

HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr T K McMahon**

Tel: 01582 708540

Town Clerk: **Clare Evans**

E-mail: info@houghtonregis.org.uk

8th January 2021

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 virtually on Monday 18th January 2021 at 7.00pm.

This meeting is being held virtually via Microsoft Teams. If members of the public would like to attend, please click on the meeting link below and follow the online instructions:

[MEETING LINK](#)¹

[MEETING GUIDANCE](#)

To assist in the smooth running of the meeting please refer and adhere to the Council's Virtual Meeting Guidance. To view the Virtual Meeting Guidance please click on the link above.

Clare Evans
Town Clerk

**THIS MEETING MAY BE
RECORDED²**

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.

¹ If you require a meeting link emailed to you, please contact the Head of Democratic Services at louise.senior@houghtonregis.org.uk

² Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session.

The use of images or recordings arising from this is not under the Council's control.

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. MINUTES

Pages 5 - 10

To approve the minutes of the meeting held on 14th December 2020.

Recommendation: To approve the Minutes of the meeting held on 14th December 2020.

5. COMMITTEE MINUTES

Pages 11 - 19

To receive the minutes of the following committees and consider any recommendations contained therein

Corporate Services Committee	None to present
Community Services Committee	None to present
Environment & Leisure Committee	None to present
Planning Committee	30 th November 2020
Town Partnership Committee	None to present

To receive the minutes of the following sub-committees and consider any recommendations contained therein

New Office Provisions Sub-Committee	None to present
New Cemetery Sub-Committee	None to present

Recommendation: To receive the Minutes detailed above.

6. TOWN MAYOR'S ANNOUNCEMENTS

A verbal report will be provided.

7. REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS & ON TRAINING SESSIONS ATTENDED

Councillors are requested to provide verbal reports from meetings they have attended of outside organisations or from training courses they have attended on behalf of the Council.

8 AUDITED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/20

Pages 20 - 27

The Annual Governance and Accountability Return is attached for consideration, Appendix A.

Members will note that the external auditor has raised the following under Section 3;

“We were required to return the Annual Governance and Accountability Return to enable the Council to correct the following:

A/ Total borrowing at Box 10 was initially understated by £3,000. The correct loan outstanding at 31 March 2020 was £245,393.

B/ Unspent grants and contributions received up until 2012 had not been included in other receipts in the year of receipt as required since then, but instead had been held in a government grants deferred account the balance of which was included as an adjustment between boxes 7 and 8. The accounts should have been restated and grants fully recognised in the year of receipt subsequently in accordance with Proper Practice. The restatement increased the reserves at Box 7 by £260,575 in both 2018/19 and 2019/20.

In future the Council should ensure that the Annual Governance and Accountability Return is accurate and complete.”

In relation to comment A/, this was a transcribing error by the company providing year end support services.

In relation to comment B/, the initial accounting treatment of this receipt for 2019/20 was consistent with previous years. The new external auditors have applied treatment of this type of receipt in a different way to previous external auditors.

In addition, in the completion letter, Appendix B, it advises the following:

Minor scope for improvement in 2020/21

The 2018/19 figures in the accounting statement were correctly restated and a reason provided but the column was not headed ‘restated’ to confirm the differences from the previous year’s annual return. In future, if prior year figures are restated the Council should head the column ‘restated’.

- Recommendation:**
- 1. To approve and accept the Annual Return including the external auditor’s certificate;**
 - 2. To note the requirement that the Annual Governance and Accountability Return is accurate and complete;**
 - 3. To note that if the prior year figures are restated the Council should head the column ‘restated’.**

9 VILLAGE GREEN PLAY AREA SURFACING

It has been highlighted, through the budget setting process, that in approving the resurfacing of the Village Green Play area it was not confirmed how this project would be funded. At the Environment & Leisure Committee meeting, the discussion on how this project was to be funded was through the use of ear marked reserves, EMR 327 Play Areas. This is really a decision for the Environment & Leisure Committee to make, however as it has an impact on the council’s budget setting process for 2021/22 it was felt important to rectify this situation ahead of the next scheduled meeting of the Committee.

Recommendation: To fund the re-surfacing of the Village Green Play area through the use of EMR 327 Play Areas.

10 2021/22 BUDGET AND PRECEPT

Pages 28 - 70

To present to Town Council the officers draft budget for 2021/22 for consideration and to request that members approve a budget for 2021/22 and a precept.

Recommendation: To approve the budget and a precept of £950,853 for 2021/22.

11 OUTCOME OF BOUNDARY REVIEW

Members will recall formulating a response to the Local Government Boundary Commission’s draft recommendations for Central Bedfordshire Council at the Town Council meeting on 24th August 2020.

The consultation period closed on 7 September 2020. It was anticipated that the outcome of the consultation would be released on 12th January 2021.

At the time of preparing the agenda the LGBC website did not provide an update on this position. If possible, information will be circulated prior to the meeting or a verbal update will be given at the meeting.

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Town Council
14th December 2020 at 7.00pm

Present: Councillors: D Abbott
J Carroll
D Dixon-Wilkinson
Y Farrell
S Goodchild
D Jones
M S Kennedy
T McMahon
R Morgan
A Slough
S Thorne
K Wattingham

Officers: Clare Evans Town Clerk
Louise Senior Head of Democratic Services

Public: 0

Apologies: Councillors: C Copleston

11443 APOLOGIES

Apologies were received from C Copleston.

11444 QUESTIONS FROM THE PUBLIC

None.

11445 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11446 MINUTES

To approve the minutes of the meeting held on 5th October 2020.

Resolved: To approve the minutes of the meeting held on 5th October 2020 and for these to be signed by the Chairman.

11447 COMMITTEE MINUTES

To receive the minutes of the following committees and consider any recommendations contained therein:

Corporate Services Committee	14 th September 2020 Members were specifically referred to the following;
	11332 Councillor's Expenses Policy 11333 Flexible Working Policy & Flexi-time Policy 11334 Drug, Alcohol & Substance Misuse Policy 11335 Banking Arrangement, Investment Strategy & Investment Arrangement Policy 11336 Complaints Procedure 11337 Code of Conduct 11338 Risk Management Strategy and Schedule
Community Services Committee	1 st September 2020
Environment & Leisure Committee	21 st September 2020
Planning Committee	28 th September, 19 th October and 9 th November 2020.
Town Partnership Committee	21 st July 2020
To receive the minutes of the following sub committee and consider any recommendations contained therein	
New Office Provisions Sub-Committee	None to present.
New Cemetery Sub-Committee	14 th July 2020

Resolved: To receive the Minutes detailed above and to approve the recommendations contained therein as follows;

- 11332 Councillors' Expenses Policy
- 11333 Flexible Working Policy & Flexi-time Policy
- 11334 Drug, Alcohol & Substance Misuse Policy
- 11335 Banking Arrangement, Investment Strategy & Investment Arrangement Policy
- 11336 Complaints Procedure
- 11337 Code of Conduct
- 11338 Risk Management Strategy and Schedule

To approve the following policies as considered at Corporate Services Committee on 23rd November:

- 11429 Whistleblowing Policy
- 11430 Bullying and Harassment at work Policy

11448 TOWN MAYOR ANNOUNCEMENTS

Members were advised that the Mayor had attended an online meeting with the Mayor of Leighton Buzzard and several other Town Mayors, the Poppy Appeal Launch, the Armistice and Remembrance services and the Christmas lights switch on. Also attended was virtual bingo, which Cllr McMahon won first prize, which had been re-donated to the Mayors upcoming raffle.

The Christmas card competition had been judged, a Christmas message had been recorded, a meeting held with the Mayor of Leighton and Linslade and the Mayor of

Luton to share best practices and had attended some training.

Members were advised that she had accompanied the Santa Float for the three evenings around Houghton Regis, and Christmas gifts had been distributed to the local nursing homes.

11449 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS & ON TRAINING SESSIONS ATTENDED

Members provided verbal reports from meetings they had attended of outside organisations or from training courses they had attended on behalf of the Council.

Cllr Kennedy updated members on the attendance at Houghton Hall Park which had been very strong, the new drinks van in situ had proved popular. The Disability Resource Centre had considered the use of Houghton Hall Park Visitors Centre, this was yet to be confirmed.

Cllr Goodchild attended a virtual meeting on upskilling councillor skills, focussing on effective communication with residents, techniques and confidence building. Cllr Goodchild advised members that she and Cllr Jones had both attended the BATPC AGM where the opportunity to share experiences of how town councils had managed their services during lockdown.

Cllr Jones had also attended the Management Executive Committee meeting; members were advised that the BATPC budget had been agreed and there would be no increase for councils' membership fees. Members were advised that John Westbury had resigned from the Finance and General Purpose Committee, and Cllr Jones had now joined this Committee as a representative of Houghton Regis Town Council.

11450 SUPPORTING TOWN CENTRES AND THE WIDER ECONOMY

HRTC had received communication from Central Bedfordshire Council (CBC), looking for ideas / suggestions to support town centres and the wider economy.

The town council would like to prepare a response to this letter. A considerable amount of work had already been completed on aspirations for Houghton Regis including the town centre, namely:

1. HRTC responded to the CBC consultation on the Future High Streets fund.
2. In 2018 HRTC compiled a list of services and facilities that the council would like to see in Houghton Regis.
3. HRTC had also developed a corporate plan for 2020/24.
4. Draft Houghton Regis Neighbourhood Plan.

To facilitate input, a report was also presented to the Houghton Regis Partnership Committee, which provided information on the above points. Members of this committee supported the work HRTC had already completed.

Members were asked to review the above and to discuss any other issues which they would like to see.

Members raised concerns that the health crisis of 2020 would impact the ability to deliver aspects of the Vision. It was suggested that some of the aspirations may need to be placed on hold.

Members raised concerns that the timeline for a response to the letter received from Central Bedfordshire Council was a two-week window, members suggested that this was too short a period in which to effectively respond.

Members suggested that contributions from section 106 money be utilised to support the community to achieve our objectives within the Vision.

- Resolved:** **To welcome the opportunity from CBC for HRTC to put forward ideas and suggestions to support town centres and the wider economy;**
To put forward the following documentation to CBC and to welcome subsequent discussions:
- 1. HRTC response to the CBC consultation on the Future High Streets fund.**
 - 2. Minute 9722 (Town Council 10th December 2018) incorporating a list of services and facilities that HRTC would like to see in Houghton Regis.**
 - 3. HRTC corporate plan: Our Vision: Our Town 2020/24.**
 - 4. Draft Houghton Regis Neighbourhood Plan**

11451 UPDATE ON NEW CEMETERY

A meeting of the New Cemetery Sub Committee took place on 16th November 2020. At this meeting members were updated on the work that the Clerk and CBC officers had completed to consider options and possibilities for new burial provision with Houghton Regis. Members also considered options for next steps.

Following on from this meeting the Tier 2 site investigation had been arranged and took place week commencing 7th December at the land at Grendall Lane. The report on findings should be available shortly afterwards. These would be shared with the council and with the Environment Agency (EA). The EA would advise whether they required a Tier 3 assessment to be made.

Ahead of the Tier 2 investigations an update had been provided on the Council's website and on social media. A letter had also been sent to neighbouring landowners and occupiers informing them of the works.

Members were advised that the Tier 2 site investigation had highlighted some significant issues. This was to be discussed with the Councils cemetery consultants and a report to the New Cemetery Sub Committee would be made.

11452 PUBLIC REALM PROJECT

As members were aware over the last year or so Central Bedfordshire Council (CBC) have been developing ideas to establish a Public Realm project to help town and parish councils rectify smaller scale enviro crime issues.

The concept was that CBC would provide capital funding to town councils to enable them to purchase capital equipment to deliver this project such as a vehicle, pressure washer, staff training, reporting software etc. The town council would then offer their services to surrounding parishes. The surrounding parishes would pay for work to be completed.

Houghton Regis had been paired with Dunstable Town Council and jointly would cover 14 or so local parishes.

Ongoing revenue costs would be met by town councils.

Resolved: To support the Houghton Regis Public Realm Project Proposal.

11453 TOWN RANGER

Assuming support for the CBC Public Realm Project, members were invited to consider the proposed post of Town Ranger to support the emerging CBC Public Realm Project.

This post was required to support the Central Bedfordshire Council (CBC) Public Realm project. Without this post it was not possible to deliver this project.

As members were aware CBC would provide capital funding for the project. The ongoing revenue costs, including salaries, materials and waste disposal costs would be met by the town council.

Members were advised that, as this item crossed over three committees, in order to progress this in a more time efficient manner it had been brought directly to Town Council.

A recorded vote was requested:

Recommendation Proposed by: Cllr Carroll seconded by: Cllr Morgan

Members for: Councillors: K Wattingham, S Goodchild, Y Farrell, D Jones, D Abbott, T McMahon, J Carroll, S Thorne and R Morgan.

Members against: Councillors: M Kennedy, A Slough and D Dixon-Wilkinson

Resolved:

- 1. To approve the Job Description and Person Specification for Town Ranger;**
- 2. For the position to subject to job evaluation and for the salary scale to be approved by Personnel Committee;**
- 3. To seek to fill the position from 1st April 2021 subject to the CBC providing the supporting capital funding.**

11454 PAYROLL SERVICES

To enable members to appoint a new payroll services provider.

Resolved: To accept Company 3 as the Councils payroll provider from 1st April 2021.

Cllr McMahon wished councillors and staff a very merry Christmas and a happy healthy new year.

The Chairman declared the meeting closed at 8.17pm

Dated this 18th day of January 2021

Chairman

DRAFT

**Houghton Regis Town Council
Planning Committee
30th November 2020 at 7.00pm**

Present: Councillors: D Dixon-Wilkinson Chairman
J Carroll
Y Farrell Substitute
D Jones
M S Kennedy
S Thorne (from 7:12pm)

Officers: Debbie Marsh Corporate Services Manager
Louise Senior Head of Democratic Services

Public: 2

Apologies: Councillors: K Wattingham

Also present: Councillor: T McMahon
S Goodchild CBC Councillor

11433 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Wattingham (Cllr Farrell substituted).

11434 QUESTIONS FROM THE PUBLIC

A member of the public raised concerns regarding application CB/20/03539/FULL:

- The works completed were illegal
- The development was within a conservation area
- The creation of a garden and parking
- The development was harmful to Sewell Manor
- It was within Green belt land
- The development went against the traffic report
- Inappropriate development
- The building should be reinstated to its original form.

11435 SPECIFIC DECLARATIONS OF INTEREST

None.

11436 MINUTES

To approve the Minutes of the meeting held on the 9th November 2020.

**Resolved To approve the Minutes of the meeting held on 9th November 2020
and for these to be signed by the Chairman.**

11437 PLANNING MATTERS

(a) The following planning applications were considered:

CB/20/03947/FULL Canopy to the side of the house joining to existing ground floor front roof
11 Parkway, LU5 5PT
For: Mr T Winnett

Comments: Houghton Regis Town Council had no objections to this application.

CB/20/04089/FULL Single storey rear extension
16 Northview Road, LU5 5AH
Mr C Slessor

Comments: Houghton Regis Town Council had no objections to this application.

CB/20/03087/RM Reserved Matters: following Outline Application CB/15/04918/REG3 (Erection of up to 61,336m² employment development floor space with associated infrastructure and ancillary works. All matters reserved except means of access from Thorn Road) Appearance, Landscaping, Layout and Scale to Plot B. Land at Thorn Turn, Thorn Road, Houghton Regis LU6 1RT
Members were advised of amendments to this application - Additional landscaping details, planting revisions, window alterations and smoking area amendments.

Comments: The Town Council accepts that this site has outline permission for storage and distribution activity however, Houghton Regis Town Council objects to this application for the following reasons:

- **Inappropriate Development - The land on which this application is proposed forms part of the residential led Strategic Urban Extension in Bidwell West (HRN2). The proposed operational hours (24/7), along with the vast number of vehicles envisaged entering and leaving the site throughout these operational hours, is not an appropriate development in this location, so close to residential dwellings.**
Design - The approved outline application was of a more traditional storage and distribution unit based around HGV's coming in and out with appropriate car parking for employees. The proposed development is a smaller building but is based on packages coming in then being distributed by vans.

- **Parking provision - Although there is provision for parking for 800 vans on the site, there are concerns that the provision of parking for employees, to cover the operational hours/days, is not acceptable.**
- **Environmental Impact - Lack of up to date Environmental Impact Assessment, which would assess the impact of the vehicle movements proposed.**

CB/20/03539/FULL Retrospective application for the change of use of the former surgery building to a residential dwelling with outdoor garden space and vehicle parking area.
Sewell Manor, Manor Farm, Sewell Lane, Sewell, LU6 1RP
Members were advised of amendments to this application in respect of the above property - Amended description of development

Comments: Whilst the Town Council accepts the revised description of development on this site, the Town Council continues to strongly object to this application for the following reasons:

- **The provision of parking is not included within the footprint of the current building and therefore would constitute overdevelopment of the site.**
- **The proposed development appears cramped.**
- **The existing building is within the curtilage of a Listed Building there should be no fencing around the building, in order to protect the openness of the site and the Conservation Area.**
- **This structure can be viewed from an adjacent public footpath (FP24), contrary to the declaration on the application form.**
- **The development is not appropriate or sympathetic in the setting of Sewell.**

Furthermore, the Town Council would like to make the following comment:

- **The Town Council would like to confirm their support, for the conclusions and recommendations contained within the report submitted by Central Bedfordshire Councils Conservation Officer, in regard to this proposed development.**

CB/20/04217/LDCP Lawful Development Certificate Proposed: Garage conversion and garden store
113 Milton Way, LU5 5UE
For: Mr & Mrs O'Dea

Comments: Houghton Regis Town Council had no objections to this application.

CB/20/04191/GPDE Prior Notification of Householder Extension -Proposed single storey extension, Erection of single storey rear extension 5.9m beyond the rear wall of the original dwelling, maximum height of 4m and 2.95m to the eaves.
4 Olma Road, LU5 5AF
For: Mr D O'Connor

Comments: Houghton Regis Town Council had no objections to this application.

The following items were noted:

CB/20/04013/DOC Discharge of Condition(s) 8,20,24,25,26,28,29 & 35 against planning permission CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans)
Houghton Regis North Site 1, Land on the northern edge of Houghton Regis

CB/20/03937/DOC Discharge of Condition 3 from planning permission CB/20/00348/RM (Resubmission: Reserved Matters : following Outline Application CB/15/00297/OUT 'hybrid' planning application with details of main access routes, primary road network and associated drainage in detail only and layout in outline with details of landscaping, appearance and scale reserved for later determination.

Development to comprise: Up to 1,850 residential (C3) dwellings (including affordable housing), 2FE Primary School (D1), employment land (Use Classes B1 [a-c], B2 & B8), local centre comprising retail (A1, A2, A3, A4 & A5) and community/leisure uses (D1 & D2), layout of public open spaces including sports pitches and changing rooms, natural wildlife areas and all associated works and operations including engineering operations and earthworks. Reserved Matters for access, appearance landscape, layout and scale for 160 dwelling on phase CA2 Upper Thorn Green)
Land to West of Houghton Regis, Watling Street, Houghton Regis

CB/20/04142/DOC Discharge of Condition 25 from planning permission CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans).
Land at Sundon Road, Houghton Regis

CB/20/04084/DOC Discharge of Condition 16 from planning permission CB/15/00297/OUT (Outline 'hybrid' planning application with details of main access routes, primary road network and associated drainage in detail only and layout in outline with details of landscaping, appearance and scale reserved for later determination. Development to comprise: Up to 1,850 residential (C3) dwellings (including affordable housing), 2FE Primary School (D1), employment land (Use Classes B1 [a-c], B2 & B8), local centre comprising retail (A1, A2, A3, A4 & A5) and community/leisure uses (D1 & D2), layout of public open spaces including sports pitches and changing rooms, natural wildlife areas and all associated works and operations including engineering operations and earthworks
Land West of Bidwell (Houghton Regis North Site 2)
Houghton Regis

- CB/20/04201/DOC Discharge of Conditions 2,5 & 6 against Planning Permission CB/12/03613/OUT (Outline Planning Permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans)
Houghton Regis North Site 1, Land on the northern edge of Houghton Regis
- CB/20/04214/DOC Discharge of Condition 35 against Planning Permission CB/12/03613/OUT (Outline Planning Permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans)
Houghton Regis North Site 1, Land on the northern edge of Houghton Regis

- CB/20/04165/DOC Discharge of Condition 9 against Planning Permission CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans)
Houghton Regis North 1, Sundon Road, Houghton Regis
- CB/20/04168/DOC Discharge of Conditions 2,5 &12 against planning permission CB/16/003378/REG3 (Phased Construction of a new Independent Living Scheme for Older Persons comprising 168 apartments with support facilities, a Restaurant & Bar, Retail Units, Cafe, 2no Reablement Suites, the conversion and Change of Use of a Grade 2 listed building and the demolition of an existing Sheltered Housing scheme with associated parking and landscaping).
All Saints View, Sapphire Place, LU5 5LQ

(b) The following decision notices were noted:

Permissions / Approvals / Consents

Refusals:

- CB/20/02412/FULL Demolition of existing workshop and storage buildings and erection of seven dwellings with associated vehicle & cycle parking and access roadway.
Sewell Manor, Manor Farm, Sewell Lane, Sewell, LU6 1RP

Withdrawals:

None received.

11438 LAND WEST OF BIDWELL - APPLICATIONS

Members were advised that the three following planning applications were to be determined at the next Development Management Committee meeting to be held on the 9th December 2020:

- CB/20/01538/FULL Erection of a 3 storey, 66 bed care home for older people with associated access, car parking and landscaping.

- CB/20/01537/FULL Erection of a mixed use Local Centre comprising 52 no. apartments, 1 no. day nursery (Use Class D1), 1 no. retail unit (Use Class A1) 5 no. retail units (Use Classes A1/A3/A5) and associated infrastructure works including a haul road, landscaping and public realm.
- CB/20/01545/FULL Erection of a mixed use Local Centre comprising 22 no. apartments, 1 no. day nursery (Use Class D1), 1 no. retail unit (Use Class A1) 5 no. retail units (Use Classes A1/A3/A5) and associated infrastructure works.

As members may recall the Town Council objected to the proposals for the inclusion of the 30-apartment block within the scheme (CB/20/01537/FULL) as being over-development of the site and a dominant visual feature. The inclusion of this additional block of apartments adds to the car parking requirements creating a very 'hard' urban landscape of buildings facing onto an area of vehicular access and car parking, the greater density pressures the ground level space reducing the opportunity for landscaping, open space, pedestrian features, public art, and other features which would add character to the local centre.

Members were requested to consider whether they wished for a representative of the Town Council to participate at this meeting.

Members agreed for Cllr Jones to represent Houghton Regis Town Council at this meeting.

Members were updated that Central Bedfordshire Council were holding a meeting imminently, where the whole of Bedford Road would be looked into and how they would like to shape this road.

Resolved: To appoint Cllr Jones as a representative from the Town Council to participate at the Development Management Committee meeting to be held on the 9th December 2020.

11439 PLANNING WHITE PAPER – NALC RESPONSE

For information, Members received NALC's response to the MHCLG Planning White Paper: Planning for the Future consultation.

11440 BUDGET

Members received an income and expenditure report on the Planning Committees budget.

Resolved: To note the report

11441 DRAFT BUDGET 2021/22

Members received the officer draft budget for 2021/22 along with explanatory notes for the Planning Committee.

The draft budget reflected on ongoing budgetary commitments along with anticipated budgetary commitments arising from the Council Vision 2020/24.

This was provided for initial consideration and comment.

Members suggested that the neighbourhood item be moved to EMR until needed rather than be shown in each year's budget.

Members were advised that although some grant money had been received, some of the funds had to be returned as this money had not been spent due to Covid-19.

11442 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN– UPDATE/PROGRESS

Woodside Link – No substantive update to report.

A5 M1 Link – For information this major road project opened on the 11th May 2017.

All Saints View – Members raised concerns that the information for the dates of the Sundon Road Closures had not been made clear and requested that this information be sought and shared with residents.

Linnere – No substantive update to report.

Bidwell West – No substantive update to report.

Kingsland – No substantive update to report.

Windsor Drive – No substantive update to report.

Section 106 Monies – No substantive update to report.

Resolved: To note the information

The Chairman declared the meeting closed at 7.59pm

Dated this 21st day of December 2020.

Chairman

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

HOUGHTON REGIS TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

06/11/2019 18/06/2020

Name of person who carried out the internal audit

ROSANNE NULTY

Signature of person who carried out the internal audit



Date

30/06/2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

HOUGHTON RGIS TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

20/07/2020

and recorded as minute reference:

11280

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

Chairman

Clerk

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

Authority web address

<https://www.houghtonregis.org.uk>

Section 2 – Accounting Statements 2019/20 for

HOUGHTON RGIS TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	575,880 891,039	446,472 677,047	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	834,904	861,916	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	193,627 139,043	123,747	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-486,087	-501,971	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-37,501	-41,062	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-664,351	-531,083	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	416,472 677,047	328,019 588,594	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	705,431	569,458	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,457,201	3,588,407	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	275,539	242,393 245,393	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



09/07/2020

Date

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

20/10/2020

as recorded in minute reference:

11281

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor Report and Certificate 2019/20

In respect of

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office NAO on behalf of the Comptroller and Auditor General see note below . Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

Not applicable

External Auditor Name

Mazars LLP, Durham, DH1 5TS

External Auditor Signature

Mazars LLP

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



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Peel Street
Houghton Regis
Bedfordshire
LU5 5EY

Direct line: +44 (0)191 383 6348

Email: Local.councils@mazars.co.uk

Date: 15 December 2020

Dear Mrs Evans

Completion of the audit for the year ended 31 March 2020

We have completed our audit for the year ended 31 March 2020 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2010*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement:

- that the audit has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website but this period must be reasonable.

Mazars LLP

Mazars LLP is the UK firm of Mazars, an integrated international advisory and accountancy organisation. Mazars LLP is a limited liability partnership registered in England and Wales with registered number OC308299 and with its registered office at Tower Bridge House, St Katharine's Way, London E1W 1DD. Registered to carry on audit work in the UK by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at www.auditregister.org.uk under reference number C001139861. VAT number: GB 839 8356 73

Minor scope for improvement in 2020/21

The 2018/19 figures in the accounting statement were correctly restated and a reason provided but the column was not headed 'restated' to confirm the differences from the previous year's annual return. In future, if prior year figures are restated the Council should head the column 'restated'.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at <http://www.localaudits.co.uk/fees.html> will follow.

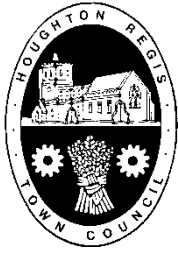
We would be grateful if you could arrange for this to be paid at the earliest opportunity.

We have made an additional charge as we were required to send back your Annual Governance and Accountability Return for amendment and undertake additional work. This charge is shown separately on our fee note.

Yours sincerely



Cameron Waddell
Partner



TOWN COUNCIL

Agenda Item 10

Date:	18th January 2020
Title:	2021/22 Budget and Precept
Purpose of the Report:	To present to Town Council the officers draft budget for 2021/22 for consideration and to request that members approve a budget for 2021/22 and a precept.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

To approve the budget and a precept of £950,853 for 2021/22.

2. BACKGROUND

The council was required to advise Central Bedfordshire Council of its precept requirement by 18th January 2021. Due to the timing of this meeting an extension of this date has been agreed (information to be submitted during the week commencing 18th January 2021).

The council should consider and agree its precept based on its budget requirement.

Committee extracts from the officer's draft budget were considered by respective committees during November 2020 to enable preliminary member feedback. Members also had the opportunity to feed into the draft budget during December and early January.

3. ISSUES FOR CONSIDERATION

Members will find attached:

- Appendix A - Officer Draft Budget 2021/22 as circulated on 5th January 2021 following on from member feedback during December 2020 and January 2021
- Appendix B - Summary of Movements of Earmarked Reserves for 2020/21 and Predicted Summary of Movements of Earmarked Reserves for 2021/22
- Appendix C - Amended Officer Draft Budget 2020/21 as discussed informally at the Members Open Session on 7th January 2021

The predicted spend and draft budget is based on ongoing projects, standard revenue items of expenditure, on aspirations included in the Vision and on officer recommendations.

In summary the following points are advised:

	2020/21	2021/22
Precept	£904,518	£950,853 (as recommended)
Tax base	5056	5315
Band D (Precept / Tax Base)	£178.90	£178.90

The draft officer budget in Appendix A includes a figure for the precept at the same level as in 2020/21. However the revised officers budget in Appendix C includes a precept of £950,853, this is calculated to maintain the Band D equivalent at the level in 2020/21 of £178.90. This equates to a precept increase of £46,335 (5.1%) due to the tax base increase.

During January 2020 some councillors informally agreed to put forward some revisions to the Officers budget. These revisions are shown in Appendix C.

Considerations:

The officers draft budget, Appendix A, shows a deficit budget of £153,413. This level of deficit cannot come from General Reserves. Members are required to determine how this should be addressed.

The amended officer's budget, Appendix C, reduces this deficit to £37,378. Assuming there is majority support for the amended officer's budget the following details options on how the deficit of £37,378 can be addressed:

1. The predicted spend in 2020/21 shows an underspend of £64,500. Should this underspend be achieved it would result in a contribution of General Reserves of £64,500. The council's General Reserves, assuming this contribution to reserves, will be at approximately 4 months net revenue expenditure. It is considered good practice for reserves to be at a minimum level of 3 months net revenue expenditure. As such members may like to consider utilising this underspend in 2021/22 by agreeing a deficit budget. Members are cautioned however that this underspend may not be achieved at the level predicted.
2. Reduce the following expenditure budgets:

Those shown in italics are recommended by officers.

Total possible savings: £60,516

Total recommended savings: £3,000

Cost centre:	Code:	Title:	Possible Saving
---------------------	--------------	---------------	------------------------

191	4001	Staff salaries	
Groundsman / Ranger post (retain as groundsman)			7000
191	4002	Employers NI	
Groundsman / Ranger post (retain as groundsman)			700
191	4003	Employers Superannuation	
Groundsman / Ranger post (retain as groundsman)			1666
199	4026	Computer equipment	
This capital project could be offset by a transfer in from General Reserves			3000
271	4020	Misc. Establish. Cost	
<i>The capital cost of Grave Supports could be off set by a transfer in from General Reserves</i>			3000
299	4851	Cap-Machinery Renewals	
Could be offset by a transfer in from General Reserves			20000
299	4856	Cap-Street Furniture	
Could be offset by a transfer in from General Reserves			3000
299	4862	Cap-Cemetery Provision	
HRTC would have to continue to use EMR to find development work			10000
302	4221	Playscheme & Family Trips	
The budget could be reduced by £500 if the second coach was not provided for the summer trip. For any further budget reduction Members would need to identify how they would want the provision reduced to meet the budget.			500
302	4227	Community Services	
Services would not be delivered. Pls note in the revised budget this has already been reduced from £13,000 to £6,000			6000
303	4029	Promotional Material	
Do not deliver on all or some of the elements above Pls note in the revised budget this has already been reduced from £3,000 to £2,000			2000
303	4033	Newsletter – Town Crier	
Unable to used recyclable paper. Reduced distribution.			1000
303	4059	Other professional fees	
Online reporting may be available through the council website provided budget provision made to enable this function. Or CBC Public Realm Project may provide funding. Pls note in the revised budget this has already been reduced from £1,200 to £350			350

305	4203	Mayors Christmas appeal fund	
Reduce value of voucher			300

305	4218	Small projects grants	
Reduce / cease grant opportunities			2000

Members are referred to the budget explanation notes to review the implications of making these savings.

Members are requested to set a budget which would enable the council to achieve the objectives of the Vision and meet its contractual obligations.

4. COUNCIL VISION

Aspirations

- A2 To effectively and proactively **represent** our community
- A5 To ensure the **council** is fit for purpose and efficient in its delivery of services

5. IMPLICATIONS

Corporate Implications

- Setting the budget and agreeing the precept enables the council to begin preparatory work for the next financial year.

Legal Implications

- Approval of the precept requirement is a legal obligation;
- Submission of the supplementary information is required by Regulations and will be completed once the budget is approved

Financial Implications

- There are no financial implications.

Risk Implications

- There is a reputational risk should the council not meet its legal obligations.

Equalities Implications

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This project / issue does not discriminate.

Press Contact

Confirmation of the precept is supplied to CBC and details of the budget are communicated out to residents by CBC. Details of the precept and budget are included on the council's website and social media.

6. CONCLUSION AND NEXT STEPS

An officer's draft budget based on ongoing projects, standard revenue items of expenditure, on aspirations included in the Vision and on officer recommendations has been prepared and circulated.

Members are requested to review the information provided and to decide on the budget for the council and the required precept.

7. APPENDICES

- Appendix A - Officer Draft Budget 2021/22 as circulated on 5th January 2021
- Appendix B - Summary of Movements of Earmarked Reserves for 2020/21 and Predicted Summary of Movements of Earmarked Reserves for 2021/22
- Appendix C - Amended Officer Draft Budget 2021/22 as discussed informally at the Members Open Session on 7th January 2020

05/01/2021

Houghton Regis Town Council

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Annual Budget - By Committee

Note: Draft Budget November 2020 for 2021/22

		<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Corporate Services</u>										
101	<u>Corporate Management</u>									
1076	Precept received	861,916	861,916	904,518	904,518	904,518	0	904,518	0	0
1096	Interest & Dividends Received	34,000	37,969	30,400	16,017	30,400	0	25,200	0	0
	Total Income	895,916	899,885	934,918	920,535	934,918	0	929,718	0	0
4051	BANK & LOAN CHARGES	60	20	60	12	12	0	60	0	0
4056	AUDIT FEES	2,750	3,074	2,750	-2,750	2,750	0	2,750	0	0
4057	ACCOUNTANCY & SOFTWARE	1,700	2,895	2,600	-690	2,600	0	2,600	0	0
4061	CCLA Management Fees	4,000	3,955	4,000	1,864	4,000	0	4,000	0	0
	Overhead Expenditure	8,510	9,944	9,410	-1,564	9,362	0	9,410	0	0
	Movement to/(from) Gen Reserve	887,406	889,942	925,508	922,098	925,556		920,308		
102	<u>Democratic Rep'n & Mgmt</u>									
4007	CONFERENCE COSTS	1,000	211	250	0	0	0	450	0	0
4008	TRAINING/COURSES	1,400	60	700	160	210	0	700	0	0
4009	TRAVEL	350	441	200	0	0	0	350	0	0
4020	MISC. ESTABLISH.COST	400	242	200	0	100	0	400	0	0
4024	SUBSCRIPTIONS	2,800	2,635	3,200	2,716	2,716	0	2,800	0	0
4104	HOSPITALITY ALLNCE	200	115	200	0	50	0	200	0	0
4131	ELECTION COSTS	15,000	14,549	5,000	3,060	3,060	0	5,000	0	0
4991	Trs to Earmarked Reserve	0	0	0	0	1,940	0	0	0	0
4992	Trs from Earmarked Reserve	-2,889	-2,889	0	0	0	0	0	0	0
4997	Trs to/from EMR Elections	0	0	0	0	0	0	5,000	0	0

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Annual Budget - By Committee

Note: Draft Budget November 2020 for 2021/22

		<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	18,261	15,363	9,750	5,935	8,076	0	14,900	0	0
	Movement to/(from) Gen Reserve	(18,261)	(15,363)	(9,750)	(5,935)	(8,076)		(14,900)		
190	<u>Central Services</u>									
1082	INC-LETTINGS	150	15	0	0	0	0	30	0	0
1091	Income Miscellaneous	100	176	100	2,031	2,031	0	100	0	0
	Total Income	250	191	100	2,031	2,031	0	130	0	0
4007	CONFERENCE COSTS	800	170	300	260	260	0	800	0	0
4008	TRAINING/COURSES	2,000	1,234	2,000	315	315	0	2,500	0	0
4009	TRAVEL	350	671	375	0	100	0	500	0	0
4011	RATES	7,200	6,997	7,200	7,111	7,111	0	7,200	0	0
4012	WATER RATES	350	314	600	295	600	0	600	0	0
4014	ELECTRICITY	1,400	1,297	1,400	499	1,200	0	1,500	0	0
4015	GAS	1,300	1,469	1,400	326	800	0	1,600	0	0
4017	HEALTH & SAFETY	300	507	300	0	200	0	400	0	0
4020	MISC. ESTABLISH.COST	150	262	200	91	200	0	200	0	0
4021	COMMUNICATIONS COSTS	2,452	3,926	2,600	3,764	3,300	0	3,300	0	0
4022	POSTAGE	2,800	1,351	1,800	675	1,000	0	1,800	0	0
4023	STATIONERY	1,200	641	1,200	287	600	0	1,000	0	0
4025	INSURANCE	18,000	11,907	14,000	12,518	13,000	0	16,000	0	0
4026	COMPUTER COSTS	3,340	5,929	5,000	6,181	6,500	0	5,000	0	0
4027	PHOTOCOPIER CHARGES	1,700	1,300	2,000	646	1,300	0	2,000	0	0
4031	ADVERTISING	0	0	1,400	0	0	0	750	0	0

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Annual Budget - By Committee

Note: Draft Budget November 2020 for 2021/22

	<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
4036	PROPERTY MAINTENANCE	5,000	5,481	5,000	1,364	1,364	0	9,000	0	0
4038	MAINTENANCE CONTRACTS	600	697	600	405	600	0	600	0	0
4042	Equipment Repairs &Maintenance	1,000	268	1,500	66	100	0	1,500	0	0
4052	BANK INTEREST	0	0	0	0	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	10,000	6,642	14,000	959	14,000	0	14,000	0	0
4900	BUDGET TRANSFER	-4,000	0	0	0	0	0	0	0	0
4992	Trs from Earmarked Reserve	-22,816	-22,816	0	0	0	0	0	0	0
5012	Trs to EMR Office Provision	0	0	0	0	0	0	10,000	0	0
	Overhead Expenditure	33,126	28,248	62,875	35,762	52,550	0	80,250	0	0
	Movement to/(from) Gen Reserve	(32,876)	(28,057)	(62,775)	(33,730)	(50,519)		(80,120)		
191	<u>Personnel/Staff Costs</u>									
4001	STAFF SALARIES	389,256	377,482	419,525	243,966	419,525	0	442,205	0	0
4002	EMPLOYERS N.I	39,900	33,430	41,852	20,705	41,852	0	44,220	0	0
4003	EMPLOYERS SUPERANN.	94,900	80,758	104,037	55,077	104,037	0	105,245	0	0
4005	STAFF OVERTIME	6,493	10,302	5,000	300	1,000	0	7,000	0	0
4042	Equipment Repairs &Maintenance	0	257	0	0	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	6,000	7,438	3,500	8,568	7,689	1,838	5,500	0	0
4992	Trs from Earmarked Reserve	-30,000	-30,000	-35,000	0	-35,000	0	0	0	0
	Overhead Expenditure	506,549	479,666	538,914	328,616	539,103	1,838	604,170	0	0
	Movement to/(from) Gen Reserve	(506,549)	(479,666)	(538,914)	(328,616)	(539,103)		(604,170)		
199	<u>P&R Capital and Projects</u>									
4026	COMPUTER COSTS	6,000	5,483	11,500	6,459	11,500	0	3,000	0	0

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Houghton Regis Town Council

Annual Budget - By Committee

Note: Draft Budget November 2020 for 2021/22

	<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4992 Trs from Earmarked Reserve	-2,000	-2,000	0	0	-5,500	0	0	0	0
Overhead Expenditure	4,000	3,483	11,500	6,459	6,000	0	3,000	0	0
Movement to/(from) Gen Reserve	<u>(4,000)</u>	<u>(3,483)</u>	<u>(11,500)</u>	<u>(6,459)</u>	<u>(6,000)</u>		<u>(3,000)</u>		
Corporate Services - Income	896,166	900,077	935,018	922,566	936,949	0	929,848	0	0
Expenditure	570,446	536,705	632,449	375,208	615,091	1,838	711,730	0	0
Movement to/(from) Gen Reserve	<u>325,720</u>	<u>363,371</u>	<u>302,569</u>	<u>547,358</u>	<u>321,858</u>		<u>218,118</u>		

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Note: Draft Budget November 2020 for 2021/22

		<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Environment and Leisure</u>										
<u>201</u>	<u>Village Green Rec Gd</u>									
1082	INC-LETTINGS	2,700	3,841	0	0	0	0	4,000	0	0
	Total Income	2,700	3,841	0	0	0	0	4,000	0	0
4037	GROUNDS MAINTENANCE	500	267	500	0	0	0	500	0	0
	Overhead Expenditure	500	267	500	0	0	0	500	0	0
	Movement to/(from) Gen Reserve	2,200	3,574	(500)	0	0		3,500		
<u>202</u>	<u>Village Green Pavilion</u>									
1082	INC-LETTINGS	400	232	0	0	0	0	200	0	0
	Total Income	400	232	0	0	0	0	200	0	0
4011	RATES	2,448	2,504	2,600	2,545	2,545	0	2,639	0	0
4012	WATER RATES	500	1,190	1,000	1,048	1,300	0	406	0	0
4014	ELECTRICITY	1,000	1,619	800	591	800	0	1,015	0	0
4036	PROPERTY MAINTENANCE	1,000	1,147	1,900	1,899	1,900	0	1,000	0	0
4038	MAINTENANCE CONTRACTS	100	174	200	93	93	0	200	0	0
4042	Equipment Repairs & Maintenance	0	90	0	0	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	0	-3,128	0	0	0	3,475	0	0	0
	Overhead Expenditure	5,048	3,596	6,500	6,176	6,638	3,475	5,260	0	0
	Movement to/(from) Gen Reserve	(4,648)	(3,364)	(6,500)	(6,176)	(6,638)		(5,060)		
<u>211</u>	<u>Parkside Rec Gd</u>									

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Note: Draft Budget November 2020 for 2021/22

		<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1082	INC-LETTINGS	4,000	1,953	1,800	0	1,000	0	1,740	0	0
	Total Income	4,000	1,953	1,800	0	1,000	0	1,740	0	0
4013	RENT	50	50	50	50	50	0	50	0	0
4014	ELECTRICITY	0	0	0	177	0	0	0	0	0
4036	PROPERTY MAINTENANCE	0	0	0	137	136	0	0	0	0
4037	GROUNDS MAINTENANCE	1,400	1,175	1,400	710	710	0	2,171	0	0
	Overhead Expenditure	1,450	1,225	1,450	1,073	896	0	2,221	0	0
	Movement to/(from) Gen Reserve	2,550	728	350	(1,073)	104		(481)		
212	<u>Parkside Pavilion</u>									
4012	WATER RATES	100	108	100	0	100	0	102	0	0
4014	ELECTRICITY	400	372	400	270	400	0	406	0	0
4015	GAS	150	98	150	57	150	0	152	0	0
4036	PROPERTY MAINTENANCE	1,000	1,966	1,000	0	0	0	1,015	0	0
	Overhead Expenditure	1,650	2,543	1,650	327	650	0	1,675	0	0
	Movement to/(from) Gen Reserve	(1,650)	(2,543)	(1,650)	(327)	(650)		(1,675)		
221	<u>Tithe Farm Rec Gd</u>									
1082	INC-LETTINGS	2,500	2,039	2,000	1,544	2,000	0	3,325	0	0
	Total Income	2,500	2,039	2,000	1,544	2,000	0	3,325	0	0
4013	RENT	5	5	5	5	5	0	5	0	0
4037	GROUNDS MAINTENANCE	1,500	1,175	1,700	846	846	0	2,476	0	0

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Note: Draft Budget November 2020 for 2021/22

		<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	1,505	1,180	1,705	851	851	0	2,481	0	0
	Movement to/(from) Gen Reserve	995	859	295	693	1,149		844		
222	<u>Tithe Farm Pavilion</u>									
1091	Income Miscellaneous	0	1,500	0	0	0	0	0	0	0
	Total Income	0	1,500	0	0	0	0	0	0	0
4012	WATER RATES	450	363	450	278	450	0	457	0	0
4014	ELECTRICITY	700	557	700	290	700	0	711	0	0
4015	GAS	150	98	150	45	150	0	152	0	0
4036	PROPERTY MAINTENANCE	1,200	1,031	1,200	0	0	0	1,200	0	0
	Overhead Expenditure	2,500	2,049	2,500	613	1,300	0	2,520	0	0
	Movement to/(from) Gen Reserve	(2,500)	(549)	(2,500)	(613)	(1,300)		(2,520)		
231	<u>Orchard Close Rec Gd</u>									
1082	INC-LETTINGS	1,171	1,955	440	1,122	1,122	0	2,620	0	0
	Total Income	1,171	1,955	440	1,122	1,122	0	2,620	0	0
4037	GROUNDS MAINTENANCE	1,000	2,123	1,500	846	846	0	1,520	0	0
	Overhead Expenditure	1,000	2,123	1,500	846	846	0	1,520	0	0
	Movement to/(from) Gen Reserve	171	(168)	(1,060)	276	276		1,100		
232	<u>Orchard Close Pavilion</u>									
4012	WATER RATES	350	96	350	61	350	0	355	0	0

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Note: Draft Budget November 2020 for 2021/22

		<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4014	ELECTRICITY	270	177	270	186	270	0	275	0	0
4036	PROPERTY MAINTENANCE	600	570	600	542	542	0	600	0	0
	Overhead Expenditure	1,220	843	1,220	789	1,162	0	1,230	0	0
	Movement to/(from) Gen Reserve	(1,220)	(843)	(1,220)	(789)	(1,162)		(1,230)		
241	<u>Moore Crescent Rec Gd</u>									
1082	INC-LETTINGS	1,400	1,653	1,400	2,053	2,053	0	2,125	0	0
	Total Income	1,400	1,653	1,400	2,053	2,053	0	2,125	0	0
4036	PROPERTY MAINTENANCE	0	0	0	75	75	0	0	0	0
4037	GROUNDS MAINTENANCE	800	1,109	1,000	771	771	0	1,300	0	0
	Overhead Expenditure	800	1,109	1,000	846	846	0	1,300	0	0
	Movement to/(from) Gen Reserve	600	544	400	1,207	1,207		825		
242	<u>Moore Crescent Pavilion</u>									
1082	INC-LETTINGS	400	98	200	0	0	0	200	0	0
	Total Income	400	98	200	0	0	0	200	0	0
4011	RATES	4,275	4,370	4,400	4,441	4,441	0	4,400	0	0
4012	WATER RATES	2,000	2,896	2,500	942	1,500	0	2,500	0	0
4014	ELECTRICITY	1,400	1,311	1,400	633	1,000	0	1,650	0	0
4015	GAS	800	2,484	2,500	608	1,000	0	2,500	0	0
4036	PROPERTY MAINTENANCE	1,500	2,272	2,000	202	500	0	2,000	0	0
4038	MAINTENANCE CONTRACTS	545	531	545	646	646	0	550	0	0

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Note: Draft Budget November 2020 for 2021/22

	<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	10,520	13,864	13,345	7,471	9,087	0	13,600	0	0
Movement to/(from) Gen Reserve	(10,120)	(13,766)	(13,145)	(7,471)	(9,087)		(13,400)		
<u>243 Moore Crescent Bowling Gn</u>									
1082 INC-LETTINGS	7,000	4,299	4,285	0	0	0	6,000	0	0
Total Income	7,000	4,299	4,285	0	0	0	6,000	0	0
4037 GROUNDS MAINTENANCE	5,000	3,938	5,500	563	600	0	5,550	0	0
Overhead Expenditure	5,000	3,938	5,500	563	600	0	5,550	0	0
Movement to/(from) Gen Reserve	2,000	361	(1,215)	(563)	(600)		450		
<u>271 Houghton Regis Cemetery</u>									
1078 Grants & Donations Received	0	810	0	0	0	0	0	0	0
1084 Income Burial Fees	15,000	17,811	7,500	10,721	12,000	0	12,000	0	0
Total Income	15,000	18,621	7,500	10,721	12,000	0	12,000	0	0
4011 RATES	900	985	1,100	1,010	1,010	0	1,120	0	0
4012 WATER RATES	200	155	200	63	200	0	203	0	0
4020 MISC. ESTABLISH.COST	500	615	2,500	5,065	7,000	0	3,500	0	0
Overhead Expenditure	1,600	1,755	3,800	6,138	8,210	0	4,823	0	0
Movement to/(from) Gen Reserve	13,400	16,865	3,700	4,583	3,790		7,177		
<u>272 All Saints Churchyard</u>									
4028 Bedford Road Wall	500	20,018	2,500	136	136	0	4,000	0	0

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		<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4991	Trs to Earmarked Reserve	0	0	0	0	2,374	0	0	0	0
4992	Trs from Earmarked Reserve	0	-15,107	0	0	0	0	-2,500	0	0
	Overhead Expenditure	500	4,911	2,500	136	2,510	0	1,500	0	0
	Movement to/(from) Gen Reserve	(500)	(4,911)	(2,500)	(136)	(2,510)		(1,500)		
281	<u>Public Open Spaces</u>									
4015	GAS	0	0	0	0	0	0	0	0	0
4037	GROUNDS MAINTENANCE	500	519	500	0	0	0	500	0	0
4217	HHP Project Contribution	3,334	3,334	3,334	3,334	3,334	0	5,406	0	0
5002	Tr from EMR Former Railway LIn	-3,000	-3,000	-3,000	0	-3,000	0	-3,000	0	0
	Overhead Expenditure	834	853	834	3,334	334	0	2,906	0	0
	Movement to/(from) Gen Reserve	(834)	(853)	(834)	(3,334)	(334)		(2,906)		
282	<u>Play Areas (all)</u>									
1091	Income Miscellaneous	0	0	0	996	996	0	0	0	0
	Total Income	0	0	0	996	996	0	0	0	0
4017	HEALTH & SAFETY	500	420	500	640	640	0	508	0	0
4037	GROUNDS MAINTENANCE	0	0	1,500	0	1,500	0	1,523	0	0
4042	Equipment Repairs & Maintenance	4,500	96	4,500	1,456	4,500	0	4,568	0	0
4992	Trs from Earmarked Reserve	-2,500	-2,500	-2,500	0	-2,500	0	0	0	0
4999	Trs to EMR Play Areas	2,500	2,500	2,500	0	2,500	0	0	0	0
	Overhead Expenditure	5,000	516	6,500	2,095	6,640	0	6,599	0	0

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		<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(5,000)</u>	<u>(516)</u>	<u>(6,500)</u>	<u>(1,099)</u>	<u>(5,644)</u>		<u>(6,599)</u>		
283	<u>Street Furniture (Formerly Bus</u>									
4036	PROPERTY MAINTENANCE	200	0	500	0	500	0	508	0	0
	Overhead Expenditure	<u>200</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>508</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(200)</u>	<u>0</u>	<u>(500)</u>	<u>0</u>	<u>(500)</u>		<u>(508)</u>		
291	<u>Outside Services</u>									
1075	Sale of Assets	0	4,433	0	0	0	0	0	0	0
1091	Income Miscellaneous	5,000	15,824	11,351	11,939	11,939	0	5,000	0	0
	Total Income	<u>5,000</u>	<u>20,257</u>	<u>11,351</u>	<u>11,939</u>	<u>11,939</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>0</u>
4006	PROTECTIVE CLOTHING	1,000	851	1,250	690	1,250	0	1,269	0	0
4008	TRAINING/COURSES	2,000	612	3,000	140	1,000	0	3,000	0	0
4011	RATES	8,400	8,593	8,800	8,733	8,732	0	8,800	0	0
4012	WATER RATES	600	775	900	586	900	0	914	0	0
4013	RENT	15,500	15,500	15,500	11,625	15,500	0	15,500	0	0
4014	ELECTRICITY	1,800	1,914	1,800	820	1,800	0	1,820	0	0
4015	GAS	100	109	100	37	100	0	102	0	0
4017	HEALTH & SAFETY	200	146	1,500	0	1,500	0	508	0	0
4018	REFUSE DISPOSAL	12,000	15,536	21,000	10,426	18,000	0	18,300	0	0
4020	MISC. ESTABLISH.COST	0	30	200	6,735	6,735	0	200	0	0
4021	COMMUNICATIONS COSTS	424	234	100	99	100	0	150	0	0
4025	INSURANCE	200	0	200	0	200	0	200	0	0

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		<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4036	PROPERTY MAINTENANCE	1,000	1,117	9,000	81	2,000	0	1,000	0	0
4038	MAINTENANCE CONTRACTS	525	298	600	281	600	0	600	0	0
4039	HORTICULTURAL SUPPLIES	2,100	1,828	2,000	1,110	2,000	0	2,030	0	0
4040	Tree maintenance	8,000	8,745	10,000	3,050	10,000	0	2,000	0	0
4041	Tree Survey	2,575	2,125	575	0	575	0	6,000	0	0
4042	Equipment Repairs & Maintenance	10,000	8,871	8,000	6,406	8,000	235	8,120	0	0
4044	VEHICLE FUEL	6,000	8,228	9,000	4,300	8,000	0	9,000	0	0
4045	VEHICLE TAX & INSURANCE	800	1,041	900	530	900	0	914	0	0
4059	OTHER PROFESSIONAL FEES	1,900	3,343	2,000	3,120	3,120	0	2,000	0	0
	Overhead Expenditure	75,124	79,896	96,425	58,769	91,012	235	82,427	0	0
	Movement to/(from) Gen Reserve	(70,124)	(59,638)	(85,074)	(46,830)	(79,073)		(77,427)		
299	<u>Env Capital & Projects</u>									
1072	Income - Insurance Claim	0	0	0	1,262	1,262	0	0	0	0
1074	External Grant	0	5,000	30,000	0	30,000	0	5,000	0	0
1075	Sale of Assets	0	6,750	0	2,500	2,500	0	0	0	0
1077	Grant income CBC Section 106	0	0	12,700	19,351	19,351	0	0	0	0
1205	S106 Contrib for sport / rec	0	0	30,000	0	30,000	0	0	0	0
	Total Income	0	11,750	72,700	23,113	83,113	0	5,000	0	0
4049	Loan payments - Play Areas	3,777	7,440	0	0	0	0	0	0	0
4053	Loan payments- Moore Cres. Pav	24,069	30,497	24,069	12,034	24,069	0	24,069	0	0
4054	Loan payments - Skate park	0	3,125	0	0	0	0	0	0	0
4851	CAP-Machinery Renewals	20,000	18,124	20,000	17,607	20,000	0	20,000	0	0

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Annual Budget - By Committee

Note: Draft Budget November 2020 for 2021/22

	<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4856 CAP - Street Furniture	7,500	0	15,700	10,092	15,700	0	3,000	0	0
4858 CAP - PLAY AREAS & EQPT	0	0	10,000	48,000	48,000	0	5,000	0	0
4862 CAP - Cemetery Provision	30,000	90,584	0	3,000	3,000	6,000	16,000	0	0
4871 CAP - Pavilion Renovations	0	2,324	50,000	0	50,000	0	25,000	0	0
4872 CAP - Sport & Recreation	0	4,200	0	2,918	7,000	0	0	0	0
4873 CAP - Flagpole Lighting	0	4,340	0	0	0	0	0	0	0
4980 Tr to EMR Pavillion Renovation	10,000	10,000	0	0	0	0	0	0	0
4992 Trs from Earmarked Reserve	-9,048	-86,234	0	-48,000	-48,000	0	-10,000	0	0
4999 Trs to EMR Play Areas	0	0	0	0	0	0	10,000	0	0
Overhead Expenditure	86,298	84,400	119,769	45,651	119,769	6,000	93,069	0	0
Movement to/(from) Gen Reserve	(86,298)	(72,650)	(47,069)	(22,538)	(36,656)		(88,069)		
Environment and Leisure - Income	39,571	68,198	101,676	51,488	114,223	0	42,210	0	0
Expenditure	200,749	205,068	267,198	135,679	251,851	9,710	229,689	0	0
Movement to/(from) Gen Reserve	(161,178)	(136,871)	(165,522)	(84,191)	(137,628)		(187,479)		

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Annual Budget - By Committee

Note: Draft Budget November 2020 for 2021/22

		<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Community Services</u>										
302	<u>Community Services</u>									
1078	Grants & Donations Received	0	2,035	3,000	0	0	0	0	0	0
1091	Income Miscellaneous	2,800	7,896	500	5,722	5,722	0	1,800	0	0
	Total Income	2,800	9,931	3,500	5,722	5,722	0	1,800	0	0
4221	SUMMER PLAYScheme	3,750	3,716	4,500	721	721	0	4,500	0	0
4226	Youth services	20,000	22,844	4,500	968	4,500	4,538	4,300	0	0
4227	Community Services	3,500	3,348	3,000	1,826	3,000	0	13,000	0	0
4228	Community Facilities	2,000	0	0	0	0	0	0	0	0
4230	Public Toilets	18,800	18,393	18,800	8,258	16,000	0	18,800	0	0
4232	Christmas Lights	13,000	13,220	13,000	9,761	13,000	0	13,000	0	0
4982	Tfr to EMR Knife Crime	0	1,737	0	0	0	0	0	0	0
	Overhead Expenditure	61,050	63,257	43,800	21,533	37,221	4,538	53,600	0	0
	Movement to/(from) Gen Reserve	(58,250)	(53,326)	(40,300)	(15,811)	(31,499)		(51,800)		
303	<u>Communications</u>									
4029	Promotional Material	1,000	850	1,000	0	0	0	3,000	0	0
4033	NEWSLETTER	3,700	4,742	4,000	1,541	4,000	0	4,400	0	0
4034	WEBSITE COSTS	1,160	738	1,000	260	1,000	0	1,000	0	0
4059	OTHER PROFESSIONAL FEES	300	320	350	0	350	0	1,550	0	0
4225	TOWN GUIDE	0	0	2,000	0	2,000	0	2,000	0	0
4992	Trs from Earmarked Reserve	0	0	-2,000	0	-2,000	0	-2,000	0	0

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Annual Budget - By Committee

Note: Draft Budget November 2020 for 2021/22

	<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	6,160	6,650	6,350	1,801	5,350	0	9,950	0	0
Movement to/(from) Gen Reserve	(6,160)	(6,650)	(6,350)	(1,801)	(5,350)		(9,950)		
<u>304 Events</u>									
1094 Income from Sponsors	5,000	2,720	1,200	0	0	0	4,650	0	0
1097 Income - Council Events	7,000	4,738	1,500	480	480	0	4,300	0	0
Total Income	12,000	7,458	2,700	480	480	0	8,950	0	0
4031 ADVERTISING	500	0	500	0	0	0	500	0	0
4222 COMMUNITY EVENTS	40,000	32,116	16,500	3,800	10,000	300	42,500	0	0
4992 Trs from Earmarked Reserve	-2,537	-2,537	0	0	0	0	0	0	0
Overhead Expenditure	37,963	29,579	17,000	3,800	10,000	300	43,000	0	0
Movement to/(from) Gen Reserve	(25,963)	(22,120)	(14,300)	(3,320)	(9,520)		(34,050)		
<u>305 Community Grants</u>									
4203 MAYORS CHRISTMAS APPEAL FUND	2,500	1,613	2,100	2,213	2,213	0	2,800	0	0
4218 Grants (WB) Small Projects	3,000	2,479	3,000	400	3,000	0	3,000	0	0
4219 Grants (WB) Large Projects	2,500	2,500	1,962	1,962	1,962	0	0	0	0
4220 Grants (WB) Key Partners	25,251	21,251	15,000	26,126	26,126	0	15,000	0	0
4234 Covid 19 Expenditure	0	25	2,600	2,729	2,729	0	0	0	0
4991 Trs to Earmarked Reserve	0	4,000	0	0	0	0	0	0	0
5014 Tfr from EMR Memorial Hall Gran	0	0	0	-8,000	-10,000	0	0	0	0
Overhead Expenditure	33,251	31,868	24,662	25,430	26,030	0	20,800	0	0

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Annual Budget - By Committee

Note: Draft Budget November 2020 for 2021/22

		<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(33,251)</u>	<u>(31,868)</u>	<u>(24,662)</u>	<u>(25,430)</u>	<u>(26,030)</u>		<u>(20,800)</u>		
306	<u>Community Safety</u>									
4046	Enviro - Crime	14,000	4,500	6,400	1,800	6,400	0	10,400	0	0
4059	OTHER PROFESSIONAL FEES	33,990	32,508	33,990	15,361	33,990	0	34,990	0	0
4992	Trs from Earmarked Reserve	-8,755	-8,755	0	0	0	0	0	0	0
Overhead Expenditure		<u>39,235</u>	<u>28,253</u>	<u>40,390</u>	<u>17,161</u>	<u>40,390</u>	<u>0</u>	<u>45,390</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(39,235)</u>	<u>(28,253)</u>	<u>(40,390)</u>	<u>(17,161)</u>	<u>(40,390)</u>		<u>(45,390)</u>		
307	<u>Civic Services</u>									
4101	MAYORS ALLOWANCE	3,850	3,036	3,850	2,052	3,850	0	3,850	0	0
4106	Mayors Civic Events	2,200	2,129	2,200	632	1,000	0	2,900	0	0
4121	CIVIC REGALIA	100	100	550	586	586	0	665	0	0
4122	Civic Fund Expenses	150	21	200	335	335	0	200	0	0
4992	Trs from Earmarked Reserve	0	0	-450	0	-450	0	0	0	0
Overhead Expenditure		<u>6,300</u>	<u>5,286</u>	<u>6,350</u>	<u>3,605</u>	<u>5,321</u>	<u>0</u>	<u>7,615</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(6,300)</u>	<u>(5,286)</u>	<u>(6,350)</u>	<u>(3,605)</u>	<u>(5,321)</u>		<u>(7,615)</u>		
399	<u>Community Capital & Projects</u>									
4034	WEBSITE COSTS	0	0	0	0	0	0	6,000	0	0
4804	CAP-New Christmas Lights	6,000	5,800	6,000	0	5,367	0	6,000	0	0
4992	Trs from Earmarked Reserve	-6,000	-6,000	-6,000	0	-5,367	0	0	0	0
Overhead Expenditure		<u>0</u>	<u>-200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>12,000</u>	<u>0</u>	<u>0</u>

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Houghton Regis Town Council

Annual Budget - By Committee

Note: Draft Budget November 2020 for 2021/22

	<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>0</u>	<u>200</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>(12,000)</u>		
Community Services - Income	14,800	17,390	6,200	6,202	6,202	0	10,750	0	0
Expenditure	183,959	164,694	138,552	73,330	124,312	4,838	192,355	0	0
Movement to/(from) Gen Reserve	<u>(169,159)</u>	<u>(147,304)</u>	<u>(132,352)</u>	<u>(67,127)</u>	<u>(118,110)</u>		<u>(181,605)</u>		

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Annual Budget - By Committee

Note: Draft Budget November 2020 for 2021/22

	<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
<u>Planning and Licensing</u>										
<u>401 Growth Area</u>										
4059	OTHER PROFESSIONAL FEES	2,500	1,782	2,500	1,009	1,500	0	2,000	0	0
4062	Neighbourhood Plan	20,000	2,265	20,000	60	60	0	20,000	0	0
4992	Trs from Earmarked Reserve	-20,000	-2,265	-20,000	0	60	0	-20,000	0	0
	Overhead Expenditure	2,500	1,782	2,500	1,069	1,620	0	2,000	0	0
	Movement to/(from) Gen Reserve	(2,500)	(1,782)	(2,500)	(1,069)	(1,620)		(2,000)		
	Planning and Licensing - Income	0	0	0	0	0	0	0	0	0
	Expenditure	2,500	1,782	2,500	1,069	1,620	0	2,000	0	0
	Movement to/(from) Gen Reserve	(2,500)	(1,782)	(2,500)	(1,069)	(1,620)		(2,000)		
	Total Budget Income	950,537	985,664	1,042,894	980,257	1,057,374	0	982,808	0	0
	Expenditure	957,654	908,249	1,040,699	585,285	992,874	16,386	1,135,774	0	0
	Movement to/(from) Gen Reserve	(7,117)	77,415	2,195	394,971	64,500		(152,966)		

2020/21

Schedule of Earmarked Reserves	Predicted			Predicted			Cost centre Code	amt	Cost centre Code	amt	Cost centre Code	amt		
	Opening Balance	Transfer In	Transfer Out	Closing Balance										
	01.04.20			31.03.21										
	£	£	£	£										
310 General Reserves - Predicted	184,106													
320 All Saints Churchyard Wall	0	2,374	0	2,374	272	4991	2374							
322 Pavilion Renovation	125,385	0	4,000	121,385	299	4,992	4,000							
324 Street Furniture	0	0	0	0										
326 Grounds Machinery renewal	0	0	0	0										
327 Play Areas	127,232	2,500	48,000	81,732	282	4999	2500							
328 Trees	0	0	0	0										
330 Community Development	27,427		7,427	20,000	303	4992	2,000	399	4992	5367	401	4992	60	
331 CCTV Extension	0	0	0	0										
332 Elections	0	1,940	0	1,940	102	4991	1940							
333 Office Equipment	0	0	0	0										
334 Play Area Maintenance	2,500		2,500	0	282	4992	2500							
337 Youth Projects	0	0	0	0										
339 Mayors Chain	450		450	0	307	4992	450							
342 Community Events	0	0	0	0										
344 Loan Capital	0	0	0	0										
345 Youth Grant	0	0	0	0										
348 Cemetery	78,908	0	3,000	75,908	299	4992	3000							
351 Allotments	70,060	0	5,500	64,560	199	4992	5500							
352 Former Railway Line	34,789	0	3,000	31,789	281	5002	3000							
353 Memorial Hall Grant	8,000	2,000	10,000	0	305	4220	2000							
355 New Office Provision	200,000	0	35,000	165,000	190	4992	35000							
TOTAL EARMARKED RESERVES	674,751	8,814	118,877	564,688										
S106 Deferred Income	260,575	0	30,000	230,575	299	1205	30000							

NOTE: S106 Sport/Recreation as Deferred Income (Code 390)

2021/22

Schedule of Earmarked Reserves	Predicted			Predicted			Cost centre Code	amt	Cost centre Code	amt	Cost centre Code	amt	
	Opening Balance	Transfer In	Transfer Out	Closing Balance									
	01.04.21			31.03.21									
	£	£	£	£									
310 General Reserves - Predicted	184,106												
320 All Saints Churchyard Wall	2,500	0	2,500	0	272	4992	2500						
322 Pavilion Renovation	81,732	0	0	81,732									
327 Play Areas	129,732		0	129,732									
330 Community Development	20,000		20,000	0	401	4992	20000						
332 Elections	1,940	0	0	1,940									
348 Cemetery	75,908	0	6,000	69,908	299	4992	6000						
351 Allotments	64,560	0	0	64,560									
352 Former Railway Line	31,789	0	3,000	28,789	281	5002	3000						
355 New Office Provision	165,000	0	0	165,000									
TOTAL EARMARKED RESERVES	573,161	0	31,500	541,661									
S106 Deferred Income	260,575	0	30,000	230,575	299	1205	30000						

NOTE: S106 Sport/Recreation as Deferred Income (Code 390)

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Note: Draft Budget November 2020 for 2021/22

		<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Corporate Services</u>										
101	<u>Corporate Management</u>									
1076	Precept received	861,916	861,916	904,518	904,518	904,518	0	950,853	0	0
1096	Interest & Dividends Received	34,000	37,969	30,400	16,017	30,400	0	25,200	0	0
	Total Income	895,916	899,885	934,918	920,535	934,918	0	976,053	0	0
4051	BANK & LOAN CHARGES	60	20	60	12	12	0	60	0	0
4056	AUDIT FEES	2,750	3,074	2,750	-2,750	2,750	0	2,750	0	0
4057	ACCOUNTANCY & SOFTWARE	1,700	2,895	2,600	-690	2,600	0	2,100	0	0
4061	CCLA Management Fees	4,000	3,955	4,000	1,864	4,000	0	4,000	0	0
	Overhead Expenditure	8,510	9,944	9,410	-1,564	9,362	0	8,910	0	0
	Movement to/(from) Gen Reserve	887,406	889,942	925,508	922,098	925,556		967,143		
102	<u>Democratic Rep'n & Mgmt</u>									
4007	CONFERENCE COSTS	1,000	211	250	0	0	0	450	0	0
4008	TRAINING/COURSES	1,400	60	700	160	210	0	700	0	0
4009	TRAVEL	350	441	200	0	0	0	350	0	0
4020	MISC. ESTABLISH.COST	400	242	200	0	100	0	400	0	0
4024	SUBSCRIPTIONS	2,800	2,635	3,200	2,716	2,716	0	2,800	0	0
4104	HOSPITALITY ALLNCE	200	115	200	0	50	0	200	0	0
4131	ELECTION COSTS	15,000	14,549	5,000	3,060	3,060	0	12,000	0	0
4991	Trs to Earmarked Reserve	0	0	0	0	1,940	0	0	0	0
4992	Trs from Earmarked Reserve	-2,889	-2,889	0	0	0	0	0	0	0

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Note: Draft Budget November 2020 for 2021/22

		<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	18,261	15,363	9,750	5,935	8,076	0	16,900	0	0
	Movement to/(from) Gen Reserve	(18,261)	(15,363)	(9,750)	(5,935)	(8,076)		(16,900)		
190	<u>Central Services</u>									
1082	INC-LETTINGS	150	15	0	0	0	0	30	0	0
1091	Income Miscellaneous	100	176	100	2,031	2,031	0	100	0	0
	Total Income	250	191	100	2,031	2,031	0	130	0	0
4007	CONFERENCE COSTS	800	170	300	260	260	0	800	0	0
4008	TRAINING/COURSES	2,000	1,234	2,000	315	315	0	2,500	0	0
4009	TRAVEL	350	671	375	0	100	0	500	0	0
4011	RATES	7,200	6,997	7,200	7,111	7,111	0	7,300	0	0
4012	WATER RATES	350	314	600	295	600	0	600	0	0
4014	ELECTRICITY	1,400	1,297	1,400	499	1,200	0	1,500	0	0
4015	GAS	1,300	1,469	1,400	326	800	0	1,600	0	0
4017	HEALTH & SAFETY	300	507	300	0	200	0	400	0	0
4020	MISC. ESTABLISH.COST	150	262	200	91	200	0	200	0	0
4021	COMMUNICATIONS COSTS	2,452	3,926	2,600	3,764	3,300	0	3,600	0	0
4022	POSTAGE	2,800	1,351	1,800	675	1,000	0	1,500	0	0
4023	STATIONERY	1,200	641	1,200	287	600	0	1,000	0	0
4025	INSURANCE	18,000	11,907	14,000	12,518	13,000	0	14,000	0	0
4026	COMPUTER COSTS	3,340	5,929	5,000	6,181	6,500	0	5,000	0	0
4027	PHOTOCOPIER CHARGES	1,700	1,300	2,000	646	1,300	0	2,000	0	0
4031	ADVERTISING	0	0	1,400	0	0	0	500	0	0

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Note: Draft Budget November 2020 for 2021/22

	<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
4036	PROPERTY MAINTENANCE	5,000	5,481	5,000	1,364	1,364	0	2,000	0	0
4038	MAINTENANCE CONTRACTS	600	697	600	405	600	0	600	0	0
4042	Equipment Repairs & Maintenance	1,000	268	1,500	66	100	0	1,000	0	0
4052	BANK INTEREST	0	0	0	0	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	10,000	6,642	14,000	959	14,000	0	9,000	0	0
4900	BUDGET TRANSFER	-4,000	0	0	0	0	0	0	0	0
4992	Trs from Earmarked Reserve	-22,816	-22,816	0	0	0	0	0	0	0
	Overhead Expenditure	33,126	28,248	62,875	35,762	52,550	0	55,600	0	0
	Movement to/(from) Gen Reserve	(32,876)	(28,057)	(62,775)	(33,730)	(50,519)		(55,470)		
191	<u>Personnel/Staff Costs</u>									
4001	STAFF SALARIES	389,256	377,482	419,525	243,966	419,525	0	423,205	0	0
4002	EMPLOYERS N.I	39,900	33,430	41,852	20,705	41,852	0	42,320	0	0
4003	EMPLOYERS SUPERANN.	94,900	80,758	104,037	55,077	104,037	0	100,723	0	0
4005	STAFF OVERTIME	6,493	10,302	5,000	300	1,000	0	7,000	0	0
4042	Equipment Repairs & Maintenance	0	257	0	0	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	6,000	7,438	3,500	8,568	7,689	1,838	5,500	0	0
4992	Trs from Earmarked Reserve	-30,000	-30,000	-35,000	0	-35,000	0	0	0	0
	Overhead Expenditure	506,549	479,666	538,914	328,616	539,103	1,838	578,748	0	0
	Movement to/(from) Gen Reserve	(506,549)	(479,666)	(538,914)	(328,616)	(539,103)		(578,748)		
199	<u>P&R Capital and Projects</u>									
4026	COMPUTER COSTS	6,000	5,483	11,500	6,459	11,500	0	3,000	0	0
4992	Trs from Earmarked Reserve	-2,000	-2,000	0	0	-5,500	0	0	0	0

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	<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	4,000	3,483	11,500	6,459	6,000	0	3,000	0	0
Movement to/(from) Gen Reserve	(4,000)	(3,483)	(11,500)	(6,459)	(6,000)		(3,000)		
Corporate Services - Income	896,166	900,077	935,018	922,566	936,949	0	976,183	0	0
Expenditure	570,446	536,705	632,449	375,208	615,091	1,838	663,158	0	0
Movement to/(from) Gen Reserve	325,720	363,371	302,569	547,358	321,858		313,025		

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Environment and Leisure</u>										
<u>201</u>	<u>Village Green Rec Gd</u>									
1082	INC-LETTINGS	2,700	3,841	0	0	0	0	4,000	0	0
	Total Income	2,700	3,841	0	0	0	0	4,000	0	0
4037	GROUNDS MAINTENANCE	500	267	500	0	0	0	500	0	0
	Overhead Expenditure	500	267	500	0	0	0	500	0	0
	Movement to/(from) Gen Reserve	2,200	3,574	(500)	0	0		3,500		
<u>202</u>	<u>Village Green Pavilion</u>									
1082	INC-LETTINGS	400	232	0	0	0	0	200	0	0
	Total Income	400	232	0	0	0	0	200	0	0
4011	RATES	2,448	2,504	2,600	2,545	2,545	0	2,639	0	0
4012	WATER RATES	500	1,190	1,000	1,048	1,300	0	1,200	0	0
4014	ELECTRICITY	1,000	1,619	800	591	800	0	1,015	0	0
4036	PROPERTY MAINTENANCE	1,000	1,147	1,900	1,899	1,900	0	1,000	0	0
4038	MAINTENANCE CONTRACTS	100	174	200	93	93	0	200	0	0
4042	Equipment Repairs & Maintenance	0	90	0	0	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	0	-3,128	0	0	0	3,475	0	0	0
	Overhead Expenditure	5,048	3,596	6,500	6,176	6,638	3,475	6,054	0	0
	Movement to/(from) Gen Reserve	(4,648)	(3,364)	(6,500)	(6,176)	(6,638)		(5,854)		
<u>211</u>	<u>Parkside Rec Gd</u>									

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1082	INC-LETTINGS	4,000	1,953	1,800	0	1,000	0	1,740	0	0
	Total Income	4,000	1,953	1,800	0	1,000	0	1,740	0	0
4013	RENT	50	50	50	50	50	0	50	0	0
4014	ELECTRICITY	0	0	0	177	0	0	0	0	0
4036	PROPERTY MAINTENANCE	0	0	0	137	136	0	0	0	0
4037	GROUNDS MAINTENANCE	1,400	1,175	1,400	710	710	0	2,171	0	0
	Overhead Expenditure	1,450	1,225	1,450	1,073	896	0	2,221	0	0
	Movement to/(from) Gen Reserve	2,550	728	350	(1,073)	104		(481)		
212	<u>Parkside Pavilion</u>									
4012	WATER RATES	100	108	100	0	100	0	102	0	0
4014	ELECTRICITY	400	372	400	270	400	0	406	0	0
4015	GAS	150	98	150	57	150	0	152	0	0
4036	PROPERTY MAINTENANCE	1,000	1,966	1,000	0	0	0	1,015	0	0
	Overhead Expenditure	1,650	2,543	1,650	327	650	0	1,675	0	0
	Movement to/(from) Gen Reserve	(1,650)	(2,543)	(1,650)	(327)	(650)		(1,675)		
221	<u>Tithe Farm Rec Gd</u>									
1082	INC-LETTINGS	2,500	2,039	2,000	1,544	2,000	0	3,325	0	0
	Total Income	2,500	2,039	2,000	1,544	2,000	0	3,325	0	0
4013	RENT	5	5	5	5	5	0	5	0	0
4037	GROUNDS MAINTENANCE	1,500	1,175	1,700	846	846	0	2,476	0	0

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	1,505	1,180	1,705	851	851	0	2,481	0	0
	Movement to/(from) Gen Reserve	995	859	295	693	1,149		844		
222	<u>Tithe Farm Pavilion</u>									
1091	Income Miscellaneous	0	1,500	0	0	0	0	0	0	0
	Total Income	0	1,500	0	0	0	0	0	0	0
4012	WATER RATES	450	363	450	278	450	0	457	0	0
4014	ELECTRICITY	700	557	700	290	700	0	711	0	0
4015	GAS	150	98	150	45	150	0	152	0	0
4036	PROPERTY MAINTENANCE	1,200	1,031	1,200	0	0	0	1,200	0	0
	Overhead Expenditure	2,500	2,049	2,500	613	1,300	0	2,520	0	0
	Movement to/(from) Gen Reserve	(2,500)	(549)	(2,500)	(613)	(1,300)		(2,520)		
231	<u>Orchard Close Rec Gd</u>									
1082	INC-LETTINGS	1,171	1,955	440	1,122	1,122	0	2,620	0	0
	Total Income	1,171	1,955	440	1,122	1,122	0	2,620	0	0
4037	GROUNDS MAINTENANCE	1,000	2,123	1,500	846	846	0	1,520	0	0
	Overhead Expenditure	1,000	2,123	1,500	846	846	0	1,520	0	0
	Movement to/(from) Gen Reserve	171	(168)	(1,060)	276	276		1,100		
232	<u>Orchard Close Pavilion</u>									
4012	WATER RATES	350	96	350	61	350	0	355	0	0

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4014	ELECTRICITY	270	177	270	186	270	0	275	0	0
4036	PROPERTY MAINTENANCE	600	570	600	542	542	0	600	0	0
	Overhead Expenditure	1,220	843	1,220	789	1,162	0	1,230	0	0
	Movement to/(from) Gen Reserve	(1,220)	(843)	(1,220)	(789)	(1,162)		(1,230)		
241	<u>Moore Crescent Rec Gd</u>									
1082	INC-LETTINGS	1,400	1,653	1,400	2,053	2,053	0	2,125	0	0
	Total Income	1,400	1,653	1,400	2,053	2,053	0	2,125	0	0
4036	PROPERTY MAINTENANCE	0	0	0	75	75	0	0	0	0
4037	GROUNDS MAINTENANCE	800	1,109	1,000	771	771	0	1,300	0	0
	Overhead Expenditure	800	1,109	1,000	846	846	0	1,300	0	0
	Movement to/(from) Gen Reserve	600	544	400	1,207	1,207		825		
242	<u>Moore Crescent Pavilion</u>									
1082	INC-LETTINGS	400	98	200	0	0	0	200	0	0
	Total Income	400	98	200	0	0	0	200	0	0
4011	RATES	4,275	4,370	4,400	4,441	4,441	0	4,525	0	0
4012	WATER RATES	2,000	2,896	2,500	942	1,500	0	2,500	0	0
4014	ELECTRICITY	1,400	1,311	1,400	633	1,000	0	1,650	0	0
4015	GAS	800	2,484	2,500	608	1,000	0	2,500	0	0
4036	PROPERTY MAINTENANCE	1,500	2,272	2,000	202	500	0	2,000	0	0
4038	MAINTENANCE CONTRACTS	545	531	545	646	646	0	550	0	0

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	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	10,520	13,864	13,345	7,471	9,087	0	13,725	0	0
Movement to/(from) Gen Reserve	(10,120)	(13,766)	(13,145)	(7,471)	(9,087)		(13,525)		
<u>243 Moore Crescent Bowling Gn</u>									
1082 INC-LETTINGS	7,000	4,299	4,285	0	0	0	6,000	0	0
Total Income	7,000	4,299	4,285	0	0	0	6,000	0	0
4037 GROUNDS MAINTENANCE	5,000	3,938	5,500	563	600	0	5,550	0	0
Overhead Expenditure	5,000	3,938	5,500	563	600	0	5,550	0	0
Movement to/(from) Gen Reserve	2,000	361	(1,215)	(563)	(600)		450		
<u>271 Houghton Regis Cemetery</u>									
1078 Grants & Donations Received	0	810	0	0	0	0	0	0	0
1084 Income Burial Fees	15,000	17,811	7,500	10,721	12,000	0	12,000	0	0
Total Income	15,000	18,621	7,500	10,721	12,000	0	12,000	0	0
4011 RATES	900	985	1,100	1,010	1,010	0	1,120	0	0
4012 WATER RATES	200	155	200	63	200	0	203	0	0
4020 MISC. ESTABLISH.COST	500	615	2,500	5,065	7,000	0	3,500	0	0
Overhead Expenditure	1,600	1,755	3,800	6,138	8,210	0	4,823	0	0
Movement to/(from) Gen Reserve	13,400	16,865	3,700	4,583	3,790		7,177		
<u>272 All Saints Churchyard</u>									
4028 Bedford Road Wall	500	20,018	2,500	136	136	0	1,500	0	0

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4991	Trs to Earmarked Reserve	0	0	0	0	2,374	0	0	0	0
4992	Trs from Earmarked Reserve	0	-15,107	0	0	0	0	0	0	0
	Overhead Expenditure	500	4,911	2,500	136	2,510	0	1,500	0	0
	Movement to/(from) Gen Reserve	(500)	(4,911)	(2,500)	(136)	(2,510)		(1,500)		
281	<u>Public Open Spaces</u>									
4015	GAS	0	0	0	0	0	0	0	0	0
4037	GROUNDS MAINTENANCE	500	519	500	0	0	0	500	0	0
4217	HHP Project Contribution	3,334	3,334	3,334	3,334	3,334	0	5,406	0	0
5002	Tr from EMR Former Railway LIn	-3,000	-3,000	-3,000	0	-3,000	0	-3,000	0	0
	Overhead Expenditure	834	853	834	3,334	334	0	2,906	0	0
	Movement to/(from) Gen Reserve	(834)	(853)	(834)	(3,334)	(334)		(2,906)		
282	<u>Play Areas (all)</u>									
1091	Income Miscellaneous	0	0	0	996	996	0	0	0	0
	Total Income	0	0	0	996	996	0	0	0	0
4017	HEALTH & SAFETY	500	420	500	640	640	0	508	0	0
4037	GROUNDS MAINTENANCE	0	0	1,500	0	1,500	0	1,523	0	0
4042	Equipment Repairs & Maintenance	4,500	96	4,500	1,456	4,500	0	4,568	0	0
4992	Trs from Earmarked Reserve	-2,500	-2,500	-2,500	0	-2,500	0	0	0	0
4999	Trs to EMR Play Areas	2,500	2,500	2,500	0	2,500	0	0	0	0
	Overhead Expenditure	5,000	516	6,500	2,095	6,640	0	6,599	0	0

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(5,000)</u>	<u>(516)</u>	<u>(6,500)</u>	<u>(1,099)</u>	<u>(5,644)</u>		<u>(6,599)</u>		
283	<u>Street Furniture (Formerly Bus</u>									
4036	PROPERTY MAINTENANCE	200	0	500	0	500	0	508	0	0
	Overhead Expenditure	<u>200</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>508</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(200)</u>	<u>0</u>	<u>(500)</u>	<u>0</u>	<u>(500)</u>		<u>(508)</u>		
291	<u>Outside Services</u>									
1075	Sale of Assets	0	4,433	0	0	0	0	0	0	0
1091	Income Miscellaneous	5,000	15,824	11,351	11,939	11,939	0	5,000	0	0
	Total Income	<u>5,000</u>	<u>20,257</u>	<u>11,351</u>	<u>11,939</u>	<u>11,939</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>0</u>
4006	PROTECTIVE CLOTHING	1,000	851	1,250	690	1,250	0	1,269	0	0
4008	TRAINING/COURSES	2,000	612	3,000	140	1,000	0	3,000	0	0
4011	RATES	8,400	8,593	8,800	8,733	8,732	0	8,900	0	0
4012	WATER RATES	600	775	900	586	900	0	914	0	0
4013	RENT	15,500	15,500	15,500	11,625	15,500	0	15,500	0	0
4014	ELECTRICITY	1,800	1,914	1,800	820	1,800	0	1,820	0	0
4015	GAS	100	109	100	37	100	0	102	0	0
4017	HEALTH & SAFETY	200	146	1,500	0	1,500	0	508	0	0
4018	REFUSE DISPOSAL	12,000	15,536	21,000	10,426	18,000	0	18,300	0	0
4020	MISC. ESTABLISH.COST	0	30	200	6,735	6,735	0	200	0	0
4021	COMMUNICATIONS COSTS	424	234	100	99	100	0	150	0	0
4025	INSURANCE	200	0	200	0	200	0	200	0	0

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	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4036 PROPERTY MAINTENANCE	1,000	1,117	9,000	81	2,000	0	1,000	0	0
4038 MAINTENANCE CONTRACTS	525	298	600	281	600	0	600	0	0
4039 HORTICULTURAL SUPPLIES	2,100	1,828	2,000	1,110	2,000	0	2,030	0	0
4040 Tree maintenance	8,000	8,745	10,000	3,050	10,000	0	2,000	0	0
4041 Tree Survey	2,575	2,125	575	0	575	0	6,000	0	0
4042 Equipment Repairs & Maintenance	10,000	8,871	8,000	6,406	8,000	235	8,120	0	0
4044 VEHICLE FUEL	6,000	8,228	9,000	4,300	8,000	0	9,000	0	0
4045 VEHICLE TAX & INSURANCE	800	1,041	900	530	900	0	914	0	0
4059 OTHER PROFESSIONAL FEES	1,900	3,343	2,000	3,120	3,120	0	2,000	0	0
Overhead Expenditure	75,124	79,896	96,425	58,769	91,012	235	82,527	0	0
Movement to/(from) Gen Reserve	(70,124)	(59,638)	(85,074)	(46,830)	(79,073)		(77,527)		
299 Env Capital & Projects									
1072 Income - Insurance Claim	0	0	0	1,262	1,262	0	0	0	0
1074 External Grant	0	5,000	30,000	0	30,000	0	5,000	0	0
1075 Sale of Assets	0	6,750	0	2,500	2,500	0	0	0	0
1077 Grant income CBC Section 106	0	0	12,700	19,351	19,351	0	0	0	0
1205 S106 Contrib for sport / rec	0	0	30,000	0	30,000	0	0	0	0
Total Income	0	11,750	72,700	23,113	83,113	0	5,000	0	0
4049 Loan payments - Play Areas	3,777	7,440	0	0	0	0	0	0	0
4053 Loan payments- Moore Cres. Pav	24,069	30,497	24,069	12,034	24,069	0	24,069	0	0
4054 Loan payments - Skate park	0	3,125	0	0	0	0	0	0	0
4851 CAP-Machinery Renewals	20,000	18,124	20,000	17,607	20,000	0	20,000	0	0

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	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4856 CAP - Street Furniture	7,500	0	15,700	10,092	15,700	0	3,000	0	0
4858 CAP - PLAY AREAS & EQPT	0	0	10,000	48,000	48,000	0	15,000	0	0
4862 CAP - Cemetery Provision	30,000	90,584	0	3,000	3,000	6,000	16,000	0	0
4871 CAP - Pavilion Renovations	0	2,324	50,000	0	50,000	0	25,000	0	0
4872 CAP - Sport & Recreation	0	4,200	0	2,918	7,000	0	0	0	0
4873 CAP - Flagpole Lighting	0	4,340	0	0	0	0	0	0	0
4980 Tr to EMR Pavillion Renovation	10,000	10,000	0	0	0	0	0	0	0
4992 Trs from Earmarked Reserve	-9,048	-86,234	0	-48,000	-48,000	0	0	0	0
Overhead Expenditure	86,298	84,400	119,769	45,651	119,769	6,000	103,069	0	0
Movement to/(from) Gen Reserve	(86,298)	(72,650)	(47,069)	(22,538)	(36,656)		(98,069)		
Environment and Leisure - Income	39,571	68,198	101,676	51,488	114,223	0	42,210	0	0
Expenditure	200,749	205,068	267,198	135,679	251,851	9,710	240,708	0	0
Movement to/(from) Gen Reserve	(161,178)	(136,871)	(165,522)	(84,191)	(137,628)		(198,498)		

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Community Services</u>										
302	<u>Community Services</u>									
1078	Grants & Donations Received	0	2,035	3,000	0	0	0	0	0	0
1091	Income Miscellaneous	2,800	7,896	500	5,722	5,722	0	1,800	0	0
	Total Income	2,800	9,931	3,500	5,722	5,722	0	1,800	0	0
4221	SUMMER PLAYScheme	3,750	3,716	4,500	721	721	0	4,500	0	0
4226	Youth services	20,000	22,844	4,500	968	4,500	4,538	4,300	0	0
4227	Community Services	3,500	3,348	3,000	1,826	3,000	0	6,000	0	0
4228	Community Facilities	2,000	0	0	0	0	0	0	0	0
4230	Public Toilets	18,800	18,393	18,800	8,258	16,000	0	18,800	0	0
4232	Christmas Lights	13,000	13,220	13,000	9,901	13,000	0	13,000	0	0
4982	Tfr to EMR Knife Crime	0	1,737	0	0	0	0	0	0	0
	Overhead Expenditure	61,050	63,257	43,800	21,673	37,221	4,538	46,600	0	0
	Movement to/(from) Gen Reserve	(58,250)	(53,326)	(40,300)	(15,951)	(31,499)		(44,800)		
303	<u>Communications</u>									
4029	Promotional Material	1,000	850	1,000	0	0	0	2,000	0	0
4033	NEWSLETTER	3,700	4,742	4,000	1,541	4,000	0	4,400	0	0
4034	WEBSITE COSTS	1,160	738	1,000	260	1,000	0	1,000	0	0
4059	OTHER PROFESSIONAL FEES	300	320	350	0	350	0	350	0	0
4225	TOWN GUIDE	0	0	2,000	0	2,000	0	0	0	0
4992	Trs from Earmarked Reserve	0	0	-2,000	0	-2,000	0	0	0	0

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Note: Draft Budget November 2020 for 2021/22

	<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	6,160	6,650	6,350	1,801	5,350	0	7,750	0	0
Movement to/(from) Gen Reserve	(6,160)	(6,650)	(6,350)	(1,801)	(5,350)		(7,750)		
304 Events									
1094 Income from Sponsors	5,000	2,720	1,200	0	0	0	4,650	0	0
1097 Income - Council Events	7,000	4,738	1,500	480	480	0	4,300	0	0
Total Income	12,000	7,458	2,700	480	480	0	8,950	0	0
4031 ADVERTISING	500	0	500	0	0	0	500	0	0
4222 COMMUNITY EVENTS	40,000	32,116	16,500	3,800	10,000	300	35,000	0	0
4992 Trs from Earmarked Reserve	-2,537	-2,537	0	0	0	0	0	0	0
Overhead Expenditure	37,963	29,579	17,000	3,800	10,000	300	35,500	0	0
Movement to/(from) Gen Reserve	(25,963)	(22,120)	(14,300)	(3,320)	(9,520)		(26,550)		
305 Community Grants									
4203 MAYORS CHRISTMAS APPEAL FUND	2,500	1,613	2,100	2,213	2,213	0	2,800	0	0
4218 Grants (WB) Small Projects	3,000	2,479	3,000	400	3,000	0	3,000	0	0
4219 Grants (WB) Large Projects	2,500	2,500	1,962	1,962	1,962	0	0	0	0
4220 Grants (WB) Key Partners	25,251	21,251	15,000	26,126	26,126	0	15,000	0	0
4234 Covid 19 Expenditure	0	25	2,600	2,729	2,729	0	0	0	0
4991 Trs to Earmarked Reserve	0	4,000	0	0	0	0	0	0	0
5014 Tfr from EMR Memorial Hall Gran	0	0	0	-8,000	-10,000	0	0	0	0
Overhead Expenditure	33,251	31,868	24,662	25,430	26,030	0	20,800	0	0

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Note: Draft Budget November 2020 for 2021/22

		<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(33,251)</u>	<u>(31,868)</u>	<u>(24,662)</u>	<u>(25,430)</u>	<u>(26,030)</u>		<u>(20,800)</u>		
306	<u>Community Safety</u>									
4046	Enviro - Crime	14,000	4,500	6,400	1,800	6,400	0	7,400	0	0
4059	OTHER PROFESSIONAL FEES	33,990	32,508	33,990	15,361	33,990	0	34,990	0	0
4992	Trs from Earmarked Reserve	-8,755	-8,755	0	0	0	0	0	0	0
Overhead Expenditure		<u>39,235</u>	<u>28,253</u>	<u>40,390</u>	<u>17,161</u>	<u>40,390</u>	<u>0</u>	<u>42,390</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(39,235)</u>	<u>(28,253)</u>	<u>(40,390)</u>	<u>(17,161)</u>	<u>(40,390)</u>		<u>(42,390)</u>		
307	<u>Civic Services</u>									
4101	MAYORS ALLOWANCE	3,850	3,036	3,850	2,052	3,850	0	3,850	0	0
4106	Mayors Civic Events	2,200	2,129	2,200	632	1,000	0	2,900	0	0
4121	CIVIC REGALIA	100	100	550	586	586	0	665	0	0
4122	Civic Fund Expenses	150	21	200	335	335	0	200	0	0
4992	Trs from Earmarked Reserve	0	0	-450	0	-450	0	0	0	0
Overhead Expenditure		<u>6,300</u>	<u>5,286</u>	<u>6,350</u>	<u>3,605</u>	<u>5,321</u>	<u>0</u>	<u>7,615</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(6,300)</u>	<u>(5,286)</u>	<u>(6,350)</u>	<u>(3,605)</u>	<u>(5,321)</u>		<u>(7,615)</u>		
399	<u>Community Capital & Projects</u>									
4804	CAP-New Christmas Lights	6,000	5,800	6,000	0	5,367	0	0	0	0
4992	Trs from Earmarked Reserve	-6,000	-6,000	-6,000	0	-5,367	0	0	0	0
Overhead Expenditure		<u>0</u>	<u>-200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>0</u>	<u>200</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		

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Note: Draft Budget November 2020 for 2021/22

	<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Community Services - Income	14,800	17,390	6,200	6,202	6,202	0	10,750	0	0
Expenditure	183,959	164,694	138,552	73,470	124,312	4,838	160,655	0	0
Movement to/(from) Gen Reserve	<u>(169,159)</u>	<u>(147,304)</u>	<u>(132,352)</u>	<u>(67,267)</u>	<u>(118,110)</u>		<u>(149,905)</u>		

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Note: Draft Budget November 2020 for 2021/22

	<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Planning and Licensing</u>									
<u>401 Growth Area</u>									
4059 OTHER PROFESSIONAL FEES	2,500	1,782	2,500	1,009	1,500	0	2,000	0	0
4062 Neighbourhood Plan	20,000	2,265	20,000	60	60	0	0	0	0
4992 Trs from Earmarked Reserve	-20,000	-2,265	-20,000	0	60	0	0	0	0
Overhead Expenditure	2,500	1,782	2,500	1,069	1,620	0	2,000	0	0
Movement to/(from) Gen Reserve	(2,500)	(1,782)	(2,500)	(1,069)	(1,620)		(2,000)		
Planning and Licensing - Income	0	0	0	0	0	0	0	0	0
Expenditure	2,500	1,782	2,500	1,069	1,620	0	2,000	0	0
Movement to/(from) Gen Reserve	(2,500)	(1,782)	(2,500)	(1,069)	(1,620)		(2,000)		
Total Budget Income	950,537	985,664	1,042,894	980,257	1,057,374	0	1,029,143	0	0
Expenditure	957,654	908,249	1,040,699	585,425	992,874	16,386	1,066,521	0	0
Movement to/(from) Gen Reserve	(7,117)	77,415	2,195	394,831	64,500		(37,378)		