



Ref: Agenda/Council-28012020

23 January 2020

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Council Meeting of Biggleswade Town Council** that will take place on **Tuesday 28<sup>th</sup> January 2020** at the **Offices of Biggleswade Town Council, Saffron Road, Biggleswade** commencing at **7.00 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

Rob D McGregor  
Town Clerk

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

Bedfordshire Constabulary  
County Library, Biggleswade

## AGENDA

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

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

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

3. **TOWN MAYOR'S ANNOUNCEMENTS**

4. **PUBLIC OPEN SESSION**

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

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

5. **INVITED SPEAKER**

None.

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the **Extraordinary Council Meeting** held on 7<sup>th</sup> January 2020 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to receive the minutes of the **Council Meeting** held on 14<sup>th</sup> January 2020 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- c. For Members to receive the **Recommendations** and **Resolutions** of the **Finance and General Purpose Meeting** held on 21<sup>st</sup> January 2020 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. Minutes of the Extraordinary Council Meeting held on **Tuesday, 7<sup>th</sup> January 2020.**
- b. Minutes of the Town Council Meeting held on **Tuesday, 14<sup>th</sup> January 2020.**

9. **PLANNING APPLICATIONS**

- a. **CB/20/00059/FULL – Harrison House, Sheep Walk, Langford Road, Biggleswade, SG18 9RB**  
Front entrance porch.
- b. **CB/20/00119/FULL – 31 Sandy View, Biggleswade, SG18 0HS**  
Rear extension complete width of Bungalow. (Retrospective)
- c. **CB/20/00023/FULL – Garage site adjacent to 165 Stratton Way, Biggleswade, SG18 0NN**  
Re-submission of planning permission **CB/19/02579/FULL** Demolition of 20 garages and erection of 1 no. property with associated parking.
- d. **CB/20/00081/FULL – 21 Fairfield Road, Biggleswade, SG18 0BS**  
Proposed Side, Rear Extension and Alterations to Existing Dwelling.
- e. **CB/19/02368/FULL – 4 Playfield Close, Biggleswade, SG18 8JL**  
Addition to porch to front of house.

10. **ACCOUNTS**

a. **Financial Administration**

For Members to receive and adopt the following accounts:

- i. Detailed Balance Sheet to 31/12/2019.
- ii. Summary of Income & Expenditure 31/12/2019.
- iii. Income and Expenditure by budget heading 31/12/2019.
- iv. Current Bank Account, receipts and payments to 31/12/2019.
- v. List of Payments Nat West Account, April 2019 – December 2019

**b. Budgets 2020 – 2021**

To consider the draft budget papers and precept request figure for 2020–2021 budget.

**11. ITEMS FOR CONSIDERATION**

**a. Letter – H Harris**

Correspondence (Attached) from H Harris requesting permission for the Carnival.

**b. LGPS – Pension Admin Strategy Consultation**

The Local Government Pension Scheme (LGPS) regulations allow pension funds to prepare a Pension Administration Strategy (PAS) for improving administration processes in their LGPS fund.

Bedfordshire Pension Fund will be introducing a PAS in 2020. The PAS is not compulsory under the LGPS regulations, but it is considered good practice to have a strategy in place and in line with recommendations from the pension's regulator.

The PAS sets out the roles and responsibilities of both the fund and the scheme employer, to ensure an effective administration and provision of a good quality service for members of the LGPS. It also sets out action that may be taken to address poor performance.

Members are asked if they would like to consider any feedback, recommendations or suggestions, the response will be required by the 31<sup>st</sup> January 2020. (attached).

**12. ITEMS FOR INFORMATION**

**a. Planning Application Outcomes**

Attached report of the Planning Application Outcomes as at 22<sup>nd</sup> January 2020.

**13. PUBLIC OPEN SESSION**

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

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

14. **EXEMPT ITEMS**

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

**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 BIGGLESWADE TOWN COUNCIL**  
**EXTRAORDINARY COUNCIL MEETING**  
**HELD ON TUESDAY 07 JANUARY 2020 AT 7pm**  
**AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL,**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE**

**PRESENT:**

Cllr D Albone  
Cllr I Bond  
Cllr K Brown  
Cllr G Fage  
Cllr L Fage  
Cllr F Foster (Vice Chairman)  
Cllr M Foster  
Cllr M North  
Cllr M Knight  
Cllr R Pullinger  
Cllr H Ramsay  
Cllr M Russell (Chairman)  
Cllr D Strachan  
Cllr C Thomas  
Cllr J Woodhead (joined the meeting at 8pm)

Mr M Thorn, BTC Deputy Town Clerk  
Mrs J Durn, BTC Meeting Administrator

**1. APOLOGIES FOR ABSENCE**

None

**DECLARATIONS OF INTEREST**

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

- (a) Disclosable Pecuniary interests in any agenda item - None
- (b) Non-Pecuniary interests in any agenda item - None

**2. 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.

There were no members of public present.

3. **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.

**4a. Transport Consultants Report**

**4b. Staff Issues**

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



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 14 JANUARY 2020**  
**AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL,**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE**

**PRESENT:**

Cllr D Albone  
Cllr I Bond  
Cllr G Fage  
Cllr L Fage  
Cllr F Foster (Vice Chairman)  
Cllr M Foster  
Cllr M North  
Cllr M Knight  
Cllr H Ramsay  
Cllr M Russell (Chairman)  
Cllr D Strachan  
Cllr C Thomas  
Cllr J Woodhead

Mr P Truppin – Locum Clerk, Biggleswade Town Council  
Mrs J Durn – Meeting Administrator, Biggleswade Town Council  
Mr S Newton, Town Centre Operations Manager, Biggleswade Town Council

Members of Public 14

**A14/0101      1.      APOLOGIES FOR ABSENCE**

Cllr K Brown, Cllr R Pullinger

**ABSENT WITHOUT APOLOGIES**

None

**A14/0102      2.      DECLARATIONS OF INTEREST**

A14/0102.1      a.      Disclosable Pecuniary Interests in any agenda item:  
Cllr I Bond, item 7e

A14/0102.2      b.      Non-pecuniary interests in any agenda item:  
Cllr M Russell, item 9a, 9f.

**A14/0103      3.      TOWN MAYOR'S ANNOUNCEMENTS**

21 December 2019: The Mayor attended a very enjoyable Biggleswade Choral Society Christmas Concert.

**A14/0104      4.      PUBLIC OPEN SESSION**

Mrs Anne Philp: Regarding the Hallam Planning Application, there seems to be a habit of building housing estates with only one way in and out – this is an accident waiting to happen.

Mr Simon Denchfield: The transport planning included is most definitely skewed towards the development. They state that there are adequate cycleways and footpaths but neglect to mention the poor quality. There are a lot of misleading statements, all pushing towards the development. These issues need physical inspection. The proposed development is in the wrong place, has the wrong amount of houses, and is being put forward at the wrong time. Biggleswade has increased 40% in the last nine years, and it would seem that CBC are using Biggleswade as cash cows.

**A14/0105      5.      INVITED SPEAKER**

No Speaker at this meeting

**A14/0106      6.      MEMBERS QUESTIONS**

A14/0106.1      a.      Cllr Woodhead: Regarding Agenda Item 5, this item is often not filled. Would Councillors like to put forward topics for this item so that speakers may be invited.

A14/0106.2      b.      Cllr G Fage: The Neighbourhood Planning Group met on Monday evening (13 January 2019). Discussion took place around the gateways to the town, particularly the entrance from the North which is not particularly appealing. Can PLOS (Public Lands and Open Spaces) take this forward.

**A14/0107      7.      MINUTES AND RECOMMENDATIONS OF MEETINGS**

A14/0107.1      a.      Members received the Minutes of the Council Meeting held on Tuesday, 17 December 2019 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Page 3: Item 8c. to be realigned as the reference in the side margin does not correspond correctly to the item.

To read:

**B12/1208.3 c. Item B26/1110 Accounts: CCLA Forms**

Page 6: Item 6f. It should be noted that this discussion related to Dan Albane car park. It was requested that the Minute at paragraph 2 read “Consideration is being given to increasing parking charges at Dan Albane Car Park”, and this become paragraph 1. It was **RESOLVED** to extend free parking in the town on Saturdays.

The TCOM reported that there are continuing issues with the software which is currently delaying the implementation of these changes.

Page 6, Item B12/1212.2 b. Planning Application Outcomes: It should be noted that the Bonds Lane Application has been approved, and the Minute should state that it is the Planning Outcomes that still show it is “Awaiting a Decision”.

Following the above amendments, the Minutes will be re-presented for signature.

**A14/0108 8. MATTERS ARISING**

From the Minutes of the Town Council Meeting held on Tuesday 17 December 2019.

- A14/0108.1 a. **Page 3, Item c. B26/1110 Accounts: CCLA Forms:**  
Cllr F Foster has received an email from the Town Clerk asking that the following points of clarification be put forward under matters arising:

**Item B26/1110 Accounts: CCLA Forms:**

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

“This Minute refers to the meeting of the Committee Chairs, the Town Clerk and the Council Accountant (Derek Kemp) which took place on 19<sup>th</sup> November 2019.

At this Meeting the Chairs were informed by the Accountant that the investment of BTC Funds that had been approved by BTC on 23.01.18 had not yet been implemented and that this delay had cost BTC revenue (approx. £4K) in unearned interest.

This statement is inaccurate, the Town Council have not resolved to invest with CCLA. The meeting Councillor H Ramsay refers to 23.01.18 did not have an item on the agenda, nor a minute that would substantiate the statement in the minutes. There should have been an item on the Agenda, but it was not brought forward.

The Accountant was most emphatic that this situation should be rectified with immediate effect.

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

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

It would have been illegal as Council has never resolved to invest Council monies with CCLA because the recommendation from F&GP was not taken forward to Council in January 2018.

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

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

Cllr H Ramsay offered email evidence in support of her statement. Cllr D Strachan pointed out that no Resolution was passed at the Meeting held on 23<sup>rd</sup> January 2018, and therefore no Minute to support this statement. It was agreed that this item will be brought for discussion at the next F&GP meeting.

- A14/0108.2    **b.**    The Locum Town Clerk felt that due to obvious contradictions it would be prudent to move forward to a sensible investment policy which will be discussed at the F&GP.

- A14/0108.3    **c.**    Page 5: Item **12/1211.2 b. Strengthening Police Powers to Tackle Unauthorised Encampments – Consultation:**

The Neighbourhood Planning Group will be taking this document forward for further discussion.

Page 5: Item **12/1211.4 d. Biggleswade Green Infrastructure Plan:**

The dates and venues for public engagement previously noted have now been changed to the following:

- A14/0108.4    **d.**    The sessions for public engagements will now be:  
1<sup>st</sup> February – 11am -1pm Biggleswade Market stall in Biggleswade Town Centre  
5<sup>th</sup> February – 4pm – 8pm at the Orchard Centre, Biggleswade  
6<sup>th</sup> February – 4pm – 8pm at BTC Council Chambers

- A14/0108.5    **e.**    Page 5: Item **B12/1211.7 g. Planning Appeal Reference APP/P0240/W/19/3236423, Site at Land West of Langford Road, Langford SG189QU:**

Council concerns regarding building north of Langford and the implications on Biggleswade have been taken forward by Cllr Bond as requested by Council.

Page 6: **Item B12/1211.6 f. Car Parks:**

Following issues with the software in the ticket machines the Town Centre Operations Manager reported that testing is currently taking place to ensure the smooth running of the new software currently deployed in one car park. Following satisfactory results, the software will then be installed in all car parks.

**A14/0109    9.    PLANNING APPLICATIONS**

- A14/0109.1    **a.**    **CB/19/03889/FULL – 5 Ivel Gardens, Biggleswade SG18 0AN**  
Demolition of north-west side and rebuilding to same design with altered foundations to support two storeys and addition of proposed second storey on top of existing.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

A14/0109.2    b.    **CB/19/04145/FULL – Brookside Bungalow, Langford Road, Biggleswade SG18 9RA**

Loft conversion with raised roof & inclusion of dormers

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

A14/0109.3    c.    **CB/19/04262/FULL – 8 Wiseman Road, Biggleswade SG18 8LN**

Proposed single storey rear extension plus partial garage conversion.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

A14/0109.4    d.    **CB/19/004070/FULL – Saxon Pool and Leisure Centre, Saxon Drive, Biggleswade SG18 8SU**

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

It was **RESOLVED** that the Town council has **NO OBJECTION** to this Planning Application, with the following comments to be noted.

1. Neighbours to be consulted as a matter of courtesy. There may be an impact on those living close by.
2. Previous Litter concerns to be addressed by the supply of an additional litter bin on the Chambers Way side.

Council recorded thanks to Cllr S Watkins for his hard work in achieving funding under reserves and for moving it forward.

A14/0109.5    e.    **CB/19/04301/OUT – Land North of Biggleswade Bedfordshire SG18 0HB**

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

It was **UNANIMOUSLY RESOLVED** that the Town Council **STRONGLY OBJECT** to this application.

Cllr G Fage put forward a draft letter in support of Council Objection. The main points are as follows:

"The Council believes that the Application does not comply with the National Planning Policy Framework (NPPF) and has the following comments:

1. The Applicant has failed to demonstrate that the location of the proposed development is sustainable.
2. The Applicant has failed to demonstrate that a safe and suitable means of access to the site can be achieved for all users.
3. The Applicant has failed to demonstrate that the development will not have an unacceptable impact on highway safety, most notably at a junction which is also the access point for a school.

4. The Applicant has failed to demonstrate that the development will not have an unacceptable impact on the operation of the highways network.
5. The Applicant has failed to demonstrate that the development will conserve and enhance the natural environment.
6. The Applicant has failed to demonstrate that the development will achieve a well-designed place.

Council also agreed that the use of the 2011 Census is outdated, and the methods used, and calculations made to underpin the assessment's conclusions are incomplete, inaccurate, out of date and deliberately misleading."

It was **RESOLVED** that this letter be sent in support of the Council Objection, and that BTC will be engaging an independent transport consultant to undertake a full technical audit of the Transport Assessment and Framework Travel Plan.

The letter will be sent to Richard Fuller MP, to provide background information, together with Sandy and Potton Town Councils' who will also be affected.

- A14/0109.6      f.      **CB/19/03874/FULL – 83 Dells Lane, Biggleswade SG18 8LH**  
Side extension with garage and bedroom above, also front extension to living room.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

- A14/0109.7      g.      **CB/19/04240/FULL – 89 The Rowlands, Biggleswade SG18 8NZ**  
Single storey side extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application, providing the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

## A14/0110      10.      **ACCOUNTS**

Before presenting the Accounts, Cllr Ramsay wished to record an apology to Council for comments made during Matters Arising concerning CCLA forms and accepts that this matter will be resolved at the forthcoming F&GP meeting.

- A14/0110.1      a.      **Internal Audit – First Interim – January 2020**  
Members received the Internal Audit – First Interim – January 2020.

It was **RESOLVED** that the Town Council accept the Internal Audit – First Interim – January 2020 as presented.

- A14/0110.2      c.      **Financial Administration**

Members received:

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

It was **RESOLVED** that the Town Council adopt the Accounts as presented.



**A14/0111 11. ITEMS FOR CONSIDERATION**

**A14/0111.1 a. Standing Orders – Interim Report**

It was **RESOLVED** to defer this item to discuss in May 2020  
The vote to defer this item was carried with one abstention.

**A14/0111.2 b. Town and Parish Council Conference – Wednesday 22 January**

Cllr H Ramsay will represent Biggleswade Town Council at this event.

**A14/0111.3 c. CBC Budget Consultation 2020**

This information was **NOTED**.

**A14/0111.4 d. Proposed Traffic Scheme**

This information is very welcome and has been **NOTED**.

**A14/0111.5 e. Consultation – Central Bedfordshire Council Admission Arrangements 2021/22.**

This information was **NOTED**.

**A14/0111.6 f. Biggleswade Common Unit CL19 – Transfer of Right**

This information is **NOTED with regret**.

**A14/0112 12. ITEMS FOR INFORMATION**

**A14/0112.1 a. OPCC – Newsletter**

This information was **NOTED**.

**2A14/0112.2 b. Police Priority Setting Meeting Update**

Members were pleased to receive an informative verbal update from Cllr Strachan who attended the meeting, together with members of the Community Safety Group.

Herts, Beds and Cambs are trialling a new smart phone capable of live streaming from an individual phone directly to the police, thus providing immediate evidence of an incident. Trials will start in February.

Cllr Strachan asked Councillors to direct intelligence information for the police through him, as a point of contact in the first instance.

**A14/0113 13. PUBLIC OPEN SESSION**

Regarding Land North of Biggleswade:

Paul Howe: Would like to query the impact of air quality of people's health.  
This was **noted** and the Chairman will add it to the list of Council concerns.

Caroline Kemp: Is concerned about the lack of tree planting on the southern Boundary. (Mountbatten Way)

This was **noted** by the Chairman and will be taken forward.

**14. EXEMPT ITEMS**

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

**(15a CCTV)**

**(15b Staff Matters)**

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

DRAFT

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	OP'L F/H LAND & BUILDINGS	1,813,044	400,299	1,412,745
2	OP'L L/H LAND & BUILDINGS	9,095	0	9,095
21	VEHICLES & EQUIPMENT	780,300	390,395	389,905
41	INFRASTRUCTURE ASSETS	301,364	228,359	73,005
61	COMMUNITY ASSETS	15,380	0	15,380
	<b>Total Fixed Assets</b>	<b>2,919,183</b>	<b>1,019,053</b>	<b>1,900,130</b>
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	6,800		
100	DEBTORS - TOWN COUNCIL	4,352		
101	DEBTORS - ALLOTMENTS	1,022		
102	DEBTORS - PITCH HIRE	4,543		
103	DEBTORS - ORCHARD CENTRE	27,250		
105	VAT REFUNDS	16,214		
108	DEPOSITS	(100)		
201	NATWEST CURRENT BANK A/C	27,155		
202	LLOYDS CURRENT BANK A/C	559,748		
204	LLOYDS SALARY A/C	86		
209	NATWEST CAPITAL RESERVE	256,608		
210	PETTY CASH	55		
212	CASH CHANGE FLOAT	24		
225	NATWEST 95 DAY ACCOUNT	453		
	<b>Total Current Assets</b>		<b>904,210</b>	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	30,312		
525	ALLOTMENT DEPOSITS	3,150		
530	INC IN ADVANCE - COMMUTED	29,800		
537	SUNDRY CREDITORS	145		
	<b>Total Current Liabilities</b>		<b>63,407</b>	
	<b>Net Current Assets</b>			<b>840,803</b>
	<b>Total Assets less Current Liabilities</b>			<b>2,740,933</b>
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	125,275		
430	LEASE CREDITOR (GROSS)	10,281		
435	LEASE CREDITOR (DEF'D INT)	(769)		
	<b>Total Long Term Liabilities</b>		<b>134,787</b>	
	<b>Total Assets less Total Liabilities</b>			<b>2,606,146</b>
	<u>Represented by :-</u>			
301	CURRENT YEAR FUND	227,367		
310	GENERAL RESERVE	206,439		
349	ROLLING CAPITAL FUND	400,197		
350	CAPITAL FINANCING RESERVE	1,406,231		
451	DEF'D GRANTS APPLIED	608,674		
452	DEF'D GRANTS W/BACK	(242,762)		

21/01/2020

Biggleswade Town Council

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Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2019

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<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	Total Equity	<u>2,606,146</u>



## Summary Income &amp; Expenditure by Budget Heading 31/12/2019

Council 28012020

Month No: 9

## Cost Centre Report

Accounts

## Item 10aii Summary Income &amp; Expenditure

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	B'SWADE MAGISTRATES COURT							
	Income	9,374	106	6,280	6,174			1.7%
	Expenditure	9,374	7,195	6,280	(915)		(915)	114.6%
	Movement to/(from) Gen Reserve	0	(7,088)					
102	ALLOTMENTS							
	Income	6,359	6,538	6,000	(538)			109.0%
	Expenditure	2,457	758	1,965	1,208		1,208	38.5%
	Movement to/(from) Gen Reserve	3,901	5,780					
103	STREET LIGHTS							
	Expenditure	(8,985)	4,763	500	(4,263)		(4,263)	952.5%
104	BURIAL GROUNDS							
	Income	17,536	11,266	19,000	7,734			59.3%
	Expenditure	81,890	71,343	95,485	24,142		24,142	74.7%
	Movement to/(from) Gen Reserve	(64,354)	(60,077)					
105	CAR PARKS							
	Income	47,704	41,578	50,000	8,422			83.2%
	Expenditure	88,378	69,335	78,648	9,313		9,313	88.2%
	Movement to/(from) Gen Reserve	(40,675)	(27,757)					
106	MARKET							
	Income	15,265	10,029	16,500	6,471			60.8%
	Expenditure	26,571	23,160	28,476	5,316		5,316	81.3%
	Movement to/(from) Gen Reserve	(11,307)	(13,130)					
107	TOWN CENTRE GENERAL							
	Income	701	686	0	(686)			0.0%
	Expenditure	75,049	68,636	101,047	32,411		32,411	67.9%
	Movement to/(from) Gen Reserve	(74,348)	(67,950)					
108	GRANTS (INCL S137)							
	Expenditure	29,958	34,642	32,017	(2,625)		(2,625)	108.2%
109	CAPITAL EXPENDITURE							
	Income	28,218	0	0	0			0.0%
	Expenditure	143,974	111,540	117,351	5,811		5,811	95.0%
	Movement to/(from) Gen Reserve	(115,756)	(111,540)					
110	PUBLIC CONVENIENCES							
	Expenditure	23,162	16,793	26,650	9,857		9,857	63.0%
111	CORPORATE MANAGEMENT							
	Income	938,663	1,011,518	1,016,058	4,540			99.6%
	Expenditure	94,428	85,185	100,274	15,089		15,089	85.0%
	Movement to/(from) Gen Reserve	844,235	926,334					
112	DEMOCRATIC REP'N & MGM'T							
	Income	0	6,950	0	(6,950)			0.0%
	Expenditure	129,755	118,487	137,836	19,349		19,349	86.0%
	Movement to/(from) Gen Reserve	(129,755)	(111,537)					
113	CIVIC ACTIVITIES & EXPENSES							
	Income	662	538	0	(538)			0.0%
	Expenditure	2,924	1,195	4,600	3,405		3,405	26.0%
	Movement to/(from) Gen Reserve	(2,262)	(657)					
115	ORCHARD COMMUNITY CENTRE							
	Income	46,781	40,841	43,000	2,159			95.0%
	Expenditure	73,169	63,739	90,412	26,673		26,673	70.5%
	Movement to/(from) Gen Reserve	(26,388)	(22,897)					
212	RECREATION GROUNDS							
	Income	14,529	7,005	9,590	2,585			73.0%
	Expenditure	296,936	232,920	347,654	114,734		114,734	67.0%
	Movement to/(from) Gen Reserve	(282,407)	(225,914)					



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## Biggleswade Town Council

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## Summary Income &amp; Expenditure by Budget Heading 31/12/2019

Month No: 9

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
901 CENTRAL SERVICES	Income	1	0	0	0			0.0%
	Expenditure	1	0	0	0		0	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
902 WORKS SERVICES	Expenditure	(0)	0	0	0		0	0.0%
<hr/>								
	Grand Totals:- Income	1,125,792	1,137,066	1,166,428	29,372			97.5%
	Expenditure	1,069,042	909,689	1,169,195	259,506	0	259,506	77.8%
	Net Income over Expenditure	<u>56,750</u>	<u>227,367</u>	<u>(2,767)</u>	<u>(230,134)</u>			
	Movement to/(from) Gen Reserve	<u>56,750</u>	<u>227,367</u>					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 B'SWADE MAGISTRATES COURT</b>								
1081 INC-RENT	0	106	6,280	6,174			1.7%	
B'SWADE MAGISTRATES COURT :- Income	0	106	6,280	6,174			1.7%	0
4007 HEALTH & SAFETY	0	0	300	300		300	0.0%	
4011 RATES	1,692	11,579	11,800	221		221	98.1%	
4012 WATER RATES	(107)	251	500	249		249	50.2%	
4013 RENT	(2,493)	(22,440)	(29,920)	(7,480)		(7,480)	75.0%	
4014 ELECTRICITY	243	1,826	3,000	1,174		1,174	60.9%	
4015 GAS	172	983	2,000	1,017		1,017	49.2%	
4016 CLEANING COSTS	1,539	7,979	9,000	1,021		1,021	88.7%	
4029 OFFICE REFURBISHMENT	0	360	0	(360)		(360)	0.0%	
4036 PROPERTY MAINTENANCE	0	4,268	4,000	(268)		(268)	106.7%	
4042 EQUIPT MAINT/REPAIR	0	165	1,000	835		835	16.5%	
4067 PEST CONTROL	0	0	100	100		100	0.0%	
4104 REFUSE COLLECTION	175	761	1,000	239		239	76.1%	
4110 FIRE PRECAUTIONS	0	477	1,500	1,023		1,023	31.8%	
4134 SECURITY/CCTV	0	986	2,000	1,014		1,014	49.3%	
VADE MAGISTRATES COURT :- Indirect Expenditure	1,221	7,195	6,280	(915)	0	(915)	114.6%	0
Net Income over Expenditure	(1,221)	(7,088)	0	7,088				
<b>102 ALLOTMENTS</b>								
1087 INC-ALLOTMENTS	(50)	6,538	6,000	(538)			109.0%	
ALLOTMENTS :- Income	(50)	6,538	6,000	(538)			109.0%	0
4013 RENT	0	233	465	233		233	50.0%	
4037 GROUNDS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4067 PEST CONTROL	0	525	500	(25)		(25)	105.0%	
ALLOTMENTS :- Indirect Expenditure	0	758	1,965	1,208	0	1,208	38.6%	0
Net Income over Expenditure	(50)	5,780	4,035	(1,745)				
<b>103 STREET LIGHTS</b>								
4014 ELECTRICITY	264	4,763	0	(4,763)		(4,763)	0.0%	
4174 BUS SHELTER MAINTENANCE	0	0	500	500		500	0.0%	
STREET LIGHTS :- Indirect Expenditure	264	4,763	500	(4,263)	0	(4,263)	952.5%	0
Net Expenditure	(264)	(4,763)	(500)	4,263				



## Detailed Income &amp; Expenditure by Budget Heading 31/12/2019

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>104 BURIAL GROUNDS</b>								
1084 INC-BURIAL FEES	1,180	10,430	17,000	6,570			61.4%	
1097 INC-MEMORIALS	255	836	2,000	1,164			41.8%	
BURIAL GROUNDS :- Income	1,435	11,266	19,000	7,734			59.3%	0
4011 RATES	470	4,232	4,350	118		118	97.3%	
4012 WATER RATES	0	42	200	158		158	20.9%	
4014 ELECTRICITY	9	2,635	150	(2,485)		(2,485)	1756.6%	
4036 PROPERTY MAINTENANCE	0	1,088	1,000	(88)		(88)	108.8%	
4110 FIRE PRECAUTIONS	0	368	200	(168)		(168)	184.1%	
4178 PATHS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4901 C.S. SALARY RECHARGE	1,138	8,781	9,413	632		632	93.3%	
4902 W.S. SALARY RECHARGE	4,232	37,832	56,310	18,478		18,478	67.2%	
4911 C.S. O'HEAD RECHARGE	974	8,087	9,898	1,811		1,811	81.7%	
4912 W.S. O'HEAD RECHARGE	910	8,279	12,964	4,685		4,685	63.9%	
BURIAL GROUNDS :- Indirect Expenditure	7,733	71,343	95,485	24,142	0	24,142	74.7%	0
Net Income over Expenditure	(6,298)	(60,077)	(76,485)	(16,408)				
<b>105 CAR PARKS</b>								
1088 INC-CAR PARKING FEES	2,328	26,928	30,000	3,072			89.8%	
1089 INC - PARKING PERMITS WORK	68	10,426	15,000	4,574			69.5%	
1189 INC-PARKING PERMITS RES	167	4,224	5,000	776			84.5%	
CAR PARKS :- Income	2,562	41,578	50,000	8,422			83.2%	0
4011 RATES	2,571	23,133	25,900	2,767		2,767	89.3%	
4021 TELEPHONE & FAX	0	0	600	600		600	0.0%	
4038 MAINTENANCE CONTRACT	256	6,799	0	(6,799)		(6,799)	0.0%	
4047 MATERIALS/TOOLS	0	1,231	2,000	769		769	61.5%	
4056 LEGAL EXPENSES	0	0	1,000	1,000		1,000	0.0%	
4092 Card Processing Fees	75	678	(2,000)	(2,678)		(2,678)	(33.9%)	
4108 SURFACE REPAIRS	0	0	3,000	3,000		3,000	0.0%	
4126 CAR PARK LEASE	0	21,750	26,001	4,251		4,251	83.7%	
4901 C.S. SALARY RECHARGE	285	2,195	2,353	158		158	93.3%	
4902 W.S. SALARY RECHARGE	1,058	9,458	14,078	4,620		4,620	67.2%	
4911 C.S. O'HEAD RECHARGE	243	2,022	2,475	453		453	81.7%	
4912 W.S. O'HEAD RECHARGE	228	2,070	3,241	1,171		1,171	63.9%	
CAR PARKS :- Indirect Expenditure	4,715	69,335	78,648	9,313	0	9,313	88.2%	0
Net Income over Expenditure	(2,153)	(27,757)	(28,648)	(891)				



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>106 MARKET</b>								
1085 INC-TUESDAY MARKET RENTS	229	2,025	3,000	975			67.5%	
1086 INC-SATURDAY MARKET RENTS	855	7,743	13,500	5,757			57.4%	
1091 INC-MISCELLANEOUS	64	261	0	(261)			0.0%	
MARKET :- Income	1,148	10,029	16,500	6,471			60.8%	0
4004 MARKET STAFF	411	3,736	5,250	1,514		1,514	71.2%	
4011 RATES	510	4,587	5,150	563		563	89.1%	
4014 ELECTRICITY	140	318	300	(18)		(18)	106.0%	
4025 INSURANCE	0	0	550	550		550	0.0%	
4032 PUBLICITY	0	343	550	208		208	62.3%	
4047 MATERIALS/TOOLS	0	120	250	130		130	48.0%	
4081 Licences	0	0	333	333		333	0.0%	
4901 C.S. SALARY RECHARGE	949	7,317	7,844	527		527	93.3%	
4911 C.S. O'HEAD RECHARGE	811	6,739	8,249	1,510		1,510	81.7%	
MARKET :- Indirect Expenditure	2,821	23,160	28,476	5,316	0	5,316	81.3%	0
Net Income over Expenditure	(1,673)	(13,131)	(11,976)	1,155				
<b>107 TOWN CENTRE GENERAL</b>								
1145 INC-CHRISTMAS ACTIVITIES	0	686	0	(686)			0.0%	
TOWN CENTRE GENERAL :- Income	0	686	0	(686)				0
4001 STAFF SALARIES	2,067	18,599	24,800	6,201		6,201	75.0%	
4002 EMPLOYERS N.I	186	1,674	2,250	576		576	74.4%	
4003 EMPLOYERS SUPERANN.	492	4,427	6,000	1,573		1,573	73.8%	
4009 STAFF TRAVEL	66	234	0	(234)		(234)	0.0%	
4036 PROPERTY MAINTENANCE	0	732	0	(732)		(732)	0.0%	
4064 ANNUAL HANGING BASKETS	0	2,991	2,500	(491)		(491)	119.6%	
4116 WAR MEM & REM SERV	0	301	1,000	699		699	30.1%	
4117 CLOCK REPAIRS	0	0	350	350		350	0.0%	
4140 CHRISTMAS ACTIVITIES	830	5,621	5,500	(121)		(121)	102.2%	
4144 CCTV	0	1,500	18,000	16,500		16,500	8.3%	
4145 CHRISTMAS LIGHTS	0	16,813	18,500	1,687		1,687	90.9%	
4901 C.S. SALARY RECHARGE	285	2,195	2,353	158		158	93.3%	
4902 W.S. SALARY RECHARGE	1,058	9,458	14,078	4,620		4,620	67.2%	
4911 C.S. O'HEAD RECHARGE	243	2,022	2,475	453		453	81.7%	
4912 W.S. O'HEAD RECHARGE	228	2,070	3,241	1,171		1,171	63.9%	
TOWN CENTRE GENERAL :- Indirect Expenditure	5,453	68,636	101,047	32,411	0	32,411	67.9%	0
Net Income over Expenditure	(5,453)	(67,950)	(101,047)	(33,097)				



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>108 GRANTS (INCL S137)</b>								
4261 GRANTS UNDER OTHER POWERS	0	23,392	20,767	(2,625)		(2,625)	112.6%	
4264 Community Agent Grant	0	11,250	11,250	0		0	100.0%	
GRANTS (INCL S137) :- Indirect Expenditure	0	34,642	32,017	(2,625)	0	(2,625)	108.2%	0
Net Expenditure	0	(34,642)	(32,017)	2,625				
<b>109 CAPITAL EXPENDITURE</b>								
4053 LOAN INTEREST	0	3,001	5,582	2,581		2,581	53.8%	
4253 LEASE INTEREST REPAID	33	301	242	(59)		(59)	124.4%	
4802 CP - New Computer Installation	0	12,508	0	(12,508)		(12,508)	0.0%	
4842 CP - The Orchard Furniture & E	0	493	0	(493)		(493)	0.0%	
4847 CP - Workshop	0	525	0	(525)		(525)	0.0%	
4900 ROLLING CAPITAL FUND ALLOC'N	0	100,000	100,000	0		0	100.0%	
4980 LOAN REPAYMENT	0	4,516	9,453	4,937		4,937	47.8%	
4982 LEASE CAPITAL REPAID	414	3,722	2,074	(1,648)		(1,648)	179.5%	
4990 ASSET FUNDING FROM RCP	0	(13,526)	0	13,526		13,526	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	447	111,540	117,351	5,811	0	5,811	95.0%	0
Net Expenditure	(447)	(111,540)	(117,351)	(5,811)				
<b>110 PUBLIC CONVENIENCES</b>								
4011 RATES	309	2,784	3,150	366		366	88.4%	
4012 WATER RATES	0	1,132	1,600	468		468	70.8%	
4014 ELECTRICITY	0	(89)	900	989		989	(9.9%)	
4036 PROPERTY MAINTENANCE	0	119	2,500	2,381		2,381	4.8%	
4038 MAINTENANCE CONTRACT	1,290	12,847	18,500	5,653		5,653	69.4%	
PUBLIC CONVENIENCES :- Indirect Expenditure	1,599	16,793	26,650	9,857	0	9,857	63.0%	0
Net Expenditure	(1,599)	(16,793)	(26,650)	(9,857)				
<b>111 CORPORATE MANAGEMENT</b>								
1076 PRECEPT RECEIVED	0	1,011,058	1,011,058	0			100.0%	
1096 INTEREST RECEIVED	47	460	5,000	4,540			9.2%	
CORPORATE MANAGEMENT :- Income	47	1,011,518	1,016,058	4,540			99.6%	0
4057 AUDIT FEES	445	845	3,720	2,875		2,875	22.7%	
4901 C.S. SALARY RECHARGE	5,691	43,905	47,063	3,158		3,158	93.3%	
4911 C.S. O'HEAD RECHARGE	4,868	40,435	49,491	9,056		9,056	81.7%	
CORPORATE MANAGEMENT :- Indirect Expenditure	11,004	85,185	100,274	15,089	0	15,089	85.0%	0
Net Income over Expenditure	(10,957)	926,334	915,784	(10,550)				



## Detailed Income &amp; Expenditure by Budget Heading 31/12/2019

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>112 DEMOCRATIC REP'N &amp; MGM'T</b>								
1078 INC-MISC GRANTS	0	6,950	0	(6,950)			0.0%	
DEMOCRATIC REP'N & MGM'T :- Income	0	6,950	0	(6,950)				0
4024 SUBSCRIPTIONS	0	3,060	3,600	540		540	85.0%	
4026 COMPUTER	0	0	1,500	1,500		1,500	0.0%	
4082 NEIGHBOURHOOD PLAN	1,056	2,446	0	(2,446)		(2,446)	0.0%	
4135 ELECTION PROVISION	0	528	4,000	3,472		3,472	13.2%	
4901 C.S. SALARY RECHARGE	7,588	58,540	62,749	4,209		4,209	93.3%	
4911 C.S. O'HEAD RECHARGE	6,491	53,913	65,987	12,074		12,074	81.7%	
DEMOCRATIC REP'N & MGM'T :- Indirect Expenditure	16,135	118,487	137,836	19,349	0	19,349	86.0%	0
Net Income over Expenditure	(15,135)	(111,537)	(137,836)	(26,299)				
<b>113 CIVIC ACTIVITIES &amp; EXPENSES</b>								
1091 INC-MISCELLANEOUS	29	585	0	(585)			0.0%	
1300 INC-MAYORS CHARITY	0	(47)	0	47			0.0%	
CIVIC ACTIVITIES & EXPENSES :- Income	29	538	0	(538)				0
4008 STAFF TRAINING	0	290	1,500	1,210		1,210	19.3%	
4009 STAFF TRAVEL	0	0	500	500		500	0.0%	
4058 PROFESSIONAL FEES	0	0	0	0		0	0.0%	
4112 TOWN MAYOR'S ALLOW.	114	845	1,000	155		155	84.5%	
4166 TWINNING	0	0	500	500		500	0.0%	
4179 CIVIC FUNCTIONS	0	60	1,000	940		940	6.0%	
4180 CIVIC REGALIA REPAIRS ETC	0	0	100	100		100	0.0%	
CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure	114	1,195	4,600	3,405	0	3,405	26.0%	0
Net Income over Expenditure	(85)	(657)	(4,600)	(3,943)				
<b>115 ORCHARD COMMUNITY CENTRE</b>								
1078 INC-MISC GRANTS	0	18,000	18,000	0			100.0%	
1082 INC-LETTINGS	3,262	22,618	25,000	2,382			90.5%	
1109 INC-COFFEE MACHINE	0	224	0	(224)			0.0%	
ORCHARD COMMUNITY CENTRE :- Income	3,262	40,841	43,000	2,159			95.0%	0
4001 STAFF SALARIES	4,786	39,949	42,465	2,516		2,516	94.1%	
4002 EMPLOYERS N.I	462	3,727	4,990	1,263		1,263	74.7%	
4003 EMPLOYERS SUPERANN.	1,139	9,508	10,107	599		599	94.1%	
4007 HEALTH & SAFETY	0	0	500	500		500	0.0%	
4009 STAFF TRAVEL	0	258	0	(258)		(258)	0.0%	
4011 RATES	0	0	5,500	5,500		5,500	0.0%	



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 WATER RATES	0	207	600	393		393	34.5%	
4014 ELECTRICITY	573	2,006	10,000	7,994		7,994	20.1%	
4015 GAS	87	(103)	4,500	4,603		4,603	(2.3%)	
4016 CLEANING COSTS	320	4,075	4,000	(75)		(75)	101.9%	
4020 MISC. ESTABLISH.COST	0	0	500	500		500	0.0%	
4021 TELEPHONE & FAX	0	190	1,200	1,010		1,010	15.8%	
4026 COMPUTER	0	565	2,500	1,935		1,935	22.6%	
4032 PUBLICITY	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	0	717	1,000	283		283	71.7%	
4038 MAINTENANCE CONTRACT	1,367	2,427	1,500	(927)		(927)	161.8%	
4042 EQUIPT MAINT/REPAIR	0	0	200	200		200	0.0%	
4081 Licences	0	155	150	(5)		(5)	103.0%	
4128 EQUIPMENT	0	60	200	140		140	30.0%	
HARD COMMUNITY CENTRE :- Indirect Expenditure	8,734	63,739	90,412	26,673	0	26,673	70.5%	0
Net Income over Expenditure	(5,472)	(22,897)	(47,412)	(24,515)				
<u>212 RECREATION GROUNDS</u>								
1081 INC-RENT	0	4,787	5,240	454			91.3%	
1082 INC-LETTINGS	0	22	0	(22)			0.0%	
1083 INC-PITCH HIRE	0	2,197	4,000	1,803			54.9%	
1091 INC-MISCELLANEOUS	0	0	350	350			0.0%	
RECREATION GROUNDS :- Income	0	7,005	9,590	2,585			73.0%	0
4011 RATES	447	4,021	4,550	529		529	88.4%	
4012 WATER RATES	12	1,168	11,000	9,832		9,832	10.6%	
4013 RENT	0	0	1	1		1	0.0%	
4014 ELECTRICITY	970	3,925	5,000	1,075		1,075	78.5%	
4016 CLEANING COSTS	0	98	400	302		302	24.4%	
4036 PROPERTY MAINTENANCE	0	0	5,000	5,000		5,000	0.0%	
4037 GROUNDS MAINTENANCE	0	575	2,500	1,925		1,925	23.0%	
4038 MAINTENANCE CONTRACT	575	6,591	6,500	(91)		(91)	101.4%	
4039 PLAY. EQUIP. MAINT.	0	1,187	3,000	1,813		1,813	39.6%	
4043 FENCING & GATES	0	0	1,000	1,000		1,000	0.0%	
4044 TREES & PLANTS	0	2,593	2,500	(93)		(93)	103.7%	
4067 PEST CONTROL	0	700	1,500	800		800	46.7%	
4100 FERT./SEEDS/WEEDKILL	0	116	2,000	1,884		1,884	5.8%	
4104 REFUSE COLLECTION	402	3,499	1,000	(2,499)		(2,499)	349.9%	
4110 FIRE PRECAUTIONS	0	638	750	112		112	85.1%	
4114 LITTER BINS	0	1,437	2,000	563		563	71.8%	
4139 GRASS CUTTING	0	0	5,000	5,000		5,000	0.0%	



## Detailed Income &amp; Expenditure by Budget Heading 31/12/2019

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4901 C.S. SALARY RECHARGE	3,035	23,416	25,100	1,684		1,684	93.3%	
4902 W.S. SALARY RECHARGE	14,812	132,412	197,084	64,672		64,672	67.2%	
4911 C.S. O'HEAD RECHARGE	2,596	21,565	26,395	4,830		4,830	81.7%	
4912 W.S. O'HEAD RECHARGE	3,185	28,977	45,374	16,397		16,397	63.9%	
RECREATION GROUNDS :- Indirect Expenditure	26,035	232,920	347,654	114,734	0	114,734	67.0%	0
Net Income over Expenditure	(26,035)	(225,914)	(338,064)	(112,150)				
<b>901 CENTRAL SERVICES</b>								
4001 STAFF SALARIES	14,441	111,431	144,125	32,694		32,694	77.3%	
4002 EMPLOYERS N.I	1,278	10,065	12,750	2,685		2,685	78.9%	
4003 EMPLOYERS SUPERANN.	3,252	24,854	34,300	9,446		9,446	72.5%	
4005 AGENCY STAFF	5,287	26,108	0	(26,108)		(26,108)	0.0%	
4007 HEALTH & SAFETY	0	0	2,500	2,500		2,500	0.0%	
4008 STAFF TRAINING	0	1,117	3,000	1,883		1,883	37.2%	
4009 STAFF TRAVEL	232	2,021	3,500	1,479		1,479	57.7%	
4010 MISC. STAFF COSTS	0	171	500	329		329	34.2%	
4013 RENT	2,493	22,440	29,920	7,480		7,480	75.0%	
4020 MISC. ESTABLISH.COST	0	0	250	250		250	0.0%	
4021 TELEPHONE & FAX	1,329	7,189	7,600	411		411	94.6%	
4022 POSTAGE	0	547	1,000	453		453	54.7%	
4023 STATIONERY	374	5,992	5,000	(992)		(992)	119.8%	
4025 INSURANCE	0	19,492	21,000	1,508		1,508	92.8%	
4026 COMPUTER	2,486	25,189	24,000	(1,189)		(1,189)	105.0%	
4027 PHOTOCOPIER	0	1,604	3,500	1,896		1,896	45.8%	
4031 ADVERTISING	0	0	400	400		400	0.0%	
4032 PUBLICITY	215	1,990	3,500	1,510		1,510	56.9%	
4042 EQUIPT MAINT/REPAIR	0	314	0	(314)		(314)	0.0%	
4051 BANK CHARGES	313	1,633	1,500	(133)		(133)	108.9%	
4056 LEGAL EXPENSES	0	1,220	1,000	(220)		(220)	122.0%	
4058 PROFESSIONAL FEES	2,597	4,894	5,000	106		106	97.9%	
4060 OFFICE EQUIPMENT	0	1,796	500	(1,296)		(1,296)	359.3%	
4073 PAYROLL BUREAU FEES	0	482	2,000	1,518		1,518	24.1%	
4074 ACCOUNTANCY FEES	900	10,552	15,000	4,449		4,449	70.3%	
4125 Misc Costs	0	31	0	(31)		(31)	0.0%	
4901 C.S. SALARY RECHARGE	(18,971)	(146,350)	(156,875)	(10,525)		(10,525)	93.3%	
4911 C.S. O'HEAD RECHARGE	(16,226)	(134,783)	(164,970)	(30,187)		(30,187)	81.7%	
CENTRAL SERVICES :- Indirect Expenditure	0	0	0	0	0	0		0
Net Expenditure	0	0	0	0				



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>902 WORKS SERVICES</b>								
4001 STAFF SALARIES	16,595	148,217	212,350	64,133		64,133	69.8%	
4002 EMPLOYERS N.I	1,496	13,211	18,650	5,439		5,439	70.8%	
4003 EMPLOYERS SUPERANN.	3,069	27,733	50,550	22,817		22,817	54.9%	
4007 HEALTH & SAFETY	39	420	500	80		80	84.0%	
4008 STAFF TRAINING	0	1,809	2,500	691		691	72.4%	
4009 STAFF TRAVEL	0	180	500	320		320	36.1%	
4010 MISC. STAFF COSTS	0	0	300	300		300	0.0%	
4014 ELECTRICITY	0	80	50	(30)		(30)	159.4%	
4021 TELEPHONE & FAX	0	0	1,000	1,000		1,000	0.0%	
4025 INSURANCE	0	636	0	(636)		(636)	0.0%	
4036 PROPERTY MAINTENANCE	0	115	0	(115)		(115)	0.0%	
4041 EQUIPMENT HIRE	0	216	1,716	1,500		1,500	12.6%	
4042 EQUIPT MAINT/REPAIR	0	3,168	4,000	832		832	79.2%	
4046 VEHICLE LEASING	2,271	7,541	12,000	4,459		4,459	62.8%	
4047 MATERIALS/TOOLS	992	10,611	5,000	(5,611)		(5,611)	212.2%	
4048 VEHICLE MAINT/REPAIR	408	6,064	15,000	8,936		8,936	40.4%	
4049 VEHICLE FUEL	712	6,179	8,000	1,821		1,821	77.2%	
4050 VEHICLE TAX	0	455	270	(185)		(185)	168.5%	
4103 PROTECTIVE CLOTHING	80	2,318	2,500	182		182	92.7%	
4119 SKIP HIRE	48	1,588	6,000	4,412		4,412	26.5%	
4125 Misc Costs	0	16	0	(16)		(16)	0.0%	
4128 EQUIPMENT	0	0	500	500		500	0.0%	
4134 SECURITY/CCTV	0	0	3,300	3,300		3,300	0.0%	
4136 RENEWALS/REPLACEMENT	0	0	1,684	1,684		1,684	0.0%	
4902 W.S. SALARY RECHARGE	(21,160)	(189,160)	(281,550)	(92,390)		(92,390)	67.2%	
4912 W.S. O'HEAD RECHARGE	(4,550)	(41,396)	(64,820)	(23,424)		(23,424)	63.9%	
WORKS SERVICES :- Indirect Expenditure	0	0	0	0	0	0		0
Net Expenditure	0	0	0	0				
Grand Totals:- Income	8,433	1,137,066	1,166,428	29,372			97.5%	
Expenditure	85,276	909,689	1,169,195	259,506	0	259,506	77.8%	
Net Income over Expenditure	(76,843)	227,367	(2,767)	(230,134)				
Movement to/(from) Gen Reserve	(76,843)	227,367						



Date: 21/01/2020

## Biggleswade Town Council

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## Lloyds Current A/C

## Accounts

Item 10a iv Current bank account

## List of Payments made between 01/12/2019 and 31/12/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/12/2019	Vision ICT Ltd	CNXL200890	-66.00		CNXL 200890- Vision ICT Ltd
02/12/2019	AMF SERVICES	201106	0.00		VOID CHEQUE
02/12/2019	AMF SERVICES	201106	0.00		VOID CHEQUE
02/12/2019	AMF SERVICES	201106	0.00		VOID CHEQUE
02/12/2019	AMF SERVICES	201106	0.00		VOID CHEQUE
02/12/2019	AMF SERVICES	201106	0.00		VOID CHEQUE
02/12/2019	AMF Services (Bedford) Ltd	201107	376.80		21883/2935/AMF Services (Bedfo
02/12/2019	Rosetta Publishing Ltd	201108	258.00		10528/2974/Rosetta Publishing
02/12/2019	Colette Burgess	201109	180.00		0254/2939/Colette Burgess
02/12/2019	Harrier Office Supplies Ltd	201110	1,689.35		444426/2945/Harrier Office Sup
02/12/2019	HM Revenue & Customs	201111	9,774.16		NOV19/2969/HM Revenue & Custom
02/12/2019	JAP Sound Ltd	201112	5,028.88		INV-0086/2946/JAP Sound Ltd
02/12/2019	Mick George Recycling Ltd	201113	43.85		RSLS170831/2968/Mick George Re
02/12/2019	Bedfordshire Pension Fund	201114	9,145.74		NOV19/2967/Bedfordshire Pensio
02/12/2019	DCK Accounting Solutions Ltd	201115	1,075.25		TPC8864/2940/DCK Accounting So
02/12/2019	R & C Hyett	201116	2,610.00		BTC233A/2972/R & C Hyett
02/12/2019	Rialtas Business Solutions Ltd	201117	70.80		27262/2973/Rialtas Business So
02/12/2019	Spaldings UK Limited	201118	132.72		SI-2500957/2965/Spaldings UK L
02/12/2019	St John Ambulance	201119	115.20		SP19020028/2966/St John Ambula
02/12/2019	Turfcare Leisure Services Ltd	201120	690.47		14929/2976/Turfcare Leisure Se
02/12/2019	TRAVIS PERKINS TRADING CO	201121	21.59		9102AMO917/2975/TRAVIS PERKINS
02/12/2019	Unison	201122	11.50		NOV19/2977/Unison
02/12/2019	Lloyds Salary A/C	Tfr	13.58		Salary A/C
02/12/2019	Lloyds Bank	DDR	142.71		Bank charges
04/12/2019	Land Registry	DDR	3.00		Land Registry
04/12/2019	G Dannatt	000237	-50.00		G Dannatt Refund Allot 73A
04/12/2019	G Dannatt	000237	50.00		G Dannatt Refund allot 73A
04/12/2019	G Dannatt	000237	50.00		G Dannatt Refund Allot 73A
06/12/2019	BNP Paribas	DDR	1,752.51		LN69 XVL Lease
09/12/2019	The right Fuelcard Company Lim	DDR	2.40		Purchase Ledger Payment
09/12/2019	Node IT Solutions Ltd	DDR1	1,260.00		Purchase Ledger Payment
10/12/2019	Goodnight Biggleswade Ltd	000238	137.30		Xmas Function staff drink vouc
10/12/2019	Land Registry	DDR	3.00		Land Registry
11/12/2019	M Taylor	000239	44.00		M Taylor Refund worker permit
11/12/2019	Lloyds Salary A/C	TFR	29,591.34		December Salaries
11/12/2019	BNP Paribas	DDR	584.17		LN69 XVL Lease
11/12/2019	Node IT Solutions Ltd	DDR2	211.20		3039-Managed networking
11/12/2019	Node IT Solutions Ltd	DDR3	2,771.86		3038-IT service Dec
16/12/2019	L. Bennett & Son Ltd	201123	5.38		3050-Blade fuses
16/12/2019	Collin Ross Workwear & Safety	201124	26.40		3021-No smoking sign
16/12/2019	Deeping Direct Limited	201125	57.60		3023-Hire of container
16/12/2019	Flowbird Smart City UK Ltd	201126	306.60		3025-Parking equip service-Jan
16/12/2019	J R GOLDTHORPE & SON	201127	281.33		3046-Misc maint purchase
16/12/2019	Harrier Office Supplies Ltd	201128	96.76		3037-Toilet roll
16/12/2019	Henlow Building Supplies	201129	420.09		3033-Undercoat white-paint
16/12/2019	Lamps & Tubes Illuminations Lt	201130	7,104.84		3036-Xmas lighting displat
16/12/2019	LGRC Associates Ltd	201131	13,127.22		3048-Locum Clerk Nov

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## List of Payments made between 01/12/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/12/2019	The Lion Press (Sandy) Ltd	201132	135.60		3058-50 Xmas cards
16/12/2019	Biggleswade MOT Centre Ltd	201133	110.19		3018-Repalce tyre valve & bal
16/12/2019	Equip4work Limited	201134	380.76		3056-Nova plus desks x 2
16/12/2019	Olive Press Limited	201135	100.80		3040-A5 defect reports
16/12/2019	Paul's Shoe Repairs	201136	158.75		3041-Paul's shoe repair Dec
16/12/2019	Peninsula Business Services Li	201137	733.86		3053-Provision consultancy
16/12/2019	DCK Accounting Solutions Ltd	201138	1,327.86		3060-Budget setting
16/12/2019	Stapleton's (Tyre Services) Lt	201139	78.00		3020-Agricultural puncture
16/12/2019	Viking Direct Ltd	201140	115.15		3043-toner cartl
16/12/2019	Vision ICT Ltd	201141	66.00		P/Ledger Electronic Payment
16/12/2019	Ampower - 73506 - Old Court Ho	DDR4	350.00		Purchase Ledger Payment
16/12/2019	Ampower G81907-Kings Reach	DDR5	600.00		Purchase Ledger Payment
19/12/2019	AIB Merchant Services	DDR6	75.04		3016-Car park card charge
23/12/2019	The right Fuelcard Company Lim	DDR7	85.36		Purchase Ledger Payment
23/12/2019	EE - DDR	DDR8	336.68		Purchase Ledger Payment
27/12/2019	Kubota Finance	Std Ord	536.40		Kubota Finance Leasing
27/12/2019	OPUS Energy (Corporate) Limite	DDR9	2,280.93		Purchase Ledger Payment
30/12/2019	Lloyds Bank	DDR	143.76		Bank Charges
30/12/2019	Ampower-41039 Unmetered	DDR10	353.16		INV-201912010215/3100/Ampower-
30/12/2019	Ampower-41039 Unmetered	DDR11	353.16		Purchase Ledger Payment
30/12/2019	Lex Autolease Ltd	DDR12	389.02		3035-Lease rental
Total Payments			97,862.08		



Date: 21/01/2020

Biggleswade Town Council

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Natwest Current A/C

List of Payments made between 01/12/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/12/2019	Lex Autolease Ltd	DDR	387.55		DAIN457474/2947/Lex Autolease
04/12/2019	G Dannatt	000237	50.00		G Dannatt Refund Allot 73A
04/12/2019	G Dannatt	000237	-50.00		G Dannatt Refund allot 73A
05/12/2019	Central Beds Council	Std Ord	5,478.00		Rates Bills 2019-20
05/12/2019	Central Beds Council	Std Ord	521.00		Rates
16/12/2019	BT Payment Centre	DDR1	30.00		Purchase Ledger Payment
17/12/2019	Fuel Genie DDR	DDR2	766.23		3026-Motor fuel
23/12/2019	EE - DDR	DDR3	57.86		Purchase Ledger Payment
30/12/2019	Cawleys - DDR	DDR4	418.85		3055-Rec Refuse collection
31/12/2019	Nat West	DDR	12.76		Bank charges
Total Payments			7,672.25		



Date: 20/01/2020

## Biggleswade Town Council

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Natwest Current A/C

Item 10a v List of Payments NatWest

Accounts

## List of Payments made between 01/04/2019 and 31/12/2019

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Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2019	Lex Autolease Ltd	DDR	656.50		2080-LN16 LVV Lease Apr 19
05/04/2019	Central Beds Council	Std Ord	5,471.91		Rates Bills 2019-20
16/04/2019	Fuel Genie DDR	DDR	825.14		2068-Fuel A/C
17/04/2019	BT Payment Services Ltd	ddr1	30.00		Purchase Ledger Payment
23/04/2019	EE - DDR	DDR2	59.08		2209/Monthly plan charge
25/04/2019	Autopay Charges	DDR	2.00		Autopay Charges
25/04/2019	Natwest	DDR	7.81		Bank Charges
30/04/2019	Cawleys - DDR	DDR3	509.09		2059-Trade Refuse
01/05/2019	BT Payment Services Ltd	DD01	336.59		2200/Phone charge - Jan to Jun
05/05/2019	Central Beds Council	Std Ord	5,478.00		Rates Bills 2019-20
07/05/2019	Emap Publishing Limited	DD02	224.10		Purchase Ledger Payment
15/05/2019	BT Payment Services Ltd	DD03	30.00		2057-Telephone
16/05/2019	Fuel Genie DDR	DD04	1,044.70		Purchase Ledger Payment
19/05/2019	Rickerby Waterson	Std Ord	7,250.00		Rose Lane Car Park
21/05/2019	EE - DDR	DD05	56.93		2306-Mobile phone
28/05/2019	Autopay charge	CHRG	2.00		Autopay charge
30/05/2019	Cawleys - DDR	DD06	576.29		2261/Mixed recycling April
31/05/2019	Bank charge payable	CHRG	12.42		Bank charge payable
05/06/2019	Central Beds Council	Std Ord	5,478.00		Rates Bills 2019-20
13/06/2019	BT Payment Centre	DDR	30.00		Purchase Ledger Payment
18/06/2019	Fuel Genie DDR	DDR1	970.35		2371-Fuel A/C
21/06/2019	EE - DDR	DDR2	56.77		2423-Monthly phone charge
24/06/2019	Lex Autolease Ltd	DDR3	36.00		2416-Road fund licence rechrg
28/06/2019	Natwest	DDR	12.20		Bank charges
01/07/2019	Cawleys - DDR	DD01	661.78		2399/Safford Rd-collection
05/07/2019	Central Beds Council	Std Ord	5,478.00		Rates Bills 2019-20
15/07/2019	Lloyds Salary A/C	TFR	25,000.00		
16/07/2019	BT Payment Centre	DD02	30.00		Purchase Ledger Payment
16/07/2019	Fuel Genie DDR	DD03	1,014.41		2484-Fuel A/C
22/07/2019	EE - DDR	DD04	63.78		2483-Mobile phones
30/07/2019	BT Payment Centre	DD05	141.13		Purchase Ledger Payment
31/07/2019	Cawleys - DDR	DD06	642.89		2481-Trade refuse
31/07/2019	Bank charge	CHRG	11.32		Bank charge
01/08/2019	BT Payment Centre	DDR	216.74		2540-Phone Jul-Sep
05/08/2019	Central Beds Council	Std Ord	5,478.00		Rates Bills 2019-20
14/08/2019	BT Payment Centre	DDR1	30.00		Purchase Ledger Payment
15/08/2019	Shire Leasing Plc DDR	DDR	684.23		Purchase Ledger Payment
15/08/2019	Shire Leasing Plc DDR	DDR	-684.23		P/Ledger
16/08/2019	Fuel Genie DDR	DDR2	1,062.32		Purchase Ledger Payment
19/08/2019	Rickerby Waterson	Std Ord	7,250.00		Rose Lane Car Park
21/08/2019	EE - DDR	DDR3	56.93		2610-Mobile phone
22/08/2019	Lex Autolease Ltd	DDR4	656.50		2612-LN16 LVV Lease
28/08/2019	RIPLEY TRAINING LTD	000221	594.00		JD SUPERVISOR TRAINING
28/08/2019	BNP Paribas	DDR5	174.00		2521-Kubota Tax
28/08/2019	Ripley Training Ltd	000221	-594.00		JD Supervisor triaining
30/08/2019	Cawleys - DDR	DDR6	965.09		2597-Trade Refuse
30/08/2019	NatWest	DDR	12.29		Bank charges

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Date: 20/01/2020

## Biggleswade Town Council

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## Natwest Current A/C

## List of Payments made between 01/04/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/09/2019	Central Beds Council	Std Ord	5,478.00		Rates Bills 2019-20
13/09/2019	BT Payment Centre	DD01	30.00		Purchase Ledger Payment
17/09/2019	Fuel Genie DDR	DD02	737.50		2655-Vehicle fuel
23/09/2019	Public Works Loan Board	DD03	7,517.02		2621-PWLB Loan 491331 CAP
23/09/2019	EE - DDR	DD04	56.93		2715-Telephone charge sept
23/09/2019	Lex Autolease Ltd	DD05	656.50		2734-Lease+service rental
26/09/2019	Manitou Finance	DD06	219.16		2646-Annual vehicle tax 2019
30/09/2019	Bank charge payable	CHRG	12.20		Bank charge payable
30/09/2019	Cawleys - DDR	DD07	480.29		2680-Trade refuse
05/10/2019	Central Beds Council	Std Ord	5,478.00		Rates Bills 2019-20
16/10/2019	BT Payment Centre	DD01	30.00		2807-TELEPHONE
16/10/2019	Fuel Genie DDR	DD02	704.70		2718-Motor fuel
21/10/2019	EE - DDR	DD03	56.93		2811-TELEPHONE
22/10/2019	Lex Autolease Ltd	DD04	656.50		2814-LN16 LVV LEASE
30/10/2019	BT Payment Centre	DD05	143.38		2806-TELEPHONE
30/10/2019	Cawleys - DDR	DD06	630.05		2755-Mixed waste-Sept
31/10/2019	Bank charge payable	CHRG	12.16		Bank charge payable
01/11/2019	BT Payment Centre	DD01	215.42		2804-TELEPHONE
05/11/2019	Central Beds Council	Std Ord	5,478.00		Rates Bills 2019-20
05/11/2019	Central Beds Council	Std Ord	518.30		Rates
13/11/2019	BT Payment Centre	DD02	30.00		P/Ledger Electronic Payment
18/11/2019	Fuel Genie DDR	DD03	831.14		2864-Vehicle fuel
19/11/2019	Rickerby Waterson	Std Ord	7,250.00		Rose Lane Car Park
21/11/2019	EE - DDR	DD04	58.13		3024-Monthly phone charge
22/11/2019	Lex Autolease Ltd	DD05	656.50		2908-LN16LVV Lease 8.8-7.9.19
28/11/2019	Lex Autolease Ltd	DD06	129.53		XRIN319386/2948/Lex Autolease
29/11/2019	Bank charge payable	CHRG	12.29		Bank charge payable
29/11/2019	Cawleys - DDR	DD07	712.42		P/Ledger Electronic Payment
03/12/2019	Lex Autolease Ltd	DDR	387.55		DAIN457474/2947/Lex Autolease
04/12/2019	G Dannatt	000237	50.00		G Dannatt Refund Allot 73A
04/12/2019	G Dannatt	000237	-50.00		G Dannatt Refund allot 73A
05/12/2019	Central Beds Council	Std Ord	5,478.00		Rates Bills 2019-20
05/12/2019	Central Beds Council	Std Ord	521.00		Rates
16/12/2019	BT Payment Centre	DDR1	30.00		Purchase Ledger Payment
17/12/2019	Fuel Genie DDR	DDR2	766.23		3026-Motor fuel
23/12/2019	EE - DDR	DDR3	57.86		Purchase Ledger Payment
30/12/2019	Cawleys - DDR	DDR4	418.85		3055-Rec Refuse collection
31/12/2019	Nat West	DDR	12.76		Bank charges

Total Payments	124,564.36
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## Council 28012020

## Accounts

**Biggleswade Town Council**

## Item 10b Draft Budget 2020-21

(Created 14/11/2019)

**Budget Summary****Year Ended 31st March 2021**

	<u>2019/20</u>		<u>2020/21</u>	<u>Budget Incr/Decr</u>	
	<u>Projected</u>	<u>Budgeted (Revised)</u>	<u>Proposed</u>	<u>£</u>	<u>%</u>
REVENUE EXPENDITURE					
Finance & General Purposes	440592	371419	451664	80245	21.60%
Public Land & Open Spaces	426698	445104	475347	30243	6.79%
Town Centre	249410	235321	274256	38935	16.55%
	<u>1116700</u>	<u>1051844</u>	<u>1201267</u>	<u>149423</u>	<u>14.21%</u>
INCOME					
Finance & General Purposes	58106	54280	55250	970	1.79%
Public Land & Open Spaces	36928	34590	33140	-1450	-4.19%
Town Centre	66990	66500	66400	-100	-0.15%
	<u>162024</u>	<u>155370</u>	<u>154790</u>	<u>-580</u>	<u>-0.37%</u>
NET REVENUE EXPENDITURE	<u>954676</u>	<u>896474</u>	<u>1046477</u>	<u>150003</u>	<u>16.73%</u>
CAPITAL & PROJECT EXPENDITURE (NET)					
Capital Expenditure	100000	100000	71500	-28500	
New Loan Provision			28500	28500	
Loan Capital Repayments	9115	9453	9453	0	
Loan Interest	5879	5582	5383	-199	
Lease Capital & Interest	5364	2316	5364	3048	
Asset Disposals				0	
	<u>120358</u>	<u>117351</u>	<u>120200</u>	<u>2849</u>	
TOTAL NET EXPENDITURE	<u>1075034</u>	<u>1013825</u>	<u>1166677</u>	<u>152852</u>	<u>15.08%</u>
Financed as follows					
Reserves at 1st April	206439	169603	142463		
Reserves at 31st March	142463	166836	142463		
Used to Fund Expenditure	63976	2767	0		
Receipt Support Grant		0	0	0	
Receipt Required	1011058	1011058	1166677	155619	15.39%
TOTAL TAXATION FUNDING REQUIRED	<u>1011058</u>	<u>1011058</u>	<u>1166677</u>	<u>155619</u>	<u>15.39%</u>
	<u>1075034</u>	<u>1013825</u>	<u>1166677</u>	<u>152852</u>	

<b>Note: Recommended minimum reserve equal to</b>			
<b>3 months net revenue expenditure</b>			
	238669	224119	261619
General Reserve Surplus/(Shortfall)	-96206	-57283	-119156

<b>AX BASE</b>	(Band D Equivalents)		<u>7409</u>	<u>7589</u>	<u>180</u>	<u>2.43%</u>
<b>RECEIPT</b>	(Per Band D Equivalent)	£/annum	<u>£ 136.46</u>	<u>£153.73</u>	<u>£17.27</u>	<u>12.65%</u>
		p/week	<u>261.71 p</u>	<u>294.83 p</u>	<u>£0.3312</u>	<u>12.66%</u>

<b>Unmarked Reserves</b>	<u>31/03/2019</u>	<u>31/03/2020</u>	<u>31/03/2021</u>
		(projected)	(available)
Unmarked Services	65000	0	0
PSG (Committed)	1642	0	0
Others	38004	4000	8000
Rolling Capital Fund (available)	262073	307148	378648
	<u>366719</u>	<u>311148</u>	<u>386648</u>



# Biggleswade Town Council

(Created 14/11/2019)

## Budget Detail

Year Ended 31st March 2021

	2019/20		2020/21	Budget Incr/Decr	
	Projected	Budgeted (Revised)	Proposed	£	%
<b>REVENUE EXPENDITURE</b>					
<b><u>Finance &amp; General Purposes</u></b>					
Biggleswade Magistrates Court	306	6280	0	-6280	-100.00%
Grants (Incl S137)	34642	32017	32017	0	0.00%
Corporate Management	117645	100274	122729	22455	22.39%
Democratic Representation & Mgmt	180591	137836	187376	49540	35.94%
Civic Activities & Expenses	5600	4600	3600	-1000	-21.74%
The Orchard Community Centre	101808	90412	105942	15530	17.18%
Central Services	0	0	0	0	
	440592	371419	451664		
<b><u>Public Land &amp; Open Spaces</u></b>					
Plotments	2015	1965	2015	50	2.54%
Burial Grounds	93065	95485	104123	8638	9.05%
Recreation Grounds	331618	347654	369209	21555	6.20%
Outside Services	0	0	0	0	
	426698	445104	475347		
<b><u>Town Centre</u></b>					
Street Lights	0	500	0	-500	-100.00%
Car Parks	91446	78648	94732	16084	20.45%
Market	31601	28476	32623	4147	14.56%
Town Centre General	102170	101047	122141	21094	20.88%
Public Conveniences	24193	26650	24760	-1890	-7.09%
	249410	235321	274256		
<b>ross Revenue Expenditure</b>	1116700	1051844	1201267	149423	14.21%
<b>ICOME</b>					
<b><u>Finance &amp; General Purposes</u></b>					
Biggleswade Magistrates Court	306	6280	0	-6280	-100.00%
Corporate Management	600	5000	5000	0	0.00%
Democratic Representation & Mgmt	6950	0	0	0	
Civic Activities & Expenses	0	0	0	0	
The Orchard Community Centre	50250	43000	50250	7250	16.86%
Central Services	0	0	0	0	
	58106	54280	55250		
<b><u>Public Land &amp; Open Spaces</u></b>					
Plotments	6600	6000	6600	600	10.00%
Burial Grounds	17306	19000	17300	-1700	-8.95%
Recreation Grounds	13022	9590	9240	-350	-3.65%
Outside Services	0	0	0	0	
	36928	34590	33140		
<b><u>Town Centre</u></b>					
Car Parks	53000	50000	53000	3000	6.00%
Market	13490	16500	13400	-3100	-18.79%
Town Centre General	500	0	0	0	
Public Conveniences	0	0	0	0	
	66990	66500	66400		
<b>ross Revenue Income</b>	162024	155370	154790	-580	-0.37%

Prepared by:  
DCK Accounting Solutions Ltd

For:  
Biggleswade Town Council

17:45  
14/11/2019



		<u>Last Year 2018/19</u>		<u>This Year 2019/20</u>				<u>Next Year 2020/21</u>	
		<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>
<b><u>Finance &amp; General Purposes</u></b>									
<b><u>101</u></b>	<b><u>B'SWADE MAGISTRATES COURT</u></b>								
	OverHead Expenditure	9,580	9,374	6,280	0	6,280	5,012	306	0
	Total Income	9,580	9,374	6,280	0	6,280	106	306	0
101	Net Expenditure	0	0	0	0	0	4,905	0	0
<b><u>108</u></b>	<b><u>GRANTS (INCL S137)</u></b>								
	OverHead Expenditure	20,500	29,958	32,017	0	32,017	34,642	34,642	32,017
108	Net Expenditure	20,500	29,958	32,017	0	32,017	34,642	34,642	32,017
<b><u>109</u></b>	<b><u>CAPITAL EXPENDITURE</u></b>								
	OverHead Expenditure	152,347	143,974	117,351	0	117,351	110,199	120,358	120,200
	Total Income	0	28,218	0	0	0	0	0	0
109	Net Expenditure	152,347	115,756	117,351	0	117,351	110,199	120,358	120,200
<b><u>111</u></b>	<b><u>CORPORATE MANAGEMENT</u></b>								
	OverHead Expenditure	100,793	94,428	100,274	0	100,274	54,882	117,645	122,729
	Total Income	939,232	938,663	1,016,058	0	1,016,058	1,011,427	1,011,658	1,171,677
111	Net Expenditure	-838,439	-844,235	-915,784	0	-915,784	-956,545	-894,013	-1,048,948

Continued on Page 2

## BIGGLESWADE TOWN COUNCIL

## Budget Summary - By Committee

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

## Note : Preliminary Budget Proposals 2020/21

		<u>Last Year 2018/19</u>		<u>Agreed Budget</u>	<u>This Year 2019/20</u>			<u>Projected Actual</u>	<u>Next Year 2020/21</u>
		<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
<b>112</b>	<b><u>DEMOCRATIC REP'N &amp; MGM'T</u></b>								
	OverHead Expenditure	136,912	129,755	137,836	0	137,836	77,252	180,591	187,376
	Total Income	0	0	0	0	0	6,950	6,950	0
	112 Net Expenditure	136,912	129,755	137,836	0	137,836	70,302	173,641	187,376
<b>113</b>	<b><u>CIVIC ACTIVITIES &amp; EXPENSES</u></b>								
	OverHead Expenditure	4,600	2,924	4,600	0	4,600	399	5,600	3,600
	Total Income	0	662	0	0	0	-8	0	0
	113 Net Expenditure	4,600	2,262	4,600	0	4,600	408	5,600	3,600
<b>115</b>	<b><u>ORCHARD COMMUNITY CENTRE</u></b>								
	OverHead Expenditure	86,420	73,169	90,412	0	90,412	47,230	101,808	105,942
	Total Income	26,000	46,781	43,000	0	43,000	34,399	50,250	50,250
	115 Net Expenditure	60,420	26,388	47,412	0	47,412	12,830	51,558	55,692
<b>901</b>	<b><u>CENTRAL SERVICES</u></b>								
	OverHead Expenditure	0	1	0	0	0	30,892	0	0
	Total Income	0	1	0	0	0	0	0	0
	901 Net Expenditure	0	0	0	0	0	30,892	0	0

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**BIGGLESWADE TOWN COUNCIL**  
**Budget Summary - By Committee**

Page No 3

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

Note : Preliminary Budget Proposals 2020/21

	<u>Last Year 2018/19</u>		<u>Agreed Budget</u>	<u>This Year 2019/20</u>			<u>Projected Actual</u>	<u>Next Year 2020/21</u>
	<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
Finance & General Purposes - Expenditure	511,152	483,583	488,770	0	488,770	360,508	560,950	571,864
Income	974,812	1,023,699	1,065,338	0	1,065,338	1,052,874	1,069,164	1,221,927
Net Expenditure	-463,660	-540,116	-576,568	0	-576,568	-692,367	-508,214	-650,063

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## Note : Preliminary Budget Proposals 2020/21

		<u>Last Year 2018/19</u>		<u>This Year 2019/20</u>				<u>Next Year 2020/21</u>	
		Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
<u>Public Land &amp; Open Spaces</u>									
<u>102</u>	<u>ALLOTMENTS</u>								
	OverHead Expenditure	1,965	2,457	1,965	0	1,965	683	2,015	2,015
	Total Income	5,300	6,359	6,000	0	6,000	6,588	6,600	6,600
102	Net Expenditure	-3,335	-3,901	-4,035	0	-4,035	-5,905	-4,585	-4,585
<u>104</u>	<u>BURIAL GROUNDS</u>								
	OverHead Expenditure	83,437	81,890	95,485	0	95,485	48,755	93,065	104,123
	Total Income	18,000	17,536	19,000	0	19,000	8,426	17,306	17,300
104	Net Expenditure	65,437	64,354	76,485	0	76,485	40,329	75,759	86,823
<u>212</u>	<u>RECREATION GROUNDS</u>								
	OverHead Expenditure	309,576	296,936	347,654	0	347,654	156,414	331,618	369,209
	Total Income	11,720	14,529	9,590	0	9,590	7,070	13,022	9,240
212	Net Expenditure	297,856	282,407	338,064	0	338,064	149,344	318,596	359,969
<u>902</u>	<u>WORKS SERVICES</u>								
	OverHead Expenditure	0	0	0	0	0	25,107	0	0
902	Net Expenditure	0	0	0	0	0	25,107	0	0
Public Land & Open Spaces - Expenditure		394,978	381,283	445,104	0	445,104	230,960	426,698	475,347
Income		35,020	38,423	34,590	0	34,590	22,084	36,928	33,140
Net Expenditure		359,958	342,860	410,514	0	410,514	208,876	389,770	442,207

Continued on Page 5

**BIGGLESWADE TOWN COUNCIL**  
**Budget Summary - By Committee**

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

Note : Preliminary Budget Proposals 2020/21

		<u>Last Year 2018/19</u>		<u>Agreed Budget</u>	<u>This Year 2019/20</u>			<u>Projected Actual</u>	<u>Next Year 2020/21</u>
		<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
<u>Town Centre Management</u>									
<u>103</u>	<u>STREET LIGHTS</u>								
	OverHead Expenditure	16,000	-8,985	500	0	500	4,499	0	0
103	Net Expenditure	16,000	-8,985	500	0	500	4,499	0	0
<u>105</u>	<u>CAR PARKS</u>								
	OverHead Expenditure	74,094	88,378	78,648	0	78,648	50,847	91,446	94,732
	Total Income	105,000	47,704	50,000	0	50,000	35,412	53,000	53,000
105	Net Expenditure	-30,906	40,675	28,648	0	28,648	15,435	38,446	41,732
<u>106</u>	<u>MARKET</u>								
	OverHead Expenditure	29,710	26,571	28,476	0	28,476	16,186	31,601	32,623
	Total Income	21,000	15,265	16,500	0	16,500	7,041	13,490	13,400
106	Net Expenditure	8,710	11,307	11,976	0	11,976	9,145	18,111	19,223
<u>107</u>	<u>TOWN CENTRE GENERAL</u>								
	OverHead Expenditure	65,093	75,049	101,047	0	101,047	46,356	102,170	122,141
	Total Income	0	701	0	0	0	233	500	0
107	Net Expenditure	65,093	74,348	101,047	0	101,047	46,122	101,670	122,141

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Continued on Page 6



BIGGLESWADE TOWN COUNCIL  
Budget Summary - By Committee

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

Note : Preliminary Budget Proposals 2020/21

		<u>Last Year 2018/19</u>		<u>Agreed Budget</u>	<u>This Year 2019/20</u>			<u>Projected Actual</u>	<u>Next Year 2020/21</u>	
		<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		<u>Next Year Budget</u>	
<b>110</b>	<b><u>PUBLIC CONVENIENCES</u></b>									
	OverHead Expenditure	24,950	23,162	26,650	0	26,650	13,495	24,193	24,760	
110	Net Expenditure	24,950	23,162	26,650	0	26,650	13,495	24,193	24,760	
	Town Centre Management - Expenditure	209,847	204,175	235,321	0	235,321	131,381	249,410	274,256	
	Income	126,000	63,669	66,500	0	66,500	42,686	66,990	66,400	
	Net Expenditure	83,847	140,506	168,821	0	168,821	88,695	182,420	207,856	
	Total Budget Expenditure	1,115,977	1,069,042	1,169,195	0	1,169,195	722,849	1,237,058	1,321,467	
	Income	1,135,832	1,125,792	1,166,428	0	1,166,428	1,117,644	1,173,082	1,321,467	
	Net Expenditure	-19,855	-56,750	2,767	0	2,767	-394,796	63,976	0	



Note : Preliminary Budget Proposals 2020/21

<u>Last Year 2018/19</u>				<u>This Year 2019/20</u>				<u>Next Year 2020/21</u>
	<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>
<u>Finance &amp; General Purposes</u>								
<u>101</u>	<u>B'SWADE MAGISTRATES COURT</u>							
4007	HEALTH & SAFETY	300	0	300	0	300	0	0
4011	RATES	11,560	11,448	11,800	0	11,800	11,710	11,960
4012	WATER RATES	500	440	500	0	500	470	500
4013	RENT	-25,580	-25,920	-29,920	0	-29,920	-35,328	-34,760
4014	ELECTRICITY	1,600	2,849	3,000	0	3,000	3,000	3,000
4015	GAS	3,000	3,462	2,000	0	2,000	2,000	2,000
4016	CLEANING COSTS	9,000	9,294	9,000	0	9,000	9,000	9,000
4021	TELEPHONE & FAX	0	49	0	0	0	0	0
4026	COMPUTER	0	150	0	0	0	0	0
4029	OFFICE REFURBISHMENT	0	30	0	0	0	354	0
4036	PROPERTY MAINTENANCE	4,000	3,101	4,000	0	4,000	5,000	4,000
4042	EQUIPT MAINT/REPAIR	1,000	636	1,000	0	1,000	500	500
4067	PEST CONTROL	100	0	100	0	100	100	100
4104	REFUSE COLLECTION	1,000	982	1,000	0	1,000	1,000	1,000
4110	FIRE PRECAUTIONS	1,500	1,082	1,500	0	1,500	1,200	1,200
4134	SECURITY/CCTV	1,600	1,770	2,000	0	2,000	1,300	1,500
OverHead Expenditure		9,580	9,374	6,280	0	6,280	306	0

Continued on Page 2

**BIGGLESWADE TOWN COUNCIL**  
**Budget Detail - By Committee**

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

Note : Preliminary Budget Proposals 2020/21

		<u>Last Year 2018/19</u>		<u>Agreed Budget</u>	<u>This Year 2019/20</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>		
1081	INC-RENT	9,280	9,014	6,280	0	6,280	106	106	0
1091	INC-MISCELLANEOUS	300	360	0	0	0	0	200	0
	Total Income	9,580	9,374	6,280	0	6,280	106	306	0
101	Net Expenditure	0	0	0	0	0	4,905	0	0
<b>108</b>	<b>GRANTS (INCL S137)</b>								
4261	GRANTS UNDER OTHER POWERS	13,000	18,708	20,767	0	20,767	23,392	23,392	20,767
4264	Community Agent Grant	7,500	11,250	11,250	0	11,250	11,250	11,250	11,250
	OverHead Expenditure	20,500	29,958	32,017	0	32,017	34,642	34,642	32,017
108	Net Expenditure	20,500	29,958	32,017	0	32,017	34,642	34,642	32,017
<b>109</b>	<b>CAPITAL EXPENDITURE</b>								
4053	LOAN INTEREST	18,233	6,360	5,582	0	5,582	3,001	5,879	5,383
4253	LEASE INTEREST REPAID	581	376	242	0	242	201	401	401
4801	CP - New Vehicles\Equipment	0	35,628	0	0	0	0	0	0
4802	CP - New Computer Installation	0	900	0	0	0	11,351	11,351	0
4808	CP - Website Re-design	0	0	0	0	0	0	0	5,000
4823	CP - Play Equipment	0	9,900	0	0	0	0	0	0
4827	CP - Office Equipment	0	9,029	0	0	0	0	0	0
4842	CP - The Orchard Furniture & E	0	0	0	0	0	493	493	0

Continued on Page 3



## Note : Preliminary Budget Proposals 2020/21

		<u>Last Year 2018/19</u>		<u>Agreed Budget</u>	<u>This Year 2019/20</u>			<u>Projected Actual</u>	<u>Next Year 2020/21</u>
		<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
4843	CP - Street Furniture	0	2,440	0	0	0	0	0	0
4847	CP - Workshop	0	6,800	0	0	0	525	51,775	0
4850	CP - Car Park Equipment	0	34,114	0	0	0	0	0	0
4860	CP - St Lighting Replacement	0	102,389	0	0	0	0	0	0
4861	CP - Kiteclands Ball Court	0	9,397	0	0	0	0	0	0
4862	CP - Drove Rd Cemetery Footpath	0	6,247	0	0	0	0	0	0
4863	CP - Drove Rd Chapel Surface	0	4,700	0	0	0	0	0	0
4864	CP - Drove Road	0	200	0	0	0	0	0	0
4865	CP - Market Stall Umbrellas	0	3,579	0	0	0	0	0	0
4900	ROLLING CAPITAL FUND ALLOC'N	100,000	100,000	100,000	0	100,000	100,000	100,000	71,500
4979	NEW LOAN COSTS	0	0	0	0	0	0	0	28,500
4980	LOAN REPAYMENT	28,556	8,793	9,453	0	9,453	4,516	9,115	9,453
4982	LEASE CAPITAL REPAID	4,977	3,728	2,074	0	2,074	2,481	4,963	4,963
4990	ASSET FUNDING FROM RCP	0	-59,404	0	0	0	-12,369	-63,619	-5,000
4992	TRANSFER FROM E/MARKED RESE	0	-141,201	0	0	0	0	0	0
4993	TFR TO CAP REC RSV	0	10,635	0	0	0	0	0	0
4994	TRANSFER FROM CAP REC RSV	0	-10,635	0	0	0	0	0	0
OverHead Expenditure		152,347	143,974	117,351	0	117,351	110,199	120,358	120,200
1075	INC-SALE OF ASSETS	0	14,135	0	0	0	0	0	0
1077	INC-S106 GRANTS	0	14,083	0	0	0	0	0	0
Total Income		0	28,218	0	0	0	0	0	0
109	Net Expenditure	152,347	115,756	117,351	0	117,351	110,199	120,358	120,200

Continued on Page 4



## Note : Preliminary Budget Proposals 2020/21

	<u>Last Year 2018/19</u>		<u>Agreed Budget</u>	<u>This Year 2019/20</u>			<u>Projected Actual</u>	<u>Next Year 2020/21</u>
	<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
<b>111 CORPORATE MANAGEMENT</b>								
4057 AUDIT FEES	3,735	3,505	3,720	0	3,720	400	4,120	3,720
4901 C.S. SALARY RECHARGE	63,749	52,318	47,063	0	47,063	28,983	51,992	63,456
4911 C.S. O'HEAD RECHARGE	33,309	38,605	49,491	0	49,491	25,498	61,533	55,553
OverHead Expenditure	100,793	94,428	100,274	0	100,274	54,882	117,645	122,729
1076 PRECEPT RECEIVED	938,232	938,232	1,011,058	0	1,011,058	1,011,058	1,011,058	1,166,677
1096 INTEREST RECEIVED	1,000	431	5,000	0	5,000	369	600	5,000
Total Income	939,232	938,663	1,016,058	0	1,016,058	1,011,427	1,011,658	1,171,677
111 Net Expenditure	-838,439	-844,235	-915,784	0	-915,784	-956,545	-894,013	-1,048,948
<b>112 DEMOCRATIC REP'N &amp; MGM'T</b>								
4024 SUBSCRIPTIONS	3,500	3,127	3,600	0	3,600	2,809	3,200	3,200
4026 COMPUTER	0	614	1,500	0	1,500	0	1,500	1,500
4082 NEIGHBOURHOOD PLAN	0	1,686	0	0	0	1,273	20,000	20,000
4135 ELECTION PROVISION	4,000	3,098	4,000	0	4,000	528	4,528	4,000
4901 C.S. SALARY RECHARGE	85,000	69,758	62,749	0	62,749	38,645	69,321	84,608
4911 C.S. O'HEAD RECHARGE	44,412	51,473	65,987	0	65,987	33,998	82,042	74,068
OverHead Expenditure	136,912	129,755	137,836	0	137,836	77,252	180,591	187,376

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**BIGGLESWADE TOWN COUNCIL**  
**Budget Detail - By Committee**

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

Note : Preliminary Budget Proposals 2020/21

		<u>Last Year 2018/19</u>		<u>Agreed Budget</u>	<u>This Year 2019/20</u>			<u>Projected Actual</u>	<u>Next Year 2020/21</u>
		<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
1078	INC-MISC GRANTS	0	0	0	0	0	6,950	6,950	0
	Total Income	0	0	0	0	0	6,950	6,950	0
112	Net Expenditure	136,912	129,755	137,836	0	137,836	70,302	173,641	187,376
<b>113</b>	<b>CIVIC ACTIVITIES &amp; EXPENSES</b>								
4008	STAFF TRAINING	1,500	25	1,500	0	1,500	290	500	500
4009	STAFF TRAVEL	500	0	500	0	500	0	500	500
4058	PROFESSIONAL FEES	0	0	0	0	0	0	2,000	0
4112	TOWN MAYOR'S ALLOW.	1,000	1,179	1,000	0	1,000	50	1,000	1,000
4166	TWINNING	500	555	500	0	500	0	500	1,000
4179	CIVIC FUNCTIONS	1,000	1,166	1,000	0	1,000	60	1,000	1,000
4180	CIVIC REGALIA REPAIRS ETC	100	0	100	0	100	0	100	100
4992	TRANSFER FROM E/MARKED RESE	0	0	0	0	0	0	0	-500
	OverHead Expenditure	4,600	2,924	4,600	0	4,600	399	5,600	3,600
1091	INC-MISCELLANEOUS	0	471	0	0	0	39	0	0
1300	INC-MAYORS CHARITY	0	191	0	0	0	-47	0	0
	Total Income	0	662	0	0	0	-8	0	0
113	Net Expenditure	4,600	2,262	4,600	0	4,600	408	5,600	3,600

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	<u>Last Year 2018/19</u>		<u>Agreed Budget</u>	<u>This Year 2019/20</u>			<u>Projected Actual</u>	<u>Next Year 2020/21</u>
	<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
<b>115 ORCHARD COMMUNITY CENTRE</b>								
4001 STAFF SALARIES	40,100	45,925	42,465	0	42,465	30,328	51,991	54,599
4002 EMPLOYERS N.I	4,700	4,013	4,990	0	4,990	2,796	4,793	5,153
4003 EMPLOYERS SUPERANN.	9,200	10,471	10,107	0	10,107	7,218	12,374	13,540
4007 HEALTH & SAFETY	500	0	500	0	500	0	500	500
4009 STAFF TRAVEL	0	220	0	0	0	207	300	300
4011 RATES	5,500	0	5,500	0	5,500	0	5,500	5,500
4012 WATER RATES	600	439	600	0	600	207	450	450
4014 ELECTRICITY	10,000	1,484	10,000	0	10,000	944	10,000	10,000
4015 GAS	4,500	1,710	4,500	0	4,500	-280	4,500	4,500
4016 CLEANING COSTS	4,000	4,350	4,000	0	4,000	3,355	4,500	4,500
4020 MISC. ESTABLISH.COST	400	0	500	0	500	0	500	500
4021 TELEPHONE & FAX	1,020	1,131	1,200	0	1,200	190	1,200	1,200
4026 COMPUTER	2,500	1,425	2,500	0	2,500	551	1,500	1,500
4029 OFFICE REFURBISHMENT	0	131	0	0	0	0	0	0
4032 PUBLICITY	500	0	500	0	500	0	500	500
4036 PROPERTY MAINTENANCE	1,000	801	1,000	0	1,000	477	1,000	1,000
4038 MAINTENANCE CONTRACT	1,500	629	1,500	0	1,500	1,024	1,500	1,500
4042 EQUIPT MAINT/REPAIR	200	139	200	0	200	0	200	200
4081 Licences	0	301	150	0	150	155	300	300

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## BIGGLESWADE TOWN COUNCIL

## Budget Detail - By Committee

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

## Note : Preliminary Budget Proposals 2020/21

		<u>Last Year 2018/19</u>		<u>Agreed Budget</u>	<u>This Year 2019/20</u>			<u>Projected Actual</u>	<u>Next Year 2020/21</u>
		<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
4128	EQUIPMENT	200	0	200	0	200	60	200	200
	OverHead Expenditure	86,420	73,169	90,412	0	90,412	47,230	101,808	105,942
1078	INC-MISC GRANTS	18,000	18,000	18,000	0	18,000	18,000	18,000	18,000
1082	INC-LETTINGS	8,000	28,765	25,000	0	25,000	16,176	32,000	32,000
1091	INC-MISCELLANEOUS	0	8	0	0	0	0	0	0
1109	INC-COFFEE MACHINE	0	0	0	0	0	224	250	250
1115	INC-REFRESHMENTS	0	8	0	0	0	0	0	0
	Total Income	26,000	46,781	43,000	0	43,000	34,399	50,250	50,250
115	Net Expenditure	60,420	26,388	47,412	0	47,412	12,830	51,558	55,692
<b>901</b>	<b>CENTRAL SERVICES</b>								
4001	STAFF SALARIES	161,300	134,051	144,125	0	144,125	86,110	160,000	193,197
4002	EMPLOYERS N.I	14,400	11,852	12,750	0	12,750	7,760	13,305	18,323
4003	EMPLOYERS SUPERANN.	36,800	28,491	34,300	0	34,300	19,198	33,000	47,915
4005	AGENCY STAFF	0	0	0	0	0	15,169	35,000	0
4007	HEALTH & SAFETY	2,500	145	2,500	0	2,500	0	2,500	2,500
4008	STAFF TRAINING	3,000	4,017	3,000	0	3,000	1,117	2,000	2,000
4009	STAFF TRAVEL	3,500	3,300	3,500	0	3,500	1,548	2,650	3,000
4010	MISC. STAFF COSTS	500	938	500	0	500	124	1,000	1,000
4013	RENT	25,580	25,400	29,920	0	29,920	17,453	35,328	34,760

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## Note : Preliminary Budget Proposals 2020/21

		<u>Last Year 2018/19</u>		<u>Agreed Budget</u>	<u>This Year 2019/20</u>			<u>Projected Actual</u>	<u>Next Year 2020/21</u>
		<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
4020	MISC. ESTABLISH.COST	250	302	250	0	250	0	250	250
4021	TELEPHONE & FAX	7,600	10,178	7,600	0	7,600	3,771	6,500	6,500
4022	POSTAGE	1,200	1,297	1,000	0	1,000	210	1,000	1,000
4023	STATIONERY	4,000	4,245	5,000	0	5,000	3,890	5,000	5,000
4025	INSURANCE	20,000	19,962	21,000	0	21,000	19,957	19,957	21,000
4026	COMPUTER	12,000	25,870	24,000	0	24,000	20,220	30,000	30,000
4027	PHOTOCOPIER	3,500	3,003	3,500	0	3,500	1,604	3,200	3,500
4031	ADVERTISING	400	612	400	0	400	0	400	400
4032	PUBLICITY	3,500	3,878	3,500	0	3,500	1,560	3,500	3,500
4051	BANK CHARGES	1,000	1,501	1,500	0	1,500	1,218	2,100	2,100
4056	LEGAL EXPENSES	1,000	5,681	1,000	0	1,000	1,220	1,220	1,220
4058	PROFESSIONAL FEES	5,000	787	5,000	0	5,000	1,630	2,000	2,000
4060	OFFICE EQUIPMENT	500	26	500	0	500	1,479	1,479	500
4073	PAYROLL BUREAU FEES	2,000	1,808	2,000	0	2,000	482	2,000	2,000
4074	ACCOUNTANCY FEES	14,000	15,707	15,000	0	15,000	6,754	15,000	15,000
4125	Misc Costs	0	27	0	0	0	26	26	30
4901	C.S. SALARY RECHARGE	-212,500	-174,394	-156,875	0	-156,875	-96,611	-173,305	-211,520
4911	C.S. O'HEAD RECHARGE	-111,030	-128,683	-164,970	0	-164,970	-84,994	-205,110	-185,175
	OverHead Expenditure	0	1	0	0	0	30,892	0	0
1091	INC-MISCELLANEOUS	0	1	0	0	0	0	0	0
	Total Income	0	1	0	0	0	0	0	0
901	Net Expenditure	0	0	0	0	0	30,892	0	0

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## Note : Preliminary Budget Proposals 2020/21

	<u>Last Year 2018/19</u>		<u>Agreed Budget</u>	<u>This Year 2019/20</u>			<u>Projected Actual</u>	<u>Next Year 2020/21</u>
	<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
Finance & General Purposes - Expenditure	511,152	483,583	488,770	0	488,770	360,508	560,950	571,864
Income	974,812	1,023,699	1,065,338	0	1,065,338	1,052,874	1,069,164	1,221,927
Net Expenditure	-463,660	-540,116	-576,568	0	-576,568	-692,367	-508,214	-650,063

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## Note : Preliminary Budget Proposals 2020/21

<u>Last Year 2018/19</u>			<u>This Year 2019/20</u>					<u>Next Year 2020/21</u>	
	<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>	
<u>Public Land &amp; Open Spaces</u>									
<u>102</u>	<u>ALLOTMENTS</u>								
4013	RENT	465	581	465	0	465	233	465	465
4037	GROUNDS MAINTENANCE	1,000	1,426	1,000	0	1,000	0	1,000	1,000
4067	PEST CONTROL	500	450	500	0	500	450	550	550
	OverHead Expenditure	1,965	2,457	1,965	0	1,965	683	2,015	2,015
1087	INC-ALLOTMENTS	5,300	6,359	6,000	0	6,000	6,588	6,600	6,600
	Total Income	5,300	6,359	6,000	0	6,000	6,588	6,600	6,600
102	Net Expenditure	-3,335	-3,901	-4,035	0	-4,035	-5,905	-4,585	-4,585
<u>104</u>	<u>BURIAL GROUNDS</u>								
4011	RATES	3,965	4,219	4,350	0	4,350	3,292	4,702	4,800
4012	WATER RATES	200	156	200	0	200	42	150	150
4014	ELECTRICITY	100	149	150	0	150	2,617	150	150
4036	PROPERTY MAINTENANCE	1,000	1,878	1,000	0	1,000	1,088	2,000	2,000
4110	FIRE PRECAUTIONS	200	152	200	0	200	368	500	500
4178	PATHS MAINTENANCE	1,000	0	1,000	0	1,000	0	1,000	1,000
4901	C.S. SALARY RECHARGE	12,750	10,464	9,413	0	9,413	5,797	10,398	12,691
4902	W.S. SALARY RECHARGE	46,940	45,623	56,310	0	56,310	25,175	50,001	59,441

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## BIGGLESWADE TOWN COUNCIL

## Budget Detail - By Committee

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

## Note : Preliminary Budget Proposals 2020/21

		<u>Last Year 2018/19</u>		<u>Agreed Budget</u>	<u>This Year 2019/20</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>		
4911	C.S. O'HEAD RECHARGE	6,662	7,721	9,898	0	9,898	5,099	12,307	11,111
4912	W.S. O'HEAD RECHARGE	10,620	11,529	12,964	0	12,964	5,278	11,857	12,280
	OverHead Expenditure	83,437	81,890	95,485	0	95,485	48,755	93,065	104,123
1074	INC-DONATIONS	0	200	0	0	0	0	0	0
1081	INC-RENT	0	800	0	0	0	0	0	0
1084	INC-BURIAL FEES	15,000	15,838	17,000	0	17,000	8,120	17,000	17,000
1097	INC-MEMORIALS	3,000	698	2,000	0	2,000	306	306	300
	Total Income	18,000	17,536	19,000	0	19,000	8,426	17,306	17,300
104	Net Expenditure	65,437	64,354	76,485	0	76,485	40,329	75,759	86,823
<b>212</b>	<b>RECREATION GROUNDS</b>								
4011	RATES	4,450	4,392	4,550	0	4,550	3,127	4,468	4,565
4012	WATER RATES	11,000	6,439	11,000	0	11,000	1,156	11,000	11,000
4013	RENT	1	0	1	0	1	0	1	1
4014	ELECTRICITY	3,500	6,955	5,000	0	5,000	2,491	6,000	6,000
4016	CLEANING COSTS	400	0	400	0	400	98	400	400
4036	PROPERTY MAINTENANCE	5,000	0	5,000	0	5,000	0	5,000	5,000
4037	GROUNDS MAINTENANCE	5,000	2,155	2,500	0	2,500	575	2,500	2,500
4038	MAINTENANCE CONTRACT	5,000	6,615	6,500	0	6,500	4,808	6,500	6,500
4039	PLAY. EQUIP. MAINT.	6,000	4,353	3,000	0	3,000	1,187	3,000	3,000

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## Note : Preliminary Budget Proposals 2020/21

		<u>Last Year 2018/19</u>		<u>Agreed Budget</u>	<u>This Year 2019/20</u>			<u>Projected Actual</u>	<u>Next Year 2020/21</u>
		<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
4043	FENCING & GATES	1,000	464	1,000	0	1,000	0	1,000	1,000
4044	TREES & PLANTS	4,000	3,504	2,500	0	2,500	1,618	2,500	2,500
4067	PEST CONTROL	1,500	1,000	1,500	0	1,500	700	1,500	1,500
4100	FERT./SEEDS/WEEDKILL	2,000	2,263	2,000	0	2,000	118	2,000	2,000
4104	REFUSE COLLECTION	0	1,736	1,000	0	1,000	2,819	6,000	6,000
4110	FIRE PRECAUTIONS	500	1,019	750	0	750	638	700	750
4114	LITTER BINS	2,000	1,568	2,000	0	2,000	1,437	2,000	2,000
4128	EQUIPMENT	0	1,715	0	0	0	0	0	0
4139	GRASS CUTTING	5,000	4,236	5,000	0	5,000	0	0	0
4901	C.S. SALARY RECHARGE	34,000	27,903	25,100	0	25,100	15,458	27,729	33,843
4902	W.S. SALARY RECHARGE	164,290	159,679	197,084	0	197,084	88,112	175,002	208,042
4911	C.S. O'HEAD RECHARGE	17,765	20,589	26,395	0	26,395	13,599	32,818	29,628
4912	W.S. O'HEAD RECHARGE	37,170	40,352	45,374	0	45,374	18,473	41,500	42,980
OverHead Expenditure		309,576	296,936	347,654	0	347,654	156,414	331,618	369,209
1077	INC-S106 GRANTS	0	1,480	0	0	0	0	0	0
1078	INC-MISC GRANTS	0	3,022	0	0	0	0	0	0
1081	INC-RENT	5,240	9,101	5,240	0	5,240	7,030	9,000	5,240
1082	INC-LETTINGS	0	0	0	0	0	22	22	0
1083	INC-PITCH HIRE	5,000	925	4,000	0	4,000	18	4,000	4,000
1091	INC-MISCELLANEOUS	330	0	350	0	350	0	0	0

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## BIGGLESWADE TOWN COUNCIL

## Budget Detail - By Committee

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

Note : Preliminary Budget Proposals 2020/21

		<u>Last Year 2018/19</u>		<u>Agreed Budget</u>	<u>This Year 2019/20</u>			<u>Projected Actual</u>	<u>Next Year 2020/21</u>	
		<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		<u>Next Year Budget</u>	
1092	INC-GRNDS MAINT	1,150	0	0	0	0	0	0	0	
	Total Income	11,720	14,529	9,590	0	9,590	7,070	13,022	9,240	
	212 Net Expenditure	297,856	282,407	338,064	0	338,064	149,344	318,596	359,969	
<b>902</b>	<b>WORKS SERVICES</b>									
4001	STAFF SALARIES	176,750	180,564	212,350	0	212,350	114,714	196,653	222,166	
4002	EMPLOYERS N.I	17,650	15,720	18,650	0	18,650	10,175	17,443	19,939	
4003	EMPLOYERS SUPERANN.	40,300	31,829	50,550	0	50,550	21,529	35,907	55,098	
4007	HEALTH & SAFETY	500	331	500	0	500	381	500	500	
4008	STAFF TRAINING	2,500	1,719	2,500	0	2,500	1,269	2,500	2,500	
4009	STAFF TRAVEL	500	262	500	0	500	126	300	300	
4010	MISC. STAFF COSTS	300	0	300	0	300	0	300	300	
4014	ELECTRICITY	50	0	50	0	50	80	200	200	
4021	TELEPHONE & FAX	50	25	1,000	0	1,000	0	0	0	
4029	OFFICE REFURBISHMENT	0	57	0	0	0	0	0	0	
4030	RECRUIT. ADVERTISING	0	1,006	0	0	0	0	0	0	
4036	PROPERTY MAINTENANCE	0	0	0	0	0	114	114	200	
4041	EQUIPMENT HIRE	400	0	400	0	400	216	400	400	
4042	EQUIPT MAINT/REPAIR	4,000	4,386	4,000	0	4,000	3,168	4,500	4,500	
4046	VEHICLE LEASING	10,500	10,915	12,000	0	12,000	4,203	9,000	11,000	

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## BIGGLESWADE TOWN COUNCIL

## Budget Detail - By Committee

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

Note : Preliminary Budget Proposals 2020/21

		<u>Last Year 2018/19</u>		<u>This Year 2019/20</u>				<u>Next Year 2020/21</u>	
		<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>
4047	MATERIALS/TOOLS	5,000	10,841	5,000	0	5,000	8,454	12,000	12,000
4048	VEHICLE MAINT/REPAIR	7,500	10,039	15,000	0	15,000	4,776	10,000	10,000
4049	VEHICLE FUEL	6,500	7,653	8,000	0	8,000	4,656	8,000	8,000
4050	VEHICLE TAX	0	270	270	0	270	455	455	500
4103	PROTECTIVE CLOTHING	2,500	4,114	2,500	0	2,500	2,050	2,500	2,500
4119	SKIP HIRE	6,000	3,169	6,000	0	6,000	991	3,000	3,000
4125	Misc Costs	0	0	0	0	0	16	16	0
4128	EQUIPMENT	500	90	500	0	500	0	500	500
4134	SECURITY/CCTV	3,300	1,822	3,300	0	3,300	0	2,000	2,000
4136	RENEWALS/REPLACEMENT	3,000	829	3,000	0	3,000	0	3,000	3,000
4137	PLANNING APPLICATION	0	116	0	0	0	0	0	0
4902	W.S. SALARY RECHARGE	-234,700	-228,114	-281,550	0	-281,550	-125,875	-250,003	-297,203
4912	W.S. O'HEAD RECHARGE	-53,100	-57,645	-64,820	0	-64,820	-26,390	-59,285	-61,400
OverHead Expenditure		0	0	0	0	0	25,107	0	0
902	Net Expenditure	0	0	0	0	0	25,107	0	0
Public Land & Open Spaces - Expenditure		394,978	381,283	445,104	0	445,104	230,960	426,698	475,347
Income		35,020	38,423	34,590	0	34,590	22,084	36,928	33,140
Net Expenditure		359,958	342,860	410,514	0	410,514	208,876	389,770	442,207

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## BIGGLESWADE TOWN COUNCIL

## Budget Detail - By Committee

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

## Note : Preliminary Budget Proposals 2020/21

Notes 1. Preliminary Budget Proposals 2020/21

		<u>Last Year 2018/19</u>		<u>Agreed Budget</u>	<u>This Year 2019/20</u>			<u>Projected Actual</u>	<u>Next Year 2020/21</u>
		<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
<u>Town Centre Management</u>									
<b>103</b>	<b><u>STREET LIGHTS</u></b>								
4014	ELECTRICITY	6,000	7,065	0	0	0	4,499	0	0
4038	MAINTENANCE CONTRACT	6,500	-16,877	0	0	0	0	0	0
4045	S/L REPAIR/RENEWAL	3,000	828	0	0	0	0	0	0
4174	BUS SHELTER MAINTENANCE	500	0	500	0	500	0	0	0
	OverHead Expenditure	16,000	-8,985	500	0	500	4,499	0	0
103	Net Expenditure	16,000	-8,985	500	0	500	4,499	0	0
<b>105</b>	<b><u>CAR PARKS</u></b>								
4011	RATES	23,750	25,128	25,900	0	25,900	17,991	25,704	26,250
4014	ELECTRICITY	0	0	0	0	0	0	500	500
4021	TELEPHONE & FAX	600	0	600	0	600	0	600	600
4038	MAINTENANCE CONTRACT	0	2,055	0	0	0	6,259	7,500	7,500
4042	EQUIPT MAINT/REPAIR	0	2,574	0	0	0	0	0	0
4047	MATERIALS/TOOLS	500	1,872	2,000	0	2,000	1,231	2,000	2,000
4056	LEGAL EXPENSES	1,000	0	1,000	0	1,000	0	1,000	1,000
4092	Card Processing Fees	0	542	-2,000	0	-2,000	528	1,000	1,000
4108	SURFACE REPAIRS	3,000	8,175	3,000	0	3,000	0	3,000	3,000
4126	CAR PARK LEASE	26,001	29,000	26,001	0	26,001	14,500	29,001	29,001

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## BIGGLESWADE TOWN COUNCIL

## Budget Detail - By Committee

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

## Note : Preliminary Budget Proposals 2020/21

		Last Year 2018/19		Agreed Budget	This Year 2019/20			Projected Actual	Next Year 2020/21	
		Budget	Actual		Net Virement	Revised Budget	Actual YTD		Next Year Budget	
4127	SIGNS	0	198	0	0	0	0	0	0	
4901	C.S. SALARY RECHARGE	3,188	2,616	2,353	0	2,353	1,449	2,600	3,173	
4902	W.S. SALARY RECHARGE	11,735	11,406	14,078	0	14,078	6,294	12,500	14,860	
4911	C.S. O'HEAD RECHARGE	1,665	1,930	2,475	0	2,475	1,275	3,077	2,778	
4912	W.S. O'HEAD RECHARGE	2,655	2,882	3,241	0	3,241	1,320	2,964	3,070	
OverHead Expenditure		74,094	88,378	78,648	0	78,648	50,847	91,446	94,732	
1088	INC-CAR PARKING FEES	105,000	24,519	30,000	0	30,000	21,245	36,000	36,000	
1089	INC - PARKING PERMITS WORK	0	15,151	15,000	0	15,000	10,392	11,000	11,000	
1099	INC-INSURANCE (CLAIM)	0	2,556	0	0	0	0	0	0	
1189	INC-PARKING PERMITS RES	0	5,479	5,000	0	5,000	3,775	6,000	6,000	
Total Income		105,000	47,704	50,000	0	50,000	35,412	53,000	53,000	
105	Net Expenditure	-30,906	40,675	28,648	0	28,648	15,435	38,446	41,732	
106	MARKET									
4001	STAFF SALARIES	0	805	0	0	0	0	0	0	
4004	MARKET STAFF	5,150	4,104	5,250	0	5,250	2,911	5,250	5,250	
4011	RATES	6,400	4,982	5,150	0	5,150	3,567	5,097	5,205	
4014	ELECTRICITY	300	1,193	300	0	300	165	1,200	1,200	
4025	INSURANCE	550	0	550	0	550	0	0	0	
4032	PUBLICITY	550	0	550	0	550	343	550	550	

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## Note : Preliminary Budget Proposals 2020/21

		<u>Last Year 2018/19</u>		<u>Agreed Budget</u>	<u>This Year 2019/20</u>			<u>Projected Actual</u>	<u>Next Year 2020/21</u>
		<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
4047	MATERIALS/TOOLS	250	0	250	0	250	120	250	250
4081	Licences	333	333	333	0	333	0	333	333
4901	C.S. SALARY RECHARGE	10,625	8,720	7,844	0	7,844	4,831	8,665	10,576
4911	C.S. O'HEAD RECHARGE	5,552	6,434	8,249	0	8,249	4,250	10,256	9,259
	OverHead Expenditure	29,710	26,571	28,476	0	28,476	16,186	31,601	32,623
1085	INC-TUESDAY MARKET RENTS	3,000	3,108	3,000	0	3,000	1,458	2,900	2,900
1086	INC-SATURDAY MARKET RENTS	18,000	12,066	13,500	0	13,500	5,520	10,500	10,500
1091	INC-MISCELLANEOUS	0	90	0	0	0	63	90	0
	Total Income	21,000	15,265	16,500	0	16,500	7,041	13,490	13,400
106	Net Expenditure	8,710	11,307	11,976	0	11,976	9,145	18,111	19,223
<b>107</b>	<b><u>TOWN CENTRE GENERAL</u></b>								
4001	STAFF SALARIES	0	10,128	24,800	0	24,800	14,466	24,804	26,050
4002	EMPLOYERS N.I	0	888	2,250	0	2,250	1,302	2,232	2,402
4003	EMPLOYERS SUPERANN.	0	2,309	6,000	0	6,000	3,443	5,902	6,458
4009	STAFF TRAVEL	0	25	0	0	0	168	250	250
4036	PROPERTY MAINTENANCE	0	0	0	0	0	732	750	1,000
4064	ANNUAL HANGING BASKETS	3,000	2,266	2,500	0	2,500	2,991	2,991	3,000
4116	WAR MEM & REM SERV	1,000	755	1,000	0	1,000	238	750	750
4117	CLOCK REPAIRS	350	0	350	0	350	0	350	350

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## BIGGLESWADE TOWN COUNCIL

## Budget Detail - By Committee

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

## Note : Preliminary Budget Proposals 2020/21

	Last Year 2018/19		Agreed Budget	This Year 2019/20			Projected Actual	Next Year 2020/21
	Budget	Actual		Net Virement	Revised Budget	Actual YTD		
4138 MARKET SQUARE EVENTS	0	0	0	0	0	0	0	15,000
4140 CHRISTMAS ACTIVITIES	5,000	6,864	5,500	0	5,500	300	7,000	7,000
4144 CCTV	18,000	14,982	18,000	0	18,000	1,500	18,000	18,000
4145 CHRISTMAS LIGHTS	18,500	17,999	18,500	0	18,500	10,879	18,000	18,000
4901 C.S. SALARY RECHARGE	3,188	2,616	2,353	0	2,353	1,449	2,600	3,173
4902 W.S. SALARY RECHARGE	11,735	11,406	14,078	0	14,078	6,294	12,500	14,860
4911 C.S. O'HEAD RECHARGE	1,665	1,930	2,475	0	2,475	1,275	3,077	2,778
4912 W.S. O'HEAD RECHARGE	2,655	2,882	3,241	0	3,241	1,320	2,964	3,070
OverHead Expenditure	65,093	75,049	101,047	0	101,047	46,356	102,170	122,141
1145 INC-CHRISTMAS ACTIVITIES	0	701	0	0	0	233	500	0
Total Income	0	701	0	0	0	233	500	0
107 Net Expenditure	65,093	74,348	101,047	0	101,047	46,122	101,670	122,141
<b>110 PUBLIC CONVENIENCES</b>								
4011 RATES	3,450	3,024	3,150	0	3,150	2,166	3,093	3,160
4012 WATER RATES	1,600	1,400	1,600	0	1,600	1,132	1,600	1,600
4014 ELECTRICITY	900	943	900	0	900	-160	1,000	1,000
4036 PROPERTY MAINTENANCE	2,500	2,204	2,500	0	2,500	119	2,500	2,500
4038 MAINTENANCE CONTRACT	16,500	15,590	18,500	0	18,500	10,237	16,000	16,500
OverHead Expenditure	24,950	23,162	26,650	0	26,650	13,495	24,193	24,760
110 Net Expenditure	24,950	23,162	26,650	0	26,650	13,495	24,193	24,760

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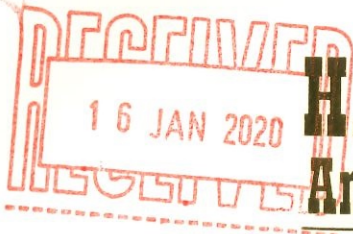
## BIGGLESWADE TOWN COUNCIL

## Budget Detail - By Committee

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

## Note : Preliminary Budget Proposals 2020/21

	<u>Last Year 2018/19</u>		<u>Agreed Budget</u>	<u>This Year 2019/20</u>			<u>Projected Actual</u>	<u>Next Year 2020/21</u>
	<u>Budget</u>	<u>Actual</u>		<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
Town Centre Management - Expenditure	209,847	204,175	235,321	0	235,321	131,381	249,410	274,256
Income	126,000	63,669	66,500	0	66,500	42,686	66,990	66,400
Net Expenditure	83,847	140,506	168,821	0	168,821	88,695	182,420	207,856
Total Budget Expenditure	1,115,977	1,069,042	1,169,195	0	1,169,195	722,849	1,237,058	1,321,467
Income	1,135,832	1,125,792	1,166,428	0	1,166,428	1,117,644	1,173,082	1,321,467
Net Expenditure	-19,855	-56,750	2,767	0	2,767	-394,796	63,976	0



# H. HARRIS & SONS

## Amusement Caterers



BIGGLESWADE, BEDFORDSHIRE

15/1/2020

Dear Rob,

I am writing for the Councils  
permission to hold the Jan Fair  
as usual on the next 3y  
carnival week.  
to pull on Tuesday 16<sup>th</sup> - Sun 21<sup>st</sup> June  
e to open the 18<sup>th</sup> - Fri 19<sup>th</sup> Sat 20<sup>th</sup>  
e Sun 21<sup>st</sup> 2020,

I hope this will meet  
with the Councils Approval  
Yours Sincerely

Henry  
Harris





# **Pension Administration Strategy**

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# 1. Introduction and Regulatory Context

- 1.1 This document sets out a framework of the Administration Strategy by outlining the policies and expected performance standards of both Employers and Bedfordshire Pension Fund (“the Fund”), which will enable provision of a cost-effective and high quality pension administration service. The strategy is kept under review and will be revised to reflect changes to LGPS regulations and Fund policies.
- 1.2 The Local Government Pension Scheme (LGPS) Regulations 2013 allow Pension Fund Administering Authorities to prepare a Pension Administration Strategy (“the Strategy”) for improving the administrative processes within their LGPS Fund (Regulation 59). In carrying out their roles and responsibilities under these regulations, the Fund and Scheme employers (“employers” or “employer”) are also required to comply with any relevant overriding legislation and recognise any regulatory guidance or Codes of Practice issued by the Pension Regulator (tPR).
- 1.3 From April 2015, the Pensions Regulator assumed responsibility for setting standards of administration and governance on all administrative aspects of the scheme. Local Pension Boards provide an independent scrutiny role to assist the Fund with its ‘regulatory compliance, effective and efficient administration and governance’.
- 1.4 This strategy has been developed in consultation with employers and adopted to improve the overall administration of the Fund. It is intended to apply in a spirit of partnership and co-operation, where assistance and support will be provided to improve administration performance and meet the requirements of the strategy.
- 1.5 This policy introduces the principles of recovering costs from employers. Regulation 70 of the LGPS Regulations 2013 allows a Fund to recover costs from an employer where costs have been incurred because of that employer’s level of performance in carrying out its functions under these Regulations. A schedule of penalty charges is set out in section Appendix 1. If an employer is struggling to meet its obligations and is at risk of incurring a penalty, the Fund will contact the employer to discuss the cause of the poor performance and the employer will be given the opportunity to make the necessary improvements to their performance before a penalty is enforced. The employer will need to demonstrate that efforts are being made to improve performance.

## 2. Aims and objectives

- 2.1 To ensure that we are administering the scheme correctly and we continue to improve and enhance the service we offer, the Fund has set the following administration objectives:
- deliver a high-quality, friendly and informative service to all beneficiaries, potential beneficiaries and employers
  - ensure benefits are paid to, and income collected from, the right people at the right time at the right amount
  - ensure data is protected to guarantee security and authorised use only
- 2.2 The aims of this strategy are to:
- support delivery of a high-quality pension service for members
  - set out and deliver the quality and performance standards expected of the Fund and its employers; and
  - promote good working relationships and improve efficiency between the Fund and its employers.
- 2.3 The efficient payment of the benefits of the scheme is reliant upon effective administrative procedures between the Fund and employers, most notably for the timely exchange of accurate information in relation to scheme members.
- 2.4 This strategy sets out the expected levels of performance of the Fund and the employers and provides details about the monitoring of performance levels and the action(s) that might be taken where standards are not met by employers and/or when persistent non-compliance occurs.
- 2.5 The objectives of this strategy are to ensure that:
- the Fund and employers are aware of, and understand, their respective roles and responsibilities under the LGPS Regulations
  - the Fund operates in accordance with LGPS Regulations and the Pensions Regulator's guidance in demonstrating compliance and scheme governance.
  - communication processes are in place to enable both the Fund and employers to proactively and responsively engage with each other and other partners.
  - accurate records are maintained for the purpose of calculating pension entitlements and employer liabilities, ensuring all information and data is communicated satisfactorily, securely and in a timely manner



- the Fund and employers have appropriate skills, and guidance/training is in place, to deliver a high-quality service and effectively contribute to the changing pensions agenda
- administrative services are developed and delivered digitally where possible in order to streamline processes and maximise efficient use of resources

### 3. Roles and responsibilities – the Fund

- 3.1 This section outlines the key responsibilities of the Fund, what the Fund will do and by when. It focusses on the key activities that employers and members are involved in and should not be viewed as an exhaustive list. See section 3.3 for a list of key tasks that are benchmarked annually against other LGPS Funds and are reported to the Local Pension Board and Pension Fund Committee

Fund Function / task		Expected timeframe
<b>1</b>	<b>General information</b>	
1.1	Regularly review the Fund's pensions administration strategy and consult with all employers	In advance of the policy being adopted
1.2	Review the Fund's funding strategy statement at each triennial valuation, following consultation with employers and the Fund's actuary	Publish by 31 March following the valuation date or as otherwise required
1.3	Regularly review the Fund's communication policy	Review every three years
1.4	Regularly review the Fund's governance and compliance statement	Review annually
1.5	Publish the Fund's annual report and accounts	By 1 December, following the year-end
1.6	Publish the Fund's final audited and approved accounts	By 31 July following the year-end
<b>2</b>	<b>Contribution requirements</b>	
2.1	Consult with employers on the outcomes of the triennial valuation	At least two months in advance of the signing of the final rates and adjustment certificate

Fund Function / task		Expected timeframe
2.2	Notify employers of contribution requirements for three years effective from the April following the actuarial valuation date	On or before 1 <sup>st</sup> April following final issue of rates and adjustments certificate by the actuary
2.3	Notify new employers of their contribution requirements	Within six weeks of receipt of the notification of admission application or commencement as an employer
<b>3</b>	<b>Support for employers</b>	
3.1	Provide support for employers through: <ul style="list-style-type: none"> <li>written guidance and communications; and</li> <li>face to face meetings</li> </ul>	Written communication as per the Fund's communication policy  Employer forum held at least annually Annual review meeting
3.2	Notify employers and scheme members of changes to the scheme rules	As per disclosure requirements
3.3	Production and maintenance of an IDRP employer guide	On an ongoing basis
3.4	Assist employers with the implementation of i-Connect	Commencing in 2020
<b>4</b>	<b>Member information and general administration</b>	
4.1	Produce annual benefit statements for active members as at 31 March	By 31 August following the year-end
4.2	Produce annual benefit statements for deferred members as at pensions increase date in April	By 31 August following pensions increase date
4.3	Produce and issue pension savings statements each year to members who have exceeded their standard annual allowance	By 6 October following the end of the tax year (provided receipt of all relevant information from the employer)
4.4	Issue P60s to pensioners and beneficiaries	By 31 May following the year-end
4.5	Publish and keep up to date all forms required for completion by scheme members or employers	Within 30 days from any revision



Fund Function / task		Expected timeframe
4.6	Letters/e-mails from members (or member's representatives)	Answer or acknowledge within 10 working days

### 3.3 Performance measurement and key tasks

The Fund monitors its performance against the following tasks and a number of the key tasks are also benchmarked annually against industry standard performance indicators. The Fund's performance against these key tasks, and its performance comparative to other Funds, is reported to the Local Pension Board, Pension Fund Committee and is included in the Fund's annual report & accounts.

The table below set out the Fund's performance indicators in relation to processing scheme member records and benefits.

Performance Area		Measurement
<b>1</b>	<b>New joiners &amp; changes</b>	
1.1	Set up a new starter and provide statutory notification	Within 10 working days of receipt of correct data from employer
1.2	Changes to a member's details	Within 10 working days of receipt of notification from employer
<b>2</b>	<b>Transfers</b>	
2.1	Transfer-in quotations processed	Within 10 working days of receipt of all necessary information
2.2	Transfer notification of transferred-in membership to be notified to the scheme member	Within 10 working days of receipt of payment
2.3	Transfer-out quotations processed	Within 10 working days of receipt of all necessary information
2.4	Transfer-out payments processed	Within 10 working days of receipt of all necessary information
2.5	Provision of estimate for divorce purposes	Within 10 working days of receipt of all necessary information

Performance Area		Measurement
<b>3</b>	<b>Additional contributions</b>	
3.1	Notify the employer of any scheme member's election to pay additional pension contributions (APCs), including all required information to enable deductions to commence	Within 10 working days of receipt of all necessary information
<b>4</b>	<b>Leavers</b>	
4.1	Notify members of their deferred options	Within 10 working days of receipt of all necessary information
4.2	Deferred benefits calculated	Within 10 working days of receipt of all necessary information
4.3	Deferred benefits processed for payment following receipt of election	Within 10 working days from receipt of all necessary information
4.4	Refund payments	Within 10 working days from receipt of all necessary information
<b>5</b>	<b>Retirements</b>	
5.1	Provision of retirement options to members	Within working 10 days of the later of (i) the member's leaving date or (ii) receipt of all necessary documentation
5.2	New retirement benefits processed for payment following receipt of election	Lump-sum payment within 10 working days of receipt of all necessary documentation First pension payment on next available payroll run
5.3	Changes to bank details made	By next payroll cut-off date
<b>6</b>	<b>Deaths</b>	
6.1	Acknowledgement of a death	Within 10 working days of receiving the notification.
6.2	Notification of benefits payable to dependents will be issued	Within 10 working days of receiving the necessary information



Performance Area		Measurement
6.3	Payment of death lump-sum will be made	Within 10 working days of receipt of all necessary information
7	<b>Customer service</b>	
7.1	Provide an answer or acknowledgement to scheme members / employers / personal representatives / dependents and other authorised persons	Within 10 working days from receipt of enquiry

## 4. Roles and responsibilities – employers

### 4.1 Employer responsibilities

- 4.1.1 Each employer shall nominate a person who will act as the Fund's primary contact. There may be additional contacts for finance, contributions, payroll etc.
- 4.1.2 It is the employer's responsibility to ensure that the primary contact and contact details held by the Fund are correct, and to notify the Fund of any changes immediately.
- 4.1.3 The employer must ensure the nominated primary contact and other key staff are aware of their employer duties and keeps up to date with guidance issued by the Fund.
- 4.1.4 The employer must ensure it retains a good level of LGPS knowledge and has a succession plan in place should the nominated primary contact leave or is expected to absent for a prolonged period of time.
- 4.1.5 During the year, the employer should provide the required data and notifications to the Fund, in a timely manner. Persistent failure by an employer to meet the required performance standards could result in any additional costs to the Fund being recovered from the employer – see section 6 and Appendix A.
- 4.1.6 The employer must comply with its obligations under Data Protection Law including the secure transfer of members' personal data.

#### 4.1.7 Key Employer responsibilities

This section outlines the key responsibilities of employers, what employers are required to do and by when. It should not be viewed as an exhaustive list; employers have a statutory duty to provide the Fund with all information necessary to enable the Fund to administer the scheme.

Employer function / task		Expected timeframe
<b>1</b>	<b>General</b>	
1.1	<b>Confirm nominated representative(s)</b> to receive information from the Fund via the submission of a completed contacts form	Within 30 days of change or becoming an employer in the Fund
1.2	<b>Appoint a person (the adjudicator) to consider disputes</b> under stage 1 of the pension internal dispute process (IDRP) and provide full up to date contact details to the Fund	Within 30 days of becoming an employer in the fund, or following the resignation of the current adjudicator
1.3	<b>Formulate, publish and keep under review policies</b> in relation to all areas where the employer may exercise a discretion within the LGPS	A copy of the policy document is to be submitted to the Fund within 60 days of the change in policy
1.4	<b>Distribute any information</b> provided by the Fund to scheme members/potential scheme members (e.g. scheme benefits or benefit statement production)	In a timely manner as required
<b>2</b>	<b>New Starters</b>	
2.1	<b>Decide who is eligible</b> for LGPS membership (and the date from which membership of the LGPS starts).	On joining (or at point becomes eligible if later)
2.2	<b>Determine rate of employee contributions</b>	From the first pay period in which the employee joins the LGPS
2.3	<b>Notify BPF</b> of new joiner	Within the first two weeks of the month following the month in which the employee joined (e.g. if employee joined in April, we need notification in the first two weeks in May)
2.4	<b>Provide new employees, who are eligible for the LGPS, with details about the LGPS</b> This may be in the form of directing them to the Fund's website	Within 30 days of commencing eligible employment



Employer function / task		Expected timeframe
<b>3</b>	<b>Contributions</b>	
3.1	<b>Pay employer and employee contributions</b> to the Fund and complete monthly contributions form containing detail of the contributions payment.	By the 7 <sup>th</sup> working day following the month end, but no later than the legal timeframe of the 19 <sup>th</sup> of the month following (both payment and relevant accompanying paperwork) if payment by cheque or 21 <sup>st</sup> if payment is electronic
3.2	<b>Implement changes to employer contribution rates</b> as instructed by the Fund at the date specified by the Fund's actuary	In line with the Rates & Adjustment Certificate as per the valuation or on commencement as an employer in the fund
3.3	<b>Manage the correct deduction of employee contributions</b> from a member's pensionable pay and throughout their membership in the scheme (including any periods of leave)	As required, typically monthly
3.4	<b>Manage the deduction of all additional contributions</b> or amend such deductions, as appropriate	As required
3.5	Arrange for the <b>deduction of AVCs</b> and payment over of contributions to the AVC provider(s)	As required, typically monthly
3.6	<p><b>Make additional fund payments</b> in relation to:</p> <ul style="list-style-type: none"> <li>• an early payment of benefits from flexible, redundancy or business efficiency retirement, or</li> <li>• a member retiring early with employer's consent, or</li> <li>• the employer 'switching on' the 85 year rule</li> </ul> <p>which has resulted in an actuarial <b>strain cost</b></p>	Within 30 days of receipt of invoice from the Fund

Employer function / task		Expected timeframe
3.7	<b>Refund contributions through the payroll</b> to any employee who <b>opts out</b> of the scheme <b>with less than 3 months'</b> membership.	From the next available pay period after receiving the employee's request to opt out
<b>4</b>	<b>During an employee's membership of the scheme</b>	
4.1	Move employees into the <b>50:50 section</b> or Main section	From the next available pay period after receiving the employee's election
4.2	Move employee back into the <b>Main section</b>	<p>If the employee</p> <ul style="list-style-type: none"> <li>• is in the 50/50 section and goes onto no pay due to sickness or injury and is still on nil pay at the beginning of the next pay period or</li> <li>• or is in the 50/50 section at the time of the employer's re-enrolment date</li> </ul> <p>then the employee must be moved into the main section from the beginning of the next available pay period.</p>
4.3	Notify members of the scheme of their right to buy back pension 'lost' during any period of unpaid leave (including unpaid additional maternity leave) and tell them that if they do so within 30 days of their return to work then the employer contributes 2/3 <sup>rds</sup> of the cost	When member applies for unpaid leave, or as soon as possible on the member's return to work.
4.3	<b>Notify BPF of changes</b> affecting pension entitlement via Notification of Changes form	Within the first two weeks of the month following the month in which the change took place (e.g. if change happened in April, we need notification in the first two weeks in May)
<b>5</b>	<b>Early Leavers</b>	
5.1	<b>Early leavers (non-retirement)</b> Notify BPF via form TERM2014 or TERM5050	Within the first two weeks of the month following the month in which the employee left (e.g. if the member left in April we would expect notification within the first two weeks of May). If the reason for leaving is not 'retirement' we will preserve benefits with the scheme.
<b>6</b>	<b>Retirement</b>	



Employer function / task		Expected timeframe
6.1	<b>Notification of retirement</b> Notify BPF via form TERM2014 or TERM5050	As early as possible but no later than 10 working days after the member's final payroll has run.
6.2	<b>Ill Health Retirement notification</b> Notify BPF via form TERM2014 or TERM5050 and Employer Certificate	Form TERM2014 or TERM5050, Employer Certificate and the IRMP medical certificate to be sent to the Fund as soon as the possible and no later than 10 working days after the member's final payroll has run.
6.3	<b>Redundancy or Business Efficiency with Early Retirement</b> Notify BPF via form TERM2014 or TERM5050 and Employer Certificate	Form TERM2014 or TERM5050 and Employer Certificate should be sent to the Fund as soon as the possible and no later than 10 working days after the member's final payroll has run
6.4	<b>Flexible retirement notification</b> Notify BPF via form TERM2014 or TERM505 and Employer Certificate	Form TERM2014 or TERM5050 and Employer Certificate should be sent to the Fund as soon as possible and no later than 10 working days after the member's final payroll has run. Even where a Discretionary Policy Statement allows it, the rule of 85 'switch on' will not be applied unless explicit instruction on a case by case basis is received.
<b>7</b>	<b>Contracting out of services</b>	
7.1	<b>Contact the Fund to discuss the pension implications of contracting-out services</b> which will involve a TUPE transfer of staff to another organisation.	Immediately if contracting-out services is being considered as a possibility and before making any decisions to contract-out services
7.2	<b>Notify the Fund of the intention to contract-out services</b> which will involve a TUPE transfer of staff to another organisation. See the 'Guide to outsourcing staff in the LGPS' available on the Bedfordshire Pension Fund website	At least 6 weeks <b>before</b> going out to tender.
7.3	Work with the Fund to <b>arrange for an admission agreement to be put in place</b> when contracting-out a service, and assist in ensuring it is complied with	In advance of the date of contract (admission agreement must be completed and signed before the contract signing)

Employer function / task		Expected timeframe
7.4	Notify the Fund if the employer ceases to admit new scheme members or is considering terminating membership of the Fund	During exploratory discussions or as soon as the decision is made
8	<b>Annual year-end data return</b>	
8.1	Provide the Fund with an annual return to 31 March each year. Due to the critical nature of this data for statutory reporting and annual benefit statement production, there is a separate charging policy for late and/or inaccurate returns – see Appendix 1	An accurate return to be submitted in the approved format no later than 30 April.

## 4.2 Payroll Services and Providers

4.2.1 All employers must ensure that they procure payroll services and systems that:

- securely store the personal and financial data of its scheme member employees as required by the Fund in order for the Fund to be able to maintain records and meet its duties and obligations as a pension fund
- are able to provide data extracts that meet the reporting requirements of the Fund and the Scheme and are in the appropriate format to interface with the Fund's pensions administration system

4.2.2 Where an employer takes its payroll services from a third party or from a payroll located in another part of the organisation or parent company then responsibility for providing timely, quality data from the payroll remains with the employer that is participating in the Fund.

4.2.3 Where an employer changes payroll providers then that employer must ensure that the new provider is able to:

- store the personal and financial data of its scheme member employees as required by the Fund in order for the Fund to maintain records and meet its duties and obligations as a pension fund
- provide data extracts that meet the reporting requirements of the Fund and the Scheme and are in the appropriate format to interface with the Fund's pensions administration system.

- 4.2.4 The employer must also ensure that the new service provider has advance knowledge of the requirements of the LGPS in terms of data supply and reporting. The new provider must have a system in place that is able to meet those requirements and needs sufficient notice of its duties and responsibilities to enable a seamless takeover to ensure that the provision of member data is maintained from the first month of the new provider's contract. Failure to ensure this will result in a financial penalty for the employer responsible, as outlined in Appendix A of this document.
- 4.2.5 Additionally, for scheme management, accounting and data quality control, and to ensure continuity of service for members, data on the previous payroll up to the date of termination and change must remain available for extraction and provision to the Fund as appropriate and necessary for at least one year after the contract has ceased.

## **5. Achieving the Objectives**

- 5.1 The Fund currently has more than 150 participating employers. The employers differ in size, structure and resources, which presents a significant logistical challenge to the management of information, processes and services within the Fund. The number of employers in the Fund continues to grow, as does the volume of accurate information required to administer the scheme effectively. We need to meet the expectations of scheme members and be able to demonstrate excellent data quality under increased scrutiny at a local and national level. In line with guidance issued by the Pensions Regulator, the Fund is required to evidence good governance and administrative efficiency.
- 5.2 There are four key elements necessary to achieving the Fund's administrative objectives:

### **(a) Communications**

The Fund aims to provide clear, relevant, accurate, accessible and timely information to all stakeholders. To this end, the Fund's communications strategy is already in place, providing a wide range of solutions for all parties. However, with growing membership numbers creating an increased need for information, the Fund is developing its communications strategy, embracing technology to enable member online access to pension records.

### **(b) Training and engagement**

The objectives of the Fund have always included keeping stakeholders informed of new developments and providing guidance and workshops for employers and Fund staff when new regulations are implemented or are under consideration.



Additionally, the Fund offers guidance and training on an ongoing basis to new employers or new HR/Payroll staff whose responsibilities include providing LGPS data. With this in mind, it is important that employers and the Fund ensure that their staff have the right skills to support any changes, starting with a sound foundation of knowledge of existing regulations and administrative processes.

Notwithstanding future changes, there is an ongoing need to maintain good quality data on member records and streamline administrative processes by improving the quality of information received from employers.

With this aim, the Fund's guidance and training aims are:

- to help and ensure each employer has staff with sufficient knowledge and skills to carry out administrative processes, by working with employers' Human Resources, Payroll and other staff to identify relevant skills and knowledge gaps and provide appropriate guidance and training;
- to ensure that employers are fully aware of the risks involved in poor administration and maintenance of member pension records and failure to discharge their discretionary functions;
- to continue to develop the technical skills and competencies of the Fund's staff and retain knowledge of historic regulations.

The Fund will provide guidance and training for employers' relevant staff, to build up and maintain a level of professional expertise, which, together with the employer's own systems and processes, will enable employers to deliver information required by the Fund.

The primary contact at the employer has an important role to play in ensuring both they and other relevant staff (or their successor) build up and retain sufficient knowledge and skills to enable the employer to comply with its statutory LGPS duties.

### **(c) Information & Communications Technology**

As part of its digital ambitions, the Fund is investing in upgraded software called i-Connect which has the facility to enable employers to submit data online, via a web portal.

This development allows employers to submit certain changes, notifications and requests online, including joiners, 50/50 switches, changes of address, changes of personal circumstances, changes of hours and breaks in service and early leaver notifications.

The long-term vision is to have all Fund employers submitting data electronically.

### **(d) Performance standards**

Overriding legislation dictates minimum standards that pension schemes should meet in providing certain information to the various parties associated with the scheme. The scheme itself sets out a number of requirements for the Fund or employers to provide information to each other, scheme members and prospective scheme members, dependants, other pension arrangements or other regulatory bodies.

The locally agreed performance standards, covered in section 3.3 above, cover all aspects of the administration of the scheme and, where appropriate, go beyond the overriding legislative requirements.

The Fund and employers will ensure that all functions / tasks are carried out to agreed quality standards. The standards to be met are:

- work to be completed and submitted in the required format and/or on the appropriate forms;
- information to be legible and accurate;
- communications to be in a plain language style
- information provided to be checked for accuracy by an appropriately trained member of staff before submission
- information submitted to be appropriately authorised; and
- actions carried out, or information provided, within the timescales set out in this strategy document.

For the avoidance of doubt, “accuracy” in this Strategy means we have received a completed form/data with no gaps in mandatory areas and with no information which is either contradictory within the document or which we need to query.

Specific dates for timescales are determined by the date of an event, this being either the date the member joined or left the Fund or any other material change that affects a scheme member’s pension record.

## 6. Procedures for ensuring compliance

- 6.1 Compliance with the scheme's regulatory requirements is the responsibility of the Fund and employers. We will work closely with all employers to ensure compliance with all statutory requirements, whether they are specifically referenced in the LGPS Regulations, in overriding legislation, or in this Administration Strategy.
- 6.2 We will also work with employers to ensure that overall quality and timeliness continues to be improved. Various means will be employed to ensure such compliance and service improvement, seeking views from as wide an audience as possible. These include:

### **Performance monitoring**

- 6.3 The employer should monitor its own performance against its employer duties and responsibilities and seek to improve its performance where it is not achieving the required level of performance.
- 6.4 The Fund will also monitor the employer's performance against the agreed performance levels and will work with employers in identifying any areas of poor performance and will provide the opportunity for necessary training and development in order to assist with implementing appropriate processes to improve the level of service delivery in the future.
- 6.5 The Fund will also monitor its own performance against its Fund duties and responsibilities. The Fund participates each year in the SF3 benchmarking to measure its performance against other LGPS Funds and performance against key performance indicators is reported to the Local Pension Board, Pension Committee and is included in the Fund's annual report & accounts.

### **Unsatisfactory performance**

- 6.6 Where persistent and ongoing failure occurs and an employer does not demonstrate improvement, and willingness to resolve the identified issue(s), the Fund will take the following steps in dealing with the situation in the first instance:
- contact and/or meet with the employer to discuss the area(s) of poor performance and how it can be addressed.
  - agree an improvement plan setting out the improvements required in liaison with the employer and a timescale for achieving those improvements.
  - where no improvement has been demonstrated by the employer within the agreed timescale, or where there has been a failure to take agreed action by the employer, the Fund will issue a formal written notice to the employer setting out the area(s) of poor performance identified, the steps



taken to resolve those area(s) and giving notice that the additional costs may now be reclaimed.

- set out the calculations of any loss or additional costs incurred by the Fund, taking account of time and resources in resolving the specific area of poor performance; and
- make a claim against the employer, setting out the reasons for doing so, in accordance with the Regulations

## **7. Work not included in the administration charge (and for which the Fund will make an additional charge)**

- 7.1 The administration charge for the Fund's services is included in an employer's pension contribution rate.

Some items of work undertaken by the Fund or by third parties (for example, the Fund's actuary) may result in additional charges which are payable by employers over and above their standard administration charge. This may be because there is no statutory requirement for the Fund to undertake the work, or because not all employers will require the work.

Examples of work for which additional charges may be due include IAS19/FRS102 productions for accounts; admitted body applications; academy conversions; bond reviews; cessation valuations and non-standard actuarial work. This list is not exhaustive. Employers will be informed of additional costs before the work is undertaken.

## Appendix A

### Penalties for late / incomplete / inaccurate submission of data

Annual returns	
Failure to submit a usable, balanced annual end of year return by the deadline of <b>30 April</b>	A fixed penalty of <b>£500</b> plus a further fixed penalty of <b>£50 per working day</b> for every further working day late following that deadline
Queries arising from the annual return	
Bedfordshire Pension Fund being unable to reconcile year end information with the member record and necessitating a query	<b>£10 per case per query</b>
Responses to queries necessitating a re-query	<b>£5 per case per query</b>
Implementing i-Connect	
Failure to engage and provide required data via i-Connect	A fixed penalty of <b>£200</b> plus a further fixed penalty of <b>£50 per working day</b> for every further working day late following that deadline
Submission of monthly contributions	
Failure to submit a balanced monthly return by the <b>19<sup>th</sup></b> of the month following the month of the deduction	A fixed penalty of <b>£500</b> plus a further fixed penalty of <b>£50 per working day</b> for every further working day late following that deadline
Discretionary Policy Statements	
Failure to devise and publish any statement of policy on the use of discretionary powers under the LGPS regulations by any statutory deadline	A fixed penalty of <b>£500</b> plus a further fixed penalty of <b>£250 per working week</b> for every further working week late following that deadline
Payroll Provider Service	
<b>Failure to ensure that any new Payroll Service Provider is able to maintain the continuity of i-Connect</b>	Applicable from month 1 of the new contract - a fixed penalty of <b>£1,000</b> for every monthly report that fails to be submitted by the standard monthly deadline, plus the standard penalty for late submission of returns

# OUTCOME OF CBC DETERMINED PLANNING

Item 12a - Council 28/01/2020  
Items for Information  
Planning Application Outcomes

2018

ADDRESS	APPLICATION NO.	COMMITTEE DATE	BTC DECISION	DESCRIPTION	CBC OUTCOME/ DATE	"CALLED IN"
Bonds Lane & Foundry Lane, Land at	18/02353/FULL	10/07/2018	Objection - BTC would like to see the derelict site developed, however proposal does not take account of parking issues ie Biggleswade does not have adequate parking to accommodate any further similar developments. There are factual errors in the application; Rose Lane car park will not be unrestricted and no parking available in public car parks for residents of this development. No sufficient public transport, the development is too dense and design not in keeping. Also serious concerns over access and egress, in particular for emergency services. Development is Key 4 in Biggleswade Town Centre Strategy and Master Plan	Demolition of existing vacant and derelict buildings and erection of 50 residential apartments with associated vehicular access, car and cycle parking	Awaiting Decision	
Bonds Lane and Foundry Lane, Lands at	18/02353/FULL	23/07/2019	Objection - on the grounds of access	Demolition of existing vacant and derelict buildings and erection of 50 residential apartments with associated vehicular access, car and cycle parking, refuse storage and landscape	Awaiting Decision	
Pegasus Drive, Stratton Business Park, Biggleswade	18/02305/VOC	10/07/2018	No Objection	Variation of Condition 22 of planning permission CV/17/02166/OUT. Erection of up to 52,000 sqm of B2 and or B8 floor space with ancillary offices, together with associated car parking and landscaping	Awaiting Decision	
Ullswater Close, 2	18/04253/FULL	27/11/2018	No Objection	Single & two storey rear extension	Awaiting Decision	



2019						
ADDRESS	APPLICATION NO.	COMMITTEE DATE	BTC DECISION	DESCRIPTION	CBC OUTCOME/ DATE	"CALLED IN"
Albone Way, Unit 1	19/03294/FULL	17/12/2019	Objection	Change of use to grass area to concrete/tarmac for use as external storage area	Consultation Period	Called In 17/12/2019
Dells Lane, 8	19/02583/FULL	24/09/2019	No Objection	Proposed 2 storey side and rear extension, Front Porch & Garage	Awaiting Decision	
Dells Lane, 83	19/03874/FULL	14/01/2020	No Objection	Side extension with garage and bedroom above also front extension to living room	Consultation Period	
Dells Lane, 75	19/03953/FULL	17/12/2019	No Objection	Proposed rear extension and alteration to existing building	Granted 31/12/2019	
Drove Road, 36	19/03328/FULL	22/10/2019	Objection - Highway safety due to increased traffic and difficulty of access to Drove Road from the properties. Poor access for emergency vehicles and noise pollution from Weatherley Centre	Erection of 3no. Dwellings	Awaiting Decision	
Eldon Way, Sunderland Units 9 to 12	19/01301/FULL	09/07/2019	No Objection	Proposed first floor rear extension, front porch, 2nd floor front dormer windows, 1st floor front and rear dormer windows and alterations to existing dwelling	Consultation Period	
The Fields, 8 Langford	19/03180/OUT	17/12/2019	No Objection	Demolition of existing property and construction on 2 NO3 bedroom detached dwelling house	Awaiting Decision	
High Street, 50	19/03310/FULL	26/11/2019	No Objection	External alterations including air conditioning units, kitchen extraction flue system and acoustic enclosures.	Awaiting Decision	
Hitchin Street, 162	19/03446/FULL	12/11/2019	No Objection	Rear two storey extension	Withdrawn 16/12/2019	
Holme Court Avenue, 75	19/04038/FULL	17/12/2019	No Objection	Single Storey Rear Extensions and Linked Granny Annex	Awaiting Decision	
Ivel Gardens, 5	19/03889/FULL	14/01/2020	No Objection	Demolition of north-west side and rebuilding to same design with altered foundations to support two storeys and addition of proposed second storey on top of existing	Consultation Period	
Land North of Biggleswade	19/04301/OUT	14/01/2020	Strongly Object - does not comply with NPPF and various other comments made against the Applicant	Outline Application: planning permission with all matters reserved except for access for the development of the land situated north of Biggleswade, east of the ECML railway to provide for up to 406 dwellings including affordable housing; green infrastructure accommodating landscaping, allotments, community orchard, public open space, children's playspace; new roads, car parking, cycleways and footways; associated infrastructure; including a sustainable drainage system; vehicular access to be secured from Furzenhall Road	Consultation Period	
Langford Road, Brookside Bungalow	19/04145/FULL	14/01/2020	No Objection	Loft conversion with raised roof & inclusion of dormers	Consultation Period	
Lincoln Crescent, 48	19/03482/FULL	12/11/2019	No Objection	Proposed single storey rear extension	Awaiting Decision	
Purcell Place, Sullivan Court, Retail Unit 3	19/02482/FULL	24/09/2019	No Objection	Change of use: of commercial unit from A3 to A5	Awaiting Decision	
Purcell Place, Sullivan Court, Retail Unit 3	19/03814/ADV	26/11/2019	No Objection	1 X internally illuminated fascia signage 1 x internally illuminated projected sign 2 x Logo window vinyls	Granted 18/12/2019	

ADDRESS	APPLICATION NO.	COMMITTEE DATE	BTC DECISION	DESCRIPTION	CBC OUTCOME/ DATE	"CALLED IN"
The Rowlands, 89	19/04240/FULL	14/01/2020	No Objection	Single storey side extension	Awaiting Decision	
Saxon Drdive, Saxon Pool and Leisure Centre	19/04070/FULL	14/01/2020	No Objection - neighbours are to be consulted out of courtesy and previous litter concerns addressed	To build a free form, hand finished concrete skate park on the site of the old skate park. An upgraded LED Lighting system, upgraded CCTV camera. The old acoustic fence is to be removed. Seating, bins and a Bike rack are also included in the proposal	Consultation Period	
Shortmead Street, 33, Land to the rear	19/03921/FULL	17/12/2019	Objection - overdevelopment, poor access and insufficient parking	Converting the existing workshop into two dwellings, with partial demolition of existing workshop, and erection of detached mews house	Consultation Period	
Stratton Business Park, Land East of Stratton Park Drive, Dunton Lane	19/03605/FULL 19/02839/VOC	12/11/2019 08/10/2019	No Objection No Objection	Creation of a bund Variation of Condition no.1 on Planning Permission MB/83/456 "Renewal of Planning Permission for caravan park on a permanent basis" to state that the total number of caravans shall not exceed twenty-two at any time	Granted 10/01/2020 Awaiting Decision	
Stratton Way, 84	19/03150/FULL	08/10/2019	No Objection	Construction of a two-storey, semi detached 3-bedroom dwelling	Awaiting Decision	
Sunderland Hall Farm Cottage, 1	19/01301/FULL	28/05/2019	To defer to the next meeting due to Insufficient information/full plans etc.	Proposed first floor rear extension, front porch, 2nd floor front dormer windows, 1st floor front and rear dormer windows and alterations to existing dwelling	See below	
Sunderland Hall Farm Cottage, 1	19/01301/FULL	11/06/2019	No Objection	Proposed first floor rear extension, front porch, 2nd floor front dormer windows, 1st floor front and rear dormer windows and alterations to existing dwelling	Consultation Period	
Torquay Close, 19	19/03772/FULL	26/11/2019	No Objection	2m rear garden ground floor extension to enlarge the existing kitchen/dinning area	Granted 17/12/2019	
Windermere Drive, 7	19/00086/FULL	12/02/2019	No Objection	Single storey rear extension and first floor side/rear extension	Awaiting Decision	
Wiseman Road, 8	19/04262/FULL	14/01/2020	No Objection	Proposed single storey rear extension plus partial garage conversion	Awaiting Decision	