



Ref: Agenda/Council – 09<sup>th</sup> December 2025

4<sup>th</sup> December 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 **9<sup>th</sup> December 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\\_Zi9AP804TPy87OUGI5eRSQ](https://us06web.zoom.us/webinar/register/WN_Zi9AP804TPy87OUGI5eRSQ)**

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. John Tizard, Police and Crime Commissioner, Bedfordshire Police.

**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> November 2025** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 25<sup>th</sup> November 2025** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- c. For Members to note the minutes of the Public Land & Open Spaces Committee Meeting held on **Tuesday 21<sup>st</sup> October 2025** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- d. For Members to note the minutes of the Town Centre Management Committee Meeting held on **Tuesday 28<sup>th</sup> October 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 **Tuesday 11<sup>th</sup> November 2025**.
- b. Minutes of the Council Meeting held on **Tuesday 25<sup>th</sup> November 2025**.

**9. ITEMS FOR CONSIDERATION**

a. **Standing Orders**

For Members to receive and consider a report from the Town Clerk and Chairman of Finance and General Purposes, Cllr. D Strachan.

b. **Scheme of Delegations**

For Members to receive and consider a report from the Town Clerk and the Chairman of Finance and General Purposes, Cllr. D Strachan.

c. **Internal Audit**

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

d. **CBC Consultation: Proposed Changes to Ivel Valley School**

For Members to receive and consider information from Central Bedfordshire Council (CBC) regarding the future of Ivel Valley School in Biggleswade.

Central Bedfordshire Council has launched a public consultation on the future of Ivel Valley School, which is currently at full capacity and in need of major improvements. The Council is seeking feedback from residents, parents, and the wider community on six possible options to increase the school's capacity to 330 places and improve its facilities.

The consultation aims to ensure that the school can continue to meet the needs of local children and provide a high-quality learning environment.

The consultation will close on **22<sup>nd</sup> January 2026**.

**To support Members' consideration of this item, the draft minutes along with the relevant video excerpt from the Joint Committee meeting held on 18 November, where Ivel Valley was discussed and CBC Officer provided answers to the list of questions raised by Members at the last Town Council Meeting, have been uploaded to SharePoint for Members.**

**For Members of the public wishing to view the relevant section of the BJC meeting, it is available on the Biggleswade Town Council YouTube channel.**

All other supporting documentation is available to view on the CBC website via the hyperlink below, or on SharePoint for Members:

[Proposed changes to Ivel Valley School | Central Bedfordshire Council](#)

Additionally, Central Bedfordshire Council will be holding public engagement events as part of the Ivel Valley School consultation at Biggleswade Library.

- Display: Wednesday, 7 January to Wednesday, 21 January 2026

e. **CBC Consultation: Council Tax Support Scheme**

For Members to receive and consider information from Central Bedfordshire Council (CBC) regarding proposed changes to the Local Council Tax Support (LCTS) scheme.

CBC has launched a public consultation on changes to the LCTS scheme for working-age residents. The scheme currently costs £21 million annually, with £14 million (67%) relating to working-age support. Rising demand for adult social care and children's services, combined with reduced government funding, means the Council must review how public money is spent.

The proposed changes, if fully implemented, would reduce the cost of the scheme by £3.4 million after administration costs. Pension-age support is set nationally and is not affected by this consultation.

The consultation opened will close on **7<sup>th</sup> January 2026**.

All supporting documentation is available on the CBC website via the hyperlink below, or on SharePoint for Members:

[Council Tax Support Scheme consultation 2025 | Central Bedfordshire Council](#)

f. **CBC Consultation: Sustainable Modes of Travel to School Strategy**

For Members to receive and consider information from Central Bedfordshire Council (CBC) regarding the Sustainable Modes of Travel to School Strategy consultation.

CBC has launched a public consultation on its Sustainable Modes of Travel to School Strategy. Sustainable travel includes walking, cycling, wheeling (using mobility aids or scooters), and public transport. Promoting these modes makes school journeys safer, healthier, and greener, while supporting wider goals for active travel and community wellbeing.

The strategy aims to reduce congestion and pollution around schools, improve children's fitness and mental health, and encourage independence and social interaction. Current initiatives are funded through external sources, including Active Travel England and the Department for Transport.

The consultation will close on **31 December 2025**.

All supporting documentation is available on the CBC website via the hyperlink below, or on SharePoint for Members:

[Sustainable Modes of Travel to School Strategy consultation | Central Bedfordshire Council](#)

g. **CBC Consultation: Active Travel Strategy (2024-2040)**

For Members to receive and consider information from Central Bedfordshire Council (CBC) regarding the Active Travel Strategy (2024–2040) consultation.

CBC has launched a public consultation on its Active Travel Strategy, which aims to make walking, wheeling, and cycling easier, safer, and more appealing for short, practical trips. Promoting active travel supports healthier lifestyles, reduces congestion, improves air quality, and helps tackle climate change.

The strategy responds to high car dependency in the area, where many short trips could be made by walking or cycling. It aligns with national, regional, and local commitments to reduce reliance on cars and increase active travel.

The consultation will close on **31 December 2025**.

All supporting documentation is available on the CBC website via the hyperlink below, or on SharePoint for Members:

[Active Travel Strategy \(2024-2040\) consultation | Central Bedfordshire Council](#)

h. **CBC Confirmation Notice: Biggleswade Public Bridleway No. 11 & Biggleswade Public Footpath No. 16**

For Members to receive and consider a Notice of Confirmation of a Public Path Order received from CBC.

## 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/25/03128/FULL - 56 Collings Crescent, Biggleswade, SG18 0PZ**

Erection of a covered patio area, attached to property, including a chimney.

b. **CB/25/02837/FULL - 35 Stratton Way, Biggleswade, SG18 0NS**

Single storey front extension to the retail unit, and a loft conversion with front and side dormers to the first-floor residential dwelling.

c. **CB/25/03283/FULL - 18 Stratton Way, Biggleswade, SG18 0NS**

Single storey rear extension.

d. **CB/TCA/25/00488 - 1 Ivel Mill, Mill Lane, Biggleswade, SG18 8AZ**

Works to trees within a Conservation Area: Reduce Cherry Trees (red dots) to previous reduction points. Reduce Rowan Tree (yellow dot) to previous reduction points. Remove epicormic growth to Sycamore Tree (green dot 1). Fell Sycamore Tree (green dot 2) as lateral roots are lifting the block paving and causing a hazard.

e. **CB/25/03378/FULL - Unit B, Normandy Lane, Biggleswade, SG18 8QB**

New vehicular access off Pegasus Drive and additional parking provision.

f. **CB/25/03391/FULL - 1 Holbrook Grove, Biggleswade, SG18 8UG**

Loft conversion with full width dormer at the front and velux windows at the rear.

g. **Planning Appeal Outcome: The Plough House**

For Members to receive the outcome of Planning appeal for CB/25/00305/FULL - The Plough House, 276 London Road, Biggleswade, SG18 9TB.

## 11. **PLANNING APPLICATION OUTCOMES**

- a. A report of the Planning Application Outcomes (by exception applications only) as of **Tuesday 2<sup>nd</sup> December.**

**12. ACCOUNTS**

**a. Financial Administration**

**Position & Accounts for October 2025.**

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

- i. Balance Sheet to 31/10/2025.
- ii. Detailed Income & Expenditure to 31/10/2025.
- iii. Payment Listing from 01/10/2025 to 31/10/2025.
- iv. Summary Income & Expenditure to 31/10/2025.

**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\\_Zi9AP804TPy87OUGI5eRSQ](https://us06web.zoom.us/webinar/register/WN_Zi9AP804TPy87OUGI5eRSQ)**

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.

(Exempt minutes of the Town Council Meeting Tuesday 11th November 2025).  
(Exempt minutes of the Town Council Meeting Tuesday 25<sup>th</sup> November 2025).  
(Exempt minutes of the Public Land & Open Spaces Committee Meeting Tuesday 21<sup>st</sup> October 2025).  
(Exempt minutes of the Town Centre Management Committee Meeting Tuesday 28<sup>th</sup> October 2025).  
(Risk Report).  
(Play Area Maintenance Update).  
(S106 Update).  
(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.





**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 11<sup>TH</sup> NOVEMBER 2025**  
**AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**

**PRESENT:**

Cllr. J Woodhead (Mayor)  
Cllr. D Albone (Deputy Mayor)  
Cllr. I Agnew  
Cllr. G Barrett  
Cllr. J Jones  
Cllr. M Knight  
Cllr. M North  
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  
Miss H Calvert – Administration & HR Manager

Members of the Public – 6

**IN ATTENDANCE ONLINE:**

Cllr. P Guilcher

**Meeting Formalities:**

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

**1. APOLOGIES FOR ABSENCE**

**a. Apologies were received from the following Members:**

Cllr. M Foster, Cllr. S Patel, Cllr. S Sajid.

**b. The following Members were unable to attend in person but were in attendance remotely:**

Cllr. P Guilcher.



## **2. DECLARATIONS OF INTEREST**

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

- Cllr Thomas: Non-pecuniary interest in Item 10A (Planning Application).
- Cllr Albane: Non-pecuniary interest in Item 10A (as lives near the site).
- Town Mayor: Non-pecuniary interest in Item 9E (School Admissions).

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

None.

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

- a. The Mayor informed Members that he had recently visited Ivel Valley School, where he met with the Headteacher and the School of Governors. The Mayor also visited Stratton School to meet A-Level Politics students and view the new ACE provision.

Last week, the Mayor visited the Biggleswade Community Garden to see the latest produce grown there.

On Sunday, the Mayor attended the Remembrance Sunday Parade, and on Tuesday he attended the Armistice Day Service. The Mayor thanked Town Council staff for their support in arranging these events.

## **4. PUBLIC OPEN SESSION**

Mark Tripp (Chair of Governors, Ivel Valley School)

Mr Tripp informed Members that the headteacher of Ivel Valley was unable to attend because Central Bedfordshire Council (CBC) advised that the school and its staff cannot publicly express opinions that differ from CBC.

Mr Tripp highlighted several significant facilities issues currently affecting Ivel Valley School. For example, many pupils require hydrotherapy, yet the school does not have a hydrotherapy pool. At present, pupils must be transported to Kempston to access such facilities, which creates cost pressures, and disrupts their education. Additionally, the school faces insufficient parking and drop-off space and lacks a hall large enough to accommodate whole-school activities.

Mr Tripp invited Members to visit the school to see these conditions firsthand.

Mr Tripp then provided an overview of CBC's consultation options and their potential impact on the school and its students:

- Option 1A – Build on the existing site: This would cause significant disruption to pupils, particularly those with sensory needs, and exacerbate traffic congestion on an already crowded site. Ivel Valley has had no input into this design.
- Options 2 & 3 – London Road: These options would split the school across multiple sites, increasing costs and causing further disruption. The proposed two-story building would require lifts for students with mobility issues, raising concerns about emergency evacuation.
- Option 5 – Do nothing: This is not a viable solution.

Ivel Valley's preferred option is Option 4, which has been designed with the school's input. This option keeps all facilities on one secure site, provides adequate space for growth, and ensures the best possible layout. It minimises disruption by eliminating the need to transport pupils between sites and addresses traffic and safety concerns.

Mr Tripp urged Members to support Option 4 in their responses to CBC's consultation, stating that the school has compromised for too long and now CBC should make the necessary compromises for the future of Ivel Valley.

Members thanked Mr Tripp for his excellent and informative presentation and for clearly outlining the current issues. Members also expressed appreciation for the open invitation to visit Ivel Valley School and requested that Mr Tripp email the Council with details of the appropriate contact at the school to arrange visits.

**5. INVITED SPEAKER**

**a. Tom Leeming and Jake Howard, Tritax Big Box**

Mr Leeming thanked Members for the invitation to present an update on Symmetry Park, Biggleswade. Mr Leeming also thanked Members who attended Tritax's recent launch event.

Members were informed that the new 66,000 square ft. unit for Warburton's has just been completed.

Members were informed of the future phases for Symmetry Park.

Members thanked Mr Leeming and Mr Howard for the informative presentation.

**6. MEMBERS' QUESTIONS**

Cllr Thomas requested further information on the road closures for the Christmas Fair and Light Switch on. The Community & Development Manager, Ian Campbell, informed Members that there will be additional road closures in place for the Christmas Fair and Light Switch On. Businesses have been informed well in advance of this, with notices going up approximately one month ago.

For the first time, business on the High Street will be encouraged to participate in the Christmas Fair by setting up a stall outside their premises.

Members noted that the road closures for Biggleswade's Remembrance Parade & Service were much longer than neighbouring towns and villages, and it was suggested that the duration of road closures is shortened in future.

**7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. The Minutes of the 14<sup>th</sup> October 2025 were **APPROVED** as an accurate record.

**8. MATTERS ARISING**

None.

## 9. **ITEMS FOR CONSIDERATION**

### a. **External Audit Report**

Members unanimously **AGREED** to note that the Council have reviewed the personal, financial and professional independence of the internal auditor in accordance with the Financial Regulation and Practitioners Guide 2025 (good practice).

Members thanked Officers who were involved in compiling the report.

### b. **Corporate Aspirations 2025-2031**

Members unanimously **AGREED** to adopting the Corporate Aspirations 2025-2031 document.

### c. **General Reserves Policy**

Members unanimously **AGREED** to adopting the General Reserve Policy.

### d. **CBC Community Governance Review 2025 – Stage 2**

Councillor Russell stated that she was unhappy with outcome of the Community Governance Review by Central Bedfordshire Council (CBC).

The Town Council was invited to submit proposals to the Community Governance Review and followed all the guidance. This involved holding meetings with neighbouring parishes and producing a detailed professional report that was submitted to CBC.

CBC dismissed the submission, stating that they won't be making any major changes, without defining what "major changes" means. One proposed change from BTC was agreed by the other parish and required no ward boundary changes, making it straightforward. CBC appear to have ignored detailed submissions despite proper process.

Members unanimously **AGREED** to writing to CBC with the following:

- Expressing concern and dissatisfaction regarding the response to the Community Governance Review.
- To question why the responses to the Governance Review were dismissed.
- To question why CBC began a review if they were unwilling to implement significant changes.
- To question why the review was initiated now, as the Government guidance requires a review every 10-15 years and the last review was undertaken in 2017/18.
- To highlight how much time and money went into this exercise from the Town Council's perspective
- To resubmit BTC's response to the Community Governance Review again, both via the portal and via email.
- To request clarity on CBC's view of the right time for a Community Governance Review.

It was **AGREED** that this letter is addressed to Brian Dunleavy (Democratic Services Manager at CBC) but that Marcel Coffait (Chief Executive at CBC) is also copied in.

e. **CBC Consultation: School Admission Arrangements For 2027 To 2028**

Members questioned the fairness and practicality for parents managing multiple school drop-offs. However, it was noted that the Admissions Policy is outside of the Town Council's direct responsibility and the Town Council has limited influence on CBC decisions.

It was **AGREED** that the Council will remain neutral on these arrangements and therefore not respond to CBC's consultation.

f. **CBC Consultation: Proposed changes to Ivel Valley School**

Members **AGREED** to write to CBC to:

- Seek clarification of the proposed sites for Ivel Valley, particularly regarding Option 4 and London Road.
- Obtain details of the proposed traffic management scheme for London Road.
- Obtain a financial breakdown for each option.
- Confirmation of whether the sale of land from the existing site has been factored into the financial plan.
- Explanation of how the footpath would be managed if CBC adopts the split-site option.
- Information on whether any DFE funding is available.

g. **Parking on Hitchin Street**

Cllr Russell informed Members that some residents in the town have received parking tickets for parking at the north end of Hitchin Street despite there not being markings on the road. There also seems to have been confusion as to whether you can only park there if you have a blue badge.

Members **RESOLVED** to write to Central Bedfordshire Council to seek clarification on whether there is a parking regulations order for Hitchin Street, and if so, what its terms are.

h. **Notice of Confirmation of Public Path Order - Biggleswade: Bridleway Nos. 87 And 88 And Langford: Bridleway No. 20**

Members had **NO OBJECTION** to this public path order.

i. **Public Path Diversion Order - Biggleswade: Part of Footpath No. 24**

Members had **NO OBJECTION** to this public path diversion order.

j. **Local Green Spaces**

Members unanimously **AGREED** to the plan as laid out.

k. **Banking Provision Update**

Members discussed how changes to the towns banking provision will have an impact on local residents and businesses.

It was **AGREED** that the Town Council contact the Post Office to clarify what services will remain.

It was **AGREED** that the Town Clerk, together with two or three Members, prepare a detailed proposal to Cash Access UK advocating for the establishment of a banking hub in the town. The proposal will emphasise Biggleswade's growing population and the increasing number of businesses setting up locally. It was further **AGREED** that a copy of this response be sent to the MP.

## **10. PLANNING APPLICATIONS**

### **a. CB/25/02942/FULL - Greenways, Drove Road, Biggleswade, SG18 8HD**

The Town Council has **NO OBJECTION** to this application, provided it complies with two policies in the Neighbourhood Plan: BRD1 and BTM1.

### **b. CB/TRE/25/00412 - Brunswick Place, Rose Lane, Biggleswade, SG18 0NQ**

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

### **c. CB/25/03091/FULL - 6 Windmill View, Biggleswade, SG18 8WP**

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

## **11. PLANNING APPLICATION OUTCOMES**

The Planning Application Outcomes report was **NOTED**.

## **12. ACCOUNTS**

### **Financial Administration**

### **a. Position & Accounts for September 2025.**

Members **APPROVED** the report.

## **13. ITEMS FOR INFORMATION**

### **a. Quarterly Bank Reconciliations**

Members **NOTED** the reports.

### **b. Standing Orders**

Members **NOTED** the Standing Orders.

### **c. Symmetry Park, Phase 3, Biggleswade**

Members **NOTED** the information.

### **d. Health Hub Funding Update**

Members NOTED the update.

e. **Transfer of Rights - Biggleswade Common**

Members **NOTED** the transfer of rights.

14. **PUBLIC OPEN SESSION**

No one from 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.

15. **EXEMPT**

a. **Exempt Minutes of the Town Council Meeting Tuesday 14th October 2025**

The Exempt Minutes of the 14<sup>th</sup> October 2025 were **APPROVED** as an accurate record.

b. **Sports Provision Update**

Members were provided with a sports provision update.

It was **AGREED** to provide Lindsell's Bequest with a £5k grant. It was **AGREED** to discuss a repayment plan for the loan provided to Lindell's in 2023 at a future Council meeting.

c. **Bowl's Club Update**

Members were provided with a Bowls Club update. Members **APPROVED** of the recommendation to instruct Wellers law firm to draft a new 25-year lease with all appropriate terms and conditions for the Bowls Club, and Officers to negotiate with the Bowls Club on all aspects of the new proposed lease.

d. **Community Safety and Community Task Force**

Members **APPROVED** the recommendation for officers to work with the Biggleswade Community Safety Group (BCSG) on the actions outlined in the report, further develop the graffiti removal scheme, and ensure BCSG continues collaborating with Biggleswade Town Council (BTC) and engages with Central Bedfordshire Council (CBC), the police, and other partners to advance its action plan.

e. **Annual Review**

Members **NOTED** the HR update.

f. **HR Update**

Members **NOTED** the HR update.

The Mayor closed the meeting at **9.30pm**





**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 25<sup>th</sup> NOVEMBER 2025**  
**AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**

**PRESENT:**

Cllr. J Woodhead (Mayor)  
 Cllr. D Albone (Deputy Mayor)  
 Cllr. I Agnew  
 Cllr. M Foster  
 Cllr. J Jones  
 Cllr. M North  
 Cllr. M Russell  
 Cllr. S Sajid  
 Cllr. A Skilton  
 Cllr. D Strachan  
 Cllr. C Thomas

Mr K Hosseini – Head of Governance & Strategic Partnerships  
 Mr E Bour – Head of Finance & Deputy RFO  
 Miss A Green - Committee Clerk

Members of the Public – 1

**Meeting Formalities:**

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

**1. APOLOGIES FOR ABSENCE**

**a. Apologies were received from the following Members:**

Cllr. M Knight, Cllr. P Guilcher, Cllr. G Barrett.

**2. DECLARATIONS OF INTEREST**

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

All Members declared a general interest in the budget discussion as taxpayers and residents of the town. This was noted as a common interest and did not preclude participation.

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

None.



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

- a. The Mayor informed Members that He and a small group of councillors alongside a member Council staff had undertaken a self-funded exploratory visit to Noisy Le Roi & Bailly. Noting that a formal paper with recommendations would be presented to Council in due course.
- b. The Mayor also expressed appreciation to Network Rail for removing graffiti from Crab Lane.
- c. The Mayor reminded Members of the forthcoming Christmas lights switch-on event scheduled for Friday 28<sup>th</sup> November in the Market Square. All Members were encouraged to attend.

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

No members of the public were present online, and no members of the public within the chamber indicated a wish to speak.

### **5. INVITED SPEAKER**

- a. There was no invited speaker.

### **6. MEMBERS' QUESTIONS**

- a. There were no Members' questions.

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

- a. Approval of previous minutes was deferred to the next full Council meeting.

### **8. MATTERS ARISING**

- a. There were no matters arising.

### **9. ITEMS FOR CONSIDERATION**

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

The Head of Finance provided an overview of Officers report and informed Members of changes since the circulation of the budget papers.

He reported that the employer pension contribution rate had decreased by three percent following the Bedfordshire Pension Fund valuation, and this revised rate would apply for the next three years. Additionally, Central Bedfordshire Council have confirmed the tax base will increase by 1.66 percent.

The Head of Finance noted that repayments for the Public Works Loan Board had been incorporated into the budget at an annual cost of approximately £7,500. He also advised that Officers were awaiting the surveyor's report on three BTC owned sporting facility buildings, which might necessitate additional capital expenditure. A further paper on the play areas designated by Members for refurbishment is scheduled for presentation to Council on 9 December.

Members discussed the both the report and the implications of the Head of Finance's update.

Members **AGREED** to reinstate the £10,000 for agency staff costs, which had previously been removed by the Personnel Committee. Further discussion focused on the need for contingency funding to address potential building repairs and the possibility of assuming responsibility for landscaping and maintenance currently undertaken by Central Bedfordshire Council.

Members considered the importance of maintaining flexibility in the budget to accommodate unforeseen requirements, such as equipment purchases or capital works, and debated the merits of increasing the capital fund.

Member suggested an indicative approach, proposing that guidance be given to officers to prepare for an increase of approximately £35,000 over the current precept level. This figure would include the reinstated £10,000 for agency staff and an additional £25,000 for contingencies.

It was **AGREED** that this decision was indicative only and subject to review once the surveyor's report was available. Members acknowledged that the final precept would be set in January and that further adjustments might be necessary depending on forthcoming information.

Additional points were raised regarding the potential impact of changes to the national minimum wage, although officers confirmed that existing salary scales were above the minimum and that a 3.5 percent pay increase had already been factored into the budget.

#### **10. PLANNING APPLICATIONS**

- a. There were no planning applications included on this agenda.

#### **12. ACCOUNTS**

There were no accounts included on this agenda.

#### **13. ITEMS FOR INFORMATION**

- a. There were no items for information on this agenda.

#### **14. PUBLIC OPEN SESSION**

No members of the public were present online, and no members of the public within the chamber indicated a wish to speak.

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

#### **15. EXEMPT**

##### **a. HR Update**

Members **NOTED** the HR update.

The Mayor closed the meeting at 7:35pm





**MINUTES OF THE BIGGLESWADE PUBLIC LAND AND OPEN SPACES MEETING  
HELD TUESDAY 21<sup>ST</sup> OCTOBER 2025 AT 7.00PM AT BIGGLESWADE TOWN  
COUNCIL OFFICES THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE,  
SG18 8DL**

**PRESENT:**

Cllr. M Foster (Chairman)  
Cllr. M Knight (Deputy Chairman)  
Cllr. I Agnew  
Cllr. J Jones  
Cllr. M North  
Cllr. C Thomas  
Cllr. A Skilton  
Cllr. D Strachan  
Cllr. D Albone (ex-officio voting Member)

Mr P Tarrant – Town Clerk & Chief Executive  
Mr K Hosseini – Head of Governance & Strategic Partnerships  
Mr H Henderson - Public Realm Manager  
Miss A Green – Committee Clerk

Members of the Public – 0

**Meeting Formalities:**

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

**1. APOLOGIES FOR ABSENCE**

- a. 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. Thomas declared a non-pecuniary interest in Biggleswade Allotments in relation to Item 9b.

Cllr. Strachan declared a non-pecuniary interest in item 13b.

**3. CHAIRMANS ANNOUNCEMENTS**

No announcements were made by the Chairman.

**4. PUBLIC OPEN SESSION**

No members of the public were present, either online or in person.

**5. INVITED SPEAKER**

No guest speaker was invited.

**6. MEMBERS' QUESTIONS**

- a. Members queried the rationale behind placing items 13b and 13c under exempt.

The Clerk explained that both items pertain to sensitive negotiations and business matters which are not appropriate for discussion in a public forum at this stage.

**7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

No amendments were made to the minutes.

The Minutes were **APPROVED** as an accurate record of the Public Land And Open Spaces Meeting held Tuesday 21<sup>st</sup> October 2025 and the Chairman was authorised to sign the minutes.

**8. MATTERS ARISING**

There were no matters arising from the minutes.

**9. ITEMS FOR CONSIDERATION**

- a. **Prioritisation of Road Works 2026/27**

Members discussed which areas within Biggleswade should be prioritised for the 2026 Highways Improvements Plan.

Members raised the following areas for consideration:

- Hitchin Street Road Surface: Raised due to poor condition of Hitchin Street's road surface due to repeated water leaks, posing risks to cyclists. Members emphasised the concerns particularly related to Blondham Road and South View.
- Hitchin Street between Bonds Lane and Market Square: Raised due to sections of the road beginning to collapse. Sunken drains have created hazardous dips.
- Potton Road Railway Bridge and Embankment - Raised due to overgrown vegetation and narrow footpaths forcing pedestrians into fast-moving traffic near a blind corner.
- London Road - Raised due to poor road surface and abundance of potholes.
- Potton Road Railway Bridge – Raised due to lack of visibility and sequencing of the traffic lights at the bridge.

In addition to the concerns raised regarding road and pathway maintenance, Members proposed improvements to cycling and pedestrian infrastructure, including:

- Enhanced cycle provision on London Road and Potton Road.
- Improved pedestrian access on Potton Road, particularly at the bridge and the crossing at St. John Street.
- Introduction of a contraflow cycle route on Rose Lane between Sun Street and St. John's Road.

- A new cycle route from the junction of Rose Lane and St. John's Road to the Dan Albone Car Park. Currently, cyclists are forced to follow one-way traffic, leading to pavement use and safety concerns.
- A segregated cycle route from Jordan's Mill to Langford Garden Centre.

Members stated that, of the suggestions discussed, priority should be given to those with clear safety implications. It was agreed that safety-related concerns should be addressed first.

Members **AGREED** the Chairman and Deputy Chairman would compile and submit the final list of priorities to the Joint Committee on behalf of the Council.

b. **2026/27 PLOS Budget**

The Town Clerk gave Members a summary of the report, emphasising that each committee will have the opportunity to review and consider its own budget, which will then inform the overall Town Council budget.

The Clerk explained that Officers are proposing that Members approve a standstill budget in light of the precept increases in previous years.

The Clerk confirmed that once all Committee budget submissions are received, they will be reported to the Finance & General Purposes Committee, followed by a full Council discussion.

Several appendices reflect an inflation rate of 3%, derived from the latest available data as of August 2025.

The Clerk noted that Officers are committed to identifying cost efficiencies and reductions, having already achieved savings of approximately £150,000 over the past four to five years. The next major procurement exercise will be the Town Council's ICT contract.

Members thank Officers for the detailed report, and initially raised the following queries listed as follows:

- How the provided figures for burial damage and vandalism compare to previous years?
- Why known servicing requirements, such as the roller door or vehicle maintenance, are not automatically included in the budget?

The Clerk explained that costs for burial damage and vandalism are typically absorbed within existing budget, and in some cases, contributions are sought from third parties, such as families.

Members **SUGGESTED** that the Council adopting a formal policy on damage to headstones and burial monuments to ensure a consistent and fair approach to cost recovery.

In response to the query regarding servicing, the Clerk clarified that the figures provided are indicative and subject to Member discretion. The Head of Finance added that the proposed increase is in addition to existing maintenance provisions, which are already incorporated into the budget.

Additionally, the Public Realm Manager further explained that the current maintenance contract covers only basic services and excludes items such as tyres. The proposed increase would allow the Council to move from a basic to a more comprehensive level of cover.

Several Members noted that the overall budget appeared reasonable and commended Officers for their efforts in ensuring responsible spending. However, concern was raised about the proposed 3.5% increase, with some Members warning that if all committees submit similar figures, the Council may struggle to meet its financial targets.

Members noted a projected £1,800 increase in electricity costs at Drove Road Cemetery, as outlined in the appendices provided, querying whether lighting systems could be reviewed for efficiency. The Head of Finance responded that the invoice is issued quarterly and has not yet been received but confirmed that Officers would explore the use of more energy-efficient bulbs.

Members raised concerns about the costings for allotments, suggesting they may be disproportionately high and should be reviewed in future budgets. Burial fees were also questioned, with Members noting inconsistencies and high charges.

The Head of Finance explained that the fees were adjusted following a resolution to benchmark against other councils and apply CPI.

The Chairman confirmed that there would be no increase in junior football pitch fees. Some Members cautioned that freezing fees now could lead to larger increases in future years and proposed smaller, incremental adjustments. Others disagreed, arguing that keeping fees low is a way to give back to the community and that alternative funding sources should be explored.

A balanced approach was proposed, with Members agreeing that while junior pitch fees should remain unchanged, a modest increase for adult full-size pitches would be appropriate.

Members **RESOLVED** to maintain junior pitch fees and increase adult pitch fees by £2.

c. **PLOS Presentation and Status Report**

A presentation illustrating the work and initiatives being carried out by the Public Realm team was shared on screen.

The Public Realm Manager shared the excellent work being conducted by the PR team.

Members commended the Public Realm Manager, the Chargehand and the Public Realm team for their hard work and in maintaining and improving the town.

d. **Play Areas PWLB Improvements Update Report**

The Head of Governance thanked Members for their contributions and noted that feedback from previous discussions had been incorporated into the current report.

Members sought clarification regarding Watkins Walk, specifically what action they were being asked to take.

The Chairman explained that during the site visit, Members acknowledged the area is not well-used or well-regarded. He emphasised that this is not a reflection on the Public Realm Team, whose work has improved the site, but suggested that relocating the play equipment to a more frequented area might be more beneficial.

Members stressed that any significant changes to Watkins Walk should be subject to public consultation.

Members **RECOMMENDED** that for future PLOS meetings when Officers plan to present reports to the Committee regarding BTC play areas or other green spaces, site visits should be arranged to enable Members to assess the locations prior to the meeting.

Members suggested revising the wording of the proposal for Stratton, expressing doubt that a wooden adventure trail would appeal to teenagers. Concerns were raised about older children misusing equipment intended for younger age groups.

Officers acknowledged that alternative options may exist and agreed that further exploration is needed.

Members proposed monitoring usage at Watkins Walk following recent improvements before making any decisions.

A Tuesday evening site visit in June next year was **REQUESTED** to review play areas.

It was also noted that no timeline had been provided for the PLWB. The Head of Finance confirmed that the Council has a full year to consider options.

Members **REQUESTED** that a deadline be included in the report to ensure progress is tracked. They welcomed the idea of sponsorship and encouraged Officers to explore external funding opportunities before relying on PLWB, which should be considered a last resort.

It was also suggested that any proposal for Stratton should avoid wooden structures.

Members **RESOLVED** that Officers would provide the final specification to the supplier and request an updated quotation based on the revised option outlined in *Figure One*. This updated quote will reflect a reduction in play equipment, include new installations at Stratton Way, and cover reversion works at Watkins Walk. In addition, Officers will explore alternative, non-wooden options for teen-focused equipment at Stratton Way that better meet the needs and preferences of teenagers. A further report will be presented to the PLOS Committee at its meeting on 27 January 2026.

#### **10. ITEMS FOR INFORMATION**

- a. There were no items for information.

#### **11. PUBLIC OPEN SESSION**

No members of the public were present, either online or in person.

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

#### **12. EXEMPT**

- a. **Exempt minutes of the Public Land & Open Spaces Committee Meeting Tuesday 17th June 2025**

No amendments were made to the minutes.

The exempt minutes were **APPROVED** as an accurate record of the Public Land And Open Spaces Meeting held Tuesday 21<sup>st</sup> October 2025 and the Chairman was authorised to sign the minutes.



b. **Sports Provision Update**

Members discussed and **AGREED** for Officers to bring a further report to Council.

c. **Outdoor Sport Update**

Members **RESOLVED** to recommend a licence to Full Council

The Chairman closed the meeting at **8:34 pm**

DRAFT





**MINUTES OF THE BIGGLESWADE TOWN CENTRE MANAGEMENT COMMITTEE**  
**MEETING HELD ON TUESDAY 28<sup>th</sup> OCTOBER 2025 AT 7.00PM AT BIGGLESWADE**  
**TOWN COUNCIL OFFICES**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**

**PRESENT:**

Cllr. G. Barrett (Deputy Chairman)  
 Cllr. M. Foster  
 Cllr. M. North  
 Cllr. A. Skilton  
 Cllr. D. Strachan  
 Cllr. C. Thomas  
 Cllr. D. Albone (Ex-officio Member)

Mr P Tarrant – Town Clerk & Chief Executive  
 Mr E Bour – Head of Finance  
 Mr I Campbell – Community Development Manager  
 Miss A Green – Committee Clerk

Members of the Public – 0

**Meeting Formalities:**

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

**1. APOLOGIES FOR ABSENCE**

- a. Cllr. S Patel, Cllr. M Knight, 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. Strachan declared a non-pecuniary interest in item 10b and 10e.

**3. CHAIRMAN'S ANNOUNCEMENTS**

The Deputy Chairman noted that there were no outstanding actions on the committee's action log. Thanks were extended to Officers and Members.

**4. PUBLIC OPEN SESSION**

No members of the public were present, either online or in person.

## **5. INVITED SPEAKER**

No guest speaker was invited.

## **6. MEMBERS' QUESTIONS**

- a. Cllr. Skilton raised concerns about enforcement of resident permits in BTC car parks.

Officers confirmed the issue was noted and would be discussed under item 9C.

- b. Cllr. Strachan raised concerns about the upcoming closure of Lloyds Bank, noting that the local Post Office will be unable to process cheques going to Lloyds account customers once the Biggleswade branch closes.

He **REQUESTED** that Officers add an item to the November Town Council agenda to address this development and to revisit the potential Banking Hub.

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

- a. No amendments were made to the minutes.

The minutes were **APPROVED** as an accurate record of the Town Centre Management Committee Meeting held on Tuesday 15th July 2025 and the Chairman was authorised to sign the minutes.

## **8. MATTERS ARISING**

- a. There were no matters arising.

## **9. ITEMS FOR CONSIDERATION**

- a. **Town Centre Management Committee Budget Setting**

The Town Clerk provided Members with a summary of the budget-setting report, emphasising that each Committee would have the opportunity to review and consider its own budget, which would then contribute to the formulation of the overall Town Council budget. The Public Land and Open Spaces (PLOS) Committee was the first to undertake this process.

Officers proposed that Members support a standstill budget, in light of the significant precept increases in recent years.

It was highlighted by the Town Clerk, that the tax base is advised to the Town Council by Central Bedfordshire Council (CBC), and Officers are currently awaiting updated information regarding the growth of the tax base.

The Clerk informed Members that at the time the report presented was written, the Consumer Price Index (CPI) was recorded at 3.8% based on August figures, and Officers can now confirm the figure remains unchanged as of September 2025.

The Clerk reiterated that Officers remain committed to identifying cost efficiencies and reductions, having already achieved approximately £150,000 in savings over the past four to five years. The next major area of focus for procurement savings will be the renewal of the Town Council's ICT contract.

Members queried why, given concerns that the tax base does not appear to be growing in line with the town's expansion, there is no mechanism to challenge the figures provided by CBC. The Clerk responded that while concerns can be raised, CBC ultimately determines the tax base and is not obliged to amend it based on local representations.

Members also questioned the exclusion of a £3,000 budget item for mitigating flooding at Rose Lane Car Park. Officers explained that while additional mitigation measures could be implemented, the current level of intervention was considered sufficient at this time.

Members raised the issue of electricity usage by market stalls, noting that some local authorities charge vendors for electricity. Officers acknowledged the validity of the suggestion but advised that the current focus is on encouraging greater participation in the market, particularly on Tuesdays. It was felt that introducing additional charges at this stage might deter new vendors. The matter was deferred for further consideration at the December meeting of the Finance & General Purposes Committee.

Members also queried the cost pressure associated with the Christmas lights contract, which had increased by approximately £6,000. Officers confirmed that the new contract provides improved coverage and quality, thereby justifying the additional expenditure.

Further discussion took place regarding the proposed £8,400 growth request for Biggleswade Day, a new event under consideration. Officers clarified that the event's inclusion in the budget would depend on the level of support expressed by Members. Some Members expressed reservations about the twinning programme, suggesting that it may not be a current priority for residents and should be reconsidered in the context of other budgetary pressures.

Members also discussed the importance of increasing parking charges in line with CPI, even where the increase is relatively small. It was noted that while such increases may be unpopular, they are necessary to ensure that the Council covers its operational costs. Members acknowledged that the Council is not generating profit from parking and that a review of revenue opportunities is essential.

Following discussion, 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 for car parking in the Town

b. **TCM Committee Renaming**

Members considered the report presented by Officers regarding the proposed renaming of the Committee.

Members expressed the view that the proposal was premature, given that the Terms of Reference and the Scheme of Delegation were still under review.

It was requested that when a report is presented at the next TCM meeting, Officers include a list of alternative naming suggestions, rather than presenting a singular option.

Members **RESOLVED** that the renaming of the Committee be deferred until the Standing Orders and Scheme of Delegation documents have been finalised and approved by Council.

c. **Parking Update**

The Community Development Manager introduced the report to Members.

Members questioned the necessity of the proposed increase in disabled parking bays. In response, the Clerk explained that the recommendation had come from Central Bedfordshire Council and was based on professional assessments undertaken by their officers.

Members reiterated the importance of retaining paper receipts for parking payments, noting that this had been a specification in the Council's original contract. It was suggested that the cost of providing paper receipts could be offset by using the reverse side for advertising, thereby generating income.

Officers advised that cash payments currently account for only 2–6% of total parking transactions. However, Members emphasised that removing paper receipts would be unfair to the small percentage of users who continue to pay by cash.

The Committee also considered the potential adoption of the Ringo parking app, which would operate in parallel with existing services. Officers noted that the app is reliable and cost neutral.

Members raised concerns regarding procurement implications and the potential emergence of a national parking app. It was agreed that these matters should be explored further.

Following discussion, Members **RESOLVED** to establish an informal Working Group, chaired by Cllr. Foster, to review the Council's parking strategy. The group will consider app-based payment options, the provision of disabled bays, and the future of paper receipt provision.

d. **Market Policy Review Report**

Members discussed the Market Policy, with particular focus on the inclusion of wording relating to Martyn's Law.

Following discussion, Members resolved to amend the proposed wording outlined in Appendix B to state that the Council will comply with the provisions of the Terrorism (Protection of Premises) Act.

It was further **AGREED** that the policy would be reviewed again in July, once Members and Officers have had the opportunity to implement further provisions of Martyn's Law.

Members also **AGREED** that Officers should continue to work in collaboration with Officers from Central Bedfordshire Council and the Market Square Vision Working Group to ensure a coordinated approach.

e. **2026 Schedule of Events**

The Committee reviewed the schedule of proposed events, which included Biggleswade in Bloom, the Easter Egg Hunt, the Christmas Party in the Park, and the Flea Market.

Members expressed their support for the events in principle but emphasised the importance of securing sponsorship in order to minimise the financial impact on the Council. Members also noted discrepancies in the budget figures and requested clarification.

The Deputy Administration and HR Manager confirmed that some events, including Biggleswade Day, had been removed from the report due to cost concerns.

It was noted that these events may be reconsidered at future meetings.

Following discussion, Members **AGREED** to support the proposed events, subject to appropriate costings being provided, discussed and agreed and Officers to actively seek sponsorship to provide additional funding.

f. **CBC Consultation: Defining the High Street Areas for High Street Rental Auctions (HSRAs)**

Members considered the information provided by Central Bedfordshire Council (CBC) as part of the consultation on defining high street areas.

The Committee welcomed any initiative that encourages occupancy and commercial activity within the town.

However, Members raised concerns about the accuracy and relevance of some of the areas identified by CBC.

Members noted that certain streets included in the consultation are located within the town centre but do not contain any commercial premises and therefore may not be appropriate for inclusion. Members agreed that this point should be reflected in the Council's response.

Members also highlighted that Station Road had been omitted from the proposed high street areas, despite containing several commercial premises. It was suggested that Station Road, up to the junction with Back Street, should be included in the defined area.

Further concerns were raised regarding the general descriptions of roads within the consultation.

Members felt that some inclusions, such as The Baulk, were inappropriate, while other areas with clear commercial presence - such as Crab Lane, parts of Hitchin Street, and Chapel Field - had been overlooked. It was felt that the consultation lacked specificity and failed to accurately reflect the commercial geography of the town.

Members also expressed the view that the high street area should not extend beyond the library or further up London Road. However, the Committee welcomed CBC's consideration of other growing areas of the town, such as Kings Reach, in the context of future commercial development.

Members **RESOLVED** that Officers draft a formal response to the consultation, reflecting the comments made by the Committee, and share the draft with the Chairman and Deputy Chairman for approval prior to submission to CBC.

## 10. **ITEMS FOR INFORMATION**

### a. **Run the Wade**

Members considered the information presented in the report.

Members supported the event but raised concerns about the Town Council incurring costs for a non-Council event.

Following discussion Members **RESOLVED** the following:

- That the Council continues to play a supportive role.
- That Officers seek reimbursement of Council-incurred costs from the event organisers.

### b. **UKSPF 2024-25 Closure**

Members discussed the information presented in the report regarding the closure of the 2024/25 UK Shared Prosperity Fund (UKSPF) campaign.

The Community Development Manager informed Members that the current government has launched a new Pride in Place programme to replace the UKSPF campaign. This new programme which will be based on IMD rankings (Index of Multiple Deprivation). Biggleswade doesn't qualify. Officers will be looking to realise new Government and alternative grant funding programmes as the opportunities arise.

During the discussion, Members expressed the view that future deployment of such funding should be more inclusive and accessible to all businesses across the town. It was noted that a number of businesses had felt excluded from the most recent funding round and had expressed a wish that they had been given the opportunity to participate.

Following discussion, Members **NOTED** the update.

### c. **Business Forum Update**

Members **REQUESTED** that a report summarising the outcomes of the Social Enterprise Forum be presented to Members at the next Town Council Meeting.

Members **NOTED** the update.

### d. **Remembrance Day Update**

Members **NOTED** the update.

### e. **Christmas Fair and Light Switch-On**

Members considered the information presented in the report, with focus on road closures, safety measures, and communication with businesses and residents.

Members expressed that event is well-organised and they supportive of the plans detailed in the update.

Members stressed the need to have very clear barriers and signage to ensure that the day runs smoothly and the road closures do not impact those not attending the event.



Members **NOTED** the update.

f. **National Rail Improvement Works**

Members expressed concern about delays to the lift installation and requested clarification from Network Rail.

Members **RESOLVED** that the Clerk seek confirmation from Network Rail regarding the operational date of the new bridge and lift.

11. **PUBLIC OPEN SESSION**

No members of the public were present, either online or in person.

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

12. **EXEMPT**

a. **Exempt minutes of the Town Centre Management Committee Meeting 15th July 2025**

No amendments were made to the minutes.

The exempt minutes were **APPROVED** as an accurate record of the Town Centre Management Committee Meeting held on Tuesday 15th July 2025 and the Chairman was authorised to sign the minutes.

b. **Market Square Report**

The Chairman closed the meeting at **8:41 PM**



**BIGGLESWADE TOWN COUNCIL**  
**Town Council Meeting 9<sup>th</sup> December 2025**  
**Item 9a: Standing Orders**

**Implications of Recommendations:**

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

**Finance:** Not applicable.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Introduction**

Notification of the Council's intent to review its Standing Orders was noted at Council on 11<sup>th</sup> November. It is good practice to critique the Standing Orders on a yearly basis as this is part of the Internal and External Audit process.

A copy of the current version and new NALC 2025 template was also placed on SharePoint for Members reflection. There have been no observations from Members.

Section 19 which is optional text is not relevant as this is best described in the Scheme of Delegations - Personnel Committee section. The next review of the Standing Orders will take place in November 2026.

**Recommendations**

That Members agree to use an appropriately modified version of the NALC Model Standing Orders 2025 as per appendix B.

Peter Tarrant  
Town Clerk & Chief Executive

Cllr Duncan Strachan  
Chairman,  
Finance & General Purposes Committee

**Appendices:**

**Appendix A:** Current Standing Orders (Available on SharePoint or BTC Website).

**Appendix B:** Proposed New Standing Orders.

# STANDING ORDERS



Adopted: December 2024  
Review Date: October 2025

## MODEL STANDING ORDERS 2025 UPDATE (ENGLAND)

- Formatted: Font: 10 pt
- Formatted: Space After: 0 pt
- Formatted: Font: 28 pt

**National Association of Local Councils (NALC)**

**020 7637 1865 | [nalc@nalc.gov.uk](mailto:nalc@nalc.gov.uk) | [www.nalc.gov.uk](http://www.nalc.gov.uk)**

**© NALC 2025. All rights are reserved. No part of this publication may be reproduced or used for commercial purposes without the written permission of NALC save that councils in membership of NALC have permission to edit and use the model standing orders in this publication for their governance purposes.**

**Permission is given to use NALC's logo in the presented format only.**

INTRODUCTION.....	4
1. RULES OF DEBATE AT MEETINGS .....	6
2. DISORDERLY CONDUCT AT MEETINGS .....	8
3. MEETINGS GENERALLY .....	8
4. COMMITTEES AND <del>SUB-COMMITTEES</del> STANDING COMMITTEES .....	<del>12</del> 11
5. ORDINARY COUNCIL MEETINGS .....	<del>13</del> 12
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES .....	<del>15</del> 14
7. PREVIOUS RESOLUTIONS.....	<del>15</del> 14
8. VOTING ON APPOINTMENTS.....	<del>16</del> 15
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER.....	<del>16</del> 15
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE .....	<del>17</del> 16
11. MANAGEMENT OF INFORMATION .....	<del>17</del> 16
12. DRAFT MINUTES .....	<del>18</del> 17
13. CODE OF CONDUCT AND DISPENSATIONS.....	<del>19</del> 18
14. CODE OF CONDUCT COMPLAINTS.....	<del>20</del> 19
15. PROPER OFFICER.....	<del>21</del> 20
16. RESPONSIBLE FINANCIAL OFFICER.....	<del>22</del> 21
17. ACCOUNTS AND ACCOUNTING STATEMENTS.....	<del>22</del> 21
18. FINANCIAL CONTROLS AND PROCUREMENT .....	<del>23</del> 22
19. HANDLING STAFF MATTERS .....	<del>25</del> 24
20. RESPONSIBILITIES TO PROVIDE INFORMATION.....	<del>26</del> 25
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION.....	<del>26</del> 25
22. RELATIONS WITH THE PRESS/MEDIA .....	<del>27</del> 26
23. EXECUTION AND SEALING OF LEGAL DEEDS .....	<del>27</del> 26
24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS .....	<del>28</del> 27
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES.....	<del>28</del> 27
26. STANDING ORDERS GENERALLY .....	<del>28</del> 27

## INTRODUCTION

This is an update to Model Standing Orders 14 and 18.

Formatted: Heading 1

## HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Formatted: Heading 1, Widow/Orphan control, Hyphenate, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Font Alignment: Auto

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

## DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender neutral language (e.g. "Chair").

A model standing order that includes brackets like this '(—)' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.



## 1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair~~man~~ of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair~~man~~ of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair~~man~~ of the meeting, is expressed in writing to the chair~~man~~.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair~~man~~ of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair~~man~~ of the meeting.
- k One or more amendments may be discussed together if the chair~~man~~ of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chair~~man~~ of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair~~man~~ of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or ~~sub-committee~~ for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair~~man~~ of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ~~(3 )~~ minutes without the consent of the chair~~man~~ of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair~~man~~ of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair~~man~~ of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair~~man~~ of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. MEETINGS GENERALLY

Full Council meetings                      ●  
Committee meetings                      ●  
~~Sub-committee meetings~~                      ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the

business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed ~~(10)~~ minutes unless directed by the chair~~man~~ of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than ~~10~~ minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair~~man~~ of the meeting may direct that a written or oral response be given.
- i [A person ~~shall~~ is not required stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise their hand when requesting to speak and is not required to stand when speaking. ~~(except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.~~
- j A person who speaks at a meeting shall direct their comments to the chair~~man~~ of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair~~man~~ of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the ~~Chair Mayor of the Council~~ may in their absence be done by, to or before the ~~Vice-Chair Deputy Mayor of the Council (if there is one).~~**
- p **The ~~Chair of the Council~~ Mayor, if present, shall preside at a meeting. If the ~~Chair Mayor~~ is absent from a meeting, the ~~Vice-Chair Deputy Mayor of the Council (if there is one)~~ if present, shall preside. If both the ~~Chair~~**

Formatted: Font: (Default) Arial, 11 pt, Bold, Font color: Black

~~and the Vice-Chair Mayor and Deputy Mayor~~ are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

Formatted: Font: (Default) Arial, 11 pt, Bold, Font color: Black

- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.

- r The chair~~man~~ of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.

*See standing orders 5(h) and (i) for the different rules that apply in the election of the ~~Mayor Chair of the Council~~ at the annual meeting of the Council.*

- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.

- u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.

- v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

| See standing order 4d(viii) for the quorum of a committee ~~or sub-committee~~ meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted**  
and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of ( ) hours.

#### 4. COMMITTEES AND ~~STANDING COMMITTEES~~~~SUB-COMMITTEES~~

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer ( ) days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair~~man~~ of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair~~man~~ at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee ~~and a sub-committee~~ which, ~~in both cases,~~ shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a ~~sub~~-committee and also the advance public notice requirements, if any, required for the meetings of a ~~sub~~-committee;
- xi. ~~shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend;~~ and
- xii. may dissolve a committee ~~\_or a sub-committee\_~~.

## **5. ORDINARY COUNCIL MEETINGS**

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the ~~Chair and Vice Chair (if there is one) of the Council~~Mayor and Deputy Mayor.
- f The ~~Chair of the Council~~Mayor, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g The ~~Vice Chair of the Council, if there is one~~Deputy Mayor, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the ~~Mayor~~Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current ~~Chair of the Council~~Mayor has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor ~~Chair of the Council~~ has been elected. The current ~~Chair of the Council~~Mayor shall not have an original vote in respect of the election of the new ~~Chair of the Council~~Mayor but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current ~~Chair of the Council~~Mayor has been re-elected as a member of the Council, he shall preside at the annual



meeting until a new ~~Chair of the Council~~Mayor has been elected. He may exercise an original vote in respect of the election of the new ~~Chair of the Council~~Mayor and shall give a casting vote in the case of an equality of votes.

j Following the election of the ~~Chair of the Council~~Mayor and ~~Vice Chair (if there is one) of the Council~~Deputy Mayor at the annual meeting, the business shall include:

- i. **In an election year, delivery by the ~~Chair of the Council~~Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the ~~Chair of the Council~~Mayor of their acceptance of office form unless the Council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, ~~sub-committees~~, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;

- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## 6. EXTRAORDINARY MEETINGS OF THE COUNCIL AND STANDING COMMITTEES AND SUB-COMMITTEES

6.

- a The ~~Chair~~ Mayor of the Council may convene an extraordinary meeting of the Council at any time.
- b If the ~~Chair~~ Mayor of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The chair~~man~~ of a committee ~~[or a sub-committee]~~ may convene an extraordinary meeting of the committee ~~[or the sub-committee]~~ at any time.
- d ~~If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within ( ) days of having been requested to do so by ( ) members of the committee [or the sub-committee], any ( ) members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].~~

## 7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least ~~(→)~~ 5 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a ~~sub-committee~~.

**Formatted:** Indent: Left: -0.5 cm, No widow/orphan control, Don't hyphenate, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers, Font Alignment: Center

**Formatted:** Heading 1

- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## 8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair~~man~~ of the meeting.

## 9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ( ) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least ( ) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair~~man~~ of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.

- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

#### **10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or ~~sub-committee~~;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or ~~sub-committee~~ and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close the meeting.

#### **11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

## 12. DRAFT MINUTES

Full Council meetings ●  
 Standing Committee meetings ●  
 Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct

record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- 
- 
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or ~~sub-committee~~ for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or ~~sub-committee~~ for which the dispensation is required].

h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**

- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
- ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. **it is otherwise appropriate to grant a dispensation.**

#### 14. **CODE OF CONDUCT COMPLAINTS**

a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

## 15. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

**i. at least three clear days before a meeting of the council, a Standing committee ~~or a sub-committee~~,**

Formatted: Bulleted + Level: 1 + Aligned at: 2 cm + Indent at: 2.63 cm, Tab stops: Not at 3 cm

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

Formatted: Normal

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

**ii.i.** subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ( ) days before the meeting confirming their withdrawal of it;

**iii.ii.** convene a meeting of the Council for the election of a new ~~Council~~ **Chair of the Mayor**, occasioned by a casual vacancy in their office;

**iv.iii.** **facilitate inspection of the minute book by local government electors;**

**v.iv.** **receive and retain copies of byelaws made by other local authorities;**

**vi.v.** hold acceptance of office forms from councillors;

**vii.vi.** hold a copy of every councillor's register of interests;

**viii.vii.** assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

**ix.viii.** liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

**x.ix.** receive and send general correspondence and notices on behalf of the



Council except where there is a resolution to the contrary;

~~xii-x.~~ assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

~~xiii-xi.~~ arrange for legal deeds to be executed;  
(see also standing order 23);

~~xiii-xii.~~ arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

~~xiv-xiii.~~ record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;

~~xv-xiv.~~ refer a planning application received by the Council to the [~~Chair Mayor~~ or in their absence the ~~Vice-Chair (if there is one) of the Council~~] ~~Deputy Mayor OR [Chair or in their absence Vice-Chair (if there is one) of the ( ) Committee]~~ within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [( ) committee];

~~xvi-xv.~~ manage access to information about the Council via the publication scheme; and

~~xvii-xvi.~~ retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

## 16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in

accordance with the law, proper practices and the Council's financial regulations.

- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## **10. FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;

- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below [60,000] due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or ~~sub-committee~~ with delegated responsibility.
- d. Neither the Council, nor a committee or a ~~sub-committee~~ with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

## 13. HANDLING STAFF MATTERS

- a ~~— A matter personal to a member of staff that is being considered by a meeting of [Council] OR [the ( ) committee] OR [the ( ) sub-committee] is subject to standing order 11.~~
- b ~~— Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of [the ( ) committee] OR [the ( ) sub-committee] or, if he is not available, the vice chair (if there is one) of [the ( ) committee] OR [the ( ) sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to [the ( ) committee] OR [the ( ) sub-committee] at its next meeting.~~
- c ~~— The chair of [the ( ) committee] OR [the ( ) sub-committee] or in their absence, the vice chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the ( ) committee] OR [the ( ) sub-committee].~~
- d ~~— Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of [the ( ) committee] OR [the ( ) sub-committee] or in their absence, the vice chair of [the ( ) committee] OR [the ( ) sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the ( ) committee] OR [the ( ) sub-committee].~~
- e ~~— Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice chair of [the ( ) committee] OR [the ( ) sub-committee], this shall be communicated to another member of [the ( ) committee] OR [the ( ) sub-committee], which shall be reported back and progressed by resolution of [the ( ) committee] OR [the ( ) sub-committee].~~
- f ~~— Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.~~
- g ~~— In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 49(f).~~ — All staffing related matters will be considered by the \_\_\_\_\_  
Personnel Committee whose powers are properly articulated in the scheme of delegation.

## **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

*[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*(Below is not an exclusive list).*

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

## **22. RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **23. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

*The above is applicable to a Council with a common seal.*

OR

**[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]**

*The above is applicable to a Council without a common seal.*

**24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

**25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

**26. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ( ) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair<sup>man</sup> of a meeting as to the application of standing orders at the meeting shall be final.





**BIGGLESWADE TOWN COUNCIL**  
**Town Council Meeting 9<sup>th</sup> December 2025**  
**Item 9b: Scheme of Delegations**

**Implications of Recommendations:**

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

**Finance:** Not applicable.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Introduction**

The Scheme of Delegations was last reviewed in November 2024. It is good practice to keep the contents under review and Internal Audit refer to the documentation as a matter of course.

There is no NALC national template available for reference. The content is entirely at local discretion.

The Town Clerk and Chairman of the Finance & General Purposes Committee have reviewed the current contents and apart from a potential change of name to the Town Centre Management Committee to (Town Management Committee) and a small adjustment to its brief (as a consequence all of the list of responsibilities), the contents appear reasonable and valid.

**Recommendations**

Members agree to adopt the revised Scheme of Delegations with a next review date of November 2028.

Peter Tarrant  
Town Clerk & Chief Executive

Cllr Duncan Strachan  
Chairman,  
Finance & General Purposes Committee

**Appendices:**

Appendix A: Current Scheme of Delegations (Available via SharePoint or BTC Website).

Appendix B: Proposed Scheme of Delegations.

# Scheme of Delegations



Adopted: ~~November-December~~ 202<sup>54</sup>

Review: November 202<sup>65</sup>

## **FUNCTIONS DELEGATED TO COMMITTEES**

### **1. DELEGATED POWERS - TOWN COUNCIL COMMITTEES**

Members will be advised by the Town Clerk whether a particular item under discussion is within the Committee's delegated powers, if so the minutes will then record the decision as **"Resolved"**.

If the matter is not within the Committee's delegated powers, then the minutes will show the decision as **"Recommended"** and the matter will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council. This item can be discussed in full by the Town Council. In any case where a Committee Chairman and Vice Chairman is either unsure whether a matter falls within delegated powers, or whether a matter should be determined by them, they should refer that matter to the next highest level of decision. A Committees delegated power need not always be exercised.

**It is Unlawful to delegate powers to Committee Chairmen and Vice-Chairmen. The Standing Committees are:**

- Public Lands and Open Spaces
- Town Centre Management
- Finance and General Purposes Committee
- Personnel
- Appeals

## **2. Town Council**

The Town Council has full authority and its responsibilities include:

- Resolving actions incurring expenditure within its budget.
- Prepare estimates of expenditure in December for the forthcoming financial year.
- To conduct monthly appraisal of the budgets and accounts .
- To receive estimates of expenditure in December for the forthcoming financial year from other Committees of the Council, to set a recommendation for the Precept for approval at the January Council meeting.
- To request the agreed Precept amount from Central Bedfordshire Council, or their successors.
- To review and monitor annually, Standing Orders, Financial Regulations, and Terms of Reference for Committees.
- To review the internal audit procedures annually and to appoint an Internal Auditor.
- To form Standing Committees as required.
- To elect members to outside bodies.
- To approve and monitor all tenders and contracts, after review by other Committees as relevant.
- To approve both the amount and purpose of a Public Works Loan Board (PWLB) funding prior to committing any expenditure. Council re-approval shall be re-obtained if the Council is not contractually committed to PWLB expenditure within 6 months. For PWLB expenditure, the Financial Regulations in relation to delegation of authority to Standing Committees or Officers shall not apply.
- To do anything calculated to facilitate or conducive or incidental to the discharge of any of their functions. (LGA 1972, s 111).
- To make provision for future agreed capital projects.
- To manage policy with regard to promotion and publicity of the Council.
- To consider all planning applications on their merit and to make comment and pass resolutions in respect of these and take note of S106 agreements.
- When considering planning applications, to take the statements of the NPPF (National Planning Policy Framework) adopted Local Plan, Neighbourhood Plan and Town Centre Masterplan into consideration.
- To respond to Central Beds Council on all planning applications within the set timescales.
- To appoint Members or instruct Officers to attend Central Beds Councils Development Control meetings to make representations on behalf of the Council where necessary.
- To request a Central Beds Council Ward Councillor to call in applications to be referred to the Central Beds Council's Development Control Committee for consideration.
- To monitor Central Beds Council policies and Plans that could affect the town.
- To consider all planning issues which have relevance to Biggleswade and its inhabitants and to make recommendations.
- Control and development repairs, maintenance, and continued improvement to the Town Hall.
- Health and Safety – to ensure compliance with all health and safety.
- Fire precautions – to ensure measures are in place to deal with fire.
- Recycling.

### **3. Public Land and Open Spaces**

The Committee has delegated authority to make decisions and deal with matters listed below, only where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee for resolutions on expenditure under £15,000.

Capital projects are referred to the Town Council as an application to access the Capital Reserve and/or PWLB funding.

The Committee is required to submit a list of resolutions and recommendations to the next available meeting of the Council.

Responsible for:

- All Council play areas, equipment, buildings, fences, hiring of and the leases relating to.
- All Council Sports areas, equipment, buildings, fences, hiring of and the leases relating to.
- All Council Recreation areas, equipment, buildings, fences, hiring of and the leases relating to.
- Council Allotments, tenancy agreements, rents, infrastructure and wildflower meadow and the lease relating to.
- All Council flower beds, hanging baskets and planters.
- Council work depot and the lease relating to.
- All vehicles, equipment and tools.
- All trees, hedges, bushes and shrubs under the Council's control.
- Cleanliness of sites – litter collection.
- All seats, benches, litter bins and dog bins under the Council's control.
- River and river banks under the Council's control.
- Negotiations for commuted land, equipment and maintenance monies.
- All buildings, equipment, fences, walls.
- Drove Road Cemetery and the hiring of its non-consecrated Chapel and related contracts.
- Stratton Way Cemetery.
- Pathways, walkways and road ways.
- Trees, hedges and shrubs.
- Memorials, interments and the rules and regulations relating to.
- To ensure by regular inspection the stability of memorials.
- The grounds of St Andrew's Church, flowers beds, grass and trees (under the Central Bedfordshire Council contract pertaining to).
- To make provision for future agreed capital projects.
- Commuted sums that fall within the Committee's areas of responsibility.
- Health and Safety – to ensure compliance with health and safety.
- Fire precautions – to ensure measures are in place to deal with fire.
- Chemical weeding in the areas under the Committees control.

#### 4. **Town Centre Management**

The Committee has delegated authority to make decisions and deal with matters listed below, only where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee for resolutions on expenditure under £15,000.

Capital projects are referred to the Town Council as an application to access the Capital Reserve and/or PWLB funding.

The Committee is required to submit a list of resolutions and recommendations to the next available meeting of the Council.

Responsible for:

- All Council owned car parks, parking charges and permits.
- All Council leased car parks, hiring of and the leases relating to.
- All Markets under the Council's control.
- All Market equipment under the Council's control.
- Cleanliness of Public Toilets under the Council's control.
- CCTV cameras under the Council's control and related contracts.
- Biggleswade War Memorial maintenance and repair.
- Christmas Lights event.
- Town Centre events. [Should this be Town Events now?](#)
- Consultation on Parking strategy, improvements and developments.
- All salt bins under the Council's control.
- Cleanliness of sites – relevant litter collection.
- Health and Safety – to ensure compliance with health and safety relative to events.
- To make provision for future agreed capital projects.
- [Where does Martins Law and similar UK wide policies we need to adopt /adhere to sit](#)

## 5. **Finance and General Purposes**

The Committee has delegated authority to make decisions and deal with matters listed below, only where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee for resolutions on expenditure under £15,000.

Capital projects are referred to the Town Council as an application to access the Capital Reserve and/or PWLB funding.

The Committee is required to submit a list of resolutions and recommendations to the next available meeting of the Council.

Responsible for:

- To prepare Budgets and precepts and submit them to Council for approval.
- To ensure adequate financial controls are in place to utilise and protect the Councils finances and assets – to include insurance of Buildings, property and maintenance of asset register.
- To review and amend Council's Financial Regulations annually.
- To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
- To monitor facilities, equipment and where appropriate purchase of capital items.
- To make provision for future agreed capital projects.
- To monitor the Councils financial risk assessments and changes where necessary.
- To establish and effect a clear policy for grant aid administration.
- To awards grants within budget where each individual grant is no more than £2000
- To review other Committees annual spending and budget levels.
- To ensure reserves are being managed in line with Council policy.
- To oversee loans (including Public Works Loan Board), leases, property and vehicle insurance, mortgages and debt recovery.
- To ensure Financial procedures are being carried out in accordance with Financial Regulations.
- To be responsible for dealing with requests for virements.
- To oversee the [Fianacial](#) management of the Orchard Community Centre. ~~re-Actial~~  
[Management at Offiicer level?](#)

## **6. Personnel**

The Committee has delegated authority to deal with matters listed below, only where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee for resolutions on expenditure under £15,000.

The Committee is required to submit a list of resolutions and recommendations to the next available meeting of the Council.

Responsible for:

- Recruitment, Selection and the policies, procedures and contracts relating to.
- Training, Development and the policies and procedures relating to.
- Clerk's Appraisal, to ensure accurate assessments of performance is carried out.
- Appraisal, to ensure receipt of outcomes of all staff appraisals.
- Absence Management and the policies and procedures relating to.
- Disciplinary, Grievance and the policies and procedures relating to.
- Maternity, Paternity and the policies and procedures relating to.
- Equal Opportunities and the policies and procedures relating to.
- Policy changes within their area of responsibility.
- Health and Safety – to ensure compliance with health and safety.
- Ensuring individual work records are maintained.



## 7. **Appeals**

### **Responsibilities – To Consider Evidence or Gather Further Evidence.**

The Committee has delegated authority to deal with matters listed below.

The Committee is required to submit a list of resolutions and recommendations to the next available meeting of the Council.

Responsible for:

- Considering and deciding whether individual appeals have established grounds for appeal according to the disciplinary or grievance procedures.
- To gather further evidence at Appeal Committee hearings and to decide on the basis of that information, whether an appeal should be upheld or rejected.

## **8. RESPONSIBILITIES DELEGATED TO TOWN COUNCIL OFFICERS**

### **Proper Officer**

The Town Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer or Responsible Financial Officer.

### **General Matters the Town Clerk is authorised:**

1. To sign on behalf of the Council any document necessary to give effect to any decision of the Council.
2. To take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council limited to small claims.
3. To institute, defend and appear in any legal proceedings requested by the Council.
4. To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the residents of Biggleswade).
5. To alter the date or time of a Council/Committee meeting but, before doing so, consult with the relevant Chairman about the need for the change and about convenient alternative dates and times.
6. To manage the Council's facilities and assets, including allotments, open spaces, amenity areas, cemetery, and any other buildings and assets.
7. To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.
8. To act as the Council's proper officer as per Section 281 Local Government Act 1972.

### **Financial Matters the Town Clerk is authorised as follows:**

1. To incur expenditure up to the amount specified in the Financial Regulations. on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Standing Orders and Financial Regulations.
2. To use the repairs and maintenance budgets for the maintenance, or repair of existing plant, vehicles or equipment.
3. To accept quotations or tenders (where tenders are required by the Council's Financial Regulations) for work supplies or services subject to:
  - a. The cost not exceeding the amount of the approved budget.

- b. The tender being the lowest or the one showing best added value to the Council according to the criteria set out in the tender documentation.
  - c. All the requirements of the Council's Financial Regulations being complied with.
- 4. To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
- 5. To advise, source, and manage any loans including Public Works Loan Board in order to deliver positive strategic outcomes for the Town Council and community.
- 6. Having consulted with the Council, to invest monies held by the Council with a view to obtaining the optimum financial return.

### **Staffing Matters**

The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget. Recruitment of Tier 2 staff will be conducted in collaboration with Members.

### **Property Matters**

The Town Clerk is given authority to manage the land and property of the Council including:

- 1. Negotiating the terms of any lease, licence, conveyance or transfer approved by Council, authorised to be signed by the Mayor or Deputy Mayor.
- 2. The granting or refusal of the Council's consent under the terms of any lease variations of restrictive covenants of a routine nature.
- 3. The granting of easements, wayleaves and licences over Council Land approved by the Council.
- 4. Initiating legal action or proceedings against unauthorised encampments on Council land.
- 5. Letting of open spaces for activities that benefit the residents of Biggleswade.

### **Urgency**

The Town Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant Standing Committee. The Mayor should be consulted before such action is taken, alongside the Deputy Mayor or Chairman of the relevant Standing Committee.

The Town Clerk may decide not to exercise his delegated power and may instead make recommendations to Council or the relevant Standing Committee.

**Adopted:** ~~November~~December 2025<sup>4</sup>

**Review:** November 2026<sup>5</sup>



**BIGGLESWADE TOWN COUNCIL**  
**Town Council Meeting 9<sup>th</sup> December 2025**  
**Item 9c: Interim Internal Audit Report 2025/2026**

**Implications of Recommendations**

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

**Finance:** Compliance with the Internal Audit Report.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

Officers received the interim Internal Audit Report for the financial year 2025/26 from the Council's Internal Auditor (Heelis & Lodge) on 18<sup>th</sup> November 2025.

Section 3.12 of the Council's Financial Regulations states that:

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

The Auditor observed:

1. The Council have the appropriate policies and procedures in place as required by Assertion 10 of the 2026 AGAR. (Assertion 10 is Digital and data compliance).
2. The Council have effective internal financial controls in place.
3. Acknowledged the quality of records maintained by Officers and thanked them for their assistance.
4. The Council have met the publication requirements regarding displaying AGARs for the past 5 years.
5. There were no matters arising from the External Audit.

**Recommendation**

For Members to consider the Interim Internal Auditor Report for 2025/26

Ernest Bour  
Head of Finance & Deputy RFO

**Appendices:**

Appendix A: Interim Internal Audit Report for Biggleswade Town Council 2025/2026.

# HEELIS&LODGE

## Local Council Services • Internal Audit

### **Interim Internal Audit Report for Biggleswade Town Council – 2025/2026**

The following Internal Audit was carried out on the adequacy of systems of control in accordance with the requirements of the Audit and Accounts Regulations 2015 and the guidance and instruction in the Practitioners Guide 2025. The following recommendations/comments have been made:

**Proper book-keeping** Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

*All were found to be in order. VAT payments are tracked and identified within the accounts. The Council hold the General Power of Competence and the power of the Local Government Act s137 does not apply.*

*The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced. The Council use the Rialtas Omega accounting package.*

**Financial regulations** Standing Orders and Financial Regulations  
Tenders  
Appropriate payment controls including acting within the legal framework with reference to council minutes  
Identifying VAT payments and reclamation  
Cheque books, paying in books and other relevant documents

Standing Orders in place: **Yes**  
Reviewed: **10/12/2024 (Ref: 9.a)**  
Financial Regulations in place: **Yes**  
Reviewed: **1/7/2025 (Ref: 9.a)**

VAT reclaimed during the year: **Yes**  
Registered: **Yes**

Submission Period:	Amount:
<b>01/04/2025-30/06/2025</b>	<b>£34,259.39</b>
<b>01/07/2025-30/09/2025</b>	<b>£28,170.29</b>

General Power of Competence: **Yes**      Adopted: **16/5/2023**  
Minute Ref: **14.a**

*There were no tenders during the 2025-2026 financial year to date that exceeded the £30,000 Public Contract Regulations threshold. The Christmas Lights tender fell within the 2024-2025 financial year.*

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP  
Tel: 07732 681125  
Email: [heather@heelis.eu](mailto:heather@heelis.eu)

Heather Heelis Dip HE Local Policy FILCM  
Lynne Lodge Dip HE Local Policy

*The Council reviewed the following documents during the year of audit:*

9/9/2025

- *Complaints Policy – (Ref: 9.a)*

1/7/2025

- *Risk Management Policy – (Ref: 9.a)*

8/4/2025

- *Flag Flying Policy – (Ref: 9.a)*

1/4/2025

- *Football Pitches Booking Policy and Terms & Conditions – (Ref: 9.b)*
- *Allotments Letting Policy – (Ref: 9.c)*

## **Risk Assessment**

Appropriate procedures in place for the activities of the council  
Compliance with Data Protection regulations

Risk Assessment document in place: **Yes (Risk Register)**  
Data Protection registration: **Yes** Ref: **Z125722X**

Privacy Policy published: **Yes**  
Link: <https://biggleswadetowncouncil.gov.uk/privacy-statement/>

IT Policy: **Yes**  
Link: <https://biggleswadetowncouncil.gov.uk/about-the-council/policy-documents/?highlight=policy>

Data Protection Policy: **Yes**  
Link: <https://biggleswadetowncouncil.gov.uk/wp-content/uploads/2023/03/Final-Information-and-Data-Protection-Policy-.pdf>

Accessibility Statement: **Yes**  
Link: <https://biggleswadetowncouncil.gov.uk/accessibility-statement/>

Generic Council emails in place: **Yes**

*The Council have the appropriate policies and procedures in place as required by Assertion 10 of the 2026 AGAR.*

*Insurance was in place for the year of audit (valid 1/4/2025-31/3/2026). The Risk Management document is comprehensive and detailed with a risk score matrix and risk reduction strategies.*

**Reminder:** *To undertake and minute a review of the Risk Register at a full Council meeting prior to 31/3/2026.*

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP  
Tel: 07732 681125  
Email: [heather@heelis.eu](mailto:heather@heelis.eu)  
Heather Heelis Dip HE Local Policy FILCM  
Lynne Lodge Dip HE Local Policy

*The Council have effective internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions. A sample of audit trails were undertaken between April – September 2025. A sample of bank transfers between accounts were examined between accounts as part of the audit trail for internal controls. There were no irregularities found.*

*Bank signatories were reviewed and approved at a meeting of the Council held on 10/6/2025 (Ref: 9.d).*

Fidelity Cover: £2,000,000

*The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.*

## Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: No

Website: <https://biggleswadetowncouncil.gov.uk/>

*The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.*

Under **The Accounts & Audit Regulations 2015 15** councils must publish on their website:

External audit report

*2025 Annual Return, Section One Published – Yes*

*2025 Annual Return, Section Two Published – Yes*

*2025 Annual Return, Section Three Published – Yes*

Under **The Accounts & Audit Regulations** councils must publish on their website:

Notice of period for the exercise of public rights (2025)

*Published – Yes (Minute Ref: 10/6/2025 12.b)*

Notice of Conclusion of Audit (2025)

*Published – Yes*

Period of Exercise of Public Rights

Publication Date: 20/6/2025      Start Date: 23/6/2025      End Date: 1/8/2025

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP

Tel: 07732 681125

Email: [heather@heelis.eu](mailto:heather@heelis.eu)

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy



Under the requirements of the **Accounts and Audit Regulations 2015 13(2b)** council are required to display AGARs for the five years 2020-21, 2021-22, 2022-23, 2023-24 and 2024-2025 on their website.

	Section 1	Section 2	Section 3 (Audited)
2020 - 2021	Yes	Yes	Yes
2021 - 2022	Yes	Yes	Yes
2022 - 2023	Yes	Yes	Yes
2023 - 2024	Yes	Yes	Yes
2024 - 2025	Yes	Yes	Yes

*The Council have met the publication requirements.*

### **Budgetary controls** supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £1,838,460.08 (2025-2026) Date: 21/1/2025 (Ref: 9.a)

*Effective budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.*

### **Income controls**

Precept and other income, including credit control mechanisms

*All were found to be in order. Income controls were checked and a sample of income received between April – October 2025 cross referenced with invoices, cash book and bank statements. No irregularities were found.*

### **Petty Cash**

Associated books and established system in place

*A satisfactory expenses system is in place with supporting paperwork. No Petty Cash held.*

### **Payroll controls**

PAYE and NIC in place where necessary.  
Compliance with Inland Revenue procedures  
Records relating to contracts of employment and pensions

PAYE System in place: Yes  
Employer's Reference: 419/B971  
P60s issued: Yes

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP  
Tel: 07732 681125  
Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM  
Lynne Lodge Dip HE Local Policy

*The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. Supporting paperwork is in place and P60s have been produced as part of the year end process. Audit trails were carried out on a sample of employees for the month of September 2025. No irregularities were found.*

*Eligible employees have joined the nominated pension scheme. The last date of re-declaration of compliance was March 2023.*

## **Asset control**

Inspection of asset register and checks on existence of assets  
Cross checking on insurance cover

*A separate asset register is in place. Values are recorded at cost value. A further examination will be undertaken at the year end audit.*

## **Bank Reconciliation**

Regularly completed and cash books reconcile with bank statements

*All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled bank reconciliations for all accounts.*

*Bank Balances at 31/10/2025 were confirmed as:*

<i>CCLA PSDF</i>	<i>xxxx8776</i>	<i>£958,059.60</i>
<i>CCLA PSDF</i>	<i>xxxx8777</i>	<i>£213,780.00</i>
<i>Unity Trust (payroll)</i>	<i>xxxx8389</i>	<i>£7,334.02</i>
<i>Unity Trust Main</i>	<i>xxxx8376</i>	<i>£51,322.28</i>
<i>Unity Trust Instant</i>	<i>xxxx5970</i>	<i>£108,654.18</i>

## **Reserves**

General Reserves are reasonable for the activities of the Council  
Earmarked Reserves are identified

*The Council have adequate general reserves and have identified earmarked reserves their accounts. A further examination will be undertaken at the year end audit.*

## **Year-end procedures**

Appropriate accounting procedures are used and can be followed through from working papers to final documents  
Verifying sample payments and income  
Checking creditors and debtors where appropriate.

*To be carried out at the year end audit.*

## **Sole Trustee**

The Council has met its responsibilities as a trustee

*The Council is the sole trustee of the Public Recreation Ground (Henry Martin Lindsell Bequest).*

Charity Number: 231489

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP

Tel: 07732 681125

Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy

*The last annual submission of the accounts was 30/5/2025 (year ending 31/12/2024). Income £3,400 and Expenditure £5,378.*

## **Internal Audit Procedures**

*The 2024-2025 Year End Internal Audit report was considered by the Council at a meeting held on 10/6/2025 (Ref: 12.a).*

*The Council have taken on board the recommendation from the 2024-2025 Internal Audit report and a review of the effectiveness of the Internal Audit has been incorporated as part of the review of the Risk Management Policy, which was carried out on 1/7/2025 (Ref: 9.a).*

## **External Audit**

*The Council formally approved the 2025 AGAR at a meeting of the full Council held on 10/6/2025 (Ref: 12.b.i and 12.b.ii).*

*The External Auditor's report is dated 28/10/2025 and was considered by the Council at a meeting held on 11/11/2025. The minute for this review will be verified at the year end audit.*

*There were no matters arising from the External Audit.*

## **Additional Comments/Recommendations**

- The Annual Town Council meeting was held on 13/5/2025. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Head of Finance for their assistance during the course of the audit work and the quality of documentation provided for the audit.



**Heather Heelis**  
**Heelis & Lodge**  
18 November 2025

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP  
Tel: 07732 681125  
Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM  
Lynne Lodge Dip HE Local Policy



## **PUBLIC NOTICE**

Highways Act 1980  
Central Bedfordshire Council  
Notice of Confirmation of Public Path Order



### **CENTRAL BEDFORDSHIRE COUNCIL (BIGGLESWADE: PART OF BRIDLEWAY NO. 11) PUBLIC PATH DIVERSION ORDER 2025**

On 7 November 2025 Central Bedfordshire Council confirmed the above Order made under Section 119 of the Highways Act 1980.

The effect of the Order as confirmed is to divert part of Bridleway No. 11, Biggleswade between points A - C to points A – B, as shown on the Order map.

The length of part of Bridleway No. 11, Biggleswade to be stopped up extends from its junction with an unaffected part of Bridleway No. 11, Biggleswade and Footpath No. 16, Biggleswade at Ordnance Survey Grid Reference (OS GR) TL 1915 4641 (Order map - point A) in a generally northerly direction for approximately 330 metres to terminate at its junction with Bridleway No. 10, Biggleswade and Furzenhall Road at OS GR TL 1919 4673 (Order map - point C).

The bridleway is stopped up across its full width.

The length of part of Bridleway No. 11, Biggleswade to be created extends from its junction with an unaffected part of Bridleway No. 11, Biggleswade at Ordnance Survey Grid Reference (OS GR) TL 1915 4641 (Order map - point A) in a generally easterly direction for approximately 173 metres to terminate at its junction with Bridleway No. 10, Biggleswade and Furzenhall Road at OS GR TL 1932 4643 (Order map – point B).

The new route of the bridleway has a width of 4 metres.

A copy of the Order and the Order map have been placed and may be seen free of charge at the offices of Central Bedfordshire Council Highways, Priory House, Monks Walk, Chicksands, Shefford. Any inspection will be by appointment only, please contact [definitivemap@centralbedfordshire.gov.uk](mailto:definitivemap@centralbedfordshire.gov.uk) or 0300 300 6530 to arrange an appointment. A copy of the Order and the Order map are available to view and download for free at [https://www.centralbedfordshire.gov.uk/info/82/countryside/424/definitive\\_map/2](https://www.centralbedfordshire.gov.uk/info/82/countryside/424/definitive_map/2). Paper copies of the Order and map may be bought at a charge of £4.00.

The Order comes into force on 14 November 2025 but if a person aggrieved by the Order wants to question its validity, or that of any provision contained in it, on the grounds that it is not within the powers of the Highways Act 1980, as amended, or of any regulation made under the Act has not been complied with in relation to the Order, he or she may, under paragraph 2 of Schedule 2 to the Act as applied by paragraph 5 of Schedule 6 to the Act, within 6 weeks from 14 November 2025 make an application to the High Court.

Dated 14 November 2025

Priory House, Monks Walk  
Chicksands, Shefford  
SG17 5QT

Gary Powell  
Service Director, Highways



PUBLIC PATH DIVERSION ORDER  
HIGHWAYS ACT 1980  
CENTRAL BEDFORDSHIRE COUNCIL

CENTRAL BEDFORDSHIRE COUNCIL (BIGGLESWADE: PART OF BRIDLEWAY NO. 11)  
PUBLIC PATH DIVERSION ORDER 2025

This Order is made by Central Bedfordshire Council ("the authority") under Section 119 of the Highways Act 1980 ("the 1980 Act") because it appears to the authority that in the interests of the owner of the land crossed by the bridleway described in paragraph 1 of this Order it is expedient that the line of the bridleway should be diverted.

Biggleswade Town Council has been consulted as required by Section 120(2) of the 1980 Act.

BY THIS ORDER

1. The public right of way over the land situated in the parish of Biggleswade and shown by a bold continuous line between points A - C on the map contained in this Order and described in Part 1 of the Schedule to this Order shall be stopped up after 7 days from the date of confirmation of this order.
2. There shall at the end of 7 days from the date of confirmation of this Order be a public bridleway over the land situated in the parish of Biggleswade as described in Part 2 of the Schedule and shown by a bold broken line between points A - B on the map contained in this Order.

In witness whereof  
THE COMMON SEAL OF  
CENTRAL BEDFORDSHIRE COUNCIL  
was hereunto affixed this  
29<sup>th</sup> day of August 2025  
in the presence of:



Signed

*Koratt Ralloway*  
.....

Authorised Signatory

*KORATT RALLOWAY*

## **SCHEDULE**

### **PART 1**

#### **Description of Site of Existing Path or Way**

The length of part of Bridleway No. 11, Biggleswade to be stopped up extends from its junction with an unaffected part of Bridleway No. 11, Biggleswade and Footpath No. 16, Biggleswade at Ordnance Survey Grid Reference (OS GR) TL 1915 4641 (Order map - point A) in a generally northerly direction for approximately 330 metres to terminate at its junction with Bridleway No. 10, Biggleswade and Furzenhall Road at OS GR TL 1919 4673 (Order map - point C).

The bridleway is stopped up across its full width.

### **PART 2**

#### **Description of Site of New Path or Way**

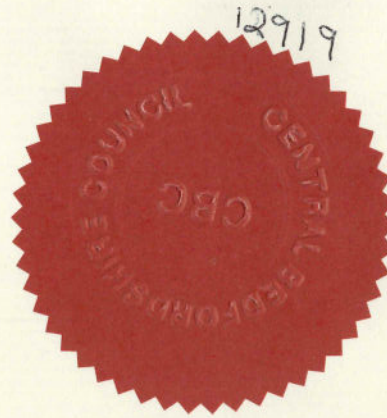
The length of part of Bridleway No. 11, Biggleswade to be created extends from its junction with an unaffected part of Bridleway No. 11, Biggleswade at Ordnance Survey Grid Reference (OS GR) TL 1915 4641 (Order map - point A) in a generally easterly direction for approximately 173 metres to terminate at its junction with Bridleway No. 10, Biggleswade and Furzenhall Road at OS GR TL 1932 4643 (Order map - point B).

The new route of the bridleway has a width of 4 metres.



In witness whereof  
THE COMMON SEAL OF  
CENTRAL BEDFORDSHIRE COUNCIL

Confirmed as an Unopposed )  
Order this 7<sup>th</sup> day of )  
November 2025 )



Signed

*[Handwritten signature]*

Authorised Signatory





**HIGHWAYS ACT 1980**



**The extinguishment of Biggleswade Footpath No. 16 and the diversion of part of Biggleswade Bridleway No. 11**

Footpath to be stopped up		B-A
Bridleway to be stopped up		A-C
Bridleway to be created		A-B
Unaffected footpath / bridleway		

This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Central Bedfordshire Council, Licence No. AC0000851074 (2025).

Scale 1:2,500@A4

Date: 25 August 2025



## **PUBLIC NOTICE**

Highways Act 1980  
Central Bedfordshire Council  
Notice of Confirmation of Public Path Order



### **CENTRAL BEDFORDSHIRE COUNCIL (BIGGLESWADE: FOOTPATH NO. 16) PUBLIC PATH EXTINGUISHMENT ORDER 2025**

On 7 November 2025 Central Bedfordshire Council confirmed the above Order made under Section 118 of the Highways Act 1980.

The effect of the Order as confirmed is to extinguish Footpath No. 16, Biggleswade between points B – A, as shown on the Order map.

The length of Footpath No. 16, Biggleswade to be stopped up extends from its junction with Bridleway No. 10, Biggleswade and Furzenhall Road at Ordnance Survey Grid Reference (OS GR) TL 1932 4643 (Order map – point B) in a generally westerly direction for approximately 173 metres to terminate at its junction with Bridleway No. 11, Biggleswade at OS GR TL 1915 4641 (Order map - point A).

The footpath is stopped up across its full width.

A copy of the Order and the Order map have been placed and may be seen free of charge at the offices of Central Bedfordshire Council Highways, Priory House, Monks Walk, Chicksands, Shefford. Any inspection will be by appointment only, please contact [definitivemap@centralbedfordshire.gov.uk](mailto:definitivemap@centralbedfordshire.gov.uk) or 0300 300 6530 to arrange an appointment. A copy of the Order and the Order map are available to view and download for free at [https://www.centralbedfordshire.gov.uk/info/82/countryside/424/definitive\\_map/2](https://www.centralbedfordshire.gov.uk/info/82/countryside/424/definitive_map/2). Paper copies of the Order and map may be bought at a charge of £4.00.

The Order comes into force on 14 November 2025 but if a person aggrieved by the Order wants to question its validity, or that of any provision contained in it, on the grounds that it is not within the powers of the Highways Act 1980, as amended, or of any regulation made under the Act has not been complied with in relation to the Order, he or she may, under paragraph 2 of Schedule 2 to the Act as applied by paragraph 5 of Schedule 6 to the Act, within 6 weeks from 14 November 2025 make an application to the High Court.

Dated 14 November 2025

Priory House, Monks Walk  
Chicksands, Shefford  
SG17 5QT

Gary Powell  
Service Director, Highways

PUBLIC PATH EXTINGUISHMENT ORDER

HIGHWAYS ACT 1980

CENTRAL BEDFORDSHIRE COUNCIL

CENTRAL BEDFORDSHIRE COUNCIL (BIGGLESWADE: FOOTPATH NO. 16) PUBLIC  
PATH EXTINGUISHMENT ORDER 2025

This Order is made by Central Bedfordshire Council ("the authority") under Section 118 of the Highways Act 1980 ("the 1980 Act") because it appears to the authority that the footpath described in paragraph 1 below is not needed for public use.

Biggleswade Town Council has been consulted as required by section 120(2) of the 1980 Act.

BY THIS ORDER

1. The public right of way over the land situated in the parish of Biggleswade and shown by a continuous bold line between points B - A on the map attached to this Order and described in the Schedule to this Order shall be extinguished after 7 days from the date of confirmation of this Order.

In witness whereof  
THE COMMON SEAL OF  
CENTRAL BEDFORDSHIRE COUNCIL  
was hereunto affixed this  
29<sup>th</sup> day of August 2025  
in the presence of:



12756

Signed

*S. Halliday*  
.....

Authorised Signatory

*Wendy Galloway*

## SCHEDULE

### PUBLIC FOOTPATH TO BE EXTINGUISHED IN THE PARISH OF BIGGLESWADE

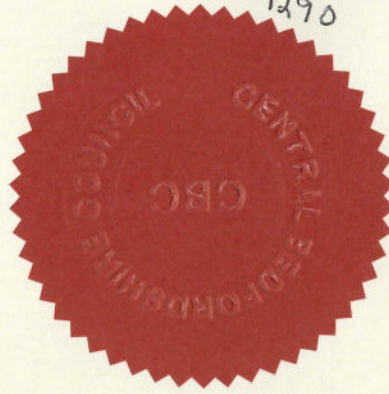
The length of Footpath No. 16, Biggleswade to be stopped up extends from its junction with Bridleway No. 10, Biggleswade and Furzenhall Road at Ordnance Survey Grid Reference (OS GR) TL 1932 4643 (Order map – point B) in a generally westerly direction for approximately 173 metres to terminate at its junction with Bridleway No. 11, Biggleswade at OS GR TL 1915 4641 (Order map - point A).

The footpath is stopped up across its full width.

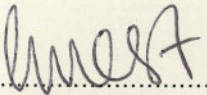


In witness whereof  
THE COMMON SEAL OF  
CENTRAL BEDFORDSHIRE COUNCIL

Confirmed as an Unopposed )  
Order this 7<sup>th</sup> day of )  
November 2025 )



Signed

  
.....

Authorised Signatory





**HIGHWAYS ACT 1980**



**The extinguishment of Biggleswade Footpath No. 16 and the diversion of part of Biggleswade Bridleway No. 11**

Footpath to be stopped up		B-A
Bridleway to be stopped up		A-C
Bridleway to be created		A-B
Unaffected footpath / bridleway		

This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Central Bedfordshire Council, Licence No. AC0000851074 (2025).

Scale 1:2,500@A4

Date: 25 August 2025



Item 11a: Planning Application Outcomes

Outcome of CBC Planning Applications						
Date	Application No.	Location	Description	BTC Objection	Outcome from CB	Notes
11/03/2025	CB/25/00421/REG3	Land to the North and South of Dunton Lane, Biggleswade	Erection of a battery energy storage system (BESS) with associated access, landscaping and ancillary works.	The Town Council has 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.	Decided - Regulation 3 - Granted	Target Date for Decision: 13 / 05 / 2025  11/05/25 - The Town Council rejected the application again 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.  Earliest Decision Date (Consultation Period Expires):14 / 07 / 2025  Decision Made:24 / 10 / 2025
09/09/2025	CB/25/02202/FULL	105 London Road, Biggleswade, SG18 8EE	Erection of a two-storey rear extension, with Juliet balcony, and garage being retained as log store	The Town Council STRONGLY OBJECTS to this application on the grounds that the proposed extension is overbearing to neighbouring properties and restricts their access to natural light. Additionally, the scale of the extension exceeds that of existing extensions in the surrounding area.	Awaiting Outcome	Target Date for Decision:04 / 09 / 2025  Earliest Decision Date (Consultation Period Expires):16 / 12 / 2025

NB: Rows highlighted in orange have been decided since the last Council meeting.





**BIGGLESWADE TOWN COUNCIL**  
**Town Council Meeting 9<sup>th</sup> December 2025**  
**Item 12a: Financial Management Report for October 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.

**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 October 2025 reports is:

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

The projected outturn after seven months suggests a deficit of £15,327 at the end of the financial year 2025-26.

The projected deficit at year-end will be offset by the Council's general reserves if it is not covered by underspend within the existing agreed budget.

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

**Recommendation:**

Members consider and approve the October 2025 Financial Management report.

Ernest Bour  
Head of Finance and Deputy RFO

**Appendices**

Appendix A: Financial Management report for October 2025.

Biggleswade Town Council		Management Accounts Finance Report 31/10/2025					APPENDIX A	
		Actual	Actual	Budget	Variance	Projected Outturn	Committed	COMMENTARY
		FY24/25	FY 25/26	FY 25/26	FY 25/26	FY 25/26	Expenditure	
ALLOTMENTS								Several allotment plots have recently been relinquished, leaving approximately 10 plots currently without tenants. To minimise the number of vacant plots, officers are offering full plots to existing tenants who currently hold half plots. At present, there is no waiting list for allotment plots.
	Income	10740	9953	12400	(2447)	10250		
	Expenditure	2387	3780	7200	3152	7200	268	
Movement to/(from) Gen Reserve		8353	6173	5200	(5599)	3050		
BURIAL GROUNDS								The projected income has been reduced because the actual income has reduced considerably compared to the same time last year.  Period seven expenditure is higher than usual due to annual business rates for the two cemeteries being processed, which will be paid via monthly direct debit. The annual cemetery software was paid in the first quarter. The projected cost has increased to include the electrical installation condition review for the chapel.
	Income	80045	29949	75018	(45069)	53614		
	Expenditure	8433	9077	9900	(823)	10352	0	
Movement to/(from) Gen Reserve		71612	20872	65118	(44246)	43262		
CAR PARKS								The total projected income for the car park has been revised downward due to software issues affecting the new car parking machines during the first quarter. Council officers are actively working with Arrive.com to implement a permanent resolution to these technical problems. Arrive.com has acknowledged the disruption and agreed to compensate the Council for the associated loss of income. This compensation will help mitigate the impact on the overall budget and support a more stable financial position moving forward.  The actual expenditure was high in period seven because the Council processed the annual business rates invoices for all the car parks. The invoices will be paid monthly by direct debit. There are enough funds within the existing budget to cover the annual business rates.
	Income	40698	32791	50500	(17709)	43848		
	Expenditure	78937	61129	87701	18168	84172	8404	
Movement to/(from) Gen Reserve		(38,239)	(28338)	(37201)	(35877)	(40324)		
MARKET								Projected income has been reduced because sales from Tuesday still remains low and Officers have increased efforts to increase awareness of the charter market.
	Income	20985	13641	23500	(9859)	21500		
	Expenditure	4545	2156	4850	2694	3796	0	
Movement to/(from) Gen Reserve		16440	11485	18650	(12553)	17704		
TOWN CENTRE GENERAL								Excess actual expenditure over budget relates to UKSPF grant expenses. CCTV cabling contract increased by 100% by the supplier.
	Income	79879	5084	3500	1584	2709		
	Expenditure	83436	101544	65050	(62538)	80155	26044	
Movement to/(from) Gen Reserve		(3557)	(96460)	(61550)	64122	(77446)		
CAPITAL EXPENDITURE								
	Income	84416	0	0	0	0		
	Expenditure	212282	37697	94000	50453	71000	5850	
Movement to/(from) Gen Reserve		(127866)	(37697)	(94000)	(50453)	(71000)		
PUBLIC CONVENIENCES								The Council has received the total precept for this financial year.
CORPORATE MANAGEMENT								
	Income	1662390	1860727	1862460	(1733)	1878460		
	Expenditure	3700	(2660)	4000	(6660)	4000	0	
Movement to/(from) Gen Reserve		1658690	1854732	1842080	(2798)	1857937		
DEMOCRATIC REP'N & MGM'T								This income represents funds for Mayors Charity. The projected expenditure has been increased to cover related expenditure for recent visit by delegates from Germany and France.
	Expenditure	9010	5828	12900	7072	11500	0	
	Income	1713	1265	0	448	1265		
CIVIC ACTIVITIES & EXPENSES								
	Expenditure	3622	1851	3250	1109	5515	290	
	Income							
Movement to/(from) Gen Reserve		(1,909)	(6414)	(16150)	(7733)	(15750)		
ORCHARD COMMUNITY CENTRE								The introduction of badminton, table tennis, and the repurposing of the Barnett Room are expected to achieve or slightly exceed the budgeted income, driven by anticipated high participation and popularity of these activities.
	Income	55055	37493	62000	(24507)	60191		
	Expenditure	23903	14643	40580	24453	39235	1484	
Movement to/(from) Gen Reserve		31152	22850	21420	(48960)	20956		
RECREATION GROUNDS								The projected income has been reduced because the local football team decided not to proceed with renting the Lakes pitch on a long-term basis after internal reorganisation. Negotiations are taking place with another tenant to rent the pitches.
	Income	13190	13434	21500	(8066)	14751		
	Expenditure	74705	52439	83730	29256	88872	2035	
Movement to/(from) Gen Reserve		(61,514)	(39005)	(62230)	(37322)	(74121)		
CENTRAL SERVICES (includes Magistrates Court and Grants)								
	Income	810	1173	340	442	1027		
	Expenditure	1300576	841910	1474669	618013	1459440	14746	
Movement to/(from) Gen Reserve		(1,299,766)	(840737)	(1474329)	(617571)	(1458413)		
PUBLIC REALM (includes Depot and Repairs & Maintenance)								Actual expenditure in period seven was higher than budgeted because the Council processed the annual business rates invoice for the new depot. Although the invoice will be paid monthly by direct debit, the full amount appeared in this period. The cost is covered within the existing budget.
	Income	7350	14609	18600	(3991)	16100		
	Expenditure	188264	175191	225608	48330	237282	2087	
Movement to/(from) Gen Reserve		(180,914)	(160582)	(207008)	(52321)	(221182)		
GRAND TOTALS								100
	Income	2057271	2020119	2129818	(110907)	2103715		
	Expenditure	2011497	1313240	2129818	816578	2119042	61208	
Movement to/(from) Gen Reserve		45774	706879	0		(15327)		

