



Ref: Agenda/Council – 09/01/24

4th January 2024

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 9th January 2024** 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

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

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_jxCdhNvnQrSDvjJfOmnQWw

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**

6. **MEMBERS' QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 12th December 2023** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to receive and note the minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 5th December 2023** 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 12th December 2023**.

9. **ITEMS FOR CONSIDERATION**

- a. **Creation of Biggleswade Footpath Nos. 78 & 79 and Bridleway No. 80 and the extinguishment of parts of Biggleswade Footpath Nos. 16, 19 and Bridleway No.11**

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

- b. **Update to Financial Regulations**

For Members to receive and consider a written report by the Head of Finance & Deputy RFO.

- c. **Pedestrian Safety Island, St. Andrew's Street**

For Members to receive and consider a motion by Cllr Madeline Russell.

The motion is for 'Council resolves to write to CBC Highways to request that a pedestrian safety island be installed at the north end of St. Andrew's Street at the mini-roundabout junction with the High Street and Shortmead Street, similar to the one at the south end of Shortmead Street. If width allows, there should be two lanes going north to allow for turning to both High Street and Shortmead Street. One lane is sufficient turning into St. Andrew's Street but needs to be able to accommodate large HGVs accessing the Eldon and Albone Way industrial estates.'

- d. **Proposed Diversion of parts of Footpath No. 21 and s. 26 proposed creation of a section of Bridleway No 22 in the parish of Biggleswade**

For Members to receive and consider the correspondence by Central Bedfordshire Council.

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/23/04091/FULL - 183 Holme Court Avenue, Biggleswade, SG18 8PB**

Single storey front extension

b. **CB/23/01736/MW - Warren Villas Quarry, New Road, Sandy**

Change of use of land from a former mineral extraction plant to a working inert waste recycling site with associated landscaping with bunding, siting of operational machinery, areas of aggregate storage and 2no. Office/staff buildings. Retrospective change of use of adjacent land to the north for fishing lakes.

11. PLANNING APPLICATION OUTCOMES

- a. A report of the Planning Application Outcomes (by exception applications only) as of **Tuesday 2nd January 2024**.

12. ACCOUNTS

a. **Financial Administration**

The Management Accounts report is attached in the agenda pack.

In addition, the usual financial documentation is available on the Council website as follows:

<https://biggleswadetowncouncil.gov.uk/about-the-council/finance-transparencydocuments/>

- i) Balance Sheet to 31/12/23.
- ii) Detailed Income and Expenditure to 31/12/23.
- iii) Payment Listing from 01/12/23 to 31/12/23.
- iv) Summary Income and Expenditure to 31/12/23.

13. ITEMS FOR INFORMATION

a. **Interim finance report for Mayoral Activities**

For Members to receive a written report by the Head of Finance & Deputy RFO.

b. **Proposed Temporary Road Closure – Crab Lane/Chestnut Avenue**

For Members to receive the correspondence from Central Bedfordshire Council.

c. **Proposed Temporary Road Closure – Hitchin Street**

For Members to receive the correspondence from Central Bedfordshire Council.

d. **Proposed Temporary Road Closure – Beech Avenue**

For Members to receive the correspondence from Central Bedfordshire Council.

e. **Proposed Temporary Road Closure – Mulberry Close**

For Members to receive the correspondence from Central Bedfordshire Council.

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_jxCdhNvnQrSDvjJfOmnQWw

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.

a. (The Orchard Community Centre Report)

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 12th DECEMBER 2023
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL



PRESENT:

Cllr M Foster (Mayor)
Cllr M Knight (Deputy Mayor)
Cllr G Barrett
Cllr J Jones
Cllr M North
Cllr M Russell
Cllr S Sajid
Cllr A Skilton
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 F Gumush – Meetings Administrator

Members of the Public – 4 (3 online)

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 I Agnew, Cllr D Albone, Cllr P Guilcher, Cllr S Patel.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

None.

b. Non-Pecuniary interests in any agenda item:

Cllr Russell for Item 10e, Cllr Foster for Item 10f and Cllr Jones for Item 13d.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

There were no Mayor's announcements.

4. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

5. **INVITED SPEAKER**

Julie Balaam, Community Agent

Community Agent Julie Balaam briefed Members about her role in supporting Biggleswade residents.

She explained that her wide-ranging role includes benefits advice, filling in of application forms, facilitating access to public services and providing support for those living in poverty. Ms Balaam noted that in the first half of the current financial year, she had received 29 new clients compared to 38 in total for the whole of the previous financial year. She indicated that a new flyer for the service was produced in May and in circulation.

Cllr Woodhead asked how Ms Balaam integrated with Central Bedfordshire Council social care and how that works and if she had any thoughts on preventing digital exclusion.

Ms Balaam noted that she worked closely with Adult Social Care and most of her referrals came from them. In terms of client support, she advocates for the client.

As for digital exclusion she noted that this was very relevant as forms for services and care were very detailed. She explained however that the BRCC offers an excellent IT outreach service which runs a session every Tuesday afternoon from the Kings Corner on the Kings Reach and is free. It is volunteer and staff based and helps people to use their portable devices. She added however that there was a waiting list.

Ms Balaam noted as a side issue that if she is helping a client who lives on the Kings Reach and doesn't have Wi-Fi, it is often difficult for her to do so because of the poor mobile reception there.

6. **MEMBERS' QUESTIONS**

There were no Members' questions.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. P9. Item 9a. Add the word 'to' in the resolution to read Members resolved to approve.

P11. Item 15. Change the sentence at the end of the paragraph to read "The tennis courts foundations have degraded to a point that would not allow any resurfacing to be placed on top of the existing base, rather each court would need to be rebuilt from scratch".

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on Tuesday 14th November 2023.

- b. Members **NOTED** the minutes of the Public Land & Open Spaces Committee Meeting held on Thursday 2nd November 2023.

8. **MATTERS ARISING**

There were no matters arising.

9. **ITEMS FOR CONSIDERATION**

a. **UK Shared Prosperity report**

The Head of Governance & Strategic Partnerships presented the report. In addition to the report, he noted that in late November a high-level application was sent to CBC and included the items on the table in the report; estimates were still pending.

Members commenting on the report pointed to item 4 which related to possible digital car parking boards being placed at the north and south end of the town and asked where this would be positioned. Cllr Russell pointed out that although this was still up for discussion, the Biggleswade Joint Committee had indicated that this would be at the entrances to the town – possibly at the top of London Road and the bottom of Shortmead Street.

Cllr Russell explained that items 1 to 4 in the report were discussed at the BJC with Ward Councillors as practical items which would make the town centre more attractive and easier to use.

Following further discussion, Members **RESOLVED** to **ACCEPT** the following items subject to costing and consideration:

1. Electrical power supply improvements to the Market Square.
2. Levelling pavements and pedestrian areas in the Market Square.
3. Blue and Brown 'Town Centre' directional signs.
4. Appropriate car parking signage for the Town Centre.
5. Improvements to public toilets yet to be defined.

Members **RESOLVED** to **REJECT** items 5-8 of the report.

b. **Twinning Proposal report**

Members discussed a recent twinning proposal made to the Council made an individual working with the Town Council of Bailly and Noisy-le-Roi in France.

Members noted that other twinning partnerships would not affect the current twinning the town had with Erlensee.

However, it was agreed that the matter should be deferred for 12 months.

Members **RESOLVED** for Officers to respond to the individual, thanking them for their interest.

c. **Biggleswade 5Km Run**

Members discussed the recent proposal by Mr Aiden Jones to the Town Centre Management Committee in October for a 5km run in Biggleswade.

Members noted that the route selected by Mr Jones may now not be appropriate due to improvement works being carried out on the Green Wheel and the closures of various footpaths.

Members **RESOLVED** for Officers to contact Mr Jones in the new year and suggest forming a Working Group with Mr Jones and his committee, in order to move forward on the proposal.

d. **Central Bedfordshire Council's Draft Planning Obligations Supplementary Planning Document Consultation**

Cllr Russell presented the report and explained that the aim of the planning obligations document was to provide detail about CBC's approach to securing developer contributions. She stressed that the consultation was a very important document when looking at strategic planning for the town as well as other developments around town.

Cllr Russell pointed out that the consultation document is supported by the Infrastructure Development Plan which seeks to identify the infrastructure needs across CBC to support planned growth.

Cllr Russell highlighted several aspects of the report.

- CBC will work with Town and Parish Councils in securing and delivering the necessary infrastructure.
- CBC will consider what Town and Parish Councils say about desirable infrastructure.
- The local transport plan is being reviewed.
- Outdoor sports – provision of sports facilities proposals will be considered with reference to the playing pitch strategy and the outdoor sport priority projects.
- Recreational open space – the document states that Town and Parish Councils should be considered first.
- Cemeteries – developers would need to work with Town and Parish Councils when considering new developments and the impact it would have on cemeteries.

Following discussions, Members **RESOLVED** for Cllr Russell to adapt the report, taking Members observations into consideration, before Officers forward on to CBC.

e. **Local Cycling and Walking Infrastructure Plan (LCWIPS)**

Members discussed the LCWIPS plan and noted their favour towards it.

Members **RESOLVED** that Officers respond to the survey favourably and include that the Town Council would like to see an underpass at Footpath 7 to cross the A1 to allow access to/from Upper Caldecote and Northill.

f. **Temporary Gate Closure Request for Franklins Recreation Ground**

Members discussed the correspondence from Central Bedfordshire Council whereby they requested the closure of the main gate on Franklins Recreation Ground due to construction work to be carried out adjacent to the grounds.

The work being carried out entails creating a new section of the Biggleswade Green Wheel. In order to ensure the safety of the public, the gate will need to remain closed between 4th January 2024 and 25th January 2024.

Members **RESOLVED** to grant permission.

g. **Street trading consent - new location for existing trader**

Members discussed the correspondence from Central Bedfordshire Council with regards to a change in location for the current street trading consent for The Jerk Hub.

Members **RESOLVED** for Officers to write back to CBC with their following objections:

- The Town Council is concerned that an additional day of trading appears to have been authorised by CBC (Thursday) without any consultation with BTC.
- Town Council is opposed to Thursday trading as it poses unfair competition to shops.
- Town Council is opposed to any increase in trading hours as they pose unfair competition to shops.
- Town Council opposes the proposed location as it's too close to the war memorial.

h. **Household Waste Recycling Centres (Tidy Tips) Proof of Residence**

Members discussed the correspondence from the Chairman of the Marston Moreteyne Community Centre with regards to change in policy regarding the use of Tidy Tips.

Following discussions, Members **RESOLVED** for Officers to:

- Write back in support of Marston Moreteyne Parish Council's views on the introduction of ID for the use of Tidy Tips.
- Write to Central Bedfordshire Council and encourage them to review their policy with regards to the requirements for proof of residence ID at Tidy Tips/ Recycling Centres
- Contact CBC and encourage them to include recycling of glass further in their recycling programme.

10. **PLANNING APPLICATIONS**

a. **CB/23/03635/FULL - 16 Ivel Gardens, Biggleswade, SG18 0AN**

Demolition of existing conservatory and replace with single storey rear extension on same footprint.

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

b. **CB/23/03712/FULL - 40 Rutherford Way, Biggleswade, SG18 8GA**

Loft conversion with roof lights.

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

c. **CB/23/03763/FULL - The Elms, Stratton Park, Dunton Lane, Biggleswade, SG18 8QS**

Erection of a new front porch, rear infill extension and alterations to fenestration.

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

d. **CB/23/03263/FULL - 1 Foundry Lane, Biggleswade, SG18 8DW**

Demolition of the dwelling and outbuildings. Creation of two, two bed two storey dwelling houses and four, two bed apartments with first floor podium communal gardens and covered parking bays, cycle and bin storage.

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

However, the Town Council emphasised that the application must clearly follow the local and neighbourhood plans and must take account of all CBC Officer observations.

e. **CB/23/03748/FULL - 27 Kitelands Road, Biggleswade, SG18 8NX**

Single story vaulted side extension. Single story rear extension following demolition of lean-to. Second floor extension above garage stepped in 1m from boundary wall. Garage front brought forward 700mm to mirror 1m roof pitch down side of property.

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

f. **CB/23/03757/FULL - Car Park at Chamomile Gardens, Cardamom Street, Biggleswade**

Creation of an additional 15 new parking spaces and conversion of 4 existing standard spaces into 4 accessible parking bays. Installation of new light column.

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments and on the grounds that the application provides adequate parking for the building.

g. **CB/23/03801/OUT - Land to the East of Langford Road, Biggleswade and North of Queens Way and Denny Crescent, Langford, Bedfordshire**

Outline Application: Erection of up to 170 dwellings including affordable housing, with public open space, landscaping, sustainable drainage system (SuDS) and vehicular access. All matters reserved except for means of access.

The Town Council **OBJECTS** to this application on the grounds that it will have an impact on the highway and urban coalescence.

h. **CB/23/03806/FULL - 4 St Margarets Gardens, Biggleswade, SG18 8NU**

Two storey rear extension and single storey side extension following demolition of existing garage.

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

i. **CB/TCA/23/00600 - Street record, Barn Field Close, Biggleswade, Beds, SG18 8FN**

Works to trees within a Conservation Area: T1, T2, T3 - Holm Oaks, T4 - Birch, T5, T6, T7,

T8, T9, T10 - Japanese Pagoda – Cylindrical maintenance to Crown, reduce and deadwood all the trees as required.

The Town Council has **NO OBJECTION** to this application and notes the work to be carried out.

j. **CB/TRE/23/00597 - The Close Cottage, 17A Shortmead Street, Biggleswade, SG18 0AT**

Works to a tree protected by a Tree Preservation Order (MB/88/00004/G1): Yew Tree located front of drive, remove limb over the drive back to near crown break (T1).

The Town Council **OBJECTS** to this application and supports the CBC Officers views in regards to this application.

k. **CB/23/03805/FULL - 4 The Grove, Biggleswade, SG18 8JW**

Single storey front extension and rear glass canopy/veranda.

The Town Council **OBJECTS** to this application on the following grounds:

- The impact on the street scene.
- Overbearing on adjoining properties.
- Potential loss of light.
- Use of non-similar materials.

11. **PLANNING APPLICATION OUTCOMES**

This report was **NOTED**.

12. **ACCOUNTS**

a. **Financial Administration**

- i) Balance sheet to 30/11/23.
- ii) Detailed Income and Expenditure to 30/11/23.
- iii) Payment Listing from 01/11/23 to 30/11/23.
- iv) Summary Income and Expenditure to 30/11/23.

Members **RESOLVED** to accept the reports as laid out.

13. **ITEMS FOR INFORMATION**

a. **Biggleswade Part of Bridleway No.22 and Footpath No.65 Report**

Members **NOTED** the closure request.

Members agreed for Officers to write to CBC and request that the closure dates are kept to a minimum and the work is finished as soon as possible. Members noted that a Rights of Way Officer is invited to a forthcoming Town Council meeting to discuss issues arising out of closures such as this one and potential solutions.

b. **Public Notice Parts Of Public Footpath No. 25 And No. 27 Biggleswade Closed**

Members **NOTED** the public notice.

c. **Public Notice for temporary prohibition of traffic on Market Square**

Members **NOTED** the public notice.

d. **Proposed Temporary Road Closure - Bonds Lane/ Foundry Lane, Biggleswade**

Members **NOTED** the proposed temporary closure.

Members also asked that Officers respond to CBC and request more information regarding the developer providing a timeline for completing all road surfacing works for the entire Bonds Lane at the end of the development works.

e. **Proposed Temporary Road Closure - Sycamore Close, Biggleswade**

Members **NOTED** the proposed temporary closure.

14. **PUBLIC OPEN SESSION**

Mr Mario Evans – Owner of Jerk Hub

Mr Evans speaking in regard to Item 9g - Street trading consent, explained the reasons for his desire to relocate his business.

Mr Evans noted that the reason he applied for relocation of his street food trailer was to free up the parking spaces in the Town Centre and allow more people to be able to park.

As for his trading hours, he applied for later trading hours license so that he is in the Market from 5-9pm. Mr Evans indicated that due to the cost of living, he was unable to open a shop front and chose this type of business model.

As for his proximity to the war memorial, Mr Evans said that as a former army veteran, the war memorial had meaning for him.

Cllr How, CBC Ward Councillor

Cllr How thanked the Council for inviting the Community Agent to speak and noted that her presentation was very informative.

With regard to the phone signals on the Kings Reach, Cllr How pointed out that Cllr Tranter of CBC East was running a social media page and was in contact with all the major providers with regards to the signals there.

As for the works on Sycamore Close and Beech Avenue, Cllr How indicated that if there were any public complaints with regards to the work, they could be directed to him as he is in contact with the project manager of the road works.

15. **EXEMPT**

None.

The Mayor closed the meeting at **9.10pm**

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING ON TUESDAY 5th DECEMBER 2023 AT THE OFFICES OF
BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, 4
SAFFRON ROAD, BIGGLESWADE COMMENCING AT 7.00PM

PRESENT:

Cllr D Strachan (Chairman)
Cllr I Agnew (Deputy Chairman)
Cllr D Albone
Cllr G Barrett
Cllr M Knight (ex-officio voting Member)
Cllr M North
Cllr M Russell
Cllr S Sajid
Cllr C Thomas

Mr P Tarrant – Town Clerk & Chief Executive
Mr K Hosseini – Head of Governance & Strategic Partnerships (via Zoom)
Mr R Youngs – Head of Finance & Deputy RFO
Mr I Lord – Place Shaping Manager
Ms H Calvert - Administration & HR Manager

Members of the Public – 1

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

Cllr Mark Foster.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

None.

b. Non-Pecuniary interests in any agenda item:

None.

3. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman had no announcements.

4. **PUBLIC OPEN SESSION**

Cllr Grant Fage, Ward Councillor

Cllr Fage commented on Item 10d, Annual Fees 2024 – 25, specifically for the Orchard Centre in Biggleswade East. Cllr Fage indicated that he carried out an informal study with regards to hiring out the centre with regular hirers to see what users of the Orchard thought about it. He pointed out that the feedback was generally positive, particularly citing some of the changes implemented over the last year related to the operating model.

Cllr Fage wanted to flag up the feedback he received from regular users who indicated that rooms were not always at capacity and came across as 'under-used'. They voiced concerns that the level of fees may be 'putting people off'.

Cllr Fage reiterated that an aggressive approach to seeking out new business and increasing the occupancy of the centre could be considered alongside a possible trial of restructuring fees for a year to see if it is possible to maximise the potential of the building.

5. **INVITED SPEAKER**

No guest speaker was invited.

6. **MEMBERS' QUESTIONS**

There were no Members questions.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

The draft Minutes were **APPROVED** as an accurate record of the Finance & General Purposes Committee held on Tuesday 19th September 2023.

8. **MATTERS ARISING**

None.

9. **ITEMS FOR CONSIDERATION**

a. **Financial Regulations update reference charities**

The Town Clerk & Chief Executive noted that on p28 of the agenda pack, paragraph 15.1 should refer to regulation 16 not 17 as the current paper points to.

The Chairman pointed out that historically Financial Regulation 16 would stand on its own as a Financial Regulation and asked if Members would be happy to take this on board as part of the recommendation as it would be beneficial to have the charitable aspect separate from the asset aspect.

Members **RESOLVED** to accept the recommendation which suggested the insertion of the clause under the heading 'Charitable bodies' within the section 'Assets properties and estates'. Members also **RESOLVED** that the charitable aspect is separated as a stand-alone regulation from the asset aspect.

b. **Mayor's Expenses Finance Report – half yearly position**

The Head of Finance presented the report and noted that the report followed the 10th of October Town Council meeting where Members sanctioned the new civic functions, Town Mayor's Expenses and Town Mayor's Charitable Activities policy.

Members commenting indicated the following:

- The Mayoral Board engraving cost should not be included under charitable expenses but under a civic function cost.
- The report should mention what the Mayor's chosen charities are for the year rather than repeat it under every activity mentioned.
- The Town's Mayor's Expenses and Charitable Activities should be separated as different items on the report.

Members **RESOLVED** to accept the recommendation that the format and layout is considered prior to the paper being shared with Town Council on 12th December 2023.

c. **Fleet and Mower Replacement Report**

The Head of Governance & Strategic Partnerships presented the report and noted that the report was based on discussions held around growth. He indicated that the Council's fleet and mower are well maintained but to achieve this is increasingly expensive.

Commenting on various aspects of the report, Members noted the following:

- Decision Three looks at replacing the current Isuzu with a new Maxxus Electric Vehicle as it will cost less to run. However, there are no figures to show the running cost of the Isuzu. Members asked if an EV charger had been installed at the depo and what that would entail – would it be inside or outside of the building and what would the cost be.
- It is not detailed whether the cost of the charger is included in the deal with the purchase or leasing of the vehicle.
- The report looks at replacing vehicles with one single cab and one double cab vehicle. It was agreed previously that both cabs should be double due to increasing costs and more flexibility.
- The new specialist mower has added over £18,000 to the Council's revenue budget for next year and one that will need to be considered.
- Any final decisions should not be made until full figures of the budget are considered and what effect this will have on the precept.

Responding to some of the comments, the Head of Governance & Strategic Partnerships indicated that the EV Charger would come as part of the purchase of the vehicle and fitted in at the depo simply.

As for the single/double cab vehicles, he pointed out that in a single cab vehicle, three people in a row could be carried; whilst the double cab vehicle could carry five people.

Members agreed to take each recommendation individually and make decisions on each one.

Decision one: Members **RESOLVED** to **ACCEPT** the proposal to replace the Ford SUV vehicle with a new Ford Transit double cabin vehicle.

Decision two: Members **RESOLVED** to **ACCEPT** an indicative proposal to replace one of the current Kubotas (KX 68 AXU) with a new Ford Transit double cabin vehicle.

Decision three: Members **RESOLVED** to **NOT TO REPLACE** the Isuzu with a new Maxxus EV until further information about it is reported.

Decision four: Members **RESOLVED** to **ACCEPT** an indicative proposal to keep the Isuzu Long Wheelbase for another year.

Decision five: Members **RESOLVED** to **ACCEPT** an indicative proposal to keep the current Kubotas (LT 71 ZCL) for another 12 months.

Decision six: Members **RESOLVED** to suspend financial regulations to allow the procurement of a new specialist mower as recommended.

d. **Annual Fees 2024 - 25**

The Head of Finance presented the report and indicated that the annual fees were reviewed recently in great depth. He explained that the Appendices of Fees were colour coded to reflect the comprehensive consideration given during the meeting on 16th November.

Members agreed to take each category and cost area and agree on them in their respective blocks.

Members **RESOLVED** to **ACCEPT** the Scale of Charges for Market Stall Rents.

Members **RESOLVED** to **ACCEPT** the Scale of Charges for Allotment Holders.

Members discussed the Drove Road and Stratton Way Burial Grounds fees and noted that at the top of p48, there was an indicated that non-residents include anyone who has lived outside of Biggleswade for 3 years or more. In an informal meeting recently, it was discussed that this would require a review as it could include a Biggleswade resident, who for other reasons was not living within the town, for example, in a care home.

Members **RESOLVED** to **ACCEPT** the fees for the Drove Road and Stratton Way Burial Grounds and for the Burials Policy to be reviewed and brought back to Council at a later date.

Members **RESOLVED** to **ACCEPT** that the scale of charges for Orchard Community Centre remain as stand at the current years rate, for next year, subject to any changes that may occur by Council in the future.

Members **RESOLVED** to **ACCEPT** the scale of charges for hiring of sports facilities.

Members **RESOLVED** to **ACCEPT** the scale of charges for parking permits.

10. ITEMS FOR INFORMATION

a. Finance Review Update

The Head of Finance explained that the report gave an overview of the continued progression of the Finance Review, which is now completed in full except for one point which related to car parks.

Members **NOTED** the report.

b. Original Estimate Planning Cycle 24-25

The Head of Finance explained that following a discussion with the Chairman of F&GP, he would be preparing a draft precept ahead of the next F&GP meeting in January, to give Members enough time to examine.

Members discussed arranging an informal precept meeting to give Members time to look over the documents ahead of the F&GP meeting on the 16th of January.

Members proposed that an informal precept meeting is held on 4th January 2024.

Members **NOTED** the report and agreed the informal precept for 4th January 2024.

c. Risk Management update

Members **NOTED** the report.

d. Quarterly bank reconciliations

The Chairman indicated that going forward the first two pages of the report relating to Unity Trust would suffice.

Members **NOTED** the report.

11. PUBLIC OPEN SESSION

Cllr Grant Fage, Ward Councillor

Cllr Fage commenting on Item 9d relating to the fees, noted that it was a sound decision by Town Council to pause the increase in fees for the Orchard Centre.

Cllr Fage noted that the Orchard Centre was on the agenda under exempt and therefore deciding how the centre can be used for the community was an important aspect for now and the future.

12. EXEMPT

a. Orchard Centre Operating Model

Members discussed the report.

The Chairman closed the meeting at **8.20pm**.

BIGGLESWADE TOWN COUNCIL
Town Council 9th January 2024
The Creation of Biggleswade Footpath Nos. 78 and 79 and Bridleway No. 80 and the
Extinguishment of Parts of Biggleswade Footpath Nos. 16, 19 and Bridleway No. 11.
Report

Implications of Recommendations

Corporate Strategy: Fully support the Green Infrastructure Plan produced by Bedfordshire Rural Communities Charity and actively seek to deliver those actions within the Town Council's land holding, including the protection of the Local Green Spaces.

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

The Town Council 10th October meeting discussed the correspondence from Central Bedfordshire Council planning team regarding the footpaths item and resolved as follows;

Commenting on the information and map supplied, Members indicated that extinguishing footpath 19 and saying this was duplicated by the newly created section of bridleway 11 and footpath 17 was misleading as these were both completely different walkways and give different experiences.

Members **RESOLVED** for Officers to respond to the correspondence on the basis that:

Members object to the extinguishment of Footpath 19 mentioned in proposal number 4, as one is a pleasant walking environment, whilst the other is a walk along the east side of the railway.

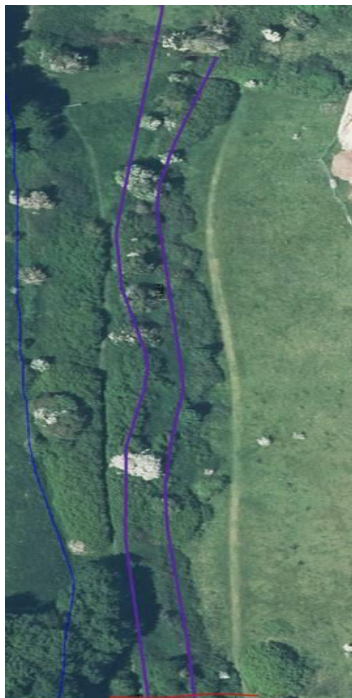
Officers promptly responded to CBC Officers. Since then, the planning team have engaged on a series of further questions with BTC Officers who have sought email responses from Members.

Summary:

Officers received a CBC email from the planning team on 6th December with the following points.

BTC members resolved that "Members object to the extinguishment of Footpath 19 mentioned in proposal number 4, as one is a pleasant walking environment, whilst the other is a walk along the east side of the railway." It would seem evident from the comment that BTC members are unaware that the route they consider "pleasant" is not the legal alignment of Footpath No. 19.

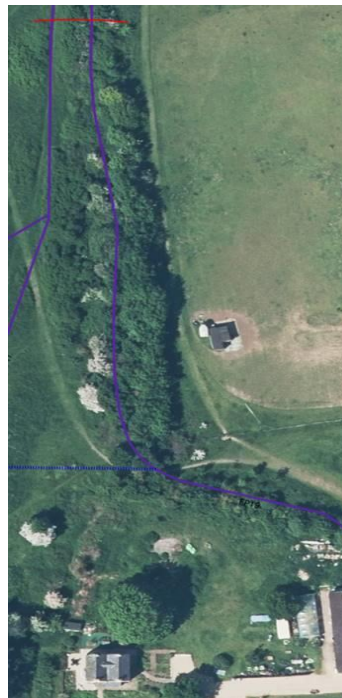
Footpath No. 19 lies completely within the dense and wide strip of blackthorn scrub and, in parts is almost 14 metres to the west of the walked route around the edge of the paddock area and is thus unwalkable. The three sections of the aerial image below show Footpath No. 19 (eastern purple line) and the pale strip of the walked route. (The red lines show where the different strips join and Footpath No. 17 is the western purple line).



North



Middle



South

CBC officers have approached Fen Reeves about their management of the blackthorn on the Common. From the CBC's perspective (either financially or for conservation purposes), it doesn't make sense to clear two parallel routes through the blackthorn that are so close together. The options are therefore potentially:

- 1) Do nothing and let people walk somewhere else as they currently do.*
- 2) Stop up Footpath No. 19 despite BTC's views and focus our efforts on Footpath No. 17 which lies 8 metres to the west.*
- 3) Divert Footpath No. 19 eastwards on to the walked route against the landowner's wishes which could lead to a claim for compensation.*

Given the presence of Footpath No. 17 immediately to the west and of the new Bridleway No. 11 alongside the railway to the east, having a third right of way here does seem excessive.

In light of the above could BTC members reconsider their comments?

CBC Officers have requested a Town Council response by the 10th of January 2024.

Recommendation:

That Members consider this new information and resolve to agree Option 1.

Karim Hosseini
Head of Governance & Strategic Partnerships

BIGGLESWADE TOWN COUNCIL
Town Council 9th January 2024
Update to Financial Regulations

Implications of Recommendations

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

Finance: Compliance with Internal audit report.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

The Council's Financial Regulations were last updated on the 11th April, 2023. This version and the previous version (dated 24th May 2022) version are missing this clause:

"Where the Council is sole managing trustee of a charitable body the Town Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk shall arrange for any audit or independent examination as may be required by Charity Law or any governing document."

Especially in light of the recent Internal Audit report, which suggested keeping separate records for the Lindsell's bequest of the Cricket ground charity, it is important for this clause to be added back in. Please see Appendix B, which is the relevant page from the Internal Audit report. Further, it is appropriate that the clause is always in place, should the Council becomes the sole managing trustee of another charitable organisation.

The recommendation of the Finance and General Purposes meeting held on the 5th December is to insert the clause under a heading "Charitable bodies" as standalone regulation 16. Please see Appendix A which is the suggested, updated Financial Regulations.

Recommendation:

That Members support adding the clause back in, relating to required actions for any charitable bodies that the Council is sole trustee of.

Rob Youngs
Head of Finance and Deputy RFO

Appendix A – suggested new Financial Regulations.

Appendix B – interim Internal Audit report 2023/24, relevant pages discussing the cricket ground.



BIGGLESWADE TOWN COUNCIL FINANCIAL REGULATIONS

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1. General

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

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

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

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

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

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

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

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

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

1.9. The RFO;

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

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

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

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

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

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

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

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

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

¹ Accounts and Audit (England) Regulations 2011/817

shall be a matter for the full Council only.

1.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £2000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

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

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

2. Accounting and audit (internal and external)

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

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

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

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

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

- Appointment of the Proper Officer & Responsible Financial Officer;

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

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

2.7. The internal auditor shall:

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

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

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

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

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

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

3. Annual estimates (budget) and forward planning

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

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

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

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

4. Budgetary control and authority to spend

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

- the Council for all items over £30,000;
- the Town Clerk, in conjunction with the Chair of the appropriate committee for items £15,00 - £30,000
- the Town Clerk for items up to £15,000

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

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

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

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

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

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

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

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

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

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

5. Banking arrangements and authorisation of payments

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

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

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

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

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

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee];
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee]; or
- c) Fund transfers within the Councils banking arrangements.

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

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

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £2,000 shall before payment, be subject to ratification by resolution of the Council.

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

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

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

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

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

6. Instructions for the making of payments

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

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

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

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

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

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

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

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

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

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

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

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

6.13. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts.

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

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

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

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

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

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

a) The RFO shall maintain a petty cash float of £300 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

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

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

7. Payment of salaries

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

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

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

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

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

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

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

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

8. Loans and investments

8.1. All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by Full Council.

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

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

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

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

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

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

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

9. Income

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

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

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

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

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

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

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

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

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

10. Orders for work, goods and services

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

10.2. Order books shall be controlled by the RFO.

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

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

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

11. Contracts

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

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

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

- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations².
- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d) When applications are made to waive Financial Regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Orders of the Council and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

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

³ Thresholds currently applicable are:

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

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

12. Payments under contracts for building or other construction works

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

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

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

13. Stores and equipment

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

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

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

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

14. Assets, properties and estates

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

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

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

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

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

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

15. Insurance

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

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

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

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

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

16. Charitable bodies

16.1. Where the Council is sole managing trustee of a charitable body the Town Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk shall arrange for any audit or independent examination as may be required by Charity Law or any governing document.

17. Risk management

17.1. The Council is responsible for putting in place arrangements for the management of risk.

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

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

18. Suspension and revision of Financial Regulations

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

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

NEXT REVIEW DATE: BY 09/01/26

Bank Reconciliation Regularly completed and cash books reconcile with bank statements

All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.

Bank Balances at 30 September 2023 were confirmed as:

PSDF	xxxxxxx001PC	£738,059.60
PSDF	xxxxxxx002PC	£213,780.00
Unity Trust (payroll)	xxxx8389	£32,730.57
Unity Trust	xxxx8376	£508,854.47

Interest from the PSDF accounts is credited directly to the current account.

Reserves General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified

The Council have adequate general reserves of £348,886 at 30/9/2023 and have identified earmarked reserves in their accounts. A Reserves Policy is in place identifying the level of general reserves held, which should not exceed the precept amount. It is suggested that the policy published on the website is updated with the 2023 year end figures.

The Council currently have 5 Public Work Loan Board loans amounting to £510,692 as at 30/9/2023.

Year-end procedures Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.

To be carried out at the year end audit.

Sole Trustee The Council has met its responsibilities as a trustee

The Council is the sole trustee of the Public Recreation Ground (Henry Martin Lindsell Bequest). Charity Number: 231489.

The last annual submission of the accounts was 11/10/2022 for the 2021 financial year (calendar year). It was reported that there were no financial transactions during the year.

It is noted that the Charity accounts are currently included in the Town Council accounts and that steps are being taken to separate the Town Council from the Charity.

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP
Tel: 07732 681125
Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM
Lynne Lodge Dip HE Local Policy

This should include:

- *Separate accounts for the Charity*
- *A separate bank account in the Charity's name*
- *Removal of the Charity's income and expenditure from the Town Council's year end accounts and the figures presented for the 2023-2024 AGAR*
- *The Council should acknowledge the Charity on the 2023-2024 AGAR:*
 - *Section 2 – Boxes 11.a and 11.b*
 - *Section 1 – Box 9*

Internal Audit Procedures

The 2023 Final Internal Audit report was considered by the Council at a meeting held on 25/4/2023 (Ref: 12.a). The second Interim report was considered at a meeting held on 11/4/2023 (Ref: 9.b).

A review of the effectiveness of the Internal Audit was carried out on 21/3/2023 (Ref: 12.d).

Heelis & Lodge were appointed as Internal Auditor at a meeting held on 21/3/2023 (Ref: 12.d).

External Audit

The Council formally approved the 2023 AGAR at a meeting of the full Council held on 25/4/2023 (Ref: 12.b.i & 12.b.ii).

The External Auditor's report was considered at a meeting held on 8/8/2023 (Ref: 9.a).

There were no matters arising from the External Audit.

Additional Comments/Recommendations

- The Annual Town Council meeting was held on 16/5/2023. The first item of business was the Election of Mayor, in accordance with Standing Orders.
- It is a requirement for either pages or minute items to be sequentially numbered for minutes kept in loose-leaf format. It is **recommended** that this is implemented as soon as possible.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Head of Finance and the Town Council staff for their assistance during the course of the audit work and the quality of documentation presented for the audit.



Heather Heelis
Heelis & Lodge
11 October 2023

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP
Tel: 07732 681125
Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM
Lynne Lodge Dip HE Local Policy

Our ref: BIG 21/Consult
Date: 03 January 2024

Dear Councillors and Parish Clerk

Highways Act 1980 - S.119 - proposed Diversion of parts of Biggleswade Footpath No. 21 and S.26 Creation of a part of Biggleswade Bridleway No. 22

The proposal is shown on the enclosed plan, stopping up the existing legal line of Footpath no. 21 between the points A-B and C-D and creating a new section of Footpath No. 21 between the points A-E-F-G-H-J-B and C-K-D. Then creating a short section of Bridleway No. 22 between the points X-Y.

The current of legal line of several sections of Biggleswade Footpath No. 21 run along the edge of the riverbank or actually within the river Ivel. Whereas the route used by the public is a tarmac path, situated approximately 5 metres from the riverbank. The proposal is to move the legal line from the river onto the used tarmac path and increase the width of the footpath from 1.5 metres to 2.5 metres between points A-J.

Biggleswade Bridleway No. 22 does not currently link to the public highway known as Mill Lane to correct this anomaly an additional short section will be created over the unregistered land to provide a link.

The overall effect of the above proposal is to correct two anomalies and in the case of the Footpath create additional width for the section between A-J.

The Council considers that there is a need to resolve these anomalies at this location to benefit the public and enhance the public right of way network. Footpath No. 21 forms a part of the Green Wheel Scheme which seeks to promote the use of a network of sustainable transport links. It is hoped that in the future cycling rights will be dedicated over the northern section of the path that will link to a new section of path between Bridleway No. 22 and Footpath No. 21. This will provide users with an off-road walking and cycling route between Hill Lane and Mill Lane.

It should be noted that Biggleswade Town council own a small portion of the land that Footpath No. 21 passes over, namely that between the points J-B

I would be grateful if you could respond with your comments about this proposal, preferably by using my email address as shown below, by **31st January 2024**.

Yours faithfully,

Clare Wild
Definitive Map Officer



HIGHWAYS ACT 1980

The Proposed Diversion of Parts of Biggleswade Footpath No. 21 and Creation of Part of Biggleswade Bridleway No. 22

- Footpath to be stopped up

Footpath to be created

Bridleway to be created

Unaffected footpath

Unaffected bridleway
- A-B, C-D

A-E-F-G-H-J-B, C-K-D

X-Y

Produced by Central Bedfordshire Council based on Crown Copyright and database right. 2023 Ordnance Survey 100049029. Central Bedfordshire Council.

Scale 1:2,500@A3

Date: 22 November 2023

Rev: 3 AM



OUTCOME OF CBC DETERMINED PLANNING					
Address	Application No.	Committee date	BTC Decision	Description	Central Beds Outcome/DATE
2020-2023					
Church Street, Biggleswade, SG18 0JS, ASDA Store	23/03421/VOC	14/11/2023	The Town Council Strongly Objects to this application for variation of condition on the following issues: - the impact and disruption at any time to local residents and the effects of noise and light pollution stemming from extended hours of service. Members highlighted that there were inaccuracies within the correspondence received.	Removal of condition 3 (Goods delivery hours) of planning permission CB/20/03923/VOC Variation of condition 3 of appeal decision APP/P0240/A/12/2185842 (Redevelopment for construction of retail store with catering facilities, bakery, pharmacy, dry cleaners, crèche and associated level parking for 363 cars, store serving and access arrangements (all matters reserved except siting and means of access). Change of opening hours).	Awaiting Outcome
High Street,8, Biggleswade, SG18 0JL	22/04939/ADV	14/03/2023	The Town council objects to the planning application on the grounds that - a. The building is in a conservation area. No consideration has been given to this in the application. b. It is visually disruptive to the street scene. And c. It is inconsistent with the Central Bedfordshire design principles.	Advertisement: sign 1 - 1 x Internally illuminated fascia, sign 2 - 1 x internally illuminated fascia, sign - 3 1 x internally illuminated fascia, sign 4 1 x IIPS wall mounted projection sign DS internally illuminated, sign 5 - 2 x Double sided illuminated poster display unit, sign 6 - 2 x window vinyls, sign 7 - 1 x window vinyl, 8 - 2 x window vinyls	1) This consent is limited to a period of five years from the date of this decision. Reason: To comply with Regulation 14 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. 2) No advertisement is to be displayed without the permission of the owner of the site or any other person with an interest in the site entitled to grant permission. 3) No advertisement shall be sited or displayed so as to - endanger persons using any highway, railway, waterway, dock, harbour or aerodrome (civil or military); obscure, or hinder the ready interpretation of, any traffic sign, railway signal or aid to navigation by water or air; or c. hinder the operation of any device used for the purpose of security or surveillance or for measuring the speed of any vehicle. 4) Any advertisement displayed, and any site used for the display of advertisements, shall be maintained in a condition that does not impair the visual amenity of the site. (continued below)

					<p>5) Any structure or hoarding erected or used principally for the purpose of displaying advertisements shall be maintained in a condition that does not endanger the public.</p> <p>6) Where any advertisement is required under these Regulations to be removed, the site shall be left in a condition that does not endanger the public or impair visual amenity.</p> <p>Reason: Conditions 2-6: To comply with the provisions of Schedule 2 (Regulation 2 (1) of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.</p> <p>7) All works shown on plan numbers: CBC01, Project J28216 Rev #0 Rev 1 (Pages 1,2,3,8 & 9) shall be fully carried out within six months of the date of this permission.</p> <p>Reason: To identify the approved plan/s to avoid doubt, as the application has been made in part retrospectively to ensure the approved works are undertaken.</p>
Home Farm House, Dunton Lane, Biggleswade, SG18 8QU	23/01989/FULL	11/07/2023	<p>The Town Council OBJECTS to this application on the grounds that:</p> <ul style="list-style-type: none"> •It is a development outside of the Green Wheel. •Entrance and exit to the site is on a blind corner and close to a roundabout and therefore unsafe. •It will add to the congestion in accessing the A1 and will lead to a potentially dangerous right of way issue. •It is deemed as overdevelopment. 	Erection of 9 new dwelling houses following the demolition of the existing dwelling house and all associated outbuildings.	Awaiting Outcome
Land off Drove Road, adj to 1A Drove Road	23/00003/DOC	24/01/2023	The Town Council STRONGLY OBJECT to the discharge conditions on this application as Council would like to see the conditions in place ahead of any planning approval.	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)	Discharge of Condition Decision Released
Land north of Lindsell's Level Crossing, Biggleswade	22/04935/ VOC	24/01/2023	The Town Council NOTED the shorter ramps and changes to right of way; however Council STRONGLY OBJECT, as they have done previously in August 2022, as this will present even less landscaping.	Variation of condition 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	Variation of Condition - Granted
Land to the East of Langford Road, Biggleswade and North of Queens Way and Denny Crescent, Langford, Bedfordshire	23/03801/OUT	12/12/2023	The Town Council OBJECTS to this application on the grounds that it will have an impact on the highway and urban coalescence.	Outline Application: Erection of up to 170 dwellings including affordable housing, with public open space, landscaping, sustainable drainage system (SuDS) and vehicular access. All matters reserved except for means of access	Awaiting Outcome

Land South of Potton Road, Biggleswade	23/02014/SECM		The Town Council OBJECTS to this application on the grounds that: <ul style="list-style-type: none">•There is insufficient background information,•There is not enough information regarding the outcome on crime and other activities if the mounds are removed,•The CCTV implications for this area are unknown.	Modification of Section 106 Agreement attached to planning permission MB/05/01477/OUT Residential development (all matters reserved except means of access) This application seeks to remove the CCTV contribution.	Awaiting Outcome
Shortmead Street, The Close Cottage, 17A, Biggleswade, SG18 0AT	TRE/23/00382	12/09/23	Members OBJECT to this planning application for the following reasons: <ul style="list-style-type: none">•The sketch is of poor quality to allow detailed assessment.•The suggestion that providing space for a removal lorry is not an appropriate reason to remove the ivy on tree T1 shown on the plan.•It is also suggested that tree T2 on the diagram be removed to near ground level because it is encroaching the drive. A TPO will have been placed to protect the tree, a small amount of pruning would suffice.	Works to a tree(s) protected by a Tree Preservation Order: MB//TPO/00004/G1 (T1) - Yew tree front of drive to remove leaning Ivy-covered stem over the drive back to crown break (T2) - Yew tree side of drive to dismantle to near ground level.	Preserved Tree - Refuse Consent Conditions or reasons:1) The trees are in a suitable condition for retention. 2) The reason for the works provided is not a sustainable solution. 3) There has been previous works which have not been approved present on the trees. 4) The removal would have a detrimental affect on the TPO as a whole. The proposal suggests moving the TPO to a different tree. This would not be a sustainable solution. 5) The removal of the trees would detrimentally affect the group of Yews.
4 The Grove, Biggleswade, SG18 8JW	23/03805/FULL	12/12/2023	The Town Council OBJECTS to this application on the following grounds: <ul style="list-style-type: none">•The impact on the street scene.•Overbearing on adjoining properties.•Potential loss of light.•Use of non-similar materials.	Single storey front extension and rear glass canopy/veranda	Awaiting Outcome
Unit P, A1 London Retail Park, London Road, Biggleswade, SG18 8NE	23/01105/FULL	08/08/2023	Members OBJECT to this planning application on the grounds that: There will be a loss of parking spaces. • There is potential risk to public safety due to the transporters loading and unloading within the main car park deliveries for all other businesses on the retail park take place in designated loading areas away from the public.	Stationing of a pod to the car park (for We Buy Any Car) retrospective.	Awaiting Outcome
Unit P, A1 London Retail Park, London Road, Biggleswade, SG18 8NE	23/01106/ADV	08/08/23	Members OBJECT to this planning application on the grounds that: There will be a loss of parking spaces. • There is potential risk to public safety due to the transporters loading and unloading within the main car park deliveries for all other businesses on the retail park take place in designated loading areas away from the public.	Advertisement: Fascia signage consisting of various vinyl signs (Retrospective).	Awaiting Outcome

Woodlands, 11 & 12, Dunton Lane, Biggleswade, Bedfordshire, SG18 8QU	22/04516/REG3	25/07/2023	<p>The Town Council wished to reiterate their former objection as set out previously following Council meetings on 10/01/23 and 14/02/23.</p> <p>The Town Council OBJECTS to some aspects of the proposed development.</p> <p>The application calls for a 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 which should be stationed further away from the road and that is not the case with this proposal.</p> <p>The Town Council has objected previously and on this occasion on the grounds of noise pollution from the road. Permanent pitches stationed near the road will obviously make the noise pollution situation worse.</p> <p>The Town Council also objects on the grounds that currently visitors temporarily use the transit pitches; once these are made permanent there will be no provision for temporary visitors.</p>	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.	<p>Regulation 3 - Granted. 1) The development hereby permitted shall begin not later than three years from the date of this permission.</p> <p>Reason: To comply with Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.</p> <p>2) Prior to the first use of the pitches, a noise assessment shall be submitted to the Local Planning Authority for approval of noise level in internal rooms and external amenity noise standards in accordance with the criteria of BS8233:2014. Approved details including for example noise barrier or other means of attenuating noise intruding upon the amenity of indoor living accommodation shall be implemented prior to the use of the pitches and thereafter be permanently retained.</p> <p>Reason: To ensure the adequate amenities of future residents, in accordance with Policy CC8 of the Central Bedfordshire Local Plan 2021</p>
					<p>3) No caravan located on the site shall be occupied for residential purposes other than by Gypsies and Travellers where these are defined as persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily or permanently, but excluding members of an organised group of travelling show people or circus people travelling together as such.</p> <p>Reason: To limit the use of the site to Gypsies and Travellers, as the proposal is justified on addressing a need for such accommodation, in accordance with Policy H7 of the Central Bedfordshire Local Plan 2021</p> <p>4) There shall be no more than 2 caravans on each pitch stationed at any one time.</p> <p>Reason: To ensure the adequate amenity of future residents, to protect the amenity of local residents, and to ensure the development would not impact upon the character and appearance of the open countryside, in accordance with Policies HQ1, H7 and EE5 of the Central Bedfordshire Local Plan 2021</p>

					<p>5) No commercial activities shall take place on the land, including the storage of materials. Reason: In order to ensure appropriate development in the open countryside and to protect the amenities of local residents in accordance with Policies HQ1, H7, EE5 and CC8 of the Central Bedfordshire Local Plan 2021</p> <p>6) The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans, numbers TQRQM22339114500179; 21055wd1.02; 17003-MODW-M&E-002AB12 Reason: To identify the approved plan/s and to avoid doubt.</p>
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BIGGLESWADE TOWN COUNCIL
Town Council 9th January 2024
Financial Management Report for December 2023

Implications of Recommendations

Corporate Strategy: In line with the Council's Corporate Aspirations 2021-25, implementation of improved financial reporting, with enhanced openness and professionalism.

Finance: Improved financial reporting with commentary for further context.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Members resolved to support the attached Financial Management Report as the main method of financial reporting in the future. This is to give more context and understanding to purely number-based system reports. This replaces the previous four reports delivered to Council each month.

The usual reports are still produced each month-end, along with a further eleven reports. The usual four reports are on the Council's website. The full pathway for the December 2023 reports is:

<https://biggleswadetowncouncil.gov.uk/about-the-council/finance-transparency-documents/>

The projected outturn after month nine suggests an underspend of £6,752. This improved position is mainly due to a current high staff turnover. This reduces salary costs as there are expected gaps between current post holders and future post holders relating to several vacancies. Any gap is a saving as salary costs also superannuation costs and employers national insurance, in addition to the basic salary. Further, new staff are generally employed at lower spinal points than the outgoing leaver, which is expected.

The Financial Management Report for December 2023 is available as Appendix A.

Recommendation:

Officers recommend that Members consider and approve the December 2023 Financial Management report.

Rob Youngs
Head of Finance and Deputy RFO

Appendix A: December 2023 Financial Management report.

Biggleswade Town Council		Management Accounts Finance Report 22/23/2023						APPENDIX A
		Actual FY22/3	Actual FY 23/4	Budget FY 23/4	Variance FY 23/4	Projected Outturn FY23/4	Committed Expenditure	COMMENTARY
ALLOTMENTS	Income	8147	9326	9500	(174)	9500		All annual rent renewal sales invoices are paid. Skip hire needed for substantial waste clearance, due to flooding and creation of extra plots. Vandal locks £600 and signs £160.
	Expenditure	3107	5822	865	(4957)	6578	238	
	Movement to/(from) Gen Reserve	5040	3504	8635	(5131)	2922		
BURIAL GROUNDS	Income	40658	20615	38745	(18130)	35000		Expected higher income in winter, but projected outturn income still reduced to £35K from £38.7K. Rates £0.6K under budget. Electricity projected at £1K (£0.5K over budget) based on recent bills. Water projected at £0.2K over budget based on April to Oct bills.
	Expenditure	8525	7641	7775	591	7233		
	Movement to/(from) Gen Reserve	32133	12974	30970	(17996)	27767		
CAR PARKS	Income	41445	37415	44000	(6585)	49500		New machines still delayed due to tickets issue. Now expected early 2024. £12.5K PO Smart City 7 car park new machines. Our insurers have paid for the recent lamppost damage.
	Expenditure	83685	59354	78826	3664	91160	15808	
	Movement to/(from) Gen Reserve	(42,239)	(21938)	(34826)	12888	(41660)		
MARKET	Income	18527	17011	20000	(2989)	22000		Income projected £22K, £2K over budget due to slightly improved Saturday business, Tuesday remains very weak. Virement to car parks for £3.8K, permissible as rates bill much lower than budget. Few costs.
	Expenditure	24665	2668	4300	1632	3722		
	Movement to/(from) Gen Reserve	(6,138)	14343	15700	(1357)	18278		
TOWN CENTRE GENERAL	Income	865	11410	200	11210	11410		Includes £9.1K National Rail, confirmed they will not need the ground past this paid for period. Christmas invoices now received and budget about correct after reduction for virement releasing some of Christmas lights budget, set too high.
	Expenditure	114526	47972	42400	(6047)	48511	475	
	Movement to/(from) Gen Reserve	(113,662)	(36562)	(42200)	5638	(37101)		
CAPITAL EXPENDITURE	Income	6248	72700	0	0	72700		£48K only PWLB remains unspent from 22/23 loan, reduced by Tranche 2 Chapel POs. Tritax project underway imminently, funds received.
	Expenditure	22007	242825	109472	(201154)	182727	67801	
	Movement to/(from) Gen Reserve	(15759)	(170125)	(109472)	(60653)	(110027)		
PUBLIC CONVENIENCES	Expenditure	22497	1933	3350	763	3022	654	Costs are as expected. Socks caused plumbing issue in disabled toilet. Both precept payments from CBC have been received.
	Income	1440282	1556809	1539241	17568	1563241		
	Expenditure	4420	3065	2340	0	3610		
CORPORATE MANAGEMENT	Income							External Audit fees invoice £2.52K and first Internal Audit fees invoice £0.545K. Heelis & Lodge next visit mid-April.
	Expenditure	4420	3065	2340	0	3610		
	Movement to/(from) Gen Reserve	1435862	1551811	1533551	16805	1556609		
DEMOCRATIC REP'N & MGM'T	Income							Budget increased by £1K re approved website virement. Subscriptions £4.5K higher projected than budget. Includes successful Pub Quiz, Elvis & Curry evening and Green Wheel walk. Expenditure matches above, all others on budget. Graving cost moved to Central Services.
	Expenditure	15358	15866	10500	(5445)	17468	79	
	Income	2580	3214	0	3214	3622		
CIVIC ACTIVITIES & EXPENSES	Income	2580	3214	0	3214	3622		Income projected at £55K, £17K over budget. In-depth business plan for revenue improvements considered at F&GP 05/12/23 and further considered in January 2024. New boiler has been fitted. Security buzzers now in place to protect staff.
	Expenditure	2466	3949	2250	(1699)	5722		
	Movement to/(from) Gen Reserve	114	(16601)	(12750)	(3851)	(19568)		
ORCHARD COMMUNITY CENTRE	Income	45341	38741	38700	41	52024		Online football bookings are now being invoiced and teams are paying these. New company in accounting software now in place for cricket ground accounting to move to separate entity and year to date will be adjusted. Separate cost centre too for Lindsell's Cricket Ground. Awaiting Unity Trust to set up new bank account. Refuse collection now includes green waste, projected cost £7.8K versus £2.5K budget. Rates, electricity and water rates projected slightly lower than budget.
	Expenditure	94187	20467	37625	16732	37222	426	
	Movement to/(from) Gen Reserve	(48,845)	18274	1075	(17199)	14802		
RECREATION GROUNDS	Income	19613	10631	13650	(3019)	13450		Dividends on Common ground, not budgeted. £3K BRCC. Projected spend £1.222m, £21K over budget. Salaries £19K under budget as gaps between 7 post holders, but computers £9K over and equipment £0.6K over.
	Expenditure	81884	44910	47600	2644	49972	46	
	Movement to/(from) Gen Reserve	(62,270)	(34279)	(33950)	(329)	(36522)		
CENTRAL SERVICES (includes Magistrates Court and Grants)	Income	3148	3410	0	3410	3410		Rent of old depot received quickly and accepted new rate for 24/25. Spend close to budget. New lawn mower in use. £4K on new tools spent for team.
	Expenditure	775269	918071	1201096	257423	1222218	25602	
	Movement to/(from) Gen Reserve	(774,021)	(914661)	(1201096)	286435	(1218808)		
PUBLIC REALM (includes Depot and Repairs & Maintenance)	Income	4497	5250	7000	(1750)	7000		
	Expenditure	472097	112333	162867	41411	156940	9123	
	Movement to/(from) Gen Reserve	(462,951)	(107083)	(155867)	48784	(149940)		
GRAND TOTALS	Income	1631351	1786532	1711036	2796	1842857		
	Expenditure	1724693	1486876	1711266	105558	1836105	120252	
	Movement to/(from) Gen Reserve	(88,153)	299657	(230)		6752		

BIGGLESWADE TOWN COUNCIL
Town Council 9th January 2024
Interim finance report for Mayoral Activities

Item 13a Interim Finance Report for Mayoral Activities

Implications of Recommendations

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

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background:

At the 10th October Town Council meeting, Members sanctioned the new Civic Functions, Town Mayor's Expenses and Town Mayor's Charitable Activities Policy. Within this new policy, there is a clearly defined requirement to report the first half of the Municipal year's financial activities to Town Council:

REPORTING AND MONITORING PROCEDURES:

The Head of Finance will provide a half yearly projected outturn to Council for all three budgets. Information will also be included as part of the monthly projection to Council and in the detailed expenditure report under our transparency headings.

As this is the first report, Officers presented this finance paper to Finance and General Purposes for review. The report was approved with a few suggested changes, which have been incorporated.

Civic Functions

Remembrance Sunday:

This was held on the 12th November, with a service held in the Town Centre of Biggleswade. It was a suitably respectful event to commemorate British service members who have died in wars and other military conflict since the onset of World War One.

For the Town Council to hold a Remembrance Sunday event there are naturally expenses, as summarised in this table:

Expense	2022 event (£)	2023 event (£)
Catering from Maple Tree Catering	175	181
Food from Asda/Amazon	130	60
Rolling mat for the service	0	62
Cable ties	0	12
British Sign Language service provided by Collette Burgess	100	120
Sound system provided by Nick Gurney	295	295
Photography services provided by June Essex	105	113
Booklets for the service provided by The Lion Press	1,474	430
Total expenses incurred for Remembrance Sunday	2,279	1,273

This year's event was run at roughly £1,000 cheaper than last year's and this is attributable to a significant reduction in the number of booklets produced for the event. In 2022 notably too many were bought.

The projected outturn for this event for 2023/24 is therefore £1,273.

Charitable Activities

The Town Mayor holds events throughout the Municipal year in aid of his three chosen charities. These charities are Sue Ryder St John's Hospice, MIND: for better Mental Health and Tourettes Action.

First Charitable Activity – Quiz night:

This was held on Wednesday, 2nd August at The Rose Public House in Biggleswade. It was a well-attended evening with music, supper and of course, a quiz. Tickets were £5 per person, with the total income from this event being £923. This was from tickets sold and extra donations at the event.

Second Charitable Activity – Green Wheel Walk:

This was held on Saturday, 23rd September, completing a four-mile walk on The Green Wheel in Biggleswade. It was a well-attended, relaxed morning commencing at the Dan Albane car park and finishing at the White Hart car park after a fun walk in glorious weather. Tickets were £5 per person.

The total income from this event was £404. This was from tickets sold and extra donations at the event.

Third Charitable Activity – Curry and Elvis Night:

This was held on Wednesday, 4th October, at The Biggles Lounge in Biggleswade. It was a very well-attended evening, eating a set four course meal and listening to live Elvis Presley impersonator music. Tickets were £40 per person. The total income from this event was £1,815. This was from tickets sold and extra donations at the event.

Financial Summary for Municipal Half-Year results (early May – 12th November)

Expense	2022 event (£)	2023 event (£)
Income from Quiz Night	N/A	£923
Expenditure for Quiz Night	N/A	£(7)
Profit from Quiz Night	N/A	£916
Income from Green Wheel Walk	N/A	£404
Expenditure for Green Wheel Walk	N/A	£(29)
Profit from Green Wheel Walk	N/A	£375
Income from Curry and Elvis Night	£1,692	£1,815
Expenditure for Curry and Elvis Night	£(685)	£(352)
Profit from Curry and Elvis Night	£1,007	£1,463
Total Profit from Charitable Activities	£1,007	£2,754

The current Mayor has run more events than last year's Mayor. This also reflects well in the profit from charitable activities for this six month period.

The projected outturn for charitable activities is £2,754. This should increase in March with the Civic Function. Any income made from events will be paid across to the Mayor's charities before the end of the Municipal year.

Town Mayor's Expenses

There is nothing to report for this six month period, which is exactly the same as the same period last year. The board engraving to name the new incumbent of the Mayor's post, in the Council Chamber, which cost £195, has been moved out of the Town Mayor's expenses and moved across to the central services cost centre. This provides a more accurate cost category for this expense.

Recommendation:

For Members to note this report.

Rob Youngs
Head of Finance and Deputy RFO

Proposed Temporary Road Closure – Crab Lane/ Chestnut Avenue, Biggleswade

I have a request for a Temporary Road Closure at the above location to enable Carriageway Resurfacing Works to take place in safety. Details are listed in the schedule below and having assessed the application I am satisfied the request is justified.

The restrictions are to be in operation only when the necessary signs are erected on site. The Legal Order will be made to cover an 18 month period. Access may be allowed from time to time according to local signing.

If you have any observations, you wish to make I would be grateful if you could let me know as soon as possible.

Streetworks Team

Road: Crab Lane/ Chestnut Avenue, Biggleswade

Application from: Milestone obo CBC - 03003008049

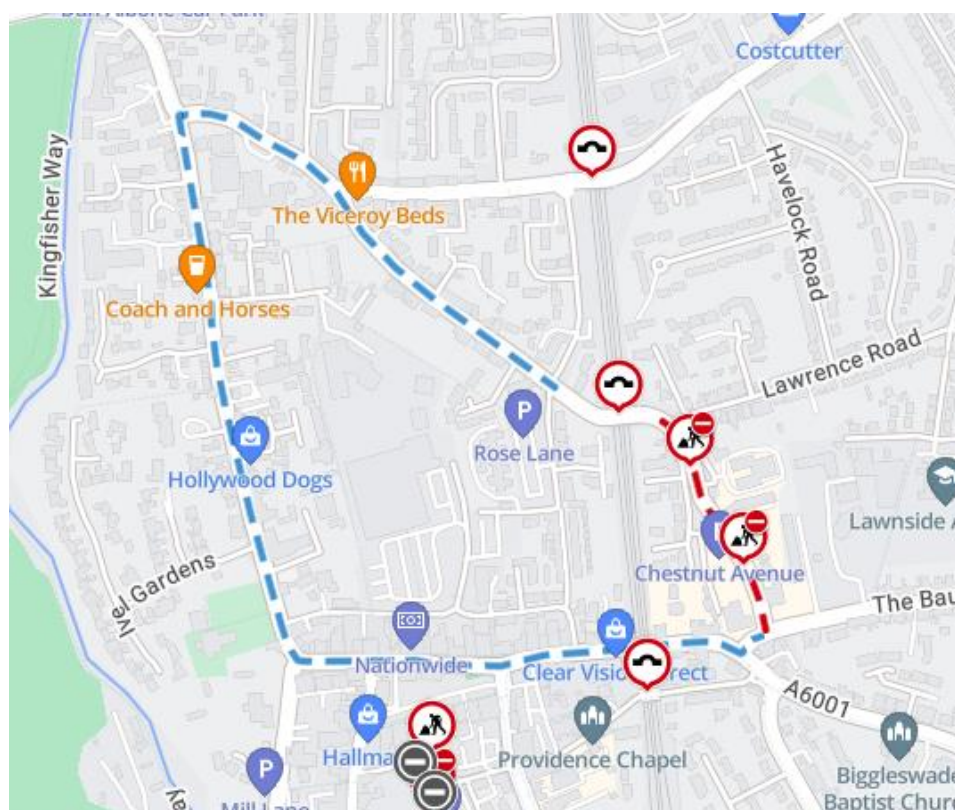
Reason: Carriageway Resurfacing

Length affected: from approx. 25m from Railway Bridge to The Baulk

Date: The closure will be in place from 12th to 16th February from 0800-1600hrs

Diversion Route Sun St, Shortmead St, A6001, The Baulk

NB. The applicant will be responsible for taking down all Central Bedfordshire Council public notices immediately after the works requiring the Order have been completed.



Proposed Temporary Road Closure – Hitchin St, Biggleswade

I have a request for a Temporary Road Closure at the above location to enable New Water Supply Connection Works to take place in safety. Details are listed in the schedule below and having assessed the application I am satisfied the request is justified.

The restrictions are to be in operation only when the necessary signs are erected on site. The Legal Order will be made to cover a 12 month period. Access may be allowed from time to time according to local signing.

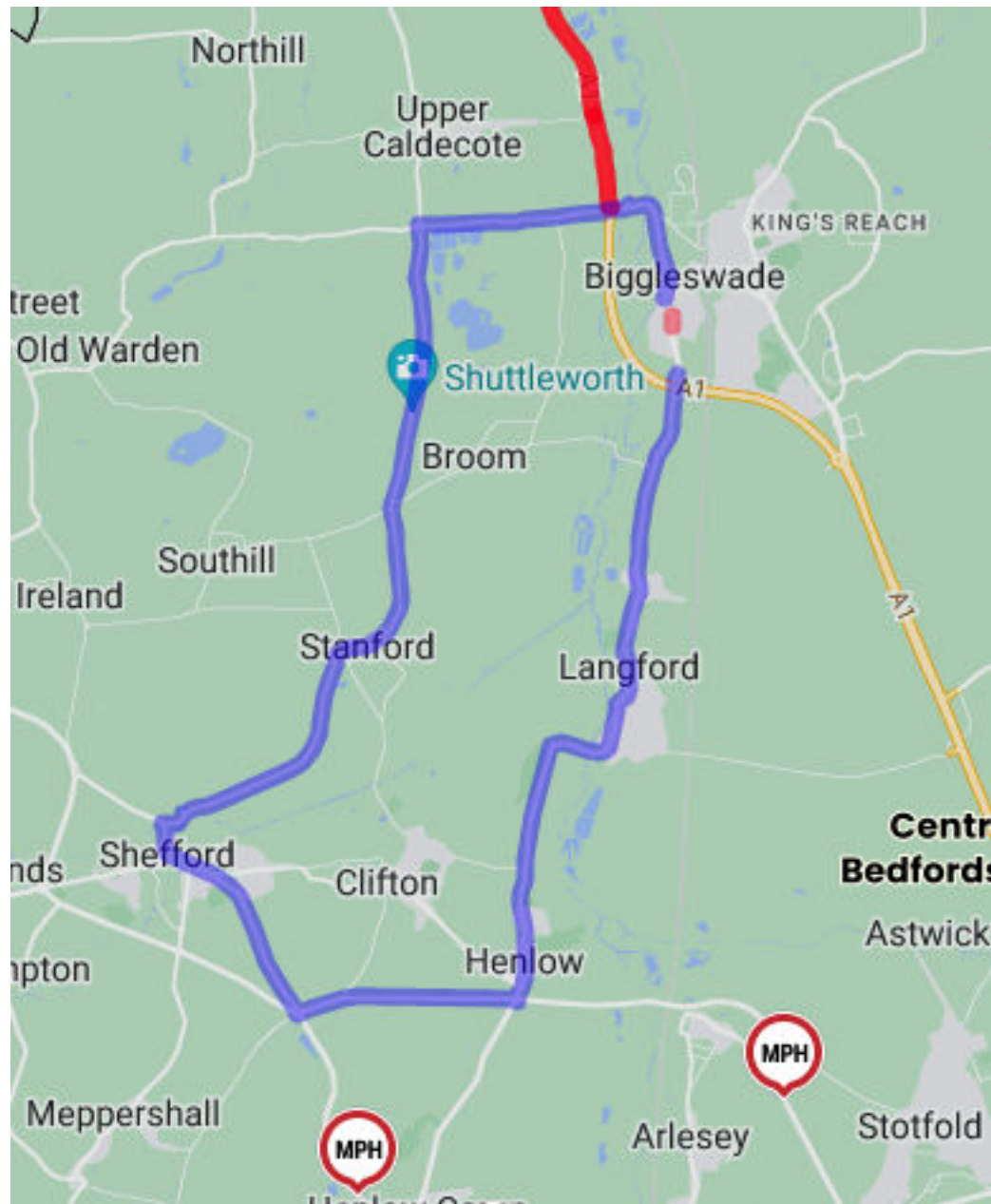
If you have any observations, you wish to make I would be grateful if you could let me know as soon as possible.

Streetworks Team

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Road:	Hitchin St, Biggleswade
Application from:	ANGLIAN WATER - 0800145145
Reason:	New Water Supply Connection – Remedial works only
Length affected:	95
Date:	The closure will be in place from 27 th to 29 th February for 24hrs a day
Diversion Route	Head south on Hitchin St/B659, exit onto High St/B659 , exit onto A507, exit onto Hitchin Rd, continue straight onto Clifton Rd, Continue onto Southbridge St, Continue onto Northbridge St, Continue onto Bedford Rd, exit onto Stanford Rd/B658, exit onto Hill Ln/B658, exit onto Hill Ln/A6001, exit onto Hill Ln/Shortmead St/A6001, exit onto St Andrew's St/B659, Continue to follow B659

NB. The applicant will be responsible for taking down all Central Bedfordshire Council public notices immediately after the works requiring the Order have been completed.



Proposed Temporary Road Closure – Beech Avenue, Biggleswade

I have a request for a Temporary Road Closure at the above location to enable Attenuation tank installation Works to take place in safety. Details are listed in the schedule below and having assessed the application I am satisfied the request is justified.

The restrictions are to be in operation only when the necessary signs are erected on site. The Legal Order will be made to cover an 18 month period. Access may be allowed from time to time according to local signing.

If you have any observations, you wish to make I would be grateful if you could let me know as soon as possible.

Streetworks Team

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Road: **Beech Avenue, Biggleswade**

Application from: Milestone obo CBC - 03003008049

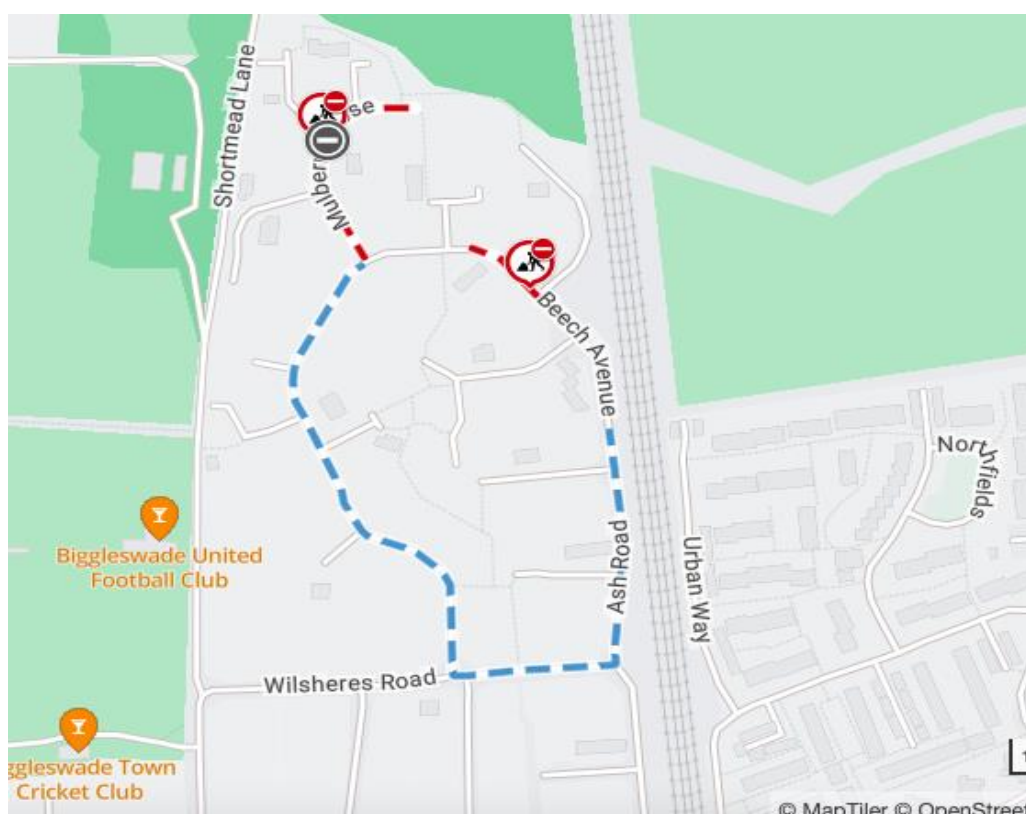
Reason: **Installation of Attenuation Tanks and Drainage Connection**

Length affected: From no 57 to Poplar Close

Date: The closure will be in place at some point between the dates 5th February to 19th April from 0800-1800hrs

Diversion Route **Ash Rd, Wilsheres Rd, Beech Avenue**

NB. The applicant will be responsible for taking down all Central Bedfordshire Council public notices immediately after the works requiring the Order have been completed.



Proposed Temporary Road Closure – Mulberry Close, Biggleswade

I have a request for a Temporary Road Closure at the above location to enable Attenuation tank installation Works to take place in safety. Details are listed in the schedule below and having assessed the application I am satisfied the request is justified.

The restrictions are to be in operation only when the necessary signs are erected on site. The Legal Order will be made to cover an 18 month period. Access may be allowed from time to time according to local signing.

If you have any observations, you wish to make I would be grateful if you could let me know as soon as possible.

Streetworks Team

Road:	Mulberry Close, Biggleswade
Application from:	Milestone obo CBC - 03003008049
Reason:	Installation of Attenuation Tanks for Drainage
Length affected:	Full Length
Date:	The closure will be in place between the dates 5 th February to 19 th April from 0800-1800hrs
Diversion Route	There is no alternative route access will be maintained throughout

NB. The applicant will be responsible for taking down all Central Bedfordshire Council public notices immediately after the works requiring the Order have been completed.

