

HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr T K McMahon** Tel: 01582 708540

Town Clerk: **Clare Evans** E-mail: info@houghtonregis.org.uk

12th March 2021

HOUGHTON REGIS TOWN COUNCIL MEETING

To: All Town Councillors

Notice of Meeting

You are hereby summoned to a virtual meeting of the Houghton Regis Town Council to be held on Monday 22nd March 2021 at 7.00pm.

This meeting is being held virtually via Microsoft Teams. If members of the public would like to attend, please click on the meeting link below and follow the online instructions:

[MEETING LINK](#)¹

[MEETING GUIDANCE](#)

To assist in the smooth running of the meeting please refer and adhere to the Council's Virtual Meeting Guidance. To view the Virtual Meeting Guidance please click on the link above.

Clare Evans
Town Clerk

***THIS MEETING MAY BE
RECORDED***²

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.

¹ If you require a meeting link emailed to you, please contact the Head of Democratic Services at louise.senior@houghtonregis.org.uk

² 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.

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.

4. **MINUTES**

Pages 6 - 11

To approve the minutes of the meeting held on 18th January 2021.

Recommendation: **To approve the Minutes of the meeting held on 18th January 2021.**

5. **COMMITTEE AND WORKING GROUP MINUTES**

Pages 12 - 63

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

Corporate Services Committee	23 rd November 2020 & 1 st February 2021
Community Services Committee	26 th October & 2 nd November 2020
Environment & Leisure Committee	16 th November 2020
Planning Committee	21 st December 2020, 4 th January, 25 th January & 15 th February 2021
Town Partnership Committee	10 th November 2020

Pages 64 - 67

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

New Office Provisions Sub-Committee	17 th February 2020
New Cemetery Sub-Committee	16 th November 2020

Pages 68 - 72

Members will also find attached the draft minutes of Corporate Services Committee held on 1st March 2021. At this meeting the following policies were considered and it was requested that these be brought forward to Town Council:

- Minute number 11533 - Mobile Phone and Telephone Use Policy
- Minute number 11534 - IT Policy

Please contact the Head of Democratic Services if you would like a copy of any of these policies re-sent to you.

Recommendation: To receive the Minutes detailed above and to approve the recommendations contained therein as follows;

- 11533 Mobile Phone and Telephone Use Policy
- 11534 IT Policy

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. COUNCILLOR VACANCIES

As Members are aware Houghton Regis Town Council currently has 2 councillor vacancies, one in the Parkside Ward and one in the Tithes Farm Ward. An election has been called for both vacancies. Nominations are required to be submitted between 29th March and 4pm on 8th April to the Deputy Returning Officer, Unit 2, Bury Farm, Mill Lane, Stotfold. SG5 4NU. If either or both vacancies are contested, the election will also be held on 6th May 2021. If not contested, the Town Council will be invited to co-opt.

9. STRATEGIC POLICES 2020/21

Pages 73 - 147

To provide members with the opportunity to consider key council policies and a calendar of meetings and events for 2021/22. In accordance with Standing Orders these will be presented the Town Council at the AGM, date to be confirmed.

Recommendation: To recommend to the Annual Meeting of Town Council approval of the following:

- Scheme of Delegation
- Committee Functions & Terms of Reference
- Standing Orders
- Financial Regulations
- Council Calendar 2021/22

10. ANNUAL TOWNS MEETING

Between 1st March and 1st June, parish and town councils are required to call an Annual Parish Meeting. The purpose of the meeting is to enable local government electors within the parish to discuss 'parish affairs'. At present there is no legal basis to enable this meeting to be held remotely. The Local Authorities and Police and Crime Panels

(Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 do not cover this type of meeting.

This meeting was scheduled to be held on 12th April. Unfortunately, Regulations do not permit this meeting to be held on this date.

At the time of preparing the agenda, NALC had not issued guidance to the sector regarding the Annual Towns / Parish meeting. As such it may be possible to hold this meeting in late May.

Recommendation: To hold this meeting on Tuesday 25th May 2021 at 7pm provided that it is legal to do so.

11. HOUGHTON REGIS TOWN COUNCILS' AGM

Members are reminded that the date of the Annual meeting of Houghton Regis Town Council is scheduled for Wednesday 19th May 2021(7pm).

However, Members are advised that the Regulations which enable local councils to meet remotely expire on 7th May 2021. NALC have advised that the government are not intending to extend this Regulation, such that all council meetings after 7th May 2021 will need to be held in person. NALC have suggested that councils may like to consider holding their Annual Parish Meeting prior to 7th May in order to achieve certainty that the meeting can proceed.

In relation to the date of the Annual Meeting of Houghton Regis Town Council the Standing Orders require the meeting to be held on 'such day in May as the council decides' (Standing Order 4b).

To be held before 7th May, possible dates includes Tuesday 4th May (although Planning Committee scheduled for 7pm), Wednesday 5th May or Thursday 6th May. Members are reminded that the by-election is on 6th May 2021.

The date of the AGM has to be set by Town Council, as such the date needs to be set at this meeting.

At the time of preparing the agenda, NALC had publicised some practical advice on preparing to hold face to face meetings, suggesting steps to take to provide distancing and safety of those attending. NALC state that 'there is still much uncertainty around how legislation or COVID-19 risks may change over the coming weeks and months. NALC will update this guidance as the situation evolves.'

To cover eventualities the following is suggested:

Should Regulations which permit a council to meet virtually be extended beyond 7th May, to hold the AGM on 19th May 2021;

If Regulations which permit a council to meet virtually are not extended beyond 7th May, to hold the AGM on 5th May 2021.

Should an alternative situation arise, it is suggested that the current arrangements, notably the position of Mayor, Deputy Mayor and membership of Committees etc and outside organisations be retained until such time as the AGM is held.

Due to this uncertainty over future meetings, Members are reminded of the delegation arrangements provided to the Mayor and the Clerk under Minute 11207 (Extract):

- Resolved:**
- 1. To delegate authority to the Clerk and the Chair of the council to undertake any measures / make any decisions deemed necessary to provide support to the community and to protect the health and wellbeing of Councillors and staff based on government and NALC advice;**

These arrangements have not been revoked to date and it is suggested that they remain in place until the council is confident that it has the means to legally meet through Town Council, Committees and Sub Committees.

- Recommendation:**
- 1. Should Regulations which permit a council to meet virtually be extended beyond 7th May, to hold the AGM on 19th May 2021;**
 - 2. If Regulations which permit a council to meet virtually are not extended beyond 7th May, to hold the AGM on 5th May 2021 such that the AGM can be held virtually;**
 - 3. Should an alternative situation arise, the current arrangements, notably the position of Mayor, Deputy Mayor and membership of Committees etc and outside organisations will be retained until such time as the AGM is held.**

12. NEIGHBOURHOOD PLAN – FUNDING REQUEST

Pages 148 - 150

Members are aware that the Town Councils Neighbourhood Plan public consultation had to be put on hold due to Covid 19 restrictions.

Members will find attached a report in support of the Neighbourhood Plan Steering Groups funding request.

- Recommendation:**
- To approve a budget of £6000, from budget heading 401-4001-4062 which will be offset by a transfer in from EMR330, to enable the Neighbourhood Plan Steering Group to undertake a public consultation on the Town Councils draft Neighbourhood Plan.**

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Town Council
18th January 2021 at 7.00pm

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

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

Public: 2

11468 APOLOGIES

None.

11469 QUESTIONS FROM THE PUBLIC

None.

11470 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11471 MINUTES

To approve the minutes of the meeting held on 14th December 2020.

Resolved: To approve the Minutes of the meeting held on 14th December 2020.

11472 COMMITTEE MINUTES

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

Corporate Services Committee	None to present
Community Services Committee	None to present
Environment & Leisure Committee	None to present
Planning Committee	30 th November 2020
Town Partnership Committee	None to present

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

New Office Provisions Sub-Committee None to present

New Cemetery Sub-Committee None to present

Resolved: To receive the Minutes detailed above.

11473 TOWN MAYOR ANNOUNCEMENTS

Cllr Jones joined the meeting (7.08pm)

Members received a verbal report on events that had been attended by the Town Mayor.

Members were advised that the virtual raffle had been successful, however, the Civic Service planned for spring 2021 had had to be cancelled.

11474 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS & ON TRAINING SESSIONS ATTENDED

Members provided verbal reports from meetings they had attended of outside organisations or from training courses they had attended on behalf of the Council.

Cllr Thorne updated members on Dial-a-Ride, regular e-mails had kept members up to date, funding of £1,300 from Central Bedfordshire Council had been received enabling the ability to offer journeys to receive Covid-19 vaccinations free of charge.

The Memorial Hall had been utilised for the Blood Donor Services, however, was closed to all other activities. The hall had been offered for use for Covid-19 vaccinations, they were awaiting a response. Thanks were offered to Cllr Wattingham for his work in applying for grant funding and for his hard work behind the scenes as Chair of the Memorial Hall.

11475 AUDITED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/20

Members received the Annual Governance and Accountability Return for consideration.

Members were advised that the external auditor had raised the following under Section 3;

“We were required to return the Annual Governance and Accountability Return to enable the Council to correct the following:

A/ Total borrowing at Box 10 was initially understated by £3,000. The correct loan outstanding at 31 March 2020 was £245,393.

B/ Unspent grants and contributions received up until 2012 had not been included in other receipts in the year of receipt as required since then, but instead had been held in a government grants deferred account the balance of which was included as an adjustment between boxes 7 and 8. The accounts should have been restated and grants fully recognised in the year of receipt subsequently in accordance with Proper Practice. The restatement increased the reserves at Box 7 by £260,575 in both 2018/19 and 2019/20.

In future the Council should ensure that the Annual Governance and Accountability Return is accurate and complete.”

In relation to comment A/, this was a transcribing error by the company providing year end support services.

In relation to comment B/, the initial accounting treatment of this receipt for 2019/20 was consistent with previous years. The new external auditors have applied treatment of this type of receipt in a different way to previous external auditors.

In addition, in the completion letter, it advised the following:

Minor scope for improvement in 2020/21

The 2018/19 figures in the accounting statement were correctly restated and a reason provided but the column was not headed ‘restated’ to confirm the differences from the previous year’s annual return. In future, if prior year figures were restated the Council should head the column ‘restated’.

- Resolved:**
- 1. To approve and accept the Annual Return including the external auditor’s certificate;**
 - 2. To note the requirement that the Annual Governance and Accountability Return is accurate and complete;**
 - 3. To note that if the prior year figures are restated the Council should head the column ‘restated’.**

11476 VILLAGE GREEN PLAY AREA SURFACING

It had been highlighted, through the budget setting process, that in approving the resurfacing of the Village Green Play area it was not confirmed how this project would be funded. At the Environment & Leisure Committee meeting, the discussion on how this project was to be funded was through the use of ear marked reserves, EMR 327 Play Areas. This was a decision for the Environment & Leisure Committee to make, however as it had an impact on the council’s budget setting process for 2021/22 it was felt important to rectify this situation ahead of the next scheduled meeting of the Committee.

- Resolved:** **To fund the re-surfacing of the Village Green Play area through the use of EMR 327 Play Areas.**

11477 2021/22 BUDGET AND PRECEPT

Members received the officers draft budget for 2021/22 for consideration and approval of a budget for 2021/22 and a precept.

An amendment to the officer recommendation was proposed to read: To approve the Budget as amended and a precept of £969,231 for 2021/22.

The officer recommendation read: To approve the budget and a precept of £950,853 for 2021/22.

The amendment was proposed by: Cllr Jones seconded by: Cllr Kennedy

A recorded vote was requested:

Members for: Cllrs: K Wattingham, S Thorne, S Goodchild, D Jones, R Morgan, D Dixon-Wilkinson, M Kennedy, J Carroll, C Copleston, Y Farrell and A Slough.

Members against: Cllr Abbott

Abstentions: none

Accordingly, this became the substantive motion.

Members voted on the substantive motion.

Proposed by: Cllr Jones seconded by: Cllr Kennedy

A recorded vote was requested:

Members in favour: Cllrs: K Wattingham, S Thorne, S Goodchild, D Jones, R Morgan, D Dixon-Wilkinson, M Kennedy, J Carroll, C Copleston, Y Farrell and A Slough.

Members against: Cllr: D Abbott

Abstentions: Cllr: T McMahon

An additional motion was proposed by: Cllr Jones, seconded by: Cllr Kennedy

The proposal read: To transfer with immediate effect the sum of £25,000 from General Reserves to Earmarked Reserve 322 – Pavilion Renovations.

Members voted in favour of the additional motion.

- Resolved:**
- 1. To approve the Budget as amended and a precept of £969,231 for 2021/22.**
 - 2. To transfer with immediate effect the sum of £25,000 from General Reserves to Earmarked Reserve 322 – Pavilion Renovations.**

11478 OUTCOME OF BOUNDARY REVIEW

Members recalled formulating a response to the Local Government Boundary Commission's draft recommendations for Central Bedfordshire Council at the Town Council meeting on 24th August 2020.

The consultation period closed on 7 September 2020. The final recommendations from the LGBC were released on 12th January 2021. The below relates to the LGBC final recommendations for Central Bedfordshire:

'ELECTORAL REVIEW OF CENTRAL BEDFORDSHIRE COUNCIL: FINAL RECOMMENDATIONS

The Local Government Boundary Commission for England has published final recommendations setting out new electoral arrangements for Central Bedfordshire. Details of the recommended changes are contained in a report which explains how they have been developed, including how we have taken into account local views. The report and interactive mapping are available on our consultation site

<https://consultation.lgbce.org.uk/node/18789>. The full library of information relating to the review is available on our main website <https://www.lgbce.org.uk/all-reviews/eastern/bedfordshire/central-bedfordshire>.

The electoral arrangements for your parish or town council will change because of our recommendations.

The recommendations only become law once they have received parliamentary approval. The formal document (a draft Order) to start that process will be laid in Parliament shortly. The draft Order will provide for the new electoral arrangements for Central Bedfordshire to come into effect for local elections in 2023.'

The following summary of HRTC Objections and the LGBCE response to those objections was summarised by Cllr Jones as follows:

1. Objection against the combining together of the current wards of Parkside and Tithe Farm to form Houghton Regis East.
Result:- Objection not successful. The wards would be so combined.
2. Objection against the introduction of the area around All Saints Academy, part of Dunstable Town Council, into Houghton Regis West for the purposes of balancing the electoral numbers.
Result:- Objection successful. The area has been removed and reinstated in Dunstable North.
3. Objection against moving the entire polling district of HH5 into Tithe Farm parish ward and therefore into Houghton Regis East.
Result:- Objection not successful. This transfer would go ahead.
4. Objection against the carving up of the polling district of HH2 in an arbitrary manner that was inconsistent with the Commission's desire for strong, easily identifiable boundaries.
Result:- The proposal has been amended, but polling district HH2 was still being split up. The LGBCE has now decided that, where it meanders north-west to south-east across the polling district, the strong, easily identifiable boundary would be the Houghton Brook. Basically, houses north of the Brook would be transferred into Parkside parish ward and therefore into Houghton Regis East, while houses south of the Brook would remain in Houghton Hall parish ward and in Houghton Regis West. This change affects approximately 700 electors.

At the next elections due in 2023, therefore, Houghton Regis East ward (Parkside and Tithe Farm) would elect 3 CBC councillors, and Houghton Regis West ward (Houghton Hall) would elect 2 CBC councillors. At parish level, Houghton Hall ward would elect 5 HRTC councillors, Parkside ward would elect 4 HRTC councillors and Tithe Farm ward would elect 5 HRTC councillors.

A motion was proposed to read: To note, following the final proposals of the Local Government Boundary Commission for England in respect of Central Bedfordshire Council's electoral arrangements, the revised arrangements for the Town's CBC divisions and the consequential impact on the Town Council wards at the elections due to be held in 2023.

Proposed by: D Jones seconded by: K Wattingham

Members voted in favour of the motion.

Resolved: To note, following the final proposals of the Local Government Boundary Commission for England in respect of Central Bedfordshire Council's electoral arrangements, the revised arrangements for the Town's CBC divisions and the consequential impact on the Town Council wards at the elections due to be held in 2023.

Members commented on the possibility of a boundary review to enable the existing part of the parish of Chalton which is within HRN1 to become part of Houghton Regis. It was requested that the Town Clerk establish links with Chalton Parish to gauge their views.

The Chairman declared the meeting closed at 7.46pm

Dated this 22nd day of March 2021

Chairman

DRAFT

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
23rd November 2020 at 7.00pm.

Present: Councillors: D Jones Chairman
D Abbott
S Thorne
K Wattingham

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

Public: 0

Absent: Councillor: C Copleston
M S Kennedy

11415 APOLOGIES & SUBSTITUTIONS

None.

11416 QUESTIONS FROM THE PUBLIC

None.

11417 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11418 MINUTES

To approve the Minutes of the meeting held on the 14th September 2020.

Resolved: To approve the Minutes of the meeting held on 14th September 2020 and for these to be signed by the Chairman.

11419 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS

Personnel Sub-Committee: 13th January 2020 and 13th July 2020.

Resolved: To receive the Minutes of the Personnel Sub-Committee meetings of the 13th January 2020 and 13th July 2020

11420 INCOME AND EXPENDITURE REPORT

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

Members queried whether Central Bedfordshire Council could claim back the Town Councils election costs following the by-election being suspended due to Covid-19. Members were advised the by-election process would need to start afresh in April. Members were informed that the Town Clerk was making enquires with Central Bedfordshire Council.

11421 BANK AND CASH RECONCILIATION STATEMENTS

Members were requested to receive the monthly bank and cash reconciliation statements for August and September 2020. Members were advised that the month end process for August had been completed by a different consultant. A number of queries were raised which had been followed up on and resolved. The bank reconciliation for August listed these outstanding queries.

- Resolved:**
- 1. To approve the monthly bank and cash reconciliation statements for August and September 2020;**
 - 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

11422 LIST OF CHEQUE PAYMENTS

Members received list of payments for the period August 2020 to September 2020.

Members were advised that late payment fees from Castle Water were to be queried and a refund of these fees to be investigated.

11423 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 noted that the bank rate had dropped substantially.

11424 PAYROLL SERVICES

For information, the Town Council had been advised that Bedford Borough Council would no longer be renewing their contract for the provision of payroll services. The current contract would cease on the 31st March 2021.

The Town Clerk was currently seeking an alternative payroll provider who would be able to support the Town Council with these services, effective from 1st April 2021.

Due to the scheduling of meetings it was not possible to provide a report to Corporate Services, at the meeting to be held on the 1st March 2021, at which a recommendation would ordinarily be provided to Council for ratification. Therefore, it was anticipated that a report and costings would be presented to full Council at the meeting to be held on the 14th December 2020.

11425 REVIEW OF TOWN COUNCIL MEMBERSHIP TO OTHER BODIES

In accordance with the approved Committee Functions and Terms of Reference the Corporate Services Committee was required to annually review the Council's and/or employees' memberships of other bodies.

Members were advised of the current memberships listed below:

<i>Membership</i>	<i>Period</i>	<i>Annual Subscription</i>
Society of Local Council Clerks (SLCC)	Annual	£421 (2020/21)
Bedfordshire Association of Town & Parish Councils (NALC)	Annual	£2,101 (2020/21)
Institute of Cemetery and Crematorium Management Association of Accounting Technicians (AAT)	Annual April to March	£95 (2020/21)
Information Commissioners Officer (ICO)	Annual	£99 (2020/21)
		£35
		Renewal due 3/12/20

11426 REVIEW EXISTING CONTRACTS

In accordance with the approved Committee Functions and Terms of Reference the Corporate Services Committee was required to annually review existing contracts.

Members were advised of the existing contracts listed below:

<i>Service</i>	<i>Minute No.</i>	<i>Details</i>	<i>Cost</i>	<i>Start date</i>
IT Support & Hosting		Support charge £1800 / annum Microsoft 365 Business Standard -	£4338	

		Annual Subscription Period Beginning 3rd November 2020 - £1,015.20		
		Microsoft Exchange On- Line Plan1 - Annual Subscription Period Beginning 10th November 2020- £576.00		
		SolarWinds Cloud Backup - per month Period Beginning 17th November 2020 - £600.00		
		McAfee Endpoint Protection Ess SMB 1:1 GL Period Beginning 18th October 2020 £347.40		
Website hosting		Annual fee.	£150	
DCK Accounting Operation Hana	10125	Annual arrangement.	£1,250	
Internal Audit	11366	Annual arrangement	£875	1st April 2020 to 31st March 2021
Human resources advisor	9942	Annual arrangement (rolling contract)	£2,451.60	24 th June 2019
External audit		5 years from 2017/18 until 2021/22	£2,000	Appointed via Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015.
Town centre toilets	6846	Ongoing	£18,360 plus consumables per annum	1st July 2019 – 30th June 2021

Insurance	9829	Long term agreement	£11,907 plus additional premiums relating to any changes in circumstance.	13 th May 2019 - 31st May 2022
Payroll		Ongoing Annual arrangement (see agenda item 10)	£750	Expires 31 st March 2021
Photocopier lease	9695	Long term agreement	£396	2018 to 2023
Mobile Phones		10 x phones 24months	£2400	Oct 2020-Sept 2022
Telephone software		12 months then rolling	Set up £270 £65 / month year 1 £88 / month year 2 £276 cost of maintenance, annual fee after year 1	November 2020
BT Broadband		24 months	£552	18/3/2019-17/3/2021
Franking Machine		Long term agreement	£300	1 st August 2019- 31 st July 2023
Accounting Software support		Annual arrangement	£1018	1/4/21-30/3/22
Cemetery Software support		Annual arrangement	£290	1/4/21-30/3/22
Christmas Lights	9782	Long term agreement	£10,500 fixed (excluding tree)	1 st April 2019 to 31st March 2024
Employee Assistance Programme	8835	Long term agreement	£425	1 st March 2017 to 28 th February 2022

11427 INSURANCE CLAIMS

Members were advised that the following insurance claims had been made since April 2020

<i>Claim number</i>	<i>Details</i>	<i>Repair cost</i>	<i>Date settled</i>
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27200000680	Cemetery Gate repair after vehicle had knocked them down	£1,362.00 Excess £100	September 2020
27200000816	Vandalism to Springer - October	£1,096.00	Awaited
27202126353	Damage to St Vincent's School building by ride on mower, whilst grass cutting, in September / October	Estimated £1,164.00	Awaited

11428 SAFEGUARDING POLICY UPDATE

The Corporate Services committee last reviewed the Town Councils Safeguarding policy on the 5th March 2018. Whilst this policy was reviewed every 4 years, it was apparent that the policy was not compatible with the standards set out by the NSPCC (National Society for the Prevention of Cruelty to Children).

Members received a report that identified the work needed to bring this policy up to standard.

Members noted that this would identify staff training needs and requested that this be looked at within the budget.

- Resolved:**
1. **To support the completion of a mapping exercise in order to identify documents that are needed and policies that may need adapting;**
 2. **To identify possible cost implications associated with meeting the 6 NSPCC standards for the voluntary and community sector in support of safeguarding and protecting Children and Young People aged 0-18;**
 3. **To identify cost implications for staff training.**

11429 WHISTLEBLOWING POLICY

Members received a report and draft policy for consideration.

The introduction of the proposed policy would allow the Town Council to effectively monitor whistleblowing complaints and provide annual reporting to the Corporate Services Committee.

- Resolved:**
1. **To accept the need for and endorse the following new policy:**
 - **Whistleblowing policy**
 2. **To recommend to Council that the policy, along with any recommended changes, be formally adopted by full council at its meeting to be held on the 14th December 2020**

11430 BULLYING AND HARASSMENT

Whilst the current Bullying and Harassment policy was suitable, it was felt that it was somewhat brief. Therefore, members received a report and revised Bullying and Harassment Policy displaying track changes.

- Resolved:**
- 1. To accept the need for and endorse the updated Bullying and Harassment Policy.**
 - 2. To recommend to Council that the policy, along with any recommended changes, be formally adopted by full council at its meeting to be held on the 14th December 2020**

11431 DRAFT BUDGET 2021/22

Members received the officer draft budget for 2021/22 along with explanatory notes for the Corporate Services Committee.

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

As members were aware the council revised its budget for 2020/21 in July 2020 to reflect on the implications of Covid-19. At the time of revising the budget members requested that the budget for 2021/22 be set on the original budget figures as these were reflective of a 'normal' council year. However, due to software limitations, the draft budget included the revised budget amounts for 2020/21. However, the budget explanatory notes provided members with the original budget figures for 2020/21 as requested. The draft budget for 2021/22 assumed normal delivery of services during the year, i.e. it assumed that Covid would not affect the services of the council during 2021/22.

11432 VISION

Members received an extract from the approved Vision 2020/2024 as it related to the work of this committee.

Members queried the introduction of an electronic payment system as depicted on the Vision, it was requested that an update be sought on this item and fed back at the next meeting.

**The Chairman declared the meeting closed at 7.50pm
Dated this 1st day of March 2021**

Chairman

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
Minutes of the meeting held on
1st February 2021 at 7.00pm.

Present:	Councillors:	D Jones	Chairman
		D Abbott	
		S Goodchild	Substitute
		M S Kennedy	
		A Slough	
		S Thorne	Substitute
	Officers:	Debbie Marsh	
		Louise Senior	Corporate Services Manager Head of Democratic Services
	Public:	0	
Apologies:	Councillor:	C Copleston	
		K Wattingham	
Also present:	Councillor:	R Morgan	

11487 APOLOGIES & SUBSTITUTIONS

Apologies were received from Councillor Copleston (Councillor Slough substituted) and Cllr Wattingham (Councillor Goodchild substituted)

11488 QUESTIONS FROM THE PUBLIC

None.

11489 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11490 EXCLUSION OF PRESS AND PUBLIC

- Establishment of a Disciplinary, Grievance and Appeals sub-committee

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

Cllr Morgan left the meeting once exclusion of press and public was agreed.

11491 ESTABLISHMENT OF A DISCIPLINARY, GRIEVANCE AND APPEALS SUB-COMMITTEE

Members were advised that a grievance had been submitted. The Grievance Policy will be followed.

The grievance was being dealt with as a formal grievance (Section 3). The grievance had been submitted to the Chair of the Corporate Services Committee (Section 3a).

Section 3b required the Corporate Services committee to appoint a Disciplinary, Grievance and Appeals sub-committee of six councillors. Three of which would form the Grievance Sub Committee to formally hear the allegations, the remaining 3 councillors would form the Appeals Sub Committee should it be necessary. The sub-committees would appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee. No councillor with direct involvement in the matter should be appointed one of the sub-committees.

Members were advised that an investigator had not yet been appointed.

Members received an extract from the Committee Functions & Terms of Reference. This sets out the Functions and Terms of Reference for the Sub Committee. Specifically, it noted that membership shall be drawn from all members of town council.

Resolved: To appoint a Disciplinary, Grievance and Appeals sub-committee of six councillors, comprising:

Grievance sub-committee

**Cllr Jones
Cllr Kennedy
Cllr McMahon**

Appeals sub-committee

**Cllr Morgan
Cllr Copleston
Cllr Y Farrell**

The Chairman declared the meeting closed at 7.24pm

Dated this 1st day of March 2021

Chairman

HOUGHTON REGIS TOWN COUNCIL
Community Services Committee
26th October 2020 at 7.00pm

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

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

Public: 8

11377 APOLOGIES & SUBSTITUTIONS

None.

11378 QUESTIONS FROM THE PUBLIC

None.

11379 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Cllr Wattingham declared a non-pecuniary interest in the grant for the Memorial Hall as his role as Chair of the Memorial Hall Committee, accordingly, Cllr Wattingham neither participated in discussion nor voted on this grant application. Cllr Copleston chaired the meeting for the duration of this discussion. Cllrs Wattingham and Copleston declared a non-pecuniary interest in the grant for Churches Together as they were employed by Safer Luton Partnership, accordingly, they neither participated in discussion nor voted on this grant application. Cllr McMahan chaired the meeting for the duration of this discussion. Cllr Goodchild declared a non-pecuniary interest in the grant for the Churches Together application, as a member of the Baptist Church. Cllr Goodchild also declared a non-pecuniary interest, as a Central Bedfordshire Councillor and member of the review panel that had reviewed Central Bedfordshire's entire voluntary and community sector. Accordingly, Cllr Goodchild neither participated in discussions nor voted on these grant applications. Cllr Farrell declared a non-pecuniary interest in the grant for the Memorial Hall as a trustee on the Memorial Hall Committee. Cllr Farrell also declared a non-pecuniary interest, as a Central Bedfordshire Councillor and member of the review panel that had reviewed Central Bedfordshire's entire voluntary and community sector. Accordingly, Cllr Farrell neither participated in discussions nor voted on these grant applications.

11380 KEY PARTNERS - ANNUAL REVIEW OF EXISTING

Members were reminded that Key Partner status had been awarded to these organisations for the financial years 2020/21, 2021/22, 2022/23 and 2023/24.

Members were advised that the Council offered the early release of funding to these organisations to help them through difficulties arising from Covid-19. Community Action Bedfordshire and Houghton Regis Heritage Society benefited from this offer.

Representatives from SORTED, Keech Hospice Care, Community Action Bedfordshire, South Beds Dial-a-Ride, Houghton Regis Memorial Hall, Full House Theatre and the Houghton Regis Heritage Society spoke briefly to thank the Committee for previous support and for the offer of an early release of funding during this difficult time.

The following summarises the amount of the Key partner award:

Dunstable & District CA	£2,000
SORTED	£2,000
Keech Hospice Care	£2,500
Community Action Bedfordshire	£2,500 (received)
South Beds Dial A Ride	£1,125.50
Houghton Regis Memorial Hall	£2,000
Full House Theatre	£1,500
Houghton Regis Heritage Society	£500 (received)

Resolved: To approve the release of funding as detailed for the financial year 2020/21.

11381 GRANT APPLICATIONS

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

Large Capital Grant

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

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

<i>Applicant</i>	<i>Total project cost</i>	<i>Amount requested</i>	<i>Brief description</i>
Churches Together in Houghton Regis*	£3,171	£1000	To help facilitate a drive-in style Community Carol Service

Small Capital Grants

Approved small project grant:

<i>Applicant</i>	<i>Total project cost</i>	<i>Amount requested</i>	<i>Brief description</i>
Dunstable Food Bank	£500	£200	To provide Christmas parcels to children.

Members were advised that £2,800 remained in the Small Grant Fund. Members considered information for the following Grant Application:

<i>Applicant</i>	<i>Total project cost</i>	<i>Amount requested</i>	<i>Brief description</i>
Churches Together in Houghton Regis*	£3,171	£500	To help facilitate a drive-in style Community Carol Service

* Members were advised Churches Together in Houghton Regis had submitted 2 grant applications, one Small Project at £500 and one Large Project at £1000. Both applications were to support the provision of a drive-in style Community Carol Service in Houghton Regis.

The grant criteria stated:

No more than one application could be made per organisation, per financial year.

The applicant advised, that if members had concerns, they would be prepared to withdraw the small Project application and increase the Large Project Application to £1500.

The applicant also advised that should Covid related restrictions alter, the plans for this event they would alter accordingly. The organiser would seek to ensure financial flexibility with all contractors who were engaged to support this event. Should the event not proceed, and expenses not be incurred, the organiser would not draw down on the grant award.

Although this financial request had been submitted through the council's grant process, Members were advised that there were sufficient funds in 304-4222, Events, which could be allocated for this event.

Members were requested to consider the Small and Large Capital Grant Applications as detailed and to confirm whether these were to be funded through the grant process or through the Council's event budget. Churches Together had indicated that they would like to see the event delivered as a shared project with HRTC and Morrisons. It was suggested that the council, in addition to a funding contribution, also offer assistance in terms of planning the event.

Members asked the applicant various questions in relation to the provision of toilets, proposed control measures should there be an increase of ad hoc attendees, timings and safety.

Members were advised that the organiser had a meeting scheduled with Central Bedfordshire Councils Safety Advisor Group (SAG), in the near future, where it was envisaged solutions could be found to mitigate concerns.

Resolved: To support the Drive in Carol Concert Proposal by Churches Together in Houghton Regis and to offer £1500 from 304-4222.

End of Award Report

In accordance with the Grant Scheme successful applicants were required to submit an End of Award Report. As this was the first meeting of the council year in which grants were considered there were no End of Award Reports to present.

Resolved: To note no End of Award Reports were presented.

The Chairman declared the meeting closed at 9.04pm

Dated this 2nd day of November 2020

Chairman

HOUGHTON REGIS TOWN COUNCIL
Community Services Committee
2nd November 2020 at 7.00pm

Present: Councillors: K Wattingham Chairman
J Carroll
C Copleston
Y Farrell
S Goodchild
M Kennedy Substitute
T McMahon

Officers: Clare Evans Town Clerk
Tara Earnshaw Community Development Officer

Public: 1

Apologies: Councillors: A Slough

11382 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Slough (Cllr Kennedy substituted)

11383 QUESTIONS FROM THE PUBLIC

A member of the public asked:

- Clarification on the arrangements for Remembrance Services
- The allocated budget for the firework display

It was advised that the council was waiting on further guidance for Remembrance Services.

It was advised that the estimated budget for the firework display was £8,000 - £9,000.

11384 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11385 MINUTES

To approve the minutes of the meeting held on 1st September 2020.

Resolved: To confirm the minutes of the Community Services Committee meetings held on 1st September 2020 and for these to be signed by the Chairman.

11386 REPORT FROM GROUNDWORK

A representative from Groundwork was in attendance to update members on the work completed on behalf of Central Bedfordshire Council.

Members were advised that work had continued with virtual sessions. The hope was that Youth Clubs would return during November; they are now awaiting advice on how the services Groundwork offer could move forward. Alternative venue locations to Bedford Square would be looked into as Bedford Square had not been confirmed in the short term.

Members were assured that all the services Groundwork offer were in compliance with Government guidelines. Their online support services were still available to young people.

11387 COMMUNITY & YOUTH SERVICES

Members were provided with an update on work undertaken by the Community Development Officer September to October 2020.

Members wanted to pass on their thanks and commend the Youth Council on the awards that they had won.

Members provided feedback on the residents' welcome packs that had been distributed by councillors on behalf of the Town Council and the appreciation that had been received on delivery.

11388 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Events Working Group 27th August and 1st October 2020
Combating Crime Working Group 19th August and 16th September 2020.

Members are specifically referred to the following;
CC1092 Op Hana contract 2021/2022

Cllr Kennedy joined the meeting (7.21pm)

**Resolved: To receive the Minutes detailed above and to approve the recommendations contained therein as follows;
To continue Operation Hana on the same format in 2021/2022 subject to budget provision being made available.**

11389 INCOME AND EXPENDITURE REPORT

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

Members raised concerns regarding the timing of the Town Guide as this was greatly reliant on the sale of advertising space within the guide. With the knowledge of local businesses suffering financial constraints due to the difficulties faced during 2020, concerns were raised about affordability due to the financial implications of Covid-19.

Members agreed to defer further discussion of the Town Guide until a later date with consideration being given to the possibility of subsidising advertising costs.

Members were advised that some invoices were delayed in being issued to the Town Council for payment.

Cllr Carroll joined the meeting (7.31pm)

11390 DRAFT BUDGET 2021/22

Members received the officer draft budget for 2021/22 along with explanatory notes for the Community Services Committee.

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

As members were aware the council revised its budget for 2020/21 in July 2020 to reflect on the implications of Covid-19. At the time of revising the budget members requested that the budget for 2021/22 be set on the original budget figures as these were reflective of a 'normal' council year. However, due to software limitations, the draft budget included the revised budget amounts for 2020/21. However, the budget explanatory notes provided members with the original budget figures for 2020/21 as requested. The draft budget for 2021/22 assumed normal delivery of services during the year, i.e. it assumed that Covid would not affect the services of the council during 2021/22.

Members were advised that an adjustment of £1,000 for the removal of event evaluation which would be revisited when Houghton Regis Town Council events were back to running at their planned schedules.

Members were advised of a further adjustment of £1,000 for the removal of the grant funding for the Churches Carol Service, as this funding would be provided from the Event budget provision.

Members discussed the option of a Town Ranger. Members suggested that it would be preferable for this work to be completed in-house rather than outsourced. Members were advised that the most cost-effective way of delivering this service initially was to buy in this service at £20 per hour from Dunstable Town Council.

Members requested that this be left in the budget, but to give further consideration to how this project could be moved forward and be delivered effectively.

11391 VISION

Members received an extract from the approved Vision 2020/2024 as it related to the work of this committee. Additional comments were included as staff had put forward some suggestions and ideas. Members comments were invited.

Members discussed the provision and positioning of an electronic noticeboard; it was suggested that this be placed within HRTC recreational space to increase public visibility.

Members commended the councils use of social media pages and feedback was requested on social media traffic on HRTC social media pages.

Members requested a review of the Town Crier at a future meeting

11392 EXCLUSION OF PRESS AND PUBLIC

- Waste Disposal Service Level Agreement

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

11393 WASTE DISPOSAL SERVICE LEVEL AGREEMENT

Members were advised that at Combating Crime Working group on 21st October consideration was given to a draft Service Level Agreement for the subsidisation of bulky waste collection between Houghton Regis Town Council and Central Bedfordshire Council. Members received a variation of this around 12 months ago. Although very little had changed, as time has passed it was being represented to remind members of the content and obligations of each party. Members received the draft SLA which included some minor amendments. Combating Crime Working Group resolved to recommend to Community Services Committee that the document be signed.

Resolved: That the bulk waste disposal Service Level Agreement between Houghton Regis Town Council and Central Bedfordshire Council be signed by the Chair of Community Services Committee.

The Chairman declared the meeting closed at 20.19pm

Dated this 8th day of February 2020

Chairman

HOUGHTON REGIS TOWN COUNCIL
Environment & Leisure Committee
16th November 2020 at 7.00pm

Present: Councillors: T McMahon Chairman
D Abbott
Y Farrell
S Goodchild
R Morgan
A Slough

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

Public: 1

Also present: Councillors: J Carroll
D Jones

Absent: D Dixon-Wilkinson

11405 APOLOGIES

None.

11406 QUESTIONS FROM THE PUBLIC

A member of the public raised concerns regarding the proposed price increase of sports facilities fees. It was suggested that Houghton Regis Town Council were charging more than other local areas and that an annual fee was unfair for those teams who played fewer games.

It was also queried whether Houghton Regis Town Council was considering providing a club house as part of the Tithe Farm All Weather project as there was not many options for people / players to meet socially in the town.

11407 SPECIFIC DECLARATIONS OF INTEREST

None.

11408 MINUTES

To approve the minutes of the meeting held on 21st September 2020.

Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 21st September 2020 and for these to be signed by the Chairman.

11409 ENVIRONMENT & LEISURE FEES 2021/22

To set the hire charges under the control of Environment & Leisure Committee for 2021/22.

Members were advised that feedback had been obtained from all users and costs were investigated and compared with towns in the surrounding areas. The proposed 2% increase was to cover increases in materials for sports pitches. The costs quoted did not include staff costs. Feedback received regarding fees based on an individual match basis had been taken into consideration and was included in the proposal, although it was advised if teams book less than ten games per season VAT must be included.

Resolved: To approve the Environment & Leisure Schedule of Fees for 2021/22.

11410 INCOME AND EXPENDITURE REPORT

Members were provided with the Income & Expenditure report to date for the Environment & Leisure Committee.

Members received an update report on the Orchard Close pavilion refurbishment project.

As members were aware within this year's budget provision had been made for the Orchard Close Pavilion Refurbishment project. HRTC had been successful in securing a grant under the CBC Community Asset grant scheme for £14,043 towards the refurbishment of Orchard Close Pavilion.

The project was to be funded as follows:
Total cost £59,440

Funded by
£14,043 CA grant
£30,000 HRTC deferred income
£1,417 s106 via CBC
£3,980 EMR 322 HRTC
£10,000 Sport England

The anticipated grant from Sport England (via Team Beds and Luton Active Partnerships, Community Asset Fund Application) was not currently available which gave a project shortfall of £10,000. The Head of Grounds had prepared a draft application; however, the availability of funding and timescale was not known. Members were asked to consider the following options:

1. Reduce cost by removing spectator toilet from specification;
2. Seek additional funding from HRTC ear marked reserves, there were reserves available, but it was envisaged that these would be used for the Tithe Farm project;
3. Wait for Sport England grant process to hopefully reopen
4. Hope for additional s106 funding or other grant source to become available

Members were advised that due to Covid-19 the cost of materials had significantly increased as such the quote provider had indicated the original quote would need to be increased by around £7,000.

Members were advised that grant money was not usually awarded retrospectively, therefore once the project had started, grant funding would not be forthcoming.

Resolved: To proceed with the refurbishment of Orchard Close Pavilion in accordance with the specification agreed and to fund the project as follows:

- **£14,043 CBC Community Asset grant**
- **£30,000 HRTC deferred income**
- **£1,417 s106 via CBC**
- **With the funding balance to be met through additional grant or s106 funding from CBC and the use of the Council's EMR 322**

11411 DRAFT BUDGET 2021/22

Members received the officer draft budget for 2021/22 along with explanatory notes for the Environment & Leisure Committee.

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

As members were aware the council revised its budget for 2020/21 in July 2020 to reflect on the implications of Covid-19. Members requested that the budget for 2021/22 be set on the original budget figures as these were reflective of a 'normal' council year. Members received the original budget figures for 2020/21 as requested. The draft budget for 2021/22 assumed normal delivery of services during the year, i.e. it assumed that Covid would not affect the services of the council during 2021/22.

11412 TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE

Members were advised that a project team meeting took place on 12th November. The discussion focused on project funding and grant opportunities.

As members were aware there were 3 distinct but inter-related elements to this project:

1. All weather pitch
2. Changing facilities
3. Car park

To date it had been intended to deliver the project as one. However, as members were aware there was a funding issue emerging largely as a result of a reduction in funding to the Football Foundation (FF) of £27m. It was now thought that the potential grant from FF was more likely to be in the region of £650,000-£700,000, a reduction to the project of £100,000 - £150,000. The implications of this are shown below.

Provisional project cost: £1,350,000

To be funded as follows:

£160,000	CBC (s106 contribution)		Confirmed
£230,575	HRTC deferred income		Funding available
£650,000	Football Foundation (TBC)		Grant not secured to date although working closely with FF and Beds FA. A worse case figure included.
£38,020	CBC (s106 contribution) CB/14/03047/OU T - Outdoor sport		Applied for
£103,804	HRTC – EMR 322 Pavilion renovation		Funding available, however transfer form EMR needs to be confirmed through Committee as not included in budget. Contribution reduced (by £17,600) in case members decided to use this EMR for Orchard Close Pavilion refurbishment.
	Balance	£167,601	

The following preliminary total development cost was provided:

1. Construction Costs	£
Demolition	-
Pavilion/ car park/ infrastructure	£442,500 ¹
Remodelling of the existing pavilion	Included above
Oh/p	Included above
Main contractor prelims (based around the FTP being a separate project)	£30,000
FTP	£725,000
Works to grass pitches²	£100,000
Contingency	£50,000
TOTAL BUILD COST	£1,247,500
2. Fees	
Statutory fees	£7,500
Professional fees (Architect, PM, QS, M&E, Structure & Civils)	£40,000
RLF (on the FTP element)	£30,000

¹ Increase by £100,000 to be more accurate of likely build costs

² Removed as HRTC could decide to fund as part of revenue costs for pitch maintenance

3. Other

Surveys/ Reports	£20,000
Legal costs	£5,000
VAT (Assumed as recoverable)	-

TOTAL PROJECT COST **£1,350,000**

Of the £442,500 provided for the pavilion/ car park/ infrastructure, at least £100,000 would be spent on external services and the car park. This then would leave £342,500 for the changing accommodation.

Members were advised that a recent local scheme for a 2nr changing room pavilion incorporating a staff office and a teaching room (gross area of the pavilion was 281m²) was just short of £600,000. A scheme in Essex for a 6nr changing room with no social space but spectator toilets and a small servery had come in during tender at £509,000.

Members were advised of two options:

1. Split the project into component parts and seek to deliver each independently of each other
2. Continue with the project as one

Members were asked to consider whether there was support for an extensive pavilion refurbishment / renovation. If members were supportive of this, a grant application could be made to Salix and if successful Option 1 above could be followed. If members felt that a new pavilion was required, and they were prepared to fund the shortfall through a loan then Option 2 would be followed. Please note Salix grants were not available for a new build.

Members agreed that a new building would be preferable to a refurbishment.

A motion was proposed to read:

To provide a 4nr changing room facility serving both the FTP and the remaining 2 grass pitches, a staff office, servery, and spectators toilets.

Proposed by: S Goodchild, seconded by: Cllr Farrell

Members voted in favour of the motion.

Resolved: To provide a 4nr changing room facility serving both the FTP and the remaining 2 grass pitches, a staff office, servery, and spectators toilets.

11413 VISION

Members received an extract from the approved Vision 2020/2024 as it related to the work of this committee.

There may be significant budget implications for members aspirations under 4.5 and 4.6. as such members were invited to put forward any specific ideas so that investigations can take place and funding options can be considered.

11414 FAIR & CIRCUS VISITS

Members were advised that approved visits for 2021 were:

Circus

Arrive 14th October

Open 15th October – 21st October

Leave 22nd October

The Fair has requested the following dates:

Fair

Arrive 11th May

Open 14th May – 23rd May

Leave 24th May

Arrive 6th September

Open 9th September – 12th September

Leave 13th September.

Resolved: To approve the following visits by the fair:

Arrive 11th May 2021

Open 14th May – 23rd May 2021

Leave 24th May 2021

Arrive 6th September 2021

Open 9th September – 12th September 2021

Leave 13th September 2021.

The Chairman declared the meeting closed at 8.42pm

Dated this 22nd day of February 2021

Chairman

**Houghton Regis Town Council
Planning Committee
21st December 2020 at 7.00pm**

Present:	Councillors:	D Dixon-Wilkinson	Chairman
		J Carroll	
		Y Farrell	Substitute
		D Jones	
		M S Kennedy	
		R Morgan	Substitute
	Officers:	Debbie Marsh	Corporate Services Manager
		Louise Senior	Head of Democratic Services
	Public:	2	
Apologies:	Councillors:	K Wattingham	
		S Thorne	
Also present:		S Goodchild	CBC Councillor

11455 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Wattingham (Cllr Farrell substituted) and Cllr Thorne (Cllr Morgan substituted).

11456 QUESTIONS FROM THE PUBLIC

None.

11457 SPECIFIC DECLARATIONS OF INTEREST

Cllr Dixon-Wilkinson declared a personal interest in applications CB/20/04199/FULL and CB/20/04200/LB as the applicant's family was known to him personally, accordingly he did not take part in the discussions and Cllr Jones chaired the meeting for these applications.

11458 MINUTES

Members were advised, under minute number 11438, that Councillor Jones was unable to address the Development Management Committee at the meeting held on the 9th November 2020 in regard to the Town Councils objections to the development on land at the Local Centre, Thorn Turn. Members received the address that Councillor Jones was due to present at the meeting.

To approve the Minutes of the meeting held on the 30th November 2020.

Resolved To approve the Minutes of the meeting held on 30th November 2020 and for these to be signed by the Chairman.

11459 PLANNING MATTERS

(a) The following planning applications were considered:

Non - Delegated

CB/20/04180/FULL Two storey side extension and new front porch
98 Cemetery Road, LU5 5DE

Comments: Houghton Regis Town Council had no objections to this application.

CB/20/04177/FULL To construct 7.4m x 3.625m two storey rear extension to
existing bungalow
51 Cemetery Road, LU5 5DA
For: R Shepherd

Comments: Houghton Regis Town Council had no objections to this application.

CB/20/04406/FULL Infill extension to undercroft
17 Holyrood Drive, LU5 5FW
For: Mr S Qaiser Abbas

Comments: Houghton Regis Town Council objects to this application on the grounds of:

- **Overdevelopment**
- **This proposed development, if allowed, would be likely to set a precedent for further applications of a similar nature which in turn would increase the need for on street parking in this area.**
- **Loss of parking provision**

CB/20/04199/FULL Erection of wall to front boundary. Installation of wooden
electric double gates. Retrospective.
Dene Hollow, Sundon Road, LU5 5LR
For: Mr D Watson

Comments: Houghton Regis Town Council objects to this application on the grounds of:

The proposed development

- **does not enhance the setting of the character and appearance of the listed building;**
- **the scale of the proposed development is overbearing and out of keeping. It will undoubtedly obscure the building from ground level viewing and thereby hide an important character building and hitherto an historical asset from its setting within the Conservation Area.**

The works already undertaken

- **do not pick up on the established character of the Conservation Area. Whilst the Town Council acknowledges that the hedgerow and trees, which have been removed, were perhaps lacking in maintenance, they did however add to the character of the area.**

Members requested that Councillor Ryan be asked to call this application in.

CB/20/04200/LB

Listed Building: Erection of wall to front boundary.
Installation of wooden electric double gates. Retrospective.
Dene Hollow, Sundon Road, LU5 5LR

Comments: Houghton Regis Town Council objects to this application on the grounds of:

The proposed development

- **does not enhance the setting of the character and appearance of the listed building;**
- **the scale of the proposed development is overbearing and out of keeping. It will undoubtedly obscure the building from ground level viewing and thereby hide an important character building and hitherto an historical asset from its setting within the Conservation Area.**

The works already undertaken

- **do not pick up on the established character of the Conservation Area. Whilst the Town Council acknowledges that the hedgerow and trees, which have been removed, were perhaps lacking in maintenance, they did however add to the character of the area.**

Members requested that Councillor Ryan be asked to call this application in.

CB/20/04398/GPDE

Prior Notification of Householder Extension: Rear single storey conservatory
39 Clarkes Way, LU5 5EN

Comments: Houghton Regis Town Council had no objections to this application.

CB/20/04227/LDCE

Lawful Development Certificate Existing: Construction of car parking area as part of the planning permission
CB/14/03488/FULL
Go Houghton, 100 Parkside Drive, LU5 5QN

Comments: Houghton Regis Town Council had no objections to this application.

CB/20/04512/FULL Single storey rear extension.
8 Bridgeman Drive, LU5 5SR
For: Mr S Burrows

Comments: Houghton Regis Town Council had no objections to this application.

The following were noted:

CB/20/04304/DOC Discharge of Condition 20 against Planning Permission CB/12/03613/OUT (Outline Planning Permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans)
Houghton Regis North Site 1, Land on the northern edge of Houghton Regis

CB/20/04307/DOC Discharge of Condition 19 against planning permission CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans)
Houghton Regis North Site 1, Land on the northern edge of Houghton Regis

- CB/20/04245/NMA Non Material amendment to Planning Permission CB/20/00449/RM (Reserved Matters: following Outline Application CB/12/03613/OUT planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); Reserved matters planning application for 309 new homes, public open space, landscape and associated infrastructure pursuant to Conditions 3 and 4). Amendment sought to house types plots 164-195 and 243-271.
Land at Houghton Regis North, HRN1, Houghton Regis LU5 6JW
- CB/20/04166/DOC Discharge of Condition(s) 1,2,4,5 against planning permission CB/20/01001/RM- Reserved Matters following Outline planning permission CB/12/03613/OUT for the construction of The Farmstead, which is a mixed-use complex of buildings located within the AMP2 area, and incorporating a community hall, café, office space and potential small retail units, with associated car parking.
Land To The North And East Of Houghton Regis, Sundon Road, Houghton Regis
- CB/20/04503/NMA Non-material amendment to planning permission CB/20/00626/RM-Reserved Matters: Following Outline Application CB/15/00297/OUT 'hybrid' planning application with details of main access routes, primary road network and associated drainage in detail only and layout in outline with details of landscaping, appearance and scale reserved for later determination. Reserved matters sought relating to matters of appearance, landscaping, layout and scale for the construction of 109 no. dwellings. Amendment sought to vary details relating to plots 12, 34 and 99
- CB/20/04504/DOC Discharge of Conditions 4 & 24 against Planning Permission CB/15/04918/REG3 (Regulation 3 - Outline application: Erection of up to 61,336m of B1, B2 and/or B8 employment development floorspace with associated infrastructure and ancillary works. All matters reserved except means of access from Thorn Road)
- Members requested information as to how these conditions can be discharged when the application for the distribution centre had not yet been agreed.
- CB/20/04481/DOC Discharge of Condition(s) 10 and11 against planning permission CB/20/00348/RM (Resubmission: Reserved Matters : following Outline Application CB/15/00297/OUT 'hybrid' planning application. Reserved Matters for access, appearance landscape, layout and scale for 160 dwelling on phase CA2 Upper Thorn Green.)
Land To West of Houghton Regis Watling Street Houghton Regis

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

CB/20/02050/TDM Telecommunications Determination Masts: Installation of a new 18 metre high monopole supporting 6 no. antennas with wrap around equipment cabinet at the base of the column, the installation of 3 no. new equipment cabinets and ancillary development.
Grass Verge of Sundon Road, LU5 5LN

CB/20/00348/RM Resubmission: Reserved Matters : following Outline Application CB/15/00297/OUT 'hybrid' planning application with details of main access routes, primary road network and associated drainage in detail only and layout in outline with details of landscaping, appearance and scale reserved for later determination. Development to comprise: Up to 1,850 residential (C3) dwellings (including affordable housing), 2FE Primary School (D1), employment land (Use Classes B1 [a-c], B2 & B8), local centre comprising retail (A1, A2, A3, A4 & A5) and community/leisure uses (D1 & D2), layout of public open spaces including sports pitches and changing rooms, natural wildlife areas and all associated works and operations including engineering operations and earthworks. Reserved Matters for access, appearance landscape, layout and scale for 160 dwelling on phase CA2 Upper Thorn Green.
Land to West of Houghton Regis, Watling Street, Houghton Regis

Members requested an update on the progression of this development.

Refusals:

CB/20/02230/TDM Telecommunications Determination Masts: Proposed telecommunications installation, 20m phase 8 monopole C/W wrap round cabinet at base and associated ancillary works.
Park Road North, LU5 5LD

CB/20/03079/FULL Erection of two bedroom dwelling on the side plot adjoining 71 Churchfield Road
71 Churchfield Road, LU5 5HN

CB/20/03686/LDCP Lawful Development Certificate Proposed: Use of existing outbuilding as a cattery
The Orchard, Bedford Road, LU5 6JJ

Withdrawals:

CB/20/02385/OUT Resubmission: Outline Application: Erection of building for office use and creation of access
Land off Townsend Farm Road LU2 5BL

CB/20/03095/FULL New dwelling with car parking and new dropped kerb
1 Leaf Road, LU5 5JG

11460 HOUGHTON PARK ROAD, HOUGHTON REGIS

For information Members received a letter from the agent appointed on behalf of the developer on the land East of Houghton Park Road, in response to their recent public consultation exercise.

Members agreed to defer this item to the meeting scheduled for 4th January 2021.

**11461 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN–
UPDATE/PROGRESS**

Woodside Link – No substantive update to report.

A5 M1 Link – For information this major road project opened on the 11th May 2017.

All Saints View – No substantive update to report.

Linnere – Members received a presentation, as provided by way of an update at the HRN Stakeholder meeting held on the 17th November 2020.

Bidwell West – Members received a presentation, as provided by way of an update at the HRN Stakeholder meeting held on the 17th November 2020.

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 8.09pm

Dated this 25th day of January 2021.

Chairman

**Houghton Regis Town Council
Planning Committee
4th January 2021 at 7.00pm**

Present: Councillors: D Dixon-Wilkinson Chairman
J Carroll
S Goodchild Substitute
D Jones
M S Kennedy
S Thorne

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

Public: 3

Apologies: Councillors: K Wattingham

Also present: Councillor: Y Farrell

11462 APOLOGIES AND SUBSTITUTIONS

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

11463 QUESTIONS FROM THE PUBLIC

A member of the public raised concerns regarding application CB/20/03300/REG3:

- Frequent localised flooding from the pond could lead to an unsafe cycle path
- Buffer system between housing and school foot traffic was inadequate
- Inadequate resident consultation
- Proposed school entrance on Grange Way would encourage use as a drop off point which would result in unnecessary congestion.

Members advised that a representative of Houghton Regis Town Council attend and address the Central Bedfordshire Councils Development Management Committee on 13th January 2021 in order to raise the Town Council and residents' concerns.

11464 SPECIFIC DECLARATIONS OF INTEREST

None.

11465 PLANNING MATTERS

(a) The following planning applications were considered:

CB/20/04612/DOC Removal of condition number 2 of planning permission
CB/19/00455/FULL (3 bedroom detached New dwelling)
removal of existing condition
1 Townsend Terrace, LU5 5BB

Comments: Houghton Regis Town Council does not object to the removal of condition 2, however, this is only if verification can be sought from officers that the condition may be discharged alongside the supporting document that had been submitted with the application.

CB/20/04547/GPDE Prior Notification of Householder Extension: Rear 6 metre extension
57 St Michaels Avenue, LU5 5DW

Comments: Houghton Regis Town Council objects to this proposed development on the grounds of overdevelopment, when considered against the approved development under application number CB/20/04584/LDCP.

CB/20/03300/REG3 Erection of a three storey secondary school and sports hall providing 6 forms of entry (900) pupils, together with a 220 pupil sixth form, sports pitches including an all-weather pitch, vehicular access, car-parking, coach parking, pedestrian and cycle access from the north and east, landscaping and associated infrastructure.
Kingsland Secondary School Parkside Drive, LU5 5TH
Members were advised that there were amendments to this application.
Members were advised that additional information including additional ecological information, additional archaeological information, site sections and additional CGIs were available.

Comments: Members offered no comments as a member of council would be representing Houghton Regis Town Council at the Central Bedfordshire Councils Development Management Committee on 13th January 2021.

For noting

CB/20/04592/DOC Discharge of Condition 5 against planning permission CB/19/03820/RM (Reserved Matters: New Primary School and amendments to the existing Thornhill Primary School site pursuant to outline permission CB/12/03613/OUT) Thornhill Lower School, Grove Road, LU5 5PE

CB/20/04605/DOC Discharge of Condition 17 against Planning Permission CB/16/003378/REG3 (Phased construction of a new Independent Living Scheme for Older Persons comprising 168 apartments with support facilities, a Restaurant & Bar, Retail Units, Café, 2 No Reablement Suites, the Conversion and Change of Use of a Grade 2 Listed Building and the demolition of an existing Sheltered Housing scheme with associated parking and landscaping
All Saints View, Sapphire Place, LU5 5QT

CB/20/04584/LDCP Lawful Development Certificate Proposed-Conversion of loft to bedroom and conversion of garage to garden room
57 St Michaels Avenue, LU5 5DW

11466 LAND EAST OF HOUGHTON PARK ROAD, HOUGHTON REGIS

This item was deferred from the previous meeting to allow Members to meet informally, at a meeting scheduled for the 4th January 2021, with the developer and agent for the land East of Houghton Park Road.

This informal meeting was an opportunity for members to consider any other comments they may have in response to the letter circulated by the agent, in response to a recent public consultation.

Members had already been provided with a copy of this letter.

Members agreed to withhold comments until the planning application had been received. Members were advised that this application was proposed to be presented at the next Planning meeting to be held on 25th January 2021.

11467 CB/20/03300/REG3 – KINGSLAND SECONDARY SCHOOL, PARKSIDE DRIVE, LU5 5TH

Members received correspondence, advising that the above application was scheduled to be considered at the next Central Bedfordshire Councils Development Management Committee on 13th January 2021.

Members were requested to consider whether they wished for a representative of the Town Council to participate at this meeting.

Members agreed for Cllr Kennedy to attend the Central Bedfordshire Councils Development Management Committee on 13th January 2021 and address the Committee on behalf of Houghton Regis Town Council.

Resolved: To appoint Cllr Kennedy to represent the Town Council to participate at the Development Management Committee meeting to be held on the 13th January 2021.

The Chairman declared the meeting closed at 8.06

Dated this 25th day of January 2021

Chairman

HOUGHTON REGIS TOWN COUNCIL

Planning Committee

Minutes of the meeting held on

25th January 2021 at 7.00pm

Present:	Councillors:	D Jones	(Vice-Chair)
		J Carroll	
		M S Kennedy	
		R Morgan	Substitute
		S Thorne	
	Officers:	Clare Evans	Town Clerk
		Louise Senior	Head of Democratic Services
	Public:	5	
Apologies:	Councillors:	K Wattingham	
		D Dixon-Wilkinson	
Also present:		T McMahon	
		S Goodchild	Central Bedfordshire Council

11479 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Wattingham (Cllr Morgan substituted) and Cllr Dixon-Wilkinson.

11480 QUESTIONS FROM THE PUBLIC

Members of the public raised concerns regarding application number: CB/19/02053/OUT.

Concerns were raised regarding additional documents that had been added to the portal noting abnormalities in the detail compared to the master plan.

Members were advised that Cllr Ryan, CBC had been contacted and objections had been logged onto the Planning Portal by residents and statutory consultees. The concerns raised from residents included:

- Lack of green space
- Lack of parking
- Current owner does not maintain the area to a decent standard
- Flooding of the Brook

It was requested the committee support comments from the statutory consultees in particular.

11481 SPECIFIC DECLARATIONS OF INTEREST

None.

11482 MINUTES

To approve the Minutes of the meeting held on the 21st December 2020 and 4th January 2021.

Resolved To approve the Minutes of the meeting held on 21st December 2020 and 4th January 2021 and for these to be signed by the Chairman.

11483 PLANNING MATTERS

(a) The following planning applications were considered:

Non - Delegated

CB/20/04715/FULL Demolition of existing building and construction of a two-storey manufacturing facility (Use Class B2) and associated works

Unit 1, Foster Avenue, LU5 5TA

For: Siemens Healthineers UK

Comments: Houghton Regis Town Council had no objections to this application, however, wish to raise concerns regarding the reduction of landscaping.

CB/20/04728/FULL First floor rear and side extension
16 Henley Close, Houghton Regis, Dunstable, LU5 5SA
For: Mr & Mrs Weedon

Comments: Houghton Regis Town Council had no objections to this application.

CB/20/04774/FULL Rear/side extension and front porch
45 Sundon Road, LU5 5LL
For: Mr D Corr

Comments: Houghton Regis Town Council had no objections to this application.

CB/19/02053/OUT Outline Application - for the provision of up to 350 residential dwellings and associated works
Land to the east of Houghton Park Road Houghton Regis
Members were advised that amendments have been received in respect of the above property, as below:
- Revised Plans (including changes to the proposed illustrative masterplan and parameter plans)
- A Development Brief has been proposed
- Supplementary Environmental Statement has been provided (including updates to the Transportation and Ecology/Nature sections)
- Updates following additional public consultation
It has been agreed that the Town Council has until the 28th January to respond to this application.

Comments:

Although HRTC have no objection to the principle of housing development on this site as this accords with CBC policy, objections to this application are made on the following grounds:

- 1. The application shows no integration between existing residential areas, the proposed development and the Linnere site. This will create isolated communities with poor connectivity and integration, contrary to planning policy;**
- 2. The proposed access arrangement, solely through Conquest Road, is unacceptable. It places the entire highways burden of a new community on an existing community. There are alternative access solutions through the Linnere development. Consideration should be given to these to reduce the negative impact on existing residents, and to improve integration and connectivity;**
- 3. Due to the proposed access arrangements the disruption during construction would unacceptable to the existing community.**

It was requested that the Houghton Regis Town Council Planning Consultant be requested to attend the DMC to put forward HRTC's objections to this application.

CB/21/00130/FULL Proposed single storey extension to both sides, alterations to the front elevation with creation of porch and open gallery above. New detached garage.
The Chestnuts, 37 Sundon Road, LU5 5LL

Comments: Houghton Regis Town Council objects to this application on the grounds of

- In front of the building line**
- Obtrusive**
- Over development**

CB/20/01172/RM
Members were advised amendments to this application.

Reserved Matters: (following Outline Application CB/18/00067/OUT) Application for the appearance, layout, scale and landscaping of proposed the development for 22 dwellings.
Highfield Barns, Bedford Road, LU5 6JP
Full set of revised plans and amendment to the description to include landscaping and a reduction in the number of proposed dwellings on the site to 22.

Comments: Houghton Regis Town Council had no objections to this application.

For noting:

- CB/20/04692/NMA Non-material amendment to planning permission
 CB/20/00348/RM (Resubmission: Reserved Matters :
 following Outline Application CB/15/00297/OUT 'hybrid'
 planning application with details of main access routes,
 primary road network and associated drainage in detail only
 and layout in outline with details of landscaping, appearance
 and scale reserved for later determination. Development to
 comprise: Up to 1,850 residential (C3) dwellings (including
 affordable housing), 2FE Primary School (D1), employment
 land (Use Classes B1[a-c], B2 & B8), local centre
 comprising retail (A1, A2, A3, A4 & A5) and
 community/leisure uses (D1 & D2), layout of public open
 spaces including sports pitches and changing rooms, natural
 wildlife areas and all associated works and operations
 including engineering operations and earthworks. Reserved
 Matters for access, appearance landscape, layout and scale
 for 160 dwelling on phase CA2 Upper Thorn Green) -
 Amendment sought: To move the house on plot 52 back 2
 Phase CA2 Upper Thorn Green, Land to the west of
 Houghton Regis, Watling Street, LU5 6JQ
- CB/20/04803/LDCP Lawful Development Certificate Proposed: Single storey
 side extension, front porch and single storey outbuilding
 2 Hammersmith Close, LU5 5SP
- CB/20/04760/DOC Discharge of Conditions 3, 9, 11, 12, 13 and 14 against
 planning permission CB/17/03566/FULL (Conversion of
 redundant stable block to a dwelling).
 Sewell Manor, Manor Farm, Sewell Lane, Sewell, LU6 1RP
- CB/21/00095/DOC Discharge of Condition 16 against planning permission
 CB/12/03613/OUT (Outline planning permission with the
 details of access, appearance, landscaping, layout and scale
 reserved for later determination. Development to comprise:
 up to 5,150 dwellings (Use Class C3); up to 202,500 sqm
 gross of additional development in Use Classes: A1, A2, A3
 (retail), A4 (public house), A5 (take away); B1, B2, B8
 (offices, industrial and storage and distribution); C1 (hotel),
 C2 (care home), D1 and D2 (community and leisure); car
 showroom; data centre; petrol filling station; car parking;
 primary substation; energy centre; and for the laying out of
 the buildings; routes and open spaces within the
 development; and all associated works and operations
 including but not limited to: demolition; earthworks;
 engineering operations. All development, works and
 operations to be in accordance with the Development
 Parameters Schedule and Plans)
 Houghton Regis North Site 1, Land on the northern edge of
 Houghton Regis
- CB/21/00079/DOC Discharge of Condition 2 against Planning Permission
 CB/19/00455/FULL (3 bedroom detached new dwelling)
 1 Townsend Terrace, LU5 5BB

(b) The following decision notices were noted:

Permissions / Approvals / Consents

Refusals:

None received.

Withdrawals:

None received.

11484 PROPOSED EXTINGUISHMENT OF PART OF HOUGHTON REGIS FOOTPATHS NOS. 33 AND 36 AT SEWELL FARM, SEWELL LANE, SEWELL

Members were advised, for information, that in 2005 Bedfordshire County Council made a Definitive Map Modification Order to add parts of Houghton Regis Footpaths Nos. 33 and 36 to the Definitive Map of public rights of way. This order was objected to and was eventually confirmed by the Secretary of State for Environment, Food and Rural Affairs in 2012. The width of Footpath No. 33 was very wide and encompassed a whole area to the northern side of Sewell Lane.

The various affected landowners consequently applied to extinguish parts of the added footpaths. In 2016 Central Bedfordshire Council made an extinguishment order for the added footpaths but with the retention of a 2m wide part of Footpath No. 33. The order was objected to. In order to remove some of the objections, a new and improved route for part Footpath No. 33 (see line D-R on the attached draft order plan) was constructed. The improved route has now been approved by both Council officers and the objectors.

Central Bedfordshire Council were now re-making the opposed order as two separate orders: one for Footpath No. 33 that now had no objections against it and one for Footpath No. 36 which still had objections. This would allow one of the orders to be confirmed quickly whilst the order which would receive objections can be forwarded to the Planning Inspectorate.

This information was provided by way of an update as it had been some time since the Town Council was last informed about these paths.

Members suggested that concerns be put to the Planning Department regarding the width of the replacement path, at 2 metres wide, it was requested the suggestion of broadening the path to a width of 3 metres be presented to Planning.

11485 TOWN AND COUNTRY PLANNING ACT 1990 – S257 – THE PROPOSED STOPPING UP OF FOOTPATHS NEAR THORN ROAD, HOUGHTON REGIS AND THE CREATION OF ALTERNATIVE ROUTES AS PART OF THE NEW ABBEY HOMES DEVELOPMENTS

Members were advised that Central Bedfordshire Council had received an application to stop up parts of Houghton Regis Footpaths Nos. 4, 16 and 40 and to create alternative routes for these footpaths as per the attached plans as part of the proposed construction by Abbey Developments Ltd. of a large area of residential housing under planning consents CB/20/00348/RM.

Footpath No. 4 needed to be moved away from the area of development near point B and would be put onto the footway of the estate road. For note, the extent of the existing adopted highway at the roundabout means the new route of the footpath would extend northwards from point C only as far as point D.

Footpath No. 40 would be encroached upon by the rear gardens of properties between points X - Y. Consequently, it was proposed to divert this onto a route that runs in more open space on the nearby route Z - Y.

Footpath No. 16 would be built over near point C and so this path also needed to be moved. There were two options to be decided on:

Option 1 - As per the plans, Footpath No. 16 crosses adjoining lands which were also affected by consented development, namely: Bury Spinney (CB/19/04220/OUT) and Linden Homes (18/00811/RM). To deal with this path holistically this option proposes diverting a large section of the footpath from the line C - G to an alternative route C - H - G along what would eventually be a surfaced estate path.

Option 2 - An alternative proposal would see just the section of Footpath No. 16 immediately affected by development between points C - T diverted around the edge of the Abbey Homes development onto a new line R - S - T. This would leave the remaining section of Footpath No. 16 between points T and G to be diverted at a later date prior to the Bury Spinney development commencing.

In relation to Footpath No. 16, Members expressed a preference for Option 1 - As per the plans, Footpath No. 16 crosses adjoining lands which were also affected by consented development, namely: Bury Spinney (CB/19/04220/OUT) and Linden Homes (18/00811/RM). To deal with this path holistically this option proposes diverting a large section of the footpath from the line C - G to an alternative route C - H - G along what should eventually be a surfaced estate path.

11486 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN– UPDATE/PROGRESS

Woodside Link – No substantive update to report.

A5 M1 Link – No substantive update to report.

All Saints View – No substantive update to report.

Linnere – No substantive update to report.

Bidwell West – No substantive update to report.

Kingsland – No substantive update to report.

Windsor Drive – Members were advised that a draft Budget report for the Housing Revenue Account was presented to Central Bedfordshire Councils Executive recently. This report contained two paragraphs in regard to the land at Windsor Drive. Whilst the proposal, as detailed below, was at an early stage, Council were requested to consider if it wanted to spend circa £20M for the purposes outlined in two specific paragraphs.

Paragraphs 59 and 60 of the draft Housing Revenue report read as follows:
"...The other large site, that is new to the programme, is land at Windsor Drive in Houghton Regis. This is a substantial area of green space within the Parkside estate. At this early stage of feasibility and site assessment a development of 100 homes is being considered, which will allow significant open space to be retained and enhanced, yielding significant local benefits. The intention is to incorporate local space improvements and wider linked benefits locally. Careful consideration will be given to the best type of housing and tenure mix. An expenditure of £20.6M is proposed, with potential HE funding of £2.5M, to leave net spend of £18.1M. Due to the anticipated consultation and master-planning exercise, start on site is not anticipated until 2023; the majority of spend is shown in years 3-4 of the MTFP. The approach to the development of land at Windsor Drive will begin with a Planning-for-real type event, similar to the approach that was taken for the development of All Saints View, as a means to engage the community in a process aimed at benefits optimisation, as a genuine Place-shaping opportunity. That process will begin during the spring of 2021 and will be designed to maximise opportunities for local people to say how best the land should be developed, to deliver both affordable housing and to enhance the amenity space...."

Members were informed that these were very early days and it could be 18 months before a Planning application was made, at which point there would be the opportunity to challenge what the Council proposes. Prior to that, the process was to -

- a) Agree a budget within Central Bedfordshire Council – £20.6M was an estimate to build 100 affordable homes for shared ownership and rent (to benefit local people), as well as to deliver open space and other improvements in the local area so that local people benefit from this development in two ways – much needed affordable homes and space that was more enjoyable/beneficial for local people in Houghton Regis. It was recognised that the Council was prepared to invest this money. The starting point was to set a Budget.
- b) A local “Planning for Real” exercise, would begin, to engage and involve local people to say what they would like in terms of local green space and amenity improvements and to strike the right balance between new homes on this land and how to improve the amenity value of that land through those enhancements. This would happen late spring/summer 2021.
- c) We would then design a scheme – homes and local improvements to the amenity land. Before submitting a Planning application, people would be asked what they think, in a relatively informal process.
- d) Planning application likely Spring 2022. It was at this point that the Council’s Planning Service would contact local residents to invite them to comment on an application.

Members were informed that the Assistant Director, Housing Service Social Care, Health & Housing Directorate was very willing for residents to make contact should they have any questions or concerns.

Members requested that consideration be given to registering this piece of land as a community asset. Members were advised that Community Assets would be included on the Community Services Agenda for the meeting to be held on 8th February 2021.

Section 106 Monies – No substantive update to report.

Resolved: To note the information

The Chairman declared the meeting closed at 8.15pm

Dated this 15th day of February 2021

Chairman

**Houghton Regis Town Council
Planning Committee
15th February 2021 at 7.00pm**

Present: Councillors: D Dixon-Wilkinson Chairman
J Carroll
D Jones
M S Kennedy
R Morgan Substitute
S Thorne

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

Public: 1

Apologies: Councillor: K Wattingham

Also present: Councillor: T McMahon
S Goodchild CBC Councillor

11504 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Wattingham (Cllr Morgan substituted).

11505 QUESTIONS FROM THE PUBLIC

None.

11506 SPECIFIC DECLARATIONS OF INTEREST

Cllr McMahon advised members that although she was not a member of the Committee, the applicant of application CB/20/04804/FULL was personally known to her, accordingly she took no part in discussion around this application.

11507 MINUTES

To approve the Minutes of the meeting held on the 25th January 2021.

**Resolved To approve the Minutes of the meeting held on 25th January 2021
and for these to be signed by the Chairman.**

11508 PLANNING MATTERS

(a) The following planning applications were considered:

Non - Delegated

CB/20/04804/FULL Proposed single storey side and rear extension.
2 Hammersmith Close, LU5 5SP
For: Mr and Mrs Basalski

Comments:**Houghton Regis Town Council had no objections to this application.**

CB/21/00171/FULL Garage Conversion & First Floor Side Extension
33 Millers Way, LU5 5FH
For: Mrs J Baker

Comments:**Houghton Regis Town Council had no objections to this application.**

CB/21/00286/FULL Two storey side extension and new front porch
98 Cemetery Road, LU5 5DE
For: Mr D Oggs

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

- **Overdevelopment**
- **Insufficient parking provision**

CB/20/04656/FULL Addition of porch (Retrospective)
44 Fensome Drive, LU5 5SH
For: Mr J Klossowski

Comments:**Houghton Regis Town Council had no objections to this application.**

CB/21/00208/FULL Single storey rear extension
44 Lake View, LU5 5GJ
For: Mr G Hazel

Comments:**Houghton Regis Town Council had no objections to this application.**

CB/21/00022/FULL Re-Submission of planning permission CB/20/03095/Full
(New dwelling with car parking and new dropped kerb)
1 Leaf Road, LU5 5JG
For: Mr D Grigore

Comments: Houghton Regis Town Council objects to this application on the grounds of:

- **Over development of the site**
- **Inadequate parking provision– reason -The Town Council notes a one bedroom proposed development however, they raise their concerns that this proposed development could be utilised as a two bedroomed dwelling. Therefore, parking provision would be inadequate.**
- **Highway safety issues - Due to the size of the proposed development, there are concerns that visibility issues will occur for highway and pedestrian users causing safety issues.**

Noted:

CB/21/00133/DOC Discharge of Condition 4 against Planning Permission CB/19/03820/RM (New Primary School and amendments to the existing Thornhill Primary School site pursuant to outline permission CB/12/03613/OUT)
Thornhill Lower School, Grove Road, LU5 5PE

CB/21/00310/DOC Discharge of Condition 9 against planning permission CB/15/00297/OUT (Outline 'hybrid' planning application with details of main access routes, primary road network and associated drainage in detail only and layout in outline with details of landscaping, appearance and scale reserved for later determination. Development to comprise: Up to 1,850 residential (C3) dwellings (including affordable housing), 2FE Primary School (D1), employment land (Use Classes B1 [a-c], B2 & B8), local centre comprising retail (A1, A2, A3, A4 & A5) and community/leisure uses (D1 & D2), layout of public open spaces including sports pitches and changing rooms, natural wildlife areas and all associated works and operations including engineering operations and earthworks)
Land West of Bidwell (Houghton Regis North Site 2)
Houghton Regis

CB/21/00246/DOC Discharge of Conditions 22 & 23 against planning permission CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5150 dwellings (Use Class C3); up to 202500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial, and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans)
Houghton Regis North Site 1, Land on the northern edge of Houghton Regis

(b) The following decision notices were noted:

Permissions / Approvals / Consents

Permissions

CB/20/03087/RM Reserved Matters: following Outline Application CB/15/04918/REG3 (Erection of up to 61,336m² employment development floor space with associated infrastructure and ancillary works. All matters reserved except means of access from Thorn Road) Appearance, Landscaping, Layout and Scale to Plot B.
Land at Thorn Turn, Thorn Road, Houghton Regis LU6 1RT

Members expressed disappointment in the approval of this application.

CB/20/02649/FULL Demolition of the existing single dwelling and one and a half storey detached replacement dwelling with associated works
2 Cowslip Crescent, Sewell Lane, Sewell, LU6 1RP

CB/20/01538/FULL Erection of a 3 storey, 66 bed care home for older people with associated access, car parking and landscaping.
Land west of Bidwell, Houghton Regis, LU5 6JQ

Refusals:

CB/20/03539/FULL Retrospective application for the change of use of the former surgery building to a residential dwelling with outdoor garden space and vehicle parking area.
Sewell Manor, Manor Farm, Sewell Lane, LU6 1RP

Withdrawals:

- CB/20/04199/FULL Erection of wall to front boundary. Installation of wooden electric double gates. Retrospective.
Dene Hollow, Sundon Road, LU5 5LR
- CB/20/04200/LB Listed Building: Erection of wall to front boundary.
Installation of wooden electric double gates. Retrospective.
Dene Hollow, Sundon Road, LU5 5LR
- CB/20/03391/FULL Construction of 9 residential dwellings and all ancillary works
Land at The Orchard, Bedford Road, LU5 6JJ
- CB/20/00582/OUT Outline Application: Erection of 4 chalet style bungalows
Land North of Highfield Bungalow, Bedford Road, LU5 6JP

11509 APPEAL NOTICE – CB/20/03276/FULL 4 TOWNSEND TERRACE, HOUGHTON REGIS, LU5 5BB

For information Members were advised of an appeal at the above address. Members were advised that the planning committee did not object to this application, at the meeting held on the 28th September 2020.

Members debated whether to submit comments to The Planning Inspectorate in regard to the appeal notice.

Members agreed to be consistent in their approach and to object to the back-land development on this site

Members requested that a letter of objection be submitted to The Planning Inspectorate on behalf of Houghton Regis Town Council.

Resolved: To consider whether the Town Council wishes to make comments or modify/withdraw their previous representation to this application.

11510 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN– UPDATE/PROGRESS

Woodside Link – No substantive update to report.

A5 M1 Link – For information this major road project opened on the 11th May 2017.

All Saints View – No substantive update to report.

Linnere – Members were advised that works had commenced on the new secondary school.

Members requested clarity on this information and requested confirmation at the next meeting.

Bidwell West – Members were advised that as of the end of November there had been 181 occupations on this site. All reserved matters applications had been determined.

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 7.58pm

Dated this 8th day of March 2021

Chairman

**MINUTES OF THE MEETING OF HOUGHTON REGIS PARTNERSHIP
COMMITTEE
HELD AT THE COUNCIL OFFICES, PEEL STREET
ON 10th NOVEMBER 2020**

Present: Town Cllrs: D Jones (Vice-Chair), K Wattingham, Cllr Abbott
CBC Cllrs: P Hamill, Y Farrell, S Goodchild
CBC Officers: Sarah Hughes, Community Engagement Manager
Co-opted Member: David Gibbons
HRTC Officers: Clare Evans, Town Clerk
Louise Senior, Head of Democratic Services

Also in Attendance: Carole Hegley: CBC Councillor
Tony Keaveney: Assistant Director Housing Services, Social Care,
Health & Housing Directorate
Jill Dickinson: Assistant Director Leisure Libraries and
Countryside, CBC
Kate Moodey: School Organisation Officer, CBC
John Gelder: Community Action Bedfordshire
Gina Croxford: Community Action Bedfordshire

Apologies: Cllr A Ryan, CBC Cllr

Members of the public: 2

863 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Councillor Ryan.

864 QUESTIONS FROM THE PUBLIC

None.

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

Cllr Goodchild advised members that she was a member of the Baptist Church, however, as her role was unpaid she would still be able to speak on the agenda item.

866 MINUTES

To approve the Minutes of the meeting held on 21st July 2020.

Resolved: To approve the Minutes of the meeting held on 21st July 2020 and for these to be signed by the Chairman.

**867 IMPROVING HEALTH & WELLBEING IN HOUGHTON REGIS:
A TIME TO CONNECT**

Councillor Abbot joined the meeting (7.14pm)

John Gelder, Director, Community Action Bedfordshire and Gina Croxford were in attendance at the meeting to update members and respond to any queries or comments on this project.

Members were advised that Zoom had been purchased to increase opportunities of reaching a wider section of the community.

Members were advised that meetings had been held with some groups who were predominantly struggling with loneliness due to the pandemic. Members were advised that some areas within the community were not always aware of the services and groups that were available to them in Houghton Regis.

868 KINGSLAND / HR LEISURE CENTRE

Jill Dickinson, Assistant Director Leisure Libraries and Countryside was in attendance at the meeting. Members received an update on the look of the new high school, the Trust who would be managing the school and the surrounding land proposals.

It was requested that Stuart Lock, CEO of Advantage Schools meet with council and update members on the plans, values and aspirations of the school.

Members raised concerns that despite the proposed additional three new primary schools, this would remain inadequate to accommodate the growing needs of the town.

Members were advised further work would be needed to ascertain the need for a health hub in Houghton Regis.

869 HOUSING PROVISION AND ALLOCATIONS

Tony Keaveney, Assistant Director Housing Services, Social Care, Health & Housing Directorate, was in attendance at the meeting and updated members on the All Saints View development and advised that it was hoped that Central Bedfordshire Council would be in a position to invite occupancy applications in the new year.

Members raised concerns that some residents of the elderly community believed that they had already registered for All Saints View, members were advised that extensive communications would be sent out to residents who had expressed interest.

870 PARTNERSHIP COMMITTEE WORKPLAN

Members received the Partnership Committee workplan for information.

- Community Buildings in Houghton Regis (HRN 2 Community Building)

Members were advised that an expression of interest had been received. Moving forward to the next stage, a full business case would be prepared.

Members requested that the invitation to Stuart Lock, CEO Vantage Schools be added to the workplan.

871 TITHE FARM SPORTS PROVISION

Members were updated on the Tithe Farm Recreation Ground Sports Project.

Members were advised that a funding issue had arisen regarding the application to the Football Foundation. Members were advised that a report would be submitted to the Environment and Leisure Committee meeting on 16th November 2020.

872 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.

Councillor Goodchild updated members on Corporate Parenting Panel and Social Care; A spokesperson from NHS who spoke of specialist recovery and non-emergency care, also received was an over-view of the NHS and the services available to residents.

Councillor Farrell updated members that on receipt of an Op Hana document, crime figures in Houghton Regis were decreasing.

873 CBC UPDATE REPORT

Members received the CBC Update Report for information and a brief overview of services over the last three months.

- The Chalk Pit Quarry; there had been a decline in the reports of ASB. A site visit with the landowner was being arranged.
- Library services; The select and collect service remained available
- Business investment update, over the month of July – September, 34 inquiries had been received
- Estate regeneration: Feasibility, viability and resident engagement for potential scheme(s) for Tithe Farm and Parkside was still in place.

- Community engagement: members were encouraged to nominate for cheering for volunteering. It was recognised that the voluntary community had been outstanding.
- Community Services asset grant scheme: Members were advised that the second bidding scheme had closed.
- Reminder of the garden waste collections cessation on December 7th
- BT payphone consultations report to be submitted on 8th December

874 SUPPORTING TOWN CENTRES AND THE WIDER ECONOMY

HRTC has received communication from Marcel Coiffait, looking for ideas / suggestions to support town centres and the wider economy.

The town council would like to prepare a response to this letter. A considerable amount of work had already been completed on aspirations for Houghton Regis including the town centre. Members received supporting documents to the items below:

- HRTC had responded to the CBC consultation on the Future High Streets fund
- in 2018 HRTC put together a list of services and facilities that the council would like to see in Houghton Regis
- HRTC has also developed a corporate plan for 2020/24.

Members of this Committee were asked to review the above and to discuss any other issues which they would like to see. Feedback from the Partnership Committee would be provided to Town Council in December to enable a full response to be provided to CBC.

The Town Clerk was thanked for the extensive work already completed on the aspirations of Houghton Regis.

875 PARTNERSHIP COMMITTEE CO-OPTION

Members were invited to consider whether they would like to explore the possibility of seeking to co-opt local stakeholders onto the Houghton Regis Partnership Committee. In this regard the Terms of Reference for the Committee state:

Co-option

1. To support engagement with local stakeholders the Town Joint Committee can co-opt members from local representative groups, as appropriate up to a maximum of 15. Each co-opted Member will be able to engage fully in all discussions but will not have any voting rights. Co-opted members can be

removed from the Town Joint Committee. Decision making around removals can either be taken by the whole Town Joint committee or by joint agreement of the Chair and Vice Chair, depending on each Town Joint Committee's preference.

2. The list of Co-opted Members should be reviewed annually, by the Town Joint Committee.

The Chairman declared the meeting closed at 21.24pm

Dated this 26th day of January 2021.

Chairman

Houghton Regis Town Council
New Office Provisions Sub Committee
17th February at 6pm

Present: Councillors: D Jones Chairman
D Dixon-Wilkinson
M Kennedy Substitute
T McMahon
S Thorne

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

Public: 0

Also present: Councillor: Y Farrell

Apologies: Councillor: A Slough

NOP37 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Slough (Cllr Kennedy substituted).

NOP38 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

NOP39 QUESTIONS FROM THE PUBLIC

None.

NOP40 MINUTES

To approve the Minutes of the meeting held on 9th September 2019.

Resolved: To approve the minutes of the meeting held on 9th September 2019.

NOP41 FUTURE OFFICE PROVISION

Robert Noble was in attendance to advise members on issues for consideration for replacement offices and advise members that he had obtained several quotes.

Members discussed the current building and suggested that by making some modifications, useable space could be freed up. Members were advised that modifications to the current building could increase its longevity by a further 20 years.

Members queried how long the quotations would be valid for and were advised by Mr. Noble that the quotes had been obtained in October 2019, therefore would already be

outdated and would require those quoting to be able to review their prices.

Members discussed the use of alternative venues for full Town Council meetings. Concerns were raised regarding difficulties in the filming of the meetings and the possible confusion of members of the public at the change of venue.

At the Town Council meeting held on the 20th January 2020, members agreed (Minute No: 11123), to submit a bid for Future high Streets Fund and put on hold consideration of the Stage 3 Feasibility for the preferred options until Autumn 2020.

Resolved: To put on hold consideration of the Stage 3 Feasibility for the preferred options until Autumn 2020 or clarification by government on the Future High Streets Fund, whichever is the sooner.

The Chairman closed the meeting at 6.30pm

Dated this 5th day of May 2020

Chairman

**Houghton Regis Town Council
New Cemetery Sub-Committee
16th November 2020 at 6.00pm**

Present: Cllrs: S Thorne Chair
J Carroll
Y Farrell
R Morgan

CBC Cllr: S Goodchild

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

Also present: Cllrs: D Jones
T McMahan

Absent: Cllr: M S Kennedy

NC121 APOLOGIES & SUBSTITUTIONS

None.

NC122 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

NC123 MINUTES

To approve the minutes of the New Cemetery Sub-Committee meeting held on the 14th July 2020.

Resolved: To confirm the Minutes of the New Cemetery Sub-Committee meeting held on the 14th July 2020 and for these to be signed by the Chairman.

NC124 NEW CEMETERY PROVISION

Members were provided with options for site investigations for land for a new cemetery.

Members acknowledged that the search for land for a new cemetery provision had continued over many years and that the options offered by Central Bedfordshire Council (CBC) were viable and thanked the Town Clerk for her hard work and efforts resulting in the options offered.

Members were advised that CBC had not confirmed how the land would be passed to HRTC, although it was thought that there would not be a charge. It was thought that ownership would be passed over or that it would be passed over under a long-term lease agreement. It was requested that clarification be sought. It was highlighted that this was a considerable offer from CBC. Had HRTC needed to purchase land privately it may have

made the whole project cost prohibitive.

It was suggested that as Houghton Regis Town Council would be responsible for the cost of preparing the land and layout of the cemetery, it would be prudent to initiate budget provision for this project.

It was requested that Anglian Water be contacted for a preliminary view on this proposal as the operator of the adjacent water treatment works. Members were advised that Anglian water would be consulted as a statutory consultee once a planning application had been submitted.

- Resolved:**
- 1. To commission T2 Groundwater Risk Assessment for Land at the end of Grendall Lane and, provided this is supportive, to proceed with the monitoring work and an updated T3 report;**
 - 2. To fund the investigations from EMR 348, Cemetery provision**

NC125 FUTURE MEETINGS

Members were invited to consider when this Sub Committee should meet again.

Members requested the Town Clerk contact Cemetery Development and discuss timescales.

The Chairman closed the meeting at 7.00pm

Dated this day of

Chairman

B HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
Minutes of the meeting held on
1st March 2021 at 7.00pm.

Present: Councillors: D Jones Chairman
C Copleston
M S Kennedy
S Thorne
K Wattingham

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

Public: 1

Also present: Councillor: T McMahon

11522 APOLOGIES & SUBSTITUTIONS

None.

11523 QUESTIONS FROM THE PUBLIC

None.

11524 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11525 MINUTES

To approve the Minutes of the meeting held on 23rd November 2020 and 1st February 2021.

Resolved: To approve the Minutes of the meeting held on 23rd November 2020 and 1st February 2021 and for these to be signed by the Chairman.

11526 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS

Personnel Sub-Committee: 12th October 2020.

11527 INCOME AND EXPENDITURE REPORT

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

Members were advised that the costs of the by election would not be covered by Central Bedfordshire Council as there was no government provision for this.

11528 BANK AND CASH RECONCILIATION STATEMENTS

Members were requested to receive the monthly bank and cash reconciliation statements for October, November, and December 2020.

- Resolved:**
- 1. To approve the monthly bank and cash reconciliation statements for October, November and December 2020;**
 - 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

11529 LIST OF CHEQUE PAYMENTS

Members received a list of payments for the period October 2020 to January 2021.

Members noted this information.

11530 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 discussed the current rate of interest which would impact the Town Council's investments and any borrowing that the council may consider.

11531 INSURANCE CLAIMS

Members were advised that the following insurance claims had been made since April 2020

<i>Claim number</i>	<i>Details</i>	<i>Repair cost</i>	<i>Date settled</i>
27200000680	Cemetery Gate repair after vehicle had knocked them down	£1,362.00 Excess £100	September 2020
27200000816	Vandalism to Springer - October	£1,096.00	2 nd October 2020

27202126353	Damage to St Vincent's School building by ride on mower, whilst grass cutting, in September / October	£1,164.00	Awaited
27212120101	Injury to dog, January 2021	£400.57	

Members were advised that two of the claims had been settled and two were still being processed.

11532 STRESS POLICY

The Town Councils Stress Policy was last reviewed in 2017.

Members received a revised Town Councils Stress Policy and accompanying report.

Members welcomed the revised Stress Policy however members also discussed the benefits of adding a Wellbeing Policy to their suite of policies.

Members felt that the wellbeing of staff was an important issue and that a policy would support management in helping to create a supportive workplace culture, tackle factors that may have a negative impact on mental health, and ensure they have the right skills to support staff

Members requested that consideration be given on mental health first aid training for staff or to have mental health first aiders who can support staff with mental ill health.

An additional motion to the recommendation was proposed to read:

To present a report on a wellbeing policy at the next Corporate Services meeting

Proposed by: Cllr Kennedy seconded by: Cllr Copleston

All were in favour, accordingly, this was added to the substantive motion.

- Resolved:**
- 1. To recommend to Town Council the adoption of the Town Councils Stress Policy**
 - 2. To present a report on a wellbeing policy at the next Corporate Services meeting**

11533 MOBILE PHONE AND TELEPHONE USE POLICY

Members received a draft Mobile Phone and Telephone Use Policy along with an accompanying report.

Resolved: To recommend to Council that the Mobile Phone and Telephone Use Policy, along with any recommended changes, be formally adopted by full council at its meeting to be held on the 22nd March 2021.

11534 IT POLICY

Members were requested to consider a revised IT Policy,

The Town Council last reviewed this policy on the 11th June 2018. Although this policy would ordinarily be reviewed in 2022, due to the recent changes in home working and the introduction of new phone systems, a review of the current policy was felt to be beneficial.

Members received a revised IT Policy along with an accompanying report.

Resolved: To recommend to Council that the IT Policy, along with any recommended changes, be formally adopted by full council at its meeting to be held on the 22nd March 2021.

11535 LEAVE ENTITLEMENT POLICY

Due to an agreed increase of the minimum leave entitlement for employees, from 21 days to 22 days, Members received a revised Town Council Leave Entitlement Policy and report attached.

Resolved: To recommend to Town Council the adoption of the Town Councils Leave Entitlement Policy

11536 REVIEW OF INVENTORY OF TANGIBLE ASSETS

In accordance with Standing Order 2.12 and Financial Regulation 14.5 this committee was required to annually review the Council's inventory of tangible assets including land, buildings and equipment. Members received an extract from the Statement of Accounts for the year 2019/20.

Resolved: To note the Inventory.

11537 REVIEW OF CHARGES

In accordance with Financial Regulation 9.3 Members received a list of charges for 2020/21 which were under the control of this Committee. In order to support users of these facilities, it was suggested that Members consider applying the same charges for 2021/22.

Resolved: To approve the charges for 2021/22 as attached.

The Chairman declared the meeting closed at 7.40pm

Dated this day of

Chairman

DRAFT



Houghton Regis Town Council

Scheme of Delegation

Date of Approval:	Town Council 18 th April 2016
Date of Review:	24 th May 2017; 3 rd July 2018; 15 th May 2019; 20 th July 2020

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person), Council and Standing Committees of the Council to act with delegated authority in the specific circumstances detailed.

1. **Responsible Financial Officer**

The Town Clerk shall be the Responsible Financial Officer to the Council and shall be accountable for the Town Councils accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

2. **Proper Officer**

2.1 The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- 2.1.1 Receive declarations of acceptance of office;
- 2.1.2 Receive and record notices disclosing pecuniary interests;
- 2.1.3 Receive and retain plans and documents;
- 2.1.4 Sign Notices or other documents on behalf of the Council;
- 2.1.5 Receive copies of By-laws made by a Primary local authority;
- 2.1.6 Certify copies of By-laws made by the Council;
- 2.1.7 Sign summonses to attend meetings of the Council.
- 2.1.8 To receive documents in relation to Complaints received under The Members' Code of Conduct and report this at the next convenient meeting of the Council.
- 2.1.9 Ensure compliance with all legal requirements impacting upon the business of the Council

2.2 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- 2.2.1 The day to day administration of services, together with routine inspection and control.
- 2.2.2 Authorisation to call any extra meetings of the Council or any Committee as necessary, having consulted with the Chairman of the Council and/or Chairman of the appropriate Committee.

- 2.2.3 Day to day supervision and control of any staff employed by the Council, for example, to recruit staff, manage development and training needs, record and monitor absences, approve leave arrangements and handle informal grievances and disciplinary matters;
- 2.2.4 Undertake training or attendance at Conferences as previously authorised within budget.
- 2.3 Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with specific directions/policy given by the Council from time to time.

3. Council

The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.

- (i) Setting the Precept;
- (ii) Borrowing money;
- (iii) Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation and approving Terms of Reference for the Council's Standing Committees;
- (iv) Making, amending or revoking By-laws;
- (v) Making of Orders and entering into Contracts under any Statutory powers;
- (vi) Matters of principle or policy;
- (vii) Nomination and appointment of representatives of the Council to any other authority, organisation or body;
- (viii) Any proposed new undertakings;
- (ix) Prosecution or defence in a court of law;
- (x) Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee;
- (xi) Approval of the Annual Return (Statement of Accounts) (at no later than the June Council meeting);
- (xii) Appointment or dismissal of the Town Clerk;
- (xiii) Any other matters not otherwise devolved/delegated to a Committee of the Council.

4 Standing Committees

Standing Committees are authorised to act at all times in accordance with their Terms of Reference as agreed by Council. In the event of a dispute regarding where authority for a specific issue may lie it will be the decision of Council which will determine.

5 Sub-Committees and Working Groups

Sub-Committees and Working Groups may be formed by resolution of the appropriate Standing Committee at any time but before being established a written report must first be prepared with evidence to the committee outlining why such sub-committee/working group is necessary and why the work cannot be undertaken by the committee itself. It will be for the standing committee to formally approve the terms of reference of such sub-committee/working party.

6 Delegation – Limitations

Committees, Sub-Committees and Working Groups shall, at all times, act in accordance with the Councils Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, By-laws or orders made and with any directions given by the Council from time to time.



Houghton Regis Town Council

Committee Functions & Terms of Reference

Date of Approval:	Town Council 20 th May 2015
Date of Review:	18 th May 2016; 24 th May 2017 (amendments to HRNPSG approved 9 th October 2017); 3 rd July 2018; 15 th May 2019

1. Introduction

- 1.1 Meetings of Houghton Regis Town Council are to be conducted in accordance with the approved Standing Orders of Houghton Regis Town Council.
- 1.2 Legislation requires certain statutory functions of Houghton Regis Town Council to be discharged by the council itself. Houghton Regis Town Council cannot delegate responsibility to a committee or sub-committee for:
1. levying or issuing a precept,
 2. borrowing money,
 3. approving the council's annual accounts,
 4. considering an auditor's report made in the public interest,
 5. confirming (by resolution) that it has the statutory criteria to exercise the power of general competence or
 6. adopting or revising the council's code of conduct.

2. Committee Overview Houghton Regis Town Council		
Department	Areas of Responsibility	Democratic Management
Corporate Services	Policy review & development Financial management Personnel matters Democratic management Health & safety matters	Corporate Services Committee Disciplinary, Grievance and Appeals Sub-Committee Personnel Sub-Committee
Environment & Leisure Services	Facilities management Leisure services Recreation management Cemetery & churchyard management	Environment & Leisure Committee
Community Services	Community services Youth services Communications Events Mayoral services Community grants Community safety	Community Services Committee Events Working Group Pride of Houghton Awards Working Group Combating Crime Working Group
Planning	Planning applications Planning policy Strategic development	Planning Committee Neighbourhood Plan Steering Group
Town	Town Centre Town development	Town Council Town Partnership Committee New Cemetery Sub Committee New Office Provisions Sub Committee Complaints Sub Committee Complaints Appeals Sub Committee

3. Functions & Terms of Reference

Town Council

Functions

At the Annual meeting to conduct business in accordance with Standing Orders as follows:

- a. The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman of the Council.
- b. Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - iv. Review of the terms of reference for committees;
 - v. Appointment of members to existing committees;
 - vi. Appointment of any new committees in accordance with standing order 6
 - vii. Review and adoption of appropriate standing orders and financial regulations;
 - viii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - ix. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

At other meetings of the Council:

- To annually review the Standing Orders, Financial Regulations, Health & Safety Policy, Equality & Diversity Policy, Banking Arrangements/Investment Policy, and the Committee Functions & Terms of Reference
- Before the end of January to determine the Council's overall budget for the forthcoming financial year and to set the precept accordingly.

- To receive auditors' reports and other comments and make recommendations to Corporate Services as to any policy matters arising from them.
 - To receive reports from committees and recommendations made therein.
 - To receive the Town Mayors announcements.
 - To consider and approve any short or long-term borrowing requirements including interest rates and borrowing period;
 - To approve a 4-year rolling programme of policy review
 - To receive conclusions drawn at any meeting of the Complaints and Complaints Appeals Sub-Committees.
- Terms of Reference
- The Town Council consists of all councillors.
 - The quorum shall be one third of all councilors (five)
 - In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.
 - In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
 - If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
 - In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.

Corporate Services Committee

Functions

- To consider any matters referred to it by the Council or other Committees.
- To respond on behalf of the Council to initiatives from other organisations relating to matters under the Committee's jurisdiction.
- To exercise management of health and safety issues in respect of all the services of this Committee.
- To consider and determine any new contracts and any renewals of existing contracts under the jurisdiction of this committee.
- Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- Review of the Council's and/or employees' memberships of other bodies.
- To manage and maintain the Council Offices including office equipment and furniture.
- Reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018 (DPA 2018)
- and to take action to comply.
- To receive information relating to the number of Freedom of Information requests received by the Clerk
- Reviewing policies of the Council as required by the Policy Document Review Schedule

-
- 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
 - To receive bank and cash reconciliation statements.
 - To receive and annual report (based on the previous financial year) on loans taken out, repayments made and outstanding liability
 - To confirm the use of direct debits, standing orders, BACS, CHAPS
 - Review and confirmation of arrangements for insurance cover in respect of all insured risks.
 - To recommend to Council the writing off of irrecoverable amounts.
 - To assemble and submit to the Town Council estimates of income and expenditure for each financial year in respect of all the services of this Committee no later than 30th November each year.
 - To monitor periodically the income and expenditure of the Committee.
 - To consider and determine any proposed expenditure or reduction in income for which no provision has been made in the approved budget.
 - To set the level of charges for facilities in respect of all the services of this Committee.
 - Monitor and review risk management issues
 - To exercise overall responsibility for staffing issues, excluding the appointment of the Town Clerk, who shall be appointed by the Town Council
 - To determine staff conditions of service including salary scales, working hours, employee assessments and evaluations etc
 - To determine all matters relating to staff including staffing resources and structures
 - To consider, determine and approve staff and Member training requirements
 - To receive information relating to the number of freedom of information requests received by the Town Clerk.

Terms of Reference

- The Corporate Services Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Corporate Services Committee shall consist of seven Councillors. The quorum shall be half of its members (four).
- To appoint sub-committees or working groups as necessary including setting out membership and terms of reference.

Environment & Leisure Committee

Functions

- To consider any matters referred to it by the Council or other Committees.
- To respond on behalf of the Council to initiatives from other organisations relating to matters under the Committee's jurisdiction.
- To exercise management of health and safety issues in respect of all the services

of this Committee.

- To consider and determine any new contracts and any renewals of existing contracts under the jurisdiction of this committee.
- To assemble and submit to the Town Council estimates of income and expenditure for each financial year in respect of all the services of this Committee no later than 30th November each year.
- To monitor periodically the income and expenditure of the Committee.
- To consider and determine any proposed expenditure or reduction in income for which no provision has been made in the approved budget.
- To set the level of charges for facilities in respect of all the services of this Committee and to control the collection of revenues thereof.
- Reviewing policies of the Council as required by the Policy Document Review Schedule
- Annually review its inventory of land and assets including buildings.
- To provide and maintain all recreation grounds and pavilions, open spaces and play areas in the control of the Council.
- To manage and maintain sports provision including football pitches, the bowls green and cricket table.
- To manage and maintain the Houghton Regis Town Cemetery and All Saints Churchyard.
- To provide and maintain seats, noticeboards, litterbins and dog waste bins.
- To purchase and maintain such vehicles and equipment as may be required to carry out the Council's duties in connection with the facilities under the control of the Committee.
- To monitor all matters relating to leases and bye-laws in connection with the facilities under the control of the Committee.

Terms of Reference

- The Environment & Leisure Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Environment Committee shall consist of seven Councillors. The quorum shall be half of its members (four).
- To appoint sub-committees or working groups as necessary including setting out membership and terms of reference.

Community Services Committee

- To consider any matters referred to it by the Council or other Committees.
- To respond on behalf of the Council to initiatives from other organisations relating to matters under the Committee's jurisdiction.
- To exercise management of health and safety issues in respect of all the services of this Committee.
- To assemble and submit to the Town Council estimates of income and expenditure for each financial year in respect of all the services of this Committee no later than 30th November each year.
- To monitor periodically the income and expenditure of the Committee.

- To consider and determine any proposed expenditure or reduction in income for which no provision has been made in the approved budget.
- To set the level of charges for facilities in respect of all the services of this Committee.
 - To consider and determine any new contracts and any renewals of existing contracts under the jurisdiction of this committee.
- Reviewing policies of the Council as required by the Policy Document Review Schedule
- To encourage and regulate activities and events at Council properties, venues and locations.
- To advise Environment & Leisure Committee of events using land / buildings
- To award financial grants to local organisations within an overall budget approved by the Town Council
- To review the grant application process as necessary
- To oversee and manage the promotion of the Town and the Council, including the council's newsletter and website, Christmas lights, Pride of Houghton, events
- Consider community service provision provided by outside organisations
- To provide community support to enhance community service provision
- To liaise with other organisations on community issues
- To provide support and promotion of the Town centre and the retail offer

Terms of Reference

- The Community Services Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Community Services Committee shall consist of seven Councillors. The quorum shall be half of its members (four).
- To appoint sub-committees or working groups as necessary including setting out membership and terms of reference.

Planning Committee

Functions

- To consider any matters referred to it by the Council or other Committees.
- To respond on behalf of the Council to initiatives from other organisations relating to matters under the Committee's jurisdiction.
- To exercise management of health and safety issues in respect of all the services of this Committee.
- To assemble and submit to the Town Council estimates of income and expenditure for each financial year in respect of all the services of this Committee no later than 30th November each year.
- To monitor periodically the income and expenditure of the Committee.
 - To consider and determine any new contracts and any renewals of existing contracts under the jurisdiction of this committee.
- To consider and determine any proposed expenditure or reduction in income for which no provision has been made in the approved budget.

- Reviewing policies of the Council as required by the Policy Document Review Schedule
- To consider all planning related applications within the Parish and to make representations to the appropriate authority on behalf of the Town Council.
- To consider matters surrounding the growth proposals, including strategic development proposals and documents from local authorities and other agencies and bodies.
- To oversee the development and introduction of a Neighbourhood Plan for Houghton Regis.

Delegated Powers to Officers – Planning

- Delegated applications include all applications received for consultation purposes including all planning applications, advertisement and signs.
- All delegated decisions, which are recommended for approval, will be provided in writing, to Members of the Planning Committee.
- A list of proposed delegated decisions (relating to new or proposed listed buildings, conservation areas, tree preservation orders, building preservation orders, highways, byways, bridleways and footpaths) will be circulated to all Councillors. If a Councillor wishes an application to be decided by the Committee, a written request must be made to the Town Clerk prior to the meeting.
- No applications will be delegated that fall into the following categories:
 - a) To which a written objection from a member of the public has been received by the Town Council
 - b) Any application for more than five dwellings (including flats, apartments and maisonettes)
 - c) Any application for retail or employment space
- The Town Clerk or their nominated officer, must be fully aware of the location and possible planning considerations of an application.

Terms of Reference

- The Planning Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Planning Committee shall consist of seven Councillors. The quorum shall be half of its members (four).
- To appoint sub-committees or working groups as necessary including setting out membership and terms of reference.

Houghton Regis Town Partnership

This is a joint Houghton Regis Town Council and Central Bedfordshire Council committee. See Appendix A, attached, for relevant Committee Functions & Terms of Reference.

Complaints Sub-Committee (reporting to Town Council)*Functions*

To act as the Complaints Committee in accordance with the Council's approved Complaints Procedure, including:

- To consider and make recommendations on any complaints received which fall under the approved Complaints Policy;
- To report its deliberations to Town Council;

Terms of Reference

- The Sub Committee shall comprise 3 councillors;
- Membership of the Sub Committee shall be drawn from Town Council who have not been named within the complaint.
- The quorum shall be three members.

Complaints Appeals Sub-Committee (reporting to Town Council)*Functions*

- To consider and make recommendations on any appeals which relate to complaints received which fall under the approved Complaints Policy;
- To report its deliberations to Town Council;

Terms of Reference

- The Sub Committee shall comprise 3 councillors;
- Membership of the Sub Committee shall be drawn from Town Council who were not members of the original Complaints Sub-Committee and have not been named within the complaint.
- The quorum shall be three members.

Personnel Sub-Committee (Reporting to Corporate Services Committee)*Functions*

- Overview of staffing structure and staffing budget, ensuring that it is commensurate with objectives of the Council.
- Review staff sickness absence.
- Receive reports and review of Employee Assistance Programme
- Review staff training
- Identify and agree training needs for the Town Clerk and Members
- Ensure Council employees are working in a safe environment
- To consider and recommend to Corporate Services Committee any changes to employees pay, emoluments or terms and conditions of employment

- Review Job Description and Contract of Town Clerk annually or when there is a significant change
- Receive notification of the Town Clerk's annual leave and matters relating to overtime working and sickness.
- Succession plan for key staff who may wish to retire.
- Agree the recruitment process for the Town Clerk and other senior members of staff.
- If supported by the conclusion of a disciplinary process to consider the termination of contract for the Town Clerk and other senior members of staff.
- Act as interview panel for the posts of Town Clerk and other senior members of staff (final approval for the appointment of the Clerk rests with Council as per Standing Orders).
- Appoint one member of the Committee as the Clerks Appointed Person, preferably the Chair, to act as contact for day to day matters, support, handle leave requests, absence from work and to feed matters to Committee where any decisions/action is needed and to undertake the Clerks appraisal.
- Report any outcomes of employee complaints received.

Terms of Reference

- The Personnel Sub-Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Personnel Sub-Committee shall consist of 4 Councillors.
- Membership of the Sub Committee shall be drawn from Town Council
- The quorum shall be three members.

Disciplinary, Grievance & Appeals Sub-Committee Group (reporting to Corporate Services)

Due to the sensitive nature of the matters raised under this Sub-Committee, these meetings are not open to the public.

Functions:

- Delegated powers to hear and action, as appropriate, employee disciplinary, grievance and appeal matters where these are beyond the authority delegated to the Clerk in the Scheme of Delegation;
- To consider and recommend to Town Council any disciplinary, grievance or appeal relating to the Clerk

Terms of Reference:

- The Disciplinary, Grievance and Appeals Sub-Committee shall consist of 3 Councillors.
- Membership of the Sub Committee shall be drawn from Town Council.
- The quorum shall be three members.

Proposed New Cemetery Sub Committee (reporting to Town Council)*Functions*

1. To consider any matters referred to it by the Town Council or any other Committee
2. To consider and determine matters surrounding the development of a new cemetery for Houghton Regis, including but not restricted to:
 - Environmental matters
 - Policy matters
 - Visual impact matters
 - Design matters
 - Public consultation matters
 - Future operation and management of the cemetery
3. To commission specialist services such as may be deemed appropriate in progressing options for future cemetery provision.
4. To report and to make such recommendations to Town Council as appropriate.

Terms of Reference

- The Proposed New Cemetery Sub Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Proposed New Cemetery Sub Committee shall consist of 6 members. The quorum shall be half of its members (three).

Events Working Group (reporting to Community Services Committee) (meetings to be held within normal working hours)*Functions*

- To set an annual programme of events and to request suitable funding from the Community Services Committee no later than October in each financial year
- To consider all aspects relating to planning and hosting of council events, including health and safety requirements
- To monitor and review each council event.
- Delegated authority is given to the Town Clerk and the Civic & Events Officer to take decisions on the arrangements for council events.
- To report to the Community Services Committee on the outcome of its deliberations.

Terms of Reference

- The Events Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- The Events Working Group shall consist of up to seven Councillors. As the

Working Group has no delegated authority to take decisions there is no quorum of members required.

Pride of Houghton Awards Working Group (reporting to Community Services Committee) (meetings to be held within normal working hours)

Functions

- To consider the nominations put forward from members of the public in relation to the Pride of Houghton Award scheme and determine the award winners.

Terms of Reference

- The Pride of Houghton Awards Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- The Pride of Houghton Awards Working Group shall consist of 3 councillors. The quorum shall be three members.
- The Pride of Houghton Awards Working Group shall not comprise of any co-opted members or members of the Events Working Group.

Combating Crime Working Group (reporting to Community Services Committee) (meetings to be held within normal working hours)

Functions

- To monitor the Council's Service Level Agreement with Bedfordshire Police for the provision of additional policing within the parish of Houghton Regis known as Operation Hanna
- To receive bi-monthly written reports and monthly verbal reports from Bedfordshire Police on the work completed under Operation Hanna
- To consider the forthcoming months actions by Bedfordshire Police under Operation Hanna
- To monitor the Council's Service Level Agreement with Central Bedfordshire Council for the management of the re-deployable CCTV cameras
- To manage the formulation and implementation of the Council's Community Safety Strategy
- To manage action under the Council's enviro crime project
- To report its decisions to Community Services Committee

Terms of Reference

- The Combating Crime Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- The Combating Crime Working Group shall consist of five councillors. The

quorum shall be half its members (three).

Office Provisions Sub Committee (reporting to Town Council)

Functions

1. Reflecting on the growth agenda to give consideration to;
 - a) the suitability of the current office provision
 - b) the requirements of future office provision
2. To give consideration to future office provision including options for retaining or developing the current site, options for renting / leasing, purchasing or developing;
3. To commission specialist services such as may be deemed necessary in progressing options for future office provision;

Terms of Reference

1. The New Office Sub Committee shall function and operate in accordance with the Council's approved Standing Orders;
2. The New Office Sub Committee shall consist of five councillors, the quorum of which shall be 3.

Neighbourhood Plan Steering Group (reporting to Planning Committee)

The Steering Group comprises Members of Houghton Regis Town Council, a Member of Central Bedfordshire Council and representatives from the Community.

See Appendix B, attached, for relevant Committee Functions & Terms of Reference.

APPENDIX A

Houghton Regis Town Partnership Committee ¹

Purpose

1. To influence decisions and help shape initiatives and their delivery for the benefit of the whole town taking into account the needs of the town, customers, employees, residents, visitors, traders, property owners and developers.
2. To develop and encourage public participation and engagement and take into consideration the resident voice in the work of the Committee

Objectives

1. Help improve the economic, social, environmental and cultural vitality of the town
2. Ensure a partnership and collaborative approach to achieve the delivery of town regeneration, including influencing Section 106 funding received for town improvements and community facilities.
3. Opportunities to delegate funding decisions to the Committees should be explored, such as Section 106 received to spend on community facilities.
4. The Committee will make decisions on any joint funding allocated to it.
5. Influence and help shape strategies / plans that impact on the future viability of the town.
6. Provide a forum for briefing Members of the Joint Committee on all key issues affecting the town, at the discretion of the Chairman and Vice Chairman.
7. Make recommendations on strategically significant projects to the relevant Council's decision-making committees, including Committees of the Town Council.
8. Develop and maintain joint branding of communication, agendas and minutes.
9. To enable communities to discuss services and influence decisions at the local level as to how these services are delivered
10. To provide a forum for two-way communication about public service delivery and the implementation and effectiveness of policies affecting the town.

¹ These were considered by the Partnership Committee at its meeting on 30th April. The Terms of reference remain to be formally approved by Central Bedfordshire Council.

11. Promote resilience by encouraging communities to do more for themselves and champion local solutions.
12. Consider the ways in which proposals and initiatives can help to advance equality of opportunity, eliminate discrimination and foster good relations.

Membership

1. Four Councillors from Central Bedfordshire Council and four Councillors from Biggleswade Town Council (Biggleswade Joint Committee).
2. Four Councillors from Central Bedfordshire Council and four Councillors from Houghton Regis Town Council (Houghton Regis Partnership Committee).
3. Five Councillors from Central Bedfordshire Council and five Councillors from Leighton-Linslade Town Council (Leighton-Linslade Partnership Committee).
4. Five Councillors from Central Bedfordshire Council and five Councillors from Dunstable Town Council (Dunstable Joint Committee).

Who must be elected representatives of the wards.

5. Two substitutes from each Council will be permitted to attend meetings as full Committee representatives. A Councillor who sits on both CBC and the Town Council can substitute. Central Bedfordshire Council Councillors shall not substitute a Town Councillor on the Committee and vice versa.
6. Substitutes for Central Bedfordshire Council Members on the Joint Committee must be a ward councillor in the town in the first instance or if not available a substitute must be an Executive Member. Substitutes for the Town Council Members of the Joint Committee will be a ward town councillor
7. Members are appointed annually.
8. All Members of the Committee should have the interests of the town as a priority, not their own wards.

Meetings and Quorum

1. At least 3 Members from each Council must be in attendance for the meeting to be quorate.
2. Meetings will be held a minimum of once per year and up to 4 per year and take place at venues in the area
3. The Committee may also organise extra ordinary meetings at the discretion of the Chairman and Vice Chairman.
4. In addition to the Committee meetings, the Committee can organise other forms of engagement to take place such as themed discussions / task and finish groups and community conferences, including joint meetings or events with other Joint Committees in Central Bedfordshire.
5. All meetings will be open to the public unless exempt items are discussed

Chairman and Vice Chairman

1. The Chairman and Vice-Chairman shall be appointed from and by the Joint Committee's core membership; each Council must be represented in either role.
2. The appointed Chairman and Vice-Chairman will hold their post for a period of one year, after which they may stand for re-election.
3. The Vice Chairman will preside in the absence of the Chairman. If neither is present, the Committee members in attendance will appoint a Chairman from amongst them for the duration of that meeting.
4. The Chairman and Vice Chairman will be responsible for the content of the Committee agendas and will allow committee members and other stakeholders to submit agenda topics which will be included unless the proposed agenda item is not relevant to the Purpose and/or Objectives of the Joint Committee.

Secretariat

1. Either Council can administer the Joint Committee, according to their own Standing Orders. The Committee will decide annually which Council is to administer the Committee.
2. Agendas, minutes and press releases will be issued under joint branding.
3. The secretariat will prepare, monitor and keep up to date an annual work plan to set the broad direction and priorities for the Committee.

Decision making arrangements

1. Only members of the Committee can vote. Co-opted Members have no voting rights.
2. The Committee will not have any decision-making powers regarding planning applications and will not seek to duplicate or hinder the work of Central Bedfordshire Council as the Local Planning Authority.
3. The Committee will reach decisions by a simple majority. The Chairman will have the casting vote in the case of a tie.

Co-option

1. To support engagement with local stakeholders the Committee can co-opt members from local representative groups, as appropriate up to a maximum of 15. Each co-opted Member will be able to engage fully in all discussions but will not have any voting rights. Co-opted members can be removed from the Committee by joint agreement of the Chairman and Vice Chairman.
2. The list of Co-opted Members should be reviewed annually.

Governance

1. The Minutes and action log for the Joint Committee will be presented to Central Bedfordshire Council. The detail of where this will be presented will be determined by Central Bedfordshire Council and reported back to the Joint Committee.

APPENDIX B

Houghton Regis Neighbourhood Plan Steering Group

HOUGHTON REGIS TOWN COUNCIL NEIGHBOURHOOD PLAN STEERING GROUP TERMS OF REFERENCE	
1.	Background
1.1	Houghton Regis Town Council has resolved to produce a Neighbourhood Plan and has determined that it will cover the Parish of Houghton Regis.
1.2	The Town Council, while retaining full responsibility for the Plan, recognizes that the content of the Plan must be driven by the community and the need to draw on skills and expertise from outside the Council.
1.3	A Neighbourhood Plan Steering Group will lead the project to successful completion.
2.	Name
2.1	The name of the group will be Houghton Regis Neighbourhood Plan Steering Group. (HRNPSG)
3.	Purpose
3.1	The main purpose of the Group is to oversee the preparation of the Plan in order that it will be progressed to Independent Examination and a successful community referendum and ultimate adoption.
3.2	The Steering Group will engage the local community to ensure that the Plan is truly representative of the ambitions of Houghton Regis. The Group will maximize support for the approach taken in the NP by ensuring high levels of community engagement throughout the plan-making process.
3.3	Liaise with, and direct the work of, consultants and specialists engaged to further the Plan as appropriate.
3.4	Consider the options and develop policies to inform the future development and use of land in the neighbourhood area.
3.5	Be aware of the development areas identified in the Local Plan, including establishing further development areas if they are required.
3.6	Ensure the NP is supported by effective on-going programmes of

		communication and consultation with the community, CBC, businesses, adjoining parishes, developers and other key parties.
	3.7	Identify sources of funding.
	3.8	Liaise with statutory, and other, relevant authorities and organizations to ensure the Plan is as comprehensive and inclusive as possible.
	3.9	Identify ways of involving the whole community and gather the views and opinions of as many groups and organizations in the community as possible.
	3.10	Determine the types of consultation and information gathering to be used.
	3.11	Be responsible for the analysis arising from consultations and the production and distribution of the final reports.
	3.12	Conform to national policies and with EU and Human Rights legislation.
	3.13	Report back regularly to the Town Council on progress, significant issues and budgetary implications.
	3.14	Present key documents and the draft NP for consultation with the Town Council, local residents, CBC, businesses, the Independent Examiner, and assist in arrangements for the Referendum.
	3.15	Present recommendations for the implementation of The Plan.
	4.	Membership and Conduct
	4.1	The HRNPSG will be formed from current Town Councillors, CBC Councillors for the town and local members of the community. The Group will be comprised of up to 12 members, the composition of which to be 5 Town Councillors, (appointed by the full Town Council), 1 CBC Councillor and 6 representatives from the local community. The Town Clerk, or Senior Manager, will be present in an <i>ex-officio</i> , non-voting capacity at all meetings. The Group will only be quorate when 50% of its members are present.
	4.2	The HRNPSG may co-opt additional support to carry out specific task for as short or long a period as necessary.
	4.3	Membership is voluntary.
	4.4	All members of the HRNPSG must abide by the Code of Conduct of Houghton Regis Town Council and in doing so must submit a register of interests.
	4.5	All members of the HRNPSG must declare any personal interest that may be perceived as being relevant to the decisions or recommendations made by it. This may include membership of an organization, ownership or interest in land or business or any other matter likely to be relevant to the work undertaken by the HRNPSG.
	4.6	A person will cease to be a member of the HRNPSG upon notification to the Chairman in writing of their wish to resign.
	5.	Meetings
	5.1	The HRNPSG will elect a Chairman, Vice-Chair, Secretary and Treasurer from its membership to remain in these positions until the project is complete. If these positions should become vacant, the Group will elect an alternative.
	5.2	In the absence of the Chairman and Vice-Chairman, the HRNPSG will elect a Chairman from its members present at the meeting, for that meeting.

5.3	The HRNPSG will arrange its own meeting schedule and will meet as required.
5.4	At least 7 days clear notice of meetings will be sent to members via email.
5.5	The Secretary will keep a record of meetings and circulate the Minutes to HRNPSG members and the Town Council (via the Planning Committee Clerk) no more than 14 days after each meeting.
5.6	Decisions made by HRNPSG will be by consensus at Group meetings. Where a vote is required, each member will have one vote. A simple majority vote will be required to support any motion. The Chairman will have one casting vote.
6. Working Groups	
6.1	HRNPSG may establish working groups for dealing with specific issues, made up of Members of the Steering Group and volunteers from the community, to aid them in any NP related work.
6.2	Each working group will have a lead person from the HRNPSG.
7. Affiliations, Interests and Contributions.	
7.1	The HRNPSG will not itself be affiliated to any particular political party. It is recognized that Councillors and community members may have such affiliations, which will be declared where relevant.
7.2	The Localism Act and Houghton Regis Town Council's Code of Conduct will apply to all members of the HRNPSG. All members of the HRNPSG must declare any pecuniary interest that may be perceived as being relevant to a decision of the HRNPSG. This may include membership of an organization, ownership of land or a business, or any other matter that may be considered to be relevant. Such declarations must be recorded and publically available.
7.3	Having declared an interest, that member will not take part in a discussion or vote on the related issue. In event of disagreement, the Chairman's decision will be binding. Organizations and businesses may assist in the production of the NP and may contribute to the cost of producing it. Details of any donations or assistance must be made publicly available and must not influence the recommendations of The Plan.
8. Finance	
8.1	Funding, including grants, will be applied for and held by the Town Council, who will ring-fence the funds for Neighbourhood Plan development work.
8.2	HRNPSG will notify the Town Council (via the Planning Committee) of any planned expenditure before it is incurred
9. Conduct	
9.1	It is expected that all HRNPSG members will abide by the principles and practice of the Town Council Code of Conduct, including the declaration of interests.
9.2	Whilst members as individuals will be accountable to their parent organizations, the HRNPSG as a whole is accountable to the wider community for ensuring that

	9.3	The Plan reflects their collective expectations. HRNPSG will achieve this through applying the following principles:
	i	Be clear and open when their individual roles or interests are in conflict;
	ii	Treat everyone with dignity, courtesy and respect, regardless of their age, gender, sexual orientation, ethnicity or religion and belief; and
	iii	Actively promote equality of access and opportunity.
10 Changes to the Terms of Reference		
	10.1	This document may be amended with the support of at least two-thirds of the current membership at a HRNPSG meeting and with the approval of the Town Council.
11 Dissolution of the HRNPSG		
	11.1	The HRNPSG will continue to operate until the adoption of the Neighbourhood Plan.
	11.2	Upon dissolution of the HRNPSG, any remaining resources will be passed to the Town Council.



Houghton Regis Town Council

Standing Orders

Date of Approval:	Town Council 22 nd June 2015
Date of Review:	18 th May 2016; 18 th July 2017; 3 rd July 2018; 8 th October 2018 (following advice from NALC); 15 th May 2019

Based on NALC Model Standing Orders 2018

Contents

- Preface
- 1. Meetings Generally
- 2. Proper Officer
- 3. Responsible Financial Officer
- 4. Ordinary Council Meetings
- 5. Disorderly Conduct at Meetings
- 6. Committees & Sub-Committees
- 7. Presence of Non-Members of Committees at Committee Meetings
- 8. Working Groups
- 9. Extraordinary Meetings of the Council, Committees and Sub-Committees
- 10. Questions
- 11. Motions For A Meeting That Require Written Notice To Be Given To The Proper Officer
- 12. Motions at a Meeting that do not require Written Notice
- 13. Rules of Debate at Meetings
- 14. Rules of Debate – Resolutions
- 15. Previous Resolutions
- 16. Draft Minutes
- 17. Accounts and Accounting Statements
- 18. Financial Controls And Procurement
- 19. Estimates / Precepts
- 20. Execution and Sealing of Legal Deeds
- 21. Management of Information
- 22. Handling Staff Matters
- 23. Voting on Appointments
- 24. Canvassing of And Recommendations by Councillors
- 25. Code of Conduct and Dispensations
- 26. Code of Conduct Complaints
- 27. Restrictions on Councillor Activities
- 28. Communication with District and County or Unitary Councillors
- 29. Relations with The Press/Media
- 30. Responsibilities to Provide Information
- 31. Responsibilities under Data Protection Legislation
- 32. Standing Orders Generally
- Appendix A – Procedure for Recording Meetings

PREFACE

This is a set of Standing orders based on the model set of Standing orders produced by NALC (April 2018). Standing Orders that are in **bold type** contain legal and statutory requirements and are to be adopted without changing them or their meaning. Standing Orders not in bold are designed to help councils operate effectively but do not contain statutory requirements therefore they may be adopted or amended to suit a council's needs.

If the words "Local Council's" are used, it means Parish and Town Council's in England and Community and Town Council's in Wales.

It is, of course, recognised that local councillors can be male or female. Therefore, wherever the masculine gender is used this should be interpreted as also meaning the feminine gender.

The Chairman of a Town Council is entitled to use the title "Town Mayor". The title confers no additional powers on the chairman, and, in particular, has no implications for his conduct in meetings.

Notes:

- *The word "Chairman" includes "Town Mayor" and means the person actually presiding at a meeting*
- *The word "Vice-Chairman" includes "Deputy Town Mayor"*
- *Where appropriate use of the word "he" is to include the meaning "she"*
- *The word "Council" includes "committee," where any function has been delegated.*

STANDING ORDERS

1. MEETINGS

- Full Council meetings
- Committee meetings
- Sub-committee meetings

Smoking is not permitted at any meeting of the Council.

All meetings of the Town Council shall be held at the Council Offices, Peel Street, Houghton Regis at 7pm unless the Council decides otherwise.

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e 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.
- f The period of time designated for public participation at a meeting in accordance with standing order 1(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 1(f) above, a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 1(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 1(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting procedures, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
See Appendix A for the Procedure for Recording Meetings

- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council, if there is one, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
See standing orders 4(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and absent with or without apologies;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights.
 - v. whether a councillor or non-councillor with voting rights left the meeting

- when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
 - vii. the resolutions made.

u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

v No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.

See standing order 6d(viii) for the quorum of a committee or sub-committee meeting.

w If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not normally exceed a period of 2.5 hours unless by agreement of those Members present.

2 PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**

- **serve on councillors, by delivery or post at their residences or by email authenticated in such a manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email) and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**

See standing order 1(b) for the meaning of clear days for a meeting of a full council and standing order 1(c) for a meeting of a committee.

- ii. subject to standing order 11, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. retain acceptance of office forms from councillors;
- vii. retain a copy of every councillor's register of interests;
- viii. assist with responding to requests made under the freedom of information legislation and rights exercisable under data protection legislation, in accordance with and subject to the council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(See also standing order 20);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the council and the council's response to the local planning authority;
- xv. refer a planning application received by the council to the Chairman or in his absence Vice-Chairman of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning Committee if an extension of time is not agreed by the Planning Department;
- xvi. manage access to information about the council via the publication scheme; and
- xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.

See also standing order 20.

- c. The Proper Officer or other staff member(s) nominated by the Council shall be present at every meeting of the council, committee or sub committee.

3 RESPONSIBLE FINANCIAL OFFICER

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

4 ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council decides.**
- c **If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d **In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council decides.**
- e **The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in**

the case of an equality of votes.

- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**

- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - iv. Review of the terms of reference for committees;
 - v. Appointment of members to existing committees;
 - vi. Appointment of any new committees in accordance with standing order 6;
 - vii. Review and adoption of appropriate standing orders and financial regulations;
 - viii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - ix. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

5 DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is not adhered to, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- c If a resolution made under standing order 5(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

6 COMMITTEES & SUB-COMMITTEES

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 6(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vi. shall permit a committee other than a standing committee, to appoint its own chairman and vice chairman at the first meeting of the committee;
 - vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - viii. shall determine if the public may participate at a meeting of a committee;
 - ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xi. may dissolve a committee.

- e All committees may exercise on behalf of the Council any of the functions delegated to them as set out in their terms of reference and subject to any statutory provision. No committee shall be obliged to exercise the functions delegated to it, but can if it so wishes refer matters to the council for decision;
- f Each Committee shall submit to the Council a report of the proceedings of any meetings held since the Council last met.

7 PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

- a. Any Councillor may attend, and with the permission of the Committee Chair speak on particular matters at a meeting, not in private session, of a Committee or Sub-Committee of which he is not a member but may not vote.
- b. A member who has proposed a resolution, which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.
- c. A Member of a Committee, who is not able to attend for any reason, may appoint as a substitute a Councillor who is not a member of that Committee. Notification of such a substitution shall be given to the Town Clerk or the Chairman before the start of the meeting. This substitute Member may take part in the proceedings as if he were a member of it.

8 WORKING GROUPS

- a. The Council may create working groups, whose name, and number of members and the bodies to be invited to nominate members shall be specified.
- b. The Clerk shall inform the members of each working group of the terms of reference of the group.
- c. A working group may make recommendations and give notice thereof to the Council or Committee or Sub Committee
- d. A working group may consist wholly of persons who are not members of the Council.
- e. Working Group meetings are to be held in normal office hours (to start not earlier than 10am and to finish not later than 6.30pm)

9 EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the council at any time.**

- b **If the Chairman of the Council does not call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within 3 days of having been requested by to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of a committee and a sub-committee.

10 QUESTIONS

- a A councillor may seek an answer, at a meeting of the council, a question concerning any business of the Council provided 2 clear days notice of the question has been given to the Proper Officer.
- b Questions from a councillor not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- c Every question shall be put and answered without discussion.

11 MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 11(b), correct obvious grammatical or

typographical errors in the wording of the motion.

- d If the Proper Officer considers the wording of a motion received in accordance with standing order 11(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, in writing to the Proper Officer, so that it can be understood at least 8 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer for their rejection.

12 MOTIONS NOT REQUIRING WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

- xvi. to adjourn the meeting; or
- xvii. to close a meeting.

13 RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 13(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon

separately.

- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect

mandatory statutory or legal requirements.

- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under Standing Order 13(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.



14 RULES OF DEBATE – RESOLUTIONS

- a No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.
- b. A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
- c. A member shall remain seated when speaking unless requested to stand by the Chairman.
- d. The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- e. Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide whom to call upon.
- f. Whenever the Chairman speaks during a debate all other members shall be silent.

15 PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 11, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 15(a) has been disposed of, no similar motion may be moved within a further six months.

16 DRAFT MINUTES

-  Full Council meetings
-  Committee meetings

Sub-committee meetings

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 12(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e If the Council’s gross annual income and expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 16(e) and standing order 30(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.**

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Council’s – a Practitioners’ Guide”.
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.
- c The Responsible Financial Officer shall supply to each member a list of all

receipts and payments.

- d The Responsible Financial Officer shall provide to each Standing Committee meeting a statement to summarise:
 - i. the committees' income and expenditure for the year to date;
 - ii the committee's aggregate income and expenditure for the year to date;
 - iii the balances held which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- e As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- f The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual governance and accountability return shall be presented to each councillor at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

18 FINANCIAL CONTROLS AND PROCUREMENT

- a The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.
- b The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the

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- council's accounts and/or orders of payments; and
- v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- c Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- d A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(h) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means is used to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- e Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- f Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- g A public contract regulated by the Public Contracts Regulations 2015 with**

an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

- h. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19 ESTIMATES / PRECEPTS

- a. The Council shall approve written estimates for the coming financial year at its meeting before the end of January. Once the Estimates have been accepted they shall be known as the Budget.**
- b. Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than 30th October.**

20 EXECUTION AND SEALING OF LEGAL DEEDS

- a. A legal deed shall not be executed on behalf of the council unless authorised by a resolution.**
- b. Subject to standing order 20(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**

21 MANAGEMENT OF INFORMATION

- a. The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal**

data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**
- e To assist councillors and staff such information will normally be printed on pink papers and marked as confidential.

22 HANDLING STAFF MATTERS

- a Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- b The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- c In accordance with standing order 21(a), persons with line management responsibilities shall have access to staff records referred to in standing order 22(a).
- d Access and means of access by keys and/or computer passwords to records of employment referred to in above shall be provided only to the Clerk.
- e The Clerk shall conduct an appraisal of all Council employees and shall keep a written record of it. The Chairman of the Council and the Chairman of Corporate Services Committee or in their absence, the Vice-Chairman of the Council shall conduct an appraisal of the Clerk and shall keep a written record of it. Significant outcomes of the appraisals shall be reported to the Corporate

Services Committee.

- f Any grievance shall be handled in accordance with the Council's approved Grievance policy.
- g Any disciplinary matter shall be handled in accordance with the Council's approved Disciplinary policy.
- h Any staff sickness shall be handled in accordance with the Council's approved Sickness Management policy.

23 VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

24 CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS

- a. Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b. A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c. This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

25 CODE OF CONDUCT AND DISPENSATIONS

See also standing order 1(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting

- after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
 - d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
 - e A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final.
 - f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
 - g Subject to standing orders 25(d) and (f), dispensations requests shall be considered at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required.
 - h **A dispensation may be granted in accordance with standing order 25(e) if having regard to all relevant circumstances the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

26 CODE OF CONDUCT COMPLAINTS

- a Code of conduct complaints will be received, investigated and decided upon by the District or Unitary Council (Central Bedfordshire Council).
- b Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 21 above, report this to the council.
- c Where the notification in standing order 26(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 26(e).
- d The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- e **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

27 RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

28 COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of the council.

29 RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

30 RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 31.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

31. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION (Below is not an exhaustive list).

See also standing order 21

- a The Council may appoint a Data Protection Officer.
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e. **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f. **The Council shall maintain a written record of its processing activities.**

32 STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory or legal requirements,

- shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 21.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
 - d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

APPENDIX A

Procedure for recording meetings

The Openness of Local Bodies Regulations 2014 allows any person attending a public local government meeting to report proceedings by taking photographs, filming, audio recording, or by using social media.

It is courteous to advise the council or committee via the clerk that recording will take place.

Where the council has been notified of filming in advance a notice shall be displayed "Please note that filming, recording or photography may take place at this meeting when the public and press are not lawfully excluded"

1. The council and officers shall afford reasonable facilities for the recording of the meeting.
2. Any filming, recording or photography of meetings shall only be permitted from the Public Seating Areas.
3. No additional lighting or flash photography shall be used except by agreement of the chairman.
4. Recording equipment shall not be left unattended at meetings.
5. Devices that may emit an alarm tone shall be switched to silent mode.
6. Persons recording the meeting shall not interrupt or interfere, or cause to make such noise as the chairman regards as disruptive, while a meeting is in progress. The chairman may direct recordings to stop if the interruption, interference or noise prevents the smooth running of the meeting.
7. Commentary by the recording person(s) shall not be permitted during the recording.
8. Only council members and council officers may be expressly recorded. Permission to record other persons present must be agreed with those persons. Permission to record those under 16 must be given by their parent or guardian.
9. All recording shall be visible to anyone at the meeting.
10. The council shall not be liable for any publishing actions of the person(s) making the recording. Permission to publish content identifying a member of the public is advisable.
11. Recording will be suspended if a resolution is passed by the meeting to exclude the public.
12. Recording will be suspended if the Chairman suspends the meeting due to disorderly conduct.
13. Anyone reporting proceedings by making use of social media should not disturb the business of the meeting,
14. Any kind of reporting or filming of the meeting should be compliant with the Human Rights Act, the Data Protection Act and the laws of libel and defamation.
15. Only the official signed minutes of the council and its committees will be recognised as the formal, statutory and legally binding record of the meeting.



Houghton Regis Town Council

Financial Regulations

Date of Approval:	Town Council 29 th September 2014
Date of Review:	18 th May 2016; 18 th July 2017; 3 rd July 2018; 15 th May 2019

Based on NALC Financial Regulations May 2014 and amended by NALC Financial Briefing F01E-16

Contents

1. GENERAL	2
2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)	4
3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING	6
4. BUDGETARY CONTROL AND AUTHORITY TO SPEND	6
5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS	7
6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS	8
7. PAYMENT OF SALARIES	10
8. LOANS AND INVESTMENTS	10
9. INCOME	11
10. ORDERS FOR WORK, GOODS AND SERVICES	12
11. CONTRACTS	12
12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS	14
13. STORES AND EQUIPMENT	14
14. ASSETS, PROPERTIES AND ESTATES	14
15. INSURANCE	15
16. CHARITIES	15
17. RISK MANAGEMENT	15
18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS	16

These Financial Regulations were adopted by the Council at its Meeting held on 29th September 2014.

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. In accordance with the Council's Staffing Structure, the Clerk / RFO is supported by the Accounts Officer. Where RFO is referred to in the Financial Regulations the Accounts Officer may carry out part or all of the stated requirement under the supervision of the Clerk / RFO.
- 1.10. The RFO;
 - acts under the policy direction of the council;

¹ Model standing orders for councils © 2018, are available via NALC's website.

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.11. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.12. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.13. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.14. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.15. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of the revenue budget provided; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.16. In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC) or *Governance and Accountability for Local Councils in Wales - A Practitioners’ Guide*, available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, the Corporate Services Committee shall consider and verify bank reconciliations (for all accounts) produced by the RFO. The Corporate Services Committee chairman shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

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.
- 3.3 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.
- 3.4 The council shall ensure that a minimum of 3 months net revenue expenditure is in general reserves.
- 3.5 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.
- 3.6 The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue code other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget codes or to an earmarked reserve as appropriate ('virement').
- 4.3. The salary budgets are to be reviewed at least annually in October for the following financial year at the Corporate Services Committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

- 4.4. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.5. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.6. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.7. The RFO shall regularly provide each committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.
- 4.8. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. On a regular basis, and not less than monthly, the RFO shall prepare a schedule of payments requiring authorisation, by two signatories, and present the schedule, together with the relevant invoices. The two signatories shall review the schedule for compliance and, having satisfied themselves shall authorise payment. The approved schedule shall be ruled off and initialled by the two signatories.
- 5.3. A detailed list of all payments shall be disclosed, to members, through the Corporate Services Committee. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.4. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.5. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, within the suppliers payment terms.
- 5.6. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) When a payment is necessary the Clerk / RFO certify that there is no dispute or other reason to delay payment a list of payments shall be submitted to authorised signatories for approval.;
 - b) An expenditure item relating to continuing contracts and obligations provided that a list of such payments shall be submitted to the authorised signatories;
 - c) fund transfers within the councils banking arrangements up to the sum of £50,000, provided that a list of such payments shall be submitted to the authorised signatories.
- 5.7. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council.
- 5.8. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.9. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of the Corporate Services Committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to the authorised signatories shall be signed by two members of council and countersigned by an authorised officer in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at the regular meeting (not less than monthly) of the authorised signatories. Any signatures obtained away from such meetings shall be reported to the authorised signatories.
- 6.7. Payments made by variable Direct Debit, Standing Order, BACS or CHAPS are to be signed by two members and an officer and payments are reported to the authorised signatories.

- 6.8. The approval of the use of Direct Debit, Standing Order, BACS or CHAPS shall be renewed by resolution of the council every year.
- 6.9. If thought appropriate by the Clerk payment for certain items may be made by internet banking transfer provided evidence is retained and any payments are reported to the authorised signatories as made.
- 6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Clerk in a sealed dated envelope.
- 6.11. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely off site.
- 6.13. The council shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, the Clerk /RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written notification by the supplier and supported by authority for change signed by the Clerk.
- 6.17. Any Debit Card issued for use will be specifically restricted to the Clerk / RFO and will also be restricted to a single transaction maximum value of £1000 unless authorised by council or committee in writing before any order is placed.
- 6.18. Any corporate credit card or trade card account opened by the council shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.19. The Clerk / RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Clerk / RFO with a claim for reimbursement.
 - a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

- b) The RFO shall maintain as postage float of up to £800 for the purpose of postage.
- c) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- d) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Corporate Services Committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by the internal auditor;
 - b) by the external auditor; or
 - c) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.

- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.4. The Council shall ensure the approved Banking Arrangements, Investment Strategy and Investment Arrangements are in accordance with relevant regulations, proper practices and guidance and shall be reviewed by the council at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. A schedule of Purchase Orders shall be maintained by the RFO for all work, goods and services unless a formal contract is to be prepared.
- 10.2. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (1) below.
- 10.3. A member may not issue an official order or make any contract on behalf of the council.
- 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.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts

Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders¹⁸ and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £250 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.2 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

² The regulations require councils to use the Contract Finders website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a. For public supply and public service contracts £181,302
- b. For public works contracts £4,551,413

⁴ Based on NALC's model standing order 18 © 2018 National Association of Local Councils

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with

any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.

- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the Clerk/ RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

- 17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.

- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

* * *

Date	Month		Day	Committee meeting	Event	Lead Officer	Time
12th	April	2021	Monday	Annual Town's Meeting		Town Clerk	7pm
13th	April	2021	Tuesday	Personnel Sub-Committee		Corporate Services Manager	6pm
19th	April	2021	Monday	Leaders Briefing		Town Clerk	3.00pm
19th	April	2021	Monday	Planning		Corporate Services Manager	7pm
21st	April	2021	Wednesday	Combating Crime Working Group		Community Development Officer	11am
26th	April	2021	Monday	XXXXXXXXXX			
27th	April	2021	Tuesday	Town Partnership		Town Clerk	7pm
29th	April	2021	Thursday	Events Working Group		Civic & Events Officer	5pm
3rd	May	2021	Monday	<i>Bank holiday</i>			
4th	May	2021	Tuesday	Planning		Corporate Services Manager	7pm
5th	May	2021	Wednesday	Town Council (AGM) <i>N.B. If meeting guidelines change to allow virtual meetings to be held after 7th May, this meeting will be rescheduled for 19th May 2021.</i>	Inauguration	Town Clerk	7pm
17th	May	2021	Monday	<i>Leaders Briefing</i>		<i>Town Clerk</i>	<i>3.00pm</i>

19th	May	2021	Wednesday	Combating Crime Working Group		Community Development Officer	11am
24th	May		Monday		Launch Family Cooking Challenge and creative art Challenge	Community Development Officer	NA
24th	May	2021	Monday	Proposed new Cemetery Sub-committee		Town Clerk	6pm
24th	May	2021	Monday	Planning		Corporate Services Manager	7.00pm
1st, 2nd & 3rd	June		Tues-Thurs		Pick up a cooking challenge pack or creative art pack from HHP	Community Development Officer	11-2pm
1st	June	2021	Tuesday	Member Open Session		Town Clerk	6pm
1st	June	2021	Tuesday	Corporate Services		Corporate Services Manager	7pm
3rd	June	2021	Thursday	Events Working Group		Civic and Events Officer	5pm
4th	June		Friday		Virtual Family Cooking lesson and creative art winners	Community Development Officer	1-3pm
7th	June	2021	Monday	Environment & Leisure		Town Clerk	7pm
10th	June	2021	Thursday		Prince Philip's Birthday	Civic and Events Officer	
28th	June	2021	Monday	Town Council		Town Clerk	7pm
14th	June	2021	Monday	Planning		Corporate Services Manager	7pm
16th	June	2021	Wednesday	Combating Crime Working Group		Community Development Officer	11am

21st	June	2021	Monday	Community Services		Town Clerk	7pm
	July				Skate Jam Event	Community Development Officer	
5th	July	2021	Monday	Planning		Corporate Services Manager	7pm
8th	July	2021	Thursday	Events Working Group		Civic and Events Officer	5pm
12th	July	2021	Monday	Personnel Sub-Committee		Corporate Services Manager	6pm
20th	July	2021	Tuesday	Town Partnership		Town Clerk	7pm
21st	July	2021	Wednesday	Combating Crime Working Group		Community Development Officer	11am
26th	July	2021	Monday	Planning		Corporate Services Manager	7pm
	July	2021			Carnival	Civic and Events Officer	
27th	July		Tuesday		Open Air Cinema	Community Development Officer	6-8pm
2nd	August	2021	Monday	XXXXXXXXXX			
9th	August	2021	Monday	XXXXXXXXXX			
10th	August		Tuesday		Family Zumba on the green	Community Development Officer	2-4pm
16th	August	2021	Monday	Planning		Corporate Services Manager	7pm
17th	August		Tuesday		Family Circus	Community Development Officer	2-4pm

18th	August	2021	Wednesday	Combating Crime Working Group		Community Development Officer	11am
24th	August		Tuesday		Family Sports Day	Community Development Officer	1-4pm
26th	August	2021	Thursday	Events Working Group		Civic and Events Officer	5pm
30th	August	2021	Monday	<i>Bank holiday</i>			
31st	August		Tuesday		Family Picnic Party and the Sunflower Competition Winner	Community Development Officer	2-4pm
TBC	September		TBC		Houghton Together Event	Community Development Officer	TBC
	September	2021			Houghton Rocks	Civic and Events Officer	
6 th	<i>September</i>	<i>2021</i>	<i>Monday</i>	<i>Leaders Briefing</i>		<i>Town Clerk</i>	<i>3.00pm</i>
6th	September	2021	Monday	Community Services		Town Clerk	7pm
7 th	<i>September</i>	<i>2021</i>	<i>Tuesday</i>	<i>Member Open Session</i>		<i>Town Clerk</i>	<i>6pm</i>
7th	September	2021	Tuesday	Planning		Corporate Services Manager	7pm
13th	September	2021	Monday	Corporate Services		Corporate Services Manager	7pm
15th	September	2021	Wednesday	Combating Crime Working Group		Community Development Officer	11am
20th	September	2021	Monday	Environment & Leisure		Town Clerk	7pm

27th	September	2021	Monday	Proposed new Cemetery Sub-committee		Town Clerk	6pm
27th	September	2021	Monday	Planning		Corporate Services Manager	7pm
30th	September	2021	Thursday	Events Working Group		Civic and Events Officer	5pm
4th	October	2021	Monday	Town Council		Town Clerk	7pm
11th	October	2021	Monday	Personnel Sub-Committee		Corporate Services Manager	6pm
18th	October	2021	Monday	Planning		Corporate Services Manager	7pm
19th	October	2021	Tuesday	Town Partnership		Town Clerk	7pm
20th	October	2021	Wednesday	Combating Crime Working Group		Community Development Officer	11am
25th	October	2021	Monday	Community Services (Grants)		Town Clerk	7pm
28th-29th	October		Thurs-Fri		Halloween Event with Youth Council	Community Development Officer	6-8pm
28th	October	2021	Thursday	Events Working Group		Civic and Events Officer	5pm
TBC	November	2021	TBC		Celebration of Christmas	Civic and Events Officer	TBC
1st	November	2021	Monday	Leaders Briefing		Town Clerk	3.00pm
1st	November	2021	Monday	Community Services		Town Clerk	7pm

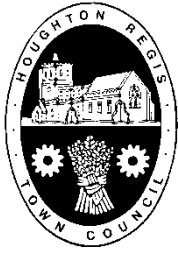
7th	November	2021	Sunday		Fireworks Display	Civic and Events Officer	
8th	November	2021	Monday	Planning		Corporate Services Manager	7pm
11th	November	2021	Thursday		Armistice Day	Civic and Events Officer	
14th	November	2021	Sunday		Remembrance Sunday	Civic and Events Officer	
15th	November	2021	Monday	Member Open Session		Town Clerk	6pm
15th	November	2021	Monday	Environment & Leisure		Town Clerk	7pm
17th	November	2021	Wednesday	Combating Crime Working Group		Community Development Officer	11am
22nd	November	2021	Monday	Corporate Services		Corporate Services Manager	7pm
26th	November		Friday		Crafty November	Community Development Officer	3-5pm
29th	November	2021	Monday	Planning		Corporate Services Manager	7pm
	December				Santa's Grotto		
2nd	December	2021	Thursday	Events Working Group		Civic and Events Officer	5pm
4th	December	2021	Saturday		Mayors Carol Service	Civic and Events Officer	
6th	December	2021	Monday	Leaders Briefing		Town Clerk	3.00pm
11th	December	2021	Saturday		Santa's Grotto	Civic and Events Officer	

13th	December	2021	Monday	Town Council		Town Clerk	7pm
15th	December	2021	Wednesday	Combating Crime Working Group		Community Development Officer	11am
20th	December	2021	Monday	Planning		Corporate Services Manager	7pm
27th	December	2021	Monday	<i>Bank Holiday</i>			
3rd	January	2022	Monday	<i>Bank Holiday</i>			
24th	January	2022	Monday	Personnel Sub-Committee		Corporate Services Manager	6pm
10th	January	2022	Monday	Planning		Corporate Services Manager	7pm
17th	January	2022	Monday	Town Council		Town Clerk	7pm
19th	January	2022	Wednesday	Combating Crime Working Group		Community Development Officer	11am
20th	<i>November</i>	<i>2021</i>	<i>Monday</i>	<i>Member Open session</i>		<i>Town Clerk</i>	
25th	January	2022	Tuesday	Town Partnership		Town Clerk	7pm
31st	January	2022	Monday	Proposed new Cemetery Sub-committee		Town Clerk	6pm
31st	January	2022	Monday	Planning		Corporate Services Manager	7pm
3rd	February	2022	Thursday	Events Working Group		Civic and Events Officer	5pm
7th	<i>February</i>	<i>2022</i>	<i>Monday</i>	<i>Leaders Briefing</i>		<i>Town Clerk</i>	<i>3.00pm</i>

7th	February	2022	Monday	Community Services		Town Clerk	7pm
12th	February	2022	Saturday		Pride of Houghton Awards	Civic and Events Officer	
14th	February	2022	Monday	Environment & Leisure		Town Clerk	7pm
16th	February	2022	Wednesday	Combating Crime Working Group		Community Development Officer	11am
21st	February	2022	Monday	New Office Provisions Sub-Committee		Town Clerk	6pm
21st	February	2022	Monday	Planning		Corporate Services Manager	7pm
25th	February		Friday		Exotic Pet Day	Community Development Officer	3pm - 5.30pm
21st	February	2022	Monday	Member Open Session		Town Clerk	6pm
28th	February	2022	Monday	Corporate Services		Corporate Services Manager	7pm
3rd	March	2022	Thursday	Events Working Group		Civic and Events Officer	5pm
14th	March	2022	Monday	Planning		Corporate Services Manager	7pm
16th	March	2022	Wednesday	Combating Crime Working Group		Community Development Officer	11am
21st	March	2022	Monday	Town Council		Town Clerk	7pm
25th	March		Friday		Community Engagement Day	Community Development Officer	3.30-5.30pm
31st	March	2022	Thursday	Events Working Group		Civic and Events Officer	5pm

4th	April	2022	Monday	Planning		Corporate Services Manager	7pm
9th	April	2022	Saturday		Easter Egg Hunt	Civic and Events Officer	
11th	April	2022	Monday	Leaders Briefing		Town Clerk	3.00pm
11th	April	2022	Monday	Annual Towns' Meeting		Town Clerk	7pm
18th	April	2022	Monday	Bank holiday			
19th	April	2022	Tuesday	Personnel Sub-Committee		Corporate Services Manager	6pm
20th	April	2022	Wednesday	Combating Crime Working Group		Community Development Officer	11am
25th	April	2022	Monday	Proposed new Cemetery Sub-committee		Town Clerk	6pm
25th	April	2022	Monday	Planning		Corporate Services Manager	7pm
26th	April	2022	Tuesday	Town Partnership		Town Clerk	7pm
28th	April	2022	Thursday	Events Working Group		Civic and Events Officer	5pm
2nd	May	2022	Monday	Bank holiday			
9th	May	2022	Monday	XXXXXXXXXX			
11th	May	2022	Wednesday	Town Council (AGM)		Town Clerk	7pm
16th	May	2022	Monday	Planning		Corporate Services Manager	7pm

18th	May	2022	Wednesday	Combating Crime Working Group		Community Development Officer	11am
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Date:	22nd March 2021
Title:	NEIGHBOURHOOD PLAN – FUNDING REQUEST
Purpose of the Report:	To provide members with information in support of a funding request from the Neighbourhood Plan Steering Group.
Contact Officer:	Debbie Marsh, Corporate Services Manager

1. RECOMMENDATION

To approve a budget of £6000, from budget heading 401-4001-4062 which will be offset by a transfer in from EMR330, to enable the Neighbourhood Plan Steering Group to undertake a public consultation on the Town Councils draft Neighbourhood Plan.

2. BACKGROUND

The Neighbourhood Plan Steering Group, under their Terms of Reference, does not have any budgetary control.

In previous years the Town Council has been successful in being awarded a grant, from the Ministry for Housing, Communities, and Local Government (MHCLG formerly DCLG) in support of producing their Neighbourhood Plan.

Due to the Covid 19 restrictions the progression of the public consultation had to be put on hold. Under the criteria of the grant funding any underspend had to be paid back on the 31st March 2020.

Currently there is no indication of when applications for grant funding for the year 2021/2022 will open.

3. INFORMATION

The Neighbourhood Plan Steering Group met on the 16th February 2021 and agreed to no longer wait in moving forward with their public consultation. However, as stated above the group does not have the budget to support this.

The request for support for Town Council funding was presented to the Planning Committee, at their meeting held on the 8th March 2020 as per section 8.2 of the Neighbourhood Plan Steering Group Terms of Reference

- ***HRNPSG will notify the Town Council (via the Planning Committee) of any planned expenditure before it is incurred***

At the planning meeting members unanimously agreed to support this request that recommended funding should come from the Town Council, at this time.

Members are advised that there may be an opportunity to offset some of the costs with a grant, if awarded. However, grants cannot be applied for retrospectively.

The expense would be allocated to 401-4062 and offset by a transfer in from EMR330.

4. COUNCIL VISION

Aspiration

To effectively and proactively represent our community

Objective 3.7

To communicate well with residents and stakeholders

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications

Legal Implications

- The Town Council needs to go through a statutory public consultation before it can then submit its Neighbourhood Plan for referendum

Financial Implications

- There are no financial implications as there is budget provision.

Risk Implications

- A risk to reputation, if this process is stalled for longer
- Lack of local planning policies to help form the outcome of planning applications when being determined by the Local Planning Authority.

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 arising from the recommendations

6. CONCLUSION AND NEXT STEPS

As the opportunity for grant funding is currently not available and the Town Council has the funds earmarked for this project, it is proposed to support the request for funding to enable the Draft Neighbourhood Plan to progress to public consultation stage.

7. APPENDICES

None