

# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr C L Copleston** Tel: 01582 708540

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

14<sup>th</sup> June 2021

## HOUGHTON REGIS TOWN COUNCIL MEETING

**To: All Town Councillors**

### Notice of Meeting

You are hereby summoned to a meeting of the Houghton Regis Town Council to be held on **Monday 21st June 2021 at 7.00pm** to be held at **Houghton Regis Memorial Hall**.

**Clare Evans**  
Town Clerk

**THIS MEETING MAY BE  
RECORDED<sup>1</sup>**

### AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. QUESTIONS FROM THE PUBLIC**

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

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

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

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

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

- 4. MINUTES**

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<sup>1</sup> 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.*

*Pages 6 - 18*

To approve the minutes of the meeting held on 5th May 2021.

**Recommendation:**        **To approve the Minutes of the meeting held on 5th May 2021.**

## **5. COMMITTEE AND WORKING GROUP MINUTES**

*Pages 19 - 45*

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

Corporate Services Committee	1 <sup>st</sup> March and 15 <sup>th</sup> March 2021
Community Services Committee	None to present
Environment & Leisure Committee	22 <sup>nd</sup> February 2021
Planning Committee	19 <sup>th</sup> April and 4 <sup>th</sup> May 2021
Town Partnership Committee	None to present

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

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

New Office Provisions Sub-Committee	None to present
New Cemetery Sub-Committee	None to present

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

- **11532: To recommend to Town Council the adoption of the Town Councils Stress Policy**
- **11536: To recommend to Town Council the adoption of the Town Councils Leave Entitlement 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. COMMITTEE MEMBERSHIP**

*Pages 46 - 47*

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Due to the timing of the last meeting and of the by-election it was not possible to complete the membership on Committees, Sub Committees and Working Groups at the AGM on 5<sup>th</sup> May 2021.

As such Members are requested to approve membership on the Town Council's Committees, Sub Committees, Working and other Groups as attached.

It is highlighted that at the Environment & Leisure Committee on 7<sup>th</sup> June it was agreed to establish an Allotments Working Group. Membership on this has been included in the attached and 5 members have put themselves forward. As this is a Working Group it is suggested that the meetings be scheduled to be held on a 6-week basis at 3pm on a Tuesday: the following list of meeting dates will be inserted into the Council Calendar of Meetings and Events:

13<sup>th</sup> July 2021  
24<sup>th</sup> August 2021  
5<sup>th</sup> October 2021  
16<sup>th</sup> November 2021  
4<sup>th</sup> January 2022  
15<sup>th</sup> February 2022  
29<sup>th</sup> March 2022  
10<sup>th</sup> May 2022

If meetings are required more frequently, they will be arranged on an as required basis.

**Recommendation:**

- 1. To approve membership on the Town Council's Committees, Sub Committees, Working and other Groups as attached;**
- 2. To approve the list of meeting dates for the Allotments Working group and for these to be inserted in the Council Calendar.**

## **9. REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

Due to the timing of the last meeting and of the by-election it was not possible to complete the nominations of representatives to outside organisations at the AGM on 5<sup>th</sup> May 2021.

Members are requested to appoint a further representative to the Bedfordshire Association of Town & Parish Councils. Cllr C Slough has offered to fill this nomination.

**Recommendation:** **To appoint Cllr C Slough as the third representative on the Bedfordshire Association of Town & Parish Councils.**

## **10. YEAR END ACCOUNTS**

*Pages 48 - 50*

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

## **11. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2020/2021 ANNUAL INTERNAL AUDIT REPORT 2020/2021**

*Pages 51 - 56*

In accordance with Financial Regulation 2.3, Members are presented with the completed Annual Internal Audit Report and supporting paperwork as part of the Annual Governance & Accountability Return, for the year ended 31st March 2020.

Members are advised that the internal auditor completed the year end internal audit on 24th May 2021.

There are no recommended actions to be considered. However, one issue relating to the petty cash records was discussed with the Clerk and it was agreed to reinstate the use of the summary record of petty cash expenditure. The maintenance of this record allows easy recording of the type of expenditure so it can be coded appropriately. The expenditure of petty cash during 2020/21 was very limited due to home working. As office working is now resuming it is anticipated that petty cash transactions are likely to increase. Members are advised that the recording of petty cash expenditure has been actioned.

**Recommendation: To receive the Annual Internal Audit Report 2020/2021.**

**12. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2020/2021  
SECTION 1 - ANNUAL GOVERNANCE STATEMENT**

*Page 57*

In accordance with Financial Regulation 2.3, a draft completed version of Section 1 – Annual Governance Statement of the Annual Governance & Accountability Return, for the year ended 31st March 2021 is attached for consideration and approval.

**Recommendation: To approve Section 1 – Annual Governance Statement of the Annual Governance & Accountability Return for the year ended 31st March 2021.**

**13. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2020/2021  
SECTION 2 – ACCOUNTING STATEMENTS**

*Page 58 - 73*

In accordance with Financial Regulation 2.3, Section 2 – Accounting Statements of the Annual Governance & Accountability Return and the supporting Statement of Accounts for the year ended 31st March 2021 is attached for consideration and approval subject to external audit.

**Recommendation: To approve Section 2 – Accounting Statements of the Annual Governance & Accountability Return for the year ended 31st March 2021 subject to external audit.**

**14. DIGITALISING DOCUMENTATION**

*Page 74*

Members will find attached a paper prepared by Houghton Regis Heritage Society (HRHS) suggesting the digitalisation of Minutes and other documentation of the council. Roger Turner from the HRHS will be attending the meeting to present the report.

**Recommendation: The support the project in principle subject to further information being provided.**

**15. BANK MANDATE**

In order for the bank mandate to be updated, members are advised that NatWest require the council to confirm who registered signatories are to be. Members are reminded that the mandate is set up to be 2 signatories from Group A (members) and 1 signatory from Group B (officers). The following is suggested:

Group A - current serving councillors

Group B – Clerk & RFO, Head of Democratic Services, Head of Grounds Operations, Corporate Services Manager

**Recommendation: To approve the bank mandate be set up as follows:**

- **2 signatories from Group A (members) and 1 signatory from Group B (officers);**
- **Group A to comprise current serving councillors**
- **Group B to comprise Clerk & RFO, Head of Democratic Services, Head of Grounds Operations, Corporate Services Manager**

**To remove all other signatories.**

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**Town Council**  
**Minutes of the meeting held**  
**5<sup>th</sup> May 2021 at 7.00pm**

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

Officers: Clare Evans Town Clerk  
Louise Senior Head of Democratic Services  
Sarah Gelsthorp Civic and Events Officer

Public: 7

**11592 ELECTION OF THE TOWN MAYOR**

The retiring Town Mayor, Cllr McMahan, invited nominations for the position of Town Mayor for the period May 2021 to May 2022.

Nominee Cllr C Copleston Nominated by: Cllr M Kennedy  
Seconded by: Cllr A Slough

There were no other nominations.

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

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

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

*Councillors, friends, family members and members of the public, I would like to thank my fellow councillors for electing me as your mayor to serve for the forthcoming year. May I take this opportunity to thank Cllr McMahan for her contribution as Mayor, and Cllr Thorne as deputy mayor of Houghton Regis over the past year. I also look forward to working with the new Deputy Mayor in the year ahead.*

*I feel it is both an honour and a privilege to accept this position as Mayor and I very much look forward to this coming year, meeting and greeting members of the community, attending events and functions both locally and further afield as requested. I will carry out my duties with pride and dignity and to the best of my ability. It has been a challenging and difficult time as we all faced a global pandemic over the past year, but as we move*

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*forwards, towards better and brighter times, it is essential that we continue to work together, to stay safe and be kind to one another.*

*I look forward to working with the staff of Houghton Regis Town Council who are an exceptional and dedicated team and who do an outstanding job here at the town council.*

A vote of thanks to the retiring Mayor was invited.

Cllr Carroll proposed a vote of thanks to the retiring Town Mayor, Cllr McMahon, noting that the term was initially for four months which led on to the following year due to Covid, with a special acknowledgment for all her fundraising achievements during this difficult year, much of which had been virtual.

Cllr McMahon gave a retiring speech.

Highlighted was the exceptionally difficult year it had been with the serious impact Covid had had on lives. Despite many events being moved online, money had been raised for her chosen charities with additional support given to extra charities in response to the pandemic. Events had been a stay at home quiz, a honour based plant sale from her home, a Christmas card competition, a Halloween pumpkin carving competition and a Christmas raffle held live from her living room. The launch of the poppy appeal in October was attended and she was privileged to have attended the wreath laying ceremony in person. Christmas gifts had been sent to schools as Santa's Grotto had been cancelled, but it was hoped that the Santa float had brought some cheer to local residents. Easter eggs had been sent to local schools both in 2020 and 2021. Cllr McMahon had been honoured to attend some online events which included the High Sherriff's Commissioning Service for the Deputy Lieutenant and High Sherriff's award ceremony and had created several videos for Houghton Regis Town Council social media sites. Despite the limitations of the term, through fundraising and donations, £1,000 was donated to Juvenile Diabetes Research Foundation, £1,000 to shelter, £100 to Royal British Legion, arts and craft equipment was sent to the children's centre and a further £200 to the food bank.

Special thanks went to the Deputy Mayor, Cllr Thorne. Cllr Thorne received the Past Mayors Badge in appreciation of the services provided during the course of her deputy mayoral year to the Town Council and its community.

Cllr McMahon advised members that the consort badge would be given to her niece for her support, however further thanks and gratitude went to Cllrs Carroll, Wattingham, Farrell, Goodchild and Copleston for their support throughout her term. Additional thanks went to former Cllr David Abbott and his wife who attended and supported events. Special thanks also went to Civic and Events Officer who kept her on track. Final words were to wish the new Town Mayor the very best of luck.

The Town Mayor, Cllr Copleston, welcomed her appointment and announced that her charities for the year were the Firefighters Charity and SSAFA. She had also chosen a theme for the coming year of dignity and kindness. Cllr Copleston announced that her husband would be her consort for her year in term.

## **11593 ELECTION OF THE DEPUTY MAYOR**

The Town Mayor invited nominations for the position of Deputy Mayor for the period May 2021 to May 2022.

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Nominee	Cllr Y Farrell	Nominated by:	Cllr Jones
		Seconded by:	Cllr Kennedy

There were no other nominations.

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

The new Deputy Mayor read and signed the 'Declaration of Acceptance of Office' and adorned the Chain of Office.

#### **11594 APOLOGIES FOR ABSENCE**

None.

#### **11595 QUESTIONS FROM THE PUBLIC**

None.

#### **11596 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

#### **11597 MINUTES**

To approve the minutes of the meeting held on 22<sup>nd</sup> March 2021.

**Resolved: To approve the minutes of the meeting held on 22<sup>nd</sup> March 2021 and for these to be signed by the Chairman.**

#### **11598 COMMITTEE AND WORKING GROUP 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	8th March 2021 and 29th March 2021
Partnership Committee	26th January 2021

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

New Office Provisions Sub Committee	None to present
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To receive the minutes of the following working group and consider any recommendations contained therein

Proposed New Cemetery Working Group	None to present
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**Resolved: To receive the Minutes detailed above.**

## **11599 COUNCIL CALENDAR FOR 2021-22**

The draft Council Calendar, including meeting dates, member training and briefing dates, and council and civic event dates, for 2021/22 was presented at the Town Council meeting held on the 22<sup>nd</sup> March 2021. At this meeting Members noted the draft Council Calendar and recommended its approval at the Annual Meeting of Town Council, subject to some alterations as listed under Minute 11563, Strategic Policies 2021/22. In addition, the following alterations had been included:

Town Council changed from 28<sup>th</sup> June 2021 to 21<sup>st</sup> June 2021

Community Services Committee changed from 21<sup>st</sup> June 2021 to 28<sup>th</sup> June 2021

Members requested that two additional anomalies be amended:

Meetings shown on 6<sup>th</sup> September 2021 should show as Monday

Members open session shown as 21<sup>st</sup> February 2021 changed to 28<sup>th</sup> February 2021

It was queried whether it was the Town Council's intention to offer member training, in-house or training offered by the BATPC.

*Cllr Dixon-Wilkinson joined the meeting (7.25pm)*

Members were advised that NALC would continue to offer extensive training which should cover most training requirements, however in-house training could be organised for specific requirements.

The approval of the calendar of council meetings including the time and place of ordinary meetings of the council up to an including the next annual meeting of the council was in accordance with Standing Order 4.j.ix.

From 7<sup>th</sup> May the provision under 'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020' for the council to be able to meet remotely was removed. However, the difficulty was that for a period of time after 7<sup>th</sup> May national restrictions were in place which sought to limit the number of households who could meet inside. If the roadmap was followed hopefully this period would only be until 21<sup>st</sup> June. There were a number of council meetings scheduled to take place during this period.

Members were requested to consider how the council should operate during this interim period and were referred to the received report.

Members were advised that for the full Town Council meeting scheduled for the 21<sup>st</sup> June 2021, the Memorial Hall had been booked to allow for social distancing.

- Resolved:**
- 1. To approve the Council Calendar for 2021/22;**
  - 2. From 7<sup>th</sup> May and until national restrictions are lifted for meetings of the council to be held:**
    - in person with restrictions in place on the number of public who can be present and to offer remote access to other Cllrs and members of the public who wish to attend**
    - in accordance with the Guidance Notes for Covid Secure Meetings**

## 11600 COMMITTEE FUNCTIONS & TERMS OF REFERENCE

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

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

The approved Committee Functions & Terms of Reference were reviewed at the Town Council meeting held on the 22<sup>nd</sup> March 2021. As detailed under Minute 11563, Strategic Policies 2021/22. The amendments suggested were discussed and considered suitable. As such the attached revised Committee Functions & Terms of Reference was presented for formal approval.

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

## 11601 COMMITTEE, SUB-COMMITTEE & WORKING GROUP MEMBERSHIP

Members were requested to:

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

The following summarises the committee structure and associated membership:

### *Standing Committees*

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

### *Joint Committees*

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

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

### *Working Groups*

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

### *Steering Groups*

Houghton Regis Neighbourhood Plan	5 members
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\* To be appointed from Corporate Services Committee

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

Members were referred to proposed membership details as requested by councillors.

Cllr Jones proposed that he sit on Events Working Group, for the interim, to fill one of the vacancies.

Cllr Kennedy proposed that he sit on Events Working Group to fill one of the vacancies, leaving.

It was suggested that the appointment of Chairs to Standing Committees be deferred and delegated to the first meeting of the Standing Committee. It was highlighted that deferring the appointment of Chairs could cause an administrative issue when composing agendas.

Members suggested for the interim an informal arrangement be agreed for the Standing Committee Chairs from 2020/21 to be the officer point of contact. To enable this to happen the following was proposed:

Suspension of Standing Order 6 D V in order to defer the appointment of committee Chairs until the first meeting of the Standing Committee.

Proposed by: Cllr Wattingham seconded by: Cllr Slough  
All in favour.

Members considered and voted on Recommendation 1:

Proposed by: Cllr Kennedy seconded by: Cllr Jones  
All in favour.

**Resolved: To nominate and approve membership on the Town Council's Committees, Sub Committees, Working and other Groups, as attached.**

## 11602 REPRESENTATIVES ON OUTSIDE ORGANISATIONS

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

Members received the list of outside organisations with nominations to which the Council appointed representatives in 2021/22. Members were invited to appoint representatives to these outside organisations for 2021/22.

### *Reporting Mechanisms*

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

Members were advised that there was a vacancy on the Bedfordshire Association Town and Parish Councils (BATPC).

Members were advised that one member of council was invited to sit on the Houghton Regis North Stakeholder Group Committee, however, two members had requested to represent Houghton Regis Town Council: Cllr Carroll and Cllr Jones.

Members agreed to defer the appointment of a representative for the Houghton Regis Aspirations Group until the next Town Partnership Committee meeting.

Cllr Slough stated that she was unable to continue attending CHEWS meetings as they were held during the working day, Cllr Kennedy agreed to attend the next CHEWS meeting scheduled for 8<sup>th</sup> June in lieu of a member being appointed at the Town Council meeting 21<sup>st</sup> June 2021.

Cllr Carroll advised members that he withdrew his interest on sitting on the Houghton Regis North Stakeholder Group Committee.

Cllr Jones was duly appointed to the Houghton Regis North Stakeholder Group Committee.

**Resolved:** 1. **To appoint the councillor representatives for the listed outside organisations for 2021/22, as attached;**  
2. **To note the reporting back mechanism as set out.**

#### 11603 STANDING ORDERS

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

Standing Orders are ‘the written rules of a local council. they are used to confirm a council’s internal organisational and administrative procedures, procurement and procedural matters for meetings’. <sup>1</sup>

The approved Standing Orders were reviewed at the Town Council meeting held on the 22<sup>nd</sup> March 2021. Standing Orders were presented for formal approval.

**Resolved:** **To approve Standing Orders.**

#### 11604 FINANCIAL REGULATIONS

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

Financial Regulations were ‘the “standing orders” of a local council that regulate and control its financial affairs and accounting procedures’. <sup>2</sup>

The approved Financial Regulations were reviewed at the Town Council meeting held on the 22<sup>nd</sup> March 2021.

Amendments were suggested in relation to the public procurement threshold values which had been altered due to the departure of the UK from the EU. As such the revised Financial Regulations were presented for formal approval.

**Resolved:** **To approve Financial Regulations.**

<sup>1</sup> Local Councils Explained, NALC

<sup>2</sup> Local Councils Explained, NALC

**11605 SCHEME OF DELEGATION**

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

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

The approved Scheme of Delegation was reviewed at the Town Council meeting held on 22<sup>nd</sup> March 2021. The Scheme of Delegation was presented for formal approval.

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

**11606 GENERAL POWER OF COMPETENCE**

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

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

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

**11607 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 McMahon provided feedback on queries raised at the Town Partnership Committee meeting regarding parking at Houghton Hall Park, the reopening of toilet facilities and the reopening of the visitor centre.

Cllr McMahon had attended Houghton Hall Park MAG meeting and provided members with an update on the issues raised at the Town Partnership Committee meeting. The car park was currently leased by Whitbread, Central Bedfordshire Council were looking to cease that contract which would allow CBC to utilise this section of the car park. The toilet facilities remain unopened due to Covid restrictions and the need for the building to be Covid compliant.

Cllr Kennedy attended Houghton Hall Park Project Board meeting, a Central Bedfordshire Council Executive member was in attendance and members were advised that discussions were being held regarding the reopening of the visitor centre.

Cllr Thorne updated members on Dial-a-Ride who were hoping to purchase two newer buses and retire the oldest of their fleet.

## 11608 WELCOME BACK FUND

Members were advised that CBC had invited town councils to take advantage of the Government's Welcome Back Fund.

A response to CBC was required by 28<sup>th</sup> May 2021.

Points to highlight include:

1. Revenue funding only
2. Not to replace committed expenditure
3. Can support neighbourhood centres
4. £15,000 has been allocated to Houghton Regis
5. CBC will require the Council to sign a SLA based around the submitted bid
6. Completion date of 31<sup>st</sup> March 2022
7. Can be used for:
  - Communications and public information activity to ensure that reopening of local economies can be managed successfully and safely – High Street Ambassadors / Wardens
  - Business facing awareness raising activities to ensure that reopening of local economies can be managed successfully and safely
  - Temporary public realm changes to ensure that reopening of local economies can be managed successfully and safely
  - Support to promote a safe public environment for a local area's visitor economy – includes events such as a town relaunch, market stall covering, gazebos, signage, lights, benches, green spaces, websites and apps
  - Support local authorities to develop plans for responding to the medium-term impact of Covid-19 including trialling new ideas particularly where these relate to the High Street

Due to the timing of this information being received and the publication of the agenda only preliminary thought had been given to a suitable funding bid. These suggestions were put forward:

1. Welcome back Events in Bedford Square (£4,000), Neptune Square (£2,000) and Hillborough Crescent (£2,000) comprising family-based activities / entertainment
2. Local retail and business app / website to promote the local offer, promote special offers

Other suggestions were welcomed.

Members were requested to nominate two councillors to meet with the Clerk to develop these ideas further and to put forward the bid to CBC.

Members acknowledged that funding would be beneficial for the town. Members highlighted that this funding could be used to develop a town plan.

Members expressed disappointment at the funding allocations with other towns receiving more funding than Houghton Regis.

Members were advised of a revised deadline date for bid submissions of 24<sup>th</sup> May 2021.

Members agreed for three councillors to work with officers to develop the Houghton Regis Welcome Back Fund bid: Cllr Thorne, Cllr McMahon and Cllr Kennedy.

- Resolved:**
- 1. To support the CBC Welcome Back Fund initiative;**
  - 2. To nominate Cllr Thorne, Cllr McMahon and Cllr Kennedy to work with officers to develop the Houghton Regis Welcome Back Fund bid.**

**The Chairman declared the meeting closed at 8.24pm**

**Dated this                      day of                      2021**

**Chairman**

DRAFT



**HOUGHTON REGIS TOWN COUNCIL**  
Peel Street, Houghton Regis, Bedfordshire LU5 5EY

**COMMITTEE MEMBERSHIP 2021/2022**

**STANDING COMMITTEES – 2021/2022**

**Corporate Services**

Cllrs:

J Carroll, C Copleston, S Goodchild, D Jones, M Kennedy, K Wattingham, **Vacancy**

**Environment & Leisure**

Cllrs:

D Dixon Wilkinson, Y Farrell, T McMahon, R Morgan, A Slough, S Thorne, **Vacancy**

**Planning**

Cllrs:

J Carroll, D Dixon Wilkinson Y Farrell, D Jones, M Kennedy, R Morgan, **Vacancy**

**Community Services**

Cllrs:

C Copleston, T McMahon, S Goodchild, A Slough, S Thorne, K Wattingham, **Vacancy**

**OTHER COMMITTEES – 2021/2022**

**Town Partnership**

Cllrs:

T McMahon, D Jones, K Wattingham, M Kennedy

**SUB-COMMITTEES – 2021/2022**

**Complaints Sub-Committee**

**(Reporting to Town Council)**

Cllrs: To be appointed as required.

**Complaints Appeal Sub-Committee**

**(Reporting to Town Council)**

Cllrs: To be appointed as required.

**Disciplinary, Grievance & Appeals Sub-Committee**

**(Reporting to Corporate Services, comprising members of Corporate Services)**

Cllrs: To be appointed as required.

**Personnel Sub Committee**



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**(Reporting to Corporate Services, comprising members of Corporate Services)**

Cllrs:

J Carroll, D Jones, M Kennedy, K Wattingham,

**New Office Sub Committee**

Cllrs:

D Dixon Wilkinson, D Jones, T McMahon, A Slough, S Thorne

**New Cemetery Sub Committee****(Reporting to Town Council)**

Cllrs:

J Carroll, Y Farrell, M Kennedy, R Morgan, A Slough, S Thorne

**WORKING GROUPS – 2021/2022****Events Working Group****(Reporting to Community Services)**

Cllrs:

Y Farrell, T McMahon, A Slough, D Jones, K Wattingham, M Kennedy, **Vacancy****Pride of Houghton Awards Working Group****(Reporting to Community Services)**

Cllrs:

J Carroll, D Dixon Wilkinson, S Thorne,

**Combating Crime Working Group****(Reporting to Community Services)**

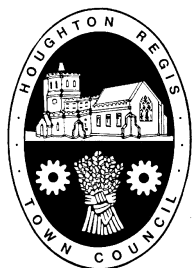
Cllrs:

C Copleston, Y Farrell, M Kennedy, T McMahon, K Wattingham,

**Neighbourhood Plan Steering Group****(Reporting to Planning)**

Cllrs:

J Carroll, D Dixon Wilkinson, S Goodchild, D Jones, M Kennedy



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

## Outside Organisations – 2021/22

Outside Organisations	Member	Meetings details
<b>All Saints View Stakeholder Group</b>	Cllr McMahon	
<b>Bedfordshire Association of Town &amp; Parish Councils</b>	Cllrs: D Jones, S Goodchild, <i>1 vacancy</i>	
<b>Chews Foundation</b>	<i>Vacancy</i>	Mtgs in June and December. Currently held via Zoom but will revert to being held at Chew's House, High Street South, Dunstable  Next two meetings are Tuesday 8th June and Tuesday 7th December at 10am 6th May, 16th Sept, 4th Nov at 2pm Virtual
<b>Citizens Advice</b>	Cllr S Thorne	
<b>Hospice at Home Volunteers</b>	Cllr Copleston	
<b>Houghton Hall Park Project Board</b>	Cllr Kennedy	
<b>Houghton Hall Park MAG</b>	Cllr T McMahon	
<b>Houghton Regis North Stakeholder Group*</b>	Cllr Jones	
<b>Memorial Hall Committee</b>	Cllrs: Y Farrell & S Thorne	Tuesday 11th May at 7pm Then meetings every other Month
<b>Houghton Regis Aspirations Group</b>		Agreed by Partnership on 27 <sup>th</sup> April. One cllr to be nominated from those sitting on Partnership Committee
<b>SORTED</b>	Cllr S Goodchild	
<b>South Beds Dial-a-Ride</b>	Cllr S Thorne	TBC at mtg on 28 <sup>th</sup> April

\*One seat is available on this group



**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 <sup>nd</sup> 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 22<sup>nd</sup> March 2021.

#### **11534 IT POLICY**

Members were requested to consider a revised IT Policy,

The Town Council last reviewed this policy on the 11<sup>th</sup> 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 22<sup>nd</sup> 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**

**HOUGHTON REGIS TOWN COUNCIL**  
**Corporate Services Committee**  
**Minutes of the meeting held on**  
**15<sup>th</sup> March 2021 at 7.00pm.**

Present:	Councillors:	D Jones C Copleston S Goodchild M S Kennedy S Thorne	Chairman  Substitute
	Officers:	Debbie Marsh Louise Senior	Corporate Services Manager Head of Democratic Services
	Public:	0	
Apologies:	Councillor:	K Wattingham	
Also present:	Councillors:	Y Farrell T McMahon	Part meeting Part meeting

**11549 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr Wattingham (Cllr Goodchild substituted)

**11550 QUESTIONS FROM THE PUBLIC**

None.

**11551 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**11552 OFFICE ARRANGEMENTS**

The Corporate Services Committee previously agreed to staff working from home until 7<sup>th</sup> May 2022 due to restrictions on movement and work arising from Covid.

Since this decision was made staff had continued to work from home providing email and telephone services to facilitate the work of the council. However, the council's reception had largely remained closed. There was a period when national restrictions enabled reception to be opened. This was secured through staff working on a rota basis and remained in place until restrictions were re-imposed.

The recent road map suggested by the government sets out a plan for the easing of restrictions from 12<sup>th</sup> April 2021 until 21<sup>st</sup> June 2021, providing that certain conditions were met. Staff were currently reviewing services to ensure that services were resumed in a safe way as soon as possible in accordance with national guidance.



Members were requested to consider the working arrangements during this transition period in particular in relation to the opening of Reception. To provide a face to face service to residents during this transition period and to continue to ensure staff safety, it was suggested that members consider the following:

12<sup>th</sup> April 2021 to 17<sup>th</sup> May 2021 – reception open 9am-5pm Monday, Wednesday, Friday with 2 staff members on a rota system

17<sup>th</sup> May 2021 to beginning of January 2022 – reception open 5 days 9am-5pm with 3 staff members on a rota system

Staff had been consulted on this possibility and were welcoming of the council being a considerate employer. As members were aware staff work under a flexi-time scheme, to accommodate this with this rota, staff will link in with others they were scheduled to work alongside to ensure that the office is open 9am to 5pm. Staff were also aware that they would be required to provide cover during periods of annual leave.

Members were supportive of a phased return that was in a safe and considered manner. It also supported the Town Council with their Vision to reduce their carbon footprint with fewer staff travelling to the council offices.

Members were advised that the arrangements post December 2021 would be revisited before Christmas 2020 and communicated with staff.

Members were in agreement with the proposed return based around the Governments roadmap.

**Resolved: In accordance with government guidance to seek to re-open Reception as follows:**

**12<sup>th</sup> April 2021 to 17<sup>th</sup> May 2021 – reception open 9am-5pm Monday, Wednesday, Friday with 2 staff members on a rota system**

**17<sup>th</sup> May 2021 to beginning of January 2022 – reception open 5 days 9am-5pm with 3 staff members on a rota system**

## 11553 EXCLUSION OF PRESS AND PUBLIC

- Staffing matter

Proposed by: Cllr Goodchild seconded by: Cllr Kennedy  
Members for: 4 Members against: 0 Abstentions: 0

**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.**

Councillor Y Farrell and Councillor T McMahon left the meeting.

**11554 STAFFING MATTERS**

6.1 Members received a report, with resolutions, detailing this matter.

Members discussed the next steps of this staffing matter at length.

**Resolved: To support the recommendations as detailed in the report.**

Cllr D Jones left the meeting.

6.2 Members were advised that an additional staffing matter was requested to be discussed. Members received a report, with resolutions, detailing this matter.

Members discussed the next steps of this staffing matter at length.

**Resolved: To support the recommendations as detailed in the report.**

**The Chairman declared the meeting closed at 7.36pm**

**Dated this      day of**

**Chairman**

**HOUGHTON REGIS TOWN COUNCIL**  
**Environment & Leisure Committee**  
**22<sup>nd</sup> February 2021 at 7.00pm**

Present: Councillors: T McMahon Chairman  
D Dixon-  
Wilkinson  
Y Farrell  
S Goodchild  
R Morgan  
A Slough

Officers: Clare Evans Town Clerk  
Tony Luff Head of Grounds Operations

Public: 3

Also present: Councillors: J Carroll  
D Jones

**11511 APOLOGIES**

None.

**11512 QUESTIONS FROM THE PUBLIC**

A member of the public suggested that as the works along Houghton Brook had been completed it would be an ideal time to complete a litter pick along the bank prior to the Spring vegetation growth. This was generally supported, factoring in Covid related restrictions and associated risk assessments. This would be followed up.

**11513 SPECIFIC DECLARATIONS OF INTEREST**

None.

**11514 MINUTES**

To approve the minutes of the meeting held on 16<sup>th</sup> November 2020.

**Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 16<sup>th</sup> November 2020 and for these to be signed by the Chairman.**

**11515 TITHE FARM ALL WEATHER UPDATE**

Members were updated on the following matters:

- Implications of the sewer line
- Design of the pavilion

To maintain the scope of the project and to reduce the risk to the council it was suggested that Option 2 be supported. This reduced the risk as the pitch was sited off any man hole covers, but the assurance to the FF was still required as the 3G remains over the line of the sewer.

Some preferences were expressed for Option 1 as it was felt that this location provided greater opportunity for grass pitches on the remainder of the site and for community events.

#### Design of the pavilion

Members considered some preliminary designs and provided feedback. It was requested that the design be revisited based on this feedback and represented along with costs for subsequent consideration.

*Recommendation 1: To support Option 2 site layout as shown in drawing 324-1 FS-010.R2*

Proposed Cllr Goodchild, Seconded Cllr Slough

5 in favour

1 against

Carried

*Proposed amendment to Recommendation 2: To confirm to the Football Foundation that should Anglian Water need to dig up part(s) of the pitch, the Council would ensure best endeavours to make certain that reinstatement works were undertaken (over the course of the 21-year clawback period) to ensure that the 3G FTP remains on the FA's 3G Pitch Register*

Proposed Cllr Morgan, Seconded Cllr Farrell

3 in favour

3 against

The Chair of the Committee used the casting vote and voted against the proposed amendment.

Not carried.

*Second Proposed amendment to Recommendation 2: To confirm to the Football Foundation that should Anglian Water need to dig up part(s) of the pitch, the Council would ensure best endeavours to make certain that reinstatement works were undertaken (over the course of the 21-year clawback period) to ensure that the 3G FTP remains on the FA's 3G Pitch Register. Should this not be accepted by the Football Foundation, to confirm to the Football Foundation that should Anglian Water need to dig up part(s) of the pitch, the Council would make certain that reinstatement works were undertaken (over the course of the 21-year clawback period) to ensure that the 3G FTP remains on the FA's 3G Pitch Register.*

Proposed Cllr Goodchild, Seconded Cllr Slough

6 in favour

0 against

The proposed amendment became the substantive and was voted on accordingly.

Proposed Cllr Goodchild, Seconded Cllr Slough

6 in favour

0 against

Carried.

*Proposed resolution: to defer consideration of the pavilion design until further work had been done on the design and costing.*

Proposed Cllr Slough, Seconded Cllr Goodchild

6 in favour

0 against

The proposed amendment became the substantive and was voted on accordingly.

Proposed Cllr Slough, Seconded Cllr Goodchild

6 in favour

0 against

Carried.

- Resolved:**
- 1. To support Option 2 site layout as shown in drawing 324-1 FS-010.R2;**
  - 2. To confirm to the Football Foundation that should Anglian Water need to dig up part(s) of the pitch, the Council would ensure best endeavours to make certain that reinstatement works were undertaken (over the course of the 21-year clawback period) to ensure that the 3G FTP remains on the FA's 3G Pitch Register. Should this not be accepted by the Football Foundation, to confirm to the Football Foundation that should Anglian Water need to dig up part(s) of the pitch, the Council would make certain that reinstatement works were undertaken (over the course of the 21-year clawback period) to ensure that the 3G FTP remains on the FA's 3G Pitch Register;**
  - 3. To defer consideration of the pavilion design until further work had been done on the design and costing.**

## **11516 INCOME AND EXPENDITURE REPORT**

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

There was an overspend in 282-4017 but this would be covered by underspend in other codes in cost centre 282.

It was requested that the income and expenditure relating to the energy efficiency measures be checked.

## **11517 ORCHARD CLOSE PLAY AREA SURFACING**

Members considered surfacing options for Orchard Close Playground Area. Surfacing issues had been highlighted in the annual play area inspection. Options included a bark top up or a resurfacing with wet pore.

- Resolved:**
- 1. To replace the bark at the Orchard Close play area with wet pore using contractor 1;**
  - 2. To fund the works out of EMR 327, Play Areas.**

## **11518 CHALK FIELDS ALLOTMENTS (HRN2 SITE)**

Members considered a report on a proposed transfer of a new allotment site within HRN2. Details included the proposed site layout and site facilities, the name of the allotment site and advice on the funding situation.

Members expressed concerns over the layout and design of the site, notably in relation to the plot size which was double the size promoted by the Local Government Association and The National Allotment Society.

In relation to the future name of the site, it was suggested to defer consideration until a later date.

#### Proposed Amendment to Recommendation 2

To approve the site layout, subject to:

- The provision of 27 plots between 200m<sup>2</sup> - 250m<sup>2</sup> in size with a shed base 1.8m x 2.4m in size on each plot
- 3 standpipes to be sited with a concrete base in front of them
- The main internal path being accessible to people with disabilities, wheelchairs and mobility scooters and at least 2.25m wide construction of type 1 MOT with edging to the plots to avoid spill
- The fencing to be green palisade fencing
- The soil being a reasonable quality and free from debris by being screened to 10mm and 45cm -60cm deep
- A new "Proposed Plan Allotments" being submitted by Bellway and approved by the E&L committee incorporating the above

Proposed Cllr Farrell, Seconded Cllr Morgan

All in favour.

Carried

The amendment became the substantive and a vote was taken:

Proposed Cllr Slough, Seconded Cllr Morgan

All in favour.

Carried

- Resolved:**
- 1. To welcome the bringing forward of an allotment site as a community facility.**
  - 2. To approve the site layout, subject to:**
    - The provision of 27 plots between 200m<sup>2</sup> - 250m<sup>2</sup> in size with a shed base 1.8m x 2.4m in size on each plot
    - 3 standpipes to be sited with a concrete base in front of them
    - The main internal path being accessible to people with disabilities, wheelchairs and mobility scooters and at least 2.25m wide construction of type 1 MOT with edging to the plots to avoid spill
    - The fencing to be green palisade fencing
    - The soil being a reasonable quality and free from debris by being screened to 10mm and 45cm -60cm deep
    - A new "Proposed Plan Allotments" being submitted by Bellway and approved by the E&L committee incorporating the above
  - 3. Subject to these amendments to confirm that HRTC is willing to accept the transfer of this site in due course subject to due legal process.**

#### **11519 MOORE CRESCENT PARKING**

Members considered a report / proposal from CBC regarding an altered arrangement for Moore Crescent car park. The proposal suggested a barrier where the current gates were plus drop-down bollards to existing side car park. The project would be funded by CBC and would enable the car park to more appropriately support events in HHP in accordance with the JVA between the 2 authorities for the management of the park. CBC would follow their procurement process and would aim to implement the project this financial year.

Members expressed some concerns over possible unauthorised traveller incursions. It was advised that should this occur the management of the access could be altered.

**Resolved: To support the proposed access arrangements for Moore Crescent car park.**

#### **11520 COMMUNITY TREE PLANTING PROJECT**

Members considered options for a community tree planting project funded through a CBC grant scheme.

It was noted that this project required a quick turn around as applications for funding had to be submitted by end of February and trees planted by the end of March.

Members felt that this project supported the council's Vision in terms of biodiversity, wildlife and edible planting objectives.

- Resolved:**
- 1. To support the application to CBC for their Tree Planting Grant Scheme;**
  - 2. To grant permission for up to 10 trees to be planted on Parkside recreation ground, in a location to be agreed and to request that these trees are selected to assist in meeting the council's biodiversity, wildlife and edible planting objectives.**

## **11521 VISION**

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

Members felt that it was encouraging that the council was beginning to progress its aspirations and objectives despite the circumstances around Covid. .

**The Chairman declared the meeting closed at 9.11pm**

**Dated this 7<sup>th</sup> day of June 2021**

**Chairman**



**Houghton Regis Town Council**  
**Planning Committee**  
**19<sup>th</sup> April at 7.00pm**

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

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

Public: 7

Apologies: Councillor: K Wattingham

Also Councillor: S Goodchild Central Bedfordshire Council  
present:

**11576 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr Wattingham (Cllr Farrell substituted)

**11577 QUESTIONS FROM THE PUBLIC**

Members of the public addressed the committee in regard to planning application CB/21/01242/FULL. Employment Site North of Thorn Road, Thorn Road.

Residents stated that they were not against employment on this site however, the proposed development would have a significant detrimental effect on local residents, especially for those who live adjacent to the site.

Concerns raised were:

- Proposed 24-hour operation and the impact on residents in regard to noise, air and light pollution
- The proposed height of the buildings, in particular to the one closest to neighbouring residential properties.
- Overdevelopment
- The proposed design has no architectural merit
- Landscape design inadequate

Members thanked those for attending and for providing their comments.

**11578 SPECIFIC DECLARATIONS OF INTEREST**

None.

**11579 MINUTES**

To approve the Minutes of the meeting held on the 29<sup>th</sup> March 2021.

**Resolved To approve the Minutes of the meeting held on 29th March 2021 and for these to be signed by the Chairman.**

## **11580 PLANNING MATTERS**

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

CB/21/00661/FULL Single storey side extension with garage conversion  
133 Leafields, LU5 5LU  
For: Ms L Grigg

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

CB/21/01300/REG3 Retention of one triple classroom temporary unit.  
The Chiltern School, Regis Education Centre, Parkside  
Drive, LU5 5PX  
For: Central Bedfordshire Council

**Comments: Houghton Regis Town Council had no objections to this application. However, the town council had concerns of the suitability and longevity of this type of unit for this purpose.**

CB/21/01147/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/21/01081/FULL Single storey side and rear extensions  
39 Thornhill Close, LU5 5SG  
For: Mrs K Ad

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

CB/21/01242/FULL Development of the site for E(g)(iii), B2 and B8 Uses to include Trade Counter, including details of access, servicing, landscaping, boundary treatment and associated works. Employment Site North of Thorn Road, Thorn Road, Houghton Regis  
For: Wrenbridge (FREOF V Houghton Regis) LLP

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

- Excessive and antisocial operational/trading hours
- The height of Unit 3 is overbearing and would have a detrimental effect by overshadowing on those residential properties adjacent to the site.
- Concerns of increase in light pollution, again in particular to those residents who are adjacent to the site.
- Whilst the town council acknowledges that the buildings here are to be designed as gateway features, it objects to the design of the buildings. The patchwork design does not fit in with the surrounding area and its setting.
- The town council accepts the concept of this development however, what is proposed is over development.

**The town council respectfully request that the distance from the proposed development line to the boundaries of the adjacent properties is increased, to allow for a more distinct separation and to provide further mitigation measures.**

**The town council understood that the total concept of the development of this area was to make Houghton Regis North and green and pleasant place to live. This developments design and proposed use does not accord with this concept.**

**The town council would like to see more consideration being given to a more suitable eco-corridor.**

CB/21/01226/FULL Two storey rear extension and internal alterations following demolition of existing wc/utility and lobby at ground floor level.  
24 Manor Park, LU5 5BX  
For: Ms K Fox

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

CB/21/01385/FULL Two storey front and side extension  
2 Harrington Heights, LU5 6JU  
For: Mr J Cook

**Members were advised that an amendment had been made to this application. As the deadline for comments to be received by would be the 13<sup>th</sup> May, members agreed to defer discussion until the next meeting.**

**The following applications were noted:**

- CB/21/01244/DOC Discharge of Conditions 03 and 23 against planning permission 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 5QN
- CB/21/01211/DOC Discharge of Conditions 15 & 16 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)  
Parcel 1, Bedford Road, Houghton Regis
- CB/21/01441/DOC Discharge of Condition 15 against planning permission CB/19/03232/RM (Reserved matters: Appearance, scale and landscaping for residential development of 336 dwellings on Development Parcels 5a and 5b Bidwell West, Houghton Regis. Outline application (CB/15/0297/OUT) was supported by a full Environmental Statement (ES).  
Parcels 5a and 5b of Bidwell West, Houghton Regis
- CB/21/01394/DOC Discharge of Condition 5 against planning permission CB/20/03087/RM-Reserved Matters: following Outline Application CB/15/04918/REG3 (Erection of up to 61,336m<sup>2</sup> 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

- CB/21/01243/DOC Discharge of Condition 4 against planning permission CB/20/01265/FULL- Dropped kerb to front of property, block pave front garden for parking  
4 Townsend Terrace, LU5 5BB
- CB/21/01141/NMA Non-material amendment to planning permission CB/19/03232/RM-Reserved matters: (Appearance, scale and landscaping for residential development of 336 dwellings on Development Parcels 5a & 5b Bidwell West, Houghton Regis. Outline application (CB/15/0297/OUT) was supported by a full Environmental Statement (ES). Amendment sought to approved bricks as shown on approved plans P19-0483\_14-01 J Facing Materials. Layout, P19-0483\_14-02 J Facing Materials Layout and P19-0483\_14-03 J Facing Materials Layout. Proposed amendments as follows: Olde Alton Yellow Multi, to be replaced by Yellow Multi Gilt Stock Weinerberger Olde Cheshire Red Multi, to be replaced by New Red Multi Gilt Parcels 5a and 5b Bidwell West LU5 6JQ
- CB/21/01388/LDCP Lawful Development Certificate Proposed: Single storey rear extension and hip to gable loft conversion with rear and front facing velux roof lights  
44 Wilbury Drive, LU5 4TA

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

***Permissions / Approvals / Consents***

None received.

***Refusals:***

None received.

***Withdrawals:***

None received.

**11581 OFF-STREET PARKING ORDER – PEEL STREET**

Members considered the above parking order at the previous planning meeting held on the 29th March 2021 and although members agreed to support, in principle, Central Bedfordshire Councils proposed off-street parking places order. The committee requested further information be forthcoming before making their full and final comments. Therefore, this item was deferred.

Members were advised that the following comment was submitted to Central Bedfordshire Council following their meeting held on the 29th March 2021:

*The Town Council is, in principle, supportive of the proposal but would like the opportunity to have further information before being able to make a full and final response.*

*Part of the car park is provided for those residents of Bedford Square. What will happen to this provision? Will they have to find parking elsewhere? How many spaces are allocated to them? What about traders? Will they not be able to park here?*

*If resident and traders can continue to park here, how will this be monitored? Where will they go if not?*

*The Town Council is aware that there is already a lot of pressure for on street parking in the adjacent residential streets and would not wish to see this increased.*

*What about provision for public parking at All Saints View? How many will be available there? Will there be restrictions there too?*

*As already stated, the Town Council is supportive but really would like to understand what has been considered holistically to this approach, rather than just move the problem further down the road.*

The Town Council were informed that they could submit a response raising questions, these would be investigated and included and answered formally in Central Bedfordshire Councils report. All responses would form part of what was recommended as the way forward.

Members considered this response and agreed to confirm and reiterate their comments, as previously submitted.

**Resolved: To confirm and reiterate the Town Councils response to Central Bedfordshire Councils proposed off-street parking places order relating to a car park in Peel Street, as previously submitted.**

#### **11582 CENTRAL BEDFORDSHIRE COUNCIL DISABLED PARKING SPACES ORDER - PROPOSALS**

Members received information on an Order, made by Central Bedfordshire Council, proposing to introduce disabled spaces at various locations in South Central Bedfordshire. One of these locations was Sycamore Road, Houghton Regis.

The reason for the proposal was to provide dedicated places for blue badge holders to park.

Members discussed this item and agreed that they had no comment.

**Resolved: To confirm that the Town Councils had no comment in response to Central Bedfordshire Councils proposed disabled parking spaces order.**

#### **11583 LOCAL PLAN PROPOSED MAIN MODIFICATIONS CONSULTATION – MARCH 2021**

Members were informed that Central Bedfordshire Council had published Proposed Main Modifications relating to its Emerging Local Plan.

Central Bedfordshire Council submitted its Local Plan to Government in February 2018. The Local Plan sets out a policy framework to guide development across the Council area up-to 2035, including to support the delivery of housing, employment and infrastructure.

The Local Plan was now at the Examination stage where independent Planning Inspectors consider if the plan meets the appropriate requirements and if it can be adopted. This process has already involved public hearings that took place in May to July 2019 and December 2020. All the stages of the Examination are available on the Council's website at the following link:

<https://www.centralbedfordshire.gov.uk/local-plan-exam>

As part of an Examination process, Planning Inspectors may recommend Main Modifications (changes that materially affect the plan's policies) to make a submitted local plan sound and legally compliant. These Proposed Main Modifications must be published for public consultation, so the Inspectors' have an opportunity to consider any representations on the proposals prior to publishing their report on the plan.

The consultation began on Friday 19th March 2021 for a period of six weeks, finishing at 12 noon on Wednesday 5th May 2021.

The Town Council, as a consultee, were invited to express their views on these Modifications. Summary of key points were provided to members.

Members were reminded that this item was deferred at the last meeting.

Members discussed the modifications and noted that they did not refer or impact on Houghton Regis. Therefore, members resolved to acknowledge the invitation to express their views and requested that this response also included that the town council offered no further comments.

**Resolved: To offer no further comments in the Town Councils response to Central Bedfordshire Councils proposed Modifications Consultation.**

#### **11584 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN- UPDATE/PROGRESS**

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

**A5 M1 Link** – Members were advised that Central Bedfordshire Council had received proposals in regard to road marking improvements to this link road. Improvements would start at the Thorn Road roundabout all the way to the roundabout at the M1 South junction. The changes, as proposed, would make significant improvements to road safety.

Members were informed that Central Bedfordshire Council were working closely with Highways England to get the changes delivered.

Members were supportive of any changes to improve road safety.

Councillor Carroll informed members that the lay-by had been misused by HGV's which had led to this area being churned up and looking severely under maintained.

Members requested that Central Bedfordshire Council be contacted to inform them of this issue and to seek confirmation of whether this area is on a maintenance schedule and who is currently responsible.

**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** – No substantive update to report.

**Section 106 Monies** – Cllr Carroll enquired whether an update could be sought in regard to the plans for the open spaces and facilities on HRN1 and HRN2.

**Resolved: To note the information**

**The Chairman declared the meeting closed at 8.16pm**

**Dated this 4<sup>th</sup> day of May 2021**

**Chairman**



**HOUGHTON REGIS TOWN COUNCIL**

**Planning Committee**

**Minutes of the meeting held on  
Tuesday 4<sup>th</sup> May 2021 at 7.00pm**

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

**11585 APOLOGIES AND SUBSTITUTIONS**

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

**11586 QUESTIONS FROM THE PUBLIC**

None.

**11587 SPECIFIC DECLARATIONS OF INTEREST**

None.

**11588 MINUTES**

To approve the Minutes of the meeting held on the 19<sup>th</sup> April 2021

**Resolved: To approve the Minutes of the meeting held on 19th April 2021  
and for these to be signed by the Chairman.**

**11589 PLANNING MATTERS**

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

CB/21/01385/FULL Two storey front and side extension  
2 Harrington Heights, LU5 6JU  
For: Mr J Cook

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

CB/21/01519/GPDE Prior Notification of Householder Extension: Single storey rear extension  
115 Tennyson Avenue, LU5 5UG  
For: Mr S Pinteá

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

CB/21/01464/FULL Single storey side and rear extensions  
44 Fensome Drive, LU5 5SH  
For: Mr & Mrs Klossowski

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

CB/21/01234/FULL Single storey infill extension. First floor and two storey rear extension  
Highfield House, Bedford Road, LU5 6JP  
Mr D Carroll

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

- **Overdevelopment**
- **Impact on public footpath – the proposal would narrow the footpath considerably. This path is well used and needs to accommodate additional usage, not hem it in. Also there is potential to cause conflict between those using the footpath and car-users**

**Houghton Regis Town Council would also like to understand the relationship between this application and two other applications on adjoining sites, CB/21/00280/OUT and CB/20/01172/RM. The revised access from the Bedford Road would serve all three sites, and the public footpath also features in all three applications.**

CB/21/01735/RM Reserved Matters: Following Outline Application  
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; up to 202,500 sqm gross of additional development in Use Classes; 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): Landscaping of the Green Corridors and School frontage area within AMP1 Houghton Regis North (HRN1), Sundon Road, Houghton Regis

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

CB/21/01649/FULL Change of use from public amenity to private residential to include extension of the driveway and dropped kerb.  
153 Sundon Road, LU5 5NN  
For: Mr P Sparkes

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

CB/21/01622/FULL Single storey front extension  
92 Tithe Farm Road, LU5 5JB  
Ms K Wilson

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

CB/21/01738/FULL Complete demolition of unlisted garage with gym and stores and replacement with new ancillary garage within the curtilage of a listed building.  
Springwell Cottage, Sewell Lane, Sewell, LU6 1RP  
Mr J Gridley

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

CB/21/01433/LB Listed building: Complete demolition of unlisted garage with gym and stores and replacement with new ancillary garage within the curtilage of a listed building.  
Mr J Gridley

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

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

- CB/21/01570/NMA Non-material amendment to planning permission CB/20/03087/RM (Reserved Matters: following Outline Application CB/15/04918/REG3 (Erection of up to 61,336m<sup>2</sup> 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.) amendment sought - adjustment of site levels, upwards by 150mm and reduction of building structure by 150mm and minor alterations to the southern elevation of the main warehouse building  
Land at Thorn Turn, Thorn Road, LU6 1RT
- CB/21/01751/DOC Discharge of Conditions 3 & 4 against Planning Permission CB/20/03406/RM (Reserved Matters: following Outline Application CB/12/03613/OUT (Development to comprise: up to 5,150 dwellings and various other classes (retail (public house) (take away) (offices, industrial and storage and distribution) (hotel) (care home) (community and leisure)): RM sought for appearance, landscaping, layout, and scale of furniture and play equipment.)  
Houghton Regis North 1 (HRN1), Sundon Road, Houghton Regis
- CB/21/01682/DOC Discharge of Condition 5 against planning permission CB/20/00687/FULL (Residential development of 31 affordable dwellings with formation of two vehicular accesses, sustainable urban drainage and associated landscaping)  
Land South of The Bungalow, Bedford Road, LU5 6JS

**(b) Decision Notices*****Permissions / Approvals / Consents******Refusals:***

None received.

***Withdrawals:***

None received.

**11590 PROPOSED TRAFFIC CALMING MEASURES**

Members were advised that Central Bedfordshire Council were consulting on several schemes in Houghton Regis as follows:

- Various Roads, 30mph Speed Limit
- Thorn Road, Traffic Calming
- Millard Grange, Toucan Crossing

Members received notices and plans providing more information.

Comments to be received by 12th May 2021.

Toucan crossings favour traffic rather than pedestrians, members requested this be raised with Central Bedfordshire Council, and expressed a preference for pedestrian priority.

Members noted that the toucan crossing notice for those detailed in the Thorn Road Traffic Calming plan were not included. Members were advised that it was thought the highways officer was redesigning it to be looked at again at a later date.

**Resolved: To support all proposals to the various traffic calming measures in Houghton Regis**

**11591 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** – 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 8.03pm**

**Dated this 24<sup>th</sup> day of May 2021**

**Chairman**



**HOUGHTON REGIS TOWN COUNCIL**  
Peel Street, Houghton Regis, Bedfordshire LU5 5EY

**COMMITTEE MEMBERSHIP 2021/2022**

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**STANDING COMMITTEES – 2021/2022**

**Corporate Services**

Cllrs:

J Carroll, C Copleston, S Goodchild, D Jones, M Kennedy, K Wattingham, ~~Vacaney~~ C Slough

**Environment & Leisure**

Cllrs:

D Dixon Wilkinson, Y Farrell, T McMahon, R Morgan, A Slough, S Thorne, ~~Vacaney~~  
E Cooper

**Planning**

Cllrs:

J Carroll, D Dixon Wilkinson Y Farrell, D Jones, M Kennedy, R Morgan, ~~Vacaney~~ C Slough

**Community Services**

Cllrs:

C Copleston, T McMahon, S Goodchild, A Slough, S Thorne, K Wattingham, ~~Vacaney~~ E Cooper

**OTHER COMMITTEES – 2021/2022**

**Town Partnership**

Cllrs:

T McMahon, D Jones, K Wattingham, M Kennedy

**SUB-COMMITTEES – 2021/2022**

**Complaints Sub-Committee**

**(Reporting to Town Council)**

Cllrs: To be appointed as required.

**Complaints Appeal Sub-Committee**

**(Reporting to Town Council)**

Cllrs: To be appointed as required.

**Disciplinary, Grievance & Appeals Sub-Committee**

**(Reporting to Corporate Services, comprising members of Corporate Services)**

Cllrs: To be appointed as required.

**Personnel Sub Committee**

**(Reporting to Corporate Services, comprising members of Corporate Services)**

Cllrs:

J Carroll, D Jones, M Kennedy, K Wattingham,

**New Office Sub Committee**

Cllrs:

D Dixon Wilkinson, D Jones, T McMahon, A Slough, S Thorne

**New Cemetery Sub Committee  
(Reporting to Town Council)**

Cllrs:

J Carroll, Y Farrell, M Kennedy, R Morgan, A Slough, S Thorne

**WORKING GROUPS – 2021/2022**

**Events Working Group  
(Reporting to Community Services)**

Cllrs:

Y Farrell, T McMahon, A Slough, K Wattingham, ~~D Jones~~, E Cooper, M Kennedy, C Slough

**Pride of Houghton Awards Working Group  
(Reporting to Community Services)**

Cllrs:

J Carroll, D Dixon Wilkinson, S Thorne,

**Combating Crime Working Group  
(Reporting to Community Services)**

Cllrs:

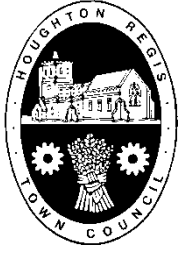
C Copleston, Y Farrell, M Kennedy, T McMahon, K Wattingham,

**Neighbourhood Plan Steering Group  
(Reporting to Planning)**

Cllrs:

J Carroll, D Dixon Wilkinson, S Goodchild, D Jones, M Kennedy

**Allotments Working Group  
(Reporting to Environment & Leisure)  
R Morgan, T McMahon, Y Farrell, E Cooper, C Slough**



## TOWN COUNCIL

## Agenda Item 10

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**Date:** 21<sup>st</sup> June 2021

**Title:** YEAR END ACCOUNTS PROCESS

**Purpose of the Report:** To advise members of the year end accounting processes.

**Contact Officer:** Clare Evans, Town Clerk

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### 1. RECOMMENDATION

*The report is provided for information only.*

### 2. BACKGROUND

This report is provided to advise members of the year end accounting processes.

There are 3 elements to the Council's accounts:

1. Day to day accounts administration
2. Year end close down
3. Preparation of the Annual Governance & Accountability Return

The report provides guidance on each of these elements.

### 3. DAY TO DAY ACCOUNTS ADMINISTRATION

The administration of the council's accounts is undertaken by the Town Clerk / RFO with support from DCK Beavers.

### 4. YEAR END CLOSE DOWN

The RFO specifies a date for year end close down to DCK Beavers for mid May. This is to enable March invoices to be received and processed and for journals of corrections, adjustments, accruals and prepayments to be completed.

DCK Beavers then undertake the following:

1. Check prepayment, accrual and adjustments journals
2. Complete any outstanding journals over which there was a query



3. Make recommendations as appropriate to RFO & Accounts Officer
4. Check the proposed EMR transfers, make necessary amendments and input the appropriate journal entries
5. Print journal report for HRTC officer to check
6. Close down for the month of March and complete back-up
7. Closed the year and complete year end back-up.
8. Open new live company for the subsequent year's accounts.

Members are requested to note:

1. Members may be requested to consider putting in place financial measures to begin the transition from a medium sized council to a larger council.

## 5. PREPARATION OF THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

The Annual Governance & Accountability Return comprises:

- Completion of the Annual Governance & Accountability Return form;
- Bank Reconciliation Statement for year end;
- Explanation of Differences to figures contained within the Annual Return form;
- Reconciliation of Boxes 7 & 8 of the Annual Return form;
- Statement of Accounts the Year;
- Completion of Intermediate Audit Questionnaire supported by evidence specified by the external auditors.

DCK Beavers assist in the completion of the Annual Return. In preparation they require a Questionnaire to be completed in January which provides them with information on the Council's pension scheme, recruitment, advertising, publicity, asset purchases and disposals to date, leases and tenancies, and agency work. This information is provided to assist with the preparation of the Notes to the Statement of Accounts. In addition, the RFO specifies a date for the completion of the Statement of Accounts to DCK Beavers for early June dependent on the date of the Town Council meeting.

DCK Beavers provide a draft of Section 2 Statement of Accounts Notes to the Accounts by the date specified. Officers check information provided.

DCK Beavers do not prepare the following for submission with the Annual Return:

- Bank Reconciliation Statement for year end;
- Explanation of Differences to figures contained within the Annual Return form;
- Reconciliation of Boxes 7 & 8 of the Annual Return form;
- Completion of Intermediate Audit Questionnaire with evidence required

These are completed by the RFO.

## 6. COUNCIL VISION

The proposed action supports the Council's Vision as follows:

### **Aspirations**

- A5 To ensure the **council** is fit for purpose and efficient in its delivery of services

## 7. IMPLICATIONS

### Corporate Implications

- This process is supported by the following council policies:
  - Standing Orders
  - Financial Regulations
  - Internal Audit, Planning & Review

### Legal Implications

Smaller authorities must:

- Approve and publish the unaudited AGAR by 30<sup>th</sup> June 2021
- Must commence the period of public rights on or before 1<sup>st</sup> July 2021
- Submit the AGAR to the external auditor by 30<sup>th</sup> June 2021
- Publish the audited AGAR and notice of completion by 30<sup>th</sup> September 2021

### Financial Implications

- There are no budget implications.

### Risk Implications

- Failure to submit the Annual Governance & Accountability Return by 30<sup>th</sup> June 2021 would result in the external auditor issuing Qualified Accounts. This may result in reputational damage to the council.

### Equalities Implications

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

This report does not discriminate.

### Press Contact

The decision relating to this agenda item will be communicated to the press, via the council's website and social media.

## 8. CONCLUSION AND NEXT STEPS

This is an annual process. The report provides background guidance for members information.

## 9. APPENDICES

None.

# Annual Internal Audit Report 2020/21

## HOUGHTON REGIS TOWN COUNCIL

www.houghtonregis.org.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) - The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

24/5/21

Name of person who carried out the internal audit

ROSANNE NULTY

Signature of person who carried out the internal audit

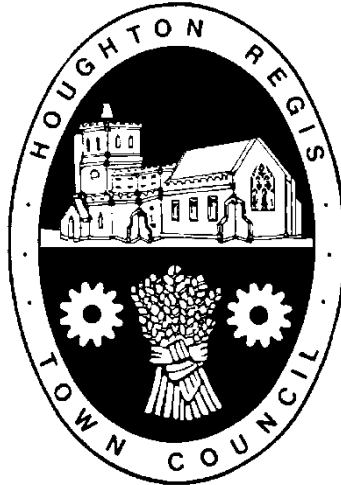
Ros Nulty

Date

24/5/21

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed). **K & L DO NOT APPLY AS COUNCIL NOT EXEMPT**

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



Houghton Regis Town Council

Internal Audit Report

Annual Report

Version	1
Date	26 <sup>th</sup> May 2021
Issued to	Town Clerk
By	Rosanne Nulty CPFA; CMIIA

## 1. Introduction

- 1.1 Greenbiro Limited was re-appointed as the internal auditors for the Council for the Municipal Year 2020-21 having delivered the service for previous seven years. Good governance would be to review the internal audit appointment to ensure value for money and objectivity is still being achieved through continued use of Greenbiro Limited.
- 1.2 The Council has a statutory duty to complete an Annual Return each year. Within the Annual Return there is an annual internal audit report that provides assurance on a range of prescribed control objectives.
- 1.3 The internal audit testing programme is designed to focus on the areas where assurance is required for completion of the Annual Return.
- 1.4 An interim visit was not undertaken due to travel restrictions relating to Covid-19 The sample review of documents, procedures and processes was undertaken at the May 2021 visit.
- 1.5 The purpose of this report is to provide the Town Clerk and its Councillors with an interim update on the outcomes of the visit and identify any areas of concern. It does not guarantee that records or activities are free from fraud or error.

## 2. Overview

- 2.1 There were no recommendations made in the 2019-20 report. It was noted that the External auditors has made an adjustments to opening balances regarding the deferred income balance of \$106 monies. This alteration is a presentation issue and did not affect the overall reserves balances available to the Council.
- 2.2 The prescribed internal control objectives to be reviewed as part of the Annual Internal Audit Report are described in Table 1 below. Alongside each objective, a brief summary of the findings at the interim visit are included.
- 2.3 General comments are that financial records are well maintained, clearly labelled so are easy to find and follow, filed in an appropriate manner and appeared to be complete and fit for purpose.
- 2.4 Following the external audit of the accounts for 2019/20, an unqualified opinion was provided.

**Table 1 – Internal Control Objectives (derived from the Annual Return form)**

	<b>Control Objective</b>	<b>Findings</b>	<b>Action Ref.</b>
A	Appropriate books of account have been properly kept throughout the year.	Accounting records were reviewed and were in the expected format. Some arithmetic checks were performed to detect system errors. None were found. The Council uses appropriate accounting software (RBS Omega) to record all its financial transactions. The Council's financial records have been maintained over the past 12 months using support from an accountancy and book-keeping firm.	
B	The Council's Financial Regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<p>The Council's Financial Regulations are reviewed annually.</p> <p>A sample of payments was examined. All purchases examined had been processed in accordance with the described procedure and the Council's Financial Regulations were met. VAT had been appropriately accounted for on the invoices reviewed.</p> <p>The VAT return had been completed by the accountants but was not available for review by the auditor at the time of the visit.</p> <p>The Council was selected in August 2019 for a compliance check by HMRC (as is usual for organisations who claim VAT reimbursement rather than paying over VAT to HMRC). They responded with the requested information, and received confirmation from HMRC that they met the compliance requirements.</p>	
C	The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	The risk register and risk strategy were examined and were adequate for the needs of the Council. It had most recently been reviewed by the Corporate Services Committee on 14th September 2020 [minute 11338 refers] and was recommended for approval by the Town Council.	
D	The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<p>The budget and precept for 2020/21 was agreed at the Town Council meeting on 20<sup>th</sup> January 2020. The precept of £904,518 was agreed alongside the budget. Minute 11121 refers. The budget and precept for 2021/22 was approved on 18<sup>th</sup> January 2021. Minute 11477 refers.</p> <p>Appropriate budget monitoring is regularly undertaken. During 2020/21, the budget was revised due to the expectation of major impact of Covid-19. The Clerk has regularly reported to the Council against the revised budget.</p> <p>Reserve balances were reviewed fully in 2018/19 year-end audit, and the council has a reserves policy in place which is reviewed. There has been appropriate use of earmarked reserves to support planned projects. The general reserves balance has been increased to £366k, in line with the reserves policy.</p>	
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Income collected is recorded in full and appropriately recognised in the accounts. A sample of income invoices raised were examined and included appropriate charges. The Council's fees for room hire and other income are available on their website. VAT had been appropriately charged for some elements of goods and services provided.	
F	Petty cash payments were properly	Petty cash receipts were retained in the tin with the remaining	

	Control Objective	Findings	Action Ref.
	supported by receipts, expenditure was approved and VAT appropriately accounted for.	float. Access to the petty cash was limited to three officers. The use of petty cash is generally discouraged whenever an alternative payment arrangement can be used. Use of the petty cash had been minimal during the 20-21 year. It was noted that the usual summary sheet had not been maintained that showed the type of expenditure. The Clerk stated that this had been overlooked in the absence of the Finance Officer, but would ensure it was re-instated.	
G	Salaries to employees and allowances to Members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	Bedford Borough Council provides payroll services to the Council. Salary records were reviewed to check for reasonableness from month to month (analytical review). Payment amounts and deductions were as expected.	
H	Asset and investments registers were complete and accurate and properly carried out.	Asset registers exist and are adequate for financial reporting. There was evidence that the register is updated with purchases and disposals as they arise during the year, which provides adequate records. The Council has one large cash investment with CCLA property fund. Records are maintained appropriately.	
I	Periodic and year-end bank account reconciliations were properly carried out.	The file of bank reconciliations was reviewed and it was confirmed that bank reconciliations are being performed regularly and were properly completed. There was evidence of supervisory sign off of the bank reconciliation by the Town Clerk and monthly review by Members.	
J	Year-end accounts were prepared on the correct accounting basis (receipts & payments/income & expenditure), agreed with cashbook, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.	The year-end accounts are prepared with assistance from an external firm of accountants who specialise in town and parish council accounts. There is adequate audit trail from the Council's own accounting records to the financial statements and debtors and creditors were properly recorded. The statements had been prepared on the income and expenditure basis as in previous years.	
K	Limited assurance review exemption	Not covered as this is not applicable. The Council does not meet the criteria for exemption from the limited assurance review.	
L	Transparency Code for small authorities with turnover of less than £25k	Not covered as this is not applicable. The Council's turnover exceeds £25k per annum.	
M	Exercising public rights of access	Accounts and other statutory documents were made available for inspection as per the requirements. Documents are also available on the Council's website.	
N	The authority complied with the publication requirements for the AGAR	The completed and audited AGAR are available on the Council's website.	
O	The Council has met its responsibilities as a trustee.	Not applicable. The Council does not act as a trustee.	

### 3. Actions for consideration

3.1 There are no recommended actions to be considered by the Clerk and members. One issue relating to the petty cash records was discussed with the Clerk and it was agreed to reinstate the use of the summary record of petty cash expenditure. The maintenance of

this record allows easy recording of the type of expenditure so it can be coded appropriately.

- 3.2 The recommendations are rated in three categories – High, Medium and Low. Examples of the risks of not making recommended changes are listed below. The list for each is not exhaustive.
- **High** – Where failure to make changes is likely to give rise to a risk of breach of legislation or breach of Financial Regulations; risk of significant loss (financial, reputational) due to undetected fraud or error; or danger to life. The risk is likely to materialise within 3 to 6 months.
  - **Medium** – where failure to make changes may give rise to a breach of approved procedures or Financial Regulations; risk of loss (financial, reputational) due to undetected fraud or error; or risk of injury. The risk is likely to materialise within 6 to 12 months.
  - **Low** – Where failure to make changes may result in weaker controls leading to risk of undetected fraud or error, or where good value for money is not being routinely achieved.
- 3.3 Any future recommended actions will be discussed with the Clerk and comments or agreed responses will be recorded in the Annual Internal Audit Report.

#### 4. Acknowledgements

- 4.1 The assistance and cooperation of the Clerk and other members of staff was greatly appreciated by the auditor.

#### 5. Follow up of previous recommendations

- 5.1 There were no recommendations from the 2019/20 internal audit, all previous recommendations made have been implemented.



## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Houghton Regis Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.houghtonregis.org.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2020/21 for

Houghton Regis Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	677,047	588,594	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	861,916	904,518	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	123,747	108,584	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	501,971	470,267	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	41,062	24,069	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	531,083	455,548	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	588,594	651,812	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	569,458	668,873	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	3,588,407	3,734,865	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	245,393	231,596	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
		✓	

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

11/06/2021

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

**Houghton Regis Town Council**

**Unaudited Financial Statements**

**For the year ended 31 March 2021**

Houghton Regis Town CouncilTable of Contents31 March 2021

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**Houghton Regis Town Council****Council Information****31 March 2021**

Council Information

(Information current at 21st June 2021)

Mayor

Cllr C. Copleston

Councillors

Cllr J. Carroll

Cllr E Cooper

Cllr D. Dixon-Wilkinson

Cllr Mrs Y. Farrell

Cllr S. Goodchild

Cllr D. Jones

Cllr M. Kennedy

Cllr T. McMahon

Cllr R. Morgan

Cllr A. Slough

Cllr C Slough

Cllr Ms S. Thorne

Cllr K. Wattingham

**Town Clerk**

Ms Clare Evans

**Auditors**

Mazars LLP

Salvus House

Aykley Heads

Durham

DH1 5TS

**Internal Auditors**

Greenbiro Ltd

4 Below

The Basement

4 HeeneTerrace

Worthing

West Sussex

BN1 3NP

**Houghton Regis Town Council**  
**Statement of Accounting Policies**  
**31 March 2021**

**Auditors**

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

**Accounting Convention**

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized council.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

**Fixed Assets**

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

land, operational properties and other operational assets are reported in notes to the accounts at cost (where known) or at insurance values current when first reported as approximating to the lower of net replacement cost and net realisable value at that time (previous years at current insurance values).

certain community assets are the subject of restrictive covenants as to their; use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

**Revenue Grants**

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

**Investments**

Investments are included in the balance sheet at historic cost and realised gains or losses are taken into the income and expenditure account as realised. Details are given at notes 8 and 9.

**Stocks and Work in Progress**

Stocks held for resale, where significant (generally in excess of £1,000), are valued at the lower of cost or net realisable value. Consumable stocks have been treated as an expense when purchased because their value was not material.

**Debtors and Creditors**

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

**Houghton Regis Town Council**  
**Statement of Accounting Policies**  
**31 March 2021**

**Value Added Tax**

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

**External Loan Repayments**

The council is not required by the Guide to incorporate external borrowings in its Balance Sheet. Details are shown at note 15.

**Leases**

The council is not required by the Guide to incorporate Hire Purchase and/or Finance Lease obligations in its Balance Sheet. Details are shown at note 14.

**Reserves**

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in note 16.

**Interest Income**

All interest receipts are credited initially to general funds.

**Pensions**

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2022 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

**Houghton Regis Town Council**  
**Income and Expenditure Account**  
**31 March 2021**

	Notes	2021 £	2020 £
<b>INCOME</b>			
Precept on Principal Authority		904,518	861,916
Agency Services	13	11,721	15,504
Capital Receipts, Grants and Loan Proceeds		26,743	7,035
Interest and Investment Income	1	32,367	37,969
Leisure and Recreation		9,139	17,890
Cemetery & Churchyard		18,812	18,621
Christmas Lights Contribution		5,722	7,896
Miscellaneous		1,025	191
Community Development		555	7,458
Sale of Assets		2,500	11,183
		1,013,102	985,663
<b>EXPENDITURE</b>			
Establishment/General Administration		532,683	577,684
Election Expenses		3,060	14,549
Capital Expenditure incl Capital Grants	6	156,458	152,581
Loan Interest and Capital Repayments		24,069	41,062
Operational Expenditure:			
Leisure and Recreation inc. Pavilions		112,418	118,284
Cemetery & Churchyard		8,929	1,755
Planning and Development		1,321	4,047
Democratic Representation and Management		6,758	8,989
Town Security		38,587	37,008
Public Toilets		12,848	18,393
Community Development		22,722	68,205
Grants Under Specific Powers		26,716	27,843
Community Services		3,315	3,716
		949,884	1,074,116
<b>General Fund</b>			
Balance at 01 April 2020		251,527	174,113
Add: Total Income		1,013,102	985,663
		1,264,629	1,159,776
Deduct: Total Expenditure		949,884	1,074,116
		314,745	85,660
Transfer from Earmarked Reserves	16	51,763	165,867
General Reserve Balance at 31 March 2021		366,508	251,527

*The notes on pages 8 to 14 form part of these unaudited statements.*



**Houghton Regis Town Council****Balance Sheet****31 March 2021**

	Notes	2021	2021	2020
		£	£	£
<b>Long Term Assets</b>				
Investments Other Than Loans	8		600,000	600,000
<b>Current Assets</b>				
Stock	10	528		528
Debtors and prepayments	11	48,369		40,115
Investments	9	637,000		554,000
Cash at bank and in hand		31,873		15,458
		<u>717,770</u>		<u>610,101</u>
<b>Current Liabilities</b>				
Creditors and income in advance	12	<u>(326,533)</u>		<u>(282,082)</u>
Net Current Assets			391,237	328,019
Total Assets Less Current Liabilities			991,237	928,019
<b>Total Assets Less Liabilities</b>				
			<u>991,237</u>	<u>928,019</u>
<b>Capital and Reserves</b>				
Earmarked Reserves	16		624,729	676,492
General Reserve			366,508	251,527
			<u>991,237</u>	<u>928,019</u>

Signed: .....  
 Cllr C Copleston  
 Mayor

.....  
 Ms Clare Evans  
 Responsible Financial Officer

Date: .....  
 .....

*The notes on pages 8 to 14 form part of these unaudited statements.*

## Houghton Regis Town Council

### Notes to the Accounts

31 March 2021

#### 1 Interest and Investment Income

	2021	2020
	£	£
Interest Income - General Funds	32,367	37,969
	32,367	37,969
	32,367	37,969

#### 2 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2021	2020
	£	£
Publicity	-	850
Other Advertising	162	3,348
Councils Website	260	738
Newsletter	1,976	4,742
	2,398	9,678
	2,398	9,678

#### 3 General Power of Competence

With effect from 28th September 2015 Houghton Regis Town Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 28th September 2015 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

#### 4 Tenancies

During the year the following tenancies were held:

##### Council as landlord

Tenant	Property	Rent p.a. £	Repairing / Non-Repairing
NONE			

##### Council as tenant

Landlord	Property	Rent p.a. £	Repairing / Non-Repairing
Central Bedfordshire Council	Workshop	15,500	Non-Repairing
Central Bedfordshire Council	Parkside Recreation Ground	50	N/A
Central Bedfordshire Council	Tithe Farm Recreation Ground	5	N/A

#### 5 Pensions

For the year of account the council's contributions equal 19.20% of employees' pensionable pay. These contributions will remain at 19.20%, in future years, in order to provide adequately for future liabilities.

**Houghton Regis Town Council**

**Notes to the Accounts**

**31 March 2021**

**6 Fixed Assets - Additions and Disposals**

	2021	2020
	£	£
	Cost	Cost
During the year the following assets were purchased:		
Operational Land and Buildings	60,000	2,324
Vehicles and Equipment	41,258	35,315
Infrastructure Assets	48,000	24,358
Community Assets	7,200	90,584
	<u>156,458</u>	<u>152,581</u>

During the year the following assets were disposed of:

	Proceeds	Proceeds
Vehicles and Equipment	<u>2,500</u>	<u>3,983</u>
	<u>2,500</u>	<u>3,983</u>

**7 Fixed Assets**

	2021	2020
	£	£
	Value	Value
At 31 March the following assets were held:		
<b><u>Land and Buildings</u></b>		
Bowls Green Shed	2,800	2,800
Houghton Regis Memorial Hall	293,000	293,000
Council Offices and Land	260,400	260,400
Sports Pavilion Moore Crescent	336,765	336,765
Leasehold-Tithe Farm Pavilion	138,900	138,900
Leasehold-Parkside Pavilion	154,784	154,784
Leasehold - Orchard Close Pavilion	112,100	52,100
Leasehold-Village Green Pavilion	459,836	459,836
	<u>1,758,585</u>	<u>1,698,585</u>

**Houghton Regis Town Council****Notes to the Accounts****31 March 2021**

	2021	2020
<b>7 Fixed Assets (cont'd)</b>		
<b><u>Vehicles and Equipment</u></b>		
Recreation Ground Equipment	57,481	67,481
Office Equipment	34,740	28,281
Office Boiler	2,990	2,990
Office Furniture	100,226	100,226
Pavilion Furniture & Equipment	7,446	7,446
Play and Sports Equipment & Safety Surfaces	272,208	268,713
Skate Park	90,306	90,306
M U G A	30,062	30,062
Christmas Decorations	57,187	53,582
Kubota Tractor M9540 - LK09 EPL	35,000	35,000
Ford Transit Tipper MK 18 WYJ	22,620	22,620
Ford Ranger EX67 KKW	16,942	16,942
P7E Trailer	795	795
LT106G Trailer	2,465	2,465
Ifor Williams Trailer	800	800
Work Platform (f/lift)	650	650
Dennis Mower	1,500	1,500
Verticut Mower	1,200	1,200
Ransomes Cylinder Mower	850	850
Hayter Mower	2,137	2,137
Hayter Mower (2018)	535	535
Trimax Snake Mower	19,950	19,950
Verti-Cutter	1,329	1,329
Harrier Grass Cutter x 2	1,400	1,400
Shibara CM274 Grass Cutter	3,000	3,000
Stihl AR300L	1,320	-
Stihl RMA765 Mower	1,037	-
Spearhead Flail arm and Cab guard	10,835	10,835
Mitsubishi truck KY64BGK	15,000	15,000
Exac Post Hole Borer	1,500	1,500
Dump Trailer 12' x 6'	4,650	4,650
JCB Mini Excavator	18,076	18,076
Kubota K15 DXU	14,116	14,116
Kubota F3890 (KX68 BDZ)	18,368	18,368
Kubota F3890 (KX68 BEJ)	18,368	18,368
Rotowash	7,176	7,176
CCTV Equipment	18,028	18,028
Anti-Ram Bollards	5,592	5,592
Gazebos	905	905
Cemetery Earth Augur	670	670
Hot Water Pressure Cleaner	18,219	18,219
Shibarua Tractor LK 17 KTD	19,755	19,755
Sports Equipment (Village Green)	69,999	69,999
Outdoor Gym	4,100	4,100
Kubota RTV KX20 CCJ	15,250	-
Defibrillators	10,092	-
	1,036,875	1,005,617

**Houghton Regis Town Council**

**Notes to the Accounts**

**31 March 2021**

<b>7 Fixed Assets (cont'd)</b>	<b>2021</b>	<b>2020</b>
<b><u>Infrastructure Assets</u></b>		
Gates and Fencing	92,569	92,569
Bowls Irrigation System	7,290	7,290
Speed Activated Signs	9,226	9,226
Town Signs & Noticeboards	10,685	10,685
Litter Bins	5,941	5,941
Bollards - Village Green Grnd	7,192	7,192
Benches	2,618	2,618
Flame Beacon	2,204	2,204
Flag Poles	5,875	5,875
Floodlights (Tithe Farm Skate Park)	15,844	15,844
Bedford Rd Wall (All Saints Gate)	20,018	20,018
Village Green Play Area Resurfacing	48,000	-
	227,462	179,462
<b><u>Community Assets</u></b>		
Civic Regalia	4,779	4,779
War Memorial	9,363	9,363
Village Green	1	1
Tithe Farm Recreation Ground	1	1
Land rear of Orchard Close	1	1
Houghton Regis Cemetery	97,785	90,585
Orchard Close Recreation Ground	1	1
Land rear of Houghton Court	1	1
Land rear of Village Green Pavilion	1	1
Land Adj Chapel Path	1	1
Land off Townsend Farm Road	1	1
All Saints Churchyard	1	1
Land at Moore Crescent	1	1
Land at The Baulk	1	1
Land at Orchard Close	1	1
Parcels within Dog Kennel Down Area	1	1
Parkside Recreation Ground	1	1
Part of The Paddocks	1	1
Former Railway Line	1	1
	111,943	104,743
	3,134,865	2,988,407

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.

**Houghton Regis Town Council****Notes to the Accounts****31 March 2021****8 Investments**

	<b>Investments Other Than Loans</b>
<b>Cost</b>	<b>£</b>
At 01 April 2020	600,000
At 31 March 2021	<u>600,000</u>
<b>Amounts Written Off</b>	
At 31 March 2021	<u>-</u>
<b>Net Book Value</b>	
At 31 March 2021	<u>600,000</u>
	<u>600,000</u>
At 01 April 2020	<u>600,000</u>
	<u>600,000</u>

**9 Current Asset Investments**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
L A Deposit Fund Account	<u>637,000</u>	<u>554,000</u>
	<u>637,000</u>	<u>554,000</u>

**10 Stocks**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Groundsmans Materials	<u>528</u>	<u>528</u>
	<u>528</u>	<u>528</u>

**Houghton Regis Town Council**

**Notes to the Accounts**

**31 March 2021**

**11 Debtors**

	2021	2020
	£	£
Trade Debtors	13,317	6,808
Prov for S/Ledger Credit Notes	-	(1,292)
Trade Debtors	13,317	5,516
VAT Recoverable	20,234	12,376
Other Debtors	269	950
Prepayments	7,223	13,361
Accrued Income	7,326	7,912
	<u>48,369</u>	<u>40,115</u>

**12 Creditors and Accrued Expenses**

	2021	2020
	£	£
Trade Creditors	54,109	9,685
Other Creditors	1,673	1,613
Accruals	9,876	9,909
Income in Advance	300	300
Capital Receipts in Advance	260,575	260,575
	<u>326,533</u>	<u>282,082</u>

**13 Agency Work**

During the year the Council undertook the following agency work on behalf of other authorities:

<b>Commissioning Authority and Nature of Work</b>	2021	2020
	£	£
St Vincents School - Grounds Maintenance	3,750	3,708
Central Bedfordshire Council - Dog Bin Emptying	850	700
Central Bedfordshire Council - Ground Works	7,121	11,096
	<u>11,721</u>	<u>15,504</u>

A final claim for reimbursement to 31 March 2021 has been made.

During the year the Council commissioned no agency work to be performed by other authorities.

**14 Hire Purchase and Lease Obligations**

At 31 March the following hire purchase agreement(s) and lease(s) were in operation:

<b>Hire/Lessor</b>	<b>Purpose</b>	<b>Annual Lease/Hire Payable</b>	<b>Year of Expiry</b>
		£	
Shires Leasing	BT Cloud Hardware	324	2021
Grnke Leasing Ltd	Photocopier (5 Years Lease)	2,079	2024

**Houghton Regis Town Council**

**Notes to the Accounts**

**31 March 2021**

**15 Loans**

At the close of business on 31 March 2021 the following loans to the council were outstanding:

<b>Lender</b>	<b>Loan Period</b>	<b>Amount £</b>	<b>Years Remaining</b>
Public Works Loan Board	24 Years from 19 <sup>th</sup> October 2009	108,205	13
Public Works Loan Board	24 Years from 5 <sup>th</sup> February 2010	123,391	13

**16 Earmarked Reserves**

	<b>Balance at 01/04/2020 £</b>	<b>Contribution to reserve £</b>	<b>Contribution from reserve £</b>	<b>Balance at 31/03/2021 £</b>
Other Earmarked Reserves	676,492	31,814	(83,577)	624,729
Total Earmarked Reserves	676,492	31,814	(83,577)	624,729

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2021 are set out in detail at Appendix A.

**17 Capital Commitments**

The council had no other capital commitments at 31 March 2021 not otherwise provided for in these accounts.

**18 Contingent Liabilities**

The council is not aware of any contingent liabilities at the date of these accounts.



Houghton Regis Town CouncilNotes to the Accounts31st March 2021Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2020</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2021</u>
	£	£	£	£
All Saints Churchyard Wall	-	2,374		2,374
Pavilion Renovation	125,389	25,000	(4,000)	146,389
Play Areas	127,232	2,500	(48,000)	81,732
Community Development	27,427		(7,427)	20,000
Elections	-	1,940		1,940
Tithe Farm Play Area Maintenance	2,500		(2,500)	-
Mayors Civic Regalia & Chain	450		(450)	-
Cemetery Provision	78,908		(4,700)	74,208
Allotments	70,060		(5,500)	64,560
Former Railway Line	34,789		(3,000)	31,789
Memorial Hall Trust Grant	8,000		(8,000)	-
Office Provision	200,000			200,000
Knife Crime	1,737			1,737
<b>TOTAL EARMARKED RESERVES</b>	<b>676,492</b>	<b>31,814</b>	<b>(83,577)</b>	<b>624,729</b>



## **Proposal to digitise and upload to an accessible archive, the Houghton Regis Town Council Minutes and other documents**

The Minutes and other documents of the Houghton Regis Town Council provide a valuable record of the history and heritage of the town in the 20<sup>th</sup> century and continuing into the 21<sup>st</sup> century. Many of the documents are in paper form making them relatively inaccessible to Councillors and the public in general. The Houghton Regis Heritage Society (HRHS) believes that this valuable resource should be made available in an accessible and searchable archive on the internet.

To this end a meeting was held with Clare Evans, Town Clerk, to discuss the possibility of the Town Council and the HRHS working together to scan and upload the Minutes and documents to an archive available to all on the internet.

HRHS has established and maintains an archive compiled initially from the extensive library of images provided by Pat Lovering. The images show life in Houghton Regis from the late 19<sup>th</sup> Century to the present day and is being added to on a regular basis. The archive is accessible to the public on an internet web site and is fully searchable – [Houghton Regis Heritage Society \(hrhsarchive.org.uk\)](http://hrhsarchive.org.uk)

The Town Clerk agreed that there was some merit in the proposal, however Councillors would have to agree to the project and a full costing would be required to be put before the relevant Committee/s. It was agreed that a sample of the Minutes be scanned and uploaded to provide a suggested format of the Archive for Councillors to consider.

Minutes from 1990, 1991 and 1992 were scanned and uploaded. Optical Character Recognition was applied to make the Minutes searchable, for example type in Fencing in the Search for dates, places name box at the top of the page.

The scanned and uploaded Minutes can be viewed at:

[HRTC Minutes - Houghton Regis Heritage Society \(hrhsarchive.org.uk\)](http://hrhsarchive.org.uk)

HRHS asks that the project be considered by the Committee and agreed in principle. If it is agreed to go ahead, a further detailed paper will be provided setting out how the various Minutes and documents will be scanned, OCR'd and the related costs of establishing the archive and the ongoing costs.