



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Councillor E Cooper**  
Town Clerk: **Clare Evans**

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3<sup>rd</sup> September 2024

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

**Cllrs: D Jones (Chair), E Billington, E Costello, J Carroll, W Henderson, M Herber, C Rollins**

(Copies to other Councillors for information)

## Notice of Meeting

You are hereby summoned to a Meeting of the **Corporate Services Committee** to be held at the Council Offices, Peel Street on **Monday 9<sup>th</sup> September 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](#)

**Clare Evans**  
**Town Clerk**

**THIS MEETING MAY BE  
RECORDED \***

## Agenda

- 1. APOLOGIES & SUBSTITUTIONS**
- 2. QUESTIONS FROM THE PUBLIC**

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

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

- 3. 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

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

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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 7 - 13*

To approve the Minutes of the meetings held on 10<sup>th</sup> June 2024, 23<sup>rd</sup> July 2024 and 27<sup>th</sup> August 2024.

**Recommendation:** To approve the Minutes of the meeting held on 10th June 2024, 23<sup>rd</sup> July and 27<sup>th</sup> August 2024 and for these to be signed by the Chairman.

#### 5. TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

*Pages 14 - 21*

Personnel Sub-Committee: 7th May 2024

**Recommendation:** To receive the Minutes of the Personnel Sub-Committee meeting of the 7<sup>th</sup> May 2024.

#### 6. INCOME AND EXPENDITURE REPORT

*Pages 22 - 25*

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

#### 7. BANK AND CASH RECONCILIATION STATEMENTS

*Pages 26 - 28*

Members are requested to receive the monthly bank and cash reconciliation statements for May, June and July 2024.

**Recommendations:**

1. To approve the monthly bank and cash reconciliation statements for May, June and July 2024.
2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.

#### 8. LIST OF CHEQUE PAYMENTS

*Pages 29 - 70*

Members will find a list of payments for the period May to July 2024 (inclusive).

*This report is provided for information.*

## 9. INVESTMENT REPORT

*Pages 71 -79*

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

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

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

*This report is provided for information.*

## 10. CORPORATE PEER CHALLENGE ACTION PLAN

At its meeting on the 16th July 2024, the Town Council endorsed the Corporate Peer Challenge Action Plan.

In addition to this, Town Council under minute number 12906, resolved to approve the use of General Reserves up to £14,000 to support the Amber flagged projects within the Acton Plan to enable delivery, subject to Committee approval, in 2024/25.

In doing so, the Corporate Services Committee was allocated a project to be funded through general reserves. Below is the detail of that project.

### Corporate Services Committee

Ensure that the council fully utilises the talents and skills of current members of staff	Consider the engagement of external support to undertake as skills audit of staff, to identify any skills gaps and develop a training and development strategy	Budget availability	£2000	Autumn 2024	Corporate Services Committee	Head of Corporate Services
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**Recommendation:** To support Town Councils recommendation of the use of £2000 from General Reserves to support the delivery of the amber flagged project for the Corporate Services Committee as detailed.

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## 11. CCLA MANDATE

CCLA Investment Management Ltd takes the protection assets very seriously and is committed to maintaining up to date accurate information. A review of the Town Councils account files has identified that CCLA must request up to date details of account information.

The CCLA require a minimum of two or more (maximum 4) authorising persons on the account. Names and job titles of those authorising persons need to be sent to CCLA along with the accompanying minutes confirming this detail.

Members are therefore requested to confirm the following as authorised persons to manage accounts held by the CCLA, on behalf of the Town Council:

Ms Clare Evans, Town Clerk

Mrs Debbie Marsh, Head of Corporate Services

Mr Andrew Gaudion, Finance Officer

Members are reminded that any funds withdrawn, by officers, from the CCLA are deposited in the Town Councils NatWest bank account.

**Recommendation: To confirm, the following persons:  
Ms Clare Evans, Town Clerk  
Mrs Debbie Marsh, Head of Corporate Services  
Mr Andrew Gaudion, Finance Officer  
are authorised by the Council, to manage Houghton Regis  
Town Councils accounts held by the CCLA**

## 12. DRUGS, ALCOHOL AND SUBSTANCE MISUSE POLICY

*Pages 80 - 88*

Members will find attached the Town Councils Drugs, Alcohol and Substance Misuse Policy. Members are advised that it is proposed to remove paragraph 5.2 from this policy. Other than this proposal this policy remains fit for purpose.

**Recommendation To recommend to Town Council the adoption of the Town Councils Drugs, Alcohol and Substance Misuse Policy.**

## 13. FREEDOM OF INFORMATION POLICY AND MODEL PUBLICATION SCHEME

*Pages 89 - 113*

Members are advised that the Town Councils Freedom of Information Policy remains fit for purpose however the Town Council Model Publication Scheme has been revised.

Members will find a report attached.

**Recommendations: 1) To recommend to Town Council the adoption of the Town Councils Freedom of Information Policy  
2) To recommend to Town Council the adoption of the Town Councils Model Publication Scheme**

#### 14. RESERVES POLICY

*Pages 114 - 120*

Houghton Regis Town Council is required to maintain adequate financial reserves to meet the needs of the organisation.

The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Members will find a report attached.

**Recommendation: To recommend to Town Council, the adoption of the Town Councils Reserves Policy**

#### 15. INTERNAL AUDIT PLANNING, REPORTING & REVIEW POLICY AND INTERNAL AUDIT SPECIFICATION

*Pages 121 - 127*

At the Corporate Services meeting held on the 4<sup>th</sup> October 2022 (minute number 12208) it was agreed that although historically this document had been presented annually at a full Council meeting. Moving forward, it was thought that this policy should be added to the Policy Review list in order that this Committee has sight of it, for comment, before being presented to Council.

Members will find attached a copy of the approved document. There have been no changes in legislation therefore, it is suggested that it remains suitable and fit for purpose.

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

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

#### 16. HEALTH AND SAFETY POLICY

*Pages 128 - 135*

Members will find the Town Councils Health & Safety at Work Policy. There are no changes proposed to this policy therefore it remains fit for purpose.

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

#### 17. BANKING ARRANGEMENTS, INVESTMENTS STRATEGY & INVESTMENT ARRANGEMENTS

*Pages 136 - 138*

The Town Councils Banking Arrangements, Investments Strategy & Investment Arrangements policy has been amended to reflect the Town Councils decision to remove investments being placed in the CCLA Property Fund. Members may recall that the Town Council has given notice to remove funds from this account and for those funds to be placed in the CCLA Public Sector Deposit account.

Members will find an amended policy attached.

**18. EXCLUSION OF PRESS AND PUBLIC**

- **Staff Plan**

**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.

**0-0-0-0-0-0-0-0-0-0-0-0-0-0-0**

**HOUGHTON REGIS TOWN COUNCIL**  
**Corporate Services Committee**  
**Minutes of the meeting held on**  
**Monday 10<sup>th</sup> June 2024 at 7.00pm.**

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

Officers: Debbie Marsh Corporate Services Manager  
Amanda Samuels Administration Officer

Public: 0

Apologies: Councillor: E Billington

**12849 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr E Billington, Cllr C Slough substituted.

**12850 QUESTIONS FROM THE PUBLIC**

None.

**12851 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**12852 ELECTION OF VICE-CHAIR**

Members were invited to elect a Vice Chair for Corporate Services Committee for 2024/2025.

Nominee: Cllr Henderson Proposed by: Cllr C Slough  
Seconded by: Cllr J Carroll

No other nominations were received, accordingly, Cllr Henderson became the Vice-Chair of the Corporate Services Committee for the municipal year of 2024/2025.

**12853 MINUTES**

To approve the Minutes of the meeting held on 3<sup>rd</sup> March 2024 and 30<sup>th</sup> April 2024.

**Resolved: To approve the Minutes of the meeting held on 3<sup>rd</sup> March 2024 and 30<sup>th</sup> April 2024 and for these to be signed by the Chairman.**

**12854 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN**

Personnel Sub-Committee: 15<sup>th</sup> January 2024

**Resolved: To receive the Minutes of the Personnel Sub-Committee meeting of the 15<sup>th</sup> January 2024.**

**12855 COMMITTEE FUNCTIONS & TERMS OF REFERENCE**

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

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

Members were presented with the extract from the approved Committee Functions & Terms of Reference which related to this committee.

It was highlighted that the item ‘monitor and review risk management issues’ could be omitted in the future as this function would come under the responsibility of Town Council.

**12856 INCOME AND EXPENDITURE REPORT**

Members were presented with the income and expenditure printout for the Corporate Services committee up to the end of the 2023/2024 financial year, and for the month of April 2024.

It was highlighted that the report indicated that rates for the year, for the council offices, had been paid in full when, in actuality, it was half that had been paid.

**12857 BANK AND CASH RECONCILIATION STATEMENTS**

Members received the monthly bank and cash reconciliation statements for February, March and April 2024.

**Resolved:**

- 1. To approve the monthly bank and cash reconciliation statement for February, March and April 2024.**
- 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council’s RFO.**

**12858 LIST OF CHEQUE PAYMENTS**

Members were provided with a list of payments for the period February to March 2024 and for April 2024.



**12859 INVESTMENT REPORT**

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

The Corporate Services Committee 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 confirmed that, following the last meeting of this committee, notice had been given to the CCLA in regard to the sale of the units held in the council's Local Authorities Property Fund.

**12860 RENEWAL OF DIRECT DEBIT, STANDING ORDER, BACS AND CHAPS PAYMENTS**

Members were advised, under Financial Regulation 6.8, the approval of the use of Direct Debit, Standing Order, BACS or CHAPS would be renewed by resolution of the council every year.

Members were provided with a list of Direct Debits and Standing Orders.

Members were informed that the town council uses BACS payment for staff salaries only.

Members were advised of an additional two standing orders. These were:

- CDS (cemetery monitoring)
- Cloudy IT

**Resolved:**

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

**12861 PUBLIC WORKS LOAN BOARD ANNUAL REPORT**

In accordance with the committees Terms of Reference and Financial Regulation 8, Members were provided with an annual report of the council's loans.

Houghton Regis Town Council had three loans: two relating to the Moore Crescent Pavilion and another for the Tithe Farm Project.

**12862 INSURANCE CLAIMS**

Members were advised that there were no insurance claims since the last meeting.

Members were informed that this item would no longer appear on future agendas unless there was something to report.

### **12863 APPOINTMENT OF INTERNAL AUDITOR**

At the Town Council meeting held on the 21<sup>st</sup> March 2022 (minute number 11984) Members supported the recommendation from the Corporate Services meeting held on the 28<sup>th</sup> February 2022 that the Town Council appoint IAC Audit & Consultancy Ltd, for a period of 3 years, as the Town Council internal auditor provider. This appointment covered accounting years 21/22, 22/23 and 23/24.

Members were requested to consider the appointment of the Internal Auditor for a period of 3 years (financial years 2024/25, 2025/26 and 2026/7).

**Resolved: To recommend to Town Council, at the meeting to be held on the 17<sup>th</sup> June 2024, that IAC Audit & Consultancy Ltd be appointed as the Town Councils internal audit provider, for a period of 3 years (financial years 2024/25, 2025/26 and 2026/7), at a cost of £800 plus VAT per annum.**

### **12864 TOWN COUNCIL INSURANCE PROVISION**

In accordance with Financial Regulation 15 – Insurance.

Members were reminded that at the last Town Council meeting, held on the 18th March 2024, Members were advised that the Town Council's insurance provision was due for renewal on 1st June 2024. It had been proposed to present a recommendation directly to Town Council in March; however, timescales set by insurance providers, meant that insurance quotes were not able to be obtained. Members were requested and subsequently agreed (minute number 12760) to delegate the appointment of the Town Council's insurer to the Town Clerk, in conjunction with the Head of Corporate Services, and for the outcome to be reported at the next Corporate Services Committee.

Following the outcome of enquiries, Members were informed that the Town Council had entered into a long-term agreement with Zurich Municipal for a period of three years, starting from 1st June 2024, at a cost of £15,528.45 per annum. Entering into a long-term agreement had brought with it a level of discount. This cost did not include cover for the new Bidwell West Pavilion, as this building had not, as yet, been transferred to the council.

Budget allocation for this provision was £17,000.

Members were informed that the insurance premium provided cover for the new pavilion at Tithe Farm and the 3G pitch.

## 12865 COMMITTEE WORK PLAN – CORPORATE SERVICES COMMITTEE

At the Town Council meeting held on the 11th December 2023, Members approved the HRTC Corporate Strategy for 2024-2028 (minute number 12645). At the March meeting of the Town Council, Members approved allocating the objectives to standing committees to enable more detailed consideration and progression. As Members were aware, the plan included 4 Pillars under which were a number of objectives, along with some suggestions as to how these objectives could be achieved. In order to progress the plan, Members agreed that these objectives would then be presented as committee workplans to the respective committees for more detailed consideration of delivery mechanisms and subsequent monitoring. Members were provided with the allocation of objectives for delivery by this committee. Members were asked to prioritise a number of objectives for consideration/delivery in the next twelve months.

Members felt that the objectives in progress, plus the financial plan were sufficient for the moment. This could be revisited as other items were decided.

IT cabling had been completed and could be removed for the work plan.

Members agreed that the costs relating to the Local Council Award Scheme and Investors in People accreditation should be explored and reported back at a future meeting.

The important items were the 5-year financial and staffing plan, and the succession planning, which had been picked up as a potential risk area by the Corporate Peer Challenge review.

**Resolved: To approve the Corporate Services Committee work plan and select those objectives for consideration/delivery in the next twelve months.**

## 12866 VAT RETURNS

Members were provided with the Town Council VAT returns for quarters 1,2,3 & 4 of the financial year 2023-2024.

## 12867 POLICY REVIEW SCHEDULE

Policies and procedures play an important role in governing the Town Councils responsibilities. Policies and procedures set out expectations, from both the Council and employees, and confirmed legal compliance.

This schedule was provided annually at the first Corporate Services meeting following the Town Councils Annual General Meeting.

Members received a list of suggested policy review dates that coincided with dates of the meetings for this committee for the municipal year 2024-2025.

## 12868 POLICY UPDATES

Policies and procedures play an important role in governing the Town Council's responsibilities. Policies and procedures set out expectations, from both the Council and employees and confirms legal compliance.

Members were provided with a report and details of amendments for the following policies:

- 1) Family Friendly Policy
- 2) Flexible Working Policy
- 3) Capability Policy
- 4) Grievance Policy
- 5) Officer/Member Protocol
- 6) Training Agreement
- 7) Training Statement of Intent

Three policies had been amended: the Flexible Working Policy, the Family Friendly Policy and the Training Statement of Intent. The most significant changes related to the Flexible Working Policy.

Members were questioned whether they were willing to accept reviewed policies under one agenda item rather than several separate items. It was agreed that since the listed policies followed HR protocol it was acceptable to agree them as one item; however, in future there should be the option to discuss more discretionary items individually.

**Resolved: To recommend to Town Council, that the following policies be re-adopted:**

- 1) **Family Friendly Policy**
- 2) **Flexible Working Policy**
- 3) **Capability Policy**
- 4) **Grievance Policy**
- 5) **Officer/Member Protocol**
- 6) **Training Agreement**
- 7) **Training Statement of Intent**

## 12869 EXCLUSION OF PRESS AND PUBLIC

- **Staff Plan**
- **Council Offices**

**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.**

**12870 STAFFING PLAN**

Members discussed the officers report.

**Resolved: To support the recommendations contained in the report.**

**12871 COUNCIL OFFICES**

Members discussed the officers report.

Members supported, in principle, the conclusion and next steps as outlined in the report but requested that a further report be presented at a special meeting of this committee. It was agreed that a suitable date for this meeting be found in the month of July.

**Resolved: To defer this item and to reconsider it at a specially convened meeting of this committee.**

**The Chairman declared the meeting closed at 9.06pm  
Dated this 9<sup>th</sup> day of September 2024**

**Chairman**

**HOUGHTON REGIS TOWN COUNCIL**  
**Corporate Services Committee**  
**Minutes of the meeting held on**  
**Tuesday 23<sup>rd</sup> July at 7.00pm.**

Present: Councillors: D Jones Chair  
E Billington  
J Carroll  
E Costello  
W Henderson  
M Herber  
C Rollins

Officers: Clare Evans Town Clerk  
Debbie Marsh Corporate Services Manager  
Amanda Samuels Administration Officer

Public: 0

**12920 APOLOGIES & SUBSTITUTIONS**

None.

**12921 QUESTIONS FROM THE PUBLIC**

None.

**12922 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**12923 COUNCIL OFFICES**

At the Corporate Services Meeting on 10<sup>th</sup> June, Members considered opportunities to enhance the council's service provision to residents through the relocation of the council offices to more suitable (visible) premises.

A special meeting had been requested to discuss the relocation further; however, Members queried why the recommendations were now focussed on enhancing the current offices rather than relocating.

The Town Clerk informed Members that, in the process of gathering comparable reports to assess properties, it had become apparent that the space at All Saints View was substantially smaller than anticipated. While the site would provide higher visibility, it would fail to achieve all the desired objectives and it would also incur a significant cost. As a result, it was felt there was no real value in presenting a report of the nature previously intended, and further discussion was required on available options.

The objectives for relocation were:

- Fit for purpose
- Public visibility
- Potential for community benefit to be factored in

Members suggested and discussed various options as follows:

- Using the Houghton Regis Day Centre or the Townsend Centre. It was currently unclear what plans Central Bedfordshire Council had regarding the future of these sites, but it was highly likely that CBC would be looking at a commercial value for the properties. Both were ageing buildings that would come with significant remodelling/repair costs. Both sites would be large enough for community use. Members felt that it was still worth approaching CBC to discuss potential use by HRTC.
- Potential to increase office space by the addition of another storey to the existing building or extending into the car park area.
- A portion of the Chamber could be sectioned off for office space and smaller meetings could be held in the remaining Chamber area with full Council meetings being held off site.
- The Chamber could be repurposed, with meetings being held at external venues that were able to provide the requisite technology to allow for hybrid meetings. This would likely incur hire charges. Using local facilities could potentially improve visibility and community engagement, thereby meeting some of the objectives laid out in the CPC report and the Corporate Plan. Maintaining a small meeting room at HRTC's offices would also limit costs.
- There were two small rooms on site that could be employed as additional office space.
- It was understood that the lease for the Bedford Square Community Centre was due to run out in 2025 and it was worth exploring this site further with CBC. This option could be brought forward for discussion at the next Town Partnership Committee.
- Use hotdesking and hybrid working to maximise space efficiency and explore ways to make the Chamber multi-purpose.

Members agreed that some remedial work could be carried out but questioned the feasibility of spending substantial sums on the present site if they were unlikely to accommodate anticipated increases in staff, or if the community centre was likely to become available. The Town Clerk responded by advising that relocation had already been delayed, and questioned the benefits of continuing to delay when potential sites were not guaranteed.

It was highlighted that HRTC owned the current offices and that these were an asset as they were freehold. It was unlikely that offices would be available again in a central location, with freehold, and provide all the attendant benefits.

It was hoped to have quotes for each of the proposed 3 items by September. In the meantime, costings for room hire could be explored. Members were advised that a condition survey may need to be undertaken on the current building.

**Resolved: To obtain quotes from design architects for the development of comprehensive remodelling options aimed at:**

- 1. Enhancing the functionality and aesthetics of the main foyer**
- 2. Expanding office and administrative spaces, including the potential relocation of the council chamber if necessary**
- 3. Improving the external visibility and public presence of the council offices**

**The Chairman declared the meeting closed at 7.44pm**

**Dated this 9<sup>th</sup> day of September 2024.**

**Chairman**



**HOUGHTON REGIS TOWN COUNCIL**  
**Corporate Services Committee**  
**Minutes of the meeting held on**  
**Tuesday 27<sup>th</sup> August 2024 at 7.30pm.**

Present: Councillors: D Jones Chairman  
E Billington  
P Burgess Substitution  
J Carroll  
E Costello  
W Henderson  
M Herber

Officers: Clare Evans Town Clerk  
Debbie Marsh Corporate Services Manager  
Louise Senior Head of Democratic Services

Public: 0

Apologies: Councillor: C Rollins

**12957 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr Rollins (Cllr Burgess substituted).

**12958 QUESTIONS FROM THE PUBLIC**

None.

**12959 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**12960 EXCLUSION OF PRESS AND PUBLIC**

- Staff Plan

**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.

**12961 STAFF PLAN**

Members considered and voted on the recommendation contained within the report:

Members in favour: 2

Members against: 3

Abstentions:2

Accordingly, the recommendation contained within the report was not carried.

**The Chairman declared the meeting closed at 8.31pm**

**Dated this 9<sup>th</sup> day of September 2024**

**Chairman**

DRAFT

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**HOUGHTON REGIS TOWN COUNCIL**

**Personnel Sub-Committee  
Minutes of the meeting held on  
7<sup>th</sup> May 2024 at 6.00pm**

Present: Councillors: D Jones Chairman  
W Henderson  
M Herber  
T McMahan

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

Public: 0

Absent: Councillor: E Costello

**PE306 APOLOGIES AND SUBSTITUTIONS**

None.

**PE307 QUESTIONS FROM THE PUBLIC**

None.

**PE308 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**PE309 MINUTES**

The Committee received the minutes of the Personnel Sub-Committee meeting held on 15<sup>th</sup> January 2024 for consideration.

**Resolved: That the minutes of the Personnel Sub-Committee meeting held on 15<sup>th</sup> January 2024 be approved as a correct record and signed accordingly.**

**PE310 FREEDOM OF INFORMATION REQUESTS**

No Freedom of Information requests had been received for the period January – March 2014. 2024 WCM

**Resolved: To note the information.**

**PE311 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS**

Annual leave

From January to March 2024 the Clerk had 6 days' leave and 3 days' flexi leave.

The following leave had been requested:

- 28th May 2024 – 30th May
- 28th October 2024 – 1st November 2024

Additional leave was requested as follows:

- 29th July – 9th August

Overtime

The Clerk had attended 5 meetings or events outside of the normal working day within the period January – March 2024 (compared with 2 meetings in the previous quarter)

**Resolved: To approve the Town Clerk's annual leave request.**

**PE312 NALC MODEL CONTRACT**

Members were presented with the NALC model contract. The contract had been reviewed by HRTC's Human Resources advisor and amended to include a sentence relating to sickness being calculated on a rolling 12-month period. It was felt this addition clarified the means of calculating sickness. The amended contract would be implemented for all new staff members moving forward.

**Resolved: To note the information.**

**PE 313 EXCLUSION OF PRESS AND PUBLIC**

Members voted on the exclusion of the press and public:

Proposed by: Cllr Henderson Seconded by: Cllr McMahon

Carried.

**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.**

**PE314 STAFF SICKNESS**

Members were provided with a rolling twelve-month record of sickness absence for all members of staff.


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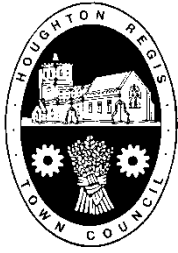
**Resolved: To note the information.**

**The Chairman declared the meeting closed at 6.10pm**

**Dated this 8<sup>th</sup> day of July 2024**

**Chairman**

 WILLIAM HENDERSON



## **CORPORATE SERVICES COMMITTEE**

## **Agenda Item 6**

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<b>Date:</b>	<b>9<sup>th</sup> September 2024</b>
<b>Title:</b>	<b>Income &amp; Expenditure Report</b>
<b>Purpose of the Report:</b>	<b>To provide members with the Income &amp; Expenditure report highlighting significant variances, for Corporate Services Committee to date.</b>
<b>Contact Officer:</b>	<b>Debbie Marsh, Head of Corporate Services</b>

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*This report is provided for information.*

### **1. BACKGROUND**

In accordance with the committee functions a review of the income and expenditure of the committee should be undertaken periodically. Accordingly, this report is provided to members highlighting significant variances, for the Corporate Services Committee to date.

The income and expenditure report is provided for reference.

### **2. ISSUES FOR CONSIDERATION**

102-4020 Misc. Establishment Costs

Expenditure incurred to cover D Skinner retirement refreshments and Honorary Freeman Scrolls and Frames.

190-4020 Misc. Est Costs

Expenditure incurred for various items, including paper towels and toilet tissues.

### **3. HRTC CORPORATE PLAN**

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

### **4. IMPLICATIONS**

#### **Corporate Implications**

- There are no corporate implications arising from this report

**Legal Implications**

- There are no legal implications arising from this report

**Financial Implications**

- There are no financial implications arising from this report

**Risk Implications**

- There are no risk implications arising from this report

**Equalities Implications**

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

This project / issue does not discriminate.

**Climate Change Implications**

- There are no climate change implications arising from the recommendations

**Press Contact**

There are no press implications arising from this report.

**5. CONCLUSION AND NEXT STEPS**

Proactive monitoring of the budget will set the council in good stead going forwards and will help to ensure that expenditure and income targets are met. Whilst two particular budget codes are overspent, as detailed above, this does not have an impact on the overall cost centre budgets.

**6. APPENDICES**

**Appendix A:** Income and Expenditure cost centre report – April to July inclusive

12/08/2024

## Houghton Regis Town Council Current Year

Page 1

13:32

## Detailed Income &amp; Expenditure by Budget Heading 12/08/2024

Month No: 4

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Corporate Services</b>								
<u>101 Corporate Management</u>								
1076 Precept received	0	681,900	1,363,800	681,900			50.0%	
1096 Interest & Dividends Received	13,469	21,260	50,000	28,740			42.5%	
Corporate Management :- Income	<b>13,469</b>	<b>703,160</b>	<b>1,413,800</b>	<b>710,640</b>			<b>49.7%</b>	<b>0</b>
4051 BANK & LOAN CHARGES	62	271	1,000	729		729	27.1%	
4056 AUDIT FEES	0	0	3,200	3,200		3,200	0.0%	
4057 ACCOUNTANCY & SOFTWARE	0	3,645	7,250	3,605		3,605	50.3%	
4061 Financial Management Fees	906	906	4,000	3,094		3,094	22.7%	
Corporate Management :- Indirect Expenditure	<b>968</b>	<b>4,822</b>	<b>15,450</b>	<b>10,628</b>	<b>0</b>	<b>10,628</b>	<b>31.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>12,501</b>	<b>698,338</b>	<b>1,398,350</b>	<b>700,012</b>				
<u>102 Democratic Rep'n &amp; Mgmt</u>								
4008 TRAINING/COURSES	0	45	1,100	1,055		1,055	4.1%	
4009 TRAVEL	20	127	350	223		223	36.2%	
4020 MISC. ESTABLISH.COST	0	472	400	(72)		(72)	118.0%	
4024 SUBSCRIPTIONS	0	3,368	3,600	232		232	93.5%	
4059 OTHER PROFESSIONAL FEES	0	119	1,000	881		881	11.9%	
4104 HOSPITALITY ALLNCE	0	0	250	250		250	0.0%	
4131 ELECTION COSTS	0	0	6,000	6,000		6,000	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	<b>20</b>	<b>4,130</b>	<b>12,700</b>	<b>8,570</b>	<b>0</b>	<b>8,570</b>	<b>32.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(20)</b>	<b>(4,130)</b>	<b>(12,700)</b>	<b>(8,570)</b>				
<u>190 Central Services</u>								
1091 Income Miscellaneous	0	0	130	130			0.0%	
Central Services :- Income	<b>0</b>	<b>0</b>	<b>130</b>	<b>130</b>			<b>0.0%</b>	<b>0</b>
4007 CONFERENCE COSTS	385	420	1,300	880		880	32.3%	
4008 TRAINING/COURSES	0	618	5,000	4,382		4,382	12.4%	
4009 TRAVEL	0	0	350	350		350	0.0%	
4011 RATES	0	8,213	7,800	(413)		(413)	105.3%	
4012 WATER RATES	114	337	500	163		163	67.4%	
4014 ELECTRICITY	163	536	2,000	1,464		1,464	26.8%	
4015 GAS	50	94	900	806		806	10.4%	
4017 HEALTH & SAFETY	18	198	1,000	802	0	802	19.8%	
4020 MISC. ESTABLISH.COST	120	541	300	(241)	378	(619)	306.2%	
4021 COMMUNICATIONS COSTS	1,113	2,144	11,700	9,556		9,556	18.3%	
4022 POSTAGE	0	475	1,000	525		525	47.5%	

Continued over page

24 / 138



## Detailed Income &amp; Expenditure by Budget Heading 12/08/2024

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4023 STATIONERY	0	160	700	540		540	22.8%	
4025 INSURANCE	0	15,528	17,000	1,472		1,472	91.3%	
4026 COMPUTER COSTS	112	2,215	8,000	5,785	72	5,713	28.6%	
4027 PHOTOCOPIER CHARGES	204	597	1,600	1,003		1,003	37.3%	
4031 ADVERTISING	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	325	325	1,000	675		675	32.5%	
4038 MAINTENANCE CONTRACTS	0	0	600	600		600	0.0%	
4042 Equipment Repairs & Maintenance	0	0	1,000	1,000		1,000	0.0%	
4059 OTHER PROFESSIONAL FEES	0	0	15,000	15,000	2,333	12,667	15.6%	
Central Services :- Indirect Expenditure	<b>2,605</b>	<b>32,401</b>	<b>77,250</b>	<b>44,849</b>	<b>2,784</b>	<b>42,065</b>	<b>45.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,605)</b>	<b>(32,401)</b>	<b>(77,120)</b>	<b>(44,719)</b>				
<u>191 Personnel/Staff Costs</u>								
4059 OTHER PROFESSIONAL FEES	0	10,114	0	(10,114)		(10,114)	0.0%	
Personnel/Staff Costs :- Indirect Expenditure	<b>0</b>	<b>10,114</b>	<b>0</b>	<b>(10,114)</b>	<b>0</b>	<b>(10,114)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(10,114)</b>	<b>0</b>	<b>10,114</b>				
<u>192 Corp Serv Staff Costs</u>								
4001 STAFF SALARIES	17,730	71,325	262,000	190,676		190,676	27.2%	
4002 EMPLOYERS N.I	1,721	7,001	36,000	28,999		28,999	19.4%	
4003 EMPLOYERS SUPERANN.	3,902	15,836	70,000	54,164		54,164	22.6%	
4005 STAFF OVERTIME	144	768	1,000	232		232	76.8%	
4059 OTHER PROFESSIONAL FEES	385	2,168	7,400	5,232		5,232	29.3%	
Corp Serv Staff Costs :- Indirect Expenditure	<b>23,883</b>	<b>97,097</b>	<b>376,400</b>	<b>279,303</b>	<b>0</b>	<b>279,303</b>	<b>25.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(23,883)</b>	<b>(97,097)</b>	<b>(376,400)</b>	<b>(279,303)</b>				
Corporate Services :- Income	<b>13,469</b>	<b>703,160</b>	<b>1,413,930</b>	<b>710,770</b>			<b>49.7%</b>	
Expenditure	<b>27,476</b>	<b>148,564</b>	<b>481,800</b>	<b>333,236</b>	<b>2,784</b>	<b>330,452</b>	<b>31.4%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(14,007)</b>	<b>554,596</b>	<b>932,130</b>	<b>377,534</b>				
Grand Totals:- Income	<b>13,469</b>	<b>703,160</b>	<b>1,413,930</b>	<b>710,770</b>			<b>49.7%</b>	
Expenditure	<b>27,476</b>	<b>148,564</b>	<b>481,800</b>	<b>333,236</b>	<b>2,784</b>	<b>330,452</b>	<b>31.4%</b>	
<b>Net Income over Expenditure</b>	<b>(14,007)</b>	<b>554,596</b>	<b>932,130</b>	<b>377,534</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(14,007)</b>	<b>554,596</b>	<b>932,130</b>	<b>377,534</b>				

## Houghton Regis Town Council Current Year

### Bank - Cash and Investment Reconciliation as at 31 May 2024

		<u>Account Description</u>	<u>Balance</u>
<b><u>Bank Statement Balances</u></b>			
1	31/05/2024	Liquidity Manager Account	76,890.88
1	31/05/2024	NatWest Current Account	1,000.00
2	31/05/2024	Business Reserve Account	271.98
3	31/05/2024	Natwest Youth Council	228.47
			<b>78,391.33</b>
<b><u>Other Cash &amp; Bank Balances</u></b>			
		CCLA Property Fund Acct	600,000.00
		CLERKS IMPREST ACCOUNT	200.00
		L A Deposit Fund Account	1,069,500.00
		PETTY CASH FLOAT	33.54
			<b>1,669,733.54</b>
			<b>1,748,124.87</b>
<b><u>Receipts not on Bank Statement</u></b>			
0	31/05/2024	All Receipts Cleared	0.00
			<b>0.00</b>
<b>Closing Balance</b>			<b>1,748,124.87</b>
<b><u>All Cash &amp; Bank Accounts</u></b>			
1		NATWEST CURRENT/RESERVE	77,890.88
2		NATWEST ONLINE ac 41172051	271.98
3		Natwest Yth Council	228.47
		Other Cash & Bank Balances	1,669,733.54
<b>Total Cash &amp; Bank Balances</b>			<b>1,748,124.87</b>

**Houghton Regis Town Council Current Year**

**Bank - Cash and Investment Reconciliation as at 30 June 2024**

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	30/06/2024	Liquidity Manager Account	56,038.72
1	30/06/2024	NatWest Current Account	1,000.00
2	30/06/2024	Business Reserve Account	272.28
3	30/06/2024	Natwest Youth Council	795.05
			<b>58,106.05</b>
<u>Other Cash &amp; Bank Balances</u>			
		CCLA Property Fund Acct	600,000.00
		CLERKS IMPREST ACCOUNT	200.00
		L A Deposit Fund Account	969,500.00
		PETTY CASH FLOAT	22.85
			<b>1,569,722.85</b>
			<b>1,627,828.90</b>
<u>Receipts not on Bank Statement</u>			
0	30/06/2024	All Receipts Cleared	0.00
			<b>0.00</b>
<b>Closing Balance</b>			<b>1,627,828.90</b>
<u>All Cash &amp; Bank Accounts</u>			
1		NATWEST CURRENT/RESERVE	57,038.72
2		NATWEST ONLINE ac 41172051	272.28
3		Natwest Yth Council	795.05
		Other Cash & Bank Balances	1,569,722.85
<b>Total Cash &amp; Bank Balances</b>			<b>1,627,828.90</b>

**Houghton Regis Town Council Current Year**

**Bank - Cash and Investment Reconciliation as at 31 July 2024**

		<u>Account Description</u>	<u>Balance</u>
<b><u>Bank Statement Balances</u></b>			
1	31/07/2024	Liquidity Manager Account	103,393.78
1	31/07/2024	NatWest Current Account	1,000.00
2	31/07/2024	Business Reserve Account	272.64
3	31/07/2024	Natwest Youth Council	728.94
			<b>105,395.36</b>
<b><u>Other Cash &amp; Bank Balances</u></b>			
		CCLA Property Fund Acct	600,000.00
		CLERKS IMPREST ACCOUNT	200.00
		L A Deposit Fund Account	869,500.00
		PETTY CASH FLOAT	40.27
			<b>1,469,740.27</b>
			<b>1,575,135.63</b>
<b><u>Receipts not on Bank Statement</u></b>			
0	31/07/2024	All Receipts Cleared	0.00
			<b>0.00</b>
<b>Closing Balance</b>			<b>1,575,135.63</b>
<b><u>All Cash &amp; Bank Accounts</u></b>			
1		NATWEST CURRENT/RESERVE	104,393.78
2		NATWEST ONLINE ac 41172051	272.64
3		Natwest Yth Council	728.94
		Other Cash & Bank Balances	1,469,740.27
<b>Total Cash &amp; Bank Balances</b>			<b>1,575,135.63</b>

22/08/2024

Houghton Regis Town Council Current Year

Page 1

13:56

List of Purchase Ledger Payments for Month 2

User: 6740.D.MARSH

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BRI02 BT Payment Services Ltd</b>							
62-Fixed line rental Office	18/04/2024	M027 C1	1	234.00	0.00	234.00	0.00
					<b>0.00</b>	<b>234.00</b>	
Above paid on 02/05/2024 by Cheque DDR3							
<b>EE01 EE Limited</b>							
232-Mobile phones April 2024	24/04/2024	V02220124761	1	384.06	0.00	384.06	0.00
					<b>0.00</b>	<b>384.06</b>	
Above paid on 02/05/2024 by Cheque DDR1							
<b>FRA02 Francotyp Postalia Ltd</b>							
233-Postage download	02/05/2024	25765423	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>50.00</b>	
Above paid on 02/05/2024 by Cheque DDR2							
<b>TEC01 Techies Limited</b>							
775-M'soft Annual Sub	04/10/2023	INV-4591	1	2,797.76	0.00	399.68	2,398.08
					<b>0.00</b>	<b>399.68</b>	
Above paid on 03/05/2024 by Cheque S/O							
<b>TEC01 Techies Limited</b>							
375-IT Support	01/08/2023	INV-4264	1	959.44	0.00	191.89	767.55
					<b>0.00</b>	<b>191.89</b>	
Above paid on 03/05/2024 by Cheque S/O1							
<b>WAV06 Anglian Water</b>							
Purchase Ledger Payment	03/05/2024	ON ACC 204	1	0.00	0.00	173.00	-173.00
					<b>0.00</b>	<b>173.00</b>	
Above paid on 03/05/2024 by Cheque DDR4							
<b>WAV07 Anglain Water</b>							
Purchase Ledger Payment	03/05/2024	ON ACC 205	1	0.00	0.00	37.00	-37.00
					<b>0.00</b>	<b>37.00</b>	
Above paid on 03/05/2024 by Cheque DDR5							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>YU001 Yu Energy</b>							
192-Electricity M/Crescent Pav	01/05/2024	01665007	1	108.12	0.00	108.12	0.00
					<b>0.00</b>	<b>108.12</b>	
Above paid on 08/05/2024 by Cheque DDR10							
<b>YU001 Yu Energy</b>							
193-Electricity P/Side Dve Pav	01/05/2024	01665043	1	10.86	0.00	10.86	0.00
					<b>0.00</b>	<b>10.86</b>	
Above paid on 08/05/2024 by Cheque DDR11							
<b>YU001 Yu Energy</b>							
195-Electricity Office	01/05/2024	01665104	1	200.42	0.00	200.42	0.00
					<b>0.00</b>	<b>200.42</b>	
Above paid on 08/05/2024 by Cheque DDR12							
<b>YU001 Yu Energy</b>							
194-Electricity P/Side Rec Gr	01/05/2024	01665105	1	36.48	0.00	36.48	0.00
					<b>0.00</b>	<b>36.48</b>	
Above paid on 08/05/2024 by Cheque DDR13							
<b>YU001 Yu Energy</b>							
197-Electricity T/Farm Pav	01/05/2024	01665106	1	1,071.19	0.00	1,071.19	0.00
					<b>0.00</b>	<b>1,071.19</b>	
Above paid on 08/05/2024 by Cheque DDR14							
<b>YU001 Yu Energy</b>							
196-Electricity Depot	01/05/2024	01665107	1	18.12	0.00	18.12	0.00
					<b>0.00</b>	<b>18.12</b>	
Above paid on 08/05/2024 by Cheque DDR15							
<b>YU001 Yu Energy</b>							
198-Electricity Village Gn Pav	01/05/2024	01665108	1	161.34	0.00	161.34	0.00
					<b>0.00</b>	<b>161.34</b>	
Above paid on 08/05/2024 by Cheque DDR16							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>YU001 Yu Energy</b>							
190-Electricity - Depot	01/05/2024	01664773	1	425.54	0.00	425.54	0.00
					<b>0.00</b>	<b>425.54</b>	
Above paid on 08/05/2024 by Cheque DDR8							
<b>YU001 Yu Energy</b>							
181-Electricity O/Close Pav	01/05/2024	01664913	1	125.71	0.00	125.71	0.00
					<b>0.00</b>	<b>125.71</b>	
Above paid on 08/05/2024 by Cheque DDR9							
<b>FRA02 Francotyp Postalia Ltd</b>							
238-Postage download	26/04/2024	25762138	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>50.00</b>	
Above paid on 09/05/2024 by Cheque DDR2							
<b>AMR001 AMRO Catering &amp; Events Ltd</b>							
96-Lunch Bags Peer Review	07/05/2024	INV-0053	1	143.10	0.00	143.10	0.00
					<b>0.00</b>	<b>143.10</b>	
Above paid on 10/05/2024 by Cheque FP1							
<b>BATPC BATPC</b>							
98-Training E Cooper 23/5/24	01/05/2024	TRAINING E COOPER	1	45.00	0.00	45.00	0.00
					<b>0.00</b>	<b>45.00</b>	
Above paid on 10/05/2024 by Cheque FP3							
<b>BED02 Bedfordshire Pension Fund</b>							
99-Added Years March 24	26/04/2024	755953	1	58.67	0.00	58.67	0.00
					<b>0.00</b>	<b>58.67</b>	
Above paid on 10/05/2024 by Cheque FP4							
<b>BED07 Police &amp; Crime Commissioner for Beds</b>							
114-Op Hana March 2024 PCSO	25/04/2024	B0004314	1	349.65	0.00	349.65	0.00
115-Op Hana March 2024 PC	26/04/2024	B0004329	1	3,108.00	0.00	3,108.00	0.00
					<b>0.00</b>	<b>3,457.65</b>	
Above paid on 10/05/2024 by Cheque FP22							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BRO01</b> <b>Brown &amp; White</b>							
100-Eye test C England	23/04/2024	00015	1	24.53	0.00	24.53	0.00
					<b>0.00</b>	<b>24.53</b>	
Above paid on 10/05/2024 by Cheque FP5							
<b>BUL01</b> <b>Bullfinch (Gas Equipment) Ltd</b>							
101-D-Day 80 Beacon	01/04/2024	ACC C2024	1	658.80	0.00	658.80	0.00
					<b>0.00</b>	<b>658.80</b>	
Above paid on 10/05/2024 by Cheque FP6							
<b>CDS01</b> <b>The CDS Group</b>							
124-Groundwater monitoring	29/04/2024	74880	1	600.00	0.00	600.00	0.00
					<b>0.00</b>	<b>600.00</b>	
Above paid on 10/05/2024 by Cheque FP7							
<b>CLO02</b> <b>Cloudy Group</b>							
123-App Hosting Package	01/05/2024	INV-6586	1	110.19	0.00	110.19	0.00
					<b>0.00</b>	<b>110.19</b>	
Above paid on 10/05/2024 by Cheque FP8							
<b>COO01</b> <b>Cllr Elaine Cooper</b>							
104-exps at LLTC COffee Mornin	03/05/2024	LLTC COFFEE MORNING	1	10.00	0.00	10.00	0.00
					<b>0.00</b>	<b>10.00</b>	
Above paid on 10/05/2024 by Cheque FP11							
<b>CRO01</b> <b>Cromwell Group (Holdings) Ltd</b>							
102-black bags	29/04/2024	0016362448	1	132.38	0.00	132.38	0.00
					<b>0.00</b>	<b>132.38</b>	
Above paid on 10/05/2024 by Cheque FP9							
<b>FAR03</b> <b>Cllr Y Farrell</b>							
122-Car mileage and parking	02/05/2024	MAYOR OF LLTC EXPS	1	12.22	0.00	12.22	0.00
					<b>0.00</b>	<b>12.22</b>	
Above paid on 10/05/2024 by Cheque FP27							

Continued over page



Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>FRO03</b> <b>Frosts Garden Centre Ltd</b>							
105-Tea at Frosts 04/06	30/04/2024	INV07397	1	113.75	0.00	113.75	0.00
					<b>0.00</b>	<b>113.75</b>	
Above paid on 10/05/2024 by Cheque FP12							
<b>HMR001</b> <b>HMRC</b>							
94-PAYE/NI April 24	30/04/2024	PAYE/NI APRIL 24	1	13,164.25	0.00	13,164.25	0.00
					<b>0.00</b>	<b>13,164.25</b>	
Above paid on 10/05/2024 by Cheque FP13							
<b>HOL002</b> <b>Holywell Recycling Ltd</b>							
106-skip hire	06/05/2024	M051310	1	246.00	0.00	246.00	0.00
					<b>0.00</b>	<b>246.00</b>	
Above paid on 10/05/2024 by Cheque FP14							
<b>HOU08</b> <b>Houghton Regis Baptist Church</b>							
107-Hire Church Hall May 24	26/04/2024	YOUTH WORK PROVISION	1	200.00	0.00	200.00	0.00
					<b>0.00</b>	<b>200.00</b>	
Above paid on 10/05/2024 by Cheque FP15							
<b>HRS01</b> <b>HR Solutions</b>							
108-HR Retainer	01/05/2024	INV-038972	1	270.30	0.00	270.30	0.00
					<b>0.00</b>	<b>270.30</b>	
Above paid on 10/05/2024 by Cheque FP16							
<b>LAM01</b> <b>Lamps &amp; Tubes Illuminations Ltd</b>							
109-repairs to decorations	30/04/2024	INV-71631	1	1,013.04	0.00	1,013.04	0.00
					<b>0.00</b>	<b>1,013.04</b>	
Above paid on 10/05/2024 by Cheque FP17							
<b>LAN03</b> <b>Latent Digital Solutions Ltd</b>							
110-P'copier charges April 24	29/04/2024	305422	1	65.11	0.00	65.11	0.00
					<b>0.00</b>	<b>65.11</b>	
Above paid on 10/05/2024 by Cheque FP18							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>MCS01 MCS Contract Cleaning Limited</b>							
125-Cleaning toilets BedfordSq	30/04/2024	43281	1	2,220.00	0.00	2,220.00	0.00
					<b>0.00</b>	<b>2,220.00</b>	
Above paid on 10/05/2024 by Cheque FP19							
<b>OGU01 Daniel Ogunseye</b>							
103-VG booking cancelled 04/05	07/05/2024	VG BOOKING CANCEL	1	186.00	0.00	186.00	0.00
					<b>0.00</b>	<b>186.00</b>	
Above paid on 10/05/2024 by Cheque FP10							
<b>PER01 Perfect Print</b>							
112-Civic Service booklets	30/04/2024	24/5698	1	199.00	0.00	199.00	0.00
113-NPlan referendum leaflets	30/04/2024	24/5700	1	634.00	0.00	634.00	0.00
					<b>0.00</b>	<b>833.00</b>	
Above paid on 10/05/2024 by Cheque FP21							
<b>PER03 Perfect Personalised Parties</b>							
111-Sound system D-Day	07/04/2024	INV-0487	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 10/05/2024 by Cheque FP20							
<b>POZ02 Pozitive Energy 135118</b>							
Purchase Ledger Payment	10/05/2024	ON ACC 256	1	0.00	0.00	8.11	-8.11
					<b>0.00</b>	<b>8.11</b>	
Above paid on 10/05/2024 by Cheque DDR							
<b>ROSPA Playsafety Ltd</b>							
117-Level 2 RPII Renewal Cse	26/04/2024	78612	1	1,281.00	0.00	1,281.00	0.00
					<b>0.00</b>	<b>1,281.00</b>	
Above paid on 10/05/2024 by Cheque FP24							
<b>SCR02 Trade UK Account</b>							
120-Fatmax Boots 9 return	24/04/2024	1488445745	1	-47.99	0.00	-47.99	0.00
119-Site Natron Boots 9	24/04/2024	1488578354	1	37.99	0.00	37.99	0.00

Continued over page

## List of Purchase Ledger Payments for Month 2

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
118-Sharp Edge Lawn Iron	02/05/2024	1492220795	1	29.98	0.00	29.98	0.00
					<b>0.00</b>	<b>19.98</b>	
Above paid on 10/05/2024 by Cheque FP25							
<b>THR03</b>	<b>Three Star (Luton) Ltd</b>						
121-Coach to Frosts 04/06/24	30/04/2024	35089	1	550.00	0.00	550.00	0.00
					<b>0.00</b>	<b>550.00</b>	
Above paid on 10/05/2024 by Cheque FP26							
<b>TOT01</b>	<b>Right Fuelcard Company Ltd</b>						
116-Fuel April 2024	30/04/2024	5715402	1	136.66	0.00	136.66	0.00
					<b>0.00</b>	<b>136.66</b>	
Above paid on 10/05/2024 by Cheque FP23							
<b>WAV03</b>	<b>Anglian Water</b>						
97-Water chgs M/Cresc Apr	24/04/2024	13465644	1	15.18	0.00	15.18	0.00
					<b>0.00</b>	<b>15.18</b>	
Above paid on 10/05/2024 by Cheque FP2							
<b>GRE05</b>	<b>Grenke Leasing Ltd</b>						
237-add, equipment cost	16/04/2024	0000213281/2024	1	168.00	0.00	168.00	0.00
					<b>0.00</b>	<b>168.00</b>	
Above paid on 15/05/2024 by Cheque DDR1							
<b>CAS09</b>	<b>Castle Water - 2597769</b>						
178-Water chgs Cemetery Road	03/05/2024	10002196706	1	34.78	0.00	34.78	0.00
					<b>0.00</b>	<b>34.78</b>	
Above paid on 17/05/2024 by Cheque DDR2							
<b>POZ02</b>	<b>Positive Energy 135118</b>						
199-Gas P/Side Dve Pav	10/05/2024	13511820245679902	1	17.20	0.00	17.20	0.00
					<b>0.00</b>	<b>17.20</b>	
Above paid on 17/05/2024 by Cheque DDR17							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>POZ03</b> <b>Positive Energy 135116</b>							
202-Gas Depot	10/05/2024	13511620245679904	1	8.23	0.00	8.23	0.00
					<b>0.00</b>	<b>8.23</b>	
							Above paid on 17/05/2024 by Cheque DDR20
<b>POZ04</b> <b>Positive Energy 135119</b>							
201-Gas M/Cresc Pav	10/05/2024	13511920245679901	1	147.46	0.00	147.46	0.00
					<b>0.00</b>	<b>147.46</b>	
							Above paid on 17/05/2024 by Cheque DDR19
<b>POZ05</b> <b>Positive Energy 135117</b>							
200-Gas Office	10/05/2024	13511720245679903	1	8.23	0.00	8.23	0.00
					<b>0.00</b>	<b>8.23</b>	
							Above paid on 17/05/2024 by Cheque DDR18
<b>WAV04</b> <b>Anglian Water</b>							
Purchase Ledger Payment	17/05/2024	ON ACC 203	1	0.00	0.00	23.00	-23.00
					<b>0.00</b>	<b>23.00</b>	
							Above paid on 17/05/2024 by Cheque DDR3
<b>CAS02</b> <b>Castle Water</b>							
177-Water chgs T/Farm Apr 24	02/05/2024	TE00629882	1	8.29	0.00	8.29	0.00
					<b>0.00</b>	<b>8.29</b>	
							Above paid on 22/05/2024 by Cheque DDR1
<b>ALL06</b> <b>Allens Catering Hire Services Ltd</b>							
131-Furniture and crockery PoH	11/05/2024	254809	1	2,089.34	0.00	2,089.34	0.00
132-Add costs crockery PoH	11/05/2024	254997	1	11.87	0.00	11.87	0.00
					<b>0.00</b>	<b>2,101.21</b>	
							Above paid on 24/05/2024 by Cheque FP3
<b>ALL08</b> <b>All Saints Church</b>							
130-Mayor Donation 23/24	16/05/2024	MAYOR DONATION	1	200.00	0.00	200.00	0.00
					<b>0.00</b>	<b>200.00</b>	
							Above paid on 24/05/2024 by Cheque FP2

Continued over page

## List of Purchase Ledger Payments for Month 2

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>AMF01</b>	<b>AMF Services (Bedford) Ltd</b>						
133-Super Certes	09/05/2024	30906	1	157.92	0.00	157.92	0.00
134-Kubota M9540 service	09/05/2024	30907	1	1,000.97	0.00	1,000.97	0.00
					<b>0.00</b>	<b>1,158.89</b>	
	Above paid on 24/05/2024 by Cheque FP4						
<b>BATPC</b>	<b>BATPC</b>						
135-Affiliation Fee 24-25	21/05/2024	AFF33	1	2,252.00	0.00	2,252.00	0.00
					<b>0.00</b>	<b>2,252.00</b>	
	Above paid on 24/05/2024 by Cheque FP5						
<b>BOS01</b>	<b>Boston Seeds Ltd</b>						
136-Seeds	13/05/2024	1037248	1	103.99	0.00	103.99	0.00
					<b>0.00</b>	<b>103.99</b>	
	Above paid on 24/05/2024 by Cheque FP6						
<b>BRO02</b>	<b>Brownies</b>						
162-Mayor Donation 23/24	16/05/2024	MAYOR DONATION	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>50.00</b>	
	Above paid on 24/05/2024 by Cheque FP7						
<b>CAR02</b>	<b>Mr James William Carroll</b>						
153-Mayor Mileage Apr-May 24	15/05/2024	MAYOR MILEAGE	1	72.09	0.00	72.09	0.00
					<b>0.00</b>	<b>72.09</b>	
	Above paid on 24/05/2024 by Cheque FP23						
<b>CEN04</b>	<b>Central Bedfordshire Council</b>						
127-HR Children's Centre	15/05/2024	COL PAYMENT	1	60.00	0.00	60.00	0.00
					<b>0.00</b>	<b>60.00</b>	
	Above paid on 24/05/2024 by Cheque FP1						
<b>CEN04</b>	<b>Central Bedfordshire Council</b>						
141-Election P/Side Ward 21/3	09/05/2024	1800199892	1	8,982.78	0.00	8,982.78	0.00
					<b>0.00</b>	<b>8,982.78</b>	
	Above paid on 24/05/2024 by Cheque FP11						

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CHE03</b>	<b>Cherishend Catering Ltd</b>						
142-Catering for PoH Awards	09/05/2024	0006	1	1,500.00	0.00	1,500.00	0.00
					<b>0.00</b>	<b>1,500.00</b>	
Above paid on 24/05/2024 by Cheque FP12							
<b>CHI02</b>	<b>The Chiltern School</b>						
139-Mayor Donation 23/24	16/05/2024	MAYOR DONATION	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 24/05/2024 by Cheque FP9							
<b>CRO01</b>	<b>Cromwell Group (Holdings) Ltd</b>						
144-Black compactors	20/05/2024	0016365256	1	593.78	0.00	593.78	0.00
					<b>0.00</b>	<b>593.78</b>	
Above paid on 24/05/2024 by Cheque FP14							
<b>D2D001</b>	<b>D2D Distribution Ltd</b>						
148-Distribution NeighbourPlan	08/05/2024	004619	1	1,194.00	0.00	1,194.00	0.00
					<b>0.00</b>	<b>1,194.00</b>	
Above paid on 24/05/2024 by Cheque FP18							
<b>DIO001</b>	<b>Diocese of St Albans Multi Academy Trust</b>						
178-Mayor Don 23/24 TWA Don	20/05/2024	MAYOR DONATION	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 24/05/2024 by Cheque FP15							
<b>DIO001</b>	<b>Diocese of St Albans Multi Academy Trust</b>						
146-Cots of Living April 2024	17/05/2024	COL PAYMENT	1	60.00	0.00	60.00	0.00
					<b>0.00</b>	<b>60.00</b>	
Above paid on 24/05/2024 by Cheque FP16							
<b>DUN03</b>	<b>Dunstable Food Bank</b>						
147-Cost of Living April 2024	15/05/2024	COL PAYMENT	1	120.00	0.00	120.00	0.00
					<b>0.00</b>	<b>120.00</b>	
Above paid on 24/05/2024 by Cheque FP17							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>HOP01</b> <b>Hope UK</b>							
149-Drug Awareness Training	21/05/2024	1266	1	75.00	0.00	75.00	0.00
					<b>0.00</b>	<b>75.00</b>	
Above paid on 24/05/2024 by Cheque FP19							
<b>HOU03</b> <b>Houghton Regis Helpers Community Org A/C</b>							
151-Cost of Living April 2024	15/05/2024	COL PAYMENT	1	60.00	0.00	60.00	0.00
					<b>0.00</b>	<b>60.00</b>	
Above paid on 24/05/2024 by Cheque FP21							
<b>HOU08</b> <b>Houghton Regis Baptist Church</b>							
150-Cost of Living April 2024	15/05/2024	COL PAYMENT	1	60.00	0.00	60.00	0.00
					<b>0.00</b>	<b>60.00</b>	
Above paid on 24/05/2024 by Cheque FP20							
<b>HOU20</b> <b>Houstone School (Advantage Schools)</b>							
129-Mayor Donation 23/24	20/05/2024	MAYOR DONATION	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 24/05/2024 by Cheque FP1							
<b>HOU21</b> <b>Houghton Regis Primary School</b>							
138-Mayor Donation 23/24	20/05/2024	MAYOR DONATION	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 24/05/2024 by Cheque FP8							
<b>JEW01</b> <b>Jewels Art Craft &amp; Coffee</b>							
154-Cost of Living April 2024	15/05/2024	COL PAYMENT	1	60.00	0.00	60.00	0.00
					<b>0.00</b>	<b>60.00</b>	
Above paid on 24/05/2024 by Cheque FP24							
<b>JOA01</b> <b>J Cross</b>							
152-Photography PoH Awards	13/05/2024	B00769	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>150.00</b>	
Above paid on 24/05/2024 by Cheque FP22							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>LAN03 Latent Digital Solutions Ltd</b>							
155-Photocopier chgs Feb 24	29/02/2024	305254	1	93.41	0.00	93.41	0.00
156-Photocopier chgs March 24	27/03/2024	305354	1	154.88	0.00	154.88	0.00
					<b>0.00</b>	<b>248.29</b>	
Above paid on 24/05/2024 by Cheque FP25							
<b>LIM01 Lime Tree Primary Academy</b>							
157-Mayor Donation 23/24	20/05/2024	MAYOR DONATION	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 24/05/2024 by Cheque FP26							
<b>MIC02 Michaels Civic Robes</b>							
159-Mayoral Robes d/cleaning	14/05/2024	INV-MCR2502	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>150.00</b>	
Above paid on 24/05/2024 by Cheque FP28							
<b>MMPC01 Marston Moreteyne Parish Council</b>							
158-ILM Training Session CE	16/05/2024	494	1	13.50	0.00	13.50	0.00
					<b>0.00</b>	<b>13.50</b>	
Above paid on 24/05/2024 by Cheque FP27							
<b>PAR06 Parkside Ward Action Group</b>							
143-Mayor Donation 23/24	16/05/2024	MAYOR DONATION	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 24/05/2024 by Cheque FP13							
<b>PEG001 Pegasus Bars</b>							
160-Drinks PoH Awards	12/05/2024	DRINKS POH	1	215.00	0.00	215.00	0.00
					<b>0.00</b>	<b>215.00</b>	
Above paid on 24/05/2024 by Cheque FP29							
<b>PER03 Perfect Personalised Parties</b>							
161-Hosting of November Event	19/05/2024	INV-0539	1	275.00	0.00	275.00	0.00
					<b>0.00</b>	<b>275.00</b>	
Above paid on 24/05/2024 by Cheque FP30							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>RAI01</b> <b>Rainbows</b>							
137-Mayor Donation 23/24	16/05/2024	MAYOR DONATION	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>50.00</b>	
Above paid on 24/05/2024 by Cheque FP31							
<b>REC01</b> <b>The Recycled Teenagers</b>							
163-Mayor Donation 23/24	16/05/2024	MAYOR DONATION	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 24/05/2024 by Cheque FP32							
<b>SCR02</b> <b>Trade UK Account</b>							
164-Boots and Shoe laces	05/04/2024	1482626209A	1	50.98	0.00	50.98	0.00
					<b>0.00</b>	<b>50.98</b>	
Above paid on 24/05/2024 by Cheque FP33							
<b>SCU01</b> <b>Scutum South East Ltd</b>							
165-M/Crescent CCTV maintenance	20/05/2024	NSSE-SINC24-09063	1	117.65	0.00	117.65	0.00
					<b>0.00</b>	<b>117.65</b>	
Above paid on 24/05/2024 by Cheque FP34							
<b>SET01</b> <b>Setsquare Creative Solutions Limited</b>							
166-New website design	30/04/2024	INV-3196	1	7,200.00	0.00	7,200.00	0.00
167-Register domain and set up	30/04/2024	INV-3197	1	570.00	0.00	570.00	0.00
					<b>0.00</b>	<b>7,770.00</b>	
Above paid on 24/05/2024 by Cheque FP35							
<b>SLC01</b> <b>SLCC</b>							
168-CreatingStrategicVision CE	10/05/2024	BK215976-1	1	36.00	0.00	36.00	0.00
					<b>0.00</b>	<b>36.00</b>	
Above paid on 24/05/2024 by Cheque FP36							
<b>STV02</b> <b>St Vincents School</b>							
169-Mayor Donation 23/24	17/05/2024	MAYOR DONATION	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 24/05/2024 by Cheque FP37							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TEA02 Teaching Talons (Animal Ambassadors) Ltd</b>							
170-Group Workshop D Ramsay	21/05/2024	7117	1	260.00	0.00	260.00	0.00
					<b>0.00</b>	<b>260.00</b>	
Above paid on 24/05/2024 by Cheque FP38							
<b>TEC01 Techies Limited</b>							
171-Transfer domain emails	22/04/2024	INV-5445	1	120.00	0.00	120.00	0.00
172-Dell Upgrade/Latitude	13/05/2024	INV-5530	1	1,027.80	0.00	1,027.80	0.00
173-Trellix Standard Licence	20/05/2024	INV-5598	1	147.90	0.00	147.90	0.00
					<b>0.00</b>	<b>1,295.70</b>	
Above paid on 24/05/2024 by Cheque FP39							
<b>THO05 Thornhill Primary School</b>							
174-Cost of Living April 2024	15/05/2024	COL PAYMENT	1	60.00	0.00	60.00	0.00
175-Mayor Donation 23/24	17/05/2024	MAYOR DONATION	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>160.00</b>	
Above paid on 24/05/2024 by Cheque FP40							
<b>TIT001 Tithe Farm Primarty School</b>							
140-Mayor Donation 23/24	16/05/2024	MAYOR DONATION	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 24/05/2024 by Cheque FP10							
<b>DUN02 Biffa Waste Services Ltd</b>							
189-Rental of skip	26/04/2024	614C51416	1	60.82	0.00	60.82	0.00
188-Trade refuse disposal	26/04/2024	614C51417	1	2,413.87	0.00	2,413.87	0.00
					<b>0.00</b>	<b>2,474.69</b>	
Above paid on 28/05/2024 by Cheque DDR7							
<b>FRO03 Frosts Garden Centre Ltd</b>							
128-Tea at Frosts balance	22/05/2024	INV07402	1	81.25	0.00	81.25	0.00
					<b>0.00</b>	<b>81.25</b>	
Above paid on 29/05/2024 by Cheque FP1							

Continued over page

## List of Purchase Ledger Payments for Month 2

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CIN01</b> <b>Richard Cinato</b>							
<i>126-Out of court settlement</i>	14/05/2024	SETTLEMENT	1	18,113.70	0.00	18,113.70	0.00
					<b>0.00</b>	<b>18,113.70</b>	
Above paid on 31/05/2024 by Cheque FP1							
<b>PAYROLL</b> <b>Payroll Options</b>							
<i>187-Tax Year Processing</i>	26/04/2024	150513	1	169.46	0.00	169.46	0.00
<i>186-Payroll April 2024</i>	30/04/2024	150750	1	222.68	0.00	222.68	0.00
					<b>0.00</b>	<b>392.14</b>	
Above paid on 31/05/2024 by Cheque DDR6							
<b>Total Purchase Ledger Payments for Month 2</b>						<b>0.00</b>	<b>81,225.16</b>

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BRI02</b>	<b>BT Payment Services Ltd</b>						
260-Monthly fixed chgs	20/05/2024	M028 GO	1	234.00	0.00	234.00	0.00
					<b>0.00</b>	<b>234.00</b>	
Above paid on 03/06/2024 by Cheque DDR3							
<b>EE01</b>	<b>EE Limited</b>						
258-mobile phones charge	24/05/2024	V02229961599	1	384.06	0.00	384.06	0.00
					<b>0.00</b>	<b>384.06</b>	
Above paid on 03/06/2024 by Cheque DDR1							
<b>FRA02</b>	<b>Francotyp Postalia Ltd</b>						
264-Frank mach lease to Aug24	01/06/2024	343819	1	90.00	0.00	90.00	0.00
					<b>0.00</b>	<b>90.00</b>	
Above paid on 03/06/2024 by Cheque DDR7							
<b>FRA02</b>	<b>Francotyp Postalia Ltd</b>						
259-Postage download	28/05/2024	25779176	1	250.00	0.00	250.00	0.00
					<b>0.00</b>	<b>250.00</b>	
Above paid on 03/06/2024 by Cheque FP2							
<b>TEC01</b>	<b>Techies Limited</b>						
375-IT Support	01/08/2023	INV-4264	1	767.55	0.00	399.68	367.87
					<b>0.00</b>	<b>399.68</b>	
Above paid on 03/06/2024 by Cheque SO-1							
<b>TEC01</b>	<b>Techies Limited</b>						
775-M'soft Annual Sub	04/10/2023	INV-4591	1	2,398.08	0.00	191.89	2,206.19
					<b>0.00</b>	<b>191.89</b>	
Above paid on 03/06/2024 by Cheque SO-2							
<b>WAV02</b>	<b>Anglian Water</b>						
680-Depot water charges	16/09/2022	11039208	1	138.00	0.00	138.00	0.00
681-Depot water charges	24/09/2022	11066197	1	32.15	0.00	32.15	0.00
628-Depot water charges	24/10/2022	11183564	1	113.02	0.00	113.02	0.00

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List of Purchase Ledger Payments for Month 3

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
696-Depot water charges	24/11/2022	11304586	1	-1,186.09	0.00	-1,186.09	0.00
852-Depot water charges	24/12/2022	11432246	1	113.02	0.00	113.02	0.00
927-Depot water	24/01/2023	11540597	1	119.30	0.00	119.30	0.00
988-Depot water charges	24/02/2023	11671357	1	-533.40	0.00	-533.40	0.00
247-Depot water charges	16/03/2023	11768516	1	5.17	0.00	5.17	0.00
248-Depot Water charges	24/03/2023	11796791	1	2.07	0.00	2.07	0.00
46-Office water	24/04/2023	11931007	1	11.64	0.00	11.64	0.00
229-Depot water charges	24/05/2023	12059194	1	8.18	0.00	8.18	0.00
249-Depot water charges	24/06/2023	12191726	1	8.45	0.00	8.45	0.00
453-Depot water charges	06/07/2023	12257414	1	-8.45	0.00	-8.45	0.00
454-Depot water charges	06/07/2023	12257416	1	835.94	0.00	835.94	0.00
455-Depot water charges	13/07/2023	12290766	1	-360.02	0.00	-360.02	0.00
456-Depot water charges	13/07/2023	12290769	1	-475.92	0.00	-475.92	0.00
801-Water Charges Depot	24/07/2023	12332634	1	16.64	0.00	16.64	0.00
802-Water charges Depot	24/08/2023	12460875	1	8.45	0.00	8.45	0.00
803-Water charges Depot	16/09/2023	12556201	1	9.66	0.00	9.66	0.00
804-Water charges Depot	24/09/2023	12584372	1	2.18	0.00	2.18	0.00
805-Water charges Depot	24/10/2023	12709469	1	8.18	0.00	8.18	0.00
824-Water Charges Depot	24/11/2023	12832307	1	8.45	0.00	8.45	0.00
947-Water Charges - Depot	24/12/2023	12950078	1	8.18	0.00	8.18	0.00
1058-Water Charges Depot	24/01/2024	13066468	1	8.45	0.00	8.45	0.00
1145-Water chgs - Depot	24/02/2024	13196093	1	11.84	0.00	11.84	0.00
1219-Water chgs Depot	16/03/2024	13299766	1	5.72	0.00	5.72	0.00
1250-Water chgs Depot	24/03/2024	13334939	1	2.18	0.00	2.18	0.00
180-Water chgs	24/04/2024	13466506	1	8.73	0.00	8.73	0.00
257: water chgs dept	24/05/2024	13594561	1	8.55	0.00	8.55	0.00
Purchase Ledger Payment	06/02/2023	ON ACC 1050	1	-54.00	0.00	-54.00	0.00
Purchase Ledger Payment	04/04/2023	ON ACC 115	1	-54.00	0.00	-54.00	0.00
Purchase Ledger Payment	06/03/2023	ON ACC 1158	1	-54.00	0.00	-54.00	0.00
Purchase Ledger Payment	04/10/2022	ON ACC 706	1	-54.00	0.00	-54.00	0.00
Purchase Ledger Payment	04/11/2022	ON ACC 801	1	-54.00	0.00	-54.00	0.00
Purchase Ledger Payment	06/12/2022	ON ACC 876	1	-54.00	0.00	-54.00	0.00
Purchase Ledger Payment	04/01/2023	ON ACC 928	1	-54.00	0.00	-54.00	0.00

**0.00 -1,447.73**

Above paid on 03/06/2024 by Cheque BAC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>WAV04</b> <b>Anglian Water</b>							
<i>Purchase Ledger Payment</i>	03/06/2024	ON ACC 275	1	0.00	0.00	23.00	-23.00
					<b>0.00</b>	<b>23.00</b>	
							Above paid on 03/06/2024 by Cheque DDR4
<b>WAV06</b> <b>Anglian Water</b>							
<i>Purchase Ledger Payment</i>	03/06/2024	ON ACC 277	1	0.00	0.00	173.00	-173.00
					<b>0.00</b>	<b>173.00</b>	
							Above paid on 03/06/2024 by Cheque DDR6
<b>WAV07</b> <b>Anglian Water</b>							
<i>Purchase Ledger Payment</i>	03/06/2024	ON ACC 276	1	0.00	0.00	170.00	-170.00
					<b>0.00</b>	<b>170.00</b>	
							Above paid on 03/06/2024 by Cheque DDR5
<b>AMF01</b> <b>AMF Services (Bedford) Ltd</b>							
<i>206-Kubota 3890 repairs</i>	20/03/2024	30517	1	159.12	0.00	159.12	0.00
<i>207-Cricket Roller repairs</i>	20/03/2024	30518	1	313.80	0.00	313.80	0.00
<i>208-Allett Cylinder Mower</i>	31/05/2024	31094	1	528.19	0.00	528.19	0.00
					<b>0.00</b>	<b>1,001.11</b>	
							Above paid on 07/06/2024 by Cheque FP1
<b>ANG02</b> <b>Anglia in Bloom</b>							
<i>210-Large Town Anglia in Bloom</i>	24/05/2024	HR IN BLOOM	1	165.00	0.00	165.00	0.00
<i>209-Historic Parks and Gardens</i>	24/05/2024	HR IN BLOOM	1	200.00	0.00	200.00	0.00
					<b>0.00</b>	<b>365.00</b>	
							Above paid on 07/06/2024 by Cheque FP2
<b>BED02</b> <b>Bedfordshire Pension Fund</b>							
<i>213-Added Years April 2024</i>	22/05/2024	756131	1	61.70	0.00	61.70	0.00
					<b>0.00</b>	<b>61.70</b>	
							Above paid on 07/06/2024 by Cheque FP5

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CDS01</b> <b>The CDS Group</b>							
214-Groundwater monitoring	28/05/2024	74951	1	2,760.00	0.00	2,760.00	0.00
					<b>0.00</b>	<b>2,760.00</b>	
Above paid on 07/06/2024 by Cheque FP6							
<b>CLE01</b> <b>Clerks and Councils Direct</b>							
230-Freedom Scrolls x 3	21/05/2024	5207	1	364.20	0.00	364.20	0.00
					<b>0.00</b>	<b>364.20</b>	
Above paid on 07/06/2024 by Cheque FP22							
<b>CRO01</b> <b>Cromwell Group (Holdings) Ltd</b>							
215-Black sacks	27/05/2024	0016366280	1	65.98	0.00	65.98	0.00
					<b>0.00</b>	<b>65.98</b>	
Above paid on 07/06/2024 by Cheque FP7							
<b>DUN12</b> <b>S L Dunn</b>							
217-Refund Allotment TC20B	31/05/2024	REFUND ALLOTMENT	1	62.50	0.00	62.50	0.00
					<b>0.00</b>	<b>62.50</b>	
Above paid on 07/06/2024 by Cheque FP9							
<b>EL001</b> <b>EllievisionAV Ltd</b>							
212-O/Air Cinema Event	30/05/2024	INV-0180	1	4,740.00	0.00	4,740.00	0.00
					<b>0.00</b>	<b>4,740.00</b>	
Above paid on 07/06/2024 by Cheque FP4							
<b>GRE06</b> <b>Greenbridge Designs Ltd</b>							
218-Various headstones	16/05/2024	INV-1070	1	1,268.40	0.00	1,268.40	0.00
					<b>0.00</b>	<b>1,268.40</b>	
Above paid on 07/06/2024 by Cheque FP10							
<b>HER01</b> <b>Hertfordshire County Council</b>							
219-Stationery	31/05/2024	H052408309	1	156.16	0.00	156.16	0.00
					<b>0.00</b>	<b>156.16</b>	
Above paid on 07/06/2024 by Cheque FP11							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>HOS001 Hospice at Home Volunteers</b>							
220-Charity Meal/ABBA Night	21/05/2024	CHARITY MEAL	1	55.00	0.00	55.00	0.00
					<b>0.00</b>	<b>55.00</b>	
Above paid on 07/06/2024 by Cheque FP12							
<b>HOU03 Houghton Regis Helpers Community Org A/C</b>							
221-Delivery of Carnival Progs	25/05/2024	2401	1	1,500.00	0.00	1,500.00	0.00
					<b>0.00</b>	<b>1,500.00</b>	
Above paid on 07/06/2024 by Cheque FP13							
<b>JCURL01 John Curl</b>							
216-EX67 KKW repairs	31/05/2024	248004	1	22.20	0.00	22.20	0.00
					<b>0.00</b>	<b>22.20</b>	
Above paid on 07/06/2024 by Cheque FP8							
<b>LAN03 Latent Digital Solutions Ltd</b>							
222-Copier charges	31/05/2024	305518	1	105.59	0.00	105.59	0.00
					<b>0.00</b>	<b>105.59</b>	
Above paid on 07/06/2024 by Cheque FP14							
<b>LOC01 Dunstable Lock &amp; Safe Co</b>							
211-6 keys	29/05/2024	35363	1	50.04	0.00	50.04	0.00
					<b>0.00</b>	<b>50.04</b>	
Above paid on 07/06/2024 by Cheque FP3							
<b>MCS01 MCS Contract Cleaning Limited</b>							
223-Toilet clean Bedford Sq May	31/05/2024	43343	1	2,220.00	0.00	2,220.00	0.00
					<b>0.00</b>	<b>2,220.00</b>	
Above paid on 07/06/2024 by Cheque FP15							
<b>PRE01 Premier Badges Ltd</b>							
224-Mayor and COnsort badges	28/05/2024	86124	1	819.98	0.00	819.98	0.00
					<b>0.00</b>	<b>819.98</b>	
Above paid on 07/06/2024 by Cheque FP16							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>PRE07</b> <b>Prestige Hygiene Services</b>							
225-Hygiene services	30/05/2024	060915492	1	186.00	0.00	186.00	0.00
					<b>0.00</b>	<b>186.00</b>	
Above paid on 07/06/2024 by Cheque FP17							
<b>QUI001</b> <b>Quinn Artistes Entertainment Ltd</b>							
226-Acoustic Marching Band	21/05/2024	INV-203842	1	1,698.00	0.00	1,698.00	0.00
					<b>0.00</b>	<b>1,698.00</b>	
Above paid on 07/06/2024 by Cheque FP18							
<b>SIA01</b> <b>Jasbinder Sian</b>							
228-double payment allotment	31/05/2024	ALLOTMENT REFUND	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 07/06/2024 by Cheque FP20							
<b>TOT01</b> <b>Right Fuelcard Company Ltd</b>							
227-Fuel for vehicles May	31/05/2024	5763898	1	139.69	0.00	139.69	0.00
					<b>0.00</b>	<b>139.69</b>	
Above paid on 07/06/2024 by Cheque FP19							
<b>ZUR01</b> <b>Zurich Municipal</b>							
229-Annual Insurance 2024/25	21/05/2024	533616927	1	15,528.45	0.00	15,528.45	0.00
					<b>0.00</b>	<b>15,528.45</b>	
Above paid on 07/06/2024 by Cheque FP21							
<b>POZ05</b> <b>Pozitive Energy 135117</b>							
830-Office Gas Sept	19/10/2023	13511720234267812	1	-65.39	0.00	-65.39	0.00
831-Office Gas Oct	14/11/2023	13511720234417213	1	57.79	0.00	57.79	0.00
1021-Office Gas November 2023	06/12/2023	13511720234581908	1	8.23	0.00	8.23	0.00
265-Gas chgs Office	22/05/2024	13511720245765232	1	31.64	0.00	31.64	0.00
					<b>0.00</b>	<b>32.27</b>	
Above paid on 11/06/2024 by Cheque DDR8							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>YU001 Yu Energy</b>							
26/8-Electricity chgs Moore Cr	01/06/2024	01727079	1	130.02	0.00	130.02	0.00
					<b>0.00</b>	<b>130.02</b>	
Above paid on 11/06/2024 by Cheque DDR11							
<b>YU001 Yu Energy</b>							
269-Electricity chgs P/side Dr	01/06/2024	01727112	1	12.09	0.00	12.09	0.00
					<b>0.00</b>	<b>12.09</b>	
Above paid on 11/06/2024 by Cheque DDR12							
<b>YU001 Yu Energy</b>							
270-Electricity chgs P/sideRec	01/06/2024	01727173	1	31.52	0.00	31.52	0.00
					<b>0.00</b>	<b>31.52</b>	
Above paid on 11/06/2024 by Cheque DDR13							
<b>YU001 Yu Energy</b>							
271-Electricity chgs T/Farm	01/06/2024	01727174	1	1,098.17	0.00	1,098.17	0.00
					<b>0.00</b>	<b>1,098.17</b>	
Above paid on 11/06/2024 by Cheque DDR14							
<b>YU001 Yu Energy</b>							
272-Electricity chgs depot	01/06/2024	01727175	1	16.81	0.00	16.81	0.00
					<b>0.00</b>	<b>16.81</b>	
Above paid on 11/06/2024 by Cheque DDR15							
<b>YU001 Yu Energy</b>							
273-Electricity chgs Office	01/06/2024	01727172	1	191.03	0.00	191.03	0.00
					<b>0.00</b>	<b>191.03</b>	
Above paid on 11/06/2024 by Cheque DDR16							
<b>YU001 Yu Energy</b>							
274-Electricity chgs VillageGn	01/06/2024	01727176	1	129.76	0.00	129.76	0.00
					<b>0.00</b>	<b>129.76</b>	
Above paid on 11/06/2024 by Cheque DDR17							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>YU001 Yu Energy</b>							
266-Electricity chgs depot	01/06/2024	01726849	1	276.96	0.00	276.96	0.00
					<b>0.00</b>	<b>276.96</b>	
Above paid on 11/06/2024 by Cheque DDR9							
<b>YU001 Yu Energy</b>							
267-Electricity chgs O/chard C	01/06/2024	01726983	1	101.14	0.00	101.14	0.00
					<b>0.00</b>	<b>101.14</b>	
Above paid on 11/06/2024 by Cheque DR10							
<b>BAN01 B &amp; S Chains</b>							
321-replacement swing chains	18/04/2024	36187	1	136.56	0.00	136.56	0.00
					<b>0.00</b>	<b>136.56</b>	
Above paid on 14/06/2024 by Cheque FP							
<b>BLA01 Blain's Trailers &amp; Tyres Ltd</b>							
ou	02/05/2024	SI-81950	1	67.20	0.00	67.20	0.00
					<b>0.00</b>	<b>67.20</b>	
Above paid on 14/06/2024 by Cheque FP1							
<b>CLO02 Cloudy Group</b>							
241-App Hosting Package	01/06/2024	INV-6716	1	110.19	0.00	110.19	0.00
					<b>0.00</b>	<b>110.19</b>	
Above paid on 14/06/2024 by Cheque FP2							
<b>DCK01 DCK Accounting Solutions Ltd</b>							
242-DCK - Y/E Accts/Closedown	31/05/2024	TPC11313	1	1,293.96	0.00	1,293.96	0.00
					<b>0.00</b>	<b>1,293.96</b>	
Above paid on 14/06/2024 by Cheque FP3							
<b>ENG01 English School of Falconry</b>							
243-Birds of Prey display	15/04/2024	56	1	450.00	0.00	450.00	0.00
					<b>0.00</b>	<b>450.00</b>	
Above paid on 14/06/2024 by Cheque FP4							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>HEN03 Henderson Management</b>							
244-QE2 balance Carnival 24	25/03/2024	HMI-27996	1	1,950.72	0.00	1,950.72	0.00
					<b>0.00</b>	<b>1,950.72</b>	
							Above paid on 14/06/2024 by Cheque FP5
<b>HMR001 HMRC</b>							
235-PAYE/NI May 2024	31/05/2024	PAYE/NI	1	12,448.18	0.00	12,448.18	0.00
					<b>0.00</b>	<b>12,448.18</b>	
							Above paid on 14/06/2024 by Cheque FP6
<b>HRS01 HR Solutions</b>							
245-HR Retainer	01/06/2024	INV-039477	1	270.30	0.00	270.30	0.00
					<b>0.00</b>	<b>270.30</b>	
							Above paid on 14/06/2024 by Cheque FP7
<b>ORI001 Origin Amenity Solutions</b>							
246-marking paint for football	06/06/2024	OASI0109402	1	695.76	0.00	695.76	0.00
					<b>0.00</b>	<b>695.76</b>	
							Above paid on 14/06/2024 by Cheque FP8
<b>PER01 Perfect Print</b>							
247-PoH Progs / bottle hangars	31/05/2024	24/5719	1	260.00	0.00	260.00	0.00
					<b>0.00</b>	<b>260.00</b>	
							Above paid on 14/06/2024 by Cheque FP9
<b>PLA02 The Play Inspection Company Ltd</b>							
248-Inspection all play areas	31/05/2024	69505	1	498.00	0.00	498.00	0.00
					<b>0.00</b>	<b>498.00</b>	
							Above paid on 14/06/2024 by Cheque FP10
<b>PRE04 Prestige Design &amp; Workwear Ltd</b>							
249-HI VIS uniforms	22/05/2024	123743	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>150.00</b>	
							Above paid on 14/06/2024 by Cheque FP11

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SLC02</b>	<b>SLCC Enterprises Ltd</b>						
250-Minute taking Feb 2023	08/02/2023	ORD508787-1	1	11.96	0.00	11.96	0.00
251-Law of Allotments Feb 23	08/02/2023	ORD508787-2	1	24.80	0.00	24.80	0.00
					<b>0.00</b>	<b>36.76</b>	
Above paid on 14/06/2024 by Cheque FP12							
<b>THR03</b>	<b>Three Star (Luton) Ltd</b>						
252-Coach for Southend Aug 24	06/06/2024	35431	1	1,410.00	0.00	1,410.00	0.00
253-Coach to Southend Aug 24	06/06/2024	44734	1	96.00	0.00	96.00	0.00
					<b>0.00</b>	<b>1,506.00</b>	
Above paid on 14/06/2024 by Cheque FP13							
<b>TRA07</b>	<b>Trafalgar Cleaning Equipment Ltd</b>						
254-nozzle pack 025	21/05/2024	324950	1	63.88	0.00	63.88	0.00
					<b>0.00</b>	<b>63.88</b>	
Above paid on 14/06/2024 by Cheque FP14							
<b>WIL04</b>	<b>Lucy Williams-Sharpe</b>						
255-Allotment refund TC15B	12/06/2024	ALLOTMENT REFUND	1	56.25	0.00	56.25	0.00
					<b>0.00</b>	<b>56.25</b>	
Above paid on 14/06/2024 by Cheque FP15							
<b>CAS09</b>	<b>Castle Water - 2597769</b>						
285-Water chgs Cemetery	04/06/2024	10002509079	1	23.29	0.00	23.29	0.00
					<b>0.00</b>	<b>23.29</b>	
Above paid on 18/06/2024 by Cheque DDR3							
<b>CAS10</b>	<b>Castle Water - 2597749</b>						
179-Water chgs P/side Dve	17/05/2024	10002363975	1	-15.24	0.00	-15.24	0.00
284-Water chjgs P/side Dr	04/06/2024	10002501587	1	23.28	0.00	23.28	0.00
					<b>0.00</b>	<b>8.04</b>	
Above paid on 18/06/2024 by Cheque DDR2							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>POZ02</b> <b>Positive Energy 135118</b>							
288-Gas chgs P/side Dr	11/06/2024	13511820245886502	1	8.17	0.00	8.17	0.00
					<b>0.00</b>	<b>8.17</b>	
							Above paid on 18/06/2024 by Cheque DDR6
<b>POZ03</b> <b>Positive Energy 135116</b>							
291-Gas charges Depot	11/06/2024	13511620245886504	1	12.26	0.00	12.26	0.00
					<b>0.00</b>	<b>12.26</b>	
							Above paid on 18/06/2024 by Cheque DDR9
<b>POZ04</b> <b>Positive Energy 135119</b>							
289-Gas charges Moore Cresc	11/06/2024	13511920245886501	1	104.14	0.00	104.14	0.00
					<b>0.00</b>	<b>104.14</b>	
							Above paid on 18/06/2024 by Cheque DDR7
<b>POZ05</b> <b>Positive Energy 135117</b>							
250-gas charges Office	11/06/2024	13511720245886503	1	5.70	0.00	5.70	0.00
					<b>0.00</b>	<b>5.70</b>	
							Above paid on 18/06/2024 by Cheque DDR8
<b>CAS02</b> <b>Castle Water</b>							
286-Water chgs T/Farm Pav	04/06/2024	TE00642000	1	8.57	0.00	8.57	0.00
					<b>0.00</b>	<b>8.57</b>	
							Above paid on 24/06/2024 by Cheque DDR4
<b>DUN02</b> <b>Biffa Waste Services Ltd</b>							
283-Rental of skip	24/05/2024	614C54248	1	60.82	0.00	60.82	0.00
282-Trade refuse disposal	24/05/2024	614C54249	1	2,413.87	0.00	2,413.87	0.00
					<b>0.00</b>	<b>2,474.69</b>	
							Above paid on 24/06/2024 by Cheque DDR1
<b>WIL05</b> <b>Wild Science Ltd</b>							
315-Family Fun Activity	26/06/2024	#3691	1	366.12	0.00	366.12	0.00
					<b>0.00</b>	<b>366.12</b>	
							Above paid on 26/06/2024 by Cheque FP23

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ABF01</b> <b>ABF The Soldiers Charity</b>							
292-Mayor and D/Mayor at ABF	18/06/2024	MAYOR'S EVENT	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>50.00</b>	
Above paid on 28/06/2024 by Cheque FP1							
<b>ALL01</b> <b>Allframe Ltd</b>							
293-Honorary Freeman frames	21/06/2024	8374	1	177.15	0.00	177.15	0.00
					<b>0.00</b>	<b>177.15</b>	
Above paid on 28/06/2024 by Cheque FP2							
<b>AME02</b> <b>Amethyst Horticulture Ltd</b>							
294-Plants	19/06/2024	25642	1	902.40	0.00	902.40	0.00
					<b>0.00</b>	<b>902.40</b>	
Above paid on 28/06/2024 by Cheque FP3							
<b>BED02</b> <b>Bedfordshire Pension Fund</b>							
318-Added Years May 2024	26/06/2024	756328	1	62.60	0.00	62.60	0.00
					<b>0.00</b>	<b>62.60</b>	
Above paid on 28/06/2024 by Cheque FP22							
<b>BED07</b> <b>Police &amp; Crime Commissioner for Beds</b>							
306-OpHana - April 2024	12/06/2024	B0004420	1	2,682.10	0.00	2,682.10	0.00
					<b>0.00</b>	<b>2,682.10</b>	
Above paid on 28/06/2024 by Cheque FP13							
<b>BOA01</b> <b>B R Boatwright</b>							
295-Green waste removal	30/05/2024	1558	1	600.00	0.00	600.00	0.00
					<b>0.00</b>	<b>600.00</b>	
Above paid on 28/06/2024 by Cheque FP4							
<b>CEN04</b> <b>Central Bedfordshire Council</b>							
297-Rent Westbury Close to28/9	24/06/2024	7100019216	1	3,875.00	0.00	3,875.00	0.00
					<b>0.00</b>	<b>3,875.00</b>	
Above paid on 28/06/2024 by Cheque FP6							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>DES01</b> <b>D E Signs</b>							
298-Carnival & Movie banners	14/06/2024	19624	1	158.40	0.00	158.40	0.00
299-Change of date for Carniva	14/06/2024	19625	1	48.00	0.00	48.00	0.00
					<b>0.00</b>	<b>206.40</b>	
Above paid on 28/06/2024 by Cheque FP7							
<b>EVA04</b> <b>Clare Evans</b>							
317-Meal Expenses CE	25/06/2024	MEAL EXPS	1	60.02	0.00	60.02	0.00
					<b>0.00</b>	<b>60.02</b>	
Above paid on 28/06/2024 by Cheque FP21							
<b>GBI01</b> <b>Geo Browns Implements Ltd</b>							
296-deck belts for Kubota	21/06/2024	182091	1	324.00	0.00	324.00	0.00
					<b>0.00</b>	<b>324.00</b>	
Above paid on 28/06/2024 by Cheque FP5							
<b>HER04</b> <b>Cllr Michelle Herber</b>							
302-Deputy Mayor exps June	24/06/2024	EXPENSES JUN 24	1	10.00	0.00	10.00	0.00
301-Travel exps June 24	24/06/2024	TRAVEL EXPS	1	24.93	0.00	24.93	0.00
					<b>0.00</b>	<b>34.93</b>	
Above paid on 28/06/2024 by Cheque FP9							
<b>IAC001</b> <b>IAC Audit and Consultancy Ltd</b>							
303-IA Services 2023/24	20/06/2024	INV-1832	1	462.00	0.00	462.00	0.00
					<b>0.00</b>	<b>462.00</b>	
Above paid on 28/06/2024 by Cheque FP10							
<b>LEI001</b> <b>Leighton-Linslade Town Council</b>							
304-Tickets Mayor's Charity	24/06/2024	CHARITY DINNER	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>50.00</b>	
Above paid on 28/06/2024 by Cheque FP11							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>PAS01</b> <b>Passfield Panel &amp; Paint</b>							
305-KY64 BGK repairs	20/06/2024	01935	1	300.00	0.00	300.00	0.00
					<b>0.00</b>	<b>300.00</b>	
Above paid on 28/06/2024 by Cheque FP12							
<b>PAYROLL</b> <b>Payroll Options</b>							
322-payroll processing May 24	31/05/2024	151342	1	186.68	0.00	186.68	0.00
					<b>0.00</b>	<b>186.68</b>	
Above paid on 28/06/2024 by Cheque DDR							
<b>PRE01</b> <b>Premier Badges Ltd</b>							
307-Carnival badges	18/06/2024	86279	1	963.30	0.00	963.30	0.00
					<b>0.00</b>	<b>963.30</b>	
Above paid on 28/06/2024 by Cheque FP14							
<b>PRE04</b> <b>Prestige Design &amp; Workwear Ltd</b>							
308-Skatejam t-shirts	25/06/2024	124278	1	480.00	0.00	480.00	0.00
					<b>0.00</b>	<b>480.00</b>	
Above paid on 28/06/2024 by Cheque FP15							
<b>SCR02</b> <b>Trade UK Account</b>							
234-Boots and laces	05/04/2024	1482626209 C	1	-50.98	0.00	-50.98	0.00
320-Assorted Bungee Set	30/05/2024	1501237012	1	17.98	0.00	17.98	0.00
313-Compost	12/06/2024	1505686083	1	160.00	0.00	160.00	0.00
312-Compost	12/06/2024	1505686091	1	160.00	0.00	160.00	0.00
314-Compost and shrubs	14/06/2024	1506506844	1	108.30	0.00	108.30	0.00
					<b>0.00</b>	<b>395.30</b>	
Above paid on 28/06/2024 by Cheque FP19							
<b>SPO02</b> <b>Sporting Aid CIC</b>							
309-Multi Sports sessions	27/05/2024	SA270524	1	2,081.00	0.00	2,081.00	0.00
					<b>0.00</b>	<b>2,081.00</b>	
Above paid on 28/06/2024 by Cheque FP16							

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## List of Purchase Ledger Payments for Month 3

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>STR04</b> <b>Strong Soul Fitness CIC</b>							
310-Enhanced Boxing Sessions	01/06/2024	13	1	560.00	0.00	560.00	0.00
					<b>0.00</b>	<b>560.00</b>	
Above paid on 28/06/2024 by Cheque FP17							
<b>TEC01</b> <b>Techies Limited</b>							
311-SIP Line Apr-Jun 24	12/06/2024	INV-5711	1	144.00	0.00	144.00	0.00
					<b>0.00</b>	<b>144.00</b>	
Above paid on 28/06/2024 by Cheque FP18							
<b>THO01</b> <b>Thomas Fattorini Ltd</b>							
300-Alter Mayoress to Consort	13/06/2024	I288393	1	421.16	0.00	421.16	0.00
					<b>0.00</b>	<b>421.16</b>	
Above paid on 28/06/2024 by Cheque FP8							
<b>WAV03</b> <b>Anglian Water</b>							
316-Water chgs Moore Cresc	24/05/2024	13593881	1	52.25	0.00	52.25	0.00
					<b>0.00</b>	<b>52.25</b>	
Above paid on 28/06/2024 by Cheque FP20							
<b>YOU01</b> <b>Your NRG Ltd</b>							
287-Derv (ULSD)	07/06/2024	1182100	1	2,682.77	0.00	2,682.77	0.00
					<b>0.00</b>	<b>2,682.77</b>	
Above paid on 28/06/2024 by Cheque DDR5							
<b>Total Purchase Ledger Payments for Month 3</b>					<b>0.00</b>	<b>76,515.47</b>	

## List of Purchase Ledger Payments for Month 4

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>EE01</b> <b>EE Limited</b>							
398-Mobile phone charges	24/06/2024	V02240255605	1	384.06	0.00	384.06	0.00
					<b>0.00</b>	<b>384.06</b>	
Above paid on 02/07/2024 by Cheque DDR							
<b>BRI02</b> <b>BT Payment Services Ltd</b>							
329-Fixed line rental Office	19/06/2024	M029KA	1	234.00	0.00	234.00	0.00
					<b>0.00</b>	<b>234.00</b>	
Above paid on 03/07/2024 by Cheque DDR1							
<b>BRI02</b> <b>BT Payment Services Ltd</b>							
330-BT quarter chgs to Aug 24	26/06/2024	Q039 PI	1	718.13	0.00	718.13	0.00
					<b>0.00</b>	<b>718.13</b>	
Above paid on 03/07/2024 by Cheque DDR2							
<b>GRE05</b> <b>Grenke Leasing Ltd</b>							
333-P/copier rental to Sept 24	01/07/2024	0000292325/2024	1	153.36	0.00	153.36	0.00
					<b>0.00</b>	<b>153.36</b>	
Above paid on 03/07/2024 by Cheque DDR3							
<b>TEC01</b> <b>Techies Limited</b>							
Purchase Ledger Payment	03/07/2024	ON ACC 394	1	0.00	0.00	-383.78	383.78
Purchase Ledger Payment	03/07/2024	ON ACC 395	1	0.00	0.00	191.89	-191.89
					<b>0.00</b>	<b>-191.89</b>	
Above paid on 03/07/2024 by Cheque SO							
<b>TEC01</b> <b>Techies Limited</b>							
375-IT Support	01/08/2023	INV-4264	1	367.87	0.00	191.89	175.98
Purchase Ledger Payment	03/07/2024	ON ACC 325	1	0.00	0.00	191.89	-191.89
					<b>0.00</b>	<b>383.78</b>	
Above paid on 03/07/2024 by Cheque SO1							

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## List of Purchase Ledger Payments for Month 4

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TEC01</b> <b>Techies Limited</b>							
<i>Purchase Ledger Payment</i>	03/07/2024	ON ACC 326	1	0.00	0.00	399.68	-399.68
					<b>0.00</b>	<b>399.68</b>	
							Above paid on 03/07/2024 by Cheque SO2
<b>WAV02</b> <b>Anglian Water</b>							
<i>Purchase Ledger Payment</i>	03/07/2024	ON ACC 350	1	0.00	0.00	23.00	-23.00
					<b>0.00</b>	<b>23.00</b>	
							Above paid on 03/07/2024 by Cheque DDR5
<b>WAV06</b> <b>Anglian Water</b>							
<i>Purchase Ledger Payment</i>	03/07/2024	ON ACC 396	1	0.00	0.00	126.00	-126.00
					<b>0.00</b>	<b>126.00</b>	
							Above paid on 03/07/2024 by Cheque DD
<b>WAV06</b> <b>Anglian Water</b>							
<i>Purchase Ledger Payment</i>	03/07/2024	ON ACC 393	1	0.00	0.00	-173.00	173.00
					<b>0.00</b>	<b>-173.00</b>	
							Above paid on 03/07/2024 by Cheque DDR
<b>WAV06</b> <b>Anglian Water</b>							
<i>Purchase Ledger Payment</i>	03/07/2024	ON ACC 349	1	0.00	0.00	173.00	-173.00
					<b>0.00</b>	<b>173.00</b>	
							Above paid on 03/07/2024 by Cheque DDR4
<b>WAV07</b> <b>Anglain Water</b>							
<i>Purchase Ledger Payment</i>	03/07/2024	ON ACC 351	1	0.00	0.00	170.00	-170.00
					<b>0.00</b>	<b>170.00</b>	
							Above paid on 03/07/2024 by Cheque DDR6
<b>YU001</b> <b>Yu Energy</b>							
<i>343-Electricity Office</i>	01/07/2024	01792065	1	171.27	0.00	171.27	0.00
					<b>0.00</b>	<b>171.27</b>	
							Above paid on 08/07/2024 by Cheque DDR11

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>YU001 Yu Energy</b>							
342-Electricity P/side Dr Pav	01/07/2024	01792008	1	11.36	0.00	11.36	0.00
					<b>0.00</b>	<b>11.36</b>	
Above paid on 08/07/2024 by Cheque DDR12							
<b>YU001 Yu Energy</b>							
341-Electricity M/Cresc Pav	01/07/2024	01791974	1	125.17	0.00	125.17	0.00
					<b>0.00</b>	<b>125.17</b>	
Above paid on 08/07/2024 by Cheque DDR13							
<b>YU001 Yu Energy</b>							
340-Electricity O/Close Pav	01/07/2024	01791880	1	79.36	0.00	79.36	0.00
					<b>0.00</b>	<b>79.36</b>	
Above paid on 08/07/2024 by Cheque DDR14							
<b>YU001 Yu Energy</b>							
339-Electricity chgs Depot	01/07/2024	01791746	1	165.57	0.00	165.57	0.00
					<b>0.00</b>	<b>165.57</b>	
Above paid on 08/07/2024 by Cheque DDR15							
<b>YU001 Yu Energy</b>							
346-Electricity V/Green Pav	01/07/2024	01792069	1	121.95	0.00	121.95	0.00
					<b>0.00</b>	<b>121.95</b>	
Above paid on 08/07/2024 by Cheque DDR7							
<b>YU001 Yu Energy</b>							
345-Electricity Depot	01/07/2024	01792068	1	14.02	0.00	14.02	0.00
					<b>0.00</b>	<b>14.02</b>	
Above paid on 08/07/2024 by Cheque DDR8							
<b>YU001 Yu Energy</b>							
344-Electricity T/Farm Pav	01/07/2024	01792067	1	549.85	0.00	549.85	0.00
					<b>0.00</b>	<b>549.85</b>	
Above paid on 08/07/2024 by Cheque DDR9							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>YU001 Yu Energy</b>							
347-Electricity P/side Dr	01/07/2024	01792066	1	30.06	0.00	30.06	0.00
					<b>0.00</b>	<b>30.06</b>	
Above paid on 08/07/2024 by Cheque DDr10							
<b>ABF01 ABF The Soldiers Charity</b>							
367-Mayor/Guest Curry Event	28/06/2024	CURRY EVENT	1	36.00	0.00	36.00	0.00
					<b>0.00</b>	<b>36.00</b>	
Above paid on 12/07/2024 by Cheque FP1							
<b>AMA02 Amazing Occasions</b>							
358-Balance Laser tag obstacl	24/06/2024	REF 12882	1	942.00	0.00	942.00	0.00
					<b>0.00</b>	<b>942.00</b>	
Above paid on 12/07/2024 by Cheque FP2							
<b>BED07 Police &amp; Crime Commissioner for Beds</b>							
379-Op Hana May 2024	03/07/2024	B0004458	1	1,023.75	0.00	1,023.75	0.00
					<b>0.00</b>	<b>1,023.75</b>	
Above paid on 12/07/2024 by Cheque FP21							
<b>CDS01 The CDS Group</b>							
360-Grendall Ln T3 Assessment	28/06/2024	75029	1	1,824.00	0.00	1,824.00	0.00
					<b>0.00</b>	<b>1,824.00</b>	
Above paid on 12/07/2024 by Cheque FP4							
<b>CEN04 Central Bedfordshire Council</b>							
361-P/side Dr Dwelling rents	01/07/2024	7100019577	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>50.00</b>	
Above paid on 12/07/2024 by Cheque FP5							
<b>DES01 D E Signs</b>							
367-2 x 6ft x 4 ft banners	28/06/2024	19638	1	144.00	0.00	144.00	0.00
					<b>0.00</b>	<b>144.00</b>	
Above paid on 12/07/2024 by Cheque FP7							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>DSS001</b> <b>DSSL Group Ltd</b>							
366-Re-deployable camers	01/07/2024	DSSL-INV-12528	1	4,377.49	0.00	4,377.49	0.00
					<b>0.00</b>	<b>4,377.49</b>	
Above paid on 12/07/2024 by Cheque FP8							
<b>DUN04</b> <b>Dunstable Town Council</b>							
369-Licence for Carnival stall	30/06/2024	GEN15760	1	128.00	0.00	128.00	0.00
					<b>0.00</b>	<b>128.00</b>	
Above paid on 12/07/2024 by Cheque FP10							
<b>EAR01</b> <b>Earth Anchors</b>							
370-bin liners	19/06/2024	EA39678	1	321.60	0.00	321.60	0.00
					<b>0.00</b>	<b>321.60</b>	
Above paid on 12/07/2024 by Cheque FP11							
<b>GBI01</b> <b>Geo Browns Implements Ltd</b>							
359-Half roller	28/06/2024	183205	1	56.47	0.00	56.47	0.00
391-Deck belts for Kubota	11/07/2024	184734	1	648.00	0.00	648.00	0.00
					<b>0.00</b>	<b>704.47</b>	
Above paid on 12/07/2024 by Cheque FP3							
<b>HAY02</b> <b>Ian Haynes</b>							
392-Lunch Anglia Bloom judges	08/07/2024	LUNCH EXPS	1	33.35	0.00	33.35	0.00
					<b>0.00</b>	<b>33.35</b>	
Above paid on 12/07/2024 by Cheque FP12							
<b>HER04</b> <b>Cllr Michelle Herber</b>							
371-M Herber cakes Carnival	09/07/2024	CAKES CARNIVAL	1	54.72	0.00	54.72	0.00
390-D/Mayor car mileage July	10/07/2024	MILEAGE	1	19.80	0.00	19.80	0.00
371-Cake Neighbourhood Plan	02/07/2024	N/PLAN CAKE	1	57.69	0.00	57.69	0.00
					<b>0.00</b>	<b>132.21</b>	
Above paid on 12/07/2024 by Cheque FP13							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>HMR001</b> <b>HMRC</b>							
323-PAYE/NI June 2024	30/06/2024	PAYE/NI JUNE 2024	1	12,227.60	0.00	12,227.60	0.00
					<b>0.00</b>	<b>12,227.60</b>	
Above paid on 12/07/2024 by Cheque FP14							
<b>HRS01</b> <b>HR Solutions</b>							
373-HR Retainer	01/07/2024	INV-040058	1	270.30	0.00	270.30	0.00
					<b>0.00</b>	<b>270.30</b>	
Above paid on 12/07/2024 by Cheque FP15							
<b>JEW01</b> <b>Jewels Art Craft &amp; Coffee</b>							
374-Jewels hire/refreshments	02/07/2024	N/PLAN PARTY	1	105.00	0.00	105.00	0.00
					<b>0.00</b>	<b>105.00</b>	
Above paid on 12/07/2024 by Cheque FP16							
<b>JOA01</b> <b>J Cross</b>							
363-D-Day 80 Photography	01/07/2024	B00773	1	50.00	0.00	50.00	0.00
364-Mayor's photo	02/07/2024	B00774	1	65.00	0.00	65.00	0.00
					<b>0.00</b>	<b>115.00</b>	
Above paid on 12/07/2024 by Cheque FP6							
<b>LAN03</b> <b>Latent Digital Solutions Ltd</b>							
375-P/copier chargesto 26/6/24	28/06/2024	305675	1	91.06	0.00	91.06	0.00
					<b>0.00</b>	<b>91.06</b>	
Above paid on 12/07/2024 by Cheque FP17							
<b>LOC01</b> <b>Dunstable Lock &amp; Safe Co</b>							
368-6 padlocks and 2 keys	27/06/2024	35404	1	232.32	0.00	232.32	0.00
					<b>0.00</b>	<b>232.32</b>	
Above paid on 12/07/2024 by Cheque FP9							
<b>MCS01</b> <b>MCS Contract Cleaning Limited</b>							
376-Cleaning WCs at Bedford Sq	28/06/2024	43407	1	2,220.00	0.00	2,220.00	0.00
					<b>0.00</b>	<b>2,220.00</b>	
Above paid on 12/07/2024 by Cheque FP18							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>PER01</b> <b>Perfect Print</b>							
378-12,000 Carnival programmes	30/06/2024	24/5731	1	1,530.00	0.00	1,530.00	0.00
					<b>0.00</b>	<b>1,530.00</b>	
Above paid on 12/07/2024 by Cheque FP20							
<b>PER03</b> <b>Perfect Personalised Parties</b>							
377-Garden games for summer	25/06/2024	INV-0576	1	160.00	0.00	160.00	0.00
					<b>0.00</b>	<b>160.00</b>	
Above paid on 12/07/2024 by Cheque FP19							
<b>ROY02</b> <b>Royal Industrial Doors (R.I.D Ltd)</b>							
381-Shutter repairs M/Crescent	27/06/2024	35266	1	223.20	0.00	223.20	0.00
					<b>0.00</b>	<b>223.20</b>	
Above paid on 12/07/2024 by Cheque FP23							
<b>SET01</b> <b>Setsquare Creative Solutions Limited</b>							
382-new website functionality	08/07/2024	INV-3301	1	336.00	0.00	336.00	0.00
					<b>0.00</b>	<b>336.00</b>	
Above paid on 12/07/2024 by Cheque FP24							
<b>SLC01</b> <b>SLCC</b>							
383-Nat Conference 2024 CE	27/06/2024	BK216537-1	1	557.00	0.00	557.00	0.00
384-Adj re Nat Conf 2024 CE	27/06/2024	BK216537-2	1	-120.00	0.00	-120.00	0.00
					<b>0.00</b>	<b>437.00</b>	
Above paid on 12/07/2024 by Cheque FP25							
<b>TEA02</b> <b>Teaching Talons (Animal Ambassadors) Ltd</b>							
385-Balance for Carnival 2024	05/01/2024	6945	1	210.00	0.00	210.00	0.00
					<b>0.00</b>	<b>210.00</b>	
Above paid on 12/07/2024 by Cheque FP26							
<b>THR03</b> <b>Three Star (Luton) Ltd</b>							
386-Coach LLSG Stockwood Park	08/07/2024	35547	1	550.00	0.00	550.00	0.00
					<b>0.00</b>	<b>550.00</b>	
Above paid on 12/07/2024 by Cheque FP27							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TOT01</b> <b>Right Fuelcard Company Ltd</b>							
380-Fuel for vehicles Jun 24	30/06/2024	5826765	1	187.84	0.00	187.84	0.00
					<b>0.00</b>	<b>187.84</b>	
Above paid on 12/07/2024 by Cheque FP22							
<b>WAV02</b> <b>Anglian Water</b>							
389-Water chgs Depot	24/06/2024	13715563	1	8.84	0.00	8.84	0.00
					<b>0.00</b>	<b>8.84</b>	
Above paid on 12/07/2024 by Cheque FP29							
<b>WAV03</b> <b>Anglian Water</b>							
388-Water chgs Moore Crescent	24/06/2024	13714812	1	174.54	0.00	174.54	0.00
					<b>0.00</b>	<b>174.54</b>	
Above paid on 12/07/2024 by Cheque FP28							
<b>POZ02</b> <b>Pozitive Energy 135118</b>							
354-Gas chgs P/side Dr	09/07/2024	13511820246060880	1	30.53	0.00	30.53	0.00
					<b>0.00</b>	<b>30.53</b>	
Above paid on 15/07/2024 by Cheque DDR 1							
<b>POZ03</b> <b>Pozitive Energy 135116</b>							
353-Gas chgs Depot	08/07/2024	13511620246041090	1	4.45	0.00	4.45	0.00
					<b>0.00</b>	<b>4.45</b>	
Above paid on 15/07/2024 by Cheque DDR2							
<b>POZ04</b> <b>Pozitive Energy 135119</b>							
355-Gas chgs Moore Cresc	09/07/2024	13511920246060879	1	73.78	0.00	73.78	0.00
					<b>0.00</b>	<b>73.78</b>	
Above paid on 15/07/2024 by Cheque DDR3							
<b>POZ05</b> <b>Pozitive Energy 135117</b>							
352-Gas chgs Office	09/07/2024	13511720246060881	1	53.00	0.00	53.00	0.00
					<b>0.00</b>	<b>53.00</b>	
Above paid on 15/07/2024 by Cheque DDR4							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CLO02</b> <b>Cloudy Group</b>							
397-App HostingPackage	01/07/2024	INV-6765	1	110.19	0.00	110.19	0.00
					<b>0.00</b>	<b>110.19</b>	
Above paid on 16/07/2024 by Cheque DDR							
<b>CAS09</b> <b>Castle Water - 2597769</b>							
332-Water chgs Cemetery Rd	04/07/2024	10002849406	1	23.01	0.00	23.01	0.00
					<b>0.00</b>	<b>23.01</b>	
Above paid on 18/07/2024 by Cheque DDR2							
<b>CAS10</b> <b>Castle Water - 2597749</b>							
331-Water chgs P/side Dr	04/07/2024	1000282445	1	21.55	0.00	21.55	0.00
					<b>0.00</b>	<b>21.55</b>	
Above paid on 18/07/2024 by Cheque DDR1							
<b>POZ02</b> <b>Positive Energy 135118</b>							
420-Gas P/side Dve part Apr 24	10/04/2024	13511820245477225C	1	-6.86	0.00	-6.86	0.00
82-gas P/side Dve Mar 24	10/04/2024	13511820245494448	1	14.97	0.00	14.97	0.00
Purchase Ledger Payment	10/05/2024	ON ACC 256	1	-8.11	0.00	-8.11	0.00
					<b>0.00</b>	<b>0.00</b>	
No payment due as Credit Notes have been applied							
<b>1ST3RD</b> <b>1st/3rd HOUGHTON REGIS SCOUTS</b>							
409-Original entry Procession	17/07/2024	CARNIVAL 2024	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 19/07/2024 by Cheque FP1							
<b>DUN10</b> <b>Dunstablians Rugby Club</b>							
411-Best Dressed Team Carnival	17/07/2024	CARNIVAL 2024	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 19/07/2024 by Cheque FP3							

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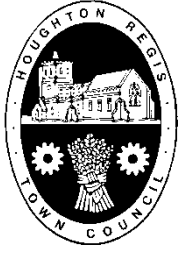
Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>FAL001</b>	<b>Falconeye Security Ltd</b>						
401-road closures for Carnival	15/07/2024	8	1	1,440.00	0.00	1,440.00	0.00
					<b>0.00</b>	<b>1,440.00</b>	
	Above paid on 19/07/2024 by Cheque FP4						
<b>FER01</b>	<b>Annette Ferguson (Fergies Food)</b>						
405-Refund Carnival foodoutlet	12/07/2024	REFUND CARNIVAL STAL	1	109.00	0.00	109.00	0.00
					<b>0.00</b>	<b>109.00</b>	
	Above paid on 19/07/2024 by Cheque FP5						
<b>FIV01</b>	<b>5 Star Loos Ltd</b>						
404-Toilets Coronation Event	01/04/2024	23/1219	1	396.00	0.00	396.00	0.00
400-Portaloos for Carnival 24	16/07/2024	24/0735	1	888.00	0.00	888.00	0.00
					<b>0.00</b>	<b>1,284.00</b>	
	Above paid on 19/07/2024 by Cheque FP6						
<b>HOS001</b>	<b>Hospice at Home Volunteers</b>						
413-Best Group Stall	17/07/2024	CARNIVAL 2024	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>50.00</b>	
	Above paid on 19/07/2024 by Cheque FP7						
<b>JOA01</b>	<b>J Cross</b>						
406-Carnival photography	16/07/2024	B00775	1	250.00	0.00	250.00	0.00
					<b>0.00</b>	<b>250.00</b>	
	Above paid on 19/07/2024 by Cheque FP2						
<b>NIC01</b>	<b>Caroline Nicholson</b>						
412-Best Individual Stall	17/07/2024	CARNIVAL 2024	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>50.00</b>	
	Above paid on 19/07/2024 by Cheque FP8						
<b>PHS01</b>	<b>PHS Group</b>						
416-Paper towels for office	18/07/2024	70704524	1	103.58	0.00	103.58	0.00
					<b>0.00</b>	<b>103.58</b>	
	Above paid on 19/07/2024 by Cheque FP9						

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>PRB01 Pete Rowe Building Services</b>							
407-Hire digger and topsoil	16/07/2024	042	1	348.00	0.00	348.00	0.00
414-Office door/heating repair	16/07/2024	043	1	390.00	0.00	390.00	0.00
415-New tapsThorn allotments	16/07/2024	044	1	392.40	0.00	392.40	0.00
408-Water pump for TFarm	16/07/2024	045	1	818.40	0.00	818.40	0.00
					<b>0.00</b>	<b>1,948.80</b>	
Above paid on 19/07/2024 by Cheque FP12							
<b>RPM01 Reids Playground Maintenance Ltd</b>							
402-play area repair	30/05/2024	6270	1	546.00	0.00	546.00	0.00
					<b>0.00</b>	<b>546.00</b>	
Above paid on 19/07/2024 by Cheque FP11							
<b>SAF04 The Safer Luton Partnership</b>							
417-First Aid at Youth Events	16/07/2024	SLP/HRTC/8024	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 19/07/2024 by Cheque FP13							
<b>STR02 Strawberry Fieldz Ltd</b>							
403-Stage/PA system Carnival	01/04/2024	INV000558	1	1,500.00	0.00	1,500.00	0.00
					<b>0.00</b>	<b>1,500.00</b>	
Above paid on 19/07/2024 by Cheque FP14							
<b>TRE001 Treow House</b>							
410-Best Performance Carnival	17/07/2024	CARNIVAL 2024	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 19/07/2024 by Cheque FP10							
<b>ANG02 Anglia in Bloom</b>							
422-HR in Bloom entry	19/07/2024	ANGLA IN BLOOM	1	225.00	0.00	225.00	0.00
					<b>0.00</b>	<b>225.00</b>	
Above paid on 22/07/2024 by Cheque FP							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CAS02</b> <b>Castle Water</b>							
356-Water chgs Townsend Farm	02/07/2024	TE00660014	1	8.29	0.00	8.29	0.00
					<b>0.00</b>	<b>8.29</b>	
Above paid on 22/07/2024 by Cheque DDR							
<b>ZUR01</b> <b>Zurich Municipal</b>							
421-add. ins. toilets O/Air Sc	17/07/2024	535387204	1	112.00	0.00	112.00	0.00
					<b>0.00</b>	<b>112.00</b>	
Above paid on 22/07/2024 by Cheque FP1							
<b>DUN02</b> <b>Biffa Waste Services Ltd</b>							
328-Rental of Skip	28/06/2024	614C57179	1	76.02	0.00	76.02	0.00
327-Trade refuse disposal	28/06/2024	614C57180	1	3,017.34	0.00	3,017.34	0.00
					<b>0.00</b>	<b>3,093.36</b>	
Above paid on 28/07/2024 by Cheque DDR2							
<b>PAYROLL</b> <b>Payroll Options</b>							
334-Payroll process June 24	30/06/2024	151797	1	192.05	0.00	192.05	0.00
					<b>0.00</b>	<b>192.05</b>	
Above paid on 31/07/2024 by Cheque DDR3							
<b>Total Purchase Ledger Payments for Month 4</b>					<b>0.00</b>	<b>44,092.89</b>	



## CORPORATE SERVICES COMMITTEE

## Agenda Item 9

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<b>Date:</b>	<b>9<sup>th</sup> September 2024</b>
<b>Title:</b>	<b>Investment Report</b>
<b>Purpose of the Report:</b>	<b>To provide to members a report on investments to date.</b>
<b>Contact Officer:</b>	<b>Debbie Marsh, Head of Corporate Services</b>

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### 1. BACKGROUND

In accordance with Committee Functions & Terms of Reference, Financial Regulations and Banking Arrangements, Investment Strategy & Investment Arrangements Policy, it is a requirement that the Corporate Services Committee receive quarterly reports on investments.

The Council has funds deposited in NatWest and in the Churches, Charities and Local Authorities Investment Management Company (CCLA) Public Sector Deposit Fund and the CCLA Property Fund.

### 2. CURRENT INVESTMENTS

Commencement of the short-term investment (Public Sector Deposit Fund) and the long-term investment (LAMIT Authorities Property Fund) were both during Financial Year 2014 - 2015.

In accordance with Minutes AC1113 and AC1121, two officers administrate both these accounts for supervision and audit trail purposes.

Both these investments have no fixed period of terms. Funds can be transferred into and out of the Deposit account without notice however, the transfer out of funds from the Property Fund requires a 6-month notice period.

At the Corporate Services meeting held on the 4<sup>th</sup> March 2024 members resolved (minute number 12731) to withdraw the Town Councils funds from the CCLA Property fund and to subsequently invest these funds in the CCLA Deposit account as it is a AAA rated investment. Members are informed that the Town Council gave notice to withdraw its funds from the CCLA Property Fund on the 26<sup>th</sup> March 2024. The 6 month notice period starts at the end of the month in which the redemption form was received.

### **3. LONG TERM INVESTMENT – LAMIT PROPERTY FUND ACCOUNT**

Commencement of the LAMIT Property Fund was October 2014. This fund is designed to achieve long term capital growth from investments in the commercial property sector. Dividends are paid quarterly (in accordance with IAS 18 - Revenue) less fund management fees but without deduction of tax.

Members will find attached at Appendix A The Local Authorities Property Fund Fact Sheet – 30<sup>th</sup> June 2024.

Gross dividend yield rate as at:

30<sup>th</sup> June 2024 – 3.97%

31<sup>st</sup> March 2024 – 5.16%

31<sup>st</sup> December 2023 – 4.94%

30<sup>th</sup> September 2023 – 4.66%

Total fund size at:

30<sup>th</sup> June 2024 - £1,031m

31<sup>st</sup> March 2024 - £1,042m

31<sup>st</sup> December 2023 – £1,143m

31<sup>st</sup> October 2023 - £1,155m

Further detail is provided in the Chronological report attached at Appendix C.

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

Commencement of the Public Sector Deposit Fund was September 2014.

This is a pooled, qualified money market fund created by and for the public sector which has a low level of risks. Shares are bought and the dividend is paid at the end of each month (in accordance with IAS 18 – Revenue) less management fees but without deduction of tax.

Members can find more details on this fund by following this link [The Public Sector Deposit Fund | CCLA](#) In addition at Appendix B Members will find attached The Public Sector Deposit Fund Fact Sheet – 31<sup>st</sup> July 2024

The declared yield rate as at:

31<sup>st</sup> July 2024 – 5.18%

30<sup>th</sup> April 2024 – 5.23%

30<sup>th</sup> November 2023 – 5.30%

31<sup>st</sup> July 2023 – 4.94%

Accessibility of funds is almost immediate making this a highly liquid Current Asset investment. Activity is a fluctuation of withdrawals when required to meet the council's expenditure costs for the period and deposits of investing surplus funds (namely Precept) in accordance with the Trustee Investment Act 1961 S.11 and recommendations.

Further detail is provided in the Chronological report attached at Appendix C.



By way of an early update, members are advised that a sum of £600k (precept) was transferred into this account on the 24<sup>th</sup> April 2024.

## 5. HRTC CORPORATE PLAN

**Aspirations 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.

## 6. IMPLICATIONS

### Corporate Implications

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

### Legal Implications

- Compliance with the Trustee Investment Act 1961 S.11

### Financial Implications

- There are no financial implications of this report.

### Risk Implications

- As with any type of investment there is always an element of risk. Officers' supervision of the accounts and monitoring their environments as well as the UK's economy climate, helps to regulate and assess any potential risks.
- Reputation should monies be lost from poor investment decisions.

### Equalities Implications

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

This report does not discriminate.

### Climate Change Implications

There are no climate change implications arising from the recommendations

### Press Contact

- There are no press implications.

## 7. APPENDICES

**Appendix A – The Local Authorities Property Fund Fact Sheet – 30<sup>th</sup> June 2024**

**Appendix B – The Public Sector Deposit Fund Fact Sheet – 31<sup>st</sup> July 2024.**

**Appendix C - Chronological Report**

The Local Authorities' Property Fund  
Prices and Dividend Yields



End of	Jul-24	Jun-24	May-24	Apr-24	Mar-24	Feb-24	Jan-24	Dec-23	Nov-23	Oct-23	Sep-23	Aug-23
Offer Price p	294.55	294.25	294.22	294.73	295.72	296.32	296.62	297.71	301.04	301.55	303.70	304.20
Net Asset Value p	275.93	275.65	275.62	276.09	277.02	277.59	277.86	278.88	282.01	282.48	284.50	284.97
Bid Price p	271.65	271.38	271.34	271.81	272.73	273.28	273.56	274.56	277.63	278.11	280.09	280.55
Dividend on XD Date p*		3.74			3.62			3.59			3.74	
Dividend* - Last 12 Months p	14.69	14.69	14.30	14.30	14.30	13.72	13.72	13.72	13.27	13.27	13.27	12.79
Dividend Yield on NAV %	5.32	5.33	5.19	5.18	5.16	4.94	4.94	4.92	4.71	4.70	4.66	4.49
Fund Size £m	1031.1	1031.1	1037.2	1039.0	1042.4	1044.7	1138.8	1142.9	1155.7	1157.7	1186.3	1188.2

\* The Dividend is paid gross and is after all charges

Risk Warning

Please remember that the value of units and the income from them can fall as well as rise and an investor may not get back the full amount invested. Past performance is no guarantee of future returns. The Property Fund's unit value will reflect fluctuations in property values and rents. The units are intended only for long-term investment and are not suitable for money liable to be required to be spent in the near term. They are realisable only on each month end valuation date and a period of notice may be imposed for the

Source: CCLA

CCLA Fund Managers Limited  
One Angel Lane  
London EC4R 3AB  
Telephone: 0800 022 3505  
www.ccla.co.uk

CCLA is Authorised & Regulated by the Financial Conduct Authority.

# The Local Authorities' Property Fund

## Fund fact sheet – 30 June 2024

### Investment objective

The fund aims to provide a high level of income and capital growth over the long term (defined as 5 years).

### Investment policy

The fund is an actively managed, diversified portfolio of UK commercial property. It will principally invest in UK commercial properties, but may invest in other assets, which may be either liquid or illiquid in nature.

The fund may also invest some of its assets in instruments that are easier to buy and sell to maintain appropriate levels of liquidity. Instruments used for this purpose may include cash and near-cash, participation notes, UK real estate investment trusts, regulated or unregulated investment funds, and loan notes.

The fund is managed in line with CCLA's responsible property investment policy, which you can read in the policies and reports section on our website.

### Target investors

The fund is designed for local authorities looking for exposure to UK commercial property for their long-term investments.

### Independent governance

The trustee is the Local Authorities' Mutual Investment Trust, a body controlled by members and officers appointed by the Local Government Association, the Convention of Scottish Local Authorities, the Northern Ireland Local Government Officers' Superannuation Committee, the Welsh Local Government Association and investors in the fund.

### Who can invest?

Any local authority in the United Kingdom.

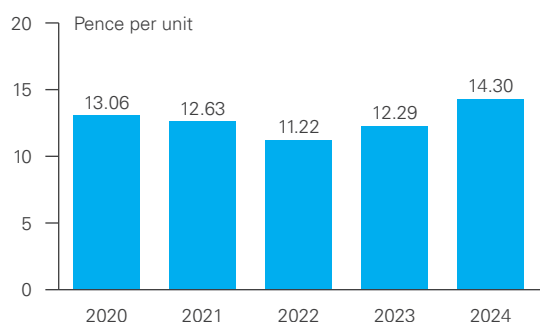
### Income

Gross dividend yield (see note 1) 3.97%

MSCI/AREF UK Other Balanced Open-Ended Quarterly Property Fund Index yield 4.21%

Note 1: Based on the fund's net asset value and historic annual dividend of 10.95 pence per unit.

### 12 month distributions to 31st March:



### Fund update

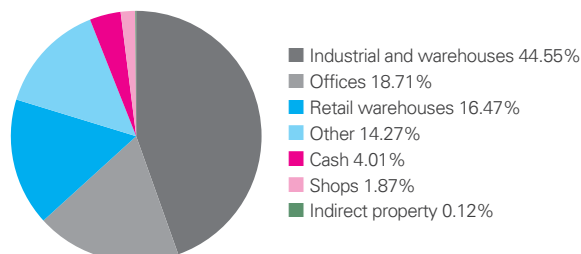
Occupier and rental markets in most sectors have remained competitive, supporting the income flows which make up a sizeable part of long term total returns to property investors. Capital markets are still subdued, however. Transaction volumes, despite rising slightly in the latest quarter, remain well below the long-term average and both prospective buyers and sellers have been in a cautious mood. Offices are still the most troubled sector in a challenging market, due to a combination of changing working practices and more stringent environmental standards adding to landlords' costs.

Over the quarter the Fund's total return was +0.9% compared with a return on the comparator benchmark of +1.2%. Over the past 12 months the Fund returned +0.9% compared to the comparator benchmark return of -0.4%.

The portfolio is managed actively with the aim of providing a high income and long term capital appreciation. There were no sales or purchases during the quarter but it was a busy period for leasing and development activity. Income ceasing as a result of lease expiries was replaced by two new lettings, a lease renewal, and five rent reviews, including three which are linked to retail price inflation (RPI). Refurbishment is underway at two industrial warehouse for which there is letting interest in the premises prior to completion.

Buyer interest, notably from overseas investors, is finally beginning to recover. Nevertheless valuations are likely to remain under pressure until bond yields fall significantly – this will restore some of the yield premium necessary to attract larger volumes of investors back to the market. In the meantime, income will be the key driver of property returns. Investors in office space face particular challenges and active, selective management will be especially important in this sector.

### Asset allocation at 30 June 24



## Total return performance by year

12 months to 30 June	2020	2021	2022	2023	2024
The Local Authorities' Property Fund	-3.47%	+11.73%	+23.70%	-17.39%	+0.90%
Comparator benchmark	-2.48%	+8.49%	+22.72%	-17.14%	-0.42%

## Annualised total return performance

Performance to 30 June 2024	1 year	3 years	5 years
The Local Authorities' Property Fund	+0.90%	+1.03%	+2.15%
Comparator benchmark	-0.42%	+0.42%	+1.39%

Performance shown after management fees and other expenses. The comparator benchmark is MSCI/AREF UK Other Balanced Open-Ended Quarterly Property Fund Index. **Past performance is not a reliable indicator of future results.** Source: CCLA

## Top 10 holdings at 30 June 24 – Total 35.72%

London, Beckton Retail Park	London, Pickett's Lock
London, Goodman's Yard	Coventry, Torrington Avenue
Leeds, 27 Industrial Estate	London, Imperial House
London, Cathedral Street	Bolton, Great Bank Road
Bristol, Gallagher Retail Park	Huntingdon, DHL Cardinal

## Key facts

Manager	CCLA Fund Managers Limited
Investment Manager	CCLA Investment Management Limited
Fund size	£1,031m
Number of holdings	67

Offer (buying) price	294.25 pence
Net asset value	275.65 pence
Bid (selling) price	271.38 pence
Launch date	18 April 1972
Unit type	Income
Minimum initial investment	£25,000
Minimum subsequent investment	£10,000
Dealing day	Month-end valuation date (see note 2)
SEDOL	0521664
ISIN	GB0005216642
Dividend payment dates	Last business day of January, April, July, and October
Annual management charge (taken from income)	0.65%
Fund management fee (FMF)	0.73% (see note 3)
PRIPs other ongoing costs	0.73% (see note 4)

Note 2: Dealing instructions for the purchase of units must be received by 5pm on the business day before the valuation date. Whilst units can be sold on each monthly dealing date, all redemption requests are currently subject to a minimum notice period of 6 months (this may be reduced to 90 days at the manager's discretion) and will therefore be processed on the next available dealing day following expiry of the notice period.

Note 3: The FMF includes the annual management charge and other costs and expenses of operating and administering the fund, such as depositary, custody, audit, and regulatory fees.

Note 4: The packaged retail and insurance-based investment products (PRIIPs) other ongoing costs include the FMF and, where relevant, synthetic charges. Synthetic charges are the effect that costs incurred as a result of investment in relevant underlying funds or similar investments have on the fund. The PRIIPs other ongoing costs do not include transaction costs. For more information on costs, including transaction costs, please see the fund's key information document.

**Please refer to <https://www.ccla.co.uk/glossary> for explanations of terms used in this communication. If you would like the information in an alternative format or have any queries, please call us on 0800 022 3505 or email us at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).**

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# The Public Sector Deposit Fund

## Fund fact sheet – 31 July 2024

### Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

### Investment policy

The fund will be invested in a diversified portfolio of high-quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short-term credit rating or an equivalent strong long-term rating. The fund is actively managed, which means the authorised corporate director uses their discretion to pick investments, in pursuit of the investment objective.

The weighted average maturity of the investments will not exceed 60 days. The fund will not invest in derivatives or other collective investment schemes.

### Target investors

The fund is designed for investors who are looking for capital security and a competitive yield for their short-term investments.

### Who can invest?

Any public sector organisation can invest in the fund, but it may be marketed to any retail or professional client. Share class 4 is reserved for public sector organisation investment only.

### Key risks

Investors should consider the following risk factors before investing: issuer/credit risk (issuer/financial institution may not pay), market risk (investment value affected by market conditions), operational risk (general business operational risks), maturity profile (timings of investment maturity), liquidity risk (investment in non-readily realisable assets), concentration risk (need for diversification and suitability of investment) and interest rate risk (changes to interest rate affecting income). Please see the fund prospectus for more details.

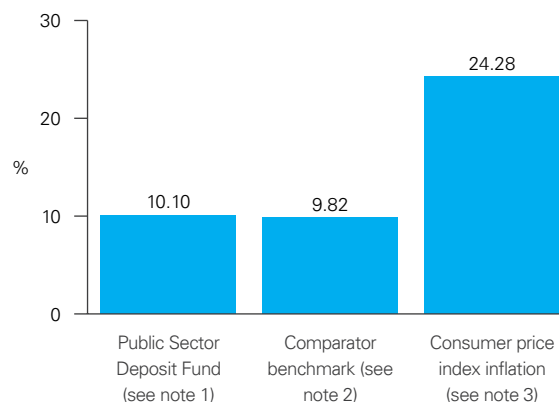
### Top 10 counterparty exposures (%)

9.85%	HM Treasury
9.17%	Landesbank Baden-Wuerttemberg
9.17%	National Bank of Canada
8.15%	Yorkshire Building Society
4.07%	DBS Bank Limited
3.73%	Nordea Bank AB
3.40%	ABN Amro Bank N.V.
3.40%	BNP Paribas
3.40%	Canadian Imperial Bank of Commerce
3.40%	Credit Agricole Corporate and Investment Bank

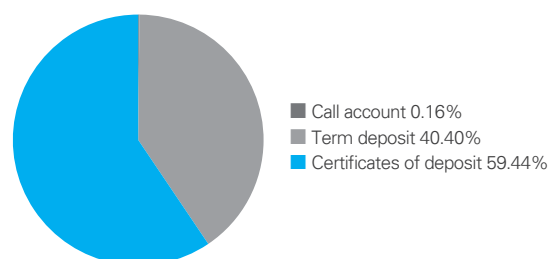
### Share class 4 yield as at 31 July 2024

**5.18%**

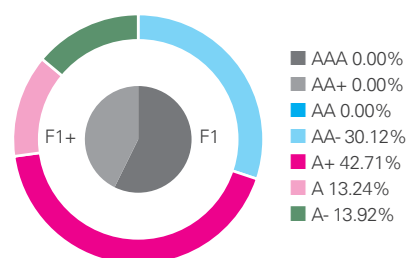
### 5 years performance



### Asset type (%)



### Credit rating (%) see note 4



### Top 10 country exposures (%)

24.47%	UK
15.69%	Canada
14.26%	Germany
12.90%	Japan
11.54%	France
7.47%	Singapore
3.73%	Finland
3.40%	Netherlands
2.72%	Denmark
2.04%	Switzerland

Note 1: Source: CCLA - Performance shown after management fees and other expenses, with the income reinvested. The daily yield on the fund will fluctuate, and past performance is not a reliable indicator of future results. Note 2: From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate. Note 3: consumer price index inflation is lagged one month. Note 4: Using Fitch Ratings methodology.

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## Income

Average yield over the month	5.18%
Yield at the month-end shown	5.18%

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## Total return performance by year

12 months to 31 July	2020	2021	2022	2023	2024
The Public Sector Deposit Fund	+0.57%	+0.06%	+0.40%	+3.42%	+5.37%
Comparator benchmark	+0.31%	-0.01%	+0.44%	+3.48%	+5.34%
Relative (difference)	+0.26%	+0.07%	-0.04%	-0.06%	+0.03%

## Annualised total return performance

Performance to 31 July	1 year	3 years	5 years
The Public Sector Deposit Fund	+5.37%	+3.04%	+1.94%
Comparator benchmark	+5.34%	+3.07%	+1.89%
Relative (difference)	+0.03%	-0.03%	+0.05%

Performance shown after management fees and other expenses, with the income reinvested. From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was 7-Day Sterling London Interbank Bid Rate. **Past performance is not a reliable indicator of future results.** Source: CCLA

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## Market update

Inflation held steady this month, the headline figure came in at the same 2.0% reported in May. Prices were, however, still rising nearly three times faster than that in the dominant services sector of the economy, at 5.7%. In addition, with labour market conditions continuing to gradually soften, with unemployment standing at 4.4% and job vacancies falling slowly, investors increased their bets that the Bank of England's monetary policy committee would feel able to make its first cut in interest rates which they duly did on 1 August, cutting the official interest rate from 5.25% to 5%. The cut only narrowly passed in a 5 – 4 vote with governor Andrew Bailey cautioning that further improvement in moderating inflation would be needed before further cuts could be considered.

The interest rate cycle has evidently peaked and the debate on monetary policy is now focused on the timing and pace of a decline in the Bank of England's policy rate. Investors will therefore be watching closely as new data emerges – for example, on any further softening in the jobs market, which would give further confidence that interest rates may be lowered without reigniting inflation.

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## Key facts

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,473m
Fitch money-market fund rating	AAAmf
Weighted average maturity	47.4 days
Launch date	May 2011
Dealing day	Each business day (see note 5)
Withdrawals	On demand
Fund domicile	United Kingdom
ISIN (share class 4)	GB00B3LDFH01
Interest payment frequency	Monthly
Ongoing charges figure	0.08% (see note 6)

Note 5: Dealing instructions (including cleared funds for purchases) must be received by 11:30am.

Note 6: The ongoing charges figure is based on the annual management charge (including portfolio transaction costs).

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**Short Term Investment - The Public Sector Deposit Fund 2023/24**

<i>Date</i>	<i>Opening Balance (£)</i>	<i>Details</i>	<i>Amount (£)</i>	<i>Closing Balance (£)</i>	<i>Other details</i>
18/05/23	739,500	Subscription	30,000	769,500	Transfer of funds from NatWest
30/06/23	769,500			769,500	
31/07/23	769,500			769,500	
31/08/23	769,500			769,500	
30/09/23	769,500			769,500	
30/11/23	769,500			769,500	
29/02/24	769,500	Withdrawal	150,000	619,500	
31/03/24	619,500	Withdrawal	150,000	469,500	
30/04/24	469,500	Subscription	600,000	1,069,500	Transfer of funds from NatWest
31/05/24	1,069,500			1,069,500	
30/06/24	1,069,500	Withdrawal	100,000	969,500	
31/07/24	969,500	Withdrawal	100,00	869,500	

**Long-term Investment – LAMIT Property Fund 2018 - 2024**

<i>Date</i>	<i>Opening Balance</i>	<i>Shares</i>	<i>Bid market total value (£)</i>	<i>Bid market value per one unit</i>	<i>Other details</i>
31.12.18	£600,000	213,503	£648,515.36	303.75 pence	
31.03.19	£600,000	213,503	Unavailable	Unavailable	
31.03.20	£600,000	213,503	£621,613.98	291.15 pence	
31.03.21	£600,000	213,503	£617,194.47	289.08 pence	
31.03.22	£600,000	213,503	£725,525.89	345.17 pence	
31.03.23	£600,000	213,503	£605,921.51	283.80 pence	
30.06.23	£600,000	213,503	£605,088.85	283.41 pence	
30.09.23	£600,000	213,503	£598,000.55	280.09 pence	
30.12.23	£600,000	213,503	£586,185.60	274.56 pence	
31.03.24	£600,000	213,503	£582,278.55	272.73 pence	
30.06.24	£600,000	213,503	£579,404.44	271.38 pence	



## HOUGHTON REGIS TOWN COUNCIL

### DRUGS, ALCOHOL AND SUBSTANCE MISUSE POLICY

Date of Review:	14th September 2020; 2 <sup>nd</sup> September 2024
Date of Approval:	14 <sup>th</sup> December 2020

#### Contents

1.	Policy Statement	2
2.	Scope	3
3.	Definitions	3
4.	Use of prescription drugs	4
5.	Illegal drugs, alcohol and substance misuse	4
6.	Driving on business	5
7.	Right of search	5
8.	Identifying a problem	6
9.	Help and support	7
10.	Recurring problems	8
11.	Informing the police	9
12.	Breach of this policy	9
13.	Related policies and documents	9
14.	Further information	9
15.	Policy review	9



## 1. **Policy Statement**

- 1.1 We aim to provide a working environment that is safe, that minimises any risks to health and that makes adequate arrangements for employees' welfare whilst they are at work. The use or after-effects of drugs, alcohol and/or certain substances (including "legal highs" and whether or not prohibited by law), by any workers may put themselves or others at risk and/or result in harm and/or injury to themselves or others by leading to accidents, as well as resulting in increased levels of absence and reduced productivity.
- 1.2 Drug-related, alcohol and substance abuse problems are primarily matters of health and social concern and therefore people with these problems require help and treatment. This policy covers any illegal drug taking, alcohol consumption or other substance abuse, either intermittent or continual, and either in work or non-work time, which interferes with a person's health and/or capability/conduct at work.
- 1.3 In addition to any other action we may take in respect of a breach of this policy, employees will not be allowed to remain on our premises if, in our opinion, they are under the influence of any of the above.
- 1.4 Knowingly allowing an employee to continue working if affected by drugs, alcohol or other substances, when their behaviour may place them or their colleagues at risk, could make us liable to prosecution. Employees should also take personal responsibility for their own health and actions whilst at work and should take reasonable care of themselves and others who could be affected by their actions whilst at work. In addition, any employee who has a concern about any of his/her colleagues should raise this with his/her line manager or with the Town Clerk.
- 1.5 In addition to health and safety responsibilities, we are obliged to comply with the Misuse of Drugs Act 1971 and notify the police if an employee is found to be in possession of drugs or to be supplying illegal substances.
- 1.6 This policy aims to:
  - make employees aware that the use, possession, consumption, storage or sale of drugs/alcohol/substances on our premises will be considered gross misconduct and may result in disciplinary action which could result in dismissal.
  - make employees aware that drug, alcohol and substance impaired performance will generally be considered gross misconduct and is likely to result in disciplinary action, which could include dismissal.
  - promote awareness and set out guidelines on how to identify a problem and how to deal with it in terms of both treatment and discipline.
  - offer encouragement and assistance to employees who suspect or know they have a drug, alcohol or substance related problem, to seek help voluntarily at an early stage from either their GP, manager or Town Clerk. We will ensure that any employee who informs us of any such problem is treated with sensitivity and in confidence, within the constraints of any legal requirements.

- 1.7 This policy is not contractual but aims to set out how we normally deal with such issues.

## **2. Scope**

- 2.1 This policy applies to all employees and where appropriate to volunteers, agency staff and elected members. It will also apply to contractors working on the Council's behalf and workers, regardless of length of service or seniority. As judgement and the ability to work safely and make decisions are essential elements of all jobs at all levels, and as the use of drugs, alcohol and other substances affect these, it is important that no category of worker is excluded from this policy.
- 2.2 This policy covers the use of prescription drugs, alcohol, illegal drugs and other substances, (including solvents, volatile substances or "legal highs"), by employees during the performance of their duties, whilst travelling on business or when on operational standby or on call.
- 2.3 Employees attending functions sponsored or supported by us or on our behalf are expected to behave reasonably, in accordance with this policy and as ambassadors for us.
- 2.4 Social drinking after normal working hours and away from our premises is, of course, generally a personal matter and does not directly concern us. Our concern only arises when, because of the pattern or amount of drink involved, attendance, work performance or conduct at work is affected.

## **3. Definitions**

- 3.1 "Drugs or substance abuse" includes the misuse of any substance capable of causing intoxication. This includes all controlled drugs contained in the Misuse of Drugs Act 1971 and specifically includes: cannabis (marijuana), opiates (including heroin), cocaine, any prescription drugs (including amphetamines and barbiturates) which are not obtained and used in a legally issued medical prescription, and any over-the-counter medicine or substance which is deliberately misused so as to impair the individual.
- 3.2 It also includes "legal highs". These imitate the effects of illegal drugs but are currently not illegal and not controlled under the Misuse of Drugs Act 1971. They contain synthetic chemical compounds and can have a range of effects on users. In addition, substance abuse may include any other substance such as glue or solvents.
- 3.3 "Alcohol" means any ethyl-alcohol containing product which, if consumed, has the capacity to induce intoxication.

#### **4. Use of prescription drugs**

- 4.1 From time to time employees or workers will suffer ailments or illnesses for which legally prescribed or legally available drugs are required, either to rectify the ailment itself or to relieve the symptoms. As these drugs may also have some form of side effect, it is important that if their use is likely to affect job performance in any way (eg drowsiness), anyone taking such medication should check with their doctor or pharmacist about any possible side effects. The use of prescribed and 'over the counter' drugs that may adversely affect performance or behaviour must be reported to the employee's manager upon reporting for work so that in the event of a reaction and/or accident at work, the medication may be taken into account. The aim is to protect everyone's safety and in certain cases it may be necessary to restrict some activities or move the person to other, less risky, work until fully recovered.
- 4.2 Employees and workers with long-term health conditions which require medication to control these are advised to inform us of what medication they take so that these details are kept on file and made available to any medical staff or first-aiders called in the event of a medical emergency or accident.
- 4.3 Employees who need special facilities to store prescribed drugs (ie in controlled temperatures) should notify us of their requirements so that we can ensure that these are stored safely and securely but are accessible to the employee when needed.
- 4.4 Abuse of over the counter or prescribed drugs is also covered under this policy.

#### **5. Illegal drugs, alcohol and substance misuse**

- 5.1 No employee, whilst on our premises or on our business, must be in possession of, or engage in the use, sale, attempt to sell or transfer, purchase or consumption of any illegal drugs or any other substances, including solvents, volatile substances or mind-altering substances (known as 'legal highs'). Employees and workers must not under any circumstances bring illegal drugs or legal highs into the workplace or to any event attended in the course of their employment, including social functions organised by the business.
- ~~5.2 It is not permitted to bring alcohol onto our premises, except when authorised by the Town Clerk for a specific reason (eg limited amounts for a special event such as a retirement or leaving party). However, such consumption must be reasonable, and managers must remember their position of responsibility and ensure that anyone consuming alcohol does not then drive or operate machinery when clearly not in a fit state to do so.~~
- 5.3 Employees and workers are also reminded that they are expected to behave appropriately at events which are organised by the business, such as training courses, seminars, Christmas or leaving parties or other such functions. Employees should ensure that they continue to speak and act in an appropriate

manner. Whilst alcohol is permitted in moderation, the taking of illegal drugs or misuse of other substances is never condoned.

- 5.4 Employees are not permitted to drink any alcohol whilst wearing company uniform or any item of clothing which has our name or logo on it (whether during working hours or not) as this could adversely affect our reputation for safety.
- 5.5 This policy extends to those who work from home at any point, including those on standby or callout.
- 5.6 In the interests of their own and their colleagues' safety, any employee or worker believed to be under the influence of illegal drugs, alcohol or solvents will be escorted off site pending investigation. Disciplinary action will take place when the employee has had time to recover from the effects of drugs/solvents or to become sober. This kind of behaviour will normally be treated as gross misconduct and result in summary dismissal.

## **6. Driving on business**

- 6.1 It is illegal to drive if:
  - the driver is unfit to do so because they are on legal or illegal drugs; or
  - the driver has certain levels of illegal drugs in their blood (even if this hasn't affected their driving).
- 6.2 Employees who drive in England and Wales should note that it is an offence to drive, attempt to drive or be in charge of a motor vehicle on a road or other public place with more than the permitted amount of controlled drugs in the driver's blood. Whilst the list of drugs includes illegal drugs (such as cocaine), drivers should note that it also includes drugs found in some medicines which are either legally prescribed or available over the counter. There is therefore a risk that drivers may inadvertently break the law when taking certain commonly used medicines, although they will have a defence if they have taken such drugs legitimately, following the advice of a healthcare professional (but not if they have ignored advice about the dosage or about the amount of time that should lapse between taking the drug and driving).
- 6.3 All drivers should therefore ensure that they declare to us any medication they are taking and keep evidence of any legally prescribed medicines with them to speed up the investigation process should they be stopped by the police.
- 6.4 Employees must not drive whilst under the influence of alcohol. Disciplinary action will be taken against those who are found to have done this, irrespective of whether they are driving in our vehicles (at any time) or a personal vehicle (whilst on our business).

## **7. Right of search**

- 7.1 We reserve the right to inspect and search the workplace and, with their consent, any person or personal property. This includes lockers and own

vehicles that are brought onto our premises. Whilst we have no power to enforce a personal search, failure to comply will be taken into account when considering whether disciplinary action is warranted.

- 7.2 Where the employee is a union member, we will attempt to notify the appropriate union representative prior to a search being undertaken, however, if this is not possible, the employee may choose another available representative or staff member to be in attendance while the search is conducted. Where possible a personal search will be undertaken by someone of the same sex.

## **8. Identifying a problem**

- 8.1 Drug-related, alcohol or substance related problems might come to light through specific disciplinary or post-incident investigations, but many become evident through a gradual deterioration in performance or a pattern of absence or accidents. An underlying problem of drug, alcohol or other substance misuse may also come to light during a “one to one” interview or in discussion about an employee’s poor performance or absence from work.
- 8.2 Managers and employees may notice changes in behaviour that might be associated with drug, alcohol and substance misuse, such as work performance; attendance; conduct (eg mood swings) and health issues (eg weight loss, bruises, tiredness, bleary eyes).
- 8.3 The employee’s manager may identify deteriorating work performance or behaviour, which they believe may be related to alcohol, or drug or substance misuse, or have problems reported to them by other work colleagues (eg avoiding managerial contact or asking to borrow money).
- 8.4 The following characteristics, especially when arising in combinations, may indicate the presence of a drug, alcohol or substance related problem:
- Absenteeism: instances of unauthorised leave; frequent absences on Fridays and/or Mondays or immediately after pay day; leaving work early; lateness (especially on returning from lunch or unexplained absences from work more than the job requires); frequent trips to the rest room; excessive or unusually high level of sickness absence; unusual and increasingly suspicious reasons for absence; unscheduled short-term absences, with or without explanation
  - High accident level: either at work or elsewhere (ie driving, at home etc)
  - Work performance: deterioration in work standards; difficulty in concentration; work requires increased effort; individual tasks take more time; problems with remembering instructions; increased incidence of mistakes; poor decision making; errors of judgement; loss of interest
  - Mood swings: fluctuations in mood in a single day or shift; irritability; nervousness; depression; general confusion
  - Physical evidence: multiple bruises; loss of weight and gaunt appearance; injection marks on arms (drugs used intravenously);

tremor and sweating hands (alcohol or sedative withdrawal); signs of intoxication (slurred speech, unsteady on feet, confused); bleary eyed (alcohol and cannabis); smell of alcohol; tiredness/exhaustion

- Personal appearance: such as wearing long sleeves in all weathers especially in the morning to cover up injection marks; becoming less neat in dress or appearance or sometimes excessive care about dress
- Financial concerns: borrowing money from other workers
- Relationships with colleagues: deterioration in relations with fellow workers and with management; avoidance of contact with manager/supervisor/team leader.

8.5 Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to seek help voluntarily and may make direct contact with their GP who will treat the case in confidence. The employee may also inform their manager or the Town Clerk who may, with their consent, arrange an initial interview with an occupational health provider or counsellor for assistance and advice. Employees must recognise that it is their responsibility and in their best interests to seek help at the earliest possible stage, when treatment is more effective and before the problems affect their work sufficiently to become a disciplinary matter. Employees enrolled in a rehabilitation programme will be subject to our normal sickness absence rules.

8.6 If we believe that an employee is under the influence of either drugs, alcohol or solvents because of an abuse problem, the outcome of any disciplinary procedure will generally include requiring that the person seek help from one or more of the national organisations set up to advise on overcoming this.

8.7 An individual who is visibly under the influence of drugs, alcohol or other substance abuse, will not be allowed to remain on our premises. Their manager will ensure that they are escorted home safely and arrangements made for an initial interview at the earliest opportunity when they are fit to discuss this.

8.8 If an individual's colleague identifies what they believe to be signs of drug, alcohol or substance misuse, the colleague should advise the individual to seek help from their GP. If there is no response to this and the colleague is still concerned, they may seek help, in confidence, from their manager, to try to find ways of helping the person concerned.

8.9 Colleagues who do not feel able to approach the individual with the problem themselves, should inform their manager or the Town Clerk. Colleagues are encouraged not to cover up for those with a drink or drug problem but to recognise that collusion represents a false sense of loyalty and will, in the longer term, damage those employees.

## **9. Help and support**

9.1 Where the employee concerned self-refers to their GP or an occupational health provider, confidentiality will be maintained but may not apply if the

employee is deemed, under health and safety legislation, to be putting themselves or others at risk. The occupational health provider and/or counsellor will meet the individual concerned at the earliest opportunity and confirm whether a drug, alcohol or other substance related problem exists, and that the employee wishes to accept help.

- 9.2 If the employee does not self-refer to their GP or an occupational health provider, then we may request them to do so. In addition, if we suspect that an employee's work performance or conduct has been impaired through drugs, alcohol or substance abuse, we reserve the right to require the employee to undergo a medical examination to determine the cause of the problem.
- 9.3 It is anticipated that by being able to address these issues early on, an employee can have the required support provided to prevent any deterioration of their health or performance at work.
- 9.4 We will provide employees who seek help for alcohol, drug or substance abuse problems with support, internally and through external agencies (where appropriate). This may include time off to attend meetings with counsellors etc.

## **10. Recurring problems**

- 10.1 Where an employee, having received treatment, suffers a relapse, we will consider the case on its individual merits. Medical advice may be sought to ascertain how much more treatment/rehabilitation time is likely to be required for full recovery. At our discretion, more treatment or rehabilitation time may be given to help the employee to recover fully.
- 10.2 If, after the employee has been referred for support and advice has been given, it is either considered that support is unlikely to succeed, or there is a recurrence of a previous habit, we may invoke the disciplinary procedure. Dismissal may result, but in most cases a clear warning will be given to the employee beforehand, and a full medical report will be obtained.
- 10.3 Continuation in post or the offer of an alternative post during or after treatment will depend upon our business needs at that time.
- 10.4 If an employee declines the offer of referral for assessment and treatment; discontinues treatment before its satisfactory completion and continues to fall below standards required; or either disobeys an instruction given by the business with regard to rehabilitation or suffers a relapse during or following treatment, we reserve the right to withdraw our support and will deal with the matter under our disciplinary procedure.
- 10.5 Irrespective of the above, any employee who attends work under the influence of drugs, alcohol or substance abuse will be subject to disciplinary action and may be dismissed on grounds of gross misconduct.

**11. Informing the police**

- 11.1 The supply, sale or possession of illegal drugs is a criminal offence. The production, distribution, sale and supply of all psychoactive substances ("legal highs") is also prohibited, except for those in everyday use such as medicines, alcohol, cigarettes/vapes and caffeine.
- 11.2 In order to meet our legal obligations, we will not hesitate to inform the police and any other appropriate authorities if we believe that illegal drugs or legal highs are in the possession of an employee, or are being used, sold or distributed by our employees and/or on our premises. Employees involved in such activities will be liable to summary dismissal for gross misconduct.

**12. Breach of this policy**

- 12.1 Breach of this policy by any employee will be fully investigated and dealt with under our disciplinary procedure. Any other person breaching this policy will be asked to leave the workplace.

**13. Related policies and documents**

- Sickness policy
- Disciplinary policy
- Health and safety policy
- Members Code of Conduct

The above list is not exhaustive.

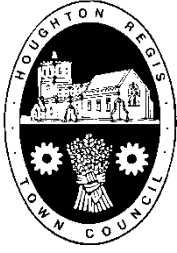
**14. Further information**

- 14.1 Any queries or comments about this policy should be addressed to the Head of Corporate Services

**15. Policy review**

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





## CORPORATE SERVICES COMMITTEE

Agenda Item 13

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<b>Date:</b>	<b>9<sup>th</sup> September 2024</b>
<b>Title:</b>	<b>Freedom of Information and Model Publication Scheme Report</b>
<b>Purpose of the Report:</b>	<b>To provide to members a report on updates to the Model Publication Scheme.</b>
<b>Contact Officer:</b>	<b>Debbie Marsh, Head of Corporate Services</b>

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- 1. RECOMMENDATIONS**
  - 1) To recommend to Town Council the adoption of the Town Councils Freedom of Information Policy**
  - 2) To recommend to Town Council the adoption of the Town Councils Model Publication Scheme**

## **2. BACKGROUND**

### Freedom of Information Policy

The Town Councils Freedom of Information Policy, appendix A, is based on information provided by NALC (National Association of Local Councils). There have been no updates to this information therefore it is proposed that this policy remains fit for purpose.

### Model Publication Scheme

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

The Model Publication Scheme commits an authority:

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

- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act. The term ‘relevant copyright work’ is defined in section 19(8) of that Act.

### 3. ISSUES FOR CONSIDERATION

Members will find attached an updated version of the Model Publication Scheme, for Houghton Regis Town Council.

Members will note that under Class 2 there is an inclusion that lists all items of expenditure above £100.

This is the [Model Publication Scheme for Parish Councils](#) issued by the ICO (under the provisions of the Freedom of Information Act) has to be adopted as is, unless the Council has an alternative scheme approved by the ICO. A specific example of this is the requirement under the Model Scheme to publish all items of expenditure over £100.

Members will note that under Additional Information, this section will be updated in due course to include the Corporate Peer Challenge review, once available to the public.

### 4. HRTC CORPORATE PLAN

**Aspirations 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**

- There are no corporate implications arising from the recommendations.

#### **Legal Implications**

- There is a legal requirement to publish a Model Publication Scheme.

#### **Financial Implications**

- There are no financial implications arising from the recommendations

#### **Risk Implications**

- There is a risk to reputation should the Town Council not comply with adopting and publishing its model scheme of publication.

## **Equalities Implications**

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

- This report does not discriminate.

## **Climate Change Implications**

There are no climate change implications arising from the recommendations

## **Press Contact**

- There are no press implications.

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

The Town Council already has a Model Publication Scheme, based on the ICO's template, however it does not include the provision to publish all items of expenditure over £100.

The Town Council as 'Best Practice' currently publishes all items of expenditure over £500 as shown in the [Transparency Code for Smaller Authorities](#) although there was not a requirement to do so.

The Town Council, in order to comply with legislation, is required to adopt the revised version of the Model Publication Scheme.

## **7. APPENDICES**

**Appendix A – Freedom of Information Policy**

**Appendix B - Town Councils Current Model Scheme of Publication**

**Appendix C – Revised Model Scheme of Publication**

**APPENDIX 'A'**



**HOUGHTON REGIS TOWN COUNCIL**

**FREEDOM OF INFORMATION ACT (2000) POLICY**

Date of Approval:	Town Council 28 <sup>th</sup> September 2015
Date of Review:	26 <sup>th</sup> September 2016; 5 <sup>th</sup> March 2018; 10 <sup>th</sup> June 2019; 21 <sup>st</sup> September 2021; 4 <sup>th</sup> October 2022; 9 <sup>th</sup> September 2024
Date of Re-approval	7 <sup>th</sup> October 2019; 13 <sup>th</sup> December 2021; 19 <sup>th</sup> December 2022

Based on NALC Legal Topic Note 37, Freedom of Information April 2021

**Contents**

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

## **1 INTRODUCTION**

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

## **2 THE DIFFERENCE BETWEEN FOI AND DPA**

- a The 2000 Act extends access rights set out under the Data Protection Act 2018 (incorporating the UK GDPR) A request by an individual for information about themselves is exempt under the 2000 Act and will continue to be handled as a subject access request under the 2018 Act. In certain circumstances such a request may involve the release of associated third party information.
- b Where an applicant specifically requests information about a third party, the request falls within the remit of the 2000 Act. However, the authority must apply the data protection principles when considering the disclosure of information relating to living individuals. An authority must not release third party information, if to do so would mean breaching one of the principles.

## **3 PURPOSE**

- a The 2000 Act is about the right of access and gives the applicant two related rights:
- To be told whether the information exists, and
  - To receive the information
- b This policy outlines the standards, responsibilities and liabilities of staff (both Council employees and partners working for the Council), members, and the Council in relation to the Freedom of Information (FOI) Act (2000).
- c The Council's stated approach to providing information is one of openness and transparency.

#### **4 OBJECTIVES**

- a This policy highlights the following objectives outlined in the FOI Act and the Lord Chancellor's Guidance on FOI:
  - i. To respond to requests not covered by an exemption promptly but no later than 20 working days of receiving a request. The first day starts the day after a request is received. The date on which a request is received is the day on which it arrives or, if this is not a working day, the first working day following its arrival.
  - ii. To maintain effective search and retrieval mechanisms to enable successful compliance.
  - iii. To maintain effective and efficient records systems for both information and for recording the processing and decisions around FOI.

#### **5 REQUESTING INFORMATION**

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

#### **6 TIMESCALE**

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

#### **7 DUTY TO PROVIDE ASSISTANCE**

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

#### **8 CHARGES**

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

#### **9 RESPONSE**

- a The Council will try to provide the information in the form requested unless it is unreasonable to do so.
- b If any of the information requested is exempt, the requester must be advised in writing which of the exemptions has been relied on to withhold the information.
- c In cases where an exemption applies, but an authority determines it is in the public interest to do so, it must disclose the information requested within a reasonable timescale.

## **10 COMPLAINTS**

- a If a requester is unhappy with the way their request is handled, they have the right to complain, first to the Council, and ultimately to the Information Commissioner. The requester must be informed of these rights. The Council's policy is to use the existing complaints procedure to handle any written expression of dissatisfaction even if that does not specifically ask for a review.
- b If a complaint is submitted to the Information Commissioner, he will consider the case and inform both the applicant and the Council of the decision in a Decision Notice. Where appropriate, the Decision Notice will instruct the Council as to what steps it needs to take to comply with the Act. This may include the release of information. Both the applicant and the public authority may appeal against a decision notice to the Information Tribunal.
- c The Commissioner can also issue a public authority with an Enforcement Notice stating what steps it should take to comply with the Act. The Council may appeal to the Information Tribunal against such a notice otherwise it must comply with the Enforcement Notice. Failure to do so may lead to court proceedings.

## **11 ADDITIONAL INFORMATION**

- a The Town Clerk is ultimately responsible for ensuring the Council complies with the FOI Act.
- b Wilfully concealing, damaging or destroying information in order to avoid answering an enquiry is an offence and is subject to fines of up to level 5 on the standard scale.
- c The Council needs to keep records of all the enquiries received, how they were dealt with, any decisions and reasons for them; and of any complaints or appeals. Appropriate records management arrangements support good record keeping and efficient, effective access to information.
- d Any request for information should be considered in the first instance as a request under the FOI Act. All members and officers need to be aware of their responsibilities under FOI.

## **12 POLICY REVIEW**

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

## **ANNEX A – DEFINITIONS**

### **1 PUBLICATION SCHEMES**

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

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

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

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

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

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

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

#### **Retrospective**

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

#### **Codes of Practice**

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

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

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

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

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



## **ANNEX B – EXEMPTIONS**

There are 25 exemptions from the general rights of access, and of these eight are in whole or part ‘absolute’ exemptions. However, for other exemptions the ‘public interest’ test applies (see below).

### **ABSOLUTE EXEMPTIONS**

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

### **Exemptions Subject to the Public Interest Test**

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

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

- 14 Information whose disclosure would, or would be likely to, prejudice the economic or financial interests of the UK (section 29).
- 15 Information held at any time by an authority in connection with a criminal investigation (section 30).
- 16 Information whose disclosure would, or would be likely to, prejudice the prevention or detection of crime, the apprehension of offenders, or the administration of justice, information relating to civil proceedings (section 31).
- 17 Audit information (section 33). This relates to information held by any public authority which has functions in relation to the audit of the accounts of other public authorities.
- 18 Information is exempt if it is held by a government department of the National Assembly of Wales and relates to the formulation of policy, ministerial communications, or the operation of any Ministerial private office (section 35).
- 19 Information is exempt if it would prejudice effective conduct of public affairs (except information held by the House of Commons or the House of Lords).
- 20 Information is exempt if it relates to communications with Her Majesty or with other members of the Royal Family or the Royal Household (section 37).
- 21 Information is exempt if it is likely to endanger the health and safety of an individual (section 38).
- 22 Information is exempt if the authority is obliged to release the information under the Environment Information Regulations (section 39).
- 23 Information in respect of personal information of a third party (ie. not data relating to the requester) (section 40)
- 24 Information in respect of which a claim for legal professional privilege could be maintained is exempt (section 42).
- 25 Information is exempt if it constitutes a trade secret (section 43).

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

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

**Model Publication Scheme**

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

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

The scheme commits an authority:

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

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

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

**Publishing datasets for re-use**

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

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

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

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

**INFORMATION TO BE PUBLISHED**

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

	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do - current information only</b> (Organisational information, structures, locations and contacts)		
Who’s who on the Council and its Committees	Hard copy Website Email	Charge Free Free
Contact details for Town Clerk and Council members	Hard copy Website Email	Charge Free Free
Location of main Council office and accessibility details	Hard copy Website Email	Charge Free Free

**APPENDIX ‘B’**

Staffing structure	Hard copy Website Email	Charge Free Free
<b>Class 2 – What we spend and how we spend it - Current and previous financial year</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	Hard copy Website Email	Charge Free Free
Finalised budget	Hard copy Website Email	Charge Free Free
Precept	Hard copy Email	Charge Free
Borrowing Approval letter	Hard copy Email	Charge Free
Financial Standing Orders and Regulations	Hard copy Website Email	Charge Free Free
Grants given and received	Hard copy Website Email	Charge Free Free
List of current contracts awarded and value of contract	Hard copy Email	Charge Free
Members’ allowances and expenses	Hard copy Website Email	Charge Free Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		

**APPENDIX ‘B’**

Annual Report	Hard copy Website Email	Charge Free Free
Town Councils Vision 2020 - 2024	Hard copy Website Email	Charge Free Free
<b>Class 4 – How we make decisions - Current and previous council year as a minimum</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Website Email	Charge Free Free
Agendas of meetings (as above) –this will exclude information that is properly regarded as private to the meeting.	Hard copy Website Email	Charge Free Free
Minutes of meetings (as above)	Hard copy Website Email	Charge Free Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Website Email	Charge Free Free
Responses to consultation papers	Hard copy	Charge
Responses to planning applications	Hard copy Website Email	Charge Free Free
Bye-laws	Hard copy Email	Charge Free
<b>Class 5 – Our policies and procedures - Current information only</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business, including: Standing orders	Hard copy Website	Charge Free

**APPENDIX ‘B’**

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

**APPENDIX 'B'**

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

**CONTACT DETAILS:**

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

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



**SCHEDULE OF CHARGES**

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

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

# Information available from Houghton Regis Town Council under the Freedom of Information Act model publication scheme

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

## **Model Publication Scheme**

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

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

The scheme commits an authority:

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

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

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

## **Publishing datasets for re-use**

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are

satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

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

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

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

**INFORMATION TO BE PUBLISHED**

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

This template guide covers only information the town council currently holds. If the town council does not hold some of the information listed below, it will mark it as 'not held' in the table.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	(hard copy, email or website)	
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Hard Copy</p> <p>Email</p> <p>Website</p>	<p>Charge</p> <p>Free</p> <p>Free</p>
<p>Postal and email address</p>	<p>Hard Copy</p> <p>Email</p> <p>Website</p>	<p>Charge</p> <p>Free</p> <p>Free</p>

**Appendix 'C'**

Contact details for Parish Clerk and Council members  Where possible, provide named contacts including contact phone numbers and email addresses		
Location of main Council office and accessibility details	Hard Copy Email Website	Charge Free Free
Staffing structure	Hard Copy Email Website	Charge Free Free
<b>Class 2 – What we spend and how we spend it</b>  (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	(hard copy or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy Website Email	Charge Free Free
Finalised budget	Hard copy Website Email	Charge Free Free
Precept	Hard copy Email	Charge Free
Borrowing Approval letter	Hard copy Email	Charge Free
All items of expenditure above £100	Hard Copy Email Website	Charge Free Free
Financial Standing Orders and Regulations	Hard copy Website Email	Charge Free Free
Grants given and received	Hard copy Website Email	Charge Free Free

**Appendix 'C'**

List of current contracts awarded and value of contract	Hard copy Website Email	Charge Free Free
Members' allowances and expenses	Hard copy Website Email	Charge Free Free
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	Hard copy Website Email	Charge Free Free
Parish Plan	Hard copy Website Email	Charge Free Free
Annual Report to Parish or Community Meeting	Hard copy Website Email	Charge Free Free
Quality status	Not held	
Local charters drawn up in accordance with DLUHC's guidelines	Not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not held	
<p><b>Class 4 – How we make decisions</b></p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	

**Appendix 'C'**

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy Website Email	Charge Free Free
Agendas of meetings (as above)	Hard copy Website Email	Charge Free Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard copy Website Email	Charge Free Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy Website Email	Charge Free Free
Responses to consultation papers	Hard copy	Charge
Responses to planning applications	Hard copy Website Email	Charge Free Free
Bye-laws	Hard copy Email	Charge Free
<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Hard copy Website Email	Charge Free Free
Policies and procedures for the provision of services and about the employment of staff:	Hard copy Website	Charge Free

**Appendix 'C'**

<ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Email	Free
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Hard copy</p> <p>Website</p> <p>Email</p>	<p>Charge</p> <p>Free</p> <p>Free</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>	(hard copy or website; some information may only be available by inspection)	
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	Inspection only	Free
<p>Assets register, including details of public land and building assets</p>	<p>Hard copy</p> <p>Website</p> <p>Email</p>	<p>Charge</p> <p>Free</p> <p>Free</p>
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	Not held	
<p>Register of members' interests</p>	<p>Hard copy</p> <p>Website</p> <p>Email</p>	<p>Charge</p> <p>Free</p> <p>Free</p>
<p>Register of gifts and hospitality</p>	Hard copy	Charge

<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Allotments</p>	<p>Hard copy Website Email</p>	
<p>Burial grounds and closed churchyards</p>	<p>Hard copy Website Email</p>	
<p>Community centres and village halls</p>	<p>Hard copy Website Email</p>	
<p>Parks, playing fields and recreational facilities</p>	<p>Hard copy Website Email</p>	
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Hard copy</p>	
<p>Bus shelters</p>	<p>Hard copy</p>	
<p>Markets</p>	<p>Not held</p>	
<p>Public conveniences</p>	<p>Hard copy</p>	
<p>Agency agreements</p>	<p>Hard copy</p>	
<p>Services for which we are entitled to recover a fee and details of those fees (eg burial fees)</p>	<p>Hard copy Website Email</p>	<p>Charge Free Free</p>
<p><b>Additional Information</b></p> <p>Information not itemised in the lists above</p>		

**Schedule of charges**

This describes how the charges have been arrived at and should be published as part of the guide.



**Appendix 'C'**

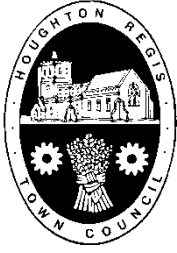
<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying - black & white 13p per A4 copy 16p per A3 copy	Actual cost *
	Photocopying – colour 15p per A4 copy 21p per A3 copy	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

**CONTACT DETAILS:**

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

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

Adopted 9<sup>th</sup> September 2024  
Ratified TBC



## **CORPORATE SERVICES COMMITTEE**

## **Agenda Item 14**

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<b>Date:</b>	<b>9<sup>th</sup> September 2024</b>
<b>Title:</b>	<b>Reserves Policy</b>
<b>Purpose of the Report:</b>	<b>To provide members with information in regard to the adoption of a Reserves Policy.</b>
<b>Contact Officer:</b>	<b>Debbie Marsh, Corporate Services Manager</b>

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### **1. RECOMMENDATION**

**To recommend to Town Council, the adoption of the Town Councils Reserves Policy**

### **2. BACKGROUND**

Recommendation 3.4 of the Corporate Peer Challenge Action Plan proposes:

The Town Council develops and approves a reserves policy<sup>1</sup> which:

- Confirms the desired level of general reserves
- Steers the council away from using reserves to fund revenue costs, and

Develops and approves a reserves strategy<sup>2</sup> which:

- allocates funding to long-term projects.
- allocates funding for long-term
- maintenance and refurbishment (linking to the asset lifecycle plan).

This report present a draft Reserves Policy and as such guides decision making regarding the allocation and use of Reserves. It is intended that once the lifecycle plans for asset maintenance and replacement have been established a Reserves Strategy will

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<sup>1</sup> Policy and strategy are two important concepts in the field of management. Policy refers to a set of guidelines or rules that guide decision-making and actions within an organisation. It provides a framework to follow and ensures consistency in decision-making.

<sup>2</sup> A strategy is a plan of action designed to achieve specific goals and objectives. It involves analysing the external environment, identifying opportunities and threats, and formulating a plan to leverage strengths and overcome weaknesses. While policy focuses on the rules and guidelines, strategy focuses on the overall direction and approach to achieve organisational goals. In essence, policy provides the framework, while strategy provides the roadmap for success.

be developed. This will be a council approved working document which will inform and support the council annual budget and 5 year financial forecast.

### **3. INFORMATION**

Houghton Regis Town Council is required to maintain adequate financial reserves to meet the needs of the organisation.

The purpose of this Policy is to guide decision making regarding the allocation and use of Reserves.

### **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**

- This Policy should be considered by all committees during the budget setting process.

#### **Legal Implications**

- This Policy complies with the Local Government Finance Act 1992

#### **Financial Implications**

- This Policy can be used to ‘smooth’ the effects of certain expenditure commitments over a period of time, thereby reducing the impact of significant expenditure in any one year.

#### **Risk Implications**

- An approved Policy to guide decision making regarding the allocation and use of Reserves will reduce reputational risk arising from poor decision making when allocating and using reserves.

#### **Equalities Implications**

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

This project / issue does not discriminate.

#### **Climate Change Implications**

- There are no climate change implications arising from the recommendation

**Press Contact**

- There are no press implications arising from the recommendation

**6. CONCLUSION AND NEXT STEPS**

This Policy will support and guide the council when developing a Reserves Strategy to effectively and efficiently allocate and use Reserves.

**7. APPENDICES**

Appendix A – Draft Reserves Policy



**HOUGHTON REGIS TOWN COUNCIL**

**Reserves Policy**

Date of Adoption:	
Date of Review:	9 <sup>th</sup> September 2024
Date of Re-adoption	

DRAFT

## **Introduction**

Houghton Regis Town Council is required to maintain adequate financial reserves to meet the needs of the organisation.

The purpose of this policy is to set out how the Council will determine and review the level of reserves.

The Local Government Finance Act 1992 requires local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, legislation does not specify the minimum level of reserves that an authority should hold, meaning it is the responsibility of the Responsible Financial Officer to follow current best practice and advise the Council, whilst ensuring there are procedures to follow.

The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) (March 2023 edition) advises: ‘As with any financial entity, it is essential that authorities have sufficient Reserves (General and Earmarked) to finance both their day-to-day operations and future plans. Smaller authorities have no specific right to accumulate funds via the precept. All reserves should be reviewed and justified regularly (i.e. at least annually). It is good practice to transparently publish both the level and rationale of all reserves.’

Reserves fall into two categories – general or earmarked.

### **General Reserves**

These are funds which do not have any restrictions to their use. These reserves can be used to smooth the impact of uneven cash flow, offset budget requirements if necessary or can be held in case of unexpected events or emergencies. It is not good practice to use General Reserves for on-going or revenue expenditure.

JPAG (March 2023 edition) advises that: ‘The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority’s General Reserves is that this should be maintained at between three- and twelve-months Net Revenue Expenditure (NRE). The smaller the authority the closer the figure may be to 12 months. In all of this, it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained.’ NRE is effectively Precept less any Loan Repayments and/or amounts included in Precept for Capital Projects and transfers to Earmarked Reserves.

The primary means of building General Reserves will be through a reallocation of funds (underspend on projects) and allocation from the annual budget.

Setting the level of General Reserves is one of several related decisions in the formulation of the medium-term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces.

If, in extreme circumstances, General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its Earmarked Reserves to provide short term resources.

### **Earmarked Reserves (EMRs)**

These can be held for several reasons. The money is held for specific items of expenditure to meet known or predicted liabilities or projects. Earmarked Reserves can be used to ‘smooth’ the effects of certain expenditure commitments over a period of time, thereby reducing the impact of significant expenditure in any one year.

Typically, they are held for the following reasons:

- Renewals, e.g. equipment, planned property maintenance
- To carry forward an underspend where expenditure has been committed to a particular project that cannot be spent in year
- To enable the Council to meet the excess of claims not covered by insurance
- To indicate commitment to a capital project
- To meet known or predicted liabilities

Earmarked Reserves will be established on a ‘needs’ basis, in line with anticipated requirements, and must be held for a genuine and intended purpose. Any decision to set up a reserve must be made by the Council. Expenditure from reserves can only be authorised by the Council or its delegated Committee or Sub Committee.

Reserves should not be held to fund on-going expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished the following year. However, Earmarked Reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

Earmarked Reserves should be separately identified and should be subject to annual review and justification.

### **Management of Reserves**

The level of financial reserves held by the Council will be agreed by the Town Council during the discussions held regarding the setting of the budget for the next financial year.

The current minimum level of General Reserves to be held by the Council is a minimum of three months of predicted expenditure.

The Council has a responsibility to wisely invest reserves and surplus funds which are not immediately required to meet expenditure and does this based on the principles set out in its Annual Investment Strategy.

This Reserves Policy will be reviewed on an annual basis to ensure these levels remain appropriate as changes in activity levels / range of services provided will inevitably lead to changes in the requisite minimum of General Reserves.

DRAFT





## HOUGHTON REGIS TOWN COUNCIL

### Internal Audit Planning, Reporting & Review Policy

Date of Adoption:	Town Council 18 <sup>th</sup> May 2011
Date of Review:	22 <sup>nd</sup> September 2014; 15 <sup>th</sup> June 2015; 3 <sup>rd</sup> October 2016; 9 <sup>th</sup> October 2017; 5 <sup>th</sup> October 2020; 4 <sup>th</sup> October 2022; 11 <sup>th</sup> September 2023; 9 <sup>th</sup> September 2024
Date of Re-adoption	19 <sup>th</sup> December 2022; 11 <sup>th</sup> December 2023; 14 <sup>th</sup> October 2024 (TBC)

## **Background**

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

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

### *Legislative Framework*

Regulation 4 of the Accounts and Audit Regulations 2003 requires audited bodies (which includes local authorities / parish councils) to conduct, at least annually, a review of the effectiveness of the system of internal control and to publish the results. This statement of assurance forms part of the financial statements.

The Accounts and Audit (Amendment) (England) Regulations 2006 which came into force in April 2006 clarify the 2003 Regulations and strengthen governance and accountability.

Councillors, together with the Town Clerk (the Proper Officer) are responsible to the electorate to ensure good governance within Houghton Regis Town Council. Houghton Regis Town Council is required to:

1. consider the findings of the review of systems of internal control in Regulation 4(3) of the 2003 Regulations (as amended in 2006); and
2. carry out and consider the findings of a review of the effectiveness of the system of internal audit in Regulations 6(3) and 6(4) of the 2003 Regulations (as amended in 2006);

### *Policy Framework*

The Council's approved Standing Orders require that (*Section 18 b i*):

## **18 FINANCIAL CONTROLS AND PROCUREMENT**

- 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;

The Council's approved Financial Regulations require that (*Section 2*, Accounting and Audit, as applicable to internal audit):

## 2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 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.

## **Purpose of Internal Audit**

Internal Audit is a function of management and forms part of the Council's internal control mechanisms. It is designed to manage risk to a reasonable level rather than eliminate all risk. It thus provides a reasonable, not absolute, assurance of effectiveness.

The audit should cover the areas of 'risk' identified by the annual return and any additional matters Council chooses. It must be based on the financial year.

Traditionally the audit has been achieved by a *mid year interim Internal Audit and* a 'year-end' internal audit, although there is provision to contact the internal auditor as necessary.

## **Planning**

### *Legislation*

Regulation 6 of the Regulations 2006 requires the Houghton Regis Town Council to maintain an adequate and effective system of internal audit of its accounting records and system of internal control in accordance with proper internal audit practices.

### *Policy*

**Internal control is set through Council's Standing Orders and Financial Regulations which encompass administrative processes with segregation of duties, supervision and delegation of duties. It includes provision for example budget monitoring, policy and procedure adherence and update, risk assessments and management and compliance with laws and regulations. The internal controls are designed to include measures to prevent and detect fraud and corruption, their effectiveness must be reviewed.**

### *Internal Audit Specification*

The internal audit specification is produced in draft by the Clerk (&RFO). Other relevant staff members are consulted on its content. The draft is presented to Council annually for approval. The approved document sets out the areas to be covered by the internal audit.

As a basis it should include:

- Legal basis
- Previous internal audit report
- Proper bookkeeping
- Council policy
- Risk management
- Budgetary controls
- Income controls
- Payroll controls
- Asset controls
- Bank reconciliation

- Year end procedures

Other issues may be added which reflect on previous audit reports or on any other areas of concern as noted by Members or staff.

The scope of audit is determined by Council, without undue influence from the internal auditor.

### **Reporting**

The internal audit process is set out in the approved Internal Audit Specification. Once the internal audit has been completed and the report received by the Clerk (&RFO) the findings accompanied by an action plan are to be reported to Council.

### **Review**

#### *Policy*

Council will review on an annual basis the following:

- Internal Audit Planning, Reporting And Review Policy
- Internal Audit Specification **APPENDIX A**

#### *Reports*

Council will review as soon as reasonably practicable the following reports:

- Internal audit report and action plan
- External audit report and action plan

#### **Annual Return**

The statement of internal control is included within the Annual Return. Governance should be reviewed during the year so that the declaration may be made when the accounts are completed and signed.



## **HOUGHTON REGIS TOWN COUNCIL**

### **Internal Audit Specification & Terms of Reference**

#### **Purpose of Internal Audit**

Internal Audit is a function of management and forms part of the Council's internal control mechanisms. By the use of an independent internal audit service assurance is gained regarding the areas examined.

#### **Internal Audit Process**

1. Internal Auditor to be appointed by Town Council;
2. The internal auditor is to be advised of;
  - the Internal Audit Specification;
  - the Internal Audit Planning, Reporting and Review Policy;
  - contact details for Town Council Members and staff.
3. Timely arrangements to be made with the appointed Internal Auditor to visit the Council offices and inspect the specified documents;
4. The Internal Auditor prepares his independent report which is to be submitted in writing to the Clerk to the Council in his own name;
5. The Internal Auditor completes and signs the statement within the Annual Return as legally required to do so.

#### **Internal Audit Specification**

The following areas are required to be reviewed / checked:

*Legal basis* including; Council has been acting legally and fulfilling its duties within the powers vested in it

*Previous internal audit report* including; review of report undertaken by Council and formulation of an action plan to address any issues raised

*Proper bookkeeping* including; appropriate books of account have been properly kept throughout the year, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for

*Council policy* specifically Standing Orders and Financial Regulations including; requirements within these documents have been met, annual review undertaken

*Risk management* including; review of Minutes to identify any unusual activity, review of risk assessments, provision of adequate and appropriate insurance cover, systems of internal control are sufficient in terms of minimising the risk of fraud including Council policy and procedures and practice

*Budgetary controls* including; the annual precept requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, reserves were appropriate, any significant variances from budget noted

*Income controls* including; petty cash controls, suitability of recording mechanisms, suitability of banking procedures, security and effectiveness of cash controls, expected income was fully received

*Payroll controls* including; salaries to employees and allowances to members were paid in accordance with council approvals, PAYE and NI requirements were properly applied

*Asset controls* including; asset and investment registers were complete, accurate, properly maintained and relate to the insurance schedule

*Bank reconciliation* including; periodic and year-end bank account reconciliations were properly carried out

*Year end procedures* including; year-end accounts were prepared to the correct accounting basis, agreed with cash book, were supported by an adequate audit trail from underlying records, debtors and creditors were properly recorded

### **Terms of Reference**

1. The internal audit is to cover the financial year of the council;
2. The internal audit is to be completed by a suitably qualified person who acts ethically with integrity and objectivity and is independent of the Council
3. Internal audit report to be reviewed annually by Town Council
4. Action plan to be drawn up to respond to any points raised



## Houghton Regis Town Council

### Health & Safety at Work Policy

Date of Approval:	Town Council 22 <sup>nd</sup> June 2015
Date of Review:	18 <sup>th</sup> May 2016; 5 <sup>th</sup> March 2018; 4 <sup>th</sup> March 2019; 8 <sup>th</sup> June 2020; 28 <sup>th</sup> November 2022; 9 <sup>th</sup> September 2024
Date of Re-approval:	18 <sup>th</sup> May 2016; 18 <sup>th</sup> June 2018; 17 <sup>th</sup> June 2019; 5 <sup>th</sup> October 2020; 20 <sup>th</sup> March 2023

#### Contents

1. Policy Statement
2. Responsibilities for Health and Safety
3. Arrangements
4. Code of Practice

To be issued to all employees.

In accordance with the Health & Safety at Work etc Act 1974



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This is the Health & Safety Policy Statement of  
**Houghton Regis Town Council**

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**1.0 POLICY STATEMENT**

Houghton Regis Town Council:

1. Recognises and accepts its responsibilities as an employer for providing an adequate control of the health and safety risks arising from the Council's work activities;
2. Will consult with employees on matters affecting their health & safety.
3. Is keen to encourage employees to participate in providing a safe and healthy working environment.
4. In particular employees should:
  - a) Carry out their duties without endangering the health and safety of themselves, their colleagues and the general public.
  - b) Comply with all instructions appertaining to safety, all statutory provisions and local codes of practice.
  - c) Endeavour to facilitate the implementation of the safety policies of the Council.
5. Will seek to maintain safe and healthy working conditions;
6. Will provide and maintain plant and equipment;
7. Will ensure the safe use, handling, storage and transport of substances.
8. Will provide sufficient information, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
9. Will, as far as is reasonably practicable, seek to prevent accidents and cases of work-related ill health;
10. The Town Council has ultimate responsibility for Health and Safety matters. However, this responsibility in relation to the day-to-day operation of the Council's activities is delegated to the Town Clerk as the proper officer. A meeting will be held between the Town Mayor and the Town Clerk to discuss health and safety issues as required;
11. The Health and Safety Policy will be reviewed annually or if there is a change in circumstances.

Signed: .....  
Cllr E Cooper, Town Mayor

.....  
Mrs C Evans, Town Clerk

## **2.0 RESPONSIBILITIES FOR HEALTH AND SAFETY**

### The Council's Responsibilities:

- 2.1 Overall and final responsibility for health and safety is that of the Town Council.
- 2.2 Day to day responsibility for ensuring this policy is put into practice is delegated to the Town Clerk.
- 2.3 Under the Health & Safety at Work Act the Council has responsibility for the safety, health and welfare of employees and any other person in so far as they are affected by the activities of the work of the Council. To meet these responsibilities the Council will:
  - (a) Ensure that there is an up-to-date overall policy for the safety, health and welfare of employees and that there are appropriate department policies and procedures, all of which are brought to the attention of employees.
  - (b) Periodically appraise the effectiveness of the policies and procedures and ensure that any necessary changes are made.
  - (c) Ensure that its activities do not detrimentally affect the safety, health and welfare of the general public. Where this cannot be avoided altogether it will, through its officers, ensure the general public is made aware of any situations that arise affecting its safety, health and welfare, and take any necessary precautions to eliminate such situations.

### Line Manager's Responsibilities:

- 2.4 Under the Health & Safety at Work Act Line Managers have responsibility in the following areas:

Town Clerk (Clare Evans) Day to day management responsibilities & Council Offices  
In the absence of the Town Clerk, the Corporate Services Manager (Debbie Marsh) assumes these responsibilities.

Grounds Foreman (Robert Kempson) Day to day management responsibilities for outside areas  
In the absence of the Grounds Foreman, Ian Haynes (Head of Environmental and Community Services) assumes these responsibilities.
- 2.5 These Officers are responsible for:
  - (i) Implementing the Council's overall safety, health and welfare policy in the work area under their control.
  - (ii) Ensuring that all subordinate staff fulfill their responsibilities in respect of safety, health and welfare.
  - (iii) In so far as it is within their power ensure there is adequate staff, funds and materials to meet the safety, health and welfare programme and that appropriate safe working arrangements are made before work begins.

- (iv) Taking a direct interest in the Council's safety, health and welfare policy / programme and supporting other persons in carrying it out.
- (v) Ensuring that first aid facilities are available to all employees.
- (vi) Evaluating all risks relating to accidents and health at work, loss or damage to the Council's property and to the public and putting in place appropriate safe working procedures.
- (vii) Ensuring that all liability is covered by Insurance.
- (viii) Taking part in an annual review of the performance of the Council in the field of safety, health and welfare and developing an annual safety, health and welfare programme (risk assessments).
- ix) Ensuring that appropriate records are kept including Accident Reporting (via Online: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) or by Telephone: All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm) and Assessments (COSHH and Manual Handling.)

#### Employees' Responsibilities:

2.6 Under the Act the employees of this Council have responsibilities as follows:

- (i) To carry out their duties without endangering the health and safety of themselves, their colleagues and the general public.
- (ii) To comply with all instructions appertaining to safety, all statutory provisions and local codes of practice.
- (iii) Not to interfere with anything provided to safeguard their health and safety;
- (iv) To endeavour to facilitate the implementation of the safety policies of their Council, Department and Section.
- (v) Bring to the attention of management any health and safety matters requiring attention.

### **3.0 ARRANGEMENTS**

#### 3.1 Health & Safety Risks Arising from Work Activities

- Risk assessments will be undertaken by the Town Clerk and the Grounds Foreman.
- Confirmation of the completion of the risk assessments and actions required will be reported to Town Council on an annual basis.
- Action required to remove / control risks will be approved by Town Clerk or Town Council.

- The Town Clerk / Grounds Foreman will be responsible for ensuring the action required is implemented and that the action has removed / reduced the risks.
- Risk assessments will be reviewed annually or when circumstances change whichever is the soonest.

### 3.2 Consultation with employees

- Employee representatives are:  
Office staff: Debbie Marsh Corporate Services Manager  
Grounds Staff: Tony Luff (Head of Grounds Operation)
- Consultation with employees is provided through the bi-monthly staff meeting or when required

### 3.3 Safe plant and equipment

- The Grounds Foreman will be responsible for identifying all equipment / plant needing maintenance
- The Grounds Foreman and in the absence of the Town Clerk the Head of Grounds Operation will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant / equipment should be reported to the Head of Grounds Operation in the absence of the Town Clerk or Grounds Foreman
- Grounds Foreman and Head of Grounds Operation will check that new plant and equipment meets health and safety standards before it is purchased.

### 3.4 Safe handling and use of substances

- Grounds Foreman and the Head of Grounds Operation, in the absence of the Town Clerk will be responsible for identifying all substances that need a COSHH assessment.
- Grounds Foreman and the Head of Grounds Operation, in the absence of the Town Clerk will be responsible for undertaking COSHH assessments.
- Grounds Foreman and the Head of Grounds Operation, in the absence of the Town Clerk will be responsible for ensuring that all actions identified in the assessments are implemented.
- Grounds Foreman and the Head of Grounds Operation, in the absence of the Town Clerk will be responsible for ensuring that all relevant employees are informed about COSHH assessments.
- Grounds Foreman and the Head of Grounds Operation, in the absence of the Town Clerk will ensure that new substances can be used safely before they are purchased.
- Assessments will be reviewed annually or when the work activity changes, whichever is the soonest.

### 3.5 Information, Instruction and Supervision

- The Health and Safety law poster is displayed in all Council properties
- Health and safety advice is available from Central Bedfordshire Council
- Supervision of young workers / trainees will be arranged / undertaken / monitored by Town Clerk
- The Town Clerk is responsible for ensuring that employees working at locations under the control of other employers, are given relevant health and safety information.
- The Town Clerk is responsible for ensuring that employees working from home have been provided with the relevant health and safety information and advice.

### 3.6 Competency for Tasks and Training

- The Town Clerk will ensure the provision of induction training for all employees
- Job specific training will be provided by Grounds Foreman or Town Clerk.
- Training records will be kept by the Town Clerk at the Council Offices
- Training will be identified, arranged and monitored by the Town Clerk through the bi-annual appraisal system.

### 3.7 Accidents, First Aid and Work-Related Ill Health

- First aid boxes are kept in the Council offices, the Council workshop and in each of the Council vehicles.
- The appointed persons / first aiders are; Clare Evans, Chantel England, Tara Earnshaw, Ben McGarrigle, Josh McGarrigle, and Mark Titterington .
- All accidents and cases of work-related ill health are to be recorded in one of the 2 accident books. The books are kept at the Council Offices and the Council Workshop.
- The Town Clerk is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.
- Health & safety checks including the checking of the 1<sup>st</sup> Aid boxes are completed on a 6-month basis and a record of the inspection is kept.

### 3.8 Monitoring

To check working conditions and to ensure that safe working practices are being followed, the Council will:

- Discuss health and safety issues at the bi-monthly staff meetings

- Discuss on an individual basis health and safety issues with employees at their bi-annual appraisal meeting
- Carry out periodic inspections of work practices
- Investigate accidents (responsibility of the Town Clerk)
- Investigate work related causes of sickness absences (responsibility of the Town Clerk)
- Act on investigation findings to prevent a recurrence (responsibility of the Town Clerk).

### 3.9 Emergency Procedures – Fire and Evacuation

- The Town Clerk is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by the Town Clerk and the Grounds Foreman every month
- Fire extinguishers and emergency lighting are maintained and checked annually by a competent firm
- Smoke alarms are tested monthly by the Head of Grounds Operation (office) and the Grounds Foreman (there are no fire alarms)
- Emergency evacuation will be tested every six months.

## 4.0 CODE OF PRACTICE

4.1 This information and guidance has been prepared for the benefit of all employees to ensure the safety of yourself, your colleagues and members of the public.

- I. If you are unsure on any aspect of safety in respect of any task seek guidance from your Manager.
- II. If you discover a fault on any item of equipment, or notice anything you consider to be unsafe, report it to your Manager.
- III. Keep your workplace clean and tidy.
- IV. Keep your working area, including floor space, free from all obstructions.
- V. Good standards of hygiene must be maintained at all times.
- VI. Clothing/footwear must be appropriate for the job. Protective clothing should be worn when supplied.
- VII. Do not attempt to use any item of machinery or equipment if you have not had adequate instruction.

- VIII. Council vehicles should only be driven by Council employees. The driver must ensure the vehicle is not overloaded. Vehicles must be regularly cleaned (inside and out) and regular checks made on oil, water, tyres and lights.
- IX. No attempt should be made to lift heavy or awkward items unassisted. If assistance is not available, do not lift.
- X. All fuels, chemicals, cleaning materials, etc., must be stored in safety zones and used in accordance with the supplier's instructions or local safe working procedures as appropriate.
- XI. Be aware of the health risk from exposure to hypodermic needles/blood and use protective clothing when handling such items.
- XII. Equipment must not be stacked unless so designed.
- XIII. Step ladders must be in good condition and used by a competent person.
- XIV. Ladders must be in good condition and must not be used by one person alone. There must always be another person at the foot of the ladder unless the ladder is securely fixed by some other means.
- XV. Appropriate fire notices are displayed throughout the Council's premises. Be aware of procedure in case of fire and ensure it is strictly adhered to. On hearing the alarm vacate the premises immediately. Life is more important than property.
- XVI. All accidents must be reported and entered in one of the Accident Books. These are kept at the Council Offices, Peel Street and at the workshop.
- XVII. Smoking and vaping is not permitted in any of the council premises or in any Council vehicle.



## HOUGHTON REGIS TOWN COUNCIL

### Banking Arrangements, Investment Strategy & Investment Arrangements

Date of Approval:	22 <sup>nd</sup> March 2004
Dates of Review:	3 <sup>rd</sup> December 2012; 20 <sup>th</sup> July 2015; 30 <sup>th</sup> May 2017; 23 <sup>rd</sup> September 2019; 14 <sup>th</sup> September 2020; 21 <sup>st</sup> September 2021; 4 <sup>th</sup> October 2022; 9 <sup>th</sup> September 2024
Re-Approval:	15 <sup>th</sup> February 2013; 6 <sup>th</sup> June 2016; 8 <sup>th</sup> October 2018; 9 <sup>th</sup> December 2019; 14 <sup>th</sup> December 2020; 13 <sup>th</sup> December 2021; 19 <sup>th</sup> December 2022; TBC

#### Contents

1. Banking Arrangements
2. Investment Strategy
3. Investment Arrangements
4. Review



## **1. Banking Arrangements**

1.1 In accordance with the Financial Regulations (para 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.) the following information summarises the banking arrangements of Houghton Regis Town Council:

- (i) The payment of income into the Bank shall be undertaken regularly (usually weekly) subject to necessity:
- (ii) When a new Council comes into Office, bank mandates will be updated within 3 months, or as soon as practicable hereafter:

## **2. Investment Strategy**

2.1 Introduction:

The strategy has been produced and complies with the guidance issued by the Secretary of State under Section 15(1) (a) of the Local Government Act 2003 and being effective from 1<sup>st</sup> April 2018.

Houghton Regis Town Council acknowledges its responsibility to the community and the importance of prudently investing the temporary surplus funds held on behalf of the community.

2.2 Objectives:

The general policy objective for this Council is prudent investment of its balances. The Council's investment priorities are:-

- (i) the security of its reserves
- (ii) the liquidity of its investments
- (iii) the yield obtained from any investment.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

2.3 Policy:

All the Town Council's investments will be those offering high security and high liquidity. This means that:-

- (i) All investments will be made in sterling and any payments or repayments will also be made in sterling.
- (ii) All investments will be short term investments which will not exceed a maximum of twelve months.
- (iii) Before investments have reached their 12-month maturity term and it is in the Council's best intention to continue with the fund by having a roll-on

investment, a review will take place on the eleventh month of every year of the duration of the fund.

- (iv) All investments will be made in UK banks, building societies and CCLA ~~Property Fund and / or~~ PSDF (Public Sector Deposit Fund) accounts.
- (v) The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis.
- (vi) The Council will only invest in institutions of high credit quality – based on information from credit rating agencies (as defined).

For prudent management of its balances, the Town Council, maintaining sufficient levels of security and liquidity, will adopt a policy whereby funds which are likely to be surplus for up to three months can be invested in short term deposits with one or more of the UK major clearing banks and/or building societies.

The Department for Levelling Up, Housing & Communities maintain that borrowing of monies purely to invest, or to lend and make a return is unlawful and the Town Council will not engage in such activity.

### **3. Investment Arrangements**

- 3.1 In accordance with the approved Committee Functions & Terms of Reference the Corporate Services Committee will determine investment opportunities.
- 3.2 Approximately 1 month prior to an investment maturing a report will be presented to the Corporate Services Committee detailing:
  - (i) capital expenditure forecast
  - (ii) investment opportunities
  - (iii) recommendation for subsequent investment including location of investment, period and amount.
- 3.3 Upon an investment maturing the Corporate Services Committee will receive a report detailing the investment return.

### **4. Review**

- 4.1 This policy must be reviewed annually at the earliest practicable Corporate Services Committee meeting after the annual meeting.