



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr Clare L Copleston**
Town Clerk: **Clare Evans**

Tel: 01582 708540
e-mail: info@houghtonregis.org.uk

10th May 2022

HOUGHTON REGIS TOWN COUNCIL ANNUAL MEETING

To: All Town Councillors

Notice of Meeting

You are hereby summoned to the Annual Meeting of the Houghton Regis Town Council to be held in the Council Offices, Peel Street on Wednesday 18th May 2022 at 7pm.

Members of the public who wish to attend the meeting may do so in person or remotely through the meeting link below.

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

Please follow this guidance if attending the meeting remotely [LINK](#)

Clare Evans
Town Clerk

**THIS MEETING MAY BE
RECORDED¹**

AGENDA

1. ELECTION OF THE TOWN MAYOR

The following process is suggested:

- The retiring Town Mayor to invite nominations for a Town Mayor to hold office until the Annual Meeting in 2023.
- Members to elect a Town Mayor for 2022-23.
- The newly elected Mayor will receive the Chain of Office from the retiring Town Mayor, make and sign the statutory Declaration of Acceptance of Office and make an acceptance speech.
- A vote of thanks will be proposed to the retiring Town Mayor and he/she will receive the Past Mayor's badge.
- The retiring Town Mayor is invited to reply.

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.

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- The Town Mayor is invited to make his/her Announcements.

2. ELECTION OF THE DEPUTY MAYOR

The following process is suggested:

- The Town Mayor to invite nominations for a Deputy Town Mayor to hold office until the Annual Meeting in 2023.
- Members to elect a Deputy Town Mayor for 2022-23.
- The newly elected Deputy Town Mayor will make and sign the statutory Declaration of Acceptance of Office and receive the Chain of Office from the Town Mayor

3. APOLOGIES FOR ABSENCE

4. 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.

5. SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

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

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

6. MINUTES

Pages 7 - 15

To approve the minutes of the meeting held on 21st March 2022.

Recommendation: To approve the Minutes of the meeting held on 21st March 2022.

7. COMMITTEE AND WORKING GROUP MINUTES

Pages 16 - 38

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 | 4 th April and 25 th April 2022 |
| Town Partnership Committee | 25 th January 2022 |

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

| | |
|-------------------------------------|-------------------------------|
| Personnel Sub-Committee | 17 th January 2022 |
| New Office Provisions Sub-Committee | None to present |
| New Cemetery Sub-Committee | None to present |

Recommendation: To receive the Minutes detailed above.

8. COUNCIL CALENDAR FOR 2022-23

Pages 39 - 59

The draft Council Calendar, including meeting dates, member briefing dates, and council and civic event dates, for 2022/23 was presented at the Town Council meeting held on the 21st March 2022. At this meeting Members noted the draft Council Calendar, made some suggested alterations and recommended its approval at the Annual Meeting of Town Council.

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

Recommendation: To approve the Council Calendar for 2022/23;

9. COMMITTEE FUNCTIONS & TERMS OF REFERENCE

Pages 60 - 80

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

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

The approved Committee Functions & Terms of Reference were reviewed at the Town Council meeting held on the 21st March 2022. As detailed under Minute 11987, Strategic Policies 2022/23.

10. COMMITTEE, SUB-COMMITTEE & WORKING GROUP MEMBERSHIP

Pages 81 - 82

Members are requested to:

1. Nominate and approve membership on the Town Council's Committees, Sub Committees, Working and other Groups (Standing Order 6d);

-
2. To appoint Chairs of Standing Committees accordingly Groups (Standing Order 6dv).

The following summarises the committee structure and associated membership:

Standing Committees

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

Joint Committees

| | |
|-----------------------|--|
| Partnership Committee | 8 members (4 Town Cllrs & 4 CBC Cllrs) |
|-----------------------|--|

Sub-Committees

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

Working Groups

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

Steering Groups

| | |
|-----------------------------------|-----------|
| Houghton Regis Neighbourhood Plan | 5 members |
|-----------------------------------|-----------|

* To be appointed from Corporate Services Committee

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

Members are referred to the attached pages which provide membership details as requested by councillors. It is highlighted that there is a vacancy on Planning Committee and on Partnership Committee.

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

11. REPRESENTATIVES ON OUTSIDE ORGANISATIONS

Page 83

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

Members will find attached the list of outside organisations with nominations to which the Council appointed representatives in 2021/22. Members are invited to appoint representatives to these outside organisations for 2022/23.

Reporting Mechanisms

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

Recommendation:

- 1. To appoint the councillor representatives for the listed outside organisations for 2022/23;**
- 2. To note the reporting back mechanism as set out.**

12. STANDING ORDERS

Pages 84 - 114

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

Standing Orders are ‘the written rules of a local council. they are used to confirm a council’s internal organisational and administrative procedures, procurement and procedural matters for meetings’.²

The approved Standing Orders were reviewed at the Town Council meeting held on the 21st March 2022. Following on from this meeting further work has been completed and a report is presenting some additional revisions.

The attached report is presented to inform members of the changes to Standing Orders as set out by NALC (National Association of Local Councils) and to propose inclusion of a new Standing Order to cover Virtual Attendance at meetings.

Recommendation:

To adopt the Town Councils Standing Orders noting the following revisions and additions:

- a) Revision to Standing Order 1t(ii) to include ‘virtually or in person’**
- b) Revision to Standing Order 18 – as advised by NALC (April 2022)**
- c) New Standing Order number 33 - Virtual Attendance**

13. FINANCIAL REGULATIONS

Pages 115 - 130

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

² Local Councils Explained, NALC

HOUGHTON REGIS TOWN COUNCIL

Minutes of the Town Council meeting held on 21st March 2022 at 7.00pm

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

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

Public: 3

Absent: Councillor: R Morgan

11980 APOLOGIES

None.

11981 QUESTIONS FROM THE PUBLIC

None.

11982 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Councillor Goodchild declared a non-pecuniary interest in item 12, recommendation 4, accordingly, she did not vote on this recommendation.

Councillor Slough declared a non-pecuniary interest in item 12, recommendation 4, accordingly, he did not vote on this recommendation.

11983 MINUTES

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

Resolved: To approve the minutes of the meeting held on 24th January 2022 and for these to be signed by the Chairman.

11984 COMMITTEE AND WORKING GROUP MINUTES

Members received the minutes from the following committees and considered 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 |

Members received the minutes from the following sub-committees and considered any recommendations contained therein:

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

Resolved: 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

11985 TOWN MAYOR ANNOUNCEMENTS

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

Members were advised that the Mayor had attended several events, highlights included:

- Presentation of the 'Loo of the Year' award for Bedford Square public toilets
- A visit to Thomas Whitehead School speaking on the roles and responsibilities of a Town Mayor
- Civic service events for various towns

Members acknowledged their appreciation for Annie and her tireless work maintaining the public toilet facilities at Bedford Square.

11986 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 Farrell advised members that a meeting at the Memorial Hall had been attended and the plans for the Memorial Hall's 60th birthday celebrations were underway and invitations would be sent out in due course, the kitchen roof had been repaired at a cost of £12,500 and the accounts had been approved.

Cllr Goodchild had attended a training session on personal safety.

Cllr Thorne:

Dial-a-Ride had not held a meeting since their emergency meeting, however members were advised that land with offices had been offered which was being prepared for use.

Citizens Advice had not held a meeting, however members were advised of a new project with training on Diversity, Equality and Inclusion and were advised that Cllr Thorne would be taking on an active role in DEI.

11987 STRATEGIC POLICES 2022/2023

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

Scheme of Delegation

This was considered to remain suitable and fit for purpose.

Committee Functions & Terms of Reference

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

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

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

- Events Working Group
- Allotments Working Group

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

- Combating Crime Working Group
- Partnership Committee

The Council's Committee Functions & Terms of Reference in relation to these meetings had 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 were 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 were presented as approved, however, as the council agreed to continue to facilitate remote access to meetings, Standings Orders would be revised to reflect this when they were presented for formal approval at the May Town Council Annual General Meeting.

Financial Regulations

This was considered to remain suitable and fit for purpose.

Council Calendar 2022/23

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

Members highlighted some discrepancies and requested amendments to be made to the calendar.

Members acknowledged that Planning must be held every three weeks to ensure that all applications could be considered by the committee, however it was suggested that consideration be given to delay the meeting proposed for 3rd January to 9th January. It was also suggested that the Annual Town's meeting in 2023 be delayed until after the election to avoid it being held during Purdah.

Resolved: To recommend to the Annual Meeting of Town Council approval of the following subject to the amendments discussed:

- **Scheme of Delegation**
- **Committee Functions & Terms of Reference**
- **Standing Orders**
- **Financial Regulations**
- **Council Calendar 2022/23**

11988 COUNCIL MEETING ARRANGEMENTS

Members were requested to consider the nature and format of council meetings going forwards.

Members received a report highlighting the requirement of members to be present in person at committee and sub-committee meetings, the report acknowledged that this requirement did not apply to residents, officers or external guests at meetings.

Members discussed the merits of hybrid meetings and the technological pitfalls. The convenience of hybrid meetings was acknowledged, particularly when other agencies were invited to attend. Members also acknowledged that more stringent management of public participation was needed.

An additional motion was proposed to read: To review the management of public participation in support of the chair of the committee.

Proposed by: M Kennedy seconded by: K Wattingham
Members voted in favour of the additional motion.
Accordingly, this became recommendation 3.

Members voted on recommendation 3:
Proposed by: M Kennedy seconded by: K Wattingham
Members voted in favour of recommendation 3.

Resolved:

- 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)**
- 3. To review the management of public participation in support of the chair of the committee.**

11989 UPDATE ON COMMUNITY GOVERNANCE REVIEW

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

- the views of Chalton Parish Council (CPC); these had been provided to CBC by Chalton Parish Council and were summarised as below
- further research to be carried out by CBC officers

Once completed the matter could then 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 was 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.

Members were advised it had not been possible to provide a timeline for the consideration of this by CBC this at the meeting.

11990 RECEPTION OPENING HOURS

Members were requested to consider the opening hours of Reception.

Members received a report outlining a conflict with hybrid working and the Flexi-Time Policy.

Members clarified that staffing would be available to answer any incoming calls between 4pm and 5pm, members were assured that there would be staff available answering calls until 5pm.

- Resolved:**
- 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.**

11991 CBC HIGHWAYS RURAL MATCH FUNDING SCHEME

Members were requested to consider the funding opportunity from CBC to bring forward a match funded highways improvement scheme.

Members acknowledged the need for improved safety around schools. It was highlighted that issues were not necessarily speeding, but inconsiderate parking, which presented traffic concerns.

Members suggested that Op Hana be requested to patrol the roads by the schools periodically to ensure the safety of the area during peak times.

It was confirmed to members that the potential 50% costs payable would be for the design fees, however, this would not be determined until the acceptance of the scheme had been confirmed.

An amendment was proposed to recommendation 5 to read: To fund any agreed works from the council budget in 2023 / 2024

The Officer recommendation read: To fund any agreed works from General Reserves.

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

- Resolved:**
- 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 the council budget in 2023 / 2024**

11992 LOCATION OF TOWN COUNCIL ANNUAL GENERAL MEETING AND MAYORAL RECEPTION

Members were requested to consider the location of Town Council Annual General Meeting and Mayoral Reception.

- Resolved:**
- 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.**

11993 TITHE FARM RECREATION GROUND SPORTS PROJECT - BORROWING APPROVAL

Members were requested 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.

Members were advised that there had been an increased offer in s106 monies, with the original figure of £38,000 being increased to approximately £280,000.

- Resolved:**
- 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.**

11994 SUPPORT TO THE UKRAINE

Members received a General Briefing 1-22 – Ukraine released by NALC. The document provided advice on how the town and parish council sector could assist in this crisis.

Options included:

- 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 was 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).
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 were advised that £3000 remained in the Small Grants Budget. It was suggested that this budget be used to fund donations of £1500 each to Disasters Emergency Committee and the British Red Cross.

Members expressed their gratitude at the council being in a position to be able to support the Ukraine.

An amendment to recommendation 5 was proposed to read: Make a financial donation to the British Red Cross of £1500 each 305 4218.

The officer recommendation read: Make a financial donation to the Disasters Emergency Committee and the British Red Cross of £1500 each from 305 4218.

The amendment was proposed by: Cllr Kennedy, seconded by: Cllr Wattingham

- Resolved:**
- 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 British Red Cross of £1500 from 305 4218.**

The Chairman declared the meeting closed at 8.33pm

Dated this 18th day of May 2022

Chairman

DRAFT

HOUGHTON REGIS TOWN COUNCIL**Planning Committee****Minutes of the meeting held on****4th April 2022 at 7.00pm**

| | | | |
|---------------|--------------|--|---|
| Present: | Councillors: | D Jones J Carroll Y Farrell M S Kennedy R Morgan | Chairman |
| | Officers: | Debbie Marsh Louise Senior | Corporate Services Manager Head of Democratic Services |
| | Public: | 8 | |
| Apologies: | Councillors: | C Slough | |
| Also present: | Councillors: | T McMahon E Cooper S Goodchild | Central Bedfordshire Council |

11995 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr C Slough.

11996 QUESTIONS FROM THE PUBLIC

Members of the public spoke on behalf of the Friends of Windsor Drive Group regarding the Local Green Space Assessment being undertaken in support of the town councils draft Neighbourhood Plan. Members were requested to put forward their support for the spend on a consultant to progress the application for Windsor Drive to become a registered Open Space. Members of the Public acknowledged that this would not offer absolute protection from the potential development of the land, they suggested it would add weight to their case to not build.

Members of the public requested urgency to be applied to not only the approval of for the spend but also in getting the Consultant in place and the application for Open Space progressed. Two specific questions were asked:

- What were the timescales being suggested for completion of this activity, i.e. engaging the specialist consultant and the application for open space being made?
- What additional support, if any, do the Neighbourhood Plan Team need from Houghton Regis Town Council and Planning Committee in specific to complete both the application for Open Space and the Neighbourhood Plan itself?

It was advised that if Members approved the budget, the assessment could go ahead as soon as the consultant was available.

It was advised that additional support would be given from the Town Council and the Planning Committee as and when it was required. A Neighbourhood Steering Group Meeting was scheduled for 13th April where it was hoped that all of the amendments to the draft plan could be concluded.

A member of the public raised concerns regarding an application for Land off Sewell Lane, Sewell (CB/22/11132/FULL) on the location of the site, the possible encouragement of ASB, changes to the road, light pollution and the impact on biodiversity.

11997 SPECIFIC DECLARATIONS OF INTEREST

None.

11998 MINUTES

To approve the Minutes of the meeting held on the 14th March 2022.

Resolved To approve the Minutes of the meeting held on 14th March 2022 and for these to be signed by the Chairman.

11999 PLANNING MATTERS

(a) The following planning applications were considered:

CB/22/00578/FULL Flat roof single-storey rear extension with associated window alterations and front porch formation
11 Constable Close, Houghton Regis, Dunstable, LU5 5ST
For: Vantu

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

CB/22/00806/FULL Single storey side and rear wraparound extension.
2 Douglas Crescent, Houghton Regis, Dunstable, LU5 5AT
For: Krzyzanowski

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

CB/22/00421/ADV Advertisement: One monolith totem sign and four temporary lamp post hanging banner signs
Former Co-op supermarket, All saints view, High Street, LU5 5DT
For: Central Bedfordshire Council

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

CB/22/00766/VOC Variation of condition number 1 of planning permission CB/20/03406/RM (Reserved Matters: following Outline Application CB/12/03613/OUT (Development to comprise: up to 5,150 dwellings and various other classes:RM sought for appearance, landscaping, layout, and scale of furniture and play equipment.) Variation sought to revise plans and gateway signage.
Houghton Regis North 1, Sundon Road, Houghton Regis

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

CB/22/00877/FULL Proposed detached garage building with pitched hipped roof and flat top crown roof.
96 Douglas Crescent, Houghton Regis, LU5 5AT

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

CB/22/01132/FULL Change of use to mixed agricultural and equestrian. Erection of stables, track room and storage, hardstanding to apron, access and landscaping.
Land off Sewell Lane, Sewell, Dunstable
For: Mr M Beary

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

- The proposed application would be sited in open countryside with no right of access.
- Site is not accessible for vehicles, including HGVs, that would need to remove waste.
- Site is not accessible for vehicles during construction.
- Whilst the town council acknowledges that the proposed development is of an agricultural/equestrian nature, the proposed development could set a precedent, that could lead to further applications in this area, thereby spoiling the nature and setting of Sewell.
- Concern that there could be an increase of anti-social behaviour on this site, due to its isolated location.
- Concerns that the proposed development would be detrimental on the local biodiversity.

Should Central Bedfordshire Council be minded to approve this application, then the town council respectfully requests that conditions are placed on the approval to mitigate and control the concerns raised above.

CB/22/00825/FULL Enlarge front porch (Retrospective).
3 Kirton Way, Houghton Regis, Dunstable, LU5 5PZ
For: Mr D Surtees

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

CB/TRE/22/00164 Works to trees protected by Tree Preservation Order
SB/77/00006:
Works to various trees to include reduction to crowns, removing
branches, deadwood and severing ivy. Sycamore Trees T14,
T34, T43,
T49, Hawthorn T37 and Ash Tree T47 removed to ground
level
Brethrens Meeting House Bedford Road, LU5 6JP

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

Noted:

CB/22/00960/DOC Discharge of Condition 19 against planning permission
CB/20/00449/RM (Reserved Matters: following Outline
Application CB/12/03613/OUT planning permission with
the details of access, appearance, landscaping, layout and
scale reserved for later determination. Development to
comprise: up to 5,150 dwellings (Use Class C3); up to
202,500 sqm gross of additional development in Use
Classes: A1, A2, A3 (retail), A4 (public house), A5 (take
away); B1, B2, B8 (offices, industrial and storage and
distribution); C1 (hotel), C2 (care home), D1 and D2
(community and leisure); car showroom; data centre; petrol
filling station; car parking; primary substation; energy
centre; and for the laying out of the buildings; routes and
open spaces within the development; and all associated
works and operations including but not limited to:
demolition; earthworks; engineering operations. All
development, works and operations to be in accordance with
the Development Parameters Schedule and Plans. Reserved
matters planning application for 309 new homes, public open
space, landscape and associated infrastructure pursuant to
Conditions 3 and 4)
Linnere Park, Sundon Road, Chalton, Houghton Regis, LU5
5NP

CB/22/00884/NMA Non-material amendment to planning permission
CB/21/02338/FULL (Two storey rear extension with pitched
roof) Alterations to door and window positions on side and
rear elevations.
96 Douglas Crescent, Houghton Regis, Dunstable, LU5 5AT

- CB/22/00810/LDCP Lawful Development Certificate Proposed:- Loft conversion over main and rear roof, with the insertion of 2 rooflights into the existing front roof slope. Proposed outbuilding (summer house) to the rear of the property.
2 Douglas Crescent, Houghton Regis, Dunstable, LU5 5AT
- CB/22/00919/DOC Discharge of Condition 9 against planning permission CB/16/03378/FULL (Phased Construction of a new Independent Living Scheme for Older Persons comprising 168 apartments with support facilities, a Restaurant & Bar, Retail Units, Cafe, 2no Reablement Suites, the conversion and Change of Use of a Grade 2 listed building and the demolition of an existing Sheltered Housing scheme with associated parking and landscaping.)
Co-Op Supermarket, High Street, LU5 5QT
- CB/22/01160/LDCP Lawful Development Certificate Proposed - erection of a porch
38 Kent Road, Houghton Regis, Dunstable, LU5 5NZ
- CB/22/01093/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)
Amendment to site plan to provide bin stores for central cafe unit.
Local Centre, Land West of Bidwell, Houghton Regis, LU5 6JQ
- CB/22/01056/DOC Discharge of Condition 8 against planning permission CB/19/03820/RM (New Primary School amendments to the existing Thornhill Primary School site pursuant to outline permission)
Thornhill Primary School, Grove Road, Houghton Regis, LU5 5PE
- CB/22/01058/DOC Discharge of Condition 6 against planning permission CB/19/03820/RM (New Primary School amendments to the existing Thornhill Primary School)
Thornhill Primary School, Grove Road, Houghton Regis, LU5 5P
- CB/22/01060/DOC Discharge of Condition 2 against planning permission CB/19/03820/RM (New Primary School amendments to the existing Thornhill Primary School)
Thornhill Primary School, Grove Road, Houghton Regis, LU5 5PE

Permissions / Approvals / Consents

None received.

Refusals:

None received.

Withdrawals:

None received.

12000 CHURCHFIELD ROAD – INFORMAL CONSULTATION

Members were informed that Central Bedfordshire Highways Department had received requests to make Churchfield Road one way and therefore, wrote to residents, in an informal manner, to gauge feeling before progressing further.

Members received a copy of the resident's letter and a plan detailing the direction of travel that was being considered along with associated parking measures, to ensure the movement of traffic was maintained.

Members acknowledged their support for the proposed one-way system, however, raised key concerns regarding the implementation of parking measures, it was suggested that a holistic approach to parking should be executed as residents in Churchfield Road had no alternative parking provisions and would be heavily impacted if parking restrictions, with no alternatives, were put in place.

Resolved: **The Town Councils response to Central Bedfordshire Councils informal consultation on proposed traffic movements in Churchfield Road is to support the proposed one-way system, however, it cannot support the proposed parking restrictions without provision being provided elsewhere. The parking restrictions would have a detrimental impact on those residents in Churchfield Road with no additional parking in place. The Town Council requests that Central Bedfordshire Council undertake a holistic review of parking in the area, not just Churchfield Road.**

12001 STREET NAMING – LAND AT FORMER CHURCH OF ST VINCENT, TITHE FARM ROAD

Members were requested to propose a street name for the development above.

Members discussed links to the area and appropriate possibilities for the street name. members agreed to stay with the tree theme already in the local area. Members agreed to propose Buddleia or Birch to Central Bedfordshire Council.

Resolved: **The Town Council considered and proposed the following street names, to Central Bedfordshire Council, for the development at Land at Former Church of St Vincent, Tithe Farm Road.**

- **Buddleia**
- **Birch**

12002 PROPOSED 5G TELECOMMUNICATIONS INSTALLATION FOR H3G UK

Members received a letter, accompanied by various drawings, from WHP Telecoms Ltd, informing the Town Council of a proposed installation prior to the submission of a formal planning application.

Members discussed the proposed location of the telecommunications installation and agreed it would be better located on a road that was not a greenway into Houghton Regis. It was acknowledged that a previous tree height installation had needed further works as the height of the trees interfered with its efficiency.

Houghton Regis Town Council objected to the proposed application.

Resolved: To respond to WHP Telecoms Ltd in respect to a proposed telecommunications installation in Park Road North, Woodside Estate, prior to the submission of a formal planning application, with the following comments:
Houghton Regis Town Council objects to the siting of the proposed telecommunication mast and associated cabinets for the following reasons:

- The location is on a road that is considered to be one of a number of roads viewed as a green gateway into the town.
- The siting would cause loss of amenity space.
- The circumference of the mast and the associated cabinets would have a detrimental impact on the amenity of the area.

12003 NEIGHBOURHOOD PLAN – LOCAL GREEN SPACE ASSESSMENT

Members were advised that although there were areas identified as Local Green Spaces within the Town Councils draft Neighbourhood Plan, an exercise in assessment and evidence gathering needed to be undertaken in order to support these sites being included as Local Green Space designations.

Designation of Local Green Space must be done in accordance with criteria contained in the National Planning Policy Framework.

As members were already aware, Bedfordshire Rural Communities Charity (BRCC) had provided support for the Regulation 14 public consultation, these costs were met from government funding and not town council budget.

BRCC were able to provide support to assess ten green spaces, as identified by Houghton Regis Town Council's Neighbourhood Plan Steering Group, as to their suitability for designating as Local Green Spaces within the emerging Houghton Regis Neighbourhood Plan.

The Houghton Regis Town Council Neighbourhood Plan Steering Group did not have authority to spend money from the Town Councils Neighbourhood Plan budget therefore the group were requesting funding of up to £1,650 for the assessment work plus a further £350 for any associated map work and printing costs.

Members were advised that all orders were placed via the Corporate Services Manager and not directly by the group themselves.

Members were advised that if the recommendation was agreed, the assessment could go ahead as soon as the relevant parties were available. It was advised that a meeting of the Neighbourhood Plan Steering Group was due to be held on 13th April 2022, in order that the group could finalise the draft plan.

Members noted the request for funding was to be taken from budget 4062/401 Neighbourhood Plan. Members suggested and agreed that the funding should come from an Earmarked Reserve budget and proposed to use budget code 330.

Resolved: To agree to a budget of £2,000 being made available from the Town Councils EMR 330 (Community Development) for the assessment of the green spaces contained within the Town Councils Draft Neighbourhood Plan along with any associated map work and printing costs.

12004 APPLICATION STREET TRADING CONSENT – GRENDALL LANE

Members asked to consider comments in regard to a fast-food van selling food and hot and cold drinks, in a location in Grendall Lane between the hours of 11am to 9pm. The applicant had not specified which days of the week they would wish to trade.

The applicant provided a hand drawn map of the area and indication of whereabouts the van would be located.

Members raised concerns over placement as potential parking issues could be obstructive to HGV's servicing industrial estates, other road users and pedestrians.

Members requested that the Town Councils response be sent to Central Bedfordshire Council objecting on the grounds above. Members were keen to add that the Town Council is not against local enterprise, it just felt that this area was not suited to this type of provision.

Resolved: To object to the street trading application on land at Grendall Lane.

12005 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN– UPDATE/PROGRESS

Woodside Link – No substantive update to report.

A5 M1 Link – No substantive update to report.

All Saints View – No substantive update to report.

Linnere – No substantive update to report.

Bidwell West – No substantive update to report.

Kingsland – No substantive update to report.

Windsor Drive – No substantive update to report.

Section 106 Monies – No substantive update to report.

Resolved: To note the information

The Chairman declared the meeting closed at 8.36pm

Dated this 25th day of April 2022.

Chairman

HOUGHTON REGIS TOWN COUNCIL

Planning Committee

Minutes of the meeting held on

25th April 2022 at 7.00pm

| | | | |
|---------------|--------------|--|--|
| Present: | Councillors: | D Jones J Carroll Y Farrell M S Kennedy R Morgan | Chairman |
| | Officers: | Debbie Marsh Louise Senior | Corporate Services Manager Head of Democratic Services |
| | Public: | 5 | |
| Apologies: | Councillor: | C Slough | Attended virtually |
| Also present: | Councillors: | Elaine Cooper T McMahon S Goodchild | Attended virtually Attended virtually Central Bedfordshire Council |

12006 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr C Slough who was unable to attend in person, he attended virtually.

12007 QUESTIONS FROM THE PUBLIC

Agenda item 7 - Council members were asked on their stance towards Central Bedfordshire Council regarding the Zone of Influence, given that Windsor drive sits within this zone.

CB/22/01365/LDCP – Members were advised that an application had been submitted in 2000 however, this was rejected. Since that application a fence has been erected in place of a fallen wall, but the boundary had been moved. Concerns were raised regarding discrepancies with the land registry boundary, it was highlighted that changing the position of the boundary fence would change the character of the area and would result in the significant loss of amenity land.

12008 SPECIFIC DECLARATIONS OF INTEREST

None.

12009 MINUTES

To approve the Minutes of the meeting held on the 4th April 2022.

Resolved To approve the Minutes of the meeting held on 4th April 2022 and for these to be signed by the Chairman.

12010 PLANNING MATTERS

(a) The following planning applications were considered:

CB/22/00902/FULL Replacement of shop front glazing and entrance door
6 Hillborough Crescent, LU5 5NS

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

CB/22/01174/FULL Proposed single storey rear extension
14 Douglas Crescent, LU5 5AT

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

CB/22/01244/ADV Advertisement: Fascia sign single sided flexface
internally illuminated. Fascia flat cut acrylic letters x 11,
non illuminated
The Townsend Centre, Blackburn Road, LU5 5BQ

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

CB/22/01365/LDCP Lawful Development Certificate Proposed- change of
position to boundary fence.
38 Roslyn Way, LU5 6JY

Comments: Whilst the town council acknowledges that their comments would not normally being taken into account for a Lawful Development Certificate Proposed, they did however, feel strongly about this proposal. The town council registered its objections to this proposal for the following reasons:

- **Loss of visual amenity**
- **Enclosure of amenity land**
- **Risk of setting a precedent.**

Noted:

CB/22/01383/LDCP Erection of rear extension
15 Therfield Walk, LU5 5QB

CB/22/01410/NMA Non-material amendment to planning permission
CB/21/02286/FULL (Erection of single storey side/rear
extension and erection of detached outbuilding)
Amendment sought:- Change of external wall finish from
brick to horizontal timber cladding.
16 Douglas Crescent, LU5 5AT

Permissions / Approvals / Consents

| | |
|------------------|---|
| CB/21/04742/FULL | Demolition of outbuilding and erection of two storey side and single storey rear extension 14 Woodlands Avenue, LU5 5LJ |
| CB/21/05038/ADV | Advertisement - Two freestanding dual sided illuminated Billboard signs (6.3 metres by 3.25 metres). Land at junction of Houghton Road and Townsend Farm Road, Houghton Road, Houghton Regis |

Refusals:

| | |
|------------------|--|
| CB/21/02529/FULL | Two storey side extension. 44 Grangeway Footway, LU5 5PR |
| CB/21/05190/FULL | Erection of side extension and removal of rear conservatory 43 Northview Road, LU5 5HB |
| CB/21/01234/FULL | Single storey infill extension. First floor and two storey rear extension. Highfield House, Bedford Road, LU5 6JP |

Members were advised that the Planning Committee had put forward objections to the refused applications.

Withdrawals:

None received.

12011 CENTRAL BEDFORDSHIRE COUNCILS' DEVELOPMENT COMMITTEE OFFICER DELEGATED AUTHORITY

Members were informed that within Central Bedfordshire Councils constitution was a section in regard to Development Management. Paragraph 4.3.141 of the constitution set out how applications would be determined by development management.

These were if:

- They were called in by a ward member or adjacent ward member within 28 days of the application being first notified.
- The application was for major development (over 10 dwellings) and there was either a Parish / Town Council objection or material consideration that could not be overcome by condition.
- The application was a major development (over 10 dwellings) and was a departure from the development plan.

There were also a number of other triggers, set out in the constitution, such as an application being made by a member/officer of the council or by the Council itself.

Therefore, for example, in the case of planning application CB/21/001883/FULL, erection of 57 dwellings, Land at Bedford Road, this application was determined by officers through delegated authority as the development was not called in by a ward member, the final comments of the Town Council confirmed they had no objection to the proposal and the application was not considered as a departure from the development plan (as the site was no longer in the Green Belt as a result of the adoption of the Central Bedfordshire Local Plan last year).

Members were advised any ward members and adjacent ward member can call in an application before the DMC, the ward member has 28 days from the date of first registration to call an application in.

12012 BEECHWOODS SAC ZONE OF INFLUENCE – PLANNING IMPACTS

Members were informed that Central Bedfordshire Council had recently received correspondence from Natural England that affected planning for new homes in proximity to Chilterns Beechwood Special Area of Conservation (SAC).

Beechwoods SAC is located in Dacorum and was an internationally recognised designation with habitats and species of significant ecological importance. Natural England had determined that the SAC was being damaged due to high visitor numbers.

Whilst the SAC was outside of Central Bedfordshire, a Zone of Influence (ZOI) had been identified which included a significant part of southern Central Bedfordshire, including all of the parish of Houghton Regis.

Any residential development within the ZOI had the potential to impact on the SAC and therefore must provide mitigation measures to help protect the SAC. For the time being, additional checks would be needed on planning applications within the ZOI to ensure the SAC remained protected.

Central Bedfordshire Council was working with Natural England, other impacted authorities and the National Trust, to deliver a Strategic Mitigation solution. This, however, could take time to be put in place. As such, there may be delays to some planning application decisions and the issuing of Decision Notices, whilst this work is being progressed. In the meantime, Central Bedfordshire Council were seeking to identify interim mitigation measures. Central Bedfordshire Council's website would be updated as more information became available and as the interim and strategic mitigation solutions were identified and implemented.

Members discussed the possibility of this impacting the timeframe of applications within the zone and the potential backlog this may cause during the interim period while a solution is determined.

Members highlighted that Sewell was also within the protected area.

Members requested that Central Bedfordshire Council be approached to ascertain whether or not the Town Council would be consulted on any proposed mitigation measures.

12013 STATEMENT OF COMMUNITY INVOLVEMENT CONSULTATION APRIL 2022 -CENTRAL BEDFORDSHIRE COUNCIL

Members received a letter, along with a draft consultation document, from Central Bedfordshire Council in regard to a Statement of Community Involvement Consultation.

The Town Council has until 10am on Wednesday 1st June 2022 to submit their comments.

Members agreed to defer this item to the next meeting.

**12014 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN–
UPDATE/PROGRESS**

Woodside Link – No substantive update to report.

A5 M1 Link – No substantive update to report.

All Saints View – No substantive update to report.

Linnere – No substantive update to report.

Bidwell West – No substantive update to report.

Kingsland – No substantive update to report.

Windsor Drive – No substantive update to report.

Section 106 Monies – Members requested the link to the s106 quarterly spending and monitoring report be provided on the next agenda, as some members were experiencing difficulties in finding the information on Central Bedfordshire Council website.

Resolved: To note the information

The Chairman declared the meeting closed at 7.54pm

Dated this 16th day of May 2022

Chairman

**MINUTES OF THE MEETING OF HOUGHTON REGIS PARTNERSHIP
COMMITTEE
HELD AT THE COUNCIL OFFICES, PEEL STREET
ON 25th January 2022**

Present: Town Cllrs: **D Jones (Chair), T McMahan, K Wattingham,**
CBC Cllrs: Cllr Hamill (Vice-Chair), A Ryan, Y Farrell, S Goodchild
CBC Sarah Hughes, Community Engagement Manager
Officers:
HRTC Clare Evans, Town Clerk
Officers: Louise Senior, Head of Democratic Services

Co-opted member: D Gibbons

Also in attendance: Lisa White, Head of Leisure CBC
Alice Arden Barnatt, Programme Enabling Manager CBC
James Yeomans, Head of Housing Property, Housing Services CBC
Gina Croxford, Community Engagement Manager
Bex McBrearty, Community Connections Advisor
Iain Berry, Assistant Director Assets
David Skinner, Houghton Regis Community Development Charity
Tim Haines, Houghton Regis Community Development Charity

Apologies: None
Absent: M Kennedy
Members of the public: 3

931 APOLOGIES AND SUBSTITUTIONS

None.

932 QUESTIONS FROM THE PUBLIC

Members of the public raised several concerns and asked a number of questions:

- Shared feedback on the listening event and suggested that it had been ineffectual and suggested that CBC be more transparent about housing issues and requested that residents be fully informed about the assessments, processes and decisions pertaining to development on Windsor Drive.
- Feedback was requested on why a petition of 600, signed and delivered to CBC's Executive appeared to have been disregarded in relation to Windsor Drive
- It was requested that CBC provide evidence on both the supply and demand for affordable housing justifying the need to develop Windsor Drive
- It was requested that Central Bedfordshire Council provide a projection of the affordable homes based on extant planning permissions to be delivered in Houghton Regis over the next 5 years to the end of the Local Plan 2035 evidencing that

Houghton Regis was not bearing a disproportionate burden of affordable housing in comparison to other areas of Central Bedfordshire.

- What site assessments and surveys had been planned?
- Had there been any consultation with Central Bedfordshire Council Planning Officers about the proposed development?
- Had any formal pre-application advice been sought from or given by Planning Officers?
- Regarding the new leisure centre, a copy of the contract with the school was requested to determine how many hours residents would have access to the use of the sports hall
- Statistics had been used for justification of the decision not to include a sports hall e.g. 8% current usage, it was requested that Central Bedfordshire Council explain where these statistics have come from and over what period of time do they represent;
- If feedback from sports groups was received stating a sports hall was needed, which justified more time needed than would be on offer under the contract with the new school, would CBC listen and have the plans amended?

Members of the public were advised that responses would be provided to them in due course.

933 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Cllr Goodchild declared a non-pecuniary interest in agenda item 9 Bidwell West, as she was a member of the Baptist Church.

Co-opted member Mr Gibbons declared an interest in agenda item 9 Bidwell West, as he had been involved with the Neighbourhood Plan, although he had since retired from that group.

934 MINUTES

To approve the Minutes of the meeting held on 23rd November 2021.

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

935 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 in attendance at the meeting to update members and respond to any queries or comments on this project.

Members were advised that Time2Connect had developed well based in Houghton Hall Park which offered an informal space, opening 5 days per week offering support for a variety of residents issues, some local trips had been planned. A creative art session had been held, delivered by a local resident and links were being made in the wider community with a view to using other venues within the community.

936 KINGSLAND LEVELLING UP FUND UPDATE

Lisa White, Head of Leisure and Alice Arden Barnatt, Enabling Programme Manager, Place Delivery were in attendance at the meeting to provide an update on the Kingsland Levelling Up Fund bid, specifically the consultation and engagement plans.

Members were advised of the predicted timescales and the need for the funding to be spent by March 2024. The planning application had been submitted and consultation had begun. It was hoped the application would be considered around May, subject to approval, work could begin in autumn of 2022.

Members were advised of the facilities to be included in the new leisure centre which comprised of a larger pool than was currently available for use in Houghton Regis, with spectator area, learner pool benefitting from an adjustable floor, squash courts, gym area, multi-function space, dedicated space for spinning, creche, café and fully accessible changing facilities in accordance with Sports UK.

Concerns were raised regarding the loss of a sports hall facility within the main leisure centre, members were advised a standalone sports hall would be onsite within the new school complex.

Concerns were raised that the consultation allowed for limited input and members of the public requested there also be a consultation on the agreement with the school in relation to the sports hall.

Members queried whether consideration had been given to elderly residents and those with special needs. Members were advised that wellbeing partners would be included in the process.

Members were assured by CBC officers that the questions and comments raised by members of the public would be responded to in due course.

937 HOUSING AND ENGAGEMENT

James Yeomans, Head of Housing Property, Housing Services was in attendance at the meeting to provide an update including All Saints View and Windsor Drive engagement.

Members received feedback on the Windsor Drive Community Engagement Listening Event, CBC advised members that the event had been deemed a success.

Members raised concerns that Houghton Regis had been disproportionately focussed on for housing development resulting in the loss of much of the green space within the town and highlighted their disappointment, and suggested that many other areas within Central Bedfordshire, with available land, had not been considered for development.

It was requested that CBC provide information on what other land had been considered for development throughout Central Bedfordshire.

938 BEDFORD SQUARE COMMUNITY CENTRE

Iain Berry, Assistant Director Assets was in attendance at the meeting to provide an update on the consultation results on the future use of Bedford Square Community Centre.

Members raised concerns that a valuable facility in Houghton Regis was no longer available for use by the residents of Houghton Regis and had been in use by Central Bedfordshire College. Members were advised that the contract for the college was due to end in July, if the agreement was not renewed the college would find alternative premises.

Members highlighted their disappointment in Houghton Regis being solely focussed on to provide a facility for Central Bedfordshire College's use and felt that the needs of the college were being put before the needs of the Houghton Regis community.

Members queried whether the public consultations conducted were by an external company and were advised that public consultations were conducted by both Central Bedfordshire Council and external organisations. The listening event at Windsor Drive had been outsourced.

939 BIDWELL WEST

David Skinner / Tim Haines Houghton Regis Community Development Charity were in attendance at the meeting to provide an update on the progress to develop a community facility at Bidwell West.

Members were advised that events and projects had been held over Christmas with more planned for the summer, work had continued around a proposal for a community building and a business plan was being completed. A consultation was to be held at Houghton Hall Park to gauge community views and a new staff member had joined the team.

Gratitude and thanks were expressed to the Town Council for their input.

Members agreed to close the meeting as per Standing orders 1x 'A meeting shall not normally exceed a period of 2.5 hours unless by agreement of those Members present'

Members agreed to receive updates via e-mail on the below agenda items.

940 TITHE FARM ALL WEATHER UPDATE

Members received the agenda report as presented to the HRTC Environment & Leisure Committee on 15th November 2021.

As an update following on from this meeting the following was advised:

Planning Application

There is an outstanding issue with the planning application. This was currently being progressed by the project team and CBC officers.

Tenders for Pavilion

Due to a lack of interest in the open tender process, a closed tender process is due to commence imminently. It was hoped that this variation in the process will secure tender receipts.

Land Registry

The council's solicitors were currently working through a solution with the Land Registry so hopefully this would be resolved.

Grant application

It was hoped to formally apply to the Football Foundation in October 2021 but due to the outstanding issues around the registration of the site with the land registry and the difficulties of securing tender submissions for the pavilion, it was decided to postpone submission. The grant application would be submitted as soon as possible once the outstanding issues had been resolved.

Members agreed to receive circulated information regarding this agenda item.

941 PARTNERSHIP COMMITTEE WORKPLAN

Members received the Partnership Committee workplan.

Members agreed to receive circulated information regarding this agenda item.

942 CBC UPDATE REPORT

Members received the CBC update report.

Members agreed to receive circulated information regarding this agenda item.

943 ITEMS REQUESTING ATTENTION BY CENTRAL BEDFORDSHIRE COUNCIL

Members agreed to receive circulated information regarding this agenda item.

944 PROPOSED DATES FOR MEETINGS 2022/23

The following dates were suggested for Houghton Regis Partnership Committee meetings in 2022/23:

- Tuesday 19th July 2022
- Tuesday 18th October 2022
- Tuesday 24th January 2023
- Tuesday 25th April 2023

Members agreed to receive circulated information regarding this agenda item.

The Chairman declared the meeting closed at 9.30pm

Dated this 26th day of April 2022

Chairman

HOUGHTON REGIS TOWN COUNCIL

Personnel Sub-Committee Minutes of the meeting held on 17th January 2022 at 6.00pm

Present: Councillors: K Wattingham Chairman
J Carroll
D Jones

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

Public: 0

Absent: Councillor: M Kennedy

PE198 APOLOGIES AND SUBSTITUTIONS

None.

Due to the need to ensure this sub-committee is quorate, members requested that Cllr Kennedy's ongoing absence at Personnel Sub-committee be queried.

PE199 QUESTIONS FROM THE PUBLIC

None.

PE200 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE201 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 11th October 2021 for consideration.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 11th October 2021 be approved as a correct record and signed accordingly.

PE202 FREEDOM OF INFORMATION REQUESTS

For the period October to December no Freedom of Information requests had been received.

Resolved: To note the information.

PE203 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual leave

From October to December the Clerk had 10 day's leave.

The following leave requests were made:

The following leave was requested:

- 17th to 21st February 2022 – 2.5 days
- A further 1 days annual leave would be taken ad hoc.

As per the Council's Leave Policy, 5 annual leave days would be carried forward by the Clerk to 2022/23.

Overtime

The Clerk had attended 9 meetings or events outside of the normal working day within the period October to December (compared with 7 meetings in the previous quarter).

Resolved: To approve the Town Clerks annual leave request.

PE204 EXCLUSION OF PRESS AND PUBLIC

- Staff sickness
- Staffing matters

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones, Seconded by: Cllr Carroll

All in favour

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

PE205 STAFF SICKNESS

Members received a rolling twelve-month record of sickness absence for all members of staff.

Resolved: To note the information.

PE206 STAFF MATTERS

Members received a verbal update on various staffing matters.

Resolved: To note the information.

The Chairman declared the meeting closed at 6.23pm

Dated this 19th day of April 2022

Chairman

Calendar of Meetings, Briefings and Events 2022 - 2023

| | | | | |
|-------------------|--------------|----------------------|--------------------------------|-------------------------------------|
| Colour Key | Bank Holiday | No Scheduled meeting | Civic and Events Officer event | Community Development Officer Event |
|-------------------|--------------|----------------------|--------------------------------|-------------------------------------|

| Date | Month | | Day | Committee meeting | Event | Lead Officer | Time |
|------|-------|------|---------|---------------------------|-----------------------------------|-------------------------------|------|
| 2nd | May | 2022 | Monday | Bank holiday Early May | | | |
| 9th | May | 2022 | Monday | XXXXXXXXXX | | | |
| 10th | May | 2022 | Tuesday | | LLSG Visit t o Poplars Nursery | Community Development Officer | |
| 10th | May | 2022 | Tuesday | Allotment Working Group | | Town Clerk | 3pm |

Meetings, briefings, events and training sessions may be subject to change, please check the website and social media for updates.

| Date | Month | | Day | Committee meeting | Event | Lead Officer | Time |
|------|-------|------|-----------|-------------------------------|-------|-------------------------------|--------|
| 16th | May | 2022 | Monday | Leaders Briefing | | Town Clerk | 3.00pm |
| 16th | May | 2022 | Monday | Planning | | Corporate Services Manager | 7pm |
| 18th | May | 2022 | Wednesday | Combating Crime Working Group | | Community Development Officer | 11am |
| 18th | May | 2022 | Wednesday | Town Council (AGM) | | Town Clerk | 7pm |
| 30th | May | 2022 | Monday | Corporate Services | | Corporate Services Manager | 7pm |
| 31st | May | 2022 | Tuesday | Member Open Session | | Town Clerk | 6pm |

Meetings, briefings, events and training sessions may be subject to change, please check the website and social media for updates.

| Date | Month | | Day | Committee meeting | Event | Lead Officer | Time |
|------|-------|------|----------|-------------------------------------|---|----------------------------------|--------|
| 2nd | June | 2022 | Thursday | Bank Holiday Jubilee Celebration | | | |
| 2nd | June | 2022 | Thursday | | HRTC Jubilee Celebrations | Civic and Events Officer | |
| 2nd | June | 2022 | Thursday | | LLSG VIP Area at Jubilee Celebrations | Community Development Officer | |
| 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 |

Meetings, briefings, events and training sessions may be subject to change, please check the website and social media for updates.

| Date | Month | | Day | Committee meeting | Event | Lead Officer | Time |
|------|-------|------|-----------|-------------------------------------|-------|-------------------------------|------|
| 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 |

Meetings, briefings, events and training sessions may be subject to change, please check the website and social media for updates.

| Date | Month | | Day | Committee meeting | Event | Lead Officer | Time |
|------|-------|------|-----------|-------------------------------|----------|-------------------------------|------|
| 7th | July | 2022 | Thursday | Events Working Group | | Civic and Events Officer | 5pm |
| 9th | July | 2022 | Saturday | | 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 |

Meetings, briefings, events and training sessions may be subject to change, please check the website and social media for updates.

| Date | Month | | Day | Committee meeting | Event | Lead Officer | Time |
|------|--------|------|-----------|-------------------|--|-------------------------------|------|
| 22nd | July | 2022 | Friday | | Skate Park Event | Civic and Events Officer | |
| 22nd | July | 2022 | Friday | | Youth Council stall at Skate Park Event | Community Development Officer | |
| 25th | July | 2022 | Monday | XXXXXXXXXX | | | |
| 26th | July | 2022 | Tuesday | | Film Screening Event | Civic and Events Officer | |
| 27th | July | 2022 | Wednesday | | Family Fun Day (in conjunction with Bidwell Fun Day) | Community Development Officer | |
| 1st | August | 2022 | Monday | XXXXXXXXXX | | | |
| 4th | August | 2022 | Thursday | | Family Fun Day Inflatable fun | Community Development Officer | |

Meetings, briefings, events and training sessions may be subject to change, please check the website and social media for updates.

| Date | Month | | Day | Committee meeting | Event | Lead Officer | Time |
|------|--------|------|-----------|-------------------------------|---|-------------------------------|--------|
| 8th | August | 2022 | Monday | Planning | | Corporate Services Manager | 7pm |
| 10th | August | 2022 | Wednesday | | Family Fun Day Farm Animals (TBC) | Community Development Officer | |
| 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 |
| 17th | August | 2022 | Wednesday | | Family fun Day trip Southend | Community Development Officer | |
| 20th | August | 2022 | Saturday | | Family Fun Days Reptiles (TBC) (Partnership with Bidwell Fun Day) | Community Development Officer | |

Meetings, briefings, events and training sessions may be subject to change, please check the website and social media for updates.

| Date | Month | | Day | Committee meeting | Event | Lead Officer | Time |
|------|-----------|------|----------|--------------------------------|----------------|-------------------------------|---------------|
| 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 |

Meetings, briefings, events and training sessions may be subject to change, please check the website and social media for updates.

| Date | Month | | Day | Committee meeting | Event | Lead Officer | Time |
|------|-----------|------|-----------|-------------------------------------|--------------------------|-------------------------------|------|
| 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 |
| 20th | September | 2022 | Tuesday | | LLSG Trip to Southend | Community Development Officer | |
| 21st | September | 2022 | Wednesday | Combating Crime Working Group | | Community Development Officer | 11am |
| 26th | September | 2022 | Monday | Environment & Leisure | | Town Clerk | 7pm |

Meetings, briefings, events and training sessions may be subject to change, please check the website and social media for updates.

| Date | Month | | Day | Committee meeting | Event | Lead Officer | Time |
|------|-----------|------|-----------|-------------------------------|-------|-------------------------------|------|
| 29th | September | 2022 | Thursday | Events Working Group | | Civic and Events Officer | 5pm |
| 3rd | October | 2022 | Monday | Town Council | | Town Clerk | 7pm |
| 10th | October | 2022 | Monday | Leaders Briefing | | Town Clerk | 3pm |
| 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 |

Meetings, briefings, events and training sessions may be subject to change, please check the website and social media for updates.

| Date | Month | | Day | Committee meeting | Event | Lead Officer | Time |
|------|----------|------|----------|-----------------------------|----------------------------------|-------------------------------|--------|
| 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 |
| TBC | November | 2022 | TBC | | LLSG Christmas Market Trip (TBC) | Community Development Officer | |
| TBC | December | 2023 | TBC | | Crafty Christmas | Community Development Officer | |
| 6th | November | 2022 | Sunday | | Fireworks display | | |

Meetings, briefings, events and training sessions may be subject to change, please check the website and social media for updates.

| Date | Month | | Day | Committee meeting | Event | Lead Officer | Time |
|------|----------|------|-----------|-------------------------------|--------------------|-------------------------------|------|
| 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 |

Meetings, briefings, events and training sessions may be subject to change, please check the website and social media for updates.

| Date | Month | | Day | Committee meeting | Event | Lead Officer | Time |
|------|----------|------|----------|-------------------------------------|---|----------------------------|--------|
| 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 | Saturday | | 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 | Saturday | | Santa's Grotto | Civic and Events Officer | |
| 12th | December | 2022 | Monday | New Office Provisions Sub-Committee | | Town Clerk | 6pm |

Meetings, briefings, events and training sessions may be subject to change, please check the website and social media for updates.

| Date | Month | | Day | Committee meeting | Event | Lead Officer | Time |
|------|----------|------|-----------|---|-------|-------------------------------|------|
| 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 |

Meetings, briefings, events and training sessions may be subject to change, please check the website and social media for updates.

| Date | Month | | Day | Committee meeting | Event | Lead Officer | Time |
|------|---------|------|-----------|-------------------------------|-------|-------------------------------|--------|
| 9th | January | 2023 | Monday | Leaders Briefing | | Town Clerk | 3.00pm |
| 9th | January | 2023 | Monday | Planning | | Corporate Services Manager | 7pm |
| 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 | Town Council | | Town Clerk | 7pm |
| 24th | January | 2023 | Tuesday | Town Partnership | | Town Clerk | 7pm |

Meetings, briefings, events and training sessions may be subject to change, please check the website and social media for updates.

| Date | Month | | Day | Committee meeting | Event | Lead Officer | Time |
|------|----------|------|-----------|-------------------------------|----------------------------|-------------------------------|--------|
| 30th | January | 2023 | Monday | Planning | | Corporate Services Manager | 7pm |
| | February | 2023 | TBC | | LLSG Museum / Stately Home | Community Development Officer | |
| 2nd | February | 2023 | Thursday | Events Working Group | | Civic and Events Officer | 5pm |
| 6th | February | 2023 | Monday | Leaders Briefing | | Town Clerk | 3.00pm |
| 6th | February | 2023 | Monday | Community Services | | Town Clerk | 7pm |
| 13th | February | 2023 | Monday | Environment & Leisure | | Town Clerk | 7pm |
| 15th | February | 2023 | Wednesday | Combating Crime Working Group | | Community Development Officer | 11am |

Meetings, briefings, events and training sessions may be subject to change, please check the website and social media for updates.

| Date | Month | | Day | Committee meeting | Event | Lead Officer | Time |
|------|----------|------|----------|----------------------|-------|----------------------------|--------|
| 20th | February | 2023 | Monday | Planning | | Corporate Services Manager | 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 | XXXXXXXXXX | | | |
| 13th | March | 2023 | Monday | Leaders Briefing | | Town Clerk | 3.00pm |
| 13th | March | 2023 | Monday | Planning | | Corporate Services Manager | 7pm |

Meetings, briefings, events and training sessions may be subject to change, please check the website and social media for updates.

| Date | Month | | Day | Committee meeting | Event | Lead Officer | Time |
|------|-------|------|-----------|-------------------------------------|-------|-------------------------------|------|
| 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 | 2023 | Monday | XXXXXXXXXX | | | |
| 30th | March | 2023 | Thursday | Events Working Group | | Civic and Events Officer | 5pm |
| 3rd | April | 2022 | Monday | New Office Provisions Sub-Committee | | Town Clerk | 6pm |
| 3rd | April | 2023 | Monday | Planning | | Corporate Services Manager | 7pm |

Meetings, briefings, events and training sessions may be subject to change, please check the website and social media for updates.

| Date | Month | | Day | Committee meeting | Event | Lead Officer | Time |
|------|-------|------|-----------|-------------------------------|-------|----------------------------------|--------|
| 7th | April | 2023 | Friday | Bank Holiday Good Friday | | | |
| 10th | April | 2023 | Monday | Bank Holiday Easter Monday | | | |
| 11th | April | 2023 | Tuesday | Leaders Briefing | | Town Clerk | 3.00pm |
| 17th | April | 2023 | Monday | XXXXXXXXXX | | | |
| 19th | April | 2023 | Wednesday | Combating Crime Working Group | | Community Development Officer | 11am |
| 24th | April | 2023 | Monday | Personnel Sub-Committee | | Corporate Services Manager | 6pm |
| 24th | April | 2023 | Monday | Planning | | Corporate Services Manager | 7pm |

Meetings, briefings, events and training sessions may be subject to change, please check the website and social media for updates.

| Date | Month | | Day | Committee meeting | Event | Lead Officer | Time |
|------|-------|------|----------|-----------------------------------|-------|--------------------------|------|
| 25th | April | 2023 | Tuesday | Town Partnership | | The Town Clerk | 7pm |
| 27th | April | 2023 | Thursday | Events Working Group | | Civic and Events Officer | 5pm |
| 1st | May | 2023 | Monday | <i>Bank holiday Early May</i> | | | |
| 4th | May | 2023 | Thursday | Elections | | | |
| 8th | May | 2023 | Monday | XXXXXXXXXX | | | |
| 15th | May | 2023 | Monday | Annual Towns Meeting | | Town Clerk | 7pm |

Meetings, briefings, events and training sessions may be subject to change, please check the website and social media for updates.

| Date | Month | | Day | Committee meeting | Event | Lead Officer | Time |
|------|-------|------|-----------|-------------------------------|-------|-------------------------------|------|
| 17th | May | 2023 | Wednesday | Town Council (AGM) | | Town Clerk | 7pm |
| 22nd | May | 2023 | Monday | Planning | | Corporate Services Manager | 7pm |
| 23rd | May | 2023 | Tuesday | Allotment Working Group | | Town Clerk | 3pm |
| 24th | May | 2023 | Wednesday | Combating Crime Working Group | | Community Development Officer | 11am |

| | | | | | | | |
|------|------|------|--------|----------|--|----------------------------|-----|
| 12th | June | 2023 | Monday | Planning | | Corporate Services Manager | 7pm |
|------|------|------|--------|----------|--|----------------------------|-----|

Meetings, briefings, events and training sessions may be subject to change, please check the website and social media for updates.



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.

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- 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

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- 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 monitors 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 Combating Crime 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 Allotment 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 |

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| | | 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. |

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

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



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Telephone: 01582 708540

Email: info@houghtonregis.org.uk

www.houghtonregis.org.uk

DRAFT - COMMITTEE MEMBERSHIP 2022/2023

STANDING COMMITTEES – 2022/2023

Corporate Services

Cllrs: J Carroll, C Copleston, S Goodchild, D Jones, M Kennedy, C Slough, K Wattingham

Environment & Leisure

Cllrs: P Burgess, E Cooper, Y Farrell, T McMahon, R Morgan, A Slough, S Thorne

Planning

Cllrs: J Carroll, E Cooper, D Jones, M Kennedy, R Morgan, C Slough, Vacancy

Community Services

Cllrs: P Burgess, C Copleston, Y Farrell, S Goodchild, T McMahon, A Slough, K Wattingham

OTHER COMMITTEES – 2022/2023

Town Partnership

Cllrs: D Jones, T McMahon, K Wattingham,, Vacancy

SUB-COMMITTEES – 2022/2023

Complaints Sub-Committee (Reporting to Town Council)

Cllrs: To be appointed as required.

Complaints Appeal Sub-Committee (Reporting to Town Council)

Cllrs: To be appointed as required.

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

Cllrs: To be appointed as required.

Personnel Sub Committee (Reporting to Corporate Services)

Cllrs: J Carroll, C Copleston, S Goodchild, D Jones

New Office Sub Committee

Cllrs: P Burgess, D Jones, T McMahon, C Slough, S Thorne

New Cemetery Sub Committee (Reporting to Town Council)

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

WORKING GROUPS – 2022/2023

Events Working Group (Reporting to Community Services)

Cllrs: E Cooper, Y Farrell, M Kennedy, T McMahon, A Slough, C Slough, K Wattingham

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

Cllrs: J Carroll, C Copleston, S Thorne

Combating Crime Working Group (Reporting to Community Services)

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

Neighbourhood Plan Steering Group (Reporting to Planning)

Cllrs: J Carroll, Y Farrell, S Goodchild, D Jones, A Slough

Allotments Working Group (Reporting to E&L)

Cllrs: E Cooper, Y Farrell, T McMahon, R Morgan, C Slough



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

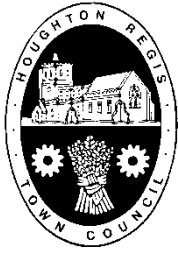
Telephone: 01582 708540

Email: info@houghtonregis.org.uk

www.houghtonregis.org.uk

DRAFT – Representatives on Outside Organisations 2022/2023

| | | |
|---|--|--|
| All Saints View Stakeholder Group | Cllr McMahon | |
| Bedfordshire Association of Town & Parish Councils | Cllrs: S Goodchild, D Jones, M Kennedy | |
| Chews Foundation | Cllr S Goodchild | Meetings are held during the day and there are only 2 a year (unless an extraordinary meeting has to be called). These are normally held in June and December. The date for the next one is Tuesday 7th June at 10am at Chew's House in High Street South Dunstable. The December meeting is usually the first week of December. Agenda paperwork is sent via email. |
| Citizens Advice | Cllr S Thorne | Thurs 5th May 2pm Thurs 4th August 2pm AGM Thurs 15th Sept 6.30pm Thurs 3rd Nov 2pm |
| Hospice at Home Volunteers | Cllr Copleston | |
| Houghton Hall Park Project Board | Cllr Kennedy | Next mtg: Wed 20 th July 10am – 12pm (Microsoft Teams) |
| Houghton Hall Park MAG | Cllr T McMahon | Next mtg: Thursday 7 th July 10am-12pm (Microsoft Teams) |
| Houghton Regis North Stakeholder Group | Cllr D Jones | Next mtg anticipated to be in May, virtual |
| Memorial Hall Committee | Cllrs: Y Farrell & E Cooper | AGM will be in June date not set yet we meet every other Month on a Tuesday at 7pm |
| SORTED | Cllr S Goodchild | |
| South Beds Dial-a-Ride | Cllr S Thorne | |



Date: 18th May 2022

Title: Standing Orders

Purpose of the Report: To inform members of the changes to Standing Orders as set out by NALC (National Association of Local Councils) and to propose inclusion of a new Standing Order to cover Virtual Attendance at meetings.

Contact Officer: Debbie Marsh, Corporate Services Manager

1. RECOMMENDATION

To adopt the Town Councils Standing Orders noting the following revisions and additions:

- a) Revision to Standing Order 1t(ii) to include ‘virtually or in person’
- b) Revision to Standing Order 18 – as advised by NALC (April 2022)
- c) New Standing Order number 33 - Virtual Attendance

2. BACKGROUND

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council’s standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the

standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer.

3. VIRTUAL ATTENDANCE

In April 2020, Government passed emergency Regulations further to the Coronavirus Act to allow councils in England (and Police and Crime Panels in England and Wales) to convene meetings remotely. Following the expiry of the Regulations in May 2021 all meetings must now be convened in person. In other words, the legal participants of a meeting must all be physically present. Others involved in a meeting may attend remotely.

The council have agreed to continue to offer hybrid meetings to aid and encourage the democratic process. Hybrid meetings allow members of the public and non-members of committees/sub-committees to be able to join meetings remotely.

Virtual attendance of appointed members at committee and sub-committee meetings, will not be afforded the same rights as those attending in person. Members who do not attend in person are not allowed to vote, or take part in discussions unless expressly agreed by the Chair.

Virtual attendance does not count towards membership of the meeting. Should members of a committee or sub-committee attend virtually, there is a real risk that attending this way could render meetings as inquorate with no business being transacted and thereby causing delays. These can include, but not limited to, delays to projects, consultations responses, contracts for delivery of services and contracts of employment.

4. STANDING ORDER 18

This is shown as a tracked change (Appendix A) and relates to the 'light touch' arrangements under Regulations 109-114 of the Public Contracts Regulations 2012

5. COUNCIL VISION

- A1 To develop and enhance **partnerships** between HRTC, stakeholders, partners, community groups and residents
- A5 To ensure the **council** is fit for purpose and efficient in its delivery of services

6. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendations.

Legal Implications

- There is a legal requirement for appointed persons to attend meetings in person.

Financial Implications

- There are no financial implications arising from the recommendation

Risk Implications

- Service delivery
- Reputation

Equalities Implications

Include this statement:

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 issue does not discriminate.

Press Contact

There are no press implications arising from the recommendations

7. CONCLUSION AND NEXT STEPS

Hybrid meetings allow members of the public, officers and non-members of committees/sub-committees to be able to join meetings remotely. In order to support this and to ensure meetings remain quorate a new Standing Order has been included setting out the responsibilities of appointed members to attend meetings, in person.

8. APPENDICES

The following Appendix is attached:

Appendix A: Standing Orders 18th May 2022

Appendix B: Definitions of Formal and Informal meetings



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; 18 th May 2022 |

Based on NALC Model Standing Orders 2018 ([Revised 2020](#)) and updated [April 2022 \(Update to Model Standing Order 18 only\)](#).

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4. Ordinary Council Meetings
5. Disorderly Conduct at Meetings
6. Committees & Sub-Committees
7. Presence of Non-Members of Committees at Committee Meetings
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9. Extraordinary Meetings of the Council, Committees and Sub-Committees
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11. Motions For A Meeting That Require Written Notice To Be Given To The Proper Officer
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- 32. Standing Orders Generally
- 33. [Virtual attendance](#)

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), [revised 2020 and updated April 2022](#). 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.

[For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.](#)

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) if present, 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 ([virtually or in person](#)) and the names of councillors who are 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(vii) 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 shall 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 (as amended) 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 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(g) is subject to the "light touch" arrangements under 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.~~

Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

- ~~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

See also standing order 31.

- 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 a legal requirement ;
 - 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 11.
- 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.

33. VIRTUAL ATTENDANCE

- a A councillor who attends, virtually, a meeting of the council, or as an appointed member of a committee or sub-committee, may not take part in any discussion (unless specifically agreed to by the Chair) and has no right to vote.
- b Virtual attendance, by virtue of not being physically present, may render a meeting inquorate, see standing order 1w. Therefore, any councillor who intends to attend a meeting, virtually, must inform the Chair of their intention, prior to the meeting taking place, in order to avoid the meeting being inquorate.
- c An appointed member of a committee or sub-committee, who is unable to attend a meeting in person, in the first instance shall seek a substitute.

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.

DEFINITIONS OF INFORMAL AND FORMAL HYBRID MEETINGS

Formal Hybrid meeting

A formal hybrid meeting is a meeting of a council where the members of the committee or sub-committee are required to be physically present to be marked as in attendance, and to vote. For the avoidance of doubt this includes formal co-optees, whether or not they hold formal voting rights.

The venue must be available for the public to attend the meeting physically.

Some other non-committee members may need to be present. For example, applicants for planning permission.

Other councillors, officers or individuals (include members of the public who may be playing an active part in the meeting by presenting a petition, or asking a formal question) may join the meeting remotely.

A formal hybrid meeting will be inquorate if an insufficient number of a committee's members are physically present.

Informal Hybrid meeting

A gathering of members and officers to discuss matters relevant to the council's business, but in a setting where no decisions can be made

Participant

A "participant" is a member of a committee, who in order to take part in proceedings must be present physically – legally they are "attending" the meeting. A member of a committee could in theory join remotely – but they would not be marked as "present" for formal purposes and would not be considered to be "attending" the meeting. They could not take part in formal proceedings, such as a vote.



Houghton Regis Town Council

Financial Regulations

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

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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.

²The 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

³Thresholds currently applicable are:

- a. For public supply and public service contracts ~~209,000 Euros (€189,330)~~ £213,477
- b. For public works contracts ~~5,225,000 Euros (€4,733,252)~~ £5,336,937

⁴Based 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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Houghton Regis Town Council

Scheme of Delegation

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| 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.