



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

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

Tel: 01582 708540
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25th November 2024

To: Members of the Corporate Services Committee

Cllrs: D Jones (Chair), E Billington, J Carroll, E Costello, 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 2nd December 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

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

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 meeting held on 9th September 2024

Recommendation: To approve the Minutes of the meeting held on 9th September 2024 and for these to be signed by the Chairman.

5. INCOME AND EXPENDITURE REPORT

Pages – 14 - 18

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

6. BANK AND CASH RECONCILIATION STATEMENTS

Pages 19 - 21

Members are requested to receive the monthly bank and cash reconciliation statements for August, September and October 2024.

Recommendations:

- 1. To approve the monthly bank and cash reconciliation statements for August, September and October 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.**

7. LIST OF CHEQUE PAYMENTS

Pages 22 - 57

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

This report is provided for information.

8. INVESTMENT REPORT

Pages 58 - 66

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.

Recommendation: To consider an appropriate investment opportunity for monies received from the CCLA Property Fund

9. WORKER PROTECTION (AMENDMENT OF EQUALITY ACT 2010) ACT 2023

Members are advised that a new Act came into effect on 26th October 2024 which introduces a new legal duty on employers to prevent sexual harassment during the course of employment.

The Town Councils HR provider has informed the Head of Corporate Services that they have carried out a review of their employment policies that will be impacted by this new duty, and those policies affected will be sent to the Town Council in the coming weeks. The main one being the Bullying and Harassment Policy. This policy was scheduled to be reviewed at this meeting however, in light of the new duty, it would be prudent to defer this review until a revised policy has been received. Members are also advised that it is likely that the Whistleblowing policy may also be affected by this new duty, again this policy was scheduled to be reviewed at this meeting however this review is being deferred until it can be ascertained whether there will be any revisions.

Furthermore, employers will also need to show that they have provided meaningful training to all staff and managers. Training opportunities on this topic i.e. Protection from Sexual Harassment at Work, are currently being researched. It is hoped that this training can also be offered out to members.

This report is provided for information.

10. REVIEW OF TOWN COUNCIL MEMBERSHIP TO OTHER BODIES

In accordance with the approved Committee Functions and Terms of Reference the Corporate Services Committee is required to annually review the Council's and/or employees' memberships of other bodies.

<i>Membership</i>	<i>Period</i>	<i>Annual Subscription 2025/26</i>
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Society of Local Council Clerks (SLCC)	Annual	£480
Bedfordshire Association of Town & Parish Councils (NALC)	Annual	£2,295
Institute of Cemetery and Crematorium Management	Annual April to March	£105
Information Commissioners Officer (ICO)	Annual	£60
National Allotment Association	Annual	£58

Campaign to Protect Rural England (CPRE)	Annual	£60
LGA Associate Membership (fee paid via NALC)	Annual	£580

This report is provided for information.

11. REVIEW EXISTING CONTRACTS

Pages 67 -70

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

Members will find a list attached.

This report is provided for information.

12. FREEDOM OF INFORMATION

Members are informed that one freedom of information request was received, 9th October 2024, and responded to within the timescale as per the Town Councils Freedom of Information Policy.

13. RETIREMENT POLICY

Pages 71 - 83

Members are being requested to recommend to Town Council, the adoption of the Town Councils Retirement Policy.

Members will find a report attached.

Recommendation: To recommend to Town Council, the adoption of Houghton Regis Town Councils Retirement Policy.

14. HOUGHTON REGIS TOWN COUNCILS LOCAL GOVERNMENT PENSION SCHEME (LGPS) EMPLOYER POLICY STATEMENT

Pages 84 - 111

The current LGPS regulations, which came into effect from 1 April 2014, require each scheme employer within the LGPS to formulate, publish and keep under review a statement which sets out their policy on certain discretions which they have the power to exercise under the LGPS regulations.

Following information received from Bedfordshire Pension Fund members are advised that the Town Councils Discretionary Statement may need reviewing to ensure it reflects the current regulations.

Members will find a report attached.

Recommendation: To recommend to Town Council, the adoption of Houghton Regis Town Councils Local Government Pension Scheme (LGPS) Discretion Statement

15. FINANCIAL REGULATIONS

Pages 112 - 131

A new Model Financial Regulations template has been produced by the National Association of Local Councils (NALC) for the purpose of its member councils and county associations.

Officers felt it was important to highlight to members one new section of the updated regulations. Financial Regulation 4.8 (extract below) which is in bold text and therefore refers to a statutory obligation the council cannot change.

4.8 Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.

Members will find a report attached.

Recommendation: To recommend to Town Council, at the meeting to be held on the 16th December 2024, the adoption of Financial Regulations based on the 2024 model version as provided by NALC (National Association of Local Councils)

16. FLEXI-TIME SCHEME

Pages 132 - 134

Houghton Regis Town Council operates a Flexi-Time scheme. Flexible working is one element which helps to increase employee motivation, reduce sickness absence, promotes employee wellbeing and also serves to promote recruitment and retention.

Members will find the Town Council Flexi-Time Scheme policy attached. This policy was last reviewed 14th September 2020. There have been no updates to this operational policy and therefore is fit for purpose.

Recommendation: To recommend to Town Council the re-adoption of the Town Councils Flexi-Time Scheme policy.

17. CEREMONIAL ROBES POLICY

Pages 135 - 137

Houghton Regis Town Council adopted a Ceremonial Robes policy at the Town Council meeting held on the 9th December 2019.

Recommendation: To recommend to Town Council the re-adoption of the Town Councils Ceremonial Robes policy.

18. TOWN COUNCIL OFFICES

Pages 138 - 139

At the special meeting of the Corporate Services committee, held on the 23rd July 2024, it was agreed (minute number 12923) to obtain quotes from design architects for the development of comprehensive remodeling 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

Members will find a report attached.

Recommendation: To appoint Company ‘A’ as the Town Councils design architect.

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HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
Minutes of the meeting held on
Monday 9th September at 7.00pm.

Present: Councillors: D Jones Chairman
E Billington
P Burgess (Substitute)
J Carroll
E Costello
T McMahon (Substitute)
C Slough (Substitute)

Officers: Debbie Marsh Corporate Services Manager
Louise Senior Head of Democratic Services
Clare Evans (Part)

Public: 0

Apologies: Councillors: W Henderson
M Herber
C Rollins

12956 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Henderson (Cllr Slough substituted), Cllr Herber (Cllr McMahon substituted) and Cllr Rollins (Cllr Burgess substituted).

12957 QUESTIONS FROM THE PUBLIC

None.

12958 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

12959 MINUTES

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

Members agreed to approve the minutes with the amended date of 4th March 2024 contained in Minute 12853 and the resolution.

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

12960 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Personnel Sub-Committee: 7th May 2024

Resolved: To receive the Minutes of the Personnel Sub-Committee meeting of the 7th May 2024.

12961 INCOME AND EXPENDITURE REPORT

For information purposes, Members were provided with the income and expenditure report, highlighting significant variances, for Corporate Services Committee to date.

It was noted that there were two overspends in the report and it was likely further expenditure would be made under Miscellaneous Establishment Costs (190-4020).

12962 BANK AND CASH RECONCILIATION STATEMENTS

Members received the monthly bank and cash reconciliation statements for May, June and July 2024.

Resolved:

- 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.**

12963 LIST OF CHEQUE PAYMENTS

For information purposes, Members were provided with a list of payments for the period May to July 2024 (inclusive).

12964 INVESTMENT REPORT

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 would potentially be the final report on the CCLA Property Fund account as Houghton Regis Town Council had given notice to withdraw the funds held.

Members were reminded that at the Corporate Services meeting held on the 4th 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.

12965 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 Action 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 was 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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Resolved: 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.

12966 CCLA MANDATE

CCLA Investment Management Ltd was committed to maintaining up to date accurate information. A review of the Town Councils account files had identified that CCLA must request up to date details of account information.

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

Members were reminded that any funds withdrawn, by officers, from the CCLA were deposited in the Town Council's NatWest bank account.

Resolved: 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

12967 DRUGS, ALCOHOL AND SUBSTANCE MISUSE POLICY

Members received the Town Councils Drugs, Alcohol and Substance Misuse Policy. Members were advised that it was proposed to remove paragraph 5.2 from this policy. Other than this proposal the policy remained fit for purpose.

It was clarified that the proposed changes were to discourage alcohol consumption on council premises and that failure to comply could potentially result in disciplinary action.

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

12968 FREEDOM OF INFORMATION POLICY AND MODEL PUBLICATION SCHEME

Members were advised that the Town Councils Freedom of Information Policy remained fit for purpose; however, the Town Council Model Publication Scheme had been revised.

Members were provided with a copy of the report.

For clarification, it was explained that the Transparency Code requirements only applied to councils with an income of over £25,000 and under £6.5million. Houghton Regis Town Council had adopted this in principle by publishing expenditure over £500.00; however, there was other legislation, more applicable to the Town Council, which was the Model Publication Scheme applying to any expenditure over £100.00. The auditor had clarified which piece of legislation the Town Council should apply and now the Model Scheme of Publication relating to £100.00 and above showed on the ICO template document.

An amendment to item 20 on page 98 was requested, changing wording from 'Her Majesty' to His Majesty'.

Resolved: 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

12969 RESERVES POLICY

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

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

Members were provided with a copy of the report.

While the report set out the approach, there was some feeling that more robust parameters were needed to determine what the reserve level and policy should be. The policy would form part of the annual budget setting and, therefore, the reserves would be reviewed every year

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

12970 INTERNAL AUDIT PLANNING, REPORTING & REVIEW POLICY AND INTERNAL AUDIT SPECIFICATION

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

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

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

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

12971 HEALTH AND SAFETY POLICY

Members received a copy of the Town Council's Health & Safety at Work Policy. There were no changes proposed to this policy, therefore it remained fit for purpose.

It was brought to the attention of the Committee that a reference was made to a previous employee in the policy (page 132, reference 3.2) and further occurrences subsequently appeared. It was requested that these be amended.

Members were happy to support the recommendation with the suggested amendments.

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

12972 BANKING ARRANGEMENTS, INVESTMENTS STRATEGY & INVESTMENT ARRANGEMENTS

The Town Council's Banking Arrangements, Investments Strategy & Investment Arrangements policy had been amended to reflect the Town Council's decision to remove investments being placed in the CCLA Property Fund. Members were aware that the Town Council gave notice to remove funds from this account and for those funds to be placed in the CCLA Public Sector Deposit account.

Members were provided with a copy of the amended policy.

The policy had been amended to remove references to CCLA Property Fund. (Pg 138 item 4) and there had been some discussion about investing in more liquid investment options. The amended document reflected the present situation, but Houghton Regis Town Council would be taking further investment advice going forward.

Members were informed that there had been some investigation into gilts, but further investigations were required in order to ascertain whether this type of investment would be appropriate. It was highlighted that other councils had put funds in high interest accounts in high street banks

It was highlighted that the document referred to the Department for Levelling Up, Housing & Communities (DLUHC) but that this department had been renamed to the Ministry of Housing, Communities and Local Government (MHCLG).

Investments would need to be approved by the Committee and a recommendation to update the policy could be made as necessary.

Members were advised that it was hoped a report on potential investments would be made at the next meeting. It was, therefore, suggested that this item was noted and considered further once the report had been produced.

12973 EXCLUSION OF PRESS AND PUBLIC

- **Staff Plan**

A recorded vote was requested:

Proposed by: Cllr Billington

Seconded by: Cllr McMahan

In favour: Cllrs C Slough, Cllr Billington, Cllr Costello and Cllr McMahan.

Against: Cllr Carroll

Abstention: Cllr Burgess

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.

12974 STAFF PLAN

At the last Corporate Services Committee meeting, members were presented with an initial proposal for a 5-year staffing structure plan.

Following discussions, members comments were taken on board, thus a revised report was submitted to the committee containing additional information for consideration.

Members engaged in a thorough review and discussion of the revised report, considering the various options presented to meet the council's future staffing needs.

Members voted on the recommendations contained within the report.

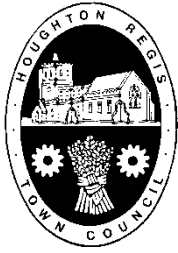
Accordingly, option 2 was carried.

Resolved: To agree the suggested way forward.

The Chairman declared the meeting closed at 8.13pm

Dated this 2nd day of December 2024

Chairman



CORPORATE SERVICES COMMITTEE

Agenda Item 5

Date:	2nd December 2024
Title:	Income & Expenditure Report
Purpose of the Report:	To provide members with the Income & Expenditure report highlighting significant variances, for Corporate Services Committee to date.
Contact Officer:	Debbie Marsh, Head of Corporate Services

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

101-4061 Financial Management Fees

Includes the CCLA Property Fund redemption loss of £19,790.87.

Members are advised that the Town Councils internal auditor, at the recent internal audit, observed:

It was noted that the Council had accounted for the loss on the investment held with the CCLA Property Fund, rather than accounting for the full receipt value (this was discussed with the Clerk and Finance Officer during the audit visit).

The effect of this is that Council income for the year and the value of the General Reserve is significantly understated.

The internal auditors recommendation is:

The Council to review this transaction (if necessary, in consultation with the Council's accountant) and ensure that the full value of the receipt is correctly recorded.

Members are informed that DCK Beavers had been contacted prior to the internal auditors visit who has confirmed that the way the Town Council has treated the

redemption of the CCLA Property Fund is fine and that an adjustment will be made to the AGAR at the year end.

102-4020 Misc. Establishment Costs

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

190-4012 Water Rates

It is anticipated this budget will be overspent by £500 by the end of the financial year.

190-4015 Gas

Members are informed that the supplier was slow in repairing the reported faulty meter therefore, the Town Council has not been charged for gas consumption for a number of months this is reflected in the low expenditure figure.

190-4020 Misc. Est Costs

Expenditure incurred for various items, including paper towels and toilet tissues. It is anticipated this budget will be further overspent before the end of the financial year.

190-4021 Communications Costs

Members are advised that notice has been given to BT to remove redundant phone lines that are now out of contract. Following these changes and cost savings members are advised that the Town Council will be entering into a 3 year contract with BT to upgrade the broadband line that currently serves the town council offices. The current broadband speed is slow. Following advice received from the Town Councils IT provider, who monitors the traffic over the internet, they have suggested the Town Council consider an internet connection of 100Mbps as a minimum to ensure users experience an acceptable level of speed and connection. Similar costs have been received from other suppliers but due to the Town Council being in a long term contract with BT (January 2027), the option to change supplier is not available. It is proposed to enter into a three year contract as soon as savings can be identified. Current fixed broadband costs are £195 per month for 18Mbps, the proposed option is for £285 per month for 100Mbps.

190-4022 Postage

Members are advised that this budget will be overspent by £450 by the end of the financial year. This will be due to the increase of postage costs along with the posting of the Town Mayors Christmas cards.

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

11/11/2024

Houghton Regis Town Council Current Year

Page 1

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Detailed Income & Expenditure by Budget Heading 11/11/2024

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Corporate Management</u>								
1076 Precept received	0	1,363,800	1,363,800	0			100.0%	
1096 Interest & Dividends Received	6,720	47,862	50,000	2,138			95.7%	
Corporate Management :- Income	6,720	1,411,662	1,413,800	2,138			99.8%	0
4051 BANK & LOAN CHARGES	0	405	1,000	595		595	40.5%	
4056 AUDIT FEES	0	0	3,200	3,200		3,200	0.0%	
4057 ACCOUNTANCY & SOFTWARE	0	4,145	7,250	3,105		3,105	57.2%	
4061 Financial Management Fees	0	21,611	4,000	(17,611)		(17,611)	540.3%	
Corporate Management :- Indirect Expenditure	0	26,160	15,450	(10,710)	0	(10,710)	169.3%	0
Net Income over Expenditure	6,720	1,385,501	1,398,350	12,849				
<u>102 Democratic Rep'n & Mgmt</u>								
4008 TRAINING/COURSES	0	115	1,100	985		985	10.5%	
4009 TRAVEL	0	198	350	152		152	56.7%	
4020 MISC. ESTABLISH.COST	0	489	400	(89)		(89)	122.3%	
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	0	4,290	12,700	8,410	0	8,410	33.8%	0
Net Expenditure	0	(4,290)	(12,700)	(8,410)				
<u>190 Central Services</u>								
1091 Income Miscellaneous	0	0	130	130			0.0%	
1099 Insurance Claims	0	65	0	(65)			0.0%	
Central Services :- Income	0	65	130	65			49.7%	0
4007 CONFERENCE COSTS	0	443	1,300	857		857	34.1%	
4008 TRAINING/COURSES	0	618	5,000	4,382	70	4,312	13.8%	
4009 TRAVEL	0	25	350	325		325	7.0%	
4011 RATES	0	8,213	7,800	(413)		(413)	105.3%	
4012 WATER RATES	0	548	500	(48)		(48)	109.6%	
4014 ELECTRICITY	198	1,221	2,000	779		779	61.1%	
4015 GAS	0	176	900	724		724	19.5%	
4017 HEALTH & SAFETY	0	248	1,000	752	0	752	24.8%	
4020 MISC. ESTABLISH.COST	0	1,156	300	(856)		(856)	385.2%	
4021 COMMUNICATIONS COSTS	323	4,856	11,700	6,844		6,844	41.5%	
4022 POSTAGE	0	800	1,000	200		200	80.0%	
4023 STATIONERY	0	160	700	540	75	465	33.6%	

Continued over page

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Detailed Income & Expenditure by Budget Heading 11/11/2024

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4025 INSURANCE	0	15,896	17,000	1,104		1,104	93.5%	
4026 COMPUTER COSTS	92	4,743	8,000	3,257		3,257	59.3%	
4027 PHOTOCOPIER CHARGES	0	874	1,600	726		726	54.6%	
4031 ADVERTISING	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	0	325	1,000	675		675	32.5%	
4038 MAINTENANCE CONTRACTS	0	335	600	265		265	55.8%	
4042 Equipment Repairs & Maintenance	0	0	1,000	1,000	540	460	54.0%	
4059 OTHER PROFESSIONAL FEES	0	2,333	15,000	12,667	2,333	10,334	31.1%	
Central Services :- Indirect Expenditure	613	42,969	77,250	34,281	3,019	31,263	59.5%	0
Net Income over Expenditure	(613)	(42,904)	(77,120)	(34,216)				
<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	0	10,114	0	(10,114)	0	(10,114)		0
Net Expenditure	0	(10,114)	0	10,114				
<u>192 Corp Serv Staff Costs</u>								
4001 STAFF SALARIES	0	124,667	262,000	137,333		137,333	47.6%	
4002 EMPLOYERS N.I	0	12,171	36,000	23,829		23,829	33.8%	
4003 EMPLOYERS SUPERANN.	0	27,570	70,000	42,430		42,430	39.4%	
4005 STAFF OVERTIME	0	996	3,000	2,004		2,004	33.2%	
4059 OTHER PROFESSIONAL FEES	160	4,014	7,400	3,386	280	3,106	58.0%	
Corp Serv Staff Costs :- Indirect Expenditure	160	169,418	378,400	208,982	280	208,702	44.8%	0
Net Expenditure	(160)	(169,418)	(378,400)	(208,982)				
Grand Totals:- Income	6,720	1,411,726	1,413,930	2,204			99.8%	
Expenditure	773	252,950	483,800	230,850	3,299	227,552	53.0%	
Net Income over Expenditure	5,947	1,158,777	930,130	(228,647)				
Movement to/(from) Gen Reserve	5,947	1,158,777	930,130	(228,647)				

Houghton Regis Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 August 2024

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/08/2024 Liquidity Manager Account	416,942.57
1	31/08/2024 NatWest Current Account	1,000.00
2	31/08/2024 Business Reserve Account	272.96
3	31/08/2024 Natwest Youth Council	663.19
		418,878.72
<u>Other Cash & Bank Balances</u>		
	CCLA Property Fund Acct	600,000.00
	CLERKS IMPREST ACCOUNT	200.00
	L A Deposit Fund Account	469,500.00
	PETTY CASH FLOAT	70.27
		1,069,770.27
		1,488,648.99
<u>Receipts not on Bank Statement</u>		
0	31/08/2024 All Receipts Cleared	0.00
		0.00
Closing Balance		1,488,648.99
<u>All Cash & Bank Accounts</u>		
1	NATWEST CURRENT/RESERVE	417,942.57
2	NATWEST ONLINE ac 41172051	272.96
3	Natwest Yth Council	663.19
	Other Cash & Bank Balances	1,069,770.27
	Total Cash & Bank Balances	1,488,648.99

Houghton Regis Town Council Current Year

Bank - Cash and Investment Reconciliation as at 30 September 2024

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	30/09/2024	Liquidity Manager Account	111,779.06
1	30/09/2024	NatWest Current Account	1,000.00
2	06/09/2024	Business Reserve Account	273.30
3	30/09/2024	Natwest Youth Council	601.36
			113,653.72
<u>Other Cash & Bank Balances</u>			
		CCLA Property Fund Acct	600,000.00
		CLERKS IMPREST ACCOUNT	200.00
		L A Deposit Fund Account	1,069,500.00
		PETTY CASH FLOAT	48.01
			1,669,748.01
			1,783,401.73
<u>Receipts not on Bank Statement</u>			
0	30/09/2024	All Receipts Cleared	0.00
			0.00
Closing Balance			1,783,401.73
<u>All Cash & Bank Accounts</u>			
1		NATWEST CURRENT/RESERVE	112,779.06
2		NATWEST ONLINE ac 41172051	273.30
3		Natwest Yth Council	601.36
		Other Cash & Bank Balances	1,669,748.01
Total Cash & Bank Balances			1,783,401.73

Houghton Regis Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 October 2024

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	31/10/2024	Liquidity Manager Account	121,047.32
1	31/10/2024	NatWest Current Account	1,000.00
2	31/10/2024	Business Reserve Account	273.63
3	31/10/2024	Natwest Youth Council	534.19
			122,855.14
<u>Other Cash & Bank Balances</u>			
		CLERKS IMPREST ACCOUNT	200.00
		L A Deposit Fund Account	1,569,500.00
		PETTY CASH FLOAT	31.66
			1,569,731.66
			1,692,586.80
<u>Receipts not on Bank Statement</u>			
0	31/10/2024	All Receipts Cleared	0.00
			0.00
Closing Balance			1,692,586.80
<u>All Cash & Bank Accounts</u>			
1		NATWEST CURRENT/RESERVE	122,047.32
2		NATWEST ONLINE ac 41172051	273.63
3		Natwest Yth Council	534.19
		Other Cash & Bank Balances	1,569,731.66
		Total Cash & Bank Balances	1,692,586.80

10/10/2024

Houghton Regis Town Council Current Year

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List of Purchase Ledger Payments for Month 5

User: 6740.D.MARSH

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BRI02 BT Payment Services Ltd							
424-Fixed line rental Office	18/07/2024	M030 QE	1	234.00	0.00	234.00	0.00
					0.00	234.00	
Above paid on 01/08/2024 by Cheque DDR1							
EE01 EE Limited							
425-Mobile phone charges	25/07/2024	V02250175270	1	384.06	0.00	384.06	0.00
					0.00	384.06	
Above paid on 02/08/2024 by Cheque DDR2							
TEC01 Techies Limited							
Purchase Ledger Payment	05/08/2024	ON ACC 462	1	0.00	0.00	399.68	-399.68
					0.00	399.68	
Above paid on 05/08/2024 by Cheque S/O							
TEC01 Techies Limited							
Purchase Ledger Payment	05/08/2024	ON ACC 463	1	0.00	0.00	191.89	-191.89
					0.00	191.89	
Above paid on 05/08/2024 by Cheque S/O2							
WAV04 Anglian Water							
Purchase Ledger Payment	05/08/2024	ON ACC 435	1	0.00	0.00	23.00	-23.00
					0.00	23.00	
Above paid on 05/08/2024 by Cheque DDR3							
WAV06 Anglian Water							
Purchase Ledger Payment	05/08/2024	ON ACC 436	1	0.00	0.00	126.00	-126.00
					0.00	126.00	
Above paid on 05/08/2024 by Cheque DDR4							
WAV07 Anglain Water							
Purchase Ledger Payment	05/08/2024	ON ACC 437	1	0.00	0.00	170.00	-170.00
					0.00	170.00	
Above paid on 05/08/2024 by Cheque DDR5							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CLO02 Cloudy Group							
464-App Hosting Package	01/08/2024	INV-6821	1	110.19	0.00	110.19	0.00
					0.00	110.19	
Above paid on 06/08/2024 by Cheque DDR							
YU001 Yu Energy							
477-Electricity V/Green Pav	01/08/2024	01858913	1	134.81	0.00	134.81	0.00
					0.00	134.81	
Above paid on 08/08/2024 by Cheque DDR1							
YU001 Yu Energy							
478-Electricity Depot	01/08/2024	01858912	1	15.58	0.00	15.58	0.00
					0.00	15.58	
Above paid on 08/08/2024 by Cheque DDR2							
YU001 Yu Energy							
474-Electricity Tithe Farm	01/08/2024	01858911	1	425.31	0.00	425.31	0.00
					0.00	425.31	
Above paid on 08/08/2024 by Cheque DDR3							
YU001 Yu Energy							
479-Electricity P/Side Drive	01/08/2024	01858910	1	75.43	0.00	75.43	0.00
					0.00	75.43	
Above paid on 08/08/2024 by Cheque DDR4							
YU001 Yu Energy							
476-Electricity Office	01/08/2024	01858909	1	184.70	0.00	184.70	0.00
					0.00	184.70	
Above paid on 08/08/2024 by Cheque DDR5							
YU001 Yu Energy							
475-Electricity P/Side Drive	01/08/2024	01858852	1	11.85	0.00	11.85	0.00
					0.00	11.85	
Above paid on 08/08/2024 by Cheque DDR6							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
473-Electricity Moore Crescent	01/08/2024	01858819	1	305.12	0.00	305.12	0.00
					0.00	305.12	
Above paid on 08/08/2024 by Cheque DDR7							
YU001 Yu Energy							
471-Electricity O/Close Pav	01/08/2024	01858727	1	70.34	0.00	70.34	0.00
					0.00	70.34	
Above paid on 08/08/2024 by Cheque DDR8							
YU001 Yu Energy							
470-Electricity Depot	01/08/2024	01858597	1	96.04	0.00	96.04	0.00
					0.00	96.04	
Above paid on 08/08/2024 by Cheque DDR9							
BED02 Bedfordshire Pension Fund							
440-Added Years June 2024	23/07/2024	756676	1	62.60	0.00	62.60	0.00
					0.00	62.60	
Above paid on 12/08/2024 by Cheque Fp3							
BED07 Police & Crime Commissioner for Beds							
439-Op Hana June 2024	01/08/2024	B0004520	1	872.90	0.00	872.90	0.00
					0.00	872.90	
Above paid on 12/08/2024 by Cheque FP2							
BLA01 Blain's Trailers & Tyres Ltd							
441-tyre for ride-on mower	30/07/2024	SI-83092	1	76.80	0.00	76.80	0.00
					0.00	76.80	
Above paid on 12/08/2024 by Cheque FP4							
BRO01 Brown & White							
442-Eye test CE	26/07/2024	0016	1	24.53	0.00	24.53	0.00
					0.00	24.53	
Above paid on 12/08/2024 by Cheque Fp5							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BRY01 Bryan LeCoche Ltd							
443-Eviction of encampment	24/07/2024	8885	1	2,799.79	0.00	2,799.79	0.00
					0.00	2,799.79	
Above paid on 12/08/2024 by Cheque FP6							
BUB01 Bubbles Lighting Ltd							
444-Generator for the Carnival	22/07/2024	8839	1	723.00	0.00	723.00	0.00
					0.00	723.00	
Above paid on 12/08/2024 by Cheque FP7							
CAS02 Castle Water							
445-Water chgs T/End Farm	02/08/2024	TE00669244	1	8.57	0.00	8.57	0.00
					0.00	8.57	
Above paid on 12/08/2024 by Cheque FP8							
CEN04 Central Bedfordshire Council							
446-T/Farm Lease Fee	18/07/2024	7100019613	1	5.00	0.00	5.00	0.00
					0.00	5.00	
Above paid on 12/08/2024 by Cheque FP9							
COR03 Core Highways (Southeast) Ltd							
438-Traffic management Carniva	18/07/2024	145467	1	571.39	0.00	571.39	0.00
					0.00	571.39	
Above paid on 12/08/2024 by Cheque FP1							
FAR03 Cllr Y Farrell							
448-Mileage Claim 24/7/24	26/07/2024	MILEAGE CLAIM	1	18.99	0.00	18.99	0.00
					0.00	18.99	
Above paid on 12/08/2024 by Cheque FP11							
FIV01 5 Star Loos Ltd							
449-Toilets for Skate Jam	23/07/2024	24/0752	1	216.00	0.00	216.00	0.00
					0.00	216.00	
Above paid on 12/08/2024 by Cheque FP12							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HAR02 Harpenden Town Council							
450-Donation for Quiz Night	29/07/2024	DONATION QUIZ NIGHT	1	10.00	0.00	10.00	0.00
					0.00	10.00	
Above paid on 12/08/2024 by Cheque FP13							
HOU22 Houghton Regis Library							
447-Best Dressed Walker	29/07/2024	CARNIVAL PRIZE	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 12/08/2024 by Cheque FP10							
HRS01 HR Solutions							
451-HR Retainer	01/08/2024	INV-040625	1	270.30	0.00	270.30	0.00
					0.00	270.30	
Above paid on 12/08/2024 by Cheque FP14							
LAN03 Latent Digital Solutions Ltd							
452-Photocopier charges	30/07/2024	305742	1	78.28	0.00	78.28	0.00
					0.00	78.28	
Above paid on 12/08/2024 by Cheque FP15							
MCS01 MCS Contract Cleaning Limited							
453-Mops and hand soap	20/07/2024	43462	1	69.30	0.00	69.30	0.00
454-Toilet clean Bedford Sq	31/07/2024	43486	1	2,220.00	0.00	2,220.00	0.00
					0.00	2,289.30	
Above paid on 12/08/2024 by Cheque FP16							
ROD01 Nigel Roder							
456-Skate Jam fee	22/07/2024	240722-1	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 12/08/2024 by Cheque FP18							
SCU01 Scutum South East Ltd							
457-Reactive maintenance V/Gn	31/07/2024	NSSE-SINC24-13003	1	229.31	0.00	229.31	0.00
					0.00	229.31	
Above paid on 12/08/2024 by Cheque FP19							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SPA01 Spaldings Limited							
458-Hand trowel	05/08/2024	SI-2968585	1	32.40	0.00	32.40	0.00
					0.00	32.40	
Above paid on 12/08/2024 by Cheque FP20							
TEC01 Techies Limited							
459-PowerApps per app plan	31/07/2024	INV-5930	1	59.04	0.00	59.04	0.00
					0.00	59.04	
Above paid on 12/08/2024 by Cheque FP21							
THR03 Three Star (Luton) Ltd							
460-Adventure Island wristband	30/07/2024	35595	1	182.00	0.00	182.00	0.00
					0.00	182.00	
Above paid on 12/08/2024 by Cheque FP22							
TOT01 Right Fuelcard Company Ltd							
455-Fuel for vehicles	31/07/2024	5868266	1	231.37	0.00	231.37	0.00
					0.00	231.37	
Above paid on 12/08/2024 by Cheque FP17							
ZUR01 Zurich Municipal							
461-Inspection contract	07/08/2024	536037670	1	367.95	0.00	367.40	0.55
					0.00	367.40	
Above paid on 12/08/2024 by Cheque FP23							
ADG01 ADG Print and Design							
480-100 Rally Plaques HRocks	09/08/2024	SI-8232	1	235.00	0.00	235.00	0.00
					0.00	235.00	
Above paid on 16/08/2024 by Cheque FP1							
HMR001 HMRC							
423-PAYE/NI July 2024	31/07/2024	PAYE/NI JULY 2024	1	12,600.52	0.00	12,600.52	0.00
					0.00	12,600.52	
Above paid on 16/08/2024 by Cheque FP2							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
POZ03 Positive Energy 135116							
481-Gas Depot	09/08/2024	13511620246257556	1	8.49	0.00	8.49	0.00
					0.00	8.49	
							Above paid on 16/08/2024 by Cheque DDR1
POZ04 Positive Energy 135119							
484-Gas Moore Crescent	09/08/2024	13511920246257554	1	216.87	0.00	216.87	0.00
					0.00	216.87	
							Above paid on 16/08/2024 by Cheque DDR3
POZ05 Positive Energy 135117							
482-Gas Office	09/08/2024	13511720246257555	1	26.90	0.00	26.90	0.00
					0.00	26.90	
							Above paid on 16/08/2024 by Cheque DDR2
ZUR01 Zurich Municipal							
461-Inspection contract	07/08/2024	536037670	1	0.55	0.00	0.55	0.00
					0.00	0.55	
							Above paid on 16/08/2024 by Cheque FP3
CAS10 Castle Water - 2597749							
466-Water chgs P/Side Dve Pav	05/08/2024	10003085208	1	24.76	0.00	24.76	0.00
					0.00	24.76	
							Above paid on 19/08/2024 by Cheque DDR1
POZ02 Positive Energy 135118							
483-Gas P/Side Drive	10/08/2024	13511820246292044	1	25.00	0.00	25.00	0.00
					0.00	25.00	
							Above paid on 19/08/2024 by Cheque DDR2
CAS09 Castle Water - 2597769							
465-Water chgs Cemetery Road	06/08/2024	10003142391	1	23.28	0.00	23.28	0.00
					0.00	23.28	
							Above paid on 20/08/2024 by Cheque DDR

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
FRA02 Francotyp Postalia Ltd							
487-Postage download	15/08/2024	25825584	1	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on 21/08/2024 by Cheque DDR							
ANG02 Anglia in Bloom							
489-12 x tickets for Awards	15/08/2024	12 TICKETS FOR AWARL	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 23/08/2024 by Cheque FP1							
BED02 Bedfordshire Pension Fund							
494-Added Years July 2024	20/08/2024	756890	1	62.60	0.00	62.60	0.00
					0.00	62.60	
Above paid on 23/08/2024 by Cheque FP6							
BED07 Police & Crime Commissioner for Beds							
495-Op Hana - July 2024	20/08/2024	B0004573	1	2,332.10	0.00	2,332.10	0.00
					0.00	2,332.10	
Above paid on 23/08/2024 by Cheque FP7							
FIV01 5 Star Loos Ltd							
490-Standard and disabled loos	08/08/2024	24/0813	1	306.00	0.00	306.00	0.00
					0.00	306.00	
Above paid on 23/08/2024 by Cheque FP2							
FSE01 Four Seasons Event Hire							
504-Crockery/cutlery Civic Ser	19/08/2024	7505	1	303.90	0.00	303.90	0.00
					0.00	303.90	
Above paid on 23/08/2024 by Cheque FP							
HER04 Cllr Michelle Herber							
491-Car mileage August 2024	19/08/2024	CAR MILEAGE	1	12.74	0.00	12.74	0.00
					0.00	12.74	
Above paid on 23/08/2024 by Cheque FP3							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HOU08 Houghton Regis Baptist Church							
492-Mayor's Reception hall hir	11/07/2024	MAYOR'S RECEPTION	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 23/08/2024 by Cheque FP4							
IWN01 Independent Water Networks							
493-Water Bidwell (recharge)	16/08/2024	26767521	1	155.48	0.00	155.48	0.00
					0.00	155.48	
Above paid on 23/08/2024 by Cheque FP5							
REA001 Really Awesome Catering							
496-Catering Honorary Freeman	13/08/2024	INV-0151	1	453.60	0.00	453.60	0.00
					0.00	453.60	
Above paid on 23/08/2024 by Cheque FP8							
ROY02 Royal Industrial Doors (R.I.D Ltd)							
497-Repairs Village Gn door	16/08/2024	35572	1	672.00	0.00	672.00	0.00
					0.00	672.00	
Above paid on 23/08/2024 by Cheque FP9							
RPM01 Reids Playground Maintenance Ltd							
498-repairs gym equip V/Green	08/08/2024	6450	1	3,354.00	0.00	3,354.00	0.00
					0.00	3,354.00	
Above paid on 23/08/2024 by Cheque FP10							
RTM01 R T Machinery Ltd							
499-machinery hire	02/07/2024	153649	1	654.00	0.00	654.00	0.00
					0.00	654.00	
Above paid on 23/08/2024 by Cheque FP11							
SET01 Setsquare Creative Solutions Limited							
500-Website support July 2024	31/07/2024	INV-3368	1	357.00	0.00	357.00	0.00
					0.00	357.00	
Above paid on 23/08/2024 by Cheque FP12							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SLC01 SLCC							
501-Op London Bridge SG	16/08/2024	BK217175-1	1	42.00	0.00	42.00	0.00
					0.00	42.00	
Above paid on 23/08/2024 by Cheque FP13							
STR02 Strawberry Fieldz Ltd							
502-Balance Stage/PA HRocks	01/04/2024	INV000559	1	1,200.00	0.00	1,200.00	0.00
					0.00	1,200.00	
Above paid on 23/08/2024 by Cheque FP14							
TEC01 Techies Limited							
503-Techies Telephone support	09/08/2024	INV-6010	1	86.94	0.00	86.94	0.00
					0.00	86.94	
Above paid on 23/08/2024 by Cheque FP15							
DUN02 Biffa Waste Services Ltd							
468-Waste disposal rental	26/07/2024	614C59957	1	60.82	0.00	60.82	0.00
469-Waste disposal	26/07/2024	614C59958	1	2,413.87	0.00	2,413.87	0.00
					0.00	2,474.69	
Above paid on 30/08/2024 by Cheque DDR2							
PAYROLL Payroll Options							
467-Payroll processing July 24	31/07/2024	152252	1	192.05	0.00	192.05	0.00
					0.00	192.05	
Above paid on 30/08/2024 by Cheque DDR1							
Total Purchase Ledger Payments for Month 5					0.00	38,857.44	

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
EE01 EE Limited							
559-mobile phones August 2024	24/08/2024	V02260319559	1	384.06	0.00	384.06	0.00
					0.00	384.06	
Above paid on 02/09/2024 by Cheque DDR							
BRI02 BT Payment Services Ltd							
488-Fixed line rental Office	20/08/2024	M031 UO	1	234.00	0.00	234.00	0.00
					0.00	234.00	
Above paid on 03/09/2024 by Cheque DDR							
FRA02 Francotyp Postalia Ltd							
505-Frinking rental 09-11/24	01/09/2024	352890	1	90.00	0.00	90.00	0.00
					0.00	90.00	
Above paid on 03/09/2024 by Cheque DDR							
TEC01 Techies Limited							
775-M'soft Annual Sub	04/10/2023	INV-4591	1	2,206.19	0.00	1,582.82	623.37
Purchase Ledger Payment	03/07/2024	ON ACC 325	1	-191.89	0.00	-191.89	0.00
Purchase Ledger Payment	03/07/2024	ON ACC 326	1	-399.68	0.00	-399.68	0.00
Purchase Ledger Payment	05/08/2024	ON ACC 462	1	-399.68	0.00	-399.68	0.00
Purchase Ledger Payment	05/08/2024	ON ACC 463	1	-191.89	0.00	-191.89	0.00
					0.00	399.68	
Above paid on 03/09/2024 by Cheque SO2							
WAV04 Anglian Water							
Purchase Ledger Payment	03/09/2024	ON ACC 552	1	0.00	0.00	23.00	-23.00
					0.00	23.00	
Above paid on 03/09/2024 by Cheque ON ACCOUNT							
WAV06 Anglian Water							
Purchase Ledger Payment	03/09/2024	ON ACC 553	1	0.00	0.00	126.00	-126.00
					0.00	126.00	
Above paid on 03/09/2024 by Cheque ON ACCOUNT							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WAV07 Anglain Water							
<i>Purchase Ledger Payment</i>	03/09/2024	ON ACC 554	1	0.00	0.00	170.00	-170.00
					0.00	170.00	
Above paid on 03/09/2024 by Cheque ON ACCOUN							
TEC01 Techies Limited							
<i>Purchase Ledger Payment</i>	03/07/2024	ON ACC 394	1	383.78	0.00	383.78	0.00
<i>Purchase Ledger Payment</i>	03/07/2024	ON ACC 395	1	-191.89	0.00	-191.89	0.00
					0.00	191.89	
Above paid on 04/09/2024 by Cheque SO1							
CLO02 Cloudy Group							
<i>536-App Hosting Package</i>	01/09/2024	INV-D-04751	1	110.19	0.00	110.19	0.00
					0.00	110.19	
Above paid on 05/09/2024 by Cheque DDR							
AKM02 AKM South Ltd							
<i>507-Pizzas for Skate Jam</i>	28/07/2024	565	1	110.00	0.00	110.00	0.00
<i>506-Pizzas for Skate Jam</i>	28/07/2024	566	1	110.00	0.00	110.00	0.00
<i>508-Pizzas for O/Air Screening</i>	28/07/2024	567	1	37.50	0.00	37.50	0.00
					0.00	257.50	
Above paid on 06/09/2024 by Cheque FP1							
BIG01 Big in Brazil							
<i>509-Big in Brazil HRocks</i>	18/08/2024	BIB 241	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 06/09/2024 by Cheque FP2							
BRI06 Daniel Briscombe (Tooth Marks)							
<i>510-Tooth Marks HRocks</i>	15/08/2024	HROCKS BAND	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 06/09/2024 by Cheque FP3							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CEN04 Central Bedfordshire Council							
511-Window repair H Hall	29/07/2024	1800210532	1	1,311.00	0.00	1,311.00	0.00
					0.00	1,311.00	
Above paid on 06/09/2024 by Cheque FP4							
COMMHEART The Community Heartbeat Trust							
512-2 defibrillator batteries	15/08/2024	22799	1	324.60	0.00	324.60	0.00
					0.00	324.60	
Above paid on 06/09/2024 by Cheque FP5							
DUN04 Dunstable Town Council							
513-Licences for HRocks	22/08/2024	GEN15782	1	37.50	0.00	37.50	0.00
					0.00	37.50	
Above paid on 06/09/2024 by Cheque FP6							
FAR02 Samuel Farrell							
514-Hire drum kit HRocks	21/08/2024	HIRE OF DRUM KIT	1	195.00	0.00	195.00	0.00
					0.00	195.00	
Above paid on 06/09/2024 by Cheque FP7							
GRO07 Grove Theatre							
515-Pantomime deposit	07/08/2024	24-XJ-ZVTJ	1	59.00	0.00	59.00	0.00
					0.00	59.00	
Above paid on 06/09/2024 by Cheque FP8							
HR01 HR Solutions							
516-HR Retainer	01/09/2024	INV-041141	1	270.30	0.00	270.30	0.00
					0.00	270.30	
Above paid on 06/09/2024 by Cheque FP9							
ING001 CA Ingles (The Long Riders)							
517-The Long Riders HRocks	15/08/2024	HOUGHTON ROCKS BAND	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 06/09/2024 by Cheque FP10							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LAN03 Latent Digital Solutions Ltd							
518-P/copier charges	30/08/2024	305846	1	33.40	0.00	33.40	0.00
					0.00	33.40	
Above paid on 06/09/2024 by Cheque FP11							
LEI001 Leighton-Linslade Town Council							
519-Donation Mayor of Leighton	02/09/2024	DONATION MAYOR	1	15.00	0.00	15.00	0.00
					0.00	15.00	
Above paid on 06/09/2024 by Cheque FP12							
MCG01 Lawrence McGee (Leech)							
521-Leech Houghton Rocks	15/08/2024	HOUGHTON ROCKS BAND	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 06/09/2024 by Cheque FP14							
MCS01 MCS Contract Cleaning Limited							
520-Toilet cleaning B/Square	29/08/2024	43551	1	2,220.00	0.00	2,220.00	0.00
					0.00	2,220.00	
Above paid on 06/09/2024 by Cheque FP13							
ROB003 T Roberts (Roberts Family Band)							
523-Roberts Family Band HRocks	15/08/2024	HOUGHTON ROCKS BAND	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 06/09/2024 by Cheque FP16							
SET01 Setsquare Creative Solutions Limited							
524-Hosting/Domain/SSL PAnnum	01/09/2024	INV-3412	1	360.00	0.00	360.00	0.00
					0.00	360.00	
Above paid on 06/09/2024 by Cheque FP17							
SLC01 SLCC							
525-Public Speaking - ECooper	02/09/2024	BK217477-1	1	42.00	0.00	42.00	0.00
					0.00	42.00	
Above paid on 06/09/2024 by Cheque FP18							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
STR04 Strong Soul Fitness CIC							
526-Boxing 6 week programme	01/06/2024	14	1	720.00	0.00	720.00	0.00
					0.00	720.00	
Above paid on 06/09/2024 by Cheque FP19							
TOO02 William Tookey							
527-Billy Lee Houghton Rocks	07/09/2024	442	1	400.00	0.00	400.00	0.00
					0.00	400.00	
Above paid on 06/09/2024 by Cheque FP20							
TOT01 Right Fuelcard Company Ltd							
522-Fuel for vehicles	31/08/2024	5916694	1	112.08	0.00	112.08	0.00
					0.00	112.08	
Above paid on 06/09/2024 by Cheque FP15							
WAV01 Wave Utilities							
434-Water chgs	24/07/2024	13835728	1	12.21	0.00	12.21	0.00
528-Water chgs Depot	24/08/2024	13962552	1	144.72	0.00	144.72	0.00
					0.00	156.93	
Above paid on 06/09/2024 by Cheque FP21							
WEL03 Dr Clive Wells (Diverse FX)							
529-Diverse FX HRocks	15/08/2024	HOUGHTON ROCKS BAND	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 06/09/2024 by Cheque FP22							
WOO02 J Wood (Cuibe Tuesdays)							
530-Cube Tuesdays HRocks	15/08/2024	HOUGHTON ROCKS BAND	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 06/09/2024 by Cheque FP23							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
544-Electricity Village Green	01/09/2024	01926945	1	123.86	0.00	123.86	0.00
					0.00	123.86	
Above paid on 09/09/2024 by Cheque DDR1							
YU001 Yu Energy							
543-Electricity Depot	01/09/2024	01926944	1	16.79	0.00	16.79	0.00
					0.00	16.79	
Above paid on 09/09/2024 by Cheque DDR2							
YU001 Yu Energy							
545-Electricity T/Farm Pav	01/09/2024	01926942	1	851.20	0.00	851.20	0.00
					0.00	851.20	
Above paid on 09/09/2024 by Cheque DDR3							
YU001 Yu Energy							
546-Electricity P/Side Drive	01/09/2024	01926943	1	30.82	0.00	30.82	0.00
					0.00	30.82	
Above paid on 09/09/2024 by Cheque DDR4							
YU001 Yu Energy							
547-Electricity Office	01/09/2024	01926941	1	152.48	0.00	152.48	0.00
					0.00	152.48	
Above paid on 09/09/2024 by Cheque DDR5							
YU001 Yu Energy							
548-Electricity P/Side Drive	01/09/2024	01926886	1	11.82	0.00	11.82	0.00
					0.00	11.82	
Above paid on 09/09/2024 by Cheque DDR6							
YU001 Yu Energy							
549-Electricity Moore Cresc	01/09/2024	01926852	1	182.56	0.00	182.56	0.00
					0.00	182.56	
Above paid on 09/09/2024 by Cheque DDR7							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
550-Electricity Depot	01/09/2024	01926631	1	77.24	0.00	77.24	0.00
					0.00	77.24	
Above paid on 09/09/2024 by Cheque DDR8							
TB001 T&B Contractors Ltd							
485-Valuation 11	19/07/2024	35098	1	305,663.03	0.00	305,663.03	0.00
					0.00	305,663.03	
Above paid on 11/09/2024 by Cheque FP							
POZ02 Pozitive Energy 135118							
558-Gas Parkside Drive	07/09/2024	13511820246414660	1	24.41	0.00	24.41	0.00
					0.00	24.41	
Above paid on 13/09/2024 by Cheque DDR3							
POZ03 Pozitive Energy 135116							
556-Gas Depot	07/09/2024	13511620246409580	1	8.49	0.00	8.49	0.00
					0.00	8.49	
Above paid on 13/09/2024 by Cheque DDR2							
POZ05 Pozitive Energy 135117							
557-Gas Office	07/09/2024	13511720246409579	1	20.97	0.00	20.97	0.00
					0.00	20.97	
Above paid on 13/09/2024 by Cheque DDR1							
WAY02 The Wayland Smithy Band							
555-Band at HRocks	07/09/2024	INV-24/101	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 13/09/2024 by Cheque FP							
CAS02 Castle Water							
533-Water chgs T/Farm	03/09/2024	TE00681749	1	14.45	0.00	14.45	0.00
					0.00	14.45	
Above paid on 17/09/2024 by Cheque DDR4							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CAS09 Castle Water - 2597769							
535-Water chgs Cemetery Rd	04/09/2024	10003408473	1	23.28	0.00	23.28	0.00
					0.00	23.28	
Above paid on 18/09/2024 by Cheque DDR3							
CAS10 Castle Water - 2597749							
534-Water chgs Parkside Drive	04/09/2024	10003401803	1	23.28	0.00	23.28	0.00
					0.00	23.28	
Above paid on 18/09/2024 by Cheque DDR2							
AMF01 AMF Services (Bedford) Ltd							
561-Service Hedge trimmer	11/09/2024	31980	1	190.70	0.00	190.70	0.00
					0.00	190.70	
Above paid on 20/09/2024 by Cheque FP1							
BED07 Police & Crime Commissioner for Beds							
562-Op Hana - August 2024	13/09/2024	B0004614	1	2,865.90	0.00	2,865.90	0.00
					0.00	2,865.90	
Above paid on 20/09/2024 by Cheque FP2							
BRI01 British Gas							
584-Electricity Tithe Farm	06/09/2024	723507544	1	608.02	0.00	608.02	0.00
					0.00	608.02	
Above paid on 20/09/2024 by Cheque DDR							
BUB01 Bubbles Lighting Ltd							
565-Generator for HRocks	09/09/2024	8851	1	725.70	0.00	725.70	0.00
					0.00	725.70	
Above paid on 20/09/2024 by Cheque FP4							
BUR01 Mark Burton							
566-Pianist Civic Reception	13/09/2024	PIANO CIVIC RECEPTIO	1	350.00	0.00	350.00	0.00
					0.00	350.00	
Above paid on 20/09/2024 by Cheque FP5							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CEN04	Central Bedfordshire Council						
18-Office Rates 24/25	01/04/2024	3012142 2024	1	4,106.00	0.00	4,106.00	0.00
21-Cemetery Rates 2024	01/04/2024	3016930 2024	1	584.00	0.00	584.00	0.00
19-Village Green Rates 2024	01/04/2024	3080213 2024	1	1,272.00	0.00	1,272.00	0.00
22-M/Crescent rates 2024	01/04/2024	3160492 2024	1	2,096.00	0.00	2,096.00	0.00
20-Depot Rates 2024	01/04/2024	33016488 2024	1	6,276.00	0.00	6,276.00	0.00
					0.00	14,334.00	
				Above paid on 20/09/2024 by Cheque FP6			
CHE03	Cherishend Catering Ltd						
567-Catering Civic Reception	13/09/2024	0008	1	700.00	0.00	700.00	0.00
					0.00	700.00	
				Above paid on 20/09/2024 by Cheque FP7			
CHRG5	Council HR and Governance Support						
576-Review additional payments	13/09/2024	HOUGHT/5	1	336.00	0.00	336.00	0.00
					0.00	336.00	
				Above paid on 20/09/2024 by Cheque FP15			
FAL001	Falconeye Security Ltd						
569-Security HRocks	09/09/2024	9	1	912.00	0.00	912.00	0.00
					0.00	912.00	
				Above paid on 20/09/2024 by Cheque FP9			
FAN01	Fantastic Fireworks Ltd						
570-Firework Display	06/09/2024	279304	1	9,000.00	0.00	9,000.00	0.00
					0.00	9,000.00	
				Above paid on 20/09/2024 by Cheque FP10			
HMR001	HMRC						
486-PAYE/NI August 2024	31/08/2024	PAYE/NI AUGUST 2024	1	11,989.09	0.00	11,989.09	0.00
					0.00	11,989.09	
				Above paid on 20/09/2024 by Cheque FP11			

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
JCURL01 John Curl							
568-Service KY64 BGK	17/09/2024	248154	1	383.77	0.00	383.77	0.00
					0.00	383.77	
Above paid on 20/09/2024 by Cheque FP8							
LD001 L&D Hospital Charitable Fund							
577-Donation lieu CharityLunc	17/09/2024	MAYOR	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 20/09/2024 by Cheque FP16							
ORI001 Origin Amenity Solutions							
571-cricket green supplies	17/09/2024	OASI0122552	1	1,397.73	0.00	1,397.73	0.00
					0.00	1,397.73	
Above paid on 20/09/2024 by Cheque FP12							
ROY02 Royal Industrial Doors (R.I.D Ltd)							
572-Bowls Gn door repairs	11/09/2024	35733	1	138.00	0.00	138.00	0.00
					0.00	138.00	
Above paid on 20/09/2024 by Cheque FP13							
SCR02 Trade UK Account							
573-boots for grounds team	12/09/2024	1537353365	1	202.96	0.00	202.96	0.00
564-Wood and materials	16/09/2024	1538392968	1	145.54	0.00	145.54	0.00
563-scrubs car park Bowls Gn	16/09/2024	1538392976	1	254.63	0.00	254.63	0.00
					0.00	603.13	
Above paid on 20/09/2024 by Cheque FP3							
ZUR01 Zurich Municipal							
574-add. insurance HRocks	05/09/2024	536911740	1	112.00	0.00	112.00	0.00
					0.00	112.00	
Above paid on 20/09/2024 by Cheque FP14							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DUN02	Biffa Waste Services Ltd						
531-Rental of Skip	23/08/2024	614C62765	1	60.82	0.00	60.82	0.00
532-Waste disposal	23/08/2024	614C62766	1	2,413.87	0.00	2,413.87	0.00
					0.00	2,474.69	
Above paid on 22/09/2024 by Cheque DDR							
POZ04	Positive Energy 135119						
581-Gas Moore Crescent	16/09/2024	13511920246488368	1	67.88	0.00	67.88	0.00
					0.00	67.88	
Above paid on 24/09/2024 by Cheque DDR							
YU001	Yu Energy						
579-Electricity O/Close	18/09/2024	01791880 A	1	-79.36	0.00	-79.36	0.00
580-Electricity O/Close	18/09/2024	01858727 A	1	-70.34	0.00	-70.34	0.00
578-Electricity O/Close	18/09/2024	01997611	1	248.71	0.00	248.71	0.00
					0.00	99.01	
Above paid on 25/09/2024 by Cheque DDR							
PAYROLL	Payroll Options						
537-Payroll processing Aug 24	31/08/2024	152688	1	192.05	0.00	192.05	0.00
					0.00	192.05	
Above paid on 30/09/2024 by Cheque DDR5							
PWLB01	PWLB						
597-Loan repay M/Crescent Pav	02/09/2024	LOAN REPAY SEPT 24	1	12,034.37	0.00	12,034.37	0.00
					0.00	12,034.37	
Above paid on 30/09/2024 by Cheque DDR							
Total Purchase Ledger Payments for Month 6					0.00	376,701.85	

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
POZ03 Pozitive Energy 135116							
618-Removal of gas meter	23/09/2024	13511620246510639	1	328.99	0.00	328.99	0.00
					0.00	328.99	
Above paid on 01/10/2024 by Cheque DDR1							
BRI02 BT Payment Services Ltd							
583-Fixed line rental Office	18/09/2024	M032 YN	1	234.00	0.00	234.00	0.00
					0.00	234.00	
Above paid on 02/10/2024 by Cheque DDR3							
EE01 EE Limited							
620-Mobile phone charge	24/09/2024	V02270598040	1	384.06	0.00	384.06	0.00
					0.00	384.06	
Above paid on 02/10/2024 by Cheque DDR2							
GRE05 Grenke Leasing Ltd							
619-Photocopier lease to Dec24	22/09/2024	0000404479/2024	1	153.36	0.00	153.36	0.00
					0.00	153.36	
Above paid on 03/10/2024 by Cheque DDR7							
TEC01 Techies Limited							
560-Managed Silver Contract	06/09/2024	INV-6104	1	2,302.67	0.00	191.89	2,110.78
					0.00	191.89	
Above paid on 03/10/2024 by Cheque S/O							
TEC01 Techies Limited							
375-IT Support	01/08/2023	INV-4264	1	175.98	0.00	175.98	0.00
775-M'soft Annual Sub	04/10/2023	INV-4591	1	623.37	0.00	223.70	399.67
					0.00	399.68	
Above paid on 03/10/2024 by Cheque S/O 2							
WAV04 Anglian Water							
Purchase Ledger Payment	03/10/2024	ON ACC 623	1	0.00	0.00	23.00	-23.00
					0.00	23.00	
Above paid on 03/10/2024 by Cheque DDR5							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WAV06 Anglian Water							
<i>Purchase Ledger Payment</i>	03/10/2024	ON ACC 624	1	0.00	0.00	126.00	-126.00
					0.00	126.00	
							Above paid on 03/10/2024 by Cheque DDR6
WAV07 Anglian Water							
<i>Purchase Ledger Payment</i>	03/10/2024	ON ACC 622	1	0.00	0.00	170.00	-170.00
					0.00	170.00	
							Above paid on 03/10/2024 by Cheque DDR4
BED02 Bedfordshire Pension Fund							
<i>598-Added Years August 2024</i>	20/09/2024	757069	1	62.60	0.00	62.60	0.00
					0.00	62.60	
							Above paid on 04/10/2024 by Cheque FP1
CAS02 Castle Water							
<i>599-Water Charges TownsendFarm</i>	23/09/2024	TE00694265	1	62.59	0.00	62.59	0.00
					0.00	62.59	
							Above paid on 04/10/2024 by Cheque FP2
CEN04 Central Bedfordshire Council							
<i>600-Rent Westbury Cl to 24/12</i>	29/09/2024	7100019955	1	3,875.00	0.00	3,875.00	0.00
					0.00	3,875.00	
							Above paid on 04/10/2024 by Cheque FP3
CLO02 Cloudy Group							
<i>625-App Hosting Package</i>	01/10/2024	INV-D-05082	1	110.19	0.00	110.19	0.00
					0.00	110.19	
							Above paid on 04/10/2024 by Cheque DDR1
COO01 Cllr Elaine Cooper							
<i>601-Refund Orbit Quiz Night</i>	20/09/2024	ORBIT QUIZ NIGHT	1	12.00	0.00	12.00	0.00
					0.00	12.00	
							Above paid on 04/10/2024 by Cheque FP4

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
FOU01 Four Acres Nursery Ltd							
603-Plants All Saints View	09/09/2024	1016	1	750.00	0.00	750.00	0.00
					0.00	750.00	
Above paid on 04/10/2024 by Cheque FP6							
GRA02 Graffiti Removal Ltd							
604-Spraycan remover	09/09/2024	SI-12586	1	479.52	0.00	479.52	0.00
					0.00	479.52	
Above paid on 04/10/2024 by Cheque FP7							
HER04 Cllr Michelle Herber							
605-Refund Orbit Quiz Night	20/09/2024	ORBIT QUIZ NIGHT	1	12.00	0.00	12.00	0.00
					0.00	12.00	
Above paid on 04/10/2024 by Cheque FP8							
HOU08 Houghton Regis Baptist Church							
606-Youth Work hire Sept 2024	12/09/2024	HIRE OF HALL	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 04/10/2024 by Cheque FP9							
IWN01 Independent Water Networks							
607-Water Chgs Bidwell	09/09/2024	26929653	1	143.00	0.00	143.00	0.00
					0.00	143.00	
Above paid on 04/10/2024 by Cheque FP10							
JEW01 Jewels Art Craft & Coffee							
608-Refreshments Carol Service	18/09/2024	MAYOR CAROL SERVICE	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 04/10/2024 by Cheque FP11							
JOA01 J Cross							
602-Photography HRocks	20/09/2024	B00778	1	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on 04/10/2024 by Cheque FP5							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LAN03 Latent Digital Solutions Ltd							
609-Photocopier chgs	30/09/2024	305942	1	67.14	0.00	67.14	0.00
					0.00	67.14	
Above paid on 04/10/2024 by Cheque FP12							
MCS01 MCS Contract Cleaning Limited							
610-Toilet cleaning B/Square	28/09/2024	32	1	2,220.00	0.00	2,220.00	0.00
					0.00	2,220.00	
Above paid on 04/10/2024 by Cheque FP13							
PBS01 PBSA Limited							
611- Lion Mascot costume	24/09/2024	7542	1	1,323.60	0.00	1,323.60	0.00
					0.00	1,323.60	
Above paid on 04/10/2024 by Cheque FP14							
SCO01 Scooter Coaching							
612-Scooter coaching sessions	22/09/2024	0002	1	3,600.00	0.00	3,600.00	0.00
					0.00	3,600.00	
Above paid on 04/10/2024 by Cheque FP15							
SCR02 Trade UK Account							
615-Boots	18/09/2024	6331640004787602	1	39.99	0.00	39.99	0.00
					0.00	39.99	
Above paid on 04/10/2024 by Cheque FP18							
SWE03 SWECO Building Control Ltd							
613-Pref. Services T/Farm Proj	19/09/2024	661420812	1	1,200.00	0.00	1,200.00	0.00
					0.00	1,200.00	
Above paid on 04/10/2024 by Cheque FP16							
TEC01 Techies Limited							
614-T4 SIP Line Jul-Sept 24	06/09/2024	INV-6197	1	144.00	0.00	144.00	0.00
					0.00	144.00	
Above paid on 04/10/2024 by Cheque FP17							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WAV08 Anglian Wave 217902601							
616-Sewerage chgs Mar19-Sep 24	17/09/2024	14062399	1	415.13	0.00	415.13	0.00
					0.00	415.13	
Above paid on 04/10/2024 by Cheque FP19							
YU001 Yu Energy							
626-Electricity charges Depot	01/10/2024	02006067	1	229.24	0.00	229.24	0.00
					0.00	229.24	
Above paid on 04/10/2024 by Cheque DDR2							
YOU01 Your NRG Ltd							
639-Fuel for vehicles	17/09/2024	1229147	1	2,568.00	0.00	2,568.00	0.00
					0.00	2,568.00	
Above paid on 08/10/2024 by Cheque DDR1							
YU001 Yu Energy							
627-Electricity chgs O/Close	01/10/2024	02006196	1	96.42	0.00	96.42	0.00
					0.00	96.42	
Above paid on 08/10/2024 by Cheque DDR3							
YU001 Yu Energy							
628-Electricity chgs M/Cresc	01/10/2024	02006287	1	181.04	0.00	181.04	0.00
					0.00	181.04	
Above paid on 08/10/2024 by Cheque DDR4							
YU001 Yu Energy							
629-Electricity chgs T/Farm	01/10/2024	02006375	1	448.54	0.00	448.54	0.00
					0.00	448.54	
Above paid on 08/10/2024 by Cheque DDR5							
YU001 Yu Energy							
631-Electricity chgs Office	01/10/2024	02006376	1	174.63	0.00	174.63	0.00
					0.00	174.63	
Above paid on 08/10/2024 by Cheque DDR6							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
633-Electricity chgs P/side Dr	01/10/2024	02006377	1	31.17	0.00	31.17	0.00
					0.00	31.17	
Above paid on 08/10/2024 by Cheque DDR7							
YU001 Yu Energy							
632-Electricity chgs Depot	01/10/2024	02006378	1	18.95	0.00	18.95	0.00
					0.00	18.95	
Above paid on 08/10/2024 by Cheque DDR8							
YU001 Yu Energy							
630-Electricity chgs VillageGn	01/10/2024	02006379	1	135.51	0.00	135.51	0.00
					0.00	135.51	
Above paid on 08/10/2024 by Cheque DDR9							
BRI02 BT Payment Services Ltd							
634-BT quarter chgs to Nov 24	26/09/2024	Q040 VS	1	778.97	0.00	778.97	0.00
					0.00	778.97	
Above paid on 10/10/2024 by Cheque DDR10							
YU001 Yu Energy							
640-Electricity chgs P/side Dr	03/10/2024	02027821	1	17.56	0.00	17.56	0.00
					0.00	17.56	
Above paid on 10/10/2024 by Cheque DDR2							
CAS02 Castle Water							
Purchase Ledger Payment	15/10/2024	ON ACC 676	1	0.00	0.00	70.87	-70.87
					0.00	70.87	
Above paid on 15/10/2024 by Cheque DDR1							
CAS09 Castle Water - 2597769							
641-Water chgs Cemetery Road	03/10/2024	10003670511	1	23.01	0.00	23.01	0.00
					0.00	23.01	
Above paid on 17/10/2024 by Cheque DDR3							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CAS10 Castle Water - 2597749							
642-Water chgs P/side Drive	03/10/2024	10003657652	1	21.55	0.00	21.55	0.00
					0.00	21.55	
Above paid on 17/10/2024 by Cheque DDR4							
POZ02 Pozitive Energy 135118							
645-Gas charges P/side Drive	10/10/2024	13511820246566827	1	24.74	0.00	24.74	0.00
					0.00	24.74	
Above paid on 17/10/2024 by Cheque DDR1							
POZ03 Pozitive Energy 135116							
643-Gas charges Depot	10/10/2024	13511620246566829	1	8.22	0.00	8.22	0.00
					0.00	8.22	
Above paid on 17/10/2024 by Cheque DDR2							
POZ04 Pozitive Energy 135119							
644-Gas charges Moore Cresc	10/10/2024	13511920246566826	1	82.83	0.00	82.83	0.00
					0.00	82.83	
Above paid on 17/10/2024 by Cheque DDR3							
POZ05 Pozitive Energy 135117							
646-Gas charges Office	10/10/2024	13511720246566828	1	37.92	0.00	37.92	0.00
					0.00	37.92	
Above paid on 17/10/2024 by Cheque DDR4							
AMB01 Amberol Ltd							
648-planters and baskets	27/09/2024	0000024474	1	28,928.64	0.00	28,928.64	0.00
					0.00	28,928.64	
Above paid on 18/10/2024 by Cheque FP2							
AMF01 AMF Services (Bedford) Ltd							
647-Jenson wood chipper	10/10/2024	32213	1	803.45	0.00	803.45	0.00
					0.00	803.45	
Above paid on 18/10/2024 by Cheque FP1							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BATPC							
BATPC							
649-E Costello finance trainin	01/10/2024	E COSTELLO TRAINING	1	35.00	0.00	35.00	0.00
					0.00	35.00	
Above paid on 18/10/2024 by Cheque FP3							
COO01							
Cllr Elaine Cooper							
651-Mayor exps burgers/raffle	07/10/2024	MAYOR EXPENSES	1	13.00	0.00	13.00	0.00
650-Reimbursement L&D Concert	14/10/2024	MAYOR EXPS	1	26.00	0.00	26.00	0.00
					0.00	39.00	
Above paid on 18/10/2024 by Cheque fp4							
CRO01							
Cromwell Group (Holdings) Ltd							
652-Black and red sacks	14/10/2024	0016384969	1	784.44	0.00	784.44	0.00
					0.00	784.44	
Above paid on 18/10/2024 by Cheque fp5							
EVA04							
Clare Evans							
654-Travel/meals Holland Conf	16/10/2024	HOLLAND EXPS	1	47.45	0.00	47.45	0.00
					0.00	47.45	
Above paid on 18/10/2024 by Cheque fp7							
FAR03							
Cllr Y Farrell							
673-mileage claim	07/10/2024	MILEAGE CLAIM	1	16.65	0.00	16.65	0.00
					0.00	16.65	
Above paid on 18/10/2024 by Cheque FP25							
FIV01							
5 Star Loos Ltd							
655-Toilets for Houghton Rocks	27/09/2024	24-0937	1	888.00	0.00	888.00	0.00
					0.00	888.00	
Above paid on 18/10/2024 by Cheque FP8							
GRO07							
Grove Theatre							
656-Balance Pantomime tickets	07/08/2024	ORDER 24-XJ-ZVTJ	1	535.80	0.00	535.80	0.00
					0.00	535.80	
Above paid on 18/10/2024 by Cheque FP9							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HAY02 Ian Haynes							
657-Land Registry Title Deeds	02/10/2024	LAN REGISTRY DEEDS	1	18.00	0.00	18.00	0.00
					0.00	18.00	
Above paid on 18/10/2024 by Cheque FP10							
HER04 Cllr Michelle Herber							
658-Reimbursement raffle tkts	07/10/2024	DEPUTY MAYOR EXPS	1	14.00	0.00	14.00	0.00
65-Deputy Mayor mileage claim	07/10/2024	MILEAGE CLAIM	1	18.90	0.00	18.90	0.00
					0.00	32.90	
Above paid on 18/10/2024 by Cheque FP11							
HMR001 HMRC							
585-PAYE/NI September 2024	30/09/2024	PAYE/NI SEPTEMBER 24	1	12,934.14	0.00	12,934.14	0.00
					0.00	12,934.14	
Above paid on 18/10/2024 by Cheque FP12							
HOU08 Houghton Regis Baptist Church							
660-hire of Hall - Oct 2024	30/09/2024	YOUTH WORK OCT 2024	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 18/10/2024 by Cheque FP13							
HRS01 HR Solutions							
661-HR Retainer - Oct 2024	01/10/2024	INV-041627	1	270.30	0.00	270.30	0.00
					0.00	270.30	
Above paid on 18/10/2024 by Cheque FP14							
IWN01 Independent Water Networks							
662-Water chgs - recharge	07/10/2024	27400104	1	157.85	0.00	157.85	0.00
					0.00	157.85	
Above paid on 18/10/2024 by Cheque FP15							
LOC01 Dunstable Lock & Safe Co							
653-3 keys and 1 lanyard	16/10/2024	35510	1	29.76	0.00	29.76	0.00
					0.00	29.76	
Above paid on 18/10/2024 by Cheque fp6							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PHS01 PHS Group							
664-Towels and Toilet rolls	09/10/2024	70917516	1	153.98	0.00	153.98	0.00
					0.00	153.98	
Above paid on 18/10/2024 by Cheque FP17							
PRE04 Prestige Design & Workwear Ltd							
665-T-Shirts and hoodies	08/10/2024	126205	1	432.00	0.00	432.00	0.00
					0.00	432.00	
Above paid on 18/10/2024 by Cheque FP18							
RIG01 Rigby Taylor							
663-K Pitch dressing	04/10/2024	OASI0125517	1	885.60	0.00	885.60	0.00
					0.00	885.60	
Above paid on 18/10/2024 by Cheque FP16							
SCR02 Trade UK Account							
672-Apache Boots 10	14/10/2024	1548827304	1	52.99	0.00	52.99	0.00
					0.00	52.99	
Above paid on 18/10/2024 by Cheque FP23							
SCU01 Scutum South East Ltd							
668-Maintenance Village Gn	30/09/2024	NSSE-SINC24-16367	1	210.00	0.00	210.00	0.00
669-Service contract Office	15/10/2024	NSSE-SINC24-17221	1	401.57	0.00	401.57	0.00
					0.00	611.57	
Above paid on 18/10/2024 by Cheque FP20							
TIT002 Titan Tree Services Ltd							
670-cut back 7 trees	09/10/2024	INV-0758	1	780.00	0.00	780.00	0.00
					0.00	780.00	
Above paid on 18/10/2024 by Cheque FP21							
TOT01 Right Fuelcard Company Ltd							
666-Fuel for vehicles	30/09/2024	5971892	1	151.09	0.00	151.09	0.00
					0.00	151.09	
Above paid on 18/10/2024 by Cheque FP19							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TOT02	Total Merchandise Ltd						
671-slap wrap wristbands	14/10/2024	0000392818	1	772.00	0.00	772.00	0.00
					0.00	772.00	
Above paid on 18/10/2024 by Cheque FP22							
WAV01	Wave Utilities						
433-Water chgs M/Cresc	24/07/2024	13836478	1	-80.71	0.00	-80.71	0.00
538-Water chgs Moore Cresc	24/08/2024	13961727	1	52.45	0.00	52.45	0.00
586-Water chgs M/Crescent	24/09/2024	14087084	1	52.45	0.00	52.45	0.00
					0.00	24.19	
Above paid on 18/10/2024 by Cheque FP24							
PWLB01	PWLB						
675-Loan Repay T/Farm Pav.	23/09/2024	LOAN REPAY OCT 2024	1	17,640.20	0.00	17,640.20	0.00
					0.00	17,640.20	
Above paid on 21/10/2024 by Cheque DDR1							
BRI01	British Gas						
685-Credit 814662447	03/10/2024	723673289	1	-959.64	0.00	-959.64	0.00
683-Credit 723507544	03/10/2024	723673290	1	-608.02	0.00	-608.02	0.00
686-Electricity 1-31 August	09/10/2024	808274234	1	730.24	0.00	730.24	0.00
687-Electricity 1-30 September	09/10/2024	808274235	1	1,126.31	0.00	1,126.31	0.00
684-Electricity chgs 1-30 Sept	03/10/2024	814662447	1	959.64	0.00	959.64	0.00
					0.00	1,248.53	
Above paid on 23/10/2024 by Cheque DDR							
DUN02	Biffa Waste Services Ltd						
637-Skip hire	27/09/2024	614C65639	1	76.02	0.00	76.02	0.00
636-Waste disposal	27/09/2024	614C65640	1	3,017.34	0.00	3,017.34	0.00
					0.00	3,093.36	
Above paid on 28/10/2024 by Cheque DDR!							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CAS02	Castle Water						
722-Refund A/c AB0003516482	30/10/2024	REFUND	1	-62.59	0.00	-62.59	0.00
					0.00	-62.59	
Above paid on 30/10/2024 by Cheque BACS							
AKM02	AKM South Ltd						
706-Pizzas Summer event30/7/24	04/08/2024	609	1	41.50	0.00	41.50	0.00
707-Pizzas Summer event01/8/24	04/08/2024	610	1	41.50	0.00	41.50	0.00
708-Pizzas Summer event 6/8/24	11/08/2024	611	1	38.00	0.00	38.00	0.00
709-Pizzas Summer event 8/8/24	11/08/2024	612	1	41.50	0.00	41.50	0.00
					0.00	162.50	
Above paid on 31/10/2024 by Cheque FP10							
AYL01	Aylesbury Town Council						
694-Donation Remembrance Event	22/10/2024	DONATION	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 31/10/2024 by Cheque FP1							
BED02	Bedfordshire Pension Fund						
695-Added Years September 2024	24/10/2024	757256	1	62.60	0.00	62.60	0.00
					0.00	62.60	
Above paid on 31/10/2024 by Cheque FP2							
COMMHEART	The Community Heartbeat Trust						
698-Adult defibrillator pads	28/10/2024	23693	1	84.60	0.00	84.60	0.00
					0.00	84.60	
Above paid on 31/10/2024 by Cheque FP4							
COO01	Cllr Elaine Cooper						
700-L&D Quiz and Keech reimbur	21/10/2024	REFUND EXPENSES	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 31/10/2024 by Cheque FP6							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
COO02 Ashleigh Cooper							
699-Car mileage Lewsey/Keech	23/10/2024	CAR MILEAGE	1	9.63	0.00	9.63	0.00
					0.00	9.63	
Above paid on 31/10/2024 by Cheque FP5							
DAC01 DAC Beachcroft LLP							
703-Prof, fees v S Mylrea	05/10/2024	03-10384585	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 31/10/2024 by Cheque FP8							
DES01 D E Signs							
705-Change of date road signs	28/10/2024	19698	1	96.00	0.00	96.00	0.00
704-Fireworks banners	28/10/2024	19699	1	156.00	0.00	156.00	0.00
					0.00	252.00	
Above paid on 31/10/2024 by Cheque FP9							
GBI01 Geo Browns Implements Ltd							
696-Lever clutch, gearbox	17/10/2024	106584	1	19.95	0.00	19.95	0.00
697-Brushcutter repairs	28/10/2024	107618	1	114.00	0.00	114.00	0.00
					0.00	133.95	
Above paid on 31/10/2024 by Cheque FP3							
HOU03 Houghton Regis Helpers Community Org A/C							
710-Delivery Town Crier	22/10/2024	DELIVERY TOWN CRIER	1	537.80	0.00	537.80	0.00
					0.00	537.80	
Above paid on 31/10/2024 by Cheque FP11							
JCURL01 John Curl							
701-LC69 HCL puncture repair	16/10/2024	248190	1	207.60	0.00	207.60	0.00
702-LC69 HCL service	25/10/2024	248204	1	488.33	0.00	488.33	0.00
					0.00	695.93	
Above paid on 31/10/2024 by Cheque FP7							

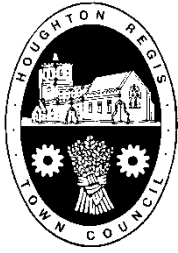
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MCS01 MCS Contract Cleaning Limited							
711-Toilet Cleaning Oct 24	29/10/2024	65	1	2,220.00	0.00	2,220.00	0.00
					0.00	2,220.00	
Above paid on 31/10/2024 by Cheque FP12							
PAYROLL Payroll Options							
638-Payroll processing Sept 24	30/09/2024	153131	1	192.05	0.00	192.05	0.00
					0.00	192.05	
Above paid on 31/10/2024 by Cheque DDR2							
PEA04 Peabody Housing Ltd							
712-Hall Hire Oct24-Mar25	18/10/2024	PCF115164	1	1,584.00	0.00	1,584.00	0.00
					0.00	1,584.00	
Above paid on 31/10/2024 by Cheque FP13							
PID01 Pi Digital Ltd							
713-Inspection App Licence	23/10/2024	10188	1	1,482.00	0.00	1,482.00	0.00
					0.00	1,482.00	
Above paid on 31/10/2024 by Cheque FP14							
PRE04 Prestige Design & Workwear Ltd							
714-6 x black trousers	24/10/2024	126443	1	172.80	0.00	172.80	0.00
					0.00	172.80	
Above paid on 31/10/2024 by Cheque FP15							
SAF05 Safesmart							
715-Smartlog Ann Licence Yr 3	23/10/2024	7576	1	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on 31/10/2024 by Cheque FP16							
SCR02 Trade UK Account							
716-Small tools	22/10/2024	1551671824	1	47.75	0.00	47.75	0.00
717-LED bulb 18w	22/10/2024	1551671832	1	21.98	0.00	21.98	0.00
					0.00	69.73	
Above paid on 31/10/2024 by Cheque FP17							

Continued over page

List of Purchase Ledger Payments for Month 7

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WAV01 Wave Utilities							
688-Water charges M Cresc	16/10/2024	14186316	1	37.03	0.00	37.03	0.00
689-Water charges MCrescent	24/10/2024	14216530	1	12.48	0.00	12.48	0.00
					0.00	49.51	
Above paid on 31/10/2024 by Cheque FP19							
ZUR01 Zurich Municipal							
718-Add ins for Fireworks	29/10/2024	538539959	1	355.37	0.00	355.37	0.00
					0.00	355.37	
Above paid on 31/10/2024 by Cheque FP18							
Total Purchase Ledger Payments for Month 7					0.00	102,515.68	



CORPORATE SERVICES COMMITTEE

Agenda Item 8

Date:	2nd December 2024
Title:	Investment Report
Purpose of the Report:	To provide to members a report on investments to date.
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. RECOMMENDATION

To consider an appropriate investment opportunity for monies received from the CCLA Property Fund

2. 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.

3. CURRENT INVESTMENT

Commencement of the short-term investment (Public Sector Deposit Fund) was during Financial Year 2014 - 2015.

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

Funds can be transferred into and out of the Deposit account without notice.

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.

At the Corporate Services meeting held on the 4th March 2024 members resolved (minute number 12731) to withdraw the Town Councils funds from the Town Councils CCLA Property fund account and to subsequently invest these funds in the CCLA Deposit account as it was a AAA rated investment. Members were informed via email that the funds from this account had been received on the 2nd October 2024 and had been placed in the CCLA Deposit account.

Members were informed that the Town Councils initial value in the Property Fund was £600,00 however, following redemption the value received was £580,209.13.

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

The declared yield rate as at:

31st October 2024 – 4.94%

31st July 2024 – 5.18%

30th April 2024 – 5.23%

30th November 2023 – 5.30%

31st 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 B.

5. INFORMATION

Members requested, following receipt of funds from the Town Councils CCLA Property Fund, that research be undertaken to ascertain what potential investment opportunities were available to the town council.

Members are reminded of the following when considering potential investment opportunities:

- How the town council has assessed the market that it is/will be competing in, the nature and level of competition, how it thinks that the market/customer needs will evolve over time, barriers to entry and exit and any ongoing investment requirements.
- Whether and, if so how, the town council uses external advisors be they treasury management advisors, property investment advisors or any other relevant persons.
- How the town council monitors and maintains the quality of advice provided by external advisors.

- To what extent, if at all, any risk assessment is based on credit ratings issued by credit ratings agencies.
- Where credit ratings are used, how frequently they are monitored and the procedures for taking action if credit ratings change.
- What other sources of information are used to assess and monitor risk.
- It is highlighted to members that none of the council staff team hold qualifications in treasury management, in addition there is also only very limited work-based experience of treasury management.

The following information has been sourced:

1) Unity Trust Bank <https://www.unity.co.uk/>

Savings Accounts. No investment opportunities.

12-month fixed	4.5% AE R
18-month fixed	4.55% AER
24-month fixed	4.6% AER
Instant Access	2.62& AER

The Town Council would need to hold a Unity Current Account to apply.

Savings accounts, including fixed term and instant access, are not designed for transactional banking. These accounts cannot be used to make payments through Online Banking, to make a payment or withdraw funds.

2) Nationwide <https://www.nationwide.co.uk/>

Investment is provided by a third party (Aegon Financial Planning). The following is taken from their investment webpage: Investing is a long-term strategy, and you should be comfortable with investing for at least 6 years. If you decide to invest, remember that the value of your investments can go down as well as up and you may get back less than you originally invested.

Business Savings accounts – Nationwide are not currently accepting new applications for their range of Business Savings accounts.

3) NatWest

NatWest have confirmed they do not offer Government Bonds and therefore cannot advise on these.

The Town Council already holds a Reserve Account and a Liquidity Manager Account. The Liquidity Manager Account has a balance, as of 31st October 2024, of £121,047.32.

There is an opportunity to open a Treasury Reserve account, information contained in the following link <https://www.natwest.com/business/savings/treasury-reserve.html>

4) Government Bonds

A government bond is a type of debt-based investment, where you loan money to a government in return for an agreed rate of interest and agreed period of time. Governments use them to raise funds that can be spent on new projects or infrastructure, and investors can use them to get a set return paid at regular intervals.

In the UK, government-issued bonds are known as gilts. While all investment incurs risk, government bonds from established and stable economies are regarded as being comparatively low-risk investments.

UK gilts are British government bonds issued by HM Treasury, listed on the London Stock Exchange (LSE). They're also known as 'gilt-edged securities' because of their reliability as an investment – the UK government has never defaulted on its coupon and principal payments, so UK gilts make for a secure investment.

Investing in UK gilts directly

Typically, when HM Treasury issues new gilts, banks and other large investors tend to buy up the majority of them. This means most individual investors must buy gilts on the open market. Gilts are listed on the LSE, so investors would purchase them in the same way they would stocks.

More information can be found here <https://www.dmo.gov.uk/responsibilities/gilt-market/>

5) Barclays

Barclays Treasury Deposits

Rates and minimum balance requirements available on request. At maturity for fixed deposits or on repayment for Call and Notice deposits, funds can be repaid to a Barclays current or deposit account.

6) Lloyds

Business Savings Accounts

https://www.lloydsbank.com/business/savings.html?WT.ac=lloyds-bb_and_sme-products_and_services-homepage-save_tile-page-view_savings_accounts

Members will note these rates may be subject to change after the 7th November 2024.

7) CCLA

CCLA is a sustainable organisation in terms of environmental sustainability and social sustainability (will not invest in organisations in oppressive regimes and governance). The council's current accounts with the CCLA include:

- Deposit account

This account allows for daily access and was launched in 2011. Houghton Regis Town Council has £1,569,500.00 invested, as of 31st October 2024.

This account has a AAA rating (due to the way the CCLA manages the fund).

The deposit account offers good security, high liquidity, is AAA rated and therefore considered very low risk.

8) Independent Financial Services provider

Members may recall that the town council met with an independent financial services provider last year. The provider holds a portfolio of clients including many principal authorities and town and parish councils. They provide investment advice on a regular basis making recommendations on investment opportunities. Their advice is tailored according to the risk appetite of the council. It is for the council to action their recommendations if desired.

Using the services of a financial advisor would meet the Internal Auditors recommendation of increasing the spread of investment. However the financial advice comes at a cost (Approx £12-15,000 per annum, not budgeted for in 2024/25 or the draft 2025/26 budget). It is felt unlikely that the council would increase its investment return sufficiently to cover this increase in cost and the cost would therefore be an additional burden on the budget. Using their services would require agreement from the council to use reserves. Of note, this provider may recommend part investing with the CCLA.

9) Flagstone

During the recent internal auditors visit, it was suggested the Town Council might like to consider investing in the following deposit platform. An account with them which gives access to 30 or so other investment opportunities.

<https://www.flagstoneim.com>

Members are advised that three town and parish councils, who currently use this platform, have been contacted. All three have provided positive feedback.

This type of account would need to be monitored and administered regularly but this could be managed in house.

6. 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.

7. 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.
- The Town Council has an investment risk appetite comparable to at least a AA-rating or higher (minute number 12731)
- Although there is a national Financial Services Compensation Scheme which provides compensation should a bank or investment company fail. An individual is covered up to an investment level of £85k. For councils, this compensation is only available if your income is under £500k per year. Therefore, Houghton Regis Town Council is not eligible to compensation under this scheme.

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.

8. CONCLUSION AND NEXT STEPS

There are a number of investment opportunities available to the town council. Whilst the Town Council is not necessarily looking to get a favourable return on their investment, they are committed to ensuring they invest is placed within a stable investment portfolio which is at least AA rated and supports investment in environmental and social sustainability

Apart from the CCLA Deposit Fund, no information has been gleaned from High Street banks as to what they invest monies into.

Members are requested to consider what further information they require.

9. APPENDICES

Appendix A – The Public Sector Deposit Fund Fact Sheet – 31st October 2024.
Appendix B - Chronological Report

The Public Sector Deposit Fund

Fund fact sheet – 31 October 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.

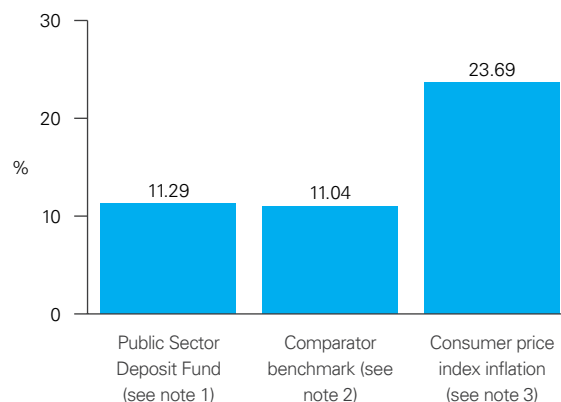
Top 10 counterparty exposures (%)

9.54%	HM Treasury
9.54%	Landesbank Baden-Wuerttemberg
9.54%	Yorkshire Building Society
4.40%	BNP Paribas
4.04%	Lloyds Bank Corporate Markets plc
4.04%	MUFG Bank
3.67%	Deutsche Zentral-Genossenschaftsbank (DZ Bank AG)
3.67%	Leeds Building Society
3.67%	Mizuho Bank
3.67%	SMBC Bank International plc

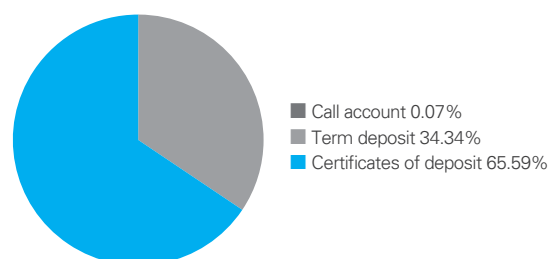
Share class 4 yield as at 31 October 2024

4.94%

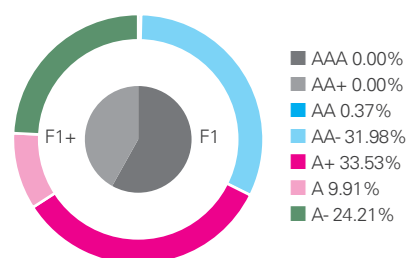
5 years performance



Asset type (%)



Credit rating (%) see note 4



Top 10 country exposures (%)

31.54%	UK
15.04%	Japan
13.21%	Germany
11.01%	France
10.13%	Canada
7.70%	Singapore
3.67%	Switzerland
2.94%	Finland
2.20%	Netherlands
1.10%	United States

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.

Income

Average yield over the month	4.94%
Yield at the month-end shown	4.94%

Total return performance by year

12 months to 31 October	2020	2021	2022	2023	2024
The Public Sector Deposit Fund	+0.42%	+0.03%	+0.84%	+4.31%	+5.32%
Comparator benchmark	+0.15%	+0.03%	+0.91%	+4.33%	+5.28%
Relative (difference)	+0.27%	+0.00%	-0.07%	-0.02%	+0.04%

Annualised total return performance

Performance to 31 October	1 year	3 years	5 years
The Public Sector Deposit Fund	+5.32%	+3.47%	+2.16%
Comparator benchmark	+5.28%	+3.49%	+2.12%
Relative (difference)	+0.04%	-0.02%	+0.04%

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

Market update

The Labour government's first budget for 14 years delivered a series of additional spending plans funded by a mix of increased taxes and extra lending. The impact of the budget is likely to raise the inflation rate by 0.5% in 2025 which has led to expectations of future cuts to be reduced. The MPC reduced the official base rate by 0.25% to 4.75% in the November meeting with three further cuts likely across 2025.

Away from the budget, inflation figures were encouraging for the Bank of England with CPI below the target at 1.7% and services inflation falling substantially to 4.9% although this later figure is still concerning for rate setters when coupled with an expected increase in headline CPI as last year's energy price reduction phases out of the calculation. The ongoing concerns stemming from elevated services inflation combined with a mildly inflationary Budget are likely to cause the MPC to emphasise caution ahead leading to a slower reduction in the Base Rate than previously forecast.

Key facts

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,362m
Fitch money-market fund rating	AAAmf
Weighted average maturity	49.13
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	0.10% (currently reduced to 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).

Please Contact

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Risk warning and disclosures

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Short Term Investment - The Public Sector Deposit Fund

<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	
31/08/24	869,500	Withdrawal	400,000	469,500	
30/09/24	469,500	Deposit Withdrawal	700,000 100,000	1,069,500	Transfer of funds from NatWest
31/10/24	1,069,500	Deposit Withdrawal	600,000 100,000	1,569,500	Transfer of funds from NatWest

Existing Contracts

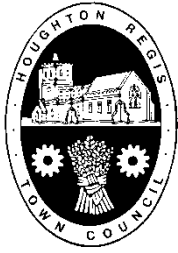
<i>Service</i>	<i>Minute No.</i>	<i>Details</i>	<i>Cost/ annum</i>	<i>Start date</i>
IT		Support Charge - 12month rolling contract 90 day notice period	£ 1918.89	9 th October
		Microsoft 365 Business Basic (Councillors) - Annual Subscription	£942	30 th January 2024
		Microsoft 365 Business Standard (office staff) - Annual Subscription	£1,854	
		Trellix (Anti- Virus software) Standard Annual licence – previously known as McAfee (18 licences)	£426	25 th October 2023
		Cove Cloud Server Backup Previously known as SolarWinds	£660	17 th November 2023
		Trellix Standard Annual licence– previously known as McAfee (5 licences)	£118	12 th December 2023
		Trellix Standard Annual licence– previously known as McAfee (5 licences)	£118	May 2024
		Telephone software (3CX)	£265 Licence	Expires 27 th January 2025
			£249 Support	Expires 27 th January 2025
Website hosting		Annual fee	£346	

Domain Name registration renewal	12629 CS 12752 TC)	2 year renewal	£67.50	December 2025
DCK Accounting		Annual arrangement for year-end close down and year end accounts preparation	£1,300 (approx.)	
Operation Hana	12720 Community Services	Annual arrangement	£40,000	1 st April 2024 – 31 st March 2025
Internal Audit	12863 (CS) 12887 (TC)	3-year arrangement	£840	2024-2027
Human resources advisor	9942	Annual arrangement	£2,703	
External audit	12191	5 years from 1 st April 2022 and ending on 31 st March 2027	£2100	Appointed via Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015.
Town centre toilets	12119 (Com Serv) 12186 (TC)	3 years from 1st September 2022 to 31st August 2025	£22,000.00 plus consumables per annum	Town centre toilets
Insurance	12760	Long term agreement	£15,528.45 plus additional premiums relating to any changes in circumstance.	1st June 2024 to 31st May 2027
Payroll	11454	30-day notice period	£2,000	1 st April 2021
Photocopier lease	12735	Long term agreement	£511	2024 to 2029
Mobile Phones		15 x mobile phone lines £15/mth Sim only	£2700	Rolling
BT				

Peel Street • Phone lines • Broadband			£234/mth £200/mth	
Village Green • Broadband			£200	
Franking Machine		Long term agreement	£300	1 st June 2023- 31 st August 2029
Accounting Software annual support and Maintenance Licence for 5 Users		Annual arrangement	£1221	01/04/2024 to 31/03/2027
Cemetery Software annual support and Maintenance Licence for 5 Users		Annual arrangement	£415	01/04/2024 to 31/03/2027
Allotment Software annual support and Maintenance Licence for 5 Users		Annual arrangement	£249	01/04/2024 to 31/03/2027
Making Tax Digital for VAT submission		Annual arrangement	£110	01/04/2024 to 31/03/2027
Rialtas Cloud users costs		Initial 3 year contract. Then rolling annually. Cancellation terms 6 months' notice.	£1,650	1/4/24 to 31/3/27
Christmas Lights	12716	Annual fee	£13,000	2024/2025
Employee Assistance Programme	11774 (CS) 11879 (TC)	Long term agreement	£500	1 st March 2022 to 28 th February 2027
Energy supply Bidwell Sports Pavilion		2-year electricity supply agreement	£400	15 th November 2023

CCTV monitoring		Annual fee	£2,700	1 st April (review date 12 th February)
CCTV Re-deployable cameras		Annual fee	£9,660	
Smartlog		Annual fee	£500	8/12/2022 to 8/12/2025
		60 days' notice	£550	8/12/2025 to 8/12/2028
Ranger App (Cloudy IT) Maintenance Charge		Maintenance Charge	£1,322	
M365 Power App licence (Techies)		Annual charge	£49.20	August

This report is provided for information.



CORPORATE SERVICES COMMITTEE

Agenda Item 13

Date:	2nd December 2024
Title:	Retirement Policy
Purpose of the Report:	To provide members with information in regard to the adoption of the Town Councils Retirement Policy
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. RECOMMENDATION

To recommend to Town Council, the adoption of Houghton Regis Town Councils Retirement Policy.

2. BACKGROUND

Houghton Regis Town Council currently has a Retirement Policy & Flexible Retirement Policy.

In order for an employee to flexibly retire the current policy states:

14.1 In order to be eligible for consideration under the flexible retirement policy employee MUST:

- (a) Be aged 55 or over
- (b) Reduce their salary by at least 40% through a reduction in hours and/or grade. In exceptional circumstances a lesser reduction may be considered, though there must be a robust business case to justify this.
- (c) Be working in their substantive post e.g. not in a seconded post
- (d) Subject to any other specific requirement detailed within the Bedfordshire LGPS.

3. INFORMATION

Members are reminded that before any HR policies are presented to this committee, policies are checked by the town councils HR provider. Following a recent review of the Town Councils Retirement Policy & Flexible Retirement Policy the Town Councils HR provider has recommended this policy be updated.

The main reason behind this is there is no need to include a section on ‘Flexible Retirement Policy’ (section 9). Instead employees can simply be directed to the Town Councils Flexible Working Policy.

By signposting an employee, who is considering Flexible Retirement, to the Town Councils Flexible Working Policy supports an employee in achieving a better work/life balance whilst ensuring that the Town Council business needs are met. It removes the requirement for an employee to reduce their salary by at least 40% through a reduction in hours and/or grade. By removing this requirement an employee making a flexible working request will be treated fairly and consistently regardless of their personal circumstance.

Members are advised, should they be minded to approve the Retirement Policy, that the criteria contained within the Town Councils Local Government Pension Scheme (LGPS) Employer Policy Statement where there must be at least a 40% reduction in gross pay or contractual hours worked, would need removing. This matter is covered by agenda item 14.

4. HRTC CORPORATE PLAN

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

- 4.1 Develop a 5-year financial & staffing plan.
- 4.5 Enhance the role of the council.

5. IMPLICATIONS

Corporate Implications

- Should members be minded to adopt this policy, then the Town Councils discretion policy under Regulations R30(6) & TP11 (2) of the Local Government Pension Scheme 2014 Employer Policy Statement, would require amending.
- This policy will be provided to all staff.

Legal Implications

- This policy complies with government legislation and best practice.

Financial Implications

- There are no financial implications arising from the recommendation.

Risk Implications

- Duty to not discriminate.

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 aims to encourage open discussions with employees about their retirement plans, and to ensure that retirement is managed fairly and consistently within the Town Councils business.

7. APPENDICES

Appendix A – Houghton Regis Town Councils Retirement & Flexible Retirement Policy (current)

Appendix B – Houghton Regis Town Councils Retirement Policy (new)



HOUGHTON REGIS TOWN COUNCIL

Retirement Policy & Flexible Retirement Policy

Date of approval:	26 th March 2012
Dates of review:	1 st March 2013: 20 th March 2017
Dates of re-approval :	18 th July 2017

Contents

1.	Retirement policy statement	2
2.	Policy principals	2
3.	Legal background	2
4.	Giving notice of retirement	3
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1. Policy Statement

- 1.1 The Town Council's policy is that employees may continue working until they give notice that they wish to retire. From 1st October 2011, the Town Council has not had a contractual retirement age.

2. Policy Principals

- 2.1 The Town Council values the contribution of all employees and seeks to maximize their potential, whilst allowing them flexibility and choice about when to end their career. This policy sets out the Town Council's approach to the retirement of employees.

3. Legal Background

- 3.1 The Equality Act 2010 makes discrimination in employment and training because of a person's age unlawful. This includes recruitment, terms and conditions, promotions, transfers and dismissals.
- 3.2 The Employment Equality (Repeal of Retirement Age) Regulations 2011 abolished the Default Retirement Age of 65 from 1st October 2011.

4. Giving notice of Retirement

- 4.1 Employees who wish to retire from their employment are required to resign and give notice of their intended date of retirement to their manager in writing. The length of notice must be not less than their contractual notice period.
- 4.2 Employees are encouraged to give an early indication of their planned retirement date as this will assist the Town Council in ensuring appropriate succession plans are in place prior to the employee's retirement.

5. Conditions of Service

- 5.1 All employees will continue to be employed on the terms and conditions of service applicable to the role they hold, therefore all the normal employment policies of the Town Council will apply.
- 5.2 The effect of this policy is that for employees who have a contractual retirement age stated in their terms and conditions of service, this condition is now removed.

6. Impact on Pensions

- 6.1 Employees who are members of the Local Government Pension Scheme (LGPS) may consider a flexible retirement pattern of work as an alternative to full retirement, and details of this can be found in the Flexible Retirement Policy.
- 6.2 Employees who are not members of the LGPS may request flexible working hours through the Town Council's Flexible Working Policy.

7. Policy Monitoring

7.1 This policy will be monitored and reviewed by The Clerk of Houghton Regis Town Council.

8. Retirement Process

8.1 Once an employee has decided that they wish to retire, they should inform the Clerk in writing of their intended retirement resignation date, in accordance with their contractual notice period.

8.2 The Town Council will write to the employee acknowledging receipt of the employee's notice of retirement resignation letter.

8.3 The Clerk will meet with the employee to discuss arrangements for leaving the Town Council, including the intended leaving date, succession and handover plans, pension details and flexible retirement, if applicable.

8.4 Once a leaving date has been agreed, the Town Council will write to the employee confirming their last date of employment, and the normal arrangements for leaving the Authority will apply.

8.5 The Clerk should complete Employee leaver Form and forward it to Central Bedfordshire wages and pension Department.

9. FLEXIBLE RETIREMENT POLICY

10. Introduction

10.1 The Town Council is committed to providing opportunities which enable our staff to make the best possible contribution to meeting our organizational goals. We recognise that, in order to remain an employer of choice, we need to provide employees with options and flexibility and to value their contribution.

10.2 In line with the Town Councils other policies regarding flexible working, the Flexible Retirement Policy aims to provide employees with options that enable them to achieve a better work-life balance.

10.3 This Policy is focused on employees who are considering their working options as they approach retirement. The alternative ways of working outlined can be of benefit to employees, who may wish to gradually move into retirement, and the Council, which retains valuable skills and knowledge which can be effectively transferred prior to an employee's retirement.

10.4 Flexible retirement will benefit the Town Council by;

- (a) Retaining experienced staff by providing a mechanism whereby they can continue employment thus aiding retention.
- (b) Enabling succession planning to fill the vacated hours.
- (c) Supporting our aim to be an employer of choice.
- (d) Supporting our flexible working policies and arrangements

- (e) Saving on recruitment costs.

10.5 The Council will, however, take the full cost and service implications into account when considering any application for Flexible Retirement.

11. Aim

11.1 The aim of this Policy is to set out a fair and consistent process for dealing with Flexible Retirement. Such a process will ensure that all requests for Flexible Retirement are considered with full account being taken of the benefits to the employee and the Town Council along with the costs involved. Flexible Retirement requests will only be agreed where there is a clear benefit for the Council.

12. Scope

12.1 This Policy applies to all employees of the Council. For the purpose of this policy, employees are as defined in section 230 of the Employment Rights Act 1996 or any substituting or amending legislation.

13. Definition

13.1 Flexible Retirement is the opportunity for eligible employees to continue in their employment with the Council, earning a reduced salary as a result of a reduction in working hours and/or grade while also receiving any pension benefits which have been accrued at that point.

14. Eligibility

14.1 In order to be eligible for consideration under the flexible retirement policy employee MUST:

- (a) Be aged 55 or over
- (b) Reduce their salary by at least 40% through a reduction in hours and/or grade. In exceptional circumstances a lesser reduction may be considered, though there must be a robust business case to justify this.
- (c) Be working in their substantive post e.g. not in a seconded post
- (d) Subject to any other specific requirement detailed within the Bedfordshire LGPS.

14.2 An employee who has previously been granted flexible retirement can apply for a further reduction in hours and / or grade subsequently.

15. Contractual Status

15.1 Where an application for Flexible Retirement is approved, a revised contractual letter will be issued setting out the new terms and conditions of employment. Unless otherwise stated, the change will be permanent and the employee will not have the right to revert to their previous working arrangement.

16. Application procedures

- 16.1 An employee who is considering the option of flexible retirement should have an early discussion with the Clerk. This will enable both parties to consider the most appropriate way forward.
- 16.2 Where flexible retirement appears to be appropriate, the Clerk will arrange for Bedfordshire Pension Fund to obtain an estimate of the employee's pension benefits. On receipt, the employee will be provided with a copy of their estimate and will decide whether or not to proceed with an application for flexible retirement.
- 16.3 Employees who decide to pursue an application must complete the Flexible Retirement Request form.
- 16.4 Employees should be aware that, if their application were agreed, it is possible that the residual hours of their post will not be filled. This may have an impact on their future role.
- 16.5 The form should be submitted to the line manager who must prepare a business case regarding the request. The business case should take into account the following:
 - (a) implications for the team / service
 - (b) needs of the service
 - (c) whether the request will enable the retention of valuable experience / knowledge
 - (d) whether the request will enable a successor to be identified and developed
 - (e) consideration of the impact of the request, taking into account pension benefits and reduction in earnings
 - (f) All cost implications.
- 16.6 The business case must also specify which of the following four options will be used to address a reduction in hours:
 - (a) delete the residual hours to achieve a saving;
 - (b) cover the hours, with a lower graded post, as part of a succession plan;
 - (c) make an appointment to the remaining hours
 - (d) cover the residual hours by overtime.
- 16.7 The Clerk will take this request forward to the Personnel Sub-Committee who will consider the flexible retirement request. They will take into account the employee's application and the business case.
- 16.8 If the employee has indicated, on the Flexible Retirement Request form, that they wish to be present at the meeting with the Personnel Sub- Committee, arrangements will be made to accommodate this.
- 16.9 Where the Personnel Sub -Committee support the application, the case must then be reviewed by the Full Town Council.
- 16.10 If the Personnel Sub- Committee do not support the application, the employee will be notified of the reasons for this in writing.

17. Appeal Procedure

- 17.1 The employee has the right of appeal against the decision not to support the application at this stage. The appeal should be made, in writing, to the Town Clerk within 5 days of receiving notification of the decision. The employee must set out the grounds of appeal in this letter.
- 17.2 Where the pension estimate indicates that the flexible retirement request would involve the Council in any further costs, the case must be reviewed by the Town Clerk or their nominee to ensure that all financial considerations have been assessed. Where the Town Clerk is satisfied that there are no further financial considerations, the application will be agreed and the employee will be notified of the outcome in writing. The employee will then be issued with a contractual letter.
- 17.3 If the Clerk has any concerns regarding the direct or indirect financial implications of the flexible retirement application, the case will be referred to the, Disciplinary, Grievance & Appeals Sub-Committee for a decision.
- 17.4 Where the pension estimate indicates that the flexible retirement request would have further cost implications for the Council, the case must be determined by the Disciplinary, Grievance & Appeals Sub-Committee. The employee will be notified of the outcome in writing. Where the application is approved, the employee will be issued with a contractual letter.
- 17.5 Where the Disciplinary, Grievance & Appeals Sub-Committee does not approve the application, the decision is final and there is no further right of appeal. The application has already been considered on two separate occasions at senior levels in the organisation and there is no requirement for a further review of the case.
- 17.6 Employees are able to reapply for flexible retirement after a period of 12 months from the date that their application was declined.

18. Policy Review

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



HOUGHTON REGIS TOWN COUNCIL

Retirement Policy

1. Document Control

1.1 Change record

AUTHOR	DATE	VERSION	CHANGE REFERENCE / DESCRIPTION
Debbie Marsh	30/09/2024	1	New policy to replace outdated Flexible Retirement policy

2.1 Approvers

AUTHOR	DATE	POSITION
Corporate Services Committee	02/12/24	

3.1 Reviewers

AUTHOR	DATE	POSITION
Town Clerk		

4.1 Distribution

Location	DATE
Via email, hard copies to those not on email and saved on the Town Councils shared drive. Copy also provided at staff annual appraisals.	TBC

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Retirement Policy

1 Purpose

- 1.1 Retirement is a time of major change for employees, and we recognise that the timely provision of appropriate advice and information, combined with proper planning, can assist employees to embrace this change.
- 1.2 This policy aims to encourage open discussion with our employees about their retirement plans, and to ensure that retirement is managed fairly and consistently within our business.
- 1.3 This policy is not contractual but outlines the way in which we aim to manage the retirement process.

2 Scope

- 2.1 This policy covers all employees, other than those on fixed-term or temporary contracts, or casual workers.

3 Retirement age

- 3.1 We have no fixed retirement age, and all employees may continue working beyond State Pension Age, subject to their continued ability to do so effectively.
- 3.2 Employees may choose to retire at any time, and we encourage them to discuss any thoughts or queries they may have about retirement with us at any stage so that we can all plan for this more effectively.
- 3.3 A retirement is effectively a resignation, and employees intending to retire are therefore required to give notice in accordance with their contract of employment.

4 Retirement procedure

- 4.1 Employees who are considering retiring are encouraged to openly discuss their plans for retirement (their performance review meeting may be an ideal opportunity for this); their retirement benefits; and any wish to amend or reduce their working hours or to undertake different job duties prior to retirement. Once an employee indicates to us that they are considering retirement, further details will be provided, including contact details to obtain a detailed breakdown of any pension payments and arrangements for claiming this.
- 4.2 In the case of retirement through ill-health, employees should be aware that such cases of retirement would be subject to the discretionary policies contained in the Town Councils Local Government Pension Scheme 2014 (LGPS) Employee Policy Statement.

5 Enhanced benefits

- 5.1 To assist with future planning, we may decide to provide enhanced benefits (such as additional annual leave in the final year of employment) to senior managers and staff with key skills in return for a longer period of notice of retirement (e.g. a year). This arrangement will be mutually agreed and will benefit both parties, as the extra notice will assist with succession planning.

Retirement Policy

6 Reduced hours prior to retirement

- 6.1 Should any employee wish to prepare for retirement by gradually reducing their working hours, we will consider this, subject to the needs of the business and in line with our Flexible Working Policy.
- 6.2 Careful consideration should be given to any request to reduce working hours, as this will result in a pro-rata reduction in pay and may therefore impact on the employee's pension. The implications will be fully discussed with the employee prior to any decision being made.
- 6.3 Where reduced hours are requested, the employee should also consider the impact on the business and how this could be accommodated.
- 6.4 Reduced hours may be agreed at any time prior to retirement. A review will be held towards the end of this period to establish whether the employee still wishes to retire at the expected date.

7 Handover

- 7.1 Where it has been possible to identify a successor prior to the retirement, a suitable handover will be organised to retain the experience and knowledge gained by the postholder during their service with us.

8 Related policies and documents

- Equal opportunity policy
- Diversity policy
- Flexible working policy
- Flexible working request form

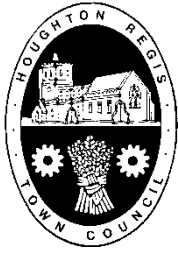
The above list is not exhaustive.

9 Further information

Any queries or comments about this policy should be addressed to Head of Corporate Services.

10 Policy owner

This policy is owned and maintained by the Corporate Services Committee and is reviewed every 4 years or sooner if required.



CORPORATE SERVICES COMMITTEE

Agenda Item 14

Date:	2nd December 2024
Title:	Local Government Pension Scheme Employer Discretion Statement
Purpose of the Report:	To provide members with information in regard to the adoption of the Town Councils Local Government Pension Scheme Employer Discretion Statement.
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. RECOMMENDATION

To recommend to Town Council, the adoption of Houghton Regis Town Councils Local Government Pension Scheme (LGPS) Discretion Statement

2. BACKGROUND

The LGPS regulations allow employers some flexibility to apply certain rules in a way that they choose. These are known as ‘employer discretions’. It is mandatory for LGPS employers to have a written policy on some of these discretions and the policy should be kept under regular review.

Following information received from Bedfordshire Pension Fund members are advised that the Town Councils Discretionary Statement may need reviewing to ensure it reflects the current regulations.

3. INFORMATION

Members will find attached an up-to-date policy template with the wording from the existing policy document mapped across to it. Comments have been added about any new discretions, and also where the Town Council may need to review the wording of an existing policy.

It is being highlighted to members that while the Town Council can say they will not exercise a particular discretion it should be pointed out that if a member of the pension scheme were to challenge this, then it could be argued that HRTC is ‘fettering’ its discretion. The Town Council could say ‘no’ to exercising a particular discretion, but it is important to highlight the issue of potential challenges.

Therefore the use of an “only in exceptional circumstances” type policy could get round this issue because it allows HRTC to consider exercising the discretion if they want to. For example potential wording for this type of policy could be as follows:

Houghton Regis Town Council will not agree to [insert discretion here, e.g. ‘switch on’ the 85 year rule/waive actuarial reductions etc] except in circumstances where Houghton Regis Town Council considers it is in its financial or operational interests to do so or there are compelling compassionate reasons for doing so. Each such case:

- *will be considered on the merits of the financial and / or operational business case put forward, or*
- *will be considered on the merits of the compassionate case put forward, and*
- *will require the approval of [enter details of who will be responsible for making the decision].*

If called upon to make a decision about whether or not to exercise a discretion, the Town Council would need to document carefully how any decisions are made so as to make sure that each case is assessed fairly and that the reasons for making a particular decision are clear.

Members will find new information highlighted in yellow and proposed policy wording highlighted in blue. Members will also note that the amendments, highlighted in green, reflect the adoption of the Town Councils Retirement Policy where the requirement for an employee to reduce their salary by at least a 40% through a reduction in and/or grade has been removed.

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 will be provided to all staff.

Legal Implications

- This Policy complies with the Local Government Pension Scheme Regulations

Financial Implications

- There are no financial implications arising from the recommendation

Risk Implication

- Reputational

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 ensure that discretionary powers are exercised reasonably. Where a cost is incurred, the policy will only be used when there is a future benefit to the employer for incurring the extra costs that may arise or be associated with the discretion. Houghton Regis Town Council will ensure that, where exercised, any discretions that incur additional costs will be applied and recorded as appropriate.

7. APPENDICES

Appendix A – Houghton Regis Town Councils LGPS Discretionary Statement

Local Government Pension Scheme (LGPS) Employer Policy Statement

The current LGPS regulations, which came into effect from 1 April 2014, require each scheme employer within the LGPS to formulate, publish and keep under review a statement which sets out their policy on certain discretions which they have the power to exercise under the LGPS regulations.

This is the formal employer policy statement of:

Houghton Regis Town Council

Date of publication of this policy:

2nd December 2024

Effective date of this policy:

TBC

This statement will be published on the *Houghton Regis Town Council* website and will also be available from other sources such as the intranet site, staff groups, trade unions and Human Resources personnel.

This policy applies to prospective members, current contributory members, deferred pensioner members and pensioner members of the LGPS, and their dependants.

LGPS Regulations

Where quoted, regulations refer to The Local Government Pension Scheme Regulations 2013 or The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014.

For certain employers, reference may also be made to the following regulations:

- The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000
- The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended)
- The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011

This policy statement will be reviewed and may change from time to time. It does not give any form of contractual rights for LGPS/staff members. LGPS/staff members should ask the employer named above for the latest version of this document before making any decisions in respect of retirement provisions. Only the version of this policy statement which is 'current' at the time an event occurs will be applicable for the purposes of determining LGPS benefit entitlement.

This statement should be read alongside information about the benefits provided by the LGPS, available on the Bedfordshire Pension Fund website.

In formulating and reviewing this policy, the employer named above must have regard to the extent to which the exercise of its discretionary powers could lead to a serious loss of confidence in the public service.

Houghton Regis Town Council will ensure that the discretionary powers are exercised reasonably. Where a cost is incurred, the policy will only be used when there is a future benefit to the employer for incurring the extra costs that may arise or be associated with the discretion. Houghton Regis Town Council will ensure that, where exercised, any discretions that incur additional costs will be applied and recorded as appropriate.

Local Government Pension Scheme 2014 (LGPS)

Employer Policy Statement

Further notes are available at the end of this policy document

Section 1:

List of discretionary policies applicable from 1 April 2014 in relation to post 31 March 2014 active members (excluding councillor members) and post 31 March 2014 leavers (excluding councillor members)

Relevant regulations:

The Local Government Pension Scheme Regulations 2013 [SI 2013/2356] [prefix R]

The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 [SI 2014/525] [prefix TP]

The Local Government Pension Scheme (Administration) Regulations 2008 [SI 2008/239] [prefix A]

The Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 (as amended) [SI 2007/1166] [prefix B]

The Local Government Pension Scheme (Transitional Provisions) Regulations 2008 [SI 2008/238] [prefix T]

The Local Government Pension Scheme Regulations 1997 (as amended) [SI 1997/1612] [prefix L]

Discretion	Regulation	Employer policy
<p>Written policy is recommended.</p> <p>Determine rate of employees' contributions</p>	<p>R9(1) & (3)</p>	<p>The policy of Houghton Regis Town Council is:</p> <p>The authority, having taken due regard to the administrative functions required to ensure an effective and legitimate payroll function is present that fulfils all legal requirements, has determined that any variations to the rate of contribution will be applied from 1st of April each year following any re-assessment of bandings.</p> <p>Any further assessment will only be carried out, during the year when the variance in the total annual remuneration is more than 25% of the existing total</p>

Appendix 'A'

Discretion	Regulation	Employer policy
		annual remuneration and would be subject to the agreement of the Town Clerk in conjunction with the Leader of the Council.
<p>Written policy is compulsory. Whether, how much, and in what circumstances to contribute to a shared cost APC scheme (see Note 1)</p>	R16(2)(e) & R16 (4)(d)	<p>The policy of Houghton Regis Town Council is:</p> <p>A request for the authority to fund an APC received from a current contributing member of the LGPS employee will be granted only with the consent of the Personnel Committee and only if there is a clear demonstrable financial or operational advantage for the authority in doing so.</p>
<p>Written policy is recommended. Whether to extend 30-day deadline for member to elect for a shared cost APC upon return from a period of absence from work with permission with no pensionable pay (otherwise than because of illness or injury, relevant child-related leave or reserve forces service leave)</p>	R16(16)	<p>New discretion - a policy on this is recommended but not compulsory.</p> <p>If a member of the scheme has a period of unpaid leave (this includes unpaid child-related leave, e.g. additional unpaid maternity leave), when they return to work, they have the option to buy back lost pension. If they decide to buy back the lost pension and make the election to do so within 30 days of their return to work, then the employer pays 2/3rds of the cost. If the member makes their election outside of the 30 day period, then the member has to pay the full cost themselves. This discretion is about whether there are any circumstances in which the Town Council would extend that initial 30 day deadline.</p> <p>Suggested policy: Houghton Regis Town Council will not agree to extend the 30-day deadline except in circumstances where Houghton Regis Town Council considers it is in its financial or operational interests to do so or there are</p>

Appendix 'A'

Discretion	Regulation	Employer policy
		<p>compelling compassionate reasons for doing so. Each such case:</p> <ul style="list-style-type: none"> • will be considered on the merits of the financial and / or operational business case put forward, or • will be considered on the merits of the compassionate case put forward, and • will require the approval of the Town Clerk.
<p>Written policy is recommended Whether, how much, and in what circumstances to contribute to shared cost AVC arrangements</p>	<p>R17(1) & definition of SCAVC in RSch 1</p>	<p>The policy of Houghton Regis Town Council is: That it will not set up any Shared Cost Additional Voluntary Contribution (SCAVC) Arrangements as it does not believe this to be a prudent use of funds.</p>
<p>Written policy is recommended In determining Assumed Pensionable Pay (APP), whether a lump sum payment made in the previous 12 months is a “regular lump sum”.</p>	<p>R21(5)</p>	<p>The policy of Houghton Regis Town Council is: That it will take all reasonable and necessary steps to ensure that in individual cases, it will establish a fair, equitable and justifiable way to identify what the member’s likely pay would have been, had the absence not occurred, and in cases where this pay is to be used for future benefits, whether that level of pay would have been received every year to normal retirement age.</p>
<p>Written policy is recommended Where in the Employer’s opinion, the pensionable pay received in relation to an employment (adjusted to reflect any lump sum payments) in the 3 months (or 12 weeks if not paid monthly) preceding the commencement of Assumed Pensionable Pay (APP), is materially lower than the level of pensionable pay the member would have normally received, decide whether to substitute a higher level of pensionable pay having had regard to the level of pensionable pay received by the member in the previous 12 months.</p>	<p>R21(5A) & R21(5B)</p>	<p>New discretion - a policy on this is recommended but not compulsory</p> <p>APP is used during certain types of absence and is a notional pay figure used to calculate pension benefits instead of the pay the member actually receives. APP is worked out in line with a particular formula - in case this ever results in an anomalous figure which is lower than expected, the employer can use their discretion and apply a different figure instead.</p> <p>Suggested policy:</p>

Appendix 'A'

Discretion	Regulation	Employer policy
		<p>Houghton Regis Town Council will not agree to substitute a higher level of pensionable pay except in circumstances where Houghton Regis Town Council considers it is in its financial or operational interests to do so or there are compelling compassionate reasons for doing so. Each such case:</p> <ul style="list-style-type: none"> • will be considered on the merits of the financial and / or operational business case put forward, or • will be considered on the merits of the compassionate case put forward, and • will require the approval of the Town Clerk.
<p>Written policy is recommended</p> <p>Whether to extend the 12-month time limit for:</p> <ul style="list-style-type: none"> - a member to elect that post 31 March 2014 deferred benefits <u>should not be</u> aggregated with a new employment and/or - a member to elect that post 31 March 2014 deferred benefits <u>should not be</u> aggregated with an ongoing concurrent employment <p>(generally, whether to extend the 12-month option period for a member to elect <u>not</u> to aggregate post 31 March 2014 (or combinations of pre-April 2014 & post March 2014) deferred benefits).</p>	<p>R22(7)(b) & R22(8)(b)</p>	<p>The policy of Houghton Regis Town Council is:</p> <p>That the 12-month deadline would not be extended, however, extenuating circumstances may apply, and this may include one or more of the following:</p> <ul style="list-style-type: none"> • Where evidence exists that an election was made within 12 months, but the administering authority did not receive this • Where evidence exists that the member was not aware of the 12-month limit due to maladministration • Where there has been an administrative error on the part of the employer, its contractor, or the scheme administrator • Where one or all of the above exist, the Chief Executive in conjunction with the Leader of the Council, may extend the period in question.

Appendix 'A'

Discretion	Regulation	Employer policy
<p>Written policy is recommended</p> <p>Whether to extend the 12 month option period for a member (who has not elected to be treated as a member who, in the same employment, was contributing to the scheme on both 31 March 2014 and 1 April 2014) to elect that pre 1 April 2014 deferred benefits should be aggregated with a new employment.</p>	<p>TP10(6)</p>	<p>The policy of Houghton Regis Town Council is:</p> <p>That the 12-month deadline would not be extended, however, extenuating circumstances may apply, and this may include one or more of the following:</p> <ul style="list-style-type: none"> • Where evidence exists that an election was made within 12 months, but the administering authority did not receive this • Where evidence exists that the member was not aware of the 12-month limit due to maladministration • Where there has been an administrative error on the part of the employer, its contractor, or the scheme administrator <p>Where one or all of the above exist, the Chief Executive in conjunction with the Leader of the Council, may extend the period in question.</p>
<p>Written policy is compulsory</p> <p>Whether all or some benefits can be paid if an employee aged over 55 reduces their hours or grade (flexible retirement – see Note 2)</p>	<p>R30(6) & TP11 (2)</p>	<p>Houghton Regis Town Council has a flexible retirement working policy (Flexible Working Policy) that is reliant upon a sound business case being made for the granting of flexible retirement with immediate access to all or part of the member's benefits.</p> <p>To this end Houghton Regis Town Council will consider requests on a case-by-case basis.</p> <p>The following criteria will apply:</p> <p>There must be at least a 40% reduction in gross pay or contractual hours worked.</p>

Appendix 'A'

Discretion	Regulation	Employer policy
<p>Written policy is compulsory Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement (see Note 3)</p>	<p>R30(8)</p>	<p>The policy of Houghton Regis Town Council is:</p> <p>As a consequence of flexible retirement there may be a reduction to the benefit paid where the employee does so before the age of 65.</p> <p>The value of any actuarial reductions will be applied. Houghton Regis Town Council will not seek to fund the reductions applied.</p> <p>HRTC's policy above is saying that they will not meet the cost of waiving any actuarial reduction. Therefore, the member will have reduced benefits if they flexibly retire before their normal pension age. Suggest slight re-wording as below (normal pension age is no longer age 65). A scheme member's pension will be reduced if they take the pension before their normal pension age.</p> <p>Houghton Regis Town Council's policy is: The Town Council will not fund the cost of waiving any actuarial reduction, therefore actuarial reductions will be applied to the scheme member's benefits.</p>
<p>Written policy is compulsory Whether to "switch on" the 85-year rule for a member voluntarily drawing benefits on or after age 55 and before age 60 (always excludes flexible retirement) (see Note 4)</p>	<p>TP Sch 2 para 1(2) & 1(1)(c)</p>	<p>The policy of Houghton Regis Town Council is:</p> <p>As a consequence there may be a reduction to the benefit paid where the employees does so before the age of 60.</p>

Appendix 'A'

Discretion	Regulation	Employer policy
		<p>The value of any actuarial reductions will be applied. Houghton Regis Town Council will not seek to fund the reductions applied.</p> <p>The wording above is a little unclear, so if the Town Council's intention is that they will not switch on the rule of 85, it is a suggestion to amend to the following.</p> <p>Houghton Regis Town Council's policy is: The Town Council will not agree to switch on the 85-year rule where members choose to voluntarily draw their benefits on or after age 55 and before age 60 .</p>
<p>Written policy is compulsory Whether to waive any actuarial reduction, on compassionate grounds or otherwise, for a member voluntarily drawing benefits before normal pension age (excludes flexible retirement) (see note 5).</p> <p>For active members voluntarily retiring on or after age 55 and before Normal Pension Age, who elect to immediately draw benefits, and for deferred members and suspended tier 3 ill health pensioners who elect to draw benefits (other than on ill health grounds) on or after age 55 and before Normal Pension Age, and who:</p> <p>a) were not members of the LGPS before 1 October 2006 (known as Group 4 members), whether to:</p> <ul style="list-style-type: none"> - waive, on compassionate grounds, any actuarial reduction that would otherwise be applied to benefits, if any, built up before 1 April 2014 and/or - waive, in whole or in part (on any grounds), any actuarial reduction that would otherwise be applied to benefits built up after 31 March 2014 	<p>TP3(1), TPSch 2, para 2(1), R30(8) B30(5) & B30A(5)</p>	<p>The policy of Houghton Regis Town Council is:</p> <p>That it may agree to adopt these discretions based on compassionate grounds.</p> <p>But it will further consider the definition of compassionate grounds to include, but not be restricted to:</p> <ul style="list-style-type: none"> • Compelling domestic reasons which will affect the ability of the individual to continue with their present working arrangements and/or • Reasons of ill health, which do not meet the current criteria for ill-health retirement. Appropriate medical evidence should be provided by the member, at the member's cost in support of such cases. Any medical evidence

Appendix 'A'

Discretion	Regulation	Employer policy
<p>b) were members of the LGPS before 1 October 2006 and who reached age 60 before 1 April 2016 (Group 1) whether to:</p> <ul style="list-style-type: none"> - waive, on compassionate grounds, any actuarial reduction that would otherwise be applied to benefits built up before 1 April 2016 and/or - waive, in whole or in part (on any grounds), any actuarial reduction that would otherwise be applied to benefits built up after 31 March 2016 <p>c) were members of the LGPS before 1 October 2006 and who will reach age 60 after 31 March 2020 (or who would reach age 60 between 1 April 2016 and 31 March 2020 inclusive, but who would not meet their Retirement Age (CRA) before 1 April 2020 - in this instance CRA is the earlier of the date upon which the member would meet the 85 year rule or age 65 (Group 3)) whether to:</p> <ul style="list-style-type: none"> - waive on compassionate grounds, any actuarial reduction that would otherwise be applied to benefits built up before 1 April 2014 and / or - waive, in whole or in part (on any grounds), any actuarial reduction that would otherwise be applied to benefits built up after 31 March 2014 <p>d) were members of the LGPS before 1 October 2006 and who will reach age 60 between 1 April 2016 and 31 March 2020 inclusive and who will also reach their Critical Retirement Age (CRA) (in this instance CRA is the earlier of the date upon which the member would meet the 85 year rule or age 65) before 1 April 2020 (Group 2), whether to:</p> <ul style="list-style-type: none"> - waive, on compassionate grounds, any actuarial reduction that would otherwise be applied to benefits built up before 1 April 2020 and/or - waive, in whole or in part (on any grounds), any actuarial reduction that would otherwise be applied to benefits built up after 31 March 2020. 		<p>provided should be compiled by a suitably qualified occupational physician.</p>

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Discretion	Regulation	Employer policy
<p>Written policy is compulsory Whether, at full cost to the scheme employer, to grant extra annual pension of up to £8,344 (figure at April 2024*) to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency (*figure is inflation proofed annually)(see Note 6)</p>	<p>R31</p>	<p>That the Council will not generally, during its normal course of business ordinarily consider this discretion due to financial pressures at a time when there is a need to make significant savings via the public sector spending revenue.</p> <p>Suggested re-wording to the above as it sounds like it's referring to a specific public sector spending review, which may no longer be applicable.</p> <p>The Council will not generally, during its normal course of business, consider this discretion due to financial pressures and the need to make significant savings in the public sector.</p>
<p>Written policy is recommended Extend normal time limit for acceptance of a transfer value beyond 12 months from joining the LGPS.</p>	<p>R100(6)</p>	<p>The policy of Houghton Regis Town Council is:</p> <p>That the 12 months deadline would not be extended, however, extenuating circumstances may apply, and this may include one or more of the following:</p> <ul style="list-style-type: none"> • Where evidence exists that an election was made within 12 months, but the administering authority did not receive this • Where evidence exists that the member was not aware of the 12-month limit due to maladministration • Where there has been an administrative error on the part of the employer, its contractor, or the scheme administrator

Appendix 'A'

Discretion	Regulation	Employer policy
		<ul style="list-style-type: none"> Where one or all of the above exist the Chief Executive in conjunction with the Leader of the Council, may extend the period in question.
<p>Written policy is recommended</p> <p>Each Scheme employer must appoint a person (“the adjudicator”) to consider applications from any person whose rights or liabilities under the Scheme are affected by:</p> <p>a) Decision under regulation 72 (first instance decisions); or</p> <p>b) Any other act or omission by a scheme employer or administering authority</p> <p>and to make a decision on such applications.</p>	<p>R74</p>	<p>Responsibility for determinations under this first stage of the Internal Disputes Resolution Procedure (IDRP) rests with “the adjudicator” as named below by the Scheme employer:</p> <p>Houghton Regis Town Council’s adjudicator’s details are:</p> <p>Chair of Corporate Services Committee Houghton Regis Town Council, Peel Street, Houghton Regis, Beds, LU5 5EY Tel No: 01582 708540 Email Address: info@houghtonregis.org.uk</p>

Section 2:

Discretionary policies in relation to scheme members (excluding councillor members) who ceased active membership on or after 1 April 2008 and before 1 April 2014

Relevant regulations:

- **LGPS (Administration) Regulations 2008 [SI 2008/239] [A]**
- **LGPS (Benefits, Membership and Contributions) Regulations 2007 (as amended) [SI 2007/1166] [B]**
- **LGPS (Transitional Provisions) Regulations 2008 [SI 2008/238] [T]**
- **LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 [SI 2014/525] [TP]**
- **LGPS Regulations 2013 [SI 2013/2356] [R]**
- **LGPS 1997 (as amended) [1997/1612] [L]**

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Discretion	Regulation	Employer policy
<p>Written policy is compulsory Whether to “switch on” the 85 year rule for a member voluntarily drawing benefits on or after age 55 and before age 60 (see Note 4).</p>	<p>TPSch 2, para 1(2) & 1(1)(c)</p>	<p>The policy of Houghton Regis Town Council is: As a consequence there may be a reduction to the benefit paid where the employees does so before the age of 60. The value of any actuarial reductions will be applied. Houghton Regis Town Council will not seek to fund the reductions applied.</p> <p>The wording above is a little unclear, so if the Town Council’s intention is that they will not switch on the rule of 85, it is suggested to amend to the following.</p> <p>Houghton Regis Town Council’s policy is: The Town Council will not agree to switch on the 85-year rule where members choose to voluntarily draw their benefits on or after age 55 and before age 60 .</p>
<p>Written policy is compulsory Whether to “switch on” the 85 year rule upon the voluntary early payment of a suspended tier 3 ill health pension (see Note 4).</p>	<p>TPSch 2, para 1(2) & 1(1)(c)</p>	<p>The policy of Houghton Regis Town Council is: As a consequence there may be a reduction to the benefit paid where the employees does so before the age of 60. The value of any actuarial reductions will be applied. Houghton Regis Town Council will not seek to fund the reductions applied.</p> <p>The wording above is a little unclear, so if the Town Council’s intention is that they will not switch on the rule of 85, it is suggested to amend to the following.</p> <p>Houghton Regis Town Council’s policy is: The Town Council will not agree to switch on the 85-year rule where members choose to voluntarily draw their benefits on or after age 55 and before age 60 .</p>

Appendix 'A'

Discretion	Regulation	Employer policy
<p>Written policy is compulsory Whether to waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early (before age 65) (see Note 5).</p>	<p>B30(5), TPSch 2, para 2(1)</p>	<p>The policy of Houghton Regis Town Council is: That it may agree to adopt these discretions based on compassionate grounds. But it will further consider the definition of compassionate grounds to include, but not be restricted to:</p> <ul style="list-style-type: none"> • Compelling domestic reasons which will affect the ability of the individual to continue with their present working arrangements and/or • Reasons of ill health, which do not meet the current criteria for ill-health retirement. Appropriate medical evidence should be provided by the member, at the member's cost in support of such cases. Any medical evidence provided should be compiled by a suitably qualified occupational physician.
<p>Written policy is compulsory Whether to waive, on compassionate grounds, the actuarial reduction applied to suspended tier 3 ill health pension benefits paid early (before age 65) (see Note 5).</p>	<p>B30A(5), TPSch 2, para 2(1)</p>	<p>The policy of Houghton Regis Town Council is: That it may agree to adopt these discretions based on compassionate grounds. But it will further consider the definition of compassionate grounds to include, but not be restricted to:</p> <ul style="list-style-type: none"> • Compelling domestic reasons which will affect the ability of the individual to continue with their present working arrangements and/or • Reasons of ill health, which do not meet the current criteria for ill-health retirement. Appropriate medical

Appendix 'A'

Discretion	Regulation	Employer policy
		evidence should be provided by the member, at the member's cost in support of such cases. Any medical evidence provided should be compiled by a suitably qualified occupational physician.

Section 3

Discretionary policies in relation to:

- active welsh councillor members, and
- councillor members who ceased active membership on or after 1 April 1998, and
- any other scheme members who ceased active membership on or after 1 April 1998 and before 1 April 2008

Relevant regulations:

LGPS Regulations 1997 [SI 1997/1612]

The Local Government Pension Scheme (Transitional Provisions) Regulations 2008 [SI 2008/238] [prefix T]

The Local Government Pension Scheme (Administration) Regulations 2008 [SI 2008/239] [prefix A]

LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 [SI 2014/525] [TP]

The Local Government Pension Scheme Regulations 2013 [SI 2013/2356] [prefix R]

Discretion	Regulation	Employer Policy
<p>Written policy is compulsory</p> <p>Grant application for early payment of deferred benefits on or after age 50 and before age 55.</p>	31(2)	<p>The policy of Houghton Regis Town Council is:</p> <p>That it does not wish to adopt this policy in light of the requirement for the effective use of financial resources in the current financial climate/year 2024/2025.</p> <p>It does not intend to review this discretion until the financial situation has improved sufficiently in real terms</p>

Discretion	Regulation	Employer Policy
<p>Written policy is compulsory Whether to “switch on” the 85 year rule for a member with deferred benefits voluntarily drawing benefits on or after age 55 and before age 60 (see Note 4).</p>	<p>TPSch 2, para 1(2) & 1(1)(f) & R60</p>	<p>The policy of Houghton Regis Town Council is: As a consequence there may be a reduction to the benefit paid where the employees does so before the age of 60. The value of any actuarial reductions will be applied. Houghton Regis Town Council will not seek to fund the reductions applied.</p> <p>The wording above is a little unclear, so if the Town Council’s intention is that they will not switch on the rule of 85, it is suggested to amend to the following.</p> <p>Houghton Regis Town Council’s policy is: The Town Council will not agree to switch on the 85-year rule where members choose to voluntarily draw their benefits on or after age 55 and before age 60 .</p>
<p>Written policy is compulsory Whether to waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early (before age 65) (see Note 5).</p>	<p>31(5) & TPSch 2, para 2(1)</p>	<p>The policy of Houghton Regis Town Council is: That it may agree to adopt these discretions based on compassionate grounds. But it will further consider the definition of compassionate grounds to include, but not be restricted to:</p> <ul style="list-style-type: none"> • Compelling domestic reasons which will affect the ability of the individual to continue with their present working arrangements and/or • Reasons of ill health, which do not meet the current criteria for ill-health retirement. Appropriate medical evidence should be provided by the member, at the member’s cost in support of

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Discretion	Regulation	Employer Policy
		such cases. Any medical evidence provided should be compiled by a suitably qualified occupational physician.

Section 4:

Discretionary policies in relation to scheme members who ceased active membership before 1 April 1998

Relevant regulations:

LGPS Regulation 1995 [SI 1995/1019]

The Local Government Pension Scheme (Transitional Provisions) Regulations 1997 [SI 1997/1613] [prefix TL]

The Local Government Pension Scheme Regulations 1997 {SI 1997/1612} (as amended) [prefix L]

The Local Government Pension Scheme (Administration) Regulations 2008 [SI 2008/239] [prefix A]

LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 [SI 2014/525] [TP]

The Local Government Pension Scheme Regulations 2013 [SI 2013/2356] [prefix R]

Discretion	Regulation	Employer Policy
Grant application for early payment of deferred benefits on or after age 50 and before Normal Retirement Date on compassionate grounds.	TP3(5A)(vi), TL4, L106(1) & D11(2)(c)	The policy of Houghton Regis Town Council is: That it does not wish to adopt this policy in light of the requirement for the effective use of financial resources in the current financial climate/year 2024/2025.

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Discretion	Regulation	Employer Policy
		It does not intend to review this discretion until the financial situation has improved sufficiently in real terms.

Section 5:

Discretionary policies in relation to employees of an employing authority that is defined under regulation 2 of The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended)

Relevant regulations:

The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended) [SI 2006/2914]

Discretion	Regulation	Employer Policy
<p>Written policy is compulsory Whether to base redundancy payments on an actual week's pay where this exceeds the statutory week's pay limit.</p>	5	<p>The policy of Houghton Regis Town Council is: That it will base redundancy pay on actual pay where actual pay exceeds the statutory maximum under the Employment Rights Act 1996.</p>
<p>Written policy is compulsory Whether to award lump sum compensation of up to 104 weeks' pay in cases of redundancy, termination of employment on efficiency grounds, or cessation of a joint appointment.</p>	6	<p>The policy of Houghton Regis Town Council is: That the authority would not have sought to normally pay compensation under this Regulation, except to ensure that an employee whose employment was terminated by reason of redundancy received, under Regulation 5 of the Compensation Regulations, and this Regulation, a total of up to 30 weeks pay calculated in accordance with the Statutory Redundancy Pay Table.</p>

Section 6:

Discretionary policies in relation to former employees of an employing authority that is a body that is a scheduled body, a designate body, or a body that is deemed to be a scheduled body under the LGPS Regulations 2013 and equivalent predecessor regulations (excluding admitted bodies).

Relevant regulations:

The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended) [SI 2000/1410]

Discretion	Regulation	Employer Policy
<p>Written policy is compulsory</p> <p>How to apportion any surviving spouses or civil partner's annual compensatory added years' payment where the deceased person is survived by more than one spouse or civil partner.</p>	<p>21(4)</p>	<p>The policy of Houghton Regis Town Council is:</p> <p>That any surviving spouse's annual compensatory added years payment deemed payable, will be divided equally amongst those eligible for payment, where the deceased person is survived by more than one spouse or civil partner.</p>

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Discretion	Regulation	Employer Policy
<p>Written policy is compulsory How it will decide to whom any children's annual compensatory added years payments are to be paid where children's pensions are not payable under the LGPS (because the employee had not joined the LGPS) and, in such a case, how the annual added years will be apportioned amongst the eligible children.</p>	<p>25(2)</p>	<p>The policy of Houghton Regis Town Council is: That any annual compensatory added years payment deemed payable, to a child will be divided equally amongst those children eligible for payment. Therefore any annual added years payments will be divided equally amongst any eligible children.</p>
<p>Written policy is compulsory Whether in respect of the spouse of a person who ceased employment before 1 April 1998 and where the spouses or civil partner remarries, enters into a new civil partnership or cohabits after 1 April 1998, the normal pension suspension rules should be disapplied i.e. whether the spouse's or civil partners annual compensatory added years payments should continue to be paid.</p>	<p>21(7)</p>	<p>The policy of Houghton Regis Town Council is: That the normal pension suspension rules will be disapplied</p>
<p>Written policy is compulsory If, under the preceding decision, the authority's policy is to apply the normal suspension rules, whether the spouse's or civil partner's annual compensatory added years payment should be reinstated after the end of the remarriage, new civil partnership or cohabitation.</p>	<p>21(5)</p>	<p>The policy of Houghton Regis Town Council is: As suspension of pensions will not be applied under Regulation 21(7) this discretion will not be relevant to the authority.</p>
<p>Written policy is compulsory Whether, in respect of the spouses or civil partner of a person who ceased employment before 1 April 1998 and where the spouses or civil partner remarries or cohabits or enters into a civil partnership on or after 1 April 1998 with another person who is also entitled to a spouses or civil partners annual CAY payment, the normal rules requiring one of them to forgo payment whilst the period of marriage, civil partnership or co habitation lasts, should be disapplied i.e. whether the spouses or civil partners annual CAY payments should continue to be paid to both of them.</p>	<p>21(7)</p>	<p>The policy of Houghton Regis Town Council is: That the normal pension suspension rules will be disapplied.</p>

Appendix 'A'

Discretion	Regulation	Employer Policy
<p>Written policy is compulsory Whether to and to what extent to reduce or suspend the member's annual compensatory added years payment during any period of re-employment in local government and thereafter?</p>	<p>17 & 19</p>	<p>The policy of Houghton Regis Town Council is:</p> <p>That as such payments are unlikely to have been made by the authority under the regulations, no attempt will be made to suspend such payments in the event of reemployment. This is rationale is further strengthened because it would seem to be disingenuous in light of the current flexible retirement policy to do so.</p>

Section 7:

Discretionary policies each employing authority may apply in the exercise of its discretionary powers to make any award in respect of leavers, deaths and reductions in pay that occurred post 15 January 2012

Relevant regulations:

The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011 [SI 2011/2954]

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Discretion	Regulation	Employer Policy
<p>Written policy is compulsory Whether to pay an injury award and in what circumstances:</p> <p>Whether to make an injury award to those who sustain an injury or contract a disease as a result of anything they were required to do in performing the duties of their job and in consequence of which they:</p> <ul style="list-style-type: none"> - suffer a reduction remuneration, or - cease to be employed as a result of an incapacity which is likely to be permanent and which was caused by the injury or disease, or - die leaving a surviving spouse, civil partner, eligible cohabiting partner or dependant. 	<p>3 - 7</p>	<p>The policy of Houghton Regis Town Council is:</p> <p>That the authority has, after due regard to the facility, determined not to adopt the discretionary powers in respect of the injury allowance regulations as it cannot be satisfied that such a policy would be workable, affordable and reasonable having regard to the foreseeable cost and the use of public funds.</p> <p>This discretion is therefore redundant as no injury allowance would be payable</p>
<p>Written policy is compulsory How to determine the amount of an injury award and for how long will it be paid.</p>	<p>3 - 7</p>	<p>The policy of Houghton Regis Town Council is:</p> <p>This discretion is redundant as no injury allowance would be payable.</p>

Additional notes on discretions

Further information, including a full list of discretions and a technical guide to employer policies, is available at <http://www.lgpsregs.org/resources/guidesetc.php>

Appendix 'A'

Discretion	Regulation	Note 1
<p>Whether, how much, and in what circumstances to contribute to a shared cost APC scheme.</p>	<p>R16(2)(e) & R16 (4)(d)</p>	<p>The Scheme employer may choose to fund, in whole or in part, any arrangement entered into by an active scheme member to pay additional pension contributions by way of regular contributions in accordance with Regulation 16(2)(e), or by way of a lump sum in accordance with Regulation 16(4)(d).</p> <p>The Scheme employer may enter into an APC contract with a Scheme member who is contributing to the MAIN section of the Scheme in order to purchase additional pension of not more than the additional pension limit (£8,344 from April 2024, figure is inflation-proofed annually).</p> <p>Any extra pension granted by the Scheme employer under a SCAPC arrangement would be subject to an actuarial reduction for early payment where, other than in a case of ill health retirement, that extra pension is drawn before the member's Normal Pension Age.</p> <p>The amount of additional contribution to be paid is determined by reference to actuarial guidance issued by the Secretary of State.</p> <p>Consideration needs to be given to the circumstances under which the Scheme employer may wish to use their discretion to fund in whole or in part an employee's Additional Pension Contributions.</p>

Discretion	Regulation	Note 2
<p>Whether all or some benefits can be paid if an employee reduces their hours or grade (flexible retirement)</p>	<p>Regulation R30(6) & TP11 (2)</p>	<p>An active member who is aged 55 or over and who, with the agreement of their employer, reduces their working hours or grade of employment may, with the further consent of their employer, elect to receive immediate payment of all or part of the retirement pension to which they would be entitled in respect of that employment as if that member were no longer an employee in local government service on the date of the reduction in hours or grade (adjusted by the amount shown as appropriate in actuarial guidance issued by the Secretary of State – separate policy required under Regulation 30(8)).</p> <p>As part of the policy making decision the Scheme employer must consider whether, in addition to the benefits the member may have accrued prior to 1 April 2008 (which the member must draw), to permit the member to choose to draw all, part or none of the pension benefits they built up after 31 March 2008 and before 1 April 2014 and all, part of none of the pension benefits they built up after 1 April 2014.</p>

Appendix 'A'

Discretion	Regulation	Note 3
<p>Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement.</p>	<p>R30(8)</p>	<p>Where a Scheme employer's policy under regulation 30(6) (flexible retirement) is to consent to the immediate release of benefits in respect of an active member who is aged 55 or over, those benefits must be adjusted by an amount shown as appropriate in actuarial guidance issued by the Secretary of State (commonly referred to as actuarial reduction or early payment reduction).</p> <p>A Scheme employer (or former employer as the case may be) may agree to waive in whole or in part and at their own cost, any actuarial reduction that may be required by the Scheme Regulations.</p> <p>Due consideration must be given to the financial implications of agreeing to waive in whole or in part any actuarial reduction. Where flexible retirement is agreed for an employee aged 55 or over but under Normal Pension Age, the cost of waiving an actuarial reduction, in whole or in part, would have to be met by, and paid to the Pension Fund by, the scheme employer.</p>

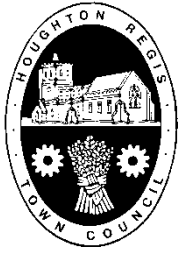
Discretion	Regulation	Note 4
<p>Whether to "switch on" the 85-year rule for a member voluntarily drawing benefits on or after age 55 and before age 60 (excludes flexible retirement)</p>	<p>TP Sch 2 para 1(2) & 1(1)(c) & 1(1)(f) and R60</p>	<p>Where a scheme member leaves employment and elects to draw their benefits at or after the age of 55 and before the age of 60 those benefits will be actuarially reduced unless their Scheme employer agrees to meet the full or part cost of those reductions as a result of the member otherwise being protected under the 85 year rule as set out in previous Regulations.</p> <p>So as to avoid the member suffering the full reduction to their benefits the Scheme employer can 'switch on' the 85 year rule protections thereby allowing the member to receive fully or partly unreduced benefits but subject to the Scheme employer paying a strain cost to the Pension Fund.</p> <p>The employer can also exercise a discretion (see below) to waive any actuarial reductions (including where an actuarial reduction may still be applied to a member's benefits after 'switching back on' the 85 year rule in full), at a cost to the employer.</p>

Appendix 'A'

Discretion	Regulation	Note 5
<p>Whether to waive any actuarial reduction, on compassionate grounds or otherwise, for a member voluntarily drawing benefits before normal pension age (excludes flexible retirement)</p>	<p>TP3(1), TPSch 2, para 2(1), R30(8), B30(5) & B30A(5)</p>	<p>A Scheme employer may agree to waive in whole or in part and at their own cost, any actuarial reduction that may be required by the Scheme Regulations.</p> <p>Due consideration must be given to the financial implications of agreeing to waive in whole or in part any actuarial reduction.</p> <p>There is no definition in the regulations of 'compassionate grounds'.</p>

Appendix 'A'

Discretion	Regulation	Note 6
<p>Whether to grant additional annual pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency (by up to £8,344).</p>	<p>R31</p>	<p>A Scheme employer may resolve to award</p> <ul style="list-style-type: none"> (a) an active member, or (b) a member who was an active member but dismissed by reason of redundancy, or business efficiency, or whose employment was terminated by mutual consent on grounds of business efficiency, <p>additional annual pension of, in total (including any additional pension purchased by the Scheme employer under Regulation 16), not more than the additional pension limit (£8,344 from 1 April 2024).</p> <p>Any additional pension awarded is payable from the same date as any pension payable under other provisions of the Scheme Regulations from the account to which the additional pension is attached.</p> <p>Any extra pension granted by the scheme employer would be subject to an actuarial reduction for early payment where, other than in a case of ill health retirement or retirement on redundancy or business efficiency grounds, that extra pension is drawn before the member's Normal Pension Age.</p> <p>In the case of a member falling within sub-paragraph (b) above, the resolution to award additional pension must be made within 6 months of the date that the member's employment ended.</p> <p>Scheme employers should take care to avoid the policy being discriminatory on age or gender grounds.</p> <p>Awards of additional pension may have implications for a member's Annual and Lifetime allowances and could result in a tax charge.</p>



CORPORATE SERVICES COMMITTEE

Agenda Item 15

Date:	2nd December 2024
Title:	Financial Regulations Report
Purpose of the Report:	To provide members with information in order to adopt a new version of the Town Councils Financial Regulations
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. RECOMMENDATION

To recommend to Town Council, at the meeting to be held on the 16th December 2024, the adoption of Financial Regulations based on the 2024 model version as provided by NALC (National Association of Local Councils)

2. BACKGROUND

This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.

Bold text indicates legal requirements, which a council cannot change or suspend.

Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Corporate Services Committee.

Curly brackets indicate words, sentences or sections that can be removed if not applicable or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.

3. ISSUES FOR CONSIDERATION

Once this model has been tailored to fit the council's needs, the resulting Financial Regulations needs to be adopted at a meeting of the full council. Any subsequent proposal for amendment should also be made to the full council.

The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.

4. INFORMATION

Members will find a copy of the town councils existing Financial Regulations via the following link [240515 Financial Regulations.pdf](#) A copy of the new Financial Regulations are attached as appendix A.

The Head of Corporate Services has reviewed the new regulations against the Town Councils current ones and in order to support members has highlighted, within the new regulations, those regulations which are new, current regulations that have changed and are now in bold as well as specific areas members might like to consider the wording of.

5. HRTC CORPORATE PLAN

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

6. IMPLICATIONS

Corporate Implications

- All committees are required to function within these Financial Regulations.

Legal Implications

- By adopting and following financial regulations the Town Council ensures it complies with various legislation and requirements.
- Financial Regulation 4.8 places the need for members to disclose that Section 106 of the Local Government Finance Act 1992 applies to them should they not have paid council tax for more than two months.

Financial Implications

- There are no financial implications arising from this report

Risk Implications

- There is a reputational risk to the council should Financial Regulations not be adopted and complied with.

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.

7. CONCLUSION AND NEXT STEPS

By adopting Financial Regulations the Town Council can demonstrate it has proper management and oversight of its financial activities. They are crucial for safeguarding public funds and promoting good governance practices.

Adopting the 2024 version will ensure the Town Council is up to date and current with proper practices.

The adoption of Financial Regulations are to be made by resolution of the council. Therefore, for the avoidance of doubt and to ensure officers and members are working to one set of Regulations, members are requested to resolve to recommend to Council the adoption of the new Regulations, at the next Council meeting to be held on the 16th December 2024. Financial Regulations are one of the council's governing documents and will always be readopted at the Councils AGM, in May each year.

in order that the Town Council complies with the new Financial Regulations as soon as possible,

8. APPENDICES

Appendix A: Town Councils new Financial Regulations



Houghton Regis Town Council

Financial Regulations

Date of Approval:	
Date of Review:	2 nd December 2024

Based on NALC Financial Regulations 2024

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1. General

- 1.1 These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2 Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3 Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4 In these Financial Regulations:
- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5 The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
- acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;

- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6 **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7 In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of the revenue budget provided.

2. Risk management and internal control

2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2 The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**

- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1 All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2 The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.2 is now in bold

3.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4 The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5 The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices. now in bold

3.6 Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit now in bold 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.

3.7 The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8 The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9 Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future 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.

3.10 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11 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 documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1 **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation. New**

- 4.2 Budgets for salaries and wages, including employer contributions shall be reviewed by the relevant committee at least annually by December for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the relevant committee.
- 4.3 No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4 Unspent budgets for completed projects shall not be carried forward to a subsequent year. {Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council. }
- 4.5 Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of January each year.
- 4.6 The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.
- 4.7 Having considered the proposed budget, the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8 **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them. NEW**
- 4.9 The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10 The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11 Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

- 5.1 **Members and officers are responsible for obtaining value for money at all times. This is now in bold.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2 The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that

the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

- 5.3 Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4 **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5 Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6 For contracts estimated to exceed £100,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7 **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts. Now bold**
- 5.8 For contracts greater than £5,000 excluding VAT the Clerk or Head of Service shall seek at least 3 fixed-price quotes;
- 5.9 where the value is between £500 and £5,000 excluding VAT, the Clerk or Head of Service shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10 For smaller purchases, all officers shall seek to achieve value for money.
- 5.11 **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- 5.13 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14 The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- The Budget Holder, under delegated authority.
 - Such authorisation must be supported by a minute or other auditable evidence trail.
- 5.16 No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18 In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to 5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19 No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless the delegated committee is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20 An official order or letter shall be issued for all work, goods and services. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21 Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with NatWest. The arrangements shall be reviewed annually for security and efficiency.
- 6.2 The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has

been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

- 6.3 All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the relevant Head of Service. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4 Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5 All payments shall be made by online banking, in accordance with a resolution of the council or duly delegated committee, unless the council resolves to use a different payment method.
- 6.6 For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.
- 6.7 A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8 A list of such payments shall be reported to the next appropriate meeting of the Corporate Services Committee for information only.
- 6.9 The RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - ii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the Corporate Services Committee, where the RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - iii. Fund transfers within the councils banking arrangements up to the value of half the precept, provided that a list of such movements between the councils bank accounts shall be submitted to the next appropriate meeting of council or corporate services committee.

6.10 The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council or Corporate Services committee. The council or Corporate Services committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1 Where internet banking arrangements are made with any bank, RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2 All authorised signatories shall have access, if requested, to view the council's bank accounts online.
- 7.3 No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4 The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5 In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6 Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment.
- 7.7 Evidence shall be retained showing which members approved the payment.
- 7.8 A full list of all payments made in a month shall be provided to the next Corporate Services committee meeting.
- 7.9 With the approval of the Corporate Services Committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by the RFO. The approval of the use of each variable direct debit shall be reviewed by the Corporate Services committee at least every two years.

- 7.10 Payment may be made by BACS or CHAPS by resolution of the Corporate Services committee provided that each payment is approved online by two authorised bank signatories, evidence is retained, and any payments are reported to the Corporate Services committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11 If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by the RFO, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the Corporate Services committee at least every two years.
- 7.12 Account details for suppliers may only be changed upon written notification by the supplier verified by the RFO and authorised signatory. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13 Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14 Remembered password facilities should not be used on any computer used for council banking.

8. Cheque payments

- 8.1 Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by an authorised officer.
- 8.2 A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3 To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4 Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or Corporate Services committee meeting. Any signatures obtained away from council meetings shall be reported to the council or Corporate Services committee at the next convenient meeting.

9. Payment cards

- 9.1 Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £1000 unless

authorised by council or corporate services committee in writing before any order is placed.

- 9.2 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Corporate Services committee. Transactions and purchases made will be reported to Corporate Services committee and authority for topping-up shall be at the discretion of Corporate Services committee.
- 9.3 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and Heads of Service and any balance shall be paid in full each month.
- 9.4 Personal credit or debit cards of members or staff shall not be used under any circumstances.

10. Petty Cash

- 10.1 The RFO shall maintain a petty cash float of £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1 **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation. Now in bold.**
- 11.2 **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment. New**
- 11.3 Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Corporate Services committee.
- 11.4 Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5 Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

- 11.6 Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.7 Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8 Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1 Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3 The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4 All investment of money under the control of the council shall be in the name of the council.
- 12.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2 The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting

process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

- 13.3 Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4 All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5 Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6 The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

14. Payments under contracts for building or other construction works

- 14.1 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2 Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

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

16. Assets, properties and estates

- 16.1 The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the

interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3 The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4 No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16.5 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1 The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2 The Heads of Service shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3 The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Corporate Services committee at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

17.4 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

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

19. Suspension and revision of Financial Regulations

- 19.1 The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2 The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3 The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

* * *



HOUGHTON REGIS TOWN COUNCIL

Flexi-Time Policy

Date of approval:	14 th December 2020
Dates of review:	14 th September 2020; 2 nd December 2024
Dates of re-approval:	TBC

Contents

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1. Flexi – Time System

1.1 Public Office Hours (the hours when the office must be covered)

Public Opening

9 am - 4 pm Monday - Friday

1.2 The office must be covered by at least two members of staff during these times, with one member of staff being in the front office.

1.3 Telephone Answering

9 am - 5 pm Monday - Friday

2. Details of the Scheme

Starting Times: 8.00 am - 10.00 am

Core Time: 10.00 am - 12.00 noon

Flexible Time: 12.00 noon - 2.00 pm

Core Time: 2.00 pm - 4.00 pm

Finishing Times: 4.00 pm - 6.30 pm

2.1 The 'core time' is the time when the employee must be at work.

2.2 For a part-time employee, the flexible time will be one hour prior to and after their normal working times providing that this does not extend to working before 8 am or after 6.30 pm.

2.3 The flexi-time scheme does not apply to those employees, specifically on the days when they are required to open-up the office in the morning or close the office in the evening. However, anyone who is responsible for ensuring the office is open and closed can request and agree flexi-time leave, with the Head of Democratic Services, to ensure this duty is covered in their absence.

2.4 Lunch Break

A lunch break of a minimum of 20 minutes and a maximum of 90 minutes must be taken between the hours of 12.00 noon and 2.00 pm, when employees are working more than 5 hours per day.

2.5 Standard Day – Full Time Employee

For the purpose of recording annual leave, sickness or other authorised absences 7 hours 24 minutes is regarded as a standard working day and 3 hours 42 minutes as a standard half day.

2.6 Recording of Hours

Hours worked must be recorded daily on a 'Flexi-time – Week by Week Recording Sheet', which should be submitted to Line Managers for confirmation of hours worked at the beginning of each new accounting period. At the end of each month a maximum credit or debit of 4 hours can be carried forward at the end of each accounting period.

2.7 Part-Time Employees

The accounting period is 4 or 5 weeks at the end of which the employees' contracted hours must be 4 or 5 times their normal weekly hours.

3. Flexible Leave

- 3.1 In each accounting period credit hours may be used to have a maximum of 1 day or 2 half days flexible leave.

4. Leaving the Council's Employment

- 4.1 An employee leaving the authority should ensure that they are neither in credit nor debit with the Flexible Working Hours Scheme. No payment will be made for hours in credit but if an employee is in debit, these hours will be deducted from the final salary payment.

5. Overtime

- 5.1 Overtime will normally only be possible outside flexible time hours. In these instances, paid overtime or time off in lieu arrangements will apply as existing.

6. Misuse of the Scheme

- 6.1 Misuse of the Scheme will be subject to action under the Council's Disciplinary Procedure. This could include the right not to participate in the scheme.

7. Review of Policy

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



HOUGHTON REGIS TOWN COUNCIL

Ceremonial Robes Policy

Date of approval:	9 th December 2019
Dates of review:	23 rd September 2019; 2 nd December 2024
Dates of re-approval :	

Contents

1. History and Composition
2. Background
3. Definition
4. Wearing of the Ceremonial Robes
5. Practicalities
6. Policy Review

1.0 HISTORY AND COMPOSITION

Usually, mayoral gowns are scarlet with fur and black velvet "guards". Scarlet was the royal colour and the Mayor was the representative of the crown in the locality. Nowadays, however, municipalities often choose colours relevant to the community, perhaps even from the colours in a coat of arms. The decision is the privilege of the Council. Usually, the fronts of the gown coat and the cape sleeves are lined with white silk: it used to be ermine but is now reduced to white silk. The ermine was representative of the dignity of the office, the white silk now making a much more practical weight.

2.0 BACKGROUND

Houghton Regis Town Council decided to purchase ceremonial robes at its meeting on 30th January 2017. The robes were first worn by the incoming mayor, Joanna Hillyard, at the Mayoral Inauguration on 24th May 2017.

3.0 DEFINITION

The Houghton Regis mayoral robes include:

- A traditional red gown of wool panama with a black velvet trim and faux fur
- A wedge jabot
- Tricorn hat.

4.0 WEARING OF THE CEREMONIAL ROBES

The Mayor of Houghton Regis is expected to wear the robes on the following civic occasions:

- Annual General Meeting / Mayor Making Ceremonies
- Remembrance Sunday
- Civic Service

In addition, the robes may also be worn, at the discretion of the mayor, on the following occasions:

- Full Town Council meetings (excluding committee and sub-committee meetings)
- Christmas Carol Service
- At other HRTC civic and community events
- At other civic events upon the permission / request of the event organiser

5. PRACTICALITIES

Storage:

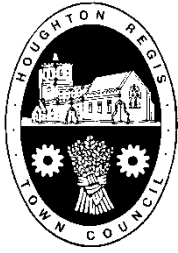
The robe shall be kept in the Town Council offices for secure storage in a purpose design storage bag.

Cleaning:

The robe will be cleaned on an annual basis by a specialist in ‘valet’ dry cleaning. It may be cleaned more frequently should the need arise.

6.0 REVIEW

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



CORPORATE SERVICES COMMITTEE

Agenda Item 18

Date:	2nd December 2024
Title:	Town Council Offices Report
Purpose of the Report:	To provide members with information to enable the appointment of a design architect
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

To appoint Company 'A' as the Town Council's design architect.

2. BACKGROUND

At the special meeting of the Corporate Services committee, held on the 23rd July 2024, it was agreed (minute number 12923) to obtain quotes from design architects for the development of comprehensive remodeling 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

3. INFORMATION

Three design architects have been contacted and have provided costs for a feasibility study based on the specification above.

Company 'A' – £850

Company 'B' – £7,212

Company 'C' – £3,000

4. HRTC CORPORATE PLAN

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

5. IMPLICATIONS

Corporate Implications

- Conformity with the Corporate Plan
- Conformity with the CPC Action Plan

Legal Implications

- There are no legal implications arising from this report.

Financial Implications

- There are no financial implications arising from this report. £118k has been earmarked (EMR 355) for Office Improvements.

Risk Implications

- Reputation – improved visibility and accessibility offers opportunities for enhanced reputational benefits

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.

6. CONCLUSION AND NEXT STEPS

Although all three design architects approached were provided with the same specification, Company 'A' has provided the most appropriate, value for money, quotation.

Members are requested to appoint Company 'A' as the Town Councils design architect to undertake a feasibility study on the remodelling options of the Town Council offices.

7. APPENDICES

None