



**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING ON  
TUESDAY 16<sup>TH</sup> SEPTEMBER 2025 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 North  
Cllr. M Russell  
Cllr. C Thomas  
Cllr. J Woodhead (Ex-officio member)

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

Members of the Public – 4

**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 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 the individual. The Chairman asked everyone to mute their microphones when not speaking.

**1. APOLOGIES FOR ABSENCE**

a. Mr P. Tarrant -Town Clerk, Cllr. D Albone, Cllr. M Knight.

**2. DECLARATIONS OF INTEREST**

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

None.

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

None.

**3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman had no announcements.

**4. PUBLIC OPEN SESSION**

a. **Fiona Factor & Suzanne Chidley, Biggleswade Warm Spaces**

Ms Factor, Coordinator at Biggleswade Warm Space and Suzanne Chidley, a service user, spoke in support of the Biggleswade Warm Spaces grant application and thanked the Council for its support.

**5. INVITED SPEAKER**

- a. No guest speaker was invited.

**6. MEMBERS' QUESTIONS**

- a. Cllrs. Russell and Thomas each declared a non-pecuniary interest in Item 9a.

**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 1<sup>st</sup> July 2025 and the Chairman was authorised to sign the minutes.

**8. MATTERS ARISING**

There were no matters arising from the minutes of the Finance & General Purposes Committee held on Tuesday 1<sup>st</sup> July 2025.

**9. ITEMS FOR CONSIDERATION**

a. **Grants Applications 2025/26 – Tranche One**

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

The Head of Finance highlighted that The Town Council has a budget of £20,000 to cover the two tranches of grant applications for the 2025/26 financial year. The sum of the applications submitted for this tranche exceeds the budgeted for the whole financial year.

The Chairman of the Committee noted that there were fourteen applications made during Tranche 1 of the funding cycle. As the Town Council only has a £20,000 budget and the applications exceed that £20,000, Members must be conscious that there will be a further tranche at the end of the financial year (Feb 26). In the instance that an applicant doesn't succeed this time, they're always open to apply later in the year.

Members were presented with and considered fourteen-grant application. Following careful deliberation, thirteen were approved and awarded as set out below.

APPLICANT:	AMOUNT REQUESTED:	AMOUNT AWARDED:
Biggleswade Allotment Association	£2,000.00	£2,000.00
Biggleswade Arts Collective CIC (BIGG Theatre)	£2,000.00	£1,000.00
Biggleswade Athletics Club	£2,000.00	£1,000.00
Biggleswade Community Group	£1,000.00	£1,000.00
Biggleswade Community Safety Group	£2,905.26	£1,000.00
Biggleswade Good Neighbours	£580.00	£580.00

Biggleswade Royal Air Force Air Cadets	£1,576.00	£1,576.00
Biggleswade Sea Cadets	£2,000.00	£1,500.00
Biggleswade Warm Spaces	£400.00	£400.00
Carers in Bedfordshire:	£2,000.00	£1,000.00
For Men to Talk CIC	£462.25	£462.25
Hear2Listen CIC	£2,000.00	£1,000.00
Sue Ryder St John's Hospice	£1,500.00	£1,000.00

Members **APPROVED** thirteen grants set out above. The total amount awarded was £13,518.25.

b. **Financial Regulations Review**

Members considered Officer's report and proposed amendments.

Subject to Members' amendments, Members **RECOMMENDED** that the Suggested New Financial Regulations be adopted by the Town Council at its meeting on 14th October 2025.

c. **General Reserves Policy Update**

Following the consideration of the Officer's report, Members **RECOMMENDED** that the draft General Reserve Policy be adopted by the Town Council at its meeting on 16th October 2025.

d. **Orchard Centre Policy and Hirer Agreement Update Report**

Following consideration of the Officer's report, Members **RESOLVED** to approve the policy and accept the agreement as presented to the Committee.

e. **Section 106 (s106) Update Report**

The Head of Governance presented a report to Members, outlining recent developments regarding Section 106 agreements and answered Members questions.

Members noted that a revised Section 106 agreement for Land East of Biggleswade had been posted on the Central Bedfordshire Council (CBC) website on 26th August, without any prior notification to the Town Council.

The Head of Governance confirmed that Officers had reviewed the revised Section 106 agreement and prepared a summary of its key points. This summary is scheduled to be presented at the next Town Council meeting, which will take place on 14th October.

Officers have written to CBC Planning Officers to make it clear that, particularly in the case of major developments, it is important for the Town Council to be formally notified of any agreement, rather than learning of them indirectly. CBC Planning Officers have since responded, assuring the Town Council that, in future, notification will be provided when such Section 106 agreements are made.

Members noted that the table summarising Section 106 matters provided a good reflection of the Working Group's discussions but needed to distinguish between the responsibilities of the Town Council and those of other parties. The table will be revised prior to presentation to Council to give clear separation to reflect current, future, and existing Section 106 funding, distinguishing existing agreements, over which the Town Council has little or no influence, and those where there may still be an opportunity to affect the details of implementation.

Members recommended that the Town Council should share its Section 106 priorities table once approved with CBC, to highlight the Council's needs and priorities.

Members noted that the own Council should be proactive in future Section 106 negotiations, making clear to CBC the funding priorities for the town.

Members **RESOLVED** that Officers present a further report to Council, breaking down proposals into historical, current, immediate short-term, and long-term categories for future development. This report should include a detailed breakdown of which proposals will be delivered by the Town Council and which by CBC, with a view to further engagement with Central Bedfordshire Council.

## 10. **ITEMS FOR INFORMATION**

### a. **Bank Reconciliation**

Members **NOTED** the information.

## 11. **PUBLIC OPEN SESSION**

### a. 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 Finance & General Purposes Committee Meeting held on Tuesday 1st July 2025)**

No amendments were made to the minutes.

The Minutes were **APPROVED** as an accurate record of the Finance & General Purposes Committee held on Tuesday 1st July 2025.

### b. **Drove Road Report**

Members considered the report presented by Officers.

Following the discussion, Members **AGREED** Officers report and **RESOLVED** to recommend that the Town Council approve the lease recommendations presented to Members in the report at the Town Council Meeting on the 14<sup>th</sup> October.

c. **Market Licence**

Members considered Officer's report and identified several amendments they wished to be incorporated.

Members **RESOLVED** that subject to Members amendments, Officers present an updated report with licence recommendation to the Town Council at the meeting on the 14<sup>th</sup> of October.

d. **Orchard Centre Update**

Members thanked Officers and **NOTED** the update.

The Chairman closed the meeting at **8:19pm**