



Ref: Agenda/Council – 23/01/24

18<sup>th</sup> January 2024

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the Council Meeting of Biggleswade Town Council that will take place on **Tuesday 23<sup>rd</sup> January 2024** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

Peter Tarrant  
Town Clerk & Chief Executive

Distribution: All Town Councillors  
Notice Boards  
The Press

## **AGENDA**

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

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

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

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

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

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

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

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

Please register in advance for this webinar:

**[https://us06web.zoom.us/webinar/register/WN\\_57TkzuD6S3mDdRm7B\\_SKew](https://us06web.zoom.us/webinar/register/WN_57TkzuD6S3mDdRm7B_SKew)**

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

5. **INVITED SPEAKER**

6. **MEMBERS' QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 9<sup>th</sup> January 2024** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to receive the minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 16<sup>th</sup> January 2024** 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 9<sup>th</sup> January 2024**.

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 the Head of Finance & Deputy RFO.

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/23/02195/FULL - The Plough House, London Road, Biggleswade, SG18 9TB**

Demolition of 2 existing buildings and removal of pre-existing mobile home. Change of use of the land for the creation of 7 Gypsy/Traveller Pitches, comprising the siting of 7 static caravans (net 6) and 7 touring caravans alongside the erection of 1 dayroom.

b. **CB/TRE/24/00011 - Beaumont Park Nursing Home, Shortmead Street, Biggleswade, SG18 0AT**

Works to tree protected by Tree Preservation Order MB/88/00004 and in a Conservation Area: Overall crown reduction of 3m to suitable secondary growth points leaving the tree finish dimensions 18 m height 7m radius to London Plane (T1). To prevent future failure of over extended limbs, reduce the weight loading on the large limb and to clear the fabric of the building.

c. **CB/24/00060/REG3 - Edward Peake School, Potton Road, Biggleswade, SG18 0EJ**

Erection of a new sports hall /activity space, new MUGA and associated external works and landscaping.

d. **CB/23/01105/FULL - Unit P, A1 London Retail Park, London Road, Biggleswade, SG18 8NE**

They have been unable to provide a swept plan but have advised that collections mainly take place between Monday and Friday, rarely on a weekend unless there have been a significant volume of cars purchased on a Friday or Saturday. They look to attend at around 10am when the branch opens and try to avoid busy times so that they can park close to the branch in the adjacent parking bays.

**Previously on the agenda: 08/08/2023 - Stationing of a pod to the car park (for We Buy Any Car) retrospective**

Members **OBJECT** to this planning application on the grounds that:

- There will be a loss of parking spaces.
- There is potential risk to public safety due to the transporters loading and unloading within the main car park deliveries for all other businesses on the retail park take place in designated loading areas away from the public.

**11. PLANNING APPLICATION OUTCOMES**

- a. A report of the Planning Application Outcomes (by exception applications only) as of **Tuesday 16<sup>th</sup> January 2024.**

**12. ACCOUNTS**

- a. **Financial Administration**

There are no current accounts available for this agenda.

**13. ITEMS FOR INFORMATION**

- a. **Upcoming Roadworks on A1 Biggleswade to A1M junction 10**

For Members to receive the correspondence from AtkinsRéalis.

**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\\_57TkzuD6S3mDdRm7B\\_SKew](https://us06web.zoom.us/webinar/register/WN_57TkzuD6S3mDdRm7B_SKew)**

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

15. **EXEMPT ITEMS**

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

(None).

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





**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 9<sup>th</sup> JANUARY 2024**  
**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 M North  
Cllr M Russell  
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 – Head of Finance & Deputy RFO  
Ms F Gumush – Meetings Administrator

Members of the Public – 1 (online)

**Meeting Formalities:**

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

1. **APOLOGIES FOR ABSENCE**

Cllr J Jones, Cllr S Patel, Cllr S Sajid.

2. **DECLARATIONS OF INTEREST**

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

None.

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

None.

**3. TOWN MAYOR'S ANNOUNCEMENTS**

None.

**4. PUBLIC OPEN SESSION**

No member of the public wished to speak.

**5. INVITED SPEAKER**

None.

**6. MEMBERS' QUESTIONS**

Cllr Skilton asked if any reports had been received in connection to the sewage issue in Dunton Lane. The Mayor responded that Officers had been in contact with Central Bedfordshire Council and other authorities to get the issue resolved as quickly as possible.

Cllr Russell asked if Officers could ensure that Parking Enforcement Agents were following procedures connected to illegal parking both in and around town.

**7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. P9 Item 9a. The resolution should be changed to read that Members RESOLVED to ACCEPT items 1-4 of the original report with the addition of item 5 below, subject to costing and consideration.

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

P10 Item 9d. The resolution regarding cemeteries should read 'Town and Parish Councils as the burial authorities, when considering new developments and the need for a new cemetery'.

P11 Item 9g – the addition of 'As BTC is a statutory consultee, can CBC as the licensing authority explain why BTC was no consulted on this change?'

P12 Item 10g – The resolution should read 'will have an impact on the already congested road in Langford and Biggleswade and coalescence with Biggleswade'.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on **Tuesday 12<sup>th</sup> December 2023**.

**8. MATTERS ARISING**

P9 Item 9c. Members asked if a meeting had been arranged with Mr Jones regarding the 5km run. Officers reported that a meeting had been arranged.

P11 Item 9g. Members asked that Officers bring back the matter of the Jerk Hub to the next Council agenda.

P13 Item 13a. Members asked that a Rights of Way Officer concerned with the creation of footpaths and bridleways, is invited to the next Town Council meeting.

## 9. **ITEMS FOR CONSIDERATION**

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

Members discussed the report by the Head of Governance & Strategic Partnerships with regards to extinguishment of footpaths and bridleways.

In his report, the Head of Governance & Strategic Partnerships provided several options received from CBC Officers.

Following discussions, Members **RESOLVED** to **ACCEPT** the Officer recommendation to agree with Option 1, and do nothing, maintaining the current situation allowing people to walk the existing route.

### b. **Update to Financial Regulations**

Members briefly discussed the update made to the Financial Regulations.

Members **RESOLVED** to **ACCEPT** the recommendation to add a clause back to the Financial Regulations, which relates to required actions for any charitable body for which the Council is the sole trustee.

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

Members discussed the motion put forward by Cllr Madeline Russell.

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

Members **RESOLVED** to **ACCEPT** the motion and asked that Officers contact Central Bedfordshire Council to take the matter forward.

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

Members discussed the correspondence from Central Bedfordshire Council which noted several sections of Footpath 21 were under water due to erosion from the river and proposed that these needed to be stopped up and new footpaths created. A new bridleway section to link to Mill Lane was also proposed.

Members **RESOLVED** to **AGREE** to the proposals made by CBC, and to request that the footpath from A-J, which is to be upgraded, should be designated as a footpath with rights to cycle in line with the new footpath with rights to cycle which is to be installed from Bridleway 22 to J.

Members expressed concern about the bank erosion between Y and K and the presence of kissing gates which impede cycles, mobility scooters and buggies.



Members therefore also **RESOLVED** to write to CBC request that the footpath at point K and Y be protected from erosion and to request that other solutions be sought to allow the removal of the kissing gates.

Members requested that Officers write to CBC and the River Authority to inspect the substantial erosion along the whole footpath A-Y and to implement measures to protect the bank, and therefore the footpath, from further erosion.

## 10. **PLANNING APPLICATIONS**

### a. **CB/23/04091/FULL - 183 Holme Court Avenue, Biggleswade, SG18 8PB**

Single storey front extension.

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

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

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

The Town Council **NOTES** this application and notes and supports the comments made by Northill and Sandy Town Councils.

## 11. **PLANNING APPLICATION OUTCOMES**

This report was **NOTED**.

## 12. **ACCOUNTS**

### a. **Financial Administration**

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

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

## 13. **ITEMS FOR INFORMATION**

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

Members **NOTED** the report.

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

Members **NOTED** the report but asked if Officers could confirm with the Streetworks Team that access to Brigham Gardens, the Fire Station and the Ambulance Station would be maintained.

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

Members **NOTED** the report.

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

Members **NOTED** the report.

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

Members **NOTED** the report.

14. **PUBLIC OPEN SESSION**

No one from the public wished to speak.

15. **EXEMPT**

a. **The Orchard Community Centre Report**

Members **NOTED** the report.

The Mayor closed the meeting at **7.55pm**





**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE  
MEETING ON TUESDAY 16<sup>th</sup> JANUARY 2024 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 Foster (ex-officio Member)  
Cllr M Knight (ex-officio Member)  
Cllr M Russell  
Cllr C Thomas

Mr P Tarrant – Town Clerk & Chief Executive  
Mr R Youngs – Head of Finance and Deputy RFO  
Ms F Gumush – Meetings Administrator

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 to 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 M North, Cllr S Sajid

**2. DECLARATIONS OF INTEREST**

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

None.

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

None.

3. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman had no announcements.

4. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

5. **INVITED SPEAKER**

No guest speaker was invited.

6. **MEMBERS' QUESTIONS**

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 5<sup>th</sup> December 2023 and the Chairman authorised to sign the minutes.

8. **MATTERS ARISING**

None.

9. **ITEMS FOR CONSIDERATION**

a. **Precept Report 2024-2025**

Members discussed the report submitted by the Town Clerk & Chief Executive and Head of Finance & Deputy RFO.

Commenting on the report, Cllr Knight brought forward various points with regards to the public report for a budget proposal of £1.62m. He added the following points:

- There is no mention of the increase to the tax base which is an increase of 0.5%
- He welcomed savings of just over £29,000 but added there was no data explaining where these have been sourced from and it was important to know so that the public understood there were no cuts to key services.
- There is no comparison to last year's budget which was set at £1.53m.
- There is no detailed budget by account code and chairs of the various committees have not yet seen the budgets per committee.
- The comparative weekly figure of 20p per week is irrelevant and the monthly or annual figure should be included in the report.

The Town Clerk & Chief Executive responding to the points indicated that the account code information had been shared with Members in a different forum.

The Head of Finance & Deputy RFO pointed out that the annual figure of the increase was established as £10.64.

Cllr Russell commenting on the report indicated that as this was a key decision of the year, all relevant information needed to be brought together in the public domain. Cllr Russell also mentioned that the likely balance sheet should be included in the documents to come to Council so that Members are able to make an informed decision.

Both the Town Clerk & Chief Executive and Head of Finance indicated that they would be happy to consolidate all documents including the balance sheet in the reports to the next Council meeting.

Cllr Russell proposed a recommendation that the F&GP Committee recommend a precept of £1,625,930 for the year 2024-2025, to Council.

Members **RESOLVED** to **RECOMMEND** that the Council Tax precept for the year 2024-2025 should be £1,625,930.

Cllr Knight also proposed that additional information is provided to the next Council meeting, providing a breakdown by account code showing a comparison against last year's budget.

Members **RESOLVED** to **ACCEPT** this additional proposal.

b. **Quarterly Bank Reconciliations**

The Head of Finance and Deputy RFO thanked Cllr Woodhead for his review and signing off of the bank statements and reconciliations for the quarter end to 31<sup>st</sup> December 2023.

Members **RESOLVED** to note the report and reviewed the supporting documentation.

c. **Additional Credit Card**

The Town Clerk & Chief Executive presented the report and noted that despite the majority of payments being made through bank transfers, as the only card holder it was not sufficient especially if he was absent or on holiday. This view was supported by the internal auditor.

The obvious Officer for the second card should be the Head of Finance & Deputy RFO.

Members **RESOLVED** to **ACCEPT** the recommendation that the second card holder is the Head of Finance & Deputy RFO.

Members commenting on the second half of the proposal with regards to changes to the Financial Regulations, indicated that they did not want to make changes to the regulations piecemeal and asked that the Town Clerk and Head of Finance look over these.

Members **RESOLVED** to **ACCEPT** that the Financial Regulations are looked over carefully for any other changes and updates necessary and the item is brought back to a Council meeting in the near future to enable the issuing of the second card.

10. **ITEMS FOR INFORMATION**

None.

11. **PUBLIC OPEN SESSION**

a. No member of the public wished to speak.

12. **EXEMPT**

None.

The Chairman closed the meeting at **19.27**



**BIGGLESWADE TOWN COUNCIL**  
**Town Council**  
**23<sup>rd</sup> January 2024**  
**2024/2025 Precept**

**Implications of Recommendations**

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

**Finance:** Determine 2024/2025 precept.

**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.

The precept was debated at the Finance & General Purposes Committee on 16th January 2024 with the following outcome:

Both the Town Clerk & Chief Executive and Head of Finance indicated that they would be happy to consolidate all documents including the balance sheet in the reports to the next Council meeting.

Members **RESOLVED** to **RECOMMEND** that the Council Tax precept for the year 2024-2025 should be £1,625,930.

Cllr Knight also proposed that additional information is provided to the next Council meeting, providing a breakdown by account code showing a comparison against last year's budget.

Members **RESOLVED** to **ACCEPT** this additional proposal.

**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 or £10.64 a year for a Band D tax payer. This is net of £29,067 of cost reduction and efficiencies.

The precept for 2023/2024 was set at £1,533,241. The recommendation for 2024/2025 is an increase of £92,689 to £1,625,930.

### **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.

### **CBC tax base**

Central Bedfordshire Council advise that there is a half of one percent increase expected in the number of tax payers in the 2024/25 financial year. The impact for the Town Council is that if each tax payer pays the same amount towards our precept, this will generate an increase of £8,369 in income.

CBC Band D tax payers:

For the year 2023/204 the number was 7,882

For the year 2024/2025 the number is predicted to be 7,925

This is an increase of 5%.

### **2023/2024 projected outturn**

At the time of writing Officers are projecting that the 2023/2024 budget will overspend circa £10,000. This recognises an agreed accounting adjustment in relation to the Grants budget.

### **Recommendations**

That Members agree a precept of £1,625,930 particular to the 2024/2025 financial year.

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 C: Account Code Summary

Appendix D: Current Balance Sheet

Appendix E: Cost reductions & efficiencies

Appendix F: Original Estimate Planning Cycle timetable and process as agreed by Members

## APPENDIX A

### REVENUE EMERGING COMMITMENTS

<u>COST</u>	<u>DESCRIPTION</u>	<u>AMOUNT £</u>	<u>TOTAL £</u>
<b><u>GRADE 5 – VITAL</u></b>			
Allotments – green skip	12 yd skip for collecting waste from whole town	4500	4500
<b><u>GRADE 4 – VERY IMPORTANT</u></b>			
Car parks - drainage	Drainage maintenance	3500	
Car parks - surface	Surface maintenance	2000	
Car parks – lighting	Lighting maintenance	1000	
Car parks – CCTV	Maintenance and monitoring	1750	
Public Conveniences - Dryers	Maintenance and repairs of dryers	2000	
Recreation Grounds - CCTV	CCTV maintenance	1600	
Recreation Grounds – Security	Security service, including portaloo	8000	
Public Realm – Tools	More tools for the team (£3K purchased 23/4)	2900	
Town Centre – Cable Covers	Cable covers needed for health and safety	1000	23750
<b><u>OTHERS</u></b>			
Play equipment	Maintenance	15000	
Fleet vehicle leasing	Ford transit double cab x 2	10056	
Urban Design	Stage two works re town centre vision	5000	30056
	<b>OVERALL REVENUE EMERGING COMMITMENTS</b>		<b>58306</b>

## **APPENDIX B**

### **CAPITAL EMERGING COMMITMENTS**

<b><u>COST</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT £</u></b>	<b><u>TOTAL £</u></b>
<b><u>GRADE 5 – VITAL</u></b>			
Car parks – wall repairs	Wall repairs maintenance St Andrews	4572	4572
<b><u>GRADE 4 – VERY IMPORTANT</u></b>			
Recreation Grounds - CCTV	New CCTV mobile for Dan Albone car park	8000	
Public Realm – Billy goat	Leaf loader for leaves and debris collection	4550	
Orchard Centre – Frontage	Improve frontage and leak prevention	3500	
Orchard Centre – Fencing	Replace fencing at back of Orchard	1500	17550
<b><u>OTHERS</u></b>			
New lawn mower	To cut narrow areas	8000	
Emerging repairs	Additional repairs budget	5000	
Professional fees – cricket	Preliminary work re cricket/football grounds	5000	18000
	<b>OVERALL CAPITAL EMERGING COMMITMENTS</b>		<b>40122</b>

**COST CENTRE**

**APPENDIX C**

**102 ALLOTMENTS**

	2022/23		2023/24				2024/25	RATIONALE
	BUDGET	ACTUAL	BUDGET	ACTUAL	PROJECTED	COMMITTED	BUDGET	
1087 INC-ALLOTMENTS	9,500	8,147	9,500	9,326	9,500	-	10,800	67 Full Plots x £55=£3,685 plus 168 Half Plots x £40=£6,720 plus estimated 8 x £50 deposits not refunded=£400=£10,805, set budget at £10.8K.
	<b>9,500</b>	<b>8,147</b>	<b>9,500</b>	<b>9,326</b>	<b>9,500</b>	-	<b>10,800</b>	
4013 RENT	465	465	465	349	465	-	500	£465 x CPI 6.7%=£496, set budget at £500.
4036 PROPERTY MAINTENANCE	-	1,044	-	-	-	-	1,200	£1200, in line with 22/3 spend plus inflation to deal with flooding issues (channel-RJWarren quote £765).
4037 GROUNDS MAINTENANCE	-	180	-	-	-	-	-	Just use property maintenance code.
4047 MATERIALS/TOOLS	-	285	-	355	593	238	300	High spend 23/4 for signs, mirrors, pole extension. 24/5 budget not need to be as high.
4067 PEST CONTROL	750	885	200	420	420	-	1,050	More visits advised by pest control expert, same rate £70. Suggests monthly and 3 extra over summer, to give 15 visits x £70 = £1,050.
4104 REFUSE COLLECTION	200	-	200	4,098	4,500	-	9,300	£4500 x CPI 6.7%=£4802, for general collection plus £4500 growth item-green skips.
4134 SECURITY	-	81	-	600	600	-	-	No budget. 23/4 spend £600 on vandal resistant mechanical lock, one-off spend.
4999 DEPRECIATION CHARGED	-	167	-	-	-	-	-	Year-end transaction only.
	<b>1,415</b>	<b>3,107</b>	<b>865</b>	<b>5,822</b>	<b>6,578</b>	<b>238</b>	<b>12,350</b>	
Movement to/(from) Gen reserve	8,085	5,040	8,635	3,504	2,922	-	238	-

**104 BURIAL GROUNDS**

	2022/23		2023/24				2024/25	RATIONALE
	BUDGET	ACTUAL	BUDGET	ACTUAL	PROJECTED	COMMITTED	BUDGET	
1084 INC-BURIAL FEES	20,000	40,588	38,745	19,170	32,000	-	41,185	Based on recent year activity at agreed annual fees rates.
1097 INC-MEMORIALS	1,000	70	-	1,445	3,000	-	4,998	Based on recent year activity at agreed annual fees rates.
	<b>21,000</b>	<b>40,658</b>	<b>38,745</b>	<b>20,615</b>	<b>35,000</b>	-	<b>46,183</b>	
4011 RATES	6,000	4,738	5,000	3,320	4,426	-	4,723	Rates increase based on CPI from September before financial year-6.7%.
4012 WATER RATES	200	246	150	233	320	-	350	Similar to FY23/24.
4014 ELECTRICITY	500	524	500	3,058	1,000	-	1,000	Similar to FY23/24.
4026 COMPUTER	-	-	1,000	-	300	-	300	Pear Software, same price expected as FY23/24.
4036 PROPERTY MAINTENANCE	1,000	231	1,000	45	200	-	300	Similar to FY23/24.
4067 PEST CONTROL	-	71	100	140	140	-	140	Allows for 2 visits at £70 each for pests such as wasps.
4092 Card Processing Fees	-	12	25	-	-	-	-	Coded to bank charges from 01/04/23.
4100 FERT./SEEDS/WEEDKILL	-	187	-	-	-	-	-	Under Public Realm from 01/04/23.
4104 REFUSE COLLECTION	-	-	-	233	233	-	-	Not required for FY24/25.
								£199 Annual Fire Assessment only needed in FY24/5. FY23/24 includes wiring assessment.
4110 FIRE PRECAUTIONS	-	-	-	394	394	-	200	
4134 SECURITY	-	202	-	220	220	-	235	ADT alarm Oct-Sep. FY23/24 £220 x CPI 6.7% = £235.
4173 S/W CEMETERY LANDSCAPING	-	64	-	-	-	-	-	If any, would be coded under property maintenance in FY24/25.
4999 DEPRECIATION CHARGED	-	2,250	-	-	-	-	-	Year-end transaction only.
	<b>7,700</b>	<b>8,525</b>	<b>7,775</b>	<b>7,641</b>	<b>7,233</b>	-	<b>7,248</b>	
Movement to/(from) Gen reserve	13,300	32,133	30,970	12,974	27,767	-	38,935	

**105 CAR PARKS**

**2022/23**

**2023/24**

**2024/25**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>PROJECTED</u>	<u>COMMITTED</u>	<u>BUDGET</u>	
1088 INC-CAR PARKING FEES	22,000	24,138	23,000	24,680	32,000	-	35,000	Current projected outturn uplifted by increased activity, per recent trend.
1089 INC - PARKING PERMITS WORK	3,000	10,742	11,000	10,043	14,000	-	14,137	Based on recent year activity at agreed annual fees rates.
1189 INC-PARKING PERMITS RES	3,000	6,565	10,000	2,692	3,500	-	5,281	Based on recent year activity at agreed annual fees rates.
	<b>28,000</b>	<b>41,445</b>	<b>44,000</b>	<b>37,416</b>	<b>49,500</b>	-	<b>54,418</b>	
4011 RATES	27,900	26,200	28,725	19,732	26,310	-	28,073	Rates increase based on CPI from September before financial year-6.7%.
4013 RENT	-	2	1	-	1	-	1	Agreed rent for Dan Albone car park.
4023 STATIONERY	500	654	200	24	100	-	700	For tickets. Projected outturn x CPI=£5,150 x 6.7% = £5,495. Plus growth items drainage (£3,500), surfaces (£2,000) and lighting (£1,000).
4037 GROUNDS MAINTENANCE	-	1,078	4,500	5,150	5,150	-	11,995	Per specified car park contract. Basic car park machine maintenance only £800 as machines will be new. Growth item Car Parks CCTV Maintenance and Monitoring £1,750.
4038 MAINTENANCE CONTRACT	10,000	8,742	7,000	5,760	8,981	3,221	2,562	Charge for car park users to pay by card. Projected outturn x CPI=£1,425 x 6.7%=£1,520.
4042 EQUIPT MAINT/REPAIR	-	1,035	1,000	695	1,004	309	2,550	Car park lease with Harrison Clark, rate confirmed for Rose Lane.
4092 Card Processing Fees	1,000	975	1,200	957	1,300	-	1,520	Not needed as car park machines replaced in 23/24.
4126 CAR PARK LEASE	36,000	36,000	36,000	27,000	36,000	-	36,000	Not needed.
4128 EQUIPMENT	-	182	200	36	12,314	12,278	-	Year-end transaction only.
4790 DEFERRED GRANTS RELEASED	-	742	-	-	-	-	-	
4999 DEPRECIATION CHARGED	-	9,559	-	-	-	-	-	
	<b>75,400</b>	<b>83,684</b>	<b>78,826</b>	<b>59,354</b>	<b>91,160</b>	<b>15,808</b>	<b>83,401</b>	
Movement to/(from) Gen reserve	- 47,400	- 42,239	- 34,826	- 21,938	- 41,660	- 15,808	- 28,983	

#### **106 MARKET**

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>	
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>PROJECTED</u>	<u>COMMITTED</u>	<u>BUDGET</u>	
1082 INC-LETTINGS	300	-	-	-	-	-	-	Not needed.
1083 INC-PITCH HIRE	-	198	-	-	-	-	-	Not needed.
1085 INC-TUESDAY MARKET RENTS	3,500	3,884	5,000	3,820	5,000	-	5,335	Suggested fees 24/5 raise by CPI. Projected outturn x CPI = £5,000*1.067 = £5,335. Suggested fees 24/5 raise by CPI. Projected outturn x CPI = £17,000 * 1.067 =
1086 INC-SATURDAY MARKET RENTS	14,000	14,445	15,000	13,191	17,000	-	19,000	£18,139 + increased activity, suggest £19,000.
1091 INC-MISCELLANEOUS	-	-	-	-	-	-	-	Not needed.
	<b>17,800</b>	<b>18,527</b>	<b>20,000</b>	<b>17,011</b>	<b>22,000</b>	-	<b>24,335</b>	
4002 EMPLOYERS N.I	224	572	-	-	-	-	-	Not needed.
4003 EMPLOYERS SUPERANN.	2,768	2,849	-	-	-	-	-	Not needed.
4004 MARKET STAFF	10,330	13,044	-	-	-	-	-	Not needed.
4011 RATES	5,400	5,180	1,600	1,104	1,472	-	1,571	Rates increase based on CPI from September before financial year-6.7%.
4014 ELECTRICITY	1,000	1,751	2,000	1,514	2,200	-	2,200	Expected electricity unit charge similar to 23/24.
4023 STATIONERY	1,000	-	200	22	22	-	-	Not needed for 24/25.
4032 PUBLICITY	500	-	300	-	-	-	1,000	Increased publicity required.
4036 PROPERTY MAINTENANCE	-	-	-	-	-	-	-	Not needed.
4047 MATERIALS/TOOLS	500	266	200	28	28	-	-	Not needed.
4999 DEPRECIATION CHARGED	-	1,004	-	-	-	-	-	Year-end transaction only.
	<b>21,722</b>	<b>24,665</b>	<b>4,300</b>	<b>2,668</b>	<b>3,722</b>	-	<b>4,771</b>	
Movement to/(from) Gen reserve	- 3,922	- 6,138	15,700	14,343	18,278	-	19,564	

#### **107 TOWN CENTRE GENERAL**

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>PROJECTED</u>	<u>COMMITTED</u>	<u>BUDGET</u>

1077	INC-S106 GRANTS	-	-	-	1,500	1,500	-	-	Not needed.						
1091	INC-MISCELLANEOUS	-	-	-	9,080	9,080	-	-	Not needed (National Rail hire of land, not expected to repeat).						
1094	INC-TC FESTIVAL	-	183	-	375	375	-	-	Not needed (King's Coronation, no similar event likely in 24/25). Events to be held monthly from April 24 to Sep 24. Predicted income per event £333.						
1144	INC-BIGGS EATS	-	-	-	125	125	-	2,000	Increased publicity planned to make event "bigger", therefore increase in income expected.						
1145	INC-CHRISTMAS ACTIVITIES	-	682	200	330	330	-	450							
		-	<b>865</b>	<b>200</b>	<b>11,410</b>	<b>11,410</b>	-	<b>2,450</b>							
4001	STAFF SALARIES	-	35,643	-	-	-	-	-	Not needed.						
4002	EMPLOYERS N.I	-	3,845	-	-	-	-	-	Not needed.						
4003	EMPLOYERS SUPERANN.	-	9,552	-	-	-	-	-	Not needed.						
4007	HEALTH & SAFETY	-	96	100	63	63	-	1,000	Growth item - Cable covers, for health and safety reasons.						
4009	STAFF TRAVEL	-	66	-	-	-	-	-	Not needed.						
4031	ADVERTISING	-	122	400	-	-	-	-	Not needed.						
4036	PROPERTY MAINTENANCE	500	276	500	171	235	-	655	£235 general, based on 23/4 actual. £420 transformers/adapters for increasing events capacity.						
4037	GROUNDS MAINTENANCE	-	-	500	-	-	-	-	Not needed.						
4041	EQUIPMENT HIRE	-	800	900	-	-	-	-	Not needed.						
4047	MATERIALS/TOOLS	-	9	-	-	-	-	-	Not needed.						
4067	PEST CONTROL	-	51	-	-	-	-	-	Not needed.						
4116	WAR MEM & REM SERV	1,500	2,279	1,000	1,273	1,273	-	1,358	Permits decent standard service and service booklets etc. Need a PA system - requirement for events for emergencies. Unlikely to need a budget for 25/6.						
4128	EQUIPMENT	-	66	-	-	-	-	800	Not needed.						
4134	SECURITY	-	374	-	-	-	-	-	Not needed.						
4138	MARKET SQUARE EVENTS	2,200	2,244	525	1,150	1,150	-	1,200	Cherry picker about £600/event, permits 2 rentals.						
4140	CHRISTMAS ACTIVITIES	7,000	9,221	7,000	5,927	6,402	475	6,850	Actual 23/4 x CPI 6.7%=£6,831, rounded.						
4144	CCTV	16,000	11,111	18,000	26,379	26,379	-	22,000	Per breakdown provided by the Place Shaping Manager.						
4145	CHRISTMAS LIGHTS	21,438	20,714	13,475	13,009	13,009	-	13,000	Similar spend expected to current year.						
4790	DEFERRED GRANTS RELEASED	-	5,127	-	-	-	-	-	Not needed.						
4981	TFR TO CFR NEW ASSETS	-	46,251	-	-	-	-	-	Not needed.						
4996	TFR FROM ROLLING CAPITAL FUND	-	7,938	-	-	-	-	-	Not needed.						
4999	DEPRECIATION CHARGED	-	5,933	-	-	-	-	-	Year-end transaction only.						
		<b>40,700</b>	<b>114,526</b>	<b>42,400</b>	<b>47,972</b>	<b>48,511</b>	<b>475</b>	<b>46,863</b>							
	Movement to/(from) Gen reserve	-	40,700	-	113,661	-	42,200	-	36,562	-	37,101	-	475	-	44,413

	<b>2022/23</b>		<b>2023/24</b>				<b>2024/25</b>		
	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>PROJECTED</b>	<b>COMMITTED</b>	<b>BUDGET</b>		
1078	INC-MISC GRANTS	-	2,000	-	-	-	-	-	Under central services cost centre (901)
		-	<b>2,000</b>	-	-	-	-	-	
4261	GRANTS UNDER OTHER POWERS	21,626	-	-	-	-	-	-	Under central services cost centre (901)
4264	Community Agent Grant	12,000	-	-	-	-	-	-	Under central services cost centre (901)
		33,626	-	-	-	-	-	-	
	Movement to/(from) Gen reserve	-	33,626	2,000	-	-	-	-	

	<b>2022/23</b>		<b>2023/24</b>				<b>2024/25</b>		
	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>PROJECTED</b>	<b>COMMITTED</b>	<b>BUDGET</b>		
1078	MISC GRANTS	-	-	-	15,000	15,000	-	-	Not needed.

1178 Orchard S106 Funds	-	6,248	-	-	-	-	-	Not needed.	
1179 Tritax Kitelands Phase 1	-	-	-	57,700	57,700	-	-	Not needed.	
	-	<b>6,248</b>	-	<b>72,700</b>	<b>72,700</b>	-	-		
4053 LOAN INTEREST	7,411	14,581	36,631	19,344	<b>26,133</b>	-	34,487	If PWLB loan agreed, will increase (maybe by £17K, dependant on loan length).	
4253 LEASE INTEREST REPAID	268	-	-	-	-	-	-		
4600 CP ex PWLB Capital Assets Impr	-	-	10,000	12,925	<b>18,775</b>	6,525	-	Contras code 4984.	
4601 CP ex PWLB Allotments	-	-	923	923	<b>923</b>	-	-	Contras code 4984.	
4603 CP ex PWLB Drove Rd Cem	-	-	36,302	93,823	<b>140,099</b>	61,276	-	Contras code 4984.	
4604 CP ex Pwlb Franklin P A	-	-	44,820	44,973	<b>44,972</b>	-	-	Contras code 4984.	
4605 CP ex PWLB TBD	-	-	161,154	-	<b>48,430</b>	-	-	Contras code 4984.	
4620 Tritax Kitelands Phase 1	-	-	-	54,582	<b>54,582</b>	-	-	Not needed.	
4802 CP - New Computer Installation	-	-	-	-	-	-	-		
4803 CP - Boiler Magistrates Court	1,000	-	-	-	-	-	-		
4822 CP - Plant & Equipment	3,590	-	-	-	-	-	-		
4837 CP - Allotment Buildings	5,000	582	-	-	-	-	-		
4868 CP -- Pigeon Control	5,000	-	-	-	-	-	-		
4869 CP - Tree & Plant Works	13,710	-	-	-	-	-	-		
4870 CP - Market Transformation	2,000	-	-	-	-	-	-		
4871 CP - Finance Review	5,000	-	-	-	-	-	-		
4898 Reinvestment in the Capital Reserve	-	-	-	-	-	-	42,892		
4899 Cost Reduction & Eff. Review	25,324	-	-	-	-	-	-		
4900 ROLLING CAPITAL FUND ALLOC'N	35,301	35,301	56,331	-	<b>76,243</b>	-	13,880		
4980 LOAN REPAYMENT	16,139	8,139	16,510	8,496	<b>18,010</b>	-	24,290	Capital on PWLB loan repayments.	
4981 TFR TO CFR NEW ASSETS	-	179,197	-	-	-	-	-		
4982 LEASE CAPITAL REPAID	3,308	-	-	-	-	-	-		
4983 ASSETS FUNDED FROM GRANTS	-	41,056	-	-	-	-	-		
4984 ASSETS FUNDED FROM LOANS	-	172,711	253,199	-	<b>253,199</b>	-	-	Contras codes 4600-4605.	
4990 ASSET FUNDING FROM RCP	-	35,300	-	-	-	-	-		
								£7,759 Security at Franklins Playground in development days, agreed at Town Council.	
4992 TRANSFER FROM E/MARKED RESERVE	-	-	-	7,759	7,759	-	-		
	<b>87,751</b>	<b>22,007</b>	<b>109,472</b>	<b>242,825</b>	<b>182,727</b>	<b>67,801</b>	<b>115,549</b>		
Movement to/(from) Gen reserve	-	87,751	-	15,759	-	109,472	-	170,125	-
								110,027	-
								67,801	-
									115,549

110 PUBLIC CONVENIENCES	2022/23		2023/24				2024/25	
	BUDGET	ACTUAL	BUDGET	ACTUAL	PROJECTED	COMMITTED	BUDGET	
1091 INC-MISCELLANEOUS	3,250	-	-	-	-	-	-	Not needed.
	<b>3,250</b>	-	-	-	-	-	-	
4011 RATES	3,250	-	-	-	-	-	-	Not needed.
4012 WATER RATES	2,000	1,156	1,700	972	1,300	-	1,300	Expected to be similar to FY23/4.
4016 CLEANING COSTS	10,000	20,713	-	-	-	-	-	Not needed. Actual this year includes a reversal of an accrual, thus £600 lower. £1,000 best estimate.
4017 JANITORIAL MATERIALS	-	587	1,000	369	600	228	1,200	Covers work Public Realm cannot fix (£500). Growth item - Maintenance and repairs of dryers - £2,000
4036 PROPERTY MAINTENANCE	1,000	-	200	162	522	360	2,500	
4038 MAINTENANCE CONTRACT	1,000	-	-	-	-	-	-	Not needed.
4042 EQUIPT MAINT/REPAIR	500	-	200	120	200	66	200	Covers work Public Realm cannot fix.



4047 MATERIALS/TOOLS	500	42	250	310	400	-	400	Expected to be similar to FY23/4.
	<b>18,250</b>	<b>22,497</b>	<b>3,350</b>	<b>1,933</b>	<b>3,022</b>	<b>654</b>	<b>5,600</b>	
Movement to/(from) Gen reserve	- 15,000	- 22,497	- 3,350	- 1,933	- 3,022	- 654	- 5,600	
<b>111 CORPORATE MANAGEMENT</b>	<b>2022/23</b>		<b>2023/24</b>				<b>2024/25</b>	
	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>PROJECTED</b>	<b>COMMITTED</b>	<b>BUDGET</b>	
1076 PRECEPT RECEIVED	1,424,171	1,424,171	1,533,241	1,533,241	1,533,241	-	1,625,930	LAST ENTRY
1096 INTEREST RECEIVED	420	16,111	6,000	23,568	30,000	-	24,000	Averages about £2K/month covering both CCLA accounts.
	<b>1,424,591</b>	<b>1,440,282</b>	<b>1,539,241</b>	<b>1,556,809</b>	<b>1,563,241</b>	<b>-</b>	<b>1,649,930</b>	
								Mazaars, External audit £2,520, confirmed. Heelis Lodge Internal audit £1,090 x 6.7%.
4057 AUDIT FEES	4,000	4,420	2,340	3,065	3,610	-	3,700	
	<b>4,000</b>	<b>4,420</b>	<b>2,340</b>	<b>3,065</b>	<b>3,610</b>	<b>-</b>	<b>3,700</b>	
Movement to/(from) Gen reserve	- 1,420,591	- 1,435,862	- 1,536,901	- 1,553,744	- 1,559,631	-	- 1,646,230	
<b>112 DEMOCRATIC REP'N &amp; MGMT'</b>	<b>2022/23</b>		<b>2023/24</b>				<b>2024/25</b>	
	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>PROJECTED</b>	<b>COMMITTED</b>	<b>BUDGET</b>	
4024 SUBSCRIPTIONS	3,000	2,870	2,500	6,203	7,050	35	6,400	Includes all current subscriptions that will be repeated in 24/25.
4082 NEIGHBOURHOOD PLAN	-	4,865	-	-	-	-	-	Not needed.
4085 COUNCIL WEBSITE	2,225	2,636	2,500	1,345	2,100	44	2,500	Covers all expected regular costs and some further adhoc costs.
4090 Public Referendum	2,500	-	-	-	-	-	-	Not needed.
4135 ELECTION PROVISION	4,000	-	5,500	8,318	8,318	-	4,000	In place in case there is a bye-election.
4790 DEFERRED GRANTS RELEASED	-	1,805	-	-	-	-	-	Not needed.
4999 DEPRECIATION CHARGED	-	6,792	-	-	-	-	-	Year-end transaction only.
	<b>11,725</b>	<b>15,358</b>	<b>10,500</b>	<b>15,866</b>	<b>17,468</b>	<b>79</b>	<b>12,900</b>	
Movement to/(from) Gen reserve	- 11,725	- 15,358	- 10,500	- 15,866	- 17,468	- 79	- 12,900	
<b>113 CIVIC ACTIVITIES &amp; EXPENSES</b>	<b>2022/23</b>		<b>2023/24</b>				<b>2024/25</b>	
	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>PROJECTED</b>	<b>COMMITTED</b>	<b>BUDGET</b>	
1091 INC-MISCELLANEOUS	-	101	-	-	-	-	-	Not needed.
1300 INC-MAYORS CHARITY	-	2,479	-	3,214	3,622	-	-	Matches code 4300.
	<b>-</b>	<b>2,580</b>	<b>-</b>	<b>3,214</b>	<b>3,622</b>	<b>-</b>	<b>-</b>	
4112 TOWN MAYOR'S EXPENSES	1,000	-	1,000	327	1,000	-	1,000	Changed from "Allowance" to "Expenses" per new policy.
4166 TWINNING	250	-	250	-	250	-	250	Keep in case.
4179 CIVIC FUNCTIONS	1,000	1,471	1,000	-	1,000	-	1,000	Keep.
4180 CIVIC REGALIA REPAIRS ETC	250	79	250	-	100	-	250	Keep.
4300 MAYOR'S CHARITY EXPENDITURE	-	917	-	3,622	3,622	-	-	Matches code 1300.
4992 TRANSFER FROM E/MARKED RESERVE	-	-	250	-	250	-	-	May not be needed.
	<b>2,500</b>	<b>2,467</b>	<b>2,250</b>	<b>3,949</b>	<b>5,722</b>	<b>-</b>	<b>2,500</b>	
Movement to/(from) Gen reserve	- 2,500	- 113	- 2,250	- 735	- 2,100	-	- 2,500	
<b>115 ORCHARD COMMUNITY CENTRE</b>	<b>2022/23</b>		<b>2023/24</b>				<b>2024/25</b>	
	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>PROJECTED</b>	<b>COMMITTED</b>	<b>BUDGET</b>	
1077 INC-S106 GRANTS	-	3,960	-	-	-	-	-	
1082 INC-LETTINGS	32,500	41,363	38,700	38,717	52,000	-	67,000	Based on recent year activity at agreed annual fees rates.
1091 INC-MISCELLANEOUS	-	18	-	2	2	-	-	Based on recent year activity at agreed annual fees rates.
1115 INC-REFRESHMENTS	-	-	-	22	22	-	-	Based on recent year activity at agreed annual fees rates.
	<b>32,500</b>	<b>45,341</b>	<b>38,700</b>	<b>38,741</b>	<b>52,024</b>	<b>-</b>	<b>67,000</b>	

4001 STAFF SALARIES	59,817	50,835	-	-	-	-	-	-	Not needed.
4002 EMPLOYERS N.I	5,012	5,378	-	-	-	-	-	-	Not needed.
4003 EMPLOYERS SUPERANN.	16,031	13,737	-	-	-	-	-	-	Not needed.
4007 HEALTH & SAFETY	500	1,050	1,050	49	250	128	250	250	Small items only required.
4009 STAFF TRAVEL	400	278	-	-	-	-	-	-	Not needed.
									Rates increase usually based on CPI from September before financial year-6.7%.
4011 RATES	6,200	-	6,500	-	13,000	-	6,936	6,936	Current year 2 bills expected, confirmed by CBC.
4012 WATER RATES	240	917	500	2,670	3,200	-	3,200	3,200	Expected similar to current year.
4014 ELECTRICITY	7,000	2,282	7,000	2,899	3,500	-	3,500	3,500	Expected similar to current year.
4015 GAS	2,300	9,590	11,700	4,832	6,200	-	6,200	6,200	Expected similar to current year.
4016 CLEANING COSTS	1,400	1,079	1,400	639	900	-	-	-	Move to janitorial materials.
4017 JANITORIAL MATERIALS	-	271	-	-	-	-	1,000	1,000	Moved from cleaning costs.
4020 MISC. ESTABLISH.COST	54	38	-	-	-	-	-	-	Not needed.
4022 POSTAGE	-	15	-	-	-	-	-	-	Through central services.
4023 STATIONERY	200	6	50	-	-	-	-	-	Through central services.
									FY23/4 includes £4325 new boiler, one-off. 24/5 sufficient for cleaning machine
4036 PROPERTY MAINTENANCE	1,000	4,412	5,325	6,215	6,500	-	3,000	3,000	servicing and boiler servicing.
4038 MAINTENANCE CONTRACT	1,700	165	500	440	500	-	-	-	Under property maintenance.
4042 EQUIPT MAINT/REPAIR	1,500	1,085	500	339	339	-	-	-	Under property maintenance.
4060 OFFICE EQUIPMENT	300	-	300	-	-	-	700	700	Replace broken freezer. Budget may not be needed in 25/6.
4081 LICENCES	600	170	600	159	159	-	159	159	TV licence - only 1 required.
4104 REFUSE COLLECTION	-	1,498	1,500	1,152	1,300	-	1,000	1,000	Refinement of waste units has occurred and £1,000 should suffice next year.
4105 PAY & DISPLAY INSTALLATION	-	160	-	-	-	-	-	-	Not required for 24/25.
4110 FIRE PRECAUTIONS	1,000	2,004	500	821	821	-	1,000	1,000	FY22/3 catch-up, FY23/4 £821, FY24/5 £1,000 should be sufficient budget.
4125 Misc Costs	-	9	-	-	-	-	-	-	Not needed.
4128 EQUIPMENT	500	220	200	88	88	-	50	50	Useful for small items.
4134 SECURITY	-	-	-	165	465	298	300	300	New security presser support.
4144 CCTV	-	-	-	-	-	-	-	-	Not needed.
4790 DEFERRED GRANTS RELEASED	-	13,055	-	-	-	-	-	-	Not needed.
4981 TFR TO CFR NEW ASSETS	-	6,248	-	-	-	-	-	-	Not needed.
4983 ASSETS FUNDED FROM GRANTS	-	6,248	-	-	-	-	-	-	Not needed.
4999 DEPRECIATION CHARGED	-	12,042	-	-	-	-	-	-	Year-end transaction only.
	<b>105,754</b>	<b>94,186</b>	<b>37,625</b>	<b>20,468</b>	<b>37,222</b>	<b>426</b>	<b>27,295</b>	<b>27,295</b>	
Movement to/(from) Gen reserve	- 73,254	- 48,845	1,075	18,273	14,802	- 426	39,705	39,705	

<b>210 GENERAL</b>	<b>2022/23</b>		<b>2023/24</b>				<b>2024/25</b>		
	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>PROJECTED</b>	<b>COMMITTED</b>	<b>BUDGET</b>		
4064 ANNUAL HANGING BASKETS	5,000	-	-	-	-	-	-	-	Under Public Realm cost centre.
	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Movement to/(from) Gen reserve	5,000	-	-	-	-	-	-	-	

<b>212 RECREATION GROUNDS</b>	<b>2022/23</b>		<b>2023/24</b>				<b>2024/25</b>		
	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>PROJECTED</b>	<b>COMMITTED</b>	<b>BUDGET</b>		
1077 INC-S106 GRANTS	-	8,179	-	-	-	-	-	-	Not needed.
1081 INC-RENT	5,000	6,943	5,350	5,350	5,350	-	3,600	3,600	Just Bowls Club (£3600). £3400 Cricket Club under cost centre 213.

1083 INC-PITCH HIRE	5,000	4,011	8,300	4,181	7,000	-	7,000	Football public use. Not Bowls, new arrangement.
1091 INC-MISCELLANEOUS	-	480	-	1,100	1,100	-	1,500	Funfair.
	<b>10,000</b>	<b>19,613</b>	<b>13,650</b>	<b>10,631</b>	<b>13,450</b>	-	<b>12,100</b>	
4011 RATES	4,700	4,569	4,750	3,106	4,142	-	4,420	Rates increase based on CPI from September before financial year-6.7%.
4012 WATER RATES	11,500	5,854	12,000	13,035	15,000	-	12,000	Cricket Club £1600 under cost centre 213.
4014 ELECTRICITY	7,500	6,123	7,500	9,840	7,500	-	6,500	Cricket Club £1300 under cost centre 213.
4017 JANITORIAL MATERIALS	-	13	-	-	-	-	-	Not needed.
4036 PROPERTY MAINTENANCE	-	656	-	-	-	-	-	Not needed.
4037 GROUNDS MAINTENANCE	7,000	5,866	5,000	3,872	4,200	46	4,000	Cricket Club £600 under cost centre 213.
4038 MAINTENANCE CONTRACT	8,000	7,535	7,500	4,758	6,500	-	8,600	Projected x CPI 6.7% rounded to £7,000. Growth item - CCTV maintenance £1,600.
4039 PLAY. EQUIP. MAINT.	-	673	1,500	-	-	-	15,000	Growth item - £15K for play equipment maintenance.
4043 FENCING & GATES	2,000	366	500	5	50	-	250	Expected cost.
4044 TREES & PLANTS	1,500	800	1,000	-	-	-	1,000	Keep budget despite no spend this year, per Public Realm manager request.
4047 MATERIALS/TOOLS	-	70	500	447	500	-	200	Cricket Club £300 under cost centre 213.
4067 PEST CONTROL	1,500	-	500	-	-	-	-	Not needed.
4100 FERT./SEEDS/WEEDKILL	200	-	50	-	-	-	-	Not needed.
4104 REFUSE COLLECTION	200	5,268	2,500	5,631	7,800	-	8,000	Per new agreements by Head of Governance.
4110 FIRE PRECAUTIONS	1,500	773	3,000	3,436	3,500	-	2,100	Cricket club £200 under Charity.
4114 LITTER BINS	1,500	-	300	-	-	-	-	Not needed.
4128 EQUIPMENT	2,000	142	500	-	-	-	-	Not needed.
4134 SECURITY	500	1,742	500	780	780	-	8,500	Repeat budget for 23/4(£500) plus growth item - security service £8,000
4790 DEFERRED GRANTS RELEASED	-	9,937	-	-	-	-	-	Not needed.
4999 DEPRECIATION CHARGED	-	51,370	-	-	-	-	-	Year end transaction only.
	<b>49,600</b>	<b>81,883</b>	<b>47,600</b>	<b>44,910</b>	<b>49,972</b>	<b>46</b>	<b>70,570</b>	
Movement to/(from) Gen reserve	- 39,600	- 62,270	- 33,950	- 34,279	- 36,522	- 46	- 58,470	

### **213 CHARITY-CRICKET GROUND**

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>	
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>PROJECTED</u>	<u>COMMITTED</u>	<u>BUDGET</u>	
1081 INC-RENT	-	-	-	-	-	-	3,400	£3400 Cricket Club suggested in Annual fees.
	-	-	-	-	-	-	<b>3,400</b>	
4012 WATER RATES	-	-	-	-	-	-	1,600	Per current year costs
4014 ELECTRICITY	-	-	-	-	-	-	1,300	Per current year costs
4037 GROUNDS MAINTENANCE	-	-	-	-	-	-	600	Per current year costs
4047 MATERIALS/TOOLS	-	-	-	-	-	-	300	Per current year costs
4110 FIRE PRECAUTIONS	-	-	-	-	-	-	200	Per current year costs
	-	-	-	-	-	-	<b>4,000</b>	
Movement to/(from) Gen reserve	-	-	-	-	-	-	600	

### **901 CENTRAL SERVICES**

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>	
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>PROJECTED</u>	<u>COMMITTED</u>	<u>BUDGET</u>	
1078 INC-MISC GRANTS	-	1,000	-	-	-	-	-	
1091 INC-MISCELLANEOUS	-	248	-	3,410	3,410	-	3,000	Income from BRCC.
	-	<b>1,248</b>	-	<b>3,410</b>	<b>3,410</b>	-	<b>3,000</b>	
4000 OVERTIME ALL BCT	-	7,218	10,000	11,414	15,000	-	10,000	Per salary sheet.
4001 STAFF SALARIES	384,830	354,986	762,103	547,837	739,661	-	800,667	Per salary sheet.

4002 EMPLOYERS N.I	44,830	37,930	64,288	54,888	61,161	-	67,842	Per salary sheet.
4003 EMPLOYERS SUPERANN.	79,894	67,981	164,310	123,349	174,039	-	174,970	Per salary sheet.
4005 AGENCY STAFF	10,000	23,666	-	4,797	4,797	-	5,000	Per salary sheet.
4007 HEALTH & SAFETY	2,800	906	1,200	1,550	1,550	-	1,500	Projected x CPI 6.7%=£1494, round to £1500
4008 STAFF TRAINING	10,000	7,950	9,000	7,038	9,000	1,546	9,600	Projected x CPI 6.7%=£9603, round to £9600
4009 STAFF TRAVEL	1,500	1,665	2,600	2,059	2,600	-	2,940	Projected x CPI 6.7%
4010 MISC. STAFF COSTS	1,000	1,064	-	1,058	1,350	32	1,440	Projected x CPI 6.7%
4011 RATES	-	14,546	16,020	12,050	16,067	-	17,143	Rates increase based on CPI from September before financial year-6.7%.
4012 WATER RATES	500	421	250	441	500	-	500	Expected similar to current year.
4014 ELECTRICITY	4,000	3,953	4,000	3,533	4,000	-	4,000	Expected similar to current year.
4015 GAS	-	11,600	11,500	5,611	8,000	-	8,000	Expected similar to current year.
4016 CLEANING COSTS	7,500	7,120	-	-	-	-	-	Just use Janitorial Materials code.
4017 JANITORIAL MATERIALS	-	728	1,000	321	600	78	1,000	Typical full year cost as cleaning covered internally now.
4020 MISC. ESTABLISH.COST	250	143	250	31	31	-	-	Not needed.
4021 TELEPHONE & FAX	13,500	12,189	11,000	10,511	13,000	2,859	11,000	Keep same as budget 23/4, not more as expecting new contracts with less staff mobiles as not needed.
4022 POSTAGE	1,500	1,195	1,600	214	300	-	200	Keep same, slight reduction about matches inflation. Need for recorded delivery items etc.
4023 STATIONERY	3,500	3,531	3,500	3,352	4,000	156	4,000	Repeat this year's projected.
4025 INSURANCE	21,000	15,875	17,000	14,561	19,415	-	20,715	Projected x CPI 6.7%
4026 COMPUTER	33,790	50,417	50,000	45,176	58,000	30	61,317	As per Node quote, including laptop replacements. See appendix H.
4027 PHOTOCOPIER	5,600	3,728	2,500	2,644	3,400	-	3,628	Projected x CPI 6.7%
4029 OFFICE REFURBISHMENT	-	208	-	-	-	-	-	Not needed.
4030 JOB RECRUITMENT	5,000	7,252	1,000	3,013	5,000	1,304	3,000	Spend expected lower than current year.
4031 ADVERTISING	2,900	3,880	3,425	3,752	4,500	261	4,800	Projected x CPI 6.7%
4032 PUBLICITY	-	44	-	-	-	-	-	Not needed.
4036 PROPERTY MAINTENANCE	-	2,501	1,500	3,877	6,000	1,545	4,000	Expected similar to current year.
4038 MAINTENANCE CONTRACT	-	-	300	-	-	-	-	Under property maintenance.
4042 EQUIPT MAINT/REPAIR	-	880	600	-	-	-	-	Under property maintenance.
4047 MATERIALS/TOOLS	-	826	-	-	-	-	-	Under property maintenance.
4051 BANK CHARGES	2,000	2,840	2,800	2,519	3,000	-	2,800	3 credit card machines being reduced to 2, on 24/11/23. Also other cr card machines being discussed.
4056 LEGAL EXPENSES	4,500	15,025	4,500	2,181	7,125	4,944	9,000	Capital assets catch up and adoption of further green spaces.
4058 PROFESSIONAL FEES	10,000	29,048	8,000	3,356	8,000	12,535	15,000	Similar to this year. Growth item £5,000 - stage 2 of town centre vision.
4059 HR CONSULTANCY	2,000	3,322	500	1,448	2,500	-	3,500	Changed from Consultancy. Projected x CPI, rounded.
4060 OFFICE EQUIPMENT	1,000	1,032	1,000	1,168	1,250	-	1,200	23/4 Printers. Can reduce as printers now bought.
4073 PAYROLL BUREAU FEES	1,500	3,746	1,500	2,823	4,000	-	4,000	Based on published fees from George Hay. Includes year end payroll reports etc.
4074 ACCOUNTANCY FEES	15,000	13,885	5,000	2,491	3,000	-	1,000	Keep enough to cover 1 day for year end visit in April. Last day hopefully.
4081 Licences	-	259	100	-	260	-	260	Repeat this year's projected.
4092 Card Processing Fees	-	292	200	27	36	-	36	£3/month for credit card.
4094 COUNCILLOR TRAINING & INDUCTIO	-	-	1,700	855	855	-	1,000	Requested by Members.
4103 PROTECTIVE CLOTHING	-	129	150	38	150	-	150	Small budget required for Central Services staff.
4104 REFUSE COLLECTION	-	1,287	1,200	267	400	-	600	Reduced number of waste containers.
4110 FIRE PRECAUTIONS	-	7,322	500	54	319	265	250	Expected cost.
4125 Misc Costs	-	685	-	-	-	-	-	Not needed.
4127 SIGNS	1,000	-	-	-	-	-	-	Not needed.

4128 EQUIPMENT	500	2,165	500	1,064	1,100	-	1,000	Should be sufficient.
4134 SECURITY	-	1,707	1,500	-	1,500	-	1,600	Projected x CPI 6.7% for alarm.
4140 CHRISTMAS ACTIVITIES	-	960	-	464	511	47	800	Budget for Christmas meal. Projected x CPI 6.7% (22,400) plus requested increase by Members at precept meeting 31/10/23.
4261 GRANTS UNDER OTHER POWERS	-	26,170	21,000	23,511	23,511	-	28,000	Small increase.
4264 Community Agent Grant	-	12,360	12,000	12,730	12,730	-	13,000	Year-end transaction only.
4999 DEPRECIATION CHARGED	-	8,634	-	-	-	-	-	
	-	<b>8,634</b>	<b>1,201,096</b>	<b>918,071</b>	<b>1,222,218</b>	<b>25,602</b>	<b>1,300,458</b>	
Movement to/(from) Gen reserve	-	7,386	- 1,201,096	- 914,661	- 1,218,808	- 25,602	- 1,297,458	

902 PUBLIC REALM	2022/23		2023/24				2024/25	
	BUDGET	ACTUAL	BUDGET	ACTUAL	PROJECTED	COMMITTED	BUDGET	
1081 INC-RENT	-	4,497	7,000	5,250	7,000	-	7,350	Rent of Old Depot (projected x CPI).
	-	<b>4,497</b>	<b>7,000</b>	<b>5,250</b>	<b>7,000</b>	-	<b>7,350</b>	
4001 STAFF SALARIES	199,305	229,852	-	-	-	-	-	Not needed.
4002 EMPLOYERS N.I	18,595	21,779	-	-	-	-	-	Not needed.
4003 EMPLOYERS SUPERANN.	47,307	46,421	-	-	-	-	-	Not needed.
4007 HEALTH & SAFETY	-	350	750	1,486	1,500	-	1,500	Include budget for drug and alcohol testing in FY24/5, in case required.
4008 STAFF TRAINING	-	722	-	-	-	-	-	Not needed.
4009 STAFF TRAVEL	-	389	-	-	-	-	-	Not needed.
4011 RATES	-	27,732	24,086	19,561	26,082	-	27,829	Rates increase based on CPI from September before financial year-6.7%.
4012 WATER RATES	-	139	1,500	126	200	-	300	Expected similar to current year.
4013 RENT	-	53,919	52,756	42,989	58,600	-	62,525	Projected x CPI 6.7%.
4014 ELECTRICITY	-	520	2,500	2,187	3,000	-	3,000	Expected similar to current year.
4017 JANITORIAL MATERIALS	-	313	-	51	100	-	100	Expected similar to current year.
4020 MISC. ESTABLISH.COST	-	9	-	792	792	-	-	Not needed.
4023 STATIONERY	100	126	100	-	-	-	-	Comes under Central services.
4025 INSURANCE	300	6,533	6,000	3,090	4,250	-	5,000	Refine when growth items agreed.
4026 COMPUTER	-	546	-	-	-	-	-	Comes under Central services.
4030 JOB RECRUITMENT	-	1,159	-	-	-	-	-	Comes under Central services.
4036 PROPERTY MAINTENANCE	-	75	150	82	150	-	150	Expected similar to current year.
4037 GROUNDS MAINTENANCE	-	28	-	-	-	-	-	Not needed.
								Expected similar to current year. Maybe able to reduce depending which growth items agreed.
4041 EQUIPMENT HIRE	1,000	744	1,200	350	750	-	1,000	Expected similar to current year.
4042 EQUIPT MAINT/REPAIR	2,000	3,574	14,200	2,408	3,500	440	4,000	Not needed.
4044 TREES & PLANTS	10,500	9,670	3,000	-	-	-	-	Includes growth items for new Ford Transit vehicles x 2 (£10,056) plus remaining costs £14,500.
4046 VEHICLE LEASING	10,000	6,938	23,875	8,797	10,000	-	24,556	Reduced to £2,500 as £3K of tools bought in 23/24. Growth item of £2,900 for more tools to complete requirements.
4047 MATERIALS/TOOLS	-	2,024	2,500	4,716	6,000	856	5,400	Expected to reduce, dependant on agreed growth items.
4048 VEHICLE MAINT/REPAIR	10,000	3,002	5,000	8,770	10,000	853	4,000	Expected similar to current year.
4049 VEHICLE FUEL	8,000	9,052	9,000	5,849	8,000	-	8,000	Per White Fleet file.
4050 VEHICLE TAX	675	1,020	1,050	505	930	-	930	Advised by Public Realm Manager.
4064 ANNUAL HANGING BASKETS	-	4,524	5,000	-	6,000	6,080	6,000	From renting of depot. Projected x CPI 6.7%, rounded.
4093 SERVICE CHARGE	-	812	3,000	3,171	4,017	-	4,286	Receive new Ransomes mower early Dec. Main leasing £1300/pm and
4098 MOWER LEASING	-	-	-	2,660	6,560	-	18,084	Maintenance lease £207pm.

4100 FERT./SEEDS/WEEDKILL	700	862	700	298	500	-	500	Expected similar to current year.
4101 MOWER REPAIRS	-	3,168	-	1,128	1,128	-	500	Much lower expected 24/5 due to new lease contract.
4103 PROTECTIVE CLOTHING	2,500	2,733	2,500	2,975	4,000	556	3,500	Expected similar to current year. 2 new staff this year needed full kitting out.
4104 REFUSE COLLECTION	-	634	1,200	-	-	-	-	Not needed.
4110 FIRE PRECAUTIONS	-	478	500	-	265	265	250	Expected cost.
4114 LITTER BINS	-	111	-	-	-	-	-	Not needed.
4119 SKIP HIRE	800	700	800	-	-	-	-	Not needed.
4128 EQUIPMENT	-	1,849	1,500	1,926	2,200	74	2,350	Projected x CPI 6.7%, rounded.
4790 DEFERRED GRANTS RELEASED	-	-	2,535	-	-	-	-	Not needed.
4999 DEPRECIATION CHARGED	-	27,756	-	-	-	-	-	Not needed.
	<b>311,782</b>	<b>467,450</b>	<b>162,867</b>	<b>112,333</b>	<b>156,940</b>	<b>9,123</b>	<b>183,761</b>	
Movement to/(from) Gen reserve	- 311,782	- 462,953	- 155,867	- 107,083	- 149,940	- 9,123	- 176,411	
<b>Total Income</b>	<b>1,546,641</b>	<b>1,631,352</b>	<b>1,711,036</b>	<b>1,786,533</b>	<b>1,842,857</b>	<b>-</b>	<b>1,880,966</b>	
<b>Total Expenditure</b>	<b>1,569,771</b>	<b>1,719,506</b>	<b>1,711,266</b>	<b>1,486,878</b>	<b>1,836,105</b>	<b>120,252</b>	<b>1,880,966</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>- 23,130</b>	<b>- 88,153</b>	<b>- 230</b>	<b>299,655</b>	<b>6,752</b>	<b>- 120,252</b>	<b>0</b>	

30/12/2023

Biggleswade Town Council

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

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
		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
	<b>Total Fixed Assets</b>	<b>3,146,035</b>	<b>1,364,094</b>	<b>1,781,941</b>
	<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	213,780		
	<b>Total Current Assets</b>		<b>1,098,650</b>	
	<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		
	<b>Total Current Liabilities</b>		<b>137,553</b>	
	<b>Net Current Assets</b>			<b>961,097</b>
	<b>Total Assets less Current Liabilities</b>			<b>2,743,039</b>
	<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		
	<b>Total Long Term Liabilities</b>		<b>501,976</b>	
	<b>Total Assets less Total Liabilities</b>			<b>2,241,063</b>
	<u>Represented by :-</u>			
301	CURRENT YEAR FUND	299,656		
310	GENERAL RESERVE	328,886		
349	ROLLING CAPITAL FUND	76,243		

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

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<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
350	CAPITAL FINANCING RESERVE	1,250,406	
451	DEF'D GRANTS APPLIED	660,479	
452	DEF'D GRANTS W/BACK	(374,607)	
	<b>Total Equity</b>		<b>2,241,063</b>

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**COST REDUCTIONS AND EFFICIENCIES****APPENDIX E**

<u>Cost Centre</u>	<u>Cost Code</u>	<u>23/24 Budget</u>	<u>24/25 Suggested Budget</u>	<u>Saving</u>	<u>Comment</u>
Burial Grounds	Rates	£ 5,000	£ 4,723	£ 277	New rateable values set this year.
Burial Grounds	Computer	£ 1,000	£ 300	£ 700	Pear Software actual cost expected £300.
Burial Grounds	Property Maintenance	£ 1,000	£ 300	£ 700	Based on 23/4 actual.
Car Parks	Rates	£ 28,725	£ 28,073	£ 652	New rateable values set this year.
Car Parks	Maintenance Contract	£ 7,000	£ 2,562	£ 4,438	Per new contract, first year savings as some items covered by warranty.
Car Parks	Equipment maintenance and repairs	£ 1,000	£ 800	£ 200	Should be lower with new machines.
Car Parks	Equipment	£ 200	£ -	£ 200	Not required as new machines.
Market	Stationery	£ 200	£ -	£ 200	Not required.
Market	Materials/Tools	£ 200	£ -	£ 200	Not required.
Town Centre General	Health and Safety	£ 100	£ -	£ 100	Not required.
Town Centre General	Advertising	£ 400	£ -	£ 400	Not required.
Town Centre General	Grounds Maintenance	£ 500	£ -	£ 500	Not required.
Town Centre General	Equipment Hire	£ 900	£ -	£ 900	Not required.
Orchard Community Centre	Health and Safety	£ 1,050	£ 250	£ 800	Based on 23/4 actual.
Orchard Community Centre	Electricity	£ 7,000	£ 4,000	£ 3,000	Based on 23/4 actual.
Orchard Community Centre	Gas	£ -	£ -	£ -	
Central Services	Gas	£ 11,500	£ 8,000	£ 3,500	Based on 23/4 actual.
Central Services	Refuse Collection	£ 1,200	£ 600	£ 600	Halved number of units at Old Court Hall.
Public Realm	Water	£ 1,500	£ 200	£ 1,300	Based on 23/4 actual.
Public Realm	Equipment maintenance and repairs	£ 14,200	£ 4,000	£ 10,200	Based on 23/4 actual.
Public Realm	Fertiliser, seeds and weedkiller	£ 700	£ 500	£ 200	Based on 23/4 actual.
Total				<b>£ 29,067</b>	

<b>Date</b>	<b>Description</b>	<b>Attendees/Officer Lead</b>	<b>Output</b>	<b>Status</b>
<b>7<sup>th</sup> September 2023</b>	Communicate with Central Bedfordshire Council to acquire deadlines for submission of precept request.	Rob Youngs	Clean CBC timetable.	<b>Completed.</b>
<b>15<sup>th</sup> September 2023</b>	Clean estimate of all payroll staffing costs, including projection of pay inflation.	Rob Youngs, Helen Calvert	Clean estimate of Staff costs for 24/25.	<b>Completed.</b>
<b>25<sup>th</sup> September 2023</b>	Review staff payroll costs.	Peter Tarrant, Rob Youngs and Helen Calvert	Staff costs reviewed in-depth.	<b>Completed.</b>
<b>6<sup>th</sup> October 2023</b>	Review latest projected outturn for 23/24 after half-year accounts finalised.	Peter Tarrant and Rob Youngs	Projected outturn 23/24.	<b>Completed.</b>
<b>6<sup>th</sup> October 2023</b>	Management Meetings to identify 23/24 growth requirements, revenue projections and current cost reviews.	Peter Tarrant, Rob Youngs and Karim Hosseini	Identification of 23/24 growth requirements, revenue projections and general reviews.	<b>Completed.</b>
<b>9<sup>th</sup> October 2023</b>	Management Meetings to identify 23/24 growth requirements, revenue projections and current cost reviews.	Peter Tarrant, Rob Youngs, Karim Hosseini, Jonathan Wooley, Isaac Lord, Helen Calvert, Louise Millsip	Identification of 23/24 growth requirements, revenue projections and general reviews.	<b>Completed.</b>
<b>10<sup>th</sup> October 2023</b>	Management Meetings to identify 23/24 growth requirements, revenue projections and current cost reviews.	Peter Tarrant, Rob Youngs, Karim Hosseini, Jonathan Wooley, Isaac Lord, Helen Calvert, Sian Van Der Merwe	Identification of 23/24 growth requirements, revenue projections and general reviews.	<b>Completed.</b>
<b>12<sup>th</sup> October 2023</b>	Entering suggested new Original Estimate for 23/24, onto Rialtas.	Rob Youngs	24/25 original draft budget in Rialtas.	<b>Completed.</b>
<b>13<sup>th</sup> October 2023</b>	Thorough accuracy and sense-check review of suggested new Original Estimate for 23/24, on Rialtas.	Peter Tarrant and Rob Youngs	24/25 original draft budget in Rialtas fully reviewed for accuracy.	<b>Completed.</b>
<b>20<sup>th</sup> October 2023</b>	Provide a thorough update to F&GP Chair and Deputy Chair.	Peter Tarrant, Duncan Strachan, Inessa Agnew and Rob Youngs	Fully informed Chair and Deputy Chair of F&GP.	<b>Completed.</b>
<b>27<sup>th</sup> October 2023</b>	Meeting with Senior Members (Mayor, Deputy Mayor, Chair of F&GP, Deputy Chair of F&GP) to review the draft Original Estimate 24/25. When agreed in principle, a report will be created.	Peter Tarrant, Mark Foster, Mark Knight, Duncan Strachan, Inessa Agnew and Rob Youngs	Initial sign off from Senior Members, thus enabling a draft report to F&GP.	<b>Completed.</b>
<b>31<sup>st</sup> October 2023</b>	Consultation with broader Members.	All Members	Broad Member sign off.	<b>Completed.</b>
<b>16<sup>th</sup> November 2023</b>	Consultation with broader Members.	All Members.	Annual fees and White fleet.	<b>Completed.</b>
<b>5<sup>th</sup> December 2023</b>	Draft indicative budget reports, with detail presented to F&GP.	F&GP	Approved draft indicative budget reports.	<b>Completed.</b>

<b>4<sup>th</sup> January 2023</b>	Members meeting with senior finance employees.	All Members	Consider some key areas and their impact on the possible precept.	<b>Completed.</b>
<b>16<sup>th</sup> January 2024</b>	Sign off at F&GP Committee.	F&GP	Agree on a formal resolution ready to be presented to Town Council on 23 <sup>rd</sup> January.	<b>Completed.</b>
<b>23<sup>rd</sup> January 2024</b>	Sign off at Town Council.	Town Council	Final precept agreed by Members.	<b>Meeting set-up, commencing at 7.</b>
<b>24<sup>th</sup> January 2024</b>	Complete CBC forms with precept request.	Rob Youngs	To be signed by Peter Tarrant as RFO.	<b>Submit as quickly as possible, as agreed with CBC.</b>



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

					<p>5) Any structure or hoarding erected or used principally for the purpose of displaying advertisements shall be maintained in a condition that does not endanger the public.</p> <p>6) Where any advertisement is required under these Regulations to be removed, the site shall be left in a condition that does not endanger the public or impair visual amenity.</p> <p>Reason: Conditions 2-6: To comply with the provisions of Schedule 2 (Regulation 2 (1) of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.</p> <p>7) All works shown on plan numbers: CBC01, Project J28216 Rev #0 Rev 1 (Pages 1,2,3,8 &amp; 9) shall be fully carried out within six months of the date of this permission.</p> <p>Reason: To identify the approved plan/s to avoid doubt, as the application has been made in part retrospectively to ensure the approved works are undertaken.</p>
Home Farm House, Dunton Lane, Biggleswade, SG18 8QU	23/01989/FULL	11/07/2023	<p>The Town Council OBJECTS to this application on the grounds that:</p> <ul style="list-style-type: none"> <li>•It is a development outside of the Green Wheel.</li> <li>•Entrance and exit to the site is on a blind corner and close to a roundabout and therefore unsafe.</li> <li>•It will add to the congestion in accessing the A1 and will lead to a potentially dangerous right of way issue.</li> <li>•It is deemed as overdevelopment.</li> </ul>	Erection of 9 new dwelling houses following the demolition of the existing dwelling house and all associated outbuildings.	Awaiting Outcome
Land off Drove Road, adj to 1A Drove Road	23/00003/DOC	24/01/2023	The Town Council STRONGLY OBJECT to the discharge conditions on this application as Council would like to see the conditions in place ahead of any planning approval.	Discharge of Conditions 6,8,9,11,12,13 and 21 against planning permission CB/22/00575/FULL (Erection of 5 dwellings with associated car park, access road and amenity space and proposed stopping up of the highway)	Discharge of Condition Decision Released
Land north of Lindsell's Level Crossing, Biggleswade	22/04935/ VOC	24/01/2023	The Town Council NOTED the shorter ramps and changes to right of way; however Council STRONGLY OBJECT, as they have done previously in August 2022, as this will present even less landscaping.	Variation of condition 8 of planning permission CB/21/02168/FULL: Construction of new ramped and stepped bridleway bridge to facilitate the closure of Lindsell's level crossing; formation of new bridleway to western side of railway and associated works. Revised Plans	Variation of Condition - Granted
Land to the East of Langford Road, Biggleswade and North of Queens Way and Denny Crescent, Langford, Bedfordshire	23/03801/OUT	12/12/2023	The Town Council OBJECTS to this application on the grounds that it will have an impact on the highway and urban coalescence.	Outline Application: Erection of up to 170 dwellings including affordable housing, with public open space, landscaping, sustainable drainage system (SuDS) and vehicular access. All matters reserved except for means of access	Awaiting Outcome

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

Woodlands, 11 & 12, Dunton Lane, Biggleswade, Bedfordshire, SG18 8QU	22/04516/REG3	25/07/2023	<p>The Town Council wished to reiterate their former objection as set out previously following Council meetings on 10/01/23 and 14/02/23.</p> <p>The Town Council OBJECTS to some aspects of the proposed development.</p> <p>The application calls for a change of use of land, from the stationing of two transit pitches, to two permanent pitches for Gypsy and Traveller use, with associated parking and amenity units which should be stationed further away from the road and that is not the case with this proposal.</p> <p>The Town Council has objected previously and on this occasion on the grounds of noise pollution from the road. Permanent pitches stationed near the road will obviously make the noise pollution situation worse.</p> <p>The Town Council also objects on the grounds that currently visitors temporarily use the transit pitches; once these are made permanent there will be no provision for temporary visitors.</p>	Change of use of land, from the stationing of two transit pitches, to two permanent pitches for Gypsy and Traveller use, with associated parking and amenity units.	<p><b>Regulation 3 - Granted.</b> 1) The development hereby permitted shall begin not later than three years from the date of this permission.</p> <p>Reason: To comply with Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.</p> <p>2) Prior to the first use of the pitches, a noise assessment shall be submitted to the Local Planning Authority for approval of noise level in internal rooms and external amenity noise standards in accordance with the criteria of BS8233:2014. Approved details including for example noise barrier or other means of attenuating noise intruding upon the amenity of indoor living accommodation shall be implemented prior to the use of the pitches and thereafter be permanently retained.</p> <p>Reason: To ensure the adequate amenities of future residents, in accordance with Policy CCB8 of the Central Bedfordshire Local Plan 2021</p>
					<p>3) No caravan located on the site shall be occupied for residential purposes other than by Gypsies and Travellers where these are defined as persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily or permanently, but excluding members of an organised group of travelling show people or circus people travelling together as such.</p> <p>Reason: To limit the use of the site to Gypsies and Travellers, as the proposal is justified on addressing a need for such accommodation, in accordance with Policy H7 of the Central Bedfordshire Local Plan 2021</p> <p>4) There shall be no more than 2 caravans on each pitch stationed at any one time.</p> <p>Reason: To ensure the adequate amenity of future residents, to protect the amenity of local residents, and to ensure the development would not impact upon the character and appearance of the open countryside, in accordance with Policies HQ1, H7 and EE5 of the Central Bedfordshire Local Plan 2021</p>



					<p>5) No commercial activities shall take place on the land, including the storage of materials. Reason: In order to ensure appropriate development in the open countryside and to protect the amenities of local residents in accordance with Policies HQ1, H7, EE5 and CC8 of the Central Bedfordshire Local Plan 2021</p> <p>6) The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans, numbers TQRQM22339114500179; 21055wd1.02; 17003-MODW-M&amp;E-002AB12 Reason: To identify the approved plan/s and to avoid doubt.</p>
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**Subject:** A1 Biggleswade to A1M junction 10 upcoming roadworks

I just wanted to inform you of some roadworks National Highways will be delivering shortly to resurface and paint new road markings on the A1 between Biggleswade and junction 10 of the A1M at Stotfold.

If you or any of your members would like a more comprehensive briefing we would be happy to host a meeting or look to attend a council meeting if we can to present on this and answer questions.

The programme is currently being finalised and will likely be overnight working, weeknights only, from 8pm to 6am. We will be working on this in 4 sections: Biggleswade North to South (and in reverse); and Biggleswade South the A1M junction 10 Stotfold (and in reverse).

We will be working in one direction at a time (not closed simultaneously in both directions), with the diversion being southbound A603, A421, A6 and A507 (northbound in reverse): [London Rd, Sandy SG19 1NA to Stotfold - Google Maps](#)

The scheme is due to run from Monday 4 March to Friday 10 July. I will share more details of the scheme and the programme in due course.

We have public engagement events planned for Baldock Services on Saturdays 24 Feb and 30 March.

Do let me know if you need anything further, thanks.

Stakeholder Engagement

**AtkinsRéalis**  
Bedford, UK



**New name. New era.**

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