

# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: Cllr M.S. Kennedy

Tel: 01582 708540

Town Clerk: Clare Evans

E-mail: [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)

7<sup>th</sup> June 2019

## HOUGHTON REGIS TOWN COUNCIL MEETING

**To: All Town Councillors**

### Notice of Meeting

**You are hereby summoned to the Meeting of the Houghton Regis Town Council to be held at the Council Offices, Peel Street on Monday 17<sup>th</sup> June 2019 at 7pm.**

**THIS MEETING MAY BE  
RECORDED \***

**Clare Evans  
Town Clerk**

### AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 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 5 -12*

To approve the minutes of the meeting held on 15<sup>th</sup> May 2019.

Minute 9888 – Council Calendar for 2019/20

Members are requested to note that the Events Working Group have requested that the start time of the group be altered to 4pm to enable nominated members to more readily attend. The calendar will be updated accordingly.

**Recommendation: To approve the Minutes of the meeting held on 15<sup>th</sup> May 2019.**

#### 5. COMMITTEE AND SUB-COMMITTEE MINUTES

*Pages 13 - 102*

To receive the minutes of the following committees and consider any recommendations contained therein

Corporate Services Committee	4 <sup>th</sup> March 2019 Members are specifically referred to the following; Minute 9825 – Co-Option Policy Minute 9826 – Capability Policy Minute 9827 – Local Government Pension Scheme: Review of Statement of Local Discretions Minute 9828 – Health & Safety at Work Policy <i>Copies of these policies are attached to Minutes</i>
Community Services Committee	11 <sup>th</sup> February 2019
Environment & Leisure Committee	25 <sup>th</sup> February and 25 <sup>th</sup> March 2019
Planning Committee	11 <sup>th</sup> March, 1 <sup>st</sup> April, 23 <sup>rd</sup> April, 29 <sup>th</sup> April, 20 <sup>th</sup> May 2019
Town Partnership Committee	29 <sup>th</sup> January 2019

*Pages 103 - 110*

To receive the minutes of the following sub committees and consider any recommendations contained therein

Office Provisions Sub Committee	None to present
New Cemetery Sub Committee	11 <sup>th</sup> March, 23 <sup>rd</sup> April 2019

**Recommendation: To receive the Minutes detailed above and to approve the recommendations contained therein as follows;  
To approve the Co-Option Policy, Capability Policy, Local Government Pension Scheme: Review of Statement of Local Discretions and the Health & Safety at Work Policy.**

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**6. TOWN MAYOR'S ANNOUNCEMENTS**

A verbal report will be provided.

**7. REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS & ON TRAINING SESSIONS ATTENDED**

Councillors are requested to provide verbal reports from meetings they have attended of outside organisations or from training courses they have attended on behalf of the Council.

**8. YEAR END ACCOUNTS**

*Pages 111 - 114*

Members will find attached a report providing brief outline of the year end accounting process. Members are invited to raise any queries relating to the process.

**Recommendation:** To note the report.

**9. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2018 / 2019  
ANNUAL INTERNAL AUDIT REPORT 2018/19**

*Pages 115 - 132*

In accordance with Financial Regulation 2.3, Members are presented with the completed Annual Internal Audit Report and supporting paperwork as part of the Annual Governance & Accountability Return, for the year ended 31<sup>st</sup> March 2019.

Members are advised that the internal auditor completed the year end internal audit on 6<sup>th</sup> June.

**Recommendation:** To approve the following action plan in response to the internal audit report:

1. To re-circulate to members details of the finance training being offered to encourage take-up.
2. For all officers to be provided with a copy of the Financial Regulations and to receive a briefing on financial requirements.
3. To approve the planned budget and precept setting process.
4. To note the reserves policy, as already implemented, as part of Financial Regulations;
5. To ensure that the impact of the use of reserves is factored into the budget setting process.

**10. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2018 / 2019  
SECTION 1 - ANNUAL GOVERNANCE STATEMENT**

*Pages 133 - 134*

In accordance with Financial Regulation 2.3, a draft completed version of Section 1 – Annual Governance Statement of the Annual Governance & Accountability Return, for the year ended 31<sup>st</sup> March 2019 is attached for consideration and approval.

**Recommendation:** To approve Section 1 – Annual Governance Statement of the Annual Governance & Accountability Return for the year ended 31<sup>st</sup> March 2019.

**11. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2018 / 2019  
SECTION 2 – ACCOUNTING STATEMENTS**

*Pages 135 - 152*

In accordance with Financial Regulation 2.3, Section 2 – Accounting Statements of the Annual Governance & Accountability Return and the supporting Statement of Accounts for the year ended 31<sup>st</sup> March 2019 is attached for consideration and approval subject to external audit.

**Recommendation:** To approve Section 2 – Accounting Statements of the Annual Governance & Accountability Return for the year ended 31<sup>st</sup> March 2019 subject to external audit.

**12. CHAIRMANSHIP POLICY**

Members are advised that the Corporate Services Committee considered an updated Chairmanship Policy on 10<sup>th</sup> June. The officer recommendation was:

*To recommend to Town Council that the Chairmanship Policy be approved.*

A copy of the policy will be sent out in the week commencing 10<sup>th</sup> June so that it incorporates any alterations requested by Corporate Services Committee.

It is considered desirable for this policy to be up to date at the commencement of the council year and as such it is presented for approval.

**Recommendation:** To approve the Chairmanship Policy.

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**Town Council**  
**15<sup>th</sup> May 2019 at 7.15pm**

Present: Councillors: M Kennedy Town Mayor  
D Abbott  
J Carroll  
C Copleston  
D Dixon-Wilkinson  
Y Farrell  
S Goodchild  
D Jones  
T McMahon  
R Morgan  
A Slough  
S Thorn  
K Wattingham  
T Welch

Officers: Clare Evans Town Clerk  
Louise Senior Head of Democratic Services

Also in attendance: Mrs Meryl Dolling High Sherriff of Bedfordshire  
Mr Michael Dolling Mayor of Dunstable  
Cllr Sid Abbott Mayoress of Dunstable  
Mrs Heather Abbott Mayor of Leighton-Linslade  
Cllr Clive Palmer Mayoress of Leighton-Linslade  
Mrs Rosie Palmer Deputy Mayor of Luton  
Cllr Mark Rivers

Public: 40

**9881 ELECTION OF THE TOWN MAYOR**

The retiring Town Mayor, Cllr Wattingham, invited nominations for the position of Town Mayor for the period May 2019 to May 2020.

Nominee: Cllr Abbott Nominated by: Cllr Carroll  
Seconded by: Cllr McMahon

Nominee: Cllr Kennedy Nominated by: Cllr Slough  
Seconded by: Cllr Dixon-Wilkinson

There were no other nominations.

Those in Favour of electing Cllr Abbott as Town Mayor: 3  
Those in Favour of electing Cllr Kennedy as Town Mayor: 9

On being put to the vote Cllr Kennedy was duly elected.

The new Town Mayor read and signed the 'Declaration of Acceptance of Office'. The new Town Mayor retired to receive the Chain of Office from the retiring Town Mayor.

At this point the new Mayor adopted his role as Chairman and thanked councillors for giving him the opportunity and gave an acceptance speech.

In his speech the Mayor thanked attendees, expressing his pride in becoming elected with further thanks to his family and the retiring Mayor. The Mayor was invited to choose a consort, Tracey Kennedy was nominated. The Mayoress accepted the consort badge.

A vote of thanks to the retiring Mayor was invited.

Cllr Thorne proposed a vote of thanks to the retiring town mayor, Cllr Wattingham, with a special acknowledgment for all his fundraising achievements.

Cllr Kennedy, on behalf of the Town Council presented Cllr Wattingham with the Past Mayors Badge in appreciation of the services provided during the course of his mayoral year to the Town Council and its community.

The retiring Town Mayor replied and thanked fellow councillors, staff and the community for their support. Councillor Wattingham announced that fundraising during the course of his year had raised a total of £8,749 and £2800 was donated to each of his chosen charities, Headway, Kids in Action and the 1<sup>st</sup> & 3<sup>rd</sup> Scouts. The remainder of the money raised was donated to McMillan Cancer Support in memory of the late Robin Hines. The Town Mayor, Cllr Kennedy, welcomed his appointment and announced that his charities for the year were yet to be decided, but would like to focus on charities within Houghton Regis.

## **9882 ELECTION OF THE DEPUTY MAYOR**

The Town Mayor invited nominations for the position of Deputy Mayor for the period May 2019 to May 2020.

Nominee:	Cllr Wattingham	Nominated by:	Cllr Farrell
		Seconded by:	Cllr Dixon-Wilkinson
	Cllr McMahon	Nominated by:	Cllr Carroll
		Seconded by:	Cllr Abbott

Those in favour of electing Cllr Wattingham as Deputy Town Mayor: 4

Those in favour of electing Cllr McMahon as Deputy Town Mayor: 7

On being put to the vote Cllr McMahon was duly elected as the new Deputy Town Mayor.

The new Deputy Mayor read and signed the 'Declaration of Acceptance of Office' and received the Chain of Office from the Town Mayor.

## **9883 DECLARATION OF ACCEPTANCE OF OFFICE**

Members were advised that all Declarations of Acceptance of Office had been signed and submitted.

## **9884 APOLOGIES**

None.

**9885 QUESTIONS FROM THE PUBLIC**

None.

**9886 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**9887 MINUTES**

To approve the minutes of the meetings held on 25<sup>th</sup> March and 11<sup>th</sup> April 2019.

Matters arising from the Minutes.

**Resolved: To approve the minutes of the meetings held on 25<sup>th</sup> March and 11<sup>th</sup> April 2019 and for these to be signed by the Chairman.**

**9888 COUNCIL CALENDAR FOR 2019/20**

Members received the draft Council Calendar, including meeting dates, member training and briefing dates, and council and civic event dates, for 2019/20.

**Recommendation: To approve the Council Calendar for 2019/20.**

**9889 COMMITTEE FUNCTIONS & TERMS OF REFERENCE**

In accordance with Standing Order 4.j.iii. Council was required to review its delegation arrangements to committees and sub committees.

These arrangements were set out in the Committee Functions & Terms of Reference. This document set out the system of delegation to the Committees, Sub Committees and Working Groups of the Council.

The approved Committee Functions & Terms of Reference were reviewed at the Town Council meeting held on the 25<sup>th</sup> March 2019. The amendments suggested were discussed and considered suitable.

Subsequent to this meeting further revisions were suggested, as follows:

*Town Partnership Committee*

The Terms of Reference of the Town Partnership Committee were considered at the meeting on 30<sup>th</sup> April. Revised terms of reference relating to the Committee had been included as agreed at the meeting. Members were requested to note that they remain to be formally approved by Central Bedfordshire Council. There was some discussion at the meeting over the chairmanship of the Committee. It was agreed that this would alternate between a CBC member and a HRTC member on an annual basis but that this would be a local level agreement and not reflected in the terms of reference.

*Disciplinary, Grievance and Appeals Sub Committee*

The revised Committee Functions & Terms of Reference were presented for formal approval.

**Resolved: To approve the Committee Functions & Terms of Reference.**

**9890 COMMITTEE, SUB-COMMITTEE & WORKING GROUP MEMBERSHIP**

Members are requested to:

1. Nominate and approve membership on the Town Council's Committees, Sub Committees, Working and other Groups;
2. To appoint Chairs of Standing Committees accordingly.

The following summarises the committee structure and associated membership:

*Standing Committees*

Corporate Services Committee	7 members
Environment & Leisure Committee	7 members
Community Services Committee	7 members
Planning Committee	7 members

*Joint Committees*

Town Partnership Committee	8 members (4 Town Cllrs & 4 CBC Cllrs)
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*Sub-Committees*

Complaints Sub-Committee*	3 members
Complaints Appeal Sub-Committee*	3 members
Personnel Sub-Committee	4 members
Disciplinary, Grievance & Appeals Sub-Committee*	3 members (To be appointed as required)
New Office Provisions Sub Committee	5 members
Proposed New Cemetery Sub Committee	6 members

*Working Groups*

Events Working Group	7 members (up to)
Pride of Houghton Awards Working Group**	3 members
Combating Crime Working Group	5 members

*Steering Groups*

Houghton Regis Neighbourhood Plan	5 members
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\* To be appointed when the need arises

\*\* To comprise Members who do not sit on Events Working Group



Members considered membership on the Town Council's Committees, Sub-Committees, Working and other groups. The membership list was presented to members with the exception of Corporate Services Committee and Personnel Sub-Committee and was agreed en bloc.

Members requested a 5 minute recess at 7.50pm to discuss the associated memberships to the Corporate Services Committee and Personnel Sub-Committee. Meeting reconvened at 7.55pm.

After discussion, members agreed the Corporate Services Committee and Personnel Sub-Committee memberships as written.

Members discussed the appointment of Chairs of Corporate Services Committee, Environment & Leisure Committee, Community Services Committee and Planning Committee.

*Chair of Corporate Services Committee*

Nominee:	Cllr Jones	Nominated by:	Cllr K Wattingham
		Seconded by:	Cllr Thorn

Members in favour of electing Cllr Jones as Chair of Corporate Services Committee: 14

On being put to the vote Cllr Jones was elected as Chair of Corporate Services Committee.

*Chair of Environment & Leisure Committee*

Nominee:	Cllr Dixon-Wilkinson	Nominated by:	Cllr Slough
		Seconded by:	Cllr Welch

Nominee:	Cllr McMahon	Nominated by:	Cllr Carroll
		Seconded by:	Cllr Abbott

Members in favour of electing Cllr Dixon-Wilkinson as Chair of Environment & Leisure Committee: 5

Members in favour of electing Cllr McMahon as Chair of Environment & Leisure Committee: 8

On being put to the vote Cllr McMahon was elected as Chair of Environment & Leisure Committee.

*Chair of Community Services Committee*

Nominee:	Cllr Wattingham	Nominated by:	Cllr Farrell
		Seconded by:	Cllr Thorn

Members in favour of electing Cllr Wattingham as Chair of Community Services Committee: 13

On being put to the vote Cllr Wattingham was elected as Chair of Community Services Committee.

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*Chair of Planning Committee*

Nominee:	Cllr Carroll	Nominated by:	Cllr Abbott
		Seconded by:	Cllr Thorn
Nominee:	Cllr Dixon-Wilkinson	Nominated by:	Cllr Slough
		Seconded by:	Cllr Copleston

Members in favour of electing Cllr Carroll as Chair of Planning Committee: 4

Members in favour of electing Cllr Dixon-Wilkinson as Planning Committee: 10

On being put to the vote Cllr Dixon-Wilkinson was elected as Chair of Planning Committee.

- Resolved:**
- 1. To approve membership on the Town Council's Committees, Sub-Committees, Working and other Groups as attached;**
  - 2. To appoint Chairs of Standing Committees accordingly.**

#### 9891 REPRESENTATIVES ON OUTSIDE ORGANISATIONS

The Town Council was invited to appoint representatives to outside organisations to act as a link between the Town Council and the organisation.

Members received the list of outside organisations with details to which the Council was invited to appoint representatives for 2019/20.

*Reporting Mechanisms*

Members who were appointed as representatives were requested to attend meetings of the organisations and to report to them items / issues of relevance from Houghton Regis Town Council and in turn to report back to the Town Council or the specified committee on the activities of the organisation. There was a standing item on Town Council agendas to facilitate this.

- Resolved:**
- 1. To appoint the councillor representatives for the listed outside organisations for 2019/20; as attached.**
  - 2. To note the reporting back mechanism as set out.**

#### 9892 STANDING ORDERS

In accordance with Standing Order 4.j.vii. Council was required to review its Standing Orders.

The approved Standing Orders were reviewed at the Town Council meeting held on the 25<sup>th</sup> March 2019. The amendments suggested were discussed and considered suitable. As such the attached revised Standing Orders were presented for formal approval.

- Resolved:** To approve Standing Orders.

#### 9893 FINANCIAL REGULATIONS

In accordance with Standing Order 4.j.vii. Council was required to review its Financial Regulations.

Financial Regulations are ‘the “standing orders” of a local council that regulate and control its financial affairs and accounting procedures’.

The approved Financial Regulations were reviewed at the Town Council meeting held on the 25<sup>th</sup> March 2019. The amendments suggested were discussed and considered suitable. As such the attached revised Financial Regulations were presented for formal approval.

**Resolved: To approve Financial Regulations.**

#### 9894 SCHEME OF DELEGATION

In accordance with Standing Order 4.j.v. Council was required to review its Scheme of Delegation.

The Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer, Council and Standing Committees of the Council to act with delegated authority in the specific circumstances detailed.

The approved Scheme of Delegation was reviewed at the Town Council meeting held on the 25<sup>th</sup> March 2019. The amendments suggested were discussed and considered suitable.

Subsequent to this meeting, a further revision was suggested.

As such the attached revised Scheme of Delegation was presented for formal approval.

**Resolved: To approve the Scheme of Delegation.**

#### 9895 GENERAL POWER OF COMPETENCE

In order for the Town Council to continue to use the General Power of Competence it needs to resolve that it meets the eligibility criteria (specified below) as contained in Section 1 of the Localism Act 2011:

- At least 2/3 of Members were elected at ordinary elections or at a by-election
- The clerk holds the following recognised qualifications
  - (i) The Certificate of Higher Education in Local Policy;
  - (ii) The CiLCA module on the General Power of Competence

**Resolved: To confirm that Houghton Regis Town Council meets the eligibility criteria for the General Power of Competence as contained in Section 1 of the Localism Act 2011.**

**The Chairman declared the meeting closed at 8.08pm**

**Dated this 17th day of June 2019**

**Chairman**

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**HOUGHTON REGIS TOWN COUNCIL**  
**Corporate Services Committee**  
**4<sup>th</sup> March 2019 at 7.30pm.**

Present:	Councillors:	D Abbott	Chairman
		J Carroll	
		Ms J Hillyard	
		C Slough	Substitution
		A Swain	
		K Wattingham	
		T Welch	
	Officers:	Debbie Marsh	Corporate Services Manager
		Louise Senior	Head of Democratic Services
	Public:	0	
Apologies:	Councillor:	M Kennedy	

**9813 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Councillor M Kennedy (Councillor C Slough substituted).

**9814 QUESTIONS FROM THE PUBLIC**

None.

**9815 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**9816 MINUTES**

To approve the Minutes of the meeting held on 26<sup>th</sup> November 2018.

Matters arising from the Minutes:

An update was requested, under Minute number 9691, Disciplinary and Grievance policy. Members were advised that the policy had had minor amendments made to it, as agreed at the meeting held on the 26<sup>th</sup> November 2018 and was now due to go to Town Council for ratification.

A query was raised regarding the photocopier contract and whether the issues had been resolved. Members were advised that there was no update to report.

**Resolved: To approve the Minutes of the meeting held on 26<sup>th</sup> November 2018 and for these to be signed by the Chairman.**

**9817 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS**

Personnel Sub-Committee: 15<sup>th</sup> October 2018.

**Resolved: To receive the Minutes of the Personnel Sub-Committee meetings of 15<sup>th</sup> October 2018.**

#### **9818 BUDGET REVIEW**

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

Members discussed the Mayor and Deputy Mayor's travel allowance to be included within the mayoral allowances. It was suggested that should this be agreed, this may impact on the number of events the Mayor could hold. It was generally felt that this was not supported. Members discussed that some training events were held in Biggleswade, which was some distance away. It was suggested that events / functions held within Houghton Regis should not be claimed for. It was discussed that there should be a policy depicting the roles and responsibilities of the Mayor and Deputy Mayor, it was suggested that the new council administration may wish to consider drawing up a policy to this effect.

**Resolved:**

- 1. To note the report;**
- 2. From 2019/20 to require that travel costs relating to training be allocated to the training budget;**
- 3. To vire from 190-4008 £1000 to 190-4021 to cover the predicted shortfall;**
- 4. To vire from 190-4008 £400 to 190-4023 to cover this predicted shortfall.**

#### **9819 BANK AND CASH RECONCILIATION STATEMENTS**

Members were requested to receive the monthly bank and cash reconciliation statements from November 2018 to January 2019.

Members voted to approve the recommendation:

In favour: 6

Abstention: 1

**Resolved:**

- 1. To approve the monthly Bank and Cash Reconciliation statements from November 2018 to January 2019;**
- 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

#### **9820 LIST OF CHEQUE PAYMENTS**

Members received a list of cheque payments for the period November 2018 to January 2019.

Members voted to approve the recommendation:

In favour: 6

Abstention: 1

**Resolved: To note the information.**

#### **9821 INVESTMENT REPORT**

In accordance with Committee Functions, Financial Regulation 8 and Banking Arrangements, Investment Strategy & Investment Arrangements.

The Corporate Services Committee were to oversee and manage the financial obligations of the Council, including:

To receive quarterly reports on investments containing a forecast of capital expenditure, investment opportunities and a recommendation for further investment including where, length and amount.

Members wished to thank the Accounts & Cemetery Officer for the presentation of information in the form of pie charts as it was easier to absorb the data in this format.

Members voted to approve the recommendation:

In favour: 6

Abstention: 1

**Resolved: To note the information.**

#### **9822 RENEWAL OF BACS AND CHAPS PAYMENTS**

Members were advised that the approval of the use of Direct Debit, Standing Order, BACS or CHAPS shall be renewed by resolution every year.

For information the Town Council no longer uses CHAPS as a payment method as the Town Council no longer has a fax machine and NatWest CHAPS department will only accept faxed instructions.

Members were asked to consider and endorse the list of Direct Debits and Standing Orders as attached.

**Resolved:**

- 1. To approve the use of BACS method of payment.**
- 2. To approve the use of Direct Debit and Standing Order method of payment.**

#### **9823 REVIEW OF VISION – CORPORATE SERVICES COMMITTEE**

Members received an extract from the Houghton Regis: Our 2020 Vision as it related to this committee which updated Members on the status of the agreed outcomes.

**Resolved: To note the report.**

#### **9824 REPORT ON MAYORAL ROBES**

Members received a report and draft policy on the wearing of ceremonial robes.

Members were concerned that the wording within the policy could be deemed as discriminatory and requested that clarification on this matter be sought. It was questioned whether the Town Clerk or Town Council should have the authority to offer dispensation for the wearing of the robes. It was suggested that if the issue was of a personal nature, it may not be appropriate to take this matter to full council for open discussion. It was suggested that the wearing of the robes could form part of the Mayoral policy as mentioned at minute number 9818.

An amendment to the policy was proposed by altering the word 'required' to 'expected':

Proposed by: Cllr Swain Seconded by: Ms J Hillyard

This was put to vote:

All in favour of the amendment to alter the policy wording.

Members agreed to defer this item to a future meeting in order to obtain advice on whether the policy could be deemed as discriminatory.

#### **9825 CO-OPTION POLICY**

Members received a report and draft policy on Co-option.

**Resolved: To recommend to Town Council that the Co-option Policy be approved.**

#### **9826 CAPABILITY POLICY**

At the previous Corporate Services meeting held on the 26<sup>th</sup> November 2018, Members of this Committee were asked to consider amendments to the Capability Policy and make a recommendation to Town Council for its approval.

Members felt that some of the wording was inconsistent and needed to be clear. It was felt that all written warnings should be authorised by the Town Clerk but that the use of 'may' within the document contradicted this. These amendments have been made with the use of the word 'shall' in their place. In addition to this member's felt that clarity was obtained for section 13.6. Members received a copy of the policy along with tracked changes.

A minor amendment to 13.6 of the policy was suggested, replacing the word 'or' with 'failing that'.

**Resolved: To recommend to Town Council that the Capability Policy be approved subject to the agreed amendment.**



**9827 LOCAL GOVT PENSION SCHEME: STATEMENT OF LOCAL DISCRETION**

Town Council was required to annually review the Local Government Pension Scheme:

Review of Statement of Local Discretions. Members received a copy of the approved document. There had been no amendments to the Regulations, therefore it was suggested that it remained suitable and fit for purpose.

Members of this Committee were asked to consider the Local Government Pension Scheme: Review of Statement of Local Discretions and make a recommendation to Town Council for its approval.

**Resolved: To recommend to Town Council that the Local Government Pension Scheme: Review of Statement of Local Discretions be approved.**

**9828 HEALTH AND SAFETY AT WORK POLICY**

Town Council was required to undertake a review of its Health and Safety at Work policy.

Members of this Committee were asked to consider the attached Health and Safety Policy and make a recommendation to Town Council for its approval.

Councillor K Wattingham wished it noted that he had raised concerns, in the past, regarding 3.9 in the policy; Fire and Evacuation. Concerns had been raised at previous meetings that the fire door leading from the Small Meeting room was, on occasion, blocked by cars on the forecourt.

**Resolved: To recommend to Town Council that the Health and Safety Policy be approved.**

**9829 INSURANCE AGREEMENT - RENEWAL**

The insurance for the Town Council was due for renewal on 1<sup>st</sup> June 2019. In accordance with Standing Orders quotations had been sought. All quotes had been prepared on a like for like basis and all provided adequate and suitable cover for the property, assets and activities of the Town Council.

**Resolved: To appoint company 1, as the Town Councils insurance provider, for a period of three years.**

**9830 INTERIM AUDIT REPORT – INTERIM REVIEW**

Members received an interim internal audit for consideration. Members noted that there were no significant issues of concern regarding the internal audit review however two minor issues for consideration were included in section 3.

Members suggested with modern day living, an electronic payment system for users to utilise would offer a more efficient service, with cheques not being extensively used and cash brought to the Town Council offices as the only alternative for residents to make payments. Members were advised that this was being investigated.

**Resolved: To note the report.**

### 9831 S106 FUNDING

At the last meeting of the Corporate Services Committee, members requested further information in regard to the expiry dates for older s106 agreements. Members were provided the information, below, via email dated 3<sup>rd</sup> December 2018.

- CB/14/03047/OUT r/o Old Red Lion £1,120,401 – 15.09.27
- CB/14/03056/OUT land at Bedford Rd £3,261,191 – 08.06.28
- SB/08/00388/FULL Land at Sandringham Drive £80,653 remaining, - 31.12.20
- SB/07/01448/OUT Land at Houghton Quarry £251,727 remaining, - 02.11.21
- CB/10/02465/FULL 5,7, & 8, The Quadrant, Leafields £2,932 remaining, - 03.04.22
- CB/12/02786/FULL 6a The Quadrant £1064 remaining, - 04.04.23
- CB/12/04455/FULL 8 Cemetery Rd £3,590 remaining, - 13.09.28
- CB/02618/FULL 10A Dunstable Rd £1,607 remaining – 15.12.26

The remaining four agreements had spend by dates following the receipt of an s106 contribution.

- CB/13/00546/FULL 11, Moore Crescent £7,390
- CB/15/02223/OUT Windy Willows, Sundon Rd £305,834
- CB/15/00297/OUT HRN2 £30,641,403
- CB/12/03613/OUT HRN1 £36,977,084

For information, as of April 2015 legislation changed. S106 monies were levied in accordance with the legal tests set out in the CIL Regulations 2010, of which there were three. This means that HRN1 is under the old legislation and HRN2 was under the new legislation.

Members were advised that this information was also available on the Central Bedfordshire Council website.

The Chair took a moment to thank councillors for all their hard work and efforts for the Corporate Services Committee.

**Resolved: To note the report.**

**The Chairman declared the meeting closed at 9.16pm**  
**Dated this 10th day of June 2019**

**Chairman**



## HOUGHTON REGIS TOWN COUNCIL

### Co-option Policy & Procedure

Date of Approval:	
Reviewed:	
Date of Re approval:	

Based on NALC briefing note L15-08

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1. Introduction
2. Notice of vacancies
3. Eligibility
4. Person specification
5. Decision making
6. Review

Appendix A – Person specification criteria

## 1. INTRODUCTION

- 1.1 The Co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Council and no poll (by- election) has been called.
- 1.2 The Council should fill the vacancy by co-option as soon as practicable. It must do this, if the period of vacancy has six month or more to run. It may, but is not bound to do so, if less.

## 2. NOTICE OF VACANCIES

- 2.1 To ensure that a fair and transparent process is undertaken the following procedure will be followed.
- 2.2 Following written confirmation, from the Electoral Services Officer, Central Bedfordshire Council, that the casual vacancy can be filled by means of co-option, the Town Clerk will:
  - a) Advertise the vacancy for 4 weeks on the Town Council's notice boards website and social media accounts;
  - b) Advise all Councillors, via email, that the co-option policy has been implemented.
- 2.3 NALC recommends that the public notice given by a council invites applications from candidates who satisfy (i) the eligibility criteria for being a councillor and (ii) the competencies listed in a person specification, agreed by the council.

## 3. ELIGIBILITY

- 3.1 To ensure that councils consider for co-option only those candidates who are eligible to be councillors, NALC recommends that councils require candidate(s) for co-option to declare or certify in writing that they:

- meet the criteria for eligibility, set out in s. 79 of the 1972 Act, to be a member of the council

And

- are not disqualified, pursuant to s.80 of the 1972 Act, to be a member of the council.

- 3.2 A council may need to investigate or obtain evidence about a candidate's eligibility to be a councillor if this is challenged.

#### 4. PERSON SPECIFICATION

- 4.1 After receipt of a candidate's written self-certification which confirms he meets the statutory requirements to be a member of a local council, the council will need to fairly consider if candidates are suitable for co-option. Candidates may be assessed by whether or not they meet the criteria in a person specification, agreed by the council. An *example* of a person specification is attached as appendix A.
- 4.2 Copies of the applicant's application will be circulated to all Councillors by the Clerk at least seven days prior to the meeting of the Council, when the Co-option will be considered. All such documents will be treated by the Clerk and all Councillors as Strictly Private and Confidential.

#### 5. DECISION MAKING

- 5.1 The decisions made by a local council about who to co-opt when casual vacancies arise should be transparent. In NALC's view, it would be difficult for a local council to argue that there are special reasons which justify excluding the public during a council meeting, when it is making decisions about a matter of public interest such as co-option.

#### 6. REVIEW

- 6.1 Houghton Regis Town Council is committed to reviewing its policies and making improvements where possible. This policy will be reviewed every 4 years or as required by the Corporate Services Committee/Town Council?

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## HOUGHTON REGIS TOWN COUNCIL

### Capability Policy

Date of Approval:	20 <sup>th</sup> January 2014
Reviewed:	26 <sup>th</sup> November 2018
Date of Re approval:	TBC

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**1. POLICY STATEMENT**

- 1.1 The primary aim of this procedure is to provide a framework within which managers can work with employees to maintain satisfactory performance standards and to encourage improvement where necessary.
- 1.2 It is the Council's policy to ensure that concerns over performance are dealt with fairly and that steps are taken to establish the facts and to give employees the opportunity to respond at a hearing before any formal action is taken.
- 1.3 This procedure does not form part of any employee's contract of employment and it may be amended at any time. The Council may also vary any parts of this procedure, including any time limits, as appropriate in any case.

**2. WHO IS COVERED BY THE POLICY?**

This procedure applies to all employees regardless of length of service. It does not apply to agency workers or self-employed contractors.

**3. WHAT IS COVERED BY THE POLICY?**

This policy is used to deal with poor performance. It does not apply to cases involving genuine sickness absence, proposed redundancies or misconduct. In those cases, reference should be made to the appropriate policy or procedure.

**4. IDENTIFYING PERFORMANCE ISSUES**

- 4.1 In the first instance, performance issues should normally be dealt with informally between you and your line manager as part of day-to-day management. Where appropriate, a note of any such informal discussions may be placed on your personnel file but will be ignored for the purposes of any future capability hearings. The formal procedure should be used for more serious cases, or in any case where an earlier informal discussion has not resulted in a satisfactory improvement. Informal discussions may help:

- (a) clarify the required standards;
- (b) identify areas of concern;
- (c) establish the likely causes of poor performance and identify any training needs; and/or
- (d) set targets for improvement and a time-scale for review.

- 4.2 Employees will not normally be dismissed for performance reasons without previous warnings. However, in serious cases of gross negligence, or in any case



involving an employee who has not yet completed their probationary period, dismissal without previous warnings may be appropriate.

- 4.3 If the Council has concerns about your performance, an assessment will be undertaken to decide if there are grounds for taking formal action under this procedure. The procedure involved will depend on the circumstances but may involve reviewing your personnel file including any appraisal records, gathering any relevant documents, monitoring your work and, if appropriate, interviewing you and/or other individuals confidentially regarding your work.

## 5. DISABILITIES

- 5.1 Consideration will be given to whether poor performance may be related to a disability and, if so, whether there are reasonable adjustments that could be made to your working arrangements, including changing your duties or providing additional equipment or training. The Council may also consider making adjustments to this procedure in appropriate cases.
- 5.2 If you wish to discuss this or inform the Council of any medical condition you consider relevant, you should contact your line manager.

## 6. CONFIDENTIALITY

- 6.1 The Council's aim is to deal with performance matters sensitively and with due respect for the privacy of any individuals involved. All employees must treat as confidential any information communicated to them in connection with a matter which is subject to this capability procedure.
- 6.2 You, and anyone accompanying you (including witnesses), must not make electronic recordings of any meetings or hearings conducted under this procedure.
- 6.3 You will normally be told the names of any witnesses whose evidence is relevant to your capability hearing, unless the Council believes that a witness's identity should remain confidential.

## 7. NOTIFICATION OF A CAPABILITY HEARING

- 7.1 If the Council considers that there are grounds for taking formal action over alleged poor performance, you will be required to attend a capability hearing. The Council will notify you in writing of concerns over your performance, the reasons for those concerns, and the likely outcome if we decide after the hearing that your performance has been unsatisfactory. The Council will also include the following where appropriate:

- (a) A summary of relevant information gathered as part of any investigation.
  - (b) A copy of any relevant documents which will be used at the capability hearing.
  - (c) A copy of any relevant witness statements, except where a witness's identity is to be kept confidential, in which case we will give you as much information as possible while maintaining confidentiality.
- 7.2 The Council will give you written notice of the date, time and place of the capability hearing. The hearing will be held as soon as reasonably practicable, but you will be given a reasonable amount of time, usually two to seven days, to prepare your case based on the information given to you.

## **8. RIGHT TO BE ACCOMPANIED AT HEARINGS**

- 8.1 You may bring a companion to any capability hearing or appeal hearing under this procedure. The companion may be either a trade union representative or a colleague. You must tell the manager conducting the hearing who your chosen companion is, in good time before the hearing.
- 8.2 A companion is allowed reasonable time off from duties without loss of pay but no-one is obliged to act as a companion if they do not wish to do so.
- 8.3 If your choice of companion is unreasonable the Council may require you to choose someone else, for example:
- (a) if in the Council's opinion your companion may have a conflict of interest or may prejudice the hearing; or
  - (b) if your companion works at another site and someone reasonably suitable is available at the site at which you work; or
  - (c) if your companion is unavailable at the time a hearing is scheduled and will not be available for more than five working days.
- 8.4 The Council may, at its discretion, allow you to bring a companion who is not a colleague or union representative (for example, a member of your family) where this will help overcome a particular difficulty caused by a disability, or where you have difficulty understanding English.

## **9. PROCEDURE AT CAPABILITY HEARINGS**

- 9.1 If you or your companion cannot attend the hearing you should inform your manager immediately and an alternative time will usually be arranged. You must make every effort to attend the hearing, and failure to attend without good reason

may be treated as misconduct in itself. If you fail to attend without good reason or are persistently unable to do so (for example, for health reasons), the Council may have to take a decision based on the available evidence.

- 9.2 The hearing will normally be held by your line manager. You may bring a companion with you to the hearing. Your companion may make representations, ask questions, and sum up your case, but will not be allowed to answer questions on your behalf. You may confer privately with your companion at any time during the hearing.
- 9.3 You may ask relevant witnesses to appear at the hearing, provided you give sufficient advance notice to arrange their attendance. You will be given the opportunity to respond to any information given by a witness. However, you will not normally be permitted to cross-examine witnesses unless, in exceptional circumstances, the Council decides that a fair hearing could not be held otherwise.
- 9.4 The aims of a capability hearing will usually include:
- (a) Setting out the required standards that the Council believes you may have failed to meet and going through any relevant evidence that has been gathered.
  - (b) Allowing you to ask questions, present evidence, call witnesses, respond to evidence and make representations.
  - (c) Establishing the likely causes of poor performance including any reasons why any measures taken so far have not led to the required improvement.
  - (d) Identifying whether there are further measures, such as additional training or supervision, which may improve performance.
  - (e) Where appropriate, discussing targets for improvement and a time-scale for review.
  - (f) If dismissal is a possibility, establishing whether there is any likelihood of a significant improvement being made within a reasonable time and whether there is any practical alternative to dismissal, such as redeployment.
- 9.5 A hearing may be adjourned if the Council needs to gather any further information or give consideration to matters discussed at the hearing. You will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.
- 9.6 The Council will inform you in writing of the decision and the reasons for it, usually within one week of the capability hearing. Where possible the Council will also explain this information to you in person.

**10. STAGE 1 HEARING: FIRST WRITTEN WARNING OR IMPROVEMENT NOTE**

- 10.1 Following a Stage 1 capability hearing, if it is decided that your performance is unsatisfactory, you will be given a first written warning, setting out:
- (a) The areas in which you have not met the required performance standards.
  - (b) Targets for improvement.
  - (c) Any measures, such as additional training or supervision, which will be taken with a view to improving performance.
  - (d) A period for review.
  - (e) The consequences of failing to improve within the review period, or of further unsatisfactory performance.
- 10.2 A first written warning must be authorised by the Town Clerk.
- 10.3 The warning will normally remain active for six months from the end of the review period, after which time it will be disregarded for the purposes of the capability procedure.
- 10.4 After the active period, the warning will remain permanently on your personnel file but will be disregarded in deciding the outcome of future capability proceedings.
- 10.5 Your performance will be monitored during the review period and the Council will write to inform you of the outcome:
- (a) if your line manager is satisfied with your performance, no further action will be taken;
  - (b) if your line manager is not satisfied, the matter may be progressed to a Stage 2 capability hearing; or
  - (c) if your line manager feels that there has been a substantial but insufficient improvement, the review period may be extended.

**11. STAGE 2 HEARING: FINAL WRITTEN WARNING**

- 11.1 If your performance does not improve within the review period set out in a first written warning, or if there is further evidence of poor performance while your first written warning is still active, the Council may decide to hold a Stage 2 capability hearing. You will be sent written notification as set out in paragraph 7.
- 11.2 Following a Stage 2 capability hearing, if it is decided that your performance is unsatisfactory, we will give you a final written warning, setting out:

- (a) the areas in which you have not met the required performance standards;
  - (b) targets for improvement;
  - (c) any measures, such as additional training or supervision, which will be taken with a view to improving performance;
  - (d) a period for review; and
  - (e) the consequences of failing to improve within the review period, or of further unsatisfactory performance.
- 11.3 A final written warning shall be authorised by the Town Clerk.
- 11.4 A final written warning will normally remain active for 12 months from the end of the review period. After the active period, the warning will remain permanently on your personnel file but will be disregarded in deciding the outcome of future capability proceedings.
- 11.5 Your performance will be monitored during the review period and the Council will write to inform you of the outcome:
- (a) if your line manager is satisfied with your performance, no further action will be taken;
  - (b) if your line manager is not satisfied, the matter may be progressed to a Stage 3 capability hearing; or
  - (c) if your manager feels that there has been a substantial but insufficient improvement, the review period may be extended.

## 12. **STAGE 3 HEARING: DISMISSAL OR REDEPLOYMENT**

- 12.1 The Council may decide to hold a Stage 3 capability hearing if there are reasons to believe:
- (a) your performance has not improved sufficiently within the review period set out in a final written warning;
  - (b) your performance is unsatisfactory while a final written warning is still active; or
  - (c) your performance has been grossly negligent such as to warrant dismissal without the need for a final written warning.

The Council will send you written notification of the hearing as set out in paragraph 7.

12.2 Following the hearing, if it is found that your performance is unsatisfactory, a range of options may be considered, including:

- (a) Dismissing you.
- (b) Redeploying you into another suitable job at the same or a lower grade (by agreement with you).
- (c) Extending an active final written warning and setting a further review period (in exceptional cases where the Council believes a substantial improvement is likely within the review period).
- (d) Giving a final written warning (where no final written warning is currently active).

12.3 The decision shall be authorised by the Town Clerk.

12.4 Dismissal will normally be with full notice or payment in lieu of notice, unless your performance has been so negligent as to amount to gross misconduct, in which case you may be dismissed without notice or any pay in lieu.

### 13. APPEALS AGAINST ACTION FOR POOR PERFORMANCE

13.1 If you feel that a decision about poor performance under this procedure is wrong or unjust you should appeal in writing, stating your full grounds of appeal, to the Town Clerk within one week of the date on which you were informed in writing of the decision.

13.2 If you are appealing against dismissal, the date on which dismissal takes effect will not be delayed pending the outcome of the appeal. However, if your appeal is successful you will be reinstated with no loss of continuity or pay.

13.3 If you raise any new matters in your appeal, the Council may need to carry out further investigation. If any new information comes to light you will be provided with a summary including, where appropriate, copies of additional relevant documents and witness statements. You will have a reasonable opportunity to consider this information before the hearing.

13.4 You will be given written notice of the date, time and place of the appeal hearing. This will normally be two to seven days after you receive the written notice.

13.5 The appeal hearing may be a complete re-hearing of the matter or it may be a review of the fairness of the original decision in the light of the procedure that was followed and any new information that may have come to light. This will be

at the Council's discretion depending on the circumstances of your case. In any event the appeal will be dealt with as impartially as possible.

- 13.6 Where possible, the appeal hearing will be conducted by a more senior manager or the Town Councils Disciplinary, Grievance and Appeals Sub-Committee, comprising of Councillors who have not been previously involved in the case. You may bring a companion with you to the appeal hearing.
- 13.7 A hearing may be adjourned if the Council needs to gather any further information or give consideration to matters discussed at the hearing. You will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.
- 13.8 Following the appeal hearing we may:
- (a) confirm the original decision;
  - (b) revoke the original decision; or
  - (c) substitute a different penalty.
- 13.9 You will be informed in writing of the final decision as soon as possible, usually within one week of the appeal hearing. Where possible it will also be explained to you in person. There will be no further right of appeal.

#### 14. POLICY REVIEW

- 14.1 This policy will be reviewed every 4 years or as required by the Corporate Services Committee.

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**Local Government Pension Scheme 2014 (LGPS)**  
**Houghton Regis Town Council**  
**Employer Discretion Policy Statement**

The new pension scheme rules, which apply from 1 April 2014, require each scheme employer within the LGPS to publish a statement with regards to how the employer will respond to discretionary aspects of the scheme rules and regulations.

This statement will be published on the Houghton Regis Town Council website and will also be made freely available in other ways such as intranet sites, staff groups, trade unions and HR officers.

The date of this publication is: 29<sup>th</sup> September 2014

The effective date of this policy is: 1<sup>st</sup> April 2014

This is the formal employers policy in respect of the employer that is currently known as: Houghton Regis Town Council

This policy applies to: Prospective members, current contributory members, deferred members and pensioner members of the Local Government Pension Scheme (LGPS), and their dependants.

Where quoted regulations\* refer to:

The Local Government Pension Scheme Regulations 2013, or The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014.

\*For certain employees/ers reference may also be contained to the following regulations:

- The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000
- The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended)
- The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011

This statement will be reviewed at least every 3 years at the time of the pension evaluation and may change from time to time as required. You should obtain the latest version of this document before making any decisions in respect of your retirement provisions as the situation may have changed.

You are advised to read this statement in conjunction with the information provided in respect of the benefits provided by the LGPS – the occupational pension scheme provided by Houghton Regis Town Council

This policy does not convey any form of contractual rights for LGPS/staff members. The policy will be reviewed and may be subject to change, only the version of the policy that is 'current' at the time at which an event occurs will be the one applied for the purposes of LGPS benefits or membership. This policy cannot, nor does it seek to, override the provision of the Local Government Pension Scheme Regulations (as amended), the Local Government (Discretionary Payments) as amended, and the Employment Rights Act.

Houghton Regis Town Council will not use this policy for any ulterior motive, it will ensure that such discretions will be exercised reasonably and where a cost is incurred it will only be used when there is a future benefit to the employer for incurring the extra costs that may arise or be associated with the discretion. It will ensure that where exercised any discretions that incur additional costs, will be applied and recorded as appropriate.

In publishing this policy the scheme employer, Houghton Regis Town Council, is required to pay due regard to the requirement that the formulated policy and its application and the extent to which the exercise of the discretions could lead to a serious loss of confidence in the public service.

Signed:  
Town Clerk, Houghton Regis Town Council

## Local Government Pension Scheme 2014 (LGPS) - Employer Policy Statement

### Employer discretions required under:

#### The Local Government Pension Scheme Regulations 2013

[prefix R]

#### The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 [prefix TP]

#### Regulation R16 (2)(e) & R16 (4)(d)

Whether, how much, and in what circumstances to contribute to a shared cost Additional Pension Contract (APC) scheme.

The Scheme employer may resolve to fund in whole or in part any arrangement entered into by an active scheme member to pay additional pension contributions by way of regular contributions in accordance with Regulation 16(2)(e), or by way of a lump sum in accordance with Regulation 16(4)(d).

The Scheme employer may enter into an APC contract with a Scheme member who is contributing to the MAIN section of the Scheme in order to purchase additional pension of not more than the additional pension limit (£6,500 from 1st April 2014 subject to annual increase in line with the Pensions (Increase) Act 1971).

The amount of additional contribution to be paid is determined by reference to actuarial guidance issued by the Secretary of State.

Consideration needs to be given to the circumstances under which the Scheme employer may wish to use their discretion to fund in whole or in part an employee's Additional Pension Contributions.

*The policy of Houghton Regis Town Council is:*

*A request for the authority to fund an APC received from a current contributing member of the LGPS employee will be granted only with the consent of the Personnel Committee and only if there is a clear demonstrable financial or operational advantage for the authority in doing so.*

#### Regulation R30(6)\* & TP11(2)

Whether all or some benefits can be paid if an employee reduces their hours or grade (flexible retirement)

An active member who has attained the age of 55 or over and who with the agreement of their employer reduces their working hours or grade of employment may, with the further consent of their employer, elect to receive immediate payment of all or part of the retirement pension to which they would be entitled in respect of that employment as if that member were no longer an employee in local government service on the date of the reduction in hours or grade (adjusted by the amount shown as appropriate in actuarial guidance issued by the Secretary of State – separate policy required under Regulation 30(8)).

As part of the policy making decision the Scheme employer must consider whether, in addition to the benefits the member may have accrued prior to 1 April 2008 (which the member must draw), to permit the member to choose to draw all, part or none of the pension benefits they built up after 31 March 2008 and before 1 April 2014 and all, part or none of the pension benefits they built up after 1 April 2014.

Due consideration must be given to the financial implications of allowing an employee to draw all or part of their pension benefits earlier than their normal retirement age.

*The policy of Houghton Regis Town Council is:*

*Houghton Regis Town Council has a flexible retirement policy that is reliant upon a sound business case being made for the granting of flexible retirement with immediate access to all or part of the member's benefits.*

*To this end Houghton Regis Town Council will consider requests on a case by case basis.*

*The following criteria will apply:-*

*There must be at least a 40% reduction in gross pay or contractual hours worked.*

**Regulation R30(8)\***

Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement. Whether to waive, in whole or in part, actuarial reduction on benefits which a member voluntarily draws before normal pension age.

Where a Scheme employer's policy under regulation 30(6) (flexible retirement) is to consent to the immediate release of benefits in respect of an active member who is aged 55 or over, those benefits must be adjusted by an amount shown as appropriate in actuarial guidance issued by the Secretary of State (commonly referred to as actuarial reduction or early payment reduction).

A Scheme employer (or former employer as the case may be) may agree to waive in whole or in part and at their own cost, any actuarial reduction that may be required by the Scheme Regulations.

Due consideration must be given to the financial implications of agreeing to waive in whole or in part any actuarial reduction.

*The policy of Houghton Regis Town Council is:*

*As a consequence of flexible retirement there may be a reduction to the benefit paid where the employee does so before the age of 65.*

*The value of any actuarial reductions will be applied. Houghton Regis Town Council will not seek to fund the reductions applied.*

**TP Sch 2 para 2(2)**

Whether to "switch on" the 85-year rule for a member voluntarily drawing benefits on or after age 55 and before age 60.

Where a scheme member retires or leaves employment and elects to draw their benefits at or after the age of 55 and before the age of 60 those benefits will be actuarially reduced unless their Scheme employer agrees to meet the full or part cost of those reductions as a result of the member otherwise being protected under the 85 year rule as set out in previous Regulations.

So as to avoid the member suffering the full reduction to their benefits the Scheme employer can 'switch on' the 85 year rule protections thereby allowing the member to receive fully or partly unreduced benefits but subject to the Scheme employer paying a strain (capital) cost to the Pension Fund

*The policy of Houghton Regis Town Council is:*

*As a consequence there may be a reduction to the benefit paid where the employees does so before the age of 60.*

*The value of any actuarial reductions will be applied. Houghton Regis Town Council will not seek to fund the reductions applied.*

**TP Sch 2 para 2(3)**

Whether to waive on compassionate grounds the actuarial reduction applied to benefits from pre 1/4/14 membership where the employer has switched on the 85-year rule for a member voluntarily drawing benefits on or after age 55 and before age 60.

So as to avoid the member suffering the full reduction to their benefits the Scheme employer can 'switch on' the 85 year rule protections thereby allowing the member to receive fully or

partly unreduced benefits but subject to the Scheme employer paying a strain (capital) cost to the Pension Fund

*The policy of Houghton Regis Town Council is:*

*That it may agree to adopt these discretions based on compassionate grounds.*

*But it will further consider the definition of compassionate grounds to include, but not be restricted to:*

*Compelling domestic reasons which will affect the ability of the individual to continue with their present working arrangements*

*and/or*

*Reasons of ill health, which do not meet the current criteria for ill-health retirement.*

*Appropriate medical evidence, should be provided by the member, at the member's cost in support of such cases. Any medical evidence provided should be compiled by a suitably qualified occupational physician.*

### **Regulation R31**

Whether to grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency (by up to £6,500 p.a.)

A Scheme employer may resolve to award

- (a) an active member, or
- (b) a member who was an active member but dismissed by reason of redundancy, or business efficiency, or whose employment was terminated by mutual consent on grounds of business efficiency,

additional annual pension of, in total (including any additional pension purchased by the Scheme employer under Regulation 16), not more than the additional pension limit (£6,500 from 1st April 2014 subject to annual increase in line with the Pensions (Increase) Act 1971).

Any additional pension awarded is payable from the same date as any pension payable under other provisions of the Scheme Regulations from the account to which the additional pension is attached.

In the case of a member falling within sub-paragraph (b) above, the resolution to award additional pension must be made within 6 months of the date that the member's employment ended.

*The policy of Houghton Regis Town Council is:*

That the Council will not generally, during its normal course of business ordinarily consider this discretion due to financial pressures at a time when there is a need to make significant savings via the public sector spending revue.

**Employer discretions required under:  
The Local Government Pension Scheme Regulations 2007  
(as amended) [prefix B]**

### **Regulation B12**

(This discretion will be spent entirely after 30th September 2014, and should be removed in any further published versions after this date.)

Whether, for a member leaving on the grounds of redundancy or business efficiency on or before 31st March 2014, to augment membership (by up to 10 years). The resolution to do so would have to be made within 6 months of the date of leaving.

*The policy of Houghton Regis Town Council is:*

*That it does not wish to adopt this policy in light of the requirement for the effective use of financial resources in the current financial climate/year 2014/2015.*

*It does not intend to review this discretion until the financial situation has improved sufficiently in real terms.*

**Regulation B30(2)\***

Whether to grant application for early payment of deferred benefits on or after age 55 and before age 60

*The policy of Houghton Regis Town Council is:*

*That it does not wish to adopt this policy in light of the requirement for the effective use of financial resources in the current financial climate/year 2014/2015.*

*It does not intend to review this discretion until the financial situation has improved sufficiently in real terms*

**Regulation B30(5)\***

Whether to waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early under B30

*The policy of Houghton Regis Town Council is:*

*That it may agree to adopt these discretions based on compassionate grounds.*

*But it will further consider the definition of compassionate grounds to include, but not be restricted to:*

*Compelling domestic reasons which will affect the ability of the individual to continue with their present working arrangements*

*and/or*

*Reasons of ill health, which do not meet the current criteria for ill-health retirement.*

*Appropriate medical evidence, should be provided by the member, at the member's cost in support of such cases. Any medical evidence provided should be compiled by a suitably qualified occupational physician.*

**Regulation B30A(3)\***

Whether to grant an application for early payment of a suspended tier 3 ill health pension on or after age 55 and before age 60

*The policy of Houghton Regis Town Council is:*

*That it may agree to adopt these discretions based on compassionate grounds.*

*But it will further consider the definition of compassionate grounds to include, but not be restricted to:*

*Compelling domestic reasons which will affect the ability of the individual to continue with their present working arrangements*

*and/or*

*Reasons of ill health, which do not meet the current criteria for ill-health retirement.*

*Appropriate medical evidence, should be provided by the member, at the member's cost in support of such cases. Any medical evidence provided should be compiled by a suitably qualified occupational physician.*

**Regulation B30A(5)\***

Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits paid early under B30A

*The policy of Houghton Regis Town Council is:*

*The policy of Houghton Regis Town Council is:*

*That it will agree to adopt these discretions based on compassionate grounds.*

*It will further consider the definition of compassionate grounds to include, but not be restricted to:*

*Compelling domestic reasons which will affect the ability of the individual to continue with their present working arrangements*

*and/or*

*Reasons of ill health, which do not meet the current criteria for ill-health retirement.*

*Appropriate medical evidence, should be provided by the member, at the member's cost in support of such cases. Any medical evidence provided should be compiled by a suitably qualified occupational physician.*

**Employer discretions required under:**

**The Local Government Pension Scheme Regulations 1997  
(as amended) [prefix L]**

**Regulation L31(2)**

Grant application from a post 31.3.98. / pre 1.4.08. leaver for early payment of benefits on or after age 50/55 and before age 60

*The policy of Houghton Regis Town Council is:*

*That it does not wish to adopt this policy in light of the requirement for the effective use of financial resources in the current financial climate/year 2014/2015.*

*It does not intend to review this discretion until the financial situation has improved sufficiently in real terms.*

**Regulation L31(5)**

Waive, on compassionate grounds, the actuarial reduction applied to benefits paid early for a post 31.3.98. / pre 1.4.08. leaver.

*The policy of Houghton Regis Town Council is:*

*That it may agree to adopt these discretions based on compassionate grounds.*

*But it will further consider the definition of compassionate grounds to include, but not be restricted to:*

*Compelling domestic reasons which will affect the ability of the individual to continue with their present working arrangements*

*and/or*

*Reasons of ill health, which do not meet the current criteria for ill-health retirement.*

*Appropriate medical evidence, should be provided by the member, at the member's cost in support of such cases. Any medical evidence provided should be compiled by a suitably qualified occupational physician.*

**Regulation L31(7A)**

Optants out pre 1.4.08. employee optants out only to get benefits paid from Normal Retirement Date (NRD) if employer agrees

*The policy of Houghton Regis Town Council is:*

*That it does not wish to adopt this policy for all potential members in light of the requirement for the effective use of financial resources in the current financial climate/year 2014/2015.*

*However, it confirms that it will consider such requests from employees where there is no capital cost to the authority.*

**The Following Further Employer Discretions may be required for certain employers, for reasons of transparency, the position of Houghton Regis Town Council is shown where relevant:**

**The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000]****Regulation 21(4)**

How any surviving spouse's or civil partner's annual compensatory added years is to be apportioned where the deceased person is survived by more than one spouse or civil partner.

*The policy of Houghton Regis Town Council is:*

*That any surviving spouse's annual compensatory added years payment deemed payable, will be divided equally amongst those eligible for payment, where the deceased person is survived by more than one spouse or civil partner.*

**Regulation 25(2)**

How it will decide to whom any children's annual compensatory added years payments are to be paid where children's pensions are not payable under the LGPS (because the employee had not joined the LGPS) and in such case how the annual added years will be apportioned amongst the eligible children

*The policy of Houghton Regis Town Council is:*

*That any annual compensatory added years payment deemed payable, to a child will be divided equally amongst those children eligible for payment. Therefore any annual added years payments will be divided equally amongst any eligible children.*

**Regulation 21(7)**

Whether in respect of the spouse of a person who ceased employment before 1 April 1998 and where the spouses or civil partner remarries, enters into a new civil partnership or cohabits after 1 April 1998, the normal pension suspension rules should be disapplied i.e. whether the spouse's or civil partners annual compensatory added years payments should continue to be paid.

The policy of Houghton Regis Town Council is:

That the normal pension suspension rules will be disapplied.

**Regulation 21(5)**

*{If the decision in 21(7) is to apply suspension of benefits.}*

...whether the spouses or civil partners pension should be reinstated after the end of the remarriage, new civil partnership or co habitation.

*The policy of Houghton Regis Town Council is:*

*As suspension of pensions will not be applied under Regulation 21(7) this discretion will not*

*be relevant to the authority.*

#### **Regulation 21(7)**

Whether, in respect of the spouses or civil partner of a person who ceased employment before 1 April 1998 and where the spouses or civil partner remarries or cohabits or enters into a civil partnership on or after 1 April 1998 with another person who is also entitled to a spouses or civil partners annual compensatory added years (CAY) payment, the normal rules requiring one of them to forgoe payment whilst the period of marriage, civil partnership or co habitation lasts, should be disapplied i.e. whether the spouses or civil partners annual CAY payments should continue to be paid to both of them.

*The policy of Houghton Regis Town Council is:*

That the normal pension suspension rules will be disapplied.

#### **Regulation 17**

Whether to and to what extent to reduce or suspend the member's annual compensatory added years payment during any period of re-employment in local government.

*The policy of Houghton Regis Town Council is:*

*That as such payments are unlikely to have been made by the authority under the regulations, no attempt will be made to suspend such payments in the event of reemployment. This is rationale is further strengthened because it would seem to be disingenuous in light of the current flexible retirement policy to do so.*

#### **Regulation 19**

*How to reduce the member's annual compensatory added years payment following the cessation of a period of re-employment.*

*The policy of Houghton Regis Town Council is:*

*As suspension of pensions will not be applied this discretion will not be relevant to the authority.*

#### **The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended)**

**Note:** For the purposes of the above, 'local government' means employment with an employer who offers membership of the LGPS to its employees, regardless of whether or not the employee chooses to join the LGPS (except where the employer is an Admitted Body). Technically, an employee of an Admitted Body (i.e. a body that has applied to the administering authority to allow its employees to join the LGPS and has entered into a formal admission agreement) is only employed in 'local government' if he / she is a member of the LGPS.

#### **Regulation 5**

To base redundancy payments on an actual weeks pay where this exceeds the statutory weeks pay limit.

*The policy of Houghton Regis Town Council is:*

*That it will base redundancy pay on actual pay where actual pay exceeds the statutory maximum under the Employment Rights Act 1996.*

#### **Regulation 6**

To award lump sum compensation of up to 104 weeks pay in cases of redundancy, termination of employment on efficiency grounds, or cessation of a joint appointment.

*The policy of Houghton Regis Town Council is:*

That the authority would not have sought to normally pay compensation under this Regulation



except to ensure that an employee whose employment was terminated by reason of redundancy received, under Regulation 5 of the Compensation Regulations, and this Regulation, a total of up to 30 weeks pay calculated in accordance with the Statutory Redundancy Pay Table.

*It should be Noted that: The effect of the authority's policy on the exercise of its discretions under Regulations 5 and 6 of the Compensation Regulations is that a person whose employment is terminated by reason of redundancy will be paid up to 30 weeks' pay calculated in accordance with the Statutory Redundancy Pay Table.*

*A person whose employment is terminated in the interests of the efficient exercise of the authority's functions, or where the other holder of a joint appointment leaves, will not normally be paid compensation under these Regulations.*

### **The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011**

*Formulating and publishing a policy under the Injury Allowances Regulations 2011 Each LGPS employer is required to formulate, publish and keep under review the policy that it will apply in the exercise of its discretionary powers to make any award under the Injury Allowances Regulations.*

#### **Regulation 3(1)**

*Whether to grant an injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.*

*The policy of Houghton Regis Town Council is:*

*That the authority has, after due regard to the facility, determined not to adopt the discretionary powers in respect of the injury allowance regulations as it cannot be satisfied that such a policy would be workable, affordable and reasonable having regard to the foreseeable cost and the use of public funds.*

*This discretion is therefore redundant as no injury allowance would be payable.*

#### **Regulation 3(4) and 8**

*Amount of injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.*

*The policy of Houghton Regis Town Council is:*

*This discretion is redundant as no injury allowance would be payable.*

#### **Regulation 3(2)**

*Determine whether person continues to be entitled to an injury allowance awarded under regulation 3(1).*

*The policy of Houghton Regis Town Council is:*

*This discretion is redundant as no injury allowance would be payable.*

#### **Regulation 4(1)**

*Whether to grant an injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.*

*The policy of Houghton Regis Town Council is:*

*This discretion is redundant as no injury allowance would be payable.*

#### **Regulation 4(3) and 8**

*Amount of injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.*

*The policy of Houghton Regis Town Council is:*

*This discretion is redundant as no injury allowance would be payable.*

**Regulation 4(2)**

Determine whether person continues to be entitled to an injury allowance awarded

*The policy of Houghton Regis Town Council is:*

*This discretion is redundant as no injury allowance would be payable.*

**Regulation 4(5)**

Whether to suspend or discontinue injury allowance awarded under regulation 4(1) if person secures paid employment for not less than 30 hours per week for a period of not less than 12 months.

*The policy of Houghton Regis Town Council is:*

*This discretion is redundant as no injury allowance would be payable.*

**Regulation 6(1)**

*Whether to grant an injury allowance following cessation of employment with entitlement to immediate LGPS pension where a Regulation 3 payment was being made at date of cessation of employment but Regulation 4 does not apply.*

*The policy of Houghton Regis Town Council is:*

*This discretion is redundant as no injury allowance would be payable.*

**Regulation 6(1)**

Determine amount of any injury allowance to be paid under regulation 6(1)

*The policy of Houghton Regis Town Council is:*

*This discretion is redundant as no injury allowance would be payable.*

**Regulation 6(2)**

Determine whether and when to cease payment of an injury allowance payable under regulation 6(1)

*The policy of Houghton Regis Town Council is:*

*This discretion is redundant as no injury allowance would be payable.*

**Regulation 7(1)**

Whether to grant an injury allowance to the spouse, civil partner, nominated co-habiting partner or dependent of an employee who dies as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.

*The policy of Houghton Regis Town Council is:*

*This discretion is redundant as no injury allowance would be payable.*

**Regulation 7(2) and 8**

Determine amount of any injury allowance.

*The policy of Houghton Regis Town Council is:*

*This discretion is redundant as no injury allowance would be payable.*

**Regulation 7(3)**

Determine whether and when to cease payment of an injury allowance payable under regulation 7(1)

*The policy of Houghton Regis Town Council is:*

*This discretion is redundant as no injury allowance would be payable.*

### **Further Employer Discretions**

**(set out as best practice)**

**– in accordance with the Local Government Pension Scheme Regulations 2013**

#### **R9(1) & (3) – Contributions**

Where an active member changes employment or there is a material change which affects the member's pensionable pay during the course of a financial year, the Scheme employer may determine that a contribution rate from a different band (as set out in Regulation 9(2)) should be applied.

Where the Scheme employer makes such a determination it shall inform the member of the revised contribution rate and the date from which it is to be applied.

*The policy of Houghton Regis Town Council is:*

*The authority, having taken due regard to the administrative functions required to ensure an effective and legitimate payroll function is present that fulfills all legal requirements, has determined that any variations to the rate of contribution will be applied from 1st of April each year following any re-assessment of bandings.*

*Any further assessment will only be carried out, during the year when the variance in the total annual remuneration is more than 25% of the existing total annual remuneration, and would be subject to the agreement of the Chief Executive in conjunction with the Leader of the Council.*

#### **R17(1) – Additional Voluntary Contributions**

An active member may enter into arrangements to pay additional voluntary contributions (AVCs) or to contribute to a shared cost additional voluntary contribution arrangement (SCAVCs) in respect of an employment. The arrangement must be a scheme established between the appropriate administering authority and a body approved for the purposes of the Finance Act 2004, registered in accordance with that Act and administered in accordance with the Pensions Act 2004.

The Scheme employer needs to determine whether or not it will make contributions to such an arrangement on behalf of its active members.

*The policy of Houghton Regis Town Council is:*

*That it will not set up any Shared Cost Additional Voluntary Contribution (SCAVC) Arrangements as it does not believe this to be a prudent use of funds.*

#### **R21(5) – Assumed Pensionable Pay**

A Scheme employer needs to determine whether or not to include in the calculation of assumed pensionable pay, any 'regular lump sum payment' received by a Scheme member in the 12 months preceding the date that gave rise to the need for an assumed pensionable pay figure to be calculated.

*The policy of Houghton Regis Town Council is:*

*That it will take all reasonable and necessary steps to ensure that in individual cases, it will establish a fair, equitable and justifiable way to identify what the members likely pay would have been, had the absence not occurred, and in cases where this pay is to be used for future benefits, whether that level of pay would have been received every year to normal retirement age.*

## **R22 - Merging of Deferred Member Pension Accounts with Active Member Pension Accounts**

A deferred member's pension account is automatically aggregated with their active member's pension account unless the member elects within the first 12 months of the new active member's pension account being opened to retain their deferred member's pension account.

A Scheme employer can, at their discretion, extend the 12 month election period.

*The policy of Houghton Regis Town Council is:*

*That the 12 months deadline would not be extended, however, extenuating circumstances may apply and this may include one or more of the following:*

*Where evidence exists that an election was made within 12 months but the administering authority did not receive this*

*Where evidence exists that the member was not aware of the 12 month limit due to maladministration*

*Where there has been an administrative error on the part of the employer, its contractor, or the scheme administrator*

*Where one or all of the above exist, the Chief Executive in conjunction with the Leader of the Council, may extend the period in question.*

## **R74 Adjudication**

Each Scheme employer must appoint a person ("the adjudicator") to consider applications from any person whose rights or liabilities under the Scheme are affected by:

(a) a decision under regulation 72  
(first instance decisions); or

(b) any other act or omission by a Scheme employer or administering authority,

and to make a decision on such applications.

Responsibility for determinations under this **first stage of the Internal Disputes Resolution Procedure (IDRP)** rests with "the adjudicator" as named below by the Scheme employer:

*Houghton Regis Council's 'Adjudicator's' details are:*

**Name: Cllr D Abbott**

**Job Title:**

**Chair of Corporate Services Committee**

**Full Address: Houghton Regis Town Council,**

**Peel Street,**

**Houghton Regis,**

**Beds**

**Post Code: LU5 5EY**

**Tel No: 01582 708540**

**Fax No: 01582 861102**

**Email Address: [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)**

## **Regulation R100(6) –Transfers of Pension Rights into the LGPS**

A request from an active member to transfer previously attained pension rights into the LGPS must be made in writing to the administering authority and the Scheme employer before the expiry of the period of 12 months beginning with the date on which the employee first became an active member in an employment (or such longer period as the Scheme employer and administering authority may allow).

*The policy of Houghton Regis Town Council is:*

*That the 12 months deadline would not be extended, however, extenuating circumstances may apply and this may include one or more of the following:*

*Where evidence exists that an election was made within 12 months but the administering authority did not receive this*

*Where evidence exists that the member was not aware of the 12 month limit due to maladministration*

*Where there has been an administrative error on the part of the employer, its contractor, or the scheme administrator*

*Where one or all of the above exist the Chief Executive in conjunction with the Leader of the Council, may extend the period in question.*

***This policy will be reviewed annually by the Corporate Services Committee***

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## Houghton Regis Town Council

### Health & Safety at Work Policy

Date of Approval:	Town Council 22 <sup>nd</sup> June 2015
Date of Review:	18 <sup>th</sup> May 2016; 5 <sup>th</sup> March 2018; 4 <sup>th</sup> March 2019;
Date of Re-approval:	18 <sup>th</sup> May 2016; 18 <sup>th</sup> June 2018

#### Contents

1. Policy Statement
2. Responsibilities for Health and Safety
3. Arrangements
4. Code of Practice

To be issued to all employees.

In accordance with the Health & Safety at Work etc Act 1974

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This is the Health & Safety Policy Statement of  
**Houghton Regis Town Council**

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**1.0 POLICY STATEMENT**

Houghton Regis Town Council:

1. Recognises and accepts its responsibilities as an employer for providing an adequate control of the health and safety risks arising from the Council's work activities;
2. Will consult with employees on matters affecting their health & safety.
3. Is keen to encourage employees to participate in providing a safe and healthy working environment.
4. In particular employees should:
  - a) Carry out their duties without endangering the health and safety of themselves, their colleagues and the general public.
  - b) Comply with all instructions appertaining to safety, all statutory provisions and local codes of practice.
  - c) Endeavour to facilitate the implementation of the safety policies of the Council.
5. Will seek to maintain safe and healthy working conditions;
6. Will provide and maintain plant and equipment;
7. Will ensure the safe use, handling, storage and transport of substances.
8. Will provide sufficient information, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
9. Will, as far as is reasonably practicable, seek to prevent accidents and cases of work related ill health;
10. The Town Council has ultimate responsibility for Health and Safety matters. However, this responsibility in relation to the day-to-day operation of the Council's activities is delegated to the Town Clerk as the proper officer. A meeting will be held between the Town Mayor and the Town Clerk to discuss health and safety issues as required;
11. The Health and Safety Policy will be reviewed annually or if there is a change in circumstances.

Signed: .....  
Cllr M.S. Kennedy, Town Mayor

.....  
Mrs C Evans, Town Clerk



## 2.0 RESPONSIBILITIES FOR HEALTH AND SAFETY

### The Council's Responsibilities:

- 2.1 Overall and final responsibility for health and safety is that of the Town Council.
- 2.2 Day to day responsibility for ensuring this policy is put into practice is delegated to the Town Clerk.
- 2.3 Under the Health & Safety at Work Act the Council has responsibility for the safety, health and welfare of employees and any other person in so far as they are affected by the activities of the work of the Council. To meet these responsibilities the Council will:
- (a) Ensure that there is an up-to-date overall policy for the safety, health and welfare of employees and that there are appropriate department policies and procedures, all of which are brought to the attention of employees.
  - (b) Periodically appraise the effectiveness of the policies and procedures and ensure that any necessary changes are made.
  - (c) Ensure that its activities do not detrimentally affect the safety, health and welfare of the general public. Where this cannot be avoided altogether it will, through its officers, ensure the general public is made aware of any situations that arise affecting its safety, health and welfare, and take any necessary precautions to eliminate such situations.

### Line Manager's Responsibilities:

- 2.4 Under the Health & Safety at Work Act Line Managers have responsibility in the following areas:
- Town Clerk (Clare Evans) Day to day management responsibilities & Council Offices  
In the absence of the Town Clerk, the Corporate Services Manager (Debbie Marsh) assumes these responsibilities.
- Grounds Foreman (Robert Kempson) Day to day management responsibilities for outside areas  
In the absence of the Grounds Foreman, Tony Luff (Head of Grounds Operation) assumes these responsibilities.
- 2.5 These Officers are responsible for:
- (i) Implementing the Council's overall safety, health and welfare policy in the work area under their control.
  - (ii) Ensuring that all subordinate staff fulfill their responsibilities in respect of safety, health and welfare.
  - (iii) In so far as it is within their power ensure there is adequate staff, funds and materials to meet the safety, health and welfare programme and that appropriate safe working arrangements are made before work begins.

- 
- (iv) Taking a direct interest in the Council's safety, health and welfare policy / programme and supporting other persons in carrying it out.
  - (v) Ensuring that first aid facilities are available to all employees.
  - (vi) Evaluating all risks relating to accidents and health at work, loss or damage to the Council's property and to the public and putting in place appropriate safe working procedures.
  - (vii) Ensuring that all liability is covered by Insurance.
  - (viii) Taking part in an annual review of the performance of the Council in the field of safety, health and welfare and developing an annual safety, health and welfare programme (risk assessments).
  - ix) Ensuring that appropriate records are kept including Accident Reporting (Form F2508) and Assessments (COSHH and Manual Handling.)

Employees' Responsibilities:

2.6 Under the Act the employees of this Council have responsibilities as follows:

- (i) To carry out their duties without endangering the health and safety of themselves, their colleagues and the general public.
- (ii) To comply with all instructions appertaining to safety, all statutory provisions and local codes of practice.
- (iii) Not to interfere with anything provided to safeguard their health and safety;
- (iv) To endeavour to facilitate the implementation of the safety policies of their Council, Department and Section.
- (v) Bring to the attention of management any health and safety matters requiring attention.

**3.0 ARRANGEMENTS**

3.1 Health & Safety Risks Arising from Work Activities

- Risk assessments will be undertaken by the Town Clerk and the Grounds Foreman.
- Confirmation of the completion of the risk assessments and actions required will be reported to Town Council on an annual basis.
- Action required to remove / control risks will be approved by Town Clerk or Town Council.
- The Town Clerk / Grounds Foreman will be responsible for ensuring the action required is implemented and that the action has removed / reduced the risks.

- Risk assessments will be reviewed annually or when circumstances change whichever is the soonest.

### 3.2 Consultation with employees

- Employee representatives are:  
Office staff: Debbie Marsh Corporate Services Manager  
Grounds Staff: Tony Luff (Head of Grounds Operation)
- Consultation with employees is provided through the bi-monthly staff meeting or when required

### 3.3 Safe plant and equipment

- The Grounds Foreman will be responsible for identifying all equipment / plant needing maintenance
- The Grounds Foreman and in the absence of the Town Clerk the Head of Grounds Operation will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant / equipment should be reported to the Head of Grounds Operation in the absence of the Town Clerk or Grounds Foreman
- Grounds Foreman and Head of Grounds Operation will check that new plant and equipment meets health and safety standards before it is purchased.

### 3.4 Safe handling and use of substances

- Grounds Foreman and the Head of Grounds Operation, in the absence of the Town Clerk will be responsible for identifying all substances that need a COSHH assessment.
- Grounds Foreman and the Head of Grounds Operation, in the absence of the Town Clerk will be responsible for undertaking COSHH assessments.
- Grounds Foreman and the Head of Grounds Operation, in the absence of the Town Clerk will be responsible for ensuring that all actions identified in the assessments are implemented.
- Grounds Foreman and the Head of Grounds Operation, in the absence of the Town Clerk will be responsible for ensuring that all relevant employees are informed about COSHH assessments.
- Grounds Foreman and the Head of Grounds Operation, in the absence of the Town Clerk will ensure that new substances can be used safely before they are purchased.
- Assessments will be reviewed annually or when the work activity changes, whichever is the soonest.

### 3.5 Information, Instruction and Supervision

- The Health and Safety law poster is displayed in all Council properties
- Health and safety advice is available from Central Bedfordshire Council
- Supervision of young workers / trainees will be arranged / undertaken / monitored by Town Clerk
- The Town Clerk is responsible for ensuring that employees working at locations under the control of other employers, are given relevant health and safety information.

### 3.6 Competency for Tasks And Training

- The Town Clerk will ensure the provision of induction training for all employees
- Job specific training will be provided by Grounds Foreman or Town Clerk.
- Training records will be kept by the Town Clerk at the Council Offices
- Training will be identified, arranged and monitored by the Town Clerk through the bi-annual appraisal system.

### 3.7 Accidents, First Aid and Work Related Ill Health

- First aid boxes are kept in the Council offices, the Council workshop and in each of the Council vehicles.
- The appointed persons / first aiders are; Clare Evans, Chantel England, Tara Earnshaw, Andy Godly and Ben McGarrigle.
- All accidents and cases of work related ill health are to be recorded in one of the 2 accident books. The books are kept at the Council Offices and the Council Workshop.
- The Town Clerk is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.
- Health & safety checks including the checking of the 1<sup>st</sup> Aid boxes are completed on a 6-month basis and a record of the inspection is kept.

### 3.8 Monitoring

To check working conditions and to ensure that safe working practices are being followed, the Council will:

- Discuss health and safety issues at the bi-monthly staff meetings
- Discuss on an individual basis health and safety issues with employees at their bi-annual appraisal meeting
- Carry out periodic inspections of work practices
- Investigate accidents (responsibility of the Town Clerk)

- Investigate work related causes of sickness absences (responsibility of the Town Clerk)
- Act on investigation findings to prevent a recurrence (responsibility of the Town Clerk).

### 3.9 Emergency Procedures – Fire and Evacuation

- The Town Clerk is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by the Town Clerk and the Grounds Foreman every month
- Fire extinguishers and emergency lighting are maintained and checked annually by a competent firm
- Smoke alarms are tested monthly by the Head of Grounds Operation (office) and the Grounds Foreman (there are no fire alarms)
- Emergency evacuation will be tested every six months.

## 4.0 CODE OF PRACTICE

4.1 This information and guidance has been prepared for the benefit of all employees to ensure the safety of yourself, your colleagues and members of the public.

- I. If you are unsure on any aspect of safety in respect of any task seek guidance from your Manager.
- II. If you discover a fault on any item of equipment, or notice anything you consider to be unsafe, report it to your Manager.
- III. Keep your work place clean and tidy.
- IV. Keep your working area, including floor space, free from all obstructions.
- V. Good standards of hygiene must be maintained at all times.
- VI. Clothing/footwear must be appropriate for the job. Protective clothing should be worn when supplied.
- VII. Do not attempt to use any item of machinery or equipment if you have not had adequate instruction.
- VIII. Council vehicles should only be driven by Council employees. The driver must ensure the vehicle is not overloaded. Vehicles must be regularly cleaned (inside and out) and regular checks made on oil, water, tyres and lights.
- IX. No attempt should be made to lift heavy or awkward items unassisted. If assistance is not available, do not lift.

- X. All fuels, chemicals, cleaning materials, etc., must be stored in safety zones and used in accordance with the supplier's instructions or local safe working procedures as appropriate.
- XI. Be aware of the health risk from exposure to hypodermic needles/blood and use protective clothing when handling such items.
- XII. Equipment must not be stacked unless so designed.
- XIII. Step ladders must be in good condition and used by a competent person.
- XIV. Ladders must be in good condition and must not be used by one person alone. There must always be another person at the foot of the ladder unless the ladder is securely fixed by some other means.
- XV. Appropriate fire notices are displayed throughout the Council's premises. Be aware of procedure in case of fire and ensure it is strictly adhered to. On hearing the fire alarm vacate the premises immediately. Life is more important than property.
- XVI. All accidents must be reported and entered in one of the Accident Books. These are kept at the Council Offices, Peel Street and at the workshop.
- XVII. Smoking is not permitted in any of the council premises or in any Council vehicle.

**HOUGHTON REGIS TOWN COUNCIL**  
**Community Services Committee**  
**11<sup>th</sup> February 2019 at 7.30pm**

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

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

Public: 0

Also present: Councillors: Mrs T McMahon  
J Carroll

Absent: C Slough  
Ms L Ellaway

**9770 APOLOGIES & SUBSTITUTIONS**

None.

**9771 QUESTIONS FROM THE PUBLIC**

None.

**9772 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**9773 MINUTES**

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

Matters arising from the minutes.

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

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

**9774 REPORT FROM GROUNDWORK**

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

Members were advised that there were some new vibrant and energetic young people attending and that the number of attendees was good, although inconsistent.

A talent show that had been presented by the young people had been well received, and further thought would go into future performances to produce a wider, intergenerational event.

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

**9775 HRTC YOUTH SERVICES**

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

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

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

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

**Resolved: To note the report.**

**9776 HRTC YOUTH SERVICES 2019/20**

The council currently delivered the following youth services:

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

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

Members also considered the request for partnership working from Aldwyck in relation to the youth club being delivered in Sandringham Hub.

Members were invited to consider HRTC youth services for 2019/20.



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

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

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

Members are referred to Minute CC867.

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

Town Centre Projects Task and Finish Group 23<sup>rd</sup> October 2018

- Resolved:**
1. To receive the following Minutes:

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

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

**9778 BUDGET REVIEW**

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

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

- Resolved:** To note the report.

**9779 VISION UPDATE**

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

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

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

**Resolved: To note the report.**

#### 9780 COMMUNITY SERVICES

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

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

**Resolved: To note the report.**

#### 9781 TOWN CENTRE EVENTS

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

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

**Resolved: To endorse the schedule of events.**

#### 9782 CHRISTMAS LIGHTS CONTRACT

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

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

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

#### 9783 REVIEW OF HRTC GRANTS SCHEME

The council had offered a community grants scheme for many years. For the last few years this had comprised of a Small Grants Scheme (up to £500 capital grants), a large

Grants Scheme (over £500 capital grants, awarded the subsequent financial year) and a Key Partner Grant Scheme (to assist in covering revenue costs for not for profit organisations who had a long standing commitment to working in the town).

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

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

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

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

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

#### 9784 WEBSITE REVIEW

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

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

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

#### 9785 TOWN CENTRE TOILET CLEANING CONTRACT

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

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

**Resolved: To extend the current contract for the cleaning of the town centre public toilets for a 24 month period until 30<sup>th</sup> June 2021.**

#### 9786 COMMUNITY GRANTS

##### *End of Award Reports*

In accordance with the Grant Scheme Members received the End of Award Reports from the following groups:

- Keech Hospice Care
- SORTED Counselling Services
- Dunstable and District Citizens Advice

**Resolved: To note the End of Award Reports.**

**The Chairman declared the meeting closed at 9.01pm**

**Dated this          day of    2019**

**Chairman**

## HOUGHTON REGIS TOWN COUNCIL

### Environment & Leisure Committee

25<sup>th</sup> February 2019 at 7.30pm

Present: Councillors: Mrs T McMahon Chairman  
J Carroll (Substitution)  
Mrs Y Farrell  
M Kennedy (Substitution)  
A Swain  
Mrs S Thorne

Officers: Clare Evans Town Clerk  
Tony Luff Head of Grounds Operations  
Louise Senior Head of Democratic Services

Public: 1

Also present: Councillor: Ms J Hillyard

Apologies: Councillors: Ms L Ellaway  
C Slough

Absent: Councillor: D Dixon-  
Wilkinson

#### 9800 APOLOGIES

Apologies were received from Cllr Ms L Ellaway (Cllr Carroll substituted) and Cllr Slough (Cllr Kennedy substituted).

#### 9801 QUESTIONS FROM THE PUBLIC

It was requested through Cllr Ms J Hillyard that item 12 be brought forward.

#### 9802 SPECIFIC DECLARATIONS OF INTEREST

None.

#### 9803 MINUTES

To approve the minutes of the meeting held on 19<sup>th</sup> November 2018

Matters arising from the minutes:

Minute number 9674: Clarification was requested that the 5% increase requested by members for cemetery fees had been actioned. This was confirmed.

Minute number 9668: Feedback was requested on the progress of the Tithe Farm Pavilion renovation, members were advised that there was a possibility of a multi-site bid with Central Bedfordshire Council to the Football Association.

**Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 19<sup>th</sup> November 2018 and for these to be signed by the Chairman.**

#### **9804 BUDGET REVIEW**

Members received the income and expenditure report for Environment & Leisure Committee to date.

**Resolved: To note the report.**

#### **9805 VISION UPDATE**

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

**Resolved: To note the report.**

#### **9806 HHP PROJECT UPDATE**

Members received a verbal update on matters arising from the HHP Board meeting on 29<sup>th</sup> Jan 2019.

Members were advised that usage figures were encouraging. Recruitment had taken place for an Activity Officer, and new caterers had been appointed. The appointment of the new gardener had made a noticeable impact on the kitchen garden and had received excellent feedback. It was acknowledged that there had been some staffing issues in the cafeteria and feedback would be taken to the next Houghton Hall Park meeting.

#### **9807 COMMUNITY DEFIBRILATORS**

It was requested that this committee considered the purchase and installation of community defibrillators perhaps locating one at each recreation ground. There was no budget available for this in 2018/19. At the time of preparing the agenda it was not clear whether provision had been made in the draft member budget. It was estimated that the cost for purchase and installation was approximately £1800 per defibrillator.

It was suggested that s106 monies could be looked into for funding the defibrillators as part of the Sports Pavilions refurbishment programme.

Members agreed to support further investigation to provide a defibrillator in each of the five recreation grounds and investigate opportunities to fund including use of s106 funds. (Houghton Regis Town Council and Central Bedfordshire Council).

#### **9808 OUTCOME OF ENERGY EFFICENCY AUDIT**

Members received the energy efficiency report. The report made a number of recommendations and provided an indication of cost and potential saving against each recommendation.

Members were advised that there was insufficient budget available within 2018/19 for recommendations 1, 2, 3, 4, 8, 10, 11, 13, 14, 16 and 17. It was possible to complete recommendations 6, 7, 9, 12 and 15.

Provision had been made within the officer's draft budget for the other works to be completed but it was thought that this provision was removed from the draft members budget.

Members were invited to consider the report. It was suggested that the gas supply could be disconnected from the Village Green Pavilion, and the Houghton Regis Town Council s106 monies could be investigated for use. It was requested that s106 monies be investigated for this purpose also.

#### **9809 VILLAGE GREEN PAVILION ALTERATIONS**

In relation to 202-4059 (Village Green Pavilion, Professional Fees) members requested that consideration of this fund be put on a future agenda. It was suggested that an internal redesign may remove changing facilities so that the pavilion better supported community events based on the Green, such as more suitable toilets, a more functional kitchen and a larger community space.

Members were invited to consider the attached fee proposal for a costed feasibility design solution.

**Resolved: To approve the fee proposal (202-4059) for a costed feasibility design solution for the Village Green Pavilion.**

#### **9810 NEW CEMETERY DESIGN CONSULTATION RESPONSES**

As requested at the last meeting a consultation exercise was carried out on the design of the new area within the current cemetery.

The consultation ran from 14<sup>th</sup> Jan to 31<sup>st</sup> January 2019. Posters were put in all noticeboards, at the cemetery, and on council's website and social media. In addition, the designs were on display at Bedford Square atrium and in council offices.

Within the consultation period 1 written response was received which generally supported the design and planting scheme. In addition, a comment was made on social media about the possibility of putting a roof over the memorialisation's. Although slightly outside of the consultation period a further response was received via social media which supported the family plots but expressed concerns over safety in relation to the pond (water feature).

In relation to the roofing suggestion members were advised that such an alteration may require planning permission and was likely to significantly increase the cost of project implementation. In relation to the pond, members were advised that it was intended to establish more of a water feature. Safety measures would be taken into account at the detailed design stage.

Members were requested to consider these responses and whether in light of them any alterations to the design were desirable.

Under Minute 9672 members had requested the following adjustments to the design:

Removal of the gate to the car park in front of the scout hut - completed  
The use of bonded gravel instead of loose gravel – this alteration may increase the cost of works by £10,000-£15,000. The tender paperwork would be prepared to require contractors to price for both options so members could make an informed choice upon consideration of the tenders.

**Resolved: To note the consultation response;  
To proceed with tender process.**

#### 9811 MOORE CRESENT PARKING CONSULTATION RESPONSES

Under minute 9666 it was requested that a consultation be carried out with residents of Moore Crescent to gauge their thoughts on the possibility of opening up the car park to help to support visitors to HHP and the Green.

Concerns were raised that despite car parking facilities being available, users of Houghton Hall Park had continued to park in residential areas and Park Road North.

It was discussed that the opening of Moore Crescent car park would be an aid to alleviate the parking impact on the roads.

Members received a summary of responses. A good number of responses had been received and generally there was opposition to the suggestion.

A preliminary conversation had been held with HHP Board and as a result it had been agreed that when an event was planned which may attract high visitor numbers that the car park would be opened for the duration of the event only. The effectiveness of this would be monitored.

The officer recommendations were:



- 1) To note the consultation responses;
- 2) To note that the car park will be opened in support of HHP when significant events are being held;
- 3) To advise residents of the outcome of the councils' deliberations.

An amendment to recommendation 2 was proposed to read:

To note that the car park will be opened in support of HHP when significant events were being held for a trial period of 6 months in order for its impact to be monitored, this would be revisited in August to assess any positive or negative impact.

Proposed by: Cllr Kennedy Seconded by: Cllr Swain

Members for: 3  
Members against: 1  
Abstentions: 0

Accordingly, the amendment was carried and became the substantive motion.

Members voted on the substantive motion.

Members for: 3  
Members against: 1  
Abstentions: 1

Accordingly, the motion was carried.

An amendment to recommendation 3 was proposed to read:

To advise residents of the outcome of the councils' deliberations from this meeting and from the meeting in six months time.

Proposed by: Cllr Kennedy Seconded by: Cllr Swain

Members for: 4  
Members against: 0  
Abstentions: 0

Accordingly, the amendment was carried and became the substantive motion.

Members voted on the substantive motion.

Members for: 4  
Members against: 0  
Abstentions: 1

Accordingly, the motion was carried.

- Resolved:**
- 1. To note the consultation responses;**
  - 2. To note that the car park will be opened in support of HHP when significant events were being held for a trial period of 6 months in order for its impact to be monitored, this would be revisited in August to assess any positive or negative impact.;**
  - 3. To advise residents of the outcome of the councils' deliberations from this meeting and from the meeting in six months time.**

#### **9812 VILLAGE GREEN - FAIR AND CIRCUS VISITS**

Members were advised that the following dates for fair and circus visits had been requested:

Fair visits: Arrive 13<sup>th</sup> May – Leave 20<sup>th</sup> May 2019  
Arrive 16<sup>th</sup> July – Leave 23<sup>rd</sup> July 2019

Circus visit: Arrive 10<sup>th</sup> October (open 11<sup>th</sup> – 16<sup>th</sup> October) - Leave 17<sup>th</sup> October 2019

Previously (E&L Minute 8328, dated 6.1.16) the council requested that the fair returned to the Royal Charter visit timings such that the requested July visit was moved back towards September.

This had been explored with the Fair but they were unable to accommodate this request.

**Resolved: To approve the following visits:**

**Fair visits: Arrive 13<sup>th</sup> May – Leave 20<sup>th</sup> May 2019  
Arrive 16<sup>th</sup> July – Leave 23<sup>rd</sup> July 2019**

**Circus visit: Arrive 10<sup>th</sup> October (open 11<sup>th</sup> – 16<sup>th</sup> October) -  
Leave 17<sup>th</sup> October 2019**

As this was the last meeting of the municipal year, the Town Clerk and Head of Grounds Operations were thanked by the Chair for their support and work over the last year.

**The Chairman declared the meeting closed at 9.30pm**

**Dated this            day of            2019**

**Chairman**

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**HOUGHTON REGIS TOWN COUNCIL**  
**Environment & Leisure Committee**  
**25<sup>th</sup> March 2019 at 7.00pm**

Present: Councillors: Mrs T McMahon Chairman  
D Dixon-Wilkinson  
C Slough  
A Swain  
Mrs S Thorne

Officers: Clare Evans Town Clerk  
Louise Senior Head of Democratic Services

Public: 0

Apologies: Councillor: Mrs Y Farrell

Also present: Councillors: Ms J Hillyard  
J Carroll  
D Abbott

Absent: Councillor: Ms L Ellaway

**9840 APOLOGIES**

Apologies were received from Cllr Farrell.

**9841 QUESTIONS FROM THE PUBLIC**

None.

**9842 SPECIFIC DECLARATIONS OF INTEREST**

None.

**9843 REPLACEMENT OF FORD RANGER PICKUP**

Members were requested to consider the replacement of one of the Ford Ranger pickups due to its age and a faulty gear box.

Members queried if the money from the sale of the old vehicle would go into general reserves or back into the machinery budget, members suggested that it should offset the cost of the replacement vehicle by reimbursing the machinery renewal budget, rather than go into general reserves.

The officer recommendations were:

1. Subject to satisfactory inspection to purchase the second-hand vehicle as detailed;
2. Should this vehicle not prove suitable to authorise the purchase of a similar second-hand vehicle up to a value of £17,000;
3. To authorise the sale of the current vehicle once a replacement has been sourced.

An amendment to recommendation 3 was proposed to read:

To authorise the sale of the current vehicle once a replacement has been sourced and transfer funds into machinery renewal EMR.

Proposed by: Cllr Swain Seconded by: Cllr Slough

In favour: 5                      against: 0                      abstain: 0

- Resolved:**
- 1. Subject to satisfactory inspection to purchase the second-hand vehicle as detailed;**
  - 2. Should this vehicle not prove suitable to authorise the purchase of a similar second-hand vehicle up to a value of £17,000;**
  - 3. To authorise the sale of the current vehicle once a replacement has been sourced and transfer funds into machinery renewal EMR.**

**The Chairman declared the meeting closed at 7.06pm**

**Dated this                      day of                      2019**

**Chairman**

**Houghton Regis Town Council**  
**Planning Committee**  
**11<sup>th</sup> March 2019 at 7.30pm**

Present: Councillors: J Carroll Chairman  
D Abbott  
M Kennedy  
Mrs T McMahon  
C Slough  
Ms S Thorne

Officers: Clare Evans Town Clerk  
Louise Senior Head of Democratic Services

Public: 3

Apologies: Councillor: T Welch

Also present: Councillor: Mrs S Goodchild Central Bedfordshire Council

**9832 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr Welch.

**9833 QUESTIONS FROM THE PUBLIC**

A member of the public expressed disappointment in councillors responses to the planning application CB/18/02275/FULL. At the Development Management Committee of Central Bedfordshire Council, it was suggested that Houghton Regis Town Council objections should have been expanded on, rather than repeated.

The Chair explained that as a 3<sup>rd</sup> party we had no legal right to appeal a Central Bedfordshire Council planning decision, however, it was suggested that Houghton Regis Town Council could consider a complaint be made to the Ombudsman as Central Bedfordshire Council were not operating within their own policies.

**9834 SPECIFIC DECLARATIONS OF INTEREST**

None.

**9835 MINUTES**

The Committee received the minutes of the Planning Committee meeting held on 18<sup>th</sup> February 2019 for consideration.

There were no matters arising from the minutes.

**Resolved To confirm the Minutes of the meeting held on 18<sup>th</sup> February 2019 and for these to be signed by the Chairman.**

**9836 PLANNING MATTERS**

(a) The following planning applications were considered:

*Non - Delegated*

CB/19/00615/MWS Submission of details pursuant to Condition 24 of Permission Ref. CB/17/04518/REG3 in respect of a Highway Safety Scheme.  
Thorn Turn WP, Thorn Road, LU6 1RT

**Comments: Noted**

CB/19/00431/FULL New dwelling house  
1 Keaton Close, LU5 5SW  
For: Mrs J Anderson

**Comments: Houghton Regis Town Council objects to this planning application for the following reasons:**

- **Overdevelopment;**
- **Would set an unacceptable precedent;**
- **Not in keeping with the current area / environment.**

CB/19/00133/FULL Change of use from C3 residential dwelling house to C2 residential institution (residential family centre) and extension to rear ground floor bedroom.  
The Limes, Cumberland Street, LU5 5BW  
For: Mr M Kaba  
*Members considered additional information provided by the applicant in respect of the above property. TLD-0004-Statement for Planning*

**Comments: Houghton Regis Town Council maintains its objections to this planning application for the previously stated reasons:**

- **The proposed development would have an unacceptable adverse effect on the general and residential amenity of the area;**
- **Overdevelopment (no provision for space for buggy/pram parking/storage);**
- **Lack of parking provision.**

(b) The following decision notices were noted:

*Permissions / Approvals / Consents*



Members requested that the Houghton Regis Town Council Planning Consultant be requested to provide advice on the options and suitability of a complaint to the ombudsman regarding Central Bedfordshire Council's perceived failure to follow its own planning policies in determining planning application CB/18/02275/FULL; Land at Former Church of St Vincent, Tithe Farm Road, Houghton Regis.

***Refusals:***

None received.

***Withdrawals:***

None received.

**9837 LOCAL PLAN**

The Secretary of State had informed Central Bedfordshire Council that in response to the submission of the Central Bedfordshire Council Local Plan, and in accordance with section 20 of the Planning and Compulsory Purchase Act 2004 (as amended), Inspectors Matthew Birkinshaw BA (Hons) Msc MRTPI and Helen Hockenhill BA (Hons) B.PI MRTPI had been appointed to conduct the examination after Mike Hayden had stepped down.

Further additional evidence on the duty to co-operate, landscape, heritage and transport and an update to the Sustainability Appraisal was submitted by the Council on 28th January 2019 as EXAM 7 (in the list of examination documents). This was in response to the Inspector's letter to the Council dated 15 October 2018 (EXAM6) and follows the Council's responses (EXAM3 and EXAM5) to the Inspector's initial questions in August and September 2018 (EXAM2 and EXAM4).

Further representations from interested parties were not invited at this stage of the examination, but the matters contained in the Council's further evidence would be addressed by the Inspectors in their matters, issues and questions (MIQs) for the examination hearings, to which written responses would be possible in advance of the hearings.

The hearings were now expected to commence in May 2019. A draft timetable and guidance on the arrangements for participation in the hearings would be published by the Inspectors alongside their MIQs in due course.

Concerns were raised from a member of the public, that Luton North had reduced the number of homes that were to be built, concerns were that the changes may increase housing numbers in Houghton Regis.

**Resolved: To note the information.**

**9838 NEIGHBOURHOOD PLAN**

Central Bedfordshire Council had confirmed receipt of the Town Council's draft Neighbourhood Plan. It was anticipated that a meeting between officers from the Town Council and CBC, to discuss the plan, would take place within the next two weeks.

Members were advised that to date no meeting date had been confirmed.

**Resolved:** To note the information.

**9839 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN–  
UPDATE/PROGRESS**

**Woodside Link** – Members discussed maintenance work that Central Bedfordshire Council was required to undertake along Woodside Link.

**A5 M1 Link** – No substantive update to report.

**HR Central** – Members were advised work had started and there was a public consultation for the naming of the building.

**HRN1** – Members were advised that Central Bedfordshire Council had set up a  
**HRN2** – Houghton Regis North Stakeholder Group for HRN1 and HRN2.

**Kingsland** – No substantive update to report.

**Windsor Drive** – No substantive update to report.

**Section 106 Monies** – No substantive update to report.

**Resolved:** To note the information

**The Chairman declared the meeting closed at 9.19pm**

**Dated this 1<sup>st</sup> day of April 2019**

**Chairman**

**Houghton Regis Town Council  
Planning Committee  
1<sup>st</sup> April 2019 at 7.30pm**

Present: Councillors: J Carroll Chairman  
D Abbott  
M Kennedy  
Mrs T McMahon  
C Slough  
Ms S Thorne  
T Welch

Officers: Debbie Marsh Corporate Services Manager

Public: 0

Also present: Councillors: Mrs S Goodchild Central Bedfordshire Council

**9855 APOLOGIES AND SUBSTITUTIONS**

None

**9856 QUESTIONS FROM THE PUBLIC**

None.

**9857 SPECIFIC DECLARATIONS OF INTEREST**

None.

**9858 MINUTES**

The Committee received the minutes of the Planning Committee meeting held on 11<sup>th</sup> March 2019 for consideration.

There were no matters arising from the minutes.

**Resolved To confirm the Minutes of the meeting held on 11<sup>th</sup> March 2019 and for these to be signed by the Chairman.**

**9859 PLANNING MATTERS**

**(a) The following planning applications were considered:**

***Non - Delegated***

CB/19/00463/VOC Variation of Condition 24 to planning permission  
CB/15/00297/OUT (1850 Dwellings B2 & B8 Use) to  
include Drawing No C13893-D220 P7 to approved plans  
Land West of Bidwell (Houghton Regis North Site 2)  
For: Bidwell West Consortium

**Comments: No objections**

CB/19/00507/FULL Single storey rear extension.  
18 St Michaels Avenue, LU5 5DN  
For: Mr C Smith

**Comments: No objections**

CB/19/00455/FULL 3 bedroom detached new dwelling  
1 Townsend Terrace, LU5 5BB  
For: Mrs T Richards

**Comments: The Town Council objects to this application for the following reasons:**

**The proposed development would have an unacceptable adverse effect on the general and residential amenity of the area;**

**Overdevelopment;**

**The onsite parking provision to No 1 Townsend Terrace is insufficient and may lead to increase to on street parking;**

**The proposed development is inappropriate back land development;**

**Likely to set a precedent;**

**The Town Council is still unable to consider whether there will be any detrimental impact to the native Black Poplar trees as a Tree Protection Plan has not be provided for this site.**

CB/19/00578/LDCE Lawful Development Certificate Existing - Part of stables  
now used as 2 bedroom flat  
Whistlebrook Stud, Sewell Lane, Sewell, LU6 1RP  
Mrs D Cook

**Comments: Noted**

Garage conversion/extension  
42 Westminster Gardens, LU5 5RT  
For: Ms L Coco

**Comments: The Town Council objects to this application for the following reasons:**

**There is no means of internal access to this proposed development thereby leaving this as a standalone 'extension' and therefore could be used independently to the main residence.**

**Out of keeping with the street scene;**

**Area proposed for additional parking is Council owned land and not in the ownership of the applicant;**

**Likely to set a precedent;**

**Should Central Bedfordshire Council be minded to approve this application, then the Town Council requests that a condition be placed on the approval ensuring that the development will remain ancillary to the main residence.**

***Councillors requested that Councillor A Ryan be requested to call in this application***

CB/19/00668/OUT Outline application for the erection of 7 detached dwellings with associated access, turning and parking.  
Land East of Bedford Road, LU5 5ES  
For: Messrs Crew & Hack

**Comments: The Town Council objects to this application for the following reasons:**

**Insufficient residents and visitor parking;**

**There is not a sufficient land available within the site for safe vehicular and pedestrian access or egress;**

**The proposed access is directly opposite the already approved development CB/17/02512/OUT and thereby will conflict with each other;**

**Whilst not a planning objection the Town Council makes the following request, that an archaeological survey is undertaken on this site.**

CB/19/00685/LDCP Lawful Development Certificate Proposed: Change of use to a 14 bed "care home"  
Hillside, Chalk Hill, Houghton Regis  
For: Mr A Nota

**Comments: The Town Council objects to this application for the following reasons:**

**Inappropriate change of use due to its isolated setting;**

**Pedestrian safety concerns;**

**Due to this isolation those residing at the facility will be very reliant on taxi's and not on walking or using public transport;**

**Concerns that there are no facilities locally for those living at the facility.**

**(b) The following decision notices were noted:**

- CB/19/00544/NMA Non-Material Amendment - Amendment to CB/18/00811/RM dated 07/09/2018 - Proposed Amendments: Shared double garage removed from Plots 3-4 and 95-95. No changes made to the approved car port and the required 2 x car parking spaces for each 3-bedroom unit remains Temporary Sales Centre now on Plot 97 Triple garage reduced to shared double garage on Plots 91 and 92. Required 3 x car parking spaces for each 4-bedroom unit remains Single garages removed from plots 33 and 73 providing additional garden area and the required 2 x car parking spaces for each 3-bedroom unit Plot 8 reduced from 2.5 storey (5-bedroom unit) to 2 storey (4 bedroom) version of the same house type Additional rear doors added to apartment block (22-28) to provide private access to ground floor flats at the request of the RP  
Parcel 1, Bidwell West, LU5 6JQ  
For: Linden Homes
- CB/19/00921/GPDE Prior Notification of Householder Extension: Single storey rear extension 4m beyond the rear wall of the original dwelling, maximum height of 3.6m and 2.55m to the eaves. 89 Fensome Drive, Houghton Regis, Dunstable, LU5 5SF  
For: Mr V Cepisca

### *Permissions / Approvals / Consents*

- CB/18/04305/NMA Non-Material Amendments: CB/17/05799/RM 1) Car park trees have been removed with five located within the immediate landscape and two around the SuDs pond, they are circled in red and listed in the key as a separate item. 2) The three pin oaks that were to be located within the decking have been relocated. Two located to the immediate north of the plaza and one to west of the SuDs pond. The sixth tree is now located along the northern boundary near the earth mound. 3) The plaza has been updated with the new layout, this reduced size has meant that the ornamental planting has now been extended to fill the void between the plaza and road. 4) An area of ornamental planting has been added in due to the removal of the footpath to the north of the car park bell mouth. This had originally been shown as a footpath but has changed on later versions.  
Land at Thorn Turn, Thorn Road, Houghton Regis
- CB/18/04466/LB Listed Building: Steelwork support system attached to existing 2nd floor timber beam in order to arrest adverse movement (deflection at present 200mm approx.) consists of steel hangers attached to sides and underside of existing timber beam connected to steel beam spanning between external and internal walls.  
Houghton Hall, The Green, Houghton Regis, LU5 5DY

CB/18/04655/FULL Two storey side and rear extension, new front porch  
13 Walkley Road, Houghton Regis, LU5 5BS

**Refusals:**

None received.

**Withdrawals:**

CB/18/03637/FULL Change of use to a 16-bedroom House in Multiple Occupation  
for young people in preparation for independent living, across  
2 phases.  
Hillside, Chalk Hill, Houghton Regis

CB/18/04518/FULL 3 Bedroom Detached New Dwelling  
Land to rear of 1 Townsend Terrace, LU5 5BB

**9860 LOCAL PLAN**

No substantive update to report.

**Resolved: To note the information.**

**9861 NEIGHBOURHOOD PLAN**

Members were advised that a meeting with Central Bedfordshire Council to discuss the conformity of the plan against CBC's emerging Local Plan, was due to take place on the 2<sup>nd</sup> April 2019. At the next meeting Members would be provided with information to allow for the appointment of a public engagement/consultation provider, who will support the Town Council through the next stage of the Neighbourhood Plan process.

**Resolved: To note the information.**

**9862 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN-  
UPDATE/PROGRESS**

**Woodside Link** – No substantive update to report.

**A5 M1 Link** – Members were advised that Central Bedfordshire Council had been contacted requesting an update to when the safety audit may take place. A response was awaited.

**HR Central** – Members were advised that All Saints View had been selected as the name for the development on this site.

Concerns were raised that HGV lorries were travelling down Clarkes Way and parking by the Memorial stone. Members were concerned that damage could be done and requested the Corporate Services Manager contact Central Bedfordshire Council to inform them of this matter. Councillor Mrs S Goodchild offered to provide the contact details.

**HRN1 & HRN2**

Members were advised that Central Bedfordshire Council had set up a Houghton Regis North Stakeholder Group for the following purposes:

- To ensure the continued engagement of local community stakeholders during the planning application process and proposed future development of the site;
- To provide a forum for CBC and local stakeholders to positively engage in the creation of new communities for Houghton Regis

The Stakeholder Group exists to:

- Provide an active, two-way channel of communication between local community representatives and Central Bedfordshire Council;
- Disseminate information and to provide updates about the proposed developments; and
- Provide updates on the progress of planning applications.

The Chair informed those present that he had attended, as agreed by Council, as the Houghton Regis representative at the meeting held on the 6<sup>th</sup> March 2019 and that minutes from these meetings would be made available.

**Kingsland** – No substantive update to report.

**Windsor Drive** – No substantive update to report.

**Section 106 Monies** – No substantive update to report.

**Resolved:** To note the information

**The Chairman declared the meeting closed at 9.05pm**

**Dated this 23<sup>rd</sup> day of April 2019**

**Chairman**



**Houghton Regis Town Council**  
**Planning Committee**  
**23<sup>rd</sup> April 2019 at 7.30pm**

Present:	Councillors:	J Carroll	Chairman
		M Kennedy	
		Mrs T McMahon	
		A Swain	Substitute
		Ms S Thorne	
		David Hill	Heritage Society
		Roger Turner	Heritage Society
		Richard Murdock	Woods Hardwick
		Thomas Cardwell	Jarvis Homes
		Mike Margereson	Jarvis Homes
	Officers:	Debbie Marsh	Corporate Services Manager
		Louise Senior	Head of Democratic Services
	Public:	1	
Apologies:	Councillors:	D Abbott	
		C Slough	
		T Welch	
Also present:	Councillors:	K Wattingham	
		Mrs S Goodchild	Central Bedfordshire Council

**9868 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Councillor D Abbott, Councillor C Slough (substituted by Councillor A Swain) and Councillor T Welch.

**9869 QUESTIONS FROM THE PUBLIC**

Councillor Mrs S Goodchild addressed the Chair to thank members and officers of the committee for their hard work, over the previous years, and wished all the best for future endeavours.

**9870 SPECIFIC DECLARATIONS OF INTEREST**

Councillor Mrs T McMahon declared that she was a member of the Heritage Society.

**9871 MINUTES**

The Committee received the minutes of the Planning Committee meeting held on 1<sup>st</sup> April 2019 for consideration.

Matters arising from the minutes.

Councillor M Kennedy asked for clarification in regard to the Town Councils objection to planning application CB/18/04616/FULL on the grounds that it would set a precedent. Councillor Kennedy advised that there were other garages in the street that had already be subject of the same development. Councillor Kennedy was advised that other garages had access from the main house whereby this application was for conversion with its own access which, in the committees view, could easily be used independently to the main residence.

**Resolved** To confirm the Minutes of the meeting held on 1<sup>st</sup> April 2019 and for these to be signed by the Chairman.

## 9872 PLANNING MATTERS

(a) The following planning applications were considered:

### *Non - Delegated*

CB/19/00789/FULL Tree house to rear  
116 Douglas Crescent, LU5 5AT  
For: Mr & Mrs Cox

**Comments: The Town Council felt that more information was required before comments could be submitted, for example the above ground height is not detailed.**

CB/19/00883/RM Reserved matters of appearance, scale and landscaping for residential development of 255 dwellings following outline CB/15/0297/OUT  
Parcels 4a and 4b, Bidwell West, LU5 6JQ

**Comments: The Town Council raised no objection to this application however, Members raised safety concerns regarding the water feature shown on the plans and requested more information. Members requested that the developer incorporate some disabled friendly equipment play equipment in the play areas. The Town Council raised concerns in whether current local school capacity could cope with the additional intake. Members requested that the planning consultant look over the plans and feedback to this committee.**

CB/19/00840/FULL Sub-division of barn into two dwellings  
4 Bidwell Farm Barns, Bedford Road, LU5 6JS  
For: Mr J Dearman

**Comments: No objections**

CB/19/00849/LB Re-laying of churchyard path  
All Saints Parish Church, Bedford Road, LU5 5DJ  
For: Father Diego

**Comments: No objections**

CB/19/00835/LB Complete refurbishment work to the interior and exterior fabric of the building including doors and windows and demolition of the existing single storey rear porch.  
1 The Red House, The Green, LU5 5DY  
For: Central Bedfordshire Council

**Comments: The Town Council supported this application. Members discussed at length the refurbishment plans and agreed that overall it was a good application, however, concerns were raised regarding the approved flat roof extension and the glass walkways which had been included on a planning application for All Saints View. Members requested clarification on its current usage and requested details on the planned building phases.**

**(b) The following decision notices were noted:*****Permissions / Approvals / Consents***

CB/18/04206/FULL Separation of existing dwelling to create 2 dwellings and erection of front porch  
93 Cemetery Road, LU5 5DF

CB/18/03888/RM Reserved Matters - Following Outline Approval on Planning Permission CB/17/00501/OUT dated 14/06/2018 (Demolition of existing building/structures and redevelopment of the site to provide 6 dwellings, an estate road, landscaping and associated works. Retention of existing dwelling on site). Access, appearance, landscaping, layout & scale. The outline application was NOT an environment impact assessment application  
The Orchard, Bedford Road, LU5 6JJ

***Refusals:***

CB/18/04539/FULL Erection of 3-bedroom dwelling  
Sewell Manor Lodge, Sewell Lane, LU6 1RP

***Withdrawals:***

None received.

**9873 LOCAL PLAN**

Members considered information and attachments from the Programme Officer who was responsible for assisting the Inspectors with the administrative and procedural aspects of the Examination process.

As a representor, the Town Council had three options available to them, detailed below, during the Examination process:

1. *Rely on their original representations and do not intend to provide any further written comments or participate in the hearing discussions, if so there is no need to do anything further. The Inspectors will take submitted comments into consideration when preparing their report in so far as they relate to soundness and legal compliance considerations.*
2. *If having considered the Inspectors' Matters, Issues and Questions the Town Council feels they would like to make further written comments but do not wish to participate in the hearing sessions, they may do so. Instructions on the form and submission of written statements can be found in the Guidance Note. The submission of further written statements must specifically focus upon the relevant Matters and Questions the Inspectors have identified in accordance with the Town Councils representations. Unless specifically requested, the Inspectors will not now accept further material beyond their intended Matters for discussion or in relation to elements of the Plan that have not commented upon previously. The deadlines for submission of written statements are 5pm on 30th April 2019 for Matters being considered in Week 1 of the Programme and 5pm on Tuesday 28th May 2019 for statements covering the June & July sessions.*
3. *Should the Town Council wish to participate within a specific hearing session please confirm attendance by 5pm on 9th April 2019. After which time the participants list and Programme will be finalised ahead of the hearings. Representors requesting to speak during the hearing sessions are also welcome to supply additional written statements should they wish to in accordance with the guidance and deadlines.*

Members were advised that a website for the Examination had been established and would regularly be updated throughout the process:

<http://www.centralbedfordshire.gov.uk/planning/policy/local-plan/examination.aspx>

**Resolved: To note the information.**

#### **9874 NEIGHBOURHOOD PLAN**

Members were advised that the meeting with Central Bedfordshire Councils Neighbourhood Involvement Officer, took place as arranged on the 2<sup>nd</sup> April 2019. The officer was very complimentary about the Town Councils draft plan however suggested some amendments that ultimately may appeal to the inspector, when the plan reaches the examination stage.

As per the Neighbourhood Plan Steering Group Committee Functions the Steering Group had been provided with a draft consultation brief, for comment. Comments had been received and work would continue to finalise the brief ready to send to prospective consultants. For information the planning committee would appoint the consultant.

**Resolved: To note the information.**

#### **9875 STREET NAMING**

Members were advised that correspondence had been received from Central Bedfordshire Council in regard to further street name suggestions.

For information, the Roman theme had been agreed, in the Thorn Road area of the Houghton Regis expansion. So far, the following names have been used:

- Palatine
- Tiber
- Octavian
- Aventine
- Centurion

Other names that Members agreed to provide to Central Bedfordshire previously were:

- Romulus and Remus
- Mars
- Caesar
- Emperor/Empire
- Caelian, Capitaline
- Pantheon
- Titus
- Colosseum
- Forum

Members were requested to propose approximately 15 street names, for this development by the 24<sup>th</sup> April 2019. Members requested that the following names be submitted as suitable names in addition to the ones above:

- |                      |             |             |
|----------------------|-------------|-------------|
| • Bacchus            | • Vesta     | • Julia     |
| • Caelus             | • Helena    | • Agrippina |
| • Ceres              | • Octavia   | • Theodora  |
| • Diana              | • Augusta   | • Fulvia    |
| • Fortuna            | • Boudica   | • Antonia   |
| • Juno               | • Aeliana   | • Lucilla   |
| • Minerva            | • Aurelia   | • Alban     |
| • Nox (Nyx)          | • Camilla   | • Tullia    |
| • Prosepina          | • Cassia    | • Terra     |
| • Spes               | • Caecilla  | • Veritas   |
| • Domitia (Domitius) | • Decima    | • Claudia   |
| • Flavia             | • Druscilla | • Lepida    |
| • Livia              | • Priscilla | • Laelia    |

## 9876 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN– UPDATE/PROGRESS

**Woodside Link** – Members were advised that work had started on some of the repairs in this area, however, further damage had been recently caused to the saplings.

**A5 M1 Link** – A safety order was awaited.

**HR Central** – No substantive update to report. Members requested that this section be renamed to All Saints View.

**HRN1 & HRN2** – Members were advised that HRN1 had been renamed and furthermore will be known as Linnere.

**Kingsland** – No substantive update to report.

**Windsor Drive** – No substantive update to report.

**Section 106 Monies** – No substantive update to report.

**Resolved:** To note the information

**The Chairman declared the meeting closed at 9.18pm**

**Dated this 20<sup>th</sup> day of May 2019**

**Chairman**

**Houghton Regis Town Council  
Planning Committee  
29<sup>th</sup> April 2019 at 7.30pm**

Present: Councillors: J Carroll Chairman  
M Kennedy  
Mrs T McMahan  
C Slough  
K Wattingham Substitute  
T Welch

Officers: Debbie Marsh Corporate Services Manager  
Louise Senior Head of Democratic Services

Public: 0

Apologies: Councillors: D Abbott  
Ms S Thorne

Also present: Councillor: Mrs S Goodchild Central Bedfordshire Council

**9877 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Councillor D Abbott and Councillor Ms S Thorn (substituted by Councillor K Wattingham).

**9878 QUESTIONS FROM THE PUBLIC**

None.

**9879 SPECIFIC DECLARATIONS OF INTEREST**

None.

**9880 PLANNING MATTERS**

**(a) The following planning applications were considered:**

***Non - Delegated***

CB/19/00571/FULL Convert existing dwelling to 4-bedroom property and creation of independent Studio flat.  
82 Churchfield Road, LU5 5HW  
For: Ms A Karanja

**Comments:** Houghton Regis Town Council objects on the grounds of:

- Plans are unclear
- Possible HMO usage
- Lack of parking
- Out of Keeping
- Fire Service have not been consulted
- No pre-advice taken

CB/19/01218/RM

Erection of 625 dwellings in parcels 6A & 6B with associated public open spaces following Outline Planning Permission CB/15/0297/OUT  
Parcels 6A & 6B Land West of Bidwell Houghton Regis North site 2  
For: Taylor Wimpey

**Comments: Houghton Regis Town Council would like to make the following observations and comments:**

The Application

The outline applicant approved in November in 2015 was for up to 1,850 homes, roads, landscaping recreation and open space, two schools, employment and a local centre. The site extends westwards from Bedford Road, from the new A5 dual carriageway southwards to the edge of the former Chalk Quarry Nature Reserve.

The current details show 625 homes (approx. 1/3<sup>rd</sup> of the total) between Thorn Road and the A5 dual carriageway, west of Bedford Road. These details do not include the schools, employment, local centre aspects of the overall scheme.

In addition to house and flat details the Reserved Matters also cover boundary treatment, materials, parking and refuse arrangements.

NB the outline approval was granted 2 years after the Framework for the whole HRN proposal was agreed by Central Beds.

Previously, in response to the outline scheme the Town Council had concerns over highways issues and connections onto Bedford Road, allotment provision, open space / recreation provision, cemetery / burial provision, the layout of the community / changing facilities in relation to the school, and the Town Council's position of having open space transferred to it in future. A Groundwater Audit report was also sent to CBC as part of the exploration for future cemetery provision.



### Recommendation

It is recommended that the Town Council welcomes the details in the Reserved Matters and raises no overall objections.

The Town Council may wish to comment on

- the level of parking provision and the layout particularly in relation to the areas adjoining the flats where some occupiers may be a little distant from their homes (e.g. with shopping, etc)
- the lack of details on dwellings which are suitable for people with access and mobility issues,
- the poor level of boundary landscaping where the parcels face onto the adjoining open space, particularly where public footpaths are intended,
- the lack of detail of access routes for pedestrians and cyclists, children, parents with pushchairs, etc to nearby facilities – schools, local centre, recreation areas etc.
- the issue of affordability – whether these will be accessible to local families in terms of either the financial levels or housing waiting-lists, and key-workers.

The Reserved Matters application covers Parcels 6A and 6B here. The application relates to 625 dwellings, a mix of dwellings in varying sizes and flats, in 14 types. The area is situated between Thorn Road and the dual carriageway, and between Thorn Springs and Bidwell Spinney.

(NB application CB/19/00883/RM shows details for a further 255 dwellings on parcels 4A and 4B further south in HRN2.)

### Brief Description

The general layout of 6A and 6B follows that of the approved Masterplan with three main access points onto Thorn Road, a looping distributor road within the site serving smaller residential access roads and groups of dwellings. An area of public open space with a large play area is located at the centre of the 'loop'.

The details with this application do not show links to the proposed footpaths and cycleways, which enable residents to access facilities such as the schools and local centre.

Plans and elevations have been submitted for the various house types, with a simple palette of materials – red and buff brickwork, some render, red and grey roofing and timber weather boarding, broadly reflecting the materials in the older cottages in Bidwell.

The mix of dwellings is 473 houses plus a mix of 88 flats and 64 affordable flats. A tenure plan shows the affordable and shared ownership units located mostly to the north and eastern side of the site. They are mixed in with ownership and rental dwellings to avoid a simple concentration in one position.

#### Annex A: Initial Comments by Houghton Regis Town Council

**Framework:** The proposals need to be set out more clearly to show how they reflect the Framework scheme for the area, especially with regard to landscaping and non-vehicular access arrangements. Each Reserved Matters application needs to show how each 'parcel' relates to the broader landscaping proposals for HRN - the pieces within a jigsaw - to achieve an integrated whole.

**Landscaping** - tree- planting around the edges of the site appears to be very low density. With the layout and densities shown it will take many years for the landscaping to mature. It would be preferable to use a combination of retained existing trees\* and hedgerows where possible, introduction of a variety of tree sizes as part of the new landscaping, and denser planting patterns with provisions for later thinning. The tree species mix should be native species appropriate to the area and soil type.

As well as the proposed grassed areas, native woodland flower species should be introduced so that when established, the landscaping reflects the habitat and ecosystems of the former copses and field edges.

Planting adjoining the rear of properties, which back onto the landscaped areas / public paths, should have spiky species (rose, briars, fruiting brambles, etc) to deter intruders.

*\*The degree of tree and hedgerow removal which has taken place along the roadside is alarming - mature trees and hedgerows especially should be retained - using TPO provisions, where they could add to the appearance of the new area and preserve wildlife habitats and ecosystems until the new landscaping has had time to become established.*

**Parking provisions** - appears to be inadequate, requires confirmation that the number of spaces meets Central Beds parking standards for residents and visitors

**Layout** - generally no objections. The plans for the parcels need to highlight how the layout relates to the network of foot and cycle paths to facilitate non-car access to shops, schools, recreation etc. Existing rights of way in the area should be highlighted and the connections from the new development made clear

**Appearance:** The buildings and cottages in Bidwell and Thorn exhibit a generally plain design for rural brick-built dwellings, with however interest and detailing is created in the brick detailing around the windows, eaves, chimneys, lintels etc. The proposed house-types could be easily adapted to

reflect this level of detailing so that the scheme is more reflective of the area. There are no details within the plans of features such as solar panels, electric car charging points, etc.

- Social and affordable housing is not pepper-potted throughout the development, the Town Council is firm on its stance that social and affordable housing should be spread throughout developments and not concentrated in one or two areas;
- Plans contain no details of solar panels or charging points for electric cars,
- No details of service charges for freehold properties detailing the potential cost to owners / residents. Potential buyers need to be made aware of future potential costs;
- Social and affordable housing should have easier, more considered access to public transport;
- Majority of social and affordable housing is to be built in phase 3. The Town Council wishes to see the development of social and affordable housing to be available in each of the phases.
- Lack of play area in north eastern block. The Town Council would like developers to consider the inclusion of play equipment for less able-bodied users;
- Houghton Regis Town Council were disappointed in the lack of consultation from Wimpey Homes.

**The Chairman declared the meeting closed at 8.20pm**

**Dated this                      day of**

**Chairman**

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**Houghton Regis Town Council  
Planning Committee  
20<sup>th</sup> May 2019 at 7.00pm**

Present: Councillors: D Dixon-Wilkinson Chairman  
J Carroll  
Y Farrell Substitute  
D Jones  
M S Kennedy  
S Thorne  
T Welch

Officers: Clare Evans Town Clerk  
Louise Senior Head of Democratic Services

Public: 3

Apologies: Councillor: K Wattingham

Also present: Councillors: D Abbott  
Mrs T McMahon

**9897 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr Wattingham.

**9898 QUESTIONS FROM THE PUBLIC**

None.

**9899 SPECIFIC DECLARATIONS OF INTEREST**

Cllr Farrell requested it be known that she was a nominated substitute on the Central Bedfordshire Council Development Committee and could be called as a substitute to any of their meetings. Cllr Farrell was advised that during the Central Bedfordshire Council meeting, it would be asked of councillors if they had spoken on, or made any decisions, on applications on a Town Council level and she would be able to declare this at that point.

**9900 ELECTION OF VICE-CHAIR**

Nominee: Cllr Jones Nominated by: Cllr Thorn  
Seconded by: Cllr Farrell

On being put to the vote Cllr Jones was elected as Vice-Chair of Planning Committee.

**9901 MINUTES**

The Committee received the minutes of the Planning Committee meeting held on 29<sup>th</sup> April 2019 for consideration. The minutes from the 23<sup>rd</sup> April had not been received by some members, in light of this members agreed the minutes of the meeting held on 29<sup>th</sup> April and to defer agreement of the minutes of the meeting of 23<sup>rd</sup> April 2019 until the next Planning meeting.

Matters arising from the minutes.

Members queried whether the Old Red Lion had been registered as a community asset. Members suggested that it may prove useful to keep a register of Community Assets to hand.

**Resolved To confirm the Minutes of the meeting held on 29th April 2019 and for these to be signed by the Chairman.**

#### 9902 COMMITTEE FUNCTIONS

In accordance with Standing Order 4.j.v. Council was required to review its delegation arrangements to committees and sub-committees, this was done at the Annual Meeting held on the 15<sup>th</sup> May 2019.

Members received the extract from the approved Committee Functions & Terms of Reference which related to this committee. This extract set out the functions delegated to the committee by the Town Council.

**Resolved: To note the information.**

#### 9903 BUDGET REVIEW

Members received the budget papers relating to the planning budget, for 2019/2020.

**Resolved: To note the information.**

#### 9904 PLANNING MATTERS

**(a) The following planning applications were considered:**

##### *Non - Delegated*

CB/19/01068/FULL Proposed change of use from dwelling to 14 bed care home - semi-independent support & accommodation for 16-21 year olds, looked after children or children in care.  
Hillside, Chalk Hill, LU6 1RT  
For: Iaspire Care Services Ltd  
*Members were informed that the previous application had been withdrawn.*

**Comments: The Town Council objects to this application for the following reasons:**

**Inappropriate change of use due to its isolated setting;**

**Pedestrian safety concerns;**

**Due to this isolation those residing at the facility will be very reliant on taxi's and not on walking or using public transport;**

**Concerns that there are no facilities locally for those living at the facility.**

CB/19/00994/VOC Variation of Condition on Application CB/18/00811/RM dated 04/09/18. Vary Condition No. 1 To substitute previously listed plans (layouts, house types and landscaping) with the proposed plans (To substitute house types and garage arrangements on plots 32, 34, 49-51, 56-57, 59-60, 62-63, 72-73, 68, 70, 74, 76-80, 83-86, 88 and 91). Parcel 1 Bidwell West Thorn Road LU5 6JQ  
For: Linden Homes

**Comments: No objections**

**(b) The following decision notices were noted:**

*For noting*

CB/19/01082/LDCP Lawful Development Certificate Proposed - Single storey side extension  
2 Manor Park, LU5 5BX  
For: Central Bedfordshire Council

*Permissions / Approvals / Consents*

*Refusals:*

None received.

*Withdrawals:*

None received.

**9905 LOCAL PLAN**

Members were informed that written statements for week 1 of the Hearings Programme (Matters 1 to 5) were now available to be viewed, online.

Hearing Sessions would commence at 10am on Tuesday 21<sup>st</sup> May 2019 within the Council Chamber of Central Bedfordshire Council.

**Resolved: To note the report.**

**9906 NEIGHBOURHOOD PLAN**

The final amendments to the draft Neighbourhood Plan, as suggested by the Central Bedfordshire Councils Neighbourhood Involvement Officer, had been completed. Work was still being undertaken on providing suitable tender documents for prospective consultants.

**Resolved: To note the information.**

**9907 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN-  
UPDATE/PROGRESS**

**Woodside Link –**

**A5 M1 Link** – The Corporate Services Manager had emailed Central Bedfordshire Councils Team Leader, Traffic Management, Highways to enquire if there was an update to when the safety audit would be undertaken. A response was awaited.

**All Saints View** – At the planning meeting held on the 23<sup>rd</sup> April 2019, Members requested further information in regard to the proposed remedial works. Questions posed, and subsequent replies are below.

1) Is it possible for Central Bedfordshire Council to confirm the current use of the Red House? Is it housing or commercial?

The current use of the Red Housing is commercial. The change of use was submitted in planning application CB/16/03379/LB in 2016.

2) Is it possible to provide the Town Council a schedule of works?

It is anticipated that the contractor will start work on site in June (this is subject to planning being granted early May, if planning is delayed the programme will also be delayed). There are a number of factors that will influence how long the contractors are on site; however, we anticipate work to complete towards the end of this year or early into the next.

3) There was talk of a flat roof extension, which appears to be part of All Saints Views planning approval in 2016. This did not appear on the plans, should it have done?

The work proposed under the current application is to protect the Red House building only. Linked to the question below, further works are planned, a glazed wrap-around, which form part of the All Saints Views planning approval in 2016.

4) There were comments that there is to be glass walkways/corridors connecting All Saints View and the Red House, is this correct and will the Town Council be consulted?

This is included on the All Saints View planning approval in 2016.

**HRN1** – Copy of an email, below, forwarded to Members on the 25<sup>th</sup> April 2019.



*We wanted to take this opportunity to provide an update on our progress with the development of the HRNI site to the North of Houghton Regis. As you may already have seen construction has started onsite to deliver the initial part of the spine road which will serve the first part of the development to the North of Thornhill Primary School.*

*Now that the development is moving into the construction phase, we are renaming the site, with a title that represents the sustainable extension to Houghton Regis that it will create. We are delighted to announce that we will be calling the site "Linnere." We believe this name will help to celebrate the landscape-led design and quality of the new development, whilst simultaneously demonstrating the strong links with the local community and Houghton Regis.*

*The name Linnere means field of lime trees – a native British species which occur naturally in Houghton Regis. Linnear also appears on a 1762 map of the site and is also the name of a pedestrian route in the town. The ethos of the Linnere masterplan is to create a place where wellbeing is prioritised, and outdoor living is a way of life. The plans will deliver around 78 hectares (equivalent to 62 cricket pitches) of open green space that will be accessible to all residents in Houghton Regis, not just those living at Linnere.*

*We would also like to thank all those local residents, stakeholders and Councillors who have given their time to attend and participate in all of the consultation exhibitions, workshops and other events that we have held in recent years, your feedback has been invaluable to us. We look forward to continuing to work with the whole Houghton Regis community as we move into the next phase for Linnere. We will be writing to local residents and stakeholders with the same information in the coming days and issuing a press release.*

It was suggested that as Red House was classified as a commercial building, it could be registered as a Community Asset.

**HRN2** – No substantive update to report.

**Kingsland** – No substantive update to report.

**Windsor Drive** – No substantive update to report.

**Section 106 Monies** – No substantive update to report.

**Resolved:**    **To note the information**

**The Chairman declared the meeting closed at 7.32pm**

**Dated this 18<sup>th</sup> day of June 2019**

**Chairman**

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**Houghton Regis Town Partnership Meeting  
29<sup>th</sup> January 2019 at 7pm**

Present: Central J Kane Chairman  
Bedfordshire Ms A Ryan  
Councillors: D Dixon-  
Houghton Regis Wilkinson  
Town Councillors: Mrs T McMahon  
K Wattingham

HRTC Officers: Clare Evans Town Clerk  
Louise Senior Head of Democratic Services  
CBC Officers: Mrs S Hughes Community Engagement Manager

T Keaveney Assistant Director Housing  
Services

Also in Mr H Hughes  
attendance: Houghton Hall Park , Active  
Lifestyles Manager

Public: 32

Apologies: CBC Councillors: A Swain  
Mrs S Goodchild

Absent: HRTC Councillors: Ms L Ellaway

**804 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr Mrs Goodchild, Cllr Swain, apologies were also received from Cllr Stock, who had been due to speak on item 6.

**805 QUESTIONS FROM THE PUBLIC**

Members of the public requested the opportunity to speak on a planning application.

Members of the public were objecting to the planning application CB/18/04641/REG3 on the grounds of:

The size, scale, massing, orientation and the appearance of the proposed development does not complement or harmonise with the local surroundings, in particular to the adjoining buildings; The setting of the proposed development would have an unacceptable adverse effect on the general and residential amenity of the area and on the privacy of the adjoining and surrounding properties; Overdevelopment; Lack of parking provision

Members of the public were advised that the application would be determined at the Central Bedfordshire Council Development Management Committee. This was a public meeting and all members of the public were welcome to attend and put forward their concerns.

**806 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**807 MINUTES**

To approve the Minutes of the meeting held on 30<sup>th</sup> October 2018.

Matters arising: Minute number 795, a question from a member of public had been raised, an update was requested.

Members were advised that this had been reported to the Environment & Leisure Committee.

**Resolved: To approve the Minutes of the meeting held on 30<sup>th</sup> October 2018 and for these to be signed by the Chairman.**

**809 HOUGHTON HALL PARK UPDATE**

Mr H Hughes, Active Lifestyles Manager within Leisure, Libraries and Countryside at Central Bedfordshire Council was in attendance at the meeting to update members of the Houghton Hall Park Project.

Members were advised of the many advances made including:

- The kitchen and formal gardens had been re-organised by the new gardener;
- There had been new planting;
- There had been more displays;
- Volunteer opportunities had been made available;
- New bulbs had been planted;
- New plan for the kitchen beds;
- Were looking to extend links and increase activities with local schools;
- Increase activities with special needs schools;

Wider activities included:

- Wider use of centre;
- Tea and cakes;
- Dog festival;
- Halloween events i.e. pumpkin painting;
- Festive heritage walks;
- Pantomime;
- Floral workshops;
- Bedfordshire Police Community Safety Event;
- Buggy exercise;
- Park run & junior park run;

- Youth Ranger programme over the winter by Greensand Trust where young people could complete an award;
- Extend the play offer with additional features;
- Additional raised beds allowing wheelchair access;
- Explorer event around the park
  
- Pancake race;
- Forest school activities.

Challenges faced:

Dog fouling;

Houghton Hall Park introduced a spraying campaign, which involved spraying the defecation with spray paint to highlight the issue in order that residents awareness of the problem is raised.

Car parking;

Members were advised that as much as possible was being done to combat the parking issue, limited venue bookings were being taken and where possible the use of additional parking was arranged with Whitbread.

#### **810 JOINT COMMITTEE TERMS OF REFERENCE**

The CBC Community Engagement Manager presented revised Terms of Reference to members.

Members suggested amendments to the Terms of Reference, which would be suggested to Central Bedfordshire Council for further amendment.

#### **811 REPORTS FROM MEMBERS OF THE TOWN PARTNERSHIP COMMITTEE**

Members of the Town Partnership Committee were invited to provide a verbal report on matters of relevance to Houghton Regis arising in particular from the Committee/s on which they serve.

Cllr Ryan updated members on budget consultation and advised members that money would go into school improvements, the Children's Centre was to increase its age range and consultation for Thorn Hill Primary's expansion ended on 23<sup>rd</sup> January 2019.

#### **812 PARTNERSHIP COMMITTEE WORKPLAN**

Members were invited to consider the Partnership Committee workplan.

Members were advised that the workplan needed updating, it was suggested that items that members wished to be included for discussion for the next meeting be confirmed.

It was requested that once meeting dates for 2019/2020 had been confirmed by Houghton Regis Town Council, items could be identified for the next municipal year.

The next meeting date was to be confirmed, as the next scheduled meeting was in purdah.

#### **813 CBC UPDATE REPORT**

Members received the CBC update report.

**Resolved: To note the report.**

#### **814 HOUGHTON REGIS ESTATE REGENERATION**

Members received an update from the CBC Community Engagement Manager.

Members were advised that a new officer would be in place in February and would be introduced to Houghton Regis Town Council. The new officer would attend meetings to supply updates as necessary.

#### **815 CBC BUDGET 2019/20**

Members were formally advised that Central Bedfordshire Council had launched their budget consultation exercise and it is open for public consultation until 29<sup>th</sup> January.

A consultation document had been produced to summarise the key elements of both the draft revenue and capital budgets. Additionally, a questionnaire invited feedback on the savings strategy and the proposed 1% increase in council tax. The questionnaire also tested residents' response to a possible 2% increase.

Members were invited to consider the proposals and, due to the consultation deadline and the date of this meeting, to submit their comments individually prior to 29<sup>th</sup> January.

It was suggested that CBC be requested to provide an update once the budget has been approved on matters arising of significance to Houghton Regis.

#### **816 HRTC BUDGET 2019/20**

Central Bedfordshire Council councillors were advised that Houghton Regis Town Council precept had been agreed, however the budget had not been agreed to date, a further meeting was to be called.

**The Chairman declared the meeting closed at 9.07pm.**

**Dated this 30<sup>th</sup> day of April 2019**

**Chairman**

**Houghton Regis Town Council  
New Cemetery Sub-Committee  
11<sup>th</sup> March 2019 at 6.30pm**

Present:	Cllrs:	D Abbott J Carroll Ms J Hillyard M Kennedy Mrs S Thorne	Chair
	Officers:	Clare Evans Louise Senior	Town Clerk Head of Democratic Services
Absent:	Cllr:	A Swain	

**NC88 APOLOGIES & SUBSTITUTIONS**

None.

**NC89 QUESTIONS FROM THE PUBLIC**

None.

**NC90 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**NC91 MINUTES**

To approve the minutes of the New Cemetery Sub-Committee meeting held on the 28<sup>th</sup> January 2019.

Matters arising:

A query was raised regarding costs relating to Dog Kennel Down. It was advised that this information was available and would be discussed in agenda item 5.

**Resolved:** To confirm the Minutes of the New Cemetery Sub-Committee meeting held on the 28<sup>th</sup> January 2019 and for these to be signed by the Chairman.

**NC92 LAND AT DOG KENNEL DOWN**

At the meeting of the New Cemetery Sub-Committee held on the 28<sup>th</sup> January 2019, members resolved to receive costings for trial pits/bore holes to be undertaken on the land at Dog Kennel Down.

Members received a proposal for the production of a Tier 2 Environment Agency Groundwater Risk Assessment including Flux Modelling.

Members were reminded of the land use designation advice as circulated with the agenda for 28<sup>th</sup> January 2018. Namely: The land was recorded as informal open space within the CBC Leisure Strategy and the site was recorded as a County Wildlife Site. It also served as an important green corridor link south to Dunstable (Grove Park) and to HHP to the north. The Registered Title relating to this land included under para 13.3.2 that the land must not to be used for any other purposes but public open space.

Members were requested to consider the following summary points:

1. The preliminary risk assessment suggests that the Environmental Agency would consider this to be a high risk site;
2. The site had open space land use designations upon it;
3. The Registered Title required that the land must not be used for any other purposes but public open space.

It was queried whether this discounted all the land at Dog Kennel Down as there were three separate pieces of land. It was also queried whether an area known as The Railway Triangle had been included within the parameter of the report as it may not be seen as part of Dog Kennel Down land. It was requested that this be clarified as the Railway Triangle may be a possibility.

An amendment to the recommendation was proposed to read: Not to proceed with further consideration of Dog Kennel Down, except the land formerly known as the Railway Triangle, given the following reasons:

1. The preliminary risk assessment suggests that the Environmental Agency would consider this to be a high risk site;
2. The site has open space land use designations upon it;
3. The Registered Title requires that the land must not be used for any other purposes but public open space.

Members voted on the amended recommendation:

Members for: 3      Members against: 0      Abstentions: 2

Accordingly, this became the substantive motion.

**Resolved:**    **Not to proceed with further consideration of Dog Kennel Down, except the land formerly known as the Railway Triangle, given the following reasons:**

1. **The preliminary risk assessment suggests that the Environmental Agency would consider this to be a high risk site;**
2. **The site has open space land use designations upon it;**
3. **The Registered Title requires that the land must not be used for any other purposes but public open space.**

## NC93    LAND AT GRENDALL LANE

At the mtg of the New Cemetery Sub Committee on 7<sup>th</sup> January it was requested that enquiries be made about land at Grendall Lane. Contact was subsequently made with the



promoters of HRN2. However, the land being referred to was outside of the HRN2 application site. To ascertain land ownership an application to the Land Registry was in the process of being made. An update would be provided at the next meeting.

**The Chairman closed the meeting at 6.30pm**

**Dated this 23<sup>rd</sup> day of April 2019**

**Chairman**

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**Houghton Regis Town Council**  
**New Cemetery Sub-Committee**  
**23<sup>rd</sup> April 2019 at 6.30pm**

Present:	Cllrs:	J Carroll M Kennedy Mrs T McMahon A Swain Ms S Thorne	Chair  Substitute
	Officers:	Debbie Marsh Louise Senior	Corporate Services Manager Head of Democratic Services
Apologies:	Cllrs:	D Abbott Ms J Hillyard	

**NC94 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Councillor D Abbott and Councillor Ms J Hillyard (Councillor Mrs T McMahon substituted)

**NC95 QUESTIONS FROM THE PUBLIC**

None.

**NC96 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**NC97 MINUTES**

To approve the minutes of the New Cemetery Sub-Committee meeting held on the 11<sup>th</sup> March 2019.

**Resolved:** To confirm the Minutes of the New Cemetery Working Group meeting held on the 11<sup>th</sup> March 2019 and for these to be signed by the Chairman.

**NC98 RAILWAY TRIANGLE (DOG KENNEL DOWN)**

In accordance with Minute NC92 the land known as the Railway Triangle had been explored with the council's cemetery consultants. They had provided the following advice:

'Further to our telephone conversation, all of the sites are situated on the same geological sequence and therefore carry similar risks with regards to groundwater contamination from cemeteries. If a sufficient thickness of head soils was encountered on site, the risk may be reduced.

Our report on Orchard Close in 2014, contained an investigation and flux model which

highlighted that the risk of contamination into the underlying groundwater table could be mitigated, but that the EA may require the installation of groundwater monitoring wells. This report was never submitted to the EA at the time and therefore the nature of their response is not known.

Since 2014 the EA have tightened their regulations with regards to the protection of groundwater, especially in areas where Chalk bedrock was encountered due to the sensitive nature of the aquifer and its importance with regards to supplying drinking water.

This year the EA were due to bring out permitting for cemeteries, on a site such as this, if burial numbers were in excess of 30 per year the site would fall under permitting and would require a risk assessment to be allowed to operate.'

In summary it suggested that the geology was similar across Dog Kennel Down, the Railway Triangle and Orchard Close and that the Environment Agency (EA) had tightened their regulations. Other considerations of this site were access (including funeral car access, pedestrian access and vehicular access and car parking) and services provision, most notably water. Confirmation of land ownership and any attached covenants also needed to be completed. However, given the known issues it was suggested that this site was unlikely to be suitable.

**Resolved: Not to proceed with further consideration the land formerly known as the Railway Triangle, given that the preliminary assessment suggests that the Environment Agency, with their tightened regulations, would consider this to be a high risk site.**

#### NC99 LAND AT GRENDALL LANE

Members were advised that the land at Grendall Lane was within the ownership of Central Bedfordshire Council (CBC). Preliminary contact with CBC was made to explore whether there was any opportunity for a new cemetery in this location. Members were advised that the feedback from Central Bedfordshire Council was that this land had been allocated for potential development therefore was not available for cemetery use, members were also advised that there was no alternative land available. It was queried that an earlier plan for HRN1 had stipulated that cemetery provision was an essential part of the infrastructure, however, having the matter brought up since at a subsequent meeting, it was advised that this was only an ambition.

Members suggested that it was a waste of resources to continually look at land when more accurate data was required to assess the exact amount of land needed.

Councillor Kennedy proposed a change to the recommendation to read: No further speculative enquiries will be undertaken until officers have determined the likely size and type of facility required, using data regarding expected mortality rates for the town and types of funerals expected for a period of up to 50 years. Members requested that this data information be reported at the July meeting.

Proposed by: Councillor M Kennedy

Members for: 5      Members against: 0      Abstentions: 0

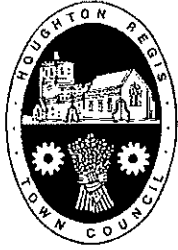
**Resolved:** That no further speculative enquiries were to be undertaken until officers have determined the likely size and type of facility required, using data regarding expected mortality rates for the town and types of funerals expected for a period of up to 50 years. And that this data information be reported at the July meeting.

The Chairman closed the meeting at 6.52pm

Dated this      day of              2019

Chairman

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## TOWN COUNCIL

## Agenda Item 8

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**Date:** 17<sup>th</sup> June 2019

**Title:** YEAR END ACCOUNTS PROCESS

**Purpose of the Report:** To advise members of the year end accounting processes.

**Contact Officer:** Clare Evans, Town Clerk

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### 1. RECOMMENDATION

To note the report.

### 2. BACKGROUND

This report is provided to advise members of the year end accounting processes.

There are 3 elements to the Council's accounts:

1. Day to day accounts administration
2. Year end close down
3. Preparation of the Annual Governance & Accountability Return

The report provides guidance on each of these elements.

### 3. DAY TO DAY ACCOUNTS ADMINISTRATION

The administration of the council's accounts is undertaken by the Accounts Officer and overseen by the Town Clerk / RFO.

### 4. YEAR END CLOSE DOWN

The RFO specifies a date for year end close down to DCK Beavers for mid May. This is to enable March invoices to be received and processed and for journals of corrections, adjustments, accruals and prepayments to be completed.

DCK Beavers then undertake the following:

1. Check prepayment, accrual and adjustments journals
2. Complete any outstanding journals over which there was a query

3. Make recommendations as appropriate to RFO & Accounts Officer
4. Check the proposed EMR transfers, make necessary amendments and input the appropriate journal entries
5. Print journal report for HRTC officer to check
6. Close down for the month of March and complete back-up
7. Closed the year and complete year end back-up.
8. Open new live company for the subsequent years accounts.

Members are requested to note:

1. that as the council has become busier the delay experienced between year end (31<sup>st</sup> March) and the date of close down (mid May) is causing financial administration issues. For 2019/20 it is intended to instruct DCK to complete a year end 'health check' (late March) so that the close down can be brought forward to mid / late April with the receipt of the financial statements by end of May;
2. Members may be requested to consider putting in place financial measures to begin the transition from a medium sized council to a larger council.

## **5. PREPARATION OF THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN**

The Annual Governance & Accountability Return comprises:

- Completion of the Annual Governance & Accountability Return form;
- Bank Reconciliation Statement for year end;
- Explanation of Differences to figures contained within the Annual Return form;
- Reconciliation of Boxes 7 & 8 of the Annual Return form;
- Statement of Accounts the Year;
- Completion of Intermediate Audit Questionnaire supported by evidence specified by the external auditors.

DCK Beavers assist in the completion of the Annual Return. In preparation they require a Questionnaire to be completed in January which provides them with information on the Council's pension scheme, recruitment, advertising, publicity, asset purchases and disposals to date, leases and tenancies, and agency work. This information is provided to assist with the preparation of the Notes to the Statement of Accounts. In addition the RFO specifies a date for the completion of the Statement of Accounts to DCK Beavers for early June dependent on the date of the Town Council meeting. (This date would be brought forward with the completion of the year end health check.)

DCK Beavers provide a draft of Section 2 Statement of Accounts Notes to the Accounts by the date specified. Officers check information provided.

DCK Beavers do not prepare the following for submission with the Annual Return:

- Bank Reconciliation Statement for year end;
- Explanation of Differences to figures contained within the Annual Return form;
- Reconciliation of Boxes 7 & 8 of the Annual Return form;
- Completion of Intermediate Audit Questionnaire with evidence required

These are completed by the RFO.



## 6. COUNCIL VISION

This report supports the Objective 5 of Council's Vision, namely;

5. A strong efficient and proactive Town Council.

## 7. IMPLICATIONS

### Corporate Implications

- This process is supported by the following council policies:
  - Standing Orders
  - Financial Regulations
  - Internal Audit, Planning & Review

### Legal Implications

Smaller authorities must:

- Approve and publish the unaudited AGAR by 30<sup>th</sup> June
- Must commence the period of public rights by 1<sup>st</sup> July
- Submit the AGAR to the external auditor by 5<sup>th</sup> July
- Publish the audited AGAR and notice of completion by 30<sup>th</sup> September

### Financial Implications

- There are no budget implications.

### Risk Implications

- Failure to submit the Annual Governance & Accountability Return by 5<sup>th</sup> July would result in the external auditor issuing Qualified Accounts. This may result in reputational damage to the council.

### Equalities Implications

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

This report does not discriminate.

### Press Contact

There are no press implications arising from this report.

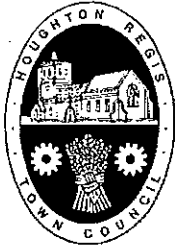
## 8. CONCLUSION AND NEXT STEPS

This is an annual process. The report provides background guidance for members information.

## 9. APPENDICES

None.

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**Date:** 17<sup>th</sup> June 2019

**Title:** ANNUAL GOVERNANCE & ACCOUNTABILITY  
RETURN 2018 / 2019  
ANNUAL INTERNAL AUDIT REPORT 2018/19

**Purpose of the Report:** To present to members the Annual Internal Audit Report 2018/19 and supporting papers and to consider any recommendations contained within.

**Contact Officer:** Clare Evans, Town Clerk

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## **1. RECOMMENDATION**

To approve the following action plan in response to the internal audit report:

1. To re-circulate to members details of the finance training being offered to encourage take-up.
2. For all officers to be provided with a copy of the Financial Regulations and to receive a briefing on financial requirements.
3. To approve the planned budget and precept setting process.
4. To note the reserves policy, as already implemented, as part of Financial Regulations;
5. To ensure that the impact of the use of reserves is factored into the budget setting process.

## **2. BACKGROUND**

In accordance with Financial Regulation 2.3, Members are presented with the completed Annual Internal Audit Report and supporting paperwork as part of the Annual Governance & Accountability Return, for the year ended 31st March 2019.

Members are advised that the internal auditor completed the year end internal audit on 6<sup>th</sup> June.

In accordance with the council's Internal Audit Planning, Reporting & Review Policy the Purpose of Internal Audit is as follows:

Internal Audit is a function of management and forms part of the Council's internal control mechanisms. It is designed to manage risk to a reasonable level rather than eliminate all risk. It thus provides a reasonable, not absolute, assurance of effectiveness.

The audit should cover the areas of 'risk' identified by the annual return and any additional matters Council chooses. It must be based on the financial year.

Traditionally the audit has been achieved by a midyear interim internal audit and a year-end internal audit, although there is provision to contact the internal auditor as necessary.

As a basis the internal audit includes:

- Legal basis
- Previous internal audit report
- Proper bookkeeping
- Council policy
- Risk management
- Budgetary controls
- Income controls
- Payroll controls
- Asset controls
- Bank reconciliation
- Year end procedures

### 3. ISSUES FOR CONSIDERATION

The following is attached:

- AGAR Annual Internal Audit Report 2018/19 (Appendix A)
- The Internal Audit Report as submitted by the internal auditor (Appendix B)

Members are requested to note the following:

AGAR Annual Internal Audit Report 2018/19

The internal auditor has confirmed that the council has met all the internal control objectives

Internal Audit Report

1. *Introduction* – the report comments that it is good governance to review the internal audit appointment to ensure value for money and objectivity. This review process is usually completed September / October time. It is confirmed that a review to ensure value for money and objectivity will again be completed in September / October 2019.
2. *Overview – Table 1*  
*Control Objective B Compliance with Financial Regulations*  
The findings note 'Although there was a resolution to take action over appointing a consultant, Members risked exceeding their powers by purchasing the services of the consultant without the authorisation of the RFO in accordance with Financial Regulation 10.

*Control Objective D Budgetary process, monitoring and level of reserves*

The findings note 'During November and December 2018, the RFO sent a draft budget for 2019/20 to Members inviting comments. The Council considered a draft budget on 28<sup>th</sup> January 2019, but, after much discussion, did not reach an agreement. They did however, set a precept at the meeting of 28<sup>th</sup> January 2019, taking the decision to defer the budget setting. A budget for 2019/20 was agreed by Council on 19<sup>th</sup> February 2019 after lengthy discussions over the use of reserves to fill the gap between precept and other income, and the expenditure of the council. Note that in 2018/19, around £160k was used from general and earmarked reserves to balance the budget. Whilst the use of reserves is appropriate in the short-term, it is not a sustainable approach to managing the finances in the longer term.

Appropriate budget monitoring is regularly undertaken.

The council has a fairly extensive list of earmarked reserves for particular projects. Earmarked reserves were increased overall by £179k, to a total of £842k leaving a general reserve balance at 31/3/19 of £174k. Whilst there is no actual minimum stipulated in law for reserve balances, this level of general reserve is now lower than the minimum that is considered prudent for a council the size of Houghton Regis'

3. Actions for Consideration

The report provides 3 recommended actions to be considered

1. All Members and Officers of the Council should be reminded of their responsibilities to (both individually, and collectively) comply with the Council's Financial Regulations.
2. The budget process is instigated as early as practical (November at the latest), and appropriate time is given to consider the needs of the Council and its stakeholders, and the related costs of statutory and non-statutory services and events. Furthermore, the budget is agreed before the precept is approved so that any increase (or decrease) can be properly justified to stakeholders
3. The Council should consider maintaining a reserves policy where general reserves is kept at a minimum of one quarter of the annual revenue expenditure budget (approximately £230k based on 2018/19 expenditure).

Note that although current general reserves are below this level, the Council does have significant earmarked reserves that it can draw on.

The precept should be set to cover the expected expenditure as identified in the budget, reserves should not be relied upon as a solution to deficient budgeting. (Refer to the demise of Northamptonshire County Council through over-reliance on reserves and inadequate short and medium term budgeting)

**4. INTERNAL AUDIT ACTION PLAN**

Based on the internal auditors' recommendations the following action plan is suggested:

1. All Members and Officers of the Council should be reminded of their responsibilities to (both individually, and collectively) comply with the Council's Financial Regulations.

Comment

In-house Finance training for councillors has been offered and provided. (An update on member take-up can be provided at the meeting). Finance training has also been offered through the BATPC (24<sup>th</sup> September 2019). To date no councillors have booked to attend although it is noted that the date is some way off.

*Action*

*To re-circulate to members details of the finance training being offered to encourage take-up.*

*Comment*

Officers have recently reviewed Financial Regulations, and this has provided a useful refresher of the council's financial requirements. Members are also advised that the RFO regularly attends sector specific conferences at which there are often finance related workshops. The finance officer is also undertaking further financial training.

*Action*

*For all officers to be provided with a copy of the Financial Regulations and to receive a briefing on financial requirements.*

2. The budget process is instigated as early as practical (November at the latest), and appropriate time is given to consider the needs of the Council and its stakeholders, and the related costs of statutory and non-statutory services and events. Furthermore, the budget is agreed before the precept is approved so that any increase (or decrease) can be properly justified to stakeholders.

*Comment*

It is planned that the council will take steps to develop its corporate plan for 2020-2024 during September / October 2019. This will help to shape the council's annual and forward budgets. Committees will be presented with draft budgets at the meetings scheduled in November. The final draft budget is scheduled to be presented to council in January. At the January meeting members will be requested to approve the budget prior to approving the precept.

*Action*

*To approve the planned budget and precept setting process.*

3. The Council should consider maintaining a reserves policy where general reserves is kept at a minimum of one quarter of the annual revenue expenditure budget (approximately £230k based on 2018/19 expenditure).

Note that although current general reserves are below this level, the Council does have significant earmarked reserves that it can draw on.

The precept should be set to cover the expected expenditure as identified in the budget, reserves should not be relied upon as a solution to deficient budgeting. (Refer to the demise of Northamptonshire County Council through over-reliance on reserves and inadequate short and medium term budgeting)

*Comment*

The council reviewed its financial regulations in May 2019. As part of this process amendments were agreed (Appendix C) which:

- Requires careful consideration of the use of general and ear marked reserves as part of a decision making process;
- Requires the council to ensure that a minimum of 3 months average revenue expenditure is in general reserves.

Members are advised that a council cannot precept for an increase in general reserves.

*Action*

*To note the reserves policy as already implemented as part of Financial Regulations;*  
*To ensure that the impact of the use of reserves is factored into the budget setting process.*

## 5. COUNCIL VISION

The proposed action supports the Objectives of Council's Vision;  
5.A strong efficient and proactive Town Council.

## 6. IMPLICATIONS

### **Corporate Implications**

- The recommendations of the internal auditor and the suggested arising actions need to be highlighted to members during the development of the corporate plan and to committees during the budget setting process.

### **Legal Implications**

- Consideration of the Annual Internal Audit Report and supporting paperwork is part of the Annual Governance & Accountability Return, the submission of which is a legal requirement.

### **Financial Implications**

- There are no direct financial implications, although the council's compliance with Financial Regulations is highlighted.

### **Risk Implications**

- The council is at risk if it fails to consider and suitably action the recommendations of the internal auditor.

### **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.

## 7. CONCLUSION AND NEXT STEPS

In accordance with Financial Regulation 2.3, Members are presented with the completed Annual Internal Audit Report and supporting paperwork as part of the Annual Governance & Accountability Return, for the year ended 31st March 2019.

The internal auditor completed the year end internal audit on 6th June in accordance with the council's Internal Audit Planning, Reporting & Review Policy.

There are recommended actions arising from the internal audit report which form the council's response to the internal audit.

## **8. APPENDICES**

- Appendix A: AGAR Annual Internal Audit Report 2018/19**
- Appendix B: The Internal Audit Report as submitted by the internal auditor**
- Appendix C: Tracked change - Financial Regulations**



# Annual Internal Audit Report 2018/19

## Houghton Regis Town Council

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

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

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

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

Date(s) internal audit undertaken

06/06/2019 13/11/2018

Name of person who carried out the internal audit

Rosanne Fleming-Nulty

Signature of person who carried out the internal audit



Date

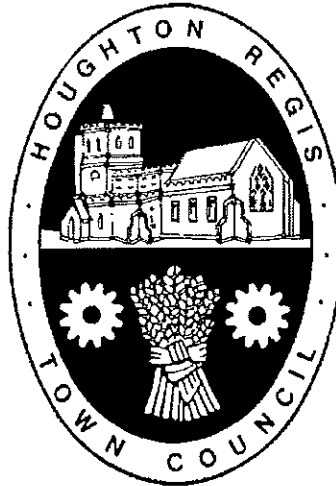
06/06/2019

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

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

K. NOT COVERED AS COUNCIL DOES NOT MEET CRITERIA

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Houghton Regis Town Council

Internal Audit Report

Final Report

Version	2
Date	6 <sup>th</sup> June 2019
Issued to	Town Clerk
By	Rosanne Fleming-Nulty CPFA; CMIIA

## 1. Introduction

- 1.1 Greenbiro Limited was re-appointed as the internal auditors for the Council for the Municipal Year 2018-19 having delivered the service for previous five years. Good governance would be to review the internal audit appointment to ensure value for money and objectivity is still being achieved through continued use of Greenbiro Limited.
- 1.2 The Council has a statutory duty to complete an Annual Return each year. Within the Annual Return there is an annual internal audit report that provides assurance on a range of prescribed control objectives.
- 1.3 The internal audit testing programme is designed to focus on the areas where assurance is required for completion of the Annual Return.
- 1.4 An interim visit was undertaken on 13<sup>th</sup> November 2018 to undertake some sample review of documents, procedures and processes.
- 1.5 The purpose of this report is to provide the Town Clerk and its Councillors with an interim update on the outcomes of the visit and identify any areas of concern. It does not guarantee that records or activities are free from fraud or error.

## 2. Overview

- 2.1 Progress with the recommendations made in the 2018-19 interim internal audit report is included below. There were however, no recommendations made in the 2017-8 annual report.
- 2.2 The prescribed internal control objectives to be reviewed as part of the Annual Internal Audit Report are described in Table 1 below. Alongside each objective, a brief summary of the findings at the interim visit are included.
- 2.3 General comments are that financial records are well maintained, clearly labelled so are easy to find and follow, filed in an appropriate manner and appeared to be complete and fit for purpose.
- 2.4 Some issues were identified in relation to compliance with Financial Regulations by Members; with the process for budget setting; and the ongoing use of reserves. Three recommendations for consideration are included in section 3.
- 2.5 Following the external audit of the accounts for 2017/18, an unqualified opinion was provided, and two minor administrative issues were raised which have been noted and addressed.

**Table 1 – Internal Control Objectives (derived from the Annual Return form)**

	Control Objective	Findings	Action Ref.
A	Appropriate books of account have been properly kept throughout the year.	Accounting records were reviewed and were in the expected format. Some arithmetic checks were performed to detect system errors. None were found.	
B	The Council's Financial Regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<p>The Council's Financial Regulations are in accordance with the NALC model guidance and were adopted by the Council on 29<sup>th</sup> September 2014. The Financial Regulations are reviewed annually. They were reviewed and presented to Council on 3<sup>rd</sup> July 2018 where they were approved. They were most recently reviewed on 15<sup>th</sup> May 2019.</p> <p>A sample of payments was examined. All purchases examined had been processed in accordance with the described procedure and the Council's Financial Regulations were met.</p> <p>Through review of the Council's minutes, the auditor noted that there had been procurement of services of an external consultant to carry out an investigation relating to the engagement of a contractor in 2011. Members excluded all officers of the Council in the procurement of the external consultant, which incurred a cost in excess of £6k.</p> <p>Extract from Financial Regulations:  <i>10.3 A member may not issue an official order or make any contract on behalf of the council.</i>  <i>10.4. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.</i></p> <p>Although there was a resolution to take action over appointing a consultant, Members risked exceeding their powers by purchasing the services of the consultant without the authorisation of the RFO in accordance with Financial Regulation 10.</p> <p>Accounting for VAT was examined on the invoices paid, no errors were detected. The latest VAT return was examined and had been submitted in full and on time.</p>	1
C	The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	The risk register and risk strategy was examined and was adequate for the needs of the Council. It had most recently been reviewed by the Corporate Services Committee on 24 <sup>th</sup> September 2018 [minute 9486 refers] and presented to Council on 8 <sup>th</sup> October 2018 when it was approved. [minute 9608 refers].	
D	The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<p>The budget setting for 2018/19 was done in conjunction with the setting of the Precept. This is the usual process, where the council will consider the draft budget proposed by the RFO in November / December 2017, and agree a budget and precept in January 2018.</p> <p>During November and December 2018, the RFO sent a draft budget for 2019/20 to Members inviting comments. The Council considered a draft budget on 28<sup>th</sup> January 2019, but, after much discussion, did not reach an agreement. They did however, set a precept at the meeting of 28<sup>th</sup> January 2019, taking the decision to defer the budget setting. A budget for 2019/20 was agreed by Council on 19<sup>th</sup> February 2019 after lengthy discussions over the use of reserves to fill the gap between precept and other income,</p>	2

	Control Objective	Findings	Action Ref.
		<p>and the expenditure of the council. Note that in 2018/19, around £160k was used from general and earmarked reserves to balance the budget. Whilst the use of reserves is appropriate in the short-term, it is not a sustainable approach to managing the finances in the longer term.</p> <p>Appropriate budget monitoring is regularly undertaken.</p> <p>The council has a fairly extensive list of earmarked reserves for particular projects. Earmarked reserves were increased overall by £179k, to a total of £842k leaving a general reserve balance at 31/3/19 of £174k. Whilst there is no actual minimum stipulated in law for reserve balances, this level of general reserve is now lower than the minimum that is considered prudent for a council the size of Houghton Regis.</p>	3
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<p>The Council accepts cash and cheque payments at the office. The process for accepting cash requires significant manual record keeping through the issuing of hand written receipts. There has been some discussion recently regarding requesting small refundable deposits from groups booking stalls at events. The recommendation made in the interim report relating to this was considered by the Events Working Group in December 2018 and it was agreed not to proceed with taking deposits.</p> <p>A sample of payments received was examined. All had been processed in accordance with the described procedure and the Council's Financial Regulations were met. Accounting for VAT was reviewed as part of the sample. No errors were detected.</p>	
F	Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<p>Petty cash records were examined at the interim visit. Records were appropriately kept, and access to the petty cash was limited to three officers. There is quite high usage of petty cash (over £200 per month on average). Some items were paid from petty cash every month. Many small councils do not operate petty cash, preferring to use a corporate credit card instead for all small purchases, which can offer an improved transparency of spending. An action was suggested in the interim report to try to reduce petty cash use. At the year-end, the action was being considered. Some amendment to petty cash use was agreed in May 2019.</p>	
G	Salaries to employees and allowances to Members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	<p>Bedford Borough Council provides payroll services to the Council. Salary records were reviewed at the interim visit to check for reasonableness from month to month (analytical review). Payment amounts and deductions were as expected.</p>	
H	Asset and investments registers were complete and accurate and properly carried out.	<p>Asset registers exist and are adequate for financial reporting. There was evidence that the register is updated with purchases and disposals as they arise during the year.</p>	
I	Periodic and year-end bank account reconciliations were properly carried out.	<p>The file of bank reconciliations was reviewed and it was confirmed that bank reconciliations are being performed regularly and were properly completed. There was evidence of supervisory sign off of the bank reconciliation by the Town Clerk and monthly review by Members. The year-end bank reconciliation was carried out and all balances were agreed to bank statements and supporting schedules.</p>	

	Control Objective	Findings	Action Ref.
J	Year-end accounts were prepared on the correct accounting basis (receipts & payments/income & expenditure), agreed with cashbook, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.	The year-end accounts were examined and reviewed. They were prepared on an income and expenditure basis, and were agreed to the cashbook and other supporting documentation. Debtors and creditors were appropriately recorded.	
K	Limited assurance review exemption	Not covered as this is not applicable. The Council does not meet the criteria for exemption from the limited assurance review.	
L	Exercising public rights of access	Not applicable.	
M	The Council has met its responsibilities as a trustee.	Not applicable. The Council does not act as a trustee.	

### 3. Actions for consideration

3.1 There are **three** recommended actions to be considered by the Clerk and members.

	Risk	Rating	Recommended action	Response
1	The Council agrees its Financial Regulations to ensure the appropriate procedures are in place to safeguard public funds and demonstrate good governance through transparency and accuracy. Members are not permitted to purchase goods or services themselves without the proper authorisation process or without gaining agreement from the RFO. Failure to comply with the Financial Regulations could potentially expose the Council to fraud, error and challenge over the legality of decisions made.	Medium	All Members and Officers of the Council should be reminded of their responsibilities to (both individually, and collectively) comply with the Council's Financial Regulations.	
2	Without a measured approach to setting the budget prior to agreeing the annual precept, there is a risk that the objectives of the Council will not be met, as the precept may be insufficient to support those service objectives. The Council may also be subject to challenge by its stakeholders if it has not properly considered the costs of service delivery, and may be unable to meet its statutory functions if money has been spent on non-statutory events and services that do not have budgets assigned to them.	Medium	The budget process is instigated as early as practical (November at the latest), and appropriate time is given to consider the needs of the Council and its stakeholders, and the related costs of statutory and non-statutory services and events. Furthermore, the budget is agreed before the precept is approved so that any increase (or decrease) can be properly justified to stakeholders.	
3	Using reserves to fill the gap between income generated and expenditure incurred will lead to	Medium	The Council should consider maintaining a reserves policy where general reserves is kept	

	<p>financial difficulties as use if reserves in one-off and not sustainable in the long term.</p>		<p>at a minimum of one quarter of the annual revenue expenditure budget (approximately £230k based on 2018/19 expenditure). Note that although current general reserves are below this level, the Council does have significant earmarked reserves that it can draw on. The precept should be set to cover the expected expenditure as identified in the budget, reserves should not be relied upon as a solution to deficient budgeting. (Refer to the demise of Northamptonshire County Council through over-reliance on reserves and inadequate short and medium term budgeting).</p>	
--	---	--	--	--

3.2 The recommendations are rated in three categories – High, Medium and Low. Examples of the risks of not making recommended changes are listed below. The list for each is not exhaustive.

- **High** – Where failure to make changes is likely to give rise to a risk of breach of legislation or breach of Financial Regulations; risk of significant loss (financial, reputational) due to undetected fraud or error; or danger to life. The risk is likely to materialise within 3 to 6 months.
- **Medium** – where failure to make changes may give rise to a breach of approved procedures or Financial Regulations; risk of loss (financial, reputational) due to undetected fraud or error; or risk of injury. The risk is likely to materialise within 6 to 12 months.
- **Low** – Where failure to make changes may result in weaker controls leading to risk of undetected fraud or error, or where good value for money is not being routinely achieved.

3.3 Any future recommended actions will be discussed with the Clerk and comments or agreed responses will be recorded in the Annual Internal Audit Report.

#### 4. Acknowledgements

4.1 The assistance and cooperation of the Clerk, the Finance & Cemeteries Officer and other members of staff was greatly appreciated by the auditor.

#### 5. Follow up of previous recommendations

5.1 The following table records the recommendations made following previous internal audit work, and any subsequent response or actions undertaken.



5.2

	Risk	Recommended action	Response
1	Disproportionate administration costs for taking cash (or other payment method) deposits for stalls at events. Especially where stalls are free, and therefore no offsetting income is recoverable against the administrative costs of collecting, accounting for, and securely holding deposits. It is unlikely that taking small cash deposits of sums such as £5 will either compel or deter stall holders regarding attending events.	Consider carefully the administrative costs of implementing any scheme to take deposits. Any scheme should avoid unnecessary administrative burden, especially if there is no compensating gain in income for the Council.	The recommendation was considered by the Events Working Group at their meeting of 5 <sup>th</sup> December (minute EWG445 refers). It was agreed that the £5 pitch fee deposits would not be taken. Stallholders will also be encouraged to pay electronically to further reduce administrative burdens.
2	Any cash handling introduces a risk of misappropriation, misuse, loss or theft. The Council should seek to minimise the risk of loss.	A review of petty cash use should be undertaken and where possible, any routine payments should be made electronically, and the use of petty cash should be discouraged wherever possible. The Council should consider the use of a corporate credit card.	The Council considered the recommendation on 25 <sup>th</sup> March 2019 and agreed to reduce the petty cash use wherever possible.

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**3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

3.1. Each committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than the end of November, prepare detailed estimates with explanations of all receipts and payments including the use of general and ear marked reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committees and the council.

**Commented [c2]:** To ensure that proposals are justified / explained, and their impact assessed.

**Commented [c3]:** To highlight the use of general and ear marked reserves

3.2. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.3. The council shall ensure that a minimum of 3 months average revenue expenditure is in general reserves.

**Commented [c4]:** To ensure that the council does not use general reserves beyond the minimum recommended amount

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

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## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Houghton Regis Town Council

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

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

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

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

17/06/2019

and recorded as minute reference:

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

Chairman

Clerk

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

Authority web address

[www.houghtonregis.org.uk](http://www.houghtonregis.org.uk)

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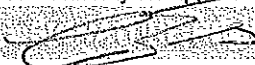
## Section 2 – Accounting Statements 2018/19 for

### Houghton Regis Town Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	670,355	575,880	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	822,451	834,904	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	108,766	193,627	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-437,847	486,087	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	-25,222	37,501	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-562,623	664,351	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	575,880	416,472	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	874,387	705,431	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,304,064	3,457,201	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	301,242	275,539	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

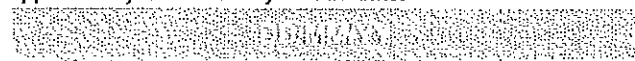
I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners'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

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

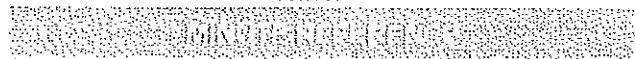


Date: 07/06/2019

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



as recorded in minute reference:



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



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**Houghton Regis Town Council**

**Unaudited Financial Statements**

**For the year ended 31 March 2019**

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Houghton Regis Town Council

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31 March 2019

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**Houghton Regis Town Council**

**Council Information**

**31 March 2019**

( Information current at 17th June 2019 )

**Mayor**

Cllr M. Kennedy

**Councillors**

Cllr T. McMahon (Deputy Mayor)

Cllr D. Abbott

Cllr J. Carroll

Cllr C. Copleston

Cllr D. Dixon-Wilkinson

Cllr Mrs Y. Farrell

Cllr S. Goodchild

Cllr D. Jones

Cllr R. Morgan

Cllr A. Slough

Cllr Ms S. Thorne

Cllr K. Wattingham

Cllr T. Welch

**Town Clerk**

Mrs Clare Evans

**Auditors**

Mazars LLP

Salvus House

Aykley Heads

Durham

DH1 5TS

**Internal Auditors**

Greenbiro Ltd

4 Below

The Basement

4 Heene Terrace

Worthing

West Sussex

BN1 3NP

**Houghton Regis Town Council**  
**Statement of Accounting Policies**  
**31 March 2019**

**Auditors**

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

**Accounting Convention**

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized council.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

**Fixed Assets**

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

land, operational properties and other operational assets are reported in notes to the accounts at cost (where known) or at insurance values current when first reported as approximating to the lower of net replacement cost and net realisable value at that time (previous years at current insurance values).

certain community assets are the subject of restrictive covenants as to their use and /or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

**Revenue Grants**

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

**Investments**

Investments are included in the balance sheet at historic cost and realised gains or losses are taken into the income and expenditure account as realised. Details are given at notes 9 and 10.

**Stocks and Work in Progress**

Stocks held for resale, where significant (generally in excess of £1,000), are valued at the lower of cost or net realisable value. Consumable stocks have been treated as an expense when purchased because their value was not material.

**Debtors and Creditors**

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

**Value Added Tax**

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

Houghton Regis Town Council

Statement of Accounting Policies

31 March 2019

**External Loan Repayments**

The council is not required by the Guide to incorporate external borrowings in its Balance Sheet. Details are shown at note 15.

**Leases**

The council is not required by the Guide to incorporate Hire Purchase and/or Finance Lease obligations in its Balance Sheet. Details are shown at note 14

**Reserves**

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in note 16

**Interest Income**

All interest receipts are credited initially to general funds.

**Pensions**

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation was due at 31st March 2019 and any change in contribution rates as a result of that valuation will take effect from 1st April 2020.

**Houghton Regis Town Council**  
**Income and Expenditure Account**  
**31 March 2019**

	Notes	2018/19	2017/18
<b>INCOME</b>			
Precept on Principal Authority		834,904	822,451
Agency Services	2	20,639	19,359
Capital Receipts, Grants and Loan Proceeds		64,866	-
Interest and Investment Income	1	37,256	36,090
Leisure and Recreation inc. Pavilions		15,404	20,271
Cemetery & Churchyard		20,154	16,972
Christmas Lights Contribution		551	551
Miscellaneous		1,301	1,001
Community Events		11,079	10,522
Sale of Assets		20,875	4,000
Community Services		1,502	-
		1,028,531	931,217
<b>EXPENDITURE</b>			
Establishment/General Administration		592,758	549,606
Election Expenses		8,760	-
Capital Expenditure inc Capital Grants	8	220,458	84,851
Loan Interest and Capital Repayments		37,501	25,222
Operational Expenditure:			
Leisure and Recreation inc. Pavilions		153,841	115,525
Cemetery & Churchyard		4,347	18,150
Planning & Development		3,996	2,231
Highways - Footpaths and Lighting		-	1,442
Democratic Representation and Management		13,653	11,207
Town Security		34,667	37,697
Public Toilets		18,438	18,790
Community Development		72,302	66,234
Grants Under Specific Powers		27,174	24,134
Capital Contribution HHP		-	70,000
Community Services		44	602
		1,187,939	1,025,691
<b>General Fund</b>			
Balance at 01 April 2018		513,362	654,375
Add : Total Income		1,028,531	931,217
		1,541,893	1,585,592
Deduct: Total Expenditure		1,187,939	1,025,691
		353,954	559,901
Transfer (to) Earmarked Reserves	16	-179,841	-46,539
General Reserve Balance at 31 March 2019		174,113	513,362

*The notes on pages 8 to 14 form part of these accounts.*

Houghton Regis Town Council

Balance Sheet

31 March 2019

	Notes	2019 £	2019 £	2018 £
<b>Long Term Assets</b>				
Investments Other Than Loans	9		600,000	600,000
<b>Current Assets</b>				
Stock	11	528		720
Debtors and prepayments	12	62,738		49,686
Investments	10	663,000		858,000
Cash at bank and in hand		42,431		16,387
		<u>768,697</u>		<u>924,793</u>
<b>Current Liabilities</b>				
Creditors and income in advance	13	<u>(352,225)</u>		<u>(348,913)</u>
<b>Net Current Assets</b>			416,472	575,880
<b>Total Assets Less Current Liabilities</b>			1,016,472	1,175,880
<b>Total Assets Less Liabilities</b>			<u>1,016,472</u>	<u>1,175,880</u>
<b>Capital and Reserves</b>				
Earmarked Reserves	16		842,359	662,518
General Reserve			174,113	513,362
			<u>1,016,472</u>	<u>1,175,880</u>

Signed: .....

Cllr M. Kennedy

Mayor

.....

Mrs Clare Evans

Responsible Financial Officer

Date: .....

.....

*The notes on pages 8 to 14 form part of these accounts.*



Houghton Regis Town Council  
Notes to the Accounts  
31 March 2019

**1 Interest and Investment Income**

	2018/19	2017/18
	£	£
Interest Income - General Funds	37,256	36,090
	37,256	36,090
	37,256	36,090

**2 Agency Work**

During the year the Council undertook the following agency work on behalf of other authorities:

**Commissioning Authority and Nature of Work**

	2018/19	2017/18
	£	£
St Vincent's School - Grounds Maintenance	3,636	4,321
Central Bedfordshire Council - Dog Bin Emptying	700	700
Central Bedfordshire Council - Grass Cutting	16,303	14,338
	20,639	19,359
	20,639	19,359

A final claim for reimbursement to 31 March 2019 has been made.

**3 Publicity**

Section 5 of the Local Government Act 1986 requires the Council to disclose expenditure on publicity.

Details are shown under the following broad categories:

	2018/19	2017/18
	£	£
Recruitment Advertising	-	2,973
Publicity	1,080	-
Other Advertising	9,898	-
Council's Website	270	324
Newsletter - Town Crier	4,837	9,773
	16,085	13,070
	16,085	13,070

**4 General Power of Competence**

With effect from 28th September 2015 Houghton Regis Town Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012

No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012).

Therefore, with effect from 28th September 2015 the council no longer exercises the powers conveyed by Section 137 of the Local Government act 1972 (as amended).

Houghton Regis Town Council

Notes to the Accounts

31 March 2019

**5 Tenancies**

During the year the following tenancies were held:

Council as landlord

Tenant	Property	Rent p.a. £	Repairing / Non-Repairing
NONE			

Council as tenant

Landlord	Property	Rent p.a. £	Repairing / Non-Repairing
Central Bedfordshire Council	Workshop	15,500	Non-Repairing
Central Bedfordshire Council	Parkside Recreation Ground	50	N/A
Central Bedfordshire Council	Tithe Farm Recreation Ground	5	N/A

**6 Pensions**

For the year of account the council's contributions equal 22.80% of employees' pensionable pay.

These contributions will increase to 23.80%, in future years, in order to provide adequately for future liabilities.

**7 Fixed Assets**

	2019 £ Value	2018 £ Value
At 31 March the following assets were held:		
<u>Land and Buildings</u>		
Bowls Green Shed	2,800	2,800
Houghton Regis Memorial Hall	293,000	293,000
Council Offices and Land	260,400	260,400
Sports Pavilion Moore Crescent	336,765	336,765
Leasehold-Tithe Farm Pavilion	138,900	138,900
Leasehold-Parkside Pavilion	154,784	100,200
Leasehold - Orchard Close Pavilion	52,100	52,100
Leasehold-Village Green Pavilion	457,512	457,512
	<u>1,696,261</u>	<u>1,641,677</u>

Houghton Regis Town Council

Notes to the Accounts

31 March 2019

7 Fixed Assets (Cont'd)

	2019	2018
	£	£
	Value	Value
<u>Vehicles and Equipment</u>		
Recreation Ground Equipment	67,481	67,481
Office Equipment	22,798	22,798
Office Furniture	100,226	100,226
Pavilion Furniture & Equipment	7,446	7,446
Play and Sports Equipment & Safety Surfaces	268,713	267,360
Skate Park	90,306	90,306
M U G A	30,062	30,062
Christmas Decorations	47,782	42,119
LT234 Triple Mower	-	22,184
Kubota Tractor M9540 - LK09 EPL	35,000	35,000
Ford Transit Tipper MK 18 WYJ	22,620	22,620
Ford Ranger - LT 09 RUJ	10,875	10,875
P7E Trailer	795	795
LT106G Trailer	2,465	2,465
Kubota G26 Mower LK 11 EJU	10,500	10,500
Ifor Williams Trailer	800	800
Work Platform (£/lift)	650	650
Dennis Mower	1,500	1,500
Verticut Mower	1,200	1,200
Ransomes Cylinder Mower	850	850
Hayter Mower	2,137	2,637
Hayter Mower (2018)	535	-
Trimax Snake Mower	19,950	-
Mower SWZ Scag	-	1,700
Mower Jayter LT324	-	13,999
Verti-Cutter	1,329	1,329
Harrier Grass Cutter x 2	1,400	-
Shibara CM274 Grass Cutter	3,000	-
Spearhead Flail arm and Cab guard	10,835	10,835
Mitsubishi truck KY64BGK	15,000	15,000
Exac Post Hole Borer	1,500	1,500
Dump Trailer 12' x 6'	4,650	4,650
JCB Mini Excavator	18,076	18,076
Kubota K15 DXU	14,116	14,116
Kubota F3890 (KX68 BDZ)	18,368	-
Kubota F3890 (KX68 BEJ)	18,368	-
Rotowash	7,176	7,176
CCTV Equipment	18,028	18,028
Anti-Ram Bollards	5,592	5,592
Hydraulic 7 Unit Gang Mower	-	24,150
Gazebos	905	905
Cemetery Earth Augur	670	670
Hot Water Pressure Cleaner	18,219	18,219
Shibarua Tractor LK 17 KTD	19,755	19,755
Sports Equipment (Village Green)	69,999	-
	<u>991,677</u>	<u>915,574</u>

**Houghton Regis Town Council**

**Notes to the Accounts**

**31 March 2019**

**7 Fixed Assets (Cont'd)**

	2019	2018
	£	£
	Value	Value
<b><u>Infrastructure Assets</u></b>		
Gates and Fencing	92,569	92,569
Bowls Irrigation System	7,290	7,290
Speed Activated Signs	9,226	6,000
Town Signs & Noticeboards	10,685	10,685
Litter Bins	5,941	4,072
Bollards - Village Green Grnd	7,192	7,192
Benches	2,618	1,107
Flame Beacon	2,204	2,204
Flag Poles	1,535	1,535
Floodlights (Tithe Farm Skate Park)	15,844	-
	<u>155,104</u>	<u>132,654</u>
<b><u>Community Assets</u></b>		
Civic Regalia	4,779	4,779
War Memorial	9,363	9,363
Village Green	1	1
Tithe Farm Recreation Ground	1	1
Land rear of Orchard Close	1	1
Houghton Regis Cemetery	1	1
Orchard Close Recreation Ground	1	1
Land rear of Houghton Court	1	1
Land rear of Village Green Pavilion	1	1
Land Adj Chapel Path	1	1
Land off Townsend Farm Road	1	1
All Saints Churchyard	1	1
Land at Moore Crescent	1	1
Land at The Baulk	1	1
Land at Orchard Close	1	1
Parcels within Dog Kennel Down Area	1	1
Parkside Recreation Ground	1	1
Part of The Paddocks	1	1
Former Railway Line	1	1
	<u>14,159</u>	<u>14,159</u>
	<u>2,857,201</u>	<u>2,704,064</u>

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.

**Houghton Regis Town Council**

**Notes to the Accounts**

**31 March 2019**

**8 Fixed Assets - Additions and Disposals**

	2019	2018
	£	£
	Cost	Cost
During the year the following assets were purchased:		
Operational Land and Buildings	54,584	-
Vehicles and Equipment	143,424	63,503
Infrastructure Assets	22,450	19,969
Community Assets	-	1,379
	<u>220,458</u>	<u>84,851</u>

During the year the following assets were disposed of:

	Proceeds	Proceeds
Operational Land and Buildings	-	-
Vehicles and Equipment	20,875	4,000
Infrastructure Assets	-	-
Community Assets	-	-
	<u>20,875</u>	<u>4,000</u>

**9 Investments**

	Investments Other Than Loans £
Cost	
At 01 April 2018	600,000
At 31 March 2019	<u>600,000</u>
<b>Amounts Written Off</b>	
At 31 March 2019	<u>-</u>
<b>Net Book Value</b>	
At 31 March 2019	<u>600,000</u>
	<u>600,000</u>
At 01 April 2018	<u>600,000</u>
	<u>600,000</u>

**10 Current Asset Investments**

	2019	2018
	£	£
Public Sector Deposit Fund Account	663,000	858,000
	<u>663,000</u>	<u>858,000</u>

**Houghton Regis Town Council**

**Notes to the Accounts**

**31 March 2019**

**11 Stocks**

	2019	2018
	£	£
Tourist Information Centres	-	208
Groundsmans Materials	528	512
	<u>528</u>	<u>720</u>

**12 Debtors**

	2019	2018
	£	£
Trade Debtors	16,984	13,439
VAT Recoverable	20,472	17,229
Other Debtors	250	250
Prepayments	16,532	10,640
Accrued Income	8,500	8,128
	<u>62,738</u>	<u>49,686</u>

**13 Creditors and Accrued Expenses**

	2019	2018
	£	£
Trade Creditors	51,993	10,017
Other Creditors	1,673	1,673
Payroll Taxes and Social Security	49	48
Accruals	37,635	21,716
Income in Advance	300	300
Capital Receipts in Advance	260,575	315,159
	<u>352,225</u>	<u>348,913</u>

**14 Hire Purchase and Lease Obligations**

At 31 March the following hire purchase agreement(s) and lease(s) were in operation:

Hire/Lessor	Purpose	Annual Lease/Hire Payable	Year of Expiry
		£	
Shires Leasing	BT Cloud Hardware	324	2020
Grenke Leasing Ltd	Photocopier (5 Years Lease)	2,079	2024

**Houghton Regis Town Council**

**Notes to the Accounts**

**31 March 2019**

**15 Loans**

At the close of business on 31 March 2019 the following loans to the council were outstanding:

<b>Lender</b>	<b>Loan Period</b>	<b>Amount £</b>	<b>Years Remaining</b>
Public Works Loan Board	10 Years from 31 <sup>st</sup> March 2019	3,125	0
Public Works Loan Board	24 Years from 19 <sup>th</sup> October 2009	124,128	15
Public Works Loan Board	24 Years from 5 <sup>th</sup> February 2010	140,904	15
Public Works Loan Board	10 Years from 12 <sup>th</sup> March 2010	7,382	1

**16 Earmarked Reserves**

	<b>Balance at 01/04/2018 £</b>	<b>Contribution to reserve £</b>	<b>Contribution from reserve £</b>	<b>Balance at 31/03/2019 £</b>
Capital Projects Reserves	-	-	-	-
Asset Renewal Reserves	-	-	-	-
Other Earmarked Reserves	662,518	274,997	(95,156)	842,359
<b>Total Earmarked Reserves</b>	<b>662,518</b>	<b>274,997</b>	<b>(95,156)</b>	<b>842,359</b>

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2019 are set out in detail at Appendix A.

**17 Capital Commitments**

The council had no other capital commitments at 31 March 2019 not otherwise provided for in these accounts.

**18 Contingent Liabilities**

The council is not aware of any contingent liabilities at the date of these accounts.

Houghton Regis Town CouncilNotes to the Accounts31st March 2019Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2018</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2019</u>
	£	£	£	£
All Saints Churchyard Wall	16,830	-	1,723	15,107
Pavilion Renovation	128,216	-	1,378	126,838
Street Furniture	12,428	-	3,380	9,048
Grounds Machinery Renewal	12,516	-	12,516	0
Play Areas	112,232	12,500	-	124,732
Trees	13,029	-	12,769	260
Community Development	66,500	-	15,292	51,208
CCTV Extension	8,755	-	-	8,755
Elections	8,249	-	4,749	3,500
Office Equipment Renewals	3,630	-	806	2,824
Tithe Farm Play Area Maintenance	7,500	-	2,500	5,000
Youth Projects	13,545	2,299	-	15,844
Mayors Civic Regalia & Chain	8,675	-	2,620	6,055
Community Events	5,072	-	2,535	2,537
Loan Capital	12,738	13,198	-	12,738
Pop Up Café	2,000	-	2,000	-
Cemetery Provision	109,754	33,000	-	141,448
Allotments	80,060	-	-	80,060
Former Railway Line	40,789	-	3,000	37,789
Memorial Hall Trust Grant	-	4,000	-	4,000
Office Provision	-	210,000	-	210,000
<b>TOTAL EARMARKED RESERVES</b>	<b>662,518</b>	<b>274,997</b>	<b>- 95,156</b>	<b>842,359</b>