



Ref: Agenda/Council – 08/04/2025

3<sup>rd</sup> April 2025

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 **08<sup>th</sup> April 2025** 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 "Peter 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.**

### **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\\_JOMEQKx9Q422FG5CYcV85g](https://us06web.zoom.us/webinar/register/WN_JOMEQKx9Q422FG5CYcV85g)

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. None.

**6. MEMBERS' QUESTIONS**

**7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 11<sup>th</sup> March 2025** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to note the minutes of the Finance and General Purposes Meeting held on **Tuesday 18<sup>th</sup> March 2025** 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 **11<sup>th</sup> March 2025**.

**9. ITEMS FOR CONSIDERATION**

a. **Flag Flying Policy**

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

b. **Town Twinning Report**

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

c. **A1 Underpass**

For Members to receive a written update on the A1 Underpass from the Working Group.

d. **Parking and Road Safety**

For Members to receive and consider a motion from Cllr North. The motion states:

The Town Council will write formally to CBC about the very difficult situation regarding parking outside Biggleswade Academy on Mead End at the start and finish of school hours. Also, CBC should monitor the situation and take appropriate measures, including double yellow lines and no parking on grass verges. To avoid inconveniencing the residents, the TRO for the double yellow lines need only apply for limited periods to cover the school starting and finishing times. Also, CBC should ensure that adequate enforcement personnel are deployed to make the parking restrictions effective.

e. **Premises Licence Application**

For Members to receive and consider a premises licence application from Central Bedfordshire Council.

10. **PLANNING APPLICATIONS**

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

a. **CB/25/00865/FULL - 8B Crowther Court, Shortmead Street, Biggleswade, SG18 0AR.**

Single storey rear extension.

b. **CB/25/00835/FULL - 19 Coltsfoot, Biggleswade, SG18 8SR.**

Conversion of garage to habitable space. Erection of front infill porch and modification to bay window roof. Replacement windows and rendered finish to front elevation.

c. **CB/25/00739/FULL - Land north of 20 Tate Drive, Biggleswade.**

Continued change of use of CB/21/03749/FULL for an additional 2-year period from vacant field to use of the land for storage of site cabins, in association with planning approval CB/16/03258/RM and future Site 4 development.

d. **CB/25/00808/FULL - 24 Lawrence Road, Biggleswade, SG18 0LS.**

Erection of a timber cabin in rear garden for incidental use of main property.

e. **CB/25/00915/FULL - 72 Drove Road, Biggleswade, SG18 8HD.**

Removal of rear utility structure and erection of part single and part two storey rear extension. Insertion of first floor side window.

f. **CB/25/00783/FULL - 107 Potton Road, Biggleswade, SG18 0EB.**

Demolition of existing rear kitchen and conservatory and construction of two storey rear extension.

g. **CB/25/00922/FULL - 126 Mead End, Biggleswade, SG18 8JX.**

Single storey front, side and rear extensions with rooflights following removal of garage and conservatory.

h. **CB/25/00930/VOC - Unit B, Normandy Lane, Biggleswade, SG18 8QB.**

Variation of condition numbers 8 and 13 of planning permission CB/22/03438/FULL (Extension to factory building to accommodate 4 additional units for flexible use comprising Class B8 (storage and distribution), B2 and Class E(g) iii (light industrial)) Variation sought for minor external alterations to the additional units resulting in the reduction in the total number of units from 4 to 3 and amendments to parking layout. Vary condition 8 (Opening Hours) - To allow Unit 7 to operate 24 hours a day, 7 days a week.

i. **CB/TRE/25/00134 - 8 Eagle Farm Road, Biggleswade, SG18 8JD.**

Works to a tree protected by a Tree Preservation Order: 3/1957 T1 Common Lime removal hazardous, T2 - Red Horse Chestnut Fell diseased, T3 Fell Leyland Cypress hanging over public footpath needs felling, T4 - Common Lime remove deadwood and lift common crown up to 4m, T5 Common Lime Lift Crown up to 4m.

j. **CB/25/00738/FULL - Unit B, Normandy Lane, Biggleswade, SG18 8QB.**

New vehicular access and additional parking provision off Pegasus Drive.

k. **CB/25/00982/FULL - 12 Warren Close, Biggleswade, SG18 0DQ.**

Single storey side extension and garage conversion with rooflights.

l. **CB/25/00907/FULL - 27 Sun Street, Biggleswade, SG18 0BP**

First floor rear extension.

**11. PLANNING APPLICATION OUTCOMES**

a. A report of the Planning Application Outcomes (by exception applications only) as of Thursday 3<sup>rd</sup> April 2025.

Members to note there have been no new entries.

## 12. **ACCOUNTS**

### a. **Financial Administration**

Position & Accounts for February 2025.

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

In addition, the usual financial documentation is available on the Council website as follows: Financial Transparency Documents | Biggleswade Town Council

- i. Balance Sheet to 28/02/2025.
- ii. Detailed Income & Expenditure to 28/02/2025.
- iii. Payment Listing from 01/02/2025 to 28/02/2025.
- iv. Summary Income & Expenditure to 28/02/2025.

## 13. **ITEMS FOR INFORMATION**

- a. None.

## 14. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Please register in advance for this webinar:

**[https://us06web.zoom.us/webinar/register/WN\\_JOMEQKx9Q422FG5CYcV85q](https://us06web.zoom.us/webinar/register/WN_JOMEQKx9Q422FG5CYcV85q)**

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

## 15. **EXEMPT ITEMS**

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

- (a. Optimum Operating Model).
- (b. Century House Report).
- (c. Public Entertainment Update).

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





**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 11<sup>th</sup> MARCH 2024**  
**AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**

**PRESENT:**

Cllr M Foster (Mayor)  
 Cllr I Agnew  
 Cllr D Albone  
 Cllr P Guilcher  
 Cllr J Jones  
 Cllr M North  
 Cllr S Patel  
 Cllr M Russell  
 Cllr A Skilton  
 Cllr D Strachan  
 Cllr C Thomas

Mr P Tarrant – Town Clerk & Chief Executive  
 Mr K Hosseini – Head of Governance & Strategic Partnerships  
 Mr E Bour – Head of Finance & Deputy RFO  
 Ms F Gumush – Deputy Administration & HR Manager  
 Miss A Green – Committee Clerk

Members of the Public –

**Meeting Formalities:**

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

**1. APOLOGIES FOR ABSENCE**

Cllr G Barrett, Cllr M Knight, Cllr S Sajid, Cllr J Woodhead.

**2. DECLARATIONS OF INTEREST**

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

None.

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

Cllr Russell for Items 10d and 10j.

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

- a. The Chairman had no announcements but mentioned that Cllr Strachan, who recently attended Town/Parish Council Network - Budget briefing at CBC and would be updating Members on the outcome.

As the Council's representative, Cllr Strachan had the opportunity to meet with CBC's Chief Executive to discuss their budget provision. He explained that CBC was facing significant financial constraints, with only £34 million remaining in their reserves - equivalent to approximately six weeks of expenditure.

He further noted that CBC Officers emphasised their need to meet statutory obligations, particularly in the areas of care and special educational needs. Additional meetings would be held to provide further updates to town and parish councils.

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

#### **Cllr Grant Fage, Ward Councillor**

Addressing the Council, Cllr Fage referred to Item 10c of the agenda, which concerns the planning application for land north and south of Dunton Lane. He noted that he had raised questions with the Officer overseeing the application, particularly regarding the absence of detailed landscaping drawings.

### **5. INVITED SPEAKER**

- a. **PSCO Ann Jeeves and Inspector Jim Goldsmith**

Speaking to the Council, PCSO Jeeves introduced Beds Connected, an online portal where registered residents can receive news, appeals, local crime updates, and prevention advice. She also noted that the platform allows them to conduct public surveys, the results of which are discussed at their quarterly meetings.

PCSO Jeeves highlighted that the top public concerns, as voted for by residents, were drug-related issues, anti-social behaviour, and speeding. She reassured the Council that these concerns were being actively addressed through speed guns, speed controls, and targeted efforts to tackle prolific shoplifting linked to anti-social behaviour and drug use.

Chief Inspector Goldsmith also addressed the Council, announcing that a new inspector, Janine Graham, had recently been appointed to the area and hoped to attend a future Council meeting to introduce herself. He further explained that the police team regularly presents performance reports to other town councils and was surprised this had not been done in Biggleswade. He assured Members that Inspector Graham would include these reports as a regular update to BTC moving forward.

Members raised concerns about recent incidents of anti-social behaviour affecting BTC assets, highlighting the significant time and financial costs incurred by the Council.

They also noted the growing number of e-scooters in the town, many being ridden at excessive speeds on both roads and footpaths and questioned what could be done to address the issue.



Chief Inspector Goldsmith clarified that e-scooters remain illegal unless part of an authorised trial scheme. However, due to delays in the scheme's rollout, their numbers have increased. He explained that when police are able to apprehend riders, they issue notices under Section 59 of the Police Reform Act. He added that in the next 4–6 weeks, officers will have better means to distinguish legal from illegal scooters, enabling them to seize those being used unlawfully.

## **6. MEMBERS' QUESTIONS**

Cllr Skilton inquired about the possibility of installing CCTV at Drove Road Chapel following residents' concerns over anti-social behaviour.

The Head of Governance & Strategic Partnerships explained that a mobile CCTV camera had been in place during the chapel's renovation works but was redeployed after the project's completion to other areas, such as the Rose Lane Car Park, where issues had arisen. He further noted that due to the sensitivity of consecrated ground and privacy protection laws, CCTV installation in certain areas of the cemetery was not permitted.

Cllr Russell raised concerns about the lack of a crossing on St Andrew's Street and urged Officers to revisit the issue with CBC. She stressed the importance of bringing the matter back to the agenda, noting that the Council had formally decided to install a traffic island on the street.

## **7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. P11 Item 9d. The word 'to' is missing in the paragraph where it reads: 'campaign promising'.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on Tuesday 11<sup>th</sup> February 2025.

- b. Members **NOTED** the minutes of the Town Centre Management Committee held on Tuesday 18<sup>th</sup> February 2025.

## **8. MATTERS ARISING**

Item 5 Invited Speaker. The Town Clerk & Chief Executive noted that one of the outcomes connected to that was the establishment of a Working Group with Members of Northill Parish Council. He explained that he had been in contact with the Parish Clerk to discuss the approach to the A1 crossing.

The Town Clerk & Chief Executive called for Members who wished to be part of the Working Group. Cllr North, Cllr Russell and Cllr Skilton all indicated their willingness to represent the Town Council.

Item 8 Matters Arising. Cllr Albane referring to the updates relating to the footpath on Rivel Ivel indicated that he had received an email from Cllr Woodhead via the Town Clerk and asked that this be shared with Members.

Cllr Skilton updated that following a meeting of the Green Wheel Development group, both the Bedfordshire Rural Communities Charity (BRCC) and Central Bedfordshire Council are looking for alternative paths away from the river as erosion of the bank is such that it is now necessary to do so.

Item 8 Matters Arising. Cllr Albane asked if there had been any updates to the cutting schedule for Crab Lane since the last meeting. Officers responded that despite two further requests for information, they were informed that the Arboreal Team would be responding; however, if no information had been received, they had been advised to put the matter on 'Fix my street'.

Item 9d Lloyds Bank Closure. Cllr Strachan asked that subject to advise from the Town Clerk, that this item could be kept on the agenda. The Town Clerk updated that all of the resolutions pertaining to this item had been resolved. He added that following the Council's application to Cash Access UK had declined the Council's application and raised concerns that the Council had submitted another application within a very short period of time. He also explained that Cash Access UK had conducted an assessment, and that they had examined local provisions, concluding that there was an urban location for ATMs within a mile and rural location within 3 miles. They concluded that they believe there is still good cash access. A petition would not change this decision. The assessment considers cash access rather than access to broader banking services.

Cllr Strachan proposed that the item be brought to the Town Centre Management Committee for discussion before the November deadline, when Lloyds would be closing. Members **AGREED** that this was an acceptable proposal.

## **9. ITEMS FOR CONSIDERATION**

### **a. TRO-002 - Lawrence Road, Biggleswade, No Entry Except Cycles and Waiting Restrictions**

Members reviewed the Public Notice issued by Central Bedfordshire concerning the proposed restrictions on Lawrence Road.

During the discussion, several concerns were raised, including the limited scope of the restriction, the direction of travel, and parking implications.

Following deliberation, Members **RESOLVED** to support the proposed restrictions on Lawrence Road.

Members requested that Officers highlight the potential presence of a gated property at the location of the restriction and emphasised the importance of ensuring clear and unobstructed signage for drivers, free from interference by trees.

### **b. New street trading application**

Members reviewed the street trading consent application from Central Bedfordshire Council's Licensing Department for Joanne Quinn of Jo's Ices.

Following discussions, Members **STRONGLY OBJECTED** to the application for several reasons, including:

- Inconsistent application process
- Objection to trading seven days a week
- Loss of another parking space in Market Square
- Lack of clarification on electricity requirements
- Need for awareness that payment is required on Market days
- Absence of a diagram showing the exact vehicle position
- Strong objection to any vehicle being positioned outside the War Memorial

c. **Community Governance Review**

Members reviewed information from Central Bedfordshire regarding a Community Governance Review covering the entire Council area.

Given the broad scope of the issue, Members agreed that it could not be fully addressed in a single meeting.

As a result, Members **RESOLVED** to establish a working group to facilitate discussions and collaboration with neighbouring councils.

10. **PLANNING APPLICATIONS**

a. **CB/24/01790/PIP - 154 Hitchin Street, Biggleswade, SG18 8BP**

Appeal Reference: APP/P0240/W/25/3358620

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

Previous Objection at Town Council 9th July 2024:

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

- Highways access.
- Overdevelopment."

Members **NOTED** the application as it was currently in appeals.

b. **CB/25/00437/VOC – 8 The Avenue, Biggleswade, SG18 0PS**

CBC Excerpt: Variation of condition numbers 2 and 3 of planning permission CB/22/03013/FULL (First floor extension over existing garage. Two storey rear extension with dual hipped roof. Single storey rear extension.) Variation sought to change window, door positions and materials. Amendment to dimensions of extensions.

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

c. **CB/25/00421/REG3 – Land to the North and South of Dunton Lane, Biggleswade**

CBC Excerpt: Erection of a battery energy storage system (BESS) with associated access, landscaping and ancillary works.

The Town Council **STRONGLY OBJECTS** to this application based on reports by Landscape Officers on the lack of vegetation and landscaping and the Archaeology Officers who have indicated to the documented multi-period archaeological landscape.

d. **CB/25/00399/FULL – 26 Ivel Gardens, Biggleswade, SG18 0AN**

CBC Excerpt: Erection of a front part single, part two storey extension. Partial internal garage conversion.

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments. The Town Council would however like that the Tree and Landscape Officers concerns are closely noted.

e. **CB/TCA/25/00074 – Brigham House, 93 High Street, Biggleswade, SG18 0LD**

CBC Excerpt: Works to trees within a Conservation Area:

T1 - Chestnut – Photographs

T2 - Chestnut – Photographs

T3 - Beech – Photographs

T4 - Chestnut – Photographs

T5 - Robinia – Photographs

T8 - Lime – Photographs

T9 - Lime – Photographs

T10 - Beech - Photographs

Members **NOTED** the application.

f. **CB/25/00305/FULL - The Plough House, 276 London Road, Biggleswade, SG18 9TB**

Demolition of 2 existing buildings and removal of pre-existing mobile home. Erection of a acoustic sound barrier fence, change of use of land for the creation of 4 Gypsy/Traveller Pitches, comprising the siting of 4 static caravans and 4 touring caravans alongside the erection of 1 combined dayroom for use by family members (Part Retrospective).

**Previous Objection at Town Council 12th November 2024:**

The Town Council previously objected to this planning application on the basis of highways safety concerns.

The Town Council renews its **OBJECTION** to this application, on the basis of highways safety concerns.

g. **CB/25/00502/FULL - 2 Maple Close, Biggleswade, SG18 0EE**

Two storey side and single storey lean to front extension.

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

h. **CB/25/00476/FULL - 16 Turing Road, Biggleswade, SG18 8GB**

Erection of a rear conservatory.

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

i. **CB/25/00473/FULL - 79 Daffodil Drive, Biggleswade, SG18 8YU**

Single storey rear extension and garage conversion.

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

j. **CB/TCA/25/00111 - The Vicarage, 3 Shortmead Street, Biggleswade, SG18 0AT**

Works to trees within a Conservation Area: Fell Holly (T2), Elder (T4) and dead Cherry (T5). Reduce in height approx 2m and remove any dead wood to Lawson Cypress

(T1). Remove dead top and adventitious side branch to Holly (T3). Trim back from highway up to 5m to Conifer (T6). Reduce crown 0.5-1m back to above old pruning points to Silver Birch (T7).

Members **NOTED** the application as it was currently in appeals.

**11. PLANNING APPLICATION OUTCOMES**

This report was **NOTED**.

**12. ACCOUNTS**

**Financial Administration**

**a. Position & Accounts for January 2025**

The Head of Finance & Deputy RFO presented the January accounts, explaining that the projected outturn after ten months indicated a deficit of £25,789 by the end of the 2024-2025 financial year.

He clarified that this deficit accounted for committed expenditures, including pitch maintenance and professional and legal costs previously approved by the Council. He also reassured Members that the final deficit would be offset by the general reserve, ensuring a balanced year-end position.

**13. ITEMS FOR INFORMATION**

- a. None.

**14. PUBLIC OPEN SESSION**

No one from the public wished to speak.

**15. EXEMPT**

**a. Community Agent Service Level Agreement (SLA) Report**

Members discussed the report by the Head of Governance & Strategic Partnerships and the Head of Finance & Deputy RFO and **AGREED** to the proposals as laid out.

The Mayor closed the meeting at **8.40pm**



**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING**  
**ON TUESDAY 18<sup>TH</sup> OF MARCH 2025**  
**AT 7.00PM AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL OFFICES**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**

**PRESENT:**

Cllr D Strachan (Chairman)  
 Cllr I Agnew (Deputy Chairman)  
 Cllr D Albone  
 Cllr G Barrett (Ex-officio member)  
 Cllr M Foster (Ex-officio member)  
 Cllr M Knight  
 Cllr M North  
 Cllr M Russell  
 Cllr C Thomas

Mr P Tarrant – Town Clerk & Chief Executive  
 Mr E Bour – Head of Finance & Deputy RFO  
 Ms Helen Calvert – Administration & HR Manager  
 Miss A Green – Committee Clerk

Members of the Public – 6

**Meeting Formalities:**

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

**1. APOLOGIES FOR ABSENCE**

- a. None.

**NO APOLOGIES FOR ABSENCE**

- a. Cllr Sajid.

**2. DECLARATIONS OF INTEREST**

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

None.

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

Cllr Thomas for Item 9b.

Cllr Knight for Item 9b.

3. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman had no announcements.

4. **PUBLIC OPEN SESSION**

a. **Mr Dean Hawkins, Community and Careers Practitioner at Ivel Valley College**

Mr Hawkins expressed his support for the Biggleswade Community Group, commending their work in publishing Biggleswade Community News. Mr Hawkins highlighted that Ivel Valley are a major distributor of the print magazine, and the continued publication of the newsletter facilitates interaction between the wider community and sixth formers from the College. He urged Members to continue to support the group and consider their application for funding.

b. **Mr Tim Soden, The BIGG Theatre**

Mr Soden, as a representative of the BIGG Theatre, formally requested Members consider the grant application of £2000, to enable the organisation to complete ongoing improvements to The Green Room. He stated the funding would pay for - skirting boards, ceiling hatches, painting, furnishing and an additional set of curtains to separate the main theatre space from other areas of the building.

Mr Soden expressed that the organisation intends to use the Green Room as an asset to the community. Offering a range of uses such as music lessons, counselling sessions and meetings.

Additionally, Mr Soden informed Members that The BIGG Theatre are currently in conversation with Lloyd's Bank, about the possibility of using the Green Room as a community banking hub once the Biggleswade branch is permanently closed.

c. **Chair Rhiannon Barrow, Biggleswade Community Gardens & Volunteer at Future Action Biggleswade**

Ms Barrow thanked Members for previous support and last year's funding. Due to last year's grant the Community Gardens were able to acquire benches, arches and equipment to support planting. Ms Barrow informed Members that this year's funding would be allocated to the purchasing of compost, fruit trees and bulbs.

Ms Barrow also spoke on behalf of FAB (Future Action Biggleswade). She explained to Members that the funding would be used for future venue hire, which in turn will enable FAB to continue to host events that promote local sustainable eco businesses, support independent businesses and bring more business to Biggleswade.

**5. INVITED SPEAKER**

No guest speaker was invited.

**6. MEMBERS' QUESTIONS**

None.

**7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

No amendments were made to the minutes.

The Minutes were **APPROVED** as an accurate record of the Finance & General Purposes Committee held on **Tuesday 14<sup>th</sup> January 2025**.

**8. MATTERS ARISING**

- a. The Minutes of Finance & General Purposes Committee Meeting held on Tuesday 14th January 2025.

Cllr Russell suggested that in future layout of minutes the exempt item comes before the section that reads "The Chairman closed the meeting".

**9. ITEMS FOR CONSIDERATION**

- a. **Budget Planning Cycle 2026-27**

The Head of Finance & Deputy RFO presented a report to members and asked that they note the report and recommend to council to adopt the budget planning cycle for 2026/27.

Members **RESOLVED** to adopt the budget planning cycle for 2026/27.

- b. **Grants Applications 2024/25 – Tranche Two**

The Head of Finance & Deputy RFO presented a written report to Members. He requested Members consider the grant applications without prejudice and allocate funds where they deem appropriate.

Members were presented with and considered all eleven grant application requests.

Members **APPROVED** ten out of the eleven grants applications, as detailed below:

APPLICANT:	AMOUNT REQUESTED	AMOUNT AWARDED
Above and beyond Cancer	£500.00	£500.00
Biggleswade History Society	£900.00	£900.00
Biggles FM	£1,850.00	£1,850.00
Biggleswade Community Gardens	£470.00	£470.00



Biggleswade Community Group	£1,000.00	£1,000.00
CHUMS Charity	£2,000.00	£2,000.00
Future Action Biggleswade	£150.00	£150.00
Hear2Listen CIC	£2,000.00	£2,000.00
Keech Hospice Care	£1,000.00	£1,000.00
Biggleswade Community Carnival	£1,000.00	£1,000.00

The Chair, Cllr Strachan, added that successful applications would be paid for before the end of the 2024/2025 financial year, which is in line with the Council's Grants Policy.

## 10. **ITEMS FOR INFORMATION**

### a. **Insurance Renewal**

The Head of Finance & Deputy RFO provided Members with a report.

Cllr North noted that he would have preferred to see a statement that the Officers are content with BTC's level of insurance, as this falls under Officers' remit. Cllr North also questioned how BTC's insurance compared with organisations such as similar Town Councils.

The Town Clerk and Chief Executive responded there is no recommended good practice as far as he was aware, and we don't compare, contrast or benchmark against similar Town Councils because Policies are council specific.

Members **NOTED** the report.

### b. **Orchard Centre Marketing Plan**

The Administration & HR Manager presented a report written by The Deputy Administration & HR Manager summarising the proposed actions to promote The Orchard Centre.

Cllr Knight thanked Officers for the report. He noted that Facebook and Instagram's popularity have dwindled and suggested it may be worth expanding to TikTok as another avenue to promote the Orchard Centre.

In response to Cllr Knight's points, Cllr Thomas questioned whether the proposed actions were within the budget.

The Head of Finance & Deputy RFO responded that there were pre-approved funds within the budget if Members resolved to move forward with actions laid out in the report.

The Town Clerk & Chief Executive clarified that the actions suggested within the report would be rolled out on a trial basis and reviewed.

Members **RESOLVED** for a report to be presented at the next F&GP meeting detailing how the Marketing Campaign has impacted Orchard Centre bookings.

**11. PUBLIC OPEN SESSION**

- a. No member of the public wished to speak.

It was **RESOLVED** to go into the exempt session in view of the nature of the business to be discussed.

**12. EXEMPT**

- a. Optimum Operating Model for Long-Term Letting



**BIGGLESWADE TOWN COUNCIL**  
**Town Council Meeting 8<sup>th</sup> April 2025**  
**Item 9a: Flag Flying Policy Review Report**

**Implications of Recommendations**

**Corporate Strategy: COMMUNITY: A Town to be Proud Of:** The Town Council will work closely with the voluntary, community, faith, and social enterprise sectors to build a strong community.

**Finance:** The current stock of flags is replaced when necessary. (Approved by RFO and Deputy RFO).

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

The Town Council meeting on 10<sup>th</sup> December 2024 resolved that the Progressive Pride Flag be considered for inclusion in the Flag Flying Policy review in February 2025.

Members further resolved at the TCM Committee meeting on 18<sup>th</sup> February that the draft policy be circulated to all Council Members for review within a six week timeframe, and brought back to the next TCM meeting in April.

Officers sent the draft policy document to Members on SharePoint and hard copy and received a few comments. These are highlighted as track changes in appendix A. The revised version also incorporates current Central Government prescribed practice.

The reviewed policy retains categories A and B flag DCMS guidance and includes a category C paragraph. The latter welcomes external requests which, if approved, would entail Officers making a planning application to CBC, with the external requester paying for all fees including the cost of the category C flag.

The proposed policy is not significantly different to the original version other than it places the financial cost on the requester, and the administrative work on Officers.

**Recommendation**

That Members consider the revised documentation and adopt it accordingly.

Karim Hosseini  
Head of Governance & Strategic Partnerships.

Appendix A: Clean copy.

Appendix B: SharePoint tracked changes Member and Officer version.

# Flag Flying Policy

February 2025



**Adopted:** April 2025

**Review:** April 2028

Flags are traditionally flown by the Town Council for a variety of reasons: to show allegiance, support, or respect or to celebrate. The Town Council is inclusive and will never use flags for political purposes.

The Town Council maintains three flag poles at the following locations:

1. Town Hall
2. Market Square War Memorial North
3. Market Square War Memorial South

## THE UNION FLAG

The Town Council shall fly the Union Flag daily (24 hours), at locations (1) and (2).

### Correctly Flying the Union Flag from a Vertical Flagpole

The correct way up for the Union Flag when flying is with the broader diagonal white stripe at the top left-hand side of the flag nearest the flagpole:



### Correctly Flying the Union Flag from a Horizontal Flagpole

The Union Flag must be flown the correct way up as shown in the picture below. This is with the wider diagonal white stripe above the red diagonal stripe in the half nearest to the flagpole. The wider diagonal white stripe should be above the red diagonal stripe at the top left-hand side of the Flag nearest the flagpole.



### The Union Flag flown at half-mast

Half-mast means the flag is flown two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the top of the flagpole. If more than one flag is flown, they should all be flown at half-mast or not flown at all. When raising the flag, it should always be hoisted right up and then lowered back down to half-mast. Likewise, before it is lowered, it should first be hoisted right up and then lowered back down.

Under the following circumstances the Town Council will fly the Union Flags at locations (1) and (2) at half-mast:

- When advised to do so by the Department of Culture, Media, and Sport.
- From the announcement of the death of the Sovereign until the funeral – as advised by the Department of Culture, Media, and Sport. As an exception, the flag is flown at full mast on Proclamation Day between 11.00am and sunset.
- On the death/funerals of members of the Royal Family, the Prime Ministers and ex-Prime Ministers of the United Kingdom, or other dignitary, subject to special commands from the Sovereign in each case. The Department for Culture, Media and Sport will advise of any other occasions where the Sovereign has given a special command.
- The death/funerals of foreign rulers, subject to special commands from the Sovereign in each case. The Department for Culture, Media and Sport will advise of any other occasions where the Sovereign has given a special command.
- On the death/funeral of a serving member of the Armed Forces from the Town.
- On Holocaust Memorial Day of 27 January.
- On the death/funeral of a serving Town Councillor, local Unitary councillor, or local Member of Parliament.
- At the discretion of the Mayor, to commemorate local civic and community dignitaries who have recently passed away.

## OTHER FLAGS

The Town Council shall fly the following flags at location (3). In the event the Union Flag is flown at half-mast, any flag at location (3) shall also be flown at half-mast.

- The Flag of England shall be flown on Saint George's Day of 23 April.
- The Flag of Erlensee (Germany) which is twinned with Biggleswade shall be flown on the anniversary of the Twinning agreement of 30 April.
- The Armed Forces Day Flag on and before Armed Forces Day in accordance with advice from the Chief of the Defence Staff. Date varies but is usually the last week in June.
- The UK Merchant Navy Red Ensign shall be flown on Merchant Navy Day of 3 September.
- The Royal British Legion Flag shall be flown on Armistice Day of 11 November.
- The Royal British Legion Flag shall be flown on Remembrance Sunday. The date varies but is the second Sunday in November.
- The County Flag of Bedfordshire shall be flown on the Bedfordshire County Day of 28 November. To ensure the correct orientation, when flying, the top corner, nearest the flagpole, is gold.

- Other commemorative flags to signify significant events or support for Council initiatives may be flown at the discretion of the Council.
- The Biggleswade Town Council flag shall be flown on all days, other than those listed above.

For DCMS category C flag requests, Individuals or organisations may approach the Town Council using [enquiries@biggleswadetowncouncil.gov.uk](mailto:enquiries@biggleswadetowncouncil.gov.uk) if they wish the Town Council to fly a category C flag. Each enquiry will be carefully considered by the Mayor, Deputy Mayor, and the Town Clerk. If approved, Officers will make a planning application following DCMS guidance on category C flags to the local planning authority Central Bedfordshire Council. Once granted permission, the category C flag will be flown for a specified time.

Individuals or organisations who have their category C flag flying request agreed, will fund the application consultation fee, the planning application fee, and purchase their own flag for flag raising. If the individual or organisation does not have sufficient funding, they can apply through the Council's grant process.



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February 2025



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Individuals or organisations who have their category C flag agreed, will fund the application consultation fee, the planning application fee, and purchase their own flag for flag raising. If the individual or organisation does not have sufficient funding, they can apply through the Council's grant process.

**Officer Proposed End.**



The Home Office has produced a helpful guide to flying flags: Flying flags: a plain English guide - GOV.UK

### **Summary:**

#### **All flag flying is subject to some standard conditions**

Subject to compliance with the standard conditions, there are 3 categories of flag:

- (a) flags which can be flown without consent of the local planning authority.
- (b) flags which do not need consent provided they comply with further restrictions (referred to as "deemed consent" in the Regulations).
- (c) flags which require consent ("express consent").

#### **(a) Flags which do not need consent**

The full list of flags that do not require consent are:

1. Any country's national flag, civil ensign or civil air ensign.
2. The flag of the Commonwealth, the United Nations or any other international organisation of which the United Kingdom is a member.
3. A flag of any island, county, district, borough, burgh, parish, city, town or village within the United Kingdom.

4. The flag of the Black Country, East Anglia, Wessex, any Part of Lincolnshire, any Riding of Yorkshire or any historic county within the United Kingdom.
5. The flag of Saint David.
6. The flag of Saint Patrick.
7. The flag of any administrative area within any country outside the United Kingdom.
8. Any flag of His Majesty's forces.
9. The Armed Forces Day flag.

#### **(b) Flags which do not require consent provided they comply with certain restrictions**

Categories of flag that can now be flown: house flag – flag is allowed to display the name, emblem, device or trademark of the company (or person) occupying the building, or can refer to a specific event of limited duration that is taking place in the building from which the flag is flown

- any sports club (but cannot include sponsorship logos).
- the Rainbow flag (6 horizontal equal stripes of red, orange, yellow, green, blue and violet).
- specified award schemes – Eco-Schools, Queen's Awards for Enterprise and Investors in People.
- the NHS flag.
- certain environmental awards (see below).

#### **(c) Flags which require consent**

Categories of flags requiring individual approval. List C Flags, Home Office Guidelines.

- Any flag not identified above requires express consent from the local planning authority before it can be flown.
- This means that the council's express advertisement consent is required in order to lawfully display any other sort of flag.



**BIGGLESWADE TOWN COUNCIL**  
**Committee Meeting 8<sup>th</sup> April 2025**  
**Item 9b: Town Twinning Report**

**Implications of Recommendations**

**Corporate Strategy: Place: A Vibrant Town:** Work collaboratively to develop an arts, culture and tourism strategy which recognises the unique heritage and culture of the town and publicise events through an annual calendar.

**Finance:** The Twinning budget equates to £1,000 in 2025/26. Members attending Erlensee have the opportunity to receive up to £75 each in expenses.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

Biggleswade has enjoyed a twinning partnership with the district of Erlensee in Hessen, near Frankfurt am Main in Germany for twenty-five years. Members and around ten Biggleswade residents from the twinning association are visiting Erlensee at the invitation of the Burgermeister Stefan Erb for commemorations of the 25<sup>th</sup> Anniversary on the weekend of the 3<sup>rd</sup> and the 4<sup>th</sup> of May 2025.

**Summary**

Interest in twinning has recently revived since the pandemic. It has recently picked up, in part driven by the recent French interest. Noisy le Roi and Bailly are neighbouring suburbs to the west of Paris.

An Officer visited Erlensee in December 2024 on a personal trip to Germany and met with the Mayor and members of the twinning committee there.

Alongside the long-standing partnership with Germany, we have been in tandem growing our collaboration with potential partners from France who are interested in exploring and developing a similar twinning arrangement. The French representative has visited Biggleswade twice and met with Officers and Members, and these visits have been followed up by correspondence and video calls. Their preparedness for cultural and educational exchanges is ahead of the Town Council's.

The Mayor sent the following New Year's greeting to the two French Mayors which included an invitation to join us in Biggleswade to celebrate Victory Day on 5<sup>th</sup> July:

*'New Year Greetings to you all from the Mayor, Members and Staff of Biggleswade Town Council.*

*We look forward to collaborating with you to develop a mutually productive and reciprocal town Twinning programme.*

*2025 marks the 80<sup>th</sup> Anniversary of the end of the Second World War and we invite our French Allies to join in our Victory Celebrations on Saturday 5<sup>th</sup> July  
We wish you a happy and peaceful New Year!'*

Members could consider also inviting our German partners to attend, appreciating the context, sensitivity, tact and diplomacy levels required.

Twinning and partnerships arose from the ruins of WW2 with the intention of fostering peace, understanding and reconciliation. It is to be hoped that this spirit of revival and interest in international cultural exchanges and friendships bodes well for our existing German exchanges and newly developing Anglo-French partnership.

## **Recommendation**

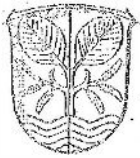
For Members to;

- Enable Officers to extend invitations to both of our partners to participate in our Victory Day celebrations,
- Assist in supporting and reinvigorating the links and exchanges with Erlensee at community, Officer and Member level,
- Investigate and develop closer links with Noily and Bailly incrementally with a view to developing a formal partnership arrangement.

Ian Campbell  
Community Development Manager

Appendix A: 'Der Bürgermeister von Erlensee' invitation to the Town Council.  
Appendix B: Twinning celebration invite.





**Stefan Erb**  
Bürgermeister der Stadt Erlensee

Am Rathaus 3  
63526 Erlensee  
Tel. 0 61 83 - 91 51 710  
Fax 0 61 83 - 91 51 799  
E-Mail: [serb@erlensee.de](mailto:serb@erlensee.de)

Councillors of Biggleswade  
Biggleswade Town Council  
The Old Court House  
4 Saffron Road  
Biggleswade SG18 8DL

Erlensee, 04.02.2025

### **25 years of twinning Biggleswade and Erlensee**

Dear Councillors,

in the spirit of international friendship among nations a union with the city of Biggleswade was initiated and accomplished in 2000.

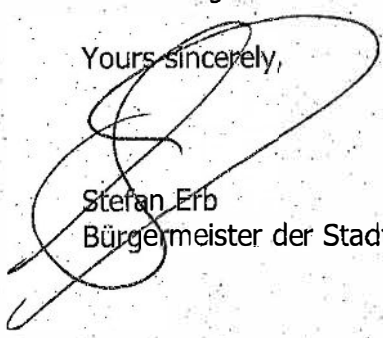
This year Biggleswade and Erlensee will have been twinned for 25 years. A long time of intensive, amicable contacts between our municipalities and citizens.

This will be a very good reason to celebrate this event on May 4th, 2025 here in our town to which I invite you quite warmly.

Please let me know by 10th April 2025, whether you accept my invitation and come to our and join us here in Erlensee for the anniversary celebrations.

I'm looking forward to receiving your positive answer.

Yours sincerely,

  
Stefan Erb  
Bürgermeister der Stadt Erlensee

**Sent:** 23 March 2025 12:43

**Subject:** AW: Twinning celebration invite

Hello Peter,

our twinning association Erlensee and I are very pleased that the councillors you mentioned are coming to join our 25th anniversary celebration!

As things stand at present, the following programme is planned from Friday to Monday – of course always for those who are present on these days:

Friday, May 2:

- Welcome and get together in Erlensee

Saturday, May 3:

- visit of a town in the vicinity
- 7 pm French evening, music and food in the historical Wasserburg Rückingen

Sunday, May 4:

- 11 am reception and celebration of our 25th twinning anniversary with music, food and drinks, reminiscing with the help of a visual display
- afternoon: walk in Erlensee ( Limes park )
- evening: get together in our local Kunstraum

Monday, May 5

- 10 am farewell breakfast (as in the past) in our local comprehensive school

I would also like to inform you that we have reserved a number of rooms at our local Erlensee hotel, the 'Main-Kinzig-Hotel Am Limes'. Please let me know if we can offer you this service.

With best regards,  
Stefan



Stadtverwaltung Erlensee

**Der Bürgermeister**

**Zum Fliegerhorst 1229**

63526 Erlensee

Tel.: 06183 / 91 51 710

Fax: 06183 / 91 51 799

e-mail: [serb@erlensee.de](mailto:serb@erlensee.de)

Homepage: [www.erlensee.de](http://www.erlensee.de)



## A1 UNDERPASS JOINT POLICY STATEMENT

Biggleswade Town Council and Northill Parish Council agree that it is essential to get a safe, sustainable crossing of the A1 trunk road along the route of Footpath 7 into Biggleswade from the west. This can only be an underpass. A bridge will not be easily accessible for the less able, for cyclists, or people wheeling children and would significantly increase the journey length.

An underpass would provide strategic benefits in terms of spatial development and sustainable connections.

The delivery of the underpass would create safe, sustainable, non-car access into Biggleswade for shops, services, and the railway station, and access from Biggleswade to Woodlands commercial site and beyond for employment opportunities, together with access to recreation facilities and the open countryside. This would be by far the most significant contribution towards active travel that could be made locally.

Biggleswade Town Council and Northill Parish Council jointly request that Biggleswade's FP7 Underpass becomes policy for both Central Bedfordshire Council (CBC) and National Highways (NH). We call on CBC and NH to agree to design and cost the underpass, and to provide an update on progress by not later than 30th June 2025.

### **Key Dates**

**8th April – BTC Full Council consideration of resolution**

**24th April – NPC Full Council consideration of resolution**

**Between 25th April – 14th May working group follow up meeting**

**15th May – Ward Councillor question to full CBC**



# Premises Licence Application

## New premises licence

Application received on 31st March 2025

Name of applicant Piggotts Family Butcher

Premises address: 1A Market Square, Biggleswade, Beds, SG18 8AP

Licensable activities

Sale of alcohol off the premises Monday to Sunday 10.00hrs to 18:00hrs

Description of the premises

Butchers Shop

The full application can be viewed by arrangement. If you wish to make a representation, please do so via email by **28<sup>th</sup> April 2025**. Any such representation must relate to one or more of the four licensing objectives: the prevention of crime & disorder; public safety; the prevention of public nuisance and the protection of children from harm.

It is an offence knowingly or recklessly to make a false statement in connection with an application, the maximum fine for which a person is liable on summary conviction is a level 5 fine on the standard scale.

### Contact us...

by telephone: 0300 300 8307

by email: [licensing@centralbedfordshire.gov.uk](mailto:licensing@centralbedfordshire.gov.uk)

on the web: [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)

Write to Central Bedfordshire Council, Thorn Turn, Grendall Lane,  
 Houghton Regis, LU5 6GJ



Outcome of CBC Planning Applications						
Date	Application No.	Location	Description	BTC Objection	Outcome from CB	Notes
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	Target Date for Decision: 26/09/2024
12/11/2024	CB/24/03022/FULL	Biggleswade Academy, Mead End, Biggleswade, SG18 8JU	Creation of new pedestrian drop off/pick up point for parents, enhanced pedestrian access within the site, provision of two disabled car parking bays, new fencing, vehicular access gate and associated ancillary works.	The Town Council OBJECTS to this application on the basis of highways safety concerns.	Awaiting Outcome	(Mead End Entrance) Target Date for Decision: 19/12/2024





**BIGGLESWADE TOWN COUNCIL**  
**Full Town Council Meeting 8<sup>th</sup> April 2025**  
**Item 12a: Financial Management Report for February 2025**

**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. The projected outturn is a deficit of £6,528.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

The usual four reports are on the Council's website. The full pathway for the February 2025 reports is:

<https://biggleswadetowncouncil.gov.uk/about-the-council/finance-transparency-documents/>

The projected outturn after month eleven suggests a deficit of £6,528 at the end of the financial year 2024-25. The deficit includes committed expenditure related to pitch maintenance and professional and legal fees approved by Council to be sourced from the general reserve. The projected deficit has reduced during the year because of:

- Increase in burial income compared to budgeted burial income.
- Increase in interest income compared to budgeted interest income.
- Unspent budgeted allocation.
- Good budget monitoring culture.

The actual deficit at the end of the financial year will be zeroed by general reserve.

The Financial Management Report for February 2025 is available as Appendix A.

**Recommendation:**

Members consider and approve the February 2025 Financial Management report.

Ernest Bour  
Head of Finance and Deputy RFO

Appendix A: Financial Management report for February 2025

Biggleswade Town Council		Management Accounts Finance Report 28/02/2025					APPENDIX A	
		Actual	Actual	Budget	Variance	Projected Outturn	Committed	COMMENTARY
		FY23/24	FY 24/25	FY 24/25	FY 24/25	FY 24/25	Expenditure	
ALLOTMENTS	Income	9321	10737	10800	(63)	10737		Actual Income slightly lower than budgeted income due to some plots being flooded. Plans are in place to permanently resolve the flooding issue. Reduction in expenditure projections for refuse collection.
	Expenditure	8639	2302	12350	10048	2518	0	
Movement to/(from) Gen Reserve		682	8435	(1550)	9985	8219		
BURIAL GROUNDS	Income	29850	72660	46183	26477	78500		Actual income significantly ahead of projections because of an increase in internment and plot purchases.
	Expenditure	10150	8232	7248	766	9075	218	
Movement to/(from) Gen Reserve		19700	64428	38935	25493	69425		
CAR PARKS	Income	41364	37748	54418	(16670)	40500		Projected income has reduced as consequences of issues with car parking machines and flooding of Rose Lane car park. This issue has been escalated to CBC.
	Expenditure	84261	73726	83401	9675	79146	0	
Movement to/(from) Gen Reserve		(42897)	(35978)	(28983)	(6995)	(38646)		
MARKET	Income	22073	19405	24335	(4930)	20800		Projected income slightly reduced due to weak sales on Tuesdays compared to Saturdays and bad weather. Officers have increased their efforts to market the events.
	Expenditure	3961	3994	4771	777	4691	0	
Movement to/(from) Gen Reserve		18112	15411	19564	(4153)	16109		
TOWN CENTRE GENERAL	Income	23817	47210	2450	44760	47710		The excess actual income over budgeted income is due to receipt of grant(eg UKSPF). Excess monies have been moved to the Earmarked Reserve. Excess actual expenditure over budget relates to UKSPF grant expenses.
	Expenditure	60805	68599	46863	(35447)	102123	13711	
Movement to/(from) Gen Reserve		(36988)	(21389)	(44413)	23024	(54413)		
CAPITAL EXPENDITURE	Income	0	84416	0	0	84416		Sale of vehicle MA13 UCN. The Capital expenditure covered by PWLB loan and capital reserves. This amount will be zeroed at year-end.
	Expenditure	100078	184029	115549	(75244)	186080	6764	
Movement to/(from) Gen Reserve		(100078)	(99613)	(115549)	15936	(101664)		
PUBLIC CONVENIENCES	Expenditure	6169	15466	5600	(9866)	19250	0	Increase in projected expenditure because of outsourcing cleaning public toilets to private company. The Council has received the total precept for this financial year. The actual interest income has exceeded the budgeted interest income for the financial year 24/25.
CORPORATE MANAGEMENT	Income	1565414	1659775	1649930	9845	1662316		
	Expenditure	3065	545	3700	(3155)	3700	0	
Movement to/(from) Gen Reserve		1556180	1643764	1640630	22866	1639366		
DEMOCRATIC REP'N & MGM'T	Expenditure	17336	9201	12900	3699	9800	0	This income represents funds for Mayors Charity.
CIVIC ACTIVITIES & EXPENSES	Income	3507	1655	0	1655	1652		
	Expenditure	4734	316	2500	1966	4152	218	
Movement to/(from) Gen Reserve		(18563)	(7862)	(15400)	7538	(12300)		
ORCHARD COMMUNITY CENTRE	Income	51528	51418	67000	(15582)	55000		Projected expenditure has been reduced as a consequences of a credit from the previous supplier.
	Expenditure	39544	19803	27295	6077	21309	1415	
Movement to/(from) Gen Reserve		11984	31615	39705	8090	33691		
RECREATION GROUNDS	Income	10936	12317	12100	217	12455		Projected expenditure includes £7,450 from general reserve for the football pitches maintenance.
	Expenditure	69655	63645	70570	3242	79521	3683	
Movement to/(from) Gen Reserve		(58719)	(51328)	(58470)	7142	(67066)		
LINDSELL'S CRICKET GROUND	Income	2675	0	3400	(3400)	0		
	Expenditure	3761	0	4000	4000	0	0	
Movement to/(from) Gen Reserve		(1086)	0	(600)	600	0		
CENTRAL SERVICES (includes Magistrates Court and Grants)	Income	3706	764	3000	(2236)	764		Projected includes £50,608 from general reserve for professional and legal fees regarding planning applications.
	Expenditure	1211265	1177069	1300459	107666	1313239	15724	
Movement to/(from) Gen Reserve		(1207559)	(1176305)	(1297459)	121154	(1312475)		
PUBLIC REALM (includes Depot and Repairs & Maintenance)	Income	7000	5513	7350	(1837)	7350		Increase in projected expenditure due to cleaning of depot and pitch changing rooms.
	Expenditure	148525	184462	183760	(6820)	194124	6118	
Movement to/(from) Gen Reserve		(141525)	(178949)	(176410)	(2539)	(186774)		
GRAND TOTALS								
	Income	1771191	2003618	1880966	38236	2022200		
	Expenditure	1771948	1811389	1880966	69577	2028728	47851	
Movement to/(from) Gen Reserve		(757)	192229	0		(6528)		

