

Full Town Council

To: All Town Councillors

Copies: **County Councillors** – Ferguson, Prentice, Seef & S Taylor
District Councillors – Ferguson, Davenport-Ray, Jennings, Pickering, I Taylor & S Taylor
Town Councillors – not a member of this committee
Local Press, Town Council Website & Noticeboard

Agenda for the meeting of the **Town Council** to be held on **Tuesday 17th December 2024** at **7.15pm** in the Eatons 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 Full Town Council are hereby summoned to attend this meeting to consider the following business.

C Robson
Town Clerk

1 Apologies for Absence

To receive and note councillor's apologies.

2 Declarations of Interest

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 of this meeting.

3 Minutes

Members to approve the following minutes as a true and accurate record:
Annual Council Meeting held on 27th November 2024.

Attachment 1

4 County and District Councillor Reports

To receive verbal updates or reports from County and District Councillors on matters of significance to St Neots.

5 Committee Minutes

To receive and note draft minutes of meetings of the following committees and sub-committees and (if applicable) to approve recommendations therein which do not arise elsewhere;

- | | |
|---|--------------|
| i) Personnel Committee held on 26 th November 2024 | Attachment 2 |
| ii) Planning Committee held on 3 rd December 2024 | Attachment 3 |
| iii) Operations & Amenities Committee held on 3 rd December 2024 | Attachment 4 |
| iv) Grants Sub-Committee held on 10 th December 2024 | Attachment 5 |
| v) Finance & Governance Committee held on 10 th December 2024 | Attachment 6 |

To receive and consider the following recommendations from the Finance and Governance Committee;

RESOLVED to RECOMMEND that the Council approve expenditure of up to £3,000.00 (incl. contingency) in funding from the earmarked reserve for Community Buildings to complete the replacement of the following lighting at St Neots Museum:

- 10no 4-foot fluorescent light fittings with LED strip lights
- 18no 600x600 recessed tile light fittings with LED panel lights (ceiling height is about 3m or more)
- 14no bulkhead light fittings with LED bulk heads
- 4no track lights with 6-foot LED strip lights (two in the area of ceilings well over 3m height)
- 3no 5-foot fluorescent light fittings with LED strip lights (one in the area of ceilings well over 3m height)

Attachment 7

RESOLVED to RECOMMEND that the Council approve expenditure of £9,571.00 from the General Reserve to install slot drainage in the area around the Jubilee Mosaic, to remove stones around the perimeter of the mosaic and areas of loose gravel in the garden and replace with resin.

Attachment 8

RESOLVED to RECOMMEND that the Council approve expenditure of £791.20 from the Flood Prevention EMR for the delivery of a further 5420 flood prevention/awareness leaflets to households in St Neots.

Attachment 9

RESOLVED to RECOMMEND that the Council approve expenditure of £3,860 from General Reserves for the installation of a monitored alarm and CCTV system at the Steve van de Kerkhove Community Centre.

Attachment 10



RESOLVED to RECOMMEND that the Council approve the proposed changes to the Financial Regulations

Attachment 11

RESOLVED to RECOMMEND that the Council adopt the Credit Card policy.

Attachment 12

6 Councillor Motion

Motion: Cllr Macnab-Grieve

Proposed the Town Council temporarily funds the cost of Councillor travel to council meetings at the temporary council meeting venue via the St Neots Car Share Scheme for any Members who are disadvantaged by the lack of available public transport and independent means to travel.

Attachment 13

Proposed the Council allocates funding from the Members Training, Travel and Subsistence budget for the cost of using the St Neots Car Share Scheme for Members to attend Council meetings at the temporary venue.

7 Huntingdonshire District Council Local Plan

To receive and consider recommended sites to be submitted to Huntingdonshire District Council's Local Plan Call for Sites as designated green spaces.

Attachment 14

8 Enabling Remote Attendance and Proxy Voting Consultation

i) To receive the Working Group's recommended responses to the Government's consultation on enabling remote meeting attendance for Local Authorities and to resolve the Council's response to the consultation.

Attachment 15

ii) To receive the Working Group's recommended responses to the Government's consultation on allowing Councillor proxy voting for Local Authorities and to resolve the Council's response to the consultation.

Attachment 16

9 2025-26 Budget

To receive, consider and approve the 2025-26 budget and precept as recommended from the Finance and Governance Committee.

Attachment 17

10 Reports from Outside Bodies

To receive verbal reports from Members who act as Council representatives on outside bodies.

11 Projects Status Summary

To receive and note a project status report.

Attachment 18

12 Oast Building, St Neots

To receive and note a report from the Project Delivery Manager on the purchase of the Oast building, St Neots and proposed process.

Attachment 19



13 **Priory Centre Redevelopment**

To receive and consider a report from the Town Clerk on the commitment of Town Council funding towards the Priory Centre redevelopment project.

14 **Mayoral Engagements**

To receive and note a list of upcoming Mayoral engagements to be attended by the Mayor and/or Deputy Mayor.

- 21 December — Christmas parkrun
- 7 January — East West Rail share your views

15 **Date of Next Meeting**

To note the date of the next Council meeting will be 28th January 2025.

16 **Committee In Private Session**

RECOMMENDED In terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment or contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

17 **Priory Centre Lease**

- To receive and note a report from the Town Clerk sharing key information on existing leases for the Priory Centre and Town Council offices.
- To receive and consider professional advice received on the valuation of existing leases and proposed Heads of Terms for the Priory Centre.
- To receive and consider a Heads of Term briefing report from Huntingdonshire District Council.
- To receive and consider approval of updated Heads of Terms provided by Huntingdonshire District Council.

Full Town Council

- Present:** Cllrs Slade (Chair), Banks, Chapman, Collins, Cooper-Marsh, Dundas-Todorov, Dunford, Goodman, Hitchin, Macnab-Grieve, Maslen, Pitt, Simonis, and S Smith, and Terry
- Absent:** Cllrs Crompton, Johnson, Kumar, J Smith,
- In attendance:** Town Clerk, Deputy Town Clerk, Project Delivery Manager

Minutes of the meeting of St Neots Town Council held on **Tuesday 26th November 2024** 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

133 Apologies for Absence

Apologies were received and noted from Cllrs Bolanz, Crompton, Kumar, Johnson, Mascarenhas and J Smith

Admin

134 Declarations of Interest

Cllr Pitt declared an interest in agenda items 12 and 16 as a Huntingdonshire District Council Cabinet Member and would not take part in agenda item 16 which related to the Priory Centre Lease.

Cllrs Banks, Chapman, Slade, and Terry declared an interest in agenda items 12 and 16 as elected Members of Huntingdonshire District Council, but not members of the cabinet or decision making.

135 Council Minutes

RESOLVED to approve the minutes of the meeting of 26th October 2024 as a true and accurate record.

136 County and District Councillor Reports

Cambridgeshire County Councillor G Seef addressed the committee and reported that;

Local M.P Ian Sollom is supporting the County Council's proposals on requirements for eateries to clearly advertise allergens in their menus. It is hoped there will be a change in regulations to support this and there is support across different political parties.

The LHI scheme for Crosshall Road was intended to be delivered in February 2026, however there was currently an additional consultation with local residents on double



yellow lines to be added into the scheme. A contractor has not been appointed yet, but this will be progressed at the start of 2025.

The Hinchingsbrooke Hospital refurbishment is still due to go ahead, and a scheme is currently being developed.

Cllr Macnab-Grieve joined the meeting at 7:25pm

A Member raised a question about sc106 funds that had been identified as needing to be paid. Cllr Seeff reported that investigations were ongoing.

Committee Minutes

137 Members received and noted minutes of the Extraordinary Planning Committee held on 5th November 2024.

138 Members received and noted minutes of the Promotion & Events Committee held on 5th November 2024.

139 Members received and noted minutes of the Environment and Emergency Committee held on 12th November 2024.

Members received and considered a recommendation from the committee on the adoption of the draft Community Emergency Plan.

140 **RESOLVED** that St Neots Town Council adopts the draft Community Emergency Plan.

141 Members received and noted minutes of the Operations & Amenities Committee held on 12th November 2024.

142 Members received and noted minutes of the Planning Committee held on 19th November 2024.

143 Members received and noted minutes of the Finance & Governance Committee held on 19th November 2024.

Members considered recommendations from the Finance and Governance Committee as follows;

144 **RESOLVED** that the Council increase cemetery fees by 5% for the 2025-26 financial year.

145 **RESOLVED** that the Council do not increase allotment rents for the 2025-26 financial year following the large percentage increase in the current financial year.



146 RESOLVED that the Council do not increase farm and craft market pitch fees for the 2025-26 financial year.

147 RESOLVED that the Council do not increase Eatons Community Centre Hall hire charges for the 2025-26 financial year.

148 RESOLVED event fees and charges as proposed and to delegate that officers use their discretion for pitch fees at Council events. This was to reflect the varied events that the council puts on.

149 RESOLVED that the Council approve an overspend in the planting budget of £6,076 resulting from the change to sourcing plants externally.

150 RESOLVED the Council adopt the St Neots Lawn Cemetery Regulations subject to amending that the former resident fee level will be applied if the deceased lived within St Neots within the previous 5 years, rather than 3 years as currently stated.

151 RESOLVED the Council adopt the St Neots Old & New, Eynesbury, and Eaton Socon Cemetery Regulations subject to amending that the former resident fee level will be applied if the deceased lived within St Neots within the previous 5 years, rather than 3 years as currently stated.

152 Huntingdonshire District Council Local Plan

Members received and considered a report on work undertaken by the Local Plan Consultation Working Group. Cllr S Smith introduced the matter and the work of the Working Group. There are different stages of the Local Plan consultation, with the current consultation stage.

RESOLVED that the Council accepts the recommended responses from the Local Plan Working Group on Local Land Availability Assessments for Little Paxton 1 and Little Paxton 2 and submits those responses to Huntingdonshire District Council's local plan consultation.

RESOLVED that the Council accepts the recommended responses from the Local Plan Working Group on the Further Issues and Options document consultation and submits those responses to Huntingdonshire District Council's local plan consultation.

Members noted that the Local Plan Working Group would be considering designated green spaces and how to identify and submit these for consideration as part of the process. The Working Group would report back to the next meeting of the Full Council.



153 Internal Audit Report

Members received and noted the results of an internal audit inspection carried out in October 2024. It was noted that there were no recommended actions from the Internal Auditor.

RESOLVED to accept the October 2024 internal audit report's findings.

Communications Received

154 Members received and considered information from East West Rail Consultation and **RESOLVED** to establish a Working Group to consider the consultation and make recommendations to the Town Council. Working Group Members agreed as: *Cllrs Pitt, Dunford, Maslen and S Smith.*

155 Members received and considered a government consultation on enabling remote meetings and proxy voting for Local Authorities. **RESOLVED** to establish a Working Group to consider the consultation and recommend responses to the Town Council at its December 2024 meeting. Working Group Members agreed as: *Cllrs Chapman, Cooper-Marsh, Goodman, S Smith and Simonis*

156 Members received and noted an invitation for Members to attend Cambridgeshire County Council's 2025-26 budget and strategy briefing.

157 Members received and noted information on the next round of A428 Legacy Funding.

158 Appointment of a Representative to an Outside Body

RESOLVED to appoint Cllr Kumar as a representative to the Wintringham Residents Association and to appoint Cllr Pitt as representative if Cllr Kumar was unable to take up the position, or a second representative would be welcomed.

159 Reports from Outside Bodies

Cllr Maslen reported that ESCA held its AGM 3 weeks ago and that many of the individuals forming the management structure have resigned. Cllr Maslen explained more members were needed to help the organisation to continue.

160 Project Summary Report

Members received and noted a project summary report from the Project Delivery Manager. It was highlighted that there were no major issues with the projects in the report and updates on each would continue to be brought to committees.

161 Priory Centre Building Development Group

Members received information which had been shared with the Priory Centre Building Development Group on the status of the redevelopment project. A video from HDC's



appointed architect had been circulated to Members ahead of the meeting. HDC Cllr S Wakeford was present to take Members questions

Members raised a number of queries about specifics within the project design, including;

Whether the stage was suitable for ballet performances – The PDM commented that it would be as the size was similar to the current stage size.

Whether solar panels were still included – It was confirmed the plans show solar panels as included.

Whether there is now floor seating as well as retractable stall seating – It was explained there was always to be an element of floor seating which was necessary to get required capacity levels.

Members spoke in favor of the amended design and materials which were to be used for the external of the building. The Council's PDM reminded Members that images are indicative and colours of bricks may appear different to the images.

Members discussed the energy solution for the building, with the following key points arising:-

- Members noted that the project now intended to deliver a mixed gas and electric energy solution due to the high costs of delivering air source heat pumps, which require a sub-station to be built.
- A Member commented that they were pleased to see that the project would include the installation of the infrastructure for air source heat pumps, or another energy solution which would allow the Council to continue to investigate and invest in a better long-term option.
- A Member queried whether water turbines would be an option to consider. It was explained that a feasibility report on the use of water, such as a water source pump was being undertaken and would help inform a long-term energy solution that could potentially benefit a number of publicly owned buildings in the Priory Centre area.

HDC Cllr Wakeford spoke on the additional costs required to deliver a heat pump system, which were not affordable in the existing project budgets due to the need to increase electricity capacity through a sub-station. However, the District Council was actively looking into alternative medium to long-term solutions such as a water source heat pump which was a long process involving consultation with the EA. The feasibility work was progressing well and this long-term solution is something the District Council will continue to develop with the Town Council.

Cllr Wakeford spoke on the Town Council's contribution to the scheme and the lease negotiations, stating that HDC did see these as two separate matters with the Council needing to decide if it wanted to invest Community Infrastructure Levy (CIL), which is



intended for improving and providing community facilities into the project. Whether the Town Council invest money or not a lease would still need to be agreed.

162 Mayoral Engagements

Members received and noted a list of upcoming Mayoral engagements to be attended by the Mayor and/or Deputy Mayor.

163 Date of Next Meeting

Members received and noted that the date of the next Full Council meeting would be 17th December 2024 at 7:15pm.

164 Private Session

RESOLVED In terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment or contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

165 Priory Centre Lease

Members received and considered draft Heads of Terms from HDC on a new lease for the Priory Centre. It was noted that for works to take place the Town Council needed to surrender its current leases.

Cllr Pitt left the meeting at 8:18pm.

HDC Cllr Wakeford was invited to address the Council, where he spoke on the funding from the Council and agreeing lease terms as two separate matters, with the premise of the process being delivering a new, quality community venue for the town.

Members commented that there is a dependency between the two things.

A Member spoke on the history of the leases currently in place and commented that the Town Council should seek professional advice on the value of those leases.

Key areas that were highlighted that needed addressing were;

- The value of current leases versus what is proposed.
- The term of any lease
- Termination of lease compensation and the values of this based on funding sources which would contribute towards the project.
- The removal of shared operational risk between the council's through a contribution to any deficit by HDC.

Cllr Wakeford provided a breakdown of where budget for the project was coming from.



Cllr Wakeford left the meeting at 8:43pm.

RESOLVED that the Town Clerk engage a commercial negotiator to quantify the value of the leases/assets on behalf of the Council, with consideration given to lease length, funding sources, use and termination compensation percentages.

166 Purchase of Asset

Members received a verbal update from the Town Clerk on the progress of the purchase of an asset through the Government's Community Ownership Fund. The Town Clerk explained delays in completing the purchase had arisen following restrictions on use of the building coming to light. It was confirmed that an indemnity insurance had been agreed to cover any risks associated with one of the restrictions and the other, which could potentially be lifted would need to be considered and addressed by the Council at a future date depending on final plans for use of the building.

The Chairperson advised Members that a briefing pack would be put together for Members information.

DRAFT

Personnel Committee

Present: **Committee Members**
Cllrs Simonis (Chairperson), Chapman, Collins, Dundas-Todorov, Pitt, Slade and S Smith

In Attendance: Town Clerk and Deputy Town Clerk

Absent: Johnson, Mascarenhas, Kumar

Minutes of the meeting of the **Personnel Committee** held on **Tuesday 26 November 2024** at **7.15pm** in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

Public participation

There were no members of the public present.

037 Apologies for Absence

Apologies were received from Cllrs Johnson, Kumar, and Mascarenhas.

ACTIONS

038 Declarations of Interest

There were no declarations.

039 Minutes

RESOLVED to approve the minutes of the Personnel Committee held on 16th July 2024 as a true and accurate record.

030 Staffing Appointments

Members received and noted that two maintenance technician vacancies had been successfully appointed since the last meeting of the committee. Members also noted that the Operations Team still had a Senior Maintenance Technician Vacancy, the role was being reviewed by the Town Clerk, Deputy Town Clerk and Operations Manager with a view to recruiting in January 2025.

031 Local Government Services Pay Agreement 2024/25

RESOLVED to note confirmation from the National Association of Local Councils (NALC) on the agreed payrates applicable from 1 April 2024 to 31 March 2025 as agreed by the National Joint Council for Local Government Services (NJC).

032 Appraisals

- i) Members noted that the Clerk's Management Panel conducted the Clerk's appraisal on 21st October 2024 and that the next appraisal will be scheduled for April 2025.
- ii) Members noted that the Clerk has undertaken Managers appraisals and that all team member appraisals would follow.

033 Budget Setting Financial Year 2025-2026

Members received and considered salary budget forecasts for the 2025-2026 financial year, which include increases from Local Government Services Pay agreements and new



rates of employer's national insurance. The Responsible Financial Officer (RFO) explained that the 3% increase presented in draft form to the Finance and Governance Committee had been reassessed based on nationally applied increases over the last two years and increased national insurance. After using November salaries as a basis calculations show that a 4% increase would be needed in 2025/2026. The additional 1% increase to the draft budget figures equates to a further £13,000 increase to the overall salary budget.

RESOLVED to RECOMMEND the 2025-26 salary budget as presented, which includes a 4% increase to the Finance and Governance Committee as part of the 2025-26 budget considerations.

034 Date of Next Meeting

Members noted that the date of the next scheduled Personnel Committee meeting would be 6:15pm on 4th March 2025.

035 Committee in Private Session

RESOLVED that in terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

036 Fixed Term Contracts

Members received and considered reports and recommendations on the budgeting of funding for the extension of fixed-term contracts of employment for specific roles within the Town Council structure. The focus of Members consideration was on the need for continued resource in the 2025-26 financial year to deliver objectives set out by the Council in youth work and working towards carbon net-zero.

RESOLVED to RECOMMEND the council budget for the provision of funds to allow the Town Clerk to continue a fixed-term contract for the Engagement and Participation Youth Worker role for a further 18 months from its current end date, with a new end date of March 2027.

RESOLVED to RECOMMEND the council budget for the provision of funds to allow the Town Clerk to continue a fixed-term contract for the Sessional Youth Worker role for a further 18 months from its current end date, with a new end date of March 2027.

RESOLVED to RECOMMEND that the council budget for the provision of funds allow the Town Clerk to continue a fixed-term contract for the Environmental Project Officer role for a further 20 months, with a new end date of March 2027.

Committee Chairperson



Planning Committee

- Present:** Committee Members
Cllrs Slade (Chairperson), Collins, Hitchin, Maslen and Pitt
- Absent:** Cllrs Cooper-Marsh, Dunford and Terry
- In Attendance:** Town Clerk, Senior Admin Assistant

Minutes of the meeting of the **Planning committee** held on **Tuesday 3rd December 2025** at **6.15pm** in the Eatons Community Centre, 18 The Maltings, Eaton Socon, St Neots, PE19 8ES.

079 Apologies for Absence

Apologies were received from Cllr Cooper-Marsh, Dunford and Terry.

080 Declarations of Interest

There were none.

081 Minutes

RESOLVED to approve the minutes of the Planning Committee meeting held on 19th November 2024 as a true and accurate record.

Admin

082 Public Participation

There was one members of the public present who addressed the Council on application S5 24/02222/TREE on behalf of the applicant, the Pightle.

It was explained that the application for work to a tree covered by a TPO was due to a necessity arising from health and safety and careful management of the Pightle's tree stock. As a body, the Pightle has planted a large number of trees on the site and to date has not felled any trees, which is in conflict with the group's ethos. However, there is a necessity to undertake works to the tree in the application on safety grounds for river users and from an insurance point of view of the Pightle. The work proposed would remove dangerous limbs that pose a threat of falling and causing damage or harm and the Pightle is taking proactive action to avoid any such incident arising.

083 Schedule of Current Planning Applications

The Committee considered the schedule of current planning applications, and the recommendations made by the committee are appended to these minutes.

084 Development Management Committee

The next meeting of the Committee will be on 16th December 2024 and the Chairperson will circulate the agenda to committee members when received.

085 Date of Next Meeting

Members noted that the date of the next Planning Committee meeting would be 17th December 2024.

Committee Chair

Schedule of Planning Applications – 3rd December 2024

No.	Reference	Development	SNTC Decision	Notes
The following application/s are for listed building consent				
The following application/s are in a conservation area				
S1	24/01661/FUL	Mr Avtar Pardesi 28 Cambridge Street St Neots PE19 1JL Demolition of Existing Garage structure and wall, including alteration to existing wall and formation of new gated entrance	SUPPORT	Minimum impact on neighbours.
S2	24/01559/HHFUL	Mrs Adele Smith 81 Avenue Road St Neots PE19 1LH Demolition of part of single storey rear extension. Erection of single storey and two storey extension to the rear with associated landscaping including extension of eastern boundary wall and drainage 1 Amendments to eastern boundary wall, widened access and materials to be brick	SUPPORT	We consider that the proposal would assimilate itself to the existing part of the town. Improves the property.
S3	24/02158/TREE	Swinscoe 61 Huntingdon Street St Neots PE19 1DP T1 (Beech) - Crown lift over the road to 5.5m. Prune clear of the neighbouring chimney and house by 2m. To raise to clear of traffic over the road and to prune clear the neighbours house and chimney	SUPPORT	Subject to the agreement and guidance of HDC arboricultural officer.
S4	24/02181/TREE	Hall 15 Cavendish Court Crosshall Road Eaton Ford Proposal: G1 - Chestnut Group - Crown lift lower limbs to 5m from ground level and removing secondary growth leaving structural limbs intact - Regain the view of the river.	SUPPORT	Subject to the agreement and guidance of HDC arboricultural officer.
S5	24/02222/TREE	Mooring E Peppercorn Lane Eaton Socon T1 Willow Tree TPO 23/005 - Remove bough as shown in photos close to trunk - Potential signs of fractures	SUPPORT	Support on the basis of health and safety, with concerns over safety to users of river if action not taken as proposed in the application.

Schedule of Planning Applications –3rd December 2024

No.	Reference	Development	SNTC Decision	Notes
S6	24/02022/FUL	Asharry Ltd 1 Field Cottage Road Eaton Socon St Neots Erection of a single-storey three-bedroom dwelling with habitable accommodation in the roof space	SUPPORT RS Abstained	Satisfactory proposal in terms of scale and pattern of development.
S7	24/01969/HHFUL	Holly Baker 15 Jennings Avenue Eynesbury St Neots Installation of air source heat pump to the rear.	SUPPORT	Minimum impact on neighbours.

Chairperson

Operations & Amenities Committee

Present: Cllrs Chapman (Deputy Chairperson), Collins, Hitchin

In attendance: Town Clerk, Operations Manager, Project Deliver Manager

Absent: Cllrs Bolanz, Cooper-Marsh, Dunford, Goodman, Johnson and Maslen

Minutes of the meeting of the **Operations & Amenities committee** held on **Tuesday 3rd December 2024** at **7.15pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

Public Participation

There were no members of the public present.

ACTIONS

075 Apologies for Absence

Apologies were noted from Cllrs Bolanz, Cooper-Marsh, Dunford, Goodman and Johnson.

Admin

076 Declarations of Interest

There were none.

077 Minutes

RESOLVED to approve the minutes of the meeting of the Operations and Amenities Committee held on 12th November 2024 as a true and accurate record.

078 Action list

Members received and noted the committee action list.

079 Local Highways Improvement Bids (LHI)

- i) Members received and noted overview report of current Town Council Local Highways Improvement Bids. Members considered whether to recommend a reduction in the Highways Improvement revenue budget for the 2025-26 budget. Members felt that given the current costs of approximately £85,000 to ongoing LHI schemes, the increasing cost of schemes and potential requests for future works to support the implementation of the 20mph zones the Council should continue to build a reserve for Highways works. The committee did not propose any amendment to the current draft Highways Improvement budget for 2025-26.
- ii) Members received and noted an update from the Highways Project Officer on the Crosshall Road scheme.
- iii) Members received and considered recommendations on potential LHI bids for the 2025/26 application round.



RESOLVED that the Town Clerk submit a 2025 Local Highway Improvement bid for the East and Gransden Ward to address safety concerns at the junction of Cambridge Road, Stonehill and Fox Brook. Town Clerk

RESOLVED that the Town Clerk submit a 2025 Local Highway Improvement bid for Priory Park and Little Paxton Ward to address pedestrian safety concerns on Longsands Road and crossing a busy road in front of schools and a main through fare used by residents. Town Clerk

RESOLVED that the Town Clerk submit a 2025 Local Highway Improvement bid for Eynesbury Ward to address highway safety concerns on Barford Road by the Cambridgeshire Hunter, caused by a mix of parked vehicles, speeding, blind spots, and a dangerous crossing point. Town Clerk

RESOLVED that the Town Clerk submit a Local Highway Improvement bid for Eatons Ward to address speeding and safety concerns on St Neots Road, particularly in relation to double roundabouts at the junctions of River Road and Orchard Road. Town Clerk

RESOLVED that the Council submit a Privately funded Local Highway Improvement bid for advisory signage at Peppercorn Lane to address issues of HGVs incorrectly entering the road. Town Clerk

080 Museum Building Lighting

Members received and considered a report on internal lighting with the museum building owned by the Council and leased to St Neots Museum.

RESOLVED to RECOMMEND that the Council approve up to £3,000.00 (incl. contingency) in funding from the earmarked reserve for Community Buildings to complete the replacement internal lighting at St Neots Museum as follows; PDM

- 10no 4-foot fluorescent light fittings with LED strip lights
- 18no 600x600 recessed tile light fittings with LED panel lights (ceiling height is about 3m or more)
- 14no bulkhead light fittings with LED bulk heads
- 4no track lights with 6-foot LED strip lights (two in the area of ceilings well over 3m height)
- 3no 5-foot fluorescent light fittings with LED strip lights (one in the area of ceilings well over 3m height)

081 Natural England

RESOLVED to approve Natural England can undertake an ecosystem survey on Sidney Banks playing field at a point between April 2025 to March 2026 subject to advising the Town Clerk of the exact date/s prior to starting the survey. Admin



082 Additional Depot Space

Members received and considered a report on additional depot space and an option which has arisen for an additional unit for the operations team to operate from.

The Operations Manager explained how additional depot space would be useful to the team, particularly around storage of things currently stored outside, vehicles and allowing for the creation of a dry room in the current depot of Operations teams kit.

A Member queried need for additional space following the purchase of a new item of equipment which was reported to allow for better storage and organisation at the current depot. A Member commented that they were disinclined to support renting the additional depot without more detail justification and a supporting report.

RESOLVED to defer a decision on whether to rent additional depot space identified by the Operations Manager until a more detailed report and justification were brought forward for consideration.

Ops
Mngr

083 Jubilee Garden

Members considered a report with quotes or indicative costs for protective measures the committee wished to consider as part of preventing future damage to the Jubilee Mosaic. The quotes and costs received were for three specific steps, which combined sought to protect the mosaic from damage by water and loose stones;

- 1) Removing all loose stone and replacing with resin.
- 2) Removing fixed stones around the mosaic which trap water and replacing with resin.
- 3) Installing perimeter drainage around the mosaic.

Members debated the cost of the works, highlighting there would still be additional costs in repairing the mosaic itself which weren't currently known. A Member commented that the proposals would benefit the garden even if the mosaic was not repaired and would also stop any further new damage.

RESOLVED to RECOMMEND to the Finance and Governance Committee that the Council approve the expenditure of £9,571.00 from the General Reserve to install slot drainage in the area around the Jubilee Mosaic, to remove stones around the perimeter of the mosaic and areas of loose gravel in the garden and replace with resin.

084 Budget Setting 2025/26

Members received and considered the Operations and Amenities Committee budgets for the 2025-2026 financial year that had been previously recommended to the Finance and Governance Committee. Members noted that there have been no further amendments to the draft budget since the last meeting of the committee.



No further amendments to the draft Operations and Amenities 2025-26 budgets were proposed.

RESOLVED to RECOMMEND the draft 2025-26 Operations and Amenities budgets to the Finance and Governance committee for consideration as part of the overall 2025-26 Council budget.

Town
Clerk

085 Streetlight Removal

Members received and noted a report from the Operations Manager on the need to remove a streetlight at Peppercorn Lane following advice from the Council's Streetlight contractor.

086 CCTV Reports

Members received and noted October 2024 CCTV incident report as provided by Huntingdonshire District Council.

The Clerk provided clarity on a previous query raised by Councillors on the number of St Neots cameras. HDC quarterly report states that there are 60 cameras in St Neots, but the map provided in the report does not identify 60 cameras. HDC have clarified that the cameras on the map indicate the different locations of cameras and that a location may have more than one camera. As well as cameras included in the SLA between HDC and SNTC, there are further cameras at One leisure and Waitrose, there are also two Rapid Deployment Cameras installed.

087 Public Toilet Leases

- i) Members received, considered and provided feedback on draft Heads of Terms for a lease between St Neots Town Council and Huntingdonshire District Council for public toilets at Riverside Car Park, St Neots.

RESOLVED that the Town Clerk sign the Heads of Terms with Huntingdonshire District Council for the lease of public toilets at Riverside Park, St Neots and bring back detailed lease agreements for consideration subject to 10 years not 20 and retaining SNTC/HDC contribution sharing towards vandalism/repair.

Town
Clerk

- ii) Members received, considered and provided feedback on draft Heads of Terms for a lease between St Neots Town Council and Huntingdonshire District Council for public toilets at Tebbutts Road, St Neots.

RESOLVED that the Town Clerk sign the Heads of Terms with Huntingdonshire District Council for the lease of public toilets at Tebbutts Road, St Neots and bring back detailed lease agreements for consideration subject to 10 years

Town
Clerk



not 20 and retaining SNTC/HDC contribution sharing towards vandalism/repair.

088 Date of Next Meeting

Members noted that the date of the next Operations and Amenities Committee would be on 21st January 2025 at 7.15pm.

COMMITTEE CHAIRPERSON

DRAFT

Grants Sub-Committee

Present: Committee Members
Cllrs Chapman (Chairperson), Goodman, Hitchin, Maslen, Pitt

In Attendance: Town Clerk, Responsible Finance Officer

Absent: Cllrs Banks, Cooper-Marsh, Collins, Kumar

Minutes of the meeting of the **Grants sub-committee** held on **Tuesday 10th December 2024** at **6.15pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

Public Participation

There was 1 member of the public present who addressed the committee on a grant application being considered by the committee.

ACTIONS

- 025 Apologies for Absence**
Apologies were received from Cllrs Cooper-Marsh and Collins Admin
- 026 Declarations of Interest**
Cllr Chapman declared an interest in agenda item 5 as president of the St Neots Choral Society (grant applicant).

Cllr Goodman declared an interest in agenda item 6 as the applicant of a funding request from St Neots Against Litter.
- 027 Minutes**
RESOLVED to approve of the minutes of the sub-committee held on 24th September 2024 as a true and accurate record. Admin

RESOLVED to approve the correction of an error in the approved minutes of the Grants Sub Committee held on 24th October 2023 that the minutes approved at that meeting were those of a meeting held on 20th June 2023.

RESOLVED to approve the minutes of the Grants Sub Committee held on 21st February 2023 and previously deferred.
- 028 Grant Budget Summary**
Members noted the summary of grants awarded and the level of grant funding available for the current financial year.
- 029 Grant Aid Applications**
Cllr Chapman left the meeting having declared an interest as President of the Choral Society who were making an application for grant funding.

It was proposed, seconded and **RESOLVED** that Cllr Goodman chair the meeting in the absence of the Chairperson.

Cllr Goodman welcomed a representative from St Neots Choral Society, the applicant.

Members considered a grant application from St Neots Choral Society and raised several questions to the applicant.

RESOLVED to award a grant of £1,800 to St Neots Choral Society to support the costs of holding events during the year.

18:28 Cllr Chapman re-joined the meeting and resumed Chairing.

030 St Neots Against Litter

Members received and considered a funding request from St Neots Against Litter (SNAL) for £214 for the organisation’s annual insurance costs. The Council had previously awarded a grant for this purpose, but the new grant aid scheme criteria meant that the application was no longer eligible.

Members commented on the good work of the organisations and the value it offered. It was considered an effective and well organised community group that provided benefits to St Neots.

A Member commented that the cost and scope of work could be treated in a similar way to funding provided to community associations. Paying insurance from such funds would be a legitimate use of funding. A Member commented that the litter picks were good value when the cost of insurance was considered.

RESOLVED to award funding of up to £250 to St Neots Against Litter for the purpose of funding the groups annual insurance costs and that a Service Level Agreement asking that a minimum of one group litter pick a year be carried out.

031 Date of Next Meeting

Members noted that the date of the next Grants Sub-Committee meeting will be held on 18th March 2025.

.....
COMMITTEE CHAIRPERSON



Finance & Governance Committee

Present: Cllrs Chapman, Goodman, Hitchin, Maslen and Pitt.

Absent: Cllr Banks, Cooper-Marsh, Collins, and Kumar

In attendance: Town Clerk, Responsible Finance Officer

Need to understand any additional costs related to the project that may ne incurred by the Council.

Minutes of the meeting of the **Finance & Governance committee** held on **Tuesday 10th December** at **7.15pm** in the Eaton’s Centre, The Maltings, St Neots, PE19 8ES.

Public Participation

There were no member of the public present.

ACTIONS

080 Apologies for Absence

Apologies were received from Cllrs Cooper-Marsh and Collins.

Admin

081 Declarations of Interest

Cllr Pitt declared and interest in agenda items 15 and 18 as a cabinet member at Huntingdonshire District Council. Cllr Pitt would not take part in any votes related to these items.

082 Minutes

RESOLVED to approve the minutes of the 19th November 2024 as a true and accurate record.

083 Payments

Members received and noted payments for October 2024.

A Member raised a query on the cancellation of Christmas events due to bad weather and whether the Council had incurred costs on the cancellation which would be covered by bad weather insurance. The Town Clerk would investigate this with the Events and Communications officer and report back to the next meeting of the committee.

084 Bank Cash and Investment Reconciliations

Members received and noted bank cash and investment reconciliations as at 31st October 2024. The Responsible Financial Officer commented that there is currently £3,000,000 in the CCLA higher interest savings account as of October 2024.

085 Budget Setting 2025-2026

- i) Members received and considered a report from the Priory and Eatons General Manager on 2025-26 budgets. The General Manager explained that income and expenditure was reviewed for the Priory at New Street resulting in increased income targets and lowered resource costs through rota reviews. The need to trade for a full year requires looking at different and new income streams, including room hires.



The General Manager explained that the income from the café is a significant increase from the café in the Priory Centre, with income varying day to day but with particularly higher income at weekends. Part of the rationale for running the facility is to support community groups while also given a way to train and develop new process and procedures as part of establishing a move to the refurbished Priory Centre.

A Member thanked officers for their work in reducing costs. The key to this was embracing the development of business and practices for the newly refurbished Priory Centre. This should include developing solid food offerings and piloting and embedding menu designs ready for the new facility. Developing the market strategy is key to this.

A query was raised over how much hot food was served on average during a week. The General Manager explained it varied day to day but that we do have the tools to analysis this and adapt the menu and offering to the data and profit margins.

- ii) Members received and considered the draft 2025/26 budget and recommend a proposed budget to the Full Council.

Proposed and seconded that the draft 2024-25 budget and precept is recommended to the Full Council.

A Councillor commented that an increase of 2.6% average Band D increase is higher than would have liked but is lower than other Councils and reflects the resources required to continue to deliver services, including new service delivery around youth provision.

RESOLVED to RECOMMEND the proposed budget and precept for the financial year 2025/26 and to confirm a precept of £2,480,266.

086 Museum Internal Lighting

Members received and considered a recommendation from the Operations and Amenities Committee to approve up to £3,000 in unbudgeted expenditure from the Community Buildings earmarked reserve for the replacement of lighting at the building leased to St Neots Museum.

RESOLVED to RECOMMEND that the Council approve up to £3,000 in unbudgeted expenditure from the Community Buildings earmarked reserve for the replacement of lighting at the building leased to St Neots Museum.

087 Jubilee Garden

Members received and considered a recommendation from the Operations and Amenities Committee to approve £9,571 in unbudgeted expenditure from the General Reserve for works to future protect the jubilee mosaic.



A Member explained that there had been some concerns over the costs, but the works that are to be done will benefit the garden as a whole as well of the mosaic and proposed the recommendation be amended to state it will be an improvement to the garden.

RESOLVED to RECOMMEND that the Council approve £9,571 in unbudgeted expenditure from the General Reserve for works to future protect the Jubilee mosaic.

088 Flood Leaflets

Members received and considered a request from the Environmental Project Officer for the release of earmarked funding for further distribution of the Town Council's Flood Preparedness leaflet.

RESOLVED to RECOMMEND that the Council approve £791.20 in funding from the Flood Prevention earmarked funds for the production and delivery of further flood awareness leaflets to properties in St Neots.

089 Town Council Offices

Members received and considered a request from the Deputy Town Clerk for unbudgeted expenditure for security at the Steve Van de Kerkhove Community Centre building temporarily housing the Town Council offices.

RESOLVED to RECOMMEND that the Council approve £3,860 in unbudgeted expenditure from the Council's general reserves installation of a CCTV camera and monitoring system at the Steve Van de Kerkhove Community building which is in use as temporary Town Council office space.

090 Professional Fees Revenue Budget

Members received and noted a report from the Town Clerk on likely over expenditure in the current year's professional fees budget. Further reporting and monitoring will be brought back to the next meeting of the committee in January 2025.

091 Eaton Socon Children's Playing Field is due on 31 January 2025

Members received and considered the Charity Commission annual return Eaton Socon Children's Play Field, for which the Town Council is trustee. **RESOLVED** that the Responsible Financial Officer submit the annual return in line with Chairty Commission deadlines.

092 Financial Regulations

Members received and considered recommended amendments to the Financial Regulations on the use of Council credit cards, which would allow the assistant operations manager to be authorised to use a credit card.

RESOLVED to RECOMMEND that the Council approve the amendment to the Financial Regulations to permit a council credit card to be issued to the assistant Operations Manager.

093 Credit Card Policy



Members received and considered a draft Credit Card policy guiding the use of Council credit cards by officers.

RESOLVED to RECOMMEND that the Council adopt the draft Credit Card policy which sets out procedure and guidance for the use of Council credit cards by officers.

094 Priory Centre Redevelopment

Members received and considered scheme costs received from Huntingdonshire District Council and its appointed contractor for the Priory Centre redevelopment project. The Town Clerk introduced the reports and shared an email communication he had received from HDC Project Officers ahead of the meeting.

Members discussed at length the information provided, the costs of the redevelopment scheme and confirming a Town Council contribution.

Discussion included the following points;

- Members noted that budget constraints following the start of the return of quotes for specific items and that value engineering would be required to bring the scheme within budget.
- The information provided does not give detail on what is to be delivered as part of the scheme in the available budget. Therefore, it is not clear what the project will deliver for the Town Council's contribution.
- There are unknown costs associated to ensuring the building can operate and deliver a quality service from the start, including theatre tech, AV equipment, kitchen equipment and furnishings. It is not clear what is still in the scope of the budget available and what isn't, for which the Town Council will need to consider funding as building operator.
- The information provided on areas which could potentially be value engineered was out of context and difficult to define what the implications would be for the delivered project; more information was needed on this.
- There needs to be greater understand on the impact of choices made in value engineering and the Town Council needs to be involved in those decisions. A concern was raised on value engineering elements that can't easily be added back into a future scheme or works on the building.
- The Town Council could be seen to have three options, the first being not to make a contribution to the scheme and for a reduced overall project to be delivered. The second to confirm commitment of our funding at an agreed level which must include all elements the Town Council as a tenant would need to deliver a quality operation from day one, such as equipment, furnishings etc. The third, that the Council commits its funding to the building project to deliver a scheme while acknowledging there are additional costs for equipment and furnishings that it will need to fund as operator.



- Members spoke of the challenges in committing CIL funding and the need to be more involved with cost decisions. The Council can't get directly involved in the procurement process, but could make requests for the specific information it needs to make decisions.

21:17 Cllr Maslen left the meeting.

21:21 Cllr Maslen rejoined the meeting.

It was proposed and seconded that the Committee recommend that the Council is minded to commit its funding to the Priory Centre Development project, subject to detailed information been provided to the Full Council meeting on December 17th on costs of the scheme and what is included within that budget, including specifications on AV equipment, what is not deliverable in the budget which the Town Council will need to fund to ensure the venue is operational, and assurances that St Neots Town Council will have sign off of value engineering decisions through the Building Development Group.

The proposal was put to a vote and failed. Cllr Pitt abstained having declared an interest.

21:36 Cllr Pitt left the meeting.

- 095 RESOLVED** to suspend standing orders and continue the meeting for a further 10 minutes.

Proposed that the Council increase its contribution to the redevelopment on the basis that it is match funded by Huntingdonshire District Council and that the budget delivers all aspects of the scheme which might otherwise be lost in value engineering.

The proposal was not seconded.

- 096** *The meeting was suspended at 21:50 and no further items of business were discussed*

- 097** **Priory Centre Lease**
Item not discussed.

COMMITTEE CHAIRPERSON

ST NEOTS TOWN COUNCIL

Date:	17th DECEMBER 2024
Title:	MUSEUM BUILDING LIGHTING AND REPAIRS
Contact Officer/s:	PROJECT DELIVERY MANAGER

1. Purpose of the Report

- 1.1 To seek the Council's approval of a recommendation from the Finance and Governance Committee that funding be allocated from the Community Buildings earmarked reserve for the replacement of internal lighting at St Neots Museum.

2. Recommendations from the Finance and Governance Committee

- 2.1 Recommended that the Council approve expenditure of up to £3,000.00 (incl. contingency) in funding from the earmarked reserve for Community Buildings to complete the replacement of the following lighting:
- 10no 4-foot fluorescent light fittings with LED strip lights
 - 18no 600x600 recessed tile light fittings with LED panel lights (ceiling height is about 3m or more)
 - 14no bulkhead light fittings with LED bulk heads
 - 4no track lights with 6-foot LED strip lights (two in the area of ceilings well over 3m height)
 - 3no 5-foot fluorescent light fittings with LED strip lights (one in the area of ceilings well over 3m height)

3. Background

- 3.1 The Operations and Amenities Committee considered the matter of replacing old lighting in the St Neots Museum building. The committee recommended to the Finance and Governance Committee that the lighting is changed and that a budget of up to £3,000 is allocated.
- 3.2 The Finance and Governance Committee considered the recommendation from the Operations and Amenities Committee and is recommending that the required funds for the work come from the Council's earmarked reserve (EMR) for community building maintenance.
- 3.3 The Town Council are the owners of the building which is currently leased to St Neots Museum. As landlord the Council has a duty to maintain its asset.
- 3.4 Under the Restriction of Hazardous Substances (RoHS) regulations, there is a movement to restrict the use of harmful substances in electrical goods, particularly the use of mercury in lighting products. As a result, the fluorescent tubes has been banned from the manufacturing and sale on Feb 1st, 2024, once the existing stock is gone.
- 3.5 Following the restriction 32no fluorescent light fittings in the museum building are to be replaced with LED lights. Also, there is a recommendation by the professional electrician to replace outdated bulk light fittings.

- 3.6 Multiple museum lighting guidelines recommend a limited light intensity for galleries and storages to prevent collection damages.
- 3.7 The replacement will lead to reduced energy consumption and lower maintenance since the LED lights last longer and require less power which is relevant to the Council’s Carbon NetZero 2030 resolution. Also, it will allow the adjustment of brightness of the lights and light intensity in storage areas to follow up the best practices and recommendations.

4. Information

- 4.1. The completion of the roof remedial works allows to proceed with the internal works within the building.
- 4.2. The Museum is fully closed to public during January, and this time is the best opportunity to conduct any internal works with no disturbance on museum operations and inconvenience for the staff and public.
- 4.3. Quotes for the Museum light fitting replacement were requested from three independent professional contractors. The preferred contractor provided the best value from all local companies (based in St Neots).

5. Financial Implications

- 5.1 The Council maintains a revenue budget of £13,000 for the maintenance of the museum building. This budget also pays for electricity for the old court room (community room), the meter for which is registered to the Town Council.
- 5.2 The previously approved and being carried out roof works used up all the available maintenance budget and additionally approved funds.
- 5.3 The Council has unallocated earmarked reserves of £127,057 for “Community Buildings” for expenditure on maintenance or projects related to improving Town Council owned community buildings.

6. Supporting images



ST NEOTS TOWN COUNCIL

Date:	17th December 2024
Title:	Jubilee Mosaic Protection Measures
Contact Officer:	Operations Manager

1. Purpose of the Report

- 1.1 To seek approval of a recommendation from the Finance and Governance Committee that the Council spend funding from General Reserve to undertake resin and drainage work to help protect the Jubilee mosaic in Jubilee Gardens.

2. Recommendation from the Finance and Governance Committee

- 2.1 That the Council approve the expenditure of £9,571.00 from the General Reserve to install slot drainage in the area around the Jubilee Mosaic, to remove stones around the perimeter of the mosaic and areas of loose gravel in the garden and replace with resin.

3. Background

- 3.1 The Operations and Amenities Committee considered a report from the artist of the Jubilee Mosaic and the condition of the mosaic and recommendations on how to better protect the mosaic for the council to consider.
- 3.2 Officers previously provided the Operations and Amenities Committee with initial costs for the preferred recommendations highlighted by the committee. These measures included installing bespoke circular drainage around the mosaic to stop water sitting and damaging the tiles, along with replacing perimeter stones and loose small stones with resin. These measures were preferred as a way of addressing water sitting on the mosaic and to remove the damage caused by loose stones.
- 3.3 The Committee expressed concerns over the costs involved and cost to benefit of the proposed works. The Operations Manager had received a lower quote for the installation of resin, but the quote was not formally submitted in the same detail as a higher quote, providing less assurances on the quality of work and outcome.
- 3.4 The Operations Manager sought further quotes for alternative drainage which were provided to the Operations and Amenities Committee.
- 3.5 The Operations and Amenities Committee recommended to the Finance and Governance Committee that the proposed works at costs presented to the committee at a meeting on 3rd December 2024 are approved.

4. Information

- 4.1 A more detailed and official quote from the company which offered a lower cost for the resin work has been requested but at the date of issuing this report has still not been received.
- 4.2 A quote for slot drainage as opposed to bespoke circular drainage has been received and considered by the Committee. This is a considerably lower cost and is detailed below. It has been difficult to obtain a range of

quotes for the required work, however the costs below summarise the cost of undertaking each element of work for removing stones, installing resin and installing drainage based on what has been received.

4.3 The committee is recommending that the works set out in 4.4 are undertaken to help protect the Jubilee Mosaic. There will be a future cost for the artist to repair any current damage, however this has not been quoted as yet and is dependent on cleaning of the mosaic in suitable weather an ascertain damage and repair needs.

4.4 Cost of all recommended measures based on the best value detailed quote received;

REMOVAL OF PERIMETER STONES AND REPLACING WITH RESIN	
Description	Cost (+ VAT)
Excavate all raised sets around the perimeter of mural to a depth of 300mm and remove all hardcore/soil from site. Install 210mm of type 3 stone in two layers and compact Lay and compact 14mm open graded tarmac base course at a depth of 70mm Install 20mm of resin	£2,550.00
INSTALLATION OF SLOT DRAINAGE	
<ul style="list-style-type: none"> • Slot drainage and soakaway crate • Excavate cobbles and remove from site, lift slabs and keep for re use • Install slot drainage around the perimeter of mosaic tiles on a concrete bed with a downpipe into a soakaway crate • Slot drainage will have to be mitred to fit around mosaics • Reinstate above crates and re lay the Slabs 	£2,860.00
REMOVAL OF LOOSE STONES AND REPLACING WITH RESIN	
Description	Cost (+ VAT)
<ul style="list-style-type: none"> • Excavate all areas and remove all hardcore/soil from site • Install 3 tons of type one stone and compact • Lay and compact 3 tons of 20mm permeable tarmac • Install resin to a depth of 18-20mm in depth (colour to be confirmed) 	£4,161.00
Total Cost	£9,571.00

5. Financial Implications

5.1 There is no revenue budget specifically related to the maintenance of the mosaic or Jubilee Garden. There is a revenue repair and maintenance budget under Play Area and Open Spaces of £17,000. There is a current available balance within the budget of £3,658 which is available for maintenance and repair of play equipment and open spaces for the remainder of the current financial year.

5.2 The council has £6,000 in earmarked reserves for Street Scene Improvements.

5.3 The Finance and Governance committee are recommending that the funds for the work come from the Council’s General Reserves.

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

Date:	17th DECEMBER 2024
Title:	FLOOD LEAFLETS
Contact Officer:	ENVIROMENTAL PROJECT OFFICER

1. Purpose of the Report

- 1.1 To seek approval of a recommendation from the Finance and Governance committee on approving use of EMR for distribution of additional flood leaflets.

2. Recommendations from Finance and Governance Committee

- 2.1 That the Council approve expenditure of £791.20 from the Flood Prevention EMR for the delivery of a further 5420 flood prevention/awareness leaflets to households in St Neots.

3. Background

- 3.1 The Finance and Governance Committee has made a recommendation to the Council that it approves use of funding from the Flood Prevention earmarked reserve (EMR) for the further distribution of flood advice leaflets. The Council is asked to consider the recommendation.
- 3.2 The Environment and Emergency Committee resolved that the Environmental Project Officer should develop an awareness campaign on flood prevention and preparedness, including that the Council would not be able to provide sandbags in the event of flooding. Flood leaflets were produced and have so far been delivered to 8763 households in St Neots via Royal Mail Door 2 Door service.

4. Information

- 4.1 The following information was provided to the Finance and Governance Committee, on which it made its recommendation;
- 4.1.1 The Royal Mail Door 2 Door service splits the St Neots parish into five areas, two of which include numerous outer villages such as Eltisley and Graveley. To prevent our leaflets being distributed to outlying villages, it was decided that only houses within three of the Royal Mail areas would have leaflets delivered in this way. Initial flood mapping suggested that at-risk houses outside of these areas could receive their leaflets via the Environmental Project Officer completing hand delivery.
- 4.1.2 Upon receiving further information, flood mapping has been reviewed and it has been established that many more properties are at risk of flooding than previously thought, with

too many properties requiring leaflets than one officer can deliver (notably, Eaton Socon and Loves Farm). It is vital that all residents living within an at-risk area have equal access to information that can enable them to adequately prepare themselves and their homes for a flood.

- 4.1.3 The Environmental Project Officer has contacted local community groups and both the Loves Farm and Escan newsletter producers in the hope the remaining leaflets can be delivered voluntarily or for a low charge, however this has proved fruitless. One individual has kindly offered their time, whilst Loves Farm Association tried to support the delivery but were unable to get confirmation with their own deliverers that this would be possible. No other person/organisation has offered voluntary support at this time.
- 4.1.4 In the absence of volunteers, the most cost-effective method of delivery is to send the leaflets out with an issue of Think Local magazine. They have confirmed this is something they could do, and their distribution areas would cover all outstanding properties.

5. Financial Implications

- 5.1 There is an EMR of £5,000 for Flood Awareness. To date, £1,803.15 (excludes VAT) has been spent from this budget. A further £791.20 is required to complete the additional distribution of flood awareness leaflets (£466 for the leaflet printing, and £325.20 for delivery, exc. VAT).

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

Date:	Tuesday 17 th December 2024
Title:	CCTV Steve van de Kerkhove Community Centre
Contact:	Deputy Town Clerk

1. Purpose of the Report

- 1.1 To seek the Council's approval of unbudgeted expenditure of £3,860 be approved from the general reserve for the installation of monitored alarm system and CCTV at the temporary council office building located at the Steve van de Kerkhove Community Centre, Cemetery Road.

2. Recommendation from the Finance and Governance Committee

- 2.1 That the Council approve expenditure of £3,860 from General Reserves for the installation of a monitored alarm and CCTV system at the Steve van de Kerkhove Community Centre.

3. Background

- 3.1 The Finance and Governance Committee considered a report from the Deputy Town Clerk which sought approval of unbudgeted expenditure for security measures at the temporary Town Council offices. The measures will also benefit the long-term use of the building.
- 3.2 The Committee considered the information provided in this report and recommended that the Council approves expenditure from the general reserve for security measures.
- 3.3 The following information was provided to the Finance and Governance Committee;
- 3.3.1 The Council's central administration functions have been temporarily relocated to the Steve van de Kerkhove Community Centre during refurbishment works at the Priory Centre.
- 3.3.2 The building, constructed as a portacabin, was previously utilised as a community training facility by SJA and offers only basic amenities.
- 3.3.3 The building is located at the end of Cemetery Road in a relatively quiet area with limited lighting. The building is neighbourhoo by a seconded building which forms part of the Steve Van de Kerkhove Community centre and this provides some additional activity and people on fixed days of the week.

- 3.3.4 The proposed CCTV has a dual purpose; to help protect and secure the buildings at the Steve Van de Kerkhove Community Centre and the area (car park) around it; and it provides security and safety for officers operating from the building.

4. Information

- 4.1 The building is currently equipped with an unmonitored alarm system. In its current state, neither officers nor the police are notified in the event of an activation.
- 4.2 Upgrading the alarm system to a monitored configuration would ensure alerts are sent to both the police and staff on the emergency callout list. This ensures better ongoing security for the building and quick response times to alarm activations.
- 4.3 At present, there are no security cameras installed. The alarm company used by the Council at its owned/managed sites has recommended installing six cameras to adequately cover all access points to the building and the area around it.
- 4.4 The installation of cameras will help ensure improved security of the Council offices and the Steve van de Kerkhove Community building.
- 4.5 The location and set up of the office space also presents additional challenges to ensuring officer safety, particularly due to the varied hours of officers who may be on site at times when there are limited personnel, outside of core hours, or after dark. CCTV will help manage this risk.

The location of the office is quite far set back from the highway, with no passing traffic making lone working, or being on site when there are reduced numbers of staff a higher risk. There is also limited external lighting in the area.

- 4.6 Lack of a reception in the building also necessitates way of safety interacting with visitors, again particularly in any instances of lone working or when limited numbers of officers present (such as lunch breaks). Given the limitations of the current security arrangements, it is essential to upgrade the building's security to ensure the safety of council property and staff. The proposed measures provide a cost-effective solution to address these needs and will provide ongoing value for future uses of the building.

5. Financial Implications

- 5.1 A temporary relocation budget of £50,000 was allocated to support the move of the central administration and Priory Centre teams. Insufficient funds remain in this budget to cover the costs of upgrading the security system at the temporary offices when taking into account rent and utility payments for the New Street premises for the remainder of the financial year.
- 5.2 The Deputy Town Clerk has proposed allocating £3,860 from General Reserves to cover the costs of the monitored alarm upgrade and CCTV installation.

1. Payment cards

- 1.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.
- 1.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the Finance and Governance Committee as part of the monthly payments report.
- 1.3. A corporate credit card opened by the council, with a monthly limit spent per cardholder of £1,500, will be provided to be used by the Clerk, Deputy Town Clerk, managers, assistant operations manager, communication and events officer, engagement and participation youth worker Automatic direct debit repayments of total credit card balance is to be set up to settle credit balance in full each month. Each cardholder is to provide vat receipts on a monthly basis to the RFO in support of each card transactions shown on the cardholder's statement.
- 1.4. Personal credit or debit cards of members or staff may be used for business travel and subsistence expenses or in exceptional circumstances of up to £1,000 including VAT. These will then be reimbursed by the RFO upon submission of signed by manager expenses claim.
- 1.5. A trade card account can be provided to the operations team to use for topping up council's vehicle with petrol or diesel. Each officer is to provide a receipt to the operations manager to cross check to the supplier invoice.



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a: Steve Van De Kerkhove Community Centre,
Cemetery Rd, St Neots, PE19 2BX

CREDIT CARD POLICY

Reference	SNTC/FIXXX	Adopted by
Prepared by	RFO	Adopted date
Monitored by	Town Clerk	Minute reference
Monitoring Review	Every Four Years	Review date

1. INTRODUCTION

- 1.1 The purpose of this document is to ensure strong financial management and accountability controls are in place for the Council's business credit card transactions and to protect both staff and the Council from the risk of fraud and unauthorised expenditure.

2. CREDIT CARD PROVISION

- 2.1 The council recognise that the provision of a business credit card helps to achieve best value and efficient processing for some forms of minor business expenditure.
- 2.2 Only roles specified within the Council's agreed Financial Regulations will be permitted to have a credit card issued in their name on behalf of the Town Council. A corporate credit card opened by the council, with a monthly limit spent per cardholder of £1,500, will be provided to be used by the Clerk, Managers, Communication and Events Officer and Engagement and Participation Youth Worker.
- 2.3 Limits for credit for each credit card are set in line with the Council's agreed Financial Regulations. Each credit card will have a limit of £1,500.
- 2.4 The credit card can only be used for Council related expenditure within the officer's delegated authority. Use of the card for personal transactions is not permitted under any circumstances.
- 2.5 The credit card is to be set up to pay the full balance automatically each month by direct debit.

3. AUTHORISATION OF TRANSACTIONS

- 3.1 The Responsible Finance Officer (RFO) is to ensure all credit card transactions are processed and reconciled to the statement.
- 3.2 All credit card transactions will be reported to the next relevant Finance & Governance Committee meeting following the reconciliation to the monthly credit card statement.
- 3.3 The credit card can be used for payments online, in person and on the phone (if absolutely necessary). When online payments are made, the cardholder should be aware of internet security precautions and, where possible, only purchase from reputable and known suppliers with a valid website security certificate. Credit card details and security information should not



t: 01480 388911
e: enquiries@stneots-tc.gov.uk

w: www.stneots-tc.gov.uk
a: Steve Van De Kerkhove Community Centre,
Cemetery Rd, St Neots, PE19 2BX

be supplied via email as this is not a secure method of sharing payment information.

4. CREDIT CARD PROCEDURES

- 4.1 The credit card should only be used for low value and one-off purchases requiring immediate payment or where the payment on invoice option is unavailable.
- 4.2 The Council's Financial Regulations apply to all transactions made by credit card.
- 4.3 No cash withdrawals are to be made with the card.
- 4.4 VAT receipts should always be obtained for all card transactions. A credit card receipt is not sufficient to support the transaction. Prepaid invoices should be made out in the name of St Neots Town Council showing the Council's office address.
- 4.5 It is the responsibility of all individual card holders to maintain and provide receipts and evidence support expenditure to the RFO by a monthly deadline given by the RFO. This is an important part of the auditing process and failure to provide required receipts by deadlines may result in the RFO suspending use of a credit card.
- 4.6 The credit card and PIN should be kept separately, with the card holder being responsible for the confidentiality and security of this. If the card is lost or the PIN is compromised, the named cardholder must inform the card provider immediately.
- 4.7 The Responsible Finance Officer will monitor the monthly credit card balance as part of the financial monitoring process. Any anomalies identified will be followed up and in the case of a suspicious transaction, the credit card provider will be contacted immediately.
- 4.8 Any named cardholder that leaves the employment of St Neots Town Council or ceases to be an authorised named cardholder will have their use of the card immediately revoked pending full cancellation of the card. If a credit card holder resigns from their position their card must be handed back to the RFO at an agreed date.

5. UNAUTHORISED USE OF CREDIT CARDS

- 5.1 The use of the credit card for any purpose that is not in accordance with the policy may result in action being taken under the Council's Disciplinary Policy and the withdrawal of the card.
- 5.2 Examples of unauthorised use include transactions for personal or non-business use, the use of the card without prior authorisation or failure to comply with the terms of this policy.



Member Motion – Submission Form

Please complete the below table, providing as much information as possible and return this to the Town Clerk at least seven days prior to the meeting at which you wish the motion to be presented.

To be tabled at which committee?	Full Council
Date of meeting at which to be tabled ¹ :	17th December 2024
Title of Motion:	Funding of Councillor Travel to Meetings via the St Neots Car Share Scheme
Proposed by:	Cllr Rebecca Macnab-Grieve
Seconded by (if applicable):	
Proposed Resolution:	<p>Proposed: That the Town Council temporarily funds the cost of Councillor travel to meetings at the new council meeting venue via the St Neots Car Share Scheme for Members who are disadvantaged by the lack of available public transport and independent means to travel.</p> <p>Proposed: That the Council allocates funding from the Members training, Travel and Subsistence budget for the cost of using the St Neots Car Share Scheme for Members to attend Council meetings at the temporary venue.</p> <p>The basis of the proposal is that the Council allocates monies to cover the fees of Councillors travelling to Council meetings via the St Neots Car Share Scheme due to the new challenges Members face in attending meetings at a different venue.</p>
Background: (provided by the proposer)	<p>Since the meetings have been relocated due to the refurbishment of the Prioory Centre some Town Councillors have found it difficult to attend meetings at the new meeting location. This is predominantly due to the lack of available public transport and access to cars. As such Members who can't independently travel to the new meeting venue have had to incur high expenditure by using private taxis when attending relocated Council meetings.</p> <p>The Huntingdonshire Volunteers Centre runs a car share scheme which can provide a service to pick up from their homes those Members who can't independently travel to meetings and return them following a meeting.</p> <p>This is a volunteer service for which there is a cost but would provide a way in which Councillors facing barriers in attending meetings could ensure they have the opportunity to fully engage in the meeting process.</p> <p>The Council has a budget for "Members training, Travel and Subsistence". This budget is related to travel for training, seminars, representing the Council, but has available funds which could be allocated to the costs of</p>

¹ Standing Order 9b – no motion may be moved at a meeting unless it is on the agenda and the mover had given written notice of its wording to the Proper Officer at least three clear days before the meeting subject to standing order 10a. Clear days do not include the day of the notice or the day of the meeting.

AGENDA ITEM 6

	Members attending meetings at the new venue by using the Car Share Scheme.
Financial Implication(s): (provided by the proposer)	<p>The estimate per councillor (per Tuesday) is £6 (in total with return journey) based on an admin fee and 0.45p per mile. Although this cost will vary depending on a Member's home location.</p> <p>The £6 broken down, is a £2 admin fee, and 45p per mile for the volunteer fuel.</p> <p>Costs will vary depending on the number of times a Councillor attends a meeting. If the Council were to assume that up to two members were using the service to attend on a weekly basis, at a distance of 2 miles a maximum annual cost of £516 could be estimated based on the current year's meeting schedule. However, costs are likely to be lower based on the number of committees' a member serves.</p>
Proposer's Signature	<i>R.E.Macnab-Grieve</i>
Seconder's signature: (if applicable)	
Date of Submission:	11.12.2024
Comments from Clerk/Deputy Clerk:	<p>The Council has a budget for "Members training, Travel and Subsistence". This budget is intended to allow for Councillor travel expenses which are incurred in undertaking a Member's duty on behalf of the Town Council and should be in line with the Council's Travel and Subsistence Policy.</p> <p>The Policy currently states that expenses can be claimed to attend meetings that are outside the parish boundary.</p> <p>Advice received from the SLCC and a District Council remuneration advice state that there is nothing in legislation that states travel expenses should relate only to outside the parish boundary.</p> <p>As the situation has arisen due to the necessity for the Council to relocate a reasonable adjustment could be considered to the policy during the relocation of meetings, to ensure Councillor engagement. I would advise that this is a temporary measure to be reviewed when the Council returns to its ordinary meeting location.</p> <p>The Council will need to amend its Travel and Subsistence Policy if the proposal is agreed to reflect that Member's travel to meetings at the new/temporary location is an acceptable expenditure.</p>
Comments from Operations Manager	N/A
Comments from RFO	None

ST NEOTS TOWN COUNCIL

Date:	17th December 2024
Title:	Huntingdonshire District Council Ongoing Call for Sites Consultation
Contact Officer:	Senior Administrator

1. Purpose of the Report

- 1.1 To provide Members with recommendations from the Working Group to include in Huntingdonshire District Council Ongoing Call for Sites Consultation.
- 1.2 To seek a resolution from the Full Council to support the recommendations from the working group to form part of the formal response to Huntingdonshire District Council's Ongoing Call for Sites Consultation, in particular open space use.

2. Recommendations

- 2.1 That the Council support the working groups response recommendations for sites to be put forward for consideration as allocations for Green Open Spaces in the Local Plan Update.

3. Background

- 3.1 Huntingdonshire District Council are looking for sites for a variety of uses to meet development needs for the next Huntingdonshire Local Plan. The Call for Sites ran from 29 March to 7 June 2023. It was an opportunity for people to send the council details of sites that might be suitable for allocation in the next Local Plan. Although the main Call for Sites has closed, they recognise that some people may still wish to put sites forward for consideration as allocations in the Local Plan Update. They have therefore extended the opportunity to submit sites.
- 3.2 The Call for Sites asks people to submit sites with potential for:
 - 3.2.1 residential use (such as housing, specialist homes, moorings, care homes)
 - 3.2.2 commercial use (such as retail, leisure, industrial, logistics)
 - 3.2.3 infrastructure (such as health uses, community facilities, renewable energy)
 - 3.2.4 open space use (such as sports and recreation, allotments, biodiversity net gain, flooding safeguarding)
- 3.3 Depending on the date of submission HDC do not guarantee that submitted sites will be assessed in time for inclusion in the Local Plan Further Issues and Options consultation scheduled for Spring/early Summer 2024. If a site is not included in this consultation, it will be taken into account in the preparation of the Local Plan Preferred Options consultation scheduled for Summer/Autumn 2025.
- 3.4 The closing date for submissions for Huntingdonshire District Council Ongoing Call for Sites Consultation is 31 December 2024.

4. Information

- 4.1 All key information can be found on HDC's website: [Huntingdonshire District Council Consultation Home - Keystone](#)

- 4.2 Sites can be designated as Green Open spaces which is something St Neots Town Council can request as part of the Local Plan and this option should be considered.
- 4.3 The working group recommend putting forward 29 sites for consideration as part of the consultation.
APPENDIX A
- 4.4 Members should note that the submission for each site is an 18-page submission which requires time to complete. Given the deadline there will be a challenge for officers to submit the 29 sites and prioritisation may be needed.

APPENDIX A - Huntingdonshire District Council Ongoing Call for Sites Consultation

St Neots Town Council Working Group Recommendations for Huntingdonshire District Council Ongoing Call for Sites Consultation

As part of the review of Huntingdonshire District Council (HDC) Local Plan Consultation, members of St Neots Town Council HDC Local Plan Working Group recommends submitting the following sites located in St Neots for consideration to be designated as Green Open Spaces. The sites included in section 1 form part of HDC Local Plan Consultation Southern Huntingdonshire Land Availability Assessment/Call for Sites documents.

Section 1: Sites Included in HDC Local Plan Call for Sites			
Site Details			
Site Name and Address	Land Ownership	Description	Reasons
<p>Land North of Priory Park, St Neots The land to the north of Priory Park and Mill Lane, east and west of Huntingdon Road/B1043</p>	Privately owned/Developer	Current use of the site is wholly greenfield and agricultural land. 89.00ha	<p>To protect the land from any residential or commercial development. The site relates more closely to the countryside, with long distant views of open countryside that can be seen from the south and north and from the B1043. Any development proposal other than for green infrastructure would create an isolated pocket of residential development exacerbated by its topography, with little relationship to its surrounding countryside.</p> <p>To prevent flood risk to surrounding areas - Flood zone 2 covers the entirety of the western parcel of land, flood zone 1 is only present on just over half of the eastern parcel; flood zones 3a and 3b are also present</p> <p>The land should only be considered for green infrastructure to support and enhance the landscape setting, biodiversity and ecology, and the setting of the Great River Ouse within and adjacent to the Great Ouse Valley priority area.</p>

APPENDIX A - Huntingdonshire District Council Ongoing Call for Sites Consultation

Site Name and Address	Land Ownership	Description	Reasons
Peppercorn Meadows, Eaton Socon, St Neots Land north of 17 Peppercorn Lane, Eaton Socon, St Neots	Multiple owners in family control with development supported by all landowners. The parcel of land is owned by the McNish Family Trust.	Current use of the site is wholly greenfield and agricultural however it is not currently being used for agricultural use. 0.94ha The site is uncultivated with public access. The McNish Trust recently transferred part of the land at this location in exchange for withdrawal of a Town Green application on this land.	To protect the land from any residential or commercial development. Development of the site would fundamentally impact the landscape setting and gateway to a green infrastructure corridor associated with the River Great Ouse priority landscape area including the long distant open views that can be seen into the site and from the site into the open countryside of the Great Ouse River valley. To prevent flood risk – surface flood water exists on the site. To protect the character of the conservation area and the setting of the scheduled monument.
Site Name and Address	Land Ownership	Description	Reasons
Albert Hall Memorial Field, Hall Road, Eynesbury, St Neots Hall Road, Eynesbury, St Neots	The site is controlled by a charitable trust.	Current use of the site is a football ground, and the land type previously wholly developed land. 1.69ha	To protect the land from any residential or commercial development and retain the much-needed recreational leisure amenity for the community. To prevent flood risk, 97% is in flood zone 2 and around half suffers from surface water flooding too.
Site Name and Address	Land Ownership	Description	Reasons
Land East of Brook Road, Eaton Ford (Cow Field)	The site owned by a single/individual company and in developer company control.	The current use of the site is Wholly greenfield land and Agricultural land, grade 1 14.00 ha	The site forms a fundamental part of the open space setting to the River Great Ouse providing a green lung through the centre of St Neots and towards the east. A foot and cycle path bounds the northern and western boundary (public right of way) of the site where open

APPENDIX A - Huntingdonshire District Council Ongoing Call for Sites Consultation

			<p>views can be seen clearly across the site. Access to the site foot and cycle path is also available from Brook Road in two locations connecting the built development.</p> <p>Development would detrimentally affect the character of the wider environment and open countryside.</p> <p>To protect the land as a green open space.</p> <p>To prevent flood risk, approximately 2.76 ha of the site is within flood zone 3b</p>
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The working group recommends applying to designate the following areas in St Neots as Green Open Spaces as part of the Ongoing Call for Sites Consultation. The sites included in section 2 DO NOT form part of HDC Local Plan Consultation Southern Huntingdonshire Land Availability Assessment/Call for Sites documents. Alternatively, these sites could be considered as part of a review of the St Neots Town Council Neighbourhood Plan.

Section 2: Sites Not Included in HDC Local Plan Call for Sites			
Site Details			
Site Name and Address	Land Ownership	Description	Reasons
Sidney Banks Memorial Field	This land is held in Trust by St Neots Town Council on condition that it remains open for community recreation.	<p>The current use of the site is green open space.</p> <p>The land is subject to restrictions and covenants in relation to use.</p>	<p>To protect the land as a green open space for community use.</p> <p>To prevent flood risk, the site is located in flood zone 3.</p>

APPENDIX A - Huntingdonshire District Council Ongoing Call for Sites Consultation

Site Name and Address	Land Ownership	Description	Reasons
St Neots Camping and Caravan Club Site Hardwick Road Eynesbury Cambridgeshire PE19 2PR	Privately Owned. Needs investigation as to freeholder as may be HDC with long lease to C&CC.	The current use of the site is a 180 pitch camp site with various facilities. Situated on the banks of the Great Ouse, our St Neots Club Site offers a wildlife haven close to the historic south Cambridgeshire market town.	To protect the land as a green open space for community and visitor use. The site encourages tourism in St Neots and surrounding areas. To prevent flood risk, the site is located in flood zone 3.
Site Name and Address	Land Ownership	Description	Reasons
Allotments Land adjacent to St Neots Camping and Caravan Club Site Hardwick Road Eynesbury Cambridgeshire PE19 2PR	Owned by HDC	Current use of land as allotments – should be protected as Green Open Space.	Shortage of allotments in St Neots with increasing demand. To prevent flood risk, the land is located in flood zone 3.
Site Name and Address	Land Ownership	Description	Reasons
Allotment land River Road/next to the Cow Field	Unknown	Current use of land as allotments – should be protected as Green Open Space.	Shortage of allotments in St Neots with increasing demand. To prevent flood risk, the land is located in flood zone 3

APPENDIX A - Huntingdonshire District Council Ongoing Call for Sites Consultation

Site Name and Address	Land Ownership	Description	Reasons
The Pightle Accessed via the Back Path from Eaton Ford to Eaton Socon Church	The Pightle Millennium Green Trust	The Pightle Millennium Green' for the benefit of the Inhabitants and to be used forever as an area for informal recreation play or other leisure-time occupations, a meeting area or place for community events and for any other lawful purpose consistent with these trusts and for the general benefit of the community.	To protect the land as a green open space as a natural habitat for the wildlife and biodiversity for community and visitor use. To prevent flood risk, the site is located in flood zone 3.
Site Name and Address	Land Ownership	Description	Reasons
"Lark Field / Meadow" Eynesbury.	The Nuffield Trust, Oxford University.	Approx. 50 acres of land dissected by Willow Bridge pathway. Land adjacent to River Great Ouse, Barford Pocket Park, Chapman's Field and Camping and Caravan Club.	This land frequently floods – it has been beneath water for several days each time in 2024 on at least three occasions. This land is St Neots most important floodplain and critical to the Environment Agency Flood Water Management Plan. Not only is this land regularly flooded but it also becomes part of the river flow of the Great Ouse when water levels are high.
Site Name and Address	Land Ownership	Description	Reasons
Barford Road Pocket Park Near St Neots Leisure Centre, Barford Road, St Neots, PE19 2SH	Huntingdonshire District Council.	Barford Road Pocket Park is a 45-acre (18 hectare) site bounded by Eynesbury Manor housing estate and the River Great Ouse. The park has several types of	To protect the land as a green open space for community use. To prevent flood risk, the site is located in flood zone 3.

APPENDIX A - Huntingdonshire District Council Ongoing Call for Sites Consultation

Site Name and Address	Land Ownership	Description	Reasons
		habitats, including grassland, wildflower meadow, woodland, hedgerow, reedbed and flatland.	
Milk Field New Street, St Neots, PE19 1AJ	Owned by Common Rights Proprietors.	The current use of the site is varied but mainly for community events, entertainment such as fun fairs and circus performances. Also, Anglian Club Members, overflow car park for Rugby Club, Auction car parking.	To protect the land from any residential or commercial development and retain the green open space. The site is located in Flood Zone 2.
Rugby Field New Street, St Neots, PE19 1RU	Common Rights Leased by St Neots Rugby Club	The current use of the site is for rugby and football as well as community events and festivals.	To protect the land from any residential or commercial development and retain the green open space for community use. The site is located in Flood Zone 2.
Green Open Space/Chamberlain Way Play Park Huntingdon Road, opposite Priory Park	Green Open Space - HDC Chamberlain Way Play Park - SNTC	The current use of the site is green open space between 2 residential developments with a play area. The site is also accessed through a wooded area leading to St Neots Rugby field.	To protect the land from any residential or commercial development and retain the green open space for community use. Part of the site is located in Flood Zone 2 and 3.

APPENDIX A - Huntingdonshire District Council Ongoing Call for Sites Consultation

Site Name and Address	Land Ownership	Description	Reasons
Rowley Allotments Mill Lane, St Neots/Little Paxton, PE19 6EF	Privately Owned	The current use of the site is to provide allotment space for users to grow vegetables and other plants.	To protect the land as a green open space for community use. The site is located in Flood Zone 2 and 3.
Site Name and Address	Land Ownership	Description	Reasons
Riversmead Green Open Space and Play Area New Street, Riversmead, St Neots	St Neots Town Council	The current use of the site is green open space and play area. This could also be protected through designation as a Town Green *	To protect the land from any residential or commercial development and retain the green open space for community use. The site is located in Flood Zone 2.
Site Name and Address	Land Ownership	Description	Reasons
Chapman's Field	St Neots Town Council	Triangular parcel of land of approx. 1.5-2 acres. Partly planted by Grow Wild.	3b/c flood risk. Part of the critical St Neots floodplain.
Site Name and Address	Land Ownership	Description	Reasons
St Anselm's Place Land.	Owned by HDC subject to non-development covenant held by Dennis Tinley	This is one of two most important Town Centre floodplains.	Used as amenity land and adjacent rowing club. It is one the Town's most historic sites, being the place of arrival within the Priory grounds of St Anselm of Bec. This land was identified by Council Councils Flood Risk Assessment Report (3b) as having the highest risk of flooding in the Town Centre. Any development of this land would greatly increase Town Centre flooding.

APPENDIX A - Huntingdonshire District Council Ongoing Call for Sites Consultation

Site Name and Address	Land Ownership	Description	Reasons
Ex-Youth Centre site land off Priory Road.	Peterborough based private developer.	Land adjacent to the Great Ouse and Marina.	This is the second highest land at risk of flooding within the Town Centre. The land was originally part of St Neots Common but was transferred to the Ministry of War in 1942 to be used as St Neots Army Barracks. The land contains one of the last remaining Type II pill boxes (part of General Ironsides "last stop" line (St Neots only remaining WWII heritage asset). The land was passed by the MoW to Huntingdonshire County Council in 1947 and used as a Youth Centre. This land is 3b high flood risk.
Site Name and Address	Land Ownership	Description	Reasons
All Green Open Spaces contained within Poet's and Painters development, Eaton Ford.	Part HDC and part County Highways (under Highways adoption rights with private freeholder(s).	The Poets and Painters development is mostly built on floodplain of Eaton Ford Meadows. The land was drained as part of the 1960's river widening flood alleviation scheme. Prior to the scheme the land was bog meadow.	The present housing development was designed with Green Open Spaces to assist in alleviating flooding and in recognition of it being reclaimed bog land. Much of the Poets and Painters development is at River level as is the other part of the Eaton Meadows reclaimed land which now forms Regatta Meadow.

APPENDIX A - Huntingdonshire District Council Ongoing Call for Sites Consultation

Site Name and Address	Land Ownership	Description	Reasons
Ackerman Street Green Open Space and Play Area Ackerman Street, Eaton Socon, St Neots, PE19 8HR	St Neots Town Council It is believed that this land is owned subject to covenants and restrictions reserving it for recreational use.	The current use of the site is a green open space and play area. Football goals	To protect the land from any residential or commercial development and retain the green open space for community use.
Site Name and Address	Land Ownership	Description	Reasons
St Neots Golf Course Crosshall Road, Eaton Ford, St Neots, PE19 7GE	Privately Owned by Members of the Club.	The current use of the site is a golf course.	To protect the land from any residential or commercial development and retain the much-needed recreational leisure amenity for the community.
Site Name and Address	Land Ownership	Description	Reasons
Land at the Rear of Shakespeare Road down to and including Stratford Place	This is probably Cambridgeshire County Highways. There is a strip of land which has trees and is privately owned.	Small strip of wooded land including hedgerows.	To protect the biodiversity and natural habitat of the area.
Site Name and Address	Land Ownership	Description	Reasons
Beatty Wood Green Open Space	Unsure	Green Open Space with wooded areas.	To protect the land from any residential or commercial development and retain the green open space for community use and the biodiversity of the area.

APPENDIX A - Huntingdonshire District Council Ongoing Call for Sites Consultation

Beatty Road, Eaton Socon, St Neots, PE19 8PT			
Site Name and Address	Land Ownership	Description	Reasons
Green Open Space Accessed via Burwell Road/Langwood Close Eaton Socon, St Neots,	The land is owned by HDC with the exception of land at the Hallards, which is owned by St Neots Town Council.	Green Open Space with wooded areas.	To protect the land from any residential or commercial development and retain the green open space for community use.
Site Name and Address	Land Ownership	Description	Reasons
Kings Road Green Open Space Kings Road, Eaton Socon, St Neots, PE19 8DE	St Neots Town Council	The current use of the site is green open space and play area. This could also be protected through designation as a Town Green *	To protect the land from any residential or commercial development and retain the green open space for community use.
Site Name and Address	Land Ownership	Description	Reasons
Shady Walk Green Open Space Accessed via Rowley Arts Centre carpark/East Street/Cambridge Street	St Neots Town Council	The current use of the site is green open space and play area. Land use is subject to covenants. This could also be protected through designation as a Town Green *	To protect the land from any residential or commercial development and retain the green open space for community use.

APPENDIX A - Huntingdonshire District Council Ongoing Call for Sites Consultation

Site Name and Address	Land Ownership	Description	Reasons
Brown's Square Brown's Square/Sandsfield Road, St Neots	St Neots Town Council	The current use of the site is green open space. This could also be protected through designation as a Town Green *	To protect the land from any residential or commercial development and retain the green open space for community use.
Site Name and Address	Land Ownership	Description	Reasons
Land at Arnhem Place	St Neots Town Council	Amenity land in constant use for community leisure and recreation This could also be protected through designation as a Town Green*	This land parcel is used daily for leisure and recreational purposes of the Battles area of Eaton Ford and is a highly prized community amenity.

*Town Green [Town and village greens: how to register - GOV.UK](https://www.gov.uk/government/guidance/town-and-village-greens-how-to-register)

Enabling remote attendance at local authority meetings

Ministry of Housing, Communities & Local Government

Council Working Group: Cllrs Chapman, Cooper-Marsh, Goodmand, Simonis and S Smith

Proposed that the Council resolves to approve responses to the Enabling Remote Meeting consultation as follows;

Question 1	
Refers to capacity in which we are answering	Town or Parish Council

The proposal for remote attendance

The government intends to legislate to give local authorities the flexibility to allow elected members to attend formal council meetings remotely. We believe that this modernising measure of providing broad flexibility to enable remote attendance will have the dual positive impacts of diversifying the representation of those willing and able to stand for elected office and enhance the resilience of local authorities in the face of local or national emergencies.

The intent is that this legislative change would give local authorities the flexibility to allow members to attend remotely.

Question 2	
Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?	
Answer Options	Working Group Recommendation
Yes/No	Yes

If you answered No to the above question please go directly to question 4.

Question 3	
If you answered Yes to the above question, do you think that there should be specific limitations on remote attendance?	
Answer Options	Working Group Recommendations
<p>Please tick all the options below that correspond with your view and use the free text box for any other comments.</p> <p>a) Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance.</p> <p>b) Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically unable to attend, or for reasons of local or national emergencies.</p> <p>c) There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance.</p> <p>d) [Free text box]</p>	<p>c) There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance.</p> <p>d) The following conditions must be applied;</p> <ul style="list-style-type: none"> • The Councillor must have their camera switched on at all times during a meeting. • There must be an agreed commitment to attending a meeting remotely from an appropriate private space/location (this must include a Councillor being on their own in that location) • Appropriate and specific training must be provided to Councillors on chairing meetings remotely.

Question 4	
If you are an elected member can you anticipate that you personally may seek to attend some of your council meetings remotely?	
Answer Options	Working Group Recommendations
<ul style="list-style-type: none"> • yes • no • I am not an elected member 	<p>Yes</p>

Question 4a	
If you answered No, please use the free text below	
Answer Options	Working Group Recommendations
[Free text box]	N/A

Question 4b	
If you answered Yes, could you indicate below which of the following options best describes your likely pattern of attending meetings remotely	
Answer Options	Working Group Recommendations
<ul style="list-style-type: none"> • very occasionally • from time to time • regularly but not always • all the time 	<p>From time to time</p> <p><i>(This question is more appropriate for individuals responding to the consultation – But the Working Group did not see that remote meetings should be an ‘all the time’ option)</i></p>

Question 5	
If you are responding to this consultation on behalf of a council as a whole, what proportion of the council’s current elected members are likely to seek to attend council meetings remotely over the course of a year?	
Answer Options	Working Group Recommendations
<ul style="list-style-type: none"> • less than 10% • more than 10% but less than 50% • more than 50% but less than 90% • most of them 90% to 100% 	<p>To be agreed at meeting of Full Council on 17th December 2024 via feedback from Members.</p>

Question 6	
The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?	
Answer Options	Working Group Recommendations
<p>a) Councils should be able to allow full remote attendance at up to half of council meetings within a twelve-month calendar period.</p> <p>b) Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances.</p> <p>c) Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence.</p> <p>d) [Free text box]</p>	<p>b) Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances.</p>

Question 7	
Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?	
Answer Options	Working Group Recommendations
<p>Please tick all the options that correspond with your view and use the free text box for any other comments.</p> <p>a) Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance.</p> <p>b) Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings.</p> <p>c) Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require remotely attending members to join from a private location.</p> <p>d) Other [Free text box]</p>	<p>a) Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance. (1)</p> <p>c) Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require remotely attending members to join from a private location. (1)</p> <p>Should publish list of attendees who attended the meeting remotely.</p>

Question 8	
Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?	
Tick all the statements below that apply to your point of view. (Working Group recommendations in red)	
Should be considered because	Should not be considered because
<hr/> <p>It is a positive modernising measure.</p> <hr/>	<hr/> <p>Councillors should be physically present at all formal meetings.</p> <hr/>
<p>It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve.</p> <hr/>	<p>It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils.</p> <hr/>
<p>Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance.</p> <hr/>	<p>It would be more difficult for councillors to build personal working relationships with colleagues, and engage with members of the public in attendance at meetings.</p> <hr/>
Free text box – please state any other reasons	Free text box – please state any other reasons
<div style="border: 1px solid black; height: 50px; width: 100%;"></div>	

Question 9	
<p>In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?</p>	
Answer Options	Working Group Recommendations
<p>Please tick an option below:</p> <ul style="list-style-type: none"> • it would benefit members • it would disadvantage members • neither <p>Please use the text box below to make any further comment on this question.[Free text box]</p>	<p>it would benefit members</p>

Enabling Proxy Voting at local authority meetings

Ministry of Housing, Communities & Local Government

Council Working Group: Cllrs Chapman, Cooper-Marsh, Goodmand, Simonis and S Smith

Proposed that the Council resolves to approve responses to the Enabling Proxy Voting consultation as follows;

<p>Proxy voting Proxy voting is a form of voting whereby a member of a decision-making body may delegate their voting power to another representative to enable a vote in their absence.</p> <p>It is possible some members may find that, due to their personal circumstances, they are temporarily unable to participate in meetings even if remote attendance provisions are in place. Provisions for proxy voting could provide additional flexibility to those who really need it on a time-limited basis, allowing affected members to indirectly exercise their democratic duty, participate in their local authority’s governance, and ensure that their views are taken into consideration. In the context of local authorities, the representative would have to be another elected member of the local authority.</p>	
<p>Question 10</p> <p>In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?</p>	
<p>Answer Options</p> <ul style="list-style-type: none"> • yes • no • unsure 	<p>Working Group Recommendations</p> <p>Unsure</p>

Question 11		
If yes, for which of the following reasons which may prohibit a member’s participation in council meetings do you consider it would be appropriate?		
Answer Options	Councillor Responses Received	Working Group Recommendations
Please select all that apply: <ul style="list-style-type: none"> • physical or medical conditions • caring responsibilities • parental leave or other responsibilities • other [Free text box] 	If proxy voting were to be introduced; <ul style="list-style-type: none"> • physical or medical conditions • caring responsibilities • parental leave or other responsibilities Agree with all listed options 	

Question 12	
Are there circumstances in which you feel proxy voting would not be appropriate?	
Answer Options	Working Group Recommendations
[Free text box]	If proxy voting were to be introduced holidays would not be an acceptable reason for a proxy vote.

Question 13	
If you think proxy voting is appropriate, are there any limitations you think should be placed upon it?	
Answer Options	Working Group Recommendations
[Free text box]	If proxy voting were to be introduced a limit should be placed on the number of proxy votes any member can hold on behalf of another member. This limit should be 1.

ST NEOTS TOWN COUNCIL

Date:	19th DECEMBER 2023
Title:	BUDGET REPORT – 2025-26
Contact Officer:	TOWN CLERK / RFO

1. Purpose of the Report

1.1 To provide the Council with supporting information to accompany the 2025-26 budget and precept recommendation.

2. Recommendation from the Finance and Governance Committee

2.1 That the Council approve the 2025-26 budget and precept as recommended by the Finance and Governance Committee.

3. The Precept

3.1 The Council financial year begins 1 April and ends on 31 March. A Council can generate income from services it provides (e.g. rent from leased premises, community centres, burial rights' fees etc.) However, the main source of income for a local council is raised by the levy of a precept on persons over 18 who own or occupy a dwelling in the area of the Council. The precept is collected through the council tax.

3.2 The Precept is a tax that Parish Council's charge their local electors to meet their budgetary requirements. Town and Parish Councils do not receive any direct funding from central government and rely on their Precept, plus any other income they generate from the services or facilities they provide.

3.3 The Parish Council Precept is part of the Council Tax and is collected from local electors via their Council Tax payments, it requests this funding from its 'local billing authority' – in our case, Huntingdonshire District Council (HDC). While in theory the Council has until the end of March to agree its budget for the new financial year, the Council is required (in law) to agree a budget before it can set its Precept, which it needs to confirm to HDC in January.

3.4 Once a Precept has been approved by the Town Council, it informs the higher charging authority (HDC) and it is then added to residents Council Tax bills. HDC pay the Precept to town and parish Councils in two instalments (Apr and Sept).

3.5 The Council is therefore asked to agree its budget and resulting precept for the 2025-26 financial year, so a precept request can be submitted to HDC by the January deadline.

4. Working out the Precept

4.1 The Precept requirement is the difference between the Council's estimated income and its anticipated spending requirements for the financial year (its budget).

4.2 When calculating the Precept, the Council takes into consideration the current year's spending levels – for ongoing services for which it is responsible (i.e. planting, play parks, cemeteries, allotments, events, projects, contingencies, anticipated income etc.)

5. Tax base and Band D equivalent.

5.1 Part of the Precept Calculation is the 'Band D equivalent'. Band D is the middle band of Council Tax and is supposed to represent the amount of Council Tax paid on an average property in the area. The Band D equivalent provides a measure which allows precepts among councils of different sizes to be compared. The estimated number of Band D equivalent properties in the tax base is usually notified to the Council in December. The required Precept is divided by the number of houses in the tax base to get the Band D equivalent.

5.2 If there is an increase in the number of Band D equivalent from one year to the next, this then lowers the impact of a precept increase on each household as the total precept is divided over a larger number.

5.3 The Tax Base is produced from the Council Tax system by the "billing authority" which gives a listing of all the properties in each town or parish in the District. It then adjusts this to take into account any discounts that are given, for example, single occupancy, second homes or homes that are empty or exempt.

6. Proposed Budget and Precept 2025-26

6.1 The proposed budget recommend to Full Council has been developed over several committee meetings.

6.2 The table below summarises the proposed budget and precept increase.

	Totals	Annual CT Per Property	Tax Base No of Properties	
2020/2021 Precept	£ 1,806,000	£ 163.08	11,074	
2021/2022 Precept	£ 1,807,579	£ 163.08	11,084	
2022/2023 Precept	£ 1,864,357	£ 166.34	11,208	
2023/2024 Precept	£ 1,949,524	£ 170.95	11,404	
2024/2025 Precept	£ 2,008,010	£ 174.02	11,539	
2025/2025 Precept	£ 2,088,330	£ 178.58	11,694	Draft to be approved by HDC on 19/12
Increase in precept	£ 80,320	£ 4,55		
Percentage increase from 24/25	4.00%	2.6%		
Weekly increase to band D		£ 0.09		

- The proposed budget would result in a precept increase of £80,320 (4%).
- Due to the estimated increase in Band D equivalent properties this does not mean there will be a 4% increase in the amount taxpayers pay.
- The proposed budget and estimated Band D equivalent figure would result in a 2.62% increase per household. (£0.09p per week / £4.55 per year). Resulting in an annual figure per Band D equivalent of £178.58 for all the services St Neots Town Council provides.

8. Legal Powers

- 8.1 The Local Government Finance Act 1992
- 8.2 Council Tax (Demand Notices) (England) Regulations 2011/3038
- 8.3 The Local Government Finance (Misc. Provisions) (England) Order 1993

12/12/2024

St Neots Town Council 2024/2025

Page 1

09:41

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for approval by FC at meeting on 17 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Town Council</u>										
101	<u>Corporate Management</u>									
4380	Audit Fees	5,200	5,440	5,200	0	0	0	5,500	0	0
	Overhead Expenditure	5,200	5,440	5,200	0	0	0	5,500	0	0
	Movement to/(from) Gen Reserve	(5,200)	(5,440)	(5,200)	0	0		(5,500)		
102	<u>Democratic Representation</u>									
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
	Total Income	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
4317	Youth worker projects	0	0	0	0	0	0	25,000	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

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for approval by FC at meeting on 17 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4551	Mayors' Allowance	3,000	3,000	3,000	180	0	0	3,000	0	0
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
	Overhead Expenditure	80,850	79,404	57,650	34,420	0	0	78,900	0	0
	102 Net Income over Expenditure	-79,050	-56,806	-57,650	-33,518	0	0	-78,900	0	0
5003	plus Transfer From EMR	0	0	0	5,354	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(79,050)</u>	<u>(56,806)</u>	<u>(57,650)</u>	<u>(28,165)</u>	<u>0</u>		<u>(78,900)</u>		
105	<u>Central Administration</u>									
1201	Sundry Income	0	782	0	68	0	0	0	0	0
	Total Income	0	782	0	68	0	0	0	0	0
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	567,547	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

Continued on next page

09:41

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for approval by FC at meeting on 17 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4326	Subscriptions & Publications	6,000	5,007	6,000	4,030	0	0	6,000	0	0
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
	Overhead Expenditure	649,582	499,027	669,818	297,377	0	0	711,799	0	0
	Movement to/(from) Gen Reserve	(649,582)	(498,244)	(669,818)	(297,309)	0		(711,799)		
108	<u>Other Costs and Income</u>									
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	2,088,330	0	0
	Total Income	1,959,524	3,209,197	2,068,010	2,465,150	0	0	2,148,330	0	0
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
	Overhead Expenditure	27,000	26,115	26,000	12,801	0	0	25,000	0	0
	108 Net Income over Expenditure	1,932,524	3,183,082	2,042,010	2,452,349	0	0	2,123,330	0	0
5004	less Transfer To EMR	0	1,121,468	0	375,250	0	0	0	0	0
	Movement to/(from) Gen Reserve	1,932,524	2,061,615	2,042,010	2,077,099	0		2,123,330		

Continued on next page

09:41

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for approval by FC at meeting on 17 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
201	<u>Cemetery/Churchyard and Allotm</u>									
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
	Total Income	43,000	49,899	45,900	26,972	0	0	45,900	0	0
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
	Overhead Expenditure	29,250	75,606	30,750	11,232	0	0	29,250	0	0
	201 Net Income over Expenditure	13,750	-25,706	15,150	15,740	0	0	16,650	0	0
5003	plus Transfer From EMR	0	5,480	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	13,750	(20,227)	15,150	15,740	0		16,650		
210	<u>Play Areas and Open Spaces</u>									
1151	CCC - Grass Cutting Service	18,615	18,615	18,615	18,615	0	0	18,615	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for approval by FC at meeting on 17 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income		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
Overhead Expenditure		56,200	120,653	52,200	56,983	0	0	53,200	0	0
210 Net Income over Expenditure		-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
Movement to/(from) Gen Reserve		<u>(37,585)</u>	<u>(17,236)</u>	<u>(33,585)</u>	<u>(8,390)</u>	<u>0</u>		<u>(34,585)</u>		
220	Depot & Operational									
1201	Sundry Income	2,000	1,137	1,000	2,647	0	0	1,000	0	0
Total Income		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	455,319	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

Continued on next page

09:41

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for approval by FC at meeting on 17 December 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
	Overhead Expenditure	524,040	541,213	556,117	264,634	0	0	575,629	0	0
	220 Net Income over Expenditure	-522,040	-540,076	-555,117	-261,987	0	0	-574,629	0	0
5003	plus Transfer From EMR	0	813	0	1,345	0	0	0	0	0
	Movement to/(from) Gen Reserve	(522,040)	(539,263)	(555,117)	(260,642)	0		(574,629)		
230	Community Buildings									
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
	Total Income	9,500	9,500	9,500	5,250	0	0	14,000	0	0
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

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for approval by FC at meeting on 17 December 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
	Overhead Expenditure	132,355	138,901	140,064	64,185	0	0	149,055	0	0
	230 Net Income over Expenditure	-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
	Movement to/(from) Gen Reserve	<u>(122,855)</u>	<u>(127,901)</u>	<u>(130,564)</u>	<u>(58,935)</u>	<u>0</u>		<u>(135,055)</u>		
240	<u>Town Events, Market &Promotion</u>									
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
	Total Income	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

Continued on next page

09:41

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for approval by FC at meeting on 17 December 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	6,000	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
Overhead Expenditure	133,676	98,902	135,449	71,320	0	0	152,420	0	0
Movement to/(from) Gen Reserve	(106,676)	(73,298)	(109,449)	(44,642)	0	0	(126,420)		
250 Grants & Donations									
4353 CAB Service Level Grant	0	0	0	0	0	0	10,000	0	0
4354 Grants Power GeneralCompetence	60,820	57,571	60,820	27,201	0	0	54,020	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
4357 MAST Service Level Grant	0	0	0	0	0	0	10,000	0	0
4358 St Neots Festival	0	31,500	0	0	0	0	0	0	0
4359 HVC Service Level Grant	0	0	0	0	0	0	10,000	0	0
Overhead Expenditure	74,020	102,271	74,020	31,669	0	0	84,020	0	0
5003 plus Transfer From EMR	0	15,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(74,020)	(87,271)	(74,020)	(31,669)	0	0	(84,020)		
301 Highways and The Environment									

Continued on next page

09:41

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for approval by FC at meeting on 17 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
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
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
	Overhead Expenditure	34,000	23,615	51,500	374	0	0	51,500	0	0
	Movement to/(from) Gen Reserve	(34,000)	(23,615)	(51,500)	(374)	0		(51,500)		
340	<u>New Building</u>									
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
	Overhead Expenditure	0	0	0	0	0	0	22,459	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		(22,459)		
400	<u>Capital Projects</u>									
1107	Grants/Donations Received	0	0	0	16,675	0	0	0	0	0
	Total Income	0	0	0	16,675	0	0	0	0	0
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

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for approval by FC at meeting on 17 December 24)

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

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for approval by FC at meeting on 17 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6710	Moores Walk Cove by Grant	0	0	0	15,086	0	0	0	0	0
	Overhead Expenditure	0	0	0	15,086	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	(15,086)	0		0		
	Town Council - Income	2,061,439	3,407,332	2,169,025	2,562,956	0	0	2,253,845	0	0
	Expenditure	1,835,173	1,782,577	1,898,768	951,856	0	0	1,968,732	0	0
	Net Income over Expenditure	<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>285,113</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
	Movement to/(from) Gen Reserve	<u>226,266</u>	<u>610,882</u>	<u>270,257</u>	<u>1,276,027</u>	<u>0</u>		<u>285,113</u>		
	<u>Priory Centre</u>									
501	<u>Priory Centre-Staffing</u>									
4009	Salaries - PC	232,961	222,483	241,539	113,868	0	0	250,073	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
	Overhead Expenditure	239,111	225,379	245,539	116,441	0	0	254,073	0	0
	Movement to/(from) Gen Reserve	<u>(239,111)</u>	<u>(225,379)</u>	<u>(245,539)</u>	<u>(116,441)</u>	<u>0</u>		<u>(254,073)</u>		
504	<u>Priory Centre-Running Costs</u>									
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

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for approval by FC at meeting on 17 December 24)

	<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	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
Overhead Expenditure	177,706	191,557	108,706	34,680	0	0	21,000	0	0
Movement to/(from) Gen Reserve	(140,500)	(154,317)	(71,500)	(34,662)	0		16,196		
520 Centres Bar & Cafe									
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	191,500	0	0

Continued on next page

09:41

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for approval by FC at meeting on 17 December 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
	Total Income	132,000	130,464	54,000	76,114	0	0	198,500	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	38,000	0	0
4025	Casual (prev bar) staff	14,803	18,145	6,000	26,890	0	0	105,000	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	67,000	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
	Overhead Expenditure	111,467	113,677	62,336	78,904	0	0	213,950	0	0
	Movement to/(from) Gen Reserve	20,533	16,788	(8,336)	(2,790)	0		(15,450)		
525	<u>Priory Centre-Functions</u>									
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
	Total Income	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

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for approval by FC at meeting on 17 December 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
Overhead Expenditure	5,978	5,472	4,082	5,214	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>132,459</u>	<u>115,087</u>	<u>41,648</u>	<u>40,367</u>	<u>0</u>		<u>0</u>		
Priory Centre - Income	307,643	288,262	136,936	121,713	0	0	235,696	0	0
Expenditure	534,262	536,084	420,663	235,239	0	0	489,023	0	0
Movement to/(from) Gen Reserve	<u>(226,619)</u>	<u>(247,821)</u>	<u>(283,727)</u>	<u>(113,526)</u>	<u>0</u>		<u>(253,327)</u>		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for approval by FC at meeting on 17 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Eatons Centre</u>										
350	<u>Eaton Community Centre</u>									
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
	Total Income	35,560	38,655	57,160	25,662	0	0	81,392	0	0
4010	Wages-Caretaking	4,000	4,180	0	0	0	0	0	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
4153	Cleaning costs	0	0	0	0	0	0	8,000	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
	Overhead Expenditure	35,207	36,689	40,150	15,989	0	0	45,950	0	0
	Movement to/(from) Gen Reserve	353	1,966	17,010	9,673	0		35,442		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for approval by FC at meeting on 17 December 24)

	<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Eatons Centre - Income	35,560	38,655	57,160	25,662	0	0	81,392	0	0
Expenditure	35,207	36,689	40,150	15,989	0	0	45,950	0	0
Movement to/(from) Gen Reserve	<u>353</u>	<u>1,966</u>	<u>17,010</u>	<u>9,673</u>	<u>0</u>		<u>35,442</u>		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for approval by FC at meeting on 17 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>New Street</u>										
<u>360</u>	<u>New Street</u>									
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
	Total Income	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
	Overhead Expenditure	0	0	3,200	2,987	0	0	79,490	0	0
	Movement to/(from) Gen Reserve	0	0	1,600	(1,589)	0		(64,040)		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for approval by FC at meeting on 17 December 24)

	<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
New Street - Income	0	0	4,800	1,398	0	0	15,450	0	0
Expenditure	0	0	3,200	2,987	0	0	79,490	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>1,600</u>	<u>(1,589)</u>	<u>0</u>		<u>(64,040)</u>		
Total Budget Income	2,404,642	3,734,250	2,367,921	2,711,729	0	0	2,586,383	0	0
Expenditure	2,404,642	2,355,350	2,362,781	1,206,071	0	0	2,583,195	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>1,378,901</u>	<u>5,140</u>	<u>1,505,658</u>	<u>0</u>		<u>3,188</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
Movement to/(from) Gen Reserve	<u>0</u>	<u>365,027</u>	<u>5,140</u>	<u>1,170,586</u>	<u>0</u>		<u>3,188</u>		

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
4317	Youth worker projects	102	Democratic Representation	Total amount for various project approved by F&G
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
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

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4365	Carbon Neutral Revenue Budget	105	Central Administration	Same as 24/25
4366	Biodiversity Budget	105	Central Administration	Proposal from Environmental Comm
4381	Bank and card terminal charges	105	Central Administration	Same as 24/25
4382	Insurances & Eng. Inspections	105	Central Administration	Includes ins for all other costs centres based on 24/25 cost
4386	Professional Fees	105	Central Administration	Same as 24/25
1251	Bank and Investment Interest	108	Other Costs and Income	Same as 24/25
1253	Precept	108	Other Costs and Income	Based on 24/25 to be decided
4388	Loan Interest. Payable	108	Other Costs and Income	PWLB interest est/reduced by 1K
4389	Loan Repayment. PWLB	108	Other Costs and Income	Same as 24/25
1000	Allotment Rents	201	Cemetery/Churchyard and Allotm	Same as 24/25
1100	Cemetery Income	201	Cemetery/Churchyard and Allotm	Same as 24/25
4100	Repairs & Maintenance	201	Cemetery/Churchyard and Allotm	Same as 24/25
4101	Memorial Benches- Rechargeable	201	Cemetery/Churchyard and Allotm	Same as 24/25
4102	Street Furniture	201	Cemetery/Churchyard and Allotm	Bins and notice boards-same as 24/25
4110	Allotments	201	Cemetery/Churchyard and Allotm	Same as 24/25
4113	Memorial Inspections	201	Cemetery/Churchyard and Allotm	Same as 24/25-Prov to earmark for inspections every 5y
4116	War Memorials	201	Cemetery/Churchyard and Allotm	Same as 24/25
4131	Electricity	201	Cemetery/Churchyard and Allotm	Electricity for mortuary building-same as 24/25
4135	Water	201	Cemetery/Churchyard and Allotm	Same as 24/25
4145	Rates	201	Cemetery/Churchyard and Allotm	Reduced by £500 to reflect actual /
4382	Insurances & Eng. Inspections	201	Cemetery/Churchyard and Allotm	Total ins costs shown under admin
1151	CCC - Grass Cutting Service	210	Play Areas and Open Spaces	same as 24/25
4100	Repairs & Maintenance	210	Play Areas and Open Spaces	Same as 24/25
4107	Tree Maintenance	210	Play Areas and Open Spaces	Same as 24/25
4114	Street Furniture and Signs	210	Play Areas and Open Spaces	Same as 24/25
4122	Planting	210	Play Areas and Open Spaces	Increased by 8000 based on move to external
4124	Glasshouses rental	210	Play Areas and Open Spaces	No longer needed as external planting
4382	Insurances & Eng. Inspections	210	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>
1201	Sundry Income	220	Depot & Operational	Same as 24/25 Serv to parish councils
4026	Operational Staff	220	Depot & Operational	24/25 Budget incr by 3%
4100	Repairs & Maintenance	220	Depot & Operational	Same as 24/25
4103	Depot Maintenance Costs	220	Depot & Operational	Same as 24/25
4106	Rent & Rates for Depot	220	Depot & Operational	Incr by £2,500 because of contract renewal
4108	Waste Disposal	220	Depot & Operational	Incr by £2,000 based on actuals
4131	Electricity	220	Depot & Operational	Same as 24/25
4135	Water	220	Depot & Operational	Same as 24/25
4143	Defibrilators	220	Depot & Operational	Maintenance for adopted defibs-OPS request to increase to £3k for new defibs
4200	Vehicle Running Costs & Repair	220	Depot & Operational	Same as 24/25
4329	Staff Welfare & Uniforms	220	Depot & Operational	Same as 24/25
4382	Insurances & Eng. Inspections	220	Depot & Operational	Shown as part of total insurance in admin costs
1003	Table Tennis Rent	230	Community Buildings	Same as 24/25
1006	ATC Rent	230	Community Buildings	Same as 24/25
1007	Gatelodge Rent	230	Community Buildings	Same as 24/25
1009	SVDK Rent	230	Community Buildings	Rent provision requested by ops
4118	Gatelodge Expenses	230	Community Buildings	Same as 24/25
4119	The Cage Lock up	230	Community Buildings	same as 24/25
4126	Steve Van De Kerkhove exp	230	Community Buildings	Increased by £4,000 to reflect 2.5K rates and costs of occupamcy
4127	Ex - Service Club	230	Community Buildings	Same as 24/25
4351	Museum Grant/Running Costs	230	Community Buildings	Increase by £3860 on grant element as resolved by F&G
4505	Public Toilets	230	Community Buildings	Same as 24/25
4506	CCTV	230	Community Buildings	Increased by £476
1102	Market Income	240	Town Events, Market &Promotion	Same as 24/25
1108	Christmas Lights Income	240	Town Events, Market &Promotion	Same as 24/25
1110	Other Community Events Income	240	Town Events, Market &Promotion	Same as 24/25
1112	Dragon Boat Income	240	Town Events, Market &Promotion	Same as 24/25
1113	AFD Income	240	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 £15k reduced by 9K in earmarked by F&G
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	New Building	Estimated based on vacant building
4132	Gas	340	New Building	Estimated based on vacant building
4135	Water	340	New Building	Estimated based on vacant building
4145	Rates	340	New Building	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>
4382	Insurances & Eng. Inspections	340	New Building	Insurance as per quote
1040	River Church Lease - Eatons	350	Eaton Community Centre	Same as 24/25
1050	Hall Hire	350	Eaton Community Centre	Increased based on transferring some clients
1057	Toddlers Gym Income	350	Eaton Community Centre	Average £16 per week
4010	Wages-Caretaking	350	Eaton Community Centre	Reduced to NIL - cost under 501
4021	Wages Toddlers Gym	350	Eaton Community Centre	Included in 4009 PC salaries
4100	Repairs & Maintenance	350	Eaton Community Centre	Same as 24/25
4130	Heating costs (prev Biomass Fu	350	Eaton Community Centre	Same as 24/25
4131	Electricity	350	Eaton Community Centre	Same as 24/25
4135	Water	350	Eaton Community Centre	Same as 24/25
4145	Rates	350	Eaton Community Centre	Same as 24/25
4153	Cleaning costs	350	Eaton Community Centre	Estimated costs for outsourced cleaning
4231	Lease/Hire Contracts	350	Eaton Community Centre	Reduced by £2,000
4300	Equipment Purchases	350	Eaton Community Centre	Same as 24/25
4320	Telephones and broadband (all)	350	Eaton Community Centre	Same as 24/25
4331	Marketing & Advertising	350	Eaton Community Centre	Same as 24/25
4381	Bank and card terminal charges	350	Eaton Community Centre	Same as 24/25
4382	Insurances & Eng. Inspections	350	Eaton Community Centre	Building incorp in 105, inspections from Stan & Zur
4416	Waste Disposal	350	Eaton Community Centre	Same as 24/25
1050	Hall Hire	360	New Street	Estimated based on 1200 per month
4100	Repairs & Maintenance	360	New Street	Estimated Centres Manager
4131	Electricity	360	New Street	Based on actuals
4145	Rates	360	New Street	Based on Oct actuals
4304	PC VAT Irrecoverable	360	New Street	Exempt (hall hire) sales much lower vs standard at NS than PC
4320	Telephones and broadband (all)	360	New Street	Based on £55 per month broadband fee
4382	Insurances & Eng. Inspections	360	New Street	£1,5K building and £1k inspections
4902	CAP - Ops ride-on mow and veh	400	Capital Projects	Ride on mowers and vehicles-earmark if unspent

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4009	Salaries - PC	501	Priory Centre-Staffing	Based on 24/25 (adjusted for changes in cleaning contracts) inc by 4%, incl toddler gym
4099	Added Years Pensions	501	Priory Centre-Staffing	PC previous employee same as 24/25
4329	Staff Welfare & Uniforms	501	Priory Centre-Staffing	Same as 24/25
4330	Recruitment& Advertising Staff	501	Priory Centre-Staffing	Same as 24/25
1275	HDC PC Sponsorship	504	Priory Centre-Running Costs	Same as 24/25
4100	Repairs & Maintenance	504	Priory Centre-Running Costs	Reduced to nil to reflect closure
4131	Electricity	504	Priory Centre-Running Costs	Provsion for when the PC re-opens
4132	Gas	504	Priory Centre-Running Costs	Reduced to reflect closure
4135	Water	504	Priory Centre-Running Costs	Reduced to reflect closure
4145	Rates	504	Priory Centre-Running Costs	Reduced to reflect closure
4150	Cleaning Materials	504	Priory Centre-Running Costs	Reduced to nil to reflect closure
4152	Licences	504	Priory Centre-Running Costs	Reduced to nil to reflect closure
4231	Lease/Hire Contracts	504	Priory Centre-Running Costs	Reduced to nil to reflect closure
4300	Equipment Purchases	504	Priory Centre-Running Costs	Reduced to nil to reflect closure
4304	PC VAT Irrecoverable	504	Priory Centre-Running Costs	Reduced to nil to reflect closure
4322	Printing Postage & Stationery	504	Priory Centre-Running Costs	Reduced to nil to reflect closure
4325	Website Hosting & Programming	504	Priory Centre-Running Costs	Reduced to nil to reflect closure
4331	Marketing & Advertising	504	Priory Centre-Running Costs	Reduced to nil to reflect closure
4381	Bank and card terminal charges	504	Priory Centre-Running Costs	Reduced to nil to reflect closure
4382	Insurances & Eng. Inspections	504	Priory Centre-Running Costs	Based on HDC building ins 24/25
4416	Waste Disposal	504	Priory Centre-Running Costs	Reduced to nil to reflect closure
1048	Bar Sales	520	Centres Bar & Cafe	Estimate for NS and EC
1052	Cafe Sales	520	Centres Bar & Cafe	NS cafe based on 45% inc on cur sales level, and including at least 10% inc on prices
4024	Cafe/catering staff	520	Centres Bar & Cafe	Based on 39 h per week cotracted staff
4025	Casual (prev bar) staff	520	Centres Bar & Cafe	Based on 111 casual hours average per week to cover cafe and kicthen and being open 7 days a week
4600	Bar Purchases	520	Centres Bar & Cafe	Calculated as 35% of bar sales
4604	Catering Purchases	520	Centres Bar & Cafe	35% of sales combined with 4605
4605	Cafe Purchases	520	Centres Bar & Cafe	Budget moved to 4604

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4610	Consumable Purchases	520	Centres Bar & Cafe	Same as 24/25
1049	Events Income	525	Priory Centre-Functions	Reduced to nil to reflect closure
1050	Hall Hire	525	Priory Centre-Functions	Reduced to nil to reflect closure
1053	Kitchen Hire	525	Priory Centre-Functions	Reduced to nil to reflect closure
1057	Toddlers Gym Income	525	Priory Centre-Functions	Reduced to nil to reflect closure
1070	Admin Fee/Surcharges	525	Priory Centre-Functions	Reduced to nil to reflect closure
1075	Equipment Hire	525	Priory Centre-Functions	Reduced to nil to reflect closure
1256	Commission of Ticket Sales	525	Priory Centre-Functions	Reduced to nil to reflect closure
4021	Wages Toddlers Gym	525	Priory Centre-Functions	Reduced to nil to reflect closure
4151	Laundry	525	Priory Centre-Functions	Reduced to nil to reflect closure
4510	Events Expenses	525	Priory Centre-Functions	Reduced to nil to reflect closure
4511	Toddlers' Gym Expenses	525	Priory Centre-Functions	Reduced to nil to reflect closure
4515	Door Security	525	Priory Centre-Functions	Nil, included in event exp

ST NEOTS TOWN COUNCIL

Date:	17 th NOV 2024
Title:	FULL COUNCIL PROJECT STATUS OVERVIEW
Contact Officer/s:	TOWN CLERK, PROJECT DELIVERY MANAGER

1. Purpose of the Report

- 1.1 To provide a summary for note of the status updates of key projects since the last meeting.

2. Recommendation

- 2.1 That the Council note the information provided.

3. Background

- 3.1 The purpose of the report is to provide a status update on key live projects with specific project milestones highlighted. It is acknowledged that there are a lot of other projects and activities which are covered by Council's committees which are not included in this document. These will continue to be reported through their relevant committees and action lists. All projects and activities which require a Full Council's attention are to be included in the table below and reported on next Full Council meetings together with the updated for all already included into report projects.

4. Information

- 4.1 The table below provides a project summary of key live projects with actions or progress to note.

AGENDA ITEM 11

ATTACHMENT 18

Ver. 17.12.2024

St Neots Town Council. Projects 2024/25 Summary.

Changes from the previous version in RED

PROJECT	STATUS & COMMENTS	PROJECT MILESTONES	TIMEFRAME	BUDGET	SOURCE
MUSEUM ROOF REPAIRS AND REMEDIALS Lead by: PDM	ONGOING (ACTIVE WORKS) Anticipated overall completion: Jan 2025 <ul style="list-style-type: none"> Jobs 1, 2, 4 and 5 are fully completed A/C equipment reinstalled and reconnected Remaining Job 3 and general remedials to be carried out. As result of the additional works and weather negative impact there is about 4 weeks delay Completion of the major works on roof has already allowed to continue with other internal improvements – MUSEUM LIGHTING on Agenda Outcome: completely renewed and sound roof and building watertight from above which allows to proceed with other issues, remedials and further building development	Review of survey recommendations, site meetings and inspections by specialist contractor	Completed	£19,490.00 Final cost increase is likely to happen as a result of additional works and damage discovered: to cover the materials and labour To be reported for approval in a due course and order	A) Museum building maintenance budget B) Earmarked reserve for Community Buildings
		Programme and Budget, Phasing	Completed		
		Appoint the contractor(s)	Completed		
		Start of works within the delegated budget (A)	Completed		
		Completion of works within the delegated budget	Ongoing		
		Report/Approval of Operations and Amenities Committee on works outside of delegated budget	Completed		
		Report/Approval of Finance and Governance Committee on works outside of delegated budget	Completed		
		Report/Approval of Full Council on works outside of delegated budget (B)	Completed		
		Start of works outside delegated budget	Completed		
		Completion of works outside delegated budget	Completed		
Snagging and Handover	Early Jan 2025				
ST NEOTS TOWN COUNCIL WEBSITE Lead by: PDM stneots-tc.gov.uk	ONGOING WIP <ul style="list-style-type: none"> Project initiation ongoing: project team, stakeholders, users. Surveys : fully completed for stakeholders and users Technical brief based on the survey outcomes complete Contractor Appointed – Aubergine 	Project Initiation (incl. requirements). Business Case	Complete	£2,498.00 (website and 1 st year of maintenance) £599.00 (2 nd year) Anticipated increase for 3 rd	Under approved budget of £4,000.00
		Technical Brief	Complete		
		Programme and Budget	Complete		
		Appointing contractor	Ongoing		
		Site Mapping & Design	Ongoing		
		Coding	Feb 2025		
		Testing and de-bugging	Mar 2025		
		Launch	Mar 2025		

AGENDA ITEM 11

ATTACHMENT 18

	<p>Aubergine - appointed contractor provides a unique framework for Parish and Town Council websites at fix price for site and main modules.</p> <p>Founder of the company is the Leighton-Linslade Cllr himself.</p> <p>Founder of the company is an author of gov accessibility regulations for gov.uk websites.</p> <p>Homepage view to be reported to the Council in Jan 2025</p>			year and ongoing is 5%	
<p>CHURCH WALL</p> <p>(ST MARY'S PARISH CHURCH)</p> <p>Lead by: PDM</p>	<p>ONGOING (ENABLING)</p> <ul style="list-style-type: none"> Structural survey completed Estimates requested from 3 different contractors Scope of the Project, Programme and Budget to be proposed to Ops & A Committee in early 2025 	<p>Report/Approval of Operations and Amenities Committee on Budget to Appoint SE</p> <p>Report/Approval of Finance and Governance Committee on Budget to Appoint SE</p> <p>Report/Approval Full Council on Budget to Appoint SE</p> <p>Structural Survey reviewed. Recommendations and Designs for wall rebuilt/remedials</p> <p>Scope of Works, Programme and Budget</p> <p>Report/Approval of Operations and Amenities Committee on Scope of Works, Programme and Budget</p> <p>Report/Approval of Finance and Governance Committee on Scope of Works, Programme and Budget</p> <p>Report/Approval of the Full Council on Scope of Works, Programme and Budget</p> <p>Necessary Approvals (Church, Planning, Highways and etc)</p> <p>Appoint the contractor</p> <p>On-site construction works started</p> <p>On-site construction works completed</p> <p>Snagging and Handover</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p> <p>Jan 2025</p> <p>Jan 2025</p> <p>Jan 2025</p> <p>Apr 2025</p> <p>Apr 2025</p> <p>May 2025</p> <p>Aug 2025</p> <p>Aug 2025</p>	<p>£2,000.00</p> <p>TBC</p>	<p>Budget for Stage 1 – SE - General Reserve £1080 actual spent</p> <p>SOURCE TBC</p>

AGENDA ITEM 11

ATTACHMENT 18

JUBILEE GARDEN MOSAIC REPAIR AND REMEDIALS Lead by: Ops ON AGENDA	ONGOING (ENABLING)	Mosaic inspection. Recommendation for remedials and repairs.	Completed	£9,571.00	General Reserve
	<ul style="list-style-type: none"> Updated cost proposals returned, considered and approved by Operations and Amenities Committee. Recommended to the Full Council to approve the budget. 	Report/Approval of Operations and Amenities Committee on Budget and Scope of Works	Completed		
		Report/Approval of Finance and Governance Committee on Budget and Scope of Works	Completed		
		Report/Approval of the Full Council on Budget and Scope of Works	Ongoing		
		Repair/Construction on-site works started	TBC		
		Repair/Construction on-site works started	TBC		
		Maintenance plan	TBC		
PRIORY CENTRE Lead by: HDC ON AGENDA	ONGOING (ENABLING)	New lease agreement (not directly linked to redevelopment project)	Ongoing	TBC	HDC funded project SNTC contribution: TBC
	<ul style="list-style-type: none"> Main contractor: SEH French, currently appointing all sub-contractors Cost and Programme confirmation: in progress – ON AGENDA Target – contractor on site – Jan 2025 LEASE – negotiations – ON AGENDA 	Designs (Construction phase – details)	Ongoing		
		Application for planning permission	Completed		
		Planning permission. Granted	Completed		
		Tendering for contractors	Completed		
		Enabling works (demolition)	Jan 2024		
		Energy solution (separate project)	Completed		
		Construction/Redevelopment of Priory Centre	From Jan 2025		
		Construction of the new North Extension	TBC		
		Decorations and fit-out of Priory Centre	TBC		
		Decorations and fit-out of the North Extension (incl. TC Offices)	TBC		
		Priory Centre snagging and handover	TBC		
		Priory Centre re-opening for public	TBC		

AGENDA ITEM 11

ATTACHMENT 18

		Priory Centre normal operations	TBC		
		North Extension snagging and handover (incl. TC Offices)	TBC		
		North Extension opening for public	TBC		
		North Extension normal operations (incl. TC Offices)	TBC		

ENVIRONMENTAL PROJECT OFFICER PROJECTS					
Energy audits of Council buildings Lead by: EPO	COMPLETE	Agree that Carbon Neutral budget can be used for energy audits	Completed	£4,210	Carbon Neutral budget
	All reports received Next stages: <ul style="list-style-type: none"> - E&E Committee to review the reports - EPO propose the plan of actions to improve buildings energy efficiency to be approved by E&E Committee reported to the Council Outcome: to understand the impact of our buildings in terms of energy use and carbon footprint, in order to develop a plan for decarbonising our stock	Secure quotes from contractors and select an approved contractor to move the project forward	Completed		
		Appoint the contractor and hold kick-off meeting	Completed		
		Start of works within the delegated budget	Completed		
		Completion of works within the delegated budget	Completed		
		Review reports at E&E Committee meeting to plan decarbonisation programme	14.01.25 Ongoing		
Flood awareness campaign Lead by: EPO ON AGENDA	COMPLETE / EXTENDED	Agree to carry out a flood awareness campaign	Completed	£1,927.08	Flood Prevention budget
	Seeking for Council approval of the additional budget for the delivery of a further 5420 flood prevention/awareness leaflets to households in St Neots Outcome: St Neots residents to receive a leaflet on flood prevention and what they can do to protect themselves and their homes	Design and create leaflet	Completed		
		Select method of delivery	Completed		
		Place Royal Mail delivery order	Completed		
		Completion of project within the delegated budget	Completed		
	Proposals to extend campaign	Ongoing			
Biodiversity Improvement at the Old Cemetery	ONGOING (ON HOLD)	Select site for ecological audit	Completed	£4,779.70	Biodiversity for All grant
		Review suitability of audit and apply for Biodiversity for All grant	Completed		

AGENDA ITEM 11

ATTACHMENT 18

<p>Lead by: EPO</p> <ul style="list-style-type: none"> • Waiting for the confirmation from the Ely Diocese whether the ground is consecrated • No trees ordered by HDC yet • Project ON HOLD <p>Outcome: Improve the biodiversity of the old cemetery through a Biodiversity for All grant</p> <p>Surplus of the trees to be planted on town greens</p>		Receive grant	Completed		
		Select contractors and meet on site	Completed		
		Contractors place order for all new trees, hedges, bulbs, etc.	Completed		
		SNTC identify issues with location	Completed		
		SNTC identify issues with permissions	Completed		
		Permissions being sought	23.10.24		
		Start of works within delegated budget	TBC		
		Completion of works outside delegated budget	TBC		
		Surplus of trees planted around the town	TBC		
<p>Emergency Plan</p> <p>Lead by: EPO</p>	ONGOING (IMPLEMENTATION)	First draft of plan created by Town Clerk	Completed	£691.47 (approx. for toolkit)	
	<p>Outcome: emergency plan created to inform officers and Councillors of what processes should be followed in the event of an emergency being declared in St Neots</p>	Review and updating of plan completed by EPO	Completed		
		Town Clerk to make final updates and sign off	Completed		
		Sign off by committee	Completed		
		Approved by Full Council	Completed		
		Purchase of emergency equipment	TBC		