



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr M S Kennedy**

Tel: 01582 708540

Town Clerk: **Clare Evans**

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8<sup>th</sup> November 2019

**To: Members of the Environment & Leisure Committee**

**Cllrs: T McMahon (Chairman), D Abbott, D Dixon-Wilkinson, Y Farrell, S Goodchild, R Morgan and A Slough.**

**(Copies to other Councillors for information)**

## Notice of Meeting

You are hereby summoned to a Meeting of the **Environment & Leisure Committee** to be held at the Council Offices, Peel Street on **Monday 18<sup>th</sup> November 2019** at **7.00pm**.

**THIS MEETING MAY  
BE RECORDED \***

**Clare Evans  
Town Clerk**

## Agenda

- 1. APOLOGIES AND SUBSTITUTIONS**
- 2. QUESTIONS FROM THE PUBLIC**

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

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

- 3. SPECIFIC DECLARATIONS OF INTEREST**

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are

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*Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. The use of images or recordings arising from this is not under the Council's control.*

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

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 5-8*

To approve the Minutes of the meeting held on 17<sup>th</sup> September 2019

**Recommendation:** To confirm the minutes of the Environment & Leisure Committee meeting held on 17<sup>th</sup> September 2019 and for these to be signed by the Chairman.

#### 5. BUDGET REVIEW

*Pages 9-18*

Members will find attached the income and expenditure report for Environment & Leisure Committee to date.

**Recommendation:** To note the report.

#### 6. DRAFT BUDGET 2020/21

*Pages 19-58*

Members will find attached the officer draft budget for 2020/21 along with explanatory notes for the Environment & Leisure Committee.

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

This is provided for initial consideration and comment.

#### 7. VISION UPDATE

*Pages 59-60*

Members will find attached a review of the initiatives under this committee.

**Recommendation:** To note the report.

#### 8. ENVIRONMENT FEES EXC CEMETERY FEES

*Pages 61-68*

To set the hire charges under the control of Environment & Leisure Committee for 2019/20.

**Recommendation:**

**To approve the Environment & Leisure Schedule of Fees for 2020/21.**

**9. CEMETERY FEES**

*Pages 69-76*

Members are requested to consider cemetery fees relating to the existing area within the cemetery and also to consider associated fees and terms relating to the new area within the existing cemetery.

**Recommendation:**

- 1. To approve the Houghton Regis Cemetery Fees for 2020/21.**
- 2. To name the new area of the cemetery: Garden of Remembrance:**
- 3. To apply the following fees and terms to the area:**
  - **Grant of Exclusive Right of Burial (GERB) £480 (for a 20 year period)**
  - **Interment Fee £314**
  - **Grant of Exclusive Right of Burial (GERB) renewal £202.50 (for a 20 year period)**
  - **Memorial fee – first inscription £55**
  - **Memorial fee – second inscription £110**
  - **Supply of Woodland Wing plaque (large) - £40**
  - **Supply of Woodland Wing plaque (small) - £30**
  - **Woodland Wing plaque application - £70 (includes installation) (for a 10 year period)**
  - **Woodland Wing plaque renewal - £35 (for a 5 year period)**

**In accordance with the current fee structure to triple the above fees for non parishioners**

**10. UPDATE OF TITHE FARM 3G FEASIBILITY PROJECT**

A verbal update will be provided.

**11. UPDATE ON S106 FUNDING**

HRTC applied for s106 funding for the following and have been awarded the following amounts. Payment is made retrospectively on project completion of the project

- Energy efficiency in community pavilions £6,651
- Flag pole illumination £5,900
- Community Defibrillators £6,800

These projects are being progressed.

**12. VILLAGE GREEN - FAIR AND CIRCUS VISITS 2020**

Members are advised that the following dates for fair and circus visits have been requested:

Fair visit:

- Arrive Monday 11<sup>th</sup> May - Leave Monday 18<sup>th</sup> May 2020 (open 14<sup>th</sup> – 17<sup>th</sup> May 2020)

Circus visit:

- Arrive Thursday 15<sup>th</sup> October - Leave Thursday 22<sup>nd</sup> October 2020 (open 16<sup>th</sup> – 22<sup>nd</sup> October)

**Recommendation: To approve the following visits:**

**Fair visit: Arrive Monday 11th May - Leave Monday 18th May 2020 (open 14th – 17th May 2020)**

**Circus visit: Arrive Thursday 15th October - Leave Thursday 22<sup>nd</sup> October 2020 (open 16<sup>th</sup> – 22<sup>nd</sup> October)**

**0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0**

**HOUGHTON REGIS TOWN COUNCIL**  
**Environment & Leisure Committee**  
**Tuesday 17<sup>th</sup> September at 7.00pm**

Present: Councillors: T McMahon Chairman  
J Carroll Substitute  
D Dixon-Wilkinson  
Y Farrell  
S Goodchild  
R Morgan  
A Slough

Officers: Clare Evans Town Clerk  
Tony Luff Head of Grounds Operations  
Louise Senior Head of Democratic Services

Public: 1

Apologies: Councillors: D Abbott

**10046 APOLOGIES**

Apologies were received from Cllr Abbott, (Cllr Carroll substituted).

**10047 QUESTIONS FROM THE PUBLIC**

A member of the public asked if Tithes Farm Pavilion was being looked at for new football pitches, as he had concerns over light pollution, parking and sound disturbances. He suggested that HRN2 should be considered a better option to address these concerns and it would help keep traffic away from the town centre.

It was advised that this item had not been presented to council previously, however, preliminary talks had been underway between Houghton Regis Town Council, Central Bedfordshire Council, Beds Football Association and the Football Foundation regarding this project.

**10048 SPECIFIC DECLARATIONS OF INTEREST**

None.

**10049 MINUTES**

To approve the minutes of the meeting held on 3<sup>rd</sup> June and 22<sup>nd</sup> July 2019.

**Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 3<sup>rd</sup> June and 22<sup>nd</sup> July 2019 and for these to be signed by the Chairman.**

**10050 BUDGET REVIEW**

Members received the income and expenditure report for Environment & Leisure Committee to date.

Members requested clarification on procedures of the budget; who oversees and would advise on any predicted overspends.

Members were advised that issues/concerns would be raised within the accompanying report.

**Resolved: To note the report.**

#### **10051 VISION UPDATE**

Members received a review of the initiatives under this committee.

Members were advised that the cemetery renovation work was underway.

Members agreed that the accomplishments of the Vision had positively impacted the town.

**Resolved: To note the report.**

#### **10052 TITHE FARM PAVILION AND RECREATION GROUND**

Ms L White, Policy Manager, Leisure, Libraries and Countryside, Central Bedfordshire Council was in attendance to discuss a potential partnership project with members.

Members were advised Houghton Regis needed two all weather football pitches to meet the needs of the current town. The pavilion at Tithe Farm Recreation ground had been visited by members and it was agreed that it was potentially a good site and worthy of further exploration. Further investigation of this site would be required for feasibility.

Members were advised that the work would require match funding, it was suggested that s106 money could be used to subsidise the match funding cost.

Members agreed that this project would benefit current residents and would improve facilities in the Tithe Farm area of the town.

**Resolved: To support the proposed partnership project to deliver refurbished / replacement pavilion and an all-weather pitch at Tithe Farm Recreation Ground.**

#### **10053 VILLAGE GREEN PAVILION ALTERATIONS**

Members were advised of feedback received on the Village Green Pavilion and to discuss the suitability of having a feasibility study completed.

Members thanked the Head of Grounds Operations for the tour of buildings offered to councillors and advised that it had been a valuable visit.

Members discussed the availability of additional space within the building by the redesign of internal areas and relocating storage space to Tithe Farm Pavilion. Members were advised that it was hoped that both this and the Tithe Farm Pavilion project could run concurrently. Members agreed that the two projects would provide huge benefits to the community.

- Resolved:**
- 1. To progress the development of alterations to the Village Green once there is more certainty around the Tithe Farm recreation ground project;**
  - 2. To improve ancillary facilities in the kitchen in the short term, including improved cooking facilities, urn, extractor system, external water source.**

#### **10054 PLAY AREA INSPECTION REPORT**

Members were advised of the outcome of the annual independent play area inspection report.

Members were advised that signage had not been provided by Central Bedfordshire Council, Houghton Regis Town Council had supplied the necessary signs which had been put in place along the public highway.

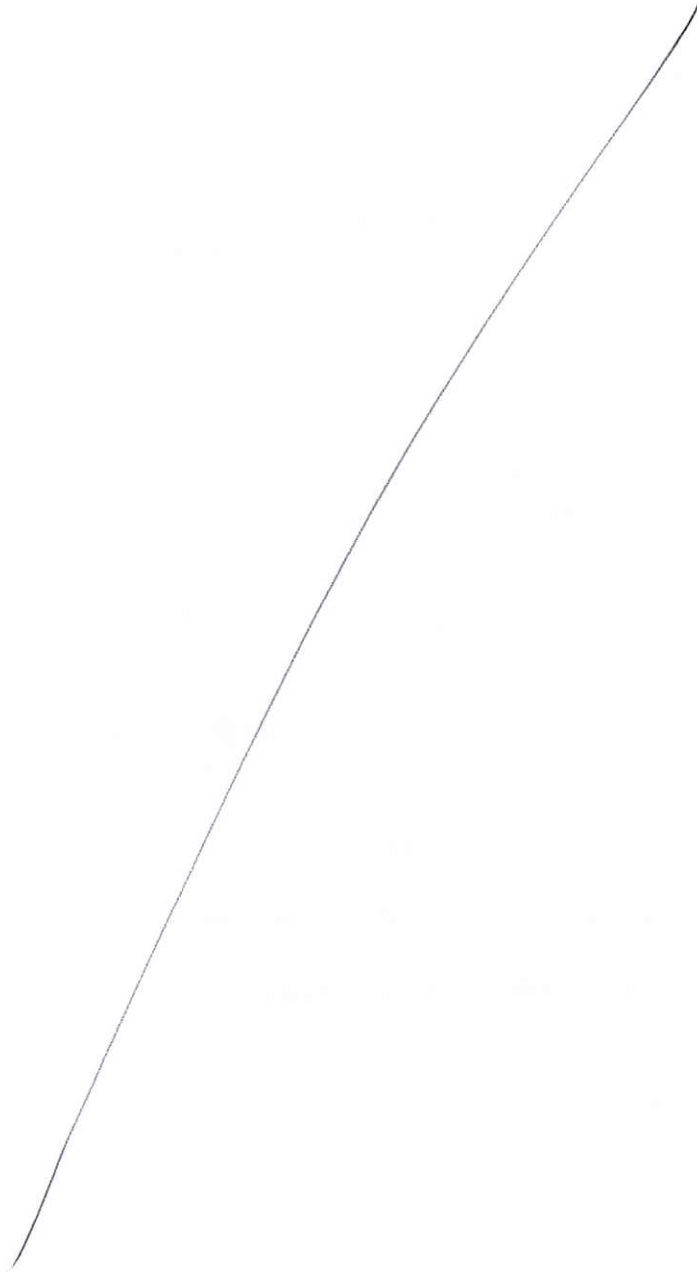
Members advised of their disappointment that Central Bedfordshire Council had not supplied the relevant signs for the highway.

**Resolved: To accept the low level risks as identified.**

**The Chairman declared the meeting closed at 8.02pm**

**Dated this 18<sup>th</sup> day of November 2019**

**Chairman**







## ENVIRONMENT & LEISURE COMMITTEE

## Agenda Item 5

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<b>Date:</b>	<b>18<sup>th</sup> November 2019</b>
<b>Title:</b>	<b>Income &amp; Expenditure Report</b>
<b>Purpose of the Report:</b>	<b>To provide members with the Environment &amp; Leisure Budget for 2019/20 with commentary and the Income &amp; Expenditure report to date.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

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### 1. RECOMMENDATION

**To note the report.**

### 2. BACKGROUND

In accordance with the committee functions a review of the income and expenditure of the committee should be undertaken periodically. Accordingly, this report is presented to each committee meeting detailing the budget and income and expenditure for the specific committee.

The income and expenditure report is provided for reference.

### 3. ISSUES FOR CONSIDERATION

201-1082 – income exceeded from 2 fair visits and 1 circus visit

202-4012 – this budget is overspent, there may be some saving in 202-4014 which could be used to offset this deficit

202-4038 - this budget is overspent, there may be some saving in 202-4036 which could be used to offset this deficit

202-4059 – this expense code shows a credit as an order was placed to complete a design feasibility work on the Green Pavilion in 18/19 but the work was not completed in that financial year. Should this work proceed (currently put on hold pending the Tithe farm football project) the costs will be offset by this credit.

212-4036 - this budget is overspent due to some repair works required to the roof (£870)

201, 221 – overbudget

202, 211, 221, 231 - 1082 relates to income from sports lettings. Income budgets have been exceeded.

231-1082 Income target likely to be exceeded due to the establishment of junior football at this site. However additional expense incurred in 231-4037 re line marking 231-4037 – this budget is overspent due in part to insufficient budget provision being made (£500) and additional expenses being incurred due to enhanced lettings for junior football. The overspend is offset by additional income in 231-1082

242-4012 - Costs exceed budget. Officers have identified cause: sewage costs are charged 90% of water costs. However in this location is significant amount of water is used for irrigation of the Bowls Green and therefore does not enter the sewerage system. Evidence of this has been provided to the water company and it is hoped that this will enable an adjustment to be made on the account. A refund cannot be claimed for past costs.

242-4015 – as previously highlighted this budget is significantly overspent. Any underspends within 242 will be used to negate the impact of the overspend

243-1082 – the income budget was overbudgeted based on the costs agreed. This income target will not be achieved.

243-4037 end of bowls season for end of season treatment has been completed and the invoice is currently being processed

272-4028 – this relates to the work to the churchyard wall. The expense will be offset by a transfer in from EMR 320 (£15106). The work was agreed in financial year 2018/19. However due to the time taken by the contractors it has not been completed and invoiced until 2019/20. In 2018/19 it was envisaged that the project would be funded as follows:

- £16380 from EMR 320, Churchyard Wall to 272-4028;
- £1928 from 271-4020, Houghton Regis Cemetery - Misc Establishment Costs, to 272-4028
- £612 from 281-4037, Public Open spaces – Grounds Maintenance, to 272-4028

In FY'18-'19 the virements totalling £2,540 were completed but not utilised due to not receiving the costs during the period. Therefore funding will only be obtained from EMR320 Churchyard Wall of £15,106 in 4992-272. Any outstanding costs will create a cost centre budget deficit and impact the General

282-4042 this expenditure includes repairs to the skate park (£2471) and to Tithe Farm play area (£7850), both arising from vandalism. Insurance claims were processed and the are shown in this code.

291-1091 additional income obtained through additional grounds work

291-4059 – this budget is provided to meet expenses associated with annual HAV testing of equipment, grounds staff health surveillance and associated medical examination.

299-1074 – this relates to a grant received for outdoor sports equipment from Active Spaces relating to the dedication of Orchard Close as a Field in Trust. The remainder of the grant has been received (£1700).

299-4049 Exceeds budget as FY'18-'19 second repayment totalling £3,705.90 was collected on the 1.4.19. As the £43.44 interest cost of the second repayment can only be accrued in FY'18-'19 the £3,662.46 principal cost is allocated in FY'19-'20. But the FY'18-'19 second repayment principal budget provision was transferred in an EMR which funds 4992-299 to absorb this cost in FY'19-'20.

299-4053 Will exceed budget as explained above

299-4856 this budget is retained until towards the end of the year to enable replacement street furniture to be purchased should there be incidences of vandalism. The Head of Grounds will review street furniture and seek to replace any in poor condition.

299-4862 this expenditure relates to the works in the new area within the existing cemetery. This is offset by a transfer in from EMR 348 into 299-4992

299-4871 this expenditure relates to the replacement garage door on the Village Green. It is offset by a transfer in from EMR 348 into 299-4992

299-4872 this relates to the purchase of the outdoor sports equipment at Orchard Close recreation ground. Members will also note that there is a committed expenditure shown, this relates to the work ordered for a feasibility / design for the Village Green Pavilion. This has been put on hold pending the progression of the potential project at Tithe farm recreation ground.

#### **4. COUNCIL VISION**

The proposed action supports the Objectives of Council's Vision;

5. A strong efficient and proactive Town Council.

#### **5. IMPLICATIONS**

##### **Corporate Implications**

- There are no corporate implications

##### **Legal Implications**

- There are no legal implications

##### **Financial Implications**

- The financial implications are detailed within the report.

##### **Risk Implications**

- The council must ensure that expenditure and income targets are met.

##### **Equalities Implications**

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This project / issue does not discriminate.

##### **Press Contact**

There are no press implications.

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

Proactive monitoring of the budget will set the council in good stead going forwards and will help to ensure that expenditure and income targets are met.

#### **7. NOTES OF EXPLANATION**

The budget report provides information on:

1. The cost centre (3 digits) and title i.e. 201 Village Green Rec Gd
2. The budget code (4 digits) and title i.e. 1082 Inc-Lettings<sup>1</sup>
3. The agreed budget (as set in February 2019)
4. Virements (agreed transfers between cost centres and codes)<sup>2</sup>
5. Revised budget (taking into account any virements)
6. Detail on itemised income / expenditure (how it is envisaged that the budget will be spent)
7. Predicted income / expenditure (in some instances it is predicted that more or less budget will be required or more or less income will be secured)
8. Predicted surplus / deficit (taking into account the difference between the agreed budget and the predicted income / expenditure). This shows if there is unallocated budget available or a predicted deficit
9. Points for the committee to consider (these form the officer's recommendation to address any deficit)
10. Committee date for consideration

The council's budget for 2019/20 is particularly tight and there are some concerns that there are areas of budget deficit alongside a heavy use of ear marked reserves<sup>3</sup> to fund revenue expenditure. It is important for the council to stringently monitor budgets to address any deficits.

Largely due to a significant transfer into ear marked reserves from general reserves<sup>4</sup> in 2018/19 to help fund replacement council offices, the level of general reserves are at the minimum threshold. As such general reserves provide no scope to support the annual budget.

## 8. APPENDICES

### Appendix A: Income & Expenditure Report

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<sup>1</sup> Please note income codes start with 1XXX and expenditure codes start with 4XXX

<sup>2</sup> The council has authorised officers to complete virements within the same cost centre. Committee approval has to be secured to complete virements between cost centres

<sup>3</sup> Ear marked reserves are capital budgets for identified projects, often abbreviated to EMR

<sup>4</sup> General reserves are unallocated funds. It is recommended that this fund should equate to around 3 months of net revenue expenditure

11/11/2019

## Houghton Regis Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 21/11/2018

Month No: 7

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>201 Village Green Rec Gd</u>						
1082 INC-LETTINGS	3,541	2,700	(841)			131.1%
Village Green Rec Gd :- Income	<u>3,541</u>	<u>2,700</u>	<u>(841)</u>			<u>131.1%</u>
4037 GROUNDS MAINTENANCE	254	500	246		246	50.8%
Village Green Rec Gd :- Indirect Expenditure	<u>254</u>	<u>500</u>	<u>246</u>	<u>0</u>	<u>246</u>	<u>50.8%</u>
Movement to/(from) Gen Reserve	<u>3,287</u>					
<u>202 Village Green Pavilion</u>						
1082 INC-LETTINGS	184	400	216			46.0%
Village Green Pavilion :- Income	<u>184</u>	<u>400</u>	<u>216</u>			<u>46.0%</u>
4011 RATES	2,504	2,448	(56)		(56)	102.3%
4012 WATER RATES	774	500	(274)		(274)	154.9%
4014 ELECTRICITY	442	1,000	558		558	44.2%
4036 PROPERTY MAINTENANCE	698	1,000	302		302	69.8%
4038 MAINTENANCE CONTRACTS	174	100	(74)		(74)	174.3%
4059 OTHER PROFESSIONAL FEES	(3,475)	0	3,475	3,475	0	0.0%
Village Green Pavilion :- Indirect Expenditure	<u>1,118</u>	<u>5,048</u>	<u>3,930</u>	<u>3,475</u>	<u>455</u>	<u>91.0%</u>
Movement to/(from) Gen Reserve	<u>(934)</u>					
<u>211 Parkside Rec Gd</u>						
1082 INC-LETTINGS	2,322	4,000	1,678			58.0%
Parkside Rec Gd :- Income	<u>2,322</u>	<u>4,000</u>	<u>1,678</u>			<u>58.0%</u>
4013 RENT	50	50	0		0	100.0%
4037 GROUNDS MAINTENANCE	1,048	1,400	352		352	74.8%
Parkside Rec Gd :- Indirect Expenditure	<u>1,098</u>	<u>1,450</u>	<u>352</u>	<u>0</u>	<u>352</u>	<u>75.7%</u>
Movement to/(from) Gen Reserve	<u>1,224</u>					
<u>212 Parkside Pavilion</u>						
1082 INC-LETTINGS	(20)	0	20			0.0%
Parkside Pavilion :- Income	<u>(20)</u>	<u>0</u>	<u>20</u>			
4012 WATER RATES	66	100	34		34	65.6%
4014 ELECTRICITY	156	400	244		244	39.0%
4015 GAS	49	150	101		101	32.8%
4036 PROPERTY MAINTENANCE	1,467	1,000	(467)		(467)	146.7%
Parkside Pavilion :- Indirect Expenditure	<u>1,738</u>	<u>1,650</u>	<u>(88)</u>	<u>0</u>	<u>(88)</u>	<u>105.3%</u>
Movement to/(from) Gen Reserve	<u>(1,758)</u>					

## 3:50 Detailed Income &amp; Expenditure by Budget Heading 21/11/2018

## Month No: 7 Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>221 Tithe Farm Rec Gd</u>						
1082 INC-LETTINGS	2,869	2,500	(369)			114.8%
Tithe Farm Rec Gd :- Income	<u>2,869</u>	<u>2,500</u>	<u>(369)</u>			<u>114.8%</u>
4013 RENT	5	5	0		0	100.0%
4037 GROUNDS MAINTENANCE	1,048	1,500	452		452	69.9%
Tithe Farm Rec Gd :- Indirect Expenditure	<u>1,053</u>	<u>1,505</u>	<u>452</u>	<u>0</u>	<u>452</u>	<u>70.0%</u>
Movement to/(from) Gen Reserve	<u>1,816</u>					
<u>222 Tithe Farm Pavilion</u>						
4012 WATER RATES	230	450	220		220	51.1%
4014 ELECTRICITY	158	700	542		542	22.5%
4015 GAS	96	150	54		54	63.9%
4036 PROPERTY MAINTENANCE	688	1,200	512		512	57.3%
Tithe Farm Pavilion :- Indirect Expenditure	<u>1,172</u>	<u>2,500</u>	<u>1,329</u>	<u>0</u>	<u>1,329</u>	<u>46.9%</u>
Movement to/(from) Gen Reserve	<u>(1,172)</u>					
<u>231 Orchard Close Rec Gd</u>						
1082 INC-LETTINGS	1,955	1,171	(784)			166.9%
Orchard Close Rec Gd :- Income	<u>1,955</u>	<u>1,171</u>	<u>(784)</u>			<u>166.9%</u>
4037 GROUNDS MAINTENANCE	1,996	1,000	(996)		(996)	199.6%
Orchard Close Rec Gd :- Indirect Expenditure	<u>1,996</u>	<u>1,000</u>	<u>(996)</u>	<u>0</u>	<u>(996)</u>	<u>199.6%</u>
Movement to/(from) Gen Reserve	<u>(41)</u>					
<u>232 Orchard Close Pavilion</u>						
4012 WATER RATES	63	350	287		287	18.0%
4014 ELECTRICITY	5	270	265		265	1.9%
4036 PROPERTY MAINTENANCE	282	600	318		318	47.0%
Orchard Close Pavilion :- Indirect Expenditure	<u>350</u>	<u>1,220</u>	<u>870</u>	<u>0</u>	<u>870</u>	<u>28.7%</u>
Movement to/(from) Gen Reserve	<u>(350)</u>					
<u>241 Moore Crescent Rec Gd</u>						
1082 INC-LETTINGS	1,167	1,400	233			83.3%
Moore Crescent Rec Gd :- Income	<u>1,167</u>	<u>1,400</u>	<u>233</u>			<u>83.3%</u>
4037 GROUNDS MAINTENANCE	981	800	(181)		(181)	122.6%
Moore Crescent Rec Gd :- Indirect Expenditure	<u>981</u>	<u>800</u>	<u>(181)</u>	<u>0</u>	<u>(181)</u>	<u>122.6%</u>
Movement to/(from) Gen Reserve	<u>186</u>					

## Detailed Income &amp; Expenditure by Budget Heading 21/11/2018

Month No: 7

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>242 Moore Crescent Pavilion</u>						
1082 INC-LETTINGS	0	400	400			0.0%
Moore Crescent Pavilion :- Income	<u>0</u>	<u>400</u>	<u>400</u>			<u>0.0%</u>
4011 RATES	4,370	4,275	(95)		(95)	102.2%
4012 WATER RATES	2,445	2,000	(445)		(445)	122.3%
4014 ELECTRICITY	799	1,400	601		601	57.1%
4015 GAS	1,614	800	(814)		(814)	201.8%
4036 PROPERTY MAINTENANCE	1,383	1,500	117		117	92.2%
4038 MAINTENANCE CONTRACTS	531	545	14		14	97.4%
Moore Crescent Pavilion :- Indirect Expenditure	<u>11,143</u>	<u>10,520</u>	<u>(623)</u>	<u>0</u>	<u>(623)</u>	<u>105.9%</u>
Movement to/(from) Gen Reserve	<u>(11,143)</u>					
<u>243 Moore Crescent Bowling Gn</u>						
1082 INC-LETTINGS	4,299	7,000	2,701			61.4%
Moore Crescent Bowling Gn :- Income	<u>4,299</u>	<u>7,000</u>	<u>2,701</u>			<u>61.4%</u>
4037 GROUNDS MAINTENANCE	122	5,000	4,878		4,878	2.4%
Moore Crescent Bowling Gn :- Indirect Expenditure	<u>122</u>	<u>5,000</u>	<u>4,878</u>	<u>0</u>	<u>4,878</u>	<u>2.4%</u>
Movement to/(from) Gen Reserve	<u>4,177</u>					
<u>271 Houghton Regis Cemetery</u>						
1084 Income Burial Fees	8,307	15,000	6,693			55.4%
Houghton Regis Cemetery :- Income	<u>8,307</u>	<u>15,000</u>	<u>6,693</u>			<u>55.4%</u>
4011 RATES	985	900	(85)		(85)	109.4%
4012 WATER RATES	114	200	86		86	57.1%
4020 MISC. ESTABLISH.COST	0	500	500		500	0.0%
Houghton Regis Cemetery :- Indirect Expenditure	<u>1,099</u>	<u>1,600</u>	<u>501</u>	<u>0</u>	<u>501</u>	<u>68.7%</u>
Movement to/(from) Gen Reserve	<u>7,208</u>					
<u>272 All Saints Churchyard</u>						
4028 Bedford Road Wall	0	500	500	19,370	(18,870)	3874.0%
All Saints Churchyard :- Indirect Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>19,370</u>	<u>(18,870)</u>	<u>3874.0%</u>
Movement to/(from) Gen Reserve	<u>0</u>					
<u>281 Public Open Spaces</u>						
4037 GROUNDS MAINTENANCE	0	500	500		500	0.0%
4217 HHP Project Contribution	3,334	3,334	0		0	100.0%

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## Detailed Income &amp; Expenditure by Budget Heading 21/11/2018

Month No: 7

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
5002 Tr from EMR Former Railway LIn	0	(3,000)	(3,000)		(3,000)	0.0%
Public Open Spaces :- Indirect Expenditure	<u>3,334</u>	<u>834</u>	<u>(2,500)</u>	<u>0</u>	<u>(2,500)</u>	<u>399.8%</u>
<b>Movement to/(from) Gen Reserve</b>	<u><b>(3,334)</b></u>					
<b>282 Play Areas (all)</b>						
4017 HEALTH & SAFETY	420	500	80		80	84.0%
4042 Equipment Repairs & Maintenance	(7,794)	4,500	12,294		12,294	(173.2%)
4992 Trs from Earmarked Reserve	0	(2,500)	(2,500)		(2,500)	0.0%
4999 Trs to EMR Play Areas	0	2,500	2,500		2,500	0.0%
Play Areas (all) :- Indirect Expenditure	<u>(7,374)</u>	<u>5,000</u>	<u>12,374</u>	<u>0</u>	<u>12,374</u>	<u>(147.5%)</u>
<b>Movement to/(from) Gen Reserve</b>	<u><b>7,374</b></u>					
<b>283 Street Furniture (Formerly Bus</b>						
4036 PROPERTY MAINTENANCE	0	200	200		200	0.0%
Street Furniture (Formerly Bus) :- Indirect Expenditure	<u>0</u>	<u>200</u>	<u>200</u>	<u>0</u>	<u>200</u>	<u>0.0%</u>
<b>Movement to/(from) Gen Reserve</b>	<u><b>0</b></u>					
<b>291 Outside Services</b>						
1075 Sale of Assets	4,883	0	(4,883)			0.0%
1091 Income Miscellaneous	6,570	5,000	(1,570)			131.4%
Outside Services :- Income	<u>11,453</u>	<u>5,000</u>	<u>(6,453)</u>			<u>229.1%</u>
4006 PROTECTIVE CLOTHING	394	1,000	606		606	39.4%
4008 TRAINING/COURSES	612	2,000	1,388		1,388	30.6%
4011 RATES	8,593	8,400	(193)		(193)	102.3%
4012 WATER RATES	543	600	57		57	90.4%
4013 RENT	7,750	15,500	7,750		7,750	50.0%
4014 ELECTRICITY	543	1,800	1,257		1,257	30.2%
4015 GAS	45	100	55		55	44.6%
4017 HEALTH & SAFETY	0	200	200		200	0.0%
4018 REFUSE DISPOSAL	8,659	12,000	3,341		3,341	72.2%
4020 MISC. ESTABLISH.COST	30	0	(30)		(30)	0.0%
4021 COMMUNICATIONS COSTS	155	454	299		299	34.1%
4025 INSURANCE	0	200	200		200	0.0%
4036 PROPERTY MAINTENANCE	865	1,000	135		135	86.5%
4038 MAINTENANCE CONTRACTS	298	525	227		227	56.7%
4039 HORTICULTURAL SUPPLIES	1,828	2,100	272		272	87.0%
4040 Tree maintenance	420	8,000	7,580	8,240	(660)	108.3%
4041 Tree Survey	2,125	2,575	450		450	82.5%

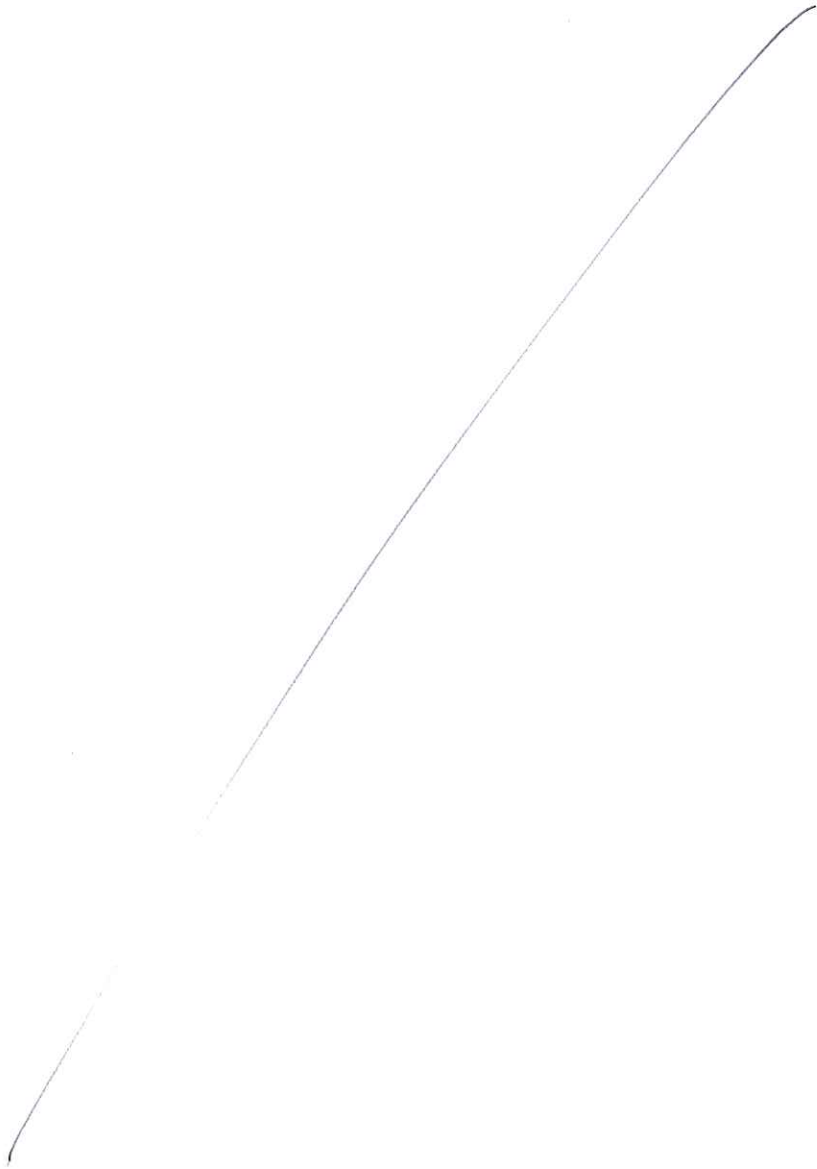


## Detailed Income &amp; Expenditure by Budget Heading 21/11/2018

Month No: 7

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4042 Equipment Repairs & Maintenance	6,029	10,000	3,971		3,971	60.3%
4044 VEHICLE FUEL	5,996	6,000	4		4	99.9%
4045 VEHICLE TAX & INSURANCE	781	800	19		19	97.6%
4059 OTHER PROFESSIONAL FEES	1,870	1,900	30		30	98.4%
Outside Services :- Indirect Expenditure	<u>47,535</u>	<u>75,154</u>	<u>27,619</u>	<u>8,240</u>	<u>19,379</u>	<u>74.2%</u>
Movement to/(from) Gen Reserve	<u>(36,082)</u>					
<u>299 Env Capital &amp; Projects</u>						
1074 External Grant	2,500	0	(2,500)			0.0%
Env Capital & Projects :- Income	<u>2,500</u>	<u>0</u>	<u>(2,500)</u>			
4049 Loan payments - Play Areas	7,440	3,777	(3,663)		(3,663)	197.0%
4053 Loan payments- Moore Cres. Pav	18,444	24,069	5,625		5,625	76.6%
4054 Loan payments - Skate park	3,125	0	(3,125)		(3,125)	0.0%
4851 CAP-Machinery Renewals	18,624	20,000	1,376		1,376	93.1%
4856 CAP - Street Furniture	0	7,500	7,500		7,500	0.0%
4862 CAP - Cemetery Provision	40,066	30,000	(10,066)	35,404	(45,470)	251.6%
4871 CAP - Pavilion Renovations	1,574	0	(1,574)		(1,574)	0.0%
4872 CAP - Sport & Recreation	4,200	0	(4,200)	3,050	(7,250)	0.0%
4980 Tr to EMR Pavillion Renovation	0	10,000	10,000		10,000	0.0%
4992 Trs from Earmarked Reserve	(51,662)	(9,048)	42,614		42,614	571.0%
Env Capital & Projects :- Indirect Expenditure	<u>41,811</u>	<u>86,298</u>	<u>44,487</u>	<u>38,454</u>	<u>6,033</u>	<u>93.0%</u>
Movement to/(from) Gen Reserve	<u>(39,311)</u>					
Grand Totals:- Income	<u>38,577</u>	<u>39,571</u>	<u>994</u>			<u>97.5%</u>
Expenditure	<u>107,428</u>	<u>200,779</u>	<u>93,351</u>	<u>69,539</u>	<u>23,812</u>	<u>88.1%</u>
Net Income over Expenditure	<u>(68,850)</u>	<u>(161,208)</u>	<u>(92,358)</u>			
Movement to/(from) Gen Reserve	<u>(68,850)</u>					



Houghton Regis Town Council  
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	<u>2018/19</u>		<u>2019/20</u>			<u>2020/21</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Environment and Leisure</u>									
<u>201 Village Green Rec Gd</u>									
1082 INC-LETTINGS	2,700	1,544	2,700	3,541	3,541	0	2,700	0	0
	<u>2,700</u>	<u>1,544</u>	<u>2,700</u>	<u>3,541</u>	<u>3,541</u>	<u>0</u>	<u>2,700</u>	<u>0</u>	<u>0</u>
<b>Total Income</b>									
4037 GROUNDS MAINTENANCE	500	716	500	254	254	0	500	0	0
<b>Overhead Expenditure</b>									
Movement to/(from) Gen Reserve	<u>500</u>	<u>716</u>	<u>500</u>	<u>254</u>	<u>254</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>0</u>
	<u>2,200</u>	<u>828</u>	<u>2,200</u>	<u>3,287</u>	<u>3,287</u>		<u>2,200</u>		
<u>202 Village Green Pavilion</u>									
1082 INC-LETTINGS	400	700	400	184	250	0	200	0	0
	<u>400</u>	<u>700</u>	<u>400</u>	<u>184</u>	<u>250</u>	<u>0</u>	<u>200</u>	<u>0</u>	<u>0</u>
<b>Total Income</b>									
4011 RATES	2,499	2,448	2,448	2,504	2,504	0	2,600	0	0
4012 WATER RATES	300	1,009	500	774	806	0	400	0	0
4014 ELECTRICITY	900	1,892	1,000	442	1,000	0	1,000	0	0
4036 PROPERTY MAINTENANCE	1,000	1,103	1,000	698	1,000	0	1,900	0	0
4038 MAINTENANCE CONTRACTS	105	91	100	174	174	0	200	0	0
4059 OTHER PROFESSIONAL FEES	5,000	8,025	0	-3,475	-3,475	3,475	0	0	0
<b>Overhead Expenditure</b>									
Movement to/(from) Gen Reserve	<u>9,804</u>	<u>14,568</u>	<u>5,048</u>	<u>1,118</u>	<u>2,009</u>	<u>3,475</u>	<u>6,100</u>	<u>0</u>	<u>0</u>
	<u>(9,404)</u>	<u>(13,868)</u>	<u>(4,648)</u>	<u>(934)</u>	<u>(1,759)</u>		<u>(5,900)</u>		
<u>211 Parkside Rec Gd</u>									
1082 INC-LETTINGS	1,800	3,566	4,000	2,322	4,000	0	4,000	0	0

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Houghton Regis Town Council  
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	2018/19		2019/20				2020/21		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>									
4013 RENT	1,800	3,566	4,000	2,322	4,000	0	4,000	0	0
4037 GROUNDS MAINTENANCE	50	50	50	50	50	0	50	0	0
4992 Trs from Earmarked Reserve	1,400	2,217	1,400	1,048	1,048	0	1,400	0	0
	0	-1,378	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>									
	1,450	889	1,450	1,098	1,098	0	1,450	0	0
<b>Movement to/(from) Gen Reserve</b>									
	350	2,677	2,550	1,224	2,902		2,550		
<b>212 Parkside Pavilion</b>									
1082 INC-LETTINGS	0	0	0	-20	-20	0	0	0	0
<b>Total Income</b>									
	0	0	0	-20	-20	0	0	0	0
4012 WATER RATES	60	64	100	66	100	0	100	0	0
4014 ELECTRICITY	400	264	400	156	400	0	400	0	0
4015 GAS	100	125	150	49	120	0	150	0	0
4036 PROPERTY MAINTENANCE	1,500	861	1,000	1,467	1,467	0	1,000	0	0
<b>Overhead Expenditure</b>									
	2,060	1,313	1,650	1,738	2,087	0	1,650	0	0
<b>Movement to/(from) Gen Reserve</b>									
	(2,060)	(1,313)	(1,650)	(1,758)	(2,107)		(1,650)		
<b>221 Tithe Farm Rec Gd</b>									
1082 INC-LETTINGS	5,000	2,521	2,500	2,869	2,869	0	2,500	0	0
<b>Total Income</b>									
	5,000	2,521	2,500	2,869	2,869	0	2,500	0	0
4013 RENT	5	5	5	5	5	0	5	0	0
4037 GROUNDS MAINTENANCE	1,500	740	1,500	1,048	1,048	0	1,700	0	0

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Houghton Regis Town Council  
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	2018/19		2019/20			2020/21			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>	1,505	745	1,505	1,053	1,053	0	1,705	0	0
<b>Movement to/(from) Gen Reserve</b>	3,495	1,776	995	1,816	1,816		795		
<b>222 Tithe Farm Pavilion</b>									
1091 Income Miscellaneous	0	468	0	0	0	0	0	0	0
<b>Total Income</b>	0	468	0	0	0	0	0	0	0
4012 WATER RATES	400	436	450	230	450	0	450	0	0
4014 ELECTRICITY	450	721	700	158	400	0	700	0	0
4015 GAS	150	219	150	96	150	0	150	0	0
4036 PROPERTY MAINTENANCE	1,200	1,430	1,200	688	1,200	0	1,200	0	0
<b>Overhead Expenditure</b>	2,200	2,805	2,500	1,172	2,200	0	2,500	0	0
<b>Movement to/(from) Gen Reserve</b>	(2,200)	(2,337)	(2,500)	(1,172)	(2,200)		(2,500)		
<b>231 Orchard Close Rec Gd</b>									
1082 INC-LETTINGS	732	909	1,171	1,955	1,955	0	1,600	0	0
<b>Total Income</b>	732	909	1,171	1,955	1,955	0	1,600	0	0
4037 GROUNDS MAINTENANCE	1,500	2,070	1,000	1,996	1,995	0	1,500	0	0
<b>Overhead Expenditure</b>	1,500	2,070	1,000	1,996	1,995	0	1,500	0	0
<b>Movement to/(from) Gen Reserve</b>	(768)	(1,161)	171	(41)	(40)		100		
<b>232 Orchard Close Pavilion</b>									
4012 WATER RATES	350	345	350	63	350	0	350	0	0

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**Houghton Regis Town Council  
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	2018/19		2019/20				2020/21		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4014 ELECTRICITY	270	387	270	5	270	0	270	0	0
4036 PROPERTY MAINTENANCE	800	181	600	282	600	0	600	0	0
Overhead Expenditure	1,420	914	1,220	350	1,220	0	1,220	0	0
Movement to/(from) Gen Reserve	(1,420)	(914)	(1,220)	(350)	(1,220)		(1,220)		
<b>241 Moore Crescent Rec Gd</b>									
1082 INC-LETTINGS	2,767	1,172	1,400	1,167	1,167	0	1,400	0	0
Total Income	2,767	1,172	1,400	1,167	1,167	0	1,400	0	0
4037 GROUNDS MAINTENANCE	1,000	952	800	981	981	0	1,000	0	0
Overhead Expenditure	1,000	952	800	981	981	0	1,000	0	0
Movement to/(from) Gen Reserve	1,767	220	600	186	186		400		
<b>242 Moore Crescent Pavilion</b>									
1082 INC-LETTINGS	212	309	400	0	100	0	200	0	0
Total Income	212	309	400	0	100	0	200	0	0
4011 RATES	4,275	4,272	4,275	4,370	4,370	0	4,400	0	0
4012 WATER RATES	1,200	2,589	2,000	2,445	2,000	0	2,500	0	0
4014 ELECTRICITY	1,000	1,668	1,400	799	1,600	0	1,600	0	0
4015 GAS	800	1,739	800	1,614	2,400	0	3,200	0	0
4036 PROPERTY MAINTENANCE	1,500	2,661	1,500	1,383	1,383	0	3,000	0	0
4038 MAINTENANCE CONTRACTS	515	636	545	531	531	0	545	0	0
Overhead Expenditure	9,290	13,566	10,520	11,143	12,284	0	15,245	0	0

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**Houghton Regis Town Council  
Annual Budget - By Committee  
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	2018/19		2019/20				2020/21		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	<u>(9,078)</u>	<u>(13,257)</u>	<u>(10,120)</u>	<u>(11,143)</u>	<u>(12,184)</u>		<u>(15,045)</u>		
<b>243</b> <u>Moore Crescent Bowling Gn</u>									
1082 INC-LETTINGS	8,000	4,216	7,000	4,299	4,299	0	4,450	0	0
	<u>8,000</u>	<u>4,216</u>	<u>7,000</u>	<u>4,299</u>	<u>4,299</u>	<u>0</u>	<u>4,450</u>	<u>0</u>	<u>0</u>
4037 <b>Total Income</b>	7,000	5,403	5,000	122	5,000	0	5,500	0	0
	<u>7,000</u>	<u>5,403</u>	<u>5,000</u>	<u>122</u>	<u>5,000</u>	<u>0</u>	<u>5,500</u>	<u>0</u>	<u>0</u>
<b>Overhead Expenditure</b>	1,000	(1,187)	2,000	4,177	(701)		(1,050)		
	<u>1,000</u>	<u>(1,187)</u>	<u>2,000</u>	<u>4,177</u>	<u>(701)</u>		<u>(1,050)</u>		
<b>271</b> <u>Houghton Regis Cemetery</u>									
1084 Income Burial Fees	15,000	20,154	15,000	8,307	15,000	0	15,000	0	0
	<u>15,000</u>	<u>20,154</u>	<u>15,000</u>	<u>8,307</u>	<u>15,000</u>	<u>0</u>	<u>15,000</u>	<u>0</u>	<u>0</u>
<b>Total Income</b>	814	875	900	985	985	0	1,100	0	0
	<u>814</u>	<u>875</u>	<u>900</u>	<u>985</u>	<u>985</u>	<u>0</u>	<u>1,100</u>	<u>0</u>	<u>0</u>
4012 WATER RATES	100	246	200	114	100	0	200	0	0
	<u>100</u>	<u>246</u>	<u>200</u>	<u>114</u>	<u>100</u>	<u>0</u>	<u>200</u>	<u>0</u>	<u>0</u>
4020 MISC. ESTABLISH.COSt	72	196	500	0	0	0	2,500	0	0
	<u>72</u>	<u>196</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>0</u>	<u>0</u>
<b>Overhead Expenditure</b>	986	1,318	1,600	1,099	1,085	0	3,800	0	0
	<u>986</u>	<u>1,318</u>	<u>1,600</u>	<u>1,099</u>	<u>1,085</u>	<u>0</u>	<u>3,800</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	14,014	18,836	13,400	7,208	13,915		11,200		
	<u>14,014</u>	<u>18,836</u>	<u>13,400</u>	<u>7,208</u>	<u>13,915</u>		<u>11,200</u>		
<b>272</b> <u>All Saints Churchyard</u>									
4028 Bedford Road Wall	2,540	1,724	500	0	500	19,370	2,500	0	0
	<u>2,540</u>	<u>1,724</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>19,370</u>	<u>2,500</u>	<u>0</u>	<u>0</u>
5011 Tr from EMR All Saints Wall	0	(1,724)	0	0	0	0	0	0	0
	<u>0</u>	<u>(1,724)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Overhead Expenditure</b>	2,540	0	500	0	500	19,370	2,500	0	0
	<u>2,540</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>19,370</u>	<u>2,500</u>	<u>0</u>	<u>0</u>

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**Houghton Regis Town Council  
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Note: Officer Draft Budget 2020/21**

	2018/19		2019/20			2020/21			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>281</b>									
<b>Movement to/(from) Gen Reserve</b>									
<u>Public Open Spaces</u>									
4020 MISC. ESTABLISH.COST	0	200	0	0	0	0	0	0	0
4037 GROUNDS MAINTENANCE	388	0	500	0	0	0	500	0	0
4217 HHP Project Contribution	3,334	3,334	3,334	3,334	3,334	0	3,334	0	0
4992 Trs from Earmarked Reserve	-3,000	0	0	0	0	0	0	0	0
5002 Tr from EMR Former Railway LIn	0	-3,000	-3,000	0	-3,000	0	-3,000	0	0
<b>Overhead Expenditure</b>	722	534	834	3,334	334	0	834	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(722)</u>	<u>(534)</u>	<u>(834)</u>	<u>(3,334)</u>	<u>(334)</u>		<u>(834)</u>		
<b>282</b>									
<u>Play Areas (all)</u>									
4017 HEALTH & SAFETY	500	300	500	420	420	0	500	0	0
4037 GROUNDS MAINTENANCE	1,000	0	0	0	0	0	1,500	0	0
4042 Equipment Repairs & Maintenance	5,000	3,816	4,500	-7,794	4,500	0	4,500	0	0
4992 Trs from Earmarked Reserve	-2,500	0	-2,500	0	-2,500	0	-2,500	0	0
4999 Trs to EMR Play Areas	2,500	0	2,500	0	2,500	0	2,500	0	0
<b>Overhead Expenditure</b>	6,500	4,116	5,000	-7,374	4,920	0	6,500	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(6,500)</u>	<u>(4,116)</u>	<u>(5,000)</u>	<u>7,374</u>	<u>(4,920)</u>		<u>(6,500)</u>		
<b>283</b>									
<u>Street Furniture (Formerly Bus</u>									
4036 PROPERTY MAINTENANCE	1,000	0	200	0	0	0	1,000	0	0
<b>Overhead Expenditure</b>	1,000	0	200	0	0	0	1,000	0	0

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Note: Officer Draft Budget 2020/21

	2018/19		2019/20			2020/21			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	(1,000)	0	(200)	0	0		(1,000)		
<b>Movement to/(from) Gen Reserve</b>									
<b>291 Outside Services</b>									
1075 Sale of Assets	0	20,875	0	4,883	4,883	0	0	0	0
1091 Income Miscellaneous	5,000	20,639	5,000	6,570	6,750	0	11,651	0	0
<b>Total Income</b>	<b>5,000</b>	<b>41,514</b>	<b>5,000</b>	<b>11,453</b>	<b>11,633</b>	<b>0</b>	<b>11,651</b>	<b>0</b>	<b>0</b>
4006 PROTECTIVE CLOTHING	1,000	1,421	1,000	394	1,000	0	1,250	0	0
4008 TRAINING/COURSES	2,000	1,996	2,000	612	1,000	0	4,000	0	0
4011 RATES	8,448	8,400	8,400	8,593	8,592	0	8,800	0	0
4012 WATER RATES	400	1,143	600	543	900	0	900	0	0
4013 RENT	15,500	15,500	15,500	7,750	15,500	0	15,500	0	0
4014 ELECTRICITY	1,300	2,590	1,800	543	1,500	0	1,800	0	0
4015 GAS	100	282	100	45	100	0	100	0	0
4017 HEALTH & SAFETY	0	1,244	200	0	200	0	500	0	0
4018 REFUSE DISPOSAL	9,000	18,231	12,000	8,659	14,000	0	18,000	0	0
4020 MISC. ESTABLISH.COST	200	195	0	30	30	0	200	0	0
4021 COMMUNICATIONS COSTS	800	658	454	155	454	0	100	0	0
4025 INSURANCE	200	69	200	0	200	0	200	0	0
4036 PROPERTY MAINTENANCE	1,000	3,280	1,000	865	1,000	0	9,000	0	0
4038 MAINTENANCE CONTRACTS	265	340	525	298	525	0	600	0	0
4039 HORTICULTURAL SUPPLIES	1,800	1,698	2,100	1,828	1,828	0	2,000	0	0
4040 Tree maintenance	7,800	20,569	8,000	420	8,240	8,240	10,000	0	0
4041 Tree Survey	0	0	2,575	2,125	2,575	0	575	0	0
4042 Equipment Repairs & Maintenance	14,000	15,511	10,000	6,029	10,000	0	8,000	0	0

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**Houghton Regis Town Council  
Annual Budget - By Committee  
Note: Officer Draft Budget 2020/21**

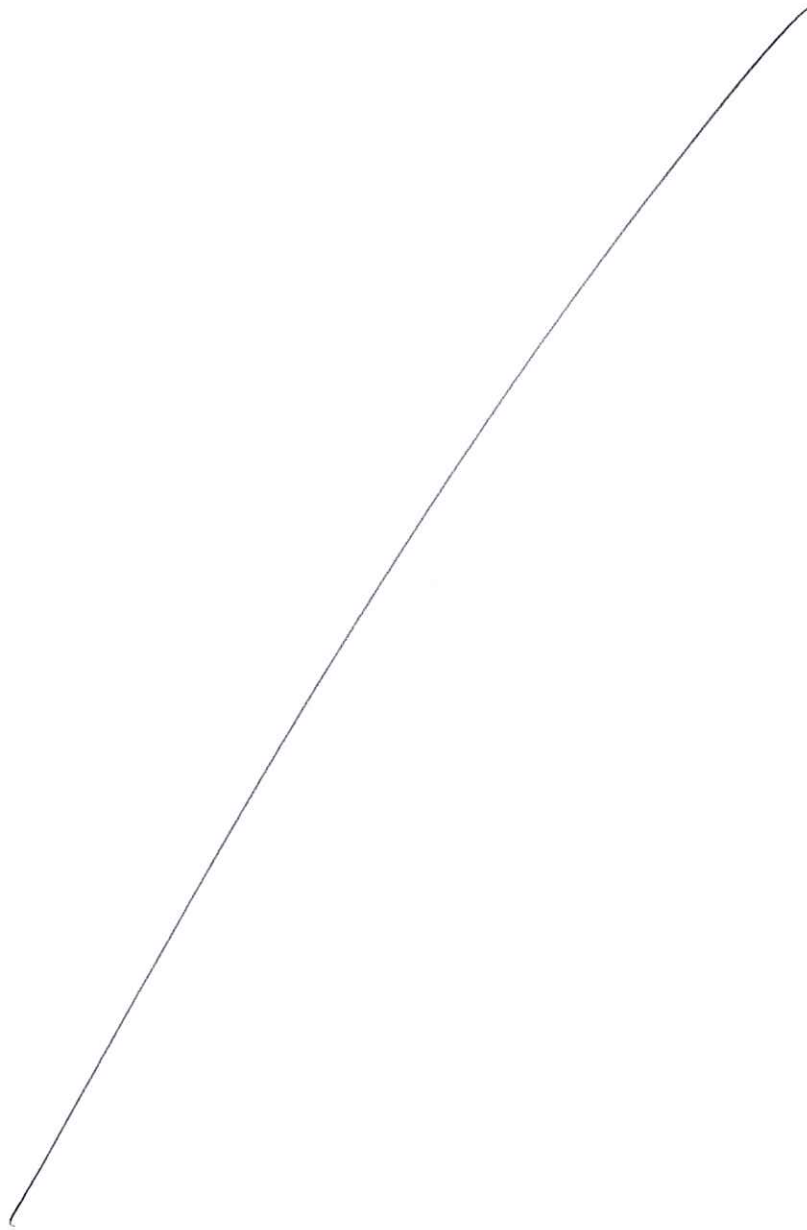
	2018/19		2019/20			2020/21			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4044 VEHICLE FUEL	4,000	6,655	6,000	5,996	8,000	0	9,000	0	0
4045 VEHICLE TAX & INSURANCE	743	522	800	781	781	0	900	0	0
4059 OTHER PROFESSIONAL FEES	500	990	1,900	1,870	0	0	2,000	0	0
4992 Trs from Earmarked Reserve	-3,675	-12,769	0	0	0	0	-260	0	0
<b>Overhead Expenditure</b>	<b>65,381</b>	<b>88,525</b>	<b>75,154</b>	<b>47,535</b>	<b>76,425</b>	<b>8,240</b>	<b>93,165</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(60,381)</b>	<b>(47,011)</b>	<b>(70,154)</b>	<b>(36,082)</b>	<b>(64,792)</b>		<b>(81,514)</b>		
<b>299 Env Capital &amp; Projects</b>									
1074 External Grant	95,000	4,535	0	2,500	4,500	0	30,000	0	0
1077 Grant income CBC Section 106	0	54,584	0	0	0	0	12,700	0	0
1205 S106 Contrib for sport / rec	0	0	0	0	0	0	30,000	0	0
<b>Total Income</b>	<b>95,000</b>	<b>59,120</b>	<b>0</b>	<b>2,500</b>	<b>4,500</b>	<b>0</b>	<b>72,700</b>	<b>0</b>	<b>0</b>
4049 Loan payments - Play Areas	7,555	7,372	3,777	7,440	3,777	0	0	0	0
4053 Loan payments- Moore Cres. Pav	24,069	23,805	24,069	18,444	24,069	0	24,069	0	0
4054 Loan payments - Skate park	6,338	6,324	0	3,125	0	0	0	0	0
4851 CAP-Machinery Renewals	20,000	65,889	20,000	18,624	18,624	0	20,000	0	0
4856 CAP - Street Furniture	3,000	3,380	7,500	0	7,500	0	20,700	0	0
4858 CAP - PLAY AREAS & EQPT	70,000	69,999	0	0	0	0	10,000	0	0
4862 CAP - Cemetery Provision	40,000	1,306	30,000	40,066	75,000	35,404	10,000	0	0
4871 CAP - Pavilion Renovations	25,000	0	0	1,574	1,574	0	75,000	0	0
4872 CAP - Sport & Recreation	0	70,542	0	4,200	4,200	3,050	0	0	0
4980 Tr to EMR Pavilion Renovation	0	0	10,000	0	10,000	0	0	0	0
4991 Trs to Earmarked Reserve	0	13,198	0	0	0	0	0	0	0

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Houghton Regis Town Council  
Annual Budget - By Committee

Note: Officer Draft Budget 2020/21

	2018/19		2019/20			2020/21			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4992 Trs from Earmarked Reserve	0	-43,485	-9,048	-51,662	-51,662	0	0	0	0
4993 Trs to EMR for Cemetery	10,000	33,000	0	0	0	0	0	0	0
4999 Trs to EMR Play Areas	10,000	10,000	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>215,962</b>	<b>261,329</b>	<b>86,298</b>	<b>41,811</b>	<b>93,082</b>	<b>38,454</b>	<b>159,769</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(120,962)</b>	<b>(202,210)</b>	<b>(86,298)</b>	<b>(39,311)</b>	<b>(88,582)</b>		<b>(87,069)</b>		
<b>Environment and Leisure - Income</b>	<b>136,611</b>	<b>136,192</b>	<b>39,571</b>	<b>38,577</b>	<b>49,294</b>	<b>0</b>	<b>116,401</b>	<b>0</b>	<b>0</b>
<b>Expenditure</b>	<b>330,820</b>	<b>399,762</b>	<b>200,779</b>	<b>107,428</b>	<b>206,527</b>	<b>69,539</b>	<b>305,938</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(194,209)</b>	<b>(263,570)</b>	<b>(161,208)</b>	<b>(68,850)</b>	<b>(157,233)</b>		<b>(189,537)</b>		
<b>Total Budget Income</b>	<b>136,611</b>	<b>136,192</b>	<b>39,571</b>	<b>38,577</b>	<b>49,294</b>	<b>0</b>	<b>116,401</b>	<b>0</b>	<b>0</b>
<b>Expenditure</b>	<b>330,820</b>	<b>399,762</b>	<b>200,779</b>	<b>107,428</b>	<b>206,527</b>	<b>69,539</b>	<b>305,938</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(194,209)</b>	<b>(263,570)</b>	<b>(161,208)</b>	<b>(68,850)</b>	<b>(157,233)</b>		<b>(189,537)</b>		



**Environment & Leisure Committee**

**201 - Village Green Rec Ground**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>201</b>	<b>4037</b>	<b>Grounds Maintenance</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
500	500	

Justification:
Provided for general grounds maintenance

Implications of request not being granted:
General fund used for ad hoc maintenance.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>201</b>	<b>1082</b>	<b>Income lettings</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
2,700	2700	

Justification:
Predicted income from 2 x fair visits and 1 x circus visit

Implications of request not being granted:
This year the fair did not attend for their second visit. As such it may be more prudent to reduce the predicted income incase this should happen again.

**202 – Village Green Pavilion**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>202</b>	<b>4011</b>	<b>Rates</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
2,448	2600	

Justification:
Rates for VG Pavilion.

Implications of request not being granted:
Council would fail to provide budget to meet its legal obligation to pay rates for this

property.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>202</b>	<b>4012</b>	<b>Water Rates</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
300	400	

**Justification:**  
To cover costs.  
Recent contract renewal sourced most cost effective suppliers

**Implications of request not being granted:**  
FY 18-19 Budget forecasted to have an overspend.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>202</b>	<b>4014</b>	<b>Electricity</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
1000	1,000	

**Justification:**  
To cover costs.  
Recent contract renewal sourced most cost effective suppliers

**Implications of request not being granted:**  
-

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>202</b>	<b>4036</b>	<b>Property Maintenance</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
1,000	1900	

**Justification:**  
Used for general maintenance, pavilion deep clean, fire extinguisher testing, etc £1k, remedial work is required from Electrical inspection £900  
Electrical inspection due 2024 approx £400

**Implications of request not being granted:**  
Restrictions on maintenance works.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>202</b>	<b>4038</b>	<b>Maintenance Contracts</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
100	200	

<b>Justification:</b>
Used for alarm charges and servicing and emergency lighting checks

<b>Implications of request not being granted:</b>
Alarm & e lights may fail

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>202</b>	<b>4059</b>	<b>Other Professional Fees</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
5,000	0	

<b>Justification:</b>
Previously provided to enable professional services to be secured for internal redesign. The order was placed in 18/19 but the project has not been progressed to date. It is suggested that no further budget is required until members has developed this stage first.

<b>Implications of request not being granted:</b>
-

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>202</b>	<b>1082</b>	<b>INC-LETTINGS</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
400	200	

<b>Justification:</b>
Relates to ad hoc lettings for the pavilion.

<b>Implications of request not being granted:</b>
The council should be prudent in the income it forecasts. Please note there are no regular hirers of this premise.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>211</b>	<b>4013</b>	<b>Rent</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
50	50	

Justification:  
Rent payable to CBC as landlord.

Implications of request not being granted:  
Council would fail to provide budget to meet its legal obligation to pay rent for this property.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>211</b>	<b>4037</b>	<b>Grounds Maintenance</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
1,400	1,400	

Justification:  
Provided for pitch treatment (weedkilling) (£400) and any required repairs etc

Implications of request not being granted:  
Council will be restricted on the maintenance it can carry out.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>211</b>	<b>1082</b>	<b>INC-Lettings</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
1,800	4000	

Justification:  
Fees for pitch hire  
1 senior, 1 junior, 2 mini

Implications of request not being granted:  
Assumes same use as in 2019/20

**212 - Parkside Pavilion**



<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>212</b>	<b>4012</b>	<b>Water Rates</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
100	100	

Justification:
19/20 budget considered suitable

Implications of request not being granted:
Budget would be overspent.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>212</b>	<b>4014</b>	<b>Electricity</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
400	400	

Justification:
19/20 budget considered suitable.

Implications of request not being granted:
Budget would be overspent

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>212</b>	<b>4015</b>	<b>Gas</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
100	150	

Justification:
19/20 budget considered suitable.

Implications of request not being granted:
Budget would be overspent

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>212</b>	<b>4036</b>	<b>Property Maintenance</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
1,000	1000	

Justification:
Used for general maintenance, pavilion deep clean, alarm charges and servicing etc £1k. Electrical remedials due £30 5 yrly Electrical inspection due 2024 approx £300

Implications of request not being granted:
-

**221 - Tithe Farm Rec Gd**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>221</b>	<b>4013</b>	<b>Rent</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
5	5	

Justification:
Annual rent included in lease agreement.

Implications of request not being granted:
Council unable to meet its legal obligation

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>221</b>	<b>4037</b>	<b>Grounds Maintenance</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
1,500	1700	

Justification:
Used for pitch treatment and ad hoc external repairs / maintenance. 3 x senior

Implications of request not being granted:
Maintenance and upkeep works would be limited.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>221</b>	<b>1082</b>	<b>INC-Lettings</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
2500	2500	

Justification:
----------------

Income from football lettings.
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Implications of request not being granted:
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Based on football lettings in 2018-19
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**222 - Tithe Farm Pavilion**

Cost centre:	Code:	Title:
222	4012	Water Rates

2019/20 figure:	2020/21 figure (requested):	Agreed
400	450	

Justification:
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Increase in charges.
----------------------

Implications of request not being granted:
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Budget may incur an overspend.
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Cost centre:	Code:	Title:
222	4014	Electricity

2019/20 figure:	2020/21 figure (requested):	Agreed
450	700	

Justification:
----------------

To cover costs.
-----------------

Recent contract renewal sourced most cost effective suppliers
---

Implications of request not being granted:
--

FY 18-19 Budget forecasted to have an overspend.
--

Cost centre:	Code:	Title:
222	4015	Gas

2019/20 figure:	2020/21 figure (requested):	Agreed
150	150	

Justification:
----------------

To cover costs.
-----------------

Recent contract renewal sourced most cost effective suppliers

Implications of request not being granted:  
FY 18–19 Budget forecasted to have an overspend.

Cost centre:	Code:	Title:
222	4036	Property Maintenance

2019/20 figure:	2020/21 figure (requested):	Agreed
1,200	1200	1200

Justification:  
Used for general maintenance, pavilion deep clean, alarm charges and servicing etc £1200, Electrical inspection due 2024 approx £400, remedials £0

Implications of request not being granted:  
Property condition may deteriorate.

### 231 - Orchard Close Rec Gd

Cost centre:	Code:	Title:
231	4037	Grounds Maintenance

2019/20 figure:	2020/21 figure (requested):	Agreed
1,000	1500	

Justification:  
Used for pitch treatment cricket and football and ad hoc external repairs / maintenance. Additional budget required for ftball on the site

Implications of request not being granted:  
Maintenance and upkeep works would be limited.

Cost centre:	Code:	Title:
231	1082	INC-Lettings

2019/20 figure:	2020/21 figure (requested):	Agreed
1171	1600	

Justification:

Income from cricket square hire and football. 3 x mini pitches
---

Implications of request not being granted: Assumes a hire similar to 2019/20
---

**232 - Orchard Close Pavilion**

Cost centre:	Code:	Title:
232	4012	Water Rates

2019/20 figure:	2020/21 figure (requested):	Agreed
350	350	

Justification: Renewal cheapest contract
---

Implications of request not being granted: Budget would be overspent
---

Cost centre:	Code:	Title:
232	4014	Electricity

2019/20 figure:	2020/21 figure (requested):	Agreed
270	270	

Justification: To cover costs. Recent contract renewal sourced most cost effective suppliers
--

Implications of request not being granted: -
---

Cost centre:	Code:	Title:
232	4036	Property Maintenance

2019/20 figure:	2020/21 figure (requested):	Agreed
600	600	

Justification:
----------------

Used for general maintenance, alarm charges and servicing etc £00, Electrical inspection due 2024 approx £150 remedials £50

Implications of request not being granted:

Budget would be overspent

### 241 - Moore Crescent Rec Gd

Cost centre:	Code:	Title:
241	4037	Grounds Maintenance

2019/20 figure:	2020/21 figure (requested):	Agreed
800	1000	

Justification:

Used for pitch treatment and ad hoc external repairs / maintenance.

Implications of request not being granted:

Maintenance and upkeep works would be limited.

Cost centre:	Code:	Title:
241	1082	INC-Lettings

2019/20 figure:	2020/21 figure (requested):	Agreed
1400	1400	

Justification:

Income budget over estimated in 18-19 due to restrictions on football pitch hire ie 1 team playing at a time  
2 x senior

Implications of request not being granted:

Prudent to be accurate with income budgets.

### 242 - Moore Crescent Pavilion

Cost centre:	Code:	Title:
242	4011	Rates

2019/20 figure:	2020/21 figure (requested):	Agreed
4,275	4400	

Justification:
Legal obligation

Implications of request not being granted:
Council would be unable to meet its legal obligations.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>242</b>	<b>4012</b>	<b>Water rates</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
2000	2,500	

Justification:
Separate water and sewage providers costs Under budgeted for in 19/20

Implications of request not being granted:
-.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>242</b>	<b>4014</b>	<b>Electricity</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
1,000	1,600	

Justification:
To cover costs. Recent contract renewal sourced most cost effective suppliers Under budgeted for in 19/20

Implications of request not being granted:
-

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>242</b>	<b>4015</b>	<b>Gas</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
800	3200	

Justification:
To cover costs.

Recent contract renewal sourced most cost effective suppliers  
Under budgeted for in 19/20

Implications of request not being granted:  
FY 19/20 Budget forecasted to have an overspend.

Cost centre:	Code:	Title:
242	4036	Property Maintenance

2019/20 figure:	2020/21 figure (requested):	Agreed
1,500	3000	

Justification:  
Used for general maintenance, pavilion deep clean, alarm charges and servicing etc  
Electrical inspection due 2024 approx £400, remedial £120  
Replacement awnings £1000 (income bowls club £500)

Implications of request not being granted:  
Building may deteriorate in condition.

Cost centre:	Code:	Title:
242	4038	Maintenance Contract

2019/20 figure:	2020/21 figure (requested):	Agreed
515	545	

Justification:  
Coves alarm and CCTV servicing

Implications of request not being granted:  
Budget would be overspent.

Cost centre:	Code:	Title:
242	1082	INC-Lettings

2019/20 figure:	2020/21 figure (requested):	Agreed
400	200	

Justification:  
Income from ad hoc lettings.



Implications of request not being granted:
-

**243 - Moore Crescent Bowling Green**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>243</b>	<b>4037</b>	<b>Grounds Maintenance</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
5,000	5500	

Justification:
Year end treatment (Avonmore £3000) Chemical control Fertilizer, sand, weedkiller

Implications of request not being granted:
End of season works would have to be completed in house and a corresponding reduction in income would have to be budgeted for.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>243</b>	<b>1082</b>	<b>Income – Lettings</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
7,000	4450	

Justification:
The budget set in 19/20 did not correspond with the E&L fee schedule

Implications of request not being granted:
-

**271 - Houghton Regis Cemetery**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>271</b>	<b>4011</b>	<b>Rates</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
900	1100	

Justification:
Slight increase suggested.

Implications of request not being granted:
Budget may be overspent.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>271</b>	<b>4012</b>	<b>Water Rates</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
200	200	

Justification:
-

Implications of request not being granted:
Budget would be overspent.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>271</b>	<b>4020</b>	<b>Misc. Establish. Cost</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
500	2500	

Justification:
Provided to cover miscellaneous costs £500 Increased budget by £2500 to fund wall repairs in the old area of the cemetery, coping stones. Quotes range from £1540 to £3000.

Implications of request not being granted:
The council will have less scope to cover miscellaneous costs.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>271</b>	<b>1084</b>	<b>Income Burial Fees</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
15,000	15,000	

Justification:
As of October 2019, approximately 8 full body graves left, which creates the majority of this income. Remainder of graves may be used up during the remainder of this year and part of next year. It is very difficult to predict an income from this service. Members may like to be prudent and reduce this income level.

Implications of request not being granted:

Income would be under target.

The council will set a new fee structure for the new area within the cemetery. It is intended that this structure covers the actual cost of maintaining plots. However the council may experience a loss of income as people may choose to be buried elsewhere due to a no body internment options being available.

### 272 - All Saints Churchyard

Cost centre:	Code:	Title:
272	4028	Bedford Road Wall

2019/20 figure:	2020/21 figure (requested):	Agreed
500	2,500	

Justification:

Awaiting general overview survey of the boundary walls to inform on its general condition and give a direction for a future repair programme. Amount included may vary.

Implications of request not being granted:

-

### 281 - Public Open Spaces

Cost centre:	Code:	Title:
281	4037	Grounds Maintenance

2019/20 figure:	2020/21 figure (requested):	Agreed
500	500	

Justification:

To fund any general grounds maintenance work.

Implications of request not being granted:

Less scope to undertake works.

Cost centre:	Code:	Title:
281	4217	HHP Project Contribution

2019/20 figure:	2020/21 figure (requested):	Agreed
3,334	3,334	

**Justification:**

The contribution in FY18-19 was the final agreed contribution. However the JVA provides for continued support from both councils on an 80/20 split should the park and its facilities prove financially unsustainable. The park is still settling into its operational phase and at present no detailed analysis has been undertaken on its financial sustainability. To support the park in accordance with the principles of the JVA it is suggested that the financial contribution remains from HRTC.

**Implications of request not being granted:**

The council may be presented with a funding shortfall request from HHP in accordance with the JVA.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>281</b>	<b>5002</b>	<b>Tr from EMR Former Railway Line</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
0	-3000	

**Justification:**

This transfer in is from EMR 352, Former Railway Line.

**Implications of request not being granted:**

-

**282 - Play areas (All)**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>282</b>	<b>4017</b>	<b>Health and Safety</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
500	500	

**Justification:**

To cover any minor repairs and upkeep issues.

**Implications of request not being granted:**

Budget is required to cover small scale works to ensure health and safety standards are retained.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>282</b>	<b>4037</b>	<b>Grounds Maintenance</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
0	1,500	

**Justification:**

Used to cover fencing and gates, replacement / top up of bark, wet pore repairs etc due to no budget provision in 19/20 this is required in 20/21

**Implications of request not being granted:**

Budget is required to cover small scale works to ensure upkeep

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>282</b>	<b>4042</b>	<b>Equipment and Repairs &amp; Maintenance</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
4500	4500	

**Justification:**

Used to cover smaller scale works to play equipment, signage etc

**Implications of request not being granted:**

Budget is required to cover small scale works to ensure upkeep

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>282</b>	<b>4992</b>	<b>Trs from Earmarked Reserve</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
-2,500	-2500	

**Justification:**

This is a transfer in from EMR 334, Tithe Farm Play Area Maintenance. This was funding from a s106 agreement to secure the upkeep of the play equipment relocated to this site from Farriers Way. With an annual withdrawal from this fund of £2500 the last payment in from this fund will be in 20-21. Fund exhausted in 20/21.

**Implications of request not being granted:**

To meet the obligations of the s106 it is necessary to utilise this fund.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>282</b>	<b>4999</b>	<b>Trs to EMR Play Areas</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
2,500	2,500	

Justification:
Used to help retain a fund for unforeseen replacement of play equipment.

Implications of request not being granted:
Should a piece of equipment fail the council would need to consider how and if it would be replaced including the funding.

### 283 - Street Furniture (Formerly Bus)

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>283</b>	<b>4036</b>	<b>Property Maintenance</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
200	1000	

Justification:
Used to fund upkeep of seats, fencing, bollards, noticeboards. This budget usually gets spent towards the end of the financial year should it not have been used to rectify any damaged through vandalism etc.

Implications of request not being granted:
Should replacement works be required the council would need to consider how and if it would be replaced including the funding.

### 291 - Outside Services

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>291</b>	<b>4006</b>	<b>Protective Clothing</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
1,000	1250	

Justification:
Used for grounds staff PPE.

Implications of request not being granted:
PPE may not be provided or get worn out so it is less effective.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
291	4008	Training/Courses

2019/20 figure:	2020/21 figure (requested):	Agreed
2,000	4000	

Justification:  
Used for grounds staff training.  
Chainsaw £3000 (1 member of staff qualified)  
Trailer £950 (got 4 staff members qualified but anticipated requirement for additional)

Implications of request not being granted:  
Reduced training opportunities.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
291	4011	Rates

2019/20 figure:	2020/21 figure (requested):	Agreed
8,400	8800	

Justification:  
Annual rates for workshop.

Implications of request not being granted:  
Needed to meet obligations.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
291	4012	Water Rates

2019/20 figure:	2020/21 figure (requested):	Agreed
600	900	

Justification:  
Increase due to annual hydrant licence (£300).

Implications of request not being granted:  
Budget would be overspent.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
291	4013	Rent

2019/20 figure:	2020/21 figure (requested):	Agreed
15,500	15500	

Justification:
Workshop rent.

Implications of request not being granted:
Needed to meet obligations.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>291</b>	<b>4014</b>	<b>Electricity</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
1,800	1800	

Justification:
To cover costs. Recent contract renewal sourced most cost effective suppliers

Implications of request not being granted:
-

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>291</b>	<b>4015</b>	<b>Gas</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
100	100	

Justification:
To cover costs. Recent contract renewal sourced most cost effective suppliers

Implications of request not being granted:
-

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>291</b>	<b>4017</b>	<b>Health &amp; Safety</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
200	500	

Justification:
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Used for ad hoc health and safety issues.

Implications of request not being granted:

Less responsive to health & safety issues.

Cost centre:	Code:	Title:
291	4018	Refuse Disposal

2019/20 figure:	2020/21 figure (requested):	Agreed
12,000	18,000	

Justification:

This budget conglomerates cemetery skip costs and general waste. Incurred increase of costs and demands

Budget in 19/20 was insufficient, requires £15000

Additional £3000 added re recycling bin for event waste, in accordance with Vision (based on 6.1m<sup>3</sup> bin at £75/lift, 26 lifts per year = £2.2k, or 8m<sup>3</sup> bin at £98/lift, 26 lifts per year = £2.9k

Implications of request not being granted:

Budget would be overspent

Recycling not achievable

Cost centre:	Code:	Title:
291	4020	Misc. Establish. Cost

2018/19 figure:	2019/20 figure (requested):	Agreed
200	200	

Justification:

Used for ad hoc costs re outside services.

Implications of request not being granted:

Less ability to fund necessary ad hoc matters.

Cost centre:	Code:	Title:
291	4021	Communication Costs

2019/20 figure:	2020/21 figure (requested):	Agreed
800	100	

Justification:

Used for workshop broadband.

Implications of request not being granted:

-

Cost centre:	Code:	Title:
291	4025	Insurance

2019/20 figure:	2020/21 figure (requested):	Agreed
200	200	

Justification:

Lease requirement to insure workshop for fire risks through CBC.

Implications of request not being granted:

Unable to meet requirement.

Cost centre:	Code:	Title:
291	4036	Property Maintenance

2019/20 figure:	2020/21 figure (requested):	Agreed
1,000	9000	

Justification:

£1000 Used for general maintenance, alarm charges and servicing etc  
Energy efficiency in community pavilions £6,651, offset by s106 income from CBC  
£1300 for electrical remedial measures as per 5 year electrical inspection.

Implications of request not being granted:

Less responsive to arising property maintenance issues.

Cost centre:	Code:	Title:
291	4038	Maintenance Contracts

2019/20 figure:	2020/21 figure (requested):	Agreed
525	600	

Justification:

Alarm servicing and maintenance

Implications of request not being granted:

-
---

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>291</b>	<b>4039</b>	<b>Horticultural Supplies</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
2500	2000	

Justification:
Summer and winter bedding plants. Increase suggested to support Vision re Grown Your Own, offset by transfer from EMR 328 £260

Implications of request not being granted:
Reduced display.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>291</b>	<b>4040</b>	<b>Tree Maintenance</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
2,000	10000	

Justification:
Year 2 tree work £360 Tree work required from further subsequent survey Churchyard, Bus Link and Common Land Willow Trees £7,600 Unforeseen tree work £2000  Note: Full Tree Survey due <b>2021/2022</b> estimated price £5,700

Implications of request not being granted:
Works to trees may not be able to be carried out. Risk to health and safety and failure of the council to meet its obligations.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>291</b>	<b>4041</b>	<b>Tree Survey</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
2575	575	

Justification:
Annual survey of high risk trees £575

Implications of request not being granted:
The council would not be identifying any tree health issues on the trees in these areas.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>291</b>	<b>4042</b>	<b>Equipment Repairs &amp; Maintenance</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
10,000	8,000	

Justification:
Repair and servicing costs reduced due to new machinery and in-house servicing

Implications of request not being granted:
-

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>291</b>	<b>4044</b>	<b>Vehicle Fuel</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
6,000	9,000	

Justification:
In sufficient budget provided in 19/20.

Implications of request not being granted:
Budget would be overspent

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>291</b>	<b>4045</b>	<b>Vehicle Tax &amp; Insurance</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
800	900	

Justification:
Used for vehicle tax.

Implications of request not being granted:
Unable to meet obligations or would be overspent.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>291</b>	<b>4059</b>	<b>Other Professional Fees</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
1,000	2,000	

**Justification:**  
To cover the annual HAV testing of equipment (£1k), grds staff health surveillance (£500) and associated medical examination (£400).

**Implications of request not being granted:**  
Annual HAV testing of equipment, grds staff health surveillance and associated medical examination is required.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>291</b>	<b>1091</b>	<b>Income of Miscellaneous</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
5,000	11,651	5000

**Justification:**  
Relates to income from contracts delivered to outside organisations. (St Vincent's School, HHP, Focus School, CBC (Blue Water, Sewell) etc)  
Energy efficiency in community pavilions £6,651, offset by s106 income from CBC

**Implications of request not being granted:**  
-

**299 - Env Capital & Projects**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>299</b>	<b>4049</b>	<b>Loan payments-Play Areas</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
3777	0	

**Justification:**  
Loan repaid in September 2019

**Implications of request not being granted:**  
-

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<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>299</b>	<b>4053</b>	<b>Loan payments-Moore Cres. Pav</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
24,069	24069	

Justification:
Loan repayments due until 2033.

Implications of request not being granted:
Unable to meet obligations.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>299</b>	<b>4851</b>	<b>Cap-Machinery Renewals</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
20,000	20,000	

Justification:
Used to enable the council to budget a fixed annual amount to support a programme of machinery replacement. May need to replace a buggy

Implications of request not being granted:
The council may face significant budget pressure when larger pieces of machinery / vehicles need replacing.

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>299</b>	<b>4856</b>	<b>Cap-Street Furniture</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
7500	20700	

Justification:
3000 Used for new / replacement street furniture (seats, noticeboards, bollards, fencing)
£6800 For up to 5 x community defibrillators (one at each pavilion). Offset by income from s106 funding from CBC
Flag pole illumination £5,900 Offset by income from s106 funding from CBC
1 electronic noticeboard for enhanced publicity, £10k purchase. Hire options may be available at £2.5k/annum. This project has not been explored in depth.

Implications of request not being granted:
Unable to replace street furniture. Unable to purchase items listed

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>299</b>	<b>4858</b>	<b>Cap- Play Areas &amp; Eqpt</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
70,000	10000	

Justification:
Suggestion to seek to dedicate Parkside Rec Grd and TF Rec Grd as a Field in Trust and to subsequently apply for grant funding for outdoor exercise equipment. Offset by external grant 299-1074

Implications of request not being granted:
-

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>299</b>	<b>4862</b>	<b>Cap-Cemetery Provision</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
40,000	10000	

Justification:
Implementation of new area completed. Budget requested for purchase of additional sanctums.

Implications of request not being granted:
Required for operational delivery

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>299</b>	<b>4871</b>	<b>Cap- Pavilion Renovations</b>

2019/20 figure:	2020/21 figure (requested):	Agreed
25,000	75000	

Justification:
£50k suggested to include for pavilion refurbishment of Orchard Close pavilion (similar to Parkside pavilion). Need to explore grant funding opportunities (lottery or cricket specific). Cricket Club could also be asked to contribute. £30,000 shown in 299-1205 to off set this project. Officer budget shows a zero net cost to council. Project would not go ahead unless grant income achieved.

£25k Suggested to part fund Tith Farm All Weather pitch project.

Implications of request not being granted:

Project not deliverable.

Cost centre:	Code:	Title:	
299	4992	Trs from EMR	
2019/20 figure:		2020/21 figure (requested):	Agreed
9048		30000	
Justification:			
EMR 322 Used to offset 299-4871 – Cap Pavilion Renovations.			

Implications of request not being granted:

Should the trns not be agreed there would be an additional revenue cost to the budget. Members may like to consider increasing this by up to £25,000 to offset the spend for Tith Farm All Weather pitch. Tis is not suggested as part of the officers budget as it seems prudent to precept for this project and it may prove useful to retain the capital fund to use in the grant applicaiotn process.

Cost centre:	Code:	Title:	
299	1074	External Grant	

2019/20 figure:	2020/21 figure (requested):	Agreed
0	30000	

Justification:		
£10,000 - Suggestion to seek to dedicate Parkside Rec Grd and TF Rec Grd as a Field in Trust and to subsequently apply for grant funding for outdoor exercise equipment. Offset by external grant 299-4058 expenditure in 299-4858		
£20000 external contribution for Orchard Close refurbishment (re expenditure in 299-4871)		

Implications of request not being granted:		

Cost centre:	Code:	Title:	
299	1077	Grant income CBC s106	

2019/20 figure:	2020/21 figure (requested):	Agreed
0	12700	



Justification:

£6800 For up to 5 x community defibrillators (one at each pavilion). Offset by income from s106 funding from CBC

Flag pole illumination £5,900 Offset by income from s106 funding from CBC

Implications of request not being granted:

E&L instruction was to explore options with Beds FA re TF pavilion. However as this project is not yet defined it is suggested that his code be set at £0.

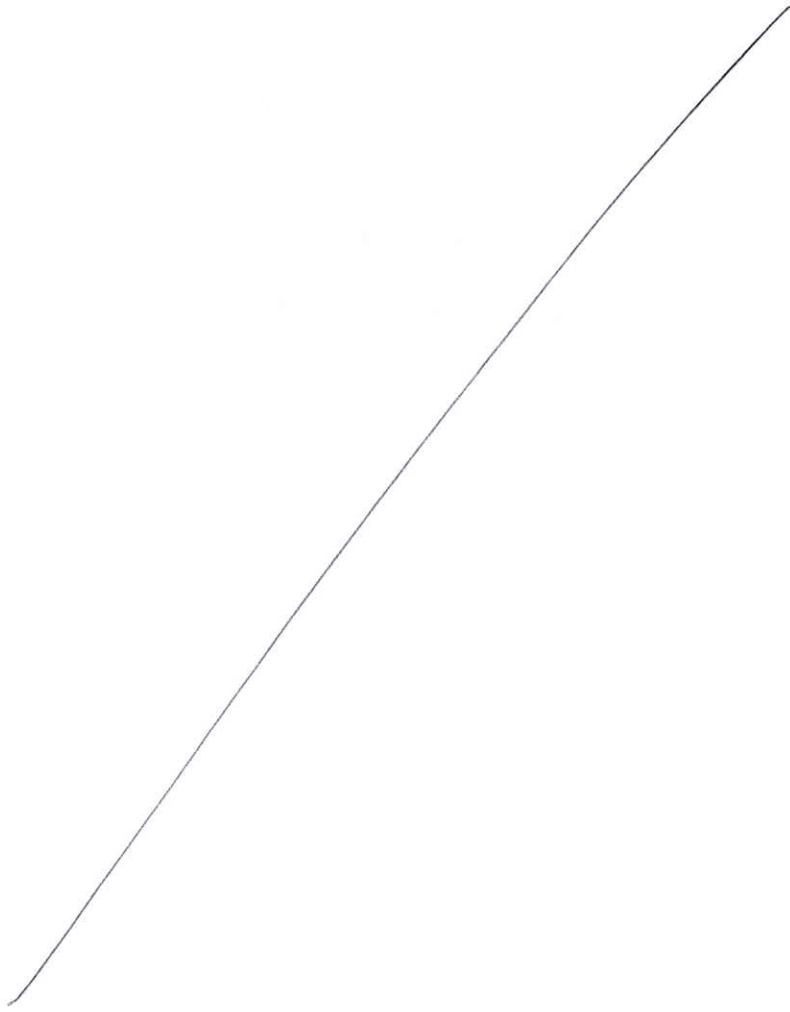
Cost centre:	Code:	Title:
299	1205	S106 Contribution for sport / rec

2019/20 figure:	2020/21 figure (requested):	Agreed
0	30000	

Justification:

£30,000 - Suggestion to utilise s106 deferred income to offset Orchard Close refurbishment (re expenditure in 299-4871)

Implications of request not being granted:



Ref:	Outcome	Overarching Committee	Committee Update at November 2019
<b>Objective 1 To develop a stronger local economy which promotes local businesses.</b>			
1h.	Protect historic gems in the Town Centre (Houghton Hall Park & All Saints Church)	Environment & Leisure	GREEN Grant award made to All Saints Church of £1500. Support provided to All Saints Church to develop a Heritage Lottery Fund grant application. Churchyard wall repairs completed. Further repairs to gates are under way. Members received presentation from CBC on HR Central. Planning Committee considered application 19/9/16 comments made relating to heritage. HRTC part of Naming Panel for HRC. HRTC considered Red House and made representations for preservation to CBC
1i.	Enhance historic gems in the Town Centre (Houghton Hall Park & All Saints Church)	Environment & Leisure Committee	GREEN Standard item on E&L agenda has been to receive reports on HHP project. As project is now up and running, reports to be made to Town Council by the cllrs appointed to the MAG and Board. Cllr and officer involvement in HHP Board and Management Advisory Group. Continued involvement and support provided to the HHP Project. Financial contribution made of £70,000 towards the Visitors centre. Ongoing liaison with All Saints Church re Heritage Lottery Fund grant application. PCC applied for a grant to reinstate the path from Bedford Square to Church. Grant awarded.
<b>Objective 2 To face the challenges and maximise the opportunities of growth.</b>			
2b.	Enhance existing cemetery provision & maximise space available	Environment & Leisure Committee	AMBER Consultant appointed. Cemetery design agreed. Committee decision on tender and phasing made 19th November 2018. Community consultation carried out Jan 2019. Results fed back to E&L 25th Feb. Contract advertised on Contract Finder on 16th May 2019. Installation underway. Completion due end of 2019
2c.	Secure new cemetery provision	Environment & Leisure Committee	AMBER A desk top study completed on a piece of land straddling Bedford Road just outside of HRN1 & 2. Contact sought with landowner but no response received. NCWG changed to NCSC to enable public scrutiny of work. Work of the New Cemetery SC ongoing. Recent consideration given to Railway Triangle, Dog Kennel Down and Land at end of Grendall Lane. CBC advised no land in their ownership available for such a use. Reported to NCSC. No further options identified. No further meetings of this group will be convened until approximately two burial spaces remain at the Houghton Regis cemetery.
<b>Objective 4 To develop a more active, engaged and inclusive community.</b>			
4a.	Encourage fulfilled / engaged lifestyles through social, recreational & leisure activities & pursuits such as: Allotments Outdoor exercise equipment Tennis on VG Croquet Outdoor table tennis, Outdoor informal games such as large chess board	Environment & Leisure Committee	GREEN Family games area installed and opened, including exercise equipment, table tennis, football / basketball wall and family type games. E&L agreed exercise equipment on Orchard Close Rec Grd funded through Fields in Trust.
4b.	Encourage sports development through training, support for new clubs	Environment & Leisure Committee	AMBER Assistance currently being provided to a football club to work with Beds FA and CBC to achieve their aspirations for development. Officers fed into Football Association review of grass roots facilities. Some preliminary joint discussions with CBC re football enhancements, notably TF
4e.	Secure a long term lease on Windsor Drive Recreation Ground	Environment & Leisure Committee	AMBER Site meeting held with CBC. Follow up communications taken place. Land is Housing Revenue Account land, unable to secure transfer in its entirety. CBC willing to discuss recreational facilities in future development. Good links made with Housing Officers to help in securing community aspirations for this area. Mtgs held with CBC Political Leader.
4l.	Install lighting and seating at the skate park	Environment & Leisure Committee	GREEN Concrete blocks for seats installed. Lighting installed. Community Services Committee agreed a graffiti project to visually improve the seating. Implemented Spring 2019.

4m.	Work with the Memorial Hall on building improvements – car park, face lift, covenant prohibiting alcohol license.	Environment & Leisure Committee	GREEN Grant of £2700 awarded for stage & lighting improvements. HRTC representatives on Management Committee. Accepted as a Key Partners for grant, award made of £4000 for 18/19 and 19/20. Links made between CBC and Mem Hall Comm to secure s106 funding for car park resurfacing and drainage. THERE REMAINS OFFICER CONCERN THAT THE HALL MAN. COMM. ARE STRUGGLING TO ESTABLISH A CAR PARK DRAINAGE SOLUTION TO ENSURE THAT A FINAL SCHEME IS FIT FOR PURPOSE, UNDERSTOOD THAT A PRELIMINARY APPROACH HAS BEEN MADE TO CBC.
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<b>Objective 5 To build a strong, efficient and proactive Town Council</b>			
5d.	Consider, plan & implement energy efficiency measures on Houghton Regis Town Council buildings	Environment & Leisure Committee	GREEN Smart meters installed at all pavilions. Automatic lighting installed at Parkside and Tithe Farm pavilions. Energy efficiency report presented to committee 25th Feb. Budget for works not included in 19/20 budget. Approach made to CBC re s106 funding. no substantive response received to date. Future option may be to use HRTC s106 funding.



## **ENVIRONMENT & LEISURE COMMITTEE**

**Agenda Item 8**

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**Date:** 18<sup>th</sup> November 2019

**Title:** Hire Charges

**Purpose of the Report:** To set the hire charges under the control of Environment & Leisure Committee for 2019/20.

**Contact Officer:** Clare Evans, Town Clerk

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### **1. RECOMMENDATION**

**To approve the Environment & Leisure Schedule of Fees for 2020/21.**

### **2. BACKGROUND**

This committee sets the hire charges relating to

- Football Pitch fees
- Cricket fees
- Bowls Green fees
- Leisure fees (fair & circus visits)
- Miscellaneous fees (pavilion hire)
- Grounds maintenance fees

On an annual basis the committee consider the charges for the next financial year.

### **3. ISSUES FOR CONSIDERATION**

To provide sports pitches the council incurs expenses in the following areas:

- Labour costs (including grass cutting, pavilion cleaning, line marking, pre and end of year works / treatments)
- Pavilion utilities: Rates, Water, Electric, Gas
- Materials: Marking Compound Costs, Pitch Marker Costs
- Vehicle and machinery costs (capital purchase / depreciation, maintenance)
- Machinery Hire Costs

The Head of Grounds has completed detailed analysis of football hire charges made by other councils locally, including Bedford Borough, Luton Borough, Dunstable Town

Council, and Leighton Linlade Town Council. The fees applied by HRTC are significantly lower than these other local areas. As a comparison, for a senior pitch Bedford Borough charge £868 and Leighton Linlade Town Council £1090, compared to HRTC at £560.

It is suggested though that a more suitable consideration may be to consider the actual costs compared to the income received:

- In relation to football the council subsidise senior pitches by approximately £1000 per team per pitch.
- In relation to cricket the council subsidise the provision by approximately £1400 per year (excludes labour costs).
- In relation to bowls the council subsidise the provision by approximately £5000 per year (excludes labour costs).

Very approximately the council is currently subsidising sports provision by 60/70%. It is suggested that the level of subsidy be reduced to approximately 30% over the next 3 financial years.

This brings HRTC fees more in line with fees charged in the wider local area and is also reflective of the investment the council has made recently in relation to pavilion refurbishments and machinery.

The fee schedule attached at Appendix A shows a steady fee increase over the next 3 years.

The fee schedule does present a fairly substantial increase in fees. Members may like to consider consulting with residents and specifically with service users. However it is suggested that this consultation would be limited in its effectiveness and usefulness.

Members may also like to consider a higher level of subsidy than the 30% suggested. The level suggested brings HRTC more into line with other local service providers.

#### **4. COUNCIL VISION**

The proposed action supports the Objectives of Council's Vision;

5. A strong efficient and proactive Town Council.

#### **5. IMPLICATIONS**

##### **Corporate Implications**

- There are no corporate implications

##### **Legal Implications**

- There are no legal implications

##### **Financial Implications**

- The financial implications are detailed within the report.
- Increasing the hire charges will assist the council's budget.

##### **Risk Implications**

- The council must ensure that expenditure and income targets are met.
- The increase in fees may jeopardise the financial viability of service users.

### **Equalities Implications**

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This project / issue does not discriminate.

### **Press Contact**

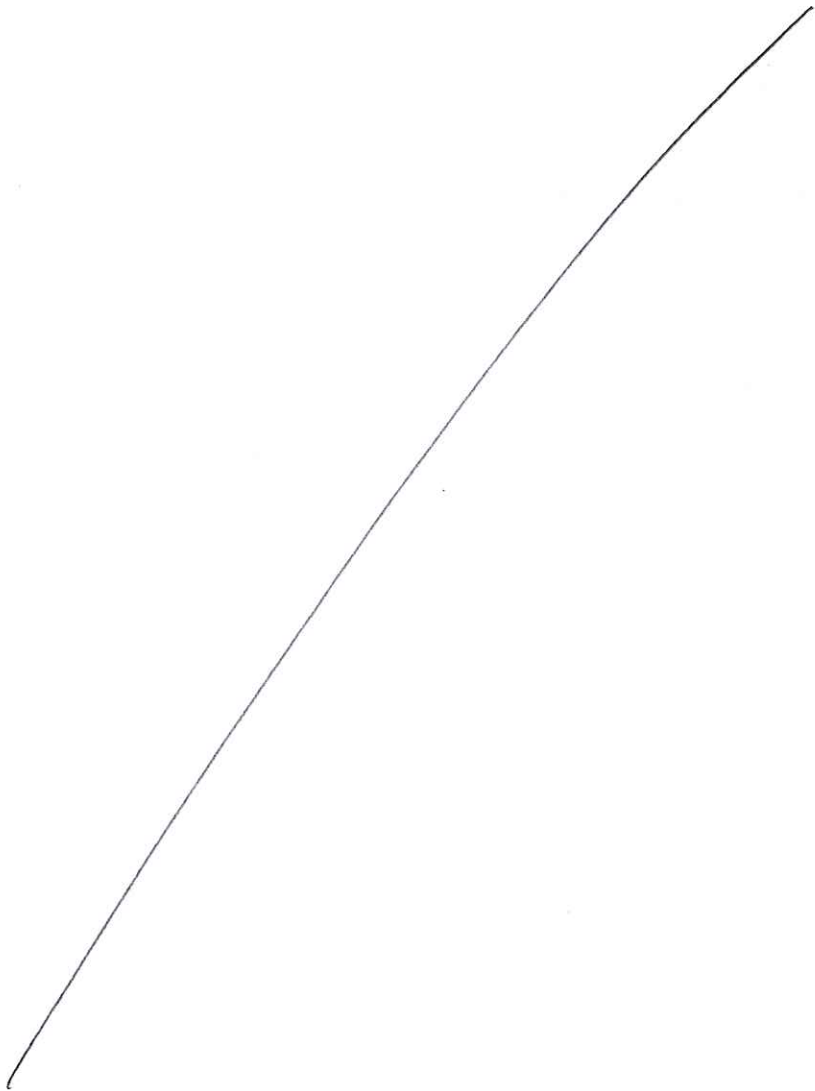
There are no press implications.

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

The proposed suggestions will reduce the level of subsidy the council provision for sports provisions and will bring charges more in line with other facilities in the wider local area.

## **7. APPENDICES**

**Appendix A: Fee schedule for financial years 2020/21, 2021/22 and 2022/23**







# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **To be confirmed**

Tel: 01582 708540

Town Clerk: **Clare Evans**

Email: info@houghtonregis.org.uk

## ENVIRONMENT FEE SCHEDULE 2020-2023

### SPORTS FEES

#### Football Pitch fees

	2019/20	2020/21	2021/22	2022/23
Adults (18 years and over):	£560 per team <sup>1</sup>	£600	£800	£1000 <sup>2</sup>
Juniors (under 18's playing on senior pitches):	£280 per team	£325	£425	£500
Juniors (under 18's playing on junior pitches):	£250 per team	£325	£425	£500
Mini league (11 years & under playing on 7 aside pitches):	£162 per team	£220	£270	£300
Hire of Football Pitch (adhoc)	£49 + VAT per session	£65 + VAT per session	£85 + VAT per session	£100 + VAT per session

*(Football bookings at Moore Crescent are subject to VAT. To provide consistency to hirers, the invoice will show the net amount, VAT amount and the gross amount chargeable. The gross amount chargeable will not exceed the fee contained within the fee schedule)*

#### Cricket fees

	2019/20	2020/21	2021/22	2022/23
Cricket Pitch & Pavilion (Orchard Close)	£770 <sup>3</sup> per team	£1000	£1300	£1600 <sup>4</sup>

#### Bowls Green

	2019/20	2020/21	2021/22	2022/23
Bowls Green & Pavilion	£4299.17+ VAT per season <sup>5</sup>	£5000	£6000	£7000 <sup>6</sup>

<sup>1</sup> Equates to a 60% subsidy

<sup>2</sup> Equates to a 30% subsidy

<sup>3</sup> Equates to a 60% subsidy

<sup>4</sup> Equates to a 30% subsidy

<sup>5</sup> Equates to a 60% subsidy

<sup>6</sup> Equates to a 30% subsidy

**LEISURE FEES**

	2019/20	2020/21	2021/22	2022/23
Hire of the open space for Fun Fairs	£1034 per visit up to 8 days	£1150	£1250	£1350
Hire of the open space for Circus	£139 / day of opening	£145	£150	£155

**MISCELLANEOUS FEES****2019-20**

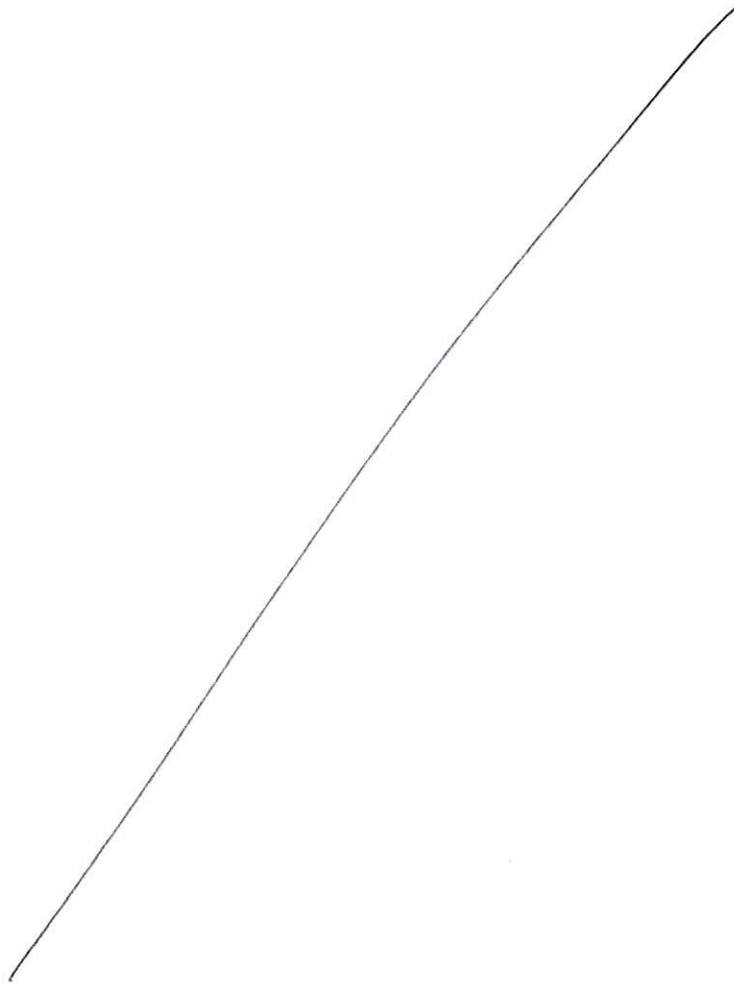
	2019/20	2020/21	2021/22	2022/23
Hire of The Green pavilion <sup>7</sup>	£5 per hour for Houghton Regis residents or Houghton Regis Community Groups £20 per hour for all other hirers	£6 per hour for Houghton Regis residents or Houghton Regis Community Groups £24 per hour for all other hirers	£7 per hour for Houghton Regis residents or Houghton Regis Community Groups £28 per hour for all other hirers	£8 per hour for Houghton Regis residents or Houghton Regis Community Groups £32 per hour for all other hirers
Hire of Moore Cres pavilion <sup>8</sup>	£6 per hour for Houghton Regis residents or Houghton Regis Community Groups £24 per hour for all other hirers All subject to VAT	£7 per hour for Houghton Regis residents or Houghton Regis Community Groups £28 per hour for all other hirers All subject to VAT	£8 per hour for Houghton Regis residents or Houghton Regis Community Groups £32 per hour for all other hirers All subject to VAT	£9 per hour for Houghton Regis residents or Houghton Regis Community Groups £36 per hour for all other hirers All subject to VAT

<sup>7</sup> The above fees apply in evenings and weekends where the hirer has their own key. Where a member of staff has to open and close for a letting in the evening or at weekends, there will be an additional charge of £29 + VAT

<sup>8</sup> The above fees apply in evenings and weekends where the hirer has their own key. Where a member of staff has to open and close for a letting in the evening or at weekends, there will be an additional charge of £29 + VAT

**GROUNDS MAINTENANCE**

	2019/20	2020/21	2021/22	2022/23
St Vincent's School	£3708 + VAT per annum	£3750 + VAT per annum	£3800 + VAT per annum	£3850 + VAT per annum
Ground Maintenance (adhoc)	£34 per hour + VAT per person	£35 per hour + VAT per person	£36 per hour + VAT per person	£37 per hour + VAT per person
Ground Maintenance (CBC inc HHP)	£20 per hour + VAT per person	£20 per hour + VAT per person	£20 per hour + VAT per person	£20 per hour + VAT per person





## ENVIRONMENT & LEISURE COMMITTEE

## Agenda Item 9

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**Date:** 18<sup>th</sup> November 2019

**Title:** New area of the Existing Cemetery – Fees and Terms

**Purpose of the Report:** To enable members to consider cemetery fees relating to the existing area within the cemetery and also to consider associated fees and terms relating to the new area within the existing cemetery.

**Contact Officer:** Clare Evans, Town Clerk

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### 1. RECOMMENDATION

1. To approve the Houghton Regis Cemetery Fees for 2020/21.
2. To name the new area of the cemetery: Garden of Remembrance:
3. To apply the following fees and terms to the area:
  - Grant of Exclusive Right of Burial (GERB) £480 (for a 20 year period)
  - Interment Fee £314
  - Grant of Exclusive Right of Burial (GERB) renewal £202.50 (for a 20 year period)
  - Memorial fee – first inscription £55
  - Memorial fee – second inscription £110
  - Supply of Woodland Wing plaque (large) - £40
  - Supply of Woodland Wing plaque (small) - £30
  - Woodland Wing plaque application - £70 (includes installation) (for a 10 year period)
  - Woodland Wing plaque renewal - £35 (for a 5 year period)
  - In accordance with the current fee structure to triple the above fees for non parishioners

### 2. BACKGROUND

On an annual basis the council consider the fees attributable to the cemetery. This report covers the fees for the existing area within the cemetery and also the fees and terms for the new area within the existing cemetery.

As existing areas within the current cemetery approach capacity, the council have worked on developing the remaining area within the site to ensure future provision in the long term. The decision was taken to offer above ground ashes entombment options

only. A design was developed and has been implemented during autumn 2019. The landscaping works have been completed and the memorialisation features are due to be installed early December 2019.

As such the council need to decide on suitable regulations and fees applicable to this new area.

### **3. ISSUES FOR CONSIDERATION**

#### **Fees for the existing area within the cemetery**

Members will find attached at Appendix A a fee schedule for this existing provision. These fees have been increased by approximately 2/3%.

#### **Name of the new area**

Members are requested to confirm the name for the new area within the existing cemetery. This will help the administration of the area and will create a sense of identity.

Suggestions include:

- Memorial Garden
- Garden of Rest
- Remembrance Garden
- Garden of Remembrance

Other suggestions are welcomed.

#### **Features**

Memorialisation features within this area include:

Woodland Wing – this is a central design feature offering memorial plaques  
Ashes vaults – these are the vaults into which ashes are placed. Each vault can accommodate 2 sets of ashes. Families can choose from 3 different granite colours for the vault and from 3 different styles of plaque (plaque, book or heart, all in black)

Further memorial features can be investigated once the area is established.

#### **Regulations**

The existing cemetery regulations will apply, although wording adjustments will be made to accommodate this newly developed area. This will be reported to committee in due course.

#### **New Area - Specific Considerations**

Some area specific considerations are required:

*Grounds maintenance costs*

The new area has been designed to be of relatively low maintenance. Annual maintenance costs for grass cutting, weeding, edging, tree work, pergola maintenance and plant care are estimated to be approximately £4500 per annum.

There will also be costs associated with replacement of pergolas in due course and possibly some paving upkeep costs although the specification of the footpaths was high. It is not envisaged that these costs will be applicable for some time.

#### *Vaults: Length of time of GERB*

This is the period of time that the grantee has rights over the vault in relation to ashes which are placed in the vault and memorialisation features and inscriptions.

The area will provide around 900 vaults. It is difficult to predict the utilisation rate within this area as it does not offer the more traditional underground interment options.

The current rate of interment is approximately 50 interments per annum.

The council will offer new burial and ashes plots until these are exhausted, second interments in already purchased burial and ashes plots and interments in the vaults. Over the next period of time there will be a shift from underground interments to interment in the vaults. The interment rate will be affected by the population size of the parish and by peoples personal interment choices.

The new area is designed to offer interment options almost indefinitely, provided that the GERB is limited to 15 to 25 years. The council's cemetery advisor has suggested this as a suitable time frame as it more or less covers the next family generation.

It is suggested that the GERB period for the vaults be set at 20years.

Before this time period has elapsed the funeral director will be contacted to request that they contact the family to seek their instruction. Options would include funeral directors to collect the ashes and to arrange scattering or for the family to extend the GERB for a further 20years. A sign would also be placed, 6 or 12 months in advance, alongside the vault advising: 'This lease is due to expire, please contact your funeral director to arrange a further lease or for the ashes to be returned'. Should the family not be contactable the funeral directors are required to collect the ashes and to scatter them at the crematorium. The funeral directors need to ensure that families are aware of this process and are agreeable to it.

#### *Vaults: Pricing*

##### *Grant of Exclusive Right of Burial (GERB)*

The GERB is the fee payable for a person to have control over the plot / vault in terms of who is interred and over the memorial feature.

The supply and install cost of a vault is currently £375. The council will need to purchase vaults in multiples, probably in multiples of 10. There is a 3 month lead in period. It is envisaged that the council will seek to always have available between 5-10 vaults.

It is suggested that the GERB fee be set at the cost of the vault plus a proportionate amount of the site establishment cost (900 vault spaces, £70,000 establishment – approx. £80 per plot). In 2020/21 the cost of the vault is around £375. It is suggested that the GERB fee be set at £480 to cover any inflation increases.

##### *Interment Fee*

In addition to the GERB cost, the council has charged an interment fee. The interment fee covers the cost of the actual interment and the associated administration processes.

Members have previously discussed the pricing structure for this area bearing in mind maintenance costs.

An assumption of 30 interments per annum has been used.

Annual Maintenance costs (£4500 / 20 interments) = £225 per interment.

There is also an administration process to complete and a presence at the interment. This equates to approximately 5 hours of staff time.

The vaults are able to accommodate 2 sets of ashes, however it is necessary to use custom made urns to enable this as they have been designed to fit. It is suggested that the cost of the urn should not be subsidised.

	Cost per interment	75% subsidy	50% subsidy	25% subsidy
Maintenance	£225	£56	£113	£169
Administration	£120	£30	£60	£90
Sub Total	£345.00	£86.00	£173.00	£259.00
Urn	£55	£55	£55	£55
Total	£400	£141	£228	£314

The interment fee is applied at each interment of ashes. The interment fees covers a grounds maintenance costs, administration costs and supply of the urn.

Members are requested to consider the level of subsidy and to confirm the interment fee accordingly.

#### *Grant of Exclusive Right of Burial (GERB) Renewal*

Families may choose to extend the GERB to enable ashes to remain within the vault for an extended time. It is suggested that this period be set at a further 20 years. This fee should be set at a level to cover the maintenance and administration costs. As such the following is suggested:

	Cost per renewal	75% subsidy	50% subsidy	25% subsidy
Maintenance	£150	£37.50	£75	£112.50
Administration	£120	£30	£60	£90
Total	£270	£67.50	£135	£202.50

#### *Memorial application fee*

The vaults are supplied with a memorial feature. Families can select either a plaque, book or a heart design. There is no cost differential. The council charges a fee to cover the administration process of receiving and approving a memorial application. The process is usually straight forward for the first interment. The process can be more time consuming for additional inscriptions relating to subsequent interments due to legal processes. As such it is suggested that a higher fee be applied to additional inscriptions.

Vault Memorial fee – first inscription £55

Vault Memorial fee – second inscription £110

#### *Woodland Wing Plaque fee*

The woodland wing is supplied with 120 plaques. Inscriptions can be completed by the supplier at the instruction of the council or by a memorial mason. Whilst new processes



are established it is suggested that the council determine that families should liaise with memorial masons. The following fees are suggested:

Supply of Woodland Wing plaque (large) - £40  
Supply of Woodland Wing plaque (small) - £30  
Woodland Wing plaque application - £70 (includes installation)

**Woodland Wing Display Period**

This is the period of time that the memorial plaque remains on display on the woodland wing. It is suggested that this be set at 10 years with the option to extend in 5 year blocks.

Woodland Wing plaque renewal - £35

#### **4. COUNCIL VISION**

The proposed action supports the Objectives of Council's Vision;

5. A strong efficient and proactive Town Council.

#### **5. IMPLICATIONS**

##### **Corporate Implications**

- The Cemetery Regulations need to be reviewed and adjusted to encompass this area.

##### **Legal Implications**

- There are no legal implications

##### **Financial Implications**

- The financial implications are detailed within the report.

##### **Risk Implications**

- The council should ensure that costs are justified and proportionate.
- Members should note that the fees detailed are those applied to funeral directors and memorial masons.

##### **Equalities Implications**

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This project / issue does not discriminate.

##### **Press Contact**

There are no press implications.

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

The council has sought to create a beautiful extension to the cemetery which offers a long term solution for the interment of ashes above ground only. Whilst all steps have been taken to ensure this area is attractive and is a desirable place for families to lay their loved ones to rest, it may be that above ground interment options are not suited to peoples personal burial choices. The information provided has been calculated on an assumption that there are 20 interments in this new area per annum. Should this assumption not prove accurate the calculations would not hold true. The fee structure will be reviewed on an annual basis and as such it may be necessary to make adjustments as the facility beds in. It is suggested that the facility be provided at a subsidy level for interment fees of around 25% to approximately mirror subsidy levels applied to sports facilities. Other charges have been recommended to cover costs.

## 7. APPENDICES

Appendix A - fee schedule for Cemetery - existing provision



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

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Town Clerk: **Clare Evans**

## HOUGHTON REGIS CEMETERY

### CHARGES - Applicable from 1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021

All fees, payments and sums set out in Parts 1, 2, 3 and 4 apply where the person to be interred (or in respect of whom the Right is granted) is a parishioner. A person is deemed a parishioner if, at the date of death:

- The ordinary place of residence was within Houghton Regis: or,
- If the death occurs whilst resident in a hospital, nursing home, old people's home or institution of any kind and the last place of residence had been within Houghton Regis: or,
- They had moved away from Houghton Regis within the preceding twelve months, having been a resident throughout the previous 5 years.; or,
- In the case of a still-born child, where the parents (or one of them) are, or at the time of the interment were such inhabitants.

*In the case of non-residents of Houghton Regis, all fees will be tripled (shown in italics).*

*Please note grave spaces within Houghton Regis Cemetery are limited. During the course of the year it may be that burial space within the cemetery reaches capacity. As such the provision of grave spaces is subject to availability.*

### PART ONE - EXCLUSIVE RIGHT OF BURIAL

For the Exclusive Right of Burial for a period of 75 years in an earthen grave:

- |   |             |             |
|---|-------------|-------------|
| a) For the body of a child whose age at the time of death does not exceed sixteen years | <b>£75</b>  | <i>£225</i> |
| b) For the body of a person whose age at the time of death exceeds sixteen years        | <b>£315</b> | <i>£945</i> |
| c) For cremated remains (allows up to 4 caskets depending on size)                      | <b>£121</b> | <i>£363</i> |
| d) Garden of Rest for cremated remains (allows up to 2 caskets depending on size)       | <b>£121</b> | <i>£363</i> |

### PART TWO - INTERMENT IN A GRAVE<sup>2</sup>

For the preparation and interment in any earthen grave where an exclusive Right of Burial has been granted;

- |  |             |              |
|--|-------------|--------------|
| a) For the body of a child whose age at the time of death does not exceed 12 years                       | <b>NIL</b>  | <i>£125</i>  |
| b) For the body of a person whose age at the time of death exceeds 12 years but does not exceed 16 years | <b>£150</b> | <i>£450</i>  |
| c) For the body of a person whose age at the time of death exceeds 16 years                              |             |              |
| Single depth grave   | <b>£340</b> | <i>£1020</i> |
| Double depth grave   | <b>£340</b> | <i>£1020</i> |

Triple depth grave<sup>1</sup> £445 £1335

*Where the coffin width is such that the burial encroaches into the next available burial plot such that it cannot be used, the above fees will be increased by 50%*

### **PART THREE - INTERMENT OF CREMATED REMAINS<sup>2</sup>**

For the interment of each casket of cremated remains where an exclusive Right of Burial has been granted; £60 £180

*Additional charges will be applied as follows:*

*Late submission of interment paperwork (paperwork must be submitted in full at least 5 working days prior to the interment date)* £30

*Late arrival of the funeral at the graveside (a 30 minute tolerance is provided, this additional charge relates to funeral arrivals over 30 minutes late)* £40 / hour

### **PART FOUR - HEADSTONES, VASES, TABLETS & INSCRIPTIONS**

For the right to place on a grave in respect of which the Exclusive Right of Burial has been granted, but subject to the following limitations.

Burial Plot Headstone <sup>3</sup> Maximum height 4'6" x width 2'6" x 3"	£55	£165
Ashes Plot Headstone <sup>3</sup> Maximum height 12" x width 18" x 3"	£55	£165
Ashes Plot Vases <sup>3</sup> Maximum height 10"	£25	£75
Ashes Plot Tablet <sup>3</sup> Not exceeding 18" x 18"	£25	£75
Childs Grave in Childs Area <sup>3</sup> Maximum height 27" x width 24" x 3"	£55	£165
Additional Inscriptions	£25	£75
Miscellaneous fee (for example for kerbing, additional memorial plaque)	£25	£75

### **PART FIVE – MEMORIAL GARDEN**

To place a memorial / commemorative plaque on the wall of the garden for a period of 10 years	£90 plus VAT	£270 plus VAT
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### **PART SIX – SUPPLEMENTARY CHARGES**

Administrative search fee (not applicable to administration involved with a burial or a memorial application)	£24 / hour plus VAT
Administration fee for the transfer of the GERB	£50 plus VAT
Out of hours funeral attendance charge per person per hour	£36 / hour / person

<sup>1</sup> Available for coffins only (not caskets)

<sup>2</sup> The fees indicated include attendance during the interment and the digging and backfilling in of the plot.

<sup>3</sup> The fees indicated above include the first inscription