



**MINUTES OF THE F&GP MEETING**  
**HELD ON TUESDAY 15 JANUARY 2019 AT 7PM**  
**AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE**

**PRESENT:**

- Cllr H Ramsay (Chair)
- Cllr D Strachan (Vice Chair)
- Cllr D Albone
- Cllr I Bond
- Cllr M North
- Cllr M Russell
- Cllr F Foster
- Cllr M Foster
- Mr R McGregor Town Clerk, Biggleswade Town Council
- Mr M Thorn Deputy Town Clerk, Biggleswade Town Council
- Mrs J Durn Administrator
- Mr D Kemp Accountant, DCK Accounting Solutions

Members of Public - 2

- 15/0101**      **1.      APOLOGIES**  
 None

**ABSENT**  
 Cllr S Patel

- 15/0102**      **2.      DECLARATION OF INTERESTS**

- 15/0102.1      **a.**      Disclosable Pecuniary Interests in any agenda item – none
- 15/0102.2      **b.**      Non-pecuniary interests in any agenda item – Item 7b – Cllr I Bond and Cllr D Strachan. Grants for Good Neighbours, Biggleswade Community Safety Group and the Biggleswade History Society.

- 15/0103**      **3.      PUBLIC OPEN SESSION**

There were no Members of Public present.

- 15/0104**      **4.      MINUTES AND RECOMMENDATIONS OF MEETINGS**

- 15/0104.1      **a.**      Members received and approved the Minutes of the Finance & General Purpose (F&GP) Meeting held on 20 November 2018.

15/0105 5. **MATTERS ARISING**

There were no matters arising.

15/0106 6. **INVITED SPEAKER**

There was no speaker

15/0107 7. **ITEMS FOR CONSIDERATION**

15/0107.1 a. **Budgets 2019 – 2020 - R**

Members considered the budgets.

b. **Grants and Sponsorship – D**

- i. Members considered the Grant applications, and
- ii. For clarification it was confirmed that the Agent Grant is separate from general grants.

It was requested that discussion and decision on the Biggleswade Community Agent Grant be deferred to the next F&GP Meeting Agenda, where it will be considered for SLA (Service Level Agreement).

c. **Fees 2019 – 2020 – D**

Members considered and approved the following fees:

- i. Allotment Fees: It was **RECOMMENDED** to accept the new fees.
- ii. Memorial and Burial Fees: It was **RECOMMENDED** to accept the new fees. The inclusion of an additional fee for searches was **NOTED**.
- iii. Sports Facility Fees: It was **RECOMMENDED** to accept the new fees.
- iv. Market Fees: It was **RECOMMENDED** to accept the new fees. The use of Charity Stalls will be covered on the next Town Centre management Meeting Agenda.
- v. Orchard Community Centre Fees: It was **RECOMMENDED** to accept the new fees. Work on fee structure is still in progress.

d. **Risk Management Scheme – R**

Members considered the Risk Management Scheme.

It was **RECOMMENDED** to take this forward to the Town Council for approval.

**15/0108**      **8.    ITEMS FOR INFORMATION**

There were no items for information.

**15/0109**      **9.    PUBLIC OPEN SESSION**

There were no questions from Members of the Public.

**15/0110**      **10. EXEMPT ITEMS**

There were no Exempt Items