



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr K Wattingham**

Tel: 01582 708540

Town Clerk: **Clare Evans**

E-mail: [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)

7<sup>th</sup> February 2019

## HOUGHTON REGIS TOWN COUNCIL MEETING

To: **All Town Councillors**

### Notice of Meeting

You are hereby summoned to the Meeting of the Houghton Regis Town Council to be held at the Council Offices, Peel Street on Tuesday 19<sup>th</sup> February 2019 at 4.00pm.

**Clare Evans**  
Town Clerk

**THIS MEETING MAY BE RECORDED \***

### AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **QUESTIONS FROM THE PUBLIC**

In accordance with approved Standing Orders 1(e)-1(l) Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

The total period of time designated for public participation at a meeting shall not exceed 15 minutes and an individual member of the public shall not speak for more than 3 minutes unless directed by the chairman of the meeting.

3. **SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of any such interest.

Members are invited to submit any requests for Dispensations for consideration.

4. **2019/20 BUDGET**

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At the meeting on 28<sup>th</sup> January 2019 Members approved a precept for 2019/20 of £861,916.

Members received with the agenda for 28<sup>th</sup> January a Revised Officers Draft Budget and schedules of EMR's which facilitated a precept of £861.916. Further copies are available upon request.

In addition a draft budget compiled by the Liberal Democrat Group, the Community Independent Alliance and the Independent Group is attached for consideration. It suggests a deficit budget of £7,117.

Members are requested to refer to:

- The draft budget compiled by the Liberal Democrat Group, the Community Independent Alliance and the Independent Group; App A
- Summary of Movements of Earmarked Reserves (EMR) for 2018/19 - App B
- Predicted Summary of Movements of Earmarked Reserves (EMR) for 2019/20 - App C

Members are advised that the opening balance of General Reserves at 1<sup>st</sup> April 2018 was £513,362. The correction of the EMR schedule to reflect the council decision to transfer into an EMR £200,000 for new office provision from General Reserves has been made within 2018/19.

There is a predicted overspend in 2018/19 of expenditure over income. This relates to many variances within the budget between the budgeted amount and the predicted spend although of particular note is the variances associated with cost centre 191, Personnel / Staff costs.

Accordingly, the figure for General Reserves is predicted to be between £231,664 and £273,362 at 1<sup>st</sup> April 2019.

Further clarification has been sought on the recommended level of general reserves. It is confirmed that it is recommended for the council to have a minimum general reserve of not less than 3 months net revenue expenditure (NRE) (i.e. excluding loan charges and capital expenditure provisions and (net) earmarked reserve transfers). Based on NRE the predicted level of general reserves at 1<sup>st</sup> April 2019 is sufficient.

**Recommendation: To approve the budget for 2019/20.**

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Houghton Regis Town Council  
Annual Budget - By Committee

Note: Liberal Democrat, CIA & Independent Group Draft Budget 2019/20

	2017/18		2018/19				2019/20				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	8,375	7,723	0	0	7,675	0	7,675	13,115	18,261	0	0
Movement to/(from) Gen Reserve	(8,375)	(7,723)			(7,675)		(7,675)	(13,115)	(18,261)		
<b>190 Central Services</b>											
1082 INC-LETTINGS	150	271	0	0	150	0	150	80	150	0	0
1091 Income Miscellaneous	20	730	0	0	5	0	5	708	100	0	0
<b>Total Income</b>	<b>170</b>	<b>1,001</b>	<b>0</b>	<b>0</b>	<b>155</b>	<b>0</b>	<b>155</b>	<b>788</b>	<b>250</b>	<b>0</b>	<b>0</b>
4007 CONFERENCE COSTS	200	460	0	430	250	0	680	890	800	0	0
4008 TRAINING/COURSES	2,500	2,321	0	-430	2,500	0	2,070	-235	2,000	0	0
4009 TRAVEL	600	1,209	0	0	300	0	300	1,035	350	0	0
4011 RATES	9,400	7,405	0	0	7,500	0	7,500	6,840	7,200	0	0
4012 WATER RATES	300	296	0	0	300	0	300	257	350	0	0
4014 ELECTRICITY	1,000	1,242	0	0	1,300	0	1,300	963	1,400	0	0
4015 GAS	1,250	1,515	0	0	1,500	0	1,500	233	1,300	0	0
4017 HEALTH & SAFETY	400	592	0	0	400	0	400	387	400	0	0
4020 MISC. ESTABLISH.COST	200	293	0	0	200	0	200	-49	150	0	0
4021 COMMUNICATIONS COSTS	2,500	3,172	0	0	2,500	0	2,500	2,532	2,500	0	0
4022 POSTAGE	2,200	3,003	0	0	2,800	0	2,800	2,046	2,800	0	0
4023 STATIONERY	980	953	0	0	800	0	800	1,023	1,200	0	0
4025 INSURANCE	14,000	15,898	0	0	16,500	0	16,500	16,474	18,000	0	0
4026 COMPUTER COSTS	1,300	2,750	0	0	3,700	0	3,700	6,241	4,000	0	0
4027 PHOTOCOPIER CHARGES	2,500	2,050	0	0	2,500	0	2,500	2,418	1,700	0	0
4031 ADVERTISING	1,250	2,928	0	0	1,500	0	1,500	0	0	0	0

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Houghton Regis Town Council  
Annual Budget - By Committee

Note: Liberal Democrat, CIA & Independent Group Draft Budget 2019/20

	2017/18		2018/19				2019/20					
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
<b>Corporate Services</b>												
<b>101 Corporate Management</b>												
1076	822,451	822,451	0	0	834,904	0	834,904	834,904	861,916	0	0	
1096	38,000	36,090	0	0	35,000	0	35,000	19,626	34,000	0	0	
	<b>Total Income</b>	<b>860,451</b>	<b>858,541</b>	<b>0</b>	<b>869,904</b>	<b>0</b>	<b>869,904</b>	<b>854,530</b>	<b>895,916</b>	<b>0</b>	<b>0</b>	
4051	50	23	0	0	120	0	120	30	60	0	0	
4056	2,300	2,100	0	0	2,600	0	2,600	525	2,750	0	0	
4057	1,700	1,709	0	0	1,700	0	1,700	659	1,700	0	0	
4061	3,800	3,843	0	0	4,000	0	4,000	1,993	4,000	0	0	
	<b>Overhead Expenditure</b>	<b>7,850</b>	<b>7,676</b>	<b>0</b>	<b>8,420</b>	<b>0</b>	<b>8,420</b>	<b>3,207</b>	<b>8,510</b>	<b>0</b>	<b>0</b>	
	<b>Movement to/(from) Gen Reserve</b>	<b>852,601</b>	<b>850,865</b>	<b>861,484</b>	<b>861,484</b>	<b>861,484</b>	<b>861,484</b>	<b>851,324</b>	<b>887,406</b>	<b>0</b>	<b>0</b>	
<b>102 Democratic Rep'n &amp; Mgmt</b>												
4007	325	0	0	0	325	0	325	195	1,000	0	0	
4008	700	1,038	0	0	500	0	500	25	1,400	0	0	
4009	600	281	0	0	350	0	350	452	350	0	0	
4020	500	200	0	0	200	0	200	598	400	0	0	
4024	2,450	2,516	0	0	2,600	0	2,600	2,896	2,800	0	0	
4104	300	188	0	0	200	0	200	189	200	0	0	
4131	3,500	0	0	0	0	0	0	8,760	15,000	0	0	
4991	0	3,500	0	0	3,500	0	3,500	0	0	0	0	
4992	0	0	0	0	0	0	0	0	-2,889	0	0	

APPENDIX A

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**Houghton Regis Town Council  
Annual Budget - By Committee**

**Note: Liberal Democrat, CIA & Independent Group Draft Budget 2019/20**

	<u>2017/18</u>		<u>2018/19</u>				<u>2019/20</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4036	2,000	4,863	0	0	5,000	0	5,000	15,715	5,000	0	0
4038	280	335	0	0	400	0	400	338	500	0	0
4042	2,200	2,413	0	0	1,000	0	1,000	1,676	1,000	0	0
4059	1,500	39,309	0	0	13,000	0	13,000	5,981	10,000	0	0
4991	0	0	0	0	10,000	0	10,000	0	0	0	0
4992	0	-10,000	0	0	0	0	0	-806	-22,816	0	0
	<b>Overhead Expenditure</b>	<b>46,560</b>	<b>0</b>	<b>0</b>	<b>73,950</b>	<b>0</b>	<b>73,950</b>	<b>63,959</b>	<b>37,834</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(46,390)</b>	<b>(82,005)</b>	<b>(73,795)</b>	<b>(73,795)</b>	<b>(63,171)</b>	<b>(37,584)</b>				
<b>191</b>	<b><u>Personnel/Staff Costs</u></b>										
4001	325,000	331,924	0	0	314,265	0	314,265	302,687	380,008	0	0
4002	23,450	29,605	0	0	29,700	0	29,700	27,272	36,473	0	0
4003	50,250	64,710	0	0	61,380	0	61,380	63,494	78,494	0	0
4005	10,000	11,608	0	0	5,000	0	5,000	12,191	5,000	0	0
4059	4,000	2,481	0	0	3,000	0	3,000	3,052	6,000	0	0
	<b>Overhead Expenditure</b>	<b>412,700</b>	<b>440,328</b>	<b>0</b>	<b>413,345</b>	<b>0</b>	<b>413,345</b>	<b>408,696</b>	<b>505,975</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(412,700)</b>	<b>(440,328)</b>	<b>(413,345)</b>	<b>(413,345)</b>	<b>(408,696)</b>	<b>(505,975)</b>				
<b>199</b>	<b><u>P&amp;R Capital and Projects</u></b>										
4026	0	0	0	0	0	0	0	0	2,000	0	0
4992	0	0	0	0	0	0	0	0	-2,000	0	0
	<b>Overhead Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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Houghton Regis Town Council  
Annual Budget - By Committee

Note: Liberal Democrat, CIA & Independent Group Draft Budget 2019/20

	2017/18		2018/19					2019/20			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Corporate Services - Income	860,621	859,542	0	0	870,059	0	870,059	855,318	896,166	0	0
Expenditure	475,485	538,732	0	0	503,390	0	503,390	488,977	570,580	0	0
Movement to/(from) Gen Reserve	<u>385,136</u>	<u>320,810</u>			<u>366,669</u>		<u>366,669</u>	<u>366,341</u>	<u>325,586</u>		

**Houghton Regis Town Council  
Annual Budget - By Committee**

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**Note: Liberal Democrat, CIA & Independent Group Draft Budget 2019/20**

	2017/18		2018/19					2019/20				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
<b><u>Environment and Leisure</u></b>												
<b>201</b>	<b><u>Village Green Rec Gd</u></b>											
1082	2,600	3,420	0	0	2,700	0	2,700	1,644	2,700	0	0	
	2,600	3,420	0	0	2,700	0	2,700	1,644	2,700	0	0	
	<b>Total Income</b>											
4037	210	210	0	0	500	0	500	716	500	0	0	
	210	210	0	0	500	0	500	716	500	0	0	
	<b>Overhead Expenditure</b>											
	2,390	3,210			2,200		2,200	928	2,200			
	<b>Movement to/(from) Gen Reserve</b>											
<b>202</b>	<b><u>Village Green Pavilion</u></b>											
1082	206	1,074	0	0	400	0	400	605	400	0	0	
	206	1,074	0	0	400	0	400	605	400	0	0	
	<b>Total Income</b>											
4011	2,700	2,377	0	0	2,499	0	2,499	2,448	2,448	0	0	
4012	300	403	0	0	300	0	300	812	500	0	0	
4014	800	1,061	0	0	900	0	900	1,349	1,000	0	0	
4036	1,000	2,903	0	0	1,000	0	1,000	1,026	1,000	0	0	
4038	100	105	0	0	105	0	105	91	100	0	0	
4059	0	0	0	0	5,000	0	5,000	0	0	0	0	
	4,900	6,848	0	0	9,804	0	9,804	5,726	5,048	0	0	
	<b>Overhead Expenditure</b>											
	(4,694)	(5,775)			(9,404)		(9,404)	(5,122)	(4,648)			
	<b>Movement to/(from) Gen Reserve</b>											
<b>211</b>	<b><u>Parkside Rec Gd</u></b>											
1082	1,800	2,074	0	0	1,800	0	1,800	3,499	4,000	0	0	

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## Note: Liberal Democrat, CIA &amp; Independent Group Draft Budget 2019/20

	2017/18		2018/19					2019/20			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	<b>Total Income</b>	1,800	2,074	0	1,800	0	1,800	3,499	4,000	0	0
4013	RENT	50	50	0	50	0	50	50	50	0	0
4037	GROUNDS MAINTENANCE	2,190	473	0	1,400	0	1,400	2,103	1,400	0	0
4060	BAD DEBTS W/OFF	0	449	0	0	0	0	0	0	0	0
4980	Tr to EMR Pavilion Renovation	0	1,716	0	0	0	0	0	0	0	0
4992	Trs from Earmarked Reserve	0	0	0	0	0	0	-1,378	0	0	0
	<b>Overhead Expenditure</b>	2,240	2,688	0	1,450	0	1,450	775	1,450	0	0
	<b>Movement to/(from) Gen Reserve</b>	(440)	(614)		350		350	2,724	2,550		
<b>212</b>	<b><u>Parkside Pavilion</u></b>										
4012	WATER RATES	60	45	0	60	0	60	64	100	0	0
4014	ELECTRICITY	400	699	0	400	0	400	482	400	0	0
4015	GAS	100	128	0	100	0	100	64	150	0	0
4036	PROPERTY MAINTENANCE	1,500	549	0	1,500	0	1,500	844	1,000	0	0
	<b>Overhead Expenditure</b>	2,060	1,421	0	2,060	0	2,060	1,455	1,650	0	0
	<b>Movement to/(from) Gen Reserve</b>	(2,060)	(1,421)		(2,060)		(2,060)	(1,455)	(1,650)		
<b>221</b>	<b><u>Tithe Farm Rec Gd</u></b>										
1082	INC-LETTINGS	4,000	4,106	0	5,000	0	5,000	2,521	2,500	0	0
	<b>Total Income</b>	4,000	4,106	0	5,000	0	5,000	2,521	2,500	0	0
4013	RENT	5	5	0	5	0	5	5	5	0	0
4037	GROUNDS MAINTENANCE	1,500	1,510	0	1,500	0	1,500	626	1,500	0	0

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**Houghton Regis Town Council  
Annual Budget - By Committee**

**Note: Liberal Democrat, CIA & Independent Group Draft Budget 2019/20**

	2017/18		2018/19				2019/20				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
			0	0	1,505	0	1,505	631	1,505	0	0
Overhead Expenditure	1,505	1,515									
Movement to/(from) Gen Reserve	2,495	2,591			3,495		3,495	1,890	995		
<b>222</b> <u>Tithe Farm Pavilion</u>											
1091 Income Miscellaneous	0	0	0	0	0	0	0	468	0	0	0
<b>Total Income</b>	0	0	0	0	0	0	0	468	0	0	0
4012 WATER RATES	300	279	0	0	400	0	400	436	450	0	0
4014 ELECTRICITY	450	422	0	0	450	0	450	566	700	0	0
4015 GAS	150	106	0	0	150	0	150	219	150	0	0
4036 PROPERTY MAINTENANCE	1,200	1,981	0	0	1,200	0	1,200	1,405	1,200	0	0
<b>Overhead Expenditure</b>	2,100	2,788	0	0	2,200	0	2,200	2,625	2,500	0	0
Movement to/(from) Gen Reserve	(2,100)	(2,788)			(2,200)		(2,200)	(2,157)	(2,500)		
<b>231</b> <u>Orchard Close Rec Gd</u>											
1082 INC-LETTINGS	732	1,171	0	0	732	0	732	909	1,171	0	0
1091 Income Miscellaneous	0	0	0	0	0	0	0	4,535	0	0	0
<b>Total Income</b>	732	1,171	0	0	732	0	732	5,444	1,171	0	0
4037 GROUNDS MAINTENANCE	1,500	867	0	0	1,500	0	1,500	644	1,000	0	0
<b>Overhead Expenditure</b>	1,500	867	0	0	1,500	0	1,500	644	1,000	0	0
Movement to/(from) Gen Reserve	(768)	304			(768)		(768)	4,801	171		
<b>232</b> <u>Orchard Close Pavilion</u>											

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Houghton Regis Town Council  
Annual Budget - By Committee

Note: Liberal Democrat, CIA & Independent Group Draft Budget 2019/20

	2017/18		2018/19					2019/20			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4012 WATER RATES	350	208	0	0	350	0	350	225	350	0	0
4014 ELECTRICITY	200	298	0	0	270	0	270	434	270	0	0
4036 PROPERTY MAINTENANCE	800	274	0	0	800	0	800	364	600	0	0
Overhead Expenditure	1,350	779	0	0	1,420	0	1,420	1,023	1,220	0	0
Movement to/(from) Gen Reserve	<u>(1,350)</u>	<u>(779)</u>			<u>(1,420)</u>		<u>(1,420)</u>	<u>(1,023)</u>	<u>(1,220)</u>		
<b>241 Moore Crescent Rec.Gd</b>											
1082 INC-LETTINGS	2,767	1,375	0	0	2,767	0	2,767	1,172	1,400	0	0
Total Income	<u>2,767</u>	<u>1,375</u>	0	0	<u>2,767</u>	0	<u>2,767</u>	<u>1,172</u>	<u>1,400</u>	0	0
4036 PROPERTY MAINTENANCE	0	0	0	0	0	0	0	19	0	0	0
4037 GROUNDS MAINTENANCE	1,000	663	0	0	1,000	0	1,000	718	800	0	0
Overhead Expenditure	1,000	663	0	0	1,000	0	1,000	738	800	0	0
Movement to/(from) Gen Reserve	<u>1,767</u>	<u>712</u>			<u>1,767</u>		<u>1,767</u>	<u>434</u>	<u>600</u>		
<b>242 Moore Crescent Pavilion</b>											
1082 INC-LETTINGS	212	817	0	0	212	0	212	309	400	0	0
Total Income	<u>212</u>	<u>817</u>	0	0	<u>212</u>	0	<u>212</u>	<u>309</u>	<u>400</u>	0	0
4011 RATES	4,700	4,147	0	0	4,275	0	4,275	4,272	4,275	0	0
4012 WATER RATES	1,200	2,536	0	0	1,200	0	1,200	2,589	2,000	0	0
4014 ELECTRICITY	800	1,107	0	0	1,000	0	1,000	1,417	1,400	0	0
4015 GAS	800	1,018	0	0	800	0	800	859	800	0	0
4036 PROPERTY MAINTENANCE	1,500	3,023	0	0	1,500	0	1,500	3,956	1,500	0	0

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**Houghton Regis Town Council**  
**Annual Budget - By Committee**

16:19

**Note: Liberal Democrat, CIA & Independent Group Draft Budget 2019/20**

	2017/18		2018/19				2019/20				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4038 MAINTENANCE CONTRACTS	515	265	0	0	515	0	515	636	545	0	0
Overhead Expenditure	9,515	12,096	0	0	9,290	0	9,290	13,729	10,520	0	0
Movement to/(from) Gen Reserve	(9,303)	(11,279)			(9,078)		(9,078)	(13,420)	(10,120)		
<b>243 Moore Crescent Bowling Gn</b>											
1082 INC-LETTINGS	4,908	4,090	0	0	8,000	0	8,000	4,216	7,000	0	0
Total Income	4,908	4,090	0	0	8,000	0	8,000	4,216	7,000	0	0
4037 GROUNDS MAINTENANCE	2,800	3,634	0	0	7,000	0	7,000	3,847	5,000	0	0
Overhead Expenditure	2,800	3,634	0	0	7,000	0	7,000	3,847	5,000	0	0
Movement to/(from) Gen Reserve	2,108	456			1,000		1,000	369	2,000		
<b>271 Houghton Regis Cemetery</b>											
1084 Income Burial Fees	18,000	16,972	0	0	15,000	0	15,000	15,648	15,000	0	0
Total Income	18,000	16,972	0	0	15,000	0	15,000	15,648	15,000	0	0
4011 RATES	740	791	0	0	814	0	814	875	900	0	0
4012 WATER RATES	100	62	0	0	100	0	100	246	200	0	0
4018 REFUSE DISPOSAL	5,225	11,111	0	0	0	0	0	0	0	0	0
4020 MISC. ESTABLISH.COST	1,000	964	0	-1,928	2,000	0	72	180	500	0	0
4036 PROPERTY MAINTENANCE	100	748	0	0	0	0	0	0	0	0	0
4037 GROUNDS MAINTENANCE	800	0	0	0	0	0	0	0	0	0	0
Overhead Expenditure	7,965	13,675	0	-1,928	2,914	0	986	1,301	1,600	0	0
Movement to/(from) Gen Reserve	10,035	3,297			12,086		14,014	14,347	13,400		

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**Houghton Regis Town Council  
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**Note: Liberal Democrat, CIA & Independent Group Draft Budget 2019/20**

	2017/18		2018/19				2019/20					
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
<b>272</b>	<b><u>All Saints Churchyard</u></b>											
4028	0	5,144	0	2,540	0	0	2,540	1,724	500	0	0	
4037	0	0	0	0	0	0	0	0	0	0	0	
5011	0	-5,144	0	0	0	0	0	-1,724	0	0	0	
	<b>Overhead Expenditure</b>		0	2,540	0	0	2,540	0	500	0	0	
	<b>Movement to/(from) Gen Reserve</b>		0		0		(2,540)	0	(500)			
<b>281</b>	<b><u>Public Open Spaces</u></b>											
4037	10,000	13,100	0	-612	1,000	0	388	0	500	0	0	
4217	3,334	3,334	0	0	3,334	0	3,334	3,534	3,334	0	0	
4992	-3,000	0	0	0	-3,000	0	-3,000	0	0	0	0	
5002	0	-3,000	0	0	0	0	0	0	-3,000	0	0	
	<b>Overhead Expenditure</b>		10,334	-612	1,334	0	722	3,534	834	0	0	
	<b>Movement to/(from) Gen Reserve</b>		(10,334)		(1,334)		(722)	(3,534)	(834)			
<b>282</b>	<b><u>Play Areas (all)</u></b>											
4017	500	275	0	0	500	0	500	300	500	0	0	
4037	1,000	0	0	0	1,000	0	1,000	0	0	0	0	
4042	2,500	5,180	0	0	5,000	0	5,000	3,599	4,500	0	0	
4992	-2,500	0	0	0	-2,500	0	-2,500	0	-2,500	0	0	
4999	2,500	0	0	0	2,500	0	2,500	0	2,500	0	0	
	<b>Overhead Expenditure</b>		4,000	0	6,500	0	6,500	3,899	5,000	0	0	

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Houghton Regis Town Council  
Annual Budget - By Committee

Note: Liberal Democrat, CIA & Independent Group Draft Budget 2019/20

	2017/18		2018/19					2019/20			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
					(6,500)		(6,500)	(3,899)	(5,000)		
283											
4036	1,000	1,443	0	0	1,000	0	1,000	0	200	0	0
	1,000	1,443	0	0	1,000	0	1,000	0	200	0	0
	(1,000)	(1,442)			(1,000)		(1,000)	0	(200)		
291											
1075	0	4,000	0	0	0	0	0	150	0	0	0
1091	3,527	21,503	0	0	5,000	0	5,000	11,158	5,000	0	0
	3,527	25,503	0	0	5,000	0	5,000	11,308	5,000	0	0
4006	1,545	1,657	0	0	1,000	0	1,000	1,421	1,000	0	0
4008	2,000	3,371	0	0	2,000	0	2,000	1,126	2,000	0	0
4011	10,420	8,195	0	0	8,448	0	8,448	8,400	8,400	0	0
4012	500	1,065	0	0	400	0	400	596	600	0	0
4013	15,500	15,500	0	0	15,500	0	15,500	15,500	15,500	0	0
4014	1,000	861	0	0	1,300	0	1,300	1,934	1,800	0	0
4015	50	254	0	0	100	0	100	78	100	0	0
4017	500	963	0	-500	500	0	0	1,244	500	0	0
4018	2,500	2,547	0	0	9,000	0	9,000	14,171	12,000	0	0
4020	4,000	773	0	-800	1,000	0	200	-605	200	0	0
4021	1,000	739	0	0	800	0	800	506	700	0	0
4025	330	200	0	0	200	0	200	69	200	0	0

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**Houghton Regis Town Council  
Annual Budget - By Committee**

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**Note: Liberal Democrat, CIA & Independent Group Draft Budget 2019/20**

	<u>2017/18</u>		<u>2018/19</u>					<u>2019/20</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4036	1,000	1,259	0	0	1,000	0	1,000	3,558	1,000	0	0
4037	450	530	0	0	0	0	0	0	0	0	0
4038	265	295	0	0	265	0	265	340	525	0	0
4039	1,800	1,273	0	0	1,800	0	1,800	1,698	2,500	0	0
4040	2,000	0	0	5,800	2,000	0	7,800	1,920	8,000	0	0
4041	1,379	0	0	-4,000	4,000	0	0	0	2,575	0	0
4042	14,000	16,712	0	0	14,000	0	14,000	14,212	10,000	0	0
4044	5,500	4,845	0	0	4,000	0	4,000	7,083	6,000	0	0
4045	743	804	0	0	743	0	743	480	800	0	0
4059	0	0	0	-500	1,000	0	500	990	1,000	0	0
4991	0	3,879	0	0	0	0	0	0	0	0	0
4992	-3,675	-3,675	0	0	-3,675	0	-3,675	0	0	0	0
	<b>62,807</b>	<b>62,047</b>	<b>0</b>	<b>0</b>	<b>65,381</b>	<b>0</b>	<b>65,381</b>	<b>74,720</b>	<b>75,400</b>	<b>0</b>	<b>0</b>
	<b>(59,279)</b>	<b>(36,544)</b>			<b>(60,381)</b>		<b>(60,381)</b>	<b>(63,412)</b>	<b>(70,400)</b>		
<b>299</b>	<b>Env Capital &amp; Projects</b>										
1074	External Grant	0	0	0	95,000	0	95,000	0	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>95,000</b>	<b>0</b>	<b>95,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4049	Loan payments - Play Areas	7,555	4,003	0	0	7,555	0	7,328	3,777	0	0
4053	Loan payments- Moore Cres. Pav	24,069	17,922	0	0	24,069	0	18,181	24,069	0	0
4054	Loan payments - Skate park	6,338	3,297	0	0	6,338	0	6,209	0	0	0
4851	CAP-Machinery Renewals	49,219	60,494	0	0	20,000	0	6,203	20,000	0	0
4856	CAP - Street Furniture	3,000	3,297	0	0	3,000	0	3,380	7,500	0	0

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**Houghton Regis Town Council  
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**Note: Liberal Democrat, CIA & Independent Group Draft Budget 2019/20**

	<u>2017/18</u>		<u>2018/19</u>				<u>2019/20</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4858 CAP - PLAY AREAS & EQPT	5,000	0	0	0	70,000	0	70,000	69,999	0	0	0
4862 CAP - Cemetery Provision	50,000	2,100	0	0	40,000	0	40,000	0	30,000	0	0
4870 Capital contribution HHP	70,000	70,000	0	0	0	0	0	0	0	0	0
4871 CAP - Pavilion Renovations	25,000	0	0	0	25,000	0	25,000	0	0	0	0
4872 CAP - Sport & Recreation	20,000	13,336	0	0	0	0	0	70,542	0	0	0
4980 Tr to EMR Pavilion Renovation	0	25,000	0	0	0	0	0	0	10,000	0	0
4991 Trs to Earmarked Reserve	0	12,738	0	0	0	0	0	0	0	0	0
4992 Trs from Earmarked Reserve	-50,000	-14,125	0	0	0	0	0	-84,247	-9,048	0	0
4993 Trs to EMR for Cemetry	10,000	0	0	0	10,000	0	10,000	1,300	0	0	0
4994 Trs from EMR for Cemetry	0	-2,100	0	0	0	0	0	0	0	0	0
4995 Trs to EMR for Allotments	10,000	10,000	0	0	0	0	0	0	0	0	0
4999 Trs to EMR Play Areas	10,000	15,000	0	0	10,000	0	10,000	0	0	0	0
5009 Trs to EMR Youth Projects	0	6,664	0	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>240,181</b>	<b>227,627</b>	<b>0</b>	<b>0</b>	<b>215,962</b>	<b>0</b>	<b>215,962</b>	<b>98,895</b>	<b>86,298</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(240,181)</b>	<b>(227,627)</b>			<b>(120,962)</b>		<b>(120,962)</b>	<b>(98,895)</b>	<b>(86,298)</b>		
<b>Environment and Leisure - Income</b>	<b>38,753</b>	<b>60,602</b>	<b>0</b>	<b>0</b>	<b>136,611</b>	<b>0</b>	<b>136,611</b>	<b>46,834</b>	<b>39,571</b>	<b>0</b>	<b>0</b>
<b>Expenditure</b>	<b>355,467</b>	<b>357,191</b>	<b>0</b>	<b>0</b>	<b>330,820</b>	<b>0</b>	<b>330,820</b>	<b>214,257</b>	<b>201,025</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(316,715)</b>	<b>(296,589)</b>			<b>(194,209)</b>		<b>(194,209)</b>	<b>(167,423)</b>	<b>(161,454)</b>		

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Houghton Regis Town Council  
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Note: Liberal Democrat, CIA & Independent Group Draft Budget 2019/20

	2017/18		2018/19				2019/20					
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
<u>Community Services</u>												
<b>302</b>	<u>Community Services</u>											
1079	0	2,000	0	0	0	0	0	0	0	0	0	
1082	5,000	0	0	0	4,500	0	4,500	1,542	0	0	0	
1091	556	909	0	0	2,000	0	2,000	3,904	2,800	0	0	
	<b>Total Income</b>	<b>5,556</b>	<b>2,909</b>	<b>0</b>	<b>6,500</b>	<b>0</b>	<b>6,500</b>	<b>5,446</b>	<b>2,800</b>	<b>0</b>	<b>0</b>	
4221	3,000	2,809	0	0	3,000	0	3,000	2,859	4,000	0	0	
4226	17,781	14,083	0	0	22,000	0	22,000	18,412	20,000	0	0	
4227	3,000	2,602	0	0	8,500	0	8,500	1,751	3,500	0	0	
4228	0	0	0	0	500	0	500	2,044	2,000	0	0	
4230	24,000	18,790	0	0	18,800	0	18,800	15,366	18,800	0	0	
4232	13,000	13,100	0	0	13,000	0	13,000	10,910	13,000	0	0	
4233	500	0	0	0	0	0	0	0	0	0	0	
4991	0	2,000	0	0	0	0	0	0	0	0	0	
4992	0	0	0	0	0	0	0	-2,000	0	0	0	
	<b>Overhead Expenditure</b>	<b>61,281</b>	<b>53,383</b>	<b>0</b>	<b>65,800</b>	<b>0</b>	<b>65,800</b>	<b>49,341</b>	<b>61,300</b>	<b>0</b>	<b>0</b>	
	<b>Movement to/(from) Gen Reserve</b>	<b>(55,725)</b>	<b>(50,475)</b>	<b>(59,300)</b>	<b>(59,300)</b>	<b>(43,895)</b>	<b>(58,500)</b>					
<b>303</b>	<u>Communications</u>											
1091	0	0	0	0	1,000	0	1,000	0	0	0	0	
	<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
4029	1,000	869	0	0	1,000	0	1,000	1,035	1,000	0	0	

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## Note: Liberal Democrat, CIA &amp; Independent Group Draft Budget 2019/20

	<u>2017/18</u>		<u>2018/19</u>				<u>2019/20</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4033 NEWSLETTER	8,500	9,773	0	0	5,000	0	5,000	2,971	3,700	0	0
4034 WEBSITE COSTS	500	325	0	0	500	0	500	258	500	0	0
4059 OTHER PROFESSIONAL FEES	300	0	0	0	300	0	300	0	300	0	0
<b>Overhead Expenditure</b>	<b>10,300</b>	<b>10,966</b>	<b>0</b>	<b>0</b>	<b>6,800</b>	<b>0</b>	<b>6,800</b>	<b>4,263</b>	<b>5,500</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(10,300)</b>	<b>(10,966)</b>			<b>(5,800)</b>		<b>(5,800)</b>	<b>(4,263)</b>	<b>(5,500)</b>		
<b>304 Events</b>											
1091 Income Miscellaneous	0	0	0	0	0	0	0	135	0	0	0
1094 Income from Sponsors	5,000	5,180	0	0	5,000	0	5,000	3,725	5,000	0	0
1097 Income - Council Events	13,000	4,984	0	0	8,000	0	8,000	5,856	7,000	0	0
1098 Income-Co Event in advance	0	0	0	0	0	0	0	493	0	0	0
<b>Total Income</b>	<b>18,000</b>	<b>10,164</b>	<b>0</b>	<b>0</b>	<b>13,000</b>	<b>0</b>	<b>13,000</b>	<b>10,208</b>	<b>12,000</b>	<b>0</b>	<b>0</b>
4031 ADVERTISING	500	0	0	0	500	0	500	368	500	0	0
4222 COMMUNITY EVENTS	37,500	37,445	0	-1,000	39,000	0	38,000	37,237	40,000	0	0
4992 Trs from Earmarked Reserve	-2,535	-2,535	0	0	-2,535	0	-2,535	0	-2,537	0	0
<b>Overhead Expenditure</b>	<b>35,465</b>	<b>34,910</b>	<b>0</b>	<b>-1,000</b>	<b>36,965</b>	<b>0</b>	<b>35,965</b>	<b>37,605</b>	<b>37,963</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(17,465)</b>	<b>(24,746)</b>			<b>(23,965)</b>		<b>(22,965)</b>	<b>(27,397)</b>	<b>(25,963)</b>		
<b>305 Community Grants</b>											
4203 MAYORS CHRISTMAS APPEAL FUNI	2,100	1,698	0	0	2,100	0	2,100	1,681	2,500	0	0
4218 Grants (WB) Small Projects	3,000	2,985	0	0	3,000	0	3,000	3,000	3,000	0	0
4219 Grants (WB) Large Projects	1,200	1,200	0	0	4,242	0	4,242	4,242	2,500	0	0
4220 Grants (WB) Key Partners	18,251	18,251	0	0	22,251	0	22,251	18,251	25,251	0	0

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**Houghton Regis Town Council  
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**Note: Liberal Democrat, CIA & Independent Group Draft Budget 2019/20**

	2017/18		2018/19				2019/20				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	24,551	24,135	0	0	31,593	0	31,593	27,175	33,251	0	0
<b>Overhead Expenditure</b>	<u>24,551</u>	<u>24,135</u>			<u>31,593</u>		<u>(31,593)</u>	<u>(27,175)</u>	<u>(33,251)</u>		
<b>Movement to/(from) Gen Reserve</b>	<u>(24,551)</u>	<u>(24,135)</u>									
<b>306 Community Safety</b>											
4046 Enviro - Crime	2,700	7,763	0	-3,226	7,200	0	3,974	0	14,000	0	0
4048 Community Safety Strategy	10,000	0	0	3,226	0	0	3,226	3,226	0	0	0
4059 OTHER PROFESSIONAL FEES	33,990	29,934	0	1,000	33,990	0	34,990	20,759	33,990	0	0
4991 Trs to Earmarked Reserve	0	0	0	0	0	0	0	3,226	0	0	0
4992 Trs from Earmarked Reserve	-4,377	0	0	0	-2,188	0	-2,188	-3,226	-8,755	0	0
<b>Overhead Expenditure</b>	<u>42,313</u>	<u>37,697</u>	0	1,000	39,002	0	40,002	23,985	39,235	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(42,313)</u>	<u>(37,697)</u>			<u>(39,002)</u>		<u>(40,002)</u>	<u>(23,985)</u>	<u>(39,235)</u>		
<b>307 Civic Services</b>											
4101 MAYORS ALLOWANCE	3,850	3,850	0	0	3,850	0	3,850	3,216	3,850	0	0
4106 Mayors Civic Events	2,000	2,002	0	0	2,200	0	2,200	1,832	2,200	0	0
4121 CIVIC REGALIA	1,300	2,178	0	0	100	0	100	2,635	100	0	0
4122 Civic Fund Expenses	500	333	0	0	150	0	150	1,161	150	0	0
4992 Trs from Earmarked Reserve	-500	-1,379	0	0	0	0	0	-2,620	0	0	0
<b>Overhead Expenditure</b>	<u>7,150</u>	<u>6,985</u>	0	0	6,300	0	6,300	6,225	6,300	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(7,150)</u>	<u>(6,985)</u>			<u>(6,300)</u>		<u>(6,300)</u>	<u>(6,225)</u>	<u>(6,300)</u>		
<b>399 Community Capital &amp; Projects</b>											
4804 CAP-New Christmas Lights	4,000	0	0	0	4,000	0	4,000	7,001	6,000	0	0

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Note: Liberal Democrat, CIA & Independent Group Draft Budget 2019/20

	2017/18		2018/19					2019/20			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4992 Trs from Earmarked Reserve	0	0	0	0	0	0	0	-3,001	-6,000	0	0
5007 Tr to EMR Community Development	0	4,000	0	0	0	0	0	0	0	0	0
Overhead Expenditure	4,000	4,000	0	0	4,000	0	4,000	4,000	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(4,000)</b>	<b>(4,000)</b>	<b>(4,000)</b>	<b>(4,000)</b>	<b>(4,000)</b>	<b>(4,000)</b>	<b>(4,000)</b>	<b>(4,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Community Services - Income</b>	<b>23,556</b>	<b>13,072</b>	<b>0</b>	<b>0</b>	<b>20,500</b>	<b>0</b>	<b>20,500</b>	<b>15,654</b>	<b>14,800</b>	<b>0</b>	<b>0</b>
<b>Expenditure</b>	<b>185,060</b>	<b>172,076</b>	<b>0</b>	<b>0</b>	<b>190,460</b>	<b>0</b>	<b>190,460</b>	<b>152,593</b>	<b>183,549</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(161,504)</b>	<b>(159,004)</b>	<b>(169,960)</b>	<b>(169,960)</b>	<b>(169,960)</b>	<b>(169,960)</b>	<b>(169,960)</b>	<b>(136,939)</b>	<b>(168,749)</b>	<b>0</b>	<b>0</b>

**Houghton Regis Town Council  
Annual Budget - By Committee**

**Note: Liberal Democrat, CIA & Independent Group Draft Budget 2019/20**

	<u>2017/18</u>		<u>2018/19</u>					<u>2019/20</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b><u>Planning and Licensing</u></b>											
<b>401</b>	<b><u>Growth Area</u></b>										
1078	Grants & Donations Misc	0	0	0	0	0	0	5,747	0	0	0
	<b>Total Income</b>	0	0	0	0	0	0	5,747	0	0	0
4059	OTHER PROFESSIONAL FEES	6,180	1,098	0	0	2,500	0	2,500	2,500	0	0
4062	Neighbourhood Plan	20,000	1,133	0	0	20,000	0	20,000	20,000	0	0
4063	Spatial Plan	0	0	0	0	0	0	337	0	0	0
4992	Trs from Earmarked Reserve	-20,000	0	0	0	-20,000	0	-20,000	-20,000	0	0
5007	Tr to EMR Community Development	0	4,000	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	6,180	6,230	0	0	2,500	0	2,500	2,500	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(6,180)</u>	<u>(6,230)</u>	<u>(2,500)</u>				<u>2,867</u>	<u>(2,500)</u>		
	<b>Planning and Licensing - Income</b>	0	0	0	0	0	0	5,747	0	0	0
	<b>Expenditure</b>	6,180	6,230	0	0	2,500	0	2,880	2,500	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(6,180)</u>	<u>(6,230)</u>	<u>(2,500)</u>				<u>2,867</u>	<u>(2,500)</u>		
	<b>Total Budget Income</b>	922,930	933,216	0	0	1,027,170	0	1,027,170	950,537	0	0
	<b>Expenditure</b>	1,022,192	1,074,229	0	0	1,027,170	0	858,707	957,654	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(99,262)</u>	<u>(141,013)</u>	<u>0</u>		<u>0</u>		<u>64,846</u>	<u>(7,117)</u>		

2018 / 19

## Schedule of Earmarked Reserves

	Opening Balance 01.04.18	Transfer In	Transfer Out	Closing Balance 31.03.19
	£	£	£	£
310 General Reserves	<b>513,362</b>			
320 All Saints Churchyard Wall	16,830	0	16,830	0
322 Pavilion Renovation	128,216	0	1,378	126,838
324 Street Furniture	12,428	0	3,380	9,048
326 Grounds Machinery renewal	12,516	0	12,516	0
327 Play Areas	112,232	2,500	10,000	104,732
328 Trees	13,029	0	12,974	55
330 Community Development	66,500	3,225	24,517	45,208
331 CCTV Extension	8,755	0	0	8,755
332 Elections	8,249	3,500	8,249	3,500
333 Office Equipment	3,630	0	806	2,824
334 Play Area Maintenance	7,500	0	2,500	5,000
337 Youth Projects	13,545	2,299	15,844	0
339 Mayors Chain	8,675	0	2,620	6,055
342 Community Events	5,072	0	2,535	2,537
344 Loan Capital	12,738	0	12,738	0
345 Youth Grant	2,000	2,000	2,000	2,000
348 Cemetery	109,754	33,000	0	142,754
351 Allotments	80,060	0	0	80,060
352 Former Railway Line	40,789	0	3,000	37,789
New Office Provision	0	210,000	0	210,000
Memorial Hall Grant	0	4,000	0	4,000
<b>TOTAL EARMARKED RESERVES</b>	<b>662,518</b>	<b>260,524</b>	<b>131,887</b>	<b>791,155</b>
S106 Deferred Income	<b>315,159</b>	0	54,584	<b>260,575</b>

NOTE: S106 Sport/Recreation as Deferred Income (Code 390) NOT EMR

2019 / 20

## Schedule of Earmarked Reserves

	Opening Balance 01.04.19 £	Transfer In £	Transfer Out £	Closing Balance 31.03.20 £
310 General Reserves - Predicted	273,362			
320 All Saints Churchyard Wall	0	0	0	0
322 Pavilion Renovation	126,838	10,000	0	136,838
324 Street Furniture	9,048	0	9,048	0
326 Grounds Machinery renewal	0	0	0	0
327 Play Areas	104,732	2,500	0	107,232
328 Trees	55	0	55	0
330 Community Development	45,208	0	45,208	0
331 CCTV Extension	8,755	0	8,755	0
332 Elections	3,500	0	3,500	0
333 Office Equipment	2,824	0	2,824	0
334 Play Area Maintenance	5,000	0	2,500	2,500
337 Youth Projects	0	0	0	0
339 Mayors Chain	6,055	0	2,118	3,937
342 Community Events	2,537	0	2,537	0
344 Loan Capital	0	0	0	0
345 Youth Grant	2,000	0	0	2,000
348 Cemetery	142,754	0	0	142,754
351 Allotments	80,060	0	0	80,060
352 Former Railway Line	37,789	0	3,000	34,789
New Office Provision	210,000	0	0	210,000
Memorial Hall Grant	4,000	4,000	0	8,000
<b>TOTAL EARMARKED RESERVES</b>	<b>791,155</b>	<b>16,500</b>	<b>79,545</b>	<b>728,110</b>
S106 Deferred Income	260,575	0	0	260,575

NOTE: S106 Sport/Recreation as Deferred Income (Code 390) NOT EMR