



Ref: Agenda/Council-26062018

21 June 2018

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 26 June 2018** at the **Offices of Biggleswade Town Council, Saffron Road, Biggleswade** commencing at **7.00 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

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

Rob D McGregor
Town Clerk

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

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 Council Meeting held on 12 June 2018 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to receive the **Recommendations** and **Resolutions** of the Public Lands & Open Space Committee Meeting held on Tuesday 19 June 2018 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 Personnel Committee Meeting held on Thursday 21 June 2018 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on Tuesday 12 June 2018.

9. **PLANNING APPLICATIONS**

- a. **CB/18/02135/FULL – 84 Stratton Way, Biggleswade, SG18 0NW**
Construction of a two storey, semi-detached 3-bedroom house.
- b. **CB/18/01810/FULL – Bowls Club, Recreation Ground, Drove Road, Biggleswade**
Proposed new grounds maintenance workshop, storage facilities and general alterations to existing site.
- c. **CB/18/02031/FULL – 3 Woodall Close, Biggleswade, SG18 0AF**
Erection of a single storey extension to the rear.
- d. **CB/18/01445/ADV – 59 High Street, Biggleswade, SG18 0JH**
Advertisement: Projection sign above cafe door.

10. **ACCOUNTS**

a. **Financial Administration**

For Members to receive and adopt the following accounts:

- i. Detailed Balance Sheet to May 2018.
- ii. Summary of Income & Expenditure.
- iii. Income and Expenditure by budget heading.
- iv. Current Bank Accounts, receipts and payments to May 2018.

b. Approval of the Annual Return for the year end 31 March 2018

1. For Members to approve and adopt the accounts and statement of accounts contained in the Annual Return for 2017/18.
2. For Members to adopt and approve the annual governance statement of the annual return for the year ending 2017/18.

11. ITEMS FOR CONSIDERATION

a. Neighbourhood Plan

For members to consider the report on producing a neighbourhood plan, (attached).

b. CB/TCA/18/00169 - Works to Trees within a Conservation Area: 14b Church Street, Henlow, Biggleswade.

Works to trees within a Conservation Area: Remove 1 Spruce tree, Prune 1 Pine tree and 1 Silver Birch tree. The trees are located along the fence line to the side of the property.

c. Traffic Management Committee 7th June 2018

A copy of the report including proposed schemes considered by CBC Traffic Management Committee on 7th June 2018 is attached to this agenda. A Senior Projects Manager Integrated Transport – Highways – Central Bedfordshire Council will update Town Council on the listed schemes, (attached).

d. Greensand Country Village Gateway

For Members to consider a request from the Greensand Country Landscape Partnership who would like to provide the Town Council with a Greensand Country sign. Correspondence is attached to this agenda.

e. A1 Biggleswade North to Beeston Speed Restriction Change

For Members to consider responding to a consultation on a speed restriction Permanent Traffic Regulation Order (PTRO) on A1 Trunk Road (Biggleswade to Beeston Bedfordshire). The proposal is to reduce the speed limit to 50mph. A consultation letter and drawing are attached to this letter.

- f. CB/TRE/18/00196 – Works to trees: Brunswick Place, Rose Lane, Biggleswade** Works to trees T1 Horse Chestnut: Thin crown by 15%. Lift crown to 5m above ground level. Remove epicormic growth.
T2 Horse Chestnut: As above plus prune to give a clearance of 3m from the building.
T3 Oak: Remove epicormic growth.
T4 Horse Chestnut: Thin crown by 20% and remove epicormic growth.

12. ITEMS FOR INFORMATION

a. Notice of Election

A Notice of Election of a Parish Councillor for Biggleswade (Part) Holme has been published and a copy is attached to this agenda.

13. **PUBLIC OPEN SESSION**

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

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

14. **EXEMPT ITEMS**

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

15a. Lease

15b. Personnel

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 12 JUNE 2018
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL,
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE**

PRESENT:

Cllr M Russell (Deputy Chairman) in the Chair
Cllr D Albone
Cllr I Bond
Cllr B Briars
Cllr G Fage
Cllr F Foster
Cllr M Foster
Cllr D Strachan
Cllr S Watkins

Mr R McGregor – Town Clerk, Biggleswade Town Council
Mr M Thorn – Deputy Town Clerk, Biggleswade Town Council
Mrs J Durn – Administrator, Biggleswade Town Council
Members of Public – 18 Member of staff - 1

A12/0601 1. APOLOGIES FOR ABSENCE

Cllr M North, Cllr S Patel, Cllr H Ramsay, Cllr P Sheldon

ABSENT WITHOUT APOLOGIES

Cllr J Medlock

A12/0602 2. DECLARATIONS OF INTEREST

A12/0602.1 a. Disclosable Pecuniary Interests in any agenda item – Cllr G Fage: item 11f.

A12/0602.2 b. Non-pecuniary interests in any agenda item – Cllr F Foster: item 9f.

A12/0603 3. TOWN MAYOR'S ANNOUNCEMENTS

The Mayor, Cllr M North, and Deputy Mayor, Cllr M Russell, both attended a Beating the Retreat at the Joint Intelligence Training Group at Chicksands on 2 June. The band was the band of the Parachute Regiment and the Retreat was in aid of the Army Benevolent Fund.

A12/0604 4. PUBLIC OPEN SESSION

Residents gave the following comments regarding the parking management issue:

Resident gave a breakdown of costs and profit worked out in relation to the quoted fee charges for parking permits based on residents, worker and commuter occupancy. She felt it was reasonable to charge residents a much lower fee.

At the TCM last week member of the public asked where the Council were sourcing their data and if they had now made comparisons. Is the information available now? This information is not available.

Are you going to share this information when it is available? The Chairman repeated that the information was not available.

People are using the car park but not using the facilities of the town. Would like to suggest a charge of say £5 per week for residents which would be more reasonable than paying a lump sum. Would the Council consider monthly installments?

Concerns were voiced that four abandoned cars are currently in the car park. This is currently being dealt with.

Resident needs to go in and out of the car park and is concerned there is no space to come back to once leaving that space.

The Chairman said that all residents' comments have been noted and incorporated in the report attached to Council papers for discussion on car parking management at tonight's meeting. (Agenda item 11d)

A12/0605 5. INVITED SPEAKER

There was no invited speaker.

A12/0606 6. MEMBERS QUESTIONS

A12/0606.1 a. Cllr Briars asked if CBC had confirmed when the double yellow lines were expected in Sun Street, Fairfield Road, Lawrence Road and Shortmead Street as these are now long overdue, there are also areas that need white lining, notably the Asda roundabout, as these have faded away.

Cllr Watkins will raise these issues with the Assistant Director of Highways at CBC, and will report back.

A12/0607 7. MINUTES AND RECOMMENDATIONS OF MEETINGS

A12/0607.1 a. Members received and approved the Minutes of the Biggleswade Town Council Meeting held on 24 April 2018.

A12/0607.2 b. Members received the Minutes of the Biggleswade Annual Statutory Meeting held on 22 May 2018. The Deputy Mayor requested that the Minutes record the following paragraph in the Mayors Announcements:

“The Deputy Mayor, Cllr M Russell, attended the Civic Service in Houghton Regis. She also attended the Lord Lieutenant’s Service of Thanksgiving for Voluntary Organisations at the Bunyan Meeting in Bedford. The service featured an address from television presenter Pam Rhodes which included the moving story of a postcard written by a local lady which was the only communication to reach Terry Waite whilst he was held captive in Beirut for five years to 1991.”

Item 16d: please change Cllr M Foster to read Cllr F Foster as a member of the Skate Park meeting group.

A12/0608 8. MATTERS ARISING

A12/0608.1 a. Minutes of the Town Council Meeting held on 24 April 2018.

Have we received a response from Cllr K Matthews regarding planning issues (Item 11a)? The Town Clerk reported that no response has been received as yet.

A12/0608.2 b. Minutes of the Biggleswade Annual Statutory Meeting held on 22 May 2018.

No Matters arising.

A12/0609 9. PLANNING APPLICATIONS

A12/0609.1 a. **CB/18/01731/FULL – 9 Avon Rise, Biggleswade, SG18 8NP**
Single storey rear extension.

It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this Planning Application provided 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.

A12/0609.2 b. **CB/18/01728/FULL – 11 Avon Rise, Biggleswade, SG18 8NP**
Single storey rear extension.

It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this Planning Application provided 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.

A12/0609.3 c. **CB/18/01772/FULL – 73 Holme Court Avenue, Biggleswade, SG18 8PE**
Proposed rear extension and garage conversion.

It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this Planning Application provided 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.

A12/0609.4 d. **CB/18/01667/FULL – 15 Market Square, Biggleswade, SG18 8AS**
Installation of new recessed shopfront.

It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this Planning Application.

Members asked that concerns be noted regarding encroachment due to the tables being on the pavement.

A12/0609.5 e. **CB/18/01863/FULL – 46 Oak Crescent, Biggleswade, SG18 8JT**
Proposed single storey rear extension and area of hardstanding to front of property.

It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this Planning Application provided 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.

A12/0609.6 f. **CB/18/01874/FULL – 75 Wilsheres Road, Biggleswade, SG18 0DN**
Proposed two storey side and single storey rear extensions plus internal works.

It was **RESOLVED** that the Town Council **OBJECT** to this Planning Application on the grounds that it is not in keeping with other properties in the vicinity and that the impact on privacy and light will be to the detriment of adjacent residents.

A12/0609.7 g. **CB/18/01875/FULL – 5 Cedar Avenue, Biggleswade, SG18 0DE**
Proposed ground floor wc.

It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this Planning Application.

A12/0609.8 h. **CB/18/01927/FULL – 16 Anne Street, Biggleswade, SG18 0DD**
Two storey side extension with single storey projection.

It was **RESOLVED** that the Town Council raise to this Planning Application provided 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.

A12/0609.9 i. **CB/18/02028/REG3 – Ivel Valley School Secondary Site, Hitchmead Road, Biggleswade, SG18 0NL**
REG 3: Installation of a two-classroom 159.12m² modular unit on site for a temporary period of 5 years.

It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this Planning Application.

A12/0609.10 j. **CB/18/01954/FULL – 64 High Street, Biggleswade, SG18 0LJ**
Remove the flat roof of the existing garage block and install a mansard type roof to accommodate a professional services office (A2) at first floor level. Amend the vehicular access point for the garage and install a new personnel door and staircase to the new first floor.

It was **RESOLVED** that the Town Council **OBJECT** to this Application on the grounds that change of use of A2 offices will increase pressure on parking, and that this should be considered in the context of the proposed Traffic Management scheme for Back Street.

A12/0610 10. ACCOUNTS

A12/0610.1 a. **Internal Audit Final Report 2017-2018**

Cllr Strachan said that this was a very satisfactory report.

It was **RESOLVED** that the Town Council approve and adopt the Report.

A12/0610.2 b. **Financial Administration**

Members received the following Accounts:

- i. Detailed Balance Sheet to 30 April 2018.
- ii. Summary of Income & Expenditure.
- iii. Income and Expenditure by budget heading.
- iv. Current Bank Account, receipts and payments to 30 April 2018.

It was **RESOLVED** that the Town Council approve and adopt the Accounts.

A12/0611 11. ITEMS FOR CONSIDERATION

A12/0611.1 a. **Central Bedfordshire Council proposes to introduce No Waiting Restrictions 'AT ANY TIME' in Stratton Park, Biggleswade**

The attached notice gives information regarding the proposal for facilitating the safe passage of traffic on the road or any other road of any class of traffic.

The No Waiting Restrictions are intended to enable the safe movements of heavy goods vehicles throughout the business park.

This information was **NOTED**.

A12/0611.2 b. **Commons Registration Act 1965 – Biggleswade Common Unit CL19 – Transfer of Right**

The attached notice has been received from CBC and gives notice of application for the transfer of a right of common at Biggleswade Common.

This information was **NOTED**.

A12/0611.3 c. **Community Priority Setting Meeting**

Bedfordshire Police are holding a priority setting meeting on the 14th August 2018, at Police Headquarters, Woburn Road, Kempston, 18:30 hrs. Members are asked to consider the priorities for Biggleswade and to submit them on the attached form.

Members are asked to submit their completed forms to the Town Clerk by the end of July.

A12/0611.4 d. **Car Parking Management**

This item was deferred from the Town Centre Management meeting of 5th June 2018.

Under Standing Order 35 of the Town Council Standing Orders, a special resolution and written notice, bearing the signatures of 5 members of the Council has been received.

Cllr Fage declared a pecuniary interest in item 11d and left the meeting for this discussion.

At the recent TCM members of the public voiced concerns over the flooding in Rose Lane car park. The Chairman explained to members of the public that the level of flooding in Rose Lane car park is due to the water table. The Council spent £130,000 on the car park resurfacing. A new soak-away was installed and the existing soak-aways were cleared of debris.

Cllr Watkins reported that public concerns voiced at the recent TCM regarding permit charges for residents of Rose Lane and St Andrews Street have been taken on board, and as a result these charges have been reconsidered, and a charge of £120 has now been suggested. (pro rata depending on whether people pay annually or monthly).

It was **RESOLVED** that the Town Council raise **NO OBJECTION**.

A12/0612 12. **ITEMS FOR INFORMATION**

A12/0612.1 a. **Crime Statistics**

Members received the Crime Statistics for May 2018.

Cllr Strachan reported an increase in criminal damage to property. This continues to be a problem to the police, mainly due to problems with identification of criminals.

A12/0612.2 b. **Planning Application Outcomes**

Members received the Planning Application Outcomes as at 6 June 2018.

This information was **NOTED**.

Members received a report from Cllr Bond and Cllr F Foster who attended the meeting.

It was agreed that more information was required and this item will be placed on the next Council Agenda. A CBC Highways Officer will be invited to attend the meeting. It was also suggested that this item be placed on the next Biggleswade Joint Committee Agenda.

A12/0613 13. PUBLIC OPEN SESSION

A12/0613.1 a. Residents gave the following additional comments regarding the parking management discussed previously:

Thank you for reconsidering the permit charges

Think crime stats are slightly wrong

Resident was a crime statistic herself when someone attempted to take her bag. There was no cctv or witness. This was noted.

Are the residents permit per car or per household, and shall we inform the Council if we are unable to get a permit? The Chairman said that the Council would appreciate feedback.

Nationwide employee asked if the workers car parks are specific? Yes.

Will residents be informed by letter? Yes – due to additional work, implementation will now take place on 1st August instead of 1st July.

Is there a scheme in place for visitors? This will be looked at and a review will take place in 6 months' time.

Visitors would probably be in off peak times when there is not 100% occupancy in the car park.

The Chairman said that the Council have to make sure the system is not abused.

What about parents taking their children to school? This has not been noted as a concern by the Council.

My disabled vehicle will not fit under the barrier. The Clerk will look at this separately. The height also needs to be on the barrier. The Clerk said that it should be on the barrier and will investigate.

b. Mr Bacon: Regarding the building in Palace Street – it appears to be going ahead when the Council had objected to the Planning Application. The Chairman said that Council objections had been over-ruled.

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.

There were no Exempt Items

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

Recommendations and Resolutions of the PLOS meeting held on 19 June 2018

6. ITEMS FOR CONSIDERATION

a. Footpath FP24 Eagle Farm Road

Members considered correspondence from the CBC Definitive Map Officer regarding proposed alterations to the route of Footpath FP24 that crosses Eagle Farm Road Recreation Ground and neighbouring land off Sorrel Way/Chambers Way proposed for development.

It was **RESOLVED** to raise **NO OBJECTION** to the request subject to any impact on trees and shrubs being kept to a minimum.

b. Kitelands Recreation Ground – Ball Court Hard Surface

Members considered quotations for the installation of a hard surface under the ball at Kitelands Recreation Ground.

	Quote A	Quote B	Quote C
Ball court hard surface	£9,397.15	£14,338.27	£11,600.00

It was **RECOMMENDED** to accept Quote A at £9,397.15 with a request to Town Council to fund from General Reserve.

c. Drove Road Cemetery Footpaths

Members considered quotations for repairs footpaths at Drove Road Cemetery. The proposed work is to remove the southern boundary footpath and return to grass, and to resurface the area around the chapel.

	Quote A	Quote B	Quote C
i) Remove southern footpath	£6,246.87	£7,840.30	£6,700.00
ii) Resurface around chapel	<u>£8,063.10</u>	<u>£12,313.25</u>	<u>£10,125.00</u>
	£14,309.97	£20,153.55	£16,825.00

It was **RECOMMENDED** to accept Quote A for removal of the southern footpath at a cost of £6,246.87 with a request to Town Council to fund from General Reserve.

It was **RECOMMENDED** to progress Quote A for resurfacing around the chapel but with a reduction in the size of the area to be resurfaced. The Deputy Town Clerk to discuss with contractor. A request to Town Council to fund from General Reserve.

d. Biggleswade Skate Park

Members considered correspondence from CBC regarding the future of the Biggleswade Skate Park and Chambers Way Play Area.

It was **RECOMMENDED** to respond to CBC to indicate an interest in principle to take on the ownership and management of both the Biggleswade Skate Park and Chambers Way play area once the skate park works are complete, subject to further information including clarification of boundaries. It was **RECOMMENDED** that the skate park alone would not be of interest.



**Central
Bedfordshire**

The Clerk
Biggleswade Town Council

Your Ref:
Our Ref:
AJB/BIG/24

Date: 1 June 2018

Highways Act 1980, s.119 - Proposed Diversion of Public Footpath No.24 (part), Biggleswade.

Dear Sirs

We have received a diversion application from the owner of land crossed by Public Footpath No. 24, Biggleswade to legally divert part of the route of the footpath.

The reason for the application is so that the landowner can sort out a long-standing issue of having the path that crosses two games pitches on the playing field. Further on, the way is to be diverted through a pleasant wooded area freeing up space and allowing for potential development.

The proposed scheme is outlined below and shown on the enclosed plan.

HIGHWAYS ACT 1980 SECTION 119

Diversion of part of Public Footpath No. 24, Biggleswade between points A-B & X-Y.

The proposal looks to divert the Public Footpath from its current route across the playing field (X-Y) to the edge of the playing field (Z-Y) and to divert through

Central Bedfordshire Council

Thorn Turn Highways Depot,
Grendall Lane, Houghton Regis
Bedfordshire, LU5 6GJ.

Telephone 0300 300 8000

Email customer.services@centralbedfordshire.gov.uk

www.centralbedfordshire.gov.uk

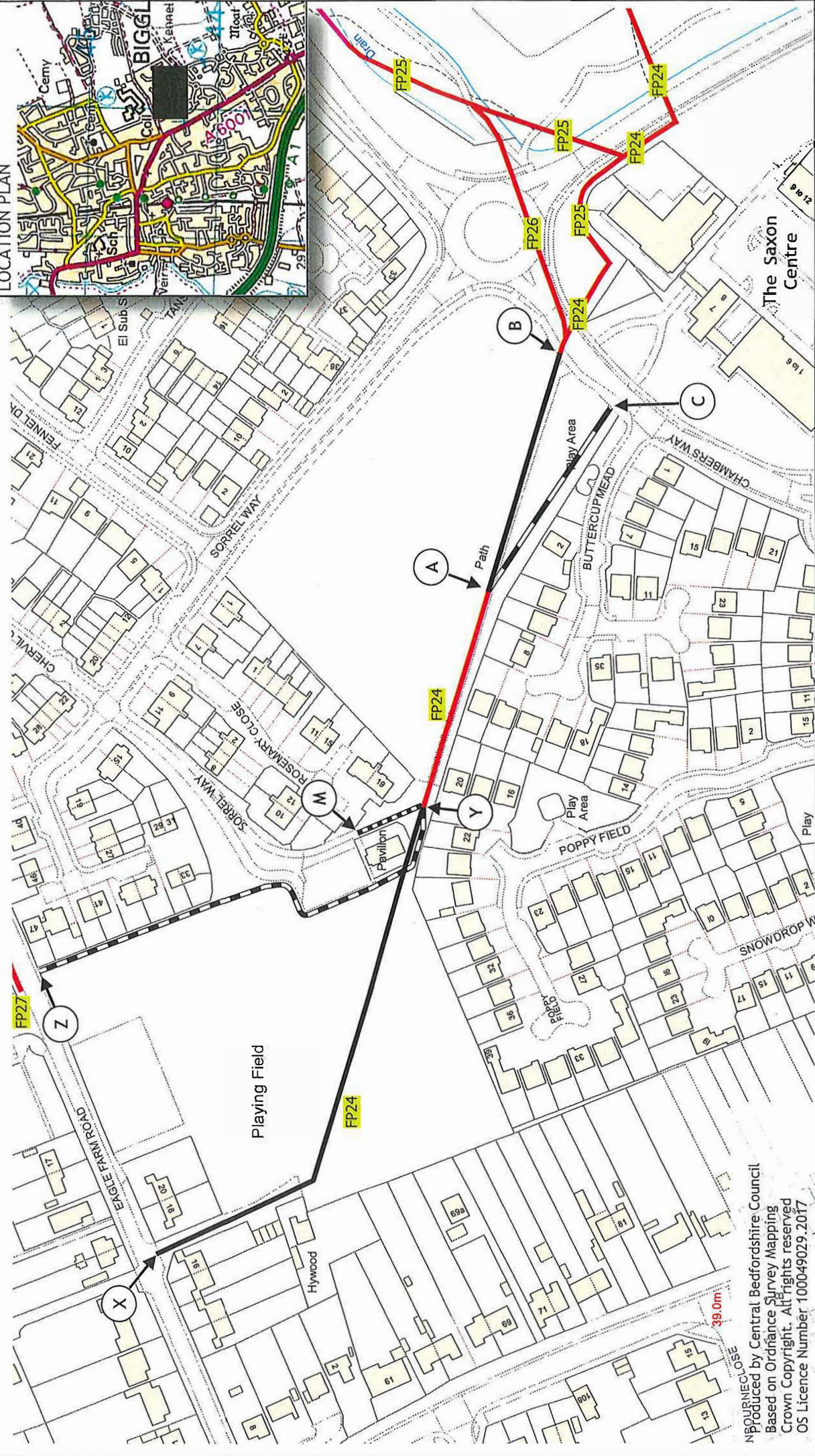
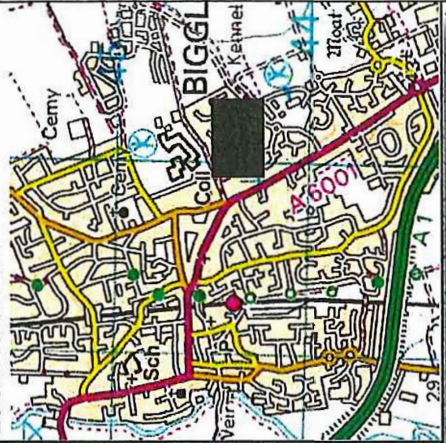
the wooded area, closer to the rear of numbers 2, 4 & 6 Buttercup Mead from A-B to A-C, on the attached Map. In addition to formalise 29m of the well-used route from Rosemary Close (M) to footpath 24 at (Y).

I would be grateful if you could consider the above proposal and forward me any comments or observations you may have by 29th June 2018.

Yours faithfully,

Mr A Burton
Definitive Map Officer

LOCATION PLAN



HIGHWAYS ACT 1980

Proposed Diversion of Parts of Biggleswade Footpath No. 24

- Footpaths to be stopped up **A B X Y**
- Footpaths to be created **A C Z Y M Y**



Scale: 1:2500@A4
Date: 1/6/2018
Drafted by: AM

Unaffected footpath

Produced by Central Bedfordshire Council
Based on Ordnance Survey Mapping
Crown Copyright. All rights reserved
OS Licence Number 100049029.2017

39.0m

QUOTATION /2298

8th June 2018

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

Fao: Mike Thorn (Deputy Town Clerk)

Dear Mike,

Various Car Park Refurbishments, Drove Road Cemetery & Kitelands Recreation Area

Please find attached our quotation in response to your enquiry regarding the above works.

Our quotation is offered subject to the following terms and conditions:-

1. The quotations are offered on a strictly net basis, with VAT to be added for invoicing/payment purposes.
2. Our rates are offered to the end of September 2018.
3. Our quotation is offered on the basis that all items are re-measurable on completion of the works.
4. Payment should be made in full within 28 days from the invoice date.
5. For the duration of our works we will require unrestricted sole possession of the work area/s.
6. Our quotation is offered with a 6 month warranty against faulty materials and workmanship.
7. No allowance has been made for the diversion or temporary support of any third party apparatus.
8. All works to be carried out in a single visit.
9. No allowance has been made for any third party permits or licences.
10. All works to be carried out between the hours of 7.30 – 17.30 Monday to Friday.

We hope our offer proves of interest and should you have any queries about these quotation details please do not hesitate to let us know.

Yours faithfully,

Item 6c (ii)	<p style="text-align: center;"><i>Drove Road Cemetery</i></p> <p>9 Asphalt Surfacing to Area around Chapel</p> <p>9.1 Sweep existing asphalt surface of all loose debris and prepare for new asphalt surface course</p> <p>9.2 Apply K140 bituminous tack coat emulsion</p> <p>9.3 Supply and place by hand AC6 Dense surface course (0/6mm) to a depth ne 25mm</p> <p style="text-align: right;">Total Item 9</p>	558.0	m2	£14.45	£8,063.10
		558.0	m2		
		558.0	m2		
Item 6c (i)	<p>10 Removal of Existing Asphalt Pathway</p> <p>10.1 Break out existing asphalt footpath and dispose of arisings off site</p> <p>10.2 Take up and dispose off site existing PCC edgings</p> <p>10.3 Supply and place topsoil in place of footpath</p> <p style="text-align: right;">Total Item 10</p>	249.0	m2	£9.38	£2,335.72
		355.0	m	£6.55	£2,323.76
		249.0	m2	£6.38	£1,587.38
					£6,246.87
Item 6b	<p><i>Kitelands Recreation Ground</i></p> <p>11 Construction of asphalt play area surface at MUGA</p> <p>11.1 Excavation of material to a depth ne 240mm</p> <p>11.2 Move and spread excavated material locally around the site</p> <p>11.3 Trim, prepare and compact formation</p> <p>11.4 Supply, place & compact MOT Type 1 sub base to a depth ne 150mm</p> <p>11.5 Install 50 x 150 PCC straight edging with concrete bed and backing</p> <p>11.6 Supply and place by hand AC20 Dense Binder course (100/150) to a depth ne 60mm</p> <p>11.7 Supply and place by hand AC6 Dense surface course (0/6mm) to a depth ne 30mm</p> <p style="text-align: right;">Total Item 11</p>	175.0	m2	£8.13	£1,422.85
		175.0	m2	£5.08	£889.28
		175.0	m2	£1.78	£311.25
		175.0	m2	£9.15	£1,600.70
		55.0	m	£13.21	£726.67
		175.0	m2	£14.23	£2,489.98
		175.0	m2	£11.18	£1,956.42
					£9,397.15

Item 6c (ii) 2. Tarmac Surfacing around the Chapel in Drove Road Cemetery:

Quotation - £12,313.25

Item 6c (i) 3. Remove tarmac and place topsoil on footpath in Drove Road Cemetery:

Quotation - £7,840.30

Item 6b 4. Construction of area of tarmac adjacent to MUGA at Kitelands Recreation Ground

Quotation - £14,338.27

Notes

All quotations are subject to vat
Quotations are valid for 3 months
Works to be carried out in one visit
All car park markings in thermoplastic paint
All works to be carried out Monday to Friday day time

Item 6b 6. Kitelands Play Area

- Construct tarmac surface with concrete edgings approx 170m²

Price: £11,600.00 plus vat

Item 6c (ii) 7. Drove Road Cemetery Tarmac around Chapel

- Place and compact surface course tarmac around Chapel by hand approx 500m²

Price: £10,125.00 plus vat

Item 6c (i) 8. Drove Road Cemetery Footpath Removal

- Break out existing tarmac and remove to tip
- Break out concrete kerbing and remove to tip
- Place topsoil in old footpath area approx 180m

Price: £6,700.00 plus vat

We trust this meets with your interest and look forward to hearing from you in due course.

Yours faithfully,



Mr. R McGregor

Town Clerk
Biggleswade Town Council
4 Saffron Rd,
Biggleswade
SG18 8DL

Our ref: LTR.HH/BTC.130618
Date: 13/06/2018

Dear Rob,

Biggleswade Skate Park & Chambers Way Play Area

Many thanks to you, Mike and Members of the Council for meeting Debra and I to discuss the above site.

As discussed at our meeting, the existing skate park facility behind Saxon Pool & Leisure Centre is at a stage where it is in need of replacement and Central Bedfordshire Council (CBC) is considering the capital needed to fund a new facility at the existing location. Although the capital has not been confirmed at this stage and will need agreement from the Council's Executive Committee, I am as part of this work, investigating potential interest from Biggleswade Town Council in a form of asset transfer.

Our meeting suggested there is an appetite to further explore options and terms for a transfer, not only for a new skate park but also the open space in Chambers Way as this has the potential to meet an ambition of the Town Council to provide a water play facility.

I am conscious that while wanting to look in to this further and answer all the points raised at our meeting, I do need to undertake due diligence to investigate the terms and any impact a transfer of the open space asset in particular may have on other parts of service.

One item that I was unaware of prior to our meeting is that given the anticipated development growth in the area, CBC may need to consider the impact on Saxon Pool and Leisure Centre and assess the need to expand the foot print of the current facility. This may or may not have implications for the land at Chambers Way but does mean a

need to consider retention of at least a proportion of the site should an extension be considered a necessary and viable option.

At this stage further modelling work is required to assess the impact of population growth, not just for Saxon but as part of a larger exercise across the leisure estate. While this will not affect the whole site, it does mean I cannot at this stage provide an accurate plan and will need further advice and guidance on timescales.

As both the capital investment in a new skate park and options for an asset transfer will require a decision from the Council's Executive Committee, I am starting the process of seeking approval. I will continue to liaise with colleagues involved in the leisure centre assessment work and advise as soon as possible on this. If capital funding is approved I would still be looking to replace the existing skate park as soon as possible, ideally by late Spring 2019.

I appreciate that not knowing the boundary of the site is likely to make it difficult for the Town Council to make any firm commitment but if you can advise if a reduced area or just the skate park would still be of interest, this will help when identifying options and making recommendations for Members to consider. I can give some informal information on the potential extent of centre expansion but until a proper assessment has been carried out I cannot produce an accurate plan.

Skate park & play area maintenance

In terms of maintenance costs, as you know the existing skatepark is metal structures on a tarmac base, whereas our initial preference for a replacement would be a concrete construction that is I understand likely to cost less to maintain and quieter when in use.

It is therefore difficult at this stage to compare costs for the existing facility with a new concrete replacement but is something we will want clarified as the replacement options are considered. However, based on feedback from another operator it has been suggested that a budget figure of around £5,000 per annum to allow for minor repairs, vandalism, graffiti removal, inspections, insurance and electricity costs for lighting would be reasonable.

In addition are weekly visual inspections, undertaken by a member of our staff that are combined with wider play area inspections.

Other costs to maintain the existing play area and open space include: -

- Ad-hoc repairs, operational and annual play inspections at around £1200 per annum
- Grounds maintenance costs of around £5,720 per annum. I have not included weekly visual inspections of the site as these are part of a wider role that a member of the team undertakes across Central Bedfordshire.

If there is anything further at this stage that would be useful in advance of the committee meeting, please let me know.

Yours sincerely,

H. Hughes

Howard Hughes

Active Lifestyles Manager

Michael Thorn

From: Stacey Poole
Sent: 13 June 2018 15:28
To: Michael Thorn
Subject: Re: Football Pitches Kingsreach

Hi Mike

Apologies for the delay in getting back to you. Below is a bit of a quick update. Would be great to meet up when were you thinking?

Quick up date:

- Knee Rail Fencing to POS 1, part of 3 and the gym equipment in 5 will be installed June 18.
- The small POS area off Rutherford Way – I have asked for the boulders to be replaced as discussed with an alternative feature. This POS area was part of a reserved matters application which was approved. Once I have the approved drawing from Emma I can progress this will be down for 12 months maint.
- **The Linear Park** is currently being maintained by the consortium, further planting works commenced 12th Feb and to be completed by the end of May, I need to review with DE. Hand over and to whom to be discussed following the completion of the planting. **Under the s106 Consortium to agree who is to take on the land, it can be offered to CBC. Please advise on this.**
- The Linear Park - Once completed there will be a Maintenance Period of 12 months – If Developer Eyes install planting as per schedule 12 month period will cease May 2019.
- **POS 1 Super Leap** – installed 2016, currently being maintained by the consortium. Hand over discussed. Open to the public. Will take on without maintenance period as being well maintained. Timber knee rail to be installed asap. Pitches to be signed off. Hand over July 2018 (aim).
- **POS 2 Super Leap** – works started May 2018, due to be open end June 2018. 12 month maintenance period. **POS 3 super NEAP & Super Lap** – equipment installed waiting on ROPSA to take place which will cover the balancing ponds in pitches area. Hand over to be discussed. Not yet open to the public, aiming for July 2018. 12 month maintenance period. Further works to the pitches of POS 3 to have a programme in place to have pitches running by Oct 18. 12 month maintenance period ending Oct 2019.
- **POS 4** – equipment installed, due to be open 1st July 2018. X12 months maintenance period ending July 19. MVK to complete footpaths and DE to complete the landscaping.
- **Rutherford Way POS** - works started 26th March 2018, due to be open July 2018. X12 months maintenance period ending July 19. MVK to complete footpaths.
- **POS 5 Fitness Area** - installed 2016, currently being maintained by the consortium. Hand over to be discussed. Open to the public. CBC will take on without maintenance period as being well maintained. Timber knee rail to be installed asap (June). Pitches to be signed off around the TWSM compound. Hand over July (aim). TWSM compound on part of the pitch area.
- **CPS 7 (Finzi Grove)** - installed late 2017, currently being maintained by the consortium. Hand over to be discussed. Open to the public. 12 month maintenance period ending Oct/Nov 2018.
- **CPS 11/IRS 17A/IRS 16** - works due to start July 2018. Quote to be agreed and planning as not in s106, will be in Site 3. I did see this within the section 106 for site 3. Lorraine CBC to confirm.
- **Temp Community Centre** – Lisa to confirmed Hockey Club want it. AI/SP to respond to Lisa's email. Date for removal to be confirmed.

Kind regards

Stacey

Stacey Poole

Date :- 20/06/2018

BIGGLESWADE TOWN COUNCIL

Item 10ai - Detailed Balance Sheet

Time :- 15:43

Detailed Balance Sheet (Excluding Stock Movement)

PageNo: 1

Month No: 2 31st May 2018

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	OP'L F/H LAND & BUILDINGS	1,813,044	372,120	1,440,924
2	OP'L L/H LAND & BUILDINGS	9,095	0	9,095
21	VEHICLES & EQUIPMENT	718,276	340,739	377,537
41	INFRASTRUCTURE ASSETS	255,413	217,777	37,636
61	COMMUNITY ASSETS	15,380	0	15,380
	Total Fixed Assets	2,811,208	930,636	1,880,572
	<u>Current Assets</u>			
100	DEBTORS - TOWN COUNCIL	42,034		
101	DEBTORS - ALLOTMENTS	646		
102	DEBTORS - PITCH HIRE	2,439		
103	DEBTORS - ORCHARD CENTRE	7,034		
105	VAT REFUNDS	10,268		
201	CURRENT BANK A/C	155,863		
202	IMPREST BANK A/C DO NOT USE	447,409		
204	BUSINESS RESERVE A/C	0		
209	CAPITAL RESERVE.	255,924		
210	PETTY CASH	251		
212	CASH CHANGE FLOAT	24		
225	NATWEST 95 DAY ACCOUNT	448		
	Total Current Assets		922,339	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	-1,770		
525	ALLOTMENT DEPOSITS	2,300		
530	INC IN ADVANCE - COMMUTED	33,570		
550	MAYORS CHARITY FUND	571		
	Total Current Liabilities		34,672	
	Net Current Assets			887,667
	Total Assets less Current Liabilities			2,768,239
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	138,585		
430	LEASE CREDITOR (GROSS)	1,389		
435	LEASE CREDITOR (DEF'D INT)	-145		
	Total Long Term Liabilities		139,829	
	Total Assets less Total Liabilities			2,628,410
	<u>Represented By :-</u>			
301	CURRENT YEAR FUND	228,380		
310	GENERAL RESERVE	150,899		
320	EMR DEVOLVED SERVICES	65,000		
325	EMR WEBSITE	1,500		
327	EMR RADIO LINK	1,471		
329	CHRISTMAS LIGHTS RES	3,000		
335	EMR DIAMOND JUBILEE	1,797		
338	EMR TOWN PLAN STEERING GP	1,643		
342	EMR MISC. RECREATION	2,695		

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 2 31st May 2018

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>
345	EMR STREET LIGHTS	14,000
346	EMR PUBLIC TOILETS	9,341
348	EMR CLOCK REPAIR	700
349	ROLLING CAPITAL FUND	407,241
350	CAPITAL FINANCING RESERVE	1,357,049
451	DEF'D GRANTS APPLIED	594,591
452	DEF'D GRANTS W/BACK	-210,897
	Total Equity	2,628,410

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Finance & General Purposes</u>								
101	B'SWADE MAGISTRATES COURT							
	Expenditure	-608	2,085	9,580	7,495		7,495	21.8 %
	Income	0	2,085	9,580	-7,495			21.8 %
108	GRANTS (INCL S137)							
	Expenditure	0	27,958	20,500	-7,458		-7,458	136.4 %
109	CAPITAL EXPENDITURE							
	Expenditure	11,492	118,355	152,347	33,992		33,992	77.7 %
111	CORPORATE MANAGEMENT							
	Expenditure	15,032	13,012	100,793	87,781		87,781	12.9 %
	Income	17	469,150	939,232	-470,082			50.0 %
112	DEMOCRATIC REP'N & MGM'T							
	Expenditure	20,266	22,946	136,912	113,966		113,966	16.8 %
	Income	0	-67	0	-67			0.0 %
113	CIVIC ACTIVITIES & EXPENSES							
	Expenditure	50	55	4,600	4,545		4,545	1.2 %
115	ORCHARD COMMUNITY CENTRE							
	Expenditure	3,126	6,243	86,420	80,177		80,177	7.2 %
	Income	2,316	24,378	26,000	-1,622			93.8 %
901	CENTRAL SERVICES							
	Expenditure	-30,885	8	0	-8		-8	0.0 %
	Income	0	8	0	8			0.0 %
	Finance & General Purposes Expenditure	18,473	190,663	511,152	320,489	0	320,489	37.3 %
	Income	2,333	495,554	974,812	-479,258			50.8 %
	Net Expenditure over Income	16,140	-304,891	-463,660	-158,769			

Summary Income & Expenditure by Budget Heading 31st May 2018

Month No : 2

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Public Land & Open Spaces</u>								
102 ALLOTMENTS	Expenditure	116	116	1,965	1,849		1,849	5.9 %
	Income	13	-191	5,300	-5,491			-3.6 %
104 BURIAL GROUNDS	Expenditure	15,034	15,449	83,437	67,988		67,988	18.5 %
	Income	2,030	4,002	18,000	-13,998			22.2 %
212 RECREATION GROUNDS	Expenditure	50,957	54,535	309,576	255,041		255,041	17.6 %
	Income	1,900	5,430	11,720	-6,290			46.3 %
902 WORKS SERVICES	Expenditure	-28,443	0	0	0		0	0.0 %
	Public Land & Open Spaces Expenditure	37,663	70,101	394,978	324,877	0	324,877	17.7 %
	Income	3,942	9,242	35,020	-25,778			26.4 %
	Net Expenditure over Income	33,721	60,860	359,958	299,098			

Summary Income & Expenditure by Budget Heading 31st May 2018

Month No : 2

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Town Centre Management</u>								
103	STREET LIGHTS	Expenditure	490	-16,969	16,000	32,969	32,969	-106.1 %
105	CAR PARKS	Expenditure	19,902	22,621	74,094	51,474	51,474	30.5 %
		Income	0	0	105,000	-105,000		0.0 %
106	MARKET	Expenditure	3,422	4,620	29,710	25,090	25,090	15.6 %
		Income	1,490	2,886	21,000	-18,114		13.7 %
107	TOWN CENTRE GENERAL	Expenditure	3,615	3,615	65,093	61,478	61,478	5.6 %
110	PUBLIC CONVENIENCES	Expenditure	1,702	4,650	24,950	20,300	20,300	18.6 %
	Town Centre Management Expenditure	29,131	18,537	209,847	191,310	0	191,310	8.8 %
	Income	1,490	2,886	126,000	-123,114			2.3 %
	Net Expenditure over Income	27,641	15,651	83,847	68,196			
<u>INCOME - EXPENDITURE TOTALS</u>								
	Expenditure	85,268	279,301	1,115,977	836,676	0	836,676	25.0 %
	Income	7,765	507,682	1,135,832	-628,150			44.7 %
	Net Expenditure over Income	77,503	-228,380	-19,855	208,525			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
Finance & General Purposes								
101 B'SWADE MAGISTRATES COURT								
4007	HEALTH & SAFETY	0	0	300	300	300	0.0 %	
4011	RATES	1,144	2,296	11,560	9,264	9,264	19.9 %	
4012	WATER RATES	0	0	500	500	500	0.0 %	
4013	RENT	-2,872	-2,872	-25,580	-22,708	-22,708	11.2 %	
4014	ELECTRICITY	0	0	1,600	1,600	1,600	0.0 %	
4015	GAS	0	0	3,000	3,000	3,000	0.0 %	
4016	CLEANING COSTS	603	1,363	9,000	7,637	7,637	15.1 %	
4029	OFFICE REFURBISHMENT	16	16	0	-16	-16	0.0 %	
4036	PROPERTY MAINTENANCE	176	274	4,000	3,726	3,726	6.8 %	
4042	EQUIPT MAINT/REPAIR	0	70	1,000	930	930	7.0 %	
4067	PEST CONTROL	0	0	100	100	100	0.0 %	
4104	REFUSE COLLECTION	0	67	1,000	933	933	6.7 %	
4110	FIRE PRECAUTIONS	310	560	1,500	940	940	37.3 %	
4128	EQUIPMENT	15	15	0	-15	-15	0.0 %	
4134	SECURITY/CCTV	0	296	1,600	1,304	1,304	18.5 %	
B'SWADE MAGISTRATES COURT :- Expenditure		-608	2,085	9,580	7,495	0	7,495	21.8 %
1081	INC-RENT	0	2,085	9,280	-7,195		22.5 %	
1091	INC-MISCELLANEOUS	0	0	300	-300		0.0 %	
B'SWADE MAGISTRATES COURT :- Income		0	2,085	9,580	-7,495		21.8 %	
Net Expenditure over Income		-608	0	0	0			
108 GRANTS (INCL S137)								
4261	GRANTS UNDER OTHER	0	16,708	13,000	-3,708	-3,708	128.5 %	
4264	Community Agent Grant	0	11,250	7,500	-3,750	-3,750	150.0 %	
GRANTS (INCL S137) :- Expenditure		0	27,958	20,500	-7,458	0	-7,458	136.4 %
Net Expenditure over Income		0	27,958	20,500	-7,458			
109 CAPITAL EXPENDITURE								
4053	LOAN INTEREST	0	0	18,233	18,233	18,233	0.0 %	
4253	LEASE INTEREST REPAID	48	97	581	484	484	16.7 %	
4823	CP - Play Equipment	0	9,900	0	-9,900	-9,900	0.0 %	
4827	CP - Office Equipment	9,029	9,029	0	-9,029	-9,029	0.0 %	
4843	CP - Street Furniture	0	2,440	0	-2,440	-2,440	0.0 %	
4847	CP - Workshop	2,000	2,000	0	-2,000	-2,000	0.0 %	
4900	ROLLING CAPITAL FUND	0	100,000	100,000	0	0	100.0 %	

Month No : 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4980 LOAN REPAYMENT	0	0	28,556	28,556		28,556	0.0 %
4982 LEASE CAPITAL REPAID	415	829	4,977	4,148		4,148	16.7 %
4992 TRANSFER FROM E/MARKED	0	-5,940	0	5,940		5,940	0.0 %
CAPITAL EXPENDITURE :- Expenditure	11,492	118,355	152,347	33,992	0	33,992	77.7 %
Net Expenditure over Income	11,492	118,355	152,347	33,992			
111 CORPORATE MANAGEMENT							
4057 AUDIT FEES	0	-2,020	3,735	5,755		5,755	-54.1 %
4901 C.S. SALARY RECHARGE	6,394	6,394	63,749	57,355		57,355	10.0 %
4911 C.S. O'HEAD RECHARGE	8,638	8,638	33,309	24,671		24,671	25.9 %
CORPORATE MANAGEMENT :- Expenditure	15,032	13,012	100,793	87,781	0	87,781	12.9 %
1076 PRECEPT RECEIVED	0	469,116	938,232	-469,116			50.0 %
1096 INTEREST RECEIVED	17	34	1,000	-966			3.4 %
CORPORATE MANAGEMENT :- Income	17	469,150	939,232	-470,082			50.0 %
Net Expenditure over Income	15,015	-456,139	-838,439	-382,300			
112 DEMOCRATIC REP'N & MGMT							
4024 SUBSCRIPTIONS	224	2,597	3,500	903		903	74.2 %
4026 COMPUTER	0	307	0	-307		-307	0.0 %
4135 ELECTION PROVISION	0	0	4,000	4,000		4,000	0.0 %
4901 C.S. SALARY RECHARGE	8,525	8,525	85,000	76,475		76,475	10.0 %
4911 C.S. O'HEAD RECHARGE	11,517	11,517	44,412	32,895		32,895	25.9 %
DEMOCRATIC REP'N & MGMT :- Expenditure	20,266	22,946	136,912	113,966	0	113,966	16.8 %
1083 INC-PITCH HIRE	0	-67	0	-67			0.0 %
DEMOCRATIC REP'N & MGMT :- Income	0	-67	0	-67			
Net Expenditure over Income	20,266	23,013	136,912	113,899			
113 CIVIC ACTIVITIES & EXPENSES							
4008 STAFF TRAINING	0	0	1,500	1,500		1,500	0.0 %
4009 STAFF TRAVEL	0	0	500	500		500	0.0 %
4112 TOWN MAYOR'S ALLOW.	0	5	1,000	995		995	0.5 %
4166 TWINNING	0	0	500	500		500	0.0 %
4179 CIVIC FUNCTIONS	50	50	1,000	950		950	5.0 %
4180 CIVIC REGALIA REPAIRS ETC	0	0	100	100		100	0.0 %
CIVIC ACTIVITIES & EXPENSES :- Expenditure	50	55	4,600	4,545	0	4,545	1.2 %
Net Expenditure over Income	50	55	4,600	4,545			

Month No : 2

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
115	ORCHARD COMMUNITY CENTRE							
4001	STAFF SALARIES	1,843	3,616	40,100	36,485		36,485	9.0 %
4002	EMPLOYERS N.I	157	305	4,700	4,395		4,395	6.5 %
4003	EMPLOYERS SUPERANN.	420	824	9,200	8,376		8,376	9.0 %
4007	HEALTH & SAFETY	0	0	500	500		500	0.0 %
4011	RATES	0	0	5,500	5,500		5,500	0.0 %
4012	WATER RATES	0	0	600	600		600	0.0 %
4014	ELECTRICITY	0	0	10,000	10,000		10,000	0.0 %
4015	GAS	0	0	4,500	4,500		4,500	0.0 %
4016	CLEANING COSTS	320	820	4,000	3,180		3,180	20.5 %
4020	MISC. ESTABLISH.COST	0	0	400	400		400	0.0 %
4021	TELEPHONE & FAX	95	95	1,020	925		925	9.3 %
4026	COMPUTER	195	488	2,500	2,012		2,012	19.5 %
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	96	96	1,500	1,404		1,404	6.4 %
4042	EQUIPT MAINT/REPAIR	0	0	200	200		200	0.0 %
4128	EQUIPMENT	0	0	200	200		200	0.0 %
	ORCHARD COMMUNITY CENTRE :- Expenditure	3,126	6,243	86,420	80,177	0	80,177	7.2 %
1078	INC-MISC GRANTS	0	18,000	18,000	0			100.0 %
1082	INC-LETTINGS	2,316	6,378	8,000	-1,622			79.7 %
	ORCHARD COMMUNITY CENTRE :- Income	2,316	24,378	26,000	-1,622			93.8 %
	Net Expenditure over Income	810	-18,134	60,420	78,554			
901	CENTRAL SERVICES							
4001	STAFF SALARIES	8,903	16,478	161,300	144,822		144,822	10.2 %
4002	EMPLOYERS N.I	764	1,429	14,400	12,971		12,971	9.9 %
4003	EMPLOYERS SUPERANN.	1,862	3,407	36,800	33,393		33,393	9.3 %
4007	HEALTH & SAFETY	0	0	2,500	2,500		2,500	0.0 %
4008	STAFF TRAINING	1,190	1,360	3,000	1,640		1,640	45.3 %
4009	STAFF TRAVEL	295	547	3,500	2,953		2,953	15.6 %
4010	MISC. STAFF COSTS	75	75	500	425		425	15.0 %
4013	RENT	2,872	2,872	25,580	22,708		22,708	11.2 %
4020	MISC. ESTABLISH.COST	0	0	250	250		250	0.0 %
4021	TELEPHONE & FAX	1,034	843	7,600	6,757		6,757	11.1 %
4022	POSTAGE	0	0	1,200	1,200		1,200	0.0 %
4023	STATIONERY	478	1,007	4,000	2,993		2,993	25.2 %
4025	INSURANCE	0	19,407	20,000	593		593	97.0 %
4026	COMPUTER	1,111	2,120	12,000	9,880		9,880	17.7 %

Month No : 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4027 PHOTOCOPIER	0	203	3,500	3,297		3,297	5.8 %
4031 ADVERTISING	0	0	400	400		400	0.0 %
4032 PUBLICITY	215	430	3,500	3,070		3,070	12.3 %
4051 BANK CHARGES	82	153	1,000	847		847	15.3 %
4056 LEGAL EXPENSES	0	0	1,000	1,000		1,000	0.0 %
4058 PROFESSIONAL FEES	0	0	5,000	5,000		5,000	0.0 %
4060 OFFICE EQUIPMENT	26	26	500	474		474	5.2 %
4073 PAYROLL BUREAU FEES	312	-58	2,000	2,058		2,058	-2.9 %
4074 ACCOUNTANCY FEES	0	-186	14,000	14,186		14,186	-1.3 %
4901 C.S. SALARY RECHARGE	-21,314	-21,314	-212,500	-191,186		-191,186	10.0 %
4911 C.S. O'HEAD RECHARGE	-28,792	-28,792	-111,030	-82,238		-82,238	25.9 %
CENTRAL SERVICES :- Expenditure	-30,885	8	0	-8	0	-8	
1091 INC-MISCELLANEOUS	0	8	0	8			0.0 %
CENTRAL SERVICES :- Income	0	8	0	8			
Net Expenditure over Income	-30,885	0	0	0			
Finance & General Purposes :- Expenditure	18,473	190,663	511,152	320,489	0	320,489	37.3 %
Income	2,333	495,554	974,812	-479,258			50.8 %
Net Expenditure over Income	16,140	-304,891	-463,660	-158,769			

Month No : 2

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Public Land & Open Spaces</u>								
<u>102 ALLOTMENTS</u>								
4013	RENT	116	116	465	349		349	25.0 %
4037	GROUNDS MAINTENANCE	0	0	1,000	1,000		1,000	0.0 %
4067	PEST CONTROL	0	0	500	500		500	0.0 %
	ALLOTMENTS :- Expenditure	116	116	1,965	1,849	0	1,849	5.9 %
1087	INC-ALLOTMENTS	13	-191	5,300	-5,491			-3.6 %
	ALLOTMENTS :- Income	13	-191	5,300	-5,491			-3.6 %
	Net Expenditure over Income	104	307	-3,335	-3,642			
<u>104 BURIAL GROUNDS</u>								
4011	RATES	421	851	3,965	3,114		3,114	21.5 %
4012	WATER RATES	0	-42	200	242		242	-20.9 %
4014	ELECTRICITY	0	28	100	72		72	27.7 %
4036	PROPERTY MAINTENANCE	0	0	1,000	1,000		1,000	0.0 %
4110	FIRE PRECAUTIONS	152	152	200	48		48	76.0 %
4178	PATHS MAINTENANCE	0	0	1,000	1,000		1,000	0.0 %
4901	C.S. SALARY RECHARGE	1,279	1,279	12,750	11,471		11,471	10.0 %
4902	W.S. SALARY RECHARGE	9,557	9,557	46,940	37,383		37,383	20.4 %
4911	C.S. O'HEAD RECHARGE	1,728	1,728	6,662	4,935		4,935	25.9 %
4912	W.S. O'HEAD RECHARGE	1,898	1,898	10,620	8,722		8,722	17.9 %
	BURIAL GROUNDS :- Expenditure	15,034	15,449	83,437	67,988	0	67,988	18.5 %
1084	INC-BURIAL FEES	1,970	3,942	15,000	-11,058			26.3 %
1097	INC-MEMORIALS	60	60	3,000	-2,940			2.0 %
	BURIAL GROUNDS :- Income	2,030	4,002	18,000	-13,998			22.2 %
	Net Expenditure over Income	13,004	11,447	65,437	53,990			
<u>212 RECREATION GROUNDS</u>								
4011	RATES	437	872	4,450	3,578		3,578	19.6 %
4012	WATER RATES	0	42	11,000	10,958		10,958	0.4 %
4013	RENT	0	0	1	1		1	0.0 %
4014	ELECTRICITY	16	-12	3,500	3,512		3,512	-0.3 %
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	5,000	5,000		5,000	0.0 %
4038	MAINTENANCE CONTRACT	777	1,375	5,000	3,625		3,625	27.5 %
4039	PLAY. EQUIP. MAINT.	0	2,028	6,000	3,972		3,972	33.8 %

Month No : 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4043 FENCING & GATES	0	0	1,000	1,000		1,000	0.0 %
4044 TREES & PLANTS	0	0	4,000	4,000		4,000	0.0 %
4067 PEST CONTROL	0	100	1,500	1,400		1,400	6.7 %
4100 FERT./SEEDS/WEEDKILL	908	1,312	2,000	688		688	65.6 %
4110 FIRE PRECAUTIONS	712	712	500	-212		-212	142.3 %
4114 LITTER BINS	0	0	2,000	2,000		2,000	0.0 %
4139 GRASS CUTTING	0	0	5,000	5,000		5,000	0.0 %
4901 C.S. SALARY RECHARGE	3,410	3,410	34,000	30,590		30,590	10.0 %
4902 W.S. SALARY RECHARGE	33,449	33,449	164,290	130,841		130,841	20.4 %
4911 C.S. O'HEAD RECHARGE	4,607	4,607	17,765	13,158		13,158	25.9 %
4912 W.S. O'HEAD RECHARGE	6,642	6,642	37,170	30,528		30,528	17.9 %
RECREATION GROUNDS :- Expenditure	50,957	54,535	309,576	255,041	0	255,041	17.6 %
1078 INC-MISC GRANTS	0	3,022	0	3,022			0.0 %
1081 INC-RENT	1,606	1,676	5,240	-3,564			32.0 %
1083 INC-PITCH HIRE	294	732	5,000	-4,268			14.6 %
1091 INC-MISCELLANEOUS	0	0	330	-330			0.0 %
1092 INC-GRNDS MAINT	0	0	1,150	-1,150			0.0 %
RECREATION GROUNDS :- Income	1,900	5,430	11,720	-6,290			46.3 %
Net Expenditure over Income	49,057	49,105	297,856	248,751			
902 WORKS SERVICES							
4001 STAFF SALARIES	18,513	37,530	176,750	139,220		139,220	21.2 %
4002 EMPLOYERS N.I	1,645	3,254	17,650	14,396		14,396	18.4 %
4003 EMPLOYERS SUPERANN.	3,407	7,001	40,300	33,299		33,299	17.4 %
4007 HEALTH & SAFETY	276	276	500	224		224	55.2 %
4008 STAFF TRAINING	0	0	2,500	2,500		2,500	0.0 %
4009 STAFF TRAVEL	43	62	500	438		438	12.3 %
4010 MISC. STAFF COSTS	0	0	300	300		300	0.0 %
4014 ELECTRICITY	0	0	50	50		50	0.0 %
4021 TELEPHONE & FAX	396	396	50	-346		-346	792.4 %
4030 RECRUIT. ADVERTISING	604	604	0	-604		-604	0.0 %
4041 EQUIPMENT HIRE	0	0	400	400		400	0.0 %
4042 EQUIPT MAINT/REPAIR	502	726	4,000	3,274		3,274	18.1 %
4046 VEHICLE LEASING	981	1,853	10,500	8,647		8,647	17.6 %
4047 MATERIALS/TOOLS	546	862	5,000	4,138		4,138	17.2 %
4048 VEHICLE MAINT/REPAIR	423	1,239	7,500	6,261		6,261	16.5 %
4049 VEHICLE FUEL	881	1,454	6,500	5,046		5,046	22.4 %
4050 VEHICLE TAX	250	250	0	-250		-250	0.0 %
4103 PROTECTIVE CLOTHING	0	934	2,500	1,566		1,566	37.4 %

Month No : 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4119 SKIP HIRE	314	733	6,000	5,267		5,267	12.2 %
4128 EQUIPMENT	0	0	500	500		500	0.0 %
4134 SECURITY/CCTV	48	101	3,300	3,199		3,199	3.1 %
4136 RENEWALS/REPLACEMENT	0	0	3,000	3,000		3,000	0.0 %
4902 W.S. SALARY RECHARGE	-47,784	-47,784	-234,700	-186,916		-186,916	20.4 %
4912 W.S. O'HEAD RECHARGE	-9,489	-9,489	-53,100	-43,611		-43,611	17.9 %
WORKS SERVICES :- Expenditure	-28,443	0	0	0	0	0	
Net Expenditure over Income	-28,443	0	0	0			
Public Land & Open Spaces :- Expenditure	37,663	70,101	394,978	324,877	0	324,877	17.7 %
Income	3,942	9,242	35,020	-25,778			26.4 %
Net Expenditure over Income	33,721	60,860	359,958	299,098			

Month No : 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Town Centre Management							
103 STREET LIGHTS							
4012	WATER RATES	0	42	0	-42	-42	0.0 %
4014	ELECTRICITY	490	490	6,000	5,510	5,510	8.2 %
4038	MAINTENANCE CONTRACT	0	-17,500	6,500	24,000	24,000	-269.2
4045	S/L REPAIR/RENEWAL	0	0	3,000	3,000	3,000	0.0 %
4174	BUS SHELTER MAINTENANCE	0	0	500	500	500	0.0 %
	STREET LIGHTS :- Expenditure	490	-16,969	16,000	32,969	0	32,969 -106.1 %
	Net Expenditure over Income	490	-16,969	16,000	32,969		
105 CAR PARKS							
4011	RATES	2,513	5,024	23,750	18,726	18,726	21.2 %
4021	TELEPHONE & FAX	0	0	600	600	600	0.0 %
4047	MATERIALS/TOOLS	671	876	500	-376	-376	175.2 %
4056	LEGAL EXPENSES	0	0	1,000	1,000	1,000	0.0 %
4092	Card Processing Fees	23	25	0	-25	-25	0.0 %
4108	SURFACE REPAIRS	5,830	5,830	3,000	-2,830	-2,830	194.3 %
4126	CAR PARK LEASE	7,250	7,250	26,001	18,751	18,751	27.9 %
4901	C.S. SALARY RECHARGE	320	320	3,188	2,868	2,868	10.0 %
4902	W.S. SALARY RECHARGE	2,389	2,389	11,735	9,346	9,346	20.4 %
4911	C.S. O'HEAD RECHARGE	432	432	1,665	1,233	1,233	25.9 %
4912	W.S. O'HEAD RECHARGE	474	474	2,655	2,181	2,181	17.9 %
	CAR PARKS :- Expenditure	19,902	22,621	74,094	51,474	0	51,474 30.5 %
1088	INC - CAR PARKING FEES	0	0	105,000	-105,000		0.0 %
	CAR PARKS :- Income	0	0	105,000	-105,000		0.0 %
	Net Expenditure over Income	19,902	22,621	-30,906	-53,526		
106 MARKET							
4004	MARKET STAFF	419	825	5,150	4,325	4,325	16.0 %
4011	RATES	498	998	6,400	5,402	5,402	15.6 %
4012	WATER RATES	0	-42	0	42	42	0.0 %
4014	ELECTRICITY	0	0	300	300	300	0.0 %
4025	INSURANCE	0	0	550	550	550	0.0 %
4032	PUBLICITY	0	0	550	550	550	0.0 %
4047	MATERIALS/TOOLS	0	0	250	250	250	0.0 %
4081	Licences	0	333	333	0	0	100.1 %
4901	C.S. SALARY RECHARGE	1,066	1,066	10,625	9,559	9,559	10.0 %

Month No : 2

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4911	C.S. O'HEAD RECHARGE	1,440	1,440	5,552	4,112		4,112	25.9 %
	MARKET :- Expenditure	3,422	4,620	29,710	25,090	0	25,090	15.6 %
1085	INC-TUESDAY MARKET RENTS	378	689	3,000	-2,312			22.9 %
1086	INC-SATURDAY MARKET RENTS	1,112	2,198	18,000	-15,802			12.2 %
	MARKET :- Income	1,490	2,886	21,000	-18,114			13.7 %
	Net Expenditure over Income	1,933	1,734	8,710	6,976			
107	TOWN CENTRE GENERAL							
4064	ANNUAL HANGING BASKETS	0	0	3,000	3,000		3,000	0.0 %
4116	WAR MEM & REM SERV	0	0	1,000	1,000		1,000	0.0 %
4117	CLOCK REPAIRS	0	0	350	350		350	0.0 %
4140	CHRISTMAS ACTIVITIES	0	0	5,000	5,000		5,000	0.0 %
4144	CCTV	0	0	18,000	18,000		18,000	0.0 %
4145	CHRISTMAS LIGHTS	0	0	18,500	18,500		18,500	0.0 %
4901	C.S. SALARY RECHARGE	320	320	3,188	2,868		2,868	10.0 %
4902	W.S. SALARY RECHARGE	2,389	2,389	11,735	9,346		9,346	20.4 %
4911	C.S. O'HEAD RECHARGE	432	432	1,665	1,233		1,233	25.9 %
4912	W.S. O'HEAD RECHARGE	474	474	2,655	2,181		2,181	17.9 %
	TOWN CENTRE GENERAL :- Expenditure	3,615	3,615	65,093	61,478	0	61,478	5.6 %
	Net Expenditure over Income	3,615	3,615	65,093	61,478			
110	PUBLIC CONVENIENCES							
4011	RATES	302	608	3,450	2,842		2,842	17.6 %
4012	WATER RATES	0	42	1,600	1,558		1,558	2.6 %
4014	ELECTRICITY	0	0	900	900		900	0.0 %
4036	PROPERTY MAINTENANCE	0	0	2,500	2,500		2,500	0.0 %
4038	MAINTENANCE CONTRACT	1,400	4,000	16,500	12,500		12,500	24.2 %
	PUBLIC CONVENIENCES :- Expenditure	1,702	4,650	24,950	20,300	0	20,300	18.6 %
	Net Expenditure over Income	1,702	4,650	24,950	20,300			
	Town Centre Management :- Expenditure	29,131	18,537	209,847	191,310	0	191,310	8.8 %
	Income	1,490	2,886	126,000	-123,114			2.3 %
	Net Expenditure over Income	27,641	15,651	83,847	68,196			

Biggleswade Town Council

Unaudited Financial Statements

For the year ended 31 March 2018

Biggleswade Town Council

Table of Contents

31 March 2018

	Page
Table of Contents.....	2
Council Information.....	3
Statement of Responsibilities.....	4
Statement of Accounting Policies.....	5
Income and Expenditure Account.....	8
Statement of Movement in Reserves.....	9
Balance Sheet.....	10
Cash Flow Statement.....	11
Notes to the Accounts.....	12
1 Other Costs Analysis.....	12
2 Interest Payable and Similar Charges.....	12
3 Interest and Investment Income.....	13
4 Agency Work.....	13
5 Related Party Transactions.....	13
6 Audit Fees.....	13
7 Members' Allowances.....	13
8 Employees.....	13
9 Pension Costs.....	14
10 Tangible Fixed Assets.....	15
11 Financing of Capital Expenditure.....	16
12 Information on Assets Held.....	16
13 Debtors.....	17
14 Creditors and Accrued Expenses.....	17
15 Long Term Liabilities.....	17
16 Deferred Liabilities.....	18
17 Deferred Grants.....	18
18 Capital Financing Account.....	19
19 Earmarked Reserves.....	19
20 Capital Commitments.....	19
21 Contingent Liabilities.....	19
22 Reconciliation of Revenue Cash Flow.....	20
23 Movement in Cash.....	20
24 Reconciliation of Net Funds/Debt.....	20
25 Post Balance Sheet Events.....	21
Appendices.....	22

Biggleswade Town Council

Council Information

31 March 2018

(Information current at 26th June 2018)

Town Mayor

Cllr M. North

Councillors

Cllr Mrs M. A. Russell (Deputy Mayor)

Cllr D. Albone

Cllr I. J. Bond

Cllr B. V. Briars

Cllr G. Fage

Cllr F. S. Foster

Cllr M. Foster

Cllr J. Medlock

Cllr S. Patei

Cllr Mrs H. Ramsay

Cllr Mrs M. A. Russell

Cllr P. Sheldon

Cllr D. A. Strachan

Cllr S. Watkins

Town Clerk

R. McGregor CiLCA

Auditors

Mazars LLP

Salvus House

Aykley Heads

Durham

DH1 5TS

Internal Auditors

Auditing Solutions Limited

Clackerbrook Farm

46 The Common

Bromham

Chippenham

Wiltshire

SN15 2JJ

Biggleswade Town Council

Statement of Responsibilities

31 March 2018

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Town Clerk, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2018 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Biggleswade Town Council at 31 March 2018, and its income and expenditure for the year ended 31 March 2018.

Signed:

R. McGregor CiLCA- Town Clerk

Date:

Biggleswade Town Council
Statement of Accounting Policies
31 March 2018

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

land and buildings are included in the balance sheet at Depreciated Replacement Cost (DRC). The DRC basis of valuation requires an estimate of the value of the land in its existing use, together with the current replacement cost of the building and its external works, from which appropriate deductions have been made to reflect the age, condition, economic, functional and environmental obsolescence and other locational factors which might result in the existing building being worth less than a new replacement building,

all other assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and /or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

Biggleswade Town Council
Statement of Accounting Policies
31 March 2018

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 5 to 10 years on a straight line basis.

Play equipment is depreciated over 20 years at 5% per annum straight line

Infrastructure assets are depreciated over 10 years at 10% per annum straight line.

Community assets are not depreciated.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 15.

Biggleswade Town Council
Statement of Accounting Policies
31 March 2018

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 18 to 19.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Capital Financing Account – represent the council's investment of resources in such assets already made.

Interest Income

All interest receipts are credited initially to general funds.

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2019 and any change in contribution rates as a result of that valuation will take effect from 1st April 2020.

Biggleswade Town Council
Income and Expenditure Account
31 March 2018

	Notes	2018 £	2017 £
Income			
Precept on District Council		861,241	764,331
Grants Receivable		22,678	6,502
Rents Receivable, Interest & Investment Income		147	827
Charges made for Services		67,987	53,458
Other Income		8,507	10,631
Total Income		960,560	835,749
Expenditure			
Direct Service Costs:			
Salaries & Wages		(292,651)	(287,999)
Grant-aid Expenditure		(18,785)	(32,944)
Other Costs	1	(289,906)	(288,219)
Democratic, Management & Civic Costs:			
Salaries & Wages		(102,989)	(76,914)
Other Costs	1	(122,242)	(159,318)
Total Expenditure		(826,573)	(845,394)
Excess of Income over Expenditure/(Expenditure over Income) for the year.		133,987	(9,645)
Exceptional Items			
(Loss)/Profit on the disposal of fixed assets		-	7,999
Net Operating Surplus/(Deficit) for Year		133,987	(1,646)
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(13,462)	(13,170)
Capital Expenditure charged to revenue	11	(14,011)	(71,653)
Reverse profit on asset disposals		-	(7,999)
Transfer (to)/from Earmarked Reserves	19	(50,422)	18,990
Surplus/(Deficit) for the Year to/(from) General Fund		56,092	(75,478)
Net Surplus/(Deficit) for the Year		106,514	(94,468)
The above Surplus/(Deficit) for the Year has been applied/(funded) for the Year to/(from) as follows:			
Transfer (to)/from Earmarked Reserves	19	50,422	(18,990)
Surplus/(Deficit) for the Year to/(from) General Fund		56,092	(75,478)
		106,514	(94,468)

The council had no other recognisable gains and/or losses during the year.

The notes on pages 12 to 21 form part of these unaudited statements.

Biggleswade Town Council
Statement of Movement in Reserves
31 March 2018

Reserve	Purpose of Reserve	Notes	2018 £	Net Movement in Year £	2017 £
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	18	1,356,220	(30,853)	1,387,073
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	19	414,328	50,422	363,906
General Fund	Resources available to meet future running costs		150,899	56,092	94,807
Total			1,921,447	75,661	1,845,786

The notes on pages 12 to 21 form part of these unaudited statements.

Biggleswade Town Council

Balance Sheet

31 March 2018

	Notes	2018 £	2018 £	2017 £
Fixed Assets				
Tangible Fixed Assets	10		1,880,572	1,822,096
Current Assets				
Debtors and prepayments	13	126,153		54,515
Cash at bank and in hand		<u>522,381</u>		<u>466,804</u>
		648,534		521,319
Current Liabilities				
Current Portion of Long Term Borrowings		(8,793)		(8,486)
Current Portion of Deferred Liabilities		(2,074)		(4,977)
Creditors and income in advance	14	<u>(49,736)</u>		<u>(34,755)</u>
Net Current Assets			587,931	473,101
Total Assets Less Current Liabilities			2,468,503	2,295,197
Long Term Liabilities				
Long-term borrowing	15		(129,792)	(138,585)
Deferred liabilities	16		-	(2,073)
Deferred Grants	17		(417,264)	(308,753)
Total Assets Less Liabilities			<u>1,921,447</u>	<u>1,845,786</u>
Capital and Reserves				
Capital Financing Reserve	18		1,356,220	1,387,073
Earmarked Reserves	19		414,328	363,906
General Reserve			<u>150,899</u>	<u>94,807</u>
			<u>1,921,447</u>	<u>1,845,786</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2018, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 26th June 2018 .

Signed:

Cllr M. North

Town Mayor

.....

R. McGregor CiLCA

Responsible Financial Officer

Date:

.....

The notes on pages 12 to 21 form part of these unaudited statements.

Biggleswade Town Council

Cash Flow Statement

31 March 2018

	Notes	2018 £	2018 £	2017 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(395,640)		(364,913)
Other operating payments		(408,347)		(513,265)
			(803,987)	(878,178)
<i>Cash inflows</i>				
Precept on District Council		861,241		764,331
Cash received for services		4,658		65,251
Revenue grants received		28,398		31,022
			894,297	860,604
Net cash inflow/(outflow) from Revenue Activities	22		90,310	(17,574)
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(6,825)		(7,276)
Interest element of Finance Lease/HP Installments		(581)		(581)
<i>Cash inflows</i>				
Interest received		147		827
Net cash (outflow) from Servicing of Finance			(7,259)	(7,030)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(145,849)		(121,814)
<i>Cash inflows</i>				
Sale of fixed assets		-		8,000
Capital grant received		131,838		42,161
Net cash (outflow) from Capital Activities			(14,011)	(71,653)
Net cash inflow/(outflow) before Financing			69,040	(96,257)
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(8,486)	(8,192)
Hire Purchase and Lease repayments made			(4,977)	(4,977)
Net cash (outflow) from financing and liquid resources			(13,463)	(13,169)
Increase/(Decrease) in cash	23		55,577	(109,426)

The notes on pages 12 to 21 form part of these unaudited statements.

Biggleswade Town Council

Notes to the Accounts

31 March 2018

1 Other Costs Analysis

Other Costs reported in the council's Income and Expenditure Account comprise the following:

Direct Service Costs

	2018	2017
	£	£
Community Centres	11,053	1,913
Outdoor Sports & Recreation Facilities	97,145	104,317
Allotments	840	840
Cemeteries	23,679	21,625
Public Conveniences	20,375	21,970
Community Safety (Crime Reduction)	16,334	14,628
Market Undertakings	12,904	35,540
Promotion & Marketing of the Area	31,914	28,447
Community Development	18,785	32,944
Street Lighting	11,004	6,470
Off-street Parking	64,658	52,469
Less: Grant-aid Expenditure	(18,785)	(32,944)
Total	289,906	288,219

Democratic, Management & Civic Costs

	2018	2017
	£	£
Corporate Management	63,161	89,162
Democratic Representation & Management	47,942	60,568
Civic Expenses	2,759	1,731
Mayors Allowance	974	-
Interest Payable	7,406	7,857
Total	122,242	159,318

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

2 Interest Payable and Similar Charges

	2018	2017
	£	£
External Interest Charges - Loans	6,825	7,276
External Interest Charges - Lease/H.P.	581	581
	7,406	7,857

Biggleswade Town Council

Notes to the Accounts

31 March 2018

3 Interest and Investment Income

	2018	2017
	£	£
Interest Income - General Funds	147	827
	<u>147</u>	<u>827</u>

4 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

5 Related Party Transactions

The council entered into no material transactions with related parties during the year.

6 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2018	2017
	£	£
Fees for statutory audit services	1,600	1,600
Total fees	<u>1,600</u>	<u>1,600</u>

7 Members' Allowances

	2018	2017
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	974	-
	<u>974</u>	<u>-</u>

The council has resolved that, other than the Town Mayor, no members allowances will be paid.

8 Employees

The average weekly number of employees during the year was as follows:

	2018	2017
	Number	Number
Full-time	11	13
Part-time	2	2
Temporary	-	-
	<u>13</u>	<u>15</u>

All staff are paid in accordance with nationally agreed pay scales.

Biggleswade Town Council

Notes to the Accounts

31 March 2018

9 Pension Costs

The council participates in the Bedfordshire Pension Fund. The Bedfordshire Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

The cost to the council for the year ended 31 March 2018 was £52,961 (31 March 2017 - £46,719).

The most recent actuarial valuation was carried out as at 31st March 2016, and the council's contribution rate is confirmed as being 22.80% of employees' pensionable pay, plus a lump sum of £0 with effect from 1st April 2018 (year ended 31 March 2018 – 21.80%, , plus a lump sum of £0).

Financial Reporting Standard 17 (FRS17): "Retirement Benefits" sets out accounting requirements for pension costs. For schemes such as Bedfordshire Pension Fund, paragraph 9(b) of FRS17 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

Biggleswade Town Council

Notes to the Accounts

31 March 2018

10 Tangible Fixed Assets

	Operational Freehold Land and Buildings	Operational Leasehold Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Total
Cost	£	£	£	£	£	£
At 31 March 2017	1,813,043	9,095	577,778	250,062	15,380	2,665,358
Additions	1	-	140,498	5,351	-	145,850
At 31 March 2018	1,813,044	9,095	718,276	255,413	15,380	2,811,208
Depreciation						
At 31 March 2017	(343,941)	-	(287,658)	(211,663)	-	(843,262)
Charged for the year	(28,179)	-	(53,081)	(6,114)	-	(87,374)
At 31 March 2018	(372,120)	-	(340,739)	(217,777)	-	(930,636)
Net Book Value						
At 31 March 2018	1,440,924	9,095	377,537	37,636	15,380	1,880,572
At 31 March 2017	1,469,102	9,095	290,120	38,399	15,380	1,822,096

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

Fixed Asset Valuation

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2004 by external independent valuers, Messrs Rushton International. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

Assets Held under Finance Agreements

The council holds no such assets

	2018	2017
	£	£
Value as at 31 March 2017	8,958	11,944
Depreciation Charged in Year	(2,986)	(2,986)
Value as at 31 March 2018	5,972	8,958

Biggleswade Town Council

Notes to the Accounts

31 March 2018

11 Financing of Capital Expenditure

	2018	2017
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	145,850	121,814
	<u>145,850</u>	<u>121,814</u>
was financed by:		
Capital Receipts	-	8,000
Capital Grants	131,839	42,161
Capital Projects Reserve	14,011	71,653
	<u>145,850</u>	<u>121,814</u>

12 Information on Assets Held

Fixed assets owned by the council include the following:

Operational Land and Buildings

Old Court House
Works Depot and Garage
Pavilions at 3 Recreation Grounds
Recreation Grounds – 6
Cemeteries (2) and associated buildings
Orchard Community Centre
Car Parks – 6 (3 Leasehold)
Allotments (Leasehold)

Vehicles and Equipment

Light trucks (3)
Market Stalls
Play Equipment at 14 sites
Sundry grounds maintenance equipment
Sundry office equipment
Orchard Community Centre Fittings and Equipment

Infrastructure Assets

Sandy Cycleway
Street furniture

Community Assets

Land at Back Street
Common Rights
Jubilee Amenity Area
Old Town Drum Clock
Council Regalia

Biggleswade Town Council

Notes to the Accounts

31 March 2018

13 Debtors

	2018	2017
	£	£
General Debtors	78,271	10,110
Allotment Debtors	999	142
Pitch Hire Debtors	1,640	2,281
Trade Debtors	80,910	12,533
VAT Recoverable	25,636	22,177
Other Debtors	5,209	-
Prepayments	14,398	19,805
	126,153	54,515

14 Creditors and Accrued Expenses

	2018	2017
	£	£
Trade Creditors	15,728	11,038
Other Creditors	571	617
Accruals	31,687	23,100
Income in Advance	1,750	-
	49,736	34,755

15 Long Term Liabilities

	2018	2017
	£	£
Public Works Loan Board	138,585	147,071
	138,585	147,071

	2018	2017
	£	£
The above loans are repayable as follows:		
Within one year	8,793	8,486
From one to two years	9,115	8,793
From two to five years	27,399	28,376
From five to ten years	36,439	38,279
Over ten years	56,839	63,137
Total Loan Commitment	138,585	147,071
Less: Repayable within one year	(8,793)	(8,486)
Repayable after one year	129,792	138,585

Biggleswade Town Council

Notes to the Accounts

31 March 2018

16 Deferred Liabilities

	2018	2017
	£	£
H.P. and Lease Creditors	2,074	7,050

	2018	2017
	£	£
The above liabilities are repayable as follows:		
Within one year	2,073	4,977
From one to two years	-	2,073
Total Deferred Liabilities	2,073	7,050
Less: Repayable within one year	(2,073)	(4,977)
	-	2,073

17 Deferred Grants

	2018	2017
	£	£
Capital Grants Unapplied		
At 01 April	-	-
Grants received in the year	131,839	42,161
Applied to finance capital investment	(131,839)	(42,161)
At 31 March	-	-
Capital Grants Applied		
At 01 April	280,903	262,651
Grants Applied in the year	131,839	42,161
Released to offset depreciation	(29,048)	(23,909)
At 31 March	383,694	280,903
Revenue Grants and S106 Revenue Contributions		
At 01 April	27,850	3,330
Received in the year	26,000	26,000
Released to Revenue	(20,280)	(1,480)
At 31 March	33,570	27,850
Total Deferred Grants		
At 31 March	417,264	308,753
At 01 April	308,753	265,981

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

Biggleswade Town Council

Notes to the Accounts

31 March 2018

18 Capital Financing Account

	2018	2017
	£	£
Balance at 01 April	1,387,073	1,356,164
Financing capital expenditure in the year		
Additions - using capital receipts	-	8,000
Additions - using revenue balances	14,011	71,653
Loan repayments	13,462	13,170
Disposal of fixed assets	-	(37,200)
Depreciation eliminated on disposals	-	37,199
Reversal of depreciation	(87,374)	(85,822)
Deferred grants released	29,048	23,909
Balance at 31 March	1,356,220	1,387,073

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

19 Earmarked Reserves

	Balance at 01/04/2017	Contribution to reserve	Contribution from reserve	Balance at 31/03/2018
	£	£	£	£
Capital Projects Reserves	259,259	70,000	(19,578)	309,681
Asset Renewal Reserves	-	-	-	-
Other Earmarked Reserves	104,647	-	-	104,647
Total Earmarked Reserves	363,906	70,000	(19,578)	414,328

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2018 are set out in detail at Appendix A.

20 Capital Commitments

The council had no other capital commitments at 31 March 2018 not otherwise provided for in these accounts.

21 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

Biggleswade Town Council

Notes to the Accounts

31 March 2018

22 Reconciliation of Revenue Cash Flow

	2018	2017
	£	£
Net Operating Surplus/(Deficit) for the year	133,987	(9,645)
Add/(Deduct)		
Interest Payable	7,406	7,857
Interest and Investment Income	(147)	(827)
Deferred Revenue Grants Received	26,000	26,000
Deferred Revenue Grants Released to Revenue	(20,280)	(1,480)
(Increase) in debtors	(71,638)	(23,162)
Increase/(Decrease) in creditors	14,982	(16,317)
Revenue activities net cash inflow/(outflow)	<u>90,310</u>	<u>(17,574)</u>

23 Movement in Cash

	2018	2017
	£	£
Balances at 01 April		
Cash with accounting officers	174	296
Cash at bank	466,630	575,934
	<u>466,804</u>	<u>576,230</u>
Balances at 31 March		
Cash with accounting officers	275	174
Cash at bank	522,106	466,630
	<u>522,381</u>	<u>466,804</u>
Net cash inflow/(outflow)	<u>55,577</u>	<u>(109,426)</u>

24 Reconciliation of Net Funds/Debt

	2018	2017
	£	£
Increase/(Decrease) in cash in the year	<u>55,577</u>	<u>(109,426)</u>
Cash outflow from repayment of debt	<u>13,463</u>	<u>13,169</u>
Net cash flow arising from changes in debt	<u>13,463</u>	<u>13,169</u>
Movement in net funds/debt in the year	<u>69,040</u>	<u>(96,257)</u>
Cash at bank and in hand	466,804	576,230
Total borrowings	<u>(154,121)</u>	<u>(167,289)</u>
Net funds at 01 April	<u>312,683</u>	<u>408,941</u>
Cash at bank and in hand	522,381	466,804
Total borrowings	<u>(140,659)</u>	<u>(154,121)</u>
Net funds at 31 March	<u>381,722</u>	<u>312,683</u>

Biggleswade Town Council

Notes to the Accounts

31 March 2018

25 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 26th June 2018), which would have a material impact on the amounts and results reported herein.

Biggleswade Town Council

Appendices

31 March 2018

Appendix A

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2017</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2018</u>
	£	£	£	£
<u>Capital Projects Reserves</u>				
Rolling Capital Fund	259,259	70,000	(19,578)	309,681
	<u>259,259</u>	<u>70,000</u>	<u>(19,578)</u>	<u>309,681</u>
<u>Other Earmarked Reserves</u>				
Devoled Services Fund	65,000			65,000
Play Equipment	3,500			3,500
Council Website	1,500			1,500
Radio Link	1,471			1,471
Christmas Lights	3,000			3,000
Diamond Jubilee Celebrations	1,797			1,797
Town Plan Steering Group	1,643			1,643
Recreation Grounds	2,695			2,695
Street Lights	14,000			14,000
Public Toilets	9,341			9,341
Clock Repair	700			700
				0
	<u>104,647</u>	<u>0</u>	<u>0</u>	<u>104,647</u>
TOTAL EARMARKED RESERVES	<u>363,906</u>	<u>70,000</u>	<u>(19,578)</u>	<u>414,328</u>

Biggleswade Town Council

31 March 2018

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Recreation & Sport	317,180	255,970
Open Spaces	(3,335)	(4,323)
Cemetery, Cremation & Mortuary	62,087	61,604
Environmental Health	25,450	20,375
Community Safety (Crime Reduction)	18,000	16,334
Planning & Development Services (including Markets)	66,346	70,720
Highways Roads (Routine)	500	-
Street Lighting	16,500	11,004
Parking Services	71,100	78,993
Net Direct Services Costs	<u>573,828</u>	<u>510,677</u>
Corporate Management	76,416	98,792
Democratic & Civic	108,087	110,526
Net Democratic, Management and Civic Costs	<u>184,503</u>	<u>209,318</u>
Interest & Investment Income	(1,000)	(147)
Loan Charges	20,910	20,868
Capital Expenditure	-	14,011
Transfers to/(from) other reserves	70,000	50,422
Surplus to General Reserve	<u>13,000</u>	<u>56,092</u>
Precept on District Council	<u><u>861,241</u></u>	<u><u>861,241</u></u>

Biggleswade Town Council

31 March 2018

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2018 £	2018 £	2018 £	2017 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES				
Recreation & Sport	302,708	(46,738)	255,970	273,914
Open Spaces	840	(5,163)	(4,323)	(3,783)
ENVIRONMENTAL SERVICES				
Cemetery, Cremation & Mortuary	81,021	(19,417)	61,604	60,533
Environmental Health	20,375	-	20,375	21,970
Community Safety (Crime Reduction)	16,334	-	16,334	14,628
PLANNING & DEVELOPMENT SERVICES				
Economic Development (including markets)	71,282	(19,017)	52,265	76,562
Community Development	18,785	(330)	18,455	32,633
HIGHWAYS, ROADS & TRANSPORT SERVICES				
Street Lighting	11,004	-	11,004	6,470
Parking Services	78,993	-	78,993	66,275
CENTRAL SERVICES				
Corporate Management	107,299	(8,507)	98,792	111,813
Democratic & Civic	106,793	-	106,793	104,200
Civic Expenses	3,733	-	3,733	1,731
Net Cost of Services	819,167	(99,172)	719,995	766,946

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

BIGGLESWADE TOWN COUNCIL.

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE

DD/MM/YY

dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2017/18 for

BIGgleswade Town Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	553,181	458,713	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	764,331	861,241	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	121,579	231,158	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	364,913	395,640	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	15,469	15,310	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	599,996	574,935	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	458,713	565,227	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	466,804	522,381	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,665,358	2,811,208	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	147,071	138,585	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		<input checked="" type="checkbox"/>	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

List of Payments made between 01/05/2018 and 31/05/2018

Page No 1

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/05/2018	ADT Fire & Security plc	200310	111.10		1097/Alarm Fobs Supplied
08/05/2018	CoolerAid Ltd	200311	26.82		1110/Water Dispenser
08/05/2018	Anglian Water Business Ltd. (N	200312	4,118.89		1133/Water 01.08.16-31.01.17
08/05/2018	George Browns Ltd	200313	914.40		1104/KE56LZS Maintenance
08/05/2018	Bedfordshire Growers Ltd	200314	69.99		1105/Roundup Bioactive
08/05/2018	L. Bennett & Son Ltd	200315	57.43		1106/Maintenance materials
08/05/2018	Buckdale Ltd	200316	246.00		1134/Vehicle Recovery
08/05/2018	Colin Ross Workwear & Safety	200317	413.87		1111/Boots, Specs, Ear Defend
08/05/2018	Harrier Office Supplies Ltd	200318	334.89		1120/Stationery Supplies
08/05/2018	Henlow Building Supplies	200319	264.95		1115/2-4 door closer
08/05/2018	HM Revenue & Customs	200320	7,330.90		1154/Apr PAYE/NI Payment
08/05/2018	J.W.J. Car & Commercial Repair	200321	56.50		1121/MA13UCN MOT & Tyres
08/05/2018	CENTRAL BEDFORDSHIRE	200322	16,348.03		Purchase Ledger Payment
08/05/2018	Node IT Solutions Ltd	200323	1,656.86		1124/PC,Tablet,Server Support
08/05/2018	Bedfordshire Pension Fund	200324	7,105.11		1153/Apr Pension Payment
08/05/2018	Post Office Ltd	200325	250.00		1157/MA13UCN Road Tax
08/05/2018	RIGBY TAYLOR LTD	200326	226.50		1130/Ground Treatments
08/05/2018	DCK Accounting Solutions Ltd	200327	1,124.42		1112/Contract Accounting
08/05/2018	R & C Hyett	200328	2,360.00		1126/Toilet Cleaning Apr
08/05/2018	Rogers of Bedford Ltd	200329	128.34		1131/Isuzu Lamp Assembly
08/05/2018	Hire or Buy Group Ltd	200330	86.58		1136/Hex Key Set
08/05/2018	Southern Electric	200331	293.65		31709443/003/1018/Gas to 21/3/
08/05/2018	Turfcare Leisure Services Ltd	200332	690.47		1149/Bowling Green Maintenance
08/05/2018	Unison	200333	11.50		1155/April Union Payment
08/05/2018	Wicksteed Leisure Ltd	200334	12,857.63		1150/Kitelands Play Equip
08/05/2018	Zep UK Ltd	200335	189.00		1152/Malgicide Ecosafe
16/05/2018	ABF Soldiers Charity	000097	25.00		ABF Soldiers Charity
16/05/2018	ABF Soldiers Charity	000098	25.00		ABF Soldiers Charity
18/05/2018	Childcare Vouchers Limited	DDR	53.00		989/Childcare Vouchers
18/05/2018	AIB Merchant Services	DDR2	22.50		1159/Card Processing Fees
18/05/2018	May Salaries	BACS	23,152.85		May Salaries
18/05/2018	Bank Charges	CHG	59.81		Bank Charges
23/05/2018	EE - DD	DDR3	259.34		1207/EE Mobiles to 15.11.17
24/05/2018	CoolerAid Ltd	200336	115.68		1173/Water Cooler Rental
24/05/2018	Action Doors	200337	211.20		1158/Attend to Front Doors
24/05/2018	Archant Community Media Ltd	200338	724.96		1160/Maintenance Job Advert
24/05/2018	George Browns Ltd	200339	94.53		1162/Vehicle Maintenance
24/05/2018	Rosetta Publishing Ltd	200340	258.00		1195/The Bulletin June
24/05/2018	Cash	200341	147.38		1164/May Petty Cash Top up
24/05/2018	Chubb Fire Ltd	200342	1,021.36		Purchase Ledger Payment
24/05/2018	Deeping Direct Deliveries Ltd	200343	57.60		1175/Container Hire
24/05/2018	DJT Surfacing Ltd	200344	6,995.96		1174/Dan Albone Resurfacing
24/05/2018	GH Online Accounting Limited	200345	374.40		1178/Payroll for Qtr 4 17/18
24/05/2018	Groundcare Machinery Services	200346	119.81		1180/Reairs to Stihl Saw
24/05/2018	Harrier Office Supplies Ltd	200347	262.87		1179/Stationery Supplies
24/05/2018	HM Revenue & Customs	200348	7,789.37		1181/May PAYE/NI Payment
24/05/2018	Ivel Design Limited	200349	2,000.00		1182/Stage3 Planning for WShop

Continued on Page 2

At : 15:45

Lloyds Current A/C

List of Payments made between 01/05/2018 and 31/05/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/05/2018	The Lion Press (Sandy) Ltd	200350	52.80		1185/Business Cards
24/05/2018	Mick George Recycling Ltd	200351	39.60		1186/Refuse disposal
24/05/2018	Biggleswade MOT Centre Ltd	200352	38.00		1187/Puncture Repair
24/05/2018	National Association of Local	200353	234.00		1189/NALC Annual Conf RM
24/05/2018	Node IT Solutions Ltd	200354	31.20		1190/Mouse & Keyboard
24/05/2018	F D O'Dell & Sons Ltd	200355	377.00		1191/Skip Hire 04.05.18
24/05/2018	Olive Press Limited	200356	199.20		1192/Headed Paper
24/05/2018	Bedfordshire Pension Fund	200357	7,308.72		1193/May Pension Payment
24/05/2018	RIGBY TAYLOR LTD	200358	1,089.12		1194/Impact VP Drum and Fits
24/05/2018	Hire or Buy Group Ltd	200359	4.56		1196/Oil
24/05/2018	STOTFOLD ENGINEERING CO LTD	200360	398.00		1203/Set of Steps Replaced
24/05/2018	Spaldings UK Limited	200361	383.18		1156/Returned Materials
24/05/2018	Trevor Roberts Associates Ltd	200362	1,194.00		1204/In House Cllr Training
24/05/2018	Unison	200363	11.50		1205/May Union Payment
24/05/2018	Vision ICT Ltd	200364	150.00		1206/SSL Certificate Renewal
30/05/2018	Natwest Current A/C	000100	10,834.79		
Total Payments			123,390.12		

Printed on : 20/06/2018

BIGGLESWADE TOWN COUNCIL

At : 15:45

Natwest Current A/C**List of Payments made between 01/05/2018 and 31/05/2018****Page No 1**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2018	BT Payment Services Ltd	DDR	506.91		1103/BT Bills to 17.04.18
01/05/2018	Lex Autolease Ltd	DDR2	656.50		1083/Isuzu Service Hire May
02/05/2018	BT Payment Services Ltd	DDR	85.78		1100/BT Bills to 18.04.18
05/05/2018	Central Beds Council	Std Ord	5,315.00		Rates Bills 2018-19
15/05/2018	LGC Subs 2018-19	DDR	224.10		LGC Subs 2018-19
15/05/2018	BT Payment Services Ltd	DDR2	141.60		1102/BT Bills to 01.05.18
16/05/2018	BT Payment Services Ltd	DDR3	25.13		Purchase Ledger Payment
16/05/2018	Fuel Genie DDR	DDR4	687.94		1114/Fuel Cards
19/05/2018	Rickerby Waterson	Std Ord	7,250.00		Rose Lane Car Park
21/05/2018	EE - DD	DDR5	59.40		1177/Mobile Bills to 13.05.18
23/05/2018	Southern Electric	DDR6	599.29		1200/Elec 02.04.18-01.05.18
25/05/2018	Bank Charges	CHG	2.00		Bank Charges
26/05/2018	Manitou Finance	Std Ord	555.76		Manitou Finance - Kubota Lease
30/05/2018	Node IT Solutions Ltd	000100	10,834.79		1224/Kapp IG 75" Smart Screen
30/05/2018	BT Payment Services Ltd	DDR7	37.19		Purchase Ledger Payment
30/05/2018	Cawleys - DDR	DDR8	583.01		1107/Refuse Disposal Apr
31/05/2018	Bank Charges	CHG	13.95		Bank Charges
Total Payments			27,578.35		

Biggleswade Town Council

Unaudited Financial Statements

For the year ended 31 March 2018

Biggleswade Town Council

Table of Contents

31 March 2018

	Page
Table of Contents.....	2
Council Information.....	3
Statement of Responsibilities.....	4
Statement of Accounting Policies.....	5
Income and Expenditure Account.....	8
Statement of Movement in Reserves.....	9
Balance Sheet.....	10
Cash Flow Statement.....	11
Notes to the Accounts.....	12
1 Other Costs Analysis.....	12
2 Interest Payable and Similar Charges.....	12
3 Interest and Investment Income.....	13
4 Agency Work.....	13
5 Related Party Transactions.....	13
6 Audit Fees.....	13
7 Members' Allowances.....	13
8 Employees.....	13
9 Pension Costs.....	14
10 Tangible Fixed Assets.....	15
11 Financing of Capital Expenditure.....	16
12 Information on Assets Held.....	16
13 Debtors.....	17
14 Creditors and Accrued Expenses.....	17
15 Long Term Liabilities.....	17
16 Deferred Liabilities.....	18
17 Deferred Grants.....	18
18 Capital Financing Account.....	19
19 Earmarked Reserves.....	19
20 Capital Commitments.....	19
21 Contingent Liabilities.....	19
22 Reconciliation of Revenue Cash Flow.....	20
23 Movement in Cash.....	20
24 Reconciliation of Net Funds/Debt.....	20
25 Post Balance Sheet Events.....	21
Appendices.....	22

Biggleswade Town Council

Council Information

31 March 2018

(Information current at 26th June 2018)

Town Mayor

Cllr M. North

Councillors

Cllr Mrs M. A. Russell (Deputy Mayor)

Cllr D. Albone

Cllr I. J. Bond

Cllr B. V. Briars

Cllr G. Fage

Cllr F. S. Foster

Cllr M. Foster

Cllr J. Medlock

Cllr S. Patei

Cllr Mrs H. Ramsay

Cllr Mrs M. A. Russell

Cllr P. Sheldon

Cllr D. A. Strachan

Cllr S. Watkins

Town Clerk

R. McGregor CiLCA

Auditors

Mazars LLP

Salvus House

Aykley Heads

Durham

DH1 5TS

Internal Auditors

Auditing Solutions Limited

Clackerbrook Farm

46 The Common

Bromham

Chippenham

Wiltshire

SN15 2JJ

Biggleswade Town Council

Statement of Responsibilities

31 March 2018

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Town Clerk, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2018 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Biggleswade Town Council at 31 March 2018, and its income and expenditure for the year ended 31 March 2018.

Signed:

R. McGregor CiLCA- Town Clerk

Date:

Biggleswade Town Council
Statement of Accounting Policies
31 March 2018

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

land and buildings are included in the balance sheet at Depreciated Replacement Cost (DRC). The DRC basis of valuation requires an estimate of the value of the land in its existing use, together with the current replacement cost of the building and its external works, from which appropriate deductions have been made to reflect the age, condition, economic, functional and environmental obsolescence and other locational factors which might result in the existing building being worth less than a new replacement building,

all other assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and /or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

Biggleswade Town Council
Statement of Accounting Policies
31 March 2018

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 5 to 10 years on a straight line basis.

Play equipment is depreciated over 20 years at 5% per annum straight line

Infrastructure assets are depreciated over 10 years at 10% per annum straight line.

Community assets are not depreciated.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 15.

Biggleswade Town Council
Statement of Accounting Policies
31 March 2018

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 18 to 19.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Capital Financing Account – represent the council's investment of resources in such assets already made.

Interest Income

All interest receipts are credited initially to general funds.

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2019 and any change in contribution rates as a result of that valuation will take effect from 1st April 2020.

Biggleswade Town Council
Income and Expenditure Account
31 March 2018

	Notes	2018 £	2017 £
Income			
Precept on District Council		861,241	764,331
Grants Receivable		22,678	6,502
Rents Receivable, Interest & Investment Income		147	827
Charges made for Services		67,987	53,458
Other Income		8,507	10,631
Total Income		960,560	835,749
Expenditure			
Direct Service Costs:			
Salaries & Wages		(292,651)	(287,999)
Grant-aid Expenditure		(18,785)	(32,944)
Other Costs	1	(289,906)	(288,219)
Democratic, Management & Civic Costs:			
Salaries & Wages		(102,989)	(76,914)
Other Costs	1	(122,242)	(159,318)
Total Expenditure		(826,573)	(845,394)
Excess of Income over Expenditure/(Expenditure over Income) for the year.		133,987	(9,645)
Exceptional Items			
(Loss)/Profit on the disposal of fixed assets		-	7,999
Net Operating Surplus/(Deficit) for Year		133,987	(1,646)
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(13,462)	(13,170)
Capital Expenditure charged to revenue	11	(14,011)	(71,653)
Reverse profit on asset disposals		-	(7,999)
Transfer (to)/from Earmarked Reserves	19	(50,422)	18,990
Surplus/(Deficit) for the Year to/(from) General Fund		56,092	(75,478)
Net Surplus/(Deficit) for the Year		106,514	(94,468)
The above Surplus/(Deficit) for the Year has been applied/(funded) for the Year to/(from) as follows:			
Transfer (to)/from Earmarked Reserves	19	50,422	(18,990)
Surplus/(Deficit) for the Year to/(from) General Fund		56,092	(75,478)
		106,514	(94,468)

The council had no other recognisable gains and/or losses during the year.

The notes on pages 12 to 21 form part of these unaudited statements.

Biggleswade Town Council
Statement of Movement in Reserves
31 March 2018

Reserve	Purpose of Reserve	Notes	2018 £	Net Movement in Year £	2017 £
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	18	1,356,220	(30,853)	1,387,073
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	19	414,328	50,422	363,906
General Fund	Resources available to meet future running costs		150,899	56,092	94,807
Total			1,921,447	75,661	1,845,786

The notes on pages 12 to 21 form part of these unaudited statements.

Biggleswade Town Council

Balance Sheet

31 March 2018

	Notes	2018 £	2018 £	2017 £
Fixed Assets				
Tangible Fixed Assets	10		1,880,572	1,822,096
Current Assets				
Debtors and prepayments	13	126,153		54,515
Cash at bank and in hand		<u>522,381</u>		<u>466,804</u>
		648,534		521,319
Current Liabilities				
Current Portion of Long Term Borrowings		(8,793)		(8,486)
Current Portion of Deferred Liabilities		(2,074)		(4,977)
Creditors and income in advance	14	<u>(49,736)</u>		<u>(34,755)</u>
Net Current Assets			587,931	473,101
Total Assets Less Current Liabilities			2,468,503	2,295,197
Long Term Liabilities				
Long-term borrowing	15		(129,792)	(138,585)
Deferred liabilities	16		-	(2,073)
Deferred Grants	17		(417,264)	(308,753)
Total Assets Less Liabilities			<u>1,921,447</u>	<u>1,845,786</u>
Capital and Reserves				
Capital Financing Reserve	18		1,356,220	1,387,073
Earmarked Reserves	19		414,328	363,906
General Reserve			<u>150,899</u>	<u>94,807</u>
			<u>1,921,447</u>	<u>1,845,786</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2018, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 26th June 2018 .

Signed:

Cllr M. North

Town Mayor

.....

R. McGregor CiLCA

Responsible Financial Officer

Date:

.....

The notes on pages 12 to 21 form part of these unaudited statements.

Biggleswade Town Council

Cash Flow Statement

31 March 2018

	Notes	2018 £	2018 £	2017 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(395,640)		(364,913)
Other operating payments		(408,347)		(513,265)
			(803,987)	(878,178)
<i>Cash inflows</i>				
Precept on District Council		861,241		764,331
Cash received for services		4,658		65,251
Revenue grants received		28,398		31,022
			894,297	860,604
Net cash inflow/(outflow) from Revenue Activities	22		90,310	(17,574)
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(6,825)		(7,276)
Interest element of Finance Lease/HP Installments		(581)		(581)
<i>Cash inflows</i>				
Interest received		147		827
Net cash (outflow) from Servicing of Finance			(7,259)	(7,030)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(145,849)		(121,814)
<i>Cash inflows</i>				
Sale of fixed assets		-		8,000
Capital grant received		131,838		42,161
Net cash (outflow) from Capital Activities			(14,011)	(71,653)
Net cash inflow/(outflow) before Financing			69,040	(96,257)
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(8,486)	(8,192)
Hire Purchase and Lease repayments made			(4,977)	(4,977)
Net cash (outflow) from financing and liquid resources			(13,463)	(13,169)
Increase/(Decrease) in cash	23		55,577	(109,426)

The notes on pages 12 to 21 form part of these unaudited statements.

Biggleswade Town Council

Notes to the Accounts

31 March 2018

1 Other Costs Analysis

Other Costs reported in the council's Income and Expenditure Account comprise the following:

Direct Service Costs

	2018	2017
	£	£
Community Centres	11,053	1,913
Outdoor Sports & Recreation Facilities	97,145	104,317
Allotments	840	840
Cemeteries	23,679	21,625
Public Conveniences	20,375	21,970
Community Safety (Crime Reduction)	16,334	14,628
Market Undertakings	12,904	35,540
Promotion & Marketing of the Area	31,914	28,447
Community Development	18,785	32,944
Street Lighting	11,004	6,470
Off-street Parking	64,658	52,469
Less: Grant-aid Expenditure	(18,785)	(32,944)
Total	289,906	288,219

Democratic, Management & Civic Costs

	2018	2017
	£	£
Corporate Management	63,161	89,162
Democratic Representation & Management	47,942	60,568
Civic Expenses	2,759	1,731
Mayors Allowance	974	-
Interest Payable	7,406	7,857
Total	122,242	159,318

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

2 Interest Payable and Similar Charges

	2018	2017
	£	£
External Interest Charges - Loans	6,825	7,276
External Interest Charges - Lease/H.P.	581	581
	7,406	7,857

Biggleswade Town Council

Notes to the Accounts

31 March 2018

3 Interest and Investment Income

	2018	2017
	£	£
Interest Income - General Funds	147	827
	<u>147</u>	<u>827</u>

4 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

5 Related Party Transactions

The council entered into no material transactions with related parties during the year.

6 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2018	2017
	£	£
Fees for statutory audit services	1,600	1,600
Total fees	<u>1,600</u>	<u>1,600</u>

7 Members' Allowances

	2018	2017
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	974	-
	<u>974</u>	<u>-</u>

The council has resolved that, other than the Town Mayor, no members allowances will be paid.

8 Employees

The average weekly number of employees during the year was as follows:

	2018	2017
	Number	Number
Full-time	11	13
Part-time	2	2
Temporary	-	-
	<u>13</u>	<u>15</u>

All staff are paid in accordance with nationally agreed pay scales.

Biggleswade Town Council

Notes to the Accounts

31 March 2018

9 Pension Costs

The council participates in the Bedfordshire Pension Fund. The Bedfordshire Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

The cost to the council for the year ended 31 March 2018 was £52,961 (31 March 2017 - £46,719).

The most recent actuarial valuation was carried out as at 31st March 2016, and the council's contribution rate is confirmed as being 22.80% of employees' pensionable pay, plus a lump sum of £0 with effect from 1st April 2018 (year ended 31 March 2018 – 21.80%, , plus a lump sum of £0).

Financial Reporting Standard 17 (FRS17): "Retirement Benefits" sets out accounting requirements for pension costs. For schemes such as Bedfordshire Pension Fund, paragraph 9(b) of FRS17 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

Biggleswade Town Council

Notes to the Accounts

31 March 2018

10 Tangible Fixed Assets

	Operational Freehold Land and Buildings	Operational Leasehold Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Total
Cost	£	£	£	£	£	£
At 31 March 2017	1,813,043	9,095	577,778	250,062	15,380	2,665,358
Additions	1	-	140,498	5,351	-	145,850
At 31 March 2018	1,813,044	9,095	718,276	255,413	15,380	2,811,208
Depreciation						
At 31 March 2017	(343,941)	-	(287,658)	(211,663)	-	(843,262)
Charged for the year	(28,179)	-	(53,081)	(6,114)	-	(87,374)
At 31 March 2018	(372,120)	-	(340,739)	(217,777)	-	(930,636)
Net Book Value						
At 31 March 2018	1,440,924	9,095	377,537	37,636	15,380	1,880,572
At 31 March 2017	1,469,102	9,095	290,120	38,399	15,380	1,822,096

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

Fixed Asset Valuation

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2004 by external independent valuers, Messrs Rushton International. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

Assets Held under Finance Agreements

The council holds no such assets

	2018	2017
	£	£
Value as at 31 March 2017	8,958	11,944
Depreciation Charged in Year	(2,986)	(2,986)
Value as at 31 March 2018	5,972	8,958

Biggleswade Town Council

Notes to the Accounts

31 March 2018

11 Financing of Capital Expenditure

	2018	2017
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	145,850	121,814
	<u>145,850</u>	<u>121,814</u>
was financed by:		
Capital Receipts	-	8,000
Capital Grants	131,839	42,161
Capital Projects Reserve	14,011	71,653
	<u>145,850</u>	<u>121,814</u>

12 Information on Assets Held

Fixed assets owned by the council include the following:

Operational Land and Buildings

- Old Court House
- Works Depot and Garage
- Pavilions at 3 Recreation Grounds
- Recreation Grounds – 6
- Cemeteries (2) and associated buildings
- Orchard Community Centre
- Car Parks – 6 (3 Leasehold)
- Allotments (Leasehold)

Vehicles and Equipment

- Light trucks (3)
- Market Stalls
- Play Equipment at 14 sites
- Sundry grounds maintenance equipment
- Sundry office equipment
- Orchard Community Centre Fittings and Equipment

Infrastructure Assets

- Sandy Cycleway
- Street furniture

Community Assets

- Land at Back Street
- Common Rights
- Jubilee Amenity Area
- Old Town Drum Clock
- Council Regalia

Biggleswade Town Council

Notes to the Accounts

31 March 2018

13 Debtors

	2018	2017
	£	£
General Debtors	78,271	10,110
Allotment Debtors	999	142
Pitch Hire Debtors	1,640	2,281
Trade Debtors	80,910	12,533
VAT Recoverable	25,636	22,177
Other Debtors	5,209	-
Prepayments	14,398	19,805
	126,153	54,515

14 Creditors and Accrued Expenses

	2018	2017
	£	£
Trade Creditors	15,728	11,038
Other Creditors	571	617
Accruals	31,687	23,100
Income in Advance	1,750	-
	49,736	34,755

15 Long Term Liabilities

	2018	2017
	£	£
Public Works Loan Board	138,585	147,071
	138,585	147,071

	2018	2017
	£	£
The above loans are repayable as follows:		
Within one year	8,793	8,486
From one to two years	9,115	8,793
From two to five years	27,399	28,376
From five to ten years	36,439	38,279
Over ten years	56,839	63,137
Total Loan Commitment	138,585	147,071
Less: Repayable within one year	(8,793)	(8,486)
Repayable after one year	129,792	138,585

Biggleswade Town Council

Notes to the Accounts

31 March 2018

16 Deferred Liabilities

	2018	2017
	£	£
H.P. and Lease Creditors	2,074	7,050

	2018	2017
	£	£
The above liabilities are repayable as follows:		
Within one year	2,073	4,977
From one to two years	-	2,073
Total Deferred Liabilities	2,073	7,050
Less: Repayable within one year	(2,073)	(4,977)
	-	2,073

17 Deferred Grants

	2018	2017
	£	£
Capital Grants Unapplied		
At 01 April	-	-
Grants received in the year	131,839	42,161
Applied to finance capital investment	(131,839)	(42,161)
At 31 March	-	-
Capital Grants Applied		
At 01 April	280,903	262,651
Grants Applied in the year	131,839	42,161
Released to offset depreciation	(29,048)	(23,909)
At 31 March	383,694	280,903
Revenue Grants and S106 Revenue Contributions		
At 01 April	27,850	3,330
Received in the year	26,000	26,000
Released to Revenue	(20,280)	(1,480)
At 31 March	33,570	27,850
Total Deferred Grants		
At 31 March	417,264	308,753
At 01 April	308,753	265,981

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

Biggleswade Town Council

Notes to the Accounts

31 March 2018

18 Capital Financing Account

	2018	2017
	£	£
Balance at 01 April	1,387,073	1,356,164
Financing capital expenditure in the year		
Additions - using capital receipts	-	8,000
Additions - using revenue balances	14,011	71,653
Loan repayments	13,462	13,170
Disposal of fixed assets	-	(37,200)
Depreciation eliminated on disposals	-	37,199
Reversal of depreciation	(87,374)	(85,822)
Deferred grants released	29,048	23,909
Balance at 31 March	1,356,220	1,387,073

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

19 Earmarked Reserves

	Balance at 01/04/2017	Contribution to reserve	Contribution from reserve	Balance at 31/03/2018
	£	£	£	£
Capital Projects Reserves	259,259	70,000	(19,578)	309,681
Asset Renewal Reserves	-	-	-	-
Other Earmarked Reserves	104,647	-	-	104,647
Total Earmarked Reserves	363,906	70,000	(19,578)	414,328

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2018 are set out in detail at Appendix A.

20 Capital Commitments

The council had no other capital commitments at 31 March 2018 not otherwise provided for in these accounts.

21 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

Biggleswade Town Council

Notes to the Accounts

31 March 2018

22 Reconciliation of Revenue Cash Flow

	2018	2017
	£	£
Net Operating Surplus/(Deficit) for the year	133,987	(9,645)
Add/(Deduct)		
Interest Payable	7,406	7,857
Interest and Investment Income	(147)	(827)
Deferred Revenue Grants Received	26,000	26,000
Deferred Revenue Grants Released to Revenue	(20,280)	(1,480)
(Increase) in debtors	(71,638)	(23,162)
Increase/(Decrease) in creditors	14,982	(16,317)
Revenue activities net cash inflow/(outflow)	<u>90,310</u>	<u>(17,574)</u>

23 Movement in Cash

	2018	2017
	£	£
Balances at 01 April		
Cash with accounting officers	174	296
Cash at bank	466,630	575,934
	<u>466,804</u>	<u>576,230</u>
Balances at 31 March		
Cash with accounting officers	275	174
Cash at bank	522,106	466,630
	<u>522,381</u>	<u>466,804</u>
Net cash inflow/(outflow)	<u>55,577</u>	<u>(109,426)</u>

24 Reconciliation of Net Funds/Debt

	2018	2017
	£	£
Increase/(Decrease) in cash in the year	<u>55,577</u>	<u>(109,426)</u>
Cash outflow from repayment of debt	<u>13,463</u>	<u>13,169</u>
Net cash flow arising from changes in debt	<u>13,463</u>	<u>13,169</u>
Movement in net funds/debt in the year	<u>69,040</u>	<u>(96,257)</u>
Cash at bank and in hand	466,804	576,230
Total borrowings	<u>(154,121)</u>	<u>(167,289)</u>
Net funds at 01 April	<u>312,683</u>	<u>408,941</u>
Cash at bank and in hand	522,381	466,804
Total borrowings	<u>(140,659)</u>	<u>(154,121)</u>
Net funds at 31 March	<u>381,722</u>	<u>312,683</u>

Biggleswade Town Council

Notes to the Accounts

31 March 2018

25 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 26th June 2018), which would have a material impact on the amounts and results reported herein.

Biggleswade Town Council

Appendices

31 March 2018

Appendix A

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2017</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2018</u>
	£	£	£	£
<u>Capital Projects Reserves</u>				
Rolling Capital Fund	259,259	70,000	(19,578)	309,681
	<u>259,259</u>	<u>70,000</u>	<u>(19,578)</u>	<u>309,681</u>
<u>Other Earmarked Reserves</u>				
Devoled Services Fund	65,000			65,000
Play Equipment	3,500			3,500
Council Website	1,500			1,500
Radio Link	1,471			1,471
Christmas Lights	3,000			3,000
Diamond Jubilee Celebrations	1,797			1,797
Town Plan Steering Group	1,643			1,643
Recreation Grounds	2,695			2,695
Street Lights	14,000			14,000
Public Toilets	9,341			9,341
Clock Repair	700			700
				0
	<u>104,647</u>	<u>0</u>	<u>0</u>	<u>104,647</u>
TOTAL EARMARKED RESERVES	<u>363,906</u>	<u>70,000</u>	<u>(19,578)</u>	<u>414,328</u>

Biggleswade Town Council

31 March 2018

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Recreation & Sport	317,180	255,970
Open Spaces	(3,335)	(4,323)
Cemetery, Cremation & Mortuary	62,087	61,604
Environmental Health	25,450	20,375
Community Safety (Crime Reduction)	18,000	16,334
Planning & Development Services (including Markets)	66,346	70,720
Highways Roads (Routine)	500	-
Street Lighting	16,500	11,004
Parking Services	71,100	78,993
Net Direct Services Costs	<u>573,828</u>	<u>510,677</u>
Corporate Management	76,416	98,792
Democratic & Civic	108,087	110,526
Net Democratic, Management and Civic Costs	<u>184,503</u>	<u>209,318</u>
Interest & Investment Income	(1,000)	(147)
Loan Charges	20,910	20,868
Capital Expenditure	-	14,011
Transfers to/(from) other reserves	70,000	50,422
Surplus to General Reserve	<u>13,000</u>	<u>56,092</u>
Precept on District Council	<u><u>861,241</u></u>	<u><u>861,241</u></u>

Biggleswade Town Council

31 March 2018

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2018 £	2018 £	2018 £	2017 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES				
Recreation & Sport	302,708	(46,738)	255,970	273,914
Open Spaces	840	(5,163)	(4,323)	(3,783)
ENVIRONMENTAL SERVICES				
Cemetery, Cremation & Mortuary	81,021	(19,417)	61,604	60,533
Environmental Health	20,375	-	20,375	21,970
Community Safety (Crime Reduction)	16,334	-	16,334	14,628
PLANNING & DEVELOPMENT SERVICES				
Economic Development (including markets)	71,282	(19,017)	52,265	76,562
Community Development	18,785	(330)	18,455	32,633
HIGHWAYS, ROADS & TRANSPORT SERVICES				
Street Lighting	11,004	-	11,004	6,470
Parking Services	78,993	-	78,993	66,275
CENTRAL SERVICES				
Corporate Management	107,299	(8,507)	98,792	111,813
Democratic & Civic	106,793	-	106,793	104,200
Civic Expenses	3,733	-	3,733	1,731
Net Cost of Services	819,167	(99,172)	719,995	766,946

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

BIGGLESWADE TOWN COUNCIL.

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE

DD/MM/YY

dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2017/18 for

BIGgleswade Town Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	553,181	458,713	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	764,331	861,241	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	121,579	231,158	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	364,913	395,640	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	15,469	15,310	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	599,996	574,935	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	458,713	565,227	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	466,804	522,381	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,665,358	2,811,208	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	147,071	138,585	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		<input checked="" type="checkbox"/>	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

BIGGLESWADE TOWN COUNCIL

Report to Council: 27th June 2017 Neighbourhood Planning

Implications of recommendations

Corporate Strategy: Priority to “Develop a Neighbourhood Plan, seeking more control over local planning issues and providing an effective voice for the council in planning decisions”.

Finance: As set out in the Report.

Equality: Increases inclusivity due to high community involvement

Environment: Protection & enhancement of the environment will feature prominently.

Community Safety: Can be built in to Plan.

Scope

Develop a Neighbourhood Plan, members had suggested when developing their Corporate Strategy that they wished to have more control over the future development of the town.

Background

One of the more significant provisions of the Localism Act 2011, is the introduction of the right for communities to shape their local areas through the development of a Neighbourhood Plan. Neighbourhood planning allows communities, residents, employees and businesses, to come together through the town council and say where they think new houses, businesses and shops should go – and what they should look like. It can help protect heritage and environmental features which are important locally.

A neighbourhood plan must address the development and use of land. This is because the neighbourhood plan will become part of the statutory development plan once it has been made (brought into legal force) by the planning authority. Applications for planning permission must be determined in accordance with the development plan, unless material considerations indicate otherwise.

Neighbourhood plans can be very simple and concise, or go into considerable detail where necessary. Local communities may even be able to use neighbourhood planning to grant full or outline planning permission in areas where they most want to see new homes and businesses, making it easier and quicker for development to go ahead. Through a Neighbourhood Development Order they can help determine where development should go and can decide the type and design of development that can be granted automatic planning permission.

Provided a neighbourhood development plan or order is in line with national planning policy, with the Local Plan policies of Central Bedfordshire Council and with other legal requirements, local people will be able to vote on it in a referendum. If the plan is approved by a majority of those who vote, then the local planning authority must bring it into force. Neighbourhood Planning (General) Regulations came into force on 6th April 2012 and give more detail on how the process is to work.

Conformity with Local Plan

One of the criteria is that the Neighbourhood Plan must conform to the broad policies set out in the Central Bedfordshire Council's Local Plan when adopted, which is currently with the Planning Inspectorate.

Resources

In preparing a Neighbourhood Plan, there are significant commitments in terms of time and energy, over a period of up to 2 years. The Town Council's major expense would be employing consultants, consultation, printing and room hire. From research with other councils, I would expect the costs to the Town Council to be in the region of £20k.

A grant of up to £9k is available directly to the Town Council from the DCLG Supporting Community fund, this may be increased by up to a further £8k where a plan is particularly complex, eligibility for additional grant funding criteria has to include one of the following; allocating sites for housing, design codes, a designated business neighbourhood plan, a cluster of three or more parishes writing a single plan or a neighbourhood area with a population of over 25,000.

Next Steps

If the Council wishes to progress neighbourhood planning, it must formally apply to Central Bedfordshire Council to designate a neighbourhood area and define it on a map. The planning authority must then publicise the application on their website and consider any representations before approving it.

A working group met on the 12th June 2018 to discuss the initial stages of setting up a Steering Group, to oversee the development of the plan and what might be included in the plan, the steering group have recommended meeting every two weeks initially, the first meeting to take place on the 27th June 2018 at 9.00am.

Whilst legally it is the Town Council's responsibility to approve the neighbourhood plan which is submitted to the planning authority, it is good practice to involve the wider community as much as possible. It is suggested that a steering group should be of a practical size, and have representatives from the Town Council and representatives which represent major interests such as businesses, community groups, property ownership and balance geographical representation. The Department of Communities and Local Government produce a "Roadmap Guide to Neighbourhood Planning" which gives considerable practical advice and on which a project plan can be based.

The Town Council would need to appoint consultants to undertake much of the work and there are now a number of consultants with experience. There would need to be considerable community involvement, it is suggested this should be introduced at the beginning of the process and is ongoing through to consultation stage.

When completed, a draft Neighbourhood Plan would be submitted to the planning authority, which would publicise the fact and appoint an independent person to examine the Plan. This may be a member of the Planning Inspectorate but can also be another competent person. Central Bedfordshire Council would then arrange for a referendum and the Neighbourhood Plan would only be approved if supported by 50% or more of voters.

About the Plan itself

The Town Council would get fairly wide discretion on its format and contents, but it will be a statutory planning document and as such can however only deal with planning matters. It would be desirable to prepare a town Design Guide to consider the detailed design of development and of public realm.

Plans can be reviewed but there must be substantial justification for any major changes.

Appendix 1 – Application for designation of neighbourhood area.

Appendix 2 – Map of neighbourhood area.

Recommendations

1. To apply to Central Bedfordshire Council to designate the neighbourhood area.
2. To approve a budget of £20,000.
3. To apply for grant funding at the appropriate time.
4. To appoint a consultant at the appropriate time.

Rob McGregor
Town Clerk

Application for Designation of a Neighbourhood Area

The Neighbourhood Planning (General) Regulations 2012, Part 2, Section 5

As a relevant body under the definition of Section 61G(2) of the 1990 Act,

.....Town/Parish Council (*please delete*)

hereby applies to Central Bedfordshire Council to designate a neighbourhood area
(see map attached).

The area is considered appropriate to be designated as a neighbourhood area
because.....
.....
.....
.....

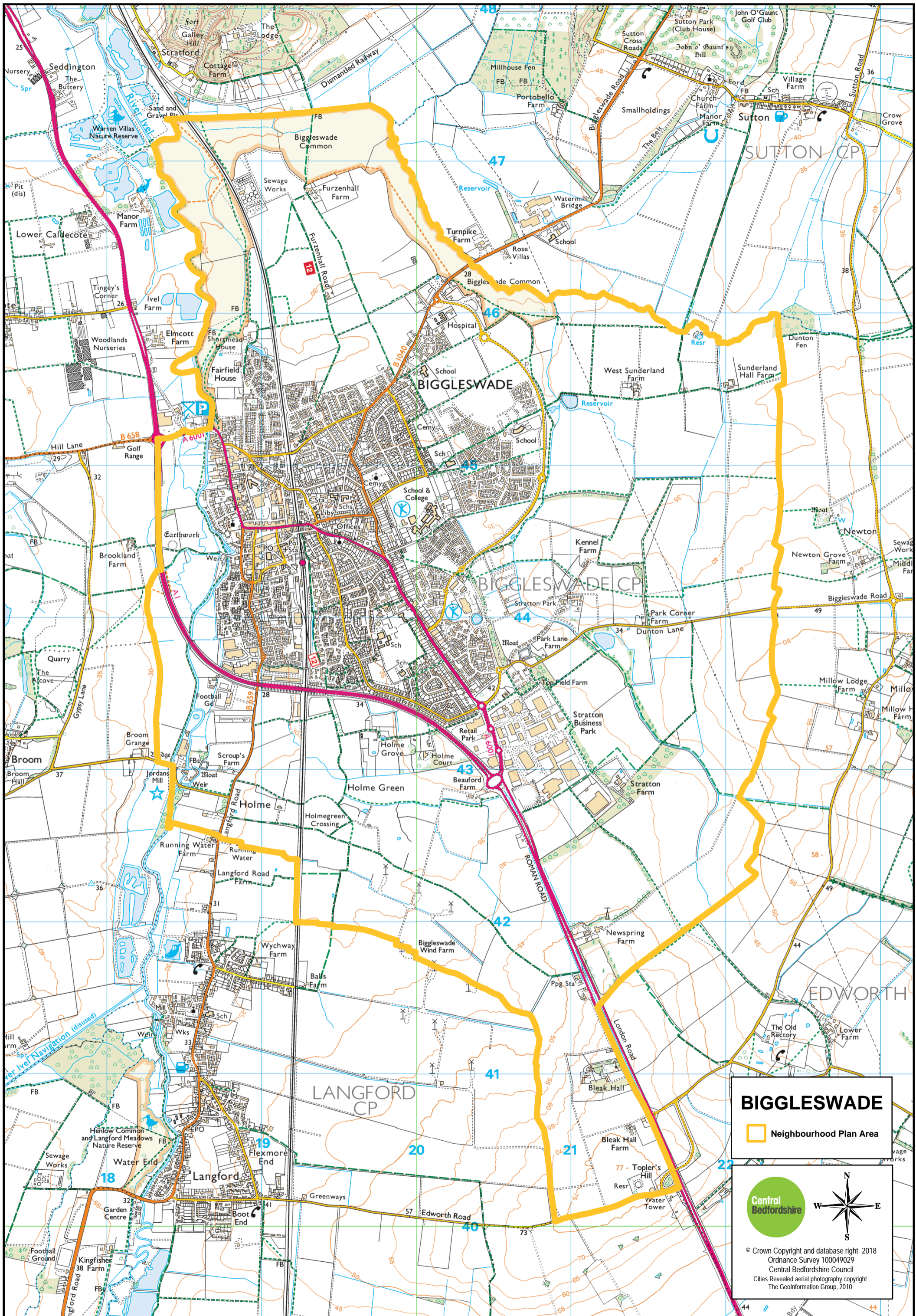
Signed

.....

(*print name*)

(Chairman)

Date.....



BIGGLESWADE

 Neighbourhood Plan Area



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 Ordnance Survey 100049029
 Central Bedfordshire Council
 Cities Revealed aerial photography copyright
 The GeoInformation Group, 2010

Development Management

Central Bedfordshire Council
Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire SG17 5TQ
www.centralbedfordshire.gov.uk



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

Contact Pat Longland
Direct Dial 0300 300 4431
Email planning@centralbedfordshire.gov.uk
Your Ref
Date 07 June 2018

Dear Mr McGregor,

Application No: CB/TCA/18/00169

Proposal: Works to trees within a Conservation Area: Remove 1 Spruce tree, Prune 1 Pine tree and 1 Silver Birch tree. The trees are located along the fence line to the side of the property.

Location: 14b Church Street, Henlow, Biggleswade

I have received an application to carry out work to tree(s) at the above property which is within the **Biggleswade Conservation Area**. A copy of the application is enclosed for your information.

If you wish to comment on the application, please do so in writing within 21 days of the date of this letter quoting the above application number.

All letters received are open to public view and therefore cannot be treated in confidence. Normally, your letter will not be acknowledged.

Yours sincerely,

Pat Longland
Trees & Landscape Officer

CB/TCA/18/00169

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

Telephone 0300 300 8000
Email info@centralbedfordshire.gov.uk
www.centralbedfordshire.gov.uk

17 MAY 2018



Application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area.

Town and Country Planning Act 1990

You can complete and submit this form electronically via the Planning Portal by visiting www.planningportal.gov.uk/apply

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Please complete using block capitals and black ink.

You must use this form if you are applying for work to trees protected by a tree preservation order (TPO). (You may also use it to give notice of works to trees in a conservation area).

It is important that you read the accompanying guidance notes before filling in the form. Without the correct information, your application / notice cannot proceed.

1. Applicant Name and Address

Title: First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

2. Agent Name and Address

Title: First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

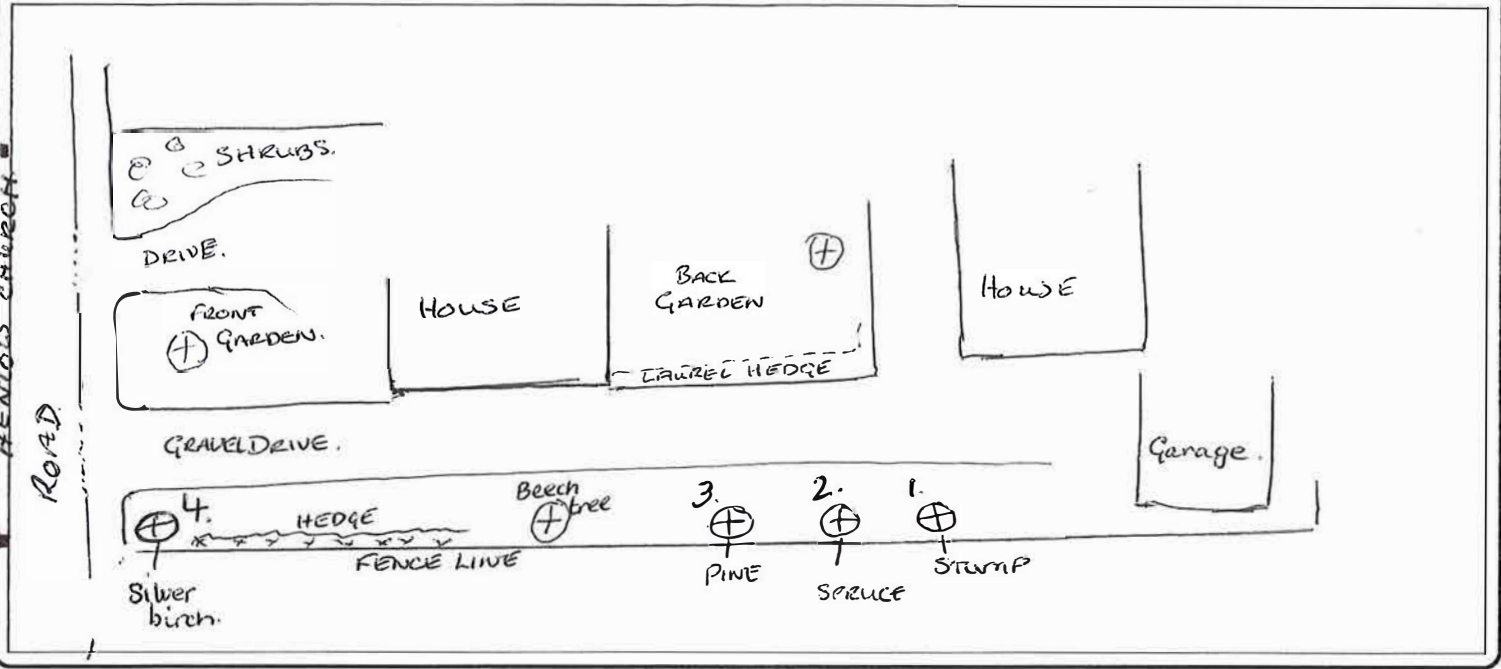
Town:

County:

Country:

Postcode:

7. Identification Of Tree(s) And Description Of Works continued ...



8. Trees - Additional Information

Additional information may be attached to electronic communications or provided separately in paper format.

For all trees

A sketch plan clearly showing the position of trees listed in Question 7 must be provided when applying for works to trees covered by a TPO. A sketch plan is also advised when notifying the LPA of works to trees in a conservation area (see guidance notes). It would also be helpful if you provided details of any advice given on site by an LPA officer.

For works to trees covered by a TPO

Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application must be accompanied by the necessary evidence to support your proposals. (See guidance notes for further details)

1. **Condition of the tree(s)** - e.g. it is diseased or you have fears that it might break or fall: Yes No
 If YES, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

2. **Alleged damage to property** - e.g. subsidence or damage to drains or drives. Yes No
 If YES, you are required to provide for:

Subsidence

A report by an engineer or surveyor, to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals. Also a report from an arboriculturist to support the tree work proposals.

Other structural damage (e.g. drains, walls and hard surfaces)

Written technical evidence from an appropriate expert, including description of damage and possible solutions.

Documents and plans (for any tree)

Are you providing separate information (e.g. an additional schedule of work for Question 7)? Yes No

If YES, please provide the reference numbers of plans, documents, professional reports, photographs etc in support of your application. If they are being provided separately from this form, please detail how they are being submitted.

3. Trees Location

If all trees stand at the address shown in Question 1, go to Question 4. Otherwise, please provide the full address/location of the site where the tree(s) stand (including full postcode where available)

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (if known):

If the location is unclear or there is not a full postal address, either describe as clearly as possible where it is (for example, 'Land to the rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road') or provide an Ordnance Survey grid reference:

Description:

opposite from Henlow Church.
A large Silver Birch tree stands at the entrance of the drive.
Trees are located along fence line.

4. Trees Ownership

Is the applicant the owner of the tree(s): Yes No
If 'No' please provide the address of the owner (if known and if different from the trees location)

Title: First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

5. What Are You Applying For?

Are you seeking consent for works to tree(s) subject to a TPO? Yes No

Are you wishing to carry out works to tree(s) in a conservation area? Yes No

6. Tree Preservation Order Details

If you know which TPO protects the tree(s), enter its title or number below.

7. Identification Of Tree(s) And Description Of Works

Please identify the tree(s) and provide a full and clear specification of the works you want to carry out. Continue on a separate sheet if necessary. You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work. Where trees are protected by a TPO, please number them as shown in the First Schedule to the TPO where this is available. Use the same numbers on your sketch plan (see guidance notes).

Please provide the following information below: tree species (and the number used on the sketch plan) and description of works. Where trees are protected by a TPO you must also provide reasons for the work and, where trees are being felled, please give your proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

E.g. Oak (T3) - fell because of excessive shading and low amenity value. Replant with 1 standard ash in the same place.

1. Stump-take down. Put in a replacement tree.
2. Spruce-take down. lateral branch take back.
3. Pine - reshape upper canopy, clean out dead wood.
4. Silver birch - dead wood, take out stumps on branch.

Appendices: Appendix A – A list of S106 Agreed proposals

Priory 1 - Monitoring

No	Target Date	Location/Address	Description of works	Planning App Number	Estimated Cost £
30-38	May 2018	Various	Review map of walking and cycling routes and develop / agree / initiate monitoring plan – green boxes 20-28	MB/03/01/01205/OUT	£20k

Priory 2 – Route signage

No	Location/Address	Description of works	Planning App Number	Estimated Cost £
	Various	Commission and install walking and cycling route signage as per initial plan no. JLT4194/TR/48 – not in distances but in time measures	MB/03/01/01205/OUT	£30k

Priory 3 – WTB Schemes

No	Location/Address	Description of works	Planning App Number	Estimated Cost £
2	Hitchmead Road along playground	Cut back the shrubs/trees overhanging, replace grass verge with tarmac to accommodate new footway shared with cyclists. This new footway to connect to footpath that runs along towards the new development past the southern side of Ivel Valley School.	MB/03/01/01205/OUT	£60k
3	Footpath which runs south of Ivel Valley School	Remove gate and introduce sets of bollards with signs for shared pedestrians and cyclists. Liaise with RoW officer to arrange cutting back of shrubs and siding out of footpath.	MB/03/01/01205/OUT	£2k

No	Location/Address	Description of works	Planning App Number	Estimated Cost £
6	Footpath connecting to station and Dells Lane, perhaps belonging to Biggleswade TC	Install signs at the entrance from Dells Lane to indicate shared use for pedestrians and cyclists and station signs	MB/03/01/01205/OUT	£1k
12	Eagle Farm Rd southern footpath link	Kerb build-out with railings or bollards. 5m by 1m build out.	MB/03/01/01205/OUT	£5k
13	Potton Road – service road outside no.120	Review pedestrians crossing points with tactile paving outside on footpath near Edward Peake School. Re-profile junction outside no.120 with a central island, introduce wider footway and tactiles. Connect new footway to playground. Provide dropped kerbs outside school gates.	MB/03/01/01205/OUT	£80k

Prory 4 – Design-led Schemes – phase 1

No	Location/Address	Description of works	Planning App Number	Estimated Cost £
1	Orchard Close junction with Hitchmead Rd	Re-profile junction into a straight 'T' junction layout, incorporate new footway on eastern side. Also include new sets of Double yellow lines on all the junction arms approx. 20ms on both sides, and Hitchmead Rd sides. Also Tactile paving needed.	MB/03/01/01205/OUT	£40k
7	Dells Lane	introduce cycle markings only on the carriageway– similar to other sections of Dells Lane	MB/03/01/01205/OUT	£3k
10	London Rd j/w The Baulk	Install Zebra crossing near junction accommodating cycle markings.	MB/03/01/01205/OUT MB/98/01344	£40k £30,564.01
17	Town Centre – east area	Introduce 20mph zone	MB/03/01/01205/OUT	£11k
18	The Baulk	Scheme to make permanent the experimental one-way traffic system	CB/11/03734/FULL	£31k
19	Back Street	Scheme to make permanent the experimental one-way traffic system	MB/03/01/01205/OUT	£35k
20	Rose Lane, Sun Street, St Johns Street	Scheme to make permanent the experimental one-way traffic system	CB/14/02013	£50k

Priory 5 – Design-led Schemes – phase 2

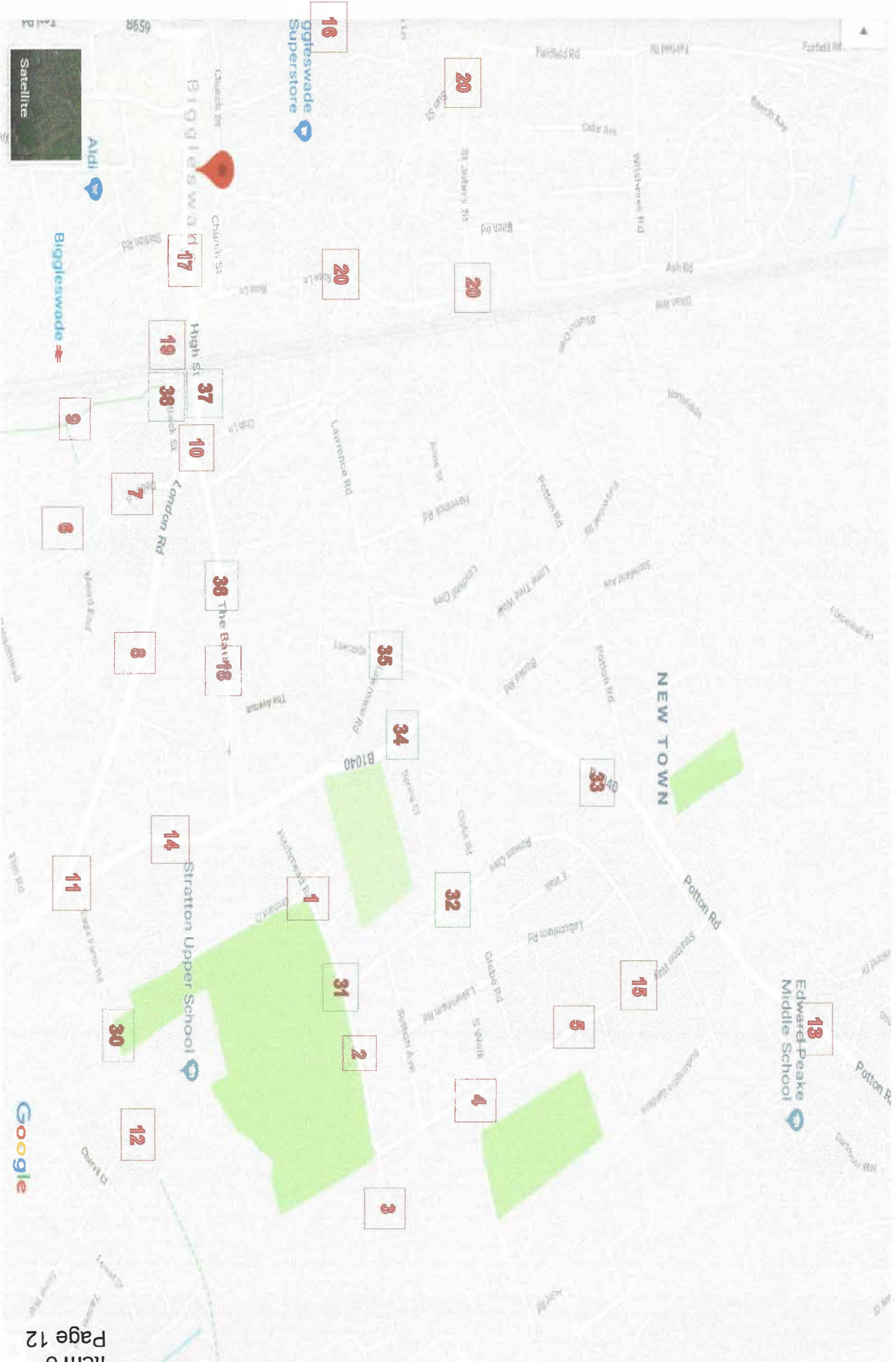
No	Location/Address	Description of works	Planning App Number	Estimated Cost £
11	London Rd j/w Eagle Farm Road	Re-profile junction and introduce traffic signal system on junctions accommodating pedestrians crossing phases with cycle markings. Removing nearby current Pelican crossing	MB/03/01/01205/OUT CB/14/02013/FULL	£131k £18,318.50
14	Drove Rd	Propose one-way operation from The Baulk – southbound only, widen footway on east side and introduce contra cycle lane.	CB/14/02013/full	£49,603.06

Priory 6 – Reserve schemes

No	Location/Address	Description of works	Planning App Number	Estimated Cost £
4B	Footpath serving the cemetery southern arm	To surface existing footpath to a width suitable to allow a shared use signs for pedestrians and cyclists	MB/03/01/01205/OUT	£0k
5B	Footpath serving the cemetery northern arm, serving the new estate, and the north bound footpath.	Need to enhance the current footpaths to a 3m wide shared use with pedestrians and cyclists, need signs, and need to tarmac the footpaths, and introduce new lighting along them	MB/03/01/01205/OUT	£0k
8	London Road			£0k
9	Parcel of land to east of station			£0k
15	Stratton Way			£0k

Other Biggleswade schemes

No	Location/Address	Description of works	Planning App Number	Estimated Cost £
16	Shortmead Street	Zebra Crossing Allocated from 'county tyres and exhaust ~lvel bridge' Need to allocate from 'land south of Potton rd'.	CB/15/04768 MB/08/00488/FULL MB/03/01/01205/OUT	£37k £1,879.51 £32K
-	Biggleswade town centre	Decluttering		
-	Chambers Way	Consideration of junction improvements	RMF – 2017-18	
-	Hitchin Street	One-way reversal		
-	Lawrence Road	Lawnside School Safety Zone		
-	Saxon Drive	Signage		
-	Foxglove Drive	Footway provision	RMF – 2017-18	
-	Dunton Lane	?		
-	Potton Road	Removal of build out		
-	Fairfield Road	?		
-	Chapel Fields	St Andrews Lower		
-	Kitelands	Biggleswade Academy		



List of Planning applications:

Name	Planning Application	Funding Available	Funding drawn down	Description
Land South Of, Potton Road, Biggleswade	MB/03/01/01205/OUT	£548,567.65	£20k+£30k+£60k+£2k+£1k+£5k+£80k+£40k+£3k+£40k+£11k+£35k+£131k+£32k (£490k)	Highways improvements – walking and cycling
Old Brewery Site, Church Street, Biggleswade	MB/98/01344	£30,564.01	£30.564.01	Prior to commencement of retail development. To be used towards the cost of carrying out improvements to the Baulk/London Road junction.
London Road Retail Park, London Road, Biggleswade	CB/11/03734/FULL	£100k (£70k used, £31k left)	£31k	Parking improvements – thus the need for a one-way system
Land Fronting Potton Road, Biggleswade, SG18 0EJ	CB/14/02013	£117,919.06	£50k+£18,316+£49,603.06 (£117,919)	Highways works undertaken by the council for A1(S) junction. Also towards provision of one-way systems within town centre
67 Shortmead St, Biggleswade SG18 0BD	CB/15/04768	£37k	£37k	Pedestrian crossing, need another £30k top-up
County Tyres And Exhausts, Ivel Bridge, Biggleswade, SG18 0AB	MB/08/00488/FULL	£1,879.51	£1,879.51	Improvements to cycle and pedestrian access – released and linked to 67 shortmead st crossing

From: Claire Poulton <clairep@bedsrcc.org.uk>

Date: 15/06/2018 16:37 (GMT+00:00)

To:

Cc: Sarah Wetherell <sarah@greensandcountry.com>, Anne Walsh <anne@greensandcountry.com>

Subject: Greensand Country Village Gateway

Dear Parish Clerk,

We would like to provide you with a Greensand Country sign. This can be attached to your present village/ town sign posts. Or we may be able to provide you with individual sandstone boulders for you to put at the entrances of villages as village gateway features. Would you be interested?

As I hope you are already aware, the Greensand Country Landscape Partnership has recently launched 'Greensand Country' as a destination brand – a shared identity through which Parish Councils, businesses and organizations can work together in promoting the area's special qualities. The launch of the brand was the culmination of research that we carried out which told us that the Greensand Ridge and its associated river valleys made up an under-recognised and under-appreciated landscape. Many people did not realize that they lived within a distinctive and very special place and were unaware of its extent and their connection to it.

Through the Landscape Partnership and by using the destination brand, we hope to raise the profile of the area and help local people and visitors alike to recognise what 'Greensand Country' is, its extent, and why it's a special place. Our aim is to create a popular but sustainable area for visitors, businesses and residents, with high levels of interest in and awareness of its landscape, wildlife, history and culture.

To this end, we are excited to let you know that we are currently developing a funding application that will provide opportunities for Parishes and Parish Councils within the area to show that they are part of Greensand Country ... **at no cost!**

The funding application will be submitted in August and, should the application be successful, the following options will be available to you as detailed below:

1. **Village Signposts**

We would like to provide you with a Greensand Country sign. This can be attached to your present village/ town sign posts. The Greensand Country sign would go under your present sign showing the name of your settlement. You could have the Greensand Country sign at one of your settlement entrances or at more than one. These can be attached to metal posts, wooden posts or whatever you have. The following pictures show the sign attached to a wooden post, but we can adapt it to your needs. Please see the attachments too.



If you are interested in receiving one of these signs, please let us know the following information:

1. How many Greensand Country signs would you like?
2. Location of the sign(s) marked on a map- please provide photos of your existing signs
3. Width between the posts supporting your present sign.

2. Village gateway features

We are also looking at providing individual sandstone boulders for you to put at the entrances of villages as village gateway features. Availability of the boulders will be limited as visitor attractions within the area have also expressed an interest in these and there will be a limited source of stone.

If you would like village gateway boulders, please let us know the following:

1. How many are required.
2. Size required (small/medium/large).
3. Eventual location - please provide a photo.

We are presently talking to highways to get backing for these proposals, so an indication of your requirements will be incredibly helpful in showing support for the project.

A number of villages and towns have already expressed interest in these opportunities, so if your village would also like to take advantage of installing these signs and gateway features, please could you let me know by **23rd July at the very latest**.

Thank you in anticipation.

Claire Poulton.

Claire Poulton

Programme Manager

Greensand Country Landscape Partnership



Landscape Partnership Programme of the Greensand Country for the Bedfordshire Rural Communities Charity and the Greensand Trust.

Our '2020 Vision' for the end of our 4 ½ year Landscape Partnership programme is for the Greensand Country to be a living and working landscape that is cherished by present and future generations.

Greensand Country Landscape Partnership team landline: 01234 838774

Mobile: 07534484971

Email: claire@greensandcountry.com

The Old School, Cardington, Bedford, Bedfordshire, MK44 3SX.

Follow us on [Twitter](#) | Find us on [Facebook](#) | Visit us at www.greensandcountry.com





15 June 2018

Our Reference

HE549382-ACM-GEN-A1_ML-SC-CH-00002

Rob McGregor

Biggleswade Town Council
Old Court Home
4 Saffron Road
Biggleswade
SG18 8DL

**A1 Biggleswade North to Beeston Bedfordshire
Speed Restriction Change**

Dear Rob,

I am writing you on behalf of Highways England to inform you that it is the intention of Highways England to make a 50mph speed restriction Traffic Regulation Order on A1 Trunk Road (Biggleswade North to Beeston Bedfordshire).

Highways England is committed to improving safety along this stretch of carriageway. The speed restriction change is intended to reduce collision and improve air quality.

I, therefore, attach for your consideration and comment a copy of drawing number HE549382-ACM-HGN-A1_ML-DR-CH-00113 indicating the existing speed restriction and the proposed changes to the speed restriction including the extent.

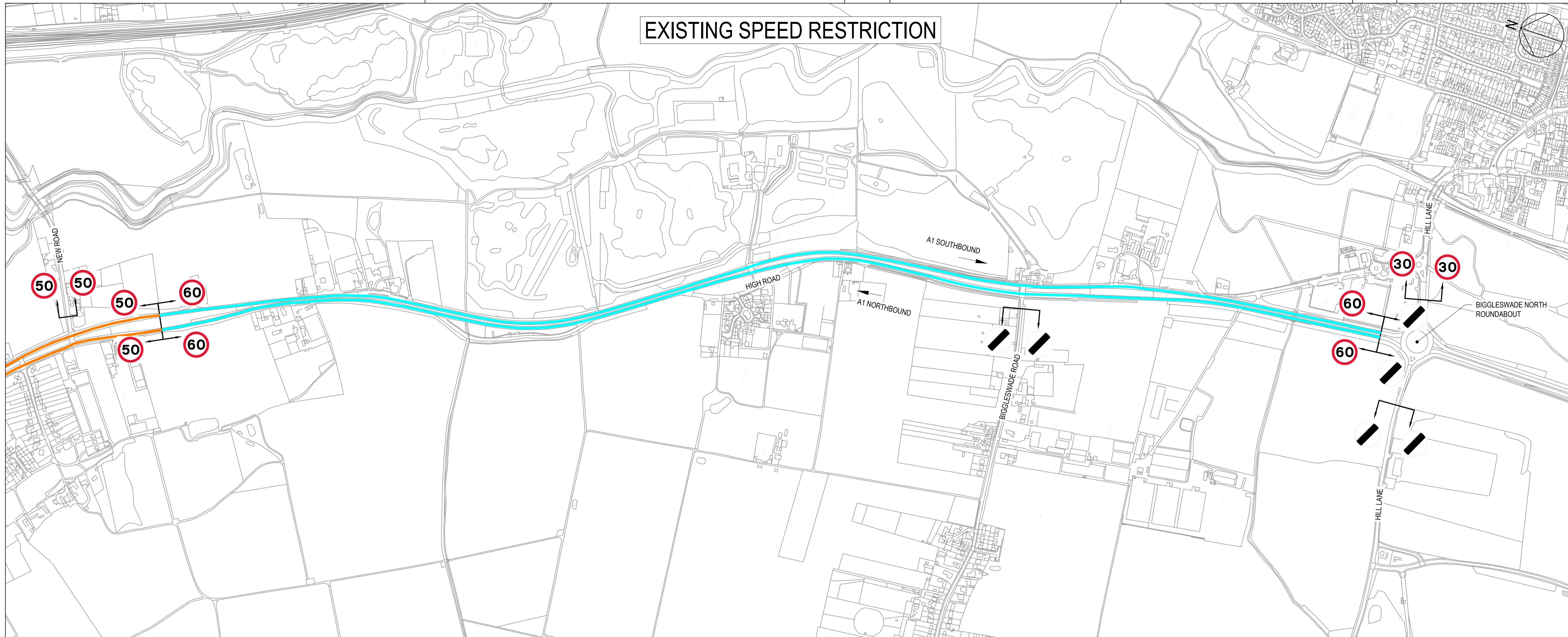
I would be grateful to receive your comments, either in a form of a letter or by email. If I have not received a reply by 16 July 2018, I will assume that you have no objections to the proposals.

Yours sincerely,

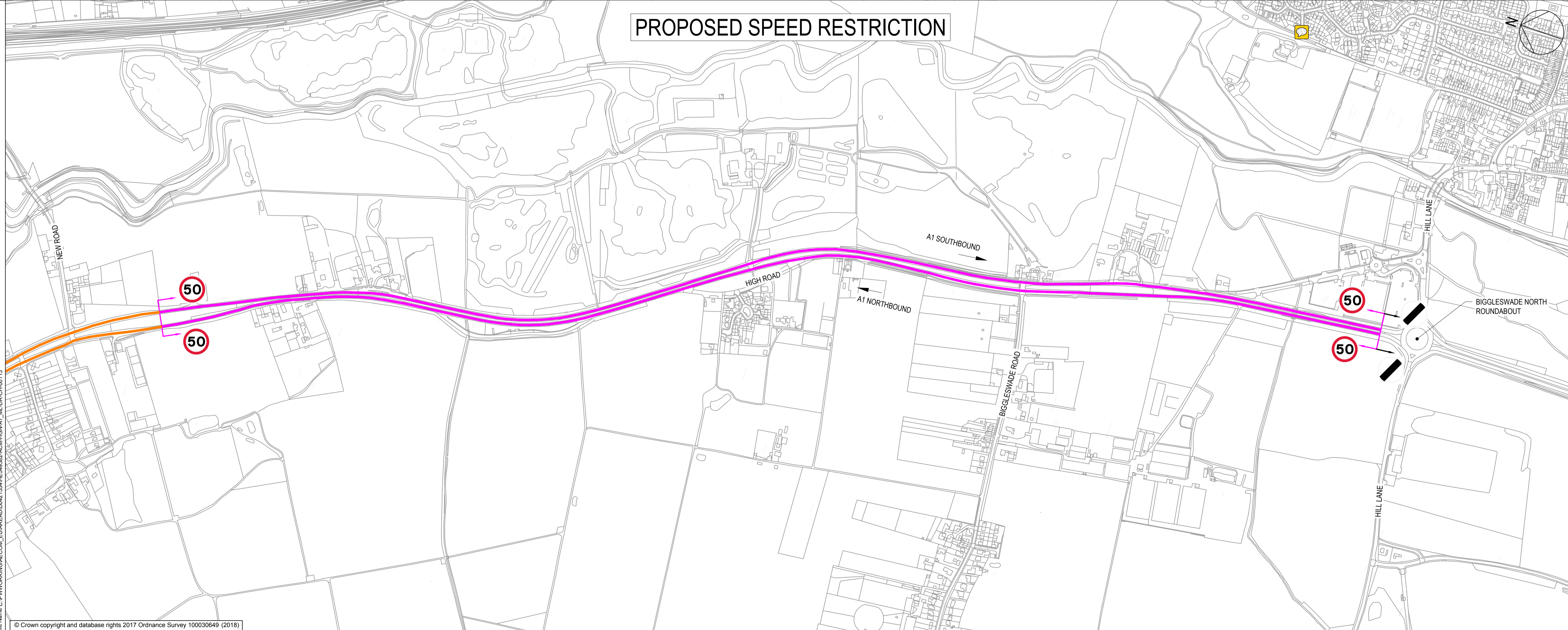


Oshokhayame Igebu
Senior Engineer
Strategic Highways
AECOM Infrastructure & Environment UK Limited
T: +44-(0)1234-373-638
E: oshokhayame.igebu@aecom.com

EXISTING SPEED RESTRICTION



PROPOSED SPEED RESTRICTION



SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION BOX

IT IS ASSUMED THAT ALL WORKS ON THIS DRAWING WILL BE CARRIED OUT BY A COMPETENT CONTRACTOR WORKING, WHERE APPROPRIATE, TO AN APPROPRIATE METHOD STATEMENT.
THIS DRAWING IS TO BE USED ONLY FOR THE PURPOSE OF ISSUE THAT IT WAS ISSUED FOR AND IS SUBJECT TO AMENDMENT.
EXCEPTIONAL RISKS RELATING TO THE WORKS ASSOCIATED WITH THIS DRAWING ARE IDENTIFIED BELOW.

CONSTRUCTION

MAINTENANCE / OPERATION / DECOMMISSIONING / DEMOLITION

NOTES

1. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL OTHER RELEVANT DOCUMENTATION.
2. DO NOT SCALE FROM THIS DRAWING. USE ONLY PRINTED DIMENSIONS.
3. ALL DIMENSIONS, CHAINAGES, LEVELS AND COORDINATES ARE IN METRES UNLESS DEFINED OTHERWISE.
4. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE PROJECT HEALTH & SAFETY FILE FOR ANY IDENTIFIED POTENTIAL RISKS.

KEY

- SPEED RESTRICTION REMAINS THE SAME
- SPEED RESTRICTION CHANGES
- EXISTING 50MPH SPEED RESTRICTION
- EXISTING 60MPH SPEED RESTRICTION
- PROPOSED 50MPH SPEED RESTRICTION

First Issue	AR	07/06/18	PO1
Revision Details	By	Date	Suffix
Purpose of issue	Check		

FOR INFORMATION

Client
Highways England
Woodlands
Manton Lane
Manton Industrial Estate
Bedford
MK41 7LW
Project Title



O.D. CAPITAL DELIVERY PACKAGE I

A1 BIGGLESWADE TO SANDY PROPOSED SPEED RESTRICTION CHANGES

Designed	Drawn	Checked	Approved	Date
BL	AR	BL	OI	07/06/18
Internal Project No.	Suitability			
60531022	S2			
Scale @ A1	Zone			
1:5000	A1 Mainline			

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AECOM
AECOM House, Home Lane
Bedford
MK40 1TS
Tel: 01234 349641
Fax: 01234 216288
www.aecom.com



Drawing Number	Highways England PIN	I Originator	I Volume	Rev
HE549382	-ACM-	-HGN-		PO1
A1_ML	-DR-	CH-00113		
Location	I Type	I Role	I Number	

Plot Date: 07 Jun 2018 10:32:51
File Name: C:\WORK\AECOM\ELVARE\AD\04\15641E\48052_ACM\HGN\A1_ML_DR_CH-00113

Development Management

Central Bedfordshire Council
Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire SG17 5TQ
www.centralbedfordshire.gov.uk



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

Contact Pat Longland
Direct Dial 0300 300 4431
Email planning@centralbedfordshire.gov.uk
Your Ref
Date 15 June 2018

Dear Mr McGregor,

Application No: CB/TRE/18/00196

Proposal: T1 Horse Chestnut: Thin crown by 15%. Lift crown to 5m above ground level.
Remove epicormic growth.
T2 Horse Chestnut: As above plus prune to give a clearance of 3m from the building.
T3 Oak: Remove epicormic growth.
T4 Horse Chestnut: Thin crown by 20% and remove epicormic growth.
All to improve light penetration to building.

Location: Brunswick Place, Rose Lane, Biggleswade

I have received an application to carry out work to preserved tree(s) at the above property, a copy of which is enclosed for your information.

If you wish to comment on the application, please do so in writing within 21 days of the date of this letter quoting the above application number.

All letters received are open to public view and therefore cannot be treated in confidence. Normally, your letter will not be acknowledged.

Yours sincerely,

Pat Longland
Trees & Landscape Officer

29 MAY 2018



Application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area.
Town and Country Planning Act 1990

Publication of applications on planning authority websites.

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

1. Applicant Name, Address and Contact Details

Title:	Mr	First Name:	A	Surname:	Baccarella
Company name:	Stellco Developments Ltd				
Street address:	76 Barford Road				
Town/City:	Blunham			Telephone number:	
Country:				Mobile number:	
Postcode:	MK44 3ND			Fax number:	
	Email address:				
Are you an agent acting on behalf of the applicant?				<input checked="" type="radio"/> Yes	<input type="radio"/> No

2. Agent Name, Address and Contact Details

Title:		First Name:	Charles	Surname:	Laughridge
Company name:	Apex Tree Specialists				
Street address:	36 Clarendon Street				
Town/City:	Bedford			Telephone number:	01234327830
Country:	United Kingdom			Mobile number:	
Postcode:	MK41 7SJ			Fax number:	
	Email address:				
	charleslaughridge@googlemail.com				

8. Trees - Additional Information

For all trees

A sketch plan clearly showing the position of trees listed in Question 7 must be provided when applying for works to trees covered by a TPO. A sketch plan is also advised when notifying the LPA of works to trees in a conservation site area (see guidance notes). It would also be helpful if you provided details of any advice given on site by an LPA officer.

For works to trees covered by a TPO

Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application must be accompanied by the necessary evidence to support your proposals. (See guidance notes for further details)

1. Condition of the tree(s) - e.g. it is diseased or you have fears that it might break or fall:

If YES, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

Yes No

2. Alleged damage to property - e.g. subsidence or damage to drains or drives.

If YES, you are required to provide for:

Yes No

Subsidence

A report by an engineer or surveyor, to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals. Also a report from an arboriculturist to support the tree work proposals.

Other structural damage (e.g. drains, walls and hard surfaces)

Written technical evidence from an appropriate expert, including description of damage and possible solutions.

Documents and plans (for any tree)

Are you providing additional information in support of your application?

Yes No

9. Authority Employee/Member

With respect to the Authority, I am:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

Do any of these statements apply to you?

Yes No

10. Trees - Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.



Date

29/05/2018

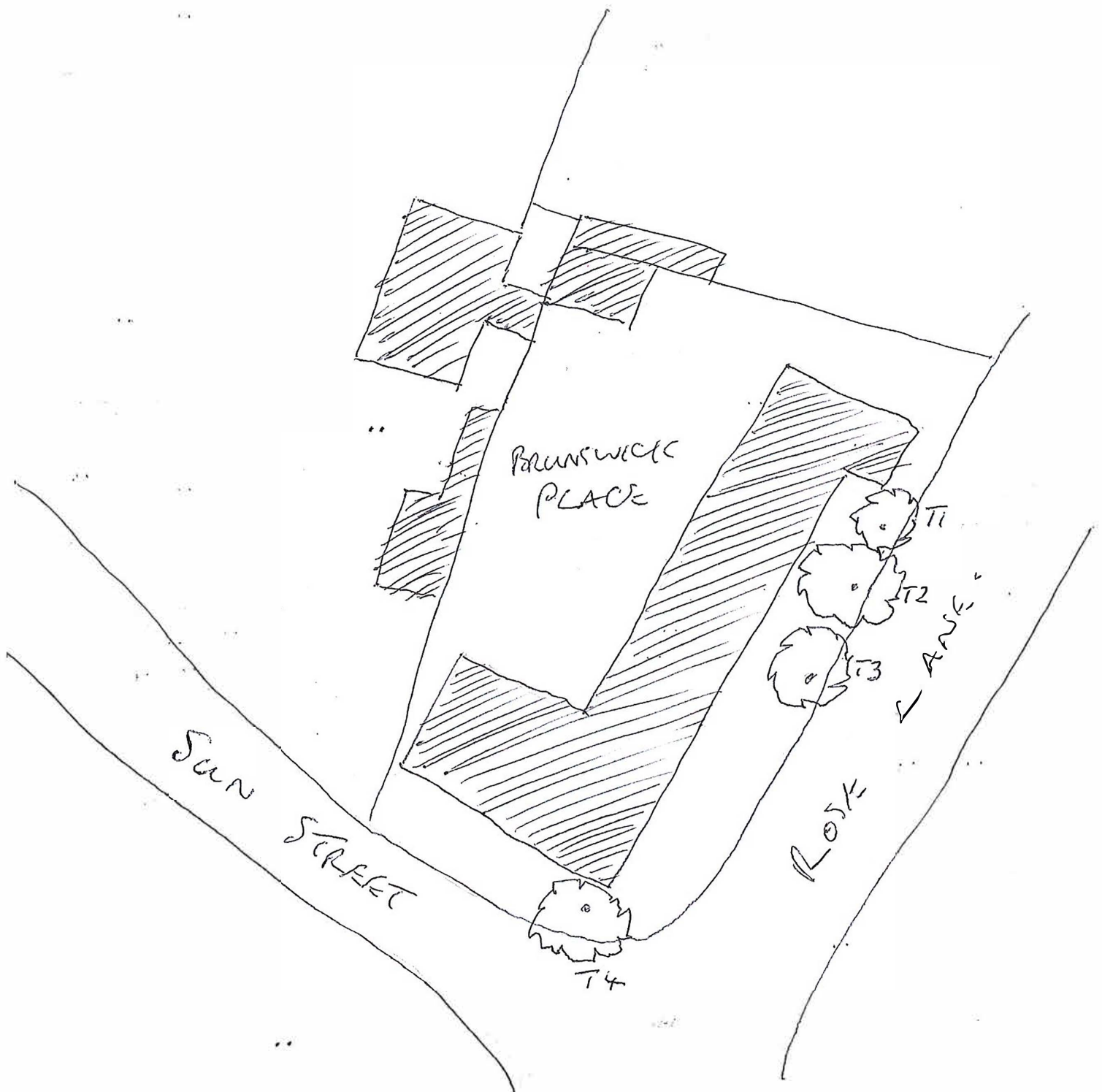
29 MAY 2018

apex

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RE: BRUNSWICK PLACE, ROSE LANE, BIGGLESWADE, SG18 0N@



NOTICE OF ELECTION

Central Bedfordshire

Council 26/06/2018
Items for Information
Item 12a Notice of Election

Election of a Parish Councillor for

BIGGLESWADE (PART) HOLME

1. An Election is to be held of One Parish Councillor for Biggleswade (Part) Holme.
2. Forms of nomination for the Parish Election may be obtained from Clerk to Parish Council or Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ from the Deputy Returning Officer who will, at the request of an elector for any electoral area prepare a nomination paper for signature.
3. Nomination papers must be delivered to the Deputy Returning Officer, Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ on any day after the date of this notice but no later than 4 pm on Friday, 6th July 2018.
4. If any election is contested the poll will take place on Thursday, 2nd August 2018.
5. Applications, amendments or cancellations of postal votes and amendments or cancellations of proxy votes must reach the Electoral Registration Officer at Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ by 5 pm on Wednesday, 18th July 2018.
6. New applications to vote by proxy at this election must reach the Electoral Registration Officer at Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ by 5 pm on Wednesday, 25th July 2018.
7. Applications to vote by emergency proxy at this election on grounds of physical incapacity or for work/service reasons must reach the Electoral Registration Officer at Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ by 5 pm on Thursday, 2nd August 2018. The physical incapacity must have occurred after 5 pm on Wednesday, 25th July 2018. To apply on the grounds of work/service, the person must have become aware that they cannot go to the polling station in person after 5 pm on Wednesday, 25th July 2018

Dated Thursday 28 June 2018

Brian Dunleavy
Deputy Returning Officer