



**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING ON  
TUESDAY 06<sup>th</sup> JANUARY 2026 AT THE OFFICES OF BIGGLESWADE TOWN  
COUNCIL, THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE  
COMMENCING AT 7.00PM**

**PRESENT:**

Cllr D Strachan (Chairman)  
Cllr I Agnew (Deputy Chairman)  
Cllr M Foster  
Cllr M Knight  
Cllr M North  
Cllr M Russell  
Cllr D Albone (Ex-officio member)  
Cllr. J Woodhead (Ex-officio member)

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

Members of the Public – 6

**Meeting Formalities:**

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

**1. APOLOGIES FOR ABSENCE**

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

Cllr. C Thomas.

**2. DECLARATIONS OF INTEREST**

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

All Members declared a pecuniary interest in item 9a.

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

No disclosable non-pecuniary interests were declared.

**3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman had no announcements.

**4. PUBLIC OPEN SESSION**

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

5. **INVITED SPEAKER**

No guest speaker was invited.

6. **MEMBERS' QUESTIONS**

a. None.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

No amendments were made to the minutes.

The minutes were **APPROVED** as an accurate record of the Finance & General Purposes Committee held on Tuesday 2<sup>nd</sup> December 2025.

The Chairman was authorised to sign the minutes.

8. **MATTERS ARISING**

There were no matter arising from the minutes.

9. **ITEMS FOR CONSIDERATION**

a. **2026/2027 Budget and Precept**

The Chairman invited Members to comment on the report presented by the Head of Finance.

Members expressed concern that several appendices were placed on SharePoint, noting that all budget papers should be included within the meeting pack to ensure full transparency and ease of reference.

Members **RESOLVED** that, for the forthcoming precept meeting on 20<sup>th</sup> January, all relevant budgetary papers would be included within the main agenda pack and not just on SharePoint.

Members raised concern regarding Appendix B, observing that it included an indicative precept figure which appeared premature. Members queried whether this figure had been specifically requested by Members, was required for regulatory reasons, or was simply an internal assumption.

In response, the Head of Finance, advised that the inclusion of such information is a requirement under financial regulations, enabling the Council to maintain oversight of three-year projections.

Members requested that a clear footnote be added to Appendix B to explain this requirement and to emphasise that certain cost increases fall outside the Council's control.

Following discussion, Members **AGREED** the following:

- The draft total income is £2,212,214 and the draft total expenditure is £2,212,214, as presented in Appendix B.
- The draft precept for 2026–27 is £1,930,629 (a 5.01% increase), with a draft Band D charge of £239.71 (a 3.39% increase), as set out in Appendix B.

- Officer's recommendation that the minimum level of General Reserve for 2026/2027, being a sum not lower than £553,054. This recommendation accords with good accounting practice and statutory requirements, representing the equivalent of three months' gross expenditure.
- The Town Council increase the capital reserve by 25,000, enabling the implementation of the surveyor's recommendations for the three sports buildings: the Club House on Fairfield Road, the Cricket Pavilion on Fairfield Road and the Bowls Club Building on Drove Road.

The Committee concluded by expressing thanks to the Finance Team and the Head of Finance for their hard work in preparing the budget materials.

**10. ITEMS FOR INFORMATION**

- a. Members noted the information.

**11. PUBLIC OPEN SESSION**

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

Due to the nature of the business to be discussed Members **RESOLVED** to move into the exempt session.

**12. EXEMPT**

- a. **Exempt minutes of the Finance & General Purposes Committee Meeting Tuesday 2nd December 2025**

No amendments were made to the minutes.

The exempt minutes were **APPROVED** as an accurate record of the Finance & General Purposes Committee held on Tuesday 2<sup>nd</sup> December 2025.

The Chairman closed the meeting at **7:16pm**