



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Councillor J W Carroll**

Tel: 01582 708540

Town Clerk: **Clare Evans**

e-mail: [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)

12<sup>th</sup> September 2023

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

**Cllrs:** **A Slough (Chair)**, P Burgess, E Cooper, E Costello, Y Farrell, W Henderson, T McMahon

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

## Notice of Meeting

You are hereby summoned to a Meeting of the **Environment & Leisure Committee** to be held at the Council Offices, Peel Street on **Monday 18<sup>th</sup> September 2023 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**

*\*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.*

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

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

### 3. **SPECIFIC DECLARATIONS OF INTEREST**

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are 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 4 - 8*

To approve the Minutes of the meeting held on 5<sup>th</sup> June 2023

**Recommendation: To confirm the minutes of the Environment & Leisure Committee meeting held on 5<sup>th</sup> June 2023 and for these to be signed by the Chairman.**

### 5. **TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN**

*Pages 9 - 10*

Members are requested to receive and approve Minutes of the Allotment Working Group meeting held on 11<sup>th</sup> July and to note the dissolution of the Allotment Working Group.

Allotment Working Group 11<sup>th</sup> July 2023

Resolutions of minute AWG104

- 1) To include a standing item on Allotments on the Environment and Leisure Committee agenda
- 2) To reinstate the Allotment Working Group as and when appropriate.

**Recommendation: To confirm the minutes of the Allotment Working Group 11<sup>th</sup> July 2023 and for these to be signed by the Chairman.**

### 6. **TERRA CROFT LEISURE GARDENS UPDATE**

*Pages 11 - 13*

To receive an update on the management of the Town Council owned allotment.

*This report is provided for information purposes only.*

**7. TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE**

A verbal update will be provided to members on the Tithe Farm Recreation Ground Sports Project.

**Recommendation: To note the report.**

**8. ANNUAL PLAY AREA INSPECTION**

*Pages 14 - 16*

To provide to members the outcomes of the annual play area inspection.

**Recommendation: To note the report.**

**9. INCOME AND EXPENDITURE REPORT**

*Pages 17 - 26*

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

*This report is provided for information.*

**10. BIDWELL WEST LAND TRANSFERS**

A verbal update will be provided to members on the land transfer of the recreation open space and countryside site.

*This update is provided for information purposes.*

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**HOUGHTON REGIS TOWN COUNCIL**  
**Environment & Leisure Committee**  
**Minutes of the meeting held on**  
**5<sup>th</sup> June 2023 at 7.00pm**

Present: Councillors: A Slough Chairman  
E Cooper  
E Costello  
Y Farrell  
M Herber Substitution  
W Henderson  
T McMahan

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

Public: 3

Apologies: Councillors: P Burgess

**12466 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr Burgess (Cllr Herber substituted).

**12467 QUESTIONS FROM THE PUBLIC**

Concerns were raised over the decimation of hedgerows along Windsor Drive during maintenance work carried out. It was queried why so much vegetation was being removed and were informed by the workman that the work being carried out was on the instruction of their management team. Concerns were that this had been completed without any consideration to the wildlife occupying the hedgerows.

**12468 SPECIFIC DECLARATIONS OF INTEREST**

None.

**12469 ELECTION OF VICE-CHAIR**

Members were invited to elect a Vice-Chair for Environment and Leisure Committee for 2023/2024.

Nomination: Cllr McMahan Nominated by: Cllr Herber  
Seconded by: Cllr McMahan

Nomination: Cllr Costello Nominated by: Cllr Cooper  
Seconded by: Cllr Farrell

A recoded vote was requested.

Members in favour of Cllr McMahan: Cllr Herber and Cllr McMahan  
Members in favour of Cllr Costello: Cllr Cooper, Cllr Farrell, Cllr Henderson and Cllr Costello

Accordingly, Cllr Costello was duly appointed as Vice-Chair of the Environment and Leisure Committee for the municipal year of 2023/2024.

#### **12470 MINUTES**

To approve the minutes of the meeting held on 14<sup>th</sup> March 2023.

**Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 14<sup>th</sup> March 2023 and for these to be signed by the Chairman.**

#### **12471 COMMITTEE FUNCTIONS & TERMS OF REFERENCE**

In accordance with Standing Order 4.j.iv. Council was required to review its delegation arrangements to committees and sub-committees.

These arrangements were set out in the Committee Functions & Terms of Reference. This document set out the system of delegation to the Committees, Sub Committees and Working Groups of the Council.

Members received the extract from the approved Committee Functions & Terms of Reference which related to this committee.

Members received this report for information.

#### **12472 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN**

Allotments Working Group 17<sup>th</sup> January and 20<sup>th</sup> March 2023

#### **12473 ENVIRONMENT & LEISURE COMMITTEE FINANCIAL REPORT 2023/24**

In accordance with the committee functions a review of the income and expenditure of the committee should be undertaken periodically. However, at the time of compiling this report, financial year 2022/2023 had not been closed down.

Members received, for information, the budget report for Environment & Leisure Committee alongside the Budget Explanation.

Of note the following projects were anticipated during 2023/24:

- Removal of gas supply at Tithe Farm pavilion (no longer required)
- Development of all-weather sports facility at Tithe farm including 3G pitch, new pavilion and refurbished and extended car park.
- Remodelling of Parkside Pavilion – this was a complex potential project. Consultation work needed to be undertaken within the community to determine options, investigations needed to take place to determine scope of works feasible. The budget available only covers this feasibility work.

- Replacement of litter and dog bins with dual purpose bins.
- Installation of exercise equipment at Parkside recreation ground

The placement of the exercise equipment at Parkside was queried, it was advised that feasibility of placement would be looked at.

Queries were raised regarding several amounts allocated to amenities and water and whether the predicted figures were accurate given the fluctuation in costs.

Maintenance budget allocation was queried in relation to Parkside Pavilion as the allocation was less than the previous year. It was advised that the budgeted amount for the previous year was to incorporate a significant repair required.

Members were advised that costs for the Tithe Farm Pavilion would be picked up by Beds FA with the Town Council providing grass mowing, at a cost, to Beds FA. The Town Council would pick up the cost of the refurbishment of the old Pavilion.

Members were advised that when the budget was set, it was an estimate of costings based on 6 months and not at year end.

Members were advised in previous years an income had been received from Central Bedfordshire Council for grass cutting, and had been included in the budget for 23/24, however, Central Bedfordshire Council had made the decision not to continue with the uptake of this service.

Concerns were raised regarding Houghton Hall Park and it's long term financial viability. Members were advised that this was a joint venture and any financial impact would be shared between Central Bedfordshire Council at 80% and Houghton Regis Town Council at 20% of any additional financial impact.

It was highlighted to members that some items showing a deficit were offset by income which was shown in a separate area of the report.

*Members received this report for information.*

#### **12474 MACHINERY RENEWALS PROGRAMME**

Members received the anticipated machinery renewals programme for 2023/24.

Concerns were raised over the continued use of vehicles which used fossil fuel.

**Resolved: To support the Machinery Renewals Programme for 2023/24.**

#### **12475 ROAD RUNNERS CRICKET CLUB**

Members were requested to consider options for a long-term agreement for facility use by Road Runners Cricket Club.

Members were advised that this group had been using Orchard Close for many years and had proven reliable.

To amend the draft licence to state that the fee to be increased by Environment and Leisure Committee in the autumn each year.

**Resolved: To approve the draft Licence subject to negotiations with the Road Runners Cricket Club.**

**12476 FOOTBALL FOUNDATION'S GRASS PITCH MAINTENANCE SCHEME**

Members were advised of the Football Foundation's Pitch Power Scheme, the results of the pitch power assessment for Parkside and Moore Crescent recreation grounds to enable members to consider next steps.

Members were advised the assessment had been completed and some improvements had been recommended, the application of grant funding was encouraged by the FA. Members queried match funding and were advised of years one and two would require 100%, years three and four 60%.

It was suggested Houghton Regis Town Council staff could be trained to maintain the grounds.

**Resolved: To support the application to the Football Foundation's Grass Pitch Maintenance Fund for the pitches at Moore Crescent and Parkside recreation grounds.**

**12477 WINDSOR DRIVE OPEN SPACE – GRASS CUTTING REGIME**

Members were advised at the Annual Parish Meeting on 15<sup>th</sup> May 2023, a comment / question was made by the Friends of Windsor Drive Group which requested that consideration be given to enhancing the flora and fauna on the open space at Windsor Drive by adjusting the mowing regime.

The comment / question was as follows:

“Over the last couple of years the open space has been mowed within an inch of its life, i.e. way too short. This has meant it's pretty much turned to dust in the heat of Summer.

Great to see it was left later in May before mowing, however, we have had a lot of feedback from our members and residents supporting the No Mow May campaign and in addition, asking for a patch of land to be left natural or made into a wildflower patch.

We are currently working with CPRE Bedfordshire and have looked at the recommendations from Plantlife (the org which initiated No Mo May) and they recommend cutting sections of the field at different frequencies, to allow short-growing flowers to flourish alongside longer ones. Mowing twice a year will maintain a meadow. Mowing once every 4-6 weeks will maintain a shorter, re-flowering lawn where flowers like Bugle, Self-heal, Red Clover and Lady's Bedstraw can thrive.

We understand that CBC own the land and HRTC only lease it, however, would HRTC support our request for the above and work with us and volunteers to maximise the use of Windsor Drive Open Space and help the Climate at the same time?"

Members were advised under the Tenancy at Will between CBC and HRTC for the maintenance of this land, HRTC does have the authority to change its cutting regime as it saw fit. It was suggested that the Head of Environmental & Community Services / Grounds Manager contact the Friends of Windsor Drive group to discuss options going forward.

**Resolved: To support an alternative grass cutting regime which encourages diversity of flora and fauna on Windsor Drive open space.**

#### **12478 TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE**

To update members on the Tithe Farm Recreation Ground Sports Project.

Members were advised if grant money was received from YIF, it would enable less money to be drawn from the loan.

*Members received this report for information.*

**The Chairman declared the meeting closed at 8.06pm**

**Dated this 18<sup>th</sup> day of September 2023.**

**Chairman**



# Houghton Regis Town Council

## Allotment Working Group

Minutes of the meeting held on  
11<sup>th</sup> July 2023 at 3.00 pm

Present: Councillors: T McMahon (Chairman)  
E Billington  
J Carroll  
E Cooper

Officers: Ian Haynes Head of Environmental & Community Services  
Louise Senior Head of Democratic Services

Absent: C Rollins

### AWG100 APOLOGIES & SUBSTITUTIONS

None.

### AWG101 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

### AWG102 MINUTES

To approve the Minutes of the meeting held on the 23<sup>rd</sup> May 2023.

**Resolved: To approve the Minutes of the meetings held on the 23<sup>rd</sup> May 2023 and for these to be signed by the Chairman.**

### AWG103 UPDATE ON TERRA CROFT LEISURE GARDENS

Members were provided with a verbal update covering the following:

1. Site occupancy statistics
2. Feedback regarding the Official opening held 21<sup>st</sup> June 2023
3. Plot inspection

Members were advised that the site was fully occupied.

Feedback from the opening event was very positive. Members were advised of an inspection notice that would use a traffic light system to indicate improvements needed and a timespan to complete any remedial works to bring back in line with regulations. The Head of Environmental & Community Services and the Grounds Manager were to conduct the inspections.

The intention of performing regular visits to obtain feedback from plot holders was highlighted.

Members discussed the value of the working group continuing in its current format or whether it should be disbanded and alternatively include a standing item on Allotments on the Environment and Leisure Committee agenda. Members agreed that the site is now up and running. For now, including the allotments on the Environment and Leisure Committee agenda would be practical.

- Resolved:**
- 1) **To include a standing item on Allotments on the Environment and Leisure Committee agenda**
  - 2) **To reinstate the Allotment Working Group as and when appropriate.**

#### **AWG104 UPDATE ON BIDWELL WEST FUTURE ALLOTMENT SITES**

Members were advised that there were no updates at present.

1. Parcel 5A / 5B
2. Brambleside

#### **AWG105 ALLOTMENTS WORKING GROUP BUDGET MONITORING**

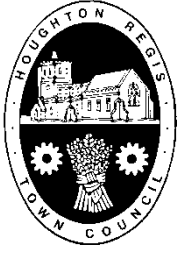
Members received the budget monitoring report and were advised that there was a need to purchase a new lock with keys rather than the current combination lock.

*Members received this report for information.*

**The Chairman closed the meeting at 5.51 pm.**

**Dated this                      day of**

**Chairman**



## ENVIRONMENT & LEISURE COMMITTEE

## Agenda Item 6

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<b>Date:</b>	<b>18<sup>th</sup> September 2023</b>
<b>Title:</b>	<b>Terra Croft Leisure Gardens Update</b>
<b>Purpose of the Report:</b>	<b>To receive an update on the management of the Town Council-owned allotment.</b>
<b>Contact Officer:</b>	<b>Ian Haynes, Head of Environment and Community Services</b>

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### 1. RECOMMENDATION

*This report is provided for information purposes only.*

### 2. BACKGROUND

Town Council has one allotment site, Terra Croft Leisure Gardens, with 48 plots.

According to the allotment software, there appear to be around 193 people currently on the waiting list, which, based on current allotment plot capacity, is over four times more than the Council currently has available plots to rent.

This report provides Members with an update on work that has been undertaken since the previous Allotment Working Group meeting held on 11<sup>th</sup> July 2023.

### 3. LEGAL CONSIDERATIONS

The majority of the law relating to allotments is contained in the following Acts of Parliament:

- Small Holdings and Allotments Act 1908;
- Allotments Act 1922;
- Allotments Act 1925;
- Allotments Act 1950;
- Local Government Act 1972, Schedule 29, paragraph 9.

There is a distinction to be made between an allotment and an allotment garden. An allotment is a parcel of land not more than five acres in extent, cultivated as a garden or farm (s.1, AA 1925). It includes a field garden, a fuel

allotment, an allotment garden, and other land not more than five acres in extent.

An allotment garden is a type of allotment, being a plot of land not exceeding 1,011.71 square metres, cultivated by the occupier for the provision of vegetables and fruit crops for themselves and their family (s.22, AA 1922). In practice, most local authority allotments fall within the category of an allotment garden.

Allotment authorities are the councils of London boroughs, districts, parishes and communities. Whilst these authorities all have power to provide allotments and allotment gardens, there is a statutory duty on them to provide allotment gardens sufficient to meet the demand of the local community (s.23, SH&AA 1908; s.9, AA 1950)

Allotments, including allotment gardens, are treated as agricultural land for the purposes of exemption from non-domestic rating. (s.51 LGFA 1988 and Schedule 5, paras1-9(2))

#### **4. MANAGEMENT OF THE WAITING LIST**

A waiting list is maintained by the Town Council and is operated on a strict allocation by the date of registration. When a potential allotment holder contacts the council for an allotment, they are placed on the waiting list. The date of the enquiry is logged in the software alongside contact details.

Plots only become available when an allotment tenancy holder either gives up the plot voluntarily or the Council terminates a tenant's tenancy agreement. Termination of any tenancy agreement can only be implemented according to legislative requirements and is quite restrictive.

There is an expectation that tenants shall keep their allotment plot in a good state of cultivation and free from perennial weeds. Allotment holders will also be expected to abide by the terms of their allotment tenancy agreement and allotment rules as determined by the Council and as considered necessary. Non-compliance will render their tenancy agreement terminated.

#### **5. ALLOTMENT INSPECTION**

Allotment inspections have been undertaken in July and September 2023. These inspections identified a number of plots that were not being cultivated to the standard required.

As of the 7<sup>th</sup> September '23 inspection, the following grades/status have been awarded to the plots at Terra Croft.

Green – 26

Amber – 10

Red – 5

In the process of tenancies being terminated – 5

Vacant – 2

## **5. IMPLICATIONS**

### **Corporate Implications**

- There are no corporate implications arising from the recommendation

### **Risk Implications**

- There are no risk implications arising from the recommendation

### **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.

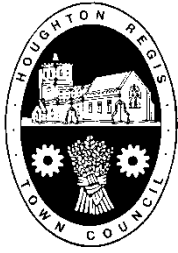
This project/issue does not discriminate.

### **Press Contact**

There are no press implications arising from the recommendation.

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

The demand for allotment plots remains high and is currently outstripping the available supply. Additional land may be available in the future. The Town Council will continue to manage the current allotments and the allotments waiting list.



## ENVIRONMENT & LEISURE COMMITTEE

## Agenda Item 8

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<b>Date:</b>	<b>18<sup>th</sup> September 2023</b>
<b>Title:</b>	<b>Annual Play Area Inspection</b>
<b>Purpose of the Report:</b>	<b>To provide to members the outcomes of the annual play area inspection.</b>
<b>Contact Officer:</b>	<b>Ian Haynes – Head of Environment and Community Services</b>

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### 1. RECOMMENDATION

*This report is provided for information purposes only.*

### 2. BACKGROUND

In June 2023, our yearly independent safety assessment of our playgrounds and equipment was completed by The Play Inspection Company Ltd.

The British and European safety standard BS EN1176 and the Health and Safety Executive strongly recommend that all play areas have at least one inspection every year from an independent, suitably qualified body such as The Play Inspection Company Ltd.

### 3. ISSUES FOR CONSIDERATION

The independent safety assessment of our playgrounds and equipment provides each site with its own overall risk rating.

The breakdown of faults and common failures is given in terms of low, medium and high. As a generally agreed principle within the industry, items that are marked as "low" only require monitoring. Whereas items marked as "medium" require an appropriate action (either monitoring or repair, for example) within the available resources of the owner. Items marked as "high" require urgent action. In rare cases where an item is likely to result in significant injury or death, the operator or appropriate representative will be notified from the site by telephone. This will be indicated on the report. None of these has been received.

The Play Inspection Company Ltd risk scores come in the following bands:

1 to 5 Very Low Risk

6 to 10 Low Risk

12 to 15 Medium Risk  
16 to 20 High Risk  
25+ Very High Risk

It should be noted that due to the increased risk posed by some of the Town Council assets - such as the skate park - the risk scores cannot be lowered, and in the case of some equipment would need to be destroyed to ascertain the structural integrity of the item.

Each independent safety assessment of our playgrounds and equipment has been reviewed.

A bespoke programme of works will be created to complete all of the necessary recommendations.

**Please note some recommendations will not be completed based on the level of expenditure required to minimise the risk.**

All associated necessary repair costs will be covered under existing revenue budgets. Our in-house qualified operational inspectors will conduct all repairs as soon as is reasonably practicable.

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

##### **Aspirations**

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

##### **Objective 4: Our community**

4.2 To enhance existing facilities to enable improved community use and accessibility

4.5 To provide high quality green spaces for leisure and recreation, healthier living, urban attractiveness, improved air quality

#### **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**

- The costs of addressing the remedial Moderate Risks will be taken from 282 4042 with available funds of £7,861.00

##### **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**

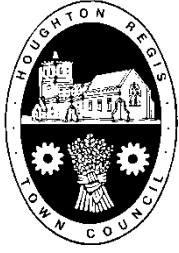
There are no press implications arising from this report.

**6. CONCLUSION AND NEXT STEPS**

Children's Playgrounds should be inspected annually by an independent specialist to ensure the long-term safety of the site, equipment and ancillary items. This will also meet legal and insurance responsibilities and comply with the requirements of EN1176.

This Council has met its legal and moral obligations to ensure our play areas are fit for use.





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**ENVIRONMENT & LEISURE COMMITTEE****Agenda Item 9**

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<b>Date:</b>	<b>18<sup>th</sup> September 2023</b>
<b>Title:</b>	<b>Income &amp; Expenditure Report</b>
<b>Purpose of the Report:</b>	<b>To provide members with the Income &amp; Expenditure report to date for the Environment &amp; Leisure Committee.</b>
<b>Contact Officer:</b>	<b>Ian Haynes, Head of Environment and Community Services</b>

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**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 at 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 and circus visits.

201 4037 Village Green Grounds Maintenance  
Includes minor items of expenditure

202 1082 Inc Lettings  
Ad hoc lettings of pavilion

202 4011 Rates  
Paid in full

202 4012 Water rates  
Direct debit payments in arrears

202 4014 Electricity  
Direct debit payments in arrears

202 4038 Maintenance Contracts  
Includes annual alarm inspection.

211 1083 Parkside Rec Gd Inc Lettings  
From pitch allocations.

211-4037 Parkside Grounds maintenance  
Covers pre / post-season grounds works for football pitches. Planned expenditure complete.

212 4014 Electricity  
Direct debit payments in arrears

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 alarm maintenance.

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 alarm maintenance and a replacement noticeboard due to 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 1082 Inc Lettings  
Ad hoc lettings of the pavilion.

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

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

243 1082 Inc Lettings  
Bowls Club rent to be received.

243-4037 MC Grounds maintenance  
Sprinkler repair completed, autumn treatment completed and irrigation system maintenance

271 1084 Income Burial Fees  
Income from interments received to date £7,662.00

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 a bench on behalf of a family and advanced memorial inscription charges, which are reclaimed from the families.

272 4028 All Saints Churchyard  
Bedford Road Wall

273 1082 Allotment Income

273 4011 Rates Bill yet to be received

273 4012 Water Rates  
Direct debit payments in arrears

273 4037 Allotments Grounds Maintenance  
This expenditure relates to allotment plot signage.

281 4217 HHP Contribution  
This is the HRTC contribution to HHP as required under the JVA

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

282 4037 Grounds Maintenance  
2

82 4042 Play areas equipment repair  
Some repairs have had to be undertaken due to wear and tear

291 4006 Protective clothing  
Expenditure incurred to replace outdated items for 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  
Paid in full.

291 4020 Outside Services Misc Establishment Costs  
Various small items of expenditure.

291 4036 Outside services Property maintenance  
Spend relates to replacement sleepers on Green, new chairs for workshop plus various small scale purchases.

291 4038 maintenance contracts  
Includes alarm maintenance and fire equipment maintenance

291 4039 Horticultural supplies

291 4040 Tree Maintenance  
No expenditure has been incurred to date

291 4041 Outside Services Tree Survey  
No expenditure has been incurred to date

291 4042 Outside services, Equipment maintenance and repairs  
Various purchases made

299 4851 Capital Machinery renewals  
Various items have been purchased, including a new graffiti removal equipment.

299 4862 Env Capital & Projects CAP Cemetery Provision  
This expense relates to the monthly monitoring of water levels at Grendall Lane plus the purchase of new vaults, offset by income received.

299 4871 Cap, Pavilion renovations  
Includes for expenses relating to Tithe Farm All Weather project,

299 4999 Trs to EMR Play Areas

#### **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

11/09/2023

## Houghton Regis Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 11/09/2023

Month No: 4

## Income and Expenditure Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Environment and Leisure</b>								
<u>201 Village Green Rec Gd</u>								
1082 INC-LETTINGS	0	755	3,264	2,509			23.1%	
Village Green Rec Gd :- Income	<b>0</b>	<b>755</b>	<b>3,264</b>	<b>2,509</b>			<b>23.1%</b>	<b>0</b>
4037 GROUNDS MAINTENANCE	0	85	2,000	1,915		1,915	4.3%	
Village Green Rec Gd :- Indirect Expenditure	<b>0</b>	<b>85</b>	<b>2,000</b>	<b>1,915</b>	<b>0</b>	<b>1,915</b>	<b>4.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>670</b>	<b>1,264</b>	<b>594</b>				
<u>202 Village Green Pavilion</u>								
1082 INC-LETTINGS	0	200	300	100			66.7%	
Village Green Pavilion :- Income	<b>0</b>	<b>200</b>	<b>300</b>	<b>100</b>			<b>66.7%</b>	<b>0</b>
4011 RATES	0	2,545	2,600	55		55	97.9%	
4012 WATER RATES	0	516	700	184		184	73.7%	
4014 ELECTRICITY	0	234	2,800	2,566		2,566	8.4%	
4036 PROPERTY MAINTENANCE	0	26	1,200	1,174		1,174	2.2%	
4038 MAINTENANCE CONTRACTS	104	104	250	146		146	41.6%	
Village Green Pavilion :- Indirect Expenditure	<b>104</b>	<b>3,425</b>	<b>7,550</b>	<b>4,125</b>	<b>0</b>	<b>4,125</b>	<b>45.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(104)</b>	<b>(3,225)</b>	<b>(7,250)</b>	<b>(4,025)</b>				
<u>211 Parkside Rec Gd</u>								
1082 INC-LETTINGS	0	0	3,612	3,612			0.0%	
Parkside Rec Gd :- Income	<b>0</b>	<b>0</b>	<b>3,612</b>	<b>3,612</b>			<b>0.0%</b>	<b>0</b>
4013 RENT	50	50	50	0		0	100.0%	
4037 GROUNDS MAINTENANCE	0	329	1,500	1,171		1,171	21.9%	
Parkside Rec Gd :- Indirect Expenditure	<b>50</b>	<b>379</b>	<b>1,550</b>	<b>1,171</b>	<b>0</b>	<b>1,171</b>	<b>24.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(50)</b>	<b>(379)</b>	<b>2,062</b>	<b>2,441</b>				
<u>212 Parkside Pavilion</u>								
4012 WATER RATES	0	55	300	245		245	18.4%	
4014 ELECTRICITY	0	87	540	453		453	16.1%	
4015 GAS	8	23	150	127		127	15.2%	
4036 PROPERTY MAINTENANCE	0	119	1,200	1,081		1,081	9.9%	
Parkside Pavilion :- Indirect Expenditure	<b>8</b>	<b>283</b>	<b>2,190</b>	<b>1,907</b>	<b>0</b>	<b>1,907</b>	<b>12.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(8)</b>	<b>(283)</b>	<b>(2,190)</b>	<b>(1,907)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 11/09/2023

Month No: 4

## Income and Expenditure Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>221 Tithe Farm Rec Grd</u>								
1082 INC-LETTINGS	0	0	2,000	2,000			0.0%	
Tithe Farm Rec Grd :- Income	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>			<u>0.0%</u>	<u>0</u>
4013 RENT	5	5	5	0		0	100.0%	
4037 GROUNDS MAINTENANCE	0	70	1,700	1,630		1,630	4.1%	
Tithe Farm Rec Grd :- Indirect Expenditure	<u>5</u>	<u>75</u>	<u>1,705</u>	<u>1,630</u>	<u>0</u>	<u>1,630</u>	<u>4.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(5)</u></b>	<b><u>(75)</u></b>	<b><u>295</u></b>	<b><u>370</u></b>				
<u>222 Tithe Farm Pavilion</u>								
4012 WATER RATES	0	36	300	264		264	11.9%	
4014 ELECTRICITY	0	831	600	(231)		(231)	138.5%	
4015 GAS	0	0	100	100		100	0.0%	
4036 PROPERTY MAINTENANCE	0	234	500	266		266	46.7%	
Tithe Farm Pavilion :- Indirect Expenditure	<u>0</u>	<u>1,101</u>	<u>1,500</u>	<u>399</u>	<u>0</u>	<u>399</u>	<u>73.4%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>(1,101)</u></b>	<b><u>(1,500)</u></b>	<b><u>(399)</u></b>				
<u>231 Orchard Close Rec Grd</u>								
1082 INC-LETTINGS	0	0	2,620	2,620			0.0%	
Orchard Close Rec Grd :- Income	<u>0</u>	<u>0</u>	<u>2,620</u>	<u>2,620</u>			<u>0.0%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	70	1,000	930		930	7.0%	
Orchard Close Rec Grd :- Indirect Expenditure	<u>0</u>	<u>70</u>	<u>1,000</u>	<u>930</u>	<u>0</u>	<u>930</u>	<u>7.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>0</u></b>	<b><u>(70)</u></b>	<b><u>1,620</u></b>	<b><u>1,690</u></b>				
<u>232 Orchard Close Pavilion</u>								
4012 WATER RATES	0	(213)	400	613		613	(53.3%)	
4014 ELECTRICITY	0	67	400	333		333	16.8%	
4036 PROPERTY MAINTENANCE	0	113	1,000	887		887	11.3%	
Orchard Close Pavilion :- Indirect Expenditure	<u>0</u>	<u>(33)</u>	<u>1,800</u>	<u>1,833</u>	<u>0</u>	<u>1,833</u>	<u>(1.8%)</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>33</u></b>	<b><u>(1,800)</u></b>	<b><u>(1,833)</u></b>				
<u>241 Moore Crescent Rec Grd</u>								
1082 INC-LETTINGS	0	(145)	2,500	2,645			(5.8%)	
Moore Crescent Rec Grd :- Income	<u>0</u>	<u>(145)</u>	<u>2,500</u>	<u>2,645</u>			<u>(5.8%)</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	70	1,100	1,030		1,030	6.4%	
Moore Crescent Rec Grd :- Indirect Expenditure	<u>0</u>	<u>70</u>	<u>1,100</u>	<u>1,030</u>	<u>0</u>	<u>1,030</u>	<u>6.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>0</u></b>	<b><u>(215)</u></b>	<b><u>1,400</u></b>	<b><u>1,615</u></b>				

## Detailed Income &amp; Expenditure by Budget Heading 11/09/2023

Month No: 4

## Income and Expenditure Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>242 Moore Crescent Pavilion</u>								
1082 INC-LETTINGS	0	95	200	105			47.4%	
Moore Crescent Pavilion :- Income	<b>0</b>	<b>95</b>	<b>200</b>	<b>105</b>			<b>47.4%</b>	<b>0</b>
4011 RATES	0	4,192	4,550	358		358	92.1%	
4012 WATER RATES	0	197	2,500	2,303		2,303	7.9%	
4014 ELECTRICITY	0	314	2,000	1,686		1,686	15.7%	
4015 GAS	0	588	1,000	412		412	58.8%	
4036 PROPERTY MAINTENANCE	0	119	1,500	1,381		1,381	7.9%	
4038 MAINTENANCE CONTRACTS	0	345	600	255		255	57.6%	
Moore Crescent Pavilion :- Indirect Expenditure	<b>0</b>	<b>5,755</b>	<b>12,150</b>	<b>6,395</b>	<b>0</b>	<b>6,395</b>	<b>47.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(5,660)</b>	<b>(11,950)</b>	<b>(6,290)</b>				
<u>243 Moore Crescent Bowling Gn</u>								
1082 INC-LETTINGS	0	0	6,120	6,120			0.0%	
Moore Crescent Bowling Gn :- Income	<b>0</b>	<b>0</b>	<b>6,120</b>	<b>6,120</b>			<b>0.0%</b>	<b>0</b>
4037 GROUNDS MAINTENANCE	0	893	6,000	5,107		5,107	14.9%	
Moore Crescent Bowling Gn :- Indirect Expenditure	<b>0</b>	<b>893</b>	<b>6,000</b>	<b>5,107</b>	<b>0</b>	<b>5,107</b>	<b>14.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(893)</b>	<b>120</b>	<b>1,013</b>				
<u>271 Houghton Regis Cemetery</u>								
1084 Income Burial Fees	0	7,662	15,000	7,338			51.1%	
Houghton Regis Cemetery :- Income	<b>0</b>	<b>7,662</b>	<b>15,000</b>	<b>7,338</b>			<b>51.1%</b>	<b>0</b>
4011 RATES	0	1,061	1,040	(21)		(21)	102.0%	
4012 WATER RATES	2	2	250	248		248	0.7%	
4020 MISC. ESTABLISH.COST	0	1,641	200	(1,441)		(1,441)	820.4%	
Houghton Regis Cemetery :- Indirect Expenditure	<b>2</b>	<b>2,704</b>	<b>1,490</b>	<b>(1,214)</b>	<b>0</b>	<b>(1,214)</b>	<b>181.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2)</b>	<b>4,958</b>	<b>13,510</b>	<b>8,552</b>				
<u>272 All Saints Churchyard</u>								
4028 Bedford Road Wall	0	0	1,000	1,000		1,000	0.0%	
All Saints Churchyard :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,000)</b>	<b>(1,000)</b>				
<u>273 Allotments</u>								
1082 INC-LETTINGS	0	4,212	3,700	(512)			113.8%	
Allotments :- Income	<b>0</b>	<b>4,212</b>	<b>3,700</b>	<b>(512)</b>			<b>113.8%</b>	<b>0</b>



## Detailed Income &amp; Expenditure by Budget Heading 11/09/2023

Month No: 4

## Income and Expenditure Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 RATES	0	0	1,000	1,000		1,000	0.0%	
4012 WATER RATES	0	0	700	700		700	0.0%	
4037 GROUNDS MAINTENANCE	410	2,452	2,000	(452)		(452)	122.6%	
Allotments :- Indirect Expenditure	<b>410</b>	<b>2,452</b>	<b>3,700</b>	<b>1,248</b>	<b>0</b>	<b>1,248</b>	<b>66.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(410)</b>	<b>1,760</b>	<b>0</b>	<b>(1,760)</b>				
<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	<b>0</b>	<b>0</b>	<b>25,215</b>	<b>25,215</b>	<b>0</b>	<b>25,215</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(25,215)</b>	<b>(25,215)</b>				
<u>282 Play Areas (all)</u>								
4017 HEALTH & SAFETY	0	375	650	275		275	57.7%	
4037 GROUNDS MAINTENANCE	0	0	1,700	1,700		1,700	0.0%	
4042 Equipment Repairs & Maintenance	1,039	2,139	10,000	7,861		7,861	21.4%	
Play Areas (all) :- Indirect Expenditure	<b>1,039</b>	<b>2,514</b>	<b>12,350</b>	<b>9,836</b>	<b>0</b>	<b>9,836</b>	<b>20.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,039)</b>	<b>(2,514)</b>	<b>(12,350)</b>	<b>(9,836)</b>				
<u>283 Street Furniture</u>								
4036 PROPERTY MAINTENANCE	0	0	650	650		650	0.0%	
Street Furniture :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>650</b>	<b>650</b>	<b>0</b>	<b>650</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(650)</b>	<b>(650)</b>				
<u>291 Outside Services</u>								
1091 Income Miscellaneous	0	0	3,800	3,800			0.0%	
Outside Services :- Income	<b>0</b>	<b>0</b>	<b>3,800</b>	<b>3,800</b>			<b>0.0%</b>	<b>0</b>
4006 PROTECTIVE CLOTHING	48	1,861	1,200	(661)		(661)	155.1%	
4008 TRAINING/COURSES	590	1,610	3,000	1,390		1,390	53.7%	
4011 RATES	0	10,042	8,950	(1,092)		(1,092)	112.2%	
4012 WATER RATES	0	90	800	710		710	11.3%	
4013 RENT	0	7,750	15,500	7,750		7,750	50.0%	
4014 ELECTRICITY	0	517	2,000	1,483		1,483	25.8%	
4015 GAS	22	23	150	127		127	15.2%	
4017 HEALTH & SAFETY	0	0	700	700		700	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 11/09/2023

Month No: 4

## Income and Expenditure Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4018 REFUSE DISPOSAL	1,981	10,325	22,000	11,676		11,676	46.9%	
4020 MISC. ESTABLISH.COST	0	500	600	100		100	83.4%	
4021 COMMUNICATIONS COSTS	0	52	150	98		98	34.3%	
4036 PROPERTY MAINTENANCE	0	208	1,000	792		792	20.8%	
4038 MAINTENANCE CONTRACTS	0	798	650	(148)		(148)	122.7%	
4039 HORTICULTURAL SUPPLIES	0	764	2,500	1,737		1,737	30.5%	
4040 Tree maintenance	0	0	4,000	4,000		4,000	0.0%	
4041 Tree Survey	0	0	8,000	8,000		8,000	0.0%	
4042 Equipment Repairs & Maintenance	1,289	2,414	9,700	7,286		7,286	24.9%	
4044 VEHICLE FUEL	2,350	5,277	11,000	5,723		5,723	48.0%	
4045 VEHICLE TAX & INSURANCE	0	592	1,100	508		508	53.8%	
4059 OTHER PROFESSIONAL FEES	0	0	2,200	2,200		2,200	0.0%	
Outside Services :- Indirect Expenditure	<b>6,280</b>	<b>42,821</b>	<b>95,200</b>	<b>52,379</b>	<b>0</b>	<b>52,379</b>	<b>45.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,280)</b>	<b>(42,821)</b>	<b>(91,400)</b>	<b>(48,579)</b>				
<b>299 E&amp;L Capital &amp; Projects</b>								
1071 YIF Grant	0	197,000	0	(197,000)			0.0%	
1074 External Grant	0	237	1,151,575	1,151,338			0.0%	
1205 S106 Contrib for sport / rec	0	306,227	0	(306,227)			0.0%	
E&L Capital & Projects :- Income	<b>0</b>	<b>503,464</b>	<b>1,151,575</b>	<b>648,111</b>			<b>43.7%</b>	<b>0</b>
4053 Loan payments- Moore Cres. Pav	0	0	24,069	24,069		24,069	0.0%	
4059 OTHER PROFESSIONAL FEES	0	0	5,000	5,000		5,000	0.0%	
4851 CAP-Machinery Renewals	0	0	20,000	20,000		20,000	0.0%	
4856 CAP - Street Furniture	0	0	7,000	7,000		7,000	0.0%	
4858 CAP - PLAY AREAS & EQPT	0	0	10,000	10,000		10,000	0.0%	
4862 CAP - Cemetery Provision	11,361	12,611	10,000	(2,611)		(2,611)	126.1%	
4871 CAP - Pavilion Renovations	90,530	460,314	1,151,575	691,261		691,261	40.0%	
4999 Trs to EMR Play Areas	0	0	25,000	25,000		25,000	0.0%	
E&L Capital & Projects :- Indirect Expenditure	<b>101,891</b>	<b>472,925</b>	<b>1,252,644</b>	<b>779,719</b>	<b>0</b>	<b>779,719</b>	<b>37.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(101,891)</b>	<b>30,539</b>	<b>(101,069)</b>	<b>(131,608)</b>				
Environment and Leisure :- Income	<b>0</b>	<b>516,244</b>	<b>1,194,691</b>	<b>678,447</b>			<b>43.2%</b>	
Expenditure	<b>109,789</b>	<b>535,519</b>	<b>1,430,794</b>	<b>895,275</b>	<b>0</b>	<b>895,275</b>	<b>37.4%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(109,789)</b>	<b>(19,275)</b>						
Grand Totals:- Income	<b>0</b>	<b>516,244</b>	<b>1,194,691</b>	<b>678,447</b>			<b>43.2%</b>	
Expenditure	<b>109,789</b>	<b>535,519</b>	<b>1,430,794</b>	<b>895,275</b>	<b>0</b>	<b>895,275</b>	<b>37.4%</b>	
<b>Net Income over Expenditure</b>	<b>(109,789)</b>	<b>(19,275)</b>	<b>(236,103)</b>	<b>(216,828)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(109,789)</b>	<b>(19,275)</b>						