



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](#)

A handwritten signature in black ink, appearing to read 'CE Evans'.

Clare Evans
Town Clerk

**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
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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 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 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

Draft CBC recommendation 5: Supported

Draft CBC recommendation 6: Supported although for clarity it is suggested that the wording be altered to: undertake a further community governance review of the parish in 2030 to align with the local elections in 2031

Draft CBC recommendation 7: to express disappointment that CBC are minded to reject the proposal to extend the parish boundary into the parish of Chalton. The rejection of the HRTC proposal would appear to be contrary to provisions within the Local Government Boundary Commission for England's report Guidance on Community Governance Reviews (2010), specifically the points made which consider identities and interests of local communities; effective and convenient local government, the impact on community cohesion of community governance arrangements and the size, population and boundaries of a local community or parish.

Recommendation: **In relation to the Stage 2 Community Governance Review consultation to:**

Support the draft recommendations as follows:

Draft Recommendation 1: that the parish name of Houghton Regis should remain unchanged

Draft Recommendation 2: increase the number of parish councillors on Houghton Regis Town Council from 14 to 17

Draft Recommendation 3: create a new parish ward of Thorn with 3 members (see map)

Draft Recommendation 4: reduce Houghton Hall parish ward from 5 to 4, retain Tithe Farm with 5 members

Draft Recommendation 5: increase Parkside Ward from 4 to 5 to accommodate the Linmere Development

Request a wording change for clarification to as follows:

Draft Recommendation 6: undertake a further community governance review of the parish in 2030 to align with the local elections in 2031 to ensure effective community governance arrangements in light of the development at Linmere

Express disappointment over Draft Recommendation 7, namely that CBC are minded to reject the proposal to extend the parish boundary into the parish of Chalton.

The rejection of the HRTC proposal would appear to be contrary to provisions within the Local Government Boundary Commission for England's report Guidance on Community Governance Reviews (2010), specifically the points made which consider identities and interests of local communities; effective and convenient local government, the impact on community cohesion of community governance arrangements and the size, population and boundaries of a local community or parish.

HOUGHTON REGIS TOWN COUNCIL

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

Present:	Councillors:	M Herber J Carroll E Billington P Burgess E Cooper E Costello Y Farrell D Jones T McMahon C Rollins C Slough	Town Mayor
	Officers:	Clare Evans Ian Haynes Debbie Marsh Louise Senior	Town Clerk Head of Environmental & Community Services Head of Corporate Services 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

DRAFT

HOUGHTON REGIS TOWN COUNCIL

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

Present:	Councillors:	M Herber E Billington E Cooper E Costello Y Farrell W Henderson D Jones T McMahon A Slough C Slough D Taylor	Town Mayor
	Officers:	C Evans I Haynes A Samuels	Town Clerk Head of Environmental & Community Services 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

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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 E Billington E Cooper Y Farrell D Jones C Slough D Taylor	Chairman
	Officers:	Louise Senior Amanda Samuels	Head of Democratic Services 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 Linmere 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:	Chairman
	M Herber E Billington E Cooper Y Farrell D Jones C Slough	
	Officers:	Louise Senior Amanda Samuels
		Head of Democratic Services 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 Proposed two storey side extension and associated internal alterations
L (click for more details) 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](#) 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)¹.
Land To the North and East of Houghton Regis, Sundon Road, Houghton Regis (Linmere Parcel 5)
- [CB/25/03646/NM](#) Non-material amendment to planning permission
[A \(click for more details\)](#) 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, Linmere 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 Linmere, Houghton Regis North site 1

Members clarified that parcels 7 & 8 at Linmere 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.

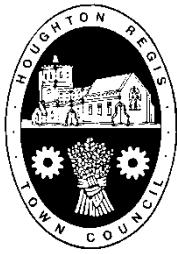
Resolved: To consider the proposed disabled parking bay and support the proposal.

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:

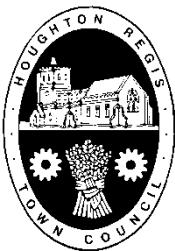
- 5.29. Most authority reserves are held in instant or notice bank accounts or other short-term investments (see paragraph 2.22 for a definition). Occasionally, circumstances necessitate authorities to make other types of investment, for example when saving for a future capital project or while deciding 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

Houghton Regis Town Council Current Year

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

	2024/25		2025/26				2026/27			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
<u>Corporate Services</u>										
<u>101 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		1,413,800	2,015,713	1,710,722	1,778,962	1,795,722	0	1,962,430	0	0
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		15,450	12,959	12,700	3,003	15,825	1,524	26,000	0	0
Movement to/(from) Gen Reserve		1,398,350	2,002,754	1,698,022	1,775,959	1,779,897		1,936,430		
<u>102 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

Continued on next page

Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

		2024/25		2025/26				2026/27		
		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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Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

		2024/25		2025/26				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
		<u><u>(77,120)</u></u>	<u><u>(63,766)</u></u>	<u><u>(66,152)</u></u>	<u><u>(71,259)</u></u>	<u><u>(75,386)</u></u>		<u><u>(66,000)</u></u>		
191	<u>Personnel/Staff Costs</u>									
1091	Income Miscellaneous	0	8,000	0	0	0	0	0	0	0
	Total Income	0	8,000	0	0	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	0	18,804	0	0	0	0	0	0	0
	Overhead Expenditure	0	18,804	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(10,804)	0	0	0		0		
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	378,400	299,418	359,776	251,211	359,776	280	349,475	0	0
	Movement to/(from) Gen Reserve	(378,400)	(299,418)	(359,776)	(251,211)	(359,776)		(349,475)		
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

Continued on next page

Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

		2024/25		2025/26				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
		Overhead Expenditure	0	0	0	0	0	123,000	0	0
Movement to/(from) Gen Reserve		0	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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Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

		2024/25		2025/26				2026/27		
		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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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

		2024/25		2025/26				2026/27		
		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	GROUND 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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Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

		2024/25		2025/26				2026/27		
		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	GROUNDS 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

Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

		2024/25		2025/26				2026/27		
		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	GROUNDS 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	Allotments									
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	GROUNDS 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	Public Open Spaces									
4037	GROUNDS 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	Play Areas (all)									
4037	GROUNDS 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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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	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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Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

		2024/25		2025/26				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
		(392,981)	(364,321)	(395,907)	(279,358)	(395,907)		(429,368)		
	Movement to/(from) Gen Reserve									
293	UKSPF									
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	0	18,890	0	(22,499)	(22,499)		0		
299	E&L Capital & Projects									
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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Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

	2024/25		2025/26				2026/27		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Community Services</u>									
<u>302 Community Services</u>									
1078	Grants & Donations Received	0	5,000	0	0	0	0	0	0
1091	Income Miscellaneous	2,500	1,132	2,500	409	500	0	500	0
	Total Income	2,500	6,132	2,500	409	500	0	500	0
4006	PROTECTIVE CLOTHING	0	0	0	0	0	0	1,000	0
4221	SUMMER PLAYSHEME	6,000	4,835	6,000	5,085	6,085	750	5,000	0
4226	Youth services	5,500	5,719	28,500	10,674	28,500	3,875	29,600	0
4227	Community Services	6,000	4,372	6,000	2,081	4,000	589	5,000	0
4230	Public Toilets	22,000	22,200	22,000	18,315	25,000	0	27,000	0
4232	Christmas Lights	13,000	14,359	13,000	2,000	13,000	0	13,500	0
	Overhead Expenditure	52,500	51,484	75,500	38,155	76,585	5,214	81,100	0
	Movement to/(from) Gen Reserve	(50,000)	(45,352)	(73,000)	(37,746)	(76,085)		(80,600)	
<u>303 Communications</u>									
4029	Promotional Material	5,000	3,668	5,000	554	5,000	0	3,200	0
4033	NEWSLETTER	7,000	4,942	7,000	1,072	7,000	0	1,500	0
	Overhead Expenditure	12,000	8,610	12,000	1,626	12,000	0	4,700	0
	Movement to/(from) Gen Reserve	(12,000)	(8,610)	(12,000)	(1,626)	(12,000)		(4,700)	
<u>304 Events</u>									
1094	Income from Sponsors	500	1,000	1,000	1,021	1,021	0	1,000	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
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	(52,000)	(50,487)	(59,500)	(50,175)	(59,479)		(62,000)		
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	(31,700)	(30,071)	(31,700)	(25,368)	(31,688)		(26,800)		
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	(49,500)	(36,883)	(50,000)	(26,483)	(45,200)		(51,400)		
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

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

	2024/25		2025/26				2026/27		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	12,800	4,973	13,800	2,333	13,800	0	7,000	0	0
Overhead Expenditure									
Movement to/(from) Gen Reserve	<u>(12,800)</u>	<u>(4,973)</u>	<u>(13,800)</u>	<u>(2,333)</u>	<u>(13,800)</u>		<u>(7,000)</u>		
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	<u>(361,051)</u>	<u>(326,558)</u>	<u>(573,788)</u>	<u>(355,679)</u>	<u>(572,040)</u>		<u>(564,100)</u>		

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

	2024/25		2025/26				2026/27		
	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)		

Agenda Item 10

2025/26						
Committee	Schedule of Earmarked Reserves	Opening Balance	Predicted Transfer In	Predicted Transfer Out	Predicted Closing Balance	Notes
		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	0	5,616	To be used to fund repairs as required.
E&L	322 Pavilion Renovation	26,189	0	26,189	0	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	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	0	18,701	Suggested to be used to support community asset transfers
Corp Serv	332 Elections	7,697	6,000	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	21,489	0	7,163	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	4,800	2,400	Received CBC invoice, covering April 2023 - March 2025 (24 mths x £200)
Corp Serv	355 New Office Provision	122,699	0	26,000	96,699	To fund consultant services in 25/26 199-4992
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)	0	990,726	63,271	927,455	To fund maintenance and upkeep. Anticipated draw down to cover salaries and on costs plus some initial revenue spend at 25% of total anticipated spend in 25/26.
E&L	Thorn Park Formal Park s106 (Bidwell)	0	618,266	63,271	554,995	To fund maintenance and upkeep. Anticipated draw down to cover salaries and on costs plus some initial revenue spend at 25% of total anticipated spend in 25/26.
E&L	Thorn Park Sports pitches, MUGA, changing rooms and car park s106 (Bidwell)	0	1,487,283	126,541	1,360,742	To fund maintenance and upkeep. Anticipated draw down to cover salaries and on costs plus some initial revenue spend at 50% of total anticipated spend in 25/26.
E&L	Thorn SUDS Maintenance (Bidwell)	0	58,681	0	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 Maintenance (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