



Ref: Agenda/Council – 08/08/2023

3rd August 2023

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the Council Meeting of Biggleswade Town Council that will take place on **Tuesday 8th August 2023** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

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

Peter Tarrant
Town Clerk & Chief Executive

Distribution: All Town Councillors
Notice Boards
The Press

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

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

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

3. TOWN MAYOR'S ANNOUNCEMENTS

4. PUBLIC OPEN SESSION

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

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_Y-A6ZvCCTX-kV3dYAcB_3Q

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 25th July 2023** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to receive the minutes of the **Biggleswade Joint Committee** held on **Thursday 19th January 2023** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- c. For Members to receive the minutes of the **Finance & General Purposes Committee** held on **Tuesday 21st March 2023** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- d. For Members to receive the minutes of the **Personnel Committee** held on **Tuesday 30th May 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 25th July 2023**.

9. **ITEMS FOR CONSIDERATION**

a. **External Audit Report**

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

b. **Management Accounts Report**

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

c. **Market Square & Town Centre Brief**

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

d. **A00405 Biggleswade Station Interchange – Bus Gate**

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

e. **D-Day Anniversary Guide**

For Members to receive and consider the correspondence from 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/23/01105/FULL - Unit P, A1 London Retail Park, London Road, Biggleswade, SG18 8NE**

Stationing of a pod to the car park (for We Buy Any Car) retrospective.

- b. **CB/23/01106/ADV - Unit P, A1 London Retail Park, London Road, Biggleswade, SG18 8NE**

Advertisement: Fascia signage consisting of various vinyl signs (Retrospective).

11. PLANNING APPLICATION OUTCOMES

- a. A report of the Planning Application Outcomes (by exception applications only) as of **Tuesday 1st August 2023**.

12. ACCOUNTS

- a. **Financial Administration**

- i) Balance sheet to 31/07/23.
- ii) Detailed Income and Expenditure to 31/07/23.
- iii) Payment Listing from 01/07/23 to 31/07/23.
- iv) Summary Income and Expenditure to 31/07/23.

If Council resolves to accept the new Management Accounts report, this will appear in this section for August moving forward.

13. ITEMS FOR INFORMATION

- a. **CCTV Status Update**

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

- b. **BTC Allotment Meeting**

For Members to receive the minutes of the BTC Allotment Meeting.

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_Y-A6ZvCCTX-kV3dYAcB_3Q

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

15. **EXEMPT ITEMS**

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

(None).

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



MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 25th JULY 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 I Agnew
Cllr G Barrett
Cllr J Jones
Cllr M North
Cllr S Patel
Cllr M Russell
Cllr S Sajid
Cllr A Skilton
Cllr D Strachan
Cllr J Woodhead

Mr R Youngs – Finance Manager
Mrs Sian van der Merwe - Deputy Administration & HR Manager
Ms F Gumush – Meetings Administrator

Members of the Public – 3 (2 online, 1 in Chamber)

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 D Albone, Cllr P Guilcher, Cllr C Thomas.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

None.

b. Non-Pecuniary interests in any agenda item:

None.

3. TOWN MAYOR'S ANNOUNCEMENTS

a. Sylvia Shephard's 100th Birthday

On Sunday 16th July, the Mayor had the pleasure of meeting local resident Sylvia Shephard on her 100th birthday and presented her with flowers and a birthday card on behalf of the Council.

The Mayor had a lovely chat with Sylvia and noted that she and her family were very grateful for the 140 cards received from children, adults, businesses and organisation.

The Mayor indicated that he looked forward to going to Mantles Court again in the coming months to see Sylvia and the other residents there.

4. PUBLIC OPEN SESSION

Cllr Hayley Whitaker, Ward Councillor

Cllr Whitaker commented on agenda item, 9b, Grasmere Road Network Rail Request and referred to comments from local resident and feedback she had received from Central Bedfordshire Council.

Cllr Whitaker explained that residents believed the area to be a flood plain, adding that in her opinion online maps would appear to show this to be the case.

She advised that CBC had confirmed that the request did not need planning permission and falls under permitted development due to the nature of the works. She added that CBC Public Protection are interested in the hours of operation.

Cllr Whitaker noted that she was concerned about site traffic as there is no clear indication of how many times a day the area would be used by work vehicles.

5. INVITED SPEAKER

None.

6. MEMBERS' QUESTIONS

Cllr Woodhead thanked the Head of Governance & Strategic Partnerships, who was not present, regarding an issue of parking at Biggles Corner which has now been resolved with the use of the Bowls Club parking facilities.

Cllr Woodhead noted that residents on Lawrence Road had passed on concerns and frustrations regarding the lack of parking there. Residents have indicated a need for double yellow lines and for the matter to be escalated to CBC.

Cllr Russell indicated that proposals for Lawrence Road had been discussed, with the expectation that plans would be drawn up by Central Bedfordshire Highways for this financial year; however, no plans have yet come forward. The Mayor asked Cllr Whitaker if she would escalate the matter with CBC. Cllr Whitaker agreed to do so.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. P8 Members' Questions – there is a typo in paragraph 4. It should read 'Rail Delivery Group' not 'Royal Delivery Group'.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on **Tuesday 11th July 2023**.

8. **MATTERS ARISING**

There were no matters arising.

9. **ITEMS FOR CONSIDERATION**

a. **Unity Trust Bank Signatories**

The Finance Manager presented the report and noted that currently only he was able to enter payments into Unity Trust Bank.

With daily bank reconciliations, it was important to ensure that finance staff had the permissions to carry out their duties.

Members **RESOLVED** to accept the recommendations to approve adding the Assistant Accountant and new Accounts Administrator on to Unity Trust bank with 'submit and view' rights and delete the outgoing Accounts Administrator.

b. **Grasmere Road Network Rail Request Report**

Deputy Administration & HR Manager indicated that Network Rail had recently contacted Officers to set out their proposals regarding a rail infrastructure improvement project.

The project looked to improve the line adjoining Grasmere Road. To deliver the project, Network Rail is looking for an area of land that could be used for a site compound during the works. It would be used for parking, storage and up to 3 welfare cabins consisting of a drying room/canteen, office and toilets. The company have approached the Town Council for the use of a piece of land it owns for a period of 8 months from 28th August 2023 and has proposed to pay £11,900 for this.

Members commenting on the report noted that whilst the types of vehicles were listed in the report, the license agreement at item 1.6.1 pointed to the word 'plant' which indicated that heavier duty vehicles not outlined in the report would be used. Members requested Officers seek clarification on this matter.

Members, in discussion, felt that the remuneration offered to the Council to be too low and proposed doubling the amount offered as a good starting point.

Members considered the report and **RESOLVED** to ask Officers to enter into a Licence Agreement with Network Rail Infrastructure Limited for the temporary use of Land at Grasmere Road, Biggleswade for a compound area subject to the following:

- Officers significantly negotiate for a higher remuneration from Network Rail.
- The amount agreed should be per month so that any extension of work is recognised.
- The license agreement is amended so that no work will begin before 8am on a Sunday.
- Some of the funding received should be used for landscaping in Grasmere Road

c. **Proposed Closure of Biggleswade Station Ticket Office**

Members discussed the motion put forward by Cllr Strachan with regards to the Transport Focus Consultation.

Members **RESOLVED** to respond to the Transport Focus consultation by 26th July, to express their strong opposition at the proposals to move staff out of ticket offices and onto station platforms with the potential to close ticket offices in a number of locations, which may impact Biggleswade Railway station ticket office.

Members expressed opposition based on the following points:

- There are no guarantees of support for the disabled, elderly and vulnerable as well as the consumer generally.
- If the proposal goes through, what legal implications do the operators have to staff the platforms appropriately?
- The Ticketing & Settlement Agreement, 1995, needs updating to protect the consumer.
- Concerns for the safety of staff, especially those that are working alone. This applies to female workers in particular.
- Concerns for the safety of passengers.
- It is not guaranteed that the mitigation offered by the proposals, such as staff on the platforms, will be enforceable on the operators.
- Use of toilet facilities at Biggleswade Station. If the ticket office is not open, it raises the question of who will open and operate the toilet facilities.
- Machines at the station are unreliable and not always working. Machines are not on the platforms therefore who will assist travellers who are unable to get their tickets or need help?
- Tickets from ticket machines are not always the best value for money compared to advice from ticket offices at railway stations. Not everyone is able to use the online ticketing application.
- Some of the proposals require attendance at a ticket office – this will not be possible majority of cases.
- Once the lifts are installed at Biggleswade Station, who will operate the lifts if they cease to function or if passengers are stuck in them as the station will not be permanently staffed.
- The proposals breach Equality Legislation and rules.

The Rail Access Group has identified that Biggleswade Station will need to be manned for the lifts and toilets to be usable.

Members **AGREED** that the decision has not been thought through sufficiently and is rushed.

The matter should be brought to the attention of our local MP as well so that it can be raised with the relevant Minister.

10. **PLANNING APPLICATIONS**

a. **CB/23/01968/FULL - Unit B, Normandy Lane, Biggleswade, SG18 8QB**

Erection of bakery unit (Use Class E) and new vehicular access on Pegasus Drive.

The Town Council has **NO OBJECTION** to this application, subject to the following matters being taken into consideration:

- The views of the Landscaping Officer at CBC being considered.
- Safe access arrangements made for Pegasus Drive.

b. **CB/23/00864/FULL - Biggleswade Baptist Church, 24 London Road, Biggleswade, SG18 8EB**

Erection of wooden shed/ workshop and retention of two existing sheds.

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

The Council emphasised that the views of the CBC Ecology and Landscaping Officers must be taken into consideration.

c. **CB/23/01504/FULL - 168 London Road, Biggleswade, SG18 8EH**

Front, rear and side two storey extension, with erection of new garage.

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

d. **CB/23/02147/FULL - 36 Jupiter Way, Biggleswade, SG18 8EW**

Single storey rear extension with rooflights and loft conversion with rooflights.

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

e. **CB/23/02044/FULL - 36 Havelock Road, Biggleswade, SG18 0DH**

New build two storey detached dwelling with dedicated off-road parking.

The Council **OBJECTS** to this planning application based on the following points of:

- Overdevelopment.
- Adverse impact on the street scene.
- Lack of parking for visitors in an area that already suffers from congested and dangerous parking”.

f. **CB/23/02273/FULL - 19 Apple Tree Close, Biggleswade, SG18 8NF**

Demolition of existing conservatory and the erection of a single storey rear extension.

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

g. **CB/22/04516/REG3 - 11 & 12 Woodlands, Dunton Lane, Biggleswade, Bedfordshire, SG18 8QU**

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.

The Town Council wished to reiterate their former objection as set out previously following Council meetings on 10/01/23 and 14/02/23.

The Town Council **OBJECTS** to some aspects of the proposed development.

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.

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.

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.

h. **CB/TCA/23/00268 - Brigham House, 93 High Street, Biggleswade, SG18 0LD**

Works to trees within a Conservation Area: Crown reduction and trim back branches of large Ash tree (T5), overhanging land at 91 High Street. Trim back overhanging branches of trees (T1 & T2 fruit tree, T3 large bush, T4 Holly Bush).

The Town Council has **NOTED** to this application.

11. **PLANNING APPLICATION OUTCOMES**

This report was **NOTED**.

12. **ACCOUNTS**

a. **Financial Administration**

July 2023 accounts were not available for this agenda.

13. **ITEMS FOR INFORMATION**

a. **Biggleswade Substation Update**

Members **NOTED** the correspondence from the Biggleswade Substation Project Team.

14. **PUBLIC OPEN SESSION**

a. **Cllr Hayley Whitaker, Ward Councillor.**

Cllr Whitaker commenting on parking on Lawrence Road, indicated that CBC had looked into parking along that road about a year or two ago. She noted that if resident parking is implemented in that street, it would reduce the number of spaces that are currently available. With regards to a possible one-way system along that road, Cllr Whitaker pointed out that this would be looked at next year.

b. **Cllr Paul How, Ward Councillor**

Cllr How commenting on the proposal by Network Rail at Grasmere Road, asked if a description of the work to be carried out had been submitted to the Council. Cllr How noted that the type of work had varying degrees of disruption to the public and the surroundings.

The Mayor responded that this was not outlined in great detail in the agreement submitted. He added however that this would be underlined in the discussions Officers will have with Network Rail to ascertain the amount of disruption it may cause.

15. EXEMPT

None.

The Mayor closed the meeting at **7.56pm**

DRAFT

**MINUTES OF THE MEETING OF BIGGLESWADE JOINT COMMITTEE
HELD IN PERSON AND VIA ZOOM VIRTUAL MEETING AT
BIGGLESWADE TOWN COUNCIL OFFICES, THE OLD COURT HOUSE
4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL
ON THURSDAY 19TH JANUARY at 14:30 PM**

Present:	BTC: Cllr M Russell (Deputy Chairman), Cllr H Ramsay, Cllr C Thomas CBC: Cllr M Foster (Chairman), Cllr I Bond, Cllr Dr. H Whitaker, Cllr T Stock BTC Head of Governance & Strategic Partnerships: Karim Hosseini BTC Place Shaping Manager: Isaac Lord BTC Meetings Administrator: Funda Gumush
In Attendance:	CBC Community Engagement Manager: Sarah Hughes (via zoom) CBC Senior Community Engagement Officer: Stephanie Bailey (via zoom) CBC Principal Highways Engineer: Shahidullan Tarakhel (via zoom) CBC Public Transport Manager: Adrian Hardy (via zoom)
Members of the public:	None

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

PART A – ADMINISTRATION

1. APOLOGIES FOR ABSENCE

Cllr. S Dixon
Cllr. M North
Mr. P Tarrant

2. DECLARATIONS OF INTEREST

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

3. PUBLIC OPEN SESSION

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

No member of the public was present.

4. CHAIRMAN'S ANNOUNCEMENTS AND COMMUNICATIONS

a. Integrated Care Board

Cllr M Foster read out a letter from the Bedfordshire, Luton and Milton Keynes Integrated Care Board (ICB) regarding the decision by GP Partners at Ivel Medical Centre to resign their current contract providing GP primary care services.

Cllr Stock confirmed that CBC were committed to delivering for an Integrated Health and Care Hub for Biggleswade.

It was noted that that the local MP had taken up the matter at Prime Minister's Questions.

Members were aware that letters would be sent to residents in the following week.

5. MINUTES OF MEETINGS

Members reviewed and **APPROVED** the Minutes of the Biggleswade Joint Committee Meeting of 13th October 2022.

6. MATTERS ARISING

None.

7. MEETING DATES 2023

The next meeting date is the 6th of April.

8. PART B – ECONOMY AND TOWN CENTRE

a. Highways Programme for Biggleswade

CBC Principal Highways Engineer, Shahid Tarakhel presented the report on behalf of Mark Eaton. In the presentation Mr Tarakhel pointed out that there were 7 footway schemes, 5 of which had been completed. The Stratton Way footway scheme was set to begin and finish in February. The Sandpiper Close footway scheme however has been deferred until next year. Other footway schemes would be added for the following year.

Mr Tarakhel pointed out that all carriageway schemes were now completed. The new Highways Term Service Contract was awarded to Milestone Infrastructure Limited, who will be delivering next year's structural maintenance programme for CBC.

With reference to Biggleswade Market Square, the report showed that four trees would be felled from the market square. The species of the trees and the timeline of replanting will be decided upon by Biggleswade Town Council.

b. Market Square Trees

Cllr Russell noted that the Town Council had recently met on the matter and resolved that a long gap period should be implemented between the removal of the 4 trees, the ground around the trees being made safe and the replanting of the trees. Any new trees should be replanted after strategic discussions on Market Square vision with CBC.

Cllr Russell noted concern on behalf of the Biggleswade Town Council, that CBC would not be considering the bus route impact on the transport interchange until the new financial year.

Once this is ascertained and how the bus exit routes will impact the Town Square, then it will be easier to determine where and how many trees are replanted.

The matter of Market Square Trees would be taken up by Town Council at their next meeting on Tuesday 24th February 2023.

Joint Committee Members agreed with the proposed trees gapping timeline.

9. PART C – KEY INFRASTRUCTURE PROJECT UPDATES

a. Transportation Interchange Project

A written report was submitted by CBC's Principal Project Manager, Nick Shaw.

Speaking to the Committee, CBC's Public Transport Manager, Adrian Hardy, provided an update of how buses would use the transport interchange once completed.

Mr Hardy indicated that some of the bus routes were contracted by Central Bedfordshire Council whilst others operated on a commercial basis. He added that discussions would be held with the commercial operators as to their timetables.

Cllr Russell pointed out that the issue lay with buses exiting the town square due to their size especially on Market days. Furthermore, the layout of bus stops was an issue as the older members of the public would find it difficult to get a bus at the Interchange due to distance from the Market Square.

Responding to the comments, Mr Hardy confirmed that CBC also wanted the buses to remain in the High Street and from speaking with various residents, noted their serious concerns about buses being removed from the Town Centre.

Commenting on the report, Cllr Russell indicated that once the Interchange project is completed by the end of March 2023 it would be beneficial to meet with Mr Shaw to discuss the closure of the bus exit lane for Biggleswade.

Cllr Whitaker commented that CBC will need to look at assets such as Century House to discuss their future use. It would be beneficial to ask Beverly Gaynor from CBC Place Making as Century House fell under Ms Gaynor's remit.

b. Play Areas Project

BTC Head of Governance & Strategic Partnerships Karim Hosseini provided an update and indicated that the project at Franklins Recreation Ground play area began on Monday 16th January, noting that the majority of the play area is still open to the public.

Mr Hosseini pointed out that the work to remove existing play equipment was underway and digging for the new installations had begun. It was expected that the first suite of wooden equipment would be delivered by the end of January with the second suite of metal play equipment scheduled for mid-February 2023.

Mr Hosseini added that the new play equipment installation was expected to be completed by mid-March 2023.

c. Drove Road Chapel Project

Mr Hosseini explained that the Heras security fencing had been installed in November and that scaffolding was erected after this to provide access to the high-level works of the chapel.

Due to the cold weather however, scaffolding work was not finalised until the end of December. Mr Hosseini reiterated that this was a three-year project.

d. **Electricity Substation Project**

CBC Senior Community Engagement Officer, Stephanie Bailey presented on behalf of CBC Programme Manager David Fisher with regards to the Electricity Substation project. The report indicated that some delays had been experienced with the subcontractors but that works were largely on track.

e. **Lindsell's Bridge**

Ms Bailey presented the report on behalf of David Fisher and noted that the sale of land agreement for the bridge had now been signed. The programme of the works had been delayed and the intended bridge lift which was meant to take place at Christmas 2022 was cancelled. The ground-breaking ceremony was also thus cancelled.

The report continued that CBC were waiting for Network Rail's revised contingency programme to advise how extensive the works to the project's completion will be.

Cllr Bond indicated that the project was currently on hold to enable the widening of Furzenhall Road which would enable the cranes to bring replacement parts of the bridge.

10 PART D – COMMUNITY ENGAGEMENT

a. **King's Coronation Event**

BTC Place Shaping Manager Isaac Lord presented the report and noted that officers continued to review communications from the Royal website to understand guidance for the event as well as reviewing other Town and Parish Council's plans.

Mr Lord noted that some Councils were forgoing any celebrations considering the cost-of-living crisis, whilst others were putting up outdoor cinema screens, dedicating memorials, and holding 'bring and share' tea events in their Town Centre.

Quotes have been obtained for an open-air cinema screen which are more than £10,000 in all instances.

The initial budget discussed was an indicative £5,000, but this needed agreement of Town Council.

Mr Lord indicated that Officers will be producing a report with recommendations for the Town Centre Management committee meeting, on 21st February 2023.

b. **Remembrance Day Event**

Mr Lord speaking about the Remembrance Day Event in November 2022, noted that the event was a success with many positives to take away.

A wash-up meeting was held with key stakeholders and issues relating to road closures, order of parade and visibility of St John's Ambulance will be considered for November 2023.

Mr Lord thanked to the various teams in CBC that supported in making this happen safely, such as Streetworks, Highways and the SAG.

11. **ITEMS REQUESTING ATTENTION BY CENTRAL BEDFORDSHIRE COUNCIL**

None.

12. **DATE OF NEXT MEETING**

6th April 2023

Meeting Closed at 3.30pm



**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING ON TUESDAY 21st MARCH 2023 AT THE OFFICES OF
BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, 4
SAFFRON ROAD, BIGGLESWADE COMMENCING AT 7.00PM**



PRESENT:

Cllr R Pullinger (Chairman)
Cllr M Foster (Deputy Chairman)
Cllr D Albone
Cllr I Bond
Cllr M Knight
Cllr M North
Cllr M Russell
Cllr D Strachan

Mr P Tarrant – Town Clerk & Chief Executive
Mr K Hosseini – Head of Governance & Strategic Partnerships (via Zoom)
Mr R Young – Finance Manager
Mr I Lord – Place Shaping Manager
Ms F Gumush – Meetings Administrator

Members of the Public – 0

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

Cllr G Fage.

NO APOLOGIES FOR ABSENCE

Cllr H Ramsay.

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**

No member of the public wished to speak.

5. **INVITED SPEAKER**

No guest speaker was invited.

6. **MEMBERS' QUESTIONS**

Cllr Knight indicated on 6th March he had read that the Biggleswade Town Council had begun a Public Works Loan Board (PWLB) consultation of up to £325,000 on their social media page.

Cllr Knight also noted that on 18th March he had read on the Town Council's social media page about recent fraudulent incidents at Council car parks.

In both instances Cllr Knight asked if the F&GP Chairman had been notified of either of these cases and wondered if social media was the correct forum for Members to be informed of them.

The F&GP Chairman responded to confirm that he had not been informed in advance of either of these social media posts or the incidents in the car parks. The Town Clerk & Chief Executive responded to the matter regarding the PWLB and noted that he believed Members had been briefed with regards to the consultation.

The Place Shaping Manager responding to the fraudulent activities indicated that Town Council Officers were aware and had informed the Police with regards to the issue.

Cllr Russell asked if any signs had been put up at the car parks to warn people not to engage with anybody with regards to ticket purchasing to which the Place Shaping Manager indicated that it could be done.

The Town Clerk & Chief Executive observed that it was good practice to ensure that any and all Council social media postings and/or significant events are properly highlighted to Members.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

No amendments were made to the minutes.

The Minutes were **APPROVED** as an accurate record of the Finance & General Purposes Committee held on 17th January 2023.

8. **MATTERS ARISING**

None.

9. **ITEMS FOR CONSIDERATION**

a. **New Grants Policy**

Members discussed the report by the Finance Manager.

Several amendments were suggested on the policy:

- Under Important Dates to remove the words 'each January'.
- Change the word 'in accord' to 'in accordance'.
- Change the financial year to 2023-2024 for the new policy.

Subject to these amendments Members **RESOLVED** to accept the new grants policy as laid out.

b. **The Orchard Community Centre Hire Agreement**

Members discussed the revised hire agreement written by the Place Shaping Manager.

Several amendments were suggested to the Hire Agreement:

- Point 8 - to read 'should not overstay' rather than 'cannot overstay'.
- Point 8 - to read 'Any instances when' rather than 'Any instances in which'.
- Point 12 - has a typo 'Council' rather than 'Council'
- Point 25 - to read 'although reasonable effort' rather than 'although every effort'.
- Point 30 – Health and Hygiene should not be in capitals.
- Point 32 – remove 'children under eight years of age' and add "and other relevant legislation after the words "Children Act 1989".
- Point 34 – anyone should read 'any one'.
- The last point should be point 35 not point 23.

Subject to these amendments Members **RESOLVED** to accept the policy as laid out.

c. **Energy Broker Update Report**

The Finance Manager indicated that the Town Council gas contract with Osso Gas, is up for renewal at the end of April 2023. He added that the Town Council's electricity contract with Opus Energy also runs out at the end of June 2023 therefore an appropriate broker was needed to obtain market-relevant rates.

Members noted that a comparative paper of quotes received for brokers would have helped them to make an informed decision.

The Finance Manager indicated that as each broker offered a different service to the other, having a comparative table was not straight forward.

The Chairman observed that prices and quotes could be sourced by Officers as the Council only owned two premises which used gas.

Members **AGREED** to **DEFER** the report for the next Town Council meeting.

10. **ITEMS FOR INFORMATION**

a. **Finance Review Update**

The Finance Manager indicated that good progress had been made as the financial year draws to a close. He pointed out that by the beginning of August the remaining five recommendations from the financial review will have been completed.

Members **NOTED** the report.

b. **Unity Trust Bank Update**

The Finance Manager who presented the report, noted that the cash encashment facility had now been moved from St Neots to Huntingdon because the St Neots branch is now closed.

Following Members queries regarding cash payments, The Finance Manager indicated that cash withdrawals were only needed every two months to source petty cash.

Members **NOTED** the report.

c. **Virements Quarterly Report**

Members **NOTED** the report.

d. **Finance Department Major Work Q1**

Members **NOTED** the report.

Cllr Russell also noted that she looked forward to new Management Accounting arrangements and hoped that the next F&GP Committee meeting of the new Council would set out exactly what the management accounting arrangements would be.

e. **General Insurance Policy Renewal**

The Head of Governance & Strategic Partnerships who briefed the Members pointed out that Officers had met the BHIB Broker in early March. The BHIB Broker pointed out that the market is very challenging at present and sent a renewal quote of £24,000.

The broker also confirmed that no other quotes had been forthcoming with two large insurers declining to submit quotes.

The Council's Insurance Broker covers 70% of the Town Council Marketplace and is a recognised specialist in the field. It is their expert belief that due to current circumstance; no additional quotation can be sourced. This is due to current market conditions.

The Head of Governance & Strategic Partnerships indicated that a report would be submitted to 28th March Town Council meeting with a recommendation that Members agree to suspend financial regulations and proceed with the recommended quote at £24,000. The latest quote was not a significant increase when compared to current inflationary pressures and in the opinion of the Broker represented good value for money.

Members **NOTED** the report.

11. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

12. **EXEMPT**

a. **Fire Safety Compliance Update Report**

The Head of Governance & Strategic Partnerships noted that Officers had worked hard to deliver Town Council fire safety compliance across its nine assets.

Members both **WELCOMED** and **NOTED** the report.

b. **Risk Management Update Report**

The Head of Governance & Strategic Partnerships noted that Officers have been implementing the new risk framework across the business as per the existing external auditor's recommendation.

Officers thanked Members for their inputs.

The Town Clerk & Chief Executive asked that Officers reach out to Members and offer a separate meeting to explain the detailed context behind the new risk tool. This will add to Members understanding as the new framework does not lend itself to being easily printed.

Members **RECOMMENDED** that the new risk framework and management approach is adopted at the next Town Council meeting on the 28th of March 2023.

c. **Telephony Convergence Contracts Update Report**

The Head of Governance & Strategic Partnerships noted that quotes received from suppliers were bespoke and not directly like for like due to suppliers' different service provision. Members noted that the information provided was not sufficiently clear to make a decision and requested that a more comprehensive report is provided to compare the current provision with that proposed, including a review of the differing needs for different staff roles.

Members **NOTED** the report and **DEFERRED** the decision to Town Council on 28th March 2023.

d. **Selection of New Auditor Report**

The Finance Manager indicated that following a recent Finance Review it was recommended that as good practice, a new auditor was needed.

Officer's sourced quotes from several large companies and submitted their findings to Members.

Members **APPROVED** the recommendation of the Finance Manager to accept quote three.

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

MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD ON TUESDAY 30TH MAY 2023
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES,
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE SG18 8DL

PRESENT:

Cllr M Russell (Chairman)
Cllr M Foster
Cllr M Knight
Cllr S Patel
Cllr D Strachan
Cllr C Thomas
Cllr J Woodhead

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

Members of the Public - 0

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

Cllr D Albone and Cllr P Guilcher.

2. DECLARATIONS OF INTEREST

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

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

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

4. PUBLIC OPEN SESSION

There were no members of the public present.

5. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. The Minutes of the Personnel Committee Meeting held on **Thursday 23rd February 2023** were **APPROVED** subject to the following amendments:

- Item 6v to read 'DBS Policy' rather than 'Expenses Policy' and to read 'staff need DBS checks' rather than 'staff need DBS'.

6. MATTERS ARISING

None.

7. ITEMS FOR CONSIDERATION

None.

8. ITEMS FOR INFORMATION

None.

9. PUBLIC OPEN SESSION

No members of the public were present.

10. EXEMPT ITEMS

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

(10a. HR Updates)

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.

11. EXEMPT ITEMS

a. **HR Updates**

Members received an update on a variety of HR related matters.

The Chairman closed the meeting at 8.30pm

BIGGLESWADE TOWN COUNCIL
Report to Town Council 8TH August 2023
External Audit limited assurance review for the year ended 31 March 2023

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

The Council received its audited AGAR back from Mazars on Tuesday 1st August 2023 and the completion letter and audited AGAR are attached as appendices A and B.

The conclusion states:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Mazars certify that they have completed their review of Sections 1 and 2 of the Annual Governance and Accountability Return and discharged their responsibilities under the Local Audit and Accountability Act 2014, for the period ended 31st March 2023.

Minor scope for Improvement in 2023/24 - The Council should ensure that all boxes on the AGAR are filled in or marked not applicable where appropriate.

Members previously resolved that any financial assurance matters should be discussed in open session and within one month of receipt.

Action that the Council must now take:

The Accounts and Audit (England) Regulations 2015 set out what the Council must do at the conclusion of the external auditor's review. In summary, the council is required by 30 September 2023 to:

- Publish (which must include publication on the authority's website) a statement that the limited assurance review has been concluded and that the statement of accounts has been published.
- Of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

Recommendation:

For Members to consider.

Peter Tarrant

Town Clerk & Chief Executive

Appendix A: Completion letter

Appendix B: Audited AGAR 2022/2023 (refer to Section 3 for Auditors comments)



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26 Mosley Street
Newcastle upon Tyne
NE1 1DF

Tel: +44 (0)191 383 6300
www.mazars.co.uk

Mr P Tarrant
Biggleswade Town Council
Old Court House
4 Saffron Road
Biggleswade
Bedfordshire
SG18 8DL

Direct line: +44 (0)191 383 6348
Email: local.councils@mazars.co.uk

Date: 1 August 2023

Dear Mr Tarrant

Completion of the limited assurance review for the year ended 31 March 2023

We have completed our limited assurance review for the year ended 31 March 2023 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the review, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide* (England) 2022. This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the external auditor's review. In summary, you are required by 30 September 2023 to:

Publish (which must include publication on the authority's website) a statement:

- that the limited assurance review has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

Mazars LLP

Mazars LLP is the UK firm of Mazars, an integrated international advisory and accountancy organisation. Mazars LLP is a limited liability partnership registered in England and Wales with registered number OC308299 and with its registered office at 30 Old Bailey, London, EC4M 7AU. Registered to carry on audit work in the UK by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at www.auditregister.org.uk under reference number C001139861. VAT number: GB 839 8356 73

The Accounts and Audit (England) Regulations 2015 do not specify how long the Completion Notice needs to be on the council's website, but this period must be reasonable.

Minor scope for improvement in 2023/24

The Council has left Box 11a in Section 2 of the Annual Governance and Accountability Return (AGAR) blank. Although the answer that the Council did not have trust funds could be inferred from other answers on the AGAR the Council should ensure all boxes are filled in, marking nil or not applicable where appropriate.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the limited assurance review which is in accordance with the audit fee scales set by SAAA, and available at <http://www.localaudits.co.uk/fees.html> will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely



Cameron Waddell

Partner

For and on behalf of Mazars LLP

Annual Governance and Accountability Return 2022/23 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

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

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

Publication Requirements

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

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

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

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

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

Annual Internal Audit Report 2022/23

BIGGLESWADE TOWN COUNCIL

<https://biggleswadetowncouncil.gov.uk/>

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

21/12/2022 08/03/2023 14/04/2023.

Name of person who carried out the internal audit

Sally King for Auditing Solutions Ltd

Signature of person who carried out the internal audit



Date

14/04/2023.

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

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

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

BIGGLESWADE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

25/04/2023

and recorded as minute reference:

25042023 1261

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

Chairman

Clerk

<https://biggleswadetowncouncil.gov.uk/>

Section 2 – Accounting Statements 2022/23 for

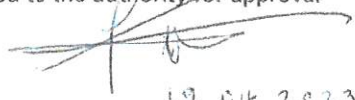
BIGGLESWADE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	584,569	438,894	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,289,691	1,424,171	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	155,847	676,994	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	792,482	901,622	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	14,679	22,720	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	784,052	921,189	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	438,894	694,528	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	479,406	718,732	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,974,179	3,157,865	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	101,416	519,188	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

19 04 2023

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

25.04.2023

as recorded in minute reference:

25042023 1261

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



Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

Biggleswade Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not applicable

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

Not applicable

External Auditor Name

Mazars LLP, Newcastle upon Tyne, NE1 1DF

External Auditor Signature

Mazars LLP

Date

1 August 2023

BIGGLESWADE TOWN COUNCIL
Town Council 8th August 2023
Management Accounts Finance Report – July 2023

Implications of Recommendations

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

Finance: Provision of improved monthly Financial Management reporting for Town Council.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

An action item on the Financial Review is to improve the provision of monthly Financial Management reports to Town Council meetings.

This item is:

“A consultation exercise should be carried out with Members, in order to ascertain what finance reports they wish to see and when they want to see them”.

This long process has now been concluded and agreed at the recent Finance and General Purposes Committee on 18th July 2023. The Chairman of Finance and General Purposes had significant input into the suggested report and process, along with the Town Clerk & Chief Executive and the Finance Manager. The feedback at the Finance and General Purposes Committee was positive for Option A, which includes a summary amount of Income and of Expenditure per cost centre and a summary comment for each, providing context and explanation.

The recommended process is:

- a) The usual finance reports will still be available to provide full detail.
- b) A single sheet report format was approved, with commentary, to provide some context behind the numbers shortly after month-end.
- c) The new report will be continually assessed and refinements should be considered

The first report is attached and covers the period to the end of July 2023 (Appendix A).

Usual finance reports:

The usual finance reports will be available on the Biggleswade Town Council website, under “About the Council/Organisation/Finance Transparency Documents/Monthly Accounts”.

For completeness, the regular reports are:

- 1) Balance Sheet
- 2) Detailed Income and Expenditure
- 3) Payment Listing
- 4) Summary Income and Expenditure

Recommendation:

For Members to consider the new Management Accounts Finance report.

Rob Youngs

Finance Manager

Appendix A: Management Accounts Finance report to 31st July, 2023.

Management Accounts Finance Report 31/07/2023

		Actual FY22/3	Actual FY 23/4	Budget FY 23/4	Variance FY 23/4	Projected Outturn FY23/4	Committed Expenditure	COMMENTARY
B'SWADE MAGISTRATES COURT	Income	(100)	0	0	0	0		Moved to Central Services.
	Expenditure	(2593)	0	0	0	0		Moved to Central Services.
	Movement to/(from) Gen Reserve	2493	0	0	0	0		
ALLOTMENTS	Income	8147	232	9500	(9268)	9500		Allotments sales invoices created mainly in August. Vandal lock £600 and allotment signs £160, not budgeted.
	Expenditure	3107	1125	865	(260)	1725		
	Movement to/(from) Gen Reserve	5040	(893)	8635	(9528)	7775		
BURIAL GROUNDS	Income	40658	12130	38745	(26615)	38745		Expected fluctuations, will review projected outturn after 6 months. Rates £0.6K under budget. Electricity projected at £1.8K (£1.3K over budget) based on recent bills. Water projected at £0.15K over budget based April and May bill.
	Expenditure	8525	2452	7775	5323	8666		
	Movement to/(from) Gen Reserve	32133	9678	30970	(21292)	30079		
CAR PARKS	Income	41445	14521	44000	(29479)	45500		Increase in projected over budget based on actual. £12.5K PO Smart City 7 car park new machines.
	Expenditure	83685	22059	75026	34654	84851	18313	
	Movement to/(from) Gen Reserve	(42,239)	(7538)	(31026)	23488	(39351)		
MARKET	Income	18527	7891	20000	(12109)	25000		Income projected £25K, £5K over budget due to improved Saturday business. Rates for whole year £1.5K, budget £5.4K due to updated valuation for base of charge.
	Expenditure	24665	852	8100	7248	4172		
	Movement to/(from) Gen Reserve	(6,138)	7039	11900	(4861)	20828		
TOWN CENTRE GENERAL	Income	865	4275	200	4075	200		Includes £4.2K S106 monies for CCTV £7K wired out of Christmas lights as over budgeted.
	Expenditure	114526	4678	42400	12797	42400	24925	
	Movement to/(from) Gen Reserve	(113,662)	(403)	(42200)	41797	(42200)		
GRANTS (INCL S137) CAPITAL EXPENDITURE	Income	2000	0	0	0	0		Moved to Central Services. £155K PWLB remains unspent from 22/23 loan.
	Income	6248	0	0	0	0		
	Expenditure	22007	96514	109472	2571	117231	10387	
	Movement to/(from) Gen Reserve	(15,759)	(96514)	(109472)	12958	(117231)		
PUBLIC CONVENIENCES CORPORATE MANAGEMENT	Expenditure	22497	(97)	3350	3045	1980	402	Costs are as expected. First precept received in April, next due in Oct. External Audit fees predicted - due soon as work completed.
	Income	1440282	774485	1539241	(764756)	1545241		
	Expenditure	4420	2340	2340	0	2340		
	Movement to/(from) Gen Reserve	1435862	772242	1533551	(761309)	1540921		
DEMOCRATIC REP'N & MGMT	Income							Both subscriptions and Council website projected outturn being reviewed, expected to be reduced. Spend per Mayor Fage in April. Expenditure matches above, all others on budget.
	Expenditure	15358	2981	9500	6483	12000	36	
	Income	2580	173	0	173	3244		
CIVIC ACTIVITIES & EXPENSES	Expenditure	2466	3485	2250	(1780)	5494	545	Expenditure matches above, all others on budget.
	Movement to/(from) Gen Reserve	114	(6293)	(11750)	5457	(14250)		
ORCHARD COMMUNITY CENTRE	Income	45341	18423	38700	(20277)	53000		Income projected at £53K, £14K over budget, reduced time between bookings. Regular bookings holding up. Improved management of bookings that exceed their original booking time. Refuse collection now includes green waste, projected cost £7K versus £1.5K budget.
	Expenditure	94187	11885	33300	20745	36100	670	
	Movement to/(from) Gen Reserve	(48,845)	6538	5400	(1138)	16900		
RECREATION GROUNDS	Income	19613	0	13650	(13650)	13650		Football bookings to transfer online. Refuse collection now includes green waste, projected cost £7.8K versus £2.5K budget. Electricity projected slightly lower than budget.
	Expenditure	81884	16403	47600	29947	46592	1250	
	Movement to/(from) Gen Reserve	(62,270)	(16403)	(33950)	17547	(32942)		
CENTRAL SERVICES	Income	1248	410	0	410	410		Dividends on Common ground, not budgeted. Projected spend £1.m, close to budget. Salaries £4K under, but mobile telephones £2K over (budget lower than 22/23 actual).
	Expenditure	775269	402261	1201096	790904	1205419	7931	
	Movement to/(from) Gen Reserve	(774,021)	(401851)	(1201096)	799245	(1205009)		
PUBLIC REALM	Income	4497	1750	7000	(5250)	7000		Rent of old depot - £1.7K per quarter, on budget. Spend close to budget. Vehicle insurance £2K and vehicl leasing £13K saving due to lawn mower only expected in December.
	Expenditure	467449	57756	168192	108149	162029	2287	
	Movement to/(from) Gen Reserve	(462,951)	(56006)	(161192)	105186	(155029)		
DEPOT REPAIRS & MAINTENANCE	Expenditure	2023	0	0	0	0		Moved to Public Realm. Moved to Public Realm.
	Expenditure	32	0	0	0	0		
	Grand Totals:- Income	1631351	834290	1711036	(876746)	1741490		
	Expenditure	1719507	624694	1711266	1019826	1730999	66746	
	Movement to/(from) Gen Reserve	(88,153)	209596	(230)		10491		

BIGGLESWADE TOWN COUNCIL
Town Council
8th August 2023
Market Square and Town Centre Vision Brief

Implications of Recommendations:

Corporate Strategy: ASPIRATIONS: COMMUNITY: Influence the regeneration of the town centre to encourage and support high quality leisure and retail experiences. Improve the Market Square for the market and outdoor events to encourage visits to the town centre.

Finance: Capital cost to be confirmed.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

It was resolved at Town Centre Management on 21st February 2023 for Members and Officers to review the draft Market Square and wider Town Centre vision document at a one half-day workshop, with a goal of producing a list of specific aspirations in the context of: a vision for the Market Square specifically including what happens if and when bus exit lanes can close; what happens to Century House; where trees should be replanted; and broader conversations about the Town Centre and Market Square layout.

Summary

Several informal working group meetings with Members have taken place over the past month to produce a cleansed high-level brief reflecting Members' vision for the future Market Square and wider Town Centre. It was agreed during these meetings that the brief would be written with the intention of it being agreed by Council, then for Officers to engage with urban designers either through a tender exercise or by reaching out directly to source quotes. Officers would prefer the latter approach given the complications and length of time a tender takes, ensuring regular liaison with the Mayor and Deputy Mayor, and then providing Council with a written update when appropriate. Following the appointment of an urban designer, they would then produce several illustrations for re-modelling the Market Square and wider Town Centre. Members and Officers would then work with the urban designer to finalise a preferred design with accompanying graphical illustrations.

Please find the cleansed briefing attached in Appendix A.

Recommendations

For Members to agree that Officers engage with urban designers to source quotes for the work, liaising with the Mayor and Deputy Mayor on progress, and presenting a report to Council when appropriate.

Isaac Lord
Place Shaping Manager

Appendix A: Urban Designer Brief

Appendix A – Urban Designer Brief

Biggleswade Town Council – Market Square Renovation Design Brief

Context

This document is intended to provide a high-level briefing for an urban planner. It is intended to provide background and high-level guidance and is not intended to be prescriptive.

Introduction

Biggleswade is a historic market town with a town centre that features a mix of small retail and services, a central market square that hosts regular street markets, car parking, a war memorial, and a municipal building known as Century House.

The central area of the town centre is the market square. The market square was last refurbished in the late 1990s and is now in a poor state of repair. Century House was built as part of this refurbishment. In the opinion of Biggleswade Town Council requires refurbishment and improvement.

The Town Council believes that a high-level vision and design for the market square must be established before individual elements of improvement can commence. Overall sustainability should be kept in mind. For example, it would be unwise to plant trees until a future layout has been agreed as this investment could be wasted if the location of newly planted trees was found to be incompatible or constrain the overall design.

The Town Council wishes to obtain the services of an experienced urban planner to explore potential future visions for Biggleswade town centre. The Town Council anticipates that following a procurement process, the designer will meet with the Town Council to refine the brief. Following this the designer should produce several drawings to provide options for re-modelling Biggleswade town centre. The Town Council would work with the planner to iterate designs with the goal of establishing an agreed preferred design with accompanying graphical illustrations.

This document is intended to provide an initial briefing to potential urban planners outlining the Town Council's high-level vision and ambition for Biggleswade's Market Square.

The Town Council has recently successfully created a Neighbourhood Plan that has now been adopted as supplementary planning guidance. It has several sections referring to the Town Centre and is a useful reference for planners.

Background

The market square is mostly block paved. Large areas of block paving have been replaced with tarmac after utility repairs or where tree roots have lifted blocks. Several established trees were removed in early 2023 as these were damaging the paving surface.

There are several trees, street furniture, nine pillars for event power, and many seating benches. A small number of retailers such as cafes have permission to place tables and seating on the market square for alfresco drinks and dining.

Century House is largely unused internally and is a poor use of space except for bus stops that surround the building. Century House provides protected storage for market stalls and public toilets.

Refer to the maps showing the town centre, market square, boundary of the scheme, conservation area and current layout for Market and events in Figures 1 through 5.

Century House

The Town Council is willing to explore potential future uses of site currently occupied by Century House, including partial or complete demolition of the current building.

Public Transport

Century House is surrounded by several bus stops that provide covered seating for passengers. A new transport interchange has recently been completed at the nearby railway station with new bus stops. While buses will still service the market square, it is expected that buses will wait at the transport interchange. The Town Council has proposed that new bus stops are provided on the High Street, and that the current Century House bus stops and the bus loop on the market square are closed. There has been no opportunity to discuss this proposal with bus companies or Central Bedfordshire Council.

High Street bus stops must be conveniently located for shops, and their design should not impede bus journey times. Consideration should be given for the best way to accommodate bus stops without impeding other road traffic. Assuming the current bus loop is closed, the land this occupies would become available for other uses.

Roads Pedestrianisation and Paving

The High Street lay on the route of A1 before the Biggleswade bypass was constructed. From time to time the A1 is closed and traffic is diverted through Biggleswade and along the High Street. The High Street is the official Highway's England diversion for the A1 Biggleswade bypass.

Key roads to consider within the scheme are High Street, Hitchin Street, Market Place, Station Road, and Church Street. Except for Hitchin Street, pedestrian areas are raised relative to the roadway. Hitchin Street has been converted to a shared space, but the materials chosen are of a poor quality and the road surface is visually unattractive and suffers from many unsightly repairs. There is currently conflict between motor vehicles and pedestrians on Hitchin Street.

The market square serves the local community as a convenience retail and leisure destination and is home to a range of service and retail businesses. It is important to provide a balance of open leisure spaces and short-term parking. The market square must provide a safe space for pedestrians and space for markets and events, while retaining the utility of a successful and vibrant shopping centre. The catchment for the town centre includes residents of Biggleswade and from several nearby villages and towns.

The Town Council would prefer to see a more flexible space with fewer trip hazards, but due regard to separation and pedestrian safety must be incorporated into the design. The area must be accessible to all members of the community, including those with disabilities. High-quality paving should be utilised throughout the market square, including Market Place, from Century House to Station Road.

The Town Council is willing to consider reducing the overall number of parking spaces to improve safety and the amenity of the Market Square, but sufficient parking to retain a vibrant and commercially successful market square must be retained. There is a large retail park on the southern boundary of the town adjacent to the A1 that provides free parking for their customers. The retail park can be seen as a competitor to the town centre.

Future scenarios for further pedestrianisation should be explored.

Care must be given to the materials used to ensure they can be readily sourced by utilities for reinstatement following repairs.

Pedestrian permeability is important to ensure good and safe access to retail units.

Car Parking

Table 1 shows the current parking arrangements in the vicinity of the Market Square. Consideration may be given to converting the White Hart Car Park into a leisure space. Consideration may also be given to chevron parking.

Location	Types	Regular Spaces	Disabled Spaces	Comments
White Hart	Car park	16	0	
Market Place	Street	38	5	Regular – 14 north, 18 south, 6 Iceland Disabled – 2 Boots, 3 Iceland
Hitchin Street	Street	7	0	Includes spaces down to junction
High Street	Lay-by	9	2	Regular – 3 Red Kite, 3 Lloyds, 3 Taylors Disabled – 2 Lloyds

Table 1 - Current Parking Spaces

Connectivity

The Council wishes to encourage visits to the market square from the retail park and areas of Biggleswade that are at the edge of the town.

Landscaping

Established trees should be retained where practicable. Following the removal of some trees in 2023, the future design should incorporate replacements where possible.

Suitable greening and planting (a mix of small trees or shrubs) should be considered for visual appearance and overall enhancement.

Festive Lighting

Christmas lights are hung on trees. Festoons cross the High Street and motifs are places on street lighting columns each winter. Future designs should be compatible with festive lighting requirements.

Public Toilets

Public toilets (male, female, and disabled) are currently provided in Century House, but these are in a poor state of repair. Public toilets could be incorporated into the new market square design, or the Town Council may consider introducing a community toilet scheme. Market traders require access to public toilets.

Events

The market square is home to a historical Saturday charter market (up-to 25 market stalls – some gazebos, some selling from vans). There is also a smaller Tuesday market that features around 12 market stalls. The market square is closed to traffic on market days where market stalls are placed on the highway. Space for the markets must be retained in any new design.

The town also hosts several events including.

- Remembrance Sunday service.
- An annual Christmas light switch-on in late November that includes a stage with performances and music.
- Monthly street food events.

The Town Council has a premises license that permits the council to run events with music and alcohol with a legal capacity of 5000 people. The Council obtains road closure orders where necessary to support large events.

The Town Council would like to explore the possibility of providing an attractive covered outdoor leisure space that could be used for markets, events, and general leisure.

Cycle Parking

Adequate cycle parking should be provided at convenient locations to access businesses. It should be as easy for people to park their bicycle as it is to park a car. Former Biggleswade resident Dan Albane invented the first successful light farm tractor and the Ivel Safety Bicycle. These inventions could be

featured in any design. The Town Council owns several cycle racks that are designed to resemble the Ivel Safety Bicycle. There is potential to re-use these racks if refurbishment is viable, but they are currently in storage and in a poor state of repair.

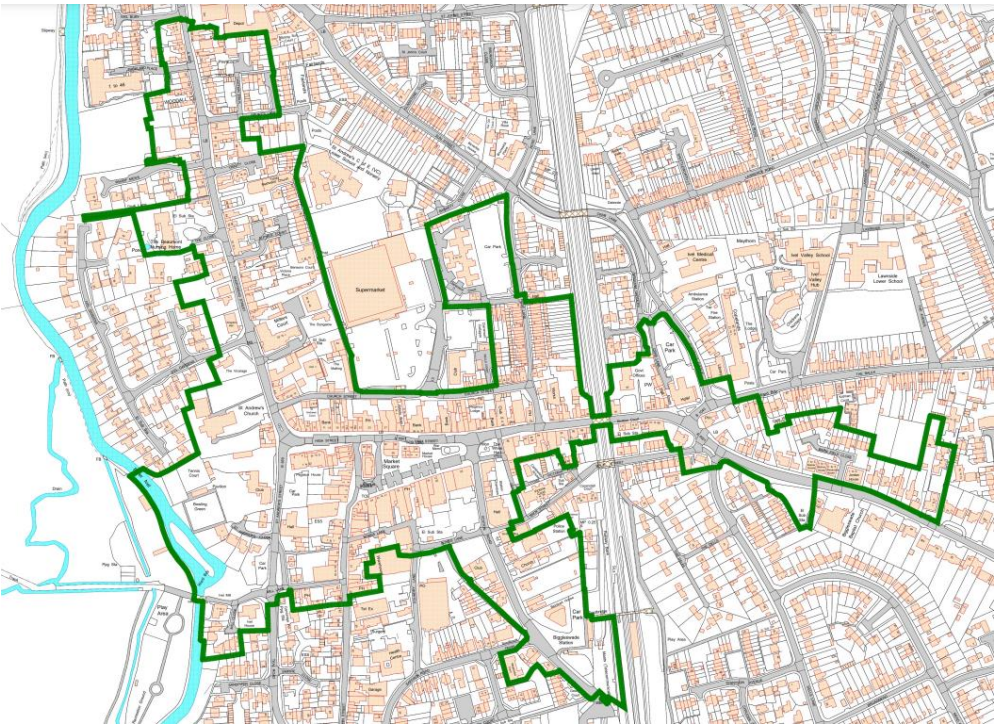
Active Travel

While the town Centre is a destination it should also form an easy walking and cycling through-route to access the south and west of the town. Safe segregated cycle routes are not currently provided.

Leisure Facilities

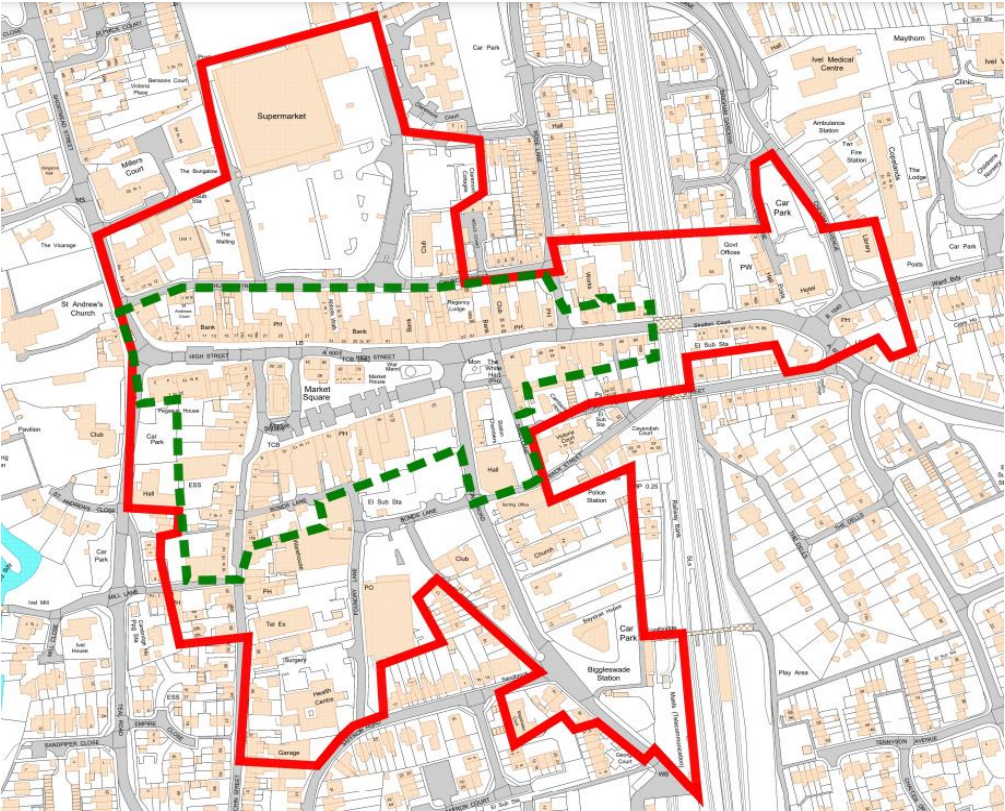
The town centre is close to Franklin's Recreation Ground (that contains a wide range of children's modern play equipment), the Biggleswade Green Wheel (a local walking and cycling route that encircles the town), and the river Ivel. Good access and signage to these facilities is important.

Figure 1 – Biggleswade Conservation Area



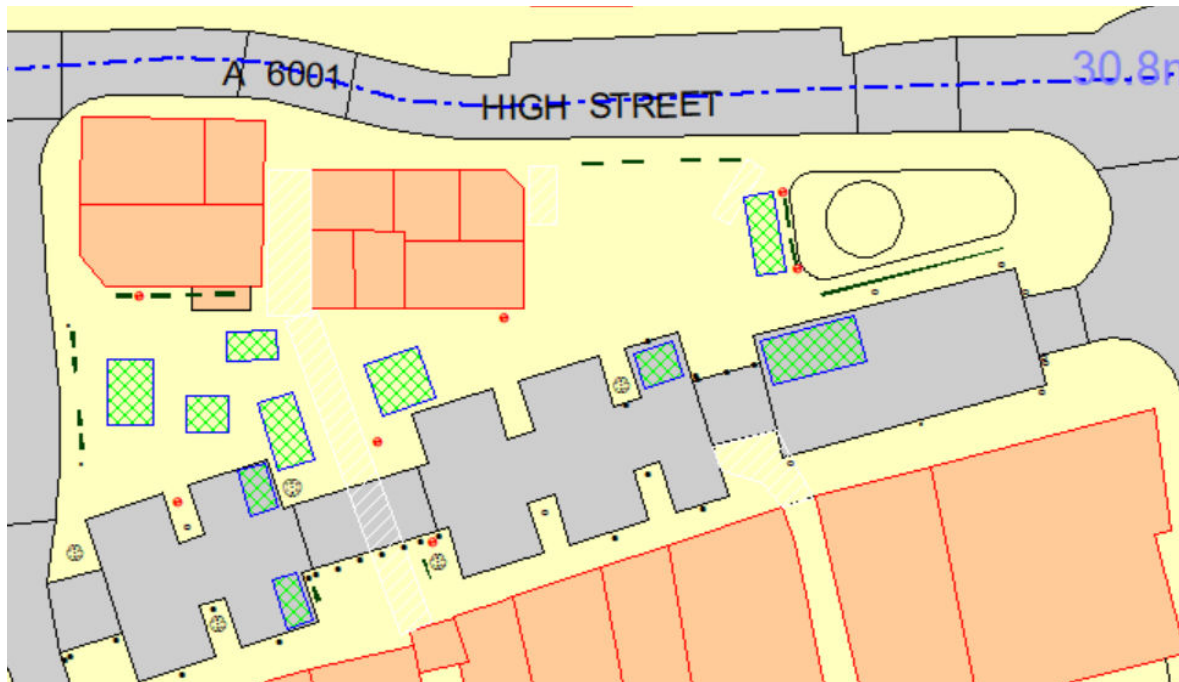
Green line – conservation area

Figure 2 – Biggleswade Town Centre Boundary and Primary Shopping Area



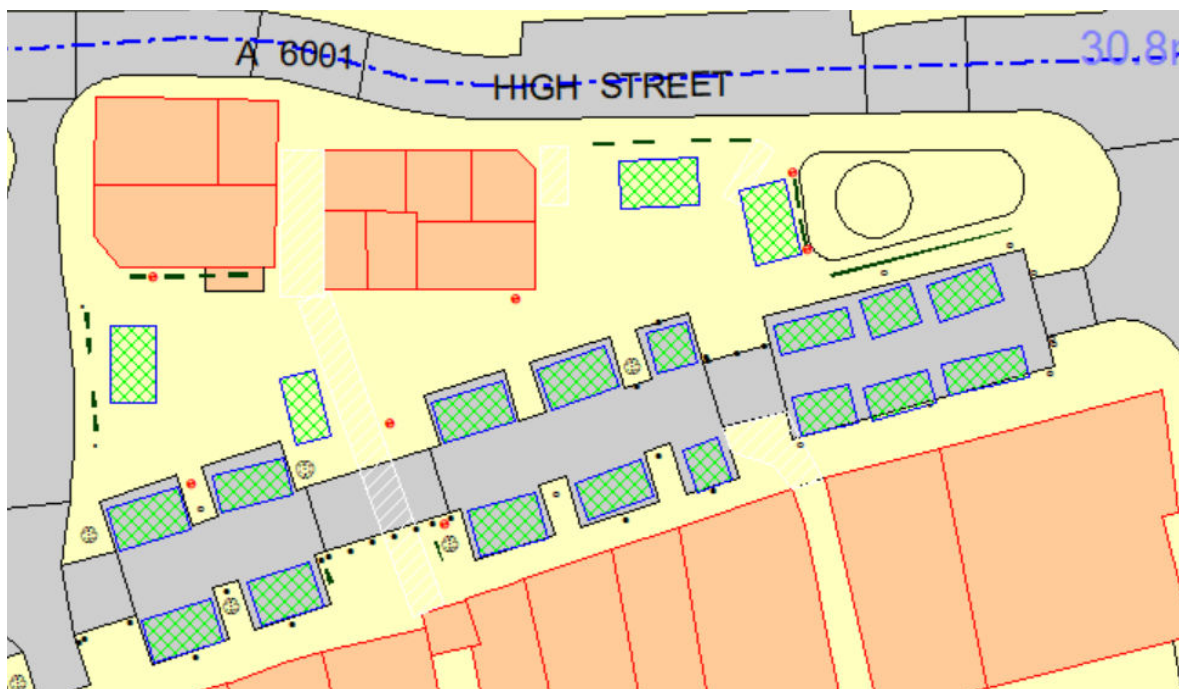
Red line – Town Centre boundary, green line – primary shopping area.

Figure 3 – Tuesday Market Map



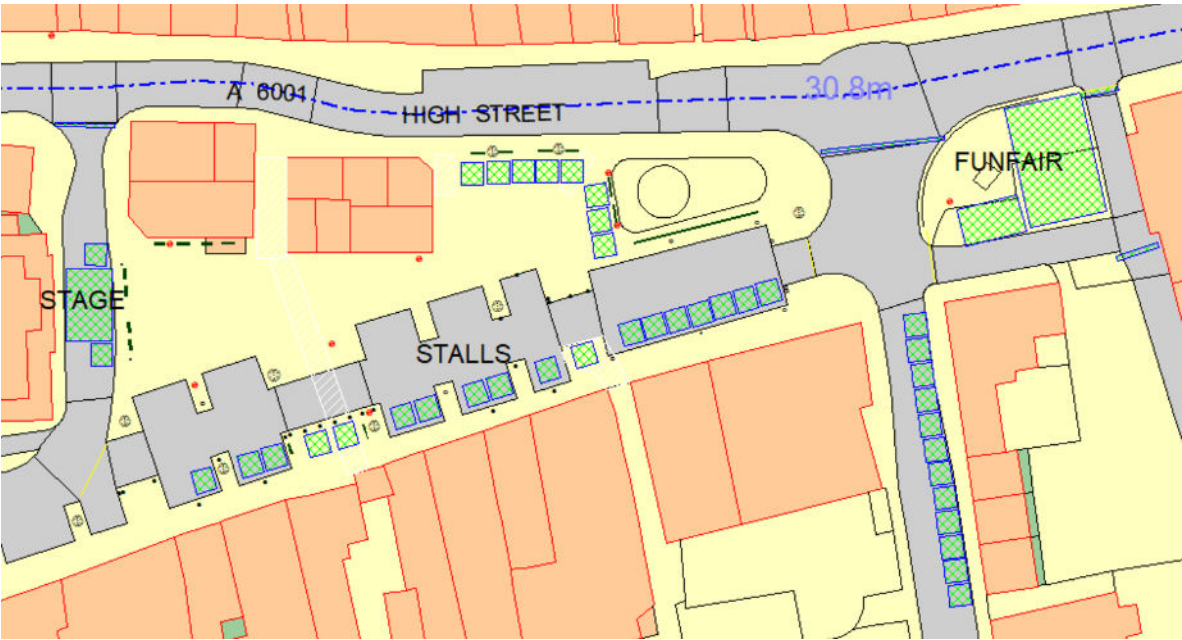
*No road closure.

Figure 4 – Saturday Market Map



*Road closure effective.

Figure 5 – Christmas Lights Switch-On Map



*Road closure effective.

PUBLIC NOTICE

CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO INTRODUCE A BUS GATE AT THE TRANSPORT INTERCHANGE, BIGGLESWADE

Reason for proposal: To avoid danger to persons or other traffic using the road or any other road or to prevent the likelihood of any such danger arising. To facilitate the passage on the road of pedestrians, cyclists and public transport vehicles and to prevent the use of the road by vehicular traffic other than public transport vehicles.

Effect of the Order:

To introduce a Bus Gate (No Entry except buses) on the following length of road in Biggleswade: -

1. Transport Interchange, Station Road, Biggleswade - please see plan for clarification.

Details may also be viewed online at www.centralbedfordshire.gov.uk/publicstatutorynotices.

Comments should be sent by e-mail to highways.consultation@centralbedfordshire.gov.uk by 18th August 2023. Any objections must state the grounds on which they are made **and must quote unique reference number A00405**. If you want to send in your comments in writing please send them to the address shown below FAO Emily Hirst.

Please note that any comments received will be redacted of personal information and uploaded onto the Central Bedfordshire Council website as part of a report on the scheme a few days before the proposal is discussed at the relevant Traffic Management Meeting, where it will remain in the public domain. If you do not wish for your comments to be part of the report please state this explicitly within your response

Order Title: If made will be "Central Bedfordshire Council (Transport Interchange, Biggleswade) (Bus Gate) Order 202**"

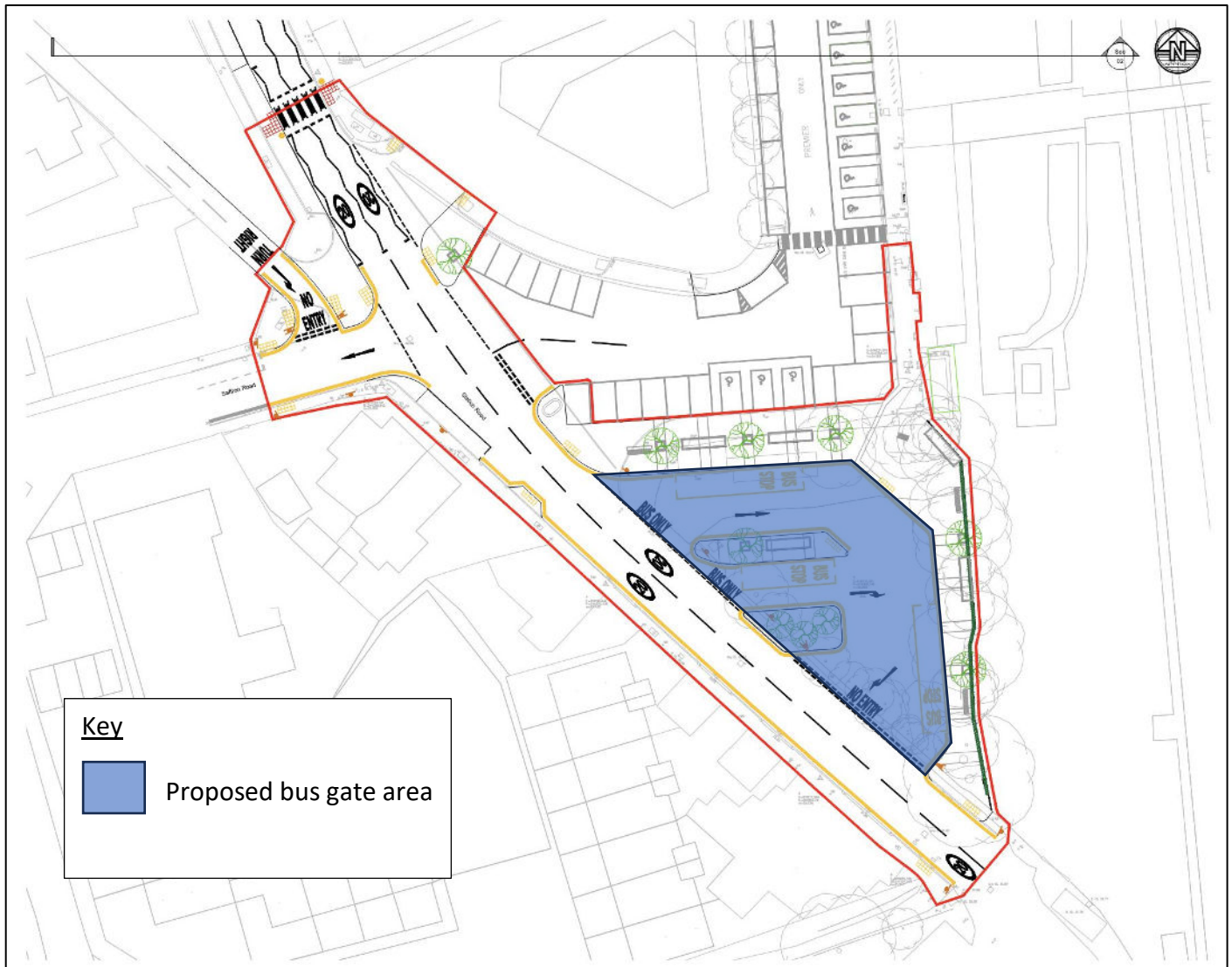
Central Bedfordshire Council
Priory House
Chicksands
Shefford SG17 5TQ

Gary Powell
Assistant Director
Highways

28 July 2023

Schedule 1

Area to introduce a bus gate (No Entry except buses)



How to take part and register your involvement

Step 1: To confirm your involvement and make important communication as easy as possible please register your involvement, providing the information below, direct to brunopeek@mac.com as soon as possible please, but **no later than 30th May 2024**.

If your event is a private occasion and NOT open to the public, and you do not want your involvement shown on any public or media listing, it is important that you confirm this when providing information. Your participation will still be noted as part of this historic occasion but NOT made public. However, if your event IS open to the public, your contact details will be shared with the media so that they can contact you direct to arrange any publicity and/or coverage of your event.

Name and Job title of contact/coordinator

Name of Council, School, Pub, Organisation etc

Name of Country - ie England, Scotland, Wales, Northern Ireland, Channel Island, Isle of Man, UK Overseas Territory

Name of County

Name of Parish, Town, Borough, District, Community, or County Council etc

Full Postal address including post code

Telephone number - Landline/Mobile

Email

Will you be having Fish & Chips as part of your Beacon lighting YES/NO

Will your School be involved in the reading of the Poem at 11am, found YES/NO

Will your School/Pub/etc/ event be involving the eating of Fish & Chips during the day YES/NO

Will your event involve the reading of the International Tribute at 9.15pm YES/NO

Public event

Private event

Public or private event & legal essentials

Ensure you have undertaken all the legal essentials and safety requirements on **page 34** before lighting your beacon. Alert the emergency services, including the Fire Brigade, undertake any

risk assessments required and ensure everyone involved is happy and familiar with your plans. **(This is your responsibility as coordinator)**. In the event of dry weather, high winds and a heightened wildfire risk on the day of the event, please carefully consider scaling back initial plans where appropriate.

Beacon lighting ceremony - 6th June 2024

Please light your Beacon and undertake the Nation's Tribute using the wording found on page 20 at 9.15pm.

The Beacon lighting ceremony and Nation's Tribute should be undertaken as follows:

Step 2: Invite your Lord Lieutenant, DL, Lord Mayor, Sheriff, High Steward, Lord Provost, Chairman or leader of the Council or another of your choice from within your local community to light your Beacon and undertake the Nation's Tribute at **9.15pm**, using the wording found on **page 20**. Alternatively, you may wish to organise a competition in partnership with your local media, with the winner having the honour of lighting the beacon and the Nation's Toast.

Step 3: You might consider having professional photographs taken during your event. Immediately after, please send no more than two high quality, copyright-free photographs to brunopeek@mac.com, including the name of the photographer, the beacon location, county, country and postcode, along with the name of the council or organisation.

Step 4: If appropriate, use social media channels - Twitter, Facebook etc - to promote your event. On Facebook, post photographs of your beacon lighting ceremony.

Step 5: Publicise your event. We will provide you with a Press Release template which you can localise, providing as much information as you wish regarding your event, but including your contact details. You can send this to your local media to enable them to get in touch with you direct.



OUTCOME OF CBC DETERMINED PLANNING					
Address	Application No.	Committee date	BTC Decision 2020-2023	Description	Central Beds Outcome/DATE
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 luminated, 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 form 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)
					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. 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. 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. 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. 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.
Havelock Road, 36, Biggleswade, SG18 0DH	23/02044/FULL	25/07/2023	The Council OBJECTS to this planning application based on the following points of: •Overdevelopment. •Adverse impact on the street scene. •Lack of parking for visitors in an area that already suffers from congested and dangerous parking"	New build two storey detached dwelling with dedicated off-road parking.	Awaiting Outcome

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 South of Potton Road, Biggleswade	23/02014/SECM		<p>The Town Council OBJECTS to this application on the grounds that:</p> <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
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.	Awaiting Outcome

01/08/2023

Biggleswade Town Council

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Detailed Balance Sheet - Excluding Stock Movement**Month 4 Date 31/07/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	OP'L F/H LAND & BUILDINGS	1,813,044	513,015	1,300,029
2	OP'L L/H LAND & BUILDINGS	29,050	1,996	27,054
21	VEHICLES & EQUIPMENT	920,409	575,047	345,362
41	INFRASTRUCTURE ASSETS	362,173	274,036	88,137
61	COMMUNITY ASSETS	15,380	0	15,380
	Total Fixed Assets	3,140,056	1,364,094	1,775,962
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	17,809		
100	DEBTORS - TOWN COUNCIL	5,130		
102	DEBTORS - PITCH HIRE	(23)		
103	DEBTORS - ORCHARD CENTRE	4,624		
105	VAT REFUNDS	6,307		
106	DEBTORS - BURIAL FEES	1,840		
110	PREPAYMENTS	79,566		
115	ACCRUED INCOME	643		
116	Accrued Interest	(0)		
201	UNITY CURRENT A/C	347,017		
203	UNITY SALARY A/C	10,805		
210	PETTY CASH	142		
224	PUBLIC SECTOR DEPOSIT	338,060		
226	PUBLIC SECTOR DEPOSIT A/C	213,780		
	Total Current Assets		1,025,701	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	63,208		
510	ACCRUALS	20,309		
515	PAYE & NI DUE	16,810		
516	NET WAGES CONTROL	1,004		
517	SUPERANNUATION DUE	(1,004)		
525	ALLOTMENT DEPOSITS	5,900		
526	OLD DEPOT DEPOSIT	1,750		
530	INC IN ADVANCE - COMMUTED	16,200		
	Total Current Liabilities		124,177	
	Net Current Assets			901,524
	Total Assets less Current Liabilities			2,677,486
	<u>Long Term Liabilities</u>			
401	PWLB LOAN 331100	35		
402	PWLB LOAN 331275	1,236		
403	PWLB LOAN 484665	6,191		
404	PWLB LOAN 491331	85,816		
405	PWLB LOAN 559293	421,628		
	Total Long Term Liabilities		514,906	
	Total Assets less Total Liabilities			2,162,580

Represented by :-

Detailed Balance Sheet - Excluding Stock Movement**Month 4 Date 31/07/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
301	CURRENT YEAR FUND	209,669	
310	GENERAL RESERVE	348,886	
349	ROLLING CAPITAL FUND	76,243	
350	CAPITAL FINANCING RESERVE	1,241,910	
451	DEF'D GRANTS APPLIED	660,479	
452	DEF'D GRANTS W/BACK	(374,607)	
	Total Equity		2,162,580

01/08/2023

Biggleswade Town Council

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Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 B'SWADE MAGISTRATES COURT								
1091 INC-MISCELLANEOUS	(100)	0	0	0			0.0%	
B'SWADE MAGISTRATES COURT :- Income	(100)	0	0	0				0
4790 DEFERRED GRANTS RELEASED	(2,593)	0	0	0		0	0.0%	
B'SWADE MAGISTRATES COURT :- Indirect Expenditure	(2,593)	0	0	0	0	0		0
Net Income over Expenditure	2,493	0	0	0				
102 ALLOTMENTS								
1087 INC-ALLOTMENTS	8,147	232	9,500	9,268			2.4%	
ALLOTMENTS :- Income	8,147	232	9,500	9,268			2.4%	0
4013 RENT	465	155	465	310		310	33.3%	
4036 PROPERTY MAINTENANCE	1,044	0	0	0		0	0.0%	
4037 GROUNDS MAINTENANCE	180	0	0	0		0	0.0%	
4047 MATERIALS/TOOLS	285	160	0	(160)		(160)	0.0%	
4067 PEST CONTROL	885	140	200	60		60	70.0%	
4104 REFUSE COLLECTION	0	0	200	200		200	0.0%	
4134 SECURITY	81	600	0	(600)		(600)	0.0%	
4999 DEPRECIATION CHARGED	167	0	0	0		0	0.0%	
ALLOTMENTS :- Indirect Expenditure	3,107	1,055	865	(190)	0	(190)	122.0%	0
Net Income over Expenditure	5,040	(823)	8,635	9,458				
104 BURIAL GROUNDS								
1084 INC-BURIAL FEES	40,588	12,130	38,745	26,615			31.3%	
1097 INC-MEMORIALS	70	0	0	0			0.0%	
BURIAL GROUNDS :- Income	40,658	12,130	38,745	26,615			31.3%	0
4011 RATES	4,738	1,475	5,000	3,525		3,525	29.5%	
4012 WATER RATES	246	112	150	38		38	74.3%	
4014 ELECTRICITY	524	725	500	(225)		(225)	145.0%	
4026 COMPUTER	0	0	1,000	1,000		1,000	0.0%	
4036 PROPERTY MAINTENANCE	231	0	1,000	1,000		1,000	0.0%	
4067 PEST CONTROL	71	140	100	(40)		(40)	140.0%	
4092 Card Processing Fees	12	0	25	25		25	0.0%	
4100 FERT./SEEDS/WEEDKILL	187	0	0	0		0	0.0%	
4134 SECURITY	202	0	0	0		0	0.0%	
4173 S/W CEMETERY LANDSCAPING	64	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	2,250	0	0	0		0	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	8,525	2,452	7,775	5,323	0	5,323	31.5%	0
Net Income over Expenditure	32,133	9,678	30,970	21,292				

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
105 CAR PARKS								
1088 INC-CAR PARKING FEES	24,138	10,840	23,000	12,160			47.1%	
1089 INC - PARKING PERMITS WORK	10,742	3,195	11,000	7,805			29.0%	
1189 INC-PARKING PERMITS RES	6,565	486	10,000	9,514			4.9%	
CAR PARKS :- Income	41,445	14,521	44,000	29,479			33.0%	0
4011 RATES	26,200	8,770	28,725	19,955		19,955	30.5%	
4013 RENT	2	0	1	1		1	0.0%	
4023 STATIONERY	654	0	200	200		200	0.0%	
4037 GROUNDS MAINTENANCE	1,078	0	700	700		700	0.0%	
4038 MAINTENANCE CONTRACT	8,742	812	7,000	6,188	5,935	253	96.4%	
4042 EQUIPT MAINT/REPAIR	1,035	0	1,000	1,000	100	900	10.0%	
4092 Card Processing Fees	975	442	1,200	758		758	36.8%	
4126 CAR PARK LEASE	36,000	12,000	36,000	24,000		24,000	33.3%	
4128 EQUIPMENT	182	36	200	164	12,278	(12,114)	6156.8%	
4790 DEFERRED GRANTS RELEASED	(742)	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	9,559	0	0	0		0	0.0%	
CAR PARKS :- Indirect Expenditure	83,685	22,059	75,026	52,967	18,313	34,654	53.8%	0
Net Income over Expenditure	(42,239)	(7,538)	(31,026)	(23,488)				
106 MARKET								
1083 INC-PITCH HIRE	198	0	0	0			0.0%	
1085 INC-TUESDAY MARKET RENTS	3,884	1,991	5,000	3,009			39.8%	
1086 INC-SATURDAY MARKET RENTS	14,445	5,900	15,000	9,100			39.3%	
MARKET :- Income	18,527	7,891	20,000	12,109			39.5%	0
4002 EMPLOYERS N.I	572	0	0	0		0	0.0%	
4003 EMPLOYERS SUPERANN.	2,849	0	0	0		0	0.0%	
4004 MARKET STAFF	13,044	0	0	0		0	0.0%	
4011 RATES	5,180	491	5,400	4,909		4,909	9.1%	
4014 ELECTRICITY	1,751	361	2,000	1,639		1,639	18.1%	
4023 STATIONERY	0	0	200	200		200	0.0%	
4032 PUBLICITY	0	0	300	300		300	0.0%	
4047 MATERIALS/TOOLS	266	0	200	200		200	0.0%	
4999 DEPRECIATION CHARGED	1,004	0	0	0		0	0.0%	
MARKET :- Indirect Expenditure	24,665	852	8,100	7,248	0	7,248	10.5%	0
Net Income over Expenditure	(6,138)	7,039	11,900	4,861				

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
107 TOWN CENTRE GENERAL								
1077 INC-S106 GRANTS	(0)	4,275	0	(4,275)			0.0%	
1094 INC-TC FESTIVAL	183	0	0	0			0.0%	
1145 INC-CHRISTMAS ACTIVITIES	682	0	200	200			0.0%	
TOWN CENTRE GENERAL :- Income	865	4,275	200	(4,075)			2137.5%	0
4001 STAFF SALARIES	35,643	0	0	0		0	0.0%	
4002 EMPLOYERS N.I	3,845	0	0	0		0	0.0%	
4003 EMPLOYERS SUPERANN.	9,552	0	0	0		0	0.0%	
4007 HEALTH & SAFETY	96	0	100	100		100	0.0%	
4009 STAFF TRAVEL	66	0	0	0		0	0.0%	
4031 ADVERTISING	122	0	400	400		400	0.0%	
4036 PROPERTY MAINTENANCE	276	0	500	500		500	0.0%	
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%	
4041 EQUIPMENT HIRE	800	0	900	900		900	0.0%	
4047 MATERIALS/TOOLS	9	0	0	0		0	0.0%	
4067 PEST CONTROL	51	0	0	0		0	0.0%	
4116 WAR MEM & REM SERV	2,279	0	1,000	1,000		1,000	0.0%	
4128 EQUIPMENT	66	0	0	0		0	0.0%	
4134 SECURITY	374	0	0	0		0	0.0%	
4138 MARKET SQUARE EVENTS	2,244	525	525	0		0	100.0%	
4140 CHRISTMAS ACTIVITIES	9,221	720	7,000	6,280	4,295	1,985	71.6%	
4144 CCTV	11,111	2,187	18,000	15,813	8,587	7,226	59.9%	
4145 CHRISTMAS LIGHTS	20,714	1,246	13,475	12,229	12,043	186	98.6%	
4790 DEFERRED GRANTS RELEASED	(5,127)	0	0	0		0	0.0%	
4981 TFR TO CFR NEW ASSETS	46,251	0	0	0		0	0.0%	
4996 TFR FROM ROLLING CAPITAL FUND	(29,000)	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	5,933	0	0	0		0	0.0%	
TOWN CENTRE GENERAL :- Indirect Expenditure	114,526	4,678	42,400	37,722	24,925	12,797	69.8%	0
Net Income over Expenditure	(113,662)	(403)	(42,200)	(41,797)				
108 GRANTS (INCL S137)								
1078 INC-MISC GRANTS	2,000	0	0	0			0.0%	
GRANTS (INCL S137) :- Income	2,000	0	0	0				0
Net Income	2,000	0	0	0				
109 CAPITAL EXPENDITURE								
1178 Orchard S106 Funds	6,248	0	0	0			0.0%	
CAPITAL EXPENDITURE :- Income	6,248	0	0	0				0

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4053 LOAN INTEREST	14,581	1,246	36,631	35,385		35,385	3.4%	
4600 CP ex PWLB Capital Assets Impr	0	10,000	10,000	0		0	100.0%	
4601 CP ex PWLB Allotments	0	923	923	(0)		(0)	100.0%	
4603 CP ex PWLB Drove Rd Cem	0	33,513	36,302	2,789	2,789	0	100.0%	
4604 CP ex Pwlb Franklin P A	0	43,072	44,820	1,748	1,748	0	100.0%	
4605 CP ex PWLB TBD	0	0	161,154	161,154	5,850	155,304	3.6%	
4802 CP - New Computer Installation	(0)	0	0	0		0	0.0%	
4837 CP - Allotment Buildings	582	0	0	0		0	0.0%	
4900 ROLLING CAPITAL FUND ALLOC'N	35,301	0	56,331	56,331		56,331	0.0%	
4980 LOAN REPAYMENT	8,139	0	16,510	16,510		16,510	0.0%	
4981 TFR TO CFR NEW ASSETS	179,197	0	0	0		0	0.0%	
4983 ASSETS FUNDED FROM GRANTS	(41,056)	0	0	0		0	0.0%	
4984 ASSETS FUNDED FROM LOANS	(172,711)	0	(253,199)	(253,199)		(253,199)	0.0%	
4990 ASSET FUNDING FROM RCP	(2,026)	0	0	0		0	0.0%	
4992 TRANSFER FROM E/MARKED	0	7,759	0	(7,759)		(7,759)	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	22,007	96,514	109,472	12,958	10,387	2,572	97.7%	0
Net Income over Expenditure	(15,759)	(96,514)	(109,472)	(12,958)				
<u>110 PUBLIC CONVENIENCES</u>								
4012 WATER RATES	1,156	600	1,700	1,100		1,100	35.3%	
4016 CLEANING COSTS	20,713	(1,620)	0	1,620		1,620	0.0%	
4017 JANITORIAL MATERIALS	587	485	1,000	515	312	202	79.8%	
4036 PROPERTY MAINTENANCE	0	72	200	128	90	38	81.2%	
4042 EQUIPT MAINT/REPAIR	0	120	200	80		80	60.0%	
4047 MATERIALS/TOOLS	42	245	250	5		5	98.2%	
PUBLIC CONVENIENCES :- Indirect Expenditure	22,497	(97)	3,350	3,447	402	3,045	9.1%	0
Net Expenditure	(22,497)	97	(3,350)	(3,447)				
<u>111 CORPORATE MANAGEMENT</u>								
1076 PRECEPT RECEIVED	1,424,171	766,621	1,533,241	766,621			50.0%	
1096 INTEREST RECEIVED	16,111	7,864	6,000	(1,864)			131.1%	
CORPORATE MANAGEMENT :- Income	1,440,282	774,485	1,539,241	764,756			50.3%	0
4057 AUDIT FEES	4,420	2,340	2,340	0		0	100.0%	
CORPORATE MANAGEMENT :- Indirect Expenditure	4,420	2,340	2,340	0	0	0	100.0%	0
Net Income over Expenditure	1,435,862	772,145	1,536,901	764,756				

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
112 DEMOCRATIC REP'N & MGM'T								
4024 SUBSCRIPTIONS	2,870	2,128	2,500	372	36	336	86.5%	
4082 NEIGHBOURHOOD PLAN	4,865	0	0	0		0	0.0%	
4085 COUNCIL WEBSITE	2,636	653	1,500	847		847	43.5%	
4135 ELECTION PROVISION	0	200	5,500	5,300		5,300	3.6%	
4790 DEFERRED GRANTS RELEASED	(1,805)	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	6,792	0	0	0		0	0.0%	
DEMOCRATIC REP'N & MGM'T :- Indirect Expenditure	15,358	2,981	9,500	6,519	36	6,483	31.8%	0
Net Expenditure	(15,358)	(2,981)	(9,500)	(6,519)				
113 CIVIC ACTIVITIES & EXPENSES								
1091 INC-MISCELLANEOUS	101	0	0	0			0.0%	
1300 INC-MAYORS CHARITY	2,479	173	0	(173)			0.0%	
CIVIC ACTIVITIES & EXPENSES :- Income	2,580	173	0	(173)				0
4112 TOWN MAYOR'S ALLOW.	0	241	1,000	759	350	409	59.1%	
4166 TWINNING	0	0	250	250		250	0.0%	
4179 CIVIC FUNCTIONS	1,471	0	1,000	1,000		1,000	0.0%	
4180 CIVIC REGALIA REPAIRS ETC	79	0	250	250	195	55	78.0%	
4300 MAYOR'S CHARITY EXPENDITURE	917	3,244	0	(3,244)		(3,244)	0.0%	
4992 TRANSFER FROM E/MARKED	0	0	(250)	(250)		(250)	0.0%	
CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure	2,466	3,485	2,250	(1,235)	545	(1,780)	179.1%	0
Net Income over Expenditure	114	(3,312)	(2,250)	1,062				
115 ORCHARD COMMUNITY CENTRE								
1077 INC-S106 GRANTS	3,960	0	0	0			0.0%	
1082 INC-LETTINGS	41,363	18,423	38,700	20,278			47.6%	
1091 INC-MISCELLANEOUS	18	0	0	0			0.0%	
ORCHARD COMMUNITY CENTRE :- Income	45,341	18,423	38,700	20,278			47.6%	0
4001 STAFF SALARIES	50,835	0	0	0		0	0.0%	
4002 EMPLOYERS N.I	5,378	0	0	0		0	0.0%	
4003 EMPLOYERS SUPERANN.	13,737	0	0	0		0	0.0%	
4007 HEALTH & SAFETY	1,050	0	1,050	1,050		1,050	0.0%	
4009 STAFF TRAVEL	278	0	0	0		0	0.0%	
4011 RATES	0	0	6,500	6,500		6,500	0.0%	
4012 WATER RATES	917	2,171	500	(1,671)		(1,671)	434.1%	
4014 ELECTRICITY	2,282	831	7,000	6,169		6,169	11.9%	

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4015 GAS	9,590	4,044	11,700	7,656		7,656	34.6%	
4016 CLEANING COSTS	1,079	0	1,400	1,400	630	770	45.0%	
4017 JANITORIAL MATERIALS	271	0	0	0		0	0.0%	
4020 MISC. ESTABLISH.COST	38	0	0	0		0	0.0%	
4022 POSTAGE	15	0	0	0		0	0.0%	
4023 STATIONERY	6	0	50	50		50	0.0%	
4036 PROPERTY MAINTENANCE	4,412	1,000	1,000	0		0	100.0%	
4038 MAINTENANCE CONTRACT	165	0	500	500		500	0.0%	
4042 EQUIPT MAINT/REPAIR	1,085	328	500	172		172	65.7%	
4060 OFFICE EQUIPMENT	0	0	300	300		300	0.0%	
4081 Licences	170	0	600	600		600	0.0%	
4104 REFUSE COLLECTION	1,498	2,690	1,500	(1,190)		(1,190)	179.3%	
4105 PAY & DISPLAY INSTALLATION	160	0	0	0		0	0.0%	
4110 FIRE PRECAUTIONS	2,004	821	500	(321)		(321)	164.2%	
4125 Misc Costs	9	0	0	0		0	0.0%	
4128 EQUIPMENT	220	0	200	200	40	160	19.9%	
4144 CCTV	(0)	0	0	0		0	0.0%	
4790 DEFERRED GRANTS RELEASED	(13,055)	0	0	0		0	0.0%	
4981 TFR TO CFR NEW ASSETS	6,248	0	0	0		0	0.0%	
4983 ASSETS FUNDED FROM GRANTS	(6,248)	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	12,042	0	0	0		0	0.0%	
ORCHARD COMMUNITY CENTRE :- Indirect Expenditure	94,187	11,885	33,300	21,415	670	20,745	37.7%	0
Net Income over Expenditure	(48,845)	6,538	5,400	(1,138)				
<u>212 RECREATION GROUNDS</u>								
1077 INC-S106 GRANTS	8,179	0	0	0			0.0%	
1081 INC-RENT	6,943	0	5,350	5,350			0.0%	
1083 INC-PITCH HIRE	4,011	0	8,300	8,300			0.0%	
1091 INC-MISCELLANEOUS	480	0	0	0			0.0%	
RECREATION GROUNDS :- Income	19,613	0	13,650	13,650			0.0%	0
4011 RATES	4,569	1,381	4,750	3,369		3,369	29.1%	
4012 WATER RATES	5,854	5,864	12,000	6,136		6,136	48.9%	
4014 ELECTRICITY	6,123	2,619	7,500	4,881		4,881	34.9%	
4017 JANITORIAL MATERIALS	13	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	656	0	0	0		0	0.0%	
4037 GROUNDS MAINTENANCE	5,866	417	5,000	4,583	1,250	3,333	33.3%	
4038 MAINTENANCE CONTRACT	7,535	2,174	7,500	5,326		5,326	29.0%	
4039 PLAY. EQUIP. MAINT.	673	0	1,500	1,500		1,500	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4043 FENCING & GATES	366	5	500	495		495	1.0%	
4044 TREES & PLANTS	800	0	1,000	1,000		1,000	0.0%	
4047 MATERIALS/TOOLS	70	350	500	150		150	70.0%	
4067 PEST CONTROL	0	0	500	500		500	0.0%	
4100 FERT./SEEDS/WEEDKILL	0	0	50	50		50	0.0%	
4104 REFUSE COLLECTION	5,268	2,356	2,500	144		144	94.2%	
4110 FIRE PRECAUTIONS	773	1,194	3,000	1,806		1,806	39.8%	
4114 LITTER BINS	0	0	300	300		300	0.0%	
4128 EQUIPMENT	142	0	500	500		500	0.0%	
4134 SECURITY	1,742	43	500	457		457	8.6%	
4790 DEFERRED GRANTS RELEASED	(9,937)	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	51,370	0	0	0		0	0.0%	
RECREATION GROUNDS :- Indirect Expenditure	81,884	16,403	47,600	31,197	1,250	29,947	37.1%	0
Net Income over Expenditure	(62,270)	(16,403)	(33,950)	(17,547)				
<u>901 CENTRAL SERVICES</u>								
1078 INC-MISC GRANTS	1,000	0	0	0			0.0%	
1091 INC-MISCELLANEOUS	248	410	0	(410)			0.0%	
CENTRAL SERVICES :- Income	1,248	410	0	(410)				0
4000 OVERTIME ALL BCT	7,218	7,647	10,000	2,353		2,353	76.5%	
4001 STAFF SALARIES	354,986	234,270	762,103	527,833		527,833	30.7%	
4002 EMPLOYERS N.I	37,930	23,198	64,288	41,090		41,090	36.1%	
4003 EMPLOYERS SUPERANN.	67,981	53,163	164,310	111,147		111,147	32.4%	
4005 AGENCY STAFF	23,666	4,318	0	(4,318)		(4,318)	0.0%	
4007 HEALTH & SAFETY	906	208	1,200	992	6	987	17.8%	
4008 STAFF TRAINING	7,950	5,127	9,000	3,873	892	2,981	66.9%	
4009 STAFF TRAVEL	1,665	1,092	2,600	1,508		1,508	42.0%	
4010 MISC. STAFF COSTS	1,064	426	0	(426)	111	(537)	0.0%	
4011 RATES	14,546	5,356	16,020	10,664		10,664	33.4%	
4012 WATER RATES	421	174	250	76		76	69.7%	
4014 ELECTRICITY	3,953	484	4,000	3,516		3,516	12.1%	
4015 GAS	11,600	5,007	11,500	6,493		6,493	43.5%	
4016 CLEANING COSTS	7,120	(473)	0	473	16	457	0.0%	
4017 JANITORIAL MATERIALS	728	239	1,000	761		761	23.9%	
4020 MISC. ESTABLISH.COST	143	9	250	241		241	3.6%	
4021 TELEPHONE & FAX	12,189	4,508	11,000	6,492		6,492	41.0%	
4022 POSTAGE	1,195	99	1,600	1,501		1,501	6.2%	
4023 STATIONERY	3,531	1,628	3,500	1,872	114	1,759	49.7%	
4025 INSURANCE	15,875	6,472	17,000	10,528		10,528	38.1%	

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4026 COMPUTER	50,417	19,371	50,000	30,629	348	30,282	39.4%	
4027 PHOTOCOPIER	3,728	2,645	2,500	(145)		(145)	105.8%	
4029 OFFICE REFURBISHMENT	208	0	0	0		0	0.0%	
4030 ADVERTISING, RECRUITMENT	7,252	543	1,000	457	1,881	(1,423)	242.3%	
4031 ADVERTISING	3,880	1,944	3,425	1,481		1,481	56.8%	
4032 PUBLICITY	44	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	2,501	1,895	1,500	(395)	264	(659)	143.9%	
4038 MAINTENANCE CONTRACT	0	(10)	300	310		310	(3.3%)	
4042 EQUIPT MAINT/REPAIR	880	450	600	150		150	75.0%	
4047 MATERIALS/TOOLS	826	0	0	0		0	0.0%	
4051 BANK CHARGES	2,840	1,166	2,800	1,634		1,634	41.6%	
4056 LEGAL EXPENSES	15,025	150	4,500	4,350	650	3,700	17.8%	
4058 PROFESSIONAL FEES	29,048	2,693	8,000	5,307	2,950	2,357	70.5%	
4059 CONSULTANCY	3,322	0	500	500		500	0.0%	
4060 OFFICE EQUIPMENT	1,032	996	1,000	4	182	(178)	117.8%	
4073 PAYROLL BUREAU FEES	3,746	2,054	1,500	(554)		(554)	136.9%	
4074 ACCOUNTANCY FEES	13,885	2,041	5,000	2,959	450	2,509	49.8%	
4081 Licences	259	0	100	100		100	0.0%	
4092 Card Processing Fees	292	12	200	188		188	6.0%	
4094 COUNCILLOR TRAINING & INDUCTIO	0	785	1,700	915		915	46.2%	
4103 PROTECTIVE CLOTHING	129	0	150	150		150	0.0%	
4104 REFUSE COLLECTION	1,287	77	1,200	1,123		1,123	6.4%	
4110 FIRE PRECAUTIONS	7,322	0	500	500	54	446	10.8%	
4125 Misc Costs	685	40	0	(40)		(40)	0.0%	
4128 EQUIPMENT	2,165	359	500	141	16	125	75.0%	
4134 SECURITY	1,707	0	1,500	1,500		1,500	0.0%	
4140 CHRISTMAS ACTIVITIES	960	0	0	0		0	0.0%	
4261 GRANTS UNDER OTHER POWERS	26,170	12,100	21,000	8,900		8,900	57.6%	
4264 Community Agent Grant	12,360	0	12,000	12,000		12,000	0.0%	
4999 DEPRECIATION CHARGED	8,634	0	0	0		0	0.0%	
CENTRAL SERVICES :- Indirect Expenditure	775,269	402,261	1,201,096	798,836	7,931	790,904	34.2%	0
Net Income over Expenditure	(774,021)	(401,851)	(1,201,096)	(799,246)				
902 PUBLIC REALM								
1081 INC-RENT	4,497	1,750	7,000	5,250			25.0%	
PUBLIC REALM :- Income	4,497	1,750	7,000	5,250			25.0%	0
4001 STAFF SALARIES	229,852	0	0	0		0	0.0%	
4002 EMPLOYERS N.I	21,779	0	0	0		0	0.0%	
4003 EMPLOYERS SUPERANN.	46,421	0	0	0		0	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4007 HEALTH & SAFETY	350	775	750	(25)	54	(79)	110.5%	
4008 STAFF TRAINING	722	0	0	0		0	0.0%	
4009 STAFF TRAVEL	389	0	0	0		0	0.0%	
4011 RATES	27,732	8,694	24,086	15,392		15,392	36.1%	
4012 WATER RATES	(139)	54	1,500	1,446		1,446	3.6%	
4013 RENT	53,919	21,007	52,756	31,749		31,749	39.8%	
4014 ELECTRICITY	520	220	2,500	2,280		2,280	8.8%	
4017 JANITORIAL MATERIALS	313	3	0	(3)		(3)	0.0%	
4020 MISC. ESTABLISH.COST	9	(792)	0	792		792	0.0%	
4023 STATIONERY	126	0	100	100		100	0.0%	
4025 INSURANCE	6,533	1,374	6,000	4,626		4,626	22.9%	
4026 COMPUTER	546	0	0	0		0	0.0%	
4030 ADVERTISING, RECRUITMENT	1,159	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	75	0	150	150		150	0.0%	
4037 GROUNDS MAINTENANCE	28	0	0	0		0	0.0%	
4041 EQUIPMENT HIRE	744	55	1,200	1,145		1,145	4.6%	
4042 EQUIPT MAINT/REPAIR	3,574	2,039	14,200	12,161	105	12,056	15.1%	
4044 TREES & PLANTS	9,670	0	3,000	3,000	1,414	1,586	47.1%	
4046 VEHICLE LEASING	6,938	5,599	29,200	23,601		23,601	19.2%	
4047 MATERIALS/TOOLS	2,024	1,217	2,500	1,283		1,283	48.7%	
4048 VEHICLE MAINT/REPAIR	3,002	4,004	5,000	996		996	80.1%	
4049 VEHICLE FUEL	9,052	3,053	9,000	5,947		5,947	33.9%	
4050 VEHICLE TAX	1,020	323	1,050	728		728	30.7%	
4064 ANNUAL HANGING BASKETS	4,524	4,558	5,000	442		442	91.2%	
4093 SERVICE CHARGE	812	2,678	3,000	322		322	89.3%	
4100 FERT./SEEDS/WEEDKILL	862	193	700	507		507	27.6%	
4101 MOWER REPAIRS	3,168	885	0	(885)		(885)	0.0%	
4103 PROTECTIVE CLOTHING	2,733	462	2,500	2,038	715	1,323	47.1%	
4104 REFUSE COLLECTION	634	0	1,200	1,200		1,200	0.0%	
4110 FIRE PRECAUTIONS	478	0	500	500		500	0.0%	
4114 LITTER BINS	111	0	0	0		0	0.0%	
4119 SKIP HIRE	700	0	800	800		800	0.0%	
4128 EQUIPMENT	1,849	1,356	1,500	144		144	90.4%	
4790 DEFERRED GRANTS RELEASED	(2,535)	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	27,756	0	0	0		0	0.0%	
PUBLIC REALM :- Indirect Expenditure	467,449	57,756	168,192	110,436	2,287	108,149	35.7%	0
Net Income over Expenditure	(462,951)	(56,006)	(161,192)	(105,186)				

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>903 DEPOT</u>								
4017 JANITORIAL MATERIALS	449	0	0	0	488	(488)	0.0%	
4020 MISC. ESTABLISH.COST	55	0	0	0		0	0.0%	
4144 CCTV	1,519	(0)	0	0		0	0.0%	
DEPOT :- Indirect Expenditure	2,023	(0)	0	0	488	(488)		0
Net Expenditure	(2,023)	0	0	(0)				
<u>904 REPAIRS & MAINTENANCE</u>								
4115 SEATING	32	0	0	0		0	0.0%	
REPAIRS & MAINTENANCE :- Indirect Expenditure	32	0	0	0	0	0		0
Net Expenditure	(32)	0	0	0				
Grand Totals:- Income	1,631,352	834,289	1,711,036	876,747			48.8%	
Expenditure	1,719,506	624,620	1,711,266	1,086,646	67,235	1,019,411	40.4%	
Net Income over Expenditure	(88,153)	209,669	(230)	(209,899)				
Movement to/(from) Gen Reserve	(88,153)	209,669						

Date: 01/08/2023

Biggleswade Town Council

Time: 13:06

Unity Trust A/C

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/07/2023	CF CORPORATE FINANCE	DD	440.40		Sharp lease 01.07.23
04/07/2023	E.ON NEXT ENERGY LIMITED-	DD	55.37		Orchard Cen Gas 17/05 - 31/05
05/07/2023	Central Bedfordshire Council-	DD	6,540.00		ELDON WAY RATES 23/4
10/07/2023	Node IT Solutions Ltd- DD	DD	1,423.66		Build new laptop with support
11/07/2023	Node IT Solutions Ltd- DD	DD	937.62		Zoom subscription July
14/07/2023	BNP Paribas- DD	DD	594.94		LN69 XVL Lease July
14/07/2023	UNITY SALARY A/C	SALARY JUL	75,000.00		Salary July
14/07/2023	CENTRAL BEDFORDSHIRE	DD	116.25		Allotment Rent Jul-Sep
17/07/2023	Lex Autolease Ltd -DD	DD	410.64		KV67FPJ Lease June
17/07/2023	LLOYDS MULTIPAY CARD	DD	26.24		P.Tarrant corp card bill June
17/07/2023	British Telecommunications PLC	DD	575.16		Phone bill June
17/07/2023	Integrating Solutions Limited-	DD	341.86		Photocopier charges June
18/07/2023	Anglian Water Business Ltd. -	DD	58.28		Drove Road Cem Water Apr-May
18/07/2023	Anglian Water Business Ltd. -	DD	31.56		Stratton Way Water Apr-May
18/07/2023	Anglian Water Business Ltd- DD	DD	272.99		Fairfield water bill Apr-May
18/07/2023	Fuel Genie DDR	DD	1,294.03		Fuel cards 01.06.23-30.06.23
18/07/2023	Peninsula Business Services Li	DD	39.70		services as per 554218 EAP
19/07/2023	Bank charges	DD	60.03		AL01894187MSC0323
19/07/2023	Bank charges	DD	60.87		AL01894188MSC0323
19/07/2023	Bank charges	DD	60.00		AL01894189MSC0323
20/07/2023	Anglian Water Business Ltd -DD	DD	608.14		Water bill Drove Rd Apr-Jun
20/07/2023	AIB Merchant Services-DD	DD	110.12		Card charges for car park
20/07/2023	citrusHR Limited- DD	DD	78.00		membership 15/7/23 - 14/8/23
21/07/2023	Anglian Water Business Ltd.- D	DD	48.75		Water bill Bus term Apr-Jun
21/07/2023	Anglian Water Business Ltd- DD	DD	117.46		Water bill OCH Apr-Jun
21/07/2023	Anglian Water Business Ltd- DD	DD	363.40		Water bill Apr-Jun
21/07/2023	E.ON NEXT ENERGY LIMITED-	DD	96.98		Orc Com Cen Gas bill June
24/07/2023	Parallel HR Ltd	BACS	66.00		BTC HR Services (0.5hr) June
24/07/2023	Christmas Decorators	BACS 1	630.00		Installation,RemovalOfBunting
24/07/2023	Urban Vision Enterprise CIC	BACS 2	1,158.00		Specialist Planning Training
24/07/2023	1ST CHOICE STAFF	BACS 3	1,380.24		J Russell 20hrs 02/07 - 07/07
24/07/2023	1ST CHOICE STAFF	BACS 4	460.08		J. Russell 20hrs 09/07 - 14/07
24/07/2023	Cranbrook Plants	BACS 5	5,470.03		Bedding plants & hanging bask
24/07/2023	The Lion Press (Sandy) Ltd	BACS 6	467.28		Magnetic name strips x 2
24/07/2023	HOLLIDGE PLUMBING &	BACS 7	948.00		Air conditioner service
24/07/2023	PPL PRS Ltd	BACS 8	915.86		Music royalties May23-Apr24
24/07/2023	Hire or Buy Group Ltd	BACS 9	868.91		Trimmer line
24/07/2023	Chartered Institute of Public	BACS 10	834.00		Copywriting course H.Calvert
24/07/2023	Turfcare Leisure Services Ltd	BACS 11	619.99		Bowling green maintenance July
24/07/2023	Oxbridge Home Learning	BACS 12	475.00		PRINCE2 foundation SvdM
24/07/2023	Jarrett Fencing	BACS 13	1,319.55		Install gates in fence
24/07/2023	L. Bennett & Son Ltd	BACS 14	20.74		Rapid antifreeze 5L
24/07/2023	HSQE LTD	BACS 15	32.40		Manual handling course
24/07/2023	ATOMIC PEST CONTROL	BACS 16	140.00		2 x wasps nests at cemetery
24/07/2023	Veolia UK Ltd	BACS 17	130.97		Lift x9 loads June Orchard Cen
24/07/2023	Henlow Building Supplies	BACS 18	94.94		Paint & brushes Franklin Proj
24/07/2023	HERTS FULLSTOP	BACS 19	241.08		Various janitorial consumables

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/07/2023	TRAVIS PERKINS TRADING CO	BACS 20	24.91		Pliers and toilet seat
24/07/2023	Huxley Electrical Services	BACS 21	390.00		Lights x3 Cen House toilets
24/07/2023	Bedford College	BACS 22	900.00		Tution Fees
24/07/2023	CENTRAL TYRE (COMMERCIAL)	BACS 23	1,395.90		LN69XNV fit new tyre
24/07/2023	Maple Tree Catering Ltd	BACS 24	33.70		Swiches for Officers Bus Tour
24/07/2023	Blunham Dairy	BACS 25	30.80		Milk 03rd June to 24th June 23
24/07/2023	Paul Langshaw	BACS 26	40.00		Photography-2 Cllrs- 11th July
24/07/2023	OPUS ENERGY - 1494144	BACS 27	635.31		Eldon Way Elec 17/04-14/05
24/07/2023	ICCM Inc	BACS 28	504.00		ICCM Online course
24/07/2023	TELEREAL TRILLIUM	BACS 29	3,522.07		Insurance 01/04/23 - 31/03/24
24/07/2023	Bedfordshire Growers Limited	BACS 30	105.00		60L multicompost x21
24/07/2023	East Beds Community Bus Ltd t/	BACS	40.00		Mini bus for members tour
24/07/2023	AMF Services (Bedford) Ltd	BACS 1	2,069.79		Drained Kubota of fuel
24/07/2023	Unit Clean	BACS 2	30.17		Ladies hygiene unit x 2
24/07/2023	Arlesey Car & Commercials Ltd	BACS 3	348.83		LN69XVL repairs
24/07/2023	THE RADAR KEY COMPANY	BACS 4	144.00		Radar keys x 40
24/07/2023	Flowbird Smart City UK Ltd	BACS 5	332.14		Car parking machines June
24/07/2023	Harrier Office Supplies Ltd	BACS 6	332.83		1st class stamps & descaler
24/07/2023	SLCC Enterprises Ltd	BACS 7	144.00		Qualification Fee F. Gumush
24/07/2023	Blachere Illumination UK Ltd	BACS 8	924.78		Astral photobooth hire
24/07/2023	BEN COULTER ELECTRICAL LTD	BACS 9	348.00		Additional materials for switc
24/07/2023	OPUS Energy (Corporate) Limite	DD	2,327.13		May 2023 credit
24/07/2023	Node IT Solutions Ltd- DD	DD	575.45		New printer for Peter
24/07/2023	Node IT Solutions Ltd- DD	DD	3,889.51		Monthly Billing for July
24/07/2023	Unison Fees	BACS	11.50		Unison Fees July
24/07/2023	EE - DD	DD	481.69		Mobile bill 15/07 - 14/08
25/07/2023	CRAIGMORE ONLINE LTD	BACS	1,599.98		P/Ledger Electronic Payment
26/07/2023	Bank charges	DD	20.48		Bank charges
26/07/2023	Bank charges	DD	20.48		Bank charges
26/07/2023	Bank charges	DD	-40.96		Bank charges
28/07/2023	Anglian Water Business Ltd. -D	DD	715.69		Water bill Orc Cen Apr-Jun
28/07/2023	Bank charges	DD	27.75		Stripe Bank charges
31/07/2023	F & R Cawley Ltd- DD	DD	849.51		OCH waste collection June
Total Payments			128,809.96		

01/08/2023

Biggleswade Town Council

15:20

Summary Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
101	B'SWADE MAGISTRATES COURT							
	Income	(100)	0	0	0			0.0%
	Expenditure	(2,593)	0	0	0		0	0.0%
	Movement to/(from) Gen Reserve	<u>2,493</u>	<u>0</u>					
102	ALLOTMENTS							
	Income	8,147	232	9,500	9,268			2.4%
	Expenditure	3,107	1,055	865	(190)		(190)	122.0%
	Movement to/(from) Gen Reserve	<u>5,040</u>	<u>(823)</u>					
104	BURIAL GROUNDS							
	Income	40,658	12,130	38,745	26,615			31.3%
	Expenditure	8,525	2,452	7,775	5,323		5,323	31.5%
	Movement to/(from) Gen Reserve	<u>32,133</u>	<u>9,678</u>					
105	CAR PARKS							
	Income	41,445	14,521	44,000	29,479			33.0%
	Expenditure	83,685	22,059	75,026	52,967	18,313	34,654	53.8%
	Movement to/(from) Gen Reserve	<u>(42,239)</u>	<u>(7,538)</u>					
106	MARKET							
	Income	18,527	7,891	20,000	12,109			39.5%
	Expenditure	24,665	852	8,100	7,248		7,248	10.5%
	Movement to/(from) Gen Reserve	<u>(6,138)</u>	<u>7,039</u>					
107	TOWN CENTRE GENERAL							
	Income	865	4,275	200	(4,075)			2137.5%
	Expenditure	114,526	4,678	42,400	37,722	24,925	12,797	69.8%
	Movement to/(from) Gen Reserve	<u>(113,662)</u>	<u>(403)</u>					
108	GRANTS (INCL S137)							
	Income	2,000	0	0	0			0.0%
109	CAPITAL EXPENDITURE							
	Income	6,248	0	0	0			0.0%
	Expenditure	22,007	96,514	109,472	12,958	10,387	2,572	97.7%
	Movement to/(from) Gen Reserve	<u>(15,759)</u>	<u>(96,514)</u>					
110	PUBLIC CONVENIENCES							
	Expenditure	22,497	(97)	3,350	3,447	402	3,045	9.1%
111	CORPORATE MANAGEMENT							
	Income	1,440,282	774,485	1,539,241	764,756			50.3%
	Expenditure	4,420	2,340	2,340	0		0	100.0%
	Movement to/(from) Gen Reserve	<u>1,435,862</u>	<u>772,145</u>					
112	DEMOCRATIC REP'N & MGM'T							
	Expenditure	15,358	2,981	9,500	6,519	36	6,483	31.8%
113	CIVIC ACTIVITIES & EXPENSES							
	Income	2,580	173	0	(173)			0.0%
	Expenditure	2,466	3,485	2,250	(1,235)	545	(1,780)	179.1%
	Movement to/(from) Gen Reserve	<u>114</u>	<u>(3,312)</u>					
115	ORCHARD COMMUNITY CENTRE							
	Income	45,341	18,423	38,700	20,278			47.6%
	Expenditure	94,187	11,885	33,300	21,415	670	20,745	37.7%
	Movement to/(from) Gen Reserve	<u>(48,845)</u>	<u>6,538</u>					
212	RECREATION GROUNDS							
	Income	19,613	0	13,650	13,650			0.0%
	Expenditure	81,884	16,403	47,600	31,197	1,250	29,947	37.1%
	Movement to/(from) Gen Reserve	<u>(62,270)</u>	<u>(16,403)</u>					
901	CENTRAL SERVICES							
	Income	1,248	410	0	(410)			0.0%
	Expenditure	775,269	402,261	1,201,096	798,836	7,931	790,904	34.2%
	Movement to/(from) Gen Reserve	<u>(774,021)</u>	<u>(401,851)</u>					

Continued over page

Summary Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
902 PUBLIC REALM	Income	4,497	1,750	7,000	5,250			25.0%
	Expenditure	467,449	57,756	168,192	110,436	2,287	108,149	35.7%
	Movement to/(from) Gen Reserve	<u>(462,951)</u>	<u>(56,006)</u>					
903 DEPOT	Expenditure	2,023	(0)	0	0	488	(488)	0.0%
904 REPAIRS & MAINTENANCE	Expenditure	32	0	0	0		0	0.0%
<hr/>								
	Grand Totals:- Income	1,631,352	834,289	1,711,036	876,747			48.8%
	Expenditure	1,719,506	624,620	1,711,266	1,086,646	67,235	1,019,411	40.4%
	Net Income over Expenditure	<u>(88,153)</u>	<u>209,669</u>	<u>(230)</u>	<u>(209,899)</u>			
	Movement to/(from) Gen Reserve	<u>(88,153)</u>	<u>209,669</u>					

BIGGLESWADE TOWN COUNCIL
Town Council
8th August 2023
CCTV Update Report

Implications of Recommendations:

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

Finance: Additional S106 funding secured.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Supports with deterring and capturing criminal activity in Biggleswade.

Background

A report was last presented to Members at Council on 27th June 2023. Two weeks prior to the report, Officers received quotes from British Telecommunications (BT) on the capital cost of installing the digital line, and the associated annual revenue cost. These costs had inflated versus the initial estimates provided to Officers in May 2022 and therefore recommendations included ways of funding the variance. This included an additional £1,500 expenditure from capital reserves to cover the capital cost variance, and an indicative £1,135 virement from accounting fees to cover the projected variance for revenue costs. These were agreed by Members with a slight amendment to keep negotiating with Central Bedfordshire Council (CBC) for S106 funding to cover the variance in capital costs.

Summary

Officers raised the purchase orders and sent these through to BT on 5th July. BT sent Officers an initial version of the contract on 15th July. There were some errors, which Officers highlighted to BT on 17th July, requesting that a revised version be sent through as soon as possible. This was received on 25th July 2023 and Officers responded on the same day with the BTC-signed copy.

BT immediately confirmed that the order had been placed and it is now awaiting a planner to pick it up and progress. They could not advise on a completion date, and confirmed that once the necessary engineering estimates were raised and the required kit sent out, they would make arrangements for the work to be booked in. Officers will periodically chase BT for updates on the above items and will communicate any updates to Members once received.

CBC confirmed on 26th July that they would cover the £1,500 capital variance with S106 funding.

Recommendations

For Members to note the report.

Isaac Lord
Place Shaping Manager



NOTES OF THE BTC ALLOTMENT MEETING
HELD ON 20th JULY 2023
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL

PRESENT:

Peter Tarrant	BTC - Town Clerk & Chief Executive – Chairman
Karim Hosseini	BTC - Head of Governance & Strategic Planning
Jonathan Woolley	BTC - Public Realm Manager
Michael North	BTC Councillor
Colin Thomas	BTC Councillor
Brian Barraclough	Biggleswade Allotment Association
John Ingrey	Biggleswade Allotment Association
Julia Duffin	Biggleswade Allotment Association
Carol Carstairs	Biggleswade Allotment Holder
Bill Lucas	Biggleswade Allotment Holder
Isaac Lord	BTC - Place Shaping Manager
Louise Millsip	BTC - Administrator

1. Apologies

None received.

2. Minutes from 25th May 2023

The minutes from the previous meeting of 25th May 2023 were agreed as being accurate. Updates were given for the actions arising:

2.1 Car Park Lock

Mr Hosseini confirmed the price of the lock was £600, as opposed to £1,000 for the lock originally proposed. Mr Barraclough confirmed the BAA are happy with the lock.

2.2 Track

Mr Woolley confirmed that repairs will be made to the entrance track in the next two weeks, applying MOT to level the pot holes. He explained that BTC are not responsible for maintaining the track around Site 2. Mrs Duffin said the condition of the track around Site 2 had worsened with the increased number of tenants accessing the newly created plots. Mr Ingrey added that the track had also been affected by the heavy vehicles used by BTC to clear this area.

ACTION: Mr Tarrant asked Officers to investigate repairing the track at Site 2 and bring costs to the next meeting.

3. Minutes from 12th June 2023

The minutes from the site meeting held at the allotments on 12th June 2023 were agreed as being accurate. Updates were given to the following actions:

3.1 Skips

Mr Hosseini explained that the skip had been emptied two weeks ago, and the rubbish has now been cleared from the track on Site 2. Cawley's have been contacted today to request it to be emptied again (post meeting update: this is scheduled for Tuesday 25th July), and there is definitely one more load of general waste to be disposed of, possibly two. Mr Hosseini explained that the plan is for the skip to be available to tenants to dispose of their green waste for 8 months of the year, however, the Public Realm Team will also be using it for the green waste their work generates.

3.2 Lock

The lock was fixed on 15th June and has worked well since. It was noted that the gate is very often left open.

3.3 CCTV

Mr Lord explained that none of the companies contacted were willing to quote to extend the metal pole, however, the plan is to install the wildlife camera in one of the trees. Mr Woolley said that the tree needs some light pruning, and this is planned for the first week of August.

4. Flooded Plots and Blocked Gully Update

Mr Hosseini has been communicating with Taylor Wimpey, raising our concerns with their Area Surveyor, who denies anything is wrong on their site. Mr Barraclough stated that the growth of the weeds is still undisturbed, and they have clearly not checked the blocked gully.

ACTION: Mr Tarrant asked that Mr Hosseini raise this at a more senior level with Taylor Wimpey, and write to CBC to express our serious concerns, requesting they intervene.

Mr Hosseini and Mr Woolley have received a quote for digging the inspection channels which is approximately £915. Mr Woolley said he was waiting for two more quotes and will share these with Mr Tarrant and the Finance Manager once they are received.

Mr Barraclough shared his disappointment that this had been promised in June, and had not been delivered. Mr Lucas added that this is the driest time of year, offering favourable conditions to gain access to the waterlogged track.

5. Introductory Compost Bins

Mr Hosseini shared that the new compost bins had been installed at the allotments, however, these have not been received well, and he acknowledged that there are too few. We discussed the Terms & Conditions that state "The Tenant is responsible for disposing of all their own rubbish or waste matter from their plot. Small compost areas on individual plots are encouraged to dispose of green waste only".

It was noted that the new bins were full already, and Mr Lucas added that he feels tenants will just dump their waste next to the bins. There was some discussion around educating tenants about what is acceptable, and it was agreed that it would be useful if we had a leaflet that could be shared with tenants to provide clear messages.

ACTION: Officers and allotment holders to create a leaflet that can be shared with all current tenants, as well as to new tenants with their offer letter.

Mr Tarrant stated that we will not increase our compost offering.

ACTION: Officers to source a larger skip.

6. Uncultivated Plots Update

Mrs Millsip shared a summary of her work, where 52 tenants have been contacted regarding their overgrown plot since May, and followed up fortnightly. This has resulted with 11 (five full and six half) plots being relinquished, and one month's notice served on tenants of three plots (one full and two half). The remainder have been tidied, strimmed or cleared, and Mrs Millsip will continue to monitor these to ensure they are actually worked and cultivated.

Since the last meeting in May, 21 people have been taken off the waiting list: 14 no longer interested in a plot, and seven have accepted offered plots. Also, tenants of two full and one half plots have been relocated from flooded plots.

Mrs Millsip has also checked on the plots where tenants who live outside of Biggleswade had a year's notice served and are due to vacate by 31st August 2023. Three full and one half plots are currently cultivated. The other four full plots are overgrown and have been abandoned, however, they would not be offered out to someone on the waiting list until 1st September.

7. Total Number of Usable Plots, Vacant Plots and Waiting List

Mrs Millsip said that there are currently 27 people on the waiting list, and it was noted that this is the lowest it has been for some time. We will also be able to offer a number of plots out in the next couple of months, as there are quite a few being relinquished and served notice as stated before.

8. Strimming and Weed Treatment for New Tenants

Mrs Millsip shared that the price of this service had been agreed at £95 for a full plot, and £70 for a half plot, and this would be carried out within a two week window.

9. Any Other Business

9.1 Line of Sight Issue on Entrance Track

Mr Lucas raised his concerns over the line of sight from the entrance gate down the entrance track, now that the hedge line has grown out, and this is causing some animosity. He asked if the black gate could be moved back slightly, to allow room to turn? Mr Hosseini said that the trimming of the hedge line is on the improvement plan, although it can't be carried out until the end of July due to nesting birds.

ACTION: Officers to investigate moving the gate to see if it is feasible.

10. Date of Next Meeting

Thursday 21st September 2023, 2-3pm at Biggleswade Town Council Offices.

