

KEMPSTON TOWN COUNCIL

Council Offices
104 Bedford Road
Kempston
Bedford
MK42 8BG
Tel: 851005
Email: kempstoncouncil@btconnect.com

Thursday 3 October 2019

To: Members of the Council

You are hereby summoned to attend a meeting of Kempston Town Council in the Council Chamber on Tuesday 8 October 2019 at 7.30pm for the purpose of transacting the following business:



C A Urwin

Clerk to the Council

AGENDA

The reading of the Fire precautions (on the back page of cover) by those present should be carried out prior to the commencement of the business.

- 1. To receive any apologies for absence.**
- 2. Members of the public are invited to address the Council** (time limit: 5 minutes per subject matter)
- 3. To confirm the Minutes of meeting held on 10 September 2019** - attached as Appendix A pages 3-6.
- 4. Disclosures of interest in items on the agenda.**

Members are reminded that they must disclose both the existence and the nature of any personal and/or prejudicial interest that they have in any matter to be considered at this meeting in accordance with the Council's Code of Conduct.

- 5. Francis Caldwell of Aragon Land and Planning Ltd to give a short presentation on development proposals at Chantry Avenue**
- 6. Police Report**
- 7. Finance**
 - (a) Financial Statement showing spending/income against budget to 30 September 2019 - attached as Appendix B pages 7-10
 - (b) To consider and approve payments (cheques and direct debits) attached as Appendix C pages 11-12

- (c) Bank Reconciliation as at 30 September 2019 – attached as Appendix D page 13.
 - (d) To consider quote received regarding replacement CCTV equipment for office.
8. **Diary of Mayor and Deputy Mayor's Engagements** - attached as Appendix E page 14.
 9. **Appointment of Internal Auditor 2019/20.**
 10. **Report of External Auditor 2018/19** – attached as Appendix F pages 15-22
 11. **Declaration of Climate Emergency** – update
 12. **Challenger Academy** – Update
 13. **Park That Bike – Free Cycle Parking for Town and Parish Councils in Bedfordshire** – Letter and application form attached as Appendix G pages 23-27.
 14. **The Saxon Centre** – Verbal report from Cllr Burley
 15. **Relocation of KTC noticeboard currently located outside site of old Lidl, Manor Drive** – update
 16. **The Project Involve website for Parish Councils in Bedfordshire will cease to be available from the end of March 2020** - Clerk to report on developments.
 17. **Mayor's Chain** – Clerk to report on options available.
 18. **Kempston Park Indoor Bowls Club – Second Five-Year Development Plan 2020-2024** – The Management Committee is seeking the Council's views and comments on the plan. Comments needed by 31 October 2019. Attached as Appendix H pages 28-37.
 19. **Office Closure over Christmas 2019**
 20. **New matters from Councillors for discussion at next meeting.**
 21. **Date of next meeting:** The next meeting of Kempston Town Council will be held on Tuesday 12 November 2019 at 7.30pm.
 22. **Exclusion of Press and Public - Members of the press and public are excluded from the meeting under the Public Bodies (Admission to Meetings) Act 1960 (as extended) for these items of business as they involve the likely disclosure of confidential personal information as defined as exempt information in Part 1 of Schedule 12a of the Local Government Act 1972 (confidential data)**
 - (i) Land at Beatrice Street

**Minutes of the Meeting of Kempston Town Council held Tuesday, 9 July 2019
at 7.30 p.m. in the Council Chamber, 104 Bedford Road, Kempston**

PRESENT: Cllr Blacklaws (Chair for the meeting)
Cllr Bowman
Cllr Burley
Cllr S Conway
Cllr T Conway
Cllr Hyde
Cllr Manocchio
Cllr Masud
Cllr Nawaz
Cllr Purves

Carol Urwin - Town Clerk
2 members of the public

No. ITEM

109.19 Apologies for Absence

Apologies for absence were received from Cllrs Meader and Oliver.

110.19 Members of the Public are Invited to Address the Council

A member of the public reported on the ASB problems experienced at Cryselco playing field for the last 3 months which involved noise, underage drinking and possible drug taking. He had previously informed the Council of the problems and thanked the Police for the work they had put in undertaking extra patrols. He also thanked the Council for putting in a CCTV camera which had greatly reduced the problems. He also asked that the possibility of making the area an alcohol free zone be pursued. It was pointed out that this would involve making a public space protection order (which lasts 3 years) and would require the Police to enforce it whose resources are already stretched.

Resolved:

That as the CCTV camera had had a positive impact, the Council would look further at a public space protection order in 2020.

111.19 Minutes

The Minutes of the meeting of Kempston Town Council held on 9 July 2019 as circulated as Appendix A, were confirmed and signed as a correct and accurate record.

112.19 Members Interests

Members were reminded that they must disclose both the existence and the nature of any personal and/or prejudicial interest that they have in any matter to be considered at this meeting in accordance with the Council's Code of Conduct – none stated.

113.19 Police Report

Unfortunately Mikey was unable to provide recent crime statistics due to the system being unavailable.

The next Police priority setting meeting would be held on 23 September at 7pm and would be combined with the Community Safety Forum. The original Community Safety Forum date of 17 October would therefore be cancelled.

Cllr Nawaz enquired about drug dealing occurring in Whitbread Avenue and the riverside flats. Mikey confirmed that regular patrols were taking place and the Police were looking at one property in particular and were gathering intelligence. Cllr Nawaz concerned with the lack of progress as clear descriptions and addresses had been given to the Police and it was difficult to answer residents' concerns over the lack of action. Mikey assured him that work was ongoing and intelligence was being collected from door knocking although only one call had been received in August which was from the same person who called in July and the warrant process was very long. Cllr Nawaz requested that he and Cllr Burley be kept informed of any developments. Residents should be told to ring 101 to report anything of concern.

114.19 Finance

- a) The financial statement for five months to 31 August 2019 circulated as Appendix B and showing spending against budget was considered and approved.
- b) Appendix C (cheques and transfers) was approved for payment.
- c) Financial matters to consider/approve:
 - (i) Decoration of Centenary Hall – the Clerk reported that 4 requests for a quotation had been sent out but only 2 had responded.

Resolved:

That the quotation from Richard Ansell for the price of £1435 be accepted and that the work be scheduled to take place during week commencing 21 October 2019.

- (ii) Purchase of new PC for Clerk – Bedford Borough Council (who support the provision of IT at KTC) have confirmed that the Clerk's PC was now 10 years old and the warranty had long expired. It was also running Windows 7 which would be end of life in January 2020. The Borough had provided a quote for a new PC and also offered to provide a quote to upgrade Microsoft Office to both PCs.

Resolved:

That the quote be accepted and the Borough be requested to provide a quote to upgrade Microsoft Office on both PCs.

- (iii) Refilling of troughs/signs with winter flowers – The winter planting was due to go ahead in late September. It was noted that some of the plants in the brick flower beds on the Saxon Centre had been stolen and would need replacing.

There was also the 3 new pots still held in storage which needed fixing in place where the old WC block was before they could also be planted up. The Clerk also reported that it looked like the plants in several of the troughs near the office had been damaged due possibly to cooking oil being poured on them.

- (iv) Use of Cryselco sports field by youth football club – the Clerk had been approached by the Chairman of Bedford Town Football Club who were keen to use the premises on Saturdays and Sundays during the football season for their youth team. The Club had asked if there was any possibility of a discount as they were using both days.

Resolved:

That Bedford Town Football Club be authorised to lease the premises on Saturdays and Sundays during the football season. It was also agreed that as the use was for a youth team, a 10% reduction be given on the fees. It was also agreed to offer the cricket team a 10% reduction on fees if they were able to hire out Sundays during the season to a youth team.

- (v) Purchase of additional CCTV camera

Resolved:

That an additional CCTV camera be purchased and held in storage until it is needed.

115.19 Diary of Mayor's Engagements

The diary of the Mayor's engagements as Appendix D was noted.

116.19 Council to consider whether to declare a climate emergency

Cllr Purves spoke about the report published by the International Panel on Climate Change in October 2018 which concluded that there is less than 12 years to act to avoid the worst impacts of climate change. He recommended that the Council should declare a climate emergency and sign up to the Covenant of Mayors. He proposed that the Council should work towards setting up a working group to include local businesses and the community and also suggested as a starting point to write to the Council's energy and insurance providers to encourage them to take action.

Resolved:

It was unanimously agreed that the proposal be carried and that the matter be brought back to the next meeting for further development.

117.19 The Saxon Centre

Cllr Burley reported that she had received some good comments about the flowers on the forecourt. The working group would be having a meeting with the Borough and there were a few things she would be discussing with officers mainly the state of the paving slabs, the drainage (there had been horrendous flooding in the car park recently) and the access bollards always being left down. One of the bollards was extremely heavy and

may be a health and safety issue with regards to moving it. It had also been looked at possibly having a Christmas tree pit but this was looking unlikely. There was also the need to relocate the concrete planter located under the office block roof as it did not get any sun or rain and therefore could not be planted up at the moment. It may possibly belong to Sainsbury's. With regards to the plastic banners attached to the railings, some had been removed. She had tried to get a meeting with the Sainsbury's manager but had not received a reply as yet.

118.19 Relocation of KTC noticeboard

The Clerk reported that the noticeboard located just outside the railings of the old Lidl site was being compromised by a large tree. She was also concerned that once building work began on the site that the noticeboard may be removed by the developers and disposed of. The Council therefore considered options for the new noticeboard and also whether to purchase an additional one. The two suggested locations were near the One Stop shop in Hillgrounds Road and on the grassed area near the bottle bank in St Johns. It was also mentioned that some of the existing noticeboards contained out of date information.

Resolved:

That the Clerk obtains up to date prices on noticeboards and finds out from the Borough if it is feasible to locate noticeboards in the locations suggested.

119.19 New Matters from Councillors for discussion at next meeting

The clerk reported the following.

1. The developer for the site at Chantry Avenue wished to address the Council at the next meeting
2. The Project Involve website for Parish Councils in Bedfordshire would cease to be available from the end of March 2020. The Clerk was involved with discussions with other Clerks through Bedfordshire SLCC and would report back.
3. The Clerk had contacted a jeweller regarding options for the Mayor's chain and would report back.
4. The Clerk requested that the Council consider closing the Council offices on Friday 27 December 2019.

Date of next meeting

The next meeting would be held at 7.30pm on 8 October 2019.

120.19 Land at Beatrice Street

The Clerk updated the Council with regard to a meeting held with a local company who had stated that they did not want to take the matter further.

121.19 There being no further business, the meeting closed at 9.24pm.

Copy to follow

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MAYOR'S ENGAGEMENTS SINCE MEETING IN SEPTEMBER 2019

DATE	EVENT
22/09/19	High Sheriff's Annual Justice Service
23/09/19	McMillan Coffee Day at Kempston Post Office
28/09/19	Mayor's Reception

DEPUTY MAYOR'S ENGAGEMENTS SINCE MEETING IN SEPTEMBER 2019

DATE	EVENT
28/09/19	Mayor's Reception

FORTHCOMING EVENTS – MAYOR

DATE	EVENT
10/11/19	Kempston Remembrance Service

FORTHCOMING EVENTS – DEPUTY MAYOR

The Deputy Mayor does not have any forthcoming events.



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16 September 2019

Dear Mrs Urwin

Completion of the audit for the year ended 31 March 2019

We have completed our audit for the year ended 31 March 2019 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2010*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement:

- that the audit has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website but this period must be reasonable.

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We are registered to carry on audit work in the UK and Ireland by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at www.auditregister.org.uk under reference number C001139861.

VAT number: 839 8356 73



Minor scope for improvement in 2019/20

The internal control objective (F), 'petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for', was ticked 'yes' by the internal auditor when no petty cash was held by the Council. The box should have been ticked 'not covered' or N/A and an explanation provided if no petty cash held. In future, the Council should ensure the annual return is accurate and complete.

The internal control objective (K), 'if the Authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt', was ticked 'yes' by the internal auditor when the Council was not exempt in 2017/18. The box should have been ticked 'not covered'. In future, the Council should ensure the annual return is accurate and complete.

Audit fee

We enclose our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at <http://www.localaudits.co.uk/fees.html>

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Mazars Green Policy

Protection of the environment in which we live and operate is part of Mazars' values and principles and we consider it to be sound business practice. One of our impact areas is to reduce our consumption of paper per staff member by 5% year on year.

In order to help us to achieve this, we will only be returning a hard copy of your AGAR to the council on request. Please email us no later than **31 October 2019** if you require a hard copy of your AGAR otherwise we will securely dispose of it.

Yours sincerely



Cameron Waddell
Partner

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk*

Annual Internal Audit Report 2018/19

KEMPSTON TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

20/04/2019

AMANDA GRINDLEY / SCHWAB MONI

Signature of person who carried out the internal audit

[Signature] / *[Signature]*

Date

4/06/19

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

KEMPSTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		"Yes" means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

11/06/19

and recorded as minute reference:

86.19(d)

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

C. Meade

Clerk

[Signature]

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.KempstonTownCouncil.bedsparishes.gov.uk

Section 2 – Accounting Statements 2018/19 for

KEMPSTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	377,432	397,834	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	187,482	189,782	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	98,525	147,363	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	174,897	179,437	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	90,708	155,922	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	397,834	399,620	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	387,150	386,759	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,358,165	1,366,562	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes ✓	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

11/06/19

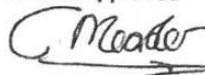
I confirm that these Accounting Statements were approved by this authority on this date:

11/06/19

as recorded in minute reference:

86/19.(e)

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Kempston Town Council

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not applicable

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

Not applicable

External Auditor Name

Mazars LLP, Durham, DH1 5TS

External Auditor Signature

Mazars LLP

Date

16 September 2019

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

The Town Clerk – Mrs C. Urwin
Kempston Town Council
104 Bedford Road
Kempston
Bedford
MK42 8BG



Dear Mrs Urwin

11th September 2019

Free cycle parking for Town and Parish Councils in Bedfordshire

I would be very grateful if you could make your Councillors aware of the ParkThatBike project.

The project, supported by Bedfordshire Borough Council, Central Bedfordshire Council, and Luton Borough Council, and funded by the Department for Transport, aims to make cycling easier and more convenient, and to tackle the problem of bike theft. We are offering various types of cycle stand free of charge.

Parish and Town Councils are most welcome to apply for stands, for example, if you have a hall, community centre or green space that needs cycle parking. Similarly, if there are local businesses, community groups, shops, pubs, schools, colleges or churches that need bike parking – please encourage them to apply. The enclosed application form has pictures of the various items available, and there is further information on our website www.parkthatbike.info

The cycle parking is available on a first-come, first-served basis. Everything is free of charge, but recipients must install the cycle parking, on their premises (not on the public highway) in a location that we have approved.

I have enclosed an application form. If you have more than one site in mind feel free to make additional copies. It is also quick and easy to apply on-line at www.parkthatbike.info

If you have any questions or need additional information do get in touch.

Your help is much appreciated!

Yours sincerely

Peter Andrews • Project Manager • peter@parkthatbike.com • 01594 564 344

Community Cycle Parking Scheme



Application form

Voluntary sector groups, businesses, shops, offices, cafés, pubs, churches, surgeries and good causes are eligible for **free** cycle parking. You must be based in Bedford, Flitwick, Ampthill, Harlington, Luton, Dunstable or Houghton Regis. You are responsible for installing the cycle parking **on your own property**.

Good cycle parking helps prevent bikes being stolen or damaged and it tells the world that your organisation is doing its bit to encourage greener forms of transport.

To apply please complete this form and send it to **ParkThatBike** at the address below. Or apply on-line at www.parkthatbike.info

The cycle parking scheme is supported by Bedford Borough Council, Central Bedfordshire Council and Luton Borough Council.

1. YOUR ORGANISATION

Name of organisation making this application

Address of organisation

Postcode

Name of contact

Position

Daytime phone number

Mobile phone

e-mail address

2. DELIVERY ADDRESS

Where would you like us to deliver your cycle parking?

Address

Postcode

Any special instructions for the delivery person?

3. SITE ADDRESS

Where do you plan to install your cycle parking? **This must be your property or, if you rent the premises, you must have permission from your landlord to install cycle parking.**

Address

Postcode

4. TYPE OF ORGANISATION

Community group or voluntary sector ☐

Larger organisation (more than 50 employees) ☐

Church or place of worship ☐

Surgery or dental practice ☐

Small business or co-op ☐

Other (please state type) ☐

5. PLANNING ISSUES

We cannot give you free cycle parking if its provision forms part of a planning application. If you are based in a conservation area or a listed building, we recommend that you contact your council's planning department before installing cycle parking.

Please tick here to confirm that you do not have to install cycle parking as a planning requirement ☐

6. CHOOSE YOUR CYCLE PARKING

Up to 4 Sheffield stands free of charge.

The classic cycle stand approved for use by all local authorities and favoured by most cyclists. Cyclists simply lean their bikes either side and then lock up using a D-lock or cable lock.

- Stands need to be sunk into the ground and concreted into place
- Allow at least two square metres of space per stand.



How many?

- 1 ☐
- 2 ☐
- 3 ☐
- 4 ☐

Or, alternatively

Up to 2 heart shaped cycle stands free of charge.

A stylish, eye-catching cycle stand that's perfect for surgeries, fitness centres and places where the focus is on health and physical activity.

- Stands need to be sunk into the ground and concreted into place
- Allow at least two square metres of space per stand.



How many?

- 1 ☐
- 2 ☐

Or, alternatively

A three-hoop toast-rack free of charge.

The free-standing toast-rack is a great way to provide cycle parking in places where sinking stands into the ground is not an option.

- Can be free-standing or bolted down for extra security.
- Requires at least six square metres of space.



How many?

- 1 ☐

Or, alternatively

Up to 4 wall-mounted rails free of charge

A space-efficient cycle parking solution. Ideal for locations such as High Street shops where sinking stands into the pavement is not an option.

- Rails are bolted to the wall using four M12 x 100mm anchor-bolts (not supplied).
- Allow at least two metres of wall space per rail.



How many?

- 1 ☐
- 2 ☐
- 3 ☐
- 4 ☐

Or, alternatively

Up to 2 PlantLocks free of charge

A green and pleasant cycle parking solution! The units can be planted with flowers, herbs or even salad crops. Perfect for cafes, pubs and shops.

- Once filled with soil the unit weighs 70-plus kilos and is very difficult to move.
- For added security it can be bolted to the ground through the drainage holes.
- Allow at least two square metres of space per PlantLock.



How many?

- 1 ☐
- 2 ☐

7. WHERE TO INSTALL YOUR CYCLE PARKING

Please draw a diagram in the box below to help us understand where you plan to install your cycle parking. It doesn't need to be a work of art, but please try to make it as accurate as possible! Make sure it shows the location of buildings, doorways and access points. Alternatively, take a photograph of the site. Either enclose it with your application form or e-mail it to office@parkthatbike.com

Draw your diagram here. Please mark hard ground (such as tarmac, concrete, or paving slabs) and soft ground (such as lawns and flower beds). Remember: you cannot install cycle parking on soft surfaces.

Why is this a good location?

Please tick this box to say that you will follow our instructions (overleaf) when installing your stands ☐

8. NEED MORE CYCLE PARKING?

You are most welcome to purchase additional items from us. They will be delivered along with your free items. Please contact us to discuss your requirements.

9. TERMS & CONDITIONS. PLEASE READ CAREFULLY!

Please complete all parts of this application form, sign it, and return it to ParkThatBike. If you want confirmation that your application has been received please include a stamped, addressed envelope. We aim to process all applications within one month but demand for cycle parking can sometimes be overwhelming, so please be patient! We will contact you as soon as possible and tell you whether your application has been successful. We will also let you know a delivery date.

When we supply your cycle parking we give you eight weeks to install the items in the location you have told us about. **If you do not install them, correctly, within that time you must return the items to us or be liable for the full cost.**

Once installed, you must send us a photograph to prove that the cycle parking is in place. At that point the items become your property. Please sign below to say that the information you have provided is accurate and that you agree to the conditions above.

Signature _____ Date _____

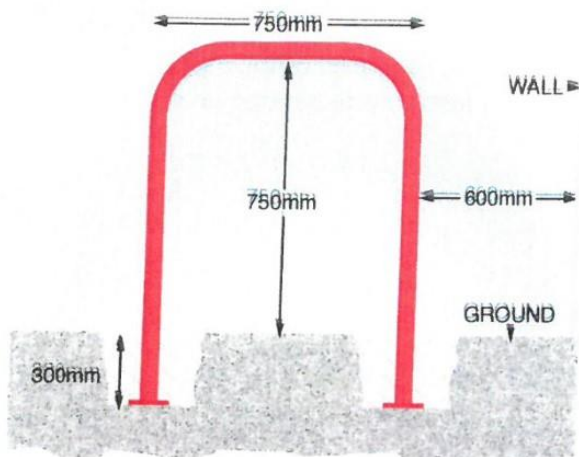
Please print your name _____

We would like to help you make the most of your new cycle parking and to provide you with information about other travel-related offers and incentives that are available in your area.

Please tick the box if you **do not** wish to receive this information. ☐

HOW TO INSTALL CYCLE STANDS

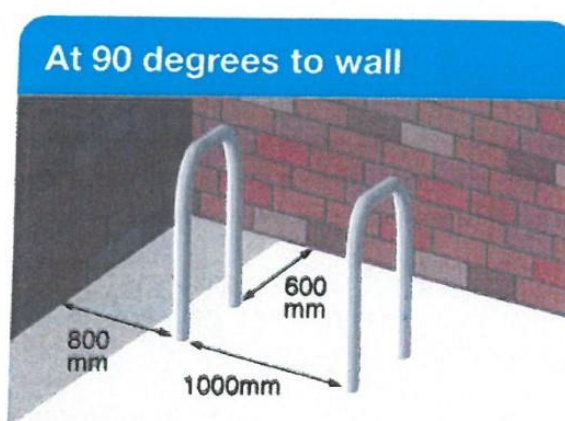
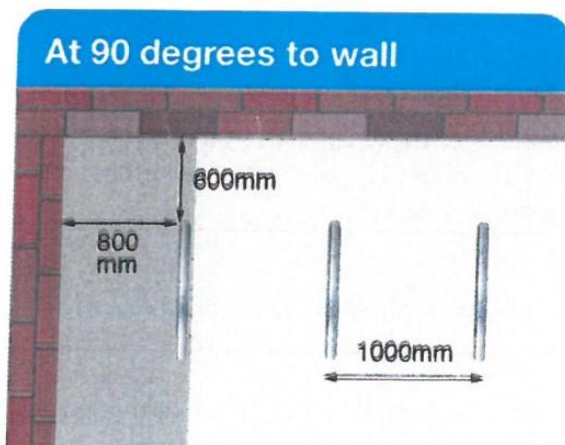
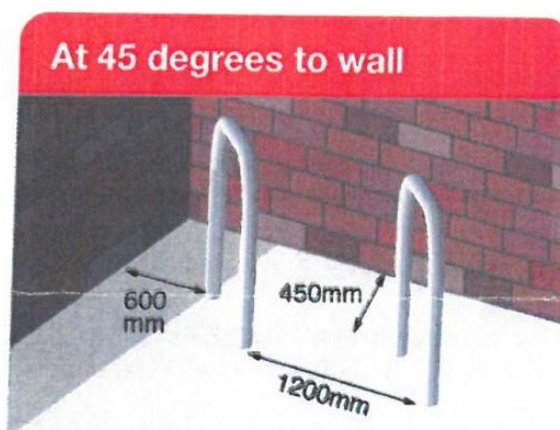
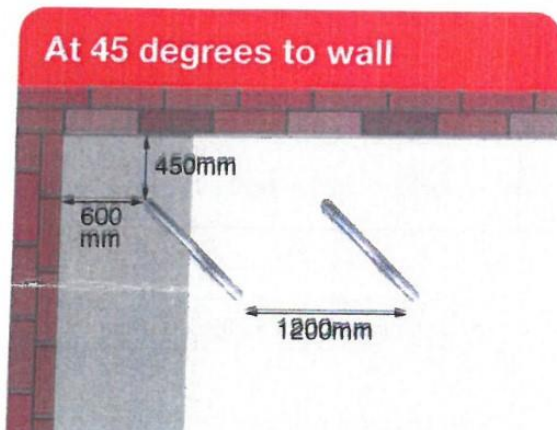
Please keep a copy of these instructions: you will need it!



Installing cycle stands is a simple process – but people often get it wrong! So please read these instructions carefully. If you have any questions or need technical advice please contact us.

Heart-shaped stands and the Sheffield stands are suitable for installing on all hard surfaces including tarmac, block paving, slabs or similar materials. You must not install stands on soft surfaces such as lawns.

You need to dig two holes and sink the legs of the stands in to a depth of **300mm**. Then concrete them into place.



Stands should be installed at least **one metre apart**. If you put the stands too close together they will be difficult to use and handlebars and cables are likely to get tangled.

If you are installing the stands close to a wall you should allow at least **600mm** of space in front of the stands so that the middle of the bike frame is adequately supported. If you put the stands too close to a wall, parked bikes will not be supported properly and they will topple over.

If you have any questions or need technical advice, please contact us.



Kempston Town Council
104 Bedford Road
Kempston
Bedford MK42 8BG

September 2019



Dear Sir or Madam,

**KEMPSTON PARK INDOOR BOWLS CLUB
SECOND FIVE-YEAR DEVELOPMENT PLAN 2020-2024**

The Kempston Park Indoor Bowls Club is looking forward to the second five-year period since the Club was taken over by the membership.

The Management Committee has prepared a draft of our second five-year Development Plan, setting out our proposals for the continued development of the Club both in terms of physical improvement works, and in terms of aims and objectives for the Club as a sporting venue, and as a social and community facility.

The Management Committee is seeking your views and comments on the plan, and we would be most grateful to hear from you.

Please address your comments to me, and it would be helpful if you would arrange to let me have your reply to this letter by the 31 October.

Yours sincerely,

RITA CLIFFORD-PENDLETON
Chair of the Management Committee
Kempston Park Indoor Bowls Club

Kempston Park Indoor Bowls Club Ltd
290 Hillgrounds Road
Kempston
Bedford
MK42 8UB
Tel:- 01234 852291
Email management@kempstonparkbowls.co.uk

Registered in England no. 9198329
Vat registration number 194445776



english indoor
bowling association ltd.



Building communities. Transforming lives.



The Landfill Communities Fund;
benefiting people and the
environment.

KEMPSTON PARK INDOOR BOWLS CLUB

DRAFT DEVELOPMENT PLAN

2020 - 2024

1.0 Background

- 1.1 Having taken over the running of the Club in 2013/14, and having obtained a Lease of the premises for a term of 25 years from 1 April 2014, the Management Committee, with the support of a number of local organisations and user groups, adopted a development plan for the period 2015 to 2020. That plan sprang from the recognition by the Members present at the AGM in September 2015, that substantial works of renewal and improvement would need to be undertaken to bring the facilities to a satisfactory standard to sustain a major increase in usage and advance the Club.
- 1.2 At the same time, the Committee were committed to using proposals for the future improvement of the Club as a medium to advance the community use of the facilities, bearing in mind that the landlord, Bedford Borough Council, had wanted to see the building and facilities used as a "Community Asset", and that expression had been written into the lease.
- 1.3 The Plan (entitled "Sports Development Plan"), although wide in scope of both the physical works and community development, was particularly focussed upon the first project proposed to be undertaken, with potential applications for grant aid particularly in mind.

2.0 The First Five-Year Plan - Works

- 2.1 The Plan (referred to in this document as "The First Plan") contained a programme of improvement works to be accomplished in the period 2015/2020. The following table lists the works and the outcomes:

Improvement	Target Date	Progress
Replacement of Toilets and disabled toilet	2016	Completed 2016
Replacement of Rink Lighting with energy saving lighting	2016	Completed 2017
Refit the bar facility	2017	Outstanding
Replacement of Bowling Surface	2018	Completed 2017
Further upgrade Refurbishment of Changing Rooms	2018/20	Combined with Toilet project above

Replacement of Heating System	2018/20	Installed in 2017
Kitchen upgrade	2018/20	Outstanding

2.2 In addition to the planned improvements, the Committee carried out the following:

2.2.1 Taking the option of an Air Source Heat Pump heating/cooling system, and expanding the scope of this project to include social and changing areas.

2.2.2 Installing a suspended ceiling over the playing surface, with replacement of ceiling over the social area replaced to match.

2.2.3 Undertaking works to remove a "ridge" at the expansion joint of the two halves of the rink base.

2.2.4 Improving the Entrance Lobby, including the creation of a new set of doors, bringing the card entry reader inside the building.

2.3 A number of minor works were also undertaken during the period of the First Plan, such as the installation of air curtain heat insulation in the cellar, new kitchen equipment, and the installation of a CCTV system.

2.4 Acknowledgement should be made to those organisations and individuals who have supported the various projects financially. They include Bedford Borough Council, the Harpur Trust, BiffAward and Sport England.

3.0 The Five-Year Plan - Objectives

3.1 The Plan set a number Objectives for the Club. Some of these were overarching, long term aspirations and objectives for the club, intended to continue through successive editions of the Development Plan. Others were linked to a shorter time frame.

3.2 The table below shows the long-term objectives and progress made:

Objective	Progress
Encourage stronger links between the Club and the community of Kempston and surrounding areas.	The further development of activities and enhancement of opportunities for special needs groups has strengthened the links with the community.
Identify groups within that community with particular or	The Club continues to provide for "The Wheelstars" disabled group. The running of the

special needs for the Club facilities.	section relies on volunteers and there has been a turnover in group leadership. The group section has been strengthened by virtue of several young people with learning difficulties joining the group, thus enhancing the provision of opportunities for special groups. There has been further growth and development of bowling as an activity for the Tibbs dementia group.
Strengthen communication between the Club and the community including existing and new target groups.	The Club published its first brochure in 2017. More recently, the Bowling Committee has prepared marketing material for distribution.
Devise a detailed programme of modernisation, secure funding for the programme, and (subject to funding) implement the modernisation works.	See the Table at para 2.1
Continue to provide a programme of bowling at the Club and increase membership and usage.	Membership growth is shown in the Short-term Objectives Table. In addition, the number of teams participating in the various Club Competitions has increased by 12 between 2017/18 and the rink usage has increased by 100 matches. The management of the various leagues and competitions, including representation at County Regional and National level is in the hands of a well-established and active Bowling Committee
Develop and encourage new community uses for the Club facilities (such as may be consistent with the principal use as an indoor bowls club), especially to meet needs identified by the community, e.g. bridge or whist club; domino group.	The use of the Club for the playing of Snooker has increased, and Darts has started up.
Establish the Club as a regionally and nationally recognised 'centre for excellence and competition'.	The Club's reputation has continued to grow, and the improved facilities have been noted at Regional and National levels. Development of the reputation of the Club as a centre for excellence and competition has been held back by issues of the installation of the new carpet and the need to rectify the joint in the

	concrete base. Work has been done to address this. The Club has been chosen as the venue for the finals of the 2019 'Fantastic Fives' competition.
--	--

3.3 The following table sets out the short-term objectives, their target dates and progress made:

Objective	Target Dates	Progress
Increase in Membership to 700	September 2017	Membership as at December 2018 at 650 (Full Members) 110 (Social and Wheelstars)
Increase in Membership to 900	September 2020	See above.
Junior Bowlers - The establishment of a supported Junior section of a minimum of 30	September 2018	This objective has not been actively pursued until 2019.
Use by Special Groups - Increase of 2 regular users by specialist groups	September 2018	See Table at 3.2 above.
Increase in Social Use	September 2016-2020	The programme of social events promoted by the Bowling Committee has expanded and now generally operates at a monthly frequency. The catering function is seen as an essential service to support the social side of the Club's activities. The Catering operation has been strengthened by the appointment of a new Catering Manager and support staff. The Club is well served by the Club Steward and support staff. Many Club Members act as Volunteers in a wide range of essential support functions.

Enhanced financial stability	September 2017/20	Steady increase on income: 2016/2017 £172,920 with a profit of £57,753. 2017/2018 £206,642 with a profit of £29,370
Sustainability	As determined in relation to improvement works	Reduction in water consumption per capita of users/members; reduction in energy usage – arising out of improvement works

4.0 The Review

- 4.1 In early 2019, The Management Committee began a review of the plan with the purpose of noting progress and beginning the process of renewing the Plan going forward into the five-year period 2020 to 2024.
- 4.2 Reflecting on progress made with the long- and short-term objectives, the Committee observed areas which stand out for further examination and where progress has been inhibited or objectives not actively pursued include. These include:
 - 4.2.1 The establishment of a Junior Section;
 - 4.2.2 The determination of the place of private hiring within the Club's operations;
 - 4.2.3 The enhancement of the Club's reputation for a 'centre for excellence and competition';
 - 4.2.4 Kitchen and bar refurbishment;
 - 4.2.5 Further expansion of community uses.
- 4.3 The Committee's views were that:
 - 4.3.1 Target dates for improvement works should be extended as shown in the Improvements Section below;
 - 4.3.2 With regard to the establishment of a Junior section, it was noted that some Bowls Clubs had had some success in working with local schools. The Bowling Committee has taken on the project of establishing a junior section, has appointed lead members to this task, approached local schools, and begun a programme of open days aimed at young people;
 - 4.3.3 This Plan should assume the continuation of lettings and social hire, not only as a source of revenue, but also to enhance the community use of the facility;

- 4.3.4 Opportunities should be taken to improve energy efficiency, and promote sustainability. Such action could include the provision of electric powered motor vehicle charging stations. The Committee were keen to pursue the installation of solar panels, but such works, and any application for the available grants, would require the active collaboration of the landlord, and this would be sought at an opportune time;
- 4.3.5 Membership should continue to expand, retaining the figure of 900 as a realistic target capable of being accommodated, although the point in time when that figure might be achieved is somewhat uncertain;
- 4.3.6 The Club produced and distributed a brochure in 2017, but there was insufficient advertiser interest to sustain a further edition. The Bowling Committee is seeking to enlist expertise from within the Club to develop publicity materials. The Bowling Committee, having been invited to identify alternative marketing tools, has produced leaflets and posters ("customised" versions of EIBA materials) and undertaken local distribution;
- 4.3.6 The Committee's views were that, for the present and consistent with the nature and characteristics of the premises, the Club would not actively promote itself to seek recognition as a potential national/regional competition venue. However, opportunities would be taken when presented to the Club, and in the longer term, the improvement of the facilities might lead to a more active promotion, subject to safeguarding the Club's revenue stream;
- 4.3.7 As to the future, the Committee were minded to give some attention to governance and staffing issues. This Plan sets out, in the Objectives Table, the areas to be explored during the timescale of the Plan.
- 4.3.8 The Committee considered the need for further improvement works at the premises and felt that the Plan should remain committed to providing an excellent venue both for sporting and social purposes.

5.0 The Plan

- 5.1 The Plan is expressed in terms of long-term Objectives; short-term targets; and a plan for improvement works.
- 5.2 Objectives - the Statement of Objectives remains essentially as set out in the First Plan, with some minor adjustments to recognise progress in the meantime and outstanding issues. The Objectives, therefore, are:

- 5.2.1 Maintain and develop strong links between the Club and the community of Kempston and surrounding areas;
- 5.2.2 Maintain the links with groups within that community with particular or special needs who already benefit from use of the Club facilities, and seek to encourage more groups to participate;
- 5.2.3 Strengthen communication between the Club and the community including existing and new target groups;
- 5.2.4 Devise a detailed programme of modernisation, secure funding for the programme, and (subject to funding) implement the modernisation works;
- 5.2.5 Continue to provide a programme of bowling at the Club and increase membership and usage;
- 5.2.6 Develop and encourage new community uses for the Club facilities (such as may be consistent with the principal use as an indoor bowls club), especially to meet needs identified by the community, e.g. bridge or whist club; domino group.

5.3 The short-term objectives, current for the life of this Plan, are set out below. The objectives are targeted to be achieved during the lifetime of the Plan, unless specific dates are identified:

Membership

Increase in Membership to 820 in 2021

Increase in Membership to 850 in 2022

Junior Bowlers

The establishment of a supported Junior section, with junior singles and pairs competitions in both summer and winter seasons, and participation in National Competitions.

Use by Special Groups - Increase of 2 specialist groups regular users.

Increase in Social Use

Continued financial stability

Sustainability

Governance

Reviewing the functions of paid staff in the context of changing needs for support staff and volunteers, both for the efficient running of the base line activities of the Club and for the various voluntary activities undertaken or supported;

Engaging in more detailed financial planning, including cash flow forecasting for major works and major items of regular expenditure, and planning for increases in fees and prices;

Undertaking resource planning with a view to anticipating changes in composition of Committees and identifying opportunities to recruit when required.

5.4 The programme for improvement works is set out in the following table:

Improvement	Target Date	Estimated Cost
Rink barrier wall replacement with Improvements to Ramp access	2020/21	£45,000
Vehicle Charging Station	2020/21	£15,000
Additional Honours Boards	2021/22	£5,000
Lounge refurnishing and new carpet	2022/23	£45,000
Kitchen Upgrade, floor renovation and (on contingency basis) replacement of equipment, e.g. cooker, hob, floor renovation	2022/23	£20,000
Bar Refit	2023/24	£20,000
Levelling of Bowling Surface	2023/24	£60,000
Reglazing of front elevation	2024/25	£50,000

6.0 Consultation

6.1 The groups and organisations listed in Appendix A were consulted on the draft of this plan, and their observations and comments are noted therein.

APPENDIX

The Consultees and their Responses

Bedford Borough Council
Kempston Town Council
English Indoor Bowls Association
Tibbs Dementia Group
Wheelstars Group
Headway Group
The Kempston Community Association Limited
The Harpur Trust
Sport England
Disability Resource Centre
Age UK Bedfordshire
The Stroke Association
The MS Association
KPIBC Bowling Committee

