



Ref: Agenda/Statutory Meeting-26052019

21st May 2019

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Annual Statutory Meeting of Biggleswade Town Council** that will take place on **Tuesday 26th May 2020 via Virtual access, Biggleswade** commencing at **7.00 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

Philip Truppin
Acting Clerk

Distribution: All Town Councillors
Notice Boards (2)
Central Bedfordshire Council
The Editor, Biggleswade Today

Bedfordshire Constabulary
County Library, Biggleswade

AGENDA

1. ELECTION OF TOWN MAYOR FOR THE YEAR 2020/2021

To receive nominations for the office of Town Mayor for Biggleswade for 2020/2021.

2. DECLARATION OF ACCEPTANCE OF OFFICE

For the Town Mayor to sign the Declaration of Acceptance of Office as Town Mayor.

3. ELECTION OF DEPUTY TOWN MAYOR

To receive nominations for the office of Deputy Town Mayor for the year 2020/2021.

4. DECLARATION OF ACCEPTANCE OF OFFICE

For the Deputy Town Mayor to sign the Declaration of Acceptance of Office as Deputy Town Mayor.

5. MEMBERSHIP OF STANDING COMMITTEES

- a. For members to determine membership of the Town Council's standing committees. Information setting out the Committees of the Council and membership is attached to the Agenda.
- b. For each Committee to appoint a "Chair".
- c. For each Committee to appoint a 'Vice Chair'.

6. BIGGLESWADE JOINT COMMITTEE

To elect 4 members to sit on the Biggleswade Joint Committee and two substitutes. Under the proposed new constitution for the Biggleswade Joint Committee, members will be elected annually to sit on this committee.

7. APPOINTMENT OF REPRESENTATIVES

- a. For members to consider appointments to the following bodies.
 - i. Bedfordshire Association of Town & Parish Councils - 3 members for voting at the AGM
 - ii. Biggleswade Twinning Committee - 1 member & 1 substitute
 - iii. Sir John Cotton Educational Foundation - 1 member
 - iv. Fen Reeves Meetings - 1 member as proxy voter
 - v. Langford and Biggleswade Community Fund Group - 2 members
 - vi. Police Liaison Officer - 1 member & 1 substitute
 - vii. Biggleswade Green Wheel Development Group - 2 members

8. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

9. DECLARATIONS OF INTEREST

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

- (a) Disclosable Pecuniary interests in any agenda item.
- (b) Non-Pecuniary interests in any agenda item.

10. TOWN MAYOR'S ANNOUNCEMENTS

11. 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://zoom.us/webinar/register/WN_oGbrvGxpTLyo8r_Dk3_1IA

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.

12. **INVITED SPEAKER - None**

13. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For members to receive the minutes of the Annual Statutory Meeting held on 14th May 2019 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to receive the minutes of the Council Meeting held on 12th May 2020 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

14. **MATTERS ARISING**

- a. Minutes of the Annual Statutory Meeting held on 14th May 2019.
- b. Minutes of the Council Meeting held on 12th May 2020.

15. **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. Click on the hyperlink on the heading of each planning application listed below.

a. **CB/20/01520/FULL - Phase 6B Stratton Business Park, East of Pegasus Drive, Biggleswade**

The erection of 4 no. B8 use distribution units, together with associated energy centre, balancing pond, landscaping and all other ancillary works.

b. **CB/20/01500/DOC – Land off Saxon Drive, Biggleswade, Beds, SG18 8SU**

Discharge of Conditions 2,4 and 5 from planning permission [CB/19/02032/RM](#) (Reserved Matters following outline application [CB/17/01277/OUT](#) erection of 200 residential dwellings with associated access, landscaping, open space and ancillary works.

c. **CB/20/01488/REG3 – Edward Peake School, Potton Road, Biggleswade, SG18 0EJ**

Installation of a temporary two classroom unit with WCs on existing school playground.

16. **ACCOUNTS**

a. **Financial Administration**

For Members to receive and adopt the following accounts:

- i. Detailed Balance Sheet to 31/03/2020.
- ii. Income and Expenditure by budget heading 31/03/2020.
- iii. NatWest Payment Listing to 31/03/2020.
- iv. Lloyds Bank Payment listing to 31/03/2020.

17. ITEMS FOR CONSIDERATION

a. Eagle Farm Design Consultation: Project number 60585975

Councillors are advised that CBC has informed the Town Council that the Eagle Farm Road Scheme has not officially gone to consultation at the present time and there are delays due to the Covid-19 measures that are in place. Advice from CBC is continuing with the consideration at Council and to submit any comments to Traffic Consultation. This will be recorded, and once CBC proceed with formal consultation, they will include this Council's comments.

With reference to the map/key plan (Attached).

b. Council Meeting Schedule

Councillors are reminded that the full schedule of Council and Committee meetings has been reduced due to the Coronavirus situation, with full Council meeting twice monthly on a virtual platform and Committee meetings suspended. Business that would have been dealt with at a Committee is being placed on full Council agendas. Members are requested to consider whether the public schedule of committee meetings should resume.

c. Council Investments

Councillors to consider the available fund balances and potential investments for the Town Council.

Members are advised that the Council resolved to invest in the CCLA Deposit Fund at its meeting on 28th January 2020 in accordance with the agreed Investment Policy (attached).

d. Market future

To receive an update from Acting Town Clerk following contact with NABMA to clarify what exactly they want the Town Council to say in respect of lobbying the Bedfordshire MP to support their cause.

18. ITEMS FOR INFORMATION – None

19. 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://zoom.us/webinar/register/WN_oGbrvGxpTLyo8r_Dk3_1IA

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.

20. 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.

(21a. Exempt Minutes of the Council Meeting 12/05/2020)

(21b. Staffing update)

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



BIGGLESWADE TOWN COUNCIL

DECLARATION OF ACCEPTANCE OF OFFICE

I,, having been elected to the office of TOWN MAYOR declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

Date Signed

This declaration was made and signed before me.

Signed

Proper Officer of the Town Council of Biggleswade



BIGGLESWADE TOWN COUNCIL

DECLARATION OF ACCEPTANCE OF OFFICE

I,, having been elected to the office of DEPUTY TOWN MAYOR declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

Date.....

Signed.....

This declaration was made and signed before me.

Signed

Proper Officer of the Town Council of Biggleswade

**MEMBERSHIP OF STANDING COMMITTEES
2019/2020**

TOWN COUNCIL	FINANCE & GENERAL PURPOSE	PUBLIC LANDS & OPEN SPACES	TOWN CENTRE MANAGEMENT	PERSONNEL
Cllr. M. Russell (Mayor) Cllr. F. Foster (Deputy Mayor) Cllr. M. North Cllr. D. Albone Cllr. M. Knight Cllr. I. Bond Cllr. R. Pullinger Cllr. G. Fage Cllr. M. Foster Cllr. C. Thomas Cllr. J. Woodhead Cllr. H. Ramsay Cllr. D. Strachan Cllr. K. Brown Cllr. L. Fage TOTAL = 15	Cllr. H. Ramsay (Chair) Cllr. D. Albone (Vice Chair) Cllr. F. Foster Cllr. M. North Cllr. M. Russell Cllr. I. Bond Cllr. G. Fage TOTAL = 8	Cllr. F. Foster (Chair) Cllr. L. Fage (Vice Chair) Cllr. R. Pullinger Cllr. C. Thomas Cllr. D. Strachan Cllr. M. North Cllr. M. Russell Cllr. M. Knight Cllr. K. Brown Cllr. M. Foster TOTAL = 10	Cllr. M. North (Chair) Cllr. G. Fage (Vice Chair) Cllr. R. Pullinger Cllr. F. Foster Cllr. H. Ramsay Cllr. C. Thomas Cllr. D. Strachan Cllr. J. Woodhead Cllr. M. Russell Cllr. I. Bond Cllr. M. Knight Cllr. D. Albone TOTAL = 12	Cllr. I. Bond (Chair) Cllr. C. Thomas (Vice Chair) Cllr. F. Foster Cllr. H. Ramsay Cllr. M. North Cllr. M. Russell Cllr. M Knight Cllr. D Strachan Cllr. J Woodhead Cllr. M Foster TOTAL = 10 <hr/> APPEALS Cllr. D Albone (Chair) Cllr. R. Pullinger (Vice Chair) Cllr. D. Strachan Cllr. J. Woodhead Cllr. M. Knight Cllr. K. Brown TOTAL = 6

4 x Biggleswade Joint Committee	Cllrs M. Russell, M. North, F. Foster & H Ramsay. (substitutes) Cllrs D. Albone & C Thomas
3 x Bedfordshire Association of Town & Parish Councils	Cllr J Woodhead. Cllr C. Thomas. Cllr M. Knight.
1 x Biggleswade Twinning Committee + Substitute	Cllr J Woodhead. Cllr D. Albone (substitute).
1 x Fen Reeves meetings as proxy voter + Substitute	Cllr I Bond. Cllr M North (substitute).
2 x Biggleswade Green Wheel Development Group	Cllr R. Pullinger. Cllr I Bond. Cllr D Albone.
1 x Police Liaison Officer + Substitute	Cllr D. Strachan. Cllr L Fage.
1 x Sir John Cotton Educational Foundation	Cllr J Woodhead.
2 x Windfarm Grant Panel	Cllr H. Ramsay. Cllr C. Thomas.



MINUTES OF BIGGLESWADE ANNUAL STATUTORY MEETING
HELD ON TUESDAY 14 MAY 2019
AT BIGGLESWADE TOWN COUNCIL
THE OLD COURT HOUSE, SAFFRON ROAD, BIGGLESWADE

PRESENT:

Cllr M North
Cllr D Albone
Cllr G Fage
Cllr L Fage
Cllr F Foster
Cllr M Foster
Cllr H Ramsay
Cllr M Russell
Cllr D Strachan
Cllr R Pullinger
Cllr C Thomas
Cllr M Knight
Cllr K Brown
Cllr J Woodhead

Mr R McGregor, Town Clerk, Biggleswade Town Council
Mr M Thorn, Deputy Town Clerk, Biggleswade Town Council
Mrs J Durn, Meeting Administrator

Members of Public – 8 (including 2 Council staff)

A14/0501 1. ELECTION OF TOWN MAYOR FOR THE YEAR 2019/2020

It was **RESOLVED** that Cllr Madeline Russell be elected to the office of Town Mayor for Biggleswade, for the year 2019/2020.

A14/0502 2. DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor, Cllr Madeline Russell signed the Declaration of Acceptance of Office.

A14/0503 3. ELECTION OF DEPUTY TOWN MAYOR

It was **RESOLVED** that Cllr Frank Foster be elected to the office of Deputy Town Mayor for Biggleswade, for the year 2019/2020.

A14/0504 4. DECLARATION OF ACCEPTANCE OF OFFICE

The Deputy Town Mayor, Cllr Frank Foster signed the Declaration of Acceptance of Office.

A14/0505 5. MEMBERSHIP OF STANDING COMMITTEES

It was **RESOLVED** that membership of Standing Committees is adopted as follows:

A14/0505.1 a. Finance and General Purpose (F&GP):

Cllr H Ramsay (Chair), Cllr D Albone, (Vice Chair), Cllr F Foster, Cllr M North.

A14/0505.2 b. Public Land and Open Spaces (PLOS):

Cllr F Foster (Chair), Cllr D Strachan (Vice Chair), Cllr M North, Cllr R Pullinger, Cllr C Thomas, Cllr L. Fage, Cllr M Russell.

A14/0505.3 c. Town Centre Management (TCM):

Cllr M North (Chair), Cllr G Fage (Vice Chair), Cllr M Russell, Cllr I Bond, Cllr F Foster, Cllr H Ramsay, Cllr D Strachan., Cllr R Pullinger, Cllr J Woodhead.

A14/0505.4 d. Personnel:

Cllr I Bond (Chair), Cllr C Thomas (Vice Chair), Cllr F Foster, Cllr M North, Cllr H Ramsay, Cllr M Russell.

A14/0505.5 e. Appeals

Cllr D Albone (Chair), Cllr R Pullinger (Vice Chair)

A14/0505.6 f. For each Committee to appoint a “Chair”:

Finance and General Purpose	-	Cllr D Albone
Public Land and Open Spaces	-	Cllr F Foster
Town Centre Management	-	Cllr M North
Personnel	-	Cllr I Bond
Appeals	-	Cllr D Albone

A14/0505.7 g. For each Committee to appoint a “Vice Chair”:

Finance and General Purpose	-	Cllr D Strachan
Public Land and Open Spaces	-	Cllr D Strachan
Town Centre Management	-	Cllr G Fage
Appeals	-	Cllr R Pullinger

A14/0506 6. BIGGLESWADE JOINT COMMITTEE

Cllrs H Ramsay, M Russell, F Foster, M North.

Cllr C Thomas and Cllr D Albone were appointed as substitutes.

A14/0507 **7. APPOINTMENT OF REPRESENTATIVES**

It was **RESOLVED** that appointments to the following bodies be adopted:

- A14/0507.1 a. Bedfordshire Association of Town & Parish Councils: 3 Members
Cllrs J Woodhead, C Thomas, M Knight.
- A14/0507.2 b. Biggleswade Twinning Committee: 1 Member – Cllr J Woodhead,
Substitute - Cllr D Albone.
- A14/0507.3 c. Sir John Cotton Educational Foundation: Cllr Woodhead.
- A14/0507.4 d. Cllr M Russell would like it noted that she is a Trustee of Sir John
Cotton Educational Foundation and not a representative on behalf
of Biggleswade Town Council.
- A14/0507.5 e. Fen Reeves Meetings- 1 Member as proxy voter - Cllr I Bond,
Cllr H Ramsay (Substitute).
- A14/0507.6 f. Police Liaison - 1 Member - Cllr D Strachan, Cllr L Fage
(Substitute).
- A14/0507.7 g. Langford and Biggleswade Community fund Group: 2 Members: C
H Ramsay, Cllr C Thomas.
- A14/0507.8 h. Biggleswade Green Wheel Development Group – 2 Members - Cllr
Bond, Cllr Pullinger, Cllr D Albone.

A14/0508 **8. APOLOGIES FOR ABSENCE**

Cllr I Bond.

A14/0509 **9. DECLARATIONS OF INTEREST**

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

- (a)** Disclosable Pecuniary interests in any agenda item: None
- (b)** Non-Pecuniary interests in any agenda item: None

A14/0510 **10. TOWN MAYOR'S ANNOUNCEMENTS**

The Town Mayor had no announcements.

- A14/0511** **11. 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.
- There were no questions from the Public.
- A14/0512** **12. INVITED SPEAKER**
- There was no invited speaker.
- A14/0513** **13. MINUTES AND RECOMMENDATIONS OF MEETINGS**
- Members received and approved the Minutes of a meeting of the Annual Statutory Meeting held on 22 May 2018 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- A14/0514** **14. MATTERS ARISING**
- There were no Matters Arising from the Minutes of the Annual Statutory Meeting held on 22 May 2018.
- A14/0515** **15. PLANNING APPLICATIONS**
- A14/0515.1 a. **CB/19/01070/RM – Stratton Business Park, Pegasus Drive, Biggleswade**
- It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application.
- A14/0515.2 b. **CB/19/00928/FULL – 10 Beech Avenue, Biggleswade, SG180EG**
- Two storey rear extension and first floor dormer to side.
- It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.
- A14/0515.3 c. **CB/19/00952/FULL – 49 St Johns Street, Biggleswade, SG18 0BT**
- Single storey, rear infill extension, replacement of existing flat roof and insertion of roof lights.
- It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in

their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

- A14/0515.4 d. **CB/19/01029/FULL – 40 Franklin Road, Biggleswade, SG18 8DX**
Single storey side and rear extension with pitched roof.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

- A14/0515.5 e. **CB/19/01119/FULL – 23 Eldon Way, Biggleswade, SG18 8NH**
Removal and replacement of new roof cladding.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application.

- A14/0515.6 f. **CB/19/01119/FULL – 23 Eldon Way, Biggleswade, SG18 8NH**
Removal and replacement of new roof cladding.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application.

- A14/0515.7 g. **CB/19/1116/FULL – 16 Eldon Way, Biggleswade SG18 8GL**
Removal and replacement of new roof cladding

The Town Council Raise **NO OBJECTION** to this planning application.

- A14/0515.8 h. **CB/19/01171/FULL – 43 Maunder Avenue, Biggleswade SG18 0LS**

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

- A14/0515.9 i. **CB/19/01245/FULL –87 Lawrence Road, Biggleswade, SG18 8GL**
Single storey rear extension

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application.

A14/0515.10 j. **CB/EN/19/0235 - Field opposite Biggleswade RUFC close to railway line**
Planning enforcement case: Use of field for stationing of residential caravan.

NOTED

A14/0516 16. ITEMS FOR CONSIDERATION

A14/0516.1 a. **General Powers of Competence**

Members considered the recommendations in the report.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this application.

A14/0516.2 b. **Hackney Carriages - Biggleswade**

Members considered a request from CBC Licensing team to allow a Hackney Carriage Stand in Biggleswade.

It was **RESOLVED** that the Town Council raise **NO OBJECTION** in principle and would be agreeable to going ahead on a trial basis. BTC would like to make it clear that the taxi rank should be sited in the Town Centre.

A14/0517 17. ITEMS FOR INFORMATION

A14/0517.1 a. **Grants – Thank you letters**

Copies of thank you letters received for the Grants awarded in 2019 were **NOTED**.

A14/0517.2 b. **Notice of Decision for Works to Preserved Trees – TPO 5/2002**

This information was **NOTED**.

A14/0517.3 c. **Highways Rural Match Fund**

The Town Clerk was asked to write for additional information as Council are keen that this item is not pushed further back.

A14/0517. d. **Crime Statistics – April 2019**

Cllr D Strachan: Quite surprised by the increasing number of assaults recorded and would like a comparison of assaults in the previous year in order to investigate the reasons behind this increased number.

A14/0518 18. 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.

- Mr Bacon – Hackney Carriages: Just to point out that a Taxi is not a Hackney Carriage. The Chairman apologised and amended her wording.
- Mr Simon Sheriden: Would like to ask about the closure of the Stratton School Farm.
- Council are unable to comment on this question as it has not been put before them for discussion. Mr Sheriden will need to put this forward in writing to the Town Clerk for inclusion on a Council Agenda when it can then be formally be brought to Council and taken for discussion.
- Mr Bacon: The 20mph speed limit for Palace Street is still far too high. The No right Turn sign has been taken down and a 30 mph has replaced it. There should be an “Access only” sign.
- The pavement outside the hairdressers that was reported as a trip hazard has been replaced and is now even worse. Someone has tripped there again already.
- Dr Whittaker: Who will be the Council representative for the Splash Park? Dr Whittaker was requested to write formally to the Town Clerk for this to be taken on a Council Agenda for nominations.

A14/0519

19.

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.

(No Exempt Items)

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 12 MAY 2020
AT 7PM VIA ZOOM WEBINAR FUNCTION

PRESENT:

Cllr D. Albone
Cllr I. Bond
Cllr K. Brown
Cllr G. Fage
Cllr L. Fage
Cllr F. Foster (Vice Chairman)
Cllr M Foster
Cllr M. Knight
Cllr M North
Cllr R. Pullinger
Cllr H. Ramsay
Cllr M. Russell (Chairman)
Cllr D. Strachan
Cllr C. Thomas
Cllr J. Woodhead

Mr P Truppin – Acting Town Clerk, Biggleswade Town Council
Ms N Villa – Interim Deputy Town Clerk, Biggleswade Town Council
Mrs S van der Merwe – Meeting Administrator, Biggleswade Town Council

Members of Public – 15

Meeting Formalities:

Following a reminder to meeting attendees, both panel and public, 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 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 the individual. The Mayor reminded all that when not speaking, please mute microphone and it would be impossible to hear if multiple attendees speak at the same time, the recommendation was for speaking one at a time. There is an IT Administrator who is able to mute or remove anyone who causes a nuisance. As this is a new way of working, the Mayor appealed for patience from all involved.

A12/0501 1. APOLOGIES FOR ABSENCE

None

ABSENT WITHOUT APOLOGIES

None

A12/0502 2. DECLARATIONS OF INTEREST

A12/0502.1 a. **Disclosable Pecuniary interests in any agenda item:**

None

A12/0502.2 b. **Non-Pecuniary interests in any agenda item**

None

A12/0503 3. TOWN MAYOR'S ANNOUNCEMENTS

None – no civic events have been held.

A12/0504 4. PUBLIC OPEN SESSION

The IT Administrator advised members of the public wishing to speak to use the “raise hand” function on screen.

Timothy Soden:

Mr Soden requested the retention of the existing bridge at Biggleswade Station as removal would extend the commuter walk from the East of the town.

Regarding the Land north of Biggleswade development Mr Soden has no real objection but believes one access point down Furzenhall Road only is unfeasible.

Cllr M Russell clarified that the existing railway bridge is intended to be left in place.

Mr Martin Kernon: Planning Application 33 – 57 Shortmead Street

Mr Kernon, a resident of Wharf Mews, believes the developer has built the wrong house. It is substantially bigger than planning originally granted. Mr Kernon feels it is wrong that the developer can submit retrospective planning as this undermines confidence in the planning application process. This oversized house does not match the original planning officer's conditions and is an overbearing structure not in keeping with adjacent properties. Mr Kernon requested that the Town Council physically visit Wharf Mews to see the house and confirmed that the developer has not stopped building regardless of the planning application status.

Councillor Whitaker: Planning Application for 4 London Road

Cllr H Whitaker believes the plans submitted lack sufficient detail and confirmed that CBC have asked owner to re-submit plans.

Regarding the Railway Station plans, Cllr H Whitaker believes serious consideration should be given by the Town Council to getting the railway

bridge designated as a right of way, rather than relying on Network Rail to do this.

A12/0505 5. MEMBERS QUESTIONS

- A12/0505.1 a. Cllr F Foster asked the Acting Town Clerk to confirm that the public schedule of committee meetings will resume given the virtual meetings now in place. The Acting Town Clerk responded that he would take guidance from the Council but believes it will be difficult at the present time given the challenges faced by the supporting staff working from home to produce supporting papers and agendas.

Cllr M Russell recommended this be addressed at the next Town Council meeting and will be added to the agenda.

- A12/0505.2 b. Cllr G Fage expressed his appreciation that outdoor staff are doing a great job in difficult circumstances, but he remains concerned about the north entrance into town which is unsightly. Cllr G Fage proposed writing to Northhill Parish Council to ask them to use this quieter period to consider cleaning the roundabout up and would be happy to draft this on behalf of the Council. Cllr M Russell pointed out that the boundary for Northhill Parish Council comes down Hill Lane so BTC should work with Northhill Parish Council.

- A12/0505.3 c. Cllr J Woodhead suggested the Town Council give thanks to the Sea Cadets for last post given on VE Day, which was well received by those in attendance. Cllr J Woodhead also suggested contacting the police regarding the recent stabbing incident at Eagle Farm Road, Cllr D Strachan said he would contact the police.

Cllr M Russell commended the Sea Cadets for an excellent last post ceremony.

A12/0506 6. MINUTES AND RECOMMENDATIONS OF MEETINGS

Members received the minutes of the Council Meeting held on **Tuesday 28th April 2020** via Zoom online webinar.

The following amendment was proposed:

- **Item A28/0411 a)** be corrected to reflect that Cllr G Fage should be listed as the proposer.

Subject to this amendment, the minutes were approved as a true and accurate record.

A12/0507 7. MATTERS ARISING

A12/0507.1 a. Item 28/0405 b): Cllr M Knight requested an update on the defibrillator at Century House. The Acting Town Clerk advised the Ambulance service are investigation on the whereabouts as they believe it has been used and that if the Ambulance service find the unit it will be returned, failing which it will need to be replaced. Cllr M Russell confirmed that it was unusual not to have been damaged if it has been stolen. The usual process is to dial 111 for the code to release the defibrillator and they will also send an ambulance. There is no record of this happening.

A12/0507.2 b. **Item 28/0405.3 c)** Cllr R Pullinger requested an update from the Acting Town Clerk on access to BTC's Facebook page. The Acting Town Clerk confirmed the Council now has access to the page, although there are still some formalities to be completed allowing full posting access to the page.

A12/0508 8. PLANNING APPLICATIONS

A12/0508.1 a. **CB/20/01375/FULL - 40 Potton Road, Biggleswade, SG18 0DZ**

Two storey side and rear extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

A12/0508.2 b. **CB/20/01322/FULL- 43 Maunder Avenue, Biggleswade, SG18 8GL**

Single storey rear extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

A12/0508.3 c. **CB/20/01343/ADV - Building 3 (Phase4), Stratton Business Park Pegasus Drive, Biggleswade, SG18 8UB**

Advertisement: Building signage detailing business name to be placed on the West Elevation above main entrance. General site signage also included in application, as detailed in drawings.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application.

A12/0508.4 d. **CB/20/01309/FULL- 120 London Road, Biggleswade, SG18 8EL**

First floor extension incorporating a loft conversion.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

A12/0508.5 e. **CB/20/01393/VOC -Land at the rear of 33 - 57 Shortmead Street, Biggleswade, SG18 0AT**

Variation to Condition 19 of Planning Permission CB/16/00181/FULL (Construction of 30 no. dwellings and associated road, demolition of commercial premises) Addition of working drawing for TH2 house type to approved plans RDC1034-TH2-200H – retrospective planning application.

It was **RESOLVED** that the Town Council **OBJECTS** to this planning application: 1. The house type is overbearing and not in keeping with the original application; 2. The Town Council objected to this height of building in the original application; 3. The building is too close to other housing and will have a detrimental impact.

The Town Council agreed to notify Central Bedfordshire Council that, should they be minded to approve this application, Biggleswade Town Council would like to call it in.

A12/0508.6 f. **CB/20/01012/RM - Land adjacent to Unit 2 (Plot 3 Phase 5) Juno Place Biggleswade SG18 8XP**

Reserved Matters: following Outline planning permission CB/15/03078/OUT Erection of a single industrial unit (use Class B1, B2 7 B80 with associated parking and landscaping. All matters reserved except for Access). Approval is being sought for Layout, Appearance, Scale and Landscaping.

Cllr G Fage proposed that the Town Council contact our Central Bedfordshire Councillors to provide some transparent reporting around the S106 funds due to Biggleswade through residential and commercial developments and where these funds are being spent.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided that 1. CBC show transparency of where S106 monies are allocated. 2. The speed of traffic generated from this application is considered.

A12/0508.7 g. **CB/20/01453/FULL - 4 London Road, Biggleswade, SG18 8EB**

Change of use from A1 beautician (back to) C3 house residential dwelling (house only).

It was **RESOLVED** that the Town Council **OBJECTS** to this planning application. 1. The objection is due to further detailed plans on the design for this application required. 2. There needs to be clarity on the parking spaces for this application. 3. Clarity whether the Coffee shop included in the application.

A12/0508.8 h. **CB/20/01357/FULL - 162 Hitchin Street, Biggleswade, SG18 8BP**

Single storey rear extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

A12/0509 9. ITEMS FOR CONSIDERATION

A12/0509.1 a. **PUBLIC NOTICE – A00033 - High Street, Biggleswade**

CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO INSTALL A PEDESTRIAN CROSSING ON HIGH STREET, BIGGLESWADE

Notice is hereby given that Central Bedfordshire Council, in exercise of its powers under Section 23 of the Road Traffic Regulation Act 1984 and all other enabling powers, proposes to establish a Zebra crossing on High Street, Biggleswade. This proposal is part of a scheme to improve pedestrian and cycling facilities. A Zebra Crossing is proposed to be sited at the following location in Biggleswade: - High Street, crossing to begin at a point approximately 12 metres north west of the northern property boundary of No 2 London Road. Further Details may be viewed online at www.centralbedfordshire.gov.uk/publicstatutorynotices.

It was **RESOLVED** that the Town Council welcomes the installation of a zebra crossing but has concerns about the design being proposed: 1. Buildouts should not be included as this narrows the street considerably and causes traffic flow issues on what is the key road connecting the town across the railway; 2. A narrower road will also be a problem given that London Road/High Street/Shortmead Street is the designated Highways Agency diversion for the A1 when the Biggleswade bypass is closed; 3. The power supply should be working on the first date of use of the crossing (the last zebra crossing installed in Biggleswade had power supplied 4 months later which is unacceptable).

A12/0509.2 b. **Biggleswade Train Station Disabled Access**

Councillors were advised that there has been further work on the options for the new access to the station and the revised drawings provided for Options 4 and 5 were considered.

Option 4 is the shallower access, more suitable for wheelchair users, with two accesses onto each platform. The existing bridge will remain in place as a further access, with sliding gates at the top of the steps for station security. Biggleswade Rail Users Group asked for the retention of Option 5 at this stage until it is confirmed that there will be proper access from the proposed transport interchange to the new bridge.

CLr M Russell confirmed that both designs are similar in costings/funding and the next step is for Network Rail to complete the options appraisal and apply to the Dept. of Transport for funding.

Council discussed the current concerns relating to both options, including provision of access to platforms from East and West directions, increasing access/departure points for peak times in the future subject to the Town's growth, quality and aesthetics of design, lift access, ticket area congestion, access to parking from both the West and East access points of town, the condition of the current footbridge and need for future maintenance, disabled access and access for parent commuters with buggies, as well as where the bicycle racks would be re-located if Option 5 were to be taken forward.

It was **RESOLVED** to support Option 4 for disabled access to the station.

It was **RESOLVED** to request that Network Rail keep the existing bridge and step access in place and maintain this in a safe fashion.

It was **RESOLVED** to ask CBC that the bridge be declared a public right of way.

A12/0509.3 c. **Market future**

The National Association of British Market Authorities (NABMA) has written to ask for help in supporting local market (s) and the markets industry in the UK at this critical time. Currently there are around 1150 regular traditional markets and over 40,000 micro business operating from these markets nationally. They are requesting that market authorities write to their local MP to highlight the difficulties at the present time.

It was **RESOLVED** by the Town Council that the Acting Town Clerk contact NABMA and ask them to clarify what exactly they want the Town Council to say in respect of lobbying the Bedfordshire MP to support their cause.

A12/0509.3 d. **Land North of Biggleswade**

Councillors are invited to consider a response to an approach from the representatives of Hallam Land for a virtual meeting about the Development Brief for Land North of Biggleswade.

As part of their round of consultation in virtual fashion, they have a public webinar that people can sign up to.

Cllr G Fage provided an update on this issue. Over the last few months BTC sent the technical audit on the transport assessment to CBC Highways – this is now a public document and has been forwarded to Hallam as such. Central Bedfordshire Council Officers are interested in the results of the audit and it needs to be pushed so that they take into account the Town Council's concerns. The Transport Consultant has agreed to meet with Central Bedfordshire Officers to discuss this.

It was **RESOLVED** to invite Hallam to a future Town Council meeting to presents its proposals to the Town Council and members of the public.

A12/0510 10. ACCOUNTS

A12/0510.1 a. **Financial Administration**

Members **ADOPTED** the following accounts:

- i. Detailed Balance Sheet to 29/02/2020.
- ii. Income and Expenditure by budget heading 29/02/2020.
- iii. NatWest Payment Listing to 29/02/2020.
- iv. Lloyds Bank Payment listing to 29/02/2020.

Cllr H Ramsay raised the issue of the large balance currently in the Lloyds account and requested that this be addressed urgently. An investment policy has already been agreed by Council, using CCLA. It had also been agreed to close the NatWest accounts and then consider investment. The amount to be invested needs to be agreed but the Acting Clerk reminded Council that an operational minimum funds level has to be maintained.

Cllr M Russell has been working with the Acting Clerk to get the Natwest account close because he is not a signatory. NatWest require some confirmation before enacting the request.

It was **RESOLVED** that the funds balance and potential investments would be considered at the Council Meeting on 9 June 2019.

A12/0511 11. ITEMS FOR INFORMATION

A12/0511.1 a. **Rose Lane Car Park**

The Interim Deputy Clerk has instructed Solicitors to ascertain the position of the landlord on the renewal of the lease. The Interim Deputy Clerk will revert to Council when further details are available.

A12/0512 12. 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.

A12/0512.1 a. **Cllr Hayley Whitaker: Neighbourhood Planning Committee**

Cllr Whitaker referred to comments made by the Mayor at Council on 10th March 2020 relating to the Neighbourhood Plan agenda item and said that the allegations made by the Mayor were potentially slanderous. Cllr Whitaker, having received notes of the Neighbourhood Plan meetings in January 2020, raised some Neighbourhood Plan issues with the CBC Monitoring Officer and asked CBC how they can better support BTC to ensure BTC meets its obligations as regards the Neighbourhood Plan. However, Cllr Whitaker insisted that she did not make a formal complaint and asked for a formal retraction of the comments and a public apology.

Cllr M Russell said that BTC is being advised by a Planning Consultant who advised the Government on Neighbourhood Plans and who has assured the Town Council that they are not breaking any statutory guidelines.

A12/0512.2 b. **Carol Birtwhistle – Edward Peak pupil disruptive behaviour in the Community:**

Ms Birtwhistle emailed her comments to the Interim Deputy Town Clerk in relation to the concerns of residents next to Edward Peake school entrance in Maythorns Estate – pupils have been causing disruption and considerable litter. This has been less of an issue during the Covid-19 lockdown, but the School Management has not been helpful in dealing with this issue.

Cllr M Russell agreed to speak to the Acting Town Clerk offline on this issue as it is not usually the Council's remit to intervene in school issues.

A12/0512.3 c. Cllr R Pullinger asked to put on record that Cllr Whitaker has put her concerns about the Neighbourhood Plan on Facebook and has posted that she has already taken this to the Monitoring Officer who has taken legal advice and devised a plan. Cllr Whitaker also posted that If the situation continues, she will contact the Local Government Ombudsman.

A12/0514 14. EXEMPT ITEMS

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

A12/0514.1 a. **Minutes of the Exceptional Town Council Meeting held on 10 March 2020.**

A12/0514.2 b. **Recommendations & Resolutions from the Personnel Committee held 12 March 2020.**

A12/0514.3 c. **Other staffing matters:** The Acting Town Clerk is to give a verbal report.

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.

05/05/2020

Biggleswade Town Council

Item 6ai Balance Sheet Page 1

12:34

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31/03/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
	<i>Fixed Assets</i>	Asset Value	Depreciation	Net Value
1	OP'L F/H LAND & BUILDINGS	1,813,044	428,478	1,384,566
2	OP'L L/H LAND & BUILDINGS	9,095	0	9,095
21	VEHICLES & EQUIPMENT	792,859	456,288	336,571
41	INFRASTRUCTURE ASSETS	301,806	238,084	63,722
61	COMMUNITY ASSETS	15,380	0	15,380
	Total Fixed Assets	2,932,184	1,122,850	1,809,334
	<i>Current Assets</i>			
91	CAPITAL WORK IN PROGRESS	7,325		
100	DEBTORS - TOWN COUNCIL	4,741		
101	DEBTORS - ALLOTMENTS	890		
102	DEBTORS - PITCH HIRE	3,657		
103	DEBTORS - ORCHARD CENTRE	26,879		
105	VAT REFUNDS	20,270		
110	PREPAYMENTS	15,363		
201	NATWEST CURRENT BANK A/C	17,135		
202	LLOYDS CURRENT BANK A/C	246,398		
204	LLOYDS SALARY A/C	535		
209	NATWEST CAPITAL RESERVE	256,736		
210	PETTY CASH	155		
212	CASH CHANGE FLOAT	24		
225	NATWEST 95 DAY ACCOUNT	454		
	Total Current Assets		600,561	
	<i>Current Liabilities</i>			
501	TRADE CREDITORS	19,474		
505	HALL DEPOSIT	300		
510	ACCRUALS	7,145		
525	ALLOTMENT DEPOSITS	3,200		
530	INC IN ADVANCE - COMMUTED	26,400		
537	SUNDRY CREDITORS	120		
	Total Current Liabilities		56,639	
	Net Current Assets			543,923
	Total Assets less Current Liabilities			2,353,257
	<i>Long Term Liabilities</i>			
401	PWLB LOANS	120,677		
430	LEASE CREDITOR (GROSS)	8,940		
435	LEASE CREDITOR (DEF'D INT)	(669)		
	Total Long Term Liabilities		128,948	
	Total Assets less Total Liabilities			2,224,309
	<i>Represented by :-</i>			
301	CURRENT YEAR FUND	(70,038)		
310	GENERAL RESERVE	206,439		
349	ROLLING CAPITAL FUND	400,197		
350	CAPITAL FINANCING RESERVE	1,353,665		

Detailed Balance Sheet - Excluding Stock Movement**Month 12 Date 31/03/2020**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
451	DEF'D GRANTS APPLIED	608,674	
452	DEF'D GRANTS W/BACK	(274,627)	
	Total Equity		<u>2,224,309</u>

05/05/2020

Biggleswade Town Council

Item 16aii Projected Det Inc & Exp Page 1

12:34

Detailed Income & Expenditure by Projected Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 B'SWADE MAGISTRATES COURT								
1081 INC-RENT	9,014	2,161	106	(2,055)			2038.3%	
1091 INC-MISCELLANEOUS	360	0	200	200			0.0%	
B'SWADE MAGISTRATES COURT :- Income	9,374	2,161	306	(1,855)			706.1%	0
4011 RATES	11,448	14,313	11,710	(2,603)		(2,603)	122.2%	
4012 WATER RATES	440	560	470	(90)		(90)	119.2%	
4013 RENT	(25,920)	(29,920)	(35,328)	(5,408)		(5,408)	84.7%	
4014 ELECTRICITY	2,849	2,928	3,000	72		72	97.6%	
4015 GAS	3,462	1,652	2,000	348		348	82.6%	
4016 CLEANING COSTS	9,294	11,757	9,000	(2,757)		(2,757)	130.6%	
4021 TELEPHONE & FAX	49	0	0	0		0	0.0%	
4026 COMPUTER	150	0	0	0		0	0.0%	
4029 OFFICE REFURBISHMENT	30	360	354	(6)		(6)	101.6%	
4036 PROPERTY MAINTENANCE	3,101	4,494	5,000	506		506	89.9%	
4042 EQUIPT MAINT/REPAIR	636	620	500	(120)		(120)	123.9%	
4067 PEST CONTROL	0	0	100	100		100	0.0%	
4104 REFUSE COLLECTION	982	1,161	1,000	(161)		(161)	116.1%	
4110 FIRE PRECAUTIONS	1,082	477	1,200	723		723	39.7%	
4134 SECURITY/CCTV	1,770	986	1,300	314		314	75.8%	
4790 DEFERRED GRANTS RELEASED	0	(2,593)	0	2,593		2,593	0.0%	
4999 DEPRECIATION CHARGED	0	4,206	0	(4,206)		(4,206)	0.0%	
B'SWADE MAGISTRATES COURT :- Indirect Expenditure	9,374	11,000	306	(10,694)	0	(10,694)	3594.9%	0
Net Income over Expenditure	0	(8,840)	0	8,840				
102 ALLOTMENTS								
1087 INC-ALLOTMENTS	6,359	6,521	6,600	79			98.8%	
ALLOTMENTS :- Income	6,359	6,521	6,600	79			98.8%	0
4013 RENT	581	233	465	233		233	50.0%	
4037 GROUNDS MAINTENANCE	1,426	399	1,000	601		601	39.9%	
4067 PEST CONTROL	450	675	550	(125)		(125)	122.7%	
4999 DEPRECIATION CHARGED	0	167	0	(167)		(167)	0.0%	
ALLOTMENTS :- Indirect Expenditure	2,457	1,474	2,015	541	0	541	73.1%	0
Net Income over Expenditure	3,901	5,047	4,585	(462)				
103 STREET LIGHTS								
4014 ELECTRICITY	7,065	10,302	0	(10,302)		(10,302)	0.0%	
4038 MAINTENANCE CONTRACT	(16,877)	0	0	0		0	0.0%	
4045 S/L REPAIR/RENEWAL	828	0	0	0		0	0.0%	
STREET LIGHTS :- Indirect Expenditure	(8,985)	10,302	0	(10,302)	0	(10,302)		0
Net Expenditure	8,985	(10,302)	0	10,302				

Continued over page

Detailed Income & Expenditure by Projected Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104 BURIAL GROUNDS								
1074 INC-DONATIONS	200	0	0	0			0.0%	
1081 INC-RENT	800	0	0	0			0.0%	
1084 INC-BURIAL FEES	15,838	14,453	17,000	2,547			85.0%	
1097 INC-MEMORIALS	698	836	306	(530)			273.2%	
BURIAL GROUNDS :- Income	17,536	15,289	17,306	2,017			88.3%	0
4011 RATES	4,219	4,702	4,702	0		0	100.0%	
4012 WATER RATES	156	80	150	70		70	53.5%	
4014 ELECTRICITY	149	2,868	150	(2,718)		(2,718)	1912.1%	
4036 PROPERTY MAINTENANCE	1,878	1,088	2,000	912		912	54.4%	
4110 FIRE PRECAUTIONS	152	368	500	132		132	73.6%	
4178 PATHS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4901 C.S. SALARY RECHARGE	10,464	14,178	10,398	(3,780)		(3,780)	136.3%	
4902 W.S. SALARY RECHARGE	45,623	49,101	50,001	900		900	98.2%	
4911 C.S. O'HEAD RECHARGE	7,721	11,450	12,307	857		857	93.0%	
4912 W.S. O'HEAD RECHARGE	11,529	16,685	11,857	(4,828)		(4,828)	140.7%	
4999 DEPRECIATION CHARGED	0	2,250	0	(2,250)		(2,250)	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	81,890	102,770	93,065	(9,705)	0	(9,705)	110.4%	0
Net Income over Expenditure	(64,354)	(87,481)	(75,759)	11,722				
105 CAR PARKS								
1088 INC-CAR PARKING FEES	24,519	34,975	36,000	1,025			97.2%	
1089 INC - PARKING PERMITS WORK	15,151	11,722	11,000	(722)			106.6%	
1099 INC-INSURANCE (CLAIM)	2,556	2,688	0	(2,688)			0.0%	
1189 INC-PARKING PERMITS RES	5,479	6,534	6,000	(534)			108.9%	
CAR PARKS :- Income	47,704	55,920	53,000	(2,920)			105.5%	0
4011 RATES	25,128	25,704	25,704	0		0	100.0%	
4014 ELECTRICITY	0	0	500	500		500	0.0%	
4021 TELEPHONE & FAX	0	0	600	600		600	0.0%	
4038 MAINTENANCE CONTRACT	2,055	10,322	7,500	(2,822)		(2,822)	137.6%	
4042 EQUIPT MAINT/REPAIR	2,574	0	0	0		0	0.0%	
4047 MATERIALS/TOOLS	1,872	2,025	2,000	(25)		(25)	101.3%	
4056 LEGAL EXPENSES	0	0	1,000	1,000		1,000	0.0%	
4092 Card Processing Fees	542	1,145	1,000	(145)		(145)	114.5%	
4108 SURFACE REPAIRS	8,175	0	3,000	3,000		3,000	0.0%	
4126 CAR PARK LEASE	29,000	29,000	29,001	1		1	100.0%	
4127 SIGNS	198	0	0	0		0	0.0%	
4790 DEFERRED GRANTS RELEASED	0	(742)	0	742		742	0.0%	
4901 C.S. SALARY RECHARGE	2,616	3,544	2,600	(944)		(944)	136.3%	

Detailed Income & Expenditure by Projected Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4902 W.S. SALARY RECHARGE	11,406	12,275	12,500	225		225	98.2%	
4911 C.S. O'HEAD RECHARGE	1,930	2,863	3,077	214		214	93.0%	
4912 W.S. O'HEAD RECHARGE	2,882	4,171	2,964	(1,207)		(1,207)	140.7%	
4999 DEPRECIATION CHARGED	0	9,428	0	(9,428)		(9,428)	0.0%	
CAR PARKS :- Indirect Expenditure	88,378	99,735	91,446	(8,289)	0	(8,289)	109.1%	0
Net Income over Expenditure	(40,675)	(43,816)	(38,446)	5,370				
106 MARKET								
1085 INC-TUESDAY MARKET RENTS	3,108	2,250	2,900	650			77.6%	
1086 INC-SATURDAY MARKET RENTS	12,066	9,605	10,500	895			91.5%	
1091 INC-MISCELLANEOUS	90	357	90	(267)			397.0%	
MARKET :- Income	15,265	12,213	13,490	1,277			90.5%	0
4001 STAFF SALARIES	805	0	0	0		0	0.0%	
4004 MARKET STAFF	4,104	4,959	5,250	291		291	94.5%	
4011 RATES	4,982	5,097	5,097	0		0	100.0%	
4012 WATER RATES	0	42	0	(42)		(42)	0.0%	
4014 ELECTRICITY	1,193	440	1,200	760		760	36.7%	
4032 PUBLICITY	0	343	550	208		208	62.3%	
4047 MATERIALS/TOOLS	0	218	250	32		32	87.2%	
4081 Licences	333	0	333	333		333	0.0%	
4901 C.S. SALARY RECHARGE	8,720	11,815	8,665	(3,150)		(3,150)	136.3%	
4911 C.S. O'HEAD RECHARGE	6,434	9,542	10,256	714		714	93.0%	
4999 DEPRECIATION CHARGED	0	800	0	(800)		(800)	0.0%	
MARKET :- Indirect Expenditure	26,571	33,254	31,601	(1,653)	0	(1,653)	105.2%	0
Net Income over Expenditure	(11,307)	(21,042)	(18,111)	2,931				
107 TOWN CENTRE GENERAL								
1145 INC-CHRISTMAS ACTIVITIES	701	702	500	(202)			140.4%	
TOWN CENTRE GENERAL :- Income	701	702	500	(202)			140.4%	0
4001 STAFF SALARIES	10,128	24,799	24,804	5		5	100.0%	
4002 EMPLOYERS N.I	888	2,232	2,232	0		0	100.0%	
4003 EMPLOYERS SUPERANN.	2,309	5,902	5,902	(0)		(0)	100.0%	
4009 STAFF TRAVEL	25	499	250	(249)		(249)	199.7%	
4014 ELECTRICITY	0	7	0	(7)		(7)	0.0%	
4036 PROPERTY MAINTENANCE	0	194	750	556		556	25.9%	
4064 ANNUAL HANGING BASKETS	2,266	2,991	2,991	0		0	100.0%	
4116 WAR MEM & REM SERV	755	301	750	449		449	40.2%	
4117 CLOCK REPAIRS	0	0	350	350		350	0.0%	

Detailed Income & Expenditure by Projected Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4140 CHRISTMAS ACTIVITIES	6,864	6,413	7,000	587		587	91.6%	
4144 CCTV	14,982	14,833	18,000	3,167		3,167	82.4%	
4145 CHRISTMAS LIGHTS	17,999	18,660	18,000	(660)		(660)	103.7%	
4790 DEFERRED GRANTS RELEASED	0	(571)	0	571		571	0.0%	
4901 C.S. SALARY RECHARGE	2,616	3,544	2,600	(944)		(944)	136.3%	
4902 W.S. SALARY RECHARGE	11,406	12,275	12,500	225		225	98.2%	
4911 C.S. O'HEAD RECHARGE	1,930	2,863	3,077	214		214	93.0%	
4912 W.S. O'HEAD RECHARGE	2,882	4,171	2,964	(1,207)		(1,207)	140.7%	
4999 DEPRECIATION CHARGED	0	1,131	0	(1,131)		(1,131)	0.0%	
TOWN CENTRE GENERAL :- Indirect Expenditure	75,049	100,244	102,170	1,926	0	1,926	98.1%	0
Net Income over Expenditure	(74,348)	(99,542)	(101,670)	(2,128)				
108 GRANTS (INCL S137)								
4261 GRANTS UNDER OTHER POWERS	18,708	23,392	23,392	0		0	100.0%	
4264 Community Agent Grant	11,250	11,250	11,250	0		0	100.0%	
GRANTS (INCL S137) :- Indirect Expenditure	29,958	34,642	34,642	0	0	0	100.0%	0
Net Expenditure	(29,958)	(34,642)	(34,642)	0				
109 CAPITAL EXPENDITURE								
1075 INC-SALE OF ASSETS	14,135	0	0	0			0.0%	
1077 INC-S106 GRANTS	14,083	0	0	0			0.0%	
CAPITAL EXPENDITURE :- Income	28,218	0	0	0				0
4053 LOAN INTEREST	6,360	5,879	5,879	(0)		(0)	100.0%	
4253 LEASE INTEREST REPAID	376	401	401	(0)		(0)	100.1%	
4801 CP - New Vehicles\Equipment	35,628	0	0	0		0	0.0%	
4802 CP - New Computer Installation	900	(0)	11,351	11,351		11,351	0.0%	
4823 CP - Play Equipment	9,900	0	0	0		0	0.0%	
4827 CP - Office Equipment	9,029	0	0	0		0	0.0%	
4842 CP - The Orchard Furniture & E	0	0	493	493		493	0.0%	
4843 CP - Street Furniture	2,440	0	0	0		0	0.0%	
4847 CP - Workshop	6,800	0	51,775	51,775		51,775	0.0%	
4850 CP - Car Park Equipment	34,114	0	0	0		0	0.0%	
4860 CP - St Lighting Replacement	102,389	0	0	0		0	0.0%	
4861 CP - Kitelands Ball Court	9,397	0	0	0		0	0.0%	
4862 CP -Drove Rd Cemetery Footpath	6,247	0	0	0		0	0.0%	
4863 CP -Drove Rd Chapel Surface	4,700	0	0	0		0	0.0%	
4864 CP - Drove Road	200	0	0	0		0	0.0%	
4865 CP - Market Stall Umbrellas	3,579	0	0	0		0	0.0%	

Detailed Income & Expenditure by Projected Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4900 ROLLING CAPITAL FUND ALLOC'N	100,000	100,000	100,000	0		0	100.0%	
4980 LOAN REPAYMENT	8,793	9,115	9,115	(0)		(0)	100.0%	
4981 TFR TO CFR NEW ASSETS	0	13,526	0	(13,526)		(13,526)	0.0%	
4982 LEASE CAPITAL REPAID	3,728	4,963	4,963	0		0	100.0%	
4990 ASSET FUNDING FROM RCP	(59,404)	(13,526)	(63,619)	(50,093)		(50,093)	21.3%	
4992 TRANSFER FROM E/MARKED RESERVE(141,201)		0	0	0		0	0.0%	
4993 TFR TO CAP REC RSV	10,635	0	0	0		0	0.0%	
4994 TRANSFER FROM CAP REC RSV	(10,635)	0	0	0		0	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	143,974	120,359	120,358	(1)	0	(1)	100.0%	0
Net Income over Expenditure	(115,756)	(120,359)	(120,358)	1				
110 PUBLIC CONVENIENCES								
4011 RATES	3,024	3,093	3,093	(0)		(0)	100.0%	
4012 WATER RATES	1,400	2,143	1,600	(543)		(543)	134.0%	
4014 ELECTRICITY	943	180	1,000	820		820	18.0%	
4036 PROPERTY MAINTENANCE	2,204	181	2,500	2,319		2,319	7.2%	
4038 MAINTENANCE CONTRACT	15,590	16,667	16,000	(667)		(667)	104.2%	
4999 DEPRECIATION CHARGED	0	60	0	(60)		(60)	0.0%	
PUBLIC CONVENIENCES :- Indirect Expenditure	23,162	22,324	24,193	1,869	0	1,869	92.3%	0
Net Expenditure	(23,162)	(22,324)	(24,193)	(1,869)				
111 CORPORATE MANAGEMENT								
1076 PRECEPT RECEIVED	938,232	1,011,058	1,011,058	0			100.0%	
1096 INTEREST RECEIVED	431	593	600	7			98.8%	
CORPORATE MANAGEMENT :- Income	938,663	1,011,651	1,011,658	7			100.0%	0
4057 AUDIT FEES	3,505	3,735	4,120	385		385	90.7%	
4901 C.S. SALARY RECHARGE	52,318	70,888	51,992	(18,896)		(18,896)	136.3%	
4911 C.S. O'HEAD RECHARGE	38,605	57,252	61,533	4,281		4,281	93.0%	
CORPORATE MANAGEMENT :- Indirect Expenditure	94,428	131,875	117,645	(14,230)	0	(14,230)	112.1%	0
Net Income over Expenditure	844,235	879,776	894,013	14,237				
112 DEMOCRATIC REP'N & MGM'T								
1078 INC-MISC GRANTS	0	6,950	6,950	0			100.0%	
DEMOCRATIC REP'N & MGM'T :- Income	0	6,950	6,950	0			100.0%	0
4024 SUBSCRIPTIONS	3,127	3,355	3,200	(155)		(155)	104.8%	
4026 COMPUTER	614	0	1,500	1,500		1,500	0.0%	
4082 NEIGHBOURHOOD PLAN	1,686	7,621	20,000	12,379		12,379	38.1%	

Detailed Income & Expenditure by Projected Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4135 ELECTION PROVISION	3,098	528	4,528	4,000		4,000	11.7%	
4790 DEFERRED GRANTS RELEASED	0	(1,806)	0	1,806		1,806	0.0%	
4901 C.S. SALARY RECHARGE	69,758	94,518	69,321	(25,197)		(25,197)	136.3%	
4911 C.S. O'HEAD RECHARGE	51,473	76,336	82,042	5,706		5,706	93.0%	
4999 DEPRECIATION CHARGED	0	9,292	0	(9,292)		(9,292)	0.0%	
DEMOCRATIC REP'N & MGM'T :- Indirect Expenditure	129,755	189,843	180,591	(9,252)	0	(9,252)	105.1%	0
Net Income over Expenditure	(129,755)	(182,893)	(173,641)	9,252				
113 CIVIC ACTIVITIES & EXPENSES								
1091 INC-MISCELLANEOUS	471	585	0	(585)			0.0%	
1300 INC-MAYORS CHARITY	191	(47)	0	47			0.0%	
CIVIC ACTIVITIES & EXPENSES :- Income	662	538	0	(538)				0
4008 STAFF TRAINING	25	290	500	210		210	58.0%	
4009 STAFF TRAVEL	0	0	500	500		500	0.0%	
4058 PROFESSIONAL FEES	0	0	2,000	2,000		2,000	0.0%	
4112 TOWN MAYOR'S ALLOW.	1,179	845	1,000	155		155	84.5%	
4166 TWINNING	555	0	500	500		500	0.0%	
4179 CIVIC FUNCTIONS	1,166	60	1,000	940		940	6.0%	
4180 CIVIC REGALIA REPAIRS ETC	0	0	100	100		100	0.0%	
CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure	2,924	1,195	5,600	4,405	0	4,405	21.3%	0
Net Income over Expenditure	(2,262)	(657)	(5,600)	(4,943)				
115 ORCHARD COMMUNITY CENTRE								
1077 INC-S106 GRANTS	0	800	0	(800)			0.0%	
1078 INC-MISC GRANTS	18,000	18,000	18,000	0			100.0%	
1081 INC-RENT	0	54	0	(54)			0.0%	
1082 INC-LETTINGS	28,765	32,014	32,000	(14)			100.0%	
1091 INC-MISCELLANEOUS	8	0	0	0			0.0%	
1109 INC-COFFEE MACHINE	0	224	250	26			89.5%	
1115 INC-REFRESHMENTS	8	0	0	0			0.0%	
ORCHARD COMMUNITY CENTRE :- Income	46,781	51,091	50,250	(841)			101.7%	0
4001 STAFF SALARIES	45,925	53,589	51,991	(1,598)		(1,598)	103.1%	
4002 EMPLOYERS N.I	4,013	5,014	4,793	(221)		(221)	104.6%	
4003 EMPLOYERS SUPERANN.	10,471	12,754	12,374	(380)		(380)	103.1%	
4007 HEALTH & SAFETY	0	0	500	500		500	0.0%	
4009 STAFF TRAVEL	220	429	300	(129)		(129)	142.9%	
4011 RATES	0	0	5,500	5,500		5,500	0.0%	
4012 WATER RATES	439	789	450	(339)		(339)	175.3%	

Detailed Income & Expenditure by Projected Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4014 ELECTRICITY	1,484	4,231	10,000	5,769		5,769	42.3%	
4015 GAS	1,710	209	4,500	4,291		4,291	4.6%	
4016 CLEANING COSTS	4,350	4,795	4,500	(295)		(295)	106.6%	
4020 MISC. ESTABLISH.COST	0	9	500	491		491	1.8%	
4021 TELEPHONE & FAX	1,131	190	1,200	1,010		1,010	15.8%	
4026 COMPUTER	1,425	565	1,500	935		935	37.6%	
4029 OFFICE REFURBISHMENT	131	0	0	0		0	0.0%	
4032 PUBLICITY	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	801	2,089	1,000	(1,089)		(1,089)	208.9%	
4038 MAINTENANCE CONTRACT	629	4,005	1,500	(2,505)		(2,505)	267.0%	
4042 EQUIPT MAINT/REPAIR	139	0	200	200		200	0.0%	
4081 Licences	301	309	300	(9)		(9)	103.0%	
4128 EQUIPMENT	0	60	200	140		140	30.0%	
4790 DEFERRED GRANTS RELEASED	0	(12,430)	0	12,430		12,430	0.0%	
4999 DEPRECIATION CHARGED	0	11,417	0	(11,417)		(11,417)	0.0%	
ORCHARD COMMUNITY CENTRE :- Indirect Expenditure	73,169	88,022	101,808	13,786	0	13,786	86.5%	0
Net Income over Expenditure	(26,388)	(36,931)	(51,558)	(14,627)				
212 RECREATION GROUNDS								
1077 INC-S106 GRANTS	1,480	2,600	0	(2,600)			0.0%	
1078 INC-MISC GRANTS	3,022	0	0	0			0.0%	
1081 INC-RENT	9,101	4,521	9,000	4,479			50.2%	
1082 INC-LETTINGS	0	(202)	22	224			(916.5%)	
1083 INC-PITCH HIRE	925	2,385	4,000	1,615			59.6%	
RECREATION GROUNDS :- Income	14,529	9,305	13,022	3,717			71.5%	0
4011 RATES	4,392	4,468	4,468	(0)		(0)	100.0%	
4012 WATER RATES	6,439	2,430	11,000	8,570		8,570	22.1%	
4013 RENT	0	0	1	1		1	0.0%	
4014 ELECTRICITY	6,955	6,721	6,000	(721)		(721)	112.0%	
4016 CLEANING COSTS	0	98	400	302		302	24.4%	
4036 PROPERTY MAINTENANCE	0	0	5,000	5,000		5,000	0.0%	
4037 GROUNDS MAINTENANCE	2,155	1,151	2,500	1,349		1,349	46.0%	
4038 MAINTENANCE CONTRACT	6,615	7,896	6,500	(1,396)		(1,396)	121.5%	
4039 PLAY. EQUIP. MAINT.	4,353	2,057	3,000	943		943	68.6%	
4043 FENCING & GATES	464	157	1,000	843		843	15.7%	
4044 TREES & PLANTS	3,504	3,543	2,500	(1,043)		(1,043)	141.7%	
4067 PEST CONTROL	1,000	700	1,500	800		800	46.7%	
4100 FERT./SEEDS/WEEDKILL	2,263	174	2,000	1,826		1,826	8.7%	
4104 REFUSE COLLECTION	1,736	3,828	6,000	2,172		2,172	63.8%	

Detailed Income & Expenditure by Projected Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4110 FIRE PRECAUTIONS	1,019	753	700	(53)		(53)	107.5%	
4114 LITTER BINS	1,568	1,437	2,000	563		563	71.8%	
4128 EQUIPMENT	1,715	0	0	0		0	0.0%	
4139 GRASS CUTTING	4,236	4,236	0	(4,236)		(4,236)	0.0%	
4790 DEFERRED GRANTS RELEASED	0	(11,187)	0	11,187		11,187	0.0%	
4901 C.S. SALARY RECHARGE	27,903	37,807	27,729	(10,078)		(10,078)	136.3%	
4902 W.S. SALARY RECHARGE	159,679	171,855	175,002	3,147		3,147	98.2%	
4911 C.S. O'HEAD RECHARGE	20,589	30,534	32,818	2,284		2,284	93.0%	
4912 W.S. O'HEAD RECHARGE	40,352	58,398	41,500	(16,898)		(16,898)	140.7%	
4999 DEPRECIATION CHARGED	0	40,215	0	(40,215)		(40,215)	0.0%	
RECREATION GROUNDS :- Indirect Expenditure	296,936	367,269	331,618	(35,651)	0	(35,651)	110.8%	0
Net Income over Expenditure	(282,407)	(357,965)	(318,596)	39,369				
901 CENTRAL SERVICES								
1091 INC-MISCELLANEOUS	1	0	0	0			0.0%	
CENTRAL SERVICES :- Income	1	0	0	0				0
4001 STAFF SALARIES	134,051	186,172	160,000	(26,172)		(26,172)	116.4%	
4002 EMPLOYERS N.I	11,852	14,645	13,305	(1,340)		(1,340)	110.1%	
4003 EMPLOYERS SUPERANN.	28,491	35,477	33,000	(2,477)		(2,477)	107.5%	
4005 AGENCY STAFF	0	43,519	35,000	(8,519)		(8,519)	124.3%	
4007 HEALTH & SAFETY	145	0	2,500	2,500		2,500	0.0%	
4008 STAFF TRAINING	4,017	2,827	2,000	(827)		(827)	141.3%	
4009 STAFF TRAVEL	3,300	3,147	2,650	(497)		(497)	118.7%	
4010 MISC. STAFF COSTS	938	180	1,000	820		820	18.0%	
4013 RENT	25,400	29,920	35,328	5,408		5,408	84.7%	
4020 MISC. ESTABLISH.COST	302	137	250	113		113	54.8%	
4021 TELEPHONE & FAX	10,178	8,208	6,500	(1,708)		(1,708)	126.3%	
4022 POSTAGE	1,297	547	1,000	453		453	54.7%	
4023 STATIONERY	4,245	5,971	5,000	(971)		(971)	119.4%	
4025 INSURANCE	19,962	19,492	19,957	465		465	97.7%	
4026 COMPUTER	25,870	33,873	30,000	(3,873)		(3,873)	112.9%	
4027 PHOTOCOPIER	3,003	2,771	3,200	429		429	86.6%	
4031 ADVERTISING	612	0	400	400		400	0.0%	
4032 PUBLICITY	3,878	2,420	3,500	1,080		1,080	69.1%	
4042 EQUIPT MAINT/REPAIR	0	314	0	(314)		(314)	0.0%	
4051 BANK CHARGES	1,501	2,109	2,100	(9)		(9)	100.4%	
4056 LEGAL EXPENSES	5,681	1,850	1,220	(630)		(630)	151.6%	
4058 PROFESSIONAL FEES	787	12,030	2,000	(10,030)		(10,030)	601.5%	
4060 OFFICE EQUIPMENT	26	2,645	1,479	(1,166)		(1,166)	178.8%	

Detailed Income & Expenditure by Projected Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4073 PAYROLL BUREAU FEES	1,808	794	2,000	1,206		1,206	39.7%	
4074 ACCOUNTANCY FEES	15,707	15,693	15,000	(693)		(693)	104.6%	
4125 Misc Costs	27	86	26	(60)		(60)	331.8%	
4901 C.S. SALARY RECHARGE	(174,394)	(236,294)	(173,305)	62,989		62,989	136.3%	
4911 C.S. O'HEAD RECHARGE	(128,683)	(190,839)	(205,110)	(14,271)		(14,271)	93.0%	
4999 DEPRECIATION CHARGED	0	2,307	0	(2,307)		(2,307)	0.0%	
CENTRAL SERVICES :- Indirect Expenditure	1	0	0	0	0	0		0
Net Income over Expenditure	0	0	0	0				
902 WORKS SERVICES								
4001 STAFF SALARIES	180,564	192,644	196,653	4,009		4,009	98.0%	
4002 EMPLOYERS N.I	15,720	17,059	17,443	384		384	97.8%	
4003 EMPLOYERS SUPERANN.	31,829	35,804	35,907	103		103	99.7%	
4007 HEALTH & SAFETY	331	503	500	(3)		(3)	100.6%	
4008 STAFF TRAINING	1,719	1,809	2,500	691		691	72.4%	
4009 STAFF TRAVEL	262	291	300	9		9	96.9%	
4010 MISC. STAFF COSTS	0	0	300	300		300	0.0%	
4014 ELECTRICITY	0	5,507	200	(5,307)		(5,307)	2753.3%	
4021 TELEPHONE & FAX	25	0	0	0		0	0.0%	
4025 INSURANCE	0	636	0	(636)		(636)	0.0%	
4029 OFFICE REFURBISHMENT	57	0	0	0		0	0.0%	
4030 RECRUIT. ADVERTISING	1,006	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	0	115	114	(1)		(1)	100.7%	
4041 EQUIPMENT HIRE	0	216	400	184		184	54.0%	
4042 EQUIPT MAINT/REPAIR	4,386	3,562	4,500	938		938	79.2%	
4046 VEHICLE LEASING	10,915	9,650	9,000	(650)		(650)	107.2%	
4047 MATERIALS/TOOLS	10,841	16,719	12,000	(4,719)		(4,719)	139.3%	
4048 VEHICLE MAINT/REPAIR	10,039	10,465	10,000	(465)		(465)	104.7%	
4049 VEHICLE FUEL	7,653	7,435	8,000	565		565	92.9%	
4050 VEHICLE TAX	270	455	455	0		0	100.0%	
4103 PROTECTIVE CLOTHING	4,114	2,636	2,500	(136)		(136)	105.5%	
4119 SKIP HIRE	3,169	2,981	3,000	19		19	99.4%	
4125 Misc Costs	0	16	16	0		0	100.0%	
4128 EQUIPMENT	90	442	500	58		58	88.3%	
4134 SECURITY/CCTV	1,822	0	2,000	2,000		2,000	0.0%	
4136 RENEWALS/REPLACEMENT	829	0	3,000	3,000		3,000	0.0%	
4137 PLANNING APPLICATION	116	0	0	0		0	0.0%	
4790 DEFERRED GRANTS RELEASED	0	(2,536)	0	2,536		2,536	0.0%	
4902 W.S. SALARY RECHARGE	(228,114)	(245,507)	(250,003)	(4,496)		(4,496)	98.2%	
4912 W.S. O'HEAD RECHARGE	(57,645)	(83,425)	(59,285)	24,140		24,140	140.7%	

Detailed Income & Expenditure by Projected Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4999 DEPRECIATION CHARGED	0	22,524	0	(22,524)		(22,524)	0.0%	
WORKS SERVICES :- Indirect Expenditure	(0)	0	0	0	0	0		0
Net Expenditure	0	0	0	0				
Grand Totals:- Income	1,125,792	1,172,338	1,173,082	744			99.9%	
Expenditure	1,069,042	1,314,308	1,237,058	(77,250)	0	(77,250)	106.2%	
Net Income over Expenditure	56,750	(141,970)	(63,976)	77,994				
Movement to/(from) Gen Reserve	56,750	(141,970)						

Date: 05/05/2020

Biggleswade Town Council

Annual Statutory 26052020

Time: 12:35

Natwest Current A/C

Accounts

Item 16aiii NatWest

List of Payments made between 01/03/2020 and 31/03/2020

Page 1

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/03/2020	HMRC Paye/NI Dec 2019	000250	10,264.33		HMRC Paye/NI Dec 2019
06/03/2020	REVERSE PAY IN ERROR	REV000250	-10,264.33		REVERSE PAY IN ERROR
06/03/2020	HMRC	REV00250A	-10,264.33		REVERSE PAY IN ERROR
06/03/2020	HM Revenue & Customs	REV00250	10,264.33		Purchase Ledger Payment
17/03/2020	British Telecommunications PLC	DD01	30.00		3530-Phone charge
17/03/2020	Fuel Genie DDR	DD02	572.82		3939519/3433/Fuel Genie DDR
23/03/2020	Public Works Loan Board	DD03	7,477.50		23330/3471/Public Works Loan B
23/03/2020	EE - DDR	DD04	56.93		3543-Monthly phone charge
25/03/2020	Lauren Fearon	000252	100.00		Refund for OC hire
25/03/2020	REVERSE PAY IN ERROR	REV000252	-100.00		REVERSE PAY IN ERROR
30/03/2020	Cawleys - DDR	DD05	463.97		3532-Waste collection
31/03/2020	Bank charge payable	CHRG	8.28		Bank charge payable
Total Payments			<u>8,609.50</u>		

Date: 05/05/2020

Biggleswade Town Council

Item 16aiv Lloyds Page 1

Time: 12:35

Lloyds Current A/C

List of Payments made between 01/03/2020 and 31/03/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/03/2020	Bank charge payable	CHRG	114.92		Bank charge payable
04/03/2020	CoolerAid Ltd	201229	21.22		1486631/3428/CoolerAid Ltd
04/03/2020	AMF Services (Bedford) Ltd	201230	204.60		22241/3422/AMF Services (Bedfo
04/03/2020	Arlesey Car and Commercials Lt	201231	123.13		45894/3423/Arlesey Car and Com
04/03/2020	George Browns Ltd	201232	885.71		172152/3426/George Browns Ltd
04/03/2020	Colin Ross Workwear & Safety	201233	47.99		8368/3467/Colin Ross Workwear
04/03/2020	Chubb Fire Ltd	201234	278.84		8069050/3429/Chubb Fire Ltd
04/03/2020	Flowbird Smart City UK Ltd	201235	3,674.64		UK125470/3432/Flowbird Smart C
04/03/2020	J R GOLDTHORPE & SON	201236	199.26		008957/3436/J R GOLDTHORPE & S
04/03/2020	Groundcare Machinery Services	201237	158.27		82293/3438/Groundcare Machiner
04/03/2020	Harrier Office Supplies Ltd	201238	486.98		445589/3468/Harrier Office Sup
04/03/2020	HM Revenue & Customs	201239	14,820.66		FEB20/3480/HM Revenue & Custom
04/03/2020	The Lion Press (Sandy) Ltd	201240	117.60		4869/3445/The Lion Press (Sand
04/03/2020	Peninsula Business Services Li	201241	2,355.60		Purchase Ledger Payment
04/03/2020	Bedfordshire Pension Fund	201242	12,721.89		FEB20/3481/Bedfordshire Pensio
04/03/2020	Place-Make Ltd	201243	4,320.00		P19127-PM20.021/3478/Place-Mak
04/03/2020	The Play Inspection Company Lt	201244	1,044.00		40424/3462/The Play Inspection
04/03/2020	R & C Hyett	201245	2,690.00		BTC246/3475/R & C Hyett
04/03/2020	Hire or Buy Group Ltd	201246	63.90		1020964/3444/Hire or Buy Group
04/03/2020	Spaldings UK Limited	201247	252.85		SI-2526955/3464/Spaldings UK L
04/03/2020	Turfcare Leisure Services Ltd	201248	690.47		15160/3476/Turfcare Leisure Se
04/03/2020	The Transportation Consultancy	201249	3,594.00		000787/3477/The Transportation
04/03/2020	Unison	201250	11.50		FEB20/3482/Unison
04/03/2020	Veolia Environmental Services	201251	201.53		PET189027/3466/Veolia Environm
05/03/2020	BBW Law LLP	000249	756.00		P/Ledger Electronic Payment
06/03/2020	HMRC PAYE/NI Dec 2019	000250	10,264.33		HMRC PAYE/NI Dec 2019
09/03/2020	The right Fuelcard Company Lim	DD01	2.40		P/Ledger Electronic Payment
10/03/2020	Ampower - 73506 - Old Court Ho	DD02	350.00		P/Ledger Electronic Payment
10/03/2020	Ampower G81907-Kings Reach	DD03	600.00		P/Ledger Electronic Payment
10/03/2020	Costco Wholesales	000248	26.40		Costco-Consumables
11/03/2020	BNP-LN69XVL Leasing	DDR	584.17		BNP-LN69XVL Leasing
11/03/2020	Node IT Solutions Ltd	DD04	211.20		5713/3470/Node IT Solutions Lt
11/03/2020	Node IT Solutions Ltd	DD05	2,780.14		4759/3469/Node IT Solutions Lt
12/03/2020	ICO - subscription 20/21	DD	35.00		ICO - subscription 20/21
18/03/2020	Ampower - 41260 Unmetered	DD06	2,974.20		P/Ledger Electronic Payment
19/03/2020	Lloyds Salary A/C	TFR	24,000.00		Staff salary Tfr
20/03/2020	AIB Merchant Services	DD07	71.12		3555-Car parking card charge
23/03/2020	EE - DDR	DD08	338.34		P/Ledger Electronic Payment
25/03/2020	ADT Fire & Security plc	201252	34.20		3525-Service charge 03.03.20
25/03/2020	Arthur Ibbett Limited	201253	97.02		3563-air clean+cable brake
25/03/2020	Bemrose Booth Paragon Ltd	201254	626.94		3580-Stelio non-adhesive stock
25/03/2020	BHIB Limited	201255	13,517.36		3528-Insurance renewal 20/21
25/03/2020	Rosetta Publishing Ltd	201256	258.00		3584-Beds bulletin March 20
25/03/2020	Colin Ross Workwear & Safety	201257	333.49		3539-Staff uniform
25/03/2020	Chandlers (Farm Equipment) Ltd	201258	42.34		3535-Coupler 1/8
25/03/2020	Deeping Direct Limited	201259	57.60		3542-Hire of container Feb20
25/03/2020	Flowbird Smart City UK Ltd	201260	302.23		3544-Parking Equip April 20

List of Payments made between 01/03/2020 and 31/03/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
25/03/2020	Groundcare Machinery Services	201261	311.19		3548-Hayter Condor-Machine rep
25/03/2020	Bedfordshire Growers Limited	201262	69.99		3527-Round pro active 5L
25/03/2020	Harrier Office Supplies Ltd	201263	294.86		3550-Misc stationery items
25/03/2020	Henlow Building Supplies	201264	807.89		3559-Durable clearcoat
25/03/2020	Colin Hill Bar & Catering Supp	201265	37.85		3536-Compleat tap assembly
25/03/2020	Historic Towns & Villages Foru	201266	270.00		3561-Annual mmbrrship to Mar21
25/03/2020	LGRC Associates Ltd	201267	8,170.92		3556-Locum Clerk Feb
25/03/2020	CENTRAL BEDFORDSHIRE	201268	21,082.39		3534-Comm safety CCTV 19/20
25/03/2020	F D O'Dell & Sons Ltd	201269	377.00		3566-Ind. Comm Waste mixed
25/03/2020	Professional Pest Management	201270	90.00		3583-Mar2020 Pest control serv
25/03/2020	Peninsula Business Services Li	201271	733.86		3582-Employment services
25/03/2020	G & A Plumbing and Heating Eng	201272	1,671.84		3547-Repair pipe work+fit pump
25/03/2020	Auditing Solutions Ltd	201273	534.00		3526-Internal Audit 19-20
25/03/2020	RIGBY TAYLOR LTD	201274	41.34		3595-Green cone nozzles
25/03/2020	DCK Accounting Solutions Ltd	201275	1,517.17		3541-Contract accounting Feb
25/03/2020	Hire or Buy Group Ltd	201276	897.00		3594-Belle compactor plate
25/03/2020	TRAVIS PERKINS TRADING CO	201277	1,081.97		3588-Dewalt compound slide
25/03/2020	Urban Vision Enterprise CIC	201278	1,890.00		3589-N'hood plan support
25/03/2020	Veolia Environmental Services	201279	85.90		3590-Wheelie bin feb20
25/03/2020	Wallgate Limited	201280	73.73		3591-Walcare liquid 2.5 ltr
25/03/2020	Lauren Fearon	000252	100.00		Lauren Fearon-OC hire refund
26/03/2020	OPUS Energy (Corporate) Limite	DD09	1,992.83		3579-Elec Market Sq Feb 20
26/03/2020	Stephanie Johnson	00254	100.00		Stephanie Johnson-Hire refund
27/03/2020	Kubota Finance	Std Ord	536.40		Kubota Finance Leasing
27/03/2020	Madeline Russel	000255	215.90		Madeline Russel-Travelling cla
30/03/2020	Service charge	CHRG	121.07		Service charge
Total Payments			150,447.14		



DRAFT

ISSUE/REVISION

IR	DATE	DETAILS	DRN BY	CHKD BY	APRVD BY
0	22/05/20	FIRST ISSUE	AWM	YY	ZZ

PROJECT NUMBER

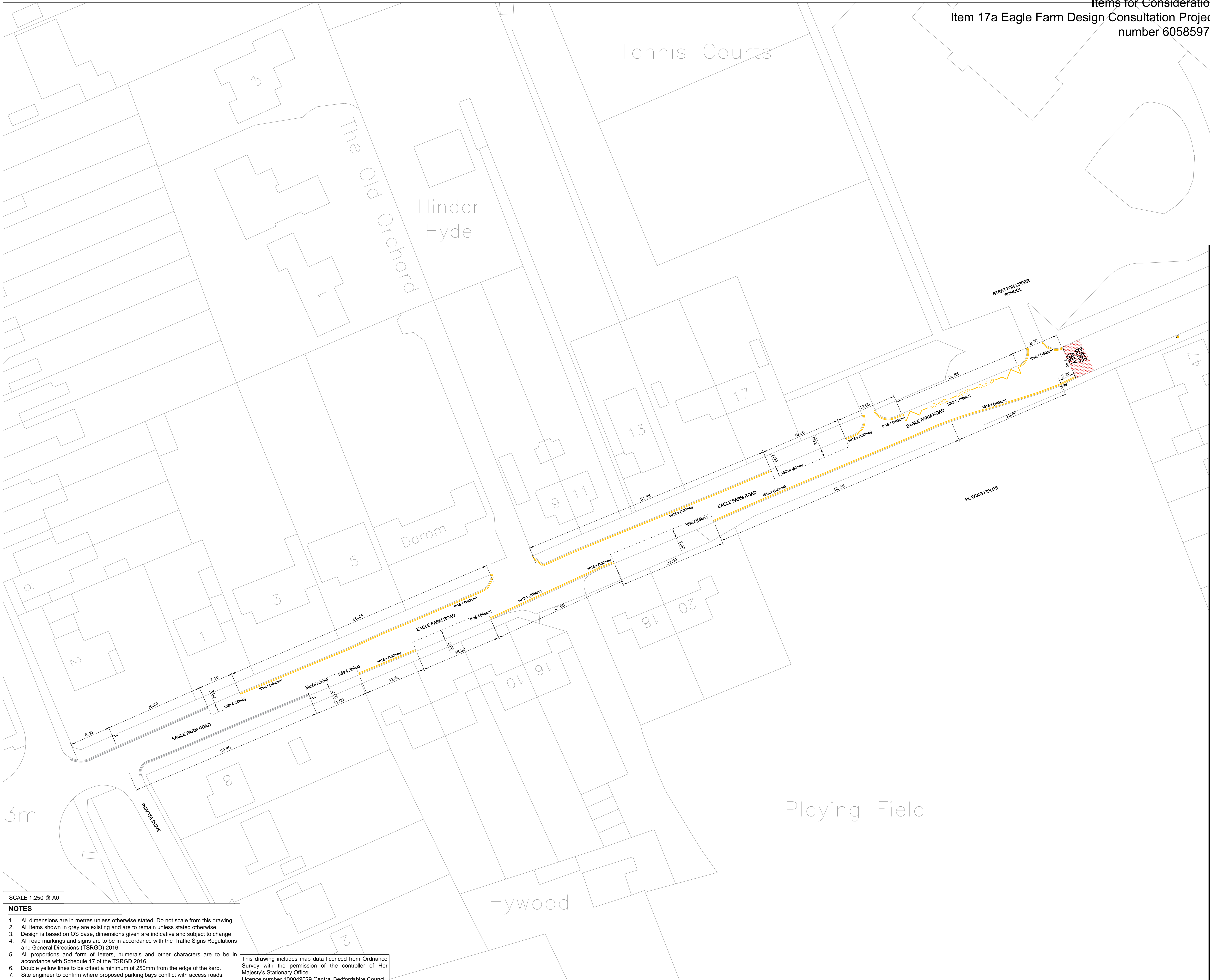
60585975

SHEET TITLE

Road Markings and Setting Out
 Consultation
 Sheet 1 of 1

SHEET NUMBER

60585975-CBC-D010-1200-05



- SCALE 1:250 @ A0
- NOTES**
- All dimensions are in metres unless otherwise stated. Do not scale from this drawing.
 - All items shown in grey are existing and are to remain unless stated otherwise.
 - Design is based on OS base, dimensions given are indicative and subject to change.
 - All road markings and signs are to be in accordance with the Traffic Signs Regulations and General Directions (TSRGD) 2016.
 - All proportions and form of letters, numerals and other characters are to be in accordance with Schedule 17 of the TSRGD 2016.
 - Double yellow lines to be offset a minimum of 250mm from the edge of the kerb.
 - Site engineer to confirm where proposed parking bays conflict with access roads.

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Biggleswade Town Council

Treasury Management Policy

Introduction

The Town Council currently (i.e. as at 1st April 2019) has some £520,000 of Reserve Funds. These funds are currently held in a number of accounts with the council's old and new bankers – NatWest Bank PLC and Lloyds Bank PLC. (It is recommended that the NatWest accounts be closed as they now serve no useful purpose).

In summary the Reserves break down as follows:

General Reserve	206,000
Rolling Capital	314,000
Other Earmarked Funds	<u>0</u>

Suggested Strategy

It should be recognised that the anticipated call on these semi-permanent balances can be predicted well in advance, and as such a far better return could be achieved by placing funds on a constructive mix of Fixed Rate Term Deposits (FRTDs) and with the CCLA Public Sector Deposit Fund. At the time of writing the council's new bankers (Lloyds) are quoting interest rates on FRTDs (as at 24th December 2019) as follows:

	Minimum £10K
3 months deposit	0.70%
6 months deposit	0.75%
12 months deposit	1.05%

These rates will differ when deposits are actually placed.

For comparison purposes, CCLA are currently paying (as at 23/12/19) .7242% p.a. on their Public Sector Deposit Fund, repayable on demand.

Disclaimer

DCK Beavers is not authorised to provide investment advice under the Financial Conduct Authority, and nothing in this revised Strategy should be so construed.

Actual Investment Suggestions

It is recommended that the council's Reserve Funds and Precept (as received) be invested as follows:

	<u>Amount</u>	<u>Interest (est)</u>
<u>Invest in Lloyds FRTDs</u>		
a: <u>General Reserve</u>		
Invest for fixed term of 12 months (then reinvest for 12 months)	£200,000	2,100.00
<u>Invest in CCLA PSDF</u>		
b: <u>Capital Funds and Other Funds</u> Invest until required	£320,000	
less 6 weeks working capital (est £150K)	-£150,000	
Net Investment	£170,000	1,200.00
c: <u>Precept</u>		
When received invest each instalment and withdraw as required to fund net expenditure ave. investment	£450,000	3,250.00

Based on this strategy it is estimated that Interest Income on specifically invested funds would amount to approximately £6,500 p.a. as against the estimated £600 actually to be earned in 2019/20 (per 2020/1 Budget estimate).

Approval and Mechanism

The above outline Investment Strategy is commended to the council for approval (subject to any detailed amendments that may be felt desirable). Once approved no further authorisation of actual investments should be required. The transactions do not represent expenditure/payment by council and thus are not required to comply with the council's normal bank mandate (2 signatures by councillors). It is suggested that the Town Clerk (after confirmation with the writer if is so decided) is authorised under the council's existing bank mandate to make such investments as required in terms of the Strategy.

The council has already authorised the opening of a PSDF account with CCLA.

Derek R Kemp
DCK Accounting Solutions
Ltd 24th December 2019