



Part 1: TO CONSIDER A CONTRIBUTION TO THE CHRISTMAS MARKET COMMITTEE

The Christmas Market Committee have arrangements in hand for a modified market on Sunday 27th November 2022 to coincide with the BPC Lights switch on. The stalls will only be on one side of the road, so that the whole area is less congested.

I was invited to one meeting of the committee and have shared their meeting notes with Cllr Packham to assist with coordination of the lights switch-on with the market.

The committee is entirely made up of volunteers. I understand there is a charge of £30 or £35 for each of about 40 pitches and this income is used to cover their essential costs. There is already pressure on these funds as quotations are higher than previous years.

BPC had paid for traffic management for the last Christmas Market.

- They sought quotations and were able to obtain two from companies qualified to provide this service who also have capacity on the market date.
- These have been reviewed by the committee and they wish, if possible to use Centurion Traffic Management as they were the more responsive, though slightly more expensive.
- Their charge of £830 ex VAT includes signs, two operatives who will deal with all traffic management during the day and removal at the end of the market. The committee are seeking testimonials. The alternative quotation was for £675 ex VAT but there are some questions about that.

I have seen both quotations and after discussion with the committee I support the rationale for their choice. The details of the anticipated diversion will be publicised in advance.

Proposal: That the Council pay for the company to deliver the traffic management for the Lights Switch on and the Christmas Market. Traffic management by qualified persons is required by the Highways Authority to enable closure of the High Street. The cost for the preferred provider would be £830.

Part 2: TO NOTE OUTCOME OF EXTERNAL AUDITOR'S REVIEW 2021-22

Audit of BPC accounts are undertaken each year in two stages, to help ensure we follow national guidance on best practice with our arrangements for managing and sharing details of BPC income and expenditure.

The internal auditor reviews our finance policies and procedures and recommends improvements prior to signing off the Annual Governance and Accountability Review (AGAR) statements. The External Auditors then review the documentation as signed-off by Council and shared with residents. External Auditors are appointed through a government contract.

To Note: That the External Auditors have completed their review of BPC accounts. They have given a "qualified opinion" as they have noted two points for amendment in our procedure when the accounts are prepared for 2022/23. These relate to the reporting essential 2021-22 re-valuation of our assets and the timing of our sign-off for the AGAR in relation to the nationally-determined period for public review of our accounts.

There are no significant issues relating to the accounts themselves and the Internal Auditor has confirmed that we have complied with all statutory requirements.