



STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
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31 March 2026

Members of Stotfold Town Council:

You are hereby summoned to attend the **Town Council Meeting** to be held in the **Greenacre Centre, Valerian Way, Stotfold SG5 4HG** on **Wednesday 8 April 2026 at 7.00pm** for the purpose of transacting business detailed in the agenda.

E Payne
Town Clerk

Members of the public:

In addition to attendance in person, 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 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).



IN COLLABORATION WITH SLCC, NALC, OVV, COUNTY ASSOCIATIONS

The seven principles of public life

Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership

AGENDA

029/26 APOLOGIES FOR ABSENCE

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

030/26 ELECTION OF MAYOR

For Decision

- a. To receive nominations and elect the Chair of Stotfold Town Council (to hold the title of Town Mayor).
- b. To receive the Chair's Declaration of Acceptance of Office.

#electionmayor

031/26 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.

032/26 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.

033/26 MEMBERS ON OTHER AUTHORITIES

To receive and note the reports of CBC Ward Councillors.

034/26 COUNCIL MINUTES

For Decision

To approve the minutes of the Council meeting held 4 March 2026 as a true record of the meeting.

035/26 MAYOR'S ANNOUNCEMENTS

For Information

There are no civic attendances to report on.

036/26 CLERK'S REPORT AND MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION

037/26 REPORTS

To note the following reports:

037.1/26 Review of Committee Membership

For Decision

To review of Committee membership following the recent resignation of a councillor.

037.2/26 Jubilee Meadow

For Decision

To receive an update on the transfer of Jubilee Meadow

038/26 COMMITTEE MINUTES

To receive the minutes of the following Committee meetings and note any recommendations:

038.1/26 Public Realm Committee - 11 March 2026

For Decision

To receive the minutes of this committee meeting. There was one recommendation:

- a. Banner Policy is adopted.

038.2/26 Community Engagement Committee - 18 March 2026

For Decision

To receive the minutes of this committee meeting. There was one recommendation:

- a) Community Engagement Policy is adopted.

#Community

038.3/26 Building Committee – 25 March 2026

To receive the minutes of this committee meeting. There was one recommendation:

- a) Hirers Policy is adopted.

039/26 FINANCE & RISK MANAGEMENT

039.1/26 Expenditure

For Decision

To approve expenditure January and February 2026.

#expenditure

039.2/26 Income Received

For Information

To note income received for January and February 2026.

#income

039.3/26 Income and Expenditure Report and Earmarked Reserves

For Information

To note the income and expenditure report and earmarked reserves.

#income #expenditure #reserves

039.4/26 Asset Register

For Decision

To review and adopt the asset register

040/26 REPORTS FROM MEMBERS ON OUTSIDE BODIES

For Information

041/26 MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

042/26 DATE OF NEXT MEETING

Annual Town Meeting - Wednesday 29 April 2026, Memorial Hall, 7pm.

Annual Town Council Meeting - Wednesday 6 May 2026, Greenacre Centre, 7pm.



MINUTES OF THE MEETING OF TOWN COUNCIL HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 4 MARCH 2026 AT 19:00

Present:

Cllr S Buck (Mayor until 20:28), Cllr J Smith (Deputy Mayor), Cllr L Anderson, Cllr J Bendell, Cllr M Cooper, Cllr S Dhaliwal, Cllr S Hayes, Cllr J Hyde, Cllr D Matthews, Cllr B Saunders, Cllr J Talbot, Cllr B Woods, Cllr N Venneear

Apologies:

Cllr L Miller

Also Present:

Cllr K Woodfine, CBC Ward Councillor
Cllr M Mason, CBC Ward Councillor
Cllr J Headington (virtual)
E Payne, Town Clerk

015/26 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Headington and Miller.

Decision: It was RESOLVED to accept apologies.

016/26 DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

017/26 MEMBERS OF OTHER AUTHORITIES

Decision: It was RESOLVED to take this item at this point in the meeting.

Cllr Woodfine reported on the CBC budget, including the challenges faced due to significant funding shortfalls dictated by the government. She explained the implications of not passing the budget, which could lead to intervention from the government. It was important to pass the budget despite the difficult decisions required. Additionally, updates were given on glass recycling initiatives and the potential impact on local waste collection services. The discussion also covered the impact of pothole repairs and the challenges of coordinating emergency repairs with ongoing maintenance work.

017/26 PUBLIC SECTION

There were no members of the public present.

019/26 COUNCIL MINUTES

Members received the minutes of the meeting held on 28 January 2026. Cllr Woods reported that she had declined from voting on the membership of the



Overview and Scrutiny Committee, and the minutes would be updated for the next meeting.

Task: Update the minutes for adoption at the next meeting.

020/26 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

There were no civic attendances to report.

021/26 CLERK'S REPORT

There was no Clerk's report.

022/26 COMMITTEE MINUTES

022.1/26 Simpson Centre Working Group - 18 February 2026

Members received the notes of the Simpson Centre Working Group meeting held on 18 February 2026 and resolved to adopt the Terms of Reference.

Decision: It was **RESOLVED** to:

- a) **Note the minutes of the Simpson Centre Working Group held on 18 February 2026.**
- b) **Adopt the Terms of Reference for the Simpson Centre Working Group meeting held on 18 February 2026.**

022.2/26 Simpson Centre Working Group - 24 February 2026

Members received the notes of the Simpson Centre Working Group meeting held on 24 February 2026 for information purposes.

Decision: It was **RESOLVED** to note the minutes of the Simpson Centre Working Group held on 24 February 2026.

022.3/26 Overview and Scrutiny Committee - 25 February 2026

Members received the minutes of the Overview and Scrutiny Committee meeting held on 25 February 2026 for information purposes. A question was raised question regarding car parking charges, which was clarified as not relevant to the council as they do not receive income from car parking.

Decision: It was **RESOLVED** to note the minutes of the Overview and Scrutiny Committee held on 25 February 2026.

023/26 REPORTS

023.1/26 Review of Standing Orders

Members reviewed and re-adopted the Standing Orders. There were some typographical errors that needed to be amended.

Decision: It was **RESOLVED** to re-adopt the Standing Orders with the necessary amendments.



023.2/26 Review of Financial Regulations

Members reviewed the Financial Regulations. A discussion ensued regarding the review of bank reconciliations and who is responsible for this task. It was clarified that the Governance and Resources Committee records these reviews, and the task is carried out by a member of that committee who is not a signatory. The maximum expenditure permitted on a single transaction using the town council credit card would be aligned with the scheme of delegation.

Decision: It was **RESOLVED** to re-adopt the Financial Regulations with the updated on the credit card limits in line with the scheme of delegation.

023.3/26 Street Light Tender 2026-2029

Members received an updated analysis of the Street Light Tender for 2026-2029. Councillor Matthews recommended contractor one for the first year, citing better budget control despite the higher initial cost. Various aspects of the tender were discussed, including the importance of key performance indicators (KPIs) and the financial strength of the contractors. It was agreed to opt for a three-year contract with a one-year break clause, ensuring KPIs are met in the first year.

Decision: It was **RESOLVED** to award the street light contract for 2026-29 to High Level Electrical Ltd for a three-year contract with a one-year break clause, ensuring that key performance indicators are met in the first year.

Task: Town Clerk to liaise with Contractor regarding Contract and KPIs.

023.4/26 Cemetery Toilets

Members received an update on the Cemetery Toilets project. Councillor Matthews expressed frustration with additional costs imposed by CBC. The feasibility of keeping the existing building versus constructing a new one was discussed. It was noted that the septic tank had been checked and was in good condition. Members agreed to apply for pre-application advice with the planning authority to move forward with the project. Members acknowledged the potential for increased costs and the need to justify the expenditure.

Decision: It was **RESOLVED** to

- a) Note the contents of the report; and
- b) Apply for pre-application advice with the planning authority for the Cemetery Toilets project
- c) Approve the extension of the temporary toilet hire pending delivery of a permanent facility.

Task: Apply for pre-application advice from CBC for the Cemetery Toilet Project
Task: Extend contract for temporary toilet hire.

023.5/26 Jubilee Meadow

Members discussed the long-term management and financial implications of taking on Jubilee Meadow. Councillor Smith expressed doubts about the adequacy of the £20,000 offered for management, suggesting it might not cover future costs. Councillor Cooper recommended walking away from the project until Taylor Wimpey fulfils their obligations to bring the site up to a reasonable



standard. There was agreement that the current state of the meadow, including issues with notifiable weeds, required attention from the developer. Members decided to push CBC to enforce the management plan and revisit the decision once the site is in a suitable condition. The consensus was to delay taking on Jubilee Meadow until the developer has addressed the outstanding issues, ensuring that future maintenance costs are manageable.

Decision: It was **RESOLVED** to delay taking on Jubilee Meadow until the developer has addressed the outstanding issues, ensuring that future maintenance costs are manageable.

Task: Town Clerk to liaise with CBC regarding planning enforcement
Task: Town Clerk to liaise with developer regarding adherence to the management plan.

024/26 FINANCE & RISK MANAGEMENT

024.1/26 Review of Risk Management Strategy and Risk Register

The council reviewed and re-adopted the Risk Management Strategy and Risk Register. There were questions about specific items in the register, including cemetery-related risks and the provision of bins.

Decision: It was **RESOLVED** to re-adopt the Risk Management Strategy and Risk Register.

024.2/26 Expenditure

Members approved the expenditure for December 2025. There was a brief discussion regarding the types of transactions made using the Council credit card, confirming that training courses and supplies are often purchased this way.

Decision: It was **RESOLVED** to approve the expenditure for December 2025.

024.3/26 Income Received

Members noted the income received for December 2025.

Decision: It was **RESOLVED** to note the income for December 2025.

024.4/26 Income and Expenditure and Earmarked Reserves Reports

Members reviewed and noted the year-to-date income and expenditure report and Earmarked Reserves.

Decision: It was **RESOLVED** to note reports.

025/26 REPORTS FROM MEMBERS ON OUTSIDE BODIES

Members provided updates on their activities with outside bodies. Councillor Talbot reported on the Good Neighbour Group, highlighting the upcoming presentation of the Queen's Award for Voluntary Service. Councillor Talbot and Venneear attended a Scouts trustee meeting, discussing fundraising efforts. Councillor Hyde shared her involvement with BRCC, noting the successful pruning of trees at the community orchard. Councillor Anderson announced her



decision to step down from her role at St. Mary's, requesting that another governor be appointed at the Annual Town Council Meeting in May.

Task: **Add replacement governor for St Mary's to the agenda for the Annual Town Council meeting.**

DRAFT



026/26 MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

Cllr Buck announced his resignation from the Town Council and left the meeting at 20:28.

027/26 WORK PROGRAMME

Members were verbally advised on the work programme for April's meeting including Assertion 10 and the Asset Register.

028/26 DATE OF NEXT MEETING

Wednesday, 8 April 2026.

The meeting closed at 20:35.

SIGNED BY CHAIR:

MINUTES APPROVED (date):

DRAFT

STOTFOLD TOWN COUNCIL

COMMITTEE: FULL COUNCIL

MEETING DATE: 8 APRIL 2026

REPORTING OFFICER: EMMA PAYNE, TOWN CLERK

REPORT TITLE: REVIEW OF COMMITTEE MEMBERSHIP

DECISION TYPE: FOR DECISION

1. BACKGROUND

- 1.1 Following the recent councillor vacancy, this report outlines vacancies on committees/working parties for consideration. The purpose of this report is to enable Full Council to consider and appoint a replacement member to the Overview and Scrutiny Committee following the recent councillor resignation and to elect a Chair for that committee.

2. INTRODUCTION

- 2.1 Committees and working party memberships are normally agreed at the Annual Town Council meeting held in May. Following the recent resignation of a councillor, several vacancies have arisen. This report asks Council to address the immediate vacancy on the Overview and Scrutiny Committee due to the forthcoming meeting on 22 April 2026. Other committee and working party vacancies will be considered at the Annual Town Council Meeting on 6 May 2026.

3. FURTHER INFORMATION

- 3.1 The Overview and Scrutiny Committee has a scheduled meeting on 22 April 2026. As the position of Chair is currently vacant, Council is asked to appoint a member to the committee and elect a Chair to ensure the committee can operate effectively until the Annual Town Council Meeting in May when committee memberships are normally reviewed.
- 3.2 The next meeting of the Public Realm Committee is Wednesday 15 April and there is a Vice Chair (Cllr Liz Anderson) who can chair the meeting.

4. RECOMMENDATION

Members are asked to appoint a new member of the Overview and Scrutiny Committee and elect a Chair.

5. IMPLICATIONS AND CONSIDERATIONS

Strategic Plan	Effective committee membership supports the Council's governance framework.
Risk Management	Failure to appoint a member and Chair to the Overview and Scrutiny Committee may limit the committee's ability to meet and fulfil its oversight role.

Legal	Local Government Act 1972 gives powers to appoint committees.
Resources and Stakeholders	There are no direct staffing or financial resource implications.
Contracts and Procurements	N/A.
Crime and Disorder	N/A
Biodiversity and Environment	N/A
Equalities	All councillors are eligible to serve on committees subject to Council appointment procedures.
Residents Impact Assessment	Maintaining a functioning Overview and Scrutiny Committee supports transparency and accountability in Council decision making which benefits residents.
Sustainability and Climate Impact	N/A
Data Protection and Privacy	Personal data relating to councillors is already held and managed in accordance with the Council's data protection policies.



MINUTES OF THE MEETING OF PUBLIC REALM COMMITTEE HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 11 MARCH 2026 AT 19:00

Present:

Cllr L Anderson (Vice Chair), Cllr B Woods, Cllr J Hyde, Cllr J Talbot, Cllr J Smith, Cllr M Cooper, Cllr S Hayes

Apologies:

Cllr J Headington, Cllr B Saunders

Also Present:

E Payne, Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Headington and Saunders.

Decision: It was **RESOLVED** to accept apologies.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

Cllr Hyde has a dispensation on item 12.1 Common Road allotment Management Agreement as a Trustee of the Eleemosynary Charity.

Cllr Hayes has a dispensation on item 12.1 Common Road allotment Management Agreement as a Trustee of the Eleemoynary Charity

Cllr Talbot declared an interest in item 12.1 Common Road allotments Management Agreement as an allotment tenant.

3. PUBLIC SECTION

There were no members of the public present.

4. MINUTES OF THE PREVIOUS MEETING

The minutes of the Public Realm Committee meeting held on 10 December 2025 were received.

Decision: It was **RESOLVED** that the minutes of the Public Realm Committee meeting held on 10 December 2025 were approved as a correct record.

5. CLERK'S REPORT AND ACTION TRACKER

Members received the Clerk's report and action tracker. There were no further updates. The Town Clerk was asked if there were any local tree surgeons who wanted to dispose of wood chippings, they could be used on the paths in Centenary Wood.



The removal of the pump at the bike service station in the High Street and the Town Clerk was asked to investigate the cost of installing a new unit.

Decision: It was **RESOLVED** to note the Clerk's report and action tracker.

Task: Report on replacement bike service station in the High Street for the next meeting.

6. REPORTS

6.1. Padel Court Update

Members received a report with an update on the proposal to install a Padel Court at Arlesey Road. Members noted the report and that there had been no response from CBC.

Decision: It was **RESOLVED** to note the report.

6.2. Water Fountain Update

Members received a report from the Projects Officer on the water fountain installation. The installation has been completed and subject to a connection by Anglian Water, the water fountain at Arlesey Road will be operational in the next week. The water fountain on The Green was already connected and operational. Members were advised that the legal fees for CBC had been reduced from £1,850 to £1,000.

Decision: It was **RESOLVED** to

- a) Note the completion of the installation works at both sites.
- b) Note the final project outturn cost of £16,341.69
- c) Note the funding contributions received and the remaining shortfall of £2,861.94 to be met from EMR 815 – Public Realm Projects.
- d) Note the proposed monitoring arrangements and ongoing maintenance and compliance requirements.

6.3. Banner Policy Review

Members received a report with a review of the Banner Policy, explaining the revisions made to streamline the application process and ensure fair usage.

Decision: It was resolved to:

- a) Consider the revised Banner Policy 2026 attached.
- b) Recommend the adoption of the Banner Policy 2026 to Full Council. recommend to Full Council that the Banner Policy is adopted.



6.4. Q3 Income and Expenditure Report

Members received the Q3 Income and Expenditure Report, noting the proposed use of underspends being transferred to EMRs. It was agreed to allocate funds to the proposed EMRs except for the Cemetery income which should be transferred to the Cemetery EMR.

Decision: It was **RESOLVED** to:

- a) Note the Quarter 3 Income and Expenditure position for the Public Realm budget and
- b) Approve the transfer to EMR/General Reserves as follows:
 - Floral Planting – Public Realm Capital Projects
 - PPE – Facilities Team Set Up
 - Teasel/Centenary Wood – General Reserves
 - Cemetery Income – Cemetery EMR
 - Allotment Income – General Reserves

Task: Action transfers to EMRs as outlined in the report.

7. HIGHWAYS REPORT

Councillor Smith provided a verbal update on highways issues.

8. DELEGATED DECISIONS

Members received the Town Clerk's delegated decisions report.

Decision: It was **RESOLVED** to note the report.

9. WORK PROGRAMME

Members received the work programme; there were no comments.

Decision: It was **RESOLVED** to note the report.

10. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

There were no items raised.

11. DATE OF NEXT MEETING

Wednesday 15 April 2026.

12. CONFIDENTIAL ITEM

Decision: It was **RESOLVED** that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted



12.1. Common Road Allotment Management Agreement

Members discussed a proposed Common Road Allotment Agreement, considering its presentation to the Eleemosynary Charity. The proposed changes aimed to improve management and proportionality of costs. The Trustees do not have a meeting until July, and the matter will be deferred until this Committee's meeting in September.

Decision: It was RESOLVED to consider this item at September's Public Realm Committee.

Cllr Hyde has a dispensation on item 12.1 Common Road allotment Management Agreement as a Trustee of the Eleemosynary Charity.

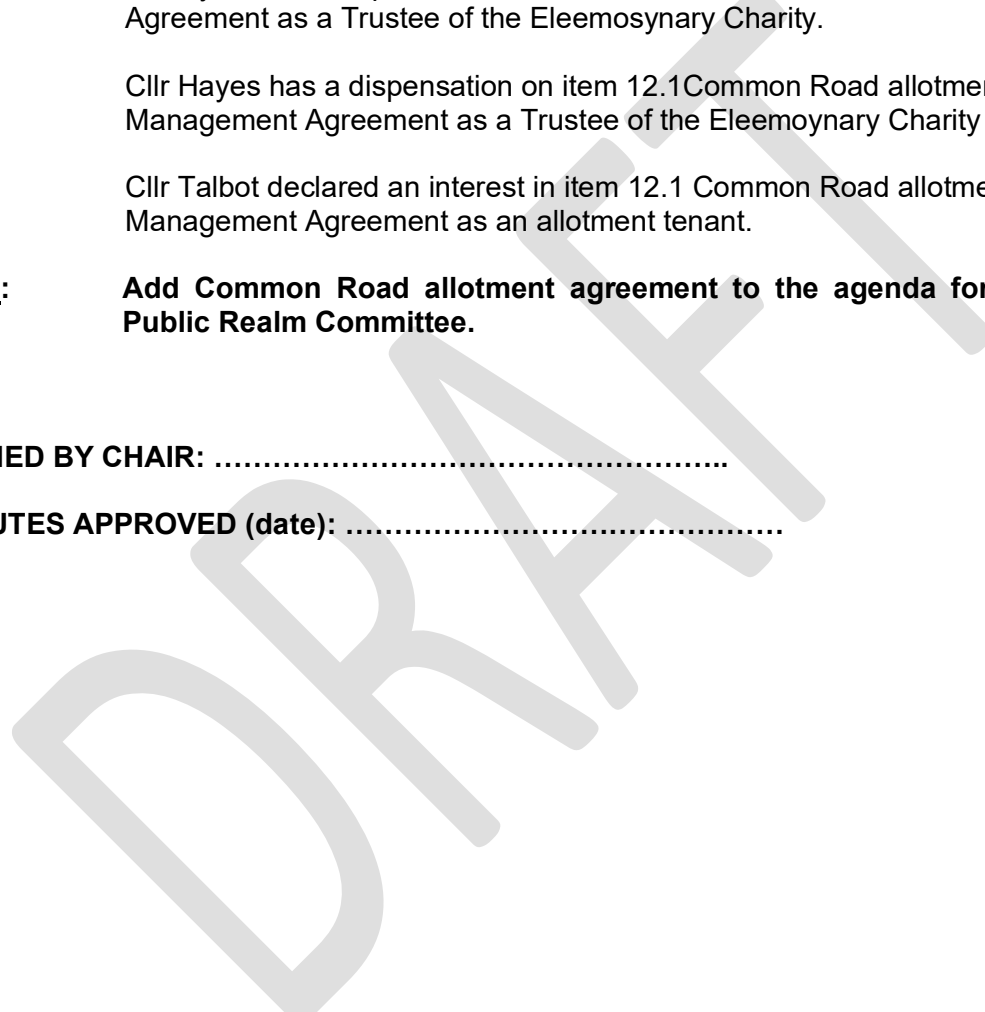
Cllr Hayes has a dispensation on item 12.1 Common Road allotment Management Agreement as a Trustee of the Eleemoynary Charity

Cllr Talbot declared an interest in item 12.1 Common Road allotments Management Agreement as an allotment tenant.

Task: Add Common Road allotment agreement to the agenda for September's Public Realm Committee.

SIGNED BY CHAIR:

MINUTES APPROVED (date):





STOTFOLD TOWN COUNCIL

BANNER POLICY 2026

VERSION 3

1. Purpose

The purpose of this policy is to provide a clear, fair, and consistent framework for the management of banners displayed on Town Council owned land and infrastructure. The policy aims to support the promotion of local events and community initiatives whilst ensuring public safety, protecting Council assets, and ensuring compliance with relevant planning and advertising legislation.

2. Scope

This policy applies to:

- All individuals, organisations, voluntary groups, charities, schools, and businesses applying to display banners on Town Council land.
- Town Council staff responsible for administering applications and maintaining sites.
- Members involved in oversight and appeals.

This policy applies to banner display at the following locations:

- Fencing at The Green
- Fencing at Hitchin Road Recreation Ground
- Fencing at Arlesey Road Recreation Ground

3. Policy Statement

Stotfold Town Council supports the promotion of local events, activities and initiatives which benefit the residents of Stotfold. The Council will permit the display of banners on designated sites where applications meet the requirements set out in this policy.

Permission granted by the Town Council relates only to the use of Council owned land and does not constitute planning permission or advertisement consent under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. Applicants are responsible for ensuring compliance with all relevant statutory requirements.

4. Roles and Responsibilities

The Town Clerk is responsible for:

- Receiving and determining banner applications under delegated authority
- Ensuring compliance with this policy
- Maintaining booking records
- Authorising removal of unauthorised or unsafe banners

The Public Realm Team is responsible for:

- Monitoring banner displays
- Removing unauthorised or non-compliant banners
- Undertaking inspections where required

Public Realm Committee is responsible for:

- Hearing any appeals relating to refused applications
- Reviewing this policy as part of the Council's policy review cycle

5. Procedures

5.1 Application Process

a) Applications must:

- Be submitted to the Town Council a minimum of four weeks prior to the proposed display date.
- Include details of the event being advertised.
- Include proposed display dates.
- Include a copy of the banner design.
- Provide confirmation of Public Liability Insurance with a minimum indemnity of £5 million.

b) Applications will be assessed against the criteria set out within this policy.

5.2 Assessment Criteria

a) Banners will be permitted where they:

- Promote a local event or initiative.
- Benefit residents of Stotfold.
- Are organised by a voluntary group, charity, school, or local organisation.

b) Commercial organisations may be permitted to display banners where these relate to a specific local event such as an open day or launch.

c) Applications for general commercial advertising or private celebrations such as birthdays or anniversaries will not normally be permitted.

d) Priority will be given to Stotfold based voluntary and community organisations where demand exceeds available display space.

5.3 Display Period

- The maximum period for display is one calendar month.
- Banners must be removed within 48 hours following the advertised event. If the banner is not removed, the Public Realm Team will remove the banner and keep it for 2 weeks. If not collected during those 2 weeks, then it will be disposed of.
- Consecutive bookings by the same applicant will not normally be permitted.

No more than two banners will be permitted on any length of fencing at any one time and must be from different applicants.

6. Banner Requirements

- a) All banners must:
- Not exceed 3 metres in width and 1 metre in height
 - Be constructed of weatherproof and flame-retardant material.
 - Be securely fixed using appropriate eyelets and cable ties.
 - Be wind permeable where appropriate.
 - Contain minimal wording capable of being read safely by passing traffic.
 - Clearly display the event date
- b) Banners must not contain language or imagery that is:
- Defamatory
 - Discriminatory
 - Offensive
 - Misleading
 - Detrimental to public safety or public order
- c) Banners are displayed at the applicant's own risk.

7. Insurance and Liability

Applicants must indemnify Stotfold Town Council against any claims arising from the erection or display of banners.

The Town Council accepts no responsibility for:

- Loss or damage to banners
- Injury caused because of banner installation or display.

8. Unauthorised Banners

The Council reserves the right to remove:

- Any banner displayed without permission
- Any banner displayed beyond the approved period
- Any banner considered to present a safety or reputational risk.

Where practicable, attempts will be made to contact the owner prior to removal. Removed banners will be retained for one calendar month before disposal.

9. Appeals

Applicants may appeal a decision made by the Town Clerk in writing to the Public Realm Committee within 14 days of notification.

10. Monitoring and Review

Banner locations will be subject to periodic inspection by the Public Realm Team. This policy will be reviewed every two years or sooner in response to legislative or operational change.

11. Related Policies and Documents

This policy should be read in conjunction with:

- Asset Management Policy
- Events Policy
- Health and Safety Policy
- Equality and Diversity Policy

- Strategic Plan 2025–2030

12. Accessibility

Copies of this document are available in alternative formats upon request.

Document History:

Version No	Date Approved/Reviewed	Summary Of Changes	Review Date
1	Adopted November 2021		
2.	Reviewed February 2024		February 2024
3.	Reviewed February March 2026	Reference to PLI and advertising consents	March 2028



MINUTES OF THE MEETING OF COMMUNITY ENGAGEMENT COMMITTEE HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 18 MARCH 2026 AT 19:00

Present:

Cllrs N Venneear (Vice Chair), Cllr J Bendell, Cllr L Miller, Cllr J Smith

Apologies:

Cllr J Headington, Cllr B Woods (attended virtually), Cllr S Dhaliwal (attended virtually)

Also Present:

E Payne, Town Clerk
Z Putwain, Community Engagement Officer

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Headington, Woods and Dhaliwal.

Decision: It was **RESOLVED** to accept apologies.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

3. PUBLIC SECTION (MAX. 15 MINUTES)

There were no members of the public present.

4. MINUTES OF THE PREVIOUS MEETING

Members received the minutes of the previous meeting held on held on 19 November 2026 were reviewed. It was noted that the meeting scheduled for XX January 2026 has been cancelled due to lack of business.

Decision: It was **RESOLVED** to adopt the minutes of the Community Engagement Meeting held on 19 November 2026 as a true record of the meeting.

5. CLERK'S REPORT AND ACTION TRACKER

Members received the Clerk's and action tracker which were noted. There was mention of a marketing initiative that had been previously agreed. Members were advised that there is a plan to market all the town council facilities however, this will be deferred until the lights are installed at the Memorial Hall.

Members enquired about the resident's survey, which closes at the end of March, but responses have been lower compared to the previous year.

Decision: It was **RESOLVED** to note the Clerk's report and action tracker.



6. REPORTS TO COMMITTEE

6.1. Events 2026-27

Members reviewed the schedule of events for 2026-27, discussing the details and logistics of each event. Decisions were made regarding the duration and staffing of the Steam Fair, with a preference for a one-day event on the Saturday due to volunteer availability.

The Greenacre Bay beach installation may be limited to 28 days to avoid planning permission issues, unless advice is presented to the contrary. Various ideas for additional activities and events were discussed, including beach pop-up events and evening activities for adults.

Decision: The following were **RESOLVED:**

- a) **Steam Fair – attend on the Saturday with officer attendance at start and end of day. Officers will devise an activity and circulate separately.**
- b) **Greenacre Bay – host a children’s pop-up beach party at a date and format to be agreed. Adults beach party to coincide with Eat Feast at Greenacre Centre on 7 August.**
- c) **Augmented Reality Trail – Ocean Safari was chosen as theme for the trail.**
- d) **Stotfest**
 - i. **Allocation of funds to be split between Town Mayor’s Charities and costs for the event.**
 - ii. **Bars – 1 large bar, a mocktail bar and one other bar.**
 - iii. **No ticket for artists and two entry tickets per child performer**
 - iv. **Allocation of ten ‘family’ tickets for per school for in need families to be distributed by the schools.**
 - v. **Investigate hiring university students and 6th formers on casual contracts.**

Task: Steam Fair – arrange volunteer rota and children’s activity

Task: Greenacre Bay – devise a pop-up children’s activity and set a date.

Task: Greenacre Bay – adults beach party to be held Friday 7 August 2026 in conjunction with Eat Feast.

Task: Augmented Reality Trail – advise contractor about theme and seek sponsorship.

Task: Stotfest – arrange bar providers including mock tail bar.

Task: Stotfest – consider pre advance ticket sales and how to readmit people who have purchased tickets.

6.2. Youth Engagement

An update on youth engagement was provided, noting the expenditure incurred and reviewing the effectiveness of outreach efforts. The committee discussed the importance of engaging young people and the potential for additional activities to attract their participation. No specific decisions or actions were recorded in this segment.

Decision: It was **RESOLVED** to:

- a) **Note the current Youth Engagement expenditure of £4,030 against the approved £8,000 budget.**



- b) Note the allocation of £3,000 from earmarked reserves to commission targeted youth outreach sessions at Riverside.
- c) Continue the programme until the end of May 2026.

Task: Advise the youth engagement providers of the extension to their programme until the end of May 2026.

Task: Add to CE agenda for May 2026 a proposal for youth activities.

6.3. Q3 Budget Review

The Q3 income and expenditure report for the committee was noted. The budget for the upcoming events was discussed, including the costs associated with the Steam Fair, Green Acre Bay, and other planned activities. The committee reviewed the anticipated income from various sources, including craft stalls, food vendors, sponsorship, and bar takings.

Decision: It was **RESOLVED** to note the report.

6.4. Policy Adoption

The proposed Community Engagement Policy was reviewed, and the committee recommended its adoption to the Full Council.

Decision: It was **RESOLVED** to recommend the adoption of the Community Engagement Policy to the Full Council.

Task: Add Community Engagement Policy to agenda for Full Council.

7. WORK PROGRAMME

The committee noted that there is currently no work programme for 2026-27.

8. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

There were no items raised.

9. DATE OF NEXT MEETING

Wednesday, 20 May 2026.

The meeting closed at 19:57.

SIGNED BY CHAIR:

MINUTES APPROVED (date):



STOTFOLD TOWN COUNCIL

COMMUNITY ENGAGEMENT POLICY

VERSION: 1.0

1. Purpose

The purpose of this policy is to set out how Stotfold Town Council engages with residents, businesses, community groups and other stakeholders to ensure that local people have opportunities to contribute to the life of the town and influence decisions that affect them.

The Council recognises that effective community engagement strengthens local democracy, improves decision making and helps ensure that services and activities reflect the needs and priorities of the community.

2. Scope

This policy applies to all forms of engagement undertaken by the Council including:

- consultations and surveys
- public meetings and the Annual Town Meeting
- community events
- digital engagement through the Council website and social media
- partnership working with community organisations
- communication through press, newsletters and noticeboards

The policy applies to councillors and staff when undertaking engagement activities on behalf of the Council.

3. Principles of Community Engagement

Stotfold Town Council will ensure that community engagement activities follow these principles.

Openness

Information will be shared openly so residents can understand Council decisions and activities.

Accessibility

Engagement opportunities will be accessible to all members of the community.

Transparency

Decisions will be communicated clearly and the reasons for those decisions explained.



Inclusivity

The Council will seek to reach different groups within the community including young people, older residents and community organisations.

Responsiveness

Feedback received from engagement activities will be considered and used to inform Council decision making.



open · accessible · transparent
inclusive · responsive

4. Methods of Community Engagement

The Council uses a range of engagement methods to reach residents and stakeholders.

Public meetings

Council and committee meetings are open to the public and include opportunities for public participation.

Annual Town Meeting

An annual meeting held for residents to receive updates on Council activities and raise matters of local interest.

Consultations and surveys

The Council may undertake consultations to seek views on major projects, policies or service changes.

Community events

Events organised or supported by the Council provide opportunities for residents to engage informally with councillors and staff.



Digital engagement

Information is shared through the Council website and social media channels to ensure timely communication with residents.

Press and publications

Press releases, newsletters, annual report and public notices are used to inform residents of Council activities.

Partnership working

The Council works with community organisations, voluntary groups, schools and local businesses to strengthen engagement across the town.

5. Roles and Responsibilities

Councillors

Councillors represent residents and play an important role in listening to community views and bringing those views into Council discussions.

Town Clerk

The Town Clerk has overall responsibility for ensuring engagement activities are delivered effectively and in accordance with this policy.

Council staff

Staff support engagement activities including communications, consultations and community events.

Community partners

The Council works collaboratively with ward councillors, community groups and organisations to support engagement initiatives.

6. Communication Channels

The Council communicates with residents using a range of channels including:

- the Town Council website
- social media platforms
- public noticeboards
- press releases and local media
- Consultations council meetings and the Annual Town Meeting
- community events and activities

Using multiple channels helps ensure information reaches as many residents as possible.



7. Monitoring and Review

The effectiveness of the Council's community engagement will be monitored through:

- feedback from consultations, surveys and events
- attendance at meetings and community activities
- engagement with online communications

This policy will be reviewed every two years or sooner if required to reflect changes in legislation or Council practice.

Version History:

Version No	Date Approved/Reviewed	Summary Of Changes	Review Date
1.	Adopted April 2026		April 2028



MINUTES OF THE MEETING OF BUILDING MANAGEMENT COMMITTEE HELD IN GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 25 MARCH 2026 AT 19:00

Present:

Cllr Danny Matthews (Chair), Cllr Steve Hayes (Vice Chair), Cllr Brian Saunders, Cllr Jane Hyde, Cllr Janice Bendell, Cllr John Talbot (left at 19:55), Cllr Mary Cooper, Cllr Nigel Venneear.

Also Present:

Cllr J Smith (ex-officio)

In attendance:

Emma Payne – Town Clerk
Susan Riley – Deputy Clerk
Charlie Allan – Open Spaces Officer

1. APOLOGIES FOR ABSENCE

No apologies received.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

Cllr Saunders declared an interest in item 6.1 as the Chair of the Mossman Committee, who manages the Mossman Centre. He took no part in the vote on this item.

Cllr Smith declared an interest in item 6.4 as a supplier and took no part in the vote on this item.

3. PUBLIC SECTION (MAX. 15 MINUTES)

No members of the public were present.

4. MINUTES OF THE PREVIOUS MEETING

Members received the minutes of the meeting held on 7 January 2026.

Decision: It was **RESOLVED** to adopt the minutes of the Building Management Committee meeting held on 7 January 2026 as a true record of the meeting.

5. CLERK'S REPORT AND ACTION TRACKER

The Deputy Clerk provided an update on the Legionella testing at the football club, stating that the second round of testing had returned negative results for Legionella, indicating that the issue had been resolved. The Deputy Clerk explained that the positive results from the first test had been addressed through additional flushing and cleaning of the affected outlets.



Decision: It was **RESOLVED** to note the Clerk's report.

6. REPORTS TO COMMITTEE

6.1. LEGIONELLA AND TOWN COUNCIL TENANTS

The Town Clerk reported on the proposed Legionella management agreement for council-owned buildings leased to tenants. The discussion covered the Town Clerk's responsibilities as the responsible person and the need for tenants to appoint a duty holder. The Clerk is undertaking training to qualify as a Responsible Person. The committee debated the necessity of specific training courses and considered that 14 days was too onerous for tenants to undertake training, and this was amended to 28 days, with proof of training being booked within this timescale.

Decision: It was **RESOLVED** to:

- a) **Approve the Legionella Management Agreement for use with tenants of Council-owned buildings**
- b) **Appoint the Town Clerk acts as the Responsible Person for legionella control**
- c) **Agree that tenants act as Duty Holders responsible for operational compliance.**
- d) **Agree that the tenants undertake the required level of training**
- e) **Authorise the Town Clerk to issue and implement the agreement.**

6.2. MEMORIAL HALL FIRE DOORS

The Deputy Clerk presented a report on the need to replace the fire doors at the Memorial Hall. The committee reviewed the report and discussed the importance of ensuring fire doors are compliant. A proposal to accept quote A for the fire doors was made and seconded.

Decision: It was **RESOLVED** to accept quote A, RES Fire to install fire doors at the Memorial Hall at a cost of £5,568.45 to be met from budget EMR Capital Projects, Memorial Hall

6.3. MEMORIAL HALL KITCHEN REFURBISHMENT AND HALL PAINTING

The committee discussed the Memorial Hall kitchen refurbishment and hall painting, focusing on selecting a preferred supplier. The Open Spaces Officer, who prepared the report, explained that the preferred supplier had been in contact more frequently and provided a more detailed quote. The committee agreed that the preferred supplier's thoroughness and familiarity with the project made them the best choice. There was also a discussion about installing a new hot water system in the kitchen and whether a similar system should be installed in the bar area. However, it was decided to avoid additional expenses at this time. The preferred supplier was chosen, and the committee agreed to proceed with the refurbishment.



Decision: It was **RESOLVED** to appoint contractor 3, Gilbert and Gregson to proceed with the painting of the hall and installing a new kitchen at the cost of £14,198.87 be met by Section 106 funding.

Task: Apply for Section 106 funding.

6.4. MEMORIAL HALL WI-FI

Members received a report with proposals to install Wi-Fi at the Memorial Hall. The Open Spaces Officer presented various quotes, and it was noted that the hardware pricing was consistent across providers. The aim was to replicate the Greenacre Centre's network setup to ensure seamless connectivity. The committee discussed the benefits of Wi-Fi, including improved event functionality and agreed that having Wi-Fi would enhance the hall's appeal and usage.

Decision: It was **RESOLVED** to appoint contractor 1, SMG business solutions and to proceed with the installation of Wi-Fi at the Memorial Hall, at the cost of £1,505.96 to be met by Section 106 funding.

Task: Apply for S106 funding.

19:55 *Cllr Talbot left the meeting.*

6.5. MEMORIAL HALL STAGE LIGHTING AND CURTAINS

Members received a report seeking a decision on stage lighting and curtains at the Memorial Hall. It was noted that the stage looked odd without curtains, but the existing curtains were not fire-retardant. The committee considered the cost of replacing the curtains and whether to remove the stage altogether in the future.

It was decided that while the stage would remain, the curtains would not be replaced immediately. Instead, the remaining stage lights would be removed, and any stage lighting equipment would be sold. The proposal to buy new front curtains was debated, but ultimately, the decision was made to remove all stage curtains and not replace them, as the cost was deemed unnecessary at this time.

Decision: It was **RESOLVED** to:

- a) Remove all stage curtains and not replace them currently.**
- b) Investigate the sale of the stage lighting.**

6.6. MEMORIAL HALL HIRING AGREEMENT

Members reviewed the updated Memorial Hall Hiring Agreement and Policy. There was a brief discussion about the practicality of certain clauses, such as the prohibition of bin use after 8:00 PM. The committee agreed to adopt the updated hiring agreement and policy, including the introduction of hiring handover forms. The updated agreement aims to streamline the hiring process and ensure clear guidelines for all users of the Memorial Hall.

Decision: It was **RESOLVED** to:



- a) **Approve the updated hiring agreement documentation for the Greenacre Centre and Memorial Hall.**
- b) **Recommend to Full Council to adopt the Hiring Policy.**
- c) **Approve the introduction of the Hiring Handover Forms for use by caretakers.**
- d) **Delegate authority to the Town Clerk to make minor administrative amendments to the documentation where required.**

Task: Update hirers form to remove reference to use of glass bins after 8pm.

6.7. MEMORIAL HALL STORAGE AGREEMENT

Members received the updated storage Terms and Conditions for the Memorial Hall. The new terms provide more flexibility for council staff and apply only to non-charitable or not-for-profit groups. The committee agreed to adopt the updated storage agreement, which aims to better manage the use of storage space at the Memorial Hall.

Decision: It was **RESOLVED** to adopt the updated storage agreement Terms and Conditions for the Memorial Hall.

6.8. GREENACRE CENTRE BENCH INSTALLATION

Members received a report with quotes to install the new benches at the Greenacre Centre. The committee discussed the proposed locations for the accessible and regular benches. It was noted that the accessible benches need to be placed near paths to allow wheelchair access. The committee debated the positioning of the benches, considering factors such as proximity to the café and play areas, as well as potential future car park extensions. The final locations of the benches would be adjusted as needed to best serve the community.

Decision: It was **RESOLVED** to appoint contractor 2, GVC Ltd to install the benches at the Greenacre Centre at the cost of £4,487.50 to be met by budget code PR projects EMR

6.9. GREENACRE CENTRE DISABLED ACCESS

Members received a proposal to improve disabled access at the Greenacre Centre. It was noted that the current access path is not compliant with disability standards due to the height of the kerb and the ramp's steepness. The proposed work aims to make the path compliant and more accessible. to proceed with the work to ensure that the Greenacre Centre meets the necessary accessibility standards.

Decision: It was **RESOLVED** to appoint contractor B, GVC Ltd to install the benches at the Greenacre Centre at the cost of £2,191.22 to be met by budget code Greenacre Park EMR.



6.10. ANPR INSTALLATION AT GREENACRE CENTRE

Members discussed a proposal to consider installing ANPR (Automatic Number Plate Recognition) at the Greenacre Centre to manage parking and preventing misuse of the car park. The committee considered the potential for generating revenue through parking enforcement but also acknowledged concerns about public perception and the impact on the community. It was decided not to proceed with the ANPR installation at this time, but to revisit the discussion in June 2027 to assess the need and feasibility of such a system in the future.

Decision: It was **RESOLVED** defer this discussion until June 2027.

Task: Add ANPR to work programme June 2027.

6.11. LIBRARY PROJECT

Members received an update on the library project from the Town Clerk. The report provided final information on the project. The committee noted the expenditure and approved the disbanding of the project team, as the project had reached a stage where ongoing management could be handled by the existing staff.

Decision: It was **RESOLVED** to:

- a) Note the works undertaken as part of the Library Relocation Project
- b) Note the final project costs
- c) Approve the disbandment of the Library Task and Finish Group

6.12. OUT OF HOURS KEYHOLDER CONTRACT

The committee discussed the need for an out-of-hours keyholder contract for the Greenacre Centre, Memorial Hall, and Simpson Centre. The discussion highlighted the importance of having a reliable keyholder to respond to alarm calls and other emergencies. The committee considered three contractors, with Contractor A being the most expensive but offering a fixed cost with no additional call-out fees. Given the frequency of call-outs, the committee decided to proceed with Contractor A to ensure a consistent and reliable service.

Decision: It was **RESOLVED** to appoint contractor A, Chubb, to proceed with the out-of-hours keyholder contract for The Barn, The Greenacre Centre and The Simpson Centre, at the cost of £595 per site.

6.13. MEN IN SHEDS

Members reviewed the proposal to support the Men in Sheds initiative, which aims to provide a community space for men to work on projects and socialise. The committee acknowledged the initiative's value and agreed in principle to support it. The discussion included considerations about the adjacent use of the changing rooms for personal needs and the potential impact on existing facilities.

Decision: It was **RESOLVED** to:



- a) Note the resolution of Community Engagement Committee
- b) Agree in principle to grant a time limited licence to For Men to Talk, to occupy Hitchin Road premises.
- c) Authorise the Clerk to draft terms for Full Council approval

6.14. Q3 BUDGET REVIEW

The income and expenditure report for the quarter was noted. No specific questions were raised by the members regarding the budget.

Decision: It was RESOLVED to note the report

7. DELEGATED DECISIONS

Members received the delegated decision report. There were no questions.

Decision: It was RESOLVED to note the report

8. WORK PROGRAMME

Members noted the 2026/27 work programme will be presented at the next meeting.

9. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

There were no items raised.

10. DATE OF NEXT MEETING

Extra meeting date: 15 April 2026

Next regular meeting: Wednesday 21 May 2026.

Meeting closed at 20:48

SIGNED BY CHAIR:

MINUTES APPROVED (date):



STOTFOLD TOWN COUNCIL

BUILDINGS HIRING POLICY

VERSION: 1.0

1. Purpose

This policy sets out the conditions under which parties may hire the Town Council owned buildings.

2. Scope

This policy applies to the hiring of all Council owned buildings, namely the Memorial Hall and Greenacre Centre.

3. Policy Statement

Stotfold Town Council is committed to ensuring that its buildings are accessible, safe and well managed community assets. The Council aims to encourage a wide range of activities that benefit the community of Stotfold while ensuring that the use of its facilities is lawful, safe, financially sustainable and respectful of neighbouring residents.

4. Key Objectives

4.1 The key objectives of this Policy are to:

- Ensure all hires are run effectively and comply with relevant legislation
 - Health and Safety at Work Act 1974
 - Occupiers' Liability Act 1957 and 1984
 - Licensing Act 2003
 - Equality Act 2010
 - Fire Safety Order 2005
 - GDPR / Data Protection Act 2018 (for booking information)
- Ensure the health and safety for hirers, their attendees and any third-party entertainment.
- Protect the reputation and promote a positive image of Stotfold Town Council.
- Ensure that hires can clearly demonstrate they are able to, as far as their hire requires, plan an event which is safety-focus and compliant with any regulations that may be applicable.
- Encourage and welcome the hire of our buildings.
- Ensure hirers receive the hall in good order and return it in the same state.



- Ensure that every effort is made to protect against damage to the buildings and its contents and that, should damage occur, this is mitigated at the soonest possible opportunity at the expense of the hirer or the insurance provider.
- To secure an income from the hirer of our buildings and ensure that the buildings are used safely by hirers.
- Minimise and mitigate disruption to neighbouring residents.

5. Roles and Responsibilities

5.1 Officers

- Administer bookings and maintain booking records
- Ensure hirers complete the correct documentation
- Ensure risk assessments and insurance documentation are obtained where required

5.2 Town Clerk

- Ensure compliance with legislation and Council policies
- Approve or refuse bookings where there are operational concerns

5.3 Buildings Management Committee

- Set hire charges and discounts
- Consider requests for free hires
- Review this policy regularly

6. Procedures

6.1 All Hires

All applications for use of a hireable building and/or room must be made to the Town Council, Greenacre Centre, Valerian Way, Stotfold, SG5 4HG during office opening hours. Bookings are made by completing a Hiring Agreement form and making a deposit of 25% or £5 whichever is the greater. Applications must be received within seven days of making the provisional booking. The outstanding sum is due no later than two weeks prior to the booking otherwise Stotfold Town Council reserve the right to cancel the booking without notice.

Any applications made outside of the above timescales are accepted at the discretion of the Town Council.

The Town Council reserves the right to refuse any application for hire without stating its reasons for doing so.

6.2 Damage Deposits

Memorial Hall



A damage deposit of £250.00 is taken to cover the insurance excess incurred as a result of any damage done to the property or the contents during the hire period. The damage deposit can be made by cheque, cash or card pre-authorisation. Deposits taken by card authorisation will be the taken the week of the hire, this is held for approximately 7 days.

Greenacre Centre

A damage deposit of £100.00 is taken to cover the insurance excess incurred as a result of any damage done to the property or the contents during the hire period. The damage deposit can be made by cheque, cash or card pre-authorisation. Deposits taken by card authorisation will be the taken the week of the hire, this is held for approximately 7 days.

Returning the Deposit

Following confirmation from our Caretakers that no damage has occurred, the deposit will be returned to the Hirer. In the event that the damage deposit has been taken by pre-authorisation, the deposit is automatically returned approximately 7-10 days from when it was taken, however this is subject to the respective banks' own timescales and procedures.

6.3 Cancellation

The Council reserves the right to cancel a booking where:

- the premises are required for Council purposes e.g. meeting or election
- safety concerns arise
- hirers fail to comply with the hiring agreement

6.4 Free Hires

Free hires will only be granted for non-commercial, educational, cultural or charitable purposes where no compulsory admission charge is made and where all profits from the event benefit the community of Stotfold.

Requests for free hires must be made in writing to the Buildings Management Committee at least 2 weeks prior to the Buildings Management Committee Meeting which sits immediately before the booking.

6.5 Political Hires

Political Hires will be made in accordance with the Town Council's Political Hire Procedure.

6.6 Regular Hires



Arrangements for a regular booking may be made at a reduction over the normal rates. Before a regular booking can be considered, an organisation must book the Hall for a minimum of four bookings throughout the year. Regular hirers of Town Council facilities are invoiced monthly in arrears with a 30-day credit period. After the fourth pre-paid regular hire, a 10% discount will be applied. By signing a hiring agreement, you will agree to settle outstanding invoices within the 30-day credit period by the relevant payment methods. Failure to do so will result in the Council's Credit Control & Bad Debt Policy being implemented.

6.7 Handover Forms

The lead hirer will need to undertake a handover of the premises with the caretaker at the start of the hire and complete a handover of the premises back to the caretaker at the end of the hire.

6.8 Third Party Entertainment

All external entertainment providers will be asked to supply copies of their Public Liability Insurance, with a **minimum** of £2,000,000 cover and a Risk Assessment.

6.9 Supervising Adults and Minimum Age of Hirers

The lead hirer must be at least 25 years of age.

Where the premises are hired for events primarily attended by persons aged under 21, the Council may require a specified number of responsible adults aged 25 or over to be present throughout the hire period to supervise the event.

6.10 Prohibited Use

The premises must not be used for:

- unlawful activities
- activities likely to cause nuisance to neighbours
- activities that may damage the reputation of the Council

7. Monitoring and Review

This policy will be reviewed regularly by the Building Management Committee.

8. Related Policies and Documents

8.1 Memorial Hall

[Memorial Hall Hiring Agreement Form](#)



[Memorial Hall Regular Hiring Agreement Form](#)

[Memorial Hall Hirers Handbook](#)

[Hiring Handover Form](#)

[Regular Hirer Handover Form](#)

8.2 Greenacre Centre

[Greenacre Centre Hiring Agreement Form](#)

[Greenacre Centre Regular Hiring Agreement Form](#)

[Greenacre Centre Hirers Handbook](#)

[Hiring Handover Form](#)

[Regular Hirer Handover Form](#)

8.3 Related Policies

[Political Hirer Procedure](#)

Version History:

Version No	Date Approved/Reviewed	Summary Of Changes	Review Date
1	Adopted March 2026	n/a	March 2028

List of Payments made between 01/01/2026 and 31/01/2026

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
02/01/2026	Driver & Vehicle Licensing Age	DD1	30.18	WV69ASU RD TAX/Driver & Vehicl
02/01/2026	SSE - STREET LIGHT +BROOK	DD18	1566.2	IV03872173/STREET LIGHT/SSE -
03/01/2026	SSE - STREET LIGHT +BROOK	DD17	1711.84	IV03878373/STREET LIGHT/SSE -
05/01/2026	NFU Mutual Insurance	DD2	485.74	759519/25-26/VEHICLE INSURANCE
09/01/2026	Home Counties Toilet Hire	BACS1	150	TOILET UNIT HIRE FOR XMAS
09/01/2026	REIMBUS-K H POSTAGE	REIMBUR K	10.25	REIMBUS-K H POSTAGE
09/01/2026	Ryalls Building Supplies Ltd	BACS1	50.45	101401/Ryalls Building Supplie
09/01/2026	Michael Gray	BACS2	150	FOOTBALL SESSIONS
09/01/2026	Mid Essex Environmental Ltd	BACS3	540	ASBESTOS SURVEY @BARN
09/01/2026	Ocean Creative Cooperation Ltd	BACS5	1147.2	RESIDENTS SURVEY ITEMS
09/01/2026	The Parkinson Partnership LLP	BACS6	600	VAT PARTIAL EXEMPTION CACULATI
09/01/2026	Sam Welbury Support	BACS7	180	YOUTH INVLVEMENT
09/01/2026	SN Socials - Mrs J King	BACS8	450	28/25.607/SN Socials - Mrs J K
09/01/2026	Wellers Law Group	BACS9	3600	FOOTBALL CLUB DEED VARIATION
09/01/2026	Wilstead Haulage Ltd	BACS10	360	025993/25.602/Wilstead Haulage
09/01/2026	Acorn Safety Services	BACS11	1648	LEGIONELLA WATER SAMPLING
09/01/2026	Auckland Manufacturing Ltd	BACS12	677.23	6 SIGNS
09/01/2026	C & D Farms	BACS15	900	RENT FOR SKIP & BARN
09/01/2026	Charles Wilson Engineers Ltd	BACS16	712.08	STEEL STORE
09/01/2026	Cloudyit Group	BACS20	171	TEAMS PHONE MONTHLY BILL
09/01/2026	Dantek Environmental Services	BACS22	763.2	WATER LEGIONELLA SERVICES
09/01/2026	Eurosafe Compliance Ltd	BACS25	374.4	FLAG POLE INSPECTIONS
09/01/2026	Hertfordshire County Council	BACS26	89.02	COPIER PAPER +
09/01/2026	Acorn Safety Services	BACS1	0.8	LEGIONELLA WATER SAMPLING
09/01/2026	CPM PLAYGROUNDS LTD	BACS1	810	P/Ledger Electronic Payment

09/01/2026	Ryalls Building Supplies Ltd	BACS	-2.35	CN2953/CREDIT NOTE RETURN/Ryal
09/01/2026	Central Beds Council	DD1	524	33037809/25-26/PT SIMPSON CENT
09/01/2026	Central Beds Council	DD2	314	CEMETERY RATE 2025/26
09/01/2026	SMG Business Solutions Ltd	DD13	1725.19	SMG92886/IT SERVICE FEE/SMG Bu
12/01/2026	EE Limited	DD8	351.1	V02425879237/EE Limited
12/01/2026	YORKSHIRE GAS AND POWER	DD2	2113.84	1205917/GAC ELECTRICITY/YORKSH
14/01/2026	ALLSTAR Business Solutions Ltd	DD23	9.58	ALLSTAR FUEL CARD
15/01/2026	BANK BULK PAY FEE	BULK PAY F	4.2	BANK BULK PAY FEE
16/01/2026	Sage UK	DD1	88.8	INV2195570/Sage UK
17/01/2026	Utilita Energy Ltd - REC Brook	DD10	124.94	2025-12/1/HITCHIN RD/Utilita E
17/01/2026	Utilita - The Simpson centre	DD11	610.77	2025-12/1/Utilita - The Simpso
19/01/2026	Central Beds Council	DD3	449	MEMORIAL HAL RATE 25/26
19/01/2026	Central Beds Council	DD5	106	CAR PARK RATE 25/26
19/01/2026	British Gas Lite	DD7	56.13	ELECTRICIA RD FOOTBALL GOAL/Br
19/01/2026	Crown Gas & Power Ltcd- Memori	DD8	435.96	3802508/MEMO HALL GAS/Crown Ga
19/01/2026	Crown Gas & Power Ltd - GAC Ga	DD9	1167.46	3802509/GAC GAS/Crown Gas & Po
20/01/2026	JAN 26 STAFF SALARY	JAN 26 STA	23035.64	JAN 26 STAFF SALARY
20/01/2026	Bedfordshire Pension Fund JAN	JAN LGPS P	3389.94	Bedfordshire Pension Fund JAN
20/01/2026	Barclay credit Dec 25	BARCLAY D	1269.17	Barclay credit Dec 25
20/01/2026	NEST JAN 26 PENSION	NEST JAN P	1290.92	NEST JAN 26 PENSION CONTRUBTIO
20/01/2026	Public Works Loan Board	DD1	7017.69	LOAN REPAYMENT/Public Works Lo
20/01/2026	Worldpay Ltd	DD1	107.37	406945521/Worldpay Ltd
20/01/2026	Utilita - The barn New Manor F	DD1	25.19	2025-12/1/THE BARN/Utilita - T
20/01/2026	Utilita Energy Ltd - A Rd	DD2	334.64	2025-12/1/ARLESEY RD/Utilita E
20/01/2026	Utilita Energy Ltd - Memorial	DD3	138.96	2025-12/1/MEMO HALL/Utilita En
20/01/2026	Utilita Energy Ltd - MUGA	DD4	46.11	2025-12/1/MUGA/Utilita Energy
21/01/2026	SSE - STREET LIGHT +BROOK	DD15	1882.22	IV03928663/STREETLIGHT/SSE - S
21/01/2026	ALLSTAR Business Solutions Ltd	DD21	74.87	E2021475952/ALLSTAR/ALLSTAR Bu
23/01/2026	Anglian Water Business - Arles	BACS1	3676.2	NEW CONNECTION A RD + COST TRA

23/01/2026	Wellers Law Group	BACS2	1200 LICENCE TO ALTER A R/26.025/We
28/01/2026	ALLSTAR Business Solutions Ltd	DD20	82.66 E2021511642/ALLSTAR Business S
28/01/2026	Integrated Business Telecom Lt	DD1	65.52 4861390/Integrated Business Te
29/01/2026	HMRC JAN PAYE NI PAYMENT	JAN HMRC	7963.19 HMRC JAN PAYE/ NI PAYMENT
30/01/2026	PAPER FOR POST BOX	REINBU-S V	75.38 PAPER FOR POST BOX @CEMETER
30/01/2026	Bradders Ltd	BACS1	2580 Addition service plant room
30/01/2026	Charles Wilson Engineers Ltd	BACS2	186 PUMP OUT WASTE TANK TO BARN
30/01/2026	Complete Building Services (He	CBS23154	420 INSTALL RAILLING FOR ARTWORK
30/01/2026	Copycare	45619	253.24 COPY MACHINE MAIN CHARGE
30/01/2026	Countrywide Ground Maintenance	BACS5	7059.49 668693/Countrywide Ground Main
30/01/2026	Flame UK Business Services Gro	BACS6	426.67 CEMETERY BIN EMPTY
30/01/2026	Griggs Electricial Ltd	BACS7	194.86 ELECTRICAL WORK AT GAC
30/01/2026	Hertfordshire County Council	BACS8	290 BATTERIES AND REFUSE BAG
30/01/2026	Hertfordshire County Council	BACS10-1	0.1 HEAVY DUTY SACK FOR BINS
30/01/2026	Home Counties Toilet Hire	BACS10	225 HIRE DISABLE TOILET AT CEMETER
30/01/2026	Line-Mark.com	BACS11	597 LINE MARKING DISABLE BAYGAC
30/01/2026	Imperative Training Ltd - Defi	BACS12	360 CARDIAC DEFIB BATTERY
30/01/2026	Lucretia Holland Support	BACS13	120 RIVERSIDE FOOTBALL
30/01/2026	Clarid Service Ltd t/a Minster	BACS15	3595.71 2012/MEMORIAL HALL/Clarid Serv
30/01/2026	Wilstead Haulage Ltd	BACS3	360 SKIP ORDED 7/1/26
30/01/2026	Window Cleaner	BACS5	170 GAC WINDOW CLEANING
30/01/2026	Radio Links Communications Ltd	BACS6	189.6 Christams Light
30/01/2026	Stotfold News Magazine	BACS7	240 RESIDENT SURVEY STOTFOLD NEW
30/01/2026	Reimbursement	BACS8	120 REIMBURSEMENT/EXAM FEE/
30/01/2026	Reactive Doors Ltd	BACS9	342 RD19357/25.573/Reactive Doors
31/01/2026	BANK SERVICE CHARGE	BANK CHAI	24.75 BANK SERVICE CHARGE
	Total		94686.3

List of Payments made between 01/02/2026 and 28/02/2026

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/02/2026	Integrated Business Telecom Lt	DD1	65.52	4862215/Integrated Business Te
02/02/2026	Central Beds Council	DD1	1331	GAC RATE 25/26
02/02/2026	Driver & Vehicle Licensing Age	DD2	30.18	WV69ASU RD TAX/Driver & Vehicl
02/02/2026	NFU Mutual Insurance	DD3	485.74	759519/25-26/VEHICLE INSURANCE
02/02/2026	Pitney Bowes	DD1	86.59	FRANKING MACHINE QUARTERLY CHA
02/02/2026	SMG Business Solutions Ltd	DD1	108	UPGRADE WINDOW 10 TO 11
09/02/2026	SMG Business Solutions Ltd	DD2	1725.19	SMG92973/26.108/SMG Business S
11/02/2026	ALLSTAR Business Solutions Ltd	DD	57.96	E2021578929/ALLSTAR Business S
11/02/2026	YORKSHIRE GAS AND POWER	DD5	2239.33	1234627/GAC/YORKSHIRE GAS AND
12/02/2026	REFUND DAMAGE DEPOSIT	REFUND D/	250	REFUND DAMAGE DEPOSIT
12/02/2026	CPM PLAYGROUNDS LTD	REFUND	-810	P/Ledger Electronic Payment
12/02/2026	EE Limited	DD	352.68	V02436812806/EE Limited
16/02/2026	TRANSFER ALLOTMENT FEE TO	ALLOTMEN	3120	TRANSFER ALLOTMENT FEE TO CHAR
16/02/2026	REIMBURS - CLLR N V MILEAGE	REIMBUSE-	18	REIMBURS - CLLR MILEAGE
16/02/2026	REIMBURSEMENT	REIMBU ST/	30	REIMBUSE
16/02/2026	REIMBURSEMENT	REIMBU Z P	15	REIMBUSE
16/02/2026	SparkX Ltd	BACS1	265.2	REPAIR FAULT STREET LIGHT
16/02/2026	SN Socials	BACS2	780	JAN SOCIAL MEDIA
16/02/2026	Shefford Landscaping & Groundw	BACS3	12917.04	DRAINAGE AT RIVERSIDE CAR PARK
16/02/2026	Sam Welbury Support	BACS5	180	BASKETBALL DETACHED WORK JAN 2
16/02/2026	The Performing Rights Society	BACS6	2450.08	SIN3265456/26.048/The Performi
16/02/2026	RES Systems Limited	BACS7	9780.06	New fire Alarm system for the
16/02/2026	Ocean Creative Cooperation Ltd	BACS9	492	infographic - price increase+
16/02/2026	Mid Essex Environmental Ltd	BACS10	1200	ASBESTOS REMOVAL DRILLING
16/02/2026	Michael Gray	BACS11	150	1225-JAN26/Michael Gray

16/02/2026	Jane Evans Photography	BACS12	175	rememberance day
16/02/2026	Home Counties Toilet Hire	BACS15	180	83595/25.483/Home Counties Toi
16/02/2026	Hertfordshire County Council	BACS16	135.1	cleaning material
16/02/2026	Halo Security Solutions Ltd	BACS17	168	GAC ANNUAL INTRUDER ALARM MONI
16/02/2026	Griggs Electricial Ltd	BACS18	158.9	REPAIR LIGT SWITCH IN GAC
16/02/2026	MJH Plumbing & Drainage Ltd	BACS19	420	UNBLOCK TOILET AT GAC
16/02/2026	Flame UK Business Services Gro	BACS21	381.83	GAC BIN COLLECTION
16/02/2026	Dantek Environmental Services	BACS22	1477.2	THE BARN LEGIONELLA ASSESSMENT
16/02/2026	Cloudyit Group	BACS23	171	INVD10605/25.056/Cloudyit Grou
16/02/2026	Charles Wilson Engineers Ltd	BACS1	681.12	CANTEEN/DRY ROOM HIRE
16/02/2026	C & D Farms	BACS1	1404	RENT FOR SKIP AND BARN
16/02/2026	Bradders Ltd	BACS2	300	BOILER SERVICES
16/02/2026	Crown Gas & Power Ltcd- Memori	DD1	698.14	3836480/MEMO HALL GAS/Crown Ga
16/02/2026	Crown Gas & Power Ltd - GAC Ga	DD2	1196.25	3836433/GAC GAS/Crown Gas & Po
16/02/2026	Sage UK	DD15	88.8	INV22103923/Sage UK
16/02/2026	AA Sherriff & Son	BACS	3430.81	HITCHIN RD VERTI-DRAINING
17/02/2026	Utilita Energy Ltd - MUGA	DD7	84.56	2026-01/1/MUGA/Utilita Energy
17/02/2026	FEB BULK PYM FEE	FEB BULK P	3.5	FEB BULK PYM FEE
18/02/2026	ALLSTAR Business Solutions Ltd	DD2	4.8	E2021612867/ALLSTAR Business S
18/02/2026	Utilita Energy Ltd - A Rd	DD8	373.72	2026-01/1/A RD/Utilita Energy
18/02/2026	Utilita Energy Ltd - REC Brook	DD9	124.94	2026-01/1/REC HITCHIN RD/Utili
18/02/2026	Utilita - The Simpson centre	DD10	663.66	2026-01/1/SIMPSON CENTREE/Util
18/02/2026	Utilita Energy Ltd - Memorial	DD11	198.62	2026-01/1/MEMO HALL/Utilita En
18/02/2026	Utilita - The barn New Manor F	DD1	30.12	2026-01/1/THE BARN ELECTRICITY
19/02/2026	FEB 26 STAFF SALARY	FEB STAFF	23118.95	FEB 26 STAFF SALARY
19/02/2026	NEST FEB PENSION	NEST FEB P	1290.92	NEST FEB PENSION
19/02/2026	LGPS FEB PENSION PAYMENT	LGPS FEB P	3389.94	LGPS FEB PENSION PAYMENT
19/02/2026	British Gas Lite	DD3	59.74	FOOTBALL GOALPOST
19/02/2026	Worldpay Ltd	DD12	58.65	413737789/Worldpay Ltd

19/02/2026	Line-Mark.com	BACS1	293.16	UPPERSTONE CL/Line-Mark.com
20/02/2026	BARCLAY CREDIT CARD	FEB BARCL	1325.53	BARCLAY CREDIT CARD
21/02/2026	SSE - STREET LIGHT +BROOK	DD6	1823.44	IV04063926/STREET LIGHT/SSE -
23/02/2026	Anglian Water- GAC/0423244701	DD17	446.66	16171178/GAC/Anglian Water- GA
23/02/2026	Anglian Water Business - Arles	DD18	60.32	16167734/A RD WATER/Anglian Wa
26/02/2026	HMRC PAYE NI FEB PAYMENT	HMRC FEB	8212.3	HMRC PAYE NI FEB PAYMENT
28/02/2026	BANK SERVICE CHARGE	FEB BANK S	21	BANK SERVICE CHARGE
	Total		89970.25	

Cash Received between 01/01/2026 and 31/01/2026

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
05/01/2026	CCLA INVESTMENT	CCLA	CCLA INVESTMENT	6911.18
12/01/2026	17/01 MEMO HALL BOOKING	HALL BOOKI	17/01 MEMO HALL BOOKING	55.5
12/01/2026	17/01 MEMO HALL BOOKING	HALL BOOKI	17/01 MEMO HALL BOOKING	0.5
12/01/2026	17/01 MEMO HALL BOOKING	17/01 MEMO	17/01 MEMO HALL BOOKING	-0.5
23/01/2026	21/02 HALL BOOKING K G	HALL BOOKI	21/02 HALL BOOKING K G	74
20/01/2026	22/01 HALL BOOKING H N	HALL BOOKI	22/01 HALL BOOKING H N	44.2
21/01/2026	22/01 HALL BOOKING H N	HALL BOOKI	22/01 HALL BOOKING H N	0.2
26/01/2026	22/01/ GAC BOOKING FEE	WP/16454	22/01/ GAC BOOKING FEE	77.7
15/01/2026	28/02 MEMO HALL BOOKING C	HALL BOOKI	28/02 MEMO HALL BOOKING	23.5
15/01/2026	7/2 MEMO HALL BOOKING B S	HALL BOOKI	7/2 MEMO HALL BOOKING B :	56
30/01/2026	BURIAL PLOT - EVANS	WP/16457	BURIAL PLOT - EVANS	760
19/01/2026	BURIAL PLOT TRANSFER FEE	BURIAL PLO	BURIAL PLOT TRANSFER FEE	110
06/01/2026	CALENDAR SALE	WP/16444	CALENDAR SALE	6
09/01/2026	CALENDAR SALE	WP/16447	CALENDAR SALE	6
15/01/2026	CALENDAR SALE	WP/16450	CALENDAR SALE	6
09/01/2026	PLOT TRANSFER	WP/16448	HELEN ODDS PLOT TRANSFE	110
20/01/2026	INTERMENT + BURIAL FEE F D	BURIAL + I	INTERMENT + BURIAL FEE F D	920
31/01/2026	MEMORIAL HALL CHLOE CARTI	HALL BOOKI	MEMORIAL HALL CHLOE	18.5
12/01/2026	PHOTOCOPY	284/16449	PHOTOCOPY	1
26/01/2026	PHOTOCOPY	WP/16455	PHOTOCOPY	2.5
13/01/2026	PHOTOCOPY FEE	WP16451	PHOTOCOPY FEE	3.5
05/01/2026	Sales Recpts Page 3437		Sales Recpts Page 3437	199.8
06/01/2026	Sales Recpts Page 3438		Sales Recpts Page 3438	188.46
06/01/2026	Sales Recpts Page 3439		Sales Recpts Page 3439	126.26
07/01/2026	Sales Recpts Page 3440		Sales Recpts Page 3440	66.6
09/01/2026	Sales Recpts Page 3441		Sales Recpts Page 3441	45
13/01/2026	Sales Recpts Page 3442		Sales Recpts Page 3442	16.65
19/01/2026	Sales Recpts Page 3443		Sales Recpts Page 3443	180
30/01/2026	Sales Recpts Page 3444		Sales Recpts Page 3444	119.88
14/01/2026	Sales Recpts Page 3445		Sales Recpts Page 3445	810
07/01/2026	Sales Recpts Page 3446		Sales Recpts Page 3446	166.66
07/01/2026	Sales Recpts Page 3447		Sales Recpts Page 3447	161.15
29/01/2026	SQUIRRELL HITCHIN RD BOOK	WP/16456	SQUIRRELL HITCHIN RD BOO	50
15/01/2026	STOTFOLF GOLD	284/16452	STOTFOLF GOLD	30
			Total	11346.24

Cash Received between 01/02/2026 and 28/02/2026

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
03/02/2026	CCLA INVESTMENT	CCLA	CCLA INVESTMENT	6742.48
06/02/2026	FOOTBALL PITCH FOUND	FOOTBALL	FOOTBALL PITCH FUND	7860
11/02/2026	14/03 EMMA HALL BOOKIN	WP16483	14/03 EMMA HALL BOOKING FEE	55.5
16/02/2026	28/02 MEMO HALL HIRE C	BACS	28/02 MEMO HALL HIRE C MOSS	69
10/02/2026	29/08 Memo Hall Hiring Fe	Hall hring	29/08 Memo Hall Hiring Fee S B	25
23/02/2026	4/7 Memo Hall Hire	4/7 bookin	4/7 Memo Hall Hire	18.5
04/02/2026	DAMAGE DEPOSIT-	WP16462	DAMAGE DEPOSIT-	250
05/02/2026	HMRC VAT RETURN	HMRC VAT	HMRC VAT RETURN	34458.77
06/02/2026	INTERMENT -	WP16464	INTERMENT -	810
17/02/2026	INTERMENT ASHES -	WP16470	INTERMENT ASHES -	380
27/02/2026	Mighty Minis 2/3 Hall Booki	Mighty Min	Mighty Minis 2/3 Hall Booking	18.5
03/02/2026	PHOTOCOPY	WP16459	PHOTOCOPY	16.5
11/02/2026	PHOTOCOPY	WP16466	PHOTOCOPY	0.05
11/02/2026	PHOTOCOPY	WP16467	PHOTOCOPY	2
11/02/2026	PHOTOCOPY	WP16468	PHOTOCOPY	1
02/02/2026	Sales Recpts Page 3448		Sales Recpts Page 3448	60.93
02/02/2026	Sales Recpts Page 3449		Sales Recpts Page 3449	395.45
02/02/2026	Sales Recpts Page 3450		Sales Recpts Page 3450	133.2
02/02/2026	Sales Recpts Page 3451		Sales Recpts Page 3451	149.85
04/02/2026	Sales Recpts Page 3452		Sales Recpts Page 3452	249.72
06/02/2026	Sales Recpts Page 3453		Sales Recpts Page 3453	99.9
06/02/2026	Sales Recpts Page 3454		Sales Recpts Page 3454	126.26
09/02/2026	Sales Recpts Page 3455		Sales Recpts Page 3455	166.66
11/02/2026	Sales Recpts Page 3456		Sales Recpts Page 3456	166.52
16/02/2026	Sales Recpts Page 3457		Sales Recpts Page 3457	293.16
19/02/2026	Sales Recpts Page 3458		Sales Recpts Page 3458	83.24
06/02/2026	Sales Recpts Page 3460		Sales Recpts Page 3460	62.44
09/02/2026	Sales Recpts Page 3461		Sales Recpts Page 3461	160
06/02/2026	Sales Recpts Page 3462		Sales Recpts Page 3462	435
06/02/2026	Sales Recpts Page 3463		Sales Recpts Page 3463	90
03/02/2026	SCANNED&PHOTO COPY	WP16461	SCANNED&PHOTO COPY	9
17/02/2026	SQUIRRELS BOOKING	WP16469	SQUIRRELS BOOKING	55
			Total	53443.63

Detailed Income & Expenditure by Budget Heading 01/03/2026

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Public Realm								
21 MUGA								
203 Electricity	1,892	664	1,500	836		836	44.3%	
206 Maintenance and Repairs	1,059	208	7,000	6,792		6,792	3.0%	
MUGA :- Indirect Expenditure	2,950	872	8,500	7,628	0	7,628	10.3%	0
Net Expenditure	(2,950)	(872)	(8,500)	(7,628)				
22 Street Light								
203 Electricity	9,031	11,623	10,000	(1,623)		(1,623)	116.2%	
206 Maintenance and Repairs	9,649	33,434	40,000	6,566		6,566	83.6%	
Street Light :- Indirect Expenditure	18,680	45,057	50,000	4,943	0	4,943	90.1%	0
Net Expenditure	(18,680)	(45,057)	(50,000)	(4,943)				
9000 plus Transfer from EMR	(10,351)	0	0	0				
Movement to/(from) Gen Reserve	(29,031)	(45,057)	(50,000)	(4,943)				
23 Allotments								
2002 Income - CR Service Charge	855	1,052	650	(402)			161.9%	
2003 Income - Allotments Norton Rd	2,445	2,520	2,400	(120)			105.0%	
Allotments :- Income	3,299	3,572	3,050	(522)			117.1%	0
202 Water Rates	488	1,044	1,000	(44)		(44)	104.4%	
206 Maintenance and Repairs	481	600	2,000	1,400		1,400	30.0%	
226 Pest Control - Allotments	520	0	1,000	1,000		1,000	0.0%	
236 RBS Support Allotment	359	381	600	219		219	63.5%	
Allotments :- Indirect Expenditure	1,848	2,025	4,600	2,575	0	2,575	44.0%	0
Net Income over Expenditure	1,451	1,547	(1,550)	(3,097)				
25 Hitchin Road Rec								
202 Water Rates	146	92	300	208		208	30.7%	
203 Electricity	2,085	1,973	1,000	(973)		(973)	197.3%	
231 Bowls Club Grant	1,251	0	3,650	3,650		3,650	0.0%	
239 Hitchin Road Building	0	903	7,500	6,597		6,597	12.0%	
Hitchin Road Rec :- Indirect Expenditure	3,482	2,969	12,450	9,481	0	9,481	23.8%	0
Net Expenditure	(3,482)	(2,969)	(12,450)	(9,481)				

Detailed Income & Expenditure by Budget Heading 01/03/2026

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>26 Brook Street Car Park/Toilets</u>								
201 Rates	1,060	1,060	1,200	140		140	88.4%	
202 Water Rates	186	238	500	262		262	47.5%	
203 Electricity	350	85	600	515		515	14.1%	
206 Maintenance and Repairs	1,964	1,135	2,000	865		865	56.8%	
Brook Street Car Park/Toilets :- Indirect Expenditure	3,560	2,518	4,300	1,782	0	1,782	58.6%	0
Net Expenditure	(3,560)	(2,518)	(4,300)	(1,782)				
<u>27 Open Spaces</u>								
2005 Income - Open Space Other	8,924	9,860	8,000	(1,860)			123.3%	
2007 Income - UKSPF Grant	0	4,076	0	(4,076)			0.0%	
2012 Income - Football Pitch Grant	11,784	7,860	7,860	0			100.0%	
Open Spaces :- Income	20,708	21,796	15,860	(5,936)			137.4%	0
205 Legal Fees / Inspections	600	1,439	3,500	2,061		2,061	41.1%	
206 Maintenance and Repairs	31,399	18,794	30,000	11,206		11,206	62.6%	6,933
207 Grass Cutting Contract	0	23,532	7,844	(15,688)		(15,688)	300.0%	23,532
209 Lease Costs	0	0	5,000	5,000		5,000	0.0%	
211 River Ivel Drainage	10	10	20	10		10	52.5%	
212 Skip Hire	7,650	5,890	7,500	1,610		1,610	78.5%	
213 Subscriptions/Licences	36	0	200	200		200	0.0%	
216 Skate Park	0	8,843	0	(8,843)		(8,843)	0.0%	
223 Teasel /Centenery Wood	0	298	1,500	1,202		1,202	19.9%	
225 Water Meter - The Green	69	88	70	(18)		(18)	125.4%	
237 Floral Planting	2,590	392	3,000	2,608		2,608	13.1%	
238 Pitchpower Expense	36,281	35,352	0	(35,352)		(35,352)	0.0%	
240 PPE	0	67	2,000	1,933		1,933	3.3%	
241 Ranger Welfare	0	11,960	18,000	6,040		6,040	66.4%	2,239
242 Play Area Maintenance	0	6,161	15,000	8,839		8,839	41.1%	
409 Tree Surgery	0	8,080	15,000	6,920		6,920	53.9%	
Open Spaces :- Indirect Expenditure	78,634	120,906	108,634	(12,272)	0	(12,272)	111.3%	32,703
Net Income over Expenditure	(57,926)	(99,110)	(92,774)	6,336				
9000 plus Transfer from EMR	0	32,703	0	(32,703)				
Movement to/(from) Gen Reserve	(57,926)	(66,407)	(92,774)	(26,367)				
<u>32 Verges</u>								
2006 Income - Agency Grants	4,371	4,371	4,100	(271)			106.6%	
Verges :- Income	4,371	4,371	4,100	(271)			106.6%	0

Detailed Income & Expenditure by Budget Heading 01/03/2026

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
207 Grass Cutting Contract	0	0	5,000	5,000		5,000	0.0%	
Verges :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>4,371</u>	<u>4,371</u>	<u>(900)</u>	<u>(5,271)</u>				
33 Arlesey Rd Playing Field								
232 Utilities	4,715	2,898	3,500	602		602	82.8%	
235 Pitch Maintenance	0	0	8,000	8,000		8,000	0.0%	
Arlesey Rd Playing Field :- Indirect Expenditure	<u>4,715</u>	<u>2,898</u>	<u>11,500</u>	<u>8,602</u>	<u>0</u>	<u>8,602</u>	<u>25.2%</u>	<u>0</u>
Net Expenditure	<u>(4,715)</u>	<u>(2,898)</u>	<u>(11,500)</u>	<u>(8,602)</u>				
34 Green Wheel								
233 Green Wheel Expenditure	1,500	1,500	1,500	0		0	100.0%	
Green Wheel :- Indirect Expenditure	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>(1,500)</u>	<u>(1,500)</u>	<u>(1,500)</u>	<u>0</u>				
36 MUGA Arlesey Road								
203 Electricity	0	446	3,000	2,554		2,554	14.9%	
206 Maintenance and Repairs	0	1,285	5,000	3,715		3,715	25.7%	
MUGA Arlesey Road :- Indirect Expenditure	<u>0</u>	<u>1,731</u>	<u>8,000</u>	<u>6,269</u>	<u>0</u>	<u>6,269</u>	<u>21.6%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(1,731)</u>	<u>(8,000)</u>	<u>(6,269)</u>				
Public Realm :- Income	28,378	29,739	23,010	(6,729)			129.2%	
Expenditure	115,369	180,476	214,484	34,008	0	34,008	84.1%	
Net Income over Expenditure	<u>(86,991)</u>	<u>(150,737)</u>	<u>(191,474)</u>	<u>(40,737)</u>				
plus Transfer from EMR	(10,351)	32,703	0	(32,703)				
Movement to/(from) Gen Reserve	<u>(97,342)</u>	<u>(118,034)</u>	<u>(191,474)</u>	<u>(73,440)</u>				

Cemetery

41 Cemetery								
4001 Income - Burials	19,090	19,380	12,000	(7,380)			161.5%	
4002 Income - Memorials & Plaques	9,431	4,357	5,000	643			87.1%	
4003 Income - Chapel lease	2,000	2,000	2,250	250			88.9%	
4005 Income - Plot Purchase	11,274	20,995	7,500	(13,495)			279.9%	
Cemetery :- Income	<u>41,795</u>	<u>46,732</u>	<u>26,750</u>	<u>(19,982)</u>			<u>174.7%</u>	<u>0</u>
401 Rates	3,144	3,144	5,600	2,456		2,456	56.1%	

Detailed Income & Expenditure by Budget Heading 01/03/2026

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Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
402 Water Rates	98	157	300	143		143	52.3%	
404 Maintenance/Repairs & Ex Cuts	7,082	5,036	5,000	(36)		(36)	100.7%	
405 Grounds Maintenance Contract	0	0	5,000	5,000		5,000	0.0%	
408 Pest Control	489	0	1,000	1,000		1,000	0.0%	
409 Tree Surgery	2,883	0	0	0		0	0.0%	
411 RBS Annual Support Cem Package	580	617	600	(17)		(17)	102.8%	
Cemetery :- Indirect Expenditure	14,276	8,954	17,500	8,546	0	8,546	51.2%	0
Net Income over Expenditure	27,519	37,778	9,250	(28,528)				
9000 plus Transfer from EMR	(7,117)	0	0	0				
Movement to/(from) Gen Reserve	20,402	37,778	9,250	(28,528)				
Cemetery :- Income	41,795	46,732	26,750	(19,982)			174.7%	
Expenditure	14,276	8,954	17,500	8,546	0	8,546	51.2%	
Net Income over Expenditure	27,519	37,778	9,250	(28,528)				
plus Transfer from EMR	(7,117)	0	0	0				
Movement to/(from) Gen Reserve	20,402	37,778	9,250	(28,528)				
Buildings Management								
<u>51 Simpson Centre</u>								
5003 Income - The Simpson Centre	3,845	0	0	0			0.0%	
5004 Income - Library Utilities	2,210	0	0	0			0.0%	
5005 Income - Library Lease	1,940	0	0	0			0.0%	
Simpson Centre :- Income	7,995	0	0	0				0
505 Rates - Simpson	9,798	8,999	7,875	(1,124)		(1,124)	114.3%	
507 Water Charges - Simpson	906	404	200	(204)		(204)	201.8%	
510 Electricity - Simpson	5,269	3,609	1,000	(2,609)		(2,609)	360.9%	
Simpson Centre :- Indirect Expenditure	15,973	13,011	9,075	(3,936)	0	(3,936)	143.4%	0
Net Income over Expenditure	(7,978)	(13,011)	(9,075)	3,936				
<u>52 Memorial Hall</u>								
5001 Income - Mem Hall	29,167	25,872	25,000	(872)			103.5%	
Memorial Hall :- Income	29,167	25,872	25,000	(872)			103.5%	0
504 Rate	4,491	4,491	5,300	809		809	84.7%	
506 Water Charges	518	566	1,500	934		934	37.7%	
508 Gas	3,394	2,538	3,500	962		962	72.5%	

Detailed Income & Expenditure by Budget Heading 01/03/2026

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
509 Electricity	1,964	1,735	2,300	565		565	75.4%	
511 Cleaning Contract & Compliance	0	12,842	10,000	(2,842)		(2,842)	128.4%	
512 Maintenance	0	117	0	(117)		(117)	0.0%	
Memorial Hall :- Indirect Expenditure	10,367	22,287	22,600	313	0	313	98.6%	0
Net Income over Expenditure	18,800	3,585	2,400	(1,185)				
53 Building - General								
512 Maintenance	18,349	79,036	14,000	(65,036)		(65,036)	564.5%	20,223
518 Bin Hire	2,929	2,979	3,500	521		521	85.1%	
538 Service Contracts & Compliance	19,530	7,510	6,500	(1,010)		(1,010)	115.5%	
Building - General :- Indirect Expenditure	40,808	89,525	24,000	(65,525)	0	(65,525)	373.0%	20,223
Net Expenditure	(40,808)	(89,525)	(24,000)	65,525				
9000 plus Transfer from EMR	0	20,223	0	(20,223)				
Movement to/(from) Gen Reserve	(40,808)	(69,302)	(24,000)	45,302				
55 Greenacre Centre								
5008 Income -GAC	1,113	2,479	1,500	(979)			165.3%	
5009 Income - Solar Panels FIT	0	1,009	400	(609)			252.3%	
5010 Income - Library Lease	0	13,500	18,000	4,500			75.0%	
5011 Income - Cafe Lease	0	1,000	562	(438)			177.9%	
5012 Income - Service Charge	0	12,967	4,000	(8,967)			324.2%	
Greenacre Centre :- Income	1,113	30,955	24,462	(6,493)			126.5%	0
504 Rate	15,968	15,968	17,000	1,032		1,032	93.9%	
506 Water Charges	530	978	3,000	2,022		2,022	32.6%	
508 Gas	8,574	7,290	9,000	1,710		1,710	81.0%	
509 Electricity	16,689	16,234	20,000	3,766		3,766	81.2%	
537 Cleaning Contract	15,685	19,024	16,000	(3,024)		(3,024)	118.9%	
Greenacre Centre :- Indirect Expenditure	57,445	59,494	65,000	5,506	0	5,506	91.5%	0
Net Income over Expenditure	(56,332)	(28,539)	(40,538)	(11,999)				
9001 less Transfer to EMR	(218)	0	0	0				
Movement to/(from) Gen Reserve	(56,114)	(28,539)	(40,538)	(11,999)				
Buildings Management :- Income	38,275	56,827	49,462	(7,365)			114.9%	
Expenditure	124,593	184,318	120,675	(63,643)	0	(63,643)	152.7%	
Net Income over Expenditure	(86,318)	(127,491)	(71,213)	56,278				
plus Transfer from EMR	0	20,223	0	(20,223)				
less Transfer to EMR	(218)	0	0	0				
Movement to/(from) Gen Reserve	(86,100)	(107,267)	(71,213)	36,054				

Detailed Income & Expenditure by Budget Heading 01/03/2026

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Governance & Resources</u>								
61 <u>Governance & Resources</u>								
6001 Income - Photocopier	0	37	0	(37)			0.0%	
6002 Income - Leases	0	20	0	(20)			0.0%	
6003 Income - Miscellaneous	5,180	3,263	50	(3,213)			6525.7%	740
6004 Income - Interest Received	73,943	65,975	70,000	4,025			94.3%	
6008 Income - Mayor Event	52	37	300	263			12.3%	
6009 Stotfest	6,118	0	0	0			0.0%	
6010 Income - Insurance Recharge	0	2,140	1,500	(640)			142.6%	
Governance & Resources :- Income	85,293	71,472	71,850	378			99.5%	740
601 Staff Salaries	349,695	347,416	386,000	38,584		38,584	90.0%	
602 Employers NI	29,692	37,106	46,000	8,894		8,894	80.7%	
603 Ers Pension Contrib	41,003	46,377	44,500	(1,877)		(1,877)	104.2%	
604 Staff Training	5,928	9,078	7,000	(2,078)		(2,078)	129.7%	
605 Clerk's Expenses	345	380	500	120		120	75.9%	
606 Miscellaneous	0	244	0	(244)		(244)	0.0%	
607 Photocopier Costs	2,594	2,535	2,250	(285)		(285)	112.7%	
608 Telephone/Fax/ISDN	5,236	5,441	4,000	(1,441)		(1,441)	136.0%	
609 Postage	604	380	600	220		220	63.3%	
610 Stationery	4,841	3,554	2,750	(804)		(804)	129.3%	
611 Insurances	10,792	14,930	15,000	70		70	99.5%	
612 Audit Fees	2,640	2,800	3,200	400		400	87.5%	
613 Legal Fees	8,814	6,841	5,000	(1,841)		(1,841)	136.8%	
614 Advertising	5,324	8,198	6,000	(2,198)		(2,198)	136.6%	
615 IT Services	28,000	23,378	25,000	1,622		1,622	93.5%	279
618 Subscription/Licence	17,598	20,045	14,000	(6,045)		(6,045)	143.2%	
619 PWLB Loan Repayments	16,199	14,851	20,000	5,149		5,149	74.3%	
620 Civic Allowance	1,664	654	2,000	1,346		1,346	32.7%	
621 Bank Charges	543	362	700	338		338	51.7%	
622 Charity Donation	0	1,986	0	(1,986)		(1,986)	0.0%	
627 Travel Expenses	331	37	250	213		213	14.7%	
630 Grants	13,215	7,573	15,000	7,427		7,427	50.5%	
631 Councillor Training/Mileage	1,271	424	1,000	576		576	42.4%	
632 Professional Support	3,559	18,719	2,000	(16,719)		(16,719)	935.9%	
633 Vehicle Repayments (s106)	0	0	2,410	2,410		2,410	0.0%	
634 Vehicle Insurance	5,250	7,507	5,000	(2,507)		(2,507)	150.1%	
635 Vehicle Fuel	2,498	1,893	5,000	3,107		3,107	37.9%	
636 Vehicle Maintenance	2,641	2,765	5,000	2,235		2,235	55.3%	
637 Christmas Event	25,777	0	0	0		0	0.0%	

Detailed Income & Expenditure by Budget Heading 01/03/2026

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Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
638 Stofest	52,476	0	0	0		0	0.0%	
639 Com Engagment	14,752	0	0	0		0	0.0%	
641 Arlesey Rd Repayment (s106)	0	0	4,000	4,000		4,000	0.0%	
Goverance & Resources :- Indirect Expenditure	653,282	585,474	624,160	38,686	0	38,686	93.8%	279
Net Income over Expenditure	(567,989)	(514,002)	(552,310)	(38,308)				
9000 plus Transfer from EMR	(6,274)	279	0	(279)				
9001 less Transfer to EMR	0	740	0	(740)				
Movement to/(from) Gen Reserve	(574,263)	(514,462)	(552,310)	(37,848)				
62 Precept								
6005 Precept	913,482	951,481	951,481	0			100.0%	
Precept :- Income	913,482	951,481	951,481	0			100.0%	0
Net Income	913,482	951,481	951,481	0				
63 Community Engagement								
6006 Event Income	0	19,369	6,000	(13,369)			322.8%	
Community Engagement :- Income	0	19,369	6,000	(13,369)			322.8%	0
637 Christmas Event	0	14,639	15,000	361		361	97.6%	
638 Stofest	0	28,962	25,000	(3,962)		(3,962)	115.8%	
639 Com Engagment	0	15,314	14,000	(1,314)		(1,314)	109.4%	
642 Christmas Lights	0	529	24,000	23,472		23,472	2.2%	
643 General Events	0	11,840	12,000	160		160	98.7%	
644 Youth Engagement	0	5,015	8,000	2,985		2,985	62.7%	
Community Engagement :- Indirect Expenditure	0	76,299	98,000	21,701	0	21,701	77.9%	0
Net Income over Expenditure	0	(56,930)	(92,000)	(35,070)				
Goverance & Resources :- Income	998,775	1,042,321	1,029,331	(12,990)			101.3%	
Expenditure	653,282	661,773	722,160	60,387	0	60,387	91.6%	
Net Income over Expenditure	345,493	380,549	307,171	(73,378)				
plus Transfer from EMR	(6,274)	279	0	(279)				
less Transfer to EMR	0	740	0	(740)				
Movement to/(from) Gen Reserve	339,219	380,088	307,171	(72,917)				

Town Strategy

Detailed Income & Expenditure by Budget Heading 01/03/2026

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Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>71 Town Strategy</u>								
701 Town Strategy	0	118	4,000	3,883		3,883	2.9%	
Town Strategy :- Indirect Expenditure	<u>0</u>	<u>118</u>	<u>4,000</u>	<u>3,883</u>	<u>0</u>	<u>3,883</u>	<u>2.9%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(118)</u>	<u>(4,000)</u>	<u>(3,883)</u>				
Town Strategy :- Income	0	0	0	0			0.0%	
Expenditure	0	118	4,000	3,883	0	3,883	2.9%	
Movement to/(from) Gen Reserve	<u>0</u>	<u>(118)</u>	<u>(4,000)</u>	<u>(3,883)</u>				
Managed Funds								
<u>85 Earmarked Reserves</u>								
7001 Income - Grants & Donations	0	37,613	0	(37,613)			0.0%	4,871
8002 Income EMR - Cemetery	2,000	2,000	0	(2,000)			0.0%	2,000
Earmarked Reserves :- Income	<u>2,000</u>	<u>39,613</u>	<u>0</u>	<u>(39,613)</u>				<u>6,871</u>
806 EMR -Buildings Fund	113,713	40,080	10,000	(30,080)	(30,080)		400.8%	40,080
809 EMR - PCemetery Projects/Paths	5,930	608	0	(608)	(608)		0.0%	608
815 EMR-Public Realm Projects	12,758	23,643	0	(23,643)	(23,643)		0.0%	23,643
817 EMR-Rec Street Lighting	0	0	10,000	10,000	10,000		0.0%	
818 EMR Riverside MUGA	0	0	5,000	5,000	5,000		0.0%	
820 EMR-Estab Office Equipment	5,126	0	2,500	2,500	2,500		0.0%	
824 Christmas Lights	10,000	0	0	0	0		0.0%	
825 EMR - Sinking Fund-GAC	0	11,584	10,000	(1,584)	(1,584)		115.8%	11,584
826 EMR Youth Work	4,950	0	0	0	0		0.0%	
828 EMR S106 Pix Brook Play Area	0	3,450	0	(3,450)	(3,450)		0.0%	3,450
830 EMR - Riverside C/pk Extension	0	11,164	0	(11,164)	(11,164)		0.0%	11,164
833 EMR- S106 Greenacre Park	5,967	26,496	0	(26,496)	(26,496)		0.0%	26,496
835 EMR -S106 A Rd MUGA, Gym outdr	0	0	5,000	5,000	5,000		0.0%	
836 EMR- Facilities Team Setup	0	2,692	0	(2,692)	(2,692)		0.0%	2,692
839 EMR - Ground Main Contract	73,795	35,297	0	(35,297)	(35,297)		0.0%	35,297
Earmarked Reserves :- Indirect Expenditure	<u>232,239</u>	<u>155,015</u>	<u>42,500</u>	<u>(112,515)</u>	<u>0</u>	<u>(112,515)</u>	<u>364.7%</u>	<u>155,015</u>
Net Income over Expenditure	<u>(230,239)</u>	<u>(115,402)</u>	<u>(42,500)</u>	<u>72,902</u>				
9000 plus Transfer from EMR	232,239	155,015	0	(155,015)				
9001 less Transfer to EMR	2,000	6,871	0	(6,871)				
Movement to/(from) Gen Reserve	<u>0</u>	<u>32,742</u>	<u>(42,500)</u>	<u>(75,242)</u>				
Managed Funds :- Income	2,000	39,613	0	(39,613)			0.0%	
Expenditure	232,239	155,015	42,500	(112,515)	0	(112,515)	364.7%	
Net Income over Expenditure	<u>(230,239)</u>	<u>(115,402)</u>	<u>(42,500)</u>	<u>72,902</u>				
plus Transfer from EMR	232,239	155,015	0	(155,015)				
less Transfer to EMR	2,000	6,871	0	(6,871)				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	<u>0</u>	<u>32,742</u>	<u>(42,500)</u>	<u>(75,242)</u>				
Grand Totals:- Income	1,109,223	1,215,233	1,128,553	(86,680)			107.7%	
Expenditure	1,139,760	1,190,652	1,121,319	(69,333)	0	(69,333)	106.2%	
Net Income over Expenditure	<u>(30,537)</u>	<u>24,580</u>	<u>7,234</u>	<u>(17,346)</u>				
plus Transfer from EMR	208,498	208,220	0	(208,220)				
less Transfer to EMR	1,782	7,610	0	(7,610)				
Movement to/(from) Gen Reserve	<u>176,178</u>	<u>225,190</u>	<u>7,234</u>	<u>(217,956)</u>				

Earmarked Reserves

Account	Opening Balance	Income	Expenditure	Closing Balance
9006 EMR - Building Fund	36,714.99	10,000.00	55,865.03	-9,150.04
9009 EMR - Cemetery Projects	231,623.26	2,000.00	608.00	233,015.26
9010 EMR - Teasel	450.00	0.00	0.00	450.00
9015 EMR - Public Realm Projects	51,003.31	0.00	30,142.14	20,861.17
9017 EMR - Street Lights	54,890.00	10,000.00	0.00	64,890.00
9018 EMR - Riverside MUGA	11,148.34	5,000.00	0.00	16,148.34
9020 EMR - Estab Office Equip	0.00	2,500.00	279.00	2,221.00
9021 EMR - Election Fund	20,637.95	0.00	0.00	20,637.95
9025 EMR - GAC Sinking Fund	142,735.00	10,000.00	11,583.55	141,151.45
9026 EMR - Youth Work	5,410.40	0.00	0.00	5,410.40
9027 EMR - S106 GAC	203,510.00	0.00	4,438.07	199,071.93
9028 EMR - S106 Pix Brook PA	434,385.00	0.00	3,450.00	430,935.00
9030 EMR - Riverside Cpk Ext.	40,000.00	0.00	11,164.20	28,835.80
9031 EMR - S106 PC Ave	135,000.00	0.00	0.00	135,000.00
9032 EMR - Tree Work	28,374.00	0.00	0.00	28,374.00
9033 EMR - S106 Greenacre Park	788,779.05	14,612.07	36,237.32	767,153.80
9036 EMR - Facilities Team Set Up	13,600.21	2,238.84	7,604.06	8,234.99
9037 EMR- A Rd MUGA Sinking Fund	10,000.00	5,000.00	0.00	15,000.00
9038 EMR- Car Park Reserve	428.74	739.59	0.00	1,168.33
9039 EMR-Ground Main Contract	151,205.08	0.00	58,829.10	92,375.98
	2,359,895.33	62,090.50	220,200.47	2,201,785.36

ASSET LIST BY LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
Arlesey Road				
BS07	Football Clubhouse & Stadium	1.00	1.00	5,260,000.00
BS12	Arlesey Road toilets	1.00	1.00	130,000.00
CCTV06	Speed Sign -Solar version	2,500.00	2,500.00	2,500.00
FAC28	Dual litter & Recycling Bin 160 Litre	634.31	634.31	634.31
FAC044	Bin	1.00	1.00	0.00
FAC045	Bin	1.00	1.00	0.00
L004	Arlesey Road Recreation Ground	1.00	1.00	0.00
PLAY84	Multi Play	1.00	1.00	0.00
PLAY85	Cycle Rack	1.00	1.00	0.00
PLAY86	Kickabout Wall	1.00	1.00	0.00
PLAY87	MUGA	1.00	1.00	0.00
PLAY88	Table Tennis	2,775.00	2,775.00	0.00
PLAY89	Combination Unit	1.00	1.00	0.00
PLAY90	Combination Unit	1.00	1.00	0.00
PLAY91	Cycle	1.00	1.00	0.00
PLAY92	Cycle	1.00	1.00	0.00
PLAY93	Fit Point	1.00	1.00	0.00
PLAY94	kettle bell station	1.00	1.00	0.00
PLAY95	Sweeping See Saw	1.00	1.00	0.00
PLAY96	Supernova	1.00	1.00	0.00
PLAY97	Swings 2 bay, 2 flat, 1 basket	1.00	1.00	0.00
POS06	Arlesey Road Recreation Ground	1.00	1.00	1.00
TOTAL FOR Arlesey Road		5,928.31	5,928.31	5,393,135.31
Brook Street				
BS06	Stotfold Bowls Club	2,500.00	2,500.00	0.00
PUBCON01	Brook Street Toilets	14,000.00	14,000.00	154,798.32
TOTAL FOR Brook Street		16,500.00	16,500.00	154,798.32
Cemetery, Mill Lane				
BS09	Cemetery Chapel	1,300.00	1,300.00	604,000.00
BS10	Cemetery Toilets and Store	1,300.00	1,300.00	156,000.00
CEM02	Bell Bollards x2	3,432.80	3,432.80	0.00
CEM03	Memorial Bench	799.16	1.00	799.16
CEM04	Memorial Bench	799.16	1.00	799.16
CEM05	Memorial Bench- GA	799.16	1.00	799.16
CEM06	Memorial Bench - RB	799.16	1.00	799.16
CEM07	COMMUNITY MEMO BENCH WITH BACKPLATE	1,520.00	1,520.00	0.00
CEM08	Memorial Bench for William Frederick Barnett	1.00	1.00	0.00
CEM09	Memorial bench - Shane Willet	1.00	1.00	1.00
CEM10	cast iron white ER post box with stand	210.00	210.00	210.00
CEM11	Memorial Bench - Sidney Jack Seymour	1.00	1.00	1.00
CEM12	Memorial Bench - Heather Blair Baldwin	1.00	1.00	1.00
CEM13	Memorial Bench - Peter Merrill	1.00	1.00	1.00
CEM14	Memorial Bench - Beryl Castle	1.00	1.00	1.00
CEM15	Memorial Bench - Joan Crouch	1.00	1.00	1.00
CEM16	Memorial Bench - Geoffrey Dilley	1.00	1.00	1.00
CEM17	Memorial Bench - Eileen Kneafsey	1.00	1.00	1.00
CEM18	Memorial Bench - Roy David West	1.00	1.00	1.00
CEM19	Memorial Bench - Royal British Legion	1.00	1.00	1.00
CEM20	Memorial Bench - Blank	1.00	1.00	1.00
CEM21	Memorial Bench - Bill McColl	1.00	1.00	1.00
CEM22	Memorial Bench - Hilda Isobel Hyde	1.00	1.00	1.00
CEM23	Memorial Bench - Blank	1.00	1.00	1.00
CEM24	Memorial Bench - Derek Houghton	1.00	1.00	1.00

ASSET LIST BY LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CEM25	Memorial Bench - Seamus Paul Hyde	1.00	1.00	1.00
CEM26	Memorial Bench - John Eric Boyce	1.00	1.00	1.00
CEM27	Memorial Bench - Joan and Frank Hicks	1.00	1.00	1.00
CEM28	Memorial Bench - David Richard Sharp	1.00	1.00	1.00
CEM29	Memorial Bench - Fred Lewin	1.00	1.00	1.00
CEM30	Memorial Bench - Moi Baines	1.00	1.00	1.00
CEM31	Memorial Bench - William Burn	1.00	1.00	1.00
CEM32	Memorial Bench - women's Institute	1.00	1.00	1.00
CEM33	Memorial Bench - Chris Fleet	1.00	1.00	1.00
CEM34	Memorial Bench - Jack Barker	1.00	1.00	1.00
CEM35	Memorial Bench - David Alan Bacon	1.00	1.00	1.00
CEM36	Memorial Bench - Alex Coate	1.00	1.00	1.00
CEM37	Memorial Bench - Ted and Connie Leverington	1.00	1.00	1.00
CEM38	Memorial Bench - Pauline and Keith Young	1.00	1.00	1.00
CEM39	Memorial Bench - Richard Drury	1.00	1.00	1.00
CEM40	Memorial Bench - Roy and Jeanie Bean	1.00	1.00	1.00
CEM41	Memorial Bench - William Marie Sacchetti and Kathleen	1.00	1.00	1.00
CEM42	Memorial Bench - Richard George Wood	1.00	1.00	1.00
CEM43	Memorial Bench - No details	1.00	1.00	1.00
CIVIC02	war memorial	1.00	1.00	0.00
FAC060	Bin	1.00	1.00	0.00
TOTAL FOR Cemetery, Mill Lane		10,996.44	7,803.80	763,440.64
Council Vehicle				
FAC18	DASH CAM + SD CARD + FITTING	161.67	161.67	161.67
TOTAL FOR Council Vehicle		161.67	161.67	161.67
GAC - Coffee Shop				
CSE1	Coffee Shop Equipment part 1	359.18	359.18	359.18
CSE2	Coffee Shop Equipment Part 2	1,002.96	1,002.96	1,002.96
CSE3	Coffee Shop Equipment part 3	850.00	850.00	850.00
CSE4	Coffee Shop Equipment Part 4	632.97	632.97	632.97
CSE5	Coffee Shop Equipment part5	1,370.00	1,370.00	1,370.00
CSE6	Coffee Shop Equipment part 6	173.99	173.99	173.99
CSE7	Undercounter Freezer	374.99	374.99	374.99
CSE8	Single Glass Door bar bottle cooler	308.99	308.99	308.99
CSE9	2 NINJA BLENDERS	258.31	258.31	258.31
CSE10	NINJA - AIR FRYER BLACK	185.98	185.98	185.98
CSE11	FLAVEL ELECTRIC RANGE COOKER - SILVER	670.00	670.00	670.00
FN34	Splashback for coffee shop @ GAC	350.00	350.00	350.00
TOTAL FOR GAC - Coffee Shop		6,537.37	6,537.37	6,537.37
Greenacre Centre				
CCTV03	CCTV external cameras, monitor & recording unit	1.00	1.00	8,505.87
CIVIC01	Deputy Mayor's Chain	1,703.00	1,703.00	2,327.31
CIVIC03	Deputy Mayor Jewel Gilt	1,754.90	1,754.90	1,754.90
CIVIC04	Mayor and Deputy Mayor Consort Badge	1,484.42	1,484.42	1,484.42
CIVIC05	Mayor Civic Regalia	6,151.53	6,151.53	6,151.53
CIVIC06	Deputy Mayor Regalia Box	439.04	439.04	439.04
F19	x1 racking shelves	295.00	295.00	0.00
F20	2 commerical mobile stainless steel work table bottom shelf	250.16	250.16	250.16
F23	Dishwasher for office	334.00	334.00	0.00
F24	4 under desk pedestal drawer @ £236.98/each	947.92	947.92	947.52
F25	2 high back charis @£152.17/each	304.34	304.34	0.00
FAC05	Rhino Pro Gazebo 3m x 3m	3,400.00	3,400.00	0.00
FAC07	Karcher K4 control pressure washer	142.00	142.00	0.00
FAC17	2 SELF WATERING PROMENADE	962.75	962.75	962.75

ASSET LIST BY LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
FAC20	160 Litre Middlesbrough Dual Litter & Recycling Bin & Gold Banding	551.51	551.51	551.51
FAC21	HALO COMMISSION OF CARD PRINTER	935.00	935.00	935.00
FAC22	6 TOWN SIGN PLAQUES + 12 POSTS FOR SIGNAGE	11,738.00	11,738.00	11,738.00
FAC24	Popup Gazebo + accessories	1,383.50	1,383.50	1,383.50
FAC27	Aqua Main Fed Water Dispenser	437.49	437.49	437.49
FAC30	Bike Repair Station & Pump Tools	1,455.00	1,455.00	1,455.00
FN01	table trolley	280.00	280.00	0.00
FN03	x250 stacking chairs	3,740.00	3,740.00	0.00
FN04	x12 folding meeting tables & chairs	2,400.00	2,400.00	0.00
FN05	x32 stackable conference chairs	704.00	704.00	0.00
FN06	2 shelves	165.00	165.00	0.00
FN07	x2 4 drawer filing cabinets	160.00	160.00	0.00
FN08	filing cabinet (3 drawer)	120.00	120.00	0.00
FN09	small meeting table & chairs	217.00	217.00	0.00
FN10	office furniture for 2 workstations - drawer units	316.00	316.00	0.00
FN11	office furniture for 3 workstations - desk, shelving, cupboards, drawers	2,174.00	2,174.00	0.00
FN12	x2 stacking chair trolleys	140.00	140.00	0.00
FN15	x2 racking shelves	598.00	598.00	0.00
FN16	x1 racking shelves	299.00	299.00	0.00
FN17	x1 racking shelves	295.00	295.00	0.00
FN18	x2 racking shelves	590.00	590.00	0.00
FN19	Indesit fridge	180.00	180.00	0.00
FN20	Lamona integrated fridge	200.00	200.00	0.00
FN21	Freezer	1.00	1.00	0.00
FN22	new desk for reception office	892.28	892.28	0.00
FN23	4 cantilever straight desk @ £262.38/each	1,049.52	1,049.52	1,049.52
FN25	3 CONTOUR25 FOLDING TABLES	436.41	436.41	436.41
FN27	MILL GRAPHIC FOAMEX BOARDS	486.00	486.00	486.00
FN28	Wall Mounted Outdoor Water Refill Station	2,939.00	2,939.00	2,939.00
FN29	Unvented Hot Water Cylinder at GAC	3,580.00	3,580.00	3,580.00
FN30	office screen with conference system adv screen for Yodeck Players	7,623.20	7,623.20	7,623.20
FN31	Double Leaf Height Barrier at GAC	3,225.00	3,225.00	3,225.00
FN32	Air Con Cage Frame	1,825.00	1,825.00	1,825.00
MISC01	x2 water urns	240.00	240.00	0.00
MISC02	serving trolley	185.00	185.00	0.00
MISC03	x3 pump urns	111.00	111.00	0.00
OEQ02	Brother HL4150CN printer	315.00	315.00	0.00
OEQ03	Dell Optiplex 3040 SFF desktop computer	620.00	620.00	0.00
OEQ04	x2 Dell Optiplex 3050 SFF desktop computers	1,480.00	1,480.00	0.00
OEQ05	x2 Dell Optiplex 3040 desktop computers & monitors	1,460.00	1,460.00	0.00
OEQ06	HP250 laptop	529.00	529.00	0.00
OEQ07	x2 HP ProBook 255 G7 laptops	900.00	900.00	0.00
OEQ08	x2 HP ProBook 255 G7 laptops	1,015.00	1,015.00	0.00
OEQ09	x4 Lenovo Ideapad Duet Chromebook, x11 Lenovo 14e Chromebook	4,190.00	4,190.00	0.00
OEQ10	LAN infrastructure	1,185.00	1,185.00	0.00
OEQ12	sound system, speakers & microphone	1.00	1.00	0.00
OEQ13	Ceiling mounted projector & sound	593.00	593.00	0.00
OEQ14	Ceiling mounted projector, sound & floor connections	705.00	705.00	0.00
OEQ15	Fire proof safe	1,180.00	1,180.00	0.00
OEQ16	x3 folding display boards	192.00	192.00	0.00
OEQ17	Large free-standing folding display board	180.00	180.00	0.00
OEQ18	cloudy IT group meeting equipment	7,570.74	7,570.74	0.00
OEQ20	portable pa with bluetooth	170.82	170.82	0.00
OEQ21	15 cllrs laptops	8,775.00	8,775.00	0.00

ASSET LIST BY LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
OEQ22	new laptop office staff	645.00	645.00	0.00
OEQ23	2 x laptops	920.00	920.00	0.00
OEQ24	1 x laptop	751.00	751.00	0.00
OEQ26	2 Philips 24" full HD LCD Monitor	466.00	466.00	0.00
OEQ27	1 Lenovo ThinkPad - 40.6 cm (16") Notebook 16GB Black	739.00	739.00	0.00
OEQ28	4 PHILIP HD MONITOR+DUAL MONITOR STAND	1,033.58	1,033.58	1,033.58
OEQ29	4 LENOVO THINKPAD 16" SCREEN + DOCKING STATION KEYBOARD MOUSE	2,870.81	2,870.81	0.00
OEQ30	DISHWASHER	278.33	278.33	0.00
OEQ31	Thinkpad + 2 LED MONITORS	1,265.00	1,265.00	1,265.00
OEQ32	1 THINKPAD+ DOCKING STATION+KEYBOARDS	1,030.00	1,030.00	1,030.00
OEQ33	1 THINKPAD + KEYBOARD & MOUSE	799.00	799.00	799.00
OEQ35	APPLE IPAD + KEYBOARD + COVERCASE	583.00	583.00	0.00
OEQ36	TEAMS TELE SYSTEM HEADSET	1,427.70	1,427.70	0.00
OEQ37	MS TEAMS VOIP PHONES	470.00	470.00	0.00
OEQ38	4 H/BACK OPERATORS CHAIR FOLD	608.68	608.68	0.00
OEQ39	DESK MOUNT SCREEN	117.04	117.04	0.00
OEQ40	LENOVO TINKPAD E16 (16") - INTERL CORE I7 16GB RAM	745.00	745.00	745.00
OEQ42	Laminator	144.00	144.00	0.00
OEQ46	DUAL MONITOR STAND + A LENOVO THINKMONISTOR	550.61	550.61	550.61
OEQ47	Lenovo Thinkpad+ dual screen + set up	1,108.00	1,108.00	1,108.00
QEQ26	12 Computer Monitors	899.98	899.98	0.00
QEQ35	ThinkPad 16"- Intel Core	745.00	745.00	745.00
VEH1	Isuzu D Max DL20	27,344.00	27,344.00	27,344.00
VEH2	Ford Transit 350 L3 Diesel	24,094.00	24,094.00	24,094.00
XMAS06	Christmas Lights Foamex Board	148.00	148.00	148.00
XMAS07	Christmas Light Foamex Board	148.00	148.00	0.00
TOTAL FOR Greenacre Centre		170,834.26	170,834.26	119,350.32
Greenacre Park				
FAC31	5 Clifton Picnic Table	4,897.63	4,897.63	4,897.63
FAC046	Bin	1.00	1.00	0.00
FAC053	Bin	1.00	1.00	0.00
FAC054	Bin	1.00	1.00	0.00
FAC055	Bin	1.00	1.00	0.00
FAC056	Bin	1.00	1.00	0.00
FAC057	Bin	1.00	1.00	0.00
FAC058	Bin	1.00	1.00	0.00
FAC059	Bin	1.00	1.00	0.00
FAC069	Bin	1.00	1.00	0.00
FAC070	Bin	1.00	1.00	0.00
L005	Greenacre Park inc play area & MUGA	1.00	1.00	0.00
PLAY15	Climbing Frame	1.00	1.00	0.00
PLAY16	Bowtop fencing at GA	1.00	1.00	0.00
PLAY17	Play area gate combination	1.00	1.00	0.00
PLAY18	Play area gate self closing	1.00	1.00	0.00
PLAY19	Embankment Slide	1.00	1.00	0.00
PLAY20	Table Tennis	2,750.00	2,750.00	0.00
PLAY21	rocking equipment	1.00	1.00	0.00
PLAY22	Overhead Rotor	1.00	1.00	0.00
PLAY23	Supernova	1.00	1.00	0.00
PLAY24	Basket Swing	1.00	1.00	0.00
PLAY25	Climbing Frame	1.00	1.00	0.00
PLAY26	Multiplay Junior	1.00	1.00	0.00
PLAY27	MUGA	1.00	1.00	0.00
PLAY28	Play area gate combination	1.00	1.00	0.00
PLAY29	Bench	1.00	1.00	0.00

ASSET LIST BY LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
PLAY30	Play area gate self closing	1.00	1.00	0.00
PLAY31	Cable runway	1.00	1.00	0.00
PLAY32	Misc Springer	1.00	1.00	0.00
PLAY33	Spring Pelican	1.00	1.00	0.00
PLAY34	Cone Climber	1.00	1.00	0.00
PLAY35	roundabout	1.00	1.00	0.00
PLAY36	swings	1.00	1.00	0.00
PLAY37	Multi Play Junior	1.00	1.00	0.00
PLAY38	Multi Play Junior	1.00	1.00	0.00
SL116	MARIGOLD WAY	1.00	1.00	1,300.00
SL117	MARIGOLD WAY	1.00	1.00	1,300.00
SL118	MARIGOLD WAY	1.00	1.00	1,300.00
SL119	MARIGOLD WAY	1.00	1.00	1,300.00
SL120	MARIGOLD WAY	1.00	1.00	1,300.00
SL121	MARIGOLD WAY	1.00	1.00	1,300.00
SL122	MARIGOLD WAY	1.00	1.00	1,300.00
SL123	MARIGOLD WAY	1.00	1.00	1,300.00
SL124	MARIGOLD WAY	1.00	1.00	1,300.00
SL125	MARIGOLD WAY	1.00	1.00	1,300.00
SL126	MARIGOLD WAY	1.00	1.00	1,300.00
SL127	MARIGOLD WAY	1.00	1.00	1,300.00
SL128	MARIGOLD WAY	1.00	1.00	1,300.00
SL129	MARIGOLD WAY	1.00	1.00	1,300.00
SL130	MARIGOLD WAY	1.00	1.00	1,300.00
SL131	MARIGOLD WAY	1.00	1.00	1,300.00
SL132	MARIGOLD WAY	1.00	1.00	1,300.00
SL133	MARIGOLD WAY	1.00	1.00	1,300.00
SL134	MARIGOLD WAY	1.00	1.00	1,300.00
SL135	MARIGOLD WAY	1.00	1.00	1,300.00
SL136	MARIGOLD WAY	1.00	1.00	1,300.00
TOTAL FOR Greenacre Park		7,702.63	7,702.63	32,197.63
HRR (Hitchin Road Rec)				
FAC02	Scaffold tower	484.00	484.00	0.00
FAC03	Easymark 4-wheel applicator	110.00	110.00	0.00
FAC09	Mountfield Petrol 4in1 multi-tool	249.99	249.99	0.00
FAC10	Stihl Grass Trimmer	282.50	282.50	0.00
FAC11	Mountfield 4in1 multi-tool	249.99	249.99	0.00
FAC12	Hawksmoor Petrol Lawnmower	115.99	115.99	0.00
FAC19	WROX PRESSURE WASHER CORDLESS WITH BRUSH	141.66	141.66	141.66
FN24	BOOT SCRAPER FOR TRACTOR SHED	262.20	262.20	0.00
L001	Hitchin Road Recreation Ground	1.00	1.00	0.00
PLAY03	Cantilever swing with basket seat & cone climber activity net	11,000.00	11,000.00	0.00
PLAY04	Inclusive springie ladybird	695.00	695.00	0.00
PLAY05	springie buggy	701.00	701.00	0.00
PLAY06	Low rotator	701.00	701.00	0.00
PLAY07	Inclusive roundabout	4,400.00	4,400.00	0.00
PLAY08	Pull up	9,624.00	9,624.00	0.00
PLAY09	Boat swing	1,349.00	1,349.00	0.00
PLAY39	Activity Trail	1.00	1.00	0.00
PLAY40	Multi Play Junior	1.00	1.00	0.00
PLAY41	Multi Play Junior	1.00	1.00	0.00
PLAY42	Basketball Goal	1.00	1.00	0.00
PLAY43	Basketball Goal	1.00	1.00	0.00
PLAY44	Freestanding slide	1.00	1.00	0.00
PLAY45	Cone Climber	1.00	1.00	0.00

ASSET LIST BY LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
PLAY47	swings 1 bay 1 seat swing	1.00	1.00	0.00
PLAY49	swings 1 bay 1 seat swing Cradle	1.00	1.00	0.00
PLAY50	swings 1 bay 1 seat swing Flat	1.00	1.00	0.00
SL103	2 HITCHIN RD REC	1.00	1.00	1,300.00
SL104	1 HITCHIN RD REC	1.00	1.00	1,300.00
XMAS03	Christmas Lights - 100m garland	1,135.00	1,135.00	0.00
XMAS04	Christmas Lights - Icicle lights 200, 320, 960	180.00	180.00	0.00
XMAS05	Ribbon tree decoration	260.00	260.00	0.00
TOTAL FOR HRR (Hitchin Road Rec)		31,954.33	31,954.33	2,741.66
Hallworth Drive				
BS01	Memorial Hall	385,000.00	385,000.00	2,800,000.00
TOTAL FOR Hallworth Drive		385,000.00	385,000.00	2,800,000.00
High Street				
CPK01	Brook Street/High Street car park	18,000.00	18,000.00	0.00
FAC041	Bin	1.00	1.00	0.00
FAC042	Bin	1.00	1.00	0.00
FAC043	Bin	1.00	1.00	0.00
MIC07	Wall box & square planters	1,205.00	1,205.00	0.00
TOTAL FOR High Street		19,208.00	19,208.00	0.00
Hitchin Road				
BS02	Simpsons Centre	60,000.00	60,000.00	1,879,000.00
BS05	Hitchin Road Rec Ground changing rooms & store	40,000.00	40,000.00	524,000.00
FAC033	Bin	1.00	1.00	0.00
FAC034	Bin	1.00	1.00	0.00
FAC035	Bin	1.00	1.00	0.00
POS05	Hitchin Road Recreation Ground	1.00	1.00	1.00
TOTAL FOR Hitchin Road		100,004.00	100,004.00	2,403,001.00
Littlebury Close				
BS04	Mossman Centre	1.00	1.00	1,840,000.00
POS08	Land leased to scouts	25,000.00	25,000.00	0.00
TOTAL FOR Littlebury Close		25,001.00	25,001.00	1,840,000.00
Malthouse Lane				
POS01	Riverside Playing Field	1.00	1.00	1.00
POS03	Centenary Wood	1.00	1.00	1.00
TOTAL FOR Malthouse Lane		2.00	2.00	2.00
Memorial Hall				
CCTV01	CCTV external cameras, monitors & recorder	2,725.00	2,725.00	8,505.87
FAC04	Atlas salt spreader	155.00	155.00	0.00
FAC06	floor cleaner/buffer	751.00	751.00	0.00
FAC08	Defibrillator & box	1,500.00	1,500.00	0.00
FAC32	New fire alarm system in Memorial Hall	8,150.04	8,150.04	8,150.04
FN13	x200 link stacking chairs	4,190.00	4,190.00	0.00
FN14	x 38 stacking tables	1,752.00	1,752.00	0.00
FN35	COSHH Cabinet	133.32	133.32	133.32
MISC05	NLX-SL2000 sound limiter	332.00	332.00	0.00
TOTAL FOR Memorial Hall		19,688.36	19,688.36	16,789.23
Mossman Centre				
BS08	DEFIBRATOR FOR MOSSMAN CENTRE	1,790.00	1,790.00	0.00

ASSET LIST BY LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
TOTAL FOR Mossman Centre		1,790.00	1,790.00	0.00
Norton Road				
AL01	Norton Road Allotments	15,000.00	15,000.00	1.00
POS10	WOO WOO TOILET AT NORTON ROAD	9,770.75	9,770.75	9,770.75
TOTAL FOR Norton Road		24,770.75	24,770.75	9,771.75
PixBrook Play Area				
FAC25	Combination Gate @ Pix Brook Play area	3,450.00	3,450.00	3,450.00
FAC047	Bin	1.00	1.00	0.00
FAC048	Bin	1.00	1.00	0.00
FAC049	Bin	1.00	1.00	0.00
PLAY51	Climbing Frame	1.00	1.00	0.00
PLAY52	Multi Play Junior	1.00	1.00	0.00
PLAY53	Teenage Shelter	1.00	1.00	0.00
PLAY54	Bowtop fencing	1.00	1.00	0.00
PLAY55	Gate Combination	1.00	1.00	0.00
PLAY56	Gate Self Closing	1.00	1.00	0.00
PLAY57	MUGA	1.00	1.00	0.00
PLAY58	Spring See Saw	1.00	1.00	0.00
PLAY59	Embankment Slide	1.00	1.00	0.00
PLAY60	Seesaw	1.00	1.00	0.00
PLAY61	Spring Horse	1.00	1.00	0.00
PLAY62	Low Rotator	1.00	1.00	0.00
PLAY63	Overhead Rotator	1.00	1.00	0.00
PLAY64	Rotating Net	1.00	1.00	0.00
PLAY65	Supernova	1.00	1.00	0.00
PLAY66	Swings 1 Bay 2 Seat Flat	1.00	1.00	0.00
PLAY67	Basket Swing	1.00	1.00	0.00
PLAY69	Hammock Swing	1.00	1.00	0.00
TOTAL FOR PixBrook Play Area		3,471.00	3,471.00	3,450.00
Prince Charles Avenue				
PLAY70	Multi Play Junior	1.00	1.00	0.00
PLAY71	Bench	1.00	1.00	0.00
PLAY72	Bin	1.00	1.00	0.00
PLAY73	Bowtop fencing	1.00	1.00	0.00
PLAY74	Gate self closing	1.00	1.00	0.00
PLAY75	Fourway Springer	1.00	1.00	0.00
PLAY76	Spring Horse	1.00	1.00	0.00
PLAY77	Swings 1 Bay 2 Seat (Cradle)	1.00	1.00	0.00
TOTAL FOR Prince Charles Avenue		8.00	8.00	0.00
Riverside Playing Field, Malthouse Lane				
CCTV04	CCTV External camera, monitors & recorder Riverside MUGA	6,767.00	6,767.00	0.00
FAC	'Billygoat' multi purpose surface vacuum cleaner	1,434.00	1,434.00	1,944.15
FAC01	Mitox 760 BPX Backpack blower	258.00	258.00	0.00
FAC16	Tool box for keeping tennis equipment	350.74	350.74	0.00
FAC061	Bin	1.00	1.00	0.00
FAC062	Bin	1.00	1.00	0.00
FAC063	Bin	1.00	1.00	0.00
FAC064	Bin	1.00	1.00	0.00
FAC065	Bin	1.00	1.00	0.00
FAC066	Bin	1.00	1.00	0.00
FAC067	Bin	1.00	1.00	0.00
FAC068	Bin	1.00	1.00	0.00

ASSET LIST BY LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
L002	Riverside Recreation Ground	1.00	1.00	0.00
MISC07	Lockable noticeboard	203.00	203.00	0.00
PLAY01	Youth shelter & base plate	7,490.00	7,490.00	0.00
PLAY02	Cable Runway	4,579.00	4,579.00	0.00
PLAY13	Netball Post - Freestanding X1	269.99	269.99	0.00
PLAY14	freestanding championship Netball Post + Rings & Nets	591.60	591.60	591.60
PLAY78	Table Tennis	2,750.00	2,750.00	0.00
PLAY79	Table Tennis	2,750.00	2,750.00	0.00
PLAY80	Multi Play Junior	1.00	1.00	0.00
PLAY81	MUGA	1.00	1.00	0.00
PLAY82	Cable Runway	1.00	1.00	0.00
PLAY83	Swings - 2 Bay 4 Seat Cradle	1.00	1.00	0.00
SL177	S1A RIVERSIDE CAR PARK	1.00	1.00	1,300.00
SL178	S1B RIVERSIDE CAR PARK	1.00	1.00	1,300.00
SL179	S1C RIVERSIDE CAR PARK	1.00	1.00	1,300.00
SL180	S1 RIVERSIDE FOOTPATH	1.00	1.00	1,300.00
SL181	S2 RIVERSIDE FOOTPATH	1.00	1.00	1,300.00
SL182	S3 RIVERSIDE FOOTPATH	1.00	1.00	1,300.00
SL183	S4 RIVERSIDE FOOTPATH	1.00	1.00	1,300.00
SL184	S5 RIVERSIDE FOOTPATH	1.00	1.00	1,300.00
SL185	S6 RIVERSIDE FOOTPATH	1.00	1.00	1,300.00
SL186	S7 RIVERSIDE FOOTPATH	1.00	1.00	1,300.00
TOTAL FOR Riverside Playing Field, Malthouse Lane		27,466.33	27,466.33	15,535.75
Rook Tree Lane				
POS04	Millennium Green	1.00	1.00	1.00
TOTAL FOR Rook Tree Lane		1.00	1.00	1.00
Simpson Centre				
CCTV02	CCTV external cameras, monitor & recording unit	3,131.00	3,131.00	8,505.87
FAC29	INTRUDER ALARM AT SIMPSON CENTRE	2,857.69	2,857.69	2,857.69
TOTAL FOR Simpson Centre		5,988.69	5,988.69	11,363.56
Stotfold Town				
CCTV05	Radar Speed Sign	4,679.98	4,679.98	0.00
TOTAL FOR Stotfold Town		4,679.98	4,679.98	0.00
The Green				
FAC036	Bin	1.00	1.00	0.00
FAC037	Bin	1.00	1.00	0.00
FAC038	Bin	1.00	1.00	0.00
FAC039	Bin	1.00	1.00	0.00
FAC040	Bin	1.00	1.00	0.00
FN26	2 Bay Notice Boards - at the Green + Memorial Hall	6,498.99	6,498.99	6,498.99
L003	The Green	1.00	1.00	0.00
PLAY10	Nexus Altitude System 13s with slide	9,452.00	9,452.00	0.00
PLAY11	4m high single mast net pyramid	6,998.00	6,998.00	0.00
PLAY12	3 way springer	1,205.00	1,205.00	0.00
PLAY98	swings 1 bay, 2 seats (cradle)	1.00	1.00	0.00
PLAY99	swings 1 bay, 2 seats (flat)	1.00	1.00	0.00
POS02	The Green	1.00	1.00	1.00
SL223	S1B THE GREEN	1.00	1.00	1,300.00
SL224	S21 THE GREEN	1.00	1.00	1,300.00
SL225	S27 THE GREEN	1.00	1.00	1,300.00
SL226	S1 THE GREEN	1.00	1.00	1,300.00
SL227	S2 THE GREEN	1.00	1.00	1,300.00
SL228	S3 THE GREEN	1.00	1.00	1,300.00

ASSET LIST BY LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
SL229	S4 THE GREEN	1.00	1.00	1,300.00
SL230	S5 THE GREEN	1.00	1.00	1,300.00
SL231	S6 THE GREEN	1.00	1.00	1,300.00
SL232	S9 THE GREEN	1.00	1.00	1,300.00
SL233	S10 THE GREEN	1.00	1.00	1,300.00
SL234	S11 THE GREEN	1.00	1.00	1,300.00
SL235	S12 THE GREEN	1.00	1.00	1,300.00
SL236	S1C THE GREEN	1.00	1.00	1,300.00
SL237	S1A THE GREEN	1.00	1.00	1,300.00
SL255	Z8 THE GREEN	1.00	1.00	1,300.00
SL256	23 THE GREEN	1.00	1.00	1,300.00
TOTAL FOR The Green		24,179.99	24,179.99	28,599.99
The Heaven				
POS09	"THE HAVEN" SIGN	545.00	545.00	0.00
TOTAL FOR The Heaven		545.00	545.00	0.00
The Rooms				
FAC26	1500 mm length self watering promenade with logo @ the Rooms	975.50	975.50	975.50
FN33	SELF WATERING PROMENADE+LOGO @ THE ROOMS	975.50	975.50	975.50
TOTAL FOR The Rooms		1,951.00	1,951.00	1,951.00
Tractor shed - HRR				
FAC13	32153 pitbitz ltd gazebos	1,688.74	1,688.74	0.00
FAC14	gala tent for gazebo	109.99	109.99	0.00
FAC15	Tools for Town Ranger	1,267.31	1,267.31	0.00
TOTAL FOR Tractor shed - HRR		3,066.04	3,066.04	0.00
Valerian Way				
BS03	Greenacre Centre	1.00	1.00	5,920,000.00
FAC050	Bin	1.00	1.00	0.00
FAC051	Bin	1.00	1.00	0.00
FAC052	Bin	1.00	1.00	0.00
POS07	Pix Brook Play Area	1.00	1.00	1.00
TOTAL FOR Valerian Way		5.00	5.00	5,920,001.00
[BLANK]				
L006	Land at Prince Charles Avenue	1.00	1.00	0.00
L007	Prince Charles Play Area	1.00	1.00	0.00
L009	Pixbrook Play Area	1.00	1.00	0.00
L010	Centenary Wood	1.00	1.00	0.00
L011	Millenium Green and Jubilee Wood	1.00	1.00	0.00
L012	Land at Waters End	1.00	1.00	0.00
L013	Land at Scout Hut	1.00	1.00	0.00
L014	Land at Bowls Club	1.00	1.00	0.00
S140	S5 MILL LANE	1.00	1.00	1,300.00
SL001	S1 Alexander Road	1.00	1.00	1,300.00
SL002	S2 ALEXANDER ROAD	1.00	1.00	1,300.00
SL003	S3 ALEXANDER ROAD	1.00	1.00	1,300.00
SL004	S4 ALEXANDER ROAD	1.00	1.00	1,300.00
SL005	S5 ALEXANDER ROAD	1.00	1.00	1,300.00
SL006	S6 ALEXANDER ROAD	1.00	1.00	1,300.00
SL007	S1 ARLESEY ROAD	1.00	1.00	1,300.00
SL008	S2 ARLESEY ROAD	1.00	1.00	1,300.00
SL009	S3 ARLESEY ROAD	1.00	1.00	1,300.00
SL010	S4 ARLESEY ROAD	1.00	1.00	1,300.00

ASSET LIST BY LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
SL011	S5 ARLESEY ROAD	1.00	1.00	1,300.00
SL012	S6 ARLESEY ROAD	1.00	1.00	1,300.00
SL013	S7 ARLESEY ROAD	1.00	1.00	1,300.00
SL014	S10 ASTWICK ROAD	1.00	1.00	1,300.00
SL015	S11 ASTWICK ROAD	1.00	1.00	1,300.00
SL016	S9 ASTWICK ROAD	1.00	1.00	1,300.00
SL017	S8 ASTWICK ROAD NEW	1.00	1.00	1,300.00
SL018	S8 ASTWICK ROAD	1.00	1.00	1,300.00
SL019	S6 ASTWICK ROAD	1.00	1.00	1,300.00
SL020	S3 ASTWICK ROAD	1.00	1.00	1,300.00
SL021	S4 ASTWICK ROAD	1.00	1.00	1,300.00
SL022	S2 ASTWICK ROAD	1.00	1.00	1,300.00
SL023	S1 ASTWICK ROAD	1.00	1.00	1,300.00
SL024	S1 BROOK ST	1.00	1.00	1,300.00
SL025	S6 BROOK ST	1.00	1.00	1,300.00
SL026	S5 BROOK ST	1.00	1.00	1,300.00
SL027	S4 BROOK ST	1.00	1.00	1,300.00
SL028	S3 BROOK ST	1.00	1.00	1,300.00
SL029	S2 BROOK ST	1.00	1.00	1,300.00
SL030	S3F BRROK ST TO HIGH ST	1.00	1.00	1,300.00
SL031	S2F BRROK ST TO HIGH ST	1.00	1.00	1,300.00
SL032	S5F BROOK ST TO HIGH ST	1.00	1.00	1,300.00
SL033	S4F BROOK ST TO HIGH ST	1.00	1.00	1,300.00
SL034	S1F BROOK ST TO HIGH ST	1.00	1.00	1,300.00
SL035	S2 CASTLE CLOSE	1.00	1.00	1,300.00
SL036	S4 CASTLE CLOSE	1.00	1.00	1,300.00
SL037	S3 CASTLE CLOSE	1.00	1.00	1,300.00
SL038	S2 CASTLE CLOSE	1.00	1.00	1,300.00
SL039	S1 CASTLE CLOSE	1.00	1.00	1,300.00
SL040	S14 CHURCH ROAD	1.00	1.00	1,300.00
SL041	S3 CHURCH ROAD	1.00	1.00	1,300.00
SL042	S2 CHURCH ROAD	1.00	1.00	1,300.00
SL043	S1 CHURCH ROAD	1.00	1.00	1,300.00
SL044	S15 CHURCH ROAD	1.00	1.00	1,300.00
SL045	S17 CHURCH ROAD	1.00	1.00	1,300.00
SL046	S16 CHURCH ROAD	1.00	1.00	1,300.00
SL047	S13 CHURCH ROAD	1.00	1.00	1,300.00
SL048	S12 CHURCH ROAD	1.00	1.00	1,300.00
SL049	S11 CHURCH ROAD	1.00	1.00	1,300.00
SL050	S10 CHURCH ROAD	1.00	1.00	1,300.00
SL051	S9 CHURCH ROAD	1.00	1.00	1,300.00
SL052	S8 CHURCH ROAD	1.00	1.00	1,300.00
SL053	S7 CHURCH ROAD	1.00	1.00	1,300.00
SL054	S6 CHURCH ROAD	1.00	1.00	1,300.00
SL055	S5 CHURCH ROAD	1.00	1.00	1,300.00
SL056	S11 COMMON ROAD	1.00	1.00	1,300.00
SL057	S9 COMMON ROAD	1.00	1.00	1,300.00
SL058	S8 COMMON ROAD	1.00	1.00	1,300.00
SL059	S7 COMMON ROAD	1.00	1.00	1,300.00
SL060	S6 COMMON ROAD	1.00	1.00	1,300.00
SL061	S5 COMMON ROAD	1.00	1.00	1,300.00
SL062	S4 COMMON ROAD	1.00	1.00	1,300.00
SL063	S3 COMMON ROAD	1.00	1.00	1,300.00
SL064	S2 COMMON ROAD	1.00	1.00	1,300.00
SL065	S1 COPPICE MEAD	1.00	1.00	1,300.00
SL066	S2 COPPICE MEAD	1.00	1.00	1,300.00
SL067	S3 COPPICE MEAD	1.00	1.00	1,300.00

ASSET LIST BY LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
SL068	S4 COPPICE MEAD	1.00	1.00	1,300.00
SL069	S2F COPPICE MEAD	1.00	1.00	1,300.00
SL070	S7 COPPICE MEAD	1.00	1.00	1,300.00
SL071	S6 COPPICE MEAD	1.00	1.00	1,300.00
SL072	S5 COPPICE MEAD	1.00	1.00	1,300.00
SL073	3 HALLWORTH DR	1.00	1.00	1,300.00
SL074	2 HALLWORTH DR	1.00	1.00	1,300.00
SL075	1 HALLWORTH DR	1.00	1.00	1,300.00
SL076	S1A HALLWORTH DR	1.00	1.00	1,300.00
SL077	S4 HAZEL GROVE	1.00	1.00	1,300.00
SL078	S3 HAZEL GROVE	1.00	1.00	1,300.00
SL079	S2 HAZEL GROVE	1.00	1.00	1,300.00
SL080	S1 HAZEL GROVE	1.00	1.00	1,300.00
SL081	S5G HIGHBUSH RD	1.00	1.00	1,300.00
SL082	S4G HIGHBUSH RD	1.00	1.00	1,300.00
SL083	S3G HIGHBUSH RD	1.00	1.00	1,300.00
SL084	S2G HIGHBUSH RD	1.00	1.00	1,300.00
SL085	S1G HIGHBUSH RD	1.00	1.00	1,300.00
SL086	S11 HITCHIN RD	1.00	1.00	1,300.00
SL087	S22 HITCHIN RD	1.00	1.00	1,300.00
SL088	S1F HITCHIN RD	1.00	1.00	1,300.00
SL089	S21 HITCHIN RD	1.00	1.00	1,300.00
SL090	S20 HITCHIN RD	1.00	1.00	1,300.00
SL091	S19 HITCHIN RD	1.00	1.00	1,300.00
SL092	S18 HITCHIN RD	1.00	1.00	1,300.00
SL093	S17 HITCHIN RD	1.00	1.00	1,300.00
SL094	S15 HITCHIN RD	1.00	1.00	1,300.00
SL095	S14 HITCHIN RD	1.00	1.00	1,300.00
SL096	S13 HITCHIN RD	1.00	1.00	1,300.00
SL097	S12 HITCHIN RD	1.00	1.00	1,300.00
SL098	S10 HITCHIN RD	1.00	1.00	1,300.00
SL099	S9 HITCHIN RD	1.00	1.00	1,300.00
SL100	S5 HITCHIN RD	1.00	1.00	1,300.00
SL101	S3 HITCHIN RD	1.00	1.00	1,300.00
SL102	S2 HITCHIN RD	1.00	1.00	1,300.00
SL105	S3 HOME CLOSE	1.00	1.00	1,300.00
SL106	S7 HOME CLOSE	1.00	1.00	1,300.00
SL107	S5 HOME CLOSE	1.00	1.00	1,300.00
SL108	S1G HYDE AVE	1.00	1.00	1,300.00
SL109	S2G HYDE AVE	1.00	1.00	1,300.00
SL110	S1 IVEL WAY	1.00	1.00	1,300.00
SL111	S5 KINGSWAY	1.00	1.00	1,300.00
SL112	S4 KINGSWAY	1.00	1.00	1,300.00
SL113	S3 KINGSWAY	1.00	1.00	1,300.00
SL114	S2 KINGSWAY	1.00	1.00	1,300.00
SL115	S1 KINGSWAY	1.00	1.00	1,300.00
SL137	S5 ASTWICK ROAD	1.00	1.00	1,300.00
SL138	S8 MILL LANE	1.00	1.00	1,300.00
SL139	S7 MILL LANE	1.00	1.00	1,300.00
SL141	S6 MILL LANE	1.00	1.00	1,300.00
SL142	S5 MILL LANE	1.00	1.00	1,300.00
SL143	S17F MOWBRAY CRESC	1.00	1.00	1,300.00
SL144	S16F MOWBRAY CRESC	1.00	1.00	1,300.00
SL145	S15F MOWBRAY CRESC	1.00	1.00	1,300.00
SL146	S14F MOWBRAY CRESC	1.00	1.00	1,300.00
SL147	S13F MOWBRAY CRESC	1.00	1.00	1,300.00
SL148	S12F MOWBRAY CRESC	1.00	1.00	1,300.00

ASSET LIST BY LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
SL149	S11 MOWBRAY CRESC	1.00	1.00	1,300.00
SL150	S10 MOWBRAY CRESC	1.00	1.00	1,300.00
SL151	S9 MOWBRAY CRESC	1.00	1.00	1,300.00
SL152	S8 MOWBRAY CRESC	1.00	1.00	1,300.00
SL153	S7 MOWBRAY CRESC	1.00	1.00	1,300.00
SL154	S5 MOWBRAY CRESC	1.00	1.00	1,300.00
SL155	S1 MOWBRAY CRESC	1.00	1.00	1,300.00
SL156	S6F MOWBRAY CRESC	1.00	1.00	1,300.00
SL157	S2 MURRELL LANE	1.00	1.00	1,300.00
SL158	S3 MURRELL LANE	1.00	1.00	1,300.00
SL159	S25 NORTON ROAD	1.00	1.00	1,300.00
SL160	S26 NORTON ROAD	1.00	1.00	1,300.00
SL161	S28 NORTON ROAD	1.00	1.00	1,300.00
SL162	S27 NORTON ROAD	1.00	1.00	1,300.00
SL163	S24 NORTON ROAD	1.00	1.00	1,300.00
SL164	S23 NORTON ROAD	1.00	1.00	1,300.00
SL165	S21 NORTON ROAD	1.00	1.00	1,300.00
SL166	S20 NORTON ROAD	1.00	1.00	1,300.00
SL167	S18D NORTON ROAD	1.00	1.00	1,300.00
SL168	S18C NORTON ROAD	1.00	1.00	1,300.00
SL169	S18A NORTON ROAD	1.00	1.00	1,300.00
SL170	S18B NORTON ROAD	1.00	1.00	1,300.00
SL171	S19 NORTON ROAD	1.00	1.00	1,300.00
SL172	S22 NORTON ROAD	1.00	1.00	1,300.00
SL173	S4 OLIVER'S LANE	1.00	1.00	1,300.00
SL174	S1 OLIVER'S LANE	1.00	1.00	1,300.00
SL175	S2 OLIVER'S LANE	1.00	1.00	1,300.00
SL176	S3 OLIVER'S LANE	1.00	1.00	1,300.00
SL187	S2 ROOK TREE LANE	1.00	1.00	1,300.00
SL188	S13 ROOK TREE LANE	1.00	1.00	1,300.00
SL189	S12 ROOK TREE LANE	1.00	1.00	1,300.00
SL190	S11 ROOK TREE LANE	1.00	1.00	1,300.00
SL191	S10 ROOK TREE LANE	1.00	1.00	1,300.00
SL192	S9 ROOK TREE LANE	1.00	1.00	1,300.00
SL193	S8 ROOK TREE LANE	1.00	1.00	1,300.00
SL194	S7 ROOK TREE LANE	1.00	1.00	1,300.00
SL196	S6 ROOK TREE LANE	1.00	1.00	1,300.00
SL197	S5 ROOK TREE LANE	1.00	1.00	1,300.00
SL198	S4 ROOK TREE LANE	1.00	1.00	1,300.00
SL199	S3 ROOK TREE LANE	1.00	1.00	1,300.00
SL200	S12 THE AVENUE	1.00	1.00	1,300.00
SL201	S11 THE AVENUE	1.00	1.00	1,300.00
SL202	S10 THE AVENUE	1.00	1.00	1,300.00
SL203	S9 THE AVENUE	1.00	1.00	1,300.00
SL204	S8 THE AVENUE	1.00	1.00	1,300.00
SL205	S7 THE AVENUE	1.00	1.00	1,300.00
SL206	S6 THE AVENUE	1.00	1.00	1,300.00
SL207	S5 THE AVENUE	1.00	1.00	1,300.00
SL208	S4 THE AVENUE	1.00	1.00	1,300.00
SL209	S3 THE AVENUE	1.00	1.00	1,300.00
SL210	S1 THE AVENUE	1.00	1.00	1,300.00
SL211	S2 THE AVENUE	1.00	1.00	1,300.00
SL212	S1F THE CROFTS	1.00	1.00	1,300.00
SL213	S2F THE CROFTS	1.00	1.00	1,300.00
SL214	S3F THE CROFTS	1.00	1.00	1,300.00
SL215	S4F THE CROFTS	1.00	1.00	1,300.00
SL216	S5G THE CROFTS	1.00	1.00	1,300.00

ASSET LIST BY LOCATION

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
SL217	S6 THE GARDENS	1.00	1.00	1,300.00
SL218	S5 THE GARDENS	1.00	1.00	1,300.00
SL219	S4 THE GARDENS	1.00	1.00	1,300.00
SL220	S3 THE GARDENS	1.00	1.00	1,300.00
SL221	S2 THE GARDENS	1.00	1.00	1,300.00
SL222	S1 THE GARDENS	1.00	1.00	1,300.00
SL238	S13 TRINITY ROAD	1.00	1.00	1,300.00
SL239	S1 TRINITY ROAD	1.00	1.00	1,300.00
SL240	S2 TRINITY ROAD	1.00	1.00	1,300.00
SL241	S3 TRINITY ROAD	1.00	1.00	1,300.00
SL242	S4 TRINITY ROAD	1.00	1.00	1,300.00
SL243	S4A TRINITY ROAD	1.00	1.00	1,300.00
SL244	S4B TRINITY ROAD	1.00	1.00	1,300.00
SL245	S6 TRINITY ROAD	1.00	1.00	1,300.00
SL246	S7 TRINITY ROAD	1.00	1.00	1,300.00
SL247	S8 TRINITY ROAD	1.00	1.00	1,300.00
SL248	S14 TRINITY ROAD	1.00	1.00	1,300.00
SL249	S12 TRINITY ROAD	1.00	1.00	1,300.00
SL250	S11 TRINITY ROAD	1.00	1.00	1,300.00
SL251	S10 TRINITY ROAD	1.00	1.00	1,300.00
SL252	S9 TRINITY ROAD	1.00	1.00	1,300.00
SL253	S5 TRINITY ROAD	1.00	1.00	1,300.00
SL254	S10 COMMON ROAD	1.00	1.00	1,300.00
SL257	CORNFLOWER CRES	1.00	1.00	1,300.00
TOTAL FOR [BLANK]		214.00	214.00	267,800.00
	TOTAL	897,655.15	894,462.51	19,790,629.20