

HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr Clare L Copleston** Tel: 01582 708540

Town Clerk: **Clare Evans**

E-mail: info@houghtonregis.org.uk

8th November 2021

To: Members of the Environment & Leisure Committee

Cllrs: T McMahon Chair), D Dixon Wilkinson, Y Farrell, R Morgan, A Slough, S Thorne and E Cooper.

(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 15th November 2021 at 7.00pm.**

Due ongoing Covid concerns, members of the public who wish to attend the meeting are encouraged to do so remotely through the meeting link below. Members of the public may also attend in person and, if doing so, are requested to socially distance as much as possible.

To attend remotely through Teams please follow this link: [MEETING LINK](#)

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

**Clare Evans
Town Clerk**

Agenda

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

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

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.

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

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

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

3. SPECIFIC DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of any such interest.

Members are invited to submit any requests for Dispensations for consideration.

4. MINUTES

Pages 6 - 9

To approve the Minutes of the meeting held on 20th September 2021.

Recommendation: To confirm the minutes of the Environment & Leisure Committee meeting held on 20th September 2021 and for these to be signed by the Chairman.

5. MINUTES OF WORKING GROUPS

Pages 10 - 12

Allotment Working Group 24th August 2021

Pages 13 – 15

Allotment Working Group 5th October 2021
(Draft)

In addition, members are referred to draft Minutes of the Allotments Working group held on 5th October. At this meeting it was resolved to recommend to Environment & Leisure Committee the approval of the draft Tenancy Agreement (*Pages 16 – 19*). As this project is moving forwards it was considered prudent to bring this forward to this meeting for formal approval.

**Recommendation: 1. To receive the minutes detailed above.
2. To approve the Allotment Tenancy Agreement.**

6. TREE SURVEY WORK

Pages 20 - 22

To advise members of require tree work resulting from the findings of the tree survey.

Recommendation: For health and safety reasons, to authorise the above remedial works and to source suitable replacement trees.

7. INCOME AND EXPENDITURE REPORT

Pages 23 - 31

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

8. BUDGET 2022/23

Pages 32 - 69

For this committee the draft budget has been hard to prepare notably due to:

- Price increases in materials possibly due to Brexit and covid
- Uncertainties over gas and electric supply costs, members are advised that the Council's broker has suggested a 30% increase in budget

Members are also requested to note that the fees under this committee have yet to be set so some adjustments may be required.

9. ENVIRONMENT & LEISURE FEES 2021/22

Pages 70 - 84

To set the hire charges under the control of Environment & Leisure Committee for 2022/23.

Recommendation: To approve the Environment & Leisure Schedule of Fees for 2022/23.

10. UPDATED POLICY CONSULTATION BRIEFING - ENVIRONMENTAL PERMITTING REGULATIONS

Pages 85 - 89

Members will find attached a policy consultation briefing from NALC, on the current DEFRA Environmental Permitting Regulations consultation.

The briefing states, the DEFRA consultation affects all burial authorities, and existing cemeteries/burial grounds. It also states that if implemented, the proposals under consultation could reduce remaining burial capacity by up to 50%.

The stated purpose of the proposals is to improve the way groundwater activities, and some related surface water discharge activities, are regulated.

The closing date of the DEFRA consultation is 22nd December, while NALC have also asked for responses by 5pm on 27th November, to help inform its response.

Advice was sought from the Council's cemetery consultants who advised that they are working with Defra on this guidance. It was also highlighted that everything that is published in this document is actually in place anyway under the EA Statutory guidance, as such concerns were expressed over the value of the article.

Members views are invited.

11. TITHE FARM ALL WEATHER UPDATE

Pages 90 - 102

This report is provided to update members on the Tithe Farm Recreation Ground Sports Project.

This report is provided for information.

12. THE QUEEN'S GREEN CANOPY

The Queen's Green Canopy (QGC) is a unique tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022 which invites people from across the United Kingdom to "**Plant a Tree for the Jubilee**". More information can be found here:

[The Queen's Green Canopy \(queensgreencanopy.org\)](https://queensgreencanopy.org)

This has also been promoted by the National Association of Civic Officers (NACO).

Various grant sources are available including CBC and the Woodland Trust. It is thought that these are likely to be saplings rather than more mature trees.

Suggested locations include:

- Village Green in one of the raised beds (in the draft budget there is a funding request for a refurbishment of these)
- Adjacent to the Town Sign (in the draft budget there is a funding request for a refurbishment of this planting bed)
- Houghton Hall Park
- In the area of the willow trees on East End (a second existing tree may be removed as per a separate agenda item)
- In Moore Crescent (2 existing trees may be removed as per a separate agenda item)

Members comments are invited.

13. PUBLIC SEATING ON PARKSIDE RECREATION GROUND

Members will recall that at the Town Council meeting on 4th October it was advised that a communication had been received from a member of the public on behalf of Parkside Ward Action Group, requesting additional seating to be installed on Parkside Recreation area. The Action Group offered the Town Council a financial contribution of £200.

Subsequent to the Town Council meeting that group were advised that the Environment and Leisure Committee would be looking into the provision of seating and would look at funding additional seating in the budget for 2022/23.

Members are invited to consider making budget provision in the draft budget for 2022/23 or to request approval from Town Council to use General Reserves to fund additional seating in 2021/22.

Given the size of the recreation ground and the fact that outside of the play areas themselves there is only 1 public bench available, it is suggested that 2 benches are purchased. A steel framed bench with back and side arms made from recycled materials is in the region of £500 each plus delivery, total approximately £1300.

Recommendation: To request approval from Town Council to purchase 2 new benches for Parkside Recreation ground using general reserves up to a value of £1300.

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HOUGHTON REGIS TOWN COUNCIL
Environment & Leisure Committee
Minutes of the meeting held on
20th September 2021 at 7.00pm

Present: Councillors: T McMahon Chairman
E Cooper
C Copleston Substitute
Y Farrell
R Morgan
A Slough
S Thorne

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

Public: 1

Apologies: Councillors: D Dixon-Wilkinson

11750 APOLOGIES

Apologies were received from Cllr D Dixon-Wilkinson (Cllr C Copleston substituted).

11751 QUESTIONS FROM THE PUBLIC

A member of the public raised concerns regarding agenda item 10.

Concerns highlighted were:

- The Annual Playground Inspection Report does not cover the recreation grounds themselves including any seating within them.
- The lack of benches within Parkside Recreation Ground.
- Benches were needed close to the play area in Parkside.
- There were only two bins which, due to their age and condition, were in need of replacement.

It was advised that budget availability would be looked at for 2022/23. The member of the public confirmed that they would send in the questions posed and requested a written response. This was agreed.

11752 SPECIFIC DECLARATIONS OF INTEREST

None.

11753 MINUTES

To approve the minutes of the meeting held on 7th June 2021.

Members received a revised copy of the minutes held on 7th June 2021.

Resolved: To confirm the revised minutes of the Environment & Leisure Committee meeting held on 7th June 2021 and for these to be signed by the Chairman.

11754 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Allotments Working Group 6th July 2021

Resolved: To receive the Minutes detailed above.

11755 INCOME AND EXPENDITURE REPORT

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

Members were advised that a number of football teams had cancelled their pitch hire which had resulted in a change to the predicted income for pitch hire.

11756 HOUGHTON REGIS RANGER UPDATE REPORT

Members were updated on the Town Ranger initiative.

Members were advised that the feedback received had been extremely positive and encouraging, the app could now be downloaded from the Houghton Regis Town Council website, the app was not available from android or Apple stores as this had proven cost prohibitive.

Members discussed the most appropriate committee or working group to receive update reports on the Town Ranger initiative, it was agreed that this would be discussed at a later date and confirmed accordingly.

11757 HOUGHTON REGIS CEMETERY UPDATE REPORT

Members were updated on the current interment capacity of the cemetery. It was advised that there were approximately 30 ashes plots remaining.

Members shared positive feedback on the Garden of Remembrance received from visitors to the area.

11758 TITHE FARM ALL WEATHER UPDATE

Members were updated on the Tithe Farm Recreation Ground Sports Project.

Members were advised that the planning application had been revised to exclude the alterations to the existing pavilion due to concerns that the additional information requested (elevation plans) would delay the consideration of the application and thus have a detrimental impact on the Football Foundation grant application timescale.

Members were invited to visit a similar project in Cranfield, which was being run by Beds F.A. on behalf of the Parish Council.

Members were advised that £25,000 Community Asset Grant had been received from Central Bedfordshire Council. This was very welcomed.

11759 ANNUAL PLAYGROUND INSPECTION

Members were updated on the outcomes of the annual play area inspection.

The report had indicated that there had been two moderate risks, with all other risks reported as low or very low.

It was requested that the report be sent to Cllr McMahon and Cllr Carroll.

It was suggested that visual improvements to the play areas could be achieved by painting the fences. It was requested that the gates be painted red in contrast to the fence to support the Dementia Friendly Strategy.

Members were advised that a concern had been raised that the pathways on Parkside Recreation ground were not DDA compliant. It was confirmed that the pathways were 1.75m wide and that the DDA width was 2m. This would be further investigated and a response provided to the resident.

Members considered the need for additional benches on Parkside Recreation area, it was highlighted that this was a lengthy pathway for people to walk without an opportunity to rest partway. Members were advised that this would be put forward during the budget setting process.

The suggestion of a 'chatting bench' was raised, a bench with a sign to say that if you sat here, you were happy to chat. This initiative was designed to help tackle mental health issues, enabling people to feel less isolated.

Resolved:

- 1. To note the remedial works to address the moderate risks;**
- 2. To accept the low risks as identified and to continue monitor.**

11760 ALLOTMENTS

Members were requested to consider the following:

1. The purchase of required grounds equipment and a noticeboard
2. To have additional bases installed so that the plots can be let at half plot sizes

Members were advised quotes had been requested for bases, a response was awaited.

- Resolved:** **To authorise the expenditure of up to £15,000 from EMR Allotments for**
- 1. The purchase of required grounds equipment and a noticeboard**
 - 2. To have additional bases installed so that the plots can be let at half plot sizes**

11761 MACHINERY RENEWALS PROGRAMME UPDATE

Members were presented with a machinery renewals programme to aid budget considerations.

Members were advised electric equipment was a more eco-friendly way of operating wherever possible, with petrol equipment only relied upon when heavier duty equipment was necessary.

- Resolved:** **To support the machinery renewals programme.**

11762 DOG WASTE BAG DISPENSERS

Members were advised that CBC were offering town and parish councils two dog waste bag dispensers free of charge. CBC were requesting that the town council then tops up the dispensers as required. The cost of bags was approximately £30 for 800 bags.

Members agreed to accept this offer and gave consideration to where they should be sited. It was agreed to site at Parkside recreation Ground and Tithe Farm recreation Ground.

11763 VISION UPDATE

Members received an extract from the approved Vision 2020/2024 as it related to the work of this committee.

The Chairman declared the meeting closed at 8.14pm

Dated this 15th day of November 2021

Chairman

**Houghton Regis Town Council
Allotment Working Group
Minutes of the meeting held on
24th August 2021 at 3.00pm**

Present: Councillors: R Morgan (Chairman)
T McMahon
Y Farrell
E Cooper

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

Apologies: Y Farrell

Absent: C Slough

AWG9 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Farrell.

AWG10 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

AWG11 MINUTES

To approve the Minutes of the meeting held on the 6th July 2021.

Resolved: To approve the Minutes of the meetings held on the 6th July 2021 and for these to be signed by the Chairman

It was confirmed that allotment information would be included in the next edition of the Town Crier.

AWG12 CO-OPTION

Members received a completed co-option form from Mr Timothy Haines for consideration.

Due to a pre-existing holiday period, Tim has expressed his disappointment at not being able to attend this meeting.

Members confirmed they were happy to co-opt Timothy Haines onto the Allotment Working Group.

Resolved: To approve the co-option of Mr Timothy Haines onto the Allotment Working Group.

AWG13 NATIONAL ALLOTMENT SOCIETY MEMBERSHIP

As members were aware the council joined the NAS earlier this year. The site including the members area contained a lot of information and advice. Members were encouraged to look at the information the site provided. Log in details would be provided to members by email. Members received a basic leaflet from NAS, Creating a new allotment site.

Contact had been made with the Regional Mentor for advice on what policies and processes the council should have in place ahead of the site being publicly available.

Members were advised that contact had been made with the regional mentor from the National Allotment Association requesting advice on policies and procedures, a response was awaited.

Members were advised that membership of this organisation would enable allotment holders to benefit from discounted seeds and advice from the National Allotment Association.

AWG14 TENANCY AGREEMENT

Members received the following:

- NALC – Guidance on the Allotment Garden Tenancy Agreement
- NALC Allotment Garden Tenancy Agreement
- SLCC AD27 – Allotments Management

Members discussed various aspects of the tenancy agreement and the management of vacant plots. The benefits of plot holders supplying, erecting and maintaining their own sheds subject to size and materials restrictions and considerations were given to if livestock could be kept onsite and how the allotments would be allocated.

AWG15 RENT

Members received the NAS Policy Document 103 Rents for consideration.

It was suggested that consideration be given to attempt to run the allotments as close to cost neutral as possible, subsidising if necessary, with further consideration given to holding a deposit if the pitch became unkempt and needed restoring into good order.

AWG16 CHALK FIELDS ALLOTMENTS

Members were advised that work on the allotments had begun, and a progress report had been requested, however, a response was still awaited.

Members requested that the Head of Grounds Operations liaise with the developers at Bellway to ensure all the pre-agreed stipulations were implemented.

AWG17 ALLOTMENT SPECIFICATION

As it was anticipated that further allotment sites would come forward over the coming years, members agreed that it would be sensible for the Council to agree a site specification document to be provided to developers so that they are aware of the council's requirements.

The Chairman closed the meeting at 4.06pm

Dated this 5th day of October 2021

Chairman

Houghton Regis Town Council
Allotment Working Group
Minutes of the meeting held on
5th October 2021 at 3.00pm

Present: Councillors: Ray Morgan (Chairman)
Yvonne Farrell
Elaine Cooper
C Slough

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

Co-opted member: Tim Haines Bidwell West Community Worker

Apologies: Tracey McMahon

AWG18 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr McMahon (Cllr Carroll substituted).

AWG19 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

AWG20 MINUTES

To approve the Minutes of the meeting held on the 24th August 2021.

Resolved: To approve the Minutes of the meetings held on the 24th August 2021 and for these to be signed by the Chairman.

AWG21 TENANCY AGREEMENT

Members received a draft tenancy agreement and a draft application form for a Leisure Garden for consideration.

It was suggested that rules be incorporated into the tenancy agreement i.e. bonfires, types of wood treatments, with the clarification of service dogs and dogs kept on a lead.

Resolved: To recommend to Environment & Leisure Committee the approval of the draft Tenancy Agreement as amended.

AWG22 CHALKFIELDS ALLOTMENTS UPDATE

Site layout

Bellways quoted for additional shed bases and delineation within the site to enable half plots to be marked out. Members noted that a few plots had been left as full size. The quote had been accepted and work was in progress.

Site name

As the council moved closer to being able to bring forward this leisure garden site for occupation, it was opportune for the council to determine the name of the site. It was understood that the road closest to the site was Terra Croft and as such it was suggested that the site be known as Terra Croft Leisure Gardens. Members were reminded that the names on Chalkfields Estate (Buckwood Leys and Brambleside) were all named after the Romans, and 'Terra' is the Roman name for earth. Concerns were raised regarding the finish of the site as alternative materials had been used on several pathways which was noticeably different to the pathways installed earlier in the project. Members agreed that the original agreement specifications should be upheld by Bellway.

Members agreed on the name of Terra Croft Leisure Gardens.

Members were advised that the application form was simple to use and printable for residents who did not have internet access. Members agreed that applicants for larger plots would need to demonstrate that they could maintain it. It was suggested that larger plots could be utilised as an orchard run by an organisation or the council. It was agreed that the application form be amended accordingly.

AWG23 PLOT ALLOCATION POLICY

Members discussed what this policy would include.

Members agreed that residents of Houghton Regis had been waiting a long time for allotments therefore residency within Houghton Regis should be the main criteria.

Members agreed further considerations would be discussed at the next meeting.

AWG24 FORM OF ALLOTMENT WORKING GROUP MEETINGS

As members were aware, consideration was to be given to the form of working group meetings by Town Council on 4th October. The officer recommendation was to ask individual working groups to confirm how they would like to meet after January 2022, in person or virtually.

Members were requested to note that meetings until January 2022 would continue to be held virtually.

Members agreed to defer this item to the next meeting.

The Chairman declared the meeting closed at 4.23pm

Dated this 16th day of November 2021.

Chairman

DRAFT



Houghton Regis Town Council

TENANCY AGREEMENT FOR A LEISURE GARDEN PLOT

THIS AGREEMENT made on the [insert date] day of [insert month] 20 [complete] between Houghton Regis Town Council of Council Offices, Peel Street, Houghton Regis, Beds LU55EY ('the Council')

and

[insert full name of tenant] of [insert tenant's address] ('the tenant') by which it is agreed that:

1. The Council shall let to the tenant the Leisure Garden situated at [insert full postal address] and referenced as [insert number] in the Council's Allotment Register ('the Leisure Garden') [outlined in red for identification purposes only on the plan attached].
2. The Council shall let the Leisure Garden to the tenant for a term of one year commencing on the [insert date] day of [insert month] 20 [complete] [and thereafter from year to year] unless determined in accordance with the terms of this tenancy.
3. The Tenant shall keep the council informed and updated of their contact details (Appendix A)
4. The tenant shall pay a yearly rent of £ [insert amount] whether demanded or not which shall be payable in full on the [insert date] day of [insert month] 20 [complete] [and for every year after the first year of the tenancy on the [insert date] day of [insert month]].
5. The tenant shall use the Leisure Garden only for the cultivation of fruit, vegetable and flowers for use and consumption by [him/herself] and [his/her] family.
6. The tenant shall not sell or undertake a business in respect of the cultivation and production of fruit, vegetable and flowers in the Leisure Garden.
7. The tenant shall reside within the parish of Houghton Regis during the tenancy.
8. During the tenancy, the tenant shall:

- a) keep the Leisure Garden clean and in a good state of fertility and cultivation;
 - b) not cause a nuisance or annoyance to the owners or occupiers of land adjoining the Leisure Garden;
 - c) not keep livestock or poultry in the Allotment Garden;
 - d) not bring to the Leisure Garden any animals except dogs including assistance dogs, however all dogs are to be kept under control and on a lead at all times.
 - e) not assign the tenancy nor sub-let or part with the possession of any part of the Leisure Garden;
 - f) the tenant shall not erect a shed, greenhouse or other building or structure on the Leisure Garden without first obtaining the Council's written consent and if appropriate planning permission;
 - g) not fence the Leisure Garden without first obtaining the Council's written consent;
 - h) maintain and keep in repair the fences and gates forming part of the Leisure Garden;
 - i) trim and keep in decent order all hedges forming part of the Leisure Garden;
 - j) not plant any tree, shrub, hedge or bush without first obtaining the Council's written permission;
 - k) not cut, lop or fell any tree growing on the Leisure Garden without first obtaining the Council's written consent and if appropriate planning permission;
 - l) be responsible for ensuring that any person present in the Leisure Garden with or without the tenant's permission does not suffer personal injury or damage to his property;
 - m) permit an inspection of the Leisure Garden at all reasonable times by the Council's employees or agents;
 - n) not obstruct or permit the obstruction of any of the paths or roads which provide a means of access to and from the Leisure Garden or the Leisure Garden of another tenant [shaded brown for identification purposes only on the plan attached].
9. The tenant shall observe additional rules that the Council may make or revise for the regulation and management of the Leisure Garden and other leisure gardens let by the Council.
10. The Council shall pay all rates, taxes, dues or other assessments which may at any time be levied or charged upon the Leisure Garden.
11. The tenancy may be terminated by the Council serving on the tenant not less than twelve months' written notice to quit expiring on or before the 6th day of April or on or after the 29th day of September in any year.
12. The tenancy may be terminated by the Council by service of one month's written notice on the tenant if:
- a. the rent is in arrears for 40 days or;
 - b. three months after the commencement of the tenancy the tenant has not observed the rules referred to in clause 8; or
 - c. the tenant lives more than one mile outside of the parish of Houghton Regis
 - d. the tenant repeatedly fails after fair warning to abide by clause 9
13. If the tenant shall have been in breach of any of the foregoing clauses or on account of the tenant becoming bankrupt, the Council may re-enter the Leisure Garden and the tenancy shall thereupon terminate but without prejudice to any right of the Council to

claim damages for any such breach or to recover any rent already due before the time of such re-entry but remaining unpaid.

14. The termination of the tenancy by the Council in accordance with clause 12 or after re-entry by the Council in pursuance of its statutory rights, shall not prejudice the tenant's statutory rights to compensation.
15. The tenancy may be terminated by the tenant by serving on the Council not less than two months' written notice to quit.
16. On the termination of the tenancy, the tenant shall remove any shed, greenhouse or other building or structure erected in the Leisure Garden unless the Council agrees otherwise which shall be confirmed in writing to tenant.
17. Any written notice required by the tenancy shall be sufficiently served if sent by registered post to or left at the parties' address. Any notice to be served by the tenant shall be addressed to the Council's Town Clerk.

Signed by the Tenant	
Name of Tenant	
Date	
Signed by the Council	
Name	Clare Evans, Town Clerk
Date	

Appendix A

Tenant Contact Details

**Required information*

Name*	
Address*	
Telephone number*	
Mobile number*	
Email address*	

DRAFT



Date:	15th November 2021
Title:	TREE SURVEY WORK
Purpose of the Report:	To advise members of require tree work resulting from the findings of the tree survey.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

For health and safety reasons, to authorise the remedial works and to source suitable replacement trees.

2. BACKGROUND

The recent tree survey has identified a number of issues to be addressed. This report advises of those issues.

3. ISSUES FOR CONSIDERATION

Members are advised of the following as arising from the tree survey;

- 1 willow tree was felled on East End a while ago, no replacement has been planted
- A second willow at East End is showing signs of ill health. The tree survey recommends that this tree be felled for health and safety reasons. The tree surgeon has suggested that the most likely cause for this is trenching, this is damage to the root system arising from nearby highways / building works. Damage to the tree caused by trenching can take years to materialise. Although the 2 remaining willows show no sign of ill health, it is possible that they have also been damaged and may in time to come also fail.
- There are 2 trees at Moore Crescent which are also showing signs of ill health and need to be felled.

As both sites are within conservation areas, there is a requirement for all felled trees to be replaced. Advice received is that replacement trees can be sited in proximity to the felled trees.

The following costs are advised:

East End

Fell ill tree and pollard remaining 2 trees £2500 + VAT

Replacement trees x 2 £500
Moore Crescent
Fell ill trees – price to be confirmed
Replacement trees x 2 £500

Members are advised of the following budget availability:

- 291 4040 Tree maintenance £2000
- 291 4041 Tree survey £4250

5. COUNCIL VISION

Aspirations

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

6. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendations.

Legal Implications

- There is a legal duty on the Council to protect the health and safety of residents

Financial Implications

Members are advised of the following budget availability:

- 291 4040 Tree maintenance £2000
- 291 4041 Tree survey £4250

Risk Implications

- There may well be concerns over the loss of these trees. Social media posts will be made advising of the works and the reasons for it. It will also be mitigated slightly by the council planting replacement trees.

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

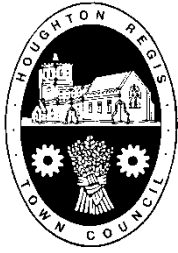
The decision relating to this agenda item will be communicated to the press, via the website and social media.

7. CONCLUSION AND NEXT STEPS

It is sad to advise of the felling of 3 trees within the town. However, the safety of residents is paramount. It is hoped that the replacement trees will mitigate the impact on the loss of these trees.

8. APPENDICES

None



ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 7

Date:	15th November 2021
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

There are no recommendations arising from this report.

2. BACKGROUND

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

The income and expenditure report is provided for reference.

3. ISSUES FOR CONSIDERATION

201 1082 Inc Lettings

Includes Fair deposit and May 2021 Fair visit

201 4037 Village Green Grounds Maintenance

Ad hoc expenditure re no parking signs and padlocks

202 1082 Inc Lettings

Ad hoc lettings of pavilion

202 1091 Inc Misc

HHP water contribution

202 4011 Rates

Paid in full

202-4012 Water Rates

This is disproportionately high as a claim made to HHP for their water usage (202 1091)

211 1082 Parkside Rec Gd Inc Lettings
From pitch allocations it is anticipated that this income will be £1453 (reduced from previous report – withdrawal of 1 team)

212 4012 Parkside Pavilion Water rates
This includes a charge of £291. This is to be investigated.

221 1082 Tithe Farm Recreation Ground Inc Lettings
From pitch allocations it is anticipated that this income will be £2167

231 1082 Orchard Close Recreation Ground Inc Lettings
From pitch allocations it is anticipated that this income will be £1610

232 4012 Orchard Close Water rates
This is to be investigated.

241 1082 Moore Crescent Recreation Ground Inc Lettings
From pitch allocations it is anticipated that this income will be £2167

241 4036 Moore Crescent Rec Grd Property Maintenance
This is a mis code and will be recoded to 241 4036

242-4011 Moore Crescent Pavilion, Rates
These have been settled in full for the year

242 4036 Moore Crescent Pavilion Property Maintenance
This includes an expense of £582 for a fan replacement.

242-4038 Moore Crescent Pavilion, Maintenance contracts
Annual maintenance for the alarm and CCTV has been completed.

271-4011 Cemetery, Rates
These have been settled in full for the year

271 4018 Houghton Regis Cemetery Refuse disposal
This is a miscode and will be recoded to 291 4018

271 4037 Houghton Regis Cemetery Property Maintenance
This is a miscode and will be recoded to 271 4020

282 4017 Play Areas Health and Safety
This is for the annual play ground inspections

282 4036 Play areas, property maintenance
This is a miscode and will be recoded to 282 4042

291 1091 Outside Services, Inc Misc
Confirmation of correct coding required as this income level appears higher than anticipated

291 4008 Outside Services training / Courses
This is overspent due to additional training provided to support the Ranger post

291-4011 Outside Services, Rates
These have been settled in full for the year

291 4020 Outside Services Misc Establishment Costs
This is overspent due to the purchase of the litter banners and stickers. The additional expenditure will be off set by various underspends in the is cost centre.

291 4041 Outside Services Tree Survey
The tree survey has been completed.

291 4042 Outside services, Equipment maintenance and repairs
This is over spent due to purchases for the Ranger post but is offset by CBC Public Realm Grant in 299 1074

291 1075 Env Capital & Projects Sale of Assets
Income has been received from the sale of the Council's digger and flail cutter and mower

299 4851 Capital Machinery renewals

This is over spent due to purchases for the Ranger post but is offset by CBC Public Realm Grant in 299 1074

299 4851 Env Capital & Projects CAP Cemetery Provision

This expense relates to the EA fees for consideration of the Grendall Lane site. It also includes for a new memorial bench for a family

299 4871 Cap, Pavilion renovations

Includes for expenses relating to Tithe Farm All Weather project

299 4874 Env Capital & Projects CAP Ford Ranger

New vehicle purchased for Town Ranger. Off set by income from CBC Public Realm Grant

299 4875 Env Capital & Projects Resurf O/Close Play Area

It was agreed that this expense would be met from EMR 327. The corresponding transfer is completed 299 4979

299 5015 Env Capital & Projects Tfr to Capital Receipts Reserv

This is an accounting treatment.

299 5016 Env Capital & Projects Tfr from Capital Receipts Reserv

This is an accounting treatment

4. COUNCIL VISION

Aspirations

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

6. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from this report

Legal Implications

- There are no legal implications arising from this report

Financial Implications

- There are no financial implications arising from this report

Risk Implications

- There are no risk implications arising from this report

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

There are no press implications arising from this report.

6. CONCLUSION AND NEXT STEPS

Due to the implications of Covid-19 the council has adjusted its budget accordingly. 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. There are no issues or areas of concern to highlight in this report.

7. APPENDICES

Appendix A: Income & Expenditure Report

04/11/2021

Houghton Regis Town Council

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Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Village Green Rec Gd</u>								
1082 INC-LETTINGS	0	2,038	4,000	1,962			51.0%	
Village Green Rec Gd :- Income	0	2,038	4,000	1,962			51.0%	0
4037 GROUNDS MAINTENANCE	0	241	500	259		259	48.1%	
Village Green Rec Gd :- Indirect Expenditure	0	241	500	259	0	259	48.1%	0
Net Income over Expenditure	0	1,797	3,500	1,703				
<u>202 Village Green Pavilion</u>								
1082 INC-LETTINGS	0	188	200	13			93.8%	
1091 Income Miscellaneous	0	250	0	(250)			0.0%	
Village Green Pavilion :- Income	0	438	200	(238)			218.8%	0
4011 RATES	0	2,545	2,639	94		94	96.4%	
4012 WATER RATES	783	1,649	1,200	(449)		(449)	137.4%	
4014 ELECTRICITY	172	729	1,015	286		286	71.8%	
4036 PROPERTY MAINTENANCE	0	409	1,000	591		591	40.9%	
4038 MAINTENANCE CONTRACTS	0	94	200	106		106	46.8%	
4059 OTHER PROFESSIONAL FEES	0	0	0	0	3,475	(3,475)	0.0%	
Village Green Pavilion :- Indirect Expenditure	956	5,426	6,054	628	3,475	(2,847)	147.0%	0
Net Income over Expenditure	(956)	(4,988)	(5,854)	(866)				
<u>211 Parkside Rec Gd</u>								
1082 INC-LETTINGS	0	0	1,740	1,740			0.0%	
1091 Income Miscellaneous	0	3,155	0	(3,155)			0.0%	
Parkside Rec Gd :- Income	0	3,155	1,740	(1,415)			181.3%	0
4013 RENT	0	50	50	0		0	100.0%	
4037 GROUNDS MAINTENANCE	0	1,104	2,171	1,067		1,067	50.9%	
Parkside Rec Gd :- Indirect Expenditure	0	1,154	2,221	1,067	0	1,067	52.0%	0
Net Income over Expenditure	0	2,001	(481)	(2,482)				
<u>212 Parkside Pavilion</u>								
4012 WATER RATES	81	520	102	(418)		(418)	510.0%	
4014 ELECTRICITY	36	188	406	218		218	46.4%	
4015 GAS	8	63	152	89		89	41.4%	
4036 PROPERTY MAINTENANCE	0	397	1,015	618		618	39.1%	
Parkside Pavilion :- Indirect Expenditure	124	1,169	1,675	506	0	506	69.8%	0
Net Expenditure	(124)	(1,169)	(1,675)	(506)				

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
221 Tithe Farm Rec Gd								
1082 INC-LETTINGS	0	(67)	3,325	3,392			(2.0%)	
Tithe Farm Rec Gd :- Income	0	(67)	3,325	3,392			(2.0%)	0
4013 RENT	0	5	5	0		0	100.0%	
4037 GROUNDS MAINTENANCE	0	1,104	2,476	1,372		1,372	44.6%	
Tithe Farm Rec Gd :- Indirect Expenditure	0	1,109	2,481	1,372	0	1,372	44.7%	0
Net Income over Expenditure	0	(1,176)	844	2,020				
222 Tithe Farm Pavilion								
4012 WATER RATES	6	170	457	287		287	37.1%	
4014 ELECTRICITY	57	163	711	548		548	22.9%	
4015 GAS	8	63	152	89		89	41.4%	
4036 PROPERTY MAINTENANCE	0	83	1,200	1,117		1,117	6.9%	
Tithe Farm Pavilion :- Indirect Expenditure	71	478	2,520	2,042	0	2,042	19.0%	0
Net Expenditure	(71)	(478)	(2,520)	(2,042)				
231 Orchard Close Rec Gd								
1082 INC-LETTINGS	0	80	2,620	2,540			3.0%	
Orchard Close Rec Gd :- Income	0	80	2,620	2,540			3.0%	0
4037 GROUNDS MAINTENANCE	0	1,284	1,520	236		236	84.5%	
Orchard Close Rec Gd :- Indirect Expenditure	0	1,284	1,520	236	0	236	84.5%	0
Net Income over Expenditure	0	(1,204)	1,100	2,304				
232 Orchard Close Pavilion								
4012 WATER RATES	0	664	355	(309)		(309)	187.2%	
4014 ELECTRICITY	78	202	275	73		73	73.6%	
4036 PROPERTY MAINTENANCE	0	78	600	522		522	13.0%	
Orchard Close Pavilion :- Indirect Expenditure	78	945	1,230	285	0	285	76.8%	0
Net Expenditure	(78)	(945)	(1,230)	(285)				
241 Moore Crescent Rec Gd								
1082 INC-LETTINGS	0	0	2,125	2,125			0.0%	
Moore Crescent Rec Gd :- Income	0	0	2,125	2,125			0.0%	0
4036 PROPERTY MAINTENANCE	36	36	0	(36)		(36)	0.0%	
4037 GROUNDS MAINTENANCE	0	1,104	1,300	196		196	84.9%	
Moore Crescent Rec Gd :- Indirect Expenditure	36	1,140	1,300	160	0	160	87.7%	0
Net Income over Expenditure	(36)	(1,140)	825	1,965				

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
242 Moore Crescent Pavilion								
1082 INC-LETTINGS	0	0	200	200			0.0%	
Moore Crescent Pavilion :- Income	0	0	200	200			0.0%	0
4011 RATES	0	4,440	4,525	85		85	98.1%	
4012 WATER RATES	176	531	2,500	1,969		1,969	21.2%	
4014 ELECTRICITY	158	654	1,650	996		996	39.7%	
4015 GAS	59	564	2,500	1,936		1,936	22.6%	
4036 PROPERTY MAINTENANCE	0	2,565	2,000	(565)		(565)	128.2%	
4038 MAINTENANCE CONTRACTS	0	542	550	8		8	98.5%	
Moore Crescent Pavilion :- Indirect Expenditure	394	9,296	13,725	4,429	0	4,429	67.7%	0
Net Income over Expenditure	(394)	(9,296)	(13,525)	(4,229)				
243 Moore Crescent Bowling Gn								
1082 INC-LETTINGS	0	0	6,000	6,000			0.0%	
Moore Crescent Bowling Gn :- Income	0	0	6,000	6,000			0.0%	0
4037 GROUNDS MAINTENANCE	380	1,087	5,550	4,463		4,463	19.6%	
Moore Crescent Bowling Gn :- Indirect Expenditure	380	1,087	5,550	4,463	0	4,463	19.6%	0
Net Income over Expenditure	(380)	(1,087)	450	1,537				
271 Houghton Regis Cemetery								
1084 Income Burial Fees	0	10,653	12,000	1,348			88.8%	
Houghton Regis Cemetery :- Income	0	10,653	12,000	1,348			88.8%	0
4011 RATES	0	1,010	1,120	110		110	90.2%	
4012 WATER RATES	0	78	203	125		125	38.7%	
4018 REFUSE DISPOSAL	1,246	2,704	0	(2,704)		(2,704)	0.0%	
4020 MISC. ESTABLISH.COST	0	1,226	3,500	2,274		2,274	35.0%	
4037 GROUNDS MAINTENANCE	0	2	0	(2)		(2)	0.0%	
Houghton Regis Cemetery :- Indirect Expenditure	1,246	5,020	4,823	(197)	0	(197)	104.1%	0
Net Income over Expenditure	(1,246)	5,632	7,177	1,545				
272 All Saints Churchyard								
4028 Bedford Road Wall	0	0	1,500	1,500		1,500	0.0%	
All Saints Churchyard :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%	0
Net Expenditure	0	0	(1,500)	(1,500)				

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
281 Public Open Spaces								
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%	
4217 HHP Project Contribution	0	0	5,406	5,406		5,406	0.0%	
5002 Tr from EMR Former Railway LIn	0	0	(3,000)	(3,000)		(3,000)	0.0%	
Public Open Spaces :- Indirect Expenditure	0	0	2,906	2,906	0	2,906	0.0%	0
Net Expenditure	0	0	(2,906)	(2,906)				
282 Play Areas (all)								
4017 HEALTH & SAFETY	0	338	508	171		171	66.4%	
4036 PROPERTY MAINTENANCE	0	840	0	(840)		(840)	0.0%	
4037 GROUNDS MAINTENANCE	0	0	1,523	1,523		1,523	0.0%	
4042 Equipment Repairs & Maintenance	0	2,390	4,568	2,178		2,178	52.3%	
Play Areas (all) :- Indirect Expenditure	0	3,568	6,599	3,031	0	3,031	54.1%	0
Net Expenditure	0	(3,568)	(6,599)	(3,031)				
283 Street Furniture (Formerly Bus								
4036 PROPERTY MAINTENANCE	0	0	508	508		508	0.0%	
Street Furniture (Formerly Bus :- Indirect Expenditure	0	0	508	508	0	508	0.0%	0
Net Expenditure	0	0	(508)	(508)				
291 Outside Services								
1091 Income Miscellaneous	0	5,078	5,000	(78)			101.6%	
Outside Services :- Income	0	5,078	5,000	(78)			101.6%	0
4006 PROTECTIVE CLOTHING	0	1,002	1,269	267		267	79.0%	
4008 TRAINING/COURSES	0	3,213	3,000	(213)		(213)	107.1%	
4011 RATES	0	8,733	8,900	168		168	98.1%	
4012 WATER RATES	8	625	914	289		289	68.4%	
4013 RENT	0	11,625	15,500	3,875		3,875	75.0%	
4014 ELECTRICITY	193	606	1,820	1,214		1,214	33.3%	
4015 GAS	8	66	102	36		36	64.6%	
4017 HEALTH & SAFETY	0	286	508	222		222	56.2%	
4018 REFUSE DISPOSAL	450	7,472	18,300	10,828		10,828	40.8%	
4020 MISC. ESTABLISH.COST	0	396	200	(196)		(196)	198.2%	
4021 COMMUNICATIONS COSTS	13	87	150	63		63	57.8%	
4025 INSURANCE	0	0	200	200		200	0.0%	
4036 PROPERTY MAINTENANCE	0	130	1,000	870		870	13.0%	

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4038 MAINTENANCE CONTRACTS	0	283	600	317		317	47.2%	
4039 HORTICULTURAL SUPPLIES	565	1,359	2,030	671		671	66.9%	
4040 Tree maintenance	0	0	2,000	2,000		2,000	0.0%	
4041 Tree Survey	0	4,250	6,000	1,750		1,750	70.8%	
4042 Equipment Repairs & Maintenance	4,419	10,196	8,120	(2,076)	235	(2,311)	128.5%	
4044 VEHICLE FUEL	1,882	6,610	9,000	2,390		2,390	73.4%	
4045 VEHICLE TAX & INSURANCE	0	825	914	89		89	90.3%	
4059 OTHER PROFESSIONAL FEES	525	1,520	2,000	480		480	76.0%	
Outside Services :- Indirect Expenditure	8,062	59,284	82,527	23,243	235	23,007	72.1%	0
Net Income over Expenditure	(8,062)	(54,207)	(77,527)	(23,320)				
<u>299 Env Capital & Projects</u>								
1074 External Grant	0	33,874	5,000	(28,874)			677.5%	
1075 Sale of Assets	0	21,600	0	(21,600)			0.0%	
Env Capital & Projects :- Income	0	55,474	5,000	(50,474)			1109.5%	0
4053 Loan payments- Moore Cres. Pav	0	12,034	24,069	12,035		12,035	50.0%	
4851 CAP-Machinery Renewals	0	33,443	20,000	(13,443)		(13,443)	167.2%	
4856 CAP - Street Furniture	0	0	3,000	3,000		3,000	0.0%	
4858 CAP - PLAY AREAS & EQPT	0	0	15,000	15,000		15,000	0.0%	
4862 CAP - Cemetery Provision	867	9,267	16,000	6,733	6,000	733	95.4%	
4871 CAP - Pavilion Renovations	1,528	19,933	25,000	5,067		5,067	79.7%	
4874 CAP - Ford Ranger EN68 VTG	0	22,520	0	(22,520)		(22,520)	0.0%	
4875 CAP- Resurf. O/Close Play Area	0	21,081	0	(21,081)		(21,081)	0.0%	
4979 Tfr from Play Areas Reserve	0	(21,081)	0	21,081		21,081	0.0%	
5015 Tfr to Capital Receipts Reserv	0	21,600	0	(21,600)		(21,600)	0.0%	
5016 Tfr from Capital Receipts Rese	0	(21,600)	0	21,600		21,600	0.0%	
Env Capital & Projects :- Indirect Expenditure	2,395	97,198	103,069	5,871	6,000	(129)	100.1%	0
Net Income over Expenditure	(2,395)	(41,723)	(98,069)	(56,346)				
Grand Totals:- Income	0	76,848	42,210	(34,638)			182.1%	
Expenditure	13,740	188,398	240,708	52,310	9,710	42,599	82.3%	
Net Income over Expenditure	(13,740)	(111,550)	(198,498)	(86,948)				
Movement to/(from) Gen Reserve	(13,740)	(111,550)						

Annual Budget - By Committee (Actual YTD Month 7)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Environment and Leisure</u>										
201	<u>Village Green Rec Gd</u>									
1082	INC-LETTINGS	0	0	4,000	2,038	0	0	3,256	0	0
	Total Income	0	0	4,000	2,038	0	0	3,256	0	0
4037	GROUNDS MAINTENANCE	500	0	500	241	0	0	4,000	0	0
	Overhead Expenditure	500	0	500	241	0	0	4,000	0	0
	Movement to/(from) Gen Reserve	(500)	0	3,500	1,797	0		(744)		
202	<u>Village Green Pavilion</u>									
1079	Grant Income C B C	0	300	0	0	0	0	0	0	0
1082	INC-LETTINGS	0	0	200	188	0	0	200	0	0
1091	Income Miscellaneous	0	0	0	250	0	0	0	0	0
	Total Income	0	300	200	438	0	0	200	0	0
4011	RATES	2,600	2,545	2,639	2,545	0	0	2,600	0	0
4012	WATER RATES	1,000	1,132	1,200	1,649	0	0	1,800	0	0
4014	ELECTRICITY	800	1,379	1,015	729	0	0	1,400	0	0
4036	PROPERTY MAINTENANCE	1,900	2,029	1,000	409	0	0	8,260	0	0
4038	MAINTENANCE CONTRACTS	200	93	200	94	0	0	240	0	0
4059	OTHER PROFESSIONAL FEES	0	0	0	0	0	3,475	0	0	0
	Overhead Expenditure	6,500	7,177	6,054	5,426	0	3,475	14,300	0	0
	Movement to/(from) Gen Reserve	(6,500)	(6,877)	(5,854)	(4,988)	0		(14,100)		

Annual Budget - By Committee (Actual YTD Month 7)

Note: Budget

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
211	<u>Parkside Rec Gd</u>									
1082	INC-LETTINGS	1,800	0	1,740	0	0	0	1,453	0	0
1091	Income Miscellaneous	0	0	0	3,155	0	0	0	0	0
	Total Income	1,800	0	1,740	3,155	0	0	1,453	0	0
4013	RENT	50	50	50	50	0	0	50	0	0
4037	GROUPS MAINTENANCE	1,400	710	2,171	1,104	0	0	1,350	0	0
	Overhead Expenditure	1,450	760	2,221	1,154	0	0	1,400	0	0
	Movement to/(from) Gen Reserve	350	(760)	(481)	2,001	0		53		
212	<u>Parkside Pavilion</u>									
4012	WATER RATES	100	48	102	520	0	0	500	0	0
4014	ELECTRICITY	400	369	406	188	0	0	526	0	0
4015	GAS	150	78	152	63	0	0	200	0	0
4036	PROPERTY MAINTENANCE	1,000	267	1,015	397	0	0	4,500	0	0
	Overhead Expenditure	1,650	762	1,675	1,169	0	0	5,726	0	0
	Movement to/(from) Gen Reserve	(1,650)	(762)	(1,675)	(1,169)	0		(5,726)		
221	<u>Tithe Farm Rec Gd</u>									
1082	INC-LETTINGS	2,000	605	3,325	-67	0	0	2,167	0	0
	Total Income	2,000	605	3,325	-67	0	0	2,167	0	0
4013	RENT	5	5	5	5	0	0	5	0	0
4037	GROUPS MAINTENANCE	1,700	846	2,476	1,104	0	0	2,500	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 7)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	1,705	851	2,481	1,109	0	0	2,505	0	0
	Movement to/(from) Gen Reserve	295	(246)	844	(1,176)	0		(338)		
222	<u>Tithe Farm Pavilion</u>									
4012	WATER RATES	450	310	457	170	0	0	466	0	0
4014	ELECTRICITY	700	513	711	163	0	0	930	0	0
4015	GAS	150	69	152	63	0	0	200	0	0
4036	PROPERTY MAINTENANCE	1,200	130	1,200	83	0	0	1,440	0	0
	Overhead Expenditure	2,500	1,022	2,520	478	0	0	3,036	0	0
	Movement to/(from) Gen Reserve	(2,500)	(1,022)	(2,520)	(478)	0		(3,036)		
231	<u>Orchard Close Rec Gd</u>									
1082	INC-LETTINGS	440	120	2,620	80	0	0	2,620	0	0
	Total Income	440	120	2,620	80	0	0	2,620	0	0
4037	GROUPS MAINTENANCE	1,500	846	1,520	1,284	0	0	2,618	0	0
	Overhead Expenditure	1,500	846	1,520	1,284	0	0	2,618	0	0
	Movement to/(from) Gen Reserve	(1,060)	(726)	1,100	(1,204)	0		2		
232	<u>Orchard Close Pavilion</u>									
4012	WATER RATES	350	61	355	664	0	0	362	0	0
4014	ELECTRICITY	270	460	275	202	0	0	355	0	0
4036	PROPERTY MAINTENANCE	600	542	600	78	0	0	3,120	0	0
	Overhead Expenditure	1,220	1,063	1,230	945	0	0	3,837	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 7)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(1,220)</u>	<u>(1,063)</u>	<u>(1,230)</u>	<u>(945)</u>	<u>0</u>		<u>(3,837)</u>		
241	<u>Moore Crescent Rec Gd</u>									
1082	INC-LETTINGS	1,400	467	2,125	0	0	0	2,167	0	0
Total Income		<u>1,400</u>	<u>467</u>	<u>2,125</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,167</u>	<u>0</u>	<u>0</u>
4036	PROPERTY MAINTENANCE	0	0	0	36	0	0	0	0	0
4037	GROUNDS MAINTENANCE	1,000	846	1,300	1,104	0	0	2,569	0	0
Overhead Expenditure		<u>1,000</u>	<u>846</u>	<u>1,300</u>	<u>1,140</u>	<u>0</u>	<u>0</u>	<u>2,569</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>400</u>	<u>(379)</u>	<u>825</u>	<u>(1,140)</u>	<u>0</u>		<u>(402)</u>		
242	<u>Moore Crescent Pavilion</u>									
1082	INC-LETTINGS	200	0	200	0	0	0	200	0	0
Total Income		<u>200</u>	<u>0</u>	<u>200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>200</u>	<u>0</u>	<u>0</u>
4011	RATES	4,400	4,441	4,525	4,440	0	0	4,600	0	0
4012	WATER RATES	2,500	991	2,500	531	0	0	2,550	0	0
4014	ELECTRICITY	1,400	1,029	1,650	654	0	0	2,145	0	0
4015	GAS	2,500	1,022	2,500	564	0	0	3,250	0	0
4036	PROPERTY MAINTENANCE	2,000	202	2,000	2,565	0	0	2,400	0	0
4038	MAINTENANCE CONTRACTS	545	646	550	542	0	0	561	0	0
Overhead Expenditure		<u>13,345</u>	<u>8,331</u>	<u>13,725</u>	<u>9,296</u>	<u>0</u>	<u>0</u>	<u>15,506</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(13,145)</u>	<u>(8,331)</u>	<u>(13,525)</u>	<u>(9,296)</u>	<u>0</u>		<u>(15,306)</u>		
243	<u>Moore Crescent Bowling Gn</u>									

Continued on next page

Annual Budget - By Committee (Actual YTD Month 7)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1082	INC-LETTINGS	4,285	0	6,000	0	0	0	6,120	0	0
	Total Income	4,285	0	6,000	0	0	0	6,120	0	0
4037	GROUNDS MAINTENANCE	5,500	563	5,550	1,087	0	0	5,691	0	0
	Overhead Expenditure	5,500	563	5,550	1,087	0	0	5,691	0	0
	Movement to/(from) Gen Reserve	(1,215)	(563)	450	(1,087)	0		429		
271	<u>Houghton Regis Cemetery</u>									
1084	Income Burial Fees	7,500	17,550	12,000	10,653	0	0	14,000	0	0
1091	Income Miscellaneous	0	1,262	0	0	0	0	0	0	0
	Total Income	7,500	18,812	12,000	10,653	0	0	14,000	0	0
4011	RATES	1,100	1,010	1,120	1,010	0	0	1,143	0	0
4012	WATER RATES	200	118	203	78	0	0	207	0	0
4018	REFUSE DISPOSAL	0	0	0	2,704	0	0	0	0	0
4020	MISC. ESTABLISH.COST	2,500	6,078	3,500	1,226	0	0	500	0	0
4037	GROUNDS MAINTENANCE	0	0	0	2	0	0	0	0	0
	Overhead Expenditure	3,800	7,207	4,823	5,020	0	0	1,850	0	0
	Movement to/(from) Gen Reserve	3,700	11,605	7,177	5,632	0		12,150		
272	<u>All Saints Churchyard</u>									
4028	Bedford Road Wall	2,500	1,723	1,500	0	0	0	1,800	0	0
4991	Trs to Earmarked Reserve	0	2,374	0	0	0	0	0	0	0
4998	Trs to EMR All Saints Wall	0	0	0	0	0	0	2,000	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: Budget

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	2,500	4,097	1,500	0	0	0	3,800	0	0
Movement to/(from) Gen Reserve	(2,500)	(4,097)	(1,500)	0	0		(3,800)		
<u>273 Allotments</u>									
1082 INC-LETTINGS	0	0	0	0	0	0	2,500	0	0
Total Income	0	0	0	0	0	0	2,500	0	0
4011 RATES	0	0	0	0	0	0	1,000	0	0
4012 WATER RATES	0	0	0	0	0	0	1,500	0	0
4037 GROUNDS MAINTENANCE	0	0	0	0	0	0	3,000	0	0
Overhead Expenditure	0	0	0	0	0	0	5,500	0	0
Movement to/(from) Gen Reserve	0	0	0	0	0		(3,000)		
<u>281 Public Open Spaces</u>									
4037 GROUNDS MAINTENANCE	500	0	500	0	0	0	500	0	0
4217 HHP Project Contribution	3,334	3,334	5,406	0	0	0	27,715	0	0
4992 Trs from Earmarked Reserve	0	0	0	0	0	0	-3,000	0	0
5002 Tr from EMR Former Railway LIn	-3,000	-3,000	-3,000	0	0	0	0	0	0
Overhead Expenditure	834	334	2,906	0	0	0	25,215	0	0
Movement to/(from) Gen Reserve	(834)	(334)	(2,906)	0	0		(25,215)		
<u>282 Play Areas (all)</u>									
1091 Income Miscellaneous	0	996	0	0	0	0	0	0	0
Total Income	0	996	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: Budget

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4017 HEALTH & SAFETY	500	640	508	338	0	0	610	0	0
4036 PROPERTY MAINTENANCE	0	0	0	840	0	0	0	0	0
4037 GROUNDS MAINTENANCE	1,500	0	1,523	0	0	0	21,548	0	0
4042 Equipment Repairs & Maintenance	4,500	3,104	4,568	2,390	0	0	5,482	0	0
4992 Trs from Earmarked Reserve	-2,500	-2,500	0	0	0	0	0	0	0
4999 Trs to EMR Play Areas	2,500	2,500	0	0	0	0	0	0	0
Overhead Expenditure	6,500	3,744	6,599	3,568	0	0	27,640	0	0
Movement to/(from) Gen Reserve	(6,500)	(2,748)	(6,599)	(3,568)	0		(27,640)		
<u>283 Street Furniture (Formerly Bus</u>									
4036 PROPERTY MAINTENANCE	500	0	508	0	0	0	610	0	0
Overhead Expenditure	500	0	508	0	0	0	610	0	0
Movement to/(from) Gen Reserve	(500)	0	(508)	0	0		(610)		
<u>291 Outside Services</u>									
1091 Income Miscellaneous	11,351	18,372	5,000	5,078	0	0	3,700	0	0
Total Income	11,351	18,372	5,000	5,078	0	0	3,700	0	0
4006 PROTECTIVE CLOTHING	1,250	910	1,269	1,002	0	0	1,523	0	0
4008 TRAINING/COURSES	3,000	1,346	3,000	3,213	0	0	3,000	0	0
4011 RATES	8,800	8,733	8,900	8,733	0	0	8,976	0	0
4012 WATER RATES	900	749	914	625	0	0	1,015	0	0
4013 RENT	15,500	15,500	15,500	11,625	0	0	15,500	0	0
4014 ELECTRICITY	1,800	1,780	1,820	606	0	0	2,370	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4015	GAS	100	112	102	66	0	0	132	0	0
4017	HEALTH & SAFETY	1,500	1,046	508	286	0	0	518	0	0
4018	REFUSE DISPOSAL	21,000	15,436	18,300	7,472	0	0	26,490	0	0
4020	MISC. ESTABLISH.COST	200	6,735	200	396	0	0	600	0	0
4021	COMMUNICATIONS COSTS	100	135	150	87	0	0	150	0	0
4025	INSURANCE	200	0	200	0	0	0	200	0	0
4036	PROPERTY MAINTENANCE	9,000	725	1,000	130	0	0	1,200	0	0
4038	MAINTENANCE CONTRACTS	600	281	600	283	0	0	612	0	0
4039	HORTICULTURAL SUPPLIES	2,000	1,110	2,030	1,359	0	0	2,436	0	0
4040	Tree maintenance	10,000	7,600	2,000	0	0	0	2,400	0	0
4041	Tree Survey	575	0	6,000	4,250	0	0	575	0	0
4042	Equipment Repairs & Maintenance	8,000	12,503	8,120	10,196	0	235	9,744	0	0
4044	VEHICLE FUEL	9,000	4,474	9,000	6,610	0	0	10,000	0	0
4045	VEHICLE TAX & INSURANCE	900	825	914	825	0	0	920	0	0
4059	OTHER PROFESSIONAL FEES	2,000	3,120	2,000	1,520	0	0	2,000	0	0
	Overhead Expenditure	96,425	83,119	82,527	59,284	0	235	90,361	0	0
	Movement to/(from) Gen Reserve	(85,074)	(64,747)	(77,527)	(54,207)	0		(86,661)		
299	<u>Env Capital & Projects</u>									
1074	External Grant	30,000	14,043	5,000	33,874	0	0	0	0	0
1075	Sale of Assets	0	2,500	0	21,600	0	0	0	0	0
1077	Grant income CBC Section 106	12,700	12,700	0	0	0	0	0	0	0
1205	S106 Contrib for sport / rec	30,000	0	0	0	0	0	0	0	0
	Total Income	72,700	29,243	5,000	55,474	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: Budget

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4053 Loan payments- Moore Cres. Pav	24,069	24,069	24,069	12,034	0	0	24,069	0	0
4851 CAP-Machinery Renewals	20,000	17,607	20,000	33,443	0	0	24,000	0	0
4856 CAP - Street Furniture	15,700	10,092	3,000	0	0	0	14,000	0	0
4858 CAP - PLAY AREAS & EQPT	10,000	48,000	15,000	0	0	0	0	0	0
4862 CAP - Cemetery Provision	0	7,200	16,000	9,267	0	6,000	10,000	0	0
4871 CAP - Pavilion Renovations	50,000	60,000	25,000	19,933	0	0	25,000	0	0
4872 CAP - Sport & Recreation	0	3,495	0	0	0	0	0	0	0
4874 CAP - Ford Ranger EN68 VTG	0	0	0	22,520	0	0	0	0	0
4875 CAP- Resurf. O/Close Play Area	0	0	0	21,081	0	0	0	0	0
4979 Tfr from Play Areas Reserve	0	0	0	-21,081	0	0	0	0	0
4980 Tr to EMR Pavillion Renovation	0	25,000	0	0	0	0	0	0	0
4992 Trs from Earmarked Reserve	0	-52,000	0	0	0	0	0	0	0
4994 Trs from EMR for Cemetery	0	-4,700	0	0	0	0	0	0	0
4995 Trs to EMR for Allotments	0	0	0	0	0	0	10,000	0	0
4999 Trs to EMR Play Areas	0	0	0	0	0	0	10,000	0	0
5015 Tfr to Capital Receipts Reserv	0	0	0	21,600	0	0	0	0	0
5016 Tfr from Capital Receipts Rese	0	0	0	-21,600	0	0	0	0	0
Overhead Expenditure	119,769	138,763	103,069	97,198	0	6,000	117,069	0	0
Movement to/(from) Gen Reserve	(47,069)	(109,520)	(98,069)	(41,723)	0		(117,069)		
Environment and Leisure - Income	101,676	68,915	42,210	76,848	0	0	38,383	0	0
Expenditure	267,198	259,484	240,708	188,398	0	9,710	333,233	0	0
Movement to/(from) Gen Reserve	(165,522)	(190,569)	(198,498)	(111,550)	0		(294,850)		

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Annual Budget - By Committee (Actual YTD Month 7)

Note: Budget

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	101,676	68,915	42,210	76,848	0	0	38,383	0	0
Expenditure	267,198	259,484	240,708	188,398	0	9,710	333,233	0	0
Movement to/(from) Gen Reserve	<u>(165,522)</u>	<u>(190,569)</u>	<u>(198,498)</u>	<u>(111,550)</u>	<u>0</u>		<u>(294,850)</u>		

Environment & Leisure Committee

201 - Village Green Rec Ground

Cost centre:	Code:	Title:	
201	1082	Income lettings	

2021/22 figure:	2022/23 figure (requested):	Agreed	
4,000	3256		

Justification:	
Predicted income from 2 x fair visits (7 days)and 1 x circus visit (8 days) Vision 4.3	

Cost centre:	Code:	Title:	
201	4037	Grounds Maintenance	

2021/22 figure:	2022/23 figure (requested):	Agreed	
500	4000		

Justification:	
£500 Provided for general grounds maintenance £1500 to replace rotten sleepers in planting beds £2000 for removal bollards to top end of Recreation Ground for easier access for Fair & Circus Vision'4.5/4.6	

202 – Village Green Pavilion

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
200	200		

Justification:	
Relates to ad hoc lettings for the pavilion. Vision 4.3	

Cost centre:	Code:	Title:	
202	4011	Rates	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2639	2600		

Justification:	
Rates for VG Pavilion. 2021/2022 with 2% increase	

Cost centre:	Code:	Title:	
202	4012	Water Rates	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1200	1800		

Justification:	
To cover costs.	

Cost centre:	Code:	Title:	
202	4014	Electricity	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1,015	1400		

Justification:	
To cover costs. Uncertainty at time of preparation over energy prices. Broker suggested a 30% increase across all gas and electric budgets. It may be possible to alter his figure once current work on energy renewals completed.	

Cost	Code:	Title:	
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centre:			
202	4036	Property Maintenance	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1,000	8260		

Justification:			
£1.2k,Used for general maintenance, pavilion deep clean, fire extinguisher testing, etc £3160 inside decoration £3900 Outside Decoration Note: Electrical inspection due 2024 approx £464.			

Cost centre:	Code:	Title:	
202	4038	Maintenance Contracts	

2021/22 figure:	2022/23 figure (requested):	Agreed	
200	240		

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

211 - Parkside Rec Gd

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
1740	1453		

Justification:			
Fees for pitch hire 1 senior, 1 junior, 2 mini. - depending on hire charge review Vision 4.3			

Cost centre:	Code:	Title:	
211	4013	Rent	

2021/22 figure:	2022/23 figure (requested):	Agreed	
50	50		

Justification:			
Rent payable to CBC as landlord.			

Cost centre:	Code:	Title:	
211	4037	Grounds Maintenance	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2171	1350		

Justification:			
Provided for pitch treatment as per IOG report / Pitchpower report - weedkilling & fertiliser - £600, verti draining £750			
Vision 4.5/4.6			

212 - Parkside Pavilion

Cost centre:	Code:	Title:	
212	4012	Water Rates	

2021/22 figure:	2022/23 figure (requested):	Agreed	
102	500		

Justification:			
To cover costs			

Cost centre:	Code:	Title:	
212	4014	Electricity	

2021/22 figure:	2022/23 figure (requested):	Agreed	
406	526		

Justification:	
Uncertainty at time of preparation over energy prices. Broker suggested a 30% increase across all gas and electric budgets. It may be possible to alter his figure once current work on energy renewals completed.	

Cost centre:	Code:	Title:	
212	4015	Gas	

2021/22 figure:	2022/23 figure (requested):	Agreed	
152	200		

Justification:	
Uncertainty at time of preparation over energy prices. Broker suggested a 30% increase across all gas and electric budgets. It may be possible to alter his figure once current work on energy renewals completed.	

Cost centre:	Code:	Title:	
212	4036	Property Maintenance	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1,015	4500		

Justification:	
£1.2k Used for general maintenance, pavilion deep clean, alarm charges and servicing etc. £3300 Pavilion Outside Decoration Note : 5 yrly Electrical inspection due 2024 approx £300	

221 - Tithe Farm Rec Gd

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
3325	2167		

Justification:	
Income from football lettings. 3 senior. 2167 2022/2023. Vision 4.3	

Cost centre:	Code:	Title:	
221	4013	Rent	

2021/22 figure:	2022/23 figure (requested):	Agreed	
5	5		

Justification:	
Annual rent included in lease agreement.	

Cost centre:	Code:	Title:	
221	4037	Grounds Maintenance	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2476	2500		

Justification:	
Used for pitch treatment per IOG Report & Pitchpower and ad hoc external repairs / maintenance. Provided for pitch treatment (weed & fertiliser - £795) (verti draining £750) and any required repairs etc. Vision 4.5/4.6	

222 - Tithe Farm Pavilion

Cost centre:	Code:	Title:	
222	4012	Water Rates	

2021/22 figure:	2022/23 figure (requested):	Agreed	
457	466		

Justification:	
Increase in charges. 2021/2022 2% increase	

Cost centre:	Code:	Title:	
222	4014	Electricity	

2021/22 figure:	2022/23 figure (requested):	Agreed	
711	930		

Justification:	
Uncertainty at time of preparation over energy prices. Broker suggested a 30% increase across all gas and electric budgets. It may be possible to alter his figure once current work on energy renewals completed.	

Cost centre:	Code:	Title:	
222	4015	Gas	

2021/22 figure:	2022/23 figure (requested):	Agreed	
152	200		

Justification:	
Uncertainty at time of preparation over energy prices. Broker suggested a 30% increase across all gas and electric budgets. It may be possible to alter his figure once current work on energy renewals completed.	

Cost centre:	Code:	Title:	
222	4036	Property Maintenance	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1,200	1440		

Justification:	
Used for general maintenance, pavilion deep clean, alarm charges and servicing etc £1440, Electrical inspection due 2024 approx £400	

231 - Orchard Close Rec Gd

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
2620	2620		

Justification:	
Income from cricket square hire. 2021/2022 £1380 3 x mini football pitches and cricket £1020 Vision 4.3	

Cost centre:	Code:	Title:	
231	4037	Grounds Maintenance	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1520	2618		

Justification:	
Used for pitch treatment as per IOG Report & Pitchpower reports cricket and football and ad hoc external repairs / maintenance. Provided for pitch treatment (weed & fertilizer £318) (verti draining £500) and any required repairs etc. Vision 4.5/4.6	

232 - Orchard Close Pavilion

Cost centre:	Code:	Title:	
232	4012	Water Rates	

2021/22 figure:	2022/23 figure (requested):	Agreed	

355	362		
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Justification:			
2021/2022 2% increase			

Cost centre:	Code:	Title:	
232	4014	Electricity	

2021/22 figure:	2022/23 figure (requested):	Agreed	
275	355		

Justification:			
Uncertainty at time of preparation over energy prices. Broker suggested a 30% increase across all gas and electric budgets. It may be possible to alter his figure once current work on energy renewals completed.			

Cost centre:	Code:	Title:	
232	4036	Property Maintenance	

2021/22 figure:	2022/23 figure (requested):	Agreed	
600	3120		

Justification:			
£720 Used for general maintenance, alarm charges and servicing etc Electrical inspection due 2024 Pavilion outside decoration 2400			

241 - Moore Crescent Rec Gd

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
2125	2167		

Justification:	
2 x senior pitches Income from football 2021/2022 2167 Vision 4.3	

Cost centre:	Code:	Title:	
241	4037	Grounds Maintenance	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1300	2569		

Justification:	
Used for pitch treatment and ad hoc external repairs / maintenance. 2021/2022 plus Drainage work on Football Pitches as IOG Report 500 Vision 4.5/4.6	

242 - Moore Crescent Pavilion

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
200	200		

Justification:	
Income from ad hoc lettings. Vision 4.3	

Cost centre:	Code:	Title:	
242	4011	Rates	

2021/22 figure:	2022/23 figure (requested):	Agreed	
4400	4600		

Justification:	
Legal obligation	

Cost centre:	Code:	Title:	
242	4012	Water rates	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2500	2550		

Justification:	

Cost centre:	Code:	Title:	
242	4014	Electricity	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1,650	2145		

Justification:	
Uncertainty at time of preparation over energy prices. Broker suggested a 30% increase across all gas and electric budgets. It may be possible to alter his figure once current work on energy renewals completed.	

Cost centre:	Code:	Title:	
242	4015	Gas	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2500	3250		

Justification:	
Uncertainty at time of preparation over energy prices. Broker suggested a 30% increase across all gas and electric budgets. It may be possible to alter his figure once current work on energy renewals completed.	

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Cost centre:	Code:	Title:	
242	4036	Property Maintenance	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2000	2400		

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

Cost centre:	Code:	Title:	
242	4038	Maintenance Contract	

2021/22 figure:	2022/23 figure (requested):	Agreed	
550	561		

Justification:	
Coves alarm and CCTV servicing. 2021/2022 2% increase	

243 - Moore Crescent Bowling Green

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
6000	6120		

Justification:	
Income from bowls green hire. 2022/2023 depending on hire charge review. Vision 4.3	

Cost	Code:	Title:	
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centre:			
243	4037	Grounds Maintenance	

2021/22 figure:	2022/23 figure (requested):	Agreed	
5550	5691		

Justification:			
Year end treatment (Avonmore £3100) Irrigation Sprinkler Contract 380 Chemical control, Fertilizer, sand, weed killer. 2022/2023 2% increase Vision 4.5/4.6			

271 - Houghton Regis Cemetery

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
12000	14000		

Justification:			
It is very difficult to predict an income from this service.			

Cost centre:	Code:	Title:	
271	4011	Rates	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1120	1143		

Justification:			
Slight increase suggested. 2021/2022 2% increase			

Cost centre:	Code:	Title:	
271	4012	Water Rates	

2021/22 figure:	2022/23 figure	Agreed	
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	(requested):		
203	207		

Justification:			
2021/2022 2% increase			

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
3500	500		

Justification:			
Provided to cover miscellaneous costs £200			
Software support £300			

272 - All Saints Churchyard

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
1500	1800		

Justification:			
Condition survey received all works undertaken but due to the oldness of this wall at any time work could be required,			
Vision 4.4			

273 – Allotments

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

2021/22 figure:	2022/23 figure (requested):	Agreed	

0	2500		
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Justification:			
Income from plot fees. 2022/2023 depending on hire charge. Vision 4.3			

Cost centre:	Code:	Title:	
TBC	4011	Rates	

2021/22 figure:	2022/23 figure (requested):	Agreed	
0	1000		

Justification:			
Annual rates anticipated.			

Cost centre:	Code:	Title:	
TBC	4012	Water Rates	

2021/22 figure:	2022/23 figure (requested):	Agreed	
0	1500		

Justification:			
To cover 3256 costs			

Cost centre:	Code:	Title:	
TBC	4037	Grounds Maintenance	

2021/22 figure:	2022/23 figure (requested):	Agreed	
0	3000		

Justification:			
Grass seed Weed killer			

Vision 4.5/4.6	
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281 - Public Open Spaces

Cost centre:	Code:	Title:	
281	4037	Grounds Maintenance	

2021/22 figure:	2022/23 figure (requested):	Agreed	
500	500		

Justification:	
To fund any general grounds maintenance work. Vision 4.5/4.6	

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
4353	27,715		

Justification:	
The JVA provides for continued support from both councils on an 80/20 split should the park and its facilities prove financially unsustainable. The HHP budget forecast suggests that HRTC may need to make a financial contribution of £27715 in 2022/23. Vision 1.1/4.4/4.8	

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
-3000	-3000		

Justification:	
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This transfer in is from EMR 352, Former Railway Line.	
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282 - Play areas (All)

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
508	610		

Justification:	
To cover any minor repairs and upkeep issues. 2021/2022 2% increase Vision 4.5/4.6	

Cost centre:	Code:	Title:	
282	4037	Grounds Maintenance	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1523	21548		

Justification:	
£1523 Used to cover fencing and gates, replacement / top up of bark, wet pore repairs etc Additional budget suggested to enable play area fencing to be painted - VG 4800 – PS top & bottom 7040 – TF 5600 – OC 2280 Vision 4.5/4.6	

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
4568	5482		

Justification:	
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Used to cover smaller scale works to play equipment, signage etc. 2021/2022 2% increase Vision 4.5/4.6	

283 - Street Furniture (Formerly Bus)

Cost centre:	Code:	Title:	
283	4036	Property Maintenance	

2021/22 figure:	2022/23 figure (requested):	Agreed	
508	610		

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. 2021/2022 2% increase Vision 2.4/3.7	

291 - Outside Services

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
5,000	3700		

Justification:	
Relates to income from contracts delivered to outside organisations. (HHP, Focus School, CBC (Blue Water, Sewell) etc). Vision 4.7	

Cost centre:	Code:	Title:	
291	4006	Protective Clothing	

2021/22 figure:	2022/23 figure (requested):	Agreed	
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1269	1523		
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Justification:			
Used for grounds staff PPE. 2021/2022 2% increase			

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
3000	3000		

Justification:			
Used for grounds staff training.			

Cost centre:	Code:	Title:	
291	4011	Rates	

2021/22 figure:	2022/23 figure (requested):	Agreed	
8800	8976		

Justification:			
Annual rates for workshop.			

Cost centre:	Code:	Title:	
291	4012	Water Rates	

2021/22 figure:	2022/23 figure (requested):	Agreed	
914	1015		

Justification:			
2021/2022 2% increase			

Cost centre:	Code:	Title:	
291	4013	Rent	

2021/22 figure:	2022/23 figure (requested):	Agreed	
15500	15500		

Justification:	
Workshop rent.	

Cost centre:	Code:	Title:	
291	4014	Electricity	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1820	2370		

Justification:	
To cover costs. 2021/2022 30% increase	

Cost centre:	Code:	Title:	
291	4015	Gas	

2021/22 figure:	2022/23 figure (requested):	Agreed	
102	132		

Justification:	
To cover costs. 2021/2022 30% increase	

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

2021/22 figure:	2022/23 figure	Agreed	
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	(requested):		
508	518		

Justification:			
Used for ad hoc health and safety issues. 2021/2022 2% increase			

Cost centre:	Code:	Title:	
291	4018	Refuse Disposal	

2021/22 figure:	2022/23 figure (requested):	Agreed	
18,300	26490		

Justification:			
This budget conglomerates cemetery skip costs and general waste. It has been increased to cover additional costs associated with the Town Ranger work Costs for Waste Disposal 1 skip per month 3180 Disposal of Green Waste 1350 Vision 2.1/2.2			

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
200	600		

Justification:			
240 Used for ad hoc costs re outside services. 360 for replacement dog poo bags for dispensers Vision 4.7			

Cost centre:	Code:	Title:	
291	4021	Communication Costs	

2021/22 figure:	2022/23 figure	Agreed	
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	(requested):		
150	150		

Justification:			
Used for workshop broadband. Monthly cost £15 Vision 2.1			

Cost centre:	Code:	Title:	
291	4025	Insurance	

2021/22 figure:	2022/23 figure (requested):	Agreed	
200	200		

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

Cost centre:	Code:	Title:	
291	4036	Property Maintenance	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1000	1200		

Justification:			
£1200 Used for general maintenance, alarm charges and servicing etc			

Cost centre:	Code:	Title:	
291	4038	Maintenance Contracts	

2021/22 figure:	2022/23 figure (requested):	Agreed	
600	612		

Justification:			
Alarm servicing and maintenance			

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Cost centre:	Code:	Title:	
291	4039	Horticultural Supplies	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2030	2436		

Justification:	
Summer and winter bedding plants. 2021/2022 2% increase	

Cost centre:	Code:	Title:	
291	4040	Tree Maintenance	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2,000	2400		

Justification:	
Unforeseen tree work £2400 Vision 4.5	

Cost centre:	Code:	Title:	
291	4041	Tree Survey	

2021/22 figure:	2022/23 figure (requested):	Agreed	
6000	575		

Justification:	
Annual survey of high risk trees £575. Full Tree Survey due 2024/25 estimated price £6500. Vision 4.5	

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
8,120	9744		

Justification:	
Repair and servicing costs reduced due to new machinery and in-house servicing. 2021/2022 2% increase	

Cost centre:	Code:	Title:	
291	4044	Vehicle Fuel	

2021/22 figure:	2022/23 figure (requested):	Agreed	
9,000	10000		

Justification:	
Fuel for grounds machinery	

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
900	920		

Justification:	
Used for vehicle tax. 2021/2022 2% increase	

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
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	

2021/22 figure:	2022/23 figure (requested):	Agreed	
5000	0		

Justification:	
Previously suggested re to seek to dedicate Parkside 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. This funding is not currently available. Vision 4.7	

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
24,069	24069		

Justification:	
Loan repayments due until 2033. Vision 4.7	

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
20,000	24000		

Justification:	
Used to enable the council to budget an annual amount to support a programme of machinery replacement.	

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
3,000	14000		

Justification:	
3000 Used for new / replacement street furniture (seats, noticeboards, bollards, fencing) 1300 extra for benches at Parkside rec grd – may not be required if agreed to proceed from general reserves in 2021/22 Renovation of Town Sign Planting Bed outside Memorial Hall – Brick Built £5984 or Wooded Sleeper Built £3720 3700 additional funding required for Parkside Family area Vision 4.7	

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
15,000	10000		

Justification:	
Was suggestion to seek to dedicate Parkside Rec Grd as a Field in Trust and to subsequently apply for grant funding for outdoor exercise equipment. Offset by external grant 299-1074. This funding is not currently available. Vision 4.7	

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

2021/22 figure:	2022/23 figure	Agreed	
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	(requested):		
16000	10000		

Justification:			
Implementation of new area completed. In future budget will be required for the purchase of additional sanctums. This budget suggestion would be to help fund the development of a new cemetery, in particular Grendal Lane			

Cost centre:	Code:	Title:	
299	4871	Cap- Pavilion Renovations	

2021/22 figure:	2022/23 figure (requested):	Agreed	
25,000	25000		

Justification:			
£25k Suggested to part fund Tithe Farm All Weather pitch project. It is suggested that this budget should not be removed as it is likely that HRTC will have to borrow to see this project develop and this line in the budget could be used to evidence the council's ability to repay any subsequent loan. As members are aware from the Tithe Farm All Weather project report the funding for this project is still a work in progress , it is likely that this budget will be revised as work progresses. Vision 4.7			

Cost centre:	Code:	Title:	
299	4992	Trns from EMR	

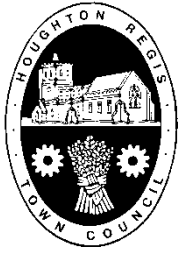
2021/22 figure:	2022/23 figure (requested):	Agreed	
-6,000	0		

Justification:			

Cost centre:	Code:	Title:	
299	4999	Cap- Play Areas	

2021/22 figure:	2022/23 figure (requested):	Agreed	
10,000	10000		

Justification:	
£10k Suggested to build up fund to replace play areas Vision 4.7	



ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 9

Date:	15th November 2021
Title:	ENVIRONMENT & LEISURE FEES 2022/23
Purpose of the Report:	To set the hire charges under the control of Environment & Leisure Committee for 2022/23.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

To approve the Environment & Leisure Schedule of Fees for 2022/23.

2. BACKGROUND

This committee sets the hire charges relating to

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

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

3. ISSUES FOR CONSIDERATION

Members will find attached at Appendix A the current fee schedule.

In 2019/20 when this committee considered fees for 2020/21, members received a report which suggested a gradual move towards reducing the level of subsidy for sports and leisure facilities.

There remains much uncertainty over many aspects of daily life including uncertainty over cost of materials. From the sports booking process this year it also seems that clubs are still finding their way forward.

To support local clubs and other users it is suggested that for 2022/23 that the fees under the remit of the Environment & Leisure Committee be increase by 2% to help the council cover inflationary increases in costs. Specifically, in relation to football fees a season fee is suggested along with an individual match fee, this will enable clubs to decide if they would rather pay a fix annual fee or a match fee.

Considering the information provided, a fee schedule for 2022/23 is provided in Appendix B.

4. COUNCIL VISION

Aspirations

- A1 To develop and enhance **partnerships** between HRTC, stakeholders, partners, community groups and residents
- A2 To effectively and proactively **represent** our community
- A5 To ensure the **council** is fit for purpose and efficient in its delivery of services

Objective 3: A safe and vibrant town

- 3.7 To communicate well with residents and stakeholders

Objective 4: Our community

- 4.3 To provide activities for young people, families and older people
- 4.5 To provide high quality green spaces for leisure and recreation, healthier living, urban attractiveness, improved air quality
- 4.7 To support local organisations

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendations.

Legal Implications

- There are no legal implications arising from the recommendations

Financial Implications

- Budget – the fee structure agreed will have a budget implication for 2022/23
- The VAT position relating to sports bookings can be viewed here:
<https://www.gov.uk/guidance/sport-supplies-that-are-vat-exempt-notice-70145>
<https://www.gov.uk/guidance/vat-on-land-and-property-notice-742> para 5.4

Risk Implications

- Providing a fair fee structure is important to protect the council reputation.

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

There are no press implications arising from the recommendations.

Users will be notified of the fees for 2022/23.

6. CONCLUSION AND NEXT STEPS

A 2% increase is suggested which will help the council cover inflationary increases of materials and utilities.

7. APPENDICES

Appendix A Current fee schedule – Sports fees, Leisure Fees, Miscellaneous fees

Appendix B Draft fee schedule – Sports fees, Leisure (inc. Allotment) Fees, Miscellaneous fees

Appendix C Current fee schedule – Cemetery fees

Appendix D Draft fee schedule – Cemetery fees

Appendix E VAT Position



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr C L Copleston** Tel: 01582 708540

Town Clerk: **Clare Evans** Email: info@houghtonregis.org.uk

ENVIRONMENT FEES 2021-22

SPORTS FEES

2021-22

Football Pitch fees

Pitch size	Annual Fee	Per Game fee
Senior		
• 11 v 11	£612 per team	£62 + VAT
Youth		
• 11 v 11	£331	£31 + VAT
• 9 v 9	£331	£31 + VAT
Mini		
• 7 v 7	£230	£24 + VAT
• 5 v 5	£230	£24 + VAT
Pre season ad hoc pitch hire	N/A	£66 + VAT

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

Cricket fees

Hire of the Cricket Pitch & Pavilion (Orchard Close) £ 1020 per season

Bowls Green

Hire of Bowls Green £ 5100 + VAT

LEISURE FEES

2021-22

Hire of the open space for Fun Fairs & Circus £ 148 /day opening

MISCELLANEOUS FEES

2021-22

Hire of The Green pavilion £6 per hour for Houghton Regis residents / HR community groups
£24 per hour for all other hirers

2

£24 per session (Max of 4 hrs) - Concessionary rate for HR community groups in office hours.

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

Where a member of staff has to open and close for a letting in the evening or at weekends, there will be an additional charge of £29 + VAT

Hire of Moore Cres pavilion groups £7 + VAT per hour for Houghton Regis residents / HR community groups

£28 + VAT per hour for all other hirers

£28 + VAT per session (Max of 4 hrs) - Concessionary rate for HR community groups in office hours.

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

Where a member of staff has to open and close for a letting in the evening or at weekends, there will be an additional charge of £29 + VAT

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

GROUNDS MAINTENANCE

2020-21

St Vincent's School

£3825 + VAT per annum

Ground Maintenance (ad-hoc)

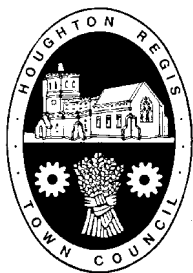
£36 per hour + VAT per person

Ground Maintenance (CBC inc HHP)

£20 per hour + VAT per person

Note

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



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr C Copleston** Tel: 01582 708540
 Town Clerk: **Clare Evans** Email: info@houghtonregis.org.uk

ENVIRONMENT FEES 2022-23

SPORTS FEES

2022-23

Football Pitch fees

Pitch size	Annual Fee	Per Game fee
Senior		
• 11 v 11	£624 per team	£63 + VAT
Youth		
• 11 v 11	£338	£32 + VAT
• 9 v 9	£338	£32 + VAT
Mini		
• 7 v 7	£235	£25 + VAT
• 5 v 5	£235	£25 + VAT
Pre season ad hoc pitch hire	N/A	£67 + VAT

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

Cricket fees

Hire of the Cricket Pitch & Pavilion (Orchard Close) £ 1040 per season

Bowls Green

Hire of Bowls Green £ 5202 + VAT

LEISURE FEES

2022-23

Hire of the open space for Fun Fairs & Circus £ 151 /day opening
 Allotment Plots in the region of 125m² (half plot) £75 per annum
 Allotment Plots in the region of 250 m² (full plot) £100 per annum
 Allotment Deposit (to be returned on completion of tenancy should plot be left in a reasonable condition.) £50 per plot

MISCELLANEOUS FEES**2022-23**

Hire of The Green pavilion £6 per hour for Houghton Regis residents / HR community groups
 £24 per hour for all other hirers
 £24 per session (Max of 4 hrs) - Concessionary rate for HR community groups in office hours.

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

Where a member of staff has to open and close for a letting in the evening or at weekends, there will be an additional charge of £30 + VAT

Hire of Moore Cres pavilion £7 + VAT per hour for Houghton Regis residents / HR community groups
 £28 + VAT per hour for all other hirers
 £28 + VAT per session (Max of 4 hrs) - Concessionary rate for HR community groups in office hours.

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

Where a member of staff has to open and close for a letting in the evening or at weekends, there will be an additional charge of £30 + VAT

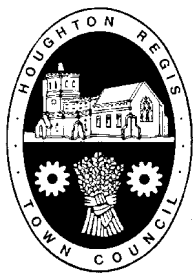
(Prices for the hire of Moore Crescent pavilion are subject to standard rate VAT)

GROUNDS MAINTENANCE**2022-23**

Ground Maintenance (ad-hoc) £37 per hour + VAT per person
 Ground Maintenance (CBC inc HHP) £20 per hour + VAT per person

Note

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



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540 email: info@houghtonregis.org.uk

Town Clerk: **Clare Evans**

HOUGHTON REGIS CEMETERY & GARDEN OF REMEMBRANCE

CHARGES - Applicable from 1st April 2021 – 31st March 2022

Houghton Regis Cemetery – this area within the cemetery offers body burials (subject to availability¹) and ashes interments.

Garden of Remembrance – this area within the cemetery offers the above ground interment of ashes in vaults. The vaults are provided by the council and include a headstone in one of 3 designs, a plaque, a book and a heart. There is also the provision of a memorial wall.

When looking at fees please ensure that you are looking at fees for the correct area within the cemetery. Should you have any queries please contact the council, details above.

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

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

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

¹ Please note grave spaces within Houghton Regis Cemetery are limited. During the course of the year it may be that burial space within the cemetery reaches capacity. As such the provision of grave spaces is subject to availability.

PART ONE - EXCLUSIVE RIGHT OF BURIAL**Houghton Regis Cemetery**

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

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

Garden of Remembrance

For the Exclusive Right of Burial for a period of 20 years in an ashes vault:

d) For cremated remains (allows up to 2 caskets)	£480	<i>£1440</i>
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PART TWO - INTERMENT FEES²**Houghton Regis Cemetery***Burials²*

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

a) For the body of a child whose age at the time of death does not exceed 12 years	NIL	<i>£125</i>
b) For the body of a person whose age at the time of death exceeds 12 years but does not exceed 16 years	£150	<i>£450</i>
c) For the body of a person whose age at the time of death exceeds 16 years		
Single depth grave	£340	<i>£1020</i>
Double depth grave	£340	<i>£1020</i>
Triple depth grave ³	£445	<i>£1335</i>

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

<i>Cremated Remains</i>	£60	<i>£180</i>
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For the interment of each casket of cremated remains where an exclusive Right of Burial has been granted;

Garden of Remembrance

For the interment of each casket of cremated remains where an exclusive Right of Burial has been granted;	£314	<i>£942</i>
Supply of ashes casket, if required	£60	

PART THREE - MEMORIALISATION & INSCRIPTIONS

² The fees indicated include attendance during the interment and the digging and backfilling in of the plot as applicable.

³ Available for coffins only (not caskets)

Houghton Regis Cemetery

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

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

Garden of Remembrance

For the right to inscribe on the supplied headstone:

▪ First inscription	£55	£165
▪ Second inscription	£110	£330

To arrange a memorial inscription	£100	£300
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Woodland Wing

▪ Supply of Woodland Wing plaque large	£40	£120
▪ Supply of Woodland Wing plaque small	£30	£90
▪ Woodland Wing plaque application (includes installation) (for a 10 year period)	£70	£210
▪ Woodland Wing Plaque renewal (for a 5 year period)	£35	£105

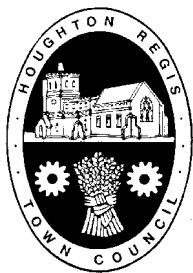
PART FOUR – SUPPLEMENTARY CHARGES

Administration fees:

Search fee (not applicable to administration involved with a burial or a memorial application)	£24 / hour plus VAT
GERB transfer	£50 plus VAT
GERB renewal for Garden of Remembrance (further 20 years)	£202.50 £607.50
<i>Late submission of interment paperwork (paperwork must be submitted in full at least 5 working days prior to the interment date)</i>	£30
<i>Late arrival of the funeral at the graveside⁵</i>	£40 / hour

⁴ The fees indicated above include the first inscription

⁵ A 30 minute tolerance is provided, this additional charge relates to funeral arrivals over 30 minutes late



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540 email: cemetery@houghtonregis.org.uk

Town Clerk: **Clare Evans**

HOUGHTON REGIS CEMETERY & GARDEN OF REMEMBRANCE

CHARGES - Applicable from 1st April 2022 – 31st March 2023

Houghton Regis Cemetery – this area within the cemetery offers body burials (subject to availability¹) and ashes interments.

Garden of Remembrance – this area within the cemetery offers the above ground interment of ashes in vaults. The vaults are provided by the council and include a headstone in one of 3 designs, a plaque, a book and a heart. There is also the provision of a memorial wall.

When looking at fees please ensure that you are looking at fees for the correct area within the cemetery. Should you have any queries please contact the council, details above.

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

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

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

¹ Please note grave spaces within Houghton Regis Cemetery are limited. During the course of the year it may be that burial space within the cemetery reaches capacity. As such the provision of grave spaces is subject to availability.

PART ONE - EXCLUSIVE RIGHT OF BURIAL**Houghton Regis Cemetery**

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

- | | | |
|---|-------------|-------------|
| a) For the body of a child whose age at the time of death does not exceed sixteen years | £76 | <i>£230</i> |
| b) For the body of a person whose age at the time of death exceeds sixteen years | £321 | <i>£963</i> |
| c) For cremated remains (allows up to 4 caskets depending on size) | £123 | <i>£370</i> |

Garden of Remembrance

For the Exclusive Right of Burial for a period of 20 years in an ashes vault:

- | | | |
|--|-------------|--------------|
| d) For cremated remains (allows up to 2 caskets) | £500 | <i>£1470</i> |
|--|-------------|--------------|

PART TWO - INTERMENT FEES²**Houghton Regis Cemetery***Burials²*

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

- | | | |
|--|-------------|--------------|
| a) For the body of a child whose age at the time of death does not exceed 12 years | NIL | <i>£127</i> |
| b) For the body of a person whose age at the time of death exceeds 12 years but does not exceed 16 years | £153 | <i>£459</i> |
| c) For the body of a person whose age at the time of death exceeds 16 years | | |
| Single depth grave | £347 | <i>£1040</i> |
| Double depth grave | £347 | <i>£1040</i> |
| Triple depth grave ³ | £454 | <i>£1360</i> |

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

<i>Cremated Remains</i>	£61	<i>£183</i>
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For the interment of each casket of cremated remains where an exclusive Right of Burial has been granted;

Garden of Remembrance

For the interment of each casket of cremated remains where an exclusive Right of Burial has been granted;	£320	<i>£1002</i>
Supply of ashes casket, if required	£61+VAT	

PART THREE - MEMORIALISATION & INSCRIPTIONS

² The fees indicated include attendance during the interment and the digging and backfilling in of the plot as applicable.

³ Available for coffins only (not caskets)

Houghton Regis Cemetery

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

Burial Plot Headstone ⁴ Maximum height 4'6" x width 2'6" x 3"	£56	£168
Ashes Plot Headstone ⁴ Maximum height 12" x width 18" x 3"	£56	£168
Ashes Plot Vases ⁴ Maximum height 10"	£26	£77
Ashes Plot Tablet ⁴ Not exceeding 18" x 18"	£26	£77
Childs Grave in Childs Area ⁴ Maximum height 27" x width 24" x 3"	£56	£168
Additional Inscriptions	£26	£77
Miscellaneous fee (for example for kerbing, additional memorial plaque)	£26	£77

Garden of Remembrance

For the right to inscribe on the supplied headstone:

- | | | |
|----------------------|------|------|
| ▪ First inscription | £56 | £168 |
| ▪ Second inscription | £112 | £336 |

To arrange a memorial inscription	£102	£306
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Woodland Wing

- | | | |
|---|------|------|
| ▪ Supply of Woodland Wing plaque large | £41 | £122 |
| | +VAT | +VAT |
| ▪ Supply of Woodland Wing plaque small | £31 | £92 |
| | +VAT | +VAT |
| ▪ Woodland Wing plaque application (includes installation) (for a 10 year period) | £71 | £214 |
| ▪ Woodland Wing Plaque renewal (for a 5 year period) | £36 | £107 |

PART FOUR – SUPPLEMENTARY CHARGES

Administration fees:

Search fee (not applicable to administration involved with a burial or a memorial application)	£25 / hour plus VAT
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GERB transfer	£51 plus VAT
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GERB renewal for Garden of Remembrance (further 20 years)	£206.50	£619.50
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<i>Late submission of interment paperwork</i>	£31
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(paperwork must be submitted in full at least 5 working days prior to the interment date)

<i>Late arrival of the funeral at the graveside⁵</i>	£41 / hour
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⁴ The fees indicated above include the first inscription

DRAFT

⁵ A 30 minute tolerance is provided, this additional charge relates to funeral arrivals over 30 minutes late

The VAT position relating to sports bookings can be viewed here:
<https://www.gov.uk/guidance/sport-supplies-that-are-vat-exempt-notice-70145>
<https://www.gov.uk/guidance/vat-on-land-and-property-notice-742>

However specifically para 5.4 of Notice 742 states:

5.4 Lets for a series of sessions

If you let out sports and physical recreation facilities for a series of sessions your supply is exempt (unless you have opted to tax) when you meet all the following conditions:

Step Condition

- | | |
|----|---|
| 1. | the series consists of 10 or more sessions. |
| 2. | each session is for the same sport or activity. |
| 3. | each session is in the same place. This condition is still met where a different pitch, court or lane is used (or a different number of pitches, courts or lanes), as long as these are at the same establishment. |
| 4. | the interval between each session is at least 1 day but not more than 14 days (for an interval to be at least 1 day, 24 hours must elapse between the start of each session). The duration of the sessions may be varied. There is no exception for intervals greater than 14 days through the closure of the facility for any reason. |
| 5. | the series is to be paid for as a whole and there is written evidence to the fact. This must include evidence that payment is to be made in full whether or not the right to use the facility for any specific session is actually exercised. Provision for a refund given by the provider in the event of the unforeseen non-availability of their facility would not affect this condition. |
| 6. | the facilities are let out to a school, club, association or an organisation representing affiliated clubs or constituent associations, such as a local league. |
| 7. | the person that the facilities are let to has exclusive use of them during the sessions. |

Accordingly, for sports hires which met the above criteria the council is not required to add VAT to the hire fee.

Should members decide to charge on a per session basis VAT would have to be added to the hire fee.

Please note – that during the construction of Moore Crescent Pavilion the Council completed the ‘Opt to Tax’ process. Due to the level of construction cost of this pavilion the council would have been liable to pay VAT on the construction costs unless this was completed. However, it requires that any hires relating to this pavilion have VAT added at the Standard Rate.

27 OCTOBER 2021

PC7-21 | ENVIRONMENTAL PERMITTING (ENGLAND AND WALES) REGULATIONS 2016

Summary

The Department for the Environment, Food and Rural Affairs (DEFRA) has recently launched a consultation into amending the Environmental Permitting (England and Wales) 2016 Regulations. Effectively the consultation as it affects those local (parish and town) councils which are burial authorities, has specific regard to amending the regulations around activities which affect groundwater. In essence this consultation will affect all burial authorities and existing cemeteries / burial grounds. Most significantly, if the current proposals are implemented it could reduce the remaining burial capacity of cemeteries and burial grounds by almost 50%.

The government's stated objective with this consultation is to update the Environmental Permitting Regulations to improve the way in which groundwater activities, and some related surface water discharge activities, are regulated. The main consultation document can be downloaded [here](#) . The consultation closes at DEFRA on 22 December 2021.

Context

The proposals include an exemption from the permitting scheme for small cemeteries i.e. those with fewer than 100 burials per year. However, to qualify as an 'exempt facility' a cemetery will have to comply with the General Binding Rules (GBRs), one of which is that the minimum size of a grave plot will be no smaller than 5 square metres.

DEFRA also proposes to prohibit burials within 10m of a field drain or dry ditch, or within 30m of a spring or watercourse, or within 50m of certain protected nature sites, or within 250m of any well, spring or borehole used for domestic consumption or food production purposes.

DEFRA also makes certain proposals regarding ground-source heat pumps which can be seen here: [Annex C Draft exemption conditions for closed loop ground source heat pump activities in low environmental risk settings.pdf \(defra.gov.uk\)](#) . The proposals if implemented will restrict the installation of such pumps within certain distances of watercourses, springs, and protected nature sites. These

restrictions may impede the drive towards 'green energy', including community-based solutions.

In one local council cemetery NALC has been informed of, a standard burial plot is 4' x 8' i.e. 32sq feet / 3.0 square metres. To increase the size of a burial plot to 5 square metres would mean increasing the size of a burial plot by two-thirds i.e. to 6' x 9' (see GBR 8 in [annex B](#) to the consultation document).

Additionally, the proposed General Binding Rules appear to preclude the use of 'bricked' graves where it is not possible to achieve a minimum depth of soil of at least 1 metre above any part of the coffin (Part 1 of Schedule 2 of the Local Authorities Cemetery Order 1977 contains specific provisions for the use of walled or bricked graves where the minimum depth of soil cannot be achieved).

There are also potential implications of amending these regulations for anyone who has or is planning to have a ground-source heat pump and/or a septic tank. There are also implications for communities with elderly sewage systems which have to carry storm as well as foul water.

Respondents from the local council sector are advised strongly to read Annex B to the main consultation document linked above which contains the detail of draft exemption conditions for small-scale cemetery developments in low-environmental risk settings with possible future effect. See [here](#) Annex A a glossary of terms relevant to this consultation.

NALC's current policy positions

NALC will be arguing very strongly to DEFRA that it must be very careful to listen to the evidence presented by local councils and burial authorities as to why these proposals could reduce the remaining burial capacity of cemeteries and burial grounds by almost 50% - and should do all in its power to ensure maximum possible capacity for cemeteries and burial grounds managed by local councils - whilst still improving the way that ground water activities where essential, are regulated.

We will also be arguing that some of the proposals which Annex C refers to regarding ground-source heat pumps may impede the drive towards 'green energy', including community-based solutions.

Consultation Questions

The main consultation questions NALC will be responding to in this consultation are as below and NALC seeks the views of county associations and member councils in response to these questions to help inform its own submission to DEFRA:

Q3a: To what extent do you agree with the proposal to make General Binding Rules available for small-scale cemetery developments in low-environmental risk settings? If this question is not applicable to you, please select N/A.

- a. Strongly agree
- b. Agree
- c. Neither agree nor disagree
- d. Disagree
- e. Strongly disagree
- f. N/A

Please provide details to explain your answer.

Q3b: To what extent do you agree that the draft exemption conditions for small-scale cemetery developments in low-environmental risk settings in Annex B are appropriate?

- a. Strongly agree
- b. Agree
- c. Neither agree nor disagree
- d. Disagree
- e. Strongly disagree

Please provide details to explain your answer.

Q3c: To what extent do you agree with the proposal to make General Binding Rules available for closed loop ground source heat pump activities in low-environmental risk settings?

- a. Strongly agree
- b. Agree
- c. Neither agree nor disagree
- d. Disagree
- e. Strongly disagree

Please provide details to explain your answer.

Q3d: To what extent do you agree that the draft exemption conditions for closed loop ground source heat pump activities in low-environmental risk settings in Annex C are appropriate?

- a. Strongly agree
- b. Agree
- c. Neither agree nor disagree
- d. Disagree
- e. Strongly disagree

Please provide details to explain your answer.

Q3e: To what extent do you agree that the draft exemption conditions for closed loop ground source heat pump activities in low-environmental risk settings in Annex C should apply to all sizes of such activities?

- a. Strongly agree
- b. Agree
- c. Neither agree nor disagree
- d. Disagree
- e. Strongly disagree

Please provide details to explain your answer.

Q3f: If you think that the draft exemption conditions for closed-loop ground source heat pump activities in low-environmental risk settings in Annex C should include a size threshold (energy in kWh per year), what size limit do you think is reasonable?

Q6: To what extent do you agree with the proposal to add these new rules to the General Binding Rules for Small Sewage Discharges to ensure that multiple discharges should not be located in close proximity to each other?

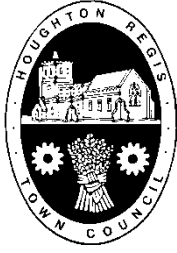
- a. Strongly agree
- b. Agree
- c. Neither agree nor disagree
- d. Disagree
- e. Strongly disagree

Please provide details to explain your answer.

Your evidence

Please email your responses to this consultation to chris.borg@nalc.gov.uk by 17.00 on Friday 26 November, 2021. County associations are asked to forward this briefing onto all member councils in their area.

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ENVIRONMENT & LEISURE COMMITTEE**Agenda Item 11**

Date:	15th November 2021
Title:	TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE
Purpose of the Report:	To update members on the Tithe Farm Recreation Ground Sports Project.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

This report is provided for information only.

2. BACKGROUND

This project comprises an all-weather pitch, new changing rooms and car parking on Tithe Farm recreation ground. The project is being developed and progressed in partnership with Central Bedfordshire Council (CBC) and the Beds Football Association (Beds FA). Funding for the project is likely to come from the Town Council, CBC and the Football Foundation.

The council has appointed a Bid Consultant and a Design Architect to support the project development.

3. PROJECT SUMMARY

Members are advised of the following:

Land Registry

The application to register the land has been made to the Land Registry (October 2020). There has been recent communication from the Land Registry over this application. This is still very much a work in progress and is proving difficult to progress due to historic conveyances and leases and the number of third parties involved in these. Investigations and options are being considered currently. There is a likelihood that the council will need to source legal advice on this matter.

Planning

The planning application was submitted to CBC late August and has been validated. It is due to be determined just prior to Christmas.

Pitch tenders

Members were previously advised that the contract has been awarded to Field Turf. The contract price is £761,334.12

The pitch tender included the car park extension and refurbishment as an extra cost. The cost for this is an extra £106,512.35. However there remains a little uncertainty over this element as drainage of the new pavilion is currently being considered. The Committee are not being asked at present to consider the car park works as it is tied in with the tender price for the pavilion and outcomes of drainage surveys.

Pavilion tender

The tender process ran during October and is currently open. The tender process will be managed in accordance with the Council's Financial Regulations. Once tenders have been received back it is likely that a special meeting of the Environment & Leisure Committee will be called to consider the tenders and award the contract.

The new pavilion will be established based on design and build. At this stage it is possible for the building to be heated using gas or a ground source heat pump. There are financial and environmental issues around both options. Members will be asked to consider this is due course.

VAT Position

Members are advised that VAT advice has been sourced. This is attached for consideration.

4. PROJECT FUNDING

Please refer to Appendix A.

This is still a provisional funding outline as the tender process for the pavilion has not concluded to date.

5. PROJECT TIMELINE

Please refer to Appendix B.

Members are advised that this timeline has scope to be moved as there remain some significant variables on this project which may have an impact on whether the project is fit to be considered by the Football Foundation in January 2022. These variables are:

- Conclusion of the Land Registry process
- Award of the contract for the pavilion build
- Securing of planning permission

6. FUTURE CONSIDERATIONS

It had been hoped that this report would present for consideration a number of significant recommendations relating to this project. However due to delays associated with the Land Registry process and with the pavilion tender process this has not been possible.

It is anticipated that a special meeting will be called in the coming weeks. At this meeting

members will be asked to consider the following:

1. Confirmation of pavilion design (whether it will include the community space)
2. Award of pavilion contract
3. Confirmation of project funding including:
 - Use of ear marked reserves
 - Requirement for borrowing with a referral to Town Council as necessary
4. Future site management

6. COUNCIL VISION

Aspirations

A1 To develop and enhance **partnerships** between HRTC, stakeholders, partners, community groups and residents

Objective 3: A safe and vibrant town

3.1 To reduce the fear of crime, anti-social behaviour and crime levels

Objective 4: Our community

- 4.1 To create or enhance community facilities which support community development and cohesion
- 4.2 To enhance existing facilities to enable improved community use and accessibility
- 4.3 To provide activities for young people, families and older people
- 4.5 To provide high quality green spaces for leisure and recreation, healthier living, urban attractiveness, improved air quality
- 4.7 To support local organisations

7. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendations.

Legal Implications

- There are no legal implications arising from the recommendations

Financial Implications

- The council needs to give consideration to design requirements to enable cost implications to be more accurately assessed.

Risk Implications

- The siting of a 3G facility over a sewer and a manhole cover poses a risk. The report details the level of risk and makes suggestions to minimise the risk.

Equalities Implications

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate

unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This project / issue does not discriminate.

Press Contact

- There are no press implications arising from the recommendations

8. CONCLUSION AND NEXT STEPS

To maintain the scope of the project and to reduce the risk to the council it is suggested that Option 2 be supported. This reduces the risk but the assurance to the FF is still required as the 3G remains over the line of the sewer albeit not over a manhole cover.

9. APPENDICES

Appendix A	PROJECT FUNDING
Appendix B	PROJECT TIMELINE
Appendix C	VAT ADVICE

Tithe Farm Recreation Ground Sports Project

Project Funding

Provisional project cost: £1,933,206.84

To be funded as follows:

£160,000	CBC (s106 contribution)		Confirmed
£230,575	HRTC deferred income		Funding available
£1,058,207	Football Foundation (TBC)		Grant application made, decision due January 2022.
£38,020	CBC (s106 contribution) CB/14/03047/OUT - Outdoor sport		Waiting for confirmation
£25,000	CBC Community Asset Grant funding		Confirmed
£121,404	HRTC – EMR 322 Pavilion renovation		Funding available, however transfer form EMR needs to be confirmed through Committee as not included in budget
£300,000	Outstanding balance		To be met by HRTC possibly through PWLB. To be approved
	Balance	£0	

Project costs

3G	£761,434	Confirmed through tender
Car park	£106,512	Confirmed through tender
Pavilion build 572 & external works 109 drainage 19 ext serv 35 road and paving (in tender) 13 provisional 50 design fees 65 overheads and profits 73 preliminaries Some duplication with 3G costs Smaller pavilion	£937,920	To be confirmed through tender, costs will cover Pavilion build (£572k) External works (£109k) Drainage (£19k) External services (£35k) Provisional fees (£13k) Design fees (£50k) Overheads and profits (£65k) Preliminaries (£73k)
Professional fees - Castele	£6,930	Confirmed

Consultancy Ltd		
Professional fees – PCH & contractor	£85,783.20	Confirmed
Statutory fees	£2627.29	Confirmed
Legal	£2,000	Estimated
Contingency	£30,000	Estimated
Balance	£1,933,206.84	

Tithe Farm Recreation Ground Sports Project

01/09/2021

Project timeline

Pre-application advice (submitted 10 th May 2021)	Summer 2021	Completed
Agreement of scheme in principle	7th June at Town Council Meeting	Completed
Supporting surveys/reports for planning	7th June 2021 to 25th June 2021	Completed
Preparation of planning application	25th June 2021 to 9th July 2021	Completed
Submission of planning application	9th July 2021 to 8th October 2021	Completed (submitted 18/8/21)
Development of scheme to RIBA stage 4 with M&E/Structural & Civils input	9th July 2021 to 20th August 2021	
Preparation of final cost plan/tender documents	20th August 2021 to 3rd September 2021	
Co-ordination of tender package with HRTC/Contract Finder	3rd September 2021 to 10th September 2021	
Out to Tender (open tender)	Open to 12 th November 2021	
Tender Analysis	12 th November to 19 th November 2021	
Stage 2 Negotiations with lowest contractor/co-ordination with FTP and funding pack	22 nd November to 3 rd December 2021	
Planning Application determination date	20 th December 2021	
Grant Award	April 2022	TBC
FTP	May 2022	
Instruction to proceed		
Pavilion Instruction to proceed	May 2022	
FTP	June 2022	
Mobilisation		
Pavilion Detail design	June/ July/ August 2022.	
FTP On site	July to September 2022	
Pavilion Sign off of Stage 2 costs	October 2022	
Pavilion Mobilisation	November 2022	
Pavilion On site	December to May 2023	



Clare Evans
Town Clerk
Houghton Regis Town Council
Peel Street
Houghton Regis
Bedfordshire
LU5 5EY

The Parkinson Partnership LLP
Wessex House
Upper Market Street
Eastleigh SO50 9FD

steve@parkinsonpartnership.uk
www.parkinsonpartnership.uk
Telephone 023 8218 2318

15 October 2021

Dear Clare,

VAT advice in relation to new Pavilion, 3G Pitch and car park

You engaged us to advise the council on the VAT implications of the council's proposed new sports facilities, including an assessment of any options available to maximise VAT recovery and a guide on the steps needed to achieve this. We have undertaken this work based on information the council provided by email and on its website. This letter sets out our advice regarding options to maximise VAT recovery.

The Project

- 1) You told us that the council intends to add an artificial pitch and a new pavilion to its sports facilities at Tithe Farm Recreation Ground, which it holds on a 99-year lease that expires in 2061. The project will also include improved car parking and the redevelopment of an old pavilion as an equipment store.
- 2) The estimated cost of the project is £1,668,206. Roughly half of this is for the pavilion, which includes 2 phases. The first phase (£638,000) is for changing facilities and the second phase (£162,360) will extend the building by adding a meeting room for hire.
- 3) Around £575,000 is available from the council's own funds, developers' Section 106 contributions and a grant from the principal authority. The council is applying for a Football Foundation grant of £800,000 and may need to borrow up to £300,000 to cover the remaining cost.
- 4) We understand that no firm decisions have been made about how the facility will be managed, but it may be leased to the Bedfordshire FA to run, rather than being managed by the council. Initial income from the new facilities is estimated at £60-65,000. Income from the adjacent grass pitches is around £2,000 a year and the council also has income from other recreation grounds.
- 5) You have confirmed that that the council is registered for VAT.

VAT implications of the project

- 6) Non-residential construction work is standard-rated, so a project costing £1.66 million will incur VAT of around £332,000.
- 7) Where a council is acting as a public body, providing freely available services using taxpayers' funds, it can normally treat these activities as non-business and recover associated VAT under Section 33 of the VAT Act 1994 (Section 6 of VAT Notice 749).
- 8) If a council undertakes business activities (which create income), the rules are different. Charges for these activities are either taxable (for example advertising and casual sports bookings) or exempt (such as room hire and leases of property).
- 9) When a VAT registered council makes taxable supplies, it must charge VAT to its customers, but it can reclaim VAT on the associated costs, including construction.
- 10) Councils can only reclaim VAT on costs relating to VAT-exempt business activities if HMRC regard the amount as 'insignificant', which generally means less than £7,500 in a financial year (Section 8 of VAT Notice 749), or less than 5% of the total VAT incurred if that is greater.
- 11) Councils must carry out an annual exercise (generally known as a partial exemption calculation) to assess whether the total VAT incurred in undertaking all their VAT-exempt activities exceeds this threshold.
- 12) If the VAT involved exceeds the threshold, then usually none of it is reclaimable. This presents a problem when constructing facilities that generate VAT-exempt income.
- 13) In this case, the facilities might generate income in different ways:
 - a) A lease of the facility to a third party to manage would be VAT-exempt
 - b) If the council hires out the facilities, there is likely to be a mixture of taxable and exempt sales:
 - i) Casual bookings of sports facilities are taxable (20% VAT)
 - ii) Sports lettings for longer than 24 hours are VAT-exempt, as are
 - iii) Block bookings for a school or club are exempt, where there is a written agreement complying with conditions set out in Section 5.4 of VAT Notice 742.
 - iv) Meeting room hire is VAT-exempt
 - v) Car parking charges, equipment hire and refreshments would be taxable
- 14) To qualify for exemption, block-bookings must be for 10 or more sessions and:
 - the interval between each session is at least 24 hours but not more than 14 days
 - there is written agreement that the series is to be paid for as a whole (although payment can be made in instalments)
 - the hirer has exclusive use of the facilities during the time of the hire
 - the hirer must be a club, school, or an organisation representing them

15) The bulk of the VAT on construction is likely to relate to exempt business activities (either a lease, or regular bookings and room hire) and will not be reclaimable because the value exceeds the annual threshold of £7,500.

16) This also means that no VAT could be reclaimed on any other VAT-exempt activities for any year where the project takes exempt-related VAT over the £7,500 threshold.

Potential solutions

17) Where VAT incurred on costs relating to exempt business activities exceeds the £7,500 threshold, there are several approaches to avoid incurring irrecoverable VAT.

18) Some solutions may not work in this case, but we have listed them for completeness:

- a) Simply accepting the extra cost of unrecoverable VAT is only a good option when the building will generate a high level of income compared to the costs involved, and this is unlikely in this case.
- b) Spreading the work over several years will not work, due to the size of the project.
- c) Looking at the average VAT relating to exempt activities over seven years does not help for such a large project.
- d) The council could allow free (rather than paid) use of the facilities, but this would mean that council taxpayers have to meet substantial running costs.

19) This leaves several viable options:

- a) The council could lease the facilities to another organisation for £1 (with no other payments passing from the tenant) and recover the VAT on associated costs, because HMRC regards £1 leases as a non-business activity. Generally, such leases involve the tenant taking substantial responsibility for maintenance.

If the use of the facilities changes from non-business to VAT-exempt use within 10 years of construction, the council might have to repay some of the original VAT reclaimed (see “Capital Goods Scheme” below).

- b) The council could make an Option to Tax on the site (explained in Appendix 1 and described fully in VAT Notice 742A). This is a formal decision that all future use of the site will become taxable. VAT must then be charged on any lease or hire, giving the council the right to reclaim any VAT incurred on construction and running costs because they relate to taxable business activities.

The Option to Tax must include the area of the pitches because it is the hire of these that is an exempt business activity and changing facilities are merely ancillary to the playing of sports.

- c) Ensuring that all sports bookings are taxable and do not meet the criteria for exemption would allow most of the VAT to be reclaimed but might not allow VAT recovery on the meeting room (around £32,500) and wouldn't work at all if the facilities are leased to a third party. This approach carries the risk of mistakes or misunderstandings over a 10-year period and we don't recommend it.

Capital Goods Scheme

- 20) Any construction work exceeding £250,000 will be subject to the Capital Goods Scheme (CGS). The CGS rules mean that if the council reclaims VAT on the basis that the building will be used (or partly used) for taxable or non-business purposes, but the proportion of VAT-exempt use increases in either the year of completion, or any of the following nine financial years, the council has to review the amount it claimed. An increase in VAT-exempt use could lead to VAT having to be repaid.
- 21) The process for undertaking these calculations is in Section 9 of VAT Notice 749.
- 22) As an example, if use changed from non-business to 100% VAT-exempt hire in the sixth year after construction, the council would have to calculate whether VAT incurred on exempt activities during that year exceeded the £7,500 threshold referred to in 10 above.
- 23) If it exceeded the threshold, not only would the council lose the ability to reclaim that VAT for the year, it would also have to repay 1/10th of the VAT reclaimed on the construction (around £33,200). If the VAT incurred on exempt activities does not exceed the annual threshold, no CGS repayment would be required.
- 24) The council would need to repeat this calculation each year until the end of the 10th year, so an increase in VAT-exempt business activity could result in having to make substantial VAT repayments.

Operation by a third party

- 25) If the council leases the site to a third party (such as Bedfordshire FA), it will need to either make an option to tax on the site or grant a £1 lease in order to be able to reclaim the VAT on construction.
- 26) An option to tax would require the council to add VAT to any rent, but the option would not affect any hire charges made by the tenant – it would only apply to charges made by the council.
- 27) A £1 lease would not allow the council to receive any funds from the tenant or the facility. This would prevent the council using the site income to repay any loan, or to fund replacement of the playing surface (usually done after 10-12 years). The tenant would be able to fund the surface replacement from hire income but would not be entitled to reclaim VAT on the work.
- 28) Provision of sports facilities by a not-for-profit body is generally VAT-exempt, although granting a single exclusive right of use can still be taxable in certain circumstances. The tenant would not be required to register for VAT, and they would not be able to reclaim VAT on running costs, but they would not have to charge VAT to hirers either.
- 29) A charitable tenant would also be entitled to at least 80% (and possibly up to 100%) relief on any non-domestic rates for the site. Parks and open spaces provided by a local authority are normally exempt from rating, including any facilities (such as toilets, changing rooms or equipment stores) that relate to the use of the park. However, facilities (such as meeting rooms) for exclusive hire, not related to use of the park are rateable.

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Recommendations

- 30) If the council will need income from the site to help repay any borrowing, or to fund future maintenance (such as replacement of the 3G surface in 10-12 years' time), an option to tax (on the whole site) gives maximum certainty of VAT recovery on construction and future maintenance costs.
- a) If the council is going to run the site directly, it also ensures VAT recovery on running costs and future maintenance.
 - b) This approach also removes any risk of having to repay VAT in future.
 - c) The council must not receive any initial funding from a future tenant, as this would invalidate the option to tax and leave the council unable to reclaim any VAT.
- 31) The council should consider whether the replacement of the playing surface (in 10 to 12 years' time) will be funded by the council or the tenant. If it will be the council, an Option to Tax will ensure that it can reclaim VAT on this future cost.
- 32) If the council requires no income from the site (whether to help repay any borrowing or for other reasons) and will expect the tenant to fund all future costs, the council could consider leasing the site for £1 instead. This would allow the council to reclaim VAT on the construction as non-business, but it would not be able to receive any income from the site or make any charges (such as insurance or service charges) to the tenant. If the tenant is unsuccessful at running the site, any reversion to council control in the first ten years could result in a potential VAT repayment.

Disclaimer

- 33) This advice covers the situation based on the information that the council has provided, but The Parkinson Partnership LLP cannot accept responsibility for any errors or omissions on the council's part in providing that information.
- 34) This advice is provided exclusively for Houghton Regis Town Council and The Parkinson Partnership LLP accepts no liability towards any other party that may access or use this information as a result of it being disclosed by the council.

I hope that this covers all the issues, but if you have any questions, please let me know. Aftercare remains available as part of our engagement.

Yours sincerely



Steve Parkinson
The Parkinson Partnership LLP

Making an Option to Tax

An Option to Tax is a decision by the council that all future supplies of a building or area of land will become taxable supplies. VAT must then be charged on all room hire and leases, but the council is able to reclaim any VAT incurred as it relates to taxable business activities.

The council would need to a formal decision to make an Option to Tax, identifying on a map the area of land that will be covered by the Option. HMRC must be notified of that decision within 30 days. Once the Option is in place, the council will need to charge the appropriate rate of VAT on all taxable supplies.

As the council has used the site for VAT-exempt purposes, it might need HMRC's permission to Opt to Tax, but it should meet the conditions (specifically, condition 3 of Section D of VAT Notice 742A) for automatic permission, if it follows the advice in this report. An Option to Tax cannot normally be revoked for at least 20 years, although the council will have a six-month "cooling off" period in which it can change its mind after making the decision.

The ability to reclaim VAT will apply to all running costs and any future refurbishment costs of the facilities, as well as the initial construction-related costs.

Making an Option to Tax would affect hirers of the facilities, as VAT would be added to all charges for use of the premises. Local groups would not be able to reclaim VAT and the council may wish to consider this when setting its charges. If property is hired to a charity for its non-business activities (other than as a general office) then these charges remain VAT exempt and are not affected by the option to tax (Paragraph 2(2)(b) of Schedule 10 of the VAT Act 1994). This might mean that the council still makes a small amount of VAT exempt supplies, but this is unlikely to affect the VAT reclaim.

The Option to Tax only affects the supply of land and property by the council and has no impact on other supplies, which are still taxed at the appropriate rate of VAT for those supplies. The option does not affect services provided by anyone who hires or leases property from the council. The council should ensure that it follows the guidance in VAT Notice 742A if it decides to make an Option to Tax.