



Ref: Agenda/F&GP-19/01/2021

14th January 2021

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 19th January 2021 via Virtual access**, commencing at **7.00 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

Peter Tarrant
Town Clerk & Chief Executive

Distribution: All Town Councillors Bedfordshire Constabulary
Notice Board County Library, Biggleswade
Central Bedfordshire Council
The Editor, Biggleswade Today

Committee Members: Cllr H Ramsay (Chair)
Cllr R Pullinger (Vice Chair)
Cllr D Albone
Cllr I Bond
Cllr G Fage
Cllr M Knight
Cllr M North
Cllr M Russell

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.

Please register in advance for this webinar:

https://zoom.us/webinar/register/WN_tmsbt8uHRKefxd0z3x-3WQ

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 Purposes meeting held on **Tuesday 17th November 2020**.

5. MATTERS ARISING

- a. Minutes of the Finance and General Purposes meeting held on **Tuesday 17th November 2020**.

6. ITEMS FOR CONSIDERATION

a. **Asset Register Update**

To receive an oral update from the Town Clerk & Chief Executive and the Professional Assistant.

b. **Contracts Database Update**

To receive an oral update from the Town Clerk & Chief Executive and the Professional Assistant.

c. **Financial Risk Assessment**

To receive a written report from the Assistant Town Clerk.

d. **Grants and Sponsorships 2021/2022**

Members are asked to consider applications for Community Grants. A schedule of applications is circulated with this Agenda.

Members are reminded that the Council is partially funding the Community Agent post through annual Grant Fund applications. BRCC wish to continue with this role permanently and funding for a three-year term was approved at the Council meeting held on 10th November 2020.

Previously at the Town Council meeting held on 17th December 2019, it was also agreed to separate the Community Agent funding from the grants approval process and to draw up a Service Level Agreement for this funding in the future.

7. ITEMS FOR INFORMATION - N/A

8. PUBLIC OPEN SESSION

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Please register in advance for this webinar:

https://zoom.us/webinar/register/WN_tmsbt8uHRKefxd0z3x-3WQ

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**.

9. **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 17 NOVEMBER 2020 AT 7PM
VIA ZOOM WEBINAR HOSTED FROM THE OFFICES OF BIGGLESWADE TOWN
COUNCIL, THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE

PRESENT:

Cllr H Ramsay (Chairman)
Cllr R Pullinger (Vice Chairman)
Cllr D Albone
Cllr I Bond
Cllr G Fage
Cllr M Knight
Cllr M North
Cllr M Russell
Cllr F Foster (non-Committee Member)

Mr P Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council
Mr P Truppin – Assistant Town Clerk, Biggleswade Town Council
Mrs S van der Merwe – Professional Administrator, Biggleswade Town Council
Ms H Calvert – Deputy Finance & HR Manager, Biggleswade Town Council
Mr B Catchpole – Public Realm Manager, Biggleswade Town Council
Mr S Newton – Place Shaping Manager, Biggleswade Town Council
Mr D Kemp – Managing Director & Principal Consultant – DCK Accounting Solutions Ltd

Members of Public – None

Meeting Formalities:

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Chairman advised that Members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed to be filmed and to the use of those images and sound recordings. The Chairman advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Chairman asked everyone to mute their microphones when not speaking.

The Chairman reminded the non-Committee Member in attendance at this meeting that he is not able to submit proposals or vote on any matters, nor will he be able to comment without being invited to do so by the Chairman in accordance with meeting governance rules.

1. APOLOGIES FOR ABSENCE

None.

ABSENT WITHOUT APOLOGIES

None.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

None.

b. **Non-Pecuniary interests in any agenda item:**

None.

3. **PUBLIC OPEN SESSION**

The Chairman advised Members of the public wishing to speak to use the “raise hand” function on screen.

None.

4. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

Members received the Minutes of the Finance & General Purpose (F&GP) Meeting held on **Tuesday 15TH September 2020**.

- Cllr J Woodhead is listed as having submitted apologies, however, as a non-Committee member he should not be listed.

Subject to this change, the Minutes of the Finance & General Purpose (F&GP) Meeting held on **Tuesday 15th September 2020** were **APPROVED**.

5. **MATTERS ARISING**

Matters arising from the Minutes of the Finance & General Purpose Committee Meeting of **15th September 2020**.

None.

6. **MATTERS FOR CONSIDERATION**

None.

7. **ITEMS FOR INFORMATION**

None.

8. **PUBLIC OPEN SESSION**

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

None.

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

9.

EXEMPT ITEMS

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

a. Original Estimates 2021-2022

The Town Clerk & Chief Executive extended his thanks to the Management team for their commitment to attending the meeting, particularly as the Town Centre Operations Manager and Deputy Administration Manager were currently on annual leave.

The Town Clerk & Chief Executive advised Members that the Management team have provided significant input into this year's financial process given the difficulty posed by COVID-19, not only in terms of the loss of income but the additional expenditure in this financial year due to the Town Council's need to react to the ongoing situation and a number of internal personnel resource matters.

The Town Council is working towards efficiency savings through internal structure changes to streamline operations and maximise efficiencies. The Town Clerk & Chief Executive has scoped a number of projects that will support building capacity within the Town Council for the future by investing both in staff, training and facilities to support the Council's foundations and aims to grow income streams and opportunities for the Council to support the Community.

The Town Clerk & Chief Executive outlined three important projects that need to be addressed in the coming year: a Works Depot; replenishment of Public Realm equipment and Drove Road repairs. These have been built into the projected outturn figures.

The Town Clerk & Chief Executive and Derek Kemp have meetings dates on 25 November and 2 December with Members of the Town Council to facilitate their input into the projected estimates. Any questions Members pose in those meetings will formulate the report to be submitted to Council on 8 December 2020 and the precept numbers will be submitted to Central Bedfordshire Council in January 2021.

BIGGLESWADE TOWN COUNCIL

Report to Finance & General Purposes Committee Meeting 19th January 2021 Review of Risk Management Scheme

Implications of Recommendations

Corporate Strategy: Annual Audit Requirement

Finance: Assessment of Financial Risk Exposure

Equality: None

Environment: None

Community Safety: None

Background

There is a requirement under the Audit regulations for an Annual Review to update, where required, the Risk Management Scheme for the Council.

Introduction

In November 2019 some amendments were made to the document, a copy of which is attached to this report. The review preceded the outbreak of the Coronavirus pandemic and further changes for the current financial year are required to take account of the effect of COVID-19 on revenues. Essentially the risk levels require particular scrutiny in those areas.

Summary

As a consequence of COVID-19, the following changes to the schedules are proposed:

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New Community Centre: To rename Orchard Community Centre
To increase likelihood of risk from medium to high due to COVID-19

To add: Hire of Sports Facilities, Receipt of fees, likelihood of risk high, impact medium

To add: Car Parking Fees, Receipt of fees, likelihood of risk high, impact medium; cash banking, likelihood of risk medium, impact medium

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Governance Documents: increase review from 2 years to annually

Recommendations

That the proposed changes to the schedules are adopted.

Philip Truppin
Assistant Town Clerk



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.

Risks 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.

Financial Risk – fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax precept levels/impact on Council reserves.

Operating Risk – failure to deliver services effectively, malfunctioning equipment, hazards to service users, the public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

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 into 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 2019 to 31st March 2020
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			Monthly Review of budget to actual	9month budget review
	Adequacy of Precept	H	H	Town Clerk Council			
Charges Recreation	Cash Banking	H	M	Segregate duties of person receiving money and person banking	Reconciliation		
Charges Cemetery	Plot Allocation Receipt of fees	M M	M M	Update of Burial Register Check with documentation		Ongoing Ongoing	Town Clerk
Charges Allotments	Rental Invoices Cash Handling Cash Banking	L L L	M M M	Register to invoice Issue of Receipt Segregation of duties	Reconciliation	Annual	Town Clerk
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

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	L L L	L 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	M 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

<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>
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
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

Topic	Risk Identified	Likelihood	Impact	Management of Risk	Action	Frequency	Ownership
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

Topic	Risk Identified	Likelihood	Impact	Management of Risk	Action	Frequency	Ownership
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 and	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

Topic	Risk Identified	Likelihood	Impact	Management of Risk	Action	Frequency	Ownership
	Loss of Key Staff	M	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 councillors & 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
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

Topic	Risk Identified	Likelihood	Impact	Management of Risk	Action	Frequency	Ownership
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

Topic	Risk Identified	Likelihood	Financial	Management of Risk	Action	Frequency	Ownership
Minutes	Accurate and Legal	L	L	Approved at following meeting			
Confidential Matters	Accurate and Legal	H	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	M	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	H	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

**Biggleswade Town Council
Applications 2021-22**

Grant Applications 2021-22

	Organisation	Grants Awarded 2019/20	Grants Awarded 2020/21	Grant requested 2021/2022	Biggleswade Residents Benefiting from the Grant 2021/2022
1	Autism Bedfordshire	£500	£500	£500.00	62
2	Bedford Daycare Hospice	£0	£0	£1,000.00	75 per week
3	Biggles FM	£1,850	£1,850	£1,850.00	All Biggleswade Residents
4	Biggleswade allotment holders	£0	£0	£2,800.00	All Biggleswade Residents
5	Biggleswade ATC Squadron (Royal Air Force Air Cadets)	£500	£1,000	£1,000.00	20 Cadets & 6 volunteers
6	Biggleswade Good Neighbour	£400	£400	£500.00	240
7	Biggleswade History Society	£750	£750	£750.00	99% of residents
8	Biggleswade Sea Cadets	£1,000	£1,500	£1,500.00	50 incl staff
9	Biggleswade United Football Club	£0	£0	£310.00	300
10	Carers in Bedfordshire	£2,000	£1,000	£2,000.00	50
11	Central Bedfordshire Swim Squad	£0	£0	£1,000.00	30
12	East Beds Community Bus Ltd (Ivel Sprinter)	£500	£500	£750.00	30 or more Biggleswade residents
13	Hear2Listen	£0	£400	£1,000.00	300
14	Keech hospice care	£1,000	£1,000	£1,000.00	312 child & 503 Relatives
15	Magpas Air Ambulance	£500	£500	£536.00	All Biggleswade Residents
16	Ivel Valley School	£0	£0	£800.00	All school pupils
	Link a Ride Community Service	£0	£1,500	No longer in operation	
	The Avenue (Autism)	£400	£400	No longer in operation	
	2nd Biggleswade (St Andrews) Rainbows	£125	£0	No grant application submitted 2021/2022	
	Biggleswade Community Carnival	£0	£0	No grant application submitted 2021/2022	
	Biggleswade Community Safety Group	£800	£0	No grant application submitted 2021/2022	
	Biggleswade Crab Lane (Railway Embankment)	£50	£50	No grant application submitted 2021/2022	
	Biggleswade First Aid Club	£380	£350	No grant application submitted 2021/2022	
	Biggleswade Scout & Guide Gang Show	£1,000	£0	No grant application submitted 2021/2022	
	Biggleswade Scout Group	£1,000	£2,090	No grant application submitted 2021/2022	
	Biggleswade Sports	£500	£250	No grant application submitted 2021/2022	
	Biggleswade Town Cricket	£2,000	£0	No grant application submitted 2021/2022	
	Central Bedfordshire - Library	£0	£0	No grant application submitted 2021/2022	
	Ivel Flix	£200	£0	No grant application submitted 2021/2022	
	Mid Bedfordshire Citizens Advice Bureau	£750	£750	No grant application submitted 2021/2022	
	National Childbirth Trust (NCT)	£0	£0	No grant application submitted 2021/2022	
	Respite at home	£0	£700	No grant application submitted 2021/2022	
	Revitalise	£1,062	£1,000	No grant application submitted 2021/2022	
	St Andrews Lower School FTFA	£1,000	£0	No grant application submitted 2021/2022	
	The Need Project CBC	£500	£250	No grant application submitted 2021/2022	
	The Royal British Legion - Biggleswade Branch	£0	£1,000	No grant application submitted 2021/2022	
	The Weatherley Centre	£0	£0	No grant application submitted 2021/2022	
	Sub Total	£18,767	£17,740	£17,296	
	Recommended to Town Council for Approval				
	BRCC (Community Agent)	£11,250	£11,500	£11,500	SLA to set up
	Noted as Previously Approved by Town Council				
	BRCC (Green Wheel)	£2,000	£2,000	£2,000	Agreed to award separately
	Total	£32,017	£31,240	£31,240	
	Unallocated Balance				

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