



## Finance & Governance Committee

**To: Committee Members**

Cllrs Cooper-Marsh (Chairperson) Banks, Chapman, Collins, Goodman, Hitchin, Kumar, Maslen, and Pitt

**Copies:** County Councillors – S Ferguson, K Prentice, G Seeff & S Taylor

District Councillors – L Davenport-Ray, S Ferguson, A Jennings, M Pickering, I Taylor & S Taylor

Town Councillors (not a member of this committee)

Town Council website

**Agenda** for the meeting of the **Finance & Governance committee** to be held on **Tuesday 19<sup>th</sup> November 2024** at **7.15pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

Please be aware that meetings may be recorded and made available to the public. Your participation in the meeting indicates your consent to being included in these recordings.

### Public Participation

There will be a 10-minute session before the meeting to allow any resident to address the committee on any matter appearing on the agenda for this meeting.

**Members of the Finance & Governance committee are hereby summoned to attend this meeting to consider the following business.**

C Robson  
Town Clerk

**1. Apologies for Absence**

To receive Councillor's apologies for absence.

**2. Declarations of Interest**

There were none. To receive from Councillor's declarations as to Disclosable Pecuniary Interests and/or Non-Statutory Disclosable Interests along with the nature of those interests in relation to any agenda item.

**3. Minutes**

Members to approve the minutes of the Finance & Governance Committee held on 22<sup>nd</sup> October 2024 as a true and accurate record.

Attachment 1

**4. Internal Audit Report**

To receive and note the results of an internal audit carried out in October 2024 by the Council's appointed independent auditor.

Attachment 2

**5. Payments**

To receive and consider payments for September 2024.

Attachment 3



## 6. Service Level Agreements

To receive and consider further information provided in response to queries previously raised by the Committee when considering whether the Committee would be minded recommending entering into Service Level Agreements with services providers previously awarded grant funding on an annual basis.

- i) Rural Cambridgeshire Citizens Advice
- ii) Money Advice St Neots
- iii) Huntingdonshire Volunteer Centre

## 7. Reserves

To receive and note Council Reserves and earmarked reserves as of 30<sup>th</sup> September 2024. Attachment 7

## 8. Fees and Charges

To receive and consider recommendations on fees and charges applied by the Council for the following services;

- i) Cemetery Fees Attachment 8
- ii) Allotment Rents Attachment 9
- iii) Market Pitch Fees Attachment 10
- iv) Eatons and Priory at New Street Community Centre Hall Hire Attachment 11
- v) Events Fees and Charges Attachment 12

## 9. Youth Work Budget 2025-2026

- i) To receive and note a report from the Town Clerk on including budgets for the delivery of Youth Work in the 2025-26 budget. Attachment 13
- ii) To receive and note current and anticipated year-end youth budget expenditure for 2024-25. Attachment 14
- iii) To receive and consider a proposal and budget request from the Engagement and Participation Youth Work on youth projects to be delivered in 2025-2026 and budgeted for as part of the 2025-2026 budget. Attachment 15

## 10. Budget Setting 2025-2026

To receive and consider the draft 2025/26 budget and recommendations. Attachment 16

## 11. Flower Overspend

To receive a report on the Town Clerk on overspend which will be incurred in the Planting budget. Attachment 17



## 12. Cemetery Regulations

To receive and consider for recommendation to the Finance and Governance Committee revised Burial Regulations for St Neots Town Council's cemeteries.

i) St Neots Lawn Cemetery Regulations

Attachment 18

ii) Cemetery Regulations –St Neots Old & New, Eynesbury, Eaton Socon

Attachment 19

## 13. Date of Next Meeting

To note that the next scheduled meeting of the Finance and Governance Committee is the 10<sup>th</sup> December 2024 at 7:15pm.

## Finance & Governance Committee

**Present:** Cllrs Banks, Chapman, Collins, Cooper-Marsh (Chair), Goodman, Hitchin, Maslen, Pitt and Slade.

**Absent:** Cllr Kumar

**In attendance:** Town Clerk, Responsible Finance Officer, Operations Manager, Senior Maintenance Technician

**Minutes** of the meeting of the **Finance & Governance committee** held on **Tuesday 22<sup>nd</sup> October** at **7.15pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

### Public Participation

There was one member of the public present.

### ACTIONS

**055 Apologies for Absence**

Apologies were received from Cllr Kumar.

Admin

**056 Declarations of Interest**

Cllr Pitt declared an interest in agenda item 8 as organiser of St Neots Festival which previously received grant funding from the Council.

Cllr Goodman declared an interest in agenda item 7 as a Member of Huntingdonshire Volunteer Centre.

**057 Minutes**

**RESOLVED** to approve the minutes of the 17<sup>th</sup> September 2024 as a true and accurate record.

**058 Payments**

Members received and noted payments for July 2024 and August 2024.

Raised question on the costs of cost of migrating server. It was explained that the server is cloud based but a new one needed to be built which was compatible with HMRC's reporting system.

**059 Grant Application**

Members received and considered a grant application from Relate Cambridgeshire for funding towards low-cost counselling. The application had been deferred by the Grants Sub-Committee with a request for additional information, which had been provided by the applicant and shared with Members.

A representative of the Charity addressed the committee to explain the work of Relate and the need for a grant. Relate delivers Counselling sessions across Cambridgeshire and is seeking funding for a bursary to help lower the cost of sessions for St Neots residents referred to the service. A sessions costs £75 to the Charity and a fee of £40 is sought from clients. However, this can still be out of the reach of many

and the bursary would be used to help lower the session cost. At present anywhere between 30-40% of sessions would be subsidised. 163 appoints have been delivered to St Neots residents during the reporting period.

An individual view is taken on each session and whether it is subsidised by £35.

It was proposed and seconded that £1,800 be granted from the general grants fund to create a bursary for St Neots residents to receive counselling.

A Member commented that they fully supported the work of the Charity, but the Council must be careful not to breach its grant aid policy. The Council should be satisfied that this funding is for a bursary which is delivered on a case-by-case basis and not operational costs.

**RESOLVED** to award a grant of £1,800 to Relate Cambridgeshire from the Small Grant Aid Scheme budget for the purpose of funding a bursary for St Neots residents to receive subsidised counselling through the charity.

#### 060 Museum Funding

Members received and considered a report from the Town Clerk which set out a funding request from St Neots Museum in relation to the Council's annual grant funding which helped fund the ongoing operations of the museum.

A Member asked whether it would be possible to get an average on the relevant sector pay increases. Members are keen to link budget increases to realistic sector wage growth.

**RESOLVED to RECOMMEND** that the Council increase the Museum Grant budget (230-4351) by £3,860 for the 2025/26 budget year and that this increase is factored into the overall budget to be considered at the next Finance and Governance Committee meeting.

#### 061 Service Level Agreements

Members received and considered initial approaches from three organisations seeking funding which sits outside the Council's Grant Aid Scheme. In such cases, where the funding is not eligible for a grant award, the Council will consider whether it may be minded providing funding as part of its budget setting process through a Service Level Agreement (SLA).

Members considered each organisation individually and agreed the Finance and Governance Committee would be minded to further consider recommending entering a Service Level Agreement with each organisation, subject to further information coming forward.

Members stressed that any potential SLA should be set up as an offer or 'package' the Council could fund, clearly demonstrating what the Council's money was going to provide and the outcomes from that.



## i) Money Advice St Neots

Members commented that they would like to know a more specific breakdown of what the funding will be used for in terms of hours delivered and tied to a specific outcome that can be measured. Members would expect an SLA to identify how many sessions the Councils funding would facilitate and how many residents would be helped.

Members commented that to progress consideration of an SLA to the next state they would want to know;

- More detail on the level of debts that have been dealt with on average for individuals helped. Specifically, what is the average level of debt of the 211 people helped. Members felt this would help make sense of the impact the service has for residents.
- The number of sessions the Council's funding would fund and the impact of those.

## ii) Rural Cambridgeshire Citizens Advice Bureau

Members noted there was potential the organisation may be in a position to take lease of a building in St Neots and if this happened it would mean the cost of providing the additional days face to face service would be reduced. At this stage it was unknown if this would progress.

A Member commented that proportionally it was hard to understand the value received for the £10,000 put in. However, another Member commented that they felt the 'offer' made was the clearest of the three being considered. The funding which would be provided by the Council would be a specific and clear thing which could be measured against delivery. The costs provided were clearly linked to the additional service and value the Town Council would be providing for the community.

Members commented that to progress consideration of an SLA to the next state they would want to know;

- How many days/weeks a year do the organisation operate the face-to-face day.
- The number of appointments delivered in a day.
- How many face to face appointments can't take place based on the current one day a week provision.

If an SLA is agreed it must be clear that the funding is to provide an additional second days face to face appointments on top of the current one day a week funded by HDC.

## iii) Huntingdonshire Volunteer Centre

A Member commented that as the Council provides free accommodation for the organisation the value of this financial support should be shown when considering any further funding. As part of the process the Council

should consider aligning the process for rent of the building with other leases it has in place with community groups.

A Member commented focusing on the car scheme in terms of the funding from the Council was a sensible approach as this was something tangible that could be measured, and for which benefit from any funding could be evidenced.

Members felt more information and financial breakdowns were needed as part of progressing an SLA to the next level. Members commented that to progress consideration of an SLA to the next state they would want to know;

A more defined breakdown of the marketing costs and what marketing is undertaken (marketing campaigns, where is the car sharing scheme advertised etc) There needs to be more specific information around what is being produced and costs.

A clear breakdown of income and expenditure for the Car Share scheme, showing the amount of income from amounts charged per journey and any other income set against the expenditure for the scheme. This is to demonstrate where the funding gap is that needs addressing.

*Cllr Maslen left the meeting at 21:15*

## **062 Event Grant Funding**

Members received and considered a report from a Working Group set up to consider how the Council may consider and award annual funding to community events which are not eligible for funding under the Council's grant aid scheme. While an organisation can apply to the small grant aid scheme on an annual basis, large grants of over £2,000 can only be applied for every other year. These impacts funding the council has historically granted to community events on an annual basis.

When agreeing the amended grant aid scheme procedure Councillors acknowledged that they would consider funding for specific annual community events supported by the Council separately as part of the budget process each year.

Members considered the proposed procedure, and it was clarified that;

- In September each year any eligible organisation will be invited to make a funding request and presentation to the Promotion and Events Committee.
- The Promotion and Events committee will consider the eligibility of the proposed event, its community value and offer.
- The Promotion and Events Committee will make recommendations to the Finance and Governance Committee on whether funding for any event should be put forward to the budget setting process.
- The Finance and Governance Committee will consider any recommendation received in the context of the overall budget and make recommendations to the Full Council.

Any organisation is welcome to attend but the purpose of the process is to provide a way those organisations/events which are not eligible for the grant aid scheme can seek funding. In the first instance any organisation should be directed to the Grant Aid Scheme.

It was noted that for the upcoming financial year the Promotion and Events Committee would need to consider any funding requests from identified organisations at its November meeting.

**RESOLVED to RECOMMEND** that the Council approves the draft procedure outlining the consideration of grant funding for annual events which exceed £2,000 and are not eligible for funding under the Council's Grant Aid policy.

**RESOLVED to RECOMMEND** that the Council approve the draft criteria that must be met for the awarding of funding for an event.

#### 063 **Priory Centre Budgets**

Members received and considered Priory Centre budgets as at the end of July 2024 when the Centre ceased trading. Members noted that income budgets were on target or exceeded the budgeted income. There were also overspends in catering and café costs, which were partly impacted by reduced budgets in anticipation of closing and the close and relocation itself.

Members noted that one the HDC contribution was factored in the position at the end of July 2024 would be a small surplus. However, staffing and utility costs will continue to be incurred during the Priory Centre redevelopment.

A Member commented that the figures were healthy, and it was a positive position.

#### 064 **Operational Equipment**

Members received and considered a report from the Town Clerk which set out a request that the Council invest in a new item of operational equipment that will help the operations team carry out their duties and provide efficiencies in the services the Council undertakes.

The Operations Manager and Senior Maintenance Technician were present to speak on the matter and take questions from Members. Members commented that they were in support of an investment that would provide efficiencies in the team and allow them to undertake work that there currently isn't time to address, more traditional operations work and take on additional and more varied work.

The Operations Manager highlighted several outstanding jobs that are difficult to progress with the current pressures on the team. The proposed equipment would not only speed up time consuming jobs such as hedge cutting, it would also reduce the number of operatives needing to spend time on those jobs. This would allow the Operations Manager to reallocate resource to other areas. The Operations Manager commented the equipment, its capability and the efficiency it offers would allow the team to help improve St Neots public realm.



A Member queried whether the model proposed was the right model and if it could be bought seconded had. The Chairperson of Operations and Amenities Commented that the Committee had consider a lease option, but it was not felt this would offer best value to the Council.

A Member queried the goal of making the team more efficient and the benefit that has for residents versus the cost. If more resource is to be freed up then how will this benefit residents. The Senior Maintenance Technician highlighted jobs that need to be undertaken such as new bins and regular treating of benches that resource could be freed up for which would improve the public street scene.

Members discussed challenges around storage of the equipment. It was noted that floor space could be freed by up staking as the equipment is a forklift. A Member commented that this may create some issues with access to certain things if the machinery is in use and off site. The Operations Manager would need to manage this.

A Member raised benefits around health and safety for maintenance technicians.

It was proposed and seconded that the Committee recommend the purchase of the proposed equipment and that it is funded from the Council's General Reserves.

A Member asked that the recommendation to Council is accompanied by some additional detail on specific benefits that would arise as a result of using the equipment and the benefits to residents.

**RESOLVED to RECOMMEND** that to facilitate the Operations Team's efficient and flexible delivery of services the Council purchase an Avant-AV 760I and suitable attachments at a cost of £60,627 from the Council's General Reserve.

#### 065 External Audit

Members received and noted the outcome of the 2023/24 external audit and that there were no actions or recommendations arising from the audit. Thanks were expressed to all those officers involved in the auditing process.

#### 066 Equipment Hire Policy

Members received and considered a draft equipment hire policy for Council equipment which had been recommended for adoption by the Operations and Amenities Committee. It was commented that appendix a was not available and queried whether this could be brought forward for consideration as part of the policy. A member also requested that any costs linked to the hire out of equipment be included.

Members discussed the replacement of equipment when it is broken while used by a hirer. It may be that the equipment itself is old and should depreciation on the value of the asset be recognised.

Members requested that the specific reference to 'May Day' is removed from the policy.



Members asked that an amended policy be brought back to the Committee.

**067 Date of Next Meeting**

Members noted that the date of the next scheduled Finance and Governance Committee meeting would be 19<sup>th</sup> November 2024 at 7:15pm.

**COMMITTEE CHAIRPERSON**

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## **St Neots Town Council**

*Internal Audit 2024-25 (1<sup>st</sup> Interim Report)*

**11<sup>th</sup> November 2024**

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*Stephen Christopher*

*for Auditing Solutions Ltd*

## **Background and Scope**

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control, and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR). Auditing Solutions Ltd has been appointed to undertake this function on behalf of St Neots Town Council for the 2024-25 financial year.

This report sets out the results of our first interim audit, which was undertaken in October 2024. We wish to thank the Town Clerk, the Responsible Financial Officer (RFO) and other Council staff for providing the information required to enable us to complete our audit work.

## **Internal Audit Approach**

In carrying out our internal audit work for the year to date, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Accounting Statements/AGAR. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our audit programme is designed to afford assurance that the Council's financial systems remain robust and operate in a manner which ensures effective probity of transactions and a reasonable probability of identifying any material errors, or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's AGAR, which requires independent assurance over a number of internal control objectives.

## **Overall Conclusion**

On the basis of the programme of work we have undertaken for the year to date, we have concluded that the Council continues to maintain an adequate and effective system of internal control. The records held in support of the accounting transactions continue to be of a high standard and provide an effective audit trail, with clear cross-referencing of all relevant documentation.

In the sections below, we have explained the objectives of each area of our audit, summarising the work undertaken and our findings. We are pleased to confirm that there are no matters arising from our interim audit work that require a formal recommendation. We ask that Members consider the content of this report.

# Detailed Report

## Accounting records & Banking arrangements

Our objective is to confirm that the accounting records are accurate and up to date, with no anomalous entries in the cashbooks or financial ledgers, and that appropriate banking arrangements are in place.

The Council maintains its accounting records using the RBS Rialtas Omega accounting software, which is generally acknowledged as a market leader for this tier of local government.

Barclays Bank continues to be used for day-to-day business banking services. As in the previous year, there are three main accounts in use; a Current Account and Business Premium Account (instant access savings account) for the Town Council's main transactions, together with a separate Priory Centre Current Account. The two Town Council accounts are combined into a single cashbook within Omega, in order to reduce the number of data entries and to reflect the fact that Barclays continues to operate an automatic daily transfer between the accounts, to retain a balance of £100,000 in the Current Account.

In addition to the Business Premium Account, all other funds not required for immediate use are held in the Public Sector Deposit Fund of CCLA Investment Management Ltd.

Two further Barclays Bank accounts (current account and savings account) are maintained to hold funds relating to the "Mayor's Charity", which are set aside for charitable donations. These form part of the Council's overall funds for accounting purposes.

In our audit work for the year to date, we have:

- Checked and agreed the opening trial balance on Omega for 2024-25 to the closing balances on the 2023-24 AGAR and detailed financial statements;
- Verified that the financial ledgers remained "in balance" to the date of the latest accounts completed at the time of our audit;
- Confirmed that the accounting code structure remained appropriate to meet the Council's budget reporting and control requirements;
- Checked the detail in the Omega cashbooks for the three main bank accounts for two sample months (April and September 2024, by reference to the relevant bank statements);
- Checked the detail of all transactions in the year to date on the other accounts, again by reference to the relevant bank statements,
- Checked and agreed the detail on the bank reconciliations produced by Omega software for all of the accounts as at 30<sup>th</sup> September 2024, confirming that there were no long-standing unpresented cheques or anomalous entries. We also confirmed that a monthly reconciliation is undertaken by the RFO and independently reviewed by the Town Clerk;
- Confirmed that, on a periodic basis, the bank reconciliations are being verified by a nominated councillor and reported to the Finance & General (F&G) Committee -

with the reconciliations as at 30<sup>th</sup> June 2024 reported to F&G on 17<sup>th</sup> September 2024;

- Noted that the External Auditors issued their ‘report and certificate’ on the Council’s 2023-24 AGAR on 30<sup>th</sup> September 2024 and that there were no matters arising, and
- Confirmed, by discussion, that appropriate procedures remain in place for backing up financial and other IT systems in use at the Council.

### **Conclusion**

***There are no matters arising to date that require a formal comment or recommendation.***

## **Corporate governance**

Our objective is to confirm that the Council has robust corporate governance arrangements in place and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings), all meetings are conducted in accordance with the adopted Standing Orders and no actions of a potentially unlawful nature have been, or are being, considered for implementation.

During the course of our audit work to date, we confirmed the following:

- Our review of Council and Committee minutes has not identified any issues that we consider might have an adverse effect, through litigation or other causes, on the Council’s future financial stability;
- The Council has continued to keep both its Financial Regulations and Standing Orders under regular review. The Financial Regulations were reviewed and updated by F&G on 16<sup>th</sup> July 2024 and formally approved by the Full Council on 23<sup>rd</sup> July 2024. The existing Standing Orders were re-approved, without amendment, at the Council meeting on 30<sup>th</sup> May 2024;
- A wide range of other policies and procedures are in place and are also being reviewed on a regular basis, in accordance with an agreed timetable;
- The RFO has developed detailed Financial Procedures covering all key financial tasks, to underpin the Financial Regulations;
- At its meeting on 28<sup>th</sup> May 2024, the Council confirmed that it continues to meet the criteria for the General Power of Competence and resolved to adopt those powers, and
- During the summer of 2024, the Council provided the proper opportunity for the exercise of public rights in relation to the 2023-24 accounts, in accordance with the requirements of the Accounts and Audit Regulations.

### **Conclusion**

***There are no matters arising to date that require a formal comment or recommendation.***

## Expenditure

Our objective is to ensure that:

- The Council's resources are released in accordance with the approved procedures and budgets;
- Each payment is supported by an original trade invoice or other appropriate documentation which confirms the payment as due and/or an acknowledgement of receipt, where no invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- An official purchase order has been raised on every occasion when one would be expected (exceptions will include ongoing contracts);
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

To check compliance with the above criteria, we selected a sample of non-pay related payments across the first half of the financial year. Our test sample included all payments in excess of £4,000, together with a more random selection of every 45th payment as recorded in the cashbook and a sample of invoices relating to the Priory Centre. The overall value of expenditure in our sample for the period totalled approximately £363,000 (including VAT), equating to 51% of gross non-pay expenditure to 30<sup>th</sup> September 2024. There were no matters arising from our review.

Operations staff use a fuel card when purchasing fuel for Council vehicles. We reviewed the documentation relating to the fuel card payment made on 12<sup>th</sup> August 2024 as part of our expenditure sample and confirmed that appropriate receipts had been obtained for all of transactions included within the fuel card statement.

The Council makes use of a Corporate Barclaycard, with statements settled in full each month. We reviewed the supporting documentation for the monthly statement to 15<sup>th</sup> August 2024 and confirmed that all payments made were of an appropriate nature and supported by receipts.

We confirmed that, during the first six months of the financial year, the Council did not enter into any new contracts which required formal tendering procedures to be followed.

We confirmed that VAT Returns continue to be submitted quarterly in electronic format, as required by extant legislation, with detail being reconciled to the Omega financial ledger. At the time of our audit visit, the first quarter's return had been submitted and reimbursement received.

### ***Conclusion***

***There are no matters arising to date that require a formal comment or recommendation.***

## Assessment and management of Risk

Our objective is to confirm that the Council has put in place arrangements to identify all potential areas of risk of both a financial and health and safety nature, and also that appropriate arrangements exist to monitor and manage those risks, in order to minimise the opportunity for their coming to fruition.

There is a requirement for the Council to formally review and approve its risk management arrangements during each financial year. From our minutes review, we confirmed that this has been done for the current year, with the Council's risk assessment considered by the F&G Committee on 23<sup>rd</sup> April 2024 and subsequently approved by the Full Council at its meeting on 30<sup>th</sup> April 2024.

The Council entered into a three-year agreement with Zurich Municipal for its insurance cover at the start of the 2023-24 financial year, which will run until 1<sup>st</sup> April 2026. The policy for 2024-25 includes Employer's Liability of £10m, Public Liability of £15m and Fidelity Guarantee of £2m. This level of cover appears adequate for the Council's ongoing needs and level of annual Precept.

As in previous years, a range of health and safety reviews/inspections are being undertaken throughout the year, including annual RoSPA reviews of play equipment by PlaySafety Ltd. We reviewed the summary report issued following the RoSPA play equipment inspections on 18<sup>th</sup> April 2024 and confirmed that no areas of high risk were identified. We note that the Operations Manager reported the results of these inspections to the Operations & Amenities Committee on 11<sup>th</sup> June 2024, outlining the actions being taken by the Council to address the matters raised.

### **Conclusion**

*There are no matters arising to date that require a formal comment or recommendation.*

## Budget Setting, Budgetary Control and Reserves

Our objective is to confirm that the Council has robust procedures in place for identifying and approving its future budgetary requirements and the level of Precept to be drawn down from Huntingdonshire District Council, and that an effective reporting and monitoring process is in place. We also consider whether the Council retains appropriate funds in earmarked and general reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

At our first interim audit visit we considered the information provided to the Members on progress against the 2024-25 budget. We noted that the F&G Committee received details of financial performance for the first quarter at its meeting on 17<sup>th</sup> September 2024. We also noted that a report on the earmarked reserves was considered at that meeting and a number of recommendations were made to Council to approved expenditure from those reserves and from the General Reserve. These were subsequently approved by the Council at its meeting on 24<sup>th</sup> September 2024.

### **Conclusion**

*There are no matters arising to date that require a formal comment or recommendation. We will review the 2025-26 budget setting process during our second interim audit.*



## Income

In addition to its Precept and contributions from developers - through section 106 or CIL - the Council receives income from a variety of sources. These include hall hire (Priory Centre and Eatons Centre), allotment rents and cemetery charges.

Our objective is to confirm that robust procedures are in place to ensure that all income due to the Council is identified and invoiced (where appropriate), with recovery effected within a reasonable time span.

In the course of our audit work to date, we confirmed the following:

Review of fees and charges: We confirmed that the fees and charges for 2024-25 were approved by the Council as part of the budget-setting process.

Cemeteries: We reviewed the interment applications and other cemetery related charges for three sample months (1<sup>st</sup> May to 31<sup>st</sup> July 2024), to confirm that all required documentation had been obtained and the invoices subsequently raised were in order and paid promptly. There were no matters arising from our review.

Allotment rents: We confirmed that, with one exception (which is being pursued), the rental payments due in relation to the 2024-25 allotment year have all been received.

Hall hire: We will review the arrangements for the hire of the Priory Centre and Eatons Centre and the invoicing and receipt of income due, at our second interim audit visit.

Outstanding debtors: We reviewed the aged debtor position as at the end of September 2024 for the Priory Centre and the Town Council. We confirmed that effective control arrangements remain in place, with appropriate action being taken in relation to outstanding payments due.

### Conclusion

*There are no matters arising to date that require a formal comment or recommendation.*

## Petty Cash

We are required, when completing the 'Annual Internal Audit Report' in the AGAR, to confirm that there are effective controls over any petty cash accounts operated by the Council. To meet that objective, we check that:

- Any petty cash accounts in operation are managed effectively and that all expenses incurred are appropriately supported by a trade invoice or relevant till receipt;
- Only low value expenditure is incurred from any petty cash account(s) in use;
- VAT is identified and coded accordingly to the VAT control account for periodic recovery from HMRC; and
- The physical cash held is periodically reconciled to the supporting records.

*We did not undertake any work in relation to petty cash during our first interim visit.*

## Salaries and Wages

In examining the Council's payroll function, our objective is to confirm that extant employment legislation is being adhered to, that the requirements of HM Revenue and Customs (HMRC) legislation are satisfied regarding the deduction and payment over of income tax and NI contributions and that the requirements of the local government pension scheme are met.

The majority of the Council's staff are paid on a monthly basis, although a few staff continue to be paid weekly. The Council has outsourced preparation of the payroll to a local payroll bureau, which provides all relevant documentation.

To meet our audit objective, we undertook the following work:

- Confirmed that signed contracts of employment are in place for new members of staff appointed in the current financial year, to date;
- Checked the detail of staff salaries and wages paid in September 2024 (monthly) and week 25 (weekly) respectively, by reference to the RFO's schedule of staff in post and review of the detailed payroll records - agreeing the gross salaries or hourly rates paid;
- Checked to ensure that tax and NI deductions have been made applying the appropriate tax code and NI Table, also ensuring that appropriate amounts are paid over to HMRC each month;
- Checked that the appropriate employee and employer contributions to the pension scheme have been determined and paid over to the Pension Fund Administrators;
- Checked that the appropriate employee and employer contributions to the pension scheme have been applied in accordance with the current arrangements;
- Reviewed timesheets, where relevant, to confirm the accurate payment of any enhanced hours due to employees and that they had been certified for payment by their section head. and
- Examined the procedures in place for the release of staff salaries and wages by the payroll contractor to individual staff.

The national Local Government Services pay agreement for 2024-25, applicable from 1<sup>st</sup> April 2024, has only recently been agreed. At our second interim audit, we will confirm that the payment of arrears due to staff has been made correctly.

### ***Conclusion***

***There are no matters arising to date that require a formal comment or recommendation.***

## Asset Register

The reporting arrangements for assets in the AGAR require councils to report the value of each asset at purchase cost or at a suitable proxy where that value is not known, and for community assets to be valued at a nominal £1. The value of individual assets should not change from one year to another, with the only changes being the inclusion of new assets purchased or removal of assets disposed of.

The Council's assets are recorded on the Rialtas Asset Inventory System.

*We will review any changes to the asset register for 2024-25 when undertaking our internal audit work in relation to the end of year accounts.*

## **Investments and Loans**

Our objective is to confirm that an appropriate investment strategy is in place, that any funds not required for immediate use, whether temporarily or on a longer-term basis are invested in line with that strategy and that interest earned is brought to account correctly and appropriately in the accounting records. We also confirm that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

During the course of our audit work to date, we have confirmed that:

- The Investment Strategy was reviewed and updated at the F&G meeting on 23<sup>rd</sup> April 2024 and approved by Full Council on 30<sup>th</sup> May 2024;
- At present, the Council does not hold any long-term accounts. As noted earlier in this report, any surplus funds that are not retained in the Council's main Barclays Deposit Account are held in the CCLA Public Sector Deposit Fund;
- The first half-yearly instalment repayment (principal and interest) on the outstanding PWLB loan as recorded in the cash book and financial ledger agrees to the third party "demand" notice from the UK Debt Management Office.

### ***Conclusion***

*There are no matters arising to date that require a formal comment or recommendation.*

Date: 13/11/2024

## St Neots Town Council 2024/2025

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Time: 19:18

## Town Council Current Account

## List of Payments made between 01/09/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/09/2024	BACS P/L Pymnt Page 5680	BACS Pymnt	2,000.00		BACS P/L Pymnt Page 5680
02/09/2024	BACS P/L Pymnt Page 5683	BACS Pymnt	54.82		BACS P/L Pymnt Page 5683
02/09/2024	Fuel Card Services	020924	77.94		17192 Fuel bill AUG OPS
02/09/2024	Jola Cloud Solutions	02-09-24	516.55		17188 Telephony JUL TC
02/09/2024	Scottish & Southern Energy - S	DD-6772	18.14		17408-Electr South Street
02/09/2024	SSE Street lights unmetered	DD-6885	39.23		17409-Street Lights electr
02/09/2024	Scottish & Southern Energy - D	DD-6830	988.09		17410-Electr Depot 5-8/24
02/09/2024	BACS P/L Pymnt Page 5707	BACS Pymnt	0.03		BACS P/L Pymnt Page 5707
03/09/2024	BANDS IN THE PARK	BACS	300.00		COTTENHAM BRASS BAND
03/09/2024	BANDS	BACS	300.00		A WEBB BAND
05/09/2024	BACS P/L Pymnt Page 5681	BACS Pymnt	1,228.00		BACS P/L Pymnt Page 5681
05/09/2024	BARCLAYS	DD	26.40		BANK CHARGES AND COMM
05/09/2024	Priory Centre Cafe Petty Cash	101369	300.00		PC PETTY CASH
05/09/2024	PAYROLL	BACS	2,251.74		WEEK 22
06/09/2024	BACS P/L Pymnt Page 5686	BACS Pymnt	310.20		BACS P/L Pymnt Page 5686
06/09/2024	BANDS	BACS	280.00		THE ARCADES
06/09/2024	STAFF EXPENSES	BACS	59.64		STAFF EXPENSES
09/09/2024	BRITISH TELECOM	090924	50.22		17203 Spare line Aug TC
09/09/2024	Fuel Card Services	090924a	110.40		Purchase Ledger DDR Payment
09/09/2024	Fuel Card Services	090924b	214.26		17260 Fuel bill OPS
10/09/2024	BACS P/L Pymnt Page 5685	BACS Pymnt	1,332.00		BACS P/L Pymnt Page 5685
10/09/2024	BARCLAYS	DD	15.00		BANK CHARGES
11/09/2024	BACS P/L Pymnt Page 5684	BACS Pymnt	2,083.33		BACS P/L Pymnt Page 5684
11/09/2024	BACS P/L Pymnt Page 5687	BACS Pymnt	49,117.75		BACS P/L Pymnt Page 5687
12/09/2024	BACS P/L Pymnt Page 5693	BACS Pymnt	4,364.20		BACS P/L Pymnt Page 5693
12/09/2024	BACS P/L Pymnt Page 5701	BACS Pymnt	1,230.00		BACS P/L Pymnt Page 5701
12/09/2024	Priory Centre Cafe Petty Cash	101370	300.00		PC PETTY CASH TOP UP
12/09/2024	PAYROLL	BACS	2,534.55		WEEK 23
13/09/2024	BACS P/L Pymnt Page 5692	BACS Pymnt	8,499.35		BACS P/L Pymnt Page 5692
13/09/2024	O2	318.44	318.44		Purchase Ledger DDR Payment
13/09/2024	PAYROLL	BACS	75,548.98		MONTH 6
15/09/2024	HDC	Std Ord	18.00		RATES-HOWITTS LANE CEM
15/09/2024	HDC	Std Ord	35.00		RATES FARMERS MARKET
15/09/2024	HDC	Std Ord	56.00		RATES OLD CEMETERY
15/09/2024	HDC	Std Ord	119.00		STORE ADJ PUBLIC CONVENEINCE
15/09/2024	HDC	Std Ord	130.00		RATES NEW CEMETERY
15/09/2024	HDC	Std Ord	158.00		RATES 6B SOUTH STREET
15/09/2024	HDC	Std Ord	511.00		RATES-EATONS CENTRE
15/09/2024	HDC	Std Ord	1,453.00		RATES-LEVELLERS LANE
15/09/2024	HDC	Std Ord	170.00		RATES-ST JOHN BUILDING
15/09/2024	HDC	Std Ord	1,124.92		Rates-New Street
16/09/2024	Fuel Card Services	160924	287.10		Purchase Ledger DDR Payment
16/09/2024	GH Online Accounting	160924b	1,944.48		16989 Professional services TC

## Town Council Current Account

## List of Payments made between 01/09/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/09/2024	Barclaycard	Barclcard	6,028.82		MONTHLY dd TRF
18/09/2024	O2	180924	18.68		Purchase Ledger DDR Payment
18/09/2024	WELLERS LAW	BACS	32.50		ADDITIONAL SEARCH FEES
18/09/2024	THE ROYAL BRITISH LEGION	BACS	812.25		CONCERT PC-18-5-24
19/09/2024	BANDS	BACS	200.00		THE DECANTERS
19/09/2024	Priory Centre Cafe Petty Cash	101372	300.00		PC PETTY CASH TOP UP
19/09/2024	PAYROLL	BACS	2,403.95		WEEK 24
20/09/2024	BACS P/L Pymnt Page 5694	BACS Pymnt	190.80		BACS P/L Pymnt Page 5694
20/09/2024	HMRC	BACS	21,152.73		PAYE AND NIC
23/09/2024	Fuel Card Services	230924	119.45		Purchase Ledger DDR Payment
23/09/2024	ANGLIAN WATER SERVICES	230924b	1,105.80		17319 Water 5-8/24 Riv Park
23/09/2024	BIFFA WASTE SERVICES	230924a	2,441.11		Purchase Ledger DDR Payment
24/09/2024	Quadient UK Limited	240924	6.00		17258 Postage 8-11/24 TC
24/09/2024	BRITISH TELECOM	240924a	150.68		Purchase Ledger DDR Payment
24/09/2024	ANGLIAN WATER SERVICES	240924b	262.15		17312 Water 6-9/24 PC
24/09/2024	BRITISH TELECOM	ADJ	-0.02		Purchase Ledger DDR Payment
25/09/2024	BACS P/L Pymnt Page 5696	BACS Pymnt	5,583.33		BACS P/L Pymnt Page 5696
25/09/2024	BOC LTD	250924	38.68		Purchase Ledger DDR Payment
25/09/2024	Restore Datashred	250924c	75.29		Purchase Ledger DDR Payment
26/09/2024	BACS P/L Pymnt Page 5697	BACS Pymnt	1,196.47		BACS P/L Pymnt Page 5697
26/09/2024	PAYROLL	BACS	2,802.26		WEEK 25
27/09/2024	BACS P/L Pymnt Page 5698	BACS Pymnt	9,319.39		BACS P/L Pymnt Page 5698
27/09/2024	STAFF EXPENSES	BACS	56.76		EVENTS EXPENSES
30/09/2024	BACS P/L Pymnt Page 5682	BACS Pymnt	585.00		BACS P/L Pymnt Page 5682
30/09/2024	BACS P/L Pymnt Page 5695	BACS Pymnt	666.00		BACS P/L Pymnt Page 5695
30/09/2024	BACS P/L Pymnt Page 5699	BACS Pymnt	1,000.00		BACS P/L Pymnt Page 5699
30/09/2024	Virgin Media Services	300924	42.92		Purchase Ledger DDR Payment
30/09/2024	Virgin Media Services	300924a	83.75		17323 Broadband Sep TC
30/09/2024	Fuel Card Services	300924b	243.89		Purchase Ledger DDR Payment
30/09/2024	BANDS	BACS	200.00		MEDOCATION TIME BAND
30/09/2024	CITATION	DD	628.20		MONTHLY HR SUBSC
<b>Total Payments</b>			218,222.60		

## Linked to Cashbook 1

Entered Month 6  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SGB001</b>							
<b>S.G Brickwork &amp; Roofing</b>							
17116-Roof repairs Mus-TC	28/08/2024	STNMI1	1	2,000.00	0.00	2,000.00	0.00
					<b>0.00</b>	<b>2,000.00</b>	
Above paid on 02/09/2024 by Online Payment Ref SGB001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>2,000.00</b>

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 6  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CLI001</b> <b>Clickety Clack Parties</b>							
17160 Face painting Teddy bear	10/07/2024	01-09-24	1	550.00	0.00	550.00	0.00
					<b>0.00</b>	<b>550.00</b>	
Above paid on 05/09/2024 by Online Payment Ref CLI001							
<b>THE0001</b> <b>The Mower Shed</b>							
17225 Decorative scrolls TC	04/09/2024	1967	1	678.00	0.00	678.00	0.00
					<b>0.00</b>	<b>678.00</b>	
Above paid on 05/09/2024 by Online Payment Ref THE0001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>1,228.00</b>

## Linked to Cashbook 1

Entered Month 6  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>THI001</b> <b>Think Local</b>							
17122 Advertising Sep 24 TC	15/08/2024	SI-4489	1	585.00	0.00	585.00	0.00
					<b>0.00</b>	<b>585.00</b>	
Above paid on 30/09/2024 by Online Payment Ref THI001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>585.00</b>



Linked to Cashbook 1

Entered Month 6  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>WHE001</b> <b>Wheels in Motion</b>							
17125 MOT EY21 SKE OPS	01/08/2024	6383	1	54.85	0.00	54.82	0.03
					<b>0.00</b>	<b>54.82</b>	
					Above paid on 02/09/2024 by Online Payment Ref WHE001		
				<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>54.82</b>	

## Linked to Cashbook 1

Entered Month 6  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BAR001</b> <b>Barretts of St Neots</b>							
17229 Rent 9/24 NS	21/08/2024	TC-2024-09	1	2,083.33	0.00	2,083.33	0.00
					<b>0.00</b>	<b>2,083.33</b>	
Above paid on 11/09/2024 by Online Payment Ref BAR001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>2,083.33</b>

## Linked to Cashbook 1

Entered Month 6  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
<b>ANN0001      Annafield Removals</b>								
17230 Office move liability TC	10/09/2024	100924	1	12.00	0.00	12.00	0.00	
17231 Removal svcs TC	13/09/2024	130924	1	1,320.00	0.00	1,320.00	0.00	
					<b>0.00</b>	<b>1,332.00</b>		
Above paid on 10/09/2024 by Online Payment Ref ANN0001								
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>1,332.00</b>	

## Linked to Cashbook 1

Entered Month 6  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>WEL002</b> <b>Wellers Hedleys</b>							
17199 Professional fees TC	27/08/2024	30283.017	1	310.20	0.00	310.20	0.00
					<b>0.00</b>	<b>310.20</b>	
				Above paid on 06/09/2024 by Online Payment Ref WEL002			
				<b>Total Purchase Ledger Payments</b>		<b>0.00</b>	<b>310.20</b>

## Linked to Cashbook 1

Entered Month 6  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ART003</b>	<b>ARTHUR IBBETT LTD</b>						
17140 Padlocks & nuts OPS	16/08/2024	180532	1	62.60	0.00	62.60	0.00
17141 Auto cut OPS	20/08/2024	180738	1	30.41	0.00	30.41	0.00
17191 Mowing line OPS	27/08/2024	181088	1	93.41	0.00	93.41	0.00
17146 Stihl Chainsaw OPS	30/08/2024	135100	1	802.80	0.00	802.80	0.00
17151 Tools OPS	30/08/2024	181255	1	261.66	0.00	261.66	0.00
					<b>0.00</b>	<b>1,250.88</b>	

Above paid on 11/09/2024 by Online Payment Ref ART003

<b>AUF290</b>	<b>AUFAIT SYSTEMS</b>						
17197 Software support PC	10/08/2024	1319	1	166.80	0.00	166.80	0.00
					<b>0.00</b>	<b>166.80</b>	

Above paid on 11/09/2024 by Online Payment Ref AUF290

<b>BAR001</b>	<b>Barretts of St Neots</b>						
17153 Electricity Mini PC	21/08/2024	TC-ELEC-2024-07	1	596.94	0.00	596.94	0.00
					<b>0.00</b>	<b>596.94</b>	

Above paid on 11/09/2024 by Online Payment Ref BAR001

<b>BED2205</b>	<b>BEDFORD TIMBER LTD</b>						
17185 Wood & dust sheet OPS	21/08/2024	118585	1	109.98	0.00	109.98	0.00
					<b>0.00</b>	<b>109.98</b>	

Above paid on 11/09/2024 by Online Payment Ref BED2205

<b>BK0032</b>	<b>KEN BOOTH &amp; CO LTD</b>						
17154 Cleaning material PC EC	18/08/2024	449701	1	930.84	0.00	930.84	0.00
					<b>0.00</b>	<b>930.84</b>	

Above paid on 11/09/2024 by Online Payment Ref BK0032

<b>BPC001</b>	<b>BUSINESS PRINTING COMPANY</b>						
17184 Signage NEW PC	12/08/2024	54998	1	345.60	0.00	345.60	0.00
17057 Booklets * 600 DBR	12/08/2024	54999	1	466.00	0.00	466.00	0.00
					<b>0.00</b>	<b>811.60</b>	

Above paid on 11/09/2024 by Online Payment Ref BPC001

## Linked to Cashbook 1

Entered Month 6  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BQ2404</b> <b>Trade UK</b>							
17220 Paint TC	29/08/2024	1532371489	1	55.57	0.00	55.57	0.00
17152 PPE Drawers OPS	30/08/2024	1532621051	1	224.96	0.00	224.96	0.00
					<b>0.00</b>	<b>280.53</b>	
Above paid on 11/09/2024 by Online Payment Ref 51							
<b>BT005</b> <b>BT Events</b>							
17187 Equipment DBF	28/08/2024	1128	1	1,050.00	0.00	1,050.00	0.00
					<b>0.00</b>	<b>1,050.00</b>	
Above paid on 11/09/2024 by Online Payment Ref BT005							
<b>CAM002</b> <b>Cambridge Trees Ltd</b>							
17155 Tree works OPS	15/08/2024	INV-4702	1	1,080.00	0.00	1,080.00	0.00
					<b>0.00</b>	<b>1,080.00</b>	
Above paid on 11/09/2024 by Online Payment Ref CAM002							
<b>CAR005</b> <b>Carpартsexpress Ltd</b>							
17157 OSP Brake Tail OPS	12/08/2024	SS0304108	1	3.00	0.00	3.00	0.00
17150 Anti freeze OPS	29/08/2024	SS0306102	1	17.80	0.00	17.80	0.00
					<b>0.00</b>	<b>20.80</b>	
Above paid on 11/09/2024 by Online Payment Ref CAR005							
<b>CHR001</b> <b>The Christmas Decorators</b>							
17156 Resiting speed signs TC	16/08/2024	1418	1	240.00	0.00	240.00	0.00
17219 Lamp post cleaning TC	22/08/2024	1419	1	180.00	0.00	180.00	0.00
					<b>0.00</b>	<b>420.00</b>	
Above paid on 11/09/2024 by Online Payment Ref CHR001							
<b>COP001</b> <b>Copy IT Digital Solutions Ltd</b>							
17158 Photocopying TC	09/08/2024	8072860823	1	670.62	0.00	670.62	0.00
					<b>0.00</b>	<b>670.62</b>	
Above paid on 11/09/2024 by Online Payment Ref COP001							

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 6  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>DRE001</b>	<b>Dream Clean Services Ltd</b>						
17159 Cleanig JUL TOILETS	07/08/2024	INV-2863	1	1,604.40	0.00	1,604.40	0.00
17029 Cleaning Depot	08/08/2024	INV-2917	1	231.60	0.00	231.60	0.00
					<b>0.00</b>	<b>1,836.00</b>	

Above paid on 11/09/2024 by Online Payment Ref DRE001

<b>END001</b>	<b>Endersby Awards</b>						
17162 Memorial plaques TC	20/08/2024	05743	1	140.00	0.00	140.00	0.00
					<b>0.00</b>	<b>140.00</b>	

Above paid on 11/09/2024 by Online Payment Ref END001

<b>FIR003</b>	<b>Firesmiths Detect &amp; Protect</b>						
17143 Extinguisher svc PC	30/05/2024	1281	1	159.66	0.00	159.66	0.00
17144 Replacement batteries PC	30/05/2024	1282	1	72.00	0.00	72.00	0.00
17166 Replace wall lights EC	06/08/2024	1318	1	2,394.00	0.00	2,394.00	0.00
17168 Transfer extinguisher EC	06/08/2024	1323	1	216.00	0.00	216.00	0.00
17169 Extinguishers EC	07/08/2024	1325	1	621.24	0.00	621.24	0.00
17161 Water extinguisher PC	12/08/2024	1333	1	79.56	0.00	79.56	0.00
17142 Wall lights PC	20/08/2024	1324	1	2,388.00	0.00	2,388.00	0.00
					<b>0.00</b>	<b>5,930.46</b>	

Above paid on 11/09/2024 by Online Payment Ref FIR003

<b>GWE001</b>	<b>G Webb Haulage Ltd</b>						
17179 Sub soil tip fee OPS	31/07/2024	00261937	1	138.24	0.00	138.24	0.00
17170 Sub soil OPS	14/08/2024	00262052	1	69.12	0.00	69.12	0.00
17212 Tip fee sub soil OPS	31/08/2024	00262539	1	138.24	0.00	138.24	0.00
					<b>0.00</b>	<b>345.60</b>	

Above paid on 11/09/2024 by Online Payment Ref GWE001

<b>HIR001</b>	<b>HIRE OR BUY GROUP LTD</b>						
17218 Sand & cement OPS	31/08/2024	1140583	1	55.86	0.00	55.86	0.00
					<b>0.00</b>	<b>55.86</b>	

Above paid on 11/09/2024 by Online Payment Ref HIR001

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 6  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>HOP001 Hopwells</b>							
17171 Cafe supplies PC	09/08/2024	IK3082715	1	163.65	0.00	163.65	0.00
17164 Cafe Supplies PC	19/08/2024	IK3086284	1	156.03	0.00	156.03	0.00
17165 Cafe supplies PC	28/08/2024	IK3089029	1	85.12	0.00	85.12	0.00
					<b>0.00</b>	<b>404.80</b>	
Above paid on 11/09/2024 by Online Payment Ref HOP001							
<b>IDI001 i-d Image Development</b>							
17175 Photography DBF	20/08/2024	200824	1	625.00	0.00	625.00	0.00
					<b>0.00</b>	<b>625.00</b>	
Above paid on 11/09/2024 by Online Payment Ref IDI001							
<b>JEW001 Jewson Ltd</b>							
17216 Glue PC	01/08/2024	3403/01204976	1	44.88	0.00	44.88	0.00
					<b>0.00</b>	<b>44.88</b>	
Above paid on 11/09/2024 by Online Payment Ref JEW001							
<b>KID001 Wider Plan Ltd</b>							
17189 Childcare vouchers TC	23/08/2024	5459338	1	16.00	0.00	16.00	0.00
					<b>0.00</b>	<b>16.00</b>	
Above paid on 11/09/2024 by Online Payment Ref KID001							
<b>LAN002 Landmark Toilets</b>							
17180 Toilet hire DBF	08/08/2024	835	1	900.00	0.00	900.00	0.00
					<b>0.00</b>	<b>900.00</b>	
Above paid on 11/09/2024 by Online Payment Ref LAN002							
<b>MAS002 MASKEARAI INDUSTRIAL SUPPLIES</b>							
17147 Cleaning supplies TOILET	29/08/2024	84030	1	110.81	0.00	110.81	0.00
17149 Various cleaning OPS	29/08/2024	84029	1	138.51	0.00	138.51	0.00
					<b>0.00</b>	<b>249.32</b>	
Above paid on 11/09/2024 by Online Payment Ref MAS002							



## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 6  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>PRO001</b> <b>Produlic Ltd</b>							
17228 Playground equipment TC	29/08/2024	SIN009619	1	29,394.72	0.00	29,394.72	0.00
					<b>0.00</b>	<b>29,394.72</b>	
Above paid on 11/09/2024 by Online Payment Ref PRO001							
<b>SER002</b> <b>Serious About St Neots</b>							
17181 Compere AFD	07/08/2024	070824	1	650.00	0.00	650.00	0.00
17182 Compere Beacon Lighting	07/08/2024	070824B	1	250.00	0.00	250.00	0.00
					<b>0.00</b>	<b>900.00</b>	
Above paid on 11/09/2024 by Online Payment Ref SER002							
<b>SJA246</b> <b>ST JOHN AMBULANCE</b>							
17186 First Aid DBF	30/08/2024	SP24006115	1	549.12	0.00	549.12	0.00
					<b>0.00</b>	<b>549.12</b>	
Above paid on 11/09/2024 by Online Payment Ref SJA246							
<b>TCH001</b> <b>Matthew Algie</b>							
17018 Coffee shop supplies PC	31/07/2024	49060000272243	1	337.00	0.00	337.00	0.00
					<b>0.00</b>	<b>337.00</b>	
Above paid on 11/09/2024 by Online Payment Ref TCH001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>49,117.75</b>

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 6  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>PRO001</b> <b>Produlic Ltd</b>							
17240 Grounds maintenance OPS	29/08/2024	SIN009620	1	6,579.50	0.00	6,579.50	0.00
					<b>0.00</b>	<b>6,579.50</b>	
Above paid on 13/09/2024 by Online Payment Ref PRO001							
<b>SLC009</b> <b>SOCIETY OF LOCAL COUCIL CLERKS</b>							
17235 Event fee TC	08/08/2024	BK217098-1	1	78.00	0.00	78.00	0.00
					<b>0.00</b>	<b>78.00</b>	
Above paid on 13/09/2024 by Online Payment Ref SLC009							
<b>THE002</b> <b>The Recruitment Agency</b>							
17233 Professional services TC	19/06/2024	12802	1	838.03	0.00	838.03	0.00
17234 Professional services TC	03/07/2024	12828	1	838.03	0.00	838.03	0.00
					<b>0.00</b>	<b>1,676.06</b>	
Above paid on 13/09/2024 by Online Payment Ref THE002							
<b>ZUR132</b> <b>ZURICH MUNICIPAL MANAGEMENT SERVICES</b>							
17241 Inspection contract SJA	30/07/2024	535780646	1	165.79	0.00	165.79	0.00
					<b>0.00</b>	<b>165.79</b>	
Above paid on 13/09/2024 by Online Payment Ref ZUR132							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>8,499.35</b>

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 6  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>STO0001</b> <b>Stone King LLP</b>							
17236 Professional fees TC	12/08/2024	237831	1	1,215.00	0.00	1,215.00	0.00
					<b>0.00</b>	<b>1,215.00</b>	
Above paid on 12/09/2024 by Online Payment Ref STO0001							
<b>THE0001</b> <b>The Mower Shed</b>							
17226 Labour charges Moores TC	07/08/2024	1941	1	3,149.20	0.00	3,149.20	0.00
					<b>0.00</b>	<b>3,149.20</b>	
Above paid on 12/09/2024 by Online Payment Ref THE0001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>4,364.20</b>

## Linked to Cashbook 1

Entered Month 6  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ABL001</b> <b>Able Group</b>							
17243 Supply & Fit glass PC	21/08/2024	4599326-J1	1	190.80	0.00	190.80	0.00
					<b>0.00</b>	<b>190.80</b>	
				Above paid on 20/09/2024 by Online Payment Ref ABL001			
				<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>190.80</b>	

## Linked to Cashbook 1

Entered Month 6  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BLA001</b>							
<b>BLACK WOLF MAKETING LTD</b>							
17250 Padlocks OPS	18/09/2024	1133	1	666.00	0.00	666.00	0.00
					<b>0.00</b>	<b>666.00</b>	
					Above paid on 30/09/2024 by Online Payment Ref BLA001		
				<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>666.00</b>	

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 6  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BAR001</b> <b>Barretts of St Neots</b>							
17282-New Str Oct rent	20/09/2024	TC-2024-10	1	2,083.33	0.00	2,083.33	0.00
					<b>0.00</b>	<b>2,083.33</b>	
Above paid on 25/09/2024 by Online Payment Ref BAR001							
<b>SGB001</b> <b>S.G Brickwork &amp; Roofing</b>							
17283-Museum job 2 completed	20/09/2024	STNMI2	1	3,500.00	0.00	3,500.00	0.00
					<b>0.00</b>	<b>3,500.00</b>	
Above paid on 25/09/2024 by Online Payment Ref SGB001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>5,583.33</b>

## Linked to Cashbook 1

Entered Month 6  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BAR001</b> <b>Barretts of St Neots</b>							
17284 Electricity AUG New St	09/09/2024	TC-ELEC-2024-08	1	1,196.47	0.00	1,196.47	0.00
					<b>0.00</b>	<b>1,196.47</b>	
Above paid on 26/09/2024 by Online Payment Ref BAR001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>1,196.47</b>

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 6  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>JOS001 Josie Webster Child and Adolescent Pysc</b>							
17291 Prof svcs 9/24 TC	25/09/2024	1	1	5,249.70	0.00	5,249.70	0.00
					<b>0.00</b>	<b>5,249.70</b>	
Above paid on 27/09/2024 by Online Payment Ref JOS001							
<b>REA002 Real Heat Plumbing and Heating</b>							
17286 Plumbing works TC	10/09/2024	INV-2306	1	924.00	0.00	924.00	0.00
					<b>0.00</b>	<b>924.00</b>	
Above paid on 27/09/2024 by Online Payment Ref REA002							
<b>RLM001 RML Ltd Electrical Services</b>							
17289 Electrical works EC	30/07/2024	1392	1	1,446.78	0.00	1,446.78	0.00
17290 Electrical works EC	20/09/2024	1414	1	1,446.78	0.00	1,446.78	0.00
					<b>0.00</b>	<b>2,893.56</b>	
Above paid on 27/09/2024 by Online Payment Ref RLM001							
<b>STA002 STANNAH LIFT SERVICES LTD</b>							
17265 Lift svc 6-8/24 EC	03/06/2024	1085675657	1	209.53	0.00	209.53	0.00
					<b>0.00</b>	<b>209.53</b>	
Above paid on 27/09/2024 by Online Payment Ref STA002							
<b>TES001 Tess Electrical Mechanical Services Ltd</b>							
17287 Lamp disposal TC	18/09/2024	33487	1	42.60	0.00	42.60	0.00
					<b>0.00</b>	<b>42.60</b>	
Above paid on 27/09/2024 by Online Payment Ref TES001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>9,319.39</b>



## Linked to Cashbook 1

Entered Month 6  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CHE003</b> <b>Chef's Table Solutions</b>							
17302 Advertising PC	01/09/2024	0922425	1	1,000.00	0.00	1,000.00	0.00
					<b>0.00</b>	<b>1,000.00</b>	
					Above paid on 30/09/2024 by Online Payment Ref CHE003		
					<b>0.00</b>	<b>1,000.00</b>	
				<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>1,000.00</b>	

## Linked to Cashbook 1

Entered Month 6  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TIM003</b> <b>Tim Neill Gardens</b>							
17371 Gardening TC	12/09/2024	1730	1	1,230.00	0.00	1,230.00	0.00
					<b>0.00</b>	<b>1,230.00</b>	
Above paid on 12/09/2024 by Online Payment Ref TIM003							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>1,230.00</b>

Linked to Cashbook 1

Entered Month 6  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>WHE001</b> <b>Wheels in Motion</b>							
17125 MOT EY21 SKE OPS	01/08/2024	6383	1	0.03	0.00	0.03	0.00
					<b>0.00</b>	<b>0.03</b>	
Above paid on 02/09/2024 by Online Payment Ref WHE001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>0.03</b>

## Priory Centre Current Account

## List of Payments made between 01/09/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/09/2024	SSE business.co.uk	DD-6939	753.60		17411-PC Gas 5-7/24
06/09/2024	Payment Sense Ltd	dd-3006	62.40		Card term rentalPC219
06/09/2024	Payment Sense Ltd	dd-3328	62.40		17414-Card term TC
06/09/2024	Payment Sense Ltd	dd-7967	96.42		17413-PC card term rental579
13/09/2024	AMEX	DD	0.59		CARD CHARGES
13/09/2024	Payment Sense Ltd	dd-201	113.13		17416-Card term charges 579
13/09/2024	Payment Sense Ltd	dd-579	30.11		17417-Card term fees PC219
13/09/2024	Payment Sense Ltd	dd-219	29.95		17418-TC card term fees
15/09/2024	HDC	Std Ord	1,884.00		RATES-PRIORY CENTRE
15/09/2024	HDC	Std Ord	1,884.00		RATES-PRIORY CENTRE
15/09/2024	RATES PC	ADJ	-1,184.00		SEPT DD NOT TAKEN
15/09/2024	HDC	ADJ	-1,884.00		RATES PC
15/09/2024	SEPT DD NOT TAKEN ADJ	ADJ	-700.00		SEPT DD NOT TAKENADJ
<b>Total Payments</b>			<u>1,148.60</u>		

Time: 19:21

## Barclaycard

## List of Payments made between 01/09/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/09/2024	SCREWFIX	BARCLCARD	129.55		NEW OFFICE BUILDING SUPPLIES
08/09/2024	POST OFFICE	BARCLCARD	347.50		VEH TAX-X241NAV
08/09/2024	PLUMBFIX	BARCLCARD	786.51		OFFICE BUILDING WORKS
08/09/2024	SCREWFIX	BARCLCARD	4.05		OFFICE BUILDING WORKS SUPPLY
08/09/2024	SCREWFIX	BARCLCARD	19.99		OFFICE BUILDING SUPPLIES
08/09/2024	TACKWOOD	BARCLCARD	58.60		MOT FORD TRANSIT
08/09/2024	B AND Q	BARCLCARD	3.75		OFFICE BUILDING WORKS
08/09/2024	SAFETY SHOES REFUND	PLUMBFIX	-44.17		SAFETY SHOES REFUND
08/09/2024	ADOBE	BARCLCARD	16.64		MONTHLY SUBSC TC
08/09/2024	COMMERCIAL WASHROOM	BARCLCARD	28.80		CHANGING PLACES WASHROOM DOOR
08/09/2024	CAFE NERO	BARCLCARD	8.20		EVENT MEETING
08/09/2024	LIDL	BARCLCARD	17.90		WATER FOR EVENT
08/09/2024	PAUL FIRMAN'S FRUIT	BARCLCARD	86.00		EVENT SUPPLIES
08/09/2024	TESCO	BARCLCARD	60.15		EVENT SUPPLIES
08/09/2024	JK'S HOG	BARCLCARD	31.00		DBR EXP
08/09/2024	SQ SPC TILING	BARCLCARD	91.00		DBR FOOD
08/09/2024	CHURRO BOYZ	BARCLCARD	24.00		DBR EXP
08/09/2024	PIZZA MY HEART	BARCLCARD	33.00		DBR
08/09/2024	BAM BAM	BARCLCARD	5.00		DBR EXP
08/09/2024	EVENTS BOX	BARCLCARD	21.00		DBR EXP
08/09/2024	HDC	BARCLCARD	190.00		NEW STR PREMISES LIC
08/09/2024	LAND REGISTRY	BARCLCARD	6.00		SEARCH FEES
08/09/2024	CLOVER OFFICE SUPPLIES	BARCLCARD	31.25		OFFICE STATIONERY
08/09/2024	AMAZON	BARCLCARD	42.97		HARIBO HAMPER BAGS
08/09/2024	AMAZON	BARCLCARD	5.90		HALF PENCIL DBR
08/09/2024	ST NEOTS HALF MARATHON	BARCLCARD	33.92		ST NEOTS HALF MARATHON
08/09/2024	STNEOTS HALF MARATHON	BARCLCARD	33.92		STNEOTS HALF MARATHON
08/09/2024	B AND Q	BARCLCARD	53.99		NEW STREET BUILDING
08/09/2024	ADOBE	BARCLCARD	19.97		MONTHLY SUBSC PC
08/09/2024	AMAZON	BARCLCARD	13.95		CHAIR COVERS
08/09/2024	AMAZON	BARCLCARD	9.99		CHAIR COVERS
08/09/2024	B AND Q	BARCLCARD	44.95		BRACKETS FOR EC
08/09/2024	AMAZON	BARCLCARD	133.99		DISH BUFFET SET
08/09/2024	AMAZON	BARCLCARD	47.55	BAR SPIRIT MEASURE	AMAZON
08/09/2024	TESCOS	BARCLCARD	31.00		PORCELAIN SERVING BOWL
08/09/2024	EBAY	BARCLCARD	450.00		5 TWO SHELF CONTAINERS PC
08/09/2024	COUNTRY FAIR	BARCLCARD	29.95		FORISTS NO REC
08/09/2024	ALLENS	BARCLCARD	587.24		CUTLERY PC HIRE
08/09/2024	AMAZON	BARCLCARD	13.99		TEA TOWELS PC
08/09/2024	AMAZON	BARCLCARD	20.15		MINI MILK JUGS
08/09/2024	COFFEE MACHINE BRUSHES	BARCLCARD	12.49		COFFEE MACHINE BRUSHES
08/09/2024	AMAZON	BARCLCARD	20.70		COFFEE CLEANING POWDER

Time: 19:21

## Barclaycard

## List of Payments made between 01/09/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/09/2024	AMAZON	BARCLCARD	0.33		ADJ MINI MILK JUGS
08/09/2024	CHAI HUB	BARCLCARD	11.25		YOUTH COUNCIL
08/09/2024	SHEIN.COM	BARCLCARD	87.39		YOUTH EXP
08/09/2024	DOMINOS	BARCLCARD	35.47		YOUTH EXP
08/09/2024	B AND M	BARCLCARD	49.29		YOUTH WORKER EXP
08/09/2024	WOOD GREEN	BARCLCARD	20.00		GAMES YOUTH WORKER
08/09/2024	B AND Q	BARCLCARD	110.44		FRAMES GLITTERS YOUTH WORKER
08/09/2024	THE SALVATION ARMY	BARCLCARD	9.00		YOUTH WORKER EXP
08/09/2024	WM MORRISON	BARCLCARD	13.50		COMMAND STRIPS YOUTH WORKER
08/09/2024	WAITROSE	BARCLCARD	6.94		YOUTH CAFE SUPPLIES
08/09/2024	COX'S	BARCLCARD	8.60		YOUTH WORKER EXP
08/09/2024	ARGOS	BARCLCARD	293.97		SMART TV AND BRACKET YOUTH
08/09/2024	LIDL	BARCLCARD	3.66		GROCERY
08/09/2024	B AND Q	BARCLCARD	-46.00		REFUND YOUTH WORKER
08/09/2024	B AND M	BARCLCARD	4.71		YOUTH WORKER SUPPLIES
08/09/2024	TESCO	BARCLCARD	7.50		YOUTH WORKER CAFE
08/09/2024	B AND M	BARCLCARD	24.00		YOUTH WORKER EXP
08/09/2024	B AND M	BARCLCARD	28.00		YOUTH WORKER EXP
08/09/2024	MORRISON	BARCLCARD	5.00		YOUTH WORKER EXP
08/09/2024	THE CO-OPERATIVE	BARCLCARD	10.25		STAFF TRAVEL
08/09/2024	GIFF GAFF	BARCLCARD	6.00		MOBILE PHONE
08/09/2024	GIFF GAFF	BARCLCARD	6.00		MOB PHONE
08/09/2024	SCREWFIX	BARCLCARD	1,199.40		PANEL LIGHT TC
08/09/2024	CENTRAL CO-OP	BARCLCARD	36.00		4 WAY EXIT
08/09/2024	SCREWFIX	BARCLCARD	182.85		BUILDING SUPPLITES TC
08/09/2024	SCREWFIX	BARCLCARD	-9.00		REFUND
08/09/2024	GIFF GAFF	BARCLCARD	6.00		MOB PHONE
08/09/2024	AMAZON	BARCLCARD	10.25		BATTERIES
08/09/2024	AMAZON	BARCLCARD	11.98		CABLE STARPS
08/09/2024	SCREWFIX	BARCLCARD	9.00		RECHARGEABLE BATTERIES
08/09/2024	ROYAL MAIL	BARCLCARD	0.20		STATIONERY
08/09/2024	B AND Q	BARCLCARD	145.40		BUILDING SUPPLIES TC
08/09/2024	ROYAL MAIL	BARCLCARD	7.59		STATIONERY
08/09/2024	ADOBE	BARCLCARD	16.64		MONTHLY SUBSC TC
08/09/2024	MAILCHIMP	BARCLCARD	49.56		SUBSC TC
08/09/2024	ADOBE	BARCLCARD	25.32		PHOTOGRAPHY PLAN TC
08/09/2024	ADOBE	BARCLCARD	19.97		MONTHLY SUBSC TC
08/09/2024	ALDI	BARCLCARD	41.03		EVENT SUPPLIES
08/09/2024	GIFF GAFF	BARCLCARD	6.00		MOB PHONE
08/09/2024	GIFF GAFF	BARCLCARD	6.00		MOB PHONE
08/09/2024	GIFF GAFF	BARCLCARD	6.00		MOB PHONE
08/09/2024	APPLE	BARCLCARD	0.99		ICLOUD SUBSC

List of Payments made between 01/09/2024 and 30/09/2024

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
<b>Total Payments</b>			<u>6,028.82</u>		

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	B	E	F	H
1	<b>St Neots Town Council</b>			
2	<b>Reserves as at 30 Sept 2024</b>			
3	<b>Title</b>	<b>01/04/2024</b>	<b>Spent/Added 24-25</b>	<b>AS AT 30/09/2024</b>
4				
5	Land and buildings acquis reserve	115,444		115,444
6	IT Hardware	5,742		5,742
7	Website Programming	1,247		1,247
8	Memorial Inspection	6,255		6,255
9	Highway Improvements and LHIF	98,009		98,009
11	Depot Equipment and vehicles	4,567		4,567
12	Depot Ride on Mowers	30,000		30,000
13	Communtiy Buildings mus ref 3,500	200,057	-3,500	196,557
14	Loves Farm Community Centre	117		117
15	The Cage Lock up (21/22 budget notes)	2,000		2,000
16	St Neots Music Festival (FC 27/10-ref 104, FC28-02-23)	0		0
17	Members Training (FC 12/01/21)	2,922		2,922
18	Staff training (FC 22/02/21)	11,678		11,678
19	Equipment and furniture office (21/22 budget notes-new carpet)-TC Running costs balance	3,805		3,805
20	Tree planting/maintenance (21/22 budget notes)	29,889		29,889
21	Electric Cars Charging Points (CAP 20/21)	0		0
22	Carbon Neutral Projects (CAP 20/21)	22,693		22,693
23	Play Areas - Henbr & Arnhe-ref17228&17240	70,759	-29,979	40,780
24	Play Areas 22/23 budget (brickhills FC 27/6/23)	0		0
25	Band Stand (CAP 20/21)	15,000		15,000
26	Speed Reducing Signs (CAP 20/21)	4,500		4,500
27	Tourism and Marketing website (20/21)	2,140		2,140
28	Vibrant Community Events (AFD 23/24)	9,000		9,000
29	AFD 23/24	2,626		2,626
30	Youth Council (20/21)	5,923		5,923
31	Youth Council worker	11,680		11,680
32	Provision for Splash Park Loan repayment (CAP 20/21)	60,000		60,000
33	Street scene improv/furniture/notice boards	8,263		8,263
34	War Memorials	7,707		7,707
35	Defib maintenace	1,833	-1,344	489
36	Defib purchase	3,585		3,585
37	LCAS Accreditation	250		250
38	Broadcasting equipment for meetings	1,300		1,300
39	Flood management	5,000		5,000
40	Election expenses	11,477	-5,354	6,123
41	<b>EARMARKED RESERVES TOTAL AT 30/09/2024</b>	<b>755,469</b>	<b>-40,176</b>	<b>715,292</b>



	B	E	F	H
42				
43	<b>CIL RESERVES</b>			
44	CIL Reserve 2020-2021			324,430
45	CIL Reserve 2021-2022			1,083,338
46	CIL Reserve 2022-2023			167,302
47	CIL Reserve 2024-2025			1,121,468
48	CIL Reserve 2023-2025			375,250
49	<b>TOTAL CIL AS AT 30/09/2024</b>			<b>3,071,788</b>
55				
59	CIL and EARMARKED RESERVES AS AT 30/09/2024			3,787,080
60				
61	Add Section 106 Wintringham			7,130
62	Add Section 106 Bushmead			11,310
63	Add General Reserves b/wd on 1/4/24			1,770,048
64	Add General Reserve surplus for 6 months ended 30/09/2024			1,170,584
65				
66	<b>Total reserves as at 30/09/2024</b>			<b>6,746,152</b>



# ST NEOTS TOWN COUNCIL CEMETERY FEES

## April 2025 – March 2026

Fees for interments or purchase of burial rights will not apply for anyone 18 years of age or under

	<b>Resident of St Neots</b> <i>(or within 3 years of death)</i>	<b>Former resident</b>	<b>Non resident</b>
<b>INTERMENT FEES</b>			
Adult Interment – single depth	£530	£1,057	£2,114
Adult Interment – double depth	£591	£1,181	£2,361
Adult Interment – casket any depth	£685	£1,368	£2,735
Ashes	£234	£351	£467
Witnessing of Interment of Ashes (No Minister or Funeral Director present)	£78	£78	£78
<b>PURCHASE OF BURIAL RIGHTS</b>			
Full Body grave space	£259	£480	£961
Ashes grave space (max 2 caskets)	£117	£215	£428

Approved Memorial Permits/Site Access Appointments are required before any works can commence on existing or installations of new memorials in all our cemeteries.

<b>MEMORIAL PERMITS</b>			
Headstone/footstone with inscription		£85	
Kerb set – single grave		£65	
Kerb set – double grave		£117	
Tablet/plaque with inscription		£65	
Post/vase		£65	
Slab cover – single grave		£51	
Slab cover – double grave		£85	
Inscription – addition to original		£57	
Walled grave or vault		£388	
Memorial replacement		£59	
Memorial repairs – onsite or offsite		£27	
<b>ADMINISTRATION &amp; SEARCHES</b>			
Transfer/Assignment of Burial Rights		£124	
Records Search – first hour		£30	
Records Search – additional charge per hour		£24	
<b>GRAVE MAINTENANCE</b>			
Grave turfing <i>(excluding the Lawn Cemetery)</i>		£67	
<b>BURIAL TIMES</b>			
<b>April to September Bookings</b>		<b>October to March Bookings</b>	
<b>Body</b>	10.00am to 2.00pm	<b>Body</b>	10.00am to 1.00pm
<b>Ashes</b>	10.00am to 2.30pm	<b>Ashes</b>	10.00am to 2.30pm
No burials may be scheduled outside of these times. Exceptional circumstances will be at the discretion of the Town Clerk, when an additional fee may be incurred.			



**Cemetery & Memorial Fee Comparison**

	2024-2025 Current Fees St Neots Town Council			5% Proposed Increase 2025-2026 St Neots Town Council			2024-2025 Current Fees Huntingdon Town Council			2024-2025 Current Fees St Ives Town Council		2024-2025 Current Fees Little Paxton Parish Council	
	Resident at time of death or within 3 yrs of death	Former Resident (not within last 3 yrs)	Non-Resident	Resident at time of death or within 3 yrs of death	Former Resident (not within last 3 yrs)	Non-Resident	Huntingdon Resident or moved to residential care within 5 years	Huntingdonshire Resident	Non Resident of Huntingdonshire	St Ives Town Council	Non Resident Fees Increase 400%	Little Paxton Residents	Non Residents
<b>Burial Fees</b>													
Stillborn child (0-1 year)	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Child (1-18 years)	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Adult (single depth)	£504	£1,007	£2,013	£530	£1,057	£2,114	£650	£1,300	£2,600	£282	£1,410	£550- lawn extension	£5,500
Adult (double depth)	£563	£1,125	£2,249	£591	£1,181	£2,361	£850	£1,700	£3,400				
Adult (single/double casket)	£652	£1,303	£2,605	£685	£1,368	£2,735							
Cremated remains	£223	£334	£445	£234	£351	£467	£270	£540	£1,080	£184	£920	£100	£670
Witnessing of Interment of Ashes by Council (no minister present)	£74	£74	£74	£78	£156	£234	NIL	NIL	NIL	£85	£425		
Digging Surcharge	NIL	NIL	NIL	NIL	NIL	NIL				£79 (ashes)	£395		
<b>Purchase of Burial Rights</b>													
Child's grave (1-18 years)	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Adult's grave	£235	£457	£915	£259	£480	£961	£1,016	£2,032	£4,065	£388	£1,940	£275	£2,680
	£106	£205	£408	£117	£215	£428	£2,000	£4,000	£8,000			£100	£740
Cremated Remains (up to 2 caskets)							fee includes memorial and 1st interment	fee includes memorial and 1st interment	fee includes memorial and 1st interment	£142	£710		
<b>Memorials</b>													
Headstone/Footstone (including first inscription)	£81			£85			£181			£77	£385	£100	£190
Tablet/plaque (including first inscription)	£62			£65			£96			£81	£405	£100	£190
Single grave kerb	£62			£65									
Double grave kerb	£106			£117									
Posts/Vase	£62			£65									
Single cover slab	£49			£51									
Double cover slab	£81			£85									
Replacement Memorial	£56			£59									
Additional Inscription	£54			£57			£75			£57	£285	£55	£55
On/off site repair work	£26			£27			£32						
Walled grave/vault	£370			£388									
<b>Administration/Maintenance Fees</b>													
Grave turfing (not Lawn Cemetery)	£64			£67									
Transfer/Assignment of Grave Ownership	£118			£124			£43 - £135	varying levels of fees applied for transfer services.		£141	£705	£100	£100
Search Fee - basic search/taking extracts	£29			£30			£135			£133	£665		
Search Fee- additional hour	£23			£24									
	SNTC Ops Team prepare all graves			SNTC Ops Team prepare all graves			Huntingdon TC Ops team prepare all graves			St Ives TC Ops team prepare ashes plots. FD grave diggers prepare burial plots at their own cost		Little Paxton Parish Council do not prepare any of their plots. FD arrange the grave preparation at their own costs.	

**Interment Booking Times**

Interments can be booked within the allocated times below:

APRIL TO SEPTEMBER			OCTOBER TO MARCH		
Interment Type	Permitted Times	Permitted Days	Interment Type	Permitted Times	Permitted Days
Body	10.00am to 2.00pm	Monday to Friday	Body	10.00am to 1.00pm	Monday to Friday
Ashes	10.00am to 2.30pm	Monday to Friday	Ashes	10.00am to 2.30pm	Monday to Friday

**Officer Recommendations**

Officers recommend increasing cemetery fees by 5% which is based on the increase in operational and administration costs of 3.7% and the increasing costs of consumables required to carry out cemetery services.

Officers recommend aligning the fees for Witnessing of Interment of Ashes by Council (no minister present) with Former and Non Resident Fees

Officers recommend that interment fees for non-residents be applied to all requests from neighboring parish councils for grave digging services in their cemeteries. The current fee applied is calculated on the amount of hours and operatives required to carry out the requested service.

# ALLOTMENT FEES

April 2025 – March 2026

## 1. CURRENT ALLOTMENT FEES

ANNUAL RENT	Cemetery Road	Hardwick Road
Full size plot	40.00	65.00
Half size plot	80.00	32.50

## 2. RECOMMENDATION

- 2.1 That the Council’s allotment fees remain static for the 2025-26 financial year in line with the resolution made by the Operations and Amenities Committee and advised to allotment holders following a significant fee increase of between 25% to 53% for the 2024-2025 financial year.

## 3. INFORMATION

- 3.1 The Council increased rates by a high percentage rate from the 2023-2024 to 2024-2025 financial year.
- 3.2 Part of the reason for a large percentage increase was due to the small impact annual percentage increases make on the fees and budget. The Committee felt that a more significant increase every few years and then holding the fee level was a more transparent and practical way of managing rent increases.
- 3.3 At a meeting of the Operations and Amenities Committee held on 9<sup>th</sup> July 2024 the Committee resolved that following that large increase in allotment rents in 2024 the committee does not review and put forward further increases during the life of the current Council, assuming there are no major specific capital costs incurred in relation to the allotments. **(Min-OA-033-24-25)**

# FARM AND CRAFT PITCH FEES

April 2025 – March 2026

## 1. CURRENT FARM AND CRAFT MARKET FEES

- 1.1 There is currently no pitch fee charge for the Farm and Craft Market following a resolution by the council to pause charging fees while the Market Square refurbishment works are ongoing. This is due to be reviewed in January.

Pitch Fees	
Standard Pitch (3m x 3m space)	£15 per market
Catering Pitch	£20 per market
Registered Charity/Community Group (3m x 3m space)	£10 per market
Hired Stall ( <i>only available for first visit to market – traders seeking to attend regularly must supply own stall and equipment</i> )	£15 per market
Electricity if required	£2.50

## 2. RECOMMENDATION

- 2.1 That the Council’s Farm and Craft Market Pitch fees remain static for the 2025-26 financial year as part of helping ensure the Farm and Craft Market can be developed and enhanced over 2025-26 with the benefit of the refurbished Market Square being fully open.

## 3. INFORMATION

- 3.1 The Council agreed to pause charging of fees due to the disruption the Market Square works were having on traders and the market. This decision is to be reviewed in January 2025 on whether to restart charging pitch fees or not.
- 3.2 The success of the Farm and Craft markets will be a key element of ensuring the Market Square offers regular activity and interest. With the Market Square re-opened there will need to be a focus on developing the Farm and Craft Market, given this and the disruption to trade over the last year an increase in pitch fees has not been recommended at this point.

# COMMUNITY CENTRE CHARGES

April 2025 – March 2026

## 1. ROOM HIRE CHARGES

<b>Eatons Centre</b>		
	<b>Main Hall</b>	<b>Meeting Rooms 1 &amp; 2</b>
Non-Profit	£20.00	£12.30
Commercial	£25.00	£12.30
Private	£35.00	£12.30
All above – after 6pm Saturday	£46.00	£12.30
<b>Priory Centre at New Street</b>		
	<b>Mini Hall</b>	<b>Mini Hall</b>
Daytime	£15.00 p/hour	£10.00 p/hour
After 6pm	£20.00 p/hour	
Admin Fee – applicable to booking amendments	£15.00	
<b>Equipment Hire/Surcharges</b>		
Kitchen Hire (hourly rate)	£10.00	Eatons Only
External Band/Disco Charge	£70.00	Eatons Only
Admin Fee – applicable to booking amendments	£15.00	
Glass Hire	From £20 per 100 items	
Urn, Cups and Saucers	£19.70 (£7.20 for urn only)	
Projector Screen	£7.20	
Flip Chart with paper	£12.00	

<b>Priory Centre</b>			
	<b>Great Hall</b>	<b>Guest Hall</b>	<b>Moot/Cloisters</b>
Non-profit	Priory Centre Closed Not applicable		
Commercial			
Private			
All above – after 6pm Saturday			

The Priory and Eatons Centres Manager is not proposing an increase in room hire charges for 2025-26. All hire charges will be reviewed as part of plans and development of the refurbished Priory Centre.

## Event Pitch Fees for the event (two days) (excluding VAT)

### Fees – St Neots Armed Forces Weekend

Pitch Type	Fee (2 days)
Local/national charity or non-profit organisation/community group	£30
Commercial stall (3m x 3m space)	£100
Catering pitch - up to 3m x 3m (includes ice-cream vans and coffee cars)	£250
Catering pitch (up to 6m x 3m)	£350
Licensed Bar (licensee to apply for a TENS at their own cost) SNTC will provide an SIA steward to attend the bar at all times)	£500
Hire of 3m x 3m gazebo, table and 2 chairs	£30

### Trader Fees – St Neots Charity Dragon Boat Race

Charity/Community Pitch 3m x 3m (space only)	£18.75
Charity/Community Pitch 3m x 3m (includes 3m x 3m gazebo, 6ft table, 2 x chairs)	£37.50
Standard Trade Pitch 3m x 3m (space only)	£50
Standard Trade Pitch 3m x 3m (includes 3m x 3m gazebo, 6ft table, 2 x chairs)	£75
Small Catering Pitch* (space only) *includes ice-cream vans and coffee cars.	£125
Licensed Alcohol Seller* *A TEN licence will be required at their own cost. SNTC will provide an SIA steward to attend the bar at all times.	£187.50
Standard Catering Unit* (space only) *all hot food vendors	£187.50

### Trader Fees – St Neots Christmas Lights Switch On

NOT FOR PROFIT/REGISTERED CHARITY 3m x 3m space & include SNTC gazebo, table, 2 chairs and festoon lighting and garland.	£18.75 + VAT
COMMERCIAL STALL 3m x 3m space & include SNTC gazebo, table, 2 chairs and festoon lighting and garland.	£60 + VAT
CATERING PITCH Maximum 3m x 3m pitch only	£125 + VAT
CATERING PITCH Maximum 3m x 6m pitch only Please specify dimensions of trailer / unit:	£162.50 + VAT

The Personnel Committee previously considered a report from officers and after further consideration and advice it was **RESOLVED** that officers use their discretion for pitch fees at Council events.

This was to reflect the many and varied events that the council puts on.

Minute Number: PE-024-22-23

**ST NEOTS TOWN COUNCIL**

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<b>Date:</b>	<b>19<sup>th</sup> NOVEMBER 2024</b>
<b>Title:</b>	<b>YOUTH WORK BUDGET SETTING 2025-2026</b>
<b>Contact Officer:</b>	<b>TOWN CLERK / YOUTH WORKER</b>

**1. Purpose of the Report**

- 1.1 To receive provide background and supporting information for the committee to consider budget setting for the delivery of Youth Work in the next financial year.

**2. Recommendation**

- 2.1 That the Committee receives and considers the budget request (Attachment 15) from the Engagement and Participation Youth Worker and puts forward a proposed 2025-2026 Youth Work budget/s for consideration as part of the overall final 2025-2026 budget.

**3. Background**

- 3.1 The Council obtained grant funding to fund the appointment of a Youth Worker to deliver engagement and participation youth work in St Neots, with part of the role focused on the delivery of a St Neots Youth Council.
- 3.2 Following the appointment of a Youth Worker on a fixed term contract the Council also reallocated funds to allow for a sessional support youth worker to be appointed on a fixed term contract to facilitate youth sessions.
- 3.3 The Council had a revenue budget of £4,500 for the delivery of Youth Work in St Neots but no further budget for the delivery of wider youth work in the community. The Council resolved to allocated £15,250 in funding from General Reserve to allow the Youth Worker to deliver a number of projects.
- 3.4 If the Council is to continue to deliver youth work and the Youth Council in 2025/26 it will need to include a sufficient budget to deliver the service in the overall 2025-2026 budget.

**4. Information**

- 4.1 The Council's Youth Worker has provided an update on the expenditure of funding allocated from the General Reserve for 2024-25. This is provided in agenda attachment 14 of this agenda.
- 4.2 The Council's Youth Worker is on a fixed-term contract which is due to end in July 2025. The Council's Personnel Committee will consider and make recommendations to the Council on fixed-term contracts.
- 4.3 If the Council is to continue to deliver youth work and projects in the next financial year it will need to consider and put in place a sufficient budget for 2025-2026.
- 4.4 The Council's Youth Worker has set out a proposed budget request based on projects/activities proposed to be delivered in attachment 15 of this agenda. Members are asked to consider the proposed activities and required budget and make a recommendation as part of the budget setting process.



**5. Financial Implications**

- 5.1 The Council has a current year Youth Council budget of £4,500. It is proposed that the Council consider increasing this budget to £5,010 for the 2025-26 financial year.
- 5.2 The Council has no current revenue budget for the delivery of youth work and will need to budget accordingly. This will have an impact on the overall budget and any recommendation which comes forward on budgets for youth work will need to be considered in that context.

**6. Legal Powers**

- 6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

ST NEOTS TOWN COUNCIL

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Date: 19<sup>th</sup> NOVEMBER 2024  
 Title: YOUTH BUDGET 2024-2025 EXPENDITURE  
 Contact Officer: YOUTH WORKER

**1. Purpose of the Report**

1.1 To provide Members with a summary of current years expenditure allocated towards youth work.

**2. Recommendation**

2.1 That the Committee notes the information provided.

**3. Youth Work Income and Expenditure**

3.1 The table below outlines youth work expenditure for the current financial year;

OVERVIEW 2024-2025		EXPENDITURE	
<b>FUNDS AVAILABLE</b>		<b>EXPENDITURE</b>	
Budget Allocated from Reserves	£15,250	Current Project Spend	£10,395
Grant Received for Projects	£2,658	Current Youth Council Spend	£4,794
Youth Council Budget	£4,500	Total Spend to Date	<b>£15,189</b>
Youth Council Grant Received	£1,250		
Youth Café Income	£128		
Disco Income	£280	<b>Current unspent allocated funding</b>	<b>£8,469</b>
<b>Total Available Funds</b>	<b>£24,066</b>	<b>ANTICIPATED YEAR END SPEND</b>	
		Anticipated Further Project Spend by Y/E	£5,226
		Anticipated Further Youth Council Spend by Y/E	£3,159
		<b>ANTICIPATED YEAR END SPEND</b>	<b>£23,574</b>

3.2 The following table provides a further breakdown of current year expenditure and anticipated spend by project.

Project	Description	Expected Budget	Expected Match Fund	Current Spend	Current Match Fund Income	Anticipated Further Spend	Anticipated Total Y/E Cost
Detached Youth Work	Continuation of engagement with young people across the town as part of detached delivery	£3,500	£3,500	£0	£2,000	£2,000	£0
Youth Café	To provide a safe space and trusted adults for young people. Existing café was taken on by the Council's Youth Worker.	£6,851	£3,000	£3,587	£137– Grant £128 – Café income	£2,534	£5,856
Multi Sports	Delivery of free sports sessions at MUGAs engaging with young people that use or locate themselves at the area/sites.	£6,000	£0	£6,016	£0	£177	£6,193
Paines Mill Support	Supporting weekly session around teaching life skills for young people ages 16-25. Supporting 22 residents.	£3,960	£0	£61	£0	£99	£160
School Outreach	Working within schools to support and engage with young people.	£0	£0	£52.56	£0	£197	£249
Administration or activity	Includes training and subscription costs specific to the youth council or youth work which is not covered elsewhere in the revenue budget	£2,000	£1,000	£1,217	£500	£209	£926
<b>Totals</b>		<b>£22,311</b>	<b>£7,500</b>	<b>£10,934</b>	<b>£2,765</b>	<b>£5,216.23</b>	<b>£13,384</b>

3.3 The following table provides a further breakdown of Youth Council expenditure by activity/project.

Project	Description	Current Spend	Current Match Fund Income	Anticipated Further Spend	Anticipated Total Y/E Cost
Youth Zone at St Neots Festival	Youth Zone run and lead by Youth Council at St Neots Festival	£1,284	£0	£0	£1,284
Intergeneration Project	Intergeneration projects delivered in partnership with XXXX	£205	£0	£0	£205
Youth Disco	Youth disco arranged by Youth Council	£353	£180	£0	£173
Halloween Disco	Halloween disco arranged by Youth Council	£793	£100	£0	£693
Youth Lounge / Cafe	Youth Council project to run a weekly town centre youth café as a safe space	£1,489	£1,250	£2,394	£2,633
Administration and running costs	Includes venue hire, refreshments, costs of visits to youth conferences	£669	£0	£765	£1,434
	<b>Totals</b>	<b>£4,793</b>	<b>£1,530</b>	<b>£3,159</b>	<b>£6,422</b>

ST NEOTS TOWN COUNCIL

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Date:	19 <sup>th</sup> NOVEMBER 2024
Title:	YOUTH BUDGET 2025-2026 BUDGET REQUEST
Contact Officer:	YOUTH WORKER

**1. Purpose of the Report**

1.1 To provide Members with a summary of proposed projects and required funding that the Youth Worker would like to deliver in 2025-2026

**2. Recommendation**

2.1 That the Committee considers the proposed projects and funding request and makes a recommendation on whether to include funding in the 2025-26 budget.

**3. Proposed 2025-2026 Youth Projects and Funding**

3.1 The table below summarises the 2025-2026 youth budgets request;

	<b>Budget Request</b>	<b>Note</b>
Continuation of current youth projects	£17,562	£2,312 increase on funds allocated from General Reserve for 2024-25
Proposed new/additional projects for 2025-26	£4,462	Not funded in current financial year
	<b>£22,024</b>	
Youth Council	£5,010	£510 increase on 2024-2025 budget
Youth Council led Youth Café	£2,995	Funded through youth council budget and grant in current financial year
	<b>£8,005</b>	
<b>Total</b>	<b>£30,029</b>	

3.2 The table below outlines the Engagement and Participation Youth Worker’s proposed youth activity and projects for the 2025-26 year with estimated costs.

Project	Description	Total Est. Cost	Cost Summary		Potential Match Fund	Budget Request
<b>Continuing Current Youth Projects</b>						
Detached Youth Work	Continuation of detached work across St Neots to engage with young people who do not participate in offered activities and structured sessions. Refreshments for young people engaged with	£1,592	Refreshments (x24)	£240	£0	£240
			Staffing (x24)	£556	CCC Grant	
			Staffing (x24)	£556	CCC Grant	
Youth Café	Continuation of Loves Farm Youth café. Offering safe space for activities and social engagement. Proposed budget to allow for casual paid staff to support deliver sessions which rely on volunteers.	£10,620	Venue	£2,768	£0	£8,136
			Refreshment	£2,684	£400 income	
			Equipment	1,000	£0	
			Staff (x45)	2,084	Salary Budget	
			Staff (x45)	2,084	Grant Dependent	
Multi Sports	Further year of free multi sports sessions at MUGAs in St Neots to engage with young people in the locations and created free activities which help promote and develop social, physical and mental health, as well as developing teamwork and sporting skills.	£11,870	Project Worker 1 (x40)	£2,000	Apply for £3,500 OPCC grant	£8,370
			Project Worker 2 (x40)	£4,000		
			Travel – SCF	£2,000		
			Project Management - SCF	£800		
			Refreshments – SCF	£350		
			Equipment - SCF	£250		
			Staffing – SNTC x1	1,235		
Staffing – SNTC x1	1,235					
Paines Mill	Continuation of engagement and support for residents of Paines Mill aged 16-25 by deliver 70 sessions for developing essential skills.	£316	Refreshments (x70)	£316	£0	£316
Schools Engagement	Continuation of engagement with young people through schools via agreed sessions and support with students within schools.	£500	Refreshments (x45)	£250	£0	£500
			Equipment (x45)	£250	£0	
<b>Sub Total</b>		<b>£24,898</b>	<b>Sub Total</b>			<b>£17,562</b>

Proposed New Projects						
ASD Group	Support for an existing community group which struggles for resource. Proposed SNTC takes on delivery of group to ensure continuation and development of SNTC sessional youth worker.	£600	Venue	-	£0	£600
			Refreshments	£100	£0	
			Equipment / Resources	£100	£0	
			Trips/Engagement	£400	£0	
Home Education Group	Proposed new young person's group which would run from community venue to help work with young people to achieve AQAs as part of getting back into learning. 25 sessions.	£1,375	Venue (x25)	£650	£0	£1,375
			AQA Qualifications (x15)	£375	£0	
			Refreshments (x25)	£250	£0	
			Equipment	£100	£0	
NEET Project (Not in Employment, Education or Training)	Working with young people to help develop skills, including volunteering with SNTC as part of creating employment and training opportunities. In partnership Paines Mill but for the wider community. 25 sessions.	£725	AQA Qualifications (x15)	£375	£0	£725
			Refreshments (x25)	£250	£0	
			Equipment	£100	£0	
Young Carers Group	Proposed session twice a month to support young people who are carers. Helps reach vulnerable group of young people in community by working in partnership with Centre 33 and target support young carers champions. 23 x sessions	£882	Venue (x23)	£552		£882
			Refreshments (x23)	£230		
			Equipment	£100		
Volunteers Awards and Thank You Event/s	Funds to encourage and retain volunteers to help deliver youth work and activities.	£380	Refreshments	£280	£0	£380
			Equipment/Resources	£100	£0	
Administration Costs	Costs for training and DBS checks for volunteers	£500	Training Volunteers	£350	£0	£500
			DBS Checks Volunteers	£150	£0	
<b>Sub Total</b>		<b>£4,462</b>	<b>Sub Total</b>			<b>£4,462</b>
<b>Total</b>		<b>£29,360</b>	<b>Youth Engagement and Participation Total</b>			<b>£22,024</b>
Youth Council Budgets overleaf						

Youth Council					
Activity	Description	Cost		Match Funding	Budget
Venue	Hire of spaces for Youth Council to meet and hold meetings	£360	Cost of venue hire and refreshments sit within current £4,500 budget. Suggested increase to allow the Youth Council to maintain £4,000 for projects and events.	£0	£360
Refreshments	Budget for refreshment provision for young people attending youth council meetings	£650		£0	£650
Projects / Events	Budget for delivery projects	£4,000		£0	£4,000
Staffing	Potential casual staffing	£560	Potential allocation of Clarion grant funds	£556	£0
<b>Sub Total</b>		<b>£5,570</b>		<b>Youth Council Total</b>	<b>£5,010</b>
Youth Council Run Youth Cafe					
The following project was initiated by the Youth Council. If the project is to become an ongoing service the Council which to maintain as a town centre based safe and active space for young people the project and its cost should be moved under youth engagement projects rather than the Youth Council.					
Venue	Continuation of town centre base youth café as initiated and led by the Youth Council. Proposed to reduce the café to 1hr sessions to reduce venue hire and overall delivery cost. If the café were to be delivered as present costs stated would double. 45 sessions.	£1,575	Application to be made to the OPCC for up to £3,500 in funding. If successful funding would be used to deliver current 2 hr sessions rather than proposed reduction to 1 hr.		£1,575
Refreshments	Provision of refreshment/vouchers for young people attending.	£475			£475
Equipment / Resources	Allowance for potential equipment or resources needed to deliver the sessions.	£250			£250
Staff	Additional casual staffing allowance to support café currently dependent on volunteer delivery alongside SNTC staff resource. Based on reducing the current café to 1 hour, if café continued at current 2 hours this cost would double.	£695			£695
<b>Youth Council Youth Café Total</b>					<b>£2,995</b>



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## St Neots Town Council 2024/2025

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F and G Meeting 19 November 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Town Council</u></b>										
<b>101</b>	<b><u>Corporate Management</u></b>									
4380	Audit Fees	5,200	5,440	5,200	0	0	0	5,500	0	0
	<b>Overhead Expenditure</b>	5,200	5,440	5,200	0	0	0	5,500	0	0
	<b>Movement to/(from) Gen Reserve</b>	(5,200)	(5,440)	(5,200)	0	0		(5,500)		
<b>102</b>	<b><u>Democratic Representation</u></b>									
1115	King's Coronation	1,800	460	0	0	0	0	0	0	0
1116	Youth worker grants	0	22,137	0	500	0	0	0	0	0
1203	Youth Cafe Income	0	0	0	402	0	0	0	0	0
	<b>Total Income</b>	1,800	22,597	0	902	0	0	0	0	0
4115	General Reserves Approved Exp	0	27,289	0	0	0	0	0	0	0
4148	Equipm. for broadcast. meeting	2,200	0	0	0	0	0	0	0	0
4318	Youth Council	17,500	1,600	4,500	4,643	0	0	5,000	0	0
4319	Members E-mail System	4,400	2,965	4,400	1,143	0	0	2,400	0	0
4325	Website Hosting & Programming	2,000	783	2,000	203	0	0	1,000	0	0
4361	Young people counselling	10,000	11,000	11,000	5,250	0	0	11,000	0	0
4363	LCAS Accreditation	250	0	250	0	0	0	0	0	0
4373	King's Coronation	18,000	12,930	0	0	0	0	0	0	0
4375	Election Expenses	5,000	5,000	8,000	13,354	0	0	8,000	0	0
4376	Civic Events & Regalia	9,500	9,840	9,500	3,912	0	0	9,500	0	0
4377	D/VE Day 80	0	0	6,000	4,746	0	0	6,000	0	0
4379	Remembrance Sunday	3,000	1,763	3,000	0	0	0	3,000	0	0
4551	Mayors' Allowance	3,000	3,000	3,000	180	0	0	3,000	0	0

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F and G Meeting 19 November 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4552	Members Training Travel & Subs	2,000	350	2,000	0	0	0	2,000	0	0
4553	Council Chamber Expenses	4,000	2,884	4,000	990	0	0	3,000	0	0
	<b>Overhead Expenditure</b>	<b>80,850</b>	<b>79,404</b>	<b>57,650</b>	<b>34,420</b>	<b>0</b>	<b>0</b>	<b>53,900</b>	<b>0</b>	<b>0</b>
	<b>102 Net Income over Expenditure</b>	<b>-79,050</b>	<b>-56,806</b>	<b>-57,650</b>	<b>-33,518</b>	<b>0</b>	<b>0</b>	<b>-53,900</b>	<b>0</b>	<b>0</b>
5003	plus Transfer From EMR	0	0	0	5,354	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(79,050)</b>	<b>(56,806)</b>	<b>(57,650)</b>	<b>(28,165)</b>	<b>0</b>		<b>(53,900)</b>		
<b>105</b>	<b>Central Administration</b>									
1201	Sundry Income	0	782	0	68	0	0	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>782</b>	<b>0</b>	<b>68</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4005	Environmental Officer	38,895	0	0	0	0	0	0	0	0
4006	Salaries TC	407,087	393,487	545,718	238,300	0	0	562,090	0	0
4007	Apprentice	26,000	0	0	0	0	0	0	0	0
4011	Wages Cleaning	4,200	4,200	4,200	2,100	0	0	4,752	0	0
4022	Agency Staff	0	10,628	0	0	0	0	0	0	0
4050	HR Consultants, DBS Staff Cost	8,000	7,441	8,000	3,201	0	0	8,000	0	0
4090	Staff Training And Seminars	12,000	11,225	12,000	3,669	0	0	12,000	0	0
4092	Staff Travelling & Subsistence	1,500	276	1,500	402	0	0	1,500	0	0
4100	Repairs & Maintenance	2,000	2,492	2,000	788	0	0	2,000	0	0
4146	Equipm and furnit (prev TC run	5,000	7,356	5,000	2,651	0	0	5,000	0	0
4301	Computer Maintenance & Softwar	24,000	3,229	24,000	12,295	0	0	26,000	0	0
4320	Telephones and broadband (all)	10,000	11,490	11,500	5,370	0	0	11,500	0	0
4322	Printing Postage & Stationery	6,500	7,772	7,500	3,782	0	0	8,000	0	0
4326	Subscriptions & Publications	6,000	5,007	6,000	4,030	0	0	6,000	0	0

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F and G Meeting 19 November 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4329	Staff Welfare & Uniforms	1,500	164	1,500	229	0	0	1,500	0	0
4330	Recruitment& Advertising Staff	1,200	2,910	1,200	100	0	0	1,200	0	0
4364	Project management officer	60,000	0	0	0	0	0	0	0	0
4365	Carbon Neutral Revenue Budget	10,000	307	10,000	1,895	0	0	10,000	0	0
4366	Biodiversity Budget	0	0	0	0	0	0	5,000	0	0
4381	Bank and card terminal charges	1,300	1,279	1,300	636	0	0	1,300	0	0
4382	Insurances & Eng. Inspections	8,400	7,124	8,400	7,427	0	0	20,500	0	0
4386	Professional Fees	16,000	22,640	20,000	10,501	0	0	20,000	0	0
	<b>Overhead Expenditure</b>	<b>649,582</b>	<b>499,027</b>	<b>669,818</b>	<b>297,377</b>	<b>0</b>	<b>0</b>	<b>706,342</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(649,582)</b>	<b>(498,244)</b>	<b>(669,818)</b>	<b>(297,309)</b>	<b>0</b>		<b>(706,342)</b>		
<b>108</b>	<b>Other Costs and Income</b>									
1229	CIL Receipts 2023-2024	0	1,121,468	0	0	0	0	0	0	0
1230	CIL Receipts 2024-2025	0	0	0	375,250	0	0	0	0	0
1251	Bank and Investment Interest	10,000	138,206	60,000	81,890	0	0	60,000	0	0
1253	Precept	1,949,524	1,949,524	2,008,010	2,008,010	0	0	2,008,010	0	0
	<b>Total Income</b>	<b>1,959,524</b>	<b>3,209,197</b>	<b>2,068,010</b>	<b>2,465,150</b>	<b>0</b>	<b>0</b>	<b>2,068,010</b>	<b>0</b>	<b>0</b>
4388	Loan Interest. Payable	12,000	11,115	11,000	5,301	0	0	10,000	0	0
4389	Loan Repayment. PWLB	15,000	15,000	15,000	7,500	0	0	15,000	0	0
	<b>Overhead Expenditure</b>	<b>27,000</b>	<b>26,115</b>	<b>26,000</b>	<b>12,801</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>0</b>	<b>0</b>
	<b>108 Net Income over Expenditure</b>	<b>1,932,524</b>	<b>3,183,082</b>	<b>2,042,010</b>	<b>2,452,349</b>	<b>0</b>	<b>0</b>	<b>2,043,010</b>	<b>0</b>	<b>0</b>
5004	less Transfer To EMR	0	1,121,468	0	375,250	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>1,932,524</b>	<b>2,061,615</b>	<b>2,042,010</b>	<b>2,077,099</b>	<b>0</b>		<b>2,043,010</b>		
<b>201</b>	<b>Cemetery/Churchyard and Allotm</b>									

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F and G Meeting 19 November 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1000	Allotment Rents	1,500	1,168	2,325	1,766	0	0	2,325	0	0
1100	Cemetery Income	41,500	44,825	43,575	19,369	0	0	43,575	0	0
1107	Grants/Donations Received	0	3,906	0	5,838	0	0	0	0	0
<b>Total Income</b>		<b>43,000</b>	<b>49,899</b>	<b>45,900</b>	<b>26,972</b>	<b>0</b>	<b>0</b>	<b>45,900</b>	<b>0</b>	<b>0</b>
4100	Repairs & Maintenance	15,000	14,587	15,000	3,957	0	0	15,000	0	0
4101	Memorial Benches- Rechargeable	3,000	851	3,000	0	0	0	3,000	0	0
4102	Street Furniture	1,500	0	2,000	0	0	0	2,000	0	0
4110	Allotments	1,200	263	1,200	398	0	0	1,200	0	0
4113	Memorial Inspections	3,000	8,480	4,000	4,865	0	0	4,000	0	0
4115	General Reserves Approved Exp	0	41,319	0	0	0	0	0	0	0
4116	War Memorials	500	67	500	0	0	0	500	0	0
4117	Mem gard exp cov by don and GR	0	5,880	0	175	0	0	0	0	0
4131	Electricity	150	140	150	0	0	0	150	0	0
4135	Water	1,150	1,004	1,150	65	0	0	1,150	0	0
4145	Rates	2,750	2,041	2,750	1,225	0	0	2,250	0	0
4382	Insurances & Eng. Inspections	1,000	975	1,000	547	0	0	0	0	0
<b>Overhead Expenditure</b>		<b>29,250</b>	<b>75,606</b>	<b>30,750</b>	<b>11,232</b>	<b>0</b>	<b>0</b>	<b>29,250</b>	<b>0</b>	<b>0</b>
<b>201 Net Income over Expenditure</b>		<b>13,750</b>	<b>-25,706</b>	<b>15,150</b>	<b>15,740</b>	<b>0</b>	<b>0</b>	<b>16,650</b>	<b>0</b>	<b>0</b>
5003	plus Transfer From EMR	0	5,480	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<b>13,750</b>	<b>(20,227)</b>	<b>15,150</b>	<b>15,740</b>	<b>0</b>		<b>16,650</b>		
<b>210</b>	<b><u>Play Areas and Open Spaces</u></b>									
1151	CCC - Grass Cutting Service	18,615	18,615	18,615	18,615	0	0	18,615	0	0

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F and G Meeting 19 November 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>		18,615	18,615	18,615	18,615	0	0	18,615	0	0
4100	Repairs & Maintenance	17,000	82,629	17,000	37,837	0	0	17,000	0	0
4107	Tree Maintenance	15,000	19,810	15,000	4,175	0	0	15,000	0	0
4114	Street Furniture and Signs	3,200	2,375	3,200	0	0	0	3,200	0	0
4122	Planting	8,000	4,342	10,000	10,529	0	0	18,000	0	0
4124	Glasshouses rental	2,000	1,500	2,000	0	0	0	0	0	0
4128	Street scene improvements	6,000	5,497	0	0	0	0	0	0	0
4382	Insurances & Eng. Inspections	5,000	4,500	5,000	4,442	0	0	0	0	0
<b>Overhead Expenditure</b>		56,200	120,653	52,200	56,983	0	0	53,200	0	0
<b>210 Net Income over Expenditure</b>		-37,585	-102,038	-33,585	-38,368	0	0	-34,585	0	0
5003	plus Transfer From EMR	0	84,802	0	29,979	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(37,585)</u>	<u>(17,236)</u>	<u>(33,585)</u>	<u>(8,390)</u>	<u>0</u>		<u>(34,585)</u>		
<b>220</b>	<b>Depot &amp; Operational</b>									
1201	Sundry Income	2,000	1,137	1,000	2,647	0	0	1,000	0	0
<b>Total Income</b>		2,000	1,137	1,000	2,647	0	0	1,000	0	0
4026	Operational Staff	409,980	404,563	437,807	199,736	0	0	450,941	0	0
4100	Repairs & Maintenance	13,000	10,761	13,000	7,203	0	0	13,000	0	0
4103	Depot Maintenance Costs	2,500	3,456	4,000	1,572	0	0	4,000	0	0
4106	Rent & Rates for Depot	40,000	39,120	45,000	22,464	0	0	47,500	0	0
4108	Waste Disposal	7,000	11,526	10,000	6,441	0	0	12,000	0	0
4115	General Reserves Approved Exp	0	9,770	0	0	0	0	0	0	0
4131	Electricity	14,500	20,429	7,000	3,136	0	0	7,000	0	0

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F and G Meeting 19 November 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4135	Water	560	507	560	112	0	0	560	0	0
4143	Defibrilators	0	253	0	1,345	0	0	3,000	0	0
4200	Vehicle Running Costs & Repair	25,000	26,745	26,250	15,045	0	0	26,250	0	0
4329	Staff Welfare & Uniforms	6,000	8,559	7,000	2,148	0	0	7,000	0	0
4382	Insurances & Eng. Inspections	5,500	5,524	5,500	5,432	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>524,040</b>	<b>541,213</b>	<b>556,117</b>	<b>264,634</b>	<b>0</b>	<b>0</b>	<b>571,251</b>	<b>0</b>	<b>0</b>
	<b>220 Net Income over Expenditure</b>	<b>-522,040</b>	<b>-540,076</b>	<b>-555,117</b>	<b>-261,987</b>	<b>0</b>	<b>0</b>	<b>-570,251</b>	<b>0</b>	<b>0</b>
5003	plus Transfer From EMR	0	813	0	1,345	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(522,040)</b>	<b>(539,263)</b>	<b>(555,117)</b>	<b>(260,642)</b>	<b>0</b>		<b>(570,251)</b>		
<b>230</b>	<b>Community Buildings</b>									
1003	Table Tennis Rent	100	100	100	100	0	0	100	0	0
1006	ATC Rent	900	900	900	900	0	0	900	0	0
1007	Gatelodge Rent	8,500	8,500	8,500	4,250	0	0	8,500	0	0
1009	SVDK Rent	0	0	0	0	0	0	4,500	0	0
	<b>Total Income</b>	<b>9,500</b>	<b>9,500</b>	<b>9,500</b>	<b>5,250</b>	<b>0</b>	<b>0</b>	<b>14,000</b>	<b>0</b>	<b>0</b>
4115	General Reserves Approved Exp	0	560	0	0	0	0	0	0	0
4118	Gatelodge Expenses	1,155	906	1,155	90	0	0	1,155	0	0
4119	The Cage Lock up	500	0	500	0	0	0	500	0	0
4126	Steve Van De Kerkhove exp	2,000	4,673	4,000	3,395	0	0	8,000	0	0
4127	Ex - Service Club	0	605	1,200	0	0	0	1,200	0	0
4320	Telephones and broadband (all)	0	70	0	0	0	0	0	0	0
4351	Museum Grant/Running Costs	73,800	76,342	76,840	34,255	0	0	80,700	0	0
4505	Public Toilets	38,500	39,375	40,000	9,420	0	0	40,000	0	0

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F and G Meeting 19 November 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4506	CCTV	16,400	16,369	16,369	17,024	0	0	17,500	0	0
	<b>Overhead Expenditure</b>	132,355	138,901	140,064	64,185	0	0	149,055	0	0
	<b>230 Net Income over Expenditure</b>	-122,855	-129,401	-130,564	-58,935	0	0	-135,055	0	0
5003	plus Transfer From EMR	0	1,500	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(122,855)</u>	<u>(127,901)</u>	<u>(130,564)</u>	<u>(58,935)</u>	<u>0</u>		<u>(135,055)</u>		
<b>240</b>	<b><u>Town Events, Market &amp;Promotion</u></b>									
1102	Market Income	6,000	6,201	5,000	904	0	0	5,000	0	0
1108	Christmas Lights Income	5,000	6,016	5,000	0	0	0	5,000	0	0
1110	Other Community Events Income	1,000	0	1,000	0	0	0	1,000	0	0
1112	Dragon Boat Income	10,000	13,387	10,000	19,800	0	0	10,000	0	0
1113	AFD Income	5,000	0	5,000	5,179	0	0	5,000	0	0
1201	Sundry Income	0	0	0	795	0	0	0	0	0
	<b>Total Income</b>	27,000	25,604	26,000	26,678	0	0	26,000	0	0
4027	Ops staff costs recharges	0	10,365	0	0	0	0	0	0	0
4325	Website Hosting & Programming	2,100	268	2,205	99	0	0	1,000	0	0
4334	Promotion of Town	11,550	10,558	11,550	6,646	0	0	11,550	0	0
4343	Dragon Boat	14,000	17,394	14,700	16,960	0	0	15,435	0	0
4346	Armed Forces Day	16,896	270	17,740	25,036	0	0	22,000	0	0
4354	Grants Power GeneralCompetence	0	0	0	1,400	0	0	0	0	0
4400	Market Expenses	13,650	3,156	13,650	5,766	0	0	13,650	0	0
4401	Baby Loss Awareness Week	0	0	0	0	0	0	500	0	0
4402	Disability awareness week	0	0	0	0	0	0	500	0	0
4403	Additional market entert 2025	0	0	0	0	0	0	6,000	0	0

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F and G Meeting 19 November 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4404	Living History Festival	0	0	0	0	0	0	5,295	0	0
4405	Market Sq Launch Event	0	0	0	0	0	0	15,000	0	0
4507	Christm Lights Lease and Decor	22,000	22,632	22,000	0	0	0	22,000	0	0
4508	Christmas Lights Capital Costs	3,000	0	3,000	0	0	0	0	0	0
4513	Summer Band Concerts	6,500	4,856	6,500	4,922	0	0	6,500	0	0
4516	Christmas Lights Event	18,480	14,677	19,404	3,196	0	0	21,190	0	0
4518	Market Entertainmnet	10,500	10,500	10,500	3,833	0	0	10,000	0	0
4519	Event Equipment	0	0	5,000	2,185	0	0	5,000	0	0
4556	Community events-other	11,000	2,539	5,000	1,278	0	0	4,000	0	0
4557	Changing Places Toilets-events	4,000	1,687	4,200	0	0	0	1,800	0	0
	<b>Overhead Expenditure</b>	<b>133,676</b>	<b>98,902</b>	<b>135,449</b>	<b>71,320</b>	<b>0</b>	<b>0</b>	<b>161,420</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(106,676)</b>	<b>(73,298)</b>	<b>(109,449)</b>	<b>(44,642)</b>	<b>0</b>		<b>(135,420)</b>		
<b>250</b>	<b><u>Grants &amp; Donations</u></b>									
4354	Grants Power GeneralCompetence	60,820	57,571	60,820	27,201	0	0	74,020	0	0
4355	Art & Drama Awards	6,600	6,600	6,600	0	0	0	0	0	0
4356	Youth Provison Grants	6,600	6,600	6,600	4,469	0	0	0	0	0
4358	St Neots Festival	0	31,500	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>74,020</b>	<b>102,271</b>	<b>74,020</b>	<b>31,669</b>	<b>0</b>	<b>0</b>	<b>74,020</b>	<b>0</b>	<b>0</b>
5003	plus Transfer From EMR	0	15,000	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(74,020)</b>	<b>(87,271)</b>	<b>(74,020)</b>	<b>(31,669)</b>	<b>0</b>		<b>(74,020)</b>		
<b>301</b>	<b><u>Highways and The Environment</u></b>									
4105	Bus Shelters	3,000	0	3,000	0	0	0	3,000	0	0
4109	Street Lights	8,500	20,358	8,500	129	0	0	8,500	0	0

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F and G Meeting 19 November 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4123	Highways Improvements	20,000	3,145	40,000	245	0	0	40,000	0	0
4503	Notice Boards	2,500	112	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>34,000</b>	<b>23,615</b>	<b>51,500</b>	<b>374</b>	<b>0</b>	<b>0</b>	<b>51,500</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(34,000)</b>	<b>(23,615)</b>	<b>(51,500)</b>	<b>(374)</b>	<b>0</b>		<b>(51,500)</b>		
<b>340</b>	<b><u>New Building</u></b>									
4131	Electricity	0	0	0	0	0	0	2,200	0	0
4132	Gas	0	0	0	0	0	0	1,800	0	0
4135	Water	0	0	0	0	0	0	1,000	0	0
4145	Rates	0	0	0	0	0	0	11,000	0	0
4382	Insurances & Eng. Inspections	0	0	0	0	0	0	6,459	0	0
	<b>Overhead Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,459</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>(22,459)</b>		
<b>400</b>	<b><u>Capital Projects</u></b>									
1107	Grants/Donations Received	0	0	0	16,675	0	0	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,675</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4129	St John Ambulance Building	0	43,495	0	0	0	0	0	0	0
4902	CAP - Ops ride-on mow and veh	30,000	0	30,000	0	0	0	30,000	0	0
4911	CAP - IT Hardware	7,000	2,752	0	0	0	0	0	0	0
4913	CAP - Additional depot space	0	0	20,000	0	0	0	0	0	0
6703	CAP - Buildings major repairs	50,000	5,920	0	4,500	0	0	0	0	0
6708	PC Temp Closure one off costs	0	0	50,000	37,275	0	0	0	0	0
6712	Art project covered by grant	0	0	0	50,000	0	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F and G Meeting 19 November 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	<b>Overhead Expenditure</b>	87,000	52,167	100,000	91,775	0	0	30,000	0	0
	<b>400 Net Income over Expenditure</b>	-87,000	-52,167	-100,000	-75,100	0	0	-30,000	0	0
5003	plus Transfer From EMR	0	0	0	3,500	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(87,000)</u>	<u>(52,167)</u>	<u>(100,000)</u>	<u>(71,600)</u>	<u>0</u>		<u>(30,000)</u>		
<b>401</b>	<b><u>Master Plan</u></b>									
1201	Sundry Income	0	50,000	0	0	0	0	0	0	0
	<b>Total Income</b>	<u>0</u>	<u>50,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>50,000</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<b>402</b>	<b><u>COVID19</u></b>									
4147	Covid 19 Extraordinary Costs	2,000	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	2,000	0	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(2,000)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<b>404</b>	<b><u>HDC Vibrant Communities Fund</u></b>									
1109	UKSPF Vibrant Communities Fund	0	20,000	0	0	0	0	0	0	0
	<b>Total Income</b>	<u>0</u>	<u>20,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4724	Vibrant Community Expenditure	0	19,265	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	0	19,265	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>735</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<b>406</b>	<b><u>Moores Walk</u></b>									
6710	Moores Walk Cove by Grant	0	0	0	15,086	0	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F and G Meeting 19 November 24)

	<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>	0	0	0	15,086	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	0	(15,086)	0		0		
<b>Town Council - Income</b>	2,061,439	3,407,332	2,169,025	2,562,956	0	0	2,173,525	0	0
<b>Expenditure</b>	1,835,173	1,782,577	1,898,768	951,856	0	0	1,932,897	0	0
<b>Net Income over Expenditure</b>	<u>226,266</u>	<u>1,624,755</u>	<u>270,257</u>	<u>1,611,100</u>	<u>0</u>	<u>0</u>	<u>240,628</u>	<u>0</u>	<u>0</u>
plus Transfer From EMR	0	107,594	0	40,177	0	0	0	0	0
less Transfer To EMR	0	1,121,468	0	375,250	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>226,266</u>	<u>610,882</u>	<u>270,257</u>	<u>1,276,027</u>	<u>0</u>		<u>240,628</u>		
<b><u>Priory Centre</u></b>									
<b><u>501 Priory Centre-Staffing</u></b>									
4009 Salaries - PC	232,961	222,483	241,539	113,868	0	0	253,111	0	0
4022 Agency Staff	0	226	0	0	0	0	0	0	0
4092 Staff Travelling & Subsistence	0	378	0	0	0	0	0	0	0
4099 Added Years Pensions	4,300	1,523	2,150	1,966	0	0	2,150	0	0
4329 Staff Welfare & Uniforms	1,050	769	1,050	606	0	0	1,050	0	0
4330 Recruitment& Advertising Staff	800	0	800	0	0	0	800	0	0
<b>Overhead Expenditure</b>	239,111	225,379	245,539	116,441	0	0	257,111	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(239,111)</u>	<u>(225,379)</u>	<u>(245,539)</u>	<u>(116,441)</u>	<u>0</u>		<u>(257,111)</u>		
<b><u>504 Priory Centre-Running Costs</u></b>									
1104 Photocopy Income	10	44	10	17	0	0	0	0	0
1275 HDC PC Sponsorship	37,196	37,196	37,196	0	0	0	37,196	0	0

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F and G Meeting 19 November 24)

	<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>	37,206	37,240	37,206	17	0	0	37,196	0	0
4100 Repairs & Maintenance	16,000	19,848	8,000	2,515	0	0	0	0	0
4115 General Reserves Approved Exp	0	7,425	0	0	0	0	0	0	0
4131 Electricity	42,000	56,638	27,000	3,202	0	0	2,000	0	0
4132 Gas	45,000	29,626	8,000	3,468	0	0	3,000	0	0
4135 Water	4,000	4,771	4,000	1,262	0	0	2,000	0	0
4145 Rates	17,500	18,837	19,500	6,296	0	0	7,000	0	0
4150 Cleaning Materials	4,600	4,709	2,300	2,191	0	0	0	0	0
4152 Licences	4,000	2,114	4,000	1,997	0	0	0	0	0
4231 Lease/Hire Contracts	10,123	6,287	5,123	2,006	0	0	0	0	0
4300 Equipment Purchases	3,500	1,568	3,500	1,045	0	0	0	0	0
4304 PC VAT Irrecoverable	6,000	13,683	5,000	1,435	0	0	0	0	0
4322 Printing Postage & Stationery	1,000	366	2,000	103	0	0	0	0	0
4325 Website Hosting & Programming	600	180	600	99	0	0	0	0	0
4331 Marketing & Advertising	8,183	8,826	8,183	2,432	0	0	0	0	0
4381 Bank and card terminal charges	2,200	3,317	750	1,774	0	0	0	0	0
4382 Insurances & Eng. Inspections	8,500	8,777	8,500	1,757	0	0	7,000	0	0
4416 Waste Disposal	4,500	4,583	2,250	3,098	0	0	0	0	0
<b>Overhead Expenditure</b>	177,706	191,557	108,706	34,680	0	0	21,000	0	0
<b>Movement to/(from) Gen Reserve</b>	(140,500)	(154,317)	(71,500)	(34,662)	0		16,196		
<b><u>520 Centres Bar &amp; Cafe</u></b>									
1048 Bar Sales	90,000	76,447	37,000	42,528	0	0	7,000	0	0
1052 Cafe Sales	42,000	53,965	17,000	33,586	0	0	165,000	0	0

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F and G Meeting 19 November 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1080	Overs & Unders	0	53	0	0	0	0	0	0	0
	<b>Total Income</b>	132,000	130,464	54,000	76,114	0	0	172,000	0	0
4022	Agency Staff	0	3,385	0	386	0	0	0	0	0
4024	Cafe/catering staff	34,794	38,474	36,036	23,812	0	0	53,000	0	0
4025	Casual (prev bar) staff	14,803	18,145	6,000	26,890	0	0	100,000	0	0
4600	Bar Purchases	40,000	30,346	14,800	12,937	0	0	2,450	0	0
4604	Catering Purchases	8,000	9,155	2,000	6,468	0	0	57,000	0	0
4605	Cafe Purchases	10,750	12,884	2,000	8,145	0	0	0	0	0
4610	Consumable Purchases	3,120	1,287	1,500	265	0	0	1,500	0	0
	<b>Overhead Expenditure</b>	111,467	113,677	62,336	78,904	0	0	213,950	0	0
	<b>Movement to/(from) Gen Reserve</b>	20,533	16,788	(8,336)	(2,790)	0		(41,950)		
<b>525</b>	<b><u>Priory Centre-Functions</u></b>									
1049	Events Income	4,000	0	0	0	0	0	0	0	0
1050	Hall Hire	128,761	115,027	44,000	43,341	0	0	0	0	0
1053	Kitchen Hire	1,176	933	480	167	0	0	0	0	0
1057	Toddlers Gym Income	600	985	240	326	0	0	0	0	0
1070	Admin Fee/Surcharges	600	1,420	160	101	0	0	0	0	0
1075	Equipment Hire	3,000	1,971	800	1,620	0	0	0	0	0
1256	Commission of Ticket Sales	300	223	50	27	0	0	0	0	0
	<b>Total Income</b>	138,437	120,559	45,730	45,581	0	0	0	0	0
4021	Wages Toddlers Gym	1,946	2,046	2,000	969	0	0	0	0	0
4151	Laundry	500	630	250	768	0	0	0	0	0
4510	Events Expenses	3,500	2,772	1,800	3,382	0	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F and G Meeting 19 November 24)

	<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4511 Toddlers' Gym Expenses	32	24	32	94	0	0	0	0	0
<b>Overhead Expenditure</b>	5,978	5,472	4,082	5,214	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>132,459</u>	<u>115,087</u>	<u>41,648</u>	<u>40,367</u>	<u>0</u>		<u>0</u>		
<b>Priory Centre - Income</b>	307,643	288,262	136,936	121,713	0	0	209,196	0	0
<b>Expenditure</b>	534,262	536,084	420,663	235,239	0	0	492,061	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(226,619)</u>	<u>(247,821)</u>	<u>(283,727)</u>	<u>(113,526)</u>	<u>0</u>		<u>(282,865)</u>		

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F and G Meeting 19 November 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Eatons Centre</u></b>										
<b>350</b>	<b><u>Eaton Community Centre</u></b>									
1040	River Church Lease - Eatons	5,560	5,593	5,560	1,391	0	0	5,560	0	0
1050	Hall Hire	30,000	33,062	51,600	24,271	0	0	75,000	0	0
1057	Toddlers Gym Income	0	0	0	0	0	0	832	0	0
	<b>Total Income</b>	<b>35,560</b>	<b>38,655</b>	<b>57,160</b>	<b>25,662</b>	<b>0</b>	<b>0</b>	<b>81,392</b>	<b>0</b>	<b>0</b>
4010	Wages-Caretaking	4,000	4,180	0	0	0	0	0	0	0
4021	Wages Toddlers Gym	0	0	0	0	0	0	2,200	0	0
4100	Repairs & Maintenance	5,500	5,507	7,000	5,913	0	0	7,000	0	0
4130	Heating costs (prev Biomass Fu	3,500	5,707	5,000	1,368	0	0	5,000	0	0
4131	Electricity	3,400	6,251	3,400	358	0	0	3,400	0	0
4135	Water	700	1,590	1,500	736	0	0	1,500	0	0
4145	Rates	5,700	4,768	5,700	3,071	0	0	5,700	0	0
4231	Lease/Hire Contracts	5,000	1,647	5,000	663	0	0	3,000	0	0
4300	Equipment Purchases	600	0	2,000	45	0	0	2,000	0	0
4320	Telephones and broadband (all)	800	1,382	1,500	610	0	0	1,500	0	0
4331	Marketing & Advertising	2,700	1,925	3,000	300	0	0	3,000	0	0
4381	Bank and card terminal charges	0	0	750	0	0	0	750	0	0
4382	Insurances & Eng. Inspections	2,200	2,269	2,300	2,081	0	0	2,000	0	0
4416	Waste Disposal	1,107	1,463	3,000	844	0	0	3,000	0	0
4511	Toddlers' Gym Expenses	0	0	0	0	0	0	100	0	0
	<b>Overhead Expenditure</b>	<b>35,207</b>	<b>36,689</b>	<b>40,150</b>	<b>15,989</b>	<b>0</b>	<b>0</b>	<b>40,150</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>353</b>	<b>1,966</b>	<b>17,010</b>	<b>9,673</b>	<b>0</b>		<b>41,242</b>		

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F and G Meeting 19 November 24)

	<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Eatons Centre - Income</b>	35,560	38,655	57,160	25,662	0	0	81,392	0	0
<b>Expenditure</b>	35,207	36,689	40,150	15,989	0	0	40,150	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>353</u>	<u>1,966</u>	<u>17,010</u>	<u>9,673</u>	<u>0</u>		<u>41,242</u>		

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F and G Meeting 19 November 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>New Street</u></b>										
<b><u>360</u></b>	<b><u>New Street</u></b>									
1050	Hall Hire	0	0	4,800	1,398	0	0	14,400	0	0
1075	Equipment Hire	0	0	0	0	0	0	1,050	0	0
	<b>Total Income</b>	0	0	4,800	1,398	0	0	15,450	0	0
4100	Repairs & Maintenance	0	0	0	367	0	0	5,000	0	0
4131	Electricity	0	0	2,000	1,495	0	0	14,000	0	0
4135	Water	0	0	600	0	0	0	0	0	0
4144	Rent New Street	0	0	0	0	0	0	25,000	0	0
4145	Rates	0	0	0	1,125	0	0	11,230	0	0
4150	Cleaning Materials	0	0	0	0	0	0	2,400	0	0
4151	Laundry	0	0	0	0	0	0	2,000	0	0
4152	Licences	0	0	0	0	0	0	1,400	0	0
4231	Lease/Hire Contracts	0	0	0	0	0	0	2,400	0	0
4300	Equipment Purchases	0	0	0	0	0	0	3,000	0	0
4320	Telephones and broadband (all)	0	0	600	0	0	0	660	0	0
4322	Printing Postage & Stationery	0	0	0	0	0	0	2,100	0	0
4381	Bank and card terminal charges	0	0	0	0	0	0	3,000	0	0
4382	Insurances & Eng. Inspections	0	0	0	0	0	0	2,500	0	0
4416	Waste Disposal	0	0	0	0	0	0	1,800	0	0
4510	Events Expenses	0	0	0	0	0	0	3,000	0	0
	<b>Overhead Expenditure</b>	0	0	3,200	2,987	0	0	79,490	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0	1,600	(1,589)	0		(64,040)		

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F and G Meeting 19 November 24)

	<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>New Street - Income</b>	0	0	4,800	1,398	0	0	15,450	0	0
<b>Expenditure</b>	0	0	3,200	2,987	0	0	79,490	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>	<u>1,600</u>	<u>(1,589)</u>	<u>0</u>		<u>(64,040)</u>		
<b>Total Budget Income</b>	2,404,642	3,734,250	2,367,921	2,711,729	0	0	2,479,563	0	0
<b>Expenditure</b>	2,404,642	2,355,350	2,362,781	1,206,071	0	0	2,544,598	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>1,378,901</u>	<u>5,140</u>	<u>1,505,658</u>	<u>0</u>		<u>(65,035)</u>		
plus Transfer From EMR	0	107,594	0	40,177	0	0	0	0	0
less Transfer To EMR	0	1,121,468	0	375,250	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>365,027</u>	<u>5,140</u>	<u>1,170,586</u>	<u>0</u>		<u>(65,035)</u>		

14/11/2024

## St Neots Town Council 2024/2025

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## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4380	Audit Fees	101	Corporate Management	Increased by £300
4148	Equipm. for broadcast. meeting	102	Democratic Representation	Not required due to PC refurb
4318	Youth Council	102	Democratic Representation	For youth Council only-increased by £500
4319	Members E-mail System	102	Democratic Representation	Reduced based on current year
4325	Website Hosting & Programming	102	Democratic Representation	Reduced based on actuals
4361	Young people counselling	102	Democratic Representation	Same as 24/25
4363	LCAS Accreditation	102	Democratic Representation	Covered by Earmarked Reserves
4375	Election Expenses	102	Democratic Representation	Same as 24/25, Unspent budget to be earmarked
4376	Civic Events & Regalia	102	Democratic Representation	Same as 24/25
4377	D/VE Day 80	102	Democratic Representation	Same as 24/25 but for VEDay80 (8/5/25)
4379	Remembrance Sunday	102	Democratic Representation	Same as 24/25
4551	Mayors' Allowance	102	Democratic Representation	Same as 24/25
4552	Members Training Travel & Subs	102	Democratic Representation	Same as 24/25
4553	Council Chamber Expenses	102	Democratic Representation	Reduced by £1,000 based on actuals
4005	Environmental Officer	105	Central Administration	Nil as included in TC salaries
4006	Salaries TC	105	Central Administration	24/25 budget incr by 3%
4011	Wages Cleaning	105	Central Administration	New contractual cost £396x12
4050	HR Consultants, DBS Staff Cost	105	Central Administration	Same as 24/25
4090	Staff Training And Seminars	105	Central Administration	Same as 24/25
4092	Staff Travelling & Subsistence	105	Central Administration	Same as 24/25
4100	Repairs & Maintenance	105	Central Administration	Same as 24/25
4101	Memorial Benches- Rechargeable	105	Central Administration	Same as 21/22
4146	Equipm and furnit (prev TC run	105	Central Administration	Same as 24/25
4301	Computer Maintenance & Softwar	105	Central Administration	Invreased by £2K to reflect increaased staff number
4320	Telephones and broadband (all)	105	Central Administration	Same as 24/25, includes mob phones devices
4322	Printing Postage & Stationery	105	Central Administration	Increased by £500 to reflect infl rise
4326	Subscriptions & Publications	105	Central Administration	Same as 24/25
4329	Staff Welfare & Uniforms	105	Central Administration	Same as 24/25
4330	Recruitment& Advertising Staff	105	Central Administration	Same as 24/25

Continued on Page 2

## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
<b>4365</b>	Carbon Neutral Revenue Budget	<b>105</b>	Central Administration	Same as 24/25
<b>4366</b>	Biodiversity Budget	<b>105</b>	Central Administration	Proposal from Environmental Comm
<b>4381</b>	Bank and card terminal charges	<b>105</b>	Central Administration	Same as 24/25
<b>4382</b>	Insurances & Eng. Inspections	<b>105</b>	Central Administration	Includes ins for all other costs centres based on 24/25 cost
<b>4386</b>	Professional Fees	<b>105</b>	Central Administration	Same as 24/25
<b>1251</b>	Bank and Investment Interest	<b>108</b>	Other Costs and Income	Same as 24/25
<b>1253</b>	Precept	<b>108</b>	Other Costs and Income	Based on 24/25 to be decided
<b>4388</b>	Loan Interest. Payable	<b>108</b>	Other Costs and Income	PWLB interest est/reduced by 1K
<b>4389</b>	Loan Repayment. PWLB	<b>108</b>	Other Costs and Income	Same as 24/25
<b>1000</b>	Allotment Rents	<b>201</b>	Cemetery/Churchyard and Allotm	Same as 24/25
<b>1100</b>	Cemetery Income	<b>201</b>	Cemetery/Churchyard and Allotm	Same as 24/25
<b>4100</b>	Repairs & Maintenance	<b>201</b>	Cemetery/Churchyard and Allotm	Same as 24/25
<b>4101</b>	Memorial Benches- Rechargeable	<b>201</b>	Cemetery/Churchyard and Allotm	Same as 24/25
<b>4102</b>	Street Furniture	<b>201</b>	Cemetery/Churchyard and Allotm	Bins and notice boards-same as 24/25
<b>4110</b>	Allotments	<b>201</b>	Cemetery/Churchyard and Allotm	Same as 24/25
<b>4113</b>	Memorial Inspections	<b>201</b>	Cemetery/Churchyard and Allotm	Same as 24/25-Prov to earmark for inspections every 5y
<b>4116</b>	War Memorials	<b>201</b>	Cemetery/Churchyard and Allotm	Same as 24/25
<b>4131</b>	Electricity	<b>201</b>	Cemetery/Churchyard and Allotm	Electricity for mortuary building-same as 24/25
<b>4135</b>	Water	<b>201</b>	Cemetery/Churchyard and Allotm	Same as 24/25
<b>4145</b>	Rates	<b>201</b>	Cemetery/Churchyard and Allotm	Reduced by £500 to reflect actual /
<b>4382</b>	Insurances & Eng. Inspections	<b>201</b>	Cemetery/Churchyard and Allotm	Total ins costs shown under admin
<b>1151</b>	CCC - Grass Cutting Service	<b>210</b>	Play Areas and Open Spaces	same as 24/25
<b>4100</b>	Repairs & Maintenance	<b>210</b>	Play Areas and Open Spaces	Same as 24/25
<b>4107</b>	Tree Maintenance	<b>210</b>	Play Areas and Open Spaces	Same as 24/25
<b>4114</b>	Street Furniture and Signs	<b>210</b>	Play Areas and Open Spaces	Same as 24/25
<b>4122</b>	Planting	<b>210</b>	Play Areas and Open Spaces	Increased by 8000 based on move to external
<b>4124</b>	Glasshouses rental	<b>210</b>	Play Areas and Open Spaces	No longer needed as external planting
<b>4382</b>	Insurances & Eng. Inspections	<b>210</b>	Play Areas and Open Spaces	Total insurance shown under admin costs

## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
<b>1201</b>	Sundry Income	<b>220</b>	Depot & Operational	Same as 24/25 Serv to parish councils
<b>4026</b>	Operational Staff	<b>220</b>	Depot & Operational	24/25 Budget incr by 3%
<b>4100</b>	Repairs & Maintenance	<b>220</b>	Depot & Operational	Same as 24/25
<b>4103</b>	Depot Maintenance Costs	<b>220</b>	Depot & Operational	Same as 24/25
<b>4106</b>	Rent & Rates for Depot	<b>220</b>	Depot & Operational	Incr by £2,500 because of contract renewal
<b>4108</b>	Waste Disposal	<b>220</b>	Depot & Operational	Incr by £2,000 based on actuals
<b>4131</b>	Electricity	<b>220</b>	Depot & Operational	Same as 24/25
<b>4135</b>	Water	<b>220</b>	Depot & Operational	Same as 24/25
<b>4143</b>	Defibrilators	<b>220</b>	Depot & Operational	Maintenance for adopted defibs-OPS request to increase to £3k for new defibs
<b>4200</b>	Vehicle Running Costs & Repair	<b>220</b>	Depot & Operational	Same as 24/25
<b>4329</b>	Staff Welfare & Uniforms	<b>220</b>	Depot & Operational	Same as 24/25
<b>4382</b>	Insurances & Eng. Inspections	<b>220</b>	Depot & Operational	Shown as part of total insurance in admin costs
<b>1003</b>	Table Tennis Rent	<b>230</b>	Community Buildings	Same as 24/25
<b>1006</b>	ATC Rent	<b>230</b>	Community Buildings	Same as 24/25
<b>1007</b>	Gatelodge Rent	<b>230</b>	Community Buildings	Same as 24/25
<b>1009</b>	SVDK Rent	<b>230</b>	Community Buildings	Rent provision requested by ops
<b>4118</b>	Gatelodge Expenses	<b>230</b>	Community Buildings	Same as 24/25
<b>4119</b>	The Cage Lock up	<b>230</b>	Community Buildings	same as 24/25
<b>4126</b>	Steve Van De Kerkhove exp	<b>230</b>	Community Buildings	Increased by £4,000 to reflect 2.5K rates and costs of occupamcy
<b>4127</b>	Ex - Service Club	<b>230</b>	Community Buildings	Same as 24/25
<b>4351</b>	Museum Grant/Running Costs	<b>230</b>	Community Buildings	Increase by £3860 on grant element as resolved by F&G
<b>4505</b>	Public Toilets	<b>230</b>	Community Buildings	Same as 24/25
<b>4506</b>	CCTV	<b>230</b>	Community Buildings	Increased by £476
<b>1102</b>	Market Income	<b>240</b>	Town Events, Market &Promotion	Same as 24/25
<b>1108</b>	Christmas Lights Income	<b>240</b>	Town Events, Market &Promotion	Same as 24/25
<b>1110</b>	Other Community Events Income	<b>240</b>	Town Events, Market &Promotion	Same as 24/25
<b>1112</b>	Dragon Boat Income	<b>240</b>	Town Events, Market &Promotion	Same as 24/25
<b>1113</b>	AFD Income	<b>240</b>	Town Events, Market &Promotion	Same as 24/25

## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4325	Website Hosting & Programming	240	Town Events, Market &Promotion	Vists St Neots website. Reduced due to year-on-year underspend
4334	Promotion of Town	240	Town Events, Market &Promotion	Same as 24/25
4343	Dragon Boat	240	Town Events, Market &Promotion	Suggested increased of 5% for supplier cost increases (toilets, first aid etc)
4346	Armed Forces Day	240	Town Events, Market &Promotion	Incr to do with reclassification of this event from Tier 2 to Tier 3
4400	Market Expenses	240	Town Events, Market &Promotion	Same as 24/25 - Main cost is Operational Staff
4401	Baby Loss Awareness Week	240	Town Events, Market &Promotion	New code for 25/26 by P&E
4402	Disability awareness week	240	Town Events, Market &Promotion	New code for 25/26 by P&E
4403	Additional market entert 2025	240	Town Events, Market &Promotion	New code for 25/26 for summer 2025 opening
4404	Living History Festival	240	Town Events, Market &Promotion	Museum event
4405	Market Sq Launch Event	240	Town Events, Market &Promotion	One off event for 24/25
4507	Christm Lights Lease and Decor	240	Town Events, Market &Promotion	Lights lease to be re-terndered in 2025 and purchuse of market Christmas tree-could increase
4508	Christmas Lights Capital Costs	240	Town Events, Market &Promotion	One off cost for Cam Rd light extension. Not needed for 25/26
4513	Summer Band Concerts	240	Town Events, Market &Promotion	Approx. £5,500 cost of bands, remaining amount is for Ops staff overtime which varies.
4516	Christmas Lights Event	240	Town Events, Market &Promotion	Incr by 5% suggested for supplier increases (stage, toilets, first aid) and add4% by P&E on £20,375
4518	Market Entertainmnet	240	Town Events, Market &Promotion	Slight reduction as £500 was to cover battery cost. New power supply with MRK Sq.
4519	Event Equipment	240	Town Events, Market &Promotion	Same as 24/25
4556	Community events-other	240	Town Events, Market &Promotion	Reduced by £1K due to separating out two events into own budget lines
4557	Changing Places Toilets-events	240	Town Events, Market &Promotion	Reduced due to new CPT. Budget to cover Xmas and 1 other
4354	Grants Power GeneralCompetence	250	Grants & Donations	Same as 24/25 including youth and art budget
4105	Bus Shelters	301	Highways and The Environment	Same as 24/25 to be earmarked if unspent
4109	Street Lights	301	Highways and The Environment	Same as 24/25
4123	Highways Improvements	301	Highways and The Environment	Same as 24/25
4131	Electricity	340	Oast House	Estimated based on vacant building
4132	Gas	340	Oast House	Estimated based on vacant building
4135	Water	340	Oast House	Estimated based on vacant building
4145	Rates	340	Oast House	Estimated based on vacant building

## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
<b>4382</b>	Insurances & Eng. Inspections	<b>340</b>	Oast House	Insurance as per quote
<b>1040</b>	River Church Lease - Eatons	<b>350</b>	Eaton Community Centre	Same as 24/25
<b>1050</b>	Hall Hire	<b>350</b>	Eaton Community Centre	Increased based on transferring some clients
<b>1057</b>	Toddlers Gym Income	<b>350</b>	Eaton Community Centre	Average £16 per week
<b>4010</b>	Wages-Caretaking	<b>350</b>	Eaton Community Centre	Reduced to NIL - cost under 501
<b>4021</b>	Wages Toddlers Gym	<b>350</b>	Eaton Community Centre	Based on Sept actuals and increased by 6%
<b>4100</b>	Repairs & Maintenance	<b>350</b>	Eaton Community Centre	Same as 24/25
<b>4130</b>	Heating costs (prev Biomass Fu	<b>350</b>	Eaton Community Centre	Same as 24/25
<b>4131</b>	Electricity	<b>350</b>	Eaton Community Centre	Same as 24/25
<b>4135</b>	Water	<b>350</b>	Eaton Community Centre	Same as 24/25
<b>4145</b>	Rates	<b>350</b>	Eaton Community Centre	Same as 24/25
<b>4231</b>	Lease/Hire Contracts	<b>350</b>	Eaton Community Centre	Reduced by £2,000
<b>4300</b>	Equipment Purchases	<b>350</b>	Eaton Community Centre	Same as 24/25
<b>4320</b>	Telephones and broadband (all)	<b>350</b>	Eaton Community Centre	Same as 24/25
<b>4331</b>	Marketing & Advertising	<b>350</b>	Eaton Community Centre	Same as 24/25
<b>4381</b>	Bank and card terminal charges	<b>350</b>	Eaton Community Centre	Same as 24/25
<b>4382</b>	Insurances & Eng. Inspections	<b>350</b>	Eaton Community Centre	Building incorp in 105, inspections from Stan & Zur
<b>4416</b>	Waste Disposal	<b>350</b>	Eaton Community Centre	Same as 24/25
<b>1050</b>	Hall Hire	<b>360</b>	New Street	Estimated based on 1200 per month
<b>4100</b>	Repairs & Maintenance	<b>360</b>	New Street	Estimated Centres Manager
<b>4131</b>	Electricity	<b>360</b>	New Street	Based on actuals
<b>4145</b>	Rates	<b>360</b>	New Street	Based on Oct actuals
<b>4304</b>	PC VAT Irrecoverable	<b>360</b>	New Street	Exempt (hall hire) sales much lower vs standard at NS than PC
<b>4320</b>	Telephones and broadband (all)	<b>360</b>	New Street	Based on £55 per month broadband fee
<b>4382</b>	Insurances & Eng. Inspections	<b>360</b>	New Street	£1,5K building and £1k inspections
<b>4902</b>	CAP - Ops ride-on mow and veh	<b>400</b>	Capital Projects	Ride on mowers and vehicles-earmark if unspent
<b>4009</b>	Salaries - PC	<b>501</b>	Priory Centre-Staffing	Based on 24/25 inc by 3% (241539+4200)*1.03

## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
<b>4099</b>	Added Years Pensions	<b>501</b>	Priory Centre-Staffing	PC previous employee same as 24/25
<b>4329</b>	Staff Welfare & Uniforms	<b>501</b>	Priory Centre-Staffing	Same as 24/25
<b>4330</b>	Recruitment& Advertising Staff	<b>501</b>	Priory Centre-Staffing	Same as 24/25
<b>1275</b>	HDC PC Sponsorship	<b>504</b>	Priory Centre-Running Costs	Same as 24/25
<b>4100</b>	Repairs & Maintenance	<b>504</b>	Priory Centre-Running Costs	Reduced to nil to reflect closure
<b>4131</b>	Electricity	<b>504</b>	Priory Centre-Running Costs	Provsion for when the PC re-opens
<b>4132</b>	Gas	<b>504</b>	Priory Centre-Running Costs	Reduced to reflect closure
<b>4135</b>	Water	<b>504</b>	Priory Centre-Running Costs	Reduced to reflect closure
<b>4145</b>	Rates	<b>504</b>	Priory Centre-Running Costs	Reduced to reflect closure
<b>4150</b>	Cleaning Materials	<b>504</b>	Priory Centre-Running Costs	Reduced to nil to reflect closure
<b>4152</b>	Licences	<b>504</b>	Priory Centre-Running Costs	Reduced to nil to reflect closure
<b>4231</b>	Lease/Hire Contracts	<b>504</b>	Priory Centre-Running Costs	Reduced to nil to reflect closure
<b>4300</b>	Equipment Purchases	<b>504</b>	Priory Centre-Running Costs	Reduced to nil to reflect closure
<b>4304</b>	PC VAT Irrecoverable	<b>504</b>	Priory Centre-Running Costs	Reduced to nil to reflect closure
<b>4322</b>	Printing Postage & Stationery	<b>504</b>	Priory Centre-Running Costs	Reduced to nil to reflect closure
<b>4325</b>	Website Hosting & Programming	<b>504</b>	Priory Centre-Running Costs	Reduced to nil to reflect closure
<b>4331</b>	Marketing & Advertising	<b>504</b>	Priory Centre-Running Costs	Reduced to nil to reflect closure
<b>4381</b>	Bank and card terminal charges	<b>504</b>	Priory Centre-Running Costs	Reduced to nil to reflect closure
<b>4382</b>	Insurances & Eng. Inspections	<b>504</b>	Priory Centre-Running Costs	Based on HDC building ins 24/25
<b>4416</b>	Waste Disposal	<b>504</b>	Priory Centre-Running Costs	Reduced to nil to reflect closure
<b>1048</b>	Bar Sales	<b>520</b>	Centres Bar & Cafe	Estimate for NS and EC
<b>1052</b>	Cafe Sales	<b>520</b>	Centres Bar & Cafe	Based on Centres Manager Calcs incl NS and EC
<b>4024</b>	Cafe/catering staff	<b>520</b>	Centres Bar & Cafe	Based on 56h a week, £13.05*1.15*1.205
<b>4025</b>	Casual (prev bar) staff	<b>520</b>	Centres Bar & Cafe	Based on last week of Sept actual
<b>4600</b>	Bar Purchases	<b>520</b>	Centres Bar & Cafe	Calculated as 35% of bar sales
<b>4604</b>	Catering Purchases	<b>520</b>	Centres Bar & Cafe	35% of sales combined with 4605
<b>4605</b>	Cafe Purchases	<b>520</b>	Centres Bar & Cafe	Budget moved to 4604
<b>4610</b>	Consumable Purchases	<b>520</b>	Centres Bar & Cafe	Same as 24/25



**Budget Notes**

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<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
<b>1049</b>	Events Income	<b>525</b>	Priory Centre-Functions	Reduced to nil to reflect closure
<b>1050</b>	Hall Hire	<b>525</b>	Priory Centre-Functions	Reduced to nil to reflect closure
<b>1053</b>	Kitchen Hire	<b>525</b>	Priory Centre-Functions	Reduced to nil to reflect closure
<b>1057</b>	Toddlers Gym Income	<b>525</b>	Priory Centre-Functions	Reduced to nil to reflect closure
<b>1070</b>	Admin Fee/Surcharges	<b>525</b>	Priory Centre-Functions	Reduced to nil to reflect closure
<b>1075</b>	Equipment Hire	<b>525</b>	Priory Centre-Functions	Reduced to nil to reflect closure
<b>1256</b>	Commission of Ticket Sales	<b>525</b>	Priory Centre-Functions	Reduced to nil to reflect closure
<b>4021</b>	Wages Toddlers Gym	<b>525</b>	Priory Centre-Functions	Reduced to nil to reflect closure
<b>4151</b>	Laundry	<b>525</b>	Priory Centre-Functions	Reduced to nil to reflect closure
<b>4510</b>	Events Expenses	<b>525</b>	Priory Centre-Functions	Reduced to nil to reflect closure
<b>4511</b>	Toddlers' Gym Expenses	<b>525</b>	Priory Centre-Functions	Reduced to nil to reflect closure
<b>4515</b>	Door Security	<b>525</b>	Priory Centre-Functions	Nil, included in event exp

**ST NEOTS TOWN COUNCIL**

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<b>Committee</b>	<b>FINANCE AND GOVERNANCE</b>
<b>Date:</b>	<b>19<sup>th</sup> NOVEMBER 2024</b>
<b>Title:</b>	<b>PLANTING PROVISION BUDGET OVERSPEND</b>
<b>Contact Officer:</b>	<b>TOWN CLERK / OPERATIONS MANAGER</b>

**1. Purpose of the Report**

- 1.1 To provide Members with information on a budget overspend for planting provision in the Town Centre.

**2. Recommendation**

- 2.1 That the Committee notes the required overspend in budget 210 4122 for the provision of town centre planting.

**3. Background**

- 3.1 Officers previously reported an overspend would be incurred in the Council's Planting Budget due to the need to change from growing town centre planting in-house and engaging an external contractor.
- 3.2 The Council had rented green houses to grow its own bedding, planter, and basket display flowers for a number of years. The arrangement has worked well and due to the rental level of the greenhouses has allowed the Council to deliver flower planting displays at a relatively consistent cost lower than outsourcing display provision to an external grower/nursery.
- 3.2 The land and greenhouses used by the Council has been sold and it was previously advised that it is no longer possible to deliver planting displays by growing our own flowers. This was a quickly developing situation that occurred after the Council had set its 2024/25 budget.
- 3.3 As there were no obvious local solutions for alternative greenhouse rental that would provide a solution in a timescale that would allow for planting to be grown for 2024 the Council agreed to purchase plants from a supplier, with the Operations team designing and planting displays.
- 3.4 The Council agreed to reduce some planting, in part because of works within the High Street and Priory Centre but also to help reduce costs.

**4. Information**

- 4.1 The number of bedding plants needed for autumn was the same as the spring, however, there is a reduction in the variety of plants used in autumn displays resulting in a slightly lower cost.
- 4.2 As previously reported the estimated autumn 2024 costs were based on Spring 2024 confirmed costs. Costs included supply and delivery.

- 4.3 The spring and autumn planting displays have been delivered and as such payment has been made. Officers will now work with the supplier to plan Spring 2025 planting, the cost of which will come from the 2025-2026 budget.
- 4.4 The Operations and Amenities Committee is recommending an increase in the planting budget for 2025-26 based on the need to now source plants externally. Officers will continue to work with the committee to bring forward recommendations for any reductions in costs or planting.

**5. Financial Implications**

- 5.1 The Council has the following revenue budgets for the 2024/25 financial year;

	<b>2023/24 Budget</b>	<b>Remaining Budget</b>
Planting	£10,000	£10,000
Glasshouse Rental	£2,000	£2,000
<b>Total</b>	<b>£12,000</b>	<b>£12,000</b>

The above budgets were set based on continuing to rent and grow flowers under the same arrangements that have been in place. This was the understanding at the time the Council set its budget.

- 5.2 There was an underspend of £4,158 in the 2023-24 budget which went to the Council’s General Reserve.
- 5.3 The estimated 2024-25 budget overspend when taking into account the total £12,000 budget is £6,076.
- 5.4 The proposed 2025-26 increased budget has been recommended by the Operations Committee based on costs incurred during the current financial year.

**6. Reducing Planting**

- 6.1 The Council is reducing some planting because of High Street, Market Square and Priory Centre works. However, the costs incurred and budgeted for 2025-26 do not include further reducing bedding plants currently. The Operations and Amenities Committee recently recommended using surplus trees received from a grant to help reduce annual planting in areas across the town. Officers will continue to work the Operations and Amenities Committee to look at areas where improvements through options such as tree planting can help reduce annual planting costs and environmental impacts.

- 6.2 A reduction in annual planting would have the following environmental benefits as well as cost savings;

- **Water Conservation:** Maintaining flower bedding plants requires significant amounts of water. Although the Council uses water from the river to maintain its plants, a reduction in watering and transporting the bowser will have benefits.
- **Natural Carbon Sequestration:** While flowers and plants absorb carbon dioxide during photosynthesis, the overall impact on carbon sequestration may be limited. In some cases, landscaping practices that involve planting more trees or shrubs can be more effective in capturing and storing carbon over the long term.

- **Transportation Emissions:** Flower bedding plants need to be transported to their planting locations, contributing to carbon emissions. By reducing the number of plants, the council can lower those emissions.
- **Promoting Biodiversity:** Instead of traditional flower bedding, many councils opt for planting more permanent displays. These alternatives can support local biodiversity, reduce the need for intensive maintenance, and enhance ecosystem services.

**7. Legal Powers**

- 7.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.



**St Neots**  
Town Council



## ST NEOTS LAWN CEMETERY RULES AND REGULATIONS 2024

The purpose of this document is to set out St Neots Town Council Cemetery Rules and Regulations which apply to the provision of the Cemetery services.

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## 1. Terms of Reference

In this document, unless the context otherwise requires, the following terms shall have the meanings given to them below:

- “Cemetery” means the Cemeteries for which St Neots Town Council is the Burial Authority.
- “Exclusive Right of Burial” means an exclusive right of burial granted in accordance with Rule 7.1.
- “Deed Holder” means the person or persons who have been granted an exclusive right of burial.
- “Right of Burial” means an Exclusive Right of Burial granted in accordance with Rule 10.
- “Interment” means the burial of a body or cremated remains.
- “Memorial” means an object serving as a remembrance and for the purposes of these rules include a headstone, flat memorial tablet, wooden grave markers, temporary grave markers and those memorials permitted under Rule 10
- “Memorial Rules and Regulations” means those rules set out under Rule 10 of this document.
- “Operations Manager” means the person employed by the Council to manage the cemeteries.
- “Operations Team” means the persons employed by the Council to manage the operational requirements for the cemeteries.
- “Register of Burials” means a register of all burials in a cemetery kept and maintained by the Council.
- “Rules and Regulations” means St Neots Town Council rules and regulations for the Lawn Cemetery as set out in this document.
- “Table of Fees” means the list of fees and charges for goods and services provided by St Neots Town Council.
- “Cemeteries Admin/Burial Officer” means the person employed by the Council to manage the cemeteries administration.
- “The Clerk” means the person holding the office of Clerk to the Council or any person appointed by the Council to act on their behalf.
- “The Council” means St Neots Town Council.
- “The Council Office” means the office of St Neots Town Council.

## 2. Cemetery Rules and Regulations

All local authority managed cemeteries are subject to standards and conditions known as Cemetery Rules and Regulations. The Rules and Regulations are designed to inform all cemetery users of the aspects of the management of the cemeteries and the requirements applicable to them.

These Rules and Regulations should be read in conjunction with the statutory requirements contained within the Local Government Act 1972 and the Local Authorities Cemeteries Order 1977 (LACO 1977 as amended) together with any other relevant legislation that governs this service.

Under LACO 1977 Order, St Neots Town Council is the Burial Authority for the parish of St Neots.

St Neots Town Council (“the Council”) reserves the right to alter, add to, or amend the Cemetery Rules and Regulations from time to time as necessary.

St Neots Town Council does operate other cemeteries for which different Rules and Regulations apply. For further information regarding the other cemeteries please contact the Cemetery Office.

If you need help in interpreting the Rules and Regulations, please contact the Council Office.

[The Local Authorities' Cemeteries Order 1977](#)

### 3. Burial Authority

The Burial Authority is St Neots Town Council.

All enquiries regarding St Neots Town cemeteries should be made to the Council Offices.

Telephone enquiries: 01480 388 911

Email enquiries: [enquiries@stneots-tc.gov.uk](mailto:enquiries@stneots-tc.gov.uk)

Burial Law (Local Authorities Cemeteries Order 1977) states that none of the following can take place without the written permission of the Burial Authority (Council)

- Burials
- Interment of Ashes
- Scattering of Ashes (Not permitted in our cemeteries)
- Exhumations
- Installation or fixing of a memorial, kerb edge, trees, plants, seats or benches
- Adding an inscription to a memorial
- Renovation of a memorial
- Removal and/or replacement of a memorial.

### 4. Our Cemetery

The cemetery to which these Rules and Regulations apply is located at:

- St Neots Lawn Cemetery - Cemetery Road, St Neots, PE19 2BX. [\(click for map\)](#)
- These rules and regulations do not apply to St Neots Old and New Cemetery, Eaton Socon Cemetery, Eynesbury Old and Eynesbury Cemetery.

St Neots Lawn Cemetery is a designated lawn cemetery, which means that all graves have flat grass surfaces and only headstone or flat tablet type memorials are permitted.

No flower vases may be placed on or around the grave other than in a receptacle



approved by the Council as part of a permanent memorial. Shrub, trees and bushes etc. may not be planted in the grave and other than Rule 9.5 flowers should be placed only within receptacles that form part of the memorial itself. In the Lawn Cemetery, St Neots Town Council aims to provide a dignified setting, free from any fencing or vases around the memorial stones.

This will keep the area well maintained for the benefit of all visitors to the Cemetery. The burial authority has adopted these regulations in order to ensure that the long-term maintenance of the Cemetery can be properly and efficiently undertaken in order to maintain the feelings of serenity and dignity as benefits Cemeteries of this type.

Our Cemeteries also play host to a variety of wildlife and are key to maximising biodiversity in and around St Neots. As such, our rules ensure sympathetic consideration is given to wildlife, whilst also considering the environmental impact of any activities within our Cemeteries

Such rules are for the long-term care of all grave spaces perhaps for long after those who initially were responsible for such care are able to continue that obligation.

#### **4.1 Cemetery Opening Hours**

Other than as set out to the contrary in this Rules and Regulations or in exceptional circumstances, the cemetery is open to visitors every day of the year including weekends and public holidays.

#### **4.2 Cemetery Sections**

St Neots Lawn Cemetery provides grave choices for the bereaved.

It is strongly recommended that anyone considering a burial at this cemetery, read and understand the grave choices available to them before making a final decision.

Our cemetery has sections available for:

- Burial
- Baby section (burial up to an included 1 year of age).
- Interment of cremated remains

A plan/map of the various sections are available by contacting the Council Offices.

#### **4.3 Conduct in the Cemetery**

Children under the age of 12 shall not be permitted in the cemetery unless in the charge of a responsible adult.

All persons must conduct themselves in a decent, quiet and orderly manner and must keep to the pathways unless visiting a grave and must not:

- Create any disturbance or nuisance.
- Play loud music (whether live or recorded).
- Interfere with any burial taking place in the cemetery.
- Interfere with any grave, stone or other memorial or floral tribute.
- Play any game or sport in the cemetery.
- Ride a bicycle or use any other recreational equipment.
- Enter the cemetery when it is closed to the public.
- Deposit litter or spent floral tributes other than in the receptacles provided for such purposes.
- Organise or be part of any gathering, other than for the purpose of interment or remembrance.

Any person who contravenes the above shall be liable, on summary conviction, to a fine as laid out in Article 19 of the Local Authorities Cemeteries Order 1977.

In addition, it is an offence under the Criminal Damage Act 1971 to destroy or damage any property (including statues, monuments, memorials, railings or fences) belonging to another within the cemetery.

All persons entering a cemetery will be subject to the Rules and Regulations set out in this document. The Council reserves the right to eject or have ejected from the cemeteries any person who acts in a manner which is deemed by the Council to constitute inappropriate behaviour.

Any unapproved notices will be removed.

Any person found picking or damaging shrubs, trees or flowers in the Cemetery may be prosecuted.

No person, other than an officer of the Council, or a person so authorised by or on behalf of the Council, shall enter or remain in the Cemetery when it is closed to the public.

#### **4.4 Vehicles in the Cemetery**

All vehicles not connected with the excavation and maintenance of graves, funeral cortege or the erection or maintenance of memorials, shall not be permitted in the cemetery. The use of bicycles, e-bicycles, skateboards, roller-blades, roller-skates, scooters and e-scooters are prohibited in the cemeteries.

The Council reserves the right to seek compensation for any damage done by vehicles to graves/memorial/benches or the cemetery (e.g. damage to turf).

#### **4.5 Dogs in the Cemetery**

Dogs are not allowed in the Cemeteries unless on a short lead. Owners or persons for the time being in charge of a dog who allow it to foul the Cemetery must clean up any dog faeces and dispose of it in a litter or dog bin away from the site. Failure to clean up after your dog may result in a fine or prosecution.

#### **4.6 Maintenance of Cemetery Grounds**

Maintenance of the grounds (e.g. grass cutting, spraying, leaf and litter clearing, upkeep of trees, shrubs, flower beds and hedges) will be carried out by the Council at a frequency determined by the Council. The Council has the right to prune, cut down or remove any shrub, tree, plant or flowers that has become unsightly, overgrown or dangerous and to spray around graves in any area of the cemetery.

The Council reserves the right to place soil or any other material onto a grave space in the cemetery (whether occupied or not) when carrying out maintenance works. Any soil or material placed will be removed and the area re-instated as soon as possible after the work has taken place.

#### **4.7 Removal of floral arrangements and other items from graves**

All large floral tributes placed on a grave space following an interment will be removed and disposed of 14 days after the funeral.

The Council has the right to remove items from graves which have perished; pose a hazard; encroach on an adjacent grave space; or have not been authorised and dispose of such items without prior reference to the Deed Holder. This includes flowers, wreaths, weeds, plants, balloons, rubbish, fencing, border edging, glass objects, other decorations and unauthorised items placed on a grave (for further information see section on Memorials).

The cemetery is home to an abundance of wildlife some of which may damage floral tributes. The Council therefore cannot accept responsibility for tributes left displayed in any of its grounds.

The removal of seasonal floral tributes/memorabilia from all areas will commence four weeks after any event (e.g. Christmas Day – removal will begin after 22nd January).

#### **4.8 Water**

Water is available for tending graves in the cemetery.

Water containers are not permitted to be left on grave or ashes plots.

Containers may be removed by the Operations Team if these interfere with the maintenance of the cemetery.

#### **4.9 Ballons**

Balloons and the releasing of balloons is not permitted in the cemetery to prevent harm to wildlife and the wider environment. It is understandable that you will wish to remember your loved ones in a special way, so you may wish to consider alternatives such as blowing bubbles in the sunlight, scattering petals into the river, planting a tree or shrub in your garden, wildflower seed bombing in your garden, gathering together by jam jar lanterns, or taking a walk through their favourite outdoor spaces.

## 5. Fees

Various fees and charges are applicable in relation to the cemetery. The Council reviews its fees and charges annually.

Anyone intending to use the cemeteries services is advised to obtain an up-to-date copy of the fees and charges which will be supplied on request.

There are no restrictions on who can be interred within the cemetery provided by this Council; however, the Council has a Scale of Charges which outlines the difference in costs as follows: -

- Resident Fees – apply if the deceased was a St Neots resident or within 3 years of death.
- Former Resident Fees - apply if the deceased lived within St Neots but not within the last 3 years of death.
- Non-Resident fees – apply if the deceased lived outside St Neots.

A copy of the current fees is available on St Neots Town Council website:

[CEMETERIES & BURIALS | St Neots Town Council \(stneots-tc.gov.uk\)](http://stneots-tc.gov.uk/CEMETERIES & BURIALS)

## 6. Purchasing a Grave

Requests to purchase a grave should be made through the cemetery office. This can be done at the time a funeral is arranged. Purchasing a grave in advance is not permitted.

All grave spaces will be allocated with the next available plot by St Neots Town Council.

### 6.1 Grant of Exclusive Right of Burial

After a grave is purchased, the Exclusive right of Burial will be granted for a period of 100 years beginning with the date upon which the grant is made and upon such terms and conditions as the Council deems appropriate.

The fee for an Exclusive Right of Burial is set out in the Table of Fees.

St Neots Town Council retains ownership of the land at all times.

After a grave is purchased, the Council will issue a Grant of Exclusive Right of Burial (the Deed) to the purchaser.

The Grant of Exclusive Right of Burial is a legal document. It does not give ownership of the actual land but allows the Deed Holder to:

- Be buried into the grave if space is available (including cremated remains).
- Authorise further burials into the grave where space is available.
- Place an inscribed memorial onto the grave subject to the Council's regulations on memorials.
- Give permission for additional inscription(s) to be made onto an existing memorial subject to the Council's regulations on memorials.

The Council recommends a maximum of two people hold the Rights to the Exclusive Right of Burial. Please note all owners must give written consent for future interments and memorial applications on the purchased plot.

The holder of the Exclusive Right of Burial may surrender their right at any time in respect of the grave or grave space where the said right has not been exercised (i.e. where no burial has taken place and/or no memorial has been placed on the grave).

If there is more than one holder of the Exclusive Right of Burial, all holders must agree to surrender their right. In all cases the fee repayable will be that of the original fee paid to purchase the Exclusive Right of Burial.

The Deed Holder may transfer the Grant of Exclusive Right of Burial during their lifetime to another individual on completion of an Assignment Form and payment of the required fee. Please contact the Council Office for further information.

Where a Deed Holder is deceased, and other family members wish to arrange a further burial into the grave space (or install a memorial, add an additional inscription or clean and renovate the memorial) the Grant of Exclusive Right of Burial will need to be transferred and payment of appropriate fees, before the grave can be further re-opened (or any memorial erected onto the grave or any existing memorial repaired, altered or removed).

Further advice on how this may be possible can be obtained from the Council Office. Depending on individual circumstances, the transfer may require the consent of other family members. If the relevant consents are withheld the ownership cannot be transferred and no further burial will be allowed. Only the next of kin reaching an agreement between themselves can resolve this.

It is the responsibility of the Deed Holder to advise the Council of any change of address.

## **6.2 Public Graves**

A public grave is an unpurchased grave where no Exclusive Right of Burial exists. There is usually no family connection with those buried in this type of grave. No memorial rights exist for a public grave therefore no headstone or memorial can be placed on it without the consent of the Council.

## **7. Arranging an Interment**

All arrangements for an interment must first be made to the Council Office either by telephone, email or in person and confirmed in writing as soon as possible thereafter using the Council's specified form referred to in 7.1 below.

Coffins, caskets and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc... and the coffin must be suitably secured.

Wherever possible embalming should not be avoided if burial is planned at our cemetery due to the impact the process poses to the environment.

A shroud burial is permitted so long as an appropriate board is positioned underneath the deceased for safe lowering into the grave.

## **7.1 Notice of Interment**

Interment requests must be made on the official Notice of Interment application form supplied by the Council and must be delivered to the Council's Office at least five (5) working days prior to the interment. Email copies of the specified form are acceptable.

The forms are available by request from the Council Offices. The details provided on the form must be clear and complete. In the case of a second interment the Notice of Interment application form should be signed by the Deed Holder (except where the deceased is the Deed Holder) and the Deed produced with the Notice of Interment.

The Council will determine the appropriate fees to be paid for the funeral, which must be paid fully in advance unless an alternative arrangement is in place. Payment can be made by BACS, by card payments over the phone or in person or cheques.

The Council reserves the right to delay or cancel any interment where, in its opinion, ownership of the Grant of Exclusive Right of Burial is disputed.

Coffin sizes should be detailed on the Notice of Interment application form. If these are not known at the time of giving notice, they may be supplied later in writing to the cemetery admin. The Council shall not accept liability for any coffin sizes given other than in writing.

If an existing grave is required to be re-opened for the purposes of an interment the person responsible for the funeral shall ensure that before the grave is reopened a completed Notice of Disclaimer form is provided to the Council by the grave owner or if deceased, their representative and if so required by the Council the existing memorial or gravestone and any base, kerbstone and foundation is removed from the Cemetery and delivered to the premises of a registered Memorial Mason. Failure to do so may result in the postponement or cancellation of the interment.

## Times of Interment

Interments can take place on any weekday (other than a public holiday).

### April to September Bookings

#### Body

Monday - Friday 10.00am to 2.00pm

#### Ashes

Monday - Friday 10.00am to 2.30pm

### October to March Bookings

#### Body

Monday - Friday 10.00am to 1.00pm

#### Ashes

Monday - Friday 10.00am to 2.30pm

At the discretion of the Town Clerk Interments outside of the above hours may be available by special arrangement and will incur extra fees

The time stated in the Notice of Interment application form is the time the funeral cortege must be at the cemetery.

The Council reserve the right to refuse to accept a notice of interment in special circumstances.

In the event of a confirmed booked interment being cancelled after work on the preparation of the grave has commenced, the Council reserve the right to retain a part of or whole interment fee.

The Council accepts no liability for the consequences arising from the loss or delay in delivery of any notice, Orders or other document sent to the Council by email or post.

## 7.2 Disposal Certificates

No interment can take place unless the Council has first received the appropriate certification. This is:

- A 'Certificate of Disposal' issued by the Registrar of Births and Deaths, or
- An 'Order for Burial' issued by the coroner, or
- A 'Certificate of Cremation' issued by the crematorium

This documentation must be submitted to the Council before the interment can take place. Failure to provide the necessary documentation may result in the delay of the interment until the appropriate certification can be produced.

A scanned copy of the document(s) should be sent by email in advance to the Council.

## 7.3 Religious ceremony

A burial can take place with or without a religious service or ceremony. It is the responsibility of the bereaved family or funeral director to arrange for a Minister, Clergy or other authorised person to officiate at the burial. Any authorised person may officiate at an interment providing the ceremony is conducted with decorum.

When a burial takes place in an unconsecrated part of the cemetery, the minister representing the religious belief of the deceased conducts a service at the graveside, thereby blessing that individual grave at the time of burial.

## 7.4 Alterations to funeral arrangements

No alteration to a notice of interment is permitted unless:

- (i) a written request for any such alteration has been submitted to the Council Office and:
- (ii) Such alteration has been agreed by the Clerk/Operations Manager.

Any additional expense incurred by the Council as a result of incorrect information having been supplied will be charged to the person making the application.

## 8. Graves

Interments will only be allowed in designated areas previously laid out for burial. These areas are identified on the cemetery plans held by the cemetery office.

### 8.1 Allocation of Graves

When purchasing a grave at the time of death a person will be allocated the next available space. (Normally the next grave space “following on” from the previous interment).

The use of the plot at time of need is subject to ground suitability and weather conditions, for instance if digging becomes unsuitable due to high water table or other factors outside of our control. However, every effort will be made to accommodate family wishes where this is possible.

### 8.2 Excavations

A grave shall be of sufficient width and length to admit a coffin to the size specified on the notice of interment. Where possible, a member of the Operations Team will arrange with the funeral service provider to check the coffin measurements before grave preparation starts.

It is the responsibility of the person making the funeral arrangements to provide accurate measurements of the coffin size to ensure the correct size grave is prepared.



The Council reserves the right of passage over all graves and to place on a grave, excavated material from a neighbouring grave (whether or not contained in a soil box) the right to remove headstones and in exceptional circumstances to move material and equipment, including mechanical diggers etc. over graves. However, in undertaking such work, the Council will always exercise due care and afford the level of dignity to the operation which would be expected in a cemetery environment. In addition, the Council will make good any damage that may be done during such work.

Where a temporary wooden marker (cross or stake) is placed on a new grave, the Council has the right to remove the marker if it deteriorates to a poor condition or when a memorial is erected on the grave.

### 8.3 Type and depth of graves

The types of graves available at the cemetery are lawn, cremated remains and infant graves. Below is an explanation of each type: -

**Lawn Graves** permits a memorial headstone only. A lawn grave does not permit any planting, kerbs, edging or mounding on the grave or within the grave space. This type of grave can accommodate up to two coffins and up to six cremated remains.

**Cremated Remains Graves** are for the burial of cremated remains only. A flat tablet memorial is permitted. This type of plot can accommodate two cremated remains.

**Baby Graves** are reserved for the burial of infants under the age of one year, however, should parents prefer an alternative grave in another burial section, which will enable them to be buried in the future with their child the Council will try and accommodate their needs as long as their requirements are outlined at the time of booking. An infant grave can be purchased for the burial of infant/child cremated remains. Graves in this section will accommodate one burial only.

For any oversized grave, the Council has the right to charge for two grave spaces to facilitate the interment.

Graves shall be excavated to a minimum depth of:

- (i) 6 feet 4 inches (1930 mm) deep (double depth)
- (ii) 4 feet 6 inches (1370 mm) deep (single depth)

Ashes plots can hold up to two caskets and shall be excavated to a minimum depth of:

- (i) 1 foot 6 inches (450 mm)

Scattering of ashes is not permitted in the cemetery.

Funeral Service Providers must carry appropriate insurance, have in place a health and safety policy and comply with other statutory requirements. They must ensure that any contractors employed by them also comply with this requirement.

Funeral Service Providers shall at all times provide sufficient bearers for the carrying and lowering of the coffin into the grave.

Anyone acting as a bearer during an interment does so at their own risk and the Council will accept no responsibility for any resulting accident or injury to a bearer howsoever caused unless such injury is caused by the Council's negligence.

### 8.4 Re-Instatement

Following the burial taking place, the grave will be filled in and, when the ground has settled, it will be seeded so that the level of the top of the grave corresponds with the level of the surface.

For the interment of cremated remains, the grave will be filled in and a marker slab with a centre hole will be placed on the plot.

Requests for personal involvement during the backfilling process will be considered upon request and should be notified to the Council prior to the burial taking place. Any personal involvement agreed to will be undertaken under the supervision of the Council.

Anyone taking part in backfilling of a grave does so at their own risk and the Council will accept no responsibility for any resulting accident or injury to a person howsoever caused unless such injury is caused by the Council's negligence.

After an interment has taken place, the soil will continue to settle for approximately 9 - 12 months, or longer, depending on the soil conditions.

Graves can also settle unexpectedly during adverse weather and if this happens arrangements will be made to level the grave as soon as possible.

### 8.5 Items placed on a grave

The Council will not be liable for any loss, damage, theft or vandalism of any item (including memorials) placed onto a grave however caused.

Anything added to a memorial/memorial tablet or grave not permitted under these regulations can be removed without notice by the Council. This includes items in disrepair or broken. Items will be removed by staff of St Neots Town Council and either disposed of (if broken) or placed in the wooden structure situated in the Lawn Cemetery. Items remaining in the wooden structure will be disposed of periodically throughout the year and if the structure becomes full.

Council staff may remove articles from a grave, without prior consent from the Deed Holder, which, in their opinion, are likely to cause risk, damage or offence or which may interfere with the Council's maintenance of the site.

The following items are not allowed to be placed onto graves and if found will be removed: -

<ul style="list-style-type: none"> <li>• Unauthorised memorials</li> <li>• Unauthorised kerb edgings</li> <li>• Unauthorised trees and plants</li> <li>• Artificial grass</li> </ul>	<ul style="list-style-type: none"> <li>• Glass items or breakable containers</li> <li>• Wire / plastic fencing</li> <li>• Lantern stands with a pointed top</li> <li>• Balloons</li> <li>• String/rope lights</li> </ul>
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To protect the character of the cemetery and avoid attractions that might encourage undesirable visitors during the hours of darkness, as a general principle solar lamps are permitted but limited to two lamps on any one grave and should be positioned on the plinth of the headstone and should not exceed 30 cm in height.

**8.6 Tributes**

Floral tributes placed on a grave or ashes plot at the time of the interment, Religious Festivals, significant dates and anniversaries can remain for a period of 14 days. The Council reserves the right to remove any wreaths, flowers flower holders or other receptacles which remain on any grave or ashes plot after 14 days and once seeded. We encourage plastic-and-wire-free tributes where possible to facilitate the composting of flowers.

Please remove all cellophane, plastic wrappings, string, elastic bands or ties before placing flowers in the permitted flower holders.

Tributes may be placed on the base of a permitted memorial or on the concrete beam of a grave with the following restrictions:

- Items must sit within the boundary (the base/plinth) of the permitted memorial and not protrude/overhang onto the grass.
- Items must be made of unbreakable materials, for example, outdoor frost proof pots.
- Items must not be placed on the concrete beam if a permitted memorial has been installed.
- Items placed on the concrete beam of a grave in use, where there is no permitted memorial installed, must not exceed the maximum permitted width of 910mm (3 feet) and depth of 300mm (1 foot) and must not protrude/overhang onto the grass.
- Temporary crosses/markers must be removed once a permitted memorial has been installed.
- Temporary crosses/markers must be removed if broken.
- Tributes are permitted on grave spaces that are in use which have not been seeded. Any items placed on the earth must be frost proof and unbreakable and be removed once seeded.

Tributes may be placed on a permitted memorial tablet or on the marker slab of an ashes plot with the following restrictions:

- Items must sit within the perimeter of the marker slab or permitted memorial tablet and not protrude/overhang onto the grass.
- Items must be made of unbreakable materials, for example, outdoor frost proof pots.
- Temporary crosses/markers must be removed once a permitted memorial has been installed.
- Temporary crosses/markers must be removed if broken.

### 9. Memorials

Unless specified these rules apply to graves and ashes plots.

A Deed Holder may apply to the Council to install a memorial following an interment. There is no requirement to allow the ground to settle in the Lawn Cemetery.

Memorials remain the ownership of the grave owner for the duration of the ownership of the grave. The maintenance, repair and safety of the memorial remain the responsibility of the grave owner. It is recognised that many memorials require a considerable financial investment. *It is strongly recommended that all memorials are insured against accidental damage or vandalism.* Memorial insurance is available and can be sourced independently or through your memorial masons.

The Council cannot accept any responsibility for the condition of any memorial. The Council cannot accept any responsibility for any damage caused to memorials or graves unless caused by the Council's own negligence.

Memorials are only permitted on graves for which the Exclusive Right of Burial has been acquired and on the application of the deed-holder. A memorial may not be erected on a grave prior to the first interment. Mourners' flowers may be placed on top of the grave after a funeral has taken place. They must not be placed on adjacent or other nearby graves and will be removed by the Council and placed in a more suitable area of the cemetery.

A fee will be charged for the erection of a headstone, tablet memorial, an added inscription, repair or other change.

The brass plaque/wooden cross that is placed on the grave by Funeral Service Providers is considered to be a temporary memorial and should be removed by the stonemason when a permanent memorial is in place.

Permission to maintain a memorial above a grave shall remain for a period **not exceeding 50 years** from the date of burial, after which the owner at the time must apply for an extended period. Failure to obtain permission from the Council could result in the removal of the Memorial subject to Article 10(1), (5) and (7) of the Local Authorities Cemeteries Order 1977 and any cost incurred by the Council shall be met by the grave owner.

Granted memorial permits will expire two years from the date of approval (unless the memorial is erected) and a new application must then be submitted to and approved by the Council.

Any unauthorised memorials are subject to removal by the Council without notice and the cost of removal and disposal shall be charged to the owner of the Exclusive Right of Burial or other responsible person.

Memorial headstones must be marked with the grave number on the rear of the memorial.

### 9.1 Application to install a memorial

Only stonemasons that have been approved by the National Association of Memorial Masons (NAMM) or British Register of Accredited Memorial Masons (BRAMM) will be permitted to install or undertake fixing work on memorials within the St Neots Lawn Cemetery. The stonemason will be required to supply to the cemetery office a copy of their NAMM or BRAMM certification, together with evidence of their Public Liability Insurance for a minimum value of £5million before any permission will be issued by the Council.

An "Application for a Memoria Permit" should be submitted in writing on the appropriate form supplied by the Council, which includes;

- Grave/plot reference number
- A sketch and/or design of the proposed memorial
- The exact dimensions
- The wording and layout of any inscription
- Method statement to include chemicals used for cleaning a memorial
- Signed by the holder/s of the Exclusive Right of Burial

Memorial Masons must not start to make a memorial or add an inscription to an existing memorial until all details (including sizes) have been submitted to the Council and approval has been granted in writing.

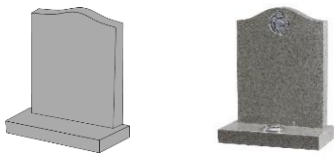
Memorial Masons who start to make or add an inscription to an existing memorial prior to being granted approval does so at their own risk.

Stonemasons, or other persons engaged in erecting a memorial, must perform the work in accordance with these regulations. All stonemasons must be registered with the Town Council. Headstones/plaques must be prepared ready for fixing before being taken into the Cemetery.


All memorials installed or refixed must be fixed in accordance with British Standard 8415.

**9.2 Memorial Sizes**

Lawn memorials on graves maybe headstones, books, hearts or other shapes as appropriate.

Section	Memorial Type Permitted		Example	
A, B	A headstone can be installed at the head of the grave space. The remainder of the grave space is seeded.			
Maximum Measurements permitted	Height of Headstone (including base/plinth)	Width of memorial (including base/plinth)	Depth (including base/plinth)	Thickness of headstone
	40" (1000mm)	36" (914mm)	12" (305mm)	4" (102mm)
<b>Planting</b>	Not Permitted			
<b>Additional Items Permitted</b>	Vases must be securely fixed to the base and form an integral part of the overall memorial and must be clearly stated on the memorial application.			

Lawn memorials on ashes plots maybe flat with any integrated vase at least 2" (50mm) from the edge.

Section	Memorial Type Permitted		Example	
<b>Cremated Remains</b>	Flat horizontal tablet			
Maximum Measurements permitted	Height	Width	Depth	Overall Plot Size
	2" (20mm)	18" (457mm)	18" (457mm)	18" x 18"
<b>Planting</b>	Not Permitted			
<b>Additional Items Permitted</b>	Vases must form an integral part of the overall memorial and must be clearly stated on the memorial application.			

**9.3 Memorial Materials**

To encourage greater artistic input and reflect the individuality and spirit of the deceased and/or local community, memorials must be constructed from natural stone, slate, granite, sandstone or wooden temporary markers. The Council encourages the use of locally sourced materials to reduce the negative aspect of the carbon footprint relating to distance of travel.

### 9.4 Inscriptions

Stonemasons should not start work on a memorial until approval has been granted in writing by the Council.

The Council reserves the right to refuse permission for a memorial where, in its opinion, the proposed inscription could cause offence or is deemed unsuitable.

### 9.5 Installing a memorial

The Council has authority to refuse to allow any person to undertake work in the cemetery unless a notice is produced giving the written permission of the Council for such work to be carried out.

Prior to carrying out any work in the cemetery, memorial masons must contact the Operations Manager or Council office to make an appointment. Masons should also provide the permit number given on their memorial works permit.

No memorial shall be installed or placed on a grave without the presence of a member of the Operations Team.

All memorials and materials must be carried into the cemetery in a way that does not cause damage to roads, walkways or grass areas.

A memorial may only be erected on a burial or cremated remains plot within the cemetery in accordance with the current regulations in force at the time of application.

All memorials installed or refixed must be fixed in accordance with British Standard 8415.

Masons or other persons employed in fixing, painting or restoring memorials will be required to remove any debris, tools and clean up the ground carefully after completing their work. They will be held responsible for any damage caused by them to either the ground or memorials erected within the cemetery and will be charged according to the cost of such damage.

Memorial masons must ensure that the grave and the area around the grave is left in a clean and tidy condition to the satisfaction of the Council.

All memorials, or materials for fixing memorials into position, admitted into the cemetery or permitted to be erected therein shall be so conveyed, erected, remain and removed at the owner's risk and the Council shall not be held responsible for any damage or breakage occurring to, or loss of any such materials howsoever caused.

Any employee or subcontractor of a memorial mason firm breaching any applicable cemetery rule will render themselves liable to such action as the Council thinks necessary to prevent further breaches, including disqualification.

If any memorial fitting or other work to be carried out is in violation of these rules, the memorial or work may be removed at any time by the Council, without notice, at the cost or expense of the person responsible and suitable enforcement action will be taken by the council against those in breach of these rules.

The fixing of memorials is not allowed on Saturdays, Sundays or Public Holidays. Erectors or masons are requested to note that no incidental work will be permitted in the cemetery after 3.30pm, unless agreed otherwise with the Operations Manager.

A signed copy of the memorial permit must be sent to the Council within 7 days of the Memorial Mason completing work in St Neots Lawn Cemetery to confirm the memorial has been fixed in accordance with BS8415 and NAMM Working Code of Practice.

Basic cleaning/washing down and non-specialist cleaning of a memorial may be undertaken by any person with the permission of the owner/their families/heirs. Only the use of a water and standard household dish soap is permitted to prevent any health risk to the public or harm to the environment and wildlife.

### 9.6 Removing a memorial

No memorial shall be removed from the cemetery without the permission of the Deed Holder or their representative and without the Council being informed of the whereabouts of the memorial.

When a memorial/kerb/edging is to be removed to allow a second burial to take place it is the responsibility of the Deed Holder or their agent to remove the memorial at their own risk and expense prior to the burial taking place. Removal of the memorial must take place within four working days prior to the booking.

The Council reserves the right to:

- Remove without notice, any unauthorised monument, memorial, stone, kerb, edging, tree, shrub, plant or item erected or placed in the cemetery in contravention of these regulations or where, in its opinion, items reach a condition that could be a health and safety risk.
- Remove a memorial headstone/kerb/edging from a grave to allow for adjacent graves to be excavated. As soon as the funeral has taken place the headstone will be fully re-instated by the Council.

### 9.7 Memorial safety

Memorials remain in the ownership of the Deed Holder or their family and must be kept in good repair. Any repairs will be at the expense of the Deed Holder if the memorial needs repairing to a safe condition.



If the Deed Holder cannot be contacted, the council reserves the right to make safe or remove any memorial that is allowed to fall into disrepair or become unsightly or dangerous. The Council will seek reimbursement from the owner or the successor in title for the whole of the costs of these works.

The Council undertakes a program of memorial inspections and has the right to lay down or remove (without notice) memorials it believes to be unsafe. Every effort will be made to contact the Deed Holder if this happens to advise them of the action taken and request repairs be carried out. Notice will be sent to the Deed Holder at their last recorded address and a notice placed onto the memorial.

If a memorial is not repaired by an approved memorial mason after notification has been sent to the Deed Holder, the Council has the right to remove the memorial from the grave space.

## **10. Exhumation**

Once a body or cremated remains have been buried, they can only be removed with permission from the cemetery office and a license granted by the Ministry of Justice. In the case of consecrated ground, consent from the Church of England (called a faculty) will also be required.

Please note exhumation is a complicated legal procedure and the first step in attempting to arrange an exhumation is to contact the cemetery manager who will be able to provide support and assistance.

Any disturbance of human remains is deemed to be an exhumation.

## **11. Cemetery Records**

As soon as is reasonably practicable after a grave has been purchased, or after an interment has taken place, details will be recorded in the burial registers held by the Council and, in the case of new graves, the Grant of Exclusive Right of Burial will be sent to the purchaser.

The burial registers and cemetery plans may be viewed by the public by prior appointment with the Council office. Searches of the registers and copies of entries may be made for a fee as laid down in the Council's scale of charges and within the confines of the General Data Protections Regulations.

### 12. Complaints Procedure

Council Complaints procedure - We aim to provide the highest standards with the resources available, however, if for any reason you feel these standards have not been met, we would welcome your complaint (in writing) in an effort to:

- Put things right for you.
- Make sure we do not make the same mistake again.
- Improve the service for everyone.
- If we are unable to resolve your complaint informally, you can lodge a formal complaint in writing to the Town Clerk.

The cemetery staff are required to carry out the burial and grounds maintenance activities in a caring and careful manner. If an incident occurs whilst carrying out their duties, they are required to report it.

Alternatively, if you have reason to think damage has been caused as a result of the operations to either a memorial or item on a grave, please report the matter either by telephone or email to the Council office.

St Neots Town Council Complaints Policy can be found on our website:

[Documents and Policies / St Neots Town Council \(stneots-tc.gov.uk\)](https://www.stneots-tc.gov.uk/Documents-and-Policies/)

### 13. Application of the Rules and Regulations to Graves in existence prior to the coming into force of the Policy Document.

St Neots Town Council acknowledge that there may be some graves within the Cemetery which were already in existence prior to the coming into force of this document and which will not comply with the Rules and Regulations set out in this document. In some circumstances, with the exception of Rules 8.5 and 8.6, the Council reserves the right to use its discretion to waive some of these Rules with respect to such graves on the condition that such graves are well kept and maintained by the owners of the graves and/or their families/next of kin.



**St Neots**  
Town Council



# CEMETERY RULES AND REGULATIONS 2024

Eaton Socon, Eynesbury, St Neots New, St Neots Old Cemeteries

The purpose of this document is to set out St Neots Town Council Cemetery Rules and Regulations which apply to the provision of the Cemetery services.

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## 1. Terms of Reference

In this document, unless the context otherwise requires, the following terms shall have the meanings given to them below:

- “Cemetery” means the Cemeteries for which St Neots Town Council is the Burial Authority.
- “Exclusive Right of Burial” means an exclusive right of burial granted in accordance with Rule 7.1.
- “Deed Holder” means the person or persons who have been granted an exclusive right of burial.
- “Right of Burial” means an Exclusive Right of Burial granted in accordance with Rule 10.
- “Interment” means the burial of a body or cremated remains.
- “Memorial” means an object serving as a remembrance and for the purposes of these rules include a headstone, flat memorial tablet, wooden grave markers, temporary grave markers and those memorials permitted under Rule 10
- “Memorial Rules and Regulations” means those rules set out under Rule 10 of this document.
- “Operations Manager” means the person employed by the Council to manage the cemeteries.
- “Operations Team” means the persons employed by the Council to manage the operational requirements for the cemeteries.
- “Register of Burials” means a register of all burials in a cemetery kept and maintained by the Council.
- “Rules and Regulations” means St Neots Town Council rules and regulations for Eaton Socon, Eynesbury Old and New and St Neots Old and New cemeteries as set out in this document.
- “Table of Fees” means the list of fees and charges for goods and services provided by St Neots Town Council.
- “Cemeteries Admin/Burial Officer” means the person employed by the Council to manage the cemeteries administration.
- “The Clerk” means the person holding the office of Clerk to the Council or any person appointed by the Council to act on their behalf.
- “The Council” means St Neots Town Council.
- “The Council Office” means the office at St Neots Town Council.

## 2. Cemetery Rules and Regulations

All local authority managed cemeteries are subject to standards and conditions known as Cemetery Rules and Regulations. The Rules and Regulations are designed to inform all cemetery users of the aspects of the management of the cemeteries and the requirements applicable to them.

These Rules and Regulations should be read in conjunction with the statutory requirements contained within the Local Government Act 1972 and the Local Authorities Cemeteries Order 1977 (LACO 1977 as amended) together with any other relevant legislation that governs this service.

Under LACO 1977 Order, St Neots Town Council is the Burial Authority for the parish of St Neots.

St Neots Town Council (“the Council”) reserves the right to alter, add to, or amend the Cemetery Rules and Regulations from time to time as necessary.

St Neots Town Council does operate other cemeteries for which different Rules and Regulations apply. For further information regarding the other cemeteries please contact the Cemetery Office.

If you need help in interpreting the Rules and Regulations, please contact the Council Office.  
[The Local Authorities' Cemeteries Order 1977](#)

### 3. Burial Authority

The Burial Authority is St Neots Town Council.

All enquiries regarding St Neots Town cemeteries should be made to the Council Offices.

Telephone enquiries: 01480 388 911

Email enquiries: [enquiries@stneots-tc.gov.uk](mailto:enquiries@stneots-tc.gov.uk)

Burial Law (Local Authorities Cemeteries Order 1977) states that none of the following can take place without the written permission of the Burial Authority (Council)

- Burials
- Interment of Ashes
- Scattering of Ashes (Not permitted in our cemeteries)
- Exhumations
- Installation or fixing of a memorial, kerb edge, trees, plants, seats or benches
- Adding an inscription to a memorial
- Renovation of a memorial
- Removal and/or replacement of a memorial.

### 4. Our Cemeteries

The cemetery to which these Rules and Regulations apply are located at:

- St Neots (New) – Cemetery Road, St Neots ([click for map](#))
- St Neots (Old) – Cemetery Road, St Neots ([click for map](#))
- Eynesbury – Howitts Lane, Eynesbury ([click for map](#))
- Eynesbury (Old) - School Lane, Eynesbury, St Neots ([click for map](#))
- Eaton Socon – Little End Road, Eaton Socon, St Neots ([click for map](#))
- These rules do not apply to St Neots Lawn Cemetery.

The cemeteries listed above are traditional cemeteries, which means that all graves have either flat grass surfaces and headstone, footstone, kerb sets, cover slabs or wedge and flat tablet type memorials are permitted.

Shrub, trees and bushes etc may not be planted in the grave and flowers should be placed only within receptacles that form part of the memorial itself or within the boundaries of kerb set memorial.

Our Cemeteries also play host to a variety of wildlife and are key to maximising biodiversity in and around St Neots. As such, our rules ensure sympathetic consideration is given to wildlife, whilst also considering the environmental impact of any activities within our Cemeteries.

Such rules are for the long-term care of all grave spaces perhaps for long after those who initially were responsible for such care are able to continue that obligation.

#### 4.1 Cemetery Opening Hours

Other than as set out to the contrary in this Rules and Regulations or in exceptional circumstances, the cemeteries are open to visitors every day of the year including weekends and public holidays.

#### 4.2 Cemetery Sections

The cemeteries provide grave choices for the bereaved. Some of our cemeteries are closed which means grave choices are not possible.

It is strongly recommended that anyone considering a burial at our cemeteries, read and understand the grave choices available to them before making a final decision.

Our cemeteries have the following sections available:

- St Neots (New) Closed  
Burial - pre-purchased/re-open only  
Interment of cremated remains - pre-purchased/re-open only
- St Neots (Old) Closed  
Burial - pre-purchased/re-open only  
Interment of cremated remains - pre-purchased/re-open only
- Eynesbury (New)  
Burial – single depth only (limited availability)  
Interment of cremated remains (limited availability)
- Eynesbury (Old) Closed  
Burial - pre-purchased/re-open only  
Interment of cremated remains - pre-purchased/re-open only
- Eaton Socon  
Burial - pre-purchased/re-open only  
Interment of cremated remains

A plan/map of the various sections are available by contacting the Council Offices.

#### 4.3 Conduct in the Cemetery

Children under the age of 12 shall not be permitted in the Cemetery unless in the charge of a responsible adult.

All persons must conduct themselves in a decent, quiet and orderly manner and must keep to the pathways unless visiting a grave and must not:

- Create any disturbance or nuisance.
- Play loud music (whether live or recorded).
- Interfere with any burial taking place in the cemetery.
- Interfere with any grave, stone or other memorial or floral tribute.
- Play any game or sport in the cemetery.

- Ride a bicycle or use any other recreational equipment.
- Enter the cemetery when it is closed to the public.
- Deposit litter or spent floral tributes other than in the receptacles provided for such purposes.
- Organise or be part of any gathering, other than for the purpose of interment or remembrance.

Any person who contravenes the above shall be liable, on summary conviction, to a fine as laid out in Article 19 of the Local Authorities Cemeteries Order 1977.

In addition, it is an offence under the Criminal Damage Act 1971 to destroy or damage any property (including statues, monuments, memorials, railings or fences) belonging to another within the cemetery.

All persons entering a cemetery will be subject to the Rules and Regulations set out in this document. The Council reserves the right to eject or have ejected from the cemeteries any person who acts in a manner which is deemed by the Council to constitute inappropriate behaviour.

Any unapproved notices will be removed.

Any person found picking or damaging shrubs, trees or flowers in the Cemetery may be prosecuted.

No person, other than an officer of the Council, or a person so authorised by or on behalf of the Council, shall enter or remain in the Cemetery when it is closed to the public.

#### **4.4 Vehicles in the Cemetery**

All vehicles not connected with the excavation and maintenance of graves, funeral cortege or the erection or maintenance of memorials, shall not be permitted in the cemetery. The use of bicycles, e-bicycles, skateboards, roller-blades, roller-skates, scooters and e-scooters are prohibited in the cemeteries.

The Council reserves the right to seek compensation for any damage done by vehicles to graves/memorial/benches or the cemetery (e.g. damage to turf).

#### **4.5 Dogs in the Cemetery**

Dogs are not allowed in the Cemeteries unless on a short lead. Owners or persons for the time being in charge of a dog who allow it to foul the Cemeteries must clean up any dog faeces and dispose of it in a litter or dog bin away from the site. Failure to clean up after your dog may result in a fine or prosecution.

#### **4.6 Maintenance of Cemetery Grounds**

Maintenance of the grounds (e.g. grass cutting, spraying, leaf and litter clearing, upkeep of trees, shrubs, flower beds and hedges) will be carried out by the Council at a frequency determined by the Council. The Council has the right to prune, cut down or remove any shrub, tree, plant or flowers that has become unsightly, overgrown or dangerous and to spray around graves in any area of the cemeteries.



The Council reserves the right to place soil or any other material onto a grave space in the cemeteries (whether occupied or not) when carrying out maintenance works. Any soil or material placed will be removed and the area re-instated as soon as possible after the work has taken place.

## 4.7 Removal of floral arrangements and other items from graves

All large floral tributes placed on a grave space following an interment will be removed and disposed of 14 days after the funeral.

The Council has the right to remove items from graves which have perished; pose a hazard; encroach on an adjacent grave space; or have not been authorised and dispose of such items without prior reference to the Deed Holder. This includes balloons, rubbish, fencing, border edging, glass objects, other decorations and unauthorised items placed on a grave (for further information see section on Memorials).

The cemetery is home to an abundance of wildlife some of which may damage floral tributes. The Council therefore cannot accept responsibility for tributes left displayed in any of its grounds.

The removal of seasonal floral tributes/memorabilia from all areas will commence four weeks after any event (e.g. Christmas Day – removal will begin after 22nd January).

## 4.8 Water

Water is available for tending graves in the cemetery.

Water containers are not permitted to be left on grave or ashes plots.

Containers may be removed by the Operations Team if these interfere with the maintenance of the cemeteries.

## 4.9 Balloons

Balloons and the releasing of balloons is not permitted in our cemeteries to prevent harm to wildlife and the wider environment. It is understandable that you will wish to remember your loved ones in a special way, so you may wish to consider alternatives such as blowing bubbles in the sunlight, scattering petals into the river, planting a tree or shrub in your garden, wildflower seed bombing in your garden, gathering together by jam jar lanterns, or taking a walk through their favourite outdoor spaces.

## 5. Fees

Various fees and charges are applicable in relation to the cemeteries. The Council reviews its fees and charges annually.

Anyone intending to use the cemeteries services is advised to obtain an up-to-date copy of the fees and charges which will be supplied on request.

There are no restrictions on who can be interred within the cemeteries provided by this Council; however, the Council has a Scale of Charges which outlines the difference in costs as follows: -

- Resident Fees – apply if the deceased was a St Neots resident or within 3 years of death.
- Former Resident Fees - apply if the deceased lived within St Neots but not within the last 3 years of death.
- Non-Resident fees – apply if the deceased lived outside St Neots.

A copy of the current fees is available on St Neots Town Council website:  
[CEMETERIES & BURIALS | St Neots Town Council \(stneots-tc.gov.uk\)](http://stneots-tc.gov.uk/CEMETERIES%20&%20BURIALS)

## 6. Purchasing a Grave

Requests to purchase a grave should be made through the cemetery office. This can be done at the time a funeral is arranged. Purchasing a grave in advance is not permitted.

All graves will be allocated with the next available plot by St Neots Town Council.

### 6.1 Grant of Exclusive Right of Burial

After a grave is purchased, the Exclusive Right of Burial will be granted for a period of 100 years beginning with the date upon which the grant is made and upon such terms and conditions as the Council deems appropriate.

The fee for an Exclusive Right of Burial is set out in the Table of Fees.

St Neots Town Council retains ownership of the land at all times.

After a grave is purchased, the Council will issue a Grant of Exclusive Right of Burial (the Deed) to the purchaser.

The Grant of Exclusive Right of Burial is a legal document. It does not give ownership of the actual land but allows the Deed Holder to:

- Be buried into the grave if space is available (including cremated remains).
- Authorise further burials into the grave where space is available.
- Place an inscribed memorial onto the grave subject to the Council's regulations on memorials.
- Give permission for additional inscription(s) to be made onto an existing memorial subject to the Council's regulations on memorials.

The Council recommends a maximum of two people hold the Rights to the Exclusive Right of Burial. Please note all owners must give written consent for future interments and memorial applications on the purchased plot.

The holder of the Exclusive Right of Burial may surrender their right at any time in respect of the grave or grave space where the said right has not been exercised (i.e. where no burial has taken place and/or no memorial has been placed on the grave).

If there is more than one holder of the Exclusive Right of Burial, all holders must agree to surrender their right. In all cases the fee repayable will be that of the original fee paid to purchase the Exclusive Right of Burial.

The Deed Holder may transfer the Grant of Exclusive Right of Burial during their lifetime to another individual on completion of an Assignment Form and payment of the required fee. Please contact the Council Office for further information.

Where a Deed Holder is deceased, and other family members wish to arrange a further burial into the grave space (or install a memorial, add an additional inscription or clean and renovate the memorial) the Grant of Exclusive Right of Burial will need to be transferred and payment of appropriate fees, before the grave can be further re-opened (or any memorial erected onto the grave or any existing memorial repaired, altered or removed).

Further advice on how this may be possible can be obtained from the Council Office. Depending on individual circumstances, the transfer may require the consent of other family members. If the relevant consents are withheld, the ownership cannot be transferred, and no further burial will be allowed. Only the next of kin reaching an agreement between themselves can resolve this.

It is the responsibility of the Deed Holder to advise the Council of any change of address.

## **6.2 Public Graves**

A public grave is an unpurchased grave where no Exclusive Right of Burial exists. There is usually no family connection with those buried in this type of grave. No memorial rights exist for a public grave therefore no headstone or memorial can be placed on it without the consent of the Council.

## **7. Arranging an Interment**

All arrangements for an interment must first be made to the Council Office either by telephone, email or in person and confirmed in writing as soon as possible thereafter using the Council's specified form referred to in 7.1 below.

Coffins, caskets and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc... and the coffin must be suitably secured.

Wherever possible embalming should be avoided if the burial is to take place in our cemeteries due to the impact the process poses to the environment.

A shroud burial is permitted so long as an appropriate board is positioned underneath the deceased for safe lowering into the grave.

### **7.1 Notice of Interment**

Interment requests must be made on the official Notice of Interment application form supplied by the Council and must be delivered to the Council's Office at least five (5) working days prior to the interment. Email copies of the specified form are acceptable.

The forms are available by request from the Council Offices. The details provided on the form must be clear and complete. In the case of a second interment the Notice of Interment application form should be signed by the Deed Holder (except where the deceased is the Deed Holder) and the Deed produced with the Notice of Interment.

The Council will determine the appropriate fees to be paid for the interment, which must be paid fully in advance unless an alternative arrangement is in place. Payment can be made by BACS, by card payments over the phone or in person or cheques.

The Council reserves the right to delay or cancel any interment where, in its opinion, ownership of the Grant of Exclusive Right of Burial is disputed.

Coffin sizes should be detailed on the Notice of Interment application form. If these are not known at the time of giving notice, they may be supplied later in writing to the cemetery admin and no later than 3 working days before the booked interment date. The Council shall not accept liability for any coffin sizes given other than in writing.

If an existing grave is required to be re-opened for the purposes of an interment the person responsible for the funeral shall ensure that before the grave is reopened a completed Notice of Disclaimer form is provided to the Council by the grave owner or if deceased, their representative and if so required by the Council the existing memorial or gravestone and any base, kerbstone and foundation is removed from the Cemetery and delivered to the premises of a registered Memorial Mason. Failure to do so may result in the postponement or cancellation of the interment.

### **Times of Interment**

Interments can take place on any weekday (other than a public holiday).

#### **April to September Bookings**

##### **Body**

Monday - Friday 10.00am to 2.00pm

##### **Ashes**

Monday - Friday 10.00am to 2.30pm

#### **October to March Bookings**

##### **Body**

Monday - Friday 10.00am to 1.00pm

##### **Ashes**

Monday - Friday 10.00am to 2.30pm

At the discretion of the Town Clerk Interments outside of the above hours may be available by special arrangement and will incur extra fees

The time stated in the Notice of Interment application form is the time the funeral cortege must be at the cemetery.

The Council reserve the right to refuse to accept a notice of interment in special circumstances.

In the event of a confirmed booked interment being cancelled after work on the preparation of the grave has commenced, the Council reserve the right to retain a part of or whole interment fee.

The Council accepts no liability for the consequences arising from the loss or delay in delivery of any notice, Orders or other document sent to the Council by email or post.

## **7.2 Disposal Certificates**

No interment can take place unless the Council has first received the appropriate certification. This is:

- A 'Certificate of Disposal' issued by the Registrar of Births and Deaths, or
- An 'Order for Burial' issued by the Coroner, or
- A 'Certificate of Cremation' issued by the crematorium

This documentation must be submitted to the Council before the interment can take place. Failure to provide the necessary documentation may result in the delay of the interment until the appropriate certification can be produced.

A scanned copy of the document(s) should be sent by email in advance to the Council.

### 7.3 Religious ceremony

A burial can take place with or without a religious service or ceremony. It is the responsibility of the bereaved family or funeral director to arrange for a Minister, Clergy or other authorised person to officiate at the burial. Any authorised person may officiate at an interment providing the ceremony is conducted with decorum.

When a burial takes place in an unconsecrated part of the cemetery, the minister representing the religious belief of the deceased conducts a service at the graveside, thereby blessing that individual grave at the time of burial.

### 7.4 Alterations to funeral arrangements

No alteration to a notice of interment is permitted unless:

- (i) a written request for any such alteration has been submitted to the Council Office and:
- (ii) Such alteration has been agreed by the Clerk/Operations Manager.

Any additional expense incurred by the Council as a result of incorrect information having been supplied will be charged to the person making the application.

## 8. Graves

Interments will only be allowed in designated areas previously laid out for burial. These areas are identified on the cemetery plans held by the cemetery office.

### 8.1 Allocation of Graves

Eynesbury Old, St Neots Old and St Neots New Cemeteries are closed cemeteries which means that there are no available grave spaces for interments other than those that have been pre-purchased or to be re-opened for an additional interment.

When purchasing a grave, a person will be allocated the next available space. (Normally the next grave space "following on" from the previous interment).

The use of the plot at time of need is subject to ground suitability and weather conditions, for instance if digging becomes unsuitable due to high water table or other factors outside of our control. However, every effort will be made to accommodate family wishes where this is possible.

### 8.2 Excavations

A grave shall be of sufficient width and length to admit a coffin to the size specified on the notice of interment. Where possible, a member of the Operations Team will arrange with the funeral service provider to check the coffin measurements before grave preparation starts.

It is the responsibility of the person making the funeral arrangements to provide accurate measurements of the coffin size to ensure the correct size grave is prepared.

The Council reserves the right of passage over all graves and to place on a grave, excavated material from a neighbouring grave (whether or not contained in a soil box) the right to remove headstones and in exceptional circumstances to move material and equipment, including mechanical diggers etc. over graves.

However, in undertaking such work, the Council will always exercise due care and afford the level of dignity to the operation which would be expected in a cemetery environment. In addition, the Council will make good any damage that may be done during such work.

Where a temporary wooden marker (cross or stake) is placed on a new grave, the Council has the right to remove the marker if it deteriorates to a poor condition or when a memorial is erected on the grave.

### **8.3 Type and depth of graves**

The types of graves available at the cemeteries are traditional and cremated remains. Below is an explanation of each type:

**Traditional Graves** are offered for those who want greater choice over the design of the memorial, or do not want people to walk over the grave. The grave can be surrounded by kerbs or have a cover slab.

**Cremated Remains Graves** are for the burial of cremated remains only. A headstone, wedge tablet or flat tablet memorial are permitted. Kerbs, edging and other surrounds are not permitted. This type of plot can accommodate two cremated remains.

For any oversized grave, the Council has the right to charge for two grave spaces to facilitate the interment.

Graves shall be excavated to a minimum depth of:

- (i) 6 feet 4 inches (1930 mm) deep (double depth)
- (ii) 4 feet 6 inches (1370 mm) deep (single depth)

Ashes plots can hold up to two caskets and shall be excavated to a minimum depth of:

- (i) 1 foot 6 inches (450 mm)

Scattering of ashes is not permitted in any of the cemeteries.

Funeral Service Providers must carry appropriate insurance, have in place a health and safety policy and comply with other statutory requirements. They must ensure that any contractors employed by them also comply with this requirement.

Funeral Service Providers shall at all times provide sufficient bearers for the carrying and lowering of the coffin into the grave.

Anyone acting as a bearer during an interment does so at their own risk and the Council will accept no responsibility for any resulting accident or injury to a bearer howsoever caused unless such injury is caused by the Council's negligence.

### **8.4 Re-Instatement**

Following the burial taking place, the grave will be filled in and, when the ground has settled, it will be seeded so that the level of the top of the grave corresponds with the level of the surface.

For the interment of cremated remains, the grave will be filled in and a marker slab with a centre hole will be placed on the plot.

Requests for personal involvement during the backfilling process will be considered upon request and should be notified to the Council prior to the burial taking place.

Any personal involvement agreed to will be undertaken under the supervision of the Council.

Anyone taking part in backfilling of a grave does so at their own risk and the Council will accept no responsibility for any resulting accident or injury to a person howsoever caused unless such injury is caused by the Council’s negligence.

After an interment has taken place, the soil will continue to settle for approximately 9 - 12 months, or longer, depending on the soil conditions.

Graves can also settle unexpectedly during adverse weather and if this happens arrangements will be made to level the grave as soon as possible.

**8.5 Items placed on a grave**

The Council will not be liable for any loss, damage, theft or vandalism of any item (including memorials) placed onto a grave however caused.

Anything added to a memorial/memorial tablet or grave not permitted under these regulations can be removed without notice by the Council. This includes items in disrepair or broken. Council staff may remove articles from a grave, without prior consent from the Deed Holder, which, in their opinion, are likely to cause risk, damage or offence or which may interfere with the Council’s maintenance of the site.

The following items are not allowed to be placed onto graves and if found will be removed: -

<ul style="list-style-type: none"> <li>• Unauthorised memorials</li> <li>• Unauthorised kerb edgings</li> <li>• Unauthorised trees and plants</li> <li>• Artificial grass</li> </ul>	<ul style="list-style-type: none"> <li>• Glass items or breakable containers</li> <li>• Wire / plastic fencing</li> <li>• Lantern stands with a pointed top</li> <li>• Balloons</li> <li>• String/rope lights</li> </ul>
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To protect the character of the cemetery and avoid attractions that might encourage undesirable visitors during the hours of darkness, as a general principle solar lamps are permitted but limited to two lamps on any one grave and should be positioned on the plinth of the headstone and should not exceed 30 cm in height.

**8.6 Tributes**

Floral tributes placed on a grave or ashes plot at the time of the interment, Religious Festivals, significant dates and anniversaries can remain for a period of 14 days. The Council reserves the right to remove any wreaths, flowers, flower holders or other receptacles which remain on any grave or ashes plot after 14 days and once seeded.

We encourage plastic-and-wire-free tributes where possible to facilitate the composting of flowers.

Please remove all cellophane, plastic wrappings, string, elastic bands or ties before placing flowers in the permitted flower holders.

Tributes may be placed on the base of a permitted memorial or within a kerb set surround of a grave with the following restrictions:

- Items must sit within the boundary (the base/plinth) of the permitted memorial or kerb set surround and not protrude/overhang onto the grass.
- Items must be made of unbreakable materials, for example, outdoor frost proof pots.
- Temporary crosses/markers must be removed once a permitted memorial has been installed.
- Temporary crosses/markers must be removed if broken.
- Tributes are permitted on grave spaces that are in use which have not been seeded. Any items placed on the earth must be frost proof and unbreakable and be removed once seeded.

### 9. Memorials

Unless specified these rules apply to graves and ashes plots.

A Deed Holder may apply to the Council to install a memorial following an interment. There is a requirement to allow the ground to settle in the Cemeteries, usually 12 months.

Memorials remain the ownership of the grave owner for the duration of the ownership of the grave. The maintenance, repair and safety of the memorial remain the responsibility of the grave owner. It is recognised that many memorials require a considerable financial investment. ***It is strongly recommended that all memorials are insured against accidental damage or vandalism.*** Memorial insurance is available and can be sourced independently or through your memorial masons.

The Council cannot accept any responsibility for the condition of any memorial.  
The Council cannot accept any responsibility for any damage caused to memorials or graves unless caused by the Council's own negligence.

Memorials are only permitted on graves for which the Exclusive Right of Burial has been acquired and on the application of the deed-holder. A memorial may not be erected on a grave prior to the first interment. Mourners' flowers may be placed on top of the grave after a funeral has taken place. They must not be placed on adjacent or other nearby graves and will be removed by the Council and placed in a more suitable area of the cemetery.

A fee will be charged for the erection of a headstone, tablet memorial, an added inscription, repair or other change.

The brass plaque/wooden cross that is placed on the grave by Funeral Service Providers is considered to be a temporary memorial and should be removed by the stonemason when a permanent memorial is in place.

Permission to maintain a memorial above a grave shall remain for a period **not exceeding 50 years** from the date of burial, after which the owner at the time must apply for an extended period. Failure to obtain permission from the Council could result in the removal of the Memorial subject to Article 10(1), (5) and (7) of the Local Authorities Cemeteries Order 1977 and any cost incurred by the Council shall be met by the grave owner.

Granted memorial permits will expire two years from the date of approval (unless the memorial is erected) and a new application must then be submitted to and approved by the Council.



Any unauthorised memorials are subject to removal by the Council without notice and the cost of removal and disposal shall be charged to the owner of the Exclusive Right of Burial or other responsible person.

Memorial headstones must be marked with the grave number on the rear of the memorial.

### **9.1 Application to install a memorial**

Only stonemasons that have been approved by the National Association of Memorial Masons (NAMM) or British Register of Accredited Memorial Masons (BRAMM) will be permitted to install or undertake fixing work on memorials within the Cemeteries. The stonemason will be required to supply to the cemetery office a copy of their NAMM or BRAMM certification, together with evidence of their Public Liability Insurance for a minimum value of £5million before any permission will be issued by the Council.

An "Application for a Memorial Permit" should be submitted in writing on the appropriate form supplied by the Council, which includes;

- Grave/plot reference number
- A sketch and/or design of the proposed memorial
- The exact dimensions
- The wording of any inscription
- Method statement to include chemicals used for cleaning a memorial
- Signed by the holder/s of the Exclusive Right of Burial

Memorial Masons must not start to make a memorial or add an inscription to an existing memorial until all details (including sizes) have been submitted to the Council and approval has been granted in writing.

Memorial Masons who start to make or add an inscription to an existing memorial prior to being granted approval does so at their own risk.

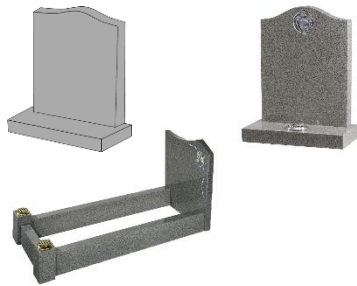
Stonemasons, or other persons engaged in erecting a memorial, must perform the work in accordance with these regulations. All stonemasons must be registered with the Town Council. Headstones/plaques must be prepared ready for fixing before being taken into the Cemetery.

All memorials installed or refixed must be fixed in accordance with British Standard 8415.


### **9.2 Memorial Sizes**

Memorials on traditional graves maybe headstones, books, hearts or other shapes as appropriate. They may also include a kerb set surround, cover slab, post/vases and footstone. Due to the age of some of our cemeteries, the space available for memorials may vary. We strongly advise that you contact the Council in the first instance for confirmation of the maximum size memorial that can be accommodated.

Traditional Grave Memorials

Section	Memorial Type Permitted		Example	
All sections	Memorial designs can include a headstone/footstone at the head/foot of the grave space, kerb set surround, cover slab and additional memorial items.			
Maximum Measurements permitted	Height of Headstone (including base/plinth)	Width of memorial (including base/plinth)	Length of kerb set surround/cover slab	Thickness of headstone
	36" (900mm)	27.5" (700mm)	Length of grave space 77" (1955mm)	4" (102mm)
<b>Planting</b>	Not Permitted			
<b>Additional Items Permitted</b>	Vases must be securely fixed to the base and or form an integral part of the overall memorial and must be clearly stated on the memorial application.			

Cremated Remains Memorials

Section	Memorial Type Permitted		Example	
Cremated Remains	Memorial designs can include a headstone at the head of the grave space.			
Maximum Measurements permitted	Height of Headstone (including base/plinth)	Width of memorial (including base/plinth)	Depth of tablet memorial	Depth of headstone memorial (including base/plinth)
	36" (900mm)	27.5" (700mm)	18" (457MM)	12" (305mm)
<b>Planting</b>	Not Permitted			
<b>Additional Items Permitted</b>	Vases must form an integral part of the overall memorial and must be clearly stated on the memorial application.			

**9.3 Memorial Materials**

To encourage greater artistic input and reflect the individuality and spirit of the deceased and/or local community, memorials must be constructed from natural stone, slate, granite, sandstone or wooden temporary markers. The Council encourages the use of locally sourced materials to reduce the negative aspect of the carbon footprint relating to distance of travel.

#### 9.4 Inscriptions

Stonemasons should not start work on a memorial until approval has been granted in writing by the Council.

The Council reserves the right to refuse permission for a memorial where, in its opinion, the proposed inscription could cause offence or is deemed unsuitable.

#### 9.5 Installing a memorial

The Council has authority to refuse to allow any person to undertake work in the cemetery unless a notice is produced giving the written permission of the Council for such work to be carried out.

Prior to carrying out any work in the cemetery, memorial masons must contact the Operations Manager or Council office to make an appointment. Masons should also provide the permit number given on their memorial works permit.

No memorial shall be installed or placed on a grave without the presence of a member of the Operations Team.

All memorials and materials must be carried into the cemetery in a way that does not cause damage to roads, walkways or grass areas.

A memorial may only be erected on a burial or cremated remains plot within the cemetery in accordance with the current regulations in force at the time of application.

All memorials installed or refixed must be fixed in accordance with British Standard 8415. Suitable foundations must be provided to prevent memorials from sinking or tilting. All memorials erected in the cemetery must comply with BS8415 and the BRAMM/NAMM Recommended Code of Practice.

Masons or other persons employed in fixing, painting or restoring memorials will be required to remove any debris, tools and clean up the ground carefully after completing their work. They will be held responsible for any damage caused by them to either the ground or memorials erected within the cemetery and will be charged according to the cost of such damage.

Memorial masons must ensure that the grave and the area around the grave is left in a clean and tidy condition to the satisfaction of the Council.

All memorials, or materials for fixing memorials into position, admitted into the cemetery or permitted to be erected therein shall be so conveyed, erected, remain and removed at the owner's risk and the Council shall not be held responsible for any damage or breakage occurring to, or loss of any such materials howsoever caused.

Any employee or subcontractor of a memorial mason firm breaching any applicable cemetery rule will render themselves liable to such action as the Council thinks necessary to prevent further breaches, including disqualification.

If any memorial fitting or other work to be carried out is in violation of these rules, the memorial or work may be removed at any time by the Council, without notice, at the cost or expense of the person responsible and suitable enforcement action will be taken by the council against those in breach of these rules.

The fixing of memorials is not allowed on Saturdays, Sundays or Public Holidays. Erectors or masons are requested to note that no incidental work will be permitted in the cemetery after 3.30pm, unless agreed otherwise with the Operations Manager.

A signed copy of the memorial permit must be sent to the Council within 7 days of the Memorial Mason completing work in the Cemeteries to confirm the memorial has been fixed in accordance with BS8415 and NAMM Working Code of Practice.

Basic cleaning/washing down and non-specialist cleaning of a memorial may be undertaken by any person with the permission of the owner/their families/heirs. Only the use of a water and standard household dish soap is permitted to prevent any health risk to the public or harm to the environment and wildlife.

## **9.6 Removing a memorial**

No memorial shall be removed from the cemetery without the permission of the Deed Holder or their representative and without the Council being informed of the whereabouts of the memorial.

When a memorial/kerb/edging is to be removed to allow a second burial to take place it is the responsibility of the Deed Holder or their agent to remove the memorial at their own risk and expense prior to the burial taking place. Removal of the memorial must take place within four working days prior to the booking.

The Council reserves the right to:

- Remove without notice, any unauthorised monument, memorial, stone, kerb, edging, tree, shrub, plant or item erected or placed in the cemetery in contravention of these regulations or where, in its opinion, items reach a condition that could be a health and safety risk.
- Remove a memorial headstone/kerb/edging from a grave to allow for adjacent graves to be excavated. As soon as the funeral has taken place the headstone will be fully re-instated by the Council.

## **9.7 Memorial safety**

Memorials remain in the ownership of the Deed Holder or their family and must be kept in good repair. Any repairs will be at the expense of the Deed Holder if the memorial needs repairing to a safe condition.

If the Deed Holder cannot be contacted, the council reserves the right to make safe or remove any memorial that is allowed to fall into disrepair or become unsightly or dangerous. The Council will seek reimbursement from the owner or the successor in title for the whole of the costs of these works.

The Council undertakes a program of memorial inspections and has the right to lay down or remove (without notice) memorials it believes to be unsafe. Every effort will be made to contact the Deed Holder if this happens to advise them of the action taken and request repairs be carried out. Notice will be sent to the Deed Holder at their last recorded address and a notice placed onto the memorial.

If a memorial is not repaired by an approved memorial mason after notification has been sent to the Deed Holder, the Council has the right to remove the memorial from the grave space.

## 10. Exhumation

Once a body or cremated remains have been buried, they can only be removed with permission from the cemetery office and a license granted by the Ministry of Justice. In the case of consecrated ground, consent from the Church of England (called a faculty) will also be required.

Please note exhumation is a complicated legal procedure and the first step in attempting to arrange an exhumation is to contact the cemetery manager who will be able to provide support and assistance.

Any disturbance of human remains is deemed to be an exhumation.

## 11. Cemetery Records

As soon as is reasonably practicable after a grave has been purchased, or after an interment has taken place, details will be recorded in the burial registers held by the Council and, in the case of new graves, the Grant of Exclusive Right of Burial will be sent to the purchaser.

The burial registers and cemetery plans may be viewed by the public by prior appointment with the Council office. Searches of the registers and copies of entries may be made for a fee as laid down in the Council's scale of charges and within the confines of the General Data Protections Regulations.

## 12. Complaints Procedure

Council Complaints procedure - We aim to provide the highest standards with the resources available, however, if for any reason you feel these standards have not been met, we would welcome your complaint (in writing) in an effort to:

- Put things right for you.
- Make sure we do not make the same mistake again.
- Improve the service for everyone.
- If we are unable to resolve your complaint informally, you can lodge a formal complaint in writing to the Town Clerk.

The cemetery staff are required to carry out the burial and grounds maintenance activities in a caring and careful manner. If an incident occurs whilst carrying out their duties, they are required to report it.

Alternatively, if you have reason to think damage has been caused as a result of the operations to either a memorial or item on a grave, please report the matter either by telephone or email to the Council office.

St Neots Town Council Complaints Policy can be found on our website:

[Documents and Policies / St Neots Town Council \(stneots-tc.gov.uk\)](https://www.stneots-tc.gov.uk/Documents-and-Policies/)

**13. Application of the Rules and Regulations to Graves in existence prior to the coming into force of the Policy Document.**

St Neots Town Council acknowledge that there may be some graves within the Cemetery which were already in existence prior to the coming into force of this document and which will not comply with the Rules and Regulations set out in this document. In some circumstances, with the exception of Rules 8.5 and 8.6, the Council reserves the right to use its discretion to waive some or all of these Rules with respect to such graves on the condition that such graves are well kept and maintained by the owners of the graves and/or their families/next of kin.

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