



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

12th January 2026

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 19th January 2026 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](#)

Clare Evans
Town Clerk

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|---|
| THIS MEETING MAY BE RECORDED¹ |
|---|

AGENDA

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

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

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

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

¹ *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.

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 - 16

To approve the minutes of the meetings held on 29th September and 15th December 2025.

Recommendation: To approve the Minutes of the meetings held on 29th September and 15th December 2025.

5. COMMITTEE AND SUB-COMMITTEE MINUTES

Pages 17 - 29

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 | 17 th Nov 2025 and 8 th Dec 2025 |
| Town Partnership Committee | None to present |

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

| | |
|----------------------------|-----------------|
| New Cemetery Sub-Committee | None to present |
|----------------------------|-----------------|

Please contact the Head of Democratic Services if you would like a copy of any of these policies re-sent to you.

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. GENERAL RESERVES

Pages 30 - 33

To update members on the actual and predicted level of General Reserves (GR).

This report is provided for information.

9. 2026/27 BUDGET AND PRECEPT

Pages 34 - 58

To present to Town Council the draft budget for 2026/27 for consideration and to request that members approve a budget for 2026/27 and set a precept.

Members are reminded of the requirement in Financial Regulation para. 4.8;

4.8 Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.

Recommendation: To approve a budget and set a precept for 2026/27.

10. REVIEW OF EAR MARKED RESERVES

Pages 59 - 60

To enable Members to review the status of the Council's Ear Marked Reserves:

1. partway through the current financial year (2025/26)
2. the predicted movements in 2026/27

Recommendation: To note the Schedule of Ear Marked Reserves 2025/26 and the predicted schedule of Ear Marked Reserves 2026/27.

11. CBC BUDGET CONSULTATION

Members are advised of the CBC Budget Consultation currently underway.

The key milestones in the timetable for CBC to agree its budget in February 2026 are set out in the table below:

| Date | Body | Outcome |
|--------------------------------|------------------------------------|---|
| January | All Overview & Scrutiny Committees | Consideration of efficiencies and savings and draft budget proposals. |
| 7 th January 2026 | Public | Budget papers made available to Public and Public Consultation commences. |
| 17 th February 2026 | Executive | Recommends Final Budget |
| 26 th February 2026 | Council | Approves Budget |
| 5 th March 2026 | Council | Reserve Council Meeting in case of delay in receiving notification of other precepts. |

A period of public consultation commenced on 7th January 2026. CBC Overview and Scrutiny Committees will consider the draft budget proposals at their January meetings and comments will be included in the final Budget report to be presented to Council at its February 2026 meeting.

Detailed information on the draft CBC budget can be found within the CBC Executive papers for its meeting on 6th January 2026: [Full meeting pack - Executive.PDF](#)

Members are invited to consider the CBC Budget Consultation and to submit individual responses if desired.

12. COMMUNITY GOVERNANCE REVIEW (CGR)

As you may recall, Town Council decided to defer consideration of the second stage of the CGR at its meeting on 15th December to enable more consideration to be given to the draft CBC recommendations as relevant to Houghton Regis.

For reference Members are reminded of the following:

The second stage consultation of the CGR closes on 26th January 2026.

The Draft Recommendations determined from the first stage consultation can be found at: [Community Governance Review 2025 – stage 2 | Central Bedfordshire Council](#)

The Draft recommendations from CBC are:

1. that the parish name of Houghton Regis should remain unchanged
2. increase the number of parish councillors on Houghton Regis Town Council from 14 to 17
3. create a new parish ward of Thorn with 3 members (see map)
4. reduce Houghton Hall parish ward from 5 to 4, retain Tithe Farm with 5 members
5. increase Parkside Ward from 4 to 5 to accommodate the Linnere Development
6. undertake a further community governance review of the parish within five years to ensure effective community governance arrangements in light of the development at Linnere
7. reject the proposal to extend the parish boundary into the parish of Chalton

Members are reminded that the HRTC suggestion of altering the parish boundary with Chalton, creates complexities due to the location of the constituency boundary. Specifically, should the suggestion be approved, some residents would find themselves voting within Parkside Ward (Parish), Houghton Regis East (CBC) and within mid Bedfordshire constituency.

For reference Members can remind themselves of the HRTC response to the CGR first stage consultation here: [337-minutes.pdf](#)

The previously established informal group of Cllrs (D Jones, M Herber, T McMahon, J Carroll and C Slough) met on 12th January. At this meeting the following was discussed:

Draft CBC recommendation 1: Supported
Draft CBC recommendation 2: Supported
Draft CBC recommendation 3: Supported
Draft CBC recommendation 4: Supported

HOUGHTON REGIS TOWN COUNCIL

Minutes of the Town Council meeting held on 29th September 2025 7.00pm.

Present: Councillors: M Herber Town Mayor
J Carroll
E Billington
P Burgess
E Cooper
E Costello
Y Farrell
D Jones
T McMahon
C Rollins
C Slough

Officers: Clare Evans Town Clerk
Ian Haynes Head of Environmental & Community
Services
Debbie Marsh Head of Corporate Services
Louise Senior Head of Democratic Services

Public: 2

Apologies: Councillor: W Henderson
A Slough
D Taylor

13343 APOLOGIES & SUBSTITUTIONS

Apologies were received from Councillor Henderson, Councillor A Slough and Councillor D Taylor.

13344 QUESTIONS FROM THE PUBLIC

None.

13345 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

13346 MINUTES

To approve the Minutes of the meetings held on 16th June 2025.

Resolved: To approve the Minutes of the meeting held on 16th June 2025 and for these to be signed by the Chairman.

13347 PUBLIC SESSION ON THE POSSIBILITY OF ESTABLISHING A TOWN CENTRE COMMUNITY VENUE

Town council was asked to consider in more detail the report presented under agenda item 9 which set out considerations for the establishment of a town centre community venue. It was envisaged that this venue would provide a vibrant hub for residents, local stakeholders and service providers, would support enhanced youth and community work and provide space for a larger more inclusive council chamber. This subsequent report was presented in private session due to the commercial sensitivities that were involved.

To facilitate community and stakeholder input, this agenda item had been included to encourage public participation on this matter. The following points were highlighted:

- The HRTC Corporate Plan supported improved services in the town centre and the stronger development of a 'sense of place'. To view the Corporate Plan, please follow this link [Council Plans](#). Consultation feedback on the Corporate Plan was supportive of the creation of modern, vibrant community spaces.
- The CPC Action Plan supports strategic work with CBC and the development of a plan to support improved council offices and community centres. To view the CPC Action Plan, please follow this link [Council Strategies](#).
- By HRTC utilising additional investment income, the establishment of a town centre community venue could be delivered at no additional cost to the taxpayer.

Members of the public and local stakeholders were invited to feed in their thoughts on the establishment of a town centre community focused venue for residents, local stakeholders and service providers, which would support significantly enhanced youth and community work and provide space for a larger more inclusive council chamber.

A member of the public spoke of his own work towards delivering a community centre in Thorn. The importance of having more than one community facility across the town was emphasised, highlighting that such provision would be well utilised. It was noted that investment in Thorn would help to encourage further investment in the area. Also stated was that residents often assumed community facilities were already the responsibility of the Town Council, and welcomed the positive progress being made in areas such as Bidwell West and Thorn.

13348 PARKSIDE AND TITHE FARM RECREATIONS GROUNDS

Members were asked to consider pursuing the transfer of these open space areas from CBC to HRTC under freehold ownership.

- Resolved:**
- 1. To approve a formal approach to CBC to seek the freehold transfer of Parkside and Tithe Farm recreations grounds.**
 - 2. To use 190-4059, Central Services, Other Professional Fees to cover associated legal fees.**

13349 MAINTENANCE OF SPECIFIED AREAS OF OPEN SPACE

Members were asked to consider securing the maintenance of planted roundabouts to enable the council to promote the Houghton Regis identity (sense of place) and offer sponsorship options to local businesses, secure the maintenance of grass cutting at East End, secure the maintenance and community involvement in the Woodside Orchard.

It was highlighted that residents had expressed both curiosity and concern regarding the Woodside Orchard, some recalled its original planting and voiced disappointment over how it had been managed. However, there was confidence in the grounds team's knowledge and commitment to implementing the recommendations.

The number of roundabouts potentially involved was queried. It was noted that some would fall under the Highways Agency's responsibility, leaving approximately three to potentially manage.

- Resolved:** **To enable the council to promote the Houghton Regis identity (sense of place), support Anglia in Bloom and offer sponsorship options to local businesses, to approve a formal approach to CBC to secure:**

- the maintenance of planted roundabouts**
- grass cutting at East End**
- the maintenance and community involvement in the Woodside Orchard**

13350 EXCLUSION OF PRESS AND PUBLIC

- Town Centre Community Venue**

- 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.**

13351 TOWN CENTRE COMMUNITY VENUE

Members were requested to consider options for the development of a town centre community venue as supported by the HRTC Corporate Plan and the CPC Action Plan.

This report was presented in private session due to commercial and legal sensitivities and to enable open discussions between members.

Members considered proposals relating to the establishment of a town centre community venue in Houghton Regis. The discussion included considerations on the importance of providing accessible facilities locally, potential lease arrangements, and the need for flexibility in negotiations. It was acknowledged that officers should progress the work, with members providing advice where appropriate.

Members were fully supportive points highlighted within the report, with unanimous agreement on each recommendation.

Resolved: To support the suggested way forward in the agenda report.

The Chairman declared the meeting closed at 7.37 pm

Dated this 19th day of January 2026

Chairman

HOUGHTON REGIS TOWN COUNCIL

Minutes of the Town Council meeting held on 15th December 2025 7.00pm.

Present: Councillors: M Herber Town Mayor
E Billington
E Cooper
E Costello
Y Farrell
W Henderson
D Jones
T McMahon
A Slough
C Slough
D Taylor

Officers: C Evans Town Clerk
I Haynes Head of Environmental &
A Samuels Administration Officer

Apologies Councillor: P Burgess
J Carroll
C Rollins

13461 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Burgess, Cllr Carroll and Cllr Rollins.

13462 QUESTIONS FROM THE PUBLIC

None.

13463 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

13464 MINUTES

To approve the Minutes of the meetings held on 13th October 2025.

Resolved: To approve the Minutes of the meeting held on 13th October 2025 and for these to be signed by the Chairman.

13465 COMMITTEE AND SUB-COMMITTEE MINUTES

Members received the minutes of the following committees and considered any recommendations contained therein.

| | |
|--|--|
| Corporate Services Committee | 1 st September 2025 Minute number 13334 – Protocol for Marking the Death of a Senior National Figure or Local Holder of High Office To recommend to Town Council the adoption of the Town Councils marking the Death of a Senior National Figure or Local Holder of High Office protocol. |
| Community Services Committee | 21 st July 2025 3 November 2025 Minute number 13409 – Operation Hana for 2026/27 To request Council considered that any underspend of cost centre 306/4059 at year end be transferred to an Earmarked reserve to be used for future Community Safety initiatives. |
| Environment & Leisure Committee | 28 th July 2025 Minute number 13296 – Income and Expenditure Report To recommend to Town Council that the expenditure in Cost Centre 293 UKSPF be drawn from general reserves. |
| Planning Committee Staffing Committee | 6 th & 27 th October 2025 3 rd June Minute number 13221 – Staff Appraisal To recommend to Town Council, the adoption of the Town Councils Appraisal Policy and process. |
| Town Partnership Committee | 29 th July 2025 |

Minute 13409

Members voiced concern regarding the recommendation for Minute 13409, Operation Hana. Members expressed the opinion that this recommendation would constitute an inappropriate use of earmarked reserves which were for specified and evaluated projects.

It was counterargued that the use was not unspecified but would support community safety projects. Due to circumstances outside of HRTC's control, historical underspends on the budget had resulted in available funds not being fully utilised.

The Town Clerk suggested that the most transparent process would be for an underspend to be reported through the budget-setting process. The Community Safety Sub-Committee could then submit a request through the budget-setting process to establish an earmarked reserve for capital spend for Community Safety projects.

While sympathetic to the reasons for wishing to utilise any underspend, some Members remained uncomfortable with the proposal, which did not follow due process, and Town Council was respectfully requested to reject the recommendation.

Members were requested to vote on Minute 13409:

For: 4

Against: 7

The recommendation was not carried.

Minute 13296

It was noted that the contribution to General Reserves in 2024/25 from the UKSPF grant was £18,890, accordingly members felt that the amount in 2025/26 which should be allocated to General Reserves should be reflective of this.

- Resolved:**
- 1. To receive the Minutes detailed above;**
 - 2. To approve the recommendations and to adopt the policies therein;**
 - **Minute number 13334 - Protocol for Marking the Death of a Senior National Figure or Local Holder of High Office**
 - **Minute number 13296 – Income and Expenditure Report**
 - **In regard to Staff Appraisals (Minute number 13221) to approve the process and to adopt the following policy: Town Councils Appraisal Policy**

13466 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor had represented Houghton Regis at 37 events, and had hosted her civic reception and a fundraising coffee morning and the Mayors carol service. The Town Mayor had also represented the Council at the Armistice Commemoration and Remembrance Sunday service and the council's firework display. The Mayor had also undertaken visits to care homes, presented an award at Thornhill school and attended charity events hosted by fellow mayors. There had been continued fund raising and their stall at Santa's Grotto had raised in the region of £500 for nominated charities.

The Mayor extended thanks to council staff and volunteers for all their help.

13467 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS & ON TRAINING SESSIONS ATTENDED

Cllr A Slough reported that the Friends of Windsor Drive continued to do well. Waiting for the log on the field to be replaced by a kissing gate.

Cllr Jones informed Members that the BATPC budget had been set for the upcoming year. The Police and Crime Commissioner had attended the last meeting and discussed police performance. The Town Clerk of Dunstable Town Council had also visited and was keen to ensure that voluntary organisations remained unaffected by cuts to grants from Central Bedfordshire Council.

Hospice at Home Volunteers remained financially secure and continued to grow. A concern was that the referral rate coming through from practitioners was not reaching anticipated levels but it was hoped this would change.

Future grant funding had been discussed at the Chews Foundation meeting.

13468 EXTERNAL AUDITORS REPORT & AUDITED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2024/25

To advised members of the outcomes of the external audit 2024/25.

Members referred to the matters raised in the Completion Letter dated 14th November 2025 and under Section 3 of the AGAR.

Resolved:

- 1. To approve and accept the Audited Annual Governance and Accountability Return 2024/25**
- 2. To note the matters raised in the Completion Letter dated 14th November 2025.**

13469 RISK MANAGEMENT STRATEGY AND SCHEDULE

In accordance with Financial Regulation 2.2, the council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activates of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

Members were provided with a copy of the Risk Management Strategy and Schedule. Members were reminded that the Risk Management Strategy and Schedule was approved at the Town Council meeting held on the 16th May 2025 which noted the register has been extended to include reference to s106 / deferred income. However, since this approval the Town Council had resolved to establish a Town Centre Community Venue at Unit 1, All Saints View, therefore the Risk Register has been updated to include this project.

Members were requested to approve the Town Councils Risk Management Strategy and Schedule as revised to include Unit 1, All Saints View.

Resolved: To approve the HRTC Risk Management Strategy & Schedule.

13470 COMMUNITY GOVERNANCE REVIEW

Members were advised that the next stage consultation of the Community Governance Review had commenced and closed on 26 January 2026.

The Draft recommendations from CBC were:

1. that the parish name of Houghton Regis should remain unchanged
2. increase the number of parish councillors on Houghton Regis Town Council from 14 to 17
3. create a new parish ward of Thorn with 3 members (see map)
4. reduce Houghton Hall parish ward from 5 to 4, retain Tithe Farm with 5 members
5. increase Parkside Ward from 4 to 5 to accommodate the Linmere Development

6. undertake a further community governance review of the parish within five years to ensure effective community governance arrangements in light of the development at Linmere
7. reject the proposal to extend the parish boundary into the parish of Chalton

Members were advised that the HRTC suggestion of altering the parish boundary with Chalton, created complexities due to the location of the constituency boundary.

Members noted that some of the proposals from CBC differed from those proposed by HRTC. It was felt that HRTC needed to submit a more robust response, especially with regard to extending the parish boundary. Members requested that this item was deferred until the next Town Council meeting in order for a suitable response to be formulated. It was proposed that the working group that previously considered this matter should reconvene in January 2026 for the purpose of drafting HRTC's response.

Members agreed unanimously to defer the decision until the next Town Council meeting in January 2026. The Town Clerk confirmed they would provide Members with a report which outlined the variances between HRTC proposals and those from CBC.

13471 INDEPENDENT TREASURY SERVICES

At the Corporate Services meeting held on the 1st December 2025, Members supported (minute number 13444) a recommendation from the Investment Working Group that the Council enter into a three-year contract with Arlingclose Treasury Services for independent investment advice.

Members of the Corporate Services Committee had requested Council approve the use of General Reserves to fund the first year of service and to ensure suitable budgetary provision be made for the remaining years.

Members accepted the recommendation and confirmed their preferred option to seek investment advice at the earliest opportunity rather than defer consideration until after the budget had been agreed.

Resolved: To agree the sum of £11,000 to be taken from General Reserves to fund the cost of independent investment advice for 2025/2026 financial year and to ensure suitable budgetary provision be made for the remaining years.

13472 SOCIAL MEDIA POLICY & IT POLICY UPDATES

At the Corporate Services meeting held on the 1st December 2025 Members agreed (minute number 13449) to recommend to Town Council the adoption of the revised Social Media Policy and the revised IT Policy.

Members recognised the need for the Town Council to have an up-to-date adopted IT policy as this was going to be a requirement on the new assertion (assertion 10) on the AGAR from 2025/2026. The Social Media policy was revised to mirror that of

the IT policy. Members therefore recommended Town Council adopt these revised policies at the meeting to be held on the 15th December 2025 so as to ensure the Town Council was compliant as soon as possible.

Members were provided with a copy of the revised policies.

Resolved: 1) **To adopt the Town Council's Social Media Policy**
2) **To adopt the Town Council's IT Policy.**

13473 INTERIM INTERNAL AUDIT REPORT

Members were advised that the interim Internal Audit (IA) for 2025/26 had been completed.

Members were provided with the following:

1. Cover Letter dated 24th November 2025 detailing the areas covered by the audit.
2. Observations, which included detail on the audit test, the IA observation and any IA recommendation.
3. Revised Standing Orders - also attached was a revised copy of the Town Councils Standing Orders to regularise the tender threshold level to comply with Financial Regulations.
4. Summary.

Resolved: 1) **To support the Comments provided on the interim Internal Audit Observations report**
2) **To agree to the revision of the tender threshold figure contained within the Town Councils Standing Order (18 b v) to comply with the figure agreed in the Town Councils Financial Regulations.**

13474 HR ADMINISTRATION SOFTWARE

At the Corporate Services meeting held on the 1st December 2025 Members agreed (minute number 13450) to recommend the Town Council enter into a contract for the provision of HR administration software at a cost of £3,500 per annum.

Town Council was requested to agree the use of General Reserves to fund this contract and to ensure suitable budgetary provision be made during future budget setting processes.

Members agreed that the continued growth of the Town Council meant that administration had become increasingly time intensive and supported the proposal. The Town Clerk confirmed that a suitable provider had been found and detailed the costs.

Members queried the necessity of approving the sum of £3500 as this would not reflect the required sum for the current financial year and a more accurate figure could be agreed as part of the budget setting process in January; consequently, Members requested that the recommendation was amended as follows:

- Recommendation 1): to omit ‘at a current cost of £3500’
- Recommendation 2): to insert ‘in 2025/2026’ for clarity.

Resolved:

- 1) To agree to the Town Council entering into a contract for the provision of HR administration software
- 2) To request Town Council agrees to the use of General Reserves in 2025/2026 to fund this contract and to request suitable budget provision is made during future budget setting processes.

13475 EXCLUSION OF PRESS AND PUBLIC

Members voted unanimously on the exclusion of the press and public:

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.

13476 STAFFING FORECAST REVIEW – UPDATE FOR 2026-2027

Members agreed that the staffing forecast was in line with what was expected.

The Chairman declared the meeting closed at 8.52pm

Dated this 19th day of January 2026

Chairman

HOUGHTON REGIS TOWN COUNCIL

Planning Committee

**Minutes of the meeting held on
17th November 2025 at 7.00pm**

Present: Councillors: M Herber Chairman
E Billington
E Cooper
Y Farrell
D Jones
C Slough
D Taylor

Officers: Louise Senior Head of Democratic Services
Amanda Samuels Administration Officer

Public: 0

Apologies: Councillors: 0

13418 APOLOGIES AND SUBSTITUTIONS

None.

13419 QUESTIONS FROM THE PUBLIC

None.

13420 SPECIFIC DECLARATIONS OF INTEREST

None.

13421 MINUTES

To approve the Minutes of the meeting held on the 27th October 2025.

**Resolved: To approve the Minutes of the meeting held on 27th October 2025
and for these to be signed by the Chairman.**

13422 PLANNING MATTERS

(a) The following planning applications were considered:

[CB/25/03320/RM](#)
([click for more](#)
[details](#))

Reserved Matters following Outline Application (CB/12/03613/OUT) for up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre. Approval of all reserved matters for 58 dwellings.

Phase 4, Parcel 1, Houghton Regis North 1, Sundon Road,
Houghton Regis, LU5 5GX

Comments: Members noted that five applications relating to Linnmere had been submitted simultaneously with concomitant documentation.

Members expressed some concerns regarding traffic noise and discussed the employment of mitigation methods.

Houghton Regis Town Council raised no objection to this application.

[CB/25/03400/RM](#)
([click for more](#)
[details](#))

Reserved Matters: following Outline application CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans.). Approval of Access, Appearance, Landscaping, Layout and Scale for 259 dwellings and associated works.
Houghton Regis North Site 1, Land on the northern edge of Houghton Regis

Comments: It was noted that The Public Protection Officer had not received all documentation at the current time and was reserving judgement.

Houghton Regis Town Council raised no objection to this application.



[CB/25/03234/RM](#)
(click for more
details)

Reserved Matters: following Outline Application

CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans.) Approval of access, appearance, landscaping, layout, scale for 236 dwellings and associated works
Parcels 7 & 8 in Area 4 at Linmere, Houghton Regis North, Dunstable

Comments: It was noted that an objection had been raised to this application.

Houghton Regis Town Council raised no objection to this application.

[CB/25/03319/RM](#)
(click for more
details)

Reserved Matters: following Outline Application

CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans.) Approval of access, appearance, landscaping, layout and scale for 107 dwellings at Phase 4, Parcel 6.
Phase 4, Parcel 6, Houghton Regis North 1, Sundon Road, Houghton Regis, LU5 5GX

Comments: Members expressed concern regarding potential traffic noise.

Houghton Regis Town Council raised no objection to this application.



CB/25/03311/RM
(click for more
details)

Reserved Matter: following Outline Application CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans.) Reserved matters for Access, Appearance, Landscaping, Layout and Scale on an 80 bedroom residential care home (C2 use) and 26 assisted living units (C2 use) with associated access and landscaping
Houghton Regis north site 1, Land on the Northern Edge of Houghton Regis

Comments: Houghton Regis Town Council raised no objection to this application.

Noted:

CB/25/03289/DOC
(click for more
details)

Discharge of Conditions 8, 24, 26, 29, 32, 33 & 35 against planning permission (CB/12/03613/OUT) (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans). Please see supporting Covering Letter for details
Phase 4, Parcel 6, Houghton Regis North 1, Sundon Road, Houghton Regis, LU5 5GX

[CB/25/03288/DOC](#)
[\(click for more details\)](#)

Discharge of Conditions 8, 24, 26, 29, 32, 33 & 35 against planning permission CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans.)

Phase 4, Parcel 1, Houghton Regis North 1, Sundon Road, Houghton Regis, LU5 5GX

[CB/25/03232/GPDE](#)
[\(click for more details\)](#)

Prior Notification of Householder Extension: Single storey rear extension with a flat roof, 4m beyond the rear wall of the original dwelling, maximum height of 3.25m & 3m to the eaves
12 Drury Lane, Houghton Regis, Dunstable, LU5 5ED

[CB/25/03382/DOC](#)
[\(click for more details\)](#)

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

Phase 4, Parcel 6, Houghton Regis North 1, Sundon Road, Houghton Regis, LU5 5GX



[CB/25/03380/DOC](#)
(click for more
details)

Discharge of Condition 20 against planning permission ref. CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans.)
Phase 4, Parcel 1, Houghton Regis North1, Sundon Road, Houghton Regis, LU5 5GX

[CB/25/03101/GPDE](#)
(click for more
details)

Prior Notification of Householder Extension: Single storey rear extension, 4.90m beyond the rear wall of the original dwelling, maximum height of 3.m & 2.7m to the eaves
19 Manor Park, Houghton Regis, Dunstable, LU5 5BU

[CB/25/03432/DOC](#)
(click for more
details)

Discharge of Conditions 3, 5 and 11 against planning permission ref. CB/24/00059/FULL (Proposed demolition of existing buildings and redevelopment to provide new employment floorspace for a flexible range of uses (within Classes E(g)(iii), B2 and/or B8) with ancillary offices, together with the rationalisation of accesses and provision of yard area, parking, landscaping, and all other associated works.)
Unit 1, Humphrys Road, Dunstable, LU5 4TP

(b) Decision Notices

Permissions / Approvals / Consents

None received.

Refusals:

None received.

Withdrawals:

None received.



13423 PLANNING APPLICATIONS – DELEGATED AUTHORITY

The following planning application had been received for consultation and fell within delegated authority. It was recommended for approval:

[CB/25/02868/LDCP](#)
[\(click for more](#)
[details\)](#)

Lawful Development Certificate Proposed: Creation of a garden
room cabin at the back of the garden
19 Box Crescent, Houghton Regis, Dunstable, LU5 7AD

The Chairman declared the meeting closed at 7.18pm

Dated this 8th day of December 2025

Chairman



HOUGHTON REGIS TOWN COUNCIL

Planning Committee

Minutes of the meeting held on
8th December 2025 at 7.00pm

Present: Councillors: M Herber Chairman
E Billington
E Cooper
Y Farrell
D Jones
C Slough

Officers: Louise Senior Head of Democratic Services
Amanda Samuels Administration Officer

Public: 0

Apologies: Councillors: D Taylor

13453 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Taylor.

13454 QUESTIONS FROM THE PUBLIC

None.

13455 SPECIFIC DECLARATIONS OF INTEREST

None.

13456 MINUTES

To approve the Minutes of the meeting held on the 17th November 2025.

**Resolved: To approve the Minutes of the meeting held on 17th November 2025
and for these to be signed by the Chairman.**

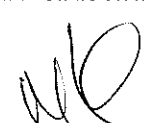
13457 PLANNING MATTERS

(a) The following planning applications were considered:

CB/25/03158/FUL
L (click for more
details)

Proposed two storey side extension and associated internal
alterations
4 Bedford Road, Houghton Regis, LU5 5DJ

**Comments: Houghton Regis Town Council was supportive of
this application but felt that clarification was required
regarding parking provision, especially in regard of location.**



Noted:

CB/25/03202/DOC
(click for more
details)

Discharge of Condition 9 against planning permission ref. CB/24/01505/RM Reserved Matters: following Outline Application CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development works and operations to be in accordance with the Development Parameters Schedule and Plans.). Reserved matters for access, appearance, landscaping, layout and scale for 189 dwellings at Parcel 5 pursuant to outline permission CB/12/03613/OUT and details to satisfy conditions; 8 (Surface Water Drainage), 25 (Construction Management Plan), 26 (Landscape Management Plan), 29 (Foul Drainage), 32 (Noise) and 33 (Noise)'. Land To the North and East of Houghton Regis, Sundon Road, Houghton Regis (Linmere Parcel 5)

CB/25/03646/NM
A (click for more
details)

Non-material amendment to planning permission CB/23/0387/RM (Reserved Matters: following Outline Application CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans.) Reserved matters approval sought for layout, scale, appearance, landscaping and access relating to Local Centre Parcel, Phase 1) Amendments sought to the Neighbourhood Centre: 1. Omit all rear eastern retail ground floor windows. 2. Add external rear eastern door to convenience store. 3. Amend convenience store compound external gates, to

provide dedicated means of escape door through compound wall to comply with Building Regulations. 4. Enlarge convenience store compound canopy. 5. Add convenience store compound brise soleil. 6. Amend retail rear eastern doors on site / ground floor plans generally from double to single leaf doors. Local Centre Parcel, Linnere phase 1, Waterslade Way and Lime Tree Drive, Houghton Regis LU5 7AS

Members noted that planning permission number CB/23/0387/RM was inaccurate and should read CB/23/03987/RM.

CB/25/03712/DOC
(click for more
details)

Discharge of Condition 34 against planning permission ref. CB/12/03613/OUT(Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans.)
Phase 4, Houghton Regis North 1, Land on the Northern edge of Houghton Regis

CB/25/03329/DOC
(click for more
details)

Discharge of Condition 20 (Archaeology) against planning permission CB/12/03613/OUT (up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development works and operations to be in accordance with the Development Parameters Schedule and Plans.
Parcels 7 & 8 Linnere, Houghton Regis North site 1

Members clarified that parcels 7 & 8 at Linnere related to Phase 4 of the development.

[CB/25/03627/DOC](#)
(click for more details)
Discharge of Conditions 3, 4 and 5 against planning permission ref. CB/25/01980/FULL (Change of use of an industrial unit for a flexible range of uses within Classes E(g)(iii), B2 and / or B8) Unit 11, Humphrys Road, Dunstable, LU5 4TP

[CB/25/03778/DOC](#)
(click for more details)
Discharge of Condition 20 against planning permission ref. CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans.)
Phase 3B Parcels 1 & 2, Houghton Regis North Site 1, Land on the northern edge of Houghton Regis

Permissions / Approvals / Consents

None received.

Refusals:

None received.

Withdrawals:

None received.

13458 PLANNING APPLICATIONS – DELEGATED AUTHORITY

Planning application CB/25/03104/FULL had been received for consultation and fell within delegated authority; however, Members requested the opportunity to discuss this application at the meeting.

[CB/25/03104/FUL](#)
[L \(click for more details\)](#)
Erection of a two-storey rear extension, first and second floor side extension, hip to gable, rear dormer rooflights to the front, two rear Juliet balconies. A front porch and associated external alterations.
44 Leafields, Houghton Regis, Dunstable, LU5 5LX

Comments: The first iteration of this application had been approved by LDCP provisions and was presented for Members to note at a meeting of the Planning Committee on 10th March 2025.

HRTC strongly objected to a revised application, for a two-dwelling scheme, at the Planning Committee meeting held on 26th August. This application was subsequently refused by CBC.

Members considered this latest application to be almost identical to that submitted in August 2025, save for the reference to a two-dwelling scheme being removed.

Houghton Regis Town Council raised an objection to this application on the following grounds:

- This would be an extensive and overbearing property and constituted overdevelopment
- There continued to be inadequate parking provision; there was insufficient space to accommodate the requisite number of parking bays for a five-bedroom property.
- The scheme was incompatible with the nature of the surrounding area
- The scheme would negatively impact neighbouring properties.


13459 PRE-APPLICATION CONSULTATION: PROPOSED BASE STATION INSTALLATION AT (CTIL30694500_TEF22791) HOUGHTON PARK CAR PARK, PARKSIDE DRIVE, HOUGHTON REGIS.

Members were provided with documents outlining a proposed base station installation at Houghton Car Park, Parkside Drive.

Cornerstone, a leading mobile infrastructure services company, had submitted a consultation pack outlining proposals for a new radio base station installation within Houghton Regis to support VMO2's network. The documents provided set out the background to the proposal, the site search work already undertaken, and the technical and planning considerations that have informed the preferred location. The purpose of the consultation was to gather any comments before a planning submission was made. Cornerstone highlighted its commitment to shared infrastructure, reducing the overall number of base stations where feasible, and limiting environmental impact. The installation would improve local capacity, strengthen existing coverage, and introduce enhanced 5G provision.

All proposed equipment would be designed in full accordance with the International Commission on Non-Ionizing Radiation Protection (ICNIRP) guidelines, which were recognised by the UK Government, the European Union, and the World Health Organisation. A certificate confirming compliance would accompany the planning application.

Cornerstone had asked to be informed of any local stakeholders or groups who wished to comment.



Members felt the application demonstrated an awareness of issues to be addressed and had no comments to submit.

Resolved: Consider the proposal and agree any comments the Council may wish to submit as part of this consultation.

13460 HILLBOROUGH CRESCENT, HOUGHTON REGIS – DISABLED BAY

Members were provided with a public notice issued by Central Bedfordshire Council proposing the introduction of a dedicated disabled parking bay on Hillborough Crescent, Houghton Regis. The bay would provide a designated space for Blue Badge holders, improving accessibility for residents and visitors with mobility needs.

Members unanimously supported this proposal.

Resolved: To consider the proposed disabled parking bay and support the proposal.

The Chairman declared the meeting closed at 7.25pm

Dated this 5th day of January ~~2025~~. 2026

Chairman





TOWN COUNCIL

Agenda Item 8

| | |
|-------------------------------|--|
| Date: | 19th January 2026 |
| Title: | General Reserves |
| Purpose of the Report: | To update members on the actual and predicted level of General Reserves (GR). |
| Contact Officer: | Clare Evans, Town Clerk |

1. RECOMMENDATION

This report is provided for information.

2. BACKGROUND

As Members are aware, when setting the budget the Council should specifically consider the level of its General Reserve. The Council should set the level of its General Reserve in line with the guidance set out in the Practitioner's Guide paragraphs 5.33 - 5.35 (in particular paragraph 5.35).

3. ISSUES FOR CONSIDERATION

In accordance with this Members are advised of the following:

- At 1st April 2025 the level of General Reserves was £398,116
- During 2025/26 Town Council has agreed the following use of General reserves:
 - £22,499 to cover UKSPF work where expenses were incurred in 2025/26 but the supporting funding was received in 2024/25 (Minute 13464)
 - £11,000 fund the cost of independent investment advice for 2025/2026 financial year (Minute 13471)
 - £3,500 fund HR administration software (Minute 13474)The costs associated with the investment advice and with the HR software will be split across 25/26 and 26/27 (prepayment). Accordingly, the required level of use of General Reserves in 2025/26 for these 2 elements will be approximately £2,250 for the investment advice and £875 for the HR software.
The use of general reserves listed above is included in the Projected Spend column of the draft budget.

- The Projected 2025/26 budget shows a net contribution to General Reserves of £46,436.
- As such projected level of General Reserves at 31st March 2026 is therefore anticipated to be £444,552.
- As members are aware it is considered good practice to have approximately 3 months net revenue expenditure (NRE) in General reserves. This is calculated by taking the total projected spend and subtracting from it expenditure within the capital cost centres of 199, 299 and 399, to provide total revenue expenditure. This is then divided by 12 and multiplied by 3 to give an approximation of 3 months net revenue expenditure.
- However, during 2025/26, a significant level of s106 has been received by HRTC for Thorn Park (£3,154,956 in 261-1077). Within the 2025/26 accounts this has been transferred into an EMR (261-4991). A transfer out of this EMR has also taken place to offset unbudgeted for costs (£253,083). In addition, within 261 a number of large purchases have been made to support the management and maintenance of this site. Ordinarily these would have been accounted for with a capital budget but have been coded to 261 to match the s106 income coding. As cost centre 261 is a revenue line within the budget this large transfer into an EMR and the capital purchases have significantly distorted the net revenue calculation. To adjust for this, these 'expenses' have been extracted from the NRE calculation.
- Taking into account the above information and based on spend in 2025/26, an approximation of 3 months NRE and consequently the advised level of General Reserves equates to £421,034.
- **It is not recommended that General Reserves be used for revenue (day to day) expenses and in 2026/27 it is not recommended that the Council uses GR to fund any unbudgeted for expenses.**

4. HRTC CORPORATE PLAN

4 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

- This report conforms with the approved Reserves Policy

Legal Implications

- There are no legal implications arising from the recommendations

Financial Implications

- In 2026/27 it is not recommended that the Council uses GR to fund any unbudgeted for expenses.

Risk Implications

- There is a reputational risk should the council not manage its Reserves prudently
- There is a service risk should the council not manage its Reserves prudently

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.

Climate Change Implications

- There are no climate change implications arising from the recommendations

Press Contact

There are no press implications arising from the recommendations.

6. CONCLUSION AND NEXT STEPS

This report highlights and clarifies to members the current position of General Reserves.

7. APPENDICES

- Appendix A – Extract from the Practitioners Guide 2024



- virements (transfers between budget lines) are permitted but not required - they should be used to clarify the situation of the authority alongside budget variances arising from unforeseen circumstances.

Investments:

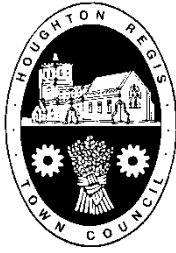
- 5.29. Most authority reserves are held in instant or notice bank accounts or other short-term investments (see paragraph 2.22 for a definition). Occasionally, circumstances necessitate authorities to make other types of investment, for example when saving for a future capital project or while deciding how to apply the proceeds of an asset sale or a donation.
- 5.30. In deciding whether it is appropriate to make long-term investments, the authority should follow the Ministry Guidance on local government investments.

Reserves:

- 5.31. As with any financial entity, it is essential that authorities have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans.
- 5.32. Smaller authorities have no specific right to accumulate funds via the precept. All reserves should be reviewed and justified regularly (i.e. at least annually). It is good practice to transparently publish both the level and rationale of all reserves.

General reserves:

- 5.33. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.
- 5.34. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.
- 5.35. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.
- 5.36. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.
- 5.37. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.



TOWN COUNCIL

Agenda Item 9

| | |
|-------------------------------|--|
| Date: | 19th January 2026 |
| Title: | 2026/27 Budget and Precept |
| Purpose of the Report: | To present to Town Council the draft budget for 2026/27 for consideration and to request that members approve a budget and set a precept for 2026/27. |
| Contact Officer: | Clare Evans, Town Clerk |

1. RECOMMENDATION

To approve a budget and set a precept for 2026/27.

2. BACKGROUND

The council was required to advise Central Bedfordshire Council of its precept requirement by 19th January 2026. Due to the timing of this meeting an extension of this date has been agreed (information to be submitted during the week commencing 19th January 2026).

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

The draft budget reflects existing commitments, the approved Corporate Plan and the approved CPC Action Plan. 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 2026/27

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

In summary, the following points are advised:

| | 2025/26 | 2026/27 – App A |
|--|----------------|--|
| Precept | £1,660,722 | £1,781,230 as included in the draft budget |
| Tax base | 7235 | 7760 |
| Band D (Precept / Tax Base) | £229.54 | £229.54 |

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 2025/26. This equates to a precept increase of £120,508.

However, based on this level of precept the draft budget, Appendix A, shows a deficit of £52,270 in 2026/27.

Members are requested to set a budget which would enable the council to achieve the objectives of the Corporate Plan, the CPC Action Plan and meet its contractual obligations.

The draft budget includes a number of service delivery enhancements including:

- Services of an independent investment advisor to improve diversity of investments for improved security (contractual obligation)
- Operational costs for the new town centre community facility - Project H
- Establishment of a new reserve for Strategic Projects – although Council are yet to consider and determine the specific use for this new reserve, it is suggested that possibilities could include capital funding for Project H or loan repayment fund for Project H, council offices, pavilion refurbishments, play area refurbishments, asset transfers. Although this is discretionary, Members are strongly encouraged to establish this reserve to enable the council to deliver on larger capital projects.
- The operational costs for Thorn Park are covered by transfers in from EMR as established due to the receipt of s106 funds
- Extended grounds workshop floorspace to accommodate new equipment
- Enhanced town centre planting and floral displays
- Funding to undertake pavilion refurbishments / maintenance works
- Enhanced community events programme

Given the General Reserves report provided as part of this agenda, it is not prudent to use General Reserves to support this budget.

Members are required to either:

- Increase the precept to cover all of the deficit; or to
- Increase the precept to cover some of the deficit and to identify areas of expenditure in the draft budget to cut back or remove

4. HRTC CORPORATE PLAN

- 1 Town and Community: To unify all areas of the parish as one community and foster civic pride in our town**
- 2 Local Services and Facilities: To provide a broad range of high quality services and facilities for our residents, visitors and businesses**

3 Quality of Life: To enhance the quality of life of our residents

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

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.

Climate Change Implications

- There are no climate change implications arising from the recommendations

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, residents newsletter 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 Corporate Plan and the CPC Action plan 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 2026/27

09/01/2026

12:58

Page 1

Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

| | | <u>2024/25</u> | | <u>2025/26</u> | | | | <u>2026/27</u> | | |
|---------------------------------------|---|------------------|------------------|------------------|------------------|------------------|--------------|------------------|----------|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| <u>Corporate Services</u> | | | | | | | | | | |
| <u>101</u> | <u>Corporate Management</u> | | | | | | | | | |
| 1076 | Precept received | 1,363,800 | 1,363,800 | 1,660,722 | 1,660,722 | 1,660,722 | 0 | 1,781,230 | 0 | 0 |
| 1096 | Interest & Dividends Received | 50,000 | 71,704 | 50,000 | 118,240 | 135,000 | 0 | 181,200 | 0 | 0 |
| 1101 | Investments Realised | 0 | 580,209 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Income | | <u>1,413,800</u> | <u>2,015,713</u> | <u>1,710,722</u> | <u>1,778,962</u> | <u>1,795,722</u> | <u>0</u> | <u>1,962,430</u> | <u>0</u> | <u>0</u> |
| 4051 | BANK & LOAN CHARGES | 1,000 | 667 | 1,000 | 520 | 1,000 | 0 | 800 | 0 | 0 |
| 4056 | AUDIT FEES | 3,200 | 3,308 | 3,200 | -2,121 | 3,200 | 0 | 3,200 | 0 | 0 |
| 4057 | ACCOUNTANCY & SOFTWARE | 7,250 | 5,251 | 8,500 | 4,604 | 9,375 | 1,524 | 11,000 | 0 | 0 |
| 4060 | BAD DEBTS W/OFF | 0 | 1,913 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4061 | Financial Management Fees | 4,000 | 1,820 | 0 | 0 | 2,250 | 0 | 11,000 | 0 | 0 |
| Overhead Expenditure | | <u>15,450</u> | <u>12,959</u> | <u>12,700</u> | <u>3,003</u> | <u>15,825</u> | <u>1,524</u> | <u>26,000</u> | <u>0</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | | <u>1,398,350</u> | <u>2,002,754</u> | <u>1,698,022</u> | <u>1,775,959</u> | <u>1,779,897</u> | | <u>1,936,430</u> | | |
| <u>102</u> | <u>Democratic Rep'n & Mgmt</u> | | | | | | | | | |
| 4008 | TRAINING/COURSES | 1,100 | 185 | 1,000 | 550 | 1,000 | 0 | 1,000 | 0 | 0 |
| 4009 | TRAVEL | 350 | 323 | 350 | 519 | 1,000 | 0 | 400 | 0 | 0 |
| 4020 | MISC. ESTABLISH.COST | 400 | 489 | 400 | 0 | 184 | 184 | 400 | 0 | 0 |
| 4024 | SUBSCRIPTIONS | 3,600 | 3,594 | 3,503 | 3,766 | 3,489 | 0 | 4,000 | 0 | 0 |
| 4059 | OTHER PROFESSIONAL FEES | 1,000 | 717 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4101 | MAYORS ALLOWANCE | 0 | 0 | 0 | 0 | 0 | 0 | 4,500 | 0 | 0 |
| 4104 | HOSPITALITY ALLNCE | 250 | 13 | 250 | 313 | 250 | 0 | 300 | 0 | 0 |
| 4106 | Mayors Civic Events | 0 | 0 | 0 | 0 | 0 | 0 | 4,000 | 0 | 0 |

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Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

| | | <u>2024/25</u> | | <u>2025/26</u> | | | | <u>2026/27</u> | | |
|---------------------------------------|--------------------------------|----------------|----------|----------------|------------|-----------|-----------|----------------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 4121 | CIVIC REGALIA | 0 | 0 | 0 | 0 | 0 | 0 | 800 | 0 | 0 |
| 4122 | Civic Fund Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 200 | 0 | 0 |
| 4131 | ELECTION COSTS | 6,000 | 0 | 6,000 | 0 | 6,000 | 0 | 6,400 | 0 | 0 |
| 4203 | MAYORS CHRISTMAS APPEAL FUND | 0 | 0 | 0 | 0 | 0 | 0 | 5,720 | 0 | 0 |
| 5021 | Tfr to Elections Res | 0 | 6,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Overhead Expenditure | | 12,700 | 11,320 | 11,503 | 5,148 | 11,923 | 184 | 27,720 | 0 | 0 |
| Movement to/(from) Gen Reserve | | (12,700) | (11,320) | (11,503) | (5,148) | (11,923) | | (27,720) | | |
| 103 | <u>Project H</u> | | | | | | | | | |
| 4011 | RATES | 0 | 0 | 0 | 0 | 0 | 0 | 10,000 | 0 | 0 |
| 4012 | WATER RATES | 0 | 0 | 0 | 0 | 0 | 0 | 3,000 | 0 | 0 |
| 4013 | RENT | 0 | 0 | 0 | 0 | 0 | 0 | 28,375 | 0 | 0 |
| 4014 | ELECTRICITY | 0 | 0 | 0 | 0 | 0 | 0 | 3,500 | 0 | 0 |
| 4015 | GAS | 0 | 0 | 0 | 0 | 0 | 0 | 3,500 | 0 | 0 |
| 4020 | MISC. ESTABLISH.COST | 0 | 0 | 0 | 0 | 0 | 0 | 1,000 | 0 | 0 |
| 4036 | PROPERTY MAINTENANCE | 0 | 0 | 0 | 0 | 0 | 0 | 11,000 | 0 | 0 |
| 4038 | MAINTENANCE CONTRACTS | 0 | 0 | 0 | 0 | 0 | 0 | 2,000 | 0 | 0 |
| Overhead Expenditure | | 0 | 0 | 0 | 0 | 0 | 0 | 62,375 | 0 | 0 |
| Movement to/(from) Gen Reserve | | 0 | 0 | 0 | 0 | 0 | | (62,375) | | |
| 190 | <u>Central Services</u> | | | | | | | | | |
| 1091 | Income Miscellaneous | 130 | 21 | 0 | 36 | 36 | 0 | 0 | 0 | 0 |
| 1099 | Insurance Claims | 0 | 65 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Income | | 130 | 85 | 0 | 36 | 36 | 0 | 0 | 0 | 0 |

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Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

| | | <u>2024/25</u> | | <u>2025/26</u> | | | | <u>2026/27</u> | | |
|-----------------------------|---------------------------------|----------------|---------------|----------------|---------------|---------------|---------------|----------------|----------|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 4007 | CONFERENCE COSTS | 1,300 | 631 | 1,300 | 480 | 1,300 | 0 | 1,200 | 0 | 0 |
| 4008 | TRAINING/COURSES | 5,000 | 2,938 | 3,400 | 1,427 | 3,400 | 379 | 4,000 | 0 | 0 |
| 4009 | TRAVEL | 350 | 344 | 350 | 11 | 100 | 0 | 100 | 0 | 0 |
| 4011 | RATES | 7,800 | 8,213 | 8,950 | 8,982 | 8,982 | 0 | 9,300 | 0 | 0 |
| 4012 | WATER RATES | 500 | 395 | 1,144 | 478 | 1,100 | 0 | 1,000 | 0 | 0 |
| 4014 | ELECTRICITY | 2,000 | 1,760 | 2,080 | 1,956 | 2,400 | 0 | 2,300 | 0 | 0 |
| 4015 | GAS | 900 | -400 | 728 | 1,235 | 1,000 | 0 | 1,000 | 0 | 0 |
| 4017 | HEALTH & SAFETY | 1,000 | 308 | 500 | 345 | 500 | 0 | 500 | 0 | 0 |
| 4020 | MISC. ESTABLISH.COST | 300 | 1,258 | 750 | 524 | 750 | 0 | 700 | 0 | 0 |
| 4021 | COMMUNICATIONS COSTS | 11,700 | 8,086 | 10,000 | 7,257 | 10,000 | 0 | 10,000 | 0 | 0 |
| 4022 | POSTAGE | 1,000 | 846 | 1,500 | 656 | 1,500 | 0 | 6,500 | 0 | 0 |
| 4023 | STATIONERY | 700 | 535 | 400 | 463 | 400 | 0 | 400 | 0 | 0 |
| 4025 | INSURANCE | 17,000 | 15,896 | 17,000 | 18,270 | 18,500 | 105 | 19,000 | 0 | 0 |
| 4026 | COMPUTER COSTS | 8,000 | 11,659 | 8,500 | 9,008 | 8,500 | 214 | 8,500 | 0 | 0 |
| 4027 | PHOTOCOPIER CHARGES | 1,600 | 1,547 | 1,600 | 1,307 | 1,600 | 0 | 1,800 | 0 | 0 |
| 4031 | ADVERTISING | 500 | 75 | 500 | 0 | 0 | 0 | 500 | 0 | 0 |
| 4036 | PROPERTY MAINTENANCE | 1,000 | 1,180 | 1,000 | 0 | 1,000 | 850 | 1,000 | 0 | 0 |
| 4038 | MAINTENANCE CONTRACTS | 600 | 361 | 700 | 485 | 600 | 0 | 700 | 0 | 0 |
| 4042 | Equipment Repairs & Maintenance | 1,000 | 484 | 500 | -81 | 540 | 415 | 500 | 0 | 0 |
| 4057 | ACCOUNTANCY & SOFTWARE | 0 | 0 | 0 | 6 | 0 | 500 | 0 | 0 | 0 |
| 4059 | OTHER PROFESSIONAL FEES | 15,000 | 7,736 | 13,250 | 18,489 | 13,250 | 16,995 | 5,000 | 0 | 0 |
| 4992 | Trs from Earmarked Reserve | 0 | 0 | -8,000 | 0 | 0 | 0 | -8,000 | 0 | 0 |
| Overhead Expenditure | | 77,250 | 63,851 | 66,152 | 71,295 | 75,422 | 19,457 | 66,000 | 0 | 0 |

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Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)

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Note: Budget

| | | <u>2024/25</u> | | <u>2025/26</u> | | | | <u>2026/27</u> | | |
|---------------------------------------|--|------------------|------------------|------------------|------------------|------------------|------------|------------------|----------|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| Movement to/(from) Gen Reserve | | <u>(77,120)</u> | <u>(63,766)</u> | <u>(66,152)</u> | <u>(71,259)</u> | <u>(75,386)</u> | | <u>(66,000)</u> | | |
| 191 | <u>Personnel/Staff Costs</u> | | | | | | | | | |
| 1091 | Income Miscellaneous | 0 | 8,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Income | <u>0</u> | <u>8,000</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| 4059 | OTHER PROFESSIONAL FEES | 0 | 18,804 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | <u>0</u> | <u>18,804</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| | Movement to/(from) Gen Reserve | <u>0</u> | <u>(10,804)</u> | <u>0</u> | <u>0</u> | <u>0</u> | | <u>0</u> | | |
| 192 | <u>Corp Serv Staff Costs</u> | | | | | | | | | |
| 4001 | STAFF SALARIES | 262,000 | 221,226 | 252,000 | 174,770 | 252,000 | 0 | 252,400 | 0 | 0 |
| 4002 | EMPLOYERS N.I | 36,000 | 21,806 | 30,240 | 21,882 | 30,240 | 0 | 31,600 | 0 | 0 |
| 4003 | EMPLOYERS SUPERANN. | 70,000 | 48,610 | 67,536 | 46,707 | 67,536 | 0 | 55,100 | 0 | 0 |
| 4005 | STAFF OVERTIME | 3,000 | 1,407 | 2,500 | 1,708 | 2,500 | 0 | 2,750 | 0 | 0 |
| 4059 | OTHER PROFESSIONAL FEES | 7,400 | 6,368 | 7,500 | 6,145 | 7,500 | 280 | 7,625 | 0 | 0 |
| | Overhead Expenditure | <u>378,400</u> | <u>299,418</u> | <u>359,776</u> | <u>251,211</u> | <u>359,776</u> | <u>280</u> | <u>349,475</u> | <u>0</u> | <u>0</u> |
| | Movement to/(from) Gen Reserve | <u>(378,400)</u> | <u>(299,418)</u> | <u>(359,776)</u> | <u>(251,211)</u> | <u>(359,776)</u> | | <u>(349,475)</u> | | |
| 199 | <u>Corp Serv Capital and Projects</u> | | | | | | | | | |
| 4805 | CAP - New Equipment (incl IT) | 0 | 0 | 0 | 0 | 0 | 0 | 5,000 | 0 | 0 |
| 4883 | Project H | 0 | 0 | 0 | 0 | 26,000 | 0 | 0 | 0 | 0 |
| 4991 | Trs to Earmarked Reserve | 0 | 0 | 0 | 0 | 0 | 0 | 118,000 | 0 | 0 |
| 4992 | Trs from Earmarked Reserve | 0 | 0 | 0 | 0 | -26,000 | 0 | 0 | 0 | 0 |

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Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)

12:58

Note: Budget

| | | <u>2024/25</u> | | <u>2025/26</u> | | | | <u>2026/27</u> | | |
|--|----------------------|----------------|-----------|----------------|------------|-----------|-----------|----------------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| Overhead Expenditure | | 0 | 0 | 0 | 0 | 0 | 0 | 123,000 | 0 | 0 |
| Movement to/(from) Gen Reserve | | 0 | 0 | 0 | 0 | 0 | | (123,000) | | |
| Corporate Services - Income | | 1,413,930 | 2,023,798 | 1,710,722 | 1,778,998 | 1,795,758 | 0 | 1,962,430 | 0 | 0 |
| Expenditure | | 483,800 | 406,352 | 450,131 | 330,657 | 462,946 | 21,446 | 654,570 | 0 | 0 |
| Movement to/(from) Gen Reserve | | 930,130 | 1,617,446 | 1,260,591 | 1,448,342 | 1,332,812 | | 1,307,860 | | |
| <u>Environment and Leisure</u> | | | | | | | | | | |
| <u>201 Village Green Rec Gd</u> | | | | | | | | | | |
| 1082 | INC-LETTINGS | 2,869 | 2,797 | 2,869 | 2,262 | 2,492 | 0 | 2,500 | 0 | 0 |
| Total Income | | 2,869 | 2,797 | 2,869 | 2,262 | 2,492 | 0 | 2,500 | 0 | 0 |
| 4037 | GROUNDS MAINTENANCE | 7,000 | 375 | 2,500 | 7,420 | 7,420 | 0 | 2,500 | 0 | 0 |
| Overhead Expenditure | | 7,000 | 375 | 2,500 | 7,420 | 7,420 | 0 | 2,500 | 0 | 0 |
| Movement to/(from) Gen Reserve | | (4,131) | 2,422 | 369 | (5,158) | (4,928) | | 0 | | |
| <u>202 Village Green Pavilion</u> | | | | | | | | | | |
| 1082 | INC-LETTINGS | 150 | 83 | 150 | 802 | 558 | 0 | 150 | 0 | 0 |
| Total Income | | 150 | 83 | 150 | 802 | 558 | 0 | 150 | 0 | 0 |
| 4011 | RATES | 2,800 | 2,545 | 2,800 | 2,545 | 2,545 | 0 | 2,800 | 0 | 0 |
| 4012 | WATER RATES | 1,500 | 4,710 | 1,500 | 3,771 | 5,000 | 0 | 2,500 | 0 | 0 |
| 4014 | ELECTRICITY | 1,500 | 2,025 | 1,500 | 1,179 | 1,500 | 0 | 1,500 | 0 | 0 |
| 4036 | PROPERTY MAINTENANCE | 1,000 | 100 | 2,000 | 995 | 2,000 | 0 | 2,000 | 0 | 0 |

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Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

| | | <u>2024/25</u> | | <u>2025/26</u> | | | | <u>2026/27</u> | | |
|------------|---------------------------------------|----------------|----------|----------------|------------|-----------|-----------|----------------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 4038 | MAINTENANCE CONTRACTS | 250 | 943 | 943 | 314 | 943 | 365 | 900 | 0 | 0 |
| | Overhead Expenditure | 7,050 | 10,323 | 8,743 | 8,803 | 11,988 | 365 | 9,700 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (6,900) | (10,240) | (8,593) | (8,001) | (11,430) | | (9,550) | | |
| 211 | <u>Parkside Rec Gd</u> | | | | | | | | | |
| 1082 | INC-LETTINGS | 3,000 | 5,974 | 3,000 | 1,899 | 3,000 | 0 | 3,000 | 0 | 0 |
| | Total Income | 3,000 | 5,974 | 3,000 | 1,899 | 3,000 | 0 | 3,000 | 0 | 0 |
| 4013 | RENT | 50 | 50 | 50 | 50 | 50 | 0 | 50 | 0 | 0 |
| 4037 | GROUNDS MAINTENANCE | 1,500 | 1,098 | 1,500 | 1,102 | 1,500 | 365 | 1,400 | 0 | 0 |
| | Overhead Expenditure | 1,550 | 1,148 | 1,550 | 1,152 | 1,550 | 365 | 1,450 | 0 | 0 |
| | Movement to/(from) Gen Reserve | 1,450 | 4,827 | 1,450 | 747 | 1,450 | | 1,550 | | |
| 212 | <u>Parkside Pavilion</u> | | | | | | | | | |
| 4012 | WATER RATES | 300 | 272 | 300 | 69 | 300 | 0 | 250 | 0 | 0 |
| 4014 | ELECTRICITY | 600 | 624 | 600 | 502 | 600 | 0 | 550 | 0 | 0 |
| 4015 | GAS | 150 | 287 | 150 | 375 | 464 | 0 | 400 | 0 | 0 |
| 4036 | PROPERTY MAINTENANCE | 1,000 | 275 | 1,000 | 1,335 | 1,000 | 0 | 1,000 | 0 | 0 |
| | Overhead Expenditure | 2,050 | 1,457 | 2,050 | 2,281 | 2,364 | 0 | 2,200 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (2,050) | (1,457) | (2,050) | (2,281) | (2,364) | | (2,200) | | |
| 221 | <u>Tithe Farm Rec Grd</u> | | | | | | | | | |
| 1082 | INC-LETTINGS | 1,400 | 0 | 2,115 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Income | 1,400 | 0 | 2,115 | 0 | 0 | 0 | 0 | 0 | 0 |

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Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)

12:58

Note: Budget

| | | <u>2024/25</u> | | <u>2025/26</u> | | | | <u>2026/27</u> | | |
|------------|---------------------------------------|----------------|----------|----------------|------------|-----------|-----------|----------------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 4013 | RENT | 5 | 5 | 5 | 5 | 5 | 0 | 5 | 0 | 0 |
| 4037 | GROUNDS MAINTENANCE | 1,000 | 340 | 1,000 | 0 | 1,000 | 36 | 0 | 0 | 0 |
| | Overhead Expenditure | 1,005 | 345 | 1,005 | 5 | 1,005 | 36 | 5 | 0 | 0 |
| | Movement to/(from) Gen Reserve | 395 | (345) | 1,110 | (5) | (1,005) | | (5) | | |
| 222 | <u>Tithe Farm Store</u> | | | | | | | | | |
| 4012 | WATER RATES | 200 | 100 | 200 | 1,738 | 200 | 0 | 200 | 0 | 0 |
| 4014 | ELECTRICITY | 600 | 14,258 | 800 | -1,295 | 2,400 | 0 | 1,000 | 0 | 0 |
| 4015 | GAS | 0 | 393 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4036 | PROPERTY MAINTENANCE | 500 | 469 | 1,000 | 464 | 1,000 | 365 | 1,000 | 0 | 0 |
| | Overhead Expenditure | 1,300 | 15,220 | 2,000 | 907 | 3,600 | 365 | 2,200 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (1,300) | (15,220) | (2,000) | (907) | (3,600) | | (2,200) | | |
| 231 | <u>Orchard Close Rec Grd</u> | | | | | | | | | |
| 1082 | INC-LETTINGS | 1,800 | 4,158 | 1,800 | 2,462 | 1,800 | 0 | 1,000 | 0 | 0 |
| | Total Income | 1,800 | 4,158 | 1,800 | 2,462 | 1,800 | 0 | 1,000 | 0 | 0 |
| 4037 | GROUNDS MAINTENANCE | 1,000 | 1,000 | 1,000 | 997 | 1,000 | 3 | 1,000 | 0 | 0 |
| | Overhead Expenditure | 1,000 | 1,000 | 1,000 | 997 | 1,000 | 3 | 1,000 | 0 | 0 |
| | Movement to/(from) Gen Reserve | 800 | 3,158 | 800 | 1,465 | 800 | | 0 | | |
| 232 | <u>Orchard Close Pavilion</u> | | | | | | | | | |
| 4012 | WATER RATES | 400 | 543 | 500 | -1,154 | 500 | 0 | 500 | 0 | 0 |

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Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

| | | <u>2024/25</u> | | <u>2025/26</u> | | | | <u>2026/27</u> | | |
|------------|---------------------------------------|----------------|---------|----------------|------------|-----------|-----------|----------------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 4014 | ELECTRICITY | 450 | 924 | 800 | 328 | 500 | 0 | 800 | 0 | 0 |
| 4036 | PROPERTY MAINTENANCE | 1,000 | 283 | 1,000 | 893 | 1,000 | 0 | 1,000 | 0 | 0 |
| | Overhead Expenditure | 1,850 | 1,749 | 2,300 | 67 | 2,000 | 0 | 2,300 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (1,850) | (1,749) | (2,300) | (67) | (2,000) | | (2,300) | | |
| 241 | <u>Moore Crescent Rec Grd</u> | | | | | | | | | |
| 1082 | INC-LETTINGS | 2,600 | 3,153 | 2,115 | 683 | 2,115 | 0 | 2,115 | 0 | 0 |
| | Total Income | 2,600 | 3,153 | 2,115 | 683 | 2,115 | 0 | 2,115 | 0 | 0 |
| 4037 | GROUNDS MAINTENANCE | 1,100 | 738 | 1,100 | 255 | 1,100 | 0 | 1,000 | 0 | 0 |
| | Overhead Expenditure | 1,100 | 738 | 1,100 | 255 | 1,100 | 0 | 1,000 | 0 | 0 |
| | Movement to/(from) Gen Reserve | 1,500 | 2,415 | 1,015 | 428 | 1,015 | | 1,115 | | |
| 242 | <u>Moore Crescent Pavilion</u> | | | | | | | | | |
| 1082 | INC-LETTINGS | 200 | 478 | 200 | 943 | 750 | 0 | 200 | 0 | 0 |
| | Total Income | 200 | 478 | 200 | 943 | 750 | 0 | 200 | 0 | 0 |
| 4011 | RATES | 4,700 | 4,192 | 4,700 | 4,192 | 4,192 | 0 | 5,000 | 0 | 0 |
| 4012 | WATER RATES | 2,700 | 923 | 2,700 | 1,642 | 2,700 | 0 | 2,700 | 0 | 0 |
| 4014 | ELECTRICITY | 2,200 | 1,479 | 2,200 | 1,649 | 2,200 | 0 | 2,000 | 0 | 0 |
| 4015 | GAS | 1,400 | 2,813 | 1,400 | 1,731 | 1,400 | 0 | 1,400 | 0 | 0 |
| 4036 | PROPERTY MAINTENANCE | 1,500 | 5,423 | 2,000 | 2,516 | 2,000 | 0 | 1,500 | 0 | 0 |
| 4038 | MAINTENANCE CONTRACTS | 650 | 638 | 1,000 | 115 | 1,000 | 366 | 500 | 0 | 0 |
| | Overhead Expenditure | 13,150 | 15,467 | 14,000 | 11,844 | 13,492 | 366 | 13,100 | 0 | 0 |

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Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

| | | <u>2024/25</u> | | <u>2025/26</u> | | | | <u>2026/27</u> | | |
|---------------------------------------|---|-----------------|-----------------|-----------------|------------------|------------------|-----------|-----------------|----------|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| Movement to/(from) Gen Reserve | | <u>(12,950)</u> | <u>(14,990)</u> | <u>(13,800)</u> | <u>(10,901)</u> | <u>(12,742)</u> | | <u>(12,900)</u> | | |
| 243 | <u>Moore Crescent Bowling Gn</u> | | | | | | | | | |
| 1082 | INC-LETTINGS | 6,300 | 6,300 | 6,489 | 6,489 | 6,489 | 0 | 6,489 | 0 | 0 |
| | Total Income | <u>6,300</u> | <u>6,300</u> | <u>6,489</u> | <u>6,489</u> | <u>6,489</u> | <u>0</u> | <u>6,489</u> | <u>0</u> | <u>0</u> |
| 4037 | GROUNDS MAINTENANCE | 6,300 | 5,990 | 6,000 | 5,957 | 6,000 | 0 | 6,000 | 0 | 0 |
| | Overhead Expenditure | <u>6,300</u> | <u>5,990</u> | <u>6,000</u> | <u>5,957</u> | <u>6,000</u> | <u>0</u> | <u>6,000</u> | <u>0</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | | <u>0</u> | <u>310</u> | <u>489</u> | <u>532</u> | <u>489</u> | | <u>489</u> | | |
| 261 | <u>Thorn Park</u> | | | | | | | | | |
| 1077 | Grant income CBC Section 106 | 0 | 0 | 0 | 3,154,957 | 3,154,957 | 0 | 0 | 0 | 0 |
| 1082 | INC-LETTINGS | 3,000 | 0 | 2,215 | 481 | 2,215 | 0 | 2,500 | 0 | 0 |
| | Total Income | <u>3,000</u> | <u>0</u> | <u>2,215</u> | <u>3,155,438</u> | <u>3,157,172</u> | <u>0</u> | <u>2,500</u> | <u>0</u> | <u>0</u> |
| 4001 | STAFF SALARIES | 0 | 0 | 0 | 24,774 | 28,694 | 0 | 0 | 0 | 0 |
| 4002 | EMPLOYERS N.I | 0 | 0 | 0 | 3,006 | 5,000 | 0 | 0 | 0 | 0 |
| 4003 | EMPLOYERS SUPERANN. | 0 | 0 | 0 | 6,506 | 9,000 | 0 | 0 | 0 | 0 |
| 4006 | PROTECTIVE CLOTHING | 0 | 0 | 0 | 287 | 1,000 | 0 | 0 | 0 | 0 |
| 4017 | HEALTH & SAFETY | 0 | 0 | 0 | 0 | 0 | 1,425 | 0 | 0 | 0 |
| 4036 | PROPERTY MAINTENANCE | 0 | 0 | 0 | 2,107 | 6,000 | 2,408 | 1,000 | 0 | 0 |
| 4037 | GROUNDS MAINTENANCE | 2,000 | 0 | 1,100 | 104,351 | 198,900 | 72,833 | 1,000 | 0 | 0 |
| 4039 | HORTICULTURAL SUPPLIES | 0 | 0 | 0 | 959 | 959 | 618 | 0 | 0 | 0 |
| 4042 | Equipment Repairs & Maintenance | 0 | 0 | 0 | 5,745 | 5,745 | 1,617 | 20,000 | 0 | 0 |
| 4991 | Trs to Earmarked Reserve | 0 | 0 | 0 | 0 | 3,154,956 | 0 | 0 | 0 | 0 |

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Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)

12:58

Note: Budget

| | | <u>2024/25</u> | | <u>2025/26</u> | | | | <u>2026/27</u> | | |
|------------|---------------------------------------|----------------|---------|----------------|------------|-----------|-----------|----------------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 4992 | Trs from Earmarked Reserve | 0 | 0 | 0 | 0 | -253,083 | 0 | -20,000 | 0 | 0 |
| | Overhead Expenditure | 2,000 | 0 | 1,100 | 147,734 | 3,157,171 | 78,900 | 2,000 | 0 | 0 |
| | Movement to/(from) Gen Reserve | 1,000 | 0 | 1,115 | 3,007,703 | 1 | | 500 | | |
| 262 | <u>Thorn Park Pavilion</u> | | | | | | | | | |
| 4011 | RATES | 0 | 0 | 0 | 0 | 0 | 0 | 5,400 | 0 | 0 |
| 4012 | WATER RATES | 400 | 406 | 400 | 0 | 400 | 0 | 400 | 0 | 0 |
| 4014 | ELECTRICITY | 400 | 1,785 | 400 | 1,889 | 1,850 | 0 | 1,900 | 0 | 0 |
| 4015 | GAS | 1,000 | 1,164 | 1,000 | 69 | 1,000 | 0 | 1,000 | 0 | 0 |
| 4036 | PROPERTY MAINTENANCE | 1,000 | 0 | 1,000 | 353 | 1,000 | 0 | 1,000 | 0 | 0 |
| 4038 | MAINTENANCE CONTRACTS | 500 | 0 | 500 | 155 | 500 | 1,002 | 500 | 0 | 0 |
| 4992 | Trs from Earmarked Reserve | 0 | 0 | 0 | 0 | 0 | 0 | -10,325 | 0 | 0 |
| | Overhead Expenditure | 3,300 | 3,356 | 3,300 | 2,466 | 4,750 | 1,002 | -125 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (3,300) | (3,356) | (3,300) | (2,466) | (4,750) | | 125 | | |
| 263 | <u>Houghton Hall Park</u> | | | | | | | | | |
| 1069 | CBC JVA Contribution | 0 | 0 | 0 | 0 | 111,805 | 0 | 120,000 | 0 | 0 |
| 1070 | Catering Income | 0 | 0 | 0 | 0 | 24,377 | 0 | 20,000 | 0 | 0 |
| 1091 | Income Miscellaneous | 42,787 | 47,787 | 0 | 131,185 | 0 | 0 | 0 | 0 | 0 |
| 1097 | Income - Council Events | 0 | 0 | 0 | 0 | 0 | 0 | 5,500 | 0 | 0 |
| | Total Income | 42,787 | 47,787 | 0 | 131,185 | 136,182 | 0 | 145,500 | 0 | 0 |
| 4001 | STAFF SALARIES | 10,000 | 8,459 | 0 | 42,248 | 61,580 | 0 | 75,031 | 0 | 0 |
| 4002 | EMPLOYERS N.I | 1,500 | 749 | 0 | 5,344 | 9,237 | 0 | 9,504 | 0 | 0 |

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Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

| | | <u>2024/25</u> | | <u>2025/26</u> | | | | <u>2026/27</u> | | |
|---------------------------------------|---------------------------------------|----------------|---------|----------------|------------|-----------|-----------|----------------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 4003 | EMPLOYERS SUPERANN. | 2,680 | 2,047 | 0 | 11,454 | 16,503 | 0 | 13,355 | 0 | 0 |
| 4005 | STAFF OVERTIME | 0 | 0 | 0 | 1,422 | 1,313 | 0 | 3,000 | 0 | 0 |
| 4006 | PROTECTIVE CLOTHING | 0 | 0 | 0 | 179 | 3,038 | 2,859 | 2,700 | 0 | 0 |
| 4017 | HEALTH & SAFETY | 0 | 0 | 0 | 120 | 780 | 660 | 1,410 | 0 | 0 |
| 4020 | MISC. ESTABLISH.COST | 2,107 | 453 | 0 | 128 | 128 | 0 | 1,000 | 0 | 0 |
| 4022 | POSTAGE | 0 | 0 | 0 | 50 | 0 | 0 | 0 | 0 | 0 |
| 4024 | SUBSCRIPTIONS | 0 | 0 | 0 | 291 | 291 | 0 | 500 | 0 | 0 |
| 4029 | Promotional Material | 5,000 | 450 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4034 | WEBSITE COSTS | 3,000 | 3,000 | 0 | 700 | 700 | 0 | 1,000 | 0 | 0 |
| 4036 | PROPERTY MAINTENANCE | 0 | 0 | 0 | 409 | 409 | 0 | 1,000 | 0 | 0 |
| 4037 | GROUPS MAINTENANCE | 7,000 | 5,498 | 0 | 3,830 | 5,087 | 1,257 | 2,000 | 0 | 0 |
| 4039 | HORTICULTURAL SUPPLIES | 5,000 | 5,312 | 0 | 6,642 | 5,814 | 73 | 11,000 | 0 | 0 |
| 4042 | Equipment Repairs & Maintenance | 0 | 0 | 0 | 1,733 | 1,723 | 0 | 2,000 | 0 | 0 |
| 4059 | OTHER PROFESSIONAL FEES | 0 | 0 | 0 | 16,760 | 1,344 | 0 | 2,000 | 0 | 0 |
| 4217 | HHP Project Contribution | 29,000 | 22,804 | 29,000 | 9,891 | 29,000 | 3,147 | 30,000 | 0 | 0 |
| 4222 | COMMUNITY EVENTS | 6,500 | 6,682 | 0 | 27,579 | 28,235 | 0 | 20,000 | 0 | 0 |
| Overhead Expenditure | | 71,787 | 55,454 | 29,000 | 128,782 | 165,182 | 7,996 | 175,500 | 0 | 0 |
| Movement to/(from) Gen Reserve | | (29,000) | (7,667) | (29,000) | 2,403 | (29,000) | | (30,000) | | |
| 271 | <u>Houghton Regis Cemetery</u> | | | | | | | | | |
| 1084 | Income Burial Fees | 20,000 | 14,020 | 20,000 | 8,870 | 10,000 | 0 | 12,000 | 0 | 0 |
| Total Income | | 20,000 | 14,020 | 20,000 | 8,870 | 10,000 | 0 | 12,000 | 0 | 0 |
| 4011 | RATES | 1,200 | 1,167 | 1,200 | 1,459 | 1,459 | 0 | 1,500 | 0 | 0 |

Continued on next page

Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)

12:58

Note: Budget

| | | <u>2024/25</u> | | <u>2025/26</u> | | | | <u>2026/27</u> | | |
|------------|---------------------------------------|----------------|--------|----------------|------------|-----------|-----------|----------------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 4012 | WATER RATES | 200 | 208 | 300 | 76 | 150 | 0 | 300 | 0 | 0 |
| 4020 | MISC. ESTABLISH.COST | 0 | 1,942 | 0 | 712 | 0 | 0 | 0 | 0 | 0 |
| 4037 | GROUND'S MAINTENANCE | 0 | 392 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 1,400 | 3,709 | 1,500 | 2,247 | 1,609 | 0 | 1,800 | 0 | 0 |
| | Movement to/(from) Gen Reserve | 18,600 | 10,311 | 18,500 | 6,622 | 8,391 | | 10,200 | | |
| 273 | <u>Allotments</u> | | | | | | | | | |
| 1082 | INC-LETTINGS | 3,700 | 3,640 | 3,700 | 3,813 | 3,700 | 0 | 3,700 | 0 | 0 |
| | Total Income | 3,700 | 3,640 | 3,700 | 3,813 | 3,700 | 0 | 3,700 | 0 | 0 |
| 4012 | WATER RATES | 700 | 0 | 700 | 1,847 | 500 | 0 | 600 | 0 | 0 |
| 4037 | GROUND'S MAINTENANCE | 1,000 | 532 | 1,000 | 100 | 100 | 0 | 1,000 | 0 | 0 |
| | Overhead Expenditure | 1,700 | 532 | 1,700 | 1,947 | 600 | 0 | 1,600 | 0 | 0 |
| | Movement to/(from) Gen Reserve | 2,000 | 3,108 | 2,000 | 1,866 | 3,100 | | 2,100 | | |
| 281 | <u>Public Open Spaces</u> | | | | | | | | | |
| 4037 | GROUND'S MAINTENANCE | 500 | 500 | 500 | 0 | 500 | 0 | 0 | 0 | 0 |
| 4992 | Trs from Earmarked Reserve | -3,000 | -3,000 | -7,163 | 0 | -7,163 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | -2,500 | -2,500 | -6,663 | 0 | -6,663 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | 2,500 | 2,500 | 6,663 | 0 | 6,663 | | 0 | | |
| 282 | <u>Play Areas (all)</u> | | | | | | | | | |
| 4037 | GROUND'S MAINTENANCE | 1,900 | 0 | 2,000 | 655 | 2,000 | 0 | 2,000 | 0 | 0 |
| 4042 | Equipment Repairs & Maintenance | 12,000 | 7,584 | 12,000 | 4,348 | 12,000 | 725 | 12,000 | 0 | 0 |

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Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)

12:58

Note: Budget

| | | <u>2024/25</u> | | <u>2025/26</u> | | | | <u>2026/27</u> | | |
|---------------------------------------|--------------------------------|----------------|---------|----------------|------------|-----------|-----------|----------------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| Overhead Expenditure | | 13,900 | 7,584 | 14,000 | 5,003 | 14,000 | 725 | 14,000 | 0 | 0 |
| Movement to/(from) Gen Reserve | | (13,900) | (7,584) | (14,000) | (5,002) | (14,000) | | (14,000) | | |
| 283 | <u>Street Furniture</u> | | | | | | | | | |
| 1091 | Income Miscellaneous | 0 | 240 | 0 | 640 | 640 | 0 | 0 | 0 | 0 |
| Total Income | | 0 | 240 | 0 | 640 | 640 | 0 | 0 | 0 | 0 |
| 4036 | PROPERTY MAINTENANCE | 1,000 | 1,880 | 1,000 | 262 | 1,000 | 18 | 1,000 | 0 | 0 |
| Overhead Expenditure | | 1,000 | 1,880 | 1,000 | 262 | 1,000 | 18 | 1,000 | 0 | 0 |
| Movement to/(from) Gen Reserve | | (1,000) | (1,640) | (1,000) | 378 | (360) | | (1,000) | | |
| 291 | <u>Outside Services</u> | | | | | | | | | |
| 1075 | Sale of Assets | 0 | 7,250 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1091 | Income Miscellaneous | 3,800 | 6,976 | 3,800 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Income | | 3,800 | 14,226 | 3,800 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4006 | PROTECTIVE CLOTHING | 1,500 | 1,401 | 1,500 | 909 | 1,500 | 591 | 2,000 | 0 | 0 |
| 4008 | TRAINING/COURSES | 3,000 | 2,065 | 3,000 | 470 | 3,000 | 370 | 3,500 | 0 | 0 |
| 4011 | RATES | 11,000 | 12,553 | 12,553 | 16,342 | 16,342 | 0 | 17,000 | 0 | 0 |
| 4012 | WATER RATES | 800 | 1,583 | 800 | 1,327 | 1,400 | 0 | 800 | 0 | 0 |
| 4013 | RENT | 15,500 | 15,500 | 15,500 | 10,468 | 19,949 | 0 | 43,100 | 0 | 0 |
| 4014 | ELECTRICITY | 2,200 | 3,981 | 2,500 | 2,180 | 2,500 | 0 | 2,400 | 0 | 0 |
| 4015 | GAS | 200 | 460 | 200 | 100 | 200 | 0 | 200 | 0 | 0 |
| 4017 | HEALTH & SAFETY | 1,000 | 340 | 1,000 | 504 | 1,000 | 269 | 1,000 | 0 | 0 |

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Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

| | | <u>2024/25</u> | | <u>2025/26</u> | | | | <u>2026/27</u> | | |
|---------------------------------------|-----------------------------------|----------------|----------|----------------|------------|-----------|-----------|----------------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 4018 | REFUSE DISPOSAL | 24,000 | 28,643 | 28,000 | 24,423 | 35,600 | 450 | 30,000 | 0 | 0 |
| 4020 | MISC. ESTABLISH.COST | 600 | 58 | 600 | 542 | 600 | 0 | 500 | 0 | 0 |
| 4036 | PROPERTY MAINTENANCE | 1,000 | 1,134 | 1,400 | 847 | 1,400 | 0 | 1,400 | 0 | 0 |
| 4037 | GROUNDS MAINTENANCE | 0 | 0 | 0 | 0 | 0 | 0 | 500 | 0 | 0 |
| 4038 | MAINTENANCE CONTRACTS | 850 | 346 | 850 | 727 | 850 | 0 | 800 | 0 | 0 |
| 4039 | HORTICULTURAL SUPPLIES | 5,000 | 3,924 | 7,500 | 7,113 | 7,500 | 388 | 20,000 | 0 | 0 |
| 4040 | Tree maintenance | 6,000 | 4,028 | 6,000 | 3,719 | 6,000 | 458 | 6,000 | 0 | 0 |
| 4041 | Tree Survey | 0 | 0 | 0 | 0 | 0 | 0 | 8,000 | 0 | 0 |
| 4042 | Equipment Repairs & Maintenance | 9,000 | 9,551 | 10,000 | 9,079 | 12,000 | 800 | 10,000 | 0 | 0 |
| 4044 | VEHICLE FUEL | 12,000 | 11,105 | 12,500 | 9,647 | 13,500 | 0 | 15,000 | 0 | 0 |
| 4045 | VEHICLE TAX & INSURANCE | 1,200 | 1,340 | 1,200 | 1,025 | 1,500 | 0 | 2,000 | 0 | 0 |
| 4059 | OTHER PROFESSIONAL FEES | 2,200 | 1,523 | 2,200 | 14 | 2,200 | 0 | 5,600 | 0 | 0 |
| 5002 | Tr from EMR Former Railway LIn | 0 | 0 | 0 | 0 | 0 | 0 | -7,163 | 0 | 0 |
| 5015 | Tfr to Capital Receipts Reserv | 0 | 7,250 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Overhead Expenditure | | 97,050 | 106,783 | 107,303 | 89,436 | 127,041 | 3,326 | 162,637 | 0 | 0 |
| Movement to/(from) Gen Reserve | | (93,250) | (92,557) | (103,503) | (89,436) | (127,041) | | (162,637) | | |
| 292 | <u>E&L Staff Costs</u> | | | | | | | | | |
| 4001 | STAFF SALARIES | 275,594 | 265,535 | 283,795 | 199,369 | 283,795 | 0 | 405,800 | 0 | 0 |
| 4002 | EMPLOYERS N.I | 39,220 | 24,700 | 34,055 | 24,928 | 34,055 | 0 | 50,568 | 0 | 0 |
| 4003 | EMPLOYERS SUPERANN. | 76,167 | 72,238 | 76,057 | 53,855 | 76,057 | 0 | 88,000 | 0 | 0 |
| 4005 | STAFF OVERTIME | 2,000 | 1,848 | 2,000 | 1,206 | 2,000 | 0 | 3,000 | 0 | 0 |
| 4992 | Trs from Earmarked Reserve | 0 | 0 | 0 | 0 | 0 | 0 | -118,000 | 0 | 0 |
| Overhead Expenditure | | 392,981 | 364,321 | 395,907 | 279,358 | 395,907 | 0 | 429,368 | 0 | 0 |

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Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)

12:58

Note: Budget

| | | <u>2024/25</u> | | <u>2025/26</u> | | | | <u>2026/27</u> | | |
|---------------------------------------|--|------------------|------------------|------------------|------------------|------------------|-----------|------------------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| Movement to/(from) Gen Reserve | | <u>(392,981)</u> | <u>(364,321)</u> | <u>(395,907)</u> | <u>(279,358)</u> | <u>(395,907)</u> | | <u>(429,368)</u> | | |
| <u>293</u> | <u>UKSPF</u> | | | | | | | | | |
| 1074 | External Grant | 0 | 121,235 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Income | 0 | 121,235 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4029 | Promotional Material | 0 | 20,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4039 | HORTICULTURAL SUPPLIES | 0 | 72,825 | 0 | 19,322 | 19,322 | 0 | 0 | 0 | 0 |
| 4059 | OTHER PROFESSIONAL FEES | 0 | 0 | 0 | 2,917 | 2,917 | 0 | 0 | 0 | 0 |
| 4222 | COMMUNITY EVENTS | 0 | 9,519 | 0 | 260 | 260 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 0 | 102,344 | 0 | 22,499 | 22,499 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | <u>0</u> | <u>18,890</u> | <u>0</u> | <u>(22,499)</u> | <u>(22,499)</u> | | <u>0</u> | | |
| <u>299</u> | <u>E&L Capital & Projects</u> | | | | | | | | | |
| 1074 | External Grant | 0 | 88,790 | 0 | 51,627 | 51,627 | 0 | 0 | 0 | 0 |
| 1075 | Sale of Assets | 0 | 18,700 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1205 | S106 Contrib for sport / rec | 0 | 172,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Income | 0 | 279,490 | 0 | 51,627 | 51,627 | 0 | 0 | 0 | 0 |
| 4053 | Loan payments- Moore Cres. Pav | 24,069 | 36,103 | 24,069 | 12,034 | 24,069 | 0 | 24,069 | 0 | 0 |
| 4066 | Loan payments - Tithe Farm Pav | 32,791 | 32,792 | 32,792 | 35,280 | 35,792 | 0 | 35,280 | 0 | 0 |
| 4851 | CAP-Machinery Renewals | 20,000 | 29,418 | 20,000 | 11,934 | 20,000 | 0 | 20,000 | 0 | 0 |
| 4856 | CAP - Street Furniture | 9,749 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |
| 4858 | CAP - PLAY AREAS & EQPT | 15,000 | 179,200 | 15,000 | 0 | 15,000 | 0 | 15,000 | 0 | 0 |
| 4862 | CAP - Cemetery Provision | 0 | 4,320 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

| | | <u>2024/25</u> | | <u>2025/26</u> | | | | <u>2026/27</u> | | |
|---|--------------------------------|----------------|-----------|----------------|------------|-----------|-----------|----------------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 4871 | CAP - Pavilion Renovations | 0 | 494,833 | 50,000 | 1,981 | 110,000 | 0 | 50,000 | 0 | 0 |
| 4891 | YIF Project | 0 | 29,294 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4979 | Tfr from Play Areas Reserve | 0 | -6,395 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4981 | Tr fr EMR Pavillion Renovation | 0 | -218,112 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4992 | Trs from Earmarked Reserve | 0 | 0 | 0 | 0 | -26,189 | 0 | 0 | 0 | 0 |
| 4994 | Trs from EMR for Cemetery | 0 | -4,320 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4999 | Trs to EMR Play Areas | 0 | 15,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5015 | Tfr to Capital Receipts Reserv | 0 | 18,700 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5016 | Tfr from Capital Receipts Rese | 0 | -25,950 | 0 | 0 | -25,776 | 0 | 0 | 0 | 0 |
| Overhead Expenditure | | 101,609 | 584,883 | 142,861 | 61,229 | 153,896 | 0 | 144,349 | 0 | 0 |
| Movement to/(from) Gen Reserve | | (101,609) | (305,392) | (142,861) | (9,603) | (102,269) | | (144,349) | | |
| Environment and Leisure - Income | | 91,606 | 503,581 | 48,453 | 3,367,111 | 3,376,525 | 0 | 179,154 | 0 | 0 |
| Expenditure | | 727,582 | 1,282,159 | 733,256 | 780,653 | 4,088,511 | 93,469 | 973,584 | 0 | 0 |
| Movement to/(from) Gen Reserve | | (635,976) | (778,577) | (684,803) | 2,586,459 | (711,986) | | (794,430) | | |

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Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)

12:58

Note: Budget

| | | <u>2024/25</u> | | <u>2025/26</u> | | | | <u>2026/27</u> | | |
|----------------------------------|---------------------------------------|----------------|----------|----------------|------------|-----------|-----------|----------------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| <u>Community Services</u> | | | | | | | | | | |
| <u>302</u> | <u>Community Services</u> | | | | | | | | | |
| 1078 | Grants & Donations Received | 0 | 5,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1091 | Income Miscellaneous | 2,500 | 1,132 | 2,500 | 409 | 500 | 0 | 500 | 0 | 0 |
| | Total Income | 2,500 | 6,132 | 2,500 | 409 | 500 | 0 | 500 | 0 | 0 |
| 4006 | PROTECTIVE CLOTHING | 0 | 0 | 0 | 0 | 0 | 0 | 1,000 | 0 | 0 |
| 4221 | SUMMER PLAYScheme | 6,000 | 4,835 | 6,000 | 5,085 | 6,085 | 750 | 5,000 | 0 | 0 |
| 4226 | Youth services | 5,500 | 5,719 | 28,500 | 10,674 | 28,500 | 3,875 | 29,600 | 0 | 0 |
| 4227 | Community Services | 6,000 | 4,372 | 6,000 | 2,081 | 4,000 | 589 | 5,000 | 0 | 0 |
| 4230 | Public Toilets | 22,000 | 22,200 | 22,000 | 18,315 | 25,000 | 0 | 27,000 | 0 | 0 |
| 4232 | Christmas Lights | 13,000 | 14,359 | 13,000 | 2,000 | 13,000 | 0 | 13,500 | 0 | 0 |
| | Overhead Expenditure | 52,500 | 51,484 | 75,500 | 38,155 | 76,585 | 5,214 | 81,100 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (50,000) | (45,352) | (73,000) | (37,746) | (76,085) | | (80,600) | | |
| <u>303</u> | <u>Communications</u> | | | | | | | | | |
| 4029 | Promotional Material | 5,000 | 3,668 | 5,000 | 554 | 5,000 | 0 | 3,200 | 0 | 0 |
| 4033 | NEWSLETTER | 7,000 | 4,942 | 7,000 | 1,072 | 7,000 | 0 | 1,500 | 0 | 0 |
| | Overhead Expenditure | 12,000 | 8,610 | 12,000 | 1,626 | 12,000 | 0 | 4,700 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (12,000) | (8,610) | (12,000) | (1,626) | (12,000) | | (4,700) | | |
| <u>304</u> | <u>Events</u> | | | | | | | | | |
| 1094 | Income from Sponsors | 500 | 1,000 | 1,000 | 1,021 | 1,021 | 0 | 1,000 | 0 | 0 |

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Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)

12:58

Note: Budget

| | | <u>2024/25</u> | | <u>2025/26</u> | | | | <u>2026/27</u> | | |
|------------|---------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------|-----------------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 1097 | Income - Council Events | 3,500 | 4,208 | 4,000 | 3,294 | 4,000 | 0 | 4,000 | 0 | 0 |
| | Total Income | 4,000 | 5,208 | 5,000 | 4,315 | 5,021 | 0 | 5,000 | 0 | 0 |
| 4222 | COMMUNITY EVENTS | 56,000 | 55,695 | 64,500 | 54,489 | 64,500 | -788 | 67,000 | 0 | 0 |
| | Overhead Expenditure | 56,000 | 55,695 | 64,500 | 54,489 | 64,500 | -788 | 67,000 | 0 | 0 |
| | Movement to/(from) Gen Reserve | <u>(52,000)</u> | <u>(50,487)</u> | <u>(59,500)</u> | <u>(50,175)</u> | <u>(59,479)</u> | | <u>(62,000)</u> | | |
| 305 | <u>Community Grants</u> | | | | | | | | | |
| 4203 | MAYORS CHRISTMAS APPEAL FUND | 5,500 | 5,482 | 5,500 | 5,260 | 5,500 | 0 | 0 | 0 | 0 |
| 4218 | Grants (WB) Project Scheme | 4,000 | 3,841 | 4,000 | 800 | 4,000 | 0 | 4,000 | 0 | 0 |
| 4220 | Grants (WB) Key Partners | 15,000 | 14,988 | 15,000 | 14,988 | 14,988 | 0 | 15,600 | 0 | 0 |
| 4235 | Cost Of Living Crisis Donation | 7,200 | 5,760 | 7,200 | 4,320 | 7,200 | 0 | 7,200 | 0 | 0 |
| | Overhead Expenditure | 31,700 | 30,071 | 31,700 | 25,368 | 31,688 | 0 | 26,800 | 0 | 0 |
| | Movement to/(from) Gen Reserve | <u>(31,700)</u> | <u>(30,071)</u> | <u>(31,700)</u> | <u>(25,368)</u> | <u>(31,688)</u> | | <u>(26,800)</u> | | |
| 306 | <u>Community Safety</u> | | | | | | | | | |
| 4046 | Enviro - Crime | 9,500 | 4,230 | 10,000 | 5,566 | 10,000 | 0 | 10,400 | 0 | 0 |
| 4059 | OTHER PROFESSIONAL FEES | 40,000 | 29,052 | 40,000 | 25,717 | 40,000 | 0 | 41,000 | 0 | 0 |
| 4984 | Tfr to CBC Bulk Waste Res | 0 | 3,600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5033 | Tfr from CBC Bulk Waste Res | 0 | 0 | 0 | -4,800 | -4,800 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 49,500 | 36,883 | 50,000 | 26,483 | 45,200 | 0 | 51,400 | 0 | 0 |
| | Movement to/(from) Gen Reserve | <u>(49,500)</u> | <u>(36,883)</u> | <u>(50,000)</u> | <u>(26,483)</u> | <u>(45,200)</u> | | <u>(51,400)</u> | | |
| 307 | <u>Civic Services</u> | | | | | | | | | |

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Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

| | | <u>2024/25</u> | | <u>2025/26</u> | | | | <u>2026/27</u> | | |
|---------------------------------------|--|----------------|-----------|----------------|------------|-----------|-----------|----------------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 4101 | MAYORS ALLOWANCE | 3,850 | 3,850 | 4,500 | 1,740 | 4,500 | 40 | 0 | 0 | 0 |
| 4106 | Mayors Civic Events | 3,250 | 3,015 | 4,000 | 3,416 | 4,000 | 220 | 0 | 0 | 0 |
| 4121 | CIVIC REGALIA | 1,400 | 1,396 | 1,400 | 423 | 1,400 | 0 | 0 | 0 | 0 |
| 4122 | Civic Fund Expenses | 200 | 243 | 200 | 82 | 200 | 0 | 0 | 0 | 0 |
| Overhead Expenditure | | 8,700 | 8,504 | 10,100 | 5,660 | 10,100 | 260 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | | (8,700) | (8,504) | (10,100) | (5,660) | (10,100) | | 0 | | |
| 392 | <u>Comm Serv Staff Costs</u> | | | | | | | | | |
| 1071 | YIF Grant | 57,648 | 57,648 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1087 | External Grant - CBC Youth Wor | 5,000 | 0 | 0 | 5,000 | 0 | 0 | 0 | 0 | 0 |
| Total Income | | 62,648 | 57,648 | 0 | 5,000 | 0 | 0 | 0 | 0 | 0 |
| 4001 | STAFF SALARIES | 140,113 | 138,934 | 226,000 | 145,641 | 226,000 | 0 | 238,700 | 0 | 0 |
| 4002 | EMPLOYERS N.I | 19,336 | 13,067 | 27,120 | 18,661 | 27,120 | 0 | 28,700 | 0 | 0 |
| 4003 | EMPLOYERS SUPERANN. | 37,550 | 37,890 | 60,568 | 38,459 | 60,568 | 0 | 52,200 | 0 | 0 |
| 4005 | STAFF OVERTIME | 10,000 | 9,434 | 10,000 | 8,527 | 10,000 | 0 | 12,000 | 0 | 0 |
| Overhead Expenditure | | 206,999 | 199,326 | 323,688 | 211,289 | 323,688 | 0 | 331,600 | 0 | 0 |
| Movement to/(from) Gen Reserve | | (144,351) | (141,678) | (323,688) | (206,289) | (323,688) | | (331,600) | | |
| 399 | <u>Community Capital & Projects</u> | | | | | | | | | |
| 4034 | WEBSITE COSTS | 0 | 6,125 | 1,000 | 695 | 1,000 | 0 | 1,000 | 0 | 0 |
| 4228 | Community Facilities | 6,800 | 3,648 | 6,800 | 0 | 6,800 | 0 | 0 | 0 | 0 |
| 4804 | CAP-New Christmas Lights | 6,000 | 1,200 | 6,000 | 1,638 | 6,000 | 0 | 6,000 | 0 | 0 |
| 5032 | Tfr from Website EMR | 0 | -6,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Continued on next page

Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)
Note: Budget

| | <u>2024/25</u> | | <u>2025/26</u> | | | | <u>2026/27</u> | | |
|---------------------------------------|----------------|-----------|----------------|------------|-----------|-----------|----------------|-----|-----------------|
| | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| Overhead Expenditure | 12,800 | 4,973 | 13,800 | 2,333 | 13,800 | 0 | 7,000 | 0 | 0 |
| Movement to/(from) Gen Reserve | (12,800) | (4,973) | (13,800) | (2,333) | (13,800) | | (7,000) | | |
| Community Services - Income | 69,148 | 68,988 | 7,500 | 9,724 | 5,521 | 0 | 5,500 | 0 | 0 |
| Expenditure | 430,199 | 395,546 | 581,288 | 365,402 | 577,561 | 4,686 | 569,600 | 0 | 0 |
| Movement to/(from) Gen Reserve | (361,051) | (326,558) | (573,788) | (355,679) | (572,040) | | (564,100) | | |

Continued on next page

Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

| | | <u>2024/25</u> | | <u>2025/26</u> | | | | <u>2026/27</u> | | |
|-----------------|---------------------------------------|----------------|-----------|----------------|------------|-----------|-----------|----------------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| <u>Planning</u> | | | | | | | | | | |
| 401 | Growth Area | | | | | | | | | |
| 4059 | OTHER PROFESSIONAL FEES | 1,000 | 0 | 1,000 | 850 | 1,350 | 1,350 | 800 | 0 | 0 |
| 4062 | Neighbourhood Plan | 0 | 1,792 | 1,000 | 0 | 1,000 | 0 | 800 | 0 | 0 |
| 4992 | Trs from Earmarked Reserve | 0 | -1,792 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 1,000 | 0 | 2,000 | 850 | 2,350 | 1,350 | 1,600 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (1,000) | 0 | (2,000) | (850) | (2,350) | | (1,600) | | |
| | Planning - Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Expenditure | 1,000 | 0 | 2,000 | 850 | 2,350 | 1,350 | 1,600 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (1,000) | 0 | (2,000) | (850) | (2,350) | | (1,600) | | |
| | Total Budget Income | 1,574,684 | 2,596,367 | 1,766,675 | 5,155,833 | 5,177,804 | 0 | 2,147,084 | 0 | 0 |
| | Expenditure | 1,642,581 | 2,084,056 | 1,766,675 | 1,477,562 | 5,131,368 | 120,950 | 2,199,354 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (67,897) | 512,312 | 0 | 3,678,272 | 46,436 | | (52,270) | | |

| 2025/26 | | | | | | |
|--------------------------|--------------------------------|---|-------------|--------------|-----------------|---|
| Committee | Schedule of Earmarked Reserves | | Predicted | Predicted | Predicted | Notes |
| | | Opening Balance | Transfer In | Transfer Out | Closing Balance | |
| | | 01.04.25 | | | 31.03.26 | |
| | | £ | £ | £ | £ | |
| Town Council | 310 | General Reserves - Predicted | 398,116 | 46,436 | 444,552 | The transfer in is based on the predicted underspend in 25/26. This does include the over spend to cover the UKSPF cost incurred in 25/26 with funding received in 24/25 and the investment advice and the HR software. |
| E&L | 320 | All Saints Churchyard Wall | 5,616 | 0 | 5,616 | To be used to fund repairs as required. |
| E&L | 322 | Pavilion Renovation | 26,189 | 0 | 26,189 | This EMR will be used to help fund Tithe Farm Sports project. 299-4992 |
| E&L | 324 | Street Furniture | 11,251 | 0 | 11,251 | 0 |
| E&L | 326 | Grounds Machinery renewal | 1,920 | 0 | 1,920 | |
| E&L | 327 | Play Areas | 179,256 | 0 | 179,256 | Typically this fund gets built up over time to fund major improvements to play areas. Projects in 25/26 to be considered and confirmed by E&L |
| Comm Serv | 330 | Community Development | 18,701 | 0 | 18,701 | Suggested to be used to support community asset transfers |
| Corp Serv | 332 | Elections | 7,697 | 6,000 | 13,697 | Typically this fund gets built up over time to fund any by-election or main election. |
| E&L | 348 | Cemetery | 66,560 | 0 | 66,560 | |
| E&L | 351 | Allotments | 32,960 | 0 | 32,960 | To be used to fund enhancements to any allotment provision. |
| E&L | 352 | Former Railway Line | 21,489 | 0 | 14,326 | 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 |
| Comm Serv | 354 | CBC Bulk Waste Reserve | 7,200 | 0 | 2,400 | Received CBC invoice, covering April 2023 - March 2025 (24 mths x £200) |
| Corp Serv | 355 | New Office Provision | 122,699 | 0 | 96,699 | To fund consultant services in 25/26 199-4992 |
| E&L | 358 | Houghton Hall Park Project | 4,982 | 0 | 4,982 | Reduced financial contribution required in 23/24, agreed to hold surplus budget in an EMR to assist in funding upkeep of Visitors Centre. |
| E&L | | Thorn Park Countryside Recreation Public Open Space s106 (Bidwell) | 0 | 990,726 | 927,455 | To fund maintenance and upkeep. Antipated draw down to cover salaries and on costs plus some initial revenue spend at 25% of total anticpated spend in 25/26. |
| E&L | | Thorn Park Formal Park s106 (Bidwell) | 0 | 618,266 | 554,995 | To fund maintenance and upkeep. Antipated draw down to cover salaries and on costs plus some initial revenue spend at 25% of total anticpated spend in 25/26. |
| E&L | | Thorn Park Sports pitches, MUGA, changing rooms and car park s106 (Bidwell) | 0 | 1,487,283 | 1,360,742 | To fund maintenance and upkeep. Antipated draw down to cover salaries and on costs plus some initial revenue spend at 50% of total anticpated spend in 25/26. |
| E&L | | Thorn SUDS Maintaiance (Bidwell) | 0 | 58,681 | 58,681 | To fund maintenance and upkeep. |
| TOTAL EARMARKED RESERVES | | 506,520 | 3,160,956 | 328,486 | 3,338,990 | |
| E&L | S106 | Deferred Income | 25,776 | 0 | 25,776 | 0 To be used to help fund Tithe Farm Sports project |

| 2025/26 | | | | | | | |
|--------------------------|--------------------------------|---|------------------------------|--------------------------|---------------------------|------------------------------|---|
| Committee | Schedule of Earmarked Reserves | | Predicted Opening Balance | Predicted Transfer In | Predicted Transfer Out | Predicted Closing Balance | Notes |
| | | | 01.04.25 | | | 31.03.26 | |
| | | | £ | £ | £ | £ | |
| Town Council | 310 | General Reserves - Predicted | 444,552 | | | 444,552 | |
| E&L | 320 | All Saints Churchyard Wall | 5,616 | 0 | 0 | 5,616 | To be used to fund repairs as required. |
| E&L | 322 | Pavilion Renovation | 0 | 0 | 0 | 0 | |
| E&L | 324 | Street Furniture | 0 | 0 | 0 | 0 | |
| E&L | 326 | Grounds Machinery renewal | 1,920 | 0 | 0 | 1,920 | |
| E&L | 327 | Play Areas | 179,256 | 0 | 0 | 179,256 | Typically this fund gets built up over time to fund major improvements to play areas. Projects in 25/26 to be considered and confirmed by E&L |
| Comm Serv | 330 | Community Development | 18,701 | 0 | 8,000 | 10,701 | Suggested to be used to support community asset transfers 190-4992 |
| Corp Serv | 332 | Elections | 13,697 | 0 | 0 | 13,697 | Typically this fund gets built up over time to fund any by-election or main election. |
| E&L | 348 | Cemetery | 66,560 | 0 | 0 | 66,560 | |
| E&L | 351 | Allotments | 32,960 | 0 | 0 | 32,960 | To be used to fund enhancements to any allotment provision. |
| E&L | 352 | Former Railway Line | 14,326 | 0 | 7,163 | 7,163 | 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 291-4992 |
| Comm Serv | 354 | CBC Bulk Waste Reserve | 2,400 | 0 | 0 | 2,400 | Received CBC invoice, covering April 2023 - March 2025 (24 mths x £200) |
| Corp Serv | 355 | New Office Provision | 96,699 | 0 | 0 | 96,699 | To fund consultant services in 25/26 |
| E&L | 358 | Houghton Hall Park Project | 4,982 | 0 | 0 | 4,982 | Reduced financial contribution required in 23/24, agreed to hold surplus budget in an EMR to assist in funding upkeep of Visitors Centre. |
| E&L | * | Thorn Park Countryside Recreation Public Open Space s106 (Bidwell) | 927,455 | 0 | 47,464 | 879,991 | To fund maintenance and upkeep (261 & 262) plus additional drawdown to cover salaries (292) - draw down from this element 32% |
| E&L | * | Thorn Park Formal Park s106 (Bidwell) | 554,995 | 0 | 29,665 | 525,330 | To fund maintenance and upkeep (261 & 262) plus additional drawdown to cover salaries (292) - draw down from this element 20% |
| E&L | * | Thorn Park Sports pitches, MUGA, changing rooms and car park s106 (Bidwell) | 1,360,742 | 0 | 71,196 | 1,289,546 | To fund maintenance and upkeep (261 & 262) plus additional drawdown to cover salaries (292) - draw down from this element 48% |
| Town Council | * | Strategic Projects | 0 | 118,000 | 0 | 118,000 | To fund strategic projects |
| E&L | * | Thorn SUDS Maintaiance (Bidwell) | 58,681 | 0 | 0 | 58,681 | |
| TOTAL EARMARKED RESERVES | | | 3,338,990 | 118,000 | 163,488 | 3,293,502 | |
| E&L | S106 | Deferred Income | 0 | 0 | 0 | 0 | Completed |

* EMR number to be allocated