

# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr Clare L Copleston** Tel: 01582 708540  
Town Clerk: **Clare Evans** E-mail: info@houghtonregis.org.uk

14<sup>th</sup> January 2022

## HOUGHTON REGIS TOWN COUNCIL MEETING

**To: All Town Councillors**

### Notice of Meeting

You are hereby summoned to the Meeting of the Houghton Regis Town Council to be held at St Thomas' Meeting Place, Lowry Dr, Houghton Regis, LU5 5SJ on **Monday 24<sup>th</sup> January 2022 at 7.00pm.**

**Clare Evans**  
**Town Clerk**

**THIS MEETING MAY BE  
RECORDED<sup>1</sup>**

### AGENDA

*Minutes silence to mark the passing of former Mayor Mrs Shirley Gilchrist and of the passing of serving Cllr Don Dixon Wilkinson.*

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

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

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

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

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not

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<sup>1</sup> 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.*

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 13<sup>th</sup> December 2021.

**Recommendation: To approve the Minutes of the meeting held on 13<sup>th</sup> December 2021.**

#### 5. COMMITTEE AND WORKING GROUP MINUTES

*Pages 11 - 26*

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	29 <sup>th</sup> November and 20 <sup>th</sup> December 2021
Town Partnership Committee	None to present

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	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. 2022/23 BUDGET AND PRECEPT

*Pages 27 - 48*

To present to Town Council the draft budget for 2022/23 for consideration and to request that members approve a budget for 2022/23 and set a precept.

**Recommendation:** To approve the budget and set a precept of £1,105,284 for 2022/23.

## 9. REVIEW OF EAR MARKED RESERVES

*Pages 49 - 53*

Members may recall that at the June 2021 Town Council meeting it was requested that a system be put in place to review ear marked reserves on a 6 monthly basis. Accordingly members will receive a report on ear marked reserves at the January and June town council meetings.

**Recommendation:** To note the report and in particular:

1. EMR 352- to transfer out from this fund £3000 per annum for maintenance of the Former railway Line in budgets subsequent to 2022/23;
2. Deferred income – to use this funding to support the Tithe Farm All Weather project

## 10. INTERNAL AUDIT, PLANNING AND REVIEW

*Pages 54 - 58*

A system of internal control is designed to manage risk to a reasonable level rather than eliminate all risk or failure to achieve policies, aims and objectives. It thus provides a reasonable, not absolute, assurance of effectiveness. A system of prioritisation therefore pertains.

It is the responsibility of Council to determine the scope of audit, without undue influence from the internal auditor, to ensure his/her independence and that planning and reporting access is effective and direct

Members will find attached the current policy. The policy has been reviewed and it is considered that it remains suitable and fit for purpose.

**Recommendation:** To approve the Internal Audit Planning, Reporting & Review Policy.

## 11. EQUALITY AND DIVERSITY POLICY

*Pages 59 - 65*

The Equality Act 2010 came into force in October 2010. The legislation covers a prescribed set of protected characteristics including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

It also covers prohibited conduct including discrimination, adjustments for disabled persons, victimisation and harassment; services and public functions; premises; employment; contracts; and, advancement of equality. The latter provision specifies a public sector equality duty, which applies equally to town and parish councils.

Members will find attached the current policy. The policy has been reviewed and it is considered that it remains suitable and fit for purpose.

**Recommendation: To approve the Equality and Diversity Policy.**

## **12. COUNCILLOR VACANCY**

As members are aware a councillor vacancy has arisen from the passing of Cllr Don Dixon Wilkinson. The vacancy will be announced on 26<sup>th</sup> January 2022.

## **13. CENTRAL BEDFORDSHIRE COUNCIL 2022 BUDGET CONSULTATION**

Members are formally advised that Central Bedfordshire Council (CBC) have launched their budget consultation exercise and it is open for public consultation until 31<sup>st</sup> January.

The full details of the plans and draft proposals are contained within a report to the Executive Committee of CBC. This can be found on the CBC website:

[www.centralbedfordshire.gov.uk/budget2022](http://www.centralbedfordshire.gov.uk/budget2022)

A consultation leaflet has been produced to summarise the headlines. Additionally, a questionnaire is available for feedback.

Members are invited to consider the proposals and to submit their comments individually.

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# HOUGHTON REGIS TOWN COUNCIL

## Minutes of the Town Council meeting held on 13<sup>th</sup> December 2021 at 7.00pm

Present: Councillors: J Carroll  
C Copleston  
D Jones  
K Wattingham  
R Morgan

Councillors in attendance virtually: E Cooper  
Y Farrell  
S Goodchild  
M S Kennedy  
T McMahon  
A Slough  
C Slough  
S Thorne

Officers: Clare Evans Town Clerk

Public: 5

Apologies: Councillors: D Dixon-Wilkinson

### 11875 APOLOGIES

Apologies were received from Cllr D Dixon-Wilkinson

It was advised that due to a new variant of Covid, and a shift in government guidance, some members were in attendance virtually to ensure the enablement of social distancing in the Council Chamber. Members in attendance virtually were permitted to take part in discussions, however due to legislation would not be permitted to vote.

### 11876 QUESTIONS FROM THE PUBLIC

None.

### 11877 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

### 11878 MINUTES

To approve the minutes of the meeting held on 4<sup>th</sup> October 2021.

**Resolved: To approve the minutes of the meeting held on 4<sup>th</sup> October 2021 and for these to be signed by the Chairman.**

## 11879 COMMITTEE AND WORKING GROUP MINUTES

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

Corporate Services Committee	21 <sup>st</sup> September 2021
Community Services Committee	6 <sup>th</sup> September and 25 <sup>th</sup> October 2021
Environment & Leisure Committee	20 <sup>th</sup> September 2021
Planning Committee	27 <sup>th</sup> September, 18 <sup>th</sup> October and 8 <sup>th</sup> November 2021
Town Partnership Committee	20 <sup>th</sup> July 2021

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

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	None to present

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

- 11774 Employee Assistance Programme**
- 11777 Freedom of Information and Model Scheme of Publication**
- 11778 Communications Policy and Strategy**
- 11779 Local Government Pension Scheme; Statement of Local Discretions**
- 11780 Press Protocols**
- 11781 Risk Management Plan**
- 11782 Banking Arrangement, Investment Strategy Investment Arrangement Policy**

## 11880 TOWN MAYOR ANNOUNCEMENTS

Members received a verbal report on events that had been attended by the Town Mayor.

Members were advised that a total of 83 engagements had been attended, these included:

- Silver bench event
- Media talks
- Service of thanksgiving and reflection
- Launch of head way
- Civic reception
- Civic service
- 60<sup>th</sup> anniversary at college
- Halloween event
- Poppy appeal
- Armistice day
- Remembrance Service

The Mayor thanked the Deputy Mayor for her support.

Members expressed their gratitude to the Mayor for her continuous work and support in the community.

Members received an update from the Deputy Mayor.

Members were advised that the switching the lights on at the Luton and Dunstable Hospital was of particular pleasure and the experience had been enjoyed.

#### **11881 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 McMahon advised members that she had attended a virtual NALC Conference focussing on community engagement, disappointment had been expressed at the meeting regarding the non-re-instatement of virtual meetings for all council meetings. Members were advised that a new chair had been appointed of NALC.

Cllr Goodchild advised members she had attended 74<sup>th</sup> AGM of BATPC, the highlights of the meeting were two guest speakers speaking on the Queens Green Canopy and East West Rail.

Cllr Jones advised that he had also attended the BATPC AGM. He had also attended two additional BATPC meetings, including the:

Finance and General Purpose meeting on 1<sup>st</sup> November, which gave consideration to the relocation of the BATPC offices to enable improved disability access and to the Environmental Committee Regulation consultation, and:

County Committee meeting held 11<sup>th</sup> November, members were advised that the budget for 2022/2023 had included a 1% raise in fees.

Cllr Kennedy advised members that he had been unable to attend the Houghton Hall Park Strategic Management Group Meeting, however he expressed concerns regarding the future funding of Houghton Hall Park due to the end of Heritage funding contribution.

Members were advised that the joint venture agreement between Houghton Regis Town Council and Central Bedfordshire Council required any financial deficit to be funded at the rate of 80% Central Bedfordshire Council and 20% Houghton Regis Town Council which had been predicted to amount to £25,000 for HRTC in 2022/23.

#### **11882 USE OF RESERVES BY E&L**

Members were advised that at the Environment & Leisure Committee on 15<sup>th</sup> November 2021 requests were made to Town Council for authorisation to spend from General Reserves.

Requests were made for the following:

- Tree survey work outcomes – Minute 11843, £17,000
- Public seating on Parkside Recreation ground - Minute 11850, £1300

Members were advised of the following:

- At 1<sup>st</sup> April 2021 the level of General Reserves was £366,508
- At the October Town Council meeting the following was agreed:
  1. That £35,000 be transferred out of New Office Provision Earmarked Reserve into General Reserves.
  2. That £100,000 be transferred out of General Reserves into Pavilion Renovation Earmarked Reserve
- It was projected that spend in 2021/22 will use £13,888 of General Reserves. This contribution from General Reserves includes in the Projected spend use of reserves for the additional tree work (approx. £19,000, comprising £17,000 for tree survey work outcomes plus £2,000 for ad hoc work) and for 2 new benches in Parkside Recreation Ground (approx. £1,300).
- The projected level of General Reserves at 31<sup>st</sup> March 2022 was therefore £287,620
- As members were aware it was considered good practice to have approximately 3 months net revenue expenditure in General reserves. Based on spend in 2021/22 this equated to a General reserve level of around £225,000.

Although it was not recommended that General Reserves be used for revenue expenses such as the tree work identified above, members were advised this work was essential for health and safety and as such should not be delayed. Members may like to consider the appropriateness of using general reserves for the seating in Parkside, this was a project which could be budgeted for in 2022/23.

It was queried how members of the public would engage and contribute their feedback to the placement of the seating in Parkside. Members were advised that a planned social media release had been prepared, notices would be placed in council noticeboards and Parkside Action Group would be requested for their feedback. Members were advised that in relation to dementia friendly colours, in line with the dementia friendly strategy, with red having been the popular choice of members, it was advised red had been unavailable on the seating with arms.

Members were supportive of purchasing the seating for Parkside.

Members were advised that the discussion of the tree survey works had been discussed at the Environment and Leisure Committee meeting where members had been advised that the outcome of the survey had highlighted additional work that needed to be carried out.

**Resolved: To approve the use of General reserves for the following:**

- **Tree survey work outcomes – £17,000**
- **Public seating on Parkside Recreation ground - £1300**

## **11883 POPPY WREATHS**

It had been requested that the council consider the timing of the relocation of the poppy wreaths from around the memorial stone to the Memorial Hall Garden. This was previously considered at the Town Council meeting on 7<sup>th</sup> October 2019. Members received the previously presented officers report for information.

Members were requested to confirm the previous Council resolution.



Members were advised that resident feedback had prompted the re-discussion of this item. Feedback had indicated a preference that the wreaths remain at the Memorial Stone for a longer length of time before removal.

Members were reminded of the previous discussion in 2019 whereby it had been agreed the relocation of the wreaths to the Memorial Hall was to ensure they remained in a respectful condition for a longer length of time.

**Resolved: To confirm Minute 10092 as follows:**  
**‘To continue to maintain poppies and wreaths around the memorial stone until end of November each year. After this period to seek to relocate them to the Memorial Hall garden and to offer to dispose of them early in the New Year if required by the Memorial Hall.’**

#### **11884 BEDFORD SQUARE COMMUNITY CENTRE CONSULTATION**

Members were updated on the CBC consultation on the future use of Bedford Square Community Centre (BSCC).

Members highlighted the need for the community centre to remain for the community and suggested that the lack of availability for community use could damage the community.

Members were updated on the timeline of the next stages;  
27<sup>th</sup> January the results of the consultation will be presented to the CBC Corporate Resources meeting;  
8<sup>th</sup> February the outcome would be presented to the CBC Executive Committee meeting.

Members requested a response be compiled to Central Bedfordshire Council highlighting and supporting the resolutions made by the committee.

Members agreed for a representative of Houghton Regis Town Council to attend the two Central Bedfordshire Council meetings.

**Resolved: To respond to the CBC consultation on the Future Use of Houghton Regis Community Centre as follows:**

- 1. The BSCC should remain in full community use; it is at the centre of the community, and it provides a basis for a network of local support, community cohesion, consultations and events, building health and wellbeing opportunities, and social wealth.**
- 2. The loss of the BSCC is contrary to the Houghton Regis emerging Neighbourhood Plan which seeks retention of the Community Centre**
- 3. The BSCC supports other services located within the Bedford Square centre and also within the wider Houghton Regis town centre. It contributes to the vibrancy of the town centre and the local community.**

- 4. The condition of the centre and the internal facilities make it an adaptable and flexible space, ideally placed to be at the heart of the community. The centre would benefit from a more accessible booking system, local marketing to improve awareness and a more affordable price structure in relation to out of office hours bookings to make it a vibrant and well used facility which is able to serve the needs of the community of Houghton Regis**

#### **11885 PARISH BOUNDARY REVIEW**

Members recalled that at the Town Council meeting on 4<sup>th</sup> October consideration was given to the possibility of an early Community Governance Review (CGR).

The following Resolution was passed:

*That the Council respond to CBC, expressing its interest in having an early Community Governance Review, and in particular its view that the parish boundary with Chalton parish should be amended in the interests of future fair and efficient local government arrangements.*

Ahead of this it was requested that contact be made with Chalton Parish Council to explore their views on this.

Members were advised that Chalton Parish Council had been contacted and would consider this at their Parish Council meeting in January.

It was agreed that the council action the previously passed resolution.

**The Chairman declared the meeting closed at 8.01pm**

**Dated this 24<sup>th</sup> day of January 2022**

**Chairman**

***HOUGHTON REGIS TOWN COUNCIL***

**Planning Committee**

**Minutes of the meeting held on  
29<sup>th</sup> November 2021 at 7.00pm**

Present: Councillors: D Jones Chairman  
J Carroll  
Y Farrell  
M S Kennedy  
R Morgan  
C Slough

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

Public: 0

Apologies: Councillor: D Dixon-Wilkinson

Remote: Councillors: T McMahon  
S Goodchild Central Bedfordshire Council

**11868 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr Dixon-Wilkinson.

**11869 QUESTIONS FROM THE PUBLIC**

None.

**11870 SPECIFIC DECLARATIONS OF INTEREST**

None.

**11871 MINUTES**

To approve the Minutes of the meeting held on the 8<sup>th</sup> November 2021.

**Resolved To approve the Minutes of the meeting held on 8<sup>th</sup> November 2021  
and for these to be signed by the Chairman.**

**11872 PLANNING MATTERS**

**(a) The following planning applications were considered:**

CB/21/04599/FULL Two storey side extension  
98 Cemetery Road, Houghton Regis, Dunstable, LU5 5DE  
For: M & N Sikora

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

CB/21/04742/FULL Demolition of outbuilding and erection of two storey side and single storey rear extension  
14 Woodlands Avenue, Houghton Regis, Dunstable, LU5 5LJ  
For: Mr & Mrs Bright

**Comments: Houghton Regis Town Council objected to this application on the grounds of:**

- **Overdevelopment of the site**
- **The design and scale of the proposed development would have a detrimental impact on the Conservation Area**

CB/21/05011/VOC Variation of condition number 10 of Listed Building Consent CB/16/03379/LB (Listed Building: 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). New proposal: Revised plans.  
Former Co-op supermarket All saints view High street  
Houghton Regis Dunstable LU5 5DT

**Comments: No objection**

CB/21/04958/VOC Variation (or removal) of condition number 25, of planning permission CB/16/03378/REG3 (Phased Construction of a new Independent Living Scheme 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). Change pre-occupation element for public art installation.  
Former Co-op Supermarket, All Saints View, High Street,  
Houghton Regis, Dunstable, LU5 5DT

**Comments: Houghton Regis Town Council had no objections to this application, however requested clarification of the year, in which the art installation was to be completed, as this had been omitted from the document.**

CB/21/04888/FULL Proposed front porch.  
20 Kirton Way, Houghton Regis, Dunstable, LU5 5PZ  
For: Mr S Gray

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

CB/21/04863/FULL Conversion and extension of double garage into a single storey two bedroom detached dwelling, with off street parking and rear private garden  
4 Townsend Terrace, Houghton Regis, Dunstable, LU5 5BB  
For: Mr T Starkey

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

CB/21/05038/ADV Advertisement - Two freestanding dual sided illuminated Billboard signs (6.3 metres by 3.25 metres).  
Land at junction of Houghton Road and Townsend Farm Road, Houghton Road, Houghton Regis  
For: Lidl

**Comments: Houghton Regis Town Council objected to this application on the grounds of:**

- **Landscaping proposals**
- **Light impact on those residents opposite the proposed location.**
- **The proposed location and illumination is likely to cause a distraction to those using the highway, particularly when approaching the traffic light junction.**

CB/21/02529/FULL Two storey side extension.  
44 Grangeway Footway, Houghton Regis, Dunstable, LU5 5PR  
For: Miss N Chowdhury

**Comments: Houghton Regis Town Council objected to this application on the grounds of:**

- **Overdevelopment**
- **Non-compliance of Central Bedfordshire Council's design guide**
- **Land not in the ownership of the applicant and therefore would result in the loss of amenity land**
- **Lack of parking provision which would lead to an increase to on street parking**
- **The height, scale and design is overbearing and dominant**

CB/TRE/21/00611 Works to a tree(s) protected by a Tree Preservation Order T1  
Fell  
sycamore T2 fell sycamore G1 sycamore crown lift and reduce. over  
extended laterals overhanging neighbouring gardens. Trees  
protected  
by TPO 0004/80  
Windsor Drive, Houghton Regis LU5 5HZ

**Comments: Houghton Regis Town Council had no objections to this application, however requested that confirmation be sought on whether the trees were to be replaced.**

**(b) The following decision notices were noted:**

- CB/21/04823/DOC Discharge of Condition's, 8 and 29, 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.)  
Dunstable Northern Bypass, Chalton, Houghton Regis, LU5 6JJ
- CB/21/04830/DOC Discharge of Condition 24 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/21/04836/DOC Discharge of Conditions 32 and 33 to 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/21/04837/DOC Discharge of Condition 26 to 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 (takeaway); B1,B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; datacentre; 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)  
Dunstable Northern Bypass, Houghton Regis, North Site 1, Land on the northern edge of Houghton Regis
- CB/21/04839/DOC Discharge of Conditions 1 and 2 against planning permission CB/21/02108/RM: Reserved Matters: following Outline Application 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, A4, A5; B1,B2, B8; C1, C2, D1 and D2; 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; All development, works and operations to be in accordance with the Development Parameters Schedule and Plans): All matters reserved, Erection of 154 dwelling units, with access and parking, landscaping and associated works. The Outline Application was EIA Development and was accompanied by an Environmental Statement

Phase 1 Parcel 1, Houghton Regis North Site 1, Houghton Regis, Bedfordshire

- CB/21/04840/DOC Discharge of Condition 25 and 35 to 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/21/04841/DOC Discharge of Condition 4 to reserved matters application CB/21/02108/RM following plan 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.)

Phase 1 Parcel 1, Houghton Regis North Site 1, Houghton Regis, Bedfordshire

- CB/21/04842/DOC Discharge of Condition 5 to planning permission CB/21/02108/RM (Reserved Matters: following Outline Application 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).  
Dunstable Northern Bypass, Charlton, Houghton Regis, Bedfordshire LU5 6JJ
- CB/21/04843/DOC Discharge of Condition 8 to planning permission CB/21/02108/RM (Reserved Matters: following Outline Application 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).  
Dunstable Northern Bypass, Chalton, Houghton Regis, Bedfordshire LU5 6JJ
- CB/21/04844/DOC Discharge of Condition 14 and 17 against planning permission CB/21/02108/RM (Reserved Matters: following Outline Application 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, A4, A5; B1,B2, B8; C1, C2, D1 and D2; 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; All development, works and operations to be in accordance with the Development Parameters Schedule and Plans): All matters reserved, Erection of 154 dwelling units, with access and parking, landscaping and associated works. The Outline Application was EIA Development and was accompanied by an Environmental Statement)  
Phase 1 Parcel 1, Houghton Regis North Site 1, Houghton Regis, Bedfordshire

- CB/21/04780/DOC Discharge of Condition 15 against Planning Permission CB/19/02130/FULL (Demolition of existing residential dwelling and erection of 119 dwellings including the creation of a new vehicular access, recreational open space, parking infrastructure and associated landscaping and ancillary works)  
The Gates, Land East of Bedford Road, Bidwell, Houghton Regis
- CB/21/04789/DOC Discharge of Condition 20 against planning permission CB/19/02130/FULL (Demolition of existing residential dwelling and erection of 119 dwellings including the creation of a new vehicular access, recreational open space, parking infrastructure and associated landscaping and ancillary works.)  
The Gates Land East of Bedford Road, Bidwell Houghton Regis
- CB/21/04791/DOC Discharge of Condition 18 against Planning Permission CB/19/02130/FULL (Demolition of existing residential dwelling and erection of 119 dwellings including the creation of a new vehicular access, recreational open space, parking infrastructure and associated landscaping and ancillary works.)  
The Gates, Land East of Bedford Road, Bidwell, Houghton Regis
- CB/21/04801/DOC Discharge of Condition 8 against planning permission CB/21/01242/FULL (Development of the site for E(g)(iii), B2 and B8 Uses to include Trade Counter, including details of access, servicing, landscaping, boundary treatment and associated works)  
Employment Site North of Thorn Road, Thorn Road, Houghton Regis
- CB/21/04745/DOC Discharge of Condition, 10, against planning permission CB/21/01242/FULL: Development of the site for E(g)(iii), B2 and B8 Uses to include Trade Counter, including details of access, servicing, landscaping, boundary treatment and associated works.  
Employment Site North of Thorn Road, Thorn Road, Houghton Regis
- CB/21/04641/LDCP Lawful Development Certificate Proposed: Single storey side extension  
84 Northview Road, Houghton Regis, Dunstable, LU5 5HB

- CB/21/05018/DOC Discharge of Condition 4 against planning permission CB/21/03153/FULL (Replacement of existing concrete tiled pitched roofs with new flame free bitumen felt roof covering. Also replacement of existing black plastic gutters, rainwater pipes, white fascias and soffits). Hawthorn Park Lower School, Parkside Drive, Houghton Regis, Dunstable, LU5 5QN
- CB/21/04975/DOC Discharge of Condition 10 against planning permission CB/18/04471/FULL (48 new residential units) Land at Oakwell Park, Thorn Road, Houghton Regis, Dunstable, LU5 6JH
- CB/21/04845/DOC Discharge of condition 13 against planning permission CB/21/02108/RM (Reserved Matters: following Outline Application 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, A4, A5; B1, B2, B8; C1, C2, D1 and D2; 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; All development, works and operations to be in accordance with the Development Parameters Schedule and Plans): All matters reserved, Erection of 154 dwelling units, with access and parking, landscaping and associated works. The Outline Application was EIA Development and was accompanied by an Environmental Statement) Phase 1 Parcel 1, Houghton Regis North Site 1, Houghton Regis, Bedfordshire
- CB/21/04944/DOC Discharge of Conditions 2,3 and 13 against planning permission CB/20/01538/FULL (Erection of a 3 storey, 66 bed care home for older people with associated access, car parking and landscaping) Land South of Thorn Road, Bidwell West, Houghton Regis

**(b) The following decision notices were noted:**

*Permissions / Approvals / Consents*

*Refusals:*

None received.

*Withdrawals:*

None received.

### **11873 DEPARTMENT OF TRANSPORT – PUBLIC NOTICE – HIGH STREET**

Members were advised that the Secretary of State had given notice of a proposal to make an Order under section 247 of the Town and Country Planning Act 1990 in order to authorise the stopping up of two irregular shaped areas of High Street, at Houghton Regis in Central Bedfordshire.

Members were reminded that this item was deferred at the planning meeting held on the 8<sup>th</sup> November 2021 as Members requested further information to be provided before a response.

Contact had been made with a Casework Manager (National Transport Casework Team) at the Department for Transport who advised that the term stopping up means to remove the highway rights from a particular area.

This was to enable a development to be completed but did not necessarily mean that the area of highway would be built over.

In addition to those documents provided at the last meeting members received an additional plan which showed the proposed site plan. This plan showed how the area would look once the development was completed.

Members received the public notice, draft order, draft plan and proposed development plan.

Houghton Regis Town Council supported the proposed stopping up of the two irregular shaped areas of High Street.

**Resolved: To consider the Town Council response, to the Secretary of State, and to support the proposed stopping up of two irregular shaped areas of the High Street.**

### **11874 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN– UPDATE/PROGRESS**

**Woodside Link** – No substantive update to report.

**A5 M1 Link** – No substantive update to report.

**All Saints View** – Members were informed that applications for All Saints View independent living development for the over 55s were live.

Central Bedfordshire Council were now accepting applications from people interested in becoming part of the new shared community at All Saints View in Houghton Regis on either a rented or shared ownership basis.

At the same time, Central Bedfordshire Council had launched a brand-new website where there was an opportunity to take a virtual 360° tour of an apartment and find information about the lifestyle, location, building, care, and costs.

**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 8.30pm**

**Dated this 20<sup>th</sup> day of December 2021**

**Chairman**

***HOUGHTON REGIS TOWN COUNCIL***

**Planning Committee**

**Minutes of the meeting held on  
20<sup>th</sup> December 2021 at 7.00pm**

Present:	Councillors:	D Jones Y Farrell M S Kennedy R Morgan	Chairman
	Officers:	Debbie Marsh Louise Senior	Corporate Services Manager Head of Democratic Services
	Public:	2	
Apologies:	Councillor:	D Dixon-Wilkinson	
Remote:	Councillors:	C Slough J Carroll S Goodchild	Central Bedfordshire Council

**11886 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr Dixon-Wilkinson.

**11887 QUESTIONS FROM THE PUBLIC**

None.

**11888 SPECIFIC DECLARATIONS OF INTEREST**

None.

**11889 MINUTES**

To approve the Minutes of the meeting held on the 29<sup>th</sup> November 2021.

Members requested clarification on application number CB/21/04863/FULL and the council's response to Central Bedfordshire Council. Members were advised that the resolution of the council was to object, however, as the original application had not been objected to, it was considered that submitting an objection to the proposed amendments was contradictory to the councils previous stance.

**Resolved To approve the Minutes of the meeting held on 29<sup>th</sup> November 2021 and for these to be signed by the Chairman.**

**11890 PLANNING MATTERS**

**(a) The following planning applications were considered:**

CB/21/05167/FULL Single storey rear extension  
27 St Michaels Avenue, LU5 5DW  
For: Mr G Field

**Comments: No objection.**

CB/21/04442/FULL Conversion 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  
For: Mr K Sherwood

**Comments: Houghton Regis Town Council strongly objects to this application on the grounds of:**

- **The proposed development appears cramped.**
- **The existing building is within the curtilage of a Listed Building and although the applicant has amended the previously installed brick pillars and closed board fencing, 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.**
- **Most worryingly is the previous application (CB/17/03582/FULL) which was withdrawn 13th October 2017, shows the building as it was then. What is being presented with this application as being existing is not the same and in fact poses as an unauthorised development of the building that has taken place in the meantime. The Town Council strongly requests planning enforcement investigates this matter to ascertain whether there has been a breach of planning regulations.**
- **The applicant has stated on the application form that works have not started when they have.**

CB/21/05190/FULL Erection of side extension and removal of rear conservatory  
43 Northview Road, LU5 5HB

**Comments: Houghton Regis Town Council objects to this application on the grounds of:**

- **Overdevelopment.**
- **Due to the close proximity of the proposed side wall, at double storey height, this would appear overbearing and intrusive to the adjacent property in Douglas Close.**
- **The Town Council has concerns that the design does not accord with Central Bedfordshire Councils design guide.**
- **Double storey extension with no internal staircase or access.**

*Noted*

- CB/21/05178/DOC Discharge of Condition 11 against planning permission CB/21/01242/FULL (Development of the site for E(g)(iii), B2 and B8 Uses to include Trade Counter, including details of access, servicing, landscaping, boundary treatment and associated works.)  
Employment Site North of Thorn Road, Thorn Road, Houghton Regis
- CB/21/05108/DOC Discharge of Condition(s) 2,3,4 & 5 against planning permission CB/18/03034/FULL (Change of use from offices to 2 residential dwellings)  
104A High Street, LU5 5BJ
- CB/21/05265/NMA Non-material amendment to planning permission CB/20/00449/RM (Reserved Matters: following Outline Application CB/12/03613/OUT 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. Reserved matters planning application for 309 new homes, public open space, landscape and associated infrastructure pursuant to Conditions 3 and 4.)  
Amendment sought to boundary wall details  
Land at Houghton Regis North, HRN1, Houghton Regis, LU5 6JW
- CB/21/05310/DOC Discharge of Conditions 3 and 18 against planning permission CB/14/03056/FULL (Comprehensive development providing 169 residential units, including affordable housing, with associated infrastructure including car parking, drainage, pumping station, hard and soft landscaping, footway/cycleways, children's play space and informal public open space.)  
Land of Bedford Road Houghton Regis
- CB/21/05356/LDCP Lawful Development Certificate Proposed: Loft conversion with rear dormer window  
12 Orpington Rise, LU5 6FW



- CB/21/05329/DOC Discharge of Condition 19 against planning permission CB/21/01242/FULL (Development of the site for E(g)(iii), B2 and B8 Uses to include Trade Counter, including details of access, servicing, landscaping, boundary treatment and associated works.)  
Employment Site North of Thorn Road, Thorn Road, Houghton Regis
- CB/21/05291/DOC Discharge of Condition 12 against planning permission CB/19/02130/FULL (Demolition of existing residential dwelling and erection of 119 dwellings including the creation of a new vehicular access, recreational open space, parking infrastructure and associated landscaping and ancillary works).  
The Gates, Land East of Bedford Road, Bidwell
- CB/21/05293/DOC Discharge of Condition 13 against planning permission CB/19/02130/FULL (Demolition of existing residential dwelling and erection of 119 dwellings including the creation of a new vehicular access, recreational open space, parking infrastructure and associated landscaping and ancillary works).  
The Gates, Land East of Bedford Road, Bidwell, Houghton Regis
- CB/21/05277/DOC Discharge of Condition(s) 2, 11, 24 against planning permission CB/21/00382/FULL (Construction of 9 residential dwellings and all ancillary works)  
The Orchard, Bedford Road, LU5 6JJ

**(b) The following decision notices were noted:**

***Permissions / Approvals / Consents***

- CB/21/02286/FULL Erection of single storey side/rear extension and erection of detached outbuilding  
16 Douglas Crescent, LU5 5AT
- CB/21/02304/VOC Variation (or removal) of condition number 12 of planning permission CB/18/00067/OUT-Outline Application: Formation of a new access to serve existing residential development and a residential development of up to 24 dwellings together with an enhanced footpath link and associated landscaping. A revised point of access is proposed to the north east of the permitted access.  
Highfield Barns, Bedford Road, Bidwell, LU5 6JP
- CB/21/01242/FULL Development of the site for E(g)(iii), B2 and B8 Uses to include Trade Counter, including details of access, servicing, landscaping, boundary treatment and associated works.  
Employment Site North of Thorn Road, Thorn Road, Houghton Regis

CB/21/04308/FULL Single storey front and side and part single, part two storey rear extension with a rear balcony  
Dalziel, Chalk Hill, LU6 1RS

***Refusals:***

None received.

***Withdrawals:***

CB/21/02105/FULL Two storey side and single storey rear extension.  
116 Fensome Drive, LU5 5SH

***For information***

CB/TCA/21/00585 Works to trees in a conservation area: Fell Leylandii trees against boundary with neighbouring property (Numbers 1 to 8). Pollard the remaining 5 Leylandii by 20ft (Numbers 9 to 13). Replace the felled Leylandii with native hedging.  
Meadowbank, Sewell Lane, Sewell, Dunstable, LU6 1RP

Members were in support of the proposed tree works.

**11891 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN-UPDATE/PROGRESS**

**Woodside Link** – No substantive update to report.

**A5 M1 Link** – No substantive update to report.

**All Saints View** – No substantive update to report

**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.

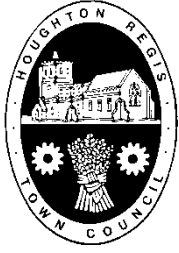
**Section 106 Monies** – No substantive update to report.

**Resolved: To note the information**

**The Chairman declared the meeting closed at 8.00pm**

**Dated this 10<sup>th</sup> day of January 2022**

**Chairman**



## TOWN COUNCIL

## Agenda Item 8

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<b>Date:</b>	<b>24<sup>th</sup> January 2022</b>
<b>Title:</b>	<b>2022/23 Budget and Precept</b>
<b>Purpose of the Report:</b>	<b>To present to Town Council the draft budget for 2022/23 for consideration and to request that members approve a budget and set a precept for 2022/23.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

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### 1. RECOMMENDATION

**To approve the budget and set a precept of £1,105,284 for 2022/23.**

### 2. BACKGROUND

The council was required to advise Central Bedfordshire Council of its precept requirement by 18<sup>th</sup> 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 24<sup>th</sup> January 2022).

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 - Draft Budget 2022/23 as circulated following on from member feedback during December 2021 and January 2022
- Appendix B – Draft budget alterations proposals from the Houghton Regis Liberal Democrat Group (LD)

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:

	2021/22	2022/23 – App A	2022/23 – App C
<b>Precept</b>	£969,231	£1,105,284 as included in the draft budget	£1,119,236 as included in the LD draft budget
<b>Tax base</b>	5315	6061	6061
<b>Band D (Precept / Tax Base)</b>	£182.36	£182.36	£184.66

The draft budget in Appendix A includes a figure for the precept at a level to maintain the Band D charge at the same level as in 2021/22. This equates to a precept increase of £136,053.

Considerations:

The draft budget, Appendix A, shows a surplus budget of £6,038.

It is suggested that members give some consideration as to whether to allocate this surplus. Possible suggestions to allocate this surplus include:

- Play areas – either capital for replacement or to enable some renovations (such as railing painting)
- Pavilions – for internal or external decoration
- Christmas lights – for the purchase and installation of a living Christmas tree or an extension to the lighting scheme

Members are requested to note that the budget alterations, Appendix C, suggested by the Houghton Regis Liberal Democrat Group, include provision to make a £5,000 contribution to Pavilion Renovations and a £15,000 contribution to EMR Play Areas. These increases represent an increase in the precept of £150,005 and an increase in the Band D of £2.30 per annum.

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**

A 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 - Draft Budget 2022/23
- Appendix B – Draft budget alterations proposals from the Houghton Regis Liberal Democrat Group (LD)

07/01/2022

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**Houghton Regis Town Council**  
**Annual Budget - By Committee (Actual YTD Month 8)**

**Note: Budget**

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Corporate Services</u></b>										
<b>101</b>	<b><u>Corporate Management</u></b>									
1076	Precept received	904,518	904,518	969,231	969,231	969,231	0	1,105,284	0	0
1091	Income Miscellaneous	0	0	0	60	60	0	0	0	0
1096	Interest & Dividends Received	30,400	32,367	25,200	14,121	28,360	0	28,360	0	0
	<b>Total Income</b>	<b>934,918</b>	<b>936,885</b>	<b>994,431</b>	<b>983,412</b>	<b>997,651</b>	<b>0</b>	<b>1,133,644</b>	<b>0</b>	<b>0</b>
4051	BANK & LOAN CHARGES	60	12	60	0	0	0	40	0	0
4056	AUDIT FEES	2,750	2,515	2,750	-90	2,750	0	3,000	0	0
4057	ACCOUNTANCY & SOFTWARE	2,600	2,085	2,100	1,049	1,800	0	2,600	0	0
4061	CCLA Management Fees	4,000	3,775	4,000	2,095	4,000	0	4,000	0	0
	<b>Overhead Expenditure</b>	<b>9,410</b>	<b>8,387</b>	<b>8,910</b>	<b>3,054</b>	<b>8,550</b>	<b>0</b>	<b>9,640</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>925,508</b>	<b>928,498</b>	<b>985,521</b>	<b>980,358</b>	<b>989,101</b>		<b>1,124,004</b>		
<b>102</b>	<b><u>Democratic Rep'n &amp; Mgmt</u></b>									
4007	CONFERENCE COSTS	250	0	450	0	0	0	600	0	0
4008	TRAINING/COURSES	700	160	700	304	500	0	700	0	0
4009	TRAVEL	200	0	350	144	200	0	350	0	0
4020	MISC. ESTABLISH.COST	200	0	400	218	400	0	400	0	0
4024	SUBSCRIPTIONS	3,200	2,751	2,800	2,252	2,252	0	2,848	0	0
4059	OTHER PROFESSIONAL FEES	0	0	0	0	0	0	4,000	0	0
4104	HOSPITALITY ALLNCE	200	0	200	54	200	0	250	0	0
4131	ELECTION COSTS	5,000	3,060	12,000	7,813	12,000	0	12,000	0	0
4991	Trs to Earmarked Reserve	0	1,940	0	0	0	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>		9,750	7,910	16,900	10,785	15,552	0	21,148	0	0
<b>Movement to/(from) Gen Reserve</b>		(9,750)	(7,910)	(16,900)	(10,785)	(15,552)		(21,148)		
<b>190</b>	<b><u>Central Services</u></b>									
1082	INC-LETTINGS	0	0	30	42	30	0	30	0	0
1091	Income Miscellaneous	100	525	100	901	901	0	100	0	0
<b>Total Income</b>		100	525	130	943	931	0	130	0	0
4007	CONFERENCE COSTS	300	335	800	75	75	0	800	0	0
4008	TRAINING/COURSES	2,000	164	2,500	838	1,000	0	2,500	0	0
4009	TRAVEL	375	0	500	0	0	0	500	0	0
4011	RATES	7,200	7,111	7,300	7,111	7,111	0	7,300	0	0
4012	WATER RATES	600	310	600	236	600	0	600	0	0
4014	ELECTRICITY	1,400	739	1,500	866	1,500	0	2,700	0	0
4015	GAS	1,400	660	1,600	370	1,600	0	850	0	0
4017	HEALTH & SAFETY	300	130	400	0	400	0	400	0	0
4020	MISC. ESTABLISH.COST	200	91	200	177	200	0	200	0	0
4021	COMMUNICATIONS COSTS	2,600	6,003	3,600	3,403	5,300	0	5,800	0	0
4022	POSTAGE	1,800	1,099	1,500	486	800	0	800	0	0
4023	STATIONERY	1,200	562	1,000	363	700	0	1,000	0	0
4025	INSURANCE	14,000	12,518	14,000	13,516	13,516	0	14,000	0	0
4026	COMPUTER COSTS	5,000	6,241	5,000	4,819	5,000	0	6,300	0	0
4027	PHOTOCOPIER CHARGES	2,000	844	2,000	1,276	1,600	0	1,600	0	0
4031	ADVERTISING	1,400	0	500	0	0	0	500	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4036	PROPERTY MAINTENANCE	5,000	1,364	2,000	318	2,000	0	2,000	0	0
4038	MAINTENANCE CONTRACTS	600	896	600	100	600	0	600	0	0
4042	Equipment Repairs & Maintenance	1,500	66	1,000	0	1,000	0	1,000	0	0
4051	BANK & LOAN CHARGES	0	0	0	200	0	0	0	0	0
4052	BANK INTEREST	0	0	0	0	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	14,000	924	9,000	0	3,000	0	5,000	0	0
	<b>Overhead Expenditure</b>	<b>62,875</b>	<b>40,054</b>	<b>55,600</b>	<b>34,155</b>	<b>46,002</b>	<b>0</b>	<b>54,450</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(62,775)</b>	<b>(39,529)</b>	<b>(55,470)</b>	<b>(33,212)</b>	<b>(45,071)</b>		<b>(54,320)</b>		
<b>191</b>	<b><u>Personnel/Staff Costs</u></b>									
1091	Income Miscellaneous	0	500	0	0	0	0	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4001	STAFF SALARIES	419,525	357,065	423,205	271,335	394,500	0	431,705	0	0
4002	EMPLOYERS N.I	41,852	30,338	42,320	22,569	32,918	0	49,646	0	0
4003	EMPLOYERS SUPERANN.	104,037	82,193	100,723	57,081	84,700	0	102,745	0	0
4005	STAFF OVERTIME	5,000	671	7,000	0	2,000	0	6,000	0	0
4008	TRAINING/COURSES	0	0	0	153	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	3,500	11,579	5,500	7,255	7,000	1,838	5,500	0	0
4992	Trs from Earmarked Reserve	-35,000	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>538,914</b>	<b>481,846</b>	<b>578,748</b>	<b>358,393</b>	<b>521,118</b>	<b>1,838</b>	<b>595,596</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(538,914)</b>	<b>(481,346)</b>	<b>(578,748)</b>	<b>(358,393)</b>	<b>(521,118)</b>		<b>(595,596)</b>		
<b>199</b>	<b><u>P&amp;R Capital and Projects</u></b>									

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4026	COMPUTER COSTS	11,500	6,459	3,000	4,739	4,739	0	4,000	0	0
4992	Trs from Earmarked Reserve	0	-5,500	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	11,500	959	3,000	4,739	4,739	0	4,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	(11,500)	(959)	(3,000)	(4,739)	(4,739)		(4,000)		
	<b>Corporate Services - Income</b>	935,018	937,910	994,561	984,355	998,582	0	1,133,774	0	0
	<b>Expenditure</b>	632,449	539,156	663,158	411,127	595,961	1,838	684,834	0	0
	<b>Movement to/(from) Gen Reserve</b>	302,569	398,754	331,403	573,228	402,621		448,940		
<b><u>Environment and Leisure</u></b>										
<b>201</b>	<b><u>Village Green Rec Gd</u></b>									
1082	INC-LETTINGS	0	0	4,000	3,222	3,222	0	3,256	0	0
	<b>Total Income</b>	0	0	4,000	3,222	3,222	0	3,256	0	0
4037	GROUNDS MAINTENANCE	500	0	500	241	500	0	2,000	0	0
	<b>Overhead Expenditure</b>	500	0	500	241	500	0	2,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	(500)	0	3,500	2,981	2,722		1,256		
<b>202</b>	<b><u>Village Green Pavilion</u></b>									
1079	Grant Income C B C	0	300	0	0	0	0	0	0	0
1082	INC-LETTINGS	0	0	200	284	200	0	200	0	0
1091	Income Miscellaneous	0	0	0	250	250	0	0	0	0
	<b>Total Income</b>	0	300	200	534	450	0	200	0	0

## Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4011	RATES	2,600	2,545	2,639	2,545	2,545	0	2,600	0	0
4012	WATER RATES	1,000	1,132	1,200	1,720	2,000	0	1,500	0	0
4014	ELECTRICITY	800	1,379	1,015	784	1,015	0	1,350	0	0
4036	PROPERTY MAINTENANCE	1,900	2,029	1,000	409	1,000	0	5,100	0	0
4038	MAINTENANCE CONTRACTS	200	93	200	94	200	0	240	0	0
4059	OTHER PROFESSIONAL FEES	0	0	0	0	0	3,475	0	0	0
	<b>Overhead Expenditure</b>	<b>6,500</b>	<b>7,177</b>	<b>6,054</b>	<b>5,552</b>	<b>6,760</b>	<b>3,475</b>	<b>10,790</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(6,500)</b>	<b>(6,877)</b>	<b>(5,854)</b>	<b>(5,018)</b>	<b>(6,310)</b>		<b>(10,590)</b>		
<b>211</b>	<b><u>Parkside Rec Gd</u></b>									
1082	INC-LETTINGS	1,800	0	1,740	0	1,453	0	1,453	0	0
1091	Income Miscellaneous	0	0	0	3,155	3,155	0	0	0	0
	<b>Total Income</b>	<b>1,800</b>	<b>0</b>	<b>1,740</b>	<b>3,155</b>	<b>4,608</b>	<b>0</b>	<b>1,453</b>	<b>0</b>	<b>0</b>
4013	RENT	50	50	50	50	50	0	50	0	0
4037	GROUPS MAINTENANCE	1,400	710	2,171	2,022	1,104	0	1,350	0	0
	<b>Overhead Expenditure</b>	<b>1,450</b>	<b>760</b>	<b>2,221</b>	<b>2,072</b>	<b>1,154</b>	<b>0</b>	<b>1,400</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>350</b>	<b>(760)</b>	<b>(481)</b>	<b>1,083</b>	<b>3,454</b>		<b>53</b>		
<b>212</b>	<b><u>Parkside Pavilion</u></b>									
4012	WATER RATES	100	48	102	520	800	0	500	0	0
4014	ELECTRICITY	400	369	406	215	300	0	526	0	0
4015	GAS	150	78	152	64	150	0	200	0	0
4036	PROPERTY MAINTENANCE	1,000	267	1,015	397	500	0	4,500	0	0

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## Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	<b>Overhead Expenditure</b>	1,650	762	1,675	1,196	1,750	0	5,726	0	0
	<b>Movement to/(from) Gen Reserve</b>	(1,650)	(762)	(1,675)	(1,196)	(1,750)		(5,726)		
<b>221</b>	<b><u>Tithe Farm Rec Gd</u></b>									
1082	INC-LETTINGS	2,000	605	3,325	113	2,167	0	2,167	0	0
	<b>Total Income</b>	2,000	605	3,325	113	2,167	0	2,167	0	0
4013	RENT	5	5	5	5	5	0	5	0	0
4037	GROUNDS MAINTENANCE	1,700	846	2,476	1,272	1,104	0	2,500	0	0
	<b>Overhead Expenditure</b>	1,705	851	2,481	1,277	1,109	0	2,505	0	0
	<b>Movement to/(from) Gen Reserve</b>	295	(246)	844	(1,164)	1,058		(338)		
<b>222</b>	<b><u>Tithe Farm Pavilion</u></b>									
4012	WATER RATES	450	310	457	226	450	0	466	0	0
4014	ELECTRICITY	700	513	711	176	400	0	1,050	0	0
4015	GAS	150	69	152	63	152	0	200	0	0
4036	PROPERTY MAINTENANCE	1,200	130	1,200	83	300	0	950	0	0
	<b>Overhead Expenditure</b>	2,500	1,022	2,520	548	1,302	0	2,666	0	0
	<b>Movement to/(from) Gen Reserve</b>	(2,500)	(1,022)	(2,520)	(548)	(1,302)		(2,666)		
<b>231</b>	<b><u>Orchard Close Rec Gd</u></b>									
1082	INC-LETTINGS	440	120	2,620	80	2,620	0	2,620	0	0
	<b>Total Income</b>	440	120	2,620	80	2,620	0	2,620	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4037 GROUNDS MAINTENANCE	1,500	846	1,520	1,284	1,284	0	2,618	0	0
<b>Overhead Expenditure</b>	1,500	846	1,520	1,284	1,284	0	2,618	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(1,060)</u>	<u>(726)</u>	<u>1,100</u>	<u>(1,204)</u>	<u>1,336</u>		<u>2</u>		
<b>232 Orchard Close Pavilion</b>									
4012 WATER RATES	350	61	355	664	800	0	362	0	0
4014 ELECTRICITY	270	460	275	165	300	0	500	0	0
4036 PROPERTY MAINTENANCE	600	542	600	78	400	0	720	0	0
<b>Overhead Expenditure</b>	1,220	1,063	1,230	908	1,500	0	1,582	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(1,220)</u>	<u>(1,063)</u>	<u>(1,230)</u>	<u>(908)</u>	<u>(1,500)</u>		<u>(1,582)</u>		
<b>241 Moore Crescent Rec Gd</b>									
1082 INC-LETTINGS	1,400	467	2,125	0	2,167	0	2,167	0	0
<b>Total Income</b>	1,400	467	2,125	0	2,167	0	2,167	0	0
4036 PROPERTY MAINTENANCE	0	0	0	36	0	0	0	0	0
4037 GROUNDS MAINTENANCE	1,000	846	1,300	1,812	1,150	0	2,569	0	0
<b>Overhead Expenditure</b>	1,000	846	1,300	1,848	1,150	0	2,569	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>400</u>	<u>(379)</u>	<u>825</u>	<u>(1,848)</u>	<u>1,017</u>		<u>(402)</u>		
<b>242 Moore Crescent Pavilion</b>									
1082 INC-LETTINGS	200	0	200	129	80	0	200	0	0
<b>Total Income</b>	200	0	200	129	80	0	200	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4011	RATES	4,400	4,441	4,525	4,440	4,440	0	4,550	0	0
4012	WATER RATES	2,500	991	2,500	556	2,500	0	2,550	0	0
4014	ELECTRICITY	1,400	1,029	1,650	662	1,000	0	2,145	0	0
4015	GAS	2,500	1,022	2,500	577	1,200	0	1,500	0	0
4036	PROPERTY MAINTENANCE	2,000	202	2,000	2,565	2,565	0	2,400	0	0
4038	MAINTENANCE CONTRACTS	545	646	550	542	542	0	561	0	0
	<b>Overhead Expenditure</b>	<b>13,345</b>	<b>8,331</b>	<b>13,725</b>	<b>9,341</b>	<b>12,247</b>	<b>0</b>	<b>13,706</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(13,145)</b>	<b>(8,331)</b>	<b>(13,525)</b>	<b>(9,213)</b>	<b>(12,167)</b>		<b>(13,506)</b>		
<b>243</b>	<b><u>Moore Crescent Bowling Gn</u></b>									
1082	INC-LETTINGS	4,285	0	6,000	0	6,000	0	6,120	0	0
	<b>Total Income</b>	<b>4,285</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>6,120</b>	<b>0</b>	<b>0</b>
4037	GROUNDS MAINTENANCE	5,500	563	5,550	1,087	5,550	0	5,691	0	0
	<b>Overhead Expenditure</b>	<b>5,500</b>	<b>563</b>	<b>5,550</b>	<b>1,087</b>	<b>5,550</b>	<b>0</b>	<b>5,691</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(1,215)</b>	<b>(563)</b>	<b>450</b>	<b>(1,087)</b>	<b>450</b>		<b>429</b>		
<b>271</b>	<b><u>Houghton Regis Cemetery</u></b>									
1084	Income Burial Fees	7,500	17,550	12,000	12,741	13,000	0	14,000	0	0
1091	Income Miscellaneous	0	1,262	0	0	0	0	0	0	0
	<b>Total Income</b>	<b>7,500</b>	<b>18,812</b>	<b>12,000</b>	<b>12,741</b>	<b>13,000</b>	<b>0</b>	<b>14,000</b>	<b>0</b>	<b>0</b>
4011	RATES	1,100	1,010	1,120	1,010	1,010	0	1,040	0	0
4012	WATER RATES	200	118	203	78	203	0	207	0	0

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## Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4018 REFUSE DISPOSAL	0	0	0	4,151	0	0	0	0	0
4020 MISC. ESTABLISH.COST	2,500	6,078	3,500	1,490	1,226	0	500	0	0
4037 GROUNDS MAINTENANCE	0	0	0	924	200	0	0	0	0
<b>Overhead Expenditure</b>	<b>3,800</b>	<b>7,207</b>	<b>4,823</b>	<b>7,654</b>	<b>2,639</b>	<b>0</b>	<b>1,747</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>3,700</b>	<b>11,605</b>	<b>7,177</b>	<b>5,086</b>	<b>10,361</b>		<b>12,253</b>		
<b><u>272 All Saints Churchyard</u></b>									
4028 Bedford Road Wall	2,500	1,723	1,500	1,058	1,500	0	1,800	0	0
4991 Trs to Earmarked Reserve	0	2,374	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>2,500</b>	<b>4,097</b>	<b>1,500</b>	<b>1,058</b>	<b>1,500</b>	<b>0</b>	<b>1,800</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(2,500)</b>	<b>(4,097)</b>	<b>(1,500)</b>	<b>(1,058)</b>	<b>(1,500)</b>		<b>(1,800)</b>		
<b><u>273 Allotments</u></b>									
1082 INC-LETTINGS	0	0	0	0	0	0	3,700	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,700</b>	<b>0</b>	<b>0</b>
4011 RATES	0	0	0	0	0	0	1,000	0	0
4012 WATER RATES	0	0	0	0	0	0	700	0	0
4018 REFUSE DISPOSAL	0	0	0	0	0	0	1,000	0	0
4037 GROUNDS MAINTENANCE	0	0	0	0	0	0	3,000	0	0
<b>Overhead Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,700</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>(2,000)</b>		
<b><u>281 Public Open Spaces</u></b>									

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## Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4037	GROUNDS MAINTENANCE	500	0	500	662	650	0	500	0	0
4217	HHP Project Contribution	3,334	3,334	5,406	3,334	5,406	0	27,715	0	0
4992	Trs from Earmarked Reserve	0	0	0	0	0	0	-3,000	0	0
5002	Tr from EMR Former Railway LIn	-3,000	-3,000	-3,000	0	-3,000	0	0	0	0
	<b>Overhead Expenditure</b>	<b>834</b>	<b>334</b>	<b>2,906</b>	<b>3,996</b>	<b>3,056</b>	<b>0</b>	<b>25,215</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(834)</b>	<b>(334)</b>	<b>(2,906)</b>	<b>(3,996)</b>	<b>(3,056)</b>		<b>(25,215)</b>		
<b>282</b>	<b><u>Play Areas (all)</u></b>									
1091	Income Miscellaneous	0	996	0	0	0	0	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>996</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4017	HEALTH & SAFETY	500	640	508	338	508	0	610	0	0
4036	PROPERTY MAINTENANCE	0	0	0	840	840	0	0	0	0
4037	GROUNDS MAINTENANCE	1,500	0	1,523	0	1,523	0	12,228	0	0
4042	Equipment Repairs & Maintenance	4,500	3,104	4,568	2,693	4,568	0	5,482	0	0
4992	Trs from Earmarked Reserve	-2,500	-2,500	0	0	0	0	0	0	0
4999	Trs to EMR Play Areas	2,500	2,500	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>6,500</b>	<b>3,744</b>	<b>6,599</b>	<b>3,870</b>	<b>7,439</b>	<b>0</b>	<b>18,320</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(6,500)</b>	<b>(2,748)</b>	<b>(6,599)</b>	<b>(3,870)</b>	<b>(7,439)</b>		<b>(18,320)</b>		
<b>283</b>	<b><u>Street Furniture (Formerly Bus</u></b>									
4036	PROPERTY MAINTENANCE	500	0	508	0	508	0	610	0	0
	<b>Overhead Expenditure</b>	<b>500</b>	<b>0</b>	<b>508</b>	<b>0</b>	<b>508</b>	<b>0</b>	<b>610</b>	<b>0</b>	<b>0</b>

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## Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>(500)</u>	<u>0</u>	<u>(508)</u>	<u>0</u>	<u>(508)</u>		<u>(610)</u>		
<b>291</b>	<b><u>Outside Services</u></b>									
1091	Income Miscellaneous	11,351	18,372	5,000	5,078	5,078	0	3,700	0	0
	<b>Total Income</b>	<u>11,351</u>	<u>18,372</u>	<u>5,000</u>	<u>5,078</u>	<u>5,078</u>	<u>0</u>	<u>3,700</u>	<u>0</u>	<u>0</u>
4006	PROTECTIVE CLOTHING	1,250	910	1,269	1,146	1,269	0	1,523	0	0
4008	TRAINING/COURSES	3,000	1,346	3,000	3,213	3,213	0	3,000	0	0
4011	RATES	8,800	8,733	8,900	8,733	8,732	0	8,976	0	0
4012	WATER RATES	900	749	914	634	914	0	1,015	0	0
4013	RENT	15,500	15,500	15,500	11,625	15,500	0	15,500	0	0
4014	ELECTRICITY	1,800	1,780	1,820	592	1,200	0	2,370	0	0
4015	GAS	100	112	102	66	102	0	132	0	0
4017	HEALTH & SAFETY	1,500	1,046	508	286	508	0	518	0	0
4018	REFUSE DISPOSAL	21,000	15,436	18,300	8,350	18,300	0	22,000	0	0
4020	MISC. ESTABLISH.COST	200	6,735	200	396	396	0	600	0	0
4021	COMMUNICATIONS COSTS	100	135	150	102	150	0	150	0	0
4025	INSURANCE	200	0	200	0	200	0	200	0	0
4036	PROPERTY MAINTENANCE	9,000	725	1,000	130	1,000	0	1,200	0	0
4038	MAINTENANCE CONTRACTS	600	281	600	283	600	0	612	0	0
4039	HORTICULTURAL SUPPLIES	2,000	1,110	2,030	1,569	2,030	0	2,436	0	0
4040	Tree maintenance	10,000	7,600	2,000	10	21,000	0	10,000	0	0
4041	Tree Survey	575	0	6,000	4,250	4,250	0	575	0	0
4042	Equipment Repairs & Maintenance	8,000	12,503	8,120	11,791	11,284	235	9,744	0	0
4044	VEHICLE FUEL	9,000	4,474	9,000	6,711	9,000	0	10,000	0	0

Continued on next page



## Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4045	VEHICLE TAX & INSURANCE	900	825	914	825	914	0	920	0	0
4059	OTHER PROFESSIONAL FEES	2,000	3,120	2,000	1,520	2,000	0	2,000	0	0
<b>Overhead Expenditure</b>		<b>96,425</b>	<b>83,119</b>	<b>82,527</b>	<b>62,232</b>	<b>102,562</b>	<b>235</b>	<b>93,471</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(85,074)</b>	<b>(64,747)</b>	<b>(77,527)</b>	<b>(57,154)</b>	<b>(97,484)</b>		<b>(89,771)</b>		
<b>299</b>	<b><u>Env Capital &amp; Projects</u></b>									
1074	External Grant	30,000	14,043	5,000	47,674	50,000	0	0	0	0
1075	Sale of Assets	0	2,500	0	22,775	21,600	0	0	0	0
1077	Grant income CBC Section 106	12,700	12,700	0	0	0	0	0	0	0
1091	Income Miscellaneous	0	0	0	994	994	0	0	0	0
1205	S106 Contrib for sport / rec	30,000	0	0	0	0	0	0	0	0
<b>Total Income</b>		<b>72,700</b>	<b>29,243</b>	<b>5,000</b>	<b>71,443</b>	<b>72,594</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4053	Loan payments- Moore Cres. Pav	24,069	24,069	24,069	12,034	24,069	0	24,069	0	0
4851	CAP-Machinery Renewals	20,000	17,607	20,000	36,891	50,000	0	20,000	0	0
4856	CAP - Street Furniture	15,700	10,092	3,000	0	3,000	0	12,000	0	0
4858	CAP - PLAY AREAS & EQPT	10,000	48,000	15,000	0	15,000	0	0	0	0
4862	CAP - Cemetery Provision	0	7,200	16,000	9,617	16,000	6,000	10,000	0	0
4871	CAP - Pavilion Renovations	50,000	60,000	25,000	21,433	25,000	0	25,000	0	0
4872	CAP - Sport & Recreation	0	3,495	0	0	0	0	0	0	0
4874	CAP - Ford Ranger EN68 VTG	0	0	0	22,520	22,520	0	0	0	0
4875	CAP- Resurf. O/Close Play Area	0	0	0	21,081	21,081	0	0	0	0
4876	CAP - Tithe Farm MUGA	0	0	0	578	578	0	0	0	0
4979	Tfr from Play Areas Reserve	0	0	0	-21,081	-21,081	0	0	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4980 Tr to EMR Pavillion Renovation	0	25,000	0	0	0	0	0	0	0
4992 Trs from Earmarked Reserve	0	-52,000	0	0	0	0	0	0	0
4994 Trs from EMR for Cemetery	0	-4,700	0	0	0	0	0	0	0
4999 Trs to EMR Play Areas	0	0	0	0	0	0	10,000	0	0
5015 Tfr to Capital Receipts Reserv	0	0	0	22,775	22,775	0	0	0	0
5016 Tfr from Capital Receipts Rese	0	0	0	-22,775	-22,775	0	0	0	0
5017 Tfr from Office Provison Reser	0	0	0	-35,000	-35,000	0	0	0	0
5018 Tfr to Pavilion Renov. Reserve	0	0	0	100,000	100,000	0	0	0	0
<b>Overhead Expenditure</b>	<b>119,769</b>	<b>138,763</b>	<b>103,069</b>	<b>168,073</b>	<b>221,167</b>	<b>6,000</b>	<b>101,069</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(47,069)</b>	<b>(109,520)</b>	<b>(98,069)</b>	<b>(96,629)</b>	<b>(148,573)</b>		<b>(101,069)</b>		
<b>Environment and Leisure - Income</b>	<b>101,676</b>	<b>68,915</b>	<b>42,210</b>	<b>96,493</b>	<b>111,986</b>	<b>0</b>	<b>39,583</b>	<b>0</b>	<b>0</b>
<b>Expenditure</b>	<b>267,198</b>	<b>259,484</b>	<b>240,708</b>	<b>272,236</b>	<b>373,177</b>	<b>9,710</b>	<b>299,185</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(165,522)</b>	<b>(190,569)</b>	<b>(198,498)</b>	<b>(175,742)</b>	<b>(261,191)</b>		<b>(259,602)</b>		

## Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Community Services</u></b>										
<b>302</b>	<b><u>Community Services</u></b>									
1078	Grants & Donations Received	3,000	0	0	0	0	0	0	0	0
1091	Income Miscellaneous	500	5,722	1,800	1,056	1,056	0	1,700	0	0
	<b>Total Income</b>	<b>3,500</b>	<b>5,722</b>	<b>1,800</b>	<b>1,056</b>	<b>1,056</b>	<b>0</b>	<b>1,700</b>	<b>0</b>	<b>0</b>
4221	SUMMER PLAYScheme	4,500	937	4,500	1,739	2,000	0	4,500	0	0
4222	COMMUNITY EVENTS	0	0	0	24	0	0	0	0	0
4226	Youth services	4,500	872	4,300	6,923	7,000	4,538	4,500	0	0
4227	Community Services	3,000	2,540	6,000	2,389	6,000	0	6,000	0	0
4230	Public Toilets	18,800	12,848	18,800	13,667	18,800	0	18,800	0	0
4232	Christmas Lights	13,000	12,452	13,000	1,300	13,000	0	13,000	0	0
	<b>Overhead Expenditure</b>	<b>43,800</b>	<b>29,649</b>	<b>46,600</b>	<b>26,043</b>	<b>46,800</b>	<b>4,538</b>	<b>46,800</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(40,300)</b>	<b>(23,927)</b>	<b>(44,800)</b>	<b>(24,987)</b>	<b>(45,744)</b>		<b>(45,100)</b>		
<b>303</b>	<b><u>Communications</u></b>									
4029	Promotional Material	1,000	0	2,000	146	500	0	2,000	0	0
4033	NEWSLETTER	4,000	1,976	4,400	2,178	4,400	0	4,600	0	0
4034	WEBSITE COSTS	1,000	260	1,000	826	826	0	1,000	0	0
4059	OTHER PROFESSIONAL FEES	350	0	350	0	0	0	0	0	0
4225	TOWN GUIDE	2,000	0	0	0	0	0	0	0	0
4992	Trs from Earmarked Reserve	-2,000	-2,000	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>6,350</b>	<b>236</b>	<b>7,750</b>	<b>3,150</b>	<b>5,726</b>	<b>0</b>	<b>7,600</b>	<b>0</b>	<b>0</b>

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>	<u>(6,350)</u>	<u>(236)</u>	<u>(7,750)</u>	<u>(3,150)</u>	<u>(5,726)</u>		<u>(7,600)</u>		
<b>304 Events</b>									
1094 Income from Sponsors	1,200	75	4,650	473	1,500	0	2,000	0	0
1097 Income - Council Events	1,500	480	4,300	2,823	3,500	0	4,650	0	0
<b>Total Income</b>	<u>2,700</u>	<u>555</u>	<u>8,950</u>	<u>3,295</u>	<u>5,000</u>	<u>0</u>	<u>6,650</u>	<u>0</u>	<u>0</u>
4031 ADVERTISING	500	0	500	0	0	0	0	0	0
4036 PROPERTY MAINTENANCE	0	60	0	0	0	0	0	0	0
4222 COMMUNITY EVENTS	16,500	6,609	35,000	25,385	35,000	300	50,800	0	0
<b>Overhead Expenditure</b>	<u>17,000</u>	<u>6,669</u>	<u>35,500</u>	<u>25,385</u>	<u>35,000</u>	<u>300</u>	<u>50,800</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(14,300)</u>	<u>(6,114)</u>	<u>(26,550)</u>	<u>(22,090)</u>	<u>(30,000)</u>		<u>(44,150)</u>		
<b>305 Community Grants</b>									
4203 MAYORS CHRISTMAS APPEAL FUND	2,100	2,228	2,800	2,242	2,800	0	3,300	0	0
4218 Grants (WB) Small Projects	3,000	400	3,000	200	3,000	0	3,000	0	0
4219 Grants (WB) Large Projects	1,962	1,962	0	0	0	0	1,000	0	0
4220 Grants (WB) Key Partners	15,000	22,126	15,000	11,626	15,000	0	15,000	0	0
4234 Covid 19 Expenditure	2,600	2,729	0	0	0	0	0	0	0
5014 Tfr from EMR Memorial Hall Gran	0	-8,000	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<u>24,662</u>	<u>21,445</u>	<u>20,800</u>	<u>14,067</u>	<u>20,800</u>	<u>0</u>	<u>22,300</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(24,662)</u>	<u>(21,445)</u>	<u>(20,800)</u>	<u>(14,067)</u>	<u>(20,800)</u>		<u>(22,300)</u>		
<b>306 Community Safety</b>									

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4046	Enviro - Crime	6,400	4,500	7,400	1,800	7,400	0	7,900	0	0
4059	OTHER PROFESSIONAL FEES	33,990	34,087	34,990	14,686	34,990	0	34,990	0	0
	<b>Overhead Expenditure</b>	<b>40,390</b>	<b>38,587</b>	<b>42,390</b>	<b>16,486</b>	<b>42,390</b>	<b>0</b>	<b>42,890</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(40,390)</b>	<b>(38,587)</b>	<b>(42,390)</b>	<b>(16,486)</b>	<b>(42,390)</b>		<b>(42,890)</b>		
<b>307</b>	<b><u>Civic Services</u></b>									
1097	Income - Council Events	0	0	0	60	0	0	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4101	MAYORS ALLOWANCE	3,850	2,149	3,850	2,652	3,850	0	3,850	0	0
4106	Mayors Civic Events	2,200	777	2,900	2,038	2,900	0	2,900	0	0
4121	CIVIC REGALIA	550	586	665	517	665	0	300	0	0
4122	Civic Fund Expenses	200	335	200	183	200	0	200	0	0
4222	COMMUNITY EVENTS	0	0	0	2,611	0	0	0	0	0
4992	Trs from Earmarked Reserve	-450	-450	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>6,350</b>	<b>3,397</b>	<b>7,615</b>	<b>8,001</b>	<b>7,615</b>	<b>0</b>	<b>7,250</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(6,350)</b>	<b>(3,397)</b>	<b>(7,615)</b>	<b>(7,941)</b>	<b>(7,615)</b>		<b>(7,250)</b>		
<b>399</b>	<b><u>Community Capital &amp; Projects</u></b>									
4034	WEBSITE COSTS	0	0	0	0	0	0	6,000	0	0
4804	CAP-New Christmas Lights	6,000	3,605	6,000	0	6,000	0	6,000	0	0
4992	Trs from Earmarked Reserve	-6,000	-5,367	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>0</b>	<b>-1,762</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>12,000</b>	<b>0</b>	<b>0</b>

Continued on next page

Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>1,762</u>	<u>(6,000)</u>	<u>0</u>	<u>(6,000)</u>		<u>(12,000)</u>		
<b>Community Services - Income</b>	6,200	6,277	10,750	4,411	6,056	0	8,350	0	0
<b>Expenditure</b>	138,552	98,221	166,655	93,133	164,331	4,838	189,640	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(132,352)</u>	<u>(91,944)</u>	<u>(155,905)</u>	<u>(88,722)</u>	<u>(158,275)</u>		<u>(181,290)</u>		

## Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Planning and Licensing</u></b>										
<b>401</b>	<b><u>Growth Area</u></b>									
1078	Grants & Donations Received	0	0	0	4,665	4,665	0	0	0	0
	<b>Total Income</b>	0	0	0	4,665	4,665	0	0	0	0
4059	OTHER PROFESSIONAL FEES	2,500	1,261	2,000	0	500	0	2,000	0	0
4062	Neighbourhood Plan	20,000	60	0	1,649	1,208	0	0	0	0
4992	Trs from Earmarked Reserve	-20,000	-60	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	2,500	1,261	2,000	1,649	1,708	0	2,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(2,500)</u>	<u>(1,261)</u>	<u>(2,000)</u>	<u>3,016</u>	<u>2,957</u>		<u>(2,000)</u>		
	<b>Planning and Licensing - Income</b>	0	0	0	4,665	4,665	0	0	0	0
	<b>Expenditure</b>	2,500	1,261	2,000	1,649	1,708	0	2,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(2,500)</u>	<u>(1,261)</u>	<u>(2,000)</u>	<u>3,016</u>	<u>2,957</u>		<u>(2,000)</u>		
	<b>Total Budget Income</b>	1,042,894	1,013,102	1,047,521	1,089,924	1,121,289	0	1,181,707	0	0
	<b>Expenditure</b>	1,040,699	898,121	1,072,521	778,144	1,135,177	16,386	1,175,659	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>2,195</u>	<u>114,981</u>	<u>(25,000)</u>	<u>311,780</u>	<u>(13,888)</u>		<u>6,048</u>		

**HOUGHTON REGIS TOWN COUNCIL**

**LIBERAL DEMOCRAT GROUP**

**PROPOSED AMENDMENTS TO 2022/23 BUDGET**

Code Number	Description	Budget Figure	Suggested Figure	Saving	Budget Balance
	From Amended Officer Draft Budget				6,048
	Proposed Amendments and Allocations				
101-1076	Precept received	-1,105,284	-1,119,236	13,952	20,000
299-4871	CAP - Pavilion Renovations	25,000	30,000	-5,000	15,000
299-4999	Trs to EMR Play Areas	10,000	25,000	-15,000	0
		<u>-1,070,284</u>	<u>-1,064,236</u>	<u>-6,048</u>	

This is now a balanced budget.

Precept requested of £1,119,236

divided by the Tax Base of 6,061

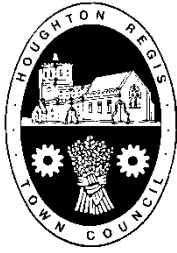
gives a Band D Council Tax Charge of 184.66

Band D Council Tax Charge 2021/22 182.36

Increase 2.30

Percentage Increase 1.26%





## TOWN COUNCIL

## Agenda Item 9

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<b>Date:</b>	<b>24<sup>th</sup> January 2022</b>
<b>Title:</b>	<b>Review Ear Marked Reserves</b>
<b>Purpose of the Report:</b>	<b>To present to Town Council a six monthly review of ear marked reserves.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

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### 1. RECOMMENDATION

**To note the report and in particular:**

- 1. EMR 352- to transfer out from this fund £3000 per annum for maintenance of the Former railway Line in budgets subsequent to 2022/23;**
- 2. Deferred income – to use this funding to support the Tithe Farm All Weather project**

### 2. BACKGROUND

Members may recall that at the June 2021 Town Council meeting it was requested that a system be put in place to review ear marked reserves on a 6 monthly basis. Accordingly members will receive a report on ear marked reserves at the January (alongside the precept and budget setting process) and June (alongside the year end accounts process) town council meetings.

### 3. ISSUES FOR CONSIDERATION

Members will find attached:

- Appendix A - Predicted Summary of Movements of Earmarked Reserves for 2021/22
- Appendix B - Predicted Summary of Movements of Earmarked Reserves for 2022/23

The predicted use of ear marked reserves is based on ongoing projects and on aspirations included in the Vision.

The 'Notes' column highlights significant points for movements in 2021/22.

For movements in 2022/23 the following points are highlighted:

- It is difficult to predict the closing balance of general reserves for 2022/23 at this time;
- EMR 322 – due to an increase in this EMR from the agreed transfer in from General Reserves, this EMR has a surplus which the Environment & Leisure Committee may like to consider using for the Tithe Farm All Weather project;
- EMR 327 – this fund is typically used to fund major play area refurbishments. It is highlighted that the council’s play areas are all over 10 years old now and significant funding may be required in the near future for refurbishment;
- EMR 330 – it is hoped that this fund will be used to support the publication of the Houghton Regis Neighbourhood Plan. However should this project be delayed this fund will remain available;
- EMR 348 – as members are aware the council has authorised the 12 month monitoring of the land at Grendall Lane. This monitoring will conclude during 2022/23. Dependent on the results of the monitoring some or all of this fund may be required for further work on this project;
- EMR 351 – it is hoped that further allotment sites may come forward in 2022/23, some funding from this reserve may be required to help establish new sites;
- EMR 352- there has been to date an annual transfer out from this fund to offset maintenance costs. However in accordance with the Town Council minute 11801 this transfer out has not been included in the budget for 2022/23. However to accord with the requirements of the s106 the council need to be using this fund to maintain the area. It is suggested that this transfer out again be included in budgets subsequent to 2022/23;
- Deferred income – it is hoped that the Tithe Farm All weather project will come forward in 2022/23, as such this funding will be used to support that project.

#### 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**

- Interim monitoring of EMR movements is useful and aids the efficient delivery of council services.

##### **Legal Implications**

- Although it has been recorded through E&L minutes that the deferred income will be used to support the Tithe Farm All Weather project, it is prudent to confirm this through Town Council minutes.

##### **Financial Implications**

- There are no financial implications.

##### **Risk Implications**

- It is good local government accounting practice to ensure that EMR’s are retained to future identified projects.

## **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**

There are no press implications.

## **6. CONCLUSION AND NEXT STEPS**

A 6 monthly review of EMR's is useful to confirm anticipated transfers in and out of EMR's.

## **7. APPENDICES**

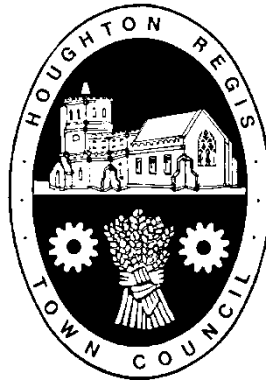
- Appendix A - Predicted Summary of Movements of Earmarked Reserves for 2021/22
- Appendix B - Predicted Summary of Movements of Earmarked Reserves for 2022/23

## Appendix A

2021/22							
Committee	Schedule of Earmarked Reserves		Opening Balance	Transfer In	Transfer Out	Predicted Closing Balance	Notes
			01.04.21			31.03.22	
			£	£	£	£	
Town Council	310	General Reserves - Predicted	366,508	35,000	118,300	269,320	Transferred to EMR 322 Pavilion renovations (TC Minute 11801). Transfer to 291 re required tree work £17k and £1.3k r seating (TC Minute 11882) Defficit I&E budget predicted of £13,888
E&L	320	All Saints Churchyard Wall	2,374	442	0	2,816	To be used to fund repairs as required.
E&L	322	Pavilion Renovation	146,389	100,000	14,540	231,849	Transfer in from General Rservees (TC Minute 11801). Transfer out to support the Orchard Close Refurbishment project. It is anticipated that this EMR will be used to help fund Tithe Farm Sports project. The timing of the requirement is not known at present.
E&L	327	Play Areas	81,732	10,000	21,081	70,651	Spend in 2021/22 used for Green resurfacing. Typically this fund gets built up over time to fund major improvements to play areas.
Comm Serv	330	Community Development	20,000	0	0	20,000	To be used to fund the Neighbourhood Plan process and production.
Corp Serv	332	Elections	1,940	4,187	0	6,127	Typically this fund gets built up over time to fund any by-election or main election. This fund may be used to fund any by-election arising from the current Parkside vacancy.
E&L	348	Cemetery	74,208	4,683	0	78,891	To be used to fund the environmental assessment of the land at Grendall Lane.
E&L	351	Allotments	64,560	0	15,000	49,560	To be used to fund enhancement to the Terra Croft Leisure Garden site (additional shed bases and pitch deliniation, machinery and noticeboard)
E&L	352	Former Railway Line	31,789	0	3,000	28,789	This is an annual transfer out to help fund the ongoing maintenance of this land in accordance with the s106 agreement.
Town Council	355	New Office Provision	200,000	0	35,000	165,000	Transferred to General Reserves
Comm Serv	357	Knife Crime	1,737	0	1,737	0	Funds transferd out to complete the project.
<b>TOTAL EARMARKED RESERVES</b>			<b>624,729</b>	<b>119,312</b>	<b>90,358</b>	<b>653,683</b>	
E&L	S106	Deferred Income	260,575	0	30,000	230,575	TC Minute 11410 re Orchard Close Pavilion. Remaining funds to be used to help fund Tithe Farm Sports project

## Appendix B

2022/23							
Committee	Schedule of Earmarked Reserves		Predicted Opening Balance	Transfer In	Transfer Out	Predicted Closing Balance	Notes
			01.04.22			31.03.23	
			£	£	£	£	
Town Council	310	General Reserves - Predicted	269,320	0	0	269,320	
E&L	320	All Saints Churchyard Wall	2,816	0	0	2,816	To be used to fund repairs as required.
E&L	322	Pavilion Renovation	231,849	0	121,404	110,445	It is anticipated that this EMR will be used to help fund Tithe Farm Sports project. The project funding outline includes this contribution, however as this EMR is greater Members may like to increase the project contribution as the project costs are increasing.
E&L	327	Play Areas	70,651	0	0	70,651	Typically this fund gets built up over time to fund major improvements to play areas.
Comm Serv	330	Community Development	20,000		20,000	0	To be used to fund the Neighbourhood Plan process and production. It is hoped that this project will complete in 2022/23
Corp Serv	332	Elections	6,127	0	0	6,127	Typically this fund gets built up over time to fund any by-election or main election. This fund may be used in 2021/22 to fund any by-election arising from the current Parkside vacancy.
E&L	348	Cemetery	78,891	0	0	78,891	To be used to fund the environmental assessment of the land at Grendall Lane.
E&L	351	Allotments	49,560	0	0	49,560	To be used to fund enhancements to any allotment provision.
E&L	352	Former Railway Line	28,729	0	0	28,729	This has to date been an annual transfer out to help fund the ongoing maintenance of this land in accordance with the s106 agreement. In accordance with Town Council minute 11801 this transfer out has not been shown in the budget. However to accord with the requirements of the s106 the council needs to be using this to fund ongoing maintainance.
Town Council	355	New Office Provision	165,000	0	0	165,000	Transferred to General Reserves
		<b>TOTAL EARMARKED RESERVES</b>	<b>653,623</b>	<b>0</b>	<b>141,404</b>	<b>512,219</b>	
E&L	S106	Deferred Income	230,575	0	230,575	0	To be used to help fund Tithe Farm Sports project



## **HOUGHTON REGIS TOWN COUNCIL**

### **Internal Audit Planning, Reporting & Review Policy**

Adopted: Town Council: 18<sup>th</sup> May 2011

Reviewed: 22<sup>nd</sup> September 2014

15<sup>th</sup> June 2015

3<sup>rd</sup> October 2016

9<sup>th</sup> October 2017

5<sup>th</sup> October 2020

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## Background

A system of internal control is designed to manage risk to a reasonable level rather than eliminate all risk or failure to achieve policies, aims and objectives. It thus provides a reasonable, not absolute, assurance of effectiveness. A system of prioritisation therefore pertains.

It is the responsibility of Council to determine the scope of audit, without undue influence from the internal auditor, to ensure his/her independence and that planning and reporting access is effective and direct

### *Legislative Framework*

Regulation 4 of the Accounts and Audit Regulations 2003 requires audited bodies (which includes local authorities / parish councils) to conduct, at least annually, a review of the effectiveness of the system of internal control and to publish the results. This statement of assurance forms part of the financial statements.

The Accounts and Audit (Amendment) (England) Regulations 2006 which came into force in April 2006 clarify the 2003 Regulations and strengthen governance and accountability.

Councillors, together with the Town Clerk (the Proper Officer) are responsible to the electorate to ensure good governance within Houghton Regis Town Council. Houghton Regis Town Council is required to:

1. consider the findings of the review of systems of internal control in Regulation 4(3) of the 2003 Regulations (as amended in 2006); and
2. carry out and consider the findings of a review of the effectiveness of the system of internal audit in Regulations 6(3) and 6(4) of the 2003 Regulations (as amended in 2006);

### *Policy Framework*

The Council's approved Standing Orders require that (*Section 18 b i*):

## **18 FINANCIAL CONTROLS AND PROCUREMENT**

- b The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i the keeping of accounting records and systems of internal controls;

The Council's approved Financial Regulations require that (*Section 2*, Accounting and Audit, as applicable to internal audit):

## 2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.



## **Purpose of Internal Audit**

Internal Audit is a function of management and forms part of the Council's internal control mechanisms. It is designed to manage risk to a reasonable level rather than eliminate all risk. It thus provides a reasonable, not absolute, assurance of effectiveness.

The audit should cover the areas of 'risk' identified by the annual return and any additional matters Council chooses. It must be based on the financial year.

Traditionally the audit has been achieved by a *mid year interim Internal Audit and* a 'year-end' internal audit, although there is provision to contact the internal auditor as necessary.

## **Planning**

### *Legislation*

Regulation 6 of the Regulations 2006 requires the Houghton Regis Town Council to maintain an adequate and effective system of internal audit of its accounting records and system of internal control in accordance with proper internal audit practices.

### *Policy*

**Internal control is set through Council's Standing Orders and Financial Regulations which encompass administrative processes with segregation of duties, supervision and delegation of duties. It includes provision for example budget monitoring, policy and procedure adherence and update, risk assessments and management and compliance with laws and regulations. The internal controls are designed to include measures to prevent and detect fraud and corruption, their effectiveness must be reviewed.**

### *Internal Audit Specification*

The internal audit specification is produced in draft by the Clerk (&RFO). Other relevant staff members are consulted on its content. The draft is presented to Council annually for approval. The approved document sets out the areas to be covered by the internal audit.

As a basis it should include:

- Legal basis
- Previous internal audit report
- Proper bookkeeping
- Council policy
- Risk management
- Budgetary controls
- Income controls
- Payroll controls
- Asset controls
- Bank reconciliation
- Year end procedures

Other issues may be added which reflect on previous audit reports or on any other areas of concern as noted by Members or staff.

The scope of audit is determined by Council, without undue influence from the internal auditor.

### **Reporting**

The internal audit process is set out in the approved Internal Audit Specification. Once the internal audit has been completed and the report received by the Clerk (&RFO) the findings accompanied by an action plan are to be reported to Council.

### **Review**

#### *Policy*

Council will review on an annual basis the following:

- Internal Audit Planning, Reporting And Review Policy
- Internal Audit Specification

#### *Reports*

Council will review as soon as reasonably practicable the following reports:

- Internal audit report and action plan
- External audit report and action plan

#### *Annual Return*

The statement of internal control is included within the Annual Return. Governance should be reviewed during the year so that the declaration may be made when the accounts are completed and signed.



## Houghton Regis Town Council

### Equality and Diversity Policy

Date of Approval:	Town Council 28 <sup>th</sup> November 2011
Dates of review:	22 <sup>nd</sup> June 2015; 29 <sup>th</sup> November 2016
Dates of Re approval:	22 <sup>nd</sup> June 2015; 18 <sup>th</sup> June 2018, 5 <sup>th</sup> October 2020

#### **Contents**

- 1.0 Introduction**
- 2.0 Policy**
- 3.0 Commitment to Equality and Diversity**
- 4.0 Scope of the Policy**
- 5.0 Objectives of the Policy**
- 6.0 Equality Aims**
- 7.0 Employee Responsibilities**
- 8.0 Reporting Complaints – Procedures for Employees**
- 9.0 Review**

This policy applies to all members of the Town Council and is applicable to Town Councillors as volunteers.

#### **1.0 INTRODUCTION**

The Equality Act 2010 came into force in October 2010. The legislation covers a prescribed set of protected characteristics including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

It also covers prohibited conduct including discrimination, adjustments for disabled persons, victimisation and harassment; services and public functions; premises; employment; contracts; and, advancement of equality. The latter provision specifies a public sector equality duty, which applies equally to town and parish councils.

## **2.0 POLICY**

The Town Council is committed to promoting equality and diversity, providing an inclusive and supportive environment for all. In the implementation of this policy the Town Council will:

- ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction
- promote diversity and equality for all staff and value the contributions made by individuals and groups of people from diverse cultural, ethnic, socio-economic and distinctive backgrounds
- promote and sustain an inclusive and supportive work environment which affirms the equal and fair treatment of individuals in fulfilling their potential and does not afford unfair privilege to any individual or group
- treat part time staff fairly and equally
- challenge inequality and less favourable treatment wherever practicable
- promote greater participation of under-represented groups of staff by encouraging positive action to address inequality
- promote an environment free of harassment and bullying on any grounds in relation to all staff, Councillors, contractors and visitors attending the Council's offices or meetings.

The task of promoting social inclusion, tackling discrimination and encouraging equal opportunities are key issues for Houghton Regis Town Council and the Council is committed to:

- eliminating unlawful discrimination, harassment and victimisation
- advancing equality of opportunity between different groups
- fostering good relations between different groups

## **3.0 COMMITMENT TO EQUALITY AND DIVERSITY**

The Town Council is committed to Equality and Diversity and to the vision of improving the quality of life for local people.

The Town Council aims to be:

- Accessible
- Accountable
- Fair
- Inclusive
- Proactive
- Professional
- Responsible
- Transparent

Houghton Regis Town Council is committed to achieving equality of opportunity and valuing diversity in all aspects of its work:

- a. Through the delivery of our services to the community by ensuring that within reason, these services are accessible to all and that we fully recognise the diversity of people's needs
- b. Through the way we recruit, employ and train our workforce to enable us to provide better services
- c. In the Town Council's leadership role, working with partners to promote the importance of treating every individual with dignity and respect.

#### **4.0 SCOPE OF THE POLICY**

This policy is designed to value diversity and to ensure equality of opportunity and access to services and that no one receives less favourable treatment on the grounds of:

- Race (i.e. colour, ethnic or national origin, nationality or citizenship).
- Gender reassignment
- Disability
- Sex
- Sexual orientation
- Age
- Religion or belief
- Caring for others
- Trade Union or political activities
- Pregnancy and Maternity
- Marriage and Civil Partnership

This list is not exhaustive.

#### **5.0 OBJECTIVES OF THE POLICY**

**5.1 To improve delivery, information and access to services we will:**

- Ensure all employees, contractors and users of our services are informed about our Equality and Diversity Policy
- Apply equal opportunities principles to work undertaken for the council by external contractors, other organisations in receipt of council funding and in work with our partners
- Rectify any elements of our work which have the potential for discrimination and prejudice.

**5.2 To improve access and opportunity to employment and training we will:**

- Implement our Equality and Diversity Policy in our role as an employer
- Demonstrate our commitment in the way the Town Council
  1. recruits and selects people
  2. trains and develops people
  3. recognises the abilities that individuals demonstrate
  4. expects the highest standards of employee conduct and behaviour.
- Not accept any form of unfair treatment, discrimination, bullying or harassment or removal of dignity by any of our employees or to any of our employees
- Review and develop procedures in the context of equality and diversity.

**5.3 To promote equality and diversity with other partners we will:**

- Promote tolerance and respect between diverse groups and individuals
- Acknowledge and celebrate, wherever possible, the variety of lifestyles and cultures within the town
- Challenge all forms of discrimination within the Town Council and the wider community
- Support the development of communities and assist them in challenging discrimination, harassment, bullying and violence.

**5.4 Responsibility and Liability**

All members of staff remain personally responsible for ensuring that they act within the law. The Town Clerk is responsible for ensuring that staff perform their duties in a lawful manner and that proper training and support is provided accordingly. In certain circumstances the Town Council could be vicariously liable for actions carried out by staff purportedly in the Town Council's name. Any member of staff may be personally liable if, whilst on Council business and despite guidance and training from the Council, they behave illegally in respect of the Equality Act 2010.

**6.0 EQUALITY AIMS****6.1 Age**

The Town Council shall not permit unlawful age discrimination.

**6.2 Sexual Orientation**

The Town Council shall not permit unlawful discrimination.

### **6.3 Disability**

The Town Council will remove barriers to participation by disabled people, wherever possible. Staff who become disabled whilst working with the Council will be offered reasonable adjustments to enable them to continue working.

### **6.4 Race/Ethnic Origin**

The Town Council will encourage participation of minority ethnic groups in its activities.

### **6.5 Religion**

The Town Council respects people from diverse religious and cultural backgrounds and will give due regard to the needs and requirements of people who adhere to a range of cultural and religious beliefs. This will include staff needs in relation to dietary requirements, and requests for leave and facilities for religious observance.

### **6.6 Equal Pay**

The Council is committed to equal pay in employment. It believes its male and female employees should receive equal pay for like work, work rated as equivalent or work of equal value. In order to achieve this, the Council will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

## **7.0 EMPLOYEE RESPONSIBILITIES**

**7.1** Employees have a duty to co-operate with the Council to make sure that this Policy is effective in ensuring equal opportunities and in preventing discrimination, harassment or bullying. Action will be taken under the Council's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this Equal Opportunities and Diversity Policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal. Employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination or harassment. Employees who commit serious acts of harassment may also be guilty of a criminal offence.

**7.2** Employees must draw the attention of your Manager/Supervisor to suspected discriminatory acts or practices or suspected cases of harassment or bullying. Employees must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment or who has provided information about such discrimination or harassment. Such behaviour will be treated as potential gross misconduct in accordance with the Council's disciplinary procedure.

**7.3** The Council will also take appropriate action against any third parties or Councillors who are found to have committed an act of improper or unlawful harassment against its employees.

## **8.0 REPORTING COMPLAINTS – Procedures for Employees**

- 8.1** All allegations of discrimination or harassment will be dealt with seriously, confidentially and speedily. The Council will not ignore or treat lightly grievances or complaints of discrimination or harassment from employees
- 8.2** If you wish to make a complaint of discrimination, you should use the Council's grievance procedure.
- 8.3** With cases of harassment, while the Council encourages employees who believe they are being harassed or bullied to notify the offender (by words or by conduct) that his or her behaviour is unwelcome, the Council also recognises that actual or perceived power and status disparities may make such confrontation impractical. In the event that such informal direct communication is either ineffective or impractical, or the situation is too serious to be dealt with informally, you should follow the procedure set out below.
- 8.4** If you wish to make a complaint of harassment, whether against a fellow employee or a third party, such as a client, customer, contractor or supplier, you should follow the following steps:
1. First of all, report the incident of harassment to your Manager/Supervisor. If you do not wish to speak to your Line Manager, you can instead speak to an alternative Manager/Supervisor or to the Town Clerk. Such reports should be made promptly so that investigation may proceed and any action taken expeditiously.
  2. All allegations of harassment will be taken seriously. The allegation will be promptly investigated and, as part of the investigatory process, you will be interviewed and asked to provide a written witness statement setting out the details of your complaint. Confidentiality will be maintained during the investigatory process to the extent that this is practical and appropriate in the circumstances. However, in order to effectively investigate an allegation, the Council must be able to determine the scope of the investigation and the individuals who should be informed of or interviewed about the allegation. For example, the identity of the complainant and the nature of the allegations must be revealed to the alleged harasser so that he or she is able to fairly respond to the allegations. The Council reserves the right to arrange for another Manager/Supervisor to conduct the investigation other than the Manager/Supervisor with whom you raised the matter.
  3. Once the investigation has been completed, you will be informed in writing of the outcome and the Council's conclusions and decision as soon as possible. The Council is committed to taking appropriate action with respect to all complaints of harassment which are upheld. If appropriate, disciplinary proceedings will be brought against the alleged harasser.
  4. You will not be penalised for raising a complaint, even if it is not upheld, unless your complaint was either untrue or made in bad faith.
  5. If your complaint is upheld and the harasser remains in the Council's employment, the Council will take all reasonable steps to ensure that you do not have to continue



working alongside him or her if you do not wish to do so. The Council will discuss the options with you.

6. If your complaint is not upheld, arrangements will be made for you and the alleged harasser to continue or resume working and to repair working relationships.

**8.5** Alternatively, you may, if you wish, use the Council's grievance procedure to make a complaint of harassment.

**8.6** Any employee who is found to have discriminated against or harassed another employee in violation of this policy will be subject to disciplinary action under the Council's disciplinary procedure. Such behaviour may be treated as gross misconduct and could render the employee liable to summary dismissal. In addition, Managers/Supervisors who had knowledge that such discrimination or harassment had occurred in their departments but who had taken no action to eliminate it will also be subject to disciplinary action under the Council's disciplinary procedure.

## **9.0 REVIEW**

Review of this policy will be carried out annually by Town Council.

This policy applies to all members of the Town Council and is applicable to Town Councillors as volunteers.