

HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr M S Kennedy**

Tel: 01582 708540

Town Clerk: **Clare Evans**

E-mail: info@houghtonregis.org.uk

14th June 2019

To: Members of the Community Services Committee

**Cllrs: K Wattingham (Chairman), J Carroll, C Copleston, Y Farrell,
S Goodchild, T McMahon and A Slough.**

(Copies to other Councillors for information)

Notice of Meeting

You are hereby summoned to a Meeting of the **Community Services Committee** to be held at the Council Offices, Peel Street on **Monday 24th June 2019 at 7.00pm.**

**THIS MEETING MAY
BE RECORDED ***

**Clare Evans
Town Clerk**

Agenda

- 1. APOLOGIES & SUBSTITUTIONS**
- 2. QUESTIONS FROM THE PUBLIC**

In accordance with approved Standing Orders 1(e)-1(l) Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

The total period of time designated for public participation at a meeting shall not exceed 15 minutes and an individual member of the public shall not speak for more than 3 minutes unless directed by the chairman of the meeting.

- 3. SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of any such interest.

Members are invited to submit any requests for Dispensations for consideration.

**Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session.*

The use of images or recordings arising from this is not under the Council's control.

4. ELECTION OF VICE CHAIR

Members are invited to nominate and elect a Vice Chair for the Community Services Committee.

5. MINUTES

Pages 5 - 10

To approve the Minutes of the meeting held on 11th February 2019.

Recommendation: To confirm the minutes of the Community Services Committee meeting held on 11th February 2019 and for these to be signed by the Chairman.

6. REPORT FROM YOUTH COUNCIL

Representatives from Houghton Regis Youth Council will be attending the meeting to report on the events and activities they have been involved with.

7. REPORT FROM GROUNDWORK

A representative from Groundwork will be attending the meeting to report on the youth work Groundwork has recently completed in Houghton Regis on behalf of Central Bedfordshire Council.

8. HRTC YOUTH SERVICES

A representative from Groundwork will be attending the meeting to report on the youth work Groundwork has recently completed on behalf of HRTC in delivering the pop-up youth cafes.

9. COMMUNITY SERVICES

Pages 11 - 16

The attached report provides members with an update on work undertaken by the Community Development Officer.

Recommendation: To note the report.

10. TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Pages 17 - 58

Events Working Group 13th February, 6th March, 3rd April, 24th April 2019

Combating Crime Working Group 19th December 2018, 23rd January 20th February, 20th March, 17th April 2019

Recommendation: To receive the following Minutes:

Events Working Group 13th February, 6th March, 3rd April, 24th April 2019

Combating Crime Working Group 19th December 2018, 23rd January 20th February, 20th March, 17th April 2019

11. BUDGET REVIEW & INCOME AND EXPENDITURE REPORT

Pages 59 - 68

Members will find attached a report on the Community Services Committee's budget for 2019/20 supported by the relevant extract from the and income and expenditure report.

Members are requested to note the following committed Community Services Committees projects:

- Youth Services including;
 - Easter & Summer Playscheme (delivered in-house)
 - Youth Council (delivered in-house)
 - Pop-Up Cafes (delivered by Groundwork)
- Community Services including;
 - Shop Local (delivered in-house)
 - Town centre events / attractions (delivered in-house)
 - Public toilet cleaning (delivered by contractors)
 - Christmas lights (delivered by contractors)
- Communications including
 - Town crier
 - Website
- Events
- Grants including
 - Key Partners
 - Large Capital Grants
 - Small Project Grants
 - Mayors Christmas cards and voucher
- Community Safety
 - Enviro-crime – redeployable CCTV cameras, community safety initiatives
 - High visibility policing project
- Civic Services
 - Mayoral allowance
 - Civic events
 - Civic regalia

- Recommendation:**
1. To request that Events Working Group give consideration to ways to reduce expenditure on council events by £6500 to offset the predicted reduction in event income and sponsorship pending the outcome of recent efforts to secure additional sponsorship;
 2. To enhance the Mayors Christmas Appeal Fund initiative by increasing the value of the voucher to £3.50.

12. VISION UPDATE

Page 69 - 70

Members will find attached a review of the initiatives under this committee.

Recommendation: **To note the report.**

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HOUGHTON REGIS TOWN COUNCIL
Community Services Committee
11th February 2019 at 7.30pm

Present: Councillors: Ms J Hillyard Chairman
D Dixon-Wilkinson
Mrs Y Farrell
M Kennedy
K Wattingham

Officers: Clare Evans Town Clerk
Tara Earnshaw Community Development Officer
Louise Senior Head of Democratic Services

Public: 0

Also present: Councillors: Mrs T McMahon
J Carroll

Absent: C Slough
Ms L Ellaway

9770 APOLOGIES & SUBSTITUTIONS

None.

9771 QUESTIONS FROM THE PUBLIC

None.

9772 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

9773 MINUTES

To approve the minutes of the meeting held on 29th October and 5th November 2018.

Matters arising from the minutes.

The timings over approval by the Chairs of Community Services and Environment & Leisure of the design for the pavilion graffiti art given that the project spanned the election date. Members were advised that the young people would create a design during the initial workshops, these designs would then be presented to members of this council administration.

Resolved: To confirm the minutes of the Community Services Committee meetings held on 29th October and 5th November 2018 and for these to be signed by the Chairman.

9774 REPORT FROM GROUNDWORK

A representative from Groundwork attended the meeting to report on the youth work Groundwork had recently completed in Houghton Regis on behalf of Central Bedfordshire Council.

Members were advised that there were some new vibrant and energetic young people attending and that the number of attendees was good, although inconsistent. A talent show that had been presented by the young people had been well received, and further thought would go into future performances to produce a wider, intergenerational event.

Assemblies had been arranged with All Saints academy, and a response was awaited from Houghton Regis Academy.

9775 HRTC YOUTH SERVICES

Groundwork attended the meeting to report on the youth work Groundwork had recently completed on behalf of HRTC.

Members were advised that attendee numbers were higher compared with the same time last year, numbers varied from 18 - 22. An online hygiene certificate for young people to complete was being sought. Numbers dropped during the school break, it was suggested that family activities conflicted with the times of the pop-up café.

Members were invited to consider attending a meal prepared by the young people who attended the Pop-up Café.

Members thanked Groundwork for their hard work and efforts for the young people of Houghton Regis.

Resolved: To note the report.

9776 HRTC YOUTH SERVICES 2019/20

The council currently delivered the following youth services:

- Current provision included: Easter and Summer playscheme (in-house), youth council (in-house) and pop-up cafes (out sourced).
- All these initiatives were centrally located within the town and were accessible to any young person.
- These were not statutory services and HRTC were under no obligation to provide them. They were supported by the council's Vision
- The budgeted amount for this provision was £25,500 in 2018/19. In addition, there were HRTC staff costs.

The contract with Groundwork for the HRTC youth services pop up café initiative expired on 31st March 2019.

Members also considered the request for partnership working from Aldwyck in relation to the youth club being delivered in Sandringham Hub. Members were invited to consider HRTC youth services for 2019/20.

- Resolved:**
1. To continue the playscheme and youth council existing perhaps with some slight alterations (to be considered and agreed subsequently);
 2. To enter into agreement with the current service provider to continue the pop-up cafes under option 2, namely to continue on a like for like basis over 40 weeks with 5 enhanced activities.
 3. Defer formal consideration until the budget setting process for 2020/21.

9777 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Events Working Group	17 th October, 1 st November 2018
Combating Crime Working Group	17 th October, 21 st November and 19 th December 2018

Members are referred to Minute CC867.

Members received a copy of the draft SLA for the bulk waste subsidy scheme. This had been sent to CBC for their comments. Members were requested to approve the SLA subject to the agreement of CBC and to budget provision being made in 2019/20 to fund the associated costs.

Town Centre Projects Task and Finish Group	23 rd October 2018
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- Resolved:**
1. To receive the following Minutes:

Events Working Group	17th October, 1st November 2018 and 19th December 2018
Combating Crime Working Group	17th October, 21st November 2018
Town Centre Projects Task and Finish Group	23rd October 2018

2. To approve the draft SLA for the bulk waste subsidy scheme subject to the agreement of Central Bedfordshire Council.

9778 BUDGET REVIEW

Members received the income and expenditure report for Community Services Committee to date.

Concerns were raised that relationships with council sponsors need to be maintained under the new council administration. It was confirmed that personal contact with potential sponsors was beneficial. This would be raised with the new council administration.

Resolved: To note the report.

9779 VISION UPDATE

Members received a review of the initiatives under this committee following on from the review process completed in December 2017.

Members queried police numbers and were advised that 5 PC's and 5 PCSO's were to be increased to 6PC's and 6PCSO's. Additional officers were due to start in March.

Police surgeries were being held in Bedford Square monthly, and were publicised on Facebook and other social media platforms. Members were advised that the next surgery was being held in Bedford Square on 23rd February 2 – 4pm.

Resolved: To note the report.

9780 COMMUNITY SERVICES

Members received a report from the Community Development Officer detailing work completed. Of particular note within this report was the future work and direction of the Youth Council, including a promotion process, development of a Youth Plan for Houghton Regis and an associated budget for delivery.

Members requested a formal thank you be sent to Houghton Regis Youth Council for their help and participation at events and activities.

Resolved: To note the report.

9781 TOWN CENTRE EVENTS

Members received a list of Town Centre events that the Town Centre Projects Task & Finish Group had given some preliminary consideration to. Incorporated into this list were events which it was envisaged that the Youth Council would also attend and contribute to. Members were requested to consider and endorse this schedule of events.

Members were advised that the schedule of events was a working document and subject to change.

Resolved: To endorse the schedule of events.

9782 CHRISTMAS LIGHTS CONTRACT

The council had reached the end of its contract period with its current supplier. Competitive quotes were provided for consideration.

Members suggested that the Christmas display on the Village Green Pavilion roof be moved to Bedford Square, as the floodlight on the pavilion interfered the aesthetics of the display. The cost of this would be investigated.

Resolved: To award the contract to Company 1 due to the in-season preventative maintenance inspections and the reactive maintenance visits provided within the contract. The contract period is from 1st April 2019 to 31st March 2024.

9783 REVIEW OF HRTC GRANTS SCHEME

The council had offered a community grants scheme for many years. For the last few years this had comprised of a Small Grants Scheme (up to £500 capital grants), a large Grants Scheme (over £500 capital grants, awarded the subsequent financial year) and a Key Partner Grant Scheme (to assist in covering revenue costs for not for profit organisations who had a long standing commitment to working in the town).

To ensure its suitability, it was suggested that members may like to review the scheme.

Members agreed that applicants would be required to supply 50% of the total amount through their own fundraising, this was changed from 25%.

Members agreed that the Large Grants applications would be capped at £1,000. Future Key Partner Grants would not be increased by APR each year but would receive a set amount each year of their term.

It was suggested that the application form be amended to include a proposed spend date / timespan for which the funds were to be spent.

Resolved: To approve the revised HRTC Grants Scheme as detailed.

9784 WEBSITE REVIEW

At the Personnel meeting on 15th October 2018 the minutes record, that 'Members suggested that the website come under member scrutiny and be placed on an agenda'.

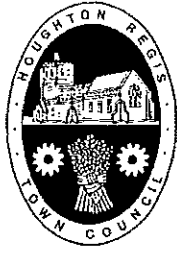
Members were invited to discuss the website and to provide further clarification and instruction. It was requested that events, meetings, agendas and minutes be kept up to date.

Members requested the website be included regularly on future agendas for discussion.

9785 TOWN CENTRE TOILET CLEANING CONTRACT

Members were advised that the current contract for the cleaning of the town centre toilets expired on 1st June 2019. Due to other pressures it had not been possible to source competitive quotes in time for this meeting. As such members were requested to agree to an extension of the current contract. The current contractor had offered to maintain the current provision at the same price for a further 2 years.

As members were aware the council had yet to agree its budget for 2019/20. However, members were advised that the draft officers budget included £18,800 for this provision. The draft budget circulated by the Liberal Democrat Group, the



COMMUNITY SERVICES COMMITTEE**Agenda Item 9**

Date: 24th June 2019

Title: **COMMUNITY DEVELOPMENT OFFICERS UPDATE FOR THE PERIOD 1ST FEBRUARY TO 31ST MAY 2019**

Purpose of the Report: **To provide members with an update on work undertaken by the Community Development Officer.**

Contact Officer: **Tara Earnshaw, Community Development Officer**

1. RECOMMENDATION

To note the report.

2. BACKGROUND

At its meeting held on the 25th January 2015, the Town Council adopted a five-year plan containing a number of objectives for the period 2015-2020 - Houghton Regis: Our 2020 Vision, on 25th January 2016.

Since then work has focused on achieving the objectives agreed by Council and this report centres around outcomes contained within the following objectives:

Objective 1 To develop a stronger local economy which promotes local businesses.

Objective 4 To develop a more active, engaged and inclusive community.

Objective 5 To build a strong, efficient and proactive Town Council

3. COUNCIL VISION

The following action supports the Objectives of Council's Vision;

1. A stronger local economy which promotes local businesses.

Shop Local

The current scheme will end on the 31st March 2020.

There is a total of 42 businesses engaged in the current Shop Local scheme, this is an increase in 10 businesses from the previous scheme.

Ongoing:

- Continue to support those retailers taking part.
- Continue to advertise through the Town Crier, Town Council notice boards and on social media.
- Review the scheme at the Community Services Meeting in November 2020.

Vision 1c: Town Centre Attractions

Project Name	Birds of Prey
Date	Friday 8 th February 2019
Partner Organisation	Cat Protection, Herring Green Farm, Groundwork, Craft & Coffee.
Volunteers	Lorna Charlwood, Carol Butler, Cllr Yvonne Farrell, Cllr Susan Goodchild and Cllr Joanna Hillyard
Youth Council attendees	Kai, Leyton, Hope, Lewis, Natalie, Kyra, Alyssa, George and Marc.
Target audience	Everyone
Promotion/Advertisement	HRTC Social Media All partner/agency contracts All retail contacts
Activities and Attractions	Included the Birds of Prey, making bird feeders and creating an owl using stickers.
Conclusion	This event was well attended buy all age groups and some enthusiastic participants photographed the birds. Children enjoyed making the bird feeders and this was a very popular activity. The activity also helped to raise the profile of the Cat Protection organisation and Herring Green.

Project Name	Red Nose Day
Date	Friday 15 th March 2019
Partner Organisation	Groundwork, Hub Café, Jewels, Morrisons, Cat Protection, Bedfordshire Police, Houghton Regis Leisure Centre, Perfect Personalised Parties, Beauty By Ladies and Booth Hire.
Volunteers	Cllr Yvonne Farrell, Cllr Susan Goodchild, Cllr Ken Wattingham, Cllr Chris Slough and Carol Butler
Youth Council attendees	Kai, Leyton, Hope, Lewis, Natalie, Kyra, Alyssa, George, Lara, Kirsten, Bethany, Guste and Marc.
Target audience	Everyone
Promotion/Advertisement	HRTC Social Media All partner/agency contracts All retail contacts
Activities and attractions	Included Sweets in a jar, lucky dip, Red Nose Day merchandise, tombola cake sale, sweet cones, hub cafe, photo booth, glitter tattoos, face painting, DJ, candy floss and popcorn. Information stalls included cat protection, Bedfordshire Police and Houghton Regis Leisure Centre.
Conclusion	

The event was relocated to Bedford Square concourse due to wind and rain. However, despite this the event was well attended and raised £422.91 for Comic Relief.

Vision 4j: Youth Council

Seven meetings have been held at Houghton Regis Town Council offices since 22nd February 2019. Currently there are 14 Youth Council members, with 1 new member since February 2019. The meetings were delivered in partnership with Groundwork. Members communicated with each other to administrate, plan and evaluate activities and initiatives for the community.

The Youth Council have also been working towards planning and delivering the Youth Awards event held on the 3rd May, which was an extremely successful event.

The Youth Council continue to consider interactive ways to consult with their peer group and for this to be fed back into the Town Councils wider vision to identify priorities for Young People locally. The Youth Council have started this process by identifying things that affect young people. To support this process, research has taken place to identify the national and regional youth priorities as identified in the Make Your Mark campaign and the National Youth Work Strategy Priorities and Actions for 2017-19.

In light of its findings, the Youth Council have identified local needs within the following headings; Health and Wellbeing, Safety, Environment and Leisure, Youth Services and Facilities and Participation. The group have begun to create a questionnaire using these headings to consult with as many Young People as possible in the community through schools, youth groups and social media. Once the information has been collated it is hoped that it will support a four-year vision going forward from 2020-2024 linking the current HRTC youth service provision with the new vision.

Events and activities the Youth Council have engaged in:

- **Friday 8th February – Birds of Prey** – 7 Youth Council members attended the Birds of Prey Event and their roles included supporting children to make bird feeders and to provide glitter tattoos.
- **Thursday 14th February - Cat Protection, Community Fun Day** – 5 Youth Council members attended the Community Fun Day and provided glitter tattoos for members of the public.
- **Friday 15th March – Red Nose Day** – 12 Youth Council members helped to plan and deliver a variety of activities to help raise money for Comic Relief. The Youth Council were split up to support different stalls.
- **Sunday 7th April – Civic Service** – 2 Youth Council members attended the Civic Service, they contributed to the service by reading a prayer and served refreshments after the service.
- **Saturday 20th April – Easter Egg Hunt** - 8 Youth Council members volunteered to support the Easter Egg Hunt. During the event the Youth Council took on various roles including being Regis, setting up and organising the egg and spoon race and supporting participants with the Easter Egg Hunt.
- **Friday 3rd May – Pride of Houghton Youth Awards** - 12 Youth Council members planned, organised and delivered the Pride of Houghton Youth

Awards. The Youth Council arranged for DJ Big Man Craig to host the event and were successful in obtaining sponsorship from a few businesses for the event. The sponsors delivered the 12 awards in recognition of young people's achievements in the Town.

- **Saturday 4th May – May Day** - 7 Youth Council members supported this event by helping to set up and pack away. Manning the Coconut Shy, Town Council Stall and being Regis.
- **Wednesday 15th May – The Mayors Inaugural Reception** - 3 Youth Council members attended the Mayors Inaugural Reception and supported in the tradition of gifting honey.

Vision 4c: Enhance Community Events

Since the last report the Community Development Officer has supported and attended the following:

- March 2019 – **Pancake Race** – Supported Civic and Events Officer to set up, pack away and provided support throughout the races.
- April 2019 – **Civic Service** – Supported the Youth Council while volunteering at the event as well as serving refreshments and setting up/packing away the Memorial Hall for refreshments
- April 2019 – **Easter Egg Hunt** – Supported the Youth Council while volunteering at the event as well as helping to set up, pack away and give out Easter Eggs.
- May 2019 – **May Day** - Supported the Youth Council while volunteering at the event as well as helping to set up, pack away and give out packs, windmills and tickets for the attractions.
- May 2019 – **Mayors Inaugural Reception** - Supported the Youth Council while volunteering at the event as well as helping to set up, pack away, and additional tasks throughout the event such as selling raffle tickets.

Vision 4h: Encourage and support resident's associations/local action groups.

The Community Development Officer continues to network with a number of agencies, individuals, retailers and community groups. Updates are provided to them on community initiatives and upcoming initiatives from partners and agencies are shared.

Vision 4j: Develop Youth Holiday Provision.

Easter and Summer Playscheme activities 2019

Plans are underway to deliver a summer playscheme during the school holidays.

The Easter playscheme ran for 2 sessions over 1 week and catered for children aged 8-12 years. There were 12 children in attendance at the first session and activities included Easter Crafts, Cake Making, board games and archery. There were 10 children in attendance at the second session who enjoyed the activities provided by Snakes and Ladders.

Vision 4k: Enhance youth services and facilities.

Groundwork

- Groundwork are continuing to deliver a youth café on a weekly basis.

- The Community Development Officer continues to attend the Youth Group on a fortnightly basis to maintain relationships with the young people.
- Groundwork support HRTC's Youth Council on a fortnightly basis.
- Groundwork support HRTC's Town Centre Attraction initiatives and events.

Graffiti Art Projects

Two Graffiti Art initiatives have been delivered in the Town through partnership working with Groundwork and Full House Theatre. Each initiative has had 4 planning sessions followed by the designs created in the sessions being spray painted on the benches at the skate park and the pavilion walls.

The CDO supported the planning sessions and the delivery of the Art piece with both organisations. All sessions were well attended by young people and community feedback on social media has been positive.

Vision 4h and 5m to provide support to community groups

Partnership working

Jewels, Groundwork, Dunstable Rotary Club, Craft and Coffee and Morrisons have been working together to deliver events in Bedford Square. The initiative that the group is currently working on is a Music event.

The Youth Council and Community Development Officer have plans to deliver art activity and glitter tattoos.

Partnership Working

The Community Development Officer has been working with Full House Theatre and Groundwork to deliver Two Graffiti Art initiatives in the town.

Partnership Working

The Community Development Officer has been meeting with Youth Workers from across Central Bedfordshire on a quarterly basis to keep informed about Local Youth Provision, initiatives and Issues affecting Young People in neighbouring Towns.

4. IMPLICATIONS

Corporate Implications

The delivery of these wide ranging projects supports all sectors of the local community. The projects boost the corporate image of the council.

Legal Implications

There are no legal implications.

Financial Implications

There are no financial implications.

Risk Implications

There are no risk implications.

Equalities Implications

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This report does not discriminate.

Press Contact

Deliveries of these projects will continue to be communicated to the press.

5. CONCLUSION AND NEXT STEPS

This report provides a summary of the ongoing projects being delivered by the Community Development officer.

**Draft Minutes
Events Working Group
13th February 2019 at 7.30pm**

Present:	Councillors:	Mrs T McMahon Mrs Y Farrell C Slough K Wattingham	Chairman
	Co-opted Members:	Mrs C Butler D Hill	
	Officers:	Sarah Gelsthorp Louise Senior	Civic and Events Officer Head of Democratic Services
Also present:	Councillors:	J Carroll	
Apologies:	Councillors:	D Dixon-Wilkinson Ms J Hillyard T Welch	

EWG447 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Dixon-Wilkinson, Cllr Ms J Hillyard and Cllr Welch.

EWG448 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

EWG449 MINUTES

To approve the Minutes of the meeting held on 5th December 2018.

Matters arising from the Minutes

An update was requested regarding the introduction of an online payment system. Members were advised that research into this was ongoing.

Resolved: To confirm the minutes of the Events Working Group meeting held on 5th December 2018.

EWG450 SANTA'S GROTTTO – REVIEW

Members were requested to review the Santa's Grotto event, held on Saturday 8th December 2018 and agreed that the event was to be in the same format in 2019.

Members discussed the times of the event and suggested that the timings of last year worked well at 10am - 2pm and the queue was a reasonable size from the outset. The event attracted approx. 250 children.

The event was supported by a Balloon Modeller and the Youth Council (who wore festive fancy dress at the event).

Members agreed that the event had been a success and liked the pathway set out in the library going in and around the book cases en route to the Grotto.

It was suggested that at the event, fliers could be handed out to patrons publicising the event held on the same day at All Saints Church.

It was further suggested that a pamphlet be produced showing all local events i.e. craft fayre, All Saints Church and Santa's Grotto etc.

Resolved: To hold the Santa's Grotto on Saturday 14th December 2019 in the same format as the 2018 event.

EWG451 PROGRAMME OF EVENTS 2019-20

Members were requested to note the Programme of Community and Mayoral events for 2019/20.

- 7th April 2019- Mayor's Civic Service
- 20th April 2019 – Easter Egg Hunt
- **4th May 2019 – May Fair**
- 12th May 2019 – Afternoon Tea at the Bowls Club
- **15th May 2019 – Mayor's Inaugural Reception**
- June 2019 Mayoral event
- **13th July 2019 – Carnival**
- **25th July 2019 – Skate Park Competition**
- August 2019 – Mayoral Event
- **31st August 2019 – Houghton Rocks**
- September 2019 – Mayoral Event
- **12th October 2019 – Pride of Houghton Awards**
- October 2019 Mayoral Event
- **3rd November 2019 – Fireworks Display**
- 10th November 2019 – Remembrance Sunday
- 11th November 2019 – Armistice Day
- **26th November – A Celebration of Christmas**
- 7th December 2019 – Christmas Carol Service / Light Switch On
- 14th December 2019 – Santa's Grotto
- January 2020– Mayoral Event
- 25th February 2020 – Pancake Race
- March 2020 – Mayoral Event

Resolved: To note the calendar of events

EWG452 PANCAKE RACE

The Town Council was hosting the sixth (annual) Pancake Race Tuesday 5th March 2019 at 11am at the Houghton Hall Park / Visitors Centre.

The event would comprise of a short course which teams must complete. The team who completed the course in the shortest time would go through to the finals! Each team was required to bring their own frying pan and the Town Council would provide the pancakes. Prizes included goody bags for all and medals.

Members were advised that assistance would be required on the day, members confirmed their availability to assist:

David Hill, Cllr Wattingham and Cllr Slough.

It was suggested that a Houghton Regis Town Council team be entered into a race, Cllr Slough, Cllr Wattingham and Cllr Farrell volunteered to form a team.

Resolved: To confirm availability to assist at the event.

EWG453 MAY FAIR 2019 – Saturday 4th May 2019

To date 17 Individual stalls, a burger van and a German Grill had been booked for the event.

As previous years, each school was entered into a draw, with the ‘winning school’ being invited to nominate a child for the May Queen, with the runner up, May Princesses. Members confirmed they would like to use this method again. Results of the draw:

1. Tithe Farm Primary School
2. Thomas Whitehead C E Academy
3. Houghton Regis Primary School

Reserves:

1. Thornhill Lower School
2. St Vincent’s Catholic Primary School
3. Hawthorn Park Community Primary School

Suggested entertainment for the event was live music sets, Balloon modelling demonstrations and a Magic Show, members requested that prices be confirmed.

Youth Central had requested permission to hold the Community Football Match as per last year. It was a success last year and members agreed for this to take place again.

Members confirmed the type of musical entertainment to book. Members requested that a selection of acts were checked for availability.

Resolved:

- 1) **To confirm the method in which the May Queen and Princesses were selected.**
- 2) **To book the Magic and Balloon Modelling entertainment subject to prices and availability.**
- 3) **To confirm the type of musical entertainment to book.**

EWG454 CARNIVAL

Members were requested to confirm if they would like a Carnival Court and which roles they would like to represent on the theme of ‘Rhythm of the World’. Members agreed to defer the roles of the Carnival Court to a future meeting for discussion.

Members were asked to confirm the type of entertainment to book for the Carnival.

Members agreed subject to availability of:

- Punch and Judy Shows x 2 (for the younger audience)
- University of Bedfordshire Pipe Band (to lead the procession).
- Dancers from around the world for displays during the afternoon.

Members received links and videos of various acts to consider prior to the meeting.

Members were advised that as The Town Crier newsletter had been changed to twice yearly, from quarterly. Members were reminded that the changes impacted upon Carnival publicity. The editions were being distributed in April and October / November, which resulted in the Carnival Programme having to be distributed separately at an approx. cost of £500.

Resolved:

- 1) **To defer Carnival Court discussion to a future meeting.**
- 2) **To confirm the type of entertainment to book**
- 3) **To distribute the Carnival programme separately from the Town Crier.**

EWG455 HOUGHTON ROCKS

Members received details regarding bands and artists who were interested in performing at Houghton Rocks, members confirmed which bands they would like to participate subject to their availability.

Members confirmed that they would like to continue with the car show competition.

Resolved:

- 1) **To confirm the bands for Houghton Rocks**
- 2) **To continue the Car Show competition.**

EWG456 PRIDE OF HOUGHTON AWARDS 2019

Resolved: To confirm the categories for the Pride of Houghton Awards 2019.

The categories for the 2018 awards were as follows:

Local Hero / Community Facilitator
Young Person **
Carer
Care Home Workers**
Individual **
Local Business **
Group / organisation **
Lifetime Achievement Award.
Mayor's Choice Award

denotes categories with Highly Commended nominees

The prizes for 2018 were as follows:

- Framed Certificate.
- Gold Coloured Badge
- Glass Trophy

- Highly Commended nominees – Framed certificate.

Recommendation: To confirm the categories for the Pride of Houghton Awards 2019.

The Chairman declared the meeting closed at 8.19pm

Dated this day of 6th March 2019.

Chairman

Blank

**Minutes
Events Working Group
6th March at 7.30pm**

Present: Councillors: Mrs T McMahon Chairman
D Dixon-Wilkinson
C Slough
K Wattingham

Co-opted Members: Mrs C Butler
D Hill

Also present: Councillors J Carroll

Officers: Sarah Gelsthorp Civic and Events Officer

Apologies: Councillors Mrs Y Farrell
Ms J Hillyard
T Welch

EWG457 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllrs Mrs Farrell, Ms Hillyard and Welch.

EWG458 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

EWG459 MINUTES

To approve the Minutes of the meeting held on 13th February 2019.

Matters arising from the Minutes

None.

Resolved: To confirm the minutes of the Events Working Group meeting held on 13th February 2019.

EWG460 PANCAKE RACE - REVIEW

Members were requested to discuss the Pancake Race, which will take place on 5th March 2019.

Members were in agreement that the event had been successful and that it had worked well at Houghton Hall Park / Visitors Centre. Cllr Wattingham asked that his thanks be placed on record to Cllrs Mrs Farrell and Slough, and his son Peter for taking part in the Pancake Race.

Suggestions for 2020 included creating two tracks if the event proves as popular, an earlier start time, or arrival time, frying pans at both ends of the track to speed up the proceedings, limiting the number of participants, mobile radios, a table at the starting position to put paperwork etc and clipboards, an information leaflet for attendees and wrist bands to identify teams.

Members also asked that thanks be placed on records to the Civic and Events Officer and to all the Staff, Councillors, Co-opted members and volunteers who assisted on the day.

Resolved: To note the report

EWG461 EASTER EGG HUNT

Members were informed that 500 Easter Eggs had been purchased.

The continuation of the Egg and Spoon Race was discussed and it was requested that this continue, but in the middle of the event i.e. 11am in Bedford Square. Members asked if the Youth Council would be able to help facilitate this.

It was also suggested that an Easter Bonnet competition be considered for future years.

Resolved: To continue the Egg and Spoon Race.

EWG462 MAY FAIR

Members were given updates on the following:

Entertainment

Members were informed that displays had been confirmed with a Cheerleading Group and a Zumba Group, and the Community Football Match was also taking place. In addition, the Ukie Toones would be performing two musical sets. Unfortunately, there was still no update regarding the Maypole Dancing Sessions and members suggested contacting Full House Theatre and other local Councils to ask if they had any contacts.

May Queen and May Princesses

A May Queen had been nominated, but nominations were awaited for the May Princesses.

Stall Bookings and attractions

Members were informed that 24 individual pitches (30 in total) had been booked as well as food stalls. The Zorbs and Bouncy Castle was also confirmed.

An enquiry had been received from a previous stallholder, regarding which category they would fit into (Commercial etc) and it was agreed that they should be classed under the commercial category and charged accordingly.

Resolved: To note the report

EWG463 MAYOR'S INAUGURAL RECEPTION

Members were advised that the Annual Meeting of the Town Council (with a shortened agenda) would be taking place on Wednesday 15th May 2019 at 7pm at the Bedford Square Centre. The meeting would be followed by the Inaugural Reception.

The event would last approx. an hour and a half, and the incoming Mayor would be invited to hold a raffle to start of their fundraising year. The Oak Room and Sycamore Room at the Bedford Square Centre had been booked. A caterer had also been confirmed.

It was suggested that background music be arranged, in the form of a Pianist as this had proved to be suitable on previous occasions. Members were in agreement that this should be booked.

Resolved: To book a Pianist for background music.

EWG464 CARNIVAL BADGE 2019

Members received some suggested designs for the 2019 Carnival Badge. The design was approved, but with amendments to the spelling and with the removal of the musical notes around the outside edge of the badge.

Resolved: To approve the design of the Carnival Badge with the agreed amendments.

EWG465 CARNIVAL 2019

Members received an update on the following:

Entertainment (Music etc)

It was confirmed that the Last of the Summer Ukuleles were available to take part and that the Punch and Judy Shows has been booked. Members had requested musical acts during the afternoon and it was confirmed that local band Déjà Vu were able. The band had played at the Carnival previously and had quoted a generous discount to play music from around the world, including an Abba Set.

The Pipe Band were being chased to check their availability to lead the procession.

Carnival Programme Distribution

Members were informed that the Carnival Programme was an important tool in promoting the event and obtaining sponsorship. Houghton Regis Helpers were willing to distribute the programme separately to the Town Crier at a fee of £500. The programmes themselves would cost just under £1000.

Members were in agreement that the Carnival Programme be produced and that it continues to be delivered door to door in the town. Future events should also be advertised.

Stall Bookings

To date 30 pitches had been allocated, plus food stalls.

Finally, members were requested to discuss roles for the Carnival Court, to be allocated to the schools, and it was confirmed that the theme would be based on traditional dress for countries from around the world. It was agreed that visuals would be prepared for the next meeting.

- Resolved:**
- 1) **To book Déjà Vu at a cost of £600.**
 - 2) **To prepare visuals for potential roles for the Carnival Court based on traditional dress for the next meeting.**
 - 3) **To continue the distribution of the Carnival Programme door to door in Houghton Regis.**

EWG466 HOUGHTON ROCKS

Members were informed that to date the following bands were confirmed, for Houghton Rocks:

The Long Riders
The Chevtones
Sweeney Todd
The Flying Ants

Details of further entertainers had been circulated to members for discussion at the meeting. Members requested that enquiries be made with a band called 'Emerald Dogs' as well as Supersonic and Lil Mazy as agreed at the previous meeting.

An enquiry had been received from a company who operated a tea and coffee 'Double Decker' Bus as well as sweets and members confirmed that they would be happy for the vehicle to attend and to book it in with the Car Show.

As the event was becoming popular, it was suggested that copyright be investigated for the Houghton Rocks Logo and / or name, as well as the Pride of Houghton Awards.

- Resolved:**
- 1) **To enquire about the availability of Emerald Dogs.**
 - 2) **To confirm the Tea and Coffee Bus.**
 - 3) **To investigate the copyright procedure for Houghton Rocks and the Pride of Houghton Awards.**

EWG467 FUTURE EVENTS

Members were invited to raise any questions regarding the following events:

Skate Park Competition – 25th July 2019

Members were informed that Dominos Pizza had confirmed their attendance and that Team3Sixty and the Circus Skills Workshop.

Pride of Houghton Awards – 12th October 2019

All the elements of the event were confirmed with the exception of the Bar.

Santa's Grotto – 14th December 2019

The balloon modeller was confirmed for the event.

The Chairman declared the meeting closed at 8.52pm.

Dated this day of 2019

Chairman

Blank

**Events Working Group
3rd April 2019 at 7.30pm**

Present:	Councillors:	Mrs T McMahon Ms J Hillyard C Slough T Welch	Chairman Arrived at 8.15pm
	Co-opted Members:	D Hill Mrs C Butler	
	Officers:	Sarah Gelsthorp Louise Senior	Civic and Events Officer Head of Democratic Services
Also in attendance:		David Townley Gill Peck	Signposts Signposts
Apologies:	Councillors:	Dixon-Wilkinson Mrs Y Farrell K Wattingham Sgt. Louise Bates	
		J Carroll	
Also present:	Councillor:		

EWG468 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Dixon-Wilkinson, Cllr Mrs Farrell and Sgt. Louise Bates.

EWG469 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Cllr Ms Hillyard, Cllr Mrs McMahon and Carol Butler stated that they had stalls booked at upcoming events, which would be referred to in items 5, 7 and 8.

EWG470 MINUTES

To approve the Minutes of the meeting held on 3rd April 2019.

There were no matters arising from the Minutes

Resolved: To confirm the minutes of the Events Working Group meeting held on 3rd April 2019 and for these to be signed by the Chairman.

EWG471 EASTER EGG HUNT

Members were advised that 500 Easter eggs had been purchased for the event, and the purchase of a further 50 was suggested.

Zebra Properties had kindly offered some sponsorship for the event with a monetary donation towards the purchase of the Easter Eggs.

Help had been confirmed from the Scouts 1st and 3rd, Houghton Regis Town Council Youth Council and the Civic & Events Officer and the Community Development Officer would be overseeing the event from 8.30am until 12.30pm. Regis the Lion would also be in attendance.

The Egg and Spoon Race would take place at 11am. The planned venue was Bedford Square; however, members suggested the consideration of a wet weather alternative. It was agreed that the Ash Room in the Bedford Square Community Centre would be booked as a contingency plan.

Resolved: To note the report

EWG472 MAY FAIR – 4th MAY 2019

42 stall bookings had been received to date, many of which were new to the event.

Several attractions and entertainers had confirmed including the Ukie Toones Ukulele Band, Luton Lightening Cheerleaders, Zumba and Maypole Dancing. Water Zorbs and a Bouncy Castle had been booked and it was hoped that the Go Karts would also attend the event. OSCAR the road Safety vehicle would also be attending.

Several food stands had confirmed including Burgers, a German Grill and Pizza. It was hoped that a Caribbean Food stall would also be booked shortly.

Members were also informed that confirmation letters would be sent via email where possible instead of by post.

Signposts had confirmed their assistance with a minimum number of 9 volunteers.

Resolved: To note the report

EWG473 INAUGURAL RECEPTION – 16th MAY 2019.

Members were advised that invitations had been sent out.

Members were advised that the Ash Room would be used for the Annual Meeting and the Oak Room had been booked to use for the reception. In addition, the Ash Room would be utilised to serve drinks after the Annual Meeting had ended. Crockery and glassware had been ordered, and the pianist and caterer booked.

Resolved: To note the report

EWG474 CARNIVAL – 13th July 2019

Members received an update on the following:

- Entertainment; several acts had been booked including Deja Vu, Ukuleles and the University of Bedfordshire Pipe Band.
- Programmes; were in progress
- Stall Bookings; 42 bookings had been received

Members agreed to an Egyptian theme for the Carnival Court. It was suggested that there was more music and energy this year with cymbals, tambourines and additional musical instruments.

It was suggested that the developers working on Houghton Central be notified about forthcoming events in order that the noise be kept to a minimum on those days.

Resolved: 1) **To note the report**
 2) **For the Carnival Float / Carnival Curt to be themed on Egypt.**

EWG475 HOUGHTON ROCKS – 31st August 2019

Members received the suggested design for the Car Plaque for Houghton Rocks which would be green in colour. It was suggested that the badge be amended to include the wording 'Houghton Regis Town Council' as in previous years.

Members were advised that several bands had confirmed their attendance at Houghton Rocks, but that there was still one more slot to fill. Deja Vu had been spoken to about taking part, but the band were concerned about using backtracks as opposed to live performances and there also budget concerns. Details of a youth band called 'The Kolliders' has been circulated to members, and it was requested that they be contacted with a view to performing.

Many enquiries had been received for car entries and several stalls had been booked. Members queried whether there was a maximum number of patrons allowed at each event. Members were advised there was a maximum capacity, and that the May Fair was now full. The Carnival was about 100 stalls and Houghton Rocks was still to be determined.

Members raised the issue of the resident complaint last year, the layout this year would attempt to take into consideration the issues raised at the previous event.

It was requested that the beer tent area would be marked out before their arrival, to avoid any confusion over location.

Resolved: 1) **To approve the design for the Car Plaque.**
 2) **To note the report**

EWG476 FUTURE EVENTS

Members were advised that the following events were a working progress but all in hand.

Skate Park Competition – 25th July 2019
Pride of Houghton Awards – 12th October 2019
Fireworks Display – 3rd November 2019
Santa's Grotto – Saturday 14th December 2019.

Members requested that the good work that had been completed by the Events Working Group should be recognised and hailed in the Town Crier to raise resident's awareness.

It requested that it be noted in the minutes that members of the Events Working Group (Cllrs and Co-optees) and Signposts be thanked for their help and support at so many of the Town Council events, and their assistance was greatly appreciated.

The Chairman declared the meeting closed at 8.26pm.

Dated this day of 24th April 2019

Chairman

**Draft Minutes
Events Working Group
24th April 2019 at 7.30pm**

Present: Councillors: D Dixon-Wilkinson Chairman
C Slough
K Wattingham

Co-opted Member: Mrs C Butler

Dave Townley Signposts
Elizabeth Chapman Signposts

Officers: Sarah Gelsthorp Civic and Events Officer
Louise Senior Head of Democratic Services

Apologies: Councillors: Mrs Y Farrell
Ms J Hillyard
Mrs T McMahon
T Welch

Co-opted Member: D Hill

EWG477 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Farrell, Cllr McMahon, Cllr Hillyard, Cllr Welch and D Hill.

EWG478 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

EWG479 MINUTES

To approve the Minutes of the meeting held on 3rd April 2019.

Matters arising from the Minutes

There were no matters arising from the minutes.

Resolved: To confirm the minutes of the Events Working Group meeting held on 3rd April 2019.

EWG480 REVIEW – EASTER EGG HUNT

The Easter Egg Hunt took place on Saturday 20th April 2019, members were requested to discuss the event.

Members wished to express their thanks to the Youth Council for their help and support at the event and for their management of the egg and spoon race, thanks also were expressed to the 1st and 3rd Scout groups for their support.

Members were advised that 400 children had attended the event for the Easter Egg hunt and positive feedback had been received, and children had particularly enjoyed the surprise visit of the Easter Bunny.

The craft fayre had been well attended and feedback had been positive. Members were advised that an article had been published in the Dunstable Gazette.

Members were advised that the budget report would be sent out via e-mail.

Resolved: To note the report

EWG481 MAY FAIR – Saturday 4th May 2019

The May Fair was taking place on Saturday 4th May 2019 from 12 Noon – 4pm.

The would event comprise of the Crowning of the May Queen Ceremony, live music from the Ukie Toones, maypole dancing sessions, dance and zumba displays, a magic show, balloon modelling, stalls, food and refreshments.

Members were invited to discuss Health and Safety elements of the day.

Members received the Marshals Information Pack listing the roles and responsibilities. Members were requested to confirm the hours that they would be in attendance on the day and the times that they can assist at the Town Council stand. Once confirmed, the names and telephone numbers of those assisting would be included in the booklet and emailed to members.

Members received a Serious Incident Management Plan along with a Serious Incident Contact Card (SICC). Members adopted the report at the last Events Working Group in July, but the documents had been adapted for the May Fair.

It was queried that the site plan did not show the location of the stage, members were advised that the stage would be located in front of the pavilion. Members confirmed their availability to help on the day:

Civic & Events Officer
Community Development Officer
Groundsman x 2 help with set-up and clear down at the event of the event.
Cllr Wattingham help with set-up
Cllr Slough will help on the day
David Hill – Marking out and set up during the morning
Signposts x 9 people, with a possibility of more
Carol Butler although setting up Craft and Coffee, would be around to help.

Members were advised that stall holders would start to arrive around 10am. The event would start at 12pm with the Mayors opening speech, also in attendance would be the SOS bus and local police. Staff would be supplied with orange high visibility jackets and refreshments would be available from the control tent.

Members were advised that the emergency assembly points would be: Memorial Stone and the path beside the Kitchen Gardens.

Resolved: 1) To note the report
2) To confirm assistance for the event.

EWG482 INAUGURAL RECEPTION – 15th MAY 2019

The Inaugural Reception would commence after the Annual Meeting of the Town Council at approx. 8pm.

The reception would be held in the Oak Room, with the meeting held in the Ash Room at the centre. Following the Annual Meeting, the Ash Room would be utilised to serve refreshments.

As the new Town Mayor would be elected just prior to the meeting, raffle prizes would be purchased from the event budget, but, reimbursed by the incoming Mayor from the Mayoral Allowance.

Resolved: To note the report

EWG483 CARNIVAL

Members received an update on the following:

Carnival Court – no updates to date

Stall Bookings – 45 stalls had confirmed to date

Schools would be asked to nominate 2 children for the Carnival Court (the three that didn't nominate for the May Fair).

EWG484 FUTURE EVENTS

Members were invited to raise any questions regarding the following events:

Skate Park Competition – 25th July 2019 – no updates

Houghton Rocks 2017- 31st August 2019 – would be promoted after the May Fair

Pride of Houghton Awards – 12th October 2019 – no nominations had been received to date

Santa's Grotto 2019 – 14th December 2019 – balloon modeler and entertainer had been booked

Civic & Events Officer thanked members for their help and support over the last year.

Cllr Wattingham thanked Civic & Events Officer and members for their help and input over the last year.

EWG485 DATE OF THE NEXT MEETING

The date of the next meeting will be confirmed after the Annual Meeting of the Council.

The Chairman declared the meeting closed at 8.20pm

Dated this day of 2019

Chairman

Blank

Houghton Regis Town Council
Combating Crime Working Group
19th December 2018 at 11.00am

Present: Councillors: K Wattingham (Chairman)
Ms Y Farrell
MS J Hillyard
M Kennedy

Co-opted members: Cllr Mrs S Goodchild CBC Councillor
Mrs C Butler Street Watch

Police: Sgt Louise Bates Bedfordshire police

Officers: Tara Earnshaw Community Development Officer
Louise Senior Head of Democratic Services

Apologies: 0

Absent: D Dixon-Wilkinson

CC861 APOLOGIES & SUBSTITUTIONS

None.

CC862 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC863 MINUTES

- a) To approve the Minutes of the meeting held on the 17th October 2018 and 21st November 2018 with the following amendments:
17th October: To amend the road name Lead Road to Leaf Road under the resolution under minute number CC848.
21st November: lower case w under minute number CC856, and the spelling error of crimw amended to crime under minute number CC856.

- b) Matters arising:

An update was requested on whether the Team Leader within Traffic Management had been contacted in relation to parking issues, in particular parking behind the rear of the Community Centre.

Members were advised that he had been contacted.

Resolved: 1) To approve the Minutes of the meeting held on the 17th October 2018 and 21st November 2018.

CC864 POLICE REPORT

Members received a verbal report provided by the Police on crime and ASB issues since the last meeting.

Members were advised that this report would cover November to date, September figures were missing from the previous report which would be looked into.

Members were advised of the following crime figures:

Total crime	234
ASB	50
Serious crime incidents:	73
Burglary	42
Robbery offences:	3 (2 offenders had been charged)
Violence against the person:	17
ASB high demand locations:	8
Crime High Demand locations:	7

Police advised members that there had been a shotgun recovered from an arrest made. Members raised concerns over noise and rubbish arising from a resident who suffers from mental health issues.

A drugs warrant had been executed and the occupant arrested. A closure order was granted for three months.

Members advised the police of further suspected criminal activities.

Members agreed for Operation Hana to drop Hillborough Crescent and add Churchfield Road to their patrols.

Resolved: To agree, on the advice of the Police or other reliable information, the location of the redeployable camera.

CC865 REDEPLOYABLE CCTV CAMERA LOCATIONS AND SERVICE

Concerns were expressed as thus far, visits made to the CCTV control room had raised issues with cameras not functioning correctly. As such it was requested that this be followed up.

Members received a schedule of redeployable camera locations.

In light of the Police report members were invited to consider moving the camera in Hillborough Crescent to Churchfield Road.

Resolved: To note the report

CC866 ENVIRO-CRIME

Enviro crime report schedule

Members received a schedule listing reported issues and their current status.

Members were reminded that they were able to report emerging issues at any time. There issues would be added to the schedule.

Enviro-crime reporting process

Members had previously discussed the possibility of residents reporting direct to the council enviro crime issues. The following information / advice was provided:

Suggested Process***Administration (Office team)***

- Receive and co-ordinate reports
- Ensure information is complete and accurate
- Enter reports in to the reporting log
- Head of Grounds to instruct grounds team

Enviro crime work (Grounds team)

- Grounds foreman to receive instructions and to factor into the grounds work plan capacity to undertake the work

Issues to consider

The following points were raised:

- This would be a positive project in terms of the council delivering environmental enhancements at a very local level.
- It was felt that that there may, especially initially, be an influx of reports. There were staff capacity concerns over this and concerns over managing residents' expectations.
- Poor quality reporting. Residents may not provide sufficient detail to enable the problem to be identified.
- The project may be considered as a service which should be delivered by CBC and as such some may see this as double taxation. To an extent this has already been debated through the councils' consideration of the Town Ranger.

Options to consider

- Project Time Allocation - The project was promoted with the good news header that the project had been allocated up to XX days per month to tackle enviro crime issues. This would help to manage expectations.
- Sufficient Information - Reports can only be made online (this would require an adjustment to the website at a cost estimated up to £400) and that the form was set up to ensure all boxes were completed before it could be submitted. This would help to ensure sufficient data was provided). It would also ensure that data was provided electronically so that it can be shared by staff without excessive initial data entry by staff.

- The initiative would increase the workload of staff. Concerns over capacity had already been raised through the Personnel Committee. This Sub Committee had agreed to further consider a staff capacity review. Hopefully this review will be completed early 2019 and any arising issues addressed during summer 2019.
- In terms of grounds capacity, it was understood that the council was looking to appoint a new grounds apprentice, it may be more suitable to have this additional member of staff in place prior to the initiative being launched to assist with capacity concerns.

- Resolved:**
1. **To support in principal the provision for online reporting of enviro crime issues by residents:**
 2. **To consider further once the staff capacity review has been completed.**

CC867 COMMUNITY SAFETY INITIATIVES

Members received a schedule providing an update on current community safety initiatives. The following points were highlighted:

- Members received a verbal update report on retrieving the recorded data from the speed reduction sign in Windsor Drive.

Members were advised that there had been technical issues retrieving the data from the speed recording equipment. Onsite support was in place for January.

- Alterations to Bedford Square Centre car park: it was requested that a member of the CCWG volunteer to pursue this matter.

Cllr Hillyard advised members that she would undertake to pursue the matter.

- To consider the draft Service Level agreement (attached pages 21-24) for the Subsidisation of Bulk Waste Collection in Houghton Regis.

Members were reminded that the safety initiatives would next be discussed in February's meeting.

- Resolved:**
1. **To consider a format for future reporting on the speed reduction sign in Windsor Drive.**
 2. **To nominate a Councillor to pursue alterations to the hours for the Community Centre Car Park.**
 3. **To recommend the draft Service Level Agreement between Houghton Regis Town Council and Central Bedfordshire Council Subsidisation of Bulk Waste Collection in Houghton Regis to the Community Services Committee.**

CC868 DATE OF THE NEXT MEETING

- Resolved:** **To hold the next meeting on Wednesday 23rd January 2019 at 11.00am.**

The Chairman closed the meeting at 11.55pm

Dated this 23rd day of January 2019

Chairman

Blank

**Houghton Regis Town Council
Combating Crime Working Group
23rd January 2019 at 11.00am**

Minutes

Present:	Cllrs	K Wattingham Mrs Y Farrell Ms J Hillyard M Kennedy	Chairman
	Police	Louise Bates	Police Sergeant
	Co-Opted Members	Mrs S Goodchild Mrs C Butler	CBC Councillor Street Watch
	Officers	T Earnshaw	Community Development Officer
	Also in attendance	Cllr McMahon Mr M Oliver	Office Apprentice
Apologies:	Police	Sgt. Rob Cross	Special Constable
Absent:		Cllr Dixon-Wilkinson	

CC869 APOLOGIES

Apologies were received from Sgt Rob Cross.

CC870 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None

CC871 MINUTES

To approve the Minutes of the meeting held on the 19th December 2018.

- To approve the Minutes of the meeting held on the 19th December 2018.
- Matters arising from the Minutes.

Members are reminded that updates on community safety initiatives are every other month.

Resolved: To approve the Minutes of the meeting held on the 19th December 2018 and for these to be signed by the Chairman.

It was queried if the intention was to have a number of days instead of "X's" on page 5.

Members were advised that the "X's" will remain until the staff review had been conducted, it was questioned whether grounds staff would fall under this staff review. It was agreed that this would be clarified at a later date.

Disappointment was expressed that the proposed location to move a CCTV camera to Churchfield Road was not feasible.

It was advised that redeployable cameras would be discussed at item 5.

CC872 POLICE REPORT

Members received a report provided by the Police on crime and ASB issues since the last meeting.

Members were advised of the following crime figures:

- Total crimes recorded for November & December were 311, 23% increase from the same period in 2017
- Increase in burglary, domestic burglary increased from 22 in 2017 to 40 in 2018 across November & December months, an 81.1% increase
- Violence against persons increased by 18.8% in November & December 2018 from 2017, increased alcohol consumption was taken into account for the increase during the festive period

Members were advised that the increase of crime over the winter months seemed to be the trend over the country and the recorded number of crimes tend to decrease after winter months. Members were advised that anti-social behaviour had decreased and Bedford Square had been focussed on regarding street drinking. Two schedule 1 breed banned dogs had been seized.

Reference was made to the increased footfall of the police and the decrease in anti-social behaviour as positive outcomes, members were also advised that there had been a decrease in street drinking at Bedford Square.

Members requested an update on the increased number of officers, members were advised that new officers would be starting in March, the PCSO presence would also be increasing. The positive news of a decrease in drug dealing was welcomed by members.

An issue was raised regarding a vulnerable person with outside organisations involved in supporting her. A grant had been awarded to refurbish the house, however the current premises are not appropriate for this resident long term. Alternative options were being sought.

Police were focussing on car theft and would be looking to engage with local residents in Bedford Square on a monthly basis. Dates to be confirmed.

Members were advised of the current Op Hana locations of Leaf Road, Bedford Square, Dolphin Drive and Neptune Square, members suggested adding Bedford Court and a patrol by the Crown Public House.

Members were advised that increased police patrols would help to build confidence within the community, additionally, social media was showing the police in a positive light.

Parkside Drive
Bedford Square
Morrisons (including bedford court)
Dolphin Drive
Neptune Square

Members were advised of the grading of different intel they had received from anonymous reports/tip offs and the importance it had.

Members suggested that Parkside Drive and Bloomsbury Gardens be added to police patrols as part of OP HANA, members were advised that this information would be passed on.

Members raised concerns regarding youths congregating in Neptune Square.

Members discussed the parking issues at Angels Lane. It was noted than an area based parking study initiative was being managed by Central Bedfordshire Council who would update Houghton Regis Town Council.

Resolved: To agree instructions to Bedfordshire Police under Operation Hana in relation to patrol locations and issues to be targeted and agreed the locations of:

- Parkside Drive
- Bedford Square
- Morrisons (Including Bedford Court)
- Dolphin Drive
- Neptune Square
- Bloomsbury Gardens

CC873 REDEPLOYABLE CCTV CAMERA LOCATION

Members agreed to move the camera from Clarks Way to East End Road

Sgt. Bates and Cllr Kennedy left the meeting at 11:58am

Resolved: To agree to move the camera from Clarks Way to East End Road.

CC874 ENVIRO-CRIME AND GRAFITTI REPORTING

Members raised a query regarding items logged on the Graffiti log in March 2018 that were yet to be completed.

Members were advised that disclaimer forms had not been returned by the property owner resulting in the works being unable to go ahead.

It was suggested that a follow up letter be issued stating if the form is not completed within a certain timeframe the works can be carried out.

It was suggested if Houghton Regis Town Council had Town Ranger, it would be built into their brief/job description to follow up on disclaimers.

CC875 DATE OF THE NEXT MEETING

Resolved: To hold the next meeting on Wednesday 20th February 2019 at 11.00am.

The Chairman closed the meeting at 12.10pm

Dated this day of

Chairman

Houghton Regis Town Council
Combating Crime Working Group
20th February 2019 at 11.00am

Present:	Councillors:	K Wattingham Ms Y Farrell MS J Hillyard M Kennedy	(Chairman)
	Co-opted members:	Cllr Mrs S Goodchild Mrs C Butler	CBC Councillor Street Watch
	Police:	Sgt Louise Bates	Bedfordshire police
	Officers:	Clare Evans Matthew Oliver	Town Clerk Office Apprentice
Apologies:		0	
Also present:	Cllr:	Mrs T McMahan	
Absent:	Cllr:	D Dixon-Wilkinson	

CC876 APOLOGIES & SUBSTITUTIONS

None.

CC877 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC878 MINUTES

To approve the Minutes of the meeting held on the 23rd January 2019.

Matters arising from the Minutes:

Members were advised of a year long engagement to measure the success of police patrols and overall presence. Members were advised that new police officers in Houghton Regis and Dunstable were confirmed as starting in March.

Resolved: To approve the Minutes of the meeting held on the 23rd January 2019.

CC879 POLICE REPORT

Members received a verbal report provided by the Police on crime and ASB issues since the last meeting.

Members were invited to:

- Share local concerns in light of the report
- To discuss any instructions to Bedfordshire Police under Operation Hana.
 - 85 offences recorded in February
 - Burglaries: increased by 9
 - Vehicle theft: down by 5
 - Shoplifting: increased by 3
 - The closure of an address where a vulnerable resident was residing was carried out in conjunction with Central Bedfordshire Council
 - 1 Aggravated vehicle theft
 - 4 attempted vehicle theft
 - 4 shoplifting offences
 - Drug possession: increased by 2

Members were advised that an address had been closed due to evidence of drug related activities, the site will be closed for 3 months which could be extended. 4 occupants had been remanded in custody with a further warrant for another site suspected of drug related activity.

Members expressed their thanks to the police over the recent seizures/closure orders.

Members were advised of an arrest of a shop lifter.

It was suggested that greater action was needed by CBC regarding ASB. A query was raised regarding problem solving groups and their effectiveness. Members were advised that these groups were effective, however police had to intervene as there was a lack of a clear policy from Central Bedfordshire Council.

It was suggested that Bidwell Hill be added to the Op Hana patrol areas due to reports of a number of youths loitering in the area. Members were advised they would be notified by the police if any crime trends occurred.

It was agreed that Bidwell Hill be added to the patrol of Op Hana.

Members were advised that there would be a police event covering vehicle safety held in Bedford Square on 23rd February 2019 between 2pm – 4pm.

Resolved: To agree instructions to Bedfordshire Police under Operation Hana in relation to patrol locations and issues to be targeted.

CC880 REDEPLOYABLE CCTV CAMERA LOCATIONS

Members received a schedule of redeployable camera locations.

In light of the police report, members were invited to consider if there was a need to move the redeployable cameras to different locations, or whether they should remain in situ.

It was agreed that the redeployable cameras would remain where they were, however the area coverage of the camera located in Dolpin Drive would be reconsidered and adjusted if necessary.

Resolved: To agree, on the advice of the police or other reliable information, the location of the redeployable cameras.

CC881 ENVIRO-CRIME AND GRAFFITI REPORTING

Members received a schedule listing reported issues and their current status.

Members were reminded that they were able to report emerging issues at any time, which would be added to the schedule.

The importance of a Town Ranger was raised, and how this would role would be able to follow the graffiti removal process through, from start to finish.

It was requested that Head of Grounds Operations liaise with the Grounds Team, to discuss whether their Job Description could include graffiti removal.

Resolved: To agree, on the advice of the police or other reliable information, the location of the redeployable cameras.

CC882 COMMUNITY SAFETY INITIATIVES

Members received a schedule providing an update on current community safety initiatives. The following points were highlighted:

Windsor Drive speed reduction sign.

Members were advised that the data collection from the speed camera on Windsor Drive had been resolved. Members had previously received the data prior to this meeting. The data shows that 85% of the traffic was travelling at under 34mph. The supplier had advised that the police and principle authorities were concerned when the 85th percentile figure was over 36mph in a 30mph zone.

Members requested that the frequency of the data collection would be every two months to coincide with Community Safety Initiatives on the Combating Crime Working Group agenda, and restricted to data of speeds of over 36mph. It was requested that the Town Council keep this data on file.

School Parking Safety

It had been suggested that once the consultation had been concluded, an officer would write a letter supporting the changes proposed by Central Bedfordshire Council with an addition of a none permit parking restrictions on a Saturday to support the council 2020 vision to increase footfall in Bedford Square shopping Centre.

The removal of parking permits in Angels Lane was suggested to help alleviate congestion. Members were advised that the deadline for the proposal letter was 21st February 2019. Members requested that the police endorse this letter.

- Resolved:**
- 1. To receive a bi-monthly report Please find attached the 85th percentile data from the speed camera.**
 - 2. To write a letter to Central Bedfordshire Council supporting the changes proposed by Central Bedfordshire Council with an addition of a none permit parking restrictions on a Saturday.**

CC883 COMBATING CRIME WORKING GROUP PROJECTS

Members received a report on the consideration of the format of the Combating Crime Working Group.

Originally the Combating Crime Working Group was set up to monitor the contract with Bedfordshire Police for Operation Hana. Over the administration of this council the agenda was now more substantial and included re-deployable cameras, enviro-crime, community safety issues and graffiti reporting updates.

A resident had suggested that some areas of the extended agenda may be of interest to members of the public and as such the council may like to consider enabling public scrutiny.

It must be noted that the Op Hana police report was confidential and as such cannot be considered in a public meeting.

Members discussed the confidential and sensitive nature of the Op Hana report and how a public meeting may impact on police attendance to the meeting. It was suggested that Community Services Committee could include on future agendas, issues that were of notable interest to members of the public.

- Resolved:** **To maintain the current format of the CCWG in accordance with the approved Committee Functions & Terms of Reference but for the CCWG to consider on an ongoing basis whether any current or emerging issue was likely to be of public interest such that formal approval of the issue would most appropriately be considered at Community Services Committee.**

CC884 DATE OF THE NEXT MEETING

- Resolved:** **To hold the next meeting on Wednesday 20th March 2019 at 11.00am.**

The Chairman closed the meeting at 11.55pm

Dated this 23rd day of March 2019

Chairman

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**Houghton Regis Town Council
Combating Crime Working Group
20th March 2019 at 11.00am**

Present: Councillors: K Wattingham (Chairman)
D Dixon-Wilkinson
MS J Hillyard
M Kennedy

Co-opted members: Cllr Mrs S Goodchild CBC Councillor
Mrs C Butler Street Watch

Police: Insp. Rob Cross Bedfordshire Police
PCSO Elliot Weedon Bedfordshire Police
PCSO Leah Barron Bedfordshire Police
PCSO Alice Winfield Bedfordshire Police

Officers: Tara Earnshaw Community Development Officer
Louise Senior Head of Democratic Services

Apologies: Councillor: Mrs Y Farrell

Sgt. Louise Bates Bedfordshire Police
Inspector Steve Callow Bedfordshire Police

Also present: Councillor: J Carroll

CC885 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Farrell, Sgt Louise Bates and Insp Steve Callow.

CC886 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC887 MINUTES

To approve the Minutes of the meeting held on the 20th February 2019.

Matters arising:

An update was requested regarding the issue of school parking. It was advised that the Traffic Management Committee would include this on an agenda. Confirmation was awaited from Central Bedfordshire Council officers to advise which committee would discuss this item. Cllr Hillyard, Streetwatch, Police, Community Police and this committee were thanked for their hard work and input on this initiative, it was hoped that this would increase the footfall of Bedford Square.

Resolved: To approve the Minutes of the meetings held on the 20th February 2019 and for these to be signed by the Chairman.

CC888 POLICE REPORT

Members received a report regarding Operation Hana.

Members were invited to:

- Share local concerns in light of the report (these should relate to strategic matters)
- To discuss any instructions to Bedfordshire Police under Operation Hana.

Members were advised of the crime statistics for Houghton Regis and the surrounding areas.

Houghton Regis:	1 crime for every 65 people
Dunstable:	1 crime for every 54 people
Leighton Buzzard:	1 crime for every 116 people
Luton:	1 crime for every 61 people

Members were advised of crime figures over the previous two months:

Violence against a person:	20 (decreased by 4 from the previous two months)
Robbery:	2 (increased by 1 from the previous two months)
Domestic Burglary:	34 (increased by 17 from the previous two months)
Burglary Other:	7 (increased by 5 from the previous two months)
Vehicle Crime:	31 (decreased by 10 from the previous two months)
Other Theft:	24 (increased by 8 from the previous two months)
Fraud and Fraudery:	1 (increased by 1 from the previous two months)
Criminal Damage:	33 (decreased by 15 from the previous two months)
Drugs:	5 (decreased by 1 from the previous two months)
Other notable Offences:	5 (decreased by 1 from the previous two months)

It was noted that the crime figures in Leighton Buzzard were substantially lower than in other areas, it was enquired what strategies Leighton Buzzard employed to maintain lower figures. Members were advised that Leighton Buzzard had a dedicated police force, and the type of crimes were different. Figures were also reliant on members of the public reporting crimes.

It was noted that Leighton Buzzard had an extremely strong Streetwatch team working alongside the Police Force and the Community Police Force.

Members discussed the areas of Op Hana, and agreed for the targeted areas to be: Bedford Square and Bedford Court, Neptune Square, Dolphin Drive, Parkside, Bloomsbury Gardens and Hillborough Crescent.

Resolved: To agree instructions to Bedfordshire Police under Operation Hana in relation to patrol locations, areas agreed: Bedford Square and Bedford Court, Neptune Square, Dolphin Drive, Parkside, Bloomsbury Gardens and Hillborough Crescent.

CC889 REDEPLOYABLE CCTV CAMERA LOCATIONS

Members received a schedule of redeployable camera locations.

Cameras were located:

1. Hillborough Crescent
2. Dolphin Drive
3. Chequers

In light of the police report Members were invited to consider if there was a need to move the redeployable cameras to different locations or whether they should remain where they were, after advice from the police, members agreed to move camera 3 to Tithe Farm Road overlooking the Skate Park.

Resolved: To agree to relocate camera 3 to Tithe Farm Road overlooking the Skate park.

CC890 ENVIRO-CRIME

Members received a schedule listing reported issues for the previous month and their current status.

Members were advised that several reports of graffiti had been received from councillors and were being processed. It was queried whether work could be carried out without the council having received a disclaimer from the owner of the damaged property, members were advised that the disclaimer would need to be in place before any work could be carried out due to liability if any damage was caused. Members were advised that every attempt was made to obtain permission from owners of properties, however some had received no response therefore work could not be carried out.

Resolved: To note the schedule.

CC891 DATE OF THE NEXT MEETING

Members were advised that the Community Development Officer would not be in attendance at the next meeting, the Corporate Services Manager would clerk the meeting in her place.

Resolved: To hold the next meeting on 17th April 2019 at 11.00am.

The Chairman closed the meeting at 12.05pm

Dated this 17th day of April 2019

Chairman

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**Houghton Regis Town Council
Combating Crime Working Group
17th April 2019 at 11.00am**

Present:	Councillors:	K Wattingham D Dixon-Wilkinson Mrs T McMahon M Kennedy	(Chairman) (Substitute)
	Co-opted members:	Cllr Mrs S Goodchild Mrs C Butler	CBC Councillor Street Watch
	Police:	PCSO Gary Toland	Bedfordshire Police
	Officers:	Sarah Gelsthorp Louise Senior	Civic & Events Officer Head of Democratic Services
Apologies:	Councillors:	Ms Y Farrell Ms J Hillyard	

CC982 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Hillyard (Cllr McMahon Substituted) and Cllr Farrell.

CC983 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC984 MINUTES

To approve the Minutes of the meeting held on the 20th March 2019.

Matters arising:

Disappointment was expressed re: minute number CC887. It was noted that a great deal of work had been completed by Streetwatch and Houghton Regis Town Council, the strategy had been well supported by residents, however, had not been placed on the Central Bedfordshire Council agenda for discussion during March. Councillor Goodchild advised members that she would chase this and confirm when this would be discussed by Central Bedfordshire Council.

Resolved: To approve the Minutes of the meetings held on the 20th March 2019 and for these to be signed by the Chairman.

CC985 POLICE REPORT

Members received a verbal report regarding Operation Hana and crime figures.

Members were advised of crime figures based on 2018 figures of the same time of year:

Burglary from dwellings: same figures as last year

Vehicle offences: down by 11 on last year

Theft from a person: down by 50%

Shoplifting: down by 50%

Drug possession: up by 1

Violent offences: up by 2

An arrest had been made under Operation Hana of a known shoplifter

A closure order had been placed on a house in Dolphin Drive.

Members were advised of the next Police Engagement meeting was to be held in Bedford Square which was scheduled for 18th April 2019.

Members raised concerns that street drinking was still an issue in Bedford Square, members were advised that the street drinking Community Protection Notice (CPN) had not expired, however, there was a pending court case due to the breach of the CPN.

Members were advised that a further closure order which had been placed on a property in Leaf Road had now ended.

Members raised concerns that drug paraphernalia had been discovered on the Village Green in the form of NO2 canisters, along with empty alcohol bottles. Members also advised police that there had been much talk on social media regarding van break-ins in Regents Place, with residents becoming increasingly agitated. Residents had been assured that these concerns would be passed to police officers at the next Combating Crime Working Group meeting. Further concerns were raised regarding a walkway from Abacot Grove to Dell Road where youths had been gathering and concerns of suspected drug use.

Members discussed the current areas focussed on by Op Hana, and agreed that Op Hana should focus on:

Bedford Square, Bidwell Hill, Neptune Square, Dolphin Drive and Houghton Hall Park.

Resolved: For Operation Hana to focus on: Bedford Square, Bidwell Hill, Neptune Square, Dolphin Drive and Houghton Hall Park.

CC986 REDEPLOYABLE CCTV CAMERA LOCATIONS

Members received a schedule of redeployable camera locations.

In light of the police report members were invited to consider if there was a need to move the redeployable cameras to different locations or whether they should remain where they were. Members agreed of the locations of: Hillborough Crescent, Dolphin Drive and Tithe Farm Road.

Resolved: To agree, on the advice of the Police or other reliable information, the location of the redeployable cameras.

CC987 ENVIRO-CRIME

Members received a schedule listing reported issues for the previous month and their current status. Members were reminded that work could not be carried out without a completed disclaimer therefore some of the reported work had not yet been completed.

Members were reminded that they were able to report emerging issues at any time. These issues would be added to the schedule.

Resolved: To note the schedule.

CC988 COMMUNITY SAFETY INITIATIVES

It was requested that the school safety initiatives remain on future agendas as there was an uncertainty on new members of this working group after the upcoming election.

A high amount of dog waste had been reported along a school pathway running from St Michaels Avenue, with dog waste being thrown onto the school grounds. It was suggested that an additional waste bin could be provided. Councillor Goodchild confirmed that she would write to Central Bedfordshire Council regarding this matter.

Members were advised that the waste clearance SLA has been submitted to Central Bedfordshire Council for approval in principle it had been agreed although logistical tweaks were needed before the final draft would be issued.

Resolved: To note the updates included in the Community Safety Projects Log.

The chair of the Combating Crime Working Group thanked members for their hard work and efforts over the last year.

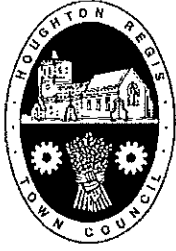
CC989 DATE OF THE NEXT MEETING

Resolved: To hold the next meeting on Wednesday 22nd May 2019 at 11.00am.

The Chairman closed the meeting at 11.40am

Dated this 22nd day of May 2019

Chairman



COMMUNITY SERVICES COMMITTEE**Agenda Item 11**

Date: 24th June 2019**Title:** Budget Report**Purpose of the Report:** To provide members with the Community Services Committee Budget for 2019/20 with commentary and the Income & Expenditure report to date.**Contact Officer:** Clare Evans, Town Clerk

1. RECOMMENDATION

1. To request that Events Working Group give consideration to ways to reduce expenditure on council events by £6500 pending the outcome of recent efforts to secure additional sponsorship;
2. To enhance the Mayors Christmas Appeal Fund initiative by increasing the value of the voucher to £3.50.

2. BACKGROUND

In accordance with the committee functions a review of the income and expenditure of the committee should be undertaken periodically. Accordingly, a report will be presented to each committee meeting detailing the budget and income and expenditure for the specific committee.

The budget report provides information on:

1. The cost centre (3 digits) and title i.e. 201 Village Green Rec Gd
2. The budget code (4 digits) and title i.e. 1082 Inc-Lettings¹
3. The agreed budget (as set in February 2019)
4. Virements (agreed transfers between cost centres and codes)²
5. Revised budget (taking into account any virements)
6. Detail on itemised income / expenditure (how it is envisaged that the budget will be spent)
7. Predicted income / expenditure (in some instances it is predicted that more or less budget will be required or more or less income will be secured)

¹ Please note income codes start with 1XXX and expenditure codes start with 4XXX

² The council has authorised officers to complete virements within the same cost centre. Committee approval has to be secured to complete virements between cost centres

8. Predicted surplus / deficit (taking into account the difference between the agreed budget and the predicted income / expenditure). This shows if there is unallocated budget available or a predicted deficit
9. Points for the committee to consider (these form the officer's recommendation to address any deficit)
10. Committee date for consideration

The income and expenditure report is provided for reference.

3. ISSUES FOR CONSIDERATION

The council's budget for 2019/20 is particularly tight and there are some concerns that there are areas of budget deficit alongside a heavy use of ear marked reserves³ to fund revenue expenditure. It is important for the council to stringently monitor budgets to address any deficits.

Largely due to a significant transfer into ear marked reserves from general reserves⁴ in 2018/19 to help fund replacement council offices, the level of general reserves are at the minimum threshold. As such general reserves provide no scope to support the annual budget.

At this early stage in the financial year there is little to report on income and expenditure. However regular reporting and stringent monitoring will support the council financially during the year.

The recommendations in this report seek to address some preliminary issues. These are identified as being:

- A predicted deficit in event sponsorship income of £2500
- A predicted deficit in event income of £3000
- The need for a corresponding reduction in event expenditure
- The possibility of enhancing the Mayors Christmas Appeal initiative

4. COUNCIL VISION

The proposed action supports the Objectives of Council's Vision;

5. A strong efficient and proactive Town Council.

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications

Legal Implications

- There are no legal implications

Financial Implications

³ Ear marked reserves are capital budgets for identified projects, often abbreviated to EMR

⁴ General reserves are unallocated funds. It is recommended that this fund should equate to around 3 months of net revenue expenditure

- The financial implications are detailed within the report.

Risk Implications

- The council must ensure that expenditure and income targets are met.

Equalities Implications

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This project / issue does not discriminate.

Press Contact

There are no press implications.

6. CONCLUSION AND NEXT STEPS

Proactive monitoring of the budget will set the council in good stead going forwards and will help to ensure that expenditure and income targets are met.

7. APPENDICES

Appendix A: Budget Report
Appendix B: Income & Expenditure Report

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2019/20

	Agreed	Virements	Revised Budget	Itemised income / expenditure	Predicted income / expenditure	Predicted Surplus / deficit	Expense incurred Y/N	Committee to consider	Committee date
302 Community Services			0						
1079 Grant Income C B C		0	0						
1082 INC-LETTINGS		0	0						
1091 Income Miscellaneous	-2,800		-2,800	CBC Youth grant, inc from playscheme	-2,200		-600		
Total Income	-2,800		-2,800				-2,800		
4221 SUMMER PLAYScheme	4,000		4,000	As previous plus 2 coaches for day trip	3,500		500		
4226 Youth services	20,000		20,000	Pop up cafes £18,150 & youth council	20,000		0		
4227 Community Services	3,500		3,500	£1.5 shop local £2k TC events	3,500		0		
								Insufficient budget has been provided to facilitate the Town Centre banner project. As such this fund is currently unallocated. It is suggested that this be noted at this stage, it may transpire that a small project comes forward as part of the corporate plan setting process that this fund could be utilised for.	Feb-20
4228 Community Facilities	2,000		2,000	Requested for rev costs re TC banners but insufficient provided. No alternative project confirmed	18,800	2,000	0		
4230 Public Toilets	18,800		18,800	Self explanatory	13,000	0	0		
4232 Christmas Lights	13,000		13,000	Self explanatory					
4233 Community Transport	0		0						
4991 Trs to Earmarked Reserve	0		0						
4992 Trs from Earmarked Reserve	0		0						
Overhead Expenditure	61,300		61,300						
Movement to/(from)	(58,500)		-58,500						
303 Communications			0						
1091 Income Miscellaneous	0		0						
Total Income	0		0						
4029 Promotional Material	1,000		1,000	Used for event photos	1,000	0	0		
4033 NEWSLETTER	3,700		3,700	town crer, bi annual, 8 pages & distribution	3,700	0	0		
4034 WEBSITE COSTS	500		1,160	Website alterations	500	660	660		
4059 OTHER PROFESSIONAL FEES	300		300	Survey monkey	0	300	300		
Overhead Expenditure	5,500		5,500						
Movement to/(from)	(5,500)		-5,500						
304 Events			0						
1091 Income Miscellaneous	0		0						
1094 Income from Sponsors	-5,000		-5,000	Self explanatory	-2,500	-2,500		Work is ongoing regarding securing sponsorship but there is significant officer concern that this income target will not be met. This deficit needs to be offset by a corresponding reduction in expenditure. Recommendation: to request that EWG give consideration to ways to reduce expenditure by £6500 on events pending outcome of recent efforts to secure additional sponsorship.	Jun-19

2019/20	Agreed	Virements	Revised Budget	Itemised income / expenditure	Predicted income / expenditure	Predicted Surplus / deficit	Expense incurred Y/N	Committee to consider	Committee date
1097 Income - Council Events	-7,000		-7,000	Self explanatory	-3,000	-4,000	0	Event income was set at an unrealistic level during budget setting, this was further supported by the decision not to charge non commercial stall holders for pitches. There is significant officer concern that this income target will not be meet. This deficit needs to be offset by a corresponding reduction in expenditure. Recommendation: to request that EWG give consideration to ways to reduce expenditure on events by £6500.	Jun-19
1098 Income-Co Event in advance	0		0		-5,500	-6,500	0		
Total Income	-12,000		-12,000		500	0	0		
4031 ADVERTISING	500		500	event advertising	500	0	0	Although subject to more detailed work by officers, Members are advised that this may entail the suspension of 1 or more of the major events and or the scaling back of some event. Recommendation: To request that EWG consider ways to reduce event expenditure by £6500.	Jun-19
4222 COMMUNITY EVENTS	40,000		40,000	Self explanatory	40,000	0	0		
4992 Trs from Earmarked Reserve	-2,537		-2,537	Used to offset	2,537	-5,074	0		
Overhead Expenditure	37,963		37,963						
Movement to/(from) (25,963)			-25,963						
305 Community Grants			0		0				
4203 MAYORS CHRISTMAS APPEAL FUI	2,500		2,500	Mayors xmas cards and vouchers	1,900	600	0	Members could consider increasing the value (suggested to £3.50) of the voucher enclosed within the Christmas card and reallocating the remaining budget at a later stage. Members are requested to note that there has been a reduction in the number of people registered to receive a Christmas Card from the Mayor due to only 50% of GDPR consent forms being returned.	Jun-19
4218 Grants (WB) Small Projects	3,000		3,000	Self explanatory	3,000	0	0		
4219 Grants (WB) Large Projects	2,500		2,500	As agreed in 2018/19	2,500	0	0		
4220 Grants (WB) Key Partners	25,251		25,251	As agreed in 2018/19	25,251	0	0		
Overhead Expenditure	33,251		33,251						
Movement to/(from) (33,251)			-33,251						
306 Community Safety			0						
			0	Redeployable CCTV sim and warranty; £6k monitoring £3k, Community Safety initiatives £5k – initiatives have been specified but detail inc costings have not been confirmed (aside from £2400 from bulk waste subsidy initiative)	9,000	5,000	0		
4046 Enviro - Crime	14,000		14,000		14,000				

2019/20

Committee date

	Agreed	Virements	Revised Budget	Itemised income / expenditure	Predicted income / expenditure	Predicted Surplus / deficit	Expense incurred Y/N	Committee to consider
4048 Community Safety Strategy	0		0				0	
4059 OTHER PROFESSIONAL FEES	33,990		33,990	Operation Hana fees	33,990		0	
4991 Trs to Earmarked Reserve	0		0				0	
4992 Trs from Earmarked Reserve	-8,755		-8,755	To offset code	8,755		-17,510	
Overhead Expenditure	39,235		39,235				39,235	
Movement to/(from) :	(39,235)		-39,235				-39,235	
307 Civic Services								
4101 MAYORS ALLOWANCE	3,850		3,850	Self explanatory	3,850		0	
4106 Mayors Civic Events	2,200		2,200	inaugural reception, civic service, carol service	2,200		0	
4121 CIVIC REGALIA	100		100	Mayoral chain engraving	20		80	
4122 Civic Fund Expenses	150		150	Misc. civic expenses Inc Remembrance wreaths.	150		0	
4992 Trs from Earmarked Reserve	0		0				0	
Overhead Expenditure	6,300		6,300				6,300	
Movement to/(from) :	(6,300)		-6,300				-6,300	
399 Community Capital & Projects								
4804 CAP-New Christmas Lights	6,000		6,000	Replacement and new lights	6,000		0	
4992 Trs from Earmarked Reserve	-6,000		-6,000	To offset code	6,000		-12,000	
5007 Tr- to EMR Community Developm-	0		0				0	
Overhead Expenditure	0		0				0	
Movement to/(from) :	0		0				0	

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13/06/2019

Houghton Regis Town Council

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Detailed Income & Expenditure by Budget Heading 21/11/2018

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
302 Community Services						
1091 Income Miscellaneous	0	2,800	2,800			0.0%
Community Services :- Income	0	2,800	2,800			
4221 SUMMER PLAYSCHME	249	4,000	3,751		3,751	6.2%
4226 Youth services	660	20,000	19,340		19,340	3.3%
4227 Community Services	1,114	3,500	2,386		2,386	31.8%
4228 Community Facilities	0	2,000	2,000		2,000	0.0%
4230 Public Toilets	3,060	18,800	15,740		15,740	16.3%
4232 Christmas Lights	0	13,000	13,000		13,000	0.0%
Community Services :- Indirect Expenditure	5,083	61,300	56,217	0	56,217	8.3%
Movement to/(from) Gen Reserve	(5,083)					
303 Communications						
4029 Promotional Material	250	1,000	750		750	25.0%
4033 NEWSLETTER	571	3,700	3,129		3,129	15.4%
4034 WEBSITE COSTS	238	500	263		263	47.5%
4059 OTHER PROFESSIONAL FEES	0	300	300		300	0.0%
4225 TOWN GUIDE	1,200	0	(1,200)		(1,200)	0.0%
Communications :- Indirect Expenditure	2,259	5,500	3,242	0	3,242	41.1%
Movement to/(from) Gen Reserve	(2,258)					
304 Events						
1091 Income Miscellaneous	250	0	(250)			0.0%
1094 Income from Sponsors	1,700	5,000	3,300			34.0%
1097 Income - Council Events	338	7,000	6,663			4.8%
1098 Income-Co Event in advance	940	0	(940)			0.0%
Events :- Income	3,228	12,000	8,773			26.9%
4031 ADVERTISING	0	500	500		500	0.0%
4222 COMMUNITY EVENTS	12,719	40,000	27,281		27,281	31.8%
4992 Trs from Earmarked Reserve	0	(2,537)	(2,537)		(2,537)	0.0%
Events :- Indirect Expenditure	12,719	37,963	25,244	0	25,244	33.5%
Movement to/(from) Gen Reserve	(9,491)					
305 Community Grants						
4203 MAYORS CHRISTMAS APPEAL FUND	0	2,500	2,500		2,500	0.0%
4218 Grants (WB) Small Projects	0	3,000	3,000		3,000	0.0%
4219 Grants (WB) Large Projects	2,500	2,500	0		0	100.0%

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Detailed Income & Expenditure by Budget Heading 21/11/2018

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4220 Grants (WB) Key Partners	0	25,251	25,251		25,251	0.0%
Community Grants :- Indirect Expenditure	<u>2,500</u>	<u>33,251</u>	<u>30,751</u>	<u>0</u>	<u>30,751</u>	<u>7.5%</u>
Movement to/(from) Gen Reserve	<u>(2,500)</u>					
306 Community Safety						
4046 Enviro - Crime	0	14,000	14,000		14,000	0.0%
4059 OTHER PROFESSIONAL FEES	0	33,990	33,990		33,990	0.0%
4992 Trs from Earmarked Reserve	0	(8,755)	(8,755)		(8,755)	0.0%
Community Safety :- Indirect Expenditure	<u>0</u>	<u>39,235</u>	<u>39,235</u>	<u>0</u>	<u>39,235</u>	<u>0.0%</u>
Movement to/(from) Gen Reserve	<u>0</u>					
307 Civic Services						
4101 MAYORS ALLOWANCE	1,025	3,850	2,825		2,825	26.6%
4106 Mayors Civic Events	1,735	2,200	465		465	78.9%
4121 CIVIC REGALIA	15	100	85		85	15.0%
4122 Civic Fund Expenses	171	150	(21)		(21)	114.0%
Civic Services :- Indirect Expenditure	<u>2,946</u>	<u>6,300</u>	<u>3,354</u>	<u>0</u>	<u>3,354</u>	<u>46.8%</u>
Movement to/(from) Gen Reserve	<u>(2,946)</u>					
399 Community Capital & Projects						
4804 CAP-New Christmas Lights	1,800	6,000	4,200		4,200	30.0%
4992 Trs from Earmarked Reserve	0	(6,000)	(6,000)		(6,000)	0.0%
Community Capital & Projects :- Indirect Expenditure	<u>1,800</u>	<u>0</u>	<u>(1,800)</u>	<u>0</u>	<u>(1,800)</u>	
Movement to/(from) Gen Reserve	<u>(1,800)</u>					
Grand Totals:- Income	3,228	14,800	11,573			21.8%
Expenditure	27,307	183,549	156,242	0	156,242	14.9%
Net Income over Expenditure	<u>(24,079)</u>	<u>(168,749)</u>	<u>(144,670)</u>			
Movement to/(from) Gen Reserve	<u>(24,079)</u>					

Ref:	Outcome	Overarching Committee	Year 1: 15/16	Year 2: 16/17	Year 3: 17/18	Year 4: 18/19	Key Partners	Resources	Code	Committee Update at August 2018
Objective 3 To develop a safer town with a reduced fear of crime.										
3a.	Develop & implement a town wide Community Safety Strategy covering · Nuisance motorbikes · Enhanced CCTV coverage · Improved lighting · Local environmental improvements · Visible enforcement (Police/PCSOs/Special Constables)	Community Service Committee	Consider what the plan is intended to cover / its purpose Budget for its production Seek buy-in from partners	Appt consultant Initiate plan Public consultation Approve plan	Consider actions arising		CBC Beds Police Residents	Yr 2 £10k Yr 3 NK	306 4048	AMBER Unable to source contractor re strategy. CCWG approved crime and ASB projects inc enviro-crime actions, school parking, waste removal, street cleaning. Also extended redeployable CCTV camera coverage.
3b.	Take positive action to tackle "enviro-crime" including parking enforcement, litter, dog waste, graffiti	Community Service Committee		Use services of Town Rangers (LBC / DTC) Assess impact of this type of service and consider potential of direct employment	Employ a Town Ranger		Nearby local authorities Residents	Yr 2 £5k Yr 3 £35k capital £30k revenue Yr 4 £30k	306 4046 299 4851 191 4001/2/3	GREEN Enviro Crime project launched. CCWG also in process of considering bulk waste collection initiative. Few incidences of enviro crime are reported by cllrs. Consideration was given to enabling members of the public to report incidences. This was deferred until staffing levels for 2019/20 were agreed. No additional staffing resource available in 19/20 and no budget provided for IT upgrades to enable reports to be submitted by residents.
3c.	Speed reduction measures for Windsor Drive & Park Rd North	Community Service Committee		Liaise with partners over vehicle speeds & accident levels Consult with residents & consider results If suitable investigate options with partners for speed reduction measures	Ongoing dependent on findings		CBC Highways Beds Police Residents	Yr 2 £4k Yr 3 NK	306 4050	GREEN CCWG (15/6/16) instigated speed measurements to be collected on Windsor Drive, Tithe Farm Rd and Park Road North. Data fed back to CCWG 16/11/16. Agreed to see if Speedwatch was effective in reducing traffic speed in these locations. 20th June 2017 Comm Serv Minutes - Speedwatch confirmed their findings supported a speeding problem at Windsor Drive. Speed camera installed on Windsor Drive. Issue with collecting results from camera - under investigation. It is hoped that this has been resolved. Recent stateistics show the 85th percentile speed to be 34mph which is lower than the speed which would trigger remedial measures. CCWG to consider how speed data should be reported. the project will continue to be delivered through cllr reporting.
Objective 4 To develop a more active, engaged and inclusive community.										
4c.	Enhance the existing town wide programme of events for the whole community to encourage community cohesion & engagement	Community Services Committee	Consider options and aspirations for events in 2016/17 Make budget provision	Cease car show Deliver music festival & fireworks display Deliver events and assess their impact	Deliver fireworks display		Event participants – community & professional Residents	Yr 2 £20k Yr3 £28k	304 4222 304 4222	GREEN 2016 - 2 new events delivered, Houghton Rocks and Fireworks display, significant enhancements made to Pride of Houghton Awards. Programme of events agreed annually at EWG. Delivery of events underway.
4f.	Develop a Community transport provision (home to HR groups)	Community Services Committee	Liaise with community transport providers over options	Promote and initiate scheme			CBC Dial A Ride HR Helpers Sos Bus Vehicle @ Day Centre	Yr 2 1K	302 4233	RED Consultation carried out with existing clubs and groups. Feedback provided to Community Services Comm. Preliminary discussions held with existing service providers. Decision by Com Serv Comm on 6/3/17 to request that HRH & SBDAR complete a 12 month monitoring period to assist the Council in assessing the demand for such a scheme. Report presented to Comm Serv Com 25th June 2018, decision made to monitor and report back on any emerging demand.
4g.	Develop a Village agent scheme	Community Services Committee		Consider options and scope	Implement scheme		CBC CVO Residents Young People Community development officer	Yr 2 £35K Yr 3 £35K Yr 4 £35K	191 4001/2/3	RED Comm Serv Comm decided on 6/3/17 not to proceed with a VA scheme on the basis that alternative and emerging organisations provide advise, support and signposting to local residents.
4h.	Encourage and support residents associations / local action groups	Community Services Committee		Consider options and scope	Implement scheme					AMBER Community Development officer continues to link in with a range of local organisations.
4i.	Develop youth holiday club provision	Community Services Committee	Consider options and scope	Implement scheme						GREEN Community Services Committee agreed holiday provision for Easter and Summer. Delivered by Community Development Officer. Evaluation reports presented.
4j.	Encourage a youth council to establish and use their involvement to develop youth services and facilities	Community Services Committee		Consider options and scope	Implement scheme					GREEN Being actioned by Community Development Officer. Youth Council meeting regularly and are involved in local events.

4k.	Enhance youth services & facilities	Community Services Committee		Consider options and scope	Implement scheme			Yr2 £18k Yr3 £18k Yr4 £18k	302 4226 302 4226 302 4226	GREEN Pop up cafes and social volunteering project delivered. Pop up cafes went well and will be continued to end of March, then reviewed. Social inclusion projects less effective- not continuing. Pop up cafes enhanced with an end of term event. CSC to agreed provision for 2019/20 - 40 weeks of delivery plus 5 enhanced events.
Objective 5 To build a strong, efficient and proactive Town Council. Reports being made to Community Services Committee.										
5i.	Raise the profile of the Mayor	Community Services Committee		Use of extended title - Lord of the Manor & Mayor of HR Purchase of mayoral robes Review the Mayor making ceremony			Staff Cllrs	Yr 2 £1k	307 4121 (EMR 399)	AMBER Use of extended title - Lord of the Manor & Mayor of HR - Agreed not to consider further. GREEN Purchase of mayoral robes - completed and used for first time on 24th May 2017. GREEN Review the Mayor making ceremony - completed.
5j.	Secure a Full coat of arms for Town Council	Corporate Services Committee		Review process / options & consider			Staff Cllrs Residents College of Heralds	Yr 2 £7K	307 4122	RED Agreed to not to consider further
5m.	Promote links to local charities	Community Services Committee		Develop list of local charities, community groups and not for profit organisations Make available online Promote grants scheme Introduce Mayor and offer attendance at events etc						GREEN List of local charities, community groups and not for profit organisations compiled. Details of grants scheme available online. Publicisation undertaken through website, social media and Town Crier. Ongoing publicity.