



Ref: Agenda/Council – 13/08/2024

8th August 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 13th August** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

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

Peter Tarrant
Town Clerk & Chief Executive

Distribution: All Town Councillors
Notice Boards
The Press

AGENDA

1. APOLOGIES FOR ABSENCE

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 and the Committee Clerk by 5pm.

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_gnsp5T62R4-H_dXDNwtmeA

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

- a. Mr John Tizard, Bedfordshire Police & Crime Commissioner.

6. MEMBERS' QUESTIONS

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 9th July 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 9th July 2024**.

9. ITEMS FOR CONSIDERATION

a. **Financial Regulations**

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

b. **Risk Management Policy**

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

c. **Stratton Way Cemetery Update**

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

d. **IT Upgrades - Council Chamber & Training Room**

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

e. **Updated Local Plan Toolkit**

For Members to receive and consider documents from the CBC Community &

Engagement Team.

f. **A00467 Drove Road and The Grove, Biggleswade – Disabled Parking Bay**

For Members to receive and consider the public notice from CBC Highways team.

g. **Update on Town Centre Car Parks**

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

10. PLANNING APPLICATIONS

You can view details of applications and related documentation such as application forms, site plans, drawings, decision notices and other supporting documents for planning applications on the Central Bedfordshire Council website. Click on the hyperlink (electronic copy) on the heading of each planning application listed below.

a. **CB/24/01955/FULL – 72 Sanger Avenue, Biggleswade, SG18 8FY**

CBC Excerpt: Loft conversion with 3 dormer windows to front and one new window to the side gable.

b. **CB/24/01861/FULL – The Close Cottage, 17A Shortmead Street, Biggleswade, SG18 0AT**

CBC Excerpt: Rear extension and part replacement of conservatory and front porch extension.

c. **CB/24/02050/FULL – 9 Rowan Crescent, Biggleswade, SG18 0PF**

CBC Excerpt: Proposed single storey front and side extension with installation of bifold door to rear elevation.

d. **CB/24/01681/FULL – 27 Playfield Close, Biggleswade, SG18 8JL**

CBC Excerpt: Conversion of existing garage to create a single storey rear and side extension with roof lights.

e. **CB/24/02195/FULL – 10 Auckland Road, Biggleswade, SG18 0DR**

CBC Excerpt: Single storey side and front extension with associated internal alterations.

f. **CB/24/02205/FULL – 2 Maple Close, Biggleswade, SG18 0EE**

CBC Excerpt: Two storey side and single storey front extensions.

g. **CB/TRE/24/00297 – 5 Wharf Mews, Biggleswade, SG18 0AW**

CBC Excerpt: Works to a trees protected by a Tree Preservation Order: T1 – Horse Chestnut crown reduction reducing the height and spread of the tree by up to 2 m, T2 Lime remove epicormic growth on main stem.

h. **CB/TRE/24/00298 – 6 Wharf Mews, Biggleswade, SG18 0AW**

CBC Excerpt: Works to a trees protected by a Tree Preservation Order: T1 Lime tree Left hand side reduce crown by removing up to 2-3m all round to shape and balance, T2 - Middle Horse Chestnut reduce crown by removing up to 2-3m all round to shape and balance, T3 Lime tree Right hand side crown reduce by removing up to 2-3m all round to shape and balance.

11. **PLANNING APPEALS**

a. **CB/23/03801/OUT – Land to the East of Langford Road, Biggleswade and North of Queens Way and Denny Crescent, Langford, Bedfordshire (APP/P0240/W/24/3341832)**

For Members to receive and consider the correspondence from CBC Planning Appeals.

Previous objection at Town Council 14th May 2024:

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

- The site isn't allocated in the current Local Plan.
- CBC highlighted a five-year land supply, indicating that there is not a need for the development of 170 new dwellings.
- Development moves coalescence between Langford and Biggleswade closer, which may be detrimental to both communities.
- Langford Road already experiences delays during peak times and is narrow, which will increase journey times.
- Bus services are limited in Langford and the surrounding area.
- Nearest employment opportunities and train station are in Biggleswade, but access to these facilities is limited.

12. **PLANNING APPLICATION OUTCOMES**

- a. A report of the Planning Application Outcomes (by exception applications only) as of 8th August 2024.

13. **ACCOUNTS**

Financial Administration

a. **June 2024 Position & Accounts**

The Management Accounts report for June 2024 is attached in the agenda pack.

In addition, the usual financial documentation is available on the Council website as follows: [Finance Transparency Documents | Biggleswade Town Council](#)

- i) Balance Sheet to 30/06/24.
- ii) Detailed Income and Expenditure to 30/06/24.
- iii) Payment Listing from 01/06/24 to 30/06/24.
- iv) Summary Income and Expenditure to 30/06/24.

14. ITEMS FOR INFORMATION

a. Quarterly Bank Reconciliation

For Members to note a written report from the Head of Finance & Deputy RFO.

b. Proposed Road Closure – St John’s Street

For Members to note the correspondence from CBC Streetworks.

c. BTC Business Forum Event

For Members to receive an oral update from the Head of Governance & Strategic Partnerships.

15. 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_gnsp5T62R4-H_dXDNwtmeA

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**.

16. 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.

(Lindsell’s Bequest Charity).
(Cricket Club License Report).

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

17. **EXEMPT ITEMS**

Defined as exempt particular to Schedule 12A of the Local Government Act 1972, paragraph 4.

a. **Lindsell's Bequest Charity**

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

b. **Cricket Club License Report**

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



MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 9th JULY 2024
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES,
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8D



PRESENT:

Cllr M Foster (Mayor)
 Cllr G Barrett (Deputy Mayor)
 Cllr I Agnew
 Cllr D Albone
 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 E Bour – Head of Finance & Deputy RFO
 Mr I Campbell – Community Development Manager
 Miss H Calvert – Administration & HR Manager
 Mx K Chambers – Committee Clerk

Members of the Public – 4 (3 online)

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

a. **Apologies**

Cllr J Jones, Cllr S Patel, Cllr S Watkins.

b. **Remote Attendance via Zoom**

Cllr M Knight, Cllr S Sajid, Karim Hosseini (Head of Governance & Strategic Partnerships).

2. DECLARATIONS OF INTEREST

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

None.

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

Cllr P Guilcher – Item 10i.
Cllr D Strachan – Item 10j and Item 16a.

3. TOWN MAYOR’S ANNOUNCEMENTS

- a. The Mayor noted that Items 16a and 16b would be discussed in reverse order so that all present Members could participate in the discussion about the Orchard Community Centre.
- b. The Mayor noted that he had attended the East Beds Concert Band on Saturday 6th July, which was a good performance.

4. PUBLIC OPEN SESSION

a. Cllr Grant Fage, Ward Councillor for Biggleswade East.

Cllr Fage noted Item 13a (UK SPF Community Grant) and highlighted that Town and Parish Councils can bid for funding and asked if this was the intention of the Council. The Mayor noted this question and recognised that there are projects in mind.

5. INVITED SPEAKER

a. Cllr Steven Watkins, Disposal of Holme Farm.

Cllr Watkins was unable to attend and sent ahead his apologies.

6. MEMBERS’ QUESTIONS

- a. Cllr Woodhead noted that St Peter’s Catholic Church has a new priest, Father Prasad Kasireddy, and asked whether the Town Council could write to him welcoming him to the Biggleswade community.
- b. Cllr Woodhead also recognised that a Biggleswade resident, Janice Buckle, recently received the British Empire Medal in the King’s Birthday Honour’s List for her services to Biggleswade Badminton. He asked that the Town Council write to her to recognise this achievement.

Members agreed that this communication happen and that Officers research if there are other residents who have received similar awards or positions.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. Page 10: Item 3a – The word “today” should be removed to reflect the correct date.
- b. Page 10: Item 6 – Correct ‘was’ to ‘were’.
- c. Page 13: Item 9c – Correct ‘illegally’ to ‘legally’.
- d. Page 18: Item 16a – Officers to note that Cllr Strachan left before the exempt session.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on 11th June 2024.

8. **MATTERS ARISING**

- a. Page 12: Item 9b – Cllr Skilton noted that Members resolved for Officers to add the Bigg Theatre onto the Town Council's website and queried if this was done. The Town Clerk & Chief Executive advised Members that this had not been completed but would be in the nearby future.
- b. Page 13: Item 9c – Cllr Skilton also asked whether CBC had been contacted. The Town Clerk & Chief Executive confirmed that CBC had been contacted, that no response had been received and that this will be followed up.

9. **ITEMS FOR CONSIDERATION**

a. **Policy Review Report**

The Town Clerk & Chief Executive summarised the upcoming policy review dates and the prioritisation system developed by Officers. He noted that these will be distributed between the Mayor and Deputy Mayor, the Chairman and Deputy Chairman of Committees, and Members in meetings.

Members queried whether the Financial Regulations would be complete ahead of Town Council on 13th August 2024. The Town Clerk & Chief Executive confirmed that this document has been reviewed and that the Chairman and Deputy Chairman of the Finance and General Purposes committee have been consulted in the process.

Members noted that some of the dates did not reflect the current municipal year (2024/25) and that these need to be adjusted accordingly.

Members also noted that policies may need to be reviewed outside of this suggested timeframe where necessary.

Members **RESOLVED** to accept the recommendations with the amendments below:

- That the Standing Orders policy move to Town Council meetings in September and October 2024 to allow for a majority of Members to review them and allow for a working group between these meetings.
- That the Risk Management Policy and Financial Regulations be categorised in red as key documentation.

b. **Communications Strategy**

The Mayor noted that, although a substantial amount of work has gone into the document, there is still benefit in the strategy being reviewed in more detail.

Members questioned what the benefit of investing in the Town Council's website and social media through paid advertising would be. Members recognised that this could be reviewed within the ongoing discussions.

Members **RESOLVED** that a working group be organised to discuss the document and suggest changes to Officers.

Members who registered interest in the working group are Cllr J Woodhead, Cllr D Albone, Cllr A Skilton, Cllr M Russell, and Cllr M Knight.

c. **Council Chamber Report**

The Administration & HR Manager noted that this is an ongoing project which will address multiple aspects of the Chamber and Training Room. This was scheduled to happen over four stages:

- 1) Replacing equipment on loan from Node IT and the installation of new cameras.
- 2) Installing the speakers, new Wi-Fi and cabinets in the Chamber and new equipment in the Training Room.
- 3) Painting the Chamber.
- 4) Installing new curtains or blinds in the Chamber.

The Head of Finance & Deputy RFO highlighted the three options for funding as mentioned in the report.

Members questioned the differences in costs for the same equipment in the options presented. Officers responded that they would contact Node IT about this and provide an answer in future.

Members also questioned whether having a meeting board with wheels would be necessary if remaining in the Training Room. Officers confirmed that this would be the only place it would be used and therefore this may not be necessary.

Members recognised that the report detailed a significant spend for the Council were all of the recommendations to go ahead. Members expressed the view and that the report pack provided insufficient detail to support a resolution. Members suggested that a working group be formed to discuss the report and detailed specifications further.

Members **RESOLVED** the following actions:

- That Officers go ahead with the replacement of the Wi-Fi and determine an acceptable solution to block out any sunlight which would be absorbed within the existing IT budget.
- That a Working Group be formed to review the specifications, timescales and project phasing for the proposed improvements and to review any quotes provided.

Members who registered interest in the working group are Cllr C Thomas, Cllr D Albone, Cllr A Skilton, Cllr G Barrett, Cllr M Foster and Cllr M Knight.

10. **PLANNING APPLICATIONS**

a. **CB/24/01674/FULL – 24 Shuttleworth Court, Biggleswade, SG18 0QG**

Installation of an amateur radio mast 11.5m (hobby usage).

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

b. **CB/24/01714/FULL – 62 Windermere Drive, Biggleswade, SG18 8LT**

Single storey front extension.

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

c. **CB/24/01790/PIP – 154 Hitchin Street, Biggleswade, SG18 8BP**

Permission in Principle: Erection of 2 x two-bedroom houses with associated landscaping, bin stores, cycle stores and widened vehicle crossover.

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

- Highways access.
- Overdevelopment.

d. **CB/24/01734/VOC – Land at Springfield Bungalow and Stratton Farm Cottages, London Road and Land to the south of Stratton Business Park, Gold Road, Biggleswade SG18 8UZ**

Variation of condition numbers 5, 10, 11, 17, 19, 22, 24, 26, 28, 29, 30, 38 and 39 of planning permission CB/22/04252/FULL (Application seeking full planning permission for the demolition of 3 existing dwellings and the construction of 3 B8 units, together with associated access, vehicle parking, landscaping and all other ancillary works. Environmental Impact assessment.). Variation sought to reconfigure the approved site layout due to tenants requirements.

The Town Council has **NO OBJECTION** to this application.

e. **CB/24/01764/FULL – 12 Stratton Way, Biggleswade, SG18 0NS**

Erection of a two-storey side extension.

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

f. **CB/24/01747/FULL – 190 Drove Road, Biggleswade, SG18 0HP**

Erection of single storey rear and side extension. Demolition of car port with gated front, remove former conservatory base and associated external works.

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

g. **CB/24/00413/REG3 – St Andrews Lower School, Bantock Way, Biggleswade, SG18 8UQ**

Installation of 2 temporary modular classrooms, extend covered walkway for access and create a temporary hard standing car park.

The Town Council has **NO OBJECTION** to this application, subject to the satisfaction of archaeology officers.

h. **CB/24/01762/FULL – Warehouse, Bonds Lane, Biggleswade, SG18 8AY**

New roof construction with an increase in ridge and eave height, new conservation roof lights and solar panels.

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

i. **CB/24/01812/REG3 – Lawnside Lower School, Lawnside, Biggleswade, SG18 0LX**

Erection of an extension to provide 6 new classrooms, a Multi-Use Games Area, (MUGA), a new staff car park accessed from The Avenue, 7 additional vehicle parking spaces accessed from Lawnside, cycle provision, widening of the existing western footpath to the school, improved footpath along The Avenue, landscaping and associated works.

Members asked whether CBC had responded to previous emails sent by Officers. The Town Clerk & Chief Executive confirmed that there had been no response and will chase this accordingly.

The Town Council **RESOLVED** that Cllr Russell and Cllr Woodhead work alongside Officers to develop a formal response to the planning application detailing the Council's objections.

j. **CB/TCA/24/00244 – 2 London Road, Biggleswade, SG18 8EP**

Works to trees in a Conservation Area: T1. Chestnut remove the epicormic growth to the grown brake, giving clearance of the building and remove major deadwood, T2 Hornbeam pollard back to previous points, T3 Silver Birch clear around the phone lines and crown lift the lower branches giving 3 metre clearance from the ground, reduce the top corner branch reducing the wind sail, T5 & T6. Conifers reduce the height by 1 metre below the phone lines, T7 & T8. Sycamores – reduce back from the building giving 2-metre clearance and reduce the crown by 20% crown lift giving 5 metres clearance from the ground, sever the ivy giving 2 metres of clearance from the ground up.

The Town Council has **NO OBJECTION** to this application.

k. **CB/TCA/24/00263 – 28 School Lane, Southill, Biggleswade, SG18 9JA**

Works to trees within a Conservation Area: Removal of 1 dying Weeping Willow and removal of 4 self-set Ash trees.

The Town Council **NOTED** the application as this is in Southill, not Biggleswade.

11. PLANNING APPLICATION OUTCOMES

This report was **NOTED**.

12. ACCOUNTS

a. **May 2024 Position & Accounts**

Members **RESOLVED** to approve the May 2024 Financial Management Report.

14. ITEMS FOR INFORMATION

a. **UKSPF Community Grant**

Members asked whether there has been positive response from voluntary and community interest groups about applying. The Community Development Manager confirmed that they had been in contact with ten organisations who were considering or had begun their application.

Members also asked whether this had been considered by the Town Council for the football and cricket grounds. The Town Clerk & Chief Executive noted that this was a possibility, and that Officers will seek Members guidance before any determination. Members noted that there are ten days left to apply.

Members **RESOLVED** to note the report.

b. **Proposed Temporary Road Closure – Langford Rd, Biggleswade**

Members **RESOLVED** to note the request from CBC Streetworks.

c. **Proposed Temporary Road Closure – Havelock Rd, Biggleswade**

Members **RESOLVED** that Officers write to CBC Streetworks and ask that they minimise any disruption to residents and optimise the use of the road where possible. Correspondence to gratefully acknowledge that this is taking place during the school holidays, which will help minimise disruption.

d. **Proposed Temporary Road Closure – Lawrence Rd, Biggleswade**

Members **RESOLVED** that Officers write to CBC Streetworks and ask that they minimise any disruption to residents and optimise the use of the road where possible. Correspondence to gratefully acknowledge that this is taking place during the school holidays, which will help minimise disruption.

e. **Proposed Temporary Road Closure – Mulberry Close/ Beech Ave/ Sycamore Cl, Biggleswade**

Members noted informal conversations between residence and CBC Streetworks that the former can park on the grass verges nearby.

Members **RESOLVED** that Officers write to CBC Streetworks to ask that any damages caused by cars parking on the grass verges must be fixed once works are complete.

f. **A1 Roadworks Biggleswade to Stotfold - Progress Sign Feedback**

Members **RESOLVED** to note the correspondence from National Highways.

g. **Adoption of the Planning Obligations SPD CD**

Members **RESOLVED** to note the correspondence from CBC Local Plans team.

h. **Temporary Closure: Part of Footpath No. 24**

Members **RESOLVED** to note the correspondence from CBC.

14. **PUBLIC OPEN SESSION**

No one from the public wished to speak.

15. **EXEMPT**

a. **Planning Inquiry Update (Proof of Evidence):**

Members **RESOLVED** that Councillors would meet and review the relevant documentation prior to submission.

Members **RESOLVED** to agree to the changes in monetary limits regarding consultancy.

b. **Orchard Community Centre Review**

Members **RESOLVED** to accept the recommendations provided by Officers with regards to the Orchard Community Centre's improvements.

The Mayor closed the meeting at **8:21pm**.

BIGGLESWADE TOWN COUNCIL
Full Town Council 13th August 2024
Item 9a: Update to Financial Regulations

Implications of Recommendations

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

Finance: Compliance with Internal audit report and review of Financial Regulations.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

The Financial regulations govern the conduct of the financial transactions of Biggleswade Town Council and may only be amended or varied by resolution of the Council. Officers will also rely on the guidance notes published by the National Association of Local Councils on Procurement, Legal Proceedings, Contracts and Charity Law. Consistent with good practice, the Council's Financial Regulations will continue to be reviewed on an annual basis.

The Council's Financial Regulations were last updated on the 13th of February 2024. Since this time, NALC has published a new template of Model Financial Regulations template for Councils in May 2024. The bold text in NALC's template indicates legal requirements which the Council cannot change or suspend.

Officers have reviewed the Council's Financial Regulations by comparing it to the new NALC's template. The draft amended version was shared with Chairman and Deputy Chairman of the Finance. The draft amended version has also been shared with the Mayor/Deputy Mayor for critique and comments.

The suggested amended version was also shared with wider Members by Chairman of the Finance and General Purposes Committee.

The co-produced document (Suggested New Financial Regulation) can be found in the attached Appendix A tracked.

The Finance and General Purposes Committee agreed on 16th January 2024 for the Head of Finance and Deputy RFO to have a back-up credit card to the Town Clerk and Chief Executive's main credit card. Members also agreed to amend the Financial Regulations to reflect this change. Officers have suggested the below be added to the Council's Financial Regulation under section 6.19.

"The second recommended credit card holder is the Head of Finance and Deputy Responsible Finance Officer and the limit will be £5,000. The card will only be used when below stipulations are satisfied:

- 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 has arisen".

Recommendation:

That Members consider and approve the Financial Regulation policy document (Appendix

A) and enable Officers to publish it on the Town Council website. This policy will be reviewed again in August 2025 in the expectation that the Town Council might more properly replicate the exact guidance of NALC.

Ernest Bour
Head of Finance and Deputy RFO

Appendix A: Suggested New Financial Regulations.

Appendix B: NALC Financial Regulation Template (Available on SharePoint).



BIGGLESWADE TOWN COUNCIL FINANCIAL REGULATIONS

General	2
Accounting and audit (internal and external)	<u>64</u>
Annual estimates (budget) and forward planning	<u>96</u>
Budgetary control and authority to spend	<u>96</u>
Banking arrangements and authorisation of payments	<u>107</u>
Instructions for the making of payments	<u>139</u>
Payment of salaries	<u>1514</u>
Loans and investments	<u>1514</u>
Income	<u>1612</u>
Orders for work, goods and services	<u>1713</u>
Contracts	<u>1713</u>
Payments under contracts for building or other construction works	<u>2045</u>
Stores and equipment	<u>2045</u>
Assets, properties and estates	<u>2046</u>
Insurance	<u>2146</u>
Risk management	<u>2147</u>
<u>Charitable Bodies</u>	<u>21</u>
Suspension and revision of Financial Regulations	<u>2217</u>

~~These Financial Regulations were adopted by the Council at its meeting held on 13.02.24~~

1. General

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

1.2. ~~At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.~~

1.3. ~~The accounting control systems determined by the RFO must include measures to:~~ The Council's accounting control systems must include measures:

- ~~for the timely production of accounts ensure that risk is appropriately managed ;~~
- ~~that provide for the safe and efficient safeguarding of public money ensure the prompt, accurate recording of financial ; transactions.~~
- ~~to prevent and detect inaccuracy and fraud; and~~
- ~~allow the reconstitution of any lost records;~~
- ~~identifying the duties of officers dealing with transactions and~~
- ~~ensure division of responsibilities.-~~

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

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

~~1.5.~~ ~~Deliberate or willful~~ breach of these Regulations by an employee may ~~result~~ ~~give rise~~ to disciplinary proceedings.

~~1.6.~~ ~~Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.~~

~~1.7~~ ~~The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.~~

~~1.8~~ ~~The RFO:~~

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

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

Formatted: Indent: Left: 0.25 cm, No bullets or numbering

- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with proper practices;
- ~~seeks to assist the Council to secure~~ economy, efficiency and effectiveness in the use of ~~its Council~~ resources; and
- produces financial management information as required by the Council.

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

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

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

4.121.11 The accounting control systems determined by the RFO shall include:

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

~~4.13–The Council must not delegate any decision regarding : The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:~~

- setting the final budget or the precept (council tax requirement);
- the outcome of a review of the effectiveness of its internal controls
- approving accounting statements;
- approving an annual governance statement;
- ~~writing off bad debts~~;

Formatted: Left, Space Before: 9.8 pt, Outline numbered + Level: 3 + Numbering Style: Bullet + Aligned at: 0.5 cm + Indent at: 1.14 cm, Tab stops: 1.48 cm, Left

Formatted: Condensed by 0.1 pt

¹ Accounts and Audit (England) Regulations 2011/817

- borrowing;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations ~~in any report~~ from the internal or external auditors, ~~shall be a matter for the full Council only.~~

4.141.12 In addition, the Council must:

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

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

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

2 Accounting and audit (internal and external)

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

2.2 The accounting records determined by the RFO must be sufficient to explain the Council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:

- day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;

2.1 a record of the assets and liabilities of the council;

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

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

Formatted: Not Expanded by / Condensed by

Formatted: Normal, Indent: Left: 0.25 cm, No bullets or numbering

Formatted: Left, Indent: Left: 1.75 cm, Hanging: 0.5 cm, Right: 0 cm, Space Before: 0 pt, After: 6 pt, Line spacing: Multiple 1.15 li, Outline numbered + Level: 1 + Numbering Style: Bullet + Aligned at: 1.4 cm + Indent at: 2.03 cm, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Tab stops: Not at 0.21 cm + 0.96 cm

Accounts and Audit Regulations.

2.5 The Council ~~must~~shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices.

2.42.6 Any officer or member of the Council ~~must~~shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary, ~~for that purpose~~.

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

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

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

2.72.9 The Council shall ensure that the internal auditor ~~shall~~:

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

2.82.10 Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- ~~initiate~~initiate or approve accounting transactions;

- provide financial, legal or other advice including in relation to any future transactions or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

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

2.102.12 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by the Local Audit and Accountability Act 2014-Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

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

Formatted: Indent: Left: 0.25 cm, No bullets or numbering

3 Annual estimates (budget) and forward planning

3.1 Before setting a precept, the council must calculate its [council tax] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

Formatted: Right: 0 cm, Space Before: 9.95 pt, Line spacing: single, Tab stops: Not at 0.98 cm

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

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

3.33.4 The Council shall fix the precept (council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept demand to the billing authority no later than the end of January and shall supply each member with a copy of the approved annual budget.

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

3.53.6 Any Member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.

4 Budgetary control and authority to spend

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

- the Council for all items over £30,000;

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

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

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

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

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

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

4.4

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

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

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

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

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

Formatted: Normal, Indent: Left: 0.25 cm, No bullets or numbering

5 Banking arrangements and authorisation of payments

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

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

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

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

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

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

~~5-55.6~~ For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as ~~but not exclusively~~) Salaries, PAYE, National Insurance, pension contributions, rates, regular maintenance contracts and similar items and NI, Superannuation Fund and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.

~~5-65.7~~ A record of regular payments made under 5.6 above shall be drawn up and be signed by two Members on each and every occasion when payment is authorised - ~~thus controlling to reduce~~ the risk of duplicated payments being authorised and / or made.

~~5-75.8~~ In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by

Council. Any Revenue or Capital Grant in excess of £2,000 shall before payment, be subject to ratification by resolution of the Council.

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

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

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

5.115.12 The Council shall retain a file with the details of all suppliers whose invoices are paid by regular Direct Debit. The nominated Councillor in 2.32 above shall take a random sample of invoices to ensure that the details match those held in the Council's accounting software

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

6 Instructions for the making of payments

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

6.18 Any corporate credit card or trade card account opened by the Council will be specifically

restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of Members or staff shall not be used under any circumstances.

6.19 The second recommended credit card holder is the Head of Finance and Deputy Responsible Finance Officer and the limit will be £5000. The card will only be used when below stipulations are satisfied:

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 has arisen

7 Payment of salaries

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

7.17.2 ~~Councillors allowances(where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.~~

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

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

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

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

7.57.6 The total of such payments in each calendar month shall be reported with all

other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

~~7.6~~7.7 An effective system of personal performance management should be maintained for the senior officers.

~~7.7~~7.8 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

8 Loans and investments

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

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

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

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

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

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

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

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

9 Income

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

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

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

Town Clerk.

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

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

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

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

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

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

~~9.9.10~~ Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting.

10 Order for work, goods and services

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

10.2 All purchase order requests shall be considered by the RFO after a review of available budget by the Deputy RFO.

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

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

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

11 Contracts

11.1 Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these Financial Regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. For the supply of gas, electricity, water, sewerage and telephone services;
 - ii. For specialist services such as are provided by legal professionals acting in disputes;
 - iii. For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. For additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
 - vi. For goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. ~~For contracts estimated to be over £25,000 excluding VAT, the council must comply with any requirements of the Legislation² regarding the advertising of contract opportunities and the publication of notices about the award of Where contracts. the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations².~~
- c. ~~For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.~~
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d. When applications are made to waive Financial Regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed

Formatted: Indent: Left: 0.99 cm, Hanging: 0.5 cm, Right: 0 cm, Space Before: 9.95 pt, Line spacing: single, Tab stops: Not at 1.99 cm

Formatted: Normal, Indent: Left: 0.99 cm, No bullets or numbering

to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders of the Council and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 excluding VAT in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated, and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- j-k. Contracts must not be split into smaller lots to avoid compliance with these rules.

12 Payments under contracts for building or other construction works

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

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

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

13 Stores and equipment

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

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

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

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

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

³ Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) a) For public works contracts 5,225,000 Euros (£4,551,413)

14 Assets, properties and estates

14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council.

Formatted: Not Expanded by / Condensed by

14.114.2 The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

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

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

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

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

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

15 Insurance

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

15.2 The Clerk shall give prompt notification to the Deputy RFO of aa new risks, properties or vehicles requiring insurance and of any alterations affecting existing insurances.

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

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

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

16 Charitable bodies

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

17 Risk management

17.1 The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management...~~is responsible for putting in place arrangements for the management of risk.~~

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

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

18 Suspension and revision of Financial Regulations

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

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

18.218.3 The Council may temporarily amend these Financial Regulations by duly notified

resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

NEXT REVIEW DATE: BY ~~05/12/25~~

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 13th August 2024
Item 9b: Risk Management Policy Review Report

Implications of Recommendations

Corporate strategy: Maintain annual reviews of risk management procedures in line with best practice, further mitigated by regular reviews of the Council's Business Continuity Plan.

Performance: A Council that delivers. Take a holistic approach to managing and mitigating risk.

Finance: Not Applicable.

Equality: Not Applicable.

Environment: Not Applicable.

Community Safety: Not Applicable.

Background

Officers have reviewed the Town Council's risk management policy and submitted it to the 2nd July Finance & General Purposes Committee.

Summary

F&GP Committee Members resolved "...to approve the risk management policy document to enable Officers to publish it on the Town Council website" (attached at appendix A) which Officers had reviewed as per routine policy review work. After careful consideration, Officers assess that no changes were needed to the risk management policy aside from formatting corrections.

All Managers routinely contribute towards risk mitigation with a defined escalation process in place. Risk registers by theme and work area containing live risk profiles and mitigations are available on SharePoint ([Restricted Biggleswade Risk Registers \(Live\).xlsx](#)).

Recommendations

That Members consider and approve the risk management policy document (Appendix A) and enable Officers to publish it on the Town council website. This policy will be reviewed again in July 2026.

Ernest Bour
Head of Finance & Deputy RFO

Karim Hosseini
Head of Governance & Strategic Partnerships

Appendix A: Risk Management Policy.



BIGGLESWADE TOWN COUNCIL RISK MANAGEMENT POLICY

Introduction

This document sets out the framework on which risk management processes at Biggleswade Town Council are based. This framework should assist in ensuring that a consistent approach is taken across the Council for the identification, assessment and evaluation of risks, and for ensuring that actions are proportionate to identified risks, thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls. Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

Risk Management

Risk – *'Risk is the combination of the probability of an event and its consequence. Consequences can range from positive to negative'.*

Risk Management – *'Process which aims to help organisations understand, evaluate and take action on all their risks with a view to increasing the probability of success and reducing the likelihood of failure.'* [Institute of Risk Management (IRM)]

Risk management is an essential feature of good management and applies to all aspects of the Council's business.

There is an Audit requirement under the Accounts and Audit (England) Regulations 2015 s.3 to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register. A statement about the system of internal control and the management of risk will be included as part of the Annual Statement of Accounts and summarised in the Council's Business Plan.

Implementing the Strategy involves identifying, analysing/prioritising, managing and monitoring risks.

Risk Types

Strategic Risk – long-term adverse impacts from poor decision-making or poor implementation. Risks causing damage to the reputation of the Council, loss of public confidence, or in a worse case statutory intervention.

Compliance Risk – failure to comply with legislation or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts etc.

Financial Risk – fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax precept levels/impact on Council reserves.

Operating Risk – failure to deliver services effectively, malfunctioning equipment, hazards to service users, the public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

Not all these risks are insurable and for some the premiums may not be cost-effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or minimising risk. Risk can be connected to opportunities as well as potential threats

Risk Identification – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Identified risks need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences.

Risk Prioritisation – An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored using a four box grid Low (1), Medium (2), High (3) and Very High (4). The scores for both impact and likelihood are scored in this manner. Risks scoring 9 and above will be subject to detailed consideration and preparation of a mitigation, contingency/action plan to appropriately control the risk.

Risk Control – Risk control is the process of acting to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

Tolerate – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

Treat – loss control measures are implemented to reduce the impact/ likelihood of the risk occurring.

Transfer – the financial impact is passed to a third party or by way of insurance. This is good for mitigating financial risks or risks to assets.

Terminate – the circumstances from which the risk arises are ceased so that the risk no longer exists.

Risk Register – Details on the impact and likelihood matrix are included below. The Town Council holds several live and dynamic risk registers covering business areas which are managed by the appropriate Manager.

Risk Monitoring – The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed regularly. It is also important to assess whether the nature of any risk has changed over time and if so, where relevant, to close it. The Town Council operates a risk framework and set of live risk tools to manage its risks effectively.

Risks are routinely discussed and reviewed at weekly senior management meetings and the operational monthly management meetings. Risks are routinely communicated internally and

escalated when appropriate via Town Clerk meetings with Members. Any risks which are escalated onto the top-level risk register will be shared via a report to the Finance & General Purposes Committee and a subsequent Town Council.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

Roles and Responsibilities –

Councillors – risk management is a key part of the councillors' stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted. This will include:

Approval of the Risk Management Strategy; discussion of risk treatment options at Committee level; Town Council meeting approval of risk target levels.

Town Clerk – will ensure that Risk Management is an integral part of any service review process, ensure that recommendations for risk control are detailed in service review reports and will lead in developing and monitoring treatment options for Risk Management.

Project Officers and Service Managers – when developing projects or recommending service changes will ensure that risks are identified and the measures to eliminate or control risks are documented in agenda reports/briefing papers to be considered by Council and Committees.

Employees – will undertake their job within risk management guidelines ensuring that the skills and knowledge passed to them are used effectively.

Role of Internal and External Audit –

The Town Council via implementing the risk management process routinely ensures that both the internal and external audit functions are complied with. The Internal Audit Team provides an important scrutiny role carrying out audits to provide independent assurance to the Council.

Internal Audit assists the Council in identifying its strategic, corporate, financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Training –

Risk Management training will be provided to key staff. Councillors will receive appropriate briefings.

BIGGLESWADE TOWN COUNCIL
Town Council 13th August 2024
Item 9c: Stratton Way Cemetery Project WG Report

Implications of Recommendations

Corporate Strategy: A vibrant town: The Town Council will improve the environment of the cemeteries in Drove Road and Stratton Way.

Finance: The total indicative £3,170 cost would be drawn from the Town Council's Capital Reserve, which has a current balance of £86,472 (Agreed by RFO and Deputy RFO).

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background:

Members discussed the Officers' report at the 4th June PLOS Committee and RESOLVED that a Working Group (WG) of Council Members and Officers is formed in order to discuss the project in more detail.

The WG met on 11th July, 25th July, and 1st August, to agree terms of reference, project approach, core principles, priorities and project phasing. The Working Group develops recommendations for PLOS or full Council, regarding design, work packages, and priorities to improve the cemetery. The project will improve the visual appearance, amenity, longevity, and safety of the cemetery for the benefit of the local community.

Summary:

This report is submitted to the Town Council as the next PLOS Committee is on 1st October. Planning for the project has continued without having secured funding. The WG has agreed to put in place a project phased approach for delivery. Two items are considered high priority for immediate delivery, namely conducting a CAT scan of the entire site for project planning purposes and enhancing physical security at the cemetery to prevent unauthorised vehicles accessing the site. Officers have sourced quotes for each; the CAT scan will cost an indicative £1,170, and installing four telescopic bollards, two located at the front entrance (just beyond the gates) and two bollards to the rear entrance, will indicatively cost £2,000. The total indicative £3,170 cost would be drawn from the Town Council's Capital Reserve, which has a current balance of £86,472.

Fig 1: Specification Timeline

Item	Amount	Delivery
CAT Scan	1,170	August 2024
Security Bollards	2,000	August 2024
Planting & Landscaping	11,000	September 2025
Benches & Bins	7,384	March 2026
Roundabouts Work	22,000	TBC

The project seeks to fund works from grants wherever possible and Public Works Loans are considered a last resort to only be used for durable capital assets. Officers have submitted a grant application to the Langford Wind Farm fund for up to £24,000 for planting trees and shrubs across the cemetery perimeter. A decision on the application will be made in November 2024. Officers will also draft a CBC grant application for landscaping from September 2024, once the application criteria are published. If either application is successful, planting would commence in autumn/winter 2025. The WG will next meet at the end of September. Further details on project specification phase one, including a potential growth bid for the roundabouts construction works, will be presented to the 1st October PLOS Committee.

Recommendations:

That Members agree to drawing down £3,170 from the Town Council's Capital Reserve, to enable Officers:

- To engage a contractor to conduct the site CAT scan, and
- To purchase bollards as specified, Public Realm to install subject to Cat Scan.

Harry Henderson
Public Realm Manager

BIGGLESWADE TOWN COUNCIL
Full Town Council 13th August 2024
Item 9d: IT Upgrades - Council Chamber & Training Room

Implications of Recommendations

Corporate strategy: Ensure that the Town Council continue to operate within legislation, regulation, ethical guidelines and best practice.

Finance: £6,694 be drawn down from the Council's Capital Reserve which has a current balance of about £86,472 (Agreed by RFO & Deputy RFO).

Equality: The project will deliver enhanced inclusiveness for audio and visual solutions.

Environment: Configuring the space for versatility and resilience.

Community Safety: The Chamber is the landmark delivering public democracy.

Background

The Chamber Improvement project was initiated last year recognising the need to replace some obsolete and, in some cases, borrowed equipment, as well as install additional cameras and speakers. Members also felt it beneficial to redecorate the Chamber and to replace the decorative curtains with curtains or blinds that open and close to block out the glare of the sun. In addition, it was recognised that it would be beneficial if the Training Room were made into a Teams Room which would allow remote meetings to be held there. Precise solutions and associated costings were presented at the 9th July 2024 Council Meeting where it was resolved to create an IT Working Group. The IT Working Group has since discussed all of the options, and the proposal as to how to proceed is set out below.

Further Information

Back-up Internet Line

A back-up internet line has already been installed at the Council Offices which ensures that the internet will continue to work if the leased line were to fail. This has a monthly cost of £64 per month. To lower future costs the Working Group recommends that Officers investigate replacing the primary leased line with a Fibre To The Premises circuit at the end of the contract period.

Faulty Chamber Microphone

There is only one microphone that needs replacing in the Chamber which is currently covered over. Node have advised that they cannot replace this microphone because of the need to be a qualified electrician. The IT Working Group were informed by the Administration & HR Manager that replacing the faulty microphone through a local audio company would cost in the region of £200. This cost can be easily absorbed through the Council's existing budget for 2024/25 and therefore the IT Working Group were in favour of the Administration & HR Manager proceeding with this without the approval of Council.

Chamber Microphones

It has been recognised by Members that the microphones within the Chamber are inconsistent in their operation. The Administration & HR Manager has looked into this further. Whilst some of the microphones in the Chamber can turn on without turning other microphones off, this isn't the case for all. Node have confirmed that they could replace the microphone system in the Chamber at an estimated cost of c£20k. The IT Working Group concluded that this was too expensive. The microphone issues may be resolved by a local audio company investigating the issue and potentially change the settings within each one at an estimated service cost of

c£500. This cost can be easily absorbed through the Council's existing budget for 2024/25 and therefore the IT Working Group recommended that the Administration & HR Manager proceed with this work without the approval of Council. The Working Group recommended that this work is completed before further Chamber upgrades are progressed.

Wireless Access Points

There are three Wireless Access Points at the Town Council Offices which are located at the back of the Council Chamber, in the Training Room, and outside the Town Clerk's Office.

The Wireless Access Points in the Council Chamber and Training Room need replacing, as they are both approximately seven years old and can no longer receive security patches. If neither of them are upgraded, Node will ask the Council to sign a security compliance waiver as this goes against their security recommendations. The cost of replacing both Wireless Access Points is £1,583 and can be found under Appendix B.

Node IT intend on placing the new Wireless Access Point for the Chamber just above the door that leads into the disabled toilet. Node IT have completed a survey and have confirmed that placing the new Wireless Access Point for the Chamber in a different location would not lead to any connection issues.

The Wireless Access Point outside the Town Clerk's Office will not need to be replaced until the 2026/27 financial year.

Chamber IT Upgrades

Node IT has already replaced the obsolete and borrowed equipment in the Chamber and installed two further cameras.

The Working Group prepared a requirement specification that has been supplied to Node, please see Appendix D.

A revised quote for the remaining Chamber IT upgrades can be viewed in Appendix B and includes new speakers, a cabinet that would place all the wiring, a new public microphone, and the Wireless Access Point upgrades detailed above.

The new speaker system would resolve the issues in the Chamber with sound feedback and improve audio for all meeting attendees. The cost of this, including installation, totals £2,823.

The cabinet would improve the visuals within the Chamber by placing all loose wiring into one cabinet. The cost of this is £600.

The current public microphone within the Chamber is unreliable and the IT Working Group recommended purchasing a new wired microphone for the public to ensure all contributions are heard and recorded. The cost of this is £600.

Node have confirmed that if we were to use them in time to source a new microphone system for the Chamber, that this would be compatible with the equipment listed within Appendix B and with our existing equipment.

Chamber Curtains

There are currently decorative curtains within the Chamber that cannot be closed. There have been many occasions where the sunlight streams into the Chamber and this makes it difficult for those in the room to see. At the 9th July 2024 Council meeting, Members resolved that

Officers go ahead and determine an acceptable solution to block out sunlight in the Chamber. The IT Working Group recommended the installation of new curtains that can be closed rather than replacing the curtains with blinds as blinds would be less effective at absorbing sound and would increase sound reverberation. New curtains are only required on the west side of the Chamber where the sun streams in. Four quotes have now been obtained by the Administration & HR Manager which can be viewed under Appendix A and they range in price from c£2.5k to c£1k. These curtains can be opened and closed at ground level using extended cords and the curtain colour can be in keeping with the existing Chamber curtains. The IT Working Group recommended going ahead with the cheapest option (Quote 1) at a cost of c£1k. The Administration & HR Manager has confirmed that going ahead with the cheapest option would not impact quality.

Fabric swatches are available to view and Members are asked to select the most suitable colour.

Chamber Painting

The Chamber will be repainted a light cream colour once all IT equipment listed in Appendix B has been installed. The cost of this is £1,205 and has already been approved within the property maintenance budget for 2024/25.

Training Room

It was recognised that it would be beneficial if the Training Room were made into a Teams Room which would allow remote meetings. Node IT have quoted c£4k-5k for this work and the full quote can be viewed under Appendix C.

The IT Working Group were in favour of reconsidering the Training Room IT Upgrade work in the next financial year, recognising that this work is not as high of a priority. Node IT have confirmed that there would not be any issues with cabling if we were to separate the Chamber and Training Room upgrades. The IT Working Group will reconvene to agree the specification for the Training Room during the autumn.

Proposal

The IT Working Group recommend the following for progressing the Chamber upgrade work:

- 1) To approve curtain Quote 1, at a cost of £1,088, for placing new curtains on one side of the Chamber where the sun shines through.
- 2) To approve the quote from Node IT, at a cost of £5,606 (£4,023 + £1,583), for the Council Chamber upgrades and Wireless Access Point upgrades as set out in Appendix B. The Chamber upgrades will not commence until the existing microphone system has been serviced and is in full working order.
- 3) To reconsider the Training Room IT Upgrade work in the next financial year.
- 4) To install the Chamber curtains as soon as possible, and to paint the Chamber only once all of the IT upgrades have been completed.
- 5) Officers establish when the Internet leased line is approaching the end of the minimum contract period and investigate potential savings by switching to an FTTP circuit.

Proposal Costs

Solution	Cost
Functional Curtains	£1,088
Council Chamber Speakers, Cabinet and Public Microphone	£4,023
Wi-Fi upgrade	£1,583
Total	£6,694

Funding Options

- 1) Fund the total cost of £6,694 from the rolling capital reserve which has a current balance of about £86,472.
- 2) To allow the current IT budget to be overspent.
- 3) The final option is to build all of the costs of £6,694 into next financial year's budget for 2025-26.

Recommendation:

That Members approve the proposal and for the £6,694 amount to be funded from the Capital Reserve.

Ernest Bour
Head of Finance and Deputy RFO

Helen Calvert
Administration & HR Manager

Appendix A: Curtain Quotes.

Appendix B: Node IT Chamber Upgrade Quote.

Appendix C: Node IT Training Room Upgrade Quote.

Appendix D: Town Hall Conferencing Specification.

From: info@carnivalblind.co.uk
To: [Helen Calvert](#)
Subject: Quotation for Biggleswade Town Hall
Date: 01 August 2024 16:49:06

Hello Helen,

Our revised quotation is as follows:-

Council Chambers (Short drop windows)

3 x Pairs of unlined Blackout, Fire Retardant, single layer fabric curtains with a pencil pleat heading (Colour to be chosen) and 3 x corded white Aluminium curtain tracks with extended cords fitted into child safety devices **£1087.95 + Vat**

The above price is inclusive of Installation and hanging of the curtains.

Installation approximately 6 weeks from date of confirmed order. Payment Terms: 14 days from Installation/Invoice date.

Thank you for the opportunity to re quote for you and we look forward to hearing from you.

Kind regards,

Karen

Carnival Blind Co. Ltd
Unit 16,
Furmston Court,
Icknield Way,
Letchworth Garden City,
Herts, SG6 1UJ
Tel 01462 685588
www.carnivalblind.co.uk



FAO : Helen Calvert
Council Office
Saffron Road
'Biggleswade

25.7.24

Dear Helen

Please see below the details of the quotes

Tracks

New Corded Tracks
3000 Aluminum
To supply 3 new tracks = £628.50+ Vat

Curtains

Curtains
Fabric : based on Fire Retardant Blackout fabric Colourway TBC
To make 3 pairs of curtains = £770 + vat

For 2 fitters to carry out site measure of high level windows and to Install products = £750 + vat

All site work is carried out subject to full T&Cs
We can provide full certification if required
Access to the windows must be clear
All items are installed subject to the BBSA Child Safety laws

Quote is valid for 30 days

4 Sunbeam Rd
 Woburn Road Industrial Estate
 Kempston
 Bedford
 MK42 7BY

Tel/Fax: 01234 841535/01234 840682
 Email: sales@concordeblinds.com
 Website: www.concordeblinds.com
 VAT No: 985 1548 80

Quotation

Quotation No.
08497
Account Number
BIGG1001
Date
25-07-2024
Cust. Reference
Manual - Short Curtains

Item 9d - Appendix A: Quote 3

Quote To	Biggleswade County Council SAFFRON ROAD BIGGLESWADE, SG18 8DL
----------	---

Deliver To	Biggleswade County Council SAFFRON ROAD BIGGLESWADE, SG18 8DL
------------	---

Location	Product	Description	Qty	Net	Total
2210	Curtains	Pair/Single: Pair, Pencil Pleat, Lining: Standard Lining, Fabric: Venus 6904 FR Fern, Half Height, Fit Pole / Track & Hang Curtains	1	382.13	458.56
2210	Curtains	Pair/Single: Pair, Pencil Pleat, Lining: Standard Lining, Fabric: Venus 6904 FR Fern, Half Height, Fit Pole / Track & Hang Curtains	1	382.13	458.56
2210	Curtains	Pair/Single: Pair, Pencil Pleat, Lining: Standard Lining, Fabric: Venus 6904 FR Fern, Half Height, Fit Pole / Track & Hang Curtains	1	382.13	458.56
Meeting Room	Curtain Additions	Pair/Single: Pair, SG 3840 Corded, Price Group 2, Standard Runners, Matt White, Face Fix - Standard 55mm Bracket Set, Fitting priced in Curtain Product, Installation height 4140mm	3	642.78	771.34
		Scaffold Tower Required - installation height 4140mm	1	333.33	400.00

Customer Message

Approximate Lead Times = Blinds 4 weeks, Curtains & Roman Blinds 6 weeks, Shutters 12-14 weeks.
 Please Note: Blackout products will still allow some light bleed down the sides, this varies depending on which product is purchased.
 Due to all products being bespoke, once an Order is placed, the full order total will be due prior to the installation/collection of the order.
 More information is available at www.concordeblinds.com

Subtotal: £ 2,122.50

VAT: £ 424.52

Total: £ 2,547.02

Deposit : £ 0.00

Balance: £ 2,547.02

Payment information

Full payment of an Order at the time of placement is preferred. We can also accept a minimum deposit of 50% to secure an order. Any payment is taken as an acceptance of our terms and conditions. The remaining balance is due prior to completion of the Order.

Payment by Bacs - Acc Name: Concorde Blinds Direct Ltd, Sort Code: 40-26-32, Account Number: 31293818.

Payment by Card - Call the office on 01234 841535 using your Order No. as reference

Payment by Paypal - Search @concordeblinds on your Paypal app.

Please provide quote/invoice number on all payments.

From: [Rosie Orwell](#)
To: [Helen Calvert](#)
Cc: [Gareth Kiely](#); [Toni Kiely](#)
Subject: Re: Curtain Quotation for Biggleswade Town Council, SG18 8DL.
Date: 18 July 2024 16:41:57
Attachments: [image001.png](#)
[image002.png](#)

Hi Helen,

Thank you for your email.

Please find the updated quotation as follows:

To supply and install 3 x Pairs of Curtains based on a £28 inc vat per metre fabric with Pencil Pleat Heading, Blackout Lining and Corded Tracks.

Total: £1,635 + vat.

The prices are inclusive of installation and vat.

All new Curtains carry a three year guarantee.

Turnaround time for curtains is currently four to five weeks from the date the order is placed.

We require a 60% deposit to place the order with the remaining balance due 72 hours prior to installation.

I hope you are happy with the quotation and I look forward to hearing from you soon.

Kind Regards,

Rosie Orwell

All Kinds of Blinds (GK) Ltd
 Tel: 02030112121
 Email: rosie@allkindsofblinds.co.uk
 1364 High Road, Whetstone, N20 9HJ.

On Thu, 18 Jul 2024 at 12:57, Helen Calvert
 <Helen.Calvert@biggleswadetowncouncil.gov.uk> wrote:

Hi Rosie

I hope you are well.

I have now been asked to source a quote for curtains but only for the three windows that are smaller (on the right hand side of the Chamber as you walk in). These would need to be able to be opened and closed from ground height. If you would be able to send through a quote that would be greatly appreciated.

Chamber Speakers Upgrade

Quote # QUO002040
Version 2

Prepared for:
Biggleswade Town Council

Prepared by:
Leigh Wood

Executive Summary

Overview

To solve the issue of the sound feedback the recommended approach is to implement an external amplifier which takes a feed from the microphone amplifier and outputs this to four new speakers. The new small form factor speakers will be placed in each corner of the Council Chamber. The size, output and positioning of the speakers will provide the required coverage without creating the feedback of the current system. Cabling will be run at high level, hidden on top of the architrave, and will connect each speaker in series.

Specification

For the supply and installation of 4 x wall mounted Ecler Audeo106 loudspeakers, these will be mounted at high level and will be run from a new Cloud Mixer/amplifier. Two speakers will be mounted at the front of the room and 2 at the rear and will replace the existing powered speaker at the front.



The Cloud MPA Series is world-class; premium integrated Mixer Amplifier which provides a complete audio solution for Houses of Worship, retail outlets, hotels, licenced premises and other spaces where music, announcements and/or flexible paging are required. It combines the functions of a two-channel microphone mixer with full paging facilities, a six-input music source selector and a mono power amplifier in a single compact 1U unit. The acoustic performance and best in class reliability makes this latest Cloud product another outstanding example of British design engineering by the world's best manufacturer of BGM Electronics.



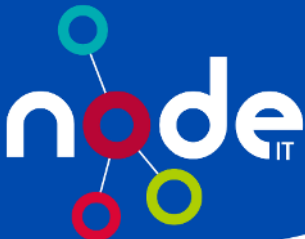
ECLER AUDEO106 is a 2-way, 50 WRMS loudspeaker cabinet. It features a 6.5" woofer and 1" tweeter. AUDEO series has a balanced, innovative design, resulting from the collaboration between ECLER and the prestigious group Giugiaro Design. It satisfies today's demands with respect to aesthetics, design and integration into all types of architectural environments which, together with its excellent sound quality, make this series the ideal solution for use in numerous sound projects.

Council Chamber Speakers

Description	Price	Qty	Ext. Price
Ecler Audeo106 loudspeaker pair	£316.00	2	£632.00
Cloud MPA Amplifier	£580.00	1	£580.00
Microphone and cabling estimated costs Estimated costs for condensing microphone, cables and wall port. Subject to review.	£600.00	1	£600.00
Metal comms cabinet for AV and network equipment.	£600.00	1	£600.00
Cabinet installation and cabling Installation of amplifier and speakers, running of cabling at high level and testing. Price includes the four speakers, amplifier and installation.	£1,611.11	1	£1,611.11
Subtotal:			£4,023.11

Software

Description	Price	Qty	Ext. Price
FortiAP-231F-E Indoor Wi-Fi 6 Access Point As discussed, the two Wireless Access Points, one in the Chamber and the other in the Training Room, are due for replacement this year. To save on cost of installation it best to do this as part of the Chamber Works.	£348.07	2	£696.14
FAP-231F FortiCare 3Y FortiAP-221E 3 Year FortiCare Premium Support	£118.34	2	£236.68
Wi-Fi Access Point mount and install • •	£650.00	1	£650.00
Subtotal:			£1,582.82



Chamber Speakers Upgrade



Prepared by:

Node IT Solutions Ltd
Leigh Wood
01767 348 007
leigh.wood@node-it.com

Prepared for:

Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade, Bedfordshire SG18
8DL
Helen Calvert
07485327611
Helen.Calvert@biggleswadetowncoun
cil.gov.uk

Quote Information:

Quote #: QUO002040
Version: 2
Delivery Date: 05/08/2024
Expiration Date: 15/08/2024

Quote Summary

Description	Amount
Council Chamber Speakers	£4,023.11
Software	£1,582.82
Subtotal:	£5,605.93
Estimated Tax:	£1,121.19
Total:	£6,727.12

All prices exclude VAT. Shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Payment for all managed services is by direct debit on the 11th of the month. All hardware and software is payable 100% on order. Professional services will be invoiced 80% on order and 20% on completion, payable in 14 days.

Node IT Solutions Ltd

Biggleswade Town Council

Signature: _____
Name: Leigh Wood
Title: Director
Date: 05/08/2024

Signature: _____
Name: Helen Calvert
Date: _____

Training Room - Teams Room

Quote # QUO002020
Version 1

Prepared for:
Biggleswade Town Council

Prepared by:
Lianne Woodhead

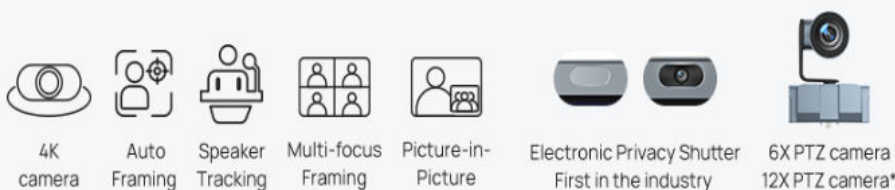
Executive Summary

Option 1 - Yealink Meeting Board



To See, To Engage

With the 4K camera and powerful encoding and decoding capabilities, MeetingBoard realizes truly smooth and stable HD Teams meetings. Powered by AI technology, the camera brings diverse views such as Auto Framing, Speaker Tracking, Multi-Focus Framing and Picture-in-Picture.



The Meeting Board will replace the existing screen with an inbuilt 8MP Sony sensor camera with 120 Diagonal field of view and 4x e-PTZ, it provides a full meeting experience without the requirement for cables to go across the room. The camera can be upgraded with the optional 6x PTZ camera should the additional functionality be needed. The screen would replace the existing SMART screen which itself could be donated to a local school or organisation or used elsewhere in the Council. Additional wireless microphones are included along with the sharing dongle to make it easy to wirelessly connect a laptop to the screen.

Option 2 - Meeting Bar



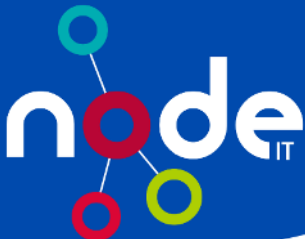
CLEAR VIEW WITH DEPTH

MeetingBar A30 is designed for medium rooms. The dual-eye camera system features an optical camera with 10X hybrid zoom and a 4K camera with 120° field of view, delivering a clear visual experience with depth.



The Meeting Bar options can be added to the existing screen, although this option does mean that unless the current tables are moved up to the screen, there will be a trailing cable across the floor for the on table screen display. Due to the positioning of the existing screen, the bar will be a little lower than we would recommend, but will still be a significant improvement on the current setup. Additional wireless microphones are included along with the sharing dongle to make it easy to wirelessly connect a laptop to the screen.

Both options will meet the needs of the Council to successfully meet online using Microsoft Teams. The picture and sound quality along with the ease of use will ensure the Council will provide a professional platform for online meetings.



Training Room Option 1 - Meeting Board

* Contains Optional Items

Description	Price	Qty	Ext. Price
Meetingboard 65" Meetingboard 65"	£3,182.40	1	£3,182.40
Yealink VCM36 Wireless Table Top MIC POD & Charger Yealink VCM36 Wireless Table Top MIC POD & Charger for use with MVC and VCS Systems	£214.00	1	£214.00
Floorstand for 65" Meeting Board On Wheels	£485.33	1*	£485.33
Installation Services Fixed price, full installation service for items of hardware and software.	£500.00	1	£500.00
3rd party cabling infrastructure services 3rd party professional services	£1,188.89	1	£1,188.89

*** Optional Subtotal:** £485.33

Subtotal: £5,085.29

Training Room Option 2 - Meeting Bar

Description	Price	Qty	Ext. Price
Yealink VCM36 Wireless Table Top MIC POD & Charger Yealink VCM36 Wireless Table Top MIC POD & Charger for use with MVC and VCS Systems	£224.70	2	£449.40
A30 Video bar CTP18 Touch panel for the table and the WPP30 for wireless BYOD and content sharing and wireless dongle	£2,104.52	1	£2,104.52
Installation Services Fixed price, full installation service for items of hardware and software.	£500.00	1	£500.00
3rd party cabling infrastructure services	£1,188.89	1	£1,188.89

Subtotal: £4,242.81

Training Room - Teams Room



Prepared by:

Node IT Solutions Ltd

Lianne Woodhead

01767 348 007

Lianne.woodhead@node-it.com

Prepared for:

Biggleswade Town Council

The Old Court House

4 Saffron Road

Biggleswade, Bedfordshire SG18

8DL

Helen Calvert

07485327611

Helen.Calvert@biggleswadetowncoun

cil.gov.uk

Quote Information:

Quote #: QUO002020

Version: 1

Delivery Date: 28/06/2024

Expiration Date: 19/07/2024

Quote Summary

Description	Amount
Training Room Option 1 - Meeting Board	£5,085.29
Training Room Option 2 - Meeting Bar	£4,242.81
Subtotal:	£9,328.10
Shipping:	£25.00
Estimated Tax:	£1,870.62
Total:	£11,223.72

*Optional Expenses

Description	One-Time
Training Room Option 1 - Meeting Board	£485.33
Optional Subtotal:	£485.33

All prices exclude VAT. Shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Payment for all managed services is by direct debit on the 11th of the month. All hardware and software is payable 100% on order. Professional services will be invoiced 80% on order and 20% on completion, payable in 14 days.

Node IT Solutions Ltd

Biggleswade Town Council

Signature: _____

Name: Lianne Woodhead

Title: Sales Executive Assistant

Date: 28/06/2024

Signature: _____

Name: Helen Calvert

Date: _____

Town Hall Conferencing Specification Version 1.0 IT Working Group Summer 2024



The key words "MUST", "MUST NOT", "REQUIRED", "SHALL", "SHALL NOT", "SHOULD", "SHOULD NOT", "RECOMMENDED", "MAY", and "OPTIONAL" in this document are to be interpreted as described in RFC 2119.

1. Town Hall Chamber

The audio facilities in the Town Hall's Chamber are unreliable and inadequate. The requirements contained in this document are intended to form the specification for a project to improve the audio facilities in the Town Hall's Chamber where formal Council meetings are held.

This upgrade will ensure that in-person and hybrid (part in-person, part remote) meetings can proceed efficiently and to ensure that public meetings can be online either during or after the event. The facilities shall ensure (to the extent possible), that all meeting attendees have an equal opportunity to participate.

Requirement Number	Requirement
1	The speech of local meeting participants SHALL be amplified by way of in-room speakers to ensure all participants can be clearly understood by other participants or guests in the room. It SHALL be possible to achieve a comfortable audio level for all attendees without audio feedback.
2	The speech of remote meeting participants SHALL be amplified by way of in-room speakers to ensure all participants can be clearly understood by other participants or guests in the room.
3	The in-room amplification of local and remote meeting participants SHALL support participation by guests and participants who use hearing aids or who have hearing difficulties.
4	Participants SHALL have personal microphones with a personal mute button and a visual indicator showing when their microphone is live.
5	The Chairman of a meeting MAY have a means to mute other microphones.
6	The Chairman SHALL be able to observe the status of all other participant microphones.
7	To ensure reliability and longevity microphones SHALL NOT be battery powered and SHALL be hard wired.
8	A dedicated microphone SHALL be provided for guests (members of the public) to use to address the Council during public agenda items. This microphone SHALL always be live but SHALL NOT introduce audible noise or feedback.
9	The aesthetics of the room SHALL NOT be impacted by cable runs. Cables SHOULD be hidden from sight where practicable.
10	Existing AV equipment SHOULD be retained and re-used when economic and when compatible with these requirements and the proposed solution.
11	While the current participant and Chairman microphones are functional, they are sometimes unreliable. Bids SHOULD include provision to service or replace the existing participant and Chairman microphones. The Council believes spares for the system are still available. The guest microphone SHALL be replaced.
12	The performance of the existing video capture and display equipment SHALL NOT be affected by this project.

13	The performance of the existing Zoom equipment SHALL NOT be affected by this project. Hybrid meetings take place using Zoom and are streamed to YouTube.
14	Existing and new AV equipment SHALL be housed in a suitable rack or cabinet that provides adequate airflow. This rack SHALL NOT pose a fire hazard in the event of equipment malfunction.
15	Bidders SHALL supply fixed price quotations that include warranty and support for a minimum of 12 months from the completion of installation.
16	Bids SHALL itemise and provide separate prices all hardware and software. By exception the itemisation of individual cables is optional. Installation costs SHALL be priced separately.
17	Bids SHOULD include a drawing to show the proposed layout, equipment cabinet, and cabling.

2. Training Room

TO FOLLOW.



Item 9e - Appendix A

Creating great places – new Local Plan

Communications toolkit

Last updated: 26 July 2024

Introduction

From 23 July to 23 September 2024, residents, businesses and stakeholders are invited to get involved and help shape our new Local Plan for Central Bedfordshire.

The Local Plan decides where things like new homes, jobs, green spaces and community facilities will be provided.

We want to hear what is most important in planning how our area will develop in the future.

We want to know.....

- What you think makes a great place to live?
- Where should we direct new homes and jobs?
- What things should we consider?

Six core themes

The local plan is about six core themes:

- Access to outstanding new or improved green space and nature
- A range of jobs that are easy to get to
- High-quality, well-designed homes for every stage of life
- Excellent transport options, including walking and cycling
- Local facilities such as roads, schools, shops, and parks
- Respecting and enhancing the unique character of our towns and villages

Sustainability, accessibility and health and wellbeing are golden threads that will run through the new Local Plan.

Purpose of this toolkit

We need your help to share information about what the Local Plan is, why it is important and how everyone can get involved.

We've designed this toolkit to give you easy access to various materials that you can use including text for newsletters or emails, posters and social media graphics.

We really appreciate your support.

We will add more to the toolkit during the engagement period.

If there is anything else you think would be helpful to include, contact us at localplan@centralbedfordshire.gov.uk.

Digital first

All promotional materials will direct people to the Council's website for more detailed information and to give their views online.

The website link is www.centralbedfordshire.gov.uk/newlocalplan

The website includes:

- Introductory information
- More detail on each of the six themes
- Frequently asked questions – there are lots of these already and we will add to them during the engagement period
- How to share your views the links will take you to Commonplace - our online interactive engagement tool.

The Council's website will be kept up to date at all stages of the plan-making process.

How to give feedback

Feedback can be given in variety of ways:

Maps - You can indicate on online maps areas that could benefit from new homes or jobs, areas of green space that could be protected or enhanced or areas of the green belt that could be released or new areas green belt.

Survey – We are asking a series of questions about each of the six themes and some overarching questions. There are also free text comment boxes in the survey so that everyone can leave the feedback that is important to them.

Paper copies - Paper copies of a leaflet and survey will be available in all of our libraries from w/c 29 July. Paper copies can also be requested by phone, call our customer service team on 0300 300 8300.

Youth survey – We will have a separate survey for young people to complete. This will be available at a later date during the engagement period and will be promoted through targeted digital advertising and by working with our youth services team.

Events – We are organising some events to ensure that we hear from all parts of the community. These will generally be invitation only.

Text for your website, newsletters or emails

You can use this to promote Local Plan on your website, newsletter or email bulletins.



Social media

We have created a series of social media posts that you can share on your social media channels, along with some graphics and videos.

We will be creating new graphics and videos and posting them on the Council social media channels throughout the engagement period. It will be worth keeping an eye out for these and if possible, we would appreciate it if you could share them. We will also add them to the toolkit.

We will be using the hashtag #greatplacetogether



Please remember to tag us!

Facebook: @letstalkcentral

Instagram: @centralbeds

X (formerly Twitter): @letstalkcentral

[Download social media posts and graphics](#)

[Download videos](#)

Poster and flyer

You can download our A4 poster or A5 flyer to print off and display.



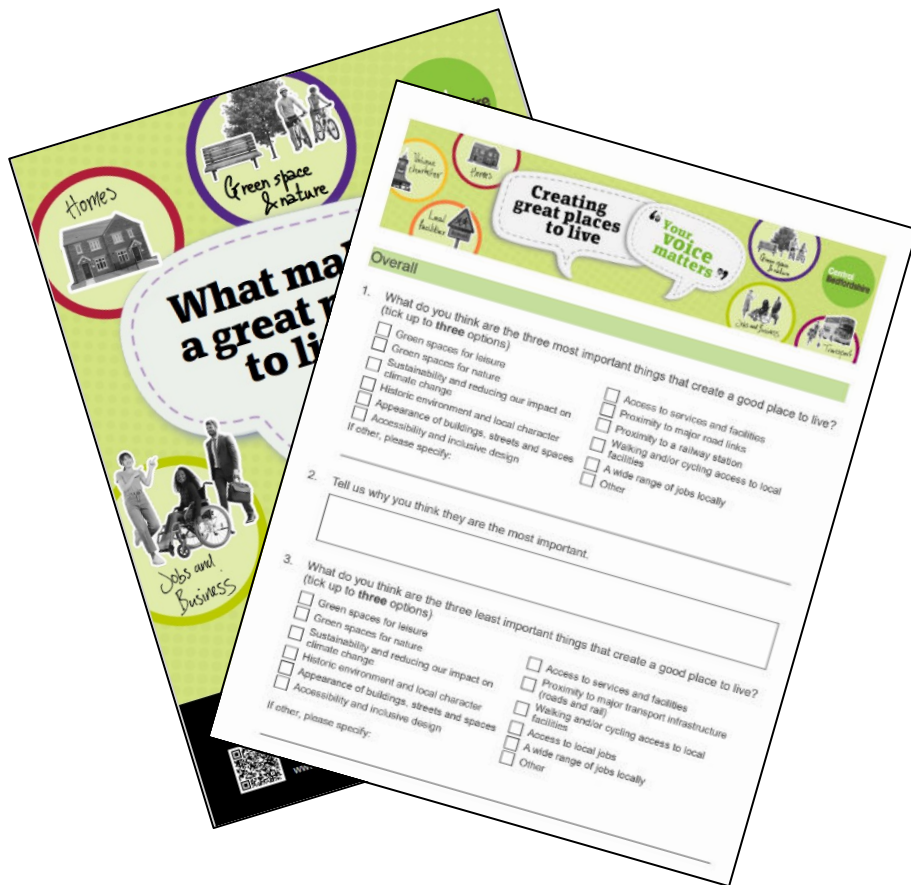
[Download the A4 poster](#)

[Download the A5 flyer](#)

If you would like the Council to print copies and send them to you, email us at localplan@centralbedfordshire.gov.uk.

Leaflet and paper survey

You can download our A4 leaflet and survey to print off and display.



[Download the survey](#)

[Download the A4 leaflet](#)

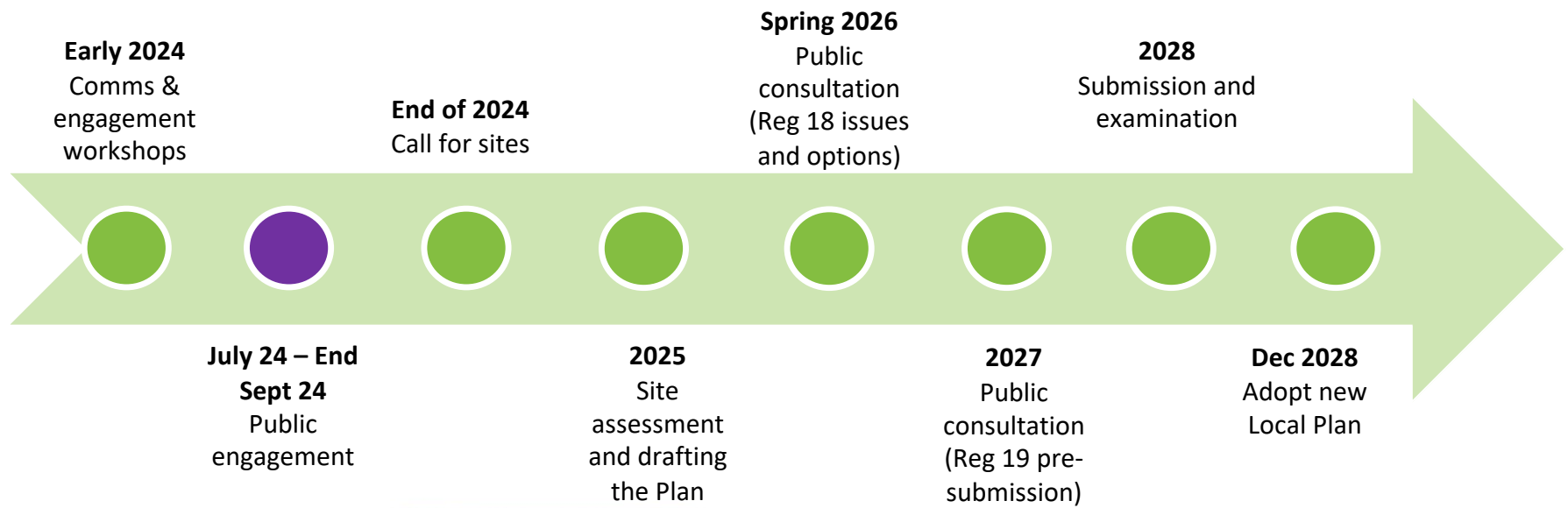
If you would like the Council to print copies and send them to you, email us at localplan@centralbedfordshire.gov.uk

How the feedback will be used

We are at the start of the plan making process. The feedback given now will be used to inform:

- our strategy
- the criteria we use to assess sites
- individual policies about each of the six themes

There will be further opportunities to give feedback on the new Local Plan as it develops.



Stay up to date

Finally, we want to make sure those who are interested in the Local Plan are kept up to date with the work we are doing.

We are encouraging everyone to sign up for our email updates or join our WhatsApp channel. We will provide regular updates throughout the entire plan making process by email and WhatsApp, even if there isn't much going on publicly.

[Sign up for our Local Plan emails](#)

[Join our Local Plan WhatsApp channel](#)

PUBLIC NOTICE



Item 9f - Appendix A

CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO INTRODUCE DISABLED PARKING BAYS ON DROVE ROAD AND THE GROVE, BIGGLESWADE

Reason for proposal: The disabled parking spaces would provide dedicated places for blue badge holders to park.

Effect of the Order:

To introduce Parking for Disabled badge holders only on the following lengths of road in Biggleswade:-

1. Drove Road, east side, from a point in line with the shared property boundary between No.78 and No.80 Drove Road and extending in a south-easterly direction, covering an area approximately 6.6 metres in length and 2 metres in width.
2. The Grove, south side, from the western flank wall belonging to No.25 extending north, covering an area approximately 4.7 metres in length and 3.2 metres in width.

Please see plan for clarification.

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

Comments should be sent by e-mail to highways.consultation@centralbedfordshire.gov.uk by 9th August 2024. Any objections must state the grounds on which they are made **and must quote unique reference number A00467**. If you want to send in your comments in writing please send them to the address shown below FAO Emily Hirst.

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

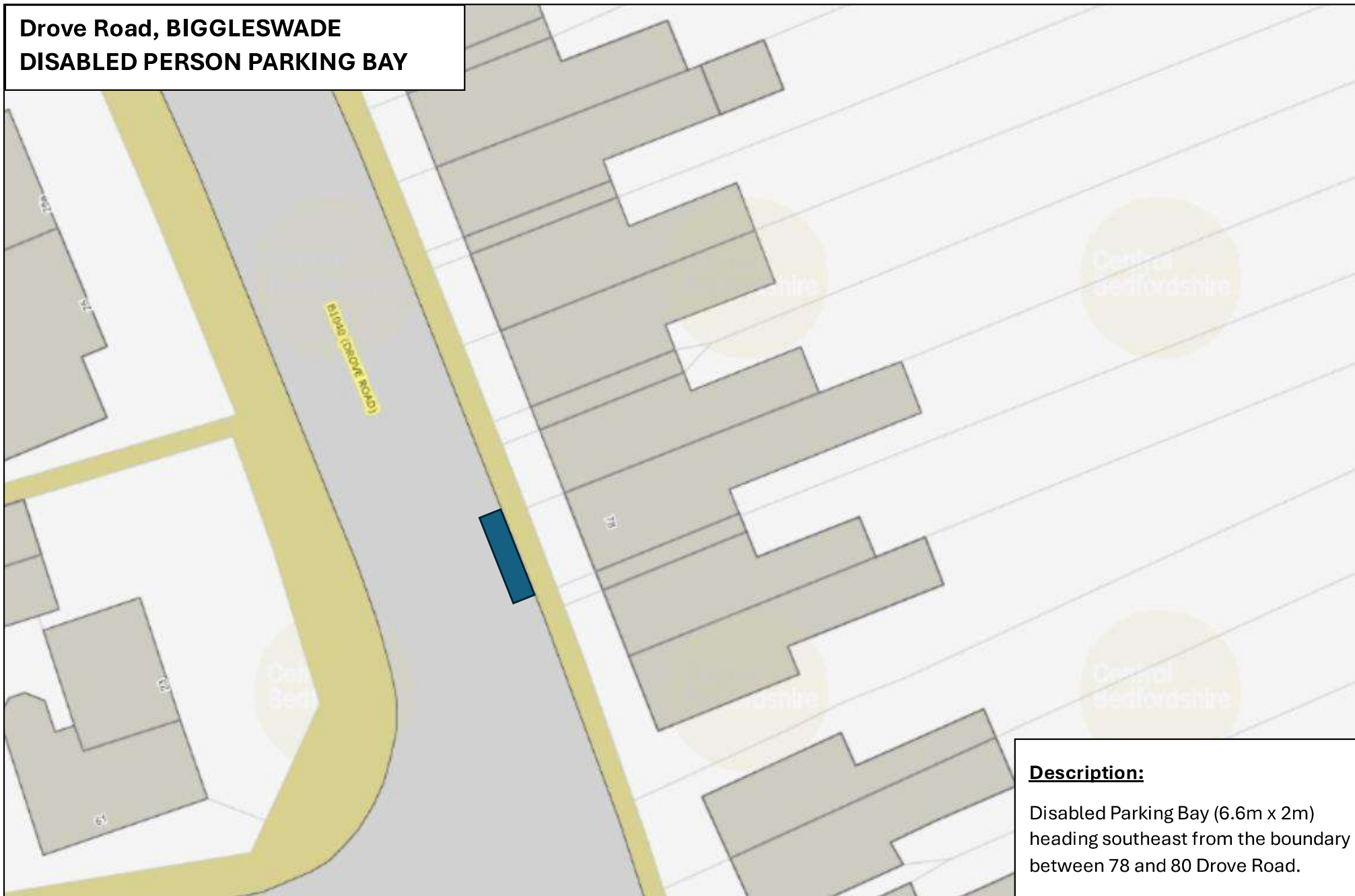
Order Title: If made will be "Central Bedfordshire Council (Bedfordshire County Council (District of Mid Bedfordshire) (Civil Enforcement Area and Special Enforcement Area) (Waiting Restrictions and Street Parking Places) (Consolidation) Order 2008) (Variation No.*) Order 202*"

Central Bedfordshire Council
Priory House
Chicksands
Shefford SG17 5TQ

Gary Powell
Assistant Director
Highways

19th July 2024

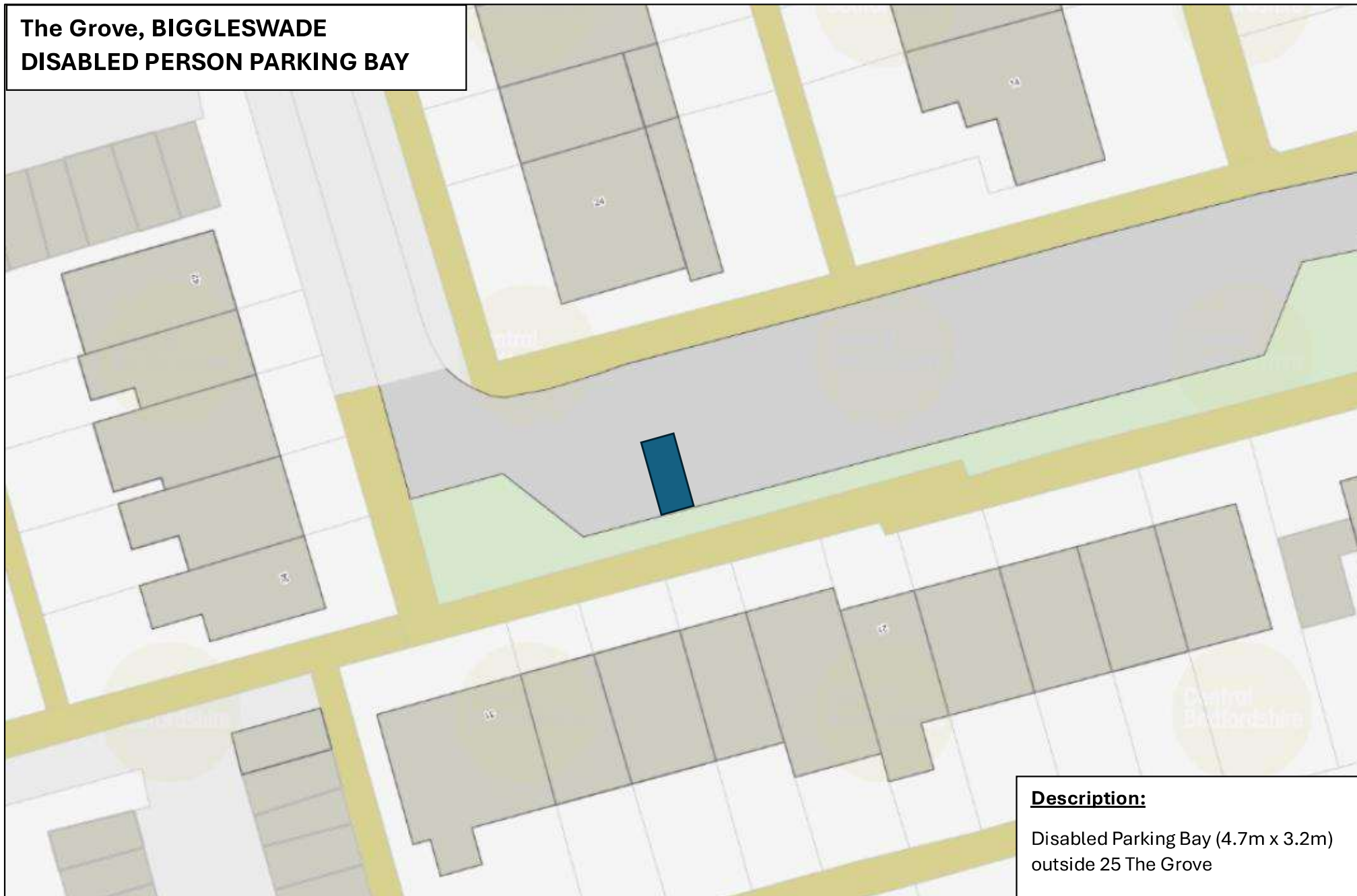
**Drove Road, BIGGLESWADE
DISABLED PERSON PARKING BAY**



Description:

Disabled Parking Bay (6.6m x 2m)
heading southeast from the boundary
between 78 and 80 Drove Road.

**The Grove, BIGGLESWADE
DISABLED PERSON PARKING BAY**



Description:

Disabled Parking Bay (4.7m x 3.2m)
outside 25 The Grove

BIGGLESWADE TOWN COUNCIL
Town Council 13th August 2024
Item 9g: Town Centre Car Parks Project Update Report

Implications of Recommendations

Corporate Strategy: Economy – A Thriving Town: Improve the management of the car parks, including modernising payment options, and exploit opportunities to secure additional parking.

Finance: The new Car Park ticket machines are funded by £12,278 of S106 funds (Agreed by RFO and Deputy RFO).

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background:

A report on the car parking project went to the 6th August TCM Committee. Committee Members considered the report recommendations and asked that a report and the proposed draft Traffic Regulation Order (TRO) be submitted to this Town Council meeting for consideration and resolution.

Summary:

BTC Officers have progressed the proposed minor Traffic Regulation Order (TRO) legal work changes with CBC Officers and their legal team and a draft TRO is attached at appendix A. CBC Officers have confirmed that the TRO legal work is nearly completed, following a clear statutory consultation period which closed at the end of June. Assuming the Town Council approves the proposed TRO, CBC Officers will seal the TRO, publish the notice in the press and circulate the TRO to the statutory consultees. BTC Officers have assessed the draft TRO as being fit for purpose to accommodate the new parking machines and have included TCM Members' amendments in the current draft TRO document.

At the 16th April TCM Committee, Members agreed for Officers to progress cautiously by installing and trialling one new car parking machine in the Dan Albane Car Park for a month before installing the rest, only if the trial has been successful. Service levels have improved lately following negative and critical feedback and Officers have established a good personal working relationship with the regular service engineer. BTC Officers have also sourced upgrade options for the existing 13 statutory signs in the car parks.

BTC Officers anticipate that once the new TRO has been approved, the first new Flowbird parking machine could be installed as a pilot in the Dan Albane car park by the end of August.

Recommendation:

For Members to note the report and for the draft TRO document (attached at appendix A) to be signed by the Town Council.

Ian Campbell
Community Development Manager

Appendix A: Draft Traffic Regulation Order (TRO) and Schedules.



**BIGGLESWADE TOWN COUNCIL
OFF-STREET PARKING PLACES ORDER 2024**

The Council of Biggleswade Town Council in Central Bedfordshire (hereinafter referred to as the Council) in exercise of its powers under sections 32, 35 (1) and (3) of the Road Traffic Regulation Act 1984 as amended by the Parking Act 1989 (which said Act of 1984 is referred to as the Act) and Part IV of Schedule 9 and all other enabling powers and with consent of Central Bedfordshire Council in accordance with Section 59 of the Act and after consulting the Chief Officer of Policy in accordance with Part III of Schedule 9 to the Act, HEREBY MAKES the following order:

1. (1) This Order shall come into operation on the ~~2th~~th day of ~~August~~^{September} 2024 and may be cited as the Biggleswade Town Council Off Street Parking Places Order 2024.
- (2) The Biggleswade Town Council Parking Places Order 2022 is hereby revoked upon the creation of this Order.
2. Any reference in this Order to a numbered Article is a reference to the Article bearing that number in this Order, and any reference in this Order to Schedule or a numbered part is reference to the Schedule or the part as the case may be.

3. Interpretation

For the purposes of this Order the following expressions shall have the following meanings:

“Bank Holiday” means the days specified in section 1 (1) of Schedule 1 of the Banking and Financial Dealings Act 1971 with the addition of New Year’s Day or, as appropriate, 2 January and the first Monday in May subject to special circumstances of any year and also includes common law holidays namely Good Friday and Christmas Day.

“Biggleswade Town Market” means the local market held every Tuesday and Saturday in Market Square between 8:00am and 4:00pm.

“Charging Hours” means in respect of the parking place, those hours during which a vehicle may only be permitted to wait in the parking place upon payment of a charge, as specified in column 3, column 5 or column 6 of part I of the Schedule.

“Civil Enforcement Officer” means a person provided by the Enforcement Authority for the purpose of supervising parking places situated within Biggleswade and enforcing the restrictions imposed by this order pursuant to Section 63a of the Act.

“Council” means Biggleswade Town Council.

“Credit Card” means a card or similar thing issued by a person, use of which enables the holder to defer the payment by him of the charge for parking a vehicle.

“Debit Card” means a card or similar thing issued by a person, use of which by the holder causes the charge for parking the vehicle to be paid by electronic transfer of funds from any current account of his at a bank or other institution providing banking services.

“Disabled Persons’ Badge” means a badge in the form prescribed by Regulation 11 of the Disabled Persons (Badge for Motor Vehicles) (England) Regulations 2000 which has not ceased to be in force and which is displayed in accordance with Regulation 12 thereof or any replacement badge issued under Regulation 7 and any regulation from time to time amending or replacing the same.

Formatted: Superscript

“Driver” in relation to a mechanically propelled vehicle means the person who at the time is entitled to the possession and use of such vehicle under the terms of a hiring agreement entered into with a vehicle hire firm ~~as appropriate~~as appropriate and has signed a statement of liability acknowledging his liability in respect of any parking contraventions involving the vehicle during currency of the hiring agreement and in respect of whom the owner of the vehicle has in response to a notice to owner served on him by the Council made representations on the grounds specified by Regulation 4(4)(d) of the Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2022 and the Council has accepted those representations.

“Electric Vehicle” means a Class 7 vehicle.

“Enforcement Authority” means Central Bedfordshire Council.

“Hand Held Device” means a wireless hand – held computer used by a civil Enforcement Officer which is programmed to interface with the parking system.

“Market Square” means the section of Market Square, Biggleswade, SG18 8AS which runs between Hitchin Street and Station Road.

“Market Trader” means a person running a stall at Biggleswade Town Market on a Tuesday or Saturday excluding a Bank Holiday.

“Market Trader Permit” means an annual permit issued by the Council to a Market Trader after successful registration as such.

“Material Time” means the time when the contravention giving rise to the penalty charge is said to have occurred.

“Operational Permit” means a permit issued by the Council to its employees who live both inside and outside the administrative area of Biggleswade Town Council or contractors for use in all Parking Places.

“Owner” in relation to a vehicle means the person at the material time by whom the vehicle is kept which in the case of a vehicle registered under the Vehicle and Registration Act 1994 is presumed (unless the contrary is proven) to be the person in whose name the vehicle is registered at the material time.

“Parking Bay” means an area of a parking place which is provided for the leaving of a vehicle and indicated by markings on the surface of the ~~P~~parking ~~P~~place.

“Parking Charge” means the appropriate charge payable as set out in column 3 column 5 or column 6 of part I of the Schedule to this order in the manner prescribed by Article 5 of this Order.

“Parking Permit” means a permit ~~or other printed document~~ issued by the Council, to the owner of a specified vehicle, for use in such parking place as it is shown on the permit and is non - transferable between ~~p~~Parking ~~p~~Places.

“Parking Place(s)” means the any area of land together with the respective access thereto specified by name on the plans attached provided by the Council under Section 32 (1) of the Act for use as a parking place.

“Pay by Phone” means any telephone payment parking system introduced by the Council at any time.

“Penalty Charge” means a charge set by the Council in accordance with article 6(2) of this order. The appropriate penalty charge in force will be shown on the display notice in the parking place where it applies.

“Penalty Charge Notice” means a penalty charge notice issued or served by a civil enforcement officer or posted by the enforcement authority pursuant to the provision of Section 78 of the 2004 Act, the Civil Enforcement of Parking Contraventions (England) General regulations 2022 and complying with article 6(1) of this order.

“Reduced Penalty Charge” means a 50 per cent reduction of the penalty charge provided payment is received by the Council not later than the last day of the period of 14 days beginning with the date on which the penalty charge notice is served.

“Registered Keeper” means the person in whose name the vehicle was registered under the Vehicle Excise and Registration Act 1994.

“Reserved Spaces” means a marked parking bay specifically reserved for another use.

“Resident” means a person who lives within the administrative area of Biggleswade Town Council.

“Resident Permit” means a permit issued by the Council to a Resident for use in such Parking Place as shown on the permit and shall be non-transferable between Parking Places.

“Service Charge” means the charge payable to the service provider (in addition to the parking charge payable).

“Service Provider” means the company authorised and appointed by the Council to ~~operate, and operate and~~ administer parking.

“Ticket” means a ticket issued by a ticket machine located in a parking place. The ticket machine will issue a paper receipt upon request.

“Vehicle(s)” means the class of vehicle as defined in Part III of the Schedule of this Order.

“Virtual Ticket” means an electronic record of payment of a parking charge, proof of which will be transmitted to the ~~e~~Council or an authorised supplier once purchased. The ticket machine will issue a paper receipt upon request.

“Weekend(s)” means Saturday and Sunday.

“Worker Permit” means a permit issued by the Council to individuals who work within the administrative area of Biggleswade Town Council but live outside the administrative area of Biggleswade Town Council for use in specified Parking Places.

USE OF LAND AND PARKING PLACE

4. Each area of land specified by name, may be used, subject to the following provisions of this order, as a Parking Place only for such class of Vehicles in such positions, on such days, during such hours and at such charges and subject to such special conditions as are specified in relation to that area.

PROVIDED THAT:

- (a) The Council may by indication on site temporarily withdraw such Parking Place or any part thereof from such use.
- (b) All conditions shall be observed by the Driver of any Vehicle which displays a Disabled Persons Badge.

Where in parts I, II and III of the schedule a Parking Place is described as available for vehicles of a specified class or in a specific position, the driver of a Vehicle shall not wait or permit it to be left in that Parking Place unless it is of the class and in the position so specified.

Where, within a Parking Place, there is a sign or surface marking which indicates that a ~~Parking-ay~~Parking Bay is available only for a Vehicle displaying a Disabled Persons Badge, the Driver of any Vehicle not displaying the said badge shall not wait or permit it to be left in that Parking Bay.

CHARGES AT PARKING PLACES

5. (1) Save as in Article 3 (1) (b) and hereinafter provided, no Vehicle shall wait or be left in a Parking Place during the hours that charges for parking as referred to in Column 3 of the schedule are to be paid (hereinafter referred to as the Charging Hours) without the Owner or Driver thereof having first paid the appropriate charge as set out in Column 3, (hereinafter referred to as the Parking Charge) in the manner prescribed in this article.
- (2) The Council may from time to time determine not to collect a charge and or charges at a Parking Place and information relating to a change in the collection of a charge and or charges would be indicated on the pay and display and or the car park notice in the Parking Place where it applied.
- (3) The ~~P~~parking ~~C~~charge shall be payable by the insertion of an appropriate coin or coins, bank notes, credit cards, debit cards, or other approved electronic transaction cards or otherwise as directed into the apparatus or device provided, being an apparatus or device approved in accordance with Section 35 of the ~~Act~~CT.
- (4) The Owner of a Vehicle may on application to the Council purchase a parking permit in respect of that Vehicle. A Parking Permit shall only be valid in such a Parking Place as specified and during the period for which it was issued and is not transferable between Parking Places.
- (5) Any permit issued by the Council on payment of the Parking Charge, shall be displayed in a conspicuous position inside the vehicle, in order that the permit can be read from the outside of the vehicle in respect of which it was issued whilst it is left in the Parking Place.
- (6) The Council may from time to time grant written permission for Vehicles to park at such times and in such Parking Places as it may deem expedient at a charge applicable at the time of application and or issue.
- (7) No tickets will be issued on payment of the Parking Charge. The payment machine installed in the car parks do not produce a ticket to be displayed, but instead make and transmit to the Council (or its contractor) an electronic record of payment of the parking charge which will be visible to Civil Enforcement Officers patrolling the car parks via their hand-held devices. The ticket machine will issue a paper receipt for the transaction upon request.
- (8) The payment made to park is only available for use in the Parking Place where the payment was made and are not transferable either between Parking Places or users of the car park.
- (8) Without prejudice to the provisions of Article 5 (1) to Article 5 (7) of the schedule of this order if at any time while a Vehicle is left in a Parking Place referred to in Part 1 of the Schedule of this order no indication appears on a Hand-Held Device

that payment of the Parking Charge has been made, or the Hand-Held Device indicates that the payment period for which payment was made has expired, it shall be presumed (as the case may be and unless the contrary is proved including by verification of IT status) that either:

- A. The Parking Charge has not been duly paid in respect of that vehicle in accordance with the provisions of Article 4 of this order; or
- B. The parking period for which payment was made has expired.

And in either case a Civil Enforcement Officer may serve a Penalty Charge Notice.

PENALTY CHARGE AT PARKING PLACE

- 6. (1) Subject to the provisions of Civil Enforcement of Parking Contraventions (England) General Regulations 2022 in respect to a vehicle where there has been committed in relation to that vehicle a parking contravention within Paragraph 4 of Schedule 7 of the traffic Management Act 2004 (parking contraventions outside Greater London) in a civil enforcement area outside Greater London and /or the provisions of this Order a Penalty Charge is payable by the Owner or Driver of the vehicle to the Council in accordance with Article 7 of this Order.
- (2) Penalty charges including any discounts or surcharges thereto shall be of such levels as are from time to time set by the Council in accordance with the provisions of Section 77 and Part 3 of Schedule 9 of the Traffic Management Act 2004 and the Schedule to the Civil Enforcement of Parking Contraventions (Guidelines on Level of Charges) (England) Order 2022 (the Guidelines Order) made by the Secretary of State under Paragraph 8 of Part 3 of Schedule 9 of the Traffic Management Act 2004.

All off-street parking contraventions are prescribed as either Higher or Lower-Level contraventions in respect of which different penalty charges apply at levels described in Table 1 of the Schedule to the Guidelines Order as Band 1 or Band 2. In relation to both higher level and lower-level contraventions the Council may in its absolute discretion set the level of penalty charge at either the Band 1 or Band 2 level PROVIDED that the Council will publish the level of charges in a newspaper circulating in the locality not less than 14 days before such charges come into force.

NOTICE WHERE CONTRAVENTION OF THIS ORDER (PENALTY CHARGE NOTICE)

- 7. (1) A Penalty Charge Notice may be in such form as may from time to time be considered appropriate by the Council, provided that it displays the information required by the Schedule to the Civil Enforcement of Parking Contraventions (England) General Regulations 2022 and Part 2 of the Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2022.
- (2) The penalty charge, reduced penalty charge and charge payable after service of a charge certificate shall be in the following amounts:
 - a. In respect of any contravention the penalty charge payable shall, subject to Articles 7 (2) (b) and 7 (2) (c) of this order, be the amount from time to time set by the Council in accordance with Article 6 (2) of this Order and payment

shall be received by the Council not later than the last day of the period of 28 days beginning with the date on which the Penalty Charge Notice is served.

- b. Notwithstanding the provisions of Article 7 (2) (a) of this Order a reduced penalty charge shall be payable PROVIDED payment is received by the Council not later than the last day of the period of 14 days beginning with the date on which the Penalty Charge Notice is served.
 - c. On the issue of a charge certificate in accordance with the provisions of Regulation 21 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2022 the penalty charge shall increase by 50 per cent.
- (3) For avoidance of doubt the reference in Articles 7 (2) (a) and 7 (2) (b) of this Order to payment being received by this Council not later than the last day of the period of 28 or 14 days (as the case may be) shall be interpreted to mean that payment must be received by the Council by no later than 24.00 hours on the last day of the said period of 28 or 14 days.
- (4) The ~~p~~Penalty ~~e~~Charge, reduced ~~p~~Penalty ~~e~~Charge and charge payable after service of a charge certificate (as appropriate) shall be paid to the Council online at <https://parking.centralbedfordshire.gov.uk/live-3sc-user/>, by phone on 0300 088 5697 (24 hours). By post; please make your cheque or postal order payable to Central Bedfordshire Council, write your penalty charge notice number and the vehicle registration number on the back, then send it to; PO Box 597 Northampton, NN4 7XN. Please allow 2 working days for 1st class post and 5 working days for 2nd class post. Please do not send cash by post. Post-dated cheques will not be accepted.
- (5) Where a ~~p~~Penalty ~~e~~Charge has been incurred due to a parking contravention a civil enforcement officer may attach to the Vehicle a Penalty Charge Notice which complies with the requirements of Regulation 9 and Schedule to the Civil Enforcement of Parking Contraventions (England) General Regulations 2022.
- (6) Where a ~~p~~Penalty ~~e~~Charge has been incurred a Penalty Charge Notice may be issued by post by the enforcement authority if the owner of the vehicle drives away before the civil enforcement officer has issued a penalty charge notice or the civil enforcement officer has been prevented from issuing a Penalty Charge Notice, such a Penalty Charge Notice shall comply with the requirements of Regulation 10 and the Schedule to the Civil Enforcement of Parking Contraventions (England) General Regulations 2022.
- (7) Part 6 of the Traffic Management Act 2004, Schedule to the Civil Enforcement of Parking Contraventions (England) General Regulations 2022, Part 2 of the Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2022 and Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2022 shall have effect with respect to penalty charges, notices to owners and other matters supplementing the provision of Article of this Order.

OTHER PROVISIONS

8. The Driver of a motor Vehicle using a Parking Place shall stop the engine as soon as the vehicle is in a position in the ~~p~~Parking ~~p~~Place and shall not start the engine except when about to change the position of the vehicle, in or to depart from the Parking Place.

- (1) Unless the Council's prior written consent is obtained, no person in a Parking Place shall: -
- (a) Drive any Vehicle or otherwise than for the purposes of leaving it in the Parking Place in accordance with the provisions of this Order or for the purposes of departing from the Parking Place;
 - (b) Use a vehicle, while it is in the Parking Place, in connection with the sale of any article to persons in or near the Parking Place or in connection with the selling or offering for hire skills or services.
 - (c) Erect or cause to be erected any tent, booth, stand, building or structure or other thing;
 - (d) Light or cause or permit to be lighted any fire;
 - (e) Display or distribute or cause to be displayed or distributed any notice, leaflet, handbill, booklet, book or other item.
 - (f) Maintain, repair, service or wash any Vehicle or part thereof other than is reasonably necessary to enable the Vehicle to depart from the parking place.
 - (g) Drive any Vehicle and cause it to wait, in a ~~P~~arking ~~p~~Place without purchasing a valid **Virtual Ticket** or displaying a valid Permit in accordance with this Order.

- (2) No person in a Parking Place shall: -

- (a) Sound any horn or similar instrument except when necessary for the safety of persons or vehicles in the Parking Place;
- (b) Shout or make or permit any noise or otherwise behave to the disturbance or annoyance to users of the Parking Place, occupants of neighbouring premises or passers-by;
- (c) Use any threatening, abusive or insulting language, gestures or conduct likely to cause, or causing, a breach of the peace;
- (d) Use any part of the ~~p~~Parking ~~p~~Place or any vehicle in it for sleeping, cooking or camping purposes;
- (e) Use any part of the parking place for skating (using in line or roller skates), skateboarding or cycling.
- (f) Engage in any other activity which causes disturbance or annoyance to users of the parking place, occupants of neighbouring premises or passers-by.

9. (1) If a Vehicle is left in a Parking Place in a position other than in accordance with the provisions of Article 4 hereof a person authorised by the Council in that behalf may alter or cause to be altered the position of the vehicle so that its position is in accordance with the said provision.
- (2) If a Vehicle is left in a Parking Place in contravention of any of the provisions of this Order, or is abandoned, a person authorised by the Council in that behalf may remove the Vehicle from that Parking Place or arrange for such removal and the Council shall be entitled to recover as a civil debt from any person responsible such charges in respect of the removal, storage and disposal of the Vehicle as the Council may require in accordance with Schedule 9 of the Traffic Management Act 2004.

- (3) For the purpose of meeting the requirements of an emergency, a person authorised in that behalf by the Council or a police officer in uniform may alter or cause to be altered the position of a Vehicle in a Parking Place or remove or arrange for the removal of a Vehicle from a Parking Place.
- (4) Any person altering, or causing the alterations of, the position of a Vehicle by virtue of Paragraph (1) of this Article, or removing, or causing the removal of, a Vehicle by virtue of Paragraphs (2) or (3) of this Article, may do so by towing or driving the Vehicle or in such a manner as he may think reasonably necessary.
- (5) Any person removing or arranging for the removal of a Vehicle by virtue of Paragraphs (2) or (3) of this Article, shall make such arrangements as he considers to be reasonably necessary for the safety of the Vehicle in the place to which it is removed.

10. (1) Where in a Parking Place signs are erected or surface markings are laid for the purpose of:

- (a) Indicating where parking is prohibited, or
- (b) Indicating the entrance to or exit from the Parking Place, or
- (c) Indicating that the vehicle using the Parking Place shall proceed in a specific direction within the Parking Place,

No person shall leave a vehicle in a place where parking is indicated to be prohibited or drive or permit to be driven any Vehicle: -

- (i) so that it enters the Parking Place otherwise than by an entrance, or leaves the Parking Place by an exit, so indicated, or
 - (ii) in a direction other than specified.
- (2) any person in a Parking Place shall comply with any reasonable direction by a person authorised in that behalf by the Council or a Police Officer whether as to the driving positioning of a Vehicle or otherwise and shall upon request provide his name and address and the name and address of the Owner of the Vehicle which he or she is driving.

11. The Council accepts no responsibility, either at common law or under the Occupiers Liability Act 1957, or otherwise, for loss of or damage to Vehicles or other property left in any Council's Parking Places.

The COMMON SEAL of the BIGGLESWADE TOWN COUNCIL

Was hereunto affixed on the ~~XX~~th day of

~~July~~August 2024

In the presence of:

hairman

Town Clerk



Special Conditions Appertaining Off Street Parking Places Order 2024

Schedule

Part II

1. Mill Lane – Car Park

- (i) A driver shall not cause a vehicle to wait or permit it to be left in the parking place for more than a four-hour period per virtual ticket purchased during the period 8.00am to 6.00pm Monday to Friday. No return period 4 hrs.
- (ii) Except as provided in paragraph (i) hereto the parking place may be used by the public on Weekends, Bank Holidays and between the hours of 6.00pm and 8.00am with no restrictions.
- (iii) A number of additional and non-transferable parking permits may be issued for this car park; spaces will not be reserved for parking permit holders.
- (iv) A virtual ticket will need to be obtained~~purchased~~ to qualify for the free period.

2. St Andrews Street - Car Park

- (i) A driver shall not cause a vehicle to wait or permit it to be left in the parking place for more than a four-hour period per virtual ticket purchased during the period 8.00am to 6.00pm Monday to Friday. No return period 4 hrs.
- (ii) Except as provided in paragraph (i) hereto the parking place may be used by the public on Weekends, Bank Holidays and between the hours of 6.00pm and 8.00am with no restrictions.
- (iii) A section of the Car Park is reserved for Market Traders on a Saturday and Tuesday, who will display a valid Town Council permit.
- (iv) A number of additional and non-transferable parking permits may be issued for this car park; spaces will not be reserved for parking permit holders.
- (v) A virtual ticket will need to be purchased to qualify for the free period.

3. Dan Albone – Car Park

- (i) A driver shall not cause a vehicle to wait or permit it to be left in the parking place for more than a ten-hour period per virtual ticket purchased during the period 8.00am to 6.00pm Monday to Friday. No return period 4 hrs.

- (ii) Except as provided in paragraph (i) hereto the parking place may be used by the public on Weekends, Bank Holidays and between the hours of 6.00pm and 8.00am no restrictions.
- (iii) A number of additional and non-transferable parking permits may be issued for this car park; spaces will not be reserved for parking permit holders.
- (iv) A virtual ticket will need to be purchased to qualify for the free period.

4. Chestnut Avenue – Car Park

- (i) A driver shall not cause a vehicle to wait or permit it to be left in the parking place for more than a four-hour period per virtual ticket purchased during the period 8.00am to 6.00pm Monday to Friday. No return period 3 hrs.
- (ii) Except as provided in paragraph (i) hereto the parking place may be used by the public on Weekends, Bank Holidays and between the hours of 6.00pm and 8.00am with no restrictions.
- (iii) A number of additional and non-transferable parking permits may be issued for this car park; spaces will not be reserved for parking permit holders.
- (iv) A virtual ticket will need to be ~~obtained~~purchased to qualify for the free period.

5. Rose Lane – Car Park

- (i) A driver shall not cause a vehicle to wait or permit it to be left in the parking place for more than a six-hour period per virtual ticket purchased during the period 8.00am to 6.00pm Monday to Friday. No return period 4 hrs.
- (ii) Except as provided in Paragraph (i) hereto the parking place may be used by the public on Weekends, Bank Holidays and between the hours of 6.00pm and 8.00am with no restrictions.
- (iii) A number of additional and non-transferable parking permits may be issued for this car park; spaces will not be reserved for parking permit holders.
- (iv) A virtual ticket will need to be ~~obtained~~purchased to qualify for the free period.

6. White Hart – Car Park

- (i) A driver shall not cause a vehicle to wait or permit it to be left in the parking place for more than a one-hour period per virtual ticket purchased during the period 8.00 am to 6.00 pm Monday to Saturday. No return period 2 hrs.
- (ii) Except as provided in paragraph (i) hereto the parking place may be used by the public on Weekends, Bank Holidays and between the hours of 6.00pm and 8.00am with no restrictions.
- (iii) The car park may be reserved from time to time as the Council see fit, to hold events.
- (iv) A number of additional and non-transferable parking permits may be issued for this car park; spaces will not be reserved for parking permit holders.

(v) A virtual ticket will need to be purchased to qualify for the free period.

7. Method of Calculating Parking Permits

The method for Calculation of Parking Permits, as from time to time approved by the Council, is accessible to view on the Council website and available for public inspection.

Schedule Part III

1. Classes of Vehicle

- 1 Motor cars within the provision of Section 136 (2) (a) of the Act.
- 2 Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1525 kg and passenger carrying vehicles with capacity of 12 seats or under.
- 3 Vehicles displaying a Disabled Persons Badge.
- 4 Motorcycles as defined in Section 136 (4) of the Act.

2. Parking for Vehicles Displaying a Disabled Persons Badge

Mill Lane	= 1
St Andrews Street	= 1
Dan Albone	= 3
Chestnut Avenue	= 0
Rose Lane	= 3
White Hart	= 1

3. No Charge for Parking

There shall be no charge payable, subject to requisition of a ticket:

- a. A Bank Holiday.
- b. A Saturday.
- c. A Sunday.
- d. Monday to Saturday inclusive between the period of 6.00 pm and 8.00 am.

Schedule Part IV

The Plans which form this part of the Schedule delineate the extent of the parking places.

Schedule Part V

Shopping Trolleys

The Council may remove any supermarket shopping trolleys left in any parking place, which will be stored by the Council until collected by the owner up to a maximum period of 28 days, after which the trolleys will be disposed of. The owner will be required to pay a charge of £10.00 per trolley prior to it being released from storage.

Central Bedfordshire Council

Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire SG17 5TQ
www.centralbedfordshire.gov.uk



Mr Peter Tarrant
Clerk to Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
Beds
SG18 8DL

Contact Planning Appeals
Email planning.appeals@centralbedfordshire.gov.uk
Date 31 July 2024

Dear Mr Tarrant,

TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 78

Site address: Land to the East of Langford Road, Biggleswade and North of Queens Way and Denny Crescent, Langford, Bedfordshire

Description of development: 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.

Appellant's name: Gladman Developments Ltd

Appeal reference: APP/P0240/W/24/3341832

Application reference: CB/23/03801/OUT

This Public Inquiry refers to planning application Ref No: CB/23/03801/OUT received on 24th April 2023, for 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. at Land to the East of Langford Road, Biggleswade and North of Queens Way and Denny Crescent, Langford, Bedfordshire

The appeal will be determined on the basis of a Public Inquiry. The procedure to be followed is set out in the Town and Country Planning (England) Rules 2000.

The Public Inquiry will open on 28th August 2024 starting at 10.00am and then a further 2 days from 29th August to 30th August 2024 starting at 10.00am and then a further 4 days from 3rd September 2024 to 6th September 2024 starting at 10.00am.

For the above-mentioned dates, the event will **be entirely "In-Person"**

And take place at:

Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ

A further 1 day is scheduled on 9th September starting at 10.00am. **This day only will be held online via Microsoft Teams.**

The joining details for the 9th September session is:

[Join the meeting now](#)

Meeting ID: 399 262 704 287

Passcode: Gi67Zv

At the end of this letter you will find instructions on joining via Teams.

You may attend the Public Inquiry, and as a person who may be interested in or affected by the appeal you may, at the Secretary of State's Inspector's discretion, make your views known.

If you, or anyone you know has a disability and is concerned about facilities at the venue, contact the Council by email: Planning.Appeals@centralbedfordshire.gov.uk to confirm that suitable provisions are in place.

Documents relating to the appeal can be viewed on the Council website <http://www.centralbedfordshire.gov.uk/planning-register> (enter application reference, CB/23/03801/OUT, into the search box).

You can view and download the Planning Inspectorate's guidance "taking part in an appeal" from the Planning Inspectorate website at www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal.

When made, the decision will be published on the Planning Inspectorate's website www.gov.uk/appeal-planning-inspectorate.

Instructions for joining the sitting day scheduled for 9th September 2024

The technology that will be used is Microsoft Teams only.

You should familiarise yourself with the Microsoft Teams functions in advance of the event. We are unfortunately unable to offer any technical support.

Please be aware that if you choose to join the meeting using your own Microsoft Teams account then other parties may see your contact details (email and phone number). If you do not wish your contact details to be seen by other parties, you may wish to set up a free email account on-line to join with. When you click on the link, to avoid your contact details displaying, please ensure you select the option to join as a Guest – enter your name for the attendance list.

Please access the virtual event 10 minutes before the scheduled start time. This gives time for our Officer to admit everyone to the event, they will need to record your name on the attendance sheet. You will be held in a 'lobby' until our Officer is able to admit you. The event will start promptly at 10.00am.

The Inspector will lead the proceedings and set out any opportunities for participation.

During the event, unless you are speaking, please keep your microphone muted and camera off, to minimise background noise and ensure the Inspector can focus on those who are actively participating in the Inquiry.

The Teams chat function will not be available for this virtual meeting.

Yours sincerely,



Andrew Davie
Service Director Development & Economy

Outcome of CBC Planning Applications						
Committee Date	Application No.	Location	Description	BTC Objection	Outcome from CBC	Notes
12/03/2024	CB/24/00125/FULL	22 Holme Court Avenue, Biggleswade, SG18 8PF	CBC have received amendments in respect of the above property: Plan No: 1177 (car parking plan), 1177 SPLP and 2 x 1177-4 PE.	The Town Council renewed their previous objection which stated that: The Town Council OBJECTS to this application on the grounds of the following: •Impact on the appearance of the area. •Design, appearance, layout and materials. •Overdevelopment due to the height of the building.	Full Application - Granted	
12/03/2024	CB/24/00371/VOC	Willow Foundation, 41 High Street, Biggleswade, SG18 0JH	Variation of condition 2 of planning permission CB/23/02696/FULL (Erection of outbuilding (retrospective)). Variation sought to allow the temporary consent expiry date to be extended until 31.01.2033 (9 years).	The Town Council OBJECTS to this planning application on the following grounds: •The use and purpose of the building is not outlined in the planning application. •The temporary consent of 9 years is too long. The temporary consent expiry date should be extended by 3 years only.	Variation of Condition - Granted	
14/05/2024	CB/24/00846/REG3	Lawnside Lower School, Lawnside, Biggleswade, SG18 0LX	Removal of existing temporary unit (2 classrooms). Installation of two temporary units (4 classrooms) with toilets and associated works.	The Town Council OBJECTS to this application on the following grounds: •Overdevelopment •Access •Potential safety issues with access via the gate	Regulation 3 - Granted	
14/05/2024	CB/24/00855/FULL	Car park at A1 Retail Park, London Road, Biggleswade	Installation of an electric vehicle charging hub and associated infrastructure.	The Town Council OBJECTS to this application on the following grounds: •Concerns over the development of London Road and the A1 Retail Park becoming a form of motorway service station, which the road network is not built for. •Poor walking and cycling provision with increased number of cars. •Lack of maintenance with regards to litter if catering facilities increase. •Underutilisation of EV chargers in Biggleswade. •Loss of parking spaces previously as taken over by We Buy Any Car. •The relocation of trees to accommodate these spaces.	Full Application - Granted	OJECTION RECINDED WITH FURTHER INFORMATION BY MEMBERS 21/05
14/05/2024	CB/TRE/24/00167	19 Ivel Gardens, Biggleswade, SG18 0AN	Works to a tree protected by a Tree Preservation Order (MB/09/00002) and in a Conservation Area: Remove the Horse Chestnut Tree (T7).	The Town Council OBJECTS to this application on the following grounds: •The tree has a TPO and no arboreal report has been provided.	Horse Chestnut - Fell	
14/05/2024	CB/23/03801/OUT	Land to the East of Langford Road, Biggleswade and North of Queens Way and Denny Crescent, Langford, Bedfordshire	APP/P0240/W/24/3341832 - Outline Application: Erection of up to 170 dwellings including affordable housing, with public open space, landscaping, sustainable drainage system (SuDS) and vehicular access. All matters reserved except for means of access.	The Town Council OBJECTS to this application on the following grounds: •The site isn't allocated in the current Local Plan. •CBC highlighted a five-year land supply, indicating that there is not a need for the development of 170 new dwellings. •Development moves coalescence between Langford and Biggleswade closer, which may be detrimental to both communities. •Langford Road already experiences delays during peak times and is narrow, which will increase journey times. •Bus services are limited in Langford and the surrounding area. •Nearest employment opportunities and train station are in Biggleswade, but access to these facilities is limited.	Outline Application - Refused	Appeal - APP/P0240/W/24/3341832 Dates: 28th August - 30th August, 3rd September - 6th September, 9th September (MS Teams)
09/07/2024	CB/24/01790/PIP	154 Hitchin Street, Biggleswade, SG18 8BP	Permission in Principle: Erection of 2 x two-bedroom houses with associated landscaping, bin stores, cycle stores and widened vehicle crossover.	The Town Council OBJECTS to this application on the following grounds: •Highways access. •Overdevelopment.	Planning in Principle - Refused	
09/07/2024	CB/24/01812/REG3	Lawnside Lower School, Lawnside, Biggleswade, SG18 0LX	Erection of an extension to provide 6 new classrooms, a Multi-Use Games Area, (MUGA), a new staff car park accessed from The Avenue, 7 additional vehicle parking spaces accessed from Lawnside, cycle provision, widening of the existing western footpath to the school, improved footpath along The Avenue, landscaping and associated works.	The Town Council strongly objects to the above application for the reasons as stated above – overdevelopment of the site, severe access problems and unacceptable disruption during the construction phase.	Awaiting Outcome	

BIGGLESWADE TOWN COUNCIL
Full Town Council Meeting 13th August 2024
Item 13a: Financial Management Report for June 2024

Implications of Recommendations

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

Finance: Improve Financial reporting with commentary for additional context.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Members resolved to support the attached Financial Management report as the main method of financial reporting. This is to give more context and aid understanding.

The usual four reports are on the Council's website. The full pathway for the June 2024 reports is: [Financial Transparency Documents | Biggleswade Town Council](#)

The projected outturn after month three suggests a deficit of £29,365 at the end of the financial year 2024-25. The deficit includes committed expenditure related to pitch maintenance and professional fees approved by Council to be sourced from the general reserve unless additional savings can be found.

The Financial Management Report for June 2024 is available as Appendix A.

Recommendation:

Members consider and approve the June 2024 Financial Management report.

Ernest Bour
Head of Finance and Deputy RFO

Appendix A: Financial Management report

Biggleswade Town Council		Management Accounts Finance Report 30/06/2024					APPENDIX A	
		Actual FY23/24	Actual FY 24/25	Budget FY 24/25	Variance FY 24/25	Projected Outturn FY 24/25	Committed Expenditure	COMMENTARY
ALLOTMENTS	Income	9321	0	10800	(10800)	10800		Allotments rents will be sent out plot holders by the end September 2024.
	Expenditure	8639	914	12350	10866	4550	570	Reduction in expenditure projections for refuse collection.
Movement to/(from) Gen Reserve		682	(914)	(1550)	636	6250		
BURIAL GROUNDS	Income	29850	33975	46183	(12208)	64998		Income significantly ahead of initial projections.
	Expenditure	10150	4718	7248	(4702)	6951	2172	
Movement to/(from) Gen Reserve		19700	29257	38935	(9678)	58047		
CAR PARKS	Income	41364	10578	54418	(43840)	45000		Income has reduced due to issues with car parking machines. New Machine delayed now expected in August 2024
	Expenditure	84261	41165	83401	41892	84469	344	
Movement to/(from) Gen Reserve		(42897)	(30587)	(28983)	(1604)	(39469)		
MARKET	Income	22073	5512	24335	(18823)	23000		Projected income slightly reduced due to weak sales from Tuesdays compared to Saturdays.
	Expenditure	3961	2031	4771	2740	4691	0	
Movement to/(from) Gen Reserve		18112	3481	19564	(16083)	18309		
TOWN CENTRE GENERAL	Income	23817	750	2450	(1700)	2450		
	Expenditure	60805	9015	46863	37705	46863	143	
Movement to/(from) Gen Reserve		(36988)	(8265)	(44413)	36148	(44413)		
CAPITAL EXPENDITURE	Income	0	2533	0	0	14811		Sale of vehicle MA13 UCN.
	Expenditure	100078	(9573)	115549	59144	110503	65978	
Movement to/(from) Gen Reserve		(100078)	12106	(115549)	127655	(95692)		
PUBLIC CONVENIENCES	Expenditure	6169	3045	5600	2555	11600	0	Increase in projected expenditures, due to outsourcing cleaning.
CORPORATE MANAGEMENT	Income	1565414	816644	1649930	(833286)	1649930		
	Expenditure	3065	2375	3700	(1325)	3700	0	
Movement to/(from) Gen Reserve		1556180	811224	1640630	(834516)	1634630		
DEMOCRATIC REP'N & MGM'T	Expenditure	17336	6585	12900	5500	12900	815	High initial expenditure for the 1st quarter due to yearly subscriptions being paid.
CIVIC ACTIVITIES & EXPENSES	Income	3507	15	0	15	15		
	Expenditure	4734	0	2500	2500	2500	0	
Movement to/(from) Gen Reserve		(18563)	(6570)	(15400)	8830	(15385)		
ORCHARD COMMUNITY CENTRE	Income	51528	17317	67000	(49683)	67000		
	Expenditure	39544	3386	27295	23231	23452	678	
Movement to/(from) Gen Reserve		11984	13931	39705	25774	43548		
RECREATION GROUNDS	Income	10936	5183	12100	(6917)	12101		Projected includes £7,450 (from gen reserve) for the football pitches.
	Expenditure	69655	17564	70570	52119	76271	887	
Movement to/(from) Gen Reserve		(58719)	(12381)	(58470)	46089	(64170)		
LINDSELL'S CRICKET GROUND	Income	2675	1848	3400	(1552)	1848		
	Expenditure	3761	763	4000	3237	1200	0	
Movement to/(from) Gen Reserve		(1086)	1085	(600)	1685	648		
CENTRAL SERVICES (includes Magistrates Court and Grants)	Income	3706	0	3000	(3000)	3000		Projected includes £44,200(from gen reserve for professional fees regarding planning applications .
	Expenditure	1211265	319691	1300459	922860	1349857	57908	
Movement to/(from) Gen Reserve		(1207559)	(319691)	(1297459)	977768	(1346857)		
PUBLIC REALM (includes Depot and Repairs & Maintenance)	Income	7000	1838	7350	(5512)	7350		
	Expenditure	148525	78102	183760	103698	192161	1960	
Movement to/(from) Gen Reserve		(141525)	(76264)	(176410)	100146	(184811)		
GRAND TOTALS								
	Income	1771191	896193	1880966	(987306)	1902303		
	Expenditure	1771948	479781	1880966	1401185	1931668	131455	
Movement to/(from) Gen Reserve		(757)	416412	0		(29365)		

BIGGLESWADE TOWN COUNCIL
Full Town Council 13th August 2024
Item 14a: 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

According to the Council's Financial Regulations (section 2.2 and 5.3) on regular basis, at least once in each quarter and each financial year end, Officers shall report the conclusion of the banking reconciliation activity including exemptions to the full Council (Finance Committee). In addition to this, bank statements can be viewed by Members at the Council office at any time.

The bank statements and reconciliations for the quarter end to 30th June 2024 were shared with Councillor Barret on 15th July 2024 and were signed in accordance with the Financial Regulations. All documents have also been signed by the Responsible Finance Officer.

Recommendation:

That Members note this report.

Ernest Bour
Head of Finance and Deputy RFO

Appendix A: Unity Trust main current account – Rialtas reconciliation and Unity Trust bank statements.

Appendix B: Unity Trust salary current account – Rialtas reconciliation and Unity Trust bank statements.

Appendix C: Unity Trust Instant Access Account – Rialtas reconciliation and Unity Trust Bank Statement.

Appendix D: CCLA account number one – CCLA bank statement.

Appendix E: CCLA account number two – CCLA bank statement.

Appendix F: The balance sheet as of 30th June 2024, indicating the balance in the Council's accounts.

Appendices will be available on SharePoint.

your
reference
our reference CBC 101895
please ask for Streetworks
direct line
e-mail streetworks@centralbedfordshire.gov.uk
web-site www.roadworks.org

date 9th July 2024

For your information

Proposed Temporary Road Closure – St Johns St, Biggleswade

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

The restrictions are to be in operation only when the necessary signs are erected on site. The Legal Order will be made to cover an 18-month period. No Access for Pedestrians or Emergency Vehicles for the duration of this closure for Safety Reasons.

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

Streetworks Team

.....

Road:	St Johns St, Biggleswade
Application from:	Anglian Water - 0800145145
Reason:	Fire Hydrant Installation Works
Length affected:	o/s no 25
Date:	The closure will be in place from 22 nd to 23 rd October for 24hrs a day
Diversion Route	Potton Rd, B1040, A6001, Shortmead St, Sun St

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

