



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr T K McMahon**

Tel: 01582 708540

Town Clerk: **Clare Evans**

E-mail: info@houghtonregis.org.uk

31st January 2020

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 10th February 2020 at 7.00pm.**

**Clare Evans
Town Clerk**

**THIS MEETING MAY
BE RECORDED ***

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. MINUTES

Pages 7-16

To approve the Minutes of the meeting held on 28th October 2019 and 4th November.

Recommendation: To confirm the minutes of the Community Services Committee meetings held on 28th October 2019 and 4th November and for these to be signed by the Chairman.

5. 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.

6. 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 Houghton Regis Town Council.

Members are also advised that an overview report to date is provided at Appendix A within Agenda Item 7.

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

Pages 17-42

Events Working Group	<i>2nd, 7th, 30th October 2019.</i>
Combating Crime Working Group	<i>16th October, 20th November, 18th December 2019.</i>

Recommendation: To receive the following Minutes:

Events Working Group	2nd, 7th, 30th October 2019.
Combating Crime Working Group	16th October, 20th November, 18th December 2019.

8. INCOME & EXPENDITURE REPORT

Pages 43-48

Members will find attached the income and expenditure report, highlighting significant variances, for Community Services Committee to date.

Recommendation: To note the report.

9. COMMUNITY SERVICES BUDGET FOR 2020/21

Pages 49-64

Members will find attached the approved budget for 2020/21 for the Community Services Committee supported by the budget explanation. The following points are of note:

302-4227 Community Services, agreed budget £3000

Member decision during the budget setting process to remove the funding for the benchmarking survey. The Community Services Committee may like to consider alternative funding possibilities.

303-4059 Other professional fees, agreed budget £350

Member decision during budget setting process to reduce this budget to enable Survey Monkey subscription only (removal of provision for Social media management and Enviro crime reporting ap)

Recommendation: To note the report.

10. COMMUNITY SERVICES

Pages 65-68

Members will find a report attached from the Community Development Officer detailing work completed.

11. TOWN GUIDE

Budget provision has been made in 2020/21 for the production of a new Town Guide. This publication is delivered to every household and additional copies are provided for ad hoc distribution.

Members are requested to consider the contents of the Town Guide. The following is suggested:

- Title: Official Town Guide 2020-2023
- Contents page
- Introduction / Foreword from the Town Council
- Welcome
- HRTC contact details
- Town Councillors details
- Central Bedfordshire Councillors details
- Local History
- HRTC Vision
- Local events
- Community grants
- Pride of Houghton and Honorary Freeman awards
- Parks, recreational, leisure and sports facilities
- Transport
- Town map
- Strategic projects
- Retail offer
- Local directory

Recommendation: To note the content of the Town Guide 2020-2023.

12. GRANT APPLICATIONS

Pages 69-74

Members are able to inspect supporting information provided by the applicants at the Council Offices.

Members are advised that £1101 remains in the Small Project Grants budget.

Members are advised that the following application has been received for a small project grant.

<i>Applicant</i>	<i>Total project cost</i>	<i>Amount requested</i>	<i>Brief description</i>
Groundwork East	£960	480	Furniture & resources for Youth Centre

Recommendation: To consider the Small Capital Grant Applications as detailed.

Pages 75-78

End of Award Report

In accordance with the Grant Scheme Members will find attached an End of Award Report from the following groups:

- Sorted Counselling Services
- Keech

Recommendation: To note the End of Award Reports.

13. EXCLUSION OF PRESS AND PUBLIC

- Youth Services

Recommendation: In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

HOUGHTON REGIS TOWN COUNCIL
Community Services Committee
28th October 2019 at 7.00pm

Present: Councillors: K Wattingham Chairman
J Carroll
C Copleston
Y Farrell
S Goodchild
T McMahon
A Slough

Officers: Clare Evans Town Clerk

Public: 9

10103 APOLOGIES & SUBSTITUTIONS

None.

10104 QUESTIONS FROM THE PUBLIC

None.

10105 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Cllr Wattingham advised members that he was Chair of the Memorial Hall, Cllr Wattingham left the room during discussion and requested that the Vice Chair, Cllr Copleston, Chair the meeting for the duration of the discussion.

Cllr McMahon advised members that she was on the committee for the Houghton Regis Heritage Society, Cllr McMahon left the room during the discussion.

Cllr Goodchild reminded members that she was the Town Council representative for SORTED, Cllr also advised that she was a member of Houghton Regis Heritage Society and the Singing Café, Cllr Goodchild left the room during those discussions.

10106 MINUTES

To approve the minutes of the meeting held on 2nd September 2019.

Resolved: To confirm the minutes of the Community Services Committee meetings held on 2nd September 2019 and for these to be signed by the Chairman.

10107 KEY PARTNERS - ANNUAL REVIEW OF EXISTING

Budget 2020/21

Members were advised that this meeting was held ahead of the budget setting process. Although at an early officer stage of budget considerations it was thought that the

council may face budget pressures due to the need to meet committed revenue expenses and the aspirations of the council to deliver on the emerging council plan, the Vision. As such it was suggested that members may like to consider, ahead of considering specific grant applications, a desirable budget level to restrict Key Partner grants to. During 2016-2020 Key Partner Grants totalled £25,251. It was suggested that the budget attributable to Key Partner grants be capped at £15,000.

After discussion, it was agreed to award Key Partners 50% of the amount requested.

<i>Key Partner</i>	<i>Amount Requested</i>	<i>Amount of Grant</i>
Dunstable & District CA	£4,000	£2,000
SORTED	£4,000	£2,000
Keech Hospice Care	£5,000	£2,500
Community Action Bedfordshire	£5,000	£2,500
South Beds Dial A Ride	£2,251	£1,125.50
Houghton Regis Memorial Hall	£4,000	£2,000
Full House Theatre	£3,000	£1,500
Houghton Regis Heritage Society	£1,000	£500

- Resolved:**
- To approve Key Partner status at a maximum level of £15,000 in total.
 - To approve the Key Partner Grants as above.

10108 GRANT APPLICATIONS

Large Capital Grant

Members were advised that the following applications had been received for a large capital grant.

Large capital grants were awarded within the financial year in which they were received and were budgeted for the next financial year, as such applicants receive the funding in the April of the following financial year.

<i>Applicant</i>	<i>Amount of grant</i>
Singing Café	£1,000
Magpas Air Ambulance	£962

Small Capital Grants

Members were advised that a small project grant had been awarded:

<i>Applicant</i>	<i>Total project cost</i>	<i>Amount requested</i>	<i>Brief description</i>
Recycled Teenagers	£640.20	£200.00	Day trip to Wrest Park

Members were advised that £2,601 remained in the Small Grant Fund. Members received the following Grant Applications:

<i>Applicant</i>	<i>Total project cost</i>	<i>Amount requested</i>	<i>Brief description</i>
Singing Café	£6,050	£500	Dementia Support through interactive singing
Parkside 50's Club	£1,400	£500	Theatre trip
Networking at Dunstable	£13,400	£500	Promotion for Dunstable and Houghton Regis Business and Community Awards

Resolved: To approve the Small Capital Grant Applications as detailed.

End of Award Report

In accordance with the Grant Scheme Members received an End of Award Report from the following group:

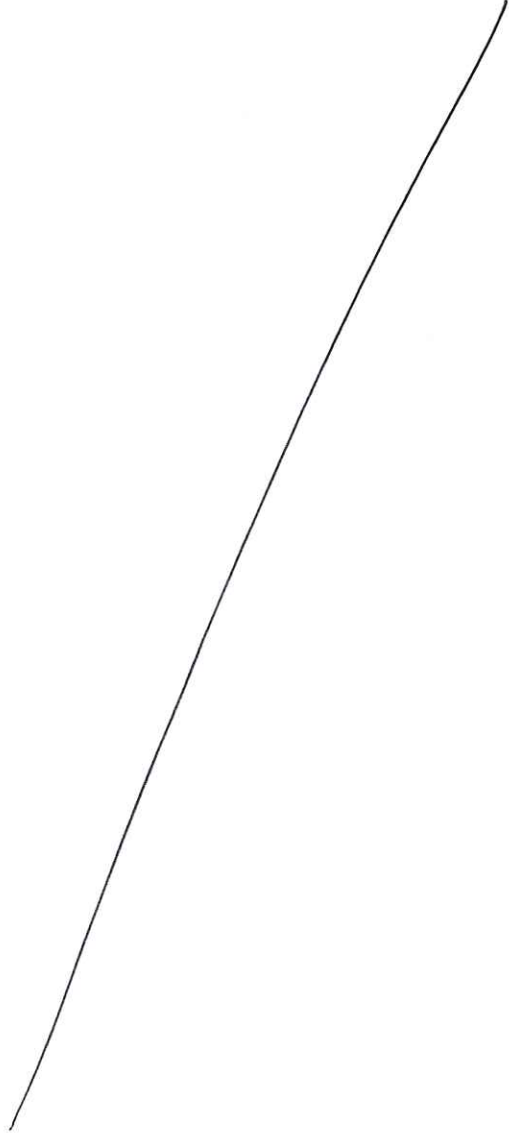
Recycled Teenagers

Resolved: To note the End of Award Report.

The Chairman declared the meeting closed at 8.55pm

Dated this 20th day of February 2020

Chairman



HOUGHTON REGIS TOWN COUNCIL
Community Services Committee
4th November 2019 at 7.00pm

Present: Councillors: K Wattingham Chairman
J Carroll
C Copleston
Y Farrell
D Jones Substitute
T McMahon
A Slough

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

Public: 0

Apologies: S Goodchild

10109 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Goodchild (Cllr Jones substituted).

10110 QUESTIONS FROM THE PUBLIC

None.

10111 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

10112 MINUTES

To approve the minutes of the meeting held on 3rd September 2019.

Members were advised that these minutes had been approved at the Community Services meeting held on 28th October 2019.

10113 REPORT FROM GROUNDWORK

Dave Ramsay was present to report on the youth work Groundwork has recently completed in Houghton Regis on behalf of Central Bedfordshire Council.

Members were advised that changes to the sessions would be taking place. Sessions would still run as open an session Tuesdays and Thursdays would become part open session and part 1:1 work in a separate part of the building.

Members were advised that the number of attendees had increased to 25 – 40 young people.

Members were advised there would be a focussed approach to educate the young people on several issues:

Cannabis (a speaker from the Police and Aquarius would be addressing the young people on cannabis use)

Intimidation

Anti-knife

In addition to more the cheerful topics i.e. Christmas.

Members were advised that focus would be teaching young people how Town Partnership Committee interact appropriately with both adults and peers.

Members were advised that as 1:1 sessions would be new, and feedback would be provided on their success at the next meeting.

10114 HRTC YOUTH SERVICES

Dave Ramsay from Groundwork was in attendance to report on the youth work Groundwork had completed on behalf of Houghton Regis Town Council.

Members received an overview report to date.

Members were advised that attendance had been good, with numbers from 26 – 28 while outside space could be used, as the weather had turned wetter, numbers had to be reduced to a maximum of 24 due to the capacity of staffing within the pavilion.

Members were advised that the young people were enjoying the variety of the food they were learning about. Members were advised that several young people who had been attending for a while had grown in confidence.

Resolved: To note the report.

10115 YOUTH SERVICES 2020/21

Members were requested to consider the youth services for 2020/21.

Members received a report detailing available options for continuation, cessation or revision of service delivery.

Members acknowledged the value of services brought to the young people of Houghton Regis.

Members considered the advantages of employing someone in-house to deliver the service and the impact on the young people if service delivery changed.

Members did not support the recommendation as written:

To support the in-house delivery for the continuation of the pop-up cafes in 2020/21 subject to HR advice on arising employment issues.

An alternative motion was proposed to read: For Groundwork to continue in accordance with the proposal from Groundwork subject to suitable budget provision being made for 2020/21.

Proposed by: Cllr Jones seconded by: Cllr McMahon

Members for: all in favour

Resolved: For Groundwork to continue in accordance with the proposal from Groundwork subject to suitable budget provision being made for 2020/21.

10116 YOUTH COUNCIL SUPPORT

Members received a report to enable them to consider support options for the youth council from January 2020.

Members were advised that the support that had been received for the Youth Council was being withdrawn due to contractual changes in the Central Bedfordshire Council contract. Members were invited to discuss the advantages and disadvantages of the available options to enable support continuation.

Members were advised that recruitment of sessional workers could prove difficult, and sickness and annual leave would need to be considered and could affect delivery of the service.

Members were advised if Groundwork were used, the provision of a replacement worker would be supported by Groundwork if sickness or annual leave impaired delivery of service.

Members requested that the recommendations be taken individually.

Recommendation 1 was agreed.

Recommendation 2 as written was not supported.

To seek to appoint a sessional worker on a flexible contract to support the Houghton Regis Youth Council from April 2020.

An alternative motion was proposed to read: to accept Groundwork's proposal to provide a sessional worker in accordance with the proposal from Groundwork subject to suitable budget provision being made for 2020/21.

Resolved:

- 1. To seek to use the services of playscheme sessional workers to support the Houghton Regis Youth Council from January to March inclusive;**
- 2. To accept Groundwork's proposal to provide a sessional worker in accordance with the proposal from Groundwork subject to suitable budget provision being made for 2020/21.**

10117 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Events Working Group 28th August 2019
Combating Crime Working Group 21st August and 18th September 2019

Resolved: To receive the following Minutes:

Events Working Group 28th August 2019
Combating Crime Working Group 21st August and 18th September 2019

10118 BUDGET REVIEW

Members received the income and expenditure report, with significant variances highlighted for Community Services Committee to date.

Resolved: To note the report.

10119 DRAFT BUDGET 2020/21

Members received the officer draft budget for 2020/21 along with explanatory notes for the Community Services Committee.

The draft budget reflected on ongoing budgetary commitments along with anticipated budgetary commitments arising from the draft Council Vision 2020/24.

This was provided for initial consideration and comment.

Members acknowledged the community value of the summer day trip to Southend and agreed for this to continue.

Members suggested that the small grants budget be amended for applicants to supply a higher percentage of the overall cost of the project.

Members discussed the need for consort badges and agreed that these were important to recognise the commitment given by the consort. Members requested a breakdown of the costings involved for clarification.

10120 VISION UPDATE

Members received a review of the initiatives under this committee.

Members were advised that there had been technical issues when attempts were made to collect data from the speed data collection camera. Members were advised it had been suggested that as the data was vast, a 3g dongle be purchased with unlimited data allowance stored on a Network Attached Storage system. Members suggested the use of an android phone be attempted in the first instance.

Members discussed resources available to enable residents to report street issues directly. Members discussed various apps that were available, however members

were advised that Central Bedfordshire Council reporting system does not support these apps, and reporting can only be completed by using their online portal.

Resolved: To note the report.

10121 COMMUNITY SERVICES

Members received a report from the Community Development Officer detailing work completed.

Members requested that their thanks to the Community Development Officer for her hard work and efforts be minuted.

Members requested that the Shop Local Scheme statistics be monitored as uptake figures were lower than previous phases. It was suggested that a revised scheme be considered focusing on selected shops each month or year or include an accreditation scheme for participating shops.

Resolved: To note the report.

10122 COMMUNITY SERVICES FEES

Members were advised that the Events Working Group had considered event fees and sponsorship opportunities for 2020/21 at the meeting on 30th October 2019.

The pitch fees for 2020-2021 were agreed as follows:

- Fairground £100.00 per ride
- Food outlets £135.00 per outlet
- Ice Cream Vans £110.00 per van
- Commercial Stalls £55.00 per stall
- Stall holders (individuals) £15 per stall **
- Registered Charities £10 per stall **
- £60 for stalls at the Fireworks Display
- £220 for fairground at Fireworks Display
- £220 for fairground at Houghton Rocks.

Resolved: To approve the events fees for 2020/21.

10123 COUNCIL EVENTS 2020/21

Members were advised that the Events Working Group considered the calendar of council events for 2020/21 at the meeting on 30th October 2019.

Resolved: To approve the calendar of council events for 2020/21.

10124 CHRISTMAS TREE

Members were advised that there were potential issues sourcing large and good quality Christmas trees this Christmas. The HRTC contract with Lamps and Tubes included the provision of a tree to be located in Bedford Square, however members were

advised that the company Lamps and Tubes usually source from have advised that they were not supplying trees this year. An alternative local company had been sourced but their costs were prohibitive. A further alternative company had been sourced, whose prices were comparable to the original company. Assurances had been provided by the supplier that the quality of the tree was good. Members were requested to note this report.

An alternative for subsequent years would be for the council to consider purchasing a large artificial tree. The cost of a natural looking artificial tree is £5,500 for a 6.7m artificial tree and £6,900 for a 7.4m artificial tree. Artificial trees last more than one season but their life span was weather dependent but typically they last 3-4 years. Please note that this product was made to order abroad, there was insufficient lead time for the 2019 Christmas season.

**Resolved: To note the report for Christmas 2019;
To consider an artificial tree should the quality of the natural tree in 2019 not be considered suitable.**

10125 OPERATION HANA 2020/21

Members were invited to consider Operation Hana for 2020/21.

The current contract ended 31st March 2020 and as such members were invited to consider whether to seek to continue this contract in 2020/21 on the same or a different format.

Members acknowledged the positive feedback from residents regarding the visibility of the police in Houghton Regis.

Resolved: To continue Operation Hana on the same format in 2020 /21 subject to budget provision being made available.

10126 EVENT EVALUATION

To evaluate the impact and community value of Houghton Regis Town Council run events. Members were advised that the initial data collection would be outsourced, once a large event had been evaluated e.g. Carnival, the evaluation principles could then be applied to other events with a focus on a different event each year. Members were advised that the predicted cost for an evaluation of one event would be around £1,000.

Resolved:

- 1. To seek budget provision in 2020/21 for an event evaluation for the carnival in 2020;**
- 2. To subsequently review the process for other council events.**

The Chairman declared the meeting closed at 9.00pm

Dated this 10th day of February 2020.

Chairman

Events Working Group
2nd October at 4.00pm

Present:	Councillors:	T McMahon Y Farrell S Thorne K Wattingham T Welch	Chairman
	Co-opted Members:	C Butler D Hill C Slough	
	Police:	Sgt. A Paine	Bedfordshire Police (Arrived 4.10pm)
	Officers:	Sarah Gelsthorp Louise Senior	Civic and Events Officer Head of Democratic Services
Apologies:	Councillor:	A Slough	

EWG518 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Slough.

EWG519 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

EWG520 MINUTES

To approve the Minutes of the meeting held on 28th August 2019.

Officers were advised that there had been an error made on the attendees on the minutes of the meeting on 28th August 2019, Cllr Wattingham had sent his apologies, Cllr Goodchild had substituted.

Resolved: To confirm the minutes of the Events Working Group meeting held on 28th August 2019.

EWG521 HOUGHTON ROCKS - REVIEW

Members were invited to comment on Houghton Rocks and feedback was welcomed.

Members suggested that for future events, weather conditions be assessed in the days leading up to the event, and the layout of the venue altered accordingly to protect the stage from directional winds.

Members shared feedback and improvement ideas:

-
- Improved PA system (to be looked at for future events)
 - Condense the arena used for stalls
 - Height Barrier needed to be secured
 - Improved advertising
 - Improved escorting of vehicles off the event field
 - Improved positioning of the toilet facilities
 - Vendors to display prices clearly
 - Clear volunteer responsibilities
 - More proactive host
 - Cover for power sockets on the stage in case of wet weather

Members discussed a provision for car parking at future events with a small charge to encourage greater community participation. It was confirmed that the gentleman who had loaned the Town Council a drum kit for the event, was happy to do so again in the future.

Sgt Paine confirmed that all was okay with regards to the Policing of the event and there were no incidents to note.

Resolved: To note the report

EWG522 PRIDE OF HOUGHTON AWARDS

Members were advised that the event planning was well under way and on track;

- Food - confirmed
- Bar - confirmed
- DJ - confirmed
- Balloons - confirmed
- Photographer - confirmed
- Youth Council - confirmed
- Trophies - ordered
- Staging - organised
- Mayor to organise raffle prizes

Members were advised that the number of ticket sales were lower than last 2018, which would prevent overcrowding of the venue.

Members were advised that the venue preparations would begin at 12pm.

Resolved: To note the report

EWG523 FIREWORKS DISPLAY

The Fireworks Display would be taking place on Sunday 3rd November 2019 at Tithe Farm Recreation Ground. The gates would be open from 4pm and the display would start at 7pm.

An update was given on the following:

- Fairground - confirmed
- Policing – police numbers to be confirmed
- Road Closures – to be confirmed
- Security Staff – confirmed (they would be positioned on each corner of road closures.
- Stall bookings- to date a coffee outlet and burger van had been booked. The Glow Items for the Town Council stall had been purchased.

It was suggested that letters were sent to residents affected by road closures which would require volunteers to post these directly to resident's homes.

Resolved: To note the report

EWG524 SANTA'S GROTTTO

Members were requested to note that it was proposed that the Santa's Grotto be open from 10am – 2pm on 14th December 2019.

Resolved: To note the report

EWG525 FUTURE EVENTS

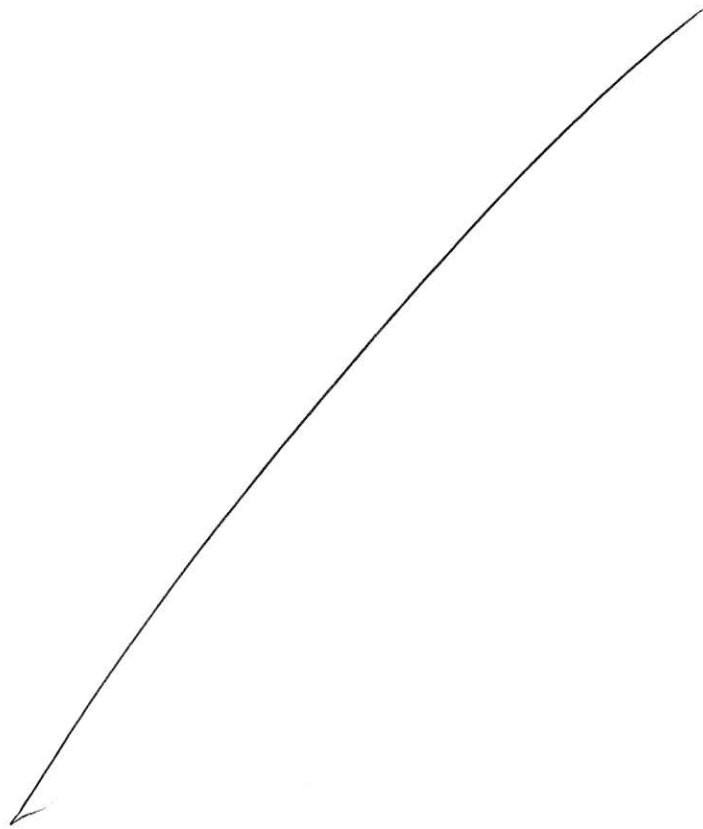
At the last meeting it was suggested that members consider strategically the number and scale of council events which were run. Welcomed by members, it was agreed to include as an item on this agenda. However, this discussion was to be facilitated by the Clerk. The meeting date of 2nd October coincided with the SLCC Annual Conference to which the Clerk had already booked to attend. A special meeting of the Events Working Group would be held on 7th October 2019 to discuss this.

Resolved: To note the report.

The Chairman declared the meeting closed.

Dated this 30th day of October 2019

Chairman



Events Working Group
7th October 2019 at 4.00pm

Present:	Councillors:	T McMahon J Carroll Y Farrell A Slough S Thorne K Wattingham T Welch	Chairman
	Co-opted Members:	Mrs C Butler D Hill C Slough	
	Officers:	Clare Evans Louise Senior	Town Clerk Head of Democratic Services

EWG526 APOLOGIES AND SUBSTITUTIONS

None.

EWG527 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

EWG528 COUNCIL EVENTS REVIEW

As members were aware the events that the council had been delivering over the last few years had been steadily increasing in size and in complexity. These increases had been driven by aspirations of members and had also increased legislative and health and safety requirements.

The programme of events as delivered in 2019/20 was not sustainable going forwards with the existing staff capacity.

Strategically there were 3 options:

1. Increase staff capacity by providing additional staff hours
2. Reduce the number of council events
3. Reduce the scale of council events

It was highlighted to members that maintaining the status quo of events ran the risk of forcing staff to work beyond their capacity which resulted in risks to their wellbeing, to the successful and safe delivery of events, and to the delivery of other aspects of the council's work.

Members were reminded that within the draft Vision there were aspirations to provide community events not restricted to those currently being delivered. Should the Vision be approved, it was envisaged that additional work would be required to provide

different events. It was also highlighted that the Community Services Committee had agreed to hold 3 family days out in 2020 in the May half term, summer holiday and October half term.

To facilitate the discussion, the Clerk and the Civic and Events Officer had considered the events as run in 2019/20 and made the following comments / suggestions:

Pancake Race

- It was difficult to vary the event to add interest
- The event was delivered using a budget of around £400.
- No income was received from the event.

The support from the community for this event varied according to the weather and if the date fell within half term.

Members were advised that the event was not particularly well supported by the wider community.

There was a reasonable amount of work involved in organising the event. Depending on the weather leading up to the event, there could be a good deal of last-minute work if the event had to be relocated from outside to inside.

Members were invited to consider the value to the community of continuing this event.

Members agreed to run the event in 2020 as the last pancake race run by Houghton Regis Town Council due to low community interest in this event, however, it was suggested that Houghton Hall Park be contacted as they may wish to take on the Pancake Race after this date.

Easter Egg Hunt

- The event was delivered using a budget of around £700
- No income was received from the event.
- Approximately 400 children plus their families completed the hunt

As the event does not require pre-booking to attend or a involve a number of partners / community groups attending, the work to deliver the event was manageable.

In the last couple of years, the event had expanded to include an Egg and Spoon Race. Members were advised that this element added to the workload of organising the event and was again weather dependent and required additional staff resource. To keep the organisation of this event in check it was suggested that the event be ran just as an Easter Egg Hunt (no Egg and Spoon Race).

Members were also requested to consider the timing of the event. To date it had been held on the Saturday of the Easter weekend. This had significant impact on staff and member/volunteer availability. Members considered holding the event the Saturday before the Easter weekend. This change in date would be a significant benefit to staff, as it would enable all staff to benefit from the long Easter weekend.

Members agreed that the event held significant community value and as such the Easter Egg Hunt would remain as current, but without the egg and spoon race and with the date brought forward to the Saturday before Easter. This would result in less staff required at the event.

May Fair

Members had already discussed the VE Day Celebrations in 2020. It was understood that the May Day Bank Holiday in 2020 will be taking place on Friday 8th May so that it coincided with VE Day itself.

The May Fair had been developing over the last few years and was now a smaller version of the Carnival (without the procession but with the Maypole dancing). Concerns had been expressed that the duplication of 2 similar events in reasonable proximity to one another may jeopardise the success of the events individually.

As such it was agreed that the event in 2020 was run as a VE Day Celebration event and that in subsequent years the May Fair was not held. The alteration in 2020 provided a natural break and would help to mitigate any perceived community loss.

The removal of this event from the annual calendar would also support the possibilities of delivering other aspirations within the Vision.

Members suggested that this information be passed on to Houghton Regis Primary School as they organised a May Fair event prior to Houghton Regis Town Council. The schools may also wish to borrow the May Pole.

Mayoral Inauguration

There was no change suggested to this event.

Carnival

This event comprised of 2 main elements: the procession and the arena and stalls on The Green.

The Procession

The cost to deliver the procession was around £1200 largely due to required road closures and the associated staff / security costs. The Procession significantly increased the length of the day for the staff and volunteers who helped to deliver it. The number of people who watched the procession from their homes was limited until it approached Bedford Square.

The Procession brought a vibrancy to the Green when it arrived, and it really started off the afternoon's entertainment. It was suggested that this element of the event could be altered by shortening the route to reduce cost of delivery and to shorten the day for support staff and volunteers. The following options were suggested:

From All Saints Academy to the Green – the procession would not need to stop for a rest and there were fewer road closures to manage.

The theme for 2020 was Houghton Goes Green on The Green – as such members could consider having a walking / cycling procession only from HHP to the Green. This would support the theme, reduce risk to health and safety of participants as it was off the road, would reduce time and would reduce cost through less staffing / security /

road closures. It would also support HHP through visitor numbers and general awareness. Savings on the road closures / staffing could be utilised to provide amplified music / bands to support participants.

The Green – stalls and arena

Staff and volunteers were on the Green from 6am to 6pm. It was a very long day for all concerned.

Members were invited to consider:

- Altering the time of the event from midday to 4pm to midday to 3pm;
- Not having a band at the end (Houghton Rocks provides this entertainment)
- Members may also like to consider making a cost saving by not providing the carnival badges (£600). It was suggested alternative badges could be sourced which were less expensive, recyclable.
- It was suggested that the council continued to produce and circulate a carnival programme to raise awareness of the event, to maintain the event as the flagship event and to encourage sponsorship (as it was delivered to each property in the parish).

After discussion on the suggested changes, members agreed that the community value of this event as was, was too significant to alter, accordingly members agreed for the Carnival to remain unchanged.

Skate Park Competition

- Costs of delivery were comparable to the May Fair.
- There was no income received.

Capacity wise this was a difficult event to organise due to its timing so soon after the Carnival and being so close the summer playscheme.

The numbers of competitors were fairly low, and it was perceived that there was little wider community engagement.

Members acknowledged the community value of providing a youth targeted activity. Members suggested an alternative style of event, whereby a third party delivered the activity, which would be more tuition than competition. Members requested that further options be sought for delivery of this event.

Houghton Rocks

Originally it was intended that this event would replace, in the calendar, the Car Show. However, it had transpired that this event included a music festival, a car show, stalls and a car boot sale.

The car boot sale had never been particularly well supported as such it was suggested that this element no longer be promoted.

Organising a combined car show and a music event right at the end of the summer holiday period puts a deal of stress on the staff team. To help keep workloads manageable it was suggested that a car show was held one year and a music festival held the following year.

Members suggested that the area which housed the car show could be better utilised as a car park for patrons of Houghton Rocks. This would bring a modest income and would encourage greater community participation. Members agreed for the music event to be held each year without a car show or car boot sale.

Members suggested that car clubs could hold their own event on Houghton Regis Town Council land.

Pride of Houghton

In recent years the delivery / status of this event has been significantly enhanced. However, increasingly, it was being found that the council and partners had to push for nominations and that same people were being nominated.

It was suggested that members may like to consider holding Pride of Houghton one year and the Fireworks display the following year. This may help to keep the events fresh.

Members agreed that this event held significant community value and as such should remain as an annual event, however, the timing of the event be moved to early spring in 2021, the success of the event held at the changed time of year would then be reviewed. There would be no Pride of Houghton Awards in the calendar year 2020.

Fireworks

It was suggested that the delivery of this event remain as existing but that the event was alternated year on year with Pride of Houghton.

Members agreed that this event held significant community value and as such should remain as an annual event.

Remembrance Day / Armistice Day

The work in delivering these events had increased considerably over the last few years. However, it was considered that the event was one of civic pride and remembrance. As such it should be retained as existing. Members were requested to note however the increase in workload arising from this event.

Celebration of Christmas

Members had recently discussed the issues around this event. For certainty it was suggested the sponsorship be confirmed by 31st March for delivery of the event in November of the same year. Without sponsorship to cover the cost of the theatre, this event was not financially viable.

Santa's Grotto

It was suggested that this event be retained as existing. It was well supported and it was perceived to be well valued by the community.

Resolved: To recommend to Community Services Committee that the annual programme of events be based on the following:

1. To discontinue the Pancake race after the event in 2020;
2. To maintain the Easter Egg Hunt as existing, without the Egg and Spoon Race, but to hold it on the Saturday before the Easter weekend
3. To hold a VE Day celebration in 2020;
4. To discontinue the May Fair
5. To continue the carnival without alteration:
6. To alter the Skate Park competition and to seek a third party provider
7. To retain Houghton Rocks as solely a music event
8. To retain the Fireworks Display as an annual event and to retain Pride of Houghton as an annual event, however, moved to early springtime
9. To continue Santa's Grotto as existing

The Chairman declared the meeting closed at 5.48pm

Dated this day 30th of October 2019

Chairman

Events Working Group
30th October at 4.00pm

Present:	Councillors:	Y Farrell D Jones K Wattingham T Welch	Chairman Substitute
	Co-opted Members:	C Butler D Hill C Slough	
		Elizabeth Alex Andrew	Signposts Signposts Signposts
	Police:	Sgt. A Paine	Bedfordshire Police (Arrived 4.10pm)
	Officers:	Sarah Gelsthorp Louise Senior	Civic and Events Officer Head of Democratic Services
Apologies:	Councillor:	A Slough J Carroll T McMahon S Thorne	

EWG529 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Carroll, Cllr McMahon, Cllr Thorne and Cllr Slough (Cllr Jones substituted).

EWG530 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

EWG531 MINUTES

To approve the Minutes of the meetings held on 2nd October and 7th October 2019.

Resolved: To confirm the minutes of the Events Working Group meeting held on 2nd October and 7th October 2019.

EWG532 PRIDE OF HOUGHTON AWARDS

Members were invited to comment on the Pride of Houghton Awards and feedback was welcomed.

Members advised that the event went well and the change of location of the photo booth worked well. Members suggested that, although there were less numbers than last year, the event benefitted from less overcrowding.

Members suggested that the lighting be re-assessed for the stage and to consider a spotlight as members felt the stage was poorly lit.

Resolved: To note the report

EWG533 FIREWORKS DISPLAY – 3rd November 2019

Members received an update on the following:

- Marshalling
- Road closures
- Sound System / Hosting
- Vendors

Members received a Marshals Information booklet which included a final event overview listing the roles and responsibilities. Members received a list of phone numbers which were to be removed and brought on the day. There were a few details to be finalised and members would receive the final document prior to the event.

Members received The Serious Incident Plan and Serious Incident Contact Card. All documents were based upon model documents adopted by the Council but amended for each event accordingly. The Health and Safety of the event was discussed during the meeting.

Members were advised of the following:

- SOS bus would be arriving at 4pm
- Police would arrive at 4pm
- Road closure in effect from 6pm
- Disabled parking available at the Harvest Home
- Buses had been re-routed
- The Burger Van and the Coffee / Grill to be positioned apart
- Sparklers were not allowed on site

Resolved: To note the report.

EWG534 PROGRAMME FOR EVENTS 2020 - 2021

January – March 2020:

- 25th January 2020 – Burns Night (Mayoral)
- 25th February 2020 – Pancake Race
- February 2020 – Mayoral event
- March 2020 – Mayoral event tbc

1st April 2020 – 31st March 2021:

- 4th April 2020 – Easter Egg Hunt
- 26th April 2020 – Civic Service (Mayoral)
- May 2020 – Afternoon Tea on the Bowls Green (Mayoral)
- 8th May 2020 – VE Day Celebrations
- 13th May 2020 – Mayor's Inaugural Reception
- June 2020 – Mayoral event

- 11th July 2020 – Carnival
- July 2020 – Skatepark sessions (format to be developed)
- 5th September 2020 – Houghton Rocks
- September 2020 – Mayoral Event
- October 2020 – Mayoral Event
- 1st November 2020 – Fireworks Event
- 8/15th November (TBC) Remembrance Sunday
- 11th November 2020 – Armistice Day
- November 2020 – A Celebration of Christmas (TBC)
- 5th December 2020 – Christmas Carol Service / Christmas Light Switch On (Mayoral)
- 12th December 2020 – Santa’s Grotto.
- January 2021 – Mayoral event
- February 2021 – Mayoral Event
- February / March 2021 – Pride of Houghton Awards
- March 2021 – Easter Egg Hunt.

Members were advised that the budget request would be the same figure as last year, as the VE Day celebration would counter balance the May Fair. VE day celebrations would be included on the next agenda.

EWG535 PITCH FEES

The pitch fees for Town Council events in 2018/19 were:

- | | |
|-------------------------------|--------------------|
| • Fairground | £100.00 per ride |
| • Food outlets / Beer Tent | £135.00 per outlet |
| • Ice Cream Vans | £110.00 per van |
| • Commercial Stalls | £55.00 per stall |
| • Stall holders (individuals) | £15 per stall ** |
| • Registered Charities | £10 per stall ** |

** 50% discount was given on the cost of a second stall for the Carnival and Houghton Rocks**

In financial year 2019/20 the above prices were kept the same, with the exception of stallholders who weren’t charged to attend. A fee of £60 was charged for stalls at the Fireworks Display and £220 was charged for the Fairground at Fireworks and Houghton Rocks. Members agreed to keep the costs the same as last year, but to review the costs for next year.

Members were requested to consider pitch fees for 2020-21 and were advised that the Council experienced a significant loss of income from not charging stallholders and charities. It was hoped that more stalls would be encouraged to attend. It was advised that there wasn’t a substantial increase in the number of stallholders.

As such it was suggested that the pitch fees for stallholders and charities be re-instated so that the Council was able to benefit from increased income.

Resolved: To confirm the pitch fees for 2020-2021 as follows:

- **Fairground** £100.00 per ride
- **Food outlets** £135.00 per outlet
- **Ice Cream Vans** £110.00 per van
- **Commercial Stalls** £55.00 per stall
- **Stall holders (individuals)** £15 per stall **
- **Registered Charities** £10 per stall **
- **£60 for stalls at the Fireworks Display**
- **£220 for fairground at Fireworks Display**
- **£220 for fairground at Houghton Rocks.**

EWG536 FUTURE EVENTS

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

- Santa's Grotto – 14th December 2019
- Pancake Race – March 2020
- Easter Egg Hunt – April 2020

Members discussed the option of holding the Pancake Race in Houghton Hall Park if the weather is not suitable to hold it outdoors. It was advised that Houghton Hall Park had advised that it was not feasible to have the race inside Houghton Hall Park.

Resolved: To note the report.

The Chairman declared the meeting closed at 5.10pm

Dated this 4th day of December 2019

Chairman

HOUGHTON REGIS TOWN COUNCIL

Combating Crime Working Group

16th October 2019 at 11.00am

Present: Councillors: K Wattingham (Chairman)
Y Farrell
T Welch Substitute

Co-opted member: Mrs C Butler Street Watch

Police: PCSO Leah Barron Bedfordshire Police

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

Apologies: Councillors: C Copleston
T McMahan
M S Kennedy

CC1029 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr McMahan, Cllr Kennedy and Cllr Copleston (Cllr Welch substituted)

CC1030 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC1031 MINUTES

To approve the Minutes of the meeting held on the 18th September 2019.

Resolved: To approve the Minutes of the meetings held on the 18th September 2019 and for these to be signed by the Chairman.

CC1032 POLICE REPORT

Inspector Paine was not in attendance at the meeting to provide members with a police update on crime figures for Houghton Regis.

Members discussed current locations of Op Hana.

Members were advised that the camera had been formally requested by the police to be moved to Trident Drive to aid the reduction of ASB.

Houghton Hall Park was experiencing ASB and had received advice on strategies to help combat vandalism. Members were advised that a CCTV camera had been positioned in the kitchen garden.

It was requested that Cllr McMahon and Cllr Kennedy contact CYS Security to confirm patrols in Houghton Hall Park and it was requested that they broach the subject of security and prevention measures at the next Houghton Hall Park meeting they attend.

Members raised concerns regarding street drinkers frequenting the bus stop close to Bedford Square.

Resolved: For Operation Hana to focus on: Bedford Square, Houghton Hall Park, Bedford Court and Trident Drive/Dolphin Drive.

CC1033 OPERATION HANA 2020/21

Members were invited to consider Operation Hana contract for 2020/21.

This agenda item was not discussed at this meeting, but would be included on the next agenda.

CC1034 PUBLIC SECTOR PROTECTION ORDERS

Members received information on a consultation for proposed changes to the Public Sector Protection Orders concerning the control of dogs and antisocial public drinking.

Concerns were raised that some of the locations of Public Drinking Order had been removed from the Public Sector Protection Orders. It was suggested that councillors send an e-mail to PCSO Barron for this to be reassessed in the hope of reinstatement of the removed orders.

Resolved: Members were requested to note the consultation and submit an individual response if required.

CC1035 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 to move the camera from Recreation Road to Trident Drive on the advice of the police. Other cameras were to remain in situ.

Members requested that a visit to the CCTV room be arranged for councillors.

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

CC1037 ENVIRO-CRIME

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

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

Members were advised that reported issues that have been without resolution for over 12 months due to lack of completed disclaimer, would be removed from the list.

Resolved: To note the report.

CC1038 COMMUNITY SAFETY INITIATIVES

Members received a schedule providing an update on current community safety initiatives and a list of dog waste bins, their locations and authority responsibility information.

Members were advised that information collection from the speed data camera was proving difficult due to incompatible software. It was requested that the purchase of an android device be looked into in order to download the camera's data.

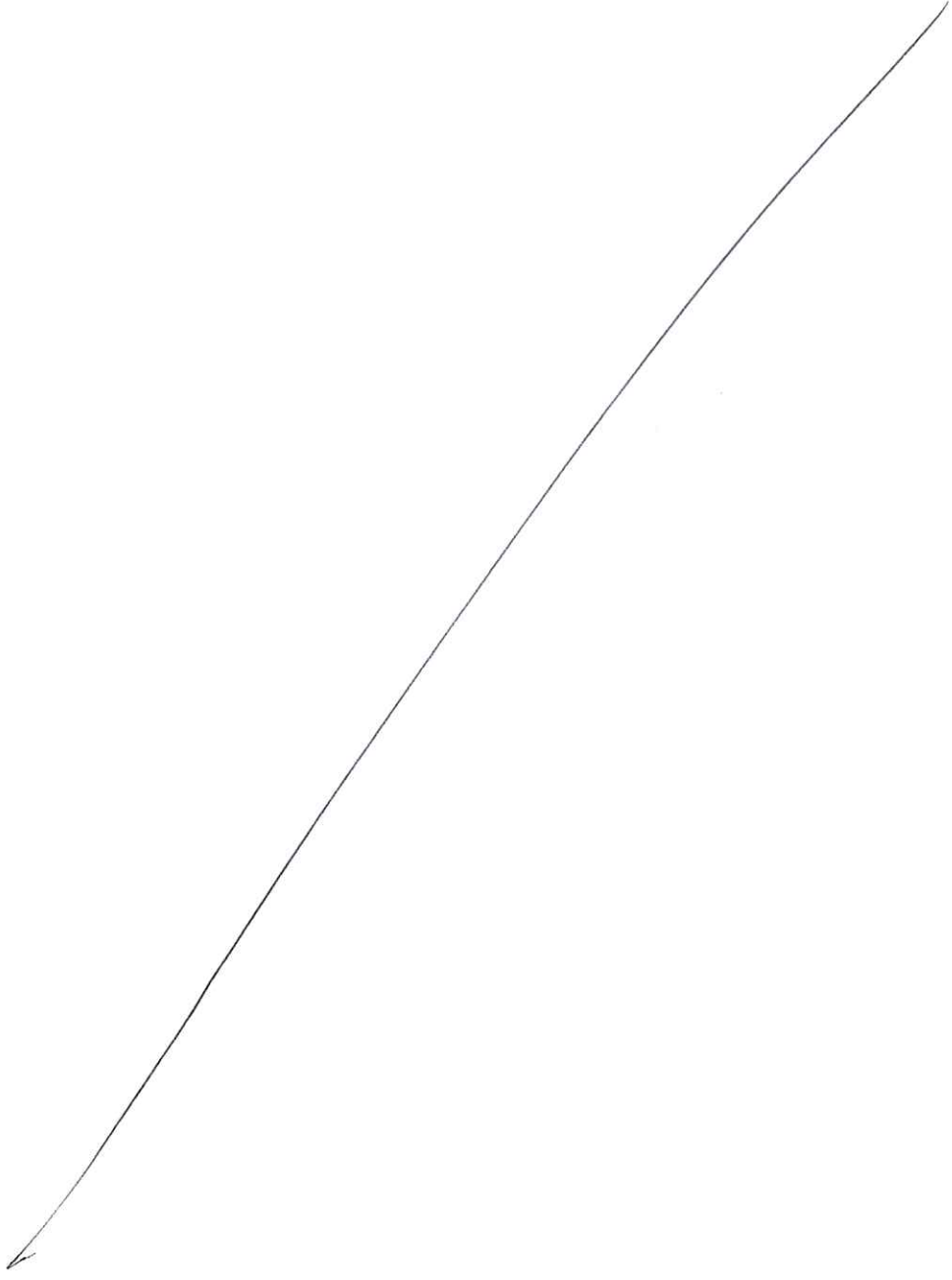
PCSO Barron offered to accompany SpeedWatch on their next surveillance exercise.

Resolved: To note the report.

The Chairman closed the meeting at 12.15pm

Dated this 20th day of November 2019

Chairman



HOUGHTON REGIS TOWN COUNCIL
Combating Crime Working Group
20th November 2019 at 11.00am

Present:	Councillors:	K Wattingham	(Chairman)
		Y Farrell	
		T McMahon	
		D Dixon-Wilkinson	Substitute
	Co-opted member:	Mrs C Butler	Street Watch
	Police:	DC Adrian Paine	Bedfordshire Police
	Officers:	Tara Earnshaw	Community Development Officer
Apologies:	Councillors:	C Copleston	
		M S Kennedy	
	Police:	SC Rob Cross	
		PCSO Leah Barron	

CC1039 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Copleston, Cllr Kennedy (Cllr Dixon-Wilkinson substituted), Rob Cross and Leah Barron.

CC1040 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC1041 MINUTES

To approve the Minutes of the meeting held on the 16th October 2019

It was noted that Cllr T McMahon and Cllr M S Kennedy would discuss security at Houghton Hall Park at the next stakeholders meeting they attend.

Resolved: To approve the Minutes of the meetings held on the 16th October 2019 and for these to be signed by the Chairman.

CC1042 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 crime figures compared to the same two months last year:

Violence against a person: +62%
Robbery: -12.5%
Domestic Burglary: -43%
Burglary Other: -76%
Vehicle Crime: -45%
Other Theft: -34.8%
Criminal Damage: +60.6%
Drugs (possession): -25%
Other Notifiable Offences: -72.2%

Members acknowledged the report displayed the number of crimes committed and the population of the town, it was requested these figures be calculated and presented as a percentage. It was advised that this would be addressed for the next report.

Members enquired about the decrease in foot patrol over the previous two month period. Bedfordshire Police assured members that this would be increased.

Members were advised that Operation Paxton had been successful and would continue to operate in the area. Bedfordshire Police did not anticipate the increased figures of violence against a person to be a trend in the area.

Resolved: For Operation Hana to focus on: Bedford Square/Bedford Court, Trident Drive/Dolphin Drive including shops, Mannor Park/Morrisons including Cemetery Road and Tithe Farm Road/Hillborough Crecent.

CC1043 OPERATION HANA 2020/21

Members were advised that at the Community Services meeting on 4th November, it was agreed to continue the Op Hana contract for 2020/21.

CC1044 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 to leave the camers located in Dolphin Drive and Hilborough Crecent in situ and to relocate the camera in Recreation Road to Bedford Road.

Members agreed to locate a suitable lamp post in Bedford Road to attach the camera.

Resolved: **Members agreed to relocated the Camera from Recreation Road to Bedford Road in light of the advice of the Police and other reliable information. It was also agreed to leave the camera in Dolphin Drive and Hilbotough Crecent in situ.**

CC1045 ENVIRO-CRIME

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

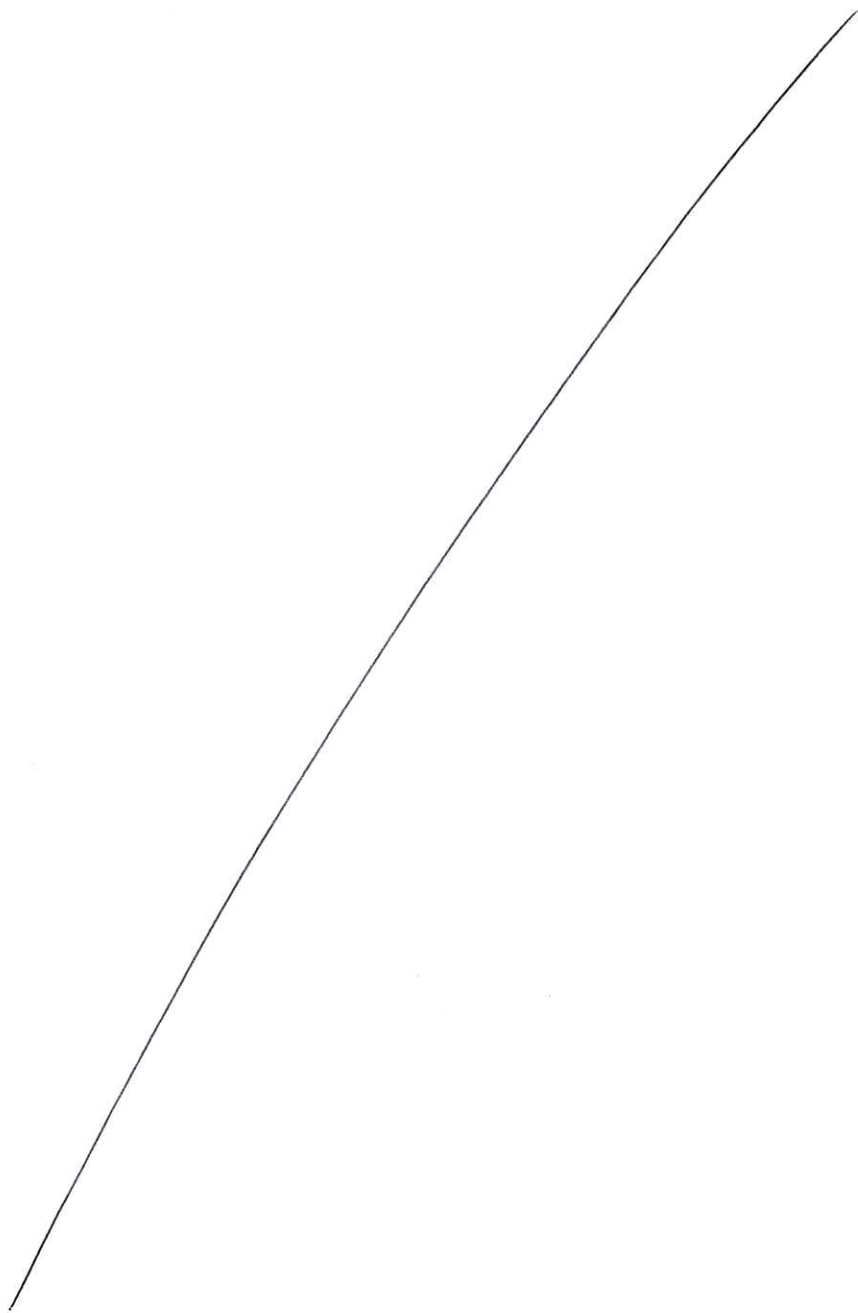
Members were reminded that they were able to report emerging issues at any time. These issues would be added to the schedule.

Resolved: **To note the schedule.**

The Chairman closed the meeting at 12.00PM

Dated this 20th day of November 2019

Chairman



HOUGHTON REGIS TOWN COUNCIL
Combating Crime Working Group
18th December 2019 at 11.00am

Present: Councillors: K Wattingham (Chairman)
C Copleston
Y Farrell
M S Kennedy

Co-opted member: Mrs C Butler Street Watch

Police: PC. J Burman Bedfordshire Police

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

Apologies: Councillor: T McMahan

CC1046 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr McMahan and Sgt Paine, Bedfordshire Police.

CC1047 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC1048 MINUTES

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

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

CC1049 POLICE REPORT

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

Members were advised of crime figures for the months of October & November 2019 compared to the same months of 2018.

	2018	2019	
Violence against a person	38	50	+31%
Robbery	2	0	-100%
Domestic Burglary	24	8	-66%
Burglary other	9	2	-77%
Vehicle Crime	28	10	-64%
Criminal Damage	29	9	-68%

Drug possession	2	5	+150%
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Members raised concerns over the number of youths loitering in Bedford Square and youths riding their bicycles through the pedestrian area.

Members were advised on hours worked on Operation Hana, members noted that foot patrol hours had dropped under the 50% target due to high priority incidents.

Members were advised that under Op Hana 5 incidents had been attended and 10 vehicles stopped, with one seized.

Members requested that Op Hana focus on Bedford Square & Bedford Court, Neptune Square & Dolphin Drive and Hillborough Crescent & Tithe Farm Road.

Resolved: For Operation Hana to focus on: Bedford Square & Bedford Court, Neptune Square & Dolphin Drive and Hillborough Crescent & Tithe Farm Road.

CC1050 REDEPLOYABLE CCTV CAMERA LOCATIONS

Members received a schedule of redeployable camera locations.

Members were advised that the request made at the last meeting for a camera to be placed at Bedford Court had not been actioned as a suitable lamp location could not be found.

Members raised concerns that several requests for camera moves had faced similar complications.

Members requested the Central Bedfordshire Council CCTV operative be invited to the next Combating Crime Working Group meeting to provide details of camera placement restrictions in order to prevent future erroneous requests.

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

CC1051 ENVIRO-CRIME

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

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 report.

CC1052 COMMUNITY SAFETY INITIATIVES

Members received a schedule providing an update on current community safety initiatives.

Members were advised 'Illegal parking' had been identified as a Highways concern' accordingly, this had been removed from the Community Safety Projects Log.

Members were advised that there had been a number of difficulties extracting the data from the speed sign. An officer had been looking into the cost of getting the data extracted by an IT engineer and anticipate this information being available at the meeting in February.

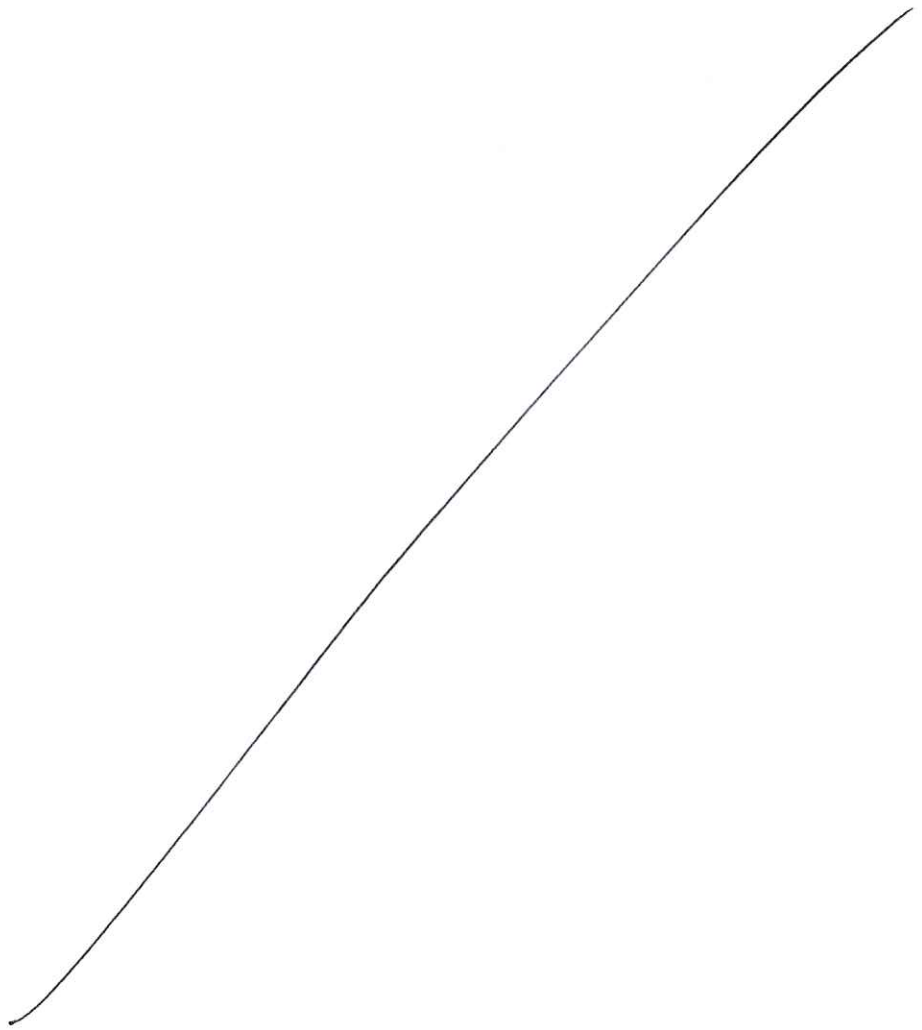
Members queried whether the parking initiative, which had been implemented during 2018, would continue and work with other interested schools. Members requested that this initiative be revisited and revitalised in the new year.

Resolved: To note the report.

The Chairman closed the meeting at 12.00

Dated this 15th day of January 2020.

Chairman





COMMUNITY SERVICES COMMITTEE

Agenda Item 8

Date: 10th February 2020

Title: Income & Expenditure 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

To note the report.

2. BACKGROUND

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

The income and expenditure report is provided for reference.

3. ISSUES FOR CONSIDERATION

302-1091 – this includes a £5000 grant from the PCC for the Anti Knife Crime campaign. The anticipated grant from CBC Youth Services (Anti Knife crime Campaign) of £2000 has been coded to 302-1078. Effectively income under 302 has been exceeded by £6957.

302-4221 – The use of a playscheme sessional worker from January to March 2020 to support the Youth Council would require £250 of budget provision. It is suggested that this be vired from 302-4221, Playscheme, to 191, Personnel / Staff costs. Agreed at previous meeting, virement to be completed.

302-4226 This is likely to go £300 over budget due to additional income being achieved by the Youth Council. The Youth Council will use the funds to source further equipment.

302-4228 Community Facilities
Budget requested for 19/20 was:

Annual cost for Town Centre banners initiative (£2800 for Bedford Square banners plus £2200 for High Street banners). The budget provided is insufficient for this project. Members may like to consider an alternative project or a reallocation of this budget.

302-4232 Christmas Lights

The annual contract costs have been met, residual funds will be used for post season repairs and maintenance.

304-1091, 1094, 1097, 1098 Events income

Members are reminded of concerns that income targets will not be achieved. This has been offset by a reduction in event expenditure as previously agreed.

305-4203 Mayors Christmas Appeal Fund

The expenses associated with this budget are met over the Christmas period.

306-4046 Enviro Crime

The budget was set to cover Redeployable CCTV sim and warranty £6k, monitoring £3k, Community Safety initiatives £5k – initiatives have been specified but detail including costings have not been confirmed (aside from £2400 from bulk waste subsidy initiative). Members are advised that as the redeployable CCTV costs (sim and warranty) relate to 3 financial years that in this financial year 2/3 of the costs are treated as pre payments and adjusted at year end to reflect costs in appropriate years. There is likely to be budget surplus available in this code.

306-4059 Other Professional Fees

Invoices for Operation Hana are outstanding from September onwards. It is predicted that the budget will be spent by year end.

399-4804 CAP New Christmas lights

This will be utilised once the contractor has assessed the economic viability of repairing the lights.

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

- There are no financial implications

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. NOTES OF EXPLANATION

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)
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 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.

APPENDICES

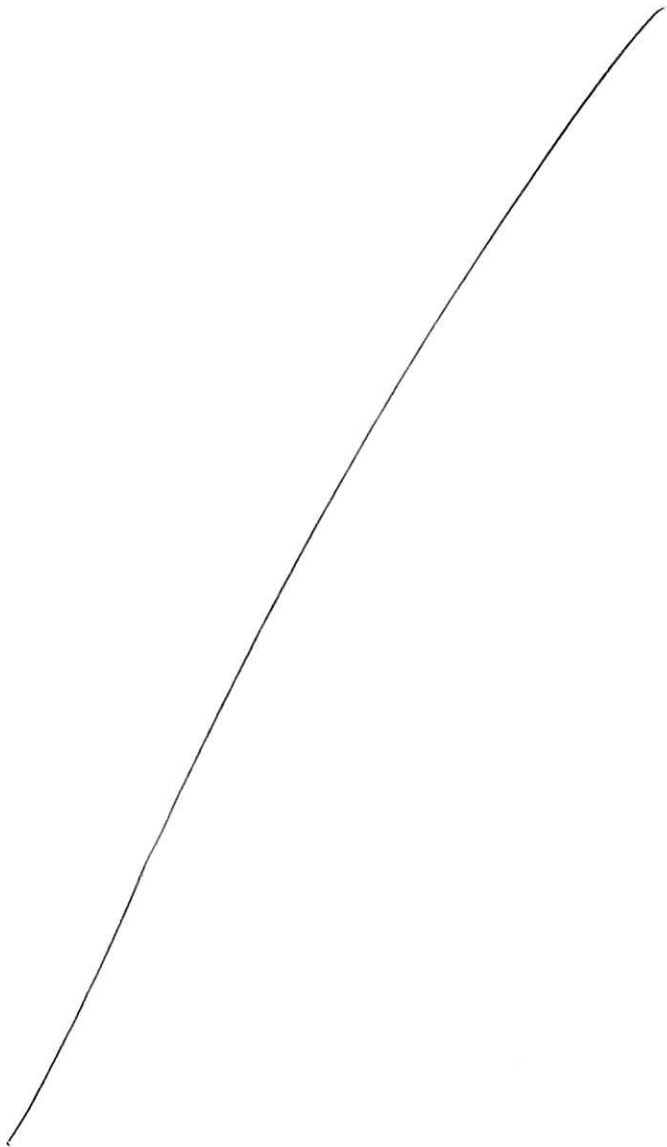
Appendix A: Income & Expenditure Report

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

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



31/01/2020

Houghton Regis Town Council

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10:51

Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>302 Community Services</u>							
1078 Grants & Donations Received	0	2,000	0	(2,000)			0.0%
1091 Income Miscellaneous	0	7,757	2,800	(4,957)			277.0%
Community Services :- Income	<u>0</u>	<u>9,757</u>	<u>2,800</u>	<u>(6,957)</u>			<u>348.4%</u>
4221 SUMMER PLAYSCHHEME	0	3,716	4,000	284		284	92.9%
4226 Youth services	0	13,773	20,000	6,227	9,075	(2,848)	114.2%
4227 Community Services	963	2,731	3,500	769		769	78.0%
4228 Community Facilities	0	0	2,000	2,000		2,000	0.0%
4230 Public Toilets	0	13,803	18,800	4,997		4,997	73.4%
4232 Christmas Lights	2,805	11,938	13,000	1,062		1,062	91.8%
Community Services :- Indirect Expenditure	<u>3,768</u>	<u>45,960</u>	<u>61,300</u>	<u>15,340</u>	<u>9,075</u>	<u>6,265</u>	<u>89.8%</u>
Net Income over Expenditure	<u>(3,768)</u>	<u>(36,204)</u>	<u>(58,500)</u>	<u>(22,296)</u>			
<u>303 Communications</u>							
4029 Promotional Material	0	850	1,000	150		150	85.0%
4033 NEWSLETTER	0	3,542	3,700	158		158	95.7%
4034 WEBSITE COSTS	0	738	1,160	423		423	63.6%
4059 OTHER PROFESSIONAL FEES	0	320	300	(20)		(20)	106.7%
Communications :- Indirect Expenditure	<u>0</u>	<u>5,450</u>	<u>6,160</u>	<u>710</u>	<u>0</u>	<u>710</u>	<u>88.5%</u>
Net Expenditure	<u>0</u>	<u>(5,450)</u>	<u>(6,160)</u>	<u>(710)</u>			
<u>304 Events</u>							
1094 Income from Sponsors	0	2,720	5,000	2,280			54.4%
1097 Income - Council Events	10	5,018	7,000	1,982			71.7%
Events :- Income	<u>10</u>	<u>7,738</u>	<u>12,000</u>	<u>4,262</u>			<u>64.5%</u>
4031 ADVERTISING	0	0	500	500		500	0.0%
4222 COMMUNITY EVENTS	2,814	33,961	40,000	6,039	832	5,208	87.0%
4992 Trs from Earmarked Reserve	0	0	(2,537)	(2,537)		(2,537)	0.0%
Events :- Indirect Expenditure	<u>2,814</u>	<u>33,961</u>	<u>37,963</u>	<u>4,002</u>	<u>832</u>	<u>3,171</u>	<u>91.6%</u>
Net Income over Expenditure	<u>(2,804)</u>	<u>(26,223)</u>	<u>(25,963)</u>	<u>260</u>			
<u>305 Community Grants</u>							
4203 MAYORS CHRISTMAS APPEAL FUND	0	1,578	2,500	922		922	63.1%
4218 Grants (WB) Small Projects	0	1,899	3,000	1,101		1,101	63.3%
4219 Grants (WB) Large Projects	0	2,500	2,500	0		0	100.0%
4220 Grants (WB) Key Partners	0	21,251	25,251	4,000		4,000	84.2%
4991 Trs to Earmarked Reserve	0	4,000	0	(4,000)		(4,000)	0.0%
Community Grants :- Indirect Expenditure	<u>0</u>	<u>31,228</u>	<u>33,251</u>	<u>2,023</u>	<u>0</u>	<u>2,023</u>	<u>93.9%</u>
Net Expenditure	<u>0</u>	<u>(31,228)</u>	<u>(33,251)</u>	<u>(2,023)</u>			

Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
306 Community Safety							
4046 Enviro - Crime	0	5,400	14,000	8,600		8,600	38.6%
4059 OTHER PROFESSIONAL FEES	3,039	18,827	33,990	15,163		15,163	55.4%
4992 Trs from Earmarked Reserve	0	0	(8,755)	(8,755)		(8,755)	0.0%
Community Safety :- Indirect Expenditure	<u>3,039</u>	<u>24,227</u>	<u>39,235</u>	<u>15,008</u>	<u>0</u>	<u>15,008</u>	<u>61.7%</u>
Net Expenditure	<u>(3,039)</u>	<u>(24,227)</u>	<u>(39,235)</u>	<u>(15,008)</u>			
307 Civic Services							
4101 MAYORS ALLOWANCE	590	2,444	3,850	1,406		1,406	63.5%
4106 Mayors Civic Events	15	1,960	2,200	240		240	89.1%
4121 CIVIC REGALIA	0	100	100	(0)		(0)	100.0%
4122 Civic Fund Expenses	15	21	150	129		129	14.1%
Civic Services :- Indirect Expenditure	<u>619</u>	<u>4,526</u>	<u>6,300</u>	<u>1,774</u>	<u>0</u>	<u>1,774</u>	<u>71.8%</u>
Net Expenditure	<u>(619)</u>	<u>(4,526)</u>	<u>(6,300)</u>	<u>(1,774)</u>			
399 Community Capital & Projects							
4804 CAP-New Christmas Lights	0	1,800	6,000	4,200		4,200	30.0%
4992 Trs from Earmarked Reserve	0	0	(6,000)	(6,000)		(6,000)	0.0%
Community Capital & Projects :- Indirect Expenditure	<u>0</u>	<u>1,800</u>	<u>0</u>	<u>(1,800)</u>	<u>0</u>	<u>(1,800)</u>	
Net Expenditure	<u>0</u>	<u>(1,800)</u>	<u>0</u>	<u>1,800</u>			
Grand Totals:- Income	10	17,495	14,800	(2,695)			118.2%
Expenditure	10,240	147,152	184,209	37,057	9,907	27,150	85.3%
Net Income over Expenditure	<u>(10,230)</u>	<u>(129,657)</u>	<u>(169,409)</u>	<u>(39,752)</u>			
Movement to/(from) Gen Reserve	<u>(10,230)</u>	<u>(129,657)</u>					

Note: Amended Officer Draft Budget 2020/21

	<u>2018/19</u>		<u>2019/20</u>			<u>2020/21</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Community Services</u>									
<u>302 Community Services</u>									
1078 Grants & Donations Received	0	0	0	2,000	2,000	0	2,000	0	0
1082 INC-LETTINGS	4,500	1,502	0	0	0	0	0	0	0
1091 Income Miscellaneous	2,000	1,954	2,800	7,757	7,757	0	1,800	0	0
Total Income	6,500	3,456	2,800	9,757	9,757	0	3,800	0	0
4221 SUMMER PLAYScheme	3,000	2,863	4,000	3,716	4,000	0	4,500	0	0
4226 Youth services	22,000	24,471	20,000	13,773	20,000	9,075	26,800	0	0
4227 Community Services	8,915	7,914	3,500	2,731	3,500	0	3,000	0	0
4228 Community Facilities	500	0	2,000	0	2,000	0	0	0	0
4230 Public Toilets	18,800	18,438	18,800	13,803	18,800	0	18,800	0	0
4232 Christmas Lights	12,585	11,101	13,000	11,938	13,000	0	13,000	0	0
4992 Trs from Earmarked Reserve	0	-2,000	0	0	0	0	0	0	0
Overhead Expenditure	65,800	62,787	61,300	45,960	61,300	9,075	66,100	0	0
Movement to/(from) Gen Reserve	(59,300)	(59,332)	(58,500)	(36,204)	(51,543)		(62,300)		
<u>303 Communications</u>									
1091 Income Miscellaneous	1,000	0	0	0	0	0	0	0	0
Total Income	1,000	0	0	0	0	0	0	0	0
4029 Promotional Material	1,000	1,080	1,000	850	1,000	0	2,000	0	0
4033 NEWSLETTER	5,000	4,837	3,700	3,542	3,700	0	4,000	0	0
4034 WEBSITE COSTS	500	270	1,160	738	1,160	0	1,000	0	0

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Houghton Regis Town Council
Annual Budget - By Committee

Note: Amended Officer Draft Budget 2020/21

	2018/19		2019/20			2020/21			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4059 OTHER PROFESSIONAL FEES	300	0	300	320	300	0	350	0	0
4225 TOWN GUIDE	0	0	0	0	0	0	2,000	0	0
4992 Trs from Earmarked Reserve	0	0	0	0	0	0	-2,000	0	0
Overhead Expenditure	6,800	6,187	6,160	5,450	6,160	0	7,350	0	0
Movement to/(from) Gen Reserve	(5,800)	(6,187)	(6,160)	(5,450)	(6,160)	0	(7,350)	0	0
304 Events									
1094 Income from Sponsors	5,000	3,725	5,000	2,720	3,000	0	5,000	0	0
1097 Income - Council Events	8,000	5,951	7,000	5,018	5,008	0	5,100	0	0
Total Income	13,000	9,676	12,000	7,738	8,008	0	10,100	0	0
4031 ADVERTISING	500	368	500	0	500	0	500	0	0
4222 COMMUNITY EVENTS	38,000	35,527	40,000	33,961	40,000	832	42,000	0	0
4992 Trs from Earmarked Reserve	-2,535	0	-2,537	0	-2,537	0	0	0	0
5008 Tr from EMR Comm Development	0	-2,535	0	0	0	0	0	0	0
Overhead Expenditure	35,965	33,360	37,963	33,961	37,963	832	42,500	0	0
Movement to/(from) Gen Reserve	(22,965)	(23,684)	(25,963)	(26,223)	(29,955)	0	(32,400)	0	0
305 Community Grants									
4203 MAYORS CHRISTMAS APPEAL FUND	2,100	1,681	2,500	1,578	2,100	0	2,100	0	0
4210 Memorial Hall Sinking Fund	4,000	0	0	0	0	0	0	0	0
4218 Grants (WB) Small Projects	3,000	3,000	3,000	1,899	3,000	0	3,000	0	0
4219 Grants (WB) Large Projects	4,242	4,242	2,500	2,500	2,500	0	1,962	0	0
4220 Grants (WB) Key Partners	18,251	18,251	25,251	21,251	21,251	0	15,000	0	0

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Houghton Regis Town Council
Annual Budget - By Committee

Note: Amended Officer Draft Budget 2020/21

	2018/19		2019/20				2020/21		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4992 Trs from Earmarked Reserve	0	-3,001	-6,000	0	-6,000	0	-6,000	0	0
Overhead Expenditure	4,000	4,000	0	1,800	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(4,000)</u>	<u>(4,000)</u>	<u>0</u>	<u>(1,800)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Community Services - Income	20,500	13,131	14,800	17,495	17,765	0	13,900	0	0
Expenditure	190,460	181,936	184,209	147,152	177,809	9,907	185,752	0	0
Movement to/(from) Gen Reserve	<u>(169,960)</u>	<u>(168,804)</u>	<u>(169,409)</u>	<u>(129,657)</u>	<u>(160,044)</u>	<u>(160,044)</u>	<u>(171,852)</u>	<u>0</u>	<u>0</u>
Total Budget Income	20,500	13,131	14,800	17,495	17,765	0	13,900	0	0
Expenditure	190,460	181,936	184,209	147,152	177,809	9,907	185,752	0	0
Movement to/(from) Gen Reserve	<u>(169,960)</u>	<u>(168,804)</u>	<u>(169,409)</u>	<u>(129,657)</u>	<u>(160,044)</u>	<u>(160,044)</u>	<u>(171,852)</u>	<u>0</u>	<u>0</u>

Community Services Committee

302 - Community Services

Cost centre:	Code:	Title:	
302	1078	Grants and donations	

2019/20figure:	2020/21figure (requested):	Agreed	
£0	£2000	£2000	

Justification:			
Grant income from CBC Youth Services £2k			

Cost centre:	Code:	Title:	
302	1091	Income misc	

2019/20figure:	2020/21figure (requested):	Agreed	
£2800	£1800	£1800	

Justification:			
Playscheme & trip income £1.5k			
Yth Council Misc income £300			

Cost centre:	Code:	Title:	
302	4221	Playscheme & Family Trips	

2019/20figure:	2020/21figure (requested):	Agreed	
£4000	£4500	£4500	

Justification:			
Community Services Committee agreed: Summer playscheme as delivered in 2019 – Vision 3 family trips – May (1 coach), Summer (2 coaches) and October (1 coach) – Vision			

Implications of request not being granted:	
The budget could be reduced by £500 if the second coach was not provided for the summer trip. For any further budget reduction Members would need to identify how they would want the provision reduced to meet the budget.	

Cost centre:	Code:	Title:	
302	4226	Youth Services	

2019/20figure:	2020/21figure (requested):	Agreed	
£20000	£26800	£26800	

Justification:	
<p>£18,000 for Pop Up Cafes – agreed CSC 4/11/19 subject to budget provision – Vision</p> <p>£2300 Youth Council – to date the council has supported the youth council with £2000 per annum. It is suggested that this be increased to £2300 in 2020/21 as the Youth Council have secured income from various initiatives (inc in code 302-1091). Including this additional expenditure allows the Youth Council to spend the income they have generated. – Vision</p> <p>£2000 to deliver the CBC Youth Services project (as identified in code 302-1091) – Vision</p> <p>£1500 for Groundwork to support the Youth Council at mtgs – agreed CSC 4/11/19 subject to budget provision</p> <p>£1000 for Groundwork to support the Youth Council at events – agreed CSC 4/11/19 subject to budget provision</p>	

Cost centre:	Code:	Title:	
302	4227	Community Services	

2019/20figure:	2020/21figure (requested):	Agreed	
£3500	£5500	£3000	

Justification:	
<p>£1k Shop Local– Vision</p> <p>£2k town centre attractions– Vision</p> <p>£2500 Town Centre Benchmarking (Note: CBC commissioned town centre benchmarking process in 2019/20. Suggested to include this budget so a monitoring process is established. Full delivery £2.5k, or a format of the process can be supplied and HRTC can arrange data collection and analyse, costs reduce to £350.</p> <p>Member decision during the budget setting process to remove the funding for the benchmarking survey. The Community Services Committee may like to</p>	

consider alternative funding possibilities.	
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Cost centre:	Code:	Title:	
302	4228	Community Facilities	

2019/20figure:	2020/21figure (requested):	Agreed	
£2000	£0	£0	

Justification:	
Budget requested for 19/20 was for annual cost for Town Centre banners initiative. However insufficient budget was provided to enable this project to be implemented. No further project identified in 20/21.	

Cost centre:	Code:	Title:	
302	4230	Public Toilets	

2019/20figure:	2020/21figure (requested):	Agreed	
£18800	£18800	£18800	

Justification:	
Cleaning of town centre public toilets – Vision Cleaning approx. £16.8k plus supplies £2k/ annum	

Cost centre:	Code:	Title:	
302	4232	Christmas lights	

2019/20figure:	2020/21figure (requested):	Agreed	
£13000	£13000	£13000	

Justification:	
To cover revenue costs associated with storing, installing and removing the lights plus annual repairs and maintenance. 5 year contract covering 2019-2023 Annual fees £9750 plus repairs and cost of tree– Vision	

303 Communications

Cost centre:	Code:	Title:	
303	4029	Promotional Material	

2019/20figure:	2020/21figure (requested):	Agreed	
1000	2000	2000	

Justification:	
£1k as existing for event photos, materials etc	
£1k for event promotion outside of parish – Vision	

Cost centre:	Code:	Title:	
303	4033	Newsletter – Town Crier	

2019/20figure:	2020/21figure (requested):	Agreed	
£5000	£4000	£4000	

Justification:	
Bi-annual publication - door to door delivery, 8 pages, colour, 7500 copies – Vision	
Delivery £500 / edition	
Print costs £1000 / edition (non recyclable paper)	
Print costs £1350 / edition (recyclable paper) – rec to support Vision	
Increase to print on recyclable paper £350 / edition.	
Some scope to increase print numbers	

Cost centre:	Code:	Title:	
303	4034	Website costs	

2019/20figure:	2020/21figure (requested):	Agreed	
£1160	£1000	£1000	

Justification:	
Used to cover any website alternations needed which cannot be achieved in house. – Vision	

Cost centre:	Code:	Title:	
303	4059	Other professional fees	

2019/20figure:	2020/21figure (requested):	Agreed	
£300	£1550	£350	

Justification:	
Options: Survey monkey subscription £350 Social media management £350 – Vision Enviro crime reporting ap £1200 – Vision Member decision during budget setting process to reduce this budget to enable Survey Monkey subscription only.	

Cost centre:	Code:	Title:	
303	4225	Town guide	

2019/20figure:	2020/21figure (requested):	Agreed	
£0	£2000	£2000	

Justification:	
Guide due to be published in 2020. This budget allows enough to be printed to have a copy delivered to each property plus some for general circulation. Supported by CSC subject to budget availability. Offset by transfer from EMR 330	

Cost centre:	Code:	Title:	
303	4992	Transfer from EMR	

2019/20figure:	2020/21figure (requested):	Agreed	
£0	-£2000	-£2000	

Justification:	
To offset 303-4225	

304 – Events

Cost centre:	Code:	Title:	
304	1094	Income from sponsors	

2019/20figure:	2020/21figure (requested):	Agreed	
£5000	£5000	£5000	

Justification:	
Anticipated income. Assumes £2.5 for CoXmas. If not get CoX sponsorship expenditure will correspondingly reduce	

Cost centre:	Code:	Title:	
304	1097	Income from events	

2019/20figure:	2020/21figure (requested):	Agreed	
£8000	£5100	£5100	

Justification:	
Anticipated income, assumes charging for stalls (if not reduce by £500).	

Cost centre:	Code:	Title:	
304	4031	Advertising	

2019/20figure:	2020/21 figure (requested):	Agreed	
£500	£500	£500	

Justification:	
Used for event advertising	

Cost centre:	Code:	Title:	
304	4222	Community events	

2019/20figure:	2020/21 figure (requested):	Agreed	
£39000	£42000	£42000	

Justification:																											
To cover the annual programme of council events inc Easter egg hunt, VE celebration, carnival, skate park sessions, music festival, fireworks night, Celebration of Christmas, Santa's grotto, civic awards ceremony. – Vision																											
<table border="1"> <tr> <td>Easter Egg Hunt</td> <td>700</td> </tr> <tr> <td>VE celebration</td> <td>2,500</td> </tr> <tr> <td>Carnival</td> <td>10,000</td> </tr> <tr> <td>Skate Park sessions</td> <td>2,300</td> </tr> <tr> <td>Music Festival</td> <td>5,500</td> </tr> <tr> <td>Pride of Houghton</td> <td>4,800</td> </tr> <tr> <td>Santa's Grotto</td> <td>700</td> </tr> <tr> <td>Fireworks Display</td> <td>9,000</td> </tr> <tr> <td>Celebration of Christmas</td> <td>2,500</td> </tr> <tr> <td>Policing at events</td> <td>2,000</td> </tr> <tr> <td>Recycling at events – Vision</td> <td>1,000</td> </tr> <tr> <td>Event evaluation – Vision</td> <td>1,000</td> </tr> <tr> <td style="text-align: right;">Total</td> <td>42000</td> </tr> </table>	Easter Egg Hunt	700	VE celebration	2,500	Carnival	10,000	Skate Park sessions	2,300	Music Festival	5,500	Pride of Houghton	4,800	Santa's Grotto	700	Fireworks Display	9,000	Celebration of Christmas	2,500	Policing at events	2,000	Recycling at events – Vision	1,000	Event evaluation – Vision	1,000	Total	42000	
Easter Egg Hunt	700																										
VE celebration	2,500																										
Carnival	10,000																										
Skate Park sessions	2,300																										
Music Festival	5,500																										
Pride of Houghton	4,800																										
Santa's Grotto	700																										
Fireworks Display	9,000																										
Celebration of Christmas	2,500																										
Policing at events	2,000																										
Recycling at events – Vision	1,000																										
Event evaluation – Vision	1,000																										
Total	42000																										

305 – Community Grants

Cost	Code:	Title:	
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centre:			
305	4203	Mayors Christmas appeal fund	

2019/20figure:	2020/21figure (requested):	Agreed	
£2100	£2100	£2100	

Justification:	
Used to fund the senior citizens mayoral Christmas card and gift voucher and postage. – Vision	

Cost centre:	Code:	Title:	
305	4218	Small projects grants	

2019/20figure:	2020/21figure (requested):	Agreed	
£3000	£3000	£3000	

Justification:	
Used to fund grant applications up to £500. – Vision	

Cost centre:	Code:	Title:	
305	4219	Large project grants	

2018/19 figure:	2019/20 figure (requested):	Agreed	
£4242	£1962	£1962	

Justification:	
The figure included is the actual amount agreed during previous financial year. The amt to be included in 2020/21 can be updated following on from the CSC on 28/10/19 – Vision	

Cost centre:	Code:	Title:	

305	4220	Grants Key Partners	
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2019/20figure:	2020/21figure (requested):	Agreed	
£22251	£15000	£15000	

Justification:	
To meet key partner grant obligations. The amt to be included in 2020/21 can be updated following on from the CSC on 28/10/19 – Vision	

306 – Community Safety

Cost centre:	Code:	Title:	
306	4046	Enviro Crime	

2019/20figure:	2020/21figure (requested):	Agreed	
14000	£7400	£7400	

Justification:	
Redeployable CCTV sim and warranty pro rata £2k, monitoring £3k £2400 from bulk waste subsidy initiative. – Vision	

Cost centre:	Code:	Title:	
306	4059	Other professional fees	

2019/20figure:	2020/21figure (requested):	Agreed	
£33990	£33990	£33990	

Justification:	
To cover SLA with Beds police re Operation Hana as existing Current SLA expires March 2020. CSC decision to continue as existing subject to budget provision being made available – Vision	

Cost centre:	Code:	Title:	
306	4992	Trns from EMR	

2019/20figure:	2020/21 figure (requested):	Agreed	
-£8755	£0	£0	

Justification:	
No capital costs identified	

Implications of request not being granted:	
-	

307 – Civic Services

Cost centre:	Code:	Title:	
307	4101	Mayors allowance	

2019/20figure:	2020/21 figure (requested):	Agreed	
£3850	£3850	£3850	

Justification:	
Used by the mayor to offset mayoral / civic expenses – Vision	

Cost centre:	Code:	Title:	
307	4106	Mayors Civic events	

2019/20figure:	2020/21 figure (requested):	Agreed	
£2200	£2200	£2200	

Justification:	
Used for inaugural reception, civic service, carol service – Vision	

Cost centre:	Code:	Title:	
307	4121	Civic regalia	

2019/20figure:	2020/21figure (requested):	Agreed	
£100	£550	£550	

Justification:	
Used for engraving of mayoral chain. £450 to purchase 5 more past consort badges, offset by 307-4992	

Cost centre:	Code:	Title:	
307	4122	Civic fund expenses	

2019/20figure:	2020/21figure (requested):	Agreed	
£150	£200	£200	

Justification:	
Misc civic expenses inc Remembrance wreaths. – Vision	

Cost centre:	Code:	Title:	
307	4992	Transfer from EMR	

2019/20figure:	2020/21figure (requested):	Agreed	
£0	-£450	-£450	

Justification:	
To offset cost re 5 more past consort badges	

399 – Community Capital & Projects

Cost	Code:	Title:	

centre:			
399	4804	Cap – New Christmas Lights	

2019/20figure:	2020/21 figure (requested):	Agreed	
£4000	£6000	£6000	

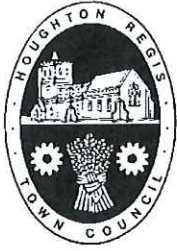
Justification:	
Many column lights are reaching the end of their useful life and need to be replaced.– Vision Offset by 399-4992	

Implications of request not being granted:	
There may not be enough usable lights for all the columns in 2020.	

Cost centre:	Code:	Title:	
399	4992	Transfer from EMR	

2019/20figure:	2020/21 figure (requested):	Agreed	
£0	-£6000	-£6000	

Justification:	
To offset 399-4804 Transfer from EMR 330	



COMMUNITY SERVICES COMMITTEE**Agenda Item 10**

Date: 4th February 2020

Title: **COMMUNITY DEVELOPMENT OFFICERS UPDATE FOR THE PERIOD 4th NOVEMBER 2019 TO 17th JANUARY 2020**

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 41 businesses engaged in the current Shop Local scheme.
- An estimated 46 cards have been returned to date. As suggested at the previous Community Services Meeting the Community Development Officer has been working on adapting the scheme to keep retailers and customers engaged.

- The new scheme aims to create a shopping in Houghton Regis booklet to be handed out in key locations across Houghton Regis as well as giving them out at events. The second part of the scheme will highlight a business for one month, encourage retailers to provide a voucher for that month and using our social media platforms for promotional purposes during that month.

ONGOING:

- Make contact with retailers and businesses in the community to determine who is interested in the new scheme.
- Communicate with those interested, to determine if they want to be part of the monthly business highlight or just the booklet.
- Design logos, adverts, vouchers, the booklet and purchase merchandise.

VISION 1C: TOWN CENTRE ATTRACTIONS

Since 17th November two Town Centre Attractions have taken place in Bedford Square Shopping Centre. They were the Crafty November activities on the 29th November 2019 and the Christmas fair in partnership with Houghton Together on 7th December 2019.

ONGOING

- There are plans to deliver an exotic pet day on 21st February 2020 and a Community engagement day on 20th March 2020 in the concourse in Bedford Square.
- It is expected that the following Town Centre Attractions will be delivered during the financial year 2020 to 2021
 - 13th May – Eco Event
 - June – Houghton Together Event
 - September – Houghton Together Event
 - 27th November Crafty November Activities
 - 5th December – Houghton Together Event
 - 12th March – Comic Relief, Red Nose Day

VISION 4J: YOUTH COUNCIL

Four meetings were held at Houghton Regis Town Council offices since 18th October 2019. Currently there are 13 Youth Council members and these meetings were delivered in partnership with Groundwork.

The Youth Council has attended the following engagements: National Youth Work Week Awards, Fireworks, Remembrance Sunday, Crafty Christmas Activities, Houghton Together Christmas Fair, Carol Service, Santa's Grotto, #KNIFEFREE event and Bag Packing in Morrisons.

The group had a Christmas meal at the chequers in recognition of their commitment to the Youth Council.

The Youth Council along with representatives from Groundwork went to the Ben Kinsella Exhibition in London to increase their knowledge and skills on knife crime.

As well as planning and preparing for future events and initiatives at their meetings, they have also been working on the #KNIFEFREE initiative and the 2020 vision and

have had a visit from the High Sheriff. To date the group have engaged almost 200 people from the community to sign up to the #KNIFEFREE Houghton campaign through community events and attended a #livesb4knives meeting. The Community Development Officer has also engaged all three upper schools in the campaign with the school councils taking a lead role in distributing the campaign among their peers.

VISION 4C: ENHANCED COMMUNITY EVENTS

Since the last report the Community Development Officer has supported and attended the Fireworks night, Remembrance Sunday, Carol Service and Santa's Grotto.

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.

Plans are underway to deliver a summer playscheme and family day trips in April, August and October.

VISION 4K: ENHANCED YOUTH SERVICES AND FACILITIES.

- Groundwork are continuing to deliver a youth café on a weekly basis with an enhanced session during school holidays.
- The Community Development Officer continues to attend the Youth Group on a fortnightly basis to maintain relationships with the young people.
- Groundwork has been supporting HRTC's Youth Council on a fortnightly basis at the meetings and at the events. A sessional worker employed by HRTC is currently supporting the Community Development Officer.
- The Community Development Officer is working in partnership with Groundwork, Bedfordshire Police, Central Bedfordshire and the upper schools to plan the delivery of the Knife Crime campaign.

VISION 4H AND 5M TO PROVIDE SUPPORT TO COMMUNITY GROUPS

Cat Protection

Supported the Cat Protection with an event held in Bedford Square Concourse.

Youth Forum

Met with Youth Workers from across Central Bedfordshire to discuss matters concerning Young People and to support in the delivery of the National Youth Work Week Awards celebrations.

Partnership working – Houghton Together

Jewels, Groundwork, Dunstable Rotary Club, Craft & Coffee and Morrisons have been working together to deliver events in Bedford Square. A Christmas Fair was delivered in December 2019.

#LivesB4knives

Attended a meeting and a group session to identify any linked up initiatives and similarities with the #KNIFEFREE campaign.

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 project / issues 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.



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

SMALL PROJECT GRANTS – up to £500

APPLICATION FORM

2019-2020

**** ALL QUESTIONS MUST BE ANSWERED IN FULL ****

Name of Organisation

Groundwork East

Contact Details

(person with whom this application can be discussed and to whom any cheque should be sent)

Name

David Ramsay

Position

Senior Youth Worker

Address

Stockwood Park

Luton

Post Code:LU1 4BH

Telephone Number

07736132293

Email Address:

david.ramsay@groundwork.org.uk

About Your Organisation

What are the aims and activities of the organisation?

Groundwork is an environmental charitable trust who are concerned with the empowerment of individuals and communities. The organisation meets a variety of different needs by delivering a diverse range of projects ranging from environmental education, changing landscapes, employability projects to mentoring and youth work.

Houghton Regis Youth Centre offers the young people from Houghton a space to become all that they can be, helping them develop in their personal, social and aspirational lives. Young people can currently enjoy two regular sessions of open access youth club sessions and the opportunity to receive 121 support.

Are you affiliated to a national organisation?

**delete as appropriate*

*Yes, please specify...Affiliated to Groundwork UK

Are you a registered charity?

**delete as appropriate*

*Yes, please specify your charity number...293141

Does the organisation have a membership?

**delete as appropriate*

*Yes

If yes please state

The current number of members..... 237

The rate of annual subscription £0/ annum

If No, who is the organisation accountable to?

Please specify

Cutlery, plates, bowls and cups: £50
 New multi toaster: £40
 Toasty Machine: £35
 Refurbishment and rebalance of pool table: £250
 Total: £1075

Quote 2

Sofas: £550
 Posters: £50
 Cutlery, plates, bowls and cups: £50
 New multi toaster: £40
 Toasty Machine: £35
 Refurbishment and rebalance of pool table: £250
 Total: £975

Quote 3

Sofas: £500
 Posters: £50
 Cutlery, plates, bowls and cups: £50
 New multi toaster: £40
 Toasty Machine: £35
 Refurbishment and rebalance of pool table: £250
 Total: £925

How much assistance are you requesting from Houghton Regis Town Council? (Max 50% of total project cost)

£480

How do you intend to fund the rest of the project?

- Use of existing funds? Please specify amount £0
- Fundraising? Please specify amount anticipated £480
- Grants from other sources? Please specify sources and amount..... Groundwork is currently seeking £480 from the Councillors Fund to match fund this application

What would be the impact of the project should the Council not award the full amount requested?

The quality of equipment and resources would have to be reduced at best and at worst there would have to be some items that would not be able to be acquired.

For Office Use Only

Grant Awarded £.....

Cheque No.:

Meeting Date:

Project Timescale

Please detail when you anticipate that the project will commence and complete.

This would be dependent on the successful outcome of both grants but ideally we would like to star the revamp project with young people by May 2020

The Town Council have developed a Town Council Plan to guide our work until March 2020. Details of the plan can be found at <http://www.houghtonregis.org.uk/houghton-regis-a-2020-vision-plan-summary>

In considering the Objectives and Outcomes of the Town Council Plan please detail how you feel that this grant would support the Town Council in delivering its outcomes:

The grant supports 3. A safer town with a reduced fear of crime. & 4. A more active, engaged & inclusive community as creating a more attractive welcoming space for young people to frequent would enable youth workers, volunteers and different agencies to help work towards the positive outcomes within the plan. Simple upscaling will help to increase numbers and allow the addressing of negative mind sets and attitudes on a wider scale.

Payment Details

Account title	Groundwork East
Account number	THIS INFORMATION HAS BEEN REMOVED FOR DATA PROTECTION
Bank / building society name and address	

Please note cheques will be made payable to the name of the organisation and sent to the contact as detailed unless otherwise advised.

For Office Use Only

Grant Awarded £.....
 Cheque No.:
 Meeting Date:

Declaration

Please sign this form to confirm that:

- The information supplied is full and correct to the best of your knowledge;
- You have read, understood and complied with the conditions of funding;
- You undertake to complete and return the End of Award form along with copies of invoices or receipts.
- You will spend the grant within 12 months of receipt.
- The application is submitted with the following required information: *Enclosed*
 - At least three competitive quotes for expenditure are required.

X
 - The organisations most recent set of accounts.
 - The organisations constitution.
 - Evidence of local support.
For example, letters of support from other organisations such as schools, Central Bedfordshire Council etc, results of questionnaires, surveys etc.
- It is understood that Houghton Regis Town Council reserve the right to reclaim the grant in the event of it being used for purposes other than specified, or the organisation ceasing to operate.

A representative from the organisation is invited to attend the meeting to present the application to the Council. Please confirm if a representative will be attending **YES**

Name of the representative (if applicable)David Ramsay

Signed

**Signature removed for
Data Protection**

.....

NameDavid Ramsay

Position ...Senior Youth Worker

Date ...24/01/20

For Office Use Only

Grant Awarded £.....

Cheque No.:

Meeting Date:

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HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Telephone: 01582 708540 Fax: 01582 861102

Email: info@houghtonregis.org.uk Website: www.houghtonregis.org.uk

RECEIVED
28.11.19.

END OF AWARD REPORT

If you have any questions about this form or your grant, please contact us for assistance. Failure to complete and return this form will cause the organisation to become ineligible for a grant in the next financial year.

Please enclose any relevant photographs, publicity material etc for our records.

Group Name: Sorted Counselling Services

Section 1: How did you spend your grant?

Total cost of Project £ 74369.00

Amount of grant awarded £ 4000.00

Please give details below of the items or activities funded by this grant.

This grant has contributed to volunteers expenses, supervision and CPD Training. The counselling is delivered by volunteers and this grant enables us to ensure they can receive a high level of clinical supervision to ensure best practice. The CPD training ensures that we can look at local trends and ensure counsellors have the knowledge and skills to be able to work effectively with the young people attending for counselling. We also offer travel expenses to support them accessing our service.

If the information above is different in any way from what was stated on your original grant notification letter, use the space below to explain the change(s). Please give details of any contact that you have made with this office to agree these changes.

Section 2: What have been the benefits of the grant?

How many people benefited from the grant? 268 28 Houghton Regis residents.

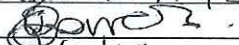
Please give details below of the ways in which the grant has been of benefit to the work of your group.

Children and young people are able to access counselling in a safe non-judgemental space to explore their feelings and thoughts. This helps them to improve their emotional wellbeing develop coping skills and resilience to face the difficulties in their lives. We work with many young people facing a huge range of problems, the service we offer meets them at the place they are at with empathy. They often don't meet thresholds for other mental health support so this early intervention can be crucial to them managing and learning about themselves. We offer upto 12 weekly sessions

Section 3: The signed declaration

I confirm that the details contained in this form are correct and that we will keep all financial records and accounts, including receipts for items purchased with the award, for at least two years from payment of the grant. We understand that this does not release us from our statutory obligations to keep records for longer periods.

We are aware that we may be asked to forward receipts for inspection or that we may be visited by you to inspect our records.

Name: JULIE BOWES.
 Position in group: DIRECTOR.
 Contact telephone number: 01582 891435.
 Signature: 
 Date: 20/11/19.

If the office bearers of your committee have changed since the grant was awarded, please enclose a separate sheet detailing their names, addresses and contact numbers so that we can update our records.

For office use only

Expenditure satisfactory Yes / No

Benefits consistent Yes / No

Comments:

RECEIVED
21/11/19



Great Bramingham Lane
Streatley, Luton, LU3 3NT

Mrs Chantel England
Houghton Regis Town Council
Peel Street
Houghton Regis
Bedfordshire
LU5 5EY

Tel: 01582 492339
Fax: 01582 564906
info@keech.org.uk
www.keech.org.uk

19 November 2019

Dear Chantel,

I am writing to acknowledge safe receipt of your recent Key Partner grant to Keech Hospice Care. Please pass on our thanks to all the councillors at Houghton Regis Town Council involved in making the decision, we are extremely grateful for your ongoing support.

Your generous donation of £5,000 will enable us to continue providing specialist, holistic care to children and adults from Houghton Regis who have a terminal or life-limiting illness, and their families. For example, it could fund over 100 music and art therapy sessions for patients and relatives which provides vital pre- and post- support to those affected by a life-limiting illness.

Using music and art as a mode of expression and communication, music and art therapy can help to explore an individual's thoughts, feelings and experiences. This can include coming to terms with a death; fears over their own diagnosis or that of a loved one; and providing a different way of communicating issues that may feel difficult, confusing or overwhelming.

Thank you for continuing to help us make the difference when it matters the most.

Please find enclosed a copy of our latest impact report which shows you further how your support benefits our patients and their relatives.

I will of course send the end of project grant form a head of the next meeting but in the meantime, we would warmly welcome representatives of Houghton Regis Town Council to visit us at Keech Hospice Care. We hold regular visitor days on the second Wednesday of every month but if this isn't convenient, and you would like to visit, then please do let me know and I will happily arrange an alternative.

From all of us here at Keech Hospice Care, thank you once again for your support.

With best regards

A handwritten signature in black ink, appearing to read "Meg", written over a light blue horizontal line.

Meg Davies
Trusts & Grants Manager
01582 497861
Meg.davies@keech.org.uk



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