



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr M Herber**

Tel: 01582 708540

Town Clerk: **Clare Evans**

e-mail: info@houghtonregis-tc.gov.uk

15th October 2025

To: Members of the Environment & Leisure Committee

Cllrs: **A Slough (Chair)**, P Burgess, Y Farrell, W Henderson, T McMahon, C Rollins, D Taylor

(Copies to other Councillors for information)

Notice of Meeting

You are hereby summoned to a Meeting of the **Environment & Leisure Committee** to be held at the Council Offices, Peel Street, on **Monday 20th October 2025 at 7.00 pm.**

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](#)

***THIS MEETING MAY
BE RECORDED ****

Clare Evans
Town Clerk

Agenda

- 1. APOLOGIES AND SUBSTITUTIONS**
- 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.

**This meeting may be filmed by the Council for subsequent broadcast online and can be viewed at <http://www.houghtonregis.org.uk/minutes>*

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

No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session.

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

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 28th July 2025.

Recommendation: **To confirm the minutes of the Environment & Leisure Committee meeting held on 28th July 2025, and for these to be signed by the Chairman.**

5. TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Pages 12 - 14

Houghton Hall Park Board

Recommendation: **To receive the Minutes detailed above and to approve the recommendations contained therein**

6. COMMITTEE WORKPLAN

Page 15

Members will find attached a workplan for the municipal year 2025/26.

The attached workplan provides a structured approach to the committee's business throughout 2025/26, ensuring all statutory requirements and governance obligations are met in a timely manner.

This report is provided for information purposes only.

7. HOUGHTON HALL PARK

A verbal update will be provided to Members on the day-to-day operations of Houghton Hall Park management.

This report is provided for information purposes only.

8. INCOME AND EXPENDITURE REPORT

Pages 16 - 22

Members will find attached the income and expenditure report, with appropriate commentary, for the Environment & Leisure Services Committee.

This report is provided for information purposes only.

9. ANNUAL PLAY AREA INSPECTIONS

Pages 23 -25

To provide members with the outcomes of the annual play area inspection.

This report is provided for information purposes only.

10. ENVIRONMENT & LEISURE FEES 2026/27

Pages 26 -27

Members are advised to exercise prudence in helping to set the budget for 2026/27. Although there is no budget pressure to increase fees, members know the annual budget-setting process is always difficult. A zero increase is suggested to support local clubs while considering the economic pressures facing the council.

The schedule of fees for 2026/27 is attached for reference, annotated to show the suggested 0% increase.

Members are requested to consider the current year's fee structure and determine a suitable one for 2026/27.

Recommendation: To set fees under the control of the Environment & Leisure Committee for 2026/2027 at a zero increase on 2025/26 fees.

11. MOORE CRESCENT PAVILLION ALTERATIONS

Pages 28 - 30

At the Environment and Leisure committee held 28th July '25. Members were provided with a complete planned maintenance system, the committee resolved that the Head of Environmental and Community Services review and prioritise potential future expenditure.

In doing so, the Head of Environmental and Community Services, in conjunction with the Houghton Regis Bowls Club, have identified several alterations that not only would benefit the bowls club but would also improve a town council asset.

Recommendation: To approve the alterations of the Moore Crescent Pavillion and approve that expenditure be taken from 299/4871.

12. TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE

A verbal update will be provided to Members on the Tithe Farm Recreation Ground Sports Project.

This report is provided for information purposes only.

13. HOUGHTON REGIS IN BLOOM

The Houghton Regis in Bloom team is thrilled to announce that we have had a brilliantly blooming time at the Anglia in Bloom Awards.

Large Town – Houghton Regis → Silver-Gilt

Historic Parks & Gardens – Houghton Hall Park → Gold

Cemeteries – Houghton Regis Cemetery → Silver

Churchyard – All Saints Parish Church → Silver-Gilt

Public Park – The Village Green → Gold and Joint Category Winner

Public Park – Parkside Recreation Ground → Gold

Public Park – Linnmere Park → Gold

Nursing/Care Home – All Saints View Assisted Living (CBC) → Silver-Gilt

Special Award Nominations & Wins

This year, Houghton Regis also celebrated four Special Award nominations – a huge honour, as these highlight only the very best projects in the entire Anglia region.

Nominations:

Julie at Houghton Regis Memorial Hall – Best Floral Display by an Individual

All Saints View Assisted Living – Best Sheltered Housing/Assisted Living

Winners:

Houghton Hall Park – Best Community Special Award

The Chiltern School – Best Young People's Project (12–18 yrs)

Recommendation: To formally thank everyone involved in making the Houghton Regis in Bloom initiative a blooming success.

14. BUDGET REQUESTS 2026/27

Pages 31 - 39

Members will find attached the officer draft budget for 2026/27 along with budget forecast figures for financial years 2027 to 2030.

The draft budget reflects ongoing budgetary commitments along with anticipated increase in budgetary commitments arising from an increase in staff resources. The draft budgetary forecast figures have been prepared to support the objectives of the Town Council's Corporate Plan and to meet the requirements of the Corporate Governance and Accountability Practitioners Guide.

This information is provided for initial consideration and comment.

- Recommendation:**
1. To consider and comment on the draft budget for financial year 2026-2027 for Environment & Leisure Committee budget responsibilities.
 2. To note the budget forecast figures for financial years 2027 to 2030.

15. EXCLUSION OF PRESS AND PUBLIC

- Staff Salaries 2026/2027

Recommendation: In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

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HOUGHTON REGIS TOWN COUNCIL
Environment & Leisure Committee
Minutes of the meeting held on
28th July 2025 at 7.00 pm

Present: Councillors: A Slough Chairman
P Burgess
J Carroll (Substitute)
Y Farrell
D Jones (Substitute)
C Slough (Substitute)

Officers: Ian Haynes Head of Environmental &
Amanda Samuels Community Services
Administration Officer

Public: 1

Apologies: Councillors: W Henderson
T McMahon
C Rollins
D Taylor

13286 APOLOGIES

Apologies were received from Cllr Henderson (Cllr C Slough substituted), Cllr McMahon, Cllr Rollins (Cllr Carroll substituted) and Cllr Taylor (Cllr Jones substituted).

13287 QUESTIONS FROM THE PUBLIC

None.

13288 SPECIFIC DECLARATIONS OF INTEREST

None.

ELECTION OF VICE-CHAIR

Nominee: Cllr D Taylor Proposed by: Cllr Y Farrell
Seconded by: Cllr J Carroll

There were no other nominations.

On being put to the vote, Cllr Taylor became the Vice-Chair of Environment and Leisure for the municipal year of 2025/2026.

13289 MINUTES

To approve the minutes of the meeting held on 28th April 2025.

Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 28th April 2025, and for these to be signed by the Chairman.

13290 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Houghton Hall Park Board 23rd May 2025

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

13291 COMMITTEE FUNCTIONS & TERMS OF REFERENCE

In accordance with Standing Order 4.j.iv. Council is required to review its delegation arrangements to committees and sub-committees.

These arrangements are outlined in the Committee's Functions & Terms of Reference. This document outlines the system of delegation to the Council's Committees, Sub-Committees, and Working Groups.

Members were provided with a copy of the extract from the approved Committee Functions & Terms of Reference, which related to this committee.

13292 COMMITTEE WORK PLAN

Members were provided with a copy of the work plan for the 2025/26 municipal year.

The work plan provided a structured approach to the committee's business throughout 2025/26, ensuring all statutory requirements and governance obligations were met in a timely manner.

Members were advised that items could be categorised as deferred, completed, removed, or brought forward, and that it was within their remit to request changes to the work plan.

Resolved: To review and approve the Environment and Leisure Services Committee Workplan for 2025/26, which outlines anticipated specific reports for the municipal year.

13293 STAFFING FORECAST 2026-2027

Members were provided with the staffing forecast for the period of 2026-2027.

The primary item to note was the review of the Head of Environmental and Community Services position, with options for consideration including a separation into two individual dedicated roles or the recruitment of an additional supportive resource.

Members questioned whether supplementary financial information was available to inform their decision-making. Members were advised that, should they vote in favour of Option 2, the Staffing Committee would possess the necessary level of detail, which would be fed into the budget process.

Members resolved to vote in favour of Option 2, recommending that the matter be referred to the Staffing Committee.

Resolved: To consider and recommend Option 2

13294 TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE

Members were provided with a verbal report on the Tithe Farm Recreation Ground Sports Project.

The Central Bedfordshire Council (CBC) Highway Agreement Officer had signed off and approved the road safety audit for the proposed works to the car park entrance. Costs were likely to be as anticipated, and it was now a matter of the contractor contacting CBC to schedule the works.

13295 HOUGHTON HALL PARK

Members were provided with a verbal update on the day-to-day operations of Houghton Hall Park management.

The vacancy for Community Gardener would soon be advertised and a garden designer had been consulted with a view to redesigning the formal gardens.

The Head of Environmental and Community Services was compiling a garden manifest to inform the community gardener role and the development of a harvest plan was also being considered.

The new uniform had been released and had been well received.

13296 INCOME AND EXPENDITURE REPORT

For information, Members were provided with a copy of the income and expenditure report, with appropriate commentary, for the Environment & Leisure Services Committee. It was highlighted that although salaries were not yet included, figures were otherwise in line with expectations.

It was brought to the attention of Members that, although they had been informed of all UKSPF monies received, some costs had been paid in the current financial year that had not been budgeted for. The funds had been allocated to general reserves at the end of the previous financial year, and Members were therefore asked to consider that the total expenditure in cost centre 293 UKSPF be covered from general reserves. If Members agreed with the recommendation, this proposal would be submitted for approval at the next Town Council meeting.

Members highlighted that there was an overspend on some accounts. The Head of Environmental and Community Services responded by saying that horticultural

supplies and building rates were logged as fully spent, which would bring the overspend percentage down.

Members discussed and noted the cost centre 293 UKSPF and wished to make a recommendation to the Town Council that this money be drawn from the general reserves.

Resolved: To recommend to Town Council that the expenditure in Cost Centre 293 UKSPF be drawn from general reserves.

13297 COMMUTED SUMS FOR HRN2 CB/15/00297/OUT

Members were provided with a breakdown of the commuted sum received for HRN2 CB/15/00297/OUT and consideration to reasonable expenditure within the first 12 months.

The proposed expenditure would be used to secure the site and purchase equipment for its upkeep. While this involved significant initial expenditure, this would be significantly reduced going forward.

A further proposal was for appropriate signage, bins, goal posts etc to be installed, and repairs made to the existing fence.

Members discussed the options regarding the site name and were in agreement that Thorn Park was the preferred option.

Resolved: To note the value of commuted sum received for HRN2 CB/15/00297/OUT to be used for the ongoing maintenance of the transferred sites only.

- i) Approve the expenditure of up to £200,000 to improve, secure the site and purchase new equipment funding through a hire purchase scheme.**
- ii) To consider the appropriate naming of the site, either Option 1 or Option 2**

13298 PARISH BOUNDARY WALK

Members' views were sought on the investigation and possible implementation of a parish boundary walk.

It was suggested to Members that the car park at Thorn Park would provide a convenient base to explore the park, the quarry and on through the town.

A boundary walk had originally formed part of the Neighbourhood Plan, before being removed when it was thought likely that it would be incorporated under another project. Interest in establishing a walk remained and this would be picked up by the project officer once they were appointed.

A phased approach was now suggested that would include introducing maps, way markers and an app to provide heritage details.

Members agreed that the walk would be a welcome addition to Houghton Regis.

Resolved: To consider and support the phased development of a Parish Boundary Walk, building on initial exploratory work. The project presents a valuable opportunity to enhance local walking infrastructure, promote community engagement, and celebrate the parish's heritage and natural assets

13299 SPORTS PAVILION PLANNED MAINTENANCE SYSTEMS

Members were provided with a completed planned maintenance system developed for five of the town council's sports pavilions.

Members were advised that the document was very much at an early stage and the figures were likely to be subject to significant change. It was also anticipated that the suggested dates would be postponed by a year.

The report had been carried out by a chartered building surveyor; however, there was very little in terms of briefing, and Members were presented with a 'worst case' scenario.

By approving the recommendation at this stage, Members would signal the completion of a Corporate Peer Challenge recommendation. Amended expenditure figures would be presented at a later date.

Resolved: To note the report and ask the Head of Environmental and Community Services to review and prioritise potential future expenditure.

13300 EXCLUSION OF PRESS AND PUBLIC

Members voted on the exclusion of the press and public:

Proposed by: Cllr Carroll Seconded by: Cllr Slough

Votes for: 6

Resolved: In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

13301 DEPOT LEASE

HRTC had received notification from CBC that continued use of the depot would be incumbent upon signing a three-year lease at a significantly increased rate. A review of alternative depots had established that the CBC proposed rate was in line with other similar facilities. Agreeing to the lease would mean a higher budgeted cost for the first three months of 2026; however, it was suggested that this would be the preferred option in the short term while other options were explored.

Members voiced disappointment that CBC did not appear willing to negotiate terms, despite the letter stating the terms were a basis for negotiation.

Following the discussion, Members agreed to the proposed recommendations:

- To note the financial pressure on the budget during the first three months of 2026.
- To enter into a three-year lease whilst exploring alternative options

Resolved:

- 1. To note the financial pressure on budget code 291-4013 during the first three months of 2026**
- 2. To enter into a three-year lease with CBC whilst continuing to explore alternative options**

The Chairman declared the meeting closed at 8.18 pm

Dated this 20th day of October 2025

Chairman



Management Board Meeting

Minutes

Date	Friday 18 th July 2025	
Location	Houghton Hall Park Visitor Centre	
Time	10am	
Board members present	Cllr Tracey McMahon (CBC), Cllr David Jones (HRTC), Cllr Yvonne Farrell (CBC), Debbie Taylor (HRTC), Clare Evans (HRTC), CBC Vacancy	
Non-voting attendees	Howard Hughes (CBC), Ian Haynes (HRTC)	
	<u>Item</u>	<u>Actions</u>
1	Apologies None	
2	Minutes from the Board meeting held on 23/05/2025 and matters arising The minutes of the meeting held on 23rd May 2025 were AGREED. Matters arising • Café lease remains to be signed. To follow up. • Items of note to be reported to Head of Leisure Services. • CBC Cllr vacancy on the Board continues.	HH HH
	• Board Substitutes For confirmation the Joint Partnership Terms of Reference deals with substitutes as follows: 5. Two substitutes from each Council will be permitted to attend meetings as full Committee representatives. A Councillor who sits on both CBC and the Town Council can substitute. Central Bedfordshire Council Councillors shall not substitute a Town Councillor on the Committee and vice versa. 6. Substitutes for Central Bedfordshire Council Members on the Joint Committee must be a ward councillor in the town in the first instance or if not available a substitute must be an Executive Member. Substitutes for the Town Council Members of the Joint Committee will be a ward town councillor. The operational switch from CBC to HRTC was completed through a variation to JVA. This was for a substantial change to the JVA. The Board may consider	

	the matter of substitutes to not warrant a variation to JVA. It was suggested that a Board resolution to clarify the situation may suffice.	
	Resolution: Board & MAG Membership To allow substitutes from the respective councils to attend as full committee representatives Board & MAG meetings; Central Bedfordshire Councillors shall not substitute a Town Councillors and vice versa; Substitutes for Central Bedfordshire Council Members must be a ward councillor in the first instance or if not available must be an Executive Member. Substitutes for the town council members will be a town councillor.	
3	Minutes from MAG meeting held on 19/06/2025 This meeting was attended by IH and HH as such it was an informal discussion about HHP.	
4	Income & Expenditure Report 2025/26 Income and expenditure for the park was as anticipated. Reporting would improve after the first year of HRTC's operational management of the park. It was confirmed that at the next Board meeting a review would be undertaken of the quality and diversity of Park events.	
5	Community Gardener Position As members were aware this position was currently vacant. It was the intention to advertise the post imminently. Measures had been put in place by the wider HRTC staff team to maintain the formal and kitchen garden and to support the volunteer team in the interim.	
6	Board Workplan for 2025/26 Noted.	
7	Health & Safety Issues No issues to report.	
8	AOB None.	
9	Date and Venue of Board Meetings for 2025/26 17th October 2025 – HHP Visitors Centre 22nd January 2026 – Virtual	



HOUGHTON HALL PARK

	Date of MAG Meetings for 2025/26 18 th Sept 2025 20 th Nov 2025 26 th Feb 2026	
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Meeting followed by a Learning Walk around HHP.

DRAFT



HOUGHTON REGIS TOWN COUNCIL

Environment & Leisure Committee Workplan 2025/26

The following Workplan indicates anticipated specific reports in addition to regular / standard reports¹:

Committee date	Report Heading	Completed / deferred / removed
28th July 2025	Vice Chair	Completed
	Committee Functions & Terms of Reference	Completed
	Asset transfers in Thorn / Bidwell	Completed
	HRTC Pavilions PMS Budget (Corp Plan 77)	Completed
	Grounds Workshop lease	Completed
	Staff (E&L) Forecast	Completed
20th October 2025	Budget Requests inc staff salaries	
	Update on annual external Play Area inspections	
	E&L Fees & Charges inc HHP	
12th January 2026	Annual Review of land and assets inc buildings	
	Town planting strategy (Corp Plan 25, 27, 28, 53, 54, 55)	
21st April 2026	Review of open spaces and sport and recreational facilities (Corp Plan 79, 80, 82)	

¹ Include: Draft Minutes, Income & Expenditure Report, Minutes from Sub Committees, Working groups and HHP Board, Committee Workplan

14/10/2025

Houghton Regis Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 20/10/2025

Month No: 7

8. Income and Expenditure

Environment and Leisure

201 Village Green Rec Gd

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1082 INC-LETTINGS	0	1,141	2,869	1,728			39.8%	
Village Green Rec Gd :- Income	0	1,141	2,869	1,728			39.8%	0
4037 GROUNDS MAINTENANCE	0	7,420	2,500	(4,920)		(4,920)	296.8%	
Village Green Rec Gd :- Indirect Expenditure	0	7,420	2,500	(4,920)	0	(4,920)	296.8%	0
Net Income over Expenditure	0	(6,279)	369	6,648				

202 Village Green Pavilion

1082 INC-LETTINGS	0	708	150	(558)			472.0%	
Village Green Pavilion :- Income	0	708	150	(558)			472.0%	0
4011 RATES	0	2,545	2,800	255		255	90.9%	
4012 WATER RATES	137	2,670	1,500	(1,170)		(1,170)	178.0%	
4014 ELECTRICITY	102	655	1,500	845		845	43.6%	
4036 PROPERTY MAINTENANCE	0	95	2,000	1,905	900	1,005	49.8%	
4038 MAINTENANCE CONTRACTS	0	314	943	629		629	33.3%	
Village Green Pavilion :- Indirect Expenditure	239	6,278	8,743	2,465	900	1,565	82.1%	0
Net Income over Expenditure	(239)	(5,570)	(8,593)	(3,023)				

211 Parkside Rec Gd

1082 INC-LETTINGS	0	1,899	3,000	1,101			63.3%	
Parkside Rec Gd :- Income	0	1,899	3,000	1,101			63.3%	0
4013 RENT	0	50	50	0		0	100.0%	
4037 GROUNDS MAINTENANCE	0	700	1,500	800	402	398	73.5%	
Parkside Rec Gd :- Indirect Expenditure	0	750	1,550	800	402	398	74.3%	0
Net Income over Expenditure	0	1,149	1,450	301				

212 Parkside Pavilion

4012 WATER RATES	30	125	300	175		175	41.6%	
4014 ELECTRICITY	41	327	600	273		273	54.4%	
4015 GAS	33	265	150	(115)		(115)	176.7%	
4036 PROPERTY MAINTENANCE	0	405	1,000	595	725	(130)	113.0%	
Parkside Pavilion :- Indirect Expenditure	104	1,122	2,050	928	725	203	90.1%	0
Net Expenditure	(104)	(1,122)	(2,050)	(928)				

Continued over page

Detailed Income & Expenditure by Budget Heading 20/10/2025

Month No: 7

8. Income and Expenditure

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>221 Tithe Farm Rec Grd</u>								
1082 INC-LETTINGS	0	0	2,115	2,115			0.0%	
Tithe Farm Rec Grd :- Income	<u>0</u>	<u>0</u>	<u>2,115</u>	<u>2,115</u>			<u>0.0%</u>	<u>0</u>
4013 RENT	0	5	5	0		0	100.0%	
4037 GROUNDS MAINTENANCE	0	0	1,000	1,000	36	964	3.6%	
Tithe Farm Rec Grd :- Indirect Expenditure	<u>0</u>	<u>5</u>	<u>1,005</u>	<u>1,000</u>	<u>36</u>	<u>964</u>	<u>4.1%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(5)</u>	<u>1,110</u>	<u>1,115</u>				
<u>222 Tithe Farm Store</u>								
4012 WATER RATES	86	203	200	(3)		(3)	101.4%	
4014 ELECTRICITY	243	1,742	800	(942)		(942)	217.7%	
4036 PROPERTY MAINTENANCE	0	464	1,000	536		536	46.4%	
Tithe Farm Store :- Indirect Expenditure	<u>329</u>	<u>2,409</u>	<u>2,000</u>	<u>(409)</u>	<u>0</u>	<u>(409)</u>	<u>120.4%</u>	<u>0</u>
Net Expenditure	<u>(329)</u>	<u>(2,409)</u>	<u>(2,000)</u>	<u>409</u>				
<u>231 Orchard Close Rec Grd</u>								
1082 INC-LETTINGS	1,103	2,462	1,800	(662)			136.8%	
Orchard Close Rec Grd :- Income	<u>1,103</u>	<u>2,462</u>	<u>1,800</u>	<u>(662)</u>			<u>136.8%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	21	1,000	979	979	0	100.0%	
Orchard Close Rec Grd :- Indirect Expenditure	<u>0</u>	<u>21</u>	<u>1,000</u>	<u>979</u>	<u>979</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Income over Expenditure	<u>1,103</u>	<u>2,441</u>	<u>800</u>	<u>(1,641)</u>				
<u>232 Orchard Close Pavilion</u>								
4012 WATER RATES	25	480	500	20		20	96.0%	
4014 ELECTRICITY	35	246	800	554		554	30.8%	
4036 PROPERTY MAINTENANCE	0	175	1,000	825	718	107	89.3%	
Orchard Close Pavilion :- Indirect Expenditure	<u>60</u>	<u>901</u>	<u>2,300</u>	<u>1,399</u>	<u>718</u>	<u>681</u>	<u>70.4%</u>	<u>0</u>
Net Expenditure	<u>(60)</u>	<u>(901)</u>	<u>(2,300)</u>	<u>(1,399)</u>				
<u>241 Moore Crescent Rec Grd</u>								
1082 INC-LETTINGS	0	683	2,115	1,433			32.3%	
Moore Crescent Rec Grd :- Income	<u>0</u>	<u>683</u>	<u>2,115</u>	<u>1,433</u>			<u>32.3%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	255	1,100	845		845	23.2%	
Moore Crescent Rec Grd :- Indirect Expenditure	<u>0</u>	<u>255</u>	<u>1,100</u>	<u>845</u>	<u>0</u>	<u>845</u>	<u>23.2%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>428</u>	<u>1,015</u>	<u>588</u>				

Detailed Income & Expenditure by Budget Heading 20/10/2025

Month No: 7

8. Income and Expenditure

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>242 Moore Crescent Pavilion</u>								
1082 INC-LETTINGS	0	479	200	(279)			239.7%	
Moore Crescent Pavilion :- Income	<u>0</u>	<u>479</u>	<u>200</u>	<u>(279)</u>			<u>239.7%</u>	<u>0</u>
4011 RATES	0	4,192	4,700	508		508	89.2%	
4012 WATER RATES	(6)	1,312	2,700	1,388		1,388	48.6%	
4014 ELECTRICITY	0	467	2,200	1,733		1,733	21.2%	
4015 GAS	98	930	1,400	470		470	66.5%	
4036 PROPERTY MAINTENANCE	0	1,088	2,000	912	1,428	(516)	125.8%	
4038 MAINTENANCE CONTRACTS	0	115	1,000	885		885	11.5%	
Moore Crescent Pavilion :- Indirect Expenditure	<u>92</u>	<u>8,104</u>	<u>14,000</u>	<u>5,896</u>	<u>1,428</u>	<u>4,468</u>	<u>68.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(92)</u>	<u>(7,625)</u>	<u>(13,800)</u>	<u>(6,175)</u>				
<u>243 Moore Crescent Bowling Gn</u>								
1082 INC-LETTINGS	0	6,489	6,489	0			100.0%	
Moore Crescent Bowling Gn :- Income	<u>0</u>	<u>6,489</u>	<u>6,489</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	312	6,000	5,688	750	4,938	17.7%	
Moore Crescent Bowling Gn :- Indirect Expenditure	<u>0</u>	<u>312</u>	<u>6,000</u>	<u>5,688</u>	<u>750</u>	<u>4,938</u>	<u>17.7%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>6,177</u>	<u>489</u>	<u>(5,688)</u>				
<u>261 Thorn Park</u>								
1077 Grant income CBC Section 106	0	3,154,957	0	(3,154,957)			0.0%	
1082 INC-LETTINGS	0	481	2,215	1,734			21.7%	
Thorn Park :- Income	<u>0</u>	<u>3,155,438</u>	<u>2,215</u>	<u>(3,153,223)</u>			<u>142457.7</u>	<u>0</u>
4001 STAFF SALARIES	0	4,298	0	(4,298)		(4,298)	0.0%	
4002 EMPLOYERS N.I	0	457	0	(457)		(457)	0.0%	
4003 EMPLOYERS SUPERANN.	0	955	0	(955)		(955)	0.0%	
4036 PROPERTY MAINTENANCE	0	1,000	0	(1,000)	2,105	(3,105)	0.0%	
4037 GROUNDS MAINTENANCE	570	37,211	1,100	(36,111)	5,029	(41,141)	3840.1%	
4042 Equipment Repairs & Maintenance	152	2,359	0	(2,359)	923	(3,282)	0.0%	
Thorn Park :- Indirect Expenditure	<u>722</u>	<u>46,280</u>	<u>1,100</u>	<u>(45,180)</u>	<u>8,057</u>	<u>(53,237)</u>	<u>4939.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(722)</u>	<u>3,109,158</u>	<u>1,115</u>	<u>(3,108,043)</u>				
<u>262 Thorn Park Pavilion</u>								
4012 WATER RATES	0	0	400	400		400	0.0%	
4014 ELECTRICITY	0	927	400	(527)		(527)	231.8%	
4015 GAS	8	52	1,000	948		948	5.2%	

Detailed Income & Expenditure by Budget Heading 20/10/2025

Month No: 7

8. Income and Expenditure

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4036 PROPERTY MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4038 MAINTENANCE CONTRACTS	0	0	500	500	1,002	(502)	200.5%	
Thorn Park Pavilion :- Indirect Expenditure	8	979	3,300	2,321	1,002	1,319	60.0%	0
Net Expenditure	(8)	(979)	(3,300)	(2,321)				
<u>263 Houghton Hall Park</u>								
1091 Income Miscellaneous	0	98,233	0	(98,233)			0.0%	
Houghton Hall Park :- Income	0	98,233	0	(98,233)				0
4001 STAFF SALARIES	0	32,818	0	(32,818)		(32,818)	0.0%	
4002 EMPLOYERS N.I	0	4,223	0	(4,223)		(4,223)	0.0%	
4003 EMPLOYERS SUPERANN.	0	8,901	0	(8,901)		(8,901)	0.0%	
4005 STAFF OVERTIME	0	1,313	0	(1,313)		(1,313)	0.0%	
4006 PROTECTIVE CLOTHING	0	179	0	(179)	2,859	(3,038)	0.0%	
4017 HEALTH & SAFETY	0	55	0	(55)	725	(780)	0.0%	
4020 MISC. ESTABLISH.COST	0	128	0	(128)		(128)	0.0%	
4024 SUBSCRIPTIONS	(10)	291	0	(291)		(291)	0.0%	
4034 WEBSITE COSTS	0	0	0	0	700	(700)	0.0%	
4036 PROPERTY MAINTENANCE	0	9	0	(9)	400	(409)	0.0%	
4037 GROUNDS MAINTENANCE	721	3,280	0	(3,280)	1,807	(5,087)	0.0%	
4039 HORTICULTURAL SUPPLIES	0	5,742	0	(5,742)	73	(5,814)	0.0%	
4042 Equipment Repairs & Maintenance	1,166	1,733	0	(1,733)		(1,733)	0.0%	
4059 OTHER PROFESSIONAL FEES	5,600	7,220	0	(7,220)		(7,220)	0.0%	
4217 HHP Project Contribution	0	7,583	29,000	21,417	19,027	2,390	91.8%	
4222 COMMUNITY EVENTS	443	21,064	0	(21,064)	7,171	(28,235)	0.0%	
Houghton Hall Park :- Indirect Expenditure	7,919	94,538	29,000	(65,538)	32,762	(98,300)	439.0%	0
Net Income over Expenditure	(7,919)	3,695	(29,000)	(32,695)				
<u>271 Houghton Regis Cemetery</u>								
1084 Income Burial Fees	660	6,785	20,000	13,215			33.9%	
Houghton Regis Cemetery :- Income	660	6,785	20,000	13,215			33.9%	0
4011 RATES	0	1,459	1,200	(259)		(259)	121.6%	
4012 WATER RATES	20	130	300	170		170	43.4%	
Houghton Regis Cemetery :- Indirect Expenditure	20	1,589	1,500	(89)	0	(89)	105.9%	0
Net Income over Expenditure	640	5,195	18,500	13,305				

Detailed Income & Expenditure by Budget Heading 20/10/2025

Month No: 7

8. Income and Expenditure

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>273 Allotments</u>								
1082 INC-LETTINGS	6	3,375	3,700	325			91.2%	
Allotments :- Income	<u>6</u>	<u>3,375</u>	<u>3,700</u>	<u>325</u>			<u>91.2%</u>	<u>0</u>
4012 WATER RATES	0	133	700	567		567	18.9%	
4037 GROUNDS MAINTENANCE	0	100	1,000	900		900	10.0%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>232</u>	<u>1,700</u>	<u>1,468</u>	<u>0</u>	<u>1,468</u>	<u>13.7%</u>	<u>0</u>
Net Income over Expenditure	<u>6</u>	<u>3,143</u>	<u>2,000</u>	<u>(1,143)</u>				
<u>281 Public Open Spaces</u>								
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%	
4992 Trs from Earmarked Reserve	0	0	(7,163)	(7,163)		(7,163)	0.0%	
Public Open Spaces :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>(6,663)</u>	<u>(6,663)</u>	<u>0</u>	<u>(6,663)</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>6,663</u>	<u>6,663</u>				
<u>282 Play Areas (all)</u>								
4037 GROUNDS MAINTENANCE	0	655	2,000	1,345		1,345	32.8%	
4042 Equipment Repairs & Maintenance	0	4,348	12,000	7,653	1,285	6,368	46.9%	
Play Areas (all) :- Indirect Expenditure	<u>0</u>	<u>5,003</u>	<u>14,000</u>	<u>8,998</u>	<u>1,285</u>	<u>7,713</u>	<u>44.9%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(5,003)</u>	<u>(14,000)</u>	<u>(8,998)</u>				
<u>283 Street Furniture</u>								
1091 Income Miscellaneous	0	640	0	(640)			0.0%	
Street Furniture :- Income	<u>0</u>	<u>640</u>	<u>0</u>	<u>(640)</u>				<u>0</u>
4036 PROPERTY MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
Street Furniture :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>		<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>640</u>	<u>(1,000)</u>	<u>(1,640)</u>				
<u>291 Outside Services</u>								
1091 Income Miscellaneous	0	0	3,800	3,800			0.0%	
Outside Services :- Income	<u>0</u>	<u>0</u>	<u>3,800</u>	<u>3,800</u>				<u>0</u>
4006 PROTECTIVE CLOTHING	0	729	1,500	771		771	48.6%	
4008 TRAINING/COURSES	0	42	3,000	2,958		2,958	1.4%	
4011 RATES	0	16,342	12,553	(3,789)		(3,789)	130.2%	
4012 WATER RATES	329	810	800	(10)		(10)	101.3%	
4013 RENT	0	7,750	15,500	7,750		7,750	50.0%	

Detailed Income & Expenditure by Budget Heading 20/10/2025

Month No: 7

8. Income and Expenditure

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4014 ELECTRICITY	173	978	2,500	1,522		1,522	39.1%	
4015 GAS	9	56	200	144		144	28.2%	
4017 HEALTH & SAFETY	108	466	1,000	534	269	265	73.5%	
4018 REFUSE DISPOSAL	2,276	16,858	28,000	11,142	450	10,692	61.8%	
4020 MISC. ESTABLISH.COST	0	542	600	58		58	90.3%	
4036 PROPERTY MAINTENANCE	0	847	1,400	553		553	60.5%	
4038 MAINTENANCE CONTRACTS	0	538	850	312	189	123	85.6%	
4039 HORTICULTURAL SUPPLIES	231	7,058	7,500	442	388	54	99.3%	
4040 Tree maintenance	0	3,064	6,000	2,936	458	2,477	58.7%	
4042 Equipment Repairs & Maintenance	229	6,658	10,000	3,342	3,181	161	98.4%	
4044 VEHICLE FUEL	132	3,892	12,500	8,608	2,680	5,928	52.6%	
4045 VEHICLE TAX & INSURANCE	0	1,025	1,200	175		175	85.4%	
4059 OTHER PROFESSIONAL FEES	0	14	2,200	2,186		2,186	0.6%	
Outside Services :- Indirect Expenditure	3,486	67,670	107,303	39,633	7,616	32,017	70.2%	0
Net Income over Expenditure	(3,486)	(67,670)	(103,503)	(35,833)				
<u>292 E&L Staff Costs</u>								
4001 STAFF SALARIES	0	133,007	283,795	150,788		150,788	46.9%	
4002 EMPLOYERS N.I	0	16,580	34,055	17,475		17,475	48.7%	
4003 EMPLOYERS SUPERANN.	0	35,841	76,057	40,216		40,216	47.1%	
4005 STAFF OVERTIME	0	734	2,000	1,266		1,266	36.7%	
E&L Staff Costs :- Indirect Expenditure	0	186,163	395,907	209,744	0	209,744	47.0%	0
Net Expenditure	0	(186,163)	(395,907)	(209,744)				
<u>293 UKSPF</u>								
4039 HORTICULTURAL SUPPLIES	0	19,322	0	(19,322)		(19,322)	0.0%	
4059 OTHER PROFESSIONAL FEES	0	2,917	0	(2,917)	583	(3,500)	0.0%	
4222 COMMUNITY EVENTS	0	260	0	(260)	15	(275)	0.0%	
UKSPF :- Indirect Expenditure	0	22,499	0	(22,499)	598	(23,097)		0
Net Expenditure	0	(22,499)	0	22,499				
<u>299 E&L Capital & Projects</u>								
1074 External Grant	0	51,627	0	(51,627)			0.0%	
E&L Capital & Projects :- Income	0	51,627	0	(51,627)				0
4053 Loan payments- Moore Cres. Pav	0	12,034	24,069	12,035		12,035	50.0%	
4066 Loan payments - Tithe Farm Pav	17,640	35,280	32,792	(2,488)		(2,488)	107.6%	
4851 CAP-Machinery Renewals	0	7,956	20,000	12,044		12,044	39.8%	

Detailed Income & Expenditure by Budget Heading 20/10/2025

Month No: 7

8. Income and Expenditure

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4856 CAP - Street Furniture	0	0	1,000	1,000		1,000	0.0%	
4858 CAP - PLAY AREAS & EQPT	0	0	15,000	15,000		15,000	0.0%	
4871 CAP - Pavilion Renovations	0	1,981	50,000	48,019		48,019	4.0%	
4891 YIF Project	0	0	0	0	500	(500)	0.0%	
E&L Capital & Projects :- Indirect Expenditure	17,640	57,251	142,861	85,610	500	85,110	40.4%	0
Net Income over Expenditure	(17,640)	(5,625)	(142,861)	(137,236)				
Environment and Leisure :- Income	1,770	3,329,958	48,453	(3,281,505)			6872.6%	
Expenditure	30,620	509,781	733,256	223,475	57,759	165,715	77.4%	
Movement to/(from) Gen Reserve	(28,851)	2,820,176	(684,803)	(3,504,979)				
Grand Totals:- Income	1,770	3,329,958	48,453	(3,281,505)			6872.6%	
Expenditure	30,620	509,781	733,256	223,475	57,759	165,715	77.4%	
Net Income over Expenditure	(28,851)	2,820,176	(684,803)	(3,504,979)				
Movement to/(from) Gen Reserve	(28,851)	2,820,176	(684,803)	(3,504,979)				



ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 9

Date:	20th October 2025
Title:	Annual Play Area Inspection
Purpose of the Report:	To provide members with the outcomes of the annual play area inspection.
Contact Officer:	Ian Haynes – Head of Environment and Community Services

1. RECOMMENDATION

This report is provided for information purposes only.

2. BACKGROUND

In June 2025, our yearly independent safety assessment of our playgrounds and equipment was completed by The Play Inspection Company Ltd.

The British and European safety standard BS EN1176 and the Health and Safety Executive strongly recommend that all play areas have at least one inspection every year from an independent, suitably qualified body such as The Play Inspection Company Ltd.

3. ISSUES FOR CONSIDERATION

The independent safety assessment of our playgrounds and equipment provides each site with its own overall risk rating.

The breakdown of faults and common failures is given in terms of low, medium and high. As a generally agreed principle within the industry, items that are marked as "low" only require monitoring. Whereas items marked as "medium" require an appropriate action (either monitoring or repair, for example) within the available resources of the owner. Items marked as "high" require urgent action. In rare cases where an item is likely to result in significant injury or death, the operator or appropriate representative will be notified from the site by telephone. This will be indicated on the report. None of these has been received.

The Play Inspection Company Ltd risk scores come in the following bands:

1 to 5 Very Low Risk

6 to 10 Low Risk

12 to 15 Medium Risk
16 to 20 High Risk
25+ Very High Risk

It should be noted that due to the increased risk posed by some of the Town Council assets - such as the skate park - the risk scores cannot be lowered, and in the case of some equipment would need to be destroyed to ascertain the structural integrity of the item.

Each independent safety assessment of our playgrounds and equipment has been reviewed.

A bespoke programme of works will be created to complete all of the necessary recommendations.

Please note some recommendations will not be completed based on the level of expenditure required to minimise the risk.

All associated necessary repair costs will be covered under existing revenue budgets. Our in-house qualified operational inspectors will conduct all repairs as soon as is reasonably practicable.

4. COUNCIL VISION

Aspirations

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

Objective 4: Our community

4.2 To enhance existing facilities to enable improved community use and accessibility

4.5 To provide high quality green spaces for leisure and recreation, healthier living, urban attractiveness, improved air quality

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendations.

Legal Implications

- There are no legal implications arising from the recommendations

Financial Implications

- The costs of addressing the remedial Moderate Risks will be taken from 282 4042 with annual available funds of £12,000.

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.

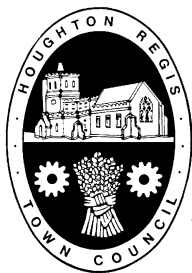
Press Contact

There are no press implications arising from this report.

6. CONCLUSION AND NEXT STEPS

Children's Playgrounds should be inspected annually by an independent specialist to ensure the long-term safety of the site, equipment, and ancillary items. This will also meet legal and insurance responsibilities and comply with EN1176's requirements.

This Council has met its legal and moral obligations to ensure our play areas are fit for use.



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Clerk: **Clare Evans**

Tel: 01582 708540

Email: info@houghtonregis-tc.gov.uk

ENVIRONMENT FEES 2026-27

SPORTS FEES

2026-27

Football Pitch fees

Pitch size	Annual Fee	Per Game fee
Senior		
• 11 v 11	£655 per team	£66
Youth		
• 11 v 11	£355	£34
• 9 v 9	£355	£34
Mini		
• 7 v 7	£247	£26
• 5 v 5	£247	£26
Pre-season ad hoc pitch hire	N/A	£70

Cricket fees

Hire of the Cricket Pitch & Pavilion (Orchard Close)	£1,103.33 per season
Ad hoc Cricket Pitch & Pavilion (Orchard Close)	£45.61 per game

Bowls Green

Hire of Bowls Green	£ 6,489
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LEISURE FEES

2026-27

Hire of the open space for Fun Fairs & Circus	£160.19 day/opening
Allotment Plots in the region of 125m ² (half plot)	£75 per annum
Allotment Plots in the region of 250 m ² (full plot)	£100 per annum
Allotment Deposit (to be returned on completion of tenancy should plot be left in a reasonable condition.)	£50 per plot

MISCELLANEOUS FEES

2026-27

Hire of The Green pavilion	£6 per hour for Houghton Regis residents / HR community groups £25 per hour for all other hirers £25 per session (Max of 4 hrs) - Concessionary rate for HR community groups during office hours.
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The above fees apply in evenings and weekends where the

hirer has their own key.

Where a member of staff has to open and close for a letting in the evening or at weekends, there will be an additional charge of £31 + VAT

Hire of Moore Cres pavilion groups £7 + VAT per hour for Houghton Regis residents / HR community groups
£29 + VAT per hour for all other hirers
£29 + VAT per session (Max of 4 hrs) - Concessionary rate for HR community groups in office hours.

The above fees apply in evenings and weekends where the hirer has their own key.

Where a member of staff has to open and close for a letting in the evening or at weekends, there will be an additional charge of £31 + VAT

(Prices for the hire of Moore Crescent pavilion are subject to standard rate VAT)

GROUND MAINTENANCE

2026-27

Ground Maintenance (ad-hoc)	£38 per hour + VAT per person
Ground Maintenance (CBC inc HHP)	£20 per hour + VAT per person

Note

1. All bookings are made subject to the terms and conditions set out by the Town Council, a signed copy of which must be submitted to the Town Council at the time of booking.

HOUGHTON HALL PARK ROOM HIRE (PER ROOM)

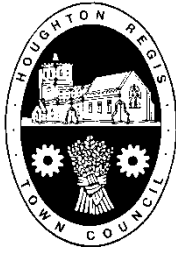
2026-27

Private Hire Rate

Monday to Friday per hour	£16.00
Half Day Rate – Morning (4 hours)	£62.00
Half Day Rate – Afternoon (4 hours)	£62.00
Weekends per hour	£18.00
Weekends: Half Day Rate – Morning (4 hours)	£67.00
Weekends: Half Day Rate – Afternoon (4 hours)	£67.00

Community Groups & Charity Rate

Monday to Friday per hour	£12.00
Half Day Rate – Morning (4 hours)	£42.00
Half Day Rate – Afternoon (4 hours)	£42.00
Weekends per hour	£14.00
Weekends: Half Day Rate – Morning (4 hours)	£48.00
Weekends: Half Day Rate – Afternoon (4 hours)	£48.00



ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 11

Date:	20th October 2025
Title:	Moore Crescent Pavillion Alterations
Purpose of the Report:	To provide members with a report on the proposed alternatives of the Moore Crescent Pavillion.
Contact Officer:	Ian Hayens, Head of Environment and Community Services

1. RECOMMENDATIONS

- 1) **To approve the alterations of the Moore Crescent Pavillion and approve that expenditure be taken from 299/4871.**

2. BACKGROUND

At the Environment and Leisure committee held 28th July '25. Members were provided with a complete planned maintenance system, the committee resolved that the Head of Environmental and Community Services review and prioritise potential future expenditure.

In doing so, the Head of Environmental and Community Services, in conjunction with the Houghton Regis Bowls Club, have identified several alterations that not only would benefit the bowls club but would also improve a town council asset.

3. ISSUES FOR CONSIDERATION

Alteration of existing kitchen

- Knock down wall dividing kitchen from store cupboard
- Fit new lintel over opening at ceiling level
- Repair ceiling & walls as required
- Remove existing store doors & frame, block opening as required, plaster finish to both sides.
- New skirting to match existing.
- Re- site radiator to new position.
- Allowance for new kitchen units (layout to be decided).
- Allowance for cooker as required.
- Paint walls & woodwork as existing.
- Match flooring as required.

- Electrics altered to suit new layout.

External store infill internal access to store

- Take down timber construction to external brick shed linked to main building.
- Excavate foundation to a depth of 1m below G/L to same footprint as timber building.
- Mass fill with concrete to within 450mm of G/L
- Excavate opposite entrance of shed to a depth of 450mm below G/L.
- Fit concrete lintel's spanning over opening.
- New brickwork to matching existing.
- Blockwork internal walls with insulated cavity to requirements.
- Construct new floor to building regulations, to finish level with existing main building.
- Knock through from main hall to new bar area, Steel lintel (RSJ) over as required.
- Dry line walls, skim finish, new m/f ceiling tiles to match existing.
- Flooring to match the existing from the door threshold.
- New door frame & roller shutter to bar area fire door to match existing doors.
- Allowed for 6 double sockets & lighting to bar area.
- Radiator as required.
- Small flat roof below box gutter, car park, end of new build.
- New base units to bar area depth up to 400mm, countertop over as required, including serving hatch.
- Decorate walls & woodwork to match existing building.
- Electrical certification.

Cost £41,309.00

Other considerations

- Fire alarm detection to new areas

Budget Cost £1,250.00

- Architectural drawings and planning application

Budget Cost £3,500.00

- Build control
-

Budget Cost £1,100.00

4. HRTC CORPORATE PLAN

Aspirations Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider

4.5 Enhance the role of the council.

4.6 To actively consider and weight the impact of new and existing initiatives and services.

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the report.

Legal Implications

- There are no legal implications arising from the report.

Financial Implications

- Sufficient budget provision to enable the exercise of the council's discretionary powers and legal obligations.

Risk Implications

- Service delivery
- Reputation

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 report does not discriminate.

Climate Change Implications

There are no climate change implications arising from the report

Press Contact

- There are no press implications.

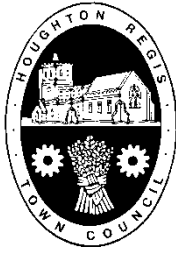
6. CONCLUSION AND NEXT STEPS

The proposed alterations to Moore Crescent Pavilion represent a strategic enhancement of a valued community asset, aligning with the Town Council's aspirations to improve service delivery and operational efficiency.

The collaboration with Houghton Regis Bowls Club ensures the upgrades meet both community needs and facility standards. With clear financial provisions and minimal legal or environmental implications, the project is well-positioned for approval. Subject to committee endorsement, the next steps will involve initiating architectural planning, securing necessary permissions, and scheduling works to commence in line with budget allocations.

7. APPENDICES

None



ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 14

Date:	20th October 2025
Title:	Financial Forecast 2026-2030 Report
Purpose of the Report:	To provide members with a report on the proposed financial forecast of the Environment and Leisure team.
Contact Officer:	Ian Haynes, Head of Environment and Community Services

1. RECOMMENDATIONS

- 1) **To consider and comment on the draft budget for the financial year 2026-2027 for Environment and Leisure budget responsibilities**
- 2) **To note the budget forecast figures for financial years 2027 to 2030**

2. BACKGROUND

Section 4 of the Town Council's Corporate Plan 2024-2028, Management and Operations, outlines the town council's plan to enhance its efficiency and effectiveness as the key local service provider by developing a 5-year financial and staffing plan. Based on the financial forecast for 2024/25, this report and forecast provide details for 2026/27 and extend the forecast to 2030 for the Corporate Services team.

Members will find attached a proposed five-year Environment and Leisure Services financial plan.

3. ISSUES FOR CONSIDERATION

Members are advised that revenue costs have been increased by 4%, year on year, where they relate to normal revenue items.

2027-2030 Financial Forecast (extended to include financial year 2029-2030)

Members are reminded that these are forecasted figures, and the council retains the flexibility to adjust annual budget allocations as needed during each year's budget-setting process.

4. HRTC CORPORATE PLAN

Aspirations Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider

- 4.1 Develop a 5-year financial & staffing plan.
- 4.5 Enhance the role of the council.
- 4.6 To actively consider and weight the impact of new and existing initiatives and services.

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the report.

Legal Implications

- Under the following legislation, Local Government Finance Act 1992, s.41, local councils have a statutory power to precept (tax) their local electors in their areas to finance the activities that flow from the exercise of their discretionary powers and subsequent legal obligations.

Financial Implications

- Sufficient budget provision to enable the exercise of the council's discretionary powers and legal obligations.

Risk Implications

- Service delivery
- Reputation

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 report does not discriminate.

Climate Change Implications

There are no climate change implications arising from the report

Press Contact

- There are no press implications.

6. CONCLUSION AND NEXT STEPS

A five-year rolling budget allows the council to plan beyond the immediate annual cycle, enabling strategic decision-making that aligns with the town's long-term goals.

This approach helps councillors see how current spending decisions impact future years and ensures continuity of important projects across electoral cycles.

7. APPENDICES

Appendix A – Draft budget financial year 2026/2027 and budget forecast figures for financial years 2027 to 2030

Committee	Cost Centre	Code description	Code	Cost centre description	Budget 2025/26	Actual Year to date	Predicted spend 2025/26	Variance Budget & Actual	Justification for 2025/26 Budget	Draft 2026/27 Budget	Justification for 2026/27 Budget	Possible Savings / Use of Reserves	Implications	Agreed 2026/27 Budget	Budget Forecast 2027/28 - Year 2	Budget Forecast 2028/29 - Year 3	Budget Forecast 2029/30 - Year 4	Budget Forecast Notes
Environment & Leisure Committee																		
	201	Village Green Rec Ground																
			1082	Income lettings	-£ 2,869	£ 1,141	-£2,492	-£378	Predicted income from 2 x fair visits and 1 x circus visit This is based on 16 days of opening Fun Fair Visits x 2 visits – Circus 11 Days x 1 visit. Charge per day of opening £151	-£2,492	reduced as 1 visit to go to Thorn	£0			-£2,592	-£2,695	-£2,803	Increased by 4% / annum
			4037	Grounds Maintenance	£ 2,500	£ 7,420	£7,420	-£4,920		£2,500		£0			£2,600	£2,704	£2,812	Increased by 4% / annum
	202	Village Green Pavilion																
			1082	INC-LETTINGS	-£ 150	-£ 558	-£558	£408	Relates to ad hoc lettings for the pavilion.	-£150	Comm Payback to use which will limit hires	£0			-£156	-£162	-£169	Increased by 4% / annum
			4011	Rates	£ 2,800	£ 2,545	£2,545	£255		£2,800		£0			£2,912	£3,028	£3,150	Increased by 4% / annum
			4012	Water Rates	£ 1,500	£ 2,533	£5,000	-£3,500		£2,500	HHP Bore hole wil hopefully reduce costs	£0			£2,600	£2,704	£2,812	Increased by 4% / annum
			4014	Electricity	£ 1,500	£ 552	£1,500	£0		£1,500		£0			£1,560	£1,622	£1,687	Increased by 4% / annum
			4036	Property Maintenance	£ 2,000	£ 95	£2,000	£0	Used for general maintenance, pavilion deep clean, fire extinguisher testing, etc £1.2k, Electrical inspection due 2024 approx. £500.	£2,000	Used for general maintenance, pavilion deep clean, fire extinguisher testing, etc £1.2k, Electrical inspection due 2024 approx. £500.	£0			£2,080	£2,163	£2,250	Increased by 4% / annum
			4038	Maintenance Contracts	£ 943	£ 314	£943	£0	Used for alarm charges and servicing and emergency lighting checks.	£943	Used for alarm charges and servicing and emergency lighting checks.	£0			£981	£1,020	£1,061	Increased by 4% / annum
	211	Parkside Rec Gd																
			1082	INC-Lettings	-£ 3,000	£ 1,899	-£3,000	£0	Fees for pitch hire 1 senior £962, 1 junior £1014, 2 mini £470. Kids fair £204 / day of opening	-£3,000	Fees for pitch hire 1 senior £962, 1 junior £1014, 2 mini £470. Kids fair £204 / day of opening	£0			-£3,120	-£3,245	-£3,375	Increased by 4% / annum
			4013	Rent	£ 50	£ 50	£50	£0	Rent payable to CBC as landlord.	£50		£0			£50	£50	£50	Fixed cost
			4037	Grounds Maintenance	£ 1,500	£ 700	£1,500	£0	Provided for pitch treatment (weed & feed (£665) (verti draining £787) and any required repairs etc.	£1,500	Provided for pitch treatment (weed & feed (£665) (verti draining £787) and any required repairs etc.	£0			£1,560	£1,622	£1,687	Increased by 4% / annum
	212	Parkside Pavilion																
			4012	Water Rates	£ 300	£ 94	£300	£0		£300		£0			£312	£324	£337	Increased by 4% / annum
			4014	Electricity	£ 600	£ 286	£600	£0		£600		£0			£624	£649	£675	Increased by 4% / annum
			4015	Gas	£ 150	£ 232	£464	-£314		£464		£0			£483	£502	£522	Increased by 4% / annum
			4036	Property Maintenance	£ 1,000	£ 405	£1,000	£0	Used for general maintenance, pavilion deep clean, alarm charges and servicing etc £1.2k. 5 yrly Electrical inspection due 2024 approx. £300	£1,000	Used for general maintenance, pavilion deep clean, alarm charges and servicing etc £1.2k. 5 yrly Electrical inspection completed 2024 approx. £300, Due 2029	£0			£1,040	£1,082	£1,125	Increased by 4% / annum
	221	Tithe Farm Rec Gd																
			1082	INC-Lettings	-£ 2,115	£ -	£0	-£2,115	Income from football lettings. 2 senior.	£0	Beds FA say don't need grass pitches here. Loss of income offset by reduced grds maniteancne costs	£0			£0	£0	£0	Increased by 4% / annum
			4013	Rent	£ 5			£5	Annual rent included in lease agreement.	£5		£0			£5	£5	£5	Fixed cost
			4037	Grounds Maintenance	£ 1,000	£ 36	£36	£964	Used for pitch treatment and ad hoc external repairs / maintenance. 2 x senior. Provided for pitch treatment (weed & feed (£875) (verti draining £787) and any required repairs etc. as per IOG Report & Pitchpower	£0	Beds FA say don't need grass pitches here. Loss of income offset by reduced grds maniteancne costs	£0			£0	£0	£0	Increased by 4% / annum
	222	Tithe Farm Store										£0						

Committee	Cost Centre	Code description	Code	Cost centre description	Budget 2025/26	Actual Year to date	Predicted spend 2025/26	Variance Budget & Actual	Justification for 2025/26 Budget	Draft 2026/27 Budget	Justification for 2026/27 Budget	Possible Savings / Use of Reserves	Implications	Agreed 2026/27 Budget	Budget Forecast 2027/28 - Year 2	Budget Forecast 2028/29 - Year 3	Budget Forecast 2029/30 - Year 4	Budget Forecast Notes
			4012	Water Rates	£ 200	£ 117	£200	£0		£200		£0			£208	£216	£225	Increased by 4% / annum
			4014	Electricity	£ 800	£ 1,499	£2,400	£-1,600		£1,000		£0			£1,040	£1,082	£1,125	Increased by 4% / annum
			4036	Property Maintenance	£ 1,000	£ 464	£1,000	£0	Used for general maintenance Electrical inspection due 2024 approx. £400	£1,000	Used for general maintenance Electrical inspection completed 2024 approx. £400. Due 2029	£0			£1,040	£1,082	£1,125	Increased by 4% / annum
	231	Orchard Close Rec Gd																
			1082	INC-Lettings	£- 1,800	£ 1,359	£1,800	£-3,600	Income from cricket square and mini pitch hire. 3 x mini football pitches £750 and cricket £1040	£1,040	Income from cricket square	£0			£1,082	£1,125	£1,170	Increased by 4% / annum
			4037	Grounds Maintenance	£ 1,000	£ 21	£1,000	£0	Used for pitch treatment cricket and football and ad hoc external repairs / maintenance. Provided for pitch treatment (weed & feed (£400) (verti draining £600) and any required repairs etc. Drainage work on Football Pitches & Weed & feed as per IOG Report & Pitchpower part of 3G Project Work.	£1,000		£0			£1,040	£1,082	£1,125	Increased by 4% / annum
	232	Orchard Close Pavilion										£0						
			4012	Water Rates	£ 500	£ 455	£500	£0		£500		£0			£520	£541	£562	Increased by 4% / annum
			4014	Electricity	£ 800	£ 211	£500	£300		£800		£0			£832	£865	£900	Increased by 4% / annum
			4036	Property Maintenance	£ 1,000	£ 21	£1,000	£0	Used for general maintenance, alarm charges and servicing etc	£1,000		£0			£1,040	£1,082	£1,125	Increased by 4% / annum
	241	Moore Crescent Rec Gd																
			1082	INC-Lettings	£- 2,115	£ 663	£2,115	£-4,230	2 x senior	£-2,115		£0			£-2,200	£-2,288	£-2,379	Increased by 4% / annum
			4037	Grounds Maintenance	£ 1,100	£ 255	£1,100	£0	Used for pitch treatment cricket and football and ad hoc external repairs / maintenance. Provided for pitch treatment (weed & feed (£560) (verti draining £525) and any required repairs etc. as per IOG Report & Pitchpower	£1,100		£0			£1,144	£1,190	£1,237	Increased by 4% / annum
	242	Moore Crescent Pavilion																
			1082	INC-Lettings	£- 200	£ 579	£750	£-950	Income from ad hoc lettings £200	£200		£0			£208	£216	£225	Increased by 4% / annum
			4011	Rates	£ 4,700	£ 4,193	£4,192	£508		£4,700		£0			£4,888	£5,084	£5,287	Increased by 4% / annum
			4012	Water rates	£ 2,700	£ 1,318	£2,700	£0		£2,700		£0			£2,808	£2,920	£3,037	Increased by 4% / annum
			4014	Electricity	£ 2,200	£ 467	£2,200	£0		£2,200		£0			£2,288	£2,380	£2,475	Increased by 4% / annum
			4015	Gas	£ 1,400	£ 832	£1,400	£0		£1,400		£0			£1,456	£1,514	£1,575	Increased by 4% / annum
			4036	Property Maintenance	£ 2,000	£ 1,088	£2,000	£0	Used for general maintenance, pavilion deep clean, alarm charges and servicing etc Electrical inspection due 2024 approx. £400	£2,000		£0			£2,080	£2,163	£2,250	Increased by 4% / annum
			4038	Maintenance Contract	£ 1,000	£ 115	£1,000	£0	Covers alarm and CCTV servicing.	£1,000		£0			£1,040	£1,082	£1,125	Increased by 4% / annum
	243	Moore Crescent Bowling Green																
			1082	INC-Lettings	£- 6,489	£ 6,489	£-6,489	£0	Income from bowls green hire.	£-6,489		£0			£-6,749	£-7,019	£-7,299	Increased by 4% / annum
			4037	Grounds Maintenance	£ 6,000	£ 312	£6,000	£0	Year end treatment (Avonmore £4000) Irrigation Sprinkler Contract 450 Chemical control, Fertilizer, sand, weed killer.	£6,489		£0			£6,749	£7,019	£7,299	Increased by 4% / annum
	261	Thorn Park																
			1077	Grant income CBC s106		£ 3,096,276	£-2,896,277			£0		£0						

Committee	Cost Centre	Code description	Code	Cost centre description	Budget 2025/26	Actual Year to date	Predicted spend 2025/26	Variance Budget & Actual	Justification for 2025/26 Budget	Draft 2026/27 Budget	Justification for 2026/27 Budget	Possible Savings / Use of Reserves	Implications	Agreed 2026/27 Budget	Budget Forecast 2027/28 - Year 2	Budget Forecast 2028/29 - Year 3	Budget Forecast 2029/30 - Year 4	Budget Forecast Notes
			1082	INC-Lettings	-£ 2,215	-£ 481	-£2,215	£0	2 x Senior	-£2,215		£0			-£2,304	-£2,396	-£2,492	Increased by 4% / annum
			4001	Staff salaries	£ 25,788	£ 4,298	£25,788			£0		£0						
			4002	Employer N.I	£ 2,742	£ 457	£2,742			£0		£0						
			4003	Employers Superannuation	£ 5,730	£ 955	£5,730			£0		£0						
			4036	Property Maintenance	£ -	£ -	£1,000					£0						
			4037	Grounds Maintenance	£ 1,100	£ 39,491	£200,000	-£198,900	Provided for pitch treatment (weed & feed £400) (verti draining £600) and any required repairs etc.	£1,100		£0			£1,144	£1,190	£1,237	Increased by 4% / annum
			4042	Equipment and Repairs & Maintenance	£ -	£ 2,359	£2,359			£20,000		£0						
				Tms to EMR			-£2,896,277					£0						
				Tms from EMR						-£20,000		£0						
	262	Thorn Park Pavilion																Increased by 4% / annum
			4012	Water rates	£ 400	£ -	£400	£0	Estimated	£400		£0			£416	£433	£450	
			4014	Electricity	£ 400	£ 927	£1,850	-£1,450	Estimated	£1,850		£0			£1,924	£2,001	£2,081	
			4015	Gas	£ 1,000	£ 43	£1,000	£0	Estimated	£1,000		£0			£1,040	£1,082	£1,125	
			4036	Property Maintenance	£ 1,000	£ -	£1,000	£0	Used for general maintenance, alarm charges and servicing etc	£1,000		£0			£1,040	£1,082	£1,125	
			4038	Maintenance Contract	£ 500	£ -	£500	£0	CCTV system monitoring and management	£500		£0			£520	£541	£562	Increased by 4% / annum
	263	Houghton Hall Park																
				Incme from CBC donation	-£ 111,805	-£ 111,805				-£111,805		£0						
			1091	Income Miscellaneous	-£ 24,377	-£ 24,377	-£136,182			-£20,000		£0						
			1082	INC-Lettings						-£5,500		£0						
			4001	Staff salaries	£ 61,580	£ 32,818	£61,580		Grds, Comm Gard, 32% ESO,	£71,268		£0						
			4002	Employers N.I.I.	£ 9,237	£ 3,725	£9,237			£10,690		£0						
			4003	Employers Superannuation	£ 16,503	£ 7,851	£16,503			£19,100		£0						
			4005	Staff Overtime	£ 1,313	£ 1,236	£1,313			£2,000		£0						
			4006	Protective Clothing	£ 3,038	£ 3,038	£3,038			£1,500		£0						
			4017	Health & Safety	£ 780	£ 780	£780			£800		£0						
			4020	Misc Establish Cost	£ 128	£ 128	£128			£500		£0						
			4024	Subscriptions	£ 291	£ 31	£291			£170		£0						
			4034	Website costs	£ 700	£ 700	£700			£700		£0						
			4036	Property Maintenance	£ 409	£ 409	£409			£500		£0						

Committee	Cost Centre	Code description	Code	Cost centre description	Budget 2025/26	Actual Year to date	Predicted spend 2025/26	Variance Budget & Actual	Justification for 2025/26 Budget	Draft 2026/27 Budget	Justification for 2026/27 Budget	Possible Savings / Use of Reserves	Implications	Agreed 2026/27 Budget	Budget Forecast 2027/28 - Year 2	Budget Forecast 2028/29 - Year 3	Budget Forecast 2029/30 - Year 4	Budget Forecast Notes
			4037	Grounds Maintenance	£ 5,087	£ 2,666	£5,087			£2,000		£0						
			4039	Horticultural Supplies	£ 5,814	£ 5,814	£5,814			£5,000		£0						
			4042	Equipment Repairs & Maintenance	£ 1,723	£ 314	£1,723			£577		£0						
			4059	Other Professional Fees	£ 1,344	£ 1,344	£1,344			£2,500		£0						
			4217	HHP Project Contribution	£ 29,000	£ 21,417	£29,000			£29,000		£0						
			4222	Community Events	£ 28,235	£ 26,622	£28,235			£20,000		£0						
	271	Houghton Regis Cemetery																
			1084	Income Burial Fees	-£ 20,000	-£ 5,686	-£10,000	-£10,000	It is very difficult to predict an income from this service.	-£10,000					-£10,400	-£10,816	-£11,249	Increased by 4% / annum
			4011	Rates	£ 1,200		£1,200	£0		£1,200		£0			£1,248	£1,298	£1,350	Increased by 4% / annum
			4012	Water Rates	£ 300		£300	£0		£300		£0			£312	£324	£337	Increased by 4% / annum
			4020	Misc. Establish. Cost	£ -			£0	Funded bench (inc in Income) and urns.	£0		£0						
	273	Allotments																
			1082	Inc Lettings	-£ 3,700	-£ 3,369	-£3,700	£0		-£3,700		£0			-£3,848	-£4,002	-£4,162	Increased by 4% / annum
			4012	Water Rates	£ 700	£ 133		£700		£700		£0			£728	£757	£787	Increased by 4% / annum
			4037	Grounds maintenance	£ 1,000	£ 100		£1,000	Ad hoc repairs and maintenance	£1,000		£0			£1,040	£1,082	£1,125	Increased by 4% / annum
	281	Public Open Spaces																
			4037	Grounds Maintenance	£ 500	£ -	£500	£0	To fund any general grounds maintenance work.	£500		£0			£520	£541	£562	Increased by 4% / annum
			5002	Tr from EMR Former Railway Line	-£ 7,163	£ -	-£7,163	£0	This transfer in is from EMR 352, Former Railway Line.	-£7,163	Move to 291 and remove 281	£0			£7,163	£7,163	£0	Exhaustion of fund
	282	Play areas (All)																
			4037	Grounds Maintenance	£ 2,000	£ 655	£2,000	£0	Used to cover fencing and gates, replacement / top up of bark, wet pore repairs	£2,000		£0			£2,080	£2,163	£2,250	Increased by 4% / annum
			4042	Equipment and Repairs & Maintenance	£ 12,000	£ 4,348	£12,000	£0	Used to cover smaller scale works to play equipment, signage etc.	£12,000		£0			£12,480	£12,979	£13,498	Increased by 4% / annum
	283	Street Furniture																
			1091	Income Miscellaneous	£ -	-£ 640	-£640	£640		£0		£0						
			4036	Property Maintenance	£ 1,000	£ -	£1,000	£0	Used to fund upkeep of seats, fencing, bollards, noticeboards. This budget usually gets spent towards the end of the financial year should it not have been used to rectify any damaged through vandalism etc.	£1,000		£0			£1,040	£1,082	£1,125	Increased by 4% / annum
	291	Outside Services																
			1091	Income Miscellaneous	-£ 3,800	£ -	£0	-£3,800	Relates to income from contracts delivered to outside organisations. (CBC (Blue Water, Sewell, HHP).	£0					£0	£0	£0	Increased by 4% / annum
			4006	Protective Clothing	£ 1,500	£ 729	£1,500	£0	Used for grounds staff PPE.	£2,500		£0			£2,600	£2,704	£2,812	Increased by 4% / annum
			4008	Training/Courses	£ 3,000	£ 42	£3,000	£0	Used for grounds staff training.	£4,000		£0			£4,160	£4,326	£4,499	Increased by 4% / annum

Committee	Cost Centre	Code description	Code	Cost centre description	Budget 2025/26	Actual Year to date	Predicted spend 2025/26	Variance Budget & Actual	Justification for 2025/26 Budget	Draft 2026/27 Budget	Justification for 2026/27 Budget	Possible Savings / Use of Reserves	Implications	Agreed 2026/27 Budget	Budget Forecast 2027/28 - Year 2	Budget Forecast 2028/29 - Year 3	Budget Forecast 2029/30 - Year 4	Budget Forecast Notes
			4011	Rates	£ 12,553	£ 16,342	£16,342	£-3,789		£16,342		£0			£16,996	£17,676	£18,383	Increased by 4% / annum
			4012	Water Rates	£ 800	£ 482	£800	£0		£800		£0			£832	£865	£900	Increased by 4% / annum
			4013	Rent	£ 15,500	£ 7,750	£19,917	£-4,417	Workshop rent.	£42,000	New rent of £28,000 per annum, plus a possible additional unit at £14,000	£-14,000	no lease on new unit		£43,680	£45,427	£47,244	Increased by 4% / annum
			4014	Electricity	£ 2,500	£ 805	£2,500	£0		£2,500		£0			£2,600	£2,704	£2,812	Increased by 4% / annum
			4015	Gas	£ 200	£ 47	£200	£0		£200		£0			£208	£216	£225	Increased by 4% / annum
			4017	Health & Safety	£ 1,000	£ 358	£1,000	£0	Used for ad hoc health and safety issues.	£1,000		£0			£1,040	£1,082	£1,125	Increased by 4% / annum
			4018	Refuse Disposal	£ 28,000	£ 14,582	£33,600	£-5,600	This budget combines cemetery skip costs, general waste and green waste.	£33,600		£0			£34,944	£36,342	£37,795	Increased by 4% / annum
			4020	Misc. Establish. Cost	£ 600	£ 542	£600	£0	Used for ad hoc costs re outside services.	£600		£0			£624	£649	£675	Increased by 4% / annum
			4036	Property Maintenance	£ 1,400	£ 846	£1,400	£0	£1000 Used for general maintenance, alarm charges and servicing etc	£1,400		£0			£1,456	£1,514	£1,575	Increased by 4% / annum
			4038	Maintenance Contracts	£ 850	£ 538	£850	£0	Alarm servicing and maintenance	£850		£0			£884	£919	£956	Increased by 4% / annum
			4039	Horticultural Supplies	£ 7,500	£ 6,827	£7,500	£0	Summer and winter bedding plants. Additional agreed for Houghton In Bloom	£30,000	100 hb 60 bb same as 2025 plus winter display	£-10,000	no winter display		£31,200	£32,448	£33,746	Increased by 4% / annum
			4040	Tree Maintenance	£ 6,000	£ 3,064	£6,000	£0		£6,000		£0			£6,240	£6,490	£6,749	Increased by 4% / annum
			4042	Equipment Repairs & Maintenance	£ 10,000	£ 6,429	£10,000	£0		£10,000		£0			£10,400	£10,816	£11,249	Increased by 4% / annum
			4044	Vehicle Fuel	£ 12,500	£ 3,735	£12,500	£0		£15,000		£0			£15,600	£16,224	£16,873	Increased by 4% / annum
			4045	Vehicle Tax & Insurance	£ 1,200	£ 1,025	£1,500	£-300		£2,000		£0			£2,080	£2,163	£2,250	Increased by 4% / annum
			4059	Other Professional Fees	£ 2,200	£ 4	£2,200	£0	To cover the annual HAV testing of equipment, grds staff health surveillance, and associated medical examination.	£5,600	To cover the annual HAV testing of equipment, grds staff health surveillance, and associated medical examination. Plus £3k for legal transfer re PS & TF rec grds	£0			£5,824	£6,057	£6,299	Increased by 4% / annum
	292	Personnel / Staff Costs																
			4001	Staff salaries	£ 283,795	£ 110,738	£283,795	£0	Predicted costs in 2025/65 for staff in the Environment & Leisure Services Team inc 50% HoS, Grounds Manager, Grounds Team, Town Ranger, Cemetery & Allotments Officer	£366,877	needs to increase by 3.2%	£0			£310,000	£322,400	£335,296	Staff forecast - new post then increased by 4% / annum
			4002	Employers NI	£ 34,055	£ 13,837	£34,055	£0	NI is 15% on earning above £175 per week from April 2025, the percentage figure used to estimate NI is 12% to take into account the NI allowance of £175 per week	£56,487		£0			£37,200	£38,688	£40,236	Staff forecast - new post then increased by 4% / annum
			4003	Employers Superannuation	£ 76,057	£ 29,891	£76,057	£0	Superannuation is 26.8% of salaries. However, although some members of staff have opted out of the Pension scheme, provision for all members of staff should be included should there be a turnover of personnel.	£120,589		£0			£83,080	£86,403	£89,859	Staff forecast - new post then increased by 4% / annum
			4005	Staff Overtime	£ 2,000	£ 734	£2,000	£0		£3,000		£0			£3,120	£3,245	£3,375	Increased by 4% / annum
	299	Env Capital & Projects																
			1074	External Grant		£ 51,627	£ 51,627	£51,627	TF income grant from FF	£0								
			1077	Grant income CBC s106		£ 178,395	£178,395	£178,395		£0		£0						
			4053	Loan payments-Moore Cres. Pav	£ 24,069	£ 12,034	£24,069	£0	Loan repayments due until 2033	£24,069	Loan repayments due until 2033	£0			£24,069	£24,069	£24,069	Loan amount fixed

Committee	Cost Centre	Code description	Code	Cost centre description	Budget 2025/26	Actual Year to date	Predicted spend 2025/26	Variance Budget & Actual	Justification for 2025/26 Budget	Draft 2026/27 Budget	Justification for 2026/27 Budget	Possible Savings / Use of Reserves	Implications	Agreed 2026/27 Budget	Budget Forecast 2027/28 - Year 2	Budget Forecast 2028/29 - Year 3	Budget Forecast 2029/30 - Year 4	Budget Forecast Notes
			4066	Loan payments-Tithe Farm Pav	£32,792	£17,640	£32,792	£0	Loan repayments due until Oct 2051 24/25 £32791 then £35280 annually	£35,280	Loan repayments due until Oct 2051 24/25 £32791 then £35280 annually	£0			£32,792	£32,792	£32,792	Loan amount fixed
			4851	Cap-Machinery Renewals	£20,000	£7,956	£20,000	£0	Used to enable the council to budget a fixed annual amount to support a programme of machinery replacement. The Head of E&C Services is anticipating taking a report forward to enable members to consider a rolling programme of machinery renewal / replacement through a hire purchase scheme. Additional funding is being sought to support additional machinery to enable the grounds team to expand their services into the growth area. Hire purchase agreement / loan supported by Internal Auditor	£20,000		£0			£20,800	£21,632	£22,497	Increased by 4% / annum
			4856	Cap-Street Furniture	£1,000	£-	£1,000	£0	£3000 Used for new / replacement street furniture. £6000 To replace litter and dog bins and benches with town branded dual purpose bins and benches £5000 for signage to key attractions £2,000 to fund a flag pole/s in anticipation of securing a Green Flag award Not a condition of the award Reduction of £2,000 discussed at Open Session, see above for detail Plus to be offset by transfer in from EMR shown in 299 4992	£1,000		£0			£1,040	£1,082	£1,125	Increased by 4% / annum
			4858	Cap- Play Areas & Eqpt	£15,000	£-	£15,000	£0		£15,000	This budget is sought to enable the council to continue to build up a reserve for replacement / new play areas	£0			£15,600	£16,224	£16,873	Increased by 4% / annum
			4862	CAP-Cemetery Provision	£-			£0		£4,493	Was inc in budget forecast for new vaults.	£4,493	Fund new vaults from EMR		£4,493	£4,493	£4,493	
			4871	CAP-Pavilion Renovations	£50,000	£1,981	£50,000	£0		£50,000	To part fund outstanding highways access at Tithe Farm should it be required or to be used to rebuild the pavilion refurb EMR MAYBE UPDATE WORDING	£0			£50,000	£50,000	£50,000	

£931,904