



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr Jimmy Carroll**

Tel: 01582 708540

Town Clerk: **Clare Evans**

e-mail: info@houghtonregis.org.uk

17th January 2024

HOUGHTON REGIS TOWN COUNCIL MEETING

To: All Town Councillors

Notice of Meeting

You are hereby summoned to the Meeting of the Houghton Regis Town Council to be held at the Council Offices, Peel Street on Monday 22nd January 2024 at 7.00pm.

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

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

¹ *Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session.*

The use of images or recordings arising from this is not under the Council's control.

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

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

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

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

4. **NOTICE OF VACANCY**

Members are advised that Ms N Batchelor has resigned from her position as councillor for Houghton Regis Town Council.

The Notice of Vacancy is currently being advertised.

5. **MINUTES**

Pages 6-11

To approve the minutes of the meeting held on 11th December 2023.

Recommendation: To approve the Minutes of the meeting held on 11th December 2023.

6. **COMMITTEE AND SUB-COMMITTEE MINUTES**

Pages 12-30

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

Corporate Services Committee	11 th September 2023 <ul style="list-style-type: none"> • Minute number 12541 Petitions Policy • Minute number 12542 H&SAW Policy • Minute number 12543 Internal Audit Planning, Reporting & Review Policy and Internal Audit Specification – Members are reminded that this policy was re-adopted at the Town Council meeting held on the 11th December 2023- minute number 12644
Community Services Committee	None to present
Environment & Leisure Committee	None to present
Planning Committee	27 th November and 18 th December 2023
Town Partnership Committee	None to present

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

New Office Provisions Sub-Committee None to present

New Cemetery Sub-Committee None to present

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

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

- **Minute number 12541 Petitions Policy;**
- **Minute number 12542 H&SAW Policy.**

7. TOWN MAYOR'S ANNOUNCEMENTS

A verbal report will be provided.

8. REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS & ON TRAINING SESSIONS ATTENDED

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

9. 2024/25 BUDGET AND PRECEPT

Pages 31-52

To present to Town Council the draft budget for 2024/25 for consideration and to request that members approve a budget for 2024/25 and set a precept.

Recommendation: **To approve the budget and set a precept of £XXXXXX for 2024/25.**

10. REVIEW OF EAR MARKED RESERVES

Pages 53-56

To enable Members to review the status of the Council's Ear Marked Reserves:

1. partway through the current financial year (2023/24)
2. the predicted movements in 2024/25

Recommendation: **To note the Schedule of Ear Marked Reserves 2023/24 and the predicted schedule of Ear Marked Reserves 2024/25.**

11. INTERNAL AUDITOR INTERIM REPORT

Pages 57-62

Members are advised that the interim Internal Audit (IA) for 2023/24 was completed on 29th November 2023 by IAC Audit and Consultancy Ltd.

Members will find attached the following:

1. Cover Letter dated 5th December 2023 – this details the areas covered by the audit
2. Observations – this includes detail on the audit test, the IA observation and any IA recommendation. In the Comments column Members will find the Clerks response to the Recommendation. Members are requested to consider the Recommendation and the response in the Comments Column.
3. Summary – this summarises the audit

Recommendation: **To support the Comments provided on the interim Internal Audit Observations report.**

12. DEVELOPER RECEIPTS

Pages 63-67

To enable members to consider the use of developer receipts in 2024/25.

Report provided for information purposes only.

13. POSSIBLE TRANSFER OF COMMUNITY ASSETS

Pages 68-71

To enable members to consider the question / statement put at the Town Partnership meeting on 14th November 2023 regarding the possibly of the future transfer of community assets in Houghton Regis to HRTC.

Recommendation: **In support of Objective 4.4 of the HRTC Corporate Plan, to begin to explore the potential transfer of community based assets to HRTC and for further reports to be made in due course.**

14. HOUGHTON REGIS TOWN COUNCIL DOMAIN NAME CHANGE

Pages 72-74

At the Corporate Services meeting held on the 4th December 2023, members supported a recommendation (minute number 12630) to change the Town Councils domain name to the following preferred domain name:
houghtonregis.gov.uk

Whilst ordinarily this recommendation would not be included on this agenda, members are being requested to consider this item early in order that the change of domain name can be in place for when the new website is launched in April 2024.

Members will find a report attached for information.

Recommendation: **To support the recommendation from the Corporate Services Committee to a change to the Town Councils Domain Name – houghtonregis.gov.uk**

15. TOWN BRANDING SCHEME UPDATE

Pages 75-76

A verbal report will be provided to update Members on the development of a town branding scheme. Members are invited to consider the attached branding mock ups.

Recommendation: **To choose a preferred branding mock-up to allow more detailed work to develop and encourage a sense of place and community, prior to the final design.**

0-0-0-0-0-0-0-0-0-0-0-0-0-0-0

HOUGHTON REGIS TOWN COUNCIL

Minutes of the Town Council meeting held on 11th December 2023 at 7.00pm

Present: Councillors: J Carroll
N Batchelor
E Billington
P Burgess
E Cooper
E Costello
Y Farrell
M Herber
D Jones
T McMahon
C Rollins
A Slough
C Slough
Town Mayor

Officers: Clare Evans
Ian Haynes
Amanda Samuels
Town Clerk
Head of Environmental &
Community Services
Administration Officer

Public: 2

Apologies: Councillors: W Henderson
Also present Cllr S Goodchild
CBC

12637 APOLOGIES

Apologies were received from Cllr Henderson.

12638 QUESTIONS FROM THE PUBLIC

The Chairman of the Memorial Hall raised the issue of the Market Charter (item 12 on the agenda) and the licence fee incurred from a recently held event. It was suggested that the charging policy was not applied equally and that Market Charter rights only applied on specified market days.

12639 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

12640 MINUTES

To approve the minutes of the meeting held on 2nd October 2023. A minor alteration was requested to amend the New Cemetery Working Group to New Cemetery Sub-Committee.

Resolved: To approve the minutes of the meeting held on 2nd October 2023 subject to the above amendment and for these to be signed by the Chairman.

12641 COMMITTEE MINUTES

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

Corporate Services Committee	None to present
Community Services Committee	17 th July 2023
Environment & Leisure Committee	None to present
Planning Committee	4 th September, 25 th September, 16 th October and 6 th November 2023
Town Partnership Committee	18 th July 2023

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

Proposed New Cemetery Sub-Committee	None to present
-------------------------------------	-----------------

Resolved: To receive the Minutes detailed above.

12642 TOWN MAYOR ANNOUNCEMENTS

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

In total, 62 events had been attended since the previous meeting, some of the most notable were:

- The opening of Houstone School
- The topping out ceremony for the new leisure centre
- Breaking ground at the new Tithe Farm sports project
- A visit from the Lord Lieutenant to the council offices

It was noted that the economic crisis was having a negative impact locally. In anticipation of a budget underspend in 2023/24, it was requested that this be utilised in 2024/25.

The Deputy Mayor gave an update on events that had been attended, which included:

- The Irish Person of the Year
- The ABF Soldiers' Charity
- Mayor of Kempston's Charity
- Opening of Ashbourne Day Nursery
- Mayor of Aylesbury's charity Latina evening
- Luton and Dunstable Hospital Light up a Life
- The Youth Council Christmas Dinner
- The Speaker of Bedford's Borough Council Carol Service

12643 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 A Slough thanked the Mayor on behalf of the residents of Windsor Drive for the recent donation of £446 and for his ongoing support. The Town Clerk was also thanked for submitting an application which had resulted in Windsor Drive being listed as an Asset of Community Value.

Cllr C Slough had attended the BATCP AGM in October and the All Saint's View Stakeholders' meeting where it had been discussed how best to tackle parking issues.

Cllr Jones had attended the Hospice at Home volunteers meeting, where the need for funding had been raised; however, it was noted that referrals for people had been falling. Cllr Jones had been unable to attend the November meeting at Houghton Hall Park but had attended the AGM meeting of the BATPC with Cllrs Carroll and C Slough. The Finance and General Purposes meeting had also been attended where the budget for the coming year had been discussed and a 3% raise in affiliation fees was agreed. The County Committee meeting had included an item which confirmed that available training places had been quickly taken up and further opportunities were to be arranged.

Cllr McMahon had attended the Board of Houghton Hall Park. There had been some staff changes, including a new community park ranger and a replacement gardener who had been recruited. Plans for a dog-washing facility had been postponed due to costs but signage was in place for the dog agility area. A new piece of play equipment was being sought for the site previously occupied by the log stack.

Cllr Farrell had visited the Community Safety team who had been visiting various locations in Houghton Regis.

12644 INTERNAL AUDIT PLANNING, REPORTING & REVIEW POLICY AND INTERNAL AUDIT SPECIFICATION

Members were provided with a copy of the approved document. There had been no changes in legislation; therefore, it was suggested that it remained suitable and fit for purpose.

Members were asked to consider and approve the Internal Audit Planning, Reporting & Review Policy and Internal Audit Specification.

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

12645 HRTC CORPORATE PLAN

Members were presented with the draft HRTC Corporate Plan for review and approval.

It was noted that 'Regis' had been omitted on several occasions and that it was important to be mindful of the historical relevance of the name.

It was also highlighted that on page 5 of the plan "2. Our Mission", this should read "3. Our Mission"; on page 11 there was no full stop after the text in the left-hand column and, on page 12, there was a semi-colon instead of a full stop in the 5th box on right.

It was suggested that the reference to The Red House on page 12 of the plan be removed as it had not been brought forward to Council. The advisability of incurring substantial costs related to the upkeep of a Grade 2 listed building was questioned, although further consideration could be given if a business case were produced to demonstrate how it might be financed. A discussion followed regarding whether the wording stated an intention of ownership of the Red House, or reflected the aspirations of the town.

A recorded vote was requested:

Cllr Jones proposed the removal of "the Red House" from the plan.

Cllr C Slough seconded

In favour: Cllrs Billington, Cooper, Costello, Farrell, Jones, A Slough, C Slough,

Against: Cllrs Batchelor, Burgess, Carroll, Herber, McMahon, Rollins

Reference to the Red House would be removed.

Resolved: To approve the HRTC Corporate Plan 2024/2028 with agreed amendments.

12646 TOWN BRANDING SCHEME

Members were asked to consider the development of a town branding scheme. The scheme was supported by Members and it was agreed that this should initially be carried out in-house.

Resolved: To begin to develop a town branding scheme to develop and encourage a sense of place and community.

12647 UKSPF

Members were provided with an update on the UKSPF applications. The decision on the application to the Rural England Prosperity Fund was awaited. If successful, the funding was to be spent by March 2024. Feedback on the UK Shared Prosperity draft submission was outstanding.

Resolved: In relation to the Rural England Prosperity Fund to:

- 1) Support the application made under the Rural England Prosperity Fund; To confirm the match funding requirement and that if successful the match funding will come from General Reserves**

In relation to the UK Shared Prosperity Fund to:

2) Support the application made under the UK Shared Prosperity funding.

12648 MOTION RE MARKET CHARTER

The following Motion was received from Cllr T McMahon:

To formally request that Dunstable Town Council present a report to a Dunstable Town Council meeting to enable members to consider the negative impact of DTC exercising its rights under the Dunstable Market Charter to charge a licence fee to event organisers within a 6.25-mile radius where the event includes more than 5 commercial market stalls.

Members were provided with a report presented to Town Council in June 2022 by way of background and were invited to consider the Motion.

Cllr Jones invited Cllr McMahon to withdraw the Motion on the grounds that this was perhaps not the best approach. Cllr McMahon declined to withdraw the Motion.

Members were informed that Cllr Alderman had raised the matter at the full Dunstable Town Council meeting. There were legal implications surrounding Dunstable's market rights which would have to be explored and any change to policy would need to be equitable across all jurisdictions.

There was a wish among Members to collaborate with Dunstable and to maintain a mutually beneficial relationship; however, this had been an ongoing issue and the levy was considered unfair by many people locally.

The Town Clerk of Houghton Regis had been in contact with the Clerk at Dunstable and been informed that Dunstable would be holding further discussions on the matter at a meeting in early 2024.

The motion was proposed by: Cllr Mc Mahon

Seconded by: Cllr Burgess

Members voted unanimously in favour of the Motion.

Resolved: To formally request that Dunstable Town Council present a report to a Dunstable Town Council meeting to enable members to consider the negative impact of DTC exercising its rights under the Dunstable Market Charter to charge a licence fee to event organisers within a 6.25-mile radius where the event includes more than 5 commercial market stalls.

12649 CORPORATE PEER CHALLENGE

Members were asked to consider and approve for Houghton Regis Town Council to engage with the NALC Corporate Peer Challenge Review programme.

Resolved: To welcome the opportunity for Houghton Regis Town Council to engage in the LGA / NALC Corporate Peer Challenge Review programme.

The Chairman declared the meeting closed at 7.58pm

Dated this 22nd day of January 2024.

Chairman

DRAFT

HOUGHTON REGIS TOWN COUNCIL

Corporate Services Committee

Minutes of the meeting held on

11th September 2023 at 7.00pm.

Present: Councillors: D Jones Chairman
J Carroll
E Costello
W Henderson
M Herber
C Slough

Officers: Debbie Marsh Corporate Services Manager
Amanda Samuels Administrative Officer

Public: 0

Apologies: Councillor: C Rollins

12529 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Rollins.

12530 QUESTIONS FROM THE PUBLIC

None.

12531 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

12532 MINUTES

To approve the Minutes of the meeting held on 30th May 2023.

Resolved: To approve the Minutes of the meeting held on 30th May 2023 and for these to be signed by the Chairman.

12533 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Personnel Sub-Committee: 24th April 2023.

Members noted that the resolution made under minute number PE267 (*To receive the list of the Salary Point number for all staff along with overtime rates, additional payments, mileage rates and employer and employee pension contribution rates and to recommend to Corporate Services that these be noted and signed by the Chair*), had not been included on the agenda. Therefore, members requested this information be placed on the next Corporate Services agenda for the meeting to be held on the 4th December 2023.

Resolved: To receive the Minutes detailed above.

12534 INCOME AND EXPENDITURE REPORT

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

Members queried under budget heading 190-4025 Insurance, why there was no sum against the actual year to date as the town council insurance premium was due for renewal on the 1st June 2023. The Head of Corporate Services assured members that this premium had been paid and the town council was insured. Payment had been made after the income and expenditure report had been produced.

Members requested that research be undertaken in understanding the difference of rates being charged at various premises in regard to the percentage of increase and decrease.

Members received this report for information.

12535 BANK AND CASH RECONCILIATION STATEMENTS

Members received the monthly bank and cash reconciliation statements for April, May and June 2023.

Members highlighted that the balances on the bank and cash reconciliation for June 2023 did not reconcile. Members requested this discrepancy be addressed and that the report be re-presented at the next Corporate Services committee for its approval and signing.

Resolved:

- 1. To approve the monthly bank and cash reconciliation statements for April and May 2023;**
- 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

12536 LIST OF CHEQUE PAYMENTS

Members were presented with a list of payments for the period April, May and June 2023 (inclusive).

This report was provided for information

12537 INVESTMENT REPORT

In accordance with Committee Functions, Financial Regulation 8 and Banking Arrangements, Investment Strategy & Investment Arrangements. The Corporate Services Committee were required 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.

At the Corporate Services meeting held on the 30th May 2023 members agreed, minute number 12459, to nominate Cllr Jones and Cllr Herber to engage in a review of the council's approach to risk and investment and for their findings to be reported back to Corporate Services Committee for further consideration. Cllr Jones confirmed that a meeting had been scheduled to take place on Thursday 14th September 2023 and the outcome from this meeting would be reported back to this committee at the next meeting.

Resolved: To note the report

12538 INSURANCE CLAIMS

Members were advised that there have been no insurance claims since the last meeting of this committee.

This report was provided for information.

12539 NEW OFFICE PROVISION EMR

Members were reminded that at the Town Council meeting held on the 19th June 2023 it was suggested that the use of funds from the EMR for New Office Provision be considered (minute number 12497). Members were provided with a report in order to support the use of funds from EMR Office Provision to allow the modelling of the Town Council offices. The recommendations were:

- 1) To recommend to Town Council the approval, retrospectively, of a sum of £1,125 for the purchase of new chairs and desks for new members of staff and for this sum to be taken from the EMR Office Provision.
- 2) To recommend to Town Council that a further sum of up to £10,000 to be used for works to upgrade the IT cabling and electrical works and for this sum to be taken from the EMR Office Provision.
- 3) To agree to a costings exercise in order to enable reconfiguration of the lobby area in order to allow for more office space.
- 4) To recommend to Town Council that the committee responsible for the EMR Office Provision be amended to the Corporate Services Committee.

A discussion followed regarding these recommendations, most notably item 1. It was felt that as the New Office Sub-Committee fell under the responsibility of Town Council, it was therefore a matter for Council to decide the allocation of earmarked reserves and not this committee.

Members supported the information contained within the report but requested the report as received should be presented, in its entirety, at the Town Council meeting to be held on the 2nd October 2023.

Resolved: To present this report to Town Council at the meeting to be held on the 2nd October 2023.

12540 VAT ON SPORTING FEES

Members were requested to consider and determine whether the Town Council would stop charging VAT on sports services. A report and correspondence were presented to Members.

Members discussed this item at length. Members agreed to stop charging VAT on sports services as from 1st April 2023 and to refund those groups that had paid. However, members did not make a decision on whether to reclaim VAT paid in the last four years as they required more information. Members felt that the sum to be reclaimed might not be significant enough to outweigh the costs of professional advice and guidance in submitting a claim to HMRC. Therefore, members agreed to amend the recommendation as stated on the agenda to reflect the discussions.

Resolved: 1) To stop charging VAT on sports services as soon as possible and certainly from 1st April 2023.
2) To establish the amount of VAT on sporting fees in the last four years before considering a reclaim.

12541 PETITIONS POLICY

At the Town Council meeting held on the 19th June 2023 members were requested to note that a petition had been submitted to the Town Council on the 15th May 2023, at the Annual Town's meeting. Members were advised that there was no legislation nor local policy directing how the council was to respond. Therefore, members suggested a policy for petitions be produced (minute number 12498). Members were provided with a report and draft petitions policy.

There was some discussion as to the threshold of numbers and what would be regarded as a reasonable number for a town council. A petition of 500 or more would ensure the item would appear on an agenda; however, for a number below this it would be the responsibility of the Mayor, the Clerk and the Chair of the relevant committee whether the item would appear on the relevant committee.

Resolved: To recommend to Town Council the adoption of the Town Councils Petitions Policy.

12542 HEALTH AND SAFETY POLICY

Members were provided with the Town Councils Health & Safety at Work Policy which had been slightly amended to show the change of job titles and names of new Head of Service.

The policy was considered fit for purpose.

Resolved: To recommend to Town Council the adoption of the Town Councils Health & Safety at Work Policy.

12543 INTERNAL AUDIT PLANNING, REPORTING & REVIEW POLICY AND INTERNAL AUDIT SPECIFICATION

At the Corporate Services meeting held on the 4th October 2022, it was agreed that although, historically, this document had been presented annually at a full Council meeting, moving forward, it was thought that this policy should be added to the Policy Review list in order that the Committee had sight of it for comment, before being presented to Council.

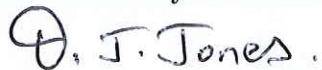
Members received a copy of the approved document. There had been no change in legislation; therefore, it was suggested that it remained suitable and fit for purpose.

Members of the Committee were asked to consider the attached Internal Audit Planning, Reporting & Review Policy and Internal Audit Specification and make a recommendation to Town Council for approval.

Resolved: To recommend to Town Council that the Internal Audit Planning, Reporting & Review Policy and Internal Audit Specification be approved.

The Chairman declared the meeting closed at 08.15pm

Dated this 4th day of December 2023



Chairman

HOUGHTON REGIS TOWN COUNCIL

Planning Committee

Minutes of the meeting held on

27th November 2023 at 7.00pm

Present:	Councillors:	C Slough	Chairman
		N Batchelor	
		E Billington	
		J Carroll	
		E Cooper	
		M Herber	
		D Jones	

Officers:	Louise Senior	Head of Democratic Services
	Amanda Samuels	Administration Officer

Public: 0

Apologies: 0

Also present: Councillors: S Goodchild (Virtual)

12606 APOLOGIES AND SUBSTITUTIONS

None.

12607 QUESTIONS FROM THE PUBLIC

None.

12608 SPECIFIC DECLARATIONS OF INTEREST

None.

12609 MINUTES

To approve the Minutes of the meeting held on the 6th November 2023.

Resolved To approve the Minutes of the meeting held on 6th November 2023 and for these to be signed by the Chairman.

12610 PLANNING MATTERS

(a) The following planning applications were considered:

CB/23/03448/FULL Demolition of existing outbuildings whilst retaining the existing dwelling. Erection of 28 dwellings with access road and sewers.
 (click for more details)
 Red Cow Farm House, Bedford Road, Houghton Regis, Dunstable, LU5 6JP
 GPS Estates Limited

Comments: Bedfordshire Police had raised an objection to this application regarding a design flaw and the potential impact on security for future residents. A Crime and Safety Planning Condition had been requested.

This application had previously been objected to by Houghton Regis Town Council on the grounds of overdevelopment. It was noted that there were fewer houses on the revised application and the distribution of affordable housing was acceptable; however, the design was felt to be bland.

The lack of provision for community hall space within the area was raised as a factor as further development would negatively impact the average number of available community spaces.

Houghton Regis Town Council raised objections to this application on the grounds of:

- Bland design that failed to be sympathetic to the historical buildings in the surrounding area
- Chaotic layout

[CB/23/02672/FULL](#)
(click for more details)

Refurbishment and conversion of the existing outbuildings to provide ancillary annexe accommodation
Whitehill Farm, Sewell Lane, Sewell, Dunstable, LU6 1RP
Surname: Phillips

Comments: This application was considered in conjunction with application CB/23/02673/LB.

Both applications were subject to issues relating to the heritage statement; however, it was felt that this needed to be addressed by CBC.

While members considered the plans sympathetic to a conservation area, it was noted that objections to the application had been raised by CBC Archaeology and the Trees Officer.

Houghton Regis Town Council raised no objections to this application but made the following requests:

- A heritage assessment of the area was strongly encouraged and carried out prior to the conversion in order to record the archaeology of the site.
- To note the objections of the Trees Officer

QJ

[CB/23/02673/LB](#)
(click for more
details)

Listed Building: Refurbishment and conversion of the existing outbuildings to provide ancillary annexe accommodation
Whitehill Farm, Sewell Lane, Sewell, Dunstable, LU6 1RP
Surname: Phillips

Comments: The application was considered with CB/23/02672/FULL (above).

Both applications were subject to issues relating to the heritage statement; however, it was felt that this needed to be addressed by CBC.

While members considered the plans sympathetic to a conservation area, it was noted that objections to the application had been raised by CBC Archaeology and the Trees Officer.

Houghton Regis Town Council raised no objections to this application but made the following requests:

- **A heritage assessment of the area was strongly encouraged and carried out prior to the conversion in order to record the archaeology of the site.**
- **To note the objections of the Trees Officer**

[CB/23/03542/SEC M](#)
(click for more
details)

Modification of Section 106 Agreement attached to planning permission CB/21/01883/FULL. Submission of a Viability Assessment
Land at Bedford Road, Houghton Regis, Dunstable, LU5 6JS

Comments: Houghton Regis Town Council felt there was insufficient information in support of the application and requested an extension on the period for comment.

[CB/23/03551/RM](#)
(click for more
details)

Reserved Matters: following Outline Application CB/22/04525/VOC (Outline Application for residential development for up to 100 dwellings with all matters reserved, except access.) Full details of reserved matters for 77 dwellings including appearance, landscaping, scale and layout pursuant to outline consent CB/22/04525/VOC.
Bury Spinney, Thorn Road, Houghton Regis, Dunstable, LU5 6JQ
Lagan Homes

Comments: Members noted several issues relating to this application which included:

- **The play area was situated within 30 metres of water, which failed to meet national guidelines.**
- **Technical issues with Rights of Way**

- Accessibility of the site
- A shortfall of the mix of affordable housing units allocated. This shortfall needs to be added to the shared ownership portion along with a revision of the mix of house types for both affordable rent and shared ownership.
- It failed to provide enough dwellings for shared ownership

Houghton Regis Town Council raised objections to this application on the grounds of its failure to meet the national guidelines regarding the play area's proximity to water.

CB/23/03488/ADV
(click for more details)

Advertisement: Sign 1: Two x Illuminated letters mounted on an aluminium panel. Sign 2: One x Internally illuminated totem sign. Sign 3 : Single line blue faux neon in an aluminium cover
Unit 2, Cemetery Road, Houghton Regis, Dunstable LU5 5BZ
Cinch Self-Storage

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

CB/23/03420/FULL
(click for more details)

Single Storey Front Extension
141 Cemetery Road, Houghton Regis, Dunstable, LU5 5DF
Mr Barry Church

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

CB/23/03334/FULL
(click for more details)

New rear conservatory
56 Skye Gardens, Houghton Regis, Dunstable, LU5 6TE
Mr A Mahawatte

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

CB/23/02788/FULL
(click for more details)

New louvered ventilation for plant area to store (75mm deep low pressure loss standard bladed intake)
1 Collie Place, Houghton Regis, Dunstable, LU5 6TW
Mr Horwood, Tesco

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

Noted:

Q.T.

[CB/23/03467/DOC](#)
[\(click for more details\)](#)

Discharge of Condition 9 against planning permission CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans.)
Houghton Regis North Site 1, Land on the northern edge of Houghton Regis

[CB/23/03468/DOC](#)
[\(click for more details\)](#)

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

[CB/23/03585/GPDE](#)
[\(click for more details\)](#)

Prior Notification of Householder Extension: Single storey rear extension, 3.30m beyond the rear wall of the original dwelling, maximum height of 3m & 3m to the eaves.
33 Kent Road, Houghton Regis, Dunstable, LU5 5NZ

[CB/23/03553/DOC](#)
[\(click for more details\)](#)

Discharge of Conditions 2, 6 against planning permission CB/21/05047/RM Reserved Matters: following Outline Application CB/15/00297/OUT (Outline 'hybrid' planning application. Development to comprise: Up to 1,850 residential (C3) dwellings (including affordable housing), 2FE Primary School (D1), employment land (Use Classes B1 [a-c], B2 & B8), local centre comprising retail (A1, A2, A3, A4 & A5) and community/leisure uses (D1 & D2), layout of public open spaces including sports pitches and changing rooms, natural wildlife areas and all associated works and operations including engineering operations and earthworks) Reserved matters for approval of the sports pavilion access, appearance and layout. Cond 2 Cycle Storage and Cond 6 Street Furniture.
Land West of Bidwell (Houghton Regis North Site 2)
Houghton Regis

[CB/23/03497/DOC](#)
(click for more
details)

Discharge in Part of Condition 24 against planning permission CB/12/03613/OUT Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5150 dwellings (Use Class C3); up to 202500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial, and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans. Cond 24 Advance Infrastructure Works
Houghton Regis North Site 1, Land on the northern edge of Houghton Regis

[CB/23/03634/LDCP](#)
(click for more
details)

Lawful Development Certificate Proposed: To remove the garage door and replace with a window to the converted office.
49 Millers Way, Houghton Regis, Dunstable, LU5 5FH

Comments: It was noted that objections were previously raised to an application for this property at the meeting of 16th October 2023 (minute 12579). Highways had since raised objections due to lack of information. More documentation was available than in October; however, it was observed that the plans did not demonstrate what was proposed and should be approached with caution.

[CB/23/03710/DOC](#)
(click for more
details)

Discharge of Condition(s) 3, 12, 13, 14 against planning permission CB/21/05478/FULL Demolition of existing garages & stores and construction of single detached chalet bungalow. Cond 3 Landscaping, Cond 12 Bin Storage, Cond 13 EV Charging and Cond 14 Water Efficiency.
Land rear of 2 and 2A Northview Road, Houghton Regis, Dunstable, LU5 5AH

Permissions / Approvals / Consents

Refusals:

None received.

Withdrawals:

None received.

12611 PLANNING APPLICATION CB/22/04594/FULL

Members were provided with notification of an appeal decision for application CB/22/04594/FULL, 52 Drury Lane, for the erection of a detached dwelling.

Members were advised that the decision is 'Planning Appeal Dismissed' as the inspector felt there would be significant harm to the openness and character of the area.

Members noted the information.

12612 CENTRAL BEDFORDSHIRE COUNCIL'S DRAFT PLANNING OBLIGATIONS SUPPLEMENTARY PLANNING DOCUMENT (SPD) CONSULTATION NOTIFICATION

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

The Town Council had been informed at the previous meeting that Central Bedfordshire Council was undertaking a consultation on the Planning Obligations Supplementary Planning Document (SPD). The consultation period would close at 10am on Monday 11th December 2023.

A summary of the comments received would be presented to Executive in the Spring 2024 alongside the final Planning Obligations SPD.

Members discussed the financials relating to the allocation of affordable housing and the sums raised. Under the current regulations money was not returned to the area it was raised, but instead went into a central pot to be spent anywhere. The rationale was that any money needed to be spent within a given timeframe and this was more easily achieved by allowing it to be distributed across a wider area.

It was noted that the document supported CBC's S106 system rather than the more widely used CIL where money was returned to the area where it was generated.

Members agreed that the houses for sale could not be considered affordable, although there were properties to rent. The allotted percentage of affordable properties varied within Houghton Regis, however, which failed to simplify the process.

Members agreed that these observations should form the response to CBC.

It was agreed a draft response would be sent to the Chair and Vice Chair before sending to Central Bedfordshire Council.

Resolved: **To consider the Town Council's response to Central Bedfordshire Councils consultation on the Planning Obligations Supplementary Planning Document (SPD).**

**12613 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN-
UPDATE/PROGRESS**

Woodside Link – No substantive update to report; however, it was noted that Windsor Drive was now classed as a Community Asset.

A5 M1 Link – No substantive update to report.

All Saints View – No substantive update to report.

Linmere – 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 20.12

Dated this 18th day of December 2023

Chairman D. J. Jones.

HOUGHTON REGIS TOWN COUNCIL

**Planning Committee
Minutes of the meeting held on
18th December 2023 at 7.00pm**

Present: Councillors: D Jones
E Billington
E Cooper
M Herber

Officers: Louise Senior Head of Democratic Services
Amanda Samuels Administration Officer

Apologies: C Slough
N Batchelor
J Carroll

Also present: Public: 0

Councillors: S Goodchild (Virtual)

12650 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllrs: Slough, Batchelor and Carroll.

12651 QUESTIONS FROM THE PUBLIC

None.

12652 SPECIFIC DECLARATIONS OF INTEREST

None.

12653 MINUTES

To approve the Minutes of the meeting held on the 27th November 2023.

Resolved To approve the Minutes of the meeting held on 27th November 2023 and for these to be signed by the Chairman.

12654 PLANNING MATTERS

(a) The following planning applications were considered:

CB/23/03725/LB Listed Building: Proposed demolition of existing single
(click for more garage and garage conversion
details) 23 Sundon Road, Houghton Regis, Dunstable, LU5 5LL
Mr & Mrs Pantlin

CRS

Comments: This application was taken in conjunction with application CB/23/03724/FULL.

Natural England had no objections to the proposed works, subject to conditioning the permanent ancillary use as an annexe, i.e. the garage could not be removed from the converted extension and classed as a separate dwelling.

Houghton Regis Town Council raised no objections to this application, subject to the stated condition being observed.

[CB/23/03724/FULL](#)
(click for more details)

Demolition of existing single garage and garage conversion.
23 Sundon Road, Houghton Regis, Dunstable, LU5 5LL
Mr & Mrs Pantlin

Comments: This application was taken in conjunction with application CB/23/03725/LB.

Houghton Regis Town Council raised no objections to this application, subject to the stated condition being observed.

[CB/23/03784/FULL](#)
(click for more details)

Demolition of existing conservatory and erection of single storey rear extension
56 Fensome Drive, Houghton Regis, Dunstable, LU5 5SH
Mr Alan Gardiner

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

[CB/23/03775/FULL](#)
(click for more details)

Erection of 6 residential dwellings with associated works
Land at Crixsey Mead, South of The Bungalow, Bedford Road, Houghton Regis
Mintridge Strategic Land

Comments: It was noted that an application had been made previously for 7 dwellings, to which Houghton Regis Town Council raised no objections. The latest iteration was for 6 dwellings to which Natural England had raised objections. This was on the basis that details had not been received relating to the mitigation scheme.

Houghton Regis Town Council raised no objections to this application, subject to the issues raised by the Rights of Way officer being satisfactorily resolved.

[CB/23/03798/FULL](#)
(click for more details)

Single storey side extension
52 Conway Close, Houghton Regis, Dunstable, LU5 5SE
Mr John Penfold

CRS

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

[CB/23/03232/RM](#)
(click for more details)

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

Houghton Regis Town Council raised no objections to this application, subject to the issue relating to signage being resolved.

[CB/23/03844/FULL](#)
(click for more details)

Erection of three residential dwellings with associated works and to include widening of access
Former Site of Bedford House, Bedford Road, Houghton Regis, Dunstable, LU5 6JP
Mintridge Strategic Land

Houghton Regis Town Council raised no objections to this application.

Noted:

[CB/23/03773/DOC](#)
(click for more details)

Discharge of Condition 4 against planning permission CB/21/05552/RM (Reserved Matters: following Outline Application CB/12/03613/OUT Mixed Development, supported by an Environmental Statement, which was submitted to the council during the application's determination process. Reserved Matters sought for Access, Appearance, Landscaping, Layout and Scale for 100 homes and retail units (Use Class E))
Parcels 1 and 2 of Phase 2 of Houghton Regis North Site 1,
Land on the northern edge of Houghton Regis

[CB/23/03814/DOC](#)
(click for more
details)

Discharge of Condition 23 against planning permission CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans.)
Houghton Regis North Site 1, Sundon Road, Houghton Regis, LU5 5GX

[CB/23/03853/DOC](#)
(click for more
details)

Discharge of Conditions 2, 4 against planning permission CB/19/04182/FULL Erection of a new dwelling Greenside, 134 High Street, Houghton Regis, Dunstable, LU5 5DT

Comments: It was noted that Condition 2 related to a scene of archaeological investigation and Condition 4 related to pre-commencement tree works.

Permissions / Approvals / Consents

[CB/23/01212/FULL](#)
(click for more
details)

Retrospective permission for the erection of a single storey rear extension with green roof and rear garden roof covering

Comments: The erected building was not in accordance with what was permitted. A retrospective application had been accepted to correct inaccuracies.

[CB/22/03938/FULL](#)
(click for more
details)

Demolition of existing barn and garage, provision of a garage to the existing Listed building, conversion of Listed barn into a dwelling and construction of eight new dwellings with associated garages and new access road.

Comments: 35 conditions had been attached to this agreement to mitigate environmental damage.

[CB/23/00023/FULL](#)
(click for more
details)

Change of use of amenity land with the removal of the grass verge and raised kerb and replace with tarmac access and a dropped kerb

Comments: The decision had been made in order to ameliorate the parking issues at this site.

[CB/22/04024/LB](#)
(click for more details)

Listed Building: Conversion of a listed barn into a detached dwelling including removal of dilapidated single-storey side addition

Comments: The farm cottage was Grade 2 listed and the adjacent barn was applied for by reason of being in the curtilage of the cottage.

Refusals:

None received.

Withdrawals:

None received.

12655 STREET NAMING AND NUMBERING

Members were provided with two notifications for street naming and numbering:

- The Orchard, Bedford Road, Houghton Regis, LU5 6JJ.
9 new dwellings, the proposed Street Name prefix: Blenheim
- Land east of Bedford Road, South of Red Cow Farm, Houghton Regis, LU5 5ES.
7 new dwellings, the proposed street name prefix: Trinity

Members were happy to accept the proposed prefixes and it was queried whether Houghton Regis Town Council would be asked to provide suffixes. In the event that suggestions were invited, possibilities for suffix considerations were:

- Blenheim: Place, Close or Mews
- Trinity: Way, Mead or Grove

Resolved: To consider the street name proposals of Blenheim and Trinity and advise Central Bedfordshire Council accordingly.

12656 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.

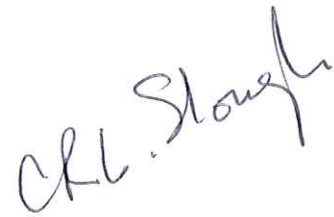
Section 106 Monies – No substantive update to report.

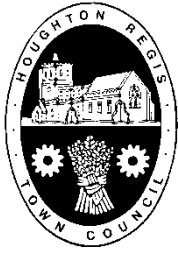
Resolved: To note the information

The Chairman declared the meeting closed at 7.37pm

Dated this 8th day of January 2024

Chairman

Handwritten signature in cursive script, appearing to read "A.L. Slough".



TOWN COUNCIL

Agenda Item 9

Date:	22nd January 2024
Title:	2024/25 Budget and Precept
Purpose of the Report:	To present to Town Council the draft budget for 2024/25 for consideration and to request that members approve a budget and set a precept for 2024/25.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

To approve the budget and set a precept of £1,273,046 for 2024/25.

2. BACKGROUND

The council was required to advise Central Bedfordshire Council of its precept requirement by 22nd January 2023. Due to the timing of this meeting an extension of this date has been agreed (information to be submitted during the week commencing 22nd January 2023).

The council should consider and agree its precept based on its budget requirement.

The council has worked over the Summer / Autumn to develop its Corporate Plan for 2024/2028 which has fed into the draft budget. Members also had the opportunity to feed into the draft budget during December and early January.

3. ISSUES FOR CONSIDERATION

Members will find attached:

- Appendix A - Draft Budget 2024/25 incorporating savings considered informally by members.

The predicted spend and draft budget is based on ongoing projects, standard revenue items of expenditure, on aspirations included in the Corporate Plan and on officer recommendations.

In summary, the following points are advised:

	2023/24	2024/25 – App A
Precept	£1,196,781	£1,273,046 as included in the draft budget
Tax base	6481	6894
Band D (Precept / Tax Base)	£184.66	£184.66

The draft budget in Appendix A includes a figure for the precept at a level to maintain the Band D charge at the same level as in 2023/24. This equates to a precept increase of £76,265.

Considerations:

The draft budget, Appendix A, shows a deficit of £164,171 in 2024/25.

It also shows a predicted budget surplus in 2023/24 of £66,265. As such it is felt that the budget deficit in 2024/25 can be supported in part by the predicted budget surplus from 2023/24. However there is a residual deficit of £87,906.

Members are requested to set a budget which would enable the council to achieve the objectives of the Corporate Plan and meet its contractual obligations.

4. COUNCIL VISION

- 1 Town and Community: To unify all areas of the parish as one community and foster civic pride in our town**
- 2 Local Services and Facilities: To provide a broad range of high quality services and facilities for our residents, visitors and businesses**
- 3 Quality of Life: To enhance the quality of life of our residents**
- 4 Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider**

5. IMPLICATIONS

Corporate Implications

- Setting the budget and agreeing the precept enables the council to begin preparatory work for the next financial year.

Legal Implications

- Approval of the precept requirement is a legal obligation;
- Submission of the supplementary information is required by Regulations and will be completed once the budget is approved

Financial Implications

- There are no financial implications.

Risk Implications

- There is a reputational risk should the council not meet its legal obligations.

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

Confirmation of the precept is supplied to CBC and details of the budget are communicated out to residents by CBC. Details of the precept and budget are included on the council's website, residents newsletter and social media.

6. CONCLUSION AND NEXT STEPS

A draft budget based on ongoing projects, standard revenue items of expenditure, on aspirations included in the Corporate Plan and on officer recommendations has been prepared and circulated.

Members are requested to review the information provided and to decide on the budget for the council and the required precept.

7. APPENDICES

- Appendix A - Draft Budget 2024/25

Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

		<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Corporate Services										
101	Corporate Management									
1076	Precept received	1,119,236	1,119,236	1,196,781	1,196,781	1,196,871	0	1,273,046	0	0
1091	Income Miscellaneous	0	438	0	0	0	0	0	0	0
1096	Interest & Dividends Received	28,360	49,949	39,360	51,610	50,000	0	50,000	0	0
	Total Income	1,147,596	1,169,623	1,236,141	1,248,391	1,246,871	0	1,323,046	0	0
4051	BANK & LOAN CHARGES	40	85	840	394	500	0	1,000	0	0
4056	AUDIT FEES	3,000	2,840	3,200	2,535	3,200	0	3,200	0	0
4057	ACCOUNTANCY & SOFTWARE	2,600	2,021	5,000	3,466	5,000	0	7,250	0	0
4061	Financial Management Fees	4,000	4,458	4,800	1,922	3,000	0	4,000	0	0
	Overhead Expenditure	9,640	9,404	13,840	8,317	11,700	0	15,450	0	0
	Movement to/(from) Gen Reserve	1,137,956	1,160,219	1,222,301	1,240,074	1,235,171		1,307,596		
102	Democratic Rep'n & Mgmt									
4007	CONFERENCE COSTS	600	64	890	0	0	0	0	0	0
4008	TRAINING/COURSES	700	62	1,400	17	200	0	1,100	0	0
4009	TRAVEL	350	339	350	251	500	0	350	0	0
4020	MISC. ESTABLISH.COST	400	255	400	60	200	0	400	0	0
4024	SUBSCRIPTIONS	2,848	2,800	2,879	3,495	2,879	0	3,600	0	0
4059	OTHER PROFESSIONAL FEES	4,000	4,000	5,000	5,000	5,000	0	1,000	0	0
4104	HOSPITALITY ALLNCE	250	131	250	202	200	0	250	0	0
4131	ELECTION COSTS	12,000	5,350	10,000	21,080	10,000	0	0	0	0
5021	Tfr to Elections Res	0	6,650	0	0	0	0	6,000	0	0

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)**

Note: Budget

		<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		21,148	19,652	21,169	30,105	18,979	0	12,700	0	0
Movement to/(from) Gen Reserve		(21,148)	(19,652)	(21,169)	(30,105)	(18,979)		(12,700)		
190	Central Services									
1082	INC-LETTINGS	30	19	30	30	30	0	0	0	0
1091	Income Miscellaneous	100	56	100	142	142	0	130	0	0
1099	Insurance Claims	0	8,790	0	7,708	7,708	0	0	0	0
	Total Income	130	8,865	130	7,880	7,880	0	130	0	0
4007	CONFERENCE COSTS	800	580	800	859	800	0	1,300	0	0
4008	TRAINING/COURSES	2,500	4,836	4,000	2,537	2,000	0	5,000	0	0
4009	TRAVEL	500	0	500	25	100	0	350	0	0
4011	RATES	7,300	7,111	7,300	7,466	7,466	0	7,800	0	0
4012	WATER RATES	600	347	500	343	400	0	500	0	0
4014	ELECTRICITY	2,700	2,140	2,400	1,640	2,000	0	2,000	0	0
4015	GAS	850	1,135	1,200	317	900	0	900	0	0
4017	HEALTH & SAFETY	400	310	400	470	470	0	1,000	0	0
4020	MISC. ESTABLISH.COST	200	296	300	293	300	0	300	0	0
4021	COMMUNICATIONS COSTS	5,800	7,959	5,000	6,468	7,000	0	11,700	0	0
4022	POSTAGE	800	880	600	1,387	1,200	0	1,000	0	0
4023	STATIONERY	1,000	676	700	486	500	0	700	0	0
4025	INSURANCE	14,000	13,035	13,500	13,976	15,000	0	17,000	0	0
4026	COMPUTER COSTS	6,300	7,401	6,000	12,639	5,000	0	8,000	0	0
4027	PHOTOCOPIER CHARGES	1,600	1,290	1,600	1,247	1,300	0	1,600	0	0

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)**

Note: Budget

		<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4031	ADVERTISING	500	0	1,000	256	256	0	500	0	0
4036	PROPERTY MAINTENANCE	2,000	3,803	1,000	2,597	1,000	0	1,000	0	0
4038	MAINTENANCE CONTRACTS	600	938	600	514	514	0	600	0	0
4042	Equipment Repairs & Maintenance	1,000	349	1,000	1,418	1,400	0	1,000	0	0
4051	BANK & LOAN CHARGES	0	6	0	50	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	5,000	15,236	5,000	0	0	0	15,000	0	0
5017	Tfr from Office Provison Reser	0	0	0	-3,693	-692	0	0	0	0
Overhead Expenditure		54,450	68,328	53,400	51,295	46,914	0	77,250	0	0
Movement to/(from) Gen Reserve		(54,320)	(59,463)	(53,270)	(43,415)	(39,034)		(77,120)		
191	<u>Personnel/Staff Costs</u>									
1071	YIF Grant	0	0	0	28,824	31,000	0	0	0	0
1091	Income Miscellaneous	0	0	0	0	28,824	0	0	0	0
Total Income		0	0	0	28,824	59,824	0	0	0	0
4001	STAFF SALARIES	431,705	421,215	526,440	402,411	547,000	0	0	0	0
4002	EMPLOYERS N.I	49,646	39,671	72,648	38,757	72,000	0	0	0	0
4003	EMPLOYERS SUPERANN.	102,745	97,973	141,085	107,874	147,000	0	0	0	0
4005	STAFF OVERTIME	6,000	12,247	10,000	10,282	10,000	0	0	0	0
4059	OTHER PROFESSIONAL FEES	5,500	18,048	20,000	9,659	20,000	0	0	0	0
4992	Trs from Earmarked Reserve	0	0	-35,000	0	-35,000	0	0	0	0
Overhead Expenditure		595,596	589,154	735,173	568,985	761,000	0	0	0	0
Movement to/(from) Gen Reserve		(595,596)	(589,154)	(735,173)	(540,161)	(701,176)		0		
192	<u>Corp Serv Staff Costs</u>									

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)**

Note: Budget

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4001 STAFF SALARIES	0	0	0	0	0	0	262,000	0	0
4002 EMPLOYERS N.I	0	0	0	0	0	0	36,000	0	0
4003 EMPLOYERS SUPERANN.	0	0	0	0	0	0	70,000	0	0
4005 STAFF OVERTIME	0	0	0	0	0	0	1,000	0	0
4059 OTHER PROFESSIONAL FEES	0	0	0	0	0	0	7,400	0	0
Overhead Expenditure	0	0	0	0	0	0	376,400	0	0
Movement to/(from) Gen Reserve	0	0	0	0	0		(376,400)		
<u>199 Corp Serv Capital and Projects</u>									
4026 COMPUTER COSTS	4,000	4,403	0	0	0	0	0	0	0
4805 CAP - New Equipment (incl IT)	0	0	4,000	8,811	10,000	0	0	0	0
Overhead Expenditure	4,000	4,403	4,000	8,811	10,000	0	0	0	0
Movement to/(from) Gen Reserve	(4,000)	(4,403)	(4,000)	(8,811)	(10,000)		0		
Corporate Services - Income	1,147,726	1,178,487	1,236,271	1,285,094	1,314,575	0	1,323,176	0	0
Expenditure	684,834	690,941	827,582	667,513	848,593	0	481,800	0	0
Movement to/(from) Gen Reserve	462,892	487,547	408,689	617,582	465,982		841,376		
<u>Environment and Leisure</u>									
<u>201 Village Green Rec Gd</u>									
1082 INC-LETTINGS	3,256	4,623	3,264	2,506	3,264	0	2,869	0	0
Total Income	3,256	4,623	3,264	2,506	3,264	0	2,869	0	0

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)**

Note: Budget

		<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4037	GROUNDS MAINTENANCE	2,000	84	2,000	85	100	0	7,000	0	0
	Overhead Expenditure	2,000	84	2,000	85	100	0	7,000	0	0
	Movement to/(from) Gen Reserve	1,256	4,539	1,264	2,421	3,164		(4,131)		
202	<u>Village Green Pavilion</u>									
1082	INC-LETTINGS	200	430	300	150	150	0	150	0	0
	Total Income	200	430	300	150	150	0	150	0	0
4011	RATES	2,600	2,545	2,600	2,545	2,545	0	2,800	0	0
4012	WATER RATES	1,500	1,053	700	1,327	1,500	0	1,500	0	0
4014	ELECTRICITY	1,350	2,502	2,800	1,110	1,600	0	1,500	0	0
4036	PROPERTY MAINTENANCE	5,100	3,958	1,200	242	100	0	1,000	0	0
4038	MAINTENANCE CONTRACTS	240	95	250	104	250	0	250	0	0
	Overhead Expenditure	10,790	10,153	7,550	5,328	5,995	0	7,050	0	0
	Movement to/(from) Gen Reserve	(10,590)	(9,723)	(7,250)	(5,178)	(5,845)		(6,900)		
211	<u>Parkside Rec Gd</u>									
1082	INC-LETTINGS	1,453	2,342	3,612	588	3,612	0	3,000	0	0
1083	INC-PITCH HIRE	0	-20	0	0	0	0	0	0	0
1091	Income Miscellaneous	0	200	0	60	60	0	0	0	0
	Total Income	1,453	2,522	3,612	648	3,672	0	3,000	0	0
4013	RENT	50	50	50	50	50	0	50	0	0
4037	GROUNDS MAINTENANCE	1,350	2,142	1,500	741	500	0	1,500	0	0

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)**

Note: Budget

		<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	1,400	2,192	1,550	791	550	0	1,550	0	0
	Movement to/(from) Gen Reserve	53	330	2,062	(143)	3,122		1,450		
212	<u>Parkside Pavilion</u>									
4012	WATER RATES	500	270	300	184	300	0	300	0	0
4014	ELECTRICITY	526	510	540	392	540	0	600	0	0
4015	GAS	200	93	150	69	150	0	150	0	0
4036	PROPERTY MAINTENANCE	4,500	3,304	1,200	119	200	0	1,000	0	0
	Overhead Expenditure	5,726	4,177	2,190	763	1,190	0	2,050	0	0
	Movement to/(from) Gen Reserve	(5,726)	(4,177)	(2,190)	(763)	(1,190)		(2,050)		
221	<u>Tithe Farm Rec Grd</u>									
1082	INC-LETTINGS	2,167	0	2,000	0	0	0	1,400	0	0
1083	INC-PITCH HIRE	0	-60	0	0	0	0	0	0	0
	Total Income	2,167	-60	2,000	0	0	0	1,400	0	0
4013	RENT	5	5	5	5	5	0	5	0	0
4037	GROUNDS MAINTENANCE	2,500	2,020	1,700	400	100	0	1,000	0	0
	Overhead Expenditure	2,505	2,025	1,705	405	105	0	1,005	0	0
	Movement to/(from) Gen Reserve	(338)	(2,085)	295	(405)	(105)		395		
222	<u>Tithe Farm Store</u>									
4012	WATER RATES	466	155	300	91	100	0	200	0	0
4014	ELECTRICITY	1,050	845	600	4,541	3,000	0	600	0	0

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)**

Note: Budget

		<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4015	GAS	200	96	100	254	300	0	0	0	0
4036	PROPERTY MAINTENANCE	950	84	500	234	500	0	500	0	0
	Overhead Expenditure	2,666	1,181	1,500	5,120	3,900	0	1,300	0	0
	Movement to/(from) Gen Reserve	(2,666)	(1,181)	(1,500)	(5,120)	(3,900)		(1,300)		
231	<u>Orchard Close Rec Grd</u>									
1082	INC-LETTINGS	2,620	2,880	2,620	40	2,620	0	1,800	0	0
1083	INC-PITCH HIRE	0	-60	0	0	0	0	0	0	0
	Total Income	2,620	2,820	2,620	40	2,620	0	1,800	0	0
4037	GROUPS MAINTENANCE	2,618	2,166	1,000	1,464	1,464	0	1,000	0	0
	Overhead Expenditure	2,618	2,166	1,000	1,464	1,464	0	1,000	0	0
	Movement to/(from) Gen Reserve	2	654	1,620	(1,424)	1,156		800		
232	<u>Orchard Close Pavilion</u>									
4012	WATER RATES	362	282	400	97	300	0	400	0	0
4014	ELECTRICITY	500	412	400	298	400	0	450	0	0
4036	PROPERTY MAINTENANCE	720	291	1,000	113	200	0	1,000	0	0
	Overhead Expenditure	1,582	985	1,800	508	900	0	1,850	0	0
	Movement to/(from) Gen Reserve	(1,582)	(985)	(1,800)	(508)	(900)		(1,850)		
241	<u>Moore Crescent Rec Grd</u>									
1082	INC-LETTINGS	2,167	1,700	2,500	50	2,500	0	2,600	0	0
	Total Income	2,167	1,700	2,500	50	2,500	0	2,600	0	0

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)**

Note: Budget

		<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4037	GROUNDS MAINTENANCE	2,569	1,580	1,100	70	100	0	1,100	0	0
	Overhead Expenditure	2,569	1,580	1,100	70	100	0	1,100	0	0
	Movement to/(from) Gen Reserve	(402)	120	1,400	(20)	2,400		1,500		
242	<u>Moore Crescent Pavilion</u>									
1082	INC-LETTINGS	200	598	200	129	200	0	200	0	0
	Total Income	200	598	200	129	200	0	200	0	0
4011	RATES	4,550	4,441	4,550	4,192	4,192	0	4,700	0	0
4012	WATER RATES	2,550	952	2,500	530	1,000	0	2,700	0	0
4014	ELECTRICITY	2,145	1,917	2,000	1,299	2,000	0	2,200	0	0
4015	GAS	1,500	2,014	1,000	1,429	2,000	0	1,400	0	0
4036	PROPERTY MAINTENANCE	2,400	404	1,500	119	200	0	1,500	0	0
4038	MAINTENANCE CONTRACTS	561	547	600	1,033	1,033	0	650	0	0
	Overhead Expenditure	13,706	10,275	12,150	8,601	10,425	0	13,150	0	0
	Movement to/(from) Gen Reserve	(13,506)	(9,677)	(11,950)	(8,472)	(10,225)		(12,950)		
243	<u>Moore Crescent Bowling Gn</u>									
1082	INC-LETTINGS	6,120	5,202	6,120	6,242	6,242	0	6,300	0	0
	Total Income	6,120	5,202	6,120	6,242	6,242	0	6,300	0	0
4037	GROUNDS MAINTENANCE	5,691	4,271	6,000	4,678	4,678	0	6,300	0	0
	Overhead Expenditure	5,691	4,271	6,000	4,678	4,678	0	6,300	0	0

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)**

Note: Budget

		<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	<u>429</u>	<u>932</u>	<u>120</u>	<u>1,564</u>	<u>1,564</u>		<u>0</u>		
261	<u>Bidwell Rec Grd & Countryside</u>									
1082	INC-LETTINGS	0	0	0	0	0	0	3,000	0	0
	Total Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,000</u>	<u>0</u>	<u>0</u>
4037	GROUNDS MAINTENANCE	0	0	0	0	0	0	2,000	0	0
	Overhead Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>1,000</u>		
262	<u>Bidwell Pavilion</u>									
4012	WATER RATES	0	0	0	1,184	0	0	400	0	0
4014	ELECTRICITY	0	0	0	0	0	0	400	0	0
4015	GAS	0	0	0	0	0	0	1,000	0	0
4026	COMPUTER COSTS	0	0	0	0	0	0	1,000	0	0
4038	MAINTENANCE CONTRACTS	0	0	0	0	0	0	500	0	0
	Overhead Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,184</u>	<u>0</u>	<u>0</u>	<u>3,300</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>(1,184)</u>	<u>0</u>		<u>(3,300)</u>		
271	<u>Houghton Regis Cemetery</u>									
1084	Income Burial Fees	14,000	27,184	15,000	18,219	22,000	0	20,000	0	0
	Total Income	<u>14,000</u>	<u>27,184</u>	<u>15,000</u>	<u>18,219</u>	<u>22,000</u>	<u>0</u>	<u>20,000</u>	<u>0</u>	<u>0</u>
4011	RATES	1,040	1,010	1,040	1,061	1,061	0	1,200	0	0

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)**

Note: Budget

		<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4012	WATER RATES	207	273	250	103	100	0	200	0	0
4020	MISC. ESTABLISH.COST	500	1,954	200	2,587	3,000	0	0	0	0
4037	GROUNDS MAINTENANCE	0	83	0	1,001	0	0	0	0	0
	Overhead Expenditure	1,747	3,320	1,490	4,752	4,161	0	1,400	0	0
	Movement to/(from) Gen Reserve	12,253	23,864	13,510	13,467	17,839		18,600		
272	<u>All Saints Churchyard</u>									
4028	Bedford Road Wall	1,800	0	1,000	0	0	0	0	0	0
4998	Trs to EMR All Saints Wall	0	0	0	0	1,000	0	0	0	0
5028	Tfr to All Saints Wall Reserve	0	1,800	0	0	1,000	0	0	0	0
	Overhead Expenditure	1,800	1,800	1,000	0	2,000	0	0	0	0
	Movement to/(from) Gen Reserve	(1,800)	(1,800)	(1,000)	0	(2,000)		0		
273	<u>Allotments</u>									
1082	INC-LETTINGS	3,700	0	3,700	4,312	4,280	0	3,700	0	0
	Total Income	3,700	0	3,700	4,312	4,280	0	3,700	0	0
4011	RATES	1,000	0	1,000	0	0	0	0	0	0
4012	WATER RATES	700	0	700	0	700	0	700	0	0
4018	REFUSE DISPOSAL	1,000	594	0	0	0	0	0	0	0
4037	GROUNDS MAINTENANCE	3,000	1,192	2,000	2,496	2,496	0	1,000	0	0
	Overhead Expenditure	5,700	1,786	3,700	2,496	3,196	0	1,700	0	0
	Movement to/(from) Gen Reserve	(2,000)	(1,786)	0	1,815	1,084		2,000		

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)**

Note: Budget

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
281 Public Open Spaces									
4036 PROPERTY MAINTENANCE	0	0	0	-400	0	0	0	0	0
4037 GROUNDS MAINTENANCE	500	0	500	0	0	0	500	0	0
4217 HHP Project Contribution	27,715	27,715	27,715	0	27,715	0	29,000	0	0
4992 Trs from Earmarked Reserve	-3,000	-3,000	-3,000	-3,000	-3,000	0	-3,000	0	0
Overhead Expenditure	<u>25,215</u>	<u>24,715</u>	<u>25,215</u>	<u>-3,400</u>	<u>24,715</u>	<u>0</u>	<u>26,500</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(25,215)</u>	<u>(24,715)</u>	<u>(25,215)</u>	<u>3,400</u>	<u>(24,715)</u>		<u>(26,500)</u>		
282 Play Areas (all)									
4017 HEALTH & SAFETY	610	0	650	375	400	0	0	0	0
4037 GROUNDS MAINTENANCE	12,228	10,400	1,700	0	0	0	1,900	0	0
4042 Equipment Repairs & Maintenance	5,482	10,012	10,000	9,260	4,000	0	12,000	0	0
Overhead Expenditure	<u>18,320</u>	<u>20,412</u>	<u>12,350</u>	<u>9,635</u>	<u>4,400</u>	<u>0</u>	<u>13,900</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(18,320)</u>	<u>(20,412)</u>	<u>(12,350)</u>	<u>(9,635)</u>	<u>(4,400)</u>		<u>(13,900)</u>		
283 Street Furniture									
4036 PROPERTY MAINTENANCE	610	551	650	0	0	0	1,000	0	0
Overhead Expenditure	<u>610</u>	<u>551</u>	<u>650</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(610)</u>	<u>(551)</u>	<u>(650)</u>	<u>0</u>	<u>0</u>		<u>(1,000)</u>		
291 Outside Services									
1079 Grant Income C B C	0	975	0	0	0	0	0	0	0
1091 Income Miscellaneous	3,700	1,519	3,800	11,090	11,090	0	3,800	0	0

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)**

Note: Budget

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	3,700	2,494	3,800	11,090	11,090	0	3,800	0	0
4006 PROTECTIVE CLOTHING	1,523	1,761	1,200	1,945	1,861	0	1,500	0	0
4008 TRAINING/COURSES	3,000	3,000	3,000	1,610	3,000	0	3,000	0	0
4011 RATES	8,976	8,733	8,950	10,042	10,042	0	11,000	0	0
4012 WATER RATES	1,015	-405	800	268	300	0	800	0	0
4013 RENT	15,500	15,500	15,500	15,500	15,500	0	15,500	0	0
4014 ELECTRICITY	2,370	3,036	2,000	1,885	1,700	0	2,200	0	0
4015 GAS	132	149	150	138	150	0	200	0	0
4017 HEALTH & SAFETY	518	1,459	700	580	700	0	1,000	0	0
4018 REFUSE DISPOSAL	22,000	18,025	22,000	21,276	20,000	0	24,000	0	0
4020 MISC. ESTABLISH.COST	600	431	600	548	600	0	600	0	0
4021 COMMUNICATIONS COSTS	150	181	150	107	108	0	0	0	0
4025 INSURANCE	200	0	0	0	0	0	0	0	0
4036 PROPERTY MAINTENANCE	1,200	1,865	1,000	939	1,000	0	1,000	0	0
4038 MAINTENANCE CONTRACTS	612	633	650	798	800	0	850	0	0
4039 HORTICULTURAL SUPPLIES	2,436	6,375	2,500	1,326	2,500	0	5,000	0	0
4040 Tree maintenance	10,000	33,705	4,000	0	0	0	6,000	0	0
4041 Tree Survey	575	0	8,000	0	8,000	0	0	0	0
4042 Equipment Repairs & Maintenance	9,744	12,066	9,700	9,688	5,500	0	9,000	0	0
4044 VEHICLE FUEL	10,000	10,006	11,000	8,892	11,000	0	12,000	0	0
4045 VEHICLE TAX & INSURANCE	920	1,185	1,100	937	1,100	0	1,200	0	0
4059 OTHER PROFESSIONAL FEES	2,000	1,552	2,200	1,331	2,200	0	2,200	0	0
5025 Tfr from Tree Planting Reserve	0	-2,720	0	0	0	0	0	0	0

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)**

Note: Budget

		<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		93,471	116,536	95,200	77,809	86,061	0	97,050	0	0
Movement to/(from) Gen Reserve		(89,771)	(114,043)	(91,400)	(66,719)	(74,971)		(93,250)		
292	<u>E&L Staff Costs</u>									
4001	STAFF SALARIES	0	0	0	0	0	0	147,000	0	0
4002	EMPLOYERS N.I	0	0	0	0	0	0	20,000	0	0
4003	EMPLOYERS SUPERANN.	0	0	0	0	0	0	40,000	0	0
Overhead Expenditure		0	0	0	0	0	0	207,000	0	0
Movement to/(from) Gen Reserve		0	0	0	0	0		(207,000)		
299	<u>E&L Capital & Projects</u>									
1071	YIF Grant	0	10,000	0	680,430	665,618	0	0	0	0
1074	External Grant	0	0	1,151,575	685,519	981,143	0	0	0	0
1075	Sale of Assets	0	31,300	0	0	0	0	0	0	0
1095	Inc - Public Works Loan Board	0	0	0	500,000	500,000	0	0	0	0
1205	S106 Contrib for sport / rec	0	253,580	0	306,227	306,227	0	0	0	0
Total Income		0	294,880	1,151,575	2,172,176	2,452,988	0	0	0	0
4053	Loan payments- Moore Cres. Pav	24,069	24,069	24,069	12,034	24,069	0	24,069	0	0
4059	OTHER PROFESSIONAL FEES	0	0	5,000	0	5,000	0	0	0	0
4066	Loan payments - Tithe Farm Pav	0	0	0	0	0	0	32,791	0	0
4851	CAP-Machinery Renewals	20,000	39,730	20,000	9,999	20,000	0	30,000	0	0
4856	CAP - Street Furniture	12,000	7,749	7,000	0	7,000	0	14,000	0	0
4858	CAP - PLAY AREAS & EQPT	0	0	10,000	0	10,000	0	0	0	0

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)**

Note: Budget

		<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4862	CAP - Cemetery Provision	10,000	19,520	10,000	15,111	16,611	0	10,000	0	0
4865	CAP - Allotments	0	-3,498	0	0	0	0	32,920	0	0
4871	CAP - Pavilion Renovations	30,000	265,133	1,151,575	2,139,489	2,952,988	0	0	0	0
4877	CAP - P/Side Furniture	0	1,205	0	0	0	0	0	0	0
4880	CAP - Signs	0	1,472	0	0	0	0	0	0	0
4881	CAP - CCTV	0	7,013	0	0	0	0	0	0	0
4882	CAP - Ford Ranger LC69 HCL	0	18,990	0	0	0	0	0	0	0
4891	YIF Project	0	107	0	5,707	2,649	0	0	0	0
4992	Trs from Earmarked Reserve	0	0	0	0	-244,301	0	-37,171	0	0
4999	Trs to EMR Play Areas	25,000	75,000	25,000	0	25,000	0	25,000	0	0
5015	Tfr to Capital Receipts Reserv	0	31,300	0	0	0	0	0	0	0
5016	Tfr from Capital Receipts Rese	0	-31,300	0	0	-260,575	0	0	0	0
5026	Tfr from Allotments Reserve	0	-16,600	0	0	0	0	0	0	0
5029	Tfr to Street Furniture Reserv	0	4,251	0	0	0	0	0	0	0
	Overhead Expenditure	<u>121,069</u>	<u>444,141</u>	<u>1,252,644</u>	<u>2,182,340</u>	<u>2,558,441</u>	<u>0</u>	<u>131,609</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(121,069)</u>	<u>(149,261)</u>	<u>(101,069)</u>	<u>(10,164)</u>	<u>(105,453)</u>		<u>(131,609)</u>		
Environment and Leisure - Income		39,583	342,392	1,194,691	2,215,562	2,509,006	0	48,819	0	0
Expenditure		319,185	652,349	1,430,794	2,302,629	2,712,381	0	528,814	0	0
Movement to/(from) Gen Reserve		<u>(279,602)</u>	<u>(309,957)</u>	<u>(236,103)</u>	<u>(87,067)</u>	<u>(203,375)</u>		<u>(479,995)</u>		

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)**

Note: Budget

		<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Community Services</u>										
302	<u>Community Services</u>									
1078	Grants & Donations Received	0	0	0	710	710	0	0	0	0
1079	Grant Income C B C	0	4,000	0	0	0	0	0	0	0
1091	Income Miscellaneous	1,700	4,378	2,500	2,800	2,800	0	2,500	0	0
	Total Income	<u>1,700</u>	<u>8,378</u>	<u>2,500</u>	<u>3,510</u>	<u>3,510</u>	<u>0</u>	<u>2,500</u>	<u>0</u>	<u>0</u>
4029	Promotional Material	0	538	0	0	0	0	0	0	0
4221	SUMMER PLAYScheme	4,500	5,912	5,500	5,354	5,500	0	6,000	0	0
4226	Youth services	4,500	3,506	5,000	5,359	5,000	0	5,500	0	0
4227	Community Services	6,000	11,511	6,000	4,747	6,000	0	6,000	0	0
4230	Public Toilets	18,800	20,337	21,800	16,400	21,800	0	22,000	0	0
4232	Christmas Lights	13,000	12,935	13,000	11,419	13,000	0	13,000	0	0
	Overhead Expenditure	<u>46,800</u>	<u>54,738</u>	<u>51,300</u>	<u>43,280</u>	<u>51,300</u>	<u>0</u>	<u>52,500</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(45,100)</u>	<u>(46,361)</u>	<u>(48,800)</u>	<u>(39,770)</u>	<u>(47,790)</u>		<u>(50,000)</u>		
303	<u>Communications</u>									
4029	Promotional Material	2,000	1,233	1,500	0	1,500	0	5,000	0	0
4033	NEWSLETTER	4,600	4,856	6,000	2,733	6,000	0	7,000	0	0
4034	WEBSITE COSTS	1,000	268	500	215	300	0	0	0	0
	Overhead Expenditure	<u>7,600</u>	<u>6,357</u>	<u>8,000</u>	<u>2,948</u>	<u>7,800</u>	<u>0</u>	<u>12,000</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(7,600)</u>	<u>(6,357)</u>	<u>(8,000)</u>	<u>(2,948)</u>	<u>(7,800)</u>		<u>(12,000)</u>		
304	<u>Events</u>									

Continued on next page

Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

		<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1094	Income from Sponsors	2,000	1,228	2,000	500	500	0	500	0	0
1097	Income - Council Events	4,650	5,060	4,000	3,446	3,446	0	3,500	0	0
	Total Income	6,650	6,288	6,000	3,946	3,946	0	4,000	0	0
4222	COMMUNITY EVENTS	50,800	49,480	51,000	64,569	60,872	0	56,000	0	0
	Overhead Expenditure	50,800	49,480	51,000	64,569	60,872	0	56,000	0	0
	Movement to/(from) Gen Reserve	(44,150)	(43,192)	(45,000)	(60,623)	(56,926)		(52,000)		
305	<u>Community Grants</u>									
1079	Grant Income C B C	0	500	0	0	0	0	0	0	0
	Total Income	0	500	0	0	0	0	0	0	0
4203	MAYORS CHRISTMAS APPEAL FUND	3,300	2,259	3,500	3,089	3,500	0	4,000	0	0
4218	Grants (WB) Project Scheme	3,000	3,200	4,000	2,392	4,000	0	4,000	0	0
4219	Grants (WB) Large Projects	1,000	1,000	0	0	0	0	0	0	0
4220	Grants (WB) Key Partners	15,000	11,626	11,626	11,816	11,626	0	15,000	0	0
4235	Cost Of Living Crisis Donation	0	4,684	6,000	3,950	6,000	0	7,200	0	0
4992	Trs from Earmarked Reserve	0	0	-1,500	0	-1,500	0	0	0	0
	Overhead Expenditure	22,300	22,768	23,626	21,246	23,626	0	30,200	0	0
	Movement to/(from) Gen Reserve	(22,300)	(22,268)	(23,626)	(21,246)	(23,626)		(30,200)		
306	<u>Community Safety</u>									
1079	Grant Income C B C	0	5,500	0	0	0	0	0	0	0
	Total Income	0	5,500	0	0	0	0	0	0	0

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)**

Note: Budget

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4046 Enviro - Crime	7,900	7,687	8,200	4,122	8,200	0	9,500	0	0
4059 OTHER PROFESSIONAL FEES	34,990	24,792	38,500	6,027	38,500	0	40,000	0	0
Overhead Expenditure	42,890	32,479	46,700	10,150	46,700	0	49,500	0	0
Movement to/(from) Gen Reserve	(42,890)	(26,979)	(46,700)	(10,150)	(46,700)		(49,500)		
307 Civic Services									
1097 Income - Council Events	0	20	0	0	0	0	0	0	0
Total Income	0	20	0	0	0	0	0	0	0
4101 MAYORS ALLOWANCE	3,850	3,158	3,850	1,950	3,850	0	3,850	0	0
4106 Mayors Civic Events	2,900	3,483	3,250	3,175	3,250	0	3,250	0	0
4121 CIVIC REGALIA	300	78	300	196	300	0	1,400	0	0
4122 Civic Fund Expenses	200	80	200	0	100	0	200	0	0
Overhead Expenditure	7,250	6,797	7,600	5,321	7,500	0	8,700	0	0
Movement to/(from) Gen Reserve	(7,250)	(6,777)	(7,600)	(5,321)	(7,500)		(8,700)		
392 Comm Serv Staff Costs									
1071 YIF Grant	0	0	0	0	0	0	57,648	0	0
1087 External Grant - CBC Youth Wor	0	0	0	0	0	0	5,000	0	0
Total Income	0	0	0	0	0	0	62,648	0	0
4001 STAFF SALARIES	0	0	0	0	0	0	257,000	0	0
4002 EMPLOYERS N.I	0	0	0	0	0	0	36,000	0	0
4003 EMPLOYERS SUPERANN.	0	0	0	0	0	0	69,000	0	0

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)**

Note: Budget

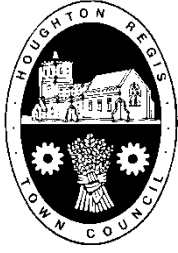
		<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4005	STAFF OVERTIME	0	0	0	0	0	0	10,000	0	0
	Overhead Expenditure	0	0	0	0	0	0	372,000	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		(309,352)		
399	<u>Community Capital & Projects</u>									
4034	WEBSITE COSTS	6,000	0	0	0	0	0	0	0	0
4228	Community Facilities	0	0	0	0	0	0	6,800	0	0
4804	CAP-New Christmas Lights	6,000	5,882	6,000	0	6,000	0	6,000	0	0
4810	Website Development	0	0	0	0	6,000	0	0	0	0
4992	Trs from Earmarked Reserve	0	0	0	0	-6,000	0	0	0	0
5030	Tfr to Website Reserve	0	6,000	0	0	0	0	0	0	0
	Overhead Expenditure	12,000	11,882	6,000	0	6,000	0	12,800	0	0
	Movement to/(from) Gen Reserve	(12,000)	(11,882)	(6,000)	0	(6,000)		(12,800)		
	Community Services - Income	8,350	20,685	8,500	7,456	7,456	0	69,148	0	0
	Expenditure	189,640	184,501	194,226	147,514	203,798	0	593,700	0	0
	Movement to/(from) Gen Reserve	(181,290)	(163,816)	(185,726)	(140,057)	(196,342)		(524,552)		

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)**

Note: Budget

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Planning									
401 Growth Area									
4059 OTHER PROFESSIONAL FEES	2,000	995	1,000	0	0	0	1,000	0	0
4062 Neighbourhood Plan	0	4,209	0	6,075	5,625	0	0	0	0
4992 Trs from Earmarked Reserve	0	0	0	0	-5,625	0	0	0	0
5008 Tr from EMR Comm Development	0	-3,204	0	0	0	0	0	0	0
Overhead Expenditure	<u>2,000</u>	<u>2,000</u>	<u>1,000</u>	<u>6,075</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(2,000)</u>	<u>(2,000)</u>	<u>(1,000)</u>	<u>(6,075)</u>	<u>0</u>		<u>(1,000)</u>		
Planning - Income	0	0	0	0	0	0	0	0	0
Expenditure	2,000	2,000	1,000	6,075	0	0	1,000	0	0
Movement to/(from) Gen Reserve	<u>(2,000)</u>	<u>(2,000)</u>	<u>(1,000)</u>	<u>(6,075)</u>	<u>0</u>		<u>(1,000)</u>		
Total Budget Income	1,195,659	1,541,565	2,439,462	3,508,113	3,831,037	0	1,441,143	0	0
Expenditure	1,195,659	1,529,791	2,453,602	3,123,731	3,764,772	0	1,605,314	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>11,774</u>	<u>(14,140)</u>	<u>384,382</u>	<u>66,265</u>		<u>(164,171)</u>		



Date:	22nd January 2024
Title:	REVIEW OF EAR MARKED RESERVES
Purpose of the Report:	To enable Members to review the status of the Council's Ear Marked Reserves part way through the financial year.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

To note the Schedule of Ear Marked Reserves 2023/24 and the predicted schedule of Ear Marked Reserves 2024/25.

2. BACKGROUND

The council has determined to review ear marked reserves on a 6 monthly basis, June and January.

3. ISSUES FOR CONSIDERATION

Members will find attached a schedule of ear marked reserves movements completed and anticipated for 2023/24. The Opening balances and level of general reserves are as per the audited year end accounts for 2022/23.

Members have this opportunity to consider allocating some general reserves into ear marked reserves.

4. COUNCIL VISION

4 Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider

6. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendations

Legal Implications

- There are no legal implications arising from the recommendations

Financial Implications

- There are no financial implications arising from the recommendations

Risk Implications

- There are no risk implications arising from the recommendations

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

There are no press implications arising from the recommendations

7. CONCLUSION AND NEXT STEPS

It is helpful for the Council to review EMR movement part way through a financial year. It will also assist Committees going forward of the resource available to them when considering larger scale projects and initiatives.

8. APPENDICES

Appendix A: Schedule of Ear Marked Reserves 2023/24

Appendix B: Schedule of Ear Marked Reserves 2024/25

2023/24							
Committee	Schedule of Earmarked Reserves		Predicted	Transfer In	Transfer Out	Predicted	Notes
			Opening Balance			Closing Balance	
			01.04.23			31.03.24	
			£	£	£	£	
Town Council	310	General Reserves - Predicted	428,051	66,265	29,640	464,676	Minute TBC re additional IT £6000, Minute 12323 £14140 to balance 23/24 budget, Minute 12095 £1500 to 305 4992 re cost of living donations. The transfer in, is the predicted underspend in 2023/24.
E&L	320	All Saints Churchyard Wall	4,616	1,000	0	5,616	To be used to fund repairs as required. From 272 4028
E&L	322	Pavilion Renovation	244,301		244,301	0	This EMR will be used to help fund Tithe Farm Sports project.
	324	Street Furniture	4,251	0	0	4,251	Capital budget provision of £7000 has been agreed to fund the replacement of litter and dog bins with dual purpose bins. A report will be presented to E&L, some of this EMR may be required to support this project.
E&L	327	Play Areas	145,651	25,000	0	170,651	Typically this fund gets built up over time to fund major improvements to play areas. £25 trnf in from 299 4999
Comm Serv	330	Community Development	15,686		0	15,686	To be used to fund the Neighbourhood Plan process and production. It is hoped that this project will complete in 2024/25
Corp Serv	332	Elections	12,777	0	11,080	1,697	Typically this fund gets built up over time to fund any by-election or main election. It is suggested that this fund be used to fund the May 2023 election.
E&L	348	Cemetery	77,491	0	6,611	70,880	To be used to fund the environmental assessment of the land at Grendall Lane.
E&L	351	Allotments	32,960	0	0	32,960	To be used to fund enhancements to any allotment provision.
E&L	352	Former Railway Line	27,489	0	3,000	24,489	This has to date been an annual transfer out to help fund the ongoing maintenance of this land in accordance with the s106 agreement. In accordance with Town Council minute 11801 this transfer out has not been shown in the budget. However to accord with the requirements of the s106 the council needs to be using this to fund ongoing maintenance. To be transferred to 281-4992
Corp Serv	355	New Office Provision	165,000	0	46,125	118,875	Minute 12323 to 191 4992 (£35,000) & Minute 12570 for desks, chairs and IT infrastructure
TOTAL EARMARKED RESERVES			730,222	26,000	311,117	445,105	
E&L	S106	Deferred Income	230,575	0	230,575	0	To be used to help fund Tithe Farm Sports project

Appendix B

2024/25							
Committee	Schedule of Earmarked Reserves		Predicted	Transfer In	Transfer Out	Predicted	Notes
			Opening Balance			Closing Balance	
			01.04.23			31.03.24	
			£	£	£	£	
Town Council	310	General Reserves - Predicted	472,676		153,265	319,411	Assumes deficit budget set as per Possible Savings doc
E&L	320	All Saints Churchyard Wall	5,616	0	0	5,616	To be used to fund repairs as required. From 272 4028
E&L	322	Pavilion Renovation	0	0	0	0	This EMR will be used to help fund Tithe Farm Sports project.
	324	Street Furniture	4,251	0	4,251	0	Capital budget provision of £7000 has been agreed to fund the replacement of litter and dog bins with dual purpose bins. A report will be presented to E&L, some of this EMR may be required to support this project.
E&L	327	Play Areas	170,651	25,000	0	195,651	Typically this fund gets built up over time to fund major improvements to play areas. £25 trnf in from 299 4999
Comm Serv	330	Community Development	15,686	0	0	15,686	To be used to fund the Neighbourhood Plan process and production. It is hoped that this project will complete in 2024/25
Corp Serv	332	Elections	1,697	0	0	1,697	Typically this fund gets built up over time to fund any by-election or main election. It is suggested that this fund be used to fund the May 2023 election.
E&L	348	Cemetery	70,880	0	0	70,880	To be used to fund the environmental assessment of the land at Grendall Lane.
E&L	351	Allotments	32,960	0	32,960	0	To be used to fund enhancements to any allotment provision.
E&L	352	Former Railway Line	24,489	0	3,000	21,489	This has to date been an annual transfer out to help fund the ongoing maintenance of this land in accordance with the s106 agreement. In accordance with Town Council minute 11801 this transfer out has not been shown in the budget. However to accord with the requirements of the s106 the council needs to be using this to fund ongoing maintenance. To be transferred to 281-4992
Corp Serv	355	New Office Provision	118,875	0	0	118,875	Minute 12323 to 191 4992 (£35,000) & Minute 12570 for desks, chairs and IT infrastructure
TOTAL EARMARKED RESERVES			445,105	25,000	40,211	429,894	
E&L	S106	Deferred Income	0	0	0	0	



Clare Evans
Town Clerk
Houghton Regis Town Council
Council Offices
Peel Street
Houghton Regis
Bedfordshire
LU5 5EY

5th December 2023

Dear Clare,

Interim Audit Cover Letter

An audit was carried out by Kevin Rose on Wednesday 29 November 2023. This was the interim internal audit, part of the annual internal audit coverage of the Council. Prior to the audit a 'Pre-Audit' was carried out remotely which tested items which are required to be published on the Councils website.

The audit was undertaken using the standard IAC Audit Checklist, that we use for all Local Councils, which has 203 items. A total of 114 items were tested during this audit, including items that were examined and tested as part of the pre-audit process. The balance of 89 items will be checked during the Year End audit.

The following 'Internal Control Objectives' of the Annual Internal Audit Report (part of the AGAR) were checked and confirmed as being Not Applicable to your Council for this financial year.

- Exemption from External Audit (Box K)*
- the Transparency Code (for Smaller Authorities) (Box L)*
- Trust Funds (Box O)*

Areas subject to audit were;

- the Accounting system and records (Box A)
- the Payment system (Box B)
- Risk and insurance (Box C)
- Budget and precept setting and monitoring (Box D)
- Income billing, collection and VAT (Box E)
- Petty cash (Box F)
- Bank reconciliations (Box I)
- Accounting Statements (Box J)
- the Exercise of Public Rights (Box M)
- the Publication of the Annual Governance and Accountability Return (Box N)

Of the 94 applicable items tested a Positive response was obtained in respect of 89 tests. There were 5 Negative responses identified and 6 Observations were made, details of which are set out in the attached Interim Internal Audit Observations.

Summary of tests undertaken during this audit

Positive response	89
Negative response	5
Not Applicable to your Council	20
Total tests carried out	114

I am pleased to advise that no 'Non-Compliances' were identified at this stage that would give rise to a negative response on the statutory Annual Internal Audit Report.

I would like to particularly emphasise the Observations I have made regarding the single signatory on the Councils bank account and that fact that multiple large value payments have been made which were not in compliance with the Councils Financial Regulations. The Council must promptly act to address this control weakness.


One further matter that I would particularly like to draw to the Council's attention is the review of Risk. It is a requirement of the Annual Governance Statement and Annual Internal Audit report to confirm that a review of Risk has been carried out during the financial year. As at the date of the Interim audit this has not yet been done. The Council must ensure that such a review is conducted and formally recorded in the Minutes prior to the end of the financial year.

I would like to express my thanks for the assistance and hospitality provided to me during my audit.

Yours sincerely,



Kevin Rose ACMA
Director

Houghton Regis Town Council							
Financial Year 2023-24						IAC Audit and Consultancy Ltd	
Interim	Internal Audit Observations					Audit date: 29 November 2023	
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>						
No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	
1	Do electronic bank payments require two authorisers for ALL Council bank accounts? (are user sign-ons unique?)	No	<i>Electronic bank payments may be made on a sole authoriser basis on the Nat West Account. It is understood that the Council is working towards putting in place dual authorisation of payments on this account.</i>	The Council to conclude the arrangements for dual authorisation of online payments as soon as possible.	High	The Council has agreed a transfer to NatWest Bankline, this will enable the dual authorisation of all payments to be made. Staff are currently completing the set up. It is envisaged that this will be completed by 31/01/2024. Members will be advised by email once completed. IN PROGRESS	
2	Have invoices been approved as required under Council Financial Regulations? (paragraph 5.4 of the Council's Financial Regulations)	No	<i>It was noted that Invoices have not been approved as required under the Councils Financial Regulations 5.4 which requires that "All invoices for payment shall be examined, verified and certified by the RFO.."</i>	Council to ensure that invoices are 'verified and certified' in accordance with Financial Regulations.	High	Since the Council's new Finance Officer has been in post, a system to ensure that this happens has now been put in place and will continue going forwards. COMPLETED	

	3	Have payments been approved as required under Council Financial Regulation 5.2?	No	<p><i>Payments have not been approved as required under the Councils Financial Regulations. In particular large value payments to two contractors employed on the Tithe Farm project had not been approved, they were larger in value and needed to be split into multiple payments.</i></p>	<p>The Council to note that multiple high value payments have been made, on a sole signatory basis, without first receiving approvals as required under Financial Regulation 5.2.</p> <p>The Council, as a priority, to formally review and consider a listing of these payments and, if appropriate, record Council approval for these.</p> <p>The Council to review how, in future, high value payments are to be approved.</p>	High	<p>The limitations of online banking with NatWest presented an administration difficulty in terms of arranging larger payments as the council was restricted to a maximum daily transfer of £35,000. The larger invoices for the Tithe Farm sports project were of a significant value and required multiple payments to be scheduled over a number of days. Going forwards remaining larger invoices will be paid by CHAPS payment and a payments listing for approval will be prepared and shared with nominated Cllrs for verification prior to the CHAPS payment being made. This will happen with immediate effect from December 2023. In relation to the larger payments already made, nominated Cllrs will receive copies of the relevant invoices, supporting certification of works / valuations for verification. COMPLETED</p>
	4	Have tenders been obtained as set out in Financial Regulations?	Yes	<p><i>It is understood that the additional works for car parks on the Tithe Farm project will not be subject to tender - this has not been formally Minuted by Council.</i></p> <p><i>At the date of the interim audit visit a full income and cost summary for the project was not available.</i></p>	<p>The Council to formally consider and approve the procurement arrangements for the car park. If the Council does not intend to undertake a formal tender for these works the Council should formally record in Minutes of the relevant meeting its decision to waive the requirements of its Standing Orders and Financial Regulations in respect of these works.</p> <p>The Council to provide the Internal Auditor with a schedule of income and expenditure of the Tithe Farm Project.</p>	High	<p>Following the IA visit, research was completed on the process undertaken in relation to the car park. A report will be presented to the E&L Committee at its mtg in February 2024 to provide an update / clarification on the car park tender process (completed as part of the pavilion tender process) and updated cost implications (updated costs were sought and have come back in at a lower cost). E&L members will be asked to approve the award for works to refurbish and extend the car park on this basis. An income and cost summary for the Tithe Farm sports project has been presented to the E&L Committee on a regular basis since the project commenced. At the time of the IA visit in November costs were awaited for the car park as such it was not possible to provide the IA with a complete income and cost summary. An income and cost summary will be presented to E&L at the meeting in February, this will also be shared with the IA. COMPLETED</p>

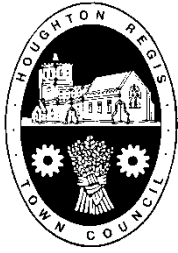
C							
<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>							
No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	
1	The Council, as a body, has undertaken a formal review of risk (this cannot be delegated to sub-committee) - Interim Audit	No	<i>As at the date of the Interim Audit the Council had not formally Minuted a review of Risk</i>	The review of Risk is a key requirement of both the Annual Governance Statement and the Annual Internal Audit Report. The Council MUST ensure that it Minutes a formal review of Risk prior to the end of the financial year.	Advisory	This is scheduled to be completed at Town Council in March 2024. On the IA's advice this review will now be undertaken at the Town Councils Annual Meetings in May, starting May 2024. COMPLETED	
E							
<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>							
No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	
1	There is evidence of tracking of amounts due and follow up of any delayed or delinquent amounts	No	<i>It was noted that there are a number of old outstanding transaction on the debtors ledger some of which date back to 2019-2022.</i>	The Council to review its the outstanding debtor balance and consider whether these amounts are recoverable. Debts which are not due, or are not recoverable, should be written off.	Medium	This is currently a work in progress by the Finance Officer. Once completed the Council be will advised accordingly. IN PROGRESS	

Interim audit summary Houghton Regis Town Council

(shaded Internal Control Objectives are not applicable to your Council)

Interim Audit Date 29 November 2023

Internal Control Objective	N/A	Tested	Positive	Negative	Observations	Non Compliance
Box A <i>Appropriate accounting records have been properly kept throughout the financial year.</i>		6	6	0	0	
Box B <i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	1	29	26	3	4	
Box C <i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>		7	6	1	1	
Box D <i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>	2	12	12	0	0	
Box E <i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>		10	9	1	1	
Box F <i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i>		9	9	0	0	
Box G <i>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</i>		0	0	0	0	
Box H <i>Asset and investments registers were complete and accurate and properly maintained.</i>		0	0	0	0	
Box I <i>Periodic bank account reconciliations were properly carried out during the year.</i>		7	7	0	0	
Box J <i>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</i>		2	2	0	0	
Box K <i>If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>	3	N/A	N/A	N/A	N/A	
Box L <i>The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.</i>	7	N/A	N/A	N/A	N/A	
Box M <i>The authority, during the previous year (2022/23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>		5	5	0	0	
Box N <i>The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).</i>		7	7	0	0	
Box O <i>(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee</i>	7	N/A	N/A	N/A	N/A	
Totals	20	94	89	5	6	0



Date: 22nd January 2024

Title: DEVELOPER RECEIPTS

Purpose of the Report: To enable members to consider the use of developer receipts in 2024/25.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

Report provided for information purposes only.

2. BACKGROUND

As part of the year-end internal audit process in 202/23, a comment was made by the internal auditor that he felt the council should consider and agree on how developer receipts are utilised.

It is anticipated that HRTC may receive developer receipts in 2023/24 and 2024/25.

This report is presented to advise members on the reporting process, which will be followed to enable the council to consider how these resources are utilised.

3. ISSUES FOR CONSIDERATION

It is most common for developer receipts to be received by town and parish councils for the provision/enhancement of community assets. These assets may be existing or new. Common examples are:

- Play areas
- Community halls
- Recreational / leisure space

Assets may be transferred completely, with or without a financial contribution for their upkeep and maintenance, or may come through a financial contribution for the council to deliver.

Examples over recent years include:

- Former Railway Line – the site was established by the developers / Luton Borough Council, and HRTC received a contribution for ongoing maintenance. A contribution from this fund is transferred into the annual HRTC income and expenditure budget to offset management costs of maintaining the land. The contribution is shown in EMR 352.
- Trico Site – a financial contribution was made to HRTC for enhanced football provision; this funding has been used to support the Tithe Farm sports project. This contribution can only be used for capital spending and is shown in the accounts as Deferred Income.
- Terra Croft Leisure Gardens - the developers established the site and transferred it to HRTC to manage. There was no supporting financial contribution.
- Tithe farm Sports provision – the council applied for and has received developer funding towards this project.

The level, scope and purpose of developer funding are negotiated through the planning process and are formally agreed upon as part of a s106 Agreement. The s106 Agreement sets out the details of the contribution.

Further details on planning obligations can be found by following this link: [Planning obligations | Central Bedfordshire Council](#)

In the above examples, HRTC was in contact with the developer and CBC as the planning authority and was able to contribute to the process. This is not always the case. Regular scrutiny of the s106 database on the CBC website is completed to enable officers to pick up on any new contributions which could be applied for.

4. OPTIONS FOR CONSIDERATION

It is envisaged that during 2023/24 and 2024/25, HRTC may be the beneficiary of some developer receipts in the form of physical community assets and financial contributions for management and maintenance. These may include:

- Sports Pitches, MUGA, Changing Rooms and Car Parking Maintenance at Bidwell – The funding attributable to these sites is £520,000 plus RPI
- Countryside site - The funding attributable to the countryside site is £345,416 plus RPI.
- Bidwell SUDS area – Total contribution paid to CBC, including indexation, is £176,583.31 for managing eight storage ponds. The Town Council will receive financial obligations of £58,681.84 for managing two storage ponds.
- Residential Play Areas – £28,000 plus RPI
- Allotment / Leisure Garden (second site) – Zero, 2024/2025 – No, negotiations have started.
- Public Open Space Maintenance - The funding attributable to this is £1,200,000 plus RPI.

These assets relate to the HRTC Environment & Leisure Committee functions. Discussions and work are ongoing at present, being led by the Head of Environmental & Community Services. Members are requested to note that the figures provided are based on the s106 agreement and may or passed in full or part to HRTC.

The transfer of the sports pitches, play areas, and sports pavilion is progressing well and will be included in tranche 1 and the follow-on with the countryside park later in the year.

Although some of the financial details have not been confirmed, it is envisaged that funding, if available, will be used in the following areas:

Pavilion:

- Installation of external CCTV coverage – the rear of the pavilion (the side facing the pitches) has no natural surveillance, and it would be suitable to have a CCTV system covering all elevations
- Although a bin store is provided, it may support the work of the council to create a larger bin store at the far side of the car park to revise our current waste collection system (this would remove the need to use the car park in the cemetery)
- At the pavilion's rear, there is a large overhang outside the double doors to the store area. There is a risk that this may create an area for youths, etc, to congregate as there is no natural surveillance. Consideration to be given to enclosing this area to avoid ASB
- It may be suitable to install an electric car park barrier arm should ASB arise in the evenings in the car park
- Installation of a public noticeboard, a club noticeboard / internal pin board and external pavilion signage
- The contractors have provided a spur for an electric charging point but no actual charging point. HRTC Officers will investigate whether CBC could support the provision of charging points.
- There is no goal store area or brackets. These need to be provided.

Sports pitches

- Any financial contribution would relate to the management and maintenance of the pitches

Countryside site

- Any financial contribution would relate to the management and maintenance of the site
- Some capital expenditure for the provision of a noticeboard/information board, dog bins and litter bins

SUDS areas

- Any financial contribution would relate to the management and maintenance of the areas
- Some capital expenditure for the provision of a noticeboard/information board.

Residential Play Areas

- Any financial contribution would relate to the management and maintenance of the areas
- Some capital expenditure for the provision of a noticeboard/information board, dog bins and litter bins

Allotment / Leisure Garden (second site)

- Any financial contribution would relate to the management and maintenance of the areas
- Some capital expenditure for the provision of a noticeboard/information board, dog bins and litter bins

Funding is hoped to be used to support the council in extending its grounds team to enable it to undertake the additional management and maintenance work required.

5. HRTC CORPORATE PLAN

1 Town and Community: To unify all areas of the parish as one community and foster civic pride in our town

- 1.1 Improve integration between existing and new communities.
- 1.2 Support the sense of arrival and identity.

2 Local Services and Facilities: To provide a broad range of high quality services and facilities for our residents, visitors and businesses

- 2.4 Maximise the value of HRTC assets.
- 2.5 Maintain and enhance sporting provision both at existing and soon-to-be-adopted sites.

3 Quality of Life: To enhance the quality of life of our residents

- 3.2 Encourage a healthier lifestyle through healthy eating, smoking & vaping cessation and improved activity levels.
- 3.4 Improve existing and develop new opportunities for young people across the parish.

4 Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider

- 4.2 Identify external/ partnership funding sources for council projects.
- 4.4 Work with CBC and other stakeholders to explore opportunities for the adoption of additional community assets by the Town Council.
- 4.5 Enhance the role of the council.

6. IMPLICATIONS

Corporate Implications

- Reports to continue to be provided to the Environment & Leisure Committee to update members and seek resolutions as required
- May require a staffing report to Corporate Services Committee be made to increase the size of the grounds team

Legal Implications

- Legal advice and support will be secure as required

Financial Implications

- Depending on the terms of the funding, the council needs to ensure that the funding is only used for the specified purposes within the specific timescales
- The funding needs to be recorded correctly.

Risk Implications

- Service delivery –additional staff support within the grounds team is required to ensure service delivery
- Reputation – the delivery of high-standard local services/assets will support the reputation of HRTC

Equalities Implications

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

This project/issue does not discriminate.

Climate Change Implications

- There are no climate change implications arising from the recommendations

Press Contact

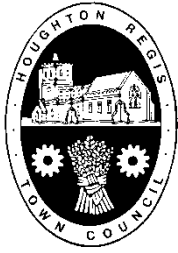
There are no press implications arising from the recommendations.

7. CONCLUSION AND NEXT STEPS

This report has been provided for information/advice purposes. However, the opportunity to deliver quality-of-life services within the new community of Bidwell has been sought and welcomed by HRTC. It offers the chance to embrace the new community within the town to create a sense of place and belonging.

8. APPENDICES

None



Date: 22nd January 2024

Title: POSSIBLE TRANSFER OF COMMUNITY ASSETS

Purpose of the Report: To enable members to consider the question / statement put at the Town Partnership meeting on 14th November 2023 regarding the possibly of the future transfer of community assets in Houghton Regis to HRTC.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

In support of Objective 4.4 of the HRTC Corporate Plan, to begin to explore the potential transfer of community based assets to HRTC and for further reports to be made in due course.

2. BACKGROUND

Members are advised that at the Partnership meeting held on 14th November the following question / statement was made in Public Questions:

We note at the request of this committees chair and vice chair, a reference to an update on The Redhouse has been included in the workplan at item 12 on the agenda.

We propose an amendment to this and ask that a review of all CBC-owned Houghton Regis assets be held, in the spirit of the Localism Act 2011 which states there are now new rights and powers for local communities.

The Act makes it easier for local people to take over the amenities they love, and keep them part of local life. To that point we ask for CBC and the town council to work together to make sure all suitable amenities are transferred to Houghton Regis Town Council for the betterment of residents of this town.

No monetary gain should be made in transferring amenities to the Town Council, and the principal authority should keep their cost to the minimum.

A list of potential amenities to be transferred include;

- Parkside Recreation Ground
- Tithe Farm Recreation Ground
- Grendel Lane
- The Red House

- *Bedford Square Community Centre*
- *Houghton Regis Day Centre*
- *Windsor Drive Open Space*
- *The Scout Headquarters at Cemetery Road*
- *and CBC owned play areas in Houghton Regis.*

This report has been presented to enable the Town Council to give preliminary consideration to the question / statement and to consider a way forward.

3. ISSUES FOR CONSIDERATION

The question statement made refers to the Localism Act, for details of the scope and powers of this Act please follow this link:

[Localism Act 2011 \(legislation.gov.uk\)](https://legislation.gov.uk)

A list of CBC assets was included as part of the question statement, however members may consider that there are other assets worth considering. Members are welcome to put forward any suggestions.

The HRTC Corporate Plan 2024-2028 has been formally considered and adopted (December 2023) and as a council there is now a clear steer on the work of the council going forwards. There are many aspects of the Corporate Plan which may be supported should all or some of the asset transfers be completed. However at this preliminary stage, this report supports Pillar 4, Objective 4.4:

4 Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider

- 4.4 Work with CBC and other stakeholders to explore opportunities for the adoption of additional community assets by the Town Council.

4. OPTIONS FOR CONSIDERATION

The statement made is quite embracing and raises many issues to consider. Some strategic questions in relation to asset transfers would include:

1. The corporate desirability of the suggested transfers by HRTC – does it fit with / support the Council's Corporate Plan?
2. The view / position of CBC – would CBC support the transfer?
3. The community benefit / gain – what is the community benefit to any transfer, would the service be delivered in a better way, is there an identified need, is there a possibility that the asset or service may be risk, is there local demand for local delivery?
4. What are the operational implications – staff resource, equipment etc, is the asset currently being used in its most beneficial way?
5. What are the financial implications – what are the capital implications, what are the revenue implications, is there a risk of charging the tax payer twice (double taxation), how would the town council fund the operational management of an increased number of assets?

Although the list provided within the question / statement relates to local community based assets, each asset is individual / unique in its own way and the responses to questions listed above would differ. As such rather than a blanket approach to asset transfer, it is suggested that should members feel that there may be benefit in exploring possibilities further, each asset needs to be considered on its own merits.

The following way forward is suggested:

1. Given that the Corporate Plan includes a specific objective to explore opportunities for the adoption of additional community assets by the Town Council, the generation of a list of possible assets is a supportive first step. As such Members are invited to give their preliminary views on whether there are any additional community based assets that members would like considered and whether are there any assets in the list presented that members do not wish to explore at this time? This list would be used as an initial guide and can be adjusted as considerations progress.
2. With a preliminary list in place, it is suggested that an approach be made to CBC to begin to explore their appetite for these transfers.
3. Based on the feedback given by members on this report and feedback received from CBC, more detailed reports to committees will be made which will enable members to give full consideration to the strategic questions set out above.

It is highlighted to members that the transfer of an asset is likely to take a fair bit of time, due consideration has to be given, resources put in place and legal transfers completed.

5. HRTC CORPORATE PLAN

4 Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider

- 4.4 Work with CBC and other stakeholders to explore opportunities for the adoption of additional community assets by the Town Council.

6. IMPLICATIONS

Corporate Implications

- Implications for other committees including Partnership Committee – relevant reports will need to be made
- Staff implications – may need to be considered in due course
- Consultation with residents may be required

Legal Implications

- Power available to carry out project – to be considered at the more detailed stage
- Need for legal advice – to be considered at the more detailed stage

Financial Implications

- There are no financial implications arising from the recommendations

- Should any asset transfer proceed the financial implications, which have the scope to be significant in relation to some possible transfers, will be considered in detail

Risk Implications

- There are no risk implications arising from the recommendations

Equalities Implications

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

This project / issue does not discriminate.

Climate Change Implications

- There are no climate change implications arising from the recommendations

Press Contact

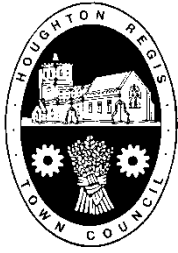
- There are no press implications arising from the recommendations

7. CONCLUSION AND NEXT STEPS

The Corporate Plan includes a specific objective to explore opportunities for the adoption of additional community assets by the Town Council. This report is a first step in the progression of this Objective.

8. APPENDICES

None



Date:	22nd January 2024
Title:	TOWN COUNCIL DOMAIN NAME CHANGE
Purpose of the Report:	To provide members with information to enable a change to the Town Council domain name.
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. RECOMMENDATION

To support the recommendation from the Corporate Services Committee to change the Town Councils domain name to houghtonregis.gov.uk

2. INFORMATION

Up until now the Town Council has used a .org.uk domain name.

Moving to a .gov.uk domain name would be beneficial as it would show that emails and websites were from a trusted UK public sector organisation. It would allow staff to join public sector communities which require a .gov.uk email and would be monitored for potential security vulnerabilities, which would be reported to the town council by the CDDO (Central Digital and Data Office (government organisation) Domain Management Team.

Parish, town or community councils are eligible to apply for a .gov.uk domain name.

At the Corporate Services meeting held on the 4th December 2023, the baseline cost for a new domain name was, at the time, £100 for the first 2 years. The renewal fee was £50 every 2 years. However, since this was reported costs are now £180 for the first 2 years and the renewal fee £90 every 2 years. There are additional costs for the set up and maintenance. Maintenance is £40 per annum plus a £100 one off fee for the set up. It is proposed that the registration, maintenance and set up is undertaken by the Town Councils current website provider. The Town Councils IT provider will manage the links to email addresses etc.

Although the town council could stop the renewal of the houghtonregis.org.uk and houghtonregis-tc.org.uk domain names, it is suggested that this does not happen. There are lists on the internet of domain names that have not been renewed, therefore there is a

risk, by not renewing, these domain names could be purchased, and the town councils' emails could be spoofed. Costs to renew these domain names are £40 each per annum.

Should members be minded to support the change, it is proposed to make the transfer to the new domain name at the same time the revamped Town Council website is launched.

Costs for this to be taken from budget heading 190-4026 Computer Costs.

3. HRTC CORPORATE PLAN

4 Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider

4.3 Extend IT infrastructure and software to better support the council.

4. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendation.

Legal Implications

- There are no legal implications arising from the recommendation.

Financial Implications

- Budget provision.

Risk Implications

- Reputation
- Service delivery

Equalities Implications

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

This report does not discriminate.

Climate Change Implications

- There are no climate change implications arising from the recommendations

Press Contact

There are no press implications arising from this report.

5. CONCLUSION AND NEXT STEPS

By registering a .gov.uk domain provides the town council with trusted branding and the opportunity for the monitoring of potential security vulnerabilities.

6. APPENDICES

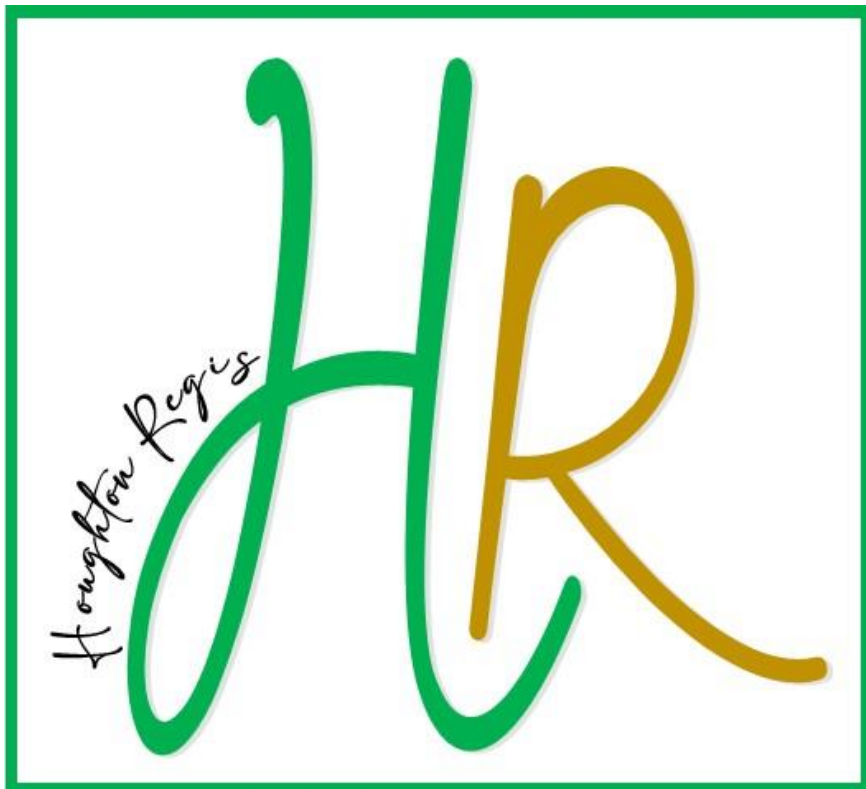
None

Town Branding Scheme Update

Logo 1 –



Logo 2 –



Logo 3 –



Logo 4 -

