



Ref: Agenda/Council-14012020

9th January 2020

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Council Meeting of Biggleswade Town Council** that will take place on **Tuesday 14th January 2020** at the **Offices of Biggleswade Town Council, Saffron Road, Biggleswade** commencing at **7.00 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

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

Rob D McGregor
Town Clerk

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

Bedfordshire Constabulary
County Library, Biggleswade

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**

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

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

3. **TOWN MAYOR'S ANNOUNCEMENTS**
4. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot.**

5. **INVITED SPEAKER**

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Council Meeting held on **Tuesday 17th December 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 **17th December 2019**.

9. **PLANNING APPLICATIONS**

a. **CB/19/03889/FULL – 5 Ivel Gardens, Biggleswade, SG18 0AN**

Demolition of north-west side and rebuilding to same design with altered foundations to support two storeys and addition of proposed second storey on top of existing.

b. **CB/19/04145/FULL – Brookside Bungalow, Langford Road, Biggleswade, SG18 9RA**

Loft conversion with raised roof & inclusion of dormers.

c. **CB/19/04262/FULL – 8 Wiseman Road, Biggleswade, SG18 8LN**

Proposed Single storey rear extension plus partial garage conversion.

d. **CB/19/04070/FULL – Saxon Pool And Leisure Centre, Saxon Drive, Biggleswade, SG18 8SU**

To build a free form, hand finished concrete skate park on the site of the old skate park. An upgraded LED lighting system, upgraded CCTV camera. The old acoustic fence is to be removed. Seating, Bins and a Bike rack are also included in the proposal.

e. **CB/19/04301/OUT – Land North of Biggleswade Bedfordshire, SG18 0HB**

Outline Application: planning permission with all matters reserved except for access for the development of the land situated north of Biggleswade, east of the ECML railway to provide for up to 416 dwellings including affordable housing; green infrastructure accommodating landscaping, allotments, community orchard, public open space, children's play space; new roads, car parking, cycleways and footways; associated infrastructure, including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.

f. **CB/19/03874/FULL– 83 Dells Lane, Biggleswade, SG18 8LH**

Side extension with garage and bedroom above also front extension to living room.

g. **CB/19/04240/FULL– 89 The Rowlands, Biggleswade, SG18 8NZ**

Single storey side extension.

10. **ACCOUNTS**

a. **Internal Audit - First Interim – January 2020**

For members to consider the internal audit first interim and approve any recommendations.

b. **Financial Administration**

For Members to receive and adopt the following accounts:

- i. Detailed Balance Sheet to 30/11/2019.
- ii. Summary of Income & Expenditure to 30/11/2019.
- iii. Income and Expenditure by budget heading to 30/11/2019.
- iv. Current Bank Account, receipts and payment to 30/11/2019.

c. **ITEMS FOR CONSIDERATION**

a. **STANDING ORDERS – Interim Report**

To receive Standing Orders, Interim Report (attached).

b. **TOWN AND PARISH COUNCIL CONFERENCE - WEDNESDAY 22 JANUARY 2020**

An invitation has been received to invite two places per parish council by responding to the email with the delegate name, title (e.g. Cllr or Clerk) and the parish / town council to the next Town and Parish Council Conference which will take place on Wednesday 22 January in the Chamber at Priory House, Chicksands. (See attached email).

c. **CBC BUDGET CONSULTATION 2020**

Central Bedfordshire are inviting residents to take part in a consultation to let them know of their views on the council's proposed budget for 2020/21 (See attached letter).

Copies of these leaflets and posters are attached. The information will also be available online at www.centralbedfordshire.gov.uk/budget2020

d. **PROPOSED TRAFFIC SCHEME**

Public notice is attached regarding CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO INSTALL A PEDESTRIAN/CYCLE CROSSING IN POTTON ROAD, BIGGLESWADE

Notice is hereby given that Central Bedfordshire Council, in exercise of its powers under Section 23 of the Road Traffic Regulation Act 1984 and all other enabling powers, proposes to establish a Signalised Toucan crossing in Potton Road, Biggleswade. These proposals are part of a scheme to improve pedestrian and cyclist facilities and to reduce accidents and casualties.

A Signalised Toucan Crossing is proposed to be sited at the following location in Biggleswade: -

- B1040 Potton Road, at a point approximately 6m north east of its junction with Nursery close.
- Potton Road, located directly in front of Hand Car Wash Site, at a point approximately 8m North east from the eastern boundary of No. 110.

e. **CONSULTATION - CENTRAL BEDFORDSHIRE COUNCIL ADMISSION ARRANGEMENTS 2021/22**

Central Bedfordshire are inviting residents to take part in a consultation to let them know of their views on the Council Admission Arrangements 2021/22. (Attached).

f. **BIGGLESWADE COMMON UNIT CL19 – TRANSFER OF RIGHT**

CBC have a Notice of Application for Amendment of Register. Register Unit: CL19 – Application no 370. (Attached).

12. **ITEMS FOR INFORMATION**

a. **OPCC – Newsletter**

A newsletter from the office of the Police and Crime Commissioner.

b. **Police Priority Setting Meeting Update**

A verbal Report by Councillor D Strachan.

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.

(15a. CCTV)

(15b. Staff Matters)

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 17 DECEMBER 2019
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL,
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE

PRESENT:

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

Mr P Truppin - Locum Clerk
Mr S Newton - BTC Town Centre Operations Manager
Mrs J Durn - BTC Meeting Administrator, Biggleswade Town Council
Members of Public - 3

B12/1201 1. APOLOGIES FOR ABSENCE

Cllr I Bond

ABSENT WITHOUT APOLOGIES

None

B12/1202 2. DECLARATIONS OF INTEREST

B12/1202.1 a. Disclosable Pecuniary Interests in any agenda item – None
Disclosable Non-Pecuniary Interests in any agenda item – Cllr G Fage, Item 11f.

B12/1203 3. TOWN MAYOR'S ANNOUNCEMENTS

The Mayor has received Christmas greetings from both the Mayor of Erlensee, Herr Stefan Erb, and the Council Chairman, Herr Uwe Laskowski. Notably both were in English. In response, the Mayor has sent Town Council Christmas cards with a greeting in German which translates to "Wishing you a Happy Christmas and Prosperous New Year and looking forward to continuing warm relations between Biggleswade and Erlensee".

B12/1204 4. PUBLIC OPEN SESSION

Re: Planning Application: 9e) CB/19/03921/FULL – Land to rear of 33 Shortmead Street, Biggleswade SG18 0AT.

Mrs J Lawrence raised the following points in connection with this Application:
Access rights: The former boundary has never been enforced as it has existed on goodwill for access. Unacceptable quality of design. Windows facing wrong way, and additional windows overlook the garden of the Lawrence residence.

B12/1205 5. INVITED SPEAKER

None

B12/1206 6. MEMBERS QUESTIONS

B12/1206.1 a. Cllr G Fage: Asked for an update on access to the Council social media/email communication.
The Clerk will investigate the position on this.

B12/1207 7. MINUTES AND RECOMMENDATIONS OF MEETINGS

B12/1207.1 a. Members **received and approved** the Minutes of the Council Meeting held on Tuesday, 26 November 2019 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

B12/1207.2 b. Members received the **Recommendations** and **Resolutions** of the Finance and General Purposes Committee Meeting held on 19 November 2019 at the offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Cllr H Ramsay went through recommendations and resolutions:
The following comments were noted:

Members would like:
Scrutiny of Accounts on the next Agenda - 21 January (week before precept)
Scrutiny of non-staff related budget
To have clear understanding of where the proposed increases are
Pointed out the need to look for efficiencies

It was **RESOLVED** to defer the recommendation regarding the level of precept to the next F&GP meeting for further consideration.

It was **RESOLVED** to adopt the following **recommendations**:

Provision of a £15K budget to provide for Town Centre events.
To adopt the Social Media policy.
To approve the Website report recommendations.
To approve the set-up of SMAT email address.
Financial Regulation Document (with recommended amendments).
To approve the Risk Management Scheme Review (with recommended amendments).
To approve the purchase of recording equipment and public microphones for the Council Chamber.
To approve provision of £20K in 2020/21 budget for Neighbourhood Planning work.

- B12/1207.3 c. Members received the **Recommendations** and **Resolutions** of the Public Lands and Open Spaces (PLOS) Committee held on 10 November 2019 at the offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade. Cllr F Foster went through the **Recommendations and Resolutions** of the PLOS Committee:

It was **RESOLVED** to accept the budget virement request of £1,316 for the hire of a soil sorter.

- B12/1207.4 d. Members received and approved the **Recommendations and Resolutions** of the Personnel Committee Meeting held on 7 November 2019 at the offices of Biggleswade Town Council, The Old court House, Saffron Road, Biggleswade.

B12/1208 8. MATTERS ARISING

Matters arising from the Town Council Meeting held on 26 November 2019.

- B12/1208.1 a. **Item B26/1107.2 b The Car Park Working Group:** Cllr G Fage requested an update on the final benchmarking information.

Simon Newton, TCOM confirmed that he is now in receipt of this information. The benchmarking will be an Agenda item on the next Town Centre Management Meeting on 04 February 2020.

- B12/1208.2 b. **Item B26/1105.2 b: Planning Application for Unit 1 Albone Way:**

- B12/1208.3 c. Cllr M Foster requested an update.

The Locum Clerk has requested a 24-hour extension in order that Council can consider this application at tonight's meeting, so that a return can be made to CBC by the Locum Clerk on (Wednesday 18 December).

Item B26/1110 Accounts: CCLA Forms: The Town Clerk is currently dealing with these.

Cllr Ramsay requested that the Minutes record the following information concerning Minute item **B26/1110 Accounts**

"This Minute refers to the meeting of the Committee Chairs, the Town Clerk and the Council Accountant (Derek Kemp) which took place on 19 November 2019.

At this Meeting the Chairs were informed by the Accountant that the investment of BTC Funds that had been approved by BTC on 23.01.18 had not yet been implemented and that this delay had cost BTC revenue (approx. £4K) in unearned interest. The Accountant was most emphatic that this situation should be rectified with immediate effect. At no point were the alternative investments discussed.

The Locum Clerk informed the Council that fresh Papers had been received from CCLA. However, after this meeting the Accountant and the Town Clerk has said that they were looking at alternatives to the CCLA Public Sector Deposit Fund.

Cllr Ramsay asked if in the meantime the Council could proceed with investing the CCLA as soon as possible.

Cllr Ramsay has contacted CCLA and was informed that upon receipt of the appropriate paperwork an account would normally be available after 5 working days and that there is **no** minimum investment period required.

Given the advice Cllr Ramsay received from the Accountant at the Chairs Meeting, it was a surprise to learn alternative investments were being considered. Unless both short-term and long-term investments are to be considered by BTC.

The Accountant mentioned that the Council should consider a BTC Investment Policy which will be discussed at the next F&GP Meeting and Cllr Ramsay would like to put on record that she remains concerned that the balance in the BTC Current Account is only insured to £85K.

- B12/1208.4 d. **Item 226/1112.3 c: Land North of Biggleswade:** Cllr G Fage requested an update following a letter from the Council to Hallam Land Management to request clarification on changes from the original brief following public consultation.

The Locum Clerk confirmed that the letter had been sent but a reply has not yet been received.

B12/1209 9. PLANNING APPLICATIONS

- B12/1209.1 a. **CB/19/03180/OUT – 8 The Fields, Langford, Biggleswade SG18 9QX**
Outline Application: Demolition of existing property and construction of 2 No. 2 bedroom detached dwelling houses.

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 resident.

Council wish to note their concerns regarding access.

- B12/1209.2 b. **CB/1903294/FULL – Unit 1 Albone Way, Biggleswade SG18 8BN**
Change of use to grass area to concrete/tarmac for use as external storage area.

It was **RESOLVED** that the Town Council **OBJECT** to this Planning Application and have requested that it be **“Called In”**.

- B12/1209.3 c. **CB/19/03953/FULL –775 Dells Lane, Biggleswade SG18 8LH**
Proposed Rear Extension and Alterations to existing dwelling.

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.

- B12/1209.4 d. **CB/19/04038/FULL – 75 Holme Court Avenue, Biggleswade SG18 8PE**
Single storey Rear Extensions and linked granny annex

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.

B12/1209.5 e. **CB/19/03921/FULL– Land to rear of 33 Shortmead Street, Biggleswade SG18 OAT**

Converting the existing workshop into two dwellings, with partial demolition of existing workshop, and erection of detached mews house.

It was **RESOLVED** that the Town council **OBJECT** to this Planning Application on the grounds of: Overdevelopment, poor access, and insufficient parking.

B12/1210 10. ACCOUNTS

No items to discuss. Brought forward to January 2020 Agenda.

B12/1211 11. ITEMS FOR CONSIDERATION

B12/1211.1 a. **Financial Support – Biggleswade Green Wheel**

It was **RESOLVED** that £2,000 be provided from the Grants Budget in 2020/21 and 2021/22

B12/1211.2 b. **Strengthening Police Powers to Tackle Unauthorised Encampments – Consultation.**

It was **RESOLVED** that Biggleswade Town Council approve the first four bullet points of this document noted below:

- All cases of unauthorised encampments should be criminalised on account of trespassing.
- The police should have the power to direct trespassers to leave land as soon as it has been determined that they are there illegally.
- The police should be able to take action to regardless of the number of vehicles in the unauthorised encampment.
- Principal authorities should have the power to demand the police attend as soon as unauthorised encampment appears and to claim back costs incurred repairing damage caused by clearing up after unauthorised encampments.

It was agreed that the full document will be taken to the next Neighbourhood Planning Meeting where it can be looked at in more detail.

B12/1211.3 c. **High Sheriff Citizenship Awards**

It was **RESOLVED** to put forward the Biggleswade “Good Neighbours” Scheme. Members were asked to pass any further nominations to the Town Clerk.

B12/1211/4 d. **Biggleswade Green Infrastructure Plan**

There will be two sessions for public engagement on:
29/30 January 4pm – 8pm at The Orchard Centre
1 February 10am – 1pm at the Council Offices

B12/1211.5 e. **Committee Dates for 2020**

It was **RESOLVED** to approve the Committee dates put forward for 2020, subject to mirror corrections to the times of two meetings.

B12/1211.6 f. **Car Parks** (non-pecuniary interest declared by Cllr G Fage)

The TCOM has had positive feedback from the shops, market traders and the public. The Car Parks report a 2/3rds full occupation, which is a considerable improvement.

Consideration is being given to increasing parking charges. This information needs to be presented to the F&GP Committee to be taken into account when setting the precept in January.

A Proposal was put forward to provide two months' additional free parking in January and February 2020 to help the town economy following on from the success of the free December parking, and to permit further collection of data.

It was **RESOLVED** to extend free parking in the town in January & February 2020.

B12/1211.7 g. **Planning Appeal Reference APP/P0240/W/19/3236423**
Site at Land West of Langford Road, Langford Road, Langford SG189QU

It was **RESOLVED** that the Chairman ask Cllr Bond to take this forward on behalf of the Council.

B12/1212 12. ITEMS FOR INFORMATION

B12/1212.1 a. **OPCC – Newsletter**

This information was **NOTED**

B12/1212.2 b. **Planning Application Outcomes**

Members considered the report of the Planning Application Outcomes as at 11/12/2019.

It was **NOTED** that the Bonds Lane Planning Application is still awaiting a decision.

B12/1213 13. PUBLIC OPEN SESSION

There were no questions from Members of the Public.

B12/1214 14. EXEMPT ITEMS

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

15a. Security

15b. Stop and Search

15c. CCTV

15d. Health Provision

15e. Town Centre Vision Working Group

15f. Update on Traffic Surveys

15g. Staff Issues

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

DRAFT



Biggleswade Town Council

Internal Audit Report 2019-20: First Interim

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 2019-20 financial year, during our visit on 4th December 2019.

Internal Audit Approach

In undertaking our review for the year 2019-20, 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 2018-19.
- 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 August 2019. This included all inter-account "sweep" transfers for the same month.
- Checked detail on the Omega based bank account reconciliations for the year to date sample months, to ensure that no long-standing, uncleared cheques or other anomalous entries exist.

Conclusions

We are pleased to report that no issues have been identified in this area, warranting further comment. Further work will be undertaken at or final visit.

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 in September 2018. Financial Regulations are scheduled to be reviewed again at the meeting on 17th December 2019 and Standing Orders by the end of the Financial Year.
- We have commenced our examination of the minutes of Full Council and its standing Committees, 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.

- We have reviewed the external auditor's report, issued since our last visit, to confirm they are raising no matters regarding the Councils accounts and governance.

Conclusions

We are pleased to report that no issues have been identified in this area, warranting further comment. Further work will be undertaken at or final visit.

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 37 payments processed in the financial year to date. Our test sample provides a broad cross section of expenditure and supplier invoices totalling £198,441 and equates to 33% 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 to 30th September for financial year of 2019/20.

Conclusions

We are pleased to report that no issues have been identified in this area, warranting further comment. Further work will be undertaken at or final visit.

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 2020): both Public and Employer's Liability remain at £10 million. The Fidelity Guarantee remains at £1 million which may be inadequate when the Precept is received due to the amount of reserves held.

Conclusions and recommendations

We consider that the Council has effective risk management processes in place.

R1 -Recommendation - Insurance Employee Fidelity of £1 million, the council needs to be mindful this may be inadequate cover at when the precept is received in April & September.

Precept Determination and Budgetary Control

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the District Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

The Council has commenced consideration of the 2020-21 budgetary requirement and we shall consider the action taken and outcomes, together with the approved level of precept at a future visit.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Conclusions

We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2020-21 later in the financial year. Consequently, we shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.

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.

- On this first visit we examined a sample of Cemetery Fees, reviewing the Burials Register, Exclusive Rights of Burial and Memorials records examining a sample of entries relating to each area (for the months of April 2019 to November 2019. To ensure that each is supported by all relevant and legally required documentation and that the appropriate fees have been levied and recovered within a reasonable time period;
- 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).

Conclusions

We are pleased to report that no issues have been identified in this area, warranting further comment. Further work will be undertaken at or final visit.

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 this visit on 4th December 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 2019-20 by reference to the August 2019 documentation. 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 2019-20 had been duly implemented;

- Checked and agreed the payroll provider computations for income tax, NI contributions and pension contributions for all staff.
- Verified the application of accurate and appropriate pension percentage contributions in line with the revised requirements;
- Checked the resultant net payment to each employee to the payment summary; and
- Verified the timely and accurate payment of tax, NI and pension deductions and contributions to the relevant agencies.

Conclusions

We are pleased to record that no issues have been identified in this area. Further work will be undertaken at or final visit.

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 at a previous visits.

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.

Conclusion

We are pleased to report that no matters have arisen in this area of our review warranting formal comment or recommendation Further work will be undertaken at or final visit.

16/12/2019

Biggleswade Town Council

Item 10bi Balance Sheet

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Detailed Balance Sheet - Excluding Stock Movement

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Month 8 Date 30/11/2019

<u>A/c</u>	<u>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	4,703		
101	DEBTORS - ALLOTMENTS	1,203		
102	DEBTORS - PITCH HIRE	4,712		
103	DEBTORS - ORCHARD CENTRE	25,716		
105	VAT REFUNDS	11,798		
106	ORCHARD DEBTOR SUPSENSE	(25)		
108	DEPOSITS	(100)		
201	NATWEST CURRENT BANK A/C	34,826		
202	LLOYDS CURRENT BANK A/C	649,234		
204	LLOYDS SALARY A/C	86		
209	NATWEST CAPITAL RESERVE	256,563		
210	PETTY CASH	55		
212	CASH CHANGE FLOAT	24		
225	NATWEST 95 DAY ACCOUNT	452		
	Total Current Assets		996,047	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	45,330		
525	ALLOTMENT DEPOSITS	3,150		
530	INC IN ADVANCE - COMMUTED	29,800		
537	SUNDRY CREDITORS	145		
	Total Current Liabilities		78,425	
	Net Current Assets			917,622
	Total Assets less Current Liabilities			2,817,752
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	125,275		
430	LEASE CREDITOR (GROSS)	10,728		
435	LEASE CREDITOR (DEF'D INT)	(803)		
	Total Long Term Liabilities		135,201	
	Total Assets less Total Liabilities			2,682,551
	<u>Represented by :-</u>			
301	CURRENT YEAR FUND	304,186		
310	GENERAL RESERVE	206,439		
349	ROLLING CAPITAL FUND	400,197		
350	CAPITAL FINANCING RESERVE	1,405,818		
451	DEF'D GRANTS APPLIED	608,674		

Detailed Balance Sheet - Excluding Stock Movement**Month 8 Date 30/11/2019**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
452	DEF'D GRANTS W/BACK	(242,762)	
	Total Equity		2,682,551

16/12/2019

Biggleswade Town Council

Item 10bii Summary Inc & Expend

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Summary Income & Expenditure by Budget Heading 30/11/2019

Month No: 8

Cost Centre Report

Page 1

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	B'SWADE MAGISTRATES COURT							
	Income	9,374	106	6,280	6,174			1.7%
	Expenditure	9,374	5,973	6,280	307		307	95.1%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(5,867)</u>					
102	ALLOTMENTS							
	Income	6,359	6,588	6,000	(588)			109.8%
	Expenditure	2,457	758	1,965	1,208		1,208	38.5%
	Movement to/(from) Gen Reserve	<u>3,901</u>	<u>5,830</u>					
103	STREET LIGHTS							
	Expenditure	(8,985)	4,499	500	(3,999)		(3,999)	899.7%
104	BURIAL GROUNDS							
	Income	17,536	9,831	19,000	9,169			51.7%
	Expenditure	81,890	63,610	95,485	31,875		31,875	66.6%
	Movement to/(from) Gen Reserve	<u>(64,354)</u>	<u>(53,779)</u>					
105	CAR PARKS							
	Income	47,704	39,016	50,000	10,984			78.0%
	Expenditure	88,378	64,620	78,648	14,028		14,028	82.2%
	Movement to/(from) Gen Reserve	<u>(40,675)</u>	<u>(25,604)</u>					
106	MARKET							
	Income	15,265	8,881	16,500	7,619			53.8%
	Expenditure	26,571	20,339	28,476	8,137		8,137	71.4%
	Movement to/(from) Gen Reserve	<u>(11,307)</u>	<u>(11,458)</u>					
107	TOWN CENTRE GENERAL							
	Income	701	686	0	(686)			0.0%
	Expenditure	75,049	63,183	101,047	37,864		37,864	62.5%
	Movement to/(from) Gen Reserve	<u>(74,348)</u>	<u>(62,497)</u>					
108	GRANTS (INCL S137)							
	Expenditure	29,958	34,642	32,017	(2,625)		(2,625)	108.2%
109	CAPITAL EXPENDITURE							
	Income	28,218	0	0	0			0.0%
	Expenditure	143,974	111,093	117,351	6,258		6,258	94.7%
	Movement to/(from) Gen Reserve	<u>(115,756)</u>	<u>(111,093)</u>					
110	PUBLIC CONVENIENCES							
	Expenditure	23,162	15,194	26,650	11,456		11,456	57.0%
111	CORPORATE MANAGEMENT							
	Income	938,663	1,011,471	1,016,058	4,587			99.5%
	Expenditure	94,428	74,181	100,274	26,093		26,093	74.0%
	Movement to/(from) Gen Reserve	<u>844,235</u>	<u>937,291</u>					
112	DEMOCRATIC REP'N & MGM'T							
	Income	0	6,950	0	(6,950)			0.0%
	Expenditure	129,755	103,352	137,836	34,484		34,484	75.0%
	Movement to/(from) Gen Reserve	<u>(129,755)</u>	<u>(96,402)</u>					
113	CIVIC ACTIVITIES & EXPENSES							
	Income	662	509	0	(509)			0.0%
	Expenditure	2,924	1,080	4,600	3,520		3,520	23.5%
	Movement to/(from) Gen Reserve	<u>(2,262)</u>	<u>(572)</u>					
115	ORCHARD COMMUNITY CENTRE							
	Income	46,781	37,555	43,000	5,445			87.3%
	Expenditure	73,169	55,005	90,412	35,407		35,407	60.8%
	Movement to/(from) Gen Reserve	<u>(26,388)</u>	<u>(17,450)</u>					
212	RECREATION GROUNDS							
	Income	14,529	7,005	9,590	2,585			73.0%
	Expenditure	296,936	206,884	347,654	140,770		140,770	59.5%
	Movement to/(from) Gen Reserve	<u>(282,407)</u>	<u>(199,879)</u>					

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Summary Income & Expenditure by Budget Heading 30/11/2019

Month No: 8

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
901 CENTRAL SERVICES	Income	1	0	0	0			0.0%
	Expenditure	1	0	0	0		0	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
902 WORKS SERVICES	Expenditure	(0)	0	0	0		0	0.0%
Grand Totals:- Income		1,125,792	1,128,599	1,166,428	37,829			96.8%
Expenditure		1,069,042	824,413	1,169,195	344,782	0	344,782	70.5%
Net Income over Expenditure		<u>56,750</u>	<u>304,186</u>	<u>(2,767)</u>	<u>(306,953)</u>			
Movement to/(from) Gen Reserve		<u>56,750</u>	<u>304,186</u>					

16/12/2019

Biggleswade Town Council

Item 10biii Inc & Exp by budget heading

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Detailed Income & Expenditure by Budget Heading 30/11/2019

Month No: 8

Cost Centre Report

Page 1

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 B'SWADE MAGISTRATES COURT								
1081 INC-RENT	9,014	106	6,280	6,174			1.7%	
1091 INC-MISCELLANEOUS	360	0	0	0			0.0%	
B'SWADE MAGISTRATES COURT :- Income	9,374	106	6,280	6,174			1.7%	0
4007 HEALTH & SAFETY	0	0	300	300		300	0.0%	
4011 RATES	11,448	9,887	11,800	1,913		1,913	83.8%	
4012 WATER RATES	440	358	500	142		142	71.6%	
4013 RENT	(25,920)	(19,947)	(29,920)	(9,973)		(9,973)	66.7%	
4014 ELECTRICITY	2,849	1,583	3,000	1,417		1,417	52.8%	
4015 GAS	3,462	811	2,000	1,189		1,189	40.6%	
4016 CLEANING COSTS	9,294	6,440	9,000	2,560		2,560	71.6%	
4021 TELEPHONE & FAX	49	0	0	0		0	0.0%	
4026 COMPUTER	150	0	0	0		0	0.0%	
4029 OFFICE REFURBISHMENT	30	360	0	(360)		(360)	0.0%	
4036 PROPERTY MAINTENANCE	3,101	4,268	4,000	(268)		(268)	106.7%	
4042 EQUIPT MAINT/REPAIR	636	165	1,000	835		835	16.5%	
4067 PEST CONTROL	0	0	100	100		100	0.0%	
4104 REFUSE COLLECTION	982	586	1,000	414		414	58.6%	
4110 FIRE PRECAUTIONS	1,082	477	1,500	1,023		1,023	31.8%	
4134 SECURITY/CCTV	1,770	986	2,000	1,014		1,014	49.3%	
B'SWADE MAGISTRATES COURT :- Indirect Expenditure	9,374	5,973	6,280	307	0	307	95.1%	0
Net Income over Expenditure	0	(5,867)	0	5,867				
102 ALLOTMENTS								
1087 INC-ALLOTMENTS	6,359	6,588	6,000	(588)			109.8%	
ALLOTMENTS :- Income	6,359	6,588	6,000	(588)			109.8%	0
4013 RENT	581	233	465	233		233	50.0%	
4037 GROUNDS MAINTENANCE	1,426	0	1,000	1,000		1,000	0.0%	
4067 PEST CONTROL	450	525	500	(25)		(25)	105.0%	
ALLOTMENTS :- Indirect Expenditure	2,457	758	1,965	1,208	0	1,208	38.5%	0
Net Income over Expenditure	3,901	5,830	4,035	(1,795)				
103 STREET LIGHTS								
4014 ELECTRICITY	7,065	4,499	0	(4,499)		(4,499)	0.0%	
4038 MAINTENANCE CONTRACT	(16,877)	0	0	0		0	0.0%	
4045 S/L REPAIR/RENEWAL	828	0	0	0		0	0.0%	
4174 BUS SHELTER MAINTENANCE	0	0	500	500		500	0.0%	
STREET LIGHTS :- Indirect Expenditure	(8,985)	4,499	500	(3,999)	0	(3,999)	899.7%	0
Net Expenditure	8,985	(4,499)	(500)	3,999				

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Detailed Income & Expenditure by Budget Heading 30/11/2019

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104 BURIAL GROUNDS								
1074 INC-DONATIONS	200	0	0	0			0.0%	
1081 INC-RENT	800	0	0	0			0.0%	
1084 INC-BURIAL FEES	15,838	9,250	17,000	7,750			54.4%	
1097 INC-MEMORIALS	698	581	2,000	1,419			29.1%	
BURIAL GROUNDS :- Income	17,536	9,831	19,000	9,169			51.7%	0
4011 RATES	4,219	3,762	4,350	588		588	86.5%	
4012 WATER RATES	156	42	200	158		158	20.9%	
4014 ELECTRICITY	149	2,626	150	(2,476)		(2,476)	1750.5%	
4036 PROPERTY MAINTENANCE	1,878	1,088	1,000	(88)		(88)	108.8%	
4110 FIRE PRECAUTIONS	152	368	200	(168)		(168)	184.1%	
4178 PATHS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4901 C.S. SALARY RECHARGE	10,464	7,643	9,413	1,770		1,770	81.2%	
4902 W.S. SALARY RECHARGE	45,623	33,600	56,310	22,710		22,710	59.7%	
4911 C.S. O'HEAD RECHARGE	7,721	7,113	9,898	2,785		2,785	71.9%	
4912 W.S. O'HEAD RECHARGE	11,529	7,369	12,964	5,595		5,595	56.8%	
BURIAL GROUNDS :- Indirect Expenditure	81,890	63,610	95,485	31,875	0	31,875	66.6%	0
Net Income over Expenditure	(64,354)	(53,779)	(76,485)	(22,706)				
105 CAR PARKS								
1088 INC-CAR PARKING FEES	24,519	24,600	30,000	5,400			82.0%	
1089 INC - PARKING PERMITS WORK	15,151	10,359	15,000	4,641			69.1%	
1099 INC-INSURANCE (CLAIM)	2,556	0	0	0			0.0%	
1189 INC-PARKING PERMITS RES	5,479	4,058	5,000	942			81.2%	
CAR PARKS :- Income	47,704	39,016	50,000	10,984			78.0%	0
4011 RATES	25,128	20,562	25,900	5,338		5,338	79.4%	
4021 TELEPHONE & FAX	0	0	600	600		600	0.0%	
4038 MAINTENANCE CONTRACT	2,055	6,543	0	(6,543)		(6,543)	0.0%	
4042 EQUIPT MAINT/REPAIR	2,574	0	0	0		0	0.0%	
4047 MATERIALS/TOOLS	1,872	1,231	2,000	769		769	61.5%	
4056 LEGAL EXPENSES	0	0	1,000	1,000		1,000	0.0%	
4092 Card Processing Fees	542	603	(2,000)	(2,603)		(2,603)	(30.2%)	
4108 SURFACE REPAIRS	8,175	0	3,000	3,000		3,000	0.0%	
4126 CAR PARK LEASE	29,000	21,750	26,001	4,251		4,251	83.7%	
4127 SIGNS	198	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	2,616	1,911	2,353	442		442	81.2%	
4902 W.S. SALARY RECHARGE	11,406	8,400	14,078	5,678		5,678	59.7%	
4911 C.S. O'HEAD RECHARGE	1,930	1,778	2,475	697		697	71.9%	
4912 W.S. O'HEAD RECHARGE	2,882	1,842	3,241	1,399		1,399	56.8%	
CAR PARKS :- Indirect Expenditure	88,378	64,620	78,648	14,028	0	14,028	82.2%	0
Net Income over Expenditure	(40,675)	(25,604)	(28,648)	(3,044)				

Detailed Income & Expenditure by Budget Heading 30/11/2019

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
106 MARKET								
1085 INC-TUESDAY MARKET RENTS	3,108	1,796	3,000	1,204			59.9%	
1086 INC-SATURDAY MARKET RENTS	12,066	6,888	13,500	6,612			51.0%	
1091 INC-MISCELLANEOUS	90	197	0	(197)			0.0%	
MARKET :- Income	15,265	8,881	16,500	7,619			53.8%	0
4001 STAFF SALARIES	805	0	0	0		0	0.0%	
4004 MARKET STAFF	4,104	3,325	5,250	1,925		1,925	63.3%	
4011 RATES	4,982	4,077	5,150	1,073		1,073	79.2%	
4014 ELECTRICITY	1,193	178	300	122		122	59.2%	
4025 INSURANCE	0	0	550	550		550	0.0%	
4032 PUBLICITY	0	343	550	208		208	62.3%	
4047 MATERIALS/TOOLS	0	120	250	130		130	48.0%	
4081 Licences	333	0	333	333		333	0.0%	
4901 C.S. SALARY RECHARGE	8,720	6,369	7,844	1,475		1,475	81.2%	
4911 C.S. O'HEAD RECHARGE	6,434	5,928	8,249	2,321		2,321	71.9%	
MARKET :- Indirect Expenditure	26,571	20,339	28,476	8,137	0	8,137	71.4%	0
Net Income over Expenditure	(11,307)	(11,458)	(11,976)	(518)				
107 TOWN CENTRE GENERAL								
1145 INC-CHRISTMAS ACTIVITIES	701	686	0	(686)			0.0%	
TOWN CENTRE GENERAL :- Income	701	686	0	(686)				0
4001 STAFF SALARIES	10,128	16,533	24,800	8,267		8,267	66.7%	
4002 EMPLOYERS N.I	888	1,488	2,250	762		762	66.1%	
4003 EMPLOYERS SUPERANN.	2,309	3,935	6,000	2,065		2,065	65.6%	
4009 STAFF TRAVEL	25	168	0	(168)		(168)	0.0%	
4036 PROPERTY MAINTENANCE	0	732	0	(732)		(732)	0.0%	
4064 ANNUAL HANGING BASKETS	2,266	2,991	2,500	(491)		(491)	119.6%	
4116 WAR MEM & REM SERV	755	301	1,000	699		699	30.1%	
4117 CLOCK REPAIRS	0	0	350	350		350	0.0%	
4140 CHRISTMAS ACTIVITIES	6,864	4,791	5,500	709		709	87.1%	
4144 CCTV	14,982	1,500	18,000	16,500		16,500	8.3%	
4145 CHRISTMAS LIGHTS	17,999	16,813	18,500	1,687		1,687	90.9%	
4901 C.S. SALARY RECHARGE	2,616	1,911	2,353	442		442	81.2%	
4902 W.S. SALARY RECHARGE	11,406	8,400	14,078	5,678		5,678	59.7%	
4911 C.S. O'HEAD RECHARGE	1,930	1,778	2,475	697		697	71.9%	
4912 W.S. O'HEAD RECHARGE	2,882	1,842	3,241	1,399		1,399	56.8%	
TOWN CENTRE GENERAL :- Indirect Expenditure	75,049	63,183	101,047	37,864	0	37,864	62.5%	0
Net Income over Expenditure	(74,348)	(62,497)	(101,047)	(38,550)				

Detailed Income & Expenditure by Budget Heading 30/11/2019

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
108 GRANTS (INCL S137)								
4261 GRANTS UNDER OTHER POWERS	18,708	23,392	20,767	(2,625)		(2,625)	112.6%	
4264 Community Agent Grant	11,250	11,250	11,250	0		0	100.0%	
GRANTS (INCL S137) :- Indirect Expenditure	29,958	34,642	32,017	(2,625)	0	(2,625)	108.2%	0
Net Expenditure	(29,958)	(34,642)	(32,017)	2,625				
109 CAPITAL EXPENDITURE								
1075 INC-SALE OF ASSETS	14,135	0	0	0			0.0%	
1077 INC-S106 GRANTS	14,083	0	0	0			0.0%	
CAPITAL EXPENDITURE :- Income	28,218	0	0	0				0
4053 LOAN INTEREST	6,360	3,001	5,582	2,581		2,581	53.8%	
4253 LEASE INTEREST REPAID	376	268	242	(26)		(26)	110.5%	
4801 CP - New Vehicles\Equipment	35,628	0	0	0		0	0.0%	
4802 CP - New Computer Installation	900	12,508	0	(12,508)		(12,508)	0.0%	
4823 CP - Play Equipment	9,900	0	0	0		0	0.0%	
4827 CP - Office Equipment	9,029	0	0	0		0	0.0%	
4842 CP - The Orchard Furniture & E	0	493	0	(493)		(493)	0.0%	
4843 CP - Street Furniture	2,440	0	0	0		0	0.0%	
4847 CP - Workshop	6,800	525	0	(525)		(525)	0.0%	
4850 CP - Car Park Equipment	34,114	0	0	0		0	0.0%	
4860 CP - St Lighting Replacement	102,389	0	0	0		0	0.0%	
4861 CP - Kitelands Ball Court	9,397	0	0	0		0	0.0%	
4862 CP -Drove Rd Cemetery Footpath	6,247	0	0	0		0	0.0%	
4863 CP -Drove Rd Chapel Surface	4,700	0	0	0		0	0.0%	
4864 CP - Drove Road	200	0	0	0		0	0.0%	
4865 CP - Market Stall Umbrellas	3,579	0	0	0		0	0.0%	
4900 ROLLING CAPITAL FUND ALLOC'N	100,000	100,000	100,000	0		0	100.0%	
4980 LOAN REPAYMENT	8,793	4,516	9,453	4,937		4,937	47.8%	
4982 LEASE CAPITAL REPAID	3,728	3,308	2,074	(1,234)		(1,234)	159.5%	
4990 ASSET FUNDING FROM RCP	(59,404)	(13,526)	0	13,526		13,526	0.0%	
4992 TRANSFER FROM E/MARKED RESERVE(141,201)		0	0	0		0	0.0%	
4993 TFR TO CAP REC RSV	10,635	0	0	0		0	0.0%	
4994 TRANSFER FROM CAP REC RSV	(10,635)	0	0	0		0	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	143,974	111,093	117,351	6,258	0	6,258	94.7%	0
Net Income over Expenditure	(115,756)	(111,093)	(117,351)	(6,258)				
110 PUBLIC CONVENIENCES								
4011 RATES	3,024	2,475	3,150	675		675	78.6%	

Detailed Income & Expenditure by Budget Heading 30/11/2019

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 WATER RATES	1,400	1,132	1,600	468		468	70.8%	
4014 ELECTRICITY	943	(89)	900	989		989	(9.9%)	
4036 PROPERTY MAINTENANCE	2,204	119	2,500	2,381		2,381	4.8%	
4038 MAINTENANCE CONTRACT	15,590	11,557	18,500	6,943		6,943	62.5%	
PUBLIC CONVENIENCES :- Indirect Expenditure	23,162	15,194	26,650	11,456	0	11,456	57.0%	0
Net Expenditure	(23,162)	(15,194)	(26,650)	(11,456)				
111 CORPORATE MANAGEMENT								
1076 PRECEPT RECEIVED	938,232	1,011,058	1,011,058	0			100.0%	
1096 INTEREST RECEIVED	431	413	5,000	4,587			8.3%	
CORPORATE MANAGEMENT :- Income	938,663	1,011,471	1,016,058	4,587			99.5%	0
4057 AUDIT FEES	3,505	400	3,720	3,320		3,320	10.8%	
4901 C.S. SALARY RECHARGE	52,318	38,214	47,063	8,849		8,849	81.2%	
4911 C.S. O'HEAD RECHARGE	38,605	35,567	49,491	13,924		13,924	71.9%	
CORPORATE MANAGEMENT :- Indirect Expenditure	94,428	74,181	100,274	26,093	0	26,093	74.0%	0
Net Income over Expenditure	844,235	937,291	915,784	(21,507)				
112 DEMOCRATIC REP'N & MGM'T								
1078 INC-MISC GRANTS	0	6,950	0	(6,950)			0.0%	
DEMOCRATIC REP'N & MGM'T :- Income	0	6,950	0	(6,950)				0
4024 SUBSCRIPTIONS	3,127	3,060	3,600	540		540	85.0%	
4026 COMPUTER	614	0	1,500	1,500		1,500	0.0%	
4082 NEIGHBOURHOOD PLAN	1,686	1,390	0	(1,390)		(1,390)	0.0%	
4135 ELECTION PROVISION	3,098	528	4,000	3,472		3,472	13.2%	
4901 C.S. SALARY RECHARGE	69,758	50,952	62,749	11,797		11,797	81.2%	
4911 C.S. O'HEAD RECHARGE	51,473	47,423	65,987	18,564		18,564	71.9%	
DEMOCRATIC REP'N & MGM'T :- Indirect Expenditure	129,755	103,352	137,836	34,484	0	34,484	75.0%	0
Net Income over Expenditure	(129,755)	(96,402)	(137,836)	(41,434)				
113 CIVIC ACTIVITIES & EXPENSES								
1091 INC-MISCELLANEOUS	471	556	0	(556)			0.0%	
1300 INC-MAYORS CHARITY	191	(47)	0	47			0.0%	
CIVIC ACTIVITIES & EXPENSES :- Income	662	509	0	(509)				0
4008 STAFF TRAINING	25	290	1,500	1,210		1,210	19.3%	
4009 STAFF TRAVEL	0	0	500	500		500	0.0%	
4058 PROFESSIONAL FEES	0	0	0	0		0	0.0%	

Detailed Income & Expenditure by Budget Heading 30/11/2019

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4112 TOWN MAYOR'S ALLOW.	1,179	730	1,000	270		270	73.0%	
4166 TWINNING	555	0	500	500		500	0.0%	
4179 CIVIC FUNCTIONS	1,166	60	1,000	940		940	6.0%	
4180 CIVIC REGALIA REPAIRS ETC	0	0	100	100		100	0.0%	
CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure	2,924	1,080	4,600	3,520	0	3,520	23.5%	0
Net Income over Expenditure	(2,262)	(572)	(4,600)	(4,028)				
115 ORCHARD COMMUNITY CENTRE								
1078 INC-MISC GRANTS	18,000	18,000	18,000	0			100.0%	
1082 INC-LETTINGS	28,765	19,331	25,000	5,669			77.3%	
1091 INC-MISCELLANEOUS	8	0	0	0			0.0%	
1109 INC-COFFEE MACHINE	0	224	0	(224)			0.0%	
1115 INC-REFRESHMENTS	8	0	0	0			0.0%	
ORCHARD COMMUNITY CENTRE :- Income	46,781	37,555	43,000	5,445			87.3%	0
4001 STAFF SALARIES	45,925	35,163	42,465	7,302		7,302	82.8%	
4002 EMPLOYERS N.I	4,013	3,265	4,990	1,725		1,725	65.4%	
4003 EMPLOYERS SUPERANN.	10,471	8,369	10,107	1,738		1,738	82.8%	
4007 HEALTH & SAFETY	0	0	500	500		500	0.0%	
4009 STAFF TRAVEL	220	258	0	(258)		(258)	0.0%	
4011 RATES	0	0	5,500	5,500		5,500	0.0%	
4012 WATER RATES	439	207	600	393		393	34.5%	
4014 ELECTRICITY	1,484	1,433	10,000	8,567		8,567	14.3%	
4015 GAS	1,710	(190)	4,500	4,690		4,690	(4.2%)	
4016 CLEANING COSTS	4,350	3,755	4,000	245		245	93.9%	
4020 MISC. ESTABLISH.COST	0	0	500	500		500	0.0%	
4021 TELEPHONE & FAX	1,131	190	1,200	1,010		1,010	15.8%	
4026 COMPUTER	1,425	565	2,500	1,935		1,935	22.6%	
4029 OFFICE REFURBISHMENT	131	0	0	0		0	0.0%	
4032 PUBLICITY	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	801	717	1,000	283		283	71.7%	
4038 MAINTENANCE CONTRACT	629	1,060	1,500	440		440	70.7%	
4042 EQUIPT MAINT/REPAIR	139	0	200	200		200	0.0%	
4081 Licences	301	155	150	(5)		(5)	103.0%	
4128 EQUIPMENT	0	60	200	140		140	30.0%	
ORCHARD COMMUNITY CENTRE :- Indirect Expenditure	73,169	55,005	90,412	35,407	0	35,407	60.8%	0
Net Income over Expenditure	(26,388)	(17,450)	(47,412)	(29,962)				

Detailed Income & Expenditure by Budget Heading 30/11/2019

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
212 RECREATION GROUNDS								
1077 INC-S106 GRANTS	1,480	0	0	0			0.0%	
1078 INC-MISC GRANTS	3,022	0	0	0			0.0%	
1081 INC-RENT	9,101	4,787	5,240	454			91.3%	
1082 INC-LETTINGS	0	22	0	(22)			0.0%	
1083 INC-PITCH HIRE	925	2,197	4,000	1,803			54.9%	
1091 INC-MISCELLANEOUS	0	0	350	350			0.0%	
RECREATION GROUNDS :- Income	14,529	7,005	9,590	2,585			73.0%	0
4011 RATES	4,392	3,574	4,550	976		976	78.6%	
4012 WATER RATES	6,439	1,156	11,000	9,844		9,844	10.5%	
4013 RENT	0	0	1	1		1	0.0%	
4014 ELECTRICITY	6,955	2,955	5,000	2,045		2,045	59.1%	
4016 CLEANING COSTS	0	98	400	302		302	24.4%	
4036 PROPERTY MAINTENANCE	0	0	5,000	5,000		5,000	0.0%	
4037 GROUNDS MAINTENANCE	2,155	575	2,500	1,925		1,925	23.0%	
4038 MAINTENANCE CONTRACT	6,615	6,016	6,500	484		484	92.6%	
4039 PLAY. EQUIP. MAINT.	4,353	1,187	3,000	1,813		1,813	39.6%	
4043 FENCING & GATES	464	0	1,000	1,000		1,000	0.0%	
4044 TREES & PLANTS	3,504	2,593	2,500	(93)		(93)	103.7%	
4067 PEST CONTROL	1,000	700	1,500	800		800	46.7%	
4100 FERT./SEEDS/WEEDKILL	2,263	116	2,000	1,884		1,884	5.8%	
4104 REFUSE COLLECTION	1,736	3,097	1,000	(2,097)		(2,097)	309.7%	
4110 FIRE PRECAUTIONS	1,019	638	750	112		112	85.1%	
4114 LITTER BINS	1,568	1,437	2,000	563		563	71.8%	
4128 EQUIPMENT	1,715	0	0	0		0	0.0%	
4139 GRASS CUTTING	4,236	0	5,000	5,000		5,000	0.0%	
4901 C.S. SALARY RECHARGE	27,903	20,381	25,100	4,719		4,719	81.2%	
4902 W.S. SALARY RECHARGE	159,679	117,600	197,084	79,484		79,484	59.7%	
4911 C.S. O'HEAD RECHARGE	20,589	18,969	26,395	7,426		7,426	71.9%	
4912 W.S. O'HEAD RECHARGE	40,352	25,792	45,374	19,582		19,582	56.8%	
RECREATION GROUNDS :- Indirect Expenditure	296,936	206,884	347,654	140,770	0	140,770	59.5%	0
Net Income over Expenditure	(282,407)	(199,879)	(338,064)	(138,185)				
901 CENTRAL SERVICES								
1091 INC-MISCELLANEOUS	1	0	0	0			0.0%	
CENTRAL SERVICES :- Income	1	0	0	0				0
4001 STAFF SALARIES	134,051	96,990	144,125	47,135		47,135	67.3%	
4002 EMPLOYERS N.I	11,852	8,787	12,750	3,963		3,963	68.9%	
4003 EMPLOYERS SUPERANN.	28,491	21,602	34,300	12,698		12,698	63.0%	

Detailed Income & Expenditure by Budget Heading 30/11/2019

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4005 AGENCY STAFF	0	20,821	0	(20,821)		(20,821)	0.0%	
4007 HEALTH & SAFETY	145	0	2,500	2,500		2,500	0.0%	
4008 STAFF TRAINING	4,017	1,117	3,000	1,883		1,883	37.2%	
4009 STAFF TRAVEL	3,300	1,789	3,500	1,712		1,712	51.1%	
4010 MISC. STAFF COSTS	938	171	500	329		329	34.2%	
4013 RENT	25,400	19,947	29,920	9,973		9,973	66.7%	
4020 MISC. ESTABLISH.COST	302	0	250	250		250	0.0%	
4021 TELEPHONE & FAX	10,178	5,860	7,600	1,740		1,740	77.1%	
4022 POSTAGE	1,297	547	1,000	453		453	54.7%	
4023 STATIONERY	4,245	5,619	5,000	(619)		(619)	112.4%	
4025 INSURANCE	19,962	19,492	21,000	1,508		1,508	92.8%	
4026 COMPUTER	25,870	22,703	24,000	1,297		1,297	94.6%	
4027 PHOTOCOPIER	3,003	1,604	3,500	1,896		1,896	45.8%	
4031 ADVERTISING	612	0	400	400		400	0.0%	
4032 PUBLICITY	3,878	1,775	3,500	1,725		1,725	50.7%	
4042 EQUIPT MAINT/REPAIR	0	314	0	(314)		(314)	0.0%	
4051 BANK CHARGES	1,501	1,321	1,500	179		179	88.0%	
4056 LEGAL EXPENSES	5,681	1,220	1,000	(220)		(220)	122.0%	
4058 PROFESSIONAL FEES	787	2,297	5,000	2,703		2,703	45.9%	
4060 OFFICE EQUIPMENT	26	1,796	500	(1,296)		(1,296)	359.3%	
4073 PAYROLL BUREAU FEES	1,808	482	2,000	1,518		1,518	24.1%	
4074 ACCOUNTANCY FEES	15,707	9,651	15,000	5,349		5,349	64.3%	
4125 Misc Costs	27	31	0	(31)		(31)	0.0%	
4901 C.S. SALARY RECHARGE	(174,394)	(127,379)	(156,875)	(29,496)		(29,496)	81.2%	
4911 C.S. O'HEAD RECHARGE	(128,683)	(118,556)	(164,970)	(46,414)		(46,414)	71.9%	
CENTRAL SERVICES :- Indirect Expenditure	1	0	0	0	0	0		0
Net Income over Expenditure	0	0	0	0				
<u>902 WORKS SERVICES</u>								
4001 STAFF SALARIES	180,564	131,622	212,350	80,728		80,728	62.0%	
4002 EMPLOYERS N.I	15,720	11,714	18,650	6,936		6,936	62.8%	
4003 EMPLOYERS SUPERANN.	31,829	24,663	50,550	25,887		25,887	48.8%	
4007 HEALTH & SAFETY	331	381	500	119		119	76.3%	
4008 STAFF TRAINING	1,719	1,809	2,500	691		691	72.4%	
4009 STAFF TRAVEL	262	180	500	320		320	36.1%	
4010 MISC. STAFF COSTS	0	0	300	300		300	0.0%	
4014 ELECTRICITY	0	80	50	(30)		(30)	159.4%	
4021 TELEPHONE & FAX	25	0	1,000	1,000		1,000	0.0%	
4025 INSURANCE	0	636	0	(636)		(636)	0.0%	
4029 OFFICE REFURBISHMENT	57	0	0	0		0	0.0%	

Detailed Income & Expenditure by Budget Heading 30/11/2019

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4030 RECRUIT. ADVERTISING	1,006	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	0	115	0	(115)		(115)	0.0%	
4041 EQUIPMENT HIRE	0	216	400	184		184	54.0%	
4042 EQUIPT MAINT/REPAIR	4,386	3,168	4,000	832		832	79.2%	
4046 VEHICLE LEASING	10,915	5,270	12,000	6,730		6,730	43.9%	
4047 MATERIALS/TOOLS	10,841	9,619	5,000	(4,619)		(4,619)	192.4%	
4048 VEHICLE MAINT/REPAIR	10,039	5,656	15,000	9,344		9,344	37.7%	
4049 VEHICLE FUEL	7,653	5,467	8,000	2,533		2,533	68.3%	
4050 VEHICLE TAX	270	455	270	(185)		(185)	168.5%	
4103 PROTECTIVE CLOTHING	4,114	2,238	2,500	262		262	89.5%	
4119 SKIP HIRE	3,169	1,540	6,000	4,460		4,460	25.7%	
4125 Misc Costs	0	16	0	(16)		(16)	0.0%	
4128 EQUIPMENT	90	0	500	500		500	0.0%	
4134 SECURITY/CCTV	1,822	0	3,300	3,300		3,300	0.0%	
4136 RENEWALS/REPLACEMENT	829	0	3,000	3,000		3,000	0.0%	
4137 PLANNING APPLICATION	116	0	0	0		0	0.0%	
4902 W.S. SALARY RECHARGE	(228,114)	(168,000)	(281,550)	(113,550)		(113,550)	59.7%	
4912 W.S. O'HEAD RECHARGE	(57,645)	(36,846)	(64,820)	(27,974)		(27,974)	56.8%	
WORKS SERVICES :- Indirect Expenditure	(0)	0	0	0	0	0		0
Net Expenditure	0	0	0	0				
Grand Totals:- Income	1,125,792	1,128,599	1,166,428	37,829			96.8%	
Expenditure	1,069,042	824,413	1,169,195	344,782	0	344,782	70.5%	
Net Income over Expenditure	56,750	304,186	(2,767)	(306,953)				
Movement to/(from) Gen Reserve	56,750	304,186						

Date: 16/12/2019

Biggleswade Town Council

Accounts

Time: 15:18

Lloyds Current A/C

Item 10biv Current A/C

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List of Payments made between 01/11/2019 and 30/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/11/2019	Stratton House Hotel	000230	250.00		BTC Xmas function deposit
05/11/2019	Land Registry	DD	9.00		Land Registry
06/11/2019	ABA Ltd	201070	47.34		2874-Bolt extractor set
06/11/2019	Broxap Limited	201071	1,724.40		2887-Delivery+carriage charge
06/11/2019	Rosetta Publishing Ltd	201072	258.00		2860-Beds Bulletin November
06/11/2019	Colin Ross Workwear & Safety	201073	359.97		2873-Safety boots
06/11/2019	C Keeble	201074	1,275.90		2861-3x Gazebo at £100 each
06/11/2019	Communicorp	201075	87.00		2889-Clerks&Council Subs 19-20
06/11/2019	Flowbird Smart City UK Ltd	201076	315.17		2834-Parking equip maint-Nov
06/11/2019	GH Online Accounting Limited	201077	374.40		2871-Payroll for Qtr ended Sep
06/11/2019	Bedfordshire Growers Limited	201078	22.00		2886-Manor farm compost
06/11/2019	Michael Hall and Co.	201079	50.00		2870-Notrial matter-Prof Chrg
06/11/2019	Harrier Office Supplies Ltd	201080	232.04		2872-Misc stationery items
06/11/2019	Hydraclean Limited	201081	1,140.00		2849-Risk Assess Various sites
06/11/2019	HM Revenue & Customs	201082	9,546.25		2851-HMRC PAYE/NI Due Oct 19
06/11/2019	Mick George Recycling Ltd	201083	44.57		2862-waste refuse
06/11/2019	Professional Pest Management	201084	90.00		2863-Pest control Nov 19
06/11/2019	Bedfordshire Pension Fund	201085	9,351.25		2852-Pension Due Oct 19
06/11/2019	R & C Hyett	201086	2,965.00		2869-Market Square-Cleaning
06/11/2019	Hire or Buy Group Ltd	201087	38.95		2855-Worksafe winter glove
06/11/2019	Turfcare Leisure Services Ltd	201088	690.47		2865-Bowling Green Maint
06/11/2019	The Transportation Consultancy	201089	540.00		2857-Transp+Highways Advice
06/11/2019	Unison	201090	11.50		2850-Unison Oct 19
06/11/2019	Viking Direct Ltd	201091	307.75		2853-Mis stationery items
06/11/2019	Lloyds Salary A/C	Tfr	13.58		
11/11/2019	The right Fuelcard Company Lim	DDR	54.14		2503730/3011/The right Fuelcar
11/11/2019	Node IT Solutions Ltd	DDR1	211.20		2859-Node protected networking
11/11/2019	Node IT Solutions Ltd	DDR2	2,697.74		2858-IT services for November
12/11/2019	Land Registry	DD	48.00		Land Registry
13/11/2019	Petty cash	000232	181.90		Petty cash
14/11/2019	Lloyds Salary A/C	Tfr	26,909.60		
15/11/2019	Shire Leasing Plc DDR	DDR3	684.23		151119/3007/Shire Leasing Plc
18/11/2019	ADT Fire & Security plc	201092	758.63		2898-BT Redcare 20.11-19.11.20
18/11/2019	BT Payment Centre	201093	161.08		2805-TELEPHONE
18/11/2019	Bedford College	201094	540.00		2899-Tree felling training
18/11/2019	L. Bennett & Son Ltd	201095	22.01		2900-Foot pump
18/11/2019	BHIB Limited	201096	635.82		2892-LN69 XVL Insurance
18/11/2019	Colin Ross Workwear & Safety	201097	203.98		2902-Safety boots
18/11/2019	Deeping Direct Limited	201098	72.00		2903-container hire
18/11/2019	Flowbird Smart City UK Ltd	201099	340.54		2904-Parking equip contract
18/11/2019	Green Tek Solutions Ltd	201100	276.31		2905-Vehicle repairs
18/11/2019	Mr N Gurney	201101	275.00		2906-PA Hire Rem service
18/11/2019	Henlow Building Supplies	201102	485.00		2897-Bolts/concrete hardener

List of Payments made between 01/11/2019 and 30/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/11/2019	Party Packs Ltd	201103	90.00		2910-3ft Gleam Curtain silver
18/11/2019	DCK Accounting Solutions Ltd	201105	1,073.95		2893-Accounts Oct 19
18/11/2019	Peninsula Business Services Li	201104	701.46		U001277482/2916/Peninsula Busi
18/11/2019	Node IT Solutions Ltd	DDR4	16.80		2891-Anker sounline cable
18/11/2019	Ampower - 73506 - Old Court Ho	DDR	350.00		Purchase Ledger Payment
18/11/2019	Ampower G81907-Kings Reach	DDR1	600.00		Purchase Ledger Payment
19/11/2019	Stratton House Hotel	000233	567.00		BTC Xmas Function balance
19/11/2019	Land Registry	DD	3.00		Land Registry
20/11/2019	AIB Merchant Services	DDR5	96.46		2888-Card processing charge
25/11/2019	EE - DDR	DDR6	336.43		Purchase Ledger Payment
25/11/2019	Node IT Solutions Ltd	DDR7	1,387.67		2909-Lenovo Thinkcentre PC
26/11/2019	N Turner	000234	40.00		N Turner Worker permit refund
27/11/2019	Petty Cash	000235	175.90		Petty Cash
27/11/2019	Kubota Finance	Std Ord	536.40		Kubota Finance Leasing
29/11/2019	Lex Autolease Ltd	DDR8	389.02		2907-KV67FPJ Lease Nov 19
29/11/2019	OPUS Energy (Corporate) Limite	DDR9	1,532.85		Purchase Ledger Payment
29/11/2019	TV Licensing	000236	154.50		TV Licensing O/Centre
Total Payments			<u>72,353.16</u>		

BIGGLESWADE TOWN COUNCIL

**Report to Council
Tuesday 14th January 2020**

Standing Orders (interim report)

Introduction

I have been undertaking a review of Council Standing Orders that will be for consideration at a future Council Meeting. I have looked at a number of issues and will bring forward suggestions for Council to consider.

Before proceeding further, I am requesting Members to consider the inclusion of a provision for appointing a Leader of The Council (and possibly a Deputy Leader), who would normally be from the majority party. Members may also wish to discuss whether, should the situation arise, any minority party should have a recognised Group Leader.

For Consideration

Members are requested to consider whether it would help the efficient functioning of the Council if the appointment of a Leader was made. Although there is no official status of Leader at the Town Council level, other Councils find it useful, and it separates the function clearly from that of the Mayor. Below is the wording from another Council's SOs for consideration:

(a) The names of those persons appointed as Leader and Deputy Leader by political groups shall be notified to the Town Clerk who should then report accordingly to the Town Council.

(b) The leaders of political groups (or in their absence their respective deputies) shall be entitled to attend any meetings, standing committees and sub-committees of the Town Council of which they are not a member and shall be entitled to propose motions at those meetings but not vote.

For the information of members, here is a resume of the role that could apply to a Council Leader:

LEADER OF COUNCIL

The Leader of Council will be a councillor appointed to the position of leader by the Council annually. The Leader will hold office until he/she resigns from the office or the next Annual meeting of Council.

The Leader of Council will be the leader of the largest political group on the Council and will be recognised as the leader on all policy and business matters and will work with the Town Clerk in bringing matters of policy to the Council for determination.

The Council Leader in a Town Council does not have any executive powers - decisions can only be delegated by the Council to committees or to officers. The Leader works closely with the Town Clerk and other officers through regular meetings to ensure that issues are being dealt with in a timely way and can be resolved outside the normal committee meeting cycle, where such matters have been delegated to officers.

The Leader of Council will be tasked with the following responsibilities:

- to advise Council on periodically reviewing policy and strategic priorities;
- to establish Town Council policy, with the chairs of the standing committees and the officers, and to ensure that agreed policies are properly developed.
- to work to ensure all views are heard and promote consensus across party.
- to work with officers of the Council so that its business can be carried out efficiently and with regard to the rights of councillors and the interests of the community;
- to promote public involvement in the Council's activities;
- together with the Mayor and Deputy Mayor to promote the Council as a whole.

Philip Truppin

January 2020

From: Partnerships Community & Engagement Team
<Partnerships.CommunityEngagementTeam@centralbedfordshire.gov.uk>
Sent: 03 January 2020 12:43
To: All Town & Parish Council Clerks
<AllTown&ParishCouncilClerks@CentralBedfordshireCouncil.onmicrosoft.com>
Cc: Partnerships Community & Engagement Team
<Partnerships.CommunityEngagementTeam@centralbedfordshire.gov.uk>
Subject: Town and Parish Council Conference - Wednesday 22 January 2020.

Dear Clerks

Happy New Year !

The next Town and Parish Council Conference will take place on Wednesday 22 January in the Chamber at Priory House, Chicksands.

Refreshments will be available from 5.30pm and the Conference will start promptly at 6pm.

There is a 'looking to the future' theme to the January 2020 Conference with important updates on our Schools for the Future programme, the Local Plan and some interactive engagement in developing a vision for Central Bedfordshire 2050. There will also be opportunities to ask questions at points in the evening and a comfort break.

You can book up to 2 places per parish council by responding to this email with the delegate name, title (e.g Cllr or Clerk) and the parish / town council.

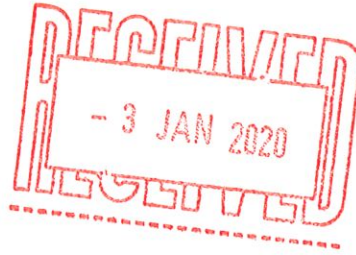
Regards

**Partnerships and Community Engagement
Chief Executive's Team**

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

Direct Dial: 0300 300 6166 | Internal: 76166 | Mobile 07815 494588 | Email: Partnerships
Community & Engagement Team

Partnerships.CommunityEngagementTeam@centralbedfordshire.gov.uk



**Central
Bedfordshire**

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

24 December 2020

Dear Clerk to Biggleswade Town Council

Budget Consultation 2020

Between 3rd January 2020 and 30th January 2020, we will be inviting residents to take part in a consultation to let us know their views on the council's proposed budget for 2020/21.

Residents can find out more about the budget and give their views online at www.centralbedfordshire.gov.uk/budget2020. For those who are unable to access the internet they can pick up a paper copy from their local library, council office or Citizens Advice.

To help us with this process can you please display the enclosed poster and make the questionnaires available to the public during the consultation period?

If you have any questions or need more copies of the poster or paper questionnaire, please contact Chris Faulkner by email chris.faulkner@centralbedfordshire.gov.uk.

Thank you for your help.

Yours sincerely

Clare Harding
Community Intelligence Manager

Email: clare.harding@centralbedfordshire.gov.uk

have
your
say...

Central
Bedfordshire



BUDGET 2020

In the coming weeks, the council will agree funding for local services, council tax and efficiency proposals.

These decisions affect everyone and so we're seeking your views. With increasing demand on services and less money from the Government, the council has a plan to:

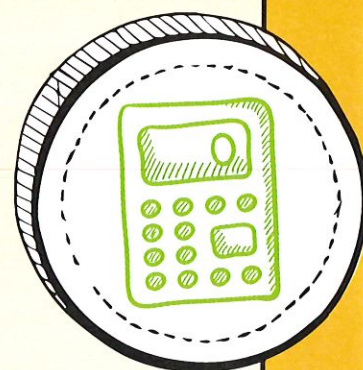
- find £13.6million of additional efficiencies
- apply the Adult Social Care Precept of an increase of 2% on council tax to contribute towards funding care services
- increase council tax by 1.95% to contribute towards funding other services.

Taken together these measures would allow the council to continue to protect frontline services and invest in the services we need.

Read a summary, view the full budget and have your say online at www.centralbedfordshire.gov.uk/budget2020

or pick up a paper copy of the summary from one of our libraries or the council offices at Chicksands and Dunstable.


All responses must be received by 5pm, 30 January 2020.



Stay in touch with all the latest Budget 2020 news

 www.centralbedfordshire.gov.uk/budget2020

 www.facebook.com/letstalkcentral

 @letstalkcentral #YourMoneyCounts

have
your
say...



Central Bedfordshire Council

BUDGET 2020

It's now ten years since Central Bedfordshire Council was created as a new authority. Over the past decade two of our driving ambitions have been providing value for money to local residents and investing in good quality services.

And since we came into existence in 2009, we've delivered £150million of efficiency savings through prudent financial management and thinking differently about how we work. Unlike many other councils across the country, we've not only maintained our frontline services like libraries, leisure centres and roads, we've also been investing in many of them too.

But while we will continue to be focused on our drive to

deliver efficiencies, there is increasing demand on some of our most vital services. In addition, the way council services are funded has changed, with less and less grant funding being made available to the council from central government. This means we have to make some tough decisions about what we will fund and how we will use council tax to do so.

We're proud of our track record in not increasing council tax at all for many years, but the loss of grant funding means we can't continue to protect services without asking residents to help to pay for them through council tax increases. The challenge we face is balancing our desire to protect services and to meet the increasing demands we face, without putting unrealistic burdens on local people.

The budget challenge

In the next financial year (from April 2020 to March 2021) we are planning to spend around £212million on public services across our area, which is an increase on our spending this year by some £16million pounds.

We'll be spending that money on some of our high-profile services that are available for everyone, such as recycling and waste collection, libraries and leisure. We'll also be funding vital services which protect vulnerable adults and children, care for those with special needs and offer help for people to live independently for as long as possible.

Currently, around two-thirds of our budget is spent on services for children and vulnerable adults. And demand for these services is rising, putting real pressure on our budget.

As people are living longer, more and more people need social care services and for longer periods of time.

Added to this they often have more complex needs too.

We're also seeing an increasing need to provide care and support for younger adults with learning disabilities when their family carers are no longer able to provide this.

In recognition of the increasing pressure on Adult Social Care services, the Government has provided some extra money to all councils to help meet the cost of these services for the forthcoming year. It has also introduced an Adult Social Care Precept. This is an additional increase on council tax that will only be used to fund social care services for adults.

While these measures will generate funding specifically for social care, overall the money available to us isn't enough to meet all the demands we face, so we need to do more to bridge this funding gap.



Meeting the budget gap

Just like a household or business, we have to look at our income and outgoings when we set our budget. To help balance the budget we are proposing to:

- Find £13.6million of additional efficiencies next year.
- Apply the Adult Social Care Precept of an increase of
- 2% on council tax to contribute towards funding care services. This would work out as a further 58 pence per week increase for an average (Band D) household.
- Increase council tax by 1.95% to fund general services. This would work out as a 56 pence per week increase for an average (Band D) household.

Proposals for efficiencies

We plan to find £13.6million of efficiencies through a range of measures.

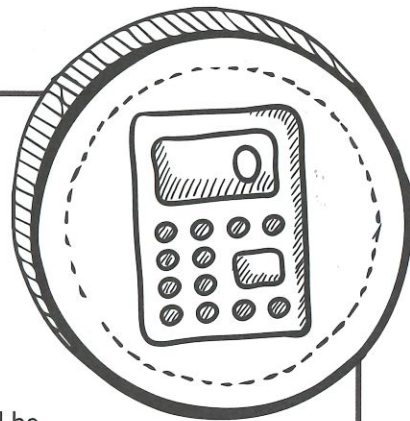
Examples of **providing services more efficiently** include making our services available online where appropriate, reviewing how we work and getting better deals from the new contracts we are signing up to with private companies who provide services on our behalf.

Getting involved as soon as possible with either children, families or adults who are vulnerable (because of ill health, disability or risk of abuse or neglect) can help these residents avoid needing more support in the long term, which is better for them and better for council tax payers. Examples of **early intervention** include our work with the Health Service and modernising our services for older people and people with mental health issues or learning disabilities, to promote independence and reduce reliance on social care services.

We will also be generating income wherever we can. Examples of **income generation** proposals include new administration charges for some planning processes, MOT

testing facilities at our highway depots, better income and debt collection and increasing charges for car parking. We are also aiming to maximise income through grants wherever possible.

In a few services residents will be able to choose to make their own contributions to “top up” the service they receive. Examples of **topping up the council's offer** include the option for parents who want their children to use our school transport services but they aren't eligible for support. Where there are spaces on our buses, parents can choose to pay for these places. We are taking a similar approach in Adult Social Care. The care we provide will ensure the customers' care needs are met, but if the customer or their family want an alternative way of having their care needs met they would be able to pay for this.



Proposals for investment

The council also has a separate plan for investing £142million in building and infrastructure initiatives next year. These include:

- **£46million** to be spent on road maintenance and improvements to existing roads as well as the dualling of the A421.
- **£33million** to provide new school places and school maintenance.

- **£7million** for building new care homes and integrated health and care hubs, where social care and health services are provided in one building, providing more convenience for residents.
- **£33million** to be invested in a range of other community infrastructure improvements such as leisure improvements, broadband and new homes.



You can find out more about the council's budget and give your views online at www.centralbedfordshire.gov.uk/budget2020

You can also answer the questions on the next two pages of this leaflet (use another sheet of paper if you need more space for comments) and return it (you do not need a stamp) to us at FREEPOST RSJS GBBZ SRZT, Budget 2020, Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, SG17 5TQ


We need your views by **5pm on 30 January 2020** so that we can report back on the consultation to the council's Executive, which will be recommending the final budget to the Council meeting on 20 February.


What happens next?


The results of the consultation will be made public in February at www.centralbedfordshire.gov.uk/consultation-results

Depending on the council's decision on its budget plan, there may be further consultation on specific proposals that will directly affect customers. Once the budget is set, we'll write to each household in March, explaining what has been decided and what it means for you.

Stay in touch with all the latest Budget 2020 news

 www.centralbedfordshire.gov.uk/budget2020

 www.facebook.com/letstalkcentral

 [@letstalkcentral](https://twitter.com/letstalkcentral)
#YourMoneyCounts

Efficiency proposals



1a. The council proposes to increase efficiency by making our services available online where possible, reviewing how we work and getting better deals from new contracts etc. To what extent do you agree or disagree with this proposal?

Strongly agree Tend to agree Neither Tend to disagree Strongly disagree

1b. The council proposes to increase efficiency by getting involved with families and vulnerable adults as soon as possible to help them avoid needing long term support (examples include working with the Health Service and modernising our services for older people and people with mental health issues or learning disabilities). To what extent do you agree or disagree with this proposal?

Strongly agree Tend to agree Neither Tend to disagree Strongly disagree

1c. The council proposes to generate income, examples of this include new administration charges for some planning processes, MOT testing facilities at our highway depots, better income and debt collection and increasing charges for car parking. To what extent do you agree or disagree with this proposal?

Strongly agree Tend to agree Neither Tend to disagree Strongly disagree

1d. The council proposes to increase efficiency by providing options to top-up the council's offer (examples include enabling parents whose children aren't eligible for free transport to pay for a place on a school bus, if there is space, and in Adult Social Care, customers can choose to pay for alternative care options to meet their needs, if they choose to). To what extent do you agree or disagree with this proposal?

Strongly agree Tend to agree Neither Tend to disagree Strongly disagree

2. Do you have any comment about the efficiency proposals?

.....
.....

Council tax

3. The council proposes to apply the Adult Social Care Precept and increase council tax by 2% specifically to contribute towards the cost of services for older and vulnerable residents. This would increase the amount that an average household would pay by 58 pence per week. To what extent do you agree or disagree with this proposal?

Strongly agree Tend to agree Neither Tend to disagree Strongly disagree

4. The council proposes to increase council tax by 1.95% to support the funding of all its other services. This would increase the amount that an average household would pay by a further 56 pence per week. To what extent do you agree or disagree with this proposal?

Strongly agree Tend to agree Neither Tend to disagree Strongly disagree



5. Do you have any comment about the council tax proposals?

.....
.....

Investment proposals continues on next page

6a. The council is proposing to invest in road maintenance and improvements to existing roads as well as completing the dualling of the A421. To what extent do you agree or disagree with this?

Strongly agree Tend to agree Neither Tend to disagree Strongly disagree

Proposals for efficiencies

We plan to find £13.6million of efficiencies through a range of measures.

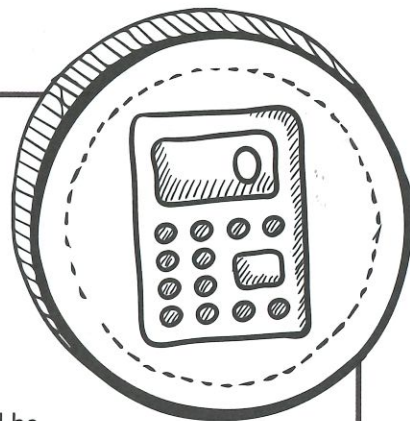
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have
your
say...

You can find out more about the council’s budget and give your views online at www.centralbedfordshire.gov.uk/budget2020

You can also answer the questions on the next two pages of this leaflet (use another sheet of paper if you need more space for comments) and return it (you do not need a stamp) to us at FREEPOST RSJS GBBZ SRZT, Budget 2020, Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, SG17 5TQ


We need your views by **5pm on 30 January 2020** so that we can report back on the consultation to the council’s Executive, which will be recommending the final budget to the Council meeting on 20 February.

What happens next?


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Depending on the council’s decision on its budget plan, there may be further consultation on specific proposals that will directly affect customers. Once the budget is set, we’ll write to each household in March, explaining what has been decided and what it means for you.

Stay in touch with all the latest Budget 2020 news

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PUBLIC NOTICE

CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO INSTALL A PEDESTRIAN/CYCLE CROSSING IN POTTON ROAD, BIGGLESWADE

Notice is hereby given that Central Bedfordshire Council, in exercise of its powers under Section 23 of the Road Traffic Regulation Act 1984 and all other enabling powers, proposes to establish a Signalised Toucan crossing in Potton Road, Biggleswade. These proposals are part of a scheme to improve pedestrian and cyclist facilities and to reduce accidents and casualties.

A Signalised Toucan Crossing is proposed to be sited at the following location in Biggleswade:-

- B1040 Potton Road, at a point approximately 6m north east of its junction with Nursery close.
- Potton Road, located directly in front of Hand Car Wash Site, at a point approximately 8m north east from the eastern boundary of No. 110.

Further Details may be viewed online at www.centralbedfordshire.gov.uk/publicstatutorynotices.

Comments should be sent in writing to the Traffic Management team at the address below or e-mail traffic.consultation@centralbedfordshire.gov.uk, **quoting reference A00013** by 27 December 2019. Any objections must state the grounds on which they are made.

Central Bedfordshire Council
Priory House
Chicksands
Shefford SG17 5TQ

Marcel Coiffait
Director of Community Services

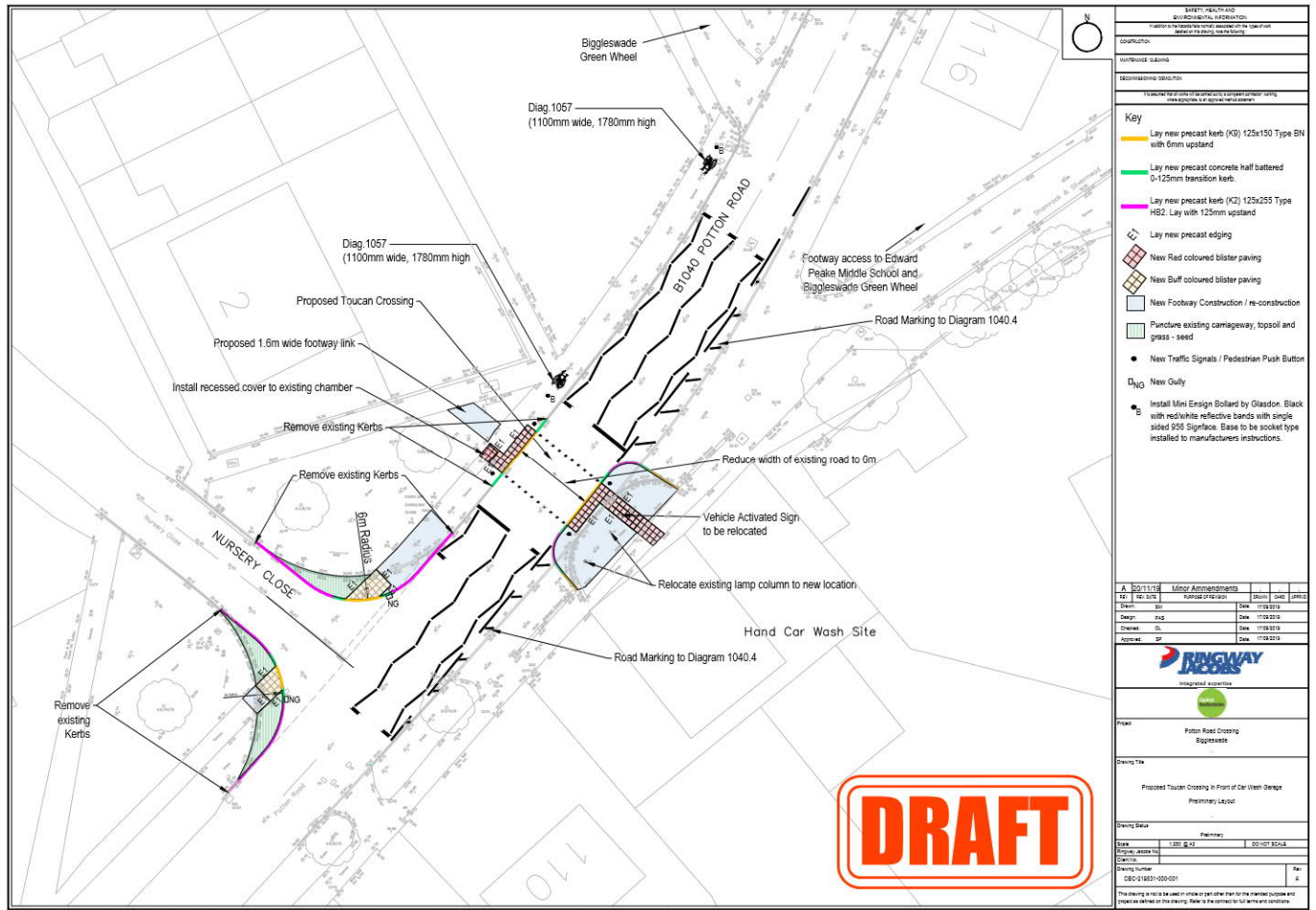
6 December 2019

Statement of reasons:

These proposals are part of a scheme to improve pedestrian facilities and to reduce accidents and casualties.



Drawing:



DRAFT

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FAO: Town and Parish Councils

Our ref: AA2021(T&P)
Date: 17 December
2019

Dear Colleague

I am writing to inform you that we have launched our consultation on admission arrangements for Community and Voluntary Controlled Schools for the academic year 2021/22.

As part of the consultation it is a requirement that Central Bedfordshire Council consult with all interested parties. I have enclosed a copy of the consultation document for your information and welcome your feedback on the proposals.

Yours faithfully

Christine Edwards
Admissions Manager

Direct telephone 0300 300 8037

Email christine.edwards@centralbedfordshire.gov.uk

Please reply to: School Organisation, Admissions and Capital Planning
Central Bedfordshire Council, Watling House, High Street North, Dunstable,
LU6 1LF



have
your
say...

**...on admission arrangements for the
academic year 2021/22**

Find Central Bedfordshire Council online at



www.centralbedfordshire.gov.uk/consultations

**Central
Bedfordshire**

1. Introduction

All Local Authorities with responsibility for school admissions must adhere to the School Admissions Code which is the legislation and guidance issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998. The code states that admission authorities ‘...must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated’.

Where changes are proposed to admission arrangements, the law states that the body responsible for admissions must publicly consult on the changes.

2. Background

Central Bedfordshire Council, as the Local Authority, has a statutory duty to ensure that admissions are co-ordinated within Central Bedfordshire for all children being admitted into the normal year of entry and to ensure that only one offer of a school place is made.

There are currently 133 schools within Central Bedfordshire, made up of 98 Primary/Lower schools, 1 Lower/Middle Combined school, 15 Middle schools, 2 Extended secondary schools, 11 Secondary/Upper schools, 1 Alternative Provision Free School, 4 Special Schools and 2 Nursery schools.

Of the mainstream schools (Lower/Primary, Middle, Secondary and Upper), many different types of schools exist. The types of school are:

- Academy
- Community
- Foundation
- Trust
- Voluntary Aided
- Voluntary Controlled

The Council is the admissions authority for Community and Voluntary Controlled schools.

Academies, Foundation, Trust and Voluntary Aided schools are responsible for admissions to their school, which includes setting the published admissions number and admissions criteria for the school.

In Central Bedfordshire, there are currently 52 Community and Voluntary Controlled schools, consisting of 42 Lower, 7 Primary, and 3 Middle schools.

The other 73 schools within Central Bedfordshire are either Academies or own admission authority schools (Foundation, Trust and Voluntary Aided).

The Council must therefore undertake consultation on its own admission arrangements where changes are proposed and also on the co-ordinated scheme for admission.

3. Current standard policy admission arrangements

The Council has a standard admissions policy which is used by the majority of the Community and Voluntary Controlled schools within Central Bedfordshire (a list of these is on page 6 of this document).

The current oversubscription criteria for Community and Voluntary Controlled (VC) schools in Central Bedfordshire (except Leighton Buzzard) is as follows **(in order of priority)**:

- All 'looked after' children or children who were previously 'looked after'
- Children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted
- Children living in the catchment area with siblings at the school
- Children living in the catchment area
- Children living outside the catchment area
- Children living outside the catchment area with siblings at the school
- Any other children

More information can be found on the Council's website at:

www.centralbedfordshire.gov.uk/admissions

4. Proposed changes to admission arrangements

It is proposed that the admissions arrangements for the academic year 2021/22 remain the same as last year but with the following five changes:

Include children of staff priority to oversubscription criteria for Roecroft Lower

The Governing Body of this school has requested this because they have had difficulty recruiting and retaining staff, and therefore wish to include the priority as an incentive to attract high quality staff. Many other schools already have this as a priority criterion.

The School Admissions Code, the statutory code which underpins the admission process, permits admission authorities to give priority to children of staff within a school's oversubscription criteria in either or both of the following circumstances:

- where the member of staff has been employed at the school for at least two years when the application is made
- and/or where they have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

The proposed oversubscription criteria for Roecroft Lower School **(in order of priority)** is:

- All 'looked after' children and children who were previously 'looked after'
- Children who appear to the Local Authority to have been in state care outside of England and ceased to be in state care as a result of being adopted
- Children of staff *
- Children living in the catchment with siblings at the school
- Children living in the catchment area
- Children living outside the catchment area with siblings at the school
- Any other children

*A clear definition would be required to set out how a parent/carer would be eligible for this criterion. The proposed definition would be;

Permanent full or part-time staff who have either been employed at the school for two or more years at the time of application or recruited to fill a vacant post where there was a demonstrable skill shortage. The relationship to the child is defined as by blood or adoption or with legal parental responsibility and living with the child in the same house Monday - Friday.

Amend the priority for children of staff at Fairfield Park Lower School

The Governing Body has requested that the current priority of the children of staff be moved higher up the oversubscription criteria, from 6th to 3rd place.

This change is in response to the recruitment issues facing many schools. By placing the criterion 3rd it would help the school attract and recruit high quality staff.

Amend the oversubscription criterion for Marston Moreteyne VC (formerly known as Church End Lower) School to bring this in line with the standard admission policy for Community and Voluntary Controlled schools in Central Bedfordshire

In September 2019, Church End Lower School converted from a foundation school to a Voluntary Controlled school, at which time the school was renamed Marston Moreteyne VC School. As the school converted to a Voluntary Controlled school the admission authority changed from the Governing Body to the Local Authority.

The School Admissions Code states “Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period”.

The admission arrangements for the school were last consulted on in autumn 2012, for the 2014/15 admission arrangements and therefore a consultation on the school’s admission arrangements needs to take place this year to ensure compliance with the School Admissions Code.

The proposed oversubscription criteria for Marston Moreteyne VC School are:

- 1) All ‘looked after’ children and children who were previously ‘looked after’
- 2) Children who appear to the Local Authority to have been in state care outside of England and ceased to be in state care as a result of being adopted
- 3) Children living in the catchment area with siblings at the school
- 4) Children living in the catchment area
- 5) Children living outside the catchment area with siblings at the school
- 6) Any other children

It is also proposed that the criterion ‘very exceptional’ medical grounds is removed from the school’s oversubscription criteria to bring it in line with the admission policy for Community and Voluntary Controlled schools in Central Bedfordshire.

Amend the pre-existing children of staff priority at Leighton Middle School from sixth to third place

The Governing Body has requested that the current priority of the children of staff be moved higher up the oversubscription criteria, from 6th to 3rd place.

This change is in response to the recruitment issues facing many schools. By placing the criterion 3rd it would help the school attract and recruit high quality staff.

	2020/21 determined criteria	Proposed criteria for 2021/22
1.	Looked after children and previously looked after children	Looked after children and previously looked after children
2.	Children that have been in state care outside England	Children that have been in state care outside England
3.	Catchment sibling	Children of staff
4.	Catchment	Catchment Sibling
5.	Sibling (non-catchment)	Catchment
6.	Children of staff	Sibling (non-catchment)
7.	Any other children	Any other children

Amend the standard admissions policy for Community and Voluntary Controlled Schools for academic year 2021/22 to include in the oversubscription criteria children of staff as priority three, unless stated otherwise in individual school criteria

Many schools across Central Bedfordshire have difficulty recruiting and retaining staff. The School Admissions Code states that 'Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances':

- a. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/ or
- b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

By adding this to the Community and Voluntary Controlled Schools oversubscription criteria, it will provide equality of opportunity for all teachers across Central Bedfordshire. It is proposed that the children of staff criterion be the number three priority, which would be in line with other schools with this criterion.

The proposed oversubscription criteria for the majority of Community and Voluntary Controlled Schools in Central Bedfordshire for 2021/22 (i.e. those that do not have variations to the standard admissions policy) is as follows:

- 1) All 'looked after' children or children who were previously 'looked after'
- 2) Children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted
- 3) Children of staff
- 4) Children living in the catchment area with siblings at the school
- 5) Children living in the catchment area
- 6) Children living outside the catchment area with siblings at the school
- 7) Any other children

5. Have your say

Central Bedfordshire Council are seeking the views of all interested parties on the proposed changes to the admission arrangements.

Send us your views by completing our online response form which is available on the Council's website at www.centralbedfordshire.gov.uk/consultations or by completing a paper copy of the form and return it to the FREEPOST address provided at the end of the form.

Responses should be submitted by January 30, 2020.

For more information about this proposal please contact the Admissions team by telephone on 0300 300 8037 or email admissions@centralbedfordshire.gov.uk

CENTRAL BEDFORDSHIRE

Community and Voluntary Controlled Schools with the standard admissions policy

Lower Schools	Published Admission Number
Aspley Guise Lower	27
Campton Lower	22
Chalton Lower	15
Flitwick Lower	60
Haynes Lower	24
Houghton Conquest Lower	20
Husborne Crawley Lower	12
Kingsmoor Lower	45
Marston Moreteyne	120
Maulden Lower	30
Ramsey Manor Lower	58
Ridgmont Lower	15
Roecroft Lower	90
Russell Lower	90
Shillington Lower	30
Silsoe VC Lower	60
Southill Lower	15
Stondon Lower	30
Studham VC Lower	15
Swallowfield Lower	60
Templefield Lower	60
Watling Lower	30
Woburn Lower	12

Primary Schools	Published Admission Number
Caddington Village	60
Hawthorn Park Primary	60
Houghton Regis Primary	45

Slip End Village	24
St. Swithun's Church of England VC Primary	30
Thornhill Primary	30
Tithe Farm Primary	60

Middle Schools	Published Admission Number
Potton Middle	90

Community and Voluntary Controlled Schools with variations to the standard admissions policy:

School name	Published Admission Number
Beaudesert Lower	55
Clipstone Brook Lower	75
Doverly Down Lower	30
Dunstable Icknield Lower	60
Dunton VC Lower	15
Fairfield Park Lower	90
Greenleas (Derwent Road)	60
Greenleas (Kestrel Way)	60
Heathwood Lower	30
Hockliffe Lower	15
Leedon Lower	90
Linslade Lower	30
Shefford Lower	90
Southcott Lower	60
Stanbridge Lower	24
St. Andrew's VC Lower (East)	90
St. Andrew's VC Lower (West)	90
The Mary Bassett Lower	60
Thomas Johnson Lower	18
Wrestlingworth VC Lower	13
Edward Peake VC (Middle)	150
Leighton Middle (Middle)	150

More information regarding the admission arrangements can be found on the Council's website: www.centralbedfordshire.gov.uk/admissions

**Central
Bedfordshire**

Central Bedfordshire in contact

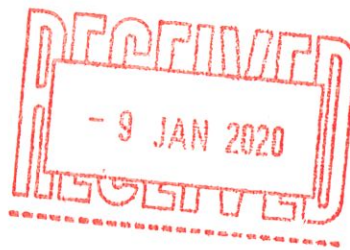
Contact us...

by telephone: 0300 300 8037

by email: admissions@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk/consultations

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



**Central
Bedfordshire**

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

Your ref:
Our ref: CW /BIG 19
Date: 7 January 2020

Dear Mr McGregor

**Commons Registration Act 1965
Biggleswade Common Unit CL19 – Transfer of Right**

I enclose a formal notice of application for the transfer of a right of common at Biggleswade Common.

Upon the expiration of 40 days from the date of this notice the Council will further consider the application and any written representations which it may receive. If the Council considers the application well-founded the necessary amendment to the register will then be made.

Yours sincerely



Sarah Smalley
Technical Officer

Direct telephone 0300 300 6888
Email sarah.smalley@centralbedfordshire.gov.uk

Please reply to:
Central Bedfordshire Council
Highways, Priory House
Monks Walk, Chicksands, Shefford SG17 5TQ

CENTRAL BEDFORDSHIRE COUNCIL

COMMONS REGISTRATION ACT 1965

NOTICE OF APPLICATION FOR AMENDMENT OF REGISTER

RIGHTS OF COMMON

REGISTER UNIT: CL19 ENTRY NO. 19, 44, 46, 49, 56, 64, 69, 29, 41, 57, 68 & 71

Application has been made to the Central Bedfordshire Council by Richard John Hale, Fairclough Hall Farm, Weston Hitchin SG4 7DP for the amendment of the Register of Common Land in relation to the registered Right of Common of which particulars are given in Part 1 of the Annex hereto. It is claimed that, by reason of the matters mentioned in Part 2 of the Annex, the register ought to be amended as indicated in Part 3 thereof:-

Any person receiving this notice who wishes to object to the proposed amendment should within forty days of the date of this notice send a written and signed statement of the facts upon which he bases his objection to:-

Senior LSG Officer
Central Bedfordshire Council
Priory House, Monks Walk, Chicksands
Shefford BEDFORD MK42 9BD

Dated: 7 January 2020

(Please quote reference SS/Common Land Amendment – Application No 371)

ANNEX

PART 1

Particulars of the Right of Common the registration of which is sought to be amended

REGISTER OF COMMON LAND REGISTER UNIT: RIGHTS SECTION SHEET NO.6 and 26 (Edition No. 1)

1 No. and date of Entry	2 No. and date of application	3 Name and address of every applicant for registration and the capacity in which he applied	4 Particulars of the Right of Common and of the land over which it is exercisable	5 Particulars of the land (if any) to which the right is attached
106 23 May 2017	371 6 December 2019	Ivel Wayco Limited Passworth, School Lane, Ockham, Surrey GU23 6PA	Seventeen commons of pasture, each for one horse, two cows and one breeder or other substituted rights, over the whole of the land comprised in this register unit.	Rights previously attached to various properties in the Parish of Biggleswade, Bedfordshire, but now severed therefrom. Identified in books of Biggleswade Fen Reeves as Common rights numbered 19, 44, 46, 49, 56, 64, 69, 29, 41, 57, 68 & 71

PART 2

Acts and events leading to amendment

On the 19 November 2019 the directors of Ivel Wayco Limited resolved to transfer all of its assets to its holding company, Ivel Investments Limited.



Making the money work

Hello everybody,

As we enter a New Year, it's only natural to look back on 2019, which proved to be a quite exceptional 12 months of achievement for Bedfordshire Police, delivered by officers and staff who put outstanding effort into their service and the protection of the public. A round-up of the year tells me that more than 100 people linked to Organised Crime Groups have been arrested and record numbers of weapons taken off the streets as the Force has continued to crackdown on serious violence, drug crime and the exploitation of the vulnerable throughout 2019.

Offenders linked to such Organised Crime Groups in Bedfordshire were sentenced to more than 200 years in prison in the first nine months of 2019 alone. Over the same period, Bedfordshire Police disrupted their groups by arresting 101 people and charging 34. The Force seized more than five kilos of Class A and two kilos of Class B drugs, as well as six firearms.

Bedfordshire Police ended the year with a surge in the number of weapons being taken off the county's streets. Our property team has destroyed approximately 400 firearms over the past two months (seized in investigations or handed in over the past 18 months) and has destroyed close to 5000 bladed weapons over the same period.

Since November, Bedfordshire Police has come down hard on gangs and serious youth violence; first in the south of the county, with more than a dozen warrants. They have also charged more than 10 key individuals since October after a focus on Bedford drugs gangs. The Force also safeguarded 11 women and arrested eight after targeting Human Trafficking and Modern Day Slavery in suspected brothels or premises believed to be linked to Organised Crime Groups.

This is just the tip of the iceberg, but when the Policing Minister and Security Minister ask me what 'more' they get for 'more' money, the Force is making it ever easier for me to demonstrate precisely what more it has been able to deliver.

This is a year in which Bedfordshire Police worked ever more closely with its partners in local authorities, the Bedfordshire Fire and Rescue Service, Public Health England, the Clinical Commissioning Groups, ambulance service and mental health services. We now have drugs, serious organised crime and gang mapping to inform all of our delivery and meet regularly to plan and coordinate activity. We have also jointly created the brand new Violence Exploitation Reduction Unit with such partners, based at the former Houghton Regis police station. I am one of few PCCs in the country to have won funding for such a unit as only 18 have been created with new Home Office money. Bedfordshire Police could not have a more fitting police

lead for the VERU than Assistant Chief Constable Jackie Sebire, who is – deservedly – the national lead for Serious Violence policing. I look forward to the unit making a tangible difference in 2020.

It may be easy to write of how proud I am of Bedfordshire Police and the journey they have come on with me since I took up my role in May 2016, but it is no less true for that. The job of Bedfordshire's Police and Crime Commissioner has been the most important of my life and it is entirely clear from these outstanding results that our officers and staff feel the same way about their own roles.

Wishing you all a happy, healthy and prosperous New Year. I look forward to seeing you in 2020.

Yours
Kathryn



Kathryn Holloway
Police and Crime Commissioner for Bedfordshire



News from the Office of the Police and Crime Commissioner

Network of leaders from across Bedfordshire working to end violence and exploitation of young people showcases the work of new ground-breaking unit to the Home Office.

Police and youth leaders behind Bedfordshire's new Violence and Exploitation Reduction Unit (VERU) have unveiled their plans to Home Office visitors after an £880,000 grant to help them end youth violence in the county.

Roseann Taylor, whose son Azaan Kaleem was stabbed to death in Luton last year, was among those to give presentations to Government officials on Wednesday as part of a visit organised by the new VERU partnership team.

The VERU is creating a network of different agencies, projects and community groups to tackle the root causes of violence to put an end to young people being exploited into committing crime, carrying knives and becoming involved in gangs.

The officials were given a tour of the A&E department at Luton & Dunstable Hospital, where they were told about the impact of gun and knife crime on their services. They also heard from a young person who has accessed a number of services in the county voicing what young people themselves would like to see made available to help others who are at risk.

Bedfordshire Police and Crime Commissioner Kathryn Holloway and Bedfordshire Police Assistant Chief Constable Jackie Sebire, the national police lead for serious youth violence, also gave presentations during Wednesday's event. The £880,000 fund to create the VERU has been awarded by the Home Office to the PCC and is run by her office. ACC Sebire takes responsibility for police involvement with the unit and its set up.

The PCC told the Home Office team: "What makes Bedfordshire different is that we genuinely had all the ducks in a row with partners who just needed the funding to release staff and come together to look at the problem of serious youth violence as one of exploitation of young people, grooming them into gangs and creating fear which drives many to carry knives. The Youth Offending Service have been talking about this for almost two years and the lead of the VERU, Kimberley Lamb, and I have been talking about the impact of adverse childhood experiences on those who are 10 and under for longer. We now have the chance to address this thanks to your funding and we couldn't be more grateful."

ACC Sebire said: "It's fantastic to see months of hard work and planning starting to come to fruition. We have a really ambitious vision for our VERU and I know professionals and grassroots groups across Bedfordshire are all pulling together to make it a success.

"I really believe this is the key vehicle through which we can have a transformative impact on the lives of our young people, reduce violence and prevent them from being criminally exploited."

The PCC and Assistant Chief Constable were joined by key partners involved in the VERU including Luton Youth Offending Service, Bedford Community Safety

Partnership, Mary Seacole Housing Association and alternative education providers, with representatives explaining the work they are doing in this area and how the VERU can help.

The PCC told an official who asked how long VERUs would need to be funded before they became 'business as usual': "The genuine answer is at least 25 years as only by funding this work for a generation until the next children have been born will you know whether it has been able to break the cycle of violence.

The Bedfordshire VERU is one of 18 similar units being funded by the Home Office across the country. Bedfordshire's is the only one to have the word 'exploitation' in its title and to make this a feature of its approach since victims and offenders are a constantly inter-changeable group among young people involved in serious violence.

The Home Office is awarding some £400,000 to approximately 35 different projects across the county which can divert young people away from criminality.

Full details of these projects will be announced in the coming weeks, once the grants have been finalised.

The VERU will also be delivering its own work, creating a long term and sustainable system to address and respond to these issues.

Kimberley Lamb, head of the VERU, said: "I was really pleased to showcase all the fantastic work of the VERU and our partners to the Home Office. I truly believe that the VERU is on the cusp of starting something genuinely transformational for the lives of young people across the county. The hard work starts now though and I really hope that everyone can support us over the coming months."



PCC explains grant priorities for year ahead at network Annual Partnership Day event

Bedfordshire's Police and Crime Commissioner, Kathryn Holloway invited over 100 partners from across Bedfordshire to learn of the priorities of her £1.6m grant fund and share their own work with one another at her annual Partners' Conference.

The Commissioner explained to the audience at Cranfield University (on Tuesday 11 December 2019) that her focus for grants would be on early intervention for 10-13-year-olds to divert them away from gang membership and knife carrying, including an emphasis on out of school activities, plus the rehabilitation of repeat offenders responsible for a rise in Domestic Abuse countywide over the recent past.

"I need organisations to ask young people themselves what they would actually want to do outside school and make the range of activities wider than simply sports. I've been hugely impressed by one Bedford charity which has already consulted pupils in one middle school where more than forty languages are spoken, in an area which is a hotspot for gang grooming and recruitment, and which has had some answers they didn't expect including children asking for Pilates and Yoga classes.

"We need everything from football teams to drama classes to cookery as well. This has to be provided countywide, which means several organisations getting together at

locations across Bedfordshire and, realistically, the local authorities will also need to be involved as I haven't got the funds to do this on my own.

"Where Domestic Abuse is concerned, we have to be honest: what organisations have been offering by way of providing services has created duplication in some areas and gaps in others but, even more importantly, it's not working where repeat offenders are concerned and they're the very ones who are responsible for the greatest rise in this crime," PCC Holloway told the audience.

The PCC then handed over the stage to 26 partners for quick fire presentations to give them a platform to share their work and network.

"We gave over the event to presenters showcasing projects such as the new Family Drug and Alcohol Courts which bring a parent with addiction together for regular meetings with a judge and a rehabilitation programme proven to have a 50% better chance of getting them away from that addiction and keeping families together five years on to the creators of an app which monitors phone content in real time to warn children of its dangers to Reactive8 who work for me in Bedford Prison on both sides of the door around release to help change the mind-set of prisoners to Luton All Women's Centre's work around harmful practises such as Female Genital Mutilation in hard to reach communities.

"It was a whistle stop tour of the best work I am able to fund now and the opportunities to link this into other organisations who may not otherwise be aware of these ground breaking projects and the quite incredible partners who are delivering it," said Commissioner Holloway.

The PCC stressed that, to qualify for her grants, she needed to see more than one organisation working together, that they must deliver services across the whole county for fair access and that more than one body needs to be involved in the funding to build in greater sustainability.

She also confirmed that she will not be spending the entire grant allocation of £1.6m but keeping back £300k for spending by whoever is PCC after the May 2020 election.

Almost all of her commissioned services for 2019 - 2020 were in attendance, along with other local organisations from Bedfordshire and some national and international bodies including supporters of the United Nations Secretary-General's Campaign 'UNiTE by 2030' which is designed to end violence against women and girls.

The UN's 16 Days of Activism against Gender-Based Violence is an international campaign that takes place each year. It started on 25 November with the International Day for the Elimination of Violence against Women, running to its 10 Human Rights Day on 10 December. For this, the Office of the Police and Crime Commissioner invited a local group of residents to bring their UN-inspired art installation to help spread the message of the campaign. The 'Our House' Art Installation is a small house featuring a range of survivor's stories with the theme #LookAtMeNow

OPCC Chief Executive, Clare Kelly, said "We will also be hearing today about campaigns running to support male victims of domestic violence and organisations who want to work across all of Bedfordshire so victims do not receive a postcode lottery service."

The 'Open Mic' sessions at the event, where organisations showcased their work included PCC-funded organisations and visitors:

Family Drug and Alcohol Courts (FDAC) - where judges and support workers work with parents to combat addiction and keep their children in care proceedings

ACES - describing a booklet for schools and youth groups designed to mitigate the effects of adverse early childhood experiences

Safetonet - with their mobile phone app to protect children from harmful content

UNSEEN - the charity working to combat Human Trafficking and Modern Day Slavery

Reactiv8 - working with prisoners before and after release to help them to change their own views of themselves

Direction for Bedfordshire - the PCC-funded service providing a website and support staff to assist prisoners on release - <https://directionforbedfordshire.co.uk/> - Contact number 01582 721010

Luton All Womens Centre - on working with communities where harmful practises like FGM take place

Bedfordshire Police Organised Crime Tactical Advisor - giving information to partners about known Organised Crime Groups

Anne Frank's Trust - working in schools to combat hate crime

Families First - working with both male and female victims of domestic abuse

Counselling Foundation - offering one to one support

FACES - supporting families in Bedford and devising out of school activities

Wicketz - gang and crime diversion through cricket

Mary Seacole - offering housing support to young people

Revive Project - Somali community groups who are based at two locations in Luton who support young people and their parents with varying issues. The organisations are keen to support their young with early intervention initiatives.

Neighbourhood Watch - helping police to keep neighbourhoods safe and pass on crime intelligence for action

Bedford Open Door - counselling young people

Att10tive - youth work and positive role modelling

Kooth - XenZone is a provider of online mental health services for children, young people and adults. Kooth, from XenZone, is an online counselling and emotional well-being platform for children and young people, accessible through mobile, tablet and desktop and free at the point of use.

Signpost Victim Support Hub - a service set up by the PCC to help all those requiring support following a crime.

Victoria Marlin from Signpost explained how other partners can get involved with Signpost; 'The Signpost Hub provides free and confidential support to anyone affected by crime. We refer the residents of Bedfordshire to specialised services which are appropriate for them. The Hub has been up and running for well over 18 months now and we are currently conducting a review where we are seeking to ensure our service remains current and meets the needs of victims precisely. Continuous improvement has to be the only way ahead when designing services for victims and we need your feedback and involvement in referrals for that.'

<https://www.signpostforbedfordshire.com/> - Freephone number: 0800 0282 887

More information on applying to the PCC's Grant Fund can be found at <https://www.bedfordshire.pcc.police.uk/> in the Campaigns & Funding section under the heading PCC's Grant Fund, alternatively it can be accessed at: <https://www.bedfordshire.pcc.police.uk/bedfordshire-pcc-grants-funding>

Applications close on 10 January 2020.



Independent Custody Visitor (ICV) Scheme

The Police and Crime Commissioner has a statutory duty to maintain an Independent Custody Visiting Scheme for Bedfordshire. Independent custody visiting is a well-established system whereby volunteers attend police stations to check on the treatment of detainees, the conditions in which they are held and that their rights and entitlements are being observed. The scheme offers protection and confidentiality to detainees and the police and provides reassurance to the wider community.

Beds OPCC has recruited four new ICVs which will begin training soon. We are still recruiting in Bedfordshire so if you are interested in becoming an ICV, please visit the Police and Crime Commissioner Website to complete an application form - <https://www.bedfordshire.pcc.police.uk/independent-custody-visiting-bedfordshire>

ICV Quarter two data (July - Sept) 2019/2020

Total number of detainees through custody	Number of ICV visits	Total number of detainees in custody at time of ICV visits	Total number of detainees unavailable*	Number of detainees observed**	Total number of detainees visited***
2211	18	111	29	72	72

*for the number of detainees unavailable – detainees were either in interview, asleep, intoxicated or too high risk to be seen.

ICVs have reported on the following:

- Identifying detainees which need additional support within custody and asking the ‘critical’ questions to whether or not Appropriate Adults have been contacted or whether a Mental Health Assessment was required.
- Reported that staff were helpful
- Asking detainees whether or not they needed to notify family/friends of their detention
- That they welcomed a new ICV Translation pack
- ICVs are ensuring that female detainees are being allocated a female officer and hygiene pack is provided.
- A Report was sent to the estates department after an ICV visit regarding one toilet being out of order
- ICVs assuring that CCTV footage within custody is working and being reviewed
- ICVs attended Luton Custody Suite for a stakeholder visit on the 14th November – to ensure that an Independent person was available and questions were asked surrounding the scheme
- The OPCC are still trying to recruit more ICVs via social media and Community Voluntary Service (CVS). ICVs have also attended IAG meetings to promote the scheme



BedsALERT
KEEPING YOU INFORMED

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