



Ref: Agenda/Council – 11/07/2023

6<sup>th</sup> July 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 11<sup>th</sup> July** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

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

Peter Tarrant  
Town Clerk & Chief Executive

Distribution: All Town Councillors  
Notice Boards  
The Press

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

### **2. DECLARATIONS OF INTEREST**

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

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

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

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

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

Please register in advance for this webinar:

**[https://us06web.zoom.us/webinar/register/WN\\_CD5re6BmQ7eMs5A8xMzHrQ](https://us06web.zoom.us/webinar/register/WN_CD5re6BmQ7eMs5A8xMzHrQ)**

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**

PC Steven Beer.

6. **MEMBERS' QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 27<sup>th</sup> June 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 27<sup>th</sup> June 2023**.

9. **ITEMS FOR CONSIDERATION**

a. **Committee Membership & Newly Co-opted Councillors**

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

b. **Lost and Found Children & Vulnerable Adults Policy Review**

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

c. **EV Charging Update Report**

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

d. **Funfair Update Report**

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

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/23/01952/VOC - Park Corner Farm, Dunton Lane, Biggleswade, SG18 8SH**

Removal of condition number 3 of planning permission CB/17/02726/FULL (Erection of an agricultural building for the storage and grading of potatoes and storage of associated farming machinery) - Removal of original NatureSpace Certificate and issue of new Certificate.

b. **CB/23/02059/FULL - 27 Wharf Mews, Biggleswade, SG18 0AW**

Change of Use: from riverbank to residential garden and raised platform. Retrospective.

c. **CB/23/01989/FULL - Home Farm House, Dunton Lane, Biggleswade, SG18 8QU**

Erection of 9 new dwelling houses following the demolition of the existing dwelling house and all associated outbuildings.

11. **PLANNING APPLICATION OUTCOMES**

- a. A report of the Planning Application Outcomes (by exception applications only) as of **Monday 3<sup>rd</sup> July 2023**.

12. **ACCOUNTS**

a. **Financial Administration**

The newly formatted reports will be discussed at the next Finance & General Purposes Committee meeting on Tuesday 18<sup>th</sup> July, after which they will be presented to Town Council.

**Current Versions:**

- i) Balance sheet to 30/06/23.
- ii) Detailed Income and Expenditure to 30/06/23.
- iii) Payment Listing from 01/06/23 to 30/06/23.
- iv) Summary Income and Expenditure to 30/06/23.

13. **ITEMS FOR INFORMATION**

None.

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\\_CD5re6BmQ7eMs5A8xMzHrQ](https://us06web.zoom.us/webinar/register/WN_CD5re6BmQ7eMs5A8xMzHrQ)**

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

15. **EXEMPT ITEMS**

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

- a. (Biggleswade Community Benefit Fund Report).

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





**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 27<sup>th</sup> JUNE 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 D Albone  
Cllr G Barrett  
Cllr P Guilcher  
Cllr J Jones  
Cllr M North  
Cllr S Patel  
Cllr M Russell  
Cllr S Sajid  
Cllr A Skilton  
Cllr D Strachan  
Cllr C Thomas  
Cllr J Woodhead

Mr P Tarrant – Town Clerk & Chief Executive  
Mr K Hosseini – Head of Governance & Strategic Partnerships  
Mr R Youngs – Finance Manager  
Ms H Calvert – Administration & HR Manager  
Mr I Lord – Place Shaping Manager  
Ms F Gumush – Meetings Administrator

Members of the Public – 1

**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**

a. None.

**b. REMOTE ATTENDANCE**

None.

**2. DECLARATIONS OF INTEREST**

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

None.

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

Cllr Russell for Item 11e.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

a. **New Councillor Co-option**

The Mayor announced that two of the items on the agenda under exempt would be moved to the public open session for discussion. These were:

- Market Square Electrical Supply
- Working with Ward Councillors

4. **CO-OPTION OF NEW MEMBERS**

The Mayor proposed that the Council go into the exempt session to carry out the process of co-option of new members to Council following a resolution on 23<sup>rd</sup> May 2023 as below:

- all candidates (who are eligible in electoral terms) are brought forward.
- each candidate to make a 5-minute statement to all Members in an Exempt session of a Council meeting.
- if a candidate is unable to attend the meeting in person a written statement may be submitted.
- the order of the candidate statements to be selected at random in advance.
- voting will be a series of secret ballots until two candidates are reached.

Members **RESOLVED** to end the public session and begin the exempt session.

The Mayor selected names at random and each candidate was given five minutes to address the Council.

5. **DECLARATION OF ACCEPTANCE OF OFFICE**

The Mayor welcomed Mr Gary Barrett and Mrs Jo Jones as the newly elected Councillors to Biggleswade Town Council.

It was **RESOLVED** that Mr Gary Barrett be elected to the office of Town Councillor of Biggleswade, for the year 2023/2024.

It was **RESOLVED** that Mrs Jo Jones be elected to the office of Town Councillor of Biggleswade, for the year 2023/2024.

6. **PUBLIC OPEN SESSION**

**Cllr Grant Fage, Ward Councillor**

Cllr Fage commented on Item 12e – Planning Application for Land South of Potton Road and indicated that there were issues of crime on Salcombe Close.

The applicant submission of this application arose as a result of Central Bedfordshire Council requesting that David Wilson Homes use alternative measures such as flattening mounds of earth and installing lighting instead of the CCTV to discourage anti-social behaviour that has been happening in the play and public open spaces.

7. **INVITED SPEAKER**

None.

8. **MEMBERS' QUESTIONS**

Cllr Patel spoke in relation to CCTV and indicated that the matter was recently raised at the Community Safety Group meeting.

Referring to vandalism at Franklins Recreation Ground, Cllr Patel asked what the situation was with the mobile CCTV unit and could it be used at the play areas.

Responding to this, the Place Shaping Manager noted that the mobile CCTV units were being used at Drove Road Chapel and the White Hart Car Park and not at Franklins Recreation Ground due to a lack of power supply there.

The Place Shaping Manager added that as a short-term solution, a wild-life camera had been installed at Franklins which was monitored when incidents occurred at the play area and shared with police.

Cllr Agnew asked what influence the Council has on agricultural activities along Baden Powell Way recently where fields were sprayed with manure leaving a heavy stench in the air and resulting in complaints from residents.

Cllr Agnew went on to add that regulations stated manure spraying was not allowed during the summer months when temperatures exceeded 30 degrees.

The Town Clerk & Chief Executive responded that this was not in the duty or power of the Council but under Central Bedfordshire Council's environmental health department and should be registered with them.

Officers indicated that they would raise the matter with CBC.

9. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. P7 – Cllr Knight indicated that Cllr Skilton attended Council meeting via Zoom and based on the Local Government Act of 2021, if a person attends via zoom, they are not deemed to be present. Members indicated that another heading such as 'Remote Attendance' could be added to the attendance record of the minutes to reflect anyone attending virtually.

P9 – Item 9a, Mr Cliff's should be changed to Mr Andrews.

P9 – Item 9b, second paragraph under Land North of Biggleswade should read 'Development Management Committee in June'.

P10 – Item 9d, PWLB, first paragraph should read 'which stipulates what worded resolution of the Town Council is required to support the current application and to enhance the chances of success'.

P10 – Item 9f, no 2 should read 'that Councillors Albone and Knight be added as'.

P11 – Item 9g top of the page should read 'but he has concerns about the statistics offered by Barclays which appear to have'.

P12 – Item 10 f&g Should read ‘Cllr Russell believed the Planning Outcome conveyed to Central Bedfordshire Council from the Town Council Meeting of 12th April 2022 applied’.

P14 – Exempt Item – last sentence should read Councils’ and not Councils.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on Tuesday 13<sup>th</sup> June 2023.

## 10. **MATTERS ARISING**

None.

## 11. **ITEMS FOR CONSIDERATION**

### a. **Franklins Project Extension**

The Head of Governance & Strategic Partnerships indicated that since the release of the report, two new gates had been installed at Franklins Recreation Ground.

Members commented on the report and noted that there were two amendments which were needed to the report:

- The report indicated that work would be completed by the end of July 2024. This should read July 2023.
- Funding should indicate that funds would be secured from the PWLB.

Members noted that with all the investment being made at Franklins, it was important to try to preserve and protect these improvements due to the risk of vandalism.

With the installation of the wild-life camera, Members indicated that this should be reviewed on every occasion of an incident and reported to the police.

Subject to those amendments, Members **RESOLVED** to accept the recommendations to consider the report, to note additional requirements to the project and enable Officers to procure required items to complete the work.

### b. **Drove Road Chapel**

The Place Shaping Manager who presented the report indicated that for clarity, the contractor referenced throughout the report was the External Project Manager, not the sub-contractor.

Members pointed out that the Capital Assets Working Group would be meeting on a weekly basis; therefore, any issues such as the damaged boundary wall and the remedial work needed for this could come to the working group.

Members **RESOLVED** to accept the recommendations of the following:

- For the three non-agreed omissions in year one to be completed in year two, using the £2,279 underspend from year one budget.
- An additional £8,211.80 to be drawn down from year one PWLB underspend of £166,000 for use on the tower windows and to cover the 10% inflationary increases.
- Defer a decision on the drawdown of an indicative £10,000 for the boundary wall. This is to allow for Officers to meet with the contractor and determine the minimum spend to make the wall good.



- Agree for phase two to proceed as soon as possible subject to sub-contractor availability.
- Officers to routinely chase the contractor for weekly updates once year two commences, which will be relayed to Members when appropriate, clearly highlighting any discrepancies ahead of work being completed.

c. **Commemorative Memorials and Benches Policy**

Members commented on the report and touched on the matter of length of time that plaques can remain on benches, as this was not covered in the policy.

Members **RESOLVED** that going forward the policy should include the length of time that plaques could remain on new benches.

Members **AGREED** the tracked changes made in the policy and to adopt the policy once Officers format it appropriately.

d. **CCTV Update**

Members asked for an amendment to be made to the recommendations to include S106 monies to be pursued with Central Bedfordshire Council in retrospect.

Members **RESOLVED** to accept the recommendations to:

- Agree expenditure of £1,500 from the Council's Capital Reserves. The Town Clerk will then be in a position to sign the contract with BT for the upgrade of the existing analogue line to a new digital line.
- Officers to review the projected outturn of CCTV revenue. In the event of an overspend, as projected within the figures presented, Officers will request a virement from the accounting fees heading.

e. **St Andrew's Church Heating Project**

The Town Clerk & Chief Executive indicated St Andrew's Church were seeking support from Biggleswade Town Council which would allow them to apply for other grant-based schemes for their proposed project.

Members **RESOLVED** to support the Church on their project going forward.

f. **Market Square Electrical Supply**

The Place Shaping Manager explained that Officers held a meeting with several Members on 23<sup>rd</sup> June and the electrician who produced the report explained the problem and physically showed Members the pillar boxes and outstanding issues.

The Place Shaping Manager indicated that it was Officers perceptions that Members preferred Option 4 out of the various options presented in the report, which was to remove the 32A socket in the ground, and hard wire the pillars into the isolator below ground. This would be safer, as it removed the 32A socket that currently poses the issue.

There would be the addition of changing one of the 16A outlets to a 32A outlet. This way there would be a 32A and 2 x 16A available in each pillar.

The Place Shaping Manager indicated that the electrician now quoted £5,670 for this option. Other local electricians have also been approached and will be investigating the Market Square before giving in a quote.

The Place Shaping Manager pointed out that the matter will be discussed with Senior Leadership of CBC in a meeting to be held on Wednesday 28<sup>th</sup> June.

Members noted that this is a wider issue as CBC had registered the Market Square with Land Registry in 2009. It was important that a formal agreement with regards to the Market Square was established so each Council was aware of their respective responsibilities.

With regards to the electrical work, Members indicated that moving on the present issue of the remedial electrical work was more urgent than ownership matters now.

Members **RESOLVED** for Officers to urgently source quotes for Option 4 as suggested by the Place Shaping Manager in his report and remove the 110V equipment as well.

Members **RESOLVED** for Officers to continue to liaise with CBC Senior Leadership Team.

Members **RESOLVED** for Officers to continue mitigating the electricity issue in the short-term by hiring an electrician at all events.

Members **AGREED** for Officers to update Council as appropriate.

Members **RESOLVED** for Officers to discuss and establish a legal agreement regarding assets.

g. **Working with Ward Councillors**

A meeting was recently held between Ward Councillors and Town Council Members, following a Town Council resolution at the end of May.

A positive meeting was held, and four proposals were made:

- Ward councillors do not want a formal slot on the Town Council agenda.
- Ward councillors will try to view the agenda in advance and email the Town Clerk if there are specific items of information which may influence the TC discussion.
- If, during any item on the agenda, Ward councillors feel they have some information which would help, they will raise their hand and the Chairman may suspend Standing Orders to allow them to speak.
- If Ward councillors have an important update about something that is not on the agenda, they will speak in the Public Open Session at the end of the meeting.

It was agreed that there should be a three-month trial period if the above is approved by Council and a review meeting should be held in October.

Joint Committee was discussed briefly, and all agreed that it should be more strategic that more senior Officers need to attend and that in future meetings could be held in the evening.

Members **RESOLVED** to accept the proposals.

## 12. PLANNING APPLICATIONS

### a. CB/23/01792/FULL - 17 Gemini Lane, Biggleswade, SG18 8DN

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

### b. CB/TCA/23/00179 - 4 Mill Close, Biggleswade, SG18 8BQ

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

### c. CB/23/01664/FULL - 158 Hitchin Street, Biggleswade, SG18 8BP

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

### d. CB/23/01813/FULL - 3 Devon Drive, Biggleswade, SG18 0FJ

The Town Council has **NO OBJECTION** to this application subject to the building NOT being used as a permanent dwelling

### e. CB/23/02014/SECM - Land South of Potton Road, Biggleswade

The Town Council **OBJECTS** to this modification of Section 106 Agreement attached to planning permission MB/05/01477/OUT:

- There is insufficient background information,
- There is not enough information regarding the outcome on crime and other activities if the mounds are removed.

### f. CB/23/01965/FULL - 60 Wilsheres Road, Biggleswade, SG18 0DN

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

## 13. PLANNING APPLICATION OUTCOMES

This report was **NOTED**.

## 14. ACCOUNTS

### a. Financial Administration

- i) Balance sheet to 31/05/23.
- ii) Detailed Income and Expenditure to 31/05/23.
- iii) Payment Listing from 01/05/23 to 31/05/23.
- iv) Summary Income and Expenditure to 31/05/23.

The Chairman of the F&GP Committee noted that after the upcoming F&GP Committee meeting finance reports would be laid out in their new format.

Members **ADOPTED** the May Accounts as laid out.

15. **ITEMS FOR INFORMATION**

a. **Holding of documents for public view**

Members indicated that they were happy to support National Highways on their proposal.

Members **NOTED** the correspondence.

16. **PUBLIC OPEN SESSION**

**Cllr Grant Fage, Ward Councillor**

Cllr Fage commented on the decision regarding Ward Councillors and said he hoped the 3-month trial period would be successful.

With regards to the planning application for Salcombe Close, Cllr Fage noted that he had requested the email trail connected to this application and would be happy to share with Members.

In the first week of August, Cllr Fage said Ward Councillors were trying to organise a meeting with National Highways to discuss issues relating to Highways.

17. **EXEMPT**

a. **Community Agent Service Level Agreement Report**

Members **RESOLVED** to approve the agreement subject to some specific amendments.

b. **Capital Assets Project Cricket Club License Report**

Members **AGREED** to defer the draft license to the next Capital Assets Working Group meeting.

c. **Barclays Bank Update Report**

Members **NOTED** the report and agreed to invite the Deputy Director of Customer Services (East) to a future Town Council meeting.

The Mayor closed the meeting at **9.35pm**



**BIGGLESWADE TOWN COUCIL**  
**Report to Full Council Meeting**  
**11<sup>th</sup> July 2023**  
**Appointment of Members to Committees**

**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.

**Appointment of co-opted Members**

Cllr Jones and Cllr Barrett were co-opted at the Council Meeting held on 27th June 2023. The new Members now need to express a preference in regard to which Committee they might wish to sit on and Council need to resolve their appointments.

As there is now a full complement of Councilors there is an opportunity for Members to reflect again on the composition of such committees and express a revised preference.

Appendix A provides a breakdown of the current committee structure and composition.

**Recommendation:**

That Council takes the opportunity to refresh the composition of its committees.

Peter Tarrant  
Clerk & Chief Executive

**Appendix A: Committee Structure & composition**

**MEMBERSHIP OF STANDING COMMITTEES  
2023/2024 (Appendix A)**

<b>TOWN COUNCIL</b>	<b>FINANCE &amp; GENERAL PURPOSE</b>	<b>PUBLIC LANDS &amp; OPEN SPACES</b>	<b>BIGGLESWADE JOINT COMMITTEE</b>	<b>PERSONNEL</b>
<b>Cllr. M. Foster (Mayor)</b> <b>Cllr. M. Knight (Deputy Mayor)</b> <b>Cllr. I. Agnew</b> <b>Cllr. D. Albone</b> <b>Cllr. G. Barrett</b> <b>Cllr. P. Guilcher</b> <b>Cllr. J. Jones</b> <b>Cllr. M. North</b> <b>Cllr. S. Patel</b> <b>Cllr. M. Russell</b> <b>Cllr. S. Sajid</b> <b>Cllr. A. Skilton</b> <b>Cllr. D. Strachan</b> <b>Cllr. C. Thomas</b> <b>Cllr. J. Woodhead</b>  <b>TOTAL = 15</b>	<b>Cllr. D. Strachan (Chairman)</b> <b>Cllr. I. Agnew (Deputy Chairman)</b> <b>Cllr. D. Albone</b> <b>Cllr. M. North</b> <b>Cllr. M. Russell</b> <b>Cllr. S. Sajid</b> <b>Cllr. C. Thomas</b>  <b>TOTAL = 7</b>	<b>Cllr. M. North (Chairman)</b> <b>Cllr. C. Thomas (Deputy Chairman)</b> <b>Cllr. I. Agnew</b> <b>Cllr. P. Guilcher</b> <b>Cllr A. Skilton</b> <b>Cllr. D. Strachan</b> <b>Cllr. J. Woodhead</b>  <b>TOTAL = 7</b>	<b>Cllr. (Chairman)</b> <b>Cllr. (Deputy Chairman)</b> <b>Cllr. M. North</b> <b>Cllr. S. Patel</b> <b>Cllr. M. Russell</b> <b>Cllr. C. Thomas</b> <b>Cllr. D. Albone (Substitute)</b> <b>Cllr. D. Strachan (Substitute)</b>  <b>TOTAL = 7</b>  <b>TOWN CENTRE MANAGEMENT</b>  <b>Cllr. J. Woodhead (Chairman)</b> <b>Cllr. S. Patel (Deputy Chairman)</b> <b>Cllr. I. Agnew</b> <b>Cllr. D. Albone</b> <b>Cllr. P. Guilcher</b> <b>Cllr. M. North</b> <b>Cllr. A. Skilton</b> <b>Cllr. D. Strachan</b> <b>Cllr. C. Thomas</b>  <b>TOTAL = 9</b>	<b>Cllr. M. Russell (Chairman)</b> <b>Cllr. P. Guilcher (Deputy Chairman)</b> <b>Cllr. D. Albone</b> <b>Cllr. S. Patel</b> <b>Cllr. D. Strachan</b> <b>Cllr. C. Thomas</b> <b>Cllr. J. Woodhead</b>  <b>TOTAL = 7</b>  <b>APPEALS</b>  <b>Cllr. M. North (Chairman)</b> <b>Cllr. A. Skilton (Deputy Chairman)</b>  <b>TOTAL = 2</b>

3 x Bedfordshire Association of Town & Parish Councils	Cllr. M. Knight Cllr. M. North Cllr. C. Thomas
1 x Biggleswade Friendship Committee	Cllr. J. Woodhead Cllr. D. Albone (substitute).
1 x Fen Reeves meetings as proxy voter	Cllr. M. Russell Cllr. A. Skilton (substitute).
2 x Biggleswade Green Wheel Development Group.	Cllr. M. Knight Cllr. A. Skilton Cllr. D. Albone (substitute).
1 x Police Liaison Officer	Cllr. S. Patel Cllr. P. Guilcher (substitute)
1 x Sir John Cotton Educational Foundation	Cllr. J. Woodhead, Cllr M. North
2 x Langford and Biggleswade Community Fund Group	Cllr. M. North Cllr. C. Thomas

Consistent with paragraph 38 of the Councils Standing Orders the Chairman and Vice Chairman, ex-officio, shall be voting members of every committee, unless they signify that they do not wish to serve.





**BIGGLESWADE TOWN COUNCIL**  
**11<sup>th</sup> July 2023**  
**Lost & Found Children Vulnerable Adult Policy**

**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 Lost and Found Children Vulnerable Adults policy was approved at the 12<sup>th</sup> July 2022 Town Council meeting.

**Summary:**

The policy has a review cycle of 12 months and is thus tabled for consideration at this meeting. There have been no changes to the policy and there have been no wider developments which would impact on the policy.

**Recommendation:**

That Members consider this report and

- Approve the policy
- Agree to extend the review period from annually to 2 yearly.

Karim Hosseini  
Head of Governance & Strategic Partnerships

Appendix A: Lost & Found Children Vulnerable Adult Policy

# LOST & FOUND CHILDREN AND VULNERABLE ADULTS POLICY

JULY 2022



**BIGGLESWADE TOWN COUNCIL**  
**LOST & FOUND CHILDREN AND VULNERABLE ADULTS POLICY**

The welfare of lost and found children and vulnerable adults is the responsibility of all staff and should be reported immediately to Biggleswade Town Council (BTC) management as a priority. BTC staff should be clearly identifiable using their Council ID, lanyards and hi-vis jackets. When escorting or looking after lost or found children and vulnerable adults there must be at least two members of BTC staff present. If only one member of staff is present, it is essential that another adult is present so that the BTC staff member is not alone with the child/vulnerable adult. In the absence of the second member of staff, a member of the public will be asked to temporarily present whilst the second member of staff makes their way over.

A **vulnerable adult** is anyone over the age of 18 years old who may be unable to protect themselves from abuse, harm or exploitation. This may be as a result of illness, age, mental illness, disabilities or other forms of physical or mental impairment including those not immediately visible.

**Lost & Found Child/Vulnerable Adult Procedure**

A **lost child/vulnerable adult** is classified as where you **have** the parent / carer / guardian (reporting adult) present and the child/vulnerable adult is **missing**.

Please follow this procedure:

1. If an adult approaches about a lost child/vulnerable adult, act calmly and reassure them. Immediately inform all BTC staff, giving the lost child/vulnerable adult's first name only. Ask the reporting adult for a detailed description/photograph of the child/vulnerable adult and their name and relationship to child/vulnerable adult. The detailed description shall be communicated to BTC staff. If all staff provide confirmation of no sighting, contact the Police. In an event scenario, also contact the first aid team and or other appropriate partners, such as Biggleswade Community Safety team.
2. The reporting adult should return to the last place where they saw the lost child/vulnerable adult, accompanied by a member of BTC staff. In the event that the reporting adult wants to search for their child, they should please request that they stay at this location. Explain that there are staff on the ground looking for the lost child/vulnerable adult and that it is important to get as much information as possible from them.
3. Once a child/vulnerable adult has been reunited with the reporting adult, BTC management should notify all relevant personnel. **In the event of a child/vulnerable adult appearing reluctant to be handed over to the reporting adult, Police support should be requested and BTC staff should remain present until the Police arrive.**
4. If the child/vulnerable adult is not found after 30 minutes, Police once present will then take over management of the incident.

A **found child/vulnerable adult** is where a child/vulnerable adult is present but **not** the parent/carer/guardian (responsible adult). They may approach a member of BTC staff, or other event staff, be identified to BTC or event staff by a member of the public or be observed by a member of BTC Staff.

Please follow this procedure:

1. If a child/vulnerable adult is identified as lost they will often be too distressed or too young to give you clear details. Act calmly and try to reassure them. Immediately inform all BTC staff that we have a found child/vulnerable adult. If possible, ask the child/vulnerable adult their name and age and where they last saw the person that they were with and who that person was.
2. In the event that the child/vulnerable adult wants to go and search for their responsible adult, please request that they stay with BTC staff. Explain that there are staff on the ground looking for their responsible adult and that it is important they stay put. In an event scenario, staff must use the public address system (at 5 minute intervals) to invite the named adult to visit the BTC desk.
3. Once a child/vulnerable adult has been reunited with their responsible adult, BTC management should notify all relevant personnel. **In the event of a child/vulnerable adult appearing reluctant to be handed over to the reporting adult, Police support should be requested and BTC staff should remain present until the Police arrive.**
4. If the responsible adult is not found after 30 minutes, Police must be contacted and once present will then take over management of the incident.



**BIGGLESWADE TOWN COUNCIL**  
**Town Council Meeting 11<sup>th</sup> July 2023**  
**Electric Vehicle (EV) Charging Points Report**

**Implications of Recommendations**

**Corporate Strategy: Economy-** A thriving town- improve the management of the car parks, including modernising payment options.

**Finance:** Not applicable.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background:**

The CBC Senior Sustainable Transport Officer and EV Lead for Central Bedfordshire about EV Charging Provision presented the EV charging strategy and proposed roll-out of charging points across the county at the 24<sup>th</sup> January 2023 Town Council meeting. A follow-up informal meeting with Members took place on 10<sup>th</sup> February 2022 at which Members requested that BP Pulse (CBC's approved supplier) should explore the possibility of generating a profit share arrangement with the Town Council on the installed infrastructure.

**Summary:**

CBC Officers recently provided BTC Officers with BP Pulse's response which stated that would not be possible to support side arrangements with town councils or enter separate commercial discussions on matters such as profit share. This is because BP Pulse has entered a contract with CBC and the company is making a significant investment both in terms of scale and capital.

BP Pulse noted that the Town Council is free to exit the CBC contract before its implementation, although with the contract it will benefit from a fully funded supplier investment in town. The town will receive two rapid chargers delivered this year at no additional cost and these will drive the supplier's network traffic into other areas including the town centre.

The arrangement will include investment of circa £100K for two proposed 50kW units for Biggleswade, spread over 4 parking spaces in the Mill Lane car park. A separate host agreement would be drawn up between CBC and the Town Council. BTC Officers request that Members consider approving the CBC and BP Pulse joint proposal to install the two rapid charge points in Biggleswade which are close to main transport routes. A prompt decision is required to enable CBC to commence the installation works.

The rapid charger units will significantly benefit the town and its residents as well as drivers on the A1 and other major routes who would have Biggleswade as a location to charge their vehicle. Drivers would pull into the Mill Lane car park close to the town centre to charge and this could open an option for them to spend money whilst waiting as well as increasing footfall in town, rather than drivers moving onto Sandy, Stotfold or other locations to charge their vehicles.

CBC wants to expand charge point numbers and coverage for those who cannot charge at home. Amongst several other Biggleswade locations, CBC had scoped the St Andrews street car park as being potentially viable for fast charge points. Unfortunately, the bid was unsuccessful due to high installation costs. CBC will revisit Biggleswade sites in future to grow the fast charge point network by bidding for funds within the emerging Local EV Infrastructure Fund, the latest grant scheme.

**Recommendation:**

That Members consider this report and,

- Enable Officers to respond to CBC requesting that the Town Council is included in a host agreement with CBC and BP Pulse for two rapid charge points in Mill Lane car park and to consider future wider rollout across town.

Karim Hosseini  
Head of Governance & Strategic Partnerships





**BIGGLESWADE TOWN COUNCIL**  
**Town Council**  
**11<sup>th</sup> July 2023**  
**Funfair Proposal**

**Implications of Recommendations:**

**Corporate Strategy: ASPIRATIONS: ECONOMY:** Develop a programme of events for the town centre.

**Finance:** Fee charged to cover Town Council staffing costs incurred and rental of land.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

An update report was presented to the Public Land and Open Spaces (PLOS) committee on 6<sup>th</sup> June 2023 with several queries raised by Members. This included requests on further information relating to the day rate of £100 as set out in the report; cost and insurance implications; protection of football pitches; public toilets provision; layout of a plan; operating hours and curfew. It was also resolved that PLOS Members approved a report should come to Council on 11<sup>th</sup> July with a final determination from the Safety Advisory Group (SAG) on the event, and a final recommendation from Officers as to whether the event should go ahead or not.

**Summary**

Officers circulated the majority of the information requested to PLOS Members at the earliest opportunity.

The day rate of £100 was estimated by using the average hourly rate for Public Realm, assuming that two members of Staff would attend site for a total of one hour per day. A half an hour site visit at the beginning of the day to assess whether anything had happened from the previous night and a half an hour site visit towards the end of their working day to briefly speak with the organiser and understand any issues. This cost comes in well below £100 and also considers a levy for the time being taken away from BAU.

BHIB Councils Insurance confirmed the following in response to Officers' query on how the funfair impacts on any insurance claims. "In terms of the Liability of the land, we can confirm that, providing the Parish Council have the sole responsibility for the maintenance and upkeep of the area then the existing Public Liability section would extend to include the legal liabilities of the Council as far as they apply. Cover is subject to the terms, conditions and exclusions of the policy and a Limit of Indemnity at £10,000,000. Cover is in respect of any one claim with no limit on the number of claims. However, cover is for legal liabilities only and would not necessarily cover ANY claim, but only those for which the Parish Council be held to be legally liable, and found of negligence. We would take this opportunity to remind your Council of the General Conditions of the policy particularly whereby the Insured shall keep the area insured in a good state of repair, take all reasonable precautions to prevent any accidents, injury, loss or destruction and comply with all appropriate Health and Safety legislation following the guidelines and advice of the Health & Safety Executive. In respect of the hirers of your land, please ensure they have their own Insurance cover in place for their own liabilities."

Officers have provided a rough illustration in Appendix A of the area in which the amusement rides would be situated, to ensure the protection of football pitches. This is based on a rough sketch provided by the Public Realm Manager from last year. This will be finalised ahead of the event and given to the organiser as part of the third-party agreement. The draft version of this agreement is attached in Appendix B. The organisers have provided assurances that they will not damage the ground, however in the event that they do, the £500 refundable deposit would be used to contribute to the costs. They have also said they will settle the difference if costs go beyond £500. A clause has been added to the agreement to address this.

It was the view of the organiser that the provision of public toilets was not necessary, as the organiser has stated “this is only a small local event and the general public only usually attend for 1~2 hours we feel that there is no need to provide toilets.”

The event management plan and its accompanying documents have been uploaded to SharePoint as they are not suitable for attachment to the report. This defines the operating hours as below:

- Setting up from 15<sup>th</sup> August 2023 to 16<sup>th</sup> August 2023
- Opening on 17<sup>th</sup> August 2023
- Weekdays run from 5pm to 9pm
- Weekends run from 2pm to 9pm

Last year when the event was planned to go ahead, the majority of concerns raised by residents related to noise and parking management. Both have been addressed in the event management plan.

With respect to noise management, the organiser has stated that “noise levels will be assessed by J.W. Harris using a Decibel meter and will be within legal guidelines, normal levels are 80 decibels, although this will be reduced where possible. Any music is to be kept low to avoid disturbance to the local residents and should there be any complaints all music will have to cease.” With respect to parking management, the organiser has stated “staff will park in the car park. Customers will be advised to use the nearest car park.” Officers’ view is that the latter statement is not sufficient as there is a risk of dangerous parking on Eagle Farm Road, Sorrell Way and the surrounding streets. Therefore, Officers have added a requirement in the third-party agreement that signs are placed on the fencing along Eagle Farm Road and traffic cones deterring parking are placed along Sorrell Way.

SAG have thoroughly reviewed and sanctioned the safety documentation submitted by the organiser and have made no advisories or comments. This being unlike the commentary received for the event from last year, which raised numerous concerns.

## **Recommendations**

For Members to agree to the following:

The event can go ahead as per the event management plan.

Officers to obtain a signature from the organiser for the third-party agreement, subject to a finalised map being drawn up and attached to the third-party agreement.

Isaac Lord  
Place Shaping Manager

**Appendix A:** Draft Site Map  
**Appendix B:** Third Party Agreement

**Appendix A – Draft Site Map**



## **Appendix B – Third Party Agreement**

### **James Harris Agreement**

This agreement is known as a 3<sup>rd</sup> party agreement as it is led by the event organiser. This agreement outlines the responsibilities of Biggleswade Town Council (BTC) and James Harris with respect to the upcoming funfair event agreed to take place in Biggleswade.

### **Permits & Liability**

James Harris' responsibilities are as follows:

- Compiling essential documentation including public liability insurance, food safety certificates, gas safety certificates (where applicable), electric certificates (where applicable), PRS licenses, temporary event notices including alcohol licensing (where applicable), proof of other insurance etc. This should be submitted to the Central Bedfordshire Council Safety Advisory Group (SAG) along with an event notification form. Proof of safe sign off by SAG should be evidenced by means of copying in relevant BTC Officers. No later than 21 days prior to each event start date.
- Ensuring no banners are displayed on entrances and exits to Biggleswade.
- Sites used should be left as they were found with a full clean completed each day and on exit.
- Full compliance with reasonable requests from BTC Officers and Staff during the event, which may include ceasing the event if necessary.

### **Financial**

James Harris' responsibilities are as follows:

- Payment of a £500 refundable deposit on or before 7<sup>th</sup> August 2023. This will only be refunded if there is no evidence of damage to the land. Otherwise, it will be used to reimburse any costs of materials and labour.
- If costs exceed £500, BTC has the right to claim further monies where reasonable.
- Payment of £100 per day through to BTC's bank account (details below) to cover necessary staffing costs, totalling £600. This should be provided on or before 7<sup>th</sup> August 2023.
  - Account name – Biggleswade Town Council
  - Account number – 20468376
  - Sort code – 60-83-01

### **Agreed Dates & Locations**

- Tuesday 15<sup>th</sup> August 2023 through Sunday 20<sup>th</sup> August 2023
  - Setting up will take place from 15<sup>th</sup> August 2023 to 16<sup>th</sup> August 2023
  - Opening will be on 17<sup>th</sup> August 2023
  - Weekdays will run from 5pm to 9pm
  - Weekends will run from 2pm to 9pm

### **Terms & Conditions**

BTC reserves the right to amend this management document at any time, with 21 days' notice to James Harris.

If James Harris should wish to no longer run their events they should provide 21 days' notice.

Parking management is a concern of the Council, therefore James Harris should ensure that signs are erected along the fence of Eagle Farm Road, discouraging attendees from parking there. Traffic cones should also be placed along Sorrell Way to discourage attendees from dangerously parking in residential areas.

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Signed by James Harris  
Date

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Signed by the Town Clerk on behalf of BTC  
Date



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 - <b>a.</b> The building is in a conservation area. No consideration has been given to this in the application. <b>b.</b> It is visually disruptive to the street scene. And <b>c.</b> 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 formeasuring 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. <b>(continued below)</b>
					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.

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
London Road, 1, The Red Lion, Biggleswade, SG18 8ED	23/00489/FULL	11/04/23	The Town Council OBJECTS to this application on the grounds of safety. The current use of the building is listed as a public house and there is currently no other application to change the use of the building. The Council believes that access to and from the building is dangerous due to its position being opposite a junction and on a cycleway. There is also no clarity over deliveries being made there. The Council suggests that if a planning application is put forward to change the use of the building, access arrangements should also be included in this application.	Blocking up existing access from London Road and creation of a new vehicular access from The Baulk	Application Refused
1 London Road, The Red Lion, Biggleswade, SG18 8ED	CB/22/01357/LB	13/06/23	It was RESOLVED that the Town Council OBJECT to this planning application on the grounds that: a)The recent owner of this site (UK Regeneration) presented commercially viable plans to Town Council evidencing commercial and community-supported demand for town centre hospitality facilities. b)The low number of large, vacant commercial buildings in town centre supports that there is good demand for commercial properties in the town centre and the current owner has not given sufficient evidence as to why the conversion of this property to a dwelling is necessary. c)Recent pre-planning advice issued by Central Bedfordshire Council for the Whistle & Flute on Mill Lane in Biggleswade indicated that CBC was not minded to support a conversion of the property to a residential dwelling. It would stand that the same principle should apply to this property if consistency in approach is to be maintained. d)This Town Council is concerned that this planning application proposes demolishing part of a listed site. e)The Pollution Officer has concerns over noise and the Town Council wishes to note that the nearby Stratton House Hotel is a popular outdoor venue and an important community asset. f)The Local Plan sets out under Policy EMP2 that a change of use to non-employment generating sites should "only be considered where there is no reasonable or viable prospect of the site delivering an employment generating use". Evidence has not been supplied with this planning application demonstrating that this property would no longer support employment-generating use. g)The Local Plan sets out under Policy R1 that the proposed use would NOT positively support the vitality of the Town Centre by enhancing the range of facilities offered and/or stimulating activity outside normal shopping hours. This planning application shows no evidence of supporting the vitality of the Town Centre in the prescribed way. The Town Council wishes to express its support for Central Bedfordshire Council's grounds for refusal of this planning application as stated in their Notice of Refusal of Planning Permission dated 13th July 2022.	PLANNING APPEAL: Conversion of former public house to one dwelling and demolition of a single storey rear extension with conversion of the outbuilding into garage and storage building.	Listed Building - Refused

Land South of Potton Road, Biggleswade	CB/23/02014/SECM		<p>The Town Council OBJECTS to this application on the grounds that:</p> <ul style="list-style-type: none"> <li>•There is insufficient background information,</li> <li>•There is not enough information regarding the outcome on crime and other activities if the mounds are removed,</li> <li>•The CCTV implications for this area are unknown.</li> </ul>	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
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05/07/2023

**Biggleswade Town Council**

15:17

**Detailed Balance Sheet - Excluding Stock Movement****Month 3 Date 30/06/2023**

<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
	<b>Total Fixed Assets</b>	<b>3,140,056</b>	<b>1,364,094</b>	<b>1,775,962</b>
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	17,809		
102	DEBTORS - PITCH HIRE	23		
103	DEBTORS - ORCHARD CENTRE	2,517		
105	VAT REFUNDS	43,565		
106	DEBTORS - BURIAL FEES	530		
110	PREPAYMENTS	91,581		
115	ACCRUED INCOME	643		
116	Accrued Interest	(0)		
201	UNITY CURRENT A/C	167,710		
203	UNITY SALARY A/C	15,049		
210	PETTY CASH	160		
224	PUBLIC SECTOR DEPOSIT	588,060		
226	PUBLIC SECTOR DEPOSIT A/C 2	213,780		
	<b>Total Current Assets</b>		<b>1,141,426</b>	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	73,027		
505	HALL DEPOSIT	200		
510	ACCRUALS	17,689		
515	PAYE & NI DUE	16,497		
516	NET WAGES CONTROL	1,004		
517	SUPERANNUATION DUE	(1,004)		
525	ALLOTMENT DEPOSITS	5,700		
526	OLD DEPOT DEPOSIT	1,750		
530	INC IN ADVANCE - COMMUTED	16,200		
	<b>Total Current Liabilities</b>		<b>131,063</b>	
	<b>Net Current Assets</b>			<b>1,010,363</b>
	<b>Total Assets less Current Liabilities</b>			<b>2,786,325</b>
	<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		
	<b>Total Long Term Liabilities</b>		<b>514,906</b>	
	<b>Total Assets less Total Liabilities</b>			<b>2,271,419</b>

Represented by :-

**Detailed Balance Sheet - Excluding Stock Movement****Month 3 Date 30/06/2023**

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<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
301	CURRENT YEAR FUND	318,507	
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)	
	<b>Total Equity</b>		<b>2,271,419</b>

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05/07/2023

## Biggleswade Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>101 B'SWADE MAGISTRATES COURT</b>							
1091 INC-MISCELLANEOUS	(100)	0	0	0			
B'SWADE MAGISTRATES COURT :- Income	(100)	0	0	0			0
4790 DEFERRED GRANTS RELEASED	(2,593)	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			
<b>102 ALLOTMENTS</b>							
1087 INC-ALLOTMENTS	8,147	212	9,500	9,288			
ALLOTMENTS :- Income	8,147	212	9,500	9,288			0
4013 RENT	465	116	465	349		349	
4036 PROPERTY MAINTENANCE	1,044	0	0	0		0	
4037 GROUNDS MAINTENANCE	180	0	0	0		0	
4047 MATERIALS/TOOLS	285	160	0	(160)		(160)	
4067 PEST CONTROL	885	140	200	60		60	
4104 REFUSE COLLECTION	0	0	200	200		200	
4134 SECURITY	81	600	0	(600)		(600)	
4999 DEPRECIATION CHARGED	167	0	0	0		0	
ALLOTMENTS :- Indirect Expenditure	3,107	1,016	865	(151)	0	(151)	0
Net Income over Expenditure	5,040	(805)	8,635	9,440			
<b>104 BURIAL GROUNDS</b>							
1084 INC-BURIAL FEES	40,588	8,010	38,745	30,735			
1097 INC-MEMORIALS	70	0	0	0			
BURIAL GROUNDS :- Income	40,658	8,010	38,745	30,735			0
4011 RATES	4,738	1,107	5,000	3,893		3,893	
4012 WATER RATES	246	7	150	143		143	
4014 ELECTRICITY	524	477	500	23		23	
4026 COMPUTER	0	0	1,000	1,000		1,000	
4036 PROPERTY MAINTENANCE	231	0	1,000	1,000		1,000	
4067 PEST CONTROL	71	0	100	100		100	
4092 Card Processing Fees	12	0	25	25		25	
4100 FERT./SEEDS/WEEDKILL	187	0	0	0		0	
4134 SECURITY	202	0	0	0		0	
4173 S/W CEMETERY LANDSCAPING	64	0	0	0		0	
4999 DEPRECIATION CHARGED	2,250	0	0	0		0	
BURIAL GROUNDS :- Indirect Expenditure	8,525	1,590	7,775	6,185	0	6,185	0
Net Income over Expenditure	32,133	6,420	30,970	24,550			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>105 CAR PARKS</b>							
1088 INC-CAR PARKING FEES	24,138	8,111	23,000	14,889			
1089 INC - PARKING PERMITS WORK	10,742	2,920	11,000	8,080			
1189 INC-PARKING PERMITS RES	6,565	287	10,000	9,713			
<b>CAR PARKS :- Income</b>	<b>41,445</b>	<b>11,318</b>	<b>44,000</b>	<b>32,682</b>			<b>0</b>
4011 RATES	26,200	6,577	28,725	22,148		22,148	
4013 RENT	2	0	1	1		1	
4023 STATIONERY	654	0	200	200		200	
4037 GROUNDS MAINTENANCE	1,078	0	700	700		700	
4038 MAINTENANCE CONTRACT	8,742	535	7,000	6,465	457	6,008	
4042 EQUIPT MAINT/REPAIR	1,035	0	1,000	1,000		1,000	
4092 Card Processing Fees	975	331	1,200	869		869	
4126 CAR PARK LEASE	36,000	9,000	36,000	27,000		27,000	
4128 EQUIPMENT	182	0	200	200	12,278	(12,078)	
4790 DEFERRED GRANTS RELEASED	(742)	0	0	0		0	
4999 DEPRECIATION CHARGED	9,559	0	0	0		0	
<b>CAR PARKS :- Indirect Expenditure</b>	<b>83,685</b>	<b>16,444</b>	<b>75,026</b>	<b>58,582</b>	<b>12,735</b>	<b>45,847</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(42,239)</b>	<b>(5,126)</b>	<b>(31,026)</b>	<b>(25,900)</b>			
<b>106 MARKET</b>							
1083 INC-PITCH HIRE	198	0	0	0			
1085 INC-TUESDAY MARKET RENTS	3,884	1,532	5,000	3,468			
1086 INC-SATURDAY MARKET RENTS	14,445	4,650	15,000	10,350			
<b>MARKET :- Income</b>	<b>18,527</b>	<b>6,182</b>	<b>20,000</b>	<b>13,818</b>			<b>0</b>
4002 EMPLOYERS N.I	572	0	0	0		0	
4003 EMPLOYERS SUPERANN.	2,849	0	0	0		0	
4004 MARKET STAFF	13,044	0	0	0		0	
4011 RATES	5,180	368	5,400	5,032		5,032	
4014 ELECTRICITY	1,751	229	2,000	1,771		1,771	
4023 STATIONERY	0	0	200	200		200	
4032 PUBLICITY	0	0	300	300		300	
4047 MATERIALS/TOOLS	266	0	200	200		200	
4999 DEPRECIATION CHARGED	1,004	0	0	0		0	
<b>MARKET :- Indirect Expenditure</b>	<b>24,665</b>	<b>597</b>	<b>8,100</b>	<b>7,503</b>	<b>0</b>	<b>7,503</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,138)</b>	<b>5,585</b>	<b>11,900</b>	<b>6,315</b>			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>107 TOWN CENTRE GENERAL</u>							
1077 INC-S106 GRANTS	(0)	0	0	0			
1094 INC-TC FESTIVAL	183	0	0	0			
1145 INC-CHRISTMAS ACTIVITIES	682	0	200	200			
TOWN CENTRE GENERAL :- Income	<u>865</u>	<u>0</u>	<u>200</u>	<u>200</u>			<u>0</u>
4001 STAFF SALARIES	35,643	0	0	0		0	
4002 EMPLOYERS N.I	3,845	0	0	0		0	
4003 EMPLOYERS SUPERANN.	9,552	0	0	0		0	
4007 HEALTH & SAFETY	96	0	100	100		100	
4009 STAFF TRAVEL	66	0	0	0		0	
4031 ADVERTISING	122	0	400	400		400	
4036 PROPERTY MAINTENANCE	276	0	500	500		500	
4037 GROUNDS MAINTENANCE	0	0	500	500		500	
4041 EQUIPMENT HIRE	800	0	900	900		900	
4047 MATERIALS/TOOLS	9	0	0	0		0	
4067 PEST CONTROL	51	0	0	0		0	
4116 WAR MEM & REM SERV	2,279	0	1,000	1,000		1,000	
4128 EQUIPMENT	66	0	0	0		0	
4134 SECURITY	374	0	0	0		0	
4138 MARKET SQUARE EVENTS	2,244	525	0	(525)		(525)	
4140 CHRISTMAS ACTIVITIES	9,221	0	7,000	7,000	4,295	2,705	
4144 CCTV	11,111	2,187	18,000	15,813	8,587	7,226	
4145 CHRISTMAS LIGHTS	20,714	475	20,500	20,025	4,118	15,907	
4790 DEFERRED GRANTS RELEASED	(5,127)	0	0	0		0	
4981 TFR TO CFR NEW ASSETS	46,251	0	0	0		0	
4996 TFR FROM ROLLING CAPITAL FUND	(29,000)	0	0	0		0	
4999 DEPRECIATION CHARGED	5,933	0	0	0		0	
TOWN CENTRE GENERAL :- Indirect Expenditure	<u>114,526</u>	<u>3,187</u>	<u>48,900</u>	<u>45,713</u>	<u>17,000</u>	<u>28,713</u>	<u>0</u>
Net Income over Expenditure	<u>(113,662)</u>	<u>(3,187)</u>	<u>(48,700)</u>	<u>(45,513)</u>			
<u>108 GRANTS (INCL S137)</u>							
1078 INC-MISC GRANTS	2,000	0	0	0			
GRANTS (INCL S137) :- Income	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>0</u>			<u>0</u>
Net Income	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>0</u>			
<u>109 CAPITAL EXPENDITURE</u>							
1178 Orchard S106 Funds	6,248	0	0	0			
CAPITAL EXPENDITURE :- Income	<u>6,248</u>	<u>0</u>	<u>0</u>	<u>0</u>			<u>0</u>

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4053 LOAN INTEREST	14,581	1,121	36,631	35,510		35,510	
4601 CP ex PWLB Allotments	0	923	923	(0)		(0)	
4603 CP ex PWLB Drove Rd Cem	0	33,513	36,302	2,789	2,789	0	
4604 CP ex Pwlb Franklin P A	0	41,571	42,930	1,359	1,495	(136)	
4605 CP ex PWLB TBD	0	10,000	173,044	163,044		163,044	
4802 CP - New Computer Installation	(0)	0	0	0		0	
4837 CP - Allotment Buildings	582	0	0	0		0	
4900 ROLLING CAPITAL FUND ALLOC'N	35,301	0	56,331	56,331		56,331	
4980 LOAN REPAYMENT	8,139	0	16,510	16,510		16,510	
4981 TFR TO CFR NEW ASSETS	179,197	0	0	0		0	
4983 ASSETS FUNDED FROM GRANTS	(41,056)	0	0	0		0	
4984 ASSETS FUNDED FROM LOANS	(172,711)	0	(253,199)	(253,199)		(253,199)	
4990 ASSET FUNDING FROM RCP	(2,026)	0	0	0		0	
4992 TRANSFER FROM E/MARKED RESERVE	0	7,759	0	(7,759)		(7,759)	
<b>CAPITAL EXPENDITURE :- Indirect Expenditure</b>	<b>22,007</b>	<b>94,888</b>	<b>109,472</b>	<b>14,584</b>	<b>4,284</b>	<b>10,301</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(15,759)</b>	<b>(94,888)</b>	<b>(109,472)</b>	<b>(14,584)</b>			
<b>110 PUBLIC CONVENIENCES</b>							
4012 WATER RATES	1,156	438	1,700	1,262		1,262	
4016 CLEANING COSTS	20,713	(1,620)	0	1,620		1,620	
4017 JANITORIAL MATERIALS	587	392	1,000	608	262	346	
4036 PROPERTY MAINTENANCE	0	72	200	128		128	
4042 EQUIPT MAINT/REPAIR	0	120	200	80		80	
4047 MATERIALS/TOOLS	42	245	250	5		5	
<b>PUBLIC CONVENIENCES :- Indirect Expenditure</b>	<b>22,497</b>	<b>(353)</b>	<b>3,350</b>	<b>3,703</b>	<b>262</b>	<b>3,441</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(22,497)</b>	<b>353</b>	<b>(3,350)</b>	<b>(3,703)</b>			
<b>111 CORPORATE MANAGEMENT</b>							
1076 PRECEPT RECEIVED	1,424,171	766,621	1,533,241	766,621			
1096 INTEREST RECEIVED	16,111	4,855	6,000	1,145			
<b>CORPORATE MANAGEMENT :- Income</b>	<b>1,440,282</b>	<b>771,476</b>	<b>1,539,241</b>	<b>767,765</b>			<b>0</b>
4057 AUDIT FEES	4,420	2,340	2,340	0		0	
<b>CORPORATE MANAGEMENT :- Indirect Expenditure</b>	<b>4,420</b>	<b>2,340</b>	<b>2,340</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,435,862</b>	<b>769,136</b>	<b>1,536,901</b>	<b>767,765</b>			
<b>112 DEMOCRATIC REP'N &amp; MGM'T</b>							
4024 SUBSCRIPTIONS	2,870	1,143	2,500	1,357	763	594	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4082 NEIGHBOURHOOD PLAN	4,865	0	0	0		0	
4085 COUNCIL WEBSITE	2,636	528	1,500	972	1,507	(535)	
4135 ELECTION PROVISION	0	0	5,500	5,500		5,500	
4790 DEFERRED GRANTS RELEASED	(1,805)	0	0	0		0	
4999 DEPRECIATION CHARGED	6,792	0	0	0		0	
DEMOCRATIC REP'N & MGM'T :- Indirect Expenditure	15,358	1,671	9,500	7,829	2,270	5,559	0
Net Expenditure	(15,358)	(1,671)	(9,500)	(7,829)			
<b>113 CIVIC ACTIVITIES &amp; EXPENSES</b>							
1091 INC-MISCELLANEOUS	101	0	0	0			
1300 INC-MAYORS CHARITY	2,479	0	0	0			
CIVIC ACTIVITIES & EXPENSES :- Income	2,580	0	0	0			0
4112 TOWN MAYOR'S ALLOW.	0	235	1,000	765	350	415	
4166 TWINNING	0	0	250	250		250	
4179 CIVIC FUNCTIONS	1,471	0	1,000	1,000		1,000	
4180 CIVIC REGALIA REPAIRS ETC	79	0	250	250		250	
4300 MAYOR'S CHARITY EXPENDITURE	917	3,244	0	(3,244)		(3,244)	
4992 TRANSFER FROM E/MARKED RESERVE	0	0	(250)	(250)		(250)	
CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure	2,466	3,479	2,250	(1,229)	350	(1,579)	0
Net Income over Expenditure	114	(3,479)	(2,250)	1,229			
<b>115 ORCHARD COMMUNITY CENTRE</b>							
1077 INC-S106 GRANTS	3,960	0	0	0			
1082 INC-LETTINGS	41,363	12,270	38,700	26,430			
1091 INC-MISCELLANEOUS	18	0	0	0			
ORCHARD COMMUNITY CENTRE :- Income	45,341	12,270	38,700	26,430			0
4001 STAFF SALARIES	50,835	0	0	0		0	
4002 EMPLOYERS N.I	5,378	0	0	0		0	
4003 EMPLOYERS SUPERANN.	13,737	0	0	0		0	
4007 HEALTH & SAFETY	1,050	0	1,050	1,050		1,050	
4009 STAFF TRAVEL	278	0	0	0		0	
4011 RATES	0	0	6,500	6,500		6,500	
4012 WATER RATES	917	1,518	500	(1,018)		(1,018)	
4014 ELECTRICITY	2,282	566	7,000	6,434		6,434	
4015 GAS	9,590	4,001	11,700	7,699		7,699	
4016 CLEANING COSTS	1,079	0	1,400	1,400	26	1,374	



	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4017 JANITORIAL MATERIALS	271	0	0	0		0	
4020 MISC. ESTABLISH.COST	38	0	0	0		0	
4022 POSTAGE	15	0	0	0		0	
4023 STATIONERY	6	0	50	50		50	
4036 PROPERTY MAINTENANCE	4,412	545	1,000	455	455	0	
4038 MAINTENANCE CONTRACT	165	0	500	500		500	
4042 EQUIPT MAINT/REPAIR	1,085	0	500	500	308	192	
4060 OFFICE EQUIPMENT	0	0	300	300		300	
4081 Licences	170	0	600	600		600	
4104 REFUSE COLLECTION	1,498	2,687	1,500	(1,187)		(1,187)	
4105 PAY & DISPLAY INSTALLATION	160	0	0	0		0	
4110 FIRE PRECAUTIONS	2,004	821	500	(321)	621	(942)	
4125 Misc Costs	9	0	0	0		0	
4128 EQUIPMENT	220	0	200	200	40	160	
4144 CCTV	(0)	0	0	0		0	
4790 DEFERRED GRANTS RELEASED	(13,055)	0	0	0		0	
4981 TFR TO CFR NEW ASSETS	6,248	0	0	0		0	
4983 ASSETS FUNDED FROM GRANTS	(6,248)	0	0	0		0	
4999 DEPRECIATION CHARGED	12,042	0	0	0		0	
ORCHARD COMMUNITY CENTRE :- Indirect Expenditure	94,187	10,139	33,300	23,161	1,450	21,711	0
Net Income over Expenditure	(48,845)	2,132	5,400	3,268			
<b>212 RECREATION GROUNDS</b>							
1077 INC-S106 GRANTS	8,179	0	0	0			
1081 INC-RENT	6,943	0	5,350	5,350			
1083 INC-PITCH HIRE	4,011	0	8,300	8,300			
1091 INC-MISCELLANEOUS	480	0	0	0			
RECREATION GROUNDS :- Income	19,613	0	13,650	13,650			0
4011 RATES	4,569	1,035	4,750	3,715		3,715	
4012 WATER RATES	5,854	4,883	12,000	7,117		7,117	
4014 ELECTRICITY	6,123	1,448	7,500	6,052		6,052	
4017 JANITORIAL MATERIALS	13	0	0	0		0	
4036 PROPERTY MAINTENANCE	656	0	0	0		0	
4037 GROUNDS MAINTENANCE	5,866	417	5,000	4,583		4,583	
4038 MAINTENANCE CONTRACT	7,535	1,658	7,500	5,842		5,842	
4039 PLAY. EQUIP. MAINT.	673	0	1,500	1,500		1,500	
4043 FENCING & GATES	366	5	500	495		495	
4044 TREES & PLANTS	800	0	1,000	1,000		1,000	
4047 MATERIALS/TOOLS	70	330	500	170	60	110	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4067 PEST CONTROL	0	0	500	500		500	
4100 FERT./SEEDS/WEEDKILL	0	0	50	50		50	
4104 REFUSE COLLECTION	5,268	2,334	2,500	166		166	
4110 FIRE PRECAUTIONS	773	1,194	3,000	1,806		1,806	
4114 LITTER BINS	0	0	300	300		300	
4128 EQUIPMENT	142	0	500	500		500	
4134 SECURITY	1,742	43	500	457	383	74	
4790 DEFERRED GRANTS RELEASED	(9,937)	0	0	0		0	
4999 DEPRECIATION CHARGED	51,370	0	0	0		0	
RECREATION GROUNDS :- Indirect Expenditure	81,884	13,346	47,600	34,254	443	33,811	0
Net Income over Expenditure	(62,270)	(13,346)	(33,950)	(20,604)			
<u>901 CENTRAL SERVICES</u>							
1078 INC-MISC GRANTS	1,000	0	0	0			
1091 INC-MISCELLANEOUS	248	0	0	0			
CENTRAL SERVICES :- Income	1,248	0	0	0			0
4000 OVERTIME ALL BCT	7,218	6,125	10,000	3,876		3,876	
4001 STAFF SALARIES	354,986	175,478	762,103	586,625		586,625	
4002 EMPLOYERS N.I	37,930	17,428	64,288	46,860		46,860	
4003 EMPLOYERS SUPERANN.	67,981	39,939	164,310	124,371		124,371	
4005 AGENCY STAFF	23,666	2,784	0	(2,784)		(2,784)	
4007 HEALTH & SAFETY	906	208	1,200	992		992	
4008 STAFF TRAINING	7,950	1,489	9,000	7,511	571	6,940	
4009 STAFF TRAVEL	1,665	900	2,600	1,700		1,700	
4010 MISC. STAFF COSTS	1,064	324	0	(324)	32	(356)	
4011 RATES	14,546	4,017	16,020	12,003		12,003	
4012 WATER RATES	421	137	250	113		113	
4014 ELECTRICITY	3,953	223	4,000	3,777		3,777	
4015 GAS	11,600	3,794	11,500	7,706		7,706	
4016 CLEANING COSTS	7,120	(473)	0	473		473	
4017 JANITORIAL MATERIALS	728	110	1,000	890	129	761	
4020 MISC. ESTABLISH.COST	143	9	250	241		241	
4021 TELEPHONE & FAX	12,189	3,727	11,000	7,273		7,273	
4022 POSTAGE	1,195	94	1,600	1,506		1,506	
4023 STATIONERY	3,531	1,607	3,500	1,893	5	1,888	
4025 INSURANCE	15,875	4,854	17,000	12,146		12,146	
4026 COMPUTER	50,417	15,312	47,000	31,688		31,688	
4027 PHOTOCOPIER	3,728	1,993	2,500	507		507	
4029 OFFICE REFURBISHMENT	208	0	0	0		0	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4030 ADVERTISING, RECRUITMENT	7,252	519	1,000	481		481	
4031 ADVERTISING	3,880	1,683	3,425	1,742		1,742	
4032 PUBLICITY	44	0	0	0		0	
4036 PROPERTY MAINTENANCE	2,501	1,815	1,500	(315)		(315)	
4038 MAINTENANCE CONTRACT	0	(10)	300	310		310	
4042 EQUIPT MAINT/REPAIR	880	450	600	150		150	
4047 MATERIALS/TOOLS	826	0	0	0		0	
4051 BANK CHARGES	2,840	937	1,000	63		63	
4056 LEGAL EXPENSES	15,025	0	4,500	4,500	150	4,350	
4058 PROFESSIONAL FEES	29,048	2,162	8,000	5,838	2,950	2,888	
4059 CONSULTANCY	3,322	0	500	500		500	
4060 OFFICE EQUIPMENT	1,032	517	1,000	483		483	
4073 PAYROLL BUREAU FEES	3,746	1,754	1,500	(254)		(254)	
4074 ACCOUNTANCY FEES	13,885	2,041	5,000	2,959		2,959	
4081 Licences	259	0	100	100		100	
4092 Card Processing Fees	292	9	200	191		191	
4103 PROTECTIVE CLOTHING	129	0	150	150		150	
4104 REFUSE COLLECTION	1,287	43	1,200	1,157		1,157	
4110 FIRE PRECAUTIONS	7,322	0	500	500		500	
4125 Misc Costs	685	0	0	0	70	(70)	
4128 EQUIPMENT	2,165	314	500	186	61	125	
4134 SECURITY	1,707	0	1,500	1,500		1,500	
4140 CHRISTMAS ACTIVITIES	960	0	0	0		0	
4261 GRANTS UNDER OTHER POWERS	26,170	12,100	21,000	8,900		8,900	
4264 Community Agent Grant	12,360	0	12,000	12,000		12,000	
4999 DEPRECIATION CHARGED	8,634	0	0	0		0	
<b>CENTRAL SERVICES :- Indirect Expenditure</b>	<b>775,269</b>	<b>304,413</b>	<b>1,194,596</b>	<b>890,183</b>	<b>3,968</b>	<b>886,215</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(774,021)</b>	<b>(304,413)</b>	<b>(1,194,596)</b>	<b>(890,183)</b>			
<b>902 PUBLIC REALM</b>							
1081 INC-RENT	4,497	1,750	7,000	5,250			
<b>PUBLIC REALM :- Income</b>	<b>4,497</b>	<b>1,750</b>	<b>7,000</b>	<b>5,250</b>			<b>0</b>
4001 STAFF SALARIES	229,852	0	0	0		0	
4002 EMPLOYERS N.I	21,779	0	0	0		0	
4003 EMPLOYERS SUPERANN.	46,421	0	0	0		0	
4007 HEALTH & SAFETY	350	475	750	275	300	(25)	
4008 STAFF TRAINING	722	0	0	0		0	
4009 STAFF TRAVEL	389	0	0	0		0	
4011 RATES	27,732	6,520	24,086	17,566		17,566	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4012 WATER RATES	(139)	4	1,500	1,496		1,496	
4013 RENT	53,919	13,676	52,756	39,080		39,080	
4014 ELECTRICITY	520	220	2,500	2,280		2,280	
4017 JANITORIAL MATERIALS	313	3	0	(3)		(3)	
4020 MISC. ESTABLISH.COST	9	(792)	0	792		792	
4023 STATIONERY	126	0	100	100		100	
4025 INSURANCE	6,533	1,030	6,000	4,970		4,970	
4026 COMPUTER	546	0	0	0		0	
4030 ADVERTISING, RECRUITMENT	1,159	0	0	0		0	
4036 PROPERTY MAINTENANCE	75	0	150	150		150	
4037 GROUNDS MAINTENANCE	28	0	0	0		0	
4041 EQUIPMENT HIRE	744	55	1,200	1,145		1,145	
4042 EQUIPT MAINT/REPAIR	3,574	1,040	14,200	13,160	851	12,308	
4044 TREES & PLANTS	9,670	0	3,000	3,000		3,000	
4046 VEHICLE LEASING	6,938	4,761	29,200	24,439		24,439	
4047 MATERIALS/TOOLS	2,024	1,217	2,500	1,283	1,545	(262)	
4048 VEHICLE MAINT/REPAIR	3,002	2,881	5,000	2,119	1,711	408	
4049 VEHICLE FUEL	9,052	1,875	9,000	7,125		7,125	
4050 VEHICLE TAX	1,020	323	1,050	728		728	
4064 ANNUAL HANGING BASKETS	4,524	4,558	5,000	442		442	
4093 SERVICE CHARGE	812	1,269	3,000	1,731		1,731	
4100 FERT./SEEDS/WEEDKILL	862	106	700	594	105	489	
4101 MOWER REPAIRS	3,168	409	0	(409)	668	(1,076)	
4103 PROTECTIVE CLOTHING	2,733	340	2,500	2,160	245	1,915	
4104 REFUSE COLLECTION	634	0	1,200	1,200		1,200	
4110 FIRE PRECAUTIONS	478	0	500	500		500	
4114 LITTER BINS	111	0	0	0		0	
4119 SKIP HIRE	700	0	800	800		800	
4128 EQUIPMENT	1,849	(15)	1,500	1,515	1,333	181	
4790 DEFERRED GRANTS RELEASED	(2,535)	0	0	0		0	
4999 DEPRECIATION CHARGED	27,756	0	0	0		0	
<b>PUBLIC REALM :- Indirect Expenditure</b>	<b>467,449</b>	<b>39,953</b>	<b>168,192</b>	<b>128,239</b>	<b>6,758</b>	<b>121,481</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(462,951)</b>	<b>(38,203)</b>	<b>(161,192)</b>	<b>(122,989)</b>			
<b>903 DEPOT</b>							
4017 JANITORIAL MATERIALS	449	0	0	0	488	(488)	
4020 MISC. ESTABLISH.COST	55	0	0	0		0	
4144 CCTV	1,519	(0)	0	0		0	
<b>DEPOT :- Indirect Expenditure</b>	<b>2,023</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>488</b>	<b>(488)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,023)</b>	<b>0</b>	<b>0</b>	<b>(0)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>904 REPAIRS &amp; MAINTENANCE</u>							
4115 SEATING	32	0	0	0		0	
REPAIRS & MAINTENANCE :- Indirect Expenditure	<u>32</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Expenditure	<u>(32)</u>	<u>0</u>	<u>0</u>	<u>0</u>			
Grand Totals:- Income	1,631,352	811,218	1,711,036	899,819			
Expenditure	1,719,506	492,710	1,711,266	1,218,556	50,008	1,168,548	
Net Income over Expenditure	<u>(88,153)</u>	<u>318,507</u>	<u>(230)</u>	<u>(318,737)</u>			
Movement to/(from) Gen Reserve	<u>(88,153)</u>	<u>318,507</u>					

Date: 04/07/2023

## Biggleswade Town Council

Time: 20:01

Unity Trust A/C

## List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/06/2023	Central Bedfordshire Council	Verious	6,540.00		ELDON WAY RATES 23/4
12/06/2023	BNP Paribas	DD	726.94		Leasing ISUZU TruckRigidJune23
12/06/2023	Node IT Solutions Ltd	DD	4,205.89		Zoom Subcr-June 23
13/06/2023	HM Land Registry	DD	3.00		Land search fee
14/06/2023	UNITY SALARY A/C	June salar	80,000.00		Ref June salaries & PAYE
14/06/2023	Lex Autolease Ltd	DD	410.64		KV67FPJ May lease
15/06/2023	Integrating Solutions Limited	DD	188.71		Printer usage May
16/06/2023	Fuel Genie DDR	DD	678.08		FUEL CARD EXPS -MAY23
16/06/2023	British Telecommunications PLC	DD	541.65		Phone charges 01-310523
16/06/2023	LLOYDS MULTIPAY CARD	DD	1,245.48		P. Tarrant Corporate Card
20/06/2023	citrusHR Limited	DD	81.00		M'ship fees 15.6.23 to 14.7.23
20/06/2023	Bank charges	DD	60.00		AL01894189MSC0323
20/06/2023	Bank charges	DD	60.81		AL01894188MSC0323
20/06/2023	Bank charges	DD	60.12		AL01894187MSC0323
21/06/2023	AIB Merchant Services	DD	116.28		Card charges for car park
23/06/2023	WYBONE LTD	BACS	13,820.16		0000049932/1788/WYBONE LTD
23/06/2023	Tim's Digital	BACS	116.40		VPS Hosting for BTC website
23/06/2023	Paul Langshaw	BACS	140.00		Photography-3staffon 23rd June
23/06/2023	Turfcare Leisure Services Ltd	BACS	619.99		17830/1799/Turfcare Leisure Se
23/06/2023	The Lion Press (Sandy) Ltd	BACS	192.24		9313/1802/OTH942324/The Lion P
23/06/2023	Hawkins Historic Ltd	BACS1	1,975.20		Project Mgt & Supervision
23/06/2023	HERTS FULLSTOP	BACS2	1,121.67		Various
23/06/2023	TELEREAL TRILLIUM	BACS3	15,827.23		Rent 24.06.23 - 28.09.23
23/06/2023	1ST CHOICE STAFF	BACS4	1,914.62		Jean R 11/06 - 16/06 20hrs
23/06/2023	Blunham Dairy	BACS5	26.18		PERIOD 06-05-2023 TO 27-05-23
23/06/2023	R BRACEY	BACS6	1,152.00		Disposal of Foul Liquid Water
23/06/2023	Henlow Building Supplies	BACS7	2,400.62		Drill Driver, Drill Bit,Gloves
23/06/2023	Beds Bulletin Ltd	BACS8	261.00		June23 Magazine Advert
23/06/2023	OM SECURITY LTD	BACS9	1,526.40		Security Guarding April 23
23/06/2023	Herts CCTV Partnership Ltd	BACS10	2,217.60		CCTV Monitoring-Apl23-Mar24
23/06/2023	Alan Bailes Consultancy Ltd	BACS11	1,250.00		Consultancy Fees
23/06/2023	Furlong & Higgs Ltd	BACS12	3,532.80		Drove Rd Chapel-Repair works
23/06/2023	CENTRAL TYRE (COMMERCIAL)	BACS13	606.00		Agricul. Scrap disposal
23/06/2023	BEN COULTER ELECTRICAL LTD	BACS14	234.00		Push Button & switch-wallheatr
23/06/2023	DCK Accounting Solutions Ltd	BACS15	1,465.20		A/c'ing Fees 1st June half day
23/06/2023	ATOMIC PEST CONTROL	BACS16	70.00		Pest Control-ContractAllotment
23/06/2023	Flowbird Smart City UK Ltd	BACS17	312.65		Car park machine service Apr
23/06/2023	Veolia UK Ltd	BACS18	141.91		Orch Cen Lift x 9 loads
23/06/2023	Colin Ross Workwear & Safety	BACS19	162.82		Navy Cargo Trousers
23/06/2023	HOLLIDGE PLUMBING &	BACS20	1,040.24		2 bar shower pump in loft
23/06/2023	ORBIT PROPERTY	BACS21	1,268.58		Service Chg-24.6.23 to28.9.23
23/06/2023	Viking-Direct	BACS22	68.12		Dishwasher,TeaSpoon,TeaBag
23/06/2023	Harrier Office Supplies Ltd	BACS23	228.81		credit note-hand wash
23/06/2023	Parallel HR Ltd	BACS24	198.00		BTC HR Services
23/06/2023	OPUS Energy (Corporate) Limite	DD	2,240.55		Re inv new nominal codes
23/06/2023	Refund on Alltments	BACS	50.00		Refund plot 5A Daniel Walsh
23/06/2023	Refund on Alltments	BACS	50.00		Refund plot 91B AnnmarieHuckle

## List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/06/2023	Refund on Alltments	BACS	100.00		Refund plots 70/71 C Morley
23/06/2023	Refund on Alltments	BACS	50.00		Refund plot 207B Anneka Browne
23/06/2023	Permit refund	BACS	81.67		Permit Refund K Fletcher
26/06/2023	Unison Fees	BACS	34.50		Unison fees April - June
26/06/2023	EE - DD	DD	474.73		Mobiles bill 15/06 - 14/07
28/06/2023	Bank charges	DD	30.50		Bank charges on stripe
28/06/2023	HM Land Registry	DD	9.00		HM Land Registry search fees
29/06/2023	Car Park Lease	SO	9,000.00		Car Parking Lease quarterly SO
30/06/2023	Anglian Water Business Ltd- DD	DD	14.83		The Lakes Water 14/03 - 13/06
30/06/2023	F & R Cawley Ltd- DD	DD	1,185.40		Gen. Commercial Waste-May 23
30/06/2023	Bank charges	DD	11.10		Manual credit & handling charg
30/06/2023	Bank charges	DD	95.25		Service charge
Total Payments			<u>162,236.57</u>		

05/07/2023

## Biggleswade Town Council

15:28

## Summary Income &amp; Expenditure by Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101	B'SWADE MAGISTRATES COURT						
	Income	(100)	0	0	0		
	Expenditure	(2,593)	0	0	0		0
	Movement to/(from) Gen Reserve	<u>2,493</u>	<u>0</u>				
102	ALLOTMENTS						
	Income	8,147	212	9,500	9,288		
	Expenditure	3,107	1,016	865	(151)		(151)
	Movement to/(from) Gen Reserve	<u>5,040</u>	<u>(805)</u>				
104	BURIAL GROUNDS						
	Income	40,658	8,010	38,745	30,735		
	Expenditure	8,525	1,590	7,775	6,185		6,185
	Movement to/(from) Gen Reserve	<u>32,133</u>	<u>6,420</u>				
105	CAR PARKS						
	Income	41,445	11,318	44,000	32,682		
	Expenditure	83,685	16,444	75,026	58,582	12,735	45,847
	Movement to/(from) Gen Reserve	<u>(42,239)</u>	<u>(5,126)</u>				
106	MARKET						
	Income	18,527	6,182	20,000	13,818		
	Expenditure	24,665	597	8,100	7,503		7,503
	Movement to/(from) Gen Reserve	<u>(6,138)</u>	<u>5,585</u>				
107	TOWN CENTRE GENERAL						
	Income	865	0	200	200		
	Expenditure	114,526	3,187	48,900	45,713	17,000	28,713
	Movement to/(from) Gen Reserve	<u>(113,662)</u>	<u>(3,187)</u>				
108	GRANTS (INCL S137)						
	Income	2,000	0	0	0		
109	CAPITAL EXPENDITURE						
	Income	6,248	0	0	0		
	Expenditure	22,007	94,888	109,472	14,584	4,284	10,301
	Movement to/(from) Gen Reserve	<u>(15,759)</u>	<u>(94,888)</u>				
110	PUBLIC CONVENIENCES						
	Expenditure	22,497	(353)	3,350	3,703	262	3,441
111	CORPORATE MANAGEMENT						
	Income	1,440,282	771,476	1,539,241	767,765		
	Expenditure	4,420	2,340	2,340	0		0
	Movement to/(from) Gen Reserve	<u>1,435,862</u>	<u>769,136</u>				
112	DEMOCRATIC REP'N & MGM'T						
	Expenditure	15,358	1,671	9,500	7,829	2,270	5,559
113	CIVIC ACTIVITIES & EXPENSES						
	Income	2,580	0	0	0		
	Expenditure	2,466	3,479	2,250	(1,229)	350	(1,579)
	Movement to/(from) Gen Reserve	<u>114</u>	<u>(3,479)</u>				
115	ORCHARD COMMUNITY CENTRE						
	Income	45,341	12,270	38,700	26,430		
	Expenditure	94,187	10,139	33,300	23,161	1,450	21,711
	Movement to/(from) Gen Reserve	<u>(48,845)</u>	<u>2,132</u>				
212	RECREATION GROUNDS						
	Income	19,613	0	13,650	13,650		
	Expenditure	81,884	13,346	47,600	34,254	443	33,811
	Movement to/(from) Gen Reserve	<u>(62,270)</u>	<u>(13,346)</u>				
901	CENTRAL SERVICES						
	Income	1,248	0	0	0		
	Expenditure	775,269	304,413	1,194,596	890,183	3,968	886,215
	Movement to/(from) Gen Reserve	<u>(774,021)</u>	<u>(304,413)</u>				



## Summary Income &amp; Expenditure by Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
902 PUBLIC REALM	Income	4,497	1,750	7,000	5,250		
	Expenditure	467,449	39,953	168,192	128,239	6,758	121,481
	Movement to/(from) Gen Reserve	<u>(462,951)</u>	<u>(38,203)</u>				
903 DEPOT	Expenditure	2,023	(0)	0	0	488	(488)
904 REPAIRS & MAINTENANCE	Expenditure	32	0	0	0		0
Grand Totals:- Income		1,631,352	811,218	1,711,036	899,819		
Expenditure		1,719,506	492,710	1,711,266	1,218,556	50,008	1,168,548
Net Income over Expenditure		<u>(88,153)</u>	<u>318,507</u>	<u>(230)</u>	<u>(318,737)</u>		
Movement to/(from) Gen Reserve		<u>(88,153)</u>	<u>318,507</u>				

