



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr Yvonne Farrell**

Tel: 01582 708540

Town Clerk: **Clare Evans**

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

16<sup>th</sup> January 2023

## HOUGHTON REGIS TOWN COUNCIL MEETING

**To: All Town Councillors**

### Notice of Meeting

**You are hereby summoned to the Meeting of the Houghton Regis Town Council to be held at the Council Offices, Peel Street on Monday 23<sup>rd</sup> January 2023 at 7.00pm.**

Members of the public who wish to attend the meeting may do so in person or remotely through the meeting link below.

To attend remotely through Teams please follow this link: [MEETING LINK](#)

Please follow this guidance if attending the meeting remotely [LINK](#)

**Clare Evans**  
Town Clerk

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

### AGENDA

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

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

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

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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.*

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

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

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

### 4. MINUTES

*Pages 6 - 11*

To approve the minutes of the meeting held on 19<sup>th</sup> December 2022.

**Recommendation: To approve the Minutes of the meeting held on 19<sup>th</sup> December 2022.**

### 5. COMMITTEE AND WORKING GROUP MINUTES

*Pages 12 - 17*

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	12 <sup>th</sup> December 2022
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. 2023/24 BUDGET AND PRECEPT

*Pages 18 - 37*

To present to Town Council the draft budget for 2023/24 for consideration and to request that members approve a budget for 2023/24 and set a precept.

**Recommendation:**           **To approve the budget and set a precept of £1196,781 for 2023/24.**

## **9. REVIEW OF EAR MARKED RESERVES**

*Pages 38 - 42*

To enable Members to review the status of the Council's Ear Marked Reserves part way through the financial year.

**Recommendation:**   **To note the Schedule of Ear Marked Reserves 2022/23 and the predicted schedule of Ear Marked Reserves 2023/24.**

## **10. PROPOSED PAN-BEDFORDSHIRE BUS USERS' FORUM**

The Town council has been advised of the following and invited to nominate a representative to attend:

Background

The National Bus Strategy for England, "Bus Back Better" published by the DfT in March 2021, formalised the expectation that all local transport authorities in England would establish Enhanced Partnerships with the local bus operators to deliver better bus services in their areas.

In October 2021, local authorities published their Bus Service Improvement Plans (BSIP), which act as the bidding documents for funding from the Department for Transport (DfT), Bedford Borough Council, Luton Borough Council and Central Bedfordshire Council liaised on the development of a number of joint proposals, which were included in the BSIPs.

The BSIP for Central Bedfordshire can be found here:

<https://centralbedfordshire.app.box.com/s/vfor4v8g3als6b3xkiwp13bcfe9968ws>

The BSIP for Bedford can be found here:

<https://www.bedford.gov.uk/media/1487/download?inline>

The BSIP for Luton can be found here:

[https://m.luton.gov.uk/Page/Show/Transport\\_and\\_streets/Public\\_transport/Pages/national-bus-strategy-bus-back-better.aspx#our](https://m.luton.gov.uk/Page/Show/Transport_and_streets/Public_transport/Pages/national-bus-strategy-bus-back-better.aspx#our)

In November 2022, the DfT has confirmed a total funding allocation of £19.1 million for Luton and £3.7million for Central Bedfordshire, from 2022/23 to 2024/25.

One of the BSIP joint commitments is to create a pan-Bedfordshire Bus Users' Forum covering Bedford, Central Bedfordshire and Luton. The Partnerships recognise the importance of the views of their local communities and want to build on existing

relationships with bus passengers to better understand their needs and to expand that relationship to include under-represented user groups and the views of non-users. The Bus Users' Forum will serve as a consultation medium for considering Partnership Schemes as they emerge and develop and will also provide valuable feedback on all aspects of the bus network. The Partnerships have agreed that Central Bedfordshire Council will act as the lead on the establishment of the Forum.

The intention is that the Bus Users' Forum would act as an umbrella organisation comprising representatives from any current bus user groups within the Bedfordshire area as well as transport representatives from Parish and Town Councils.

The purpose of the proposed pan-Bedfordshire Bus Users' Forum is:

- To provide community and bus operator awareness of public transport needs and developments
- To allow informed and constructive public discussion of existing and proposed service and infrastructure provision
- To consult on both current and future transport policies, strategies and proposals
- To ensure the voice of regular bus users is heard in an equitable way.

The Bus Users' Forum will be non-party-political and participation in the forum, including attendance at any meeting, will not require the payment of any membership subscription. Similarly, there would be no financial remuneration for participation in the forum, or attendance at any meeting

#### Participation

CBC are inviting Parish and Town Councils across the area to participate in the Bus Users' Forum to represent the interests of their residents and communities. Councils may choose to participate in the pan-Bedfordshire Bus Users' Forum on an individual basis or may choose to link together with neighbouring Parish or Town Councils, where common bus routes serve adjacent areas, or where a larger Parish or Town may already have a councillor with a transport portfolio who is happy to attend on behalf of a wider local area.

CBC are keen that all individuals participating are able to represent their local residents through constructive and strategic discussion at meetings, coupled with the ability to work in a respectful way with both bus operators and council officers, in order to achieve mutually beneficial results.

#### Launch meeting

CBC intend to arrange a launch meeting early in 2023, when CBC will be able to give attendees a full briefing on the plans for delivering the measures identified in the BSIPs through the Enhanced Partnerships. In advance of this inaugural meeting, CBC would welcome expressions of interest for involvement in the proposed Forum.

It is anticipated that the launch meeting would be in hybrid form and is most likely to be late afternoon/early evening for an hour or so.

Once the user group is up and running the format would be decided by the members.

**Recommendation:**      **To consider appointing a representative to attend the pan-Bedfordshire Bus Users' Forum.**

**11. CENTRAL BEDFORDSHIRE COUNCIL 2023/24 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 24<sup>th</sup> January 2023.

The consultation is available online at [www.centralbedfordshire.gov.uk/budget](http://www.centralbedfordshire.gov.uk/budget)

Feedback from the consultation will be presented to the February Executive, in advance of decision making on the finalised budget which will be recommended to Full Council.

**12. APPOINTMENT TO APPEALS SUB COMMITTEE**

In accordance with the approved Committee Functions and Terms of Reference members are requested to nominate 3 councillors to sit on an Appeals Committee. Due to the sensitive nature of this matter further details will be provided in due course to the appointed Appeals Sub Committee.

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# HOUGHTON REGIS TOWN COUNCIL

## Minutes of the Town Council meeting held on 19<sup>th</sup> December 2022 at 7.00pm

Present: Councillors: P Burgess  
J Carroll  
E Cooper  
Y Farrell  
S Goodchild  
D Jones  
T McMahon  
R Morgan  
A Slough  
C Slough  
K Wattingham

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

Public: 5

Apologies: Councillors: C Copleston  
S Thorne

Absent: M S Kennedy

### 12290 APOLOGIES

Apologies were received from Cllr Copleston and Cllr Thorne.

### 12291 QUESTIONS FROM THE PUBLIC

None.

### 12292 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

### 12293 MINUTES

To approve the minutes of the meetings held on 20<sup>th</sup> June, 29<sup>th</sup> September and 3<sup>rd</sup> October 2022.

**Resolved:** To approve the minutes of the meeting held on 20<sup>th</sup> June, 29<sup>th</sup> September and 3<sup>rd</sup> October 2022 and for these to be signed by the Chairman.

### 12294 COMMITTEE AND SUB-COMMITTEE MINUTES

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

Corporate Services Committee	30 <sup>th</sup> May, 18 <sup>th</sup> August and 4 <sup>th</sup> October 2022
Community Services Committee	5 <sup>th</sup> September 2022
Environment & Leisure Committee	26 <sup>th</sup> September 2022
Planning Committee	27 <sup>th</sup> September, 10 <sup>th</sup> October, 31 <sup>st</sup> October and 21 <sup>st</sup> November
Town Partnership Committee	26 <sup>th</sup> April 2022

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

Office Provisions Sub Committee	21 <sup>st</sup> February 2022
Proposed New Cemetery Working Group	18 <sup>th</sup> July 2022

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

**12208: To recommend to Town Council that the Banking Arrangements, Investment Strategy & Investment Arrangements policy be approved.**

**12209: To recommend to Town Council that the Internal Audit Planning, Reporting & Review Policy and Internal Audit Specification be approved.**

**12210: To recommend to Town Council the adoption of the Town Councils Working Safely with Coronavirus Policy.**

**12211: To recommend to Town Council the adoption of the Town Councils Menopause Policy.**

**12212: To recommend to Town Council that the Freedom of Information Act (2000) Policy and the Model Publication Scheme be approved.**

**12213: To recommend to Town Council that the Late Payments and Bad Debts Policy be approved.**

#### **12295 TOWN MAYOR ANNOUNCEMENTS**

Members were advised the Town Mayor had attended many events since the last meeting, including the Civic Reception at La Bella Calabria, Thorn Springs Care Home opening event, Circus, Halloween film screening, Remembrance Day, Recycled Teenagers Christmas buffet, Youth Council Christmas meal and attended the Churches of Houghton Regis Vigil for the tragic lives lost in the Tithe Farm Road murders.

#### **12296 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 Goodchild advised members she had attended two meetings at SORTED, one of which was the AGM.

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A meeting of CHEWS Foundation Trust had been arranged, however Cllr Goodchild was unable to attend due to a diary clash.

Also attended was accredited training provided by Central Bedfordshire Council on carbon literacy, which totalled six sessions with a certificate provided on completion.

Cllr Goodchild also attended a ten year anniversary celebration of the food bank.

Cllr McMahon had attended a Houghton Hall Park Project Meeting which had discussed designated BBQ areas in the park, concerns had been raised at the slow speed of the renewal process of the re-tender for the café provision. The topic of event cancellations had arisen and the availability of insurance from Central Bedfordshire Council as part of their climate mitigation strategy had been discussed. Positive feedback had been received regarding the themed flowerbeds in the Kitchen Garden with plans in place to install a children's area.

Cllr Wattingham advised members that the Memorial Hall were to fit a ramp for ease of access, policies had been looked at and quotes were being obtained for kitchen and toilet refurbishments.

Cllr Jones advised members that there had been three BATPC meetings, one of which had presented a diary clash, therefore he attended two of the three. Speakers were in attendance at the meetings and updated members of BATPC on NALC developments and discussions were held around flood resilience. At the Finance and General Purpose Committee the new premises move was discussed, it was also advised there would be a 3% membership increase for the next financial year.

#### **12297 REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

Members were advised that Cllr Copleston was unable to remain as the Town Council representative on Hospice at Home.

It was confirmed the next meeting of Hospice at Home was to be held on Wed 15<sup>th</sup> February 2023 at 1pm at Neville's Funeral Parlour.

Members were requested to consider and appoint another representative.

Cllr Jones volunteered to represent the Town Council for this organisation.

**Resolved: To appoint Councillor Jones as the town council s representative for Hospice at Home.**

#### **12298 CIVILITY & RESPECT PLEDGE**

To advise members of the national Civility & Respect Project.



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**Resolved:** To take the Civility & Respect pledge as follows:

**By signing the Pledge, Houghton Regis Town Council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:**

- **Has put in place a training programme for councillors and staff**
- **Has signed up to the Code of Conduct for councillors**
- **Has good governance arrangements in place including staff contracts and a dignity at work policy**
- **Will seek professional help at the early stages should civility and respect issues arise**
- **Will commit to calling out bullying and harassment if and when it happens**
- **Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme**
- **Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate**

#### **12299 EQUALITY & DIVERSITY POLICY**

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

Members were advised that advice was sought from the Town Councils HR provider as to the suitability of the Town Councils current policy. The response was that whilst the current policy remained suitable the Town Council may like to consider updating the policy, by going one step further than the basic equal opportunity policy (which reflected compliance with the law) and positively encourage a more diverse workforce.

Members received a report and policies.

**Resolved:** To adopt the Town Councils Equality, Diversity and Inclusion Policy.

#### **12300 HONORARY FREEMAN & FREEWOMAN POLICY**

Review of this policy was to be carried out every 4 years by Town Council.

Members were reminded that the Town Council had the power to confer the title of Honorary Freeman or Freewoman by virtue of the Local Government Act 1972, s249.

Members requested the dates be removed from the policy.

**Resolved:** To approve the Town Councils Honorary Freeman and Freewoman Policy

#### **12301 NEIGHBOURHOOD PLAN – FINAL DRAFT**

Members were advised that the Town Councils planning committee considered the final draft of the Town Councils Neighbourhood Plan at the meeting held on 12<sup>th</sup> December 2022. A copy of the plan was circulated to all members of the town council on the 13<sup>th</sup> December, for their consideration.

The Houghton Regis Neighbourhood Plan Steering Group (HRNPSG) were anticipating that this final version of the plan, subject to councils' approval, would be subject of a further public consultation in January 2023. The need for an additional consultation was in part due to the responses received from the statutory consultation that took place in August 2021 and also due to the inclusion of governments national First Homes Policy Guidance. All Neighbourhood Plans now needed this guidance to be included within one of the policies. It was proposed that a light touch public consultation was all that would be required.

The HRNPSG had been hopeful that by meeting the January consultation milestone, the referendum on the Plan could be included at the May elections. This would depend on whether this expectation would accord with Central Bedfordshire Councils timetable for their statutory public consultation on the plan. Members requested clarification as to whether this would be completed by May, it was confirmed that this would not be the case.

Members requested the acknowledgement of the dedication and commitment from members of the Neighbourhood Steering Group and the local community had shown throughout the process and wished them to be thanked formally, and for this to be added to the recommendations.

- Resolved:**
- 1. To adopt of the final version of Houghton Regis Town Councils Draft Neighbourhood Plan.**
  - 2. To allow minor changes to the text to be made up until the plan is presented for public consultation.**
  - 3. To note that the plan will be subject to a 6 week, light touch, public consultation period starting early 2023.**
  - 4. To formally thank members of the Steering Group for their input and dedication to the Neighbourhood Plan.**

#### **12302 KEY PARTNER GRANT – HOUGHTON REGIS MEMORIAL HALL**

Members were advised that the Community Services Committee on 24<sup>th</sup> October was unable to confirm the release of Key Partner Grant Funding to the Memorial Hall as the meeting was not quorate for the particular application. Members received the Renewal Form from the Memorial Hall which confirmed that they remained operating in accordance with their original application for Key Partner Status.

- Resolved: To approve the release of funding for the Houghton Regis Memorial Hall under the Key Partner Status for 2022/23.**

#### **12303 JOINT WORKING GROUP**

To enable members to consider the option of setting up a joint working group with Bedfordshire Police and the CBC Community Safety Team.

Members discussed at length the options to support a joint working group. Members felt that extending the Combating Crime Working Group would not be a viable way forward. It was suggested that directing residents to the appropriate support professionals would offer the best support for the community.

Members requested a networking meeting for local organisations who had a remit on crime and anti-social behaviour and fear of crime covering Houghton Regis to be set up in the new year to discuss and identify any gaps in provision enabling residents to be directed to the right support appropriate for their needs. The Memorial Hall was offered to the Town Council as a suitable venue for the meeting to be held.

**The Chairman declared the meeting closed at 8.37pm**

**Dated this 23<sup>rd</sup> day of January 2023**

**Chairman**

DRAFT

**HOUGHTON REGIS TOWN COUNCIL**

**Planning Committee  
Minutes of the meeting held on  
12<sup>th</sup> December 2022 at 7.00pm**

Present: Councillors: J Carroll  
E Cooper Virtual attendance  
S Goodchild  
D Jones Chairman  
S Thorne

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

Public: 6

Apologies: Councillors: M S Kennedy  
C Slough

**12281 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr Kennedy, Cllr C Slough and Cllr Cooper joined the meeting virtually.

**12282 QUESTIONS FROM THE PUBLIC**

None.

**12283 SPECIFIC DECLARATIONS OF INTEREST**

Members were reminded that Councillors Carroll, Goodchild and Jones sat on the Neighbourhood Steering Group.

**12284 MINUTES**

To approve the Minutes of the meeting held on the 21<sup>st</sup> November 2022.

**Resolved To approve the Minutes of the meeting held on 21<sup>st</sup> November 2022 and for these to be signed by the Chairman.**

**12285 PLANNING MATTERS**

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

CB/22/04454/FULL Two Storey Side Extension  
18 Thornhill Close, Houghton Regis, Dunstable, LU5 5SG  
For: Mr J Kane

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



CB/22/04405/VOC Variation of condition number 10 of planning permission CB/18/04471/FULL (48 new residential units.). Variation sought to split into two phases due to change on subcontractor. Land at Oakwell Park, Thorn Road, Houghton Regis, Dunstable, LU5 6JH  
For: Miss J Buoey


**Comments: Houghton Regis Town Council objected to this application for the following reasons:**

**The Town Council stresses that the archaeological investigation of the whole site needs to be undertaken and assessed prior any development taking place. Condition 10, as detailed on the planning approval, secured this undertaking and thereby should not be revoked. This site is of significant historical and archaeological interest. The Town Council had major concerns that, should archaeological investigations and assessments be undertaken in piecemeal, significant data or records could be lost or overlooked.**

CB/22/03101/RM Reserved Matters: following Outline Application CB/21/00280/OUT (Erection of 4 chalet style bungalows) Reserved matters sought for appearance, landscaping, layout and scale.  
Land North of Highfield House, Bedford Road, Houghton Regis, Dunstable, LU5  
For: Mr D Carrol

**Comments: Houghton Regis Town Council objected to this application for the following reasons:**

**The Town Council acknowledges Central Bedfordshire Councils Tree and Landscape Officers comments in response to Outline Application CB/21/00280/OUT, that the row Cypress hedging (G1) was not considered worthy of site protection. However, the plans submitted to the Town Council and ones on which it responded to, showed this row of hedging as being retained and therefore did not make comment. The proposed landscape scheme as detailed in the Reserved Matters application, now shows this row of hedging as removed. The Town Council objects to the proposed landscape scheme as it does not go far enough to provide ecological benefits to the site. In addition to this, the proposed loss of trees within the site, however insignificant they may be in their present form, would still have a detrimental ecological impact in the medium term.**

  
CB/22/04594/FULL Erection of a detached dwelling  
52 Drury Lane, Houghton Regis, Dunstable, LU5 5ED  
For: Mr A Nasar

**Comments: Houghton Regis Town Council objected to this application for the following reasons:**

- 1) **The proposed infill development is cramped in relation to the plot size and therefore is overdevelopment.**
- 2) **The building line appears to protrude further than that of the adjacent dwelling, number 54 Drury Lane.**

CB/22/04567/RM

Reserved Matters: Erection of 77 dwellings, providing full details of reserved matters including appearance, landscaping, scale and layout. Pursuant to Outline Application CB/19/04220/OUT; Residential Development for up to 100 Dwellings with all matters reserved, except access.

Land at Bury Spinney, Thorn Road, Houghton Regis, LU5 6JQ

For: Mr M Mann

**Comments: Houghton Regis Town Council objected to this application for the following reasons:**

- 1) **The design of the proposed dwellings appears inferior to those of the standard to the adjacent sites.**

**Furthermore, the Town Council respectfully requests that the land, as proposed for footpath access, is confirmed as not subject to any ransom strip or covenants that would jeopardise the opportunity for connectivity. The Town Council welcomes the inclusion for this connectivity allowing off road access to local schools, local facilities and the Town Centre.**

**Noted:**

CB/22/04384/DOC

Discharge of Conditions 8, 9, 12, 13 and 25 against planning permission CB/21/05575/REG3 (Development of a new leisure centre, incorporating landscaping and parking provisions. Demolition of the existing building and the construction of a new facility to include an eight-lane 25 metre community swimming pool, dedicated learner pool, confidence pool, fitness suite, exercise studio and two squash courts. Building to include a café, community space, creche, children's outdoor play zone and an outdoor fitness trail and public area.)

Houghton Regis Academy, Parkside Drive, Houghton Regis, Dunstable, LU5 5PX

CB/22/04403/LDCP

Lawful Development Certificate Proposed: Single storey rear extension.

200 Tithe Farm Road, Houghton Regis, Dunstable, LU5 5JF

*DJJ*

CB/22/04544/DOC Discharge of Condition 7 against planning permission CB/20/01537/FULL (Erection of a mixed use Local Centre comprising 52 no. apartments, 1 no. day nursery (Use Class D1), 1 no. retail unit (Use Class A1) 4 no. retail units (Use Classes A1/A3/A5) and associated infrastructure works including a haul road, landscaping and public realm). Land west of Bidwell, Houghton Regis LU5 6JQ

CB/22/04591/DOC Discharge of Condition 2 against planning permission CB/22/00545/FULL Development of a single industrial warehouse unit for E(g)(iii), B2 and B8 use with ancillary offices, car parking, service areas and soft landscaping. Unit 15, Humphrys Road, Dunstable, LU5 4TP

***Permissions / Approvals / Consents***

CB/22/01953/FULL The creation of a vehicular access ramp to the top deck of the existing multi-storey car park (north eastern elevation) and the Change of use of the top deck from Use Class E to B8 (storage and distribution). Decked Car Park to the North of Porz Avenue Houghton Hall Park Houghton Regis Dunstable LU5 5FT

CB/22/03782/FULL Retrospective planning permission for change of use from amenity land to a residential, gravel parking area to the rear 2 Farriers Way, Farriers Way, Houghton Regis, Dunstable LU5 5FG

***Refusals:***

None received.

***Withdrawals:***

None received.

**12286 INCOME AND EXPENDITURE REPORT**

Members received the income and expenditure report, for the Planning Committee to date.

Members noted the income and expenditure report.

**12287 PLANNING COMMITTEE DRAFT BUDGET 2023/24**

Members received the officer draft budget for 2023/24, along with explanatory notes for the Planning Committee.

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

*AJ*

Members noted the Planning Committee draft budget.

**12288 NEIGHBOURHOOD PLAN**

Members were requested to consider the attached final draft version of Houghton Regis Town Councils Neighbourhood Plan.

Whilst the plan had been reviewed by the Steering Group members, members of this committee were advised that there could still be minor changes to the text before this version was published for public consultation.

Therefore, members were requested to recommend to Town Council that minor changes to the text i.e. names of places, street names and grammatical errors, be allowed up until the plan was presented for public consultation.

It was proposed, should Council be minded to agree, that the draft plan would be subject to a 6 week public consultation early in January 2023.

Members acknowledged and wished to thank members of the Steering Group for the valuable work that had been undertaken to produce the Neighbourhood Plan.

- Resolved:**
- 1) **To recommend to Town Council the adoption of the final version of Houghton Regis Town Councils Draft Neighbourhood Plan.**
  - 2) **To request that Town Council allow minor changes to the text to be made up until the plan is presented for public consultation.**
  - 3) **To approve the costs for the neighbourhood planning consultant fees, from budget heading 401-4062, be offset by a transfer in from EMR330, to enable the Neighbourhood Plan Steering Group to be able to take the plan to referendum stage.**

**12289 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

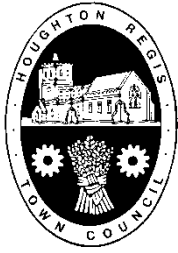


**The Chairman declared the meeting closed at 8.34pm**

**Dated this 9<sup>th</sup> day of January 2023.**

*D. J. Jones*

**Chairman**



## TOWN COUNCIL

## Agenda Item 8

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<b>Date:</b>	<b>23<sup>rd</sup> January 2023</b>
<b>Title:</b>	<b>2023/24 Budget and Precept</b>
<b>Purpose of the Report:</b>	<b>To present to Town Council the draft budget for 2023/24 for consideration and to request that members approve a budget and set a precept for 2023/24.</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 £1196,781 for 2023/24.**

### 2. BACKGROUND

The council was required to advise Central Bedfordshire Council of its precept requirement by 19<sup>th</sup> January 2023. Due to the timing of this meeting an extension of this date has been agreed (information to be submitted during the week commencing 23<sup>rd</sup> January 2023).

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 2022 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 2023/24 incorporating officer suggested savings as circulated to members on 7<sup>th</sup> December 2022. Further work has also been undertaken on the salaries budget and associated budgets for National Insurance and Pensions and as such these figures have also been revised.

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:

	<b>2022/23</b>	<b>2023/24 – App A</b>
<b>Precept</b>	£1,119,236	£1,196,781 as included in the draft budget
<b>Tax base</b>	6061	6481
<b>Band D (Precept / Tax Base)</b>	£184.66	£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 2022/23. This equates to a precept increase of £77,545.

Considerations:

The draft budget, Appendix A, shows a deficit of £9,990 in 2023/24.

It also shows a predicted budget surplus in 2022/23 of £8,980. As such it is felt that the budget deficit in 2023/24 can be supported by the predicted budget surplus from 2022/23.

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 2023/24

16/01/2023

## Houghton Regis Town Council

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## Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Corporate Services</b>										
<b>101</b>	<b>Corporate Management</b>									
1076	Precept received	969,231	969,231	1,119,236	1,119,236	1,119,236	0	1,196,781	0	0
1091	Income Miscellaneous	0	60	0	171	171	0	0	0	0
1096	Interest & Dividends Received	25,200	29,166	28,360	22,825	32,000	0	39,360	0	0
	<b>Total Income</b>	<b>994,431</b>	<b>998,457</b>	<b>1,147,596</b>	<b>1,142,232</b>	<b>1,151,407</b>	<b>0</b>	<b>1,236,141</b>	<b>0</b>	<b>0</b>
4051	BANK & LOAN CHARGES	60	0	40	71	300	0	840	0	0
4056	AUDIT FEES	2,750	2,711	3,000	-30	3,000	0	3,200	0	0
4057	ACCOUNTANCY & SOFTWARE	2,100	1,895	2,600	1,179	2,600	0	5,000	0	0
4061	CCLA Management Fees	4,000	4,289	4,000	2,394	4,500	0	4,800	0	0
	<b>Overhead Expenditure</b>	<b>8,910</b>	<b>8,894</b>	<b>9,640</b>	<b>3,615</b>	<b>10,400</b>	<b>0</b>	<b>13,840</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>985,521</b>	<b>989,563</b>	<b>1,137,956</b>	<b>1,138,617</b>	<b>1,141,007</b>		<b>1,222,301</b>		
<b>102</b>	<b>Democratic Rep'n &amp; Mgmt</b>									
4007	CONFERENCE COSTS	450	0	600	64	64	0	390	0	0
4008	TRAINING/COURSES	700	336	700	62	200	0	1,400	0	0
4009	TRAVEL	350	296	350	216	300	0	350	0	0
4020	MISC. ESTABLISH.COST	400	278	400	230	300	0	400	0	0
4024	SUBSCRIPTIONS	2,800	2,743	2,848	2,745	2,745	0	2,879	0	0
4059	OTHER PROFESSIONAL FEES	0	0	4,000	1,859	4,000	0	5,000	0	0
4104	HOSPITALITY ALLNCE	200	54	250	131	200	0	250	0	0
4131	ELECTION COSTS	12,000	7,813	12,000	5,350	5,350	0	17,000	0	0
4992	Trs from Earmarked Reserve	0	0	0	0	0	0	-6,650	0	0

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## Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5021	Tfr to Elections Res	0	4,187	0	6,650	6,650	0	0	0	0
	<b>Overhead Expenditure</b>	16,900	15,708	21,148	17,309	19,809	0	21,019	0	0
	<b>Movement to/(from) Gen Reserve</b>	(16,900)	(15,708)	(21,148)	(17,309)	(19,809)		(21,019)		
<b>190</b>	<b><u>Central Services</u></b>									
1082	INC-LETTINGS	30	33	30	0	0	0	30	0	0
1091	Income Miscellaneous	100	901	100	56	56	0	100	0	0
1099	Insurance Claims	0	0	0	11,850	11,850	0	0	0	0
	<b>Total Income</b>	130	934	130	11,906	11,906	0	130	0	0
4007	CONFERENCE COSTS	800	75	800	580	580	0	250	0	0
4008	TRAINING/COURSES	2,500	960	2,500	2,884	2,884	0	4,000	0	0
4009	TRAVEL	500	0	500	0	0	0	500	0	0
4011	RATES	7,300	7,111	7,300	7,111	7,111	0	7,300	0	0
4012	WATER RATES	600	300	600	182	600	0	500	0	0
4014	ELECTRICITY	1,500	1,729	2,700	1,357	1,800	0	2,400	0	0
4015	GAS	1,600	1,242	850	461	700	0	1,200	0	0
4017	HEALTH & SAFETY	400	446	400	211	250	0	400	0	0
4020	MISC. ESTABLISH.COST	200	195	200	190	200	0	300	0	0
4021	COMMUNICATIONS COSTS	3,600	5,493	5,800	5,375	7,500	0	5,000	0	0
4022	POSTAGE	1,500	1,694	800	225	300	0	600	0	0
4023	STATIONERY	1,000	650	1,000	610	1,000	0	700	0	0
4025	INSURANCE	14,000	13,516	14,000	13,035	13,035	0	13,500	0	0
4026	COMPUTER COSTS	5,000	5,331	6,300	6,706	6,800	0	6,000	0	0

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## Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4027	PHOTOCOPIER CHARGES	2,000	1,623	1,600	1,042	1,200	0	1,600	0	0
4031	ADVERTISING	500	0	500	0	0	0	1,000	0	0
4036	PROPERTY MAINTENANCE	2,000	1,134	2,000	1,073	3,323	0	1,000	0	0
4038	MAINTENANCE CONTRACTS	600	285	600	116	200	0	600	0	0
4042	Equipment Repairs & Maintenance	1,000	100	1,000	334	500	0	1,000	0	0
4051	BANK & LOAN CHARGES	0	200	0	0	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	9,000	0	5,000	11,023	11,023	0	5,000	0	0
	<b>Overhead Expenditure</b>	<b>55,600</b>	<b>42,083</b>	<b>54,450</b>	<b>52,514</b>	<b>59,006</b>	<b>0</b>	<b>52,850</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(55,470)</b>	<b>(41,149)</b>	<b>(54,320)</b>	<b>(40,608)</b>	<b>(47,100)</b>		<b>(52,720)</b>		
<b>191</b>	<b><u>Personnel/Staff Costs</u></b>									
4001	STAFF SALARIES	423,205	407,780	431,705	311,461	428,000	0	526,440	0	0
4002	EMPLOYERS N.I	42,320	33,928	49,646	29,918	47,000	0	72,648	0	0
4003	EMPLOYERS SUPERANN.	100,723	86,264	102,745	72,844	98,000	0	141,085	0	0
4005	STAFF OVERTIME	7,000	497	6,000	10,589	12,000	0	10,000	0	0
4038	MAINTENANCE CONTRACTS	0	153	0	0	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	5,500	12,822	5,500	11,114	13,000	0	26,000	0	0
	<b>Overhead Expenditure</b>	<b>578,748</b>	<b>541,445</b>	<b>595,596</b>	<b>435,926</b>	<b>598,000</b>	<b>0</b>	<b>776,173</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(578,748)</b>	<b>(541,445)</b>	<b>(595,596)</b>	<b>(435,926)</b>	<b>(598,000)</b>		<b>(776,173)</b>		
<b>199</b>	<b><u>P&amp;R Capital and Projects</u></b>									
4026	COMPUTER COSTS	3,000	5,021	4,000	4,403	4,403	0	4,000	0	0
	<b>Overhead Expenditure</b>	<b>3,000</b>	<b>5,021</b>	<b>4,000</b>	<b>4,403</b>	<b>4,403</b>	<b>0</b>	<b>4,000</b>	<b>0</b>	<b>0</b>

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget

	<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>	<u>(3,000)</u>	<u>(5,021)</u>	<u>(4,000)</u>	<u>(4,403)</u>	<u>(4,403)</u>		<u>(4,000)</u>		
<b>Corporate Services - Income</b>	994,561	999,391	1,147,726	1,154,138	1,163,313	0	1,236,271	0	0
<b>Expenditure</b>	663,158	613,151	684,834	513,767	691,618	0	867,882	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>331,403</u>	<u>386,240</u>	<u>462,892</u>	<u>640,371</u>	<u>471,695</u>		<u>368,389</u>		
<b><u>Environment and Leisure</u></b>									
<b><u>201 Village Green Rec Gd</u></b>									
1082 INC-LETTINGS	4,000	5,458	3,256	4,623	4,623	0	3,264	0	0
<b>Total Income</b>	<u>4,000</u>	<u>5,458</u>	<u>3,256</u>	<u>4,623</u>	<u>4,623</u>	<u>0</u>	<u>3,264</u>	<u>0</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	500	1,941	2,000	369	500	0	2,000	0	0
<b>Overhead Expenditure</b>	<u>500</u>	<u>1,941</u>	<u>2,000</u>	<u>369</u>	<u>500</u>	<u>0</u>	<u>2,000</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>3,500</u>	<u>3,517</u>	<u>1,256</u>	<u>4,254</u>	<u>4,123</u>		<u>1,264</u>		
<b><u>202 Village Green Pavilion</u></b>									
1082 INC-LETTINGS	200	604	200	430	500	0	300	0	0
<b>Total Income</b>	<u>200</u>	<u>604</u>	<u>200</u>	<u>430</u>	<u>500</u>	<u>0</u>	<u>300</u>	<u>0</u>	<u>0</u>
4011 RATES	2,639	2,545	2,600	2,545	2,545	0	2,700	0	0
4012 WATER RATES	1,200	1,758	1,500	693	1,000	0	700	0	0
4014 ELECTRICITY	1,015	1,974	1,350	1,639	2,000	0	2,800	0	0
4036 PROPERTY MAINTENANCE	1,000	539	5,100	3,357	3,357	0	1,200	0	0
4038 MAINTENANCE CONTRACTS	200	94	240	95	95	0	250	0	0

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## Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget

	<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>	6,054	6,909	10,790	8,328	8,997	0	7,650	0	0
<b>Movement to/(from) Gen Reserve</b>	(5,854)	(6,304)	(10,590)	(7,898)	(8,497)		(7,350)		
<b><u>211 Parkside Rec Gd</u></b>									
1078 Grants & Donations Received	0	200	0	0	0	0	0	0	0
1082 INC-LETTINGS	1,740	1,146	1,453	0	1,453	0	3,612	0	0
1083 INC-PITCH HIRE	0	0	0	-20	-20	0	0	0	0
1091 Income Miscellaneous	0	3,155	0	0	0	0	0	0	0
<b>Total Income</b>	1,740	4,501	1,453	-20	1,433	0	3,612	0	0
4013 RENT	50	50	50	50	50	0	50	0	0
4037 GROUNDS MAINTENANCE	2,171	2,477	1,350	1,963	1,963	0	1,500	0	0
<b>Overhead Expenditure</b>	2,221	2,527	1,400	2,013	2,013	0	1,550	0	0
<b>Movement to/(from) Gen Reserve</b>	(481)	1,974	53	(2,033)	(580)		2,062		
<b><u>212 Parkside Pavilion</u></b>									
4012 WATER RATES	102	659	500	182	300	0	300	0	0
4014 ELECTRICITY	406	839	526	309	500	0	540	0	0
4015 GAS	152	101	200	62	150	0	150	0	0
4036 PROPERTY MAINTENANCE	1,015	527	4,500	3,304	3,304	0	1,200	0	0
<b>Overhead Expenditure</b>	1,675	2,127	5,726	3,858	4,254	0	2,190	0	0
<b>Movement to/(from) Gen Reserve</b>	(1,675)	(2,127)	(5,726)	(3,858)	(4,254)		(2,190)		
<b><u>221 Tithe Farm Rec Gd</u></b>									

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1082	INC-LETTINGS	3,325	3,387	2,167	0	2,167	0	2,000	0	0
1083	INC-PITCH HIRE	0	0	0	-60	-60	0	0	0	0
<b>Total Income</b>		<b>3,325</b>	<b>3,387</b>	<b>2,167</b>	<b>-60</b>	<b>2,107</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>0</b>
4013	RENT	5	5	5	5	5	0	5	0	0
4037	GROUNDS MAINTENANCE	2,476	2,189	2,500	1,840	1,840	0	1,700	0	0
<b>Overhead Expenditure</b>		<b>2,481</b>	<b>2,194</b>	<b>2,505</b>	<b>1,845</b>	<b>1,845</b>	<b>0</b>	<b>1,705</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>844</b>	<b>1,193</b>	<b>(338)</b>	<b>(1,905)</b>	<b>262</b>		<b>295</b>		
<b>222</b>	<b><u>Tithe Farm Pavilion</u></b>									
4012	WATER RATES	457	224	466	224	350	0	300	0	0
4014	ELECTRICITY	711	702	1,050	358	600	0	600	0	0
4015	GAS	152	95	200	67	100	0	100	0	0
4036	PROPERTY MAINTENANCE	1,200	330	950	84	84	0	500	0	0
<b>Overhead Expenditure</b>		<b>2,520</b>	<b>1,351</b>	<b>2,666</b>	<b>733</b>	<b>1,134</b>	<b>0</b>	<b>1,500</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(2,520)</b>	<b>(1,351)</b>	<b>(2,666)</b>	<b>(733)</b>	<b>(1,134)</b>		<b>(1,500)</b>		
<b>231</b>	<b><u>Orchard Close Rec Gd</u></b>									
1082	INC-LETTINGS	2,620	1,380	2,620	1,000	2,620	0	2,620	0	0
1083	INC-PITCH HIRE	0	0	0	-60	-60	0	0	0	0
<b>Total Income</b>		<b>2,620</b>	<b>1,380</b>	<b>2,620</b>	<b>940</b>	<b>2,560</b>	<b>0</b>	<b>2,620</b>	<b>0</b>	<b>0</b>
4037	GROUNDS MAINTENANCE	1,520	1,484	2,618	902	902	0	1,000	0	0
<b>Overhead Expenditure</b>		<b>1,520</b>	<b>1,484</b>	<b>2,618</b>	<b>902</b>	<b>902</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>

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## Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	<b>Movement to/(from) Gen Reserve</b>	<u>1,100</u>	<u>(104)</u>	<u>2</u>	<u>38</u>	<u>1,658</u>		<u>1,620</u>		
<b>232</b>	<b><u>Orchard Close Pavilion</u></b>									
4012	WATER RATES	355	944	362	263	300	0	400	0	0
4014	ELECTRICITY	275	290	500	264	400	0	400	0	0
4036	PROPERTY MAINTENANCE	600	78	720	291	720	0	6,000	0	0
	<b>Overhead Expenditure</b>	<u>1,230</u>	<u>1,312</u>	<u>1,582</u>	<u>818</u>	<u>1,420</u>	<u>0</u>	<u>6,800</u>	<u>0</u>	<u>0</u>
	<b>Movement to/(from) Gen Reserve</b>	<u>(1,230)</u>	<u>(1,312)</u>	<u>(1,582)</u>	<u>(818)</u>	<u>(1,420)</u>		<u>(6,800)</u>		
<b>241</b>	<b><u>Moore Crescent Rec Gd</u></b>									
1082	INC-LETTINGS	2,125	606	2,167	140	2,167	0	2,500	0	0
	<b>Total Income</b>	<u>2,125</u>	<u>606</u>	<u>2,167</u>	<u>140</u>	<u>2,167</u>	<u>0</u>	<u>2,500</u>	<u>0</u>	<u>0</u>
4037	GROUNDS MAINTENANCE	1,300	1,980	2,569	1,400	1,400	0	1,100	0	0
	<b>Overhead Expenditure</b>	<u>1,300</u>	<u>1,980</u>	<u>2,569</u>	<u>1,400</u>	<u>1,400</u>	<u>0</u>	<u>1,100</u>	<u>0</u>	<u>0</u>
	<b>Movement to/(from) Gen Reserve</b>	<u>825</u>	<u>(1,374)</u>	<u>(402)</u>	<u>(1,260)</u>	<u>767</u>		<u>1,400</u>		
<b>242</b>	<b><u>Moore Crescent Pavilion</u></b>									
1082	INC-LETTINGS	200	302	200	526	800	0	200	0	0
	<b>Total Income</b>	<u>200</u>	<u>302</u>	<u>200</u>	<u>526</u>	<u>800</u>	<u>0</u>	<u>200</u>	<u>0</u>	<u>0</u>
4011	RATES	4,525	4,440	4,550	4,441	4,441	0	4,550	0	0
4012	WATER RATES	2,500	925	2,550	1,321	2,000	0	2,500	0	0
4014	ELECTRICITY	1,650	1,295	2,145	1,280	1,800	0	2,000	0	0

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## Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4015	GAS	2,500	1,347	1,500	1,088	1,300	0	1,000	0	0
4036	PROPERTY MAINTENANCE	2,000	7,036	2,400	380	380	0	1,500	0	0
4038	MAINTENANCE CONTRACTS	550	707	561	547	547	0	600	0	0
	<b>Overhead Expenditure</b>	13,725	15,750	13,706	9,057	10,468	0	12,150	0	0
	<b>Movement to/(from) Gen Reserve</b>	(13,525)	(15,448)	(13,506)	(8,531)	(9,668)		(11,950)		
<b>243</b>	<b><u>Moore Crescent Bowling Gn</u></b>									
1082	INC-LETTINGS	6,000	5,100	6,120	5,202	6,120	0	6,120	0	0
	<b>Total Income</b>	6,000	5,100	6,120	5,202	6,120	0	6,120	0	0
4037	GROUNDS MAINTENANCE	5,550	3,887	5,691	4,271	4,270	0	6,000	0	0
	<b>Overhead Expenditure</b>	5,550	3,887	5,691	4,271	4,270	0	6,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	450	1,213	429	932	1,850		120		
<b>271</b>	<b><u>Houghton Regis Cemetery</u></b>									
1084	Income Burial Fees	12,000	17,447	14,000	22,148	25,000	0	15,000	0	0
1091	Income Miscellaneous	0	25	0	0	0	0	0	0	0
	<b>Total Income</b>	12,000	17,472	14,000	22,148	25,000	0	15,000	0	0
4011	RATES	1,120	1,010	1,040	1,010	1,010	0	1,100	0	0
4012	WATER RATES	203	181	207	273	350	0	250	0	0
4020	MISC. ESTABLISH.COST	3,500	1,925	500	1,568	1,568	0	200	0	0
	<b>Overhead Expenditure</b>	4,823	3,116	1,747	2,852	2,928	0	1,550	0	0
	<b>Movement to/(from) Gen Reserve</b>	7,177	14,356	12,253	19,297	22,072		13,450		

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>			<u>2023/24</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>272</b>	<b><u>All Saints Churchyard</u></b>									
4028	Bedford Road Wall	1,500	1,058	1,800	0	0	0	1,000	0	0
4998	Trs to EMR All Saints Wall	0	442	0	0	1,800	0	0	0	0
	<b>Overhead Expenditure</b>	1,500	1,500	1,800	0	1,800	0	1,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	(1,500)	(1,500)	(1,800)	0	(1,800)		(1,000)		
<b>273</b>	<b><u>Allotments</u></b>									
1082	INC-LETTINGS	0	0	3,700	0	3,700	0	3,700	0	0
	<b>Total Income</b>	0	0	3,700	0	3,700	0	3,700	0	0
4011	RATES	0	0	1,000	0	500	0	1,000	0	0
4012	WATER RATES	0	0	700	0	200	0	700	0	0
4018	REFUSE DISPOSAL	0	0	1,000	0	0	0	0	0	0
4037	GROUPS MAINTENANCE	0	0	3,000	1,056	11,056	0	3,000	0	0
	<b>Overhead Expenditure</b>	0	0	5,700	1,056	11,756	0	4,700	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0	(2,000)	(1,056)	(8,056)		(1,000)		
<b>281</b>	<b><u>Public Open Spaces</u></b>									
1091	Income Miscellaneous	0	535	0	0	0	0	0	0	0
	<b>Total Income</b>	0	535	0	0	0	0	0	0	0
4037	GROUPS MAINTENANCE	500	820	500	0	0	0	500	0	0
4217	HHP Project Contribution	5,406	3,334	27,715	27,715	27,715	0	27,715	0	0
4992	Trs from Earmarked Reserve	0	0	-3,000	-3,000	-3,000	0	-3,000	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5001	Tr to EMR Former Railway Line	0	3,000	0	0	0	0	0	0	0
5002	Tr from EMR Former Railway LIn	-3,000	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>2,906</b>	<b>7,154</b>	<b>25,215</b>	<b>24,715</b>	<b>24,715</b>	<b>0</b>	<b>25,215</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(2,906)</b>	<b>(6,618)</b>	<b>(25,215)</b>	<b>(24,715)</b>	<b>(24,715)</b>		<b>(25,215)</b>		
<b>282</b>	<b><u>Play Areas (all)</u></b>									
4017	HEALTH & SAFETY	508	338	610	0	0	0	650	0	0
4037	GROUNDS MAINTENANCE	1,523	0	12,228	10,400	10,400	0	1,700	0	0
4042	Equipment Repairs & Maintenance	4,568	3,766	5,482	10,012	10,012	0	7,000	0	0
	<b>Overhead Expenditure</b>	<b>6,599</b>	<b>4,103</b>	<b>18,320</b>	<b>20,412</b>	<b>20,412</b>	<b>0</b>	<b>9,350</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(6,599)</b>	<b>(4,103)</b>	<b>(18,320)</b>	<b>(20,412)</b>	<b>(20,412)</b>		<b>(9,350)</b>		
<b>283</b>	<b><u>Street Furniture (Formerly Bus</u></b>									
4036	PROPERTY MAINTENANCE	508	0	610	551	551	0	650	0	0
	<b>Overhead Expenditure</b>	<b>508</b>	<b>0</b>	<b>610</b>	<b>551</b>	<b>551</b>	<b>0</b>	<b>650</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(508)</b>	<b>0</b>	<b>(610)</b>	<b>(551)</b>	<b>(551)</b>		<b>(650)</b>		
<b>291</b>	<b><u>Outside Services</u></b>									
1072	Income - Insurance Claim	0	830	0	0	0	0	0	0	0
1079	Grant Income C B C	0	1,433	0	100	100	0	0	0	0
1091	Income Miscellaneous	5,000	5,015	3,700	319	3,700	0	3,800	0	0
	<b>Total Income</b>	<b>5,000</b>	<b>7,279</b>	<b>3,700</b>	<b>419</b>	<b>3,800</b>	<b>0</b>	<b>3,800</b>	<b>0</b>	<b>0</b>
4006	PROTECTIVE CLOTHING	1,269	1,194	1,523	1,162	1,162	0	1,200	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget

	<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4008 TRAINING/COURSES	3,000	3,213	3,000	700	3,000	0	2,000	0	0
4011 RATES	8,900	8,733	8,976	8,733	8,732	0	8,850	0	0
4012 WATER RATES	914	923	1,015	-362	500	0	800	0	0
4013 RENT	15,500	15,500	15,500	11,625	15,500	0	15,500	0	0
4014 ELECTRICITY	1,820	2,621	2,370	1,548	1,800	0	2,000	0	0
4015 GAS	102	140	132	65	100	0	150	0	0
4017 HEALTH & SAFETY	508	454	518	531	531	0	700	0	0
4018 REFUSE DISPOSAL	18,300	20,461	22,000	13,873	20,000	0	22,000	0	0
4020 MISC. ESTABLISH.COST	200	400	600	36	300	0	600	0	0
4021 COMMUNICATIONS COSTS	150	151	150	129	150	0	150	0	0
4025 INSURANCE	200	0	200	0	0	0	0	0	0
4036 PROPERTY MAINTENANCE	1,000	378	1,200	1,584	1,584	0	1,000	0	0
4038 MAINTENANCE CONTRACTS	600	449	612	633	633	0	650	0	0
4039 HORTICULTURAL SUPPLIES	2,030	1,369	2,436	6,375	6,375	0	2,500	0	0
4040 Tree maintenance	2,000	0	10,000	22,800	22,800	0	4,000	0	0
4041 Tree Survey	6,000	4,250	575	0	0	0	8,000	0	0
4042 Equipment Repairs & Maintenance	8,120	16,045	9,744	8,325	9,000	0	9,700	0	0
4044 VEHICLE FUEL	9,000	7,315	10,000	9,948	9,948	0	11,000	0	0
4045 VEHICLE TAX & INSURANCE	914	1,100	920	870	870	0	1,100	0	0
4047 Minor Equipment & Tools	0	0	0	20	20	0	0	0	0
4059 OTHER PROFESSIONAL FEES	2,000	1,520	2,000	1,552	1,552	0	2,200	0	0
4064 TREE GRANT EXPENDITURE	0	47	0	0	0	0	0	0	0
5025 Tfr from Tree Planting Reserve	0	0	0	-2,720	-2,720	0	0	0	0
<b>Overhead Expenditure</b>	<b>82,527</b>	<b>86,260</b>	<b>93,471</b>	<b>87,426</b>	<b>101,837</b>	<b>0</b>	<b>94,100</b>	<b>0</b>	<b>0</b>

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>(77,527)</u>	<u>(78,982)</u>	<u>(89,771)</u>	<u>(87,007)</u>	<u>(98,037)</u>		<u>(90,300)</u>		
<b>299</b>	<b><u>Env Capital &amp; Projects</u></b>									
1074	External Grant	5,000	72,674	0	0	0	0	1,151,575	0	0
1075	Sale of Assets	0	22,775	0	0	0	0	0	0	0
1077	Grant income CBC Section 106	0	27,002	0	0	0	0	0	0	0
1079	Grant Income C B C	0	7,200	0	0	0	0	0	0	0
1086	Welcome Back Fund Grant	0	11,435	0	0	0	0	0	0	0
1091	Income Miscellaneous	0	994	0	0	0	0	0	0	0
1205	S106 Contrib for sport / rec	0	0	0	65,769	65,769	0	0	0	0
	<b>Total Income</b>	<b>5,000</b>	<b>142,080</b>	<b>0</b>	<b>65,769</b>	<b>65,769</b>	<b>0</b>	<b>1,151,575</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	47,589	20,000	10,830	10,830	0	20,000	0	0
4856	CAP - Street Furniture	3,000	0	12,000	7,408	7,408	0	7,000	0	0
4858	CAP - PLAY AREAS & EQPT	15,000	0	0	0	0	0	10,000	0	0
4862	CAP - Cemetery Provision	16,000	12,717	10,000	18,370	18,370	0	0	0	0
4865	CAP - Allotments	0	10,000	0	0	0	0	0	0	0
4871	CAP - Pavilion Renovations	25,000	27,088	30,000	66,974	66,974	0	1,151,575	0	0
4874	CAP - Ford Ranger EN68 VTG	0	22,520	0	0	0	0	0	0	0
4875	CAP- Resurf. O/Close Play Area	0	21,081	0	0	0	0	0	0	0
4877	CAP - P/Side Furniture	0	8,975	0	1,205	1,205	0	0	0	0
4880	CAP - Signs	0	0	0	1,472	1,472	0	0	0	0
4881	CAP - CCTV	0	0	0	7,013	7,013	0	0	0	0
4890	Welcome Back Fund	0	14,281	0	0	0	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget

	<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4979 Tfr from Play Areas Reserve	0	-21,081	0	0	0	0	0	0	0
4991 Trs to Earmarked Reserve	0	0	0	0	9,170	0	0	0	0
4993 Trs to EMR for Cemetery	0	3,283	0	0	0	0	0	0	0
4994 Trs from EMR for Cemetery	0	0	0	0	-8,370	0	0	0	0
4996 Trs from EMR Allotments	0	-15,000	0	0	-10,000	0	0	0	0
4999 Trs to EMR Play Areas	0	0	25,000	75,000	75,000	0	0	0	0
5002 Tr from EMR Former Railway LIn	0	-4,300	0	0	0	0	0	0	0
5015 Tfr to Capital Receipts Reserv	0	22,775	0	0	0	0	0	0	0
5016 Tfr from Capital Receipts Rese	0	-22,775	0	0	0	0	0	0	0
5017 Tfr from Office Provison Reser	0	-35,000	0	0	0	0	0	0	0
5018 Tfr to Pavilion Renov. Reserve	0	100,000	0	0	0	0	0	0	0
5019 Tfr from Pavilion Reovation Re	0	-2,088	0	0	0	0	0	0	0
5020 Tfr to Play Areas Reserve	0	10,000	0	0	0	0	0	0	0
5022 Tfr from EMR Knife Crime	0	0	0	0	0	0	0	0	0
5023 Tfr to Tree Planting Reserve	0	2,720	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<u>103,069</u>	<u>226,854</u>	<u>121,069</u>	<u>200,306</u>	<u>203,141</u>	<u>0</u>	<u>1,212,644</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(98,069)</u>	<u>(84,774)</u>	<u>(121,069)</u>	<u>(134,537)</u>	<u>(137,372)</u>		<u>(61,069)</u>		
<b>Environment and Leisure - Income</b>	42,210	188,704	39,583	100,117	118,579	0	1,194,691	0	0
<b>Expenditure</b>	240,708	370,448	319,185	370,910	404,343	0	1,392,854	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(198,498)</u>	<u>(181,744)</u>	<u>(279,602)</u>	<u>(270,793)</u>	<u>(285,764)</u>		<u>(198,163)</u>		

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## Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Community Services</u></b>										
<b><u>302</u></b>	<b><u>Community Services</u></b>									
1091	Income Miscellaneous	1,800	1,185	1,700	3,589	3,589	0	2,500	0	0
	<b>Total Income</b>	1,800	1,185	1,700	3,589	3,589	0	2,500	0	0
4029	Promotional Material	0	0	0	455	455	0	0	0	0
4221	SUMMER PLAYScheme	4,500	2,399	4,500	5,912	5,912	0	5,500	0	0
4226	Youth services	4,300	7,428	4,500	2,983	4,000	0	5,000	0	0
4227	Community Services	6,000	7,784	6,000	8,768	8,800	0	7,500	0	0
4230	Public Toilets	18,800	20,029	18,800	13,621	21,000	0	21,800	0	0
4232	Christmas Lights	13,000	16,402	13,000	9,220	13,000	0	13,000	0	0
5022	Tfr from EMR Knife Crime	0	-1,737	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	46,600	52,305	46,800	40,959	53,167	0	52,800	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(44,800)</u>	<u>(51,120)</u>	<u>(45,100)</u>	<u>(37,370)</u>	<u>(49,578)</u>		<u>(50,300)</u>		
<b><u>303</u></b>	<b><u>Communications</u></b>									
4029	Promotional Material	2,000	146	2,000	758	758	0	1,500	0	0
4033	NEWSLETTER	4,400	5,105	4,600	2,373	4,600	0	6,000	0	0
4034	WEBSITE COSTS	1,000	826	1,000	268	268	0	500	0	0
4059	OTHER PROFESSIONAL FEES	350	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	7,750	6,077	7,600	3,398	5,626	0	8,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(7,750)</u>	<u>(6,077)</u>	<u>(7,600)</u>	<u>(3,398)</u>	<u>(5,626)</u>		<u>(8,000)</u>		
<b><u>304</u></b>	<b><u>Events</u></b>									

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## Annual Budget - By Committee (Actual YTD Month 9)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1091	Income Miscellaneous	0	0	0	1,982	1,982	0	0	0	0
1094	Income from Sponsors	4,650	473	2,000	778	900	0	2,000	0	0
1097	Income - Council Events	4,300	2,984	4,650	2,542	3,000	0	4,000	0	0
<b>Total Income</b>		<b>8,950</b>	<b>3,456</b>	<b>6,650</b>	<b>5,302</b>	<b>5,882</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>0</b>
4031	ADVERTISING	500	0	0	0	0	0	0	0	0
4222	COMMUNITY EVENTS	35,000	28,572	50,800	42,537	45,000	0	51,000	0	0
<b>Overhead Expenditure</b>		<b>35,500</b>	<b>28,572</b>	<b>50,800</b>	<b>42,537</b>	<b>45,000</b>	<b>0</b>	<b>51,000</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(26,550)</b>	<b>(25,116)</b>	<b>(44,150)</b>	<b>(37,235)</b>	<b>(39,118)</b>		<b>(45,000)</b>		
<b>305</b>	<b><u>Community Grants</u></b>									
4203	MAYORS CHRISTMAS APPEAL FUND	2,800	2,269	3,300	2,286	2,500	0	3,500	0	0
4218	Grants (WB) Small Projects	3,000	3,074	3,000	1,945	2,200	0	4,000	0	0
4219	Grants (WB) Large Projects	0	0	1,000	1,000	1,000	0	0	0	0
4220	Grants (WB) Key Partners	15,000	11,626	15,000	9,626	11,626	0	11,626	0	0
4235	Cost Of Living Crisis Donation	0	0	0	2,623	3,700	0	1,500	0	0
4992	Trs from Earmarked Reserve	0	0	0	0	0	0	-1,500	0	0
<b>Overhead Expenditure</b>		<b>20,800</b>	<b>16,969</b>	<b>22,300</b>	<b>17,479</b>	<b>21,026</b>	<b>0</b>	<b>19,126</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(20,800)</b>	<b>(16,969)</b>	<b>(22,300)</b>	<b>(17,479)</b>	<b>(21,026)</b>		<b>(19,126)</b>		
<b>306</b>	<b><u>Community Safety</u></b>									
4046	Enviro - Crime	7,400	7,210	7,900	882	7,900	0	8,200	0	0
4059	OTHER PROFESSIONAL FEES	34,990	40,937	34,990	11,303	34,990	0	34,990	0	0

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## Annual Budget - By Committee (Actual YTD Month 9)

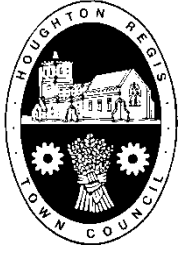
Note: Budget

	<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>	42,390	48,146	42,890	12,185	42,890	0	43,190	0	0
<b>Movement to/(from) Gen Reserve</b>	(42,390)	(48,146)	(42,890)	(12,185)	(42,890)		(43,190)		
<b><u>307 Civic Services</u></b>									
1094 Income from Sponsors	0	0	0	20	20	0	0	0	0
<b>Total Income</b>	0	0	0	20	20	0	0	0	0
4101 MAYORS ALLOWANCE	3,850	3,194	3,850	2,115	3,000	0	3,850	0	0
4106 Mayors Civic Events	2,900	2,190	2,900	3,483	3,483	0	3,250	0	0
4121 CIVIC REGALIA	665	517	300	78	100	0	300	0	0
4122 Civic Fund Expenses	200	197	200	80	150	0	200	0	0
<b>Overhead Expenditure</b>	7,615	6,099	7,250	5,755	6,733	0	7,600	0	0
<b>Movement to/(from) Gen Reserve</b>	(7,615)	(6,099)	(7,250)	(5,735)	(6,713)		(7,600)		
<b><u>399 Community Capital &amp; Projects</u></b>									
4034 WEBSITE COSTS	0	0	6,000	0	6,000	0	0	0	0
4804 CAP-New Christmas Lights	6,000	0	6,000	0	6,000	0	6,000	0	0
<b>Overhead Expenditure</b>	6,000	0	12,000	0	12,000	0	6,000	0	0
<b>Movement to/(from) Gen Reserve</b>	(6,000)	0	(12,000)	0	(12,000)		(6,000)		
<b>Community Services - Income</b>	10,750	4,641	8,350	8,912	9,491	0	8,500	0	0
<b>Expenditure</b>	166,655	158,168	189,640	122,314	186,442	0	187,716	0	0
<b>Movement to/(from) Gen Reserve</b>	(155,905)	(153,527)	(181,290)	(113,402)	(176,951)		(179,216)		

Continued on next page

**Note: Budget**

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Planning and Licensing</u></b>										
<b><u>401</u></b>	<b><u>Growth Area</u></b>									
1078	Grants & Donations Received	0	4,665	0	0	0	0	0	0	0
	<b>Total Income</b>	0	4,665	0	0	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	2,000	0	2,000	0	0	0	1,000	0	0
4062	Neighbourhood Plan	0	5,593	0	3,774	6,000	0	13,072	0	0
5008	Tr from EMR Comm Development	0	-928	0	0	-6,000	0	-13,072	0	0
	<b>Overhead Expenditure</b>	2,000	4,665	2,000	3,774	0	0	1,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	(2,000)	0	(2,000)	(3,774)	0		(1,000)		
<hr/>										
	<b>Planning and Licensing - Income</b>	0	4,665	0	0	0	0	0	0	0
	<b>Expenditure</b>	2,000	4,665	2,000	3,774	0	0	1,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	(2,000)	0	(2,000)	(3,774)	0		(1,000)		
<hr/>										
	<b>Total Budget Income</b>	1,047,521	1,197,401	1,195,659	1,263,166	1,291,383	0	2,439,462	0	0
	<b>Expenditure</b>	1,072,521	1,146,433	1,195,659	1,010,764	1,282,403	0	2,449,452	0	0
	<b>Movement to/(from) Gen Reserve</b>	(25,000)	50,968	0	252,402	8,980		(9,990)		



<b>Date:</b>	<b>23<sup>rd</sup> January 2023</b>
<b>Title:</b>	<b>REVIEW OF EAR MARKED RESERVES</b>
<b>Purpose of the Report:</b>	<b>To enable Members to review the status of the Council's Ear Marked Reserves part way through the financial year.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

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**1. RECOMMENDATION**

**To note the Schedule of Ear Marked Reserves 2022/23 and the predicted schedule of Ear Marked Reserves 2023/24.**

**2. BACKGROUND**

The council has determined to review ear marked reserves on a 6 monthly basis, June and January.

**3. ISSUES FOR CONSIDERATION**

Members will find attached a schedule of ear marked reserves movements completed and anticipated for 2022/23. The Opening balances and level of general reserves are as per the audited year end accounts for 2021/22.

As members can see the level of General Reserves is healthy and there is scope to allocate some general reserves into ear marked reserves. Members may like to consider this option.

There is also a substantial ear marked reserve for New Office Provision. Consideration of council office space has concluded. As such members may like to consider re-allocating some of this reserve.

**4. COUNCIL VISION**

**Aspirations**

A5 To ensure the **council** is fit for purpose and efficient in its delivery of services

## **6. IMPLICATIONS**

### **Corporate Implications**

- Implications for other committees – allocation of specific EMR to individual committees

### **Legal Implications**

- There are no legal implications arising from the recommendations

### **Financial Implications**

- There are no financial implications arising from the recommendations

### **Risk Implications**

- There are no risk implications arising from the recommendations

### **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 arising from the recommendations

## **7. CONCLUSION AND NEXT STEPS**

It is helpful for the Council to review EMR movement part way through a financial year. It will also assist Committees going forward of the resource available to them when considering larger scale projects and initiatives.

## **8. APPENDICES**

**Appendix A:** Schedule of Ear Marked Reserves 2022/23

**Appendix B:** Schedule of Ear Marked Reserves 2023/24

2022/23							
Committee	Schedule of Earmarked Reserves		Opening Balance	Transfer In	Transfer Out	Predicted Closing Balance	Notes
			01.04.22			31.03.23	
			£	£	£	£	
Town Council	310	General Reserves	424,862	7,180	0	432,042	During 22/23 Council agreed to the use of General Reserves to fund the following: £50,000 to EMR Play Areas, up to £2k for Town Centre toilet cleaning contract, £4,100 for staffing resource, up to £4,500 to provide support to residents arising from the cost of living crisis. These costs are included in the predicted spend as shown on the budget. For the costs to come from General reserves a deficit budget would be shown. However as members will see from the Budget and Precpet agenda item, it is predicted that there will be a small surplus in 22/23. So it is unlikely that funds will be drawn from General reserves to fund these aspects. The transfer in is te predicted underspend in 22 / 23
E&L	320	All Saints Churchyard Wall	2,816	1,800	0	4,616	To be used to fund repairs as required. Transfer from 272-4998
E&L	322	Pavilion Renovation	244,301	0	0	244,301	This EMR will be used to help fund Tithe Farm Sports project. The project funding outlined to E&L includes this contribution. At this stage in the project it is not certain that use of this EMR in 22/23 will take place, if not it will be use in 23/24.
	326	Grounds Machinery renewal	0	9,170	0	9,170	Transfer from 299-4991
E&L	327	Play Areas	70,651	75,000	0	145,651	Typically this fund gets built up over time to fund major improvements to play areas. The transfer in of £75,000 is from 299-4999. This transfer in is dependent on 299-4999 not having to be used during the year.



E&L	328	Tree Planting	2,720	0	2,720	0	Remaining funds from CBC Tree Planting Grant to be used for living Christmas tree. Transfer to 291 5025
Comm Serv	330	Community Development	19,072		6,000	13,072	To be used to fund the Neighbourhood Plan process and production. It is hoped that this project will complete in 2023/24. Transfer to 401 5008
Corp Serv	332	Elections	6,127	6,650	0	12,777	Typically this fund gets built up over time to fund any by-election or main election. This fund has partly used in 2022/23 to fund the by-election. The transfer in will come from 102-5021
E&L	348	Cemetery	77,491	0	8,370	69,121	£10k To be used to fund the environmental assessment of the land at Grendall Lane. £10,800 to be used to purchase additional vaults for the Garden of Remembrance. Transfer to 299 4994
E&L	351	Allotments	49,560	0	10,000	39,560	The council commissioned the developer to install additional shed bases at a cost of £10,000. this work was completed. However to get the site to a position to transfer the provision, the council has completed works (tree planting, top soil top up, replacement boards) on behalf of the developer. the cost of these works is being offset against the cost of the shed bases. Transfer to 299 4996
E&L	352	Former Railway Line	30,489	0	3,000	27,489	This has to date been an annual transfer out to help fund the ongoing maintenance of this land in accordance with the s106 agreement. To be transferred to 281-4992
Town Council	355	New Office Provision	165,000	0	0	165,000	
<b>TOTAL EARMARKED RESERVES</b>			<b>668,227</b>	<b>92,620</b>	<b>30,090</b>	<b>730,757</b>	
E&L	S106	Deferred Income	260,575	0	0	260,575	To be used to help fund Tithe Farm Sports project

# Appendix B

2022/23							
Committee	Schedule of Earmarked Reserves		Opening Balance	Transfer In	Transfer Out	Predicted Closing Balance	Notes
			01.04.23			31.03.24	
			£	£	£	£	
Town Council	310	General Reserves	432,042	0	9,990	422,052	From the Budget and Precpet agenda item, it is predicted that there will be a small deficit in 23/24 of £9990.
E&L	320	All Saints Churchyard Wall	4,616	0	0	4,616	To be used to fund repairs as required.
E&L	322	Pavilion Renovation	244,301	0	160,341	83,960	This EMR will be used to help fund Tithe Farm Sports project. The project funding outlined to E&L includes this contribution.
	326	Grounds Machinery renewal	9,170	0	0	9,170	
E&L	327	Play Areas	145,651	0	0	145,651	Typically this fund gets built up over time to fund major improvements to play areas.
Comm Serv	330	Community Development	13,072		13,072	0	To be used to fund the Neighbourhood Plan process and production. It is hoped that this project will complete in 2023/24. Transfer to 401 5008
Corp Serv	332	Elections	12,777	0	6,650	6,127	Typically this fund gets built up over time to fund any by-election or main election. The transfer in will come from 102-4992
E&L	348	Cemetery	69,121	0	0	69,121	
E&L	351	Allotments	39,560	0	0	39,560	
E&L	352	Former Railway Line	27,489	0	3,000	24,489	This has to date been an annual transfer out to help fund the ongoing maintenance of this land in accordance with the s106 agreement. To be transferred to 281-4992
Town Council	355	New Office Provision	165,000	0	0	165,000	
<b>TOTAL EARMARKED RESERVES</b>			<b>730,757</b>	<b>0</b>	<b>183,063</b>	<b>547,694</b>	
E&L	S106	Deferred Income	260,575	0	260,575	0	To be used to help fund Tithe Farm Sports project