



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr J Carroll**
Town Clerk: **Clare Evans**

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

6th March 2024

HOUGHTON REGIS TOWN COUNCIL MEETING

To: All Town Councillors

Notice of Meeting

You are hereby summoned to the Meeting of the Houghton Regis Town Council to be held at the Council Offices, Peel Street on Monday 18th March 2024 at 7.00pm.

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

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

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

Clare Evans
Town Clerk

***THIS MEETING MAY
BE RECORDED¹***

AGENDA

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

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

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.

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

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

3. SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

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

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

4. MINUTES

Pages 8 - 13

To approve the minutes of the meeting held on 22nd January 2024

Recommendation: To approve the Minutes of the meeting held on 22nd January 2024.

5. COMMITTEE AND SUB-COMMITTEE MINUTES

Pages 14 - 59

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

Corporate Services Committee	4 th December 2023 <ul style="list-style-type: none"> • Minute number 12628 adoption of the Town Councils Staff Expenses Policy. • Minute number 12629 Town Councils Domain Name change • Minute number 12632 adoption of the Town Councils Sickness Absence Policy.
Community Services Committee	7 th November (grants) and 13 th November 2023
Environment & Leisure Committee	18 th September 2023
Planning Committee	27 th November and 18 th December 2023. 8 th January and 29 th January 2024
Town Partnership Committee	14 th November 2023

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

Environment & Leisure Committee draft Minutes from 5th February 2024

Pages 60 - 65

Members will also find attached the draft Minutes from the Environment & Leisure Committee meeting held on 5th February 2024, Members are referred to Minute 12695. The agenda report provided for this consideration is also attached at pages 66 - 70. Members are requested to support the resolution under Minute 12695. Funding for

this purchase would come from General Reserves. As advised during budget setting, the predicted spend in 2023/24 indicates a contribution of £66,265 to General Reserves. The budget for 2024/25 seeks to utilise this, as such should the predicted contribution to reserves reduce there would be extra pressure on the level of general reserves in 2024/25. The associated legal fees are estimated to be up to £1000, funded through 190-4059.

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

6. TOWN MAYOR'S ANNOUNCEMENTS

A verbal report will be provided.

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

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

8. COMMITTEE WORKPLANS

Pages 71 - 72

At the December meeting of Town Council members approved the HRTC Corporate Strategy for 2024-2028. A full copy can be viewed here:

[Corporate Plan 2024/2028 | Houghton Regis Town Council](#)

As members are aware the plan included 4 Pillars under which were a number of Objectives along with some suggestions as to how these objectives may be achieved.

In order to progress the plan, members are invited to consider allocating the objectives to one of the councils standing committees to enable more detailed consideration and progression. The Objectives will then be presented as Committee Workplans to the respective committee for more detailed consideration of delivery mechanisms and subsequent monitoring.

Members will find attached a draft allocation of Objectives. Please note it is suggested that some Objectives (those requiring strong partnership working and input) be allocated to the Houghton Regis Partnership Committee.

Recommendation: To approve the committee work plans.

9. STRATEGIC POLICIES 2024/25

Pages 73 - 147

To provide information to members to enable a review of the Town Councils strategic policies prior to them being presented at the Town Council meeting to be held on 15th May 2024.

Recommendation: To recommend to the Annual Meeting of Town Council approval of the following:

- Scheme of Delegation as amended
- Committee Functions & Terms of Reference as amended
- Standing Orders
- Financial Regulations as amended

10. COUNCIL CALENDAR 2024/25

Pages 148 - 154

Members will find attached a draft calendar of meetings and events for 2024/25.

In summary, the following meetings have been diarised:

Town Council: June, October, December 2024, January, March and May 2025

Corporate Services Committee: June, September, December 2024 and March 2025

Community Services Committee: July, October (Grants), November 2024, February and April 2025

Environment and Leisure Committee: July, September 2024, January and April 2025

Planning Committee: meetings held every three weeks

Town Partnership Committee: July, October 2024, January and April 2025

Personnel Sub-Committee: July, November 204, February and May 2025

Proposed New Cemetery Sub-Committee: October 2024, January and March 2025 as results of Grendall Lane investigations are expected to be available Autum 2024.

Members are also advised that the Allotments Working Group and Events Working Group have been removed from the calendar. Under Agenda Item 9 should members seek to continue with these working groups meetings will be diarised ahead of the May AGM.

Recommendation: To recommend to the Annual Meeting of Town Council approval of the Council Calendar 2024/25.

11. ANNUAL REVIEW OF COUNCIL ASSETS

Pages 155 - 158

Members will find attached the list of council assets held on 31st March 2023, as amended by additions and disposals during 2023/24.

At the council meeting in March 2023, it was agreed that a council asset should be defined as a purchase of over £1,000 with a longevity of use of over one year. The review of council assets has been undertaken to apply this definition.

This report is presented for information only.

12. RISK MANAGEMENT STRATEGY AND SCHEDULE

Pages 159 - 193

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

A copy of the Risk Management Strategy and Schedule is attached.

Following advice from the Internal Auditor, the Town Councils Risk Management Strategy and Schedule review date has been changed. Whilst this document has been reviewed annually by the Corporate Services committee, it is now to be reviewed annually at one of the earlier meetings of Town Council. It is suggested that this be the June meeting. However, in order to comply with Internal Arrangements for this year and for next financial year, this document is being presented at this meeting, then again at the June Town Council meeting.

Recommendation: To approve the HRTC Risk Management Strategy & Schedule.

13. INSURANCE RENEWAL UPDATE

At the Corporate Services meeting held on the 4th December 2023, Members were advised that the Town Councils insurance provision was due for renewal on 1st June 2024.

However, the insurance companies contacted were only able to provide formal quotations 90 days in advance therefore, the earliest they would be able to provide a quotation was 1st March 2024.

Due to the timescale for receiving the quotations and the date of the next Corporate Services meeting, which was scheduled to be held on the 4th March, it was proposed a recommendation would be presented directly to Town Council at the meeting to be held on the 18th March 2024, in time for the renewal date.

However, at the time of drafting the agenda, insurance quotes had not been obtained. This is due to the date the quotes could be provided and the date of the issuing of the agenda.

Members are therefore requested to consider delegating the appointment of the Town Councils insurer to the Town Clerk, in conjunction with the Head of Corporate Services, and for the outcome to be reported to the Corporate Services Committee at their next

meeting (to be agreed) in the new municipal year. Members are advised that this appointment would meet all requirements of the Council's Financial Regulations

Recommendation: To authorise the Town Clerk, in conjunction with the Head of Corporate Services, to make the necessary arrangements for the Council's insurance.

14. TOWNSEND DAY CENTRE CONSULTATION

Page 194

Members are advised that there is a current CBC consultation on the future of the Townsend Day Centre. Details of the consultation can be found here:

[Townsend Day Centre consultation | Central Bedfordshire Council](#)

The consultation runs from 8th January 2024 to 1st April 2024.

Members comments are invited.

15. EXCLUSION OF PRESS AND PUBLIC

- **Tithe Farm Sports Project**

Recommendation: 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.

HOUGHTON REGIS TOWN COUNCIL

Minutes of the Town Council meeting held on Monday 22nd January at 7.00pm

Present: Councillors: J Carroll
E Billington
P Burgess
E Costello
Y Farrell
W Henderson
M Herber
D Jones
T McMahon
A Slough
C Slough
Town Mayor

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

Public: 2

Apologies: Councillors: E Cooper
C Rollins

12663 APOLOGIES

Apologies were received from Councillors Cooper and Rollins.

12664 QUESTIONS FROM THE PUBLIC

None.

12665 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

12666 NOTICE OF VACANCY

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

The Notice of Vacancy was being advertised.

12667 MINUTES

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

Resolved: To approve the minutes of the meeting held on 11th December 2023 and for these to be signed by the Chairman.

12668 COMMITTEE MINUTES

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

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

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

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

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

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

12669 TOWN MAYOR ANNOUNCEMENTS

Members received a verbal report on events that had been attended by the Town Mayor. A total of 9 events had been attended since 12th December, most notably at Keech Hospice and the All Saints View Christmas visit.

12670 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS & ON TRAINING SESSIONS ATTENDED

Members provided verbal reports from outside organisation meetings they had attended or from training courses they had attended on behalf of the Council.

Cllr Farrell informed Members that the windows of the Memorial Hall had now been replaced.

Cllr A Slough gave a year review of the Friends of Windsor Drive activities and events. Members were informed that this included winning the CPRE Bedfordshire Living Countryside Award, in addition to bringing the community together to save the land.

12671 2024/25 BUDGET AND PRECEPT

Members of the Town Council were presented with the draft budget for 2024/25 for consideration. Members agreed to accept supplementary information from the Liberal Democrat Group giving amended figures.

A copy of the amended figures was requested and there was a recess for this to be produced.

Members were informed that:

- A budget underspend of £66,265 had been projected for 2023/24, any underspend would be added to general reserves at year end;
- the balance on the earmarked reserves showed £244,000;
- general reserves were in a healthy state.

Cllr Jones went through the following amendments:

- to set the precept figure at £1,363,800;
- to alter E&L staff salaries budget to £163,500;
- to alter E&L employer's NI budget to £22,232;
- to alter E&L employer's superannuation budget to £44,248;
- precept requested of £1,363,800 divided by tax base of 6894 gave a figure of £197.82 for a Band D property in 2024/25. The Council tax charge for 2023/24 had been £184.66 for a Band D property. This represents an increase of £13.16 for a Band D property equating to a 7.13 % increase in Band D.

Cllr Jones requested that the draft budget be agreed and that a precept of £1,363,800 be requested for 2024/25.

Members discussed the draft budget and the alterations put forward.

Resolved: To approve the budget and set a precept of £1,363,800 for 2024/25.

12672 REVIEW OF EAR MARKED RESERVES

Members were requested to review the status of the Council's Ear Marked Reserves:

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

It was highlighted that that there was the potential for a by-election to be called in the current financial year, should this be the case this may impact on the EMR Elections.

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

12673 INTERNAL AUDITOR INTERIM REPORT

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

Members were provided with the following:

1. Cover Letter dated 5th December 2023 detailing the areas covered by the audit
2. Observations – this included detail on the audit test, the IA observation and any IA recommendation. The Clerks response to the recommendation was under the Comments column. Members were requested to consider the Recommendation and the response in the Comments Column.
3. Summary of the audit.

There were 5 observations to be considered. In response, Houghton Regis Town Council had either completed or put steps in place to address the comments from the report.

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

12674 DEVELOPER RECEIPTS

Members were requested to consider the use of developer receipts in 2024/25. It was questioned what monies could be expected and the following figures were provided:

- Sports pitches, changing rooms and car park - £520,000 + RPI contributions
- Countryside site - £345,416
- Bidwell subs - £176,583.31
- 8 storage ponds - £58,681.84
- Residential play area - £28,000
- Leisure Garden – no negotiations taken place
- Public Open Space - £1.2 mil –to be negotiated and a figure to be confirmed.

Members noted the guidance in the agenda report on the anticipated areas of spend of these receipts.

12675 POSSIBLE TRANSFER OF COMMUNITY ASSETS

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

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

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

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

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

A list of potential amenities to be transferred include;

- *Parkside Recreation Ground*
- *Tithe Farm Recreation Ground*
- *Grendel Lane*
- *The Red House*
- *Bedford Square Community Centre*
- *Houghton Regis Day Centre*
- *Windsor Drive Open Space*
- *The Scout Headquarters at Cemetery Road*
- *and CBC owned play areas in Houghton Regis.*

A list of CBC assets was included as part of the question statement; however, Members were asked to consider additional assets and to put forward any suggestions.

The HRTC Corporate Plan 2024-2028 had been formally considered and adopted (December 2023) and as a council there was now a clear steer on the work of the council going forwards. There were many aspects of the Corporate Plan that would be supported should all or some of the asset transfers be completed. At the current preliminary stage, the report supported Pillar 4, Objective 4.4:

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

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

Members were advised that the statement made was quite embracing and raised many issues for consideration. Some strategic questions in relation to asset transfers included:

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

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

Members recommended the following assets also be considered:

Community Garden in Enfield Close
Residential play areas in Parkside
Bedford Square Community Centre

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

12676 HOUGHTON REGIS TOWN COUNCIL DOMAIN NAME CHANGE

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

Members were requested to consider implementing this change in 2023/24 in order that the change of domain name could be in place for the launch of the new website in April 2024. It was hoped that the domain name could be confirmed in time for the next issue of the Town Crier and for inclusion in the Corporate Plan.

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

12677 TOWN BRANDING SCHEME UPDATE

A verbal report was provided to Members on the development of a town branding scheme. Members were invited to consider the branding logo mock ups.

A green and gold colour scheme was supported. Members discussed the options and it was requested that further variations on the generally preferred Option 1 be developed. It was also suggested that it would be a positive step to incorporate the town's heritage in the logo in some way.

The Chairman declared the meeting closed at 8.50pm

Dated this 18th day of March 2024

Chairman

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
Minutes of the meeting held on
4th December 2023 at 7.00pm.

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

Officers: Debbie Marsh Head of Corporate Services
 Amanda Samuels Administration Officer

Public: 0

Absent: Councillor: C Rollins

12614 APOLOGIES & SUBSTITUTIONS

None.

12615 QUESTIONS FROM THE PUBLIC

None.

12616 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

12617 MINUTES

To approve the Minutes of the meeting held on 11th September 2023.

Resolved: To approve the Minutes of the meeting held on 11th September 2023 and for these to be signed by the Chairman.

12618 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Personnel Sub-Committee: 10th July 2023.

Resolved: To receive the minutes of the Personnel Sub-Committee meeting of the 10th July 2023.

12619 INCOME AND EXPENDITURE REPORT

Members were provided with a copy of the Income and Expenditure Report, highlighting significant variances, for Corporate Services to date.

OKWS

It was highlighted that the income received from interest and dividends appeared to show almost 100% of budget had been received. As the figure was expected to be lower at this stage of the year, it was requested that this should be checked for any anomalies.

12620 BANK AND CASH RECONCILIATION STATEMENTS

Members received the monthly bank and cash reconciliation statements for June, July, August, September and October 2023. Members were reminded that at the previous meeting, held on 11th September 2023, a discrepancy had been noted with the bank and cash reconciliation statement for June and that members had requested this discrepancy be resolved and for the statement to be represented.

- Resolved:**
- 1. To approve the monthly bank and cash reconciliation statements for June, July, August, September and October 2023;**
 - 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

12621 LIST OF CHEQUE PAYMENTS

Members were provided with a list of payments for the period July to October 2023 (inclusive). Members queried a payment of £144 to Dunstable Town Council on 30th June and were advised that this was the levy on stalls for the Houghton Regis Carnival. Members requested that this figure was checked for accuracy.

12622 INVESTMENT REPORT

In accordance with Committee Functions, Financial Regulation 8 and Banking Arrangements, Investment Strategy & Investment Arrangements. The Corporate Services Committee were required to oversee and manage the financial obligations of the Council, including: To receive quarterly reports on investments containing a forecast of capital expenditure, investment opportunities and a recommendation for further investment including: where, length and amount.

Members were provided with the council's investment report and the quarterly reports from the Local Authorities Property Fund and the CCLA Public Sector Deposit Fund. The reports demonstrated that returns from these investments had increased in the period.

The internal auditor had raised the point last year that the Council's approach to risk and investment should be made clear. In pursuance of this point, Cllr Jones and Cllr Herber had met with Arlingclose investment advisors and had discussions with the CCLA and the internal auditor. It was felt there was a lot of information to process and, therefore, the intention was to bring a report to the next Corporate Services meeting on 4th March 2024.

CRS

The Chair noted that surplus monies had not been moved to and from the deposit fund. It was highlighted that funds were to be transferred when each tranche of the precept were received (April and September).

Members discussed the recommendation, as contained on the report, but felt they could not support it on the basis that:

- investments are more likely to decrease in the future;
- it was unlikely that the return on investments would be sufficient to make the charges incurred by professional financial advice viable.

Therefore, an amended recommendation was proposed as followed:
To maintain budget provision, as it currently stood, in respect of investments.

This recommendation was proposed by:
Cllr E Costello

Seconded by:
Cllr M Herbert

Members voted unanimously in favour

Resolved: To maintain budget provision, as it currently stood, in respect of investments.

12623 INSURANCE CLAIMS

Members were advised of the following insurance claim:

Claim Number	Details	Repair cost	Date settled
27230000247	Date of incident: 15/6/23 Address of incident: Tithe Farm Skate Park, Tithe Farm Road, Houghton Regis Nature of incident: Stolen moped and other items, set alight causing damage to the concrete, due to high temperatures	£6708	26 th July 2023

It was confirmed that the claim had been settled and the work completed.

12624 INSURANCE RENEWAL UPDATE

Members were advised that the Town Councils insurance provision was due for renewal on 1st June 2024.

CRS

The insurance companies contacted were only able to provide formal quotations 90 days in advance and, therefore, the earliest they would be able to provide a quotation was 1st March 2024.

Due to the timescale for receiving the quotations and the date of the next Corporate Services meeting, which was due to be held on the 4th March, it was proposed a recommendation would be presented directly to Town Council at the meeting to be held on the 18th March 2024, in time for the renewal date.

12625 REVIEW OF TOWN COUNCIL MEMBERSHIP TO OTHER BODIES

In accordance with the approved Committee Functions and Terms of Reference the Corporate Services Committee was required to annually review the Council's and/or employees' memberships of other bodies. The following subscriptions were budgeted for:

<i>Membership</i>	<i>Period</i>	<i>Annual Subscription 2024/25</i>
Society of Local Council Clerks (SLCC)	Annual	£501
Bedfordshire Association of Town & Parish Councils (NALC)	Annual	£2,186
Institute of Cemetery and Crematorium Management	Annual April to March	£100
Information Commissioners Officer (ICO)	Annual	£60
National Allotment Association	Annual	£56
Campaign to Protect Rural England (CPRE)	Annual	£36

In addition to these costs Members were advised that:

- Bedfordshire Association of Town and Parish Councils would likely see a subscription rise of 3%;
- Should Council approve the domain name, this would incur an additional subscription cost to the LGA (Local Government Association).

12626 REVIEW EXISTING CONTRACTS

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

CRS

<i>Service</i>	<i>Minute No.</i>	<i>Details</i>	<i>Cost/ annum</i>	<i>Start date</i>
IT Support & Hosting		Support charge	£1,850.25	3 rd Nov 2023
		Microsoft 365 Business Standard Annual Subscription -	£942	30th January 2024
		Trellix Standard Annual licence	£426	25 th October 2023
		SolarWinds Cloud Backup - per month	£660	17th November 2023
		Trellix Standard Annual licence	£118	12 th December 2023
		Total / annum	£3997	
Website hosting		Annual fee	£346	
DCK Accounting		Annual arrangement for year-end close down and year end accounts preparation	£1,300 (approx.)	
Operation Hana	12354 Community Services	Annual arrangement	£34,990	1 st April 2023 – 31 st March 2024
Internal Audit	11965 (CS) 12082 (TC)	3-year arrangement	£1097.25	May 2022, 2023, and 2024
Human resources advisor	9942	Annual arrangement	£2,703	

CRS

External audit	12191	5 years from 1 st April 2022 and ending on 31 st March 2027	£2100	Appointed via Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015.
Town centre toilets	12119 (Com Serv) 12186 (TC)	3 years from 1 st September 2022 to 31 st August 2025	£19,600.00 plus consumables per annum	Town centre toilets
Insurance	12048	Long term agreement	£13,034.97 plus additional premiums relating to any changes in circumstance.	13 th May 2019 - 31 st May 2024
Payroll	11454	Initial 6 months, then 30-day notice period	£145.25 pm	1 st April 2021
Photocopier lease	9695	Rolling contract	£396	2018 to 2023
Mobile Phones		15 x mobile phone lines £15/mth Sim only	£2700	No contract
Telephone software		12 months then rolling	£88 / month year 2 £276 cost of maintenance, annual fee after year 1 Total £1332	November 2020
BT • Phone lines			£234/mth	

CRS

• Broadband			£200/mth	
Franking Machine		Long term agreement	£300	1 st June 2023-31 st August 2029
Accounting Software support		Annual arrangement	£1018	
Cemetery Software support		Annual arrangement	£290	1 st April 2021 onwards
Allotment Software support		Annual arrangement	£695 year 1 £175 year 2 onwards	17 th June 2022 onwards
Christmas Lights	9782	Long term agreement	£10,500 fixed (excluding tree)	1 st April 2019 to 31 st March 2024
Employee Assistance Programme	11774 (CS) 11879 (TC)	Long term agreement	£500	1 st March 2022 to 28 th February 2027
Energy supply Bidwell Sports Pavilion		2-year electricity supply agreement		15 th November 2023
CCTV monitoring		Annual fee	£2,700	1 st April (review date 12 th February)

Members raised the following queries:

- The figure of £34,990 for Operation Hana was thought to be incorrect. It was requested that a check was made to establish the current cost;
- The sum of £22,200, plus consumables, for the Town Centre toilets was queried as it was thought the contract had been renewed at a higher rate;
- The cost of redeployable cameras was not listed and it was requested that the figure relating to this item was established.

CRS

12627 VAT ON SPORTING FEES

Members were reminded that at the previous Corporate Services meeting held on the 11th September 2023, members received a report on VAT on sports services. At this meeting members agreed to stop charging VAT on sports services from 1st April 2023 and requested that the amount of VAT on sporting fees in the last four years be established, before considering a reclaim.

Members were provided with a report detailing the sums of VAT that could potentially be reclaimed for the period October 2019 to the end of the 2023 financial year. It was agreed that a claim should be made on behalf of any clubs still in operation.

Members requested advice be sought in regard to the reclaim for the use of Moore Crescent Pavilion as this building was registered as Option to Tax.

The Head of Corporate Services confirmed that an email would be sent detailing the outcome of this research.

Resolved To support the submission of a reclaim of VAT for the period October 2019 to the end on the 2023 financial year and for any successful reclaim to be refunded to the end user.

12628 STAFF EXPENSES POLICY

Whilst the Town Council had a Members Expenses Policy it did not have a policy on the reimbursement of staff expenses. A Staff Expenses Policy was proposed, and Members were provided with a report and draft policy.

Members agreed that this would formalise the procedure in relation to the reimbursement of legitimate business expenses.

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

12629 HOUGHTON REGIS TOWN COUNCIL DOMAIN NAME CHANGE

Members were requested to consider changing the town council's domain name to a .gov.uk domain name. This would incur a charge of £350 for the website provider to support us in establishing a new domain name, plus a further annual charge for the LGA subscription.

Members agreed that such a change would provide Houghton Regis Town Council with a stronger identity and approved the following domain name:

- houghtonregis.gov.uk This option was the most preferred option, however, should this option not be available members suggested the following as an alternative:
- houghtonregistowncouncil.gov.uk

Resolved: To recommend to Town Council a change to the Town Councils Domain Name – houghtonregis.gov.uk

12630 REFERENCES POLICY

Members were advised that the Town Clerk would normally respond to employee reference requests, regardless of the length of time an employee had left employment. Members were provided with a report and draft policy that would set a time limit on the period available for the provision of references.

Members discussed the time limit, as proposed, but felt that Houghton Regis Town Council should at least, confirm the dates a previous employee had worked for the Council, irrespective of the time that had elapsed. It was felt that further advice was required regarding this limitation period and requested that this policy be represented, at the next Corporate Services meeting.

Members received a revised Town Council Safer Recruitment & Selection Policy. It was highlighted that many companies automatically guaranteed a job interview to a candidate, where they met the essential criteria. Members felt that this needed to be reflected in the policy and therefore requested that advice be sought from the Town Councils Human Resources provider to allow for appropriate wording to be included in the policy and for this revised policy to be presented at the next Corporate Services meeting.

Resolved:

- 1) **To defer the adoption of the proposed References Policy until further information had been gathered regarding limitations.**
- 2) **To defer the adoption of the revised Safer Recruitment & Selection Policy until further information had been gathered.**

12631 TOWN COUNCIL OFFICE WORKS AND IT UPDATE

At the Town Council meeting held on the 2nd October 2023, members agreed (minute number 12570) for a sum of £10,000 to be taken from EMR Officer Provision to enable the upgrading of electrical and IT works in the offices. Members were advised that upgrades to the power cabling and office reconfiguration had been completed in October and the cost of these works was £3,000.

Further work to upgrade the IT cabling was scheduled for the Christmas period and the cost would be in the region of £3000.

Within the £10,000 budget allocated for this work it was also intended to upgrade to Rialtas Cloud. This would offer improved security, especially with remote working, and improve disaster recovery timescales. It would be necessary for the Council to enter into a contract for this service. As such members were asked to approve this contract, the terms of which would be a minimum of 3 years with an annual fee of £3600 for 5 users.

There was some discussion regarding the recommendation as Members stated that the funds had been agreed for works related to Health and Safety issues and had not

included a software subscription. While the allotted sum would cover the software cost, a 3-year contract would need to be budgeted for in the next financial year.

Members recorded votes were:

In favour:

Cllrs D Jones, W Henderson and C Slough

Against:

Cllrs J Carroll, M Herber and E Costello

Following the equality of votes, the Chairman (Cllr Jones) exercised his right of a casting vote therefore, the recommendation was agreed.

Resolved: To enter into a 3-year contract for Rialtas Cloud.

12632 SICKNESS ABSENCE POLICY

The Town Councils Sickness Absence Policy was last reviewed by the Corporate Services Committee at the meeting held on the 8th June 2020. Whilst this policy would not ordinarily be considered for review until 2024, due to the change in line management responsibilities and Covid restrictions no longer being in place, it was thought prudent to provide this document for review, earlier than expected.

Members were provided with a document showing the proposed changes and agreed to these, as slightly amended.

Resolved To recommend to Town Council the adoption of the Town Council's Sickness Absence Policy.

12633 ALLOCATION OF SALARY COSTS

Due to the growing size of the Council, it was suggested that the council begins allocating out staff costs to the respective committees. This would provide a more reflective picture of the cost of providing services within the community.

The council submitted a supplementary form to CBC with information for the council tax letter. The figures provided for last year would be amended to show this reallocation of salary costs so that the figures were comparable for 23/24 and 24/25.

It was confirmed that the costs relating to the appointment of a Head of Environment and Communities would be divided appropriately between the relevant categories.

Resolved: To note the allocation of staff costs across the respective committees.

12634 ONLINE PAYMENTS RECEIVED VIA TOWN COUNCIL WEBSITE

Members had indicated they would like to see residents being able to pay an invoice through the website. The Council's website provider had suggested a suitable platform to use, and the new website would include a page to enable people to pay an invoice.

CRS

The platform would charge per transaction, a similar format to the Council's payment machine. There was no upfront fee or monthly charge.

Pricing per successful charge for cards would be 1.5% + 20p, 1.9% + 20p for business cards (+1% for European Economic Area) and for international cards would be 3.25% + 20p.

The platform fee would be deducted automatically when the charge was received (pay-as-you-go). There was no setup or monthly fees or extra charge for failed transactions, storing and updating cards.

Resolved: To approve the website payment system using a suitable payment platform.

12635 EXCLUSION OF PRESS AND PUBLIC

- Staff Payments

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.

The administration officer left the meeting.

12636 STAFF PAYMENTS

Members were reminded that the resolution, at the Personnel Sub-Committee meeting held on the 24th April 2023, made under minute number PE267 (to recommend to Corporate Services that the list of the Salary Point number for all staff along with overtime rates, additional payments, mileage rates and employer and employee pension contribution rates be noted and signed by the Chair) had not been included on the Corporate Services agenda, for the meeting held on the 11th September 2023. Therefore, members requested this information be placed on the next Corporate Services agenda for the meeting to be held on the 4th December 2023.

Members received the list of the Salary Point numbers for all staff along with overtime rates, additional payments, mileage rates and employer and employee contributions rates.

Resolved: To note the list of the Salary Point number for all staff along with overtime rates, additional payments, mileage rates and employer and employee contributions rates and for this list to be signed by the Chair of Corporate Services.

CRS

The Chairman declared the meeting closed at 8:52pm

Dated this 4th day of March 2024

Chairman

CRL Slough.

CRLS

HOUGHTON REGIS TOWN COUNCIL
Community Services Committee
Minutes of the meeting held on
7th November 2023 at 7.00pm

Present:	Councillors:	Y Farrell N Batchelor E Billington J Carroll T McMahon A Slough	Chair Substitute
	Officers:	Ian Haynes Amanda Samuels	Head of Environmental & Community Services Administration Officer
Also present:	Public:	8	
Apologies:	Councillor:	P Burgess A Perry	SORTED
Absent:		C Rollins	

12588 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr P Burgess, (Cllr Carroll substituted).

12589 QUESTIONS FROM THE PUBLIC

None.

12590 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Cllr McMahon declared a non-pecuniary interest in the grant for the Heritage Society as she was a trustee of the Houghton Regis Heritage Society Committee. Cllr McMahon advised she would abstain from discussions relating to this organisation.

12591 MINUTES

To approve the minutes of the meeting held on 17th July 2023

Resolved: To confirm the minutes of the Community Services Committee meeting held on 17th July 2023 and for these to be signed by the Chairman.

12592 KEY PARTNERS – ANNUAL REVIEW OF EXISTING

Representatives from the listed organisations had been invited to the meeting to present their annual review/update. Members were reminded that Key Partner status

had been awarded to these organisations for the financial years 2020/21, 2021/22, 2022/23 and 2023/24. The following summarises the amount of the Key Partner award:

Dunstable & District CAB	£2,000
SORTED	£2,000
Keech Hospice Care	£2,500
South Beds Dial A Ride	£1,125.50
Houghton Regis Memorial Hall	£2,000
Full House Theatre	£1,500
Houghton Regis Heritage Society	£500

Resolved: To approve the release of funding as detailed for the financial year 2023/24

12593 KEY PARTNER - GRANT APPLICATIONS 2024-2028

Members were advised that the meeting was being held ahead of the budget-setting process to enable suitable budget provision to be made in 2024/25. It was thought that the council may face budget pressures due to the need to meet committed revenue expenses and the aspirations of the council to deliver on the emerging council plan. As such it was suggested that members might like to consider it desirable to restrict the Key Partner grant to a desirable budget level. It was suggested that the total budget attributable to Key Partner grants be capped at £15,000.

Applicants for Key Partner status were invited to attend the meeting to present their application to members and respond to queries. Members were then invited to approve Key Partner status and to determine the level of Key Partner grant.

Applicant	Amount requested
South Beds Dial a Ride	£2,500
Dunstable & District CAB	£4,000 - £5,000
Community Link Project – Singing Care Initiative	£4,000
Full House Theatre	£5,000
Heritage Society	£1,200
Houghton Regis Ladies Group	£1,000
Memorial Hall	£4,000
Keech Hospice Care	£5,000
SORTED	£2,000

It was agreed to follow the guidance and to agree that grant amounts would be halved with 10% added to this figure.

It was thought that, where possible, more detailed demographic data could provide useful information when attempting to establish the relative merits of the applications. Additionally, the growth taking place in Houghton Regis needed to be reflected in future funding; however, this was something that would be explored further once the Corporate Plan was finalised.

It was suggested that a Project Grant would be a more suitable source of funding for the Heritage Society and the Houghton Regis Ladies Group in 23/24 and it was possible to approve funding for these organisations from the project grants. An all-encompassing review of the 5-year plan could then take place after a 12-month period, once the Corporate Plan and Budget were in place.

With the Heritage Society and the Houghton Regis Ladies Group receiving a Project Grant, this would leave the Key Partner grants at a sum of £15,538.05, which would be in line with the £15,000 cap.

Amendments to the recommendation were proposed by Cllr Billington to accept the guidance that grants were awarded at 50% of the requested sum, plus 10%, and that the Heritage Society and the Houghton Regis Ladies Group application be transferred to the Project Grant scheme. A further amendment was proposed to agree to an extensive review being scheduled in a year's time to encompass all grant recipients. These proposed amendments were seconded by Cllr Carroll with the vote carried unanimously. Members voted unanimously in favour of the amended recommendations.

- Resolved:**
1. **To accept the guidance of a £15,000 cap and Key Partnership grants awarded at 50% of the requested sum plus an additional 10%.**
 2. **To approve the removal of the Heritage Society and the Houghton Regis Ladies Group from the Key Partner grant application and provide funding via the Project Grant scheme.**
 3. **To hold an extensive review encompassing all grants in 2024.**

12594 PROJECT GRANT SCHEME

Members were advised that the following applications had been received for a Project Grant.

Applicant	Total project cost	Amount requested	Brief description
Recycled Teenagers	£1,475	£800	To support social activities for elderly residents
Parkside Over 50's Club	£990	£792	To support an affordable theatre trip

Heritage Society	£2,052	£1,200	To fund the software licence fee and Public Liability Insurance
Houghton Regis Ladies Group	£1,000	£1,000	To cover hall costs and publicity

Members were advised that £3,800 remained in the budget for 2023/24 prior to the below awards.

Resolved: To approve the Project Grant applications as follows:

Recycled Teenagers - £800
Parkside over 50's Club - £792
Houghton Regis Ladies Group - £800
Heritage Society - £800 in 2024/25

12595 GRANTS

Members were advised that the following Small Projects Grant had been awarded under delegated authority:

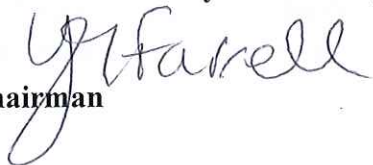
Houghton Regis Helpers	£190.00
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Resolved: To note the End of Award Reports.

The Chairman declared the meeting closed at 8.37pm

Dated this 26th day of February 2024

Chairman



HOUGHTON REGIS TOWN COUNCIL
Community Services Committee
Minutes of the meeting held on
13th November 2023 at 7.00pm

Present: Councillors: Y Farrell Chairman
N Batchelor
J Carroll (Substitute)
T McMahon
C Rollins
A Slough

Officers: Ian Haynes Head of Environmental &
Community Services
Tara Earnshaw Community Development Officer
Amanda Samuels Administration Officer

Public: 0

Apologies: Councillors: P Burgess
E Billington

12596 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Burgess (Cllr Carroll substituted) and Cllr Billington.

12597 QUESTIONS FROM THE PUBLIC

None.

12598 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

12599 REPORT FROM GROUNDWORK

A representative from the groundwork team was not in attendance to provide a verbal update/report.

12600 YOUTH AND COMMUNITY SERVICES UPDATE

Members were provided with an update on work undertaken by the Community Development Officer for July – October 2023.

A trip to Southend-on-Sea with the Later Living Social Group had taken place in September. The monthly Meet and Treat meetings had also taken place and the group had met to discuss future activities. A theatre trip and a partnership buffet with Recycled Teenagers were planned and both events had received significant uptake.

Family Fun Days had run through this period, including the re-organised skate jam event and these had also proved to be very popular and well received by the community. A craft event would also occur in conjunction with the library at the end of November.

The Youth Council had continued volunteering at all Houghton Regis events and held a Halloween party that had also proved popular. There had been some departures from the Youth Council team; however, three new members had recently joined.

Following the success of the YIF grant, the Town Council recruited a team to deliver a youth provision across Parkside and Tithe Farm and the team had met with a number of young people since the scheme began in mid-September. The Baptist Church had been booked for the following six months to provide a suitable environment for the youth workers to continue delivering this service. It was hoped that a similar location would be found for the Tithe Farm Road team.

The Youth Café continued to attract a steady number of young people and provided a space for them to employ their cooking skills. Other activities had also been arranged including crazy golf and inflatable fun.

Resolved: To note the report.

12601 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Events Working Group	8 th June, 6 th July and 24 th August
Combating Crime Working Group	21 st June, 19 th July, 16 th August and 20 th September

Resolved: To receive the following Minutes:

Events Working Group	8th June, 6th July and 24th August
Combating Crime Working Group	21st June, 19th July, 16th August and 20th September

12602 BT PAYPHONE ADOPTION

BT had identified the public payphone at the Junction Windsor Drive, Lowry Drive, Houghton Regis LU5 5SJ as no longer needed. There was an opportunity for the Town Council to adopt the payphone as an asset for ongoing use.

It was suggested that the kiosk could house a defibrillator if the adoption application were accepted. The Friends of Windsor Drive would also have an interest in using the sides of the payphone as a noticeboard for items of local interest.

Resolved: To consider and endorse that the Town Council requests to adopt the payphone at the Junction Windsor Drive, PCO1 Lowry Drive, Houghton Regis, Dunstable LU5 5SJ – 01582, for use as a community asset.

12603 INCOME AND EXPENDITURE REPORT

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

It was queried why only a fraction of the allocated budget for Enviro-Crime appeared to have been spent. It was explained that the figures reflected more of items already invoiced rather than committed expenditure and would increase once outstanding invoices were processed. Increases in expenditure were also expected for promotional materials which had remained low.

12604 THE MILLION HOURS FUND

This fund was open to bids from £30,000-£100,000 and was to provide extra support to young people in areas where they were at risk of anti-social behaviour. The Old Houghton Hall Ward met the criteria to be eligible for the award, based on the number of calls from residents relating to anti-social behaviour, and the application would most likely be centred around the village green. The award needed to be spent by March 2026 although it was not expected to be implemented before 1st April 2024. Any funds were likely to be allocated to lead youth workers or youth support workers, focussing on getting teams into schools.

Resolved: To consider and endorse that a suitable application be made to The Million Hours Fund to enhance the provision in the Old Central Bedfordshire Houghton Hall Ward.

12605 PARKSIDE RECREATION GROUND PAVILION (REMODELLING FEASIBILITY) OR PARKSIDE COMMUNITY HUB UPDATE

At its meeting held on the 2nd of October, the Town Council was presented with the considerations of the Community Services Committee from the 17th of July 2023. The following recommendations have been resolved (minute item 12571):

1. To advise the Community Services Committee that Town Council considered their resolution put forward from its meeting on 21st July but, on balance, felt that the Town Council corporate plan process should be concluded and the supporting Town Council budget be considered and agreed before a consultation exercise being carried out with residents;
2. To encourage the Community Services Committee to consider an informal approach being made to potential stakeholders to gauge their interest and support for community hubs.

Therefore, this item would be brought back to the Community Services Committee for consideration after the Town Council corporate plan has been completed.

The Chairman declared the meeting closed at 7.38pm

Dated this 26th day of February 2024

Chairman



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HOUGHTON REGIS TOWN COUNCIL

Environment & Leisure Committee

Minutes of the meeting held on
18th September 2023 at 7.00pm

Present:	Councillors: A Slough J Carroll E Cooper E Costello Y Farrell W Henderson T McMahan	Chairman Substitution
	Officers: Ian Haynes Amanda Samuels	Head of Environmental & Community Services Administrative Officer
	Public: 0	
Apologies:	Councillors: P Burgess	

12544 APOLOGIES

Apologies were received from Cllr Burgess (Cllr Carroll substituted)

12545 QUESTIONS FROM THE PUBLIC

None.

12546 SPECIFIC DECLARATIONS OF INTEREST

None.

12547 MINUTES

To approve the minutes of the meeting held on 5th June 2023.

Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 5th June 2023 and for these to be signed by the Chairman.

12548 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Members were requested to receive and approve Minutes of the Allotment Working Group meeting held on 11th July and to note the dissolution of the Allotment Working Group. Allotment Working Group 11th July 2023

Allotment Working Group 11th July 2023

13

Resolutions of minute AWG104

- 1) To include a standing item on Allotments on the Environment and Leisure Committee agenda
- 2) To reinstate the Allotment Working Group as and when appropriate.

Resolved: To confirm the minutes of the Allotment Working Group 11th July 2023 and for these to be signed by the Chairman.

12549 TERRA CROFT LEISURE GARDENS UPDATE

Members received an update on the management of the Town Council owned allotments.

Members were informed that the waiting list exceeded capacity to a significant degree but that inspections had taken place in July and September. As a result of these inspections, it had been established that:

- 1) 26 plots had registered as Green.
- 2) 2 had received an Amber
- 3) 5 plots had registered as Red and two of these plots had been relinquished. The vacated Red plots would be cleared and reallocated.

One of the remaining plots registered as Red had been earmarked for the community garden; however, Members were advised that the area could be divided to create 6-8 plots for new starters or for those whose circumstances had changed.

12550 TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE

A verbal update was provided to members on the Tithe Farm Recreation Ground Sports Project.

Members were informed that works on the full-size pitch had commenced and that the window for completion would be before Christmas; however, this was weather-dependent as dry conditions would be essential for the laying of the carpet.

In addition, access arrangements had altered and access for the pitch construction would now be via Hillsborough Crescent. A temporary stone road would be put in place during the works as the most cost-effective method.

Residents had been advised of the temporary arrangements during the works and feedback suggested that the work so far had been less obtrusive than anticipated.

Resolved: To note the report.

12551 ANNUAL PLAY AREA INSPECTION

Members were provided with the outcomes of the annual play area inspection.

The Town Council was legally responsible for ensuring that play areas were fit for purpose. Annual inspections were required for insurance purposes, and these inspections were carried out by independent assessors, the Play Inspection Company. The play areas had been rated according to categories of risk with one site rated as medium risk and the remainder assessed as low risk.

Monthly inspections would be required thereafter, but these could be carried out by HRTC staff member registered as RPII.

12552 INCOME AND EXPENDITURE REPORT

Members were provided with the income and expenditure report for the Environment & Leisure Committee date, highlighting significant variances.

In relation to budget line 291-4011, Outside ^{Services} Surfaces, it was confirmed that the rates had been paid in full but there had been a significant overspend; therefore, this should be budgeted for the new financial year.

12553 BIDWELL WEST LAND TRANSFERS

A verbal update was provided to members on the land transfer of the recreation open space and countryside site.

Members were informed that the football pitches were progressing well and that the handover of the induction to the mechanical and electrical to the Pavilion was expected in November.

Regarding the play areas, the contractors had sent through all the post-installation documentation, and it had been agreed that the play areas would be open as soon as soon as possible prior to transfer.

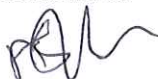
The large countryside site was also expected to be transferred at the same time as the play areas. Transfer documentation for completion was awaited from The Land Registry. Ideally, this would be in November but it could be extended into the new year.

There had been complaints from residents regarding play areas, which was mainly due to dog fouling and the lack of dog bins. Once transfer has taken place, an audit would be carried out to assess conditions and actions taken to bring the sites up to standard.

The Chairman declared the meeting closed at 7.35 pm

Dated this 5th day of February 2023

Chairman



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HOUGHTON REGIS TOWN COUNCIL

Planning Committee

Minutes of the meeting held on

8th January 2024 at 7.00pm

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

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

Apologies: 0

Also present: Public: 8

Councillors: S Goodchild (virtual) Central Bedfordshire Council

12657 APOLOGIES AND SUBSTITUTIONS

None.

12658 QUESTIONS FROM THE PUBLIC

Residents queried the necessity of extending the opening hours at the Esso Houghton Green Service Station, application CB/23/04016/VOC.

Concerns were raised by the owners of neighbouring properties regarding application CB/23/04042/FULL seeking permission for a garage conversion (part retrospective.) It was queried why work had been carried out prior to the application being made.

Members agreed to consider these applications first under Planning Matters (Minute 12661).

12659 SPECIFIC DECLARATIONS OF INTEREST

None.

12660 MINUTES

To approve the Minutes of the meeting held on the 18th December 2023

Resolved To approve the Minutes of the meeting held on 18th December 2023 and for these to be signed by the Chairman.

12661 PLANNING MATTERS

(a) The following planning applications were considered:

It was agreed to amend the order of applications and first address those highlighted under Questions from the Public.

CB/23/04016/VOC
(click for more
details)

Variation of condition number 2 of planning permission CB/11/00777/VOC (Variation of condition 11 of application (SB/TP/90/00395) to extend opening hours from 7.00am to 6.00am.) Variation sought to allow the petrol station to be used 24 hours daily.
Esso Houghton Green Service Station, 7 The Green,
Houghton Regis, LU5 5LB
Motor Fuel Group

Comments: A noise assessment had been carried out; however, it was felt that the timing of the assessment did not accurately reflect the potential disruption to neighbouring residents. The service station had previously opened for 24 hours over a two-week period and this had occasioned multiple complaints at that time. It was also highlighted that the service station was within a conservation area.

Members were advised that Cllr Hamill, Central Bedfordshire Council Councillor had called this application in, therefore this application would be heard at the Development Management Committee meeting, at which members of the public would have an opportunity to voice concerns. The residents were advised of the deadline of public consultation in which to contribute their feedback.

Houghton Regis Town Council raised objections to this application on the grounds of potential noise nuisance to surrounding properties, the risk of anti-social behaviour and security concerns.

CB/23/04042/FULL
(click for more
details)

Garage conversion (part retrospective)
49 Millers Way, Houghton Regis, Dunstable, LU5 5FH
Ms Shafreen Khan

Comments: It was highlighted that this application was connected to CB/23/03042/FULL, which was a 'change of use' application presented at the planning meeting held on 16th October 2023. Objections to the change of use had been raised at the meeting both by members of the public (Minute 12576) and Councillors (Minute 12579).

It was noted that the change of use was for the conversion of a residential dwelling into a children's care home. This went against a covenant stipulating that businesses should not be run from residential properties. Other issues relating to traffic, parking, local landscaping and refuse were also reiterated. The plans that had been presented for consideration were also inconsistent.

Members were advised that a previous application had been unsuccessful due to insufficient information and objections had been raised by the Highways Officer.

Houghton Regis Town Council raised an objection to this application on the grounds of traffic issues and the two sets of plans relating to this property (CB/23/03042/FULL) (CB/23/04042/FULL) were inconsistent. It was also requested that CBC should be alerted to the need to consider both the 'change of use' application and that for the garage conversion together, rather than in isolation.

[CB/23/03975/FULL](#)
(click for more details)

Subdivision of existing Post Office (Class E) into a Post Office & Barber Shop (Class E) with new shop frontage. Tithe Farm Post Office, 8 Hillborough Crescent, Houghton Regis, Dunstable, LU5 5NS
Mr C Cicek

Comments: Houghton Regis Town Council raised concerns regarding works completed in relation to the downgrading of disability access, and request assurances from Central Bedfordshire Council that these changes in access are not in breach of the Disability Discrimination Act.

- **The previously automatic door is being replaced with a standard opening door**
- **The access ramp is being removed**
- **The corridor width would not accommodate wheelchairs / mobility scooters passing**

Concerns were raised over partial completion of works before the application had been decided.

[CB/23/03987/RM](#)
(click for more details)

Reserved Matters: following Outline Application CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the

JKS

development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans.) Reserved matters approval sought for layout, scale, appearance, landscaping and access relating to Local Centre Parcel, Phase 1.
 Local Centre Parcel, Linnere (HRN1), Phase 1, Waterslade Way & Lime Tree Drive, Houghton Regis, LU5 7AS
 Mr James Pargeter

Comments: Houghton Regis Town Council raised no objections to this application. However, concerns were raised that the space in some of the 2-4-bedroom properties seemed small and confirmation of adequate space was sought.

Noted:

[CB/23/04055/DOC](#)
(click for more details)

Discharge of Condition 6 against planning permission CB/21/05552/RM (Reserved Matters: following Outline Application CB/12/03613/OUT Mixed Development, supported by an Environmental Statement, which was submitted to the council during the application's determination process. Reserved Matters sought for Access, Appearance, Landscaping, Layout and Scale for 100 homes and retail units (Use Class E)). Cond 6 Hard Surface Materials
 Parcels 1 and 2 of Phase 2 of Houghton Regis North Site 1, Land on the northern edge of Houghton Regis

[CB/23/04015/NMA](#)
(click for more details)

Non-material amendment to planning permission CB/19/03232/RM (Reserved matters: Appearance, scale and landscaping for residential development of 336 dwellings on Development Parcels 5a and 5b Bidwell West, Houghton Regis. Outline application (CB/15/0297/OUT) was supported by a full Environmental Statement (ES).) Amendment sought to remove chimneys from plots 225 and 262.
 Parcels 5a and 5b of Bidwell West, Houghton Regis

[CB/23/04037/DOC](#)
(click for more details)

Discharge of Condition 5 against planning permission CB/21/05552/RM (Reserved Matters: following Outline Application CB/12/03613/OUT Mixed Development, supported by an Environmental Statement, which was submitted to the council during the application's determination process. Reserved Matters sought for Access, Appearance, Landscaping, Layout and Scale for 100 homes and retail units (Use Class E) Linnere near Phase 2A Fire Hydrant Plan).
 Land To the North And East Of Houghton Regis, Sundon Road, Houghton Regis

[CB/23/04035/DOC](#) Discharge of Condition 3 against planning permission
[\(click for more](#) CB/21/05552/RM (Reserved Matters: following Outline
[details\)](#) Application CB/12/03613/OUT Mixed Development,
 supported by an Environmental Statement, which was
 submitted to the council during the application's
 determination process. Reserved Matters sought for Access,
 Appearance, Landscaping, Layout and Scale for 100 homes
 and retail units (Use Class E)) AFA-307-DOC-001-PL3
 Landscape Maintenance Plan
 Land To the North And East Of Houghton Regis, Sundon
 Road, Houghton Regis

Permissions / Approvals / Consents

None received

Refusals:

None received.

Withdrawals:

None received.

**12662 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN–
 UPDATE/PROGRESS**

Woodside Link – No substantive update to report.

A5 M1 Link – No substantive update to report.

All Saints View – No substantive update to report.

Linmere – No substantive update to report.

Bidwell West – No substantive update to report.

Kingsland – No substantive update to report.

Windsor Drive – No substantive update to report.

Section 106 Monies – No substantive update to report.

Resolved: To note the information

The Chairman declared the meeting closed at 8.08pm

Dated this 29th day of January 2024

Chairman



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HOUGHTON REGIS TOWN COUNCIL**Planning Committee****Minutes of the meeting held on****29th January 2024 at 7.00pm**

Present:	Councillors:	C Slough E Billington J Carroll E Cooper D Jones	Chairman
	Officers:	Louise Senior Amanda Samuels	Head of Democratic Services Administration Officer
	Public:	7	
Apologies:	Councillors:	M Herber	
Also present:		Cllr S Goodchild Cllr T McMahan	Central Bedfordshire Council (Virtual)

12678 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Herber.

12679 QUESTIONS FROM THE PUBLIC

There were objections regarding the first four items under Planning Matters. All four applications related to buildings and land at Sewell, and it was therefore agreed to address these as a piece under the relevant agenda item.

12680 SPECIFIC DECLARATIONS OF INTEREST

None.

12681 MINUTES

Members agreed that the Minutes of the meeting held on the 8th January 2023 be amended in order to ensure clarity. It was suggested that Minute 12661, Planning Matter CB/23/03975/FULL, should read 'previous automatic door is being replaced with a standard opening door'.

Resolved To amend the Minutes of the meeting held on 8th January 2023 and for these to be signed by the Chairman at the meeting on 19th February 2024.

12682 PLANNING MATTERS

(a) The following planning applications were considered:

CR/S

[CB/23/04122/FULL](#)
(click for more details)

Demolition of commercial building and erection of 4 dwellings with associated landscaping and boundary works
Land at Manor Farm, Sewell Lane, Sewell, Dunstable, LU6 1RP

Sewell Eco Ltd

Comments: The residents of Sewell raised the following objections to the proposed developments at this site:

- Sewell is a designated conservation area, within the green belt, adjoining the Chilterns AONB. The proposal constituted inappropriate development and would inflict significant damage to the openness and landscaping of this part of the green belt. The plans failed to demonstrate the very special circumstances required for development and did not match any of the exceptions set out in para. 145 of the NPPF.
- There were concerns that the proposed development would be detrimental to the local biodiversity.
- The proposed development would have a detrimental impact on the cultural heritage, historic character and setting of the hamlet of Sewell.
- The development, if approved, would represent a significant precedent, seeking to justify development damaging to the quality of the area on the basis of historical structures in the vicinity, including Sewell Manor. This was 'development by stealth' and was an attempt to monetise an area of historical interest.
- Access was via a narrow, rural lane below modern standards and the proposed development represented unacceptable intensification of this access.
- The vehicles required during construction, would have a significant detrimental impact on the access by virtue of its narrowness and junction onto Watling Street.
- Emergency vehicles would face significant access problems due to the narrowness of the lane.
- At present, there was no designated area for bin collection, and this would be exacerbated by any further development.
- A previous successful application has not been properly fulfilled:
 - Part of the new development was signed off without the correct building regs, causing problems for the owners.
 - A road was also meant to be laid but had still not materialised.

CRS

- **There had been several unsuccessful applications in the past and the current plans still failed to address the issues raised on these occasions.**

Members felt that these issues constituted a significant threat to a valued community asset. They noted that there was no report from Historic Britain regarding the archaeological significance of the site and their concerns about the proposed development. The Chiltern Society had, similarly, not been consulted.

Members also believed that this development was in direct contradiction to the values outlined in the Neighbourhood Plan, which was now at referendum stage.

Councillors requested that this application be called in. The deadline to do this was 31st January and Cllr Goodchild agreed to approach the planning officer for guidance in the matter.

[CB/23/04109/LB](#)
(click for more details)

Listed Building: Conversion of threshing barn to form three office units, conversion of stable to provide a single dwelling, demolition of existing commercial unit and erection of 6 dwelling houses including associated parking, landscaping and boundary treatments
Manor Farm, Sewell Lane, Sewell, Dunstable, LU6 1RP
Sewell Eco Ltd

Comments: The residents of Sewell raised the following objections to the proposed developments at this site:

- **Members observed that the setting of the listed building was critical to the area and as such the setting could not be preserved if the cattle shed were to be removed.**
- **Sewell is a designated conservation area, within the green belt, adjoining the Chilterns AONB. The proposal constituted inappropriate development and would inflict significant damage to the openness and landscaping of this part of the green belt. The plans failed to demonstrate the very special circumstances required for development and did not match any of the exceptions set out in para. 145 of the NPPF.**
- **There were concerns that the proposed development would be detrimental to the local biodiversity.**

CRLS

- The proposed development would have a detrimental impact on the cultural heritage, historic character and setting of the hamlet of Sewell.
- The development, if approved, would represent a significant precedent, seeking to justify development damaging to the quality of the area on the basis of historical structures in the vicinity, including Sewell Manor. This was ‘development by stealth’ and was an attempt to monetise an area of historical interest.
- Access was via a narrow, rural lane below modern standards and the proposed development represented unacceptable intensification of this access.
- The vehicles required during construction, would have a significant detrimental impact on the access by virtue of its narrowness and junction onto Watling Street.
- Emergency vehicles would face significant access problems due to the narrowness of the lane.
- At present, there was no designated area for bin collection, and this would be exacerbated by any further development.
- A previous successful application has not been properly fulfilled:
 - Part of the new development was signed off without the correct building regs, causing problems for the owners.
 - A road was also meant to be laid but had still not materialised.
- There had been several unsuccessful applications in the past and the current plans still failed to address the issues raised on these occasions.

Members felt that these issues constituted a significant threat to a valued community asset. They noted that there was no report from Historic Britain regarding the archaeological significance of the site and their concerns about the proposed development. The Chiltern Society had, similarly, not been consulted.

Members also believed that this development was in direct contradiction to the values outlined in the Neighbourhood Plan, which was now at referendum stage.

Councillors requested that this application be called in. Cllr Goodchild agreed to approach the planning officer for guidance in the matter.

[CB/23/04105/FULL](#)
(click for more details)

Change of use stables to form 1 dwelling with associated landscaping, site access and boundary works
Stables, Manor Farm, Sewell Lane, Sewell, Dunstable, LU6 1RP
Mr S McNamara

CRS

Comments: The residents of Sewell raised the following objections to the proposed developments at this site:

- Sewell is a designated conservation area, within the green belt, adjoining the Chilterns AONB. The proposal constituted inappropriate development and would inflict significant damage to the openness and landscaping of this part of the green belt. The plans failed to demonstrate the very special circumstances required for development and did not match any of the exceptions set out in para. 145 of the NPPF.
- There were concerns that the proposed development would be detrimental to the local biodiversity.
- The proposed development would have a detrimental impact on the cultural heritage, historic character and setting of the hamlet of Sewell.
- The development, if approved, would represent a significant precedent, seeking to justify development damaging to the quality of the area on the basis of historical structures in the vicinity, including Sewell Manor. This was 'development by stealth' and was an attempt to monetise an area of historical interest.
- Access was via a narrow, rural lane below modern standards and the proposed development represented unacceptable intensification of this access.
- The vehicles required during construction, would have a significant detrimental impact on the access by virtue of its narrowness and junction onto Watling Street.
- Emergency vehicles would face significant access problems due to the narrowness of the lane.
- At present, there was no designated area for bin collection, and this would be exacerbated by any further development.
- A previous successful application has not been properly fulfilled:
 - Part of the new development was signed off without the correct building regs, causing problems for the owners.
 - A road was also meant to be laid but had still not materialised.
- There had been several unsuccessful applications in the past and the current plans still failed to address the issues raised on these occasions.

Members felt that these issues constituted a significant threat to a valued community asset. They noted that there was no report from Historic Britain regarding the archaeological significance of the site and their concerns about the proposed development. The Chiltern Society had, similarly, not been consulted.

CLS

Members also raised concerns that this development was in direct contradiction to the values outlined in the Neighbourhood Plan, which was now at referendum stage.

Councillors requested that this application be called in. Cllr Goodchild agreed to approach the planning officer for guidance in the matter.

[CB/23/04108/FULL](#)
(click for more details)

Redevelopment of site including the demolition of existing commercial unit (former cattle shed), conversion of stable to provide a single dwelling, conversion of threshing barn to form three office units and erection of 6 dwelling houses including associated parking, landscaping and boundary treatments

Manor Farm, Sewell Lane, Sewell, Dunstable, LU6 1RP
Sewell (Eco) Ltd.

Comments: The residents of Sewell raised the following objections to the proposed developments at this site:

- Sewell is a designated conservation area, within the green belt, adjoining the Chilterns AONB. The proposal constituted inappropriate development and would inflict significant damage to the openness and landscaping of this part of the green belt. The plans failed to demonstrate the very special circumstances required for development and did not match any of the exceptions set out in para. 145 of the NPPF.
- There were concerns that the proposed development would be detrimental to the local biodiversity.
- The proposed development would have a detrimental impact on the cultural heritage, historic character and setting of the hamlet of Sewell.
- The development, if approved, would represent a significant precedent, seeking to justify development damaging to the quality of the area on the basis of historical structures in the vicinity, including Sewell Manor. This was 'development by stealth' and was an attempt to monetise an area of historical interest.
- Access was via a narrow, rural lane below modern standards and the proposed development represented unacceptable intensification of this access.
- The vehicles required during construction, would have a significant detrimental impact on the access by virtue of its narrowness and junction onto Watling Street.

- Emergency vehicles would face significant access problems due to the narrowness of the lane.
- At present, there was no designated area for bin collection, and this would be exacerbated by any further development.
- A previous successful application has not been properly fulfilled:
 - Part of the new development was signed off without the correct building regs, causing problems for the owners.
 - A road was also meant to be laid but had still not materialised.
- There had been several unsuccessful applications in the past and the current plans still failed to address the issues raised on these occasions.
- The present structure cannot convert to a dwelling without payment to previous owner, hence the application for offices; however, if this was deemed unsustainable at a future point, it would be a straightforward process to apply for change of use to residential.
- Under the proposals, the current communal car park would be taken away from residents and reallocated to the office development. It was questionable whether this would leave sufficient parking in the area, especially with offices.
- The proposed cow shed development would be taller than all other structures in the area.

Members felt that these issues constituted a significant threat to a valued community asset. They noted that there was no report from Historic Britain regarding the archaeological significance of the site and their concerns about the proposed development. The Chiltern Society had, similarly, not been consulted.

Members also believed that this development was in direct contradiction to the values outlined in the Neighbourhood Plan, which was now at referendum stage.

Councillors requested that this application be called in. Cllr Goodchild agreed to approach the planning officer for guidance in the matter.

[CB/24/00059/FULL](#)
(click for more details)

Proposed demolition of existing buildings and redevelopment to provide new employment floorspace for a flexible range of uses (within Classes E(g)(iii), B2 and/or B8) with ancillary offices, together with the rationalisation of accesses and provision of yard area, parking, landscaping,

and all other associated works.
Unit 1, Humphrys Road, Dunstable, LU5 4TP
Legal and General Assurance (Pensions Management)
Limited

Comments: The proposed use of the development was uncertain; however, Houghton Regis Town Council raised no substantive objections to this application.

[CB/23/04115/FULL](#)
(click for more details)

Part first floor rear extension
197 Tithe Farm Road, Houghton Regis, Dunstable, LU5 5JF
Ms Kamilah Mefooz

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

[CB/24/00033/FULL](#)
(click for more details)

Single storey extension. Part two storey, part single storey
side and rear extension
8 East Hill Road, Houghton Regis, Dunstable, LU5 5EQ
Mr Sean Trainor

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

Noted:

[CB/24/00097/NMA](#)
(click for more details)

Non-material amendment to planning permission
CB/23/01477/VOC (Variation of condition number 29 of
planning permission CB/16/03378/FULL(Phased
Construction of a new Independent Living Scheme for Older
Persons comprising 168 apartments with support facilities, a
Restaurant & Bar, Retail Units, Cafe, 2no Reablement
Suites, the conversion and Change of Use of a Grade 2 listed
building and the demolition of an existing Sheltered Housing
scheme with associated parking and landscaping.
Amendment sought: Proposed alteration to design to remove
link between the Park Lounge and the Red House. Creation
of new external elevation facing the Red House, new hard
landscaping with gated access between All Saints View and
the Red House. Retain the Red House as a stand alone
building.) Amendment sought: Alteration of infill glazing to
park Lounge and Multi Purpose Room from 3 no panels of
glazing to 1 no panel of glazing, omitting the external access
door to the Park Lounge glazing.
Houghton Regis Centre, Former Co Op Supermarket, High
Street, Houghton Regis

CRS

- [CB/24/00068/DOC](#)
[\(click for more details\)](#) Discharge of Condition 3, 23 & 24 against planning permission CB/21/05575/REG3 (Development of a new leisure centre, incorporating landscaping and parking provisions. Demolition of the existing building and the construction of a new facility to include an eight-lane 25 metre community swimming pool, dedicated learner pool, confidence pool, fitness suite, exercise studio and two squash courts. Building to include a café, community space, creche, children's outdoor play zone and an outdoor fitness trail and public area.)
Houghton Regis Leisure Centre, Parkside Drive, Houghton Regis, Dunstable, LU5 5PX
- [CB/24/00143/DOC](#)
[\(click for more details\)](#) Discharge of Condition 23 against planning permission CB/21/03860/FULL (Community sports facility Enhancements/improvements including upgrading of an existing grass pitch to a floodlit FTP, a new additional pavilion building and additional car parking)
Tithe Farm Recreation Ground, Tithe Farm Road, Houghton Regis
- [CB/23/03675/DOC](#)
[\(click for more details\)](#) Discharge of Conditions 6, 10, 13 against planning permission CB/22/03938/FULL - Demolition of existing barn and garage, provision of a garage to the existing Listed building, conversion of Listed barn into a dwelling and construction of eight new dwellings with associated garages and new access road. Cond 6 Landscaping, Cond 10 Site Contamination Investigation and Cond 13 Noise Insulation.
- [CB/23/03942/DOC](#)
[\(click for more details\)](#) Discharge of Condition 2 against planning permission CB/22/03938/FULL (Demolition of existing barn and garage, provision of a garage to the existing Listed building, conversion of Listed barn into a dwelling and construction of eight new dwellings with associated garages and new access road.)
Red Cow Farm Cottage, Bedford Road, Houghton Regis, Dunstable, LU5 6JP
- [CB/24/00108/DOC](#)
[\(click for more details\)](#) Discharge of Conditions 3,5,6,13 and 14 against planning permission CB/19/04182/FULL (Erection of a new dwelling)
Land adjacent, 134 High Street, Houghton Regis, LU5 5DT
- [CB/24/00067/DOC](#)
[\(click for more details\)](#) Discharge of Conditions 8, 20, 24, 25, 26, 29, 32, 33, 35 against planning permission CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and

distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans.)

Permissions / Approvals / Consents

None received.

Refusals:

None received.

Withdrawals:

None received.

12683 NEIGHBOURHOOD PLAN - UPDATE

Members were informed that the appointed examiner started work on the independent examination of Houghton Regis Town Councils Neighbourhood Plan in October 2023. This had been completed and a 'fact check' report produced, identifying any issues of fact that were incorrect such as place names or figures that were referenced. A pre-issue version of the report was submitted to the Council and qualifying body (Central Bedfordshire Council), mirroring the legal requirement regarding the final report. HRTC and CBC responded to the examiner, in regard to errors raised, by the 23rd January 2024 deadline.

It was confirmed at the meeting that the Neighbourhood Plan had been accepted and was now at referendum stage.

12684 LOCAL PLAN WORKSHOPS

Central Bedfordshire Council were holding a workshop to help shape the new Local Plan for Central Bedfordshire.

The workshop would include an introductory presentation setting out the purpose of the Local Plan followed by two sessions on the following topics:

- Developing the vision and objectives of the Local Plan;
- Developing the approach to engagement and communication with communities, businesses and other key stakeholders.

Three sessions would be held to enable a choice of dates and times to suit availability. Each workshop would be the same.

CRH

- An 'in person' workshop on Tuesday 13th February from 6:15pm-8:45pm at our main office (Priory House, Chicksands, Shefford, SG17 5TQ) or
- A 'virtual' workshop on Wednesday 28th February from 6:30pm-8:30pm, to be held on MS Teams or
- An 'in person' workshop on Thursday 7th March from 3pm-5.30pm at Priory House, Chicksands, Shefford, SG17 5TQ

Two representatives from each Town and Parish Council were invited to attend.

Cllrs Jones and Slough provisionally agreed to attend; however, it was felt that this invitation should be extended to all Councillors. Councillors would be contacted to establish their interest in attending.

Resolved: To nominate two representatives from Houghton Regis Town Council to attend the Local Plan Workshops.

12685 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN- UPDATE/PROGRESS

Woodside Link – No substantive update to report.

A5 M1 Link – No substantive update to report.

All Saints View – No substantive update to report.

Linnere – No substantive update to report.

Bidwell West – No substantive update to report.

Kingsland – No substantive update to report.

Windsor Drive – No substantive update to report.

Section 106 Monies – No substantive update to report.

Resolved: To note the information

The Chairman declared the meeting closed at 7.59pm

Dated this 19th day of February 2024

Chairman

CRK Slough

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**MINUTES OF THE MEETING OF HOUGHTON REGIS PARTNERSHIP
COMMITTEE
HELD AT THE COUNCIL OFFICES, PEEL STREET
ON 14th November 2023**

Present: Town Cllrs: **J Carroll, Y Farrell, W Henderson (Substitute) M Herber, D Jones**
CBC Cllrs: **Cllr T McMahon (Chair), Cllr Hamill, C Alderman, S Goodchild**
CBC Sarah Hughes, Community Engagement Manager (virtual)
Officers:
HRTC Clare Evans, Town Clerk
Officers: Amanda Samuels, Administration Officer

Co-opted member: J Anderson

Apologies: Cllr C Slough (Vice-Chair)
C Regan
D Gibbons

Members of the public: 1

1003 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr C Slough (Cllr W Henderson substituted)

1004 QUESTIONS FROM THE PUBLIC

None

1005 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS


None.

1006 MINUTES

Members were requested to:

1. Approve the Minutes of the meeting held on 18th July 2023;
2. Receive the notes produced from the informal meeting held on 17th October 2023.

Members referred back to item 7 of the informal notes which outlined their concerns relating to the Houghton Regis Day Centre for Older People and the proposed move to All Saint's View.



While the consultation period had closed on 6th November there was still an opportunity to provide input. The Town Council's response to the consultation would go to CBC's Executive and there would be an opportunity at this point for councillors from both Central Bedfordshire and Houghton Regis in addition to members of the public to address the Executive

This item had previously been discussed at the Town Council meeting of 2nd October 2023 (minute 12573) with the following resolutions:

1. To express concerns that the proposed new style of provision may not be able to accommodate the current number of service users and would not be able to offer lunch services and to encourage CBC to explore options to address these concerns;
2. To encourage Central Bedfordshire Council ward Cllrs to scrutinise the current provision and the new provision to ensure they fully appreciate the operational implications prior to making a final decision

Members were asked to consider whether they wished to extend the recommendations to include the second resolution of 2nd October to support the Town Council's response to CBC in relation to the day centre.

Cllr Goodchild proposed the additional recommendation
Cllr Jones seconded
Members voted unanimously to accept the addition

It was also highlighted that a suggestion / statement had been put at the inquorate meeting in relation to the transfer of assets from CBC to HRTC. This statement / question was repeated at this meeting:

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

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

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

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

A list of potential amenities to be transferred include;

- *Parkside Recreation Ground*
- *Tithe Farm Recreation Ground*
- *Grendel Lane*
- *The Red House*
- *Bedford Square Community Centre*
- *Houghton Regis Day Centre*
- *Windsor Drive Open Space*
- *The Scout Headquarters at Cemetery Road*
- *and CBC owned play areas IN Houghton Regis.*

There was some discussion on this and it was advised that further consideration would need to be given to the suggestion.



-
- Resolved:**
1. To approve the Minutes of the meeting held on 18th July 2023 and for these to be signed by the Chairman;
 2. To receive the notes produced from the informal meeting held on 17th October 2023;
 3. To encourage CBC ward Cllrs to scrutinise the current provision and the new provision to ensure they fully appreciate the operational implications prior to making a final decision.

The Chairman declared the meeting closed at 7.22pm

Dated this 23rd day of January 2024

Chairman



HOUGHTON REGIS TOWN COUNCIL
Environment & Leisure Committee
Minutes of the meeting held on
5th February 2024 at 7.00 pm

Present: Councillors: A Slough Chairman
P Burgess
E Cooper
Y Farrell
W Henderson
D Jones (Sub)
T McMahon

Officers: Ian Haynes Head of Environmental & Community Services
Amanda Samuels Administration Officer

Public: 0

Apologies: Councillors: E Costello

Also present: J Carroll

12686 APOLOGIES

Apologies were received from Cllr Costello. Cllr Jones substituted.

12687 QUESTIONS FROM THE PUBLIC

None.

12688 SPECIFIC DECLARATIONS OF INTEREST

None.

12689 MINUTES

To approve the minutes of the meeting held on 18th September 2023.

Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 18th September 2023 and for these to be signed by the Chairman.

**12690 PLEASURE GROUNDS, PUBLIC WALKS AND OPEN SPACES:
BYELAWS**

Members were informed that certain assets adopted or purchased by Houghton Regis since 1989 did not appear on the schedule of assets; therefore, these were not covered by the Town Council's byelaws.

The last review took place 35 years ago, and it was recommended that a review of the schedule and byelaws occur when changes in administration occur and new assets are adopted. This would provide an opportunity to make necessary amendments, thereby keeping the information current.

The HM Government model byelaws have been revised to align with national legislation. It was suggested that Houghton Regis should look to put an amended version of these before Full Council.

Resolved: To consider and Recommend to Council the revocation of the September 1989 byelaws and the replacement with an adapted version of the "HM Governments model byelaws" to be presented to Council for adoption and submission to the Ministry of Housing, Communities and Local Government.

12691 HOUGHTON REGIS IN BLOOM INITIATIVE

Members agreed that participation in the Anglia in Bloom campaign would be beneficial on several levels: it would encourage community involvement, contribute to the Town Council's environmental and sustainability-friendly commitment, and reflect the values within the Corporate Plan.

It was embedded within the UK Shared Prosperity Fund initiative, which was currently awaiting approval from Central Bedfordshire Council; however, the initiative would progress irrespective of approval for the funding.

Resolved: To endorse the creation of the Houghton Regis in Bloom and the inaugural entry of the town into the regional Anglia in Bloom campaign in 2024.

12692 COMPLYING WITH BIODIVERSITY DUTY

Houghton Regis benefitted from a variety of open spaces, parks and gardens, which provided numerous benefits to the residents of the area. The Town Council was committed to meeting and improving biodiversity objectives in line with the Natural Environment and Rural Communities Act 2006 (subsequently bolstered by the Environment Act of 2021). A review of these acts had been carried out and a biodiversity statement produced for recommendation to Council.

Members suggested that it might be beneficial to set specific goals and have a means of measuring the progress for each. It was proposed that occasional reviews of the objectives should be held to reflect on what had been achieved and what future goals needed to be set.

Resolved: To consider and Recommend the endorsement of the Houghton Regis Town Council Biodiversity Statement to the Council.

12693 PLAY AREA IMPROVEMENT PROGRAMME

Members were informed that play areas within Houghton Regis would be ranked and updated in order of need. The smaller play area in Parkside was deemed the most needed improvement, followed by Tithe Farm.

Members were provided with a breakdown of £169,000 S106 contributions: £75,000 was obliged to be spent at the Tithe Farm; £94,000 was available to be spent at Parkside Lower, but a small amount from this some would be contributed towards getting the skate park fenced.

It was suggested that an appropriate sum be allocated in the next budget to consider the annual figure for renewals and ongoing care. As most play areas in Houghton Regis were fenced and safe surfaces in place, it would be possible to focus on replacing equipment as needed. An annual update would include any sites taken on by the Town Council.

Resolved: To endorse the play area improvement programme per the attached Gantt chart and approve the applications to secure S106 monies available for play areas locally.

12694 TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE

Members were provided with the latest financial report, which gave a breakdown of the project. Funding had been secured from a number of sources, and it was hoped that a portion of this could be used for the old pavilion and provide a little contingency.

An application was required to move the car park entrance; this was made in October, and a response was awaiting. Section 278 needed to be approved by Central Bedfordshire Council before the site could be used, irrespective of whether the car park had been completed. It was confirmed that the car park would have a height barrier but would not be gated, as EV charging points would be in situ.

It was uncertain when UKPN would complete the outstanding works, and this caused some delays. It was raised whether the Town Council could indemnify itself against future costs arising directly from delays in works.

Resolved: To formally instruct and award T&B Contractors to complete the remaining outstanding works at Tithe Farm Recreation Ground, i.e. the car parks and lighting, for a total value of £309,116.86.

12695 PURCHASE OF LAND OFF CEMETERY ROAD

Houghton Regis Town Council had been approached with an offer to buy a parcel of land currently owned by the charity Sustrans. The land, which was close to Orchard Close, formed part of a larger green space owned by the Town Council and contained part of the National Cycle Network. Members were informed that the cycle path would remain under the remit of Central Bedfordshire Council. At the same time, the maintenance of grass and hedges would become the responsibility of the Town Council.

Members agreed that the acquisition would be a positive step as it would provide a buffer against the industrial units close to the site and enable Houghton Regis to improve sightlines in the area.

Resolved: To consider and Recommend the purchase of Title Deed BD230229 to the Council on 18th March for a maximum value of £4,500.

12696 VILLAGE GREEN – CIRCUS AND FAIR VISITS 2025

Members agreed that the proposed deposit of £500 would be a suitable incentive for organisers to remove posters once the events had finished. This would also limit the damage to public assets.

The proposed dates for fair and circus visits were considered and determined as follows:

- *Tom Smith's Fun Fair – The Village Green – 7th-21st May*
Members felt that two weeks was an unacceptably long period for the village green to be used. It was suggested that the organisers be contacted to reduce the time to 5 days.
- *Tom Smith's Fun Fair – Parkside Recreation Ground – 22nd-29th July*
It was questioned how popular this event had proven on prior occasions; however, no objections were raised to the event going ahead.
- *Tom Smith's Fun Fair – 2nd-9th September*
The proposed dates clashed with the Houghton Rocks event, and the site would be unavailable.
- *John Lawsons Circus – The Village Green – 14th-23rd October*
Members were happy for the circus event to go ahead as usual.
- *Gumbles Amusements Ltd – The Village Green – 4th-6th May*
Members refused this request as the event fell outside the usual parameters for events and would be held over the May Bank Holiday.

Members felt it would be beneficial to review their approach to circus and fun fair events, considering the suitability of the location and timescale involved. There should be a recovery period between events to limit damage to public areas. Additionally, a time limit should be placed on events, and event organisers should be asked to review their timescales for pulling on and pulling off. Defined parameters could then inform future decisions. At present, no limits exist, which has damaged public areas and undermined the biodiversity aims of the Town Council.

**Resolved: To approve introducing a £500 deposit to cover flyposting and reinstatement per event.
To determine the fair and circus visit dates on The Village Green and Parkside Recreation Ground.**

12697 COMMUNITY FACILITIES AT BIDWELL WEST (FORMERLY KNOWN AS HRN2)

Members were informed that a request had been received from Houghton Regis Community Development Charity regarding the maintenance of the site at Bidwell West. The site was close to the storage pond, which Houghton Regis Town Council will soon maintain.

The charity wished to lease the site for community use and was looking to install a temporary building on the site and potentially a community garden.

Members were advised that the Town Council would adopt grass-cutting responsibilities from the date of transfer for 12 months in order to facilitate community use. It was not anticipated that these duties would be time-intensive and that the costs involved would be negligible.

Members agreed that the benefits to the community would outweigh the cost involved in this temporary arrangement.

Resolved: To determine whether a temporary arrangement for the cutting of amenity grass is undertaken free of charge for a maximum of 12 months from the transfer date to help facilitate community use.

12698 TERRA CROFT LEISURE GARDENS UPDATE

Members were informed that the waiting list for allotments had gone down. The site was doing well, and the next inspections for plots left in November were due to take place on 13th February.

Significant storm damage had been done to structures on the site, and allotment holders were advised of the need to weigh structures down.

It was felt that the expectations of potential allotment holders needed to be managed as they were often unaware of the time required to maintain the plots. In addition, holders were only required to cultivate once a year; however, there was potential to cultivate throughout the year.

12699 INCOME AND EXPENDITURE REPORT

Members were provided with the Income and Expenditure Report for information purposes.

It was noted that the capital expenditure on Tithe Farm distorted the budget for this committee; therefore, a clearer picture was likely to emerge in the coming year.

Income streams were significantly less due to the Section 106 contributions. The request for the release of these had been submitted but had not yet reflected on the income over-expenditure. It was also noted that the deferred income had not yet been transferred.

12700 ENVIRONMENT & LEISURE FEES 2024/25

Members were advised of a proposed 3% fee increase to be applied for 2024/25. This would apply to cricket fees, bowls fees and land hire for fun fairs and circuses. There would be no increase on allotments and the football pitch fees would be reviewed separately, thereby avoiding a mid-season increase. The fee for use of the Village Green for residents and community groups would remain at £6.00.

Members agreed with the proposed rise but felt that figures should be rounded down for simplification.

It was confirmed that VAT did not apply to sport-related events; however, VAT would continue to be added to events at Moore Crescent that were not sport-related.

Resolved: To set fees under the control of the Environment & Leisure Committee for 2024/2025 at a 3% increase on 2023/24 on highlighted fees

12701 ADULT OUTDOOR GYM FOR PARKSIDE RECREATION GROUND LOCATION

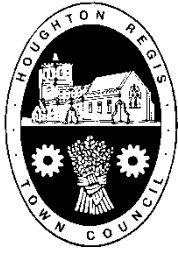
Members were asked to consider the proposed site of the adult outdoor gym. It was agreed that the proposed site was well placed, sufficiently distant from the children's play area and close to parking facilities.

Resolved: To agree to the location of the adult outdoor gym for Parkside Recreation Ground as shown.

The Chairman declared the meeting closed at 8.55 pm.

Dated this 29th day of April 2024

Chairman



ENVIRONMENT & LEISURE COMMITTEE

Date: 5th February 2024

Title: Purchase of Road Off Cemetery Road

Purpose of the Report: To receive a report on the approach made by Railway Paths Ltd on behalf of national charity Sustrans on the potential sale of a small part of a larger local green space known locally as “Dog Kennel Down”. In part, the land carries a cycle path, which forms part of Route 6 of the National Cycle Network, and the other parts form part of the wider recreational land owned by the Town Council.

Contact Officer: Ian Haynes – Head of Environmental and Community Services

1. RECOMMENDATION

To consider and Recommend the purchase of Title Deed BD230229 to the Council for a maximum value of £4,500.

2. BACKGROUND

In November 2023, Railway Paths Ltd contacted the Town Council on behalf of national charity Sustrans, who are the custodians of the National Cycle Network. They own a small part of a larger green space known locally as “Dog Kennel Down”. In part, the land carries a cycle path, which forms part of Route 6 of the National Cycle Network, and the other parts form part of the wider recreational land owned by the Town Council.

A Title Plan of the land owned by Sustrans is attached. Also attached is an aerial picture of the land and the surrounding land owned by the Town Council, which is provided for indicative purposes.

The land owned by Sustrans is a small section of land. They do not own any other land in the immediate area. It is unclear why Sustrans came to purchase it. It is assumed it was purchased to help facilitate the creation of the cycle path along this route.

Railway Paths Ltd are enquiring whether, as the significant adjoining landowner, the Town Council would be interested in purchasing this land, particularly as it forms part of the wider recreational land owned by the Town Council.

3. ISSUES FOR CONSIDERATION

As a registered charity, Sustrans must comply with the Charities Act 2011 (as amended) when disposing of land. This Act requires charities to obtain a written valuation report from a designated adviser prior to agreeing to dispose of land. As such, the parcel of land offered to the Town Council has been valued at a modest £4,500+VAT.

The Town Council is currently the only adjoining landowner who has been approached. This should be considered a private sale of the freehold to the Town Council for a price.

Sustrans will meet their own legal and surveyor's costs in this instance.

4. HRTC CORPORATE PLAN

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

- 1.1 Improve integration between existing and new communities.
- 1.2 Support the sense of arrival and identity.
- 1.7 Strengthen Houghton Regis's landscape character and agricultural heritage.

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

- 2.4 Maximise the value of HRTC assets.

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

- 3.1 Improve environmental quality and sustainability.

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

- 4.6 To actively consider and weight the impact of new and existing initiatives and services.

5. IMPLICATIONS

Corporate Implications - There are no corporate implications arising from the recommendations.

Legal Implications - Sustrans must comply with the Charities Act 2011 (as amended) when disposing of land. The powers of local councils to acquire land by agreement or gift are contained mainly in section 124 of the Local Government Act 1972.

Financial Implications – Sustrans's approach wasn't planned or expected. The Town Council's general reserves will have to be used to secure the parcel of land.

Risk Implications - There are no risk implications arising from the recommendations.

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

Climate Change Implications - No climate change implications arise from the recommendations. However, supporting the custodians of the National Cycle Network must be considered to have more comprehensive benefits.

Press Contact - There are no press implications arising from the recommendations.

6. CONCLUSION AND NEXT STEPS

If Members are minded, purchasing this small parcel of land will form part of the wider recreational land already owned by the Town Council.

It will allow for sight lines to be opened up and improve natural supervision in the area.

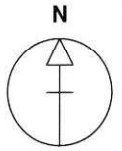
7. APPENDICES

Appendix A: Title Plan BD230229

Appendix B: Indicative plan highlighting land already owned by the Town Council.



TITLE NUMBER
BD230229



BEDFORDSHIRE : SOUTH BEDFORDSHIRE

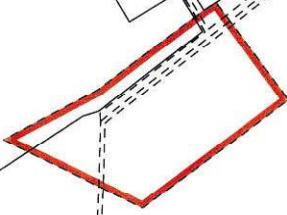
ORDNANCE SURVEY MAP REFERENCE:

TL0123SE

SCALE 1:2500 Reduced from 1/1250

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Woodside
Park
Industrial
Estate



Works

Works

FOSTER AVENUE

ARENSON WAY



Playing fields owned
by Town Council

FOR INDICATIVE PURPOSES ONLY

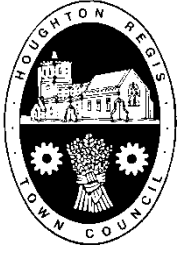


Recreational land owned
by Town Council

Agenda Item 8

Pillar	Pillar Title	Pillar Description	Objective	Objective Description	Committee
P1	Town And Community	<i>To unify all areas of the parish as one community and foster civic pride in our town</i>	1.1	Improve integration between existing and new communities.	Community Services Committee
			1.2	Support the sense of arrival and identity.	Community Services Committee
			1.3	Create a stronger, more robust and engaging town centre offer.	Partnership Committee
			1.4	Develop an annual programme of community events across the Parish.	Community Services Committee
			1.5	Improve the visual appearance of the town centre.	Partnership Committee
			1.6	Protection and promotion of cultural and heritage assets.	Environment & Leisure
			1.7	Strengthen Houghton Regis's landscape character and agricultural heritage.	Environment & Leisure
P2	Local Services And Facilities	<i>To provide a broad range of high quality services and facilities for our residents, visitors and businesses</i>	2.1	Work with partners to improve the quality and accessibility of the public realm in the town centre.	Partnership Committee
			2.2	Continue to work with key partners to address crime and anti-social behavior.	Community Services Committee
			2.3	Establish a town centre hub for the delivery of centrally based services, such as HRTC's offices, a youth centre and a tourist information/ heritage centre.	Community Services Committee
			2.4	Maximise the value of HRTC assets.	Environment & Leisure Committee
			2.5	Maintain and enhance sporting provision both at existing and soon-to-be-adopted sites.	Environment & Leisure Committee
			2.6	Stimulate local business development and employment and training opportunities.	Partnership Committee
			2.7	Promote awareness of our town, its assets and opportunities for businesses and investment.	Community Services Committee
P3	Quality Of Life	<i>To enhance the quality of life of our residents</i>	3.1	Improve environmental quality and sustainability.	Environment & Leisure Committee
			3.2	Encourage a healthier lifestyle through healthy eating, smoking & vaping cessation and improved activity levels.	Community Services Committee

		3.3	Improve access to services and support through the provision of a network of Parish-wide community hubs.	Community Services Committee
		3.4	Improve existing and develop new opportunities for young people across the parish.	Community Services Committee
		3.5	Continue to explore options for a new cemetery.	Environment & Lesiure Committee
		3.6	Continue to provide a Town Council Community Grant Scheme.	Community Services Committee
P4	Management And Operations		<i>To improve the efficiency and effectiveness of the Town Council as the key local service provider</i>	
		4.1	Develop a 5-year financial & staffing plan.	Corporate Services Committee
		4.2	Identify external/ partnership funding sources for council projects.	As applicable
		4.3	Extend IT infrastructure and software to better support the council.	Corporate Services Committee
		4.4	Work with CBC and other stakeholders to explore opportunities for the adoption of additional community assets by the Town Council.	As applicable
		4.5	Enhance the role of the council.	As applicable
		4.6	To actively consider and weight the impact of new and existing initiatives and services.	As applicable



CORPORATE SERVICES

Agenda Item 9

Date: 18th March 2024

Title: STRATEGIC POLICES 2024/25

Purpose of the Report: To provide information to members to enable a review of the Town Councils strategic polices prior to them being presented at the Town Council meeting to be held on the 15th May 2024.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

To recommend to the Annual Meeting of Town Council approval of the following:

- Scheme of Delegation as amended
- Committee Functions & Terms of Reference as amended
- Standing Orders
- Financial Regulations as amended

2. BACKGROUND

The town councils' strategic policies (Standing Orders, Financial Regulations, Scheme of Delegation and Committee Functions & Terms of Reference) are normally presented to members, for review, at the council's annual general meetings (AGM's).

In particular standing order 4 j states:

Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:

- iii. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- iv. Review of the terms of reference for committees

3. ISSUES FOR CONSIDERATION

In order to expedite the business on the agenda on the 15th May 2024, members are provided with the opportunity to consider key council policies at this meeting. In accordance with Standing Orders these policies will be presented to Town Council at the AGM on the 15th May 2024.

The following points are being put forward for discussion:

Scheme of Delegation (Appendix A)

Members are provided with a revised Scheme of Delegation. This Scheme of Delegation sets out how the Council delegates some of its powers and duties to Officers of the Council. These delegations are necessary for the effective day to day running of the Council and to prevent operational decisions having to come to a Committee/Council meeting for consideration. Members will find the track changed document attached.

Committee Functions & Terms of Reference (Appendix B)

- An additional paragraph has been included at the beginning of the document which sets out the normal meeting pattern for Committees, Sub Committees and Working Groups.
- To dissolve the Allotment Working Group – Allotments are an operational service function of the Town Council. Any guidance on strategic or policy matters will be referred to the Environment & Leisure Committee as necessary. Members will see, should members be agreeable to the dissolution of this working group, that track changes are shown in the document.
- Membership of Personnel Sub Committee – Members make like to consider the suggestion that this Sub-Committee should comprise of the Mayor and Chairs of standing committee or their nominated representative, if necessary.
- Events Working Group - this group to date has met on a monthly basis and provides operational input into the council's events. As the council is growing in size it is suggested that council should be providing strategic direction rather than operational direction. As such Members may like to consider the following options:
 1. Leave as existing
 2. Reduce the frequency
 3. Change to a sub-committee to enable public participation
 4. Request that a report on events is provided to the Community Services Committee to enable member and public input.Officers support option 4 as this aligns with the events organised by the Community Services Manager whilst introducing public participation opportunities. Members may like to consider inviting members of the community to input into council events through less formal measures such as hosting pre event engagement opportunities. Members of the public may find less formal engagement opportunities more encouraging.
- Partnership Committee – members are requested to consider whether this committee should comprise of a nominated representative from each standing committee. If supported, this requirement will be incorporated into the committee membership working document as circulated to members ahead of the Council's AGM in May.

For information-

Terms of Reference informs members of the relevant committee/sub-committee those matters for which they are collectively responsible for. The function of a committee/sub-committee is to exercise powers and duties, in accordance with the Council's approved Standing Orders, on

matters delegated to them as decided by Council or a Standing Committee. This includes the membership numbers.

Standing Orders (Appendix C)

This policy is put forward without any suggestions for alteration / amendment.

Financial Regulations (Appendix D)

The following amendments are suggested and shown as track changes within the document:

4.4 An increase of the budgetary limit for expenditure incurred in cases of extreme risk. Limit from £1,000 to £2,500.

4.7 Changes to the wording.

5.6 c) Changes to the wording.

Members are requested to note that it is anticipated that NALC will be issuing revised model Financial Regulations during March. Once received the changes will be assessed and members advised accordingly.

4. HRTC CORPORATE PLAN

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

4.5 Enhance the role of the council.

5. IMPLICATIONS

Corporate Implications

- Presented to preliminary review.

Legal Implications

- There are no legal implications arising from the recommendations

Financial Implications

- There are no financial implications arising from the recommendations

Risk Implications

- There are no risk implications arising from the recommendations

Equalities Implications

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

This policy does not discriminate.

Climate Change Implications

There are no climate change implications arising from the recommendations

Press Contact

It is not considered necessary to contact the press in relation to this matter.

6. CONCLUSION AND NEXT STEPS

By presenting the policies now allows the opportunity to discuss amendments to the key council policies, prior to these policies being presented at the councils AGM.

7. APPENDICES

Appendix A	Scheme of Delegation
Appendix B	Committee Functions & Terms of Reference
Appendix C	Standing Orders
Appendix D	Financial Regulations



Houghton Regis Town Council

Scheme of Delegation

Date of Approval:	Town Council 18 th April 2016
Date of Review:	24 th May 2017; 3 rd July 2018; 15 th May 2019; 20 th July 2020, 12 th May 2021, 18 th May 2022, 17 th May 2023

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

~~1. Responsible Financial Officer~~

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

~~2. Proper Officer~~

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

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

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

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

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

~~3. Council~~

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

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

~~4. Standing Committees~~

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

~~5. Sub-Committees and Working Groups~~

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

6 — Delegation — Limitations

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

This Scheme of Delegation sets out how the Council delegates some of its powers and duties to Officers of the Council. These delegations are necessary for the effective day to day running of the Council and to prevent every decision having to come to a Committee/Council meeting for agreement. This Scheme of Delegation will be reviewed by Council annually alongside the review of Standing Orders and Financial Regulations.

This scheme does not delegate to Officers any matter that is reserved by law to the Council or may not be delegated to an Officer.

The Town Clerk may delegate any powers and duties to other Officers within the Council. A delegation to a subordinate Officer shall not prevent the Town Clerk from exercising the same power or duty at the same time

The Town Clerk shall exercise these powers in accordance with:

- approved budgets
- Council’s Standing Orders & Financial Regulations
- Council’s Policies
- All statutory common law and contractual requirements

The Scheme places an obligation on Officers to keep Members of the Council properly informed of any action arising under these delegations and to record decisions.

<u>GENERAL</u>		
<u>1</u>	<u>To exercise any statute, regulation of order which confers functions or duties of the Proper Officer</u>	<u>Town Clerk</u>
<u>2</u>	<u>To sign, or where appropriate, have sealed on behalf of the Town Council any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Town Council</u>	<u>Town Clerk</u>
<u>3</u>	<u>To Take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation to the Council</u>	<u>Town Clerk</u>
<u>4</u>	<u>To institute and appear in legal proceedings authorised by the council</u>	<u>Town Clerk</u>
<u>5</u>	<u>To appear or make representations to any tribunal or public Inquiry into any matter in which the Council has an interest (in its own right or on behalf of the citizens of Shrewsbury)</u>	<u>Town Clerk</u>
<u>6</u>	<u>To alter the date or time of a Council, Committee, Working Group meeting but, before doing so shall consult the Mayor, Group Leaders or Committee Chairmen</u>	<u>Town Clerk</u>

<u>7</u>	<u>To decide arrangements for the closure of the council Offices in the Christmas/New Year period, subject to consultation with the Mayor/Leader</u>	<u>Town Clerk</u>
<u>8</u>	<u>To deal with the day-to-day matters relating to the use and hiring of Council Buildings</u>	<u>Head of Democratic Services</u>
<u>9</u>	<u>To negotiate and enter into contractual arrangements for artistes/promoters in relation to events held in Shrewsbury organised by the Town Council</u>	<u>Civic & Events Manager</u>
<u>10</u>	<u>To act as the Council's Designated Officer for the purposes of the Freedom of Information Act 2000</u>	<u>Town Clerk</u>
<u>11.</u>	<u>To apply for planning consent for the carrying out of development by the Town Council.</u>	<u>Town Clerk</u>
<u>12.</u>	<u>To respond to consultations on planning applications/highway matters/rights of way matters/street naming and other matters subject to the comments of the Planning Committee</u>	<u>Head of Democratic Services</u>
<u>13</u>	<u>To respond to complaints made under the Council's complaints procedure and to make such ex-gratia payments in settlement of such complaints as are considered justified, subject to ratification by the Corporate Services Committee</u>	<u>Town Clerk</u>
<u>14</u>	<u>To manage, monitor and review the Council's internal control procedures</u>	<u>Town Clerk</u>
<u>15</u>	<u>To manage, monitor and review the Council's Corporate Risk Management Strategy</u>	<u>Town Clerk</u>
<u>16</u>	<u>To arrange all civic ceremonies and ancillary events in consultation with the Mayor</u>	<u>Civic & Events Manager</u>
<u>17</u>	<u>To maintain the Council's Standing Orders</u>	<u>Town Clerk</u>
<u>FINANCIAL</u>		
<u>18</u>	<u>To be the Responsible Financial Officer for the purposes of s151 Local Government Act 1972</u>	<u>Town Clerk</u>
<u>19</u>	<u>To determine the financial management and accounting procedures and extent of financial records</u>	<u>Town Clerk</u>
<u>20</u>	<u>To operate the Council's banking arrangements</u>	<u>Town Clerk</u>
<u>21</u>	<u>To pay all accounts properly incurred</u>	<u>Town Clerk</u>
<u>22</u>	<u>To pay all subscriptions to organisations to which Council belongs.</u>	<u>Town Clerk</u>
<u>23</u>	<u>To pay salaries and allowances</u>	<u>Town Clerk</u>
<u>24</u>	<u>To act as the Council's Administrator for the Bedfordshire Pension Fund</u>	<u>Town Clerk</u>
<u>25</u>	<u>To collect all income due to the Council including appropriate interest and costs</u>	<u>Town Clerk</u>
<u>26</u>	<u>To make all necessary arrangements for the provision of internal and external audit service for the Council</u>	<u>Town Clerk</u>
<u>27</u>	<u>To negotiate settlements in connection with claims made by and against the Council in consultation with the Council's Insurers where appropriate.</u>	<u>Town Clerk</u>
<u>28</u>	<u>To incur expenditure on revenue items with the approved estimates and budgets</u>	<u>Town Clerk</u>

<u>29</u>	<u>To incur expenditure on capital schemes within the Council's approved Capital Programme</u>	<u>Town Clerk</u>
<u>30</u>	<u>To use the Repairs & Maintenance Budgets for the maintenance, replacement or repair of existing buildings, plant, vehicles or equipment</u>	<u>Head of Grounds and Environmental Services</u>
<u>31</u>	<u>To enter into leasing and/or contract hire agreements for the acquisition of vehicles, machinery and equipment on such items as are considered appropriate</u>	<u>Head of Grounds and Environmental Services</u>
<u>32</u>	<u>To accept quotations or tenders for work, supplies or services (where tenders are required by the Council's Financial Regulations) subject to:</u> <ul style="list-style-type: none"> • <u>The cost not exceeding the approved budget</u> • <u>The tender being the most economically advantageous to the Council according to the criteria set out in the tender documentation</u> • <u>All the requirements of the Council's Financial Regulations being complied with</u> 	<u>Town Clerk</u>
<u>33</u>	<u>To carry out virements of sums between cost centres in accordance with the Council's Financial Regulations</u>	<u>Heads of Service</u>
<u>34</u>	<u>To exercise the powers of the Council to borrow and invest</u>	<u>Town Clerk</u>
<u>35</u>	<u>To manage investments. Apply for and repay loans as appropriate in accordance with the Financial Regulations.</u>	<u>Town Clerk</u>
<u>36</u>	<u>To authorise action for the recovery of debts</u>	<u>Town Clerk</u>
<u>37</u>	<u>To write-off debts up to £1000 where the sum is considered irrecoverable.</u>	<u>Town Clerk</u>
<u>38</u>	<u>To maintain a Register of Assets and Inventory of Equipment</u>	<u>Town Clerk</u>
<u>39</u>	<u>To determine the Council's insurance requirements on behalf of the Council</u>	<u>Town Clerk</u>
<u>40</u>	<u>To make all necessary arrangements for the Council's insurances.</u>	<u>Town Clerk</u>
<u>41</u>	<u>To enter into contracts for the purchase and supply of goods and services for the use in their respective services within estimates</u>	<u>Town Clerk</u>
<u>42</u>	<u>To prepare a draft budget for consideration by the Council</u>	<u>Town Clerk</u>
<u>43</u>	<u>To prepare the final accounts for each financial year</u>	<u>Town Clerk</u>
<u>44</u>	<u>To pay full compensation for loss where the Council is likely to be legally liable to pay compensation, where sued</u>	<u>Town Clerk</u>
<u>45</u>	<u>To pay any proved out of pocket expenses of complaints where complaint is upheld</u>	<u>Town Clerk</u>
<u>46</u>	<u>To provide banking facilities for the Mayor's Charity Fund and to pay the Mayor's Annual Allowance as may be determined from time to time</u>	<u>Town Clerk</u>
<u>47</u>	<u>To maintain the Council's Financial Regulations</u>	<u>Town Clerk</u>
<u>EMPLOYMENT</u>		
<u>48</u>	<u>To exercise the functions of the Council's Head of Paid Service under S4 Local Government & Housing Act 1989</u>	<u>Town Clerk</u>
<u>49</u>	<u>To manage the Council staff in accordance with the Council's Policies, Procedures and Budget</u>	<u>Town Clerk</u>
<u>50</u>	<u>To appoint posts including apprentices</u>	<u>Town Clerk</u>

<u>51</u>	<u>To appoint temporary employees as and when required within the budget estimates</u>	<u>Town Clerk</u>
<u>52</u>	<u>To prepare job description and person specifications, placing of advertisements and short-listing</u>	<u>Town Clerk</u>
<u>53</u>	<u>To approve individual salary grading within any job evaluation grading structure approved by Council</u>	<u>Town Clerk</u>
<u>54</u>	<u>To manage staff performance</u>	<u>Town Clerk</u>
<u>55</u>	<u>To control discipline and performance, including power of suspension and dismissal</u>	<u>Town Clerk</u>
<u>56</u>	<u>To exercise Disciplinary & Grievance Procedures in accordance with the Council's Procedures</u>	<u>Town Clerk</u>
<u>57</u>	<u>To determine approved duties for payment of travel, subsistence and car allowances to Officers where they represent the Council</u>	<u>Town Clerk</u>
<u>58</u>	<u>To approve/refuse applications for re-grading, remove any bars in salary scales and to authorise salary increments and accelerated increments.</u>	<u>Town Clerk</u>
<u>59</u>	<u>To approve the payment of overtime</u>	<u>Town Clerk</u>
<u>60</u>	<u>To agree minor variations to the conditions of employment</u>	<u>Town Clerk</u>
<u>61</u>	<u>To implement and monitor arrangements for annual leave, flexi-time, sickness absence, maternity and paternity leave in accordance with the Council's Policies</u>	<u>Town Clerk</u>
<u>62</u>	<u>To authorise training in line with Council's Policies</u>	<u>Town Clerk</u>
<u>63</u>	<u>To authorise the provision of branded clothing & PPE</u>	<u>Town Clerk</u>
<u>64</u>	<u>To approve the payment of claims from employees for compensation for loss or damage to personal property</u>	<u>Town Clerk</u>
<u>65</u>	<u>To negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal</u>	<u>Town Clerk</u>
<u>66</u>	<u>To agree to premature retirement on the grounds of duly certified ill health</u>	<u>Town Clerk</u>
<u>67</u>	<u>To terminate employment during probation and to review salary on completion of probationary periods.</u>	<u>Town Clerk</u>
<u>68</u>	<u>To commission legal and professional advice on staffing matters</u>	<u>Town Clerk</u>
<u>69</u>	<u>To represent the Council at any conference, meeting, or inquiry to which the Council is invited unless the Council has indicated otherwise and to exercise any voting rights conferred by the corporate membership of any body</u>	<u>Town Clerk</u>
<u>70</u>	<u>To offer training to Councillors</u>	<u>Town Clerk</u>
<u>71</u>	<u>To exercise any functions delegated to the Town Clerk in his/her absence</u>	<u>Head of Corporate Services</u>
<u>PROPERTY</u>		
<u>72</u>	<u>To manage land and property of the Council</u>	<u>Head of Grounds and Environmental Services</u>
<u>73</u>	<u>To agree the terms of any lease, licence, conveyance or transfer</u>	<u>Town Clerk</u>
<u>74</u>	<u>To sell surplus materials, vehicles, plant, equipment and goods, salvage scrap and other waste</u>	<u>Head of Grounds and</u>

		<u>Environmental Services</u>
<u>75</u>	<u>To grant easements, wayleaves and licence over Council land</u>	<u>Town Clerk</u>
<u>76</u>	<u>To initiate legal action or proceedings against unauthorised encampments or encroachments on Council land</u>	<u>Town Clerk</u>
<u>77</u>	<u>To direct the custody of Council property and documents in accordance with s226 Local Government Act 1972</u>	<u>Town Clerk</u>
<u>78</u>	<u>To exercise responsibility for the safe custody and maintenance of the Civic Regalia</u>	<u>Town Clerk</u>
<u>79</u>	<u>To place architectural, quantity surveying, civil engineering and other similar specialist work with outside agencies within the appropriate fee scale and the Council's relevant estimates, standing orders and financial regulations</u>	<u>Town Clerk</u>
<u>80</u>	<u>To appoint the Principal Contractor and Planning Supervisors for the purposes of the Construction (Design and Management) Regulations.</u>	<u>Town Clerk</u>
<u>81</u>	<u>To requisition off site services in respect of any construction contract approved by the Council for which he acts as Architect or Contract Administrator</u>	<u>Town Clerk</u>
<u>82</u>	<u>To make applications for all statutory consents necessitated by any approved Council proposal or development</u>	<u>Head of Grounds and Environmental Services</u>
<u>83</u>	<u>To engage valuers or selling agents on behalf of the Council</u>	<u>Town Clerk</u>
<u>HEALTH AND SAFETY</u>		
<u>84</u>	<u>To oversee the discharge of the Council's responsibilities under the Health & Safety at Work Act 1974</u>	<u>Town Clerk</u>
<u>LEGAL PROCEEDINGS</u>		
<u>85</u>	<u>To take and discontinue legal proceedings in any court or at any tribunal</u>	<u>Town Clerk</u>
<u>86</u>	<u>To take Counsel's advice or instruct Counsel to represent the Council</u>	<u>Town Clerk</u>
<u>87</u>	<u>To seek injunctions and commence proceedings for the purposes of:</u> <ul style="list-style-type: none"> <u>• Enforcement in accordance with the Council's Policies</u> <u>• Recovering Money due to the Council</u> <u>• Recovering or otherwise preserving possession of the Council's land or property</u> <u>• Defending the interests of the Council</u> <u>• Appealing against a decision affecting the interests of the Council and responding to appeals against action taken by the Council</u> 	<u>Town Clerk</u>
<u>88</u>	<u>To represent the Council at Court or any tribunal or to make arrangements for appropriate representation</u>	<u>Town Clerk</u>
<u>89</u>	<u>To negotiate and settle the terms of documents to give effect to a decision of the Council or any of the Committees or any officer acting under delegated powers</u>	<u>Town Clerk</u>
<u>90</u>	<u>To be the responsible officer for the co-ordination and operation of the legal requirements under the Data Protection Act and the Freedom of Information Act</u>	<u>Town Clerk</u>
<u>91</u>	<u>To serve requisitions for information</u>	<u>Town Clerk</u>

<u>92</u>	<u>To authorise any member of staff to swear affidavits as to matter within their knowledge in any court proceedings involving the Council</u>	<u>Town Clerk</u>
<u>93</u>	<u>To authorise any member of staff to appear on behalf of the Council before a Magistrate's Court</u>	<u>Town Clerk</u>
<u>RECREATION & EVENTS</u>		
<u>94</u>	<u>To grant permissions for the use of recreational open space in accordance with Council Policy and statutory requirements</u>	<u>Head of Grounds and Environmental Services</u>
<u>95</u>	<u>To organise sporting, recreational, cultural events and entertainments in accordance with approved budget provision and the Council's Financial Regulations</u>	<u>Civic & Events Manager</u>
<u>96</u>	<u>To liaise with the Safety Advisory Group and carry out any necessary actions arising from recommendations from that body.</u>	<u>Civic & Events Manager</u>



Houghton Regis Town Council

Committee Functions & Terms of Reference

Date of Approval:	Town Council 20 th May 2015
Date of Review:	18 th May 2016; 24 th May 2017 (amendments to HRNPSG approved 9 th October 2017); 3 rd July 2018; 15 th May 2019; 5 th May 2021, 18 th May 2022, 17 th May 2023

1. Introduction

1.1 Meetings of Houghton Regis Town Council are to be conducted in accordance with the approved Standing Orders of Houghton Regis Town Council.

1.2 Legislation requires certain statutory functions of Houghton Regis Town Council to be discharged by the council itself. Houghton Regis Town Council cannot delegate responsibility to a committee or sub-committee for:

1. levying or issuing a precept,
2. borrowing money,
3. approving the council's annual accounts,
4. considering an auditor's report made in the public interest,
5. confirming (by resolution) that it has the statutory criteria to exercise the power of general competence or
6. adopting or revising the council's code of conduct.

1.3 The days and times of meetings will be set as far as possible on the following basis:

Town Council & Standing Committees – Mondays, or the next working day following a Bank Holiday, at 7pm

Annual General Meeting (AGM) - Wednesdays

Partnership – Tuesdays at 7pm

Sub Committees – Mondays, or the next working day following a Bank Holiday, at 6pm

Working groups – Monday to Friday to start no earlier than 9.30am and to conclude no later than 6.30pm. Should we remove Friday? Not sure anyone would want to attend a meeting at 6.30pm on a Friday.

Inhouse Member training, open sessions, briefings – Mondays or Tuesdays at 6pm

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

3. Functions & Terms of Reference

Town Council

Terms of Reference

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

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

At other meetings of the Council:

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

Corporate Services as to any policy matters arising from them.

- To receive reports from committees and recommendations made therein.
- To receive the Town Mayors announcements.
- To consider and approve any short or long-term borrowing requirements including interest rates and borrowing period;
- To approve a 4-year rolling programme of policy review
- To receive conclusions drawn at any meeting of the Complaints and Complaints Appeals Sub-Committees.
- Monitor and review risk management issues (this line has been added as it now comes under Town Council, following a recommendation from the IA). This line has been removed from Corporate Services ToR.

Functions

- The Town Council consists of all councillors.
- The quorum shall be one third of all councilors (five)
- In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.
- In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
- If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.

Corporate Services Committee

Terms of Reference

- 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 consider the suitability of the current office provision and the requirements of future office provision.
- 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 an annual report (based on the previous financial year) on loans taken out, repayments made and outstanding liability
 - To confirm the use of direct debits, standing orders, BACS, CHAPS
- Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- To recommend to Council the writing off of irrecoverable amounts.
- To assemble and submit to the Town Council estimates of income and expenditure for each financial year in respect of all the services of this Committee no later than 30th November each year.
- To monitor periodically the income and expenditure of the Committee.
- To consider and determine any proposed expenditure or reduction in income for which no provision has been made in the approved budget.
- To set the level of charges for facilities in respect of all the services of this Committee.
- 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

Functions

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

Environment & Leisure Committee

Terms of Reference

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

this Committee.

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

Functions

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

Community Services Committee

Terms of Reference

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

30th November each year.

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

Functions

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

Planning Committee

Terms of Reference

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

- To consider and determine any proposed expenditure or reduction in income for which no provision has been made in the approved budget.
- Reviewing policies of the Council as required by the Policy Document Review Schedule
- To consider all planning related applications within the Parish and to make representations to the appropriate authority on behalf of the Town Council.
- To consider matters surrounding the growth proposals, including strategic development proposals and documents from local authorities and other agencies and bodies.
- To consider highways proposals from local authorities and other agencies and bodies and to make representations to the appropriate authority on behalf of the Town Council.
- To oversee the development and introduction of a Neighbourhood Plan for Houghton Regis.

Delegated Powers to Officers – Planning

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

Functions

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

Houghton Regis Town Partnership

This is a joint Houghton Regis Town Council and Central Bedfordshire Council

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

Complaints Sub-Committee (reporting to Town Council)

Terms of Reference

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

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

Functions

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

Complaints Appeals Sub-Committee (reporting to Town Council)

Terms of Reference

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

Functions

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

Personnel Sub-Committee (Reporting to Corporate Services Committee)

Terms of Reference

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

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

Functions

- The Personnel Sub-Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Personnel Sub-Committee shall consist of 5 Councillors (to consist of the Mayor and Chairs/Vice Chairs of Standing Committees)
- Membership of the Sub Committee shall be drawn from Town Council
- The quorum shall be three members.

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

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

Terms of Reference

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

Functions

- The Disciplinary, Grievance and Appeals Sub-Committee shall consist of 3 Councillors.
- Membership of the Sub Committee shall be drawn from ~~Town Council~~ Corporate Services.
- The quorum shall be three members.

Proposed New Cemetery Sub Committee (reporting to Town Council)

Terms of Reference

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

Functions

- The Proposed New Cemetery Sub Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Proposed New Cemetery Sub Committee shall consist of 5 members. The quorum shall be half of its members (three).

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

Terms of Reference

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

Functions

- The Events Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- The Events Working Group shall consist of 5 members. As the Working Group has no delegated authority to take decisions there is no quorum of members required.

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

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

Functions

- The Pride of Houghton Awards Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- The Pride of Houghton Awards Working Group shall consist of 5 councillors. The quorum shall be three members.
- The Pride of Houghton Awards Working Group shall not comprise of any co-opted members or members of the Events Working Group.

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

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

Functions

- The Combating Crime Working Group shall function and operate in accordance

with the Council's approved Standing Orders.

- The Combating Crime Working Group shall consist of five councillors. The quorum shall be half its members (three).

Neighbourhood Plan Steering Group (reporting to Planning Committee)

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

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

Allotment Working Group

Terms of Reference

~~—To consider all matters relating to the provision and management of allotments in Houghton Regis including:~~

- ~~• New site specification~~
- ~~• Allotment associations~~
- ~~• Allotment tenancies~~
- ~~• Management~~
- ~~• Fees and charges~~

Functions

- ~~0. The Allotment Working Group shall function and operate in accordance with the Council's approved Standing Orders.~~
- ~~0. The Allotment Working Group shall consist of five Councillors. The quorum shall be half of its members (three)~~

APPENDIX A

Houghton Regis Town Partnership Committee ¹

Purpose

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

Objectives

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

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

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

Membership

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

Who must be elected representatives of the wards.

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

Meetings and Quorum

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

Chairman and Vice Chairman

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

Secretariat

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

Decision making arrangements

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

Co-option

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

Governance

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

APPENDIX B

Houghton Regis Neighbourhood Plan Steering Group

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

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

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

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



Houghton Regis Town Council

Standing Orders

Date of Approval:	Town Council 22 nd June 2015
Date of Review:	18 th May 2016; 18 th July 2017; 3 rd July 2018; 8 th October 2018 (following advice from NALC); 15 th May 2019; 18 th May 2022; 17 th May 2023

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

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Appendix A – Procedure for Recording Meetings

PREFACE

This is a set of Standing orders based on the model set of Standing orders produced by NALC (April 2018), revised 2020 and updated April 2022. Standing Orders that are in **bold type** contain legal and statutory requirements and are to be adopted without changing them or their meaning. Standing Orders not in bold are designed to help councils operate effectively but do not contain statutory requirements therefore they may be adopted or amended to suit a council's needs.

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

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

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

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

Notes:

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

STANDING ORDERS

1. MEETINGS

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

Smoking is not permitted at any meeting of the Council.

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

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

written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

See Appendix A for the Procedure for Recording Meetings

- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council, (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 4(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.
- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- t The minutes of a meeting shall include an accurate record of the following:**
 - i. the time and place of the meeting;**
 - ii. the names of councillors who are present (virtually or in person) and the names of councillors who are absent, with or without apologies;**
 - iii. interests that have been declared by councillors and non-councillors with**

- voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**
See standing order 6d(vii) for the quorum of a committee or sub-committee meeting.
- w If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not normally exceed a period of 2.5 hours unless by agreement of those Members present.

2 PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors, by delivery or post at their residences or by email authenticated in such a manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email) and**

- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**

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

- ii. subject to standing order 11, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. retain acceptance of office forms from councillors;
- vii. retain a copy of every councillor's register of interests;
- viii. assist with responding to requests made under the freedom of information legislation and rights exercisable under data protection legislation, in accordance with and subject to the council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(See also standing order 20);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the council and the council's response to the local planning authority;
- xv. refer a planning application received by the council to the Chairman or in his absence Vice-Chairman of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning Committee if an extension of time is not agreed by the Planning Department;
- xvi. manage access to information about the council via the publication

scheme; and

- xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.

See also standing order 20.

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

3 RESPONSIBLE FINANCIAL OFFICER

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

4 ORDINARY COUNCIL MEETINGS

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

elected as a member of the council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.

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

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

5 DISORDERLY CONDUCT AT MEETINGS

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

- b If person(s) disregard the request of the chairman of the meeting to moderate or

improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

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

6 COMMITTEES & SUB-COMMITTEES

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**

- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

- d The council may appoint standing committees or other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 6(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vi. shall permit a committee other than a standing committee, to appoint its own chairman and vice chairman at the first meeting of the committee;
- vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
- viii. shall determine if the public may participate at a meeting of a committee;
- ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

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

7 PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

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

8 WORKING GROUPS

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

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

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

10 QUESTIONS

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

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

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

typographical errors in the wording of the motion.

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

12 MOTIONS NOT REQUIRING WRITTEN NOTICE

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

xvii. to close a meeting.

13 RULES OF DEBATE AT MEETINGS

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

- l A councillor may not move more than one amendment to an original or substantive motion.

- m The mover of an amendment has no right of reply at the end of debate on it.

- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.

- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.

- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

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




14 RULES OF DEBATE – RESOLUTIONS

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

15 PREVIOUS RESOLUTIONS

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


16 DRAFT MINUTES

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

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for

accuracy, they shall be taken as read.

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

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Council’s – a Practitioners’ Guide”.
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.
- c The Responsible Financial Officer shall supply to each member a list of all receipts and payments.
- d The Responsible Financial Officer shall provide to each Standing Committee meeting a statement to summarise:
 - i. the committees’ income and expenditure for the year to date;

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

18 FINANCIAL CONTROLS AND PROCUREMENT

- a The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.
- b The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £30,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- c Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

- d** A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds in standing order 18(g) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).
- e Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- f Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- g** Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC’s procurement guidance contains further details.

19 ESTIMATES / PRECEPTS

- a. The Council shall approve written estimates for the coming financial year at its meeting before the end of January. Once the Estimates have been accepted they

shall be known as the Budget.

- b. Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than 30th October.

20 EXECUTION AND SEALING OF LEGAL DEEDS

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

21 MANAGEMENT OF INFORMATION

See also standing order 31.

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

22 HANDLING STAFF MATTERS

- a Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance,

capabilities, grievance or disciplinary matters.

- b The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- c In accordance with standing order 21(a), persons with line management responsibilities shall have access to staff records referred to in standing order 22(a).
- d Access and means of access by keys and/or computer passwords to records of employment referred to in above shall be provided only to the Clerk.
- e The Clerk shall conduct an appraisal of all Council employees and shall keep a written record of it. The Chairman of the Council and the Chairman of Corporate Services Committee or in their absence, the Vice-Chairman of the Council shall conduct an appraisal of the Clerk and shall keep a written record of it. Significant outcomes of the appraisals shall be reported to the Corporate Services Committee.
- f Any grievance shall be handled in accordance with the Council's approved Grievance policy.
- g Any disciplinary matter shall be handled in accordance with the Council's approved Disciplinary policy.
- h Any staff sickness shall be handled in accordance with the Council's approved Sickness Management policy.

23 VOTING ON APPOINTMENTS

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

24 CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS

- a. Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b. A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such

appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

- c. This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

25 CODE OF CONDUCT AND DISPENSATIONS

See also standing order 1(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 25(d) and (f), dispensations requests shall be considered at the beginning of the meeting of the council, or committee or a sub-

committee for which the dispensation is required.

- h **A dispensation may be granted in accordance with standing order 25(e) if having regard to all relevant circumstances the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

26 CODE OF CONDUCT COMPLAINTS

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

27 RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

28 COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

29 RELATIONS WITH THE PRESS/MEDIA

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

30 RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 31.

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

31. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exhaustive list).

See also standing order 21

- a. The Council may appoint a Data Protection Officer.
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial**

action taken.

- e. **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f. **The Council shall maintain a written record of its processing activities.**

32 STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 11.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

33. VIRTUAL ATTENDANCE

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

APPENDIX A

Procedure for recording meetings

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

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

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

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



Houghton Regis Town Council

Financial Regulations

Date of Approval:	Town Council 29 th September 2014
Date of Review:	18 th May 2016; 18 th July 2017; 3 rd July 2018; 15 th May 2019; 18 th May 2022; 17 th May 2023

Based on NALC Financial Regulations 2019

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

1. GENERAL

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

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

- 1.10. The RFO;
- acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.11. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.12. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.13. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;

- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.14. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (Council Tax Requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full council only.
- 1.15. In addition, the council must:
- determine and keep under regular review the bank mandate for all council bank accounts;
 - approve any grant or a single commitment in excess of the revenue budget provided; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.
- 1.16. In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
- In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC) or *Governance and Accountability for Local Councils in Wales - A Practitioners’ Guide*, available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, the Corporate Services Committee shall consider and verify bank reconciliations (for all accounts) produced by the RFO. The Corporate Services Committee chairman shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;

- initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

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

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue code other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget codes or to an earmarked reserve as appropriate ('virement').
- 4.3. The salary budgets are to be reviewed at least annually in October for the following financial year at the Corporate Services Committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.4. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of **£1000 £2,500**. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.5. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.6. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.7. The RFO shall regularly provide each committee with a **statement of receipts and payments statement of income and expenditure** to date, under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.
- 4.8. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

- 5.2. On a regular basis, and not less than monthly, the RFO shall prepare a schedule of payments requiring authorisation, by two signatories, and present the schedule, together with the relevant invoices. The two signatories shall review the schedule for compliance and, having satisfied themselves shall authorise payment. The approved schedule shall be signed (electronically or in person) ruled off and initialled by the two signatories.
- 5.3. A detailed list of all payments made shall be disclosed, to members, through the Corporate Services Committee. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.4. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.5. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, within the suppliers payment terms.
- 5.6. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) When a payment is necessary the Clerk / RFO certify that there is no dispute or other reason to delay payment a list of payments shall be submitted to authorised signatories for approval.;
 - b) An expenditure item relating to continuing contracts and obligations provided that a list of such payments shall be submitted to the authorised signatories;
 - c) fund transfers within the councils banking arrangements up to the sum of £50,000, provided that a list of such payments shall be submitted to the authorised signatories.
- 5.7. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council.
- 5.8. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.9. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of the Corporate Services Committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to the authorised signatories shall be signed by two members of council and countersigned by an authorised officer in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at the regular meeting (not less than monthly) of the authorised signatories. Any signatures obtained away from such meetings shall be reported to the authorised signatories.
- 6.7. Payments made by variable Direct Debit, Standing Order, BACS or CHAPS are to be signed by two members and an officer and payments are reported to the authorised signatories.
- 6.8. The approval of the use of Direct Debit, Standing Order, BACS or CHAPS shall be renewed by resolution of the council every year.
- 6.9. If thought appropriate by the Clerk payment for certain items may be made by internet banking transfer provided evidence is retained and any payments are reported to the authorised signatories as made.
- 6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Clerk in a sealed dated envelope.
- 6.11. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

- 6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely off site.
- 6.13. The council shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, the Clerk /RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written notification by the supplier and supported by authority for change signed by the Clerk.
- 6.17. Any Debit Card issued for use will be specifically restricted to the Clerk / RFO and will also be restricted to a single transaction maximum value of £1000 unless authorised by council or committee in writing before any order is placed.
- 6.18. Any corporate credit card or trade card account opened by the council shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.19. The Clerk / RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Clerk / RFO with a claim for reimbursement.
 - a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) The RFO shall maintain as postage float of up to £800 for the purpose of postage.
 - c) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - d) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

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

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible

assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.4. The Council shall ensure the approved Banking Arrangements, Investment Strategy and Investment Arrangements are in accordance with relevant regulations, proper practices and guidance and shall be reviewed by the council at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

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

than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

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

10. ORDERS FOR WORK, GOODS AND SERVICES

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

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £30,000 or more, the council shall comply with the relevant requirements of the Regulations².
 - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
 - d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
 - e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
 - f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
 - g. Any invitation to tender issued under this regulation shall be subject to Standing Orders¹⁸ and shall refer to the terms of the Bribery Act 2010.
 - h. When it is to enter into a contract of less than £30,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £250 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.2 above shall apply.
 - i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken

² The regulations require councils to use both the Contract Finders website and Find-a-Tender (the UK e-notification service) to advertise contract opportunities, and set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a. For public supply and public service contracts £213,477
- b. For public works contracts £5,336,937

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

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

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

13. STORES AND EQUIPMENT

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

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the

location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

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

16. CHARITIES

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

Independent Examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

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Calendar of Meetings, Briefings and Events 2024/2025

<i>Colour Key</i>	Bank Holiday	No Scheduled meeting	Civic and Events Officer event	Community Development Officer Event
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	Month		Day	Committee meeting	Event	Venue	Time	Lead Officer
6th	May	2024	Monday	Bank holiday Early May				
13th	May	2024	Monday	Leaders Briefing		Virtual meeting via Teams	3pm	Town Clerk
13th	May	2024	Monday	Planning		Council Chamber	7pm	Head of Democratic Services
15th	May	2024	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager
15th	May	2024	Wednesday	Town Council (AGM)		Council Chamber	7pm	Town Clerk
20th	May	2024	Monday	Personnel Sub-Committee		Council Chamber	7pm	Head of Democratic Services
21st	May	2024	Tuesday	Member Open Session		Virtual meeting via Teams	6pm	Town Clerk
27th	May	2024	Monday	Spring Bank Holiday				
3rd	June	2024	Monday	Leaders Briefing		Virtual meeting via Teams	3pm	Town Clerk
3rd	June	2024	Monday	Planning		Council Chamber	7.00pm	Head of Democratic Services
6th	June	2024	Thursday		D-Day 80th		Evening	Civic and Events Manager
10th	June	2024	Monday	Corporate Services		Council Chamber	7pm	Head of Corporate Services

17th	June	2024	Monday	Town Council		Council Chamber	7pm	Town Clerk
19th	June	2024	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager
24th	June	2024	Monday	Planning		Council Chamber	7pm	Head of Democratic Services
1st	July	2024	Monday	Leaders Briefing		Virtual meeting via Teams	3pm	Town Clerk
8th	July	2024	Monday	Personnel Sub-Committee		Council Chamber	7pm	Head of Democratic Services
13th	July	2024	Saturday		Carnival		All Day	Civic and Events Manager
15th	July	2024	Monday	Planning		Council Chamber	7pm	Head of Democratic Services
17th	July	2024	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager
22nd	July	2024	Monday		Skate Jam		Daytime	Community Services Manager
22nd	July	2024	Monday	Community Services		Council Chamber	7pm	Head of Environmental & Community Services Community Services Manager
23rd	July	2024	Tuesday		Outdoor Cinema		Daytime	Community Services Manager
29th	July	2024	Monday	Environment & Leisure		Council Chamber	7pm	Head of Environmental and Community Services
30th	July	2024	Tuesday	Town Partnership		Council Chamber	7pm	Town Clerk
5th	August	2024	Monday	Planning		Council Chamber	7pm	Head of Democratic Services
12th	August	2024	Monday	XXXXXXXXXX				
19th	August	2024	Monday	XXXXXXXXXX				
21st	August	2024	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager
26th	August	2024	Monday	Bank holiday Summer				
27th	August	2024	Tuesday	Planning		Council Chamber	7pm	Head of Democratic Services
2nd	September	2024	Monday	Leaders Briefing		Virtual meeting via Teams	3pm	Town Clerk

2nd	September	2024	Monday	XXXXXXXXXX				
7th	September	2024	Saturday		Houghton Rocks	Parkside Rec Ground	All Day	Civic and Events Manager
9th	September	2024	Monday	XXXXXXXXXX				
10th	September	2024	Tuesday	Member Open Session		Virtual meeting via Teams	6pm	Town Clerk
16th	September	2024	Monday	Planning		Council Chamber	7pm	Head of Democratic Services
18th	September	2024	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager
23rd	September	2024	Monday	Corporate Services		Council Chamber	7pm	Head of Corporate Services
30th	September	2024	Monday	Environment & Leisure		Council Chamber	7pm	Head of Environmental and Community Services
7th	October	2024	Monday	Leaders Briefing		Virtual meeting via Teams	3pm	Town Clerk
7th	October	2024	Monday	Planning		Council Chamber	7pm	Head of Democratic Services
14th	October	2024	Monday	Town Council		Council Chamber	7pm	Town Clerk
16th	October	2024	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager
21st	October	2024	Monday	Community Services (Grants)		Council Chamber	7pm	Head of Environmental and Community Services
22nd	October	2024	Tuesday	Town Partnership		Council Chamber	7pm	Town Clerk
28th	October	2024	Monday	Proposed New Cemetery Sub-Committee		Council Chamber	6pm	Town Clerk
28th	October	2024	Monday	Planning		Council Chamber	7pm	Head of Democratic Services
2nd	November	2024	Saturday		Fireworks		afternoon/ evening	Civic and Events Manager
4th	November	2024	Monday	Leaders Briefing		Virtual meeting via Teams	3pm	Town Clerk
4th	November	2024	Monday	XXXXXXXXXX				

10th	November	2024	Sunday		Remembrance Sunday		Morning	
11th	November	2024	Monday		Armistice Day		Morning	Civic and Events Manager
11th	November	2024	Monday	Community Services		Council Chamber	7pm	Town Clerk
18th	November	2024	Monday	Planning		Council Chamber	7pm	Head of Democratic Services
19th	November	2024	Tuesday	Member Open Session		Virtual meeting via Teams	6pm	Town Clerk
20th	November	2024	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager
25th	November	2024	Monday	Personnel Sub-Committee		Council Chamber	7pm	Head of Democratic Services
2nd	December	2024	Monday	Leaders Briefing		Virtual meeting via Teams	3pm	Town Clerk
2nd	December	2024	Monday	Corporate Services		Council Chamber	7pm	Head of Corporate Services
7th	December	2024	Saturday		Christmas Carol Service		afternoon/ evening	Civic and Events Manager
TBC	December	2024			Santa Float			Civic and Events Manager
9th	December	2024	Monday	Planning		Council Chamber	7pm	Head of Democratic Services
14th	December	2024	Saturday		Santa's Grotto		All Day	Civic and Events Manager
16th	December	2024	Monday	Town Council		Council Chamber	7pm	Town Clerk
17th	December	2024	Tuesday	Member Open Session		Virtual meeting via Teams	6pm	Town Clerk
18th	December	2024	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager
23rd	December	2024	Monday	XXXXXXXXXX				
25th	December	2024	Wednesday	Bank Holiday Christmas Day				
26th	December	2024	Thursday	Bank Holiday Boxing Day				
30th	December	2024	Monday	XXXXXXXXXX				

1st	January	2025	Wednesday	Bank Holiday New Year's Day				
6th	January	2025	Monday	Leaders Briefing		Virtual meeting via Teams	3pm	Town Clerk
6th	January	2025	Monday	Planning		Council Chamber	7pm	Head of Democratic Services
13th	January	2025	Monday	Environment & Leisure		Council Chamber	7pm	Head of Environmental and Community Services
15th	January	2025	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager
20th	January	2025	Monday	Town Council		Council Chamber	7pm	Town Clerk
27th	January	2025	Monday	Proposed New Cemetery Sub-Committee		Council Chamber	6pm	Town Clerk
27th	January	2025	Monday	Planning		Council Chamber	7pm	Head of Democratic Services
28th	January	2025	Tuesday	Town Partnership		Council Chamber	7pm	Town Clerk
3rd	February	2025	Monday	Leaders Briefing		Virtual meeting via Teams	3pm	Town Clerk
3rd	February	2025	Monday	Personnel Sub-Committee		Council Chamber	7pm	Head of Democratic Services
10th	February	2025	Monday	XXXXXXXXXX				
17th	February	2025	Monday	Planning		Council Chamber	7pm	Head of Democratic Services
19th	February	2025	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager
24th	February	2025	Monday	Community Services		Council Chamber	7pm	Head of Environmental and Community Services
25th	February	2025	Tuesday	Member Open Session		Virtual meeting via Teams	6pm	Town Clerk
3rd	March	2025	Monday	Leaders Briefing		Virtual meeting via Teams	3pm	Town Clerk
3rd	March	2025	Monday	Corporate Services		Council Chamber	7pm	Head of Corporate Services
10th	March	2025	Monday	Proposed New Cemetery Sub-Committee		Council Chamber	6pm	Town Clerk

10th	March	2025	Monday	Planning		Council Chamber	7pm	Head of Democratic Services
17th	March	2025	Monday	Town Council		Council Chamber	7pm	Town Clerk
19th	March	2025	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager
24th	March	2025	Monday	XXXXXXXXXX				
31st	March	2025	Monday	XXXXXXXXXX				
7th	April	2025	Monday	Leaders Briefing		Virtual meeting via Teams	3pm	Town Clerk
7th	April	2025	Monday	Community Services		Council Chamber	7pm	Town Clerk
12th	April	2025	Saturday		Easter Egg Hunt		Half Day	Civic and Events Manager
14th	April	2025	Monday	Annual Towns Meeting		Council Chamber	7pm	Town Clerk
15th	April	2025	Tuesday	Member Open Session		Virtual meeting via Teams	6pm	Town Clerk
16th	April	2025	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager
18th	April	2025	Friday	Bank Holiday Good Friday				
21st	April	2025	Monday	Bank Holiday Easter Monday				
22nd	April	2025	Tuesday	Planning		Council Chamber	7pm	Head of Democratic Services
28th	April	2025	Monday	Environment & Leisure		Council Chamber	7pm	Town Clerk
29th	April	2025	Tuesday	Town Partnership		Council Chamber	7pm	Town Clerk
5th	May	2025	Monday	Bank holiday Early May				
12th	May	2025	Monday	Leaders Briefing		Virtual meeting via Teams	3pm	Town Clerk
12th	May	2025	Monday	Planning		Council Chamber	7pm	Head of Democratic Services

14th	May	2025	Wednesday	Town Council (AGM)		Council Chamber	7pm	Town Clerk
19th	May	2025	Monday	Personnel Sub-Committee		Council Chamber	7pm	Head of Democratic Services
21st	May	2025	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager
26th	May	2025	Monday	<i>Spring Bank Holiday</i>				
2nd	June	2025	Monday	Planning		Council Chamber	7pm	Head of Democratic Services

Agenda Item 11

Asset ID	Status	Asset Name	Description	Notes	Brand	Serial Nr.	Mark	Category	Type	Ownership	Rent/Purchase date	Current value	Purchase value
478263	Active	Adult Outdoor Gym for Parkside Recreation Ground	Big Rig		Fresh Air Fitness T/A Hugh Harris Ltd			Infrastructure assets	Play equipment	Owned.	22/02/2024	£15,950.00	£15,950.00
418753	Active	All Saints Churchyard		Closed Churchyard				Community Asset	Land	Owned.		£1.00	£1.00
418737	Active	All Saints Churchyard Gate						Infrastructure assets	Gates	Owned.		£20,018.00	£20,018.00
407146	Active	Allotment shed bases	shed bases		paving slab			Infrastructure assets	Surfacing	Owned.	03/02/2023	£10,000.00	£10,000.00
418741	Active	Allotment Shed bases	shed bases		paving slab			Infrastructure assets	Surfacing	Owned.	01/04/2021	£10,000.00	£10,000.00
418718	Active	Anti ram bollards						Infrastructure assets	Gates	Owned.		£5,592.00	£5,592.00
407144	Active	Ashes vaults	Ashes vaults	includes multiple vaults (poss no. 25)	Greenbridge			Infrastructure assets	Vaults	Owned.	01/04/2020	£11,850.00	£11,850.00
418852	Active	Ashes vaults			Greenbridge			Infrastructure assets	Vaults	Owned.	01/04/2022	£6,520.00	£6,520.00
413193	Active	Autorake			Sissis			Grounds equipment	Grounds maintenance equipment	Owned.	01/04/2021	£5,209.00	£5,209.00
418835	Active	Balance junction / wobble bridge		Replaced equipment as damage by car accident in July 2022	Proludic			Infrastructure assets	Play equipment	Owned.	01/04/2022	£1,205.00	£1,205.00
418733	Active	Benches						Infrastructure assets	Benches	Owned.		£4,991.00	£4,991.00
413165	Active	Boiler	Office heating boiler					Infrastructure assets	Office Furniture	Owned.	01/04/2019	£2,990.00	£2,990.00
418732	Active	Bollards						Infrastructure assets	Fences	Owned.		£7,192.00	£7,192.00
413152	Active	Bowls Green Shed	Bowls Green Shed	Purchased 2012				Infrastructure assets	Street furniture	Owned.	27/02/2023	£2,800.00	£2,800.00
418728	Active	Bowls Irrigation System						Grounds equipment	Grounds maintenance equipment	Owned.		£7,290.00	£7,290.00
418717	Active	CCTV Equipment	redeployable cameras					Infrastructure assets	Street furniture	Owned.		£18,028.00	£18,028.00
418747	Active	Cemetery						Community Asset	Land	Owned.		£109,635.00	£109,635.00
418742	Active	Civic Regalia	Mayors and Deputy Mayors chains					Community Asset	Civic regalia	Owned.	01/04/2021	£4,779.00	£4,779.00
418726	Active	Community Defibrillators	Community Defibrillators	Community Heartbeat trust				Infrastructure assets	Street furniture	Owned.		£10,092.00	£10,092.00
407041	Active	Dell Latitude Notebook	Grounds tablet for play area inspections?		Dell			Vehicles & Equipment	IT	Owned.	01/04/2019	£1,024.05	£1,024.05
418757	Active	Dog Kennel Down open space		Open space, county wildlife site				Community Asset	Land	Owned.		£1.00	£1.00
418711	Active	Dump trailer						Grounds equipment	Vehicle accessories	Owned.		£4,650.00	£4,650.00
418710	Active	Exac post hole borer						Grounds equipment	Grounds maintenance equipment	Owned.		£1,500.00	£1,500.00
418735	Active	Flag poles x2						Infrastructure assets	Flags	Owned.		£5,875.00	£5,875.00
418708	Active	Flail deck			Kubota			Grounds equipment	Grounds maintenance equipment	Owned.	01/04/2022	£7,104.00	£7,104.00
418734	Active	Flame beacon						Infrastructure assets	Street furniture	Owned.		£2,204.00	£2,204.00
418736	Active	Floodlights	Skate Park					Infrastructure assets	Play equipment	Owned.		£15,844.00	£15,844.00
407150	Active	Ford Ranger	Grds vehicle	Reg: EN68VTG	Ford	Reg: EN68VTG		Vehicles & Equipment	Road vehicles	Owned.		£22,520.00	£22,520.00
413170	Active	Ford Ranger	Grds Vehicle	Reg. EX67KKW	Ford	Reg. EX67KK		Vehicles & Equipment	Road vehicles	Owned.	01/04/2019	£16,942.00	£16,942.00

420327	Active	Ford Ranger	Pick up		Ford	6FPXXMJ2PKS35183	LC69HCL	Vehicles & Equipment	Road vehicles	Owned.	28/03/2023	£20,000.00	£20,000.00
418760	Active	Former Railway Line		Open space				Community Asset	Land	Owned.		£1.00	£1.00
418727	Active	Gates & fencing						Infrastructure assets	Fences	Owned.		£92,569.00	£92,569.00
413153	Active	Houghton Regis Memorial Hall	Houghton Regis Memorial Hall					Operational Land & Buildings	Building	Owned.	01/04/1958	£293,000.00	£293,000.00
413154	Active	HRTC Premises	HRTC Offices and land					Operational Land & Buildings	Building	Owned.	01/04/1975	£260,400.00	£260,400.00
418223	Active	Kubota			Kubota		LK15DXU	Vehicles & Equipment	Road vehicles	Owned.		£0.00	£0.00
418713	Active	Kubota					Reg. K15DXU	Vehicles & Equipment	Road vehicles	Owned.		£14,116.00	£14,116.00
418714	Active	Kubota F3890			Kubota		Reg. KX68BD	Vehicles & Equipment	Road vehicles	Owned.		£18,368.00	£18,368.00
418715	Active	Kubota F3890			Kubota		Reg. KX68BE	Vehicles & Equipment	Road vehicles	Owned.		£18,368.00	£18,368.00
407058	Active	Kubota Flail Deck	Flail attachment	model TEG1600	Kubota	30691		Vehicles & Equipment	Grounds equipment	Owned.	01/04/2019	£3,551.79	£3,551.79
407061	Active	Kubota Flail Deck	FLAIL ATTACHMENT	MODEL TEG 1601	Kubota	30695		Vehicles & Equipment	Grounds equipment	Owned.	01/04/2019	£3,551.79	£3,551.79
407108	Active	Kubota mower	drive on mower	Reg: LR21HKO model FS3890 previously 0016	Kubota	30725		Vehicles & Equipment	Road vehicles	Owned.		£17,000.00	£17,000.00
418725	Active	Kubota RTV	Fitness equipment		Kubota		Reg. KX20CC	Vehicles & Equipment	Road vehicles	Owned.		£15,250.00	£15,250.00
418751	Active	Land adj to Chapel Path	Land					Community Asset	Land	Owned.		£1.00	£1.00
418756	Active	Land at Orchard Close						Community Asset	Land	Owned.		£1.00	£1.00
418755	Active	Land at The Bauk		Land				Community Asset	Land	Owned.		£1.00	£1.00
418759	Active	Land at The Paddocks, Dunstable		Open space				Community Asset	Land	Owned.		£1.00	£1.00
418752	Active	Land off Townsend Farm Road	Land					Community Asset	Land	Owned.		£1.00	£1.00
418749	Active	Land rear of Houghton Court	Land					Community Asset	Land	Owned.		£1.00	£1.00
418750	Active	Land rear of Village Green Pavilion	Land					Community Asset	Land	Owned.		£1.00	£1.00
418746	Active	Land to rear of Orchard Close	Forms part of wider rec grd	forms part of wide rec grd				Community Asset	Land	Owned.		£1.00	£1.00
418731	Active	Litterbins						Infrastructure assets	Litter bins	Owned.		£5,941.00	£5,941.00
407056	Active	MC Pav Viessman Boiler	Boiler		Viessman			Vehicles & Equipment	Building equipment	Owned.	01/04/2019	£3,255.00	£3,255.00
418712	Active	Mini excavator			JCB			Grounds equipment	Grounds maintenance equipment	Owned.		£3,476.00	£3,476.00
418754	Active	Moore Crescent Recreation Ground		Land, pavilion, bowls green, car park				Community Asset	Land	Owned.		£1.00	£1.00
413155	Active	Moore Crescent Sports Pavilion	Moore Crescent Sports Pavilion					Operational Land & Buildings	Building	Owned.	01/04/1993	£340,020.00	£340,020.00
413175	Active	Mower	Mower		Dennis			Grounds equipment	Grounds maintenance equipment	Owned.	01/04/2015	£1,500.00	£1,500.00
413180	Active	Mower			Hayter			Grounds equipment	Grounds maintenance equipment	Owned.	04/04/2015	£2,137.00	£2,137.00
413182	Active	Mower	Trimax Snake mower		Trimax			Grounds equipment	Grounds maintenance equipment	Owned.	04/04/2018	£19,950.00	£19,950.00
413183	Active	Mower	Haytor Pro Rotary Mower		Haytor			Grounds equipment	Grounds maintenance equipment	Owned.	04/04/2021	£1,149.00	£1,149.00
413192	Active	Mower	Ride on		Kubota	Reg LR21HKO		Vehicles & Equipment	Road vehicles	Owned.	01/04/2021	£17,000.00	£17,000.00
413167	Active	Multi Use Games Area (MUGA)	Multi Use Games Area (MUGA)					Infrastructure assets	Play equipment	Owned.	01/04/2012	£30,062.00	£30,062.00

418748	Active	Orchard Close Recreation Ground	Land, pavilion, play area, exercise equipment					Community Asset	Land	Owned.		£1.00	£1.00
418724	Active	Orchard Close Outdoor Gym	Fitness equipment					Infrastructure assets	Outdoor Gym equipment	Owned.		£4,100.00	£4,100.00
413164	Active	Orchard Close Pavilion	Orchard Close Pavilion	Pavilion owned but land under leasehold				Operational Land & Buildings	Building	Owned.	01/04/1985	£112,100.00	£112,100.00
407149	Active	Orchard Close Pavilion refurb						Community Asset	Buildings	Owned.		£27,088.20	£27,088.20
407151	Active	Orchard Close Play area resurfacing	Play area resurfacing					Community Asset	Land	Owned.		£21,081.00	£21,081.00
418758	Active	Parkside Recreation Ground		Open space, pavilion, 2 x play areas, MUGA, family picnic area				Community Asset	Land	Owned.		£1.00	£1.00
407152	Active	Parkside Family Area furniture	Parkside Family Area furniture					Infrastructure assets	Play equipment	Owned.		£1,465.00	£1,465.00
413157	Active	Parkside Pavilion	Parkside Pavilion					Operational Land & Buildings	Building	Owned.	01/04/1980	£154,784.00	£154,784.00
407155	Active	Parkside pergola		Parkside pergola as part of family area				Infrastructure assets	Fences	Owned.		£6,276.00	£6,276.00
418738	Active	Play Area surfacing						Infrastructure assets	Play area surfacing	Owned.		£48,000.00	£48,000.00
418739	Active	Play area surfacing						Infrastructure assets	Play area surfacing	Owned.	01/04/2021	£21,081.00	£21,081.00
417505	Active	Ranger LC69HCL	2.0 XL Ecoblue 2D 170PS 4WD					Vehicles & Equipment	Road vehicles	Owned.	27/03/2023	£18,990.00	£18,990.00
407082	Active	Rotary mower	Hayter pro48 rotary mower	model Pro 48 formally 0005	Hayter		402689480	Vehicles & Equipment	Grounds equipment	Owned.	01/04/2020	£1,149.17	£1,149.17
407083	Active	Rotary mower	Hayter pro48 rotary mower	model Pro 48 formally 0006	Hayter		410378999	Vehicles & Equipment	Grounds equipment	Owned.	01/04/2020	£1,149.17	£1,149.17
407084	Active	Rotary mower	Hayter pro48 rotary mower	model Pro 48 formally 0007	Hayter		402689478	Vehicles & Equipment	Grounds equipment	Owned.	01/04/2020	£1,149.17	£1,149.17
407085	Active	Rotary mower	Hayter pro48 rotary mower	model Pro 48 formally 0008	Hayter		410378994	Vehicles & Equipment	Grounds equipment	Owned.	01/04/2020	£1,149.17	£1,149.17
407086	Active	Rotary mower	Hayter pro48 rotary mower	model Pro 48 formally 0009	Hayter		410370996	Vehicles & Equipment	Grounds equipment	Owned.	01/04/2020	£1,149.17	£1,149.17
417186	Active	Rotavator	Honda tractor unit rotavator					Grounds equipment	Vehicle accessories	Owned.	06/03/2023	£4,300.00	£4,300.00
418716	Active	Rotowash						Grounds equipment	Electrical tools	Owned.		£7,176.00	£7,176.00
418740	Active	Seating & Pergola	Parkside Family Picnic area					Infrastructure assets	Benches	Owned.	01/04/2021	£8,975.00	£8,975.00
407138	Active	Sisis Autorake	Combi cricket rake & brush	previously 0110	Sisis		CMB88741	Vehicles & Equipment	Grounds equipment	Owned.		£5,209.00	£5,209.00
413166	Active	Skate Park	Concrete skate park					Infrastructure assets	Play equipment	Owned.	01/04/2011	£90,306.00	£90,306.00
418729	Active	Speed activated sign						Infrastructure assets	Signs	Owned.		£9,226.00	£9,226.00
413190	Active	Stihl AR300L						Grounds equipment	Grounds maintenance equipment	Owned.	01/04/2010	£1,320.00	£1,320.00
407131	Active	Stihl brushcutter	brushcutter	previously 0026 model FS91R	Stihl		526220675	Vehicles & Equipment	Grounds equipment	Owned.		£1,020.00	£1,020.00
407078	Active	Stihl Hedge trimmer cordless	Stihl Hedge trimmer cordless	model HSA94R-30 formerly 0094	Stihl		40308349	Grounds equipment	Grounds maintenance equipment	Owned.	01/04/2020	£334.56	£334.56
413191	Active	Stihl RMA765 mower						Grounds equipment	Grounds maintenance equipment	Owned.	01/04/2010	£1,037.00	£1,037.00

407074	Active	Stihl Shellcordless			Stihl			Vehicles & Equipment	Grounds equipment	Owned.	01/04/2020	£1,019.32	£1,019.32
478262	Active	Tithe Farm 3G Artificial Grass Pitch (AGP)			FieldTurf			Infrastructure assets	Play equipment	Owned.	22/12/2023	£937,915.32	£937,915.32
413156	Active	Tithe Farm Pavilion	Tithe Farm Pavilion					Operational Land & Buildings	Building	Owned.	01/04/1980	£165,988.00	£165,988.00
418745	Active	Tithe Farm Recreation Ground	Rec grd, car park, pavilion, play area, skate park					Community Asset	Land	Owned.		£1.00	£1.00
418841	Active	Town Sign Planter						Infrastructure assets	Street furniture	Owned.	01/04/2022	£3,720.00	£3,720.00
418730	Active	Town Signs & Noticeboards						Infrastructure assets	Signs	Owned.		£10,685.00	£10,685.00
413168	Active	Tractor	Tractor		Kubota	M9540		Vehicles & Equipment	Road vehicles	Owned.	01/04/2005	£35,000.00	£35,000.00
418722	Active	Tractor			Shibarua		Reg. LK17KT	Vehicles & Equipment	Road vehicles	Owned.		£19,755.00	£19,755.00
407139	Active	Tractor rotavator	rotavator unit 80cm	previously 0108	BCS	AA00671377		Vehicles & Equipment	Grounds equipment	Owned.		£4,300.00	£4,300.00
478270	Active	Trafalgar single Axle Street washing trailer			Trafalgar Cleaning Equipment Ltd			Grounds equipment	Grounds maintenance equipment	Owned.	26/06/2023	£9,999.00	£9,999.00
413172	Active	Trailer	Grds trailer					Grounds equipment	Vehicle accessories	Owned.	01/04/2015	£2,465.00	£2,465.00
413169	Active	Transit	Ford transit tipper		Ford			Vehicles & Equipment	Road vehicles	Owned.	01/04/2019	£22,620.00	£22,620.00
418709	Active	Van	Mitsubishi truck		Mitsubishi		Reg. KY64BG	Vehicles & Equipment	Road vehicles	Owned.	01/04/2020	£15,000.00	£15,000.00
413186	Active	Verti-cutter						Grounds equipment	Grounds maintenance equipment	Owned.	04/04/2015	£1,329.00	£1,329.00
413178	Active	Verticut mower	Mower					Grounds equipment	Grounds maintenance equipment	Owned.	01/04/2015	£1,200.00	£1,200.00
418744	Active	Village Green						Community Asset	Land	Owned.		£1.00	£1.00
418723	Active	Village Green Family Games Area	Fitness equipment and family games equipment		Proludic			Infrastructure assets	Outdoor Gym equipment	Owned.		£69,999.00	£69,999.00
413159	Active	Village Green Pavilion	Village Green Pavilion					Operational Land & Buildings	Building	Owned.	01/04/1980	£459,836.00	£459,836.00
418743	Active	War memorial						Community Asset	War memorial	Owned.		£9,363.00	£9,363.00
											Total:	£3,832,292.88	



HOUGHTON REGIS TOWN COUNCIL

RISK MANAGEMENT STRATEGY & SCHEDULE

Date of Approval:	Town Council 28 th September 2015
Date of Review:	26 th September 2016; 25 th September 2017; 24 th September 2018; 23 rd September 2019; 14 th September 2020; 21 st September 2021; 28 th November 2022. No longer reviewed by Corporate Services, as per IA recommendation.
Date of Re-approval Town Council	5 th December 2016; 11 th December 2017; 8 th October 2018; 9 th December 2019; 14 th December 2020; 13 th December 2021; 20 th March 2023; 18 th March 2024;

Risk Management Strategy

- 1.0 Introduction
- 2.0 Scope
- 3.0 Strategy Outcomes
- 4.0 Risk Management Overview
- 5.0 Risk Appetite
- 6.0 Embedding Risk Management
- 7.0 Roles and Responsibilities
- 8.0 Risk Management Processes
- 9.0 Monitoring and Review
- 10.0 Glossary of Terms

Appendix 1 - Impact and Likelihood Descriptors and Risk Scoring Matrix

Risk Management Schedule

- Corporate Services
- Environment & Leisure
- Planning
- Community Services

1.0 Introduction

- 1.1 Effective risk management is essential if Houghton Regis Town Council is to deliver its key outcomes and achieve its goals. It supports continuous improvement and good governance.
- 1.2 Risk management is about us: identifying the things that could happen to prevent the delivery of our key outcomes (our risks); assessing how likely it is that these things might happen and what their impact might be; and determining what can be done to reduce the likelihood of those unwanted events or mitigate their impact. Effective risk management requires us to identify our most important risks; record those risks and the actions we plan to take to deal with them; and review, regularly the impact of our actions on our risks.
- 1.3 We cannot avoid risk entirely and it would be impracticable to try to manage away entirely the risks that we are exposed to. What we must do is: decide what level of risk we are prepared, and can afford, to accept; take action that is proportionate and affordable to reduce to an acceptable level as many risks as possible; and keep under review and actively manage those risks that remain unacceptably high.
- 1.4 The Risk Management Strategy has been adopted to help us to manage our risks effectively.

2.0 Scope

- 2.1 The Strategy provides an overview of risk management before examining in more detail the elements critical to successful risk management, i.e.:
- determining our risk appetite
 - the integration of risk management into our decision making
 - linking service planning and performance management with risk management
 - defining responsibilities for risk management
 - processes for identifying, assessing and managing risk

3.0 Strategy Outcomes

- 3.1 The outcomes to be delivered by this strategy are within the approved Town Council Plan:

4.0 Risk Management - Overview

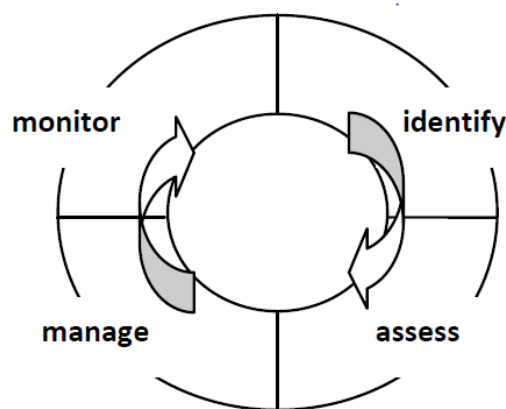
- 4.1 Risk management is the process by which the organisation seeks to identify, assess and manage key risks which might prevent it from achieving its corporate outcomes and goals or from doing so in an effective and efficient manner.
- 4.2 Risk management should not be treated as a standalone process. It should be treated just like budgeting and financial management or service planning and performance management – something that any good manager does as a matter of course. It should be linked to the service and financial planning and management as managers identify both the risks to their plans as they develop them and the risks associated with subsequent actions to keep those plans on track.
- 4.3 Risk management is a continuous process. For known risks, it should operate from the time that each risk is first identified until such time as it no longer represents a significant risk to the organisation. Recorded risks and the controls used to mitigate them should be reviewed on

a regular basis: the frequency of review for each risk should reflect the impact the risk might have and the degree of confidence placed on the controls in place to manage it. In addition, there is a need for constant and ongoing vigilance to ensure that any new risks that may arise are recognised and dealt with before they can impact on the organisation.

4.4 There are a number of benefits of having an effective risk management process in place and these include:

- Alerting management and other accountable persons to the key risks which might prevent the achievement of the organisation's corporate outcomes and service plan objectives, in order that timely mitigation can be developed to either prevent the risks occurring, or to manage them effectively if they do occur.
- Contributing to better decision making and the process of achieving corporate outcomes and service plan objectives. When embedded within existing business processes such as planning, performance management, project management and budgeting, it provides a basis for ensuring that the implications of decisions are thought through; that the impact of any decision on other decisions, initiatives and projects is considered; and that conflicts within planning and decision making are balanced. It also helps managers to design mitigations that are proportionate to the degree of risk faced.
- Providing assurance to accountable persons and managers on the adequacy of arrangements for the conduct of business. It demonstrates openness and accountability to various regulatory bodies and to all other stakeholders.
- Greater risk awareness and an improved control environment, which should mean fewer incidents and other control failures and better service outcomes.

4.5 The organisation's risk management approach is based on the standard management cycle of:



5.0 Risk Appetite

5.1 Risk appetite or risk tolerance are two terms that mean the same thing – how much risk the organisation is prepared to live with to achieve service goals and reach its strategic objectives. Using the language of the risk management professional, the organisation may be risk averse, risk neutral or risk loving. The organisation's risk appetite may vary depending on which aspect of its activities it is considering but for risk management purposes, it must be capable of expressing its appetite objectively – and numerically.

5.2 Houghton Regis Town Council has determined that it will use a scoring model based on impact and likelihood and will set a single risk tolerance level: any risk that scores 9 or more, using the model will be considered "primary" risks and will be subject to positive action

designed to mitigate the risk and bring its score within the tolerance level. Appendix 1 to the Strategy provides guidance for scoring the impact and likelihood of each risk.

- 5.3 To provide full assurance, those risks scoring less than 9 will also be recorded in the Risk Register – as will be the controls and other mitigations that resulted in a within-tolerance risk score. They will also be subject to monitoring designed to give assurance that controls are operating as expected to keep them within tolerance.

6.0 Embedding Risk Management

- 6.1 Embedding risk management is defined as building risk consistently and uniformly into all operations at every level so that it becomes part of ‘the way we do things’ as a matter of routine.

- 6.2 The key factors for successfully embedding risk management are:

- Sponsorship;
- Ownership;
- Developing linkages with service plans and corporate priorities
- Developing the appropriate knowledge and skills to identify, assess and manage risks

- 6.3 How we will seek to achieve these success factors – and embed risk management - is outlined in sections 7 and 8 of the Strategy and the accompanying appendices and guidance notes.

7.0 Roles and Responsibilities

- 7.1 Houghton Regis Town Council will only succeed in managing its risks if everyone understands their responsibilities in this area. The key message for all of us is that we share responsibility for our risks – and we can’t afford to have anyone shirking their responsibility.

- 7.2 The Town Clerk is specifically responsible for:

- Producing and reviewing the Risk Management Strategy
- Reporting to those charged with governance on the effectiveness of risk management arrangements
- Providing (or obtaining via competent specialists) advice, guidance, support and training to employees and Councillors or other accountable persons
- Reviewing committee reports to ensure risks relating to recommendations /decisions are clearly stated in the report
- Promoting effective risk management across the organisation
- Assisting officers in maintaining the corporate Risk Register

- 7.3 Every risk in the Risk Register will be made the responsibility of a specific employee, manager or Town Clerk. That person will be the Risk Owner.

- 7.4 The organisation’s Corporate Services Committee is responsible for oversight of the risk management processes. The Committee receives 6 monthly reports on overdue risk actions. *Those charged with governance* are involved in the preparation and review of the Annual Governance Statement (*Statement of Internal Control*) which includes reference to the organisation’s risk management arrangements.

- 7.5 The following table identifies other specific roles and responsibilities.

Who	Responsibilities
Accountable persons – those charged with governance (<i>Town Clerk & elected members</i>)	To hold management team (or equivalent) accountable for effective risk management across the organisation To ensure effective risk management arrangements are in place To consider risks when making decisions To raise risk issues and concerns with management team or Risk Manager
Senior management / Clerk (risk manager in this context)	To identify and assess risks to service delivery and instigate actions to mitigate those risks To identify corporate risks and ensure identified actions to mitigate are completed To champion risk management and lead by example Horizon scanning to identify emerging risks To ensure appropriate risk owners are designated for each risk or action
Project Managers (for projects)	To identify and manage project risks To ensure high level project risks are recorded on the Risk Register
Partnership Lead officers	To identify and manage partnership risks from the organisation’s perspective To identify and manage risks from the partnership’s perspective (where the organisation is the lead authority) To ensure partnership risks are recorded on the Risk Register and in accordance with any partnership agreement.
Clerk and other employees	To identify opportunities or threats to service delivery To take reasonable action to minimise risks in service delivery To report events (materialising of identified risks) to management team To seek advice from the Risk Manager on risk management issues

8.0 Risk Management Processes

8.1 Houghton Regis Town Council uses its Town Council Plan to identify its aims, objectives and desired outcome. Houghton Regis Town Council has determined that, for all outcomes identified in this Plan, Risk Owners must consider the risks that may materialise to prevent delivery of a desired outcome and determine what should be done about them. The following steps are to be followed:

- **Risk identification** – the Risk Owner will determine what might happen that could impact on delivery and establish when, how and why such an event might occur.
- **Risk assessment** – the Risk Owner will apply the guidance set out in Appendix 1 to determine the relevant risk score: if the risk score is outside the tolerance level action will be required. At this point the Risk Owner is assessing the “inherent risk”, that is the risk that the organisation would be exposed to if no mitigating actions were taken.

- **Initial risk mitigation** – the Risk Owner will identify what controls are already in place to reduce the chance of a risk materialising
- **Initial risk response** – the Risk Owner will determine what to do about a risk in terms of treating, tolerating, transferring or terminating the risky activity in order to reduce the potential impact on the organisation. Alternatively, you might take the risk in order to get an outcome that would not be achievable without taking the risk.
- **Risk review** – the Risk Owner will review the scoring with the responses and controls in place to come up with the residual risk score.
- **Future risk mitigation** – the Risk Owner will identify actions that need to be taken to reduce the residual risk score to within the risk appetite.

8.2 These steps may be undertaken by officers during a group workshop, or individually with the assistance of the Risk Manager or an external facilitator. Risks, controls and actions can then be recorded in the Risk Register. Risks can be classified as:

- Corporate – cross cutting and affecting all services in the organisation
- Operational – related to a specific service or activity
- Strategic – may affect the strategic direction of the organisation
- Project – time limited and specific to finite projects

8.3 Implementation of risk actions are monitored as part of the organisation's regular reporting of budgets, performance and risk management (where such reporting exists). Where actions have not been taken in a timely manner to mitigate risks, this shall be reported to the appropriate committee charged with governance.

8.4 Emerging risks identified through regular horizon scanning will be assessed, analysed and recorded on the Risk Register with suitable responses as soon as they are identified.

8.5 Risks relating to committee decisions are recorded in each committee report. The Risk Manager provides advice and guidance and will identify if the Risk Register requires updating with any corporate or service risks emerging from report recommendations.

8.6 Project risks will be identified at the outset of any project and recorded in the organisation's Project Management approach. Any project risks that have an inherent risk score of 9 or above will be recorded on the Risk Register in a sub-section for the appropriate service area. This will enable monitoring of controls and actions.

8.7 Once the project is completed, project risks will be removed from the Risk Register.

9.0 Monitoring and Review

9.1 The Strategy will be reviewed annually by Corporate Services Committee and reported to Town Council.

9.2 Progress with actions designed to mitigate primary risks will be reported to those charged with governance.

9.3 Risk Owners will review their risks on the Risk Register every six months and give assurance that controls are still operating as recorded.

9.4 Where appropriate, Internal Audit will review the organisation's risk management processes at least once every two years.

10.0 Glossary of terms

Term	Definition
Risk	The threat that an event or action will adversely affect the organisation's ability to deliver its objectives. The threat is measured in terms of impact and likelihood.
Risk strategy	How the organisation plans to achieve good risk management
Risk appetite	The level of risk the organisation is prepared to accept
Risk averse	A low appetite for risk taking
Risk positive	A high appetite for risk taking to potentially achieve a more favourable outcome
Upside risk	Opportunity to exploit a situation for a positive advantage
Inherent risk	The impact and likelihood of an event occurring before any controls have been applied
Residual risk	The impact and likelihood of an event occurring when controls are operating as designed
Controls	Processes or actions taken to address risks by reducing the likelihood. Usually referred to as treating the risk. Cost of controls should be proportional to the risk
Mitigation	Actions taken or to be taken to reduce the chance of a risk materialising or the impact if it does.
Treat the risk	Operate processes to reduce the risk e.g. password security, spot checks, regular monitoring or reporting
Tolerate the risk	Agree not to take action, usually due to minimal likelihood of occurrence, or cost of controls is disproportional to the risk
Transfer the risk	Often through insurance, where the impact of a risk materialising is reduced. May also occur through outsourcing if a third party takes on the risk.
Terminate the risk	Stop doing the activity / service to which the risk relates
Take the risk	View the risk as an upside risk / opportunity to improve an outcome or deliver an even better service and take the chance

APPENDIX 1

IMPACT DESCRIPTORS (scores) – how big could the impact be?

The following descriptors are designed to assist the scoring of the impact of a risk if it were to occur:

Score	Low (1)	Medium (2)	High (3)	Very High (4)
Legal	Minor civil litigation	Major civil litigation and/or local public enquiry	Major civil litigation setting precedent and/or national public enquiry	Section 151 or government intervention or criminal charges
Financial	Up to £25k	Up to £50k	Up to £100k	Over £100k
Performance / Service Quality	Low level of minor complaints	Material level of minor complaints Service quality impaired	Unacceptable level of complaints. Adequate service level cannot be maintained	Complete failure to deliver service Government intervention
Health and safety of people	Low level of minor injuries	High level of minor injuries	Serious injury	Death of an individual for whom the organisation has a responsibility
Reputation	Little or no impact outside of the organisation	Minimal negative local media reporting	Significant negative front page reports or editorial comment in the local media	Questions raised in Parliament and/or reported in the national media

Financial risk impact levels should be adjusted to fit with the budget of the organisation. As a guide, Very High impact would be 10% of the organisation's net expenditure for the year (or precept and other income if applicable)

LIKELIHOOD DESCRIPTORS (scores) – how soon might it happen?

- Low (1) Once every two to five years or more
- Medium (2) This year or next year
- High (3) Within six months to a year
- Very High (4) Immediate or within a month

RISK SCORING MATRIX

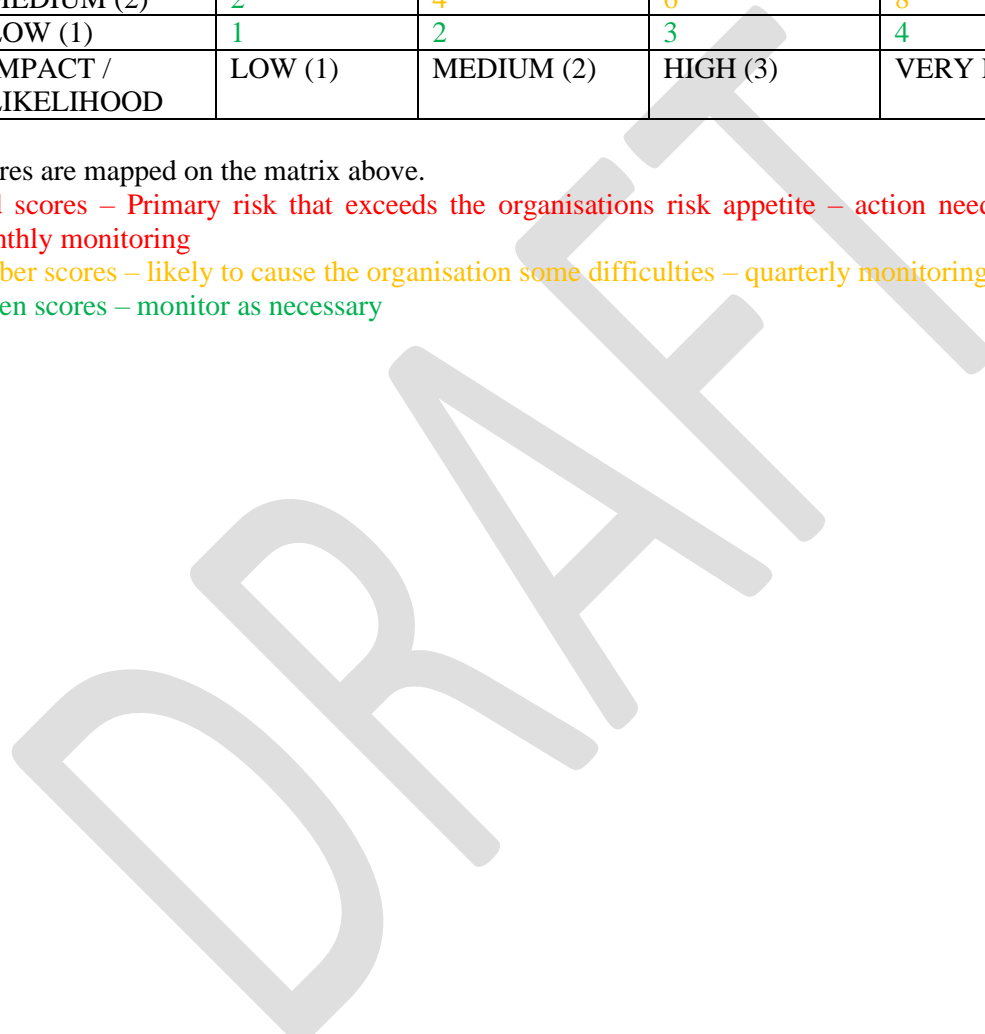
VERY HIGH (4)	4	8	12	16
HIGH (3)	3	6	9	12
MEDIUM (2)	2	4	6	8
LOW (1)	1	2	3	4
IMPACT / LIKELIHOOD	LOW (1)	MEDIUM (2)	HIGH (3)	VERY HIGH (4)

Scores are mapped on the matrix above.

Red scores – Primary risk that exceeds the organisations risk appetite – action needed to redress, monthly monitoring

Amber scores – likely to cause the organisation some difficulties – quarterly monitoring

Green scores – monitor as necessary



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RISK MANAGEMENT SCHEDULE

Corporate Services

Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
Finance											
• Banking	Failure of banking set up to meet legal, policy & administration requirements	Loss of funds Short term loss of bank services (telephone / internet banking)	1	3	3	Use of national bank Spread of investments Internal controls	1	3	3	RFO	Ongoing
• Borrowing	Failure of borrower to honour loan agreement Failure of lender to honour loan agreement	Financial penalties Damage to reputation	1	3	3	Use of recognised public sector lender Set up for BACS repayments	1	3	3	RFO	Ongoing

Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Audit external	Failure of audit to provide appropriate assurance and give unqualified opinion	Financial penalties Damage to reputation	1	2	2	Use of national auditors as required by Public Sector Audit Appointments Ltd Preparation of accounts by professional accountants	1	2	2	RFO	Ongoing
• Audit – internal	Failure of audit to identify failings Unsuitability of internal audit service	Financial penalties Damage to reputation	1	2	2	Internal auditor is suitably qualified and independent of the Council. Appt made and scope set by Council	1	2	2	RFO	Ongoing
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date

• Software	Loss of data Failure of software Protection of data from breach of confidentiality	Unable to undertake council functions Unlawful access to data Damage to reputation	2	3	6	Use of qualified IT support Up to date premise security Up to date IT security Off site secure data storage Up to date equipment	2	3	6	Town Clerk	Ongoing
• Investments	Failure of investment company	Loss of funds Restricted access to funds	2	4	8	Good track record Nationally renown	2	4	8	RFO	Ongoing
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Financial management	Poor financial decisions	Damage to reputation	3	3	9	Financial policy controls in place	3	3	9	RFO	Ongoing

	Non compliance with legislation & policy	Unable to meet financial commitments				<p>Council appoints an RFO</p> <p>Staff and Councillor training provided</p> <p>Internal and external audit undertaken</p> <p>Use of professional accountancy support</p> <p>Use of council specific accounts software</p>					
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Income generation	Predicted income doesn't match budgeted income	Damage to reputation	3	2	6	<p>Council sets balanced budget</p> <p>3-9 months general</p>	3	2	6	RFO	Ongoing

	Threat to service provision	Unable to meet service commitments				reserves maintained Regular budget monitoring Main income from Precept and is governed by Legislation					
Democracy											
• Elections	Not contested Insufficient Cllr's Suitability of candidates Not run according to statute	Damage to reputation Reduced democratic mandate Poor decisions	2	2	4	Elections promoted Information provided Elections run by principal authority	2	2	4	Head of Democratic Services	Ongoing
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Councillors	Cllr vacancies though resigning, leaving or disqualification	Insufficient numbers to support the democratic process	2	3	6	Cllr training and support provided	2	3	6	Head of Democratic Services	Ongoing

	Suitability of skills and experience Quality of guidance / decisions	Damage to reputation Financial costs				<p>Cllr's agree to Code of Conduct</p> <p>Cllr complete Declarations of Interest forms and declare interests at meetings</p> <p>Cllr workload shared among 14 Cllr's</p> <p>Council staff provide guidance, knowledge and support</p> <p>Council and Cllr's work under approved policies</p>					
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Subscriptions	Loss of outside professional bodies who provide	Poor actions	2	2	4	Long history of subscriptions	2	2	4	Town Clerk	Ongoing

	guidance and support Withdrawal of budget to fund subscriptions	Damage to reputation				Budget provision made annually Cllr's aware of benefits of subscriptions					
Central services											
• Utilities	Supply fails Cut off Supplier fails	Operation of council services ceases Damage to reputation	2	2	4	Use of national suppliers Accounts settled promptly	2	2	4	Town Clerk	Ongoing
• Unplanned work	Unbudgeted costs / use of general reserves Non compliance with council policy	Damage to reputation Financial costs	2	3	6	Council policies guide for unplanned financial decisions Special mtgs can be held as required	2	3	6	Town Clerk	Ongoing
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Non compliance	Council acting unlawfully	Damage to reputation	3	3	9	Trained staff	2	2	4	Promotion of training to cllrs - Head of	Ongoing

with legislation		Financial costs Legal proceedings				CLlr training offered Use of outside professional services to support council Membership of professional bodies				Democratic Services Council to consider if training should / could be mandatory – Town Clerk	
• Communication systems inc. email, post, telephone, social media	Failure of systems Council uncontactable	Damage to reputation Financial costs Cessation of work of council	2	2	4	Variety of communication methods available Use of nationally recognised suppliers	2	2	4	Town Clerk	Ongoing
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Insurance	Failure of insurance company Insufficient insurance cover	Damage to reputation Financial costs	1	4	4	Use of nationally recognised provider Annual review of	1	4	4	Town Clerk	Ongoing

						insurance arrangements					
• Contracts	Company failure Termination of contract Insufficient / unsuitable monitoring	Damage to reputation Financial costs Cessation / disruption of service Dissatisfied customers	2	3	6	Use of recognised & competent providers Annual review of contracts All contracts are signed Financial statements provided	2	3	6	Town Clerk	Ongoing
• Professional support inc legal, hr, occ health, payroll, accounts / year end	Insufficient cover Incorrect advice	Damage to reputation Financial costs Dissatisfied customers / staff / contractors etc	2	3	6	Use of competent providers	2	3	6	Town Clerk	Ongoing
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date

<ul style="list-style-type: none"> IT & copier / equipment 	Security Failure Replacement Maintenance contracts fail	Damage to reputation Financial costs Cessation / disruption of service Dissatisfied customers	1	2	2	Routine maintenance provided Up to date equipment & security	1	2	2	Town Clerk	Ongoing
<ul style="list-style-type: none"> Staff 	Competence Resignation Unplanned extended leave Fraud Misconduct Policy compliance	Poor / disrupted service delivery Damage to reputation Financial costs Dissatisfied customers	2	2	4	Qualified staff Ongoing training provided Contracts of employment Policy guidance Staff aware of colleagues work and processes Cllr monitor Appraisals	2	2	4	Town Clerk	Ongoing

Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Health & Safety	Non compliance with legislation Accidents, injury & death	Damage to reputation Financial costs	2	2	4	Insurance in place H&S policy in place Trained staff inc NEBOSH Day to day H&S practices completed Insurance in place Use of first aiders at events H&S equipment provided Employee Assistance Programme provided	2	2	4	Town Clerk	Ongoing

Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Service continuity	Disruption to / cessation of services	Damage to reputation Financial costs	2	3	6	Premises security measures in place Data backed up off site Remote working available Staff and Cllr training to be provided	2	3	6	Town Clerk	Ongoing
• Senior Staff and Member leadership	Disruption to / cessation of services Failure to meet statutory requirements	Damage to reputation Financial costs	2	3	6	Senior leadership team with breadth of knowledge and expertise Availability of external support Regular leadership meetings held	2	2	4	Share external support options - Town Clerk	Ongoing

						Weekly updates on work provided to members					
						Availability of political group leaders					
• General risk management	Poor controls	Damage to reputation Financial costs Accidents and emergencies	2	2	4	Risk assessments completed for all areas of work and events Staff aware Staff training May 2017 Member training and briefing programme summer 2019 completed.	2	2	4	Town Clerk	Ongoing

Environment & Leisure

Activity	Risk area	Risk event	Likelihood (x)	Impact (=)	Total	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
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• Public open spaces / recreation grounds / pavilions / play areas / sport provision	Service delivery Health & safety Equipment suitability / safety Replacement Vandalism Lease expiring Land needed for other purposes Unauthorised access (trespass, travellers) Adequate maintenance	Poor / disrupted service delivery Damage to reputation Financial costs Dissatisfied customers Liability claims Non compliance with relevant legislation	2	3	6	Competent staff Insurance in place Regular checks Up to date and maintained equipment Process in place to manage illegal traveller encampments	2	3	6	Head of Grounds	Ongoing
Activity	Risk area	Risk event	Likelihood (x)	Impact (=)	Total	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Allotments	Service delivery Health & safety	Poor / disrupted service delivery	2	3	6	Insurance in place Access codes provided to	2	3	6	Head of Grounds	Ongoing

	Vandalism	Damage to reputation				allotment holders only					
	Unauthorised access (trespass, travellers)	Financial costs Dissatisfied customers Liability claims Non compliance with relevant legislation				Allotment Agreement (contracts) Regular inspections Land registered					
Activity	Risk area	Risk event	Likelihood (x)	Impact (=)	Total	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Cemetery	Service delivery Health & safety Equipment suitability / safety Vandalism	Poor / disrupted service delivery Damage to reputation Financial costs Dissatisfied customers	2	3	6	Competent staff Insurance in place Regular checks Up to date and maintained equipment	2	3	6	Head of Grounds	Ongoing

	Unauthorised access (trespass, travellers) Lack of space	Liability claims Non compliance with relevant legislation				Active work taking place to extend useful working life of current cemetery. Active work taking place to identify site for a new cemetery.					
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• All Saints churchyard	Service delivery Health & safety Equipment suitability / safety Vandalism Unauthorised access (trespass, travellers)	Poor / disrupted service delivery Damage to reputation Financial costs Dissatisfied customers	2	3	6	Competent staff Insurance in place Regular checks Up to date and maintained equipment Work completed on	2	3	6	Head of Grounds	Ongoing

	Wall stability Not the land owner (church)	Liability claims Non compliance with relevant legislation				wall repairs re stability					
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Street furniture	Health & safety Equipment suitability / safety / replacement Vandalism Land needed for other purposes	Lack of facility Damage to reputation Financial costs Dissatisfied customers Liability claims Non compliance with relevant legislation	2	2	4	Competent staff Insurance in place Regular checks Up to date and maintained equipment	2	2	4	Head of Grounds	Ongoing
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date

• Machinery and equipment	Failure Replacement Suitability Competence of staff to use	Poor / disrupted service delivery Damage to reputation Financial costs Dissatisfied customers Liability claims Non compliance with relevant legislation	2	2	4	Competent staff Insurance in place Regular checks Up to date and maintained equipment	2	2	4	Head of Grounds	Ongoing
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Unregistered land	Evidence of right to manage Right of ownership challengeable	Legal challenge: Ownership Injury Responsibilities	2	1	2	On work programme to check and complete where needed	2	1	2	Corporate Services Manager	Ongoing

	False claim of ownership by a third party Insurance claims										
• Tithe Farm Sports Project	Financial affordability Contractor financial stability Future site management	Poor / disrupted delivery Damage to reputation Increase in financial costs Liability claims	2	2	4	Tender process followed Grants secured Contingency included	2	2	4	Town Clerk	Ongoing until build complete and facility up and running

Community Services

Activity	Risk area	Risk event	Likelihood (x)	Impact (=)	Total	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Provision of services to young people	Cessation of services	Poor service delivery	2	2	4	Regular reports to committee	2	2	4	Town Clerk	Ongoing

	Disruption to services Suitability of contractor or staff	Damage to reputation Financial costs Dissatisfied customers Liability claims Non-compliance with relevant legislation				Disclosure and Barring checks Trained staff Reliable staff					
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Provision of community events	Cessation of events Disruption to events Suitability of contractor or staff	Poor service delivery Damage to reputation Financial costs Dissatisfied customers Liability claims	2	2	4	Regular reports to committee Monitoring of contracts Insurance in place Risk assessments undertaken and checked	2	2	4	Town Clerk	Ongoing

		Non compliance with relevant legislation Impact on staff capacity				Calendar of events agreed at the beginning of a new Council year Sufficient budget provision to cover staff overtime costs					
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Provision of town centre public toilets	Cessation of services Disruption to services Suitability of contractor or staff	Poor service delivery Damage to reputation Financial costs Dissatisfied customers Liability claims Non compliance with relevant legislation	1	3	3	Use of reputable contractor Annual monitoring Contract in place	1	3	3	Town Clerk	Ongoing

• Christmas lights	Cessation of services Disruption to services Installation/ Maintenance/ Removal Vandalism Weather	Poor service delivery Damage to reputation Financial costs Dissatisfied customers Liability claims	1	2	2	Use of reputable contractor Annual monitoring Insurance Up to date equipment Agreement in place	1	2	2	Town Clerk	Ongoing
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Communications inc town crier, town guide, website, social media	Cessation of services Disruption to services Quality of communications Suitability of contractors	Poor service delivery Damage to reputation Financial costs Dissatisfied customers Non compliance with relevant legislation	2	2	4	Compiled by all staff Delivered by various distributors Use of reputable print & design company	2	2	4	Head of Democratic Services	Ongoing

<ul style="list-style-type: none"> • Civic events 	<ul style="list-style-type: none"> Absence of mayor Absence of support staff Health & safety issues Event not financially viable Not supported by attendees 	<ul style="list-style-type: none"> Damage to reputation Poor quality event Personal injury Financial implications 	3	1	3	<ul style="list-style-type: none"> Provision of established events Use of regular providers & venues Availability of deputy mayor / cllrs Supported by staff 	3	1	3	Town Clerk	Ongoing
<ul style="list-style-type: none"> • Corporate events 	<ul style="list-style-type: none"> Absence of support staff Health & safety issues Not supported by attendees Weather Disaster / terrorism etc Poor attendance 	<ul style="list-style-type: none"> Damage to reputation Poor quality event Personal injury Financial implications Reduce value for money / low community benefit 	3	1	3	<ul style="list-style-type: none"> Provision of established events Use of regular providers & venues Availability of deputy mayor / cllrs / other staff 	3	1	3	Town Clerk	Ongoing

• Community grants	Failure to provide appropriate support to Community Groups Public perception Service delivery Poor uptake Excessive uptake	Damage to reputation Lack of service delivery Insufficient funds	2	1	2	Budget provision Cllr support Advertising availability Robust application process Budget advice provided	2	1	2	Town Clerk	Ongoing
Activity	Risk area	Risk event	Likelihood (x)	Impact (y)	Total (=)	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Community safety	Community support Public perception Service delivery	Damage to reputation Lack of community support	2	2	4	Monthly contract review Use of Beds Police Budget provision Cllr support	2	2	4	Town Clerk	Ongoing

						Regular Combating Crime meetings attended by the police					
Mayor and deputy mayor	Civic face of Council Resignation from position	Damage to reputation	2	1	2	CI/r and staff support Regular reviews	2	1	2	Town Clerk	Ongoing

Planning

Activity	Risk area	Risk event	Likelihood (x)	Impact (=)	Total	Existing controls	Likelihood	Impact	Total	Actions (who)	Review date
• Consultation responses	In house expertise Professional advice	Damage to reputation Poor / ineffective response	2	2	4	Use of consultant to guide on more significant applications	2	2	4	Corporate Services Manager	Ongoing

Our Ref: DO02-227
Date: 15 December 2023

Dear Cllr

Consultation on the future of Townsend Day Centre

You may already be aware that on Tuesday 5th December 2023, a report about the future of Townsend Day Centre was considered by the Council's Executive. One of the report's recommendations is that the Council conducts a 12-week public consultation on the future of the day centre, which was approved at the meeting.

There are a number of options being considered including the use of a community space at the new Houghton Regis Community & Leisure Centre which is currently being built and due to be completed in November 2024. We think a day service could be run from the Community and Leisure Centre and could be a good alternative for the Townsend Day Centre service.

This option would see improved facilities for customers in a more community-based environment. As the venue is based within a leisure centre there would be increased opportunity to access facilities, including the on-site café, swimming pool, gym, and outside spaces.

The consultation will run from Monday 8th January 2024 to Monday 1st April 2024. During the consultation period people who use the service, and their relatives will be given the opportunity to meet with the team and supported to have their say, if they wish to take part.

We will be in touch in January to notify you of the consultation starting and share access to the consultation paperwork.

In the meantime, if you have any queries or would like more information, please do not hesitate to contact my colleague Tobin Stephenson via email at tobin.stephenson@centralbedfordshire.gov.uk.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Andy Sharp".

Andy Sharp
Director of Social Care, Health and Housing