



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Councillor Y Farrell**

Tel: 01582 708540

Town Clerk: **Clare Evans**

e-mail: info@houghtonregis.org.uk

9th November 2022

To: Members of the Environment & Leisure Committee

Cllrs: A Slough (Chair), P Burgess, E Cooper, Y Farrell, T McMahon, R Morgan and S Thorne

(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 14th November 2022** at **7.00pm**.

Members of the public who wish to attend the meeting may do so in person or remotely through the meeting link below.

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

Please follow this guidance if attending the meeting remotely [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.

**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.

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

3. SPECIFIC DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are 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 7 - 9

To approve the Minutes of the meeting held on 26th September 2022.

Recommendation: To confirm the minutes of the Environment & Leisure Committee meeting held on 26th September 2022 for these to be signed by the Chairman.

5. MINUTES OF WORKING GROUPS

Allotment Working Group None to present.

Recommendation: To receive the minutes detailed above.

7. INCOME AND EXPENDITURE REPORT

Pages 10 - 18

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

8. ENVIRONMENT & LEISURE COMMITTEE DRAFT BUDGET 2023/24

Pages 19 - 55

Members will find attached the officer draft budget for 2023/24 (Appendix A - pages 19 - 28) along with explanatory notes for the Environment & Leisure Committee (Appendix B – pages 29 - 55).

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

The following points are highlighted:

The draft budget puts forward an increase in this committees expenditure of £95,653

Additional significant areas of spend are:

- Painting the Green bow top fencing
- External decoration of the Green pavilion
- External decoration of the Orchard Close pavilion
- Playground fence painting at Parkside and Orchard Close
- Increase for play areas repairs
- Increase for refuse disposal
- Provision for 3 yearly tree survey
- Provision for professional services to enhance Parkside Pavilion to provide community consultation and possibly community space
- Increase to provide for a replacement of 1 vehicle with an electric vehicle
- Increase to provide for enhanced play / exercise provision at Parkside recreation ground

Also to note in relation to Tithe Farm sports provision project:

This project development will span 2 financial years. It is anticipated that the development of the pitch will be completed in 2022/23 and the development of the pavilion, refurbishment of the car park and the remodelling of the existing pavilion will take place in 2023/24. In the draft budget for 2023/24 the income and costs associated with the second phase of this project are included.

This is provided for initial consideration and comment.

9. ENVIRONMENT & LEISURE FEES 2023/24

Pages 56 - 57

Members are requested to consider the hire charges under the control of Environment & Leisure Committee for 2023/24.

The schedule of fees for 2022/23 is attached for reference.

As the Committee is aware officers usually recommend a fee structure to members to consider, this is based on the previous years charges plus a level of inflation, often at around 2%. However the cost of labour, utilities and materials has increased significantly in recent months. Labour has increased by around 5-7%, utilities by 20% (as budgeted) and materials by 20-40%.

Although the council have been working towards an overall sports and facilities subsidy level of 30% or so, it is suggested that an increase in fees to cover the increase in costs may be unaffordable to the local clubs who use the facilities and the council may choose to vary its level of subsidy.

It is suggested however that the football fees are excluded to enable discussions to take place with the Beds FA so that a co-ordinated approach to football fees is achieved.

Members are requested to consider the current years fee structure and to determine a suitable fee structure for 2023/24.

Recommendation: To determine a suitable fee structure for 2023/24.

10. TITHE FARM ALL WEATHER UPDATE

Pages 58 - 65

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

This report is provided for information.

11. VILLAGE GREEN - FAIR AND CIRCUS VISITS 2023

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

Tom Smith's Fun Fair

Pull on site 10th May 2023

Open 12th May till 21st May 2023 – 10 days of opening

Pull off site 22nd May 2023

Pull on 4th September 2023

Open 7th till 10th September 2023 – 4 days of opening

Pull off site 11th September 2023

John Lawson's Circus

Pull on 9th October 2023

Open 11th October to 17th October 2023

Pull off site 19th October 2023

In addition to these usual annual requests the following requests have been made. The council is under no obligation to accept any additional bookings.

A request has been received from Thurston Attractions for the use of a recreation ground to host a pop up fun park. The following dates are requested:

Monday 10th July - Sunday 23rd July.

Operating dates:

Thursday 13th July - Sunday 16th July.

Thursday 20th July - Sunday 23rd July

Depart site - Monday 24th July

The company have advised:

“Pop Up” Fun Park is an event suitable for all ages, offer a fantastic family day out. What can you expect? We have Children Rides, Family Rides & Thrill Rides. We offer Characters days & Dino days on weekdays, children can enjoy the entertainment acts of their favourite Superhero's or Disney Characters. Dino days, feature a Life-Size Dinosaur act, we work alongside Creature Events to offer this experience. Toilet facilities, Security and First Aiders are all on offer at our events.

One of the main concerns for an event that features Fun Fair Rides & Attractions is loud music. We can assure you, this is not the case with our event. In 2020 our systems

was upgraded with an monitoring device. This allow us to control and monitor the noise level from the main box office. The music is kept very low throughout the event, and I'm almost certain there wouldn't be an issue. I can send over our Noise Management Plan if you wish.

Thurston Attractions are a member of the Showman's guild. Copies of insurance details, risk assessments and safety certificates have been received. Updated copies will be sent nearer the time if approved.

Tom Smiths fair has also offered to provide a children's fun fair (no big rides) on 4th – 6th August (pull on 3rd August and leave 6th August) in an alternative location to The Green.

Gumbles

A request has been received from Gumbles for the use of a recreation ground to host a children's event. The following dates are requested:

Gumbles

Pull on site 21st August 2023

Open 24th August until 27th August 2023

Pull off site 28th August 2023

Gumbles are members of AIS (Association of Independent Showmen) and of ACES (Amusement & Catering Equipment Society). However they are not a member of the Showman's Guild.

The event would comprise unlimited rides for a 3 hour session (wristbands). Supporting the rides would be food venders and a hook a duck game.

Members are advised that the council receive an income of £151 per day of opening.

Members are asked to consider the requests made. Consideration needs to be given to the following:

- Suitability of location
- Other on site uses such as council events, sports events
- Impact on local residents from noise
- Impact on local residents from traffic and parking
- Local events for families

Recommendation: 1. To approve the following dates for fair and circus visits on the Green:

Tom Smith's Fun Fair

Pull on site 10th May 2023

Open 12th May till 21st May 2023 – 10 days of opening

Pull off site 22nd May 2023

Pull on 4th September 2023

Open 7th till 10th September 2023 – 4 days of opening

Pull off site 11th September 2023

John Lawson's Circus

Pull on 9th October 2023
Open 11th October to 17th October 2023
Pull off site 19th October 2023

2. To determine the additional requests.

0-0-0-0-0-0-0-0-0-0-0-0-0-0-0

HOUGHTON REGIS TOWN COUNCIL
Environment & Leisure Committee
Minutes of the meeting held on
26th September 2022 at 7.00pm

Present: Councillors: A Slough Chairman
P Burgess
Y Farrell
D Jones Substitute
T McMahon
R Morgan
S Thorne

Officers: Clare Evans Town Clerk
Louise Senior Head of Democratic Services

Public: 0

Apologies: Councillor: E Cooper

Also present: Councillor: J Carroll

12159 APOLOGIES

Apologies were received from Cllr Cooper (Cllr Jones substituted).

12160 QUESTIONS FROM THE PUBLIC

None.

12161 SPECIFIC DECLARATIONS OF INTEREST

None.

12162 MINUTES

To approve the minutes of the meeting held on 13th June 2022.

An amendment was made to minute number 12068 to read:

*No other nominations were received. On being put to the vote, Councillor Farrell was duly appointed as **Vice-Chair of the Environment and Leisure Committee for the municipal year 2022 - 2023.***

Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 13th June 2022 and for these to be signed by the Chairman.

12163 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Allotments Working Group

12th July 2021

Resolved: To receive the Minutes detailed above.

12164 INCOME AND EXPENDITURE REPORT

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

It was queried why accounts information had not been received for some time, members were advised that the Corporate Services Committee had agreed two councillors would receive the accounts for approval, however, the full list of accounts would remain available with Corporate Services agendas.

12165 TITHE FARM ALL WEATHER UPDATE

Members received a report which provided an update on the Tithe Farm Recreation Ground Sports Project.

Members were advised there had been a delay due to the discharging of SuDS (sustainable drainage systems) pre-commencement condition, which had now been discharged, and the highways condition was in the process of being discharged as queries raised had been responded to. Members were advised that a Relationship Manager had been appointed.

Members requested sight of the preliminary plans for the site.

Resolved: To approve the conceptional ideas for pedestrian and cycle links between Linnere and Tithe Farm Recreation Ground and for this additional work to be taken forward.

12166 ANNUAL PLAYGROUND INSPECTION

Members were provided with the outcomes of the annual play area inspection.

Members were updated on the repair progress of the recent accident site on the Village Green, it was expected that repairs would be carried out within the next few weeks, however, the play area had seen some vandalism since the area had been cordoned off.

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

12167 MEMORIAL BENCH, HOUGHTON REGIS CEMETERY

Members were requested to consider a bespoke bench for the Cemetery at the request of a local family.

Members were advised that the final design would be chosen by the family from a pre-designated selection.

Resolved: In light of the special circumstances, to permit on this occasion a bespoke bench to be installed in Houghton Regis Cemetery.

12168 BIDWELL WEST - COUNTRYSIDE RECREATION OPEN SPACE

Members were provided with detail and options around the potential future management of the Bidwell West Countryside recreation open space.

Members discussed the maintenance impact once adopted by Houghton Regis Town Council, it was suggested that it would be fairly low impacting due the natural nature of the site once initial works had been completed.

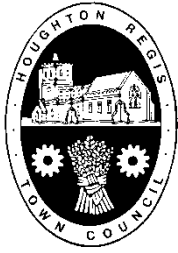
Resolved: To confirm to CBC that the Town Council would welcome the transfer of plot AA as shown on drawing 5331/OSP/ASP09.

The Chairman declared the meeting closed at 7.43pm

Dated this 14th day of November 2022.

Chairman

DRAFT



ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 7

Date:	14th November 2022
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 visit in May 2022
201 1099 Insurance Claims
This income needs to be recoded.
201 4036 Village Green Property Maintenance
Signage costs to be recoded to 4037
201 4037 Village Green Grounds Maintenance
As above
202 1082 Inc Lettings
Ad hoc lettings of pavilion
202 4011 Rates
Paid in full
202 4012 Water rates
Charges relate to April to September

202 4014 Electricity

Expenditure relates to April to August. There may be a mis code here, to be investigated (£400). However it is anticipated that this budget will be overspent.

202 4036 Property Maintenance

Includes expenditure on the decoration of the Pavilion. It is planned to keep any expenditure to a minimum to offset any overspend relating to utilities.

202 4038 Maintenance Contracts

Includes annual alarm inspection.

211 1083 Parkside Rec Gd Inc Lettings

From pitch allocations it is anticipated that this income will be £1453. Current income relates to a key deposit.

211-4037 Parkside Grounds maintenance

Covers pre / post season grounds works for football pitches. Planned expenditure complete.

212 4014 Electricity

Expenditure relates to April to August.

212 4036 Property Maintenance

Expenditure includes redecoration of pavilion

221 1082 Tithe Farm Recreation Ground Inc Lettings

From key deposits

221-4037 TF Grounds maintenance

Covers pre / post season grounds works for football pitches

222 4036 Tithe farm property maintenance

This includes £1320 for roof repairs resulting from vandalism. This works were needed to stop continued damage and to retain the future use of the pavilion.

231 1082 Orchard Close Recreation Ground Inc Lettings

From pitch allocations. Cricket income received to date.

231 4037 Orchard Close Grounds maintenance

Covers pre / post season grounds works for football pitches

232 4036 Orchard Close Property Maintenance

Includes pavilion roof repairs resulting from vandalism.

241 1082 Moore Crescent Recreation Ground Inc Lettings

From pitch allocations

241 4036 Moore Crescent Grounds maintenance

Covers pre / post season grounds works for football pitches

242-4011 Moore Crescent Pavilion, Rates

These have been settled in full for the year

242 4036 Moore Crescent Pavilion Property Maintenance

Expenditure relates to repairs to PIR sensor and to hand dryer

242-4038 Moore Crescent Pavilion, Maintenance contracts

Annual maintenance for the CCTV and alarm has been completed.

243 1082 Inc Lettings

Bowls Club rent received.

243-4037 MC Grounds maintenance

Sprinkler repair completed

271 1084 Income Burial Fees

Income from interments received to date. Due to the uptake of ashes vaults it has been necessary to purchased additional vaults (30). These have been installed. The expense is shown in 271 4020

271-4011 Cemetery, Rates

These have been settled in full for the year

271 4020 Misc Establishment Costs

This code is significantly over budget due to the purchase of 30 new ashes vaults. It is suggested that this overspend be noted at present and a decision of coding be made towards year end.

273 4037 Allotments Grounds Maintenance

This expenditure relates to allotment plot signage.

282 4017 Play Areas Health and Safety

This is for the annual playground inspections

282 4037 Grounds Maintenance

This relates to the painting of the fencing and gates at Tithe Farm and The Green play areas.

282 4082 Play areas equipment repair

Some significant repairs have had to have been undertaken due to wear and tear or vandalism including replacement platform / decking at Tithe Farm rec grd, repair to MUGA panel due to vandalism and replacement of parts of multi gym at Parkside rec grd due to wear and tear.

291 4006 Protective clothing

Expenditure incurred re 2 new members of the grounds team

291 4008 Outside Services training / Courses

To cover grounds team training

291-4011 Outside Services, Rates

Paid in full.

291 4013 Outside Services rent

Covers 9 month rent on workshop.

291 4017 Health & Safety

Includes annual play area inspection cost.

291 4020 Outside Services Misc Establishment Costs

Replacement keys.

291 4036 Outside services Property maintenance

Spend relates to purchase of water saving measures for toilets in council properties plus various small scale purchases.

291 4040 Tree Maintenance

Annual works to trees. Plus additional tree works as previously agreed to be funded from General Reserves.

291 4041 Outside Services Tree Survey

No expenditure incurred to date

291 4042 Outside services, Equipment maintenance and repairs

Various purchases made

291 1075 Env Capital & Projects Sale of Assets

None to date

299 4851 Capital Machinery renewals

Various items have been purchased.

299 4856 CAP Street Furniture

The following have been purchased – 8 dog bins, 3 bins and 2 seats

299 4862 Env Capital & Projects CAP Cemetery Provision

This expense relates to the monthly monitoring of water levels at Grendall Lane

299 4871 Cap, Pavilion renovations

Includes for expenses relating to Tithe Farm All Weather project, £64641, a claim to CBC s106 funding is in process.

299 4877 CAP Parkside furniture
Exp relates to installation of new play equipment as part of the Parkside Family area.
299 4879 CAP Memorial Hall Planter
This relates to the new planter installed around the town sign.
299 4999 Trs to EMR Play Areas
As instructed.

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

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

07/11/2022

Houghton Regis Town Council

Appendix A

10:27

Detailed Income & Expenditure by Budget Heading 01/11/2021

Month No: 6

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	3,415	3,256	(159)			104.9%	
1099 Insurance Claims	0	1,920	0	(1,920)			0.0%	
Village Green Rec Gd :- Income	0	5,335	3,256	(2,079)			163.8%	0
4036 PROPERTY MAINTENANCE	0	48	0	(48)		(48)	0.0%	
4037 GROUNDS MAINTENANCE	0	0	2,000	2,000		2,000	0.0%	
Village Green Rec Gd :- Indirect Expenditure	0	48	2,000	1,952	0	1,952	2.4%	0
Net Income over Expenditure	0	5,287	1,256	(4,031)				
<u>202 Village Green Pavilion</u>								
1082 INC-LETTINGS	0	280	200	(80)			139.9%	
Village Green Pavilion :- Income	0	280	200	(80)			139.9%	0
4011 RATES	0	2,545	2,600	55		55	97.9%	
4012 WATER RATES	24	288	1,500	1,212		1,212	19.2%	
4014 ELECTRICITY	551	1,124	1,350	226		226	83.3%	
4036 PROPERTY MAINTENANCE	0	3,357	5,100	1,743		1,743	65.8%	
4038 MAINTENANCE CONTRACTS	0	95	240	145		145	39.4%	
Village Green Pavilion :- Indirect Expenditure	575	7,409	10,790	3,381	0	3,381	68.7%	0
Net Income over Expenditure	(575)	(7,129)	(10,590)	(3,461)				
<u>211 Parkside Rec Gd</u>								
1082 INC-LETTINGS	0	0	1,453	1,453			0.0%	
1083 INC-PITCH HIRE	0	(20)	0	20			0.0%	
Parkside Rec Gd :- Income	0	(20)	1,453	1,473			(1.4%)	0
4013 RENT	0	50	50	0		0	100.0%	
4037 GROUNDS MAINTENANCE	180	1,611	1,350	(261)		(261)	119.3%	
Parkside Rec Gd :- Indirect Expenditure	180	1,661	1,400	(261)	0	(261)	118.7%	0
Net Income over Expenditure	(180)	(1,681)	53	1,734				
<u>212 Parkside Pavilion</u>								
4012 WATER RATES	43	130	500	370		370	26.0%	
4014 ELECTRICITY	0	151	526	375		375	28.8%	
4015 GAS	8	39	200	161		161	19.5%	
4036 PROPERTY MAINTENANCE	0	3,304	4,500	1,196		1,196	73.4%	
Parkside Pavilion :- Indirect Expenditure	51	3,624	5,726	2,102	0	2,102	63.3%	0
Net Expenditure	(51)	(3,624)	(5,726)	(2,102)				

Detailed Income & Expenditure by Budget Heading 01/11/2021

Month No: 6

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	0	2,167	2,167			0.0%	
1083 INC-PITCH HIRE	0	(60)	0	60			0.0%	
Tithe Farm Rec Gd :- Income	0	(60)	2,167	2,227			(2.8%)	0
4013 RENT	0	5	5	0		0	100.0%	
4037 GROUNDS MAINTENANCE	180	1,489	2,500	1,011		1,011	59.6%	
Tithe Farm Rec Gd :- Indirect Expenditure	180	1,494	2,505	1,011	0	1,011	59.6%	0
Net Income over Expenditure	(180)	(1,554)	(338)	1,216				
222 Tithe Farm Pavilion								
4012 WATER RATES	2	107	466	359		359	23.0%	
4014 ELECTRICITY	0	151	1,050	899		899	14.4%	
4015 GAS	8	44	200	156		156	22.1%	
4036 PROPERTY MAINTENANCE	0	84	950	866		866	8.9%	
Tithe Farm Pavilion :- Indirect Expenditure	10	387	2,666	2,279	0	2,279	14.5%	0
Net Expenditure	(10)	(387)	(2,666)	(2,279)				
231 Orchard Close Rec Gd								
1082 INC-LETTINGS	0	1,000	2,620	1,620			38.2%	
1083 INC-PITCH HIRE	0	(60)	0	60			0.0%	
Orchard Close Rec Gd :- Income	0	940	2,620	1,680			35.9%	0
4037 GROUNDS MAINTENANCE	220	902	2,618	1,716		1,716	34.4%	
Orchard Close Rec Gd :- Indirect Expenditure	220	902	2,618	1,716	0	1,716	34.4%	0
Net Income over Expenditure	(220)	38	2	(36)				
232 Orchard Close Pavilion								
4012 WATER RATES	0	175	362	187		187	48.3%	
4014 ELECTRICITY	0	143	500	357		357	28.6%	
4036 PROPERTY MAINTENANCE	0	79	720	641		641	10.9%	
Orchard Close Pavilion :- Indirect Expenditure	0	397	1,582	1,185	0	1,185	25.1%	0
Net Expenditure	0	(397)	(1,582)	(1,185)				
241 Moore Crescent Rec Gd								
1082 INC-LETTINGS	0	0	2,167	2,167			0.0%	
Moore Crescent Rec Gd :- Income	0	0	2,167	2,167			0.0%	0

Detailed Income & Expenditure by Budget Heading 01/11/2021

Month No: 6

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
4037 GROUNDS MAINTENANCE	180	1,049	2,569	1,520		1,520	40.8%	
Moore Crescent Rec Gd :- Indirect Expenditure	180	1,049	2,569	1,520	0	1,520	40.8%	0
Net Income over Expenditure	(180)	(1,049)	(402)	647				
<u>242 Moore Crescent Pavilion</u>								
1082 INC-LETTINGS	0	(50)	200	250			(25.0%)	
Moore Crescent Pavilion :- Income	0	(50)	200	250			(25.0%)	0
4011 RATES	0	4,441	4,550	109		109	97.6%	
4012 WATER RATES	178	790	2,550	1,760		1,760	31.0%	
4014 ELECTRICITY	0	795	2,145	1,350		1,350	37.0%	
4015 GAS	45	301	1,500	1,199		1,199	20.1%	
4036 PROPERTY MAINTENANCE	0	380	2,400	2,020		2,020	15.8%	
4038 MAINTENANCE CONTRACTS	0	547	561	14		14	97.5%	
Moore Crescent Pavilion :- Indirect Expenditure	224	7,254	13,706	6,452	0	6,452	52.9%	0
Net Income over Expenditure	(224)	(7,304)	(13,506)	(6,202)				
<u>243 Moore Crescent Bowling Gn</u>								
1082 INC-LETTINGS	0	5,202	6,120	918			85.0%	
Moore Crescent Bowling Gn :- Income	0	5,202	6,120	918			85.0%	0
4037 GROUNDS MAINTENANCE	0	411	5,691	5,281		5,281	7.2%	
Moore Crescent Bowling Gn :- Indirect Expenditure	0	411	5,691	5,281	0	5,281	7.2%	0
Net Income over Expenditure	0	4,792	429	(4,363)				
<u>271 Houghton Regis Cemetery</u>								
1084 Income Burial Fees	0	15,226	14,000	(1,226)			108.8%	
Houghton Regis Cemetery :- Income	0	15,226	14,000	(1,226)			108.8%	0
4011 RATES	0	1,010	1,040	30		30	97.2%	
4012 WATER RATES	0	129	207	78		78	62.3%	
4020 MISC. ESTABLISH.COST	0	11,369	500	(10,869)		(10,869)	2273.8%	
Houghton Regis Cemetery :- Indirect Expenditure	0	12,508	1,747	(10,761)	0	(10,761)	716.0%	0
Net Income over Expenditure	0	2,718	12,253	9,535				
<u>272 All Saints Churchyard</u>								
4028 Bedford Road Wall	0	0	1,800	1,800		1,800	0.0%	
All Saints Churchyard :- Indirect Expenditure	0	0	1,800	1,800	0	1,800	0.0%	0
Net Expenditure	0	0	(1,800)	(1,800)				

Detailed Income & Expenditure by Budget Heading 01/11/2021

Month No: 6

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>273 Allotments</u>								
1082 INC-LETTINGS	0	0	3,700	3,700			0.0%	
Allotments :- Income	0	0	3,700	3,700			0.0%	0
4011 RATES	0	0	1,000	1,000		1,000	0.0%	
4012 WATER RATES	0	0	700	700		700	0.0%	
4018 REFUSE DISPOSAL	0	0	1,000	1,000		1,000	0.0%	
4037 GROUNDS MAINTENANCE	0	1,056	3,000	1,944		1,944	35.2%	
Allotments :- Indirect Expenditure	0	1,056	5,700	4,644	0	4,644	18.5%	0
Net Income over Expenditure	0	(1,056)	(2,000)	(944)				
<u>281 Public Open Spaces</u>								
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%	
4217 HHP Project Contribution	0	0	27,715	27,715		27,715	0.0%	
4992 Trs from Earmarked Reserve	0	0	(3,000)	(3,000)		(3,000)	0.0%	
Public Open Spaces :- Indirect Expenditure	0	0	25,215	25,215	0	25,215	0.0%	0
Net Expenditure	0	0	(25,215)	(25,215)				
<u>282 Play Areas (all)</u>								
4017 HEALTH & SAFETY	0	0	610	610		610	0.0%	
4037 GROUNDS MAINTENANCE	0	10,400	12,228	1,828		1,828	85.1%	
4042 Equipment Repairs & Maintenance	0	6,477	5,482	(995)		(995)	118.1%	
Play Areas (all) :- Indirect Expenditure	0	16,877	18,320	1,443	0	1,443	92.1%	0
Net Expenditure	0	(16,877)	(18,320)	(1,443)				
<u>283 Street Furniture (Formerly Bus</u>								
4036 PROPERTY MAINTENANCE	0	551	610	59		59	90.3%	
Street Furniture (Formerly Bus :- Indirect Expenditure	0	551	610	59	0	59	90.3%	0
Net Expenditure	0	(551)	(610)	(59)				
<u>291 Outside Services</u>								
1091 Income Miscellaneous	0	319	3,700	3,381			8.6%	
Outside Services :- Income	0	319	3,700	3,381			8.6%	0
4006 PROTECTIVE CLOTHING	24	1,261	1,523	262		262	82.8%	
4008 TRAINING/COURSES	0	0	3,000	3,000		3,000	0.0%	
4011 RATES	0	8,733	8,976	244		244	97.3%	

Detailed Income & Expenditure by Budget Heading 01/11/2021

Month No: 6

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
4012 WATER RATES	34	346	1,015	669		669	34.1%	
4013 RENT	3,875	11,625	15,500	3,875		3,875	75.0%	
4014 ELECTRICITY	0	708	2,370	1,662		1,662	29.9%	
4015 GAS	8	40	132	92		92	30.7%	
4017 HEALTH & SAFETY	0	412	518	106		106	79.5%	
4018 REFUSE DISPOSAL	845	10,437	22,000	11,563		11,563	47.4%	
4020 MISC. ESTABLISH.COST	0	36	600	564		564	6.0%	
4021 COMMUNICATIONS COSTS	14	81	150	69		69	54.3%	
4025 INSURANCE	0	0	200	200		200	0.0%	
4036 PROPERTY MAINTENANCE	0	294	1,200	906		906	24.5%	
4038 MAINTENANCE CONTRACTS	0	286	612	326		326	46.8%	
4039 HORTICULTURAL SUPPLIES	0	748	2,436	1,688		1,688	30.7%	
4040 Tree maintenance	19,000	22,800	10,000	(12,800)		(12,800)	228.0%	
4041 Tree Survey	0	0	575	575		575	0.0%	
4042 Equipment Repairs & Maintenance	498	4,814	9,744	4,930		4,930	49.4%	
4044 VEHICLE FUEL	6,382	7,029	10,000	2,971		2,971	70.3%	
4045 VEHICLE TAX & INSURANCE	0	580	920	340		340	63.0%	
4059 OTHER PROFESSIONAL FEES	0	0	2,000	2,000		2,000	0.0%	
Outside Services :- Indirect Expenditure	30,679	70,231	93,471	23,240	0	23,240	75.1%	0
Net Income over Expenditure	(30,679)	(69,912)	(89,771)	(19,859)				
299 Env Capital & Projects								
4053 Loan payments- Moore Cres. Pav	12,034	12,034	24,069	12,035		12,035	50.0%	
4851 CAP-Machinery Renewals	0	10,830	20,000	9,170		9,170	54.1%	
4856 CAP - Street Furniture	0	3,688	12,000	8,312		8,312	30.7%	
4862 CAP - Cemetery Provision	6,520	7,570	10,000	2,430		2,430	75.7%	
4871 CAP - Pavilion Renovations	64,641	66,974	30,000	(36,974)		(36,974)	223.2%	
4877 CAP - P/Side Furniture	0	1,205	0	(1,205)		(1,205)	0.0%	
4879 CAP-Memorial Hall Planter	0	3,720	0	(3,720)		(3,720)	0.0%	
4880 CAP - Signs	0	1,472	0	(1,472)		(1,472)	0.0%	
4999 Trs to EMR Play Areas	0	57,000	25,000	(32,000)		(32,000)	228.0%	
Env Capital & Projects :- Indirect Expenditure	83,196	164,493	121,069	(43,424)	0	(43,424)	135.9%	0
Net Expenditure	(83,196)	(164,493)	(121,069)	43,424				
Grand Totals:- Income	0	27,172	39,583	12,411			68.6%	
Expenditure	115,494	290,351	319,185	28,834	0	28,834	91.0%	
Net Income over Expenditure	(115,494)	(263,179)	(279,602)	(16,423)				
Movement to/(from) Gen Reserve	(115,494)	(263,179)						

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Houghton Regis Town Council Annual Budget - By Committee (Actual YTD Month 6)

Appendix A

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Environment and Leisure</u>										
<u>201</u>	<u>Village Green Rec Gd</u>									
1082	INC-LETTINGS	4,000	5,458	3,256	3,415	0	0	3,256	0	0
1099	Insurance Claims	0	0	0	1,920	0	0	0	0	0
	Total Income	<u>4,000</u>	<u>5,458</u>	<u>3,256</u>	<u>5,335</u>	<u>0</u>	<u>0</u>	<u>3,256</u>	<u>0</u>	<u>0</u>
4036	PROPERTY MAINTENANCE	0	0	0	48	0	0	0	0	0
4037	GROUNDS MAINTENANCE	500	1,941	2,000	0	0	0	5,500	0	0
	Overhead Expenditure	<u>500</u>	<u>1,941</u>	<u>2,000</u>	<u>48</u>	<u>0</u>	<u>0</u>	<u>5,500</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>3,500</u>	<u>3,517</u>	<u>1,256</u>	<u>5,287</u>	<u>0</u>		<u>(2,244)</u>		
<u>202</u>	<u>Village Green Pavilion</u>									
1082	INC-LETTINGS	200	604	200	280	0	0	300	0	0
	Total Income	<u>200</u>	<u>604</u>	<u>200</u>	<u>280</u>	<u>0</u>	<u>0</u>	<u>300</u>	<u>0</u>	<u>0</u>
4011	RATES	2,639	2,545	2,600	2,545	0	0	3,000	0	0
4012	WATER RATES	1,200	1,758	1,500	288	0	0	700	0	0
4014	ELECTRICITY	1,015	1,974	1,350	1,124	0	0	2,400	0	0
4036	PROPERTY MAINTENANCE	1,000	539	5,100	3,357	0	0	7,200	0	0
4038	MAINTENANCE CONTRACTS	200	94	240	95	0	0	250	0	0
	Overhead Expenditure	<u>6,054</u>	<u>6,909</u>	<u>10,790</u>	<u>7,409</u>	<u>0</u>	<u>0</u>	<u>13,550</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(5,854)</u>	<u>(6,304)</u>	<u>(10,590)</u>	<u>(7,129)</u>	<u>0</u>		<u>(13,250)</u>		
<u>211</u>	<u>Parkside Rec Gd</u>									

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1078	Grants & Donations Received	0	200	0	0	0	0	0	0	0
1082	INC-LETTINGS	1,740	1,146	1,453	0	0	0	3,000	0	0
1083	INC-PITCH HIRE	0	0	0	-20	0	0	0	0	0
1091	Income Miscellaneous	0	3,155	0	0	0	0	0	0	0
Total Income		1,740	4,501	1,453	-20	0	0	3,000	0	0
4013	RENT	50	50	50	50	0	0	50	0	0
4037	GROUNDS MAINTENANCE	2,171	2,477	1,350	1,611	0	0	1,800	0	0
Overhead Expenditure		2,221	2,527	1,400	1,661	0	0	1,850	0	0
Movement to/(from) Gen Reserve		(481)	1,974	53	(1,681)	0		1,150		
212	<u>Parkside Pavilion</u>									
4012	WATER RATES	102	659	500	130	0	0	300	0	0
4014	ELECTRICITY	406	839	526	151	0	0	700	0	0
4015	GAS	152	101	200	39	0	0	200	0	0
4036	PROPERTY MAINTENANCE	1,015	527	4,500	3,304	0	0	2,000	0	0
Overhead Expenditure		1,675	2,127	5,726	3,624	0	0	3,200	0	0
Movement to/(from) Gen Reserve		(1,675)	(2,127)	(5,726)	(3,624)	0		(3,200)		
221	<u>Tithe Farm Rec Gd</u>									
1082	INC-LETTINGS	3,325	3,387	2,167	0	0	0	2,000	0	0
1083	INC-PITCH HIRE	0	0	0	-60	0	0	0	0	0
Total Income		3,325	3,387	2,167	-60	0	0	2,000	0	0

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4013	RENT	5	5	5	5	0	0	5	0	0
4037	GROUNDS MAINTENANCE	2,476	2,189	2,500	1,489	0	0	1,700	0	0
	Overhead Expenditure	2,481	2,194	2,505	1,494	0	0	1,705	0	0
	Movement to/(from) Gen Reserve	844	1,193	(338)	(1,554)	0		295		
222	<u>Tithe Farm Pavilion</u>									
4012	WATER RATES	457	224	466	107	0	0	250	0	0
4014	ELECTRICITY	711	702	1,050	151	0	0	400	0	0
4015	GAS	152	95	200	44	0	0	150	0	0
4036	PROPERTY MAINTENANCE	1,200	330	950	84	0	0	1,000	0	0
	Overhead Expenditure	2,520	1,351	2,666	387	0	0	1,800	0	0
	Movement to/(from) Gen Reserve	(2,520)	(1,351)	(2,666)	(387)	0		(1,800)		
231	<u>Orchard Close Rec Gd</u>									
1082	INC-LETTINGS	2,620	1,380	2,620	1,000	0	0	2,620	0	0
1083	INC-PITCH HIRE	0	0	0	-60	0	0	0	0	0
	Total Income	2,620	1,380	2,620	940	0	0	2,620	0	0
4037	GROUNDS MAINTENANCE	1,520	1,484	2,618	902	0	0	1,500	0	0
	Overhead Expenditure	1,520	1,484	2,618	902	0	0	1,500	0	0
	Movement to/(from) Gen Reserve	1,100	(104)	2	38	0		1,120		
232	<u>Orchard Close Pavilion</u>									
4012	WATER RATES	355	944	362	175	0	0	400	0	0

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4014	ELECTRICITY	275	290	500	143	0	0	400	0	0
4036	PROPERTY MAINTENANCE	600	78	720	79	0	0	6,000	0	0
	Overhead Expenditure	1,230	1,312	1,582	397	0	0	6,800	0	0
	Movement to/(from) Gen Reserve	(1,230)	(1,312)	(1,582)	(397)	0		(6,800)		
241	<u>Moore Crescent Rec Gd</u>									
1082	INC-LETTINGS	2,125	606	2,167	0	0	0	2,500	0	0
	Total Income	2,125	606	2,167	0	0	0	2,500	0	0
4037	GROUNDS MAINTENANCE	1,300	1,980	2,569	1,049	0	0	1,500	0	0
	Overhead Expenditure	1,300	1,980	2,569	1,049	0	0	1,500	0	0
	Movement to/(from) Gen Reserve	825	(1,374)	(402)	(1,049)	0		1,000		
242	<u>Moore Crescent Pavilion</u>									
1082	INC-LETTINGS	200	302	200	-50	0	0	200	0	0
	Total Income	200	302	200	-50	0	0	200	0	0
4011	RATES	4,525	4,440	4,550	4,441	0	0	4,550	0	0
4012	WATER RATES	2,500	925	2,550	790	0	0	2,000	0	0
4014	ELECTRICITY	1,650	1,295	2,145	795	0	0	2,000	0	0
4015	GAS	2,500	1,347	1,500	301	0	0	1,000	0	0
4036	PROPERTY MAINTENANCE	2,000	7,036	2,400	380	0	0	2,000	0	0
4038	MAINTENANCE CONTRACTS	550	707	561	547	0	0	600	0	0
	Overhead Expenditure	13,725	15,750	13,706	7,254	0	0	12,150	0	0

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(13,525)</u>	<u>(15,448)</u>	<u>(13,506)</u>	<u>(7,304)</u>	<u>0</u>		<u>(11,950)</u>		
243	<u>Moore Crescent Bowling Gn</u>									
1082	INC-LETTINGS	6,000	5,100	6,120	5,202	0	0	6,120	0	0
	Total Income	<u>6,000</u>	<u>5,100</u>	<u>6,120</u>	<u>5,202</u>	<u>0</u>	<u>0</u>	<u>6,120</u>	<u>0</u>	<u>0</u>
4037	GROUNDS MAINTENANCE	5,550	3,887	5,691	411	0	0	6,000	0	0
	Overhead Expenditure	<u>5,550</u>	<u>3,887</u>	<u>5,691</u>	<u>411</u>	<u>0</u>	<u>0</u>	<u>6,000</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>450</u>	<u>1,213</u>	<u>429</u>	<u>4,792</u>	<u>0</u>		<u>120</u>		
271	<u>Houghton Regis Cemetery</u>									
1084	Income Burial Fees	12,000	17,447	14,000	15,226	0	0	15,000	0	0
1091	Income Miscellaneous	0	25	0	0	0	0	0	0	0
	Total Income	<u>12,000</u>	<u>17,472</u>	<u>14,000</u>	<u>15,226</u>	<u>0</u>	<u>0</u>	<u>15,000</u>	<u>0</u>	<u>0</u>
4011	RATES	1,120	1,010	1,040	1,010	0	0	1,100	0	0
4012	WATER RATES	203	181	207	129	0	0	250	0	0
4020	MISC. ESTABLISH.COST	3,500	1,925	500	11,369	0	0	200	0	0
	Overhead Expenditure	<u>4,823</u>	<u>3,116</u>	<u>1,747</u>	<u>12,508</u>	<u>0</u>	<u>0</u>	<u>1,550</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>7,177</u>	<u>14,356</u>	<u>12,253</u>	<u>2,718</u>	<u>0</u>		<u>13,450</u>		
272	<u>All Saints Churchyard</u>									
4028	Bedford Road Wall	1,500	1,058	1,800	0	0	0	1,800	0	0
4998	Trs to EMR All Saints Wall	0	442	0	0	0	0	0	0	0

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	1,500	1,500	1,800	0	0	0	1,800	0	0
	Movement to/(from) Gen Reserve	(1,500)	(1,500)	(1,800)	0	0		(1,800)		
273	<u>Allotments</u>									
1082	INC-LETTINGS	0	0	3,700	0	0	0	3,700	0	0
	Total Income	0	0	3,700	0	0	0	3,700	0	0
4011	RATES	0	0	1,000	0	0	0	1,000	0	0
4012	WATER RATES	0	0	700	0	0	0	700	0	0
4018	REFUSE DISPOSAL	0	0	1,000	0	0	0	1,000	0	0
4037	GROUND MAINTENANCE	0	0	3,000	1,056	0	0	3,000	0	0
	Overhead Expenditure	0	0	5,700	1,056	0	0	5,700	0	0
	Movement to/(from) Gen Reserve	0	0	(2,000)	(1,056)	0		(2,000)		
281	<u>Public Open Spaces</u>									
1091	Income Miscellaneous	0	535	0	0	0	0	0	0	0
	Total Income	0	535	0	0	0	0	0	0	0
4037	GROUND MAINTENANCE	500	820	500	0	0	0	500	0	0
4217	HHP Project Contribution	5,406	3,334	27,715	0	0	0	27,715	0	0
4992	Trs from Earmarked Reserve	0	0	-3,000	0	0	0	-3,000	0	0
5001	Tr to EMR Former Railway Line	0	3,000	0	0	0	0	0	0	0
5002	Tr from EMR Former Railway LIn	-3,000	0	0	0	0	0	0	0	0
	Overhead Expenditure	2,906	7,154	25,215	0	0	0	25,215	0	0

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget

	<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(2,906)</u>	<u>(6,618)</u>	<u>(25,215)</u>	<u>0</u>	<u>0</u>		<u>(25,215)</u>		
282 Play Areas (all)									
4017 HEALTH & SAFETY	508	338	610	0	0	0	650	0	0
4037 GROUNDS MAINTENANCE	1,523	0	12,228	10,400	0	0	12,000	0	0
4042 Equipment Repairs & Maintenance	4,568	3,766	5,482	6,477	0	0	10,000	0	0
Overhead Expenditure	<u>6,599</u>	<u>4,103</u>	<u>18,320</u>	<u>16,877</u>	<u>0</u>	<u>0</u>	<u>22,650</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(6,599)</u>	<u>(4,103)</u>	<u>(18,320)</u>	<u>(16,877)</u>	<u>0</u>		<u>(22,650)</u>		
283 Street Furniture (Formerly Bus									
4036 PROPERTY MAINTENANCE	508	0	610	551	0	0	650	0	0
Overhead Expenditure	<u>508</u>	<u>0</u>	<u>610</u>	<u>551</u>	<u>0</u>	<u>0</u>	<u>650</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(508)</u>	<u>0</u>	<u>(610)</u>	<u>(551)</u>	<u>0</u>		<u>(650)</u>		
291 Outside Services									
1072 Income - Insurance Claim	0	830	0	0	0	0	0	0	0
1079 Grant Income C B C	0	1,433	0	0	0	0	0	0	0
1091 Income Miscellaneous	5,000	5,015	3,700	319	0	0	3,700	0	0
Total Income	<u>5,000</u>	<u>7,279</u>	<u>3,700</u>	<u>319</u>	<u>0</u>	<u>0</u>	<u>3,700</u>	<u>0</u>	<u>0</u>
4006 PROTECTIVE CLOTHING	1,269	1,194	1,523	1,261	0	0	1,600	0	0
4008 TRAINING/COURSES	3,000	3,213	3,000	0	0	0	3,000	0	0
4011 RATES	8,900	8,733	8,976	8,733	0	0	8,850	0	0
4012 WATER RATES	914	923	1,015	346	0	0	800	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4013	RENT	15,500	15,500	15,500	11,625	0	0	15,500	0	0
4014	ELECTRICITY	1,820	2,621	2,370	708	0	0	2,000	0	0
4015	GAS	102	140	132	40	0	0	150	0	0
4017	HEALTH & SAFETY	508	454	518	412	0	0	700	0	0
4018	REFUSE DISPOSAL	18,300	20,461	22,000	10,437	0	0	24,000	0	0
4020	MISC. ESTABLISH.COST	200	400	600	36	0	0	600	0	0
4021	COMMUNICATIONS COSTS	150	151	150	81	0	0	150	0	0
4025	INSURANCE	200	0	200	0	0	0	200	0	0
4036	PROPERTY MAINTENANCE	1,000	378	1,200	294	0	0	1,200	0	0
4038	MAINTENANCE CONTRACTS	600	449	612	286	0	0	612	0	0
4039	HORTICULTURAL SUPPLIES	2,030	1,369	2,436	748	0	0	3,000	0	0
4040	Tree maintenance	2,000	0	10,000	22,800	0	0	10,000	0	0
4041	Tree Survey	6,000	4,250	575	0	0	0	8,000	0	0
4042	Equipment Repairs & Maintenance	8,120	16,045	9,744	4,814	0	0	10,000	0	0
4044	VEHICLE FUEL	9,000	7,315	10,000	7,029	0	0	11,000	0	0
4045	VEHICLE TAX & INSURANCE	914	1,100	920	580	0	0	900	0	0
4059	OTHER PROFESSIONAL FEES	2,000	1,520	2,000	0	0	0	2,200	0	0
4064	TREE GRANT EXPENDITURE	0	47	0	0	0	0	0	0	0
	Overhead Expenditure	82,527	86,260	93,471	70,231	0	0	104,462	0	0
	Movement to/(from) Gen Reserve	(77,527)	(78,982)	(89,771)	(69,912)	0		(100,762)		
299	<u>Env Capital & Projects</u>									
1074	External Grant	5,000	72,674	0	0	0	0	1,151,575	0	0
1075	Sale of Assets	0	22,775	0	0	0	0	0	0	0

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1077	Grant income CBC Section 106	0	27,002	0	0	0	0	0	0	0
1079	Grant Income C B C	0	7,200	0	0	0	0	0	0	0
1086	Welcome Back Fund Grant	0	11,435	0	0	0	0	0	0	0
1091	Income Miscellaneous	0	994	0	0	0	0	0	0	0
Total Income		5,000	142,080	0	0	0	0	1,151,575	0	0
4053	Loan payments- Moore Cres. Pav	24,069	24,069	24,069	12,034	0	0	24,069	0	0
4059	OTHER PROFESSIONAL FEES	0	0	0	0	0	0	5,000	0	0
4851	CAP-Machinery Renewals	20,000	47,589	20,000	10,830	0	0	75,000	0	0
4856	CAP - Street Furniture	3,000	0	12,000	3,688	0	0	12,000	0	0
4858	CAP - PLAY AREAS & EQPT	15,000	0	0	0	0	0	50,000	0	0
4862	CAP - Cemetery Provision	16,000	12,717	10,000	7,570	0	0	10,000	0	0
4865	CAP - Allotments	0	10,000	0	0	0	0	0	0	0
4871	CAP - Pavilion Renovations	25,000	27,088	30,000	66,974	0	0	1,151,575	0	0
4874	CAP - Ford Ranger EN68 VTG	0	22,520	0	0	0	0	0	0	0
4875	CAP- Resurf. O/Close Play Area	0	21,081	0	0	0	0	0	0	0
4877	CAP - P/Side Furniture	0	8,975	0	1,205	0	0	0	0	0
4879	CAP-Memorial Hall Planter	0	0	0	3,720	0	0	0	0	0
4880	CAP - Signs	0	0	0	1,472	0	0	0	0	0
4890	Welcome Back Fund	0	14,281	0	0	0	0	0	0	0
4979	Tfr from Play Areas Reserve	0	-21,081	0	0	0	0	0	0	0
4993	Trs to EMR for Cemetery	0	3,283	0	0	0	0	0	0	0
4996	Trs from EMR Allotments	0	-15,000	0	0	0	0	0	0	0
4999	Trs to EMR Play Areas	0	0	25,000	57,000	0	0	25,000	0	0
5002	Tr from EMR Former Railway LIn	0	-4,300	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget

	<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5015 Tfr to Capital Receipts Reserv	0	22,775	0	0	0	0	0	0	0
5016 Tfr from Capital Receipts Rese	0	-22,775	0	0	0	0	0	0	0
5017 Tfr from Office Provison Reser	0	-35,000	0	0	0	0	0	0	0
5018 Tfr to Pavilion Renov. Reserve	0	100,000	0	0	0	0	0	0	0
5019 Tfr from Pavilion Reovation Re	0	-2,088	0	0	0	0	0	0	0
5020 Tfr to Play Areas Reserve	0	10,000	0	0	0	0	0	0	0
5022 Tfr from EMR Knife Crime	0	0	0	0	0	0	0	0	0
5023 Tfr to Tree Planting Reserve	0	2,720	0	0	0	0	0	0	0
Overhead Expenditure	103,069	226,854	121,069	164,493	0	0	1,352,644	0	0
Movement to/(from) Gen Reserve	(98,069)	(84,774)	(121,069)	(164,493)	0		(201,069)		
Environment and Leisure - Income	42,210	188,704	39,583	27,172	0	0	1,193,971	0	0
Expenditure	240,708	370,448	319,185	290,351	0	0	1,570,226	0	0
Movement to/(from) Gen Reserve	(198,498)	(181,744)	(279,602)	(263,179)	0		(376,255)		
Total Budget Income	42,210	188,704	39,583	27,172	0	0	1,193,971	0	0
Expenditure	240,708	370,448	319,185	290,351	0	0	1,570,226	0	0
Movement to/(from) Gen Reserve	(198,498)	(181,744)	(279,602)	(263,179)	0		(376,255)		

Environment & Leisure Committee

201 - Village Green Rec Ground

Cost centre:	Code:	Title:	
201	1082	Income lettings	

2022/23 figure:	2023/24 figure (requested):	Agreed	
3256	3256		

Justification:	
Predicted income from 2 x fair visits and 1 x circus visit Vision 4.3 This is based on 17 days {1 visit of 10 days , 1 visit of 7 days} Fun Fair Visits x 2 visits – Circus 11 Days x 1 visit. TBC as Environment Fees 2023-2024 not set yet. Left as existing	

Cost centre:	Code:	Title:	
201	4037	Grounds Maintenance	

2022/23 figure:	2023/24 figure (requested):	Agreed	
2000	5500		

Justification:	
£2k Provided for general grounds maintenance £3.5k Provided for painting of Green bow top fencing Vision'4.5/4.6.	

202 – Village Green Pavilion

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
200	300		

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

Cost centre:	Code:	Title:	
202	4011	Rates	

2022/23 figure:	2023/24 figure (requested):	Agreed	
2600	3000		

Justification:	
2% increase	

Cost centre:	Code:	Title:	
202	4012	Water Rates	

2022/23 figure:	2023/24 figure (requested):	Agreed	
1500	700		

Justification:	
To cover costs. HHP have separate water meter.	

Cost centre:	Code:	Title:	
202	4014	Electricity	

2022/23 figure:	2023/24 figure (requested):	Agreed	
1,350	2400		

Justification:	
To cover costs. 24002023/2024 30%	

Cost centre:	Code:	Title:	
202	4036	Property Maintenance	

2022/23 figure:	2023/24 figure (requested):	Agreed	
5100	7200		

Justification:	
Used for general maintenance, pavilion deep clean, fire extinguisher testing, etc £1.2k, External decoration of pavilion £5500 Electrical inspection due 2024 approx £500.	

Cost centre:	Code:	Title:	
202	4038	Maintenance Contracts	

2022/23 figure:	2023/24 figure (requested):	Agreed	
240	250		

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

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

211 - Parkside Rec Gd

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
1453	3000		

Justification:	
Fees for pitch hire 1 senior £962, 1 junior £1014, 2 mini £470. Vision 4.3 TBC Environment Fees 2023-2024 not set yet.	

Cost centre:	Code:	Title:	
211	4013	Rent	

2022/23 figure:	2023/24 figure (requested):	Agreed	
50	50		

Justification:	
Rent payable to CBC as landlord.	

Cost centre:	Code:	Title:	
211	4037	Grounds Maintenance	

2022/23 figure:	2023/24 figure (requested):	Agreed	
1350	1800		

Justification:	
Provided for pitch treatment (weed & feed (£665) (verti draining £787) and any required repairs etc. Drainage work on Football Pitches & Weed & feed as per IOG Report & Pitchpower part of 3G Project Work. Vision 4.5/4.6	

212 - Parkside Pavilion

Cost centre:	Code:	Title:	
212	4012	Water Rates	

2022/23 figure:	2023/24 figure (requested):	Agreed	
500	300		

Justification:	

Cost centre:	Code:	Title:	
212	4014	Electricity	

2022/23 figure:	2023/24 figure (requested):	Agreed	
526	700		

Justification:	

Cost centre:	Code:	Title:	
212	4015	Gas	

2022/23 figure:	2023/24 figure (requested):	Agreed	
200	200		

Justification:	
2022/2023 30 % TBC	

Cost centre:	Code:	Title:	
212	4036	Property Maintenance	

2022/23 figure:	2023/24 figure (requested):	Agreed	
4500	2000		

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

221 - Tithe Farm Rec Gd

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
2167	2000		

Justification:	
Income from football lettings. 2 senior. 2022/2023. Vision 4.3 TBC Environment Fees 2023-2024 not set yet.	

Cost centre:	Code:	Title:	
221	4013	Rent	

2022/23 figure:	2023/24 figure (requested):	Agreed	
5	5		

Justification:	
Annual rent included in lease agreement.	

Cost centre:	Code:	Title:	
221	4037	Grounds Maintenance	

2022/23 figure:	2023/24 figure (requested):	Agreed	
2500	1700		

Justification:	
Used for pitch treatment and ad hoc external repairs / maintenance. 3 x senior. Provided for pitch treatment (weed & feed (£875) (verti draining £787) and any required repairs etc. Drainage work on Football Pitches & Weed & feed as per IOG Report & Pitchpower part of 3G Project Work. Vision 4.5/4.6	

222 - Tithe Farm Pavilion

Cost centre:	Code:	Title:	
222	4012	Water Rates	

2022/23 figure:	2023/24 figure (requested):	Agreed	
466	250		

Justification:	
2023/2024 2 % TBC	

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Cost centre:	Code:	Title:	
222	4014	Electricity	

2022/23 figure:	2023/24 figure (requested):	Agreed	
1050	400		

Justification:	
2022/2023 30 % TBC	

Cost centre:	Code:	Title:	
222	4015	Gas	

2022/23 figure:	2023/24 figure (requested):	Agreed	
200	150		

Justification:	
To cover costs. 2023/2024 30% TBC	

Cost centre:	Code:	Title:	
222	4036	Property Maintenance	

2022/23 figure:	2023/24 figure (requested):	Agreed	
950	1000		

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

All prices increased on materials since Covid & Brexit.	

231 - Orchard Close Rec Gd

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
2620	2620		

Justification:	
Income from cricket square hire. 2023/2024 1880 3 x mini football pitches and cricket 1020 Vision 4.3 TBC Environment Fees 2022-2023 not set yet.	

Cost centre:	Code:	Title:	
231	4037	Grounds Maintenance	

2022/23 figure:	2023/24 figure (requested):	Agreed	
2618	1500		

Justification:	
Used for pitch treatment cricket and football and ad hoc external repairs / maintenance. Provided for pitch treatment (weed & feed (£400) (verti draining £600) and any required repairs etc. Drainage work on Football Pitches & Weed & feed as per IOG Report & Pitchpower part of 3G Project Work. Vision 4.5/4.6.	

232 - Orchard Close Pavilion

Cost centre:	Code:	Title:	
232	4012	Water Rates	

2022/23 figure:	2023/24 figure (requested):	Agreed	
362	400		

Justification:	
2023/2024 2 % TBC	

Cost centre:	Code:	Title:	

232	4014	Electricity	
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2022/23 figure:	2023/24 figure (requested):	Agreed	
500	400		

Justification:	
To cover costs. 2022/2023 2 % TBC	

Cost centre:	Code:	Title:	
232	4036	Property Maintenance	

2022/23 figure:	2023/24 figure (requested):	Agreed	
720	6000		

Justification:	
Used for general maintenance, alarm charges and servicing etc Electrical inspection due 2024 Pavilion outside decoration 5040	

241 - Moore Crescent Rec Gd

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
2167	2500		

Justification:	
2 x senior 2548 2023/2024 Vision 4.3 TBC Environment Fees 2023-2024 not set yet.	

Cost centre:	Code:	Title:	

241	4037	Grounds Maintenance	
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2022/23 figure:	2023/24 figure (requested):	Agreed	
2569	1500		

Justification:	
Used for pitch treatment cricket and football and ad hoc external repairs / maintenance. Provided for pitch treatment (weed & feed (£560) (verti draining £525) and any required repairs etc. Drainage work on Football Pitches & Weed & feed as per IOG Report & Pitchpower part of 3G Project Work. Vision 4.5/4.6	

242 - Moore Crescent Pavilion

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
200	200		

Justification:	
Income from ad hoc lettings. Vision 4.3	

Cost centre:	Code:	Title:	
242	4011	Rates	

2022/23 figure:	2023/24 figure (requested):	Agreed	
4550	4550		

Justification:	
Legal obligation	

Cost centre:	Code:	Title:	
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242	4012	Water rates	
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2022/23 figure:	2023/24 figure (requested):	Agreed	
2,550	2000		

Justification:	
2023/2024 2 % TBC	

Cost centre:	Code:	Title:	
242	4014	Electricity	

2022/23 figure:	2023/24 figure (requested):	Agreed	
2145	2000		

Justification:	
To cover costs. 2023/2024 30 % TBC	

Cost centre:	Code:	Title:	
242	4015	Gas	

2022/23 figure:	2023/24 figure (requested):	Agreed	
1500	1000		

Justification:	
To cover costs. 2023/2024 30% TBC	

Cost centre:	Code:	Title:	
242	4036	Property Maintenance	

2022/23 figure:	2023/24 figure (requested):	Agreed	
2400	2000		

Justification:	
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Used for general maintenance, pavilion deep clean, alarm charges and servicing etc Electrical inspection due 2024 approx £400	
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Cost centre:	Code:	Title:	
242	4038	Maintenance Contract	

2022/23 figure:	2023/24 figure (requested):	Agreed	
561	600		

Justification:	
Coves alarm and CCTV servicing. 2023/2024 2% increase	

243 - Moore Crescent Bowling Green

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
6120	6120		

Justification:	
Income from bowls green hire. 2023/2024 depending on hire charge review. Vision 4.3 TBC Environment Fees 2023-2024 not set yet.	

Cost centre:	Code:	Title:	
243	4037	Grounds Maintenance	

2022/23 figure:	2023/24 figure (requested):	Agreed	
5691	6000		

Justification:	
Year end treatment (Avonmore £4000) Irrigation Sprinkler Contract 450 Chemical control, Fertilizer, sand, weed killer. 2023/2024 20% increase Vision 4.5/4.6	

Used for pitch treatment cricket and football and ad hoc external repairs / maintenance. Provided for pitch treatment (weed & feed (£509) (verti draining £500) and any required repairs etc. Drainage work on Football Pitches & Weed & feed as per IOG Report & Pitchpower part of 3G Project Work. Vision 4.5/4.6	

271 - Houghton Regis Cemetery

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
14000	15000		

Justification:	
It is very difficult to predict an income from this service. As no new graves only reopeners and ashes.	

Cost centre:	Code:	Title:	
271	4011	Rates	

2022/23 figure:	2023/24 figure (requested):	Agreed	
1040	1100		

Justification:	
2023/2024 2 % TBC	

Cost centre:	Code:	Title:	
271	4012	Water Rates	

2022/23 figure:	2023/24 figure (requested):	Agreed	
207	250		

Justification:	
2023/2024 2 % TBC	

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
500	200		

Justification:	
Provided to cover miscellaneous costs £200	

Possible saving	

272 - All Saints Churchyard

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
1800	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:	
273	1082	Inc Lettings	

2022/23 figure:	2023/24 figure (requested):	Agreed	
3700	3700		

Justification:	

Cost centre:	Code:	Title:	
273	4011	Rates	

2022/23 figure:	2023/24 figure (requested):	Agreed	
1000	1000		

Justification:	

Cost centre:	Code:	Title:	
273	4012	Water Rates	

2022/23 figure:	2023/24 figure (requested):	Agreed	
700	700		

Justification:	

Cost centre:	Code:	Title:	
273	4018	Refuse disposal	

2022/23 figure:	2023/24 figure (requested):	Agreed	
1000	0		

Justification:	
Incorporated in main Refuse budget	

Cost centre:	Code:	Title:	
273	4037	Grounds maintenance	

2022/23 figure:	2023/24 figure (requested):	Agreed	
3000	3000		

Justification:	

281 - Public Open Spaces

Cost centre:	Code:	Title:	
281	4037	Grounds Maintenance	

2022/23 figure:	2023/24 figure (requested):	Agreed	
500	500	500	

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

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
27715	27715		

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 as prepared for the HLF extension of grant period application suggests that HRTC may need to make a financial contribution of £4353 in 2022/23. Vision 1.1/4.4/4.8 TBC	

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
-3000	-3000		

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

282 - Play areas (All)

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
610	650		

Justification:	
To cover any minor repairs and upkeep issues. 2023/2024 5% increase Vision 4.5/4.6	

Cost centre:	Code:	Title:	
282	4037	Grounds Maintenance	

2022/23 figure:	2023/24 figure (requested):	Agreed	
12228	12000		

Justification:	
Used to cover fencing and gates, replacement / top up of bark, wet pore repairs etc Playground fence painting PS top & bottom 7040 – OC 3320 2022/2023 increase to 1828. Vision 4.5/4.6	

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
5482	10000		

Justification:	
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Used to cover smaller scale works to play equipment, signage etc. 2023/2024 Vision 4.5/4.6	
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50% increase due to vandalism in the town	
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283 - Street Furniture (Formerly Bus)

Cost centre:	Code:	Title:	
283	4036	Property Maintenance	

2022/23 figure:	2023/24 figure (requested):	Agreed	
610	650		

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. 2023/2024 5% Vision 2.4/3.7.	

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291 - Outside Services

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
3700	3700		

Justification:	
Relates to income from contracts delivered to outside organisations. (HHP, Focus School, CBC (Blue Water, Sewell) etc). Vision 4.7 TBC Environment Fees 2023-2024 not set yet. 3% increase	

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Cost centre:	Code:	Title:	
291	4006	Protective Clothing	

2022/23 figure:	2023/24 figure (requested):	Agreed	
1523	1600		

Justification:	
Used for grounds staff PPE. All prices increased on materials since Covid & Brexit. 10% increase	

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
3000	3000		

Justification:	
Used for grounds staff training. Frist Aid Training Other Training	

Cost centre:	Code:	Title:	
291	4011	Rates	

2022/23 figure:	2023/24 figure (requested):	Agreed	
8976	8850		

Justification:	
Annual rates for workshop.	

Cost centre:	Code:	Title:	
291	4012	Water Rates	

2022/23 figure:	2023/24 figure (requested):	Agreed	
1015	800		

Justification:	

Cost centre:	Code:	Title:	
291	4013	Rent	

2022/23 figure:	2023/24 figure (requested):	Agreed	
15500	15500		

Justification:	
Workshop rent.	

Cost centre:	Code:	Title:	
291	4014	Electricity	

2022/23 figure:	2023/24 figure (requested):	Agreed	
2370	2000		

Justification:	
To cover costs.	

Cost centre:	Code:	Title:	
291	4015	Gas	

2022/23 figure:	2023/24 figure (requested):	Agreed	
132	150		

Justification:	
To cover costs.	

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
518	700		

Justification:	
Used for ad hoc health and safety issues.	

Cost centre:	Code:	Title:	
291	4018	Refuse Disposal	

2022/23 figure:	2023/24 figure (requested):	Agreed	
22000	24000		

Justification:	
This budget conglomerates cemetery skip costs, general waste and green waste.	
Vision 2.1/2.2	

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
600	600		

Justification:	
Used for ad hoc costs re outside services.	
Vision 4.7	

Cost centre:	Code:	Title:	
291	4021	Communication Costs	

2022/23 figure:	2023/24 figure (requested):	Agreed	
150	150		

Justification:	
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Used for workshop broadband. Monthly cost £15 Vision 2.1	
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Cost centre:	Code:	Title:	
291	4025	Insurance	

2022/23 figure:	2023/24 figure (requested):	Agreed	
200	200		

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

2022/2023 TBC	
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Cost centre:	Code:	Title:	
291	4036	Property Maintenance	

2022/23 figure:	2023/24 figure (requested):	Agreed	
1200	1200		

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

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Cost centre:	Code:	Title:	
291	4038	Maintenance Contracts	

2022/23 figure:	2023/24 figure (requested):	Agreed	
612	612		

Justification:	
Alarm servicing and maintenance	

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Cost centre:	Code:	Title:	
291	4039	Horticultural Supplies	

2022/23 figure:	2023/24 figure (requested):	Agreed	
2436	3000		

Justification:	
Summer and winter bedding plants. 30% increase in supply costs. Plus additional requested for Town Sign bed planting	

Cost centre:	Code:	Title:	
291	4040	Tree Maintenance	

2022/23 figure:	2023/24 figure (requested):	Agreed	
10000	10000		

Justification:	
Vision 4.5	

Cost centre:	Code:	Title:	
291	4041	Tree Survey	

2022/23 figure:	2023/24 figure (requested):	Agreed	
500	8000		

Justification:	
Full tree survey to be completed in 2023/2024 Vision 4.5	

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

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
9744	10000		

Justification:	
Repair and servicing costs reduced in recent years due to new machinery and in-house servicing but general increase in materials	

Cost centre:	Code:	Title:	
291	4044	Vehicle Fuel	

2022/23 figure:	2023/24 figure (requested):	Agreed	
10000	11000		

Justification:	
Fuel for grounds machinery	

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
900	900		

Justification:	
Used for vehicle tax.	

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
2,000	2200		

Justification:	
To cover the annual HAV testing of equipment (£1k +), grds staff health surveillance (£500 +) and associated medical examination (£400 +). 15% increase	

299 - Env Capital & Projects

Cost centre:	Code:	Title:	
299	1074	External Grant	

2022/23 figure:	2023/24 figure (requested):	Agreed	
0	1151575		

Justification:	
Grant from Football Foundation £956400 CBC S106 Contrib CB/14/03047/OUT CB/14/03056/FULL £187947.35	

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
24069	24069		

Justification:	
Loan repayments due until 2033. Vision 4.7	

Cost centre:	Code:	Title:	
299	4059	Other professional fees	

2022/23 figure:	2023/24 figure (requested):	Agreed	
0	5000		

Justification:	
It has been suggested that the council could consider a remodelling of Parkside Pavilion to enable a community space / café to be provided. This budget would enable the engagement of professional services to support some community consultation and preliminary plans to be drawn up.	

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
20000	75000		

Justification:	
Used to enable the council to budget a fixed annual amount to support a programme of machinery replacement. All prices increased. Additional £50,000 included to enable replacement of 1 vehicle to an electric vehicle	

Possible saving	
Could be offset by a transfer in from General Reserves	

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
12000	12000		

Justification:	
3000 Used for new / replacement street furniture. To replace litter and dog bins with dual purpose bins Vision 4.7	

Possible saving	
Could be offset by a transfer in from General Reserves	

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
0	50000		

Justification:	
The play areas at Parkside are both in reasonable condition and will be maintained as such. Members may like to consider the following options to enhance the provision at Parkside: Replacement of upper play area Replacement of lower play area The combined cost of upper and lower replacement is £120600 Installation of exercise equipment £10000	

Installation of activity trail £40000	
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Cost centre:	Code:	Title:	
299	4862	Cap-Cemetery Provision	

2022/23 figure:	2023/24 figure (requested):	Agreed	
10000	10000		

Justification:	
This budget suggestion would be to help fund the development of a new cemetery	

Possible saving	
HRTC would have to continue to use EMR to find development work	

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
30000	1151575		

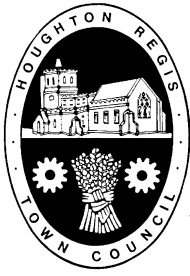
Justification:	
It is anticipated that the development of the pitch as part of the TF sports project will be completed in 2022/23. The development of the pavilion, refurb of the car park and the remodelling of the existing pavilion will take place in 2023/24. The income for this project is shown in 299 1074	

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
25000	25000		

Justification:	
£25k Suggested to build up fund to replace play areas Vision 4.7	

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HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Clr 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 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 £30 + VAT

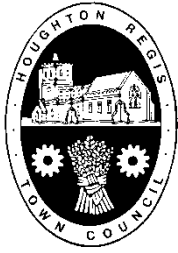
(Prices for the hire of Moore Crescent pavilion are subject to standard rate VAT)

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.



ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 10

Date:	14th November 2022
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.

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 (FF).

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

An application to register the land was made to the Land Registry (October 2020). There were a number of legal complications dating back to the original transfer. Ultimately it was decided to apply to the Land Registry for a 'Good Lease', this is hopefully a simpler process. This application has been made. A 'good lease' once secured will satisfy the Football Foundation requirements.

Planning

The planning application was submitted to CBC late August and has been approved. The pre commencement planning conditions have largely been discharge, The project team have advised:

- Discharge of Highways condition (11) – submission made, awaiting confirmation. Please note that the order for the pitch cannot be secured until Condition 11 is discharged
- Discharge of above ground pre-commencements has been submitted
- The application for the final (pre-occupation) conditions is being prepared
- The planning application for the existing building (part demolition, refurbishment & PV) is being prepared and will be submitted November / December (no risk to programme)
- A non-material amendment for PV (solar panels) to the new Pavilion will be submitted (possible due to the additional funding secured).

Pitch tenders

Members were previously advised that the contract has been awarded to Field Turf. The contract price is £761,334.12. A cost uplift has been presented, which RLF will be reviewing. This is ongoing. If possible an update will be provided.

Pavilion tender

Members are advised that the contract has been awarded to T&B Contractors under a 2 stage process. The contract price is £995,968.37

Mobilisation discussions are taking place including discussions around cost. Their Stage 2 tender is due back on 11th November. If possible an update will be provided.

Operational Site Management

In accordance with the decision at the February meeting of Environment & Leisure Committee ¹ work is being undertaken on a suitable lease with the Beds FA.

Pedestrian and cycle links to Linnere

Members are referred to the draft design attached at Appendix A which has previously been considered and supported. However, the Beds FA have suggested that the path behind the grass pitches may need to be reconsidered due to the run off space required. This is being considered. The developers seem fairly confident that they can get a path through with little removal of any existing trees, however, until there is a levels and tree survey, they cannot understand the impact on tree roots.

At present further enquiries need to be made as to how this additional work would be factored into the overall site development and cost plan.

4. PROJECT FUNDING

Please refer to Appendix B.

5. PROJECT TIMELINE

¹ 'To support the operational site management being undertaken by the Bedfordshire Football Association and for a draft agreement to be developed for formal consideration'

Delivery Programme:

- Subject to discharge of Condition 11 and the order being placed, the pitch construction will commence in January 2023, on a 15 week build programme
- The pavilion element cannot commence until the heavy earth moving and stone import has been completed. This is approximately in week 9 or 10 of the pitch programme.
- The pavilion programme was estimated at 27 weeks in the Stage 1 tender, but will be confirmed on Friday 11th November by T&B
- Subject to the pitch commencement date, the project completion is estimated at late September 2023
- The existing building isn't factored in to the above dates, but is likely to run concurrently, rather than extend the overall programme

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

- Confirmation of the PWLB borrowing requirement to be shared with all members and once certain reported back to Town Council.

Legal Implications

- The draft lease to be reviewed by the council's solicitors.

Financial Implications

- The financial implications are significant and are outlined in the report.

Risk Implications

- There are no risk implications arising from the recommendations.

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 news concerning the award of funding from the Football Foundation has been shared on social media.

8. CONCLUSION AND NEXT STEPS

This is a significant project for this committee to have brought forward. The main risk to the project has now been overcome through the confirmation of the grant award from the football foundation. The project has also significantly benefited from substantial funding via Central Bedfordshire Council.

Works are due to commence in Winter 2022/23. There is much to be celebrated with this project for our community.

9. APPENDICES

- Appendix A FOOTPATH & CYCLE LINKS**
Appendix B PROJECT FUNDING

TITHE FARM LANDSCAPE IDEAS

22/06/22



TITHE FARM REC LANDSCAPE IDEAS

Creating safe, accessible routes into Tithe Farm Rec, encouraging sustainable modes of travel, ensuring the routes are well lit, convenient, and safe.

- Provide new footpaths which connect Tythe Farm Rec into new green corridors within Phase 4
- Ensure footpaths can be used safely by pedestrians and cyclists
- Create a compliant route for wheelchairs and people with buggies
- Opportunities for new signage
- Opportunities for new seating
- Opportunities for additional tree planting

Key

1. Improve access with steps and sloped route
2. New footpath network
3. New gateways with signage
4. New park trees
5. New boundary planting

Constraint Considerations

- 3 metre level change
- Significant tree planting
- Cover over existing services



Existing aerial



New stepped access into Tithe Farm from Green Corridors



New accessible access into Tithe Farm from Green Corridors



Signage and wayfinding



Gateway opportunities



Better lighting



Footpath with info graphics



Generous shared routes

Tithe Farm Recreation Ground

Cost Summary- Option C (Clubroom/ No works to existing pavilion/ retain existing car park)

11th November 2022

Project Reference: 324-1 - Football Development Centre

Grey cells will auto-complete and do not require editing

Notes	£GBP
CBC s106 CB/19/02130/FUL	99,884.00
CBC Community Asset Grant	25,000.00
CBC s106 SB/03/01836	172,500.00
CBC s106 CB/14/03047/OUT CB/14/03056/FULL	187,947.35
CBC s106 CB/07/0248/FUL	100,000.00
Football Foundation	956,400.00
HRTC deferred income	230,575.00
HRTC- EMR322	160,341.06
Balance from / via HRTC	413,164.00
Shortfall	0.00
0 Project Budget	£ 2,345,811.41

		£GBP	Notes
1.1 Works Costs			
1.1.1 Pavilion	Taken from QS cost plan	567,072.00	Based on 4 changing room pavilion only (see adjustments for clubroom costs)
1.1.2 External works			
- Drainage	Taken from QS cost plan	109,500.00	
- External services	Taken from QS cost plan	19,000.00	Provisional allowance
- Roads/ paving/ landscaping etc.	Taken from QS cost plan	35,881.00	Excludes resurface of car park
1.1.3 Refurbishment/ part demolition of existing pavilion		-	Excluded
1.1.4 Provisional Sums	Taken from QS cost plan	13,000.00	
1.2 Adjustments			
1.2.1 Omit prov sums for external services		19,000.00	
1.2.2 New power supply		20,000.00	Provisional Sum
1.2.3 New water supply		5,000.00	Provisional Sum
1.2.4 Gas supply		-	N/A
1.2.5 Omission of drainage scheme		109,500.00	
1.2.6 Addition of revised drainage scheme		34,300.00	Reduced scope. Fieldturf to attenuate pitch to Anglian Water requirements.
1.2.7 Addition of grass-protecta car park		38,500.00	Reduce scope to fit budget
1.2.8 BREEAM		10,000.00	
1.2.9 Extra over for clubroom		213,087.00	
1.2.10 ASHP's		20,000.00	
1.2.11 Main contractors oh/p		6,733.55	
1.3 Main Contractor Costs			
1.3.1 Main contractor design fees	Taken from T&B tender	61,945.00	Development from RIBA Stage 4
1.3.2 PCSA costs	Taken from T&B tender	16,800.00	
1.3.2 Main contractors oh/p	Taken from T&B tender	25,775.86	Priced at 3.5%
1.3.3 Preliminaries	Taken from T&B tender	116,142.32	Based on 28 weeks
1.3.4 Contingency	Taken from T&B tender	30,000.00	
Pavilion Sub-total		1,194,236.73	
2 FTP			
2.1 FTP		761,434.00	PCH still have limited information on what is included within this figure at this stage
FTP Sub-total		761,434.00	
3 Statutory Fees			
3.1 Planning			
- Pre-App	Central Beds	1,258.96	
- Application fee	Central Beds	1,178.33	
- Discharge of conditions	say	190.00	Dependent upon approval
3.2 Building Regulations		-	Included in T&B tender and FTP tender
		2,627.29	
4 Professional Fees			
4.1 PCH fees to support of grant		5,000.00	
4.2 Client side Project Management/ Architecture/ QS/ Client side M&E on pavilion	6.5%	77,625.39	
4.3 Project Management for FTP/ Framework Administrator	RLF	-	Outside of project cost
4.4 Structural/Civil Engineer	Inertia	950.00	SUDS strategy for planning
4.5 M&E and Sustainability strategy	Bannerman Consulting Engineers	2,560.00	To support planning and tender process
		81,135.39	
5 Surveys/Reports/Other Costs			
5.1 Topographical Survey	By JPP		
5.2 Geotechnical Surveys	By JPP		
5.3 Bid support	Castele	6,930.00	
5.4 Legal Fees		2,000.00	Provisional allowance
5.5 Furniture		-	Fixed furniture included
5.6 Land registry costs		TBC	
5.7 OS Maps		572.66	
5.9 Drainage to the existing car park		15,000.00	Potential planning obligation
		24,502.66	
6 VAT			
		-	Dependent on specialist advice
Uplift in development costs		281,875.35	TBC
ANTICIPATED PROJECT COST		£ 2,345,811.41	