

STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
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30 November 2023

Members of Stotfold Town Council

You are hereby summoned to attend the Stotfold Town Council meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 6 December at 7.45pm** for the purpose of transacting business detailed in the agenda.

Central Bedfordshire Council Ward Members, representative of the press and electorates of Stotfold, for information.

E Payne
Town Clerk

Members of the public:

You are now able to observe our meetings by joining via MS Teams. Join on your computer or mobile app [Click here to join the meeting](#) Please note, our meetings are be recorded for minute taking purposes, and will be deleted after minutes are approved.

Members of the public are invited to observe the meeting and may speak in the 'public section' agenda item. As per Standing Orders, if you wish to speak, you must notify the Town Clerk of your intention prior to the start of the meeting (contact in advance enquiries@stotfoldtowncouncil.gov.uk or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).

AGENDA

There will be a presentation from Ian Delgarno, Deputy Police and Crime Commissioner at 7.00pm. The Council meeting will commence at 7.45pm.

1. Apologies for absence

To receive and accept apologies for absence from Town Council members.

2. Disclosures of Members Interests and Dispensations

Members are reminded of their obligations to declare interests in accordance with the Code of Conduct. The Town Clerk will report any dispensation requests received. Where a matter arises at a meeting which relates to a Councillor's interest, the Councillor has the responsibility to declare that interest in accordance with the adopted Code of Conduct.

- a) To receive Member's declarations of interest in items on the agenda.
- b) To consider any requests for dispensations.

3. Public Section

Members of the public to speak are entitled to be at this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1, extended by the Local Government Act 1972, Section 100 unless precluded by the Council by resolution during the whole or part of the proceedings. on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. [Public Participation Policy](#) applies.

- 4. Members on Other Authorities**
To receive and note the reports of CBC Ward Councillors.
- 5. Council Minutes**
To approve the minutes of the Council meeting held [1 November 2023](#) as a true record of the meeting.
- 6. Mayor's announcements and civic attendance**
 - a) Talvinder Bhasin resignation.
 - b) Civic Attendance report attached for information.
- 7. Clerk's Report, correspondence received & matters arising from previous council minutes, for information**
- 8. Committee minutes**
To receive the minutes of the following Committee meetings and note any recommendations:
 - 8.1 Planning Committee – [8 November 2023](#)
 - 8.2 Recreation Committee – [8 November 2023](#)
 - 8.3 Cemetery Committee – [15 November 2023](#)
 - 8.4 Building Management Committee – [15 November 2023](#)
- 9. Accounts**
 - 9.1 To approve expenditure in November 2023.
 - 9.2 Note the income received during November 2023
 - 9.3 To review and note the monthly committee budget report and Earmarked Reserves as at end November 2023
- 10. Reports**
To note the following reports:
 - 10.1 Member and Nominated Representatives on Outside Bodies
 - 10.2 Other Member Representative reports
- 11. Town Strategy Committee**
To review this Committee's Terms of Reference.
- 12. Strategic Planning Session – Saturday 13 January 2024**
Members are invited to attend this informal meeting to consider the Town Council's Strategic Plan for 2024-2027
- 13. Member's Items for Information Purposes Only**
- 14. Confidential Items**

To resolve to exclude the press and public for the consideration of the following items under the Public Bodies (Admissions to Meetings) Act 1960:
 - 14.1 Budget Matters
- 15. Date of Next Meeting**

31 January 2024.

STOTFOLD TOWN COUNCIL

MINUTES OF FULL COUNCIL MEETING HELD ON 1 NOVEMBER 2023, 7PM AT THE GREENACRE CENTRE, STOTFOLD SG5 4HG

Present:

Cllrs S Buck (Mayor), S Hayes (Vice Mayor), L Anderson, J Bendall, Mrs M Cooper, S Hayes, J Headington, Mrs J Hyde, D Matthews, B Saunders, J Smith, J Talbot, N. Venneear and H Wightwick.

Also present:

Mrs K Woodfine, Central Beds Council Ward Member
E Payne, Town Clerk

177/23 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Dhaliwal. Cllr Bhasin was absent.

178/23 DISCLOSURE OF MEMBERS INTERESTS AND DISPENSATIONS

There were no declarations of interest on any item on this agenda.

Standing Orders were suspended to allow Members of the Public to speak.

179/23 PUBLIC SECTION

There were no questions from the Public.

Standing Orders were reinstated.

180/23 MEMBERS ON OTHER AUTHORITIES

Cllr Woodfine made a presentation on the recent developments from CBC and answered any questions from Members.

181/23 CO-OPTION OF TOWN COUNCILLOR

Mr Jos Headington had applied to be co-opted to the Town Council. It was **RESOLVED** that:

Mr Jos Headington is co-opted as a Town Councillor.

Cllr Headington signed the declaration of acceptance of office.

182/23 COUNCIL MINUTES

Members received the minutes of the meeting held on Wednesday 4 October 2023. It was **RESOLVED** to:

Adopt the amended minutes as a true record of the meeting.

183/23 MAYORS ANNOUNCEMENTS AND CIVIC ATTENDANCE

These were noted by members.

184/23 CLERKS REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

There were no matters to report.

185/23 COMMITTEE MINUTES

185/23.1 Recreation Grounds, Public Lands And Lighting Committee – 11 October 2023

Members of the recreation Grounds, Public Lands and Lighting Committee confirmed that the minutes of their meeting held on 13 September 2023 are a correct record. There were no recommendations from the committee. The minutes were noted by council.

185/23.2 Planning Committee – 18 October 2023

Members of the Planning Committee confirmed that the minutes of their meeting held on 18 October 2023 are a correct record. There were no recommendations from the committee. The minutes were noted by council.

185/23.3 Cemetery Committee – 18 October 2023

Members of the Cemetery Management Committee confirmed that the minutes of their meeting held on 18 October 2023 are a correct record. There were no recommendations from the committee. The minutes were noted by council.

186/23.4 Buildings Committee – 18 October 2023

Members of the Buildings Committee confirmed that the minutes of their meetings held on 18 October 2023 are a correct record. There were no recommendations from the committee. The minutes were noted by council.

186/23.5 Establishment Committee – 20 October 2023 & 25 October 2023

Members of the Establishment Committee confirmed that the minutes of their meetings held on 20 & 25 October 2023 are a correct record. There were no recommendations from the committee. The minutes were noted by council.

187/23 ACCOUNTS

187/23.1 Expenditure September & October 2024

Members received the expenditure report for September and October 2023, and it was **RESOLVED** to:

Approve the report.

187/23.2 Income Received October 2023

Members received the income report for October 2023 and it was **RESOLVED** to:

Note the report.

187/23.3 Review of Income & Expenditure Report and Earmarked Reserves

Members received the income and expenditure and earmarked reserve reports. It was **RESOLVED** to:

Note the report.

188/23. MEMBER REPORTS

188/23.1 Member and Nominated Representatives on Outside Bodies

- a) Cllr Hyde reported on the redevelopment of the Roecroft Centre.
- b) Cllr Wightwick reported on the Warm Spaces initiative.
- c) Cllr Buck reported on attending the OPCC meeting with Cllr Talbot.

189/23 GENERAL POWER OF COMPETENCE

Members received a report on adopting the General Power of Competence. It was **RESOLVED** that:

Stotfold Town Council meets the criteria to adopt the General Power of Competence as outlined in the Localism Act 2011.

190/23 COMMITTEE MEMBERSHIP AND OUTSIDE BODIES

- a) The Town Clerk advised the meeting that Cllr Talbot has requested to stand down as the Town Council's representative on the BATPC. It was noted that Cllr Saunders is the alternate delegate.
- b) Cllr Matthews reported that he wanted to withdraw from the Planning Committee.
- c) Cllr Bendall was added to the membership of the Recreation Committee.
- d) Cllr Headington was added to the membership of the Cemetery Committee.

Post Meeting Note: Cllr Headington has joined the Planning and Town Strategy Committees.

191/23 TOWN STRATEGY COMMITTEE

Considering new information, provided to the Town Clerk, this item was deferred to the next meeting.

192/23 MEMBERS ITEMS FOR INFORMATION PURPOSES ONLY

There were none.

193/23 DATE OF NEXT MEETING

The meeting will be held on 6 December 2023.

Members noted that the date of the January 2024 meeting will now take place on 31st January to allow time for the Budget to be finalised. The February meeting will therefore be cancelled with the following Full Council being held on 6 March 2024.

There being no further business, the meeting was closed at 2010.

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN:

Mayors Civic Attendances November 2023

3rd November – Flitwick Town Mayors Annual Quiz – Attended

15th November – Settle Group AGM - Attended

24th November – Dunstable Town Christmas Light Switch on Event - Attended

25th November – Stotfold Town Council Christmas Lights Switch on Event - Attended

28th November – Stotfold Town Council Bedfordshire Day - Attended

30th November – Dunstable Town Council Dinner and Abba Night – Attended

MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON WEDNESDAY 8th NOVEMBER 2023, AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD.

Committee Members present

L Anderson, S Buck, S Dhaliwal, S Hayes, J Headington, B Saunders (Chairman), J Smith, H Wightwick.

Also present:

E Payne, Town Clerk, C Jenkins, Assistant Clerk, H Child, Environmental Services Co-ordinator, Councillors M Cooper, Mrs J Hyde, J Talbot,

122/23 APOLOGIES FOR ABSENCE

There were none.

123/23 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA AND REQUESTS FOR DISPENSATIONS

There were none. Members were reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.

124/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSE

There was none

125/23 MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the Planning Committee meeting held on 18th October 2023 are confirmed as a correct record.

126/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Members were notified of Central Bedfordshire Councils Draft Planning Obligations Supplementary Planning Document (SPD). More information is available online at www.centralbedfordshire.gov.uk Closing date for the consultation is 11 December 2023.

127/23 PLANNING APPEAL – 33 COMMON ROAD – DEADLINE 16 NOVEMBER 2023

Members noted the current online public consultation, comments to be submitted online.

RESOLVED that the original comments from the Planning Committee for this application would again be submitted to the Planning Inspectorate.

128/23 PLANNING APPLICATIONS

RESOLVED that the comments made on the applications as listed and forming part of these minutes be forwarded to the Central Bedfordshire Council Planning department.

129/23 CONSIDERATION OF APPLICATIONS BY CENTRAL BEDS DEVELOPMENT MANAGEMENT COMMITTEE

It is not considered necessary to call in any applications for consideration by the Central Bedfordshire Council Development Management Committee.

130/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

There were none.

With no further business, the meeting closed at 7.10pm.

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN:

Planning Applications
Committee Meeting: 8th November 2023

[CB/TRE/23/00495](#)

comments due: 06/11/23

4 Brayes Manor, Stotfold, Hitchin, SG5 4DW

Works to a tree protected by Tree Preservation Order 6/2007 (T2): Crown reduction and thinning of up to 10-20% (4 - 8 feet) to Yew Tree (T1)

Town Council Comments: no Objections – Exec Action by Chairman of the Planning committee

[CB/23/03333/FULL](#)

comments due: 16/11/23

12 The Gardens, Stotfold, Hitchin, SG5 4HD

Single storey rear extension, raising of roof height to create a first floor with front and rear dormers and alteration to fenestration

Town Council Comments: no Objections

[CB/23/03406/FULL](#)

comments due: 24/11/23

11 Heron Way, Stotfold, Hitchin, SG5 4QB

Proposed front porch extension

Town Council Comments: No Objections

[CB/23/03336/FULL](#)

comments due: 21/11/23

35 Tansy Avenue, Stotfold, Hitchin, SG5 4GJ

Loft conversion to main house with front and rear dormer extensions, and loft conversion to garage with front and rear dormers

Town Council Comments: No Objections

MINUTES OF A MEETING OF THE RECREATION GROUNDS, PUBLIC LANDS & LIGHTING COMMITTEE HELD ON WEDNESDAY 8th NOVEMBER 2023, AT 7.30 PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD

Committee Members present:

Mrs M Cooper (Chairman), L Anderson, S Buck, J Hyde, S Hayes, B Saunders, J Smith, J Talbot

Also present:

| | |
|-------------------|-------------------------------------|
| Cllr J Headington | Councillor |
| E Payne | Town Clerk |
| H Child | Environmental Services Co-ordinator |

149/23 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Venneear

150/23 DISCLOSURE OF MEMBERS INTERESTS AND DISPENSATIONS

Councillor Hyde declared a personal interest on two Items, 6.6, Hedgerow Project and 6.9 PSPO's.

151/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

There were none.

152/23 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 11 October 2023 were received and, after a correction of item 142/23, regarding the tennis nets, which should read 'two days per week during the winter season' and not year-round. It was **RESOLVED** to:

Approve the Minutes

153/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

The Clerk's summary report, pertaining to items arising from previous meetings was circulated to Councillors prior to the meeting.

Additional item - Email received from a resident requesting that the four shrub beds in Greenacre Park are weeded and made to look tidier. This is being managed by our Grounds Maintenance Team, as part of a cyclical programme. They are scheduled to carry out this work within the next few months. Two of the shrub beds are intended to be for wildflowers.

Item 5.3 – Agreed that STC pay IDB a licence fee to carry out the culvert work crossing the ditch from Riverside Recreation Ground to Jubilee Meadow.

Correspondence received from CBC regarding Recreation Open Space Survey – CBC requested info about what we currently have. EP compiling a survey with officer's support.

It was **RESOLVED** to:

Note the Clerk's Report

154/23 COMMITTEE BUDGET 2024-25

Members received a proposed budget for this committee and noted that it was still work in progress.

Riverside Muga An increase from £1,800 to £2,250 reflects the additional electricity costs arising from the installation of floodlights.

Allotments – Pest control, an increase up to £750 was agreed to the allotment budget for pest control; namely rats, in-ground wasp nests, etc.

Open Spaces - Section 27 - Tree work, budget is Included in EMR. A proposed increase of £10k in this year's budget and another proposed uplift of £10k in next year's budget.

Jubilee Meadow - Not yet included in the landscaping project. Transfer process is in the hands of the Town Council's solicitors and will come over in the next 12 weeks. Suggested budget will allow easier payment to multiple contractors. Work will be needed in 24/25 financial year. Discuss the use of the small mower, with Countrywide. Request costings for paths and strimming on a regular basis. David Johannsen to conduct an annual hay cut and collect. A new cost centre for Jubilee meadow maintenance is to be included in the budget.

Norton Road Allotment - Hedge laying at Norton Road will come out of 2023/24 budget.

155/23 MULTI-WHEELED SPORTS FACILITY

The multi-wheeled sports facility tender document, prepared by Councillor Hayes is ready to go and can be put out to tender within a set timescale for the tender process to be assessed. Earlier discussion in June 2023 agreed that Stotfold Town Council would fund £100k, however further funding could be available if necessary.

Potentially, the contractor could undertake the background work, consultations, grant funding applications etc. on our behalf.

Car Park Extension –Currently the project needs to be pushed forward to mitigate parking problems. The library would also use the extended car park and money could be diverted from The Riverside car park extension. Members considered that this project should have a tender, to be delivered round about the same time as the multi-wheeled sports facility, to accommodate both the library and the skate park, which would help alleviate some of the parking problems. Planning would be needed for both car park extension and wheeled facility. The two projects to work simultaneously with each other.

It was **RESOLVED** to:

- a) ***Include the car park extension in the plans for the Wheeled Sports Facility but produce a separate tender document, in consultation with a specialist car park contractor.***
- b) ***Advertise the Wheeled Sports Facility tender on Contracts Finder.***

156/23 BIODIVERSITY DUTY

Members received a proposed Biodiversity Policy, which is a legal requirement under the Biodiversity Act 2021. Members noted that there had been a previous Herbicide Policy and considered that this should be included in the Town Council's policy. It was **RESOLVED** to:

Include the Herbicide Policy previously considered in the Biodiversity Policy to be considered at the next meeting.

157/23 COMMUNITY GARDEN

Grand Union are conducting work at The Haven, in preparation for the Christmas Lights Switch-on. Members considered the inclusion of a community garden at this site which would be discussed at a future meeting. It was **RESOLVED** to:

Add this to the work programme for this committee.

158/23 PLANTING OF BULBS

An offer was received from Countrywide for us to identify sites around the town in which they can plant spring bulbs, Martin Davenport and Councillors have suggested various sites. It was **RESOLVED** to:

Accept Countrywide's gift of Spring bulbs. Countrywide to provide details of what they have planted and where.

159/23 HEDGEROW PROJECT

Cllr Hyde declared an interest in this matter as she rents the land from the Stotfold Farming Cooperative and still has oversight.

As part of the Hedgerow Heroes campaign, funding opportunities are available from CBC. An initial expression of interest has been submitted to CBC, with final grant submissions required before 24th January 2024. Suggestions were requested to identify new areas for the planting of additional hedgerows around the town.

Councillor Hyde suggested a site; Great Close Meadow owned by CBC and rented by the Stotfold Farming Cooperative. David Johansen cuts this land, although it is widely used by the public, as public footpaths run through it.

There is currently no hedge along this section of Malthouse Lane, between the dog bins to opposite the Riverside Rec car park. This would be an ideal place for a hedge, particularly if funding can be sourced.

It was **RESOLVED** to:

Investigate funding opportunities to plant a hedgerow at this location on Malthouse Lane.

160/23 REPLACEMENT TREES - GAC

Councillor Cooper produced a map identifying eighteen dead Silver Birch trees that run along the trench of land behind Roecroft playing field, running through to Valerian Way. As this area has now been adopted, it was proposed that we plant some new trees, to replace those that are dead. It was **RESOLVED** to:

Obtain quotes for different types of trees, Rowan, Bird or Wild Cherry, Field Maples, Alders. Office staff to submit a grant application as part of CBC initiative to plant more trees.

161/23 PEDESTRIAN GATE

Members considered the installation of a safer pedestrian access for children at the Arlesey Road site. Councillors were asked to visit the site to review the current set-up and determine methods to improve safety and pedestrian access to the Football Club. It was **RESOLVED** to:

Make two entrances to the car park, one from Pendleton Way and one from New Road, leading up to Pix Brook School. This work would be funded from the Rec rolling EMR.

162/23 PSPO

CBC are consulting on Public Space Protection Orders in the town and if the Town Council wishes to change the order that have been in place since 2021.

It was **RESOLVED** that:

Additional areas to be included to PSPO are Pix Brook School Road, New Green Space Recreation areas, Jubilee Meadow, Prince Charles Play Area, and Arlesey Road Recreation ground.

163/23 EXTENSION TO HARDSTANDING

Members were advised that quotes were required for this work. It was **RESOLVED** to:

Defer to next meeting.

164/23 WORK PROGRAMME

Members received the Work Programme for this committee. It was **RESOLVED** to:

Note the report.

165/23 HIGHWAYS REPORT

A summary report was prepared, outlining a couple of issues along the old bit of Norton Road cul-de-sac, south of the by-pass. Residents have brought to our attention, concerns about an influx of vehicles that are causing parking issues.

166/23 PUBLIC REALM WORKS

There were none.

167/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

There were none.

168/23 DATE OF NEXT MEETING

The meeting closed at 2100.
Wednesday 13th December 2023 @ 7pm.

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN:

**MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD ON
WEDNESDAY 15th NOVEMBER 2023 AT 7.00PM, IN THE COUNCIL CHAMBER, GREENACRE
CENTRE, STOTFOLD**

Committee Members present:

Councillors J Hyde (Chairman), S Buck, Mrs M Cooper, S Dhaliwal, S Hayes, J Headington

Also present:

Cllr J Bendall

E. Payne, Town Clerk

48/23 APOLOGIES FOR ABSENCE

There were no apologies received. Cllr Bhasin was absent.

**49/23 DISCLOSURE OF MEMBERS INTERESTS & REQUESTS FOR
DISPENSATION**

There were no disclosures of interest or requests for dispensation. Members were reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.

50/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

None present.

51/23 MINUTES OF PREVIOUS MEETING

Members received the minutes of the Cemetery Management Committee meeting held on 18th October 2023 and it was **RESOLVED** that:

The minutes are a true record of the meeting.

**52/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING
FOR INFORMATION**

52/23.1 Removal of box ball

Members noted that it was the box balls that were being removed and not the box hedge.

52/23.2 Skip Area

Members were advised that the contractor had pushed back the start date until 16 November 2023.

52/23.3 Lettering of War Memorial

Members sought an update on the updating of the lettering on the war member. There was no update on this item.

52/23.4 Exhumation Fees

Members asked if there was an update on the prices for exhumation. Member were advised that this was not available. It would be deferred to the next meeting.

52/23.5 Chapel Lease

Members were advised that the Chapel lease has expired. The Town Clerk has received advice from the Council's solicitors. The Assistant Clerk is making enquiries with the current leaseholder if they wish to renew and on what terms. This item will be considered at the next meeting.

53/23 REPORTS TO COMMITTEE

53/23.1 Budget 2024/25

- a) Members received a proposed budget for this committee and noted the status of the Earmarked Reserves. The budget was reviewed, amendments were made, and it was **RESOLVED to recommend to the Establishment Committee that:**

The Cemetery budget is approved.

b) Fees and Charges 2024-25

Members received the fees and charges for this committee. It was noted that the fees and charges had not been increased for two years. It was **RESOLVED** that:

With effect from 1 April 2024, the Cemetery charges are increased as follows:

Interment

| | |
|---|------|
| Adult | £400 |
| Child under 3 | £225 |
| Child 3 years and over in adult section | £400 |
| Buriel of ashes in Grave Space | £225 |

Purchase of Buriel Grant

| | |
|------------------------------|------|
| Double Depth Plot | £700 |
| Child under 3 (baby section) | £325 |

| | |
|---|-------|
| Re- registering of Exclusive Right of Burial Grants | £100* |
|---|-------|

Erect or Place a Memorial

| | |
|--|------|
| Beacon Section, Upper Lawn Section and Old Section | £450 |
| Headstones in the Baby Section | £150 |
| Any monument | £450 |

Lower Lawn

| | |
|-------------|------|
| Flat plaque | £275 |
|-------------|------|

Lower Garden of Rest, Beacon Garden And Walled Garden of Rest

| | |
|-------------------|-------|
| Purchase of Plot | £350 |
| Interment | £250 |
| Fee of plaque | £150 |
| Scatting of ashes | £100* |

All areas of Cemetery

| | |
|--|-------|
| Additional inscription to an existing Memorial | £100* |
|--|-------|

Charges are trebled for non Stotfold residents except for those charges asterisked’.

53/23.2 Planting at Walled Garden of Rest

Members received a report with a price for the lavender at the walled garden of rest.

Members were advised by the Chairman that during a recent visit to the Walled Garden of Rest that there is nowhere where a bench can be installed. She asked Members to visit the cemetery and consider a location for a bench. item to be considered at the next meeting. It was **RESOLVED** that:

The planting 40 dwarf lavender bushes by the Town Rangers is to be progressed.

53/23.5 Wildflower Area at Walled Garden of Rest

Members were asked to reconsider a previous decision of this committee regarding a wildflower area at the Garden of Rest. It was discussed that it was not a suitable location for this type of planting. It would also free up additional space for burials. It was **RESOLVED** that:

The decision of a wildflower area at the Walled Garden Rest is rescinded.

53/23.4 Spraying of Box Plants

Members considered the control of box caterpillars in the cemetery considering the destruction of some of the box plants in the cemetery. Members considered that the spraying with an unlicensed pesticide was not appropriate. The former Grounds Maintenance Contractor had recommended an alternative pesticide. This was in the baby section and the box hedge leading to the lower Garden of Rest. It was **RESOLVED** to:

Spray the box plants with registered pesticides, according to instructions and include pheromone pest control.

52/23.5 Cemetery Gate Security

Members were asked to consider the current system where anyone with a loved one in the cemetery can buy a key to the gates. A discussion was held about the process and whether deposits for the keys are held. A report will be brought back to this committee with full details on how keys are issued. It was **RESOLVED** to:

Consider the security of the cemetery at the next meeting.

52/23.6 Diana Rose Arch

Members received a report with a proposed design for a new, metal arch for the rose arch. It was **RESOLVED** to:

Accept the quotation of £1285 for a bespoke metal rose arch to be supplied and installed, with the cost taken from the Cemetery Earmarked Reserve.

52/23.7 Work Programme

Members received the Work Programme for this committee, and it was noted that the items discussed at this meeting would be added to this document.

53/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

Members expressed their thanks to the Grounds Maintenance Contractor and the Town Rangers for their work in the cemetery and chapel prior to the Remembrance Sunday event.

47/23 DATE OF NEXT MEETING

Wednesday 17 January 2024

The meeting was closed at 1947.

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN:

**MINUTES OF A MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE
HELD ON WEDNESDAY 15 NOVEMBER 2023 AT 7.30PM IN THE COUNCIL
CHAMBER, GREENACRE CENTRE.**

Committee Members present:

Councillors S Hayes (Chairman), S Buck, M Cooper, S Dhaliwal, D Matthews, J Smith, J Talbot

Also present:

Cllr J Bendall and Cllr J Headington
E. Payne, Town Clerk

51/23 APOLOGIES FOR ABSENCE

All Members were present.

**52/23 DISCLOSURE OF MEMBERS INTERESTS AND REQUESTS FOR
DISPENSATION**

There were no declarations made.

53/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

None present.

54/23 MINUTES OF PREVIOUS MEETING

Members received the minutes of the Buildings Management Committee meeting held on 18 October 2023 and it was **RESOLVED** that:

The minutes are a true record of the meeting.

**55/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS
ARISING FOR INFORMATION**

Cllr Hayes advised the meeting that following a meeting of the DMC at CBC, the planning application to relocate the library to the Greenacre Centre had been approved unanimously.

56/23 REPORTS TO COMMITTEE

56/23.1 Review of Hire Charges

Members considered the hire charges, and it was **RESOLVED** to:

Retain the hire charges at their current level.

56/23.2 Community Café

This is a request from the Churches Together group to run a community café on a Tuesday morning, in the Maple Room, run by volunteers and supplied by The Need Project. It will open from 9am to 1pm, to encourage parents who are dropping off at Roecroft School to attend. It will commence the first week of December, running through to the end of March 2024. They will provide their own Public Liability and Risk Assessment. Some works will be required to be undertaken in the kitchen. It was **RESOLVED** to:

Approve the free use of the Maple Room as a Community Café.

56/23.3 Asbestos Survey

Members received a report outlining the Council's responsibility to monitor any asbestos in the buildings that it owns/manages. Members were advised that they hadn't been undertaken in 5 years. It was **RESOLVED** to:

Obtain quotations for an asbestos management.

56/23.4 PV Cells at Greenacre Centre

Members received a quotation to clean the PV cells at the Greenacre Centre and install bird guards. It was **RESOLVED** to:

Accept the quotation of £1750 to be met from the maintenance budget.

56/23.5 Condition of Arlesey Road Car Park

Members considered the condition of the non-tarmac area of the Arlesey Road car park. Members considered that a contractor was required, and it was **RESOLVED** to:

Obtain quotations for the next meeting for this item.

56/23.6 Cemetery Building Condition Survey

The report had not yet been received. This item will be considered by the Cemetery Committee.

56/23.7 Work Programme

Members received the work programme for this committee. It was **RESOLVED** to:

Note the report.

57/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

There were no items.

58/23 DATE OF NEXT MEETING

Wednesday 17 January 2023

The meeting closed at 2002.

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN:

Expenditure To be Approved At Dec 2023 Council Meeting

| | Supplier | Bldgs | Rec | Cem | Estab | Other | | Net | Vat | Total |
|------|--|---------|---------|---------|--------|--------|--|---------|---------|----------|
| BACS | Shebang Security/Optix Security - fit Sim card @Riverside | | 65.00 | | | | | 65.00 | 13.00 | 78.00 |
| BACS | Mid Beds Locksmiths Ltd - Chapel key cut | | | 9.90 | | | | 9.90 | 1.98 | 11.88 |
| BACS | Damage deposit - hire memo hall 12/11 | 250.00 | | | | | | 250.00 | 0.00 | 250.00 |
| BACS | Countrywide - Cleaning toilet at A Rd | | 450.00 | | | | | 450.00 | 90.00 | 540.00 |
| BACS | Countrywide - Cleaning toilet at Brook St | | 450.00 | | | | | 450.00 | 90.00 | 540.00 |
| BACS | Countrywide - Grass main contract | | 4320.41 | 1562.50 | | | | 5882.91 | 1176.58 | 7059.49 |
| BACS | Stephen Day - Repair pipework @ GAC kitchen | 60.00 | | | | | | 60.00 | 0.00 | 60.00 |
| BACS | Flagmakers - United Nation & St George flags | | | | 234.96 | | | 234.96 | 46.99 | 281.95 |
| BACS | The Lion Press (Sandy) Ltd - Receipt books | | | | 168 | | | 168.00 | 33.60 | 201.60 |
| BACS | Thames Valley Water Services - Chlorination of water @ football club | | 895.00 | | | | | 895.00 | 179.00 | 1074.00 |
| BACS | SMG Business Solution - Monthly IT Service + data storage | | | | 724.5 | | | 724.50 | 144.90 | 869.40 |
| BACS | SMG Business Solution - migrate existing data to Azure AD | | | | 1950 | | | 1950.00 | 390.00 | 2340.00 |
| BACS | BRCC - Green Wheels contribution | | 1500.00 | | | | | 1500.00 | 0.00 | 1500.00 |
| BACS | SparkX Ltd - repair street light | | 636.10 | | | | | 636.10 | 127.22 | 763.32 |
| BACS | Ocean Creative - Xmas and survey boards | | | | 487.5 | | | 487.50 | 97.50 | 585.00 |
| BACS | Ocean Creative - Xmas signs | | | | 108 | | | 108.00 | 21.60 | 129.60 |
| BACS | Half year internal audit fee | | | | 150.00 | | | 150.00 | 0.00 | 150.00 |
| BACS | CPM Playgrounds Ltd - repair playground equipment | | 1450.00 | | | | | 1450.00 | 290.00 | 1740.00 |
| BACS | CPM Playgrounds Ltd - repair wet pour edge @ Prince Charles Avenue | | 480.00 | | | | | 480.00 | 96.00 | 576.00 |
| BACS | CPM Playgrounds Ltd - supply + install pedestrian gates | | 9770.00 | | | | | 9770.00 | 1954.00 | 11724.00 |
| BACS | CPM Playgrounds Ltd - supply + replace cable @zip wire at Riverside | | 2160.00 | | | | | 2160.00 | 432.00 | 2592.00 |
| BACS | Minster Cleaning (Daily cleaning for both GAC & Memo Hall) | 2169.34 | | | | | | 2169.34 | 433.86 | 2603.20 |
| BACS | Assign IT -end of service contract balance payment | | | | 162.50 | | | 162.50 | 32.50 | 195.00 |
| BACS | Herts CC SERCO -stationery | | | | 302.70 | | | 302.70 | 54.35 | 357.05 |
| BACS | T. C Seamarks (Shot & Sand Blasting) Ltd- Cemetery Gate | | | 3450.00 | | | | 3450.00 | 690.00 | 4140.00 |
| BACS | Wilstead Skip Hire Ltd (delivered on 1/11/2023) | | 300.00 | | | | | 300.00 | 60.00 | 360.00 |
| BACS | Wilstead Skip Hire Ltd (Skip for Riverside REC 20/11/23) | | 300.00 | | | | | 300.00 | 60.00 | 360.00 |
| BACS | Ashridge Surveyors - Drone inspection and survey of chapel | | | 900.00 | | | | 900.00 | 180.00 | 1080.00 |
| BACS | Danfo - Quartey public toilet services | | 366.27 | | | | | 366.27 | 73.25 | 439.52 |
| BACS | Wadys - Emergency Lights @ Memo Hall | 324.38 | | | | | | 324.38 | 64.88 | 389.26 |
| BACS | Wadys - EMG downlights require new batteries @GAC | 530.06 | | | | | | 530.06 | 106.01 | 636.07 |
| BACS | Defibshop - Cardiac Powerheart pad | 66.95 | | | | | | 66.95 | 13.39 | 80.34 |
| BACS | Bugs"n" Things - Allotment wasps treatment fee | | 50 | | | | | 50.00 | 10.00 | 60.00 |
| BACS | Youth Work Nov - Dan Gaze Support Service | | | | | 720.00 | | 720.00 | 0.00 | 720.00 |

| | | | | | | | | | |
|------|--|---------|-------|----------|---------|--|----------|--------|----------|
| BACS | Rik Golder Services (Ground Main consultancy service -Oct & Nov) | 800.00 | | | | | 800.00 | 0.00 | 800.00 |
| BACS | Chubb Fire & Security - Fire extinguisher @ Memorial hall | 99.94 | | | | | 99.94 | 20.00 | 119.94 |
| BACS | Chubb Fire & Security - Fire alarm service @Memo hall | 178.04 | | | | | 178.04 | 35.61 | 213.65 |
| BACS | Chubb Fire & Security - Fire alarm service @Smipson Centre | 146.13 | | | | | 146.13 | 29.23 | 175.36 |
| BACS | JE Signs Ltd/ A All Signs - Ford Transit vehicle graphics | | | | 265.75 | | 265.75 | 53.15 | 318.90 |
| BACS | JE Signs Ltd/ A All Signs - Isuzu vehicle graphics | | | | 443.00 | | 443.00 | 88.60 | 531.60 |
| BACS | RenTeq Highways - Xmas light event road closure | | | | 2480.00 | | 2480.00 | 496.00 | 2976.00 |
| BACS | Bedford College - one town ranger NPTC training course | | | 290.00 | | | 290.00 | 0.00 | 290.00 |
| BACS | Bedford College - one town ranger NPTC training course | | | 290.00 | | | 290.00 | 0.00 | 290.00 |
| BACS | Bedford College - 1 town ranger level 1 safety training | | | 265.00 | | | 265.00 | 0.00 | 265.00 |
| BACS | Bedford College - 1 town ranger level 1 safety training | | | 265.00 | | | 265.00 | 0.00 | 265.00 |
| BACS | Bedford College - 1 town ranger using brush -cutters & trimmers training | | | 249.00 | | | 249.00 | 0.00 | 249.00 |
| BACS | Bedford College - 1 town ranger using brush -cutters & trimmers training | | | 249.00 | | | 249.00 | 0.00 | 249.00 |
| BACS | SLCC - Town Clerk membership fee | | | 403.00 | | | 403.00 | 0.00 | 403.00 |
| BACS | Stotfold News - 80 Calendars | | | | 283.27 | | 283.27 | 56.65 | 339.92 |
| BACS | BATPC - Town mayor chairmanship training | | | 90.00 | | | 90.00 | 0.00 | 90.00 |
| BACS | Brunel Engraving Company - plaque | | 75.45 | | | | 75.45 | 15.09 | 90.54 |
| BACS | Reimbursement - town clerk (Safety first aid log book) | | | 3.67 | | | 3.67 | 0.74 | 4.41 |
| BACS | Reimbursement - town clerk Land regis search | | | 6.00 | | | 6.00 | 0.00 | 6.00 |
| BACS | Reimbursement - town clerk Land regis search | | | 6.00 | | | 6.00 | 0.00 | 6.00 |
| BACS | Reimbursement - Town Clerk USB Docking station | | | 63.74 | | | 63.74 | 12.75 | 76.49 |
| BACS | Reimbursement - Town Clerk, council vehicle 6 months road tax | | | | 176.00 | | 176.00 | 0.00 | 176.00 |
| BACS | Reimbursement - S Bucks locks for the council vehicles | | | | 152.98 | | 152.98 | 0.00 | 152.98 |
| BACS | Reimbursement - S Bucks mulled wine for Xmas Event | | | | 1210.08 | | 1210.08 | 0.00 | 1210.08 |
| BACS | Reimbursement - S Bucks mince pies + Xmas light | | | | 461.61 | | 461.61 | 0.00 | 461.61 |
| BACS | Reimbursement - S Bucks Christmas light + Father Xmas outfit | | | | 229.64 | | 229.64 | 0.00 | 229.64 |
| BACS | Reimbursement - S Bucks Muller Warmer | | | | 247.50 | | 247.50 | 49.50 | 297.00 |
| BACS | UGP - Kiosk, playing fields A Rd Electricity May - Oct 23 | 465.35 | | | | | 465.35 | 23.27 | 488.62 |
| BACS | UGP - Kiosk, playing fields A Rd Electricity Oct 23 | 208.13 | | | | | 208.13 | 6.91 | 215.04 |
| BACS | Toolstation - Metal Dustbin | | | | | | 0.00 | 0.00 | 0.00 |
| BACS | Stephensons Solicitors - settlement payment | | | 22500.00 | | | 22500.00 | 0.00 | 22500.00 |
| BACS | Real Christmas Trees Ltd - Christmas tree | | | | 1620.00 | | 1620.00 | 324.00 | 1944.00 |
| BACS | LFB Design - printing outwear for Town Rangers 7 items | 35.00 | | | | | 35.00 | 0.00 | 35.00 |
| BACS | LFB Design - printing outwear for Town Rangers 1 items | 5.00 | | | | | 5.00 | 0.00 | 5.00 |
| BACS | Rabley Heath Mowers - repair the mower | 310.50 | | | | | 310.50 | 0.00 | 310.50 |
| BACS | Jupiter Play - Ball wall @ A rd. invoice balance payment | 3000.00 | | | | | 3000.00 | 0.00 | 3000.00 |
| BACS | SSM (Stevenage Sheet Metal) - Tree Guards Paint | 252.00 | | | | | 252.00 | 50.40 | 302.40 |

| | | | | | | | | | |
|------|---|---------|--------|--------|----------|--|----------|---------|----------|
| BACS | Allen Ford Swindon - Purchase Ford Transit vehicle | | | | 24094.00 | | 24094.00 | 4818.80 | 28912.80 |
| BACS | The Play Inspection Company - Operational inspectors training | | | | 2305.00 | | 2305.00 | 363.00 | 2668.00 |
| BACS | Toolstation - duty sheets safety fencing | | 32.99 | | | | 32.99 | 6.60 | 39.59 |
| BACS | Toolstation - LED Light for Xmas event | | | | 182.06 | | 182.06 | 36.40 | 218.46 |
| D/D | PHS - Hitchin Rd Sanitary Disposal | | 456.01 | | | | 456.01 | 91.20 | 547.21 |
| D/D | Allstar - Petrol for the council vehicle | | 89.24 | | | | 89.24 | 17.85 | 107.09 |
| D/D | Allstar - fuel account service fee | | 6.84 | | | | 6.84 | 1.37 | 8.21 |
| D/D | Allstar - account fee | | 1.50 | | | | 1.50 | 0.30 | 1.80 |
| D/D | Allstar - Purchase Diesel | | 98.33 | | | | 98.33 | 19.67 | 118.00 |
| D/D | Allstar - Purchase Diesel | | 91.19 | | | | 91.19 | 18.24 | 109.43 |
| D/D | Allstar - fuel account service fee | | 6.64 | | | | 6.64 | 1.33 | 7.97 |
| D/D | EE - Work mobile monthly bill | | | | 199.51 | | 199.51 | 39.90 | 239.41 |
| D/D | Pitney Bowes - Postage Top-up | | | | 27.00 | | 27.00 | 0.00 | 27.00 |
| D/D | Pitney Bowes - Postage Franking Machine Rental Fee | | | | 72.16 | | 72.16 | 14.43 | 86.59 |
| D/D | Crown Gas & Power - Memo Hall Gas | 203.34 | | | | | 203.34 | 10.17 | 213.51 |
| D/D | Crown Gas & Power - GAC GAS | 684.90 | | | | | 684.90 | 136.98 | 821.88 |
| D/D | SSE - street light | | 771.93 | | | | 771.93 | 154.38 | 926.31 |
| D/D | SSE - Brook st Toilet | | 27.90 | | | | 27.90 | 1.39 | 29.29 |
| D/D | SSE- A Road Electricity | | 176.01 | | | | 176.01 | 8.80 | 184.81 |
| D/D | SSE- MUGA Electricity | | 212.78 | | | | 212.78 | 10.63 | 223.41 |
| D/D | SSE - GAC Electricity | 1153.31 | | | | | 1153.31 | 230.66 | 1383.97 |
| D/D | SSE - Memo Hall Electricity | 166.46 | | | | | 166.46 | 8.32 | 174.78 |
| D/D | SSE - The Simpson Centre Electricity Nov 23 | 355.03 | | | | | 355.33 | 17.76 | 373.09 |
| D/D | Sage (Payroll package Nov Subscription) | | | | 27.00 | | 27.00 | 5.40 | 32.40 |
| D/D | Worldpay (Card payment transaction charge) | | | | 23.84 | | 23.84 | 2.13 | 25.97 |
| D/D | Central Beds Council (NDR pt Simpson Centre) | 576.00 | | | | | 576.00 | 0.00 | 576.00 |
| D/D | Central Beds Council (NDR The Simpson Centre) | 314.00 | | | | | 314.00 | 0.00 | 314.00 |
| D/D | Central Beds Council (NDR Cemetery) | | | 314.00 | | | 314.00 | 0.00 | 314.00 |
| D/D | Central Beds Council (NDR Memorial Hall) | 449.00 | | | | | 449.00 | 0.00 | 449.00 |
| D/D | Central Beds Council (NDR Brook St car park) | | 106.00 | | | | 106.00 | 0.00 | 106.00 |
| D/D | Central Beds Council (NDR GAC) | 1267.00 | | | | | 1267.00 | 0.00 | 1267.00 |
| D/D | NFU Mutual - Council Vehicle Insurance November Payment | | | | 186.32 | | 186.32 | 0.00 | 186.32 |
| D/D | Cawleys (Memo Hall) | 56.28 | | | | | 56.28 | 11.26 | 67.54 |
| D/D | Cawleys(GAC) | 144.68 | | | | | 144.68 | 28.94 | 173.62 |
| D/D | Cawleys(Cemetery) | | | 33.80 | | | 33.80 | 6.76 | 40.56 |
| D/D | Town Clerk Barclaycard - staff workwear , vehicle sign, batteries | | | | 719.63 | | 719.63 | 219.55 | 939.18 |
| D/D | Barclaycard -Multi Festoon light, print, Timetastic monthly invoice | | | | 988.52 | | 988.52 | 0.00 | 988.52 |

| | | | | | | | | | | |
|---------|--|-----------------|-----------------|----------------|-----------------|-----------------|--|------------------|-----------------|------------------|
| Payflow | Payflow (Nov Salary) | 1722.04 | 4916.14 | | 13445.82 | | | 20084.00 | 0.00 | 20084.00 |
| D/D | Wave - Arlesey Rd water bill -August - Nov | | 33.50 | | | | | 33.50 | 6.00 | 39.50 |
| D/D | Wave - GAC water bill -August - Nov | 54.54 | | | | | | 54.54 | 7.14 | 61.68 |
| D/D | IBT (Nov 23 Phone bill) | | | | 171.53 | | | 171.53 | 34.31 | 205.84 |
| D/D | Trade UK - paint , tap , boots & hivs jacket | | 222.43 | | | | | 222.43 | 44.48 | 266.91 |
| | Total | 10971.42 | 35295.76 | 6345.65 | 46948.58 | 32752.21 | | 132536.35 | 14598.65 | 147135.00 |

* Please note that, in accordance with the council's financial regulation and to prevent the possibility of errors, omissions and even fraudulent activity, these purchase invoices are only paid and entered into the accounting system after being authorised by this monthly full council meeting. This means that the figures in the monthly committee report do not include the aforementioned invoices.

Income received in Nov 23 - report for Dec 23 council meeting

| Date | Receipt No | Amount | Details | | Simpson Centre | Memorial Hall | Greenacre Centre | Cemetery | Open space/ Allotments | Xmas Lights/ Other |
|------------|------------|--------|--|--|----------------|---------------|------------------|----------|------------------------|--------------------|
| 24/10/2023 | 15853 | 35.00 | Allot - NR16B | | | | | | 35.00 | |
| 26/10/2023 | 15854 | 35.00 | Allot CR35B | | | | | | 35.00 | |
| 30/10/2023 | 15855 | 9.98 | Credit card -refund | | | | 9.98 | | | |
| 01/11/2023 | 15856 | 70.00 | Allot NR20+NR33A- INVALT44&29 | | | | | | 70.00 | |
| 06/11/2023 | 15857 | 76.50 | Hire Memo Hall 2/12/23 | | | 76.50 | | | | |
| 06/11/2023 | 15858 | 420.00 | E H Crouch - Permit Fee | | | | | 420.00 | | |
| 06/11/2023 | 15859 | 330.32 | Stotfold Good Neighbour Group Inv a644 | | | 330.32 | | | | |
| 09/11/2023 | 15860 | 200.00 | Dignity Funeral Directors - Interment Fee KS | | | | | 200.00 | | |
| 10/11/2023 | 15861 | 93.50 | Memorial Hall Hiring fee - 25/11/23 | | | 93.50 | | | | |
| 16/11/2023 | 15862 | 57.37 | Memorial Hall Hiring fee - 25/11/23 | | | 57.37 | | | | |
| 16/11/2023 | 15863 | 153.00 | Inv A6447 - Short Mat Bowls | | | 153.00 | | | | |
| 16/11/2023 | 15864 | 35.00 | NR36 Allot | | | | | | 35.00 | |
| 17/11/2023 | 15865 | 239.25 | Bradley Gumbel March/ Sept 24 hiring deposit | | | | | | 239.25 | |
| 01/11/2023 | 15866 | 24.00 | Calendar Sale | | | | | | | 24.00 |
| 21/11/2023 | 15867 | 6.00 | Calendar Sale | | | | | | | 6.00 |
| 23/11/2023 | 15868 | 12.00 | Calendar Sale | | | | | | | 12.00 |
| 23/11/2023 | 15869 | 6.00 | Calendar Sale | | | | | | | 6.00 |
| 23/11/2023 | 15870 | 50.00 | The Squirrel Taverners FC Hire Hitchin Rd | | | | | | 50.00 | |
| 27/11/2023 | 15871 | 70.00 | Transfer burial plot BS343 | | | | | 70.00 | | |
| 27/11/2023 | 15872 | 6.00 | Calendar Sale | | | | | | | 6.00 |
| 28/11/2023 | 15873 | 6.00 | Calendar Sale | | | | | | | 6.00 |
| 28/11/2023 | 15874 | 6.00 | Calendar Sale | | | | | | | 6.00 |
| 28/11/2023 | 15875 | 6.00 | Calendar Sale | | | | | | | 6.00 |
| 20/10/2023 | BACS | 300.00 | Burial plot 415 | | | | | 300.00 | | |
| 23/10/2023 | BACS | 44.63 | Hire Memo Hall 29/10/23 | | | 44.63 | | | | |
| 23/10/2023 | BACS | 150.00 | Just out youth club inv a6439 | | | | 150.00 | | | |

| | | | | | | | | | | |
|--------------|------|----------------|---|--|---------------|----------------|---------------|----------------|---------------|----------------|
| 23/10/2023 | BACS | 345.00 | Box of cake rent | | 345.00 | | | | | |
| 25/10/2023 | BACS | 5.50 | Invoice payment | | | | 5.50 | | | |
| 31/10/2023 | BACS | 229.52 | Slimming World -INV payment | | | 229.52 | | | | |
| 31/10/2023 | BACS | 15.00 | Hire Memo hall 13/01/24 | | | 15.00 | | | | |
| 31/10/2023 | BACS | 217.35 | Karate club - inv 6436 | | | 217.35 | | | | |
| 03/11/2023 | BACS | 270.00 | Little Ruggers - Inv | | | 270.00 | | | | |
| 06/11/2023 | BACS | 250.00 | Hire Memo Hall 12/11 refundable damage deposit | | | 250.00 | | | | |
| 06/11/2023 | BACS | 344.25 | Table Tennis Inv A6440 | | | 344.25 | | | | |
| 06/11/2023 | BACS | 119.00 | Steward Class inv | | | 119.00 | | | | |
| 06/11/2023 | BACS | 229.50 | Pix Gym Club Inv a6443 | | | 229.50 | | | | |
| 07/11/2023 | BACS | 166.66 | Austin+ son - chapel lease inv | | | | | 166.66 | | |
| 07/11/2023 | BACS | 280.00 | EAT Feast Xmas inv a 6449 | | | | | | | 280.00 |
| 08/11/2023 | BACS | 34.00 | Intelligent Comfort Group hire 15/11 council chamber | | | | 34.00 | | | |
| 09/11/2023 | BACS | 90.54 | Cemetery plaque LM | | | | | 90.54 | | |
| 09/11/2023 | BACS | 74.69 | Stotfold Football Club - Inv a6393 | | | | | | 74.69 | |
| 13/11/2023 | BACS | 14.88 | Hire memorial hall 20/01/24 | | | 14.88 | | | | |
| 13/11/2023 | BACS | 35.00 | CR50B Allotment | | | | | | 35.00 | |
| 23/11/2023 | BACS | 224.15 | Tanya Vardy invoice payment | | | 224.15 | | | | |
| 13/11/2023 | BACS | 70.00 | NR37 INV ALT49 | | | | | | 70.00 | |
| 14/11/2023 | BACS | 2.16 | Pippin Preschool hire memorial hall | | | 2.16 | | | | |
| 16/11/2023 | BACS | 250.00 | COSEGM Christmas tree donation | | | | | | | 250.00 |
| 20/11/2023 | BACS | 35.00 | NR3B Allotment Fee | | | | | | 35.00 | |
| 22/11/2023 | BACS | 34.00 | Intelligent Comfort Group hire 22/11 council chamber InvA6453 | | | | 34.00 | | | |
| 22/11/2023 | BACS | 350.00 | Box of cake rent | | 350.00 | | | | | |
| 24/11/2023 | BACS | 300.00 | Dean Funfair - Xmas event | | | | | | | 300.00 |
| 28/11/2023 | BACS | 1341.67 | Xmas event sales | | | | | | | 1341.67 |
| Total | | 7769.42 | | | 695.00 | 2671.13 | 233.48 | 1247.20 | 678.94 | 2243.67 |

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>21 MUGA</u> | | | | | | | | |
| 203 Electricity | 157 | 104 | 1,500 | 1,396 | | 1,396 | 6.9% | |
| 206 Maintenance and Repairs | 87 | 1,425 | 1,200 | (225) | | (225) | 118.8% | |
| 215 Staff Wages | 5,397 | 0 | 0 | 0 | | 0 | 0.0% | |
| MUGA :- Indirect Expenditure | 5,641 | 1,529 | 2,700 | 1,171 | 0 | 1,171 | 56.6% | 0 |
| Net Expenditure | (5,641) | (1,529) | (2,700) | (1,171) | | | | |
| <u>22 Lighting</u> | | | | | | | | |
| 203 Electricity | 18,809 | 2,801 | 22,000 | 19,199 | | 19,199 | 12.7% | |
| 206 Maintenance and Repairs | 11,185 | 7,503 | 20,000 | 12,497 | | 12,497 | 37.5% | |
| Lighting :- Indirect Expenditure | 29,994 | 10,305 | 42,000 | 31,695 | 0 | 31,695 | 24.5% | 0 |
| Net Expenditure | (29,994) | (10,305) | (42,000) | (31,695) | | | | |
| <u>23 Allotments</u> | | | | | | | | |
| 2003 Income - Allotments Norton Rd | 2,417 | 2,502 | 2,300 | (202) | | | 108.8% | |
| 2009 Income- Allotments Common Rd | 0 | 2,833 | 0 | (2,833) | | | 0.0% | |
| Allotments :- Income | 2,417 | 5,335 | 2,300 | (3,035) | | | 232.0% | 0 |
| 202 Water Rates | 812 | 393 | 1,000 | 607 | | 607 | 39.3% | |
| 206 Maintenance and Repairs | 745 | 716 | 700 | (16) | | (16) | 102.3% | |
| 226 Pest Control - Allotments | 555 | 567 | 650 | 83 | | 83 | 87.2% | |
| 236 RBS Support Allotment | 233 | 318 | 600 | 282 | | 282 | 52.9% | |
| Allotments :- Indirect Expenditure | 2,346 | 1,994 | 2,950 | 956 | 0 | 956 | 67.6% | 0 |
| Net Income over Expenditure | 71 | 3,341 | (650) | (3,991) | | | | |
| <u>25 Hitchin Road Rec</u> | | | | | | | | |
| 202 Water Rates | 143 | 139 | 500 | 361 | | 361 | 27.9% | |
| 203 Electricity | 538 | 305 | 1,000 | 695 | | 695 | 30.5% | |
| 231 Bowls Club Grant | 266 | 312 | 3,650 | 3,338 | | 3,338 | 8.6% | |
| Hitchin Road Rec :- Indirect Expenditure | 948 | 757 | 5,150 | 4,393 | 0 | 4,393 | 14.7% | 0 |
| Net Expenditure | (948) | (757) | (5,150) | (4,393) | | | | |
| <u>26 Brook Street Car Park/Toilets</u> | | | | | | | | |
| 201 Rates | 1,060 | 1,060 | 1,500 | 440 | | 440 | 70.7% | |
| 202 Water Rates | 376 | 177 | 500 | 323 | | 323 | 35.5% | |
| 203 Electricity | 300 | 54 | 0 | (54) | | (54) | 0.0% | |
| 206 Maintenance and Repairs | 2,916 | 2,146 | 2,000 | (146) | | (146) | 107.3% | |
| Brook Street Car Park/Toilets :- Indirect Expenditure | 4,653 | 3,438 | 4,000 | 562 | 0 | 562 | 85.9% | 0 |
| Net Expenditure | (4,653) | (3,438) | (4,000) | (562) | | | | |

Continued over page

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>27 Open Spaces</u> | | | | | | | | |
| 2005 Income - Open Space Other | 7,288 | 6,850 | 6,000 | (850) | | | 114.2% | |
| Open Spaces :- Income | 7,288 | 6,850 | 6,000 | (850) | | | 114.2% | 0 |
| 205 Legal Fees / ROSPA | 440 | 440 | 3,500 | 3,060 | | 3,060 | 12.6% | |
| 206 Maintenance and Repairs | 37,714 | 19,584 | 15,000 | (4,584) | | (4,584) | 130.6% | |
| 207 Grass Cutting Contract | 40,195 | 19,751 | 110,000 | 90,249 | | 90,249 | 18.0% | |
| 209 Lease Costs | 0 | 0 | 300 | 300 | | 300 | 0.0% | |
| 210 Handyman Contract | 20,221 | 0 | 0 | 0 | | 0 | 0.0% | |
| 211 River Ivel Drainage | 19 | 0 | 10 | 10 | | 10 | 0.0% | |
| 212 Skip Hire | 6,260 | 4,240 | 5,000 | 760 | | 760 | 84.8% | |
| 213 Subscriptions/Licences | 126 | 0 | 250 | 250 | | 250 | 0.0% | |
| 223 Teasel /Centenery Wood | 252 | 1,508 | 1,500 | (8) | | (8) | 100.5% | |
| 225 Water Meter - The Green | 61 | 42 | 60 | 18 | | 18 | 70.0% | |
| 237 Floral Planting | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| Open Spaces :- Indirect Expenditure | 105,287 | 45,566 | 137,120 | 91,554 | 0 | 91,554 | 33.2% | 0 |
| Net Income over Expenditure | (97,999) | (38,716) | (131,120) | (92,404) | | | | |
| <u>28 Agency</u> | | | | | | | | |
| 2006 Income - Agency Grants | 4,371 | 0 | 4,015 | 4,015 | | | 0.0% | |
| Agency :- Income | 4,371 | 0 | 4,015 | 4,015 | | | 0.0% | 0 |
| Net Income | 4,371 | 0 | 4,015 | 4,015 | | | | |
| <u>32 Verges</u> | | | | | | | | |
| 207 Grass Cutting Contract | 23,661 | 7,772 | 110,000 | 102,228 | | 102,228 | 7.1% | |
| Verges :- Indirect Expenditure | 23,661 | 7,772 | 110,000 | 102,228 | 0 | 102,228 | 7.1% | 0 |
| Net Expenditure | (23,661) | (7,772) | (110,000) | (102,228) | | | | |
| <u>33 Arlesey Rd Playing Field</u> | | | | | | | | |
| 201 Rates | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 232 Utilities | 1,643 | 474 | 3,500 | 3,026 | | 3,026 | 13.5% | |
| 235 Pitch Maintenance | 6,500 | 0 | 0 | 0 | | 0 | 0.0% | |
| Arlesey Rd Playing Field :- Indirect Expenditure | 8,143 | 474 | 4,500 | 4,026 | 0 | 4,026 | 10.5% | 0 |
| Net Expenditure | (8,143) | (474) | (4,500) | (4,026) | | | | |
| <u>34 Green Wheel</u> | | | | | | | | |
| 233 Green Wheel Expenditure | 1,500 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| Green Wheel :- Indirect Expenditure | 1,500 | 0 | 1,500 | 1,500 | 0 | 1,500 | 0.0% | 0 |
| Net Expenditure | (1,500) | 0 | (1,500) | (1,500) | | | | |

Continued over page

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 41 Cemetery | | | | | | | | |
| 4001 Income - Burials | 19,000 | 11,120 | 9,000 | (2,120) | | | 123.6% | |
| 4002 Income - Memorials & Plaques | 6,031 | 4,529 | 4,000 | (529) | | | 113.2% | |
| 4003 Income - Chapel lease | 2,000 | 1,167 | 2,000 | 833 | | | 58.3% | |
| 4004 Income - Keys | 1,955 | 100 | 0 | (100) | | | 0.0% | |
| 4005 Income - Plot Purchase | 16,260 | 4,135 | 8,000 | 3,865 | | | 51.7% | |
| Cemetery :- Income | 45,246 | 21,051 | 23,000 | 1,949 | | | 91.5% | 0 |
| 401 Rates | 5,240 | 3,144 | 5,800 | 2,656 | | 2,656 | 54.2% | |
| 402 Water Rates | 106 | 58 | 300 | 242 | | 242 | 19.3% | |
| 404 Maintenance/Repairs & Ex Cuts | 3,298 | 1,187 | 4,000 | 2,813 | | 2,813 | 29.7% | |
| 405 Grounds Maintenance Contract | 25,457 | 9,375 | 80,000 | 70,625 | | 70,625 | 11.7% | |
| 407 Handyman Contract | 9,762 | 0 | 0 | 0 | | 0 | 0.0% | |
| 408 Pest Control | 680 | 539 | 650 | 111 | | 111 | 82.9% | |
| 409 Tree Surgery | 6,038 | 400 | 6,000 | 5,600 | | 5,600 | 6.7% | |
| 411 RBS Annual Support Cem Package | 296 | 377 | 600 | 223 | | 223 | 62.8% | |
| Cemetery :- Indirect Expenditure | 50,876 | 15,079 | 97,350 | 82,271 | 0 | 82,271 | 15.5% | 0 |
| Net Income over Expenditure | (5,630) | 5,972 | (74,350) | (80,322) | | | | |
| 51 Simpson Centre | | | | | | | | |
| 5003 Income - The Simpson Centre | 4,140 | 4,915 | 0 | (4,915) | | | 0.0% | |
| 5004 Income - Library Utilities | 2,000 | 0 | 0 | 0 | | | 0.0% | |
| 5005 Income - Library Lease | 2,565 | 0 | 0 | 0 | | | 0.0% | |
| Simpson Centre :- Income | 8,705 | 4,915 | 0 | (4,915) | | | | 0 |
| 505 Rates - Simpson | 8,483 | 8,907 | 8,750 | (157) | | (157) | 101.8% | |
| 507 Water Charges - Simpson | 710 | 396 | 250 | (146) | | (146) | 158.6% | |
| 510 Electricity - Simpson | 4,228 | 1,420 | 2,500 | 1,080 | | 1,080 | 56.8% | |
| Simpson Centre :- Indirect Expenditure | 13,421 | 10,724 | 11,500 | 776 | 0 | 776 | 93.3% | 0 |
| Net Income over Expenditure | (4,716) | (5,809) | (11,500) | (5,691) | | | | |
| 52 Memorial Hall | | | | | | | | |
| 5001 Income - Mem Hall | 18,801 | 14,380 | 8,000 | (6,380) | | | 179.8% | |
| Memorial Hall :- Income | 18,801 | 14,380 | 8,000 | (6,380) | | | 179.8% | 0 |
| 504 Rate | 4,790 | 4,491 | 5,100 | 609 | | 609 | 88.1% | |
| 506 Water Charges | 1,214 | 266 | 1,500 | 1,234 | | 1,234 | 17.7% | |
| 508 Gas | 2,185 | 561 | 3,500 | 2,939 | | 2,939 | 16.0% | |
| 509 Electricity | 528 | 459 | 1,800 | 1,341 | | 1,341 | 25.5% | |
| Memorial Hall :- Indirect Expenditure | 8,717 | 5,777 | 11,900 | 6,123 | 0 | 6,123 | 48.5% | 0 |
| Net Income over Expenditure | 10,083 | 8,604 | (3,900) | (12,504) | | | | |

Continued over page

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 53 Building - General | | | | | | | | |
| 501 Staff Wages | 12,478 | 0 | 0 | 0 | | 0 | 0.0% | |
| 512 Maintenance | 19,681 | 8,366 | 12,000 | 3,634 | | 3,634 | 69.7% | |
| 516 Handyman Contract | 9,299 | 0 | 0 | 0 | | 0 | 0.0% | |
| 518 Bin Hire | 2,320 | 1,571 | 5,000 | 3,429 | | 3,429 | 31.4% | |
| 538 Service Contracts | 15,556 | 9,447 | 13,000 | 3,553 | | 3,553 | 72.7% | |
| Building - General :- Indirect Expenditure | 59,334 | 19,384 | 30,000 | 10,616 | 0 | 10,616 | 64.6% | 0 |
| Net Expenditure | (59,334) | (19,384) | (30,000) | (10,616) | | | | |
| 55 Greenacre Centre | | | | | | | | |
| 5008 Income -GAC | 11,136 | 195 | 250 | 56 | | | 77.8% | |
| 5009 Income - Solar Panels FIT | 349 | 369 | 250 | (119) | | | 147.5% | |
| Greenacre Centre :- Income | 11,484 | 563 | 500 | (63) | | | 112.7% | 0 |
| 504 Rate | 13,224 | 15,207 | 14,300 | (907) | | (907) | 106.3% | |
| 506 Water Charges | 884 | 213 | 3,000 | 2,787 | | 2,787 | 7.1% | |
| 508 Gas | 3,982 | 1,871 | 6,000 | 4,129 | | 4,129 | 31.2% | |
| 509 Electricity | 8,889 | 4,126 | 15,000 | 10,874 | | 10,874 | 27.5% | |
| 537 Cleaning Contract | 13,245 | 8,319 | 13,000 | 4,681 | | 4,681 | 64.0% | |
| Greenacre Centre :- Indirect Expenditure | 40,223 | 29,736 | 51,300 | 21,564 | 0 | 21,564 | 58.0% | 0 |
| Net Income over Expenditure | (28,739) | (29,173) | (50,800) | (21,627) | | | | |
| 61 Establishment | | | | | | | | |
| 6003 Income - Miscellaneous | 98 | 20 | 50 | 30 | | | 40.0% | |
| 6004 Income - Interest Received | 19,239 | 25,127 | 2,500 | (22,627) | | | 1005.1% | |
| 6008 Income - Mayor Event | 11 | 240 | 0 | (240) | | | 0.0% | |
| Establishment :- Income | 19,348 | 25,386 | 2,550 | (22,836) | | | 995.5% | 0 |
| 601 Staff Salaries | 136,793 | 100,054 | 230,000 | 129,946 | | 129,946 | 43.5% | |
| 602 Employers NI | 12,861 | 8,465 | 34,500 | 26,035 | | 26,035 | 24.5% | |
| 603 Ers Pension Contrib | 36,660 | 18,846 | 3,500 | (15,346) | | (15,346) | 538.5% | |
| 604 Staff Training | 4,052 | 3,639 | 5,000 | 1,361 | | 1,361 | 72.8% | |
| 605 Clerk's Expenses | 261 | 66 | 1,500 | 1,434 | | 1,434 | 4.4% | |
| 607 Photocopier Costs | 559 | 333 | 1,000 | 667 | | 667 | 33.3% | |
| 608 Telephone/Fax/ISDN | 3,754 | 2,639 | 5,000 | 2,361 | | 2,361 | 52.8% | |
| 609 Postage | 481 | 232 | 600 | 368 | | 368 | 38.7% | |
| 610 Stationery | 3,856 | 577 | 2,500 | 1,923 | | 1,923 | 23.1% | |
| 611 Insurances | 7,347 | 9,002 | 7,000 | (2,002) | | (2,002) | 128.6% | |
| 612 Audit Fees | 1,850 | 2,250 | 3,000 | 750 | | 750 | 75.0% | |
| 613 Legal Fees | 2,433 | 6 | 5,000 | 4,994 | | 4,994 | 0.1% | |

Continued over page

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 614 Advertising | 3,405 | 4,674 | 6,000 | 1,326 | | 1,326 | 77.9% | |
| 615 Maintenance & Repairs/IT | 14,897 | 9,635 | 12,000 | 2,365 | | 2,365 | 80.3% | |
| 618 Subscription/Licence | 12,879 | 13,312 | 12,000 | (1,312) | | (1,312) | 110.9% | |
| 619 PWLB Loan Repayments | 19,520 | 8,366 | 20,000 | 11,634 | | 11,634 | 41.8% | |
| 620 Civic Allowance | 1,323 | 366 | 1,500 | 1,134 | | 1,134 | 24.4% | |
| 621 Bank Charges | 529 | 259 | 600 | 341 | | 341 | 43.2% | |
| 627 Travel Expenses | 73 | 74 | 250 | 176 | | 176 | 29.8% | |
| 630 Grants | 5,650 | 9,557 | 15,000 | 5,443 | | 5,443 | 63.7% | |
| 631 Councillor Training/Mileage | 89 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| Establishment :- Indirect Expenditure | 269,273 | 192,352 | 366,950 | 174,598 | 0 | 174,598 | 52.4% | 0 |
| Net Income over Expenditure | (249,925) | (166,966) | (364,400) | (197,434) | | | | |
| 62 Precept | | | | | | | | |
| 6005 Precept | 638,610 | 913,926 | 913,926 | 0 | | | 100.0% | |
| Precept :- Income | 638,610 | 913,926 | 913,926 | 0 | | | 100.0% | 0 |
| Net Income | 638,610 | 913,926 | 913,926 | 0 | | | | |
| 71 Town Strategy | | | | | | | | |
| 701 Town Strategy | 5,165 | 0 | 4,000 | 4,000 | | 4,000 | 0.0% | |
| Town Strategy :- Indirect Expenditure | 5,165 | 0 | 4,000 | 4,000 | 0 | 4,000 | 0.0% | 0 |
| Net Expenditure | (5,165) | 0 | (4,000) | (4,000) | | | | |
| 85 Earmarked Reserves | | | | | | | | |
| 8001 Xmas Lights donations | 6,383 | 35 | 0 | (35) | | | 0.0% | 35 |
| 8002 Income EMR - Cemetery | 5,803 | 10,068 | 0 | (10,068) | | | 0.0% | 10,068 |
| 8006 S106 Income | 1,223,242 | 0 | 0 | 0 | | | 0.0% | |
| 8007 Income - Rec Ground Rolling | 800 | 0 | 0 | 0 | | | 0.0% | |
| 8008 Pitch Power Football Pitch Gra | 0 | 11,784 | 0 | (11,784) | | | 0.0% | 11,784 |
| Earmarked Reserves :- Income | 1,236,228 | 21,887 | 0 | (21,887) | | | | 21,887 |
| 802 EMR-Working Capital | 29,150 | 1,323 | 0 | (1,323) | | (1,323) | 0.0% | 1,323 |
| 806 EMR -Buildings Fund | 1,804 | 0 | 0 | 0 | | 0 | 0.0% | |
| 809 EMR - PCemetery Projects/Paths | 5,110 | 3,433 | 0 | (3,433) | | (3,433) | 0.0% | 3,433 |
| 815 EMR-Rec Ground Rolling Improve | 5,744 | 39,250 | 0 | (39,250) | | (39,250) | 0.0% | 39,250 |
| 816 EMR-Norton Work Highway work | 2,382 | 0 | 0 | 0 | | 0 | 0.0% | |
| 818 EMR Rec MUGA | 22,067 | 26,336 | 0 | (26,336) | | (26,336) | 0.0% | 26,336 |
| 819 EMR - Allotment Hedging | 1,090 | 0 | 0 | 0 | | 0 | 0.0% | |
| 820 EMR-Estab Office Equipment | 19,090 | 1,385 | 0 | (1,385) | | (1,385) | 0.0% | 1,385 |

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Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 821 EMR-Estab election Fund | 0 | 220 | 0 | (220) | | (220) | 0.0% | 220 |
| 823 Handyman set up | 1,860 | 0 | 0 | 0 | | 0 | 0.0% | |
| 824 Christmas Lights | 16,479 | 0 | 0 | 0 | | 0 | 0.0% | |
| 826 EMR Youth Work | 9,615 | 4,580 | 0 | (4,580) | | (4,580) | 0.0% | 4,580 |
| 832 Tree Work | 8,743 | 0 | 0 | 0 | | 0 | 0.0% | |
| 833 EMR- S106 Greenacre Park | 0 | 4,962 | 0 | (4,962) | | (4,962) | 0.0% | 4,962 |
| 835 EMR -S106 A Rd MUGA, Gym outdr | 366,704 | 0 | 0 | 0 | | 0 | 0.0% | |
| 836 EMR- Facilities Team Setup | 0 | 1,290 | 0 | (1,290) | | (1,290) | 0.0% | 1,290 |
| Earmarked Reserves :- Indirect Expenditure | 489,839 | 82,778 | 0 | (82,778) | 0 | (82,778) | | 82,778 |
| Net Income over Expenditure | 746,389 | (60,891) | 0 | 60,891 | | | | |
| 9000 plus Transfer from EMR | 492,284 | 82,778 | | | | | | |
| 9001 less Transfer to EMR | 1,210,008 | 21,887 | | | | | | |
| Movement to/(from) Gen Reserve | 28,665 | 0 | | | | | | |
| Grand Totals:- Income | 1,992,499 | 1,014,293 | 960,291 | (54,002) | | | 105.6% | |
| Expenditure | 1,119,022 | 427,664 | 882,920 | 455,256 | 0 | 455,256 | 48.4% | |
| Net Income over Expenditure | 873,477 | 586,629 | 77,371 | (509,258) | | | | |
| plus Transfer from EMR | 492,284 | 82,778 | | | | | | |
| less Transfer to EMR | 1,210,008 | 21,887 | | | | | | |
| Movement to/(from) Gen Reserve | 155,753 | 647,520 | | | | | | |

Earmarked Reserves

| Account | Opening Balance | Net Transfers | Closing Balance |
|-------------------------------------|---------------------|------------------|---------------------|
| 9002 EMR - Working Capital | 5,849.97 | -1,323.13 | 4,526.84 |
| 9003 EMR - SE Forum | 17.00 | | 17.00 |
| 9004 EMR - Mossman | 4,457.00 | | 4,457.00 |
| 9005 EMR - Town Strategy | 9,808.93 | | 9,808.93 |
| 9006 EMR - Building Fund | 130,428.00 | | 130,428.00 |
| 9008 Pitch Power Football pitch gra | 0.00 | 11,784.00 | 11,784.00 |
| 9009 EMR - Cemetery Projects | 242,912.92 | 6,635.29 | 249,548.21 |
| 9010 EMR - Teasel | 450.00 | | 450.00 |
| 9015 EMR - Rec Rolling Imprv. | 57,487.06 | 26,915.02 | 84,402.08 |
| 9017 EMR - Street Lights | 34,890.00 | 10,000.00 | 44,890.00 |
| 9018 EMR - Rec MUGA | 27,935.03 | -26,335.88 | 1,599.15 |
| 9020 EMR - Estab Office Equip | 4,345.55 | 2,115.32 | 6,460.87 |
| 9021 EMR - Estab Election | 15,858.00 | -220.05 | 15,637.95 |
| 9022 EMR - Cmty Leisure Centre | 5,000.00 | | 5,000.00 |
| 9023 EMR - Handyman Role | 8,139.52 | | 8,139.52 |
| 9024 EMR - Christmas Lights | 807.35 | 10,035.00 | 10,842.35 |
| 9025 EMR - GAC Sinking Fund | 122,735.00 | | 122,735.00 |
| 9026 EMR - Youth Work | 2,438.00 | 10,420.00 | 12,858.00 |
| 9027 EMR - S106 GAC | 199,510.00 | 4,000.00 | 203,510.00 |
| 9028 EMR - S106 Pix Brook PA | 434,385.00 | | 434,385.00 |
| 9029 EMR - Clerk of Works A Rd | 119.00 | | 119.00 |
| 9030 EMR - Riverside Cpk Ext. | 40,000.00 | | 40,000.00 |
| 9031 EMR - S106 PC Ave | 135,000.00 | | 135,000.00 |
| 9032 EMR - Tree Work | 1,257.00 | 10,000.00 | 11,257.00 |
| 9033 EMR - S106 Greenacre Park | 827,872.30 | -4,962.00 | 822,910.30 |
| 9036 EMR - Facilities Team Set Up | 0.00 | 13,710.47 | 13,710.47 |
| | 2,311,702.63 | 72,774.04 | 2,384,476.67 |

STOTFOLD TOWN COUNCIL

TERMS OF REFERENCE

Town Strategy Committee

MEET – Wednesdays as required.

CONSTITUTION – Eight Members, and one half of its Members shall constitute a quorum (four)

All non-Committee Members may attend Committee meetings and speak at the Chairman's discretion, but not vote.

All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies (Admissions to Meetings) Act 1960).

The Town Strategy Committee has delegated authority (Local Government Act 1972 S101) to:

- Resolve actions incurring expenditure within its budget.
- To prepare estimates of expenditure in October for consideration by the Council via the Establishment Committee.
- To conduct a half yearly appraisal of the budgets based on September figures.
- Review budgets and reserves prior to year-end, determining actions to be required and any virements required.
- To draw up proposals for the long-term strategic planning of Stotfold, taking the statements of the Neighbourhood Plan into consideration.
- To liaise with other organisations to work towards bringing projects to fruition.
- To report to the community, BRCC (Bedfordshire Rural Communities Charity) and Neighbourhood Plan committee on progress.
- Review all documents pertaining to this Committee.

This Committee may make recommendations to the Town Council on relevant matters for which it has no delegated authority and may be given delegated powers by Council to act on relevant matters.

Reviewed June 2023