



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr Clare L Copleston** Tel: 01582 708540
Town Clerk: **Clare Evans** E-mail: info@houghtonregis.org.uk

15th March 2021

HOUGHTON REGIS TOWN COUNCIL MEETING

To: All Town Councillors

Notice of Meeting

You are hereby summoned to the Meeting of the Houghton Regis Town Council to be held at the Council Offices, Peel Street on **Monday 21st March 2022 at 7.00pm.**

Due ongoing Covid concerns, members of the public who wish to attend the meeting are encouraged to do so remotely through the meeting link below. Members of the public may also attend in person and, if doing so, are requested to socially distance as much as possible.

To attend remotely through Teams please follow this link: [MEETING LINK](#)

Clare Evans
Town Clerk

THIS MEETING MAY BE RECORDED¹

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**

¹ 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.

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

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

4. MINUTES

Pages 8 - 12

To approve the minutes of the meeting held on 24th January 2022.

Recommendation: To approve the Minutes of the meeting held on 24th January 2022.

5. COMMITTEE AND WORKING GROUP MINUTES

Pages 13 - 52

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

Corporate Services Committee	22 nd November 2021
Community Services Committee	1 st November 2021
Environment & Leisure Committee	15 th November 2021
Planning Committee	10 th January, 31 st January and 21 st February 2022
Town Partnership Committee	23 rd November 2021

Pages 53 - 54

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

New Office Provisions Sub-Committee	15 th February 2021
New Cemetery Sub-Committee	None to present

Pages 55 - 58

Members will also find attached the draft minutes of Corporate Services Committee held on 28th February 2022. At this meeting the following items were considered and it was requested that these be brought forward to Town Council:

- Minute number 11964 – Public Work Loan Board – Borrowing. Members are requested to note that further information on this matter is provided within [agenda item 14](#)
- Minute number 11965 – Internal Auditor Appointment

The reports presented to Corporate Services Committee regarding Public Work Loan Board - Borrowing and the Internal Auditor Appointment are significant, please follow this link to view the officers reports. [Link to the report](#)

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

Minute number 11964 – Public Work Loan Board - Borrowing

1. To recommend to Town Council that an annuity loan over 28 years be applied for from the Public Works Loan Board as this offers a consistency of repayment costs with repayments matching an existing capital budget provision.
2. The Chair and Vice Chair of Corporate Services Committee be authorised to liaise with the Clerk should funding be required from the CCLA Property fund.

Minute number 11965 – Internal Auditor Appointment

To recommend to Town Council, at the meeting to be held on 21st March 2022, that Company ‘A’ be appointed, for a period of 3 years, as the Town Councils internal auditor provider.

Minute number 11861 – Human Resources Provision

To recommend to Town Council that company C be appointed to provide this service.

Minute number 11864 - safeguarding Children and Young People Policy

- 1.1 To recommend to Town Council that the Safer Recruitment and Selection Policy be approved.
- 1.2 To recommend to Town Council that the Induction Process be approved.
- 1.3 To recommend to Town Council that the Ex-Offenders Recruitment Policy be approved
- 1.4 To recommend to Town Council that the Disciplinary Policy be approved

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. STRATEGIC POLICES 2020/21

Pages 59 - 137

To provide members with the opportunity to consider key council policies and a calendar of meetings and events for 2022/23. In accordance with Standing Orders these will be presented the Town Council at the AGM on 11th May 2022.

Scheme of Delegation

This is considered to remain suitable and fit for purpose.

Committee Functions & Terms of Reference

Members may recall that during 2021/22 clarification was provided on the voting rights of co-opted members. The following advice was provided:

Only in certain circumstances are co-opted members allowed to vote, these are management of the land, harbour functions if the authority is a harbour authority, tourism functions and the management of a festival.

As such co-opted members on the following groups can vote:

- Events Working Group
- Allotments Working Group

However co-opted members on the following are unable to vote:

- Combating Crime Working Group
- Partnership Committee

The Council's Committee Functions & Terms of Reference in relation to these meetings have been amended to set out voting rights.

Standing Orders

In accordance with national legislation committee members must be physically present in order to vote at meetings as per LGA 1972.

During the pandemic when the emergency legislation had expired to facilitate remote attendance, other meeting attendees, i.e. councillors who are not committee members, officers and other third parties (e.g. co-opted members of committees or invited guests) were encouraged to join remotely to assist in limiting numbers of attendees whilst still enabling participation in the democratic process.

Standing orders are presented as approved, however should the council decide under [agenda item 9](#) to continue to facilitate remote access to meetings, Standings Orders will be revised to reflect this when they are presented for formal approval at the May Town Council Annual General Meeting.

Financial Regulations

This is considered to remain suitable and fit for purpose.

Council Calendar 2022/23

The calendar for 2022/23 reflects the pattern of meetings as in 2021/22 aside from the Allotments Working Group, the frequency of this meeting has been reduced from every 6 weeks to 2 months.

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- Recommendation:** To recommend to the Annual Meeting of Town Council approval of the following:
- Scheme of Delegation
 - Committee Functions & Terms of Reference
 - Standing Orders
 - Financial Regulations
 - Council Calendar 2022/23

9. COUNCIL MEETING ARRANGEMENTS

Pages 138 - 140

To enable members to consider the nature and format of council meetings going forwards.

- Recommendation:**
1. Meetings of committees and subcommittees will be held in the council chamber with remote access being available to non-members and residents;
 2. Meetings of individual working groups and other informal meetings will consider how they would like to meet (in person, hybrid or remote)

10. UPDATE ON COMMUNITY GOVERNANCE REVIEW

Members are advised that Central Bedfordshire Council (CBC) has acknowledged receipt of HRTC's request to carry out a Community Governance Review of the parish of Chalton. Before this can be formally considered by CBC the following must take place:

- the views of Chalton Parish Council (CPC) will be required; these have been provided to CBC by Chalton Parish Council and are summarised below
- further research to be carried out by CBC officers

Once completed the matter can be considered by the CBC General Purposes Committee.

In summary the response from CPC included:

- CPC consider a boundary review at this time to be unnecessary due to a review having been held in 2017/18
- An area wide Community Governance review is anticipated to be in 4/5 years' time when all boundaries could be reviewed. This would give a more strategic view of the boundaries and recent developments.

It is hoped to provide a timeline for the consideration of this by CBC this at the meeting.

11. RECEPTION OPENING HOURS

Pages 141 - 142

To consider the opening hours of Reception.

- Recommendation:**
1. For Reception opening hours to be adjusted to 9am to 4pm Monday to Friday.
 2. For the telephone switchboard hours to remain as 9am to 5pm Monday to Friday.

12. CBC HIGHWAYS RURAL MATCH FUNDING SCHEME

Pages 143 - 166

To enable members to consider the funding opportunity from CBC to bring forward a match funded highways improvement scheme.

- Recommendation:**
1. To apply under the Local Transport Fund Integrated Programme - Rural Match Funding 2022/23 to 2023/24 for replacement gateway signage and features at Bedford Road, Park Road North and Houghton Road;
 2. To contact the promoters of Linnere to explore opportunities for a gateway feature on Sundon Road;
 3. To seek to work with CBC on assessing the traffic speeds on Sandringham Drive to help determine whether a speed reduction scheme is required;
 4. To seek to work with CBC on a project based around driver education and softer projects such as a school walking bus to help address parking issues around Tithe Farm Primary School
 5. To fund any agreed works from General Reserves.

13. LOCATION OF TOWN COUNCIL ANNUAL GENERAL MEETING AND MAYORAL RECEPTION

Pages 167 - 168

To consider the location of Town Council Annual General Meeting and Mayoral Reception.

- Recommendation:**
1. To hold the Town Council Annual General Meeting and Mayor Making in the Council Chamber on 18th May 2022:
 2. To invite the Mayor to hold a Mayoral Reception during the course of their term of office.

14. TITHE FARM RECREATION GROUND SPORTS PROJECT - BORROWING APPROVAL

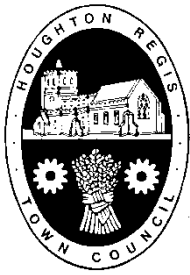
Pages 169 - 176

To consider the request from Environment & Leisure Committee for an application to the Public Works Loan Board for borrowing of £500,000 to part fund the Tithe Farm Recreation Ground Sports Project and the Recommendation from Corporate Services Committee authorise an annuity loan over 28 years from the Public Works Loan Board as this offers a consistency of repayment costs with repayments matching an existing capital budget provision.

- Recommendation:**
1. To seek the Secretary of State's approval for the proposed borrowing from the Public Works Loan Board of £500,000 as an annuity loan over 28 years;

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- 2. To fund associated repayments from 299 4871 in 2022/23 and for subsequent repayments to be funded from a new code in cost centre 299 specifically set up for loan repayments associated with this project.**

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HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr Clare L Copleston** Tel: 01582 708540
Town Clerk: **Clare Evans** E-mail: info@houghtonregis.org.uk

16th March 2021

HOUGHTON REGIS TOWN COUNCIL MEETING

To: All Town Councillors

AGENDA – ADDITIONAL ITEM

15. SUPPORT TO THE UKRAINE

Pages 177 - 178

Members will find attached a General Briefing 1-22 – Ukraine released by NALC. The document provides advice on how the town and parish council sector can assist in this crisis. Options include:

- Solidarity and support – flying the Ukrainian flag
- Lighting up buildings with the Ukrainian colours
- Holding vigils or moments of silence
- Publishing statements of support and solidarity
- Co-ordinating donations of items
- Signposting to charities and aid agencies
- Making a financial donation

It is suggested that the following actions be undertaken:

1. Expressing solidarity through signing up to the statement from the political leadership of the Council of European Municipalities and Regions (CEMR). There full statement can be found here: <https://ccre.org/en/actualites/view/4268>
2. Flying the Ukrainian flag from one of the flag poles on the Village Green
3. Lighting the flag poles with the Ukraine colours
4. Expressing support for the Ukraine through the councils website and social media
5. Make a financial donation to the Disasters Emergency Committee and the British Red Cross. Members are advised that £3000 remains in the Small Grants Budget. It is suggested that this budget be used to fund donations of £1500 each to Disasters Emergency Committee and the British Red Cross.

- Recommendation:**
1. **To sign up to the statement from the political leadership of the Council of European Municipalities and Regions (CEMR).**
 2. **Fly the Ukrainian flag from one of the flag poles on the Village Green**
 3. **Light the flag poles with the Ukraine colours**
 4. **Express support for the Ukraine through the councils website and social media**
 5. **Make a financial donation to the Disasters Emergency Committee and the British Red Cross of £1500 each from 305 4218.**

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HOUGHTON REGIS TOWN COUNCIL

Minutes of the Town Council Meeting held on 24th January 2022 at 7.00pm

Present: Councillors: J Carroll
E Cooper
Y Farrell
S Goodchild
D Jones
M S Kennedy
T McMahon
R Morgan
A Slough
C Slough
S Thorne
K Wattingham

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

Public: 0

Apologies: Councillors: C Copleston

A Minutes silence was held to mark the passing of former Mayor Mrs Shirley Gilchrist and of the passing of serving Cllr Don Dixon Wilkinson.

11900 APOLOGIES

Apologies were received from Cllr Copleston.

11901 QUESTIONS FROM THE PUBLIC

None.

11902 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11903 MINUTES

To approve the minutes of the meeting held on 13th December 2021

Resolved: To approve the minutes of the meeting held on 13th December 2021 and for these to be signed by the Chairman.

11904 COMMITTEE MINUTES

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

Corporate Services Committee	None to present
Community Services Committee	None to present
Environment & Leisure Committee	None to present
Planning Committee	29 th November and 20 th December 2021
Town Partnership Committee	None to present

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

Office Provisions Sub Committee	None to present
Proposed New Cemetery Working Group	None to present

Resolved: To receive the Minutes detailed above.

11905 TOWN MAYOR ANNOUNCEMENTS

Members had received apologies from the Town Mayor therefore an update at the meeting was unavailable, a report would be circulated in due course.

Members received a verbal report on events that had been attended by the Deputy Town Mayor who had attended Harpenden's Burns Night and had aided the delivery of Christmas gifts to local schools.

11906 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 Goodchild had attended Local Government Association webinar, the impact of Covid on young people and the elderly community was highlighted, and the economic inequalities of communities.

Cllr McMahon had attended Houghton Hall Park MAG meeting, Members were advised that Houghton Hall Park were advertising for a Head Gardener.

Cllr Jones attended the BATPC Finance and General Purpose meeting, which had given further consideration to the relocation of the BATPC offices to enable improved disability access. Members were advised a consultation had been launched by Ofcom into the postal service, feedback at the meeting had been to conserve the remaining Post Offices, particularly in rural areas.

Cllr Thorne had attended:

- Citizens Advice AGM, budget, polices and usage had been discussed. Members were advised of an increase in use of the service, however, this remained virtual.
- Dial-a-Ride meeting, members were advised that new premises were still being

sought to accommodate office and vehicles.

- Memorial Hall meeting, Members were advised that bookings had returned and an increased number of enquiries had been received. A new accounts system had been introduced and grant funding had been received. Members were reminded that 2022 would see the Memorial Hall's 65th Anniversary, further details of the upcoming celebration would be shared in due course.

11907 2022/23 BUDGET AND PRECEPT

Town Council received the draft budget for 2022/23 for consideration and members were requested to approve a budget for 2022/23 and set a precept.

The Officer recommendation was proposed by: Cllr C Slough, seconded by: Cllr McMahan

A recorded vote was requested:

Members in favour: Cllrs: J Carroll, C Slough, A Slough, T McMahan.

Members against: Cllrs: M Kennedy, R Morgan, D Jones, E Cooper, S Goodchild, S Thorne, K Wattingham

Abstentions: Cllr Farrell

Accordingly, the motion was not carried.

An amendment to the officer recommendation was proposed to read:

To approve the budget as amended by the proposed amendments and allocations as set out in Appendix B and to set a precept of £1,119,236.

Proposed by: Cllr Jones seconded by: Cllr Morgan

Members in favour: Cllrs Y Farrell, M Kennedy, D Jones, K Wattingham, E Cooper, S Goodchild, R Morgan and S Thorne

Members against: Cllrs A Slough, C Slough, J Carroll

Abstentions: Cllr T McMahan

Resolved: To approve the budget as amended by the proposed amendments and allocations as set out in Appendix B and to set a precept of £1,119,236.

11908 REVIEW OF EAR MARKED RESERVES

At the June 2021 Town Council meeting it was requested that a system be put in place to review ear marked reserves on a 6 monthly basis. Accordingly, members would receive a report on ear marked reserves at the January and June town council meetings.

Resolved: To note the report and in particular:

- 1. EMR 352- to transfer out from this fund £3000 per annum for maintenance of the Former railway Line in budgets subsequent to 2022/23;**
- 2. Deferred income – to use this funding to support the Tithe Farm All Weather project**

11909 INTERNAL AUDIT, PLANNING AND REVIEW

A system of internal control was designed to manage risk to a reasonable level rather than eliminate all risk or failure to achieve policies, aims and objectives. It thus provided a reasonable, not absolute, assurance of effectiveness. A system of prioritisation therefore pertains.

It was the responsibility of Council to determine the scope of audit, without undue influence from the internal auditor, to ensure his/her independence and that planning and reporting access was effective and direct

Members received the current policy. The policy had been reviewed and it was considered that it remained suitable and fit for purpose.

Resolved: To approve the Internal Audit Planning, Reporting & Review Policy.

11910 EQUALITY AND DIVERSITY POLICY

The Equality Act 2010 came into force in October 2010. The legislation covered a prescribed set of protected characteristics including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

It also covered prohibited conduct including discrimination, adjustments for disabled persons, victimisation and harassment; services and public functions; premises; employment; contracts; and, advancement of equality. The latter provision specified a public sector equality duty, which applies equally to town and parish councils.

Members received the current policy. The policy had been reviewed and it was considered that it remained suitable and fit for purpose.

Resolved: To approve the Equality and Diversity Policy.

11911 COUNCILLOR VACANCY

A councillor vacancy had arisen from the passing of Cllr Don Dixon Wilkinson. Members were advised the vacancy would be announced on 26th January 2022.

11912 CENTRAL BEDFORDSHIRE COUNCIL 2022 BUDGET CONSULTATION

Members were formally advised that Central Bedfordshire Council (CBC) had launched their budget consultation exercise which was open for public consultation until 31st January.

A consultation leaflet had been produced to summarise the headlines which was available to collect from the Library. Additionally, a questionnaire was available for feedback.

Members were invited to consider the proposals and to submit their comments individually.

The Chairman declared the meeting closed at 7.43pm

Dated this 21st day of March 2022

Chairman

DRAFT

HOUGHTON REGIS TOWN COUNCIL
Community Services Committee
Minutes of the meeting held on
1st November 2021 at 7.00pm

Present: Councillors: K Wattingham Chairman
T McMahon
S Goodchild
M Kennedy Substitute
A Slough
S Thorne
E Cooper

Officers: Clare Evans Town Clerk
Tara Earnshaw Community Development Officer
David Ramsay Lead Youth Worker

Public: 0

Apologies: Councillors: C Copleston

Also Councillor: C Carroll
present:

11819 APOLOGIES & SUBSTITUTIONS

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

11820 QUESTIONS FROM THE PUBLIC

None.

11821 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Cllrs Goodchild, Thorne and McMahon declared an interest in item 11, as they were members of the Houghton Regis Heritage Society.

11822 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Events Working Group 26th August and 30th September 2021

Combating Crime Working Group 18th August and 15th September 2021

Recommendation: To receive the Minutes detailed above.

11823 INCOME AND EXPENDITURE REPORT

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

It was brought to members attention that under cost centre 302 4227 – the available budget did include money that was hoped to be used on the older peoples project.

11824 REPORT FROM GROUNDWORK

It had been expected that Antony Fuller, Senior Youth Worker, Groundwork East would be in attendance at the meeting to report on the youth work Groundwork had recently completed in Houghton Regis on behalf of Central Bedfordshire Council, unfortunately he was not in attendance.

11825 HRTC YOUTH & COMMUNITY SERVICES

Members received a report on the community and youth work recently completed including

- Pop-up youth café
- Youth Council
- Older people
- Local organisations

At the meeting on 6th September members were advised that CBC Ward Cllr grant funding had been applied for to deliver a youth project around training and development opportunities in catering and hospitality. Unfortunately Ward Cllr grants were only available for the purchase of equipment and as such this project did not meet the criteria.

Members supported a project designed for the older members of the community.

It was requested that thanks be given to the Community Development Officer for her work with the Youth Council and their Halloween event and the forthcoming project for the elderly. It was advised that the Youth Council were considered an asset to the council.

Members expressed their disappointment on the council being unsuccessful in their bid for funding for the training and development opportunities in catering and hospitality.

11826 SUMMER ACTIVITIES

Members received a report on the 2021 summer activities and suggestions for a programme for summer 2022.

Members were advised that the events in the summer months had received a higher number of attendees than the Easter events, however, activities had still attracted 10 – 15 young people. New ideas were being explored utilising the kitchen garden for future enhanced sessions, ‘grow it, cook it, serve it’.

Members were advised that several young people had enjoyed the experience of attending the circus during enhanced sessions.

Members suggested that the Community Development Officer and the Lead Youth Worker link in with the Bidwell West Community Development Worker to enable outreach work in Bidwell West.

Members discussed the success of the 2021 summer family fun days held on the Village Green, members expressed their support for similar to be held in 2022.

Resolved:

- 1. To deliver 4 family fun days over the first 4 weeks of the summer holidays;**
- 2. To deliver 2 family coach trips during 2022, one during the Easter holidays and the second during the summer holidays.**

11827 COMMUNITY SERVICES COMMITTEE DRAFT BUDGET 2022/23

Members received the officer draft budget for 2022/23 along with explanatory notes for the Community Services Committee.

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

Members were advised of budget updates. Community Services Committee (305-4219) agreed a Large Capital Grant for £1,000 for the Singing Café; The Events Working Group Budget (304-4222) initially had requested £47,000 however, after recalculation the request had been amended to £50,800.

399-4804 members were advised that £6,000 would secure a suitable tree as a feature, however the location was yet to be confirmed.

399-4034 cost of the website update had been quoted at £6,000, if members were minded to include this in the budget, competitive quotes would be sought.

Members agreed that the Town Guide would be put on hold for the time being.

It was suggested that sponsorship be sought from new enterprises coming into the town.

11828 VISION UPDATE

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

Members were advised that the Vision be reviewed in January to enable a more substantial review at committees during spring 2022.

11829 KEY PARTNERS - ANNUAL REVIEW OF EXISTING

At the Community Services Committee meeting on 25th October members were asked to consider the annual review of Key Partner grants. This included the grant for the Houghton Regis Heritage Society. However due to 3 members declaring a non-

pecuniary interest in this application the meeting was not quorate. As such this grant application was deferred until this meeting. Members received the Key Partner Renewal application form for consideration.

Houghton Regis Heritage Society £500.00

Resolved: To approve the release of funding as detailed for the financial year 2021/22.

The Chairman declared the meeting closed at 8.02pm

Dated this 7th day of February 2022

Chairman

HOUGHTON REGIS TOWN COUNCIL
Environment & Leisure Committee
Minutes of the meeting held on
15th November 2021 at 7.00pm

Present: Councillors: T McMahon Chairman
C Copleston Substitute
E Cooper
Y Farrell
R Morgan
A Slough
S Thorne

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

Public: 3

Apologies: Councillors: D Dixon-Wilkinson

Also present: S Goodchild
J Carroll

11838 APOLOGIES

Apologies were received from Cllr Dixon-Wilkinson (Cllr Copleston substituted)

11839 QUESTIONS FROM THE PUBLIC

A member of the public asked whether any members of the committee had an interest in item 13, Parkside benches or were a member of Parkside Ward Action Group.

There were no declarations of interest declared.

11840 SPECIFIC DECLARATIONS OF INTEREST

None.

11841 MINUTES

To approve the minutes of the meeting held on 20th September 2021.

Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 20th September 2021 and for these to be signed by the Chairman.

11842 MINUTES OF WORKING GROUPS

Allotment Working Group 24th August 2021

Allotment Working Group 5th October 2021
(Draft)

In addition, members were referred to draft Minutes of the Allotments Working group held on 5th October. At this meeting it was resolved to recommend to Environment & Leisure Committee the approval of the draft Tenancy Agreement. As this project was moving forwards it was considered prudent to bring this forward to this meeting for formal approval.

An amendment to the officer recommendation was proposed by Cllr Morgan, seconded by Cllr Farrell, to read:
To approve the Allotment Tenancy Agreement, subject to the word 'bush' being removed from point 8j

The officer recommendation read: To approve the Allotment Tenancy Agreement

Members were in favour of the amendment.

Members voted in favour of the amended recommendation.

Resolved:

- 1. To receive the minutes detailed above.**
- 2. To approve the Allotment Tenancy Agreement, subject to the word bush being removed from point 8J.**

11843 TREE SURVEY WORK

Members were advised of required tree work resulting from the findings of the tree survey.

Immediate work included:

- East End Willow Tree was dead and required felling and the other Willows needed pollarding at a total cost of £2730 (including replanting)
- Two Sycamore trees needed felling to ground level at a total cost of £1050 (including replanting)

Other necessary short term work was highlighted to members, however, as this additional work had not been budgeted for, members agreed to request that Town Council release funds from General Reserves to complete this work.

It was highlighted that several trees behind Moore Crescent Pavilion were strangled by ivy, members were advised the Grounds Team would tackle this issue when resources were available.

It was suggested that there could be some cost-free options for replacement trees, however, members stated a reluctance to replace the felled Sycamore trees with further Sycamore trees.

Members were advised that there was further medium term work due to be completed the following year.

An additional recommendation was proposed by: Cllr A Slough, seconded by: Cllr Morgan to read: To request Town Council authorises expenditure up to £17,000 from General Reserves to complete the required short term tree work throughout the town.

Members voted in favour of the additional recommendation.

- Resolved:**
- 1. For health and safety reasons, to authorise the above remedial works and to source suitable replacement trees.**
 - 2. To request Town Council authorises expenditure up to £17,000 from General Reserves to complete the required tree work throughout the town.**

11844 INCOME AND EXPENDITURE REPORT

Members received the income and expenditure report, highlighting significant variances, for Environment & Leisure Committee to date.

The cost of water at the Village Green was queried. Members were advised that the Houghton Hall Park Kitchen Garden used water from the pavilion, members were advised an invoice had been sent to Houghton Hall Park for their water usage.

11845 BUDGET 2022/23

For this committee the draft budget had been difficult to prepare notably due to:

- Price increases in materials possibly due to Brexit and Covid
- Uncertainties over gas and electric supply costs, members were advised that the Council's broker has suggested a 30% increase in budget

It was queried some pavilions had standing gas pipes on site and it was suggested that these be capped and removed. Members were advised that the cost to cap and remove the pipes was a significant cost in comparison to the minimal charge for the standing pipe to remain in situ. It was requested that the Town Clerk investigate.

Members discussed the viability of improving the pavilions energy efficiency and options for energy generation such as solar energy, it was suggested that grant funding may be required to enable financial capability for this to move forward.

Members were requested to note that the fees under this committee had yet to be set so some adjustments may be required.

11846 ENVIRONMENT & LEISURE FEES 2021/22

To set the hire charges under the control of Environment & Leisure Committee for 2022/23.

Members discussed the attributes of the Moore Crescent Pavilion and the Village Green Pavilion and some felt that the fees did not reflect the differences in the pavilions. The seasonal restrictions of the Moore Crescent Pavilion were highlighted to members, thus albeit a more desirable pavilion, it was less flexible in its hirability.

Members agreed that the pavilions needed more marketing, the option of increasing fees to cover marketing costs were discussed.

An amendment to the recommendation was proposed by: Cllr Copleston, seconded by, Cllr Farrell, to read:
To approve the Environment & Leisure Schedule of Fees for 2022/23 excluding the pavilion charges.

The original officer recommendation read: To approve the Environment & Leisure Schedule of Fees for 2022/23

Members were in favour of the amendment.

Members voted in favour of the amended recommendation.

Resolved: To approve the Environment & Leisure Schedule of Fees for 2022/23 excluding the pavilion charges.

11847 UPDATED POLICY CONSULTATION BRIEFING - ENVIRONMENTAL PERMITTING REGULATIONS

Members received a policy consultation briefing from NALC, on the current DEFRA Environmental Permitting Regulations consultation.

The briefing stated, the DEFRA consultation affected all burial authorities, and existing cemeteries/burial grounds. It also stated that if implemented, the proposals under consultation could reduce remaining burial capacity by up to 50%.

The stated purpose of the proposals was to improve the way groundwater activities, and some related surface water discharge activities, were regulated.

The closing date of the DEFRA consultation was 22nd December, while NALC had also asked for responses by 5pm on 27th November, to help inform it's response.

Advice was sought from the Council's cemetery consultants who advised that they were working with Defra on this guidance. It was also highlighted that everything that was published in this document was already in place under the EA Statutory guidance, as such concerns were expressed over the value of the article.

Members were advised that the 12-month survey which was underway, would have to be undertaken with any piece of prospective land.

11848 TITHE FARM ALL WEATHER UPDATE

Members were provided with a report to update members on the Tithe Farm Recreation Ground Sports Project.

Members shared their positive experiences of visiting Cranfield. Members agreed to invite the FA to come and present to councillors.

11849 THE QUEEN'S GREEN CANOPY

The Queen's Green Canopy (QGC) was a unique tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022 which invited people from across the United Kingdom to "**Plant a Tree for the Jubilee**".

This had also been promoted by the National Association of Civic Officers (NACO).

Various grant sources were available including CBC and the Woodland Trust. It was thought that these were likely to be saplings rather than more mature trees.

Suggested locations included:

- Village Green in one of the raised beds (in the draft budget there was a funding request for a refurbishment of these)
- Adjacent to the Town Sign (in the draft budget there was a funding request for a refurbishment of this planting bed)
- Houghton Hall Park
- In the area of the willow trees on East End (a second existing tree may be removed as per a separate agenda item)
- In Moore Crescent (2 existing trees may be removed as per a separate agenda item)

Members discussed various pockets of land for tree planting, it was suggested that a public engagement strategy was undertaken.

Members agreed to defer this item to the next meeting and survey residents in the meantime.

11850 PUBLIC SEATING ON PARKSIDE RECREATION GROUND

Members were reminded that at the Town Council meeting on 4th October it was advised that a communication had been received from a member of the public on behalf of Parkside Ward Action Group, requesting additional seating to be installed on Parkside Recreation area. The Action Group offered the Town Council a financial contribution of £200.

Subsequent to the Town Council meeting that group were advised that the Environment and Leisure Committee would be looking into the provision of seating and would look at funding additional seating in the budget for 2022/23.

Members were invited to consider making budget provision in the draft budget for 2022/23 or to request approval from Town Council to use General Reserves to fund additional seating in 2021/22.

Given the size of the recreation ground and the fact that outside of the play areas themselves there was only 1 public bench available, it was suggested that 2 benches were purchased. A steel framed bench with back and side arms made from recycled materials was in the region of £500 each plus delivery, total approximately £1300.

Members discussed the need for the additional seating on Parkside Recreation ground and whether two new seats would be enough for such a large area of land.

Members agreed for two benches to be purchased now, and two further benches to be purchased in 2022 with dementia friendly colours considered.

Resolved: To request approval from Town Council to purchase 2 new benches for Parkside Recreation ground using general reserves up to a value of £1300.

The Chairman declared the meeting closed at 9.00pm

Dated this 14th day of February 2022

Chairman

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
Minutes of the meeting held on
22nd November 2021 at 7.00pm.

Present: Councillors: M S Kennedy
J Carroll
C Copleston
S Goodchild
Yvonne Farrell Substitute
C Slough
K Wattingham

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

Public: 1

Apologies: Councillor: D Jones

11851 APOLOGIES & SUBSTITUTIONS

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

11852 QUESTIONS FROM THE PUBLIC

None.

11853 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11854 MINUTES

To approve the Minutes of the meeting held on 21st September 2021.

Resolved: To approve the Minutes of the meeting held on 21st September 2021 and for these to be signed by the Chairman.

11855 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Personnel Sub-Committee: 12th July 2021

Resolved: To receive the Minutes of the Personnel Sub-Committee meeting of the 12th July 2021.

11856 INCOME AND EXPENDITURE REPORT

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

Members requested clarification whether unused election funding would go into general reserves or whether it remained ringfenced.

Members were advised that the Clerk was looking to use the underspend on property maintenance on the interior decoration of parts of the council offices.

11857 BANK AND CASH RECONCILIATION STATEMENTS

Members received the monthly bank and cash reconciliation statements for August and September 2021.

- Resolved:**
- 1. To approve the monthly bank and cash reconciliation statements for August and September 2021;**
 - 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

11858 LIST OF CHEQUE PAYMENTS

Members received a list of payments for the period September 2021 to October 2021 (inclusive).

This report was provided to members for information.

11859 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.

This report was provided to members for information.

11860 INSURANCE CLAIMS

Members were advised that there had been no insurance claims from the 1st September 2021 to date.

This report was provided to members for information.

11861 HUMAN RESOURCES PROVISION

At the Corporate Services meeting held on the 21st September 2021 (minute number 11775) members agreed to seek competitive quotes for this service provision.

Members received a report for consideration.

Members highlighted the value of access to a Human Resources provision.

Resolved: To recommend to Town Council that company C be appointed to provide this service.

11862 REVIEW OF TOWN COUNCIL MEMBERSHIP TO OTHER BODIES

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

<i>Membership</i>	<i>Period</i>	<i>Annual Subscription 2021/22</i>
Society of Local Council Clerks (SLCC)	Annual	£421
Bedfordshire Association of Town & Parish Councils (NALC)	Annual	£2,101
Institute of Cemetery and Crematorium Management	Annual April to March	£95
Information Commissioners Officer (ICO)	Annual	£40
National Allotment Association	Annual	£56

Members agreed to continue with the memberships listed.

11863 REVIEW EXISTING CONTRACTS

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

<i>Service</i>	<i>Minute No.</i>	<i>Details</i>	<i>Cost/ annum</i>	<i>Start date</i>
IT Support & Hosting		Support charge	£1800	

		Microsoft 365 Business Standard - Annual Subscription	£1,015	3rd November 2020
		Microsoft Exchange On-Line Plan1 - Annual Subscription	£576	10th November 2020
		SolarWinds Cloud Backup - per month	£600	17th November 2020
		McAfee Endpoint Protection Ess SMB 1:1 GL	£347	18th October 2020
		Total / annum	£4338	
Website hosting		Annual fee	£346	
DCK Accounting		Annual arrangement for year end close down and year end accounts preparation	£1,250	
Operation Hana	11388	Annual arrangement.	£34,990	1st April 2021 to 31st March 2022
Internal Audit	TBC	Annual arrangement	£1000 (est)	Quotes to be presented to Corporate Services February 2022
Human resources advisor	9942	Annual arrangement (rolling contract - see agenda item 11)	£2,451.60 £2,574.12	24 th June 2019 price increase with effect from 1 st January 2022

External audit		5 years from 2017/18 until 2021/22	£2,000	Appointed via Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015.
Town centre toilets	6846	Ongoing	£18,360 plus consumables per annum	1st July 2019 – 30th June 2021 – discussions are ongoing with the provider over future arrangements.
Insurance	9829	Long term agreement	£11,907 plus additional premiums relating to any changes in circumstance.	13 th May 2019 - 31st May 2022
Payroll	11454	Initial 6 months, then 30-day notice period	£108.23	1 st April 2021
Photocopier lease	9695	Long term agreement	£396	2018 to 2023
Mobile Phones		10 x phones 24months	£2400	Oct 2020-Sept 2022
Telephone software		12 months then rolling	Set up £270 £65 / month year 1 £88 / month year 2 £276 cost of maintenance, annual fee after year 1	November 2020
BT Broadband		24months	£611.40 p.a.	27/1/2021-26/1/2023
Franking Machine		Long term agreement	£300	1 st August 2019- 31 st July 2023
Accounting Software support		Annual arrangement	£1018	1/4/21-30/3/22

Cemetery Software support		Annual arrangement	£290	1/4/21-30/3/22
Christmas Lights	9782	Long term agreement	£10,500 fixed (excluding tree)	1 st April 2019 to 31st March 2024
Employee Assistance Programme	11774 CS <i>To be ratified at Council on the 13th December 2021</i>	Long term agreement	£500	1 st March 2022 to 28 th February 2027

Members raised concerns that the new developments were not included in the Op Hana patrols, and budget was prohibitive until this additional precept was received by the Town Council.

Councillor Goodchild noted the Town Centre Toilets contract had expired and raised concerns that any additional costs might have an impact during the 2022/23 budget setting process. The Corporate Services Manager confirmed that the contract would roll over and that it was unlikely that costs would rise significantly.

Members noted the contracts listed.

11864 SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

At the Corporate Services meeting held on the 23rd November 2020, members were advised that the Town Councils Safeguarding policy was last reviewed on the 5th March 2018 and that whilst this policy was scheduled to be reviewed every 4 years, it was apparent that the policy was not compatible with the standards set out by the NSPCC (National Society for the Prevention of Cruelty to Children).

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

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

Members raised concerns that the revised Induction Process could prove too onerous on staff. They requested this policy, and the practicalities of implementation should be brought to and discussed at the next members open session.

Members requested that these policies be reviewed every four years or earlier if required.

- Resolved:**
- 1.1 To recommend to Town Council that the Safer Recruitment and Selection Policy be approved.**
 - 1.2 To recommend to Town Council that the Induction Process be approved.**
 - 1.3 To recommend to Town Council that the Ex-Offenders Recruitment Policy be approved**
 - 1.4 To recommend to Town Council that the Disciplinary Policy be approved**

11865 WORKPLACE HEALTH POLICY

At the Corporate Service meeting held on the 1st March 2021, members welcomed the revised Stress Policy however members also discussed the benefits of adding a Wellbeing Policy to their suite of policies (minute number 11532).

For information members received a report and example of a Workplace Health Policy.

Members were supportive of the inclusion of a Wellbeing Policy and highlighted the value of such a policy. Members were supportive of a Mental Health First Aider. It was suggested that a round table discussion with staff could prove valuable in order to shape the final version of the policy.

11866 REVIEW OF CHARGES 2022/2023

In accordance with Financial Regulation 9.3 Members received a list of charges for 2021/22 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 2022/23.

Members suggested that additional charges for the evening hire of the chamber be included in the fees document, however, members were advised that it would be unusual for the Chamber to be booked during the evening.

Resolved: To approve the charges for 2022/23

11867 BUDGET 2022/23

Members received the officer draft budget for 2022/23 along with explanatory notes for the Corporate Services Committee.

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

It was highlighted to members that a figure for the precept had not been included at this stage. However, in the explanatory notes members found information on the tax base for 2022/23 and a note outlining the arising implications.

Members advised they were hopeful the precept would increase. It was suggested that Central Bedfordshire Council be approached regarding s106 money for open spaces and play areas. It was also suggested that details of s106 money be included on Town Council agendas as a standing item.

Members suggested that officers explore whether redundant computer equipment could be donated to charity.

Members acknowledged the uncertainty of aspects within the budget.

Maintenance costs were queried, members were advised that the last condition survey was completed in 2017, the advice at the time of the survey was the current building, with a few modifications, was fit for purpose for a further 20 years.

The Chairman declared the meeting closed at 7.50pm

Dated this 28th day of February 2022.

Chairman

HOUGHTON REGIS TOWN COUNCIL

Planning Committee

Minutes of the meeting held on

10th January 2022 at 7.00pm

Present:	Councillors:	D Jones J Carroll Y Farrell M S Kennedy S Goodchild C Slough	Chairman Substitute
	Officers:	Debbie Marsh Louise Senior	Corporate Services Manager Head of Democratic Services
	Public:	4	
Apologies:	Councillors:	R Morgan	
Also in virtual attendance:	Councillor:	T McMahan	

Following the Chairs request, all attendees observed a minute's silence in memory of Councillor Don Dixon-Wilkinson, who had recently passed away.

11892 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Morgan (Cllr Goodchild substituted)

11893 QUESTIONS FROM THE PUBLIC

CB/21/05575/REG3 – a query was raised as to why the plans showed no sports hall. A question was raised as to why a sum of £25m was being spent on a brand-new facility but yet it lacked the provision of a sports hall.

Members also received additional written comments from a member of public who also raised the same concerns.

Members of the public expressed their disappointment at the Windsor Drive Listening Event. Attendees had stated that they felt it had been poorly organised, held in an inadequate venue and felt it was not a serious consultation. Concerns were also raised that £500,000 had been allocated in Central Bedfordshire Councils 2022/23 budget to progress the site, despite overwhelming opposition to housing on Windsor Drive.

11894 SPECIFIC DECLARATIONS OF INTEREST

Councillor Slough declared an interest in planning application CB/21/05171/FULL due to his involvement with the Scouts, whose meeting place was adjacent to the site.

11895 MINUTES

To approve the Minutes of the meeting held on the 20th December 2021.

Resolved To approve the Minutes of the meeting held on 20th December 2021 and for these to be signed by the Chairman.

11896 PLANNING MATTERS

The following planning applications were considered:

CB/21/05434/FULL Erection of car collection point pod
Wm Morrisons Supermarkets Plc, High Street, LU5 5EX

Comments: Houghton Regis Town Council had no objections to this application, however, would like to highlight concerns regarding the frequency of collection of vehicles and the increase of HGV movements in the Town.

CB/21/05435/ADV Advertisement: WeBuyAnyCar.com car collection point pod.
Wm Morrisons Supermarkets Plc, High Street, LU5 5EX

Comments: Houghton Regis Town Council had no objections to this application, however, would like to highlight concerns regarding the frequency of collection of vehicles and the increase of HGV movements in the Town.

CB/21/05552/RM Reserved Matters: following Outline Application
CB/12/03613/OUT Mixed Development, supported by an Environmental Statement, which was submitted to the council during the application's determination process. Reserved Matters sought for Access, Appearance, Landscaping, Layout and Scale for 100 homes and retail units
Parcels 1 and 2 of Phase 2 of Houghton Regis North Site 1, Land on the northern edge of Houghton Regis

**Comments: Houghton Regis Town Council objected to this application on the grounds of:
Under provision of parking and lack of provision of green space.
The Town Council acknowledges that these two objections could conflict with each other, however it is respectfully suggested that officers request the applicant to revisit these proposals to determine whether more suitable provision could be attained.**

CB/21/05575/REG3 Development of a new leisure centre, incorporating landscaping and parking provisions. Demolition of the existing building and the construction of a new facility to include an eight-lane 25 metre community swimming pool, dedicated learner pool, confidence pool, fitness suite, exercise studio and two squash courts. Building to include a café, community space, creche, children's outdoor play zone and an outdoor fitness trail and public area.
Houghton Regis Academy, Parkside Drive, LU5 5PX

Members requested a recorded vote on whether to accept the planning application with the below reservations:

Councillor Kennedy proposed that the application be supported in principle but that the Town Council would submit a list of reservation on why it was they could not fully support the proposals. Reasons listed below:

- **Lack of provision of a sports hall**
- **Lack of community engagement prior to the application being submitted.**
- **Central Bedfordshire Leisure Strategy includes the following: Closure of the Houghton Regis Leisure Centre in 2023 and opening a new 6 court sports hall in Houghton Regis in 2023, at the Kingsland site.**
- **The Town Council is not suggesting there be an increase in court provision on this site just that the offer remains.**

Members in favour: Cllr: J Carroll

Members against: Cllrs: M Kennedy, C Slough

Abstentions: Cllrs: S Goodchild, D Jones and Yvonne Farrell

Members requested a recorded vote on whether to reject the planning application with the below reservations:

This Planning Committee rejected the application in its current form for the reasons below:

Councillor Kennedy proposed that the application be rejected in its current form and that the Town Council would submit a list of reservation on why it was they could not fully support the proposals. Reasons listed below:

- **Lack of provision of a sports hall**
- **Lack of community engagement prior to the application being submitted.**

- **Central Bedfordshire Leisure Strategy includes the following: Closure of the Houghton Regis Leisure Centre in 2023 and opening a new 6 court sports hall in Houghton Regis in 2023, at the Kingsland site.**
- **The Town Council is not suggesting there be an increase in court provision on this site just that the offer remains.**

Members in favour: Cllrs: M Kennedy, C Slough

Members against: 0

Abstentions: Cllrs: S Goodchild, D Jones, Y Farrell and J Carroll.

Therefore, the Town Council submits the following response to Central Bedfordshire Council in regard to this application:

Houghton Regis Town Council acknowledges the timeline and work by officers that Central Bedfordshire Council had in order to be successful in securing funding from the Government in support of this provision. However, Houghton Regis Town Council cannot accept this application in its current form for the following reasons:

- **Lack of provision of a sports hall**
- **Lack of community engagement prior to the application being submitted.**
- **Central Bedfordshire Leisure Strategy includes the following: Closure of the Houghton Regis Leisure Centre in 2023 and opening a new 6 court sports hall in Houghton Regis in 2023, at the Kingsland site. The Town Council fully supports this inclusion.**
- **The Town Council is not suggesting there be an increase in court provision on this site just that the offer remains.**

CB/21/05524/FULL Double storey side and front extension, with additional floor added above the existing garage.
38 Arnald Way, LU5 5UN
For: Mr & Mrs Noel

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

- **Overbearing on neighbouring properties**
- **Loss of light to the neighbouring properties**

CB/21/05171/FULL New detached storage unit
Units 11 To 14, Houghton Regis Trading Centre, Cemetery Road, LU5 5QH
For: Dymatec UK

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

CB/21/05478/FULL Demolition of existing garages & stores and construction of single detached chalet bungalow
Land rear of 2 and 2A Northview Road, LU5 5AH

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

- **Lack of adequate turning access, vehicles would be forced to reverse onto the main road**
- **Overbearing to neighbouring properties**
- **Ridge height imposing to those neighbouring properties**
- **Possible land contamination as site was previously used as a car repair workshop**

Noted:

CB/21/05510/DOC Discharge of Condition 19 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)

CB/21/05500/GPDE Single storey rear extension 4.5m with flat roof and one roof light
73 Houghton Road, LU5 5AB

CB/21/05491/LDCE Lawful Development Certificate Existing: Occupation of a caravan as a dwelling
Chews Farm, Sewell Lane, Sewell, LU6 1RP

Permissions / Approvals / Consents

CB/21/03999/FULL Change of use of amenity land to private residential, relocation of fence and new dwelling
1 Newbury Road, LU5 5RA

Refusals:

CB/21/03507/FULL Repositioning of garden wall and new fencing
25 Fenwick Road, LU5 5RP

Withdrawals:

None received.

11897 NEIGHBOURHOOD PLAN UPDATE

Members were provided with a verbal update, in regard to the appointment of a planning consultant, in respect of support for the Neighbourhood Plan Steering Group following the resignation of the town councils previous planning consultant.

Members were advised that Sally Chapman has been appointed to support the Steering Group in moving the Neighbourhood Plan forward. Sally has extensive experience in supporting groups with the creation and adoption of their Neighbourhood Plans. Sally has also agreed to support the Town Council with ad hoc planning advice.

Members noted the update and were keen for Sally to start working with the Town Council.

11898 TRAFFIC ORDER NOTICE – VARIOUS ROADS IN HOUGHTON REGIS

Members were advised that Central Bedfordshire Council were consulting on the following scheme:

- A00178 Angels Lane, Tithe Farm Road and Beech Tree Way, Houghton Regis - Waiting Restrictions

Members were advised that the Town Council had until the close of business on the 11th January 2022 to submit their comments.

Members were advised of a previous preliminary school safety project lead by the Combating Crime Working Group, highlighting safety concerns close to, and around schools.

Resolved Members were supportive of the proposed Traffic Orders.

11899 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN– UPDATE/PROGRESS

Woodside Link – No substantive update to report.

A5 M1 Link – No substantive update to report.

All Saints View – No substantive update to report.

Linnere – No substantive update to report.

Bidwell West – No substantive update to report.

Kingsland – No substantive update to report.

Windsor Drive – Members were informed that a feedback report had been provided by Central Bedfordshire Council. The report followed on from a listening event held in November at Windsor Drive and Houghton Hall Park.

Members were advised the report would be published on Central Bedfordshire Councils website, additionally, a link and summary was to be sent to everyone who signed up for Windsor Drive email alerts.

Members in attendance at the listening event advised that only 2% of residents wanted Windsor Drive to be developed.

It was confirmed that Central Bedfordshire Council would meet with Friends of Windsor Drive for further discussion.

Members acknowledged the disappointment residents had experienced, additionally members expressed their own disappointment in the process of consultation by Central Bedfordshire Council and acknowledged the listening event had been conducted in a biased manner which offered residents limited response opportunities.

Section 106 Monies – No substantive update to report.

Resolved: To note the information

The Chairman declared the meeting closed at 8.59pm

Dated this 31st day of January 2022.

Chairman

HOUGHTON REGIS TOWN COUNCIL

Planning Committee

Minutes of the meeting held on

31st January 2022 at 7.00pm

Present: Councillors: D Jones Chairman
Y Farrell
M S Kennedy
R Morgan
J Carroll Virtual Attendance

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

Public: 0

Apologies: Councillors: C Slough

Also present: Cllr: E Cooper

11913 APOLOGIES AND SUBSTITUTIONS

None.

11914 QUESTIONS FROM THE PUBLIC

None.

11915 SPECIFIC DECLARATIONS OF INTEREST

None.

11916 MINUTES

To approve the Minutes of the meeting held on the 10th January 2022.

Resolved To approve the Minutes of the meeting held on 10th January 2022 and for these to be signed by the Chairman.

11917 PLANNING MATTERS

(a) The following planning applications were considered:

CB/21/05613/FULL Single storey rear extension, and single storey front extension.
3 Evans Close, Houghton Regis, Dunstable, LU5 5TF
For: Ms K Powell

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

CB/21/05573/FULL Single storey rear, and two storey side extension.
18 Bidwell Hill, Houghton Regis, Dunstable, LU5 5DR
For: Ms J Robertson

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

CB/21/05689/FULL Construction of workshop and carport with room over carport
Dalziel, Chalk Hill, Dunstable, LU6 1RS
For: Mr & Mrs P Hannington

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

CB/21/05636/ADV Advertisement: Installation of three signs and one flag
Houghton Regis North 1, Sundon Road, Houghton Regis
For: Houghton Regis Management Company

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

CB/22/00105/RM Reserved Matters: following Outline Application
CB/12/03613/OUT (Development to comprise: up to 5150 dwellings) Reserved Matters sought for the landscaping, layout, scale, appearance, furniture and play equipment within Green Park, the western corridor of AMP1 and Ouzel Brook Corridor.
Houghton Regis North 1, Sundon Road, Houghton Regis

Comments: Houghton Regis Town Council had no objections to this application, however, would like to request further information as to whether changing facilities were to be included, and to clarify why there were documents included for AMP3.

CB/22/00065/FULL Demolition of the existing rear conservatory and erection of a single storey, flat roof rear extension. Creation of a small obscure glazed window to the existing shower room at first floor level.
15 Watling Place, LU5 5DP
For: Villafuerte

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

CB/21/03369/FULL Residential development of 59 affordable dwellings with associated works including the re-configuration of the roundabout to create a fourth arm and form the vehicular access Hand Post Field north of Thorn Road

Members were advised that amendments to this application have been received. The amendments are in respect of revised plans and supporting documents, including layout plans, elevation plans, transport statement and landscape management and maintenance details.

Comments to be received by no later than 07 February 2022.

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

Noted:

CB/21/05633/GPDE Prior Notification of Householder Extension - Proposed single storey rear extension.
5 Bedford Road, Houghton Regis, Dunstable, LU5 5DJ

CB/21/05646/LDCE Lawful Development Certificate Existing: Change of use of stabling facilities to a mixed use consisting of stabling facilities and a residential flat
Whistlebrook Stud, Sewell Lane, Sewell, Dunstable, LU6 1RP

CB/21/05605/LDCP Lawful Development Certificate Proposed: Temporary installations of container office, welfare facilities and a metal crushing machine
Land Adjacent to Unit 5 To 7, Frenchs Avenue, Dunstable, LU6 1BH

CB/22/00073/DOC Discharge of Conditions 5, 6, 7, 8, 9, 10 and 11 against planning permission 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

CB/22/00020/NMA Non-material amendment to planning permission CB/20/01537/FULL: (Erection of a mixed use Local Centre comprising 52 no. apartments, 1 no. day nursery (Use Class D1) and 5 retail units) Amendment sought:- Condition 20 to replace the approved site layout plan 1492-236 Rev Z with 1492-236 Rev AA Site Plan Layout, provision of additional bin store.
Land west of Bidwell, Houghton Regis LU5 6JQ

CB/21/03860/FULL Community sports facility enhancements/improvements including upgrading of an existing grass pitch to a floodlit FTP, a new additional pavilion building and additional car parking.
Tithe Farm Recreation Ground, Tithe Farm Road, LU5 5JF
Members are advised that there have been amendments to this application in respect of Amended Site location plan and Amended application form

Permissions / Approvals / Consents

None received.

Refusals:

None received.

Withdrawals:

None received.

**11918 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN–
UPDATE/PROGRESS**

Woodside Link – No substantive update to report.
Members raised concerns over the safety of the crossing as vehicular speed when exiting the roundabout was impacting the safety of pedestrians.

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

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 7.45pm

Dated this 21st day of February 2020

Chairman

HOUGHTON REGIS TOWN COUNCIL

Planning Committee

Minutes of the meeting held on

21st February 2022 at 7.00pm

Present:	Councillors:	D Jones J Carroll Y Farrell M S Kennedy R Morgan A Slough	Chairman (Substitute)
	Officers:	Debbie Marsh Louise Senior	Corporate Services Manager Head of Democratic Services
	Public:	4	
Apologies:	Councillors:	C Slough	
Also present:		Daniel Hayman Emily McKenzie Rebecca Lake Helen Selwyn S Goodchild	(MPC) (Barrett Wilson Homes) (CYMK Planning) (ACD Landscape) Central Bedfordshire Council

11945 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr C Slough, Cllr A Slough substituted.

11946 QUESTIONS FROM THE PUBLIC

A member of the public asked for clarification in regard to the Windsor Drive information item and whether this item would be discussed. Councillor Jones confirmed that this was merely an information item for Councillors and not a discussion item.

11947 SPECIFIC DECLARATIONS OF INTEREST

None.

11948 MINUTES

To approve the Minutes of the meeting held on the 31st January 2022.

Resolved To approve the Minutes of the meeting held on 31st January 2022 and for these to be signed by the Chairman.

11949 RESERVED MATTERS PRESENTATION – BARRATT HOMES

Daniel Hayman (Market Place Communications (MPC)) – Public Consultation Consultant, Helen Selwyn (ACD) – Environmental/Landscape Consultant, Emily McKenzie (Barrett Wilson Homes) and Rebecca Lake (CYMK) – Planning and Design consultant were in attendance to present to members the Reserved Matters proposals, on behalf of Barratt Homes, for Phase 3A Linmere.

Members were presented with proposed building designs which were in the style of industrial chic, and were advised on the administrative timeline, build timescales and access within the development. Members enquired as to when the Master Plan had been approved, those in attendance believed it had been approved in 2021 however, those in attendance agreed to provide confirmation via email.

11950 PLANNING MATTERS

(a) The following planning applications were considered:

CB/22/00126/FULL Conversion of stable building to four-bedroom two storey dwelling house
Whistlebrook Stud, Sewell Lane, Sewell, Dunstable, LU6 1RP
For: Mrs Cook

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

- **Impact on the conservation area**
- **Impact on the setting of the hamlet of Sewell**
- **Inappropriate development in the Green Belt**
- **The proposed development can be viewed from the road**
- **Overdevelopment of the site despite no increase in footprint**

The current building was there to support a business whose operation was suited for the setting. The conversion of the current building into a dwelling does not accord with Green Belt and Conservation Area policies and neither does it enhance the unique setting of Sewell. Houghton Regis Town Council accepts that some accommodation was provided to support the operation of the stables however, the continued allowance of a Lawful Certificate may have, quite concerningly, set a precedence for an automatic change of use and application for development. The proposed development should be refused in order to preserve the unique setting of Sewell.

CB/22/00178/FULL New Dwelling House
8 Farriers Way, Houghton Regis, Dunstable, LU5 5FG
For: Mr S Reilly

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

- That the proposed development would have a detrimental impact on the amenity of those residents adjacent to this site at 21 Millers Way.
- Overdevelopment.
- The close proximity of the proposed flank wall would appear overbearing to those residents at 21 Millers Way.

Houghton Regis Town Council understands that this site, when the land around it was first developed, was left vacant due to the substantial change in ground levels and was not included for development to avoid the impact on the area.

CB/22/00387/FULL Single Storey rear extension
7 The Lindens, Houghton Regis, Dunstable, LU5 5DQ
For: Mr G Bright

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

CB/TCA/21/00677 Works to trees in a Conservation Area: T1 Ash and T2
Cherry -
Reduce by 33% to maintain health and vitality; T3 Ash -
Pollard to 10 metres for safety reasons as there is large
amount of deadwood in the top of the tree; and T4 Sycamore
- Reduce lateral growth over sheds and crown clean.
Whitehill Farm, Sewell Lane, Sewell, Dunstable, LU6 1RP

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

CB/21/05047/RM Reserved Matters: following Outline Application
CB/15/00297/OUT (Outline 'hybrid' planning application.
Development to comprise: Up to 1,850 residential (C3)
dwellings (including affordable housing), 2FE Primary
School (D1), employment land (Use Classes B1 [a-c], B2 &
B8), local centre comprising retail (A1, A2, A3, A4 &
A5) and community/leisure uses (D1 & D2), layout of public
open spaces including sports pitches and changing rooms,
natural wildlife areas and all associated works and operations
including engineering operations and earthworks) Reserved
matters for approval of the sports pavilion access,
appearance and layout.
Land West of Bidwell (Houghton Regis North Site 2)
Houghton Regis

Comments: Houghton Regis Town Council made no objection to this proposal but did raise concerns that the parking provision would prove inadequate for the number of pitches proposed.

Members also requested that a follow up enquiry be raised with Central Bedfordshire Council's Leisure, Libraries and Countryside, to confirm that the pitches were of the standard as approved by Sports England.

Noted:

- CB/22/00085/DOC Discharge of condition 12 against planning permission CB/20/01537/FULL (Erection of a mixed use Local Centre comprising 52 no. apartments, 1 no. day nursery (Use Class D1), 1 no. retail unit (Use Class A1) 4 no. retail units (Use Classes A1/A3/A5) and associated infrastructure works including a haul road, landscaping and public realm.) Land West of Bidwell, Houghton Regis, LU5 6JQ
- CB/22/00161/DOC Discharge of Condition 21 against planning permission CB/21/00435/FULL:- (Demolition of existing buildings and erection of a Class E limited assortment discount foodstore with associated car parking, access, landscaping and associated engineering works) Land at Houghton Road and Townsend Farm Road Houghton Regis
- CB/22/00172/LDCP Lawful Development Certificate Proposed: Proposed loft conversion with rear dormer and front velux windows 18 Brookfield Avenue, Houghton Regis, Dunstable, LU5 5TS
- CB/22/00423/NMA Non-material amendment to planning permission CB/20/01537/FULL (Erection of a mixed use Local Centre comprising 52 no. apartments, 1 no. day nursery (Use Class D1), 1 no. retail unit (Use Class A1) 4 no. retail units (Use Classes A1/A3/A5) and associated infrastructure works including a haul road, landscaping and public realm.) Amendment from brickwork to render. Land west of Bidwell, Houghton Regis LU5 6JQ
- CB/22/00389/DOC Discharge of Condition 14 against planning permission 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
- CB/22/00390/DOC Discharge of Condition 7 against planning permission 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

CB/22/00392/DOC Discharge of Condition 5 against planning permission
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

Permissions / Approvals / Consents

None received.

Refusals:

None received.

Withdrawals:

None received.

11951 BUDGET FOR 2022/23

Members received the approved budget and explanation for 2022/23 for information.

Members noted the information.

11952 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 – At the Partnership Committee meeting held on 25th January 2022, it was mentioned that Central Bedfordshire Council were in the process of commissioning site investigations at Windsor Drive to help understand some of the things that had been asked about the land – such as what possible improvements could be made to the land and how much of the site, if any, could be built on.

These works had been booked in and it was proposed they would take place in the coming months therefore, members of the public would start to see contractors on the land.

Towards the end of this month, it was expected that a Topography Survey would be carried out. This was an unintrusive survey to measure things like the height and position of slopes and woodland. This would be followed by more detailed site

investigations throughout March and into April, which would involve using equipment to take soil samples to monitor things like gas and water levels. This would happen during daylight hours and every effort would be made to keep disruption to a minimum. The work would take place on sections of the land, so the public could continue to use Windsor Drive.

The contractors would then feedback their findings in May, so it was unlikely that any decisions on next steps would be made until June at the earliest. It was stressed that these investigations were not an indication that a decision had been made – Central Bedfordshire Council remained committed to involving the public should it get to the stage where any proposals were developed. At present there were still a lot of questions from stakeholders that cannot be answered, and this work would help to provide answers.

Central Bedfordshire Council appreciated that seeing contractors on site might lead to questions from the public. Communications would be shared to explain about these works, as well as an update on CBC's Facebook page.

Section 106 Monies – No substantive update to report.

Resolved: **To note the information**

The Chairman declared the meeting closed at 8.19pm

Dated this 14th day of March 2022.

Chairman

**MINUTES OF THE MEETING OF HOUGHTON REGIS PARTNERSHIP
COMMITTEE
HELD AT THE COUNCIL OFFICES, PEEL STREET
ON 23rd November 2021.**

- Present: Town Cllrs: T McMahon, K Wattingham, M Kennedy and
Ray Morgan (substitute)
CBC Cllrs: Cllr Hamill (Vice-Chair), A Ryan, Y Farrell, S Goodchild
CBC Officers: Sarah Hughes, Community Engagement Manager
HRTC Clare Evans, Town Clerk
Officers: Louise Senior, Head of Democratic Services
- Co-opted member: D Gibbons
- Also in attendance: Cllrs J Carroll, HRTC Councillor
T Stock, Executive Member for Health, Wellbeing, Communities and
Leisure, CBC
- Officers A Arden Barnatt, Programme Enabling Manager, CBC
J Yeomans, Head of Housing Property, Housing Services, CBC
J Dickinson, Assistant Director, Communities, CBC
K Hopcroft, Housing Operations Manager, CBC
I Berry, Assistant Director – Assets, CBC
- Apologies: HRTC Cllr: D Jones
- Members of the public: 4

920 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Jones (Cllr Morgan substituted)

921 QUESTIONS FROM THE PUBLIC

None.

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

None.

923 MINUTES

To approve the Minutes of the meeting held on 20th July 2021.

Resolved: To approve the Minutes of the meeting held on 20th July 2021 and for these to be signed by the Chairman.

**924 IMPROVING HEALTH & WELLBEING IN HOUGHTON REGIS:
TIME 2 CONNECT**

Gina Croxford, Community Engagement Manager, and Bex McBrearty, Community Connections Advisor of Bedfordshire Rural Communities Charity (BRCC) were not in attendance at the meeting.

925 PLACE DELIVERY UPDATE

Alice Arden Barnatt, Programme Enabling Manager, Place Delivery, was in attendance and provided members with an update on the Kingsland Levelling Up Fund bid.

Members were advised that Central Bedfordshire Council had been successful in gaining grant funding for a new Community and Leisure Centre, the funding criteria preordained it to be spent by March 2024. The new building would be on the existing Houghton Academy site. Members were advised on how the project would be managed and a proposed timescale. Members were advised that there was a commitment to engage with local stakeholder and residents throughout the process via online consultation, drop in events, engagement panel, HR Together Group and key stakeholder groups and leisure centre user groups.

Members welcomed the investment into the town.

926 HOUSING AND ENGAGEMENT

Kim Hopcroft, Housing Operations Manager, Housing Operations and James Yeomans, Head of Housing Property, Housing Services was in attendance to provide an update including All Saints View (ASV), The Brook, and Windsor Drive engagement.

Members were advised it was hoped that phase 1 of ASV would be completed by Christmas, however, there was still much to do. Red house Court residents would be the first to move into ASV in the new year. The demolition of Red House Court would then take place, once demolished work would start on 57 apartments due for completion May 2023. Members were advised there would be function suites available for hire within ASV.

Members were advised of signage that would be on display for ASV.

It was advised that a new website had been launched on 10th November, accompanied with a brochure and PDF. A show apartment would be available to view and leaflets had been distributed and displayed.

Members were advised on services and amenities and travel options available to residents of ASV.

Members were advised that work on the Brook had been moving on, it was hoped the building would be operational late April 2022.

Members raised concerns of the risk factor of the clientele of the Brook and were assured that the users of the facility were of low risk to the community and staff were available on site. It was requested that further community engagement take place, possibly an open day prior to the facility opening, to advise members of the community of how the facility would be run and address any questions they have.

Members were advised that the facility would be managed by Central Bedfordshire Council officers.

Members were advised that Windsor Drive was still in the early stages of the process, it was advised that feedback was still being collated, it was highlighted to members that there remained a high need for affordable housing. The recent listening event held on site had received good interest and was well attended. It was advised that there was a facility to sign up to Windsor Drive updates on the Central Bedfordshire Council website. Members were advised that a definitive decision had not been made at this stage, this was exploration of opportunity. Members were advised that consideration was being given to what facilities can be offered to, and put into, the local community.

Members were advised that other sites in Houghton Regis had been looked at. Members queried the volume of focus on Houghton Regis for housing rather than other local towns given the degree of development already within the town. Members were assured that all areas across Central Bedfordshire were being looked at for potential affordable housing development sites.

Members requested that data be supplied from Central Bedfordshire Council showing statistics of whether residents of the new affordable housing were from Houghton Regis or outside the area.

927 BEDFORD SQUARE COMMUNITY CENTRE

CBC had advised that it was the intention to launch a consultation into the future use of the Community Centre week commencing 11th October. Details of the consultation would be circulated to members of the Partnership Committee as soon as they were available. Members were invited to consider the consultation.

Members were advised that 93 responses had been received, of which 63% were from Houghton Regis residents, feedback was due to go to the Overview and Scrutiny Committee on 27th January 2022 and the forwarded to the Councils Executive on 8th February 2022.

Members queried that the centre had been considered low usage, members were advised that statistics had been looked at for 12 months prior to lockdown, at which time 32% of bookable hours had been booked which left the centre unused for 68%. Members suggested that the lack of use could have been due to the lack of promotion of the facility by Central Bedfordshire Council, additionally the cost of security made the out of hours hiring cost prohibitive for many groups.

Members were advised that the Community Safety Team could be contacted to aid the resolution of any anti-social behaviour in Houghton Regis.

928 TITHE FARM ALL WEATHER UPDATE

Members received the agenda report as presented to the HRTC Environment & Leisure Committee on 20th September 2021.

A verbal update was provided on work completed following on from this meeting.

929 CBC UPDATE REPORT

Members received the CBC update report.

Members received verbal updates on:

- Car park
- Library
- Physical activity (referrals)
- Health and Wellbeing kiosks
- Houghton Hall Park – events
- Friends of Houghton Hall Park (looking to set up)
- Employment and Skills service
- Town Centre vacancy rate
- School admissions
- Vaccination grant scheme

Members raised concerns regarding the changes in the parking availability and the newly imposed restrictions in Tithe Farm Rd car park. It was suggested that complaints be forwarded to Highways. It was highlighted that the restrictions were a temporary measure.

930 PARTNERSHIP COMMITTEE WORKPLAN

Members discussed items that members would like included on future workplans.

- Town sustainability
- Windsor Drive
- Putting Green at Houghton Hall Park

The Chairman declared the meeting closed at 9.07pm

Dated this 25th day of January 2022

Chairman

Houghton Regis Town Council
New Office Provisions Sub Committee
Minutes of the meeting held on
15th February 2021 at 6.00pm

Present:	Cllrs:	D Jones M Kennedy T McMahon A Slough	Chairman Substitute
	Officers:	Debbie Marsh Louise Senior	Corporate Services Manager Head of Democratic Services
Apologies:	Cllr:	D Dixon-Wilkinson	
Absent:	Cllr:	S Thorne	
Also present:	Cllr:	J Carroll	

NOP42 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Dixon-Wilkinson (Cllr Kennedy Substituted)

NOP43 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

NOP44 QUESTIONS FROM THE PUBLIC

None.

NOP45 MINUTES

To approve the Minutes of the meeting held on 17th February 2020.

Resolved: To approve the minutes of the meeting held on 17th February 2020.

NOP46 FUTURE OFFICE PROVISION

As members were aware, this Sub Committee had not met for 12 months due to uncertainties in relation to the required office provision arising from Covid-19. Even though these uncertainties remained, it was felt that Members should be given the opportunity to have a general discussion over new office provision. The following points were put forward for discussion:

Office / Home Working

The Council has approved a Flexible Working Policy – under this policy a member of staff can request flexible working arrangement. As Covid restrictions had continued, to

date, no member of staff has applied for flexible working. This may change as and when office working could resume. Members were reminded of the general feedback from staff appraisals which showed support for a hybrid of office / home working. The council were requested to consider requiring staff to work at home for all or some of the week?

Council Chamber

As members were aware the legislation which enables a council to meet remotely extends only until 7th May 2021. At the present time, the government had indicated that they were not considering extending this. NALC were lobbying for the provision to be made so that councils could choose how they meet. The provision of a council chamber or the external use of a room was crucial to this project.

Bedford Square Community Centre

Despite following up on this option, confirmation by CBC of the venues availability to HRTC had not been provided.

Current Town Council Offices

Due to the recent works on the offices, in particular the replacement floor, it was considered that the current offices were suitable to continue to use in the short term.

Summary

As there remained so many uncertainties arising from the impact of Covid-19, it was difficult to consider a way forward for this project confidently. Members may like to consider putting this project on hold for a period of time to enable wider matters to hopefully settle down.

Members discussed the longevity of the current building. Members felt there may be some merit in revisiting the condition survey, undertaken on the 21st March 2017.

It was agreed that a copy of the conditions survey be sent to those members who were not part of the previous Town Councils administration.

Members acknowledged that there was little that could be accomplished at the present time and suggested that a better overview could be assessed when restrictions were lifted, and normality returned.

Members agreed to defer discussion of the new office provision for a further 12 months.

The Chairman closed the meeting at 6.40pm

Dated this day of

Chairman

HOUGHTON REGIS TOWN COUNCIL

Corporate Services Committee

Minutes of the meeting held on
28th February 2022 at 7.00pm.

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

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

Public: 1

Remote attendance: Councillor: J Carroll

11953 APOLOGIES & SUBSTITUTIONS

None.

11954 QUESTIONS FROM THE PUBLIC

None.

11955 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11956 MINUTES

To approve the Minutes of the meeting held on 22nd November 2022.

Members requested that an amendment to the minutes was noted: The new developments in Houghton Regis were not included in Op Hana patrols and the council requested this be looked into, the police would need to be approached for costings.

Resolved: To approve the Minutes of the meeting held on 22nd November 2022 and for these to be signed by the Chairman.

11957 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Resolved: To receive the Minutes of the Personnel Sub-Committee meeting of the 11th October 2021 and New Office Sub Committee on 15th February 2021.

11958 INCOME AND EXPENDITURE REPORT

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

Members requested clarification on communications cost at 123%. It was advised that this cost had been incurred due to the necessary replacement of obsolete phones.

It was highlighted that budget constraints had prevented some remedial work to improve I.T. and connectivity relating to hybrid meetings. It was hoped that this could be addressed in the new financial year.

11959 BANK AND CASH RECONCILIATION STATEMENTS

Members received the monthly bank and cash reconciliation statements for October, November and December 2021 and January 2022.

Members queried the amount on the reconciliation statement relating to petty cash. Members were advised that this would be clarified with the Town Clerk.

Resolved:

- 1. To approve the monthly bank and cash reconciliation statements for October, November and December 2021 and January 2022;**
- 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

11960 LIST OF CHEQUE PAYMENTS

Members received a list of payments for the period November 2021 to December 2021 (inclusive).

It was queried why a number of payments and adjustments were shown, but without the need for any payment to be made. Members were advised that this would be clarified.

11961 INVESTMENT REPORT

Members received a report for information.

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.

It was clarified to members that investments were overseen, internally, by the Town Clerk with advice from CCLA.

Members attention was drawn to a section in the report stating the notice period of 90 days for withdrawals.

11962 BUDGET FOR 2022/23

Members received the approved budget and explanation for 2022/23 for information.

The following new committee project was highlighted for information:

- Budget provision for the digitalisation project of council records

Members suggested that this be allocated to a specific cost centre rather than professional fees.

11963 INSURANCE CLAIMS

Members were advised that there had been one insurance claim from the 1st November 2021 to date.

Members received a report for information.

Claim number:	Details:	Repair cost:	Date settled:
27211391303	Repairs to Kubota	£1,512.38	4 th January 2022

11964 PUBLIC WORK LOAN BOARD – BORROWING

For members to consider the terms and requirements for the council seeking borrowing approval from the Public Work Loan Board.

It was queried whether the 2nd recommendation was necessary. It was highlighted that albeit unlikely to be needed, it put the council in a better position if funding were to be required without having the need to hold an emergency meeting.

- Resolved:**
- 1. To recommend to Town Council that an annuity loan over 28 years be applied from the Public Works Loan Board as this offers a consistency of repayment costs with repayments matching an existing capital budget provision.**
 - 2. The Chair and Vice Chair of Corporate Services Committee be authorised to liaise with the Clerk should funding be required from the CCLA Property fund.**

11965 INTERNAL AUDITOR APPOINTMENT

The Council had a statutory duty to complete an Annual Return each year. Within the Annual Return there was an annual internal audit report that provided assurance on a range of prescribed control objectives.

The internal audit testing programme was designed to focus on the areas where assurance is required for completion of the Annual Return.

The Town Council had previously, and for a number of years, used the services of Greenbiro Ltd to undertake their internal audit. As members were aware, Greenbiro Ltd had informed the Clerk that they were no longer able to provide this service.

Therefore, the Town Council was required to appoint a new internal auditor.

Members clarified and confirmed that the references from Company 'A' had been satisfactory.

Resolved: To recommend to Town Council, at the meeting to be held on 21st March 2022, that Company 'A' be appointed, for a period of 3 years, as the Town Councils internal auditor provider.

**The Chairman declared the meeting closed at 7.45pm
Dated this 23rd day of May 2022.**

Chairman



Houghton Regis Town Council

Scheme of Delegation

Date of Approval:	Town Council 18 th April 2016
Date of Review:	24 th May 2017; 3 rd July 2018; 15 th May 2019; 20 th July 2020; 12 th May 2021

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

1. **Responsible Financial Officer**

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

2. **Proper Officer**

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

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

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

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

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

3. Council

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

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

4 Standing Committees

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

5 Sub-Committees and Working Groups

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

6 Delegation – Limitations

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



Houghton Regis Town Council

Committee Functions & Terms of Reference

Date of Approval:	Town Council 20 th May 2015
Date of Review:	18 th May 2016; 24 th May 2017 (amendments to HRNPSG approved 9 th October 2017); 3 rd July 2018; 15 th May 2019; 5 th May 2021

1. Introduction

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

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

3. Functions & Terms of Reference

Town Council

Functions

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

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

At other meetings of the Council:

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

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

Corporate Services Committee

Functions

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

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

Terms of Reference

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

Environment & Leisure Committee

Functions

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

of this Committee.

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

Terms of Reference

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

Community Services Committee

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

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

Terms of Reference

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

Planning Committee

Functions

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

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

Delegated Powers to Officers – Planning

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

Terms of Reference

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

Houghton Regis Town Partnership

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

Reference.

Complaints Sub-Committee (reporting to Town Council)

Functions

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

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

Terms of Reference

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

Complaints Appeals Sub-Committee (reporting to Town Council)

Functions

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

Terms of Reference

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

Personnel Sub-Committee (Reporting to Corporate Services Committee)

Functions

- Overview of staffing structure and staffing budget, ensuring that it is commensurate with objectives of the Council.
- Review staff sickness absence.
- Receive reports and review of Employee Assistance Programme
- Review staff training
- Identify and agree training needs for the Town Clerk and Members

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

Terms of Reference

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

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

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

Functions:

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

Terms of Reference:

- The Disciplinary, Grievance and Appeals Sub-Committee shall consist of 3 Councillors.

- Membership of the Sub Committee shall be drawn from Town Council.
- The quorum shall be three members.

Proposed New Cemetery Sub Committee (reporting to Town Council)

Functions

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

Terms of Reference

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

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

Functions

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

Terms of Reference

- The Events Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- The Events Working Group shall consist *of up to* seven Councillors. As the Working Group has no delegated authority to take decisions there is no quorum of members required.
- Co-Opted members of the Events Working Group have the right to vote.

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

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

Terms of Reference

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

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

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

Terms of Reference

- The Combating Crime Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- The Combating Crime Working Group shall consist of five councillors. The quorum shall be half its members (three).
- Co-Opted members of the Events Working Group do not have the right to vote.

Office Provisions Sub Committee (reporting to Town Council)*Functions*

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

Terms of Reference

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

Neighbourhood Plan Steering Group (reporting to Planning Committee)

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

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

**Allotment Working Group (reporting to Environment & Leisure Committee)
(meetings to be held within normal working hours)***Functions*

1. To consider all matters relating to the provision and management of allotments in Houghton Regis including:
 - New site specification
 - Allotment associations
 - Allotment tenancies
 - Management

- Fees and charges

Terms of Reference

1. The Allotment Working Group shall function and operate in accordance with the Council's approved Standing Orders.
2. The Allotment Working Group shall consist of five Councillors. The quorum shall be half of its members (three)
3. Co-Opted members of the Events Working Group have the right to vote.

APPENDIX A

Houghton Regis Town Partnership Committee ¹

Purpose

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

Objectives

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

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

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

Membership

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

Who must be elected representatives of the wards.

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

Meetings and Quorum

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

Chairman and Vice Chairman

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

Secretariat

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

Decision making arrangements

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

Co-option

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

Governance

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

APPENDIX B

Houghton Regis Neighbourhood Plan Steering Group

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

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

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

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



Houghton Regis Town Council

Standing Orders

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

Based on NALC Model Standing Orders 2018

Contents

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

PREFACE

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

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

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

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

Notes:

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

STANDING ORDERS

1. MEETINGS

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

Smoking is not permitted at any meeting of the Council.

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

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

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

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

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

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

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

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

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

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

2 PROPER OFFICER

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

b The Proper Officer shall:

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

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

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

See also standing order 20.

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

3 RESPONSIBLE FINANCIAL OFFICER

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

4 ORDINARY COUNCIL MEETINGS

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

the case of an equality of votes.

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

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

5 DISORDERLY CONDUCT AT MEETINGS

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

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

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

6 COMMITTEES & SUB-COMMITTEES

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

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

7 PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

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

8 WORKING GROUPS

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

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

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

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

10 QUESTIONS

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

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

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

typographical errors in the wording of the motion.

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

12 MOTIONS NOT REQUIRING WRITTEN NOTICE

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

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

13 RULES OF DEBATE AT MEETINGS

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

separately.

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

mandatory statutory or legal requirements.

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



14 RULES OF DEBATE – RESOLUTIONS

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

15 PREVIOUS RESOLUTIONS

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

16 DRAFT MINUTES

-  Full Council meetings
-  Committee meetings

Sub-committee meetings

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

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

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

receipts and payments.

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

18 FINANCIAL CONTROLS AND PROCUREMENT

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

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

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

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

19 ESTIMATES / PRECEPTS

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

20 EXECUTION AND SEALING OF LEGAL DEEDS

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

21 MANAGEMENT OF INFORMATION

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

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

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

22 HANDLING STAFF MATTERS

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

Services Committee.

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

23 VOTING ON APPOINTMENTS

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

24 CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS

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

25 CODE OF CONDUCT AND DISPENSATIONS

See also standing order 1(u).

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

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

26 CODE OF CONDUCT COMPLAINTS

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

27 RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

28 COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

29 RELATIONS WITH THE PRESS/MEDIA

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

30 RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 31.

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

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

See also standing order 21

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

32 STANDING ORDERS GENERALLY

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

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

APPENDIX A

Procedure for recording meetings

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

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

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

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



Houghton Regis Town Council

Financial Regulations

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

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

Contents

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

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

1. GENERAL

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

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

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

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

shall be a matter for the full council only.

1.15. In addition, the council must:

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

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

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

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

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

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1 Each committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2 The RFO must each year, by no later than the end of November, prepare detailed estimates with explanations of all receipts and payments including the use of general and ear marked reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committees and the council.
- 3.3 The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4 The council shall ensure that a minimum of 3 months net revenue expenditure is in general reserves.
- 3.5 The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.6 The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

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

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

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

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

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

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

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

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

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

7. PAYMENT OF SALARIES

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

8. LOANS AND INVESTMENTS

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

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

9. INCOME

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

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

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. A schedule of Purchase Orders shall be maintained by the RFO for all work, goods and services unless a formal contract is to be prepared.
- 10.2. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (1) below.
- 10.3. A member may not issue an official order or make any contract on behalf of the council.
- 10.4. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

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

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

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

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

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£189,330)
- b. For public works contracts 5,225,000 Euros (£4,733,252)

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

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

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

13. STORES AND EQUIPMENT

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

14. ASSETS, PROPERTIES AND ESTATES

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

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

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

15. INSURANCE

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

16. CHARITIES

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

17. RISK MANAGEMENT

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

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

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

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

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

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Calendar of Meetings, Briefings and Events 2022 - 2023

Colour Key	Bank Holiday	No Scheduled meeting	Civic and Events Officer event	Community Development Officer Event
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Date	Month		Day	Committee meeting	Event	Lead Officer	Time
2nd	May	2022	Monday	<i>Bank holiday Early May</i>			
9th	May	2022	Monday	XXXXXXXXXX			
10th	May	2022	Tuesday	Allotment Working Group		Town Clerk	3pm
16th	May	2022	Monday	<i>Leaders Briefing</i>		<i>Town Clerk</i>	<i>3.00pm</i>
16th	May	2022	Monday	XXXXXXXXXX			

18th	May	2022	Wednesday	Combating Crime Working Group		Community Development Officer	11am
18th	May	2022	Wednesday	Town Council (AGM)	Inauguration	Town Clerk	7pm
23rd	May	2022	Monday	Corporate Services		Corporate Services Manager	7pm
30th	May	2022	Monday	XXXXXXXXXX			
31st	May	2022	Tuesday	Member Open Session		Town Clerk	6pm
2nd	June	2022	Thursday	Bank Holiday Jubilee Celebration			
2nd	June	2022	Thursday		HRTC Jubilee Celebrations		
3rd	June	2022	Friday	Bank Holiday Jubilee Celebration			
6th	June	2022	Monday	Leaders Briefing		Town Clerk	3pm
6th	June	2022	Monday	Planning		Corporate Services Manager	7.00pm

9th	June	2022	Thursday	Events Working Group		Civic and Events Officer	5pm
13th	June	2022	Monday	Environment & Leisure		Town Clerk	7pm
15th	June	2022	Wednesday	Combating Crime Working Group		Community Development Officer	11am
20th	June	2022	Monday	Town Council		Town Clerk	7pm
27th	June	2022	Monday	New Office Provisions Sub-Committee		Town Clerk	6pm
27th	June	2022	Monday	Planning		Corporate Services Manager	7pm
4th	July	2022	Monday	Leaders Briefing		Town Clerk	3pm
4th	July	2022	Monday	Community Services		Town Clerk	7pm
7th	July	2022	Thursday	Events Working Group		Civic and Events Officer	5pm
9th	July	2022	Thursday		Carnival		
11th	July	2022	Monday	Personnel Sub-Committee		Corporate Services Manager	6pm

12th	July	2022	Tuesday	Allotment Working Group		Town Clerk	3pm
18th	July	2022	Monday	Planning		Corporate Services Manager	7pm
19th	July	2022	Tuesday	Town Partnership		Town Clerk	7pm
20th	July	2022	Wednesday	Combating Crime Working Group		Community Development Officer	11am
22nd	July	2022	Thursday		Skate Park Event		
25th	July	2022	Monday	XXXXXXXXXX			
26th	July	2022	Tuesday		Film Screening Event		
1st	August	2022	Monday	XXXXXXXXXX			
8th	August	2022	Monday	Planning		Corporate Services Manager	7pm
15th	August	2022	Monday	Leaders Briefing		Town Clerk	3.00pm
15th	August	2022	Monday	XXXXXXXXXX			

17th	August	2022	Wednesday	Combating Crime Working Group		Community Development Officer	11am
22nd	August	2022	Monday	XXXXXXXXXX			
25th	August	2022	Thursday	Events Working Group		Civic and Events Officer	5pm
29th	August	2022	Monday	<i>Bank holiday Summer</i>			
30th	August	2022	Tuesday	Planning		Corporate Services Manager	7pm
3rd	September	2022	Saturday		Houghton Rocks		
5th	September	2022	Monday	<i>Leaders Briefing</i>		<i>Town Clerk</i>	<i>3.00pm</i>
5th	September	2022	Monday	Community Services		Town Clerk	7pm
12th	September	2022	Monday	Corporate Services		Corporate Services Manager	7pm
13th	September	2022	Tuesday	Allotment Working Group		Town Clerk	3pm

19th	September	2022	Monday	New Office Provisions Sub-Committee		Town Clerk	6pm
19th	September	2022	Monday	Planning		Corporate Services Manager	7pm
21st	September	2022	Wednesday	Combating Crime Working Group		Community Development Officer	11am
26th	September	2022	Monday	Environment & Leisure		Town Clerk	7pm
29th	September	2022	Thursday	Events Working Group		Civic and Events Officer	5pm
3rd	October	2022	Monday	Town Council		Town Clerk	7pm
<i>10th</i>	<i>October</i>	<i>2022</i>	<i>Monday</i>	<i>Leaders Briefing</i>		<i>Town Clerk</i>	<i>3pm</i>
10th	October	2022	Monday	Planning		Corporate Services Manager	7pm
17th	October	2022	Monday	Personnel Sub-Committee		Corporate Services Manager	6pm
18th	October	2022	Tuesday	Town Partnership		Town Clerk	7pm
19th	October	2022	Wednesday	Combating Crime Working Group		Community Development Officer	11am

24th	October	2022	Monday	Community Services (Grants)		Town Clerk	7pm
27th	October	2022	Thursday	Events Working Group		Civic and Events Officer	5pm
31st	October	2022	Monday	Leaders Briefing		Town Clerk	3.00pm
31st	October	2022	Monday	Planning		Corporate Services Manager	7pm
6th	November	2022	Sunday		Fireworks display		
7th	November	2022	Monday	Community Services		Town Clerk	7pm
11th	November	2022	Friday		Armistice Day	Civic and Events Officer	
13th	November	2022	Sunday		Remembrance Sunday	Civic and Events Officer	
14th	November	2022	Monday	Environment & Leisure		Town Clerk	7pm
15th	November	2022	Tuesday	Allotment Working Group		Town Clerk	3pm

16th	November	2022	Wednesday	Combating Crime Working Group		Community Development Officer	11am
21st	November	2022	Monday	Planning		Corporate Services Manager	7pm
28th	November	2022	Monday	Corporate Services		Corporate Services Manager	7pm
1st	December	2022	Thursday	Events Working Group		Civic and Events Officer	5pm
3rd	December	2022	Sunday		Christmas Carol Service / Light Switch on	Civic and Events Officer	
5th	December	2022	Monday	Leaders Briefing		Town Clerk	3.00pm
5th	December	2022	Monday	XXXXXXXXXX			
10th	December	2022	Sunday		Santa's Grotto	Civic and Events Officer	
12th	December	2022	Monday	New Office Provisions Sub-Committee		Town Clerk	6pm
12th	December	2022	Monday	Planning		Corporate Services Manager	7pm

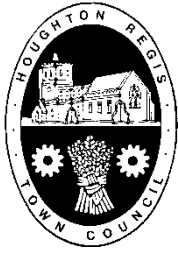
19th	December	2022	Monday	Town Council		Town Clerk	7pm
21st	December	2022	Wednesday	Combating Crime Working Group		Community Development Officer	11am
26th	December	2022	Monday	Bank Holiday Boxing Day			
27th	December	2022	Tuesday	Bank Holiday Christmas Day (Substitute day)			
2nd	January	2023	Monday	Bank Holiday New Year's Day (Substitute day)			
3rd	January	2023	Tuesday	Member Open Session		Town Clerk	6pm
3rd	January	2023	Tuesday	Planning		Corporate Services Manager	7pm
9th	January	2023	Monday	Leaders Briefing		Town Clerk	3.00pm
16th	January	2023	Monday	Personnel Sub-Committee		Corporate Services Manager	6pm
17th	January	2023	Tuesday	Allotment Working Group		Town Clerk	3pm

18th	January	2023	Wednesday	Combating Crime Working Group		Community Development Officer	11am
23rd	January	2023	Monday	Planning		Corporate Services Manager	7pm
24th	January	2023	Tuesday	Town Partnership		Town Clerk	7pm
30th	January	2023	Monday	Town Council		Town Clerk	7pm
2nd	February	2023	Thursday	Events Working Group		Civic and Events Officer	5pm
6th	<i>February</i>	<i>2023</i>	<i>Monday</i>	<i>Leaders Briefing</i>		<i>Town Clerk</i>	<i>3.00pm</i>
6th	February	2023	Monday	Community Services		Town Clerk	7pm
13th	February	2023	Monday	Planning		Corporate Services Manager	7pm
15th	February	2023	Wednesday	Combating Crime Working Group		Community Development Officer	11am
20th	February	2023	Monday	Environment & Leisure		Town Clerk	7pm

27th	February	2023	Monday	Member Open Session		Town Clerk	6pm
27th	February	2023	Monday	Corporate Services		Corporate Services Manager	7pm
2nd	March	2023	Thursday	Events Working Group		Civic and Events Officer	5pm
6th	March	2023	Monday	Planning		Corporate Services Manager	7pm
13th	March	2023	Monday	Leaders Briefing		Town Clerk	3.00pm
15th	March	2023	Wednesday	Combating Crime Working Group		Community Development Officer	11am
20th	March	2023	Monday	Town Council		Town Clerk	7pm
21st	March	2023	Tuesday	Allotment Working Group		Town Clerk	3pm
27th	March	2022	Monday	New Office Provisions Sub-Committee		Town Clerk	6pm
27th	March	2023	Monday	Planning		Corporate Services Manager	7pm

30th	March	2023	Thursday	Events Working Group		Civic and Events Officer	5pm
3rd	April	2023	Monday	Annual Towns Meeting		Town Clerk	7pm
11th	April	2023	Tuesday	Leaders Briefing		Town Clerk	3.00pm
17th	April	2023	Monday	Planning		Corporate Services Manager	7pm
19th	April	2023	Wednesday	Combating Crime Working Group		Community Development Officer	11am
24th	April	2023	Monday	Personnel Sub-Committee		Corporate Services Manager	6pm
25th	April	2023	Tuesday	Town Partnership			7pm
27th	April	2023	Thursday	Events Working Group		Civic and Events Officer	5pm
1st	May	2023	Monday	Bank holiday Early May			
8th	May	2023	Monday	Planning		Corporate Services Manager	7pm

10th	May	2023	Wednesday	Town Council (AGM)		Town Clerk	7pm
15th	May	2023	Monday	XXXXXXXXXX			
16th	May	2023	Tuesday	Allotment Working Group		Town Clerk	3pm
17th	May	2023	Wednesday	Combating Crime Working Group		Community Development Officer	11am



Date:	21st March 2022
Title:	COUNCIL MEETING ARRANGEMENTS
Purpose of the Report:	To enable members to consider the nature and format of council meetings going forwards.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

- 1. Meetings of committees and subcommittees will be held in the council chamber with remote access being available to non-members and residents;**
- 2. Meetings of individual working groups and other informal meetings will consider how they would like to meet (in person, hybrid or remote)**

2. BACKGROUND

From 7th May 2021 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.

Since this time the Council have met in person with social distancing in place and the opportunity for non-members of a committee or sub-committee and residents to join remotely. Working groups and other informal meetings (including Leaders Briefings and Member Open Sessions) have been held remotely.

3. ISSUES FOR CONSIDERATION

There have been benefits and limitations of offering hybrid meetings:

Benefits

- Increased engagement from members of the public
- Increased engagement from external officers and agencies as remote access offers time efficiencies when attending

Limitations

- At the outset of remote meetings there was a learning curve for all in terms of using Teams and meeting etiquette. Whilst this has been achieved internally, there remains some issues over meeting etiquette by residents. Programme upgrades within Teams and improved working knowledge of Teams will help support meeting management going forwards.
- The consistency of internet connection has been an issue but this has now been resolved through direct wiring rather than relying on wireless connection.
- There has also been an issue with microphones. Officers will seek to resolve this once Council has decided whether to continue to offer hybrid meetings.

4. OPTIONS FOR CONSIDERATION

Although pressure is being put on central government to pass legislation to enable councils to determine how they meet, at present legislation requires Members to be physically present to be able to vote. This requirement does not apply to officers, agencies or to residents. It is highlighted though that an officer of the council will always be present at any meeting of the council.

There are 2 options:

- Revert to meetings being held in person only for officers, agencies and residents;
- Continue to offer remote access to meetings by officers, agencies and residents

Members are advised that testing is being undertaken by staff to investigate Teams functionality to enable meeting management to be improved.

It is felt that with enhanced meeting management and improved speakers in the Chamber the limitations of remote meetings will be overcome.

Remote access to meetings has encouraged participation in the democratic process and it is felt that this should be continued. It is a modern method of engagement which should continue.

Meetings of working groups and other informal meetings (including Leaders Briefings and Member Open Sessions)

It is suggested that the format and nature of meetings of working groups and other informal meetings are decided by that individual group as there are unique factors to consider, such as accessibility for attendees, time savings etc. Members are requested to note that with remote working for staff that it may be that the supporting officers attend remotely.

5. COUNCIL VISION

Aspirations

- A1 To develop and enhance **partnerships** between HRTC, stakeholders, partners, community groups and residents
- A2 To effectively and proactively **represent** our community

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

6. IMPLICATIONS

Corporate Implications

- Implications for other committees – this report has a direct impact on all meetings of the council
- Policy implications – Standing Orders will need to be adjusted to reflect the continuance of hybrid meetings if agreed
- Staff implications – members are reminded of the time efficiencies staff secure through home working. It is also highlighted that other agencies also find it much easier to attend meetings if they can do so remotely.
- Training implications for staff and cllrs (Ext Auditors report 2018/19) – training will be provided to staff and Chairs to aid their use of Teams

Legal Implications

- Members must continue to be present in the Chamber in order to be able to vote

Financial Implications

- There are no financial implications arising from the recommendations

Risk Implications

- Capacity – there is improved staff capacity by continuing to offer hybrid meetings
- Reputation – there is a reputational risk to reverting back to in person meetings

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.

By continuing to offer hybrid meetings this issue does not discriminate.

Press Contact

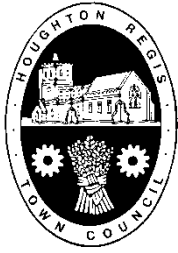
The decision relating to this agenda item will be communicated to the press, via the website and social media.

7. CONCLUSION AND NEXT STEPS

To continue to support the democratic process and to encourage participation in council meetings it is suggested the hybrid meetings continue for Town Council, Committees and Sub Committees.

8. APPENDICES

None



Date: 21st March 2022

Title: RECEPTION OPENING HOURS

Purpose of the Report: To consider the opening hours of Reception.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

1. For Reception opening hours to be adjusted to 9am to 4pm Monday to Friday.
2. For the telephone switchboard hours to remain as 9am to 5pm Monday to Friday.

2. BACKGROUND

At the October meeting of Town council members agreed to offer staff the opportunity to work from home. Currently the office is staffed by 3 members of staff daily, with other members of staff being able to work from the office as and when they choose or as required by their job role. Staff complete their contracted hours through hybrid working arrangements.

It was highlighted in the October report that during consultation with staff over hybrid working an emerging issue was the requirement to keep reception open until 5pm each day. This conflicts with the ability of staff to finish from 4pm in accordance with the Flexi Time Policy.

Before this was considered further by members it was suggested that a log of in-person visits to reception be kept for a 2 month period between 4-5pm.

3. ISSUES FOR CONSIDERATION

This log has been kept during January and February 2022. There have been a very limited number of visits, a couple of visits took place by people collecting the Town Crier for delivery, some visits for meeting attendance (Youth Council) but only 2 visits by members of the public seeking assistance.

4. COUNCIL VISION

Aspirations

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

5. IMPLICATIONS

Corporate Implications

- Reception would be open for reduced hours, although the telephone and email would remain accessible to residents.

Legal Implications

- There are no legal implications arising from this recommendation

Financial Implications

- There are no financial implications arising from this recommendation.

Risk Implications

- This matter highlights a discrepancy between the Flexi Time Policy and current operational requirements for reception to be open until 5pm.

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

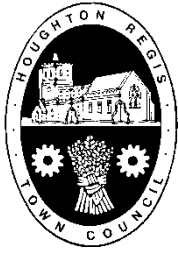
Reception opening hours will be communicated out to residents via the website and social media.

6. CONCLUSION AND NEXT STEPS

Reception is little used by residents between 4pm and 5pm. It is felt with suitable communication and signage that reducing reception hours to 9am to 4pm Monday to Friday will not detrimentally disadvantage residents.

7. APPENDICES

None



Date:	21st March 2022
Title:	CBC HIGHWAYS RURAL MATCH FUNDING SCHEME
Purpose of the Report:	To enable members to consider the funding opportunity from CBC to bring forward a match funded highways improvement scheme.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

- 1. To apply under the Local Transport Fund Integrated Programme - Rural Match Funding 2022/23 to 2023/24 for replacement gateway signage and features at Bedford Road, Park Road North and Houghton Road;**
- 2. To contact the promoters of Linmere to explore opportunities for a gateway feature on Sundon Road;**
- 3. To seek to work with CBC on assessing the traffic speeds on Sandringham Drive to help determine whether a speed reduction scheme is required;**
- 4. To seek to work with CBC on a project based around driver education and softer projects such as a school walking bus to help address parking issues around Tithe Farm Primary School**
- 5. To fund any agreed works from General Reserves.**

2. BACKGROUND

CBC have launched the Rural Match Fund (RMF) application process for inclusion for the 2022/23 and 2023/24 programme of works. This opportunity was presented for initial consideration to Combating Crime Working Group on 16th February 2022, however at this meeting it was referred to Town Council for consideration.

3. ISSUES FOR CONSIDERATION

Members will find attached guidance, along with the application form to be completed for scheme submissions. The CBC Speed Indicator Device (SID) guidance document is also attached for information. Any proposals submitted must be in line with this guidance.

CBC have provided the following advice:

- speeding is often seen as a key priority, the costs associated with many traffic calming schemes can be significant and proposals have previously fallen outside of the RMF affordability envelope;
- CBC would like to encourage consideration of a broader range of schemes to improve health and wellbeing, enhance sustainability and the overall environment so that investment through RMF reaches a wider section of the community.
- Any suggestions for large-scale schemes which fall outside of RMF affordability should be discussed separately with CBC so it can be determined whether there are safety critical issues that need to be investigated through a longer-term programme of works.
- Within the guidance there is included a rough guide of potential RMF opportunities, along with some indicative costs, to enable Town and Parish councils to consider a broader range of improvements. It is important to note that the costs are indicative only and are provided with the caveat that final costs can only be confirmed once a detailed assessment has been completed.
- Supporting information should include a summary of the positive outcomes that will be delivered for local communities, photographic evidence or, in the case of speed-related proposals such as SID's, any data collected through local Speed Watch activities within the last 3 years.

The closing date to submit final applications is Friday 8th April 2022.

Once received, the Traffic Management team will review submissions to assess the benefits and risks. Proposals will be scored against a set of evaluation criteria to determine which schemes will be progressed. The outcomes of the evaluation is expected to be in June 2022. A brief explanation will be provided to those who have not been successful.

4. OPTIONS FOR CONSIDERATION

The following suggestions have been put forward:

- a highway improvement scheme along *Sandringham Drive* to seek to reduce vehicle speeds;
- improved signage outside *Tithe Farm Primary School* to highlight the school and the need for considerate driving and parking
- Gateway Public Realm / Signage to highlight entrances into the urban area
- *Sandringham Drive*

It has been reported by residents that traffic speeds are excessive in this area. However speeds have not been measured to confirm. It is suggested that there is a need to investigate the issue to determine the scale of the problem. It is felt that this project may be outside of the scope of the scheme as any physical speed reduction scheme may well be financially outside the scope of the RMF as a scheme is likely to be in excess of the funding criteria (total scheme cost up to £25,000 with 50% match funding). It is suggested that CBC be contacted to assist with measuring speeds to determine scale of the problem.

- *Tithe Farm Primary School*
It is advised that there are significant safety concerns on the bend on Tithe Farm Road at school drop off and pick up times. Currently there are suitable road markings to restrict parking and the speed limit is suitable. It is felt that the parking issues are created by parents dropping off and collecting children. Recently there have been reports of enforcement taking place. The RMF guidance advises that parking restrictions are outside of the scope of this fund. As such it may not be possible to progress this aspiration through this scheme. It is suggested that a project based around driver education may be more suitable, plus a project such as a school walking bus. These ideas would need to be followed up outside of the RMF scheme.
- *Town Gateway Public Realm / Signage*
From the CBC guidance it would appear that this would meet the criteria of the RMF (appendix B provides an indication of indicated costs - gates with signage and planters would cost in the region of £12,000 (without any physical measures)). There are 4 main entrances into the town: Bedford Road, Park Road North, Sundon Road and Houghton Road. There are gateway features in these locations, however they are dated and with the growth of the town may not now be in the right location.
Bedford Road – the current feature (town sign and planting bed) is near Roslyn Way. With the urban extension of Bidwell West it is suggested that the current sign be removed (retain the planting bed for aesthetics) and a new feature with signage and planting be created in the area of the junction between the Northern Bypass and Bedford Road.
Park Road North - the current feature (town sign and planting bed) is near Brookfield Avenue. With the establishment Houghton Hall Park, it would seem more inclusive to relocate this sign further down Park Road North towards the Woodside Link and Porz Avenue. It is suggested that the current sign be removed (retain the planting bed for aesthetics) and a new feature with signage and planting be created
Sundon Road - the current feature (town sign) is just outside of the former urban area. With the urban extension of Linnere it is suggested that the current sign be removed and a new feature with signage and planting be created further up Sundon Road. However as this area is currently being developed it is difficult to set out where a suitable location may be. It is suggested that contact be made with the promoters of Linnere to explore opportunities for a gateway feature.
Houghton Road - the current feature (town sign) is partway along Houghton Road on a street light column. It is fairly dated and would benefit from being replaced. There is no physical scope for any planting.

Please note that no budget provision has been made for the 2022/23 budget.

5. COUNCIL VISION

Aspirations

A3 To positively **promote** the town

Objective 3: A safe and vibrant town

3.4 To seek to reduce speeding around schools

3.8 To support local businesses and retailers

3.9 To welcome new residents

6. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendations.

Legal Implications

- The project provides for work on the highway, however as it would be delivered through CBC as the Highway Authority this would be covered.

Financial Implications

- Budget available - no budget provision has been made for the 2022/23 budget. Should the project develop funding would be required from General Reserves. The predicted balance of General reserves at 1st April 2022 is £269,230. It is considered good practice to have approximately 3 months net revenue expenditure in General reserves. Based on spend in 2021/22 this equates to a General reserve level of around £225,000

Risk Implications

- There are no risk implications arising from the recommendations

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

There are no press implications arising from the recommendations

7. CONCLUSION AND NEXT STEPS

This is a funding opportunity aimed more at rural areas, however the opportunity is open to town councils equally. Based on the suggestions received the following is suggested:

- *Sandringham Drive*
To seek to work with CBC on assessing the traffic speeds in this locations to help determine whether a speed reduction scheme is required.
- *Tithe Farm Primary School*
To seek to work with CBC on a project based around driver education and softer projects such as a school walking bus to help address these issues.
- *Town Gateway Public Realm / Signage*

To seek to apply for funding under the RMF for replacement gateway signage and features at Bedford Road, Park Road North and Houghton Road. To contact the promoters of Linnere to explore opportunities for a gateway feature on Sundon Road.

8. APPENDICES

Appendix A: Rural Match Fund Guidance
Appendix B: Speed Indicator Device Guidance

Title:	Central Bedfordshire Local Transport Plan
Date:	12 January 2022
Subject:	Request for schemes - LTP Integrated Programme - Rural Match Funding 2022/23 to 2023/24
Summary:	<p>Town and Parish councils are invited to submit <u>two</u> small-scale highway improvement proposals for consideration.</p> <p>Proposals will be reviewed and ranked. The highest scoring schemes will be included in the Integrated Schemes Programme of Works for the following financial years: 2022-23 and 2023-24 (dependant on delivery timescales of each scheme).</p> <p>Funding for selected schemes will draw on the funding allocated within the Highways Programme for Rural Match Funded schemes.</p>
Overview	
1.	<p>This note forms a guide to Town and Parish Councils seeking to secure funding from Central Bedfordshire Council for up to two small-scale highway related improvement schemes.</p> <p>Completed application forms should be returned to Central Bedfordshire Council by Friday 8 April 2022 via the following Inbox:</p> <p>HighwayImprovementSchemes@centralbedfordshire.gov.uk</p>
What is the Local Transport Plan?	
2.	The Local Transport Plan (LTP) sets out a long-term framework for investment in transport across Central Bedfordshire. It establishes a strategic approach to deal with key transport issues, a series of objectives, and broad areas of intervention where schemes are identified, and improvements made to the transport network.
What is the “Rural Match Fund”?	
3.	The Rural Match Fund is a mechanism through which local Town and Parish Councils can request small-scale improvements to the highway in their area.
4.	Towns and Parishes may submit up to <u>two</u> scheme requests. There is a requirement for a 50% contribution towards each scheme cost.
5.	All proposals will be assessed using a matrix scoring-based approach, taking account of available evidence on traffic speeds, flows and collisions, if applicable.
6.	<p>Please note that the issues below are considered unsuitable and do not form part of the RMF:</p> <ul style="list-style-type: none"> • Parking restrictions (a holistic approach should be maintained) • Speed limit change (high level of risk to delivery through RMF) • Pedestrian Crossings (outside of RMF funding envelope) • Weight limit change (high level of risk to delivery through RMF) • Junction re-design (outside of RMF funding envelope)

	<ul style="list-style-type: none"> • Maintenance issues (Revenue function managed through Maintenance team) • Street Lighting (outside of RMF funding envelope)
What are the benefits of the fund?	
7.	<p>The ring-fenced funding for small-scale improvement schemes operated by Central Bedfordshire Council benefits Town and Parish councils by:</p> <ul style="list-style-type: none"> • Offering the opportunity to secure funding for local schemes that may not otherwise have been prioritised • Delivering positive outcomes for local communities
How much is provided to Town and Parish Councils through the fund?	
8.	The Rural Match Fund forms a significant percentage of Central Bedfordshire Council's allocation of the Integrated Transport Budget which underpins the Local Transport Plan.
9.	Each scheme will involve a maximum spend of no more than £25,000, with costs matched by each Authority, to a maximum of £12,500 each (50/50 split of total costs). You will not receive the final invoice until the works have taken place.
10.	<p>Town and Parish Councils will be requested to pay 50% of the costs in advance for any design work (if required) if a submission is accepted.</p> <p>A meeting will be held with respective Councils prior to any design work (if required) to ensure a greater understanding and acceptance in principle of the likely solution to be designed.</p>
11.	Section 106 Agreements can only be spent to resolve matters detailed in a specific legal S106 agreement and will not form part of the RMF.
How does the scheme work?	
12.	Schemes are typically designed in one year and constructed in the subsequent year. The budget in any one year includes both the cost of schemes in design and those in construction.
13.	We may contact you to obtain further information about your scheme. A meeting or site visit may be arranged to discuss your scheme in more detail.
14.	The Traffic Management team can deliver some smaller-scale schemes without the need for statutory consultation or detailed design. Schemes that require this additional work may not be delivered until 2024.
15.	<p>For any small-scale speed related submissions, Town and Parish Councils should provide details of the speeding issue they wish to address, rather than specifying a solution, unless they wish to directly request a SID which meets the criteria set in the SID guidance document.</p> <p>Survey work must demonstrate that there is an identifiable problem before further consideration is given. If a problem is identified, an appropriate design solution will be determined by an experienced Highways engineer.</p> <p>The costs associated with any speed survey works for successful schemes will be split 50/50 and included within the final invoice once the scheme has been delivered.</p>

How will schemes be assessed and prioritised?	
16.	Projects which clearly demonstrate local need will be prioritised. Requests will be assessed in respect of policy compliance, affordability, stakeholder support, tangible benefits to communities, environment enhancement, deliverability, and value for money. Supporting evidence will be taken into consideration.
How much do different schemes cost?	
17.	Please refer to Appendix B for indicative costs for various schemes. It is important to note that this example list is not exhaustive, and costs are provided with the caveat that we are not able to confirm final costs until a detailed assessment has been completed. Design costs can vary dependant of the type of scheme being considered but can cost more than £5000.
Which authorities can submit a request?	
18.	The RMF programme is open to all Towns and Parishes, though priority will be given to rural areas for the following reasons: <ul style="list-style-type: none"> • Most Local Transport Plan funding flows to urban areas. • The small-scale nature of requirements in rural areas often means that schemes do not score highly through existing scheme prioritisation processes and are less likely to secure funding through typical mainstream allocations.
Closing date for applications	
19.	We welcome requests from town and parishes up to Friday 8 April 2022 . Requests should be made using the application form in Appendix A and emailed to: HighwayImprovementSchemes@centralbedfordshire.gov.uk
Is there assistance to help authorities understand what schemes are likely to be successful?	
20.	If you require additional guidance prior to submission, please contact us on: HighwayImprovementSchemes@centralbedfordshire.gov.uk
Notification of Successful Requests	
21.	Every Town and Parish Council will be notified of the outcome of their application by June 2022. This date may be subject the change, however we will inform Councils if there are any delays.
22.	If we accept your submission for RMF, we will make a conditional offer. This offer will detail the funding we will award, along with any conditions attached. The conditional offer will be subject to you achieving other sources of funding (50% split cost).

Appendix A: Application Form

Council:	Name of town or parish
Scheme location:	Location of scheme proposal (please provide a map if possible)
Priority 1:	Describe the opportunity or issue
Priority 2:	Describe the opportunity or issue
Contact:	Name Email address Contact phone number
Supporting statement	In no more than 200 words, please explain why the above opportunities or issues would be beneficial to the Town/Parish, demonstrating the local need.

Appendix B: Examples of some Highway improvement schemes (indicative costs only)

Type of scheme	Description and some indicative costs
Gateways for Villages or Towns	<ul style="list-style-type: none"> • Create 'a sense of place' when drivers enter a Parish or Town. • Costs can vary significantly and can exceed £25,000 when physical measures are included, falling outside the scope of RMF. • Minimum costs for gates with signage and planters would be approx. £12,000 without physical measures
Benches and Planters	<ul style="list-style-type: none"> • Typical bench can cost approx. £1000 • Should be at least 450mm back from kerb line and should maintain 1.6m footpath width when placed on footway • Should not be in locations where cars are prone to leave carriageway • Avoid materials like stone or cast iron, as they can break on impact and be thrown like projectiles
Tree / shrub / bulb / seed planting	<ul style="list-style-type: none"> • Costs very dependent on scheme size and any required accommodation works (i.e., excavation) • For instance, a roadside verge wildflower habitat creation project would likely cost up to the maximum £25,000
Bollards	<ul style="list-style-type: none"> • Installation of 4 wooden bollards approx. £1500 • Costs are dependent on location and type of bollard provided • Bollards should be in keeping with local environment
Safety railings	<ul style="list-style-type: none"> • Example scheme of 6 metres in length cost approx. £1500
Cycle parking	<ul style="list-style-type: none"> • Costs are dependent on scheme size and any required accommodation works (i.e., excavation) • An example cycle hanger cost £12,500 to purchase and install
Dropped kerbs	<ul style="list-style-type: none"> • To improve accessibility for pedestrians, including people with mobility issues • A pair of dropped kerbs each side of the road can cost approx. £5000 • Costs depend on the traffic management required
Multi-modal transport	<ul style="list-style-type: none"> • To promote walking, cycling, public transport facilities • Costs can vary dependant on nature of the scheme
New footways	<ul style="list-style-type: none"> • Footway construction approx. £150 per square metre • Drainage, utility diversion, traffic management and lighting requirements involve significant additional costs
Speed Indicator Devices	<ul style="list-style-type: none"> • Approximately £5000 each (dependant on location / excavation etc.). • Please refer to the SID guidance document for further information
Warning signs	<ul style="list-style-type: none"> • Estimated approx. £200 for a new post and sign only (without traffic management) • Must be in line with Regulations • Total costs depend on the traffic management required
Slow road Markings	<ul style="list-style-type: none"> • £800 minimum charge, not including Traffic management costs • Must be in line with Regulations • Total costs depend on the traffic management required
Dragon's teeth	<ul style="list-style-type: none"> • At gateways to give effect of road narrowing • £800 minimum charge, not including Traffic management costs • Must be in line with Regulations • Total costs depend on the traffic management required

Appendix C: Key contact

Jenny Goddard

Senior Highways Officer

Traffic Management team

Email: HighwayImprovementSchemes@centralbedfordshire.gov.uk

Central Bedfordshire Council

Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ



Speed Indicator Device Guidance Document

A great place to live and work.

Revision History

Version	Description	Date	Initials
1	Final version	December 2021	CD, AS & JG

Contents

Guidance Documents.....	4
Glossary of Terms.....	5
Introduction	7
Objectives of the Speed Indicator Device Guidance Document.....	7
Background	7
Speed Indicator Devices.....	8
Assessing new requests for Speed Indicator Devices	8
Location Requirements	9
When a Speed Indicator Device will not be installed	9
Vehicle Activated Signs in the form of Hazard Warning Signs.....	10
Assessing existing vehicle activated signs for replacement or removal.....	10
Specification of Equipment	10
Data Validity.....	10
Ownership.....	11
Maintenance	11
Effectiveness	11
Funding.....	11
Applications.....	11
Appendix 1: Speed Indicator Device Assessment Form.....	12

Guidance Documents

National Guidance

[Traffic Advisory Leaflet 1/15 Variable Message Signs](#)

[Traffic Advisory Leaflet 1/03 Vehicle Activated Signs](#)

[The Traffic Signs Regulations and General Directions, 2016](#)

[Traffic Signs Manual Chapter 4: Warning Signs](#)

[ACPO Speed Enforcement Policy Guidelines](#)

[DfT Circular 1/13 Setting Local Speed Limits](#)

[DfT Speed Limit Appraisal Tool](#)

Local Guidance

Speed Management Guidance Document

Glossary of Terms

Vehicle Activated Signs (VAS)

A vehicle activated sign (VAS) is a type of road traffic sign which displays a message when a vehicle passes it. It helps drivers by alerting them to a danger, or that they are driving too fast. A vehicle activated sign should conform to EN12966:2014 to ensure that it is fit for use on the public highway. A vehicle activated sign should also use the design standards in the *Traffic Signs, Regulations and General Directions, 2016*.

Speed Indicator Device (SID)

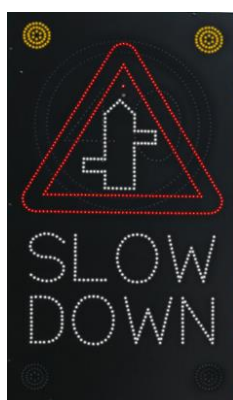
A variation of a vehicle activated sign is a 'Speed Indicator Device' (SID). They are a tool to remind drivers of the speed limit and can be useful when there is a disparity between the posted limit and observed speeds. They are informational repeater signs only, and do not provide any enforcement function.

A Speed Indicator Device (or vehicle activated sign) triggers when an approaching vehicle exceeds a pre-set speed. The speed limit and/or a warning message will illuminate on the sign to remind the motorist to slow down.

The sign displays the speed of the vehicle, and either a happy or sad face in red or green, depending on the vehicle speed in relation to the speed limit. The sign displays 'slow down' when a vehicle is travelling much higher than the speed limit. The sign can be effective where there is a history of non-compliance with the speed limit in residential areas.

Hazard Warning Signs

Hazard warning signs highlight a hazard such as a bend, or junction. The sign displays a warning message and /or an image of a road sign. The purpose is to alert drivers that they may be travelling too fast for the road environment. The sign is effective at a small number of locations where standard signs alone are not enough. Hazard warning signs are usually used where the speed limit is 40mph or above.



Examples of a vehicle activated sign (VAS), a Speed Indicator Device (SID) and a vehicle activated Hazard Warning Sign.

Mean speed

The speed at or below 50% of all vehicles travel under free-flowing conditions.

85th percentile speed

The speed at or below that 85% of vehicles do not exceed under free-flowing conditions.

National Police Chiefs' Council Enforcement Tolerances

The National Police Chiefs' Council sets a tolerance of speeds above the set speed limit. This is set out in the ACPO Speed Enforcement Policy Guidelines. To calculate the tolerance, add 10% to the speed limit, plus a further 2mph. For example, in a 30mph limit, add 10% to the speed limit and an extra 2mph = 35mph). The table below shows the tolerance of speed for each speed limit. It also shows at what speed it will be appropriate to consider a Speed Indicator Device.

Speed limit	Minimum 85 th %ile speed (mph) before a Speed Indicator Device will be considered
20	24
30	35
40	46
50-70	Not recommended

Introduction

Central Bedfordshire Council manages all public roads in the authority and is responsible for deciding where to install Speed Indicator Devices. The council receives requests for new Speed Indicator Devices in the following ways:

- From a Town or Parish Council, an Elected Member, or member of the public.
- As part of a larger highway safety improvement scheme.
- As part of a housing / commercial development, usually as part of a wider package of works.

This guidance document outlines the use of Speed Indicator Devices in Central Bedfordshire.

Objectives of the Speed Indicator Device Guidance Document

This document will provide information on all aspects of Speed Indicator Devices, from their source and operation through to the policy and procedures that govern their deployment. The objectives of the Speed Indicator Device Guidance Document are:

- To set out guidance to assess vehicle activated signs when they reach the end of their life.
- To assess and prioritise requests for new Speed Indicator Devices.
- To achieve consistency in the implementation of Speed Indicator Devices, using national guidance. *Traffic Advisory Leaflet 1/03 Vehicle Activated Signs.*
- To maintain the effectiveness of Speed Indicator Devices to prevent overuse.
- To install Speed Indicator Devices in appropriate locations.
- To continue to work towards reducing the authorities carbon footprint by replacing wired units when they reach the end of their life with solar powered systems

Background

There are approximately 120 vehicle activated signs or speed indicator devices installed in Central Bedfordshire (2020). Some are old, wired signs and have reached the end of their working life. Others are newer solar powered signs, and a few are hazard warning signs, with the majority aimed at speed reduction.

From 2005, Bedfordshire County Council (which became Central Bedfordshire Council in 2009), installed many vehicle-activated signs across the region. These signs were part financed through the 'Parish Partnership' fund, funding made available for each town or parish to have a set number of vehicle activated signs. This required the Town or Parish Council to contribute towards the cost of the sign and the technology proved to be very popular.

Each sign powered by a cable, was usually wired into the nearest lamp column. Battery-operated and solar powered alternatives were emerging; however, these technologies had a limited lifespan at this time. The preferred location for each sign was often suggested by the Town or Parish Council. The practicalities of installation were investigated by a Highway Engineer; however, many signs were installed in locations that did not follow Department for Transport guidance.

Many of the original wired units had a life expectancy of approx. 7 years and although some may appear to still function, many no longer trigger at the correct speed. Also, the effect that they have is likely to have reduced over time as motorists have become accustomed to them.

Speed Indicator Devices

Speed Indicator Devices (SIDs) are a more recent and reliable version of a vehicle activated sign and show the speed a vehicle is travelling, displaying 'happy' and 'sad' faces. SIDs are self-contained units mounted into a standard retention socket and are partially mobile. They can be uplifted, swiveled, rotated, or placed in a similar socket. They house a rechargeable battery within the sign which is charged by the solar panel and provide more flexibility as they don't need to be installed near to a power supply, although they do need to be positioned to absorb sufficient sunlight.

Their relatively low cost, high visibility and simple installation has made these signs attractive to Members, Town, and Parish Councils as they are considered to address community fears over safety and localised speeding issues. This has led to a significant increase in new requests for SID installations. Too many Speed Indicator Devices can diminish effectiveness over time and this guidance document has been produced to ensure that the maximum benefits are achieved across Central Bedfordshire through appropriate provision of Speed Indicator Devices.

Assessing new requests for Speed Indicator Devices

New SID requests will only be successful when the 85th Percentile speed is above the NPCCs guideline values i.e., 10% of the posted limit and an additional 2mph. In the case of a 30mph speed limit, this would be an 85th percentile exceeding 35 mph.

Requests will be assessed by a Central Bedfordshire Client Officer or Highway Engineer completing work for the Council to determine if there is an issue with excess speed at the specified location. The process for assessing new speed indicator device requests is as follows:

- A review of the Traffic Master data for the road will be conducted in the first instance and the 85th percentile speed will be checked. The results will be compared to the National Police Chiefs' Council Enforcement Tolerances for the speed limit.
- If the outcome is that the 85th percentile speed is within the speed limit tolerance the request for the new SID will be declined.
- If the 85th percentile speed is higher than the prescribed tolerance, a speed and volume survey will be arranged by CBC over a seven-day period.
- Historical data (no older than 3 years) may also be used if there has been no significant change to the environment.
- A single speed and volume survey costs approx. £300.
- The accident history in the proposed location of a requested new SID will also be assessed to determine whether alternative safety measures are required.
- If the assessor considers that alternative measures are required, the SID request will be declined, and the road will be included in the forward plan for further safety assessment.
- In some circumstances where the 85th percentile speed is higher than the tolerance for the speed limit, the assessor may decide that a Speed Limit Assessment should be held.
- The speed limit will be checked in relation to road characteristics, set by the Department for Transport for each speed limit to ensure that the speed limit is consistent with other roads with the same speed limit. See *Speed Management Guidance Document* for further details.

Location Requirements

For all SID requests, the following location criteria must be met:

Daylight	The proposed location must receive a high level of daylight and should be free of existing / seasonal vegetation. The solar panel should be facing as close to due south as possible
Footway clearance	At least 1.2m footway clearance is available for pedestrians. Shared use paths should be avoided where possible, or at least 1.5m clearance with post at back of footway
Visibility	There is forward visibility of at least 50m (20-30mph limit) or 75m (40mph limit) and visibility splay at any junctions
Highway land	The proposed location is on highway land
Multiple detection vectors	SIDs will not activate for other roads running adjacent to the site
Operational distance	The SID has no large obstructions (gates / fences, buildings, railings) within 100m
Property boundary	The SID should not interfere with existing or potential access.
Set back	The proposed location of the pole is set back a minimum of 1 metre from the kerb edge and 0.5 metres from the edge of the sign
STATs	The site is clear of utility or manhole covers
Structures	The proposed location is at least 5 metres from a bridge, culvert, or other structure
Vertical clearance	There is at least 2.4 metres vertical clearance or 2.5 metres if the sign is within a cycle track or shared use footway
Visibility splay of other signs	The sign is clear of the visibility splay of other highway signs

When a Speed Indicator Device will not be installed

A new or replacement Speed Indicator Device will not be installed in the following circumstances:

- Where the speed limit is higher than 40mph.
- When the recorded 85th percentile speed is below the tolerance for the speed limit.
- When the proposed location is not on the public highway.
- When the proposed location will be included in the 4-year capital works program for an alternative speed reduction scheme.

- When the proposed location has existing physical traffic calming features within 100 metres.
- When the proposed location is within 100 metres of a speed limit change.
- Where the assessor determines that the existing speed limit is not clear / incorrectly signed.
- When site constraints determine that it is not possible to install a Speed Indicator Device.

Vehicle Activated Signs in the form of Hazard Warning Signs

Requests for hazard warning vehicle activated signs will only be considered where the speed limit is 40mph or above and will only be installed where the assessor recommends. It may form part of a wider scheme. The assessment will be completed by an assessor using the following metrics and information:

- The collision history
- Speed data
- The highway features on each approach to the hazard, including street lighting, road surface, road markings and signage.

Assessing existing vehicle activated signs for replacement or removal

Existing vehicle activated signs will be reviewed when they reach the end of their operating life. Where a sign does not meet the assessment criteria described above, it will not be replaced.

Specification of Equipment

- All new Speed Indicator Devices will be solar powered.
- All new Speed Indicator Device will be installed on a new post set in a retention socket.
- Speed Indicator Devices will not be attached to existing street furniture.
- The preferred type of sign is Truvelo TruSign 30CR.
- All speed indicator devices will incorporate the message 'slow down' when triggered at the upper threshold. This is to prevent any drivers attempting to trigger the device by travelling at higher speeds to 'test' the performance of their vehicle.

Data Validity

Speed Indicator Devices are used as an educational tool only. It is not the Council's intention to use Speed Indicator Devices for data collection purposes as data is not considered accurate due to the following:

- Multiple records being created for single vehicles
- Non-vehicular traffic (pedestrians, cyclists, wildlife) creating data records
- Local foliage obscuring/triggering the radar sensor
- Receding rather than approaching vehicles being detected and creating false records
- Vandalism of the sign, including altering the direction and obscuring the visible panel
- Obstruction of the sign by parked vehicles
- Sporadic periods of in-operation owing to loss of power or device defects

Ownership

Speed Indicator Devices will remain in the ownership of Central Bedfordshire Council, regardless of the funding mechanism. New signs must be installed by CBC approved highways contractors. No third party is authorised to instruct installation of a Speed Indicator Device on the public highway.

Maintenance

Central Bedfordshire Council is responsible for the maintenance of all Speed Indicator Devices. Third parties such as a Town or Parish Councils are not permitted to remove, move or install a Speed Indicator Device on the public highway.

Effectiveness

Permanent Speed Indicator Devices have a novelty effect which wears off over time. Evidence suggests that SIDs are most effective in their first six months of operation and the primary benefit of mounting a SID in a retention socket is the ability to relocate the SID at some point in the future.

By changing the location periodically, one SID can potentially serve multiple sites and deliver better targeted speed reduction than a permanent device. When requests are made for new SIDs, requesters should consider whether it is appropriate to identify additional sites for new sockets to be installed so that the SID can be moved in the future. The cost of approximately £500 associated with moving a SID to an alternative socket will be paid for by the third party.

Funding

The following funding mechanisms will be available for new Speed Indicator Devices:

- Rural Match Funding scheme – biennial (every 2 years) scheme for Town and Parish Councils to apply for match-funded highway improvements for their community
- Third Party funding – funded through Town and Parish Council budgets with support from ward members.
- Section 278 agreement (s278) - A section of the Highways Act 1980 where developers enter into a legal agreement with CBC to make permanent alterations to the public highway.

A commuted sum of £5,000 will be charged for a new SID & socket, which will include installation, annual maintenance costs for a five-year period and replacement if the SID reaches the end of its life within the five-year period. In year 6, an additional £1,000 commuted sum will be required for each SID to ensure funds are available for ongoing maintenance. The commuted sum will be subject periodic review and any changes will be communicated with affected parties.

All new SID applications must meet the same criteria regardless of funding source, including recent speed and volume surveys identifying a speed compliance issue and the SID location criteria. The core budget will only be available when there is a proven benefit to replacing an existing redundant VAS.

Applications

Town and Parish Councils can request a maximum of 2 new SIDs and 6 sockets (if they require the devices to be mobile) via the Rural Match Fund (RMF) scheme. The RMF currently operates every

2 years and the next RMF will be launched in 2022. The criteria described above will be used to determine if a SID is a suitable provision in each instance.

There will also be an opportunity each year (between December and February) for third parties to request and fully fund an additional 2 new SIDs and 6 sockets or request to move existing SIDs to another socket.

Once new SIDs, sockets or re-location requests have been approved, any works will be batched together to ensure a cost-effective approach and value for money for the Council.

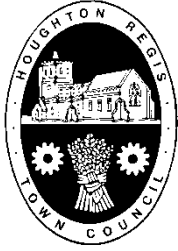
Appendix 1: Speed Indicator Device Assessment Form

Central Bedfordshire in contact

Find us online: www.centralbedfordshire.gov.uk

Email: Highwayimprovementschemes@centralbedfordshire.gov.uk

Write to: Central Bedfordshire Council, Priory House,
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ



Date:	21st March 2022
Title:	LOCATION OF TOWN COUNCIL ANNUAL GENERAL MEETING AND MAYORAL RECEPTION
Purpose of the Report:	To consider the location of Town Council Annual General Meeting and Mayoral Reception.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

- 1. To hold the Town Council Annual General Meeting and Mayor Making in the Council Chamber on 18th May 2022:**
- 2. To invite the Mayor to hold a Mayoral Reception during the course of their term of office.**

2. BACKGROUND

In May each year the council holds its AGM and Mayor Making meeting. This has been held in a variety of formats:

- AGM and Mayor Making in Chamber followed by a Reception later in the year
- AGM and Mayor Making in Bedford Square Community Centre immediately followed by a Reception

3. ISSUES FOR CONSIDERATION

The AGM and Mayor Making is organised by HRTC staff with the Reception being specifically organised by the Mayor's Secretary.

The Mayor's Secretary has made the following points:

- The Mayors reception often raises significant funds for the Mayors Appeal fund;
- If the Reception is held immediately after the AGM the new Mayor has no involvement in the format of the event;
- Either option is achievable;
- It was previously suggested that the Reception immediately following the AGM made the event more of an occasion.

4. COUNCIL VISION

Aspirations

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

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendations.

Legal Implications

- There are no legal implications arising from the recommendations

Financial Implications

- There are no financial implications arising from the recommendations

Risk Implications

- There are no risk implications arising from the recommendations

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

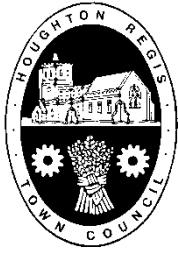
The event will be communicated out via the website and social media.

6. CONCLUSION AND NEXT STEPS

The position of Mayor is prestigious within the town. It is appropriate to celebrate the take up of this position of office. It is suggested that this be done with a Mayors Reception later in the year as this can be held as a Mayoral fund raising event.

7. APPENDICES

None



Date: 21st March 2022

Title: TITHE FARM RECREATION GROUND SPORTS PROJECT - BORROWING APPROVAL

Purpose of the Report: To consider the request from Environment & Leisure Committee for an application to the Public Works Loan Board for borrowing of £500,000 to part fund the Tithe Farm Recreation Ground Sports Project and the Recommendation from Corporate Services Committee authorise an annuity loan over 28 years from the Public Works Loan Board as this offers a consistency of repayment costs with repayments matching an existing capital budget provision.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

1. To seek the Secretary of State's approval for the proposed borrowing from the Public Works Loan Board of £500,000 as an annuity loan over 28 years;
2. To fund associated repayments from 299 4871 in 2022/23 and for subsequent repayments to be funded from a new code in cost centre 299 specifically set up for loan repayments associated with this project.

2. BACKGROUND

This project comprises an all-weather pitch, new changing rooms and car parking on Tithe Farm recreation ground. The project is being developed and progressed in partnership with Central Bedfordshire Council (CBC) and the Beds Football Association (Beds FA). Funding for the project is likely to come from the Town Council, CBC and the Football Foundation (FF).

Environment & Leisure Committee have been progressing this project. At the meeting of Environment & Leisure Committee on 14th February 2022 the following Resolution was made:

1. *To appoint Company B as the contractor to deliver the Tithe Farm All Weather project pavilion and associated works;*

2. *To support the operational site management being undertaken by the Bedfordshire Football Association and for a draft agreement to be developed for formal consideration;*
3. *To request that Town Council consider and approve an application to the Public Works Loan Board for borrowing of £500,000*

At Corporate Services Committee on 28th February 2022 members considered the terms of a loan. The following Resolution was passed:

1. *To recommend to Town Council that an annuity loan over 28 years be applied from the Public Works Loan Board as this offers a consistency of repayment costs with repayments matching an existing capital budget provision.*
2. *The Chair and Vice Chair of Corporate Services Committee be authorise to liaise with the Clerk should funding be required from the CCLA Property fund.*

This report is presented to enable Town Council to consider the request from Environment & Leisure Committee to approve an application to the Public Works Loan Board (PWLB) for borrowing of £500,000 and the recommendation from Corporate Services Committee.

3. ISSUES FOR CONSIDERATION

Members can find the report presented to Environment & Leisure Committee which provides an update on the project and which is supported by the Cost Summary for the project by following this link. [Link to report](#)

The Cost Summary provides the following information:

CBC s106	160,000.00
HRTC deferred income	230,575.00
Town Council PWBL	500,000.00
CBC s106	38,020.00
HRTC- EMR322	160,341.06
CBC Community Asset Grant	25,000.00
Request to Football Foundation	950,000.00
Shortfall	0.00
	£ 2,063,936.06

An application to the PWLB is to be supported by the following information:

1. Copy of full minute of the Full Council Meeting with the resolution to seek the Secretary of State's approval for the proposed borrowing;
2. Copy of the Council's budget for the current year, and next year (if available), showing the provision made to meet the loan costs;
3. Full report to the Council or business case. This should include a breakdown

of the proposed works, estimated costs, financial planning to fund the loan repayments and the steps/options the Council/has in place to mitigate the risk for not being able to afford the loan repayments;

4. Please provide information on how the Council will afford the loan repayments, breakdown of funding resources, amounts to be used from reserves, and any increase of precept to fund the borrowing;
5. If the Council precept is to be increased to cover the loan repayment, please confirm the amount and percentage of the planned increase related to the loan only (if possible how much increase for house holders at Band D);
6. If applicable, please provide evidence of public support to increase the precept to cover the loan repayment (e.g. the result of any consultation).
7. You still need to provide details how local residents were consulted on the project and associated borrowing even if you are not increasing precept to fund the loan (e.g. newsletter/website/in the agenda of public meeting).

It is suggested that in 2022/23 any associated Loan Repayments be made from 299 4871 (£30,000) and for subsequent repayments to be funded from a new code in cost centre 299 specifically set up for loan repayments associated with this project.

Members are advised that 299 4871 has been used to support this project to date. For the budget in 2023/24 it is envisaged that 299 4871 will be reduced (possible to £5,000) to enable the council to fund capital projects associated with other pavilions and that a new code in 299 will be set up to fund the loan repayments associated with this project (£25,000).

Although it is envisaged that the council's precept will increase in subsequent years to enable the council to fund its services to a rapidly growing town, it is not envisaged that the precept will have to increase to cover the loan repayments associated with this project.

4. PUBLIC WORK LOAN BOARD

Should members like to see more details around borrowing from the PWLB please follow these links:

PWLB lending facility – basic info on how to apply

<https://www.dmo.gov.uk/responsibilities/local-authority-lending/parish-councils-and-drainage-boards/>

PWLB calculator:

<https://www.dmo.gov.uk/data/pdfdatareport?reportCode=D9A.1>

Appendix A provides a repayment schedule for a loan of £500,000 over various time periods up to 50 years. Members will note that there are 2 types of loan:

1. Fixed rate loans, on which the rate of interest is fixed for the life of the loan,
2. Variable rate loans, on which the rate of interest is variable at one, three or six monthly intervals. Once chosen, the roll-over period remains unchanged for the life of the loan.

There are 2 methods of repayment:

1. Annuity: half yearly payments where each payment is of a constant amount inclusive of principal and interest (available on fixed rate loans only)
2. Equal Instalments of Principal (EIP): half yearly payments where each payment consists of a constant instalment of principal plus a diminishing amount of interest, calculated on the balance of principal then outstanding

It is suggested that the easiest loan to budget for is a fixed rate annuity loan as the costs remain consistent during the period of the loan. To match the anticipated budget available for £25,000, this would equate to a loan over a period of 28 years, the half yearly cost being £12,679.37 at current day prices.

The period of this type of loan could be reduced if members felt it suitable to increase the precept to cover the loan repayments or if the amount provided in 299 4781 was reduced from the suggested £5,000. It is highlighted that with the current growth of the town and the subsequent changes in the tax base, it is felt likely that the precept can be increased without there being a corresponding increase in Band D.

Members are advised that the following communications have taken place with residents:

- Regular reports provided through the Environment & Leisure Committee agendas since September 2021
- Regular reports provided through the Town Partnership agendas since November 2021
- Information and updates included in the Town Crier in Autumn / Winter 2021 and Spring / Summer 2022
- Information and updates included on the council's Website [All Weather Pitch and Changing Pavilion Proposal | Houghton Regis Town Council](#)
- Information and updates included on the council's social media channels

5. COUNCIL VISION

Aspirations

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

Objective 4: Our community

- 4.1 To create or enhance community facilities which support community development and cohesion
- 4.5 To provide high quality green spaces for leisure and recreation, healthier living, urban attractiveness, improved air quality

6. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendations.

Legal Implications

- Power available to carry out project – Local Government Act 1972 s111

- Contract – borrowing is a contractual arrangement and the council is bound to honour repayments

Financial Implications

- Financial Regulations Section 10
- Budget available – in 2022/23 any associated Loan Repayments be made from 299 4871 (£30,000) and subsequent repayments will be funded from a new code in cost centre 299 specifically set up for loan repayments associated with this project

Risk Implications

- Service delivery – this project cannot proceed without additional financial support from HRTC through a PWLB loan
- Reputation – there is a reputational risk should this project not proceed

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

The decision relating to this agenda item should be communicated to the press, via the website and social media.

7. CONCLUSION AND NEXT STEPS

The delivery of this project will significantly enhance the facilities available to the residents of Houghton Regis and surrounding communities. The project requires additional financial resource from HRTC through a loan. The most economical loan for the council to secure is through the PWLB.

8. APPENDICES

Appendix A: PWLB Costs



United Kingdom
Debt Management
Office

**PWLB FIXED RATE LOANS
ESTIMATED REPAYMENT COSTS**

Amount of Advance: 500,000.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
1 year	-	0.00	0.00	-	0.00	0.00	0.00
Over 1 not over 1½	-	0.00	0.00	-	0.00	0.00	0.00
Over 1½ not over 2	2.15	128,377.33	513,509.32	2.15	130,375.00	1,343.75	513,437.50
Over 2 not over 2½	2.20	103,324.07	516,620.35	2.20	105,500.00	1,100.00	516,500.00
Over 2½ not over 3	2.24	86,630.32	519,781.92	2.24	88,933.33	933.33	519,600.00
Over 3 not over 3½	2.27	74,708.02	522,956.14	2.27	77,103.57	810.71	522,700.00
Over 3½ not over 4	2.29	65,763.08	526,104.64	2.29	68,225.00	715.63	525,762.50
Over 4 not over 4½	2.32	58,827.32	529,445.88	2.31	61,330.56	641.67	528,875.00
Over 4½ not over 5	2.33	53,259.40	532,594.00	2.33	55,825.00	582.50	532,037.50
Over 5 not over 5½	2.34	48,707.30	535,780.30	2.34	51,304.55	531.82	535,100.00
Over 5½ not over 6	2.35	44,917.09	539,005.08	2.35	47,541.67	489.58	538,187.50
Over 6 not over 6½	2.35	41,698.88	542,085.44	2.35	44,336.54	451.92	541,125.00
Over 6½ not over 7	2.36	38,955.30	545,374.20	2.36	41,614.29	421.43	544,250.00
Over 7 not over 7½	2.36	36,566.09	548,491.35	2.36	39,233.33	393.33	547,200.00
Over 7½ not over 8	2.37	34,490.30	551,844.80	2.36	37,150.00	368.75	550,150.00
Over 8 not over 8½	2.37	32,647.00	554,999.00	2.37	35,336.76	348.53	553,325.00
Over 8½ not over 9	2.37	31,009.16	558,164.88	2.37	33,702.78	329.17	556,287.50
Over 9 not over 9½	2.37	29,544.33	561,342.27	2.37	32,240.79	311.84	559,250.00
Over 9½ not over 10	2.38	28,240.66	564,813.20	2.37	30,925.00	296.25	562,212.50
Over 10 not over 10½	2.38	27,048.96	568,028.16	2.38	29,759.52	283.33	565,450.00
Over 10½ not over 11	2.38	25,966.13	571,254.86	2.38	28,677.27	270.45	568,425.00
Over 11 not over 11½	2.39	24,992.14	574,819.22	2.39	27,714.13	259.78	571,700.00
Over 11½ not over 12	2.39	24,086.83	578,083.92	2.39	26,808.33	248.96	574,687.50
Over 12 not over 12½	2.40	23,268.65	581,716.25	2.40	26,000.00	240.00	578,000.00
Over 12½ not over 13	2.41	22,515.01	585,390.26	2.40	25,230.77	230.77	581,000.00
Over 13 not over 13½	2.42	21,818.77	589,106.79	2.41	24,543.52	223.15	584,350.00
Over 13½ not over 14	2.42	21,159.43	592,464.04	2.42	23,907.14	216.07	587,725.00
Over 14 not over 14½	2.43	20,560.35	596,250.15	2.42	23,291.38	208.62	590,750.00
Over 14½ not over 15	2.44	20,002.65	600,079.50	2.43	22,741.67	202.50	594,162.50
Over 15 not over 15½	2.45	19,482.32	603,951.92	2.44	22,229.03	196.77	597,600.00
Over 15½ not over 16	2.47	19,010.39	608,332.48	2.45	21,750.00	191.41	601,062.50
Over 16 not over 16½	2.48	18,554.80	612,308.40	2.46	21,301.52	186.36	604,550.00
Over 16½ not over 17	2.49	18,127.33	616,329.22	2.47	20,880.88	181.62	608,062.50
Over 17 not over 17½	2.50	17,725.56	620,394.60	2.48	20,485.71	177.14	611,600.00
Over 17½ not over 18	2.51	17,347.36	624,504.96	2.50	20,138.89	173.61	615,625.00
Over 18 not over 18½	2.53	17,005.58	629,206.46	2.51	19,788.51	169.59	619,225.00
Over 18½ not over 19	2.54	16,669.07	633,424.66	2.52	19,457.89	165.79	622,850.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 19 not over 19½	2.55	16,351.00	637,689.00	2.53	19,145.51	162.18	626,500.00
Over 19½ not over 20	2.57	16,064.91	642,596.40	2.54	18,850.00	158.75	630,175.00
Over 20 not over 20½	2.58	15,779.79	646,971.39	2.55	18,570.12	155.49	633,875.00
Over 20½ not over 21	2.59	15,509.37	651,393.54	2.57	18,329.76	152.98	638,137.50
Over 21 not over 21½	2.60	15,252.63	655,863.09	2.58	18,077.91	150.00	641,900.00
Over 21½ not over 22	2.62	15,023.79	661,046.76	2.59	17,838.64	147.16	645,687.50
Over 22 not over 22½	2.63	14,791.78	665,630.10	2.60	17,611.11	144.44	649,500.00
Over 22½ not over 23	2.64	14,570.93	670,262.78	2.61	17,394.57	141.85	653,337.50
Over 23 not over 23½	2.65	14,360.51	674,943.97	2.62	17,188.30	139.36	657,200.00
Over 23½ not over 24	2.66	14,159.90	679,675.20	2.63	16,991.67	136.98	661,087.50
Over 24 not over 24½	2.67	13,968.49	684,456.01	2.64	16,804.08	134.69	665,000.00
Over 24½ not over 25	2.68	13,785.74	689,287.00	2.65	16,625.00	132.50	668,937.50
Over 25 not over 25½	2.69	13,611.14	694,168.14	2.66	16,453.92	130.39	672,900.00
Over 25½ not over 26	2.70	13,444.23	699,099.96	2.67	16,290.38	128.37	676,887.50
Over 26 not over 26½	2.70	13,268.95	703,254.35	2.68	16,133.96	126.42	680,900.00
Over 26½ not over 27	2.71	13,116.11	708,269.94	2.68	15,959.26	124.07	684,250.00
Over 27 not over 27½	2.72	12,969.78	713,337.90	2.69	15,815.91	122.27	688,300.00
Over 27½ not over 28	2.72	12,813.78	717,571.68	2.70	15,678.57	120.54	692,375.00
Over 28 not over 28½	2.73	12,679.37	722,724.09	2.70	15,521.93	118.42	695,750.00
Over 28½ not over 29	2.73	12,534.58	727,005.64	2.71	15,395.69	116.81	699,862.50
Over 29 not over 29½	2.74	12,410.92	732,244.28	2.72	15,274.58	115.25	704,000.00
Over 29½ not over 30	2.74	12,276.23	736,573.80	2.72	15,133.33	113.33	707,400.00
Over 30 not over 30½	2.75	12,162.28	741,899.08	2.73	15,021.72	111.89	711,575.00
Over 30½ not over 31	2.75	12,036.72	746,276.64	2.73	14,889.52	110.08	714,987.50
Over 31 not over 31½	2.76	11,931.57	751,688.91	2.74	14,786.51	108.73	719,200.00
Over 31½ not over 32	2.76	11,814.30	756,115.20	2.74	14,662.50	107.03	722,625.00
Over 32 not over 32½	2.76	11,700.86	760,555.90	2.74	14,542.31	105.38	726,050.00
Over 32½ not over 33	2.76	11,591.08	765,011.28	2.75	14,450.76	104.17	730,312.50
Over 33 not over 33½	2.76	11,484.80	769,481.60	2.75	14,337.69	102.61	733,750.00
Over 33½ not over 34	2.77	11,398.30	775,084.40	2.75	14,227.94	101.10	737,187.50
Over 34 not over 34½	2.77	11,298.60	779,603.40	2.76	14,146.38	100.00	741,500.00
Over 34½ not over 35	2.77	11,201.95	784,136.50	2.76	14,042.86	98.57	744,950.00
Over 35 not over 35½	2.77	11,108.23	788,684.33	2.76	13,942.25	97.18	748,400.00
Over 35½ not over 36	2.77	11,017.31	793,246.32	2.76	13,844.44	95.83	751,850.00
Over 36 not over 36½	2.77	10,929.09	797,823.57	2.76	13,749.32	94.52	755,300.00
Over 36½ not over 37	2.77	10,843.44	802,414.56	2.77	13,681.76	93.58	759,687.50
Over 37 not over 37½	2.77	10,760.26	807,019.50	2.77	13,591.67	92.33	763,150.00
Over 37½ not over 38	2.77	10,679.46	811,638.96	2.77	13,503.95	91.12	766,612.50
Over 38 not over 38½	2.77	10,600.95	816,273.15	2.77	13,418.51	89.94	770,075.00
Over 38½ not over 39	2.77	10,524.63	820,921.14	2.77	13,335.26	88.78	773,537.50
Over 39 not over 39½	2.77	10,450.42	825,583.18	2.77	13,254.11	87.66	777,000.00
Over 39½ not over 40	2.77	10,378.25	830,260.00	2.77	13,175.00	86.56	780,462.50
Over 40 not over 40½	2.77	10,308.03	834,950.43	2.77	13,097.84	85.49	783,925.00
Over 40½ not over 41	2.76	10,222.55	838,249.10	2.77	13,022.56	84.45	787,387.50
Over 41 not over 41½	2.76	10,155.98	842,946.34	2.77	12,949.10	83.43	790,850.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 41½ not over 42	2.76	10,091.16	847,657.44	2.77	12,877.38	82.44	794,312.50
Over 42 not over 42½	2.76	10,028.03	852,382.55	2.77	12,807.35	81.47	797,775.00
Over 42½ not over 43	2.76	9,966.53	857,121.58	2.77	12,738.95	80.52	801,237.50
Over 43 not over 43½	2.76	9,906.60	861,874.20	2.77	12,672.13	79.60	804,700.00
Over 43½ not over 44	2.75	9,830.78	865,108.64	2.77	12,606.82	78.69	808,162.50
Over 44 not over 44½	2.75	9,773.78	869,866.42	2.77	12,542.98	77.81	811,625.00
Over 44½ not over 45	2.75	9,718.20	874,638.00	2.77	12,480.56	76.94	815,087.50
Over 45 not over 45½	2.75	9,664.00	879,424.00	2.76	12,394.51	75.82	817,400.00
Over 45½ not over 46	2.74	9,593.53	882,604.76	2.76	12,334.78	75.00	820,850.00
Over 46 not over 46½	2.74	9,541.88	887,394.84	2.76	12,276.34	74.19	824,300.00
Over 46½ not over 47	2.74	9,491.47	892,198.18	2.76	12,219.15	73.40	827,750.00
Over 47 not over 47½	2.74	9,442.26	897,014.70	2.76	12,163.16	72.63	831,200.00
Over 47½ not over 48	2.73	9,376.46	900,140.16	2.76	12,108.33	71.88	834,650.00
Over 48 not over 48½	2.73	9,329.49	904,960.53	2.76	12,054.64	71.13	838,100.00
Over 48½ not over 49	2.73	9,283.62	909,794.76	2.75	11,977.04	70.15	840,312.50
Over 49 not over 49½	2.72	9,220.92	912,871.08	2.75	11,925.51	69.44	843,750.00
Over 49½ not over 50	2.72	9,177.08	917,708.00	2.75	11,875.00	68.75	847,187.50

Note: 1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.

14 MARCH 2022

GENERAL BRIEFING1-22 | UKRAINE

The National Association of Local Councils (NALC) has joined the Local Government Association (LGA) in endorsing a statement from the political leadership of the Council of European Municipalities and Regions (CEMR), which strongly condemns the multiple attacks and violations of the territorial integrity and sovereignty of Ukraine.

We are in continuing contact with the LGA and government, flagging up the role of local (parish and town) councils and encouraging principal councils to ensure they are liaising with county associations and local councils on local support.

It is pleasing to note that our sector again has stepped up to the plate and is showing solidarity and support through flying the Ukrainian flag and lighting up buildings with its colours, holding vigils or moments of silence including at council meetings, passing motions and statements of support and solidarity, making council and community buildings available for donations of items, organising donations of items including to their twin towns, signposting to information on charities and aid agencies, and making a financial donation themselves.

The minister for refugees, Lord Carrington, has met with NALC's chair, Cllr Keith Stevens, to discuss the Ukraine Local Sponsorship Scheme and Keith has flagged up the potential for the sector to provide support.

What can councils do?

Councils and councillors should consider expressing solidarity through [signing up](#) to the statement from the political leadership of the CEMR.

Councils can fly flags from public buildings in line with the government [guidance](#) on flag flying.

Councils can use social media such as Twitter, Facebook etc to express their support for Ukraine, though as ever councils should consider what you post and how it might be perceived including by local Russian residents.

Councils with the general power of competence (GPC) are able to make a donation to a charity operating overseas. Those councils without GPC cannot as they are restricted by section 137(3) of the Local Government Act 1972. Councils

should always check the legitimacy of organisations being supported. The key national charities and aid agencies are the [Disasters Emergency Committee](#) and the [British Red Cross](#).

Councils may be able to help other local organisations who themselves are able to make donations.

Other Issues

This is a difficult time for everyone, especially for many people with links to Ukraine or Russia. Some communities with Ukrainian or Russian residents might be facing particular challenges or tensions too.

We can expect a number of refugees to be offered support in the UK and again we will be discussing with LGA and the government how local councils can help. Councils without the GPC can use section 137 (3) to fund local charities providing assistance to Ukrainian refugees. We would remind you of NALC's general advice on powers contained in Legal Topic Note 31.

Whilst it is unclear how the current crisis will develop councils should ensure they are cyber prepared against any potential risks and that they are aware of their disaster and emergency plans and considering updating them.

To help our engagement with the LGA and the government, please do let us know what you are doing and if you have any questions or further issues you would like us to consider, please email policycomms@nalc.gov.uk

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