



Ref: Agenda/Council-23/06/2020

18th June 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 23rd June 2020 via Virtual access, Biggleswade** commencing at **7.00 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Philip Truppin', with a long horizontal stroke extending to the right.

Philip Truppin
Acting 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.

Please register in advance for this webinar:

https://zoom.us/webinar/register/WN_atRKRxYnRcy0KrIRKFbcDg

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 Council Meeting held on **Tuesday 9th June 2020** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. Minutes of the Council Meeting held on **Tuesday 9th June 2020**.

9. **PLANNING APPLICATIONS**

You can view details of applications and related documentation such as application forms, site plans, drawings, decision notices and other supporting documents for planning applications. Click on the hyperlink on the heading of each planning application listed below.

- a. **CB/20/01547/FULL - The Co-op Store, The Saxon Centre, Kingsfield Road, Biggleswade, SG18 8AT**

Installation of new plant and air-conditioning equipment internally in plant room, shopfront colour changes.

- b. **CB/20/01908/FULL - 3 Derwent Avenue, Biggleswade, SG18 8LY**

Two storey and single storey rear extensions and garage conversion.

- c. **CB/20/01456/FULL - 15 Spring Close, Biggleswade**

Conversion of double garage for residential use.

- d. **CB/20/01453/FULL - 4 London Road, Biggleswade, SG18 8EB**

Change of use from A1beautician (back to) C3 house residential dwelling (house only).

Resubmission of planning application due to:

- 1) Highways have objected to parking issue and 2) Alteration to the red line.

10. **ACCOUNTS**

- a. **Financial Administration**

For Members to receive and adopt the following accounts:

- i. Detailed Balance Sheet to 31/05/2020.
- ii. Income and Expenditure by budget heading 31/05/2020.
- iii. NatWest Payment Listing to 31/05/2020.
- iv. Lloyds Bank Payment listing 31/05/2020.

11. **ITEMS FOR CONSIDERATION**

a. **BATPC County Committee**

The Local Government Association (LGA) has launched a consultation on a new model member code of conduct. All Councils are encouraged to respond to LGA regarding the LGA's consultation on a new model code of conduct. Details can be view on:

<https://www.nalc.gov.uk/news/entry/1500-nalc-calls-on-government-to-introduce-sanctions-to-support-the-proposed-code-of-conduct?>

The deadline for comment is 17th August 2020.

b. **Hallam Land Development Brief**

Councillors to consider how to respond to the Hallam Land Development Brief for Land North of Biggleswade.

c. **Request – Naming unnamed road in Biggleswade North**

Councillors to consider the request to name an unnamed road in Biggleswade North (Letter attached).

d. **Parking Controls (D)**

Councillors are advised that CBC, following a recent decision on when and how to reinstate parking orders, has been requested and agreed not to enforce parking controls in the BTC controlled car parks until the Town Council has decided when to reintroduce controls and charging. Members are requested to consider when it would be appropriate to reintroduce charging in Town car parks.

e. **Market Update**

To receive a report from the Town Centre Operations Manager (TCOM) on the plans for full reopening of the market. The Market Policy/Rules & Regulations 2016 are now out of date as certain areas covered withing these documents are no longer undertaken within the Charter Market.

In planning for the reopening Members are asked to discuss and consider adopting the updated Market Policy/Rules & Regulations, which will be forwarded by separate email from the TCOM.

12. **ITEMS FOR INFORMATION**

a. **Grants 2020-2021**

A thank you letter has been received from Biggles FM for the Grant 2020-2021 (Attached).

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.

https://zoom.us/webinar/register/WN_atRKRxYnRcy0KrIRKFbcDg

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

14. EXEMPT ITEMS

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

15a. Rose Lane Car Park Lease: Interim Clerk to give a verbal report

15b. Appointment of new Town Clerk: Interim Deputy Clerk to give a verbal report

15c. Other staffing matters: Interim Deputy Clerk to give a verbal report

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 9 JUNE 2020
AT 7PM VIA ZOOM WEBINAR FUNCTION

PRESENT:

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

Mr P Truppin – Acting Town Clerk, Biggleswade Town Council
Ms N Villa – Interim Deputy Town Clerk, Biggleswade Town Council
Mrs S van der Merwe – Meeting Administrator, Biggleswade Town Council

Members of Public – 7

Meeting Formalities:

Following a reminder that this is a formal Town Council meeting, the Mayor advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed be filmed and to the use of those images and sound recordings. The Mayor advised that Councillors and members of the public should not disclose any personal information of individuals as this might infringe the rights of that individual and breach data protection rules. The Mayor asked everyone to mute their microphones when not speaking, to help eliminate background noise.

1. APOLOGIES FOR ABSENCE

None

ABSENT WITHOUT APOLOGIES

None

2. **DECLARATIONS OF INTEREST**

a. **Disclosable Pecuniary interests in any agenda item:**

None

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

None

3. **TOWN MAYOR'S ANNOUNCEMENTS**

None – no civic events have been held.

4. **PUBLIC OPEN SESSION**

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

a. **Mr. D. Webb:**

Mr Webb raised concerns about the access point onto the Hallam development behind Furzenhall Road. Mr Webb stated that the planned access point would not be able to cope with the additional traffic burden nor be a safe exit onto an already busy road. Mr Webb has lived here 38 years and feels traffic has doubled in that period, with mention of recent incidents of children being knocked over near Edward Peake School.

b. **Mrs M. Best:**

Mrs Best stated that her primary concern is with the access from the Hallam development onto Potton Road, she feels that the junction is really dangerous, even more so with cars parked on the side of the road. Mrs Best's second issue is that on the north east side of Biggleswade, there is no consideration for environmental issues. Around Saxon Gate they have Jubilee Park and she asked the Members what allowances are being made or planned for the north east side for recreational facilities.

c. **Mr & Mrs T. Handley:**

Mr and Mrs Handley have recently moved to Biggleswade to a property overlooking a field adjacent to the proposed development. The environmental report for the property states that it is in a moderate to high-risk flood area but that the field in question was a mitigating environmental run-off point for rain and flood water, reducing risk to properties on the area. Mrs Handley stated that Hallam's development shows no soak-pit tests for the lowest point of the land (next to the garages on the Handley's land). The only soak pit test on record for the second lowest point failed the soak pit test. She believes this build represents a considerable natural upheaval presenting a significant threat to her home.

Mrs Handley believes local services are currently operating at maximum capacity – the two GP surgeries are full and there are no plans to build more surgeries and schools. Mrs Handley is interested to know what the proposed solution is to offset current maximum service capacity given the proposed number of homes to be built.

Mrs Handley also expressed her concern about potential loss of privacy and loss of light should the Hallam development proceed.

Mr Handley stated the natural space around them has been very important over the period of the Covid 19 – the proposed loss of space would be a great shame.

d. **Mr S. Denchfield:**

Mr Denchfield took part in the consultation webinar that Hallam hosted on their development brief. He and a number of people raised the traffic issues, especially the poor transport assessment based on 9 year old data. Mr Denchfield feels that Hallam are not concerned about the access point issues because they are convinced the planning application will be passed. He believes there was no detail in their transport assessment relating to mitigation for the local road network and that the report has very little on how to deal safely with the potentially 600 to 800 additional cars to the road network. There was also little comprehension on Hallam's part that the residents will have a number of sewage tankers exiting the estate every day. Hallam keep coming back to the "emerging local plan" but there may be alterations and amendments to the emerging local plan which may be relevant.

Mr Denchfield questioned how the community can make CBC Highways officers take note of the traffic and impact on the community. He feels that CBC are not listening to the residents.

e. **Mr Howell:**

Mr Howell feels that with 400 houses there could potentially be 600 extra cars on the development. Mr Howell stated he has written to Hallam asking about whether they have instituted an air quality study to ensure air pollution levels during peak hours will be below the government guidelines. The Government have committed to improving air quality and he asked what reassurances Hallam can provide on air quality.

Mr Howell also questioned how vehicles would be able to exit the estate if there is a crash, emergency, or gas leak, blocking the only planned access point.

f. **Mrs S. Litchfield:**

Mrs Litchfield asked what facilities will be provided for children or young adults in all the new estates planned for Biggleswade. There is a skate park, plans for 3G pitches seem to have stalled and Mrs Litchfield travels to Baldock and Stevenage for sports facilities for her sons. Mrs Litchfield asked what teenagers are going to do at night time? In other places there are lots of things to do for young people.

5. **INVITED SPEAKER**

Hallam Land Management to consult with Council on the Development Brief submitted for Land North of Biggleswade

Tom Thornewill – Strategic Land Promoter: Hallam Land Management
Mark Hyde – Partner: Planning & Development: Carter Jonas
Rob Rasberry – Associate Urban Designer: CSA Environmental
Julian Clarke – Director: Transport Planning Associates

Kelly Linay – Director of Community Engagement – Athene Communications

The Development Brief has been submitted to Central Bedfordshire Council together with an Outline Planning Application but the consultation is on the Development Brief alone.

Consultation has also included an online webinar, information delivered to the 1,000 homes closest to the site and email letters to key stakeholders. The consultation period for the public closed on 1 June 2020 and they are analysing feedback.

Rob Rasberry from CSA advised Members that a number of amendments have been made to the development brief in recent weeks following feedback from CBC relating to:

1. The need to investigate minerals resource (page 7).
2. The need to investigate archaeological remains (page 10).
3. The need to respond and respect the existing residential sites along the southern boundary.
4. Making a stronger commitment to providing custom and self-build housing (page 16).
5. Changing all references to stipulate a maximum of 2.5-story dwellings.
6. The need to mitigate impact on local and *strategic* road networks (page 27).
7. The need to detail the relationship with the Lindsell's crossing (page 27).
8. Comment on how the development brief process feeds into the planning application process (page 33).
9. All plans marked as "illustrative" per CBC request (pages 12, 14, 15 and 20).
10. Include the anticipated application documents supporting the outline planning application (page 36).
11. Removing photographs illustrating the potential appearance of the homes.
12. Removing an indicative species list.

Additional amendments include:

- i. Tests results noted on page 12 were removed relating to "soakage at source" a filtration basin has been replaced with plans for a wildlife pond;
- ii. Inclusion of a foul-pump station in South West corner.

Questions:

Councillors asked whether feedback from the community and BTC had been actioned as Hallam had previously cited GDPR reasons for not being in a position to share that feedback to Members. The only information Members have is what has been included on the Statement of Community Involvement (SCI) that Hallam has been preparing.

Mr Hyde commented that some of the reported concerns raised were:

- the relationship between existing dwellings and the development area;
- length of back gardens;
- provision of bungalows in areas closest to existing houses;
- car parking provision and standards.

Kelly Linay confirmed that all feedback included on the Statement of Community Involvement is collated by Athene and this is an independent and true indication of

the feedback provided. Mr Hyde stated that a revised Statement of Community Involvement will be submitted to CBC shortly.

Members of the Council considered and Hallam responded on the following matters:

Transport links:

Mr Clarke advised he has been in consultation with CBC about the fine details of bus and transport provision but there are no definitive plans around modification or diversion of services. They are awaiting CBC's response re transport services.

Access road width:

Members of the Council discussed additional access road concerns, including construction vehicles and sewage tankers and asked Hallam to publish what concerns the public have raised and what steps they are taking to address those. Mr Clarke stated that access for construction and other heavy service vehicle traffic will need to be discussed with the Highways access team at planning stage, including discussions around width of the road, differential timings for parking along the road etc, but that Hallam have reviewed traffic reports, consulted with CBC and taken on board the community feedback. Mr Clarke confirmed the intention is to provide a 6.5m wide access road, in keeping with CBC standards.

Cllr M Russell stated that Hallam seem to be focusing on traffic calming in Furzenhall Road and other nearby roads, but this fails to deal with the volume of traffic. Also, any parking restrictions proposed for Potton Road would severely impact the nearby businesses. Mr Clarke stated Hallam's traffic models failed to show a risk of higher traffic volume and that CBC are actively promoting proposals for a 20mph speed limit along that stretch of Furzenhall Road.

Emergency vehicle access to the Estate:

Mr Clarke stated that drawings currently show the required 6.5m wide access point and he is aware of issues that could pose a risk to blocking emergency vehicle access to the estate. Mr Clarke stated CBC standards have changed significantly regarding on-plot parking and he does not see that there will be parking problems if the current CBC standards are adhered to. It was highlighted by Members that the brief shows the access point to be 5.5m wide in Section 9.2. Mr Clarke stated the intention within the proposals is to provide a 6.5m wide road with a footway along the eastern side.

Electric car charging points:

Mr Clarke confirmed there is a commitment in the development brief for electric charging points for dwellings.

Footway, bridleways, cycle way paths and Lindsell's Crossing:

Mr Clarke stated the scheme will comply with CBC's estate road design guide in consultation with the Rights of Way team. Following Cllr R Pullinger's question about safety of the users of the bridleway along Furzenhall, Mr Clarke confirmed the CBC Rights of Way Officer had a number of comments and suggestions which were catered for in their latest submission, to which CBC had not yet responded.

Cllr R Pullinger addressed the Lindsell's Crossing issue, and Mr Hyde confirmed Network Rail have stated this needs to be replaced if the development is to go ahead and the current plan for replacement is in 2023.

Traffic impact on the surrounding road network:

Cllr. D. Albone expressed concern about the traffic impact on Lime Tree Walk and Banks Road and asked whether this had been considered. Mr. Clarke stated that CBC have not raised concerns and would need to raise this with Hallam.

Revisions to the Development Plan:

Cllr M North stated Hallam appear to be relying totally on the emerging Local Plan on which the Inspectors have raised many issues. Mr Hyde confirmed that the Examination in Public has been adjourned for further information to be provided but that he believes that the Plan will be approved.

Green Space and Leisure Provision:

Members questioned Hallam's provision for natural green spaces, parks, and recreational facilities. Mr Rasberry stated Furzenhall will remain as a "green" corridor, there are no rights of way being terminated and there will be new cycle routes through the proposed estate. Play areas and exercise stations are proposed in the plans.

Archaeological Findings:

Cllr I Bond referred to the importance of the adjacent Biggleswade Common and the proposed development site in English Heritage's ranking of archaeological sites in the UK. However, the archaeological report for the site has not been published on either Hallam's or CBC's websites. Mr Hyde said he would send the report to the Acting Town Clerk.

Heating Provision:

Cllr I Bond also requested details of Hallam's plans for heating for the new dwellings in light of Government's regulations for future developments to include natural heating and not gas. Mr Hyde said that that detail would be for the actual developer to decide and will be regulated by the CBC to ensure conformity with building regulations.

Traffic Assessment Audit:

Cllr M Russell confirmed that both she and Mr Hyde had been in the room when CBC had admitted they had only done a desk-top assessment of HASO2, rather than a proper traffic assessment.

Cllr G Fage noted that BTC had commissioned a technical audit of Hallam's Traffic Assessment Report and asked if Hallam would respond to it. Mr Hyde said that, as it was sent to CBC Highways and not directly to Hallam, they would engage with CBC to raise any points relating to the audit.

Cllr G Fage noted that Hallam appear to be depending on the Land East of Biggleswade development proceeding. Mr Clarke clarified that they presented four different scenarios to CBC to give a full and transparent analysis of what impact Biggleswade East would have, what impact Land North would have, and what the impact of both would be. Each scheme will have different levels of financial contribution and highways works to be agreed with CBC. Mr Clarke said that BTC's transport audit is misleading in that Hallam's assessment follows an accepted methodology accepted by CBC. Hallam have submitted a report to CBC on BTC's submission and they are awaiting a response from CBC.

6. MEMBERS QUESTIONS

There were none.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

Members received the minutes of the Council Meeting held on **Tuesday 26 May 2020** via Zoom online webinar.

The following amendment was proposed:

- **Page 2: Item 5.a.ii.** - Cllr F Foster – Cllr K Brown, not I Brown.
- **Page 5: Item 13.b.iii.** - Cllr F Foster clarified the date should be 9 June 2020, not 9 June 2019.

Subject to these amendments, the minutes were approved as a true and accurate record.

8. **MATTERS ARISING**

None

9. **PLANNING APPLICATIONS**

a. **CB/20/01657/LB - 4 London Road, Biggleswade, SG18 8EB**

Listed Building Change of use only - from A1 Retail (Beautician) to revert to C3 residential. No development, construction or alteration required, no materials to be used.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application although concern was expressed over the inadequate parking provision.

b. **CB/20/01658/FULL 21 Durham Close, Biggleswade, SG18 8HZ**

Single storey side extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided there is adequate onsite parking for this property.

10. **ITEMS FOR CONSIDERATION**

a. **Lord Lieutenancy of Bedfordshire**

The Lord Lieutenant is keen to recognise people who have made a significant contribution during Covid-19. Cllr M Russell invited Members to consider anyone deserving in the community and to submit their thoughts to the Acting Town Clerk.

b. **Public Notice – A0034 Orchard Close, Grosvenor Gardens and Hitchmead Road, Biggleswade**

Cllr M Foster clarified that this item was discussed in the Highways meeting today and will go ahead as planned.

11. **ACCOUNTS**

a. **Financial Administration**

Members **RECEIVED** and **ADOPTED** the following accounts:

- i. Detailed Balance Sheet to 30/04/2020.
- ii. Income and Expenditure by budget heading 30/04/2020.
- iii. NatWest Payment Listing to 30/04/2020.
- iv. Lloyds Bank Payment listing 30/04/2020.

Cllr M Russell advised Members that she has spoken with Natwest on three separate occasions relating to the transfer of funds following their request to speak with a signatory. They have now confirmed everything to be satisfactory so the transfer should take place in the next week.

12. **PLANNING APPLICATION OUTCOMES**

There is still no outcome on Bonds Lane. Cllr I Bond has sent an email to CBC to find out what is happening. He hopes to have more information at the next meeting.

13. **ITEMS FOR INFORMATION**

a. **Grants 2020 – 2021**

Noted.

b. **CB/TCA/20/00242 - 40 Shortmead Street, Biggleswade, SG18 0AP**

Noted.

c. **Street Naming and Numbering - 115 London Road, Biggleswade, SG18 8EX**

Noted.

d. **Market Defibrillator:**

The Acting Town Clerk advised that the model number has been identified. Quotes for a replacement came in at £995 plus VAT. The Office Manager has been in touch with BTC's insurers, Aviva, who confirmed that "unexplained absence" is not an insurable event. The Acting Town Clerk confirmed that a letter is being submitted to all CBC Ward Councillors to ask for support towards funding this but the order for the replacement will be submitted shortly.

e. **Market:**

The Town Centre Operations Manager has had to take emergency leave but has been working on another layout to ensure proper social distancing can be observed. The Risk Assessments are works in progress and Members will be updated when we have further information, but the resumption of the full Market is planned for 1 July 2020.

Cllr M Knight said that the Secretary of State had confirmed that non-essential shops are able to open on 15th June 2020 and asked how many traders have indicated they would like to return. Cllr M Knight asked if traders' wishes will be given high priority.

The Acting Town Clerk advised that although shops can open on that date, that is not to say that they will or must open. Members discussed risk assessments felt that the Market Traders should submit and monitor their own risk assessments since the area is an open space. The Acting Town Clerk advised that the layout of the Market is important and the TCOM needs to factor in queue lengths, shape of the market and impact of queues of the surrounding retail stores. The Acting Town Clerk will investigate plans to go forward with other BTC Managers.

The Acting Town Clerk's view is that this will be done as quickly as practicable.

14. 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.

a. **Mr S. Denchfield:**

Hallam advised in their presentation that they have submitted "illustrative" plans at the request of CBC. Mr Denchfield does not have any faith that what Hallam are putting on the drawings will actually be delivered at the end of the day if they are selling the land, with planning consent, on to a developer. Mr Denchfield questioned how CBC can be made to understand the depth of feeling of residents and the Town Council about this development since illustrative drawings are not definite plans and as such Hallam cannot be held to what they have promised.

b. **Mrs S. Litchfield:**

Mrs. Litchfield queried whether the Tennis Courts are open. The Acting Town Clerk advised he will be reviewing access to the site (given shared access to the council yard) and will update Members separately in the coming week. It was suggested that Mrs. Litchfield email the Town Council and she can then be notified.

15. 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 items are discussed.

- a. **Appointment of a new Town Clerk**
- b. **Other staffing 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.

17/06/2020

Biggleswade Town Council

Item 10ai Balance Sheet

17:16

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2020

Page 1

A/c	Description	Actual		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	OP'L F/H LAND & BUILDINGS	1,813,044	428,478	1,384,566
2	OP'L L/H LAND & BUILDINGS	9,095	0	9,095
21	VEHICLES & EQUIPMENT	792,859	456,288	336,571
41	INFRASTRUCTURE ASSETS	301,806	238,084	63,722
61	COMMUNITY ASSETS	15,380	0	15,380
	Total Fixed Assets	2,932,184	1,122,850	1,809,334
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	7,325		
100	DEBTORS - TOWN COUNCIL	4,181		
102	DEBTORS - PITCH HIRE	3,007		
103	DEBTORS - ORCHARD CENTRE	23,627		
105	VAT REFUNDS	9,101		
123	RATES TO ALLOCATE	220		
201	NATWEST CURRENT BANK A/C	15,386		
202	LLOYDS CURRENT BANK A/C	651,273		
204	LLOYDS SALARY A/C	466		
209	NATWEST CAPITAL RESERVE	256,819		
210	PETTY CASH	155		
212	CASH CHANGE FLOAT	24		
225	NATWEST 95 DAY ACCOUNT	454		
	Total Current Assets		972,038	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	1,630		
505	HALL DEPOSIT	300		
510	ACCRUALS	3,545		
525	ALLOTMENT DEPOSITS	3,200		
530	INC IN ADVANCE - COMMUTED	26,400		
537	SUNDRY CREDITORS	120		
	Total Current Liabilities		35,195	
	Net Current Assets			936,843
	Total Assets less Current Liabilities			2,746,177
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	120,677		
430	LEASE CREDITOR (GROSS)	8,046		
435	LEASE CREDITOR (DEF'D INT)	(602)		
	Total Long Term Liabilities		128,121	
	Total Assets less Total Liabilities			2,618,057
	<u>Represented by :-</u>			
301	CURRENT YEAR FUND	392,921		
310	GENERAL RESERVE	136,401		
349	ROLLING CAPITAL FUND	400,197		
350	CAPITAL FINANCING RESERVE	1,354,492		
451	DEF'D GRANTS APPLIED	608,674		

Detailed Balance Sheet - Excluding Stock Movement**Month 2 Date 31/05/2020**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
452	DEF'D GRANTS W/BACK	(274,627)	
	Total Equity		<u>2,618,057</u>

17/06/2020

Biggleswade Town Council

Item 10aii Detailed Inc & Exp

17:15

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

May 2020

Page 1

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & General Purposes								
101 B'SWADE MAGISTRATES COURT								
4007 HEALTH & SAFETY	60	237	0	(237)		(237)	0.0%	
4011 RATES	1,261	2,484	11,960	9,477		9,477	20.8%	
4012 WATER RATES	0	0	500	500		500	0.0%	
4013 RENT	(2,897)	(5,793)	(34,760)	(28,967)		(28,967)	16.7%	
4014 ELECTRICITY	150	150	3,000	2,850		2,850	5.0%	
4015 GAS	0	178	2,000	1,822		1,822	8.9%	
4016 CLEANING COSTS	2,967	5,697	9,000	3,303		3,303	63.3%	
4021 TELEPHONE & FAX	0	122	0	(122)		(122)	0.0%	
4036 PROPERTY MAINTENANCE	0	0	4,000	4,000		4,000	0.0%	
4042 EQUIPT MAINT/REPAIR	0	0	500	500		500	0.0%	
4067 PEST CONTROL	0	0	100	100		100	0.0%	
4104 REFUSE COLLECTION	76	234	1,000	766		766	23.4%	
4110 FIRE PRECAUTIONS	0	0	1,200	1,200		1,200	0.0%	
4134 SECURITY/CCTV	223	502	1,500	998		998	33.5%	
B'SWADE MAGISTRATES COURT :- Indirect Expenditure	1,840	3,810	0	(3,810)	0	(3,810)		0
Net Expenditure	(1,840)	(3,810)	0	3,810				
108 GRANTS (INCL S137)								
4261 GRANTS UNDER OTHER POWERS	500	16,840	20,767	3,927		3,927	81.1%	
4264 Community Agent Grant	0	11,500	11,250	(250)		(250)	102.2%	
GRANTS (INCL S137) :- Indirect Expenditure	500	28,340	32,017	3,677	0	3,677	88.5%	0
Net Expenditure	(500)	(28,340)	(32,017)	(3,677)				
109 CAPITAL EXPENDITURE								
4053 LOAN INTEREST	0	0	5,383	5,383		5,383	0.0%	
4253 LEASE INTEREST REPAID	33	67	401	334		334	16.7%	
4808 CP - Website Re-design	0	0	5,000	5,000		5,000	0.0%	
4900 ROLLING CAPITAL FUND ALLOC'N	0	0	71,500	71,500		71,500	0.0%	
4979 NEW LOAN COSTS	0	0	28,500	28,500		28,500	0.0%	
4980 LOAN REPAYMENT	0	0	9,453	9,453		9,453	0.0%	
4982 LEASE CAPITAL REPAID	414	827	4,963	4,136		4,136	16.7%	
4990 ASSET FUNDING FROM RCP	0	0	(5,000)	(5,000)		(5,000)	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	447	894	120,200	119,306	0	119,306	0.7%	0
Net Expenditure	(447)	(894)	(120,200)	(119,306)				

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
111 CORPORATE MANAGEMENT								
1076 PRECEPT RECEIVED	0	583,339	1,166,677	583,338			50.0%	
1096 INTEREST RECEIVED	41	84	5,000	4,916			1.7%	
CORPORATE MANAGEMENT :- Income	41	583,423	1,171,677	588,254			49.8%	0
4057 AUDIT FEES	0	0	3,720	3,720		3,720	0.0%	
4901 C.S. SALARY RECHARGE	3,988	7,814	63,456	55,642		55,642	12.3%	
4911 C.S. O'HEAD RECHARGE	10,693	17,435	55,553	38,118		38,118	31.4%	
CORPORATE MANAGEMENT :- Indirect Expenditure	14,681	25,249	122,729	97,480	0	97,480	20.6%	0
Net Income over Expenditure	(14,639)	558,174	1,048,948	490,774				
112 DEMOCRATIC REP'N & MGM'T								
4024 SUBSCRIPTIONS	135	493	3,200	2,707		2,707	15.4%	
4026 COMPUTER	0	0	1,500	1,500		1,500	0.0%	
4082 NEIGHBOURHOOD PLAN	0	0	20,000	20,000		20,000	0.0%	
4135 ELECTION PROVISION	0	0	4,000	4,000		4,000	0.0%	
4901 C.S. SALARY RECHARGE	5,317	10,419	84,608	74,189		74,189	12.3%	
4911 C.S. O'HEAD RECHARGE	14,257	23,247	74,068	50,821		50,821	31.4%	
DEMOCRATIC REP'N & MGM'T :- Indirect Expenditure	19,709	34,158	187,376	153,218	0	153,218	18.2%	0
Net Expenditure	(19,709)	(34,158)	(187,376)	(153,218)				
113 CIVIC ACTIVITIES & EXPENSES								
4008 STAFF TRAINING	0	0	500	500		500	0.0%	
4009 STAFF TRAVEL	0	0	500	500		500	0.0%	
4112 TOWN MAYOR'S ALLOW.	0	0	1,000	1,000		1,000	0.0%	
4166 TWINNING	0	0	1,000	1,000		1,000	0.0%	
4179 CIVIC FUNCTIONS	0	0	1,000	1,000		1,000	0.0%	
4180 CIVIC REGALIA REPAIRS ETC	0	0	100	100		100	0.0%	
4992 TRANSFER FROM E/MARKED RESERVE	0	0	(500)	(500)		(500)	0.0%	
CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure	0	0	3,600	3,600	0	3,600	0.0%	0
Net Expenditure	0	0	(3,600)	(3,600)				
115 ORCHARD COMMUNITY CENTRE								
1078 INC-MISC GRANTS	0	0	18,000	18,000			0.0%	
1082 INC-LETTINGS	0	(24)	32,000	32,024			(0.1%)	
1109 INC-COFFEE MACHINE	0	0	250	250			0.0%	
ORCHARD COMMUNITY CENTRE :- Income	0	(24)	50,250	50,274			0.0%	0
4001 STAFF SALARIES	4,052	8,244	54,599	46,355		46,355	15.1%	

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4002 EMPLOYERS N.I	357	734	5,153	4,419		4,419	14.2%	
4003 EMPLOYERS SUPERANN.	1,005	2,045	13,540	11,495		11,495	15.1%	
4007 HEALTH & SAFETY	42	42	500	458		458	8.4%	
4009 STAFF TRAVEL	0	58	300	242		242	19.2%	
4011 RATES	0	0	5,500	5,500		5,500	0.0%	
4012 WATER RATES	0	200	450	250		250	44.6%	
4014 ELECTRICITY	308	308	10,000	9,693		9,693	3.1%	
4015 GAS	0	90	4,500	4,410		4,410	2.0%	
4016 CLEANING COSTS	0	0	4,500	4,500		4,500	0.0%	
4020 MISC. ESTABLISH.COST	0	0	500	500		500	0.0%	
4021 TELEPHONE & FAX	0	0	1,200	1,200		1,200	0.0%	
4026 COMPUTER	0	0	1,500	1,500		1,500	0.0%	
4032 PUBLICITY	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4038 MAINTENANCE CONTRACT	11	383	1,500	1,117		1,117	25.5%	
4042 EQUIPT MAINT/REPAIR	0	0	200	200		200	0.0%	
4081 Licences	0	0	300	300		300	0.0%	
4128 EQUIPMENT	0	0	200	200		200	0.0%	
ORCHARD COMMUNITY CENTRE :- Indirect Expenditure	5,775	12,102	105,942	93,840	0	93,840	11.4%	0
Net Income over Expenditure	(5,775)	(12,126)	(55,692)	(43,566)				
901 CENTRAL SERVICES								
4001 STAFF SALARIES	10,241	20,066	193,197	173,131		173,131	10.4%	
4002 EMPLOYERS N.I	706	1,390	18,323	16,933		16,933	7.6%	
4003 EMPLOYERS SUPERANN.	2,347	4,590	47,915	43,325		43,325	9.6%	
4005 AGENCY STAFF	9,672	19,102	0	(19,102)		(19,102)	0.0%	
4007 HEALTH & SAFETY	0	0	2,500	2,500		2,500	0.0%	
4008 STAFF TRAINING	0	0	2,000	2,000		2,000	0.0%	
4009 STAFF TRAVEL	0	17	3,000	2,983		2,983	0.6%	
4010 MISC. STAFF COSTS	0	0	1,000	1,000		1,000	0.0%	
4012 WATER RATES	(2,897)	0	0	0		0	0.0%	
4013 RENT	5,793	5,793	34,760	28,967		28,967	16.7%	
4020 MISC. ESTABLISH.COST	0	0	250	250		250	0.0%	
4021 TELEPHONE & FAX	1,761	2,616	6,500	3,884		3,884	40.2%	
4022 POSTAGE	0	358	1,000	642		642	35.8%	
4023 STATIONERY	241	492	5,000	4,508		4,508	9.8%	
4025 INSURANCE	13,517	19,545	21,000	1,455		1,455	93.1%	
4026 COMPUTER	2,643	6,322	30,000	23,678		23,678	21.1%	
4027 PHOTOCOPIER	0	831	3,500	2,669		2,669	23.7%	
4031 ADVERTISING	550	550	400	(150)		(150)	137.5%	

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4032 PUBLICITY	540	540	3,500	2,960		2,960	15.4%	
4051 BANK CHARGES	112	130	2,100	1,970		1,970	6.2%	
4056 LEGAL EXPENSES	0	0	1,220	1,220		1,220	0.0%	
4058 PROFESSIONAL FEES	1,207	1,302	2,000	698		698	65.1%	
4060 OFFICE EQUIPMENT	0	0	500	500		500	0.0%	
4073 PAYROLL BUREAU FEES	0	0	2,000	2,000		2,000	0.0%	
4074 ACCOUNTANCY FEES	(395)	518	15,000	14,482		14,482	3.5%	
4125 Misc Costs	0	0	30	30		30	0.0%	
4901 C.S. SALARY RECHARGE	(13,293)	(26,047)	(211,520)	(185,473)		(185,473)	12.3%	
4911 C.S. O'HEAD RECHARGE	(35,642)	(58,117)	(185,175)	(127,058)		(127,058)	31.4%	
CENTRAL SERVICES :- Indirect Expenditure	(2,897)	0	0	0	0	0		0
Net Expenditure	2,897	0	0	0				
Finance & General Purposes :- Income	41	583,399	1,221,927	638,528			47.7%	
Expenditure	40,055	104,554	571,864	467,310	0	467,310	18.3%	
Movement to/(from) Gen Reserve	(40,014)	478,844						

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Public Land & Open Spaces								
102 ALLOTMENTS								
1087 INC-ALLOTMENTS	(25)	(25)	6,600	6,625			(0.4%)	
ALLOTMENTS :- Income	(25)	(25)	6,600	6,625			(0.4%)	0
4013 RENT	0	0	465	465		465	0.0%	
4037 GROUNDS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4067 PEST CONTROL	75	75	550	475		475	13.6%	
ALLOTMENTS :- Indirect Expenditure	75	75	2,015	1,940	0	1,940	3.7%	0
Net Income over Expenditure	(100)	(100)	4,585	4,685				
104 BURIAL GROUNDS								
1084 INC-BURIAL FEES	2,033	3,687	17,000	13,313			21.7%	
1097 INC-MEMORIALS	0	0	300	300			0.0%	
BURIAL GROUNDS :- Income	2,033	3,687	17,300	13,613			21.3%	0
4011 RATES	470	949	4,800	3,851		3,851	19.8%	
4012 WATER RATES	0	0	150	150		150	0.0%	
4014 ELECTRICITY	8	8	150	142		142	5.3%	
4036 PROPERTY MAINTENANCE	0	0	2,000	2,000		2,000	0.0%	
4104 REFUSE COLLECTION	303	303	0	(303)		(303)	0.0%	
4110 FIRE PRECAUTIONS	0	0	500	500		500	0.0%	
4178 PATHS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4901 C.S. SALARY RECHARGE	798	1,563	12,691	11,128		11,128	12.3%	
4902 W.S. SALARY RECHARGE	3,455	6,930	59,441	52,511		52,511	11.7%	
4911 C.S. O'HEAD RECHARGE	2,139	3,487	11,111	7,624		7,624	31.4%	
4912 W.S. O'HEAD RECHARGE	159	403	12,280	11,877		11,877	3.3%	
BURIAL GROUNDS :- Indirect Expenditure	7,331	13,643	104,123	90,480	0	90,480	13.1%	0
Net Income over Expenditure	(5,298)	(9,956)	(86,823)	(76,867)				
212 RECREATION GROUNDS								
1081 INC-RENT	0	0	5,240	5,240			0.0%	
1083 INC-PITCH HIRE	0	0	4,000	4,000			0.0%	
RECREATION GROUNDS :- Income	0	0	9,240	9,240			0.0%	0
4011 RATES	447	902	4,565	3,663		3,663	19.8%	
4012 WATER RATES	0	0	11,000	11,000		11,000	0.0%	
4013 RENT	0	0	1	1		1	0.0%	
4014 ELECTRICITY	295	200	6,000	5,801		5,801	3.3%	

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4016 CLEANING COSTS	0	0	400	400		400	0.0%	
4036 PROPERTY MAINTENANCE	0	0	5,000	5,000		5,000	0.0%	
4037 GROUNDS MAINTENANCE	0	0	2,500	2,500		2,500	0.0%	
4038 MAINTENANCE CONTRACT	675	1,251	6,500	5,249		5,249	19.2%	
4039 PLAY. EQUIP. MAINT.	0	0	3,000	3,000		3,000	0.0%	
4043 FENCING & GATES	0	0	1,000	1,000		1,000	0.0%	
4044 TREES & PLANTS	0	0	2,500	2,500		2,500	0.0%	
4067 PEST CONTROL	0	0	1,500	1,500		1,500	0.0%	
4100 FERT./SEEDS/WEEDKILL	0	0	2,000	2,000		2,000	0.0%	
4104 REFUSE COLLECTION	0	525	6,000	5,475		5,475	8.8%	
4110 FIRE PRECAUTIONS	0	0	750	750		750	0.0%	
4114 LITTER BINS	0	0	2,000	2,000		2,000	0.0%	
4901 C.S. SALARY RECHARGE	2,127	4,168	33,843	29,676		29,676	12.3%	
4902 W.S. SALARY RECHARGE	12,094	24,255	208,042	183,787		183,787	11.7%	
4911 C.S. O'HEAD RECHARGE	5,703	9,299	29,628	20,329		20,329	31.4%	
4912 W.S. O'HEAD RECHARGE	555	1,410	42,980	41,570		41,570	3.3%	
RECREATION GROUNDS :- Indirect Expenditure	21,896	42,008	369,209	327,201	0	327,201	11.4%	0
Net Income over Expenditure	(21,896)	(42,008)	(359,969)	(317,961)				
902 WORKS SERVICES								
4001 STAFF SALARIES	13,564	27,204	222,166	194,962		194,962	12.2%	
4002 EMPLOYERS N.I	1,165	2,340	19,939	17,599		17,599	11.7%	
4003 EMPLOYERS SUPERANN.	2,547	5,106	55,098	49,992		49,992	9.3%	
4007 HEALTH & SAFETY	0	0	500	500		500	0.0%	
4008 STAFF TRAINING	0	0	2,500	2,500		2,500	0.0%	
4009 STAFF TRAVEL	0	0	300	300		300	0.0%	
4010 MISC. STAFF COSTS	0	0	300	300		300	0.0%	
4014 ELECTRICITY	74	171	200	29		29	85.4%	
4036 PROPERTY MAINTENANCE	0	0	200	200		200	0.0%	
4041 EQUIPMENT HIRE	0	0	400	400		400	0.0%	
4042 EQUIPT MAINT/REPAIR	76	76	4,500	4,424		4,424	1.7%	
4046 VEHICLE LEASING	324	648	11,000	10,352		10,352	5.9%	
4047 MATERIALS/TOOLS	(2)	109	12,000	11,891		11,891	0.9%	
4048 VEHICLE MAINT/REPAIR	110	110	10,000	9,890		9,890	1.1%	
4049 VEHICLE FUEL	211	807	8,000	7,193		7,193	10.1%	
4050 VEHICLE TAX	0	0	500	500		500	0.0%	
4103 PROTECTIVE CLOTHING	0	33	2,500	2,467		2,467	1.3%	
4119 SKIP HIRE	0	60	3,000	2,940		2,940	2.0%	
4128 EQUIPMENT	0	0	500	500		500	0.0%	
4134 SECURITY/CCTV	0	0	2,000	2,000		2,000	0.0%	

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4136 RENEWALS/REPLACEMENT	0	0	3,000	3,000		3,000	0.0%	
4902 W.S. SALARY RECHARGE	(17,277)	(34,649)	(297,203)	(262,554)		(262,554)	11.7%	
4912 W.S. O'HEAD RECHARGE	(793)	(2,014)	(61,400)	(59,386)		(59,386)	3.3%	
WORKS SERVICES :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>				
Public Land & Open Spaces :- Income	2,008	3,662	33,140	29,478			11.1%	
Expenditure	29,302	55,726	475,347	419,621	0	419,621	11.7%	
Movement to/(from) Gen Reserve	<u>(27,294)</u>	<u>(52,064)</u>						

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Town Centre Management								
103 STREET LIGHTS								
4014 ELECTRICITY	0	2,395	0	(2,395)		(2,395)	0.0%	
STREET LIGHTS :- Indirect Expenditure	0	2,395	0	(2,395)	0	(2,395)		0
Net Expenditure	0	(2,395)	0	2,395				
105 CAR PARKS								
1088 INC-CAR PARKING FEES	0	55	36,000	35,945			0.2%	
1089 INC - PARKING PERMITS WORK	0	0	11,000	11,000			0.0%	
1189 INC-PARKING PERMITS RES	(26)	(26)	6,000	6,026			(0.4%)	
CAR PARKS :- Income	(26)	30	53,000	52,970			0.1%	0
4011 RATES	2,571	5,195	26,250	21,055		21,055	19.8%	
4014 ELECTRICITY	0	0	500	500		500	0.0%	
4021 TELEPHONE & FAX	0	0	600	600		600	0.0%	
4038 MAINTENANCE CONTRACT	0	238	7,500	7,262		7,262	3.2%	
4047 MATERIALS/TOOLS	0	0	2,000	2,000		2,000	0.0%	
4056 LEGAL EXPENSES	0	0	1,000	1,000		1,000	0.0%	
4092 Card Processing Fees	26	53	1,000	947		947	5.3%	
4108 SURFACE REPAIRS	0	0	3,000	3,000		3,000	0.0%	
4126 CAR PARK LEASE	7,250	7,250	29,001	21,751		21,751	25.0%	
4901 C.S. SALARY RECHARGE	199	391	3,173	2,782		2,782	12.3%	
4902 W.S. SALARY RECHARGE	864	1,732	14,860	13,128		13,128	11.7%	
4911 C.S. O'HEAD RECHARGE	535	872	2,778	1,906		1,906	31.4%	
4912 W.S. O'HEAD RECHARGE	40	101	3,070	2,969		2,969	3.3%	
CAR PARKS :- Indirect Expenditure	11,485	15,831	94,732	78,901	0	78,901	16.7%	0
Net Income over Expenditure	(11,511)	(15,801)	(41,732)	(25,931)				
106 MARKET								
1085 INC-TUESDAY MARKET RENTS	0	0	2,900	2,900			0.0%	
1086 INC-SATURDAY MARKET RENTS	0	0	10,500	10,500			0.0%	
MARKET :- Income	0	0	13,400	13,400			0.0%	0
4004 MARKET STAFF	388	777	5,250	4,473		4,473	14.8%	
4011 RATES	510	1,228	5,205	3,977		3,977	23.6%	
4014 ELECTRICITY	87	87	1,200	1,113		1,113	7.3%	
4032 PUBLICITY	0	0	550	550		550	0.0%	
4047 MATERIALS/TOOLS	0	0	250	250		250	0.0%	
4081 Licences	0	0	333	333		333	0.0%	

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4901 C.S. SALARY RECHARGE	665	1,302	10,576	9,274		9,274	12.3%	
4911 C.S. O'HEAD RECHARGE	1,782	2,906	9,259	6,353		6,353	31.4%	
MARKET :- Indirect Expenditure	3,433	6,300	32,623	26,323	0	26,323	19.3%	0
Net Income over Expenditure	(3,433)	(6,300)	(19,223)	(12,923)				
107 TOWN CENTRE GENERAL								
4001 STAFF SALARIES	2,067	4,133	26,050	21,917		21,917	15.9%	
4002 EMPLOYERS N.I	184	368	2,402	2,034		2,034	15.3%	
4003 EMPLOYERS SUPERANN.	513	1,025	6,458	5,433		5,433	15.9%	
4009 STAFF TRAVEL	0	0	250	250		250	0.0%	
4036 PROPERTY MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4064 ANNUAL HANGING BASKETS	0	0	3,000	3,000		3,000	0.0%	
4116 WAR MEM & REM SERV	0	0	750	750		750	0.0%	
4117 CLOCK REPAIRS	0	0	350	350		350	0.0%	
4138 MARKET SQUARE EVENTS	114	114	15,000	14,886		14,886	0.8%	
4140 CHRISTMAS ACTIVITIES	0	0	7,000	7,000		7,000	0.0%	
4144 CCTV	0	0	18,000	18,000		18,000	0.0%	
4145 CHRISTMAS LIGHTS	0	0	18,000	18,000		18,000	0.0%	
4901 C.S. SALARY RECHARGE	199	391	3,173	2,782		2,782	12.3%	
4902 W.S. SALARY RECHARGE	864	1,732	14,860	13,128		13,128	11.7%	
4911 C.S. O'HEAD RECHARGE	535	872	2,778	1,906		1,906	31.4%	
4912 W.S. O'HEAD RECHARGE	40	101	3,070	2,969		2,969	3.3%	
TOWN CENTRE GENERAL :- Indirect Expenditure	4,515	8,736	122,141	113,405	0	113,405	7.2%	0
Net Expenditure	(4,515)	(8,736)	(122,141)	(113,405)				
110 PUBLIC CONVENIENCES								
4011 RATES	309	627	3,160	2,533		2,533	19.8%	
4012 WATER RATES	0	0	1,600	1,600		1,600	0.0%	
4014 ELECTRICITY	0	0	1,000	1,000		1,000	0.0%	
4036 PROPERTY MAINTENANCE	0	0	2,500	2,500		2,500	0.0%	
4038 MAINTENANCE CONTRACT	0	0	16,500	16,500		16,500	0.0%	
PUBLIC CONVENIENCES :- Indirect Expenditure	309	627	24,760	24,133	0	24,133	2.5%	0
Net Expenditure	(309)	(627)	(24,760)	(24,133)				
Town Centre Management :- Income	(26)	30	66,400	66,370			0.0%	
Expenditure	19,741	33,889	274,256	240,367	0	240,367	12.4%	
Movement to/(from) Gen Reserve	(19,767)	(33,859)						

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

May 2020

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	2,023	587,090	1,321,467	734,377			44.4%	
Expenditure	89,098	194,169	1,321,467	1,127,298	0	1,127,298	14.7%	
Net Income over Expenditure	<u>(87,075)</u>	<u>392,921</u>	<u>0</u>	<u>(392,921)</u>				
Movement to/(from) Gen Reserve	<u>(87,075)</u>	<u>392,921</u>						

Date: 18/06/2020

Biggleswade Town Council

Item 10aiii NatWest Payment listing

Time: 15:07

Cashbook 1

Natwest Current A/C

Page 1

Payments made between 01/05/2020 and 31/05/2020

User: DCW

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Details
01/05/2020	British Telecommunications PLC	DDR	432.80	432.80		501	18-Monthly phone charge
05/05/2020	Central Beds Rates 20/21	Std Ord	5,788.00			4011 101	1,068.00 Central Beds Rates 2020/21
						4011 101	178.00 Central Beds Rates 2020/21
						4011 101	15.00 Central Beds Rates 2020/21
						4011 105	1,277.00 Central Beds Rates 2020/21
						4011 212	103.00 Central Beds Rates 2020/21
						4011 104	87.00 Central Beds Rates 2020/21
						4011 105	368.00 Central Beds Rates 2020/21
						4011 105	194.00 Central Beds Rates 2020/21
						4011 105	398.00 Central Beds Rates 2020/21
						4011 110	309.00 Central Beds Rates 2020/21
						4011 106	491.00 Central Beds Rates 2020/21
						4011 104	383.00 Central Beds Rates 2020/21
						4011 212	344.00 Central Beds Rates 2020/21
						4011 105	334.00 Central Beds Rates 2020/21
						4011 106	19.00 Central Beds Rates 2020/21
						123	25.00 Central Beds Rates 33178461
						123	195.00 Central Beds Rates 33178488
11/05/2020	Emap Publishing Limited	DDR	295.00	295.00		501	Purchase Ledger
14/05/2020	British Telecommunications PLC	DDR	30.00	30.00		501	119-Phone charge May
18/05/2020	Fuel Genie DDR	DDR1	250.30	250.30		501	19-Motor fuel
18/05/2020	Rickerby Waterson	Std Ord	7,250.00			4126 105	7,250.00 Rose Lane Car Park
29/05/2020	NATWEST	DDR	12.16			4051 901	12.16 BANK CHARGES
29/05/2020	Cawleys - DDR	DDR2	764.02	764.02		501	88-Waste commerical collection
Total Payments:			14,822.28	1,772.12	0.00		13,050.16

Date: 17/06/2020

Biggleswade Town Council

Accounts

Time: 17:17

Item 10aiv Lloyds payment listing

Cashbook 2

Lloyds Current A/C

Page 1

Payments made between 01/05/2020 and 31/05/2020

User: DCW

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
04/05/2020	Bank Charge payable	CHRG	86.54			4051	901	86.54	Bank Charge payable
04/05/2020	Node IT Solutions Ltd	DD01	87.53	87.53		501			P/Ledger Electronic Payment
05/05/2020	ADT	201281	0.00			105			VOID CHEQUE
05/05/2020	ADT Fire & Security plc	201282	335.76	335.76		501			366-BT redcare Apr-Jul 2020
05/05/2020	Anglian Water Business Ltd. (N	201283	41.90	41.90		501			3709-Water Jan - 4apr
05/05/2020	Anglian Water Business Ltd. (N	201284	21.85	21.85		501			3717-Water 02.01.20-01.04.20
05/05/2020	Anglian Water Business Ltd. (N	201285	18.21	18.21		501			3716-Water 02.01.20-15.03.20
05/05/2020	Anglian Water Business Ltd. (N	201286	200.48	200.48		501			15-Water 12-01-20-11.04.20
05/05/2020	Anglian Water Business Ltd. (N	201287	205.35	205.35		501			3712-Water Jan-Apr
05/05/2020	Anglian Water Business Ltd. (N	201288	794.79	794.79		501			3711-Water Jan - Apr
05/05/2020	Anglian Water Business Ltd. (N	201289	41.99	41.99		501			3718-Water 02.01.20-01.01.20
05/05/2020	Anglian Water Business Ltd. (N	201290	482.38	482.38		501			310-Water Jan-Apr
05/05/2020	BHIB Limited	201291	6,751.48	6,751.48		501			9-Insruance 2020/21
05/05/2020	Colin Ross Workwear & Safety	201292	212.31	212.31		501			3723-Hand sanitier
05/05/2020	Enterprise Personnel Ltd	201293	570.00	570.00		501			10-Permanent place fee-Sian
05/05/2020	Flowbird Smart City UK Ltd	201294	285.43	285.43		501			28-Parking equip serv. May20
05/05/2020	ICCM Inc	201295	95.00	95.00		501			3720-ICCM Membership 20/21
05/05/2020	HM Revenue & Customs	201296	13,653.69	13,653.69		501			1-PAYE/NI Due April 2020
05/05/2020	Bedfordshire Pension Fund	201297	15,453.99	15,453.99		501			2-Pension Due April 2020
05/05/2020	R & C Hyett	201298	2,945.00	2,945.00		501			8-Cleaning Orchard Centre Apri
05/05/2020	Ricoh UK Ltd	201299	996.66	996.66		501			11-Copier charge Jan-Mar
05/05/2020	Turfcare Leisure Services Ltd	201300	816.47	816.47		501			12-Bowling green amint May
05/05/2020	Unison	201301	23.00	23.00		501			3-Unison April 2020
05/05/2020	Veolia Environmental Services	201302	143.46	143.46		501			13-Orchard comm lift
05/05/2020	Vision ICT Ltd	201303	60.00	60.00		501			14-SSL Certificate May20-Apr21
06/05/2020	Lex Autolease Ltd	DD02	389.02	389.02		501			3672-Lease rental
11/05/2020	The right Fuelcard Company Lim	DD03	2.40	2.40		501			16-Motor Fuel
Subtotal Carried Forward:			44,714.69	44,628.15	0.00			86.54	

Lloyds Current A/C

Payments made between 01/05/2020 and 31/05/2020

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Details
11/05/2020	Node IT Solutions Ltd	DD05	43.99	43.99		501	21-Monthly Zoom subs May
11/05/2020	Node IT Solutions Ltd	DD06	211.20	211.20		501	22-Managed networking monthly
11/05/2020	BNP Paribas	DD07	584.17	584.17		501	P/Ledger Electronic Payment
11/05/2020	Node IT Solutions Ltd	DD08	2,795.23	2,795.23		501	23-Monthly IT Service May
11/05/2020	Node IT Solutions Ltd	DD4	43.99	43.99		501	20-Zoom subs monthly
12/05/2020	Ampower - 73506 - Old Court Ho	DD09	350.00	350.00		501	P/Ledger Electronic Payment
12/05/2020	Ampower G81907-Kings Reach	DD10	600.00	600.00		501	P/Ledger Electronic Payment
15/05/2020	Shire Leasing Plc DDR	DDR	684.23	684.23		501	Purchase Ledger
19/05/2020	CoolerAid Ltd	201304	119.90	119.90		501	89-Annual cooler rental
19/05/2020	Hemming Group Limited	201305	660.00	660.00		501	68-LocalGov job listing
19/05/2020	Henlow Building Supplies	201306	39.74	39.74		501	66-Latex palm, gloves, etc.
19/05/2020	LGRC Associates Ltd	201307	11,606.40	11,606.40		501	63- Locum clerk April
19/05/2020	Professional Pest Management	201308	90.00	90.00		501	64- Routine pest control May
19/05/2020	Peninsula Business Services Li	201309	32.40	32.40		501	75-Employment service
19/05/2020	DCK Accounting Solutions Ltd	201310	1,096.13	1,096.13		501	67-Contract account+closedown
19/05/2020	Spaldings UK Limited	201311	132.72	132.72		501	65- Dustbin liners
20/05/2020	HM Revenue & Customs	201312	6,981.23	6,981.23		501	98- HMRC PAYE/NI Due for May 20
20/05/2020	Bedfordshire Pension Fund	201313	8,000.79	8,000.79		501	99- Pension due for May 2020
20/05/2020	Unison	201314	11.50	11.50		501	100- Union due for May 2020
20/05/2020	Lloyds Salary A/C	TFR	24,000.00			204	24,000.00
21/05/2020	AIB Merchant Services	DD11	26.39	26.39		501	25-Monthly card processing crg
22/05/2020	Bedfordshire Growers Limited	Refund	-71.98	-71.98		501	69-Credit issued
26/05/2020	EE - DDR	DD12	383.23	383.23		501	P/Ledger Electronic Payment
26/05/2020	OPUS Energy (Corporate) Limite	DD13	1,014.89	1,014.89		501	P/Ledger Electronic Payment
27/05/2020	Kubota Finance	Std Ord	536.40		89.40	430	447.00 Kubota Finance Leasing
						435	-33.44 Kubota Finance Leasing
Subtotal Carried Forward:			104,687.24	80,064.30	89.40		24,500.10

Lloyds Current A/C

Payments made between 01/05/2020 and 31/05/2020

						Nominal Ledger Analysis	
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount Transaction Details</u>
						4253 109	33.44 Kubota Finance Leasing
						4982 109	413.56 Kubota Finance Leasing
						350	-413.56 Kubota Finance Leasing
29/05/2020	Lex Autolease Ltd	DD14	389.02	389.02		501	61-Lease rental May 2020
Total Payments:			105,076.26	80,453.32	89.40		24,533.54

Philip Truppin
Acting Town Clerk
Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade SG18 8DL

14th June 2020

Dear Mr Truppin

RE Naming of unnamed road to “Fidler’s Walk” (George Thomas Fidler)

Fidler’s Field (ie Lot 2, 3 & 4 on attached auction map), was sold off from Shortmead in 1884 when 133 acres of land, including the house, went to auction. Mr Ronald George Fidler was gifted the field by his father George Thomas Fidler in 1964. We have acquired this land which forms part of CBC’s Countryside Gap (CG18 map attached). This land will provide a barrier to mass house building in this sensitive area near Biggleswade Common.

Since purchasing Shortmead House in 1999 with five acres, we have been able to purchase 45 more acres of land that had been lost in the auctions of 1884 and 1925. This land has been acquired to protect the important listed building, grounds, countryside, locality and the setting next to the historically sensitive and cherished Biggleswade Common.

HIF Bid -Without the assistance of Mr Ronald Fidler it would have been difficult to give adequate assurances to Homes England that the bridleway bridge could be built to replace Lindsell’s Level Crossing. The successful Biggleswade HIF bid, supported and championed by BTC, was made by CBC in March 2019.

The Fidler Family -Mr and Mrs Ronald Fidler, their son Michael and the Fidler family supported the project to build the bridleway bridge as an alternative to the dangerous unmanned level crossing. They share my goal to protect this historically sensitive part of Biggleswade and the retention of countryside from mass housing. It is humbling that they have put their faith in me and my goals. Biggleswade has a lot to thank the Fidler family for as this land could have easily fallen into hands of those who currently want to build hundreds of houses in the Furzenhall area near Biggleswade Common.

Fidler’s Walk- In recognition of the historic association of the Fidler family to this land and their crucial support in the Biggleswade HIF bid, I respectfully ask Biggleswade Town Council to support the proposal to name this unnamed road, that leads from Furzenhall Road to the site of the proposed bridleway bridge, “Fidler’s Walk”. (see attached map)

In Highways technical speak this would be a Local Name (Type 4 name). It has not been possible to have this road officially named (Type 1 name) in the usual way by Building Control since they will only name roads if houses were built there.

Naming this road is a small recognition of the past agricultural association with this land and the small, but very significant contribution, to Biggleswade’s future development and securing the HIF bid. Truly a friend of Biggleswade.

I ask BTC to support this request as it would be fitting, to be in time, to share this news with Mr Ronald George Fidler before it is too late.

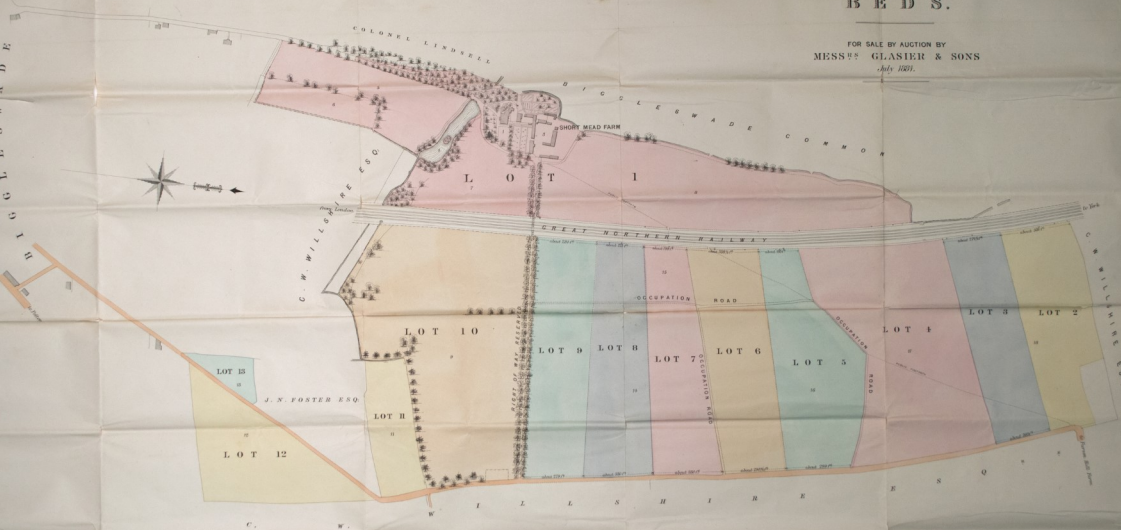
Yours sincerely

Ian Bond
Enc
Auction Map 1884
Countryside Gap CG18 Map
Proposed “Fidler’s Walk” Map

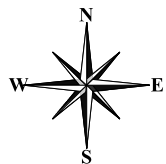
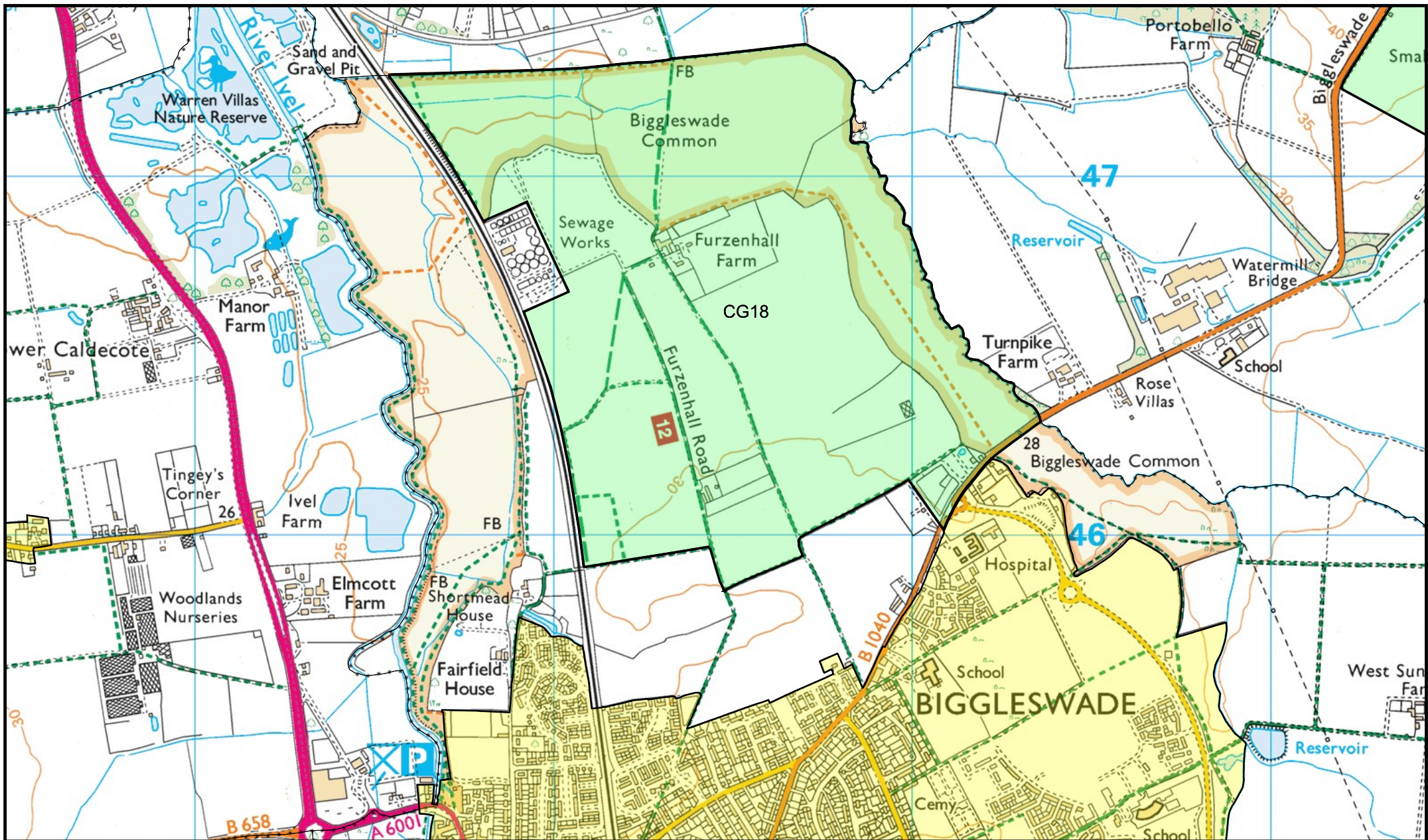
PLAN OF ESTATE
 AT
BIG GLESWADE
 BEDS.

FOR SALE BY AUCTION BY
 MESS^{RS} GLASIER & SONS
 July 1831.

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Scale, 2 Chains to an Inch.



Scale 1:14000

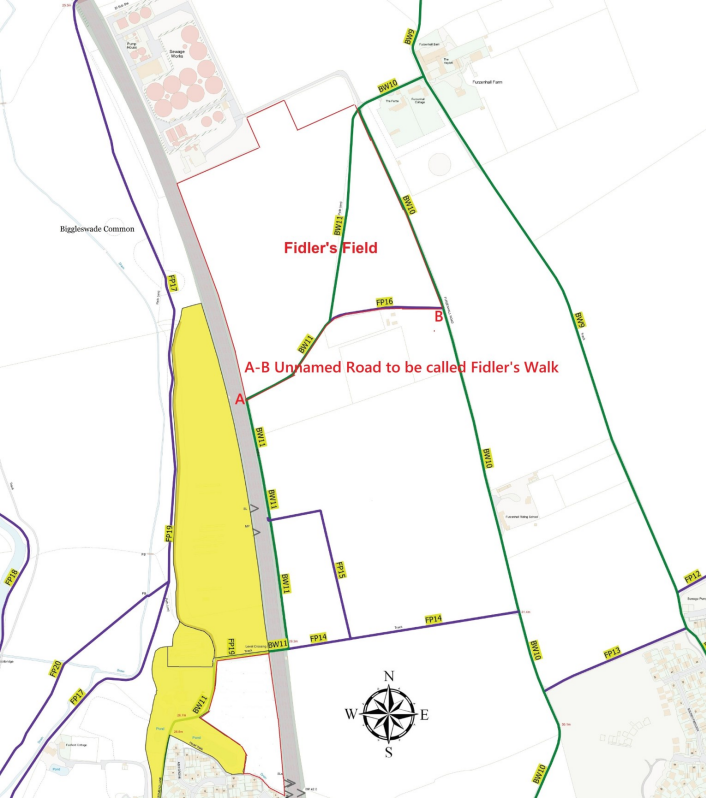


CG18 Land North of Biggleswade

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 Central Bedfordshire Council.

Cities Revealed aerial photography copyright
 The GeoInformation Group, 2010





Fidler's Field

A-B Unnamed Road to be called Fidler's Walk



Biggleswade Common

Fuzell Farm

BIGGLESWADE TOWN COUNCIL

Report to Full Council Meeting 23rd June 2020 Market Update

Implications of Recommendations

Corporate Strategy: In accordance with aim to recommence our Charter Market

Finance: None

Equality: None.

Environment: None.

Community Safety: None

Background

This report has been produced as an update regarding the restart of our Markets within Biggleswade.

Due to the COVID-19 Pandemic, Government placed the Country in 'Lockdown' on 23rd March 2020. Following the announcement, Government declared that all indoor and outdoor markets were to cease operations. The following days, further guidance was made available to state that certain 'essential' stalls such as food stalls could trade as long as the necessary precautions and safer working practices were put into place.

Introduction

Following from the initial 'Lockdown' on 23rd March 2020, both the Market Superintendent and myself were in contact with a majority of our market traders.

As it had been stated that 'essential' stalls were able to trade, appropriate signage, floor markings and plan were put into place, culminating in one stall recommencing trading Saturday 4th April 2020 on the hard standing opposite Century House. Council were advised via email from me on 7th April on what had been put in place, along with how well the day went. It was extremely positive in the fact that the public adapted very quickly in the measures that had been put in place.

Other 'essential' stalls had chosen not to trade, however one stall briefly returned for one Saturday, but has not returned since due to transport issues.

In subsequent weeks, we saw the plant stall return to trading as Garden Centres had been given the clearance to recommence trading as long as they ensured that all the necessary precautions and working practices within Government guidance are adhered to and ensure COVID-19 Secure operations.

Government declared that all outdoor markets could re-open on 15th June 2020, provided that they were COVID-19 Secure. This meant that all risk assessments, signage, working practices and polices are in place to ensure that all Government guidance is adhered to and the emphasis was on the reduction of the virus spreading further.

Throughout this Pandemic, the National Association of British Market Authorities (NABMA) has been invaluable in their support and guidance, producing their own Guidance which compliments Government requirements.

Colin and myself have been able to contact all bar two traders to discuss this and to explain that for the Market to recommence all these elements have to be in place and approved by Council as the Responsible Market Operator before a date is confirmed.

This entails the Market Policy/Rules & Regulations being updated to reflect current Market Operations. A draft copy of which is attached with this report.

A comprehensive risk assessment based upon market operations has been completed, however it is the responsibility of each Market Trader to carry out their own risk assessment for their stall.

Item ---- Full Council Meeting 23/06/2020

A template form will be sent out to each trader for them to fill in and send back for my urgent attention. This will ensure that we can confirm they have considered the implications of trading under the current situation and are taking all necessary action to reduce the risks.

Another aspect that had to be considered was the location of the market.

In July 2019, it was decided that the Market should be in two rows of stalls either side of Market Place, with the front of the stalls facing into the road. This is now the preferred option for the market to re-open as it will ensure that Social distancing measures for the surrounding businesses will not be impacted upon by the Charter Market, and visa versa.

Once stalls are in position, the market will be cordoned off at all side, apart from the 4 entrances to the market. Adequate signage will be displayed throughout the market, along with hand sanitisation stations at each of the four entrances.

To ensure that social distancing is adhered to, I am discussing the potential of the public realm team supporting with this with the Works Manager.

I would also ask that if any member of council would be able to lend some time with this, then please let me know when they would be available.

Summary

As you will be more than aware, there is a lot to consider and action to ensure that we do this correctly and within a timely fashion.

Once I have the risk assessments back from traders, and that this report and attached Draft Market Policy be approved, pending any amendments deemed necessary, I propose that a realistic recommencement of our Charter Market be Saturday 4th July 2020; with an extension allowed of one further week (11th July 2020) should this be required.

Recommendations:

For this report to be noted and the attached Market Policy be considered and approved, pending any amendments.

Simon Newton

Town Centre Operations Manager



Biggleswade Town Council

Market Policy

Policy Statement

As owner of the market rights in the Town, Biggleswade Town Council will support and direct the growth and development of markets in order to meet its economic, social and environmental development objectives. These include regenerating the Town centre, encouraging tourism and trade, supporting a farmers' market and supporting local producers to bring their produce to the customer.

The Council will fully use its powers to pursue its objectives relating to markets.

The Council recognises that the Food Act 1984 provides a useful means of managing markets and therefore the Council has resolved to utilise the provisions of the Act where necessary to compliment existing market rights in support of this policy. The existing town centre retail market will continue to be operated by the Town Council and charges and regulations will be reviewed annually. **These are set out on Page 4.**

The Council will periodically review its arrangements to ensure it best facilitates a vibrant market. Other externally administered markets seeking to operate in the Town will be reviewed to decide whether they should be supported on an individual basis.

As the owner of the market rights in the Town, the Council recognises that it holds a partial monopoly. This policy will enable it to manage that monopoly responsibly and fairly. However, where a market sets up illegally, action may be taken to stop that market.

The Council will register its market rights with Land Registry if deemed appropriate to protect them.

Definition of a market

"A market is a franchise with the right of having a concourse of buyers and sellers to dispose of commodities in respect of which the franchise was given".

It is relevant to consider what constitutes a concourse. Section 37 of the Local Government (Miscellaneous Provisions) Act 1982 provides assistance. In relation to a temporary market a concourse of buyers and sellers is referred to as "comprising not less than five stalls, stands, vehicles (whether moveable or not) or pitches from which articles are sold".

Scope of Policy

This policy identifies distinct types of market:

- Biggleswade Town Council Charter Markets (including Market rights).
- Farmers Markets.
- Commercial Markets.
- Charity & Community Markets.

In certain cases, planning permission needs to be obtained to operate a market; however, this does not give the market operator permission to set up a market in competition with the Council's market.

Objectives

Biggleswade Council Market

- Regenerate town centres through the development retention and growth of street markets.
- Establish markets, as an integral part of the shopping experience within the town.
- Make markets a vibrant centre of activity and social community interaction.
- Establish new reasons for shoppers to visit the markets, review time spent by existing shoppers and increase shoppers spend. Identify the role markets have in facilitating the start-up of small businesses.
- Promote markets as a place for affordable, quality products.
- Establish markets as centres of environmental sustainability demonstrating examples of best practice.
- Recognise the integral role that other street trading options add to the economic and vitality of the market. To respond as appropriate to Central Bedfordshire Council on street trader licence applications, pedlars applications etc.
- Encourage casual traders to become regular traders. Casual traders will not be allowed on markets unless they provide evidence of public liability insurance.
- Review market regulations and charges on an annual basis.
- Promote an opportunity for market traders, as sole traders to operate their businesses in the town of Biggleswade.
- Liaise with external bodies such as National Association of British Markets Authorities (NABMA), Retail Market Association and National Market Traders Federation (NMTF).
- Compare all aspects of markets with other local authority markets.
- New traders will be encouraged to trade on the market providing that they do not, in the view of the Market Superintendent overlap products with an existing trader, however applications will be assessed individually and the Council may take the view their commodities will enhance the market.

Farmers' & Craft Markets

- Increase opportunities for local producers to sell to a broader range of customers.
- Bring local produce to more people living and working in the Town.
- Help protect the rural environment of the surrounding district which looks to Biggleswade, through supporting diversification into food processing for local farmers.
- Liaise with the National Farmers' Retail and Markets Association and the operators of privately run Farmers & Craft Markets.
- Work with the operators to provide a clean and safe area to trade.
- Provide guidance about trading standards to operators.

- Identify opportunities to promote the Farmers & Craft Markets through existing publications and websites.
- Identify ways to link the farmers' & craft markets with businesses and business support services.
- Contribute to the low carbon agenda by reducing food miles through promoting local produce.
- Set criteria to ensure stallholders source products locally where possible.

Commercial Markets

- Identify opportunities to promote and encourage commercial markets to attend Biggleswade.

Charity & Community Markets

- Review seasonal markets (i.e. Summer/Christmas) based on the contribution it makes to the Town events.
- Review the number, locations and when markets can operate in the Town in order to prevent duplication.
- Proof of non-profit making other than funds to assist a charity or community event must be supplied if requested. Applications for a charity market must supply charity registration number.
- By prior arrangement with Biggleswade Town Council, charities & community organisations can promote themselves during an Biggleswade Town Council Market at a reduced rate providing space is available and charity registration number supplied.

Note

A Local Authority is entitled to the right of protection within a common law distance of six and two third miles, i.e. a right to protection of a lawful market which a Local Authority operates. This distance is measured "as the crow flies". This common law entitlement is part of local authorities' market rights and has been upheld by a Court of Appeal.

Enforcement

- The Council will be prepared to take legal action against any market which threatens the viability of its market and operates on the same day.
- The Council will deal with complaints about markets using its existing policies depending upon the complaint.

Non-compliance with this policy

Any non-compliance will be raised in the first instance with the individual business or organisation in order to try to negotiate an agreeable outcome. Should a suitable agreement not be found, Biggleswade Town Council may take legal action against the individual, business or organisation in question.

Biggleswade Town Council

Biggleswade Charter Market

Market Hours

The hours of trade will be between **8.00am & 4.00pm**.

Trading will not take place before or after these times.

No traders will be permitted onto the Market area before **6.00am**.

All stalls and pitches will be occupied by **8.00am**.

All stalls on the market will be dismantled within **2 hours** of the official closing time.

Trading Conditions

Traders must comply with all current National and Local Legislation.

Traders who have an allocated “**Regular**” trading position must claim that position no later than the times specified.

Failure to do so may result in the temporary allocation of the trading position to a casual Trader.

If a Trader is absent from the market for three consecutive weeks, other than for holidays, sickness or bereavement, they will lose their regular trading position.

Unavoidable Delay

In the event of unavoidable delay through illness, vehicle breakdown or other reasonable cause, the Market Superintendent may reserve a particular trading position, at their discretion, provided that contact is made with the Market Superintendent prior to the letting time. In the event of difficulty please contact the Market Superintendent on **07976 529624**.

If a trading position is reserved as above and the trader fails to attend, the Council reserves the right to hold that trader liable for the payment of that position.

Holidays

Regular traders with a minimum of twelve months’ Regular service to the Market will be allowed 4 **weeks**’ charge free holiday between April 1st and March 31st of each year, in which they can either take the holiday or continue to trade.

If taking leave this must be pre-arranged by notice in writing to the Market Superintendent.

Leave may not be carried over into the succeeding year.

A week will comprise of a particular trader’s usual Regular trading day.

If a trader decides to forego their holiday entitlement and trade for a twelve-month period, (with no breaks), they will be given two weeks free trading in the first two weeks of April.

Sickness – Long Term Illness – Bereavement

Where a regular trader or their employee is absent through illness and a Medical Certificate is provided the Council may grant a maximum of two weeks free of Market Charges in any 12-month period.

Long term illness will be defined by a period of over 4 weeks. In situations where long term absence of a trader is necessitated through illness and where appropriate certification is provided, the Council will consider each case on an individual basis.

Regular Traders who suffer a close family bereavement will be allowed a one-day trading absence and no market charges will be payable for that day.

Market Charges

Charges will be payable on demand on the Market day.

The onus to pay the charges rest with the traders. Where a regular trader attends but fails to pay on demand, the trader will be considered to be in arrears and recovery action will be taken against the trader, together with all costs incurred in the recovery. In addition to the arrears interest will accrue on the outstanding balance.

Failure to pay on demand could result in the privilege of trading on the Market being withdrawn.

Traders shall not withhold payment of charges for any reason.

Traders will use only the stall or ground they have paid for.

An official receipt will be issued for charges paid. The receipt must be retained for the duration of the day's trading and be made available for inspection on demand by any authorised official acting for the Council.

The Council reserve the right to review the charges annually or as they see fit.

Allocation of Stalls

A casual trader attending the market must in the first instance report to the Market Superintendent no later than the appointed time for the market.

On completion of a registration form, the Market Superintendent will enter the trader's name, description of goods and date of registration on the casual traders list.

The list will be open to inspection by traders upon request.

The trader must provide proof of holding current Public Liability Insurance to a minimum of 2 million pounds before they will be permitted to complete a casual trader registration form.

Registration does not guarantee that a pitch will be available.

Registered traders will maintain a policy of third party Public Liability Insurance to a minimum of 2 million pounds and produce such certificates of insurance on demand to the Market Superintendent or any authorised official acting for the Council.

Registered Traders trading on the market shall indemnify against all costs, claims and convictions arising as a result of the operation of the market.

Trading positions (Pitch) will be allocated by the Market Superintendent, any trader found to be using a pitch without prior authority will be asked to leave the market.

Allocations will be made on the basis of seniority of the trader, on the day's casual list and take into consideration the type of goods the trader may sell without detriment to adjacent traders.

Commercial Businesses within the Towns rateable area will be allocated a stall once annually and will be required to book through the Town Council offices giving at least three months' notice, a charge will be applied in accordance with the scale of fees.

Registered Charities trading donated goods to raise funds locally will be required to book through the Town Council Offices for an allocated stall. A deposit will be payable in advance and returned after taking possession of the trading position on the day.

National Charities seeking funding only by way of collections will be required to book through the Town Council Offices giving at least three months' notice.

Political Parties will be allocated a stall twice annually and at election times and will be required to book through the Town Council Offices giving at least 1 weeks' notice.

With the exception of Registered & National Charities, Political Parties and Commercial Businesses all leaflet drops, unrepresented commodities or novel goods requests, irrespective of the casual list will be considered by the Market Superintendent & Town Centre Operations Manager, and in their absolute discretion, will determine whether it is in the best interests of the Market to allocate a pitch.

Where a trader refuses to accept the trading position offered, they will be asked to leave the market and considered absent for that day.

The Council reserves the right not to allocate a trading position even if it remains vacant.

Traders will provide their own stalls & equipment which meets the standards of safety and appearance required by the Council, will be allowed to erect and trade from such equipment.

Any entertainment other than Town Council approved initiatives will be required to book through the Town Council offices giving at least 1 weeks' notice.

Goods to be Sold & Changes in Listed Goods

A trader shall sell or expose only the goods listed on his/her registration form.

Any requests for additions or changes in the type of goods must be submitted in writing to the Market Superintendent for consideration. The Market Superintendents decision will be final.

No trader shall store, display or sell any explosive materials, fireworks, hazardous liquids, bulk gases or any substance which might be a source of danger to anyone attending the market.

No trader shall store display or sell any item which is offensive to public taste and morals.

The Market Superintendent's decision will be final and binding.

Conditions Related to use of trading position

Traders are responsible for ensuring that they conduct their business in such a manner as to minimise the risk of fire.

Traders must not install any heating apparatus of any kind and the use of generators is strictly forbidden without prior written consent of the Market Superintendent & Town Centre Operations Manager.

No goods shall be placed on the floor of the market or on or about the stall, so as to obstruct the free passage or viewing of goods by persons using the market.

Frontage build outs must not exceed the market boundaries and are only allowed if agreed by the Market Superintendent & Town Centre Operations Manager and a written agreement will be produced.

Side displays and sheeting must not unreasonably obstruct facilities of sight lines immediately adjacent to trader's displays. Transparent sheeting should be used where necessary.

Refuse

The council no longer provides a refuse collection service within its markets.

It is the sole responsibility of any trader, whether casual or permanent to take away any refuse that may be created as a result of their days trade. Particular attention should be given to plastic bags, wrapping and other flimsies which would easily blow around the Town Centre. Coat hangers must not be left loose on the ground; they must be collected together and taken away

All traders are responsible for maintaining, free from refuse and in clean condition, the area immediately adjacent and underneath the trading position. This regulation must be strictly adhered to and failure to do so may result in the loss of trading privileges.

Traffic on Market Premises

All Traffic on entering and exiting the market must use only the approved entrances and exits. The vehicles hazard indicator lights must be used at all times that the vehicle is moving.

No vehicle shall exceed 5 mph on the market premises.

Vehicles unloading and loading must park in such a manner as not to obstruct the market premises and with the direction of the Market Superintendent.

All traders' vehicles are to be removed from the market premises in the morning no later than 9.00am and return in the evening not before 4.00pm in accordance with the market

trading times, other than at the discretion of the Market Superintendent in extreme circumstances such as severe weather conditions.

Employment of Young Children

All market traders must comply with the Children and Young Persons Act, the Education Act and the Employment of Children Act.

A child is any person under the age of 18, (school age); **Employed** is extended to include any child who assists in a trade or occupation even where the child receives no monetary reward.

Conduct of Traders

Market traders, their agents and or employees paid or unpaid, are required to conduct themselves, whilst attending the market, in an orderly manner and not use their trading position so as to cause annoyance, inconvenience or concern to any other users of the market, Market Superintendent or any authorised official acting on behalf of the Council.

No trader may do anything on the stall and or the market premises which will contravene any statute, regulation or by-law which may be in force.

Traders should not encourage their customers to utilise public or other toilets facilities as clothing changing rooms.

No trader shall engage in pitching i.e. calling out their wares.

The sale of live animals, fish, birds and other fowl shall not be permitted.

Acupuncture, ear piercing, tattooing or electrolysis will not be permitted.

Traders and producers selling food must be registered with either Central Bedfordshire Councils Environmental Health Department or the Environmental Health Department of their home authority. All required certification relating to food safety/hygiene rating will be clearly displayed within their stall. Copies of all required documents will be held with the Traders registration form and will be held securely adhering to the General Data Protection Regulations Act 2018.

All food must be transported, displayed and handled in accordance with Food Safety (General Food Hygiene) Regulations 1995 and Food Safety (Temperature Control) Regulations 1995 and any subsequent legislation.

Dispute procedure

All Traders are advised to comply with the lawful requests of the Market Superintendent and should if aggrieved record in a proper manner in writing to the Market Superintendent.

Any failure to resolve the dispute should be taken up with the Town Centre Operations Manager where the aggrieved person and his/her representative will be given the opportunity to discuss the issue.

Should the dispute still not be resolved, this should then be taken up by the Town Clerk where the aggrieved person and his/her representative will be given the opportunity to discuss the issue.

No approach shall be made to any elected Councillors until these procedures have been fulfilled. In the event that any grievance relating to these regulations cannot be resolved by either the Market Superintendent, Town Centre Operations Manager or the Town Clerk, the trader may put their grievance in writing to the Chairman of the Town Centre Management Committee who will raise the matter at the next available meeting of the Committee or the next available meeting of the Council.

The decision of the Committee or the Council will be final and binding on all parties.

Trader

Signed

Print

Type of goods

Date/...../.....

Market Superintendent

Signed

Print

Date/...../.....

Town Centre Operations Manager

Signed

Print

Date/...../.....



BIGGLES
FM 104.8

5th June 2020

Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
SG18 8DL

Dear Sirs

We would like to thank Biggleswade Town Council for the recent donation of £1,850 to BigglesFM. This will be a great help with the running costs of the station.

Your support is very much appreciated.

Yours faithfully

Alan Waring
Station Manager

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