



Ref: Agenda/F&GP – 16/01/2024

11th January 2024

Dear Sir/Madam

All Members of the Finance & General Purposes Committee are hereby summoned to the Finance & General Purposes Committee Meeting of Biggleswade Town Council that will take place on **Tuesday 16th January 2024** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Peter Tarrant', written over a horizontal line.

Peter Tarrant
Town Clerk & Chief Executive

Distribution: All Town Councillors
Notice Boards
The Press

Committee Members:

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

AGENDA

1. APOLOGIES FOR ABSENCE

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

2. DECLARATIONS OF INTEREST

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

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

3. **CHAIRMAN'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_CM-RK7miQyv4NqYWXdM1uq

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**

None.

6. **MEMBERS' QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. The Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 5th December 2023** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. The Minutes of Finance & General Purposes Committee Meeting held on **Tuesday 5th December 2023** at the Office of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

9. **ITEMS FOR CONSIDERATION**

- a. **Precept Report 2024-2025**

For Members to receive and consider a written report from the Town Clerk & Chief Executive and Head of Finance & Deputy RFO.

- b. **Quarterly bank reconciliations**

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

- c. **Additional Credit Card**

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

10. **ITEMS FOR INFORMATION**

- a. None.

11. 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_CM-RK7miQyy4NqYWXdM1ug

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**.

12. 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.

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

PRESENT:

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

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

Members of the Public – 1

Meeting Formalities:

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

1. **APOLOGIES FOR ABSENCE**

Cllr Mark Foster.

2. **DECLARATIONS OF INTEREST**

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

None.

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

None.

3. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman had no announcements.

4. **PUBLIC OPEN SESSION**

Cllr Grant Fage, Ward Councillor

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

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

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

5. **INVITED SPEAKER**

No guest speaker was invited.

6. **MEMBERS' QUESTIONS**

There were no Members questions.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

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

8. **MATTERS ARISING**

None.

9. **ITEMS FOR CONSIDERATION**

a. **Financial Regulations update reference charities**

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

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

Members **RESOLVED** to accept the recommendation which suggested the insertion of the clause under the heading 'Charitable bodies'.

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

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

Members commenting indicated the following:

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

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

c. **Fleet and Mower Replacement Report**

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

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

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

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

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

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

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

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

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

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

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

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

d. **Annual Fees 2024 - 25**

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

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

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

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

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

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

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

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

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

10. ITEMS FOR INFORMATION

a. Finance Review Update

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

Members **NOTED** the report.

b. Original Estimate Planning Cycle 24-25

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

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

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

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

c. Risk Management update

Members **NOTED** the report.

d. Quarterly bank reconciliations

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

Members **NOTED** the report.

11. PUBLIC OPEN SESSION

Cllr Grant Fage, Ward Councillor

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

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

12. EXEMPT

a. Orchard Centre Operating Model

Members discussed the report.

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

BIGGLESWADE TOWN COUNCIL
Report to Finance & General Purposes Committee
16th January 2024
Budget Provision 2024/2025

Implications of Recommendations

Corporate Strategy: FINANCIAL GOVERNANCE: Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: 2024/2025 precept recommendation to Council.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

The context of this report has been informed following a number of informal discussions with Members and is consistent with the 2024/2025 original estimates timetable agreed by Members.

Budget Process

Officers have conducted a zero-based budgetary assessment consistent with good accounting practice and this includes:

1. Recalculating every account code in an effort to determine the new year commitment after detailed consultation with operational managers.
2. Recalculating all revenue streams following Member deliberations.
3. Making allowance for pay and price inflation where relevant.
4. Including new emerging commitments following Members deliberation.
5. Recalculating the General Reserve.
6. Recalculating the Capital Reserve.
7. Making allowance for indicative PWLB borrowing to allow the delivery of emerging key projects.

Original Estimate

The draft original estimate is made of the following constituent parts:

	(£)
1. Base estimate:	1,499,062
2. Revenue emerging commitments - refer to appendix A:	58,306
3. Reinvestment in the General Reserve:	42,892
4. <i>Capital emerging commitments (excluded from precept calculation) - refer to appendix B</i>	40,122
5. Reinvestment in the Capital Reserve:	13,880
6. Indicative PWLB borrowing Allowance:	
- Interest	7,205
- Capital	4,585

The total commitments would therefore equate to **£1,625,930** and would necessitate an increase in the precept of **5.5%**. This is equivalent to **20 pence per week** for a Band D tax payer.

This is net of £29,067 of cost reduction and efficiencies and a further reduction in the overall salary bill as a consequence of new appointments being placed at the bottom of their respective spinal point range, where appropriate..

Base estimate

This includes a zero-based assessment of all account codes and includes pay and price inflation where relevant.

Revenue emerging commitments - Appendix A

Made up of revenue items identified by Members as a priority.

General Reserve

The general reserve must equate to a minimum of 3 months of NRE (net revenue expenditure) as defined in paragraph 5.33 of the (NALC) Joint Panel on Accountability and Governance Practitioners Guide March 2022. This equates to the provision of a further £42,892 in the 2024/2025 financial year.

Capital emerging commitments - Appendix B

Made up of capital items identified by Members as a priority.

Further investment in Capital Reserve

The 2023/2024 capital reserve equated to £76,242. This reduces to £36,120 net of emerging commitments. It is recommended that it be partly reinstated to £50,000 to allow for ongoing capital asset repair, conscious of the Councils capital investment programme.

Officers recommend that the Council continues to invest in the capital reserve over the forthcoming years until it reaches circa £100,000 so as to properly maintain and protect the Councils capital assets and as a potential alternative source to PWLB borrowing for future major capital projects.

A paper that looks to define the Councils future Capital Strategy will come to the next Finance & General Purposes Committee for debate. The NALC accountancy good practice guide does not stipulate a specific base capital requirement for Councils.

Indicative PWLB borrowing allowance

This indicates an intent to develop Stratton Way Cemetery circa £100,000, and a further £200,000 for essential play area upgrades and replacements.

Detailed specifications and a breakdown of cost will be provided to PLOS, F & GP and Council at a later date for formal sign off. Whilst this disallows any investment in any further emerging projects in the 2024/2025 financial year, Members of the PLOS Committee will continue to keep matters under review and may recommend new borrowing to Council for 2025/2026. An allowance has been made for professional fees to progress other emerging projects in the meantime.

Interest on a £300,000 loan if taken out over 20 years equates to £7,205, and a further £4,585 for capital. This represents a 6 month allowance and is the 2024/2025 relevant commitment period assuming a successful application.

The Council is not committing to draw down any further PWLB borrowing at this point in time, rather it is making sufficient allowance in its accounts to facilitate this decision at a future juncture.

Recommendations

That Members recommend an increase in precept of 5.5% to Council on 23rd January.

Peter Tarrant
Clerk & Chief Executive
Responsible Financial Officer

Rob Youngs
Head of Finance & Deputy RFO

Appendices:

Appendix A: Revenue emerging commitments
Appendix B: Capital emerging commitments

APPENDIX A

REVENUE EMERGING COMMITMENTS

<u>COST</u>	<u>DESCRIPTION</u>	<u>AMOUNT £</u>	<u>TOTAL £</u>
<u>GRADE 5 – VITAL</u>			
Allotments – green skip	12 yd skip for collecting waste from whole town	4,500	4,500
<u>GRADE 4 – VERY IMPORTANT</u>			
Car parks - drainage	Drainage maintenance	3,500	
Car parks - surface	Surface maintenance	2,000	
Car parks – lighting	Lighting maintenance	1,000	
Car parks – CCTV	Maintenance and monitoring	1,750	
Public Conveniences - Dryers	Maintenance and repairs of dryers	2,000	
Recreation Grounds - CCTV	CCTV maintenance	1,600	
Recreation Grounds – Security	Security service, including portaloo	8,000	
Public Realm – Tools	More tools for the team (£3K purchased 23/4)	2,900	
Town Centre – Cable Covers	Cable covers needed for health and safety	1,000	23,750
<u>OTHERS</u>			
Play equipment	Maintenance	15,000	
Fleet vehicle leasing	Ford transit double cab x 2	10,056	
Urban Design	Stage two works re town centre vision	5,000	30,056
	OVERALL REVENUE EMERGING COMMITMENTS		58,306

APPENDIX B

CAPITAL EMERGING COMMITMENTS

<u>COST</u>	<u>DESCRIPTION</u>	<u>AMOUNT £</u>	<u>TOTAL £</u>
<u>GRADE 5 – VITAL</u>			
Car parks – wall repairs	Wall repairs maintenance St Andrews	4,572	4,572
<u>GRADE 4 – VERY IMPORTANT</u>			
Recreation Grounds - CCTV	New CCTV mobile for Dan Albone car park	8,000	
Public Realm – Billy goat	Leaf loader for leaves and debris collection	4,550	
Orchard Centre – Frontage	Improve frontage and leak prevention	3,500	
Orchard Centre – Fencing	Replace fencing at back of Orchard	1,500	17,550
<u>OTHERS</u>			
New lawn mower	To cut narrow areas	8,000	
Emerging repairs	Additional repairs budget	5,000	
Professional fees – cricket	Preliminary work re cricket/football grounds	5,000	18,000
	OVERALL CAPITAL EMERGING COMMITMENTS		40,122

BIGGLESWADE TOWN COUNCIL
Finance and General Purposes 16th January 2024
Quarterly bank reconciliations

Implications of Recommendations

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

Finance: Compliance with Financial Regulations.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Section 2.2 of the Council's Financial Regulations states that:

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

The bank statements and reconciliations for the quarter end to 31st December 2023 were shared with Councillor Woodhead on the 9th January 2024 and were signed in accordance with the Financial Regulations. All documents have also been signed by the Responsible Finance Officer.

These are all attached as follows:

- 1) Unity Trust main current account. Please see Appendix A for the Rialtas reconciliation.
- 2) Unity Trust salary current account. Please see Appendix B for the Rialtas reconciliation.
- 3) CCLA account number one. Please see Appendix C for the Balance Sheet indicating the balance in the Council's accounts and the CCLA bank statement.
- 4) CCLA account number two. Please see Appendix D for the Balance Sheet indicating the balance in the Council's accounts and the CCLA bank statement.
- 5) Petty cash. For completeness, the petty cash reconciliation is included as Appendix E, along with the Balance Sheet indicating the balance in the Council's accounts.

Recommendation:

That Members note this report and review the supporting documentation.

Rob Youngs
Head of Finance and Deputy RFO

Appendix A: Unity Trust main current account
Appendix B: Unity Trust salary account
Appendix C: CCLA account number one
Appendix D: CCLA account number two
Appendix E: Petty cash

Date: 30/12/2023

Biggleswade Town Council

Page 1

Time: 13:03

**Bank Reconciliation Statement as at 31/12/2023
for Cashbook 1 - Unity Trust A/C**

User: RY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Current A/C	31/12/2023		248,969.11
			<u>248,969.11</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			248,969.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			248,969.11
		Balance per Cash Book is :-	248,969.11
		Difference is :-	0.00

Signatory 1:

Name PEYER / IARRAN Signed  Date 9.1.24

Signatory 2:

Name J. WOODHEAD Signed  Date 9.1.24

Date: 30/12/2023

Biggleswade Town Council

Page 1

Time: 13:09

User: RY

**Bank Reconciliation Statement as at 31/12/2023
for Cashbook 6 - UNITY SALARY A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Salary Account	31/12/2023		29,907.99
			<u>29,907.99</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			29,907.99
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			29,907.99
		Balance per Cash Book is :-	29,907.99
		Difference is :-	0.00

Signatory 1:

Name P. E. / P. / ARRAN Signed [Signature] Date 9.1.24

Signatory 2:

Name S. WOODHEAD Signed [Signature] Date 9.1.24

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
 PO Box 7193
 Planetary Road
 Willenhall
 WV1 9DG

Mr Robert Youngs
 Biggleswade Town Council
 The Old Court House
 4 Saffron Road
 Biggleswade
 SG18 8DL

Date: 31/12/2023

Account Name: Biggleswade Town Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20468389

Your arranged overdraft limit is £0.00

Our new Online Banking is now available for everyone to use, giving you benefits like a refreshed new look, with simpler navigation. Finding your way around on a desktop or mobile phone is easier than ever.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Contact Us

- Call us: 0345 140 1000
- Email us: us@unity.co.uk
- Visit us: [unity.co.uk](https://www.unity.co.uk)

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
04/12/2023		Balance brought forward	£0.00	£0.00	£36,994.88
11/12/2023	Transfer	Transfer from 20468376	£0.00	£80,000.00	£116,994.88
20/12/2023	Direct Debit	Direct Debit (PAYROLL)	£58,186.63	£0.00	£58,808.25
22/12/2023	Direct Debit	Direct Debit (PAYE)	£28,900.26	£0.00	£29,907.99

Page number 1 of 3

Statement number 019

For Businesses.
 For Communities.
 For Good.

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Monthly statement and valuation

Mr Youngs
Biggleswade Town Council
The Old Court House
4 Saffron Road
BIGGLESWADE
SG18 8DL

5 January 2024

Account name: **BIGGLESWADE TOWN COUNCIL**
Account number: **PS3078776-001**
Statement period: **01/12/2023 to 31/12/2023**

Please find enclosed a statement of your account covering the period 1 December 2023 to 31 December 2023. This statement shows the value of your investments as at 31 December 2023.

Details of all transactions carried out on your account within the reporting period have been included for your reference.

Please keep all documents (including this letter) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

Account summary

Total valuation as at 31 December 2023	£438,059.60
Total valuation as at last statement at 1 December 2023	£0.00
Total income during the period	£3,018.60

Holdings as at 31 December 2023

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	438,059.6000	£1.00	£438,059.60

checked by: Rob. Strick
approved by: *[Signature]* 9.1.24
approved by: *[Signature]* 9.1.24

Total value

£438,059.60

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2023

A/c	Description	Actual		
		Asset Value	Depreciation	Net Value
<u>Fixed Assets</u>				
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	926,388	575,047	351,341
41	INFRASTRUCTURE ASSETS	362,173	274,036	88,137
61	COMMUNITY ASSETS	15,380	0	15,380
Total Fixed Assets		3,146,035	1,364,094	1,781,941
<u>Current Assets</u>				
91	CAPITAL WORK IN PROGRESS	17,809		
100	DEBTORS - TOWN COUNCIL	15,514		
102	DEBTORS - PITCH HIRE	2,824		
103	DEBTORS - ORCHARD CENTRE	2,766		
105	VAT REFUNDS	56,289		
106	DEBTORS - BURIAL FEES	1,415		
110	PREPAYMENTS	70,423		
115	ACCRUED INCOME	643		
201	UNITY CURRENT A/C	248,969		
203	UNITY SALARY A/C	29,908		
210	PETTY CASH	250		
224	PUBLIC SECTOR DEPOSIT	438,060		
226	PUBLIC SECTOR DEPOSIT A/C 2	213,780		
Total Current Assets			1,098,650	
<u>Current Liabilities</u>				
501	TRADE CREDITORS	56,744		
510	ACCRUALS	38,446		
515	PAYE & NI DUE	16,579		
525	ALLOTMENT DEPOSITS	7,200		
526	OLD DEPOT DEPOSIT	1,750		
530	INC IN ADVANCE - COMMUTED	16,834		
Total Current Liabilities			137,553	
Net Current Assets				961,097
Total Assets less Current Liabilities				2,743,039
<u>Long Term Liabilities</u>				
401	PWLB LOAN 331100	17		
402	PWLB LOAN 331275	610		
403	PWLB LOAN 484665	4,353		
404	PWLB LOAN 491331	81,711		
405	PWLB LOAN 559293	415,285		
Total Long Term Liabilities			501,976	
Total Assets less Total Liabilities				2,241,063
<u>Represented by :-</u>				
301	CURRENT YEAR FUND	299,656		
310	GENERAL RESERVE	328,886		
349	ROLLING CAPITAL FUND	76,243		



Monthly statement and valuation

Mr Youngs
Biggleswade Town Council
The Old Court House
4 Saffron Road
BIGGLESWADE
SG18 8DL

5 January 2024

Account name: **BIGGLESWADE TOWN COUNCIL-No2 Account**
Account number: **PS3078777-001**
Statement period: **01/12/2023 to 31/12/2023**

Please find enclosed a statement of your account covering the period 1 December 2023 to 31 December 2023. This statement shows the value of your investments as at 31 December 2023.

Details of all transactions carried out on your account within the reporting period have been included for your reference.

Please keep all documents (including this letter) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

Account summary

Total valuation as at 31 December 2023	£213,780.00
Total valuation as at last statement at 1 December 2023	£0.00
Total income during the period	£924.77

Holdings as at 31 December 2023

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	213,780.0000	£1.00	£213,780.00

checked by: *Robyn 1/24*
approved by: *[Signature]* 9.1.24
approved by: *[Signature]* 9.1.24

Total value
£213,780.00

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk Freephone 0800 022 3505 www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded. CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority. Registered address: One Angel Lane, London EC4R 3AB.


Biggleswade Town Council Petty Cash Reconciliation

Balance of Petty Cash Bought Forward as at : 01/12/23 £286.90


<u>Date</u>	<u>Item</u>	<u>Who To</u>	<u>Dispenser</u>	<u>Code</u>	<u>Folio Number</u>	<u>Total Cost</u>	<u>VAT</u>	<u>Net Cost</u>
EXPENSES								
29/11/2023	Chocolates for Christmas dinner	FG	RY	4140/901		£34.41	£2.33	£32.08
07/12/2023	Post for Mayors Christmas cards	FG	RY	4112/113		£2.20	£0.00	£2.20
						£36.61	£2.33	£34.28
INCOME								
								£0.00
								£0.00
Balance of Petty Cash Carried Forward at 31.12.23								£250.29

Reconciliation to Financial Regulations recommended balance of £300		Actual Cash		
		£20.00	0	£0.00
		£10.00	12	£120.00
		£5.00	8	£40.00
		£2.00	6	£12.00
		£1.00	48	£48.00
		£0.50	43	£21.50
		£0.20	20	£4.00
		£0.10	23	£2.30
		£0.05	36	£1.80
		£0.02	16	£0.32
		£0.01	37	£0.37
				£250.29
Please note that only £200 cash can be taken out at any one time.		Difference between expected balance and actual balance		
		£0.00		
Reconciliation to Rialtas				
Rialtas Balance (code 210)	£250.29			
Petty cash balance	£250.29			
Difference	£0.00			

Reviewed and checked by the Head of Finance and Deputy RFO:

 Date: 29/12/23

Approved by the Town Clerk and Chief Executive:

 Date: 9.1.24

Approved by Member:

 Date: 2.1.24

Approved by Member:

Date: _____

04/01/2024

Biggleswade Town Council

Page 1

15:43

Detailed Balance Sheet - Excluding Stock Movement**Month 9 Date 31/12/2023**

<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	926,388	575,047	351,341
41	INFRASTRUCTURE ASSETS	362,173	274,036	88,137
61	COMMUNITY ASSETS	15,380	0	15,380
	Total Fixed Assets	3,146,035	1,364,094	1,781,941
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	17,809		
100	DEBTORS - TOWN COUNCIL	15,514		
102	DEBTORS - PITCH HIRE	2,824		
103	DEBTORS - ORCHARD CENTRE	2,766		
105	VAT REFUNDS	56,289		
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310	GENERAL RESERVE	328,886		
349	ROLLING CAPITAL FUND	76,243		

BIGGLESWADE TOWN COUNCIL
Finance and General Purposes 16th January 2024
Additional credit card

Implications of Recommendations

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

Finance: Compliance with Financial Regulations.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Currently, payments for the Council are made predominantly by bank transfer in a monthly pay run. In addition to this, there are a few requirements for payments which cannot be made by bank transfer and need to be met by other methods of payment. These average out to about ten a month, with perhaps seven paid by credit card and three paid through petty cash.

The Council only has one credit card holder at present and although this covers the majority of transactions and requirements, it is not quite sufficient. We also need to cover the times when the Town Clerk and Chief Executive is on holiday or out of the office, to avoid not being able to meet business demands. This is a view supported by our internal auditor.

The suggestion is to request having a second credit card holder, with stipulations that the card would only be used when:

- a) The Town Clerk and Chief Executive has already approved a purchase order in writing for the expenditure or
- b) Exceptional circumstances when the Town Clerk is unavailable and an emergency situation has arisen. An example of this may be that a Council vehicle needs immediate assistance and payment up front is required. These situations are very rare, but we do need to be able to meet the payment demands when they do happen.

The obvious Officer who should be the second credit card holder is the Head of Finance and Deputy Responsible Finance Officer.

The recommended credit card limit would be £5,000.

Recommendation:

That Members sanction a second credit card for use by the Head of Office and Deputy RFO, to be used infrequently when the Town Clerk as already signed off the expenditure or the very occasional exceptional circumstance.

If Members approve this change the Financial Regulations will need to be updated to reflect this.

Peter Tarrant
Town Clerk and Chief Executive

