



Ref: Agenda/Council-08/10/19

3<sup>rd</sup> October 2019

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 **Tuesday 8<sup>th</sup> October 2019** at the **Offices of Biggleswade Town Council, Saffron Road, Biggleswade** commencing at **7.00 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Rob D McGregor'.

Rob D McGregor  
Town Clerk

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

Bedfordshire Constabulary  
County Library, Biggleswade

## AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **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.

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.

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**

Jill Reeves - Community agent BRCC.

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Council Meeting held on **Tuesday 24<sup>th</sup> September 2019** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on **Tuesday 24<sup>th</sup> September 2019**.

9. **PLANNING APPLICATIONS**

- a. **CB/19/02839/VOC – Stratton Park Drive, Dunton Lane, Biggleswade**  
Variation of Condition no.1 on Planning Permission MB/83/456 “Renewal of Planning Permission for caravan park on a permanent basis” to state that the total number of caravans shall not exceed twenty-two at any time.
- b. **CB/19/02849/FULL – 6 Lincoln Crescent, Biggleswade, SG18 8HW**  
Single storey side extension and alterations to rear elevation.
- c. **CB/19/02718/FULL – Site of Unit N, Montgomery Way, Biggleswade**  
Erection of workshop.
- d. **CB/19/02410/FULL – 26 Hitchin Street, Biggleswade, SG18 8BE**  
Change of use from A1 to Sui Generis for use as a taxi office.
- e. **CB/19/02982/FULL – 31 Buttercup Mead, Biggleswade, SG18 8TT**  
Loft conversion with side hip to gable extensions, rear dormer extension and rooflights to front roof slope.
- f. **CB/19/03178/FULL – 4 Ouse Way, Biggleswade, SG18 8PZ**  
Single storey rear extension.
- g. **CB/19/03150/FULL – 84 Stratton Way, Biggleswade, SG18 0NW**  
Construction of a two-storey, semi detached 3-bedroom dwelling.

10. **ACCOUNTS**

a. **Financial Administration**

For Members to receive and adopt the following accounts:

- i. Detailed Balance Sheet to 31<sup>st</sup> August 2019.
- ii. Summary of Income & Expenditure 31<sup>st</sup> August 2019.
- iii. Income and Expenditure by budget heading 31<sup>st</sup> August 2019.
- iv. Current Bank Account, receipts and payments to 31<sup>st</sup> August 2019.

b. **External Audit for the year ended 31 March 2019**

For Members to receive and approve the annual return, year-end 31<sup>st</sup> March 2019 and the external auditor’s certificate and report.

(Copies attached to this agenda).

11. **ITEMS FOR CONSIDERATION**

a. **Biggleswade Joint Committee**

To receive a draft copy of the BJC minutes from the meeting held on the 19<sup>th</sup> September 2019. (No amendments can be made to these minutes; this is a matter for the BJC Committee).

b. **Bus services 85/85A and 188/190 in Biggleswade and East Bedfordshire**

The Council are asked to consider the Locum Clerk's email and the response from CBC. (Attached). To take account of information in BJC minutes 190919.

c. **Public Space Protection Orders**

Central Bedfordshire Council are carrying out a consultation on the new public space protection Orders, the orders will replace the current alcohol free zones and dog control orders due to a change in the legislation, members are asked to consider the (attached consultation document and questionnaire).

d. **Proposed Waiting Restrictions – Lawrence Road Biggleswade**

Central Bedfordshire Council are publishing notices and consulting on proposed waiting restrictions at Lawrence Road, Biggleswade. For members to consider that attached notice and plans.

e. **A Boards and Tables & Chairs Policy**

Members are requested to consider adopting a revised policy. The Policy has been devised to enable quick reference to those applying for either A Boards, Tables & Chairs, or both. (Attached).

12. **ITEMS FOR INFORMATION**

a. **PCC's Annual Parish Conference**

To receive a verbal report from Councillor D Strachan.

b. **Community Agent Report**

To receive a report from Gill Reeves – Biggleswade Community Agent. (Attached)

13. **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.

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**.

14. **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.

(TMA)

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 24 SEPTEMBER 2019  
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL,  
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE**

**PRESENT:**

Cllr D Albone  
Cllr K Brown  
Cllr F Foster (Vice Chairman)  
Cllr M Foster  
Cllr M North  
Cllr R Pullinger  
Cllr M Russell (Chairman)  
Cllr D Strachan  
Cllr C Thomas  
Cllr J Woodhead  
Cllr H Ramsay

Mr R McGregor – Town Clerk  
Mr P Truppin – Locum Clerk  
Mrs J Durn – Meeting Administrator, Biggleswade Town Council  
Members of Public – 13, including Simon Newton, Town Centre Operations Manager, BTC

**B24/0901            1.        APOLOGIES FOR ABSENCE**

Cllr I Bond, Cllr G Fage, Cllr L Fage, Cllr M Knight

**ABSENT WITHOUT APOLOGIES**

None

**B24/0902            2.        DECLARATIONS OF INTEREST**

B24/0902.1        a.        Disclosable Pecuniary Interests in any agenda item - None

B24/0902.2        b.        Non-pecuniary interests in any agenda item –  
Cllr M North, Cllr C Thomas & Cllr R Pullinger - Item 8e **Planning  
Application: CB/19/02629FULL Conservative Club**

**B24/0903            3.        TOWN MAYOR'S ANNOUNCEMENTS.**

Cllr Russell attended the following events:

**15 September – Pottton Civic Service**

The Mayor attended the service held at St Mary's Church, Pottton,  
followed by a Reception at St Mary's Hall.

## **18 September – Neighbourhood Plan Workshop**

The Workshop was held for residents who had indicated in our initial engagement questionnaire that they would like to be more involved with the Neighbourhood Plan. Members of the teams working on both the Langford and Sutton Neighbourhood Plans were also invited, although the Sutton representative could not attend at the last minute.

The Mayor led the Workshop through a presentation outlining what has been done so far., what the next steps are and what the final statutory process is. There was much lively discussion, particularly about health, social care for the elderly and future transport.

## **22 September – The Justice Service for the County of Bedfordshire**

The Mayor attended the service held at St Paul's Church, Bedford which was hosted by the High Sheriff of Bedfordshire.

Those present included Her Majesty's Lord-Lieutenant, neighbouring High Sheriffs, The Chief Constable, The Chief Fire Officer, High Court Judges of the South Eastern Circuit, Circuit Judges of the Crown, Family and County Courts, District Judges of the County and Magistrates' Courts and the Chairman of the Bedfordshire Magistrates' Court.

Also present were the Mayor of Bedford, The Chairman of Central Bedfordshire Council, the Police and Crime Commissioner and Town Mayors, together with the leaders of many faiths in Bedfordshire.

The Bishop of Bedford preached, and the theme of the service was based on a Meditation by John Donne with the familiar words:

"No man is an island, entire of itself; every man is a piece of the continent, a part of the main ....Any Man's death diminishes me, because I am involved in mankind, and therefore never send to know for whom the bell tolls: it tolls for thee".

**B24/0904**

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

Members of the public made the following comments:

Philip Deveraux: Would like to put forward objections of members of the public also present at the meeting in connection with the proposed bridleway through Sycamore Close

Mark Winwood of Sycamore Close wished to object to the proposed Bridleway through Sycamore Close in the plans for the closure of Lindell's Level Crossing, Biggleswade Bridleway No 11. (This item was discussed at the 27<sup>th</sup> August 2019 Council Meeting)

Mr Winwood gave a full account of the reasons behind this objection by the residents of the cul-de-sac, which has previously been considered a safe environment for families living there. There are now issues concerning the safety of the area, the loss of parking, concerns over the green wheel and endangered species, which goes against the principle

of having the green wheel in the first place. Residents would like these concerns to be taken seriously by the Council.

Mrs A King: Asked if members of the Council had actually looked at the proposed area of Sycamore Close as there are people, children and animals living in the Close that need to be considered, it is not just a road on a map.

Christine Garner: What is the connection with bridge and the bridleway? Is there any information on this?

**B24/0905**      **5.      INVITED SPEAKER**

No Invited Speaker

**B24/0906**      **6.      MEMBERS QUESTIONS**

Cllr Strachan: Given the workload of the police, has Council put arrangements in place for Remembrance Day and the Christmas Lights Switch on.

The Clerk will email Councillors with the current position.

**B24/0907**      **7.      MINUTES AND RECOMMENDATIONS OF MEETINGS**

B24/0907.1      **a.**      Members received the minutes of the Council Meeting held on Tuesday, 10 September 2019 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Sycamore Close:

Cllr F Foster: We are trying to get the original resolution rescinded. This is an agenda item.

**B24/0908**      **8.      MATTERS ARISING**

B24/0908.1      From the Minutes of the Town Council Meeting held on Tuesday 10 September 2019.

**a.**      Have the Town Council received the presentation from Mr Prosser? Town Clerk to chase.

B24/0908.2      **b.**      Sycamore Close:  
This is covered under Agenda item 10c of the current Agenda.

**c.**      Cllr D Albone: When Planning Applications have previously been discussed and come forward again at a later date with changes, can the previous information be added to the new Application for information and reference to the previous decision.

- B24/0909**            **9.        PLANNING APPLICATIONS**
- B24/0909.1        **a.        CB/19/01566/FULL – White Hart Public House, 23-24 Market Square, Biggleswade, SG18 8AS**  
 Listed Building: Installation of replacement illuminated and non-illuminated signs to the exterior of the building.
- It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application.
- 24/0909.2        **b.        CB/19/02482/FULL – Retail Unit 3, Purcell Place, Sullivan Court, Biggleswade SG18 8SX**  
 Change of use of commercial unit from A3 to A5.
- It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application.
- B24/0909.3        **c.        CB/19/02583/FULL – 8 Dells Lane, Biggleswade SG18 8LP**  
 Proposed 2-storey side and rear extension, Front Porch & Garage.
- It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing 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.
- B24/0909.4        **d.        CB/19/02579/FULL – Garage Site adjacent to 165 Stratton Way, Biggleswade.**  
 Demolition of 20 garages and erection of 1 dwelling with associated parking.
- It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing 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.
- B24/0909.5        **e.        CB/19/02629/FULL – Conservative Club, St Andrews Street, Biggleswade, SG18 8BA**  
 Conservation Area: Relocation of play equipment (retrospective) and construction of new masonry wall (following demolition of existing)
- It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application.
- B24/0909.6        **f.        CB/19/02516/FULL – 126 Whiston Crescent, Biggleswade SG18 0HA**  
 Single-storey front extension

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing 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.

- B24/0909.7      g.      **CB/19/02624/FULL – 4 Ouse Way, Biggleswade SG18 8PZ**  
Single storey rear extension

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing 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.

- B24/0909.8      h.      **CB/19/02885/FULL – 5 Presland Drive, Biggleswade SG18 0FU**  
Two storey front extension

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing 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.

- B24/0909.9      i.      **CB/19/02657/VOC – 21 Lime Tree Walk, Biggleswade SG18 0DS**  
Variation of Condition 2 (materials) permission CB/14/03329/FULL-  
Erection of part single and part two storey rear extension and new front porch.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing 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.

The Town Clerk will query why this application was sent by Bedford Borough.

- B24/0909.10      j.      **CB/19/02703/FULL – 12 Aston Croft, Biggleswade SG18 8GR**  
Single-storey side and single-storey rear extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing 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.

- B24/0909.11 k. **CB/19/02729/FULL – 7 Fennel Drive, Biggleswade SG18 8WD**  
Existing conservatory extended by 2.5 and rebuilt with traditional masonry and tile roof to match existing.
- It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing 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.
- B24/0909.12 l. **CB/19/02640/FULL – Land to the North of Wharf Mews, Biggleswade SG18 0AW**  
Existing workshop to be replaced by 2 dwellings
- It was **RESOLVED** that the Town Council raise **NO OBJECTION**, but raise concerns on access, parking and the historical interest of the building.
- B24/0909.13 m. **CB/19/02531/FULL – 18 Lawrence Road, Biggleswade SG18 0LS**  
Dual pitched roof, timber garden room.
- It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing 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.
- B24/0909.14 n. **CB/19/02709/REG3 – 42 Fairfield Road, Biggleswade SG18 0BS**  
Garage conversion and single-storey side extension
- It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing 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.
- B24/0909.15 o. **CB/19/02639/FULL – Land to the rear of 33 Shortmead Street, Biggleswade SG18 0AT**  
Conservation Area: Existing workshop to be replaced by 1 dwelling.
- It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application.
- B24/0909.16 p. **CB/19/02783/FULL – 1B Saffron Road, Biggleswade SG18 8DJ**  
Single-storey rear extension
- It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing 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.

B24/0910

10. **ITEMS FOR CONSIDERATION**

B24/0910.1

a. **Bus Services 85/85A and 188/190 in Biggleswade and East Bedfordshire**

Email correspondence has been provided by the Locum Clerk showing the response from the Public Transport Manager to our request to postpone the service changes.

A full discussion regarding the bus service took place at the Biggleswade Joint Committee, the Minutes of which will be shortly be made available.

Members asked that this item be deferred to the next meeting of the Town Council, where information that was presented to the BJC will be made available, along with BJC minutes

b. **New Developments in Biggleswade – Proposed Street Names**

Cllr D Albone raised the point that we already had a street named Poppy Field

Cllr F Foster has researched names from the cenotaph that had not be used for street naming and a list 35 names was passed to the Town Clerk.

It was **RESOLVED** that the names could be put forward when there is a suitable large development

The request for inclusion of a poppy on street signs is not under the remit of Biggleswade Town Council as CBC are responsible for street signage.

c. **Central Bedfordshire Council and Network Rail – Proposed Closure Lindsell’s Level Crossing, Biggleswade Bridleway No 11.**

Sycamore Close:

Cllr F Foster:

There are two very good reasons for rescinding the resolution under discussion. Firstly, the resolution relates to the “CBC and Network Rail proposed closure of Lindsell’s Level Crossing, Biggleswade Bridleway No 11.” Was passed having been arrived at from both incomplete and wrong information as was discovered at the later Network Rail Consultation event at the Football Club.

Secondly there is no good reason why the Green Wheel should be routed through Sycamore Close. There are more appropriate routes

that the Green Wheel could take which would not cause the disturbance and distress that the proposed route through Sycamore Close would undoubtedly cause the residents.

Those residents chose to live there because of the quiet and peaceful nature of the cul-de-sac, and it is against natural justice that Biggleswade Town Council should have passed a resolution which tacitly goes along with changing the status quo when there is no need to do so.

The rescission of this resolution wipes the slate clean and removes a resolution which with hindsight should have not been moved or passed. The Council made a misjudgement and should correct it.

In discussions with colleagues it has been said that the motion which resulted in this resolution should not have been brought at that time because it was very premature. They also argue that because there is further discussion to come, there is no reason to rescind the resolution – because there will be changes made in the future.

I very much disagree with this and think it is very important that the Council does not have within its records an uncorrected resolution which should not have been made.

Cllr Foster proposed a motion to rescind the resolution 10d as was Minuted for the BTC meeting of 27 August this year and requested a recorded vote.

Votes were recorded as follows: For - 9: Against – 1

It was **RESOLVED** that the Motion for the Minutes to rescind the resolution made under item 10d of the Minutes of 27<sup>th</sup> August 2019. was carried.

**B24/09/11**      **11.      ITEMS FOR INFORMATION**

**a.      Planning Application Outcomes**

This information was **NOTED**.  
It was also noted that the information on Bonds Lane was still recorded incorrectly as awaiting a decision.

**B24/09/12**      **12.      PUBLIC OPEN SESSION**

Cllr Hayley Whitaker wished to remind Members of the forthcoming DMC in October that they may wish to attend for the discussion on Saxon Drive.



**PINK**

**B24/0914**

**14. EXEMPT ITEMS**

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

15a. Staff Matters

15b. Minutes and Matters Arising from the Council Meeting 13/08/2019

15c. Minutes and Matters Arising from the Council Meeting 27/08/2019

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.

DRAFT

Date :- 16/09/2019

## BIGGLESWADE TOWN COUNCIL

Item 10a i Detailed Bal Sheet

Time :- 14:31

## Detailed Balance Sheet (Excluding Stock Movement)

Month No: 5

31/08/2019

Page No: 1

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	OP'L F/H LAND & BUILDINGS	1,813,044	400,299	1,412,745
2	OP'L L/H LAND & BUILDINGS	9,095	0	9,095
21	VEHICLES & EQUIPMENT	780,300	390,395	389,905
41	INFRASTRUCTURE ASSETS	301,364	228,359	73,005
61	COMMUNITY ASSETS	15,380	0	15,380
	<b>Total Fixed Assets</b>	<b>2,919,183</b>	<b>1,019,053</b>	<b>1,900,130</b>
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	6,800		
100	DEBTORS - TOWN COUNCIL	4,093		
101	DEBTORS - ALLOTMENTS	256		
102	DEBTORS - PITCH HIRE	7,784		
103	DEBTORS - ORCHARD CENTRE	26,646		
105	VAT REFUNDS	3,737		
106	ORCHARD DEBTOR SUPSENSE	-25		
108	DEPOSITS	-100		
201	NATWEST CURRENT BANK A/C	66,062		
202	LLOYDS CURRENT BANK A/C	847,841		
204	LLOYDS SALARY A/C	73		
209	NATWEST CAPITAL RESERVE	256,435		
210	PETTY CASH	46		
212	CASH CHANGE FLOAT	24		
225	NATWEST 95 DAY ACCOUNT	451		
	<b>Total Current Assets</b>		<b>1,220,125</b>	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	26,068		
510	ACCRUALS	1,600		
525	ALLOTMENT DEPOSITS	3,150		
530	INC IN ADVANCE - COMMUTED	29,800		
537	SUNDRY CREDITORS	145		
	<b>Total Current Liabilities</b>		<b>60,763</b>	
	<b>Net Current Assets</b>			<b>1,159,361</b>
	<b>Total Assets less Current Liabilities</b>			<b>3,059,491</b>
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	129,792		
430	LEASE CREDITOR (GROSS)	12,069		
435	LEASE CREDITOR (DEF'D INT)	-903		
	<b>Total Long Term Liabilities</b>		<b>140,958</b>	
	<b>Total Assets less Total Liabilities</b>			<b>2,918,534</b>
	<u>Represented By :-</u>			
301	CURRENT YEAR FUND	544,769		
310	GENERAL RESERVE	206,439		
349	ROLLING CAPITAL FUND	401,353		
350	CAPITAL FINANCING RESERVE	1,400,060		
451	DEF'D GRANTS APPLIED	608,674		

**Detailed Balance Sheet (Excluding Stock Movement)**

**Month No: 5      31/08/2019**

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<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
452	DEF'D GRANTS W/BACK	-242,762	
	<b>Total Equity</b>		<b>2,918,534</b>

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16/09/2019

## BIGGLESWADE TOWN COUNCIL

Item 10aii Summary Inc &amp; expend

14:30

## Summary Income &amp; Expenditure by Budget Heading 31/08/2019

Month No : 5

August 2019

Page No 1

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
101 B'SWADE MAGISTRATES COURT	Expenditure	1,308	3,363	6,280	2,917		2,917	53.5 %
	Income	0	106	6,280	-6,174			1.7 %
108 GRANTS (INCL S137)	Expenditure	0	34,642	32,017	-2,625		-2,625	108.2 %
109 CAPITAL EXPENDITURE	Expenditure	447	102,235	117,351	15,116		15,116	87.1 %
111 CORPORATE MANAGEMENT	Expenditure	6,767	45,256	100,778	55,522		55,522	44.9 %
	Income	505,580	1,011,328	1,016,058	-4,730			99.5 %
112 DEMOCRATIC REP'N & MGM'T	Expenditure	10,123	63,384	138,512	75,128		75,128	45.8 %
113 CIVIC ACTIVITIES & EXPENSES	Expenditure	0	199	4,600	4,401		4,401	4.3 %
	Income	0	-47	0	-47			0.0 %
115 ORCHARD COMMUNITY CENTRE	Expenditure	6,119	32,584	90,412	57,828		57,828	36.0 %
	Income	2,285	31,152	43,000	-11,849			72.4 %
901 CENTRAL SERVICES	Expenditure	0	0	-1,685	-1,685		-1,685	0.0 %
102 ALLOTMENTS	Expenditure	0	491	1,965	1,474		1,474	25.0 %
	Income	0	34	6,000	-5,966			0.6 %
104 BURIAL GROUNDS	Expenditure	7,701	39,831	83,872	44,041		44,041	47.5 %
	Income	850	7,253	19,000	-11,747			38.2 %
212 RECREATION GROUNDS	Expenditure	23,378	125,744	306,926	181,182		181,182	41.0 %
	Income	0	6,247	9,590	-3,343			65.1 %
902 WORKS SERVICES	Expenditure	0	0	58,570	58,570		58,570	0.0 %
103 STREET LIGHTS	Expenditure	1,065	2,368	500	-1,868		-1,868	473.6 %
105 CAR PARKS	Expenditure	16,706	42,763	75,744	32,981		32,981	56.5 %
	Income	7,376	25,965	50,000	-24,035			51.9 %
106 MARKET	Expenditure	2,240	12,259	28,560	16,301		16,301	42.9 %
	Income	1,261	5,676	16,500	-10,824			34.4 %
107 TOWN CENTRE GENERAL	Expenditure	4,360	27,696	98,143	70,447		70,447	28.2 %
	Income	0	-291	0	-291			0.0 %
110 PUBLIC CONVENIENCES	Expenditure	1,689	9,838	26,650	16,812		16,812	36.9 %
<b>INCOME - EXPENDITURE TOTALS</b>	Expenditure	<b>81,901</b>	<b>542,654</b>	<b>1,169,195</b>	<b>626,541</b>	<b>0</b>	<b>626,541</b>	<b>46.4 %</b>
	Income	<b>517,352</b>	<b>1,087,423</b>	<b>1,166,428</b>	<b>-79,005</b>			<b>93.2 %</b>
	Net Expenditure over Income	<b>-435,450</b>	<b>-544,769</b>	<b>2,767</b>	<b>547,536</b>			

16/09/2019

## BIGGLESWADE TOWN COUNCIL

Item 10a iii Detailed Inc &amp; Exp by Budget

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## Detailed Income &amp; Expenditure by Budget Heading 31/08/2019

heading

Month No : 5

August 2019

Page No 1

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>101 B'SWADE MAGISTRATES COURT</b>							
4007 HEALTH & SAFETY	0	0	300	300		300	0.0 %
4011 RATES	1,171	5,855	11,800	5,945		5,945	49.6 %
4012 WATER RATES	0	255	500	245		245	50.9 %
4013 RENT	-2,493	-12,467	-29,920	-17,453		-17,453	41.7 %
4014 ELECTRICITY	659	682	3,000	2,318		2,318	22.7 %
4015 GAS	178	284	2,000	1,717		1,717	14.2 %
4016 CLEANING COSTS	1,120	4,115	9,000	4,885		4,885	45.7 %
4029 OFFICE REFURBISHMENT	0	261	0	-261		-261	0.0 %
4036 PROPERTY MAINTENANCE	437	2,685	4,000	1,315		1,315	67.1 %
4042 EQUIPT MAINT/REPAIR	165	165	1,000	835		835	16.5 %
4067 PEST CONTROL	0	0	100	100		100	0.0 %
4104 REFUSE COLLECTION	71	443	1,000	557		557	44.3 %
4110 FIRE PRECAUTIONS	0	366	1,500	1,134		1,134	24.4 %
4134 SECURITY/CCTV	0	718	2,000	1,282		1,282	35.9 %
B'SWADE MAGISTRATES COURT :- Expenditure	<b>1,308</b>	<b>3,363</b>	<b>6,280</b>	<b>2,917</b>	<b>0</b>	<b>2,917</b>	<b>53.5 %</b>
1081 INC-RENT	0	106	6,280	-6,174			1.7 %
B'SWADE MAGISTRATES COURT :- Income	<b>0</b>	<b>106</b>	<b>6,280</b>	<b>-6,174</b>			<b>1.7 %</b>
<b>Net Expenditure over Income</b>	<b>1,308</b>	<b>3,256</b>	<b>0</b>	<b>-3,256</b>			

Month No : 5

August 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>102</b>	<b>ALLOTMENTS</b>							
4013	RENT	0	116	465	349		349	25.0 %
4037	GROUNDS MAINTENANCE	0	0	1,000	1,000		1,000	0.0 %
4067	PEST CONTROL	0	375	500	125		125	75.0 %
	ALLOTMENTS :- Expenditure	<b>0</b>	<b>491</b>	<b>1,965</b>	<b>1,474</b>	<b>0</b>	<b>1,474</b>	<b>25.0 %</b>
1087	INC-ALLOTMENTS	0	34	6,000	-5,966			0.6 %
	ALLOTMENTS :- Income	<b>0</b>	<b>34</b>	<b>6,000</b>	<b>-5,966</b>			<b>0.6 %</b>
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>457</b>	<b>-4,035</b>	<b>-4,492</b>			

Month No : 5

August 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>103</b>	<b>STREET LIGHTS</b>							
4014	ELECTRICITY	1,065	2,368	0	-2,368		-2,368	0.0 %
4174	BUS SHELTER MAINTENANCE	0	0	500	500		500	0.0 %
	STREET LIGHTS :- Expenditure	<b>1,065</b>	<b>2,368</b>	<b>500</b>	<b>-1,868</b>	<b>0</b>	<b>-1,868</b>	<b>473.6 %</b>
	<b>Net Expenditure over Income</b>	<b>1,065</b>	<b>2,368</b>	<b>500</b>	<b>-1,868</b>			

Month No : 5

August 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>104 BURIAL GROUNDS</b>							
4011 RATES	470	2,352	4,350	1,998		1,998	54.1 %
4012 WATER RATES	0	4	200	196		196	1.9 %
4014 ELECTRICITY	771	1,961	150	-1,811		-1,811	1307.5
4036 PROPERTY MAINTENANCE	0	925	1,000	75		75	92.5 %
4110 FIRE PRECAUTIONS	0	138	200	62		62	69.1 %
4178 PATHS MAINTENANCE	0	0	1,000	1,000		1,000	0.0 %
4901 C.S. SALARY RECHARGE	982	4,800	12,750	7,950		7,950	37.6 %
4902 W.S. SALARY RECHARGE	4,176	21,010	46,940	25,930		25,930	44.8 %
4911 C.S. O'HEAD RECHARGE	457	4,251	6,662	2,411		2,411	63.8 %
4912 W.S. O'HEAD RECHARGE	845	4,390	10,620	6,230		6,230	41.3 %
BURIAL GROUNDS :- Expenditure	<b>7,701</b>	<b>39,831</b>	<b>83,872</b>	<b>44,041</b>	<b>0</b>	<b>44,041</b>	<b>47.5 %</b>
1084 INC-BURIAL FEES	800	7,019	17,000	-9,981			41.3 %
1097 INC-MEMORIALS	50	234	2,000	-1,766			11.7 %
BURIAL GROUNDS :- Income	<b>850</b>	<b>7,253</b>	<b>19,000</b>	<b>-11,747</b>			<b>38.2 %</b>
<b>Net Expenditure over Income</b>	<b>6,851</b>	<b>32,578</b>	<b>64,872</b>	<b>32,294</b>			



Month No : 5

August 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>105</b>	<b>CAR PARKS</b>							
4011	RATES	2,571	12,849	25,900	13,051		13,051	49.6 %
4021	TELEPHONE & FAX	0	0	600	600		600	0.0 %
4038	MAINTENANCE CONTRACT	4,467	4,646	0	-4,646		-4,646	0.0 %
4047	MATERIALS/TOOLS	480	706	2,000	1,294		1,294	35.3 %
4056	LEGAL EXPENSES	0	0	1,000	1,000		1,000	0.0 %
4092	Card Processing Fees	323	1,449	-2,000	-3,449		-3,449	-72.5 %
4108	SURFACE REPAIRS	0	0	3,000	3,000		3,000	0.0 %
4126	CAR PARK LEASE	7,250	14,500	26,001	11,501		11,501	55.8 %
4901	C.S. SALARY RECHARGE	246	1,200	3,188	1,988		1,988	37.6 %
4902	W.S. SALARY RECHARGE	1,044	5,253	11,735	6,482		6,482	44.8 %
4911	C.S. O'HEAD RECHARGE	114	1,063	1,665	602		602	63.8 %
4912	W.S. O'HEAD RECHARGE	211	1,098	2,655	1,557		1,557	41.3 %
	CAR PARKS :- Expenditure	<b>16,706</b>	<b>42,763</b>	<b>75,744</b>	<b>32,981</b>	<b>0</b>	<b>32,981</b>	<b>56.5 %</b>
1088	INC-CAR PARKING FEES	2,993	14,566	30,000	-15,434			48.6 %
1089	INC - PARKING PERMITS WORK	3,753	8,366	15,000	-6,634			55.8 %
1189	INC-PARKING PERMITS RES	629	3,033	5,000	-1,967			60.7 %
	CAR PARKS :- Income	<b>7,376</b>	<b>25,965</b>	<b>50,000</b>	<b>-24,035</b>			<b>51.9 %</b>
	<b>Net Expenditure over Income</b>	<b>9,330</b>	<b>16,798</b>	<b>25,744</b>	<b>8,946</b>			

Month No : 5

August 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>106 MARKET</b>							
4004 MARKET STAFF	434	2,091	5,250	3,159		3,159	39.8 %
4011 RATES	510	2,547	5,150	2,603		2,603	49.4 %
4014 ELECTRICITY	96	-264	300	564		564	-88.0 %
4025 INSURANCE	0	0	550	550		550	0.0 %
4032 PUBLICITY	0	343	550	208		208	62.3 %
4047 MATERIALS/TOOLS	0	0	250	250		250	0.0 %
4081 Licences	0	0	333	333		333	0.0 %
4901 C.S. SALARY RECHARGE	818	4,000	10,625	6,625		6,625	37.6 %
4911 C.S. O'HEAD RECHARGE	381	3,543	5,552	2,009		2,009	63.8 %
MARKET :- Expenditure	<b>2,240</b>	<b>12,259</b>	<b>28,560</b>	<b>16,301</b>	<b>0</b>	<b>16,301</b>	<b>42.9 %</b>
1085 INC-TUESDAY MARKET RENTS	233	1,291	3,000	-1,709			43.0 %
1086 INC-SATURDAY MARKET RENTS	1,028	4,337	13,500	-9,163			32.1 %
1091 INC-MISCELLANEOUS	0	48	0	48			0.0 %
MARKET :- Income	<b>1,261</b>	<b>5,676</b>	<b>16,500</b>	<b>-10,824</b>			<b>34.4 %</b>
<b>Net Expenditure over Income</b>	<b>979</b>	<b>6,583</b>	<b>12,060</b>	<b>5,477</b>			

Month No : 5

August 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>107 TOWN CENTRE GENERAL</b>							
4001 STAFF SALARIES	2,067	10,333	24,800	14,467		14,467	41.7 %
4002 EMPLOYERS N.I	186	930	2,250	1,320		1,320	41.3 %
4003 EMPLOYERS SUPERANN.	492	2,459	6,000	3,541		3,541	41.0 %
4009 STAFF TRAVEL	0	95	0	-95		-95	0.0 %
4012 WATER RATES	0	13	0	-13		-13	0.0 %
4036 PROPERTY MAINTENANCE	0	732	0	-732		-732	0.0 %
4064 ANNUAL HANGING BASKETS	0	2,791	2,500	-291		-291	111.6 %
4110 FIRE PRECAUTIONS	0	230	0	-230		-230	0.0 %
4116 WAR MEM & REM SERV	0	0	1,000	1,000		1,000	0.0 %
4117 CLOCK REPAIRS	0	0	350	350		350	0.0 %
4140 CHRISTMAS ACTIVITIES	0	0	5,500	5,500		5,500	0.0 %
4144 CCTV	0	1,500	18,000	16,500		16,500	8.3 %
4145 CHRISTMAS LIGHTS	0	0	18,500	18,500		18,500	0.0 %
4901 C.S. SALARY RECHARGE	246	1,200	3,188	1,988		1,988	37.6 %
4902 W.S. SALARY RECHARGE	1,044	5,253	11,735	6,482		6,482	44.8 %
4911 C.S. O'HEAD RECHARGE	114	1,063	1,665	602		602	63.8 %
4912 W.S. O'HEAD RECHARGE	211	1,098	2,655	1,557		1,557	41.3 %
TOWN CENTRE GENERAL :- Expenditure	<b>4,360</b>	<b>27,696</b>	<b>98,143</b>	<b>70,447</b>	<b>0</b>	<b>70,447</b>	<b>28.2 %</b>
1145 INC-CHRISTMAS ACTIVITIES	0	-291	0	-291			0.0 %
TOWN CENTRE GENERAL :- Income	<b>0</b>	<b>-291</b>	<b>0</b>	<b>-291</b>			
<b>Net Expenditure over Income</b>	<b>4,360</b>	<b>27,987</b>	<b>98,143</b>	<b>70,156</b>			

Month No : 5

August 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>108 GRANTS (INCL S137)</b>							
4261 GRANTS UNDER OTHER	0	34,642	20,767	-13,875		-13,875	166.8 %
4264 Community Agent Grant	0	0	11,250	11,250		11,250	0.0 %
GRANTS (INCL S137) :- Expenditure	<b>0</b>	<b>34,642</b>	<b>32,017</b>	<b>-2,625</b>	<b>0</b>	<b>-2,625</b>	<b>108.2 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>34,642</b>	<b>32,017</b>	<b>-2,625</b>			

Month No : 5

August 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>109 CAPITAL EXPENDITURE</b>							
4053 LOAN INTEREST	0	0	5,582	5,582		5,582	0.0 %
4253 LEASE INTEREST REPAID	33	167	242	75		75	69.1 %
4802 CP - New Computer Installation	0	11,351	0	-11,351		-11,351	0.0 %
4842 CP - The Orchard Furniture & E	0	493	0	-493		-493	0.0 %
4847 CP - Workshop	0	525	0	-525		-525	0.0 %
4900 ROLLING CAPITAL FUND	0	100,000	100,000	0		0	100.0 %
4980 LOAN REPAYMENT	0	0	9,453	9,453		9,453	0.0 %
4982 LEASE CAPITAL REPAID	414	2,068	2,074	6		6	99.7 %
4990 ASSET FUNDING FROM RCP	0	-12,369	0	12,369		12,369	0.0 %
CAPITAL EXPENDITURE :- Expenditure	<b>447</b>	<b>102,235</b>	<b>117,351</b>	<b>15,116</b>	<b>0</b>	<b>15,116</b>	<b>87.1 %</b>
<b>Net Expenditure over Income</b>	<b>447</b>	<b>102,235</b>	<b>117,351</b>	<b>15,116</b>			

Month No : 5

August 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>110</b>	<b><u>PUBLIC CONVENIENCES</u></b>							
4011	RATES	309	1,548	3,150	1,602		1,602	49.2 %
4012	WATER RATES	0	724	1,600	876		876	45.2 %
4014	ELECTRICITY	0	-160	900	1,060		1,060	-17.8 %
4036	PROPERTY MAINTENANCE	1,380	6,774	2,500	-4,274		-4,274	271.0 %
4038	MAINTENANCE CONTRACT	0	952	18,500	17,548		17,548	5.1 %
	PUBLIC CONVENIENCES :- Expenditure	<b>1,689</b>	<b>9,838</b>	<b>26,650</b>	<b>16,812</b>	<b>0</b>	<b>16,812</b>	<b>36.9 %</b>
	<b>Net Expenditure over Income</b>	<b>1,689</b>	<b>9,838</b>	<b>26,650</b>	<b>16,812</b>			

Month No : 5

August 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>111</b>	<b>CORPORATE MANAGEMENT</b>							
4057	AUDIT FEES	-430	0	3,720	3,720		3,720	0.0 %
4901	C.S. SALARY RECHARGE	4,910	24,001	63,749	39,748		39,748	37.6 %
4911	C.S. O'HEAD RECHARGE	2,287	21,256	33,309	12,053		12,053	63.8 %
	CORPORATE MANAGEMENT :- Expenditure	<b>6,767</b>	<b>45,256</b>	<b>100,778</b>	<b>55,522</b>	<b>0</b>	<b>55,522</b>	<b>44.9 %</b>
1076	PRECEPT RECEIVED	505,529	1,011,058	1,011,058	0			100.0 %
1096	INTEREST RECEIVED	51	270	5,000	-4,730			5.4 %
	CORPORATE MANAGEMENT :- Income	<b>505,580</b>	<b>1,011,328</b>	<b>1,016,058</b>	<b>-4,730</b>			<b>99.5 %</b>
	<b>Net Expenditure over Income</b>	<b>-498,814</b>	<b>-966,071</b>	<b>-915,280</b>	<b>50,791</b>			

Month No : 5

August 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>112</b> <b>DEMOCRATIC REP'N &amp; MGMT</b>							
4024 SUBSCRIPTIONS	0	2,514	3,600	1,086		1,086	69.8 %
4026 COMPUTER	0	0	1,500	1,500		1,500	0.0 %
4135 ELECTION PROVISION	528	528	4,000	3,472		3,472	13.2 %
4901 C.S. SALARY RECHARGE	6,547	32,001	85,000	52,999		52,999	37.6 %
4911 C.S. O'HEAD RECHARGE	3,049	28,341	44,412	16,071		16,071	63.8 %
DEMOCRATIC REP'N & MGMT :- Expenditure	<b>10,123</b>	<b>63,384</b>	<b>138,512</b>	<b>75,128</b>	<b>0</b>	<b>75,128</b>	<b>45.8 %</b>
<b>Net Expenditure over Income</b>	<b>10,123</b>	<b>63,384</b>	<b>138,512</b>	<b>75,128</b>			



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August 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>113</b>	<b><u>CIVIC ACTIVITIES &amp; EXPENSES</u></b>							
4008	STAFF TRAINING	0	90	1,500	1,410		1,410	6.0 %
4009	STAFF TRAVEL	0	0	500	500		500	0.0 %
4112	TOWN MAYOR'S ALLOW.	0	50	1,000	951		951	5.0 %
4166	TWINNING	0	0	500	500		500	0.0 %
4179	CIVIC FUNCTIONS	0	60	1,000	940		940	6.0 %
4180	CIVIC REGALIA REPAIRS ETC	0	0	100	100		100	0.0 %
	CIVIC ACTIVITIES & EXPENSES :- Expenditure	<b>0</b>	<b>199</b>	<b>4,600</b>	<b>4,401</b>	<b>0</b>	<b>4,401</b>	<b>4.3 %</b>
1300	INC-MAYORS CHARITY	0	-47	0	-47			0.0 %
	CIVIC ACTIVITIES & EXPENSES :- Income	<b>0</b>	<b>-47</b>	<b>0</b>	<b>-47</b>			
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>247</b>	<b>4,600</b>	<b>4,353</b>			

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August 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>115 ORCHARD COMMUNITY CENTRE</b>							
4001 STAFF SALARIES	4,042	21,566	42,465	20,899		20,899	50.8 %
4002 EMPLOYERS N.I	359	1,984	4,990	3,006		3,006	39.8 %
4003 EMPLOYERS SUPERANN.	962	5,133	10,107	4,974		4,974	50.8 %
4007 HEALTH & SAFETY	0	0	500	500		500	0.0 %
4009 STAFF TRAVEL	0	141	0	-141		-141	0.0 %
4011 RATES	0	0	5,500	5,500		5,500	0.0 %
4012 WATER RATES	0	103	600	497		497	17.2 %
4014 ELECTRICITY	170	472	10,000	9,528		9,528	4.7 %
4015 GAS	90	-165	4,500	4,665		4,665	-3.7 %
4016 CLEANING COSTS	400	1,410	4,000	2,590		2,590	35.3 %
4020 MISC. ESTABLISH.COST	0	0	500	500		500	0.0 %
4021 TELEPHONE & FAX	0	190	1,200	1,010		1,010	15.8 %
4026 COMPUTER	0	300	2,500	2,200		2,200	12.0 %
4032 PUBLICITY	0	0	500	500		500	0.0 %
4036 PROPERTY MAINTENANCE	0	477	1,000	523		523	47.7 %
4038 MAINTENANCE CONTRACT	36	915	1,500	585		585	61.0 %
4042 EQUIPT MAINT/REPAIR	0	0	200	200		200	0.0 %
4081 Licences	0	0	150	150		150	0.0 %
4128 EQUIPMENT	60	60	200	140		140	30.0 %
ORCHARD COMMUNITY CENTRE :- Expenditure	<b>6,119</b>	<b>32,584</b>	<b>90,412</b>	<b>57,828</b>	<b>0</b>	<b>57,828</b>	<b>36.0 %</b>
1078 INC-MISC GRANTS	0	18,000	18,000	0			100.0 %
1082 INC-LETTINGS	2,285	13,152	25,000	-11,849			52.6 %
ORCHARD COMMUNITY CENTRE :- Income	<b>2,285</b>	<b>31,152</b>	<b>43,000</b>	<b>-11,849</b>			<b>72.4 %</b>
<b>Net Expenditure over Income</b>	<b>3,834</b>	<b>1,432</b>	<b>47,412</b>	<b>45,980</b>			

Month No : 5

August 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>212 RECREATION GROUNDS</b>							
4011 RATES	447	2,233	4,550	2,317		2,317	49.1 %
4012 WATER RATES	0	428	11,000	10,572		10,572	3.9 %
4013 RENT	0	0	1	1		1	0.0 %
4014 ELECTRICITY	400	1,440	5,000	3,560		3,560	28.8 %
4016 CLEANING COSTS	0	0	400	400		400	0.0 %
4036 PROPERTY MAINTENANCE	0	0	5,000	5,000		5,000	0.0 %
4037 GROUNDS MAINTENANCE	0	0	2,500	2,500		2,500	0.0 %
4038 MAINTENANCE CONTRACT	614	3,263	6,500	3,237		3,237	50.2 %
4039 PLAY. EQUIP. MAINT.	64	652	3,000	2,348		2,348	21.7 %
4043 FENCING & GATES	0	0	1,000	1,000		1,000	0.0 %
4044 TREES & PLANTS	72	1,618	2,500	883		883	64.7 %
4067 PEST CONTROL	0	350	1,500	1,150		1,150	23.3 %
4100 FERT./SEEDS/WEEDKILL	39	39	2,000	1,961		1,961	2.0 %
4104 REFUSE COLLECTION	329	2,365	1,000	-1,365		-1,365	236.5 %
4110 FIRE PRECAUTIONS	0	318	750	432		432	42.4 %
4114 LITTER BINS	0	0	2,000	2,000		2,000	0.0 %
4139 GRASS CUTTING	0	0	5,000	5,000		5,000	0.0 %
4901 C.S. SALARY RECHARGE	2,619	12,800	34,000	21,200		21,200	37.6 %
4902 W.S. SALARY RECHARGE	14,618	73,536	164,290	90,754		90,754	44.8 %
4911 C.S. O'HEAD RECHARGE	1,219	11,336	17,765	6,429		6,429	63.8 %
4912 W.S. O'HEAD RECHARGE	2,957	15,365	37,170	21,805		21,805	41.3 %
RECREATION GROUNDS :- Expenditure	<b>23,378</b>	<b>125,744</b>	<b>306,926</b>	<b>181,182</b>	<b>0</b>	<b>181,182</b>	<b>41.0 %</b>
1081 INC-RENT	0	6,229	5,240	989			118.9 %
1083 INC-PITCH HIRE	0	18	4,000	-3,982			0.5 %
1091 INC-MISCELLANEOUS	0	0	350	-350			0.0 %
RECREATION GROUNDS :- Income	<b>0</b>	<b>6,247</b>	<b>9,590</b>	<b>-3,343</b>			<b>65.1 %</b>
<b>Net Expenditure over Income</b>	<b>23,378</b>	<b>119,497</b>	<b>297,336</b>	<b>177,839</b>			

Month No : 5

August 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>901 CENTRAL SERVICES</b>							
4001 STAFF SALARIES	12,447	60,977	144,125	83,148		83,148	42.3 %
4002 EMPLOYERS N.I	1,142	5,439	12,750	7,311		7,311	42.7 %
4003 EMPLOYERS SUPERANN.	2,777	13,586	34,300	20,714		20,714	39.6 %
4005 AGENCY STAFF	0	5,000	0	-5,000		-5,000	0.0 %
4007 HEALTH & SAFETY	0	0	2,500	2,500		2,500	0.0 %
4008 STAFF TRAINING	99	1,018	3,000	1,982		1,982	33.9 %
4009 STAFF TRAVEL	146	1,153	3,500	2,347		2,347	32.9 %
4010 MISC. STAFF COSTS	0	87	500	413		413	17.3 %
4013 RENT	2,493	12,467	29,920	17,453		17,453	41.7 %
4020 MISC. ESTABLISH.COST	0	0	250	250		250	0.0 %
4021 TELEPHONE & FAX	63	2,408	7,600	5,192		5,192	31.7 %
4022 POSTAGE	0	210	1,000	790		790	21.0 %
4023 STATIONERY	1,369	2,735	5,000	2,265		2,265	54.7 %
4025 INSURANCE	0	19,957	21,000	1,043		1,043	95.0 %
4026 COMPUTER	2,195	14,895	24,000	9,105		9,105	62.1 %
4027 PHOTOCOPIER	0	894	3,500	2,606		2,606	25.6 %
4031 ADVERTISING	0	0	400	400		400	0.0 %
4032 PUBLICITY	215	1,130	3,500	2,370		2,370	32.3 %
4051 BANK CHARGES	138	746	1,500	754		754	49.7 %
4056 LEGAL EXPENSES	0	1,220	1,000	-220		-220	122.0 %
4058 PROFESSIONAL FEES	0	0	5,000	5,000		5,000	0.0 %
4060 OFFICE EQUIPMENT	0	1,479	500	-979		-979	295.8 %
4073 PAYROLL BUREAU FEES	0	-380	2,000	2,380		2,380	-19.0 %
4074 ACCOUNTANCY FEES	902	5,809	15,000	9,191		9,191	38.7 %
4125 Misc Costs	0	26	0	-26		-26	0.0 %
4901 C.S. SALARY RECHARGE	-16,367	-80,002	-212,500	-132,498		-132,498	37.6 %
4911 C.S. O'HEAD RECHARGE	-7,622	-70,852	-111,030	-40,178		-40,178	63.8 %
<b>CENTRAL SERVICES :- Expenditure</b>	<b>0</b>	<b>0</b>	<b>-1,685</b>	<b>-1,685</b>	<b>0</b>	<b>-1,685</b>	<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>-1,685</b>	<b>-1,685</b>			

Month No : 5

August 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>902 WORKS SERVICES</b>							
4001 STAFF SALARIES	16,373	82,310	212,350	130,040		130,040	38.8 %
4002 EMPLOYERS N.I	1,466	7,291	18,650	11,360		11,360	39.1 %
4003 EMPLOYERS SUPERANN.	3,044	15,452	50,550	35,098		35,098	30.6 %
4007 HEALTH & SAFETY	30	4	500	496		496	0.9 %
4008 STAFF TRAINING	495	1,269	2,500	1,231		1,231	50.8 %
4009 STAFF TRAVEL	42	116	500	384		384	23.2 %
4010 MISC. STAFF COSTS	0	0	300	300		300	0.0 %
4014 ELECTRICITY	0	70	50	-20		-20	139.2 %
4021 TELEPHONE & FAX	0	0	1,000	1,000		1,000	0.0 %
4036 PROPERTY MAINTENANCE	0	114	0	-114		-114	0.0 %
4041 EQUIPMENT HIRE	60	216	400	184		184	54.0 %
4042 EQUIPT MAINT/REPAIR	687	3,030	4,000	970		970	75.7 %
4046 VEHICLE LEASING	1,054	2,461	12,000	9,539		9,539	20.5 %
4047 MATERIALS/TOOLS	728	6,416	5,000	-1,416		-1,416	128.3 %
4048 VEHICLE MAINT/REPAIR	1,108	3,575	15,000	11,425		11,425	23.8 %
4049 VEHICLE FUEL	0	2,525	8,000	5,475		5,475	31.6 %
4050 VEHICLE TAX	20	455	270	-185		-185	168.5 %
4103 PROTECTIVE CLOTHING	0	1,386	2,500	1,114		1,114	55.5 %
4119 SKIP HIRE	0	314	6,000	5,686		5,686	5.2 %
4128 EQUIPMENT	0	0	500	500		500	0.0 %
4134 SECURITY/CCTV	0	0	3,300	3,300		3,300	0.0 %
4136 RENEWALS/REPLACEMENT	0	0	3,000	3,000		3,000	0.0 %
4902 W.S. SALARY RECHARGE	-20,882	-105,052	-234,700	-129,648		-129,648	44.8 %
4912 W.S. O'HEAD RECHARGE	-4,224	-21,951	-53,100	-31,149		-31,149	41.3 %
<b>WORKS SERVICES :- Expenditure</b>	<b>0</b>	<b>0</b>	<b>58,570</b>	<b>58,570</b>	<b>0</b>	<b>58,570</b>	<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>58,570</b>	<b>58,570</b>			

Date: 16/09/2019

## BIGGLESWADE TOWN COUNCIL

Item 10a iv Current bank account

Time: 14:31

Cash Book No : 2

Lloyds Current A/C

Page No: 1

Payments made between 01/08/2019 and 31/08/2019

User : DCW

## Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Details
01/08/2019	Cnxl CHQ 200944 - Flowbird	CNXL2009	-291.95	-291.95		501		Cnxl CHQ 200944 - Flowbird
06/08/2019	LGRC Associates Ltd	000216	6,000.00	6,000.00		501		2615-Locum Clerk services
06/08/2019	ADT Fire & Security plc	200938	219.60	219.60		501		2522-Intruder alarm-inspection
06/08/2019	CoolerAid Ltd	200939	37.20	37.20		501		2536-19L still bottle
06/08/2019	Action Doors	200940	117.60	117.60		501		2538-Outer door not opening
06/08/2019	Anglian Water Business Ltd. (N	200941	69.33	69.33		501		Purchase Ledger
06/08/2019	Anglian Water Business Ltd. (N	200942	1,805.14	1,805.14		501		2526-Water01.02.19-31.07.19
06/08/2019	George Browns Ltd	200943	940.24	940.24		501		2541-Investigate oil leak
06/08/2019	Flowbird Smart City UK Ltd	200944	291.95	291.95		501		2524-Parking equip service Aug
06/08/2019	GH Online Accounting Limited	200945	660.00	660.00		501		2523-Payroll service Apr-Jun
06/08/2019	Henlow Building Supplies	200946	180.17	180.17		501		2549-Screw eyes
06/08/2019	HM Revenue & Customs	200947	9,450.19	9,450.19		501		2518-HMRC July Due
06/08/2019	Mick George Recycling Ltd	200948	69.91	69.91		501		2525-Waste collection
06/08/2019	Equip4work Limited	200949	129.60	129.60		501		2563-Solar desk extension
06/08/2019	Allan Peacock (Street Lighting	200950	271.26	271.26		501		2531-Supply pigeon spikes
06/08/2019	Bedfordshire Pension Fund	200951	9,405.21	9,405.21		501		2519-Pension Due July 19
06/08/2019	Mr Williamson	200952	350.00	350.00		501		2532-Mole control Apr-Jul
06/08/2019	G & A Plumbing and Heating Eng	200953	115.58	115.58		501		2537-Sup+fit new TRV Head
06/08/2019	RIGBY TAYLOR LTD	200954	1,110.06	1,110.06		501		2562-Impact XP Drum
06/08/2019	DCK Accounting Solutions Ltd	200955	1,515.87	1,515.87		501		2535-Provide assistance ex Aud
06/08/2019	R & C Hyett	200956	2,840.00	2,840.00		501		2558-Court house cleaning july
06/08/2019	Ricoh UK Ltd	200957	829.58	829.58		501		2530-Copier rent Jul-Sep
06/08/2019	Spaldings UK Limited	200958	265.63	265.63		501		2528-Dustbin liners, etc.
06/08/2019	Turfcare Leisure Services Ltd	200959	690.47	690.47		501		2552-Maint bowling green Aug
06/08/2019	Unison	200960	11.50	11.50		501		2520-Unison Due July 2019
07/08/2019	Flowbird Smart City UK Ltd	000217	291.98	291.98		501		Re-issued chq
12/08/2019	Node IT Solutions Ltd	DDR	211.20	211.20		501		2555-Node protect networking
<b>Sub Total Carried Forward</b>			<b>37,587.32</b>	<b>37,587.32</b>	<b>0.00</b>		<b>0.00</b>	

Date: 16/09/2019

## BIGGLESWADE TOWN COUNCIL

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Cash Book No : 2

User : DCW

Lloyds Current A/C

Payments made between 01/08/2019 and 31/08/2019

## Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
12/08/2019	Node IT Solutions Ltd	DDR1	2,389.75	2,389.75		501			2556-Node connect support Aug
14/08/2019	Lloyds Salary A/C	Tfr	27,560.62			202		27,560.62	Salaries A/C
15/08/2019	Shire Leasing Plc DDR	DDR	684.23	684.23		501			Purchase Ledger
15/08/2019	Node IT Solutions Ltd	DDR2	33.60	33.60		501			2553-IT Node connect support
15/08/2019	Mick George Recycling Ltd	DDR3	43.49	43.49		501			Purchase Ledger
19/08/2019	SLCC Enterprises Ltd	000220	118.80	118.80		501			ILCA Fee: simon
19/08/2019	Ampower - 73506 - Old Court Ho	DDR	350.00	350.00		501			Purchase Ledger
19/08/2019	Lloyds Bank	DDR	112.34			4051	901	112.34	Bank Charges
19/08/2019	Ampower G81907-Kings Reach	DDR1	600.00	600.00		501			Purchase Ledger
21/08/2019	AIB Merchant Services	DDR4	79.68	79.68		501			2550-card processing cost
22/08/2019	Action Doors	200961	117.60	117.60		501			2616-Repair sliding door
22/08/2019	AMF Services (Bedford) Ltd	200962	244.53	244.53		501			2591-Toro repairs
22/08/2019	B&S Chains (midlands) Ltd	200963	45.49	45.49		501			2592-Materials
22/08/2019	George Browns Ltd	200964	745.09	745.09		501			2605-KX67 EXL Service
22/08/2019	Bedford College	200965	944.00	944.00		501			2595-Stump grinder training
22/08/2019	Bemrose Booth Paragon Ltd	200966	626.94	626.94		501			2614-Non adhesive Paragon stoc
22/08/2019	Central Bedfordshire Council	200967	527.77	527.77		501			2607-lvel Parish Election
22/08/2019	Deeping Direct Limited	200968	72.00	72.00		501			2609-container hire
22/08/2019	Flowbird Smart City UK Ltd	200969	300.72	300.72		501			2611-Flowbird card fees
22/08/2019	J R GOLDTHORPE & SON	200970	167.54	167.54		501			2589-Materials
22/08/2019	The Lion Press (Sandy) Ltd	200971	576.00	576.00		501			3960-Parking permit discs
22/08/2019	Biggleswade MOT Centre Ltd	200972	121.14	121.14		501			2587-LK15 DXW Fit Tyre
22/08/2019	Olive Press Limited	200973	199.20	199.20		501			2613-Order sets
22/08/2019	Hire or Buy Group Ltd	200974	150.28	150.28		501			2599-Strimmer line/mower head
23/08/2019	EE - DDR	DDR5	310.21	310.21		501			Purchase Ledger
27/08/2019	Kubota Finance	Std Ord	536.40		89.40	350		-413.56	Kubota Finance Leasing
						4982	109	413.56	Kubota Finance Leasing
						4253	109	33.44	Kubota Finance Leasing
						435		-33.44	Kubota Finance Leasing
						430		447.00	Kubota Finance Leasing
28/08/2019	Ripley Training Ltd	000221	594.00		99.00	4008	902	495.00	JD Supervisor training
30/08/2019	Ampower- 22579 Cemetery	DDR	300.00	300.00		501			Purchase Ledger
30/08/2019	Lex Autolease Ltd	DDR1	389.02	389.02		501			2533-Vehicle lease
<b>Sub Total Carried Forward</b>			<b>76,527.76</b>	<b>47,724.40</b>	<b>188.40</b>			<b>28,614.96</b>	

Date: 16/09/2019

**BIGGLESWADE TOWN COUNCIL**

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**Cash Book No : 2**

User : DCW

**Lloyds Current A/C**

Payments made between 01/08/2019 and 31/08/2019

**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
30/08/2019	Ampower - 41260 Unmetered	DDR2	1,953.99	1,953.99		501			Jul Purchase Ledger
<b>Total Payments :</b>			78,481.75	49,678.39	188.40			28,614.96	





Mr R McGregor  
Biggleswade Town Council  
The Old Court House  
4 Saffron Road  
Biggleswade  
Bedfordshire  
SG18 8DL

Direct line +44 (0)191 383 6348  
Email local.councils@mazars.co.uk

25 September 2019

Dear Mr McGregor

**Completion of the audit for the year ended 31 March 2019**

We have completed our audit for the year ended 31 March 2019 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2010*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

***Action you are required to take***

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement:

- that the audit has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

*The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website but this period must be reasonable.*

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Mazars LLP is the UK firm of Mazars, an integrated international advisory and accountancy organisation. Mazars LLP is a limited liability partnership registered in England and Wales with registered number OC308299 and with its registered office at Tower Bridge House, St Katharine's Way, London E1W 1DD.

We are registered to carry on audit work in the UK and Ireland by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at [www.auditregister.org.uk](http://www.auditregister.org.uk) under reference number C001139861.

VAT number: 839 8356 73



***Minor scope for improvement in 2019/20***

The Council has left Box 11 in Section 2 of the Annual Governance and Accountability Return (AGAR). Although the answer could be inferred from other answers on the AGAR the Council should ensure all boxes are filled in, marking nil or not applicable where appropriate.

***Audit fee***

We enclose our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at <http://www.localaudits.co.uk/fees.html>

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

***Mazars Green Policy***

Protection of the environment in which we live and operate is part of Mazars' values and principles and we consider it to be sound business practice. One of our impact areas is to reduce our consumption of paper per staff member by 5% year on year.

In order to help us to achieve this, we will only be returning a hard copy of your AGAR to the council on request. Please email us no later than **31 October 2019** if you require a hard copy of your AGAR otherwise we will securely dispose of it.

Yours sincerely



**Cameron Waddell**  
Partner



## Annual Governance and Accountability Return 2018/19 Part 3

### To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

### Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The **annual internal audit report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2019
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

### Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- **Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;**
- **Section 1 - Annual Governance Statement 2018/19, approved and signed, page 4**
- **Section 2 - Accounting Statements 2018/19, approved and signed, page 5**

Not later than 30 September 2019 authorities **must** publish:

- **Notice of conclusion of audit**
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR including any amendments as a result of the limited assurance review.**

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*



## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	Has the bank reconciliation as at <b>31 March 2019</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2018/19

Biggleswade Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			in default
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			Not applicable ✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

07/11/18 08/01/19 14/05/19

Name of person who carried out the internal audit

Sally King for Auditing Solutions Ltd

Signature of person who carried out the internal audit

Signature Required

Date

14/05/19

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Biggleswade Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed			‘Yes’ means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

\*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

11/06/19

and recorded as minute reference:

A11/0610.3

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

MA Russen

Clerk

[Signature]

### Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.biggleswade.towncouncil.gov.uk



## Section 2 – Accounting Statements 2018/19 for

Biggleswade Town Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	458,713	565,227	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	861,241	938,232	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	231,158	175,715	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	(395,640)	(481,151)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	(15,310)	(15,153)	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	(574,935)	(662,708)	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	565,227	520,162	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	522,381	544,630	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	2,811,208	2,925,983	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	138,585	129,792	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

10/06/2019

I confirm that these Accounting Statements were approved by this authority on this date:

11/06/19

as recorded in minute reference:

A 11/06/19-3

Signed by Chairman of the meeting where the Accounting Statements were approved

MA Russell

## Section 3 – External Auditor Report and Certificate 2018/19

In respect of

**Biggleswade Town Council**

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2018/19

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Council has not fully implemented recommendations made in 2017/18 external audit reports because the bank reconciliation and variance analysis were submitted after the deadline specified in our guidance again in 2019. The Council answered yes to the relevant assertion in the 2018/19 Annual Governance Statement, claiming it has taken appropriate action in respect of audit reports. In future, the Council should ensure that appropriate action in response to audit recommendations is taken within a reasonable time.

The Council asserted in its Annual Governance Statement that during 2018/19 it provided proper opportunity for the exercise of public rights but it did not publish the completion notice at the conclusion of the 2017/18 audit on a free to access website in accordance with the Accounts and Audit Regulations (2015). In 2019/20 the Council needs to put in place arrangements to ensure that it fully complies with the Accounts and Audit Regulations.

Other matters not affecting our opinion which we draw to the attention of the authority:

In undertaking the review of the 2018/2019 Annual Governance and Accountability Return it came to our attention that in 2019 the Council has not met the requirements of the 2015 Regulations to publish a notice with the inspection period and contact details for the auditor because the contact details provided on the notice were for the previous auditors. The Council should ensure that in 2019/2020 they comply with the Regulations and respond no to the relevant assertion in its Annual Governance Statement.

### 3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

\*We do not certify completion because:

Not applicable

External Auditor Name

**Mazars LLP, Durham, DH1 5TS**

External Auditor Signature

*Mazars LLP*

Date

**24 September 2019**

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))





**BIGGLESWADE JOINT COMMITTEE MEETING**

**MINUTES OF MEETING HELD ON WEDNESDAY 19 SEPTEMBER 2019**

**AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, 4  
SAFFRON ROAD, BIGGLESWADE, SG18 8DL**

**PRESENT**

Cllr S Watkins (Chairman)  
Cllr H Ramsay, BTC  
Cllr F Foster, BTC  
Cllr M Foster, CBC  
Cllr I Bond, CBC  
Cllr M North, BTC (Item 1-11)  
Cllr M Russell, BTC  
Mr R McGregor, BTC Town Clerk  
Mr S Newton, BTC TCOM  
Paul Middleton, CBC Highways Asset Manager  
Nishil Parmar, CBC Senior Project Manager  
Patricia Coker, CBC Head of Partnerships and Performance  
Adrian Hardy, CBC Public Transport Manager (Item 7 onwards)  
Stephen Mooring, CBC Head of Place Delivery (Item 1-12)  
Susan Childerhouse, CBC Head of Public Protection  
Sarah Hughes, CBC Community Engagement Manager (Item 1-12)  
Miss H Calvert, Administrator

Other Councillors Attending: Cllr Knight, BTC

**1. APOLOGIES**

Ingrid Hooley, Programme Enabling Manager, Graham Jones, Philip Truppin, BTC  
Locum Clerk

**2. MEMBERS INTERESTS**

To receive from members any declarations and the nature in relation to:

- (a) Disposable Pecuniary interest in any agenda item – None
- (b) Non-Pecuniary interests in any agenda item – Cllr Russell, in items relating to Stratton Upper School.

**3. MINUTES OF MEETINGS**

Members received the Minutes of the BJC Meeting held on 11 July 2019.

The following alterations were agreed:

- To alter Item 9, from 'Bonds Lane' to 'Rose Lane'.
- To include the job titles of those who attended the meeting.
- To include Cllr Whitaker on the list of apologies.

**4. MATTERS ARISING**

There were no matters arising from the minutes of the BJC Meeting held on 11 July 2019.

Cllr Russell updated members on the Neighbourhood Planning Workshop. Members were informed that the Workshop did not take place on the 17<sup>th</sup> July 2019 due to staff sickness. The workshop was rescheduled and took place on the 18<sup>th</sup> September 2019. The Workshop invitation was sent to those who completed the Public Survey and registered an interest in helping to develop the Neighbourhood Plan.

Cllr Russell agreed to circulate the presentation from the Neighbourhood Planning Workshop with Biggleswade Joint Committee members.

**5. PUBLIC OPEN SESSION**

There were no members of public

**6. CHAIRMAN'S ANNOUNCEMENTS AND COMMUNICATIONS**

There were no announcements or communications from the Chairman.

**7. HEALTH & SOCIAL CARE**

Members received an update from Patricia Coker, Head of Partnerships and Performance at CBC.

Members were informed that a strategic case document has been completed for providing a Health and Social Care Hub in Biggleswade. It was agreed for the health hub to be situated on the Biggleswade Hospital site. It was hoped that this service would help to reduce the footfall at Lister Hospital.

It was noted that the Hospital site is owned by the NHS. CBC have been in negotiations with the NHS, and a lease agreement, in principle, has been reached. The terms of the lease have not yet been agreed.

The Saffron Road Medical Centre and the CBC Social Services Department in London Road are both keen on relocating to the hub. The Ivel Medical Centre is open to discussing a possible relocation.

Members thanked Patricia Coker for the update and the work being undertaken. Members expressed appreciation on the unique challenges being faced.

## 8. COMMUNITY GRANT SCHEMES

Members received information on the Central Bedfordshire Council Community Grant Schemes by Sarah Hughes, Community Engagement Manager at CBC.

It was noted that there are three types of grant schemes that will be introduced: Ward Councillor Community Grants, Community Asset Grants and Public Realm Grants.

The overarching purpose of these grants is to help the community.

The following was noted:

- The Ward Councillor Community Grant can be used to improve community facilities that will benefit residents.
- The Director of Resources at CBC will be responsible for making the final decision on approving Community Asset Grants.
- A number of authorities across the country already have similar schemes in place.
- There will be bidding dates for submitting Community Asset grants. The first round of bidding will open in December this year and be open for two-three months.

Members thanked Sarah Hughes for the informative presentation.

## 9. HIGHWAYS

Members received an update on Local Schemes by Nishil Parmar, CBC Principle Highways Officer:

**Eagle Farm Road:** Buildout and Safe crossing facility for school children to access the Stratton Upper School.

From the Traffic Management meeting on 17<sup>th</sup> September 2019 the application made by residents of Eagle Farm Road can be considered as a petition. The likely outcome is that a road marking scheme will be investigated for the entire length of Eagle Farm Road and the construction works to be undertaken in conjunction.

It was noted that Trustees of Stratton School are happy with the scheme.

Members requested that Mr Parmar seek clarity on the scheme and report back to the group via email in advance of the Traffic Management Meeting on 5<sup>th</sup> November 2019.

**Orchard Close:** Footway buildout and two uncontrolled crossings at the junction with Hitchmead Road.

This scheme is currently in Outline design and a Detailed design is to begin in early 2020. There are discussions with the School and Central Bedfordshire Council's legal team over the landtake to ensure full desirable footway width.

Cllr Whitaker suggested that this would also be a good opportunity to address concerns over speed on Hitchmead road. It was agreed that it would be better to reduce the speed limit from 30mph to 20mph.

**High Street:** Provide a controlled crossing at the High St which will link with the cycle network.

It was noted that the consultation is to start early in 2020.

**Havelock Rd:** To provide safe crossing facilities at the junction with Potton Road. The works includes three uncontrolled crossings.

The scheme was approved in TMM on 17th September 2019.

**Lawrence Road:** To provide safe crossing facilities for school children at the junction with Auckland Road and enhance the junction.

Outline Design completed. Consultation to start in September and be presented at TMM on 5th November. Discussions have been made with Cllrs and residents on site visits. Schools have been contacted however no response yet possibly due to school holidays.

**Potton Road:** Controlled pedestrian crossing to provide a safe crossing for school children. Crossings link with the Shamrock & Silvermead access link to Edward Peake Middle School.

Outline Design in progress. Consultation to start in February/March 2020.

It was noted that residents feel strongly that a pedestrian crossing should be built. It was noted that there will be a controlled crossing and a school crossing.

**Crab Lane:** Several new and upgraded uncontrolled crossings to be installed to improve safety within the area of the junctions with Chestnut Avenue and Lawrence Road.

Detailed design in progress and a number of surveys undertaken on pedestrian desire lines and traffic speeds. The consultation is to start in February/March 2020.

**The Baulk:** Introduction of a one-way with contraflow cycle way.

The construction work is to be completed by 1st November. Additional underground utilities found during construction have led to solutions such as solar illuminated signage which have a lead in time for units. Also, a one-way sign is to be installed upon entry to the one-way vehicular section.

Members received an update from Paul Middleton, CBC Highways Asset Manager. The following was noted:

- Road re-surfacing will be undertaken on or around 16th/17th October on Winston Crescent and Furzenhall roads.

- Surface Dressing Pre-Patching will commence in November on Dunton Lane. There are also roads in Edworth and Sutton to be rectified.
- There have been issues with the streetlights on Fairfield Road. There are two columns outstanding to be reconnected. CBC are in constant dialogue with UKPN to get this resolved.
- Ongoing dialogue with developers for CBC to adopt streetlights at Kings Reach.
- Gazeley site on Stratton business is having its snagging completed to ensure that it meets the standards if CBC were to adopt.
- Traffic Signal Design to be replaced at London Road/Kitelands, High Street/Hitchin Road, and High Street/Abbots Walk.
- Highway Data Analysis is ongoing for the development of the annual and 5-year plan.

#### **10. GROWTH AND REGENERATION**

Members received an update from Stephen Mooring on the Highways Infrastructure Fund.

Stephen provided members with the key figures, the different phases of the work, and the next steps.

Members thanked Stephen for this update.

#### **11. STRATTON BUSINESS PARK**

Members received an update from Stephen Mooring.

Stephen welcomed comments on Stratton Business Park. It was noted that there is scope for expansion at the park.

Members questioned the current policy for managing the Business Park. Stephen confirmed that he will inform the Town Council on any updates.

Members felt that the signage needs to be looked into as it not particularly clear.

It was noted that there is currently an issue with littering at the McDonalds site. Members questioned who is responsible for taking this forward.

#### **12. FUTURE HIGH STREET FUND**

Members received an update from Stephen Mooring.

It was noted that the Town Clerk attended a meeting on the Town Centre Benchmarking Study Findings. This meeting was attended by all Town Clerks within Central Bedfordshire.

Stephen confirmed that he would check on the timescales for submitting a bid and report back to the group.

Members thanked Stephen for this update.

### **13. CHANGES to BUS SERVICES**

Members considered the forthcoming bus changes to services in Biggleswade.

Cllr Watkins read out a response from CBC regarding the reasons for these changes.

The following was noted:

- CBC currently spend more than £1m each year funding bus services that are not commercially viable for bus operators to run due to low passenger numbers.
- CBC completed an evaluation of the use of bus services. The figures show that between 1st May and 31st August, the five journeys on the 85 and 85A routes scheduled to depart between 06.00 & 08.00 carried a total of 2,350 passengers. There were 85 Mondays to Fridays during this period so an average of 27.6 passengers per day travelled on journeys running between these times: there are five departures between these times so an average of around 5.5 passengers travelled per journey. In the early evenings, a total of 299 passengers travelled on the four journeys timetabled to depart between 18.30 and 20.09 (the last departure). The early evening average number of passengers is therefore 3.5 per day, or 0.87 across the four journeys.
- Lastly, it is not accurate to say that the council has cut its funding to the 85/85A Biggleswade town service which has previously been supported from developer funding from the Kings Reach and Potton Road developments. This funding has now come to an end.

Members accepted that the bus service is currently not being used by many residents. It was noted that the bus service changes contradict the residential developments being built in Biggleswade which offer little to no parking.

Members expressed disappointment that the Town Council was not given adequate notice of these changes. Members requested that the Town Council are notified well in advance of any future changes to the bus services.

### **14. BIGGLESWADE SKATE PARK**

Members received an update from Cllr Watkins.

A successful design and process consultation meeting took place on 17<sup>th</sup> September involving various councillors, the Town Clerk, and colleagues at Maverick Industries.

There will be a Community Engagement event for the new Skate Park. This event will be split into two, addressing any issues that concerned neighbours may have, and informing those who wish to use the facility of the progress and design.

### **15. BIGGLESWADE SPLASH PARK**

Members received an update from Cllr Watkins.

Members were informed that work is in progress to find an appropriate site on the edge of town for the Splash Park.

It was noted that there are hopes to also build an adventure playground, alongside the Splash Park, in the future.

It was noted that securing a piece of land for this Splash Park would take some time.

16. **BIGGLESWADE JOINT COMMITTEE WORK PLAN**

Members noted the work plan.

17. **EXCLUSION OF PRESS AND PUBLIC**

There were no exempt items.

Date of the next meeting: 21<sup>st</sup> November 2019, 10am-12noon, Chicksands.

DRAFT

**From:** Philip Truppin <  
**Sent:** 11 September 2019 10:23  
**To:** Adrian Hardy **Cc:** Rob McGregor  
**Subject:** FW: Bus services 85/85A and 188/190 in Biggleswade and East Bedfordshire

Dear Adrian

I write in response to your email to Rob McGregor of 29<sup>th</sup> August informing the Town Council of forthcoming changes to the bus services 85/85A and 188/190 in Biggleswade and East Bedfordshire. The proposed timetable changes were discussed at the meeting of Biggleswade Town Council yesterday evening, the 10<sup>th</sup> September and members expressed considerable concern over the cuts to bus services serving the town and surrounding areas.

The cuts to the 85/85A were considered particularly severe, seriously affecting commuters who would use the bus service to Biggleswade train station in the morning and evening peaks. The lack of connectivity with train services, given the future plans for the bus/rail interchange, is a point that should have been taken into account. In the meantime bus stops are being refurbished with money that could be allocated to maintaining the bus services.

There were further concerns expressed over the bus routes, including the 188/190 service, that connect the surrounding areas, again for people who live in Biggleswade and work in surrounding towns and villages. Loss of early morning and evening services will affect people who rely on these bus routes to get to work and could threaten their livelihoods, not to mention the increases in private car traffic with the inevitable environmental impacts.

You mention the use of s106 funding in the past for these services. It seems bizarre that Central Bedfordshire Council would rely on such a temporary means of financing core public transport. The Council is urged to look for a more permanent solution to maintain the bus services at the current levels. Consequently, Biggleswade Town councillors voted unanimously to ask Central Bedfordshire Council to postpone the service changes while options to protect the service is urgently investigated and reviewed at the next Joint Committee meeting.

For your information the next Biggleswade Joint Committee is on the 19<sup>th</sup> September, so your urgent attention to this matter would be greatly appreciated.

Yours sincerely

Philip Truppin  
Locum Clerk



**From:** Adrian Hardy <  
**Sent:** 13 September 2019 11:24  
**To:** Philip Truppin **Cc:** Rob McGregor Susan Childerhouse  
**Subject:** RE: Bus services 85/85A and 188/190 in Biggleswade and East Bedfordshire

Dear Philip,

Thank you for your email concerning forthcoming changes to the 85/85A and 188/190 bus services in the Biggleswade area.

As you will know, Central Bedfordshire Council's Passenger Transport Strategy, adopted in November 2016, states that the council will only support bus services between 08:00 and 18:30 on Mondays to Fridays and between 08:00 and 15:30 on Saturdays. The council does not support bus services on Sundays. The strategy was adopted by elected members after a full consultation on the proposals during the summer of 2016.

The changes that we are introducing at the end of this month will serve to bring the 188 & 190 services between Biggleswade, Sandy and Pottton fully into line with the strategy by withdrawing the current journeys which operate before 08:00 and which data confirms are in any case very lightly used: there will be no change to the level of service provided during the rest of the day. The service between Biggleswade and Hitchin will be provided on a commercial basis by Centrebus, with no support from Central Bedfordshire Council.

The fact that section 106 funding from the Kings Reach and Pottton Road developments has been available for the past several years has enabled us to provide a significantly enhanced town service in Biggleswade than would otherwise have been the case. Now that this funding has virtually all been used we have been able to retain a town service for Biggleswade but it will need to operate in line with our strategy, as is the case with all supported bus services across Central Bedfordshire. You will recall that previous Biggleswade town bus services before the section 106 funding was available operated at a level similar to what will be provided from the end of September. To give you some context, the current 85/85A Biggleswade town services cost £293,000 a year to provide and our total budget for supported bus services is £1.1m. It is simply unaffordable for us to maintain the current level of service and it would be impossible to justify committing virtually a third of our total budget to support one service in one town when we need to consider the needs of all towns and villages across Central Bedfordshire. The current service carries around 6000 passengers a month on average, generating approximately £2,900 in fares revenue and a similar amount in concessionary pass reimbursement so as you can see revenue attributed to the service covers barely 25% of the operating costs.

Funds that are available to improve infrastructure such as stops and shelters are often only available for that purpose and so cannot be used to support services themselves. In any event the amounts involved would not support a service for any length of time and the improved infrastructure will still be beneficial to passengers using bus services around the town.

I am afraid that it is not possible to postpone the service changes at this late stage, as you request. However Su Childerhouse, Assistant Director Public Protection & Transport and I will be attending the Biggleswade Joint Committee meeting next week at which we would be happy to discuss these matters further.

Kind regards,  
**Adrian Hardy**  
Public Transport Manager  
Passenger Transport Service



have  
**your**  
say...

... on rules about walking your  
dog and drinking alcohol in  
public places

Find Central Bedfordshire Council online at



[www.centralbedfordshire.gov.uk/consultations](http://www.centralbedfordshire.gov.uk/consultations)

**Central  
Bedfordshire**

# Public space protection orders

## 1. Overview

The Council and Police can have specific powers to help tackle anti-social behaviour. These powers are provided through a Public Space Protection Order (PSPO). It can prohibit certain things (e.g. not taking dogs into kids' play areas, not drinking alcohol in certain public areas) or require specific things to be done (e.g. bagging up and disposing of dog waste).

A PSPO can deal with persistent and unreasonable nuisances and anti-social behaviour that has a detrimental effect on the quality of life for the local community in a particular area. A PSPO can help to make Central Bedfordshire a better and safer place to live.

The Council already has Orders in place to help with this, but we are reviewing these, and we want your views before we decide what changes to make.

Legally, we must have evidence to show the need for the Order. So, we have been talking to our town and parish councils to find out whether they feel that the existing Orders are working, and whether they feel there are other locations which could also benefit from an Order.

PSPOs are usually welcomed by the community, as they are a way of stopping persistent problem behaviour. So, this consultation is also an opportunity for the public to tell us about any locations that they feel should also be added to the PSPO. The feedback we receive during this consultation can form part of the evidence we need to implement an Order and keep Central Bedfordshire a great place to live and work.

## 2. What changes are we proposing?

### A. Dog Control Orders

Central Bedfordshire currently uses Dog Control Orders to:

- cut down on dog fouling
- restrict dogs from such places as children's playgrounds and
- ensure dogs are kept on leads in sensitive areas (e.g. cemeteries and gardens of remembrance, picnic sites, sports pitches, car parks, or wildlife areas at specific locations).

More information about the current Dog Control Orders is provided below but full details of the current Dog Control Orders and maps are available on our website.

[www.centralbedfordshire.gov.uk/info/43/community\\_safety/152/dog\\_control\\_orders](http://www.centralbedfordshire.gov.uk/info/43/community_safety/152/dog_control_orders)

#### i) Dogs on leads

Based on the feedback we have already received; we are only proposing one change to this Order.

This change is to remove the requirement that dogs are kept on leads near sports pitches. The wording of the current Order prevents dogs being off a lead in a park which contains a sports pitch. It has been suggested that this is too onerous. Dogs will not be allowed to foul on sports pitches under the new Order, however dogs will be allowed off leads in a park in which a sports pitch is present.

The rest of the Order remains the same. Dogs must keep on a lead (maximum of 2.0 metres long) in specified areas such as cemeteries, A and B roads and their pavements and verges. It also applies to some car parks, picnic sites and sensitive areas.

#### **ii) Dog fouling**

We are proposing that this Order remains the same.

If a dog defecates, the person in charge of the dog must immediately remove the faeces. Support/guide dogs are excluded.

#### **iii) Dog exclusion zones**

We are proposing that this Order remains the same.

The Order would prevent dogs from entering specified areas, such as children's play areas, sports and games areas, and specific areas of Rushmere Country Park, unless they are service or support/guide dogs. Clear signs will be in these locations.

#### **iv) Dogs on lead by direction**

We are proposing that this Order remains the same.

A person in charge of a dog (on land covered by the Order) must put and keep that dog on a lead when asked to do so by a council officer (if needed), to prevent nuisance behaviour by the dog that could annoy or disturb a person, bird or other animal.

### **B. Alcohol in public areas**

This Order gives the police and specific council officers additional powers to tackle on-street drinking where it is having a negative impact on the area.

The Order is not a ban on drinking alcohol in public, but it gives the council and police the power to ask people who are drinking in public in selected places to stop if there is a problem, or to handover their alcohol.

We currently have an Order in place covering public drinking in fourteen locations in Central Bedfordshire (i.e. Ampthill, Arlesey, Biggleswade, Barton-Le-Clay, Caddington, Dunstable, Flitwick, Houghton Regis, Hockliffe, Kensworth, Leighton Buzzard, Toddington, Sandy and Shefford).

We can only have a PSPO where there is evidence that they are needed. The evidence we've gathered so far suggests that we do not have significant alcohol-related issues in the following areas, so our proposal is to remove the existing alcohol Orders in the following locations:

1. Ampthill
2. Barton-Le- Clay
3. Caddington
4. Flitwick
5. Hockliffe
6. Kensworth
7. Toddington

However, we do have evidence that there are issues in some other areas. So, we are suggesting including the following locations in the areas where we can restrict public drinking, if necessary:

- Biggleswade – Church Street and High Street

- Dunstable – High Street North, High Street South, Court Drive skate park, Eleanor’s Cross, Grove Gardens, Priory Gardens, The Square – Ashton Square, Newton Recreation Ground, Mentmore Recreation Ground, Dunstable Cemetery, Luton Recreation Ground, Bennett Memorial Recreation Ground and Priory Churchyard
- Houghton Regis – Bedford Square and Tithe Farm Road
- Leighton Buzzard – High Street, Lake Street and Market Square
- Shefford – High Street and Old Bridge Way
- Arlesey – Blue Lagoon area
- Sandy – Bedford Road Recreation Ground, Sunderland Road Recreation Ground, Fallowfield Recreation Ground and the Market Square
- Beeston – The Green and The Limes

### **3. How to have your say**

The consultation is open from Monday 30 September 2019 until Monday 23 December 2019.

You can have your say by answering a questionnaire on our website at [www.centralbedfordshire.gov.uk/consultations](http://www.centralbedfordshire.gov.uk/consultations) or you can pick up a paper copy from your local library.

### **4. What happens after this consultation?**

The results of the consultation will be considered by Overview & Scrutiny Committee in March 2020 and a final decision will be made by the Executive in April 2020.

All relevant signage will be in place for the proposed new areas and the new Orders will be actively enforced by June 2020.



## A great place to live and work

### Contact us...

By telephone: 0300 300 8301

by email: [consultations@centralbedfordshire.gov.uk](mailto:consultations@centralbedfordshire.gov.uk)

on the web: [www.centralbedfordshire.gov.uk/consultations](http://www.centralbedfordshire.gov.uk/consultations)

Write to Central Bedfordshire Council, Priory House,  
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ



The Council and Police can have specific powers to help tackle anti-social behaviour. These powers are provided through a Public Space Protection Order (PSPO). It can prohibit certain things (e.g. not taking dogs into kids' play areas, not drinking alcohol in certain public areas) or require specific things to be done (e.g. bagging up and disposing of dog waste).

A PSPO can deal with persistent and unreasonable nuisances and anti-social behaviour that has a detrimental effect on the quality of life for the local community in a particular area. A PSPO can help to make Central Bedfordshire a better and safer place to live.

The Council already has Orders in place to help with this, but we are reviewing these, and we want your views before we decide what changes to make.

Please submit your response by Monday 23rd December 2019. You can also complete this online at <http://www.centralbedfordshire.gov.uk/consultations>

Q1 Which section of the Public Space Protection Orders would you like to respond to? (please select all that apply )

- Dog Control Orders  
 Alcohol in public areas

### Dog control orders

Information about the dog control orders can be found on pages 2 and 3 of the consultation document.

Q2 Which of the below are you? (please select all that apply)

- Dog owner  None of these  
 Professional dog walker

Q3 Have you, or a member of your family, or someone you know had any problems regarding dog control in the past year? (please select one)

- Yes (me)  Yes (someone I know)  
 Yes (a family member)  No

Q4 If you answered yes, was this related to any of the following? (please select all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Dog fouling                             | <input type="checkbox"/> Dog loose in children's play area |
| <input type="checkbox"/> Dog running out of control              | <input type="checkbox"/> Threatened by a dog's behaviour   |
| <input type="checkbox"/> Dog barking                             | <input type="checkbox"/> Stray dog                         |
| <input type="checkbox"/> Dog off lead in a controlled area       | <input type="checkbox"/> Dog attack on a person            |
| <input type="checkbox"/> Dog attack on a dog or other pet animal | <input type="checkbox"/> Other                             |

If other, please specify:

Q5 How far do you agree or disagree that dog control orders should be covered in the Public Space Protection Order for Central Bedfordshire? (please select one)

- Strongly agree       Agree       Neither       Disagree       Strongly disagree

## The orders

### Q6 Dogs on leads

Based on the feedback we have already received; we are only proposing one change to this Order.

This change is to remove the requirement that dogs are kept on leads near sports pitches. The wording of the current Order prevents dogs being off a lead in a park which contains a sports pitch. It has been suggested that this is too onerous. Dogs will not be allowed to foul on sports pitches under the new Order, however dogs will be allowed off leads in a park in which a sports pitch is present.

The rest of the Order remains the same. Dogs must keep on a lead (maximum of 2.0 metres long) in specified areas such as cemeteries, A and B roads and their pavements and verges. It also applies to some car parks, picnic sites and sensitive areas (maps of the areas affected).

How far do you agree or disagree with the proposal to remove the requirement that dogs are kept on leads near sports pitches? (please select one)

- Strongly agree       Agree       Neither       Disagree       Strongly disagree

### Q7 Dog fouling

We are proposing that this Order remains the same.

If a dog defecates, the person in charge of the dog must immediately remove the faeces.

Support/guide dogs are excluded. How far do you agree or disagree with this order? (please select one)

- Strongly agree       Agree       Neither       Disagree       Strongly disagree

### Q8 Dog exclusion zones

We are proposing that this Order remains the same.

The Order would prevent dogs from entering specified areas, such as children's play areas, sports and games areas, and specific areas of Rushmere Country Park (map of Rushmere Country park), unless they are service or support/guide dogs. Clear signs will be in these locations. How far do you agree or disagree with this order? (please select one)

- Strongly agree       Agree       Neither       Disagree       Strongly disagree



**Q9 Dogs on lead by direction**

We are proposing that this Order remains the same.

A person in charge of a dog (on land covered by the Order) must put and keep that dog on a lead when asked to do so by a council officer (if needed), to prevent nuisance behaviour by the dog that could annoy or disturb a person, bird or other animal. How far do you agree or disagree with this order? (please select one)

Strongly agree

Agree

Neither

Disagree

Strongly disagree

**Q10** Do you have any comments about the Dog Control Orders section of the Public Space Protection Orders?

## Alcohol in public areas

Information about the public drinking orders can be found on pages 3 and 4 of the consultation document.

Q11 How far do you agree or disagree that alcohol in public areas should be covered by the Public Space Protection Orders for Central Bedfordshire? (please select one)

Strongly agree     
  Agree     
  Neither     
  Disagree     
  Strongly disagree

Q12 How far do you agree or disagree with the areas proposed? (please select one per row)  
You can skip any area if you do not want to answer about it.

	Strongly agree	Agree	Neither	Disagree	Strongly disagree
Biggleswade - Church Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biggleswade - High Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dunstable - High Street North	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dunstable - High Street South	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dunstable - Court Drive Skate Park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dunstable - Eleanor's Cross	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dunstable - Grove Gardens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dunstable - Priory Gardens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dunstable - Ashton Square	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dunstable - Newton Recreation Ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dunstable - Mentmore Recreation Ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dunstable - Dunstable Cemetery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dunstable - Luton Road Recreation Ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dunstable - Bennett Memorial Recreation Ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dunstable - Priory Churchyard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Houghton Regis - Bedford Square	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Houghton Regis - Tithe Farm Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leighton Buzzard - High Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leighton Buzzard - Lake Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leighton Buzzard - Market Square	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shefford - High Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shefford - Old Bridge Way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arlesey - Blue Lagoon area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandy - Bedford Road Recreation Ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandy - Sunderland Road Recreation Ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandy - Fallowfield Recreation Ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandy - Market Square	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beeston - The Limes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beeston - The Green	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q13 Please provide any comments that you might have about the proposed areas.

Q14 Some of the areas currently covered by existing alcohol orders are proposed to be removed due to a lack of evidence of significant alcohol-related issues. How far do you agree or disagree with these proposals? (please select one) You can skip any area if you do not want to answer about it.

	Strongly agree	Agree	Neither	Disagree	Strongly disagree
Amphill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barton-Le-Clay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caddington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flitwick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hockliffe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kensworth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toddington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q15 Please provide any comments that you might have about these areas.

Q16 Are there any other areas within Central Bedfordshire that you feel should be covered by the alcohol in public areas section of the Public Space Protection Order? If so, please tell us below.

Q17 If you would like to show us an image of the area you have suggested, you can do so by including an image with your postal response.

Q18 Do you have any comments about the alcohol in public areas element of the Public Space Protection Orders?

## Finally...

Q19 If you have any other comments to make about the Public Space Protection Orders, please make them below.

## About You

This section is about you. The following information will help us when considering your opinions and to make sure that we're getting views of a cross-section of the community. The answers will not be used to identify any individual. You can read more about why we ask these questions on our website.

Q20 Are you responding as: (please select one)

- |   |  |
|---|--|
| <input type="checkbox"/> Resident               | <input type="checkbox"/> Voluntary or Community organisation |
| <input type="checkbox"/> Town or Parish Council | <input type="checkbox"/> Other                               |
| <input type="checkbox"/> Local Business         |  |

If Town or Parish Council, please specify:

---

If Voluntary or Community organisation, please specify:

---

If other, please specify:

---

Q21 Are you: (please select one)

- Male  
 Female

Q22 What is your age? (please select one)

- |                                       |                                     |
|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Under 16 yrs | <input type="checkbox"/> 45-59 yrs  |
| <input type="checkbox"/> 16-19 yrs    | <input type="checkbox"/> 60- 64 yrs |
| <input type="checkbox"/> 20-29 yrs    | <input type="checkbox"/> 65-74 yrs  |
| <input type="checkbox"/> 30-44 yrs    | <input type="checkbox"/> 75+ yrs    |

Q23 Do you consider yourself disabled? (please select one)

Under the Equality Act 2010 a person is considered to have a disability if they have a physical or mental impairment which has a sustained and long-term adverse effect on their ability to carry out normal day to day activities.

- Yes  
 No

Q24 To which of these groups do you consider you belong? (please select one)

- |   |  |
|---|--|
| <input type="checkbox"/> Asian - Bangladeshi            | <input type="checkbox"/> White - European                            |
| <input type="checkbox"/> Asian - Chinese                | <input type="checkbox"/> White - Other White background              |
| <input type="checkbox"/> Asian - Indian                 | <input type="checkbox"/> Mixed - White & Black Caribbean             |
| <input type="checkbox"/> Asian - Pakistani              | <input type="checkbox"/> Mixed - White & Black African               |
| <input type="checkbox"/> Other Asian background         | <input type="checkbox"/> Mixed - White & Asian                       |
| <input type="checkbox"/> Black - Caribbean              | <input type="checkbox"/> Mixed - Other Mixed background              |
| <input type="checkbox"/> Black - African                | <input type="checkbox"/> Arab  |
| <input type="checkbox"/> Black - Other Black background | <input type="checkbox"/> Gypsy/ Romany/ Irish Traveller/ Show People |
| <input type="checkbox"/> White - British                | <input type="checkbox"/> Other                                       |
| <input type="checkbox"/> White - Irish                  |  |

If other, please specify:

---

Q25 What is your home or organisation's postcode?  
This will only be used for analysis purposes and will not be used to identify you in any way.

---

Q26 If you would like to receive alerts for any new consultations, please provide your email address below to be added our database, this will not be used or shared in any other capacity:

---

**Thank you.**

**Please return your completed form by Monday 2nd December 2019 to:  
Freepost RSJS GBBZ SRZT (you do not need a stamp)  
PSPO consultation  
Central Bedfordshire Council  
Priory House, Monks Walk  
Chicksands, Shefford  
SG17 5TQ**

**Data Protection Act 2018**

Please note that your personal details supplied on this form will be held and/or computerised by Central Bedfordshire Council for the purpose of this survey. The information collected may be disclosed to officers and members of the Council and its' partners involved in this survey. Summarised information from the forms may be published, but no individual details will be disclosed under these circumstances. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes. If you do not wish to have your personal details retained for the purposes given, please contact [consultations@centralbedfordshire.gov.uk](mailto:consultations@centralbedfordshire.gov.uk) who will arrange for their removal and deletion. We will only be able to locate your data for removal if you have provided us with a personal identifier, such as your email address.

# PUBLIC NOTICE

## **CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO INTRODUCE NO WAITING AT ANY TIME AND VEHICLE ACCESS RESTRICTIONS IN LAWRENCE ROAD, BIGGLESWADE**

Reason for proposal: (1) For avoiding danger to persons or other traffic and/or for preventing the likelihood of any such danger arising; (2) The waiting restrictions are intended to address indiscriminate parking and to ensure that junctions are not obstructed by parked vehicles. (3) The waiting restrictions are intended to address indiscriminate parking in the vicinity of the lower school to create a safer environment for those travelling to and from school.

Effect of the Order:

### **To introduce No Waiting at any time on the following length of road in Biggleswade:-**

1. Lawrence Road, northern kerblin, extending in an easterly direction from its junction with Auckland Road for approximately 11 metres.
2. Auckland Road, eastern kerblin, extending in a northly direction from its junction with Lawrence Road for approximately 12 metres.
3. Auckland Road, western kerblin, extending in a northly direction from its junction with Lawrence Road for approximately 13 metres.
4. Lawrence Road, northern kerblin, extending in a westerly direction from its junction with Auckland Road for approximately 11 metres.
5. Lawnsid, eastern kerblin, extending in a northerly direction, from the entrance to 10a Lawnsid, for approximately 32 metres.
6. Lawnsid, western kerblin, extending in a northerly direction from the entrance to 78 Lawnsid for approximately 8 metres.
7. Lawnsid, eastern kerblin, extending in a southerly direction from its junction with Lawrence Road for approximately 50 metres.
8. Lawnsid, western kerblin, extending in a southerly direction from its junction with Lawrence Road for approximately 89 metres.

### **To introduce 'School Keep Clear' and no waiting at any time restriction at any time on the following length of road in Biggleswade:-**

9. Lawrence Road, southern kerblin, extending in a southerly direction, from the entrance to 80 Lawrence Road, for approximately 23 metres.

### **To introduce a No Waiting Restriction from Monday to Friday between 08:00am to 09:30 am and 02:30 and 04:00 pm on the following length of road in Biggleswade:-**

10. Lawnsid, eastern kerblin, extending in a southerly direction, from the northern boundary of 10a Lawnsid, for approximately 22 metres.

### **To introduce a shared space usage for all road users on the following length of road in Biggleswade:-**

11. Lawnsid, from the junction with Lawrence Road, extending in a southerly direction for approximately 107 metres.

Further Details may be viewed online at [www.centralbedfordshire.gov.uk/publicstatutorynotices](http://www.centralbedfordshire.gov.uk/publicstatutorynotices).

Comments should be sent in writing to the Traffic Management team at the address below or e-mail [traffic.consultation@centralbedfordshire.gov.uk](mailto:traffic.consultation@centralbedfordshire.gov.uk) by 25 October 2019 Any objections must state the grounds on which they are made.

Order Title: If made will be “Central Bedfordshire Council (Bedfordshire County Council (District of Mid Bedfordshire) (Civil Enforcement Area and Special Enforcement Area) (Waiting Restrictions and Street Parking Places) (Consolidation) Order 2008) (Variation No.\*) Order 201\*”

Central Bedfordshire Council  
Priory House  
Chicksands  
Shefford SG17 5TQ

Marcel Coiffait  
Director of Community Services

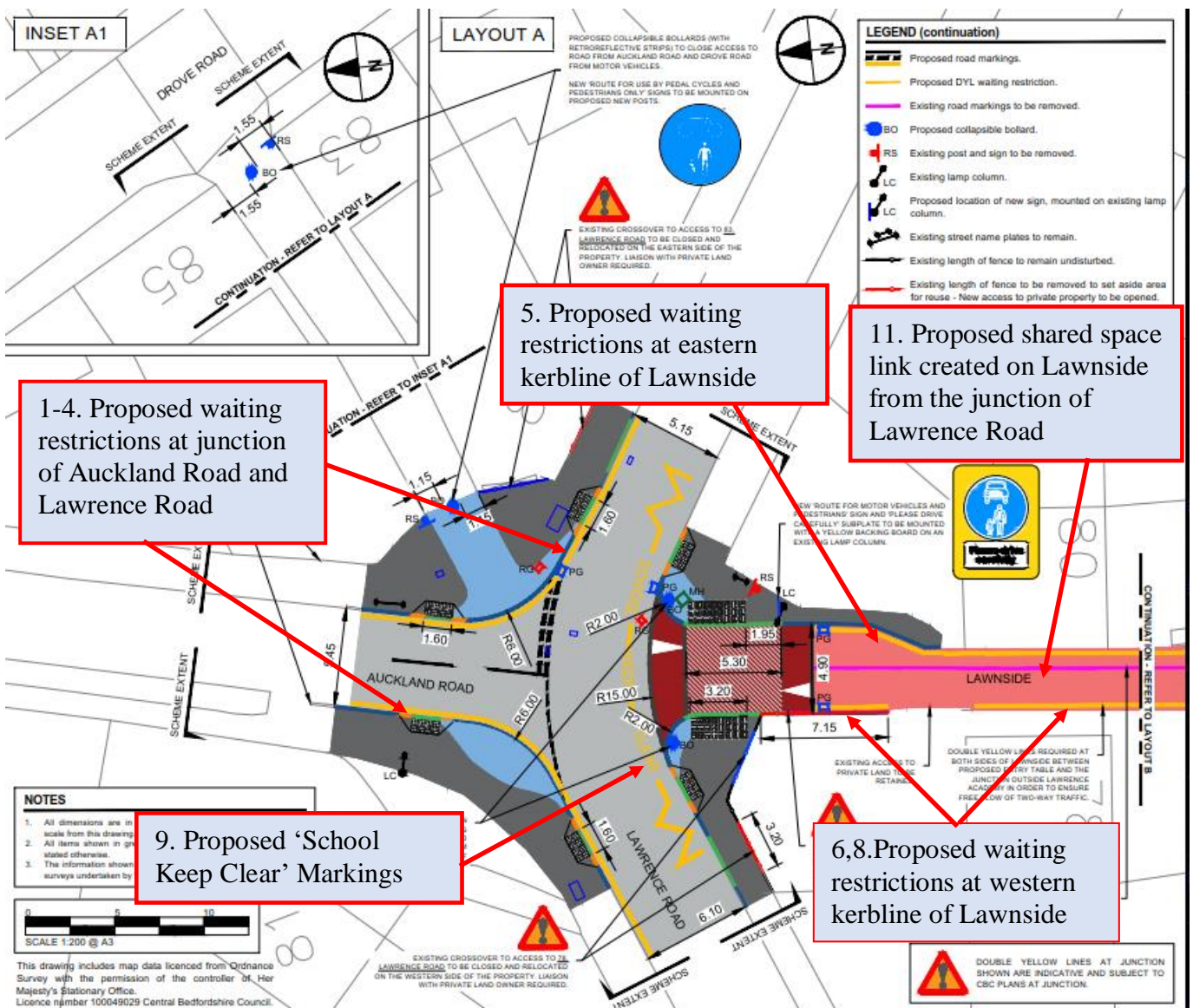
27 September 2019

## Statement of Reasons

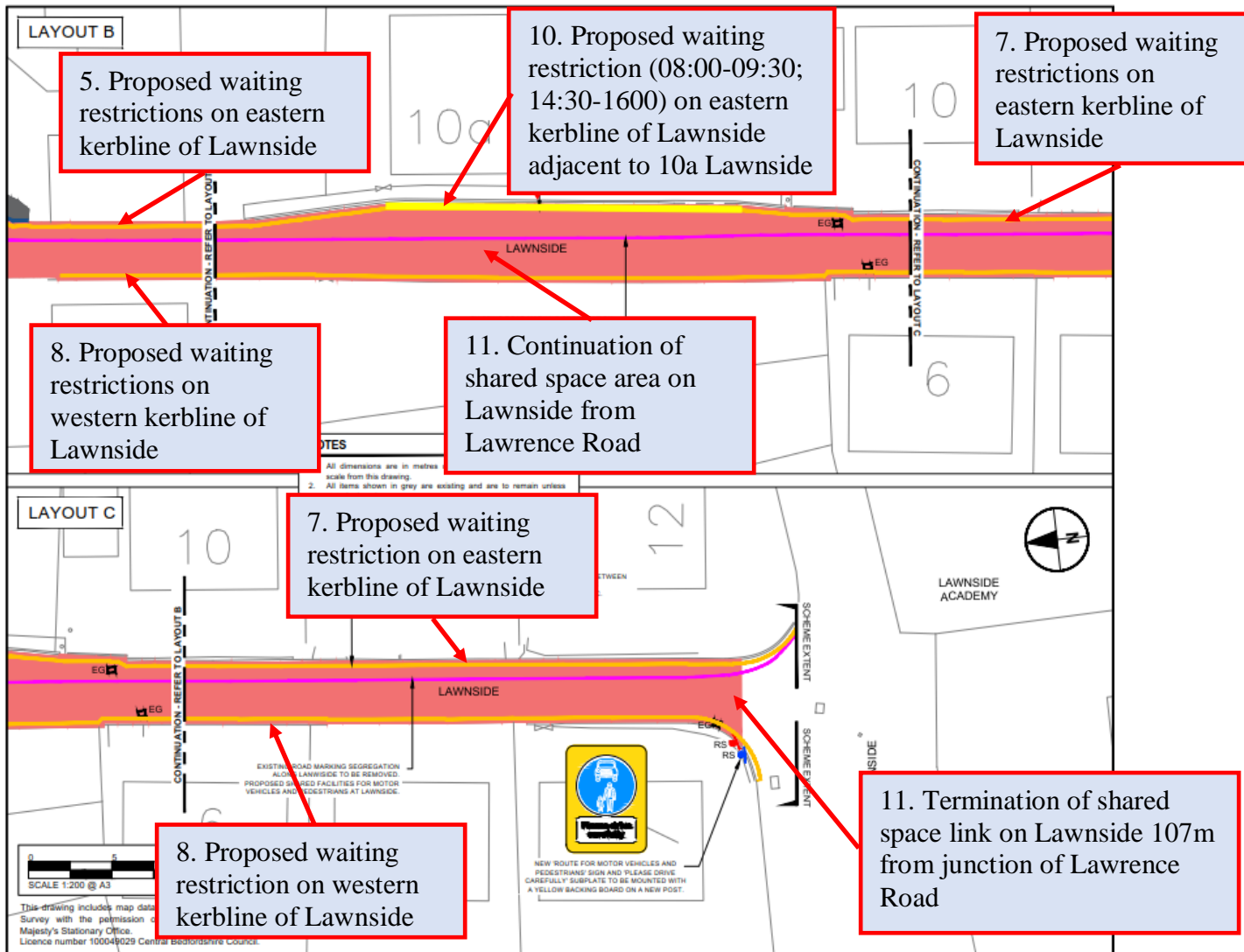
(1) For avoiding danger to persons or other traffic and/or for preventing the likelihood of any such danger arising; (2) The waiting restrictions are intended to address indiscriminate parking and to ensure that junctions are not obstructed by parked vehicles. (3) The waiting restrictions are intended to address indiscriminate parking in the vicinity of the lower school to create a safer environment for those travelling to and from school.

Further details can be found on the attached draft Traffic Regulation Order, Public Notice and Drawing.

## Drawing











# Lawrence Road, Biggleswade

## Outline Design

Designer:

**AECOM**

Client:





INSET A1

LAYOUT A

LEGEND (continuation)



PROJECT

Lawrence Road, Biggleswade

Outline Design

CLIENT



CONSULTANT

AECOM
Croydon
Sunley House CR0 2AP
+44(0)208.639.3500 tel
+44(0)208.639.3599 fax
www.aecom.com

LEGEND

- Proposed carriageway resurfacing.
Proposed asphalt footway resurfacing.
Proposed asphalt footway buildout.
Proposed red colour dressing of existing carriageway surface.
Proposed asphalt raised table/crossing.
Proposed tactile paving at crossing.
Proposed precast concrete half battered kerb (125x255mm) - Upstand 100mm.
Proposed precast concrete half battered to bullnose transition kerb (125mm wide).
Proposed precast concrete bullnose kerb (125mm wide) - Upstand 0mm (flush).
Proposed precast concrete cross kerb (125mm wide).
Existing utility covers and frames to be adjusted to new levels.

ISSUE/REVISION

Table with 5 columns: A, DATE, DETAILS, DRN BY, CHKD BY, APRVD BY. Rows include 12/07/19 FINAL OD and 21/06/19 FIRST ISSUE.

PROJECT NUMBER

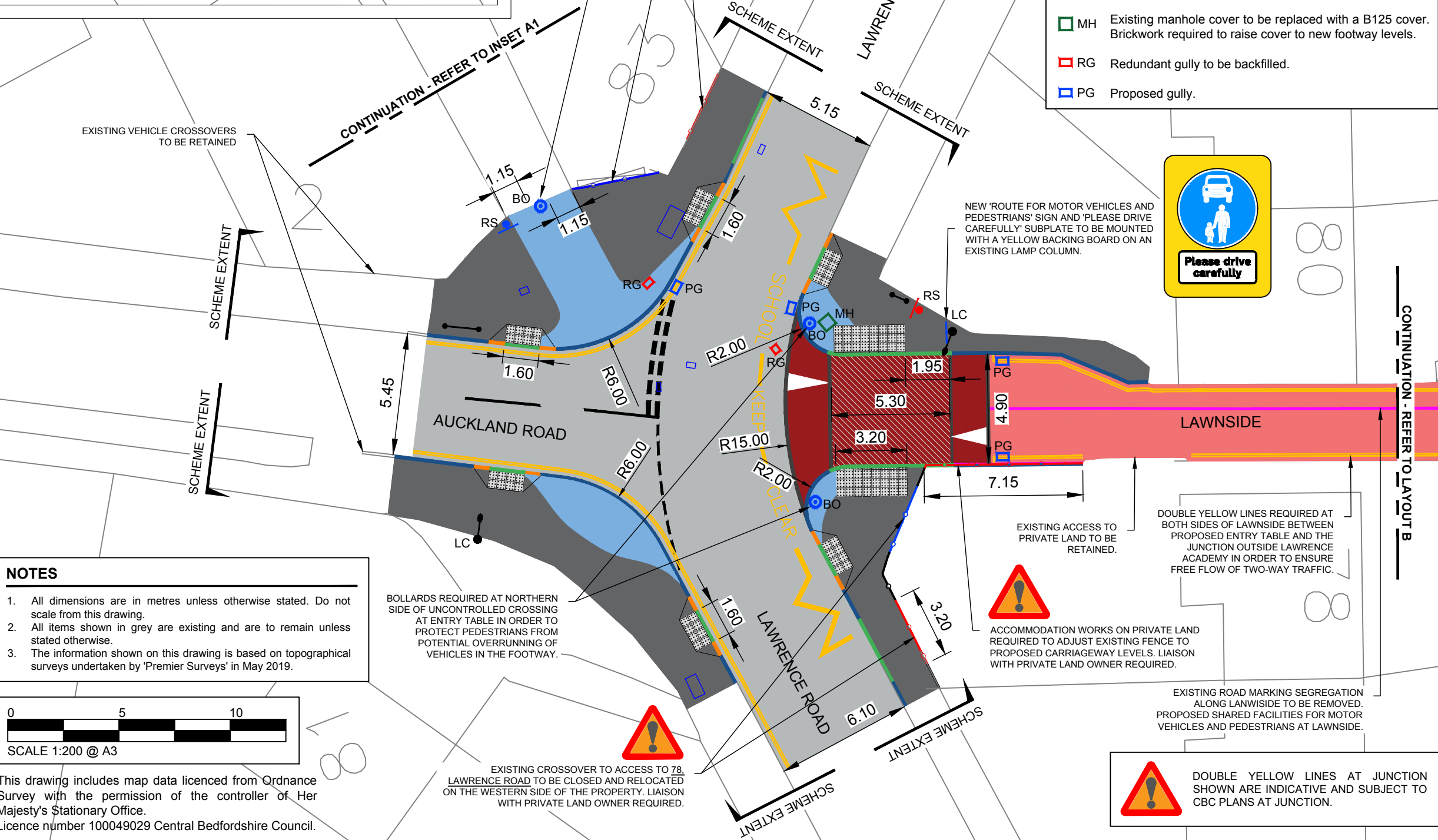
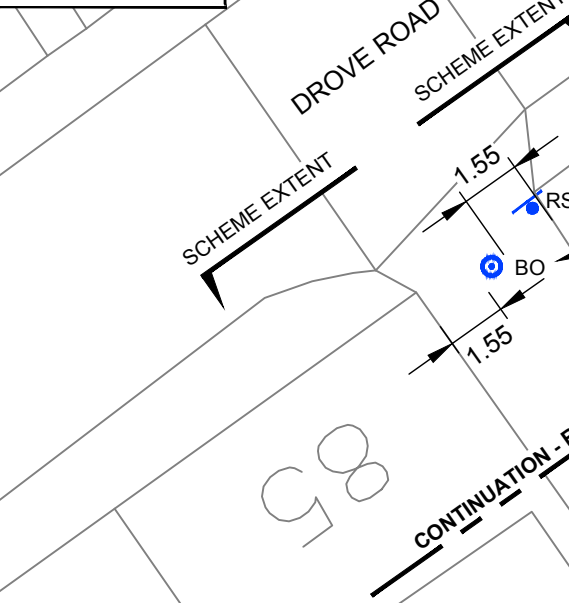
60585975

SHEET TITLE

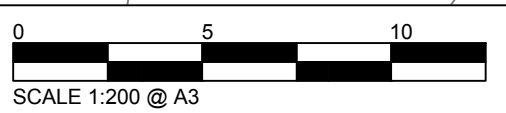
Outline Design
Sheet 1 of 2

SHEET NUMBER

60585975-D004-OD-01



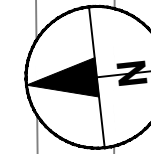
NOTES
1. All dimensions are in metres unless otherwise stated. Do not scale from this drawing.
2. All items shown in grey are existing and are to remain unless stated otherwise.
3. The information shown on this drawing is based on topographical surveys undertaken by 'Premier Surveys' in May 2019.



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LAYOUT B



Passing Area to be SYLs with "No Waiting" between 08:00-09:30 & 14:30-16:00

CONTINUATION - REFER TO LAYOUT A

CONTINUATION - REFER TO LAYOUT C

LAWNSIDE

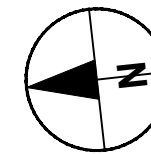
EXISTING ROAD MARKING SEGREGATION ALONG LANWSIDE TO BE REMOVED. PROPOSED SHARED FACILITIES FOR MOTOR VEHICLES AND PEDESTRIANS AT LAWNSIDE.

NOTES

1. All dimensions are in metres unless otherwise stated. Do not scale from this drawing.
2. All items shown in grey are existing and are to remain unless stated otherwise.
3. The information shown on this drawing is based on topographical surveys undertaken by 'Premier Surveys' in May 2019.

DOUBLE YELLOW LINES REQUIRED AT BOTH SIDES OF LAWNSIDE BETWEEN PROPOSED ENTRY TABLE AND THE JUNCTION OUTSIDE LAWRENCE ACADEMY IN ORDER TO ENSURE FREE FLOW OF TWO-WAY TRAFFIC.

LAYOUT C



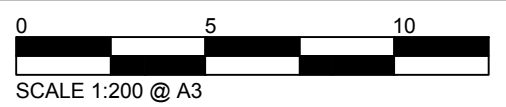
LAWNSIDE ACADEMY

LAWNSIDE

EXISTING ROAD MARKING SEGREGATION ALONG LANWSIDE TO BE REMOVED. PROPOSED SHARED FACILITIES FOR MOTOR VEHICLES AND PEDESTRIANS AT LAWNSIDE.



NEW 'ROUTE FOR MOTOR VEHICLES AND PEDESTRIANS' SIGN AND 'PLEASE DRIVE CAREFULLY' SUBPLATE TO BE MOUNTED WITH A YELLOW BACKING BOARD ON A NEW POST.



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# AECOM

PROJECT

## Lawrence Road, Biggleswade

Outline Design

CLIENT

Central Bedfordshire

CONSULTANT

AECOM

Croydon







Sunley House CR0 2AP

+44(0)208.639.3500 tel

+44(0)208.639.3599 fax

www.aecom.com

LEGEND

-  Proposed red colour dressing of existing carriageway surface.
-  Proposed DYL waiting restriction.
-  Existing road markings to be removed.
-  RS Existing post and sign to be removed.
-  RS Proposed location of new sign, mounted on new post.
-  EG Existing gully.

ISSUE/REVISION

I/R	DATE	DETAILS	DRN BY	CHKD BY	APRVD BY
A	12/07/19	FINAL OD	ACC	AA	KC
0	21/06/19	FIRST ISSUE	ACC	AA	KC

PROJECT NUMBER

60585975

SHEET TITLE

Outline Design

Sheet 2 of 2

SHEET NUMBER

60585975-D004-OD-02

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# **A-Boards and Tables & Chairs**

A Pilot Licensing Scheme for  
High Street, Biggleswade 2019

**Picture to be added**

**Policy and Guidelines for  
A-Boards and Tables & Chairs  
on the highway**

# Introduction

## A Licensing Scheme for High Street, Biggleswade

Biggleswade Town Council has been delegated authority to act on behalf of Central Bedfordshire (Highway Authority) to grant permission for the placement of street furniture, advertising equipment or retail display equipment on the highway under powers contained within the 'Highways Act 1980'.

Temporary Street Furniture such as A-Boards, Advertising Structures, Tables and Chairs can help to encourage vitality and vibrancy within town centre and shopping streets by adding interest and colour to the street scene. When they are not properly managed, these items can have an adverse effect on the street scene with furniture causing obstructions to the pavements, adding unnecessary clutter to the streets and restricting the view of road users.

A-Boards and other advertising structures are used on the highway throughout our town by businesses to promote their presence. These can help to provide support to businesses and also to add colour and life to our shopping streets. However, these promotional boards can cause a number of problems for pedestrians, in particular those that are visually impaired, and for wheelchair & pushchair users. They can also have an adverse effect on the street scene if their appearance and location is not properly managed.

Since the implementation of 'Smoking Ban' in July 2007, which restricted smoking in enclosed public places and workplaces, a growing number of cafes, bars and restaurants as well as other shops have chosen to offer their customers outdoor seating in front of their premises. Whilst this has also contributed positively to the very popular café culture across the UK in recent years, these tables and chairs can cause access issues if not controlled, especially when coupled with the number of A-Boards and other advertising structures which have also been steadily increasing in numbers.



**Picture to  
be added**

The Council have received a number of complaints relating to access and trip hazards caused by temporary street furniture items, in particular on the High Street, Market Place & Hitchin Street.

The areas have a high number of A-Boards and Table & Chairs in relation to the number of shopping units, with a high pedestrian footfall. Therefore, it has been chosen as an area for piloting the licensing scheme.

There will be two types of licence available for businesses wishing to place items of street furniture onto the highway. Licence 1 (A-Boards) will be required if you wish to place an A-Board outside your business premises. Licence 2 (Tables & Chairs) will be required if you wish to place tables and chairs outside your business premises. You do not need to apply for a separate A-Board licence in addition to your Tables & Chairs licence, as all items of street furniture placed on the highway by your business must be placed inside the designated area as defined for your business use.

DRAFT

# Guidelines to the Policy

## Licence 1: A-Boards

**Picture  
to be  
added**

This licence will permit a maximum of Two A-Boards per business. A- Boards must only be placed directly outside your own business premises. On a traditional road and pavement, A-Boards must be placed against the building line and have a minimum 2 metre 'unobstructed zone', as set out in the Department for Transport 'Inclusive Mobility' Guide. Where this is not possible due to physical constraints, 1.8 metres is the minimum acceptable distance. In some locations, such as High Street & Biggleswade Town Centre the A-Board may be placed away from the building line to uphold the overall visual street scene. You will be advised upon application if this affects you.

A-Boards must not be within 2 metres of any other permanent or temporary item of street furniture, such as bus stops, benches, cycle stands, planters, litter bins, and signs. They must not cause a visual or physical obstruction.

**Only** A-Boards, and **no other** type of advertising board, will be considered for a licence. All A-Boards must be removed when the premises are closed, and when weather conditions such as high winds could make them unstable.

An A-Board must be:

- A standard A1 size (approx. 85cm/33.5" high, 60cm/23.5" wide)
- Manufactured to a high standard in a safe, static and sturdy style
- Temporary and not fixed in nature; i.e. attached to other street furniture

## Licence 2: Tables & Chairs

This licence will permit all items of Street Furniture associated with the business, including Tables, Chairs, A-Boards, Patio Heaters, Sunshades, Umbrellas and Menu Boards, providing they are only placed within the designated area.

The designated area for Tables and Chairs will have been assessed by an Officer from the Council to ensure a minimum 2 metre 'unobstructed zone' and must not be within 2 metres of any other item of fixed street furniture, i.e. benches, litter bins, trees and planting.

Barriers to enclose the tables and chairs must be used to define the agreed designated area. This is to prevent the spread of tables beyond the licensed area and reduce the risk of accidents to pedestrians.

All barriers must be removed when not in use and when the premises are closed. Premises are encouraged to use the printed screens of a barrier instead of an A-Board within the



# Guidelines to the Policy continued

## Picture to be added

designated area to prevent additional clutter. Barriers displaying registered product logos, typically those provided by a brewery, can be used subject to confirmation when applying for a licence.

Any other items such as patio heaters, sun shades, umbrellas and menu boards, must be placed within the designated area as agreed for tables and chairs. Items such as umbrellas and sun shades must not overhang the designated, licensed area and must not restrict vision.

*Please note*, it is normally necessary to obtain planning consent to place any items associated with your business on the highway.

## Compliance and Enforcement

### Enforcement Action if Legislation is not complied with

All Temporary Street Furniture including A-Boards and Tables & Chairs must now comply with the guidelines in this document. Within this licensing scheme, this only applies to business premises situated on High Street & Biggleswade Town Centre. The Council will be carrying out regular compliance checks to ensure businesses adhere to the guidelines as set out in this document to ensure that your item of street furniture is acceptable. The Council reserves the right to take enforcement action in any case where the legislation is not complied with.

A-Boards and Tables & Chairs that create a nuisance or present a danger to other users are likely to be removed by the Council in line with legislation. The Council reserves the right to recharge any expenses incurred in the removal of offending structures.

The recharge fee for removal & storage will be £40.00 per item

Under section 137 of the Highways Act 1980 If a person, without lawful authority or excuse, in any way wilfully obstructs the free passage along a highway he/she is guilty of an offence and liable to a fine of up to £1000.00. Enforcement may involve serving a notice requesting removal of the offending item(s). If an item constitutes immediate danger, it will be removed from the highway immediately.

# Frequently Asked Questions

## A-Boards and Tables & Chairs

### Q: How much is a licence?

**A:** Licence 1 (for A-Boards) will be £0.00 in the first year, and renewable annually. The current renewal rate is £0.00 per year.

The fee structure for Licence 2 (for Tables & Chairs) is calculated on the area in m<sup>2</sup> that you wish to licence:

Area Category	Area Range in M <sup>2</sup>	Fee in First Year	Current Renewal Fee
A	Up to 6m <sup>2</sup>	£0.00	£0.00
B	6-12m <sup>2</sup>	£0.00	£0.00
C	12-18m <sup>2</sup>	£0.00	£0.00
D	18-24m <sup>2</sup>	£0.00	£0.00
E	≥24m <sup>2</sup>	£0.00	£0.00

All licence fees will be reviewed annually thereafter.

### Q: Why are you not charging for the licence?

**A:** The Council is not charging for the licences, however there is a recharge for items that contravene this policy and held for upto 28 days from the date of removal.

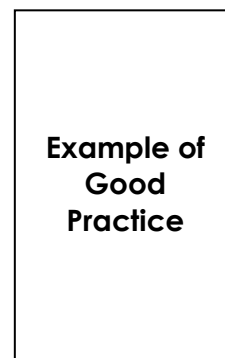
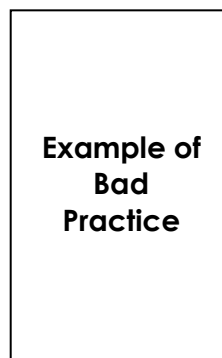
### Q: My business is not on the ground floor. Can I have an A-Board?

**A:** A-Board licences will only be granted for ground floor premises with shop frontages. It is unlikely we will licence A-Boards without an accessible pavement width of at least 2m. Please contact the Council's team if you are unsure or for further advice.

### Q: My business is down a side street. I need an A-Board so people know where to find me.

**A:** A-Boards will not be licensed if they are located some distance away from the premises. If you are unsure, please contact the Council's Team for further advice.

*Examples of good and bad practice when positioning A-boards outside premises:*



# Frequently Asked Questions continued

**Q: Do I need insurance for my A-Board and/or Tables & Chairs?**

**A:** Yes – you need to show that your business has £5 million insurance cover for the item(s). Sadly, there have been incidents both locally and nationally where people have been injured by A boards and obstructing items. Businesses must ensure that they have adequate insurance and that they are acting responsibly for it, i.e. taking an item in when it is windy; ensuring that it is in the designated area etc. The Council does not accept liability for any A-Boards or Tables & Chairs placed on the highway.

**Q: Can I have an A-Board included within the licensed area for Tables & Chairs?**

**A:** Yes - you do not need a separate A-Board licence but if you choose to have an A-Board is must be positioned within the designated area specified within your Tables & Chairs Licence.

**Q: I've always had an A board and/or Tables & Chairs- do I really need a licence?**

**A:** Yes – after (Start date to be inserted), all unauthorised items of street furniture placed on the highway at High Street & Biggleswade Town Centre, including A-Boards, Advertising Structures, Tables and Chairs, will have enforcement action taken against the owner.

**Q: My street is narrow – can I have an A-Board and/or Table & Chairs?**

**A:** A-Boards and Tables & Chairs will only be licensed in streets where there will be at least 2 metres clear route after the item(s) to allow access for push chairs and wheel chairs.

**Q: Who will clean the licensed area?**

**A:** The Council will expect businesses to make sure that the licensed area is cleaned and that litter such as cigarette butts and napkins do not blow into the street. The use of covered ashtrays and napkin holders is strongly advised. Failure to do so may result in further licences not being issued.

LICENCE APPLICATION FOR

**A-BOARDS and TABLES & CHAIRS  
 ON THE HIGHWAY**



I hereby apply for a Licence to place street furniture associated with my business on the highway outside my business premises

Full Name of Applicant:	Mr/Mrs/Ms/Miss		
Name of Business:			
Email Address:			
Telephone Number:			
Address of Business:		Post Code:	

I would like to apply for Licence 1: A-Boards	Yes / No **
I would like to apply for Licence 2: Tables & Chairs Please circle which Area Category you would like: A B C D E	Yes / No **

**(please note:** Licence 2 will provide for a designated Licence Area outside your business premises where you can site Tables, Chairs, Parasols, A-Boards, Menu Boards, Umbrellas etc which must be enclosed by freestanding, removable barriers)

If you are applying for Licence 2, please confirm that you have freestanding, removable barriers to define your designated area, and that you agree to ensure all items of street furniture associated with your business remain within the area	Yes / No **
I confirm that I will ensure all items are removed from the street each day once the business closes, and during periods when the items could pose a danger to members of the public, such as high winds	Yes / No **
I confirm that I have read the Policy and Guidelines for A-Boards and Tables & Chairs, and agree to accept the terms and conditions set out within the document	Yes / No **

\*\*Delete as appropriate

- I enclose the Licence fee (see overleaf for a breakdown of fees)
- I enclose a copy of proof of Public Liability Insurance Cover (to a minimum of £5million)

Cheques should be made payable to either:

- Biggleswade Town Council

I declare that to the best of my knowledge and belief the statements made on this form are true and correct and that no material particular has been omitted.

Signed .....

Dated .....



## LICENCE APPLICATION FOR A-BOARDS and TABLES & CHAIRS ON THE HIGHWAY

### LICENCE FEES as of 2019

Licence Type	Area range in m <sup>2</sup>	Fee in First Year	Current Renewal Fee
Licence 1: A-Boards	N/A	£0.50	£0.00
Licence 2: Category A	Up to 6m <sup>2</sup>	£0.00	£0.00
Licence 2: Category B	6-12m <sup>2</sup>	£0.00	£0.00
Licence 2: Category C	12-18m <sup>2</sup>	£0.00	£0.00
Licence 2: Category D	18-24m <sup>2</sup>	£0.00	£0.00
Licence 2: Category E	≥24m <sup>2</sup>	£0.00	£0.00

*Please note:*

All licence fees are subject to review annually.

The Council is charging for the licence to cover the administration of bringing in the licensing system, and for the on-going monitoring and enforcement to ensure these areas remain suitable for all those who use them.

The Council will expect businesses to make sure that the licensed area is cleaned and that litter such as cigarette butts and napkins do not blow into the street. Failure to do so may result in further licences not being issued.

The use of covered ashtrays and napkin holders is strongly advised.

Please return the completed form to:

Town Clerk  
Biggleswade Town Council  
The Old Court House  
4 Saffron Road  
Biggleswade  
SG18 8DL

[enquiries@biggleswadetowncouncil.gov.uk](mailto:enquiries@biggleswadetowncouncil.gov.uk)

## **Report on 8<sup>th</sup> October to the Town Council**

**From Gill Reeves – Biggleswade Community Agent.**

**Covering the period of October 2018 - September 2019.**

Thank you for your continued support and partnership working with Bedford Rural Communities Charity and myself.

Over the past year you have received quarterly reports with case studies. I have sent case studies for July to September which I hope you have had time to read through. I will highlight a few cases from the ones that I sent you.

**Client information** – Over the past year I have visited 199 clients, 72 of them being new clients. 417 clients were given one off information (this includes groups visited). There were 792 issues resolved, 475 email or phone calls made in relation to clients. 32 groups were visited (including a regular coffee morning I set up and attend). 50 referrals to professional agencies, 29 to Good Neighbours, 33 referrals to community organisations.

Of the evaluation forms that have been received back, 30 clients felt more supported or connected to the community. 28 clients felt a greater sense of independence and 51 clients received help which would benefit them financially.

Attendance Allowance applications – 16

Disabled Blue Badge applications - 14

Occupational Therapy Referrals - 13

Bobby Van Referrals - 11

Older People's Team referrals - 5

Disabled Facilities Grant application - 2

Housing Benefit/Council Tax Reduction applications - 3

PIP (Personal Independence Payment) applications - 8

Employment and Support Allowance applications - 2

Carers in Bedfordshire Referrals - 9

Housing Issues clients supported - 4

Warm Homes Discount applications - 4

Pension Credit applications - 2

Food Bank referrals - 3

Good Neighbour Group referrals – 29

Domestic Help Obtained -1

Grants (NHS Carers and other) - 4

Throughout the year I have visited 8 groups to give talks on winter wellbeing and summer wellbeing. At these talks, free gadgets which aid daily living or enhance safety, have been given away (purchased with money that has been donated by clients). Information was imparted by using a quiz regarding the topic and free booklets/leaflets were given out. I have arranged 5 trips out to garden centres for lunch and a John Bunyan river cruise. I organised a Christmas coffee morning last year and am in the process of organising a Christmas meal for about 15-20 people. In May I help set up a coffee morning in Weatherspoons, this has since moved to Copelands which is far more comfortable. It is attended by 10-20 people each week. They value the opportunity of meeting together, which helps relieve their social isolation.