



Ref: Agenda/F&GP-15012019

10 January 2019

Dear Sir or Madam

All Members of the **Finance & General Purposes Committee** are hereby summoned to a meeting of the Committee that will take place on **Tuesday 15th January 2019** at the Offices of **Biggleswade Town Council, Safron Road, Biggleswade** commencing at 7pm, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

Rob D McGregor
Town Clerk

Distr	Councillors	Bedfordshire Constabulary
	Notice Boards (2)	The Editor, Bedfordshire on Sunday
	Central Bedfordshire Council	County Library, Biggleswade
	The Editor, Biggleswade Advertiser	The Editor, Biggleswade Comet

Committee Members:

- Cllr D Albone
- Cllr I Bond
- Cllr F Foster
- Cllr M Foster
- Cllr M North
- Cllr Mrs H Ramsay (Chairman)
- Cllr Mrs M Russell
- Cllr D Strachan (Vice Chairman)

AGENDA

1. **APOLOGIES**
2. **DECLARATION OF INTERESTS**

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. **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.

4. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive and approve the minutes of the Finance & General Purpose meeting held on 20 November 2018.

5. **MATTERS ARISING**

Finance & General Purpose meeting held on 20 November 2018.

6. **Invited Speaker**

None.

7. **ITEMS FOR CONSIDERATION**

a. **Budgets 2019 – 2020 - R**

To consider the draft budget and precept figure for 2019–2020 and make recommendations to the Town Council. (papers attached).

b. **Grants and Sponsorship - D**

- i. For Members to consider applications for Community Grants. A schedule and copies of grant applications are circulated with this Agenda.
- ii. For Members to consider a grant application for the Biggleswade Community Agent. A copy is attached to the Agenda.

c. **Fees 2019-2020- D**

Members are asked to review the fees for 2019-2020 and approve any recommendations.

- i. Allotment Fees
- ii. Memorial and Burial Fees
- iii. Sports Facility Fees
- iv. Market Fees
- v. Orchard Community Centre Fees

d. **Risk Management Scheme- R**

Members are asked to review the risk management scheme and recommend it to Town Council for approval.

8. **ITEMS FOR INFORMATION**

None

9. **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.**

10. **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.

(None)

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 F&GP MEETING
HELD ON TUESDAY 20 NOVEMBER 2018 AT 7PM
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE**

PRESENT:

Cllr H Ramsay (Chair)
Cllr D Strachan (Vice Chair)
Cllr D Albone
Cllr I Bond
Cllr M North

Mr R McGregor Town Clerk, Biggleswade Town Council
Mr M Thorn Deputy Town Clerk, Biggleswade Town Council
Mrs J Durn Administrator
Mr D Kemp Accountant, DCK Accounting Solutions

Members of Public - 0

20/1101

1. APOLOGIES

Cllr D Albone
Cllr M Russell
Cllr S Patel

ABSENT

Cllr F Foster
Cllr M Foster

20/1102

2. DECLARATION OF INTERESTS

20/1102.1
20/1102.2

- a. Disclosable Pecuniary Interests in any agenda item – none
b. Non-pecuniary interests in any agenda item – none

20/1103

3. PUBLIC OPEN SESSION

There were no Members of Public present.

20/1104

4. MINUTES AND RECOMMENDATIONS OF MEETINGS

20/1104.1

- a. Members received and approved the Minutes of the Finance & General Purpose (F&GP) Meeting held on 16 January 2018, subject to a slight change to record the absence of Cllr M Foster.

20/1105

5. MATTERS ARISING

There were no matters arising.

20/1106 6. **INVITED SPEAKER**

There was no speaker.

20/1107 7. **ITEMS FOR CONSIDERATION**

20/1107.1 a. **Budgets**

New salary rates based on the National Joint Council, become applicable from 1st April 2019. Provision for the new rates have been included in the draft budget. A paper, has been prepared for presentation to the Personnel Meeting for their approval.

The Council is in a comfortable financial position.

The Budget has been put together considering the last two years activity, and our reserves are now ahead.

Members **RECOMMENDED** that any changes that are required to the draft budget are made before the F&GP meeting 15th January 2019, that the draft budget come back to the 15th January 2019 meeting for recommendation to the Town Council.

20/1108 8. **ITEMS FOR INFORMATION**

There were no items for information.

20/1109 9. **PUBLIC OPEN SESSION**

There were no questions from Members of the Public.

20/1110 10. **EXEMPT ITEMS**

There were no Exempt Items

Biggleswade Town Council

Budget Summary

Year Ended 31st March 2020

	<u>2018/19</u>		<u>2019/20</u> <u>Proposed</u>	<u>Budget Incr/Decr</u>	
	<u>Projected</u>	<u>Budgeted</u> <u>(Revised)</u>		<u>£</u>	<u>%</u>
REVENUE EXPENDITURE					
Finance & General Purposes	280112	358805	368147	9342	2.60%
Public Land & Open Spaces	462200	394978	451333	56355	14.27%
Town Centre	202489	209847	229597	19750	9.41%
	<u>944801</u>	<u>963630</u>	<u>1049077</u>	<u>85447</u>	<u>8.87%</u>
INCOME					
Finance & General Purposes	54579	36580	54280	17700	48.39%
Public Land & Open Spaces	37945	35020	34590	-430	-1.23%
Town Centre	53500	126000	66500	-59500	-47.22%
	<u>146024</u>	<u>197600</u>	<u>155370</u>	<u>-42230</u>	<u>-21.37%</u>
NET REVENUE EXPENDITURE	<u>798777</u>	<u>766030</u>	<u>893707</u>	<u>127677</u>	<u>16.67%</u>
CAPITAL & PROJECT EXPENDITURE (NET)					
Capital Expenditure	100000	100000	100000	0	
Loan Capital Repayments	9115	28556	9453	-19103	
Loan Interest	6078	18233	5582	-12651	
Lease Capital & Interest	5558	5558	2316	-3242	
Asset Disposals				0	
	<u>120751</u>	<u>152347</u>	<u>117351</u>	<u>-34996</u>	
TOTAL NET EXPENDITURE	<u>919528</u>	<u>918377</u>	<u>1011058</u>	<u>92681</u>	<u>10.09%</u>
Financed as follows					
Reserves at 1st April	150899	93331	169603		
Reserves at 31st March	169603	113186	169603		
Used to Fund Expenditure	-18704	-19855	0		
Precept Support Grant		0	0	0	
Precept Required	938232	938232	1011058	72826	7.76%
TOTAL TAXATION FUNDING REQUIRED	<u>938232</u>	<u>938232</u>	<u>1011058</u>	<u>72826</u>	<u>7.76%</u>
	<u>919528</u>	<u>918377</u>	<u>1011058</u>	<u>92681</u>	

**Note: Recommended minimum reserve equal to 3 months net revenue expenditure	199694	191508	223427
General Reserve Surplus/(Shortfall)	-30091		-53824

TAX BASE	(Band D Equivalents)		<u>7112</u>	<u>7409</u>	297	4.18%
PRECEPT	(Per Band D Equivalent)	£/annum	<u>£ 131.92</u>	<u>136.46</u>	£4.54	3.44%
		p/week	<u>253.00 p</u>	<u>261.71 p</u>	£0.0871	3.44%

Earmarked Reserves	<u>31/03/2018</u>	<u>31/03/2019</u> <i>(projected)</i>	<u>30/03/2020</u> <i>(available)</i>
Devolved Services	65000	0	0
TPSG (Committed)	1642	0	0
Others	38004	4000	8000
Rolling Capital Fund (available)	262073	307148	407148
	<u>366719</u>	<u>311148</u>	<u>415148</u>

Biggleswade Town Council

(Created 16/11/2018)

Budget Detail**Year Ended 31st March 2020**

	2018/19		2019/20	Budget Incr/Decr	
	Projected	Budgeted (Revised)	Proposed	£	%
REVENUE EXPENDITURE					
Finance & General Purposes					
Biggleswade Magistrates Court	9580	9580	6280	-3300	-34.45%
Grants (Incl S137)	27958	20500	29250	8750	42.68%
Corporate Management	101178	100793	100778	-15	-0.01%
Democratic Representation & Mgmt	138142	136912	138512	1600	1.17%
Civic Activities & Expenses	4655	4600	4600	0	0.00%
The Orchard Community Centre	56325	86420	90412	3992	4.62%
Central Services	-57726	0	-1685	-1685	
	280112	358805	368147		
Public Land & Open Spaces					
Allotments	1965	1965	1965	0	0.00%
Burial Grounds	83741	83437	83872	435	0.52%
Recreation Grounds	306768	309576	306926	-2650	
Outside Services	69726	0	58570	58570	
	462200	394978	451333		
Town Centre					
Street Lights	-12940	16000	500	-15500	-96.88%
Car Parks	82170	74094	75744	1650	2.23%
Market	28292	29710	28560	-1150	-3.87%
Town Centre General	78443	65093	98143	33050	50.77%
Public Conveniences	26524	24950	26650	1700	6.81%
	202489	209847	229597		
Gross Revenue Expenditure	944801	963630	1049077	85447	8.87%
INCOME					
Finance & General Purposes					
Biggleswade Magistrates Court	9580	9580	6280	-3300	
Corporate Management	2000	1000	5000	4000	
Democratic Representation & Mgmt	-67	0	0	0	
Civic Activities & Expenses	0	0	0	0	
The Orchard Community Centre	43048	26000	43000	17000	
Central Services	18	0	0	0	
	54579	36580	54280		
Public Land & Open Spaces					
Allotments	6333	5300	6000	700	
Burial Grounds	19000	18000	19000	1000	
Recreation Grounds	12612	11720	9590	-2130	
Outside Services	0	0	0	0	
	37945	35020	34590		
Town Centre					
Car Parks	37000	105000	50000	-55000	
Market	16500	21000	16500	-4500	
Town Centre General	0	0	0	0	
Public Conveniences				0	
	53500	126000	66500		
Gross Revenue Income	146024	197600	155370	-42230	-21.37%

Note : Preliminary Budget Proposals 2019/20

	<u>Last Year 2017/18</u>		Agreed Budget	<u>This Year 2018/19</u>			Projected Actual	Next Year Budget	
	Budget	Actual		Net Virement	Revised Budget	Actual YTD			
<u>Finance & General Purposes</u>									
101	<u>B'SWADE MAGISTRATES COURT</u>								
	OverHead Expenditure	13,500	9,027	9,580	0	9,580	1,814	9,580	6,280
	Total Income	13,500	7,893	9,580	0	9,580	2,085	9,580	6,280
101	Net Expenditure	0	1,134	0	0	0	-271	0	0
108	<u>GRANTS (INCL S137)</u>								
	OverHead Expenditure	20,500	18,785	20,500	0	20,500	27,958	27,958	29,250
108	Net Expenditure	20,500	18,785	20,500	0	20,500	27,958	27,958	29,250
109	<u>CAPITAL EXPENDITURE</u>								
	OverHead Expenditure	90,910	224,631	152,347	0	152,347	137,093	145,469	117,351
	Total Income	0	160,236	0	0	0	24,718	24,718	0
109	Net Expenditure	90,910	64,395	152,347	0	152,347	112,375	120,751	117,351
111	<u>CORPORATE MANAGEMENT</u>								
	OverHead Expenditure	76,416	83,109	100,793	0	100,793	41,278	101,178	100,778
	Total Income	862,241	861,388	939,232	0	939,232	938,329	940,232	1,016,058
111	Net Expenditure	-785,825	-778,278	-838,439	0	-838,439	-897,051	-839,054	-915,280

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Note : Preliminary Budget Proposals 2019/20

	<u>Last Year 2017/18</u>		<u>Agreed Budget</u>	<u>This Year 2018/19</u>			<u>Projected Actual</u>	<u>Next Year 2019/20</u>		
	<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>			<u>Next Year Budget</u>	
112	<u>DEMOCRATIC REP'N & MGM'T</u>									
	OverHead Expenditure	104,987	99,926	136,912	0	136,912	58,199	138,142	138,512	
	Total Income	0	0	0	0	0	-67	-67	0	
	112	Net Expenditure	104,987	99,926	136,912	0	136,912	58,265	138,209	138,512
113	<u>CIVIC ACTIVITIES & EXPENSES</u>									
	OverHead Expenditure	3,100	3,582	4,600	0	4,600	635	4,655	4,600	
	Total Income	0	330	0	0	0	0	0	0	
	113	Net Expenditure	3,100	3,252	4,600	0	4,600	635	4,655	4,600
115	<u>ORCHARD COMMUNITY CENTRE</u>									
	OverHead Expenditure	69,600	11,865	86,420	0	86,420	19,806	56,325	90,412	
	Total Income	34,000	33,533	26,000	0	26,000	31,542	43,048	43,000	
	115	Net Expenditure	35,600	-21,669	60,420	0	60,420	-11,736	13,277	47,412
901	<u>CENTRAL SERVICES</u>									
	OverHead Expenditure	0	18,544	0	0	0	289	-57,726	-1,685	
	Total Income	0	614	0	0	0	18	18	0	
	901	Net Expenditure	0	17,930	0	0	0	271	-57,744	-1,685

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Note : Preliminary Budget Proposals 2019/20

	<u>Last Year 2017/18</u>		<u>Agreed Budget</u>	<u>This Year 2018/19</u>			<u>Projected Actual</u>	<u>Next Year 2019/20</u>
	<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
Finance & General Purposes - Expenditure	379,013	469,469	511,152	0	511,152	287,071	425,581	485,498
Income	909,741	1,063,994	974,812	0	974,812	996,625	1,017,529	1,065,338
Net Expenditure	<u>-530,728</u>	<u>-594,525</u>	<u>-463,660</u>	<u>0</u>	<u>-463,660</u>	<u>-709,554</u>	<u>-591,948</u>	<u>-579,840</u>

Note : Preliminary Budget Proposals 2019/20

	<u>Last Year 2017/18</u>		<u>Agreed Budget</u>	<u>This Year 2018/19</u>			<u>Projected Actual</u>	<u>Next Year Budget</u>	
	<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>			
<u>Finance & General Purposes</u>									
101	<u>B'SWADE MAGISTRATES COURT</u>								
4007	HEALTH & SAFETY	300	0	300	0	300	0	300	300
4011	RATES	5,020	11,114	11,560	0	11,560	6,872	11,448	11,800
4012	WATER RATES	500	337	500	0	500	103	450	500
4013	RENT	-16,420	-20,125	-25,580	0	-25,580	-11,550	-25,718	-29,920
4014	ELECTRICITY	2,500	2,802	1,600	0	1,600	0	3,000	3,000
4015	GAS	3,500	1,550	3,000	0	3,000	624	2,000	2,000
4016	CLEANING COSTS	9,000	8,389	9,000	0	9,000	3,663	8,500	9,000
4021	TELEPHONE & FAX	0	105	0	0	0	0	0	0
4036	PROPERTY MAINTENANCE	4,000	609	4,000	0	4,000	274	4,000	4,000
4042	EQUIPT MAINT/REPAIR	1,000	961	1,000	0	1,000	70	1,000	1,000
4067	PEST CONTROL	100	0	100	0	100	0	100	100
4104	REFUSE COLLECTION	1,000	996	1,000	0	1,000	440	1,000	1,000
4110	FIRE PRECAUTIONS	1,500	409	1,500	0	1,500	60	1,500	1,500
4134	SECURITY/CCTV	1,500	1,880	1,600	0	1,600	1,257	2,000	2,000
	OverHead Expenditure	13,500	9,027	9,580	0	9,580	1,814	9,580	6,280
1081	INC-RENT	12,500	7,893	9,280	0	9,280	2,085	9,280	6,280
1091	INC-MISCELLANEOUS	1,000	0	300	0	300	0	300	0
	Total Income	13,500	7,893	9,580	0	9,580	2,085	9,580	6,280
101	Net Expenditure	0	1,134	0	0	0	-271	0	0

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Note : Preliminary Budget Proposals 2019/20

		<u>Last Year 2017/18</u>		<u>This Year 2018/19</u>			<u>Projected Actual</u>	<u>Next Year 2019/20</u>
		<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Next Year Budget</u>
108	<u>GRANTS (INCL S137)</u>							
4261	GRANTS UNDER OTHER POWERS	13,000	11,285	13,000	0	13,000	16,708	18,000
4264	Community Agent Grant	7,500	7,500	7,500	0	7,500	11,250	11,250
	OverHead Expenditure	20,500	18,785	20,500	0	20,500	27,958	29,250
108	Net Expenditure	20,500	18,785	20,500	0	20,500	27,958	29,250
109	<u>CAPITAL EXPENDITURE</u>							
4053	LOAN INTEREST	6,866	6,825	18,233	0	18,233	3,239	6,078
4253	LEASE INTEREST REPaid	581	581	581	0	581	290	581
4801	CP - New Vehicles\Equipment	0	8,700	0	0	0	35,628	0
4806	CP - Office Furn/Equipment	0	10,668	0	0	0	0	0
4823	CP - Play Equipment	0	0	0	0	0	9,900	0
4827	CP - Office Equipment	0	0	0	0	0	9,029	0
4828	CP - Magistrates Court Impr'ts	0	5,096	0	0	0	0	0
4842	CP - The Orchard Furniture & E	0	113,634	0	0	0	0	0
4843	CP - Street Furniture	0	4,840	0	0	0	2,440	0
4847	CP - Workshop	0	1,925	0	0	0	2,000	6,800
4848	CP - Car Park Signage	0	2,911	0	0	0	0	0
4850	CP - Car Park Equipment	0	0	0	0	0	34,114	0
4860	CP - St Lighting Replacement	0	0	0	0	0	102,389	0

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Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Budget Proposals 2019/20

		<u>Last Year 2017/18</u>		<u>This Year 2018/19</u>			<u>Next Year 2019/20</u>		
		Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4861	CP - Kitelands Ball Court	0	0	0	0	0	9,397	9,397	0
4862	CP -Drove Rd Cemetery Footpath	0	0	0	0	0	6,247	6,247	0
4863	CP -Drove Rd Chapel Surface	0	0	0	0	0	4,700	4,700	0
4864	CP - Drove Road	0	0	0	0	0	200	200	0
4900	ROLLING CAPITAL FUND ALLOC'N	70,000	70,000	100,000	0	100,000	100,000	100,000	100,000
4980	LOAN REPAYMENT	8,486	8,486	28,556	0	28,556	4,357	9,115	9,453
4982	LEASE CAPITAL REPAID	4,977	4,977	4,977	0	4,977	2,488	4,977	2,074
4990	ASSET FUNDING FROM RCP	0	-14,011	0	0	0	-48,125	-54,925	0
4992	TRANSFER FROM E/MARKED RESE	0	0	0	0	0	-141,201	-141,201	0
4993	TFR TO CAP REC RSV	0	0	0	0	0	10,635	10,635	0
4994	TRANSFER FROM CAP REC RSV	0	0	0	0	0	-10,635	-10,635	0
	OverHead Expenditure	90,910	224,631	152,347	0	152,347	137,093	145,469	117,351
1075	INC-SALE OF ASSETS	0	0	0	0	0	10,635	10,635	0
1077	INC-S106 GRANTS	0	48,233	0	0	0	14,083	14,083	0
1178	Orchard S106 Funds	0	112,003	0	0	0	0	0	0
	Total Income	0	160,236	0	0	0	24,718	24,718	0
109	Net Expenditure	90,910	64,395	152,347	0	152,347	112,375	120,751	117,351
111	<u>CORPORATE MANAGEMENT</u>								
4056	LEGAL EXPENSES	0	9,748	0	0	0	0	0	0

Note : Preliminary Budget Proposals 2019/20

		<u>Last Year 2017/18</u>		Agreed Budget	<u>This Year 2018/19</u>			Projected Actual	Next Year Budget
		Budget	Actual		Net Virement	Revised Budget	Actual YTD		
4057	AUDIT FEES	3,300	875	3,735	0	3,735	400	4,120	3,720
4901	C.S. SALARY RECHARGE	47,865	40,427	63,749	0	63,749	20,854	63,749	63,749
4911	C.S. O'HEAD RECHARGE	25,251	32,059	33,309	0	33,309	20,024	33,309	33,309
	OverHead Expenditure	76,416	83,109	100,793	0	100,793	41,278	101,178	100,778
1076	PRECEPT RECEIVED	861,241	861,241	938,232	0	938,232	938,232	938,232	1,011,058
1096	INTEREST RECEIVED	1,000	147	1,000	0	1,000	97	2,000	5,000
	Total Income	862,241	861,388	939,232	0	939,232	938,329	940,232	1,016,058
111	Net Expenditure	-785,825	-778,278	-838,439	0	-838,439	-897,051	-839,054	-915,280
112	<u>DEMOCRATIC REP'N & MGM'T</u>								
4024	SUBSCRIPTIONS	3,500	3,278	3,500	0	3,500	3,080	3,500	3,600
4026	COMPUTER	0	0	0	0	0	614	1,230	1,500
4135	ELECTION PROVISION	4,000	0	4,000	0	4,000	0	4,000	4,000
4901	C.S. SALARY RECHARGE	63,820	53,903	85,000	0	85,000	27,805	85,000	85,000
4911	C.S. O'HEAD RECHARGE	33,667	42,745	44,412	0	44,412	26,699	44,412	44,412
	OverHead Expenditure	104,987	99,926	136,912	0	136,912	58,199	138,142	138,512
1083	INC-PITCH HIRE	0	0	0	0	0	-67	-67	0
	Total Income	0	0	0	0	0	-67	-67	0
112	Net Expenditure	104,987	99,926	136,912	0	136,912	58,265	138,209	138,512

At 15:17

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Budget Proposals 2019/20

	<u>Last Year 2017/18</u>		<u>Agreed Budget</u>	<u>This Year 2018/19</u>			<u>Projected Actual</u>	<u>Next Year Budget</u>	
	<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>			
113	<u>CIVIC ACTIVITIES & EXPENSES</u>								
4008	STAFF TRAINING	0	1,568	1,500	0	1,500	25	1,500	1,500
4009	STAFF TRAVEL	500	0	500	0	500	0	500	500
4014	ELECTRICITY	0	13	0	0	0	0	0	0
4112	TOWN MAYOR'S ALLOW.	1,000	974	1,000	0	1,000	5	1,000	1,000
4166	TWINNING	500	70	500	0	500	555	555	500
4179	CIVIC FUNCTIONS	1,000	924	1,000	0	1,000	50	1,000	1,000
4180	CIVIC REGALIA REPAIRS ETC	100	33	100	0	100	0	100	100
	OverHead Expenditure	3,100	3,582	4,600	0	4,600	635	4,655	4,600
1091	INC-MISCELLANEOUS	0	330	0	0	0	0	0	0
	Total Income	0	330	0	0	0	0	0	0
113	Net Expenditure	3,100	3,252	4,600	0	4,600	635	4,655	4,600
115	<u>ORCHARD COMMUNITY CENTRE</u>								
4001	STAFF SALARIES	36,000	1,171	40,100	0	40,100	10,847	21,693	42,465
4002	EMPLOYERS N.I	4,250	0	4,700	0	4,700	916	1,832	4,990
4003	EMPLOYERS SUPERANN.	7,650	0	9,200	0	9,200	2,473	0	10,107
4007	HEALTH & SAFETY	500	45	500	0	500	0	500	500
4011	RATES	5,500	0	5,500	0	5,500	0	5,500	5,500

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Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Budget Proposals 2019/20

	<u>Last Year 2017/18</u>		Agreed Budget	<u>This Year 2018/19</u>			Projected Actual	Next Year Budget
	Budget	Actual		Net Virement	Revised Budget	Actual YTD		
4012 WATER RATES	800	359	600	0	600	102	600	600
4014 ELECTRICITY	0	1,368	10,000	0	10,000	317	10,000	10,000
4015 GAS	4,500	1,351	4,500	0	4,500	645	4,500	4,500
4016 CLEANING COSTS	6,000	1,457	4,000	0	4,000	1,860	4,000	4,000
4020 MISC. ESTABLISH.COST	400	441	400	0	400	0	450	500
4021 TELEPHONE & FAX	600	850	1,020	0	1,020	283	1,200	1,200
4026 COMPUTER	0	1,465	2,500	0	2,500	1,412	2,500	2,500
4030 RECRUIT. ADVERTISING	0	704	0	0	0	0	0	0
4032 PUBLICITY	500	195	500	0	500	0	500	500
4036 PROPERTY MAINTENANCE	1,000	657	1,000	0	1,000	369	1,000	1,000
4038 MAINTENANCE CONTRACT	1,500	1,299	1,500	0	1,500	294	1,500	1,500
4042 EQUIPT MAINT/REPAIR	200	170	200	0	200	139	200	200
4081 Licences	0	0	0	0	0	150	150	150
4128 EQUIPMENT	200	334	200	0	200	0	200	200
OverHead Expenditure	69,600	11,865	86,420	0	86,420	19,806	56,325	90,412
1078 INC-MISC GRANTS	20,000	18,000	18,000	0	18,000	18,000	18,000	18,000
1082 INC-LETTINGS	14,000	15,533	8,000	0	8,000	13,494	25,000	25,000
1083 INC-PITCH HIRE	0	0	0	0	0	40	40	0
1115 INC-REFRESHMENTS	0	0	0	0	0	8	8	0
Total Income	34,000	33,533	26,000	0	26,000	31,542	43,048	43,000
115 Net Expenditure	35,600	-21,669	60,420	0	60,420	-11,736	13,277	47,412

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Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Budget Proposals 2019/20

	<u>Last Year 2017/18</u>		<u>Agreed Budget</u>	<u>This Year 2018/19</u>			<u>Projected Actual</u>	<u>Next Year 2019/20</u>	
	<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>			
901	<u>CENTRAL SERVICES</u>								
4001	STAFF SALARIES	119,000	114,600	161,300	0	161,300	53,617	109,500	144,125
4002	EMPLOYERS N.I	15,200	10,236	14,400	0	14,400	4,703	9,650	12,750
4003	EMPLOYERS SUPERANN.	25,350	22,292	36,800	0	36,800	11,192	22,900	34,300
4007	HEALTH & SAFETY	2,500	541	2,500	0	2,500	145	2,500	2,500
4008	STAFF TRAINING	3,000	3,075	3,000	0	3,000	2,625	3,000	3,000
4009	STAFF TRAVEL	3,500	3,408	3,500	0	3,500	1,552	3,500	3,500
4010	MISC. STAFF COSTS	500	384	500	0	500	75	500	500
4013	RENT	16,420	20,125	25,580	0	25,580	11,550	25,718	29,920
4020	MISC. ESTABLISH.COST	250	712	250	0	250	130	250	250
4021	TELEPHONE & FAX	6,500	6,488	7,600	0	7,600	3,291	7,000	7,600
4022	POSTAGE	1,400	939	1,200	0	1,200	205	1,000	1,000
4023	STATIONERY	3,000	5,203	4,000	0	4,000	2,457	5,000	5,000
4025	INSURANCE	13,000	19,036	20,000	0	20,000	19,924	19,924	21,000
4026	COMPUTER	8,000	15,299	12,000	0	12,000	13,346	24,000	24,000
4027	PHOTOCOPIER	4,500	3,817	3,500	0	3,500	804	3,500	3,500
4030	RECRUIT. ADVERTISING	0	1,204	0	0	0	0	0	0
4031	ADVERTISING	400	0	400	0	400	612	612	400
4032	PUBLICITY	3,500	4,563	3,500	0	3,500	2,803	3,500	3,500
4051	BANK CHARGES	1,000	976	1,000	0	1,000	611	1,250	1,500

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Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Budget Proposals 2019/20

		<u>Last Year 2017/18</u>		<u>This Year 2018/19</u>			<u>Next Year 2019/20</u>		
		Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4056	LEGAL EXPENSES	1,000	2,055	1,000	0	1,000	0	1,000	1,000
4058	PROFESSIONAL FEES	0	11,758	5,000	0	5,000	0	5,000	5,000
4060	OFFICE EQUIPMENT	500	451	500	0	500	26	500	500
4073	PAYROLL BUREAU FEES	1,200	1,317	2,000	0	2,000	492	2,000	2,000
4074	ACCOUNTANCY FEES	14,000	11,588	14,000	0	14,000	6,389	14,000	15,000
4104	REFUSE COLLECTION	0	98	0	0	0	0	0	0
4901	C.S. SALARY RECHARGE	-159,550	-134,758	-212,500	0	-212,500	-69,513	-212,500	-212,500
4911	C.S. O'HEAD RECHARGE	-84,170	-106,862	-111,030	0	-111,030	-66,748	-111,030	-111,030
	OverHead Expenditure	0	18,544	0	0	0	289	-57,726	-1,685
1091	INC-MISCELLANEOUS	0	9	0	0	0	18	18	0
1099	INC-INSURANCE (CLAIM)	0	605	0	0	0	0	0	0
	Total Income	0	614	0	0	0	18	18	0
901	Net Expenditure	0	17,930	0	0	0	271	-57,744	-1,685
Finance & General Purposes - Expenditure		379,013	469,469	511,152	0	511,152	287,071	425,581	485,498
Income		909,741	1,063,994	974,812	0	974,812	996,625	1,017,529	1,065,338
Net Expenditure		-530,728	-594,525	-463,660	0	-463,660	-709,554	-591,948	-579,840

Note : Preliminary Budget Proposals 2019/20

	<u>Last Year 2017/18</u>		<u>Agreed Budget</u>	<u>This Year 2018/19</u>			<u>Projected Actual</u>	<u>Next Year Budget</u>
	<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
Public Land & Open Spaces								
102	<u>ALLOTMENTS</u>							
OverHead Expenditure	1,965	840	1,965	0	1,965	266	1,965	1,965
Total Income	5,300	5,163	5,300	0	5,300	1,838	6,333	6,000
102 Net Expenditure	-3,335	-4,323	-3,335	0	-3,335	-1,571	-4,368	-4,035
104	<u>BURIAL GROUNDS</u>							
OverHead Expenditure	75,087	74,042	83,437	0	83,437	43,369	83,741	83,872
Total Income	13,000	19,418	18,000	0	18,000	8,540	19,000	19,000
104 Net Expenditure	62,087	54,624	65,437	0	65,437	34,830	64,741	64,872
212	<u>RECREATION GROUNDS</u>							
OverHead Expenditure	292,230	259,556	309,576	0	309,576	150,648	306,768	306,926
Total Income	10,650	10,007	11,720	0	11,720	5,965	12,612	9,590
212 Net Expenditure	281,580	249,549	297,856	0	297,856	144,683	294,156	297,336
902	<u>WORKS SERVICES</u>							
OverHead Expenditure	0	23,234	0	0	0	0	69,726	58,570
902 Net Expenditure	0	23,234	0	0	0	0	69,726	58,570
Public Land & Open Spaces - Expenditure	369,282	357,672	394,978	0	394,978	194,284	462,200	451,333
Income	28,950	34,588	35,020	0	35,020	16,342	37,945	34,590
Net Expenditure	340,332	323,084	359,958	0	359,958	177,941	424,255	416,743

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Note : Preliminary Budget Proposals 2019/20

	<u>Last Year 2017/18</u>		Agreed Budget	<u>This Year 2018/19</u>			Projected Actual	<u>Next Year 2019/20</u> Next Year Budget	
	Budget	Actual		Net Virement	Revised Budget	Actual YTD			
<u>Public Land & Open Spaces</u>									
<u>102 ALLOTMENTS</u>									
4013	RENT	465	465	465	0	465	116	465	465
4037	GROUNDS MAINTENANCE	1,000	0	1,000	0	1,000	0	1,000	1,000
4067	PEST CONTROL	500	375	500	0	500	150	500	500
	OverHead Expenditure	1,965	840	1,965	0	1,965	266	1,965	1,965
1087	INC-ALLOTMENTS	5,300	5,163	5,300	0	5,300	1,838	6,333	6,000
	Total Income	5,300	5,163	5,300	0	5,300	1,838	6,333	6,000
102	Net Expenditure	-3,335	-4,323	-3,335	0	-3,335	-1,571	-4,368	-4,035
<u>104 BURIAL GROUNDS</u>									
4011	RATES	3,104	3,810	3,965	0	3,965	2,535	4,219	4,350
4012	WATER RATES	200	167	200	0	200	31	200	200
4014	ELECTRICITY	150	27	100	0	100	28	150	150
4036	PROPERTY MAINTENANCE	1,000	0	1,000	0	1,000	50	1,000	1,000
4110	FIRE PRECAUTIONS	200	0	200	0	200	152	200	200
4178	PATHS MAINTENANCE	1,000	0	1,000	0	1,000	0	1,000	1,000
4901	C.S. SALARY RECHARGE	9,573	8,086	12,750	0	12,750	4,171	12,750	12,750
4902	W.S. SALARY RECHARGE	45,660	44,556	46,940	0	46,940	27,705	46,940	46,940

Note : Preliminary Budget Proposals 2019/20

		<u>Last Year 2017/18</u>		<u>This Year 2018/19</u>			<u>Next Year 2019/20</u>		
		Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4911	C.S. O'HEAD RECHARGE	5,050	6,412	6,662	0	6,662	4,005	6,662	6,662
4912	W.S. O'HEAD RECHARGE	9,150	10,985	10,620	0	10,620	4,693	10,620	10,620
	OverHead Expenditure	75,087	74,042	83,437	0	83,437	43,369	83,741	83,872
1084	INC-BURIAL FEES	10,000	17,259	15,000	0	15,000	7,842	17,000	17,000
1092	INC-GRNDS MAINT	1,000	0	0	0	0	0	0	0
1097	INC-MEMORIALS	2,000	2,159	3,000	0	3,000	698	2,000	2,000
	Total Income	13,000	19,418	18,000	0	18,000	8,540	19,000	19,000
104	Net Expenditure	62,087	54,624	65,437	0	65,437	34,830	64,741	64,872
212	<u>RECREATION GROUNDS</u>								
4011	RATES	4,500	4,241	4,450	0	4,450	2,644	4,392	4,550
4012	WATER RATES	11,000	579	11,000	0	11,000	2,098	11,000	11,000
4013	RENT	1	0	1	0	1	0	1	1
4014	ELECTRICITY	3,500	535	3,500	0	3,500	369	5,000	5,000
4016	CLEANING COSTS	400	50	400	0	400	0	400	400
4036	PROPERTY MAINTENANCE	5,000	1,686	5,000	0	5,000	0	5,000	5,000
4037	GROUNDS MAINTENANCE	10,000	2,204	5,000	0	5,000	169	2,500	2,500
4038	MAINTENANCE CONTRACT	5,000	6,618	5,000	0	5,000	4,644	6,500	6,500
4039	PLAY. EQUIP. MAINT.	6,000	1,693	6,000	0	6,000	2,211	3,000	3,000
4042	EQUIPT MAINT/REPAIR	0	125	0	0	0	0	0	0

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Budget Proposals 2019/20

	<u>Last Year 2017/18</u>			<u>This Year 2018/19</u>			<u>Next Year 2019/20</u>	
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4043 FENCING & GATES	1,000	318	1,000	0	1,000	464	1,000	1,000
4044 TREES & PLANTS	4,000	2,522	4,000	0	4,000	111	2,500	2,500
4067 PEST CONTROL	1,500	1,570	1,500	0	1,500	400	1,500	1,500
4100 FERT./SEEDS/WEEDKILL	2,000	125	2,000	0	2,000	1,323	2,000	2,000
4104 REFUSE COLLECTION	0	0	0	0	0	308	1,000	1,000
4110 FIRE PRECAUTIONS	500	0	500	0	500	712	750	750
4114 LITTER BINS	2,000	0	2,000	0	2,000	0	2,000	2,000
4139 GRASS CUTTING	5,000	4,236	5,000	0	5,000	0	5,000	5,000
4901 C.S. SALARY RECHARGE	25,528	21,561	34,000	0	34,000	11,122	34,000	34,000
4902 W.S. SALARY RECHARGE	159,810	155,946	164,290	0	164,290	96,967	164,290	164,290
4911 C.S. O'HEAD RECHARGE	13,467	17,098	17,765	0	17,765	10,680	17,765	17,765
4912 W.S. O'HEAD RECHARGE	32,024	38,449	37,170	0	37,170	16,426	37,170	37,170
OverHead Expenditure	292,230	259,556	309,576	0	309,576	150,648	306,768	306,926
1077 INC-S106 GRANTS	0	1,480	0	0	0	0	0	0
1078 INC-MISC GRANTS	0	0	0	0	0	3,022	3,022	0
1081 INC-RENT	3,500	3,988	5,240	0	5,240	1,676	5,240	5,240
1083 INC-PITCH HIRE	4,000	4,029	5,000	0	5,000	917	4,000	4,000
1091 INC-MISCELLANEOUS	2,000	510	330	0	330	350	350	350
1092 INC-GRNDS MAINT	1,150	0	1,150	0	1,150	0	0	0
Total Income	10,650	10,007	11,720	0	11,720	5,965	12,612	9,590
212 Net Expenditure	281,580	249,549	297,856	0	297,856	144,683	294,156	297,336

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Note : Preliminary Budget Proposals 2019/20

	<u>Last Year 2017/18</u>		<u>Agreed Budget</u>	<u>This Year 2018/19</u>			<u>Projected Actual</u>	<u>Next Year 2019/20</u> <u>Next Year Budget</u>	
	<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>			
902	<u>WORKS SERVICES</u>								
4001	STAFF SALARIES	173,250	193,514	176,750	0	176,750	108,836	228,700	212,350
4002	EMPLOYERS N.I	18,150	18,486	17,650	0	17,650	9,600	20,200	18,650
4003	EMPLOYERS SUPERANN.	36,900	30,569	40,300	0	40,300	20,088	42,800	50,550
4007	HEALTH & SAFETY	500	328	500	0	500	276	500	500
4008	STAFF TRAINING	2,500	941	2,500	0	2,500	0	2,500	2,500
4009	STAFF TRAVEL	50	349	500	0	500	100	500	500
4010	MISC. STAFF COSTS	300	112	300	0	300	0	300	300
4014	ELECTRICITY	50	23	50	0	50	0	50	50
4021	TELEPHONE & FAX	50	0	50	0	50	396	1,000	1,000
4030	RECRUIT. ADVERTISING	0	596	0	0	0	1,006	1,006	0
4041	EQUIPMENT HIRE	400	276	400	0	400	0	400	400
4042	EQUIPT MAINT/REPAIR	4,000	1,713	4,000	0	4,000	1,045	4,000	4,000
4046	VEHICLE LEASING	9,950	11,894	10,500	0	10,500	5,687	12,000	12,000
4047	MATERIALS/TOOLS	3,000	4,927	5,000	0	5,000	4,042	5,000	5,000
4048	VEHICLE MAINT/REPAIR	5,000	15,292	7,500	0	7,500	3,268	15,000	15,000
4049	VEHICLE FUEL	8,000	6,392	6,500	0	6,500	3,939	8,000	8,000
4050	VEHICLE TAX	150	152	0	0	0	270	270	270
4103	PROTECTIVE CLOTHING	2,500	3,475	2,500	0	2,500	1,036	2,500	2,500
4119	SKIP HIRE	4,000	6,115	6,000	0	6,000	2,241	6,000	6,000

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Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Budget Proposals 2019/20

		<u>Last Year 2017/18</u>		<u>This Year 2018/19</u>			<u>Next Year 2019/20</u>		
		Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4128	EQUIPMENT	500	551	500	0	500	0	500	500
4134	SECURITY/CCTV	1,800	2,509	3,300	0	3,300	161	3,300	3,300
4136	RENEWALS/REPLACEMENT	3,000	2,729	3,000	0	3,000	0	3,000	3,000
4902	W.S. SALARY RECHARGE	-228,300	-222,780	-234,700	0	-234,700	-138,525	-234,700	-234,700
4912	W.S. O'HEAD RECHARGE	-45,750	-54,926	-53,100	0	-53,100	-23,466	-53,100	-53,100
	OverHead Expenditure	0	23,234	0	0	0	0	69,726	58,570
902	Net Expenditure	0	23,234	0	0	0	0	69,726	58,570
Public Land & Open Spaces - Expenditure		369,282	357,672	394,978	0	394,978	194,284	462,200	451,333
Income		28,950	34,588	35,020	0	35,020	16,342	37,945	34,590
Net Expenditure		340,332	323,084	359,958	0	359,958	177,941	424,255	416,743

Note : Preliminary Budget Proposals 2019/20

	<u>Last Year 2017/18</u>		Agreed Budget	<u>This Year 2018/19</u>			Projected Actual	Next Year Budget	
	Budget	Actual		Net Virement	Revised Budget	Actual YTD			
<u>Town Centre Management</u>									
103	<u>STREET LIGHTS</u>								
	OverHead Expenditure	17,000	9,642	16,000	0	16,000	-15,339	-12,940	500
	103 Net Expenditure	17,000	9,642	16,000	0	16,000	-15,339	-12,940	500
105	<u>CAR PARKS</u>								
	OverHead Expenditure	97,282	76,703	74,094	0	74,094	48,283	82,170	75,744
	Total Income	26,182	0	105,000	0	105,000	17,446	37,000	50,000
	105 Net Expenditure	71,100	76,703	-30,906	0	-30,906	30,837	45,170	25,744
106	<u>MARKET</u>								
	OverHead Expenditure	26,687	24,057	29,710	0	29,710	12,597	28,292	28,560
	Total Income	25,050	18,707	21,000	0	21,000	8,468	16,500	16,500
	106 Net Expenditure	1,637	5,351	8,710	0	8,710	4,128	11,792	12,060
107	<u>TOWN CENTRE GENERAL</u>								
	OverHead Expenditure	62,209	55,861	65,093	0	65,093	12,572	78,443	98,143
	Total Income	0	310	0	0	0	0	0	0
	107 Net Expenditure	62,209	55,551	65,093	0	65,093	12,572	78,443	98,143

Continued on Page 6

Note : Preliminary Budget Proposals 2019/20

	<u>Last Year 2017/18</u>		<u>Agreed Budget</u>	<u>This Year 2018/19</u>			<u>Projected Actual</u>	<u>Next Year Budget</u>
	<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
110 PUBLIC CONVENIENCES								
OverHead Expenditure	25,450	19,891	24,950	0	24,950	13,563	26,524	26,650
110 Net Expenditure	25,450	19,891	24,950	0	24,950	13,563	26,524	26,650
Town Centre Management - Expenditure	228,628	186,155	209,847	0	209,847	71,675	202,489	229,597
Income	51,232	19,017	126,000	0	126,000	25,914	53,500	66,500
Net Expenditure	177,396	167,138	83,847	0	83,847	45,761	148,989	163,097
Total Budget Expenditure	976,923	1,013,296	1,115,977	0	1,115,977	553,029	1,090,270	1,166,428
Income	989,923	1,117,598	1,135,832	0	1,135,832	1,038,882	1,108,974	1,166,428
Net Expenditure	-13,000	-104,302	-19,855	0	-19,855	-485,852	-18,704	0

At 15:17

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Budget Proposals 2019/20

		<u>Last Year 2017/18</u>		<u>Agreed Budget</u>	<u>This Year 2018/19</u>			<u>Projected Actual</u>	<u>Next Year Budget</u>
		<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
Town Centre Management									
103	<u>STREET LIGHTS</u>								
4014	ELECTRICITY	7,000	6,333	6,000	0	6,000	1,538	3,437	0
4038	MAINTENANCE CONTRACT	6,500	2,262	6,500	0	6,500	-16,877	-16,877	0
4045	S/L REPAIR/RENEWAL	3,000	1,047	3,000	0	3,000	0	0	0
4174	BUS SHELTER MAINTENANCE	500	0	500	0	500	0	500	500
	OverHead Expenditure	17,000	9,642	16,000	0	16,000	-15,339	-12,940	500
	103 Net Expenditure	17,000	9,642	16,000	0	16,000	-15,339	-12,940	500
105	<u>CAR PARKS</u>								
4005	AGENCY STAFF	26,182	0	0	0	0	0	0	0
4011	RATES	22,640	22,832	23,750	0	23,750	15,076	25,128	25,900
4021	TELEPHONE & FAX	600	0	600	0	600	0	600	600
4047	MATERIALS/TOOLS	500	556	500	0	500	1,278	2,000	2,000
4056	LEGAL EXPENSES	1,000	1,698	1,000	0	1,000	0	1,000	1,000
4059	CONSULTANCY	0	0	0	0	0	0	0	0
4092	Card Processing Fees	0	0	0	0	0	-1,088	-2,000	-2,000
4108	SURFACE REPAIRS	3,000	0	3,000	0	3,000	8,175	10,000	3,000
4126	CAR PARK LEASE	26,001	34,108	26,001	0	26,001	14,500	26,001	26,001
4127	SIGNS	0	0	0	0	0	198	198	0

Continued on Page 15

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Budget Proposals 2019/20

		<u>Last Year 2017/18</u>		<u>This Year 2018/19</u>			<u>Next Year 2019/20</u>		
		Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4901	C.S. SALARY RECHARGE	2,393	2,021	3,188	0	3,188	1,043	3,188	3,188
4902	W.S. SALARY RECHARGE	11,415	11,139	11,735	0	11,735	6,926	11,735	11,735
4911	C.S. O'HEAD RECHARGE	1,263	1,603	1,665	0	1,665	1,001	1,665	1,665
4912	W.S. O'HEAD RECHARGE	2,288	2,746	2,655	0	2,655	1,173	2,655	2,655
	OverHead Expenditure	97,282	76,703	74,094	0	74,094	48,283	82,170	75,744
1088	INC-CAR PARKING FEES	0	0	105,000	0	105,000	4,828	17,000	30,000
1089	INC - PARKING PERMITS WORK	0	0	0	0	0	10,138	15,000	15,000
1090	INC - PARKING FINES	26,182	0	0	0	0	0	0	0
1189	INC-PARKING PERMITS RES	0	0	0	0	0	2,480	5,000	5,000
	Total Income	26,182	0	105,000	0	105,000	17,446	37,000	50,000
105	Net Expenditure	71,100	76,703	-30,906	0	-30,906	30,837	45,170	25,744
106	MARKET								
4004	MARKET STAFF	5,100	4,773	5,150	0	5,150	2,460	5,150	5,250
4011	RATES	7,600	6,101	6,400	0	6,400	2,990	4,982	5,150
4014	ELECTRICITY	1,000	237	300	0	300	0	300	300
4025	INSURANCE	0	532	550	0	550	0	550	550
4032	PUBLICITY	550	0	550	0	550	0	550	550
4047	MATERIALS/TOOLS	250	0	250	0	250	0	250	250
4081	Licences	0	333	333	0	333	333	333	333

Note : Preliminary Budget Proposals 2019/20

		<u>Last Year 2017/18</u>		<u>This Year 2018/19</u>			<u>Next Year 2019/20</u>		
		Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4901	C.S. SALARY RECHARGE	7,978	6,738	10,625	0	10,625	3,476	10,625	10,625
4911	C.S. O'HEAD RECHARGE	4,209	5,343	5,552	0	5,552	3,337	5,552	5,552
	OverHead Expenditure	26,687	24,057	29,710	0	29,710	12,597	28,292	28,560
1085	INC-TUESDAY MARKET RENTS	2,800	3,039	3,000	0	3,000	1,715	3,000	3,000
1086	INC-SATURDAY MARKET RENTS	22,000	15,668	18,000	0	18,000	6,754	13,500	13,500
1103	INC-FARMERS MARKETS	250	0	0	0	0	0	0	0
	Total Income	25,050	18,707	21,000	0	21,000	8,468	16,500	16,500
106	Net Expenditure	1,637	5,351	8,710	0	8,710	4,128	11,792	12,060
107	<u>TOWN CENTRE GENERAL</u>								
4001	STAFF SALARIES	0	0	0	0	0	0	10,350	24,800
4002	EMPLOYERS N.I	0	0	0	0	0	0	950	2,250
4003	EMPLOYERS SUPERANN.	0	0	0	0	0	0	2,500	6,000
4064	ANNUAL HANGING BASKETS	2,000	2,334	3,000	0	3,000	2,066	2,300	2,500
4116	WAR MEM & REM SERV	1,000	220	1,000	0	1,000	363	1,000	1,000
4117	CLOCK REPAIRS	350	0	350	0	350	0	350	350
4140	CHRISTMAS ACTIVITIES	5,000	5,281	5,000	0	5,000	0	5,250	5,500
4143	Highway Improvements	0	5,000	0	0	0	0	0	0
4144	CCTV	18,000	16,334	18,000	0	18,000	0	18,000	18,000
4145	CHRISTMAS LIGHTS	18,500	14,183	18,500	0	18,500	0	18,500	18,500

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Budget Proposals 2019/20

		<u>Last Year 2017/18</u>		<u>Agreed Budget</u>	<u>This Year 2018/19</u>			<u>Projected Actual</u>	<u>Next Year Budget</u>
		<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
4901	C.S. SALARY RECHARGE	2,393	2,021	3,188	0	3,188	1,043	3,188	3,188
4902	W.S. SALARY RECHARGE	11,415	11,139	11,735	0	11,735	6,926	11,735	11,735
4911	C.S. O'HEAD RECHARGE	1,263	1,603	1,665	0	1,665	1,001	1,665	1,665
4912	W.S. O'HEAD RECHARGE	2,288	2,746	2,655	0	2,655	1,173	2,655	2,655
4990	ASSET FUNDING FROM RCP	0	-5,000	0	0	0	0	0	0
	OverHead Expenditure	62,209	55,861	65,093	0	65,093	12,572	78,443	98,143
1145	INC-CHRISTMAS ACTIVITIES	0	310	0	0	0	0	0	0
	Total Income	0	310	0	0	0	0	0	0
107	Net Expenditure	62,209	55,551	65,093	0	65,093	12,572	78,443	98,143
110	<u>PUBLIC CONVENIENCES</u>								
4011	RATES	4,150	3,318	3,450	0	3,450	1,816	3,024	3,150
4012	WATER RATES	1,400	1,241	1,600	0	1,600	353	1,600	1,600
4014	ELECTRICITY	900	666	900	0	900	0	900	900
4036	PROPERTY MAINTENANCE	2,500	616	2,500	0	2,500	2,144	2,500	2,500
4038	MAINTENANCE CONTRACT	16,500	14,050	16,500	0	16,500	9,250	18,500	18,500
	OverHead Expenditure	25,450	19,891	24,950	0	24,950	13,563	26,524	26,650
110	Net Expenditure	25,450	19,891	24,950	0	24,950	13,563	26,524	26,650
	Town Centre Management - Expenditure	228,628	186,155	209,847	0	209,847	71,675	202,489	229,597
	Income	51,232	19,017	126,000	0	126,000	25,914	53,500	66,500
	Net Expenditure	177,396	167,138	83,847	0	83,847	45,761	148,989	163,097

Continued on Page 18

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Preliminary Budget Proposals 2019/20

	<u>Last Year 2017/18</u>		<u>Agreed Budget</u>	<u>This Year 2018/19</u>			<u>Projected Actual</u>	<u>Next Year 2019/20</u>
	<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
Total Budget Expenditure	976,923	1,013,296	1,115,977	0	1,115,977	553,029	1,090,270	1,166,428
Income	989,923	1,117,598	1,135,832	0	1,135,832	1,038,882	1,108,974	1,166,428
Net Expenditure	-13,000	-104,302	-19,855	0	-19,855	-485,852	-18,704	0

Grant Applications 2019/20						
	Organisation	Grants Awarded 2018/19	Grants Requested 2019/20	Date Grant Application Received	Grants Awarded 2019/20	Purpose of 2019/20 Grant Application
1	2nd Biggleswade (St Andrews) Rainbows	£0	£125	21/11/2018		Purchase Unit flag, flag case and flag holster
2	Autism Bedfordshire	£500	£500	22/11/2018		Support Biggleswade Wanted Fun youth group
3	Biggles FM	£1,850	£1,850	07/12/2018		Providing a full time local community radio station
4	Biggleswade ATC Squadron (2065)	£1,000	£500	27/11/2018		Purchase of training equipment
5	Biggleswade Community Safety Group	£0	£800	19/12/2018		Biggleswade Community Safety Group
6	Biggleswade First Aid Club	£370	£380	20/11/2018		For a St John Ambulance first aid course
7	Biggleswade Good Neighbours	£450	£400	20/12/2018		Mobile phone tariff, Insurance, Publicity
8	Biggleswade History Society	£750	£750	13/12/2018		Promote the advancement of public education through the study of local history
9	Biggleswade Railway Embankment Committee	£50	£50	20/11/2018		Purchase crocus & daffs and pay for strimmer repairs, cord and petrol
10	Biggleswade Scout & Guide Gang Show	£0	£1,000	19/11/2018		Hire of rehearsal rooms, additional equipment for sound & lighting to put on a show
11	Biggleswade Scout Group	£0	£1,800	27/11/2018		Folding tables and chairs with storage racks
12	Biggleswade Sea Cadets	£1,000	£1,000	31/12/2018		Replace boating equipment and clothing
13	Biggleswade Sports	£470	£500	20/11/2018		Affiliation fees and Insurance increases
14	Biggleswade Town Cricket Club	£3,000	£4,000	09/12/2018		£4000 Purchase & Installation of 4 mobile sightscreens at the cricket ground
15	BRCC*	£11,250	£11,250	17/12/2018		Continuation of the Biggleswade Community Agent post. *Individual Grant Budget Line
16	BRCC**	£2,000	£2,000	13/02/2018	£2,000	Contributions to ongoing work on the Green Wheel. **Already Committed by Council Resolution 13/2/2018
17	Carers In Bedfordshire	£0	£3,000	18/12/2018		Celebration events for Family carers and people with dementia in Biggleswade
18	Citizens Advice Mid Bedfordshire	£200	£750	21/12/2018		For funding for home visiting/benefit specialist casework project 'Outreach'
19	East Beds Community Bus Service (Ivel Sprinter)	£500	£500	29/12/2018		Help towards a replacement bus.
20	Ivel Flix	£250	£200	20/12/2018		New equipment for sound
21	Lets get going	£0	£600	30/12/2018		To cover cost of hall hire, travel time and time to run the class
22	Magpas Air Ambulance	£460	£500	27/12/2018		Annual RRV Fuel costs
23	Revitalise Respite Holidays	£708	£1,062	12/11/2018		Breaks for guests who are caring for loved ones with disabilities
24	St Andrews Lower School PTFA	£0	£1,700	09/12/2018		Purchase Defibrillator and security case to store it in
25	The Avenue (Autism)	£400	£400	27/12/2018		To go towards running cost of 2 workshops. On Anxiety and Obsessions and How to Support Siblings)
26	The Need Project	£500	£500	13/11/2018		Financial support for individuals and families during difficult times, namely children
27	The Weatherley Centre	£0	£5,000	08/11/2018		Upgrade ladies toilets & upgrading of the kitchen
	B.A.T.S (Biggleswade Amateur Theatrical Society)	£500	£0			
	Biggleswade and Sandy Gateway Club	£500	£0			
	Biggleswade Town Cricket Club (Match Ball Sponsorship)	£50	£0			
	Biggleswade Town Youth Football Club	£1,000	£0			
	Keech Hospice Care	£1,000	£0			
	The Mayflower Centre	£1,200	£0			
	Total	£29,958	£41,117		£2,000	Grants to be awarded under the General Power of Competence (Localism Act 2011)

Proposed Grant Budgets	2019/20
4261 - Community Agent Grant	£11,250
4264 - Grants Under Other Powers	£18,000
Budget Totals	£29,250
Allocated	£2,000
Unallocated Balance	£27,250

Grants to be awarded under the General Power of Competence (Localism Act 2011)

Finance & General Purposes Committee to approve grants up to £2000

Recommendations to be made to Council for grants above £2000



Serving communities
across Bedfordshire

Biggleswade Town Council
4 Saffron Rd,
Biggleswade
SG18 8DL

December 17th, 2018

Dear Biggleswade Town Council

Community Agent Funding Request for 2019/20

BRCC would like to thank Biggleswade Town Council for its support to date of the Biggleswade Community Agent post. Over the last 2.5 years significant outcomes for local residents have been achieved; with the Agent- Gill Reeves - receiving very positive feedback.

Some case studies from the last year are included with this letter (Appendix 1) as evidence of the positive contribution the service is making to the people of Biggleswade.

I am now writing with a request for the Town Council to extend their funding for another year, to cover the financial year 2019/20.

Should funding be provided, the Community Agent will continue to work with any Biggleswade residents who are in need of support to access the services, benefits and activities that will enhance their physical and mental wellbeing. Primarily, although not exclusively, Clients are older residents who may no longer have family or trusted neighbours nearby who will have traditionally provided this support. The Community Agent will continue to work closely with the Biggleswade Good Neighbours Group and other relevant support services, with 2-way signposting and assistance to ensure residents get the most appropriate support.

Specific ways in which the residents of Biggleswade will continue to benefit are:

- access services and information
- obtain benefits to which they are entitled
- afford regular and better food and to pay bills
- remain living in their own homes for longer
- feel safer and less isolated while living alone
- cope and keep themselves well while being a carer
- link to local volunteers and organisations (including Good Neighbour Schemes) able to support and befriend them
- participate in, and contribute to, community life

The Old School

Cardington
Bedford
MK44 3SX

Registered Office

01234 838771

info@bedsrcc.org.uk

www.bedsrcc.org.uk

Bedfordshire Rural
Communities Charity
is a registered
charity no.1061538
and a company limited
by guarantee and registered
in England no. 3327628
VAT registration no.
874 7702 87

Over the last 12 months (Dec 2017 – Nov 2018), working 15 hours per week, Gill has achieved the following:

No. individual Clients supported [1]	63
No. individuals signposted without further 1:1 support	257
No. Client issues resolved [2]	674
Total No. Client visits [3]	194
Total No. Client contacts (including 'phone calls and visits)	480
No. community groups visited / presented to, to promote the service	14
No. Clients reporting feeling more supported & / or connected to the community	23
No. Clients reporting a greater sense of independence	21
No. referrals made to professional support agencies	84
No. referrals made to Biggleswade Good Neighbour Group	26
No. referrals made to other community organisations / activities	27

[1] 'Clients' are individuals who are visited on a 1:1 basis and are supported with identified issue(s). Other individuals will also be helped through signposting

[2] Many clients will require support for multiple issues, including filling various forms, making appointments, contacting other service providers, etc

[3] Although there is no 'average' Client; Clients are generally visited between 3 and 6 times in a year, depending on the nature and number of their requirements

We would anticipate these figures being at least maintained, if not increased, over the next 12 months, with a continuation of the funding.

Funding Request

The amount requested to maintain the service at current levels is **£11,250.**

This is the same level of funding requested, and provided, for 2018/19. BRCC will continue to contribute in-kind resources to ensure that Gill is appropriately supported and managed.

If you require any further information, please do not hesitate to contact me.

Cliff Andrews
Head of Supporting Communities

Tel: 01234 832617

Email: cliffa@bedsrcc.org.uk

Appendix 1

Biggleswade Community Agent Case Studies, 2018

The following sample case studies summaries the range of clients and issues that have been addressed over the last year.

Case Study 1

A 50 year old gentleman with learning needs contacted me via his Support Worker. He was struggling with mental health issues due to loneliness, having just moved to the area. I connected him to 4 different groups in the town, from coffee mornings to support groups. He was referred to MIND due to struggling with his mental health. I have helped him connect with an organisation to get some voluntary work which will look good on his CV as he wants to get some work.

We applied for a disabled bus pass so that he can use public transport and I helped him to understand which buses will take him to the voluntary work. He is feeling much better and more connected to the community. I helped fill out a Message in a Bottle (medical information for Emergency Services initiative) for him. He has since come along to the Jolly Jaunt trips that I have established which has helped him meet new friends and feel less isolated. He is also enjoying being connected with a local church that runs a Men's Shed.

Case Study 2

Carer's in Bedfordshire asked me to see a 21 year old man with learning difficulties, who needed help filling out a Personal Independence Payment application as he needed to transfer from Disability Living Allowance.

As he was on a low income I also filled out a HC1 form to help him get his prescriptions and any other NHS costs covered.

I did a Bobby Scheme referral, rang Millbrook to replace a damaged equipment item, supplied 3 x Message in a Bottle for client and parents.

I contacted Social Services about an issue with the young man that the mother was concerned about. Discussed and advised his parents to take their son into the job centre to get him onto Employment Support Allowance as he was not claiming any work related benefit.

Case Study 3

A 76 year old gentleman contacted me after seeing the advert in the Bulletin. He wanted to apply for a Disabled Blue Badge which we did and he was awarded one. He had been in and out of hospital with a long term condition so I did a referral to the Community Matron Team to assess, with the aim of reducing hospital admissions in the future.

I referred him to the Talking Newspaper as his eyesight was poor. I rang to see if he and his wife were eligible for Pension Credit but unfortunately they were not. I did a benefit check which showed they may be eligible for Housing Benefit and Council Tax support. We filled out a Housing Benefit and Council Tax reduction

form. They now get £2732 rent and £1100 Council Tax support per year. I filled out a form for Carer's Allowance, which his wife got "underlying entitlement", meaning they now get even more Housing Benefit Support.

The wife registered with Carers in Bedfordshire and has since applied for a grant. The grant is helping them have 4 days away; their first holiday for years and are really looking forward to it. The client was going to be using one bedroom for treatment in the near future so he was advised that he could submit this information to the Council which would reduce his Council Tax even further.

Case Study 4

A disabled lady contacted me regarding her housing. She heard about me through the Town Council. She has to pay Council Tax on her second bedroom but does not need to use it and does not want a property with a garden as she cannot manage it. She was looking to move to a place where care is provided but has been turned down. I applied on-line to the housing register for sheltered housing for her and also filled out an on-line medical form. I have helped her get all the documents required and submitted them to the CBC service desk.

I have helped her organise and file her existing paperwork as this was disorganised. This lady was also referred to the Bobby Van, a Message in a Bottle was filled out, Link-a-ride leaflet was ordered, a contact for help at home with housework was provided and I gave her the number for Carers in Bedfordshire for her daughter to look into. This lady is now registered on the housing list as priority 1 and I have helped her understand the process of how to search and bid on any suitable properties that become available which she is now able to do independently.

Case Study 5

A 60 year old gentleman contacted me after being seen at Citizens Advice. He struggles with correspondence. He needed to produce documents to prove that he was entitled to a benefit. He did not have them at home so I rang the company and asked for them to be sent. I filled out a form for the DWP to prove income and savings and pension. This resulted in the benefit award being confirmed and a previous mistake was rectified with a substantial payment, which was due to the client. I have helped to file his paperwork with the assistance of a Good Neighbour Volunteer. I have contacted the housing association to make sure that he could have his gas meter removed as he was being charged the standing charge even though he did not use any gas appliances. Subsequently I arranged for the meter to be removed by British Gas. I have recommended a few social groups within the town and met him at one to help him feel at ease and encourage him to go. He has also connected with a group, helping him to integrate socially. Ongoing work is required with his correspondence.

Case Study 6

A 72 year old lady contacted me via recommendation from a previous client. She had been living abroad but returned to Biggleswade following separating from her husband. She did not know what to do and was very distressed. We discussed a way forward which was to find out as much as she could about her rights, so that she could then make an informed decision about what to do. We did a budget to show her exactly what her financial situation was. This actually showed her the reality of her situation. We made an appointment with Citizens Advice. Citizen's advice made an appointment for her to see a solicitor. I helped her register with the Inland Revenue to sort out her tax code and reference number. I contacted the pension department to update her address details and marital status. This client was so anxious she could not think straight, she really appreciated the time I took with her to help her explore her options.

Other Activities

During the year I have started a group called Jolly Jaunts. This is for people who do not get out much due to disability or mental health issues. It has been a joint collaboration with Biggleswade Good Neighbours and Biggleswade Baptist Church volunteers who have helped with transport and assisting on the day. There have been 5 trips out to various garden centres, either for lunch or afternoon tea. The feedback forms that people who have attended the trips filled out were very positive. Most people felt they had made new friends, felt less isolated, their mood was more positive and it meant that they did not have to cook a hot meal; as well as getting out of the house to go somewhere different.

I arranged a small Christmas Coffee morning with Carol singing on the 14th December.

The Winter Campaign is under way. I have visited 3 groups; presenting a quiz to engage everyone on the subject of winter; providing leaflets and information about staying well in the winter and about energy costs, Winter Fuel Allowance and Warm Home Discount. I have given out free gadgets to aid activities of daily living and make the home environment safer.

Gill Reeves, December 2018.



BIGGLESWADE TOWN COUNCIL

SCALE OF CHARGES FOR ALLOTMENT HOLDERS

FEES FOR 2019/2020 AND 2020/21

ALLOTMENT RENT	2019/2020 Approved Fees 1 September 2019	2020/2021 Proposed Fees 1 September 2020
Rent of Small Plot (approx. 10m x 5m)	£30.00	£35.00
Rent of Large Plot (approx. 20m x 5m)	£45.00	£50.00

SERVICES	2018/2019 Approved Fees	2019/2020 Proposed Fees from 1 April 2019	
Rotovation	£11.68 + VAT = £14.00	£25.00 + VAT = £30.00	

DEPOSIT (New Tenants Only)	
Full and Half Plot	£50.00 *

* Deposit refundable subject to the Terms & Conditions of the Tenancy Agreement



BIGGLESWADE TOWN COUNCIL

DROVE ROAD AND STRATTON WAY BURIAL GROUNDS
FEES TO TAKE EFFECT FROM 1 APRIL 2019

ALL FEES ARE DOUBLED FOR NON-PARISHIONERS

This includes anyone who has lived outside Biggleswade for ten years or more

INTERMENT (excluding digging the grave)	INFORMATION	2018/2019	2019/2020
Baby the body of a still-born child, or of a child whose age at the time of death did not exceed 1 month	Single depth	No Charge (Only pay for purchase of plot see below)	No Charge (Only pay for purchase of plot see below)
Child the body of a child whose age at the time of death exceeded 1 month but did not exceed 12 years	Single depth	£57.00	£60.00
Adult the body of a person whose age at the time of death exceeded 12 years	Single depth	£265.00	£280.00
Adult the body of a person whose age at the time of death exceeded 12 years	Double depth	£330.00	£345.00
Cremated Remains	-	£110.00	£115.00
Cremated Remains of Still-Born Baby into Established Plot	-	Free	Free
Walled graves and vaults To be constructed at the expense of the family in consultation with the Funeral Director and Biggleswade Town Council	-	£880.00	£980.00

EXCLUSIVE RIGHT OF BURIAL	INFORMATION	2018/2019	2019/2020
Adult grave 7' 6" x 3' 6"	100 years	£200.00	£210.00
Child grave 4' x 2'	100 years	£135.00	£140.00
Cremated remains grave 2' x 2'	100 years	£125.00	£130.00
Transfer Exclusive Right of Burial to relative or trustee (owner living)	100 years from the date of original grant	£25.00	£25.00
Transfer Exclusive Right of Burial to relative or trustee (owner deceased)	100 years from the date of original grant	£25.00	£75.00



BIGGLESWADE TOWN COUNCIL

MEMORIAL FEES DROVE ROAD AND STRATTON WAY BURIAL GROUNDS

FEES TO TAKE EFFECT FROM 1 APRIL 2019

ALL FEES ARE TO BE DOUBLED FOR NON-PARISHIONER

This includes anyone who has lived outside Biggleswade for ten years or more

GRANT FOR the RIGHT TO ERECT OR PLACE MEMORIAL	INFORMATION	2018/2019	2019/2020
Adult grave Monument or headstone and or kerb stones/and or flat stones/and or kerbs	Not to exceed 4' in height and 7' in length or 3' in width (7' in width for double plot)	£88.00	£95.00
Adult grave Flat plaque	Not to exceed 2' 6" x 2' 6"	£44.00	£47.00
Adult grave Headstone	Not to exceed 4' in height and 3' in width	£44.00	£47.00
Child grave Monument or headstone and/or kerb stones and/or flat stones and/or kerbs	Not to exceed 2' in height and 4' in length and 2' in width	£23.00	£25.00
Cremated remains – Old Sections Cremated remains – New Sections	Not to exceed 24" x 18" flat plaque only not to exceed 18" x 18"	£24.00	£25.00
Vase only	Not to exceed 18" in height	£12.00	£15.00
Added inscription	-	£16.00	£18.00
Adult Grave Kerb Stones Only	-	£46.00	£47.00

BURIAL RECORD SEARCH FEES	Each individual search covering period less than 5 years	Free	£10.00 + VAT = £12.00
	Each individual search covering period over 5 years (charge per hour)	Free	£15.00 + VAT = £18.00 per hour
	Every certified copy of an entry in burial Register	Free	£5.00 + VAT = £6.00

MEMORIAL BENCH INSTALLATION	Supply and installation of memorial bench. Contact for more information.	£825.00	£711.00 + VAT = £853.20
	Supply and installation of memorial bench with plaque. Contact for more information.	£902.00	£838.00 + VAT = £955.20



BIGGLESWADE TOWN COUNCIL

SCALE OF CHARGES FOR HIRING OF SPORTS FACILITIES
FEES TO TAKE EFFECT FROM APRIL 2019

FOOTBALL PITCHES Eagle Farm Road, The Lakes and Stratton Way Recreation Grounds		2018/2019	2019/2020
Juniors	Pitch & changing rooms	£10.42 + VAT = £12.50	£10.83 + VAT = £13.00
Adults (Stratton Way only)	Pitch only	£25.42 + VAT = £30.50	£27.50 + VAT = £33.00
Adults (Stratton Way only)	Pitch & changing rooms	£45.42 + VAT = £54.50	£45.83 + VAT = £55.00

DROVE ROAD TENNIS COURTS		2018/2019	2019/2020
Monday to Sunday and Bank Holidays	Per Person Per Hour Per Court	No Charge	No Charge
OAPS, unemployed and Children	Per Person Per Hour Per Court	No Charge	No Charge

DROVE ROAD BOWLING GREEN		2018/2019	2019/2020
Rink **	Per hour per person	£2.50 + VAT = £3.00	£2.50 + VAT = £3.00
Rink season ticket	Adults	£36.66 + VAT = £44.00	£41.66 + VAT = £50.00
Rink season ticket	OAPs, unemployed and children	£18.33 + VAT = £22.00	£20.83 + VAT = £25.00

** One rink to remain available to public at all times

DROVE ROAD BOWLS CLUB Biggleswade Town Bowls Club Charges	2018/2019	2019/2020
Drove Road Recreation Ground and Bowls Pavilion	£2,200 + VAT = £2,640.00	£2,300 + VAT = £2,760.00

FAIRFIELD ROAD (1ST MEADOW) Biggleswade Town Cricket Club Charges	2018/2019	2019/2020
Lindsell Ground & Pavilion Contribution towards repair & re-decoration, insurance and water charges	£810 + VAT = £972.00	£850 + VAT = £1,020.00



BIGGLESWADE TOWN COUNCIL

SCALE OF CHARGES FOR MARKET STALL RENTS ETC. FEEES TO TAKE EFFECT FROM 1 APRIL 2019

Payment due on arrival

DETAILS	2018/2019 Biggleswade Residents	2018/2019 Non-Biggleswade Residents	2019/2020 All Traders
Rent of pitch Own stall/open space Maximum size 10' x10'	£12.50 + VAT = £15.00	£13.33 + VAT = £16.00	£13.33 + VAT = £16.00
Rent of pitch Own stall/open space Size 11' x 11' to 15' x 15'	£16.67 + VAT = £20.00	£18.33 + VAT = £22.00	£18.33 + VAT = £22.00
Rent of pitch Own stall/open space Size 16' x 16' to 20' x 20'	£21.67+ VAT = £26.00	£24.17 + VAT = £29.00	£24.17 + VAT = £29.00
Lighting of stall	Free	Free	Free
Farmers Market Stall	£20. + VAT = £24.00	£20.00 + VAT = £24.00	£20.00 + VAT = £24.00
Tuesday Market Minimum charge	£12.50 + VAT = £15.00	£12.50 + VAT = £15.00	£12.50 + VAT = £15.00
Clearance of unauthorised market trade waste. Minimum charge			£50.00 + VAT = £60.00

CHARITY STALLS	2018/2019	2019/2020
Biggleswade Voluntary Organisations Deposit payable in advance. The deposit is refundable only on taking up the trading position on the day.	£6.00	£16.00
Non-Biggleswade Voluntary Organisations Rent payable in advance (non-refundable)	£5.00 + VAT = £6.00	£13.33 + VAT = £16.00
<ul style="list-style-type: none"> • One Charity Stall for use by Voluntary Organisations will be available each Market. • Only 2 bookings allowed per year for each Charitable Organisation • Booking of the Charity Stall must be made via the Town Council Office 		



BIGGLESWADE TOWN COUNCIL
ORCHARD COMMUNITY CENTRE
FEES TO TAKE EFFECT FROM APRIL 2019

MAIN HALL	2018/2019	2019/2020
Hire of Main Hall Per Hour	£13.75 + VAT = £16.50	£15.00 + VAT = £18.00
Cost of setting up and / or clearing up hall	£6.87 + VAT = £8.25	£15.00 + VAT = £18.00 per hour
Refundable Deposit	£100.00	£100.00
Reduction for Local Charities or Local Not for Profit Organisations registered with HMRC for Gift Aid. (Local means within the Parish of Biggleswade)	50% Reduction	50% Reduction
Reduction for Block Bookings	10% Reduction for 7 or more bookings	10% Reduction for 7 or more bookings
Only one discount may be applied		

TRAINING ROOM	2018/2019	2019/2020
Hire Charge Per Day	£64.00 + VAT = £80.00	£100.00 + VAT = £120.00
Hire Charge Per Half Day	£32.00 + VAT = £40.00	£60.00 + VAT = £72.00
Refreshments Charge	£4.16 + VAT = £5.00	£10.00 + VAT = £12.00



BIGGLESWADE TOWN COUNCIL RISK MANAGEMENT SCHEME

Introduction

This document sets out the framework on which risk management processes at Biggleswade Town Council are based. This framework should assist in ensuring that a consistent approach is taken across the Council for the identification, assessment and evaluation of risks, and for ensuring that actions are proportionate to identified risks, thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls. Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

Risk Management

Risk – *‘Risk is the combination of the probability of an event and its consequence. Consequences can range from positive to negative’.*

Risk Management – *‘Process which aims to help organisations understand, evaluate and take action on all their risks with a view to increasing the probability of success and reducing the likelihood of failure.’* [Institute of Risk Management (IRM)]

Risk management is an essential feature of good management and applies to all aspects of the Council’s business.

There is an Audit requirement under the Accounts and Audit (England) Regulations 2015 s.3 to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register. A statement about the system of internal control and the management of risk will be included as part of the Annual Statement of Accounts and summarised in the Council’s Business Plan.

Implementing the Strategy involves identifying, analysing/prioritising, managing and monitoring risks.

Risk Types

Strategic Risk – long-term adverse impacts from poor decision-making or poor implementation. Risks causing damage to the reputation of the Council, loss of public confidence, or in a worse case statutory intervention.

Compliance Risk – failure to comply with legislation or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts etc.

Not all these risks are insurable and for some the premiums may not be cost-effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or minimising risk. Risk can be connected to opportunities as well as potential threats.

Risk Identification – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Identified risks need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences.

Risk Prioritisation – An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low (1), Medium (2) and High (3). The scores for both impact and likelihood are scored in this manner. Risks scoring 6 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

Risk Control – Risk control is the process of acting to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

Tolerate – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

Treat – loss control measures are implemented to reduce the impact/ likelihood of the risk occurring;

Transfer – the financial impact is passed to a third party or by way of insurance. This is good for mitigating financial risks or risks to assets;

Terminate – the circumstances from which the risk arises are ceased so that the risk no longer exists;

Risk Register –Details on the impact and likelihood matrix are included below. A summary is carried forward in to the annual Business Plan.

Risk Monitoring – The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

Roles and Responsibilities -

Councillors – risk management is a key part of the councillors' stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted. This will include:
Approval of the Risk Management Strategy;

Town Clerk – will ensure that Risk Management is an integral part of any service review process, ensure that recommendations for risk control are detailed in service review reports and will lead in developing and monitoring Performance Indicators for Risk Management.

Project Officers and Service Managers – when developing projects or recommending service changes will ensure that risks are identified and the measures to eliminate or control risks are documented in agenda reports/briefing papers to be considered by Council and committees.

Employees – will undertake their job within risk management guidelines ensuring that the skills and knowledge passed to them are used effectively.

Role of Internal Audit – the Internal Audit Team provides an important scrutiny role carrying out audits to provide independent assurance to the Council. Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Training – Risk Management training will be provided to key staff. Councillors will receive appropriate briefings.

Risk Assessment and Management (Financial & Business) for the Period 1st April 2016 to 31st March 2017
L (Low) M (Medium) H (High)

Financial: Income

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Financial Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Precept	Not Submitted	L	H	Full TC Minute Check and Report	Diary Diary/Bank Statement	Annual	Town Clerk
	Not Paid by District Council	L	H			6 monthly	Town Clerk
	Adequacy of Precept	H	H	Monthly Review of budget to actual	9month budget review	Ongoing	Town Clerk Council
Charges Recreation	Cash Banking	H	M	Segregate duties of person receiving money and person banking	Reconciliation	Monthly	Town Clerk
Charges Cemetery	Plot Allocation	M	M	Update of Burial Register Check with documentation		Ongoing	Town Clerk
	Receipt of fees	M	M			Ongoing	
Charges Allotments	Rental Invoices	L	M	Register to invoice Issue of Receipt Segregation of duties	Reconciliation	Annual	Town Clerk
	Cash Handling	L	M				
	Cash Banking	L	M				
Investment Income	Surplus funds	L	M	Review annually at year end		Annual	Councillors Town Clerk
Markets	Cash Banking	M	M	Monies received in accordance with up to date list of stall holders Checked against banking		Weekly	Town Clerk
New Community Centre	Income from room lets	L	M	Check and Report	Advance advertising	Ongoing	Town Clerk
1st Floor Office, Old Courthouse	Unable to rent	L	M	Check and Report	Advertise	Ongoing	Town Clerk

Financial: Expenditure

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Financial Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Salaries	Wrong salary paid Wrong hours paid Wrong Rate of pay Wrong deductions - NI/Tax	M M M M	L L L M	Check with input, minute approval Check with input Check with input and minute approval Check to PAYE calculations	Staff Check	On review 6 monthly	Town Clerk Payroll Town Clerk Payroll
Direct Costs and Overhead expenses	Goods not supplied Invoice incorrectly calculated Cheques payable to wrong party	M M M	M L M	Order system Check arithmetic Invoice initialed by signatories	Approval check App. Check	Monthly Monthly	Town Clerk Accounts Councillors
Grants	Power to Pay Agreement of Council to pay Cheques	M L L	M L L	Minute power Minute Signatory signed (3)			Councillors Councillors Councillors
Election Costs	Invoice at agreed rate	L	L	Accrue annually	Budget review	Annual	Councillors
Vat irrecoverable	Vat Analysis	M	L	All items in cash book	Verify	Quarterly	Accounts
Reserves General	Adequacy	L	M	Consider at budget setting	Accountants opinion	Annual	Councillors
Reserves Earmarked	Adequacy	L	M	Consider at budget setting and year end	Accountants opinion	Annual	Councillors
Assets	Loss, damage etc. Risk to third party	M M	H M	Regular inspections, update insurance and register Review adequacy of public liability insurance	Diary	Annual	Town Clerk Councillors. Councillors
Staff	Loss of key personnel Fraud by staff	L L	H L	Hours, health, stress etc. Fidelity guarantee insurance	Committee Council	Annual	Councillors Councillors
Loss	Consequential loss due to critical damage or third-party performance	L	M	Insurance cover review adequacy		Annual	Councillors
Cash	Loss through theft or dishonesty	L	L	Adequacy of Fidelity guarantee insurance	Council	Annual	Councillors
Maintenance	Poor perf. of assets or amenities	L	M	Regular maintenance inspections		Ongoing	Town Clerk
Borrowing	Adequacy of finances to repay loans	M	M	Financial review and cash flow forecasting			Accounts Councillors

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Financial Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Legal Powers	Illegal activity or payment	L	L	Education of members as to their legal powers			Councillors Town Clerk
Financial Records	Inadequate Records	L	L	Regular internal audit and year end health check	Internal Auditor Accountant	6 monthly Annual	Accounts Town Clerk
Medium Term Financial Plan	Need to plan for longer term	M	H	Prepare and maintain MTFS	Review	Annual	Councillors Town Clerk

Strategic

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Grants	Need to review Grant Scheme and link to strategic priorities	M	M	Target priorities	Review Scheme	annually	Town Clerk
Town Masterplan	Unable to take forward key priorities	L	M	Include in Strategy & Business Plan	Review	annually	Town Clerk
Additional recreation/ sports land	Possible acquisition under s106 Prepare for costs and operation	L	M	Included in Budget Prepare for operations and future maintenance		Prior to event	Town Clerk
Corporate Strategy	Lack of clear direction	H	M	Prepare priorities & objectives	Follow Strategy	4 years	Town Clerk Councillors
Business Plan	Unable to implement Strategy	H	M	Follow to deliver Strategy	Follow and update	annually	Town Clerk Councillors
Future Services	Unable to afford or deliver	L	H	Need to be in accordance with Strategy & be included in Business Plan		Ongoing	Town Clerk

Operational

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Insurance Cover for Council	Risk to finances, staff and third parties if inadequate cover	L	H	Buildings Land Carparks Allotments Cemeteries Vehicles & Plant Contents Equipment Fidelity Theft Personal Injury (Councillors & Officers) Public Liability Slander/Libel Employer Liability External Events	Monitor Cover and update as necessary <Precept increase	Ongoing	Town Clerk
Office Security	Risk to staff, damage to building/contents & data	M	H	Maintain security of building, alarms, back up files offsite, fire safety, password protect computer data	Monitor and maintain	Ongoing	Town Clerk
Regular maintenance of assets	Risk to staff & third parties also of loss or damage	M	M	Annual Business Risk Assessments completed Adequate legislative safety checks of assets	Monitor	Ongoing	Town Clerk
Asset Register	Risk if assets not properly recorded & valued	L	M	Accurate & timely	Monitor	Ongoing	Town Clerk
Newsletter	Threats to preparation/delivery	L	L	Ensure slot booked with Bulletin	Early preparation	Monthly	Town Clerk
Council Liability	Lone person working-compliance with law	L	M	Procedure for safety	Monitor & review	Ongoing	Town Clerk
	Contract of Employment	L	L	For all staff	Monitor & review	Ongoing	Town Clerk
	Duty of Care to visitors, staff and Councillors	M	H	Adequate insurance, risk assessments and action plans	Monitor & review	Ongoing	Town Clerk
	Other Employment Conditions-compliance with legislation	L	M	Review terms & conditions, contracts, development reviews & insurance	Monitor & review	Ongoing	Town Clerk

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
	Loss of Key Staff	L	H	Need contingency arrangements and succession planning	Monitor & review	Ongoing	Town Clerk
	Councillors- must be adequately advised of their responsibilities and culpability	L	M	Induction & refresher training	Monitor	Ongoing	Town Clerk
Health and Safety	Responsible for Members, Employees, Public & Contractors	M	H	Need regular Safety risk assessments both general and specialist, safety policy and safe working procedures.	Need review of risk assessments & SWP	Ongoing	Deputy Town Clerk
Town & Country Planning	Adverse effect on community amenities if fail to respond to Planning applications or Local Plan consultations	L	M	Need for Council to respond. Need guidance and processes	Review & follow processes	Ongoing	Town Clerk
Training	Essential for councilors & staff if to reach potential	M	M	Need annual training plans & to implement them	Prepare and monitor	Ongoing	Town Clerk
Freedom of information	Need to respond to requests	L	H	Procedure to be accurate and timely	Monitor & report	Ongoing	Town Clerk
Governance Documents	Interrupt operations if not current & following best practice	L	M	Keep up to date and in line with best practice	Review	2 years	Town Clerk
Press releases	Comply with publicity code	L	M	Review & monitor	Monitor	Ongoing	Town Clerk
Data Protection	Need to keep data secure	L	M	Need operational procedures	Monitor	Ongoing	Town Clerk
New Community Centre	Not operational on time	L	M	Implement operation procedures, contracts etc.	Monitor	Ongoing	Town Clerk
Byelaws	Reference to models when adopting	L	L	Not currently applicable			
Archiving documents	Security and statutory retention periods	L	M	Needs to be in accordance with a document retention policy	Monitor	Ongoing	Town Clerk
Public Access	Public need to be able to access services according to need & safely	L	M	Services available at stated times. Subject to safety inspections	Monitor	Ongoing	Town Clerk
Office administration	Needs to be effective	M	M	Review & introduce procedures	Review & monitor	Ongoing	Town Clerk

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Contracts	Compliance with legislation/ governance documents when letting	L	H	Prepare specification, determine on price and quality	Monitor	Ongoing	Town Clerk
	Risk to performance and cost if not properly monitored	L	H	Monitor against specification and price	Monitor	Ongoing	Town Clerk

Compliance

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Financial</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Minutes	Accurate and Legal	L	L	Approved at following meeting			
Confidential Matters	Accurate and Legal	M	H	Need to be on agenda and minutes need to be public	Review & follow process	Ongoing	Town Clerk
Members Interests	Conflict of Interest	M	L	Update declarations of interest Recording on minutes of declarations		Annual Monthly	Councillors Town Clerk
Councillor Declarations	Accurate and Legal	H	M	Need copy on Website or link to Central Beds.	Review & follow process	Ongoing	Town Clerk
Dispensations	Not compliance with legislation	H	H	Require individual applications and approvals	Review & follow process	Ongoing	Town Clerk
Budget & Precept	In accordance with legislation	L	H	Compliance, advice by accountant	follow process	Annual	Town Clerk Accountant
Accounts & Annual Return	In accordance with Regulations	L	H	Compliance with Regulations	follow process	Annual	Town Clerk Accountant
Audit process	Internal or external not following Regulations	L	H	Compliance with Regulations	follow process	Annual	Town Clerk Accountant
Website	Not compliant with Transparency Code	M	M	Review in line with Code	Review & follow process	Ongoing	Town Clerk
Code of Conduct	Compliant with legislation & best practice	M	M	Code & procedures kept current	Renew or add guide	Annual	Town Clerk Accountant
Agendas and Notices	Not complying with legislation	L	H	Follow legislation. Use term "Summon"	Review & follow process	Ongoing	Town Clerk
Freedom of Information	Legal	M	M	Follow legislation, allow request by letter/email	Review & follow process	Ongoing	Town Clerk
Publication Scheme	Legal	H	M	Use latest model	Review & follow process	Ongoing	Town Clerk
Data Protection	Legal	L	H	Ensure registration & follow guide	Monitor	Ongoing	Town Clerk
Newsletter	Compliance with Publicity Code	L	L	Check content against Code	Monitor	Monthly	Town Clerk
Charitable Trust	Understanding responsibilities			No Trusts operated by Council			
Statutory Governance Documents	Not compliant with legislation or current	L	H	Regular Reviews	Monitor	Annual	Town Clerk