



Ref: Agenda/Council-27032018

21 March 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 27 March 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 13 March 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 and Open Spaces Committee held on 20 March 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 13 March 2018.

9. **PLANNING APPLICATIONS**

- a. **CB/18/00905/FULL – 22 Devon Drive, Biggleswade, SG18 0FJ**
Retrospective: Extend the height of boundary fencing at the rear of the property from 1.8m to 2.7m with the addition of 90cm trellis fencing onto existing fence. (boundary has garages Other side). To extend the height of walled boundary from 1.8, to 2.7m by adding a 90cm trellis fence onto existing wall (roadside boundary or corner plot).
- b. **CB/18/00965/FULL – 70 Fairfield Road, Biggleswade, SG18 0AA**
Part single storey side extension. Change of use of existing garage with alterations. Single storey front extension. Erection of detached garage.
- c. **CB/18/00857/VOC – Land South of Potton Road, Biggleswade**
The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans: 1903-10, 1903-11, 1903-12, 1903-13A, 1903-14A, 1903-1A, 1903-16, 1903-17, 1903-18, 1903-19, 1903-21, sample schedule, noise impact assessment and lighting details.

10. **ACCOUNTS**

a. **Financial Administration**

For Members to receive and adopt the following accounts:

- i. Detailed Balance Sheet to 28 February 2018.
- ii. Summary of Income & Expenditure.
- iii. Income and Expenditure by budget heading.
- iv. Current Bank Account, receipts and payments to 28 February 2018.

b. **Internal Audit Report 2017-18 Interim Update**

(Report Attached).

11. **ITEMS FOR CONSIDERATION**

a. **Fees 2018-19 Orchard Centre**

This item was deferred from the Finance and General Purposes meeting 21 November 2017; where Members **RECOMMENDED** adjustments to fees with the exception of the Orchard Centre, until further information is available on bookings and income.

(Report attached).

b. **Neighbourhood Plan – Proposal from Councillor I . Bond**

Following the Town Council meeting 9 January 2018 where the above item was discussed, Town Council **RESOLVED** that the Neighbourhood Plan is moved forward and the report presented to Council is used as a starter to do this.

The Town Council decision of the 9th January 2018 needs to be followed up and work on the plan prioritised. Without a neighbourhood plan Biggleswade Town Council has little ability to influence the direction of the future growth of the town or ensuring that the existing areas of Biggleswade are protected by the Neighbourhood.

The Neighbourhood Plan could contain guidance for the conservation area, design guides, proposed areas for housing, brown field sites etc.

Members are asked to consider setting up a working group to progress the neighbourhood plan, the working group to report back to the Town Council.

c. **Committee Meeting Dates for 2018/2019**

Members are asked to consider the Committee meeting dates for 2018/19 attached to this agenda.

12. **ITEMS FOR INFORMATION**

a. **Planning Application Outcomes**

Attached report of the Planning Application Outcomes as at 21 March 2018.

b. **Grant Letter 2018**

Copy of Thankyou letter received for the Grants awarded in 2018.

c. **Parking on Verges – Mead End**

Correspondence has been received from Central Bedfordshire Council that they will be progressing to enforcement of parking on verges at Mead End following the preliminary work carried out by the Town Council.

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.

(Street Lights) & (Staff Matters).

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



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 13 MARCH 2018
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL,
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE**

PRESENT:

Cllr D Albone
Cllr I Bond
Cllr B Briars
Cllr G Fage
Cllr F Foster
Cllr M Foster
Cllr J Medlock
Cllr M North (Chairman)
Cllr H Ramsay
Cllr D Strachan
Cllr S Watkins

Mr R McGregor – Town Clerk, Biggleswade Town Council (BTC)
Mr M Thorn – Deputy Town Clerk, Biggleswade Town Council (BTC)
Mrs J Durn – Administrator, Biggleswade Town Council
Members of Public – 1
Staff – 2

A13/0301 1. APOLOGIES FOR ABSENCE

Cllr M Russell, Cllr P Sheldon, Cllr T Woodward

ABSENT WITHOUT APOLOGIES

Cllr S Patel

A13/0302 2. DECLARATIONS OF INTEREST

- A13/0302.1 a. Disclosable Pecuniary Interests in any agenda item – none
A13/0302.2 b. Non-pecuniary interests in any agenda item – item 9f, Cllr D Strachan

A13/0303 3. TOWN MAYOR'S ANNOUNCEMENTS

The Mayor attended two very enjoyable events, the Civic Service at Stotfold on the 4th March, and also the Celebration of “World Book Day” at Ivel Valley School on the 13th March.

The Mayor reminded any Councillors who have not yet responded to the invitation to the Civic Service on Sunday 18 March, to please do so as soon as possible.

A13/0304 4. PUBLIC OPEN SESSION

There were no questions from members of the public.

- A13/0305** 5. **INVITED SPEAKER**
- There was no invited speaker.
- A13/0306** 6. **MEMBERS QUESTIONS**
- Councillor F Foster asked for an update on roundabout advertising.
The Deputy Town Clerk gave an update that work is progressing with a view to bringing a proposal before the Town Council.
- A13/0307** 7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**
- A13/0307.1 a. Members received and approved the Minutes of the Council Meeting held on 27 February 2018.
- A13/0308** 8. **MATTERS ARISING**
- There were no matters arising.
- A13/0309** 9. **PLANNING APPLICATIONS**
- A13/0309.1 a. **CB/18/00582/VOC – 65 Laburnham Road, Biggleswade SG18 0NX**
Removal of Conditions 7 & 8 of Planning Permission **CB/16/00611/FULL** dated 26/05/16 due to dropped kerb scheduled work time period.
- The Town Council raised **NO OBJECTION** to this application.
- A13/0309.2 b. **CB/18/00582/FULL – 3 Chaucer Drive, Biggleswade SG18 8QG**
Proposed two storey rear extension.
- It was **RESOLVED** that the Town Council has **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.
- A13/0309.3 c. **CB/18/00645/FULL – Unit M, A1 Retail Park, London Road, Biggleswade, SG18 8NE**
- Sub division of Unit M to create 2 units with mezzanine floors and external alterations to the front elevations.
- The Town Council raised **NO OBJECTION** to this application.
- A13/0309.4 d. **CB/18/00813/FULL – 48 Beech Avenue, Biggleswade, SG18 0EQ**
First floor side extension.
- It was **RESOLVED** that the Town Council has **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.

- A13/0309.5 e. **CB/18/00791/FULL – Land West of Langford Road Holmemills, Langford Road, Biggleswade, SG18 9JY**
Erection of new 4 bed dwelling.
- The Town Council raised **NO OBJECTION** to this application.
- A13/0309.6 f. **CB/18/00408/FULL – 16-18 Hitchin Street, Biggleswade, SG18 8AX**
Change of use from A1 (Retail) to A3 (Café/Restaurant) with small soft play area.
- The Town Council raised **NO OBJECTION** to this application.
- A13/0310 10. ACCOUNTS**
- Financial Administration**
- February 2018 Accounts were deferred until the Council Meeting 27 March 2018.
- A13/0311 11. ITEMS FOR CONSIDERATION**
- A13/0311.1 a. **CB/TCE/18/00054 - Works to Trees protected by a Preservation Order: 5 Ivel Gardens, Biggleswade, SG18 0AN**
- The Town Council raised **NO OBJECTION** to this request.
- A13/0311.2 b. **CB/TCA/18/00070 – Works to Trees within a Conservation Area: Land at and to the rear of Stratton House Hotel, The Baulk, Biggleswade, SG18 0PX**
- The Town Council raised **NO OBJECTION** to this request.
- A13/0311.3 c. **Parking Management**
- Members were asked to consider a contract extension for additional costs for civil engineering works in preparation of the implementation of off street parking management, amounting to £7,472.00. A schedule of the additional costs is attached to this agenda for information.
- The Town Council **RESOLVED** to approve the contract extension and additional costs.
- A13/0312 12. ITEMS FOR INFORMATION**
- A13/0312.1 a. **Crime Statistics – February 2018**
- Councillor Strachan felt that there may be an error with the data for the wards, Holme Should be Stratton. The comparison outcomes are not impressive, we should keep an eye on the figures.
- A13/0311.2 b. **Grant Letters**
- This item was noted.

A13/0313 **13. PUBLIC OPEN SESSION**

There were no questions from members of the public.

A13/0314 **14. EXEMPT ITEMS**

The following resolution was moved that it was advisable in the public interest that the public and press are excluded whilst the following exempt item issue was 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 20 March 2018

6. ITEMS FOR CONSIDERATION

a. Jubilee Recreation Ground

Members considered correspondence requesting the reinstatement of play facilities at Jubilee Recreation Ground. The equipment was removed for safety reasons. Currently there are no S106 funds available for play equipment.

This matter was **DEFERRED** pending further enquiries with developers regarding timescales for installation of play equipment in the adjacent development area, which is expected to link to Jubilee Recreation Ground.

b. Biggleswade Football Club

Correspondence has been received from Biggleswade Football Club requesting to purchase or lease the Lakes Recreation Ground for use by the club. Members considered this request.

It was **RESOLVED** to hold further discussions with Biggleswade FC to explore options for a lease of the Lakes Recreation Ground and the viability of the site for this use.

c. Grounds Maintenance Workshop, Storage and Welfare Facilities

Planning permission for essential new facilities at Drove Road has been refused by Central Bedfordshire Council. Members considered the formal planning notice and the planning officer's delegated report.

Alternative outline plans were presented with the proposed building relocated next to the tennis courts and away from the site boundary. Full drawings will be required prior to a new application being submitted.

It was **RESOLVED** to progress the revised plans further and to discuss with planning officers prior to resubmitting a planning application.

d. Music Festival

Members considered a request to support a new music festival in Biggleswade, which is proposed to be held in the grounds of Biggleswade Academy.

It was **RESOLVED** to support the idea in principle and to request a clearer proposal and information from the organising group to be presented to Town Council to consider funding. It was also **RESOLVED** to form a Working Group and to consider Eagle Farm Road Recreation Ground as an alternative site.

e. Public Land Walkabouts

Members considered dates for site visits.

It was **RESOLVED** to hold site visits on Tuesday 1st May beginning at 6pm. Further site visits to be scheduled for the next available Tuesday evening once the calendar of committee meetings has been agreed.

Date :- 20/03/2018

BIGGLESWADE TC 2017/18

Financial Administration

Time :- 15:44

Detailed Balance Sheet (Excluding Stock Movement)

Detailed Balance Sheet to 28/02/2018

Month No: 11 28th February 2018

Page No: 1

<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	1,813,043	343,941	1,469,102
2	OP'L L/H LAND & BUILDINGS	9,095	0	9,095
21	VEHICLES & EQUIPMENT	577,778	287,658	290,120
41	INFRASTRUCTURE ASSETS	250,062	211,663	38,399
61	COMMUNITY ASSETS	15,380	0	15,380
	Total Fixed Assets	2,665,358	843,262	1,822,096
	<u>Current Assets</u>			
100	DEBTORS - TOWN COUNCIL	25,883		
101	DEBTORS - ALLOTMENTS	919		
102	DEBTORS - PITCH HIRE	2,262		
103	DEBTORS - ORCHARD CENTRE	3,957		
105	VAT REFUNDS	20,411		
110	PREPAYMENTS	333		
201	CURRENT BANK A/C	162,408		
202	IMPREST BANK A/C DO NOT USE	173,963		
204	BUSINESS RESERVE A/C	20		
209	CAPITAL RESERVE.	255,892		
210	PETTY CASH	251		
212	CASH CHANGE FLOAT	24		
225	NATWEST 95 DAY ACCOUNT	447		
	Total Current Assets		646,770	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	19,716		
511	ACCRUAL - ST LIGHT MTCE	17,500		
515	PAYE & NI DUE	-20		
525	ALLOTMENT DEPOSITS	1,500		
530	INC IN ADVANCE - COMMUTED	9,850		
550	MAYORS CHARITY FUND	321		
	Total Current Liabilities		48,867	
	Net Current Assets			597,903
	Total Assets less Current Liabilities			2,419,999
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	138,585		
430	LEASE CREDITOR (GROSS)	2,779		
435	LEASE CREDITOR (DEF'D INT)	-290		
	Total Long Term Liabilities		141,073	
	Total Assets less Total Liabilities			2,278,926
	<u>Represented By :-</u>			
301	CURRENT YEAR FUND	82,890		
310	GENERAL RESERVE	94,807		
320	EMR DEVOLVED SERVICES	65,000		
322	EMR PLAY EQUIPMENT	3,500		
325	EMR WEBSITE	1,500		
327	EMR RADIO LINK	1,471		

Detailed Balance Sheet (Excluding Stock Movement)**Month No: 11 28th February 2018**

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>
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
345	EMR STREET LIGHTS	14,000
346	EMR PUBLIC TOILETS	9,341
348	EMR CLOCK REPAIR	700
349	ROLLING CAPITAL FUND	315,559
350	CAPITAL FINANCING RESERVE	1,400,120
451	DEF'D GRANTS APPLIED	462,752
452	DEF'D GRANTS W/BACK	-181,849
	Total Equity	2,278,926

Summary Income & Expenditure by Budget Heading 28th February 2018

Financial Administration

Month No : 11

Cost Centre Report

Summary of Income and Expenditure

Page No 1

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
101	B'SWADE MAGISTRATES COURT							
	Expenditure	83	7,893	13,500	5,607		5,607	58.5 %
	Income	0	7,893	13,500	-5,607			58.5 %
108	GRANTS (INCL S137)							
	Expenditure	0	18,785	20,500	1,715		1,715	91.6 %
109	CAPITAL EXPENDITURE							
	Expenditure	8,099	222,662	90,910	-131,752		-131,752	244.9 %
	Income	0	101,997	0	101,997			0.0 %
111	CORPORATE MANAGEMENT							
	Expenditure	5,688	82,689	76,416	-6,273		-6,273	108.2 %
	Income	16	861,372	862,241	-869			99.9 %
112	DEMOCRATIC REP'N & MGM'T							
	Expenditure	7,731	99,926	104,987	5,061		5,061	95.2 %
113	CIVIC ACTIVITIES & EXPENSES							
	Expenditure	356	3,218	3,100	-118		-118	103.8 %
	Income	0	330	0	330			0.0 %
115	ORCHARD COMMUNITY CENTRE							
	Expenditure	1,252	13,077	69,600	56,523		56,523	18.8 %
	Income	1,987	30,160	34,000	-3,840			88.7 %
901	CENTRAL SERVICES							
	Expenditure	0	609	0	-609		-609	0.0 %
	Income	0	610	0	610			0.0 %
102	ALLOTMENTS							
	Expenditure	0	416	1,965	1,549		1,549	21.2 %
	Income	36	4,989	5,300	-311			94.1 %
104	BURIAL GROUNDS							
	Expenditure	5,798	74,042	75,087	1,045		1,045	98.6 %
	Income	1,263	16,373	13,000	3,373			125.9 %
212	RECREATION GROUNDS							
	Expenditure	24,878	258,635	292,230	33,595		33,595	88.5 %
	Income	456	8,052	10,650	-2,598			75.6 %
902	WORKS SERVICES							
	Expenditure	0	0	0	0		0	0.0 %
103	STREET LIGHTS							
	Expenditure	2,785	9,153	17,000	7,847		7,847	53.8 %
105	CAR PARKS							
	Expenditure	8,756	76,203	97,282	21,079		21,079	78.3 %
	Income	0	0	26,182	-26,182			0.0 %
106	MARKET							
	Expenditure	1,330	23,630	26,687	3,057		3,057	88.5 %
	Income	1,201	17,497	25,050	-7,553			69.8 %
107	TOWN CENTRE GENERAL							
	Expenditure	14,782	55,861	62,209	6,348		6,348	89.8 %
	Income	0	310	0	310			0.0 %
110	PUBLIC CONVENIENCES							
	Expenditure	1,200	19,891	25,450	5,559		5,559	78.2 %
INCOME - EXPENDITURE TOTALS								
	Expenditure	82,736	966,692	976,923	10,232	0	10,232	99.0 %
	Income	4,959	1,049,581	989,923	59,658			106.0 %
	Net Expenditure over Income	77,777	-82,890	-13,000	69,890			

20/03/2018

Accounts

15:45

Financial Administration

Month No : 11

BIGGLESWADE TC 2017/18

Detailed Income and Expenditure

Detailed Income & Expenditure by Budget Heading 28th February 2018

by Budget Heading

Cost Centre Report

Page No 1

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
101 B'SWADE MAGISTRATES COURT							
4007 HEALTH & SAFETY	0	0	300	300		300	0.0 %
4011 RATES	1,112	11,114	5,020	-6,094		-6,094	221.4 %
4012 WATER RATES	0	337	500	163		163	67.5 %
4013 RENT	-2,125	-20,125	-16,420	3,705		3,705	122.6 %
4014 ELECTRICITY	0	1,668	2,500	832		832	66.7 %
4015 GAS	0	1,550	3,500	1,950		1,950	44.3 %
4016 CLEANING COSTS	850	8,389	9,000	611		611	93.2 %
4021 TELEPHONE & FAX	0	105	0	-105		-105	0.0 %
4036 PROPERTY MAINTENANCE	0	609	4,000	3,392		3,392	15.2 %
4042 EQUIPT MAINT/REPAIR	82	961	1,000	39		39	96.1 %
4067 PEST CONTROL	0	0	100	100		100	0.0 %
4104 REFUSE COLLECTION	61	996	1,000	4		4	99.6 %
4110 FIRE PRECAUTIONS	102	409	1,500	1,091		1,091	27.3 %
4134 SECURITY/CCTV	0	1,880	1,500	-380		-380	125.3 %
B'SWADE MAGISTRATES COURT :- Expenditure	83	7,893	13,500	5,607	0	5,607	58.5 %
1081 INC-RENT	0	7,893	12,500	-4,607			63.1 %
1091 INC-MISCELLANEOUS	0	0	1,000	-1,000			0.0 %
B'SWADE MAGISTRATES COURT :- Income	0	7,893	13,500	-5,607			58.5 %
Net Expenditure over Income	83	0	0	0			
102 ALLOTMENTS							
4013 RENT	0	116	465	349		349	25.0 %
4037 GROUNDS MAINTENANCE	0	0	1,000	1,000		1,000	0.0 %
4067 PEST CONTROL	0	300	500	200		200	60.0 %
ALLOTMENTS :- Expenditure	0	416	1,965	1,549	0	1,549	21.2 %
1087 INC-ALLOTMENTS	36	4,989	5,300	-311			94.1 %
ALLOTMENTS :- Income	36	4,989	5,300	-311			94.1 %
Net Expenditure over Income	-36	-4,573	-3,335	1,238			
103 STREET LIGHTS							
4014 ELECTRICITY	524	5,844	7,000	1,156		1,156	83.5 %
4038 MAINTENANCE CONTRACT	2,262	2,262	6,500	4,238		4,238	34.8 %
4045 S/L REPAIR/RENEWAL	0	1,047	3,000	1,953		1,953	34.9 %
4174 BUS SHELTER MAINTENANCE	0	0	500	500		500	0.0 %
STREET LIGHTS :- Expenditure	2,785	9,153	17,000	7,847	0	7,847	53.8 %
Net Expenditure over Income	2,785	9,153	17,000	7,847			

Continued on Page No 2

Month No : 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
104 BURIAL GROUNDS							
4011 RATES	0	3,810	3,104	-706		-706	122.7 %
4012 WATER RATES	0	167	200	33		33	83.3 %
4014 ELECTRICITY	0	27	150	123		123	17.8 %
4036 PROPERTY MAINTENANCE	0	0	1,000	1,000		1,000	0.0 %
4110 FIRE PRECAUTIONS	0	0	200	200		200	0.0 %
4178 PATHS MAINTENANCE	0	0	1,000	1,000		1,000	0.0 %
4901 C.S. SALARY RECHARGE	736	8,086	9,573	1,488		1,488	84.5 %
4902 W.S. SALARY RECHARGE	3,810	44,556	45,660	1,104		1,104	97.6 %
4911 C.S. O'HEAD RECHARGE	401	6,412	5,050	-1,362		-1,362	127.0 %
4912 W.S. O'HEAD RECHARGE	850	10,985	9,150	-1,835		-1,835	120.1 %
BURIAL GROUNDS :- Expenditure	5,798	74,042	75,087	1,045	0	1,045	98.6 %
1084 INC-BURIAL FEES	1,263	14,250	10,000	4,250			142.5 %
1092 INC-GRNDS MAINT	0	0	1,000	-1,000			0.0 %
1097 INC-MEMORIALS	0	2,123	2,000	123			106.1 %
BURIAL GROUNDS :- Income	1,263	16,373	13,000	3,373			125.9 %
Net Expenditure over Income	4,535	57,669	62,087	4,418			
105 CAR PARKS							
4005 AGENCY STAFF	0	0	26,182	26,182		26,182	0.0 %
4011 RATES	0	22,832	22,640	-192		-192	100.8 %
4021 TELEPHONE & FAX	0	0	600	600		600	0.0 %
4047 MATERIALS/TOOLS	56	56	500	444		444	11.2 %
4056 LEGAL EXPENSES	0	1,698	1,000	-698		-698	169.8 %
4059 CONSULTANCY	0	0	0	0		0	0.0 %
4108 SURFACE REPAIRS	0	0	3,000	3,000		3,000	0.0 %
4126 CAR PARK LEASE	7,250	34,108	26,001	-8,107		-8,107	131.2 %
4901 C.S. SALARY RECHARGE	184	2,021	2,393	372		372	84.5 %
4902 W.S. SALARY RECHARGE	953	11,139	11,415	276		276	97.6 %
4911 C.S. O'HEAD RECHARGE	100	1,603	1,263	-340		-340	126.9 %
4912 W.S. O'HEAD RECHARGE	213	2,746	2,288	-458		-458	120.0 %
CAR PARKS :- Expenditure	8,756	76,203	97,282	21,079	0	21,079	78.3 %
1090 INC - PARKING FINES	0	0	26,182	-26,182			0.0 %
CAR PARKS :- Income	0	0	26,182	-26,182			0.0 %
Net Expenditure over Income	8,756	76,203	71,100	-5,103			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
106 MARKET							
4004 MARKET STAFF	382	4,346	5,100	754		754	85.2 %
4011 RATES	0	6,101	7,600	1,499		1,499	80.3 %
4014 ELECTRICITY	0	237	1,000	763		763	23.7 %
4025 INSURANCE	0	532	0	-532		-532	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	0	-333		-333	0.0 %
4901 C.S. SALARY RECHARGE	614	6,738	7,978	1,240		1,240	84.5 %
4911 C.S. O'HEAD RECHARGE	334	5,343	4,209	-1,134		-1,134	126.9 %
MARKET :- Expenditure	1,330	23,630	26,687	3,057	0	3,057	88.5 %
1085 INC-TUESDAY MARKET RENTS	108	2,741	2,800	-60			97.9 %
1086 INC-SATURDAY MARKET RENTS	1,093	14,757	22,000	-7,243			67.1 %
1103 INC-FARMERS MARKETS	0	0	250	-250			0.0 %
MARKET :- Income	1,201	17,497	25,050	-7,553			69.8 %
Net Expenditure over Income	129	6,133	1,637	-4,496			
107 TOWN CENTRE GENERAL							
4064 ANNUAL HANGING BASKETS	0	2,334	2,000	-334		-334	116.7 %
4116 WAR MEM & REM SERV	0	220	1,000	780		780	22.0 %
4117 CLOCK REPAIRS	0	0	350	350		350	0.0 %
4140 CHRISTMAS ACTIVITIES	0	5,281	5,000	-281		-281	105.6 %
4143 Highway Improvements	0	5,000	0	-5,000		-5,000	0.0 %
4144 CCTV	13,333	16,334	18,000	1,666		1,666	90.7 %
4145 CHRISTMAS LIGHTS	0	14,183	18,500	4,317		4,317	76.7 %
4901 C.S. SALARY RECHARGE	184	2,021	2,393	372		372	84.5 %
4902 W.S. SALARY RECHARGE	953	11,139	11,415	276		276	97.6 %
4911 C.S. O'HEAD RECHARGE	100	1,603	1,263	-340		-340	126.9 %
4912 W.S. O'HEAD RECHARGE	213	2,746	2,288	-458		-458	120.0 %
4990 ASSET FUNDING FROM RCP	0	-5,000	0	5,000		5,000	0.0 %
TOWN CENTRE GENERAL :- Expenditure	14,782	55,861	62,209	6,348	0	6,348	89.8 %
1145 INC-CHRISTMAS ACTIVITIES	0	310	0	310			0.0 %
TOWN CENTRE GENERAL :- Income	0	310	0	310			
Net Expenditure over Income	14,782	55,551	62,209	6,658			
108 GRANTS (INCL S137)							
4261 GRANTS UNDER OTHER	0	11,285	13,000	1,715		1,715	86.8 %
4264 Community Agent Grant	0	7,500	7,500	0		0	100.0 %
GRANTS (INCL S137) :- Expenditure	0	18,785	20,500	1,715	0	1,715	91.6 %
Net Expenditure over Income	0	18,785	20,500	1,715			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
109 CAPITAL EXPENDITURE							
4053 LOAN INTEREST	3,355	6,825	6,866	41		41	99.4 %
4253 LEASE INTEREST REPAID	48	533	581	48		48	91.7 %
4801 CP - New Vehicles\Equipment	0	8,700	0	-8,700		-8,700	0.0 %
4806 CP - Office Furn/Equipment	0	10,668	0	-10,668		-10,668	0.0 %
4828 CP - Magistrates Court Impr'ts	0	5,096	0	-5,096		-5,096	0.0 %
4842 CP - The Orchard Furniture & E	0	112,128	0	-112,128		-112,128	0.0 %
4843 CP - Street Furniture	0	2,440	0	-2,440		-2,440	0.0 %
4847 CP - Workshop	0	1,925	0	-1,925		-1,925	0.0 %
4900 ROLLING CAPITAL FUND	0	70,000	70,000	0		0	100.0 %
4980 LOAN REPAYMENT	4,280	8,486	8,486	0		0	100.0 %
4982 LEASE CAPITAL REPAID	415	4,562	4,977	415		415	91.7 %
4990 ASSET FUNDING FROM RCP	0	-8,700	0	8,700		8,700	0.0 %
CAPITAL EXPENDITURE :- Expenditure	8,099	222,662	90,910	-131,752	0	-131,752	244.9 %
1077 INC-S106 GRANTS	0	31,059	0	31,059			0.0 %
1178 Orchard S106 Funds	0	70,938	0	70,938			0.0 %
CAPITAL EXPENDITURE :- Income	0	101,997	0	101,997			
Net Expenditure over Income	8,099	120,665	90,910	-29,755			
110 PUBLIC CONVENIENCES							
4011 RATES	0	3,318	4,150	832		832	79.9 %
4012 WATER RATES	0	1,241	1,400	159		159	88.7 %
4014 ELECTRICITY	0	666	900	234		234	74.1 %
4036 PROPERTY MAINTENANCE	0	616	2,500	1,884		1,884	24.6 %
4038 MAINTENANCE CONTRACT	1,200	14,050	16,500	2,450		2,450	85.2 %
PUBLIC CONVENIENCES :- Expenditure	1,200	19,891	25,450	5,559	0	5,559	78.2 %
Net Expenditure over Income	1,200	19,891	25,450	5,559			
111 CORPORATE MANAGEMENT							
4056 LEGAL EXPENSES	0	9,748	0	-9,748		-9,748	0.0 %
4057 AUDIT FEES	0	455	3,300	2,845		2,845	13.8 %
4901 C.S. SALARY RECHARGE	3,682	40,427	47,865	7,438		7,438	84.5 %
4911 C.S. O'HEAD RECHARGE	2,005	32,059	25,251	-6,808		-6,808	127.0 %
CORPORATE MANAGEMENT :- Expenditure	5,688	82,689	76,416	-6,273	0	-6,273	108.2 %
1076 PRECEPT RECEIVED	0	861,241	861,241	0			100.0 %
1096 INTEREST RECEIVED	16	131	1,000	-869			13.1 %
CORPORATE MANAGEMENT :- Income	16	861,372	862,241	-869			99.9 %
Net Expenditure over Income	5,672	-778,682	-785,825	-7,143			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
112 DEMOCRATIC REP'N & MGMT							
4024 SUBSCRIPTIONS	147	3,278	3,500	222		222	93.7 %
4135 ELECTION PROVISION	0	0	4,000	4,000		4,000	0.0 %
4901 C.S. SALARY RECHARGE	4,910	53,903	63,820	9,917		9,917	84.5 %
4911 C.S. O'HEAD RECHARGE	2,674	42,745	33,667	-9,078		-9,078	127.0 %
DEMOCRATIC REP'N & MGMT :- Expenditure	7,731	99,926	104,987	5,061	0	5,061	95.2 %
Net Expenditure over Income	7,731	99,926	104,987	5,061			
113 CIVIC ACTIVITIES & EXPENSES							
4008 STAFF TRAINING	356	1,568	0	-1,568		-1,568	0.0 %
4009 STAFF TRAVEL	0	0	500	500		500	0.0 %
4014 ELECTRICITY	0	13	0	-13		-13	0.0 %
4112 TOWN MAYOR'S ALLOW.	0	974	1,000	26		26	97.4 %
4166 TWINNING	0	70	500	430		430	14.0 %
4179 CIVIC FUNCTIONS	0	560	1,000	440		440	56.0 %
4180 CIVIC REGALIA REPAIRS ETC	0	33	100	67		67	33.0 %
CIVIC ACTIVITIES & EXPENSES :- Expenditure	356	3,218	3,100	-118	0	-118	103.8 %
1091 INC-MISCELLANEOUS	0	330	0	330			0.0 %
CIVIC ACTIVITIES & EXPENSES :- Income	0	330	0	330			
Net Expenditure over Income	356	2,888	3,100	212			
115 ORCHARD COMMUNITY CENTRE							
4001 STAFF SALARIES	0	1,171	36,000	34,829		34,829	3.3 %
4002 EMPLOYERS N.I	0	0	4,250	4,250		4,250	0.0 %
4003 EMPLOYERS SUPERANN.	0	0	7,650	7,650		7,650	0.0 %
4007 HEALTH & SAFETY	0	45	500	455		455	8.9 %
4011 RATES	0	0	5,500	5,500		5,500	0.0 %
4012 WATER RATES	0	359	800	441		441	44.8 %
4014 ELECTRICITY	0	2,767	0	-2,767		-2,767	0.0 %
4015 GAS	0	1,071	4,500	3,429		3,429	23.8 %
4016 CLEANING COSTS	220	1,457	6,000	4,543		4,543	24.3 %
4020 MISC. ESTABLISH.COST	0	441	400	-41		-41	110.2 %
4021 TELEPHONE & FAX	85	655	600	-55		-55	109.2 %
4026 COMPUTER	0	1,270	0	-1,270		-1,270	0.0 %
4030 RECRUIT. ADVERTISING	0	704	0	-704		-704	0.0 %
4032 PUBLICITY	0	195	500	305		305	39.0 %
4036 PROPERTY MAINTENANCE	517	1,173	1,000	-173		-173	117.3 %
4038 MAINTENANCE CONTRACT	290	1,266	1,500	234		234	84.4 %

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4042 EQUIPT MAINT/REPAIR	105	170	200	30		30	84.8 %
4128 EQUIPMENT	35	334	200	-134		-134	166.8 %
ORCHARD COMMUNITY CENTRE :- Expenditure	1,252	13,077	69,600	56,523	0	56,523	18.8 %
1078 INC-MISC GRANTS	0	18,000	20,000	-2,000			90.0 %
1082 INC-LETTINGS	1,987	12,160	14,000	-1,840			86.9 %
ORCHARD COMMUNITY CENTRE :- Income	1,987	30,160	34,000	-3,840			88.7 %
Net Expenditure over Income	-736	-17,083	35,600	52,683			
212 RECREATION GROUNDS							
4011 RATES	0	4,241	4,500	259		259	94.2 %
4012 WATER RATES	0	566	11,000	10,434		10,434	5.1 %
4013 RENT	0	0	1	1		1	0.0 %
4014 ELECTRICITY	22	513	3,500	2,987		2,987	14.7 %
4016 CLEANING COSTS	50	50	400	350		350	12.5 %
4036 PROPERTY MAINTENANCE	452	1,686	5,000	3,314		3,314	33.7 %
4037 GROUNDS MAINTENANCE	575	2,204	10,000	7,796		7,796	22.0 %
4038 MAINTENANCE CONTRACT	0	6,043	5,000	-1,043		-1,043	120.9 %
4039 PLAY. EQUIP. MAINT.	0	1,450	6,000	4,550		4,550	24.2 %
4042 EQUIPT MAINT/REPAIR	0	57	0	-57		-57	0.0 %
4043 FENCING & GATES	198	318	1,000	682		682	31.8 %
4044 TREES & PLANTS	0	2,522	4,000	1,478		1,478	63.1 %
4067 PEST CONTROL	0	1,570	1,500	-70		-70	104.7 %
4100 FERT./SEEDS/WEEDKILL	0	125	2,000	1,875		1,875	6.2 %
4110 FIRE PRECAUTIONS	0	0	500	500		500	0.0 %
4114 LITTER BINS	0	0	2,000	2,000		2,000	0.0 %
4139 GRASS CUTTING	4,236	4,236	5,000	764		764	84.7 %
4901 C.S. SALARY RECHARGE	1,964	21,561	25,528	3,967		3,967	84.5 %
4902 W.S. SALARY RECHARGE	13,337	155,946	159,810	3,864		3,864	97.6 %
4911 C.S. O'HEAD RECHARGE	1,070	17,098	13,467	-3,631		-3,631	127.0 %
4912 W.S. O'HEAD RECHARGE	2,975	38,449	32,024	-6,425		-6,425	120.1 %
RECREATION GROUNDS :- Expenditure	24,878	258,635	292,230	33,595	0	33,595	88.5 %
1081 INC-RENT	0	3,988	3,500	488			113.9 %
1083 INC-PITCH HIRE	456	3,734	4,000	-266			93.4 %
1091 INC-MISCELLANEOUS	0	330	2,000	-1,670			16.5 %
1092 INC-GRNDS MAINT	0	0	1,150	-1,150			0.0 %
RECREATION GROUNDS :- Income	456	8,052	10,650	-2,598			75.6 %
Net Expenditure over Income	24,423	250,583	281,580	30,997			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
901	<u>CENTRAL SERVICES</u>							
4001	STAFF SALARIES	9,519	104,986	119,000	14,014		14,014	88.2 %
4002	EMPLOYERS N.I	866	9,370	15,200	5,830		5,830	61.6 %
4003	EMPLOYERS SUPERANN.	1,889	20,403	25,350	4,947		4,947	80.5 %
4007	HEALTH & SAFETY	5	196	2,500	2,304		2,304	7.9 %
4008	STAFF TRAINING	165	3,020	3,000	-20		-20	100.7 %
4009	STAFF TRAVEL	240	3,094	3,500	406		406	88.4 %
4010	MISC. STAFF COSTS	107	384	500	116		116	76.7 %
4013	RENT	2,125	20,125	16,420	-3,705		-3,705	122.6 %
4020	MISC. ESTABLISH.COST	0	712	250	-462		-462	284.7 %
4021	TELEPHONE & FAX	285	6,235	6,500	265		265	95.9 %
4022	POSTAGE	201	939	1,400	461		461	67.1 %
4023	STATIONERY	445	5,025	3,000	-2,025		-2,025	167.5 %
4025	INSURANCE	0	19,036	13,000	-6,036		-6,036	146.4 %
4026	COMPUTER	1,561	13,251	8,000	-5,251		-5,251	165.6 %
4027	PHOTOCOPIER	0	3,817	4,500	683		683	84.8 %
4031	ADVERTISING	0	0	400	400		400	0.0 %
4032	PUBLICITY	215	4,348	3,500	-848		-848	124.2 %
4051	BANK CHARGES	85	881	1,000	119		119	88.1 %
4056	LEGAL EXPENSES	333	2,055	1,000	-1,055		-1,055	205.5 %
4058	PROFESSIONAL FEES	0	11,758	0	-11,758		-11,758	0.0 %
4060	OFFICE EQUIPMENT	60	451	500	49		49	90.3 %
4073	PAYROLL BUREAU FEES	0	1,317	1,200	-117		-117	109.8 %
4074	ACCOUNTANCY FEES	858	10,729	14,000	3,271		3,271	76.6 %
4104	REFUSE COLLECTION	0	98	0	-98		-98	0.0 %
4901	C.S. SALARY RECHARGE	-12,274	-134,758	-159,550	-24,792		-24,792	84.5 %
4911	C.S. O'HEAD RECHARGE	-6,685	-106,862	-84,170	22,692		22,692	127.0 %
	CENTRAL SERVICES :- Expenditure	0	609	0	-610	0	-610	
1091	INC-MISCELLANEOUS	0	5	0	5			0.0 %
1099	INC-INSURANCE (CLAIM)	0	605	0	605			0.0 %
	CENTRAL SERVICES :- Income	0	610	0	610			
	Net Expenditure over Income	0	0	0	0			
902	<u>WORKS SERVICES</u>							
4001	STAFF SALARIES	16,417	177,794	173,250	-4,544		-4,544	102.6 %
4002	EMPLOYERS N.I	2,610	17,162	18,150	988		988	94.6 %
4003	EMPLOYERS SUPERANN.	25	27,824	36,900	9,076		9,076	75.4 %
4007	HEALTH & SAFETY	38	186	500	314		314	37.1 %
4008	STAFF TRAINING	0	826	2,500	1,674		1,674	33.0 %

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4009 STAFF TRAVEL	0	349	50	-299		-299	697.6 %
4010 MISC. STAFF COSTS	112	112	300	188		188	37.4 %
4014 ELECTRICITY	0	23	50	27		27	45.8 %
4021 TELEPHONE & FAX	0	0	50	50		50	0.0 %
4030 RECRUIT. ADVERTISING	461	596	0	-596		-596	0.0 %
4041 EQUIPMENT HIRE	0	231	400	169		169	57.8 %
4042 EQUIPT MAINT/REPAIR	0	1,614	4,000	2,386		2,386	40.3 %
4046 VEHICLE LEASING	871	11,022	9,950	-1,072		-1,072	110.8 %
4047 MATERIALS/TOOLS	53	4,900	3,000	-1,900		-1,900	163.3 %
4048 VEHICLE MAINT/REPAIR	650	15,063	5,000	-10,063		-10,063	301.3 %
4049 VEHICLE FUEL	584	5,795	8,000	2,205		2,205	72.4 %
4050 VEHICLE TAX	0	320	150	-170		-170	213.2 %
4103 PROTECTIVE CLOTHING	0	2,917	2,500	-417		-417	116.7 %
4119 SKIP HIRE	1,058	6,115	4,000	-2,115		-2,115	152.9 %
4128 EQUIPMENT	363	478	500	22		22	95.6 %
4134 SECURITY/CCTV	60	2,461	1,800	-661		-661	136.7 %
4136 RENEWALS/REPLACEMENT	0	1,919	3,000	1,081		1,081	64.0 %
4902 W.S. SALARY RECHARGE	-19,052	-222,780	-228,300	-5,520		-5,520	97.6 %
4912 W.S. O'HEAD RECHARGE	-4,251	-54,926	-45,750	9,176		9,176	120.1 %
WORKS SERVICES :- Expenditure	0	0	0	0	0	0	
Net Expenditure over Income	0	0	0	0			

List of Payments made between 01/02/2018 and 28/02/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2018	BBW Law	000056	400.00		BBW Law - Apollo Gardens Legal
02/02/2018	Bedford College	000058	165.00		Bedford College - Training
06/02/2018	Allways Air-Conditioning & Ven	200194	168.00		869/Call out to Water Leak
06/02/2018	Archant Community Media Ltd	200195	324.88		867/Recruit Grounds Maint
06/02/2018	George Browns Ltd	200196	25.27		876/Vehicle Repairs
06/02/2018	Bailey Streetscene Ltd	200197	2,928.00		868/8 Seater Timber Table
06/02/2018	P. Bradley & Son	200198	470.39		870/Installation of Oven
06/02/2018	Cash	200199	132.49		902/Jan Petty Cash Imprest
06/02/2018	J R GOLDTHORPE & SON	200200	185.67		881/Maintenance Materials
06/02/2018	GH Online Accounting Limited	200201	374.40		877/Payroll Qtr to Dec 17
06/02/2018	Harrier Office Supplies Ltd	200202	790.64		878/Stationery Supplies
06/02/2018	Local Community Solutions Ltd	200203	3,734.71		883/Risk Assesment Consultancy
06/02/2018	Node IT Solutions Ltd	200204	28,739.11		168/WiFi, PC & Laptop etc
06/02/2018	Mr Williamson	200205	300.00		891/Pest Control Nov-Jan
06/02/2018	H&S Building Service t/a Plumb	200206	620.00		892/Boiler Service & Repairs
06/02/2018	DCK Accounting Solutions Ltd	200207	1,422.06		874/Contract Accounting
06/02/2018	R & C Hyett	200208	2,255.00		895/Cleaning Jan
06/02/2018	Spaldings UK Limited	200209	98.40		898/Forest Helmet
06/02/2018	Turfcare Leisure Services Ltd	200210	690.47		900/Grounds Maintenance Feb
06/02/2018	TRAVIS PERKINS TRADING CO	200211	16.14		899/Open Shackle Padlock
06/02/2018	TV Licence	000055	147.00		TV Licence
07/02/2018	Allen Peacock	000059	2,713.88		Allen Peacock - Street Lights
08/02/2018	Post Office	000060	195.00		Post Office - Stamps
16/02/2018	Childcare Vouchers Limited	DDR2	106.00		903/Childcare Vouchers
19/02/2018	Bank Charges	CHG	66.97		Bank Charges
20/02/2018	Anchorfast Products Ltd	200212	123.82		918/Anchorfast Clamp
20/02/2018	George Browns Ltd	200213	779.98		919/LK15 DXW Service
20/02/2018	Blandfords LLP	200214	348.00		920/Fire Alarm Routine Maint
20/02/2018	Deeping Direct Deliveries Ltd	200215	72.00		921/Storage Hire
20/02/2018	Henlow Building Supplies	200216	389.18		908/Maintenance Materials
20/02/2018	HM Revenue & Customs	200217	6,197.22		915/HMRC PAYE/NI Payment
20/02/2018	CENTRAL BEDFORDSHIRE	200218	15,999.28		923/CCTV Monitoring 2017/18
20/02/2018	Mick George Recycling Ltd	200219	59.40		912/Recycling Jan
20/02/2018	Node IT Solutions Ltd	200220	37.20		924/Wireless Keyboard and mous
20/02/2018	F D O'Dell & Sons Ltd	200221	377.00		926/Skip Hire Feb
20/02/2018	Olive Press Limited	200222	279.00		927/Market Charge Books
20/02/2018	Bedfordshire Pension Fund	200223	5,836.21		916/Pension Payment Feb
20/02/2018	Hire or Buy Group Ltd	200224	63.95		928/Tools
20/02/2018	SLCC Enterprises Ltd	200225	79.02		913/SLCC Training Publications
20/02/2018	TRAVIS PERKINS TRADING CO	200226	6.54		932/Safety Glasses
20/02/2018	Unison	200227	11.50		917/Union Payment Feb
20/02/2018	Viking Direct Ltd	200228	146.69		914/Presstop Bin S/Steel x 2
20/02/2018	February Salaries	BACS	19,903.01		February Salaries
23/02/2018	EE - DD	DDR3	205.20		Purchase Ledger Payment
27/02/2018	Plumbcare	000061	620.00		Plumbcare - Boiler Servicing
28/02/2018	Lex Autolease Ltd	DDR5	389.02		832/Isuzu Service Rental Jan

List of Payments made between 01/02/2018 and 28/02/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
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		Total Payments	<u>98,992.70</u>		
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List of Payments made between 01/02/2018 and 28/02/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2018	BT Payment Services Ltd	DDR	46.80		821/BT Bills to 18.01.18
01/02/2018	Lex Autolease Ltd	DDR2	656.50		835/Isuzu Service Rental
05/02/2018	Central Beds Rates	DDR	1,112.00		Central Beds Rates
15/02/2018	BT Payment Services Ltd	DDR3	141.60		871/BT Bills to 31/01/18
15/02/2018	BT Payment Services Ltd	DDR4	139.50		822/BT Bills to 14.01.18
16/02/2018	Fuel Genie DDR	DDR5	551.45		875/Fuel Cards
19/02/2018	Rickerby Waterson	Std Ord	7,250.00		Rose Lane Car Park
21/02/2018	EE - DD	DDR6	73.31		925/Mobile Phone Bills
21/02/2018	Southern Electric	DDR7	646.20		929/Elec 02.01.18-01.02.18
26/02/2018	Bank Charges	CHG	2.00		Bank Charges
26/02/2018	Manitou Finance	Std Ord	555.76		Manitou Finance - Kubota Lease
28/02/2018	Bank Charges	CHG	15.58		Bank Charges
28/02/2018	Cawleys - DDR	DDR8	749.67		872/Duty of Care Annual Chg

Total Payments	<u>11,940.37</u>
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Mr. R. McGregor
Town Clerk for Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
Bedfordshire
SG18 8DL

16th March 2018

Dear Rob

Internal Audit Report 2017-18 (Interim Update)

Please accept and pass on my thanks to you and your staff for the courtesy and attention afforded to me during the recent visit. There continues to be no matters arising from the work completed to date to warrant any formal recommendations but I have, as noted in the first covering letter in November 2017, now extended the report to reflect a little more detail in our usual “house style”.

May I remind you that the Practitioners’ Guide requires that our internal audit report is presented to the Council and I would appreciate your written confirmation of compliance in this respect.

As previously, we do not propose to issue hard copy versions of our reports or invoices unless specifically required by the Council and the invoice will be e-mailed to you shortly in PDF format. However, if you do require a hard copy, please contact Anne in our office and she will make arrangements to post it / them to you.

Yours sincerely

Nigel Archer

For and on behalf of
Auditing Solutions Limited

Biggleswade Town Council

Internal Audit Report 2017-18 (Interim Update)

Prepared by Nigel Archer

For and on behalf of Auditing Solutions Ltd

Background and Scope

All Town and Parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Biggleswade Town Council since 2004.

This report sets out those areas examined during the course of our recent interim update visit to the Council for 2017-18 (which took place on 15th March 2018), supplements the initial work undertaken on 16th November 2017 and will be subject to further revisions following the final visit, which is currently arranged for 29th May 2018.

Internal Audit Approach

In continuing our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/Annual Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of

key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have concluded that, on the basis of the programme of work we have undertaken this year to date, the Council continues to maintain adequate and effective internal control arrangements and we are pleased to note that no formal recommendations are considered necessary at present.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- Noted that third party contractors (DCK Accounting Services Ltd) continue to undertake the majority of the Council's financial transaction processing on Omega, generally fortnightly;
- Ensured that the financial ledger remains in balance at the present date;
- Checked that the closing balances, as reported in the Statement of Accounts for 2016-17, have been correctly rolled forward as the opening balances for 2017-18 in the Omega software. As noted in our initial resume, several journal entry postings appeared to be outstanding and we are pleased to note this has been addressed accordingly by the contractors;
- Checked to ensure that a comprehensive, meaningful and appropriate nominal ledger coding schedule remains in place;
- Checked and agreed transactions in both the Council's Current and Business Reserve account cashbooks for Lloyds and NatWest to the relevant bank account statements for three sample months (April & October 2017 and January 2018), including all inter-account "sweep" transfers for the same months;
- Confirmed detail of transactions for the full year to end January 2018 (due to the low volumes) on the Capital Reserve and Liquidity Manager account cashbooks to relevant bank statements; and

This report has been prepared for the sole use of Biggleswade Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.

- Checked detail on the Omega based bank account reconciliations for all accounts as at 31st October 2017 and 31st January 2018 to ensure that no long-standing, uncleared cheques or other anomalous entries exist.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Review of Corporate Governance

Our objective here is to ensure that the Council has robust corporate governance documentation and processes in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Examined the minutes of the Full Council and its Standing Committees meetings for the municipal year to date (late February 2018) to ensure that no potential issues affecting the Council's financial stability either in the short, medium or long term exist: no such issues of which officers / members are unaware were identified;
- Previously noted that the Council's extant corporate documentation such as Standing Orders and Financial Regulations are subject to ongoing review and were considered fit for purpose (most latterly in August 2016 with subsequent revisions to FRs in January 2018) with revised tender limits established at £25,000 in accord with new contract publication regulations; and
- Noted that the Precept for 2018-19 was properly confirmed at, and recorded in the minutes of, the Full Council meeting in January 2018.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Cheques are signed by two elected members of the Council;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- An official order has been raised for all purchases and service delivery where one would be expected;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;

- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have extended our testing in this area, examining all those payments individually in excess of £3,000, together with a more random selection of every 40th cashbook transaction irrespective of value, for the year to 31st January 2018. Our sample comprised approximately 70 payments, totalled more than £266,000 and represented 48% of all non-pay related expenditure for the year to that date

We note that VAT returns continue to be filed electronically on a quarterly basis and have verified the September 2017 submission to the underlying Omega control account balances.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks identified in order to minimise the opportunity for their coming to fruition. Therefore:

- We have noted that the Financial Risk Assessment Registers were reviewed and re-affirmed by Full Council in December 2017;
- We are pleased to note the continued, detailed Health and Safety inspections and outturn reports of all play areas on a weekly basis; and
- We note that the Council's principal insurance cover continues to be provided by Aon under a longer term agreement, with grounds vehicles separately insured through Allianz. We have examined the content of the current year's policy schedules (to March 2018), noting that both Employer's and Public Liability remain at £10 million, with Fidelity Guarantee cover set at £1 million.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Precept Determination and Budget Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an appropriate budget and the formal determination of the amount to be precepted on the District Council or

local Unitary Authority (where applicable), that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

The previous initial visit took place in advance of any significant or formal consideration of the Council's budgetary and precept requirements for 2018-19, although we were pleased to note that the accountancy contractors continued to prepare appropriate I&E and budget monitoring statements on a regular basis (generally monthly)

Consequently, at this update visit, we note that the Budget and Precept deliberations were duly concluded in January 2018, the latter being formally agreed and recorded at £938,232 (with no supplementary Council Tax Support Grant payable by Central Beds).

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Review of Income

Our objective in this area is to ensure that all income due to the Council is identified for prompt recovery and banking. In addition to the precept, the Council receives income from a variety of other sources including office and playing field rentals, allotments, cemetery activities, bank interest, weekly "general" and monthly "farmers" markets, grants and donations. We have:-

- Noted that the Council has previously reviewed and agreed the scales of fees and charges applicable to its activities 2017-18;
- Reviewed the Burials Register, Exclusive Rights of Burial and Memorials records examining a sample of entries relating to each area (for the four months October 2017 to January 2018) to ensure that each is supported by all relevant and legally required documentation and that the appropriate fees have been levied and recovered within a reasonable time period;
- Reviewed the control process for the recording of monies received and subsequent banking (which is undertaken in a very timely manner) and have tested a sample from the supporting cash sheets to relevant bank statements;
- As noted earlier in this report, we have also checked and agreed three sample months receipt transactions to bank statements on the Current account and all interest arising for the year to date on the Reserve and Liquidity deposit accounts to cashbooks; and
- Visually examined all income code, nominal ledger transaction reports from Omega for the year to 31st January 2018 to ensure that there were no obvious errors or omissions where receipts could have been expected, particularly periodic items such as weekly market rentals, annual sporting fees and Old Court House lettings.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation and we note the conclusion of the Community Asset Transfer of the Orchard Community Centre, which has led to the commencement of a new income stream which will be tested in due course.

Petty Cash Account

As a result of the previously noted transition from the “full code” audit to the “limited assurance” regime, we are now required to express a view on the operation of petty cash accounts as part of the Internal Audit Certificate within the Annual Return.

The Council operates a limited, administrative petty cash scheme at the Old Court House with a maximum holding of £150 “topped up” as and when required. We examined all transactions in the period April to August 2017 (just 12 in all totalling £130) and verified each payment to supporting supplier invoices / till receipts, also ensuring that any VAT (albeit completely immaterial) was separately identified for periodic recovery.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Salaries and Wages

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) in relation to the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme.

To meet these objectives, we have examined the payroll procedures in place and the physical payments made to staff by reference to the October 2017 documentation, noting that the service provision continues to be outsourced to a local firm (GH On-line) and that all employees continue to be paid on a monthly basis. Consequently:

- Gross pay rates have been checked to ensure that the NJC pay award for 2017-18 had been duly implemented;
- PAYE Tax Codes and National Insurance Table Rates have been checked to ensure that appropriate allowances are being applied for the year following the annual budgetary increases in personal allowances with effect from April 2017;
- Local Government Pension Scheme deduction rates have been checked to ensure they are in accord with the revisions to the bases of employee contributions, most latterly with effect from 1st April 2017 (albeit relatively minor changes to the salary banding widths);
- Variable hours and expenses have been verified to individuals’ timesheets and claim forms;
- We have checked and agreed the net pay computations on pay slips to the payroll summaries and resultant bank statement and cashbook transactions; and
- We note that electronic monthly returns are made in a timely and accurate manner in accord with current HMRC legislation (aka Real Time Initiative).

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.

Investments and Loans

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place and that the Council is obtaining the best rate of return on any such investments made and that interest earned is brought to account correctly and appropriately in the accounting records.

The Council currently has five existing PWLB liabilities and we have checked and agreed the first instalment repayments for 2017-18 (in September 2107) to third party advice notes as part of the higher value supplier testing reported earlier in this resume.

The Council currently has no specific “funds in investment” with all monies held in instantly accessible bank accounts as tested and reported elsewhere in this resume.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation.



Biggleswade Town Council

Report to Town Council on Tuesday 27th March 2018 Orchard Centre Fees

Implications of Recommendations

Corporate Strategy: In accordance with aim to develop the Council's potential.

Finance: Income.

Equality: More freedom to act.

Environment: Good standards.

Background

Biggleswade Town Council were in a position to adopt the Orchard Centre in January 2017, unfortunately due to some legal issues and agreements that had to be reached with CBC, the Town Council were unable to formally adopt the Orchard until April 2017.

The Town Council spent May, June and July 2017 furnishing and preparing the building and officially opened for business in August 2017.

Introduction

At the time of setting the 2017/18 budgets it was anticipated that the Orchard Centre would be operational in January 2017, on that basis the projected income was set at £14,000 for 17/18.

At the Time of setting the budgets for 18/19, no clear income information was available for 17/18 and the projected income for 18/19 was set at £8,000.

As of the 20 March 2018 and following the latest invoicing, the projected income for 17/18 looks to be in excess of £15,000.

Based on the latest information the estimated income for 2018/19 looks to be in excess of £30,000.

A March 2018 booking calendar is attached for information.

A fee sheet for 2017/18 is attached for information.

Recommendations to the Biggleswade Town Council:

1. That the fees set for 2017/18 remain at the current level for 2018/19.



BIGGLESWADE TOWN COUNCIL

ORCHARD COMMUNITY CENTRE

FEES TO TAKE EFFECT FROM APRIL 2018

MAIN HALL	2017/2018	2018/2019
Per Hour	£13.75 + VAT = £16.50	(Deferred)
Refundable Deposit	£100 + VAT = £120.00	(Deferred)
50% Reduction for Local Charities		50% Reduction for Local Charities or Local not for Profit Organisations registered with HMRC for Gift Aid. (Local means within the Parish of Biggleswade)
10% Reduction for block bookings for 5 or over		10% Reduction for block bookings for 7 or over. Only one Discount will apply.

TRAINING ROOM	2017/2018	2018/2019
Per Day	£xxx + VAT = £80.00	(Deferred)
Half Day	£xxx + VAT = £40.00	(Deferred)

March 2018

March 2018							April 2018						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26 Feb	27	28	1 Mar 09:30 Set Up 10:00 Hayley Deane - 11:00 Hayley Deane - 11:30 Clear Up 13:00 Louise Orrow CBC	2 08:00 Jen - Bounce & 08:30 Open Doors 09:00 Mark Satterthwaite 09:30 Set Up 10:00 Helen Hine - Tiny	3 08:00 Open Up/Set Up 08:15 Miss Lauren - Baby 13:30 COMMUNITY 13:30 Close doors 18:00 EVENT - UNTIL LATE	4 07:45 Open Doors 08:00 John Turner - 09:00 Karolina - Fitness 09:00 Gemma Foley - 10:00 Hayley Deane -
5 08:30 Open Doors 09:00 Mark Satterthwaite - 10:00 Clear Up 11:15 Sarah Rammal - 12:00 Clear Up	6 08:30 VACANT - 1 HOUR 09:30 Set Up 10:15 Emma Bartaby - 13:00 Clear Up 13:30 VACANT - 3 HOURS	7 08:30 Jen - Bounce & 08:30 Open Doors 09:00 Mark Satterthwaite - 10:00 Clear Up 10:30 VACANT - 3 HOURS	8 08:00 Open doors 08:30 VACANT - 1 HOUR 09:30 Set Up 10:00 Hayley Deane - 11:00 Clear Up	9 08:00 Jen - Bounce & 08:30 Open Doors 09:00 Mark Satterthwaite 09:30 Set Up 10:00 Helen Hine - Tiny	10 08:00 Open Up/Set Up 08:15 Miss Lauren - Baby Ballet (CONFIRMED) 13:30 Clear Up 14:00 EVENT	11 07:45 Open Doors 08:00 John Turner - 09:00 Karolina - Fitness 09:00 Gemma Foley - 10:00 Hayley Deane -
12 Angela - Holiday 08:30 Open Doors 09:00 Mark Satterthwaite - 10:00 Clear Up 11:15 Sarah Rammal -	13 Angela - Holiday 08:30 Open Doors 09:45 Set Up 10:15 Emma Bartaby - 11:00 Neelham - Yoga	14 08:30 Jen - Bounce & 08:30 Open Doors 09:00 Mark Satterthwaite - 13:30 Angie Marshall - 15:30 Set Up	15 09:30 Set Up 10:00 Hayley Deane - 11:00 Hayley Deane - 11:30 Clear Up 13:00 Louise Orrow CBC	16 08:00 Jen - Bounce & 08:30 Open Doors 09:00 Mark Satterthwaite 09:30 Set Up 10:00 Helen Hine - Tiny	17 08:00 Open Up/Set Up 08:15 Miss Lauren - Baby Ballet (CONFIRMED) 13:30 Close doors 14:00 EVENT	18 07:45 Open Doors 08:00 John Turner - 09:00 Karolina - Fitness 09:00 Gemma Foley - 10:00 Hayley Deane -
19 08:30 Open Doors 09:00 Mark Satterthwaite - 10:00 Clear Up 11:15 Sarah Rammal - 15:30 Set Up	20 Angela - Holiday 08:30 Open Doors 09:45 Set Up 10:15 Emma Bartaby - 11:00 Neelham - Yoga	21 08:30 Jen - Bounce & 08:30 Open Doors 09:00 Mark Satterthwaite - 13:30 Angie Marshall - 15:30 Set Up	22 09:30 Set Up 10:00 Hayley Deane - 11:00 Hayley Deane - 11:30 Clear Up 13:00 Louise Orrow CBC	23 08:00 Jen - Bounce & 08:30 Open Doors 09:00 Mark Satterthwaite 09:30 Set Up 10:00 Helen Hine - Tiny	24 08:00 Open Up/Set Up 08:15 Miss Lauren - Baby 13:30 Close doors 14:00 Vicky Page - Party 17:00 EVENT	25 07:45 Open Doors 08:00 John Turner - 09:00 Karolina - Fitness 09:00 Gemma Foley - 10:00 Hayley Deane -
26 08:30 Open Doors 09:00 Mark Satterthwaite - 10:00 Clear Up 11:15 Sarah Rammal - 15:30 Set Up	27 08:30 Open Doors 09:45 Set Up 10:15 Emma Bartaby - 11:00 Neelham - Yoga 13:00 Clear Up	28 08:30 Jen - Bounce & 08:30 Open Doors 09:00 Mark Satterthwaite - 13:30 Angie Marshall - 15:30 Set Up	29 09:30 Set Up 10:00 Hayley Deane - 11:00 Hayley Deane - 11:30 Clear Up 13:00 Louise Orrow CBC	30 BANK HOLIDAY 08:00 Jen - Bounce & 08:30 Open Doors 09:00 Mark Satterthwaite 09:30 Set Up	31 08:00 Open Up/Set Up 08:15 Miss Lauren - Baby 13:30 Close doors 16:00 Elizabeth Booth - 18:00 Bernadette - Party	1 Apr



MEETING DATES FOR 2018/2019
MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND



DATES	TIME	1ST MEETING	TIME	2ND MEETING
2018				
03 May	10:00 am	Biggleswade Joint Committee – CBC Chicksands, Room PH15 Confirmed		
08 May	7.30 pm	Annual Assembly		
22 May	7.00 pm	Annual Statutory		
29 May	7.00 pm	Finance & General Purpose		
31 May	10.00 am	Personnel		
05 June	7.00 pm	Town Centre Management		
12 June	7.00 pm	Council		
19 June	7.00 pm	Public Lands & Open Spaces		
26 June	7.00 pm	Council		
10 July	7.00 pm	Council		
17 July	7.00 pm	Finance & General Purpose		
24 July	7.00 pm	Council		
07 August	7.00 pm	Council		
14 August	7.00 pm	Town Centre Management		
16 August	10.00 am	Personnel		
21 August	7.00 pm	Council		
06 September	10:00 am	Biggleswade Joint Committee – CBC Chicksands, Room PH15 Confirmed		
11 September	7.00 pm	Council		
18 September	7.00 pm	Public Lands & Open Spaces		
25 September	7.00 pm	Council		
09 October	7.00 pm	Council		
23 October	7.00 pm	Council		
06 November	7.00 pm	Town Centre Management		
13 November	7.00 pm	Council		
15 November	10:00 am	Biggleswade Joint Committee – CBC Chicksands, Room PH15 Confirmed		
20 November	7.00 pm	Finance & General Purpose		
22 November	10.00 am	Personnel		
27 November	7.00 pm	Council		
11 December	7.00 pm	Council		
18 December	7.00 pm	Public Lands & Open Spaces		
2019				
08 January	7.00 pm	Council		
15 January	7.00 pm	Finance & General Purpose		
22 January	7.00 pm	Council (including Precept)		
12 February	7.00 pm	Council		
19 February	7.00 pm	Town Centre Management		
21 February	10.00 am	Personnel		
26 February	7.00 pm	Council		
12 March	7.00 pm	Council		
19 March	7.00 pm	Public Lands & Open Spaces		
26 March	7.00 pm	Council		
09 April	7.00 pm	Council		
23 April	7.00 pm	Council		

OUTCOME OF CBC DETERMINED PLANNING

ADDRESS	APPLICATION NO.	COMMITTEE DATE	BTC DECISION	DESCRIPTION	CBC OUTCOME/ DATE	"CALLED IN"
The Baulk, 8	18/00501/FULL	27/02/2018	No Objection	Attic conversion, new rear dormer and reposition of solar heating panels on rear slope of roof.	Awaiting Decision	
Beech Avenue, 19	17/05928/FULL	09/01/2018	No Objection	Conversion of existing garage to hallway, additional window in side (west) elevation and internal alterations.	Granted 14/02/2018	
Beech Avenue, 48	18/00813/FULL	13/03/2018	No Objection	First floor side extension.	Consultation Period	
Bittern Drive, 15	17/05955/FULL	13/02/2018	No Objection	Proposed Extensions and Remodelling to Front, Sides and Rear.	Granted 12/03/2018	
Chaucer Drive, 3	18/00642/FULL	13/03/2018	No Objection	Proposed two storey rear extension.	Consultation Period	
Church Street, Asda Store	18/00191/ADV	13/02/2018	No Objection	Advertisement: 1. Replace existing vinyl signs. 2. Replace existing twin post and wall mounted signs. 3. Internally illuminated 24-hour cash projecting sign.	Granted 15/02/2018	
Drove Road, Existing rounds maintenance Workshop Recreation Ground	17/05929/FULL	23/01/2018	No Objection	Proposed new grounds maintenance workshop, storage facilities and general alterations to existing Drove Road site.	Refused 08/03/2018	
Edward Road, 9	18/00258/FULL	13/02/2018	No Objection	Single storey rear extension.	Granted 13/03/2018	
Ely Croft, 5	18/00356/FULL	13/02/2018	No Objection	Single storey rear extension.	Awaiting Decision	
High Street, 11-13	18/00331/FULL	13/02/2018	Objection - on the grounds of inadequate parking.	Change of Use of rear part of existing building into 2No flats following partial demolition of single storey rear extension and construction of new three storey building to create 3 No flats.	Awaiting Decision	
Hitchin Street, 16-18	18/00408/FULL	13/03/2018	No Objection	Change of use from A1 (retail) to A3 (Café/Restaurant) with small soft play area.	Consultation Period	
Hitchin Street, 61	17/04479/FULL	14/11/2017	No Objection	Change of use of ground floor restaurant (No61) and vacant (former) undertaker (No 63) into residential dwellings. 2 No existing first floor apartments to remain as existing.	Consultation Period	
Kitelands Road, 6	18/00188/FULL	13/02/2018	No Objection	Proposed loft conversion.	Granted 12/03/2018	
Laburnham Road, 65	18/00582/VOC	13/03/2018	No Objection	Removal of Conditions 7 & 8 of Planning permission CB/16/00611/Full dated 26/05/16 due to dropped kerb scheduled work time period.	Consultation Period	
Langford Road, Land West of Langford Road, Holmemills	18/00791/FULL	13/03/2018	No Objection	Erection of new 4 bed dwelling.	Consultation Period	
Lindsell Crescent, 6	17/06039/FULL	23/01/2018	No Objection	Single storey rear extension.	Awaiting decision	
London Road, Unit M, A1 Retail Park	18/00645/FULL	13/03/2018	No Objection	Sub division of Unit M to create 2 unites with mezzanine floors and external alterations to the front elevations.	Consultation Period	
London Road, 84	18/00085/FULL	23/01/2018	No Objection	Proposed single storey rear extension after removal of existing conservatory.	Granted 13/02/2018	

ADDRESS	APPLICATION NO.	COMMITTEE DATE	BTC DECISION	DESCRIPTION	CBC OUTCOME/ DATE	"CALLED IN"
Market Square, 15	18/00135/FULL	13/02/2018	Objection - on the grounds of change of use of the highway to external seating.	Change of use from Use Class A1 (Retail) to Use Class A3 (Café/Restaurant), the installation of an extraction system, shopfront alterations and the change of use of the highway to external seating area.	Granted 26/02/2018	
Maunder Avenue, Land South East of, Busy Bee Nursery	18/00080/ADV	13/02/2018	No Objection	Advertisement: two wall mounted non-illuminated signs and one low level sign non-illuminated to site boundary.	Granted 20/03/2018	
Mill Close 4	18/00118/FULL	13/02/2018	No Objection	Loft conversion with front roof lights and rear dormer.	Granted 28/02/2018	
Mulberry Close, 4	18/00354/FULL	31/01/2018	No Objection	Proposed two storey side extension plus single storey front extension with front canopy and rear porch extension.	Awaiting Decision	
Normandy Lane, Unit F1	17/04899/ADV	14/11/2017	Objection - proposed sign too high and of an overbearing nature which would be detrimental to the area.	Advertisement: Illuminated static freestanding 12m totem sign.	Awaiting decision	
Normandy Lane, Unit F1	17/04909/ADV	14/11/2017	Objection - signs are not in keeping with other signage in the area. Also, the plans presented to the Town Council were presented before associated building.	Advertisement: Various site signage including 1 No. gateway height restrictor, 9 No. freestanding signs, 1 No. side by side directional, 2 No. banner units and 17 No. dot signs.	Awaiting decision	
Normandy Lane, Unit F1	17/04910/ADV	28/11/2017	No Objection	Advertisement: Installation of 7 illuminated fascia signs.	Awaiting decision	
Normandy Lane, Unit F1	17/04854/FULL	28/11/2017	No objection provided the applicant commits funds for regular, ongoing litter clearance throughout the town. S106 funds are agreed for the provision of directional signage to the Town Centre. Neighbours are consulted and any comments they may make are considered by CBC in their deliberations. 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.	Erection of freestanding two storey restaurant with car parking, landscaping and associated works. Installation of 2 No. COD (Customer Order Display) with associated canopies, remote refuse store, playspace and 2 No. Gas and Electricity Kiosks.	Awaiting decision	
Palace Street, 28	17/05808/ADV	09/01/2018	No Objection - however should be noted the correct address is believed to be 28 Foundry Lane, as confirmed in communication with CBC Building Control.	Advertisement: Sign 1: Externally illuminated sign positioned above entrance door/window. Sign 2: Externally illuminated sign positioned to side of ground floor window.	Granted 25/01/2018	

ADDRESS	APPLICATION NO.	COMMITTEE DATE	BTC DECISION	DESCRIPTION	CBC OUTCOME/ DATE	"CALLED IN"
Pegasus Drive, Stratton Business Park	17/05309/RM	12/12/2017	No Objection	Reserved Matters: submission of details relating to access, appearance, landscaping, layout and scale for Building 1 (Phase 2) consisting of warehouse building and associated car, cycle and lorry parking; dock levellers; canopies; wash bay; security fencing and barriers; and landscaping at Phase 4 Stratton Park, Pegasus Drive, Biggleswade.	Awaiting decision	
Pegasus Drive, Stratton Business Park	17/05322/RM	12/12/2017	No Objection	Application for Approval of Reserved Matters - Application No. CB/17/02166/OUT dated 18/10/2017 - Erection of up to 52,000sqm of B2 and or B8 floor space with ancillary offices, together with associated car parking and landscaping - Submission of details relating to site wide infrastructure including: landscaping; spinal road; drainage; levels; and lighting.	Awaiting decision	
Pegasus Drive, Stratton Business Park, Land at Phase 6 East of	17/05441/RM	12/12/2017	No Objection	Reserved Matters pursuant to Application Ref. CB/16/04542/VOC dated 1st December 2016: Reserved matters approval is sought for the appearance, landscaping, layout and scale of 5 individual B2/B8 Use units on Phase 6 pursuant to outline permission.	Consultation Period	
Potton Road, 37, Land to the Gardeners Arms	17/04912/FULL	12/12/2017	No Objection	Erection of 4 semi-detached dwellings.	Granted 05/03/2018	
Shortmead Street, Land at the rear of 49 & 51	17/05029/FULL	13/02/2018	Objection - on the ground of over-development of the site, lack of parking and proposed development is too close to the curtilage of a listed building.	Erection of a detached dwelling.	Refused 20/03/2018	
Wilsheres Road, 38	18/00422/FULL	13/02/2018	No Objection	Two storey and single storey rear extension with first floor side extension above garage.	Granted 15/03/2018	

Biggleswade History Society

Hon Treasurer: John Baldwin
21 London Road Biggleswade Beds SG18 8ED
01767 318119
baldwinandco@bopenworld.com



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

12 March 2018

Dear Sir,

**Biggleswade History Society
Application for Financial Assistance 2018**

Following a committee meeting last week I am just writing on behalf of the society to formally thank the Town Council for their award of £750 for 2018. Their support is very much valued and appreciated.

Thank you.

Yours faithfully,

J.M. Baldwin
Treasurer - Biggleswade History Society

Michael Thorn

From: Steve Lakin
Sent: 22 March 2018 12:01
To: Michael Thorn
Cc: Jack Bowers; Paul Salmon; Parking
Subject: RE: Verge Parking - Mead End, Biggleswade

Hi Michael

Based on the data you have supplied I am satisfied that the letters have not resulted in a satisfactory reduction in the level of verge and pavement parking in Mead End. The next step will be to confirm the extents of the prohibition and commission the installation of signs.

Stage 2

1. Deliver letters to households and post leaflets on vehicles parking on the verge or footway advising them of the Council's intention to introduce the enforcement of verge and footway parking in that street.
2. Monitor parking activity over a three week period to determine whether the letters and leaflets have resulted in a satisfactory reduction in the level of verge and footway parking.
3. If the problem has been removed take no further action. If the problem has not been satisfactorily resolved or any previous notices have failed to maintain a sustained reduction in verge and footway parking proceed to stage 3.

Do you wish to cover the full length of Mead End but not the interconnecting roads?

There will be a response when the first PCNs are issued. Are you ok to answer the expected questions, likely to be along the lines of:

1. Why has been Mead End been targeted?
2. Why Mead End but not adjacent roads with similar problems?
3. Is the intention to extend enforcement to other roads in Biggleswade?

Happy to discuss

Steve
Steve Lakin
Principal Highways Officer