

5. **INVITED SPEAKER**

None.

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Council Meeting held on **Tuesday, 28th May 2019** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to receive the **Recommendations** and **Resolutions** of the Town Centre Management held on **Tuesday, 4th June 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, 28th May 2019**.

9. **PLANNING APPLICATIONS**

- a. **CB/19/01426/ADV – 2 Shortmead Street, Biggleswade, SG18 0AP**
New vinyl applied signage. 'Biggleswade Podiatry' vinyl applied to existing glazing.
- b. **CB/19/01425/FULL – 2 Shortmead Street, Biggleswade, SG18 0AP**
Change of use to Podiatry Clinic (D1). Add internal wall to create lobby area and treatment room.
- c. **CB/19/00629/VOC – Land at The Saxon Centre, Kingsfield Road, Biggleswade, SG18 8AT**
Variation of Condition No.10 on application CB/17/00573/FULL dated 05/09/2017 : Approve the Minor amendment plans showing the revised balconies.
- d. **CB/19/01481/FULL – Railway Station, Station road, Biggleswade, SG18 8AL** Change of use to Taxi Booking Office (Retrospective)
- e. **CB/19/01522/FULL – 58 Laburnham Road, Biggleswade, SG18 0NY**
Single storey rear extension.
- f. **CB/19/01421/FULL – 53 The Baulk, Biggleswade, SG18 0AQ**
Retention of roof light (retrospective)
- g. **CB/19/01301/FULL – 1 Sunderland Hall Farm Cottage, Biggleswade, SG18 8SD**
Proposed first floor rear extension, front porch, 2nd floor front dormer windows, 1st floor rear extension, front porch, 2nd floor front dormer window, 1st floor front and rear dormer windows and alterations to existing dwelling.
- h. **CB/19/01519/FULL – 4 Lilac Grove, Biggleswade, SG18 8TP**
Single storey front extension & garage conversion.
- i. **CB/19/01554/FULL – 234 London road, Biggleswade, SG18 8PJ**
Demolition of an existing dwelling and construction of two semi-detached 3-bedroom dwellings with tiled pitched roof.

^" CB/19/01286/FULL –Unit 2 Omega Centre, Stratton Business Park, London road, Biggleswade, SG18 8QB

Creation of 2nd storey floor space and rear fire escape.

– " CB/19/01502/FULL – 11 High Street, Biggleswade, SG18 0JE

Construction of three storey building to create 3no flats and change of use of A2 use ground floor of existing building to A3 Restaurant and residential use into 1no flat following partial demolition of single storey rear extension with ancillary parking and access.

~" CB/19/01564/FULL – 29 High Street, Biggleswade, SG18 0JE

New internally halo illuminated nationwide lozenge on a new fascia panel finished in RAL 7031. New non-illuminated heritage projection sign. New edge illuminated nationwide ATM surround. Replace letter box flap with new RAL 7026. Existing shopfront frame and door to be respray RAL 7026.

a " CB/19/01565/ADV – 29 High Street, Biggleswade, SG18 0JE

Advertisement: New internally halo illuminated nationwide lozenge on a new fascia panel finished in RAL 7031. New non-illuminated heritage projection sign. New edge illuminated nationwide ATM surround.

b" CB/19/01495/RM – Stratton Business Park, Pegasus Drive, Biggleswade

Reserved Matters following Outline application CB/17/02166/OUT (52'000sqm of B2 and B8 use) details relating to access, appearance, landscaping, layout and scale for Building 4 (Phase4) consisting of warehouse building and associated car, cycle and lorry parking; dock levellers; security fencing and barriers; and landscaping at Phase 4.

10. ACCOUNTS

a. Financial Administration

For Members to receive and adopt the following accounts:

- i. Detailed Balance Sheet to 30/04/2019
- ii. Summary of Income & Expenditure.
- iii. Income and Expenditure by budget heading.
- iv. Current Bank Account, receipts and payments to 30/04/2019

b. Internal Audit – Final Report 2018-19

For members to consider the internal audit final report 2018/19 and approve any recommendations.

c. Accounts for the year ended 31 March 2019

1. For Members to adopt and approve the annual governance statement of the annual return for the year ending 2018/19.
2. For Members to approve and adopt the accounts and statement of accounts contained in the Annual Return for 2018/19.

11. **ITEMS FOR CONSIDERATION**

a. **CB/TCA/19/00201 - Works to Trees in a Conservation Area – Ivel House, Mill Lane, Biggleswade, SG18 8AZ**

Works to trees in a Conservation Area – Proposed crowing of a Yew tree due to excessive growth.

b. **Rights of Way Anomalies**

Members are requested to consider a request for one or two Councillors to meet with Cliff Andrews (BRCC) and Chris Dorrow (CBC) to identify any errors or anomalies with Rights of Way within Biggleswade, with any requests for changes to be sent to CBC's Definitive Map Team, requesting a timetable for progressing the changes.

The following dates have been suggested to meet with Cliff Andrews and Chris Dorrow at the Town Council offices: 24th June am, 26th June am, 27th June am or pm.

c. **Save Stratton Farm – Action Group**

For members to consider questions from the group.

Q1 Given that Councillor Russell is the Chairman of Trustees who took the decision to close the farm we believe there is a conflict of interest and would ask the chairing of our questions to be delegated to the Deputy Mayor. Does Council agree?

Q2 We would like to know if the Town Council agrees with the closure of Stratton School Farm and if it doesn't what support it feels able to provide to reverse the decision

Q3 If the Council agrees with the decision to close Stratton School farm can they provide a statement outlining their position and how they feel it reflects the views of the residents they have been elected to represent?

12. **ITEMS FOR INFORMATION**

a. **Stakeholder Brief NHS Bedfordshire CCG**

Please find attached a stakeholder brief regarding the merger of Shannon Court Surgery, Sandy and Saffron Health Partnership, Biggleswade.

b. **Passenger Benefit Fund – Biggleswade Station**

Following disruption faced by passengers in Summer 2018, the Secretary of State for Transport announced that Govia Thameslink would contribute £15 million towards a passenger benefit fund. The fund would be used to provide tangible improvements for passengers.

Stakeholders are Councils MPs and passengers who will determine what passenger benefit schemes the programme will fund. Biggleswade is a tier one station with an allocation of £80,000. Closing date for submissions, 31st July 2019.

c. **Neighbourhood Plan – Update Report**

To receive an update report on the Neighbourhood Plan.

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.

(Minutes of Previous Meeting – Exempt)

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 28 MAY 2019
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL,
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE

PRESENT:

Cllr D Albone
Cllr I Bond
Cllr F Foster
Cllr M Foster
Cllr M Knight
Cllr M North
Cllr R Pullinger
Cllr H Ramsay
Cllr M Russell (Chairman)
Cllr D Strachan
Cllr C Thomas
Cllr J Woodhead

Mr M Thorn – Deputy Town Clerk, Biggleswade Town Council
Mrs J Durn – Meeting Administrator, Biggleswade Town Council
Member of Staff - Mr S Newton - TCO Manager,
Members of Public – 6

B28/0501 1. APOLOGIES FOR ABSENCE

Cllr K Brown, Cllr G Fage, Cllr L Fage

ABSENT WITHOUT APOLOGIES

B28/0502 2. DECLARATIONS OF INTEREST

B28/0502.1 a. Disclosable Pecuniary Interests in any agenda item - none

B28/0502.2 b. Non-pecuniary interests in any agenda item – none

B28/0503 3. TOWN MAYOR'S ANNOUNCEMENTS

19 May: Lord Lieutenant's Service for Voluntary Organisations at St Mary's, Woburn.

The recognition of the work of voluntary organisations and their contribution to life in Bedfordshire is an annual event hosted by the Lord Lieutenant which brings together people from all over the County. The High Sheriff, the Duke and Duchess of Bedford, the Deputy Lieutenants, senior officers from the Police and Fire services and many Mayors attended. It was an uplifting occasion.

22nd May: Bedfordshire County Scout Council AGM at the Rufus Centre in Flitwick

Pleased to see Biggleswade District receive an award for growth, having increased by nearly 10% in the year. The award was presented to the District Commissioner, Cllr. Rob Pullinger!

Guest speaker was the UK Chief Commissioner, Tim Kidd who was both inspiring and entertaining.

25th May: Love Your Local Market

This is a national initiative taken up by Simon Newton who arranged for two added attractions to the Charter Market on Saturday. The first was a Council stall giving out balloons and key rings, emblazoned with the Love Your Local Market logo and 'Biggleswade Charter Market since 1227'.

The other stall was Teaching Talons – who are animal ambassadors who provide fun and educational encounters with animals. On Saturday, members of the public were offered the opportunity to hold an owl.

I spent some time on the Market, wearing my chain of office and talking to stallholders.

Many thanks to Simon and to Heather, who was official photographer.

23rd May: Examination in Public of CBC Local Plan at Chicksands

I am registered to speak at two sessions – 14th June, Land East of Biggleswade and Holme Farm Biggleswade and 18th June, A1 Corridor Sites – so I decided to go along on the first day of the EIP last Tuesday, as a member of the public to suss out how it all worked.

The Council Chamber at Priory House was packed. There were some 15 barristers, half of them QCs, representing various developers and landowners. I had thought that it would probably be like a planning committee and that I would have a short slot to make a statement. In fact, it is more like a committee meeting. As long as you stick to the issue being discussed, there is no time limit and you can speak more than once. Also, the Inspector(s) may come back to you with questions and often ask CBC officers to respond to points made.

From the discussion on the first day, I realised that there would be a session last Thursday about the Identified Locations for Future Growth, including Land East of Biggleswade. These future growth locations form Appendix 7 of the Plan and the issue was whether Appendix 7 should be part of the Plan or not, i.e. whether Central Bedfordshire could identify future sites without allocating them. CBC gave the reason for doing so as not knowing, in our case, the route for East/West Rail or what was happening over possible improvements or realignment of the A1.

I registered to speak on Thursday and in line with Council's decision in February 2018, I argued for Appendix 7 to be included. I said that Council would have wanted the Land East sites to be allocated but since they are not, the retention of Appendix 7 does at least give a basis to enable proper planning for the big changes which Biggleswade will undergo.

The majority of those round the table argued for Appendix 7. One Queen's Counsel pointed out that the Plan contradicted itself on why the sites were included. Another argued that CBC should have done what Milton Keynes have done in their recently adopted plan, that is allocate the sites but with the proviso that no detailed planning application could be brought forward until decisions were made on the routes of strategic infrastructure.

In the first version of the Plan, the sites were allocated. For the next consultation, they were shown as sites for future growth. CBC now indicated that they should be removed – which would require further consultation since it would be a major change to the Plan. One QC dropped veiled hints that, if that were the case, judicial review would be a consideration.

The Inspectors asked CBC officers to come back with a written explanation of their position, so nothing was concluded on Appendix 7.

We will have to wait and see what happens, but this is obviously very important for Biggleswade. I will still attend on the two future dates by which time things may be somewhat clearer.

B28/0504

4. PUBLIC OPEN SESSION

There were no questions from members of the public.

B28/0505

5. INVITED SPEAKER

Chief Superintendent David Boyle – Bedfordshire Police

- Gave overview of his role.
- Gave update of matters appertaining to Biggleswade and the community.
- Took questions from Members at length

Standing Orders were removed so that members of the public could ask questions.

Questions taken from

Cllr Ramsay

Cllr Bond

Cllr Albone

Cllr Strachan

Cllr Knight

Mr A Richards, Carnival Organiser

Ms S Grayston, Community Safety Group

Mr Bacon, member of public

Chief Superintendent Boyle took away a note of all concerns raised. He will organise a written monthly update report covering local issues and offered an attendance at Council once a quarter.

Members thanked Chief Superintendent Boyle for the extremely useful information provided and look forward to regular updates.

Standing orders were reinstated at 8.05pm

B28/0506 6. MEMBERS QUESTIONS

- a. Cllr Albone: Do we have an update on fly-tipping?

Mike Thorn: CBC are currently pursuing this.

- b. Cllr Strachan: Do we have any information regarding compensation for the station?

Cllr Woodhead: A fund has been set aside by Thameslink for compensation for timetable failures. The Chairman asked if further information could be provided.

B28/0507 7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- B28/0507.1 a. Members received the Minutes of the Biggleswade Town Council Meeting held on 09 April 2019.

An amendment was requested to Item 11b Central Bedfordshire Local Plan – Examination 21 May 2019: which will now read “*Cllr M Russell will represent BTC at this event and put forward our views*”

Following this amendment, the Minutes were approved.

B28/0508 8. MATTERS ARISING

From the Minutes of the Biggleswade Town Council Meeting held on 26 March 2019.

There were no Matters Arising

B28/0509 PLANNING APPLICATIONS

- B28/0509.1 a. **CB/19/01269/VOC Warehouse, Bonds Lane, Biggleswade, SG18 8AY**
Variation of conditions

Variation of Conditions 14 & 15 of Planning Permission CB/16/03048/FULL (Erection of 6 x 3 bedroom houses & 3 x 2 bedroom flats associated parking, cycle stores, bins and landscaping) – The New condition could be an informative and read constructed in accordance with details shown on drawing number PL20.

It was **RESOLVED** to **OBJECT** to this Application on the grounds of pedestrian safety. The step access to property 37 extends too far across the pavement causing a trip hazard. The resulting pavement width is 1.06m wide and is below the minimum standard width, impeding the safe movement of pedestrians, buggies and wheelchair users.

- B28/0509.2 b. **CB/19/01284/FULL – 18 Eldon Way, Biggleswade, SG18 8NH**
Installation of 2No. New louvres to aid internal air handling units

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

- B28/0509.3 c. **CB/19/01118/FULL – Units 9 to 12 Eldon Way, Biggleswade, SG18 8NH**
 Alteration to the roof height by 250mm to insulate and remove existing roof covering and replacing rear elevation gable cladding to match existing.
- It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application.
- B28/0509.4 d. **CB/19/01211/FULL – Edward Peake School, Potton Road, Biggleswade, SG18 0HU**
 Double-storey teaching block to provide 8 no. additional teaching facilities with associated toilet provision & support facilities. Internal Refurbishment of existing building. New Extension to the north and the west of the existing school building which will further provide an additional four classrooms. Provide additional car parking space and cycle rack for increased staff and pupil occupancy. Existing Access road to be developed to provide a new footpath and Bus drop-off layby. Associated external works to provide level access around the site to comply with Part M and make good to affected areas.
- It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application **PROVIDED** that the following are completed and in situ prior to the commencement of works to ensure safe walking routes to school:
- a) a new pedestrian crossing across Potton Road; and
 - b) pavement improvements along Potton Road.
- B28/0509.5 e. **CB/19/01301/FULL, 1 Sunderland Hall Farm Cottage, Biggleswade, SG18 8SD**
 Proposed first floor rear extension
- Defer to next meeting due to Insufficient information/full plans etc.
- B28/0509.6 f. **CB/19/01261/ADV - Normandy Lane, Biggleswade, SG18 8QB**
 Advertisement: Alternative Option with digital signage version 2 various site signage including 4 No. freestanding signs, 2 No. banner units, 12 No. dot signs, 2 No. play land signs.
- It was **RESOLVED** that the Town Council **OBJECT** to this Planning Application on the grounds that the large banner signs at almost 5m are considered to be overbearing.
- B28/0509.7 g. **CB/19/01228/FULL, 2 Warren Close, Biggleswade, SG18 0AD**
 Proposed single-storey side extension with pitch roof.
- 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.

- B28/0509.8 h. **CB/19/01421/FULL - 53 The Baulk, Biggleswade, SG18 80QA**
Retention of roof light (Retrospective)

Defer to next meeting due to insufficient information/full plans etc.

A request will be put forward to CBC Planning Department to request that we receive printed copies of applications and supporting documents to be able to consider them at Council Meetings and give a formal response.

B28/0510 10. ITEMS FOR CONSIDERATION

B28/0510.1 a. **The Berkeley Enthusiasts Club**

The request from the Enthusiasts Club was very welcome. Mr Simon Newton, the Town Centre Operations Manager, will be in touch to confirm arrangements and offer assistance with publicity for the event.

It was **RESOLVED** that the Town Council have **NO OBJECTION** to the request to end the rally in the Market Square.

B28/0510.2 b. **Biggleswade Joint Committee Terms of Reference**

Joint Committee Terms of Reference are being updated for all Joint Committees (Leighton Linslade, Dunstable, Houghton Regis, Biggleswade) which will bring uniformity and effectiveness to the Joint Committee Meetings in the area.

It was requested that a report is received following the BJC quarterly meetings, and that the information is presented to Council once a quarter as an Agenda item.

It was **RESOLVED** that the Town Council have **NO OBJECTION** to the Terms of Reference.

B28/0510.3 c. **Serious Youth Violence – Letter received from the PCC**

The Town Council agreed that although the Council does not have direct responsibility for youth services, any interaction and educating young people through the funding and provision of good youth activities, such as youth clubs and action groups are vital for crime reduction and prevention, and that provision of police support in schools is an important factor which we would fully support.

Although we are unable to provide a report the Deputy Town Clerk will respond with a letter giving our views and support.

B28/0511 11. ITEMS FOR INFORMATION

B28/0511.1 a. Planning Application Outcomes

This information was **NOTED**.

It was however also noted that in some cases BTC previous objections had been ignored and that applications had been granted by the Planning Committee regardless of our objections or comments.

It would be useful for BTC to receive further training on planning applications as we need to be confident that we are presenting our objections correctly, and that our concerns are being noted/interpreted by CBC Planning department in the correct way.

A request will be made for Training to be arranged

Grants – Thank you letters

B28/05/11.2 b. Thank you letters have been received and are very welcome.
This information was **NOTED**

B28/0511.3 c. Temporary Prohibition of through traffic order 2019 – Biggleswade Bridleway No E45

This information was **NOTED**.

B28/0512 12. PUBLIC OPEN SESSION

Dr Whittaker: Would like to report on a few things:
Fly-tipping is on the increase. CBC have taken evidence and will be pursuing prosecution.

Railway £80K is across the board, not specific to Biggleswade, and not for use in station access improvements. Biggleswade not likely to get any funds as most of this is going to Arlesey.

Edward Peake: crossing will be pelican not zebra and will be at least 2020 before it will be done. New build residents have raised concerns and there are new plans being drawn up to accommodate the provision of a dropping off area.

Signage in the town: Is there an update?

Chairman: Paul Salmon (CBC Traffic Manager) has our decluttering request in place and this includes signs.

Mr Bacon: To reiterate: Please ensure that objection is made regarding the footstep that is sticking out. It is a trip hazard. Discussed under Planning Applications **item a, CB/19/01269/VOC**.

B28/0513 13. 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.

(Previous Minutes)

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.

Recommendations of the Town Centre Management Committee 4th June 2019

ITEMS FOR CONSIDERATION

a. Off Street Parking

Members are asked to consider a review of car park management. Statistics have been provided as an attachment to this agenda. The current parking orders were implemented in August 2018 following extended review and consultation. After an initial 'bedding in' period, issues with the car parks are now minimal and usage is increasing. The recent improvements to the network rail car parks have also increased capacity for commuter parking in the town.

It was **RESOLVED** that a working group is set up on the first available free Tuesday evening, that the Town Clerk chase Central Bedfordshire Council for the quarterly PCN reports.

b. Market

As part of an ongoing review of market layout and operations, the recommendation from the Town Centre Operations Manager is to retain the road closure. Members are asked to consider membership of a working group to review market layout and road closure.

It was **RESOLVED** that a working group is set up with to meet on 2nd July 2019 at 7.00pm.

c. Electric Vehicle Charging Points

Members are asked to consider investigating options for installation of electric vehicle charging points in Town Council car parks.

It was **RESOLVED** that officers investigate options for the installation of electric vehicle charging points.

d. A Boards, Tables and Chairs

Members are requested to consider adopting a revised policy, copy attached to this agenda.

It was **RESOLVED** that members send the Town Clerk any issues or changes to the document, to be revised with tracked changes, to be reviewed by CBC and brought back to the next meeting of the TCM. That the fees for tables and chairs should be no more than £25.00 per table.

Date :- 04/06/2019

BIGGLESWADE TOWN COUNCIL

Item 10a i Detailed Balance Sheet

Time :- 13:03

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 1

30/04/2019

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
	Total Fixed Assets	2,919,183	1,019,053	1,900,130
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	6,800		
100	DEBTORS - TOWN COUNCIL	16,945		
101	DEBTORS - ALLOTMENTS	515		
102	DEBTORS - PITCH HIRE	4,637		
103	DEBTORS - ORCHARD CENTRE	6,173		
105	VAT REFUNDS	4,937		
201	NATWEST CURRENT BANK A/C	100,965		
202	LLOYDS CURRENT BANK A/C	567,263		
204	LLOYDS SALARY A/C	89		
209	NATWEST CAPITAL RESERVE	256,264		
210	PETTY CASH	51		
212	CASH CHANGE FLOAT	24		
225	NATWEST 95 DAY ACCOUNT	450		
	Total Current Assets		965,112	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	23,910		
510	ACCRUALS	4,542		
525	ALLOTMENT DEPOSITS	3,150		
530	INC IN ADVANCE - COMMUTED	29,800		
537	SUNDRY CREDITORS	145		
550	MAYORS CHARITY FUND	100		
	Total Current Liabilities		61,647	
	Net Current Assets			903,465
	Total Assets less Current Liabilities			2,803,595
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	129,792		
430	LEASE CREDITOR (GROSS)	13,857		
435	LEASE CREDITOR (DEF'D INT)	-1,037		
	Total Long Term Liabilities		142,612	
	Total Assets less Total Liabilities			2,660,983
	<u>Represented By :-</u>			
301	CURRENT YEAR FUND	386,055		
310	GENERAL RESERVE	206,439		
349	ROLLING CAPITAL FUND	304,171		
350	CAPITAL FINANCING RESERVE	1,398,406		
451	DEF'D GRANTS APPLIED	608,674		
452	DEF'D GRANTS W/BACK	-242,762		

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 1 30/04/2019

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>
	Total Equity	2,660,983

04/06/2019

BIGGLESWADE TOWN COUNCIL

Item 10a ii Summary of I & Exp by
budget heading

13:02

Summary Income & Expenditure by Budget Heading 30/04/2019

Page No 1

Month No : 1

April 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Finance & General Purposes</u>								
101	B'SWADE MAGISTRATES COURT							
	Expenditure	1,025	1,025	6,280	5,255		5,255	16.3 %
	Income	106	106	6,280	-6,174			1.7 %
108	GRANTS (INCL S137)							
	Expenditure	34,642	34,642	32,017	-2,625		-2,625	108.2 %
109	CAPITAL EXPENDITURE							
	Expenditure	2,689	2,689	117,351	114,662		114,662	2.3 %
111	CORPORATE MANAGEMENT							
	Expenditure	12,526	12,526	100,778	88,252		88,252	12.4 %
	Income	505,586	505,586	1,016,058	-510,472			49.8 %
112	DEMOCRATIC REP'N & MGM'T							
	Expenditure	19,215	19,215	138,512	119,297		119,297	13.9 %
113	CIVIC ACTIVITIES & EXPENSES							
	Expenditure	60	60	4,600	4,540		4,540	1.3 %
115	ORCHARD COMMUNITY CENTRE							
	Expenditure	5,231	5,231	90,412	85,181		85,181	5.8 %
	Income	1,650	1,650	43,000	-41,350			3.8 %
901	CENTRAL SERVICES							
	Expenditure	0	0	-1,685	-1,685		-1,685	0.0 %
	Finance & General Purposes Expenditure	75,388	75,388	488,265	412,877	0	412,877	15.4 %
	Income	507,342	507,342	1,065,338	-557,996			47.6 %
	Net Expenditure over Income	-431,954	-431,954	-577,073	-145,119			

13:02

Summary Income & Expenditure by Budget Heading 30/04/2019

Month No : 1

April 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Public Land & Open Spaces</u>								
102 ALLOTMENTS	Expenditure	0	0	1,965	1,965		1,965	0.0 %
	Income	84	84	6,000	-5,916			1.4 %
104 BURIAL GROUNDS	Expenditure	9,336	9,336	83,872	74,536		74,536	11.1 %
	Income	1,666	1,666	19,000	-17,334			8.8 %
212 RECREATION GROUNDS	Expenditure	27,142	27,142	306,926	279,784		279,784	8.8 %
	Income	13	13	9,590	-9,577			0.1 %
902 WORKS SERVICES	Expenditure	0	0	58,570	58,570		58,570	0.0 %
	Public Land & Open Spaces Expenditure	36,478	36,478	451,333	414,855	0	414,855	8.1 %
	Income	1,764	1,764	34,590	-32,826			5.1 %
	Net Expenditure over Income	34,714	34,714	416,743	382,029			

Summary Income & Expenditure by Budget Heading 30/04/2019

Month No : 1

April 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Town Centre Management</u>								
103	STREET LIGHTS	Expenditure	46	46	500	454	454	9.1 %
105	CAR PARKS	Expenditure	4,659	4,659	75,744	71,085	71,085	6.2 %
		Income	2,794	2,794	50,000	-47,206		5.6 %
106	MARKET	Expenditure	2,226	2,226	28,560	26,334	26,334	7.8 %
		Income	961	961	16,500	-15,539		5.8 %
107	TOWN CENTRE GENERAL	Expenditure	6,161	6,161	98,143	91,982	91,982	6.3 %
110	PUBLIC CONVENIENCES	Expenditure	1,850	1,850	26,650	24,800	24,800	6.9 %
	Town Centre Management Expenditure		14,940	14,940	229,597	214,657	0	6.5 %
	Income		3,755	3,755	66,500	-62,745		5.6 %
	Net Expenditure over Income		11,185	11,185	163,097	151,912		
<u>INCOME - EXPENDITURE TOTALS</u>								
	Expenditure		126,806	126,806	1,169,195	1,042,389	0	10.8 %
	Income		512,861	512,861	1,166,428	-653,567		44.0 %
	Net Expenditure over Income		-386,055	-386,055	2,767	388,822		

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Accounts

BIGGLESWADE TOWN COUNCIL Item 10a iii Inc & Exp by Budget heading

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Detailed Income & Expenditure by Budget Heading 30/04/2019

Month No : 1

April 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							
4007 HEALTH & SAFETY	0	0	300	300		300	0.0 %
4011 RATES	1,171	1,171	11,800	10,629		10,629	9.9 %
4012 WATER RATES	146	146	500	354		354	29.2 %
4013 RENT	0	0	-29,920	-29,920		-29,920	0.0 %
4014 ELECTRICITY	-96	-96	3,000	3,096		3,096	-3.2 %
4015 GAS	-605	-605	2,000	2,605		2,605	-30.3 %
4016 CLEANING COSTS	70	70	9,000	8,930		8,930	0.8 %
4036 PROPERTY MAINTENANCE	0	0	4,000	4,000		4,000	0.0 %
4042 EQUIPT MAINT/REPAIR	0	0	1,000	1,000		1,000	0.0 %
4067 PEST CONTROL	0	0	100	100		100	0.0 %
4104 REFUSE COLLECTION	71	71	1,000	929		929	7.1 %
4110 FIRE PRECAUTIONS	0	0	1,500	1,500		1,500	0.0 %
4134 SECURITY/CCTV	268	268	2,000	1,732		1,732	13.4 %
B'SWADE MAGISTRATES COURT :- Expenditure	1,025	1,025	6,280	5,255	0	5,255	16.3 %
1081 INC-RENT	106	106	6,280	-6,174			1.7 %
B'SWADE MAGISTRATES COURT :- Income	106	106	6,280	-6,174			1.7 %
Net Expenditure over Income	919	919	0	-919			

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April 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
102	<u>ALLOTMENTS</u>							
4013	RENT	0	0	465	465		465	0.0 %
4037	GROUNDS MAINTENANCE	0	0	1,000	1,000		1,000	0.0 %
4067	PEST CONTROL	0	0	500	500		500	0.0 %
	ALLOTMENTS :- Expenditure	0	0	1,965	1,965	0	1,965	0.0 %
1087	INC-ALLOTMENTS	84	84	6,000	-5,916			1.4 %
	ALLOTMENTS :- Income	84	84	6,000	-5,916			1.4 %
	Net Expenditure over Income	-84	-84	-4,035	-3,951			

Month No : 1

April 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
103 STREET LIGHTS							
4014 ELECTRICITY	46	46	0	-46		-46	0.0 %
4174 BUS SHELTER MAINTENANCE	0	0	500	500		500	0.0 %
STREET LIGHTS :- Expenditure	46	46	500	454	0	454	9.1 %
Net Expenditure over Income	46	46	500	454			

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April 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
104 BURIAL GROUNDS							
4011 RATES	472	472	4,350	3,878		3,878	10.8 %
4012 WATER RATES	-28	-28	200	228		228	-14.1 %
4014 ELECTRICITY	324	324	150	-174		-174	215.7 %
4036 PROPERTY MAINTENANCE	925	925	1,000	75		75	92.5 %
4110 FIRE PRECAUTIONS	0	0	200	200		200	0.0 %
4178 PATHS MAINTENANCE	0	0	1,000	1,000		1,000	0.0 %
4901 C.S. SALARY RECHARGE	936	936	12,750	11,814		11,814	7.3 %
4902 W.S. SALARY RECHARGE	4,436	4,436	46,940	42,504		42,504	9.4 %
4911 C.S. O'HEAD RECHARGE	1,569	1,569	6,662	5,093		5,093	23.6 %
4912 W.S. O'HEAD RECHARGE	703	703	10,620	9,917		9,917	6.6 %
BURIAL GROUNDS :- Expenditure	9,336	9,336	83,872	74,536	0	74,536	11.1 %
1084 INC-BURIAL FEES	1,595	1,595	17,000	-15,405			9.4 %
1097 INC-MEMORIALS	71	71	2,000	-1,929			3.5 %
BURIAL GROUNDS :- Income	1,666	1,666	19,000	-17,334			8.8 %
Net Expenditure over Income	7,670	7,670	64,872	57,202			

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April 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
105 CAR PARKS							
4011 RATES	2,565	2,565	25,900	23,335		23,335	9.9 %
4021 TELEPHONE & FAX	0	0	600	600		600	0.0 %
4038 MAINTENANCE CONTRACT	-20	-20	0	20		20	0.0 %
4047 MATERIALS/TOOLS	0	0	2,000	2,000		2,000	0.0 %
4056 LEGAL EXPENSES	0	0	1,000	1,000		1,000	0.0 %
4092 Card Processing Fees	203	203	-2,000	-2,203		-2,203	-10.1 %
4108 SURFACE REPAIRS	0	0	3,000	3,000		3,000	0.0 %
4126 CAR PARK LEASE	0	0	26,001	26,001		26,001	0.0 %
4901 C.S. SALARY RECHARGE	234	234	3,188	2,954		2,954	7.3 %
4902 W.S. SALARY RECHARGE	1,109	1,109	11,735	10,626		10,626	9.4 %
4911 C.S. O'HEAD RECHARGE	392	392	1,665	1,273		1,273	23.6 %
4912 W.S. O'HEAD RECHARGE	176	176	2,655	2,479		2,479	6.6 %
CAR PARKS :- Expenditure	4,659	4,659	75,744	71,085	0	71,085	6.2 %
1088 INC-CAR PARKING FEES	2,474	2,474	30,000	-27,526			8.2 %
1089 INC - PARKING PERMITS WORK	317	317	15,000	-14,683			2.1 %
1189 INC-PARKING PERMITS RES	4	4	5,000	-4,996			0.1 %
CAR PARKS :- Income	2,794	2,794	50,000	-47,206			5.6 %
Net Expenditure over Income	1,864	1,864	25,744	23,880			

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April 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
106 MARKET							
4004 MARKET STAFF	409	409	5,250	4,841		4,841	7.8 %
4011 RATES	507	507	5,150	4,643		4,643	9.8 %
4014 ELECTRICITY	-778	-778	300	1,078		1,078	-259.2
4025 INSURANCE	0	0	550	550		550	0.0 %
4032 PUBLICITY	0	0	550	550		550	0.0 %
4047 MATERIALS/TOOLS	0	0	250	250		250	0.0 %
4081 Licences	0	0	333	333		333	0.0 %
4901 C.S. SALARY RECHARGE	780	780	10,625	9,845		9,845	7.3 %
4911 C.S. O'HEAD RECHARGE	1,308	1,308	5,552	4,244		4,244	23.6 %
MARKET :- Expenditure	2,226	2,226	28,560	26,334	0	26,334	7.8 %
1085 INC-TUESDAY MARKET RENTS	156	156	3,000	-2,844			5.2 %
1086 INC-SATURDAY MARKET RENTS	805	805	13,500	-12,695			6.0 %
MARKET :- Income	961	961	16,500	-15,539			5.8 %
Net Expenditure over Income	1,265	1,265	12,060	10,795			

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April 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
107 TOWN CENTRE GENERAL							
4001 STAFF SALARIES	2,067	2,067	24,800	22,733		22,733	8.3 %
4002 EMPLOYERS N.I	186	186	2,250	2,064		2,064	8.3 %
4003 EMPLOYERS SUPERANN.	492	492	6,000	5,508		5,508	8.2 %
4009 STAFF TRAVEL	5	5	0	-5		-5	0.0 %
4064 ANNUAL HANGING BASKETS	0	0	2,500	2,500		2,500	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	1,500	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	234	234	3,188	2,954		2,954	7.3 %
4902 W.S. SALARY RECHARGE	1,109	1,109	11,735	10,626		10,626	9.4 %
4911 C.S. O'HEAD RECHARGE	392	392	1,665	1,273		1,273	23.6 %
4912 W.S. O'HEAD RECHARGE	176	176	2,655	2,479		2,479	6.6 %
TOWN CENTRE GENERAL :- Expenditure	6,161	6,161	98,143	91,982	0	91,982	6.3 %
Net Expenditure over Income	6,161	6,161	98,143	91,982			

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April 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
108	GRANTS (INCL S137)							
4261	GRANTS UNDER OTHER	34,642	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	34,642	34,642	32,017	-2,625	0	-2,625	108.2 %
	Net Expenditure over Income	34,642	34,642	32,017	-2,625			

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April 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
109 CAPITAL EXPENDITURE							
4053 LOAN INTEREST	0	0	5,582	5,582		5,582	0.0 %
4253 LEASE INTEREST REPAID	33	33	242	209		209	13.8 %
4802 CP - New Computer Installation	10,301	10,301	0	-10,301		-10,301	0.0 %
4806 CP - Office Furn/Equipment	1,050	1,050	0	-1,050		-1,050	0.0 %
4842 CP - The Orchard Furniture & E	442	442	0	-442		-442	0.0 %
4900 ROLLING CAPITAL FUND	0	0	100,000	100,000		100,000	0.0 %
4980 LOAN REPAYMENT	0	0	9,453	9,453		9,453	0.0 %
4982 LEASE CAPITAL REPAID	414	414	2,074	1,660		1,660	19.9 %
4990 ASSET FUNDING FROM RCP	-9,551	-9,551	0	9,551		9,551	0.0 %
CAPITAL EXPENDITURE :- Expenditure	2,689	2,689	117,351	114,662	0	114,662	2.3 %
Net Expenditure over Income	2,689	2,689	117,351	114,662			

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April 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
110 PUBLIC CONVENIENCES							
4011 RATES	312	312	3,150	2,838		2,838	9.9 %
4012 WATER RATES	357	357	1,600	1,243		1,243	22.3 %
4014 ELECTRICITY	-160	-160	900	1,060		1,060	-17.8 %
4036 PROPERTY MAINTENANCE	1,340	1,340	2,500	1,160		1,160	53.6 %
4038 MAINTENANCE CONTRACT	0	0	18,500	18,500		18,500	0.0 %
PUBLIC CONVENIENCES :- Expenditure	1,850	1,850	26,650	24,800	0	24,800	6.9 %
Net Expenditure over Income	1,850	1,850	26,650	24,800			

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April 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
111	CORPORATE MANAGEMENT							
4057	AUDIT FEES	0	0	3,720	3,720		3,720	0.0 %
4901	C.S. SALARY RECHARGE	4,680	4,680	63,749	59,069		59,069	7.3 %
4911	C.S. O'HEAD RECHARGE	7,846	7,846	33,309	25,463		25,463	23.6 %
	CORPORATE MANAGEMENT :- Expenditure	12,526	12,526	100,778	88,252	0	88,252	12.4 %
1076	PRECEPT RECEIVED	505,529	505,529	1,011,058	-505,529			50.0 %
1096	INTEREST RECEIVED	57	57	5,000	-4,943			1.1 %
	CORPORATE MANAGEMENT :- Income	505,586	505,586	1,016,058	-510,472			49.8 %
	Net Expenditure over Income	-493,060	-493,060	-915,280	-422,220			

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April 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
112 DEMOCRATIC REP'N & MGMT							
4024 SUBSCRIPTIONS	2,514	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	0	0	4,000	4,000		4,000	0.0 %
4901 C.S. SALARY RECHARGE	6,240	6,240	85,000	78,760		78,760	7.3 %
4911 C.S. O'HEAD RECHARGE	10,461	10,461	44,412	33,951		33,951	23.6 %
DEMOCRATIC REP'N & MGMT :- Expenditure	19,215	19,215	138,512	119,297	0	119,297	13.9 %
Net Expenditure over Income	19,215	19,215	138,512	119,297			

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April 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
113 CIVIC ACTIVITIES & EXPENSES							
4008 STAFF TRAINING	0	0	1,500	1,500		1,500	0.0 %
4009 STAFF TRAVEL	0	0	500	500		500	0.0 %
4112 TOWN MAYOR'S ALLOW.	0	0	1,000	1,000		1,000	0.0 %
4166 TWINNING	0	0	500	500		500	0.0 %
4179 CIVIC FUNCTIONS	60	60	1,000	940		940	6.0 %
4180 CIVIC REGALIA REPAIRS ETC	0	0	100	100		100	0.0 %
CIVIC ACTIVITIES & EXPENSES :- Expenditure	60	60	4,600	4,540	0	4,540	1.3 %
Net Expenditure over Income	60	60	4,600	4,540			

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April 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
115	ORCHARD COMMUNITY CENTRE							
4001	STAFF SALARIES	4,395	4,395	42,465	38,070		38,070	10.3 %
4002	EMPLOYERS N.I	408	408	4,990	4,582		4,582	8.2 %
4003	EMPLOYERS SUPERANN.	1,046	1,046	10,107	9,061		9,061	10.3 %
4007	HEALTH & SAFETY	0	0	500	500		500	0.0 %
4011	RATES	0	0	5,500	5,500		5,500	0.0 %
4012	WATER RATES	0	0	600	600		600	0.0 %
4014	ELECTRICITY	39	39	10,000	9,961		9,961	0.4 %
4015	GAS	-662	-662	4,500	5,162		5,162	-14.7 %
4016	CLEANING COSTS	-30	-30	4,000	4,030		4,030	-0.8 %
4020	MISC. ESTABLISH.COST	0	0	500	500		500	0.0 %
4021	TELEPHONE & FAX	0	0	1,200	1,200		1,200	0.0 %
4026	COMPUTER	0	0	2,500	2,500		2,500	0.0 %
4032	PUBLICITY	0	0	500	500		500	0.0 %
4036	PROPERTY MAINTENANCE	0	0	1,000	1,000		1,000	0.0 %
4038	MAINTENANCE CONTRACT	36	36	1,500	1,464		1,464	2.4 %
4042	EQUIPT MAINT/REPAIR	0	0	200	200		200	0.0 %
4081	Licences	0	0	150	150		150	0.0 %
4128	EQUIPMENT	0	0	200	200		200	0.0 %
	ORCHARD COMMUNITY CENTRE :- Expenditure	5,231	5,231	90,412	85,181	0	85,181	5.8 %
1078	INC-MISC GRANTS	0	0	18,000	-18,000			0.0 %
1082	INC-LETTINGS	1,650	1,650	25,000	-23,350			6.6 %
	ORCHARD COMMUNITY CENTRE :- Income	1,650	1,650	43,000	-41,350			3.8 %
	Net Expenditure over Income	3,581	3,581	47,412	43,831			

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April 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
212 RECREATION GROUNDS							
4011 RATES	445	445	4,550	4,105		4,105	9.8 %
4012 WATER RATES	-7	-7	11,000	11,007		11,007	-0.1 %
4013 RENT	0	0	1	1		1	0.0 %
4014 ELECTRICITY	533	533	5,000	4,467		4,467	10.7 %
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	599	599	6,500	5,901		5,901	9.2 %
4039 PLAY. EQUIP. MAINT.	0	0	3,000	3,000		3,000	0.0 %
4043 FENCING & GATES	0	0	1,000	1,000		1,000	0.0 %
4044 TREES & PLANTS	496	496	2,500	2,005		2,005	19.8 %
4067 PEST CONTROL	0	0	1,500	1,500		1,500	0.0 %
4100 FERT./SEEDS/WEEDKILL	0	0	2,000	2,000		2,000	0.0 %
4104 REFUSE COLLECTION	409	409	1,000	591		591	40.9 %
4110 FIRE PRECAUTIONS	0	0	750	750		750	0.0 %
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	2,496	2,496	34,000	31,504		31,504	7.3 %
4902 W.S. SALARY RECHARGE	15,525	15,525	164,290	148,765		148,765	9.4 %
4911 C.S. O'HEAD RECHARGE	4,185	4,185	17,765	13,580		13,580	23.6 %
4912 W.S. O'HEAD RECHARGE	2,461	2,461	37,170	34,709		34,709	6.6 %
RECREATION GROUNDS :- Expenditure	27,142	27,142	306,926	279,784	0	279,784	8.8 %
1081 INC-RENT	0	0	5,240	-5,240			0.0 %
1083 INC-PITCH HIRE	13	13	4,000	-3,987			0.3 %
1091 INC-MISCELLANEOUS	0	0	350	-350			0.0 %
RECREATION GROUNDS :- Income	13	13	9,590	-9,577			0.1 %
Net Expenditure over Income	27,128	27,128	297,336	270,208			

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April 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
901	CENTRAL SERVICES							
4001	STAFF SALARIES	11,890	11,890	144,125	132,235		132,235	8.2 %
4002	EMPLOYERS N.I	1,065	1,065	12,750	11,685		11,685	8.4 %
4003	EMPLOYERS SUPERANN.	2,644	2,644	34,300	31,656		31,656	7.7 %
4007	HEALTH & SAFETY	0	0	2,500	2,500		2,500	0.0 %
4008	STAFF TRAINING	0	0	3,000	3,000		3,000	0.0 %
4009	STAFF TRAVEL	224	224	3,500	3,276		3,276	6.4 %
4010	MISC. STAFF COSTS	0	0	500	500		500	0.0 %
4013	RENT	0	0	29,920	29,920		29,920	0.0 %
4020	MISC. ESTABLISH.COST	0	0	250	250		250	0.0 %
4021	TELEPHONE & FAX	299	299	7,600	7,301		7,301	3.9 %
4022	POSTAGE	0	0	1,000	1,000		1,000	0.0 %
4023	STATIONERY	392	392	5,000	4,608		4,608	7.8 %
4025	INSURANCE	19,957	19,957	21,000	1,043		1,043	95.0 %
4026	COMPUTER	1,979	1,979	24,000	22,021		22,021	8.2 %
4027	PHOTOCOPIER	203	203	3,500	3,297		3,297	5.8 %
4031	ADVERTISING	0	0	400	400		400	0.0 %
4032	PUBLICITY	430	430	3,500	3,070		3,070	12.3 %
4051	BANK CHARGES	128	128	1,500	1,372		1,372	8.6 %
4056	LEGAL EXPENSES	1,000	1,000	1,000	0		0	100.0 %
4058	PROFESSIONAL FEES	0	0	5,000	5,000		5,000	0.0 %
4060	OFFICE EQUIPMENT	1,479	1,479	500	-979		-979	295.8 %
4073	PAYROLL BUREAU FEES	-380	-380	2,000	2,380		2,380	-19.0 %
4074	ACCOUNTANCY FEES	442	442	15,000	14,558		14,558	2.9 %
4901	C.S. SALARY RECHARGE	-15,599	-15,599	-212,500	-196,901		-196,901	7.3 %
4911	C.S. O'HEAD RECHARGE	-26,153	-26,153	-111,030	-84,877		-84,877	23.6 %
	CENTRAL SERVICES :- Expenditure	0	0	-1,685	-1,685	0	-1,685	0.0 %
	Net Expenditure over Income	0	0	-1,685	-1,685			

Month No : 1

April 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
902 WORKS SERVICES							
4001 STAFF SALARIES	17,358	17,358	212,350	194,992		194,992	8.2 %
4002 EMPLOYERS N.I	1,502	1,502	18,650	17,148		17,148	8.1 %
4003 EMPLOYERS SUPERANN.	3,318	3,318	50,550	47,232		47,232	6.6 %
4007 HEALTH & SAFETY	0	0	500	500		500	0.0 %
4008 STAFF TRAINING	0	0	2,500	2,500		2,500	0.0 %
4009 STAFF TRAVEL	69	69	500	431		431	13.8 %
4010 MISC. STAFF COSTS	0	0	300	300		300	0.0 %
4014 ELECTRICITY	49	49	50	1		1	97.9 %
4021 TELEPHONE & FAX	0	0	1,000	1,000		1,000	0.0 %
4041 EQUIPMENT HIRE	48	48	400	352		352	12.0 %
4042 EQUIPT MAINT/REPAIR	368	368	4,000	3,632		3,632	9.2 %
4046 VEHICLE LEASING	324	324	12,000	11,676		11,676	2.7 %
4047 MATERIALS/TOOLS	1,131	1,131	5,000	3,869		3,869	22.6 %
4048 VEHICLE MAINT/REPAIR	1,213	1,213	15,000	13,787		13,787	8.1 %
4049 VEHICLE FUEL	0	0	8,000	8,000		8,000	0.0 %
4050 VEHICLE TAX	0	0	270	270		270	0.0 %
4103 PROTECTIVE CLOTHING	0	0	2,500	2,500		2,500	0.0 %
4119 SKIP HIRE	314	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	-22,179	-22,179	-234,700	-212,521		-212,521	9.4 %
4912 W.S. O'HEAD RECHARGE	-3,516	-3,516	-53,100	-49,584		-49,584	6.6 %
WORKS SERVICES :- Expenditure	0	0	58,570	58,570	0	58,570	0.0 %
Net Expenditure over Income	0	0	58,570	58,570			

Date: 04/06/2019

BIGGLESWADE TOWN COUNCIL

Item 10a iv Current bank
acc, receipts & payments

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Lloyds Current A/C

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Payments made between 01/04/2019 and 30/04/2019

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/04/2019	Portfolio Events	000159	71.88		11.98	4179	113	59.90	Bill Grimsby Visit
01/04/2019	V O'Keefe	000160	100.00		16.67	1189	105	83.33	Refund Residents Permit
01/04/2019	Wealden Benches	000161	529.95		88.32	4842	109	441.63	3 Seat Bench
01/04/2019	2nd Biggleswade Rainbows	000162	125.00			4261	108	125.00	2nd Biggleswade Rainbows
01/04/2019	Autism Bedfordshire	000163	500.00			4261	108	500.00	Autism Bedfordshire
01/04/2019	Biggleswade FM	000164	1,850.00			4261	108	1,850.00	Biggleswade FM
01/04/2019	Biggleswade ATC Squadron	000165	500.00			4261	108	500.00	Biggleswade ATC Squadron
01/04/2019	Biggleswade Community Safety	000166	800.00			4261	108	800.00	Biggleswade Community Safety
01/04/2019	Biggleswade First Aid Club	000167	380.00			4261	108	380.00	Biggleswade First Aid Club
01/04/2019	Biggleswade Good Neighbour	000168	400.00			4261	108	400.00	Biggleswade Good Neighbour
01/04/2019	Biggleswade History Society	000169	750.00			4261	108	750.00	Biggleswade History Society
01/04/2019	Citizens advice Mid Bedford	00017	750.00			4261	108	750.00	Citizens advice Mid Bedford
01/04/2019	Biggleswade Railway Committee	000170	50.00			4261	108	50.00	Biggleswade Railway Committee
01/04/2019	Biggleswade Scout & Guide	000171	1,000.00			4261	108	1,000.00	Biggleswade Scout & Guide Show
01/04/2019	Biggleswade Scout Group	000172	1,000.00			4261	108	1,000.00	Biggleswade Scout Group
01/04/2019	Biggleswade Sea Cadets	000173	1,000.00			4261	108	1,000.00	Biggleswade Sea Cadets
01/04/2019	Biggleswade Sports	000174	500.00			4261	108	500.00	Biggleswade Sports
01/04/2019	Biggleswade Town Cricket Club	000175	2,000.00			4261	108	2,000.00	Biggleswade Town Cricket Club
01/04/2019	Careres in Bedfordshire	000176	2,000.00			4261	108	2,000.00	Careres in Bedfordshire
01/04/2019	East Beds Community Bus	000178	500.00			4261	108	500.00	East Beds Community Bus
01/04/2019	Ivel Flix	000179	200.00			4261	108	200.00	Ivel Flix
01/04/2019	Magpas Air Ambulance	000180	500.00			4261	108	500.00	Magpas Air Ambulance
01/04/2019	Revitalise Respite Holidays	000181	1,062.00			4261	108	1,062.00	Revitalise Respite Holidays
01/04/2019	St Andrews Lower School PTFA	000182	1,000.00			4261	108	1,000.00	St Andrews Lower School PTFA
01/04/2019	The Avenue (Autism)	000183	400.00			4261	108	400.00	The Avenue (Autism)
01/04/2019	The Need Project	000184	500.00			4261	108	500.00	The Need Project
01/04/2019	Keech Hospice Care	000185	1,000.00			4261	108	1,000.00	Keech Hospice Care
01/04/2019	BRCC	000186	11,250.00			4261	108	11,250.00	BRCC
01/04/2019	BRCC	000187	2,000.00			4261	108	2,000.00	BRCC
05/04/2019	David Brown	000188	60.00		10.00	1189	105	50.00	Rose Lane Res Permit Refund
08/04/2019	ADT Fire & Security plc	200748	321.16	321.16		501			1-Alarm
Sub Total Carried Forward			33,099.99	321.16	126.97			32,651.86	

Date: 04/06/2019

BIGGLESWADE TOWN COUNCIL

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Lloyds Current A/C

Payments made between 01/04/2019 and 30/04/2019

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Details
								Maint/monitoring
08/04/2019	CoolerAid Ltd	200749	26.82	26.82		501		2064-3 x 19l water
08/04/2019	Anglian Water Business Ltd. (N	200750	41.90	41.90		501		6-Toilets Water 7.1-6.4.19
08/04/2019	Anglian Water Business Ltd. (N	200751	31.79	31.79		501		3-Cemetery Water 4.1.19-3.4.19
08/04/2019	Anglian Water Business Ltd. (N	200752	41.90	41.90		501		5-Rec Water 4.1.19-3.4.19
08/04/2019	Anglian Water Business Ltd. (N	200753	196.56	196.56		501		8-Rec Water 4.1.19-3.4.19
08/04/2019	Anglian Water Business Ltd. (N	200754	106.95	106.95		501		2-Water Charges 1.4-6.4.19
08/04/2019	Anglian Water Business Ltd. (N	200755	658.35	658.35		501		7-Toilets Water 7.1.19-6.4.19
08/04/2019	Arlesey Car and Commercials Lt	200756	120.00	120.00		501		2053-MA13 UCN Diagnostic test
08/04/2019	George Browns Ltd	200757	1,720.42	1,720.42		501		2056-LK66 HFY Repairs
08/04/2019	BHIB Limited	200758	19,866.96	19,866.96		501		2055-Vehicle Ins 19/20
08/04/2019	Rosetta Publishing Ltd	200759	258.00	258.00		501		2086-Beds Bulletin Apr 19
08/04/2019	Chandlers (Farm Equipment) Ltd	200760	39.30	39.30		501		2061-Lower link ball
08/04/2019	Chubb Fire Ltd	200761	428.78	428.78		501		2063-Fire Alarm service
08/04/2019	CPM Playgrounds Limited	200762	414.00	414.00		501		1093-See-saw repairs
08/04/2019	FarmServe Ltd	200763	1,392.60	1,392.60		501		2067-Chipper & Topper repairs
08/04/2019	Flowbird Smart City UK Ltd	200764	240.24	240.24		501		10-Smartflo May 19
08/04/2019	Harrier Office Supplies Ltd	200765	67.53	67.53		501		2069-Stationery
08/04/2019	Hawkins Historic Ltd	200766	1,109.42	1,109.42		501		11-Cemetery Chapel inspection
08/04/2019	Henlow Building Supplies	200767	332.89	332.89		501		2070-Decorating materials
08/04/2019	ICCM Inc	200768	95.00	95.00		501		12-ICCM Subs 19/20
08/04/2019	The Lion Press (Sandy) Ltd	200769	153.60	153.60		501		2081-A1 Posters
08/04/2019	Main Event Products Ltd	200770	1,596.60	1,596.60		501		2082-Strongpole System
08/04/2019	Node IT Solutions Ltd	200771	1,172.40	1,172.40		501		Purchase Ledger
08/04/2019	Equip4work Limited	200772	1,974.00	1,974.00		501		2083-2 x Visitor chairs
08/04/2019	Professional Pest Management	200773	2,016.00	2,016.00		501		2084-Pgeon guano clearance
08/04/2019	RIGBY TAYLOR LTD	200774	102.30	102.30		501		2085-fertiliser/Seeds/Wee
08/04/2019	DCK Accounting Solutions Ltd	200775	1,030.08	1,030.08		501		2066-Accountancy Mar 19
08/04/2019	R & C Hyett	200776	2,480.00	2,480.00		501		20-OCH Cleaning Mar 19
Sub Total Carried Forward			70,814.38	38,035.55	126.97		32,651.86	

Lloyds Current A/C

Payments made between 01/04/2019 and 30/04/2019

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
08/04/2019	Hire or Buy Group Ltd	200777	30.00	30.00		501			2079-Pressure washer repairs
08/04/2019	Spaldings UK Limited	200778	435.00	435.00		501			2087-Stihl Hedgetrimmer
08/04/2019	Spectra Carpets Ltd	200779	77.40	77.40		501			2089-Floor tiles
08/04/2019	Turfcare Leisure Services Ltd	200780	690.47	690.47		501			22-Bowling Green Maint Apr 19
08/04/2019	The Tree People Bedford Ltd	200781	2,850.00	2,850.00		501			2091-Tree Works
08/04/2019	TRAVIS PERKINS TRADING CO	200782	18.43	18.43		501			2090-Luggage straps/Bungee cor
08/04/2019	Ampower -50971 Traders	DDR1	9.00	9.00		501			Purchase Ledger
08/04/2019	Ampower - 15924 -Lindsell Pavi	DDR10	987.06	987.06		501			2314-Lindsell Electricity
08/04/2019	Ampower -28784 Garage Rec,	DDR2	10.00	10.00		501			Purchase Ledger
08/04/2019	Childcare Vouchers Limited	DDR3	10.72	10.72		501			9-Childcare Vouchers
08/04/2019	Ampower - 83921 Changing	DDR4	15.00	15.00		501			Purchase Ledger
08/04/2019	Ampower - 94332, Off, Stratton	DDR5	93.27	93.27		501			2325-S/Way Electricity
08/04/2019	Ampower-97673 Courthouse	DDR6	254.00	254.00		501			Purchase Ledger
08/04/2019	Ampower - 28552 Drove Road	DDR7	327.00	327.00		501			Purchase Ledger
08/04/2019	Ampower - 73506 - Old Court Ho	DDR8	350.00	350.00		501			Purchase Ledger
08/04/2019	Ampower G81907-Kings Reach	DDR9	600.00	600.00		501			Purchase Ledger
09/04/2019	HM Revenue & Customs	200783	9,416.17	9,416.17		501			2094-PAYE/NI Mar 19
09/04/2019	Bedfordshire Pension Fund	200784	8,741.53	8,741.53		501			2095-Pensions Mar 19
09/04/2019	Unison	200785	11.50	11.50		501			2096-Union Fees Mar 19
10/04/2019	Lloyds Salary A/C	TFR	10.40			202		10.40	
10/04/2019	Lloyds Salary A/C	TFR	27,885.49			202		27,885.49	
11/04/2019	Node IT Solutions Ltd	DDR	2,342.94	2,342.94		501			14-IT Support Apr 19
15/04/2019	J Burnham	000189	25.00		4.17	1189	105	20.83	Dan Albone Worker permit refund
16/04/2019	Lloyds Bank	DDR	107.95			4051	901	107.95	Bank Charges
17/04/2019	Ampower- 22579 Cemetery	DDR11	9.00	9.00		501			Purchase Ledger
17/04/2019	Ampower - 32140, Market Stalls	DDR12	22.00	22.00		501			Purchase Ledger
17/04/2019	Ampower-51200 Festive Lighting	DDR13	25.00	25.00		501			Purchase Ledger
17/04/2019	Ampower-41039 Unmetered	DDR14	38.88	38.88		501			23-S/Light Elec Mar 19
17/04/2019	Ampower -85687-Changing	DDR15	64.00	64.00		501			Purchase Ledger
17/04/2019	Ampower - 65207, Community	DDR16	122.00	122.00		501			Purchase Ledger
17/04/2019	Ampower - 50740 Market Sq	DDR17	145.00	145.00		501			Purchase Ledger
17/04/2019	Ampower - 41260 Unmetered	DDR18	706.35	706.35		501			2316-S/Lights Electricity
18/04/2019	AIB Merchant Services	DDR1	38.08	38.08		501			2051-Car Processing Mar 19
23/04/2019	EE - DDR	DDR2	294.04	294.04		501			Purchase Ledger
24/04/2019	Anglian Water Business Ltd. (N	200786	115.70	115.70		501			2221/Water March
Sub Total Carried Forward			127,692.76	66,885.09	131.14			60,676.53	

Lloyds Current A/C

Payments made between 01/04/2019 and 30/04/2019

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									19
24/04/2019	Belron UK Limited	200787	107.76	107.76		501			2234/Motorist Excess
24/04/2019	George Browns Ltd	200788	780.54	780.54		501			2210/Vehicle repair items
24/04/2019	L. Bennett & Son Ltd	200789	4.42	4.42		501			2241/WOT AMP Glass
24/04/2019	Rosetta Publishing Ltd	200790	258.00	258.00		501			2235/Debs Bulletin May 19
24/04/2019	Climate By Design	200791	329.40	329.40		501			2236/Work on air condition-JAN
24/04/2019	Central Bedfordshire Council	200792	2,625.00	2,625.00		501			2206/S278 Small works-Drove Rd
24/04/2019	C Keeble	200793	495.50	495.50		501			2215/Misc plants and trees
24/04/2019	Deeping Direct Limited	200794	57.60	57.60		501			2208/Hire 20ft container
24/04/2019	J R GOLDTHORPE & SON	200795	546.68	546.68		501			2229/Misc maint tools
24/04/2019	Harrier Office Supplies Ltd	200796	279.25	279.25		501			22224/Toilet rolls + hand towe
24/04/2019	Herts CCTV Partnership Ltd	200797	1,800.00	1,800.00		501			2205/CCTV monitoring - Bus sta
24/04/2019	The Lion Press (Sandy) Ltd	200798	57.60	57.60		501			2223/500 business cards
24/04/2019	Lyco Group Limited	200799	25.24	25.24		501			2214/Daylight LED GU10
24/04/2019	Mick George Recycling Ltd	200800	40.61	40.61		501			2222/Waste collection
24/04/2019	Node IT Solutions Ltd	200801	12,481.61	12,481.61		501			2237/PC01: PC-Bun x 9
24/04/2019	F D O'Dell & Sons Ltd	200802	377.00	377.00		501			2216/Skip hire on April
24/04/2019	DCK Accounting Solutions Ltd	200803	2,043.66	2,043.66		501			2207/Extra time on accounts
24/04/2019	Ricoh UK Ltd	200804	1,048.24	1,048.24		501			2217/Copier rental QTr4
24/04/2019	Hire or Buy Group Ltd	200805	222.30	222.30		501			2239/Red trimmer line
24/04/2019	STOTFOLD ENGINEERING CO	200806	90.00	90.00		501			2220/Repair to bent blade
24/04/2019	Spaldings UK Limited	200807	649.64	649.64		501			2218/Misc maint tools
24/04/2019	CNXL Chq 200678	REV200678	-1,422.06	-1,422.06		501			CNXL Chq 200678
29/04/2019	Cancelled Chq	000190	0.00					0.00	
29/04/2019	Reesink Turfcare	000191	223.58		37.26	4048	902	186.32	Ride on Mower Blades
29/04/2019	Big Tyres	000192	153.60		25.60	4048	902	128.00	Mower tyres
29/04/2019	Kubota Finance	Std Ord	536.40		89.40	350		-413.56	Kubota Finance Leasing
						4982	109	413.56	Kubota Finance Leasing
Sub Total Carried Forward			151,504.33	89,783.08	283.40			60,990.85	

Date: 04/06/2019

BIGGLESWADE TOWN COUNCIL

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Lloyds Current A/C

Payments made between 01/04/2019 and 30/04/2019

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>
						4253	109	33.44	Kubota Finance Leasing
						435		-33.44	Kubota Finance Leasing
						430		447.00	Kubota Finance Leasing
30/04/2019	Lex Autolease Ltd	DDR3	389.02	389.02		501			2213/Rental charge -April
Total Payments :			151,893.35	90,172.10	283.40			61,437.85	



Biggleswade Town Council

Internal Audit Report 2018-19: Final

Sally King

For Auditing Solutions Ltd

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Biggleswade Town Council since 2004,

This report sets out the work undertaken in relation to the 2018-19 financial year, during our visits on 7th November 2018, 8th January 2019 and 14th May 2019.

Internal Audit Approach

In undertaking our review for the year 2018-19, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Annual Governance and Accountability Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We are pleased to conclude that, in the areas examined to date, the Council continues to have effective systems in place to help ensure that transactions are free from material misstatement and that they will be reported accurately in the Annual Return and detailed Statement of Accounts for the financial year.

We are again pleased to acknowledge that Council members and officers continue to operate a sound, pro-active approach to risk management and corporate governance issues, together with the development and management of effective internal controls and procedural documentation.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- Noted that third party contractors (DCK Accounting Services Ltd) continue to undertake the majority of the Council's financial transaction processing on Omega, generally fortnightly;
- Ensured that an appropriate coding structure remains in place on the Omega accounting system to meet the needs of the Council's reporting requirements;
- Agreed the year's opening balances on the Omega accounting records to those reported in the closing Statement of Accounts and Annual Return for 2017-18;
- Ensured that the financial ledger remains in balance at the present date;
- Checked and agreed transactions in both the Council's Current and Business Reserve account cashbooks for Lloyds and NatWest to the relevant bank account statements for four sample months. April & September 2018 on the first visit, October 2018 on the second visit and March 2019 on the final visit. This included all inter-account "sweep" transfers for the same months.
- Checked detail on the Omega based bank account reconciliations for the four sample months, to ensure that no long-standing, uncleared cheques or other anomalous entries exist.

Conclusions

We are pleased to report that no matters arise in this area of our review process warranting formal comment or recommendation.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders; that financial transactions are made in accordance with the extant Financial Regulations and that we have a reasonable chance of identifying any actions of a potentially unlawful nature that have been or may be considered for implementation. Consequently: -

- We have commenced our review of the full Council and standing Committee minutes for the financial year to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist; and
- We note that Standing Orders and Financial Regulations were reviewed and approved at the September 2018 meeting by the Finance & Administration Committee.
- We have continued our examination of the minutes of Full Council and its standing Committees the end of March 2019 to ensure that, as far as we can practically be

expected to be aware, no issues exist affecting the Council's financial stability either in the short, medium or long-term exist.

Conclusions

We are pleased to report that no issues have been identified in this area, warranting further comment.

Review of Expenditure

Our aim here is to ensure that, in addition to confirming that sound financial control procedures are in place: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Appropriate procedures are in place to ensure compliance with the Council's SOs and FRs with regard to tendering and quotation action noting that the FRs require a revised formal tender for procurement as detailed above;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- Where applicable, appropriate contracting arrangements are in place and that they comply with the Council's current Standing Orders and Financial Regulations;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

To ensure compliance with the above criteria, we have examined a sample of 70 payments processed in the financial year to date. Our test sample provides a broad cross section of expenditure and supplier invoices totalling £494,250 and equates to 54% of total non-pay related expenditure.

It was noted that VAT Returns continue to be filed electronically on a quarterly basis and have been submitted for the full financial year of 2018/2019.

Conclusions

We are pleased to report that no issues have been identified in this area, warranting further comment.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also

ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- We have noted that the Financial Risk Assessment Registers were reviewed by F & GP Committee in January 2019 minute ref. 15/0107.1 d). It was recommended to take this forward to the Town Council for formal approval.
- We note that the Council's insurance cover continues to be provided by Aon, with a separate policy for the vehicle fleet with Allianz) and have examined the current year's policy schedule (to March 2019): both Public and Employer's Liability remain at £10 million whilst Fidelity Guarantee remains at £1 million.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an appropriate budget and the formal determination of the amount to be precepted on the District Council or local Unitary Authority (where applicable), that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

From our review of the minutes it was noted that members continue to be provided with regular management accounting information;

It was also noted that the budget was considered at the January F&GP Committee before recommendation to the Full Council, minute ref. 15/0107.1 a).

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Review of Income

Our objective in this area is to ensure that all income due to the Council is identified for prompt recovery and banking. In addition to the precept, the Council receives income from a variety of other sources including playing field hire, allotments, cemetery, general and farmers markets. The rooms at Saffron Road are hired by various organisations; including counselling services, polygraph testing and police for disciplinary hearings.

- Invoices for the 220 allotments are raised at the Orchard Centre by DCK Accounting Services in September each year.
- It was noted that fees for the burials, allotments, markets and facilities hire were reviewed and approved at F & GP Committee in January 2019 minute ref. 15/0107.1 c).

- We have reviewed the Resident and Worker parking permit scheme which is a new income stream. Biggleswade residents and workers can apply for parking permits for the council's three car parks, Rose Lane, St Andrews Street and Dan Albone. After completion of the application form and provision of proof of eligibility the permit is approved by the Clerk or Deputy Clerk. The system is managed on an excel spreadsheet. Payments are only accepted by cash or cheque which are banked on a weekly basis.

Conclusions

We are pleased to report that no significant issues have been identified in the areas reviewed.

Petty Cash Account

We are required, as part of the annual Internal Audit Certification process on the Annual Return, to indicate the soundness of controls in this area of the Council's financial activities and note that there is an imprest style petty cash scheme.

We have reviewed the Petty Cash vouchers and reconciliation file to ensure that the system continues to operate effectively, also checking the physical cash held against the control record maintained at the date of the second visit on 8th January 2019.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Salaries and Wages

We have continued our examination of the payroll procedures in place and the physical payments made to staff to date in 2018-19 by reference to the December 2018 documentation, which included two new staff members. The underlying detail for which continues to be produced by a local bureau provider (GH Online) utilising bespoke payroll software. Consequently:

- Gross pay rates have been checked to ensure that the NJC pay award for 2018-19 had been duly implemented;
- PAYE Tax Codes and National Insurance Table Rates have been checked to ensure that appropriate allowances are being applied for the year following the annual budgetary increases in personal allowances with effect from April 2018;
- Local Government Pension Scheme deduction rates have been checked to ensure they are in accord with the revisions to the bases of employee contributions, most latterly with effect from 1st April 2018 (albeit relatively minor changes to the salary banding widths);
- Variable hours and expenses have been verified to individuals' timesheets and claim forms;
- We have checked and agreed the net pay computations on pay slips to the payroll summaries and resultant bank statement and cashbook transactions; and

- We note that electronic monthly returns are made in a timely and accurate manner in accord with current HMRC legislation (aka Real Time Initiative).

Conclusions

We are pleased to record that no issues have been identified in this area.

Investments and Loans

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place and that the Council is obtaining the best rate of return on any such investments made and that interest earned is brought to account correctly and appropriately in the accounting records.

The Council currently has existing PWLB liabilities and we have checked and agreed the instalment repayments for 2018-19 in September 2018 and March 2019 to third party advice notes as part of the higher value supplier testing reported earlier in this resume.

The Council currently has no specific “funds in investment” with all monies held in instantly accessible bank accounts as tested and reported elsewhere in this resume.

Conclusions

We are pleased to record that no issues have currently been identified in this area.

Asset Register

The Governance and Accountability Manual requires all councils to develop and maintain a register of assets identifying detail of all land, buildings, vehicles, furniture and equipment owned by the Council.

We are pleased to note that the Council holds a detailed asset register which has been updated to include additions and disposals for 2018/19.

Conclusion

We are pleased to report that no matters have arisen in this area of our review warranting formal comment or recommendation.

Statement of Accounts and Annual Return

The Accounts and Audit Regulations require all Councils to prepare annually a Statement of Accounts in the AGAR, which now forms the statutory Accounts subject to external audit scrutiny and certification.

We have checked and agreed entries in the Statement of Accounts generated by the accounting software to the underlying Trial Balance and other documentation provided. Similarly, we have checked and agreed the financial data reported to the AGAR.

Conclusions

No issues have been identified in relation to the verification of detail in the Statement of Accounts and AGAR this year.

On the basis of our detailed work during the course of the year on the Council's systems of financial control and content of the detailed Statement of Accounts and that summarised detail set out in the AGAR, we have signed off the Internal Audit Report of the AGAR assigning positive assurances, in each relevant area.

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	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
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	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

*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:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

Authority web address

AUTHORITY WEBSITE ADDRESS

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 – To agree with bank reconciliation.
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:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Biggleswade Town Council

Unaudited Financial Statements

For the year ended 31 March 2019

Biggleswade Town Council

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31 March 2019

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Biggleswade Town Council

Council Information

31 March 2019

(Information current at 11th June 2019)

Town Mayor

Cllr M. A. Russell

Councillors

Cllr F. S. Foster (Deputy Mayor)

Cllr D. Albone

Cllr I. J. Bond

Cllr K. Brown

Cllr G. Fage

Cllr Ms L. A. Fage

Cllr M. Foster

Cllr M. A. R. Knight

Cllr M. North

Cllr R. M. Pullinger

Cllr Mrs H. Ramsay

Cllr D. A. Strachan

Cllr C. Thomas

Cllr J. Woodhead

Town Clerk

R. McGregor CiLCA

Auditors

Mazars LLP

Salvus House

Aykley Heads

Durham

DH1 5TS

Internal Auditors

Auditing Solutions Limited

Clackerbrook Farm

46 The Common

Bromham

Chippenham

Wiltshire

SN15 2JJ

Biggleswade Town Council
Statement of Responsibilities
31 March 2019

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Town Clerk, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2019 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Biggleswade Town Council at 31 March 2019, and its income and expenditure for the year ended 31 March 2019.

Signed:

R. McGregor CiLCA- Town Clerk

Date:

Biggleswade Town Council
Statement of Accounting Policies
31 March 2019

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

land and buildings are included in the balance sheet at Depreciated Replacement Cost (DRC). The DRC basis of valuation requires an estimate of the value of the land in its existing use, together with the current replacement cost of the building and its external works, from which appropriate deductions have been made to reflect the age, condition, economic, functional and environmental obsolescence and other locational factors which might result in the existing building being worth less than a new replacement building,

all other assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and /or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

Biggleswade Town Council
Statement of Accounting Policies
31 March 2019

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 5 to 10 years on a straight line basis.

Play equipment is depreciated over 20 years at 5% per annum straight line

Infrastructure assets are depreciated over 10 years at 10% per annum straight line.

Community assets are not depreciated.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 15.

Biggleswade Town Council
Statement of Accounting Policies
31 March 2019

Leases

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 17.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 19 to 20.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Capital Financing Account – represent the council's investment of resources in such assets already made.

Interest Income

All interest receipts are credited initially to general funds.

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation was due at 31st March 2019 and any change in contribution rates as a result of that valuation will take effect from 1st April 2020.

Biggleswade Town Council
Income and Expenditure Account
31 March 2019

	Notes	2019 £	2018 £
Income			
Precept on District Council		938,232	861,241
Grants Receivable		24,792	22,678
Rents Receivable, Interest & Investment Income		431	147
Charges made for Services		126,843	67,987
Other Income		9,566	8,507
Total Income		1,099,864	960,560
Expenditure			
Direct Service Costs:			
Salaries & Wages		(359,075)	(292,651)
Grant-aid Expenditure		(29,958)	(18,785)
Other Costs	1	(413,087)	(289,906)
Democratic, Management & Civic Costs:			
Salaries & Wages		(122,076)	(102,989)
Other Costs	1	(122,043)	(122,242)
Total Expenditure		(1,046,239)	(826,573)
Excess of Income over Expenditure for the year.		53,625	133,987
Exceptional Items			
Profit/(Loss) on the disposal of fixed assets		14,134	-
Net Operating Surplus for Year		67,759	133,987
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(12,521)	(13,462)
Capital Expenditure charged to revenue	11	(86,169)	(14,011)
Reverse profit on asset disposals		(14,134)	-
Transfer from/(to) Earmarked Reserves	20	100,605	(50,422)
Surplus for the Year to General Fund		55,540	56,092
Net (Deficit)/Surplus for the Year		(45,065)	106,514
The above (Deficit)/Surplus for the Year has been (funded)/applied for the Year (from)/to as follows:			
Transfer from/(to) Earmarked Reserves	20	(100,605)	50,422
Surplus for the Year to General Fund		55,540	56,092
		(45,065)	106,514

The council had no other recognisable gains and/or losses during the year.

The notes on pages 12 to 22 form part of these unaudited statements.

Biggleswade Town Council
Statement of Movement in Reserves
31 March 2019

Reserve	Purpose of Reserve	Notes	2019 £	Net Movement in Year £	2018 £
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	19	1,397,993	41,773	1,356,220
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	313,723	(100,605)	414,328
General Fund	Resources available to meet future running costs		206,439	55,540	150,899
Total			1,918,155	(3,292)	1,921,447

The notes on pages 12 to 22 form part of these unaudited statements.

Biggleswade Town Council

Balance Sheet

31 March 2019

	Notes	2019 £	2019 £	2018 £
Fixed Assets				
Tangible Fixed Assets	10		1,906,930	1,880,572
Current Assets				
Debtors and prepayments	13	69,580		126,153
Cash at bank and in hand		544,630		522,381
		<u>614,210</u>		<u>648,534</u>
Current Liabilities				
Current Portion of Long Term Borrowings		(9,115)		(8,793)
Current Portion of Deferred Liabilities		(4,963)		(2,074)
Creditors and income in advance	14	<u>(64,247)</u>		<u>(49,736)</u>
Net Current Assets			<u>535,885</u>	<u>587,931</u>
Total Assets Less Current Liabilities			2,442,815	2,468,503
Long Term Liabilities				
Long-term borrowing	15		(120,677)	(129,792)
Deferred liabilities	16		(8,271)	-
Deferred Grants	18		(395,712)	(417,264)
Total Assets Less Liabilities			<u>1,918,155</u>	<u>1,921,447</u>
Capital and Reserves				
Capital Financing Reserve	19		1,397,993	1,356,220
Earmarked Reserves	20		313,723	414,328
General Reserve			206,439	150,899
			<u>1,918,155</u>	<u>1,921,447</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2019, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 11th June 2019 .

Signed:
Cllr M. A. Russell
Town Mayor

.....
R. McGregor CiLCA
Responsible Financial Officer

Date:
.....

The notes on pages 12 to 22 form part of these unaudited statements.

Biggleswade Town Council

Cash Flow Statement

31 March 2019

	Notes	2019 £	2019 £	2018 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(463,019)		(395,640)
Other operating payments		(562,855)		(408,347)
			(1,025,874)	(803,987)
<i>Cash inflows</i>				
Precept on District Council		938,232		861,241
Cash received for services		193,864		4,658
Revenue grants received		21,022		28,398
			1,153,118	894,297
Net cash inflow from Revenue Activities	23		127,244	90,310
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(6,360)		(6,825)
Interest element of Finance Lease/HP Installments		(376)		(581)
<i>Cash inflows</i>				
Interest received		431		147
Net cash (outflow) from Servicing of Finance			(6,305)	(7,259)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(107,387)		(145,850)
<i>Cash inflows</i>				
Sale of fixed assets		10,635		1
Capital grant received		14,083		131,838
Net cash (outflow) from Capital Activities			(82,669)	(14,011)
Net cash inflow before Financing			38,270	69,040
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(8,793)	(8,486)
Hire Purchase and Lease repayments made			(7,228)	(4,977)
Net cash (outflow) from financing and liquid resources			(16,021)	(13,463)
Increase in cash	24		22,249	55,577

The notes on pages 12 to 22 form part of these unaudited statements.

Biggleswade Town Council

Notes to the Accounts

31 March 2019

1 Other Costs Analysis

Other Costs reported in the council's Income and Expenditure Account comprise the following:

Direct Service Costs

	2019	2018
	£	£
Community Centres	12,759	11,053
Outdoor Sports & Recreation Facilities	114,254	97,145
Allotments	2,457	840
Cemeteries	32,051	23,679
Public Conveniences	23,161	20,375
Community Safety (Crime Reduction)	14,982	16,334
Market Undertakings	12,942	12,904
Promotion & Marketing of the Area	32,720	31,914
Community Development	29,958	18,785
Street Lighting	93,405	11,004
Off-street Parking	74,356	64,658
Less: Grant-aid Expenditure	(29,958)	(18,785)
Total	413,087	289,906

Democratic, Management & Civic Costs

	2019	2018
	£	£
Corporate Management	52,385	63,161
Democratic Representation & Management	59,998	47,942
Civic Expenses	1,745	2,759
Mayors Allowance	1,179	974
Interest Payable	6,736	7,406
Total	122,043	122,242

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

2 Interest Payable and Similar Charges

	2019	2018
	£	£
External Interest Charges - Loans	6,360	6,825
External Interest Charges - Lease/H.P.	376	581
	6,736	7,406

Biggleswade Town Council

Notes to the Accounts

31 March 2019

3 Interest and Investment Income

	2019	2018
	£	£
Interest Income - General Funds	431	147
	<u>431</u>	<u>147</u>

4 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

5 Related Party Transactions

The council entered into no material transactions with related parties during the year.

6 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2019	2018
	£	£
Fees for statutory audit services	1,600	1,600
Total fees	<u>1,600</u>	<u>1,600</u>

7 Members' Allowances

	2019	2018
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	1,179	974
	<u>1,179</u>	<u>974</u>

The council has resolved that, other than the Town Mayor, no members allowances will be paid.

8 Employees

The average weekly number of employees during the year was as follows:

	2019	2018
	Number	Number
Full-time	15	11
Part-time	3	2
Temporary	-	-
	<u>18</u>	<u>13</u>

All staff are paid in accordance with nationally agreed pay scales.

Biggleswade Town Council

Notes to the Accounts

31 March 2019

9 Pension Costs

The council participates in the Bedfordshire Pension Fund. The Bedfordshire Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

The cost to the council for the year ended 31 March 2019 was £73,101 (31 March 2018 - £52,961).

The most recent actuarial valuation was carried out as at 31st March 2016, and the council's contribution rate is confirmed as being 23.80% of employees' pensionable pay with effect from 1st April 2019 (year ended 31 March 2019 – 22.80%).

Financial Reporting Standard 102 (FRS102): “Retirement Benefits” sets out accounting requirements for pension costs. For schemes such as Bedfordshire Pension Fund, paragraph 9(b) of FRS102 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

Biggleswade Town Council

Notes to the Accounts

31 March 2019

10 Tangible Fixed Assets

	Operational Freehold Land and Buildings	Operational Leasehold Land and Buildings	Non Operational Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Other	Total
Cost	£	£	£	£	£	£	£	£
At 31 March 2018	1,813,044	9,095	-	718,276	255,413	15,380	-	2,811,208
Additions	-	-	-	76,524	45,951	-	6,800	129,275
Disposals	-	-	-	(14,500)	-	-	-	(14,500)
At 31 March 2019	1,813,044	9,095	-	780,300	301,364	15,380	6,800	2,925,983
Depreciation								
At 31 March 2018	(372,120)	-	-	(340,739)	(217,777)	-	-	(930,636)
Charged for the year	(28,179)	-	-	(64,155)	(10,582)	-	-	(102,916)
Eliminated on disposal	-	-	-	14,499	-	-	-	14,499
At 31 March 2019	(400,299)	-	-	(390,395)	(228,359)	-	-	(1,019,053)
Net Book Value								
At 31 March 2019	1,412,745	9,095	-	389,905	73,005	15,380	6,800	1,906,930
At 31 March 2018	1,440,924	9,095	-	377,537	37,636	15,380	-	1,880,572

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

Fixed Asset Valuation

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2004 by external independent valuers, Messrs Rushton International. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

Assets Held under Finance Agreements

	2019 £	2018 £
Value as at 31 March 2018	5,972	8,958
Additions to assets held under finance lease/hire purchase agreements	18,388	-
Depreciation Charged in Year	(6,664)	(2,986)
Value as at 31 March 2019	17,696	5,972

Biggleswade Town Council

Notes to the Accounts

31 March 2019

11 Financing of Capital Expenditure

	2019	2018
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	129,275	145,850
	<u>129,275</u>	<u>145,850</u>
was financed by:		
Capital Receipts	14,135	-
Capital Grants	14,083	131,839
New H.P./Lease Finance	14,888	-
Revenue:		
Capital Projects Reserve	82,669	14,011
Precept and Revenue Income	3,500	-
	<u>129,275</u>	<u>145,850</u>

12 Information on Assets Held

Fixed assets owned by the council include the following:

Operational Land and Buildings

- Old Court House
- Works Depot and Garage
- Pavilions at 3 Recreation Grounds
- Recreation Grounds – 6
- Cemeteries (2) and associated buildings
- Orchard Community Centre
- Car Parks – 6 (3 Leasehold)
- Allotments (Leasehold)

Vehicles and Equipment

- Light trucks (4)
- Market Stalls
- Play Equipment at 14 sites
- Sundry grounds maintenance equipment
- Sundry office equipment
- Orchard Community Centre Fittings and Equipment

Infrastructure Assets

- Sandy Cycleway
- Street furniture
- Car Park Pay & Display Equipment

Biggleswade Town Council

Notes to the Accounts

31 March 2019

12 Information on Assets Held (cont'd)

Community Assets

Land at Back Street
Common Rights
Jubilee Amenity Area
Old Town Drum Clock
Council Regalia

13 Debtors

	2019	2018
	£	£
Trade Debtors	21,149	80,910
VAT Recoverable	17,182	25,636
Other Debtors	7,262	5,209
Prepayments	22,634	14,398
Accrued Income	1,353	-
	<u>69,580</u>	<u>126,153</u>

14 Creditors and Accrued Expenses

	2019	2018
	£	£
Trade Creditors	31,501	15,728
Other Creditors	257	571
Superannuation Payable	8,715	-
Payroll Taxes and Social Security	9,416	-
Accruals	11,508	31,687
Income in Advance	2,850	1,750
	<u>64,247</u>	<u>49,736</u>

Biggleswade Town Council

Notes to the Accounts

31 March 2019

15 Long Term Liabilities

	2019	2018
	£	£
Public Works Loan Board	129,792	138,585
	<hr/> 129,792	<hr/> 138,585

The above loans are repayable as follows:

	2019	2018
	£	£
Within one year	9,115	8,793
From one to two years	9,453	9,115
From two to five years	26,474	27,399
From five to ten years	34,483	36,439
Over ten years	50,267	56,839
	<hr/>	<hr/>
Total Loan Commitment	129,792	138,585
Less: Repayable within one year	(9,115)	(8,793)
	<hr/>	<hr/>
Repayable after one year	120,677	129,792
	<hr/>	<hr/>

16 Deferred Liabilities

	2019	2018
	£	£
H.P. and Lease Creditors	13,234	2,074
	<hr/>	<hr/>

The above liabilities are repayable as follows:

	2019	2018
	£	£
Within one year	4,963	2,073
From one to two years	4,963	-
From two to five years	3,308	-
From five to ten years	-	-
Over ten years	-	-
	<hr/>	<hr/>
Total Deferred Liabilities	13,234	2,073
Less: Repayable within one year	(4,963)	(2,073)
	<hr/>	<hr/>
	8,271	-
	<hr/>	<hr/>

Biggleswade Town Council

Notes to the Accounts

31 March 2019

17 Financial Commitments under Operating Leases

The council had annual commitments under non-cancellable operating leases of property as follows:

	2019	2018
	£	£
Obligations expiring within one year	-	-
Obligations expiring between two and five years	-	-
Obligations expiring after five years	29,001	-
	<u>29,001</u>	<u>-</u>

The council had annual commitments under non-cancellable operating leases of equipment as follows:

	2019	2018
	£	£
Obligations expiring within one year	149	-
Obligations expiring between two and five years	2,922	1,535
Obligations expiring after five years	-	-
	<u>3,071</u>	<u>1,535</u>

18 Deferred Grants

	2019	2018
	£	£
Capital Grants Unapplied		
At 01 April	-	-
Grants received in the year	14,083	131,839
Applied to finance capital investment	(14,083)	(131,839)
At 31 March	<u>-</u>	<u>-</u>
Capital Grants Applied		
At 01 April	383,694	280,903
Grants Applied in the year	14,083	131,839
Released to offset depreciation	(31,865)	(29,048)
At 31 March	<u>365,912</u>	<u>383,694</u>
Revenue Grants and S106 Revenue Contributions		
At 01 April	33,570	27,850
Received in the year	-	26,000
Released to Revenue	(3,770)	(20,280)
At 31 March	<u>29,800</u>	<u>33,570</u>
Total Deferred Grants		
At 31 March	<u>395,712</u>	<u>417,264</u>
At 01 April	<u>417,264</u>	<u>308,753</u>

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

Biggleswade Town Council

Notes to the Accounts

31 March 2019

19 Capital Financing Account

	2019	2018
	£	£
Balance at 01 April	1,356,220	1,387,073
Financing capital expenditure in the year		
Additions - using capital receipts	14,135	-
Additions - using revenue balances	86,169	14,011
Loan repayments	12,521	13,462
Disposal of fixed assets	(14,500)	-
Depreciation eliminated on disposals	14,499	-
Reversal of depreciation	(102,916)	(87,374)
Deferred grants released	31,865	29,048
Balance at 31 March	<u>1,397,993</u>	<u>1,356,220</u>

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

20 Earmarked Reserves

	Balance at	Contribution	Contribution	Balance at
	01/04/2018	to reserve	from reserve	31/03/2019
	£	£	£	£
Capital Projects Reserves	309,681	100,000	(95,958)	313,723
Asset Renewal Reserves	-	-	-	-
Other Earmarked Reserves	104,647	-	(104,647)	-
Total Earmarked Reserves	<u>414,328</u>	<u>100,000</u>	<u>(200,605)</u>	<u>313,723</u>

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2019 are set out in detail at Appendix A.

21 Capital Commitments

The council had no other capital commitments at 31 March 2019 not otherwise provided for in these accounts.

22 Contingent Liabilities

The council is not aware of any other contingent liabilities at the date of these accounts.

Biggleswade Town Council

Notes to the Accounts

31 March 2019

23 Reconciliation of Revenue Cash Flow

	2019	2018
	£	£
Net Operating Surplus for the year	53,625	133,987
Add/(Deduct)		
Interest Payable	6,736	7,406
Interest and Investment Income	(431)	(147)
Deferred Revenue Grants Received	-	26,000
Deferred Revenue Grants Released to Revenue	(3,770)	(20,280)
Decrease/(Increase) in debtors	56,573	(71,638)
Increase in creditors	14,511	14,982
Revenue activities net cash inflow	<u>127,244</u>	<u>90,310</u>

24 Movement in Cash

	2019	2018
	£	£
Balances at 01 April		
Cash with accounting officers	275	174
Cash at bank	522,106	466,630
	<u>522,381</u>	<u>466,804</u>
Balances at 31 March		
Cash with accounting officers	75	275
Cash at bank	544,555	522,106
	<u>544,630</u>	<u>522,381</u>
Net cash inflow	<u>22,249</u>	<u>55,577</u>

25 Reconciliation of Net Funds/Debt

	2019	2018
	£	£
Increase in cash in the year	<u>22,249</u>	<u>55,577</u>
Cash outflow from repayment of debt	<u>16,021</u>	<u>13,463</u>
Net cash flow arising from changes in debt	<u>16,021</u>	<u>13,463</u>
New H P/Lease Agreements	<u>(18,388)</u>	<u>-</u>
Movement in net funds in the year	<u>19,882</u>	<u>69,040</u>
Cash at bank and in hand	522,381	466,804
Total borrowings	<u>(140,659)</u>	<u>(154,121)</u>
Net funds at 01 April	<u>381,722</u>	<u>312,683</u>
Cash at bank and in hand	544,630	522,381
Total borrowings	<u>(143,026)</u>	<u>(140,659)</u>
Net funds at 31 March	<u>401,604</u>	<u>381,722</u>

Biggleswade Town Council

Notes to the Accounts

31 March 2019

26 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 11th June 2019), which would have a material impact on the amounts and results reported herein.

Biggleswade Town Council

Appendices

31 March 2019

Appendix A

Schedule of F earmarked Reserves

	<u>Balance at</u> <u>01/04/2018</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2019</u> £
<u>Capital Projects Reserves</u>				
Rolling Capital Fund	309,681	100,000	(95,958)	313,723
	<u>309,681</u>	<u>100,000</u>	<u>(95,958)</u>	<u>313,723</u>
<u>Other F earmarked Reserves</u>				
Devolved Services Fund	65,000		(65,000)	0
Play Equipment	3,500		(3,500)	0
Council Website	1,500		(1,500)	0
Radio Link	1,471		(1,471)	0
Christmas Lights	3,000		(3,000)	0
Diamond Jubilee Celebrations	1,797		(1,797)	0
Town Plan Steering Group	1,643		(1,643)	0
Recreation Grounds	2,695		(2,695)	0
Street Lights	14,000		(14,000)	0
Public Toilets	9,341		(9,341)	0
Clock Repair	700		(700)	0
				0
	<u>104,647</u>	<u>0</u>	<u>(104,647)</u>	<u>0</u>
TOTAL EARMARKED RESERVES	<u>414,328</u>	<u>100,000</u>	<u>(200,605)</u>	<u>313,723</u>

Biggleswade Town Council

31 March 2019

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Recreation & Sport	358,276	311,404
Open Spaces	(3,335)	(3,902)
Cemetery, Cremation & Mortuary	65,437	70,602
Environmental Health	24,950	23,161
Community Safety (Crime Reduction)	18,000	14,982
Planning & Development Services (including Markets)	76,303	100,160
Highways Roads (Routine)	500	-
Street Lighting	15,500	93,405
Parking Services	(30,906)	40,673
Net Direct Services Costs	<u>524,725</u>	<u>650,485</u>
Corporate Management	100,793	95,328
Democratic & Civic	141,512	132,489
Net Democratic, Management and Civic Costs	<u>242,305</u>	<u>227,817</u>
Interest & Investment Income	(1,000)	(431)
Loan Charges	52,347	19,257
Capital Expenditure	-	100,304
Proceeds of Disposal of Capital Assets	-	(14,135)
Transfers to/(from) other reserves	100,000	(100,605)
Surplus to General Reserve	<u>19,855</u>	<u>55,540</u>
Precept on District Council	<u><u>938,232</u></u>	<u><u>938,232</u></u>

Biggleswade Town Council

31 March 2019

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2019 £	2019 £	2019 £	2018 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES				
Recreation & Sport	375,003	(63,599)	311,404	255,970
Open Spaces	2,457	(6,359)	(3,902)	(4,323)
ENVIRONMENTAL SERVICES				
Cemetery, Cremation & Mortuary	88,138	(17,536)	70,602	61,604
Environmental Health	23,161	-	23,161	20,375
Community Safety (Crime Reduction)	14,982	-	14,982	16,334
PLANNING & DEVELOPMENT SERVICES				
Economic Development (including markets)	86,638	(15,965)	70,673	52,265
Community Development	29,958	(471)	29,487	18,455
HIGHWAYS, ROADS & TRANSPORT SERVICES				
Street Lighting	93,405	-	93,405	11,004
Parking Services	88,378	(47,705)	40,673	78,993
CENTRAL SERVICES				
Corporate Management	104,703	(9,375)	95,328	98,792
Democratic & Civic	129,756	-	129,756	106,793
Civic Expenses	2,924	(191)	2,733	3,733
Net Cost of Services	1,039,503	(161,201)	878,302	719,995

Development Management

Central Bedfordshire Council

Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire SG17 5TQ
www.centralbedfordshire.gov.uk



**Central
Bedfordshire**

Mr Rob McGregor
Clerk to Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
Beds
SG18 8DL

Contact Pat Longland
Direct Dial 0300 300 4431
Email planning@centralbedfordshire.gov.uk
Your Ref
Date 13 May 2019

Dear Mr McGregor,

Application No: CB/TCA/19/00201
Proposal: Works to trees within a Conservation Area: proposed crowning of a Yew tree due to excessive growth.
Location: Ivel House, Mill Lane, Biggleswade, SG18 8AZ

I have received an application to carry out work to tree(s) at the above property which is within the **Biggleswade Conservation Area**. A copy of the application is enclosed for your information.

If you wish to comment on the application, please do so in writing within 21 days of the date of this letter quoting the above application number.

All letters received are open to public view and therefore cannot be treated in confidence. Normally, your letter will not be acknowledged.

Yours sincerely,

Pat Longland
Trees & Landscape Officer



Application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area.

Town and Country Planning Act 1990

Publication of applications on planning authority websites.

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

1. Trees Location

Number	<input type="text"/>
Suffix	<input type="text"/>
Property name	Ivel House
Address line 1	Mill Lane
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Town/city	Biggleswade
Postcode	SG18 8AZ

If the location is unclear or there is not a full postal address, describe as clearly as possible where it is (for example, 'Land to rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road')

Easting (x)	518844
Northing (y)	244389

Description

BRAMBLEY TOTS NURSERY

2. Applicant Details

Title	Ms
First name	sam
Surname	Huckle
Company name	Brambley Tots Day Nursery
Address line 1	Ivel House,
Address line 2	Mill Lane
Address line 3	<input type="text"/>

2. Applicant Details

Town/city	Biggleswade
Country	Beds
Postcode	SG18 8AZ
Primary number	
Secondary number	
Fax number	
Email address	

Are you an agent acting on behalf of the applicant?

Yes No

3. Agent Details

Title	Mr
First name	Mark
Surname	Gibson
Company name	4Seasons Specialist Tree Surgeons Ltd
Address line 1	19 Tansy Avenue
Address line 2	Stotfold
Address line 3	
Town/city	Hitchin
Country	Herts
Postcode	SG5 4GJ
Primary number	01462834136
Secondary number	07595825363
Fax number	
Email	info@4seasonstreesurgeons.co.uk

4. What Are You Applying For?

Are you seeking consent for works to tree(s) subject to a Tree Preservation Order?

Yes No

Are you wishing to carry out works to tree(s) in a conservation area?

Yes No

5. Identification of Tree(s) and Description of Works

Please identify the tree(s) and provide a full and clear specification of the works you want to carry out.

You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work.

Where trees are protected by a Tree Preservation Order, please number them as shown in the First Schedule to the Tree Preservation Order where this is available. You should use the same numbering on your sketch plan (see help for sketch plan requirements).

Please provide the following information:

- Tree species

5. Identification of Tree(s) and Description of Works

- The number used on the sketch plan); and
- A description of the proposed works.

Where trees are protected by a Tree Preservation Order you must also provide:

- Reasons for the work; and where trees are being felled
- Proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

e.g. Oak (T3) - fell because of excessive shading and low amenity value. Replant with one standard ash in same position.

Rear Garden:

T1: Yew tree to be crown lifted over the roof structure by approx. 2m.

The remaining canopy over the roof structure side only to be shortened to suitable growth points to balance the canopy.

The tree is quite large and imposing for its location. now touching and overhanging the roof structure which due to the material there is a high possibility of potential structural damage which would not be ideal for the age group which attend the nursery. A crown lift to clear the structure and pruning back the remaining canopy on this side to suitable growth points will elevate this issue. With minor pruning on the tree it will retain its amenity value.

6. Trees - Additional Information

For all trees

A sketch plan clearly showing the position of trees listed in the question 'Identification of Tree(s) and Description of Works' MUST be provided when applying for works to trees covered by a Tree Preservation Order. A sketch plan is also advised when notifying the LPA of works to trees in a conservation area (see guidance notes).

It would also be helpful if you provided details of any advice given on site by an LPA officer.

For works to trees covered by a TPO

Please note: If none of the proposed work involves trees covered by a TPO, please answer 'No' to the two questions below

Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application MUST be accompanied by the necessary evidence to support your proposals (see guidance notes for further details).

1. Condition of the tree(s) - e.g. it is diseased or you have fears that it might break or fall Yes No

If Yes, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

2. Alleged damage to property - e.g. subsidence or damage to drains or drives. Yes No

If Yes, you are required to provide for:

- Subsidence: A report by an engineer or surveyor (to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals) and a report from an arboriculturist to support the tree work proposals.

- Other structural damage (e.g. drains walls and hard surfaces): Written technical evidence from an appropriate expert, including description of damage and possible solutions.

Documents and plans (for any tree)

Are you providing additional information in support of your application (e.g. an additional schedule of work for question 'Identification of Tree(s) and Description of Works')? Yes No

7. Tree Ownership

Is the applicant the owner of the tree(s)? Yes No

8. Tree Preservation Order Details

If you know which TPO protects the tree(s), enter its title or number

9. Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent. Yes No

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

10. Trees - Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Date (cannot be pre-application)

05/05/2019



Bedfordshire Clinical Commissioning Group
Capability House
Wrest Park
Bedfordshire
MK45 4HR

Tel: 01525 624275

Email: bedscg.enquiries@nhs.net

Website: www.bedfordshireccg.nhs.uk

31 May 2019

Dear Colleague,

Shannon Court Surgery and Saffron Health Partnership

We are writing to inform you of an application which has been received by Bedfordshire CCG (BCCG) and NHS England (NHSE) for **Shannon Court Surgery, Sandy and Saffron Health Partnership, Biggleswade** to merge on 1 July 2019. The merger has been agreed in principle and the practices undertook a soft merge on 1 April 2019.

BCCG and NHSE are supporting the practices request to merge and believe that the merger is key to ensure the continued provision of GP services for patients in the area and resilience in the local healthcare system.

Both premises will remain open and the merger allows clinical teams to work across both practices bringing increased resilience to both practices. A merger means that practices will share resources, staff and data systems.

Following the full merger in July 2019, patients will be able to make pre bookable appointments at the surgery most convenient to them, either Shannon Court, Saffron Health or Langford (a branch surgery). The new group of surgeries will be known as Saffron Health Partnership and staff from each of the practices will have access to patient lists at each surgery to ensure patient safety and continuity of care.

Through the merger the practices will be able to provide increased choice for patients, improved access to services and to ensure sustainability and continuity of service provision. The merger will also allow for future growth opportunities, encourage practices to share skills and increase training opportunities for staff, increase the efficiency of administration functions and strengthen resilience within the practices at a time when primary care is under pressure.

The practices have written to patients registered at Biggleswade Health Centre and Shannon Court Surgery, to inform them of the merger and they have held patient drop-in events to answer any questions around the merger. The practices will continue to engage with patients to ensure they are aware of the changes.

The practices will;

- Provide information via their websites, surgery notice boards and by text message to those registered to receive them
- Hold open days to allow patients to meet staff and discuss the merger (June 2019)
- Host an information leaflet /Frequently Asked Questions and answers on their websites

The practices will continue to operate under separate contracts until 1 July 2019.

If you have any queries regarding the merger then please contact;

Beth Collins, Head of Primary Care Development – Central Bedfordshire
Bedfordshire Clinical Commissioning Group. Tel: 01525 624484/ Email: beth.collins@nhs.net

Yours sincerely



Mike Thompson
Chief Operating Officer
Bedfordshire Clinical Commissioning Group

Neighbourhood Plan Working Group

Report to Council

The report has been produced to update the new Council on progress so far. Please note that much relevant information is on the Council website and will be added to during the process of Plan development.

The Neighbourhood Plan Working Group met for the first time on 27th June 2018. It was agreed that the Neighbourhood Plan would not be all-encompassing, and the first task was to define areas which the Plan would cover. An outline document was produced setting the wish for a Neighbourhood Plan in context, showing the areas which the Plan would cover and ways in which the wider community would be involved.

External members of the Working Group are: Cliff Andrews, BRCC; Jackie Sadek, UKR, Tom Thornewill, Hallam Land Management and Phil Sheldon, Chamber of Trade. Kate McFarlane and Ingrid Hooley from CBC have attended meetings to brief the Working Group on progress with the Housing Infrastructure Fund Bid and members of the Working Group were invited to attend a transport workshop held by CBC to underpin the HIF work. Tom Price, the CBC officer who is the link for Neighbourhood Plans, has also attended to speak about the Plan process and the Chairman and Clerk attended a full day conference in London on producing a neighbourhood plan.

The Neighbourhood Plan Working Group meets every two weeks and a list of meeting dates is on the Town Council website. All Town Councillors are invited to attend if they are able.

The Council received formal designation of the area of our Neighbourhood Plan from CBC on 4th July 2018 and, later in July, Council gave the working group delegated authority to produce a draft neighbourhood plan, within the allocated budget of £20,000 and to apply for any grant monies available. The Group was asked to report to Town Council at key stages only or if additional budget is required.

Working Group meetings are fleshing out the detail to be included in each of the four areas to be addressed – Green Spaces, Design Guides, Leisure and Transport/Town Centre/Parking.

Green Spaces

There is a legal process whereby Local Green Spaces can be designated and protected, and Cliff Andrews has advised on the parameters for this. Cliff Andrews has also suggested as part of the neighbourhood plan process that it would benefit the Plan if the Green Infrastructure Plan was updated as part of the process. The Working Group agrees but has yet to look at this in detail. The Neighbourhood Plan can also designate land which has to be used as green space. A full list of these areas together with a map is on the Town Council website. Initial engagement with the public identified which of the spaces are more important to them.

Design Guides

The Working Group is looking at Design Guides for three areas in order to give clarity and consistency for development decisions. A recent survey of road widths in Biggleswade has only confirmed examples of historic good and bad practice.

The new design guides will endeavour to ensure future developments, extensions and changes, including within the conservation area, will be of a high standard and subject to consistent and informed planning decisions.

Three main areas have been identified to achieve this aim:

The Town Centre - Shop fronts

Rules for House extensions and other external alterations

Street Design Guide – for residential developments

Design guides from other authorities have been assessed and some initial draft guides are being put together for the Neighbourhood Plan Group to consider and to put forward for the next public engagement. However, the Government has just announced relaxations to planning rules on permitted development for housing extensions and also for town centres and these new national rules will have to be taken into consideration.

Leisure

Members of the public often comment about the lack of leisure facilities in Biggleswade, particularly ‘nothing for young people to do’. The town has various sports facilities, although will need more as the town expands, but people also talk about a cinema, bowling alley, etc. As the population of Biggleswade and its hinterland grows, it will become more viable for commercial organisations to provide some of these facilities in the town. The Neighbourhood Plan needs to designate possible sites for these facilities and also indicate the kinds of facilities people would support. The initial Public Engagement has identified some needs which can be carried forward in the Neighbourhood Plan.

Transport/Town Centre/Parking

Regarding transport, the Group continues to consider how to get people on to the A1 or to the station so that they can get to work. Consideration is also being given to connectivity for walking and cycling, looking at signposting, particularly on and from new estates, and possibilities for public transport.

A map of parking has been produced showing Council car parks, those on lease to the Council and those belonging to commercial enterprises. The map, which is on the Council website, also seeks to identify possible land for future car parks. The Council and CBC continue to work together to try to provide more parking. Designating possible land for parking will make it easier as and when land becomes available.

CBC are pursuing the idea of a transport interchange at the station but there remain practical difficulties to enable commuters to use public transport to access the railway.

On 6th February 2019, Bill Grimsey visited Biggleswade. As a successful retailer, he was asked by the government to carry out The Grimsey Review of High Streets and their slow decline in 2012. At the LGA Conference in July 2018, he launched a review to update his report. He and some of his review team were briefed about the town, shown round and they gave some initial thoughts about what more could be done to revitalise our town centre. All Councillors were invited to a feedback session.

The Neighbourhood Plan, like the Local Plan, is primarily an exercise in allocating land for various activities. Following the initial engagement, a map of the parish showing how land could or should be used, is being discussed.

Various other maps have been produced to assist with finding the way forward – the expansion of Stratton Business Park; land owned publicly by CBC; the housing trajectory, i.e. housing with planning permission but not yet built. These are all on the website.

Public Engagement

A public engagement exercise has been conducted to seek observations on the priorities for the Neighbourhood Plan. This included a survey in both paper and web-based formats and two public engagement events.

As discussions continued it became clear that Town Centre and Transport/Parking should be taken forward to the public engagement as two separate themes. The engagement and survey therefore included a section on each of the following five themes:

- Town Centre
- Transport and Parking
- Design Guides
- Green Spaces
- Leisure and Recreation

The public were also asked to give their views on any other matters that they thought should be considered for inclusion. Demographic information was requested within the survey to help to determine if additional efforts would be needed to engage with specific sectors of the community including 'harder to reach' individuals.

Members of the public were invited to attend the public engagement events to find out more about the proposals for a neighbourhood plan and provide feedback and views on priorities for the plan. These events were held on Wednesday 20th March at the Town Council offices and Thursday 21st March at the Orchard Community Centre. The events and survey were published widely in advance of the event.

- Full information about the events and survey on the Town Council website.
- Notices on Town Council notice boards (Town Centre, Council Offices and Orchard Community Centre)
- Banners (3m x 1m) displayed in Market Square and by entrance to Biggleswade from A1/Sainsbury's roundabout
- Notices, fliers and survey forms to all retailers including supermarkets with many putting up notices in shop windows or on notice boards and distributing A4 fliers and surveys to customers.
- Notices, fliers and surveys forms in the Library
- A press article and notice in the Biggleswade Chronicle and Bedfordshire Today.
- Dates published in the Bedfordshire Bulletin
- Fliers sent electronically via the schools' Parent Mail distribution network to reach families with children of school age.
- Leaflets and survey forms issued to a variety of community groups, a number of volunteers within the community groups assisting hard to reach community members with filling in the survey forms

The responses are being collated for the Working Group to review. As well as statistical information gathered from 'tick box' answers, there are thousands of detailed responses to questions with open answers. It is clear from the survey that all of the themes identified by the Working Group are well supported by the survey respondents.

Much of the information from the Public Engagement about people's aspirations for the town are not planning issues and, when the analysis is completed, non-planning issues will be passed to other Town Council committees for discussion and possible action. The survey remains available online via the Town Council website for anyone who wishes to respond to it.

From the demographic information the Working Group has identified the need to engage further with members of the community who are under the age of 25 and a streamlined version of the survey is being prepared encourage more uptake amongst that age range. Arrangements are being made to contact more local businesses to encourage their input to the process.

Further Stages

Through the S.106 Agreement for the development of 1,500 homes on Land East of Baden Powell Way, which has received outline planning permission, CBC have required the developers, UK Regeneration, to undertake a transport study of the impact of the development on the town centre. This study is being undertaken in conjunction with the Neighbourhood Plan Working Group.

A transport workshop run by UKR's transport consultants was held on 7th March 2019 to look at the key issues;

Strategic Connectivity of Biggleswade.

Existing road Network.

Existing public rights of way and local amenities.

Existing cycle connectivity.

Existing public transport provision.

Existing parking situation.

Local Plan allocations and Committed Developments.

Transport Hot Spots.

To identify Additional Key Issues and Opportunities for Improvements.

The Neighbourhood Plan Group await feedback from this workshop.

Neighbourhood Plan Consultant

Developing a Neighbourhood Plan requires that national regulations, the National Planning Policy Framework, and the Central Bedfordshire emerging Local Plan have to be adhered to. The Neighbourhood Plan has to be written in proper planning terminology and with clear indications of how the policies should be interpreted. This requires proper professional input.

For this reason, the Neighbourhood Plan Working Group approached three consultants to provide a brief and quotation to support the production of our Neighbourhood Plan. On the 3rd April 2019, the group appointed Dave Chetwyn of Urban Vision Enterprise CIC.

Mr Chetwyn attended a meeting of the Working Group on the 8th May 2019 from 9.00am to 12.00pm to discuss the legal requirements for the plan and any emerging policies. Following on from the 8th May meeting Mr Chetwyn has produced a draft Plan template showing the headings for possible policies and the evidence which will need to be gathered to support any policies which are included. This template will help to focus the Working Group's efforts.

Locality Grant

As per its delegated authority, the Neighbourhood Plan Working Group are currently in the process of applying for a Government grant through Locality. The application form is complex and needs time to ensure that is accurate and will hopefully mean that we receive the maximum grant of £9,000.

The Future High Street Fund

The Town Council resolved to register an interest in putting a bid forward to the Future High Street Fund. The Government rules mean that Central Bedfordshire Council can only put forward a maximum of two bids.

Most towns in Central Bedfordshire have registered an interest and CBC have appointed People and Places to carry out a benchmarking exercise across the area to inform their decision about which two towns to develop bids for. Any bid for the Future High Street Fund will need to be put together in a relatively short time.

A meeting has taken place with officers from Central Bedfordshire Council to look initially at active, short- or long-term priorities and opportunities for joint working.