	1,500	185	97	87	94.2%	
4042 EQUIPT MAINT/REPAIR	0	600	500	(100)		(100)	120.0%	
4104 REFUSE COLLECTION	(911)	685	1,200	515		515	57.1%	
4110 FIRE PRECAUTIONS	172	4,002	12,300	8,298	757	7,541	38.7%	
4134 SECURITY	60	1,647	1,600	(47)	111	(158)	109.9%	
<b>B'SWADE MAGISTRATES COURT :- Indirect Expenditure</b>	<b>3,217</b>	<b>29,956</b>	<b>35,700</b>	<b>5,744</b>	<b>1,346</b>	<b>4,398</b>	<b>87.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,217)</b>	<b>(30,056)</b>	<b>(35,700)</b>	<b>(5,644)</b>				
<b>102 ALLOTMENTS</b>								
1087 INC-ALLOTMENTS	541	7,336	9,500	2,164			77.2%	
<b>ALLOTMENTS :- Income</b>	<b>541</b>	<b>7,336</b>	<b>9,500</b>	<b>2,164</b>			<b>77.2%</b>	<b>0</b>
4013 RENT	116	465	465	0		0	100.0%	
4036 PROPERTY MAINTENANCE	0	0	0	0	495	(495)	0.0%	
4037 GROUNDS MAINTENANCE	0	180	0	(180)	661	(841)	0.0%	
4047 MATERIALS/TOOLS	0	285	0	(285)		(285)	0.0%	
4067 PEST CONTROL	0	745	750	5	490	(485)	164.7%	
4104 REFUSE COLLECTION	0	0	200	200		200	0.0%	
<b>ALLOTMENTS :- Indirect Expenditure</b>	<b>116</b>	<b>1,675</b>	<b>1,415</b>	<b>(260)</b>	<b>1,646</b>	<b>(1,906)</b>	<b>234.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>425</b>	<b>5,661</b>	<b>8,085</b>	<b>2,424</b>				
<b>103 STREET LIGHTS</b>								
4045 S/L REPAIR/RENEWAL	0	390	0	(390)		(390)	0.0%	
<b>STREET LIGHTS :- Indirect Expenditure</b>	<b>0</b>	<b>390</b>	<b>0</b>	<b>(390)</b>	<b>0</b>	<b>(390)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(390)</b>	<b>0</b>	<b>390</b>				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>104 BURIAL GROUNDS</b>								
1084 INC-BURIAL FEES	3,900	29,148	20,000	(9,148)			145.7%	
1097 INC-MEMORIALS	0	0	1,000	1,000			0.0%	
<b>BURIAL GROUNDS :- Income</b>	<b>3,900</b>	<b>29,148</b>	<b>21,000</b>	<b>(8,148)</b>			<b>138.8%</b>	<b>0</b>
4011 RATES	401	3,612	6,000	2,388		2,388	60.2%	
4012 WATER RATES	0	162	200	38		38	81.1%	
4014 ELECTRICITY	69	452	500	48		48	90.3%	
4036 PROPERTY MAINTENANCE	0	208	1,000	793		793	20.8%	
4067 PEST CONTROL	0	71	0	(71)		(71)	0.0%	
4092 Card Processing Fees	0	12	0	(12)		(12)	0.0%	
4100 FERT./SEEDS/WEEDKILL	0	187	0	(187)	29	(216)	0.0%	
4134 SECURITY	0	202	0	(202)		(202)	0.0%	
4173 S/W CEMETERY LANDSCAPING	0	64	0	(64)		(64)	0.0%	
<b>BURIAL GROUNDS :- Indirect Expenditure</b>	<b>470</b>	<b>4,969</b>	<b>7,700</b>	<b>2,731</b>	<b>29</b>	<b>2,702</b>	<b>64.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,430</b>	<b>24,179</b>	<b>13,300</b>	<b>(10,879)</b>				
<b>105 CAR PARKS</b>								
1088 INC-CAR PARKING FEES	1,945	17,527	22,000	4,473			79.7%	
1089 INC - PARKING PERMITS WORK	323	8,574	3,000	(5,574)			285.8%	
1189 INC-PARKING PERMITS RES	490	5,853	3,000	(2,853)			195.1%	
<b>CAR PARKS :- Income</b>	<b>2,758</b>	<b>31,954</b>	<b>28,000</b>	<b>(3,954)</b>			<b>114.1%</b>	<b>0</b>
4007 HEALTH & SAFETY	0	0	0	0	150	(150)	0.0%	
4011 RATES	2,177	19,592	27,900	8,308		8,308	70.2%	
4013 RENT	0	1	0	(1)		(1)	0.0%	
4023 STATIONERY	0	327	500	173	327	(154)	130.8%	
4037 GROUNDS MAINTENANCE	0	1,046	0	(1,046)	29	(1,075)	0.0%	
4038 MAINTENANCE CONTRACT	278	5,210	10,000	4,790	1,754	3,036	69.6%	
4042 EQUIPT MAINT/REPAIR	0	1,035	0	(1,035)		(1,035)	0.0%	
4092 Card Processing Fees	227	773	1,000	227		227	77.3%	
4126 CAR PARK LEASE	9,000	27,234	36,000	8,766		8,766	75.7%	
4128 EQUIPMENT	0	182	0	(182)		(182)	0.0%	
<b>CAR PARKS :- Indirect Expenditure</b>	<b>11,682</b>	<b>55,400</b>	<b>75,400</b>	<b>20,000</b>	<b>2,260</b>	<b>17,740</b>	<b>76.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(8,923)</b>	<b>(23,446)</b>	<b>(47,400)</b>	<b>(23,954)</b>				
<b>106 MARKET</b>								
1082 INC-LETTINGS	0	0	300	300			0.0%	
1083 INC-PITCH HIRE	0	183	0	(183)			0.0%	
1085 INC-TUESDAY MARKET RENTS	0	2,584	3,500	917			73.8%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1086 INC-SATURDAY MARKET RENTS	0	9,462	14,000	4,538			67.6%	
MARKET :- Income	0	12,229	17,800	5,571			68.7%	0
4002 EMPLOYERS N.I	28	1,163	224	(939)		(939)	519.2%	
4003 EMPLOYERS SUPERANN.	257	2,079	2,768	689		689	75.1%	
4004 MARKET STAFF	958	6,879	10,330	3,451		3,451	66.6%	
4007 HEALTH & SAFETY	0	0	0	0	37	(37)	0.0%	
4011 RATES	432	3,884	5,400	1,516		1,516	71.9%	
4014 ELECTRICITY	151	1,139	1,000	(139)		(139)	113.9%	
4023 STATIONERY	0	0	1,000	1,000	20	980	2.0%	
4032 PUBLICITY	0	0	500	500		500	0.0%	
4047 MATERIALS/TOOLS	0	0	500	500		500	0.0%	
4116 WAR MEM & REM SERV	0	70	0	(70)		(70)	0.0%	
MARKET :- Indirect Expenditure	1,826	15,213	21,722	6,509	57	6,452	70.3%	0
Net Income over Expenditure	(1,826)	(2,984)	(3,922)	(938)				
<u>107 TOWN CENTRE GENERAL</u>								
1094 INC-TC FESTIVAL	0	183	0	(183)			0.0%	
1145 INC-CHRISTMAS ACTIVITIES	364	682	0	(682)			0.0%	
TOWN CENTRE GENERAL :- Income	364	865	0	(865)				0
4001 STAFF SALARIES	3,110	26,963	0	(26,963)		(26,963)	0.0%	
4002 EMPLOYERS N.I	325	2,961	0	(2,961)		(2,961)	0.0%	
4003 EMPLOYERS SUPERANN.	834	7,226	0	(7,226)		(7,226)	0.0%	
4007 HEALTH & SAFETY	0	96	0	(96)		(96)	0.0%	
4009 STAFF TRAVEL	0	51	0	(51)		(51)	0.0%	
4031 ADVERTISING	0	122	0	(122)	100	(222)	0.0%	
4036 PROPERTY MAINTENANCE	26	276	500	224	37	186	62.8%	
4041 EQUIPMENT HIRE	0	800	0	(800)		(800)	0.0%	
4047 MATERIALS/TOOLS	0	9	0	(9)		(9)	0.0%	
4065 TC EVENTS (FESTIVAL)	0	2,819	0	(2,819)		(2,819)	0.0%	
4067 PEST CONTROL	0	51	0	(51)		(51)	0.0%	
4116 WAR MEM & REM SERV	0	1,142	1,500	358	1,385	(1,026)	168.4%	
4134 SECURITY	0	374	0	(374)		(374)	0.0%	
4138 MARKET SQUARE EVENTS	0	2,244	2,200	(44)	100	(145)	106.6%	
4140 CHRISTMAS ACTIVITIES	732	5,891	7,000	1,109	724	385	94.5%	
4144 CCTV	0	2,715	16,000	13,285		13,285	17.0%	
4145 CHRISTMAS LIGHTS	10,307	21,146	21,438	292		292	98.6%	
4996 TFR FROM ROLLING CAPITAL FUND	0	(29,000)	(7,938)	21,062		21,062	365.3%	
TOWN CENTRE GENERAL :- Indirect Expenditure	15,334	45,886	40,700	(5,186)	2,347	(7,533)	118.5%	0
Net Income over Expenditure	(14,970)	(45,021)	(40,700)	4,321				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>108 GRANTS (INCL S137)</b>								
4261 GRANTS UNDER OTHER POWERS	(2,560)	23,610	20,767	(2,843)		(2,843)	113.7%	
4264 Community Agent Grant	0	0	12,000	12,000		12,000	0.0%	
GRANTS (INCL S137) :- Indirect Expenditure	<u>(2,560)</u>	<u>23,610</u>	<u>32,767</u>	<u>9,157</u>	<u>0</u>	<u>9,157</u>	<u>72.1%</u>	<u>0</u>
Net Expenditure	<u>2,560</u>	<u>(23,610)</u>	<u>(32,767)</u>	<u>(9,157)</u>				
<b>109 CAPITAL EXPENDITURE</b>								
1101 INC-PWLB LOAN	0	425,910	0	(425,910)			0.0%	
1178 Orchard S106 Funds	6,248	6,248	0	(6,248)			0.0%	
CAPITAL EXPENDITURE :- Income	<u>6,248</u>	<u>432,158</u>	<u>0</u>	<u>(432,158)</u>				<u>0</u>
4053 LOAN INTEREST	0	2,238	7,411	5,173		5,173	30.2%	
4253 LEASE INTEREST REPAID	0	0	268	268		268	0.0%	
4603 CP ex PWLB Drove Rd Cem	0	0	0	0	54,111	(54,111)	0.0%	
4604 CP ex Pwlb Franklin P A	1,952	89,002	0	(89,002)		(89,002)	0.0%	
4802 CP - New Computer Installation	0	2,026	0	(2,026)		(2,026)	0.0%	
4803 CP - Boiler Magistrates Court	0	0	1,000	1,000		1,000	0.0%	
4822 CP - Plant & Equipment	0	5,527	3,590	(1,937)		(1,937)	154.0%	
4837 CP - Allotment Buildings	0	582	5,000	4,418		4,418	11.6%	
4868 CP -- Pigeon Control	0	0	5,000	5,000		5,000	0.0%	
4869 CP - Tree & Plant Works	0	0	13,710	13,710		13,710	0.0%	
4870 CP - Market Transformation	0	0	2,000	2,000		2,000	0.0%	
4871 CP - Finance Review	0	0	5,000	5,000		5,000	0.0%	
4899 Cost Reduction & Eff. Review	0	0	25,324	25,324		25,324	0.0%	
4900 ROLLING CAPITAL FUND ALLOC'N	0	35,301	35,301	0		0	100.0%	
4980 LOAN REPAYMENT	0	4,022	16,139	12,117		12,117	24.9%	
4982 LEASE CAPITAL REPAID	0	0	3,308	3,308		3,308	0.0%	
4990 ASSET FUNDING FROM RCP	0	(2,026)	(35,300)	(33,274)		(33,274)	5.7%	
CAPITAL EXPENDITURE :- Indirect Expenditure	<u>1,952</u>	<u>136,672</u>	<u>87,751</u>	<u>(48,921)</u>	<u>54,111</u>	<u>(103,032)</u>	<u>217.4%</u>	<u>0</u>
Net Income over Expenditure	<u>4,296</u>	<u>295,485</u>	<u>(87,751)</u>	<u>(383,236)</u>				
<b>110 PUBLIC CONVENIENCES</b>								
1091 INC-MISCELLANEOUS	0	0	3,250	3,250			0.0%	
PUBLIC CONVENIENCES :- Income	<u>0</u>	<u>0</u>	<u>3,250</u>	<u>3,250</u>			<u>0.0%</u>	<u>0</u>
4011 RATES	0	0	3,250	3,250		3,250	0.0%	
4012 WATER RATES	0	479	2,000	1,521		1,521	23.9%	
4016 CLEANING COSTS	1,595	12,940	10,000	(2,940)	440	(3,380)	133.8%	
4017 JANITORIAL MATERIALS	0	346	0	(346)		(346)	0.0%	
4036 PROPERTY MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4038 MAINTENANCE CONTRACT	0	0	1,000	1,000		1,000	0.0%	
4042 EQUIPT MAINT/REPAIR	0	0	500	500		500	0.0%	
4047 MATERIALS/TOOLS	0	42	500	458		458	8.4%	
<b>PUBLIC CONVENIENCES :- Indirect Expenditure</b>	<b>1,595</b>	<b>13,806</b>	<b>18,250</b>	<b>4,444</b>	<b>440</b>	<b>4,004</b>	<b>78.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,595)</b>	<b>(13,806)</b>	<b>(15,000)</b>	<b>(1,194)</b>				
<b>111 CORPORATE MANAGEMENT</b>								
1076 PRECEPT RECEIVED	0	1,424,171	1,424,171	0			100.0%	
1096 INTEREST RECEIVED	2,781	7,643	420	(7,223)			1819.8%	
<b>CORPORATE MANAGEMENT :- Income</b>	<b>2,781</b>	<b>1,431,814</b>	<b>1,424,591</b>	<b>(7,223)</b>			<b>100.5%</b>	<b>0</b>
4057 AUDIT FEES	0	460	4,000	3,540		3,540	11.5%	
<b>CORPORATE MANAGEMENT :- Indirect Expenditure</b>	<b>0</b>	<b>460</b>	<b>4,000</b>	<b>3,540</b>	<b>0</b>	<b>3,540</b>	<b>11.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,781</b>	<b>1,431,354</b>	<b>1,420,591</b>	<b>(10,763)</b>				
<b>112 DEMOCRATIC REP'N &amp; MGM'T</b>								
4014 ELECTRICITY	0	18	0	(18)		(18)	0.0%	
4024 SUBSCRIPTIONS	0	2,870	3,000	130		130	95.7%	
4082 NEIGHBOURHOOD PLAN	3,575	4,850	0	(4,850)		(4,850)	0.0%	
4085 COUNCIL WEBSITE	0	2,419	2,225	(194)		(194)	108.7%	
4090 Public Referendum	0	1,218	2,500	1,282		1,282	48.7%	
4135 ELECTION PROVISION	0	0	4,000	4,000		4,000	0.0%	
<b>DEMOCRATIC REP'N &amp; MGM'T :- Indirect Expenditure</b>	<b>3,575</b>	<b>11,375</b>	<b>11,725</b>	<b>350</b>	<b>0</b>	<b>350</b>	<b>97.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,575)</b>	<b>(11,375)</b>	<b>(11,725)</b>	<b>(350)</b>				
<b>113 CIVIC ACTIVITIES &amp; EXPENSES</b>								
1091 INC-MISCELLANEOUS	0	101	0	(101)			0.0%	
1300 INC-MAYORS CHARITY	4	1,101	0	(1,101)			0.0%	
<b>CIVIC ACTIVITIES &amp; EXPENSES :- Income</b>	<b>4</b>	<b>1,202</b>	<b>0</b>	<b>(1,202)</b>				<b>0</b>
4112 TOWN MAYOR'S ALLOW.	0	0	1,000	1,000		1,000	0.0%	
4166 TWINNING	0	0	250	250		250	0.0%	
4179 CIVIC FUNCTIONS	0	775	1,000	225		225	77.5%	
4180 CIVIC REGALIA REPAIRS ETC	0	79	250	171	15	156	37.6%	
<b>CIVIC ACTIVITIES &amp; EXPENSES :- Indirect Expenditure</b>	<b>0</b>	<b>854</b>	<b>2,500</b>	<b>1,646</b>	<b>15</b>	<b>1,631</b>	<b>34.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4</b>	<b>348</b>	<b>(2,500)</b>	<b>(2,848)</b>				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>115 ORCHARD COMMUNITY CENTRE</u>								
1077 INC-S106 GRANTS	0	3,160	0	(3,160)			0.0%	
1082 INC-LETTINGS	3,762	27,415	32,500	5,085			84.4%	
1091 INC-MISCELLANEOUS	18	18	0	(18)			0.0%	
ORCHARD COMMUNITY CENTRE :- Income	3,780	30,594	32,500	1,906			94.1%	0
4001 STAFF SALARIES	6,558	44,711	59,817	15,106		15,106	74.7%	
4002 EMPLOYERS N.I	696	4,537	5,012	475		475	90.5%	
4003 EMPLOYERS SUPERANN.	1,244	11,494	16,031	4,537		4,537	71.7%	
4007 HEALTH & SAFETY	0	1,050	500	(550)		(550)	210.0%	
4009 STAFF TRAVEL	0	278	400	122		122	69.5%	
4011 RATES	0	0	6,200	6,200		6,200	0.0%	
4012 WATER RATES	0	485	240	(245)		(245)	201.9%	
4014 ELECTRICITY	241	1,072	7,000	5,928		5,928	15.3%	
4015 GAS	1,145	5,190	2,300	(2,890)		(2,890)	225.7%	
4016 CLEANING COSTS	0	688	1,400	712	13	699	50.1%	
4017 JANITORIAL MATERIALS	0	271	0	(271)		(271)	0.0%	
4020 MISC. ESTABLISH.COST	0	0	54	54		54	0.0%	
4022 POSTAGE	0	15	0	(15)		(15)	0.0%	
4023 STATIONERY	0	0	200	200		200	0.0%	
4036 PROPERTY MAINTENANCE	0	4,376	1,000	(3,376)	18	(3,394)	439.4%	
4038 MAINTENANCE CONTRACT	165	165	1,700	1,535		1,535	9.7%	
4042 EQUIPT MAINT/REPAIR	480	1,085	1,500	415		415	72.3%	
4060 OFFICE EQUIPMENT	0	0	300	300		300	0.0%	
4081 Licences	0	170	600	431		431	28.3%	
4103 PROTECTIVE CLOTHING	0	399	0	(399)		(399)	0.0%	
4104 REFUSE COLLECTION	0	1,303	0	(1,303)		(1,303)	0.0%	
4110 FIRE PRECAUTIONS	0	1,318	1,000	(318)		(318)	131.8%	
4128 EQUIPMENT	113	190	500	310	30	280	44.0%	
4134 SECURITY	0	0	0	0	2,877	(2,877)	0.0%	
4144 CCTV	6,248	6,248	0	(6,248)		(6,248)	0.0%	
ORCHARD COMMUNITY CENTRE :- Indirect Expenditure	16,890	85,044	105,754	20,710	2,938	17,772	83.2%	0
Net Income over Expenditure	(13,110)	(54,451)	(73,254)	(18,803)				
<u>210 GENERAL</u>								
4064 ANNUAL HANGING BASKETS	0	4,524	5,000	476	1,973	(1,498)	130.0%	
GENERAL :- Indirect Expenditure	0	4,524	5,000	476	1,973	(1,498)	130.0%	0
Net Expenditure	0	(4,524)	(5,000)	(476)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>212 RECREATION GROUNDS</u>								
1077 INC-S106 GRANTS	0	5,579	0	(5,579)			0.0%	
1081 INC-RENT	0	2,110	5,000	2,890			42.2%	
1083 INC-PITCH HIRE	1,570	7,308	5,000	(2,308)			146.2%	
1091 INC-MISCELLANEOUS	0	480	0	(480)			0.0%	
RECREATION GROUNDS :- Income	1,570	15,477	10,000	(5,477)			154.8%	0
4011 RATES	378	3,407	4,700	1,293		1,293	72.5%	
4012 WATER RATES	319	5,602	11,500	5,898		5,898	48.7%	
4014 ELECTRICITY	491	2,910	7,500	4,590		4,590	38.8%	
4017 JANITORIAL MATERIALS	0	13	0	(13)		(13)	0.0%	
4037 GROUNDS MAINTENANCE	1,400	5,056	7,000	1,944	460	1,484	78.8%	
4038 MAINTENANCE CONTRACT	390	4,993	8,000	3,007	992	2,015	74.8%	
4039 PLAY. EQUIP. MAINT.	0	673	0	(673)		(673)	0.0%	
4043 FENCING & GATES	0	366	2,000	1,634		1,634	18.3%	
4044 TREES & PLANTS	0	800	1,500	700		700	53.3%	
4047 MATERIALS/TOOLS	0	65	0	(65)		(65)	0.0%	
4067 PEST CONTROL	0	0	1,500	1,500		1,500	0.0%	
4100 FERT./SEEDS/WEEDKILL	0	0	200	200		200	0.0%	
4104 REFUSE COLLECTION	479	3,973	200	(3,773)		(3,773)	1986.7%	
4110 FIRE PRECAUTIONS	0	229	1,500	1,271		1,271	15.3%	
4114 LITTER BINS	0	0	1,500	1,500		1,500	0.0%	
4128 EQUIPMENT	0	100	2,000	1,900		1,900	5.0%	
4134 SECURITY	0	1,742	500	(1,242)		(1,242)	348.4%	
RECREATION GROUNDS :- Indirect Expenditure	3,458	29,930	49,600	19,670	1,452	18,218	63.3%	0
Net Income over Expenditure	(1,887)	(14,453)	(39,600)	(25,147)				
<u>901 CENTRAL SERVICES</u>								
1078 INC-MISC GRANTS	0	1,000	0	(1,000)			0.0%	
1091 INC-MISCELLANEOUS	0	248	0	(248)			0.0%	
CENTRAL SERVICES :- Income	0	1,248	0	(1,248)				0
4001 STAFF SALARIES	33,619	257,422	384,830	127,409		127,409	66.9%	
4002 EMPLOYERS N.I	3,480	27,878	44,830	16,952		16,952	62.2%	
4003 EMPLOYERS SUPERANN.	6,916	48,543	79,894	31,351		31,351	60.8%	
4005 AGENCY STAFF	0	23,666	10,000	(13,666)		(13,666)	236.7%	
4007 HEALTH & SAFETY	0	537	2,800	2,263	115	2,149	23.3%	
4008 STAFF TRAINING	925	7,458	10,000	2,542	73	2,470	75.3%	
4009 STAFF TRAVEL	211	1,397	1,500	103		103	93.1%	
4010 MISC. STAFF COSTS	0	830	1,000	170		170	83.0%	
4012 WATER RATES	0	119	500	381		381	23.9%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4014 ELECTRICITY	347	2,525	4,000	1,475		1,475	63.1%	
4016 CLEANING COSTS	520	4,542	7,500	2,958	120	2,838	62.2%	
4017 JANITORIAL MATERIALS	0	489	0	(489)		(489)	0.0%	
4020 MISC. ESTABLISH.COST	0	119	250	132		132	47.4%	
4021 TELEPHONE & FAX	1,176	8,628	13,500	4,872		4,872	63.9%	
4022 POSTAGE	0	1,032	1,500	468	90	378	74.8%	
4023 STATIONERY	0	2,119	3,500	1,381	1,486	(105)	103.0%	
4025 INSURANCE	0	15,875	21,000	5,125		5,125	75.6%	
4026 COMPUTER	4,002	37,016	33,790	(3,226)	748	(3,975)	111.8%	
4027 PHOTOCOPIER	423	2,521	5,600	3,079	240	2,839	49.3%	
4029 OFFICE REFURBISHMENT	0	208	0	(208)	142	(350)	0.0%	
4030 ADVERTISING, RECRUITMENT	150	5,014	5,000	(14)	635	(649)	113.0%	
4031 ADVERTISING	261	3,358	2,900	(458)	2,140	(2,598)	189.6%	
4032 PUBLICITY	0	0	0	0	449	(449)	0.0%	
4036 PROPERTY MAINTENANCE	0	657	0	(657)		(657)	0.0%	
4047 MATERIALS/TOOLS	0	66	0	(66)	10	(76)	0.0%	
4051 BANK CHARGES	41	1,901	2,000	99		99	95.1%	
4056 LEGAL EXPENSES	0	0	4,500	4,500		4,500	0.0%	
4058 PROFESSIONAL FEES	426	24,601	10,000	(14,601)	705	(15,306)	253.1%	
4059 CONSULTANCY	0	1,322	2,000	678	1,250	(572)	128.6%	
4060 OFFICE EQUIPMENT	0	996	1,000	4	58	(54)	105.4%	
4065 TC EVENTS (FESTIVAL)	0	801	0	(801)		(801)	0.0%	
4073 PAYROLL BUREAU FEES	0	559	1,500	941		941	37.3%	
4074 ACCOUNTANCY FEES	931	10,989	15,000	4,011		4,011	73.3%	
4081 Licences	0	100	0	(100)	111	(211)	0.0%	
4092 Card Processing Fees	(0)	296	0	(296)		(296)	0.0%	
4103 PROTECTIVE CLOTHING	0	129	0	(129)	59	(188)	0.0%	
4104 REFUSE COLLECTION	91	186	0	(186)		(186)	0.0%	
4125 Misc Costs	0	428	0	(428)		(428)	0.0%	
4127 SIGNS	0	0	1,000	1,000		1,000	0.0%	
4128 EQUIPMENT	0	2,135	500	(1,635)		(1,635)	426.9%	
4140 CHRISTMAS ACTIVITIES	169	169	0	(169)	39	(208)	0.0%	
<b>CENTRAL SERVICES :- Indirect Expenditure</b>	<b>53,688</b>	<b>496,631</b>	<b>671,394</b>	<b>174,763</b>	<b>8,469</b>	<b>166,294</b>	<b>75.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(53,688)</b>	<b>(495,383)</b>	<b>(671,394)</b>	<b>(176,011)</b>				
<b>902 PUBLIC REALM</b>								
1081 INC-RENT	1,712	4,459	0	(4,459)			0.0%	
<b>PUBLIC REALM :- Income</b>	<b>1,712</b>	<b>4,459</b>	<b>0</b>	<b>(4,459)</b>				<b>0</b>
4001 STAFF SALARIES	20,074	173,564	199,305	25,741		25,741	87.1%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4002 EMPLOYERS N.I	1,829	16,708	18,595	1,887		1,887	89.9%	
4003 EMPLOYERS SUPERANN.	4,245	33,258	47,307	14,049		14,049	70.3%	
4007 HEALTH & SAFETY	0	0	0	0	271	(271)	0.0%	
4008 STAFF TRAINING	0	722	0	(722)		(722)	0.0%	
4009 STAFF TRAVEL	0	374	0	(374)		(374)	0.0%	
4014 ELECTRICITY	105	155	0	(155)		(155)	0.0%	
4017 JANITORIAL MATERIALS	0	313	0	(313)		(313)	0.0%	
4023 STATIONERY	0	126	100	(26)		(26)	126.0%	
4025 INSURANCE	0	5,423	300	(5,123)		(5,123)	1807.6%	
4026 COMPUTER	0	546	0	(546)		(546)	0.0%	
4030 ADVERTISING, RECRUITMENT	0	1,159	0	(1,159)		(1,159)	0.0%	
4037 GROUNDS MAINTENANCE	0	28	0	(28)	336	(364)	0.0%	
4041 EQUIPMENT HIRE	0	594	1,000	406	395	11	98.9%	
4042 EQUIPT MAINT/REPAIR	0	967	2,000	1,033	30	1,003	49.8%	
4044 TREES & PLANTS	980	7,510	10,500	2,990	9,729	(6,739)	164.2%	
4046 VEHICLE LEASING	0	5,158	10,000	4,842		4,842	51.6%	
4047 MATERIALS/TOOLS	0	1,161	0	(1,161)	430	(1,590)	0.0%	
4048 VEHICLE MAINT/REPAIR	64	2,067	10,000	7,933	138	7,796	22.0%	
4049 VEHICLE FUEL	1,472	6,793	8,000	1,207		1,207	84.9%	
4050 VEHICLE TAX	0	568	675	107		107	84.1%	
4056 LEGAL EXPENSES	1,500	1,500	0	(1,500)		(1,500)	0.0%	
4100 FERT./SEEDS/WEEDKILL	0	0	700	700		700	0.0%	
4101 MOWER REPAIRS	0	463	0	(463)	2,136	(2,599)	0.0%	
4103 PROTECTIVE CLOTHING	85	1,510	2,500	990	23	967	61.3%	
4114 LITTER BINS	0	0	0	0	111	(111)	0.0%	
4119 SKIP HIRE	0	700	800	100		100	87.5%	
4128 EQUIPMENT	0	1,834	0	(1,834)		(1,834)	0.0%	
<b>PUBLIC REALM :- Indirect Expenditure</b>	<b>30,353</b>	<b>263,200</b>	<b>311,782</b>	<b>48,582</b>	<b>13,598</b>	<b>34,984</b>	<b>88.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(28,641)</b>	<b>(258,741)</b>	<b>(311,782)</b>	<b>(53,041)</b>				
<b>903 DEPOT</b>								
4007 HEALTH & SAFETY	0	224	0	(224)	37	(261)	0.0%	
4011 RATES	0	27,732	16,000	(11,732)		(11,732)	173.3%	
4012 WATER RATES	0	(683)	1,500	2,183		2,183	(45.5%)	
4013 RENT	14,351	53,919	50,000	(3,919)		(3,919)	107.8%	
4014 ELECTRICITY	0	(831)	2,500	3,331		3,331	(33.3%)	
4015 GAS	0	0	1,500	1,500		1,500	0.0%	
4017 JANITORIAL MATERIALS	449	449	0	(449)	488	(938)	0.0%	
4020 MISC. ESTABLISH.COST	0	0	500	500		500	0.0%	
4025 INSURANCE	1,110	1,110	0	(1,110)		(1,110)	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2022

Month No: 9

December 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4036 PROPERTY MAINTENANCE	0	75	0	(75)		(75)	0.0%	
4042 EQUIPT MAINT/REPAIR	0	0	1,000	1,000		1,000	0.0%	
4093 SERVICE CHARGE	0	812	0	(812)		(812)	0.0%	
4104 REFUSE COLLECTION	0	634	0	(634)		(634)	0.0%	
4110 FIRE PRECAUTIONS	0	0	0	0	189	(189)	0.0%	
4144 CCTV	0	339	0	(339)	1,180	(1,519)	0.0%	
DEPOT :- Indirect Expenditure	15,911	83,779	73,000	(10,779)	1,895	(12,674)	117.4%	0
Net Expenditure	<u>(15,911)</u>	<u>(83,779)</u>	<u>(73,000)</u>	<u>10,779</u>				
<b>904 REPAIRS &amp; MAINTENANCE</b>								
4042 EQUIPT MAINT/REPAIR	0	1,940	13,611	11,671		11,671	14.3%	
4115 SEATING	0	32	0	(32)		(32)	0.0%	
REPAIRS & MAINTENANCE :- Indirect Expenditure	0	1,972	13,611	11,639	0	11,639	14.5%	0
Net Expenditure	<u>0</u>	<u>(1,972)</u>	<u>(13,611)</u>	<u>(11,639)</u>				
Grand Totals:- Income	23,659	1,998,384	1,546,641	(451,743)			129.2%	
Expenditure	157,507	1,305,348	1,569,771	264,423	92,576	171,846	89.1%	
Net Income over Expenditure	<u>(133,848)</u>	<u>693,035</u>	<u>(23,130)</u>	<u>(716,165)</u>				
Movement to/(from) Gen Reserve	<u>(133,848)</u>	<u>693,035</u>						

Date: 10/01/2023

Biggleswade Town Council

Time: 16:18

Cashbook 1

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Unity Trust A/C

Payments made between 01/12/2022 and 31/12/2022

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/12/2022	Node IT Solutions Ltd	DD-4	138.00	138.00		501			Wiping laptop for Peter Tarran
05/12/2022	ADT Fire & Security plc	BACS	2,333.12	2,333.12		501			Alarm system cemetery workshop
05/12/2022	CoolerAid Ltd	BACS-2	55.80	55.80		501			19L Still Bottle
05/12/2022	Stratton House Hotel	BACS-3	532.65	532.65		501			Christmas Dinner
05/12/2022	Mr N Gurney	BACS-4	295.00	295.00		501			Sound system for War Mem
05/12/2022	Henlow Building Supplies	BACS-5	61.68	61.68		501			Paint for Xmas Stars
05/12/2022	Central Bedfordshire Council	DDR1	2,745.00	2,745.00		501			Non dom rates - Eldon Way
05/12/2022	Central Bedfordshire Council	Std Ord	4,599.00			4011	101	75.00	Rates 22/23
						4011	101	904.00	Rates 22/23
						4011	101	12.00	Rates 22/23
						4011	212	87.00	Rates 22/23
						4011	101	195.00	Rates 22/23
						4011	101	25.00	Rates 22/23
						4011	104	77.00	Rates 22/23
						4011	212	291.00	Rates 22/23
						4011	105	312.00	Rates 22/23
						4011	105	337.00	Rates 22/23
						4011	106	416.00	Rates 22/23
						4011	105	164.00	Rates 22/23
						4011	104	324.00	Rates 22/23
						4011	105	283.00	Rates 22/23
						4011	105	1,081.00	Rates 22/23
						4011	106	16.00	Rates 22/23
08/12/2022	Node IT Solutions Ltd	DD-5	110.34	110.34		501			Slim Smart adapter & Delivery
12/12/2022	Node IT Solutions Ltd	DD	4,289.49	4,289.49		501			Agreement IT Services
12/12/2022	Osso Gas OSSO1108	DDR2	1,112.47	1,112.47		501			Purchase Ledger
12/12/2022	Osso Gas - OSSO1107	DDR3	1,103.85	1,103.85		501			Purchase Ledger
12/12/2022	UNITY SALARY A/C	Trsf	88,000.00			203		88,000.00	Ref December salaries
15/12/2022	Colin Ross Workwear & Safety	BACS-10	208.79	208.79		501			Executive safety shoes-size 10
15/12/2022	The Countryside Charity Bedfor	BACS-11	50.00	50.00		501			Place on planning workshop
15/12/2022	Peninsula Business Services Li	BACS-12	39.65	39.65		501			Provision of services 554218
15/12/2022	Colette Burgess	BACS-13	100.00	100.00		501			Christmas light switch on
15/12/2022	Safe I.S. Ltd	BACS-14	527.09	527.09		501			Orchard centre-
Subtotal Carried Forward:			106,301.93	13,702.93	0.00			92,599.00	

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									Emergency light
15/12/2022	J R GOLDTHORPE & SON	BACS-15	42.38	42.38		501			2 Fluorescent lamps
15/12/2022	Bluestone Planning	BACS-16	1,586.28	1,586.28		501			Planning consultancy support
15/12/2022	Huxley Electrical Services	BACS-17	825.00	825.00		501			Replace lampost at Bowls Club
15/12/2022	Christmas Decorators	BACS-18	12,368.40	12,368.40		501			Christmas Scheme
15/12/2022	Urban Vision Enterprise CIC	BACS-19	4,290.00	4,290.00		501			Additional Plan Help (May-Sep)
15/12/2022	June Essex	BACS-20	105.00	105.00		501			War Mem Photography & mileage
15/12/2022	Turfcare Leisure Services Ltd	BACS-21	690.47	690.47		501			Maintenance of Bowlign Green
15/12/2022	Beds Bulletin Ltd	BACS-22	261.00	261.00		501			Advert in December Editions
15/12/2022	Harrier Office Supplies Ltd	BACS-23	215.62	215.62		501			Toilet roll, Hand Wash & Towels
15/12/2022	DCK Accounting Solutions Ltd	BACS-24	1,122.23	1,122.23		501			Assistance fees and Travel-Nov
15/12/2022	ADT Fire & Security plc	BACS-25	133.50	133.50		501			Provision for keyholding servi
15/12/2022	Parallel HR Ltd	BACS-26	1,056.00	1,056.00		501			BTC HR Services
15/12/2022	Parkes Print & Design	BACS-27	449.00	449.00		501			Christmas Programmes
15/12/2022	R & C Hyett	BACS-28	2,115.00	2,115.00		501			Cleaning BTC-Office
15/12/2022	Hire or Buy Group Ltd	BACS-29	358.00	358.00		501			Petrol Brushcutter
15/12/2022	John O'Conner (Grounds Mainten	BACS-30	4,848.00	4,848.00		501			Tree works Kiteland Rec ground
15/12/2022	Stratton House Hotel	BACS-6	168.95	168.95		501			Christmas do drinks (9th dec)
15/12/2022	Paul Langshaw	BACS-7	70.00	70.00		501			Christmas fair photographs
15/12/2022	ERG Facilities Ltd	BACS-8	576.00	576.00		501			Supply and fit gas valve
15/12/2022	CV LIBRARY	BACS-9	180.00	180.00		501			Job recruitment- Caretaker
15/12/2022	Integrating Solutions Limited	DD-1	212.38	212.38		501			Photocopier reading- MX3061FK
15/12/2022	Lex Autolease Ltd	DDR4	410.64	410.64		501			Purchase Ledger
15/12/2022	Osborn	FP	52.00			103		52.00	Sales Recpts Page 3644
15/12/2022	Elvin	FP	30.00			103		30.00	Sales Recpts Page 3645
15/12/2022	Hancock	FP	90.00		15.00	1089	105	75.00	Hancock Worker Permit refund
Subtotal Carried Forward:			138,557.78	45,786.78	15.00			92,756.00	



## Unity Trust A/C

Payments made between 01/12/2022 and 31/12/2022

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
15/12/2022	McLaughlin	FP	25.00			103		25.00	Sales Recpts Page 3648
15/12/2022	Koprewicz	FP	100.00			103		100.00	Sales Recpts Page 3649
16/12/2022	Petty Cash	300001	200.00			210		200.00	Petty Cash
16/12/2022	British Telecommunications PLC	DD-3	579.61	579.61		501			BT Bill- Dec
16/12/2022	Fuel Genie DDR	DD-7	1,123.50	1,123.50		501			Fuel(1/11/22 - 30/11/22)
20/12/2022	AIB Merchant Services	118.68	118.68	118.68		501			AIB Serv charge- Nov paid Dec
20/12/2022	Lloyds Current A/C	202380	105.19			202		105.19	Colin Ross Workwear
20/12/2022	Lloyds Current A/C	202398	62.39			202		62.39	Colin Ross Workwear
20/12/2022	citrusHR Limited	DD-6	75.00	75.00		501			Membership- 15/12/22 to 14/1/23
23/12/2022	EE - DDR	DD-6	416.60	416.60		501			Plan charge- Dec
28/12/2022	BNP Paribas	DDR5	220.66	220.66		501			Purchase Ledger
29/12/2022	OPUS Energy (Corporate) Limite	BACS	1,619.19	1,619.19		501			Orchard Centre Dec bill
29/12/2022	Anglian Water Business Ltd. (N	DDR!	307.17	307.17		501			1267-Fairfield water charges
29/12/2022	Harrison Clark	S/O	9,000.00			4126	105	9,000.00	Car Park rent
30/12/2022	F & R Cawley Ltd	BACS	1,189.45	1,189.45		501			Waste & recycling- BTC
30/12/2022	Anglian Water Business Ltd. (N	DDR2	12.03	12.03		501			1266-The Lakes water charges
31/12/2022	Unity Bank	DDR	16.49			4051	901	16.49	Bank charges
31/12/2022	Hawkins	FP	25.00			103		25.00	Sales Recpts Page 3647
Total Payments:			153,753.74	51,448.67	15.00			102,290.07	

10/01/2023

## Biggleswade Town Council

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## Summary Income &amp; Expenditure by Budget Heading 31/12/2022

Month No: 9

December 2022

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
<b>Finance &amp; General Purposes</b>									
101	B'SWADE MAGISTRATES COURT	Income	0	(100)	0	100		0.0%	
		Expenditure	3,217	29,956	35,700	5,744	1,346	4,398	87.7%
	Movement to/(from) Gen Reserve	<u>(3,217)</u>	<u>(30,056)</u>						
108	GRANTS (INCL S137)	Expenditure	(2,560)	23,610	32,767	9,157	9,157	72.1%	
109	CAPITAL EXPENDITURE	Income	6,248	432,158	0	(432,158)		0.0%	
		Expenditure	1,952	136,672	87,751	(48,921)	54,111	(103,032)	217.4%
	Movement to/(from) Gen Reserve	<u>4,296</u>	<u>295,485</u>						
111	CORPORATE MANAGEMENT	Income	2,781	1,431,814	1,424,591	(7,223)		100.5%	
		Expenditure	0	460	4,000	3,540	3,540	11.5%	
	Movement to/(from) Gen Reserve	<u>2,781</u>	<u>1,431,354</u>						
112	DEMOCRATIC REP'N & MGMT	Expenditure	3,575	11,375	11,725	350	350	97.0%	
113	CIVIC ACTIVITIES & EXPENSES	Income	4	1,202	0	(1,202)		0.0%	
		Expenditure	0	854	2,500	1,646	15	1,631	34.8%
	Movement to/(from) Gen Reserve	<u>4</u>	<u>348</u>						
115	ORCHARD COMMUNITY CENTRE	Income	3,780	30,594	32,500	1,906		94.1%	
		Expenditure	16,890	85,044	105,754	20,710	2,938	17,772	83.2%
	Movement to/(from) Gen Reserve	<u>(13,110)</u>	<u>(54,451)</u>						
901	CENTRAL SERVICES	Income	0	1,248	0	(1,248)		0.0%	
		Expenditure	53,688	496,631	671,394	174,763	8,469	166,294	75.2%
	Movement to/(from) Gen Reserve	<u>(53,688)</u>	<u>(495,383)</u>						
	Finance & General Purposes Income	<u>12,813</u>	<u>1,896,916</u>	<u>1,457,091</u>	<u>(439,825)</u>			<u>130.2%</u>	
	Expenditure	<u>76,763</u>	<u>784,603</u>	<u>951,591</u>	<u>166,988</u>	<u>66,879</u>	<u>100,109</u>	<u>89.5%</u>	
	Movement to/(from) Gen Reserve	<u>(63,950)</u>	<u>1,112,313</u>						

## Summary Income &amp; Expenditure by Budget Heading 31/12/2022

December 2022

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Public Land &amp; Open Spaces</b>								
102 ALLOTMENTS	Income	541	7,336	9,500	2,164			77.2%
	Expenditure	116	1,675	1,415	(260)	1,646	(1,906)	234.7%
	Movement to/(from) Gen Reserve	<u>425</u>	<u>5,661</u>					
104 BURIAL GROUNDS	Income	3,900	29,148	21,000	(8,148)			138.8%
	Expenditure	470	4,969	7,700	2,731	29	2,702	64.9%
	Movement to/(from) Gen Reserve	<u>3,430</u>	<u>24,179</u>					
210 GENERAL	Expenditure	0	4,524	5,000	476	1,973	(1,498)	130.0%
212 RECREATION GROUNDS	Income	1,570	15,477	10,000	(5,477)			154.8%
	Expenditure	3,458	29,930	49,600	19,670	1,452	18,218	63.3%
	Movement to/(from) Gen Reserve	<u>(1,887)</u>	<u>(14,453)</u>					
902 PUBLIC REALM	Income	1,712	4,459	0	(4,459)			0.0%
	Expenditure	30,353	263,200	311,782	48,582	13,598	34,984	88.8%
	Movement to/(from) Gen Reserve	<u>(28,641)</u>	<u>(258,741)</u>					
903 DEPOT	Expenditure	15,911	83,779	73,000	(10,779)	1,895	(12,674)	117.4%
904 REPAIRS & MAINTENANCE	Expenditure	0	1,972	13,611	11,639		11,639	14.5%
	Public Land & Open Spaces Income	<u>7,723</u>	<u>56,420</u>	<u>40,500</u>	<u>(15,920)</u>			139.3%
	Expenditure	<u>50,308</u>	<u>390,050</u>	<u>462,108</u>	<u>72,058</u>	<u>20,594</u>	<u>51,464</u>	88.9%
	Movement to/(from) Gen Reserve	<u>(42,584)</u>	<u>(333,630)</u>					

## Summary Income &amp; Expenditure by Budget Heading 31/12/2022

December 2022

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Town Centre Management</b>								
103 STREET LIGHTS	Expenditure	0	390	0	(390)		(390)	0.0%
105 CAR PARKS	Income	2,758	31,954	28,000	(3,954)			114.1%
	Expenditure	11,682	55,400	75,400	20,000	2,260	17,740	76.5%
	Movement to/(from) Gen Reserve	<u>(8,923)</u>	<u>(23,446)</u>					
106 MARKET	Income	0	12,229	17,800	5,571			68.7%
	Expenditure	1,826	15,213	21,722	6,509	57	6,452	70.3%
	Movement to/(from) Gen Reserve	<u>(1,826)</u>	<u>(2,984)</u>					
107 TOWN CENTRE GENERAL	Income	364	865	0	(865)			0.0%
	Expenditure	15,334	45,886	40,700	(5,186)	2,347	(7,533)	118.5%
	Movement to/(from) Gen Reserve	<u>(14,970)</u>	<u>(45,021)</u>					
110 PUBLIC CONVENIENCES	Income	0	0	3,250	3,250			0.0%
	Expenditure	1,595	13,806	18,250	4,444	440	4,004	78.1%
	Movement to/(from) Gen Reserve	<u>(1,595)</u>	<u>(13,806)</u>					
	Town Centre Management Income	<u>3,123</u>	<u>45,048</u>	<u>49,050</u>	<u>4,002</u>			<u>91.8%</u>
	Expenditure	<u>30,436</u>	<u>130,695</u>	<u>156,072</u>	<u>25,377</u>	<u>5,104</u>	<u>20,273</u>	<u>87.0%</u>
	Movement to/(from) Gen Reserve	<u>(27,314)</u>	<u>(85,648)</u>					
	Grand Totals:- Income	23,659	1,998,384	1,546,641	(451,743)			129.2%
	Expenditure	157,507	1,305,348	1,569,771	264,423	92,576	171,846	89.1%
	Net Income over Expenditure	<u>(133,848)</u>	<u>693,035</u>	<u>(23,130)</u>	<u>(716,165)</u>			
	Movement to/(from) Gen Reserve	<u>(133,848)</u>	<u>693,035</u>					