



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr T K McMahon**

Tel: 01582 708540

Town Clerk: **Clare Evans**

E-mail: info@houghtonregis.org.uk

14th February 2020

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 24th February 2020** 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 1-4

To approve the Minutes of the meeting held on 18th November 2019

Recommendation: **To confirm the minutes of the Environment & Leisure Committee meeting held on 18th November 2019 and for these to be signed by the Chairman.**

5. INCOME & EXPENDITURE REPORT

Pages 5-14

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

Recommendation: **To note the report and in particular the additional income to be received in 299-1075, Sale of Assets, and the planned expenditure of grounds safety equipment.**

6. ENVIRONMENT & LEISURE BUDGET FOR 2020/21

Pages 15-54

Members will find attached the approved budget for 2020/21 for the Environment & Leisure Committee supported by the budget explanation. The following points are of note:

242-4015, Moore Crescent Pavilion, Gas
Reduced by £700. Member decision during budget setting. It is hoped that the remedial measures already taken will enable the council to find this utility.

271-1084 Income from burial fees
Reduced by £7500. Member decision during budget setting due to uncertainties of take up within the Garden of Remembrance.

291-4008 Grounds training
Reduced by £1000. Member decision during budget setting. Detail of training courses with reduced budget to be determined.

299-4862 Cap – Cemetery Provision
Reduced by £10000. Member decision during budget setting. Should additional Vaults be required the EMR would be utilised.

299-4871 Cap – Pavilion Renovations

Reduced by £25000. Member decision during budget setting not to make annual budget provision for Tithe Farm pavilion renovation.

Recommendation: To note the report.

7. VISION UPDATE

Pages 55-56

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

Recommendation: To note the report.

8. HOUGHTON REGIS CEMTERY INFORMATION & REGULATIONS

Pages 57-72

To enable members to consider and revise the information and regulations covering Houghton Regis Cemetery.

Recommendation: To approve the Cemetery Information and Regulations.

9. TITHE FARM 3G FEASIBILITY PROJECT: UPDATE

Pages 73-76

To update members on the work completed to date and to seek to appoint a bid consultant and architect.

Recommendation: **1. To note the work completed to date;**
2. To approve consultant 1 as the projects Bid Consultant
3. To delegate authority to the Chair of the Environment & Leisure Committee and the Clerk to appoint a Project Architect.

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HOUGHTON REGIS TOWN COUNCIL
Environment & Leisure Committee
18th November 2019 at 7.00pm

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

Also Present: Councillors: J Carroll
D Jones

Officers: Clare Evans Town Clerk
Tony Luff Head of Grounds Operations

Public: 0

11035 APOLOGIES

None.

11036 QUESTIONS FROM THE PUBLIC

None.

11037 SPECIFIC DECLARATIONS OF INTEREST

None.

11038 MINUTES

To approve the minutes of the meeting held on 17th September 2019.

Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 17th September 2019 and for these to be signed by the Chairman.

11039 BUDGET REVIEW

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

The following was advised:

- The expenditure on the Churchyard Wall would be offset by a transfer in from EMR 320.

Resolved: To note the report.

11040 DRAFT BUDGET 2020/21

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

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

This was provided for initial consideration and comment.

The following was advised:

- The cost of the awning at Moore Crescent pavilion would be partially offset by a contribution from the Bowls Club. Members requested that his contribution be re-affirmed;
- The budget included for the replacement of some of the coping stones at the cemetery. If budget provision was not secured this work would not go ahead. Members commented that this was important to complete to protect the wall from further damage.

11041 VISION UPDATE

Members received a review of the initiatives under this committee.

It was confirmed that there were 10 burial spaces remaining.

Resolved: To note the report.

11042 ENVIRONMENT FEES EXC CEMETERY FEES

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

Members requested that the sports clubs be contacted to provide advanced notification of the increase in fees.

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

11043 CEMETERY FEES

Members were requested to consider the cemetery fees which related to the existing area within the cemetery and also to consider associated fees and terms related to the new area within the existing cemetery.

Members requested a subsequent report on the issues and options around the council being able to make burial arrangements directly with families.

Resolved:

- 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

11044 UPDATE OF TITHE FARM 3G FEASIBILITY PROJECT

A verbal update was provided which confirmed:

A preliminary condition survey had been completed which suggested:

- A rebuild of the pavilion as its condition was poor and the internal spaces did not meet current standards;
- A relocation of the pavilion to a location closer to the play area and skate park.

A further meeting was arranged with the Beds FA and the Football Foundation to progress this project to the next stages.

11045 UPDATE ON S106 FUNDING

HRTC had applied for s106 funding for the following projects and had been awarded the following amounts.

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

Payment would be made retrospectively on project completion.

These projects were being progressed. Specifically the following was advised:

- Energy efficiency in community pavilions – this would exclude Tithe Farm pavilion due to anticipated sports project
- Flag pole illumination – CBC had provided consent to use power from a local street light, a planning application had been submitted, previously sourced quotes were being confirmed.
- Community Defibrillators – these would be sited at Tithe Farm, Moore Crescent, Parkside and Orchard Close recreation grounds.

Members thanked staff for completing the s106 application process and thanked CBC for their support of these projects.

11046 VILLAGE GREEN - FAIR AND CIRCUS VISITS 2020

Members were advised that the following dates for fair and circus visits had been requested:

Fair visit:

Arrive 11th May - Leave 18th May 2020 (open 14th – 17th May 2020)

Arrive 17th August - Leave 24th August 2020 (open 20th – 23rd August 2020)

Circus visit:

Arrive 15th October - Leave 22nd October 2020 (open 16th – 22nd October)

Resolved: To approve the following visits:

Fair visit:

Arrive 11th May - Leave 18th May 2020 (open 14th – 17th May 2020)

Arrive 17th August - Leave 24th August 2020 (open 20th – 23rd August 2020)

Circus visit:

Arrive 15th October - Leave 22nd October 2020 (open 16th – 22nd October)

The Chairman declared the meeting closed at 8.11pm

Dated this 24th day of February 2020

Chairman

DRAFT



ENVIRONMENT & LEISURE COMMITTEE**Agenda Item 5**

Date: 24th February 2020**Title:** Income & Expenditure Report**Purpose of the Report:** To provide members with the Income & Expenditure report to date for the Environment & Leisure Committee.**Contact Officer:** Clare Evans, Town Clerk

1. RECOMMENDATION

To note the report and in particular the additional income to be received in 299-1075, Sale of Assets, and the planned expenditure of further grounds safety equipment.

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 (utility costs)

202-4038 - this budget is overspent (utility costs)

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)

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

241-4037 Insufficient budget for routine maintenance costs

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. The Head of Grounds has investigated and has adjusted the boiler operational times, repaired a radiator, limited access to the boiler room and repaired the boiler.

242-4036 this is over budget due to a plumbing repair (£534)

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

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 Tith Farm play area (£7850), both arising from vandalism. Insurance claims were processed and are shown in 291-1091.

291-1075 Some grounds machinery has been disposed of.

291-1091 additional income obtained through additional grounds work and insurance claims re 282-4042

291-4018 this budget is likely to be further exceeded. It is anticipated other savings in this cost centre will offset the deficit.

291-4059 – this budget is provided to meet expenses associated with annual HAV testing of equipment, grounds staff health surveillance and associated medical examination. It is overspent due the completion of the Deed of Variation re the S106 agreement (£1474)

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).

299-1075 a grounds machine has been disposed of and the income will be coded in this location. The income will be used to purchase some cemetery safety equipment and some electrical machinery to reduce HAV. This capital purchases will be coded to 299-4851 which will at year end show a deficit (albeit will be offset by this income)

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.

299-4851 refer to 299-1075

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-Lettings¹
3. The agreed budget (as set in February 2019)
4. Virements (agreed transfers between cost centres and codes)²
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 reserves³ 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 reserves⁴ 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

¹ Please note income codes start with 1XXX and expenditure codes start with 4XXX

² 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

³ Ear marked reserves are capital budgets for identified projects, often abbreviated to EMR

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

Detailed Income & Expenditure by Budget Heading 14/02/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	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	0	3,841	2,700	(1,141)			142.3%
Village Green Rec Gd :- Income	0	3,841	2,700	(1,141)			142.3%
4037 GROUNDS MAINTENANCE	0	267	500	233		233	53.4%
Village Green Rec Gd :- Indirect Expenditure	0	267	500	233	0	233	53.4%
Net Income over Expenditure	0	3,574	2,200	(1,374)			
<u>202 Village Green Pavilion</u>							
1082 INC-LETTINGS	0	184	400	216			46.0%
Village Green Pavilion :- Income	0	184	400	216			46.0%
4011 RATES	0	2,504	2,448	(56)		(56)	102.3%
4012 WATER RATES	0	1,190	500	(690)		(690)	237.9%
4014 ELECTRICITY	292	1,052	1,000	(52)		(52)	105.2%
4036 PROPERTY MAINTENANCE	0	818	1,000	182		182	81.8%
4038 MAINTENANCE CONTRACTS	0	174	100	(74)		(74)	174.3%
4059 OTHER PROFESSIONAL FEES	0	(3,128)	0	3,128	3,475	(347)	0.0%
Village Green Pavilion :- Indirect Expenditure	292	2,610	5,048	2,438	3,475	(1,037)	120.6%
Net Income over Expenditure	(292)	(2,427)	(4,648)	(2,221)			
<u>211 Parkside Rec Gd</u>							
1082 INC-LETTINGS	0	2,302	4,000	1,698			57.5%
Parkside Rec Gd :- Income	0	2,302	4,000	1,698			57.6%
4013 RENT	0	50	50	0		0	100.0%
4037 GROUNDS MAINTENANCE	0	1,175	1,400	225		225	83.9%
Parkside Rec Gd :- Indirect Expenditure	0	1,225	1,450	225	0	225	84.5%
Net Income over Expenditure	0	1,077	2,550	1,473			
<u>212 Parkside Pavilion</u>							
4012 WATER RATES	0	66	100	34		34	65.6%
4014 ELECTRICITY	15	227	400	173		173	56.7%
4015 GAS	0	71	150	79		79	47.3%
4036 PROPERTY MAINTENANCE	0	1,633	1,000	(633)		(633)	163.3%
Parkside Pavilion :- Indirect Expenditure	15	1,997	1,650	(347)	0	(347)	121.0%
Net Expenditure	(15)	(1,997)	(1,650)	347			

Detailed Income & Expenditure by Budget Heading 14/02/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	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	0	2,869	2,500	(369)			114.8%
Tithe Farm Rec Gd :- Income	<u>0</u>	<u>2,869</u>	<u>2,500</u>	<u>(369)</u>			<u>114.8%</u>
4013 RENT	0	5	5	0		0	100.0%
4037 GROUNDS MAINTENANCE	0	1,175	1,500	325		325	78.4%
Tithe Farm Rec Gd :- Indirect Expenditure	<u>0</u>	<u>1,180</u>	<u>1,505</u>	<u>325</u>	<u>0</u>	<u>325</u>	<u>78.4%</u>
Net Income over Expenditure	<u>0</u>	<u>1,689</u>	<u>995</u>	<u>(694)</u>			
<u>222 Tithe Farm Pavilion</u>							
4012 WATER RATES	0	325	450	125		125	72.3%
4014 ELECTRICITY	64	327	700	373		373	46.6%
4015 GAS	(23)	73	150	77		77	48.8%
4036 PROPERTY MAINTENANCE	0	699	1,200	501		501	58.2%
Tithe Farm Pavilion :- Indirect Expenditure	<u>42</u>	<u>1,424</u>	<u>2,500</u>	<u>1,076</u>	<u>0</u>	<u>1,076</u>	<u>57.0%</u>
Net Expenditure	<u>(42)</u>	<u>(1,424)</u>	<u>(2,500)</u>	<u>(1,076)</u>			
<u>231 Orchard Close Rec Gd</u>							
1082 INC-LETTINGS	0	1,955	1,171	(784)			166.9%
Orchard Close Rec Gd :- Income	<u>0</u>	<u>1,955</u>	<u>1,171</u>	<u>(784)</u>			<u>166.9%</u>
4037 GROUNDS MAINTENANCE	0	2,123	1,000	(1,123)		(1,123)	212.3%
Orchard Close Rec Gd :- Indirect Expenditure	<u>0</u>	<u>2,123</u>	<u>1,000</u>	<u>(1,123)</u>	<u>0</u>	<u>(1,123)</u>	<u>212.3%</u>
Net Income over Expenditure	<u>0</u>	<u>(168)</u>	<u>171</u>	<u>339</u>			
<u>232 Orchard Close Pavilion</u>							
4012 WATER RATES	0	63	350	287		287	18.0%
4014 ELECTRICITY	56	85	270	185		185	31.4%
4036 PROPERTY MAINTENANCE	0	293	600	307		307	48.8%
Orchard Close Pavilion :- Indirect Expenditure	<u>56</u>	<u>441</u>	<u>1,220</u>	<u>779</u>	<u>0</u>	<u>779</u>	<u>36.1%</u>
Net Expenditure	<u>(56)</u>	<u>(441)</u>	<u>(1,220)</u>	<u>(779)</u>			
<u>241 Moore Crescent Rec Gd</u>							
1082 INC-LETTINGS	0	1,766	1,400	(366)			126.1%
Moore Crescent Rec Gd :- Income	<u>0</u>	<u>1,766</u>	<u>1,400</u>	<u>(366)</u>			<u>126.1%</u>
4037 GROUNDS MAINTENANCE	0	1,109	800	(309)		(309)	138.6%
Moore Crescent Rec Gd :- Indirect Expenditure	<u>0</u>	<u>1,109</u>	<u>800</u>	<u>(309)</u>	<u>0</u>	<u>(309)</u>	<u>138.6%</u>
Net Income over Expenditure	<u>0</u>	<u>657</u>	<u>600</u>	<u>(57)</u>			

Detailed Income & Expenditure by Budget Heading 14/02/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	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	98	400	302			24.5%
Moore Crescent Pavilion :- Income	<u>0</u>	<u>98</u>	<u>400</u>	<u>302</u>			<u>24.5%</u>
4011 RATES	0	4,370	4,275	(95)	(95)		102.2%
4012 WATER RATES	0	2,125	2,000	(125)	(125)		106.3%
4014 ELECTRICITY	91	1,050	1,400	350	350		75.0%
4015 GAS	0	2,173	800	(1,373)	(1,373)		271.6%
4036 PROPERTY MAINTENANCE	0	2,072	1,500	(572)	(572)		138.1%
4038 MAINTENANCE CONTRACTS	0	531	545	14	14		97.4%
Moore Crescent Pavilion :- Indirect Expenditure	<u>91</u>	<u>12,321</u>	<u>10,520</u>	<u>(1,801)</u>	<u>0</u>	<u>(1,801)</u>	<u>117.1%</u>
Net Income over Expenditure	<u>(91)</u>	<u>(12,223)</u>	<u>(10,120)</u>	<u>2,103</u>			
<u>243 Moore Crescent Bowling Gn</u>							
1082 INC-LETTINGS	0	4,299	7,000	2,701			61.4%
Moore Crescent Bowling Gn :- Income	<u>0</u>	<u>4,299</u>	<u>7,000</u>	<u>2,701</u>			<u>61.4%</u>
4037 GROUNDS MAINTENANCE	0	3,697	5,000	1,303	1,303		73.9%
Moore Crescent Bowling Gn :- Indirect Expenditure	<u>0</u>	<u>3,697</u>	<u>5,000</u>	<u>1,303</u>	<u>0</u>	<u>1,303</u>	<u>73.9%</u>
Net Income over Expenditure	<u>0</u>	<u>602</u>	<u>2,000</u>	<u>1,398</u>			
<u>271 Houghton Regis Cemetery</u>							
1084 Income Burial Fees	590	12,885	15,000	2,115			85.9%
Houghton Regis Cemetery :- Income	<u>590</u>	<u>12,885</u>	<u>15,000</u>	<u>2,115</u>			<u>85.9%</u>
4011 RATES	0	985	900	(85)	(85)		109.4%
4012 WATER RATES	0	114	200	86	86		57.1%
4020 MISC. ESTABLISH.COST	0	0	500	500	500		0.0%
Houghton Regis Cemetery :- Indirect Expenditure	<u>0</u>	<u>1,099</u>	<u>1,600</u>	<u>501</u>	<u>0</u>	<u>501</u>	<u>68.7%</u>
Net Income over Expenditure	<u>590</u>	<u>11,786</u>	<u>13,400</u>	<u>1,614</u>			
<u>272 All Saints Churchyard</u>							
4028 Bedford Road Wall	0	20,018	500	(19,518)	(19,518)		4003.5%
4992 Trs from Earmarked Reserve	0	(15,106)	0	15,106	15,106		0.0%
All Saints Churchyard :- Indirect Expenditure	<u>0</u>	<u>4,912</u>	<u>500</u>	<u>(4,412)</u>	<u>0</u>	<u>(4,412)</u>	<u>982.3%</u>
Net Expenditure	<u>0</u>	<u>(4,912)</u>	<u>(500)</u>	<u>4,412</u>			

Detailed Income & Expenditure by Budget Heading 14/02/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>281 Public Open Spaces</u>							
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%
4217 HHP Project Contribution	0	3,334	3,334	0		0	100.0%
5002 Tr from EMR Former Railway LIn	0	0	(3,000)	(3,000)		(3,000)	0.0%
Public Open Spaces :- Indirect Expenditure	0	3,334	834	(2,500)	0	(2,500)	399.8%
Net Expenditure	0	(3,334)	(834)	2,500			
<u>282 Play Areas (all)</u>							
4017 HEALTH & SAFETY	0	420	500	80		80	84.0%
4042 Equipment Repairs & Maintenance	0	(7,794)	4,500	12,294		12,294	(173.2%)
4992 Trs from Earmarked Reserve	0	0	(2,500)	(2,500)		(2,500)	0.0%
4999 Trs to EMR Play Areas	0	0	2,500	2,500		2,500	0.0%
Play Areas (all) :- Indirect Expenditure	0	(7,374)	5,000	12,374	0	12,374	(147.5%)
Net Expenditure	0	7,374	(5,000)	(12,374)			
<u>283 Street Furniture (Formerly Bus</u>							
4036 PROPERTY MAINTENANCE	0	0	200	200		200	0.0%
Street Furniture (Formerly Bus :- Indirect Expenditure	0	0	200	200	0	200	0.0%
Net Expenditure	0	0	(200)	(200)			
<u>291 Outside Services</u>							
1075 Sale of Assets	0	4,883	0	(4,883)			0.0%
1091 Income Miscellaneous	972	13,902	5,000	(8,902)			278.0%
Outside Services :- Income	972	18,785	5,000	(13,785)			375.7%
4006 PROTECTIVE CLOTHING	0	851	1,000	149		149	85.1%
4008 TRAINING/COURSES	0	612	2,000	1,388		1,388	30.6%
4011 RATES	0	8,593	8,400	(193)		(193)	102.3%
4012 WATER RATES	0	543	600	57		57	90.4%
4013 RENT	0	15,500	15,500	0		0	100.0%
4014 ELECTRICITY	244	1,160	1,800	640		640	64.5%
4015 GAS	0	69	100	31		31	69.2%
4017 HEALTH & SAFETY	0	138	200	62		62	69.2%
4018 REFUSE DISPOSAL	1,480	12,920	12,000	(920)		(920)	107.7%
4020 MISC. ESTABLISH.COST	0	30	0	(30)		(30)	0.0%
4021 COMMUNICATIONS COSTS	10	214	424	210		210	50.5%
4025 INSURANCE	0	0	200	200		200	0.0%
4036 PROPERTY MAINTENANCE	36	903	1,000	97		97	90.3%

Detailed Income & Expenditure by Budget Heading 14/02/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4038 MAINTENANCE CONTRACTS	0	298	525	227		227	56.7%
4039 HORTICULTURAL SUPPLIES	0	1,828	2,100	272		272	87.0%
4040 Tree maintenance	255	675	8,000	7,325	7,985	(660)	108.3%
4041 Tree Survey	0	2,125	2,575	450		450	82.5%
4042 Equipment Repairs & Maintenance	737	7,648	10,000	2,352	235	2,116	78.8%
4044 VEHICLE FUEL	6	6,087	6,000	(87)		(87)	101.5%
4045 VEHICLE TAX & INSURANCE	0	781	800	19		19	97.6%
4059 OTHER PROFESSIONAL FEES	0	3,343	1,900	(1,443)		(1,443)	176.0%
Outside Services :- Indirect Expenditure	<u>2,768</u>	<u>64,317</u>	<u>75,124</u>	<u>10,807</u>	<u>8,220</u>	<u>2,586</u>	<u>96.6%</u>
Net Income over Expenditure	<u>(1,796)</u>	<u>(45,532)</u>	<u>(70,124)</u>	<u>(24,592)</u>			
<u>299 Env Capital & Projects</u>							
1074 External Grant	0	5,000	0	(5,000)			0.0%
Env Capital & Projects :- Income	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>(5,000)</u>			
4049 Loan payments - Play Areas	0	7,440	3,777	(3,663)		(3,663)	197.0%
4053 Loan payments- Moore Cres. Pav	0	18,444	24,069	5,625		5,625	76.6%
4054 Loan payments - Skate park	0	3,125	0	(3,125)		(3,125)	0.0%
4851 CAP-Machinery Renewals	0	18,624	20,000	1,376		1,376	93.1%
4856 CAP - Street Furniture	0	0	7,500	7,500		7,500	0.0%
4862 CAP - Cemetery Provision	0	87,051	30,000	(57,051)	7,850	(64,901)	316.3%
4871 CAP - Pavilion Renovations	0	1,574	0	(1,574)		(1,574)	0.0%
4872 CAP - Sport & Recreation	0	4,200	0	(4,200)		(4,200)	0.0%
4980 Tr to EMR Pavillion Renovation	0	0	10,000	10,000		10,000	0.0%
4992 Trs from Earmarked Reserve	0	(77,186)	(9,048)	68,138		68,138	853.1%
Env Capital & Projects :- Indirect Expenditure	<u>0</u>	<u>63,272</u>	<u>86,298</u>	<u>23,026</u>	<u>7,850</u>	<u>15,176</u>	<u>82.4%</u>
Net Income over Expenditure	<u>0</u>	<u>(58,272)</u>	<u>(86,298)</u>	<u>(28,026)</u>			
Grand Totals:- Income	1,562	53,984	39,571	(14,413)			136.4%
Expenditure	3,264	157,954	200,749	42,795	19,545	23,250	88.4%
Net Income over Expenditure	<u>(1,702)</u>	<u>(103,970)</u>	<u>(161,178)</u>	<u>(57,208)</u>			
Movement to/(from) Gen Reserve	<u>(1,702)</u>	<u>(103,970)</u>					

Houghton Regis Town Council
Annual Budget - By Committee

Note: Amended Officer Draft Budget 2020/21

	2018/19		2019/20			2020/21			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Environment and Leisure</u>									
<u>201</u>	<u>Village Green Rec Gd</u>								
1082	2,700	1,544	2,700	3,841	3,841	0	3,315	0	0
	<u>2,700</u>	<u>1,544</u>	<u>2,700</u>	<u>3,841</u>	<u>3,841</u>	<u>0</u>	<u>3,315</u>	<u>0</u>	<u>0</u>
	Total Income								
4037	500	716	500	267	267	0	500	0	0
	<u>500</u>	<u>716</u>	<u>500</u>	<u>267</u>	<u>267</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>0</u>
	Overhead Expenditure								
	<u>2,200</u>	<u>828</u>	<u>2,200</u>	<u>3,574</u>	<u>3,574</u>	<u>0</u>	<u>2,815</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve								
<u>202</u>	<u>Village Green Pavilion</u>								
1082	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>
	Total Income								
4011	2,499	2,448	2,448	2,504	2,504	0	2,600	0	0
4012	300	1,009	500	1,190	1,500	0	400	0	0
4014	900	1,892	1,000	1,052	1,000	0	1,000	0	0
4036	1,000	1,103	1,000	818	1,000	0	1,900	0	0
4038	105	91	100	174	174	0	200	0	0
4059	5,000	8,025	0	-3,128	-3,475	3,475	0	0	0
	<u>9,804</u>	<u>14,568</u>	<u>5,048</u>	<u>2,610</u>	<u>2,703</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>(2,427)</u>	<u>(2,453)</u>		<u>(5,900)</u>		
	Movement to/(from) Gen Reserve								
<u>211</u>	<u>Parkside Rec Gd</u>								
1082	1,800	3,566	4,000	2,302	4,000	0	2,615	0	0

Continued on next page

Houghton Regis Town Council
Annual Budget - By Committee

Note: Amended Officer Draft Budget 2020/21

	2018/19		2019/20				2020/21		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
Total Income									
4013 RENT	1,800	3,566	4,000	2,302	4,000	0	2,615	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	1,175	1,400	0	1,400	0	0
	0	-1,378	0	0	0	0	0	0	0
Overhead Expenditure									
Movement to/(from) Gen Reserve	1,450	889	1,450	1,225	1,450	0	1,450	0	0
	350	2,677	2,550	1,077	2,550		1,165		
212 Parkside Pavilion									
1082 INC-LETTINGS	0	0	0	0	-20	0	0	0	0
Total Income	0	0	0	0	-20	0	0	0	0
4012 WATER RATES	60	64	100	66	100	0	100	0	0
4014 ELECTRICITY	400	264	400	227	400	0	400	0	0
4015 GAS	100	125	150	71	120	0	150	0	0
4036 PROPERTY MAINTENANCE	1,500	861	1,000	1,633	1,633	0	1,000	0	0
Overhead Expenditure									
Movement to/(from) Gen Reserve	2,060	1,313	1,650	1,997	2,253	0	1,650	0	0
	(2,060)	(1,313)	(1,650)	(1,997)	(2,273)		(1,650)		
221 Tithe Farm Rec Gd									
1082 INC-LETTINGS	5,000	2,521	2,500	2,869	2,869	0	3,000	0	0
Total Income	5,000	2,521	2,500	2,869	2,869	0	3,000	0	0
4013 RENT	5	5	5	5	5	0	5	0	0
4037 GROUNDS MAINTENANCE	1,500	740	1,500	1,175	1,175	0	1,700	0	0

Continued on next page

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

	2018/19		2019/20			2020/21			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure									
Movement to/(from) Gen Reserve	1,505	745	1,505	1,180	1,180	0	1,705	0	0
	<u>3,495</u>	<u>1,776</u>	<u>995</u>	<u>1,689</u>	<u>1,689</u>		<u>1,295</u>		
<u>222</u> <u>Tithe Farm Pavilion</u>									
1091 Income Miscellaneous	0	468	0	0	0	0	0	0	0
Total Income	0	468	0	0	0	0	0	0	0
4012 WATER RATES	400	436	450	325	450	0	450	0	0
4014 ELECTRICITY	450	721	700	327	400	0	700	0	0
4015 GAS	150	219	150	73	150	0	150	0	0
4036 PROPERTY MAINTENANCE	1,200	1,430	1,200	699	1,200	0	1,200	0	0
Overhead Expenditure	2,200	2,805	2,500	1,424	2,200	0	2,500	0	0
Movement to/(from) Gen Reserve	<u>(2,200)</u>	<u>(2,337)</u>	<u>(2,500)</u>	<u>(1,424)</u>	<u>(2,200)</u>		<u>(2,500)</u>		
<u>231</u> <u>Orchard Close Rec Gd</u>									
1082 INC-LETTINGS	732	909	1,171	1,955	1,955	0	2,320	0	0
Total Income	732	909	1,171	1,955	1,955	0	2,320	0	0
4037 GROUNDS MAINTENANCE	1,500	2,070	1,000	2,123	2,123	0	1,500	0	0
Overhead Expenditure	1,500	2,070	1,000	2,123	2,123	0	1,500	0	0
Movement to/(from) Gen Reserve	<u>(768)</u>	<u>(1,161)</u>	<u>171</u>	<u>(168)</u>	<u>(168)</u>		<u>820</u>		
<u>232</u> <u>Orchard Close Pavilion</u>									
4012 WATER RATES	350	345	350	63	350	0	350	0	0

Continued on next page

Houghton Regis Town Council
Annual Budget - By Committee

Note: Amended Officer Draft Budget 2020/21

	2018/19		2019/20				2020/21		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4014 ELECTRICITY	270	387	270	85	270	0	270	0	0
4036 PROPERTY MAINTENANCE	800	181	600	293	600	0	600	0	0
Overhead Expenditure	1,420	914	1,220	441	1,220	0	1,220	0	0
Movement to/(from) Gen Reserve	(1,420)	(914)	(1,220)	(441)	(1,220)		(1,220)		
241 Moore Crescent Rec Gd									
1082 INC-LETTINGS	2,767	1,172	1,400	1,766	1,766	0	2,125	0	0
Total Income	2,767	1,172	1,400	1,766	1,766	0	2,125	0	0
4037 GROUNDS MAINTENANCE	1,000	952	800	1,109	1,109	0	1,000	0	0
Overhead Expenditure	1,000	952	800	1,109	1,109	0	1,000	0	0
Movement to/(from) Gen Reserve	1,767	220	600	657	657		1,125		
242 Moore Crescent Pavilion									
1082 INC-LETTINGS	212	309	400	98	100	0	200	0	0
Total Income	212	309	400	98	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	2,125	3,500	0	2,500	0	0
4014 ELECTRICITY	1,000	1,668	1,400	1,050	1,600	0	1,600	0	0
4015 GAS	800	1,739	800	2,173	2,400	0	2,500	0	0
4036 PROPERTY MAINTENANCE	1,500	2,661	1,500	2,072	2,072	0	2,000	0	0
4038 MAINTENANCE CONTRACTS	515	636	545	531	531	0	545	0	0
Overhead Expenditure	9,290	13,566	10,520	12,321	14,473	0	13,545	0	0

Continued on next page

Houghton Regis Town Council
Annual Budget - By Committee

Note: Amended Officer Draft Budget 2020/21

	2018/19		2019/20			2020/21			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	(9,078)	(13,257)	(10,120)	(12,223)	(14,373)		(13,345)		
Movement to/(from) Gen Reserve									
243 Moore Crescent Bowling Gn									
1082 INC-LETTINGS	8,000	4,216	7,000	4,299	4,299	0	5,000	0	0
Total Income	8,000	4,216	7,000	4,299	4,299	0	5,000	0	0
4037 GROUNDS MAINTENANCE	7,000	5,403	5,000	3,697	5,000	0	5,500	0	0
Overhead Expenditure	7,000	5,403	5,000	3,697	5,000	0	5,500	0	0
Movement to/(from) Gen Reserve	1,000	(1,187)	2,000	602	(701)		(500)		
271 Houghton Regis Cemetery									
1084 Income Burial Fees	15,000	20,154	15,000	12,885	15,000	0	7,500	0	0
Total Income	15,000	20,154	15,000	12,885	15,000	0	7,500	0	0
4011 RATES	814	875	900	985	985	0	1,100	0	0
4012 WATER RATES	100	246	200	114	150	0	200	0	0
4020 MISC. ESTABLISH.COST	72	196	500	0	500	0	2,500	0	0
Overhead Expenditure	986	1,318	1,600	1,099	1,635	0	3,800	0	0
Movement to/(from) Gen Reserve	14,014	18,836	13,400	11,786	13,365		3,700		
272 All Saints Churchyard									
4028 Bedford Road Wall	2,540	1,724	500	20,018	20,018	0	2,500	0	0
4992 Trs from Earmarked Reserve	0	0	0	-15,106	-15,106	0	0	0	0
5011 Tr from EMR All Saints Wall	0	-1,724	0	0	0	0	0	0	0

Continued on next page

Houghton Regis Town Council
Annual Budget - By Committee

Note: Amended Officer Draft Budget 2020/21

	2018/19		2019/20			2020/21			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	2,540	0	500	4,912	4,912	0	2,500	0	0
Movement to/(from) Gen Reserve	(2,540)	0	(500)	(4,912)	(4,912)		(2,500)		
281 Public Open Spaces									
4020 MISC. ESTABLISH.COST	0	200	0	0	0	0	0	0	0
4037 GROUNDS MAINTENANCE	388	0	500	0	500	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
Overhead Expenditure	722	534	834	3,334	834	0	834	0	0
Movement to/(from) Gen Reserve	(722)	(534)	(834)	(3,334)	(834)		(834)		
282 Play Areas (all)									
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
Overhead Expenditure	6,500	4,116	5,000	-7,374	4,920	0	6,500	0	0
Movement to/(from) Gen Reserve	(6,500)	(4,116)	(5,000)	7,374	(4,920)		(6,500)		
283 Street Furniture (Formerly Bus									
4036 PROPERTY MAINTENANCE	1,000	0	200	0	200	0	500	0	0

Continued on next page

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

	2018/19		2019/20			2020/21			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	1,000	0	200	0	200	0	500	0	0
Movement to/(from) Gen Reserve	(1,000)	0	(200)	0	(200)		(500)		
291 Outside Services									
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	13,902	12,930	0	11,651	0	0
Total Income	5,000	41,514	5,000	18,785	17,813	0	11,651	0	0
4006 PROTECTIVE CLOTHING	1,000	1,421	1,000	851	1,000	0	1,250	0	0
4008 TRAINING/COURSES	2,000	1,996	2,000	612	2,000	0	3,000	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	15,500	15,500	0	15,500	0	0
4014 ELECTRICITY	1,300	2,590	1,800	1,160	1,800	0	1,800	0	0
4015 GAS	100	282	100	69	100	0	100	0	0
4017 HEALTH & SAFETY	0	1,244	200	138	200	0	500	0	0
4018 REFUSE DISPOSAL	9,000	18,231	12,000	12,920	15,000	0	18,000	0	0
4020 MISC. ESTABLISH.COSTS	200	195	0	30	30	0	200	0	0
4021 COMMUNICATIONS COSTS	800	658	424	214	424	0	100	0	0
4025 INSURANCE	200	69	200	0	200	0	200	0	0
4036 PROPERTY MAINTENANCE	1,000	3,280	1,000	903	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	2,100	0	2,000	0	0
4040 Tree maintenance	7,800	20,569	8,000	675	8,640	7,985	10,000	0	0

Continued on next page

Houghton Regis Town Council
Annual Budget - By Committee

Note: Amended Officer Draft Budget 2020/21

	2018/19		2019/20			2020/21			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
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	7,648	10,000	235	8,000	0	0
4044 VEHICLE FUEL	4,000	6,655	6,000	6,087	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	3,343	3,343	0	2,000	0	0
4992 Trs from Earmarked Reserve	-3,675	-12,769	0	0	0	0	0	0	0
Overhead Expenditure	65,381	88,525	75,124	64,317	82,710	8,220	92,425	0	0
Movement to/(from) Gen Reserve	(60,381)	(47,011)	(70,124)	(45,532)	(64,897)		(80,774)		
299 Env Capital & Projects									
1074 External Grant	95,000	4,535	0	5,000	5,000	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
Total Income	95,000	59,120	0	5,000	5,000	0	72,700	0	0
4049 Loan payments - Play Areas	7,555	7,372	3,777	7,440	7,440	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	3,125	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	15,700	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	87,051	95,000	7,850	0	0	0
4871 CAP - Pavilion Renovations	25,000	0	0	1,574	1,574	0	50,000	0	0
4872 CAP - Sport & Recreation	0	70,542	0	4,200	4,200	0	0	0	0

Continued on next page

Houghton Regis Town Council
Annual Budget - By Committee

Note: Amended Officer Draft Budget 2020/21

	2018/19		2019/20			2020/21			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
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
4992 Trs from Earmarked Reserve	0	-43,485	-9,048	-77,186	-100,383	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
Overhead Expenditure	215,962	261,329	86,298	63,272	71,149	7,850	119,769	0	0
Movement to/(from) Gen Reserve	(120,962)	(202,210)	(86,298)	(58,272)	(66,149)		(47,069)		
Environment and Leisure - Income	136,611	136,192	39,571	53,984	56,873	0	110,626	0	0
Expenditure	330,820	399,762	200,749	157,954	200,338	19,545	262,998	0	0
Movement to/(from) Gen Reserve	(194,209)	(263,570)	(161,178)	(103,970)	(143,465)		(152,372)		
Total Budget Income	136,611	136,192	39,571	53,984	56,873	0	110,626	0	0
Expenditure	330,820	399,762	200,749	157,954	200,338	19,545	262,998	0	0
Movement to/(from) Gen Reserve	(194,209)	(263,570)	(161,178)	(103,970)	(143,465)		(152,372)		

Environment & Leisure Committee

201 - Village Green Rec Ground

Cost centre:	Code:	Title:	
201	1082	Income lettings	

2019/20 figure:	2020/21 figure (requested):	Agreed	
2,700	3315	3315	

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

Cost centre:	Code:	Title:	
201	4037	Grounds Maintenance	

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

Justification:	
Provided for general grounds maintenance	

202 – Village Green Pavilion

Cost centre:	Code:	Title:	
202	1082	INC-LETTINGS	

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

Justification:	
Relates to ad hoc lettings for the pavilion.	

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Cost centre:	Code:	Title:	
202	4011	Rates	

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

Justification:	
Rates for VG Pavilion.	

Cost centre:	Code:	Title:	
202	4012	Water Rates	

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

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

Cost centre:	Code:	Title:	
202	4014	Electricity	

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

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

Cost centre:	Code:	Title:	
202	4036	Property Maintenance	

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

Cost centre:	Code:	Title:	
202	4038	Maintenance Contracts	

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

Justification:	
Used for alarm charges and servicing and emergency lighting checks	

Implications of request not being granted:	
Alarm & e lights may fail	

Cost centre:	Code:	Title:	
202	4059	Other Professional Fees	

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

Justification:	
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.	

211 - Parkside Rec Gd

Cost centre:	Code:	Title:	
211	1082	INC-Lettings	

2019/20 figure:	2020/21 figure (requested):	Agreed	
1,800	2615	2615	

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

Cost centre:	Code:	Title:	
211	4013	Rent	

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

Justification:	
Rent payable to CBC as landlord.	

Cost centre:	Code:	Title:	
211	4037	Grounds Maintenance	

2019/20 figure:	2020/21 figure (requested):	Agreed	
1,400	1,400	1400	

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

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212 - Parkside Pavilion

Cost centre:	Code:	Title:	
212	4012	Water Rates	

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

Justification:	
19/20 budget considered suitable	

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Cost centre:	Code:	Title:	
212	4014	Electricity	

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

Justification:	
19/20 budget considered suitable.	

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Cost centre:	Code:	Title:	
212	4015	Gas	

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

Justification:	
19/20 budget considered suitable.	

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Cost centre:	Code:	Title:	
212	4036	Property Maintenance	

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

221 - Tithe Farm Rec Gd

Cost centre:	Code:	Title:	
221	1082	INC-Lettings	

2019/20 figure:	2020/21 figure (requested):	Agreed	
2500	3000	3000	

Justification:	
Income from football lettings.	

Cost centre:	Code:	Title:	
221	4013	Rent	

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

Justification:	
Annual rent included in lease agreement.	

Cost centre:	Code:	Title:	
221	4037	Grounds Maintenance	

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

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

222 - Tithe Farm Pavilion

Cost centre:	Code:	Title:	
222	4012	Water Rates	

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

Justification:	
Increase in charges.	

Cost centre:	Code:	Title:	
222	4014	Electricity	

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

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

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Cost centre:	Code:	Title:	
222	4015	Gas	

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

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

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	

231 - Orchard Close Rec Gd

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

2019/20 figure:	2020/21 figure (requested):	Agreed	
1171	2320	2320	

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

Cost centre:	Code:	Title:	
231	4037	Grounds Maintenance	

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

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

232 - Orchard Close Pavilion

Cost centre:	Code:	Title:	
232	4012	Water Rates	

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

Justification:	
Renewal cheapest contract	

Cost centre:	Code:	Title:	
232	4014	Electricity	

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

Justification:	
To cover costs.	

Recent contract renewal sourced most cost effective suppliers	
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Cost centre:	Code:	Title:	
232	4036	Property Maintenance	

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

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

241 - Moore Crescent Rec Gd

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

2019/20 figure:	2020/21 figure (requested):	Agreed	
1400	2125	2125	

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	

Cost centre:	Code:	Title:	
241	4037	Grounds Maintenance	

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

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

242 - Moore Crescent Pavilion

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

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

Justification:	
Income from ad hoc lettings.	

Cost centre:	Code:	Title:	
242	4011	Rates	

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

Justification:	
Legal obligation	

Cost centre:	Code:	Title:	
242	4012	Water rates	

2019/20 figure:	2020/21 figure (requested):	Agreed	Possible Saving
2000	2,500	2500	0

Justification:	
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Separate water and sewage providers costs Under budgeted for in 19/20	
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Cost centre:	Code:	Title:	
242	4014	Electricity	

2019/20 figure:	2020/21 figure (requested):	1600	
1,000	1,600	TBC	

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

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Cost centre:	Code:	Title:	
242	4015	Gas	

2019/20 figure:	2020/21 figure (requested):	Agreed	
800	3200	2500	

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

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Cost centre:	Code:	Title:	
242	4036	Property Maintenance	

2019/20 figure:	2020/21 figure (requested):	Agreed	
1,500	2000	2000	

Justification:	
Used for general maintenance, pavilion deep clean, alarm charges and servicing etc Electrical inspection due 2024 approx £400, remedial £120	

Cost centre:	Code:	Title:	
242	4038	Maintenance Contract	

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

Justification:	
Coves alarm and CCTV servicing	

243 - Moore Crescent Bowling Green

Cost centre:	Code:	Title:	
243	1082	Income – Lettings	

2019/20 figure:	2020/21 figure (requested):	Agreed	
7,000	5000	5000	

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

Cost centre:	Code:	Title:	
243	4037	Grounds Maintenance	

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

Justification:	
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Year end treatment (Avonmore £3000) Chemical control Fertilizer, sand, weed killer	
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271 - Houghton Regis Cemetery

Cost centre:	Code:	Title:	
271	1084	Income Burial Fees	

2019/20 figure:	2020/21 figure (requested):	Agreed	
15,000	15,000	7500	

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.	
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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 interment options being available.	
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Cost centre:	Code:	Title:	
271	4011	Rates	

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

Justification: Slight increase suggested.	
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Cost centre:	Code:	Title:	

271	4012	Water Rates	
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2019/20 figure:	2020/21 figure (requested):	Agreed	
200	200	200	

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

Cost centre:	Code:	Title:	
271	4020	Misc. Establish. Cost	

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

Justification:	
Provided to cover miscellaneous costs £200 Software support £300 Increased budget by £2500 to fund wall repairs in the old area of the cemetery, coping stones. Quotes range from £1540 to £3000.	

272 - All Saints Churchyard

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

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

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. Update – condition survey received, identifies some defects. Indication of price requested.	

281 - Public Open Spaces

Cost centre:	Code:	Title:	
281	4037	Grounds Maintenance	

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

Justification:	
To fund any general grounds maintenance work.	

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

2019/20 figure:	2020/21 figure (requested):	Agreed	
3,334	3,334	3334	

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.	

Cost centre:	Code:	Title:	
281	5002	Tr from EMR Former Railway Line	

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

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

282 - Play areas (All)

Cost centre:	Code:	Title:	
282	4017	Health and Safety	

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

Justification:	
To cover any minor repairs and upkeep issues.	

Cost centre:	Code:	Title:	
282	4037	Grounds Maintenance	

2019/20 figure:	2020/21 figure (requested):	Agreed	
0	1,500	1500	

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	

Cost centre:	Code:	Title:	
282	4042	Equipment and Repairs & Maintenance	

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

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

Cost centre:	Code:	Title:	
282	4992	Trs from Earmarked Reserve	

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

Cost centre:	Code:	Title:	
282	4999	Trs to EMR Play Areas	

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

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

283 - Street Furniture (Formerly Bus)

Cost	Code:	Title:	
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centre:			
283	4036	Property Maintenance	

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

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.	

291 - Outside Services

Cost centre:	Code:	Title:	
291	1091	Income of Miscellaneous	

2019/20 figure:	2020/21 figure (requested):	Agreed	
5,000	11,651	TBC11651	

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	

Cost centre:	Code:	Title:	
291	4006	Protective Clothing	

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

Justification:	
Used for grounds staff PPE.	

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Cost centre:	Code:	Title:	
291	4008	Training/Courses	

2019/20 figure:	2020/21 figure (requested):	Agreed	
2,000	4000	3000	

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) Detail of training courses with reduced budget to be determined.	

Cost centre:	Code:	Title:	
291	4011	Rates	

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

Justification:	
Annual rates for workshop.	

Cost centre:	Code:	Title:	
291	4012	Water Rates	

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

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

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Cost centre:	Code:	Title:	
291	4013	Rent	

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

Justification:	
Workshop rent.	

Cost centre:	Code:	Title:	
291	4014	Electricity	

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

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

Cost centre:	Code:	Title:	
291	4015	Gas	

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

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

Cost centre:	Code:	Title:	
291	4017	Health & Safety	

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

Justification:	
Used for ad hoc health and safety issues.	

Cost centre:	Code:	Title:	
291	4018	Refuse Disposal	

2019/20 figure:	2020/21 figure (requested):	Agreed	
12,000	18,000	18000	

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 6.1m3 bin at £75/lift, 26 lifts per year = £2.2k, or 8m3 bin at £98/lift, 26 lifts per year = £2.9k	

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

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

Justification:	
Used for ad hoc costs re outside services.	

Cost centre:	Code:	Title:	
291	4021	Communication Costs	

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

Justification:	
Used for workshop broadband.	

Cost centre:	Code:	Title:	
291	4025	Insurance	

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

Justification:	
Lease requirement to insure workshop for fire risks through CBC.	

Cost centre:	Code:	Title:	
291	4036	Property Maintenance	

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

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Cost centre:	Code:	Title:	
291	4038	Maintenance Contracts	

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

Justification:	
Alarm servicing and maintenance	

Cost centre:	Code:	Title:	
291	4039	Horticultural Supplies	

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

Justification:	
Summer and winter bedding plants.	

Cost centre:	Code:	Title:	
291	4040	Tree Maintenance	

2019/20 figure:	2020/21 figure (requested):	Agreed	
2,000	10000	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 2021/2022 estimated price £5,700	

Cost centre:	Code:	Title:	
291	4041	Tree Survey	

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

Cost centre:	Code:	Title:	
291	4042	Equipment Repairs & Maintenance	

2019/20 figure:	2020/21 figure (requested):	Agreed	
10,000	8,000	8000	

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

Cost centre:	Code:	Title:	
291	4044	Vehicle Fuel	

2019/20 figure:	2020/21 figure (requested):	Agreed	
6,000	9,000	9000	

Implications of request not being granted:	
Budget would be overspent	

Cost centre:	Code:	Title:	
291	4045	Vehicle Tax & Insurance	

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

Justification:	
Used for vehicle tax.	

Cost centre:	Code:	Title:	
291	4059	Other Professional Fees	

2019/20 figure:	2020/21 figure (requested):	Agreed	
1,000	2,000	2000	

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

299 - Env Capital & Projects

Cost centre:	Code:	Title:	
299	1074	External Grant	

2019/20 figure:	2020/21 figure (requested):	Agreed	
0	30000	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)	
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Cost centre:	Code:	Title:	
299	1077	Grant income CBC s106	

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

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

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

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

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Cost centre:	Code:	Title:	
299	4049	Loan payments-Play Areas	

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

Justification:	
Loan repaid in September 2019	

Cost centre:	Code:	Title:	
299	4053	Loan payments-Moore Cres. Pav	

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

Justification:	
Loan repayments due until 2033.	

Cost centre:	Code:	Title:	
299	4851	Cap-Machinery Renewals	

2019/20 figure:	2020/21 figure (requested):	Agreed	
20,000	20,000	20000	

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	

Cost centre:	Code:	Title:	
299	4856	Cap-Street Furniture	

2019/20 figure:	2020/21 figure (requested):	Agreed	
7500	15700	15700	

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	

Implications of request not being granted:	
Unable to replace street furniture. Unable to purchase items listed *remove provision for electronic noticeboards	

Cost centre:	Code:	Title:	
299	4858	Cap- Play Areas & Eqpt	

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

Cost centre:	Code:	Title:	
299	4862	Cap-Cemetery Provision	

2019/20 figure:	2020/21 figure (requested):	Agreed	
40,000	10000	0	

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

Cost centre:	Code:	Title:	

299	4871	Cap- Pavilion Renovations	
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2019/20 figure:	2020/21 figure (requested):	Agreed	
25,000	75000	50000	

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 Tithe Farm All Weather pitch project.	
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Ref:	Outcome	Overarching Committee	Committee Update at November 2019
Objective 1 To develop a stronger local economy which promotes local businesses.			
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 and gate repairs completed. Members received presentation from CBC on All Saints View. 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.
Objective 2 To face the challenges and maximise the opportunities of growth.			
2b.	Enhance existing cemetery provision & maximise space available	Environment & Leisure Committee	GREEN 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 completed end of 2019. Available for interments from February / March 2020.
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.
Objective 4 To develop a more active, engaged and inclusive community.			
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. Now installed.
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. 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. Committed £2000 grant 2020/21 onwards for a 4 year period. Links made between CBC and Mem Hall Comm to secure s106 funding for car park resurfacing and drainage. Aware that the Memorial Hall Committee have submitted a Community Assets grants to CBC to help fund the project. 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.
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Objective 5 To build a strong, efficient and proactive Town Council			
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, funding has been agreed. Work to be completed.



ENVIRONMENT & LEISURE COMMITTEE**Agenda Item 8**

Date: 24th February 2020**Title:** HOUGHTON REGIS CEMETERY INFORMATION & REGULATIONS**Purpose of the Report:** To enable members to consider and revise the information and regulations covering Houghton Regis Cemetery.**Contact Officer:** Clare Evans, Town Clerk

1. RECOMMENDATION**To approve the Cemetery Information and Regulations.****2. BACKGROUND**

The Garden of Remembrance is completed and is ready to be utilised. As such it is necessary to review and extend the cemetery regulations to cover this new area. It is also useful to refresh the Regulations to ensure that they are up to date.

3. ISSUES FOR CONSIDERATION

Members will find attached draft Houghton Regis Cemetery Information and Regulations.

Due to the need to insert points in relation to the Garden of Remembrance, it was not possible to provide a tracked change document as it proved difficult to read and follow. The following points are provided which highlight the fundamental changes:

Information for Families & Friends

This has been inserted to provide a general overview of the burial options available.

Burial Arrangements

This has been altered to enable families to book an interment direct with the council. This is in accordance with legal case law which established that this option must be provided by burial authorities. The section also provides details on what level of service the council can offer should this direct booking be desired.

Cemetery Fees

The requirement that fees are paid prior to the interment taking place has been included. This is to help avoid bad debts.

Grant of Exclusive Right of Burial

This section has been extended in relation to the Garden of Remembrance. It allows families to select vaults. It also sets out the process which will be followed 12 months to the expiry of the Grant of Exclusive Right of Burial. It confirms what will happen to the ashes in the Vaults should the family not extend the Grant of Exclusive Right of Burial or provide further instruction.

Certificate of Burial or Cremation

This section has been extended to require the funeral director or family (in the case of a direct booking) to sign a 'Form 18' which confirms that they have seen the Certificate of Burial or Cremation. The section also enables the council to refuse to allow the burial to take place should the certification not be provided or the form signed.

Memorials

This section includes the requirement that only BRAMM¹ registered memorial masons are permitted to work in the cemetery. The effective date has been set at 1st April 2021 to enable any non-registered masons time to register.

The section also provides details of the memorialisation on the Vaults.

4. COUNCIL VISION

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

4. A more active, engaged and inclusive community;
5. A strong efficient and proactive Town Council.

5. IMPLICATIONS

Corporate Implications

- The Environment & Leisure Committee has the authority under Committee Functions & Terms of Reference to consider and approve this policy.
- The provision of families being able to book an interment directly with the council will have staff capacity implications. Members will be advised should the implications of this additional work be significant.
- The revised document will be shared with relevant staff and guidance provided. Members are invited to be part of this if desired. (Ext Auditors report 2018/19)

Legal Implications

- The council has the power to set its regulations as the burial authority under Local Government Act 1972 s214(6)

Financial Implications

- There are no financial implications

Risk Implications

- There are no risk implications

Equalities Implications

¹ British Register of Accredited Memorial Masons

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 draft Houghton Regis Cemetery Information & Regulations have been amended to include the new Garden of Remembrance. A number of changes have been suggested to update the Regulations and ensure they are fit for purpose.

7. APPENDICES

Appendix A: Draft Houghton Regis Cemetery Information & Regulations



Houghton Regis Town Council

Cemetery Information & Regulations

Date of Approval:	17 th March 2004
Date of Review:	30 th August 2011; 9 th November 2012; 7 th September 2015; 15 th July 2019; 7 th February 2020

CONTENTS

Section	Title	Page
1	General Information	2
2	Cemetery Location and Layout	3
3	Hours of Opening	4
4	Burial Arrangements	4
5	Notice of Burial	5
5	Hours of Burial	5
6	Cemetery Fees	6
7	Exclusive Rights of Burial	6
8	Certificate of Burial or Cremation	7
9	Private Graves	7
10	Common Graves	7
11	Memorials	7
12	Maintenance of Graves including Ashes Plots	9
13	Cemetery Rules	10

HOUGHTON REGIS TOWN COUNCIL CEMETERY INFORMATION

1. General Information

Houghton Regis Town Council manages the Houghton Regis Cemetery and takes pride in maintaining it to a high standard and creating an atmosphere of peace and tranquillity. Visitors to the Cemetery are asked to observe the regulations governing the Cemetery.

Enquiries concerning the Cemetery can be made to:

Houghton Regis Town Council
Peel Street
Houghton Regis
Beds LU5 5EY

Tel: 01582 708540
E-mail: info@houghtonregis.org.uk

The Council reserves the right to make additions and alterations to the regulations from time to time.

2. Cemetery Location and Layout

Cemetery Address:

Houghton Regis Cemetery
Cemetery Road
Houghton Regis
Beds
LU5 5BJ

Figure 1: Map Showing Cemetery Location

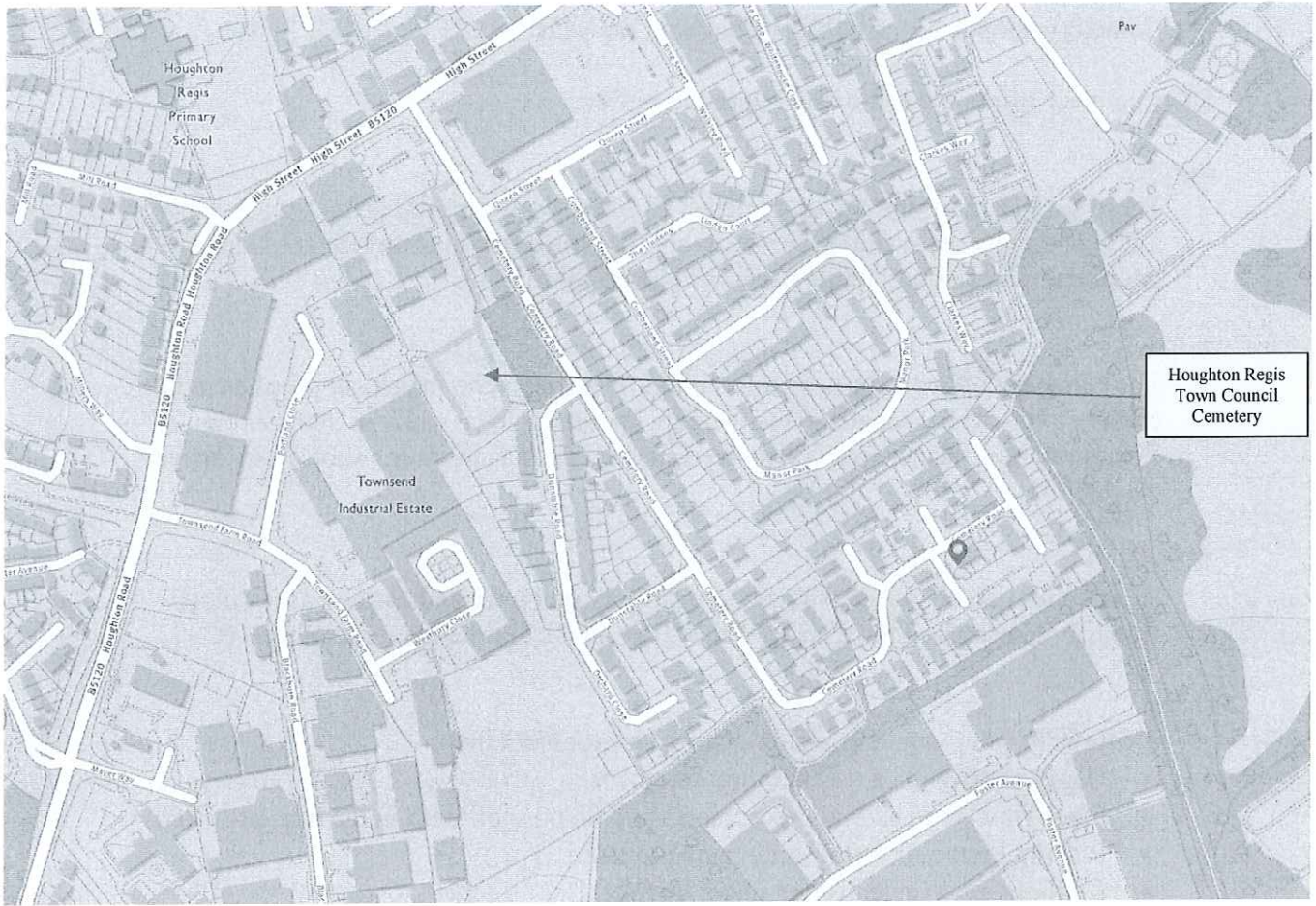
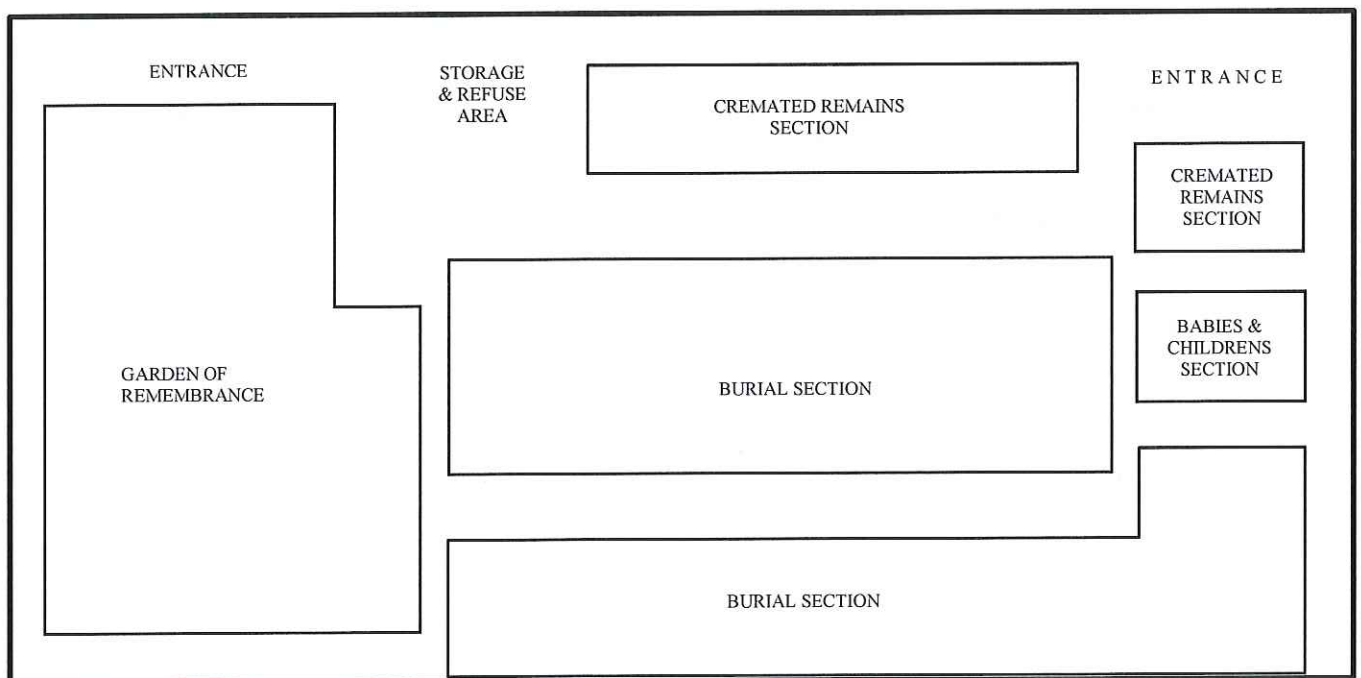


Figure 2: Cemetery Layout



Information for Families and Friends

The Cemetery is open to the public throughout the year¹.

The Cemetery offers the following interment options:

Burials

There are 2 sections within the cemetery in which body burials can take place. Only a few plots remain available for body burials. Once this is completed only second interments in existing burial spaces will be possible.

Ashes

The cemetery offers 2 types of ashes plots. The first is the interment of ashes in an earthen plot. The second is the placing of ashes in a vault in the Garden of Remembrance. Ashes may also be interred in burial plots, subject to space availability.

Memorials

Headstones can be placed, subject to approval, on burial and earthen ashes plots. Headstones are provided as part of the Vault in the Garden of Remembrance.

Other

Please help us to maintain a high quality environment by:

- Being respectful of others in the cemetery
- Place flowers in suitable receptacles and dispose of them in the bins provided
- Placing litter and waste in the bins provided
- Keeping dogs on leads and under control

Cemetery Regulations

Burial Arrangements

Families can make arrangements for the burial of their loved one, either through a funeral director, or directly through the council.

Using a Funeral Director

When making arrangements through a funeral director, families will be guided through the process. The funeral director will take on the practical aspects of arranging the funeral, including:

- Organising the collection of your loved one from a hospital, nursing home or home address, and transport to the chosen funeral home
- Caring for the deceased and making a private chapel of rest available where family and friends can pay their last respects

¹ The Council reserves the right to exclude the public should it be necessary at any time.

- Guiding you through legal processes such as registering the death and completing documentation
- Liaising with the churchyard or cemetery to set the date and time of the funeral
- Paying disbursements such as crematorium fees on your behalf
- Arranging floral tributes and newspaper announcements if required
- Arranging your loved one's journey to the place of the funeral service, and providing vehicles as required for family and mourners

Funeral directors seeking to work in Houghton Regis Cemetery must supply suitable insurance certification.

Booking direct with the council

Families are able to book interments directly with the council. The council will provide support and guidance to book the interment at the Houghton Regis Cemetery. Families will need to make their own arrangements for any additional services. Consideration should be given to the following, as these services are not provided by the council:

- Transportation (between place of death / crematorium / cemetery)
- Caring for the deceased and paying last respects
- Completing the legal processes
- Liaising with officiating minister / celebrant and the council
- Payment processes
- Floral tributes / donations / newspaper announcements

Notice of Burial

Written notice of burial on the Burial Arrangements form as supplied by the council must be given to the Town Council.

At least five clear working days (excluding Saturdays, Sundays and public holidays) must elapse between the day on which notice of burial is given and the day of the funeral. Alterations to arrangements within 5 working days of the interment may incur an extra administrative / grave preparation charge.

Hours of Burial

Burials may take place Monday to Friday inclusive, within the following burial times:

	Monday – Thursday	Friday
Summer Period 1 st April – 30 th September	9am to 3.30pm	9am to 12.30pm
Winter Period 1 st October to 31 st March	9am to 1.30pm	9am to 12.30pm

Burials at weekends and public holidays may be permitted in cases of emergency. Out of hours fees will apply. The certificate of a coroner or registered medical practitioner confirming that immediate burial is necessary will be required.

Cemetery Fees

The current fee schedule for burials and memorials is available from the Council. Please note that non-parishioner fees are at triple rate.

The Council's fees for interments and memorial permits are paid at the time of booking through the Funeral Director / Memorial Mason or directly by the family.

Fees should be settled in advance of the interment.

Grant of Exclusive Right of Burial

In order to inter within the Cemetery, it is necessary for the Grant of Exclusive Right of Burial to be purchased for a particular grave space. This permits the purchaser, or their next of kin, (known as the Grantee) to decide who shall be interred in that grave and gives them control over any memorialisation on the plot.

The Grant of Exclusive Right of Burial does not give ownership rights to the purchaser.

Grave plots or earthen ashes plots cannot be pre-purchased, or a particular plot chosen, by the purchaser. The Council will allocate the next available plot.

Vaults within the Garden of Remembrance can be selected by the family.

Second or further interments will only be permitted in a grave when the Grant of Exclusive Right of Burial has been provided by the applicant or if the Grantee is the person to be interred.

The Grant of Exclusive Right of Burial provides rights over the plot for a specific time period, as follows:

Burial plots:	75 years
Earthen ashes plots:	75 years
Vaults:	20 years

The council will contact, by letter, the Grantee at approximately 12 months (and 6 months if necessary) prior to the end of the Grant period to see if the Grantee wishes to extend the period of the Grant of Exclusive Right of Burial or to seek further instruction. A request for the Grantee to contact the council will also be placed on the plot. In relation to ashes placed in Vaults in the Garden of Remembrance, should the Grantee not contact the council the ashes will be removed from the Vault along with the memorial and placed into storage for a 6 month period. At the end

of the 6 month period the ashes will be scattered within the grounds of Houghton Regis Cemetery and the memorial will be destroyed.

Certificate of Burial or Cremation

A copy of the Certificate for Burial (or in the case of a still-born child, a certificate in accordance with the Births and Deaths Act, 1926) or Certificate of Cremation must be provided when the burial arrangements form is submitted.

The original must be produced at the time of the interment.

In the event that the original Certificate for Burial or Cremation is not supplied to the council at the time of the interment a Form 18 will have to be completed in order for the interment to take place.

In the event that certification is not supplied or the Form 18 not completed, the council will refuse to allow the interment to take place.

Private Graves (Those For Which An Exclusive Right of Burial is purchased)

The Council undertakes the preparation of plots within the cemetery.

Where more than one interment takes place in a burial plot there shall be a layer of earth not less than 15cm (6 inches) in thickness, plus the thickness of the coffin board, between each coffin. No part of any coffin shall be less than 1m (3 feet) below the level of the ground.

No burial plot shall be deepened after the first burial.

No burial plot shall be prepared and left open over a weekend or public holiday without suitable protection being put in place.

A casket containing cremated remains may, subject to space availability, be buried in any plot in the Cemetery for which the Exclusive Right of Burial has been purchased.

Common Graves (where no Exclusive Right of Burial has been purchased)

Common Graves shall be available for two burials.

No memorialisation may be erected on a common grave.

Memorials

Permission must be obtained, in advance, for the right to erect a memorial and the appropriate fee paid. Applications should be made by the Grantee or their lawful successor. In any other cases the consent of the Grantee will be sought. Memorial permits will not be issued without the consent of the Grantee

The application for a memorial must include an image of the memorial, dimensions, inscription wording and the design, and must be submitted to the Town Council for approval. It is strongly recommended that approval for the memorial be obtained prior to any costs being incurred.

The number of the grave, as shown in the interment book, must be placed on each memorial.

From 1st April 2021 the council will only permit BRAMM registered memorial masons to erect memorials within Houghton Regis Cemetery.

Memorial masons seeking to work in Houghton Regis Cemetery must supply suitable insurance certification, certificates of competence and details of their BRAMM registration.

Only Memorials within the following dimensions are permitted:

	Height (max)	Width (max)
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<u>Burial Plots</u>		
• Headstone	4' 6" (135cm)	2' 6" (75cm)
• Wooden Cross	4' 6" (135cm)	2' 6" (75cm)
• Flat Stone	12" (30cm)	18" (45cm)

<u>Children's Burial Plots</u>		
• Headstone	2' 6" (75cm)	1' 6" (45cm)
• Wooden Cross	2' 6" (75cm)	1' 6" (45cm)

<u>Ashes Plots</u>		
• Headstone	12" (30cm)	18" (45cm)
• Wooden Cross	12" (30cm)	18" (45cm)
• Vases	10" (25cm)	
• Tablet	18" (45cm)	18" (45cm)

<u>Garden of Remembrance</u>	The memorial is provided as part of the Vault. Families may select from a plaque, a book or a heart. The council can arrange for the inscription or families may choose to go to a memorial mason. No other memorials are permitted within the Garden of Remembrance.
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The responsibility for the maintenance and repair of a memorial lies with the Grantee. The Town Council is not liable for any damage or wear and tear to a memorial through any cause other than its own negligence.

Temporary memorials are not permitted other than wooden crosses.

The council recommends that memorials are not installed until sufficient time has elapsed to enable the ground to settle (normally 6 months or so). Headstones being erected on a memorial pathway may be installed at any time after the interment.

For a subsequent interment to take place, it is the responsibility of the grantee, successor or person giving notice to arrange for the headstone and kerbing to be removed for the preparation of the grave.

Edging of any kind that stands above the level of the ground (soil), including kerbing and fencing of any material, is not allowed. Gravel, shingle, pebbles, slate or any other hard surfaced materials are not permitted on or around the graves and will be removed.

The Council reserves the right, after consultation with the grantee, to remove unauthorised memorials or any ornaments which in the Council's opinion are offensive or inappropriate.

The Town Council undertakes a regular inspection of all memorials to ensure that they are in a good state of repair. Should the memorial be found to be in disrepair, the Council will undertake to contact the owner of the memorial by sending a letter to his/her last known address and displaying notice of its intention at the Cemetery, so that remedial action can be taken. Whilst attempts are made to trace the owner the Council reserves the right to lay a memorial down flat in order to ensure safety within the Cemetery. Should the owner not be traceable the Council reserves the right to remove the memorial.

Maintenance of Graves

Flowers and wreaths may be placed on and around the grave on the day of the funeral. Withered flowers and wreaths will be removed after 2 weeks by Council staff. Families are requested to remove any items they wish to keep before this time.

Cut flowers may be placed in suitable receptacles set into the memorial and its base.

Grave Plots

Planting is allowed in front of headstones of burial and earthen ashes plots, but must;

- Not exceed the width of the headstone;
- Only include bedding plants or low-level shrubs, which do not exceed 0.3m (1ft) in height.

Planting is not permitted within the Garden of Remembrance. Flowers may be placed in the receptacles provided.

For all Plots

The Council reserves the right to bring any planting in line with these Regulations.

Where, in the opinion of the Council, the planting is not maintained and kept tidy, the Council may give instructions for the plants to be removed and the grave levelled and grassed over.

The Grantee may request (by letter or email) that the council level and grass over plots. This will be completed as soon as practicable after the request is made.

It is advised that ornaments are not left on plots to avoid the risk of damage or theft. The Council accepts no responsibility for any planting of graves or for any ornamentation left on plots.

Other

All visitors to the Cemetery are to park in the car park. No wheeled vehicles, other than invalid carriages, wheelchairs or perambulators may be taken onto the roadway around the Cemetery, except for vehicles attending funerals or bringing in materials or equipment for the placement of memorials, digging of graves etc. Such permitted vehicles shall keep to the roadway within the Cemetery.

Any person found in the Cemetery: -

- wilfully creating any disturbance;
- committing any nuisance;
- wilfully interfering with any burial;
- wilfully interfering with any grave, memorial, flowers or plants or any such matter: or
- playing at any game of sport

is guilty of an offence and liable on summary conviction to a fine not exceeding £100 and in the case of a continuing offence to a fine not exceeding £10 for each day during which the offence continues after conviction.

The registers and records relating to the Cemetery are available, by appointment, for inspection at the Council Offices. Please contact the council to make an appointment.

*IN ACCORDANCE WITH THE LOCAL AUTHORITIES CEMETERY ORDER 1977
THE COUNCIL RESERVES THE RIGHT TO MAKE AMENDMENTS TO THE
REGULATIONS COVERING HOUGHTON REGIS CEMETERY.*



ENVIRONMENT & LEISURE COMMITTEE**Agenda Item 9**

Date: 24th February 2020

Title: **TITHE FARM 3G FEASIBILITY PROJECT: UPDATE**

Purpose of the Report: **To update members on the work completed to date and to seek to appoint a bid consultant and architect.**

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

1. RECOMMENDATION

- 1. To note the work completed to date;**
- 2. To approve consultant 1 as the projects Bid Consultant**
- 3. To delegate authority to the Chair of the Environment & Leisure Committee and the Clerk to appoint a Project Architect.**

2. BACKGROUND

The development of a 3G pitch, changing rooms and car park on Tithe Farm Recreation Ground has been supported by HRTC and the Houghton Regis Partnership Committee. As such work has continued to progress on this project.

3. ISSUES FOR CONSIDERATION**Bid Consultant**

A tender process has been completed to identify a Bid Architect in accordance with the Consultants Brief as attached at Appendix A.

In accordance with Financial Regulations an invitation to tender was submitted to 3 specialised consultants. 2 tenders were received.

Consultant 1

Good track record of securing grant funding.

A small specialised company in this line of work.

Fee: £5775

Additional costs:

Any additional work will be charged at £350 per day

Mileage is charged at 45p per mile

Fee includes up to 4 site meetings / briefings

Additional fees will be agreed in advance

Company 2

Good track record of securing grant funding.

A specialised company in this line of work. The company has an additional arm to provide architectural services

Fee: £8750

Additional costs:

Any additional work will be charged at £250 per day

Fee includes up to 3 site meetings / briefings

Additional fees will be agreed in advance

The council will meet the cost of this consultant (EMR 322, Pavilion Renovation), however the cost will be reclaimed through the Football Foundation grant scheme.

It is recommended that Consultant 1 be appointed.

Project Architect

In order to progress the project following on from the appointment of a Bid Consultant it is necessary to tender and appoint a Project Architect. The specification for this role will be developed by the Bid Consultant. Accordingly members are requested to delegate authority to the Chair of the Environment & Leisure Committee and the Clerk to appoint a project architect so that the project can move forwards ahead of the next Environment & Leisure Committee meeting.

Other

Since this project was first presented to the council other information has been received / shared over both the facilities within HRN1 and over the re development of the Kingsland site.

Within HRN1 it was informally suggested that a 3G pitch may be provided in proximity to the redeveloped Thornhill site. The Planning Officer has advised that he has heard nothing else of this suggestion. In any event should a 3G facility be provided in this location it would be to serve the new community.

In relation to the Kingsland site CBC are only just commencing work on this project and there is no confirmation or otherwise that a 3G facility would be provided within this site.

Members are advised of these matters at this early stage.

4. COUNCIL VISION

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

2. Face the challenges & maximise the opportunities of growth;
3. A safer town with reduced fear of crime;
4. A more active, engaged and inclusive community;
5. A strong efficient and proactive Town Council.

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications.

Legal Implications

- Power – Local Government (Misc. Provisions) Act 1976 s19

Financial Implications

- The process for the Bid Consultant has been carried out in accordance with Financial Regulations. Members are requested to delegate authority to enable a Project Architect to be appointed.
- EMR 322

Risk Implications

- There are no risk implications.

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 project has received support from HRTC and CBC and is developing well. Members are requested to agree the next steps in the process.

7. APPENDICES

Appendix A: Bid Consultant Specification

