

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

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

31<sup>st</sup> May 2019

**To: Members of the Corporate Services Committee**

**Cllrs: D Jones (Chairman), D Abbott, Ms C Copleston, M Kennedy, Mrs S Thorne, K Wattingham and T Welch.**

(Copies to other Councillors for information)

**Notice of Meeting**

You are hereby summoned to a Meeting of the **Corporate Services Committee** to be held at the Council Offices, Peel Street on **Monday 10th June 2019** at **7.00pm**.

*Clare Evans*

*pp*  
Clare Evans  
Town Clerk

**THIS MEETING MAY BE  
RECORDED \***

**Agenda**

- 1. ELECTION OF VICE-CHAIR<sup>1</sup>**
- 2. APOLOGIES & SUBSTITUTIONS**
- 3. QUESTIONS FROM THE PUBLIC**

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

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

- 4. 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.

<sup>1</sup> As the Chair has sent his apologies this item is brought forward for consideration.

*\*Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session. The use of images or recordings arising from this is not under the Council's control.*

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**5. MINUTES**

*Pages 7-12*

- a) To approve the Minutes of the meeting held on 4<sup>th</sup> March 2019.

**Recommendation:** To approve the Minutes of the meeting held on 4<sup>th</sup> March 2019 and for these to be signed by the Chairman.

**6. TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS**

*Pages 13-18*

Personnel Sub-Committee: 21<sup>st</sup> January 2019.

**Recommendation:** To receive the Minutes of the Personnel Sub-Committee meetings of the 21<sup>st</sup> January 2019.

**7. COMMITTEE FUNCTIONS & TERMS OF REFERENCE**

*Pages 19-20*

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

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

**Recommendation:** To note the information.

**8. BUDGET REVIEW & INCOME AND EXPENDITURE REPORT**

*Pages 21-30*

Members will find attached a report on the Corporate Services Committee budget for 2019/20 supported by the relevant extract from the approved budget for 2019/20 and income and expenditure report.

As members can see from the budget report there is no budget provision for any future projects. However, the following has been initiated:

- An approach has been made to Central Bedfordshire Council regarding the potential availability of s106 funding. A substantive response awaited.
- Officers have also investigated grant sources, although projects need to meet the grant criteria and often have to be match funded. This remains a work in progress.
- The council has also sought to vary an existing s106 so that it can be utilised in a more flexible way. This remains ongoing due to delays caused by other parties to the agreement.

**Recommendations:** 1. To note the virement within cost centre 190 of £100 from 190-4017 to 190-4038

2. To approve the virement of £660 from 190-4026 to 302-4034 (Website)
3. To approve the works to the office as recommended in the Condition Survey regarding electrical testing and repair, lighting renewals and boiler renewal.
4. To note at this stage the predicted deficits in 190-4001 (£5,820) and 191-4005 (£4,007).

## 9. BANK AND CASH RECONCILIATION STATEMENTS

*Pages 31-36*

Members are requested to receive the monthly bank and cash reconciliation statements from February 2019 to March 2019.

- Recommendations:**
1. To approve the monthly Bank and Cash Reconciliation statements from February 2019 to March 2019;
  2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.

## 10. LIST OF CHEQUE PAYMENTS

*Pages 37-57*

Members will find a list of cheque payments for the period February 2019 to April 2019.

- Recommendation:** To receive and note the list of cheque payments made in the period February, March and April 2019 approved for payment by the Town Clerk and two bank signatories.

## 11. INVESTMENT REPORT

*Pages 59-66*

In accordance with Committee Functions, Financial Regulations and Banking Arrangements, Investment Strategy & Investment Arrangements.

The Corporate Services Committee are 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.

- Recommendation:** To note the information.

## 12. PUBLIC WORKS LOAN BOARD REPAYMENTS ANNUAL REPORT

*Pages 68-74*

In accordance with the Committee Functions & Terms of Reference and Financial Regulations, Members are presented with an annual report to provide detail on the

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council's loans including current value, repayments and early settlement options as they stand at 1<sup>st</sup> April 2019.

**Recommendation:** To note the information.

### 13. REVIEW OF VISION – CORPORATE SERVICES COMMITTEE

*Pages 76*

Members will find attached an extract from the Houghton Regis: Our 2020 Vision as it relates to this committee which updates Members on the current status of the agreed Outcomes.

**Recommendation:** To note the report.

### 14. POLICY DOCUMENT REVIEW

*Pages 78-80*

Members are being requested to consider the attached Policy Document Review.

**Recommendation:** To note the report.

### 15. CHAIRMANSHIP GUIDANCE POLICY

*Pages 82-96*

Town Council is required to review every 4 years the Chairmanship Guidance Policy.

Members will find attached a copy of the approved Policy updated to reflect the revised Standing Order references, which were reviewed at the Town Council meeting held on the 25<sup>th</sup> March 2019. It is suggested that it remains suitable and fit for purpose.

Members of this Committee are asked to consider the Chairmanship Guidance Policy and make a recommendation to Town Council for its approval.

**Recommendation:** To recommend to Town Council that the Chairmanship Policy be approved.

### 16. COMPLAINTS PROCEDURE

*Pages 98-102*

Town Council is required to review its Complaints Procedure annually.

Members will find attached a copy of the approved document updated, with track changes, to reflect guidance from NALC, issued December 2018.

**Recommendation:** To recommend to Town Council that the Complaints Procedure be approved.

**17. FREEDOM OF INFORMATION & MODEL SCHEME OF PUBLICATION**

*Pages 104-118*

The Town Council is required to review annually the Freedom of Information Act (2000) Policy and the Model Publication Scheme. Members will find attached a copy of the approved document. Some amendments have been made, shown as track changes, to reflect changes in legislation. It is suggested that it remains suitable and fit for purpose.

Members of this Committee are asked to consider the Freedom of Information Act (2000) Policy and Model Publication Scheme and make a recommendation to Town Council for approval.

**Recommendation: To recommend to Town Council that the Freedom of Information Act (2000) Policy and the Model Publication Scheme be approved.**

**18. HUMAN RESOURCES PROVISION**

At the Personnel Sub-Committee held on the 15<sup>th</sup> April 2019. Members considered a report detailing quotations that had been sought to provide this provision and agreed to continue with HR Solutions as the Town Councils HR provider.

**Recommendation: To recommend that HR Solutions be employed as the Town Councils HR provider, from 22<sup>nd</sup> August 2019.**

**19. VOLUNTEERING POLICY**

*Pages 120-133*

Members will find attached a report and draft policy in regard to the engagement of volunteers.

**Recommendation: To recommend to Town Council that the Volunteering Policy be approved.**

**20. COUNCILLORS EMAIL ADDRESSES**

*Pages 134-151*

Members will find attached a report in support of the provision and use of Town Council email address for all Members.

**Recommendation: To recommend to Town Council that it be mandatory for all elected Town Councillors to use an official Town Council email address for all Town Council official correspondence.**

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**HOUGHTON REGIS TOWN COUNCIL**  
**Corporate Services Committee**  
**4<sup>th</sup> March 2019 at 7.30pm.**

Present: Councillors: D Abbott Chairman  
J Carroll  
Ms J Hillyard  
C Slough Substitution  
A Swain  
K Wattingham  
T Welch

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

Public: 0

Apologies: Councillor: M Kennedy

**9813 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Councillor M Kennedy (Councillor C Slough substituted).

**9814 QUESTIONS FROM THE PUBLIC**

None.

**9815 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**9816 MINUTES**

To approve the Minutes of the meeting held on 26<sup>th</sup> November 2018.

Matters arising from the Minutes:

An update was requested, under Minute number 9691, Disciplinary and Grievance policy. Members were advised that the policy had had minor amendments made to it, as agreed at the meeting held on the 26<sup>th</sup> November 2018 and was now due to go to Town Council for ratification.

A query was raised regarding the photocopier contract and whether the issues had been resolved. Members were advised that there was no update to report.

**Resolved: To approve the Minutes of the meeting held on 26<sup>th</sup> November 2018 and for these to be signed by the Chairman.**

**9817 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS**

Personnel Sub-Committee: 15<sup>th</sup> October 2018.

**Resolved: To receive the Minutes of the Personnel Sub-Committee meetings of 15<sup>th</sup> October 2018.**

#### **9818 BUDGET REVIEW**

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

Members discussed the Mayor and Deputy Mayor's travel allowance to be included within the mayoral allowances. It was suggested that should this be agreed, this may impact on the number of events the Mayor could hold. It was generally felt that this was not supported. Members discussed that some training events were held in Biggleswade, which was some distance away. It was suggested that events / functions held within Houghton Regis should not be claimed for. It was discussed that there should be a policy depicting the roles and responsibilities of the Mayor and Deputy Mayor, it was suggested that the new council administration may wish to consider drawing up a policy to this effect.

**Resolved:**

- 1. To note the report;**
- 2. From 2019/20 to require that travel costs relating to training be allocated to the training budget;**
- 3. To vire from 190-4008 £1000 to 190-4021 to cover the predicted shortfall;**
- 4. To vire from 190-4008 £400 to 190-4023 to cover this predicted shortfall.**

#### **9819 BANK AND CASH RECONCILIATION STATEMENTS**

Members were requested to receive the monthly bank and cash reconciliation statements from November 2018 to January 2019.

Members voted to approve the recommendation:

In favour: 6

Abstention: 1

**Resolved:**

- 1. To approve the monthly Bank and Cash Reconciliation statements from November 2018 to January 2019;**
- 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

#### **9820 LIST OF CHEQUE PAYMENTS**

Members received a list of cheque payments for the period November 2018 to January 2019.

Members voted to approve the recommendation:

In favour: 6



Abstention: 1

**Resolved: To note the information.**

#### **9821 INVESTMENT REPORT**

In accordance with Committee Functions, Financial Regulation 8 and Banking Arrangements, Investment Strategy & Investment Arrangements.

The Corporate Services Committee were to oversee and manage the financial obligations of the Council, including:

To receive quarterly reports on investments containing a forecast of capital expenditure, investment opportunities and a recommendation for further investment including where, length and amount.

Members wished to thank the Accounts & Cemetery Officer for the presentation of information in the form of pie charts as it was easier to absorb the data in this format.

Members voted to approve the recommendation:

In favour: 6

Abstention: 1

**Resolved: To note the information.**

#### **9822 RENEWAL OF BACS AND CHAPS PAYMENTS**

Members were advised that the approval of the use of Direct Debit, Standing Order, BACS or CHAPS shall be renewed by resolution every year.

For information the Town Council no longer uses CHAPS as a payment method as the Town Council no longer has a fax machine and NatWest CHAPS department will only accept faxed instructions.

Members were asked to consider and endorse the list of Direct Debits and Standing Orders as attached.

**Resolved:**

- 1. To approve the use of BACS method of payment.**
- 2. To approve the use of Direct Debit and Standing Order method of payment.**

#### **9823 REVIEW OF VISION – CORPORATE SERVICES COMMITTEE**

Members received an extract from the Houghton Regis: Our 2020 Vision as it related to this committee which updated Members on the status of the agreed outcomes.

**Resolved: To note the report.**

#### **9824 REPORT ON MAYORAL ROBES**

Members received a report and draft policy on the wearing of ceremonial robes.

Members were concerned that the wording within the policy could be deemed as discriminatory and requested that clarification on this matter be sought. It was questioned whether the Town Clerk or Town Council should have the authority to offer dispensation for the wearing of the robes. It was suggested that if the issue was of a personal nature, it may not be appropriate to take this matter to full council for open discussion. It was suggested that the wearing of the robes could form part of the Mayoral policy as mentioned at minute number 9818.

An amendment to the policy was proposed by altering the word 'required' to 'expected':

Proposed by: Cllr Swain Seconded by: Ms J Hillyard

This was put to vote:

All in favour of the amendment to alter the policy wording.

Members agreed to defer this item to a future meeting in order to obtain advice on whether the policy could be deemed as discriminatory.

#### 9825 CO-OPTION POLICY

Members received a report and draft policy on Co-option.

**Resolved: To recommend to Town Council that the Co-option Policy be approved.**

#### 9826 CAPABILITY POLICY

At the previous Corporate Services meeting held on the 26<sup>th</sup> November 2018, Members of this Committee were asked to consider amendments to the Capability Policy and make a recommendation to Town Council for its approval.

Members felt that some of the wording was inconsistent and needed to be clear. It was felt that all written warnings should be authorised by the Town Clerk but that the use of 'may' within the document contradicted this. These amendments have been made with the use of the word 'shall' in their place. In addition to this member's felt that clarity was obtained for section 13.6. Members received a copy of the policy along with tracked changes.

A minor amendment to 13.6 of the policy was suggested, replacing the word 'or' with 'failing that'.

**Resolved: To recommend to Town Council that the Capability Policy be approved subject to the agreed amendment.**

**9827 LOCAL GOVT PENSION SCHEME: STATEMENT OF LOCAL DISCRETION**

Town Council was required to annually review the Local Government Pension Scheme:

Review of Statement of Local Discretions. Members received a copy of the approved document. There had been no amendments to the Regulations, therefore it was suggested that it remained suitable and fit for purpose.

Members of this Committee were asked to consider the Local Government Pension Scheme: Review of Statement of Local Discretions and make a recommendation to Town Council for its approval.

**Resolved: To recommend to Town Council that the Local Government Pension Scheme: Review of Statement of Local Discretions be approved.**

**9828 HEALTH AND SAFETY AT WORK POLICY**

Town Council was required to undertake a review of its Health and Safety at Work policy.

Members of this Committee were asked to consider the attached Health and Safety Policy and make a recommendation to Town Council for its approval.

Councillor K Wattingham wished it noted that he had raised concerns, in the past, regarding 3.9 in the policy; Fire and Evacuation. Concerns had been raised at previous meetings that the fire door leading from the Small Meeting room was, on occasion, blocked by cars on the forecourt.

**Resolved: To recommend to Town Council that the Health and Safety Policy be approved.**

**9829 INSURANCE AGREEMENT - RENEWAL**

The insurance for the Town Council was due for renewal on 1<sup>st</sup> June 2019. In accordance with Standing Orders quotations had been sought. All quotes had been prepared on a like for like basis and all provided adequate and suitable cover for the property, assets and activities of the Town Council.

**Resolved: To appoint company 1, as the Town Councils insurance provider, for a period of three years.**

**9830 INTERIM AUDIT REPORT – INTERIM REVIEW**

Members received an interim internal audit for consideration. Members noted that there were no significant issues of concern regarding the internal audit review however two minor issues for consideration were included in section 3.

Members suggested with modern day living, an electronic payment system for users to utilise would offer a more efficient service, with cheques not being extensively used and cash brought to the Town Council offices as the only alternative for residents to make payments. Members were advised that this was being investigated.

**Resolved: To note the report.**

#### 9831 S106 FUNDING

At the last meeting of the Corporate Services Committee, members requested further information in regard to the expiry dates for older s106 agreements. Members were provided the information, below, via email dated 3<sup>rd</sup> December 2018.

- CB/14/03047/OUT r/o Old Red Lion £1,120,401 – 15.09.27
- CB/14/03056/OUT land at Bedford Rd £3,261,191 – 08.06.28
- SB/08/00388/FULL Land at Sandringham Drive £80,653 remaining, - 31.12.20
- SB/07/01448/OUT Land at Houghton Quarry £251,727 remaining, - 02.11.21
- CB/10/02465/FULL 5,7, & 8, The Quadrant, Leafields £2,932 remaining, - 03.04.22
- CB/12/02786/FULL 6a The Quadrant £1064 remaining, - 04.04.23
- CB/12/04455/FULL 8 Cemetery Rd £3,590 remaining, - 13.09.28
- CB/02618/FULL 10A Dunstable Rd £1,607 remaining – 15.12.26

The remaining four agreements had spend by dates following the receipt of an s106 contribution.

- CB/13/00546/FULL 11, Moore Crescent £7,390
- CB/15/02223/OUT Windy Willows, Sundon Rd £305,834
- CB/15/00297/OUT HRN2 £30,641,403
- CB/12/03613/OUT HRN1 £36,977,084

For information, as of April 2015 legislation changed. S106 monies were levied in accordance with the legal tests set out in the CIL Regulations 2010, of which there were three. This means that HRN1 is under the old legislation and HRN2 was under the new legislation.

Members were advised that this information was also available on the Central Bedfordshire Council website.

The Chair took a moment to thank councillors for all their hard work and efforts for the Corporate Services Committee.

**Resolved: To note the report.**

**The Chairman declared the meeting closed at 9.16pm**

**Dated this 10th day of June 2019**

**Chairman**

## HOUGHTON REGIS TOWN COUNCIL

### Personnel Sub-Committee 21<sup>st</sup> January 2019 at 5.00pm.

Present: Councillors: Ms J Hillyard Chairman (arrived 5.23pm)  
D Abbott  
M Kennedy Substitute  
K Wattingham (arrived 5.15pm)

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

Public: 0

Apologies: Councillor: D Dixon-Wilkinson

**PE66** Members were advised that the Chair of this committee was running late therefore an interim Vice-Chair was required. Cllr Wattingham agreed to undertake this role.

#### **PE67 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Councillor D Dixon-Wilkinson substituted by Councillor M Kennedy.

#### **PE68 QUESTIONS FROM THE PUBLIC**

None.

#### **PE69 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

#### **PE70 MINUTES**

The Committee received the minutes of the Personnel Sub-Committee meeting held on 15<sup>th</sup> October 2018 for consideration.

Matters arising: a query was raised regarding if there had been any movement on the appointment of a Grounds Team Apprentice. Members were advised that this had been included in the draft budget for the next financial year.

**Resolved:** That the minutes of the Personnel Sub-Committee meeting held on 15<sup>th</sup> October 2018 be approved as a correct record and signed accordingly.

#### **PE71 STAFF CAPACITY ISSUES**

At the previous meeting of the Personnel Sub-Committee held on the 15<sup>th</sup> October 2018, Members received a report detailing arising staff capacity issues.

Members were advised that all members of the office team were experiencing an increased workload.

It was suggested by the meeting that the following areas be looked at to ensure staff were not overloaded and had capacity to achieve tasks requested:

- Combating Crime Working Group projects
- Events
- Community Services

This report considered these areas in more detail and presented to members quotes for a staff capacity review to be completed.

Members were advised that this report was looked at over several years, and members were reminded that there was a large degree of work behind the scenes that members were unaware of. For example, regardless of how many cars attend the car show, the same amount of preparatory work needed to be completed behind the scenes, members were also advised that several events i.e. Pride of Houghton, had expanded exponentially since it began.

Members queried how the concern for the capacity of staff had been raised from staff. Members were advised that although no formal meeting had been held, general conversations of concern had been held in the office amongst various staff members.

Members had suggested an online payment system would help alleviate some work, it was highlighted that this would be a change of workload rather than a reduction. The example given was that payments and invoices would still need to be processed, would still arrive at the same desk and in the same quantity, but would be processed in a different way.

Members queried if the workload was heavier at specific times of the year, and were advised that it was difficult to pinpoint, but many curve balls had been thrown at officers throughout the year, all needing additional work and on occasion extraordinary meetings.

Members queried that since their start of office, three members of staff had been appointed and as such, inquired where this additional capacity had gone. It was suggested that the capacity review be deferred until the new term of office as the new council may wish to alter the work of the council. It was further suggested that the review be completed now, and then be presented to the new council in the new term.

Members were advised that each staff member held different job responsibilities with little crossover, therefore it was difficult to understand the intricacies of each individual role.

It was clarified to members that the request for the capacity review had come from members at the last meeting and not from staff.

- Resolved:**
1. To discuss arising issues;
  2. To approve the staff capacity review to:
    - To review and consider the job evaluation report

- To review and consider relevant Personnel agendas, reports and minutes
  - To review job descriptions and staff structure
  - To review annotated versions (to show allocation of projects / tasks) of council's minutes over the last 12 months
  - To review the number of council and civic events and council meetings
  - To interview staff to assess their workloads
  - To provide a report with recommendations on the outcome of the review
3. To use code 190-4059 to fund the review.

## PE72 INTERIM APPOINTMENT OF APPOINTED PERSON

As part of the Committees Functions one member of the Sub-Committee was to be appointed, preferably the Chair, to act as contact for the clerk for day to day matters, to provide support, handle leave requests, absence from work and to feed matters to Committee where any decisions/action was needed and to undertake the Clerks appraisal. The Sub-Committee resolved to appoint Councillor Ms J Hillyard as the appointed person at its meeting held on the 16<sup>th</sup> July 2018.

At the Town Council meeting held on the 8<sup>th</sup> October 2018 the following was resolved; *For the Chairs of Personnel and Corporate Services to immediately take steps to instruct a suitable independent person to undergo a full investigation into the events that led to Houghton Regis Town Council making an out-of-court settlement to What About Youth Limited.*

In order to avoid any conflict of interest, whilst this investigation was undertaken, it was proposed that an interim appointed person be appointed from those remaining i.e. Councillor Dixon-Wilkinson or Councillor K Wattingham. Councillor D Abbott as Chair of Corporate Services cannot be included, as per Councils resolution above.

Cllr Dixon-Wilkinson was proposed as the intertim appointed person.

Nominated by Cllr Kennedy Seconded by: Cllr Wattingham

Votes for: 2

Votes against: 0

Abstentions: 2

Accordingly, Cllr Dixon-Wilkinson was appointed as the Town Clerk's appointed person for an interim period.

**Resolved: To appoint, for an interim period, Cllr Dixon-Wilkinson as the Town Clerk's appointed person.**

## PE73 STAFFING MATTERS

Members received a report on Staffing Matters.

Members were advised of the change in salary payment by the Houghton Regis Town Council payroll provider, resulting in the possibility of some staff facing financial difficulties for the transition period. Bedford Borough Council have offered a 50% advance payment which could then be paid back over a period of up to six months.

Members were advised that Houghton Regis Town Council would also need to obtain their own PAYE tax reference.

The value of outsourcing payroll was discussed, it was agreed that the service received was invaluable and as such agreed to continue to use the services of Bedford Borough Council for the payroll administration for Houghton Regis Town Council.

- Resolved:**
- 1. To note the change in the salary payment date;**
  - 2. To support HRTC staff by offering up to 50% salary advance repayable in monthly instalments up to a maximum of a six-month period. To advise staff that should they leave the council's employment prior to the end of the repayment period they will be required to pay back any outstanding monies;**
  - 3. To note the requirement for HRTC to hold its own PAYE tax reference and to request that this be actioned.**

#### **PE74 STAFF SICKNESS**

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

**Resolved: To note the information.**

#### **PE75 FREEDOM OF INFORMATION REQUESTS**

For the period October to December one Freedom of Information request had been received. It was confirmed that this request had been responded to within the statutory timeframe.

**Resolved: To note the information.**

#### **PE76 HUMAN RESOURCES PROVISION**

Members were advised via e-mail on the progress of the update report on the Town Councils Human Resources provision prior to the meeting.

#### **PE77 EXCLUSION OF PRESS AND PUBLIC**

Receive notification of the Town Clerk's annual leave and matters relating to overtime working and sickness.

Members voted on the exclusion of the press and public:

Proposed by: Cllr Kennedy Seconded by: Cllr Wattingham



Votes for: 3

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

**PE78 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS**

Annual leave

The Clerk requested to take 3 days leave from 1st February to 31st March. As of the 31<sup>st</sup> March 2019 the Clerk would have 3.5 days annual leave outstanding, these would be carried over into 2019/20.

The Clerk requested to take 7 days leave from 1st April 2019 to 30th June 2019. Specific dates would be advised to the Clerks appointed person and would be circulated 1-2 weeks prior, prior to the commencement of leave, via the Members Newsletter.

**Resolved:** To approve the Town Clerks annual leave request.

Overtime

The Clerk attended 15 meetings or events outside of the normal working day within the period 1st October to 31st December 2018 (compared with 8 meetings in the previous quarter).

Members discussed the calling of several extraordinary meetings had impacted on the overtime hours of the Town Clerk.

Sickness

The clerk was required to inform their appointed person of any sick leave. When sick leave had been taken this has been done. Due to the sensitive nature of sick leave it was suggested that the remit of the appointed person be slightly extended to require them to follow up with the clerk on the reason for the sick leave and, if work related, to follow this up in line with internal processes. If agreed no further reports on the clerk's sickness would be made to this committee. Should members feel that this was not suitable it was requested that it be formally agreed that any report on sickness would only be considered in private session.

Members raised concerns that this was a lot of pressure on one person if an illness arose due to stress, however members were advised that the Corporate Services Manager and Head of Democratic Services were on hand to advise and support the appointed person if the Town Clerk's illness was due to work related stress.

**Resolved:** To confirm that the clerk continues to report any sick leave to their appointed person and to require the appointed person to follow up

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**with the clerk on the reason for the sick leave and, if work related, to follow this up in line with internal processes.**

**The Chairman declared the meeting closed at 6.19pm**

**Dated this 15<sup>th</sup> day of April 2019**

**Chairman**

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## Corporate Services Committee

### *Functions*

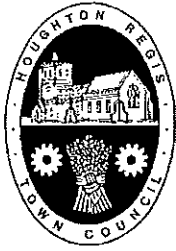
- To consider any matters referred to it by the Council or other Committees.
- To respond on behalf of the Council to initiatives from other organisations relating to matters under the Committee's jurisdiction.
- To exercise management of health and safety issues in respect of all the services of this Committee.
- To consider and determine any new contracts and any renewals of existing contracts under the jurisdiction of this committee.
- Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- Review of the Council's and/or employees' memberships of other bodies.
- To manage and maintain the Council Offices including office equipment and furniture.
- Reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018 (DPA 2018)
- and to take action to comply.
- To receive information relating to the number of Freedom of Information requests received by the Clerk
- Reviewing policies of the Council as required by the Policy Document Review Schedule
- To oversee and manage the financial obligations of the Council, including:
  - To receive quarterly reports on investments containing a forecast of capital expenditure, investment opportunities and a recommendation for further investment including where, length and amount
  - To receive bank and cash reconciliation statements.
  - To receive and annual report (based on the previous financial year) on loans taken out, repayments made and outstanding liability
  - To confirm the use of direct debits, standing orders, BACS, CHAPS
- Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- To recommend to Council the writing off of irrecoverable amounts.
- To assemble and submit to the Town Council estimates of income and expenditure for each financial year in respect of all the services of this Committee no later than 30<sup>th</sup> November each year.
- To monitor periodically the income and expenditure of the Committee.
- To consider and determine any proposed expenditure or reduction in income for which no provision has been made in the approved budget.
- To set the level of charges for facilities in respect of all the services of this Committee.
- Monitor and review risk management issues
- To exercise overall responsibility for staffing issues, excluding the appointment of the Town Clerk, who shall be appointed by the Town Council
- To determine staff conditions of service including salary scales, working hours, employee assessments and evaluations etc
- To determine all matters relating to staff including staffing resources and

structures

- To consider, determine and approve staff and Member training requirements
- To receive information relating to the number of freedom of information requests received by the Town Clerk.

*Terms of Reference*

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



## CORPORATE SERVICES COMMITTEE

Agenda Item 8

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<b>Date:</b>	<b>10<sup>th</sup> June 2019</b>
<b>Title:</b>	<b>Budget Report</b>
<b>Purpose of the Report:</b>	<b>To provide members with the Corporate Services Budget for 2019/20 with commentary and the Income &amp; Expenditure report to date.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

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### 1. RECOMMENDATIONS

1. To note the virement within cost centre 190 of £100 from 190-4017 to 190-4038
2. To approve the virement of £660 from 190-4026 to 302-4034 (Website)
3. To approve the works to the office as recommended in the Condition Survey regarding electrical testing and repair, lighting renewals and boiler renewal.
4. To note at this stage the predicted deficits in 190-4001 (£5,820) and 191-4005 (£4,007).

### 2. BACKGROUND

In accordance with the committee functions a review of the income and expenditure of the committee should be undertaken periodically. Accordingly, a report will be presented to each committee meeting detailing the budget and income and expenditure for the specific committee.

The budget report provides information on:

1. The cost centre (3 digits) and title i.e. 101 Corporate Management
2. The budget code (4 digits) and title i.e. 1076 Precept received<sup>1</sup>
3. The agreed budget (as set in February 2019)
4. Virements (agreed transfers between cost centres and codes)<sup>2</sup>
5. Revised budget (taking into account any virements)

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<sup>1</sup> Please note income codes start with 1XXX and expenditure codes start with 4XXX

<sup>2</sup> The council has authorised officers to complete virements within the same cost centre. Committee approval has to be secured to complete virements between cost centres

6. Detail on itemised income / expenditure (how it is envisaged that the budget will be spent)
7. Predicted income / expenditure (in some instances it is predicted that more or less budget will be required or more or less income will be secured)
8. Predicted surplus / deficit (taking into account the difference between the agreed budget and the predicted income / expenditure). This shows if there is unallocated budget available or a predicted deficit
9. Points for the committee to consider (these form the officer's recommendation to address any deficit)
10. Committee date for consideration

The income and expenditure report is provided for reference.

### **3. ISSUES FOR CONSIDERATION**

The council's budget for 2019/20 is particularly tight and there are some concerns that there are areas of budget deficit alongside a heavy use of ear marked reserves<sup>3</sup> to fund revenue expenditure. It is important for the council to stringently monitor budgets to address any deficits.

Largely due to a significant transfer into ear marked reserves from general reserves<sup>4</sup> in 2018/19 to help fund replacement council offices, the level of general reserves are at the minimum threshold. As such general reserves provide no scope to support the annual budget.

At this early stage in the financial year there is little to report on income and expenditure. However regular reporting and stringent monitoring will support the council financially during the year.

The recommendations in this report seek to address some preliminary issues.

### **4. COUNCIL VISION**

The proposed action supports the Objectives of Council's Vision;

5. A strong efficient and proactive Town Council.

### **5. IMPLICATIONS**

#### **Corporate Implications**

- There are no corporate implications

#### **Legal Implications**

- There are no legal implications

#### **Financial Implications**

- The financial implications are detailed within the report.

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<sup>3</sup> Ear marked reserves are capital budgets for identified projects, often abbreviated to EMR

<sup>4</sup> General reserves are unallocated funds. It is recommended that this fund should equate to around 3 months of net revenue expenditure

### **Risk Implications**

- The council must ensure that expenditure and income targets are met.

### **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**

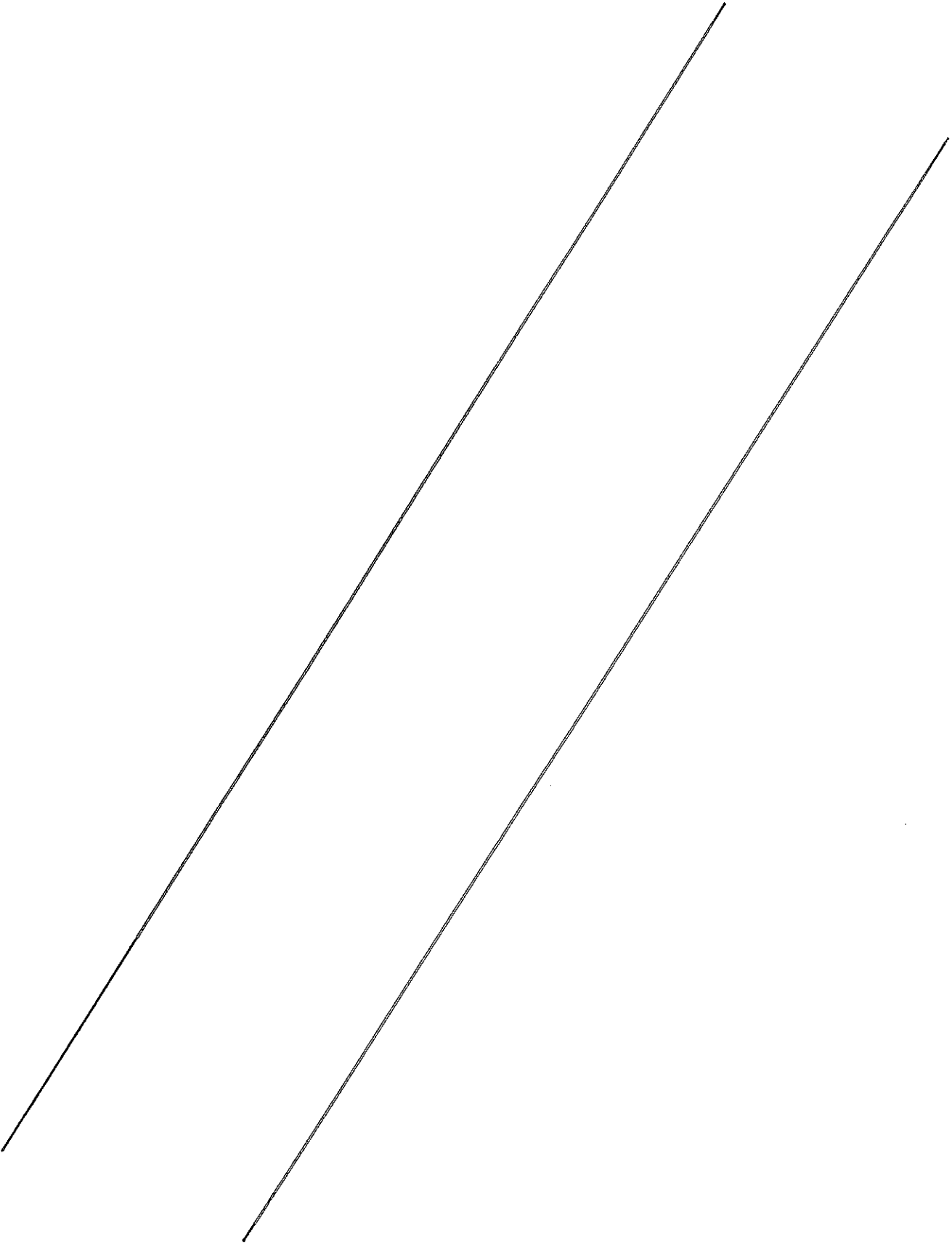
There are no press implications.

## **6. CONCLUSION AND NEXT STEPS**

Proactive monitoring of the budget will set the council in good stead going forwards and will help to ensure that expenditure and income targets are met.

## **7. APPENDICES**

<b>Appendix A:</b>	Budget Report
<b>Appendix B:</b>	Income & Expenditure Report





2019/20	Agreed	Virements	Revised Budget	Itemised income / expenditure	Predicted income / expenditure	Predicted Surplus / deficit	Committee to consider	Committee date
101 Corporate Management								
1076 Precept received	-861,916	0	-861,916	Precept, 2 instalments to be received April 2019 and October 2019	-861,916		Members to provide guidance on how 20/21 budget should be presented - precept / band D aspirations	Sep-19
1096 Interest & Dividends Received	-34,000	0	-34,000	Monthly interest received from deposit account approx. £300/mth, quarterly dividends received from Property fund	-34,800	800		
Total Income	-895,916							
4051 BANK & LOAN CHARGES	60	0	60	Used for bank and loan charges e.g. CHAPS fees	0	60	Not completing an interim audit although not good practice to do so; consider changing IA to see if financial saving possible and considered good practice to vary IA	Sep-19
4056 AUDIT FEES	2,750	0	2,750	Used for internal audit (interim and year end, total £1,000) and external year end audit (£2000).	3,000	-250		
4057 ACCOUNTANCY & SOFTWARE	1,700	0	1,700	Accounts software support £700, Year end close down £400, Year end financial statements £550, Consultants travel £50	2,000	-300	Officers would like to have a pre year end health check completed. This would enable the close down date to be brought forward which would reduce back log of accounts work for officers. Additional cost TBC	Nov-19
4061 CCLA Management Fees	4,000	0	4,000	Covers the CCLA Property fund management fee, payable quarterly	4,400	-400		
Overhead Expenditure	8,510							
Movement to/(from) (	887,406							
102 Democratic Rep'n & Mgmt.								
4007 CONFERENCE COSTS	1,000	0	1,000	2018-19 NALC National Conference costs £245, NALC Spring Conference costs £210. Requested budget allows for 1 member to attend each conference and accommodation. Assumes conference pattern remains for 2019/20.	500	500		

2019/20	Agreed	Virements	Revised Budget	Itemised income / expenditure	Predicted income / expenditure	Predicted Surplus / deficit	Committee to consider	Committee date
4008 TRAINING/COURSES	1,400	0	1,400	Election in May 2019. Budget allows for £100 per member for training for the year. Training would include BATPC (New clir induction, Clir refresher, Finance, Chairmanship 1, 2, 3, General power of competence, Staff appraisal) and Other (Code of Conduct, Being a good employer, Officer members relationships, Safeguarding)	1,400	0		
4009 TRAVEL	350	0	350	Member travel to training and conferences	350	0		
4020 MISC. ESTABLISH.COST	400	0	400	Covers minor unexpected expenditure £200 and visual recording of Annual Town Council mtg at external venue £200	200	200		
4024 SUBSCRIPTIONS	2,800	0	2,800	SLCC £350, NALC £2080, ICCM £90, AAT £94, ALCC £30, ICO £40	2,800	0		
4104 HOSPITALITY ALLIANCE	200	0	200	Council hospitality i.e. refreshments at significant mtgs, seasonal civic events etc Town council election May 2019. May 2015 combined (national, local and parish) election costs were £29,100. The HRTC contribution was therefore £9700. The combined election costs in May 2019 will be split between CBC and the parish. Approx. £30,000 split into 2, namely £15,000 per council.	200	0		
4131. ELECTION COSTS	15,000	0	15,000		15,000	0		
4991 Trs to Earmarked Reserve	0	0	0					
4992 Trs from Earmarked Reserve	-2,889	0	-2,889	Transfer from EMR 332 Elections	-2,889	0	transfers to and from EMR to be completed during year, 0 previously completed at year end	
Overhead Expenditure	18,261							
Movement to/(from) (18,261)								
190 Central Services								
1082 INC-LETTINGS	-150	0	-150	Ad hoc hire of chamber	-150	0		
1091 Income Miscellaneous	-100	0	-100	Ad hoc income	-100	0		
Total Income	-250							

2019/20

	Agreed	Virements	Revised Budget	Itemised income / expenditure	Predicted income / expenditure	Predicted Surplus / deficit	Committee to consider	Committee date
4036 PROPERTY MAINTENANCE	5,000	0	5,000	Upkeep of council offices £4500, Electrical inspection £500	5,000		The Condition Survey recommended electrical testing and repair £2250, lighting renewals £1000 and boiler renewal £2500. Authorisation requested.	Jun-19
4038 MAINTENANCE CONTRACTS	500	100	600	PAT testing £200 TBC, emergency lights testing £75, alarm servicing £340	600	0		
4042 Equipment Repairs & Maintenance	1,000	0	1,000	To cover ad hoc requirements £5000 re unauthorised encampments, £1000 re fees associated with land registration, £3000 re fees for fixed asset valuation, £500 re GDPR audit	0	1,000		
4059 OTHER PROFESSIONAL FEES	10,000	0	10,000		9,500	500		
4991 Trs to Earmarked Reserve	0	0	0					
4992 Trs from Earmarked Reserve	-22,816	0	-22,816	From EMR's 328 £55, 330 £19208, 332 £611, 333 £824, 339 £2118	-22,816	0		
Overhead Expenditure	37,834							
Movement to/(from) (	(37,584)							
191 Personnel/Staff Costs								
4001 STAFF SALARIES	388,682	360	389,042	Predicted costs in 2019-20 are: £394,599 inc current staff and allowances, plus a 2% increase and a new grds apprentice.	394,862	-5,820	To note predicted deficit, could consider delay in replacing staff as and when an employee leaves	Jun-19
4002 EMPLOYERS N.I	39,900	0	39,900	Virement from 291-4021	39,900	0		
4003 EMPLOYERS SUPERANN.	94,900	0	94,900	NI is approximately 10% of salaries Superannuation is 23.8% of salaries	94,900	0		
4005 STAFF OVERTIME	6,493	0	6,493	Staff are entitled to claim overtime or TOIL for council mtgs and events.	10,500	-4,007	To consider predicted deficit	Nov-19
4059 OTHER PROFESSIONAL FEES	6,000	0	6,000	Payroll fees £1000, HR Support £2500, Clerks appraisal £400	3,900	2,100		
4992 Trs from Earmarked Reserve	-30,000	0	-30,000	From EMR's 322, 351 and New Office	-30,000	0		
Overhead Expenditure	505,975							
Movement to/(from) (	(505,975)							
199 P&R Capital and Projects								
4026 COMPUTER COSTS	2,000	0	2,000	Can use funds for either replacement of up to 6 pcs, resolving chamber pc reliability or software upgrades. Specific costs to be investigated and considered.	2,000	0		
4992 Trs from Earmarked Reserve	-2,000	0	-2,000		-2,000	0		
Overhead Expenditure	0							
Movement to/(from) (	0							

	Agreed	Virements	Revised Budget	Itemised income / expenditure	Predicted income / expenditure	Predicted Surplus / deficit	Committee to consider	Committee date	
				The clerks / senior officer attendance at sector specific conferences supports ongoing training and mentoring support and helps to ensure the clerk / senior officers are up to date with current legislation and good practice. The requested budget allows for attendance at NALC National Conference (£245), SLCC National Conference (£300) and the SLCC Practitioners conference (£250). (Costs are estimated)	800	0	800	0	
4007 CONFERENCE COSTS	800	0	800	Covers office apprentice course (£900), CILCA x 2 (£700) plus small scale ad hoc training (£400)	2,000	0	2,000	0	
4008 TRAINING/COURSES	2,000	0	2,000	Covers officers travel to mtgs and council events.	800	-450	800	Predicted overspend	Sep-19
4009 TRAVEL	350	0	350	Self explanatory	7,200	0	7,200	0	
4011 RATES	7,200	0	7,200	Self explanatory	350	0	350	0	
4012 WATER RATES	350	0	350	Self explanatory	1,400	0	1,400	-100	Predicted overspend
4014 ELECTRICITY	1,400	0	1,400	Self explanatory	1,500	-200	1,500	-200	Predicted overspend
4015 GAS	1,300	0	1,300	Self explanatory	300	-100	300	£100 vired to 4038 to cover deficit	Jun-19
4017 HEALTH & SAFETY	400	-100	300	Used for ad hoc health and safety matters	0	150	0	150	
4020 MISC. ESTABLISH.COST	150	0	150	Used for ad hoc matters	2,700	-200	2,700	-200	
4021 COMMUNICATIONS COSTS	2,500	0	2,500	Mobiles, land lines and annual costs	2,300	500	2,300	500	
4022 POSTAGE	2,800	0	2,800	Stamps and franking machine	1,000	200	1,000	200	
4023 STATIONERY	1,200	0	1,200	Office stationery	14,000	4,000	14,000	4,000	
4025 INSURANCE	18,000	0	18,000	Global council insurance (annual renewal plus ad hoc add ons)	2,505	835	2,505	835	Virement of £660 to Website re website maintenance contract
4026 COMPUTER COSTS	4,000	-660	3,340	IT support charges £1800. Server annual warranty £155. Council email address for each cllr £550.	1,884	-184	1,884	-184	
				New copier contract: £100 / quarter rental – fixed plus £60/ quarter mono copies – estimated based on previous usage and £260 / quarter colour – estimated based on previous usage plus external stapler hire					
4027 PHOTOCOPIER CHARGES	1,700	0	1,700	ES1/quarter					
4031 ADVERTISING	0	0	0	Employment vacancy advertising					

17/05/2019

## Houghton Regis Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 30/04/2019

Month No: 1

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>101 Corporate Management</u>						
1076 Precept received	0	861,916	861,916			0.0%
1096 Interest & Dividends Received	35,000	34,000	(1,000)			102.9%
	<u>35,000</u>	<u>895,916</u>	<u>860,916</u>			<u>3.9%</u>
Corporate Management :- Income						
4051 BANK & LOAN CHARGES	0	60	60		60	0.0%
4056 AUDIT FEES	(2,750)	2,750	5,500		5,500	(100.0%)
4057 ACCOUNTANCY & SOFTWARE	(279)	1,700	1,979		1,979	(16.4%)
4059 OTHER PROFESSIONAL FEES	221	0	(221)		(221)	0.0%
4061 CCLA Management Fees	(985)	4,000	4,985		4,985	(24.6%)
	<u>(3,792)</u>	<u>8,510</u>	<u>12,302</u>	<u>0</u>	<u>12,302</u>	<u>(44.6%)</u>
Corporate Management :- Indirect Expenditure						
Movement to/(from) Gen Reserve	<u>38,792</u>					
<u>102 Democratic Rep'n &amp; Mgmt</u>						
4007 CONFERENCE COSTS	0	1,000	1,000		1,000	0.0%
4008 TRAINING/COURSES	0	1,400	1,400	25	1,375	1.8%
4009 TRAVEL	0	350	350		350	0.0%
4020 MISC. ESTABLISH.COST	5	400	395		395	1.3%
4024 SUBSCRIPTIONS	(210)	2,800	3,010		3,010	(7.5%)
4104 HOSPITALITY ALLNCE	0	200	200		200	0.0%
4131 ELECTION COSTS	0	15,000	15,000		15,000	0.0%
4992 Trs from Earmarked Reserve	0	(2,889)	(2,889)		(2,889)	0.0%
	<u>(205)</u>	<u>18,261</u>	<u>18,466</u>	<u>25</u>	<u>18,441</u>	<u>(1.0%)</u>
Democratic Rep'n & Mgmt :- Indirect Expenditure						
Movement to/(from) Gen Reserve	<u>204</u>					
<u>190 Central Services</u>						
1082 INC-LETTINGS	0	150	150			0.0%
1091 Income Miscellaneous	0	100	100			0.0%
	<u>0</u>	<u>250</u>	<u>250</u>			<u>0.0%</u>
Central Services :- Income						
4007 CONFERENCE COSTS	0	800	800		800	0.0%
4008 TRAINING/COURSES	0	2,000	2,000		2,000	0.0%
4009 TRAVEL	0	350	350		350	0.0%
4011 RATES	0	7,200	7,200		7,200	0.0%
4012 WATER RATES	152	350	198		198	43.4%
4014 ELECTRICITY	0	1,400	1,400		1,400	0.0%
4015 GAS	0	1,300	1,300		1,300	0.0%
4017 HEALTH & SAFETY	0	400	400		400	0.0%
4020 MISC. ESTABLISH.COST	10	150	140	69	72	52.3%
4021 COMMUNICATIONS COSTS	0	2,500	2,500		2,500	0.0%

Continued over page

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4:03

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2019

Month No: 1

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4022 POSTAGE	217	2,800	2,584		2,584	7.7%
4023 STATIONERY	0	1,200	1,200		1,200	0.0%
4025 INSURANCE	0	18,000	18,000		18,000	0.0%
4026 COMPUTER COSTS	2,111	4,000	1,889		1,889	52.8%
4027 PHOTOCOPIER CHARGES	(177)	1,700	1,877		1,877	(10.4%)
4036 PROPERTY MAINTENANCE	0	5,000	5,000		5,000	0.0%
4038 MAINTENANCE CONTRACTS	219	500	281		281	43.8%
4042 Equipment Repairs & Maintenance	0	1,000	1,000		1,000	0.0%
4059 OTHER PROFESSIONAL FEES	(9,983)	10,000	19,983	6,250	13,733	(37.3%)
4992 Trs from Earmarked Reserve	0	(22,816)	(22,816)		(22,816)	0.0%
<b>Central Services :- Indirect Expenditure</b>	<b>(7,452)</b>	<b>37,834</b>	<b>45,286</b>	<b>6,319</b>	<b>38,968</b>	<b>(3.0%)</b>
<b>Movement to/(from) Gen Reserve</b>	<b>7,452</b>					
<u>191 Personnel/Staff Costs</u>						
4001 STAFF SALARIES	30,994	388,682	357,688		357,688	8.0%
4002 EMPLOYERS N.I	2,775	39,900	37,125		37,125	7.0%
4003 EMPLOYERS SUPERANN.	6,947	94,900	87,953		87,953	7.3%
4005 STAFF OVERTIME	0	6,493	6,493		6,493	0.0%
4059 OTHER PROFESSIONAL FEES	170	6,000	5,830		5,830	2.8%
4992 Trs from Earmarked Reserve	0	(30,000)	(30,000)		(30,000)	0.0%
<b>Personnel/Staff Costs :- Indirect Expenditure</b>	<b>40,886</b>	<b>505,975</b>	<b>465,089</b>	<b>0</b>	<b>465,089</b>	<b>8.1%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(40,886)</b>					
<u>199 P&amp;R Capital and Projects</u>						
4026 COMPUTER COSTS	0	2,000	2,000		2,000	0.0%
4992 Trs from Earmarked Reserve	0	(2,000)	(2,000)		(2,000)	0.0%
<b>P&amp;R Capital and Projects :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>					
<b>Grand Totals:- Income</b>	<b>35,000</b>	<b>896,166</b>	<b>861,166</b>			<b>3.9%</b>
<b>Expenditure</b>	<b>29,437</b>	<b>570,580</b>	<b>541,143</b>	<b>6,344</b>	<b>534,800</b>	<b>6.3%</b>
<b>Net Income over Expenditure</b>	<b>5,563</b>	<b>325,586</b>	<b>320,023</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>5,563</b>					

**Bank and Cash Reconciliations Statements as at 28.02.19**

1) **Reconciliation of Cash Book 1 with Bank Rec 1 as at 28.02.19**

Bank Reconciliation figs as at 28.02.19

Liquidity Deposit Acct balance as at 28.02.19  
 Plus Current Acct balance as at 28.02.19  
 Less total of uncleared cheques as at 28.02.19  
 Plus total of outstanding receipts/lodgements as at 28.02.19

34,351.16  
 1,814.00  
 -12,708.63  
 5.00

Total Balance as at 28.02.19

23,461.53

Cash Book 1 figs as at 28.02.19

Cash Book/Bank Rec balances as at 31.01.19 (c/f from Reconciliation Statement of the 31.01.19)  
 Plus Total Receipts/Lodgements as at 28.02.19  
 Less Total Payments as at 28.02.19  
 Adjustment

49,019.77  
 55,916.91  
 -81,475.15

Total Balance as at 28.02.19

23,461.53

2) **Reconciliation of Cash Book 2 with Bank Rec 2 as at 28.02.19**

Bank Reconciliation figs as at 28.02.19

Business Direct Reserve Acct balance as at 28.02.19  
 Less total of uncleared cheques as at 28.02.19  
 Plus total of outstanding receipts/lodgements as at 28.02.19

265.77  
 0.00  
 0.00

Total Balance as per 28.02.19

265.77

Cash Book 2 figs as at 28.02.19

Cash Book/Bank Rec balances as at 31.01.19 (c/f from Reconciliation Statement of the 31.01.19)  
 Plus Total Receipts/Lodgements as at 28.02.19  
 Less Total Payments as at 28.02.19

265.73  
 0.04  
 0.00

Total Bank Balances as per 28.02.19

265.77

**Reconciliation of Bank Summaries/Statements with Bank Reconciliations, Cash Books and Nominal Accounts figures as at 28.02.19**

Total funds of the Council as at 28.02.19 as per Bank Summaries/Statements

Current & Liquidity Bank Summaries/Statement - Cash Book 1  
 Business Direct Reserve Account Bank Summary/Statement - Cash Book 2  
 CCLA Public Sector Deposit Fund Account  
 LAMIT (CCLA) Property Account  
 Petty Cash Account

23,461.53  
 265.77  
 768,000.00  
 600,000.00  
 100.00 \*

COUNCIL'S BANK ACCOUNTS STATEMENTS ACTUAL FUNDS

1,391,827.30

Total funds of the Council as at 28.02.19 as per Bank Reconciliations, Cash Books and Nominal Accounts figures

Current & Liquidity Accounts Bank Reconciliation  
 Business Direct Reserve Account Bank Reconciliation  
 CCLA Deposit Fund Account  
 LAMIT (CCLA) Property Account  
 Nominal Ledger Acct of Petty Cash Account

23,461.53  
 265.77  
 768,000.00  
 600,000.00  
 100.00 \*

COUNCIL'S BANK ACCOUNT FINANCIAL DIRECTOR SOFTWARE TOTAL FUNDS

1,391,827.30

\* Petty Cash Account normal balance of £350.00, any difference is due to time difference between emergency expenditure and reimbursement at a later period.

Clerk's Signature: .....

Date: .....

Councillor's Signature: .....

**Bank Reconciliation Statement as at 01/03/2019  
for Cashbook 1 - NATWEST CURRENT/RESERVE**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Current Account	28/02/2019	1449	1,814.00
Liquidity Manager Account	28/02/2019	1174	34,351.16
			<u>36,165.16</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
21/11/2017 b/tfrmcs01 MCS Contract Cleaning Limited		112.48	
22/03/2018 P/C CHQ628 Dep Mayor ticket chq loan		20.00	
27/04/2018 D/CPO5026 Amazon / RT Technology		2.99	
08/05/2018 010331 BBB Group Ltd		720.00	
17/10/2018 101492 HSC Security		180.00	
19/11/2018 010387 South Beds Dial A Ride		2,251.00	
30/11/2018 101560 The Safer Luton Partnership		100.00	
20/02/2019 101591 Aitchison Raffety Property Con		2,340.00	
20/02/2019 101592 AMF Services (Bedford) Ltd		689.39	
20/02/2019 101593 ASI Environmental		216.00	
20/02/2019 101594 Bedfordshire Pension Fund		49.38	
20/02/2019 101596 B R Boatwright		540.00	
20/02/2019 101595 Blain's Trailers & Tyres Ltd		90.60	
20/02/2019 101598 Branch Line Training		624.00	
20/02/2019 101600 Biffa Waste Services Ltd		1,152.86	
20/02/2019 101601 Earth Anchors		585.54	
20/02/2019 101602 Fire Facilities Management		588.00	
20/02/2019 101603 Geo Browns Implements Ltd		120.19	
20/02/2019 101604 Gibbs & Dandy PLC		95.98	
20/02/2019 101605 John Curl		14.87	
20/02/2019 101606 Kensworth Sawmills Ltd		53.28	
20/02/2019 101607 PHS Group		93.60	
20/02/2019 101608 Rialtas Business Solutions Ltd		944.40	
20/02/2019 101609 Roger Kilby		120.00	
20/02/2019 101611 Brady Corp Ltd		87.78	
20/02/2019 101613 SLCC		252.00	
20/02/2019 101614 Right Fuelcard Company Ltd		664.29	
			<u>12,708.63</u>
			23,456.53
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
17/05/2018		5.00	
			<u>5.00</u>
			23,461.53
			<b>Balance per Cash Book is :- 23,461.53</b>
			<b>Difference Excluding Adjustments is :- 0.00</b>

**Adjustments to Reconciliation**

11/01/2019	0.00
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**Bank Reconciliation Statement as at 01/03/2019  
for Cashbook 2 - NATWEST online saving 41172051**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Reserve Account	28/02/2019	43	265.77
			<u>265.77</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			265.77
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			265.77
		<b>Balance per Cash Book is :-</b>	<b>265.77</b>
		<b>Difference is :-</b>	<b>0.00</b>

1) Reconciliation of Cash Book 1 with Bank Rec 1 as at 31.03.19

Bank Reconciliation figs as at 31.03.19

Liquidity Deposit Acct balance as at 31.03.19

45,770.80

Plus Current Acct balance as at 31.03.19

1,381.00

Less total of uncleared cheques as at 31.03.19

-5,937.56

Plus total of outstanding receipts/lodgements as at 31.03.19

0.00

Total Balance as at 31.03.19

41,214.24

2) Reconciliation of Cash Book 2 with Bank Rec 2 as at 31.03.19

Bank Reconciliation figs as at 31.03.19

Business Direct Reserve Acct balance as at 31.03.19

265.81

Less total of uncleared cheques as at 31.03.19

0.00

Plus total of outstanding receipts/lodgements as at 31.03.19

0.00

Total Balance as per 31.03.19

265.81

Cash Book 1 figs as at 31.03.19

Cash Book/Bank Rec balances as at 28.02.19 (c/f from Reconciliation Statement of the 28.02.19)  
Adjustments that took place after 28.2.19 Bank Reconciliation but was within Month 11

23,461.53

Petty Cash bank transfer dated 1.3.19

250.00

P/C acct staff reimbursement

-185.89

Revised Cash book/Bank Rec balances as at 1.3.19

23,275.64

Plus Total Receipts/Lodgements as at 31.03.19

111,545.83

Less Total Payments as at 31.03.19

-93,607.23

Adjustment

Total Balance as at 31.03.19

41,214.24

Cash Book 2 figs as at 31.03.19

Cash Book/Bank Rec balances as at 28.02.19 (c/f from Reconciliation Statement of the 28.02.19)  
Plus Total Receipts/Lodgements as at 31.03.19  
Less Total Payments as at 31.03.19

265.77

0.04

0.00

Total Bank Balances as per 31.03.19

265.81

Reconciliation of Bank Summaries/Statements with Bank Reconciliations, Cash Books and Nominal Accounts figures as at 31.03.19

Total funds of the Council as at 31.03.19 as per Bank Summaries/Statements

Current & Liquidity Bank Summaries/Statement - Cash Book 1

41,214.24

Business Direct Reserve Account Bank Summary/Statement - Cash Book 2

265.81

CCLA Public Sector Deposit Fund Account

663,000.00

LAMIT (CCLA) Property Account

600,000.00

Petty Cash Account

350.00 \*

COUNCIL'S BANK ACCOUNTS STATEMENTS ACTUAL FUNDS

1,304,830.05

Total funds of the Council as at 31.03.19 as per Bank Reconciliations, Cash Books and Nominal Accts figures

Current & Liquidity Accounts Bank Reconciliation

41,214.24

Business Direct Reserve Account Bank Reconciliation

265.81

CCLA Deposit Fund Account

663,000.00

LAMIT (CCLA) Property Account

600,000.00

Nominal Ledger Acct of Petty Cash Account

350.00 \*

COUNCIL'S BANK ACCOUNT FINANCIAL DIRECTOR SOFTWARE TOTAL FUNDS

1,304,830.05

\* Petty Cash Account normal balance of £350.00, any difference is due to time difference between emergency expenditure and reimbursement at a later period.

Clerk's Signature: .....

Councillor's Signature: .....

Date: .....

**Bank Reconciliation Statement as at 31/03/2019  
for Cashbook 1 - NATWEST CURRENT/RESERVE**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Current Account	31/03/2019	1461	1,381.00
Liquidity Manager Account	31/03/2019	1175	45,770.80
			<u>47,151.80</u>
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
21/11/2017 b/tfrmcs01	MCS Contract Cleaning Limited		112.48
08/05/2018 010331	BBB Group Ltd		720.00
17/10/2018 101492	HSC Security		180.00
19/11/2018 010387	South Beds Dial A Ride		2,251.00
30/11/2018 101560	The Safer Luton Partnership		100.00
15/03/2019 101615	A A A Security		1,267.32
15/03/2019 101616	AMF Services (Bedford) Ltd		57.00
15/03/2019 101629	The Safer Luton Partnership		1,180.00
31/03/2019 P/CMARCH19	Petty Cash		69.76
			<u>5,937.56</u>
			41,214.24
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			41,214.24
		<b>Balance per Cash Book is :-</b>	<b>41,214.24</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/03/2019  
for Cashbook 2 - NATWEST online saving 41172051**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Reserve Account	28/02/2019	43	265.81
			<u>265.81</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			265.81
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			265.81
		<b>Balance per Cash Book is :-</b>	<b>265.81</b>
		<b>Difference is :-</b>	<b>0.00</b>

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20/02/2019

Houghton Regis Town Council

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List of Purchase Ledger Payments

User: SWS

Linked to Cashbook 1

Entered Month 11  
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>AIT01 Aitchison Raffety Property Consultants</b>							
<i>PO5322-6premises valuation/913</i>	15/02/2019	HBS003190	1	2,340.00	0.00	2,340.00	0.00
Authorised: 9116 & 9235						<u>0.00</u>	<u>2,340.00</u>
Above paid on 20/02/2019 by Cheque 101591							
<b>AMF01 AMF Services (Bedford) Ltd</b>							
<i>Kubota LK15DXU service-9122</i>	07/02/2019	20632	1	689.39	0.00	689.39	0.00
Authorised: MinTC9257Budget						<u>0.00</u>	<u>689.39</u>
Above paid on 20/02/2019 by Cheque 101592							
<b>ASI01 ASI Environmental</b>							
<i>Office asbestos survey12.3/908</i>	24/01/2019	G-003991	1	216.00	0.00	216.00	0.00
						<u>0.00</u>	<u>216.00</u>
Above paid on 20/02/2019 by Cheque 101593							
<b>BED02 Bedfordshire Pension Fund</b>							
<i>Dec 2018 G. Twiss pension/9091</i>	23/01/2019	736546	1	49.38	0.00	49.38	0.00
Authorised: MinTC9257Budget						<u>0.00</u>	<u>49.38</u>
Above paid on 20/02/2019 by Cheque 101594							
<b>BOA01 B R Boatwright</b>							
<i>PO5319-O/Close green waste-910</i>	31/01/2019	1344	1	540.00	0.00	540.00	0.00
Authorised: MinTC9257Budget						<u>0.00</u>	<u>540.00</u>
Above paid on 20/02/2019 by Cheque 101596							
<b>BQ01 Trade UK</b>							
<i>Office w/c floor renovation/89</i>	08/01/2019	0941772047	1	161.92	0.00	161.92	0.00
Authorised: MinTC9257Budget							
<i>Office maintenance/9004</i>	09/01/2019	0942101545	1	19.98	0.00	19.98	0.00
Authorised: MinTC9257Budget							

Continued over page

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 11  
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>V/Grn bollards repair/9047</i> Authorised: MinTC9257Budget	18/01/2019	0944548431	1	69.66	0.00	69.66	0.00
<i>Grounds consumables/9090</i> Authorised: MinTC9257Budget	23/01/2019	0945979851	1	16.00	0.00	16.00	0.00
<i>Grounds consumable items/9098</i> Authorised: MinTC9257Budget	29/01/2019	0747477713	1	11.95	0.00	11.95	0.00
<i>Reverse due to wrong supplier</i>	01/02/2019	C/N19.98	1	-19.98	0.00	-19.98	0.00
					<b>0.00</b>	<b>259.53</b>	

Above paid on 20/02/2019 by Cheque 101597

## BLA01 Blain's Trailers &amp; Tyres Ltd

<i>PO5329 - RTV puncture-9120</i> Authorised: MinTC9257Budget	08/02/2019	57305	1	90.60	0.00	90.60	0.00
					<b>0.00</b>	<b>90.60</b>	

Above paid on 20/02/2019 by Cheque 101595

## BRA01 Branch Line Training

<i>PO5320-NPORS -14.2.19/9126</i>	01/02/2019	709	1	624.00	0.00	624.00	0.00
					<b>0.00</b>	<b>624.00</b>	

Above paid on 20/02/2019 by Cheque 101598

## BRO01 Brown &amp; White

<i>Opticians- CE &amp; TE/9086</i> Authorised: Corp9215	22/01/2019	0003	1	44.62	0.00	44.62	0.00
					<b>0.00</b>	<b>44.62</b>	

Above paid on 20/02/2019 by Cheque 101599

## DUN02 Biffa Waste Services Ltd

<i>Skip exchange &amp; surcharges Jan</i> Authorised: MinTC9257Budget	25/01/2019	614C72392	1	1,152.86	0.00	1,152.86	0.00
					<b>0.00</b>	<b>1,152.86</b>	

Above paid on 20/02/2019 by Cheque 101600

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**Linked to Cashbook 1**

**Entered Month 11  
by user SWS**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>EAR01</b> <b>Earth Anchors</b>							
<i>PO5311-Red dog refuse bags-910</i>	18/01/2019	EA31786	1	585.54	0.00	585.54	0.00
					0.00	585.54	
Above paid on 20/02/2019 by Cheque 101601							
<b>FIR02</b> <b>Fire Facilities Management</b>							
<i>F/alarm &amp; E/lights- 25.1.19/90</i>	28/01/2019	70656	1	132.00	0.00	132.00	0.00
Authorised: MinTC9257Budget							
<i>M/C e/lights repair r e 6.2/91</i>	07/02/2019	70922	1	456.00	0.00	456.00	0.00
Authorised: MinTC9257Budget							
					0.00	588.00	
Above paid on 20/02/2019 by Cheque 101602							
<b>GBI01</b> <b>Geo Browns Implements Ltd</b>							
<i>Grnds m/c parts/9116</i>	12/02/2019	122686	1	120.19	0.00	120.19	0.00
					0.00	120.19	
Above paid on 20/02/2019 by Cheque 101603							
<b>GIB01</b> <b>Gibbs &amp; Dandy PLC</b>							
<i>PO5314- Sand-V/G bollards/9095</i>	18/01/2019	3401/01680210	1	47.99	0.00	47.99	0.00
<i>PO5314&amp;15-V/Gm bollard sand/9</i>	23/01/2019	3401/01681110	1	47.99	0.00	47.99	0.00
					0.00	95.98	
Above paid on 20/02/2019 by Cheque 101604							
<b>JCURL01</b> <b>John Curl</b>							
<i>F/RangerLT09RUJ repair-9140</i>	08/02/2019	245361	1	14.87	0.00	14.87	0.00
Authorised: MinTC9257Budget							
					0.00	14.87	
Above paid on 20/02/2019 by Cheque 101605							
<b>KEN01</b> <b>Kensworth Sawmills Ltd</b>							
<i>PO5311-cemetery grave boards/9</i>	29/01/2019	37834	1	53.28	0.00	53.28	0.00
					0.00	53.28	
Above paid on 20/02/2019 by Cheque 101606							

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 11  
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>PHS01</b> <b>PHS Group</b>							
<i>Sanitation items -9124</i>	12/02/2019	66473561	1	93.60	0.00	93.60	0.00
Authorised: MinTC9257Budget							
					0.00	93.60	
							Above paid on 20/02/2019 by Cheque 101607
<b>RBS01</b> <b>Rialtas Business Solutions Ltd</b>							
<i>Omega s/ware lic:Mar19-Feb20-9</i>	10/02/2019	SM19839	1	944.40	0.00	944.40	0.00
Authorised: MinTC9257Budget							
					0.00	944.40	
							Above paid on 20/02/2019 by Cheque 101608
<b>ROG01</b> <b>Roger Kilby</b>							
<i>M/C bollard surcharges/9117</i>	04/02/2019	1424	1	120.00	0.00	120.00	0.00
					0.00	120.00	
							Above paid on 20/02/2019 by Cheque 101609
<b>RTM01</b> <b>R T Machinery Ltd</b>							
<i>PO5299-SISIS quad s106EL9669/9</i>	25/01/2019	126770	1	5,763.00	0.00	5,763.00	0.00
Authorised: E&L9669							
					0.00	5,763.00	
							Above paid on 20/02/2019 by Cheque 101610
<b>SAF01</b> <b>Brady Corp Ltd</b>							
<i>PO5327-Grnds consumable item/9</i>	06/02/2019	9302913459	1	87.78	0.00	87.78	0.00
					0.00	87.78	
							Above paid on 20/02/2019 by Cheque 101611
<b>SCR02</b> <b>Trade UK Account</b>							
<i>Bedding Landscape bark/8956</i>	13/12/2018	0936943076	1	36.80	0.00	36.80	0.00
Authorised: Min9257Budget							
<i>Office maintenance item/9006</i>	11/01/2019	0942712900	1	6.58	0.00	6.58	0.00
Authorised: MinTC9257Budget							
<i>Office maintenance items/9007</i>	11/01/2019	904231700	1	2.29	0.00	2.29	0.00
Authorised: MinTC9257Budget							

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Linked to Cashbook 1

Entered Month 11  
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Grounds consumable item/9043</i> Authorised: MinTC9257Budget	15/01/2019	0943553563	1	2.39	0.00	2.39	0.00
<i>Safety boots/9046</i> Authorised: MinTC9257Budget	16/01/2019	0943948479	1	29.99	0.00	29.99	0.00
<i>Landscaping items</i> Authorised: MinTC9257Budget	01/01/2019	CN936943076	1	-36.80	0.00	-36.80	0.00
<i>Grounds small tools/9089</i> Authorised: MinTC9257Budget	21/01/2019	0945081383	1	51.26	0.00	51.26	0.00
<i>Grnds small tools-9103</i> Authorised: TC9257Budget	29/01/2019	0947477721	1	11.99	0.00	11.99	0.00
<i>Office supplies</i>	01/02/2019	0942101545	1	19.98	0.00	19.98	0.00
					<b>0.00</b>	<b>124.48</b>	

Above paid on 20/02/2019 by Cheque 101612

SLC01 SLCC

<i>SLCC Practitioners Conf14.2/91</i> Authorised: TC9257Budget	31/01/2019	127890	1	252.00	0.00	252.00	0.00
					<b>0.00</b>	<b>252.00</b>	

Above paid on 20/02/2019 by Cheque 101613

TOT01 Right Fuelcard Company Ltd

<i>Fuel x 3 Jan 2019/9093</i> Authorised: MinTC9257Budget	20/01/2019	2504991	1	270.89	0.00	270.89	0.00
<i>Fuel in January 2019/9096</i> Authorised: MinTC9257Budget	27/01/2019	2510692	1	148.50	0.00	148.50	0.00
<i>Fuel - Jan 2019 /9112</i> Authorised: MinTC9257Budget	03/02/2019	2522049	1	115.91	0.00	115.91	0.00
<i>Fuelx61.49ltrs-5.2.19/9123</i> Authorised: MinTC9257Budget	10/02/2019	2528072	1	128.99	0.00	128.99	0.00
					<b>0.00</b>	<b>664.29</b>	

Above paid on 20/02/2019 by Cheque 101614

<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>15,513.79</b>
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Schedule List of Payments - 20.2.19

Supplier	Type	Date	Number	Memo	Balance (£)
Clr David Abbott	Travel Claim	15.2.19	Dec & Jan 2019	Deputy Mayor travel expenses for the months of December 2018 & January 2019 in accordance with MinTC9257Budget	49.23
AMF Services	Request	20.2.19		Insurance excess payment towards repair costs of LK10AWP roadway mowers traffic incident in September 2018	150.00
H R Services (UK) Ltd	Invoice	01.02.19	INV-010485	Human Resources support for the month of February 2019 as per Min Corp 8743	126.00
Martin Rix Building Services	Invoice	12.2.19	12262	Workshop boiler service	357.60
MCS Contract Cleaning Ltd	Invoice	31.1.19	38057	PO4273 & Com Ser Min 8511-January 2019 provision of cleaning w/c facilities at Bedford Square & replenishment of sanitation supplies	1,836.00
The English School of Falconry	Invoice	13.2.19	19	PO5335 - travel expenses regarding Town Centre Attraction "Birds" activity on 11.2.19	25.00
Clr Ken Wattingham	Travel Claim	15.2.19	Dec & Jan 2019	Mayor's travel expenses for the months of December 2018 & January 2019 in accordance with MinTC9257Budget	104.13
<b>TOTAL</b>					<b>2,847.96</b>

ACCOUNTS PAID BETWEEN MEETINGS

Supplier	Type	Date	Num	Memo	Balance (£)
Amazon	Request	31.1.19	026-2099051	PO5325 - Town Centre attraction activity item	49.99
Amazon	Request	31.1.19	026-2833754	PO5325 - Town Centre attraction activity item	73.98
Amazon	Request	31.1.19	026-3257656	PO5325 - Town Centre attraction activity item	7.99
Amazon	Request	31.1.19	026-2099051	PO5326 - workshop item	42.58
Amazon	Request	8.2.19	204-7587494	PO5330 - grounds consumable item	25.19
Amazon	Request	08.02.19	204-7587494		15.45
Amazon	Request	19.02.19	CRSHOP081424	PO5337 - Town Centre attraction "Red Nose" day items	110.49
Amazon	Request	19.02.19	CRSHOP81526	PO5330 - Town Centre attraction "Red Nose" day items	14.99
Bedford Borough Council	Invoice	12.2.19	16964126	Staff basic salaries, NIC, superannuation and payroll administration costs & for February 2019 plus accrued overtime & travel costs for January 2019 in accordance with Min TC9257 Budget	39,810.33
DVLA	Request	06.02.19	T/Tipper	Road tax for Transit Tipper for the period: 28.2.19 - 27.2.20	250.00
DVLA	Request	06.02.19	F/Ranger	Road tax for Ford Ranger for the period: 28.2.19 - 27.2.20	250.00
Francotyp Postalia Ltd	Invoice	12.2.19	26510102	Franking machine service rate change	55.20
George Browns Ltd	Invoice	05.02.19	122036	PO5297 - Kubota mowers x 2 including part exchange and discount as per Min E&L9673	20,083.20
HRTC Current Account	Request	14.2.19	Transfer	Transfer from investment to fund expenditure payments	35,000.00
Mayor's Appeal Fund	Request	30.1.19	Mayor's contra	Payment of "Celebration of Xmas" ticket sales as received remittance on 28.1.19	1,223.99
Patty Cash	Request	07.01.18	Feb O/Bal	Petty Cash replenishment of funds used during the month of January 2019	100.77
Plusnet	Invoice	10.2.19	2193203-010	Provision of broadband at the workshop for the period: 10.2.19 - 9.3.19	9.00
Rhino Security Ltd	Pro-Forma	23.1.19	20967	PO4316 & 4317 - replacement bollards for Moore Crescent	222.00
Shire Leasing Plc	Invoice	01.02.19	03544092,0184FEB19	16th of 20 leasing repayment of the BT Cloud Voice hardware system in accordance with Corp Min 7973	86.48
Survey Nuts	Request	1.2.19	4806/Feb '19	PO 4915 - Monthly subscription for Neighbourhood Plan Questionnaire survey software	19.00
<b>TOTAL</b>					<b>97,450.63</b>

## Linked to Cashbook 1

Entered Month 12  
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>AAA01</b> <b>A A A Security</b>							
<i>PO5292-Office Dual Com</i>	26/02/2019	INV79377	1	394.68	0.00	394.68	0.00
Authorised: MinTC9257Budget							
<i>M/CPav alarm 2019 mai&amp;mon-9213</i>	01/03/2019	79616	1	539.34	0.00	539.34	0.00
Authorised: MinTC9799Budget							
<i>W/S alarm 2019 mai&amp;monitor-921</i>	01/03/2019	79617	1	333.30	0.00	333.30	0.00
Authorised: MinTC9799Budget							
					0.00	1,267.32	
							Above paid on 15/03/2019 by Cheque 101615
<b>AMF01</b> <b>AMF Services (Bedford) Ltd</b>							
<i>B/Grn honda mower repair/9244</i>	01/03/2019	20701	1	57.00	0.00	57.00	0.00
Authorised: MinTC9257budget							
					0.00	57.00	
							Above paid on 15/03/2019 by Cheque 101616
<b>BEA01</b> <b>Beauty By Ladies</b>							
<i>PO5370-TCA RND-face paint/9274</i>	14/03/2019	14032019	1	50.00	0.00	50.00	0.00
					0.00	50.00	
							Above paid on 15/03/2019 by Cheque 101617
<b>BED02</b> <b>Bedfordshire Pension Fund</b>							
<i>Jan 2019-G.Twiss pension/9190</i>	20/02/2019	736788	1	49.38	0.00	49.38	0.00
Authorised: MinTC9257Budget							
					0.00	49.38	
							Above paid on 15/03/2019 by Cheque 101618
<b>BQ01</b> <b>Trade UK</b>							
<i>Office supplies/9113</i>	07/02/2019	950190551	1	26.57	0.00	26.57	0.00
Authorised: MinTC9257Budget							
<i>Fence repair/9114</i>	08/02/2019	0950497894	1	19.47	0.00	19.47	0.00
Authorised: MinTC9257Budget							
					0.00	46.04	
							Above paid on 15/03/2019 by Cheque 101619

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**Houghton Regis Town Council**  
**List of Purchase Ledger Payments**

Linked to Cashbook 1

Entered Month 12  
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BRO01</b> <b>Brown &amp; White</b>							
<i>Eye test-L.S &amp; C.Eng/9245</i>	11/03/2019	00004	1	44.62	0.00	44.62	0.00
Authorised: MinTC9257Budget							
<i>M.Oliver eye test/9246</i>	13/03/2019	00005	1	22.31	0.00	22.31	0.00
Authorised: MinTC9257Budget							
					0.00	66.93	
Above paid on 15/03/2019 by Cheque 101620							
<b>GBI01</b> <b>Geo Browns Implements Ltd</b>							
<i>PO5331-mower cutterbar/9199</i>	26/02/2019	124367	1	114.25	0.00	114.25	0.00
<i>Vehicle beacon repair/9200</i>	20/02/2019	123595	1	60.44	0.00	60.44	0.00
Authorised: MinTC9257Budget							
					0.00	174.69	
Above paid on 15/03/2019 by Cheque 101621							
<b>HER01</b> <b>Hertfordshire County Council</b>							
<i>PO5324 - stationery items</i>	01/03/2019	H021906298	1	301.35	0.00	301.35	0.00
Authorised: MinTC9257Budget							
					0.00	301.35	
Above paid on 15/03/2019 by Cheque 101622							
<b>MIKERUFF</b> <b>Mike Ruff Music</b>							
<i>PO5301-Pancake entertainer/921</i>	05/03/2019	MR/19/675	1	90.00	0.00	90.00	0.00
					0.00	90.00	
Above paid on 15/03/2019 by Cheque 101623							
<b>RIG01</b> <b>Rigby Taylor</b>							
<i>PO5359 B/Grn treatment-9211</i>	01/03/2019	RSIN0288677	1	1,165.80	0.00	1,165.80	0.00
<i>PO5285-Marking fluid/9247</i>	07/03/2019	RSIN0290331	1	410.40	0.00	410.40	0.00
					0.00	1,576.20	
Above paid on 15/03/2019 by Cheque 101624							
<b>RTM01</b> <b>R T Machinery Ltd</b>							
<i>Shibauro service/9187</i>	26/02/2019	127189	1	190.04	0.00	190.04	0.00
Authorised: MinTC9257Budget							
					0.00	190.04	
Above paid on 15/03/2019 by Cheque 101625							

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## Linked to Cashbook 1

Entered Month 12  
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SCR02</b> <b>Trade UK Account</b>							
<i>Grounds consumable item/9110</i>	04/02/2019	949151742	1	24.85	0.00	24.85	0.00
					<b>0.00</b>	<b>24.85</b>	
Above paid on 15/03/2019 by Cheque 101626							
<b>SHA01</b> <b>Sharp Business Systems UK Plc</b>							
<i>Sharp find p/copier charges/92</i> Authorised: MinTC9257Budget	11/03/2019	8070150886	1	250.06	0.00	250.06	0.00
					<b>0.00</b>	<b>250.06</b>	
Above paid on 15/03/2019 by Cheque 101627							
<b>SPA01</b> <b>Spaldings Limited</b>							
<i>PO5303-Pressure regulator/9195</i>	13/02/2019	SI-2407154	1	27.48	0.00	27.48	0.00
					<b>0.00</b>	<b>27.48</b>	
Above paid on 15/03/2019 by Cheque 101628							
<b>THESA01</b> <b>The Safer Luton Partnership</b>							
<i>Co events 2019 1st aid -9209</i> Authorised: MinTC9799Budget	04/03/2019	SLP/HRTC/5624	1	1,030.00	0.00	1,030.00	0.00
<i>PO5355-E/Egg hunt 1st aid-9210</i> Authorised: MinTC9799	04/03/2019	SLP/HRTC/5623	1	70.00	0.00	70.00	0.00
<i>PO5340-Pancake 1st aid-9212</i>	04/03/2019	SLP/HRTC/5625	1	80.00	0.00	80.00	0.00
					<b>0.00</b>	<b>1,180.00</b>	
Above paid on 15/03/2019 by Cheque 101629							
<b>TOT01</b> <b>Right Fuelcard Company Ltd</b>							
<i>Petrox63.17ltrs-11.2/9201</i> Authorised: MinTC9257Budget	17/02/2019	2534165	1	89.04	0.00	89.04	0.00
<i>February'19 fuel cards x 6/921</i> Authorised: MinTC9257Budget	03/03/2019	2551225	1	7.20	0.00	7.20	0.00
<i>LT09RUJx66.69ltrs 15.2.19/9216</i> Authorised: MinTC9257Budget	01/03/2019	2539907	1	107.04	0.00	107.04	0.00
					<b>0.00</b>	<b>203.28</b>	
Above paid on 15/03/2019 by Cheque 101630							

15/03/2019

Houghton Regis Town Council

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List of Purchase Ledger Payments

User: SWS

Linked to Cashbook 1

Entered Month 12  
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TRA02</b> <b>TravisBead Ltd</b>							
<i>PO5394-Maps &amp; NhPlan v13 &amp; 14/ Authorised: Min9704</i>	12/03/2019	TBLTD567	1	348.00	0.00	348.00	0.00
					<u>0.00</u>	<u>348.00</u>	
				Above paid on 15/03/2019 by Cheque 101631			
<b>TTT01</b> <b>T T Trophies</b>							
<i>PO5333-Pancake Race trophies</i>	11/02/2019	O/NO5333	1	154.74	0.00	154.74	0.00
					<u>0.00</u>	<u>154.74</u>	
				Above paid on 15/03/2019 by Cheque 101632			
				<b>Total Purchase Ledger Payments</b>	<u>0.00</u>	<u>6,057.36</u>	

*DM*

*K. W. Sattley*

*[Signature]*

Houghton Regis Town Council  
Schedule List of Payments -15.3.19

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Supplier	Type	Date	Number	Memo	Balance (£)
Affinity for Business (Retail) Ltd	Invoice	01.03.19	75	Orchard Close Pavilion water usage for the period: 28.2.18 - 1.3.19	26.51
Affinity Water Ltd	Invoice	05.03.19	701019583	PO5376 - May Fair 2019 water hydrant	148.50
Anglian Water Business (National) Ltd	Invoice	02.03.19	7042846260	Workshop unit 22 sewage charges for 1.10.16 - 16.9.18	272.05
Bedfordshire Police & Crime Commissioner	Invoice	28.02.19	B0001068	December 2019 Operation Hana services	2,584.05
Central Bedfordshire Council	Invoice	25.02.19	7010340046	Workshop units advance rent for the period: 25.3.19 - 23.6.19	3,875.00
Central Bedfordshire Council	Invoice	26.02.2019	7010340209	Annual monitor and maintenance costs of CCTV x 3 in accordance with Min TC9257 Budget	3,240.00
H R Services (UK) Ltd	Invoice	01.02.19	INV-010617	Human Resources support for the month of March 2019 as per Min Corp 8743	126.00
Joanna Cross Photography	Invoice	06.03.19	B06663	PO5302 - official photography at Pancake races on 5.3.19	45.00
MCS Contract Cleaning Ltd	Invoice	23.2.19	38162	PO4273 & Com Ser Min 8511 - February 2019 provision of cleaning w/c facilities at Bedford Square & replenishment of sanitation supplies	1,936.00
Parish & Community Futures	Invoice	11.2.19	003HR/2018-19	PO4208- Support for Neighbourhood Plan Group December & January 2019 meetings in accordance with MinPlan8481	794.00
Perfect Personalised Parties UK Ltd	Invoice	15.3.19	38	PO5369 - entertainment at Red Nose Day	350.00
P R Newson Ltd	Invoice	06.03.19	10577	PO5171 - 1 months tree work re. E&L Min 9514	6,810.00
P R Newson Ltd	Invoice	06.03.19	10578	PO5229 - 3 months tree work in accordance with E&L Min 9514	15,568.00
Techies Limited	Invoice	04.01.19	24480	IT services on 2.1.19 and 3.1.19	198.00
Techies Limited	Credit Note	14.3.19	24705	Refund of services provided on 3.1.19 was unnecessary	99.00
<b>TOTAL</b>					<b>35,972.11</b>

ACCOUNTS PAID BETWEEN MEETINGS

Supplier	Type	Date	Num	Memo	Balance (£)
Adventure Leisure Ltd/Golf	Request	27.2.19	Summer Playscheme	PO5372 - provision of golf activity for the Summer Playscheme on 31.7.19 deposit only	72.00
Affinity for business	Invoice	21.2.19	24	Workshop unit 22 - water usage for the period: 28.8.18 - 20.2.19	46.87
Affinity for business	Invoice	21.2.19	42	Workshop unit 23 - water usage for the period: 28.8.18 - 20.2.19	60.26
Amazon	Request	4.3.19	026-0138546	PO5379 - Items for TCA Red Nose Day on 15.3.19	16.47
Amazon	Request	4.3.19	026-1568126	PO5379 - Items for TCA Red Nose Day on 15.3.19	47.98
Amazon	Request	4.3.19	026-3974994	PO5379 - Items for TCA Red Nose Day on 15.3.19	14.07
Amazon	Request	4.3.19	026-6148407	PO5379 - Items for TCA Red Nose Day on 15.3.19	23.98
Amazon	Request	4.3.19	026-6304489	PO5379 - Items for TCA Red Nose Day on 15.3.19	6.00
Ampower	Invoice	01.2.19	20190204006	Workshop unit 22 estimated January 2019 electrical usage	9.72
Ampower	Invoice	01.2.19	20190204007	Parkside Pavilion estimated January 2019 electrical usage	28.32
Ampower	Invoice	01.2.19	20190204009	Village Green Pavilion estimated January 2019 electrical usage	362.25
Ampower	Invoice	01.2.19	20190204010	Moore Crescent Pavilion estimated January 2019 electrical usage	87.16
Ampower	Invoice	01.2.19	20190204012	Office estimated January 2019 electrical usage	113.73
Ampower	Credit Note	01.03.19	20190204014	Workshop unit 23 estimated January 2019 electrical usage	245.95
Ampower	Invoice	01.03.19	20190302444	Parkside estimated electric usage for January 2019	-169.06
Ampower	Invoice	01.03.19	20190302445	Parkside estimated electric usage for February 2019	25.58
Ampower	Invoice	01.03.19	20190302446	Parkside estimated electric usage for February 2019	9.96
Ampower	Invoice	01.03.19	20190204011	Tithe Farm estimated electric usage for February 2019	52.02
Ampower	Invoice	01.03.19	20190302448	Tithe Farm estimated electric usage for January 2019	76.58
Ampower	Credit Note	01.03.19	20190302450	Orchard Close estimated electric usage for February 2019	-2.47
Ampower	Invoice	01.03.19	20190302447	Moore Crescent Pavilion estimated electric usage for February 2019	81.90
Ampower	Invoice	01.03.19	20190302451	Workshop unit 23 estimated February 2019 electrical usage	254.83
Bedford Borough Council	Invoice	13.3.19	17023631	Staff basic salaries, NIC, superannuation and payroll administration costs & for March 2019 plus accrued overtime & travel costs for February 2019 in accordance with Min TC9257 Budget	40,157.55
Badgemaster	Pro-Forma In	01.03.19	61195	Youth Council ID cards and lanyards	399.54

Houghton Regis Town Council  
Schedule List of Payments -15.3.19

Baker Ross	Request	07.03.19	GB1001764730	PO5387 - items for TCA Red Nose Day on 15.3.19	46.89
B&M Ltd	Request	06.03.19	TCA	Items for TCA Red Nose Day on 15.3.19	30.29
Booker Ltd	Request	5.3.19	300037	Items for Youth Council and TCA Red Nose Day activity on 15.3.19	49.89
Booth Hire	Invoice	25.2.19	811-001 Deposit	PO5368 - Hire of Booth for TCA Red Nose Day activity on 15.3.19 deposit only	50.00
British Gas	Invoice	25.2.19	811-001 Balance	PO5368 - Hire of Booth for TCA Red Nose Day activity on 15.3.19 balance payment	229.00
British Gas	Invoice	25.9.18	972358202	Office's gas usage: 14.6.19 - 21.9.18	154.00
British Gas	Invoice	25.9.18	972358203	Parkside gas usage: 23.6.18 - 21.9.18	37.12
British Gas	Invoice	25.9.18	972358201	Workshop U23 gas usage: 22.6 - 21.9.18	162.14
British Gas	Invoice	18.12.18	985293501	Office's gas usage: 22.9.18 - 14.12.18	459.80
British Gas	Invoice	4.3.19	963440986	Office's gas usage: 16.12.18 - 28.2.19	808.51
EE	invoice	24.1.19	V01565702847	Monthly rental of alarm SIM cards for Parkside, Orchard Close and Tithe Farm. Pavilions plus mobile usage for office staff x 4 and Grounds' staff x 1 mobile usage for the period: 24.12.18 - 23.1.19	113.99
EE	Invoice	24.2.19	V01596918569	Monthly rental of alarm SIM cards for Parkside, Orchard Close and Tithe Farm. Pavilions plus mobile usage for office staff x 4 and Grounds' staff x 1 mobile usage for the period: 24.1.19 - 23.2.19	115.64
Francofly Postalia Ltd	Invoice	12.2.19	26510102	Credit advancement of franking machine's account on 25.2.19 to replenish funds for used postage	250.00
Frugal Frog Flowers	Invoice	22.2.19	116226	PO5366 - Flowers for Bedford Square public toilets "Loo of the year award"	25.00
Gillian Ormston	Invoice	07.01.19	HRTC001/2019	Coaching sessions for Council Clerk	100.00
HRTC Current Account	Request	1.3.19	Transfer	Transfer from investment to fund expenditure payments in accordance with Fin. Reg 5.6c	35,000.00
Mayor's Appeal Fund	Request	07.03.19	Transfer	Transfer to Mayor's Appeal re. charity dinner sponsorship to Mayor's Appeal Fund	400.00
Morrison	Request	27.2.19	Easter Eggs	PO5352 - easter eggs for Easter Hunt in accordance with TC9799Budget	450.00
Morrison	Request	1.3.19	Pancake	PO5353 - items for Pancake Day event on 5.3.19	63.50
Petty Cash	Request	28.2.19	Mar O/Bal	Petty Cash replenishment of funds used during the month of February 2019	185.89
Petty Cash	Request	26.2.19	Top-up	Top up regarding reimbursement of expenditure	250.00
Plan Corporate Services	Request	25.2.19	HRTC001	Photocopying usage costs for the month in accordance with Corp Min 9695	247.06
Plan Corporate Services	Request	14.3.19	Float	Float for TCA Red Nose Day event on 15.3.19	35.00
Red Nose Day	Request	1.3.19	Membership upgrade	Upgrade of 2019 membership to Fellow from Full	80
SLCC	Request	28.2.19	1900041709	PO5373 - Emergency First Aid at work day course on 1.4.19 for the Community Worker Officer	162.00
St John Ambulance	Invoice	19.2.19	9965	Costs for External Investigator in accordance with Mins: TC9736 & 9710	2,728.92
Solace in Business Ltd	Invoice	11.02.19	INV000176	PO5343 - Deposit of Carnival's stage hire and pa system on 13.7.19	255.00
Strawberry Fieldz Ltd	Invoice	11.02.19	INV000177	PO5342 - Deposit of Houghton Rocks stage hire and pa system on 31.8.19	225.00
Strawberry Fieldz Ltd	Invoice	11.02.19	INV000178	PO5341 - Deposit of May Fayre hire of PA system on 4.5.19	55.00
Survey Nuts	Request	1.12.18	4806Marog2019	PO 4815 - Monthly subscription for Neighbourhood Plan Questionnaire survey software	19.00
Trophy Store	Request	14.3.19	402729	PO5399 - badges for the Youth Council	56.99

TOTAL

84,866.92

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Schedule List of Payments - 5.4.19

Supplier	Type	Date	Num	Memo	Balance (£)
Perfect Print	Invoice	28.3.19	19/4199	PO5417 - Shop Local items in accordance with Min TCP45	174.00
Perfect Print	Invoice	13.2.19	19/4130	Bi-annual newsletter edition Spring/Summer 2019 X 7500 copies in accordance with Min CS9647	1,200.00
Total Perfect Print					1,374.00
Playscheme	Invoice	5.4.19	Easter P/Scheme	Float for Easter Playscheme in accordance with Mins CS9776 & TC9799	160.00
Rigby Taylor	Invoice	28.3.19	RSIN0293494	PO5414 - treatment materials for the Bowis Green	66.60
Screwfix	Invoice	7.3.19	958086470	Grounds consumable items	10.99
Screwfix	Invoice	20.3.19	961407638	Grounds consumable items	2.39
Screwfix	Invoice	25.3.19	962841471	Grounds consumable items	15.97
Total Screwfix					29.35
Southern United Ltd	Invoice	2.4.19	P/F/200294	PO5386 - Houghton Rocks Car Show rally plaques in accordance with Min EIWG402	310.80
Mr N S Steele	Request	19.3.19	Civic Service	Organist fee for Mayor's Civic Service on 7.4.19	50.00
Strawberry Fieldz Ltd	Invoice	11.02.19	INV000178	PO5341 - Balance of May Fayre hire of PA system on 4.5.19	220.00
The Right Fuelcard Company Ltd	Invoice	10.3.19	2557208	Council's vehicle fuel usage on 1.3.19	153.68
The Right Fuelcard Company Ltd	Invoice	31.3.19	2580441	Council's vehicle fuel usage on 28.3.19 & 6 fuel cards monthly fees	56.88
Total The Right Fuelcard Company Ltd					210.56
Cllr Ken Wattingham	Travel Claim	1.4.19	Feb & March 2019	Mayor's travel expenses for the months of February - March 2019 in accordance with MinTC9257Budget	55.88
<b>TOTAL</b>					<b>23,591.82</b>

ACCOUNTS PAID BETWEEN MEETINGS

Supplier	Type	Date	Num	Memo	Balance (£)
Amazon	Request	19.3.19	206-5770475	PO5407 - May Fair items	4.00
Amazon	Request	19.3.19	026-2833754	PO5408 - May Fair items	50.25
Amazon	Request	1.4.19	204-7967853	PO5420 - items for the council vehicle	24.78
Amazon	Request	1.4.19	204-4036705	PO5420 - items for the council vehicle	19.99
Amazon	Request	1.4.19	204-2539339	PO5420 - items for the council vehicle	14.48
Amazon	Request	2.4.19	203-1575313	PO5424 - items for Council events	16.08
Amazon	Request	5.4.19	204-4748744	PO5436 - items for the Notice board	13.48
Amazon	Request	5.4.19	204-5500881	PO5437 - Grounds Man safety boots	24.49
Anglian Water Business (National) Ltd	Invoice	13.3.19	217902601	Orchard Close Pavilion sewage charges: 17.9.18 - 16.3.19	96.65
Anglian Water Business (National) Ltd	Invoice	13.3.19	218324501	Workshop Unit 23 sewage charges: 17.9.18 - 16.3.19	108.92
Anglian Water Business (National) Ltd	Invoice	13.3.19	223741401	Workshop Unit 22 sewage charges: 17.9.18 - 16.3.19	69.30
Baker Ross	Request	7.3.19	C/N/001784730	PO5387 - items for TCA event	58.99
Baker Ross	Request	11.3.19	C/N/001784730	PO5387 - items for TCA event	58.99
Biffa Waste Services Ltd	Invoice	22.2.19	614c74985	Cemetery skip exchanges, rent and surcharges for the month of February 2019	-58.99
Booker	Invoice	5.4.19	302291	Items for the Youth Council	1,152.86
Booker	Invoice	5.4.19	302292	Items for the Easter Playscheme	11.89
British Telecommunications Plc	Invoice	19.3.19	Q042XC	Office fax, broadband and alarm plus alarm costs for the Village Green and Moore Crescent pavilions and the Workshop	18.38
British Telecommunications Plc	Invoice	26.3.19	Q018 EJ	BT Cloud Office telecommunications costs for period: 1.3.19 - 31.5.19	674.71
Dunelm	Request	27.3.19	3016491953	PO5415 - events items	331.27
Evans Halshaw Hull	Invoice	01.04.19	89370	Replacement Ford Ranger in accordance with Min E&L9843	27.83
George Browns Ltd	Invoice	28.3.19	128198	PO5297 - replacement machinery in accordance with Min E&L9673	20,679.39
HRTC Current Account	Request	13.3.19	Transfer	Transfer from investment to fund expenditure payments in accordance with Fin Reg 5.6c	27,540.00
HRTC Current Account	Request	26.3.19	Transfer	Transfer from investment to fund expenditure payments in accordance with Fin Reg 5.6c	35,000.00
HRTC Current Account	Request	01.04.19	Transfer	Transfer from investment to fund expenditure payments in accordance with Fin Reg 5.6c	35,000.00

Houghton Regis Town Council  
Schedule List of Payments - 5.4.19

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Supplier	Type	Date	Number	Memo	Balance (£)
AAA Security	Invoice	01.04.19	80012	Parkside Pavilion annual maintenance renewal from 1.5.19 - 30.4.20	97.93
AAA Security	Invoice	01.04.19	80013	Orchard Close Pavilion annual maintenance renewal from 1.5.19 - 30.4.21	91.81
AAA Security	Invoice	01.04.19	80014	Tithe Farm Pavilion annual maintenance renewal from 1.5.19 - 30.4.22	97.93
Total AAA Security					287.67
Cllr David Abbott	Travel Claim	1.4.19	Feb & March 2019	Deputy Mayor travel expenses for the months of February - March 2019 in accordance with MinTC92577Budget	58.95
Anglian Water Business (National) Ltd	Invoice	28.3.19	9064664068	Village Green adjusted sewage charge: 11.11.17 - 24.4.18	196.47
Affinity Water Ltd	Invoice	1.4.19	Hydrant 19/20	Renewal of water hydrant for the workshop	311.80
Bedfordshire Pension Fund	Invoice	25.3.19	737082	February 2019 Pension contribution	49.38
B&Q	Invoice	14.3.19	959921613	Energy efficient lighting for Tithe Farm Pavilion	10.45
B&Q	Invoice	18.3.19	960736328	Replacement fence panels for Council offices	77.88
Total B&Q					88.33
Bedfordshire Police & Crime Commissioner	Invoice	15.3.19	50001095	January 2019 Operation Hana services in accordance with Community Services Min9543	2,963.10
Biffa Waste Services Ltd	Invoice	29.3.19	614C77705	March cemetery skip exchanges x 5, rental and surcharge costs	1,441.08
C. England	Request	20.3.19	Glasses	Single vision spectacles for PC/VDU work	34.99
D. England	Invoice	21.3.19	101489	PO5409 - video accessories, installation and testing	415.00
Gillian Ormston	Invoice	26.2.19	HRTC002/2019	PO5397 - officer's mentoring session	100.00
Groundwork East	Invoice	15.3.19	7594	PO5164 - Provision of Youth services in accordance with Com Ser Min 9282	6,704.08
H R Services (UK) Ltd	Invoice	1.4.19	INV-011146	Human Resources support for the month of April 2019 as per Min Corp 9688	126.00
Houghton Regis Memorial Hall Fund	Invoice	1.4.19	Civic Service	Mayor's Civic Service venue hire	84.00
Institute of Cemetery & Crematorium Management	Invoice	1.4.19	4686/2019/20	Renewal of membership in accordance with Min Corp9687	95.00
John D Cull	Invoice	14.3.19	245418	Consumable item to council vehicle	20.12
LSK Hire Ltd	Invoice	27.2.19	SI-2513	PO5344 - washing facilities hire for May Fair event in May 2019	684.00
LSK Hire Ltd	Invoice	27.2.19	SI-2514	PO5344 - washing facilities hire for Carnival event in July 2019	744.00
LSK Hire Ltd	Invoice	27.2.19	SI-2515	PO5345 - washing facilities hire for Skate Park event in July 2019	240.00
LSK Hire Ltd	Invoice	27.2.19	SI-2516	PO5346 - washing facilities hire for Houghton Rocks event in August 2019	744.00
LSK Hire Ltd	Invoice	27.2.19	SI-2517	PO5346 - washing facilities hire for Fireworks' event in November 2019	744.00
Total LSK Hire Ltd					3,156.00
Magpas Air Ambulance	Request	1.4.19	Grant	Large Capital Grant award in accordance with Min CS9634	2,500.00
Martin Rix Building Services	Invoice	29.3.19	12289	PO5405 - Parkside Pavilion door repair and incorrect charges	914.40
Martin Rix Building Services	Invoice	29.3.19	C/N12292	PO5405 - credit for incorrect charges	-352.80
Total Martin Rix Building Services					561.60
Mayor's Appeal Fund	Request	18.3.19		Payment of Mayor's charity meal cost of ticket on 20.3.19 for Mayor's Secretary	15.00
MCS Contract Cleaning Ltd	Invoice	31.3.19	38263	PO4273 & Com Ser Min 8511- March 2019 provision of cleaning w/c facilities at Bedford Square & replenishment of sanitation supplies	1,836.00
Petty Cash	Request	29.3.19	April O/Bal	Petty Cash: replenishment of funds used during the month of March 2019	69.76

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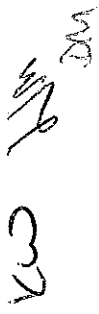
Houghton Regis Town Council  
 Schedule List of Payments - 5.4.19

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Account Name	Request Type	Date	Transfer Reference	Description	Amount
HRTC Current Account	Request	02.04.19	9102965	Information re. Grendal Lane in accordance with Min NC93	35,000.00
HM Land Registry	Request	22.3.19	O/N329866754	PO5403 - refreshments for Mayors Civic Service	6.00
Morrison	Request	3.4.19	Civic Service	PO5430 - items for the Civic Service on 7.4.19	88.38
Plusnet	Invoice	4.4.19	2183203-011	Provision of broadband at the workshop for the period: 10.3.19 - 9.4.19	12.00
Public Works Loan Board	Request	10.3.19	Loan 495419	20th loan repayment for the Skate Park project on Tilth Farm Rec Ground (works: April '09 finished June '09)	9.00
Public Works Loan Board	Request	1.4.19	Loan 498047	19th loan repayment for 1 of 2 loans for Moore Crescent pavilion (works: Sept'09 finished April'10)	3168.77
Public Works Loan Board	Request	1.4.19	Loan 498518	19th loan repayment for 2 of 2 loans for Moore Crescent pavilion (works: Sept'09 finished April'10)	5542.31
Public Works Loan Board	Request	1.4.19	Loan 498734	19th loan repayment for the Tilth Farm & Village Green play areas (works: Dec'09 finished April'10)	6492.06
Sigromatic	Request	1.4.19	O/N15193810	Name and term plaque for Mayor: 18-19 official photograph	3777.25
Stamps Direct Ltd	Invoice	3.4.19	668549	PO5413 - Shop Local self inking stamps x 45	6.25
Town Crier Distribution Costs	Request	26.3.19	Issue 64	Spring/Summer edition distributors costs	275.94
Various retailers (Morrison, Tesco, Poundland & The Works)	Request	18.3.19	Easter Egg	PO5431 - 5434 - items for the Easter Egg Hunt	571.10
Vislaprint	Request	4.4.19	O/No.4BN60-85A07	PO5412- Shop Local cards x in accordance with Min TCP45	60.00
Wickes	Request	26.3.19	O/No.HY-281467244	PO5416 - Items required for graffiti project re. Mins CS9544 & 9646	517.12
Wickes	Request Refund	28.3.19	C/NHY-231467245	PO5416 - Graffiti project item returned	286.50
		3.4.19			-14.90

**TOTAL** 211,693.43

Schedule List of Payments - 26.04.19

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Supplier	Type	Date	Number	Memo	Balance (£)
AAA Security	Invoice	24.4.19	INV80148	Workshop's alarm maintenance on 17.4.19	24.00
Affinity for Business	Invoice	5.4.19	21	Water bill for Moore Crescent pavilion for the period: 2.10.18 - 4.4.19	695.22
Affinity for Business	Invoice	5.4.19	70	Water bill for Parkside pavilion for the period: 10.10.18 - 9.4.19	38.11
Affinity for Business	Invoice	5.4.19	86	Water bill for offices for the period: 3.10.18 - 4.4.19	46.91
Affinity for Business	Invoice	5.4.19	116	Water bill for the Village Green pavilion for the period: 4.10.18 - 4.4.19	71.39
Affinity for Business	Invoice	11.4.19	71	Water bill for the Cemetery for the period: 9.10.18 - 10.4.19	55.00
Affinity for Business	Invoice	11.4.19	118	Water bill for Tithes Farm pavilion for the period: 8.10.18 - 10.4.19	64.44
Total Affinity for Business					<u>971.07</u>
Alison Heywood	Request	4.4.19	MayFair	Provision of Maypole Dancing sessions at Mayfair on 4.5.19	150.00
Anglian Water Business (Nat) Ltd	Invoice	9.4.19		75178421 Office sewage charge for the period: 17.10.18 - 16.4.19	104.88
Anglian Water Business (Nat) Ltd	Invoice	9.4.19	75180882	Village Green pavilion sewage charge for the period: 17.10.18 - 16.4.19	129.89
Total Anglian Water Business (Nat) Ltd					<u>234.77</u>
Bedfordshire Police & Crime Commissioner	Invoice	16.4.19	11379	Operation Hana services for February 2019	2,796.15
Blain's Trailers & Tyres Ltd	Invoice	4.4.19	58061	PO5445 - Shibauro tyre repair	63.00
Blain's Trailers & Tyres Ltd	Invoice	10.4.19	58255	PO5429 - Kybota tyre repair	150.00
Total Blain's Trailers & Tyres Ltd					<u>213.00</u>
Central Bedfordshire Council	Invoice	08.04.19	7010345085	Charges for hire of Bedford Square Community Centre rooms on 1.12.19 & 9.2.19	10.00
Central Bedfordshire Council	Invoice	18.04.19	7010346387	Room hire at the Bedford Square Community Centre for the Annual Town Meeting on the 8.4.19	5.00
Total Central Bedfordshire Council					<u>15.00</u>
Dunstable Lock & Safe	Invoice	03.04.19	33064	Provision of master keys for pavilions	26.16
George Browns Ltd	Invoice	03.04.19	128943	PO5422 - Grounds consumable items	91.07
George Browns Ltd	Invoice	08.4.19	129644	New replacement chainsaw and part exchange of chainsaws x 3	60.00
Total George Browns Ltd					<u>151.07</u>
Hertfordshire County Council	Invoice	31.3.19	H031906237	PO5406 - stationery items	70.46
Houghton Regis Baptist Church	Invoice	9.4.19	Civic Service	Donation re band performance at the Mayor's Civic Service on 7.4.19	25.00
Jaspers Hire Ltd	Invoice	10.4.19	156352	PO5365 - hire of crockery for the Mayor's Civic Service reception on the 7.4.19	419.35
J M Electrical Services (Bedford) Ltd	Invoice	9.4.19	4678	PO5334- PAT at 5 sites on 18.3.19 re. FY18-19 budget	192.24
Lamps & Tubes Illuminations Ltd	Invoice	29.3.19	69122	PO5401- illumination repairs in accordance with Min TC9257 budget	229.56
May Fair float	Request	16.4.19	May Fair 2019	Float required for May Fair	130.00
Michaels Civic Robes	Invoice	23.4.19	73162	PO5449 - cleaning costs of the Mayoral Civic Robes	81.00
Premier Badges Ltd	Invoice	5.4.19	772563	PO5391- Carnival badges x 552 & PO5392 - POH badges & presentation boxes x 33 & dye & delivery charges	909.39

Houghton Regis Town Council  
Schedule List of Payments - 26.04.19

DM  
EW/MS

Supplier	Type	Date	Num	Memo	Balance (£)
Proludic	Invoice	23.4.19	SIN000887	PO5386 - consumable items for playground equipment repair	244.11
Rentokil	Invoice	15.4.19	30069701	PO5446 - disposal of human waste from travellers eviction at Dog Kennel Down on 15.4.19	600.00
Rigby Taylor	Invoice	10.4.19	RSIN0295692	PO5438- Battery for pitch marker machine	89.40
The Right Fuelcard Company Ltd	Invoice	7.4.19	25667895	Fuel requirements in April in accordance with Min TC9799 budget	323.02
The Right Fuelcard Company Ltd	Invoice	14.4.19	2592567	Fuel requirements in April in accordance with Min TC9799 budget	138.16
Total The Right Fuelcard Company Ltd					461.18
TTT Trophies	Invoice	1.4.19	5418	PO6418 - Pride of Youth Awards trophies x 10	63.00
TTT Trophies	Invoice	15.4.19	5441	PO6441 - engraving of Mayor, term: '18-'19 on mayor's chain	18.00
Total TTT Trophies					81.00
Ukie Toons	Request	11.4.19	MayFair	Provision of music at Mayfair on 4.5.19	120.00
<b>TOTAL</b>					<b>8,233.91</b>

ACCOUNTS PAID BETWEEN MEETINGS

Supplier	Type	Date	Num	Memo	Balance (£)
Amazon	Request	11.4.19	204-7527841	PO5447 - Grounds equipment consumable item	28.19
Amazon	Request	15.4.19	202-6705634	PO5452 - items for May Fair	31.46
Amazon	Request	31.1.19	204-3836062	PO5450 - items for the workshop	15.25
Amazon	Request	25.4.19	204-884/8429	PO5459 - Items for Mayor's Inauguration Reception	10.99
Ampower	Invoice	31.3.19	20190401596	Workshop Unit 22 March estimated electrical usage	9.72
Ampower	Invoice	31.3.19	20190401597	Parkside pavilion March estimated electrical usage	28.32
Ampower	Invoice	31.3.19	20190401599	Village Green pavilion March estimated electrical usage	140.66
Ampower	Invoice	31.3.19	20190401600	Moore Crescent pavilion March estimated electrical usage	94.35
Ampower	Invoice	31.3.19	20190401601	Tithe Farm pavilion March estimated electrical usage	65.77
Ampower	Invoice	31.3.19	20190401602	Office's March estimated electrical usage	125.89
Ampower	Invoice	31.3.19	20190401603	Orchard Close pavilion estimated electrical usage	21.34
Ampower	Invoice	31.3.19	20190401604	Workshop Unit 23 March estimated electrical usage	264.45
Bedford Borough Council	Invoice	23.4.19	17090586	Staff basic salaries, NIC, superannuation and payroll administration costs & for April 2019 plus accrued overtime & travel costs for March 2019 in accordance with Mins TC9799 & TC9257 Budget	41,634.44
Central Bedfordshire Council	Request	8.4.19	218-7141	Temporary Events Notice - Pride of Houghton Awards in accordance with EWG456	21.00
CCLA - PSDA	Request	10.4.19	Subscription	11 x subscriptions of reinvestment in accordance with Financial Regulations 5.6c & Banking Arrangements, Investment Strategy & Investment Arrangements 2.2 & 2.3	
Click 4 Balloons	Request	16.4.19	211802	PO5454 - items for the mayor's inauguration	385,000.00
EE	Invoice	24.3.19	V01608166964	Monthly rental of alarm SIM cards for Parkside, Orchard Close and Tithe Farm Pavilions plus mobile usage for office staff x 4 and Grounds' staff x 1 mobile usage for the period: 24.2.19 - 23.3.19	41.39
Francoyp Postalia Ltd	Invoice	9.4.19	26515868	Advance rental of the franking machine for the period: 11.4.19 - 10.7.19 in accordance with Min TC9799 Budget	127.27
Francoyp Postalia Ltd	Invoice	15.4.19	20476951	Credit advancement of franking machine's account on 15.4.19 to replenish funds for used postage	72.00
Francoyp Postalia Ltd	Invoice	16.4.19	20477964	Credit advancement of franking machine's account on 16.4.19 to replenish funds for used postage	20.00
Francoyp Postalia Ltd	Invoice	18.04.19	26518047	ink cartridge for the franking machine	230.00
Morrisons	Request	16.4.19	3560446123	PO5455 - items for May Fair and the Mayoral auguration	187.80
Party Sashes	Invoice	3.4.19	O/N1530	PO5428 - May Fair item	72.20
Plusnet	Invoice	10.4.19	2193203	Provision of broadband at the workshop for the period: 10.4.19 - 9.5.19	7.94
Royal Mail	Request	15.4.19	Courier costs	Error of courier costs for the intentional mayor's robes (refunded)	9.00
Royal Mail	Request	16.4.19	Courier costs	Courier costs for the mayor's robes to be specialised cleaned	11.70
					28.60

Schedule List of Payments - 26.04.19

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10/10/19

The Community Heartbeat Trust (Solutions) Invoice	14.3.19	3570	PO5375 - new battery replacement for the community asset defibrillator	282.00
TOTAL				428,300.73

Houghton Regis Town Council  
Schedule List of Payments - 23.5.19

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Supplier	Type	Date	Number	Memo	Balance (£)
AAA Security	Invoice	30.4.19	80404	Moore Crescent Pavilion annual CCTV maintenance annual renewal	97.93
AMF Services (Bedford) Ltd	Invoice	16.5.19	21002	Service and parts on Kubota 926 in accordance with TC9799Budget	940.53
BBB Group Ltd	Invoice	8.5.19	BBBIN752	PO5377 - activities at the May Fair	720.00
Bedfordshire Pension Fund	Invoice	26.4.19	737509	March 2019 pension contribution in accordance with TC9257Budget	49.38
Bedfordshire Pension Fund	Invoice	20.5.19	737689	April 2019 pension contribution in accordance with TC9799 TC9799Budget	50.30
Total Bedfordshire Pension Fund					<u>99.68</u>
Bedfordshire Police & Crime Commissioner	Invoice	2.5.19	B0001185	March 2019 Operation Hana services in accordance with TC9257 TC9799Budget	2,864.40
Biffa Waste Services Ltd	Invoice	26.4.19	614C80290	Cemetery April skip costs in accordance with Min TC9799 Budget	1,243.15
Bryan Lecoche Ltd	Invoice	8.5.19	3860	PO5440 - eviction notice to travellers at Dog Kennel Down in April 2019	4,195.81
Business HR Solutions	Invoice	30.4.19	INV-011481	Human Resources representative at officer's appraisal meeting on 24.4.19	265.74
Business HR Solutions	Invoice	1.5.19	INV-011463	Human Resources support for the month of May	126.00
Total Business HR Solutions					<u>391.74</u>
Cemetery Development Services	Invoice	17.5.19	72318	PO5439 - Garden of Remembrance tender works in accordance with E.&L Minute 9672	1,800.00
Central Bedfordshire Council	Invoice	1.5.19	3012142	First of 2 payments of the FY'19-'20 Non Domestic Rate bill for Council offices	3,498.75
Central Bedfordshire Council	Invoice	1.5.19	3080213	First of 2 payments of the FY'19-'20 Non Domestic Rate bill for Village Green Pavilion	1,252.10
Central Bedfordshire Council	Invoice	1.5.19	3160492	First of 2 payments of the FY'19-'20 Non Domestic Rate bill for Moore Crescent Pavilion	2,184.90
Central Bedfordshire Council	Invoice	1.5.19	3016930	First of 2 payments of the FY'19-'20 Non Domestic Rate bill for Cemetery	492.96
Central Bedfordshire Council	Invoice	1.5.19	33016488	First of 2 payments of the FY'19-'20 Non Domestic Rate bill for Workshop Shop	4,296.50
Central Bedfordshire Council	Invoice	1.5.19	7010346319	Contribution towards Houghton Hall Project in accordance with Min TC9799Budget	3,834.00
Total Central Bedfordshire Council					<u>15,059.21</u>
D E Signs & Labels Ltd	Invoice	24.4.19	18172	PO5398 - banners x 2 for the Graffiti project in accordance with Min Com Ser 9646	48.00
D E Signs & Labels Ltd	Invoice	2.5.19	18177	PO5458 - signs for council's grounds' vehicles	216.00
Total D E Signs & Labels Ltd					<u>264.00</u>
Frugal Frog Flowers	Invoice	7.5.19	20134	PO5356 - bouquet for May Queen at the May Fair	15.00
George Browns	Invoice	135292	14.5.19	PO9843 - warrant service of new Kubota	211.62
George Browns	Invoice	135293	14.5.19	PO9843 - warrant service of new Kubota	211.62
George Browns	Invoice	803935	22.5.19	PO5465 - hire of overseeder for football pitches	240.00
Total George Browns					<u>663.24</u>
Hertfordshire County Council	Invoice	30.4.19	HO41903885	PO5448 - stationery items	76.48
Jaspers Hire Ltd	Invoice	17.5.19	156608	PO5365 - hired crockery and cutlery for the Mayor's Inauguration reception on 15.5.19	371.53
Jelprint Ltd	Invoice	25.4.19	5404	PO5467 - Shop Local A5 flyers x 5000 in accordance with Min TCP45	165.00
Jelprint Ltd	Invoice	1.5.19	5424	PO5451 - May Fair programmes x 250	180.00
Total Jelprint Ltd					<u>345.00</u>

Houghton Regis Town Council  
Schedule List of Payments - 23.5.19

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Supplier	Type	Date	Number	Memo	Balance (£)
Joanna Cross	Invoice	21.5.19	B00672	PO5348 - official photograph of the Mayor for term: 2019 - 2020	65.00
Joanna Cross	Invoice	13.5.19	B00669	PO5347 - official photographs of the May Fair	100.00
Joanna Cross	Invoice	13.5.71	B00671	PO5472 - official photographs of the Pride of Houghton Youth Awards	150.00
Total Joanna Cross					<u>315.00</u>
Lamps & Tubes Illumination Ltd	Invoice	30.04.19	69161	PO5404 - replacement Christmas decorations	2,160.00
Lee & Sons Cleaning Services	Invoice	18.5.19	1120	Office maintenance	50.00
MCS Contract Cleaning Ltd	Invoice	30.4.19	36364	PO4273 & Com Ser Min 8511-April 2019 provision of cleaning w/c facilities at Bedford Square & replenishment of sanitation supplies (contract up to 31.5.19)	1,836.00
Moonshire Entertainments	Invoice	20.5.19	1566	PO5389 - Entertainment at the Mayor's inauguration reception on the 15.5.19	250.00
PPL PRS Ltd	Invoice	10.5.19	SIN1083661	PO5468 - Music licence for Council Events during financial year: 2019 - 2020	2,102.20
Rigby Taylor	Invoice	02.05.19	RSIN0298847	PO5463 - grass seed for football pitches at Parkside, Tifine Farm and Moore Crescent recreation grounds	2,376.00
Robert Noble Associates Limited	Invoice	1.5.19	2233.19	PO5294 - Provision of professional services for Town Council Office Provision in accordance with Min NOP12 & NOP18	1,800.00
R T Machinery Ltd	Invoice	30.4.19	128118	PO5466 - grounds work items	8.04
Seisquare Creative Solutions Ltd	Invoice	30.4.19	14742	Website hosting for the period: March 2019 - February 2020	180.00
Seisquare Creative Solutions Ltd	Invoice	30.4.19	14855	Domain renewal for the period: 26.2.18 - 25.2.20	120.00
Total Seisquare Creative Solutions Ltd					<u>300.00</u>
Screwfix Direct Ltd	Invoice	3.4.19	965560860	Safety boots for council's grounds men x 6 pairs	179.94
Screwfix Direct Ltd	Invoice	9.4.19	967095869	Painting items for Parkside pavilion door repair	29.98
Screwfix Direct Ltd	Invoice	26.4.19	971391998	Grounds maintenance consumable items	39.95
Total Screwfix Direct Ltd					<u>249.87</u>
Solace in Business Ltd	Invoice	26.04.19	10072	PO5461 - external investigation x 10 days & expenses in accordance with Mins: 9710, 9736 & 9754	7,662.79
Solace in Business Ltd	Credit Note	26.04.19	C/Note132	PO5461 - credit for overcharge of external investigation x 3.5 days in accordance with Mins: 9710, 9736 & 9754	-2,583.00
Total Solace in Business Ltd					<u>5,079.79</u>
Spaldings Ltd	Invoice	25.4.19	SI-2432436	PO5458 - Grounds work items	307.03
The Right Fuelcard Co Ltd	Invoice	28.4.19	2604526	Fuel usage on 25.4.19 in accordance with Min TO9799 Budget	78.04
The Right Fuelcard Co Ltd	Invoice	05.05.19	2616132	Fuel cards x 6 monthly charge	7.20
Total The Right Fuelcard Co Ltd					<u>85.24</u>
Three Counties Media Beds Ltd	Invoice	17.5.19	342	PO5374 - H R T C AGM video session on 15.5.19	150.00
Training 4 U Services (UK) Ltd	Invoice	8.5.19	T4US-AAT-156	S. Stennett AAT LVL 4 Financial Statements exam	85.00
T. Smith	Request	22.5.19		Balance of refundable deposit less reimbursement of repair costs	128.00
Clir K Wattingham	Request	9.5.19	Mayoral expenses	Travel claim for mayoral duties in April 2019	27.09



Houghton Regis Town Council  
 Schedule List of Payments - 23.5.19

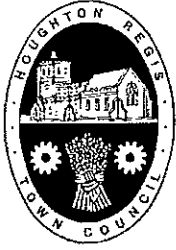
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Supplier	Type	Date	Number	Memo	Balance (£)
Zurich Municipal	Invoice	13.5.19	37756107	Council's insurance renewal: 1.6.19 - 31.5.20 in accordance with Corp Min 9829 - 1st of 3 year contract	11,907.13
<b>TOTAL</b>					<b>58,364.09</b>

**ACCOUNTS PAID BETWEEN MEETINGS**

Supplier	Type	Date	Num	Memo	Balance (£)
British Gas	Invoice	26.3.19	976362362	Moore Crescent pavilion gas usage: 21.12.18 - 22.3.19	1056.51
British Gas	Invoice	27.3.19	958457090	Workshop Unit 23 estimated gas usage: 21.12.18 - 22.3.19	51.81
British Gas	Invoice	28.3.19	962493256	Parkside Pavilion estimated gas usage: 21.12.18 - 22.3.19	26.08
Creative Decorations	Invoice	18.4.19	30519	PO5419 - Decorations required for the "Pride of Youth Awards" ceremony on 3.5.19	126
Grenke Leasing Ltd	Invoice	30.4.19	0000208411/2019	Photocopier/Printer leasing contractual surcharge fee in accordance with Min9695	120
Grenke Leasing Ltd	Invoice	30.4.19	0000208412/2019	Photocopier/Printer leasing contractual surcharge fee in accordance with Min9695	92.4
Grenke Leasing Ltd	Invoice	30.4.19	0000208413/2019	Photocopier/Printer leasing contractual surcharge fee in accordance with Min9697	118.8
Grenke Leasing Ltd	Invoice	30.4.19	0000208410/2019	Provision of insurance cover for the period: 21.1.19 - 31.12.19	100.87
Grenke Leasing Ltd	Credit Note	22.5.19	0000227509/2019	Credit re. Inv 0000208410/2019 as HRTC has provided own insurance for the hire photocopier/printer	100.87
Morrison	Request	14.5.19	3453401924	PO5469 - Items for Mayor's Inauguration reception on 15.5.19	66.98
Petty Cash	Request	30.04.19	April C/Bal	Petty Cash replenishment of funds used during the month of April 2019	52.34
Pride of Youth Awards	Request	30.4.19	POY Awards	Provisions for Pride of Youth Awards (Poundland, Tesco, The Works & Wilko)	99.05
Pride of Youth Awards	Request	30.4.19	POY Awards	Float for catering provisions for the Pride of Youth Awards	200
Shire Leasing Plc	Invoice	01.05.19	03544092,0192	17th of 20 leasing repayment of the BT Cloud Voice hardware system in accordance with Corp Min 7973	86.48
Wilston Dry Cleaners	Request	30.4.19	103626	May Fair costumes dry cleaning	38.64
<b>TOTAL</b>					<b>2,338.83</b>

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**CORPORATE SERVICES COMMITTEE****Agenda Item 11**

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**Date:** 10<sup>th</sup> June 2019**Title:** Investment Report**Purpose of the Report:** To provide to members a report on investments to date**Contact Officer:** Debbie Marsh, Corporate Services Manager

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**1. RECOMMENDATION****To note the report.****2. BACKGROUND**

In accordance with Committee Functions, Financial Regulations and Banking Arrangements, Investment Strategy & Investment Arrangements Policy, Committee Functions require the Corporate Services Committee 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.

**3. INVESTMENT PROCESS**

Commencement of the short-term investment: Public Sector Deposit Fund and the long-term investment: LAMIT Authorities Property Fund were both during Financial Year 2014 - 2015. In accordance with Minutes AC1113 and AC1121, two officers administrate both these accounts for supervision and audit trail purposes. Both these investments have no fixed period of terms, but both are treated on an annual roll-on basis at their anniversaries' review.

**4. LONG TERM INVESTMENT – LAMIT PROPERTY FUND ACCOUNT**

Commencement of the LAMIT Property Fund was October 2014. This fund is designed to achieve long term capital growth and a rising income from investments in the commercial property sector. Dividends are paid quarterly less advice of Management expenses but without deduction of tax. Current gross dividend yield rate as at 31<sup>st</sup> March 2019 was 4.26%. This account has non-activity as it generates favourable economic benefits with the council's maximum surplus funds that can be held in this type of investment. This long-term investment has proved extremely

favourable and as of yet, officers cannot source a better or similar account.

## 5. **SHORT-TERM INVESTMENT – PUBLIC SECTOR DEPOSIT ACCOUNT**

Commencement of the Public Sector Deposit Fund was September 2014. This is a pooled, qualified money market fund created by and for the public sector which has a low level of risks. Shares are bought and the dividend is paid at the end of each month less Management Fee but without deduction of tax. The declared yield rate as at 16<sup>th</sup> May 2016 was 0.7564%. This is in line of the Bank Rate of 0.75%. Accessibility of funds is almost immediate making this a highly liquid Current Asset investment. Activity is a fluctuation of withdrawals when required to meet the council's expenditure for the period and deposits of investing surplus funds (namely Precept) in accordance with the Trustee Investment Act 1961 S.11 and recommendations from internal and external auditors. This short-term investment has proved extremely favourable and as of yet officers cannot source a better or similar account.

## 6. **COUNCIL VISION**

The proposed action supports the Objectives of Council's Vision;

5. A strong efficient and proactive Town Council.

## 7. **IMPLICATIONS**

### **Corporate Implications**

This report is supported by the following council policies:

- Financial Regulations
- Risk Management Strategy
- Banking Arrangements, Investment Strategy & Investment Arrangements

### **Legal Implications**

- There are no legal implications

### **Financial Implications**

- There are no financial implications of this report.

### **Risk Implications**

- There are no risk implications of this report.

### **Equalities Implications**

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

This report does not discriminate.

### **Press Contact**

- There are no press implications.

## **8. CONCLUSION AND NEXT STEPS**

To continue the reinvestment and be presented with other investment opportunities at the next committee.

## **9. APPENDICES**

**Appendix A:** Graphs

**Appendix B:** Chronological activities

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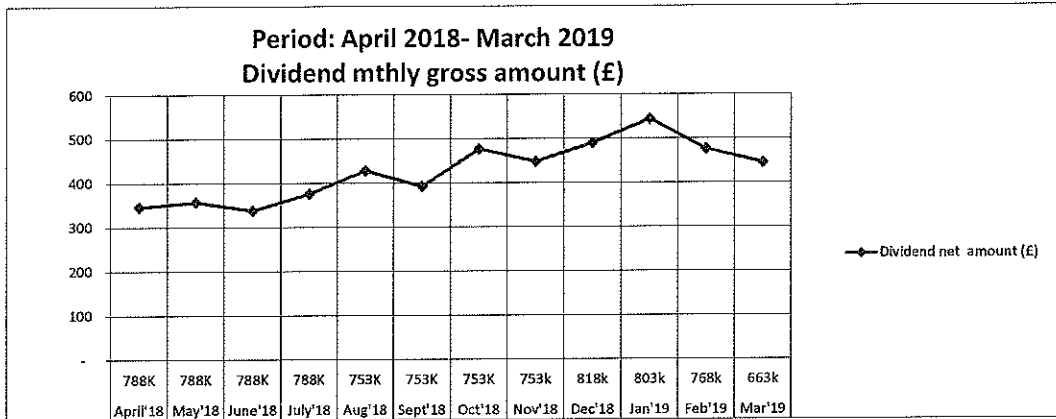
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**SHORT TERM INVESTMENT: THE PUBLIC SECTOR DEPOSIT ACCOUNT**

FINANCIAL YEAR: 2018-2019

Monthly dividends of the period: April 2018 to March 2019

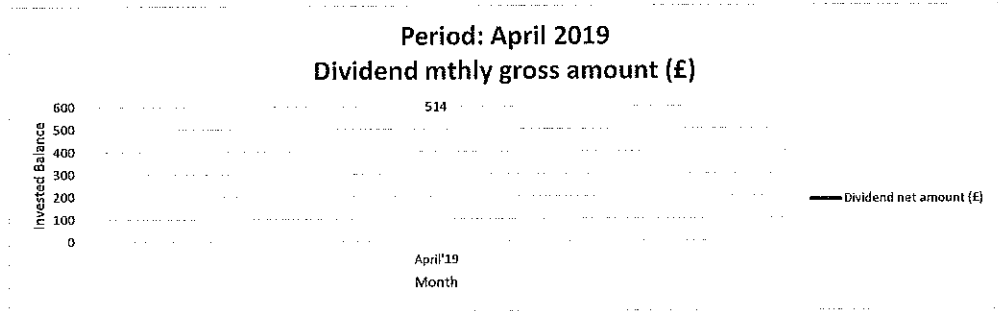
Month	Invested Balance (£)	Dividend net amount (£)
April'18	788K	346
May'18	788K	357
June'18	788K	338
July'18	788K	376
Aug'18	753K	428
Sept'18	753K	392
Oct'18	753K	477
Nov'18	753K	448
Dec'18	818K	490
Jan'19	803K	544
Feb'19	768K	476
Mar'19	663K	445
<b>Grand Total</b>		<b>5,117</b>



FINANCIAL YEAR 2019-20

Monthly dividends of the period: April 2019

Month	Invested balance (£)	Dividend net amount (£)
April'19	978k	514
<b>Grand Total</b>		<b>514</b>

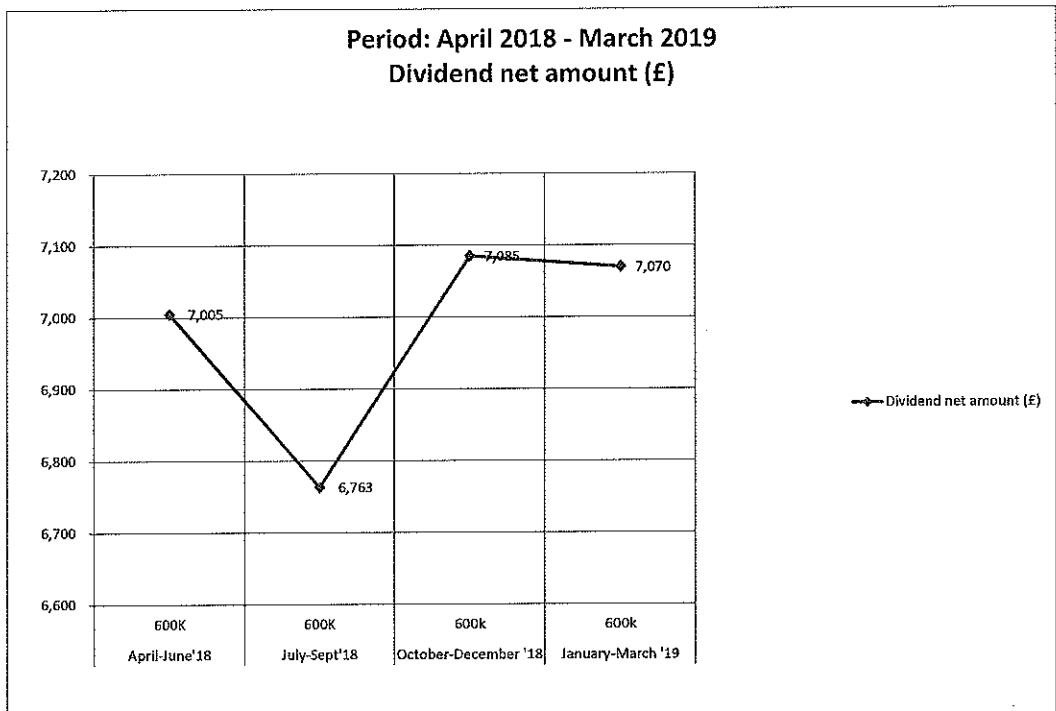


**LONG TERM INVESTMENT: THE PROPERTY FUND**

FINANCIAL YEAR: 2018 - 2019

Quarterly dividends of the financial year: April 2018 to March 2019

Period	Invested Balance (£)	Dividend net amount (£)
April-June'18	600K	7,005
July-Sept'18	600K	6,763
October-December '18	600K	7,085
January-March '19	600K	7,070
<b>Grand Total</b>		<b>27,923</b>



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Below are two charts listing the significant chronological activities of the council's short-term investment during FY2018 – 2019 and FY2019-2020 and the long-term investment during FY2018 – 2019 only. Short Term Investment - The Public Sector Deposit Fund

<i>Date</i>	<i>Opening Balance</i>	<i>Details</i>	<i>Amount</i>	<i>Total Shares</i>	<i>Closing Balance</i>	<i>Other details</i>
01.04.18	£858,000			858,000	£858,000	
05.04.18	£858,000	Withdrawal	-£35,000	823,000	£823,000	Transfer to current account to top up funds for expenditure purchases
11.04.18	£823,000	Withdrawal	-£35,000	788,000	£788,000	Transfer to current account to top up funds for expenditure purchases
04.09.18	£788,000	Withdrawal	-£35,000	753,000	£753,000	Transfer to current account to top up funds for expenditure purchases
18.12.18	£753,000	Deposit	£ 5,000	758,000	£758,000	Purchased an additional 5,000 shares in accordance with Trustee Investment Act 1961 S.11
19.12.18	£758,000	Deposit	£20,000	778,000	£778,000	Purchased an additional 20,000 shares in accordance with Trustee Investment Act 1961 S.11
21.12.18	£778,000	Deposit	£20,000	798,000	£798,000	Purchased an additional 20,000 shares in accordance with Trustee Investment Act 1961 S.11
24.12.18	£798,000	Deposit	£20,000	818,000	£818,000	Purchased an additional 20,000 shares in accordance with Trustee Investment Act 1961 S.11
07.01.19	£818,000	Deposit	£20,000	838,000	£838,000	Purchased an additional 20,000 shares in accordance with Trustee Investment Act 1961 S.11
31.01.19	£838,000	Withdrawal	-£35,000	803,000	£803,000	Transfer to current account to top up funds for expenditure purchases
14.02.19	£803,000	Withdrawal	-£35,000	768,000	£768,000	Transfer to current account to top up funds for expenditure purchases
01.03.19	£768,000	Withdrawal	-£35,000	733,000	£733,000	Transfer to current account to top up funds for expenditure purchases
13.03.19	£733,000	Withdrawal	-£35,000	698,000	£698,000	Transfer to current account to top up funds for expenditure purchases
26.03.19	£698,000	Withdrawal	-£35,000	663,000	£663,000	Transfer to current account to top up funds for expenditure purchases
<i>Date</i>	<i>Opening Balance</i>	<i>Details</i>	<i>Amount</i>	<i>Total Shares</i>	<i>Closing Balance</i>	<i>Other details</i>

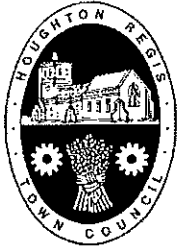
01.04.19	£663,000	Withdrawal	-£35,000	628,000	£628,000	Transfer to current account to top up funds for expenditure purchases
02.04.19	£593,000	Withdrawal	-£35,000	593,000	£593,000	Transfer to current account to top up funds for expenditure purchases
10.04.19	£593,000	Deposit	£35,000	628,000	£628,000	Purchased an additional 35,000 shares in accordance with Trustee Investment Act 1961 S.11
11.04.19	£628,000	Deposit	£35,000	663,000	£663,000	Purchased an additional 35,000 shares in accordance with Trustee Investment Act 1961 S.11
12.04.19	£663,000	Deposit	£35,000	698,000	£698,000	Purchased an additional 35,000 shares in accordance with Trustee Investment Act 1961 S.11
15.04.19	£698,000	Deposit	£35,000	733,000	£733,000	Purchased an additional 35,000 shares in accordance with Trustee Investment Act 1961 S.11
16.04.19	£733,000	Deposit	£35,000	768,000	£768,000	Purchased an additional 35,000 shares in accordance with Trustee Investment Act 1961 S.11
17.04.19	£768,000	Deposit	£35,000	803,000	£803,000	Purchased an additional 35,000 shares in accordance with Trustee Investment Act 1961 S.11
18.04.19	£803,000	Deposit	£35,000	838,000	£838,000	Purchased an additional 35,000 shares in accordance with Trustee Investment Act 1961 S.11
23.04.19	£838,000	Deposit	£35,000	873,000	£873,000	Purchased an additional 35,000 shares in accordance with Trustee Investment Act 1961 S.11
24.04.19	£873,000	Deposit	£35,000	908,000	£908,000	Purchased an additional 35,000 shares in accordance with Trustee Investment Act 1961 S.11
25.04.19	£908,000	Deposit	£35,000	943,000	£943,000	Purchased an additional 35,000 shares in accordance with Trustee Investment Act 1961 S.11
26.04.19	£943,000	Deposit	£35,000	978,000	£978,000	Purchased an additional 35,000 shares in accordance with Trustee Investment Act 1961 S.11

Date	Opening Balance	Details	Amount	Total Shares	Closing Balance	Other details
20.05.19	£978,000	Withdrawal	£50,000	928,000	£928,000	Transfer to current account to top up funds for expenditure purchases

Long-term Investment – LAMIT Property Fund

Date	Opening Balance	Details	Amount	Shares	Bid market total value	Bid market value per one unit	Other details
01.04.18	£600,000			213,503	£634,808.47	297.33 pence	
30.06.18	£600,000			213,503	£638,160.47	298.90 pence	Favourable 0.528% increase of previous bid market total value
30.09.18	£600,000			213,503	£638,309.92	298.97 pence	Favourable 0.234% increase of previous bid market total value
11.10.18	£600,000			213,503	£638,310.00	298.97 pence	Favourable 0.00001% increase of previous bid market total value
31.12.18	£600,000			213,503	£648,515.36	303.75 pence	Favourable 1.59880% increase of previous bid market total value

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**CORPORATE SERVICES COMMITTEE****Agenda Item 12**

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**Date:** 10<sup>th</sup> June 2019**Title:** PUBLIC WORKS LOAN BOARD REPAYMENTS ANNUAL REPORT**Purpose of the Report:** To receive the Public Works Loan Repayments Annual Report.**Contact Officer:** Clare Evans, Town Clerk

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**1. RECOMMENDATION****To note the Public Works Loan Board Repayments Annual Report.****2. BACKGROUND**

In accordance with the Committee Functions & Terms of Reference and Financial Regulations 8.1 – 8.3, Members are presented with an annual report to provide detail on the council's loans including current value, repayments and early settlement options as they stand at 1<sup>st</sup> April 2019.

**3. PUBLIC WORKS LOANS**

The Council currently has three loans through the Public Works Loan Board (PWLB). The following summarises the initial value of the loan, the purpose of the loan and the terms of the loan:

- Loan No. 496047
  - Value of the loan: £170,000
  - Purpose of the loan: Moore Crescent Pavilion at Moore Crescent Recreation Ground
  - Terms of the loan: annual rate of interest of 4.00%
  - Period of the loan: 24 years, final repayment due March 2033
  - Received: October 2009
  - Other detail:
    - This project was funded through the securing of 2 loans;
    - Commencement of works May 2009, completion April 2010.

- Loan No. 496518
  - Value of the loan: £190,125
  - Purpose of the loan: Moore Crescent Pavilion at Moore Crescent Recreation Ground
  - Terms of the loan: annual rate of interest of 4.46%
  - Period of the loan: 24 years, final repayment due March 2033
  - Received: February 2010
  - Other detail:
    - Second loan to fund the provision of Moore Crescent Pavilion
  
- Loan No. 496734
  - Value of the loan: £64,500
  - Purpose of the loan: Play Areas at Village Green and Tithe Farm Recreation Grounds
  - Terms of the loan: annual rate of interest of 3.11%
  - Period of the loan: 10 years, final repayment due September 2019
  - Received: March 2010
  - Other detail:
    - Applied to help costs for the provision of play areas at the Village Green and Tithe Farm Recreation Grounds. These projects were in collaboration with Central Bedford Council's "Play Builder" scheme who provided a 50/50 funding match with Houghton Regis Town Council.
    - Commencement of works was end 2009 and completed by April 2010.

#### **4. Previous Loan**

The council paid the final repayment of Loan No. 495419 in Financial Year 2018-2019 (1.4.19). The loan was for £55,000 with an annual interest rate of 2.78%. Commencement was March 2010 comprising of two bi-annual repayments per year over a period of 10 years. The purpose of the loan was to help towards funding of the provision of the skate Park at Tithe Farm Recreation Ground. Other contributors were a local youth group HYVE with £30,000 funding Street Cred Grant from Beds County Council and HRTC with £20,000 funding from reserves.

#### **5. Early Settlement Payments**

An investigation was carried out in 2017 on making early settlements, whereby findings were as follows:

- Unable to prematurely repay if there is one year or less remaining on the loan to maturity.
- Estimates of the settlement figure is variable with rates changing twice daily.
- Consideration would have to be given for funding an early resettlement

The council would only be able to make an early settlement on loans reference 496047 and 496518. The outstanding principal on these loans as a combined figure is

£271,308.95. the early settlement figure is £340,666.87.

## 5. COUNCIL VISION

This report supports the Objective 5 of Council's Vision, namely;

5. A strong efficient and proactive Town Council.

## 6. IMPLICATIONS

### **Corporate Implications**

This review is supported by the following council policies:

- Standing Orders
- Financial Regulations
- Internal Audit, Planning & Review
- Practitioners Guide of the Governance and Accountability of Smaller authorities

### **Legal Implications**

The review supports Line 10 in Section 2 of the Annual Governance and Accountability Return for External Audit.

### **Financial Implications**

There are no financial implications of this report.

### **Risk Implications**

Failure to adequately monitor the finances of the council and identify and mitigate any emerging financial issues would damage the council's reputation.

### **Equalities Implications**

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

This report does not discriminate.

### **Press Contact**

There are no press implications arising from this report.

## 7. CONCLUSION AND NEXT STEPS

In accordance with council policy and national practices, Members are requested to note the report.

## 8. APPENDICES

Appendix A: Payment Schedule Report

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Project	BOWLS/COMMUNITY PAVILION								
Location	MOORE CRESCENT		(Duration of works: September'09- April'10)						
Loan Number	1st Loan								
Principal	496047								
Admin Fee	£170,000								
Loan actual	£59.50								
Date loan received	169,940.50								
Bank ref.	19.10.09								
Repayment details	B/S685								
Period for repayment	Half yearly annuity								
Annual rate of interest	24 years								
Amount of half yearly annuity	4.00%								
Dates for Repayment	£5,542.31								
	31st March								
	30th September								
Appertaining Minutes	Circ. Env Min 4621 dated 13.09.04			Circ. Town Co Min 6000 dated 29.09.08 & Env Min 6087 dated 12.01.09 & 6332 dated 28.10.09					
Opened	Apr-11								
Nominal code	4053-299						(Bal - Principal)		
Payment Schedule	Date	Folio	Interest	Principal	Total	Balance	Years		
1.00	31.03.10	B/S704	3,018.08	2,142.31	5,160.39	170,000.00			
2.00	30.09.10	B/S726	3,357.15	2,185.16	5,542.31	167,857.69	1		
3.00	31.03.11	B/S751	3,313.45	2,228.86	5,542.31	165,672.53			
4.00	30.09.11	B/S777	3,268.87	2,273.44	5,542.31	163,443.67	2		
5.00	02.04.12	B/S805	3,223.40	2,318.91	5,542.31	161,170.24			
6.00	01.10.12	B/S833	3,177.03	2,365.28	5,542.31	158,851.33	3		
7.00	02.04.13	B/S862	3,129.72	2,412.59	5,542.31	156,486.05			
8.00	30.09.13	B/S890	3,081.47	2,460.84	5,542.31	154,073.46	4		
9.00	31.03.14	B/S920	3,032.25	2,510.06	5,542.31	151,612.62			
10.00	30.09.14	B/S952	2,982.05	2,560.26	5,542.31	149,102.56	5		
11.00	31.03.15	B/S	2,930.85	2,611.46	5,542.31	146,542.30			
12.00	30.09.15	B/S	2,878.62	2,663.69	5,542.31	143,930.84	6		
13.00	31.03.16	B/S	2,825.34	2,716.97	5,542.31	141,267.15			
14.00	30.09.16	B/S	2,771.00	2,771.31	5,542.31	138,550.18	7		
15.00	31.03.17		2,715.58	2,826.73	5,542.31	135,778.87			
16.00	30.09.17		2,659.04	2,883.27	5,542.31	132,952.14	8		
17.00	03.04.18		2,601.38	2,940.93	5,542.31	130,068.87			
18.00	01.10.18		2,542.56	2,999.75	5,542.31	127,127.94	9		
<b>19.00</b>	<b>31.03.19</b>		<b>2,482.56</b>	<b>3,059.75</b>	<b>5,542.31</b>	<b>124,128.19</b>			
20.00	30.09.19		2,421.37	3,120.94	5,542.31	121,068.44	10		
21.00	31.03.20		2,358.95	3,183.36	5,542.31	117,947.50			
22.00	31.09.20		2,295.28	3,247.03	5,542.31	114,764.14	11		
23.00	31.03.21		2,230.34	3,311.97	5,542.31	111,517.11			
24.00	31.09.21		2,164.10	3,378.21	5,542.31	108,205.15	12		
25.00	31.03.22		2,096.54	3,445.77	5,542.31	104,826.94			
26.00	30.09.22		2,027.62	3,514.69	5,542.31	101,381.17	13		
27.00	31.03.23		1,957.33	3,584.98	5,542.31	97,866.48			
28.00	30.09.23		1,885.63	3,656.68	5,542.31	94,281.50	14		
29.00	31.03.24		1,812.50	3,729.81	5,542.31	90,624.82			
30.00	30.09.24		1,737.90	3,804.41	5,542.31	86,895.01	15		
31.00	31.03.25		1,661.81	3,880.50	5,542.31	83,090.60			
32.00	30.09.25		1,584.20	3,958.11	5,542.31	79,210.10	16		
33.00	31.03.26		1,505.04	4,037.27	5,542.31	75,251.99			
34.00	30.09.26		1,424.29	4,118.02	5,542.31	71,214.72	17		
35.00	31.03.27		1,341.93	4,200.38	5,542.31	67,096.71			
36.00	30.09.27		1,257.93	4,284.38	5,542.31	62,896.33	18		
37.00	31.03.28		1,172.24	4,370.07	5,542.31	58,611.95			
38.00	30.09.28		1,084.84	4,457.47	5,542.31	54,241.88	19		
39.00	31.03.29		995.69	4,546.62	5,542.31	49,784.40			
40.00	30.09.29		904.76	4,637.55	5,542.31	45,237.78	20		
41.00	31.03.30		812.00	4,730.31	5,542.31	40,600.23			
42.00	30.09.30		717.40	4,824.91	5,542.31	35,869.92	21		
43.00	31.03.31		620.90	4,921.41	5,542.31	31,045.01			
44.00	30.09.31		522.47	5,019.84	5,542.31	26,123.60	22		
45.00	31.03.32		422.08	5,120.23	5,542.31	21,103.76			
46.00	30.09.32		319.67	5,222.64	5,542.31	15,983.53	23		
47.00	31.03.33		215.22	5,327.09	5,542.31	10,760.89			
48.00	30.09.33		108.68	5,433.80	5,542.31	5,433.80	24		
	<b>TOTAL</b>		<b>95,649.12</b>	<b>170,000.00</b>	<b>265,648.96</b>				
balance outstanding after instalment of the 31.3.19		Interest	39,658.71	Principal	121,068.45	Total (Interest + Principal)	160,726.99		

Project	BOWLS/COMMUNITY PAVILION		
Location	MOORE CRESCENT	(Duration of works: September'09- April'10)	
Loan Number	2nd Loan		
Principal	496518		
Initial Fee	£190,125		
Actual	£66.85		
Loan received	£190,058		
Ref.	05.02.10		
Payment details	B/S698		
Period for repayment	Half yearly annuity		
Nominal rate of interest	24 years		
Amount of half yearly annuity	4.46%		
Start date for Repayment	£6,492.06		
End date	31st March		
Final code	30th September		
	4053-299		

Retaining Minutes: Circ. Env Min 4621 dated 13.09.04 Apr-11  
 Circ. Town Co Min 6000 dated 29.09.08 & Env Min 6087 dated 12.01.09 & 6332 dated 28.10.09  
 (Bal - Principal)

Payment Schedule	Date	Folio	Interest	Principal	Total	Balance	Years
1.00	31.03.10	B/S704	1,257.96	2,252.27	3,510.23	190,125.00	
2.00	30.09.10	B/S726	4,189.56	2,302.50	6,492.06	187,872.73	
3.00	31.03.11	B/S751	4,138.22	2,353.84	6,492.06	185,570.23	1
4.00	30.09.11	B/S777	4,085.73	2,406.33	6,492.06	183,216.39	
5.00	02.04.12	B/S805	4,032.06	2,460.00	6,492.06	180,810.05	2
6.00	01.10.12	B/S833	3,977.21	2,514.85	6,492.06	178,350.06	
7.00	02.04.13	B/S862	3,921.13	2,570.93	6,492.06	175,835.20	3
8.00	30.09.13	B/S890	3,863.79	2,628.27	6,492.06	173,264.27	
9.00	31.03.14	B/S920	3,805.18	2,686.88	6,492.06	170,636.00	4
10.00	30.09.14	B/S952	3,745.27	2,746.79	6,492.06	167,949.13	
11.00	31.03.15	B/S	3,684.01	2,808.05	6,492.06	165,202.33	5
12.00	30.09.15	B/S	3,621.39	2,870.67	6,492.06	162,394.28	
13.00	31.03.16	B/S	3,557.38	2,934.68	6,492.06	159,523.62	6
14.00	30.09.16	B/S	3,491.93	3,000.13	6,492.06	156,588.93	
15.00	31.03.17		3,425.03	3,067.03	6,492.06	153,588.80	7
16.00	30.09.17		3,356.64	3,135.42	6,492.06	150,521.78	
17.00	03.04.18		3,286.72	3,205.34	6,492.06	147,386.35	8
18.00	01.10.18		3,215.24	3,276.82	6,492.06	144,181.01	
<b>19.00</b>	<b>31.03.19</b>		<b>3,142.16</b>	<b>3,349.90</b>	<b>6,492.06</b>	<b>137,554.29</b>	9
20.00	30.09.19		3,067.46	3,424.60	6,492.06	134,129.69	10
21.00	31.03.20		2,991.09	3,500.97	6,492.06	130,628.72	
22.00	31.09.20		2,913.02	3,579.04	6,492.06	127,049.68	11
23.00	31.03.21		2,833.21	3,658.85	6,492.06	123,390.83	
24.00	31.09.21		2,751.62	3,740.44	6,492.06	119,650.38	12
25.00	31.03.22		2,668.20	3,823.86	6,492.06	115,826.53	
26.00	30.09.22		2,582.93	3,909.13	6,492.06	111,917.40	13
27.00	31.03.23		2,495.76	3,996.30	6,492.06	107,921.10	
28.00	30.09.23		2,406.64	4,085.42	6,492.06	103,835.68	14
29.00	31.03.24		2,315.54	4,176.52	6,492.06	99,659.15	
30.00	30.09.24		2,222.40	4,269.66	6,492.06	95,389.49	15
31.00	31.03.25		2,127.19	4,364.87	6,492.06	91,024.62	
32.00	30.09.25		2,029.85	4,462.21	6,492.06	86,562.41	16
33.00	31.03.26		1,930.34	4,561.72	6,492.06	82,000.69	
34.00	30.09.26		1,828.62	4,663.44	6,492.06	77,337.24	17
35.00	31.03.27		1,724.62	4,767.44	6,492.06	72,569.80	
36.00	30.09.27		1,618.31	4,873.75	6,492.06	67,696.05	18
37.00	31.03.28		1,509.62	4,982.44	6,492.06	62,713.61	
38.00	30.09.28		1,398.51	5,093.55	6,492.06	57,620.06	19
39.00	31.03.29		1,284.93	5,207.13	6,492.06	52,412.93	
40.00	30.09.29		1,168.81	5,323.25	6,492.06	47,089.68	20
41.00	31.03.30		1,050.10	5,441.96	6,492.06	41,647.72	
42.00	30.09.30		928.74	5,563.32	6,492.06	36,084.40	21
43.00	31.03.31		804.68	5,687.38	6,492.06	30,397.03	
44.00	30.09.31		677.85	5,814.21	6,492.06	24,582.82	22
45.00	31.03.32		548.20	5,943.86	6,492.06	18,638.96	
46.00	30.09.32		415.65	6,076.41	6,492.06	12,562.55	23
47.00	31.03.33		280.14	6,211.92	6,492.06	6,350.63	
48.00	30.09.33		141.62	6,350.63	6,492.06	0.00	24
<b>TOTAL</b>			<b>118,512.24</b>	<b>190,125.00</b>	<b>308,637.05</b>		

Balance outstanding after installment of the 31.3.19	Interest	Principal	Total (Interest + Principal)
	50,715.64	137,554.29	188,269.74



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Ref:	Outcome	Year 1: 15/16	Year 2: 16/17	Year 3: 17/18	Year 4: 18/19	Year 5: 19/20	Committee Update at 10th June 2019
<b>Objective 2 To face the challenges and maximise the opportunities of growth.</b>							
2a.	Raise the Town's profile		Production of Town Guide Production of Welcome Pack for new residents Spatial Plan		Ongoing		AMBER Town Guide including Spatial Plan produced and delivered to residents and businesses in Nov '16. Welcome packs delivered to new residents in Regents Place, off Bedford Road. Proposal - that a small number of welcome packs are delivered, quarterly, to the sales offices to be provided to potential new residents. Members are being requested to suggest ways in which publications can be delivered to new residents.
<b>Objective 5 To build a strong, efficient and proactive Town Council</b>							
5a.	Review the corporate structure to ensure that the Town Council delivers its 5 objectives	Review committee structure, corresponding budget structure and policy framework	Implement any alternations				GREEN Independent review undertaken. Results fed back. Changes agreed and implemented. COMPLETED.
5b.	Review the democratic structure to ensure that the Town Council delivers its 5 objectives	Identify existing skills Identify skill gaps Identify training requirements Review structure of council meetings	Establish a co-ordinated community outreach programme Review democratic processes Establish team listening sessions		To be discussed at the meeting to be held on the 24th September 2018		AMBER Review democratic processes - Independent review undertaken. Results fed back. Changes agreed and implemented. No progress on a community outreach programme. Team listening sessions delivered through Member Open Sessions, difficulties experienced and sessions do not benefit from cross party support. This item was discussed at Town Council on the 8th October 2018 minute number 9608. Nothing resolved.
5c.	Review the managerial structure to ensure that the Town Council delivers its 5 objectives	Undertake Job evaluation Update Job descriptions	Identify existing skills Identify skill gaps Identify training requirements Implement more target focused appraisals Ensure tools and equipment are sufficient to deliver objectives				GREEN Job descriptions & Job evaluation - Independent review undertaken. Results fed back. Changes agreed and implemented. COMPLETED. Appraisals - training delivered and new policy agreed. Implementation of policy underway. Skills being assessed and reviewed. Tools and equipment under review, some new purchases made and being used.
5h.	Consider, plan & implement appropriate office improvements	Replacement kitchen Hand towel dispenser in disabled toilet	Office floor Hot water		Main office floor and carpet replaced August 2018		GREEN New kitchen installed. Hand towel dispenser installed. Office floor has been investigated - due to the way the carpet has been laid to replace/repair the floor would need logistical consideration as well as budget. Structural survey of the whole building completed. repairs recommended. Council agreed to the repairs to the floor in the main office. Repairs due to commence July 2018. Completed August 2018.
5k.	Develop a HRTC policy position on statutory functions provided by outside bodies			Consider options through a round table discussion			GREEN Draft policy presented to Corporate 26th November 2018 for ratification at Town Council 25th March 2019.

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<b>Policy</b>	<b>Last Reviewed</b>	<b>Committee</b>	<b>Meeting Date</b>	<b>Comments</b>
Alcohol, Drug & Substance Misuse Annual Report	14 <sup>th</sup> March 2016 18 <sup>th</sup> June 2018	Corporate Services Town Council	2020 or as required 17 <sup>th</sup> June 2019	Every 4 years Annually
Banking arrangement, investment strategy & investment arrangement	24 <sup>th</sup> September 2018 8 <sup>th</sup> October 2018	Corporate Services & Town Council	23 <sup>rd</sup> September 2019 7 <sup>th</sup> October 2019	Annually
Bullying & Harassment at work policy	25 <sup>th</sup> September 2017 11 <sup>th</sup> December 2017	Corporate Services & Town Council	2021 2021	Every 4 years
Capability Policy	20 <sup>th</sup> January 2014	Corporate Services & Town Council	24 <sup>th</sup> September 2018 17 <sup>th</sup> June 2019	Every 4 years.
Cemetery Regulations	7 <sup>th</sup> September 2015	Environment & Leisure	2018/19 or as required	
Chairmanship	15 <sup>th</sup> June 2015 22 <sup>nd</sup> June 2015	Corporate Services & Town Council	10 <sup>th</sup> June 2019 7 <sup>th</sup> October 2019	Every 4 years.
Code of Conduct	23 <sup>rd</sup> January 2017 27 <sup>th</sup> March 2017	Corporate Services & Town Council	2020 or as required	Every 4 years.
Committee Functions & Terms of Reference	18 <sup>th</sup> June 2018	Town Council	10 <sup>th</sup> June 2019	Annual approval on AGM agenda.
Complaints Procedure	25 <sup>th</sup> September 2017 11 <sup>th</sup> December 2017	Corporate Services & Town Council	10 <sup>th</sup> June 2019 7 <sup>th</sup> October 2019	Annually.
Communications Policy & Strategy	12 <sup>th</sup> June 2017 9 <sup>th</sup> October 2017	Corporate Services & Town Council	2021	Every 4 years.
Disciplinary Procedure	26 <sup>th</sup> September 2016 5 <sup>th</sup> December 2016	Corporate Services & Town Council	2020 or as required	Every 4 years.
Equality & Diversity	18 <sup>th</sup> June 2018	Town Council	17 <sup>th</sup> June 2019	Annually.
Eye care Policy	27 <sup>th</sup> November 2017 26 <sup>th</sup> March 2018	Corporate Services & Town Council	2021	Every 4 years.
Financial Regulations	18 <sup>th</sup> June 2018	Town Council	15 <sup>th</sup> June 2019	Annual approval on AGM agenda.
Flexible Working & Flexi Time Scheme	20 <sup>th</sup> March 2017 26 <sup>th</sup> June 2017	Corporate Services & Town Council	2021	Every 4 years.
Fraud and Ethics Policy	12 <sup>th</sup> June 2017 9 <sup>th</sup> October 2017	Corporate Services & Town Council	2021	Every 4 years.
Freedom of Information & Model Scheme of Publication	26 <sup>th</sup> September 2016 5 <sup>th</sup> December 2016	Corporate Services & Town Council	10 <sup>th</sup> June 2019 7 <sup>th</sup> October 2019	Annually

Grievance Procedure	26 <sup>th</sup> September 2016 5 <sup>th</sup> December 2016	Corporate Services & Town Council	2020 or as required	Every 4 years.
Health & Safety at Work	5 <sup>th</sup> March 2018 18 <sup>th</sup> June 2018	Corporate Services & Town Council	10 <sup>th</sup> June 2019 7 <sup>th</sup> October 2019	Annually
Internal Controls	8 <sup>th</sup> October 2018	Town Council	7 <sup>th</sup> October 2019	Annually
IT Use Policy	11 <sup>th</sup> June 2018 8 <sup>th</sup> October 2018	Corporate Services & Town Council	2022	Every 4 years.
Late payments & bad debts policy	26 <sup>th</sup> November 2018 25 <sup>th</sup> March 2019	Corporate Services & Town Council	25 <sup>th</sup> November 2019 23 <sup>rd</sup> March 2020	Annually
Leave Entitlement Policy	21 <sup>st</sup> March 2016	Personnel Sub- Committee	2020	Every 4 years.
Local Govt Pension Scheme: Statement of Local Discretions	4 <sup>th</sup> March 2019 17 <sup>th</sup> June 2019	Corporate Services & Town Council	2 <sup>nd</sup> March 2020 June 2020	Annually
Officer/Member protocol	26 <sup>th</sup> November 2018 25 <sup>th</sup> March 2019	Corporate Services & Town Council	25 <sup>th</sup> November 2019 23 <sup>rd</sup> March 2020	Annually.
Press Protocols	21 <sup>st</sup> March 2016	Town Council	2020	Every 4 years.
Recruitment & Selection Policy	12 <sup>th</sup> June 2017 9 <sup>th</sup> October 2017	Corporate Services & Town Council	2021	Every 4 years.
Retirement policy & flexible retirement	20 <sup>th</sup> March 2017 26 <sup>th</sup> June 2017	Corporate Services & Town Council	2021	Every 4 years.
Risk Management Plan	24 <sup>th</sup> September 2018 10 <sup>th</sup> December 2018	Corporate Services & Town Council	23 <sup>rd</sup> September 2019 9 <sup>th</sup> December 2019	Annually
Safeguarding Children, Young People & Vulnerable Adults	5 <sup>th</sup> March 2018 18 <sup>th</sup> June 2018	Corporate Services & Town Council	2022	Every 4 years.
Scheme of Delegation	18 <sup>th</sup> June 2018	Town Council	17 <sup>th</sup> June 2019	Annual approval on AGM agenda.
Sickness Management Policy	20 <sup>th</sup> March 2017 26 <sup>th</sup> June 2017	Corporate Services & Town Council	2021	Every 4 years.
Social Media Policy	23 <sup>rd</sup> August 2017 9 <sup>th</sup> October 2017	Corporate Services & Town Council	2021	Every 4 years.
Staff induction & appraisal process	25 <sup>th</sup> September 2017 11 <sup>th</sup> December 2017	Corporate Services & Town Council	2021	Every 4 years.
Standing Orders	18 <sup>th</sup> June 2018	Town Council	15 <sup>th</sup> May 2019	Annual approval on AGM agenda.
Stress Policy	1 <sup>st</sup> December 2016 30 <sup>th</sup> January 2017	Corporate Services & Town Council	2020	Every 4 years.



Policy Schedule 2019-20

Training Statement of Intent	26 <sup>th</sup> November 2018 25 <sup>th</sup> March 2019	Corporate Services & Town Council	25 <sup>th</sup> November 2019 23 <sup>rd</sup> March 2020	Annually
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Committee date	Policy
10 <sup>th</sup> June 2019	Chairmanship; Complaints Procedure; Freedom of Information & Model Scheme of Publication; Volunteering Policy
23 <sup>rd</sup> September 2019	Banking arrangement, investment strategy & investment arrangement; Risk Management Plan
25 <sup>th</sup> November 2019	Late payments & bad debts policy; Officer/Member protocol; Training Statement of Intent
2 <sup>nd</sup> March 2020	Local Govt Pension Scheme: Statement of Local Discretions

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## HOUGHTON REGIS TOWN COUNCIL

### Chairmanship Policy

Date of Adoption:	27 <sup>th</sup> October 2003
Reviewed:	23 <sup>rd</sup> October 2006; 11 <sup>th</sup> November 2013; 15 <sup>th</sup> June 2015
Date of Re-approval:	22 <sup>nd</sup> June 2015

Based on NALC Standing Orders and Chairmanship September 2002

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## PREFACE

This is intended as a guide for those presiding at meetings of Local Councils and as a source to which to refer when there is a procedural difficulty during a meeting.

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

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

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

### Notes:

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

## 1. BASIC PRINCIPLES

- 1.1 The officers and agents of the Council must act as the Council's executive and carry out its decisions. They cannot do this properly unless they have instructions which they can understand.
- 1.2 It is the primary, if not the only, function of the Council to frame instructions upon which people can act; even a decision to take no action is such an instruction.
- 1.3 The Council's instructions are conveyed by resolutions and it is the purpose of the Council's proceedings to *reach, without unreasonable delay, an intelligible and lawful decision for the right reasons*. The whole duty of a Chairman is to ensure that this purpose is achieved and to this end he must:-
  - (a) protect the Council against *outside interference*;
  - (b) ensure that everything to be discussed is *lawful*;
  - (c) ensure that the Council is invited to deal with *clear issues*;
  - (d) ensure that as far as possible *information is complete*;
  - (e) permit every point of view to have a *fair hearing*;
  - (f) ensure that opinions expressed are *relevant* to the matter in hand;
  - (g) ensure that business is transacted with *reasonable speed*;
  - (h) ensure as far as possible that proceedings are *friendly* and *free from personalities*;
  - (i) co-operate with the officers and councillors.

## 2. THE AUTHORITY OF THE CHAIR

### *Origin*

- 2.1 The office of Chairman of a local authority is created by statute, which has conferred upon the occupant of the chair a second or casting vote on all occasions but one. The scope of his authority, however, depends upon ancient customs which are perfectly logical and arise from the necessities of the case.

### *Nature and Limitations*

- 2.2 Whether or not the Council has passed any standing orders, the Chairman's procedural authority is derived from the Council as a whole and an individual councillor must obey his rulings because they are the rulings of the Council itself. It follows from this, however, that the Chairman cannot overrule the Council and that a councillor who is dissatisfied by the Chairman's ruling may invite the Council to disagree with it. Such appeals against the chair ought to be very rare.
- 2.3 The authority of the Chairman, as such, is limited to matters of procedure and neither increases nor decreases his right (in comparison with other members) to discuss the merits of a particular case. It is one of his most difficult tasks to remember that, while the Chair gives him authority on matters of procedure, it confers no rights (other than the casting vote) on matters of policy above those possessed by other members.

## 3. PRELIMINARY

- 3.1 Before any meeting, the Chairman should study the items on the agenda with either the Clerk or any other officers, and should in effect ask in respect of each item the following questions:-
- What does it mean?
  - Is it lawful?
  - Do we know enough about it?
  - Has any member special knowledge of this problem?
  - Is there any member who may have a pecuniary interest?

## 4. OUTSIDE INTERFERENCE

### Public Disturbances *Disorderly or Disruptive Behaviour*

- 4.1 ~~No one is entitled to interrupt or obstruct the proceedings of the Council or its committees. In general it is best to stop an interruption at once before the habit spreads to the rest of the audience; and though he will naturally not wish to be rude, the Chairman should cut an interrupter short, and if good humour and conciliation fail to produce silence he may have to warn him that he will be turned out if he does it again; if the warning is ignored it should be resolved, without discussion, that the interrupter be excluded, and if he fails to leave he should be removed by force. Care should be taken to use no more force than~~



necessary. It is not essential to call the police, but may be necessary. The standing orders of a council govern the actions that can be taken when disorderly conduct or behaviour disrupts the debate at a meeting or obstructs the proceedings in a meeting. This includes a situation where someone is behaving offensively or using inappropriate language.

- 4.2 Disruptive individuals, whether they are councillors or members of the public, are at risk of being asked to leave the meeting. The Chairman may request anyone who is disruptive to stop. He should explain the consequences if they do not behave appropriately.
- 4.3 The Chairman should never argue or allow argument with an interrupter. If an individual disregards the Chairman's request to modify his conduct, aimed at restoring order to the debate or to the meeting itself, any councillor (including the Chairman) may move a (procedural) motion that the offending person(s) are "not further heard" or excluded from the meeting. If the meeting then passes a resolution that requires a person to be silent or leave the meeting but this is ignored, further steps can be taken.
- 4.4 If permitted by standing orders, the meeting may be temporarily suspended to give the offending person(s) an opportunity to improve their behaviour or to persuade them to be silent or to leave the meeting. If after a suspension of the meeting, disruptive behaviour continues, If the public becomes disorderly it may eventually be necessary to close the meeting or to adjourn to a more private place the meeting may need to be closed and consideration of the outstanding business for the meeting postponed to a later date. It is, however, illegal to decide to exclude specific members of the public from any future meeting.

#### *Pecuniary Interests*

- 4.5 The law requires that where a member has a recorded-disclosable pecuniary interest in a matter to be considered at a meeting, he cannot take part in discussions or vote on the matter at a meeting unless he has been granted a dispensation. he should withdraw from the meeting and take no further part in the relevant proceedings or seek to influence those proceedings. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- 4.6 If the interest has not been recorded he must advise the meeting and take no further part in the relevant proceedings or seek to influence those proceedings. The interest must be advised to the monitoring officer within 28 days of the interest becoming apparent.

#### *Rulings on notices*

- 4.7 The Chairman must be satisfied that the meeting is lawful. He does not need to have personal knowledge that the proper notices and summonses have been issued, but if complaints are made he must give a ruling based upon the essential justice of the matter. A meeting is not necessarily illegal because someone has not received a notice to which he is entitled, but where an irregularity appears to be intentional or important the meeting should be adjourned until it has been corrected.

#### *Quorum*

- 4.8 No business can be transacted if no quorum is present. This rule applies not only to cases of physical absence but to cases of disqualification by interest. A situation may, therefore, sometimes arise where the Council cannot act because it is impossible to obtain a disinterested quorum. In such a case the Chairman should adjourn the matter until it can be next dealt with. Those members with a pecuniary interest should consider making an application for dispensation to the Council where appropriate.

#### *Ultra Vires Proposals*

- 4.9 The Chairman should satisfy himself that any proposal involving expenditure is lawful and should rule any unlawful proposal or amendment out of order. Where there is any doubt, advice should be sought well before the meeting and in time to delete it, if necessary, from the agenda.

### **5. A CLEAR ISSUE**

- 5.1 Every decision of the Council must be made by an affirmative vote of a majority of those present and voting (including, where necessary, the Chairman's second or casting vote). The members must, therefore, know exactly what they are being asked to decide and each proposition must be put to them in a form which can be answered by a simple "Yes" or "No". From this there follow certain practical consequences:-

- (a) All motions should be affirmative in form; it is never necessary to move that a resolution be rejected;
- (b) Where there is more than one solution to a problem each solution must be separately put to the vote.

#### *The Affirmative Form*

- 5.2 The most exact method of putting a question to the vote is by the use of the following formula:-

"The resolution is as follows: -

(e.g.) *'That the Clerk's salary be raised to £5,000 a year.'*

The motion is that this resolution be agreed to."

(Note: A *resolution* is a proposal of the action intended to be taken: for example "That the Council buy a mower". A *motion* is the procedural formula by which the Council disposes of business: for example "The motion is that the resolution be amended by \_\_\_\_\_" or "The motion is that the Council do now adjourn".)

### *Separating the Issues*

- 5.3 In attempting to reach a decision a Council may from time to time be faced with alternative solutions. Some alternatives may be mutually exclusive; others may be matters of detail subsidiary to the principal issue.
- 5.4 Where the alternatives are mutually exclusive it may be desirable in the first instance to discuss the resolutions embodying them together until the general trend of opinion is apparent and then to put one of them in the form of an amendment to the other; for instance, if a Council considers that it can afford either a swimming pool or a new playing field but not both, a decision to provide the one in practice excludes the other. Therefore, the resolution on behalf of each should be discussed together and the issue at this stage may be informally stated thus:-

"If the Council is to spend its money would it prefer a swimming pool or a playing field?"

In more formal language the issue is put to the vote by substantive resolution and amendment: -

"The resolution is that the swimming pool be provided. To this the following amendment has been moved: -

*leave out the words 'swimming pool' and substitute the words 'new playing field.'*

The motion is that this amendment be agreed to."

- 5.5 A vote on an amendment does not end the matter: it merely decides what shall be discussed next. Thus, in the example, if the amendment is carried, all further discussion of the swimming pool becomes out of order, but the Council has yet to decide whether the major operation shall be carried out at all. This is done by putting *the resolution as amended to the vote.*

## **6. METHOD OF VOTING**

- 6.1 The rules on the manner in which decisions are taken are peremptory and admit of no exceptions. Every decision must be reached by a majority of those voting. Appointments to employments must be decided in the same way as other questions.

## 7. COMPLETENESS OF INFORMATION

- 7.1 Sensible decisions cannot be reached without reasonably complete information, which it is usually the duty of the clerk to supply. The Chairman should before the meeting consider whether enough information is available or likely to be made available, and at the meeting he should make a point of asking a member with special knowledge to give his opinion. If it appears at the meeting that information is still insufficient he should move to adjourn consideration until more is known, and sometimes it may be desirable to frame questions and to instruct the clerk to obtain the answers by a specified date.

## 8. IMPARTIALITY

- 8.1 When differences of opinion develop in discussion it is the duty of the Chairman to give a fair hearing to all points of view including his own, if he has one. It is not his duty as Chairman to suppress neither his own convictions nor his privilege to impose his opinions. Experience has shown that the safest and least controversial course is for the Chairman to call upon speakers for and against a proposal to speak alternately and himself to avoid speaking first or last.
- 8.2 Some people are better at putting a case than others and the Chairman ought to allow reasonable latitude to the less eloquent. For this reason mechanical rules of debate limiting, for instance, the time allowed for a speech or the number of times a member may speak, are undesirable, and the Chairman should have some latitude in applying them, especially in a Council with a small membership.

## 9. RELEVANCE

### *General Rule*

- 9.1 A speech must be directed to the point under discussion and nothing else. This rule is easy to state, but not always easy to apply fairly, because the relevance of what is being said may be understood by the speaker before it is grasped by the listener; whilst the rule should not be made a cover for "barracking from the chair" it is probably true that if Chairmen enforced it more strictly, business would be much more quickly and efficiently conducted than is often the case, and many unnecessary arguments and even some quarrels would be avoided. Bad feeling originates in irrelevancies more often than in any other way. On the other hand, it is sometimes advantageous to allow irrelevance in order to "clear the air". Too harsh suppression can breed ill will and a sense of grievance.

### *Personalities*

- 9.2 The Chairman should do his best to prevent observations in discussion; the custom whereby the speeches are in a form addressed to the Chairman, should only be observed because it forces members to employ an impersonal mode of expression. If a member makes an offensive personal observation, the Chairman

should immediately intervene to seek immediate apology to an offended member.

#### *Methods of Enforcement*

- 9.3 Where a speech is obviously irrelevant the Chairman should stop the speaker and invite him to return to the point or sit down. Where the irrelevance is not quite so obvious the Chairman may often find it convenient to ask the speaker to explain how his remarks relate to the issue.

#### *Revival of Decided Issues*

- 9.4 The Chairman should not allow a matter that has been decided to be reopened at the same meeting. An attempt to “hark back” to a previous agenda item should be firmly ruled out of order as irrelevant to the matter *now* under discussion, even if the member who raises it was not present when the item was considered.

#### *Minutes*

- 9.5 One of the commonest irrelevances is the practice of attempting to discuss the merits of what is contained in the minutes, on a motion for their signature as a correct record. On such a motion the only issue is whether the words of the minutes accurately record the events at the meeting of which they are a record.

#### *Other Problems*

- 9.6 Letters received by the Council should not be read out verbatim: this provokes irrelevant discussion on wording and is liable to lead to misunderstanding by the public. On the very rare occasions that the exact text is needed by every councillor the clerk should issue copies. Normally it is sufficient to report the main issue in the letter: for example “Mrs Smith of \_\_\_\_\_ has written asking the Council to get the pile of rubbish removed from outside 48 \_\_\_\_\_ Lane”.

## **10. REASONABLE DESPATCH**

#### *Intervals*

- 10.1 It is important that business should be transacted with reasonable speed. Long meetings bore members and reduce the level of attentiveness. Long intervals between meetings lead to missed opportunities. A Local Council cannot expect to be consulted regularly by other bodies if it does not respond promptly. The Chairman ought to call special meetings in necessary cases. The right of Local Councils to be notified of planning applications makes this especially important.

#### *Obstruction at Meetings*

- 10.2 Deliberate obstruction is rare, but must be firmly dealt with when it occurs. It is difficult to be directly obstructive for long without being irrelevant, and

therefore deliberate obstruction sometimes takes the form of raising a succession of points of order. In dealing with this type of obstruction it is well to remember that a point is not necessarily a point of order because the person who makes it labels it as such. (*For points of order see paragraph 11.1 below.*)

### *Repetition*

- 10.3 If it is evident that nothing new can be said on either side in a particular discussion, a Chairman is justified in putting the matter to the vote even though there are still members wishing to speak. Usually, however, the state of affairs is not so clear and in such cases the Chairman should ask leave of the Council to put the matter to the vote.

### *References*

- 10.4 All deliberative bodies have a natural tendency to refer questions to someone else (e.g. an officer or a committee) for consideration or report. These are frequently unnecessary because they are often used only when a Council is unwilling to make a final decision.

## **11. SOME PROCEDURAL POINTS**

### *Points of Order*

- 11.1 Points of Order relate to procedure only and take precedence over all other business; it is the duty of the Chairman to deal with them. If a point relates to the substance of a matter under discussion it is not a point of order and should be ruled out of order by the Chairman. The person raising the matter of substance in this way should be told to save it for his speech on the business. For instance, if the provision of a swimming pool is being discussed and someone interrupts the speaker by saying "On a point of order, can we afford it?" the interruption should be ruled out of order as this is not a procedural question. It is part of the merits of the business and must be decided by discussion. If, however, the interruption had been "On a point of order, have we power to do this?" the Chairman (in consultation with the clerk) must give a ruling and the answer is "No", the Council has no power to act as proposed and the business ought not to be under discussion.

### *Procedural Resolutions*

- 11.2 Procedural resolutions should normally be put without discussion. The usual exceptions are resolutions to (a) correct minutes, (b) alter the order of business, (c) refer to committee.

### *Closure Motions*

- 11.3 The following are the respective effects of closure resolutions:-

- (a) On the passing of a resolution to proceed to *next business* proceedings on the business in hand come to a stop and no decision upon it can be taken.
- (b) On the passing of a resolution that the *question be now put* the mover is usually entitled to reply before the matter is put to the vote. By custom the chairman may refuse to accept such a resolution until he thinks that the matter has been sufficiently debated.
- (c) A resolution to *adjourn a discussion or a meeting* stops the discussion at the moment it is passed and no decision is taken on the business; therefore the discussion may later be resumed at the point where it was interrupted.

#### *Amendments*

- 11.4 An amendment, which in substance negates the principal resolution, should not be allowed because it is confusing and unnecessary.
- 11.5 An amendment should always be put to the vote before the resolution that it seeks to amend. (See also paragraph 5.5 above.)

#### *“Any Other Business”*

- 11.6 The summons to a meeting of a Local Council must by law *specify* the business to be transacted; a Local Council cannot legally decide to take any action under the general heading of “any other business” because these words do not specify any item of business. The rule prevents the Council deciding any business which will have either expenditure consequences or lead the Council into a legal situation: for example by making a contract.

#### *“Urgent” Business*

- 11.7 The law makes no provision for dealing with “urgent” business. If it is “urgent” only because it was not notified in time to appear on the agenda, it should be left till the next meeting. If it is genuinely “urgent”, that is it was too late for the agenda *and* it will be too late for action if left till the next ordinary meeting an additional meeting should be called *or* the Council should have a regular arrangement for the reference of such matters either to a committee or to the clerk for action. It is contrary to local government law for the Chairman or any other single member to take a decision binding the Council.

## **12 USE OF CHAIRMAN’S VOTES**

- 12.1 Save on one occasion the Chairman has both an ordinary and a casting vote. There is no rule of law which requires him to give his ordinary vote at the same time as the other members are voting, and it is obviously undesirable and undignified for him to wait and then say “the voting is 5 to 4 against; I therefore vote in favour which makes it even.”

12.2 Where there is an equality of votes a Chairman may be faced with an embarrassing problem. A resolution requires a majority and therefore, since an equality is not majority, he may declare the resolution *not* carried. This course is, however, sometimes regarded as irresponsible or lacking in courage; in such circumstances the Chairman ought to give a casting vote, if at all possible, in such a way that the matter can be considered again; for instance, on a motion to accept a particular tender a vote in favour will conclude the matter, but a vote against will leave the way open for further negotiations or reconsideration.

### 13 PRESENCE OF THE PUBLIC AND PRESS

13.1 In principle, the public (which includes the press) is entitled to be present at all meetings of the Council and its committees and sub-committees, and ought to be admitted to sub-committees. The Council or a committee, however, may exclude the public for a particular item of business, if in its opinion such exclusion is reasonable and in the public interest. Where the public and press have been excluded the *decisions* made in the closed session must be minuted: a record should be kept of who was present at the session: the press should be told of any decision. Business is 'confidential' if its discussion *must* be kept private secret: it is 'special' and the reasons for secrecy confidentiality must be stated in any case where the need for secrecy privacy is not obvious.

### 14. MALADMINISTRATION

14.1 ~~Parish and Community Councils are not subject to the jurisdiction of the Local Ombudsman. There is, therefore, No~~ outside body that can adjudicate on complaints about the procedures of a Local Council if the law has not been broken. It is, however, important for the good name of the Council that complaints be handled properly and fairly.

### 15. PUBLIC PARTICIPATION

~~15.1 The public cannot, of course, take part in the proceedings of the Council, but it is Council policy (see Standing Order 1) to permit members of the public to put questions to the Council or to make observations at the beginning of each meeting on matters for a period not exceeding 15 minutes unless directed by the chairman of the meeting.~~

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

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



## 16. LENGTH OF MEETINGS

- 16.1 It is recommended (NALC) that a meeting should never be allowed to continue for more than two hours without a break. Standing Orders permit meetings to continue for up to 2.5hrs at the discretion of the Chairman.

## 17. POLICY REVIEW

- 17.1 This policy will be reviewed every 4 years or as required by the Corporate Services Committee.

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## HOUGHTON REGIS TOWN COUNCIL

### COMPLAINTS PROCEDURE

Date of Approval:	23 <sup>rd</sup> October 2006
Dates of Review:	11 <sup>th</sup> November 2013; 21 <sup>st</sup> September 2015; 26 <sup>th</sup> September 2016; 26 <sup>th</sup> September 2017; 10 <sup>th</sup> June 2019
Dates of Re approval:	5 <sup>th</sup> December 2016; 11 <sup>th</sup> December 2017;

Based on NALC Legal Topic Note 9E, Handling Complaints, ~~December 2018~~ June 2014

#### Contents

1. Scope of the Complaints Procedure
2. Code of Practice
3. Policy Review

## 1. SCOPE OF THE COMPLAINTS PROCEDURE

### General

'A complaint is an expression of dissatisfaction about the council's action or lack of action or about the standard of a service, whether the action was taken or the service provided by the council itself or a person or body acting on behalf of the council.'

A complaint against a local council may also be triggered by an allegation of administrative fault such as not following procedures or standing orders, inadequate service, no service, delay or making a mistake.

This guidance is aimed at those situations where a complaint has been made about the administration of the council or about its procedures. It is designed for those complaints that cannot be satisfied by less formal measures or explanations provided to the complainant by the clerk or other proper officer or chairman. When a complaint is made against a council, member(s) of the council or staff are likely to be mentioned or complained about. However, a complaint against a council will be treated as a complaint against the body corporate of the council, not as a complaint against individual employees or member(s) of the council. It does not cover complaints against an employee or against a councillor.

The Complaints Procedure sets out an efficient and transparent process for dealing with complaints received by establishing a standard and formal procedure for considering complaints either made by complainants direct or which have been referred back to the council from other bodies. The Complaints Procedure seeks to ensure that the complainant feels satisfied that their complaint has been properly and fully considered.

At all times, the rules of natural justice will apply, all parties will be treated fairly and the process will be reasonable, accessible and transparent.

### Complaints about an employee

Complaints about an employee of the council will be dealt with as an employment matter. The complainant will be assured that the matter will be dealt with internally and appropriate action taken as required.

### Complaints about a councillor

Complaints about a councillor should be sent to:

The Monitoring Office  
Central Bedfordshire Council  
Priory House  
Monks Walk  
Shefford

Tel: 0300 300 8000

[https://www.centralbedfordshire.gov.uk/officeforms/Complaint\\_form\\_for\\_councillors\\_conduct.ofml](https://www.centralbedfordshire.gov.uk/officeforms/Complaint_form_for_councillors_conduct.ofml)

## 2. CODE OF PRACTICE

The Council will establish a Complaints Sub-Committee comprising 3 Members drawn from the Corporate Services Committee to deal with complaints. The conclusions drawn at any meeting of the Complaints Sub-Committee will be reported to the next Town Council meeting.

If the clerk or other proper officer is putting forward the justification for the action or procedure complained of, he or she should not advise the council or committee.

Before the meeting:

- i. All formal complaints against a local council must be communicated ~~The complainant should be asked to put the complaint about the council's procedures or administration in writing to the clerk or other proper officer.~~
- ii. If the complaint concerns the clerk or other proper officer ~~complainant does not wish to put the complaint to the clerk or other proper officer, they may be advised to address their complaint to put it to the chairman of the council.~~
- iii. The complainant will be asked at the outset to confirm if they wish the complaint to be treated confidentially. If the complainant waves confidentiality, the council must still comply with its obligations under the Data Protection Act 1998 in order to safeguard against the unlawful disclosure of personal data.
- iiii. To ensure compliance with its obligations in the Data Protection Act 1998, a council cannot disclose the identity, contact details or other personal data about an individual complainant unless they consent or disclosure is otherwise fair and lawful under the 1998 Act e.g. for the purpose of discharging the council's functions, or for the performance of contractual obligations. The council will ensure that agendas and minutes do not disclose personal data or financial, sensitive or confidential information that relates to an individual complainant or a third party in the agendas or minutes of its meeting. The identity of a complainant should only be made known to those in the council who need to consider the complaint. In other words, a council is expected to treat a complaint in confidence.
- v. The clerk, other officer or chairman of the council, shall acknowledge the receipt of the complaint within 5 working days and advise the complainant when the matter will be considered by the Complaints Committee.
- iv.vi. The clerk or other proper officer will investigate the complaint and will provide a written report outlining the investigation and its findings
- v.vii. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.
- viii. 7 clear working days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence, which they wish to refer to at the meeting.
- vi.ix. within 2 working days of the evidence from the complainant being received that council shall ~~The council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting including the investigation report.~~

At the Meeting:

- i. The meeting shall be clerked by an officer of the council who has not investigated or been involved in the complaint
- ii. The council shall consider whether the circumstances of the meeting warrant the exclusion of the press and public. Any decision on a complaint shall be announced at the council meeting in public.
- iii. Chairman to introduce everyone.
- iv. Chairman to explain procedure.
- v. Complainant (or representative) to outline grounds for complaint.
- vi. Members to ask any question of the complainant.
- vii. If relevant, the ~~clerk or other proper officer to explain the council's position and the finding of the investigation.~~
- viii. Members to ask any question of the clerk or other proper officer.

- ix. Clerk or other proper officer and complainant to be offered opportunity to sum up (in this order).
- x. Clerk or other proper officer and complainant to be asked to leave room while Members decide whether or not the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back).
- xi. Clerk or other proper officer and complainant return to hear decision, or to be advised on the timescale of any necessary investigation and when a decision will be made.

#### After the Meeting

Decision confirmed in writing within seven working days together with details of any action to be taken.

#### Right of Appeal

If the complainant wishes to appeal against the decision he or she must notify the clerk or other proper officer in writing within 7 working days of receiving written notice of the decision, giving reasons for the appeal. An Appeal may be raised if:

- i. The complainant thinks the finding is unfair
- ii. New evidence has come to light
- iii. The complainant thinks that the complaints procedure was not applied properly

If the complainant notifies the council that he or she wishes to appeal, the complainant will be invited to attend an appeal hearing before the Appeals Sub-Committee. The Appeals Sub-Committee shall comprise 3 Members drawn from the Corporate Services Committee who were not members of the original Complaints Sub-Committee.

An appeal hearing will normally be convened up to 10 working days of the council receiving notification that the complainant wishes to appeal. If the hearing date is inconvenient for the complainant he or she may ask to postpone the hearing by up to 5 working days.

The complainant must provide in writing at least 5 working days ahead of the meeting information supporting the appeal based on the grounds of appeal, including:

i. Unfair finding

The complainant is to specify how or why the finding is unfair

ii. New evidence

The complainant must provide a copy of the new evidence

iii. Complaints procedure not applied properly

The complainant is to specify how the complaints procedure was not applied properly

————The meeting shall be clerked by an officer of the council who has not investigated or been involved in the complaint

The Appeals Committee will consider the grounds of appeal and the supporting evidence followed by a response from the Clerk or other proper officer. any new evidence that the complainant or the council wish to put forward.

The hearing may will be adjourned to allow matters raised during the course of the hearing to be investigated, or to afford the Appeals Committee time to consider its decision.

The decision taken by the Appeals Committee will be final.

After the Appeal hearing the council will inform the complainant of its final decision within 5 working days in writing.

**3 POLICY REVIEW**

This policy will be reviewed annually by the Corporate Services Committee.

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## HOUGHTON REGIS TOWN COUNCIL

### FREEDOM OF INFORMATION ACT (2000) POLICY

Date of Approval:	Town Council 28 <sup>th</sup> September 2015
Date of Review:	26 <sup>th</sup> September 2016; 5 <sup>th</sup> March 2018; 10 <sup>th</sup> June 2019
Date of Re-approval	

Based on NALC Legal Topic Note 37, Freedom of Information July 2009

#### Contents

1. Introduction
2. The difference between FOI and Data Protection
3. Purpose
4. Objectives
5. Requesting information
6. Timescale
7. Duty to provide assistance
8. Charges
9. Response
10. Appeals
11. Additional information
12. Policy review

## 1 INTRODUCTION

- a The Freedom of Information Act 2000 ('the Act') was passed on 30 November 2000. The Act is enforced by the Information Commissioner who also has responsibility for data protection issues. From 01 January 2005 when the Freedom of Information (FOI) Act 2000 came fully into force there was a legal right for any person or group to ask any public authority for access to information held by that authority.
- b Section 1 of the Act give a general right of access to all types of 'recorded' information held by 'public authorities' (and those providing services for them). It also sets out exemptions from that right and places a number of obligations on public authorities. Public authorities have two main responsibilities under the Act. They have to produce a 'publication scheme' and they have to deal with individual requests for information.
- c The Act gives a right to access information held by public authorities including:
  - Government Departments;
  - Local Authorities;
  - NHS bodies (such as hospitals, as well as doctors, dentists, pharmacists and opticians);
  - Schools, colleges and universities
  - Police
  - The House of Commons and the House of Lords

## 2 THE DIFFERENCE BETWEEN FOI AND DPA

- a Personal information remains the subject of the Data Protection Act 1998 2018 (DPA). A request by an individual for information about themselves is exempt from the Freedom of Information Act (FOI) and will be handled as a 'subject access request' under the Data Protection Act. In certain circumstances such a request may involve the release of associated third party information.

## 3 PURPOSE

- a FOI is about the right of access.
- b This policy outlines the standards, responsibilities and liabilities of staff (both Council employees and partners working for the Council), members, and the Council in relation to the Freedom of Information (FOI) Act (2000).
- c The Council's stated approach to providing information is one of openness and transparency.

## 4 OBJECTIVES

- a This policy highlights the following objectives outlined in the FOI Act and the Lord Chancellor's Guidance on FOI:
  - i. To ensure that information is either published or made available (subject to certain exemptions) to members of the public within 20 working days of receiving a request.
  - ii. To maintain effective search and retrieval mechanisms to enable successful compliance.
  - iii. To maintain effective and efficient records systems for both information and for recording the processing and decisions around FOI.

## **5 REQUESTING INFORMATION**

- a Citizens can obtain information from a public authority via an approved publication scheme. If the information is not included in the publication scheme, citizens can make a separate request in writing (including email and fax) from 01 January 2005 when the General Right of Access comes into force. More information about publication schemes and the General Right of Access can be found in Annex A.
- b Requests for information must be made in writing (including e-mail and fax). The request must state the name and address of the person applying for the information and the required information.
- c **Information means information recorded in any form.**

## **6 TIMESCALE**

- a The Council will generally have 20 working days in which to respond to a request.

## **7 DUTY TO PROVIDE ASSISTANCE**

- a The Council is required to provide advice and assistance to people who have made or who are thinking of making a request. This will help requesters to understand their rights under the Act and identify the information they want. The Council will fulfil its responsibilities under other legislation such as the ~~Disability Discrimination Act 1998 and Race Relations Act 1976 (as amended)~~ Equality Act 2010 and in responding to any particular requests from different sectors of the community.

## **8 CHARGES**

- a The Council may charge a fee for responding to requests. The Council will inform the requester in writing.

## **9 RESPONSE**

- a The Council will try to provide the information in the form requested unless it is unreasonable to do so.
- b If any of the information requested is exempt, the requester must be advised in writing which of the exemptions has been relied on to withhold the information.

## **10 APPEALS**

- a If a requester is unhappy with a decision or the way their request is handled, s/he has the right of appeal, first to the Council, and ultimately to the Information Commissioner. The requester must be informed of these rights. The Council's policy is to use the existing complaints procedure to handle any written expression of dissatisfaction even if that does not specifically ask for a review.
- b If an appeal is submitted to the Information Commissioner he will consider the case and inform both the applicant and the Council of the decision in a Decision Notice. Where appropriate, the Decision Notice will instruct the Council as to what steps it needs to take to comply with the Act. This may include the release of information. Both the applicant and the public authority may appeal against a decision notice to the Information Tribunal.

- c The Commissioner can also issue a public authority with an Enforcement Notice stating what steps it should take to comply with the Act. The Council may appeal to the Information Tribunal against such a notice otherwise it must comply with the Enforcement Notice. Failure to do so may lead to court proceedings.

## **11 ADDITIONAL INFORMATION**

- a The Town Clerk is ultimately responsible for ensuring the Council complies with the FOI Act.
- b Wilfully concealing, damaging or destroying information in order to avoid answering an enquiry is an offence and is subject to fines of up to £5000 in a Magistrates' Court or an unlimited amount in the High Court.
- c The Council needs to keep records of all the enquiries received, how they were dealt with, any decisions and reasons for them; and of any complaints or appeals. Appropriate records management arrangements support good record keeping and efficient, effective access to information.
- d Any request for information should be considered in the first instance as a request under the FOI Act. All members and officers need to be aware of their responsibilities under FOI.

## **12 POLICY REVIEW**

- a This policy will be reviewed annually by the Corporate Services Committee

## **ANNEX A – DEFINITIONS**

### **1 PUBLICATION SCHEMES**

A publication scheme is a guide to the types of information that the authority routinely publishes the format in which the information is available in and how much it will cost if there are any charges. The Council's publication scheme is available via the website.

The information is presented in the form of classes (categories) of information.

#### **Using a publication scheme**

A person can contact the authority in any way, such as telephone, email, fax or in writing and ask to see their publication scheme. They can then make a request for any of the information included within the scheme.

### **2 GENERAL RIGHT OF ACCESS**

Anyone has a right to ask public authorities for any information they hold.

Some of the records requested may contain exempt information which does not have to be provided when responding to a request.

#### **Retrospective**

The Act allows for access to information held by public authorities regardless of when that information was created or how long it has been held by the public authority.

#### **Codes of Practice**

Two codes of practice have been created under the Act which help public authorities in meeting their new responsibilities.

The first code produced under section 45 of the Act is sometimes referred to the Access Code. It deals with how to handle requests for information including:

- the level of advice and assistance an Authority is expected to provide,
- transferring requests from one public authority to another,
- consulting with third parties who may be affected by the release of information

It also deals with complaints procedures and how the Act impacts on public sector contracts.

The second code is made under section 46 of the Act and deals with records management. If a public authority does not have good records management procedures in place it may well find it difficult to comply with its obligations under the Act.

## ANNEX B – EXEMPTIONS

There are 23 exemptions from the general rights of access, and of these eight are in whole or part ‘absolute’ exemptions. However, for other exemptions the ‘public interest’ test applies (see below).

### ABSOLUTE EXEMPTIONS

- 1 Information accessible to the requestor by other means (section 21). For example, information already in the public domain and readily available in paper form or on the internet.
- 2 Information supplied by or relating to bodies dealing with security matters (section 23).
- 3 Court records (section 32). This includes information in documents served for the purposes of legal proceedings, or held by a person conducting an inquiry or arbitration.
- 4 Information is exempt if the exemption is required for the purpose of avoiding an infringement of the privileges of either House of Parliament (section 34).
- 5 Information is exempt if, in the reasonable opinion of a qualified person, disclosure would, or would be likely to, prejudice the effective conduct of public affairs. This is an absolute exemption only in so far as it relates to Parliament (section 36).
- 6 Personal information about the person making a request (section 40). This is covered by the Data Protection Act ~~2018~~ 1998.
- 7 Information provided in confidence (section 41). This applies if releasing the information would amount to an actionable breach of confidence at the time a request is made. The current draft compliance code of practice states that a public authority should only accept information in confidence from third parties if it is ‘necessary’ to obtain that information in connection with any of the authority’s functions. An authority would be open to criticism by the Information Commissioner if it agreed unjustifiably to receive information ‘in confidence’.
- 8 Prohibition on disclosure (section 44). This applies to information the disclosure of which is prohibited by any legislation, or European Community obligation, or if disclosure would be a contempt of court.

### Exemptions Subject to the Public Interest Test

The following exemptions are subject to the public interest test. An authority must release the information requested unless *“in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information”*

- 9 Information intended for future publication (section 22).
- 10 Information held for the purpose of safeguarding national security (section 24)
- 11 Information whose disclosure would, or would be likely to, prejudice the defence of the realm (section 26)
- 12 Information whose disclosure would, or would be likely to, prejudice relations between the UK and any other state, international organisation or court or UK interests abroad (section 27).
- 13 Information whose disclosure would, or would be likely to prejudice relations between any administration in the UK and any other such administration (section 28).

- 14 Information whose disclosure would, or would be likely to, prejudice the economic or financial interests of the UK (section 29).
- 15 Information held at any time by an authority in connection with a criminal investigation (section 30).
- 16 Information whose disclosure would, or would be likely to, prejudice the prevention or detection of crime, the apprehension of offenders, or the administration of justice, information relating to civil proceedings (section 31).
- 17 Audit information (section 33). This relates to information held by any public authority which has functions in relation to the audit of the accounts of other public authorities.
- 18 Information is exempt if it is held by a government department of the National Assembly of Wales and relates to the formulation of policy, ministerial communications, or the operation of any Ministerial private office (section 35).
- 19 Information is exempt if it relates to communications with Her Majesty or with other members of the Royal Family or the Royal Household (section 37).
- 20 Information is exempt if it is likely to endanger the health and safety of an individual (section 38).
- 21 Information is exempt if the authority is obliged to release the information under the Environment Information Regulations and Aarhus Convention (section 39).
- 22 Information in respect of which a claim for legal professional privilege could be maintained is exempt (section 42).
- 23 Information is exempt if it constitutes a trade secret (section 43).

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Information available from  
**HOUGHTON REGIS TOWN COUNCIL**  
under the Freedom of Information Scheme based on the Model Publication Scheme

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**Under the Freedom of Information Act, it is the duty of every public authority to adopt and maintain a publication scheme. Houghton Regis Town Council has adopted the model publication scheme prepared and approved by the Information Commissioner.**

**Model Publication Scheme**

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

The Council will provide responses to requests in the following time scales:

- 20 working days for freedom of information and environmental information requests.

**Publishing datasets for re-use**

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence.

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published guidance on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

**INFORMATION TO BE PUBLISHED**

**Note:** information obtained through the Town Council's website is free of charge. For hard copies of information charges apply, see Schedule of Charges for details.

	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do - current information only</b> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Hard copy Website/Email	Charge Free

Contact details for Town Clerk and Council members	Hard copy Website/Email	Charge Free
Location of main Council office and accessibility details	Hard copy Website/Email	Charge Free
Staffing structure	Hard copy Website/Email	Charge Free
<b>Class 2 – What we spend and how we spend it - Current and previous financial year</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	Hard copy Website/Email	Charge Free
Finalised budget	Hard copy Website/Email	Charge Free
Precept	Hard copy Email	Charge Free
Borrowing Approval letter	Hard copy Email	Charge Free
Financial Standing Orders and Regulations	Hard copy Website/Email	Charge Free
Grants given and received	Hard copy Website/Email	Charge Free
List of current contracts awarded and value of contract	Hard copy	Charge
Members' allowances and expenses	Hard copy Website/Email	Charge Free

<p><b>Class 3 – What our priorities are and how we are doing</b>                  (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
<p>Annual Report</p>	<p>Hard copy Website/Email</p>	<p>Charge Free</p>
<p>Local Council Award Scheme</p>	<p>Hard copy Email</p>	<p>Charge Free</p>
<p><b>Class 4 – How we make decisions - Current and previous council year as a minimum</b>                  (Decision making processes and records of decisions)</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Hard copy Website/Email</p>	<p>Charge Free</p>
<p>Agendas of meetings (as above) –this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy Website/Email</p>	<p>Charge Free</p>
<p>Minutes of meetings (as above)</p>	<p>Hard copy Website/Email</p>	<p>Charge Free</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy Website/Email</p>	<p>Charge Free</p>
<p>Responses to consultation papers</p>	<p>Hard copy</p>	<p>Charge</p>
<p>Responses to planning applications</p>	<p>Hard copy</p>	<p>Charge</p>
<p>Bye-laws</p>	<p>Hard copy Website/Email</p>	<p>Charge Free</p>
<p><b>Class 5 – Our policies and procedures - Current information only</b>                  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
<p>Policies and procedures for the conduct of council business, including:                  Standing orders</p>	<p>Hard copy Website/Email</p>	<p>Charge Free</p>

Committee and sub-committee terms of reference Code of Conduct Policy statements			
Policies and procedures for the provision of services and about the employment of staff, including: Equal opportunities policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		Hard copy Website/Email	Charge Free
Information security policy		Hard copy	Charge
Records management policies (records retention, destruction and archive)		Hard copy	Charge
Data protection policies		Hard copy	Charge
Schedule of charges for the publication of information		Hard copy Website/Email	Charge Free
<b>Class 6 – Lists and Registers - Currently maintained lists and registers only</b>			
Note: some information may only be available by inspection			
Any publicly available register or list including Electoral Register		Inspection only	Free
Assets Register		Hard copy Website/Email	Charge Free
Register of members' interests		Hard copy Website	Charge Free
Register of gifts and hospitality		Hard copy	Charge
<b>Class 7 – The services we offer - Current information only</b>			
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)			
Note: some information may only be available by inspection			

Burial grounds and closed churchyards	Hard copy Website/Email	Charge Free
Community centres and village halls	Hard copy Website	Charge Free
Parks, playing fields and recreational facilities	Hard copy Website	Charge Free
Seating, litter bins, clocks, memorials and lighting	Hard copy	Charge
Bus shelters	Hard copy	Charge
Public conveniences	Hard copy	Charge
Agency agreements	Hard copy	Charge
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy Website/Email	Charge Free
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**CONTACT DETAILS:**

Town Clerk  
 Houghton Regis Town Council  
 Peel Street  
 Houghton Regis  
 Beds LU5 5EY

Tel: 01582 708540  
 Fax: 01582 861102  
 e-mail: [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)  
 website: [www.houghtonregis.org.uk](http://www.houghtonregis.org.uk)

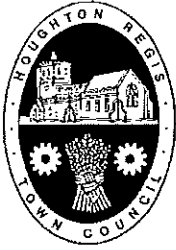
### SCHEDULE OF CHARGES

Information obtained through the Town Council's website and by email is free of charge. For hard copies of information, the following charges apply:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying – Black and White @ 13p per A4 copy 16p per A3 copy	Actual cost *
	Photocopying – Colour @ 15p per A4 copy 21p per A3 copy	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

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## CORPORATE SERVICES COMMITTEE

Agenda Item 19

**Date:** 10<sup>th</sup> June 2019

**Title:** Volunteering Policy Report

**Purpose of the Report:** To present to members a draft policy on the engagement of Volunteers.

**Contact Officer:** Debbie Marsh, Corporate Services Manager

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### 1. RECOMMENDATION

To recommend to Town Council that the Volunteering Policy be approved.

### 2. BACKGROUND

The work of the Town Council is very much focused on providing benefits to residents.

Community involvement in project development, delivery and decision making helps to ensure that the work of the Town Council achieves these benefits.

Currently the Town Council engages with volunteers, in order to support delivery of events, projects and administration on an ad hoc basis, with no real mechanism to measure the success of active participation by members of the community in the work they undertaken.

Therefore, Members of the Committee may wish to adopt a formal Volunteer Policy which would seek to ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to Houghton Regis Town Council's work.

### 3. ISSUES FOR CONSIDERATION

The attached draft policy provides detail on:

- Principles
- Practice
- Insurance
- Health & Safety
- Equal Opportunities

- Confidentiality
- Political Impartiality
- Review

Members are invited to discuss the draft policy.

#### 4. COUNCIL VISION

The proposed action supports the Objectives of Council's Vision;

5. A strong efficient and proactive Town Council.

#### 5. IMPLICATIONS

##### **Corporate Implications**

- There are no corporate implications

##### **Legal Implications**

- There are no legal implications

##### **Financial Implications**

- There are no financial implications

##### **Risk Implications**

- There are no risk implications

##### **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.

#### 6. CONCLUSION AND NEXT STEPS

In adopting the Volunteering Policy, the Town Council demonstrates its commitment to support and value those members of the community who actively engage as a co-optee, event volunteer or as work experience.

#### 7. APPENDICES

**Appendix A:** Volunteering Policy



## HOUGHTON REGIS TOWN COUNCIL

### VOLUNTEERING POLICY

#### Introduction

Houghton Regis Town Council provides facilities and services to the residents of Houghton Regis including public parks, play areas, open spaces, public conveniences, sports pitches, cemeteries and community events.

Houghton Regis Town Council seeks to involve volunteers to:

- ensure our services meet the needs of our residents
- provide new skills and perspectives
- increase our contact with the local community we serve.

The council provides volunteer opportunities in the following ways:

- As formal co-optees on council committees, sub committees and working groups
- As volunteers at council events (community and civic)
- As work experience placements

#### Principles

This Volunteering Policy is underpinned by the following principles:

- Houghton Regis Town Council will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to Houghton Regis Town Council's work;
- Houghton Regis Town Council does not aim to introduce volunteers to replace paid staff;
- Houghton Regis Town Council expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work;
- Houghton Regis Town Council recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to carry out their tasks effectively.

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## **Practice Guidelines**

The following guidelines deal with practical aspects of the involvement of volunteers.

### *Recruitment*

All prospective volunteers will be interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised.

### *Volunteer Agreements and Voluntary Work Outlines*

Each volunteer will have a Volunteer Agreement establishing what Houghton Regis Town Council undertakes to provide for them and what our organisation expects of its volunteers. In addition, they will agree to a Job Description– a written outline of the specific tasks they will be undertaking. Neither of these documents is a contract; Houghton Regis Town Council has no intention of creating a contract with any volunteers.

### *Induction and training*

All volunteers will receive an induction into Houghton Regis Town Council and their specific volunteer role. Training will be provided as appropriate. Where possible, volunteers will be entitled to receive additional training on the same basis as paid staff.

### *Support*

All volunteers report to their designated main point of contact. They will be provided with regular supervision and feedback on progress and will have the opportunity to discuss future development and air any problems.

## **The Volunteer's Voice**

Volunteers are encouraged to express their views to their designated main point of contact about matters concerning Houghton Regis Town Council and its work.

## **Insurance**

All volunteers are covered by Houghton Regis Town Council's insurance policy whilst they are on the premises or engaged in any work on Houghton Regis Town Council's behalf.

## **Health and Safety**

Volunteers are covered by Houghton Regis Town Council's Health and Safety Policy, a copy of which is readily available.

## **Equal Opportunities**

Houghton Regis Town Council operates an equal opportunities policy in respect of both paid staff and volunteers. A copy of which will be made available. Volunteers are expected to have an understanding of and commitment to our policies and procedures.

## **Confidentiality**

Volunteers are bound by the same requirements for confidentiality as paid staff.

## **Political Impartiality**

Volunteers are bound by the same requirements for political impartiality as paid staff.

## **Review**

This policy will be reviewed by the Corporate Services Committee every 4 years.

Appendices:

**Application & Agreement for Co-Optees**

**Application & Agreement for Event Volunteers**

**Application & Agreement for Work Experience**



## HOUGHTON REGIS TOWN COUNCIL

### APPLICATION & AGREEMENT FOR CO-OPTEEES

The Town Council operates with council staff and a team of elected councillors, however in relation to certain business of the Town Council there are advantages for the Council to formally appoint co-optees to Committees, Sub Committees and Working Groups for the skills and experience they are able to offer that group.

Applications for co-optees may be by invitation from the Town Council or by application from an individual. Either way co-optees of the Council are required to work under the Councils Standing Orders, Financial Regulations, Code of Conduct and Officer & Member Protocol and other relevant policies of the Council. These can be found on our website and by following this link: <http://www.houghtonregis.org.uk/council-policies-procedures>

Of particular note is the requirement of co-optees to follow the principals of the Councils Code of Conduct<sup>1</sup>, so as to maintain the standards of the Council in the work undertaken.

Upon appointment training will be provided by the designated main point of contact covering Standing Orders, Financial Regulations, Code of Conduct and Officer & Member Protocol.

The term of office for a co-optee is ideally May to April each year, although invitations and applications can be considered part way through a year.

The Council will keep you informed of the progress of your application.

If you would like to become a co-optee please provide the following information and sign the agreement:

---

<sup>1</sup> Link to the HRTC Code of Conduct

<https://www.houghtonregis.org.uk/useruploads/policies/170327%20Code%20of%20Conduct.pdf>

<b>Co-Optee Application</b>	
<b>Name</b>	
<b>Address</b>	
<b>Contact number</b>	
<b>Contact email address</b>	
<b>Name of Committee, Sub Committee or Working Group to which you would like to be co-opted:</b>	
<b>Why you would like to become a co-optee?</b>	
<b>What skills and experience do you feel you can bring to the Council?</b>	
<b>Agreement</b>	
<b>Co-optees are required to agree to the following:</b>	
<ul style="list-style-type: none"> <li>• To abide by the Councils Standing Orders, Financial Regulations, Code of Conduct and Officer &amp; Member Protocol. These can be found at: <a href="http://www.houghtonregis.org.uk/council-policies-procedures">http://www.houghtonregis.org.uk/council-policies-procedures</a></li> </ul>	
<ul style="list-style-type: none"> <li>• To attend meetings as required or to offer apologies if you are not available.</li> </ul>	
<ul style="list-style-type: none"> <li>• To attend and support events (if appropriate) as required.</li> </ul>	
<ul style="list-style-type: none"> <li>• To work with the Council to secure the best outcomes for the community.</li> </ul>	
<b>*the Council reserves the right to remove this position should the agreement not be upheld.</b>	
<b>* the co-optee may at any time withdraw from their position.</b>	
<b>Name</b>	
<b>Date</b>	
<b>Signature</b>	

---

*Under the **GDPR** I give consent for the personal data supplied above to be retained by HRTC so that I can undertake my role as a volunteer. You can find out more about how we use your data from our "Privacy Notice" which is available from the council office or from our website at <https://www.houghtonregis.org.uk/general-data-protection-act>. You can withdraw or change your consent at any time by contacting the council office.*

*Signature:*

*Date:*

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## HOUGHTON REGIS TOWN COUNCIL

### APPLICATION & AGREEMENT FOR EVENT VOLUNTEERS

The Town Council operates with council staff and a team of elected councillors, however in relation to civic and community events there are advantages for the Council to formally appoint event volunteers to help manage and run the event.

Applications for event volunteers may be by invitation from the Town Council or by application from an individual. Either way event volunteers of the Council are required to work under the Councils Standing Orders, Financial Regulations, Code of Conduct and Officer & Member Protocol and other relevant policies of the Council. These can be found on our website and by following this link: <http://www.houghtonregis.org.uk/council-policies-procedures>

Of particular note is the requirement of event volunteers to follow the principals of the Councils Code of Conduct<sup>2</sup>, so as to maintain the standards of the Council in the work undertaken.

Upon appointment training will be provided by the designated main point of contact covering Standing Orders, Financial Regulations, Code of Conduct and Officer & Member Protocol.

A person or group may apply to be an event volunteer for a single event or for a number of events. Applications can be considered part way through a year.

If you would like to become an event volunteers please provide the following information and sign the agreement:

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<sup>2</sup> Link to the HRTC Code of Conduct

<https://www.houghtonregis.org.uk/useruploads/policies/170327%20Code%20of%20Conduct.pdf>

<b>Event Volunteer Application</b>	
<b>Name</b>	
<b>Name of group (if applicable)</b>	
<b>Address</b>	
<b>Contact number</b>	
<b>Contact email address</b>	
<b>Next of Kin details (name and contact number)</b>	
<b>Why you would like to become an event volunteer?</b>	
<b>What skills and experience do you feel you can bring to the Council?</b>	
<b>Agreement</b>	
<b>Event volunteers are required to agree to the following:</b>	
<ul style="list-style-type: none"> <li>• To abide by the Councils Standing Orders, Financial Regulations, Code of Conduct and Officer &amp; Member Protocol. These can be found at: <a href="http://www.houghtonregis.org.uk/council-policies-procedures">http://www.houghtonregis.org.uk/council-policies-procedures</a></li> </ul>	
<ul style="list-style-type: none"> <li>• To attend the event as required or to offer apologies with as much notice as possible if you are not available.</li> </ul>	
<ul style="list-style-type: none"> <li>• To work with the Council to secure the best outcomes for the community.</li> </ul>	
<b>*the Council reserves the right to remove this position should the agreement not be upheld.</b>	
<b>* the event volunteer may at any time withdraw from their position.</b>	
<b>Name</b>	
<b>Date</b>	
<b>Signature</b>	

---

*Under the **GDPR** I give consent for the personal data supplied above to be retained by HRTC so that I can undertake my role as a volunteer. You can find out more about how we use your data from our "Privacy Notice" which is available from the council office or from our website at <https://www.houghtonregis.org.uk/general-data-protection-act>. You can withdraw or change your consent at any time by contacting the council office.*

*Signature:*

*Date:*

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## HOUGHTON REGIS TOWN COUNCIL

### APPLICATION & AGREEMENT FOR WORK EXPERIENCE

The Town Council operates with council staff and a team of elected councillors. To support, encourage and develop members of the public the council will consider and offer work experience opportunities.

Applications for work experience opportunities need to be made to the Town Clerk. The person will be required to work under the Councils Standing Orders, Financial Regulations, Code of Conduct and Officer & Member Protocol and other relevant policies of the Council. These can be found on our website and by following this link: <http://www.houghtonregis.org.uk/council-policies-procedures>

Of particular note is the requirement of work experience volunteers to follow the principals of the Councils Code of Conduct<sup>3</sup>, so as to maintain the standards of the Council in the work undertaken.

Upon appointment training will be provided by the designated main point of contact covering Standing Orders, Financial Regulations, Code of Conduct and Officer & Member Protocol.

If you would like to be considered for a work experience placement, please provide the following information and sign the agreement.

Please note it is not always possible to offer work experience placements due to other operational demands / organisational capacity.

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<sup>3</sup> Link to the HRTC Code of Conduct

<https://www.houghtonregis.org.uk/useruploads/policies/170327%20Code%20of%20Conduct.pdf>

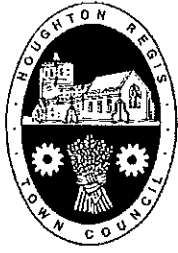
<b>Work Experience Application</b>	
<b>Name</b>	
<b>Address</b>	
<b>Contact number</b>	
<b>Contact email address</b>	
<b>Next of kin details (name and contact number)</b>	
<b>Why you would like to have a work experience opportunity at HRTC? What are you looking to achieve from this placement?</b>	
<b>What skills and experience do you feel you can bring to the Council?</b>	
<b>Please detail hours and days available and the ideal duration of the work experience placement.</b>	
<b>Hours:</b>	
<b>Days:</b>	
<b>Start date:</b>	
<b>Finish date:</b>	
<b>Other:</b>	
<b>Agreement</b>	
<b>Volunteers are required to agree to the following:</b>	
<ul style="list-style-type: none"> <li>• To abide by the Councils Standing Orders, Financial Regulations, Code of Conduct and Officer &amp; Member Protocol. These can be found at: <a href="http://www.houghtonregis.org.uk/council-policies-procedures">http://www.houghtonregis.org.uk/council-policies-procedures</a></li> </ul>	
<ul style="list-style-type: none"> <li>• To attend the workplace as agreed or to contact the office if you are not available.</li> </ul>	

<ul style="list-style-type: none"><li>To work with the Council to secure the best outcomes for the community.</li></ul>	
<b>*the Council reserves the right to remove this position should the agreement not be upheld.</b>	
<b>* the volunteer may at any time withdraw from their position.</b>	
<b>Name</b>	
<b>Date</b>	
<b>Signature</b>	

*Under the **GDPR** I give consent for the personal data supplied above to be retained by HRTC so that I can undertake my role as a volunteer. You can find out more about how we use your data from our "Privacy Notice" which is available from the council office or from our website at <https://www.houghtonregis.org.uk/general-data-protection-act>. You can withdraw or change your consent at any time by contacting the council office.*

*Signature:*

*Date:*



## **CORPORATE SERVICES COMMITTEE**

**Agenda Item 20**

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<b>Date:</b>	<b>10<sup>th</sup> June 2019</b>
<b>Title:</b>	<b>Councillor Email Addresses Report</b>
<b>Purpose of the Report:</b>	<b>To provide information to Members in support of the use of official Town Council email addresses</b>
<b>Contact Officer:</b>	<b>Debbie Marsh, Corporate Services Manager</b>

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### **1. RECOMMENDATION**

**To recommend to Town Council that it be mandatory for all elected Town Councillors to use an official Town Council email address for all Town Council official correspondence.**

### **2. BACKGROUND**

In the light of the attached advice, from the Information Commissioners Officer (ICO), GDPR requirements and risk management, Members are advised that the council should provide an official email address and recommend all councillors use these accounts.

Setting up all councillors with an individual @council address is best practice. It facilitates councillors having all council related correspondence easily identifiable in one dedicated account, not mixed in with other correspondence. That does not mean, however, that all correspondence with councillors is copied in to every councillor.

If Members are minded to approve the recommendation detailed above, then they may wish to consider suitable amendments to the Town Councils Communication Policy & Strategy, as attached as appendix B.

### **3. COUNCIL VISION**

The proposed action supports the Objectives of Council's Vision;  
5. A strong efficient and proactive Town Council.

### **4. IMPLICATIONS**

**Corporate Implications**

- Revisions to the Town Councils Communication Policy & Communication Strategy

#### **Legal Implications**

- There are no legal implications

#### **Financial Implications**

- The cost for providing individual email addresses was approved at the budget setting process in February 2019.

#### **Risk Implications**

- Possible breach to data protection legislation

#### **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.

### **5. CONCLUSION AND NEXT STEPS**

In providing each elected member with an official Council email address ensures a clear demarcation between council business and other.

### **6. APPENDICES**

**Appendix A:** ICO official information held in private email accounts

**Appendix B:** Town Councils current Communication Policy & Strategy



## Official information held in private email accounts

### Freedom of Information Act

The Freedom of Information Act 2000 (FOIA) gives rights of public access to information held by public authorities.

An overview of the main provisions of FOIA can be found in [the Guide to Freedom of Information](#).

This is part of a series of guidance, which goes into more detail than the Guide to FOIA, to help you as a public authority to fully understand your obligations, as well as promoting good practice.

This guidance is intended to clarify the legal status under FOIA of information relating to the business of a public authority held in private email accounts in particular, but also other media formats. This is an emerging area of FOIA compliance and so the guidance may be updated in due course.

This guidance does not deal with exemptions which might be applicable to information held in private email accounts, only whether it may be held for the purposes of FOIA.

#### Overview

- FOIA applies to official information held in private email accounts (and other media formats) when held on behalf of the public authority. Such information may be exempt and will not necessarily have to be disclosed.
- It may be necessary to request relevant individuals to search private email accounts in particular cases. The occasions when this will be necessary are expected to be rare.
- Adherence to good records management practice should assist in managing risks associated with the use of private email accounts for public authority business purposes.

## What FOIA says

Section 3 sets out the two legal principles by which it is established whether information is held for the purposes of FOIA.

### **3.**

(2) For the purposes of this Act, information is held by a public authority if—

(a) it is held by the authority, otherwise than on behalf of another person, or

(b) it is held by another person on behalf of the authority.

Under section 3(2)(a) information will be held by the public authority for the purposes of FOIA if it is held to any extent for its own purposes. Only if information is held solely on behalf of another person will the public authority not hold it for the purposes of FOIA.

Section 3(2)(b) provides that in circumstances where information is held by another person on behalf of the public authority, the information is considered to be held by the authority for the purposes of FOIA. It is this sub-section that is of relevance to information held in personal email accounts.

### **The Commissioner's approach**

Information held in non-work personal email accounts (e.g. Hotmail, Yahoo and Gmail) may be subject to FOIA if it relates to the official business of the public authority. All such information which is held by someone who has a direct, formal connection with the public authority is potentially subject to FOIA regardless of whether it is held in an official or private email account. If the information held in a private account amounts to public authority business it is very likely to be held on behalf of the public authority in accordance with section 3(2)(b).

This can apply to any public authority. For example, a Councillor may hold information relating to local authority business in his/her private email account on behalf of the local authority. The Commissioner is aware that the issue has also arisen in a central government context in relation to the use of non-work systems. There is a need to have a clear demarcation between political and departmental work. In the local government context, there is a

need to have a clear demarcation between Council business and work for individuals as their local representative.

Information in private email accounts that does not relate to the business of the public authority will not be subject to FOIA.

Situations where information legitimately requested under FOIA includes relevant information held on private email accounts will be rare. However, when a request for information is received, public authorities should consider all locations where relevant information may be held. This may include private email accounts.

The ICO recommends that, as a matter of good practice, public authorities establish procedures for dealing with such situations. These should outline the relevant factors to be taken into account in deciding whether it is necessary to ask someone to search their private email account for information which might fall within the scope of an FOI request the public authority has received. Relevant factors are likely to include:

- the focus of the request, indicated by the words used by the requester;
- the subject matter of the information which falls within the scope of the request;
- how the issues to which the request relates have been handled within the public authority;
- by whom and to whom was the information sent and in what capacity (e.g. public servant or political party member); and
- whether a private communication channel was used because no official channel was available at the time.

Where a public authority has decided that a relevant individual's personal email account may include information which falls within the scope of the request and which is not held elsewhere on the public authority's own system, it will need to ask that individual to search their account for any relevant information.

The enquiries made should be directed towards deciding whether any information which is so held was generated in the course of conducting the business of the public authority. If it was, it is likely to be within the scope of the request. It will therefore be held by the individual on behalf of the public authority for the purposes of FOIA.

Where members of staff or other relevant individuals have been asked to search private email accounts for requested information,

there should be a record of the action taken. The public authority will then be able to demonstrate, if required, that appropriate searches have been made in relation to a particular request. The Commissioner may need to see this in the event of a section 50 complaint arising from the handling of the request.

### **Relevant information in other forms**

Although the main emphasis of this guidance is on information held in private email accounts, public authorities should be aware that it applies to information in other forms. The definition of information under FOIA is provided at section 84 and states that “information” ... means information recorded in any form”. Therefore, official information recorded on mobile devices, including text messages on mobile phones, or in any other media, may also be considered to be held on behalf of the public authority in the circumstances outlined in this guidance. Again, this does not necessarily mean that such information will be disclosable, but, on receipt of a valid FOIA request, public authorities should consider all locations where the requested information may be found.

### **Concealment and deletion**

Public authorities should also remind staff that deleting or concealing information with the intention of preventing its disclosure following receipt of a request is a criminal offence under section 77 of FOIA. For example, where information that is covered by a request is knowingly treated as not held because it is held in a private email account, this may count as concealment intended to prevent the disclosure of information, with the person concealing the information being liable to prosecution.

### **Records Management**

The Lord Chancellor’s Code of Practice under section 46 of FOIA stresses the importance, and benefits, of having good records management. As such, public authorities are strongly advised to use their records management policies to clarify the types of information that could be considered as records relating to the public authority’s business. These policies should include clear advice to staff that recorded information held by individuals, regardless of the form in which it is held, and which relates to the business of the authority, is likely to be held on behalf of the authority and so subject to FOIA.

In order to avoid the complications of requesting searches of private email accounts, and other private media, records management policies should make clear that information on authority-related business should be recorded on the authority's record keeping systems in so far as reasonably practicable.

It is accepted, that in certain circumstances, it may be necessary to use private email for public authority business. There should be a policy which clearly states that in such cases an authority email address must be copied in to ensure the completeness of the authority's records. In this way, records management policies will make it easier for public authorities to determine whether information is held and to locate and retrieve it in response to requests. If the information is contained within the public authority's systems it can also be subject to consistently applied retention and destruction policies.

## Other considerations

Additional guidance is also available if you need further information on:

- Records Management

⇒ see [the Code of Practice under section 46](#)  
⇒ see our guidance on [Section 46 Code of Practice – records management](#)

- Holding information

⇒ see [Information held by a public authority for the purposes of the FOI Act](#)  
⇒ see [When is information caught by the FOI Act?](#)

## More information

This guidance will be reviewed and considered from time to time in line with new decisions of the Information Commissioner, Tribunals and courts.

It is a guide to our general recommended approach, although individual cases will always be decided on the basis of their particular circumstances.

If you need any more information about this or any other aspect of freedom of information or data protection, please

<https://ico.org.uk/global/contact-us/>



## **HOUGHTON REGIS TOWN COUNCIL**

### **Communication Policy & Communication Strategy**

Date of Approval:	3 <sup>rd</sup> December 2014
Date of Review:	12 <sup>th</sup> June 2017
Date of Re approval:	9 <sup>th</sup> October 2017

#### **Contents**

- 1. Introduction**
- 2. Benefits of Good Communication**
- 3. Who is our Community?**
- 4. Communication Policy- Vision & Aims**
- 5. Overarching Communication Principles Statement**
- 6. Current Communication Methods**
- 7. Communication Strategy**
- 8. Evaluation**
- 9. Review**

## **1. Introduction**

Houghton Regis Town Council has an aspiration to engage effectively with its residents, partners, employees, councillors and stakeholders.

The Council is responsible for the delivery of local services to those living in the in the parish of Houghton Regis\*. Effective communication is key to providing responsive services that meet the local need.

Communication is a complex, multi-dimensional topic and needs to embody a variety of communication methods to enable communications to reach out as widely as possible.

The Communications Policy will set out how Houghton Regis Town Council currently communicates and the Communication Strategy will set out how the Council can develop its communications.

An important part of any organisation's role is to ensure that information provided both by and to it is easily accessible, relevant and timely. The Council has to recognise the importance of communication and be committed to developing its own services to meet the expectations of the community it serves.

\*Where Houghton Regis is referred to reference should be made to the Parish of Houghton Regis which encompasses the town of Houghton Regis, and the rural settlements of Thorn and Sewell

## **2. The Benefits of Good Communication**

Engaging communities in the work of the Council has many benefits. Good quality engagement will increase people's understanding of the services the Council provides, so that those who need our services can access them. It will also improve customer satisfaction with the Council, by ensuring that services meet the needs of citizens and enabling individuals to help shape the decisions that affect them.

## **3. Who is our Community?**

Our community includes:

- Residents and prospective residents
- Those working-in and visiting Houghton Regis
- Businesses and prospective businesses
- Voluntary organisations and groups
- Stakeholders, partners and other public sector organisations (police, health, fire)
- Central government and government offices.
- The local, regional and trade media (press, radio and television).
- Town and unitary councillors and employees.



#### **4. Communication Policy - Vision & Aims**

Our Communication Vision is that our community will:

- Know what services the Council provides and the quality of service they can expect from us;
- Feel confident and satisfied with our services, and their costs;
- Understand how to get involved with, or influence, our work.

The Council's Aims are to seek to ensure that communications are:

- Relevant and appropriate;
- Honest, open and accurate;
- Accessible to all members of the community;
- Clear, simple and user-friendly;
- Timely and current;
- Up to date and relevant;
- Legitimate in accordance with relevant legislation, national codes of practice and with the Council's own protocols and guidelines;
- Cost-effective.

Through doing so the following outcomes are intended:

- Raised community satisfaction, trust and confidence levels;
- Raised community awareness of services provided by the Council;
- Raised profile of the Council.

The Council will also ensure that all communication activity takes into account the differing accessibility needs of all, regardless of culture or ethnic origin, nationality, religion or belief, gender, disability, age, sexuality, geographical location or any other status.

The Council's approach will be sensitive to the needs, values, language and cultural differences that exist within its communities and will make communication materials available in other formats where reasonable and appropriate.

#### **5. Overarching Communication Principles Statement**

*We will be polite and courteous at all times;*

*We will use plain language avoiding jargon or words that are not in everyday use;*

*We will listen carefully to what the community has to say;*

*We will respect your right to privacy, confidentiality and safety.*

**Contact by letter or email or social media**

We will try to reply to you within 3 working days of receipt.

If we can't give you a full reply within 3 working days, we will send an acknowledgement stating the timescale for reply, explaining who is dealing with the matter and giving you details of how to contact them.

**Contact by telephone**

We will try to answer the telephone within 15 seconds (or six rings);

We will tell you who you are talking to and ask how we can help;

We will take ownership of any calls that we answer. If you have called the wrong extension number, we will take your details and pass them on to the right person who can help;

We will return your telephone call as soon as we are able and will always try and acknowledge telephone calls within one working day.

**6. Current Communication Methods**

The Council employs a range of different communication media for internal and external communications. Currently, the principal means of communication are:

**(a) External Communications**

**Printed media:**

• **Press Statements, Media Releases and Features**

Some Council employees have a press office function, producing responses to media enquiries and proactive releases to publicise council events. Council may also direct press releases on Council decisions and projects through the council meeting process.

• **Town Crier**

The Town Crier is a quarterly resident's newsletter that provides information and features about the council and its services, civic and democratic details, current consultations, community events, grants and developments, local business, updates on forthcoming strategic developments, crime and anti social behaviour and environmental matters.

• **Town Guide**

This is produced every 2 years and contains articles on recent and forthcoming strategic developments and a wealth of community information and advice.

• **Event Programmes**

Produced specially to promote events these can often include other pieces of information and advice relevant to Houghton Regis.

• **Other**

These include the Council's Annual Report reflecting on the past year and looking forward to the next year and the Council's Vision which sets out the Council's priorities.

**Electronic media:**

• **Website**

The Council's website – [www.houghtonregis.org.uk](http://www.houghtonregis.org.uk)– contains information on the Council and its services, other local services as well as latest news and events. Copies of the Town Crier and the Town Guide are also available on the website. It also allows people to contact the council with their enquiries, suggestions and

complaints. The website is also where we post details of Council meetings, agendas and minutes.

- **Social Media – to including the sharing of other community events.**

## **(b) Internal Communications**

### **Employees:**

As a small council internal communications centre around:

Face to face meetings / briefings as required;

Emails

Regular senior officers meetings (fortnightly);

Regular full staff meetings (every 2 months);

Council documentation is stored on a shared drive accessible to all staff.

### **Councillors:**

Staff communication to councillors includes:

Weekly newsletter sent electronically where possible and by post otherwise includes draft minutes, mayoral diary, forthcoming events, other opportunities / information;

Staff available to meet with Councillors, where available;

Leaders briefing meetings are held fortnightly on average (dependent on availability);

Council and committee meetings (publicly accessible);

Members briefings as required to brief and update members on a specific topic (not accessible by members of the public).

## **7. Communication Strategy**

### **Improvement to communications:**

- All staff and councillors to think about the messages they need to communicate and the opportunities to showcase success and good practice;
- Through Council and committee meetings councillors to consider issuing instructions for press releases;
- Through Council and committee meetings councillors to consider issuing instructions for public consultation;
- To investigate options on the website for electronic newsletters such as business, community, environment, strategic updates etc;
- To investigate options on the website for a consultation portal;
- Add a Press section to the existing website which would include media releases, information and a selection of photographic material for journalists use;
- Undertake councillor and staff training in dealing with the press / media.

*In addition the council will seek to:*

*Introduce new ways for Council information to be distributed including the use of social media, including Facebook and LinkedIn (see Appendix C for social media benefits); DONE*

*To have a Town Council presence at community events i.e. stall with Town Council information, roller banners with promotional detail on;*

*Develop a Business email group to encourage business participation in the local community and to disseminate information and updates;*

*Maintain a strong and recognisable council identity to promote a professional image and ensure that the Council identity is consistently used in public facing communications;*

*Create a Communications Calendar to highlight the activities the council is involved in and any associated communications activity for each month for the year ahead;*

*Ensure that staff have a broad understanding of the council and its services as a whole by circulating draft minutes and senior officer and leaders briefing notes..*

## **8. EVALUATION**

In order that communities know about the services that we offer and for us to ensure that those services meet – and continue to meet – the needs of local people, we need to adopt a proactive approach to communication and keep under constant review the means by which we communicate.

What can we measure?

- Raised awareness of the Town Council and the services it provides
- Attitudes towards HRTC
- Participation and engagement with Council projects, initiatives and consultation processes

How will we do this?

- Consultation with residents – perception and satisfaction surveys
- Measure press coverage for saturation and against press releases for content usage
- Hits on website
- Number of Friends and Followers on Social Networking sites (if applicable)

## **9. REVIEW**

This policy will be reviewed every 4 years or as required by the Corporate Services Committee.

## APPENDIX A

### **Managing the media effectively to promote and defend the council**

This strategy, should be read in conjunction with the Press / Media Policy. Appendix B.

Our key points for effective management of media relations are to:

- ◆ Respond to journalists in full within a reasonable time (maximum 4 hours)
- ◆ Be helpful, polite and positive
- ◆ Never say “no comment”
- ◆ Ensure any statements to hostile enquiries are cleared by the most appropriate person and keep written records of responses to journalists
- ◆ Monitor response times to media enquiries and evaluate media coverage
- ◆ Ensure the appropriate council spokesman is fully briefed and available for interview if required
- ◆ Issue timely and relevant press releases using the brand template
- ◆ Pre-empt potential stories arising from council agendas/minutes by issuing proactive PR
- ◆ Organise Media training for key speakers (Mayor, Deputy Mayor, Town Clerk and Senior Officers)

## APPENDIX B

### Press Protocols

#### Introduction

This document has been prepared as a guidance note for officers and elected members. It represents the policy of the Council in respect of its relationships with the Press and Media. The policy has been prepared to ensure consistency in the Council's dealing with the Media and details who is authorised to speak on behalf of the Council. It has been drafted to ensure that the views and policy of the Council are presented accurately.

The overriding principle of this policy is that all elements of the Media will be treated equally.

#### *The Town Clerk and Officers of the Council*

The Town Clerk as the Proper Officer of the Council is authorised to receive all communications from the Press and Media and to issue Press Statements on behalf of the Council as instructed by Committee or as the Officer may consider appropriate. All communications made by the Town Clerk will relate to the stated business, day to day management of its activities or adopted policy of the Council. The Town Clerk is not expected or authorised to speculate on matters that have not been considered by the Council. Where such questions are put to the Town Clerk the enquirer should be referred to all of the Group Leaders on the Council, the Chair of a Committee or the Town Mayor as considered appropriate.

In the absence of the Town Clerk media communications will be handled by authorised Senior Officers. In the absence of these officers enquirers will be referred to the Town Mayor or Deputy Town Mayor who will act as the Town Clerk for the purposes of this element of the policy.

In relation to mayoral activities or council events the Communications & Promotions Officer may respond to queries from the media and may issue press releases.

No other officer of the Council apart from the above, or whom may be authorised by the Town Clerk, is authorised to speak or communicate with the Media on any matter affecting the Council or its business.

*[Note: 1. This requirement will not prevent any officer contacting the Media in the capacity of an elected Union representative, or individually if in dispute with the Council.]*

*Note2: Town Council officers are expected to consult senior members (normally Committee Chairs) on any Press matter concerning the key current initiatives or objectives of the Council. There will be an expectation of consultation with senior members on matters of above-average public concern, in anticipation of Press enquiry where that is appropriate.]*

### ***Members of the Council***

When speaking or providing written material to the Media Members should make it clear in what capacity they are providing information or, are responding to the enquiry or interview. For example:

- As Group Leader
- As Chair of Committee
- As Town Mayor
- As individual (i.e. letter to press for publication)
- As spokesperson or as Press Officer for a political party

A copy of any written material provided by a Member, as representing the Council, to the media shall be forwarded on to the Town Clerk

### **Meetings of Council and Committees**

Copies of Agenda and Minutes sent to Members for meetings of the Council or its Committees will be posted to the Media, without charge, at the same time.

Facilities will be provided at meetings for the Press to take notes of the proceedings.

As provided in the Council's Standing Orders both the Press and Public may be excluded from a meeting whilst certain confidential matters (as provided for in the relevant legislation) are under discussion.

*[Note: The Town Council as a Parish Council is governed by the Public Bodies (Admission to Meetings) Act, 1960. The provisions of the Local Government (Access to Information) Act, 1985, which gave greater public access to the proceedings of local authorities, does not apply to Parish Councils. However, in adopting the policy contained in this document the Town Council has included parts of the revised procedures]*

### **Communicating Decisions of the Council to the Media**

The Town Clerk will, in consultation with the Chair of the relevant Committee and the Chairman of the Council, communicate decisions of the Council to the media only when specifically requested to do so at the meeting.

## APPENDIX C

### Social Networking

Social Networking is now a credible communication channel that is increasingly utilised by organisations, as well as individuals, as a means of developing online communities for gathering and disseminating information that is of mutual interest.

Many Public Sector bodies have their own Social Networking sites. The most popular are Facebook and Twitter, Facebook currently being the larger of the two with over 18 million users in the UK although Twitter's popularity is rapidly rising.

Social Networking sites offer value for money and a strong community focus. Running the sites utilises existing ITC systems and is therefore effectively free to set up and update.

Launching our own Town Council pages would provide an effective real time, two-way communication channel. It will allow us to engage with online groups that may not normally interact willingly with the Council. It will also help provide more people with access to Council services and allow the Council to engage with new audiences such as the under 25's, and will bridge the gap taking the Council to the place where people already are.

There will be certain communities that the Council has previously struggled to communicate to consistently that will already be using Facebook and/or Twitter.

It is a fast, efficient way of communicating as there are no lead-in production times for print or production – you can have a message up and available for viewing by your fans/followers in minutes.

At the same time it positions the Town Council as a modern council and helps us to change perceptions of remoteness by allowing us into the user's own space. More people will be tempted to engage with us because it does not involve attending a meeting, or even using very much of their time.

Social Networking sites will provide the opportunity to communicate with people immediately, in real time. This will, of course, bring its own challenge in that to be truly valued by Friends/Followers there must be a regular flow of messages and content that will encourage regular interaction. We will also need to ensure that we regularly monitor our pages so that we can address any specific questions or issues that arise.