



Ref: Agenda/Council – 25th November 2025

20th November 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 **25th November 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 "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.

2. DECLARATIONS OF INTEREST

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

a. Disclosable Pecuniary interests in any agenda item.

If a Member has declared a Disclosable Pecuniary interest, they must withdraw from the meeting during consideration of the item to which the interest relates. If the Member has been granted a dispensation by the Council, they must still declare the interest but may take part in the discussion and vote.

b. Non-Pecuniary interests in any agenda item.

This is an interest which is not pecuniary (as defined) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon your judgement of the public interest. Upon identification Members can take part in any vote.

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_IHCdGDoVRvW82izmPyIBEq

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. The minutes of the Town Council meeting held on 11th November will be received and considered for approval by Members at the Town Council meeting scheduled for **Tuesday 9th December 2025.**

8. MATTERS ARISING

- a. None.

9. ITEMS FOR CONSIDERATION

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

For Members to receive and consider a report from the Town Clerk and Head of Finance.

10. PLANNING APPLICATIONS

- a. None.

12. ACCOUNTS

- a. **Financial Administration**

The October position and accounts will not be presented to Members at this meeting; they will instead be discussed at the December Town Council Meeting.

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_IHCdGDoVRvW82izmPyIBEq

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.

(HR 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.

BIGGLESWADE TOWN COUNCIL
Town Council Tuesday 25th November 2025
2026/2027 Original Estimate Planning Cycle
Broader Member Consultation

Implications of Recommendations

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

Finance: The outcome of this meeting will be presented to F & GP meetings on 2nd December 2025, 6th January 2026 and Council on 20th January 2026 for precept & budget determination.

Equality: Equality impact assessment not completed.

Environment: Not applicable.

Community Safety: Not applicable.

Background

The Council agreed the budget planning cycle for 2026-27 (Appendix A) at the Council Meeting on 3rd April 2025 after it was discussed at the Finance & General Purposes Meeting on 18th March 2025.

Standing Committees and All Members Engagements

Council

Members resolved on 9th September 2025 that:

“Officers will revert to the current Budget Planning Cycle for 2026–27, and that an informal meeting be held for all Members to provide input prior to the commencement of public budget discussions.”

Informal Budget Meeting

Members discussed the budget assumptions for 2026-27 during an informal meeting on 14th October 2025 and Members comments were taken into consideration when drafting the budget for next financial year.

PLOS Committee Meeting

On 21st October 2025, the PLOS Budget was discussed at the PLOS Committee and Members resolved: *“to maintain junior pitch fees and increase adult pitch fees by £2”*. PLOS Committee was in support of the suggested growth and cost pressures included in the budget by Officers.

TCM Committee Meeting

During the TCM Budget Meeting on 28th October 2025, Members resolved the following:

- *That the Committee supports the proposed cost pressures and growth items, as amended.*
- *That Officers apply CPI increases consistently across all fees and charges.*
- *That electricity usage by market stalls be reviewed, and a proposal brought to the Finance & General Purposes Committee.*
- *That the twinning budget be deferred pending the presentation of a full paper to Council.*
- *That the Committee would like Officers to take a bolder approach in reviewing and setting charges.*

Personnel Committee

The Personnel Budget was discussed by Members on 4th November 2025 and Members resolved that *“not to include a budget of £10,000 for agency costs”*.

The above resolutions have been enacted by Officers and incorporated into the estimated budget figures for 2026-27.

Officers are proposing a standstill (limited revenue expenditure growth) budget in general. This is because there appears to be little political appetite for growth, recognising the significant increase in precept in the past years. This does not, however, detract from the application of ongoing good accounting practice.

Officers have conducted a zero-based budgetary assessment by:

- a) Recalculating every account code to determine the new year's commitment after detailed consultation with operational managers.
- b) Recalculating all revenue streams.
- c) Making allowances for pay and price inflation where relevant.
- d) Identifying cost reduction and efficiency savings where relevant.
- e) Recalculating the General Reserve.

Staff Cost Assumptions

The salary model is based on the existing establishment.

- The Council is paying at least the national minimum wage or national living wage for all staff. Staff who are not at the top of their pay scale as of 1 April 2026 are assumed to move up one salary point. This was dependent upon the outcome of their appraisals.
- Employer's contributions to the Local Government Pension Scheme (LGPS) are included at 23.8% of pensionable pay for 2026/27. This is a reduction of 3%, compared to previous financial year. The employer's national insurance contribution is included at 15% (Estimate, this is the same as last year) for 2026/27. Estimates for the employer NI will be confirmed by the end of November 2025.
- Under the Local Government Pension Scheme, overtime payments are included as pensionable pay, which has contributed to an increase in staffing costs. The draft salary for 2026/27 includes an allowance for overtime for all eligible officers.
- The pay award settlement for 2026/27 cannot be determined at the time of writing. The draft salary for 2026/27 therefore includes an estimated cost of living annual pay award of 3.50%. The pay award is determined independently by the National Joint Council.

Other Assumptions

Tax Base

Tax base (Number of eligible properties for precept calculation), CBC has confirmed the base for 2026-27 for BTC is 8,054 which is a 1.6% increase compared to last year's figure of 7,930. CBC Financial Planning have confirmed that the figure will be final and BTC cannot appeal against the final figure.

Price Inflation

A CPI allowance of 3.80% (September 2025 CPI) is included where relevant.

Fees and Charges for 2026-27

The suggested fees (Appendix D) in this report have been incorporated into the new budget for 2026-27. The draft fees and charges will be discussed at the next Finance and General Purposes Meeting on 2nd December 2025. The new fees and charges have been calculated after due regard to benchmarking data with other similar Councils. Officers have not included an electricity charge for the market stall holders, and this is because:

- the annual charge for electricity for the market stalls is small (that is circa £308 a year).
- most of the market stall holders have mentioned in the past that they will only be comfortable with inflation increase in price.
- out of the six neighbouring Councils included in the market stall rent benchmarking exercise, only one Council charges Stall holders for using electricity and the reason for this is the Council rent charge is very small amount compared to other Councils.

An increase in car park fees is subject to public consultation. This is because the current Traffic Regulation Order (TRO) will change as results of change in car park fees.

Cost Reduction

The Council has delivered cost reductions amounting to £36,979 (Appendix B) as part of the zero-based recalculation of all budget headings. Efficiency savings will continue to be identified on non-salary accounts headings. This will include negotiation of a variety of contracts in the new financial year, for instance, the Council's ICT Contract where savings are anticipated. The Council has consistently identified efficiencies and cost reduction over the last five years, amounting to a figure of circa £150,000.

Revenue Growth and Cost Pressures

Even though the budget for 2026-27 is a standstill budget in general, Officers have applied good accounting practice in understanding potential areas of revenue growth and, where relevant, have included estimated cost pressures within the draft budget. The revenue growth and cost pressures within Appendix C has been agreed by all standing Committees.

Capital Assumptions, Match Funding & S106

Officers will be sourcing any capital growth request for 2026-27 (Appendix F) from external grant funding. This strategy was agreed by Members during the budget setting process last year. Members agreed for Officers to source any match funding for the grant from the rolling capital reserve. The Council on 21st January 2025 resolved to increase the rolling capital reserves by £25,000 every year to build up funds to implement a future capital program.

Nevertheless, opportunities for external funding will continue to be actively pursued by Officers to mitigate any impact upon the budget. Officers will continue to engage with colleagues at CBC to access S106 funding.

Band D and Precept Increase 2026-27

The draft precept for 2026-27 is set at £1,892,103, representing an indicative increase of 2.90% compared to the 2025-26 figure of £1,838,460.08 (refer to Appendix E). The draft Band D Charge for 2026-27 is £234.93, which reflects an increase of £3.09(1.33%) from the 2025-26 charge of 231.84.

General Reserves

The Council is required, under statute, to maintain adequate financial reserves to meet the needs of the organisation. Section 49A of the Local Government Finance Act 1992 requires that billing and precepting authorities in England have regard to the level of reserves needed to meet estimated future expenditure when calculating the budget requirement.ⁱ NALC's "Governance & Accountability for Local Councils – Practitioners' Guide" recommends that Councils hold 'minimum General Reserve' equivalent to at 3 months gross expenditure.

The General Reserve balance, commonly termed the 'working balance', is a balance on the Council's revenue account which is not held for any specific purpose other than to cushion the council's finances against any unexpected short-term problems in the Council's cash flow.

For the purpose of the precept calculation, a minimum estimated closing reserve for the year-ended 31st March 2026 to meet the requirements of the NALC technical note above would be £543,422 which is a quarter of the budgeted total expenditure for 2026/27 (Appendix E).

Recommendation

That Members consider the information presented and guide Officers as to their preferred level of budget and precept. This information will then inform a report to F& GP and Council for proper resolution and is consistent with the 2026/2027 budgeting process.

Peter Tarrant
Town Clerk, Chief Executive & RFO

Ernest Bour
Head of Finance & Deputy RFO

Appendices:

Appendix A: Original estimate planning cycle for 2026-27 (A3 Version Provided).

Appendix B: Cost Reductions for 2026-27.

Appendix C: Revenue Growth and Cost Pressures summary for 2026-27.

Appendix D: Draft Fees & Charges for 2026-27

Appendix E: Draft Precept percentage for 2026-27 (A3 Version Provided).

Appendix F: Draft Capital Growth Request for 2026-27 (A3 Version Provided).

Appendix G: Detailed Draft Account Codes for 2026-27 (A3 Version Provided).

ⁱ National Association of Local Councils

2026 – 2027 ORIGINAL ESTIMATE PLANNING CYCLE (Appendix A)

Ref	Date	Description	Attendees/Officer Lead	Output	Stages	Status
1.	3 rd September 2025	Communicate with Central Bedfordshire Council to acquire deadlines for submission of precept request.	Ernest Bour	Clean CBC timetable.	Determine budget timeline with CBC	Completed.
2.	5 th September 2025	Clean estimate of all payroll staffing costs, including projection of pay inflation.	Ernest Bour, Helen Calvert	Clean estimate of Staff costs for 26/27.	Produce draft budget	Completed.
3.	10 th September 2025	Review staff payroll costs.	Peter Tarrant, Ernest Bour and Helen Calvert	Staff costs reviewed in-depth.	Produce draft budget	Completed.
4.	12 th September 2025	Review latest projected outturn for 25/26 after half-year accounts finalised.	Peter Tarrant and Ernest Bour	Projected outturn 25/26.	Produce draft budget	Completed.
5.	17 th September 2025	Management Meetings to identify 26/27 growth requirements, revenue projections and price inflation.	Peter Tarrant, Ernest Bour, Karim Hosseini, Harry Henderson, Ian Campbell, Helen Calvert	Identification of 26/27 growth requirements, revenue projections and general reviews.	Produce draft budget	Completed.
6.	19 th September 2025	Management Meetings to identify 26/27 growth requirements, revenue projections and price inflation.	Peter Tarrant, Ernest Bour, Karim Hosseini, Harry Henderson, Ian Campbell, Helen Calvert	Identification of 26/27 growth requirements, revenue projections, identify cost reductions including efficiencies and general reviews.	Produce draft budget	Completed.
7.	30 th September 2025	Provide a thorough update to Mayor, Deputy Mayor F&GP Chair and Deputy Chair.	Peter Tarrant, Ernest Bour Mayor, Deputy Mayor F&GP Chair and Deputy Chair.	Internal progress update meeting	Incorporate Member commentary	Completed.
8.	14 th October 2025	Informal consultation with broader Members after Council.	All Members	Broad Members input.	Broad Members consultation	Completed.
9.	15 th October 2025	Thorough accuracy and sense-check review of suggested new Original Estimate for 26/27, after the estimated budget for 26/27 has been entered on Rialtas.	Peter Tarrant and Ernest Bour	26/27 original draft budget in Rialtas fully reviewed for accuracy.	Produce draft budget	Completed.
10.	21 st October 2025	Formal evening meeting with Public Lands & Open Spaces Committee members	All PLOS Committee Members, Peter Tarrant, Karim Hosseini, and Ernest Bour	To discuss and review PLOS Budget for 26/27.	Incorporate Member commentary	Completed.

11.	28 th October 2025	Formal evening meeting with Town Centre Committee members.	All TCM Members, Peter Tarrant, Karim Hosseini, and Ernest Bour	To discuss and review TCM Budget for 26/27.	Incorporate Member commentary	Completed.
12.	4 th November 2025	Formal evening meeting with Personnel Committee members.	All Personnel Committee Members, Peter Tarrant, Karim Hosseini, and Ernest Bour	To discuss and review Personnel Budget for 26/27.	Incorporate Member commentary	Completed.
13.	10 th November 2025	Provide a thorough update to F&GP Chair and Deputy Chair.	Peter Tarrant, Ernest Bour, & Membres	Fully informed Chair and Deputy Chair of F&GP.	F & GP Chair & Deputy Chair Overview	Completed.
14.	25 th November 2025	Formal consultation with broader Members at Council.	All Members	Broad Member sign off.	Broad Member consultation	
15.	2 nd December 2025	Formal evening meeting with Finance & General Purposes Committee members.	All F&GP Members, Peter Tarrant, Karim Hosseini and Ernest Bour	To discuss and review F&GP Budget for 26/27	F & GP resolution	
16.	6 th January 2025	Sign off at F&GP Committee.	All F&GP Members, Peter Tarrant, Karim Hosseini and Ernest Bour	Agree on a formal resolution ready to be presented to Town Council on 20 st January.	Incorporate Member commentary	
17.	20 st January 2026	Sign off at Town Council.	Town Council	Final precept agreed by Members.	Council consideration & resolution	
18.	23 rd January 2026	Complete CBC forms with precept request.	Ernest Bour	To be signed by Peter Tarrant as RFO.	Communicate precept to CBC	

Cost Reductions(Appendix B)

			Budget	Budget	
Code	Description		25/26	26/27	Variance
104	BURIAL GROUNDS				
4011	RATES		£4,900	£4,500	-£400
	Overhead Expenditure		£4,900	£4,500	-£400
105	CAR PARKS				
4011	RATES		£28,700	£28,471	-£229
	Overhead Expenditure		£28,700	£28,471	-£229
109	CAPITAL EXPENDITURE				
4053	LOAN INTEREST		£40,000	£30,000	-£10,000
4980	LOAN REPAYMENT		£29,000	£23,000	-£6,000
	Overhead Expenditure		£69,000	£53,000	-£16,000
115	ORCHARD COMMUNITY CENTRE				
4014	ELECTRICITY		£8,000	£5,000	-£3,000
4128	EQUIPMENT		£2,500	£2,000	-£500
	Overhead Expenditure		£10,500	£7,000	-£3,500
212	RECREATION GROUNDS				
4011	RATES		£4,800	£4,200	-£600
4043	FENCING & GATES		£250	£0	-£250
4044	TREES & PLANTS		£6,000	£4,000	-£2,000
4134	SECURITY		£4,000	£3,500	-£500
	Overhead Expenditure		£15,050	£11,700	-£3,350
901	CENTRAL SERVICES				
4007	HEALTH & SAFETY		£7,200	£3,500	-£3,700
4011	RATES		£17,300	£17,000	-£300
4021	TELEPHONE & FAX		£10,000	£8,000	-£2,000
	Overhead Expenditure		£34,500	£28,500	-£6,000
902	PUBLIC REALM				
4013	RENT		£64,000	£58,000	-£6,000
4025	INSURANCE		£8,500	£8,000	-£500
4046	VEHICLE LEASING		£33,000	£32,000	-£1,000
	Overhead Expenditure		£105,500	£98,000	-£7,500
	Total Cost Reduction				-£36,979

Appendix C - Revenue Growth Request/Cost Pressures 2026-27 (A3 Version Provided)

Nominal Code	Cost Centre	Increase	Reason	Included in Budget	Comment
Christmas Activities	Town Centre General	£6,650	Increased cost of stages, additional activities for Christmas.	Partially (£4,650)	Cost Pressure
CCTV	Town Centre General	£2,000	Increased cost of CCTV.	Yes	Cost Pressure
Christmas Lights	Town Centre General	£6,000	New Christmas lights contract.	Yes	Cost Pressure
Vehicle Fuel	Public Realm	£2,000	To cover mowers and vehicles fuel costs.	Yes	Cost Pressure
Mower Leasing	Public Realm	£1,500	To cover mower maintenance excess cost.	Yes	Cost Pressure
Insurance	Central Services	£3,500	New policy starting April 26,additional cover for cyber insurance and terrorism.	Yes	Cost Pressure
Computer	Allotments	£1,093	New Allotment Software (Scribe).	Yes	Growth Request
Health& Safety	Town Centre General	£1,900	To cover additional security at events in regard to Martyn's Law.	Yes	Growth Request
Market Square Events	Town Centre General	£1,500	To cover Biggleswade in Bloom and Children Christmas Party in the park	Yes	Growth Request
		£26,143			
Total Included in budget		£24,143			

BIGGLESWADE TOWN COUNCIL (Appendix D)

SCALE OF CHARGES FOR MARKET STALL RENTS ETC

SUGGESTED FEES EFFECTIVE FROM 1 APRIL 2026

Discussions have taken place with the Town Clerk, Head of Finance, Head of Governance and Strategic Partnership, Community Development Manager, Public Realm Manager and Administration and HR Manager.

It is believed that market stall holders will accept an inflation rise, but nothing more.
Officers have performed a small benchmarking exercise; the results are on the next page.

MARKET STALLS	2023/2024	2024/2025	2025/2026	2026/2027	Rationale behind suggested new rate
Payment due at time of booking					
Rent of single pitch 10' x 10'	£17	£18	£18	£19	2025/6 x September 25 CPI = £18 x 3.8%=£18.68, rounded.
Rent of double pitch 10' x 20'	£28	£30	£31	£32	2025/6 x September 25 CPI = £31 x 3.8%=£32.18, rounded.
Rent of pitch larger than a double	£33	£35	£36	£37	2025/6 x September 25 CPI = £36 x 3.8%=£37.37, rounded.
Tuesday market flat fee for all stalls regardless of size	£1	£18	£18	£19	2025/6 x September 25 CPI = £18 x 3.8%=£18.68, rounded.
Clearance of market trade waste. Minimum charge	£55	£60	£61	£63	2025/6 x September 25 CPI = £61 x 3.8%=£63.32, rounded.
Christmas Fair-Food and Drink vendors		£40	£40	£41	2025/6 x September 25 CPI = £41 x 3.8%=£42.56, rounded.
Christmas Fair -Other stall holders		£20	£20	£21	2025/6 x September 25 CPI= £20 x 3.8%=£20.76, rounded.
Advent Saturday Market-Christmas		£18	£18	£19	2025/6 x September 25 CPI = £18 x 3.8%=£18.68, rounded.

CHARITY STALLS	2022/2023	2023/2024	2024/2025	2026/2027	Rationale behind suggested new rate
Payment due at time of booking					
Charitable/voluntary organisations (Fees refundable if the Charity turns up)	£16	£17	£18	£19	2025/6 x September 25 CPI = £18 x 3.4%=£18.61, rounded.

One charity stall is available at each Market.

Two bookings are allowed per year for each charitable organisation.

Market fees benchmarking exercise – 2025/26 prices for similar size Town Councils.

Market Stalls – Biggleswade Town Council	
Single Pitch 10' x 10'	£18
Double Pitch 10' x 20'	£31
Larger than double	£36
Lighting of stall	Free
Tuesday Market flat fee for all stalls regardless of size	£18
Clearance of unauthorised waste	£61
Christmas Fair: Food and Drinks vendors	£40
Christmas Fair: Other stall holders	£20
Charity Stall	£18

Market Stalls – St Neots Town Council-Craft Market	
Standard Pitch(3m x 3m space)/Hired Stall	£15 per market
Catering Pitch	£20 per market
Registered Charity/Community Group (3m x 3m space) A gazebo, table and chairs can be provided if required for the first visit	£10 per market

Market Stalls – Flitwick Town Council	
Pitch regardless of size	From £11
Electricity	£2.50
Charity	Free

Market Stalls – Baldock	
Pitch regardless of size	£10

Market Stalls – Hitchin		
Tuesday	£7 per stall	
Friday/Saturday	From £12 per stall for Casuals	£8 for New Traders
Saturday-Craft and Farmers Market	£20 including parking and Electricity	
Car Park Permits	£3 per day	

Market Stalls – Leighton Buzzard	
Pitch regardless of size (permanent traders) 3m x 3m	£19
Pitch regardless of size (casual traders) 3m x 3m	£23
3m x 3m gazebo or 3m x 2.5m canopy umbrella-Start ups	£15
Handmade & Craft Market	£20
Charity Stalls & Community Market	First pitch is FREE followed by Charity stall on a Tuesday or Saturday at £10 per Market, a maximum of 4 weeks.
Gazebo, tables, chairs	Free

SCALE OF CHARGES FOR ALLOTMENT HOLDERS

SUGGESTED FEES EFFECTIVE FROM 1st SEPTEMBER 2026

Discussions have taken place with the Town Clerk, Head of Finance, Head of Governance and Strategic Partnership, Community Development Manager, Public Realm Manager and Administration and HR Manager.

Officers have performed a benchmarking exercise. The results are at the bottom of this page.

ALLOTMENT RENT	2024/25 Approved fees 1 Sept 24	2025/26 Suggested fees 1 Sept 25	2026/27 Approved fees 1 Sept 26	Rationale behind suggested new rate
Half Plot (approx., 10m by 5m)	£40	£45	£45	2025/6 x September 25 CPI = £45 x 3.8%=£46.71, rounded with no increase.
Full Plot (approx., 20m by 5m)	£55	£60	£60	2025/6 x September 25 CPI = £60 x 3.8%=£62.28, rounded, with no increase.

Deposit for new tenants is £100 for both full and half plots. Deposit refundable subject to the Terms & Conditions of the Tenancy Agreement.

Fees are pro-rata'd for new holders with less than one year to renewal.

Allotment fees benchmarking exercise – 2025/26 prices for similar size Town Councils.

Town Council	Rent (Full/Half)	Notes
Flitwick	£27.70 for a 5 pole plot.*	Water and portable toilet on site.
Stotfold	£70/£35	Additional fees may apply for structures or tree planting.
St Ives	£46/£23	Increased last from £43/£21.50
Bury St Edmunds	£52 for a 5 pole plot.*	
Hertford Town Council	£35 for a 5 pole plot*	One off admin fee of £30 for new plot holders.
Dunstable Town Council	£38 for 5 pole plot*/Mini plot £25	Increased last year from ££36/£24
Leighton-Linslade Town Council	£48/£24	Additional £5 for new plot holders. 26/27 fees are £51/£25

*A 5 pole plot refers to the size of the plot. One plot is roughly 5.5 yards width by length. Therefore, a 5 pole plot is about 27.5 yards by 27.5 yards. This equates roughly to a Biggleswade full plot.

DROVE ROAD AND STRATTON WAY BURIAL GROUNDS

FEES EFFECTIVE FROM 1 APRIL 2026

A resident is classed as someone who is on the electoral roll or has been on the electoral roll for 5 years of the last 10 years for Biggleswade, and their minor children.

Discussions have taken place with the Town Clerk, Head of Finance, Head of Governance and Strategic Partnership, Community Development Manager, Public Realm Manager and Administration and HR Manager.

As requested in 2023 during Finance and General Purposes meeting which considered Annual Fees, Officers have performed an updated in-depth benchmarking exercise.

INTERMENT (excluding digging the grave)	2024/25 Residents	2024/25 Non Residents	2025/26 Residents	2025/26 Non Residents	2026/27 Residents	2026/27 Non Residents
BABY Still born or less than 1 month. Single depth.	Only pay for plot	Only pay for plot	Only pay for plot	Only pay for plot	Free	Free
CHILD One month to 18 years. Single depth.	£170	£925	£180	£720	£186	£744
ADULT Over 18 years. Single depth.	£565	£2,000	£650	£2,600	£670	£2,680
ADULT Over 18 years. Double depth.	£745	£2,700	£820	£3,280	£850	£3,400
CREMATED REMAINS For all except still born babies.	£210	£840	£225	£900	£230	£920
CREMATED REMAINS For still born babies into established plot.	Free	Free	Free	Free	Free	Free
WALLED GRAVES AND VAULTS Constructed at the expense of the family in consultation with the Funeral Director & BTC.	£2,000	£8,000	£2,100	£8,400	£2,170	£8,680
SCATTERING OF ASHES Into any existing plot.	£100	£400	£102	£408	£105	£420

PURCHASE OF PLOT	INFORMATION	2024/25 Residents	2024/25 Non Residents	2025/26 Residents	2025/26 Non Residents	2026/27 Residents	2026/27 Non Residents
ADULT Grave 7'6" x 3'6".	100 years	£765	£3,100	£790	£3,160	£815	£3,260
CHILD Grave 4' x 2'.	100 years	£200	£800	£280	£1,120	£290	£1,160
CREMATED REMAINS 2' x 2'.	100 years	£325	£1,300	£330	£1,320	£340	£1,360
Transfer Purchase of Plot to relative or Trustee (owner living).	100 years from date of the original grant.	£85	£135	£90	£360	£93	£372
Transfer exclusive Right of Burial to relative/Trustee (owner deceased).	100 years from date of the original grant.	£85	£135	£90	£360	£93	£372

MEMORIAL FEES EFFECTIVE FROM 1 APRIL 2026

GRANT FOR THE RIGHT TO ERECT OR PLACE MEMORIAL	INFORMATION	2024/25 Residents	2024/25 Non Residents	2025/26 Residents	2025/26 Non Residents	2026/27 Residents	2026/27 Non Residents
ADULT GRAVE Monument or headstone and/or kerb stones and/or flat stones and/or kerbs.	Not to exceed 4' in height and 7' in length or 3' in width (7' in width for double plot).	£250	£1,000	£350	£1,400	£360	£1,440
ADULT GRAVE – Flat plaque.	Not to exceed 2'6" x 2'6".	£125	£500	£130	£520	£135	£540
ADULT GRAVE Headstone.	Not to exceed 4' in height and 3' in width.	£250	£1,000	£270	£1080	£280	£1,120
CHILD GRAVE Monument or headstone and/or kerb stones and/or flat stones and/or kerbs.	Not to exceed 2' in height and 4' in length and 2' in width.	£190	£760	£200	£800	£205	£820
CREMATED REMAINS Old Sections. CREMATED REMAINS New Sections.	Not to exceed 24" x 18" flat plaque only not to exceed 18" x 18".	£170	£680	£180	£720	£185	£740
VASE ONLY	Not to exceed 18" in height.	£110	£440	£115	£460	£118	£472
ADDED INSCRIPTION	-	£85	£340	£90	£360	£93	£372
Adult Grave Kerb Stones Only	-	£250	£1,000	£420	£1680	£434	£1,736

BURIAL RECORD SEARCH FEES	2024/25	2025/26	2026/27
Each individual search covering period less than 5 years	£85	£90	£93+VAT=£111.60
Each individual search covering period over 5 years (charge per hour).	£75	£80	£93+VAT=£111.60
Every certified copy of an entry in burial Register	£75	£80	£93+VAT=£111.60

BENCH OR PLAQUE – new charges	2024/25	2025/26	2026/27
Brass plaque – up to 3 lines and 35 characters per line on existing bench.	£600	£615	£635+VAT=£762
Bench and plaque – New bench and brass plaque – up to 3 lines and 35 characters on each line.	£1,600	£1,640	£1,695+VAT = £2,034

SCALE OF CHARGES FOR ORCHARD COMMUNITY CENTRE

FEES EFFECTIVE FROM 1 APRIL 2026

PAGE HALL – BUSINESS HIRE	2024/25	2025/26	2026/27	Rationale behind suggested new rate
Hire of Main Hall per hour	£35	£36	£36	2025/6 x September CPI = £35 x 3.8% = £36.33, rounded.
Stage Hire		£50	£50	2025/6 x September CPI = £50 x 3.8% = £51.90, rounded.
Corkage Fee		£25	£25	2025/6 x September CPI = £25 x 3.8% = £25.95, rounded.

PAGE HALL – COMMUNITY ACTIVITY CHARGES/PRIVATE HIRE	2024/25	2025/26	2026/27	Rationale behind suggested new rate
Hire of Main Hall per hour	£28	£29	£30	2025/6 x September CPI = £29 x 3.80% = £30.10, rounded.
Professional Catering Service	Fees on request	Fees on request	Fees on request	Will vary dependant on requirement.
Discount for Local Charities or Local Not for Profit Organisations registered with HMRC for Gift Aid. (Local means within the Biggleswade).	20% Reduction	20% Reduction	20% Reduction	
Discount for Block Bookings	10% Reduction for 7 or more bookings	10% Reduction for 7 or more bookings	10% Reduction for 7 or more bookings	

Only 1 discount may be applied.

BARNETT ROOM – BUSINESS HIRE	2024/25	2025/26	2026/27	Rationale behind suggested new rate
Hire Charge – per hour	£31	£32	£32	2025/6 x September CPI = £3 x 3.8% = £33.22, rounded.
Professional Catering Service	Fees on request	Fees on request	Fees on request	Will vary dependant on requirement.
BARNETT ROOM – COMMUNITY ACTIVITY CHARGES/PRIVATE HIRE	2024/25	2025/26	2026/27	Rationale behind suggested new rate
Hire Charge – per hour	£22	£22	£22	2025/6 x September CPI = £22 x 3.80% = £22.84, rounded.
Catering	Fees on request	Fees on request	Fees on request	Will vary dependant on requirement.
Discount for Local Charities or Local Not for Profit Organisations registered with HMRC for Gift Aid. (Local means within the Parish of Biggleswade)	20% Reduction	20% Reduction	20% Reduction	
Discount for Block Bookings	10% Reduction for 7 or more bookings	10% Reduction for 7 or more bookings	10% Reduction for 7 or more bookings	

Only 1 discount may be applied.

The Barnett room fees are available for comparative purposes only.

PAGE HALL

Facility - Hourly hire charges	2025/26	2026/27	
Badminton-Adults	£10.50	£11	2025/6 x September CPI = £10.50 x 3.8% = £10.90, rounded.
Table Tennis-Adults	£5.00	£6	2025/6 x September CPI = £5 x 3.8% = £5.19, rounded.

SCALE OF CHARGES FOR HIRING OF SPORTS FACILITIES

FEES EFFECTIVE FROM 1 APRIL 2026

Discussions have taken place with the Town Clerk, Head of Finance, Community Development Manager, Public Realm Manager and Head of Governance.

The range of charges in previous years has not really been adequate for the full offer that the Council provides. The suggested fees for the New financial year seeks to correct this. Inflation has also been considered. Pitches are now booked on Acuity, our online booking system. From Jan 2024, The Council has been invoicing a month in advance, rather than at month-end.

FOOTBALL PITCHES Eagle Farm Road, The Lakes and Stratton Way Recreation Grounds	2024/25	2025/26	2026/27	Rationale behind suggested new rate
Juniors – full size pitch and changing rooms	£20	£25	£25	2025/6 x September CPI = £25 x 3.8% = £25.95, rounded.
Juniors – less than full size pitch and changing rooms	£15	£20	£20	2025/6 x September CPI = £20 x 3.8% = £20.76, rounded.
Adults – full size pitch and changing rooms	£55	£61	£63	2025/6 x September CPI = £61 x 3.8% = £63.32, rounded.
Adults – less than full size pitch and changing rooms	£45	£51	£53	2025/6 x September CPI = £51 x 3.8% = £52.94, rounded.

DROVE ROAD TENNIS COURTS	2024/25	2025/26	2026/27	Rationale behind suggested new rate
Monday to Sunday and Bank Holidays-per court per hour-over 18 up to OAP age	No charge	No charge	No charge	If the Council offers a better tennis option in the future, this may be the time to charge? Courts are beginning to fall apart.
Monday to Sunday and Bank Holidays-per court per hour-OAPs, children and unemployed	No charge	No charge	No charge	If the Council offers a better tennis option in the future, this may be the time to charge? Courts are beginning to fall apart.

DROVE ROAD BOWLING GREEN	2024/25	2025/26	2026/27	Rationale behind suggested new rate
Rink-per person per hour (one rink to remain available to public at all times)	Set by Bowls Club.	Set by Bowls Club	Set by Bowls Club	Increase of rent to Bowls Club offset by allowing them to keep any income from non-Members.
Rink season ticket - Adults	Set by Bowls Club.	Set by Bowls Club	Set by Bowls Club	Increase of rent to Bowls Club offset by allowing them to keep any income from non-Members.
Rink season ticket – OAPs, children and unemployed	Set by Bowls Club.	Set by Bowls Club	Set by Bowls Club	Increase of rent to Bowls Club offset by allowing them to keep any income from non-Members.

SCALE OF CHARGES FOR PARKING PERMITS

FEES EFFECTIVE FROM 1 APRIL 2026

Discussions have taken place with the Town Clerk, Head of Finance, Community Development Manager and Head of Governance

These have been increased by inflation only, with roundings for practicability.

RESIDENT PARKING	2024/25	2025/26	2026/27	Rationale behind suggested new rate
Monthly Permit	£23	£24	£25	2025/6 x August CPI = £24 x 3.8% = £24.91, rounded.
Quarterly Permit	£53	£54	£56	2025/6 x August CPI = £54 x 3.8% = £56.05, rounded.
Half-yearly	£100	£102	£106	2025/6 x August CPI = £102 x 3.8% = £105.88, rounded.
Annual Permit	£165	£169	£175	2025/6 x August CPI = £169 x 3.8% = £175.42, rounded.

BUSINESS PARKING	2024/25	2025/26	2026/27	Rationale behind suggested new rate
Monthly Permit	£70	£72	£75	2025/6 x August CPI = £72 x 3.8% = £74.74, rounded.
Quarterly Permit	£107	£109	£113	2025/6 x August CPI = £109 x 3.8% = £113.14, rounded.
Half-yearly	£163	£163	£169	2025/6 x August CPI = £163 x 3.8% = £169.19, rounded.
Annual Permit	£293	£299	£310	2025/46x August CPI = £299 x 3.8% = £310.36, rounded.

Draft Parking Places Order – Schedule Part I

	1	2		3		4	5	6
	Name of Parking Place	CLASS OF VEHICLE PERMITTED TO USE THE PARKING PLACE AND POSITION IN WHICH VEHICLE MAY PARK		Days Hours of Operation of Parking Place and scale of charges. 6.00pm – 8.00am any hours no charge		Maximum period for which a vehicle may be left	Scale of parking permit in force Fees effective from 1 April 2026	Scale of charge for vehicles in Class 5 and vehicles in class 6
		CLASS	POSITION					
1.	Mill Lane	1,2,3,4	Wholly within a marked parking bay	Mon-Fri Up to 2 hrs Up to 3hrs Up to 4hrs	8.00 am-6.00 pm Free £ 1.60 £ 2.10	4hrs No return within 3hrs	No parking permits	Not Permitted
2.	St Andrews Street	1,2,3,4	Wholly within a marked parking bay	Mon-Fri Up to 2 hrs Up to 3hrs Up to 4hrs	8.00 am-6.00 pm Free £ 1.60 £ 2.10	4hrs No return within 3hrs	Resident Permits: Annual £175.00 Bi Annual £106.00 Quarterly £56.00 Monthly £25.00 Market Trader Permits	Not Permitted (Other than Market Traders)
3.	Dan Albone	1,2,3,4	Wholly within a marked parking bay	Mon-Fri Up to 2 hrs Up to 3hrs Up to 4hrs Up to 6hrs Max 10 hrs	8.00 am-6.00 pm Free £ 1.60 £ 2.10 £ 2.60 £ 5.20	10hrs No return within 4hrs	Worker Permits: Annual £310.00 Bi Annual £169.00 Quarterly £113.00 Monthly £75.00	Not Permitted
4.	Chestnut Avenue	1,2,3,4	Wholly within a marked parking bay	Mon-Fri Up to 1 hr Up to 2 hrs Up to 3hrs Up to 4hrs	8.00 am-6.00 pm Free £ 1.10 £ 1.60 £ 2.10	4hrs No return within 3hrs	No parking permits	Not Permitted
5.	Rose Lane	1,2,3,4	Wholly within a marked parking bay	Mon-Fri Up to 2 hrs Up to 3hrs Up to 4hrs Max 6hrs	8.00 am-6.00 pm Free £ 1.60 £ 2.10 £ 2.60	6hrs No return within 4hrs	Worker Permits: Annual £310.00 Bi Annual £169.00 Quarterly £113.00 Monthly £75.00 Resident Permits: Annual £175.00 Bi Annual £106.00 Quarterly £56.00 Monthly £25.00 Market Trader Permits	Not Permitted
6.	White Hart	1,2,3,4	Wholly within a marked parking bay	Mon-Fri Up to 1hr	8.00 am-6.00 pm Free	1hr No return within 2hrs	No parking permits	Not Permitted

The TRO will be amended after Council approval. Changes in car park fees are subject to public consultation.

SCALE OF CHARGES FOR EVENT SPONSORSHIP

FEES EFFECTIVE FROM 1 APRIL 2026

Event	Sponsorship Package	2025/26	2026/27	Rationale behind suggested new rate
Bigg Eats Food Festival	General Event Package	£250	£260	2025/6 x August CPI = £250 x 3.8% = £259.50, rounded.
Remembrance Sunday	General Event Package	£250	£260	2025/6 x August CPI = £250 x 3.8% = £259.50, rounded.
Reindeer in the Square	General Event Package	£250	£260	2025/6 x August CPI = £250 x 3.8% = £259.50, rounded.
Easter Party & Egg Hunt	General Event Package	£250	£260	2025/6 x August CPI = £250 x 3.8% = £259.50, rounded.
Christmas Fair & Light Switch on	Christmas Package	£600	£620	2025/6 x August CPI = £600 x 3.8% = £622.80, rounded.

NB: VAT will be added to all sponsorship fees.

General Event Package:

Branding at event

Branding on all printed publicity including event posters

Publicity before, during and after the event

Free gazebo pitch at the event

Christmas Package:

Branding at event

Branding on all printed publicity including event posters

Publicity before, during and after the event.

Inclusion in all event publicity printed & online

Free gazebo pitch at the events

Space for promotional material at the entrance and exit of event

Appendix E (A3 version Provided)

PRECEPT ASSUPTIONS FOR 2026-27		INDICATIVE PRECEPT ASSUPTIONS FOR 2027-28 & 2028-29		
Precept % Increase		2.90%	3.60%	4.00%
	2025/26 Budget	2026/27 Budget	2027/28 Budget	2028/29 Budget
INCOME				
Precept	1,838,460.08	1,892,103.00	1,964,002.91	2,042,563.03
Operational Income	291,357.92	281,585.00	292,057.82	303,740.14
TOTAL INCOME	2,129,818.00	2,173,688.00	2,256,060.74	2,346,303.17
EXPENDITURE				
Salaries	1,204,161.00	1,244,842.00	1,288,411.47	1,339,947.93
General Expenditure	925,657.00	928,846.00	965,999.84	1,004,639.83
TOTAL EXPENDITURE	2,129,818.00	2,173,688.00	2,254,411.31	2,344,587.76
TOTAL (SURPLUS) / DEFICIT	0.00	0.00	-1,649.43	-1,715.40
Diff btw precept set & (Expenditure and operational income)	0.00	0.00	1,649.43	1,715.40
Opening General Reserves	470,242.00	543,422.00	570,588.00	593,412.00
Closing General Reserves	543,422.00	570,588.00	593,412.00	593,412.00
Diff in Movement	73,180.00	27,166.00	22,824.00	0.00
No of Houses(Tax base)	7,930.00	8,054.00	8,054.00	8,054.00
Precept due each year should be	1,838,460.08	1,892,103.00	1,964,002.91	2,042,563.03
Band D CT Charge Calculation	231.84	234.93	243.85	253.61
Difference in Band D Charge in a year		3.09	8.93	9.75

NB:The precept increase of 2.90% is as a result of an overall salary increase of £40,681(3.38%) and a reduction in operational income of £9,773(3.35%) compared to last year.

Assumptions for 2027/28 and 2028/29

Tax base remain the same as 2026/27.

Total Salary will increase by estimated 3.5% each year.

Other Expenditure and Operational Income will increase by estimated CPI of 4% each year.

Appendix F (A3 Version Provided)

Draft Capital Growth Request					
Description	Reason	Source of Funding	Amount	Matched Funding up to 20%	Comment
2 storage containers for football pitches at Lakes/Stratton Way/Eagle Farm Road.	Requested by football clubs.	External Grant	£10,000	£2,000.0	
Resurface tennis courts and add floodlights(Incl £5k for Car park Maintenance)-Drove Road	Health and Safety	External Grant	£185,000	£37,000.0	
Biggleswade United Football Maintenance -Fairfield Road	Health and Safety	External Grant	£0	£0.0	Awaiting Confirmation of cost from surveyor.
Cricket Club House Roof Maintenance-Fairfield Road	Health and Safety	External Grant	£0	£0.0	Awaiting Confirmation of cost from surveyor.
Bowls Club Building Maintenance -Drove Road	Health and Safety	External Grant	£0	£0.0	Awaiting Confirmation of cost from surveyor.
					To be confirmed early 2026 and It has been confirmed in the past that the maximum grant the Council could receive is about £93k.
Kitelands(Tritax)-Play area phase 2	Complementary works	External Grant	£104,929	£20,985.8	
			£299,929	£59,986	

NB:Where there are gaps, the details will be included after Officers have received report from RICS Qualified Surveyor.
The above detail is informed by the Capital programme paper discussed by Council on 22nd October 2024.

Appendix G - DETAILED DRAFT ACCOUNTS CODES FOR 2026-27 (A3 Version Provided)

Code	Description	25/26	25/26	25/26	25/26	26/27	Variance	Reason for Growth or Cost Increase
		Budget	Actual YTD	Projected	Committed			
102 ALLOTMENTS								
1087	INC-ALLOTMENTS	£12,400	£10,077	£10,250	£0	£11,000	-£1,400	
	Total Income	£12,400	£10,077	£10,250	£0	£11,000	-£1,400	
4013	RENT	£500	£349	£500	£0	£500	£0	
4026	COMPUTER	£0	£0	£0	£0	£1,093	£1,093	New Allotment Software (Scribe).
4036	PROPERTY MAINTENANCE	£2,000	£1,459	£2,000	£0	£2,000	£0	
4047	MATERIALS/TOOLS	£500	£191	£500	£0	£500	£0	
4067	PEST CONTROL	£1,200	£308	£1,200	£0	£1,200	£0	
4104	REFUSE COLLECTION	£3,000	£1,473	£3,000	£268	£2,000	-£1,000	
	Overhead Expenditure	£7,200	£3,780	£7,200	£268	£7,293	£93	
	<i>Movement to/(from) Gen Reserve</i>	<i>£5,200</i>	<i>£6,297</i>	<i>£3,050</i>				
104 BURIAL GROUNDS								
1079	INC-DROVE RD CHAPEL LETTING	£8,518	£3,989	£6,114	£0	£8,755	£237	Rent to increase by CPI, estimated 4% for 9 months of 26/27.
1084	INC-BURIAL FEES	£61,500	£25,565	£44,000	£0	£55,000	-£6,500	Recent volumetrics for internments and memorials suggest a decrease compared last year figures.
1097	INC-MEMORIALS	£5,000	£1,600	£3,500	£0	£5,000	£0	
	Total Income	£75,018	£31,154	£53,614	£0	£68,755	-£6,263	
4011	RATES	£4,900	£4,426	£4,426	£0	£4,500	-£400	
4012	WATER RATES	£360	£306	£360	£0	£360	£0	
4014	ELECTRICITY	£1,000	£178	£1,000	£0	£1,800	£800	The usage of electricity is likely to increase because the contract will be renewed in June 2025.
4026	COMPUTER	£1,400	£1,234	£1,234	£0	£1,400	£0	
4036	PROPERTY MAINTENANCE	£600	£1,686	£1,686	£0	£600	£0	
4067	PEST CONTROL	£200	£0	£200	£0	£200	£0	
4104	REFUSE COLLECTION	£1,000	£1,000	£1,000	£0	£0	-£1,000	Moved to 902.
4110	FIRE PRECAUTIONS	£200	£0	£200	£0	£200	£0	
4134	SECURITY	£240	£246	£246	£0	£747	£507	One off setup costs due to switching supplier.
	Overhead Expenditure	£9,900	£9,076	£10,352	£0	£9,807	-£93	
	<i>Movement to/(from) Gen Reserve</i>	<i>£65,118</i>	<i>£22,078</i>	<i>£43,262</i>				
105 CAR PARKS								
1077	INC-S106 GRANTS	£0	£6,305	£0	£0	£0	£0	
1088	INC-CAR PARKING FEES	£36,000	£18,624	£32,000	£0	£33,000	-£3,000	
1089	INC - PARKING PERMITS WORK	£10,000	£3,808	£5,000	£0	£5,000	-£5,000	
1091	INC-MISCELLANEOUS	£0	£2,348	£2,338	£0	£0	£0	
1189	INC-PARKING PERMITS RES	£4,500	£2,560	£4,500	£0	£3,000	-£1,500	
	Total Income	£50,500	£33,645	£43,838	£0	£41,000	-£9,500	
4011	RATES	£28,700	£26,771	£26,771	£0	£28,371	-£329	
4013	RENT	£1	£0	£1	£0	£1	£0	
4023	STATIONERY	£0	£0	£0	£0		£0	
4037	GROUND MAINTENANCE	£12,000	£6,253	£12,000	£1,540	£12,000	£0	
4038	MAINTENANCE CONTRACT	£7,000	£3,423	£5,400	£420	£7,000	£0	
4042	EQUIPT MAINT/REPAIR	£2,000	£0	£2,000	£1,604	£2,000	£0	
4065	GRANT EXPENDITURE	£0	£2,835	£0	£4,840	£0	£0	
4092	CARD PROCESSING FEES	£2,000	£847	£2,000	£0	£2,000	£0	
4126	CAR PARK LEASE	£36,000	£27,000	£36,000	£0	£36,000	£0	
	Overhead Expenditure	£87,701	£67,129	£84,172	£8,404	£87,372	-£329	
	<i>Movement to/(from) Gen Reserve</i>	<i>-£37,201</i>	<i>-£33,484</i>	<i>-£40,334</i>				

106 MARKET						
1085 INC-TUESDAY MARKET RENTS	£4,000	£2,850	£4,000	£0	£4,000	£0
1086 INC-SATURDAY MARKET RENTS	£19,500	£11,332	£17,500	£0	£18,000	-£1,500
Total Income	£23,500	£14,182	£21,500	£0	£22,000	-£1,500
4011 RATES	£1,600	£1,546	£1,546	£0	£1,600	£0
4014 ELECTRICITY	£2,250	£610	£2,250	£0	£2,250	£0
4032 PUBLICITY	£1,000	£0	£0	£0	£1,000	£0
Overhead Expenditure	£4,850	£2,156	£3,796	£0	£4,850	£0
<i>Movement to/(from) Gen Reserve</i>	<i>£18,650</i>	<i>£12,026</i>	<i>£17,704</i>			
107 TOWN CENTRE GENERAL						
1077 INC-S106 GRANTS	£0	£2,526	£0	£0	£0	£0
1091 INC-MISCELLANEOUS	£0	£42	£42	£0	£0	£0
1094 INC-TC FESTIVAL	£0	£0	£0	£0	£0	£0
1144 INC-BIGGS EATS	£2,500	£1,667	£1,667	£0	£2,500	£0
1145 INC-CHRISTMAS ACTIVITIES	£1,000	£870	£1,000	£0	£1,000	£0
1071 INC-SPONSORSHIP	£0	£0	£2,500	£0	£5,000	£5,000
INC-ADVERTISING	£0	£0	£0	£0	£750	£750
Total Income	£3,500	£5,105	£5,209	£0	£9,250	£5,750
4007 HEALTH & SAFETY	£600	£577	£600	£0	£2,500	£1,900 To cover additional security at events/ Martin's Law
4036 PROPERTY MAINTENANCE	£700	-£17	£700	£269	£700	£0
4037 GROUNDS MAINTENANCE	£1,500	£974	£1,500	£0	£1,500	£0
4065 UKSPF Expenditure	£0	£52,177	£0	£500	£0	£0
4116 WAR MEM & REM SERV	£1,500	£20	£1,500	£1,073	£1,500	£0
4128 EQUIPMENT	£800	£313	£800	£361	£800	£0
4138 MARKET SQUARE EVENTS	£4,600	£4,748	£5,000	£200	£6,500	£1,900 To cover increasing costs of equipment(£400),Biggleswade in Bloom(£500) and Children Christmas Party in park(£1,000)
4140 CHRISTMAS ACTIVITIES	£8,350	£1,607	£13,100	£11,038	£13,000	£4,650 To cover increasing costs of equipment/stage
4144 CCTV	£30,000	£26,444	£30,000	£350	£32,000	£2,000 To cover increase in operational cost for CCTV.
4145 CHRISTMAS LIGHTS	£17,000	£14,701	£26,955	£12,254	£22,958	£5,958 To cover annual christmas lights cost.
Overhead Expenditure	£65,050	£101,544	£80,155	£26,045	£81,458	£16,408
<i>Movement to/(from) Gen Reserve</i>	<i>-£61,550</i>	<i>-£96,439</i>	<i>-£74,946</i>			
109 CAPITAL EXPENDITURE						
1077 INC-S106 GRANTS	£0	£0	£0	£0	£0	£0
1078 INC-MISC GRANTS	£0	£0	£0	£0	£0	£0
1175 INC-SALES OF FIXED ASSETS	£0	£0	£0	£0	£0	£0
Total Income	£0	£0	£0	£0	£0	£0
4053 LOAN INTEREST	£40,000	£13,067	£26,000	£0	£30,000	-£10,000 This includes potential PWLB loan drawdown for the play areas.
4065 UKSPF EXPENDITURE	£0	£0	£0	£0	£0	£0
4600 CP EX PWLB CAPITAL ASSETS IMPR	£0	-£5,850	£0	£5,850	£0	£0
4603 CP EX PWLB DROVE RD CEM	£0	£0	£0	£0	£0	£0
4607 CP EX PWLB BRUNEL DRIVE	£0	£0	£0	£0	£0	£0
4620 TRITAX KITELANDS PHASE 1	£0	£0	£0	£0	£0	£0
4801 CP - NEW VEHICLES\EQUIPMENT	£0	£4,672	£0	£0	£0	£0
4802 CP - NEW COMPUTER INSTALLATION	£0	£0	£0	£0	£0	£0
4803 CP - BOILER MAGISTRATES COURT	£0	£0	£0	£0	£0	£0
4806 S106 EXPENDITURE	£0	£1,117	£0	£0	£0	£0
4822 CP - PLANT & EQUIPMENT	£0	£14,203	£0	£0	£0	£0
4843 CP - CENTURY HOUSE	£0	£0	£0	£0	£0	£0
4868 CP - STRATTON CEM	£0	£0	£0	£0	£0	£0
4898 REINVESTMENT IN GENERAL RESERV	£0	£0	£0	£0	£0	£0

4900 ROLLING CAPITAL FUND ALLOC'N	£25,000	£0	£25,000	£0	£25,000	£0
4980 LOAN REPAYMENT	£29,000	£10,487	£20,000	£0	£23,000	-£6,000 This includes potential PWLB loan drawdown for the play areas.
Overhead Expenditure	£94,000	£37,697	£71,000	£5,850	£78,000	-£16,000
<i>Movement to/(from) Gen Reserve</i>	<i>-£54,000</i>	<i>-£24,630</i>	<i>-£45,000</i>			
110 PUBLIC CONVENIENCES						
4012 WATER RATES	£1,300	£354	£1,300	£0	£1,300	£0
4016 CLEANING COSTS	£12,480	£6,517	£12,480	£0	£12,480	£0
4017 JANITORIAL MATERIALS	£1,000	£1,143	£1,143	£0	£1,000	£0
4036 PROPERTY MAINTENANCE	£1,000	£641	£1,000	£304	£1,000	£0
4042 EQUIPT MAINT/REPAIR	£200	£0	£200	£0	£200	£0
4047 MATERIALS/TOOLS	£400	£0	£400	£0	£400	£0
Overhead Expenditure	£16,380	£8,655	£16,523	£304	£16,380	£0
<i>Movement to/(from) Gen Reserve</i>	<i>-£16,380</i>	<i>-£8,655</i>	<i>-£16,523</i>			
111 CORPORATE MANAGEMENT						
1076 PRECEPT RECEIVED	£1,838,460	£1,838,460	£1,838,460	£0	£1,892,103	£53,643
1096 INTEREST RECEIVED	£24,000	£26,254	£40,000	£0	£36,000	£12,000
Total Income	£1,862,460	£1,864,714	£1,878,460	£0	£1,928,103	£65,643
4057 AUDIT FEES	£4,000	-£2,660	£4,000	£0	£4,000	£0
Overhead Expenditure	£4,000	-£2,660	£4,000	£0	£4,000	£0
<i>Movement to/(from) Gen Reserve</i>	<i>£1,858,460</i>	<i>£1,867,374</i>	<i>£1,874,460</i>			
112 DEMOCRATIC REP'N & MGM'T						
4024 SUBSCRIPTIONS	£6,400	£3,820	£5,000	£0	£6,400	£0
4085 COUNCIL WEBSITE	£2,500	£2,008	£2,500	£0	£3,000	£500 To cover increase in running costs for the website.
4135 ELECTION PROVISION	£4,000	£0	£4,000	£0	£4,000	£0
Overhead Expenditure	£12,900	£5,828	£11,500	£0	£13,400	£500
<i>Movement to/(from) Gen Reserve</i>	<i>-£12,900</i>	<i>-£5,828</i>	<i>-£11,500</i>			
113 CIVIC ACTIVITIES & EXPENSES						
1300 INC-MAYORS CHARITY	£0	£1,273	£1,265	£0	£0	£0
Total Income	£0	£1,273	£1,265	£0	£0	£0
4112 TOWN MAYOR'S EXPENSES	£1,000	£77	£1,000	£110	£1,000	£0
4166 TWINNING	£1,000	£1,684	£2,000	£0	£1,000	£0
4179 CIVIC FUNCTIONS	£1,000	-£9	£1,000	£43	£1,000	£0
4180 CIVIC REGALIA REPAIRS ETC	£250	£0	£250	£0	£250	£0
4300 MAYOR'S CHARITY EXPENDITURE	£0	£99	£1,265	£137	£0	£0
Overhead Expenditure	£3,250	£1,851	£5,515	£290	£3,250	£0
<i>Movement to/(from) Gen Reserve</i>	<i>-£3,250</i>	<i>-£578</i>	<i>-£4,250</i>			
115 ORCHARD COMMUNITY CENTRE						
1077 INC-S106 GRANTS	£0	£4,791	£4,791	£0		
1082 INC-LETTINGS	£62,000	£31,766	£53,000	£0	£55,000	-£7,000
1098 INC-BADMINTON	£0	£1,281	£2,000	£0	£3,000	£3,000
1099 INC-TABLE TENNIS	£0	£210	£400	£0	£1,000	£1,000
INC-SOLAR PANELS	£0	£0	£0	£0	£2,000	£2,000
INC-FRAMEWORK	£0	£0	£0	£0		
Total Income	£62,000	£38,048	£60,191	£0	£61,000	-£1,000
4007 HEALTH & SAFETY	£500	£77	£500	£0	£500	£0
4011 RATES	£6,000	£5,364	£5,364	£0	£6,000	£0
4012 WATER RATES	£3,200	£382	£3,200	£0	£3,200	£0

4014 ELECTRICITY	£8,000	-£772	£3,000	£0	£5,000	-£3,000
4015 GAS	£6,000	£1,543	£6,000	£0	£6,000	£0
4016 CLEANING COSTS	£4,680	£2,340	£4,680	£0	£4,860	£180
4017 JANITORIAL MATERIALS	£1,000	£665	£1,000	£20	£1,000	£0
4031 ADVERTISING	£1,000	£171	£1,000	£0	£1,000	£0
4036 PROPERTY MAINTENANCE	£5,000	£1,196	£5,000	£227	£5,000	£0
4060 OFFICE EQUIPMENT	£700	-£209	£700	£167	£700	£0
4065 UKSPF Expenditure	£0	£3,344	£4,791	£1,062	£0	£0
4081 LICENSES	£200	£0	£200	£0	£200	£0
4104 REFUSE COLLECTION	£500	£476	£500	£0	£500	£0
4110 FIRE PRECAUTIONS	£1,000	-£645	£1,000	£0	£1,500	£500 To cover installation cost after swiching to new supplier.
4128 EQUIPMENT	£2,500	£472	£2,000	£8	£2,000	-£500
4134 SECURITY	£300	£239	£300	£0	£300	£0
Overhead Expenditure	£40,580	£14,643	£39,235	£1,484	£37,760	-£2,820
<i>Movement to/(from) Gen Reserve</i>	<i>£21,420</i>	<i>£23,405</i>	<i>£20,956</i>			
212 RECREATION GROUNDS						
1081 INC-RENT	£5,000	£5,001	£5,001	£0	£7,000	£2,000
1083 INC-PITCH HIRE	£7,000	£4,740	£7,000	£0	£10,000	£3,000
1091 INC-MISCELLANEOUS	£9,500	£1,193	£1,500	£0	£2,500	-£7,000
NEW INC-MAST	£0	£2,500	£1,250	£0	£2,500	£2,500
Total Income	£21,500	£13,434	£14,751	£0	£22,000	£500
4011 RATES	£4,800	£4,172	£4,172	£0	£4,200	-£600
4012 WATER RATES	£8,000	£7,477	£14,000	£0	£8,000	£0
4014 ELECTRICITY	£8,000	£6,570	£13,000	£0	£8,000	£0
4016 CLEANING COSTS	£2,780	£2,850	£4,550	£0	£2,780	£0
4037 GROUNDS MAINTENANCE	£15,000	£11,771	£15,000	£1,534	£15,000	£0
4038 MAINTENANCE CONTRACT	£9,100	£4,450	£9,100	£480	£9,100	£0
4039 PLAY. EQUIP. MAINT.	£15,000	£6,850	£12,500	£10	£15,000	£0
4043 FENCING & GATES	£250	£19	£250	£11	£0	-£250
4044 TREES & PLANTS	£6,000	£4,180	£6,000	£0	£4,000	-£2,000
4047 MATERIALS/TOOLS	£200	£5	£200	£0	£200	£0
4067 PEST CONTROL	£600	£0	£600	£0	£600	£0
4104 REFUSE COLLECTION	£8,000	£2,888	£3,500	£0	£0	-£8,000 Moved to 902
4110 FIRE PRECAUTIONS	£2,000	£524	£2,000	£0	£2,000	£0
4134 SECURITY	£4,000	£684	£4,000	£0	£3,500	-£500
Overhead Expenditure	£83,730	£52,440	£88,872	£2,035	£72,380	-£11,350
<i>Movement to/(from) Gen Reserve</i>	<i>-£62,230</i>	<i>-£39,006</i>	<i>-£74,121</i>			
901 CENTRAL SERVICES						
1080 INC-COMMON GROUND DIVIDEND	£340	£420	£420	£0	£380	£40
1091 INC-MISCELLANEOUS	£0	£774	£753	£0	£0	£0
1145 INC-CHRISTMAS ACTIVITIES	£0	£114	£0	£0	£0	£0
Total Income	£340	£1,308	£1,173	£0	£380	£40
4000 OVERTIME ALL BCT	£10,000	£6,199	£10,000	£0	£15,830	£5,830 To pay for additional cover for events and standby cover for emergency call outs for the Orchard Centre customers.
4001 STAFF SALARIES	£869,570	£492,460	£864,000	£0	£909,826	£40,256 Anticipated cost of living pay award of 3.5% for all staff.
4002 EMPLOYERS N.I	£113,185	£64,398	£108,432	£0	£118,476	£5,291 Based on last year NI rates and to be confirmed in November 2025.
4003 EMPLOYERS SUPERANN.	£211,406	£118,323	£211,406	£0	£216,540	£5,134 Proposed Employer Pension rate 23.80%(Reduced by 3%)
4005 AGENCY STAFF	£0	£0	£0	£0	£0	£0
4007 HEALTH & SAFETY	£7,200	£3,597	£7,200	£0	£3,500	-£3,700 Cancellation of Peninsula contract August 2026
4008 STAFF TRAINING	£8,000	£6,438	£8,000	£1,455	£8,000	£0
4009 STAFF TRAVEL	£2,000	£1,077	£2,000	£0	£2,000	£0
4010 MISC. STAFF COSTS	£1,000	£975	£1,000	£40	£1,000	£0

4011 RATES	£17,300	£16,467	£16,467	£0	£17,000	-£300
4012 WATER RATES	£500	£441	£500	£0	£500	£0
4014 ELECTRICITY	£4,000	£1,793	£4,000	£0	£4,000	£0
4015 GAS	£6,000	£1,059	£6,000	£0	£6,000	£0
4016 CLEANING COSTS	£6,240	£3,224	£6,240	£0	£6,240	£0
4017 JANITORIAL MATERIALS	£800	£459	£800	£72	£800	£0
4020 BRCC GREEN WHEEL CONTRIBUTION	£2,000	£2,000	£2,000	£0	£2,000	£0
4021 TELEPHONE & FAX	£10,000	£5,784	£9,000	£0	£8,000	-£2,000
4022 POSTAGE	£800	£439	£800	£0	£800	£0
4023 STATIONERY	£4,200	£2,215	£4,200	£284	£4,200	£0
4025 INSURANCE	£23,500	£20,423	£20,423	£0	£27,000	£3,500 New policy starting April 26,additional cover for cyber insurance and terrorism.Part of cost will be recharged to tenants.
4026 COMPUTER	£74,000	£53,305	£74,000	£24	£74,000	£0
4027 PHOTOCOPIER	£4,000	£3,338	£5,000	£0	£4,000	£0
4030 JOB RECRUITMENT	£3,000	£911	£3,000	£0	£3,000	£0
4031 ADVERTISING	£3,000	£2,092	£3,000	£261	£3,000	£0
4036 PROPERTY MAINTENANCE	£4,000	£2,435	£4,000	£0	£4,000	£0
4051 BANK CHARGES	£4,500	£1,955	£3,500	£0	£4,500	£0
4056 LEGAL EXPENSES	£15,000	£2,670	£15,000	£3,485	£15,000	£0
4058 PROFESSIONAL FEES	£15,000	£5,335	£15,000	£8,684	£15,000	£0
4059 HR CONSULTANCY	£4,000	£3,539	£4,000	£440	£4,000	£0
4060 OFFICE EQUIPMENT	£1,200	£786	£1,200	£0	£1,200	£0
4073 PAYROLL BUREAU FEES	£4,000	£2,288	£4,000	£0	£4,000	£0
4074 ACCOUNTANCY FEES	£500	-£89	£500	£0	£500	£0
4081 LICENSES	£250	£0	£250	£0	£250	£0
4092 CARD PROCESSING FEES	£75	£42	£75	£0	£75	£0
4094 COUNCILLOR TRAINING & INDUCTIO	£200	£45	£200	£0	£200	£0
4103 PROTECTIVE CLOTHING	£150	£0	£150	£0	£150	£0
4104 REFUSE COLLECTION	£600	£263	£600	£0	£600	£0
4110 FIRE PRECAUTIONS	£2,000	-£346	£2,000	£0	£2,000	£0
4128 EQUIPMENT	£1,000	£313	£1,000	£0	£1,000	£0
4134 SECURITY	£2,000	£2,004	£2,004	£0	£2,000	£0
4140 CHRISTMAS ACTIVITIES	£1,000	£0	£1,000	£0	£1,000	£0
4261 GRANTS UNDER OTHER POWERS	£20,000	£13,518	£20,000	£0	£20,000	£0
4264 COMMUNITY AGENT GRANT	£17,493	£0	£17,493	£0	£17,493	£0
Overhead Expenditure	£1,474,669	£842,175	£1,459,440	£14,745	£1,528,680	£54,011
<i>Movement to/(from) Gen Reserve</i>	<i>-£1,474,329</i>	<i>-£840,867</i>	<i>-£1,458,267</i>			
902 PUBLIC REALM						
1081 INC-RENT	£7,600	£3,609	£5,100	£0	£6,000	-£1,600
1092 INC-GRNDS MAINT	£11,000	£11,000	£11,000	£0	£3,000	-£8,000
1093 INC-BUS INTERCHANGE CBC	£0	£1,300	£2,500	£0	£1,200	£0
Total Income	£18,600	£15,909	£18,600	£0	£10,200	-£9,600
4007 HEALTH & SAFETY	£3,000	£3,317	£3,317	£0	£3,000	£0
4011 RATES	£35,000	£35,520	£35,520	£0	£36,000	£1,000
4012 WATER RATES	£358	£497	£1,000	£0	£358	£0
4013 RENT	£64,000	£42,868	£58,000	£0	£58,000	-£6,000
4014 ELECTRICITY	£3,000	£11,004	£12,500	£0	£3,000	£0 The Council awaiting a credit note from the Electricity supplier.
4016 CLEANING COSTS	£2,800	£1,300	£2,800	£0	£2,800	£0
4017 JANITORIAL MATERIALS	£100	£0	£100	£0	£100	£0
4025 INSURANCE	£8,500	£8,195	£8,195	£0	£8,000	-£500
4036 PROPERTY MAINTENANCE	£1,000	£295	£1,000	£100	£1,000	£0
4041 EQUIPMENT HIRE	£1,000	£377	£1,000	£235	£1,000	£0
4042 EQUIPT MAINT/REPAIR	£8,000	£3,295	£8,000	£2,713	£8,000	£0

4044 TREES & PLANTS	£3,000	£0	£3,000	£0	£3,000	£0	
4046 VEHICLE LEASING	£33,000	£21,714	£33,000	£0	£32,000	-£1,000	
4047 MATERIALS/TOOLS	£8,000	£4,227	£8,000	£16	£8,000	£0	
4048 VEHICLE MAINT/REPAIR	£3,000	£2,892	£3,000	£346	£3,000	£0	
4049 VEHICLE FUEL	£8,000	£5,732	£10,000	£0	£10,000	£2,000	To cover fuel costs for vehicles and mowers.
4050 VEHICLE TAX	£1,800	£695	£1,800	£0	£1,800	£0	
4064 ANNUAL BASKETS & BEDDING	£8,000	£6,161	£8,000	£3,121	£8,000	£0	
4093 SERVICE CHARGE	£4,300	£2,723	£4,300	£0	£4,300	£0	
4098 MOWER LEASING	£18,000	£10,549	£18,000	£0	£18,000	£0	
4100 FERT./SEEDS/WEEDKILL	£500	£0	£500	£0	£500	£0	
4101 MOWER REPAIRS	£2,000	£3,848	£2,000	£1,500	£2,000	£0	
4103 PROTECTIVE CLOTHING	£3,500	£1,744	£3,500	£67	£3,500	£0	
4104 REFUSE COLLECTION	£0	£3,783	£5,000	£0	£8,000	£8,000	Transferred from Rec Grounds Refuse collection
4110 FIRE PRECAUTIONS	£250	-£745	£250	£0	£1,000	£750	Increasing costs for compliance and precautionary repairs.
4119 SKIP HIRE	£1,000	£990	£1,000	£0	£0	-£1,000	Covered under refuse collection.
4128 EQUIPMENT	£4,500	£4,209	£4,500	£0	£4,500	£0	
4134 SECURITY	£0	£0	£0	£0	£200	£200	To cover installation cost for intruder alarm.
Overhead Expenditure	£225,608	£175,190	£237,282	£8,096	£229,058	£3,450	
<i>Movement to/(from) Gen Reserve</i>	<i>-£207,008</i>	<i>-£159,281</i>	<i>-£218,682</i>				
Total Income	£2,129,818	£2,028,849	£2,108,851	£0	£2,173,688		
Total Expenditure	£2,129,818	£1,319,504	£2,119,042	£67,521	£2,173,688		
Net Income over Expenditure	£0	£709,345	-£10,191	-£67,521	-£0		

