



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr M Herber**
Town Clerk: **Clare Evans**

Tel: 01582 708540
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29th May 2025

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 9th June 2025 at 7.00pm.**

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

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

Clare Evans
Town Clerk

**THIS MEETING MAY
BE RECORDED ***

Agenda

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

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

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

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

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are

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

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. ELECTION OF VICE-CHAIR

Members are invited to elect a Vice-Chair for the Corporate Services Committee for 2025-2026

5. MINUTES

Pages 7 - 12

To approve the Minutes of the meeting held on 3rd March 2025.

Recommendation: To approve the Minutes of the meeting held on 3rd March 2025 and for these to be signed by the Chairman.

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

Pages 13 - 15

Personnel Sub-Committee: 3rd February 2025.

As members are aware, Town Council agreed to the establishment of a Staffing Committee that would exercise overall consideration of all staffing matters including the functions of the Personnel Sub-Committee.

Due to the above, members are being requested to receive the minutes of the final meeting of the Personnel Sub-Committee as a governance and administrative record.

Recommendation: To receive the Minutes of the Personnel Sub-Committee meeting of the 3rd February 2025.

7. COMMITTEE FUNCTIONS & TERMS OF REFERENCE

Pages 16 - 17

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

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

Members will find attached the extract from the approved Committee Functions & Terms of Reference which relates to this committee.

This report is provided for information.

8. COMMITTEE WORKPLAN

Page 18

Members will find attached a workplan for the municipal year 2025/26.

The attached workplan provides a structured approach to the committee's business throughout 2025/26, ensuring all statutory requirements and governance obligations are met in a timely manner.

Recommendation: To review and approve the Corporate Services Committee Workplan for 2025/26, which outlines anticipated specific reports for the municipal year.

9. INCOME AND EXPENDITURE REPORT

Pages 19 - 22

Members will find attached, for information, the income and expenditure report for the Corporate Services committee up to the end of the 2024/2025 financial year.

Members will find attached, for information, the income and expenditure report, for Corporate Services Committee to date (28th May 2025).

Following scrutiny of the Personnel/Staff Costs for this committee, an error has been identified. In order to rectify this error, this committee is being requested to vire £30k to cover the shortfall in the Community Services Personnel/Staff Costs budget for financial year 2025-2026. A staff members salary has been included in the Corporate Services budget when it should have been under Community Services.

Recommendation: To approve the virement of £30k from budget code 192/4001 (Corporate Services Personnel/Staff Costs to 392/4001 (Community Services Personnel/Staff Costs)

10. BANK AND CASH RECONCILIATION STATEMENTS

Pages 23 - 25

Members are requested to receive the monthly bank and cash reconciliation statements for February, March and April 2025.

Recommendation:

1. To approve the monthly bank and cash reconciliation statements for February, March and April 2025;
2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.

11. LIST OF PAYMENTS

Pages 26 - 65

Members will find a list of payments for the period February, March and April 2025 (inclusive).

This report is provided for information.

12. INVESTMENT REPORT

Pages 66 - 76

This report is provided in accordance with the approved Committee Functions, Financial Regulation 12 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.

Members will find a report as attached.

Recommendations:

- 1) To recommend to Town Council the adoption of the Town Councils Banking Arrangements, Investment Strategy & Investment Arrangements Policy;**
- 2) To approve the investment of the Bidwell West s106 commuted sum and Houghton Quarry maintenance funds in the CCLA Deposit Fund.**

13. VAT RETURN

Page 77

In accordance with Financial Regulation 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.

Members will find attached, at Appendix A, B and C, for information, a copy of the VAT Returns for quarters 1, 2 and 3 for financial year 2024/2025.

This report is provided for information.

14. RENEWAL OF DIRECT DEBIT, STANDING ORDER, BACS AND CHAPS PAYMENTS

Page 78

Members are advised, under Financial Regulations 7.9 & 7.10, the approval of the use of Direct Debit, Standing Order, BACS or CHAPS shall be renewed by resolution of the council every year.

Members will find a list of Direct Debits and Standing Orders as attached.

Recommendations:

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

15. PUBLIC WORKS LOAN BOARD ANNUAL REPORT

Page 79 - 81

In accordance with the committees Terms of Reference and Financial Regulation 12, For information Members are provided with an annual report of the council's loans.

Members will find a report attached.

16. LATE PAYMENTS AND BAD DEBTS POLICY

Pages 82 - 85

Members of this Committee are required to annually review the Town Councils Late Payments and Bad Debts Policy, as attached, and make a recommendation to Town Council for its approval.

Member will find attached a track change document to reflect the changes and additions to this policy.

Recommendation: **To recommend to Town Council the adoption of the Town Councils Late Payments and Bad Debts Policy**

17. COMPLAINTS PROCEDURE

Pages 86 - 89

The Town Councils Complaints Procedure was last reviewed in September 2020. Apart from a minor amendment, this policy remains fit for purpose.

Members will find a copy of the Complaints Procedure attached.

Recommendation: **To recommend to Town Council, the adoption of the Town Councils Complaints Procedure**

18. SAFEGUARDING POLICY

Pages 90 – 117

Members will find attached the Town Council Draft Safeguarding Children and Young People Policy. Members are advised that this is a wholly rewritten Policy. The updated safeguarding policy is vital for ensuring the safety of children and young people in our community.

This policy was presented to and reviewed by members of the Community Services Committee at the meeting held on the 24th February 2025. At this meeting members resolved (minute number 13121) that the approval of the Town Council Safeguarding Children and Young People Policy be made by the Corporate Services Committee along with a recommendation to Town Council to adopt the policy.

Recommendation: **To recommend to Town Council the adoption of the Town Councils Safeguarding Policy.**

19. COUNCIL OFFICES

Pages 118 - 123

Members will find attached a report detailing options of works to the Town Council offices.

Recommendation: **To approve the internal remodelling suggestions within Option 2 (excluding the Chamber) up to a budget of £20,000 to be taken from EMR 355, Office Provision.**

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HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
Minutes of the meeting held on
Monday 3rd March 2025 7.00pm.

Present: Councillors: D Jones Chairman
E Billington
J Carroll
Y Farrell (Substitute)
W Henderson
C Rollins

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

Public: 0

Apologies: Councillor: E Costello
M Herber

13122 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Costello (Cllr Farrell substituted) and Cllr Herber.

13123 QUESTIONS FROM THE PUBLIC

None.

13124 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

13125 MINUTES

Members noted an error under minute number 13046. The date shown should have been 2010 not 1010. The minutes were amended by hand and initialled by the Chair.

To approve the Minutes of the meetings held on 2nd December 2024.

Resolved: To approve the Minutes of the meeting held on 2nd December 2024 and for these to be signed by the Chairman.

13126 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Personnel Sub-Committee: 8th July 2024 and 25th November 2024.

Resolved: To receive the Minutes of the Personnel Sub-Committee meeting of the 8th July 2024 and 25th November 2024.

13127 INCOME AND EXPENDITURE REPORT

Members were provided with a copy of the income and expenditure report, highlighting significant variances, for Corporate Services Committee to date.

Gas (pg 20) - a faulty meter had meant that Houghton Regis Town Council were not charged for several months. It was queried whether there would be back billing from the supplier and the Head of Corporate Services informed Members that this would not be the case.

Cllr Rollins joined the meeting.

Computer costs (pg 21) – there was an overspend of £2,000 in the current year and Members queried what the increase would be for 2025/26. Members were informed that the budget for the coming year was £8,500 which was thought sufficient to cover all licences.

With regard to the report, it was highlighted that an email had outlined how the loss incurred from the sale of the property portfolio would be treated in the accounts. Following input from the auditor, there was now a new budget heading showing the full amount of the sale proceeds but omitting to account for the £600,000 original cost. The Head of Corporate Services confirmed that the sum had been accounted for in the nominal ledger; however, following a request from Members, it was agreed that the issue would be addressed in an explanatory note for inclusion in the Minutes.

13128 BANK AND CASH RECONCILIATION STATEMENTS

Members received the monthly bank and cash reconciliation statements for November and December 2024 and January 2025.

Members felt that the statements presented should be as current as possible and suggested that the Corporate Services Committee meetings should be scheduled later in the month to allow this. The Head of Corporate Services advised Members that, due to the distribution date of the agenda, even if meetings were moved to a later date it was likely this information would still be a month behind upon receipt.

- Resolved:**
- 1. To approve the monthly bank and cash reconciliation statements for November and December 2024 and January 2025;**
 - 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

13129 LIST OF CHEQUE PAYMENTS

Members were provided with a list of payments for the period November and December 2024 and January 2025 (inclusive).

Members drew attention to the extensive list of payments to the water provider. The Head of Corporate Services confirmed that the Finance Officer had raised this matter with the provider and the issue would be rectified.

13130 INVESTMENT REPORT

This report was provided in accordance with the approved 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.

Members had been presented with an extensive report and were informed that Flagstone was a platform that allowed users to access and manage accounts at multiple banks and building societies. Members queried the advantages of using Flagstone over CCLA, which was AAA rated, allowed instant access and provided a good return. The Head of Corporate Services stated that the proposed investment via Flagstone was in response to the auditor's advice to diversify the portfolio while still providing a satisfactory level of liquidity.

Members agreed to approve the minimum investment of £150,000, rather than the proposed £250,000, for a 12-month trial period, to commence in April 2025 at the start of the new financial year. The performance of the investment would be monitored during the year and reviewed at the end of the trial period.

Proposed by: Cllr Henderson

Seconded by: Cllr Carroll

Members voted unanimously in favour of investing the minimum sum of £150,000 with Flagstone for a 12-month period.

The Head of Corporate Services informed Members that there would be some amendments to the banking arrangements, and these would be presented at the next meeting of the Committee.

Resolved: To approve the investment of £150,000, held in the Town Councils CCLA Deposit Fund, with Flagstones cash deposit platform.

13131 BANKING & SIGNING ARRANGEMENTS

At the Town Council meeting held on the 15th May 2024, the banking arrangements for the council's bank accounts were approved as follows (Minute number 12837).

Banking Arrangements

To approve the bank mandate be set up as follows:

- 2 signatories from Group A (councillors) and 1 signatory from Group B (officers);
- Group A to comprise current serving councillors
- Group B to comprise Clerk & RFO and Head of Service

Following receipt of the Interim Internal Auditors report, under the observation made under number B1, it was recommended that the Council formally review and approve the mandate to apply for making online payments. At the Town Council meeting held on the 16th December 2024 it was agreed to support the comments made in response to the Interim Internal Audit Observations/Recommendations (Minute number 13074). The comment in response to this observation/recommendation was:

This is noted and will be presented for consideration and approval to Corporate Services Committee at its meeting on 3rd March 2025.

Therefore, Members were requested to recommend to Town Council the following revision to the banking arrangements:

Officers on the approved bank mandate have delegated responsibility for electronically approving online payments and transfers between bank accounts and investments, on behalf of the Council.

Resolved: To recommend to Town Council the inclusion of the following, officers on the approved bank mandate have delegated responsibility for electronically approving online payments and transfers between bank accounts and investments, on behalf of the Council.

13132 REVIEW OF CHARGES 2025/2026

In accordance with Financial Regulation 13.2 Members were presented with a list of charges for 2024/25 which were under the control of this Committee. In order to support users of these facilities, it was suggested that Members consider applying the same charges for 2025/26.

Members were requested to note under section 2 of the Fee Schedule that the officer determining had been changed from the Town Clerk to the Head of Corporate Services.

Resolved: To approve the charges for 2025/26 as attached.

13133 VAT RETURN

In accordance with Financial Regulation 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.

For information, Members were provided with a copy of the VAT returns for quarters 1, 2 and 3 for financial year 2024/2025.

13134 SEXUAL HARASSMENT AT WORK LEGISLATION – POLICY UPDATES

Following the introduction of the new Sexual Harassment at Work legislation a number of the Town Councils policies had been revised.

Members were provided with a report and copies of the revised policies.

Members sought clarification on the level of changes within the policies. The Head of Corporate Services informed Members that the Bullying and Harassment Policy had been written almost in entirety; Equality, Diversity and Inclusion, and Social Media had included significant changes while the remainder had minimal amendments. The Whistleblowing policy was also due to be updated.

The Head of Corporate Services confirmed that all policies accorded with current legislation. While the policies would not be presented to Town Council until June, HRTC already had them in place and had been shared with staff.

It was confirmed that the Safeguarding Policy had been presented to the Community Services Committee.

Resolved: To recommend to Town Council, the adoption of the following updated policies:

- a) Bullying and Harassment Policy**
- b) IT Policy**
- c) Equality, Diversity and Inclusion Policy**
- d) Disciplinary Policy**
- e) Social Media Policy**

13135 HOLIDAYS AND OTHER ABSENCES POLICY

Members were informed that following an enquiry by a member of staff, in regard to the Town Councils Policy on Reservists, the Town Councils Holidays and Other Absences Policy had been revised.

Members were provided with a report and revised Holidays and Other Absences Policy. It was agreed by Members that the proposed changes were appropriate.

Resolved: To recommend to Town Council the adoption of the Town Councils Holidays and Other Absences Policy.

13136 EXCLUSION OF PRESS AND PUBLIC

Proposed by: Cllr Henderson

Seconded by: Cllr Carroll

Members voted unanimously in favour

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.

13137 PAY SCALES 2025/26

At the Personnel Sub-Committee meeting held on the 3rd February 2025, Members received a list of the Salary Point number for all staff, along with overtime rates, additional payments, mileage rates and employer and employee pension contribution rates and resolved to recommend to Corporate Services (Minute number PE347) that these be noted and signed by the Chair of Corporate Services at its meeting to be held on the 3rd March 2025.

Members were provided with a list, as presented to the Personnel Sub-Committee.

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

The Chairman declared the meeting closed at 8.09pm.

Dated this 9th day of June 2025

Chairman

HOUGHTON REGIS TOWN COUNCIL

Personnel Sub-Committee Minutes of the meeting held on 3rd February 2025 at 7.00pm

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

Officers: Louise Senior Head of Democratic Services

Public: 0

Apologies: Councillor: 0

Absent: Councillor: E Costello

PE337 APOLOGIES AND SUBSTITUTIONS

None

PE338 QUESTIONS FROM THE PUBLIC

None.

PE339 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE340 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 25th November 2024 for consideration.

It was requested that the last sentence regarding the dates of staff sickness figures be removed from Minute PE334. Members were happy to approve the Minutes with this amendment.

Resolved: That the amended minutes of the Personnel Sub-Committee meeting held on 25th November 2024 be approved as a correct record and signed accordingly.

PE341 FREEDOM OF INFORMATION REQUESTS

For the period September – November 2024, one Freedom of Information request had been received regarding solar panel installations at Tithe Farm Pavilion. It was confirmed that this request had been responded to within the statutory timeframe.

Resolved: To note the information.

PE342 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual leave

From October to December 2024 the Clerk has had 5 day's annual leave and 1 day flexi leave.

Annual leave for 20th-21st February was approved at the meeting held on 25th November 2024. To extend this into a full week off, additional Time Off in Lieu (TOIL) hours have been requested as below:

17th – 19th February - requested TOIL

Overtime

The Clerk attended 6 meetings or events outside of the normal working day within the period October to December 2024 (compared with 6 meetings in the previous quarter).

Resolved: To approve the requested TOIL dates.

PE343 RECRUITMENT

Members were advised, due to the successful appointment to the post of Finance Support Officer, the recruitment process is underway for:

- Support Officer (Events)
- Support Officer (Leadership)
- Cemetery & Allotment Officer

Members were advised that, subject to good quality applications, interviews would be held during the early part of March with a view to an April 2025 start.

Resolved: To note the information.

PE344 EXCLUSION OF PRESS AND PUBLIC

Members voted on the exclusion of the press and public:

Proposed by: Cllr Herber Seconded by: Cllr Jones

Votes for: 4

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.

PE345 STAFF SICKNESS

Members will find attached a rolling twelve-month record of sickness absence for all members of staff.

Members received this report for information.

PE346 STAFFING MATTERS

Members were advised that the Community Services Team was currently experiencing significant staffing shortages. This shortfall is due to multiple unexpected absences, maternity leave, and unfilled posts.

Members received this report for information.

PE347 PAYSCALES 2025/2026

Members received the spinal point range for 2025 - 2026, the spinal point number and the salary equivalent for all staff, along with overtime rates, additional payments, and employee pension contribution rates.

Resolved: To receive the list of NJC SCP's for all staff members for 2025-2026 along with overtime rates, additional payments, mileage rates and employer and employee pension contribution rates and recommend to Corporate Services on 3rd March 2025 that these be noted and signed by the Chair.

The Chairman declared the meeting closed at 7:33pm

Dated this 19th day of May 2025

Chairman

Corporate Services Committee

Terms of Reference

- To consider any matters referred to it by the Council or other Committees.
- To respond on behalf of the Council to initiatives from other organisations relating to matters under the Committee's jurisdiction.
- To exercise management of health and safety issues in respect of all the services of this Committee.
- To consider and determine any new contracts and any renewals of existing contracts under the jurisdiction of this committee.
- Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- Review of the Council's and/or employees' memberships of other bodies.
- To consider the suitability of the current office provision and the requirements of future office provision.
- To manage and maintain the Council Offices including office equipment and furniture.
- Reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018 (DPA 2018) and to take action to comply.
- To receive information relating to the number of Freedom of Information requests received by the Clerk
- Reviewing policies of the Council as required by legislation.
- To oversee and manage the financial obligations of the Council, including:
 - To receive quarterly reports on investments containing a forecast of capital expenditure, investment opportunities and a recommendation for further investment including where, length and amount
 - To receive bank and cash reconciliation statements.
 - To receive an annual report (based on the previous financial year) on loans taken out, repayments made and outstanding liability.
 - To confirm the use of direct debits, standing orders, BACS, CHAPS
- Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- To recommend to Council the writing off of irrecoverable amounts.
- To assemble and submit to the Town Council estimates of income and expenditure for each financial year in respect of all the services of this Committee no later than 30th November each year.
- To review annually (Spring / Summer) the staffing structure and staffing forecast in relation to this Committee for consideration by the Staffing Committee late Autumn to feed into the budget process.
- To monitor periodically the income and expenditure of the Committee.
- To consider and determine any proposed expenditure or reduction in income for which no provision has been made in the approved budget.
- To set the level of charges for facilities in respect of all the services of this Committee.

Functions

- The Corporate Services Committee shall function and operate in accordance with the

Council's approved Standing Orders.

- The Corporate Services Committee shall consist of seven Councillors. The quorum shall be half of its members (four).
- To appoint sub-committees or working groups as necessary including setting out membership and terms of reference.



HOUGHTON REGIS TOWN COUNCIL

Corporate Services Committee Workplan 2025/26

The following Workplan indicates anticipated specific reports in addition to regular / standard reports¹:

Committee date	Report Heading	Completed / deferred / removed
9th June 2025	Vice Chair	
	Committee Functions & Terms of Reference	
	Use of direct debits, standing orders, BACS, CHAPS	
	Public Works Loan Board Annual Report	
	Late Payments & Bad Debts Policy	
	Complaints Procedure	
	Safeguarding Policy	
	Office Provision	
1st September 2025	Staff (Corporate Services) Forecast	
	Budget Requests inc staff salaries	
	Review of the Council's and/or employees' memberships of other bodies	
	Review and confirmation of arrangements for insurance cover in respect of all insured risks	
	Corporate Services Fees & Charges	
1st December 2025		
2nd March 2025	Annual review of FOI requests	
	Annual report on loans taken out, repayments made and outstanding liability	
	To recommend to the Council the writing off of irrecoverable amounts	

¹ Include: Draft Minutes, Income & Expenditure Report, Bank & Cash Reconciliation, List of Payments, Investment Report, VAT Return, Committee Workplan

28/05/2025

Houghton Regis Town Council 2024/25

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16:04

Detailed Income & Expenditure by Budget Heading 28/05/2025

Month No: 12

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	7,570	71,704	50,000	(21,704)			143.4%	
1101 Investments Realised	0	580,209	0	(580,209)			0.0%	
Corporate Management :- Income	7,570	2,015,713	1,413,800	(601,913)			142.6%	0
4051 BANK & LOAN CHARGES	41	667	1,000	333		333	66.7%	
4056 AUDIT FEES	2,909	3,308	3,200	(108)		(108)	103.4%	
4057 ACCOUNTANCY & SOFTWARE	1,106	5,251	7,250	1,999		1,999	72.4%	
4060 BAD DEBTS W/OFF	1,913	1,913	0	(1,913)		(1,913)	0.0%	
4061 Financial Management Fees	0	1,820	4,000	2,180		2,180	45.5%	
Corporate Management :- Indirect Expenditure	5,970	12,959	15,450	2,491	0	2,491	83.9%	0
Net Income over Expenditure	1,600	2,002,754	1,398,350	(604,404)				
<u>102 Democratic Rep'n & Mgmt</u>								
4008 TRAINING/COURSES	0	185	1,100	915	550	365	66.8%	
4009 TRAVEL	17	323	350	27		27	92.3%	
4020 MISC. ESTABLISH.COST	0	489	400	(89)	184	(273)	168.3%	
4024 SUBSCRIPTIONS	0	3,594	3,600	6	580	(574)	115.9%	
4059 OTHER PROFESSIONAL FEES	597	717	1,000	283		283	71.7%	
4104 HOSPITALITY ALLNCE	0	13	250	237		237	5.0%	
4131 ELECTION COSTS	0	0	6,000	6,000		6,000	0.0%	
5021 Tfr to Elections Res	6,000	6,000	0	(6,000)		(6,000)	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	6,614	11,320	12,700	1,380	1,314	66	99.5%	0
Net Expenditure	(6,614)	(11,320)	(12,700)	(1,380)				
<u>190 Central Services</u>								
1091 Income Miscellaneous	0	21	130	109			15.9%	
1099 Insurance Claims	0	65	0	(65)			0.0%	
Central Services :- Income	0	85	130	45			65.5%	0
4007 CONFERENCE COSTS	(32)	631	1,300	669		669	48.5%	
4008 TRAINING/COURSES	0	2,938	5,000	2,062	950	1,112	77.8%	
4009 TRAVEL	0	344	350	6		6	98.2%	
4011 RATES	0	8,213	7,800	(413)		(413)	105.3%	
4012 WATER RATES	(156)	395	500	105		105	79.0%	
4014 ELECTRICITY	0	1,760	2,000	240		240	88.0%	
4015 GAS	(810)	(400)	900	1,300		1,300	(44.5%)	
4017 HEALTH & SAFETY	60	308	1,000	692		692	30.8%	
4020 MISC. ESTABLISH.COST	5	1,258	300	(958)		(958)	419.4%	

Continued over page

Detailed Income & Expenditure by Budget Heading 28/05/2025

Month No: 12

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
4021 COMMUNICATIONS COSTS	1,377	8,086	11,700	3,614		3,614	69.1%	
4022 POSTAGE	46	846	1,000	154		154	84.6%	
4023 STATIONERY	99	535	700	165		165	76.5%	
4025 INSURANCE	0	15,896	17,000	1,104		1,104	93.5%	
4026 COMPUTER COSTS	1,466	11,659	8,000	(3,659)	214	(3,873)	148.4%	
4027 PHOTOCOPIER CHARGES	127	1,547	1,600	53		53	96.7%	
4031 ADVERTISING	0	75	500	425		425	15.0%	
4036 PROPERTY MAINTENANCE	0	1,180	1,000	(180)	850	(1,030)	203.0%	
4038 MAINTENANCE CONTRACTS	0	361	600	239		239	60.1%	
4042 Equipment Repairs & Maintenance	200	484	1,000	516	415	102	89.8%	
4059 OTHER PROFESSIONAL FEES	5,403	7,736	15,000	7,264		7,264	51.6%	
Central Services :- Indirect Expenditure	7,784	63,851	77,250	13,399	2,428	10,970	85.8%	0
Net Income over Expenditure	(7,784)	(63,766)	(77,120)	(13,354)				
<u>191 Personnel/Staff Costs</u>								
1091 Income Miscellaneous	0	8,000	0	(8,000)			0.0%	
Personnel/Staff Costs :- Income	0	8,000	0	(8,000)				0
4059 OTHER PROFESSIONAL FEES	0	18,804	0	(18,804)		(18,804)	0.0%	
Personnel/Staff Costs :- Indirect Expenditure	0	18,804	0	(18,804)	0	(18,804)		0
Net Income over Expenditure	0	(10,804)	0	10,804				
<u>192 Corp Serv Staff Costs</u>								
4001 STAFF SALARIES	18,805	221,226	262,000	40,774		40,774	84.4%	
4002 EMPLOYERS N.I	1,817	21,806	36,000	14,194		14,194	60.6%	
4003 EMPLOYERS SUPERANN.	4,049	48,610	70,000	21,390		21,390	69.4%	
4005 STAFF OVERTIME	137	1,407	3,000	1,593		1,593	46.9%	
4059 OTHER PROFESSIONAL FEES	705	6,368	7,400	1,032		1,032	86.1%	
Corp Serv Staff Costs :- Indirect Expenditure	25,514	299,418	378,400	78,982	0	78,982	79.1%	0
Net Expenditure	(25,514)	(299,418)	(378,400)	(78,982)				
Grand Totals:- Income	7,570	2,023,798	1,413,930	(609,868)			143.1%	
Expenditure	45,882	406,352	483,800	77,448	3,743	73,706	84.8%	
Net Income over Expenditure	(38,312)	1,617,446	930,130	(687,316)				
Movement to/(from) Gen Reserve	(38,312)	1,617,446	930,130	(687,316)				

Detailed Income & Expenditure by Budget Heading 28/05/2025

Month No: 2

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
101 Corporate Management								
1076 Precept received	0	830,361	1,660,722	830,361			50.0%	
1096 Interest & Dividends Received	4,637	4,765	50,000	45,236			9.5%	
Corporate Management :- Income	4,637	835,126	1,710,722	875,597			48.8%	0
4051 BANK & LOAN CHARGES	55	141	1,000	859		859	14.1%	
4056 AUDIT FEES	0	(2,919)	3,200	6,119		6,119	(91.2%)	
4057 ACCOUNTANCY & SOFTWARE	0	4,397	8,500	4,103	14	4,089	51.9%	
Corporate Management :- Indirect Expenditure	55	1,619	12,700	11,081	14	11,067	12.9%	0
Net Income over Expenditure	4,582	833,507	1,698,022	864,515				
102 Democratic Rep'n & Mgmt								
4008 TRAINING/COURSES	0	0	1,000	1,000	550	450	55.0%	
4009 TRAVEL	59	59	350	291		291	16.8%	
4020 MISC. ESTABLISH.COST	150	150	400	250	354	(104)	126.0%	
4024 SUBSCRIPTIONS	105	1,169	3,503	2,334	580	1,754	49.9%	
4104 HOSPITALITY ALLNCE	84	84	250	166		166	33.5%	
4131 ELECTION COSTS	0	0	6,000	6,000		6,000	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	397	1,461	11,503	10,042	1,484	8,558	25.6%	0
Net Expenditure	(397)	(1,461)	(11,503)	(10,042)				
190 Central Services								
1091 Income Miscellaneous	0	9	0	(9)			0.0%	
Central Services :- Income	0	9	0	(9)				0
4007 CONFERENCE COSTS	0	0	1,300	1,300		1,300	0.0%	
4008 TRAINING/COURSES	0	950	3,400	2,450		2,450	27.9%	
4009 TRAVEL	0	11	350	339		339	3.1%	
4011 RATES	0	8,982	8,950	(32)		(32)	100.4%	
4012 WATER RATES	63	63	1,144	1,081		1,081	5.5%	
4014 ELECTRICITY	28	28	2,080	2,052		2,052	1.4%	
4015 GAS	536	536	728	192		192	73.6%	
4017 HEALTH & SAFETY	120	120	500	380		380	24.0%	
4020 MISC. ESTABLISH.COST	0	172	750	578		578	22.9%	
4021 COMMUNICATIONS COSTS	625	625	10,000	9,375		9,375	6.3%	
4022 POSTAGE	0	114	1,500	1,386		1,386	7.6%	
4023 STATIONERY	11	15	400	385		385	3.9%	
4025 INSURANCE	16,872	16,872	17,000	128		128	99.2%	
4026 COMPUTER COSTS	98	513	8,500	7,987	214	7,773	8.5%	
4027 PHOTOCOPIER CHARGES	151	279	1,600	1,321		1,321	17.4%	

Detailed Income & Expenditure by Budget Heading 28/05/2025

Month No: 2

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
4031 ADVERTISING	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	0	0	1,000	1,000	850	150	85.0%	
4038 MAINTENANCE CONTRACTS	0	130	700	570		570	18.6%	
4042 Equipment Repairs & Maintenance	19	19	500	481	415	67	86.7%	
4057 ACCOUNTANCY & SOFTWARE	0	6	0	(6)		(6)	0.0%	
4059 OTHER PROFESSIONAL FEES	0	0	13,250	13,250	2,788	10,462	21.0%	
4992 Trs from Earmarked Reserve	0	0	(8,000)	(8,000)		(8,000)	0.0%	
Central Services :- Indirect Expenditure	18,522	29,435	66,152	36,717	4,266	32,451	50.9%	0
Net Income over Expenditure	(18,522)	(29,426)	(66,152)	(36,726)				
<u>192 Corp Serv Staff Costs</u>								
4001 STAFF SALARIES	18,811	36,746	252,000	215,254		215,254	14.6%	
4002 EMPLOYERS N.I	2,418	4,684	30,240	25,556		25,556	15.5%	
4003 EMPLOYERS SUPERANN.	5,187	9,916	67,536	57,620		57,620	14.7%	
4005 STAFF OVERTIME	760	1,150	2,500	1,350		1,350	46.0%	
4059 OTHER PROFESSIONAL FEES	225	986	7,500	6,514	280	6,234	16.9%	
Corp Serv Staff Costs :- Indirect Expenditure	27,401	53,482	359,776	306,294	280	306,014	14.9%	0
Net Expenditure	(27,401)	(53,482)	(359,776)	(306,294)				
Grand Totals:- Income	4,637	835,135	1,710,722	875,587			48.8%	
Expenditure	46,376	85,997	450,131	364,134	6,044	358,090	20.4%	
Net Income over Expenditure	(41,739)	749,138	1,260,591	511,453				
Movement to/(from) Gen Reserve	(41,739)	749,138	1,260,591	511,453				

Houghton Regis Town Council Current Year

Bank - Cash and Investment Reconciliation as at 28 February 2025

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	28/02/2025 Liquidity Manager Account	46,780.66	
1	28/02/2025 NatWest Current Account	1,000.00	
2	28/02/2025 Business Reserve Account	274.81	
3	28/02/2025 Natwest Youth Council	331.65	
			48,387.12
<u>Other Cash & Bank Balances</u>			
	CLERKS IMPREST ACCOUNT	200.00	
	L A Deposit Fund Account	1,069,500.00	
	PETTY CASH FLOAT	20.64	
			1,069,720.64
			1,118,107.76
<u>Receipts not on Bank Statement</u>			
0	28/02/2025 All Receipts Cleared	0.00	
			0.00
Closing Balance			1,118,107.76
<u>All Cash & Bank Accounts</u>			
1	NATWEST CURRENT/RESERVE	47,780.66	
2	NATWEST ONLINE ac 41172051	274.81	
3	Natwest Yth Council	331.65	
	Other Cash & Bank Balances	1,069,720.64	
	Total Cash & Bank Balances		1,118,107.76

Houghton Regis Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2025

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
1	31/03/2025	Liquidity Manager Account	8,342.13	
1	31/03/2025	NatWest Current Account	1,000.00	
2	31/03/2025	Business Reserve Account	275.10	
3	31/03/2025	Natwest Youth Council	218.53	
				9,835.76
<u>Other Cash & Bank Balances</u>				
		CLERKS IMPREST ACCOUNT	200.00	
		L A Deposit Fund Account	869,500.00	
		PETTY CASH FLOAT	9.21	
				869,709.21
				879,544.97
<u>Receipts not on Bank Statement</u>				
0	31/03/2025	All Receipts Cleared	0.00	
				0.00
Closing Balance				879,544.97
<u>All Cash & Bank Accounts</u>				
1		NATWEST CURRENT/RESERVE	9,342.42	
2		NATWEST ONLINE ac 41172051	275.10	
3		Natwest Yth Council	218.53	
		Other Cash & Bank Balances	869,709.21	
		Total Cash & Bank Balances		879,545.26

Houghton Regis Town Council Current Year

Bank - Cash and Investment Reconciliation as at 30 April 2025

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
1	30/04/2025	Liquidity Manager Account	185,481.66	
1	30/04/2025	NatWest Current Account	1,000.00	
2	30/04/2025	Business Reserve Account	275.38	
3	30/04/2025	Natwest Youth Council	159.00	
4	30/04/2025	Natwest Youth Work	785.75	
				187,701.79
<u>Other Cash & Bank Balances</u>				
		L A Deposit Fund Account	1,419,500.00	
		PETTY CASH FLOAT	48.91	
				1,419,548.91
				1,607,250.70
<u>Receipts not on Bank Statement</u>				
0	30/04/2025	All Receipts Cleared	0.00	
				0.00
Closing Balance				1,607,250.70
<u>All Cash & Bank Accounts</u>				
1		NATWEST CURRENT/RESERVE	186,481.66	
2		NATWEST ONLINE ac 41172051	275.38	
3		Natwest Yth Council	159.00	
4		Natwest Youth Work	785.75	
		Other Cash & Bank Balances	1,419,548.91	
		Total Cash & Bank Balances	1,607,250.70	

28/05/2025

Houghton Regis Town Council 2024/25

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List of Purchase Ledger Payments for Month 11

User: 6740.D.MARSH

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BRI02 BT Payment Services Ltd							
986-Fixed line rental Office	20/01/2025	M036 D4	1	234.00	0.00	234.00	0.00
					0.00	234.00	
Above paid on 03/02/2025 by Cheque DDR2							
EE01 EE Limited							
998-mobile phone chgs Jan 2025	24/01/2025	V02310676644	1	384.06	0.00	384.06	0.00
					0.00	384.06	
Above paid on 03/02/2025 by Cheque DDR1							
TEC01 Techies Limited							
833-Microsoft 365 charge	15/10/2024	INV-6306	1	3,999.60	0.00	399.96	3,599.64
					0.00	399.96	
Above paid on 03/02/2025 by Cheque SO1							
TEC01 Techies Limited							
560-Managed Silver Contract	06/09/2024	INV-6104	1	1,535.11	0.00	191.89	1,343.22
					0.00	191.89	
Above paid on 03/02/2025 by Cheque SO2							
SCO02 Scottish Power							
1004-Electricity Depot	22/01/2025	611004248581	1	26.04	0.00	26.04	0.00
					0.00	26.04	
Above paid on 05/02/2025 by Cheque DDR3							
CLO02 Cloudy Group							
1026-App Hosting Package	01/02/2025	INV-D-06407	1	110.19	0.00	110.19	0.00
					0.00	110.19	
Above paid on 06/02/2025 by Cheque DDR							
ASK001 A & S Skips							
1005-Hire of skip M/Crescent	24/01/2025	113	1	350.00	0.00	350.00	0.00
					0.00	350.00	
Above paid on 07/02/2025 by Cheque FP1							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BATPC		BATPC					
1006-Nuts and Bolts - MHerber	05/02/2025	NUTS AND BOLTS TRG	1	35.00	0.00	35.00	0.00
					0.00	35.00	
Above paid on 07/02/2025 by Cheque FP2							
CAL02		Caldecotte Xperience					
1007-Residential Trip -balance	06/01/2025	9007034 PO160	1	2,304.00	0.00	2,304.00	0.00
					0.00	2,304.00	
Above paid on 07/02/2025 by Cheque FP3							
CEN04		Central Bedfordshire Council					
1008-Monitoring CCTV cameras	27/01/2025	1800233259	1	3,608.48	0.00	3,608.48	0.00
					0.00	3,608.48	
Above paid on 07/02/2025 by Cheque FP4							
COO01		Cllr Elaine Cooper					
1009-Mileage Bedford Supper	16/01/2025	TRAVEL EXPS	1	18.00	0.00	18.00	0.00
					0.00	18.00	
Above paid on 07/02/2025 by Cheque FP5							
HER04		Cllr Michelle Herber					
1011-LLTC Quiz Evening car exp	04/02/2025	CAR EXPS	1	7.65	0.00	7.65	0.00
1010-Quiz Evening raffle	31/01/2025	CAR EXPS	1	5.00	0.00	5.00	0.00
					0.00	12.65	
Above paid on 07/02/2025 by Cheque FP6							
HRMEMORIAL		Houghton Regis Memorial Hall Fund					
1025-PrideofHough hall hire	23/01/2025	23/01/2025/56	1	272.00	0.00	272.00	0.00
					0.00	272.00	
Above paid on 07/02/2025 by Cheque FP18							
HRS01		HR Solutions					
1013-HR Retainer	01/02/2025	INV-043679	1	270.30	0.00	270.30	0.00
					0.00	270.30	
Above paid on 07/02/2025 by Cheque FP7							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LAN03 Latent Digital Solutions Ltd							
1014-Photocopier exps	31/01/2025	306396	1	6.00	0.00	6.00	0.00
					0.00	6.00	
Above paid on 07/02/2025 by Cheque FP8							
MCS01 MCS Contract Cleaning Limited							
1015-Toilet cleaning BSquare	30/01/2025	150	1	2,220.00	0.00	2,220.00	0.00
					0.00	2,220.00	
Above paid on 07/02/2025 by Cheque FP9							
ONL02 Online playgrounds							
1016-diameter nest seat	09/12/2024	SIN062593	1	1,910.40	0.00	1,910.40	0.00
					0.00	1,910.40	
Above paid on 07/02/2025 by Cheque FP10							
PRE04 Prestige Design & Workwear Ltd							
1017-Navy sweatshirt	17/01/2025	127894	1	15.60	0.00	15.60	0.00
1018-9 Navy dover jackets	29/01/2025	128088	1	324.00	0.00	324.00	0.00
					0.00	339.60	
Above paid on 07/02/2025 by Cheque FP11							
SAF04 The Safer Luton Partnership							
1023-FAid events at HHP	03/02/2025	SLP/HRTC/8014	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 07/02/2025 by Cheque FP16							
SCO02 Scottish Power							
999-Electricity O/Close Pav	24/01/2025	608004315836	1	51.44	0.00	51.44	0.00
					0.00	51.44	
Above paid on 07/02/2025 by Cheque DDR							
SCR02 Trade UK Account							
1024-deck joist,shield anchor	28/01/2025	2001714563	1	85.50	0.00	85.50	0.00
					0.00	85.50	
Above paid on 07/02/2025 by Cheque FP17							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SCU01 Scutum South East Ltd							
1020-Intruder main Feb25-Jan26	30/01/2025	NSSE-SINC25-22477	1	187.16	0.00	187.16	0.00
					0.00	187.16	
Above paid on 07/02/2025 by Cheque FP13							
SPA01 Spaldings Limited							
1021-Slider, washer, screws	20/01/2025	SI-3005817	1	45.00	0.00	45.00	0.00
					0.00	45.00	
Above paid on 07/02/2025 by Cheque FP14							
TEA02 Teaching Talons (Animal Ambassadors) Ltd							
1022-Dep Teaching Talons HHP	31/01/2025	7347	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 07/02/2025 by Cheque FP15							
TOT01 Right Fuelcard Company Ltd							
1019-Fuel for vehicles	31/01/2025	6162677	1	64.60	0.00	64.60	0.00
					0.00	64.60	
Above paid on 07/02/2025 by Cheque FP12							
WAV03 Anglian Water							
1000-Water chgs M/Crescent	24/01/2025	14595956	1	410.60	0.00	410.60	0.00
					0.00	410.60	
Above paid on 10/02/2025 by Cheque DDR1							
WAV04 Anglian Water							
1001-Water chgs Depot	24/01/2025	14596617	1	23.53	0.00	23.53	0.00
					0.00	23.53	
Above paid on 10/02/2025 by Cheque DDR2							
WAV06 Anglian Water							
1003-Water chgs Village Green	24/01/2025	14596714	1	2,348.23	0.00	2,348.23	0.00
					0.00	2,348.23	
Above paid on 10/02/2025 by Cheque DDR3							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
1027-Gas charges Depot	03/02/2025	02371997	1	25.37	0.00	25.37	0.00
					0.00	25.37	
Above paid on 10/02/2025 by Cheque DDR4							
YU001 Yu Energy							
1028-Gas charges P/Side Drive	03/02/2025	02371996	1	37.30	0.00	37.30	0.00
					0.00	37.30	
Above paid on 10/02/2025 by Cheque DDR5							
YU001 Yu Energy							
1029-Gas charges M/Crescent	03/02/2025	02371995	1	604.84	0.00	604.84	0.00
					0.00	604.84	
Above paid on 10/02/2025 by Cheque DDR6							
YU001 Yu Energy							
1030-Gas charges Office	04/02/2025	02353622	1	62.42	0.00	62.42	0.00
					0.00	62.42	
Above paid on 10/02/2025 by Cheque DDR7							
SCO02 Scottish Power							
1121-Electricity Office	30/01/2025	608004329361	1	150.17	0.00	150.17	0.00
					0.00	150.17	
Above paid on 13/02/2025 by Cheque DDR1							
CAS02 Castle Water							
1031-Water charges Townsend F	03/02/2025	TE00762275	1	8.57	0.00	8.57	0.00
					0.00	8.57	
Above paid on 17/02/2025 by Cheque DDR8							
SCO02 Scottish Power							
1033-Electricity chgs Orchard	03/02/2025	609004308484	1	40.99	0.00	40.99	0.00
					0.00	40.99	
Above paid on 17/02/2025 by Cheque DDR10							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SCO02 Scottish Power							
1034-Electricity chgs Parkside	03/02/2025	609004308483	1	51.53	0.00	51.53	0.00
					0.00	51.53	
Above paid on 17/02/2025 by Cheque DDR11							
SCO02 Scottish Power							
1122-Electricity P/side Drive	03/02/2025	609004308489	1	23.46	0.00	23.46	0.00
					0.00	23.46	
Above paid on 17/02/2025 by Cheque DDR2							
SCO02 Scottish Power							
1125-Electricity M/Crescent	03/02/2025	69004308490	1	198.15	0.00	198.15	0.00
					0.00	198.15	
Above paid on 17/02/2025 by Cheque DDR3							
SCO02 Scottish Power							
1032-Electricity chgs Depot	03/02/2025	609004308485	1	578.77	0.00	578.77	0.00
					0.00	578.77	
Above paid on 17/02/2025 by Cheque DDR9							
BRI01 British Gas							
1065-Gas charges Tithe Farm	04/02/2025	802085279	1	3,079.30	0.00	3,079.30	0.00
					0.00	3,079.30	
Above paid on 18/02/2025 by Cheque DDR							
SCO02 Scottish Power							
1124-Electricity Depot	05/02/2025	609004314160	1	26.17	0.00	26.17	0.00
					0.00	26.17	
Above paid on 19/02/2025 by Cheque DDR4							
POZ06 Pozitive Energy							
1068-Gas charges Bidwell (rech	12/02/2025	4854002025737407	1	8.95	0.00	8.95	0.00
					0.00	8.95	
Above paid on 20/02/2025 by Cheque DDR1							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ARB01 Arbour Landscape Solutions							
1039-Mushroom compost	30/01/2025	04825	1	1,467.18	0.00	1,467.18	0.00
					0.00	1,467.18	
Above paid on 21/02/2025 by Cheque FP1							
AUR01 Aurora World							
1041-Toys for half-term activi	13/02/2025	SI184852	1	665.15	0.00	665.15	0.00
1040-PP Queeny Bee 51n	17/02/2025	SI185051	1	79.07	0.00	79.07	0.00
					0.00	744.22	
Above paid on 21/02/2025 by Cheque FP2							
BED02 Bedfordshire Pension Fund							
1052-Added Years Jan 2025	18/02/2025	759227	1	62.60	0.00	62.60	0.00
					0.00	62.60	
Above paid on 21/02/2025 by Cheque FP13							
BED07 Police & Crime Commissioner for Beds							
1055-Op Hana - December 2024	14/02/2025	B0004928	1	2,068.80	0.00	2,068.80	0.00
1056-Op Hana - January 2025	14/02/2025	B0004929	1	3,791.30	0.00	3,791.30	0.00
					0.00	5,860.10	
Above paid on 21/02/2025 by Cheque FP16							
COO01 Cllr Elaine Cooper							
1044-Raffle tickets LLTC Quiz	05/02/2025	LLTC QUIZ NIGHT	1	5.00	0.00	5.00	0.00
					0.00	5.00	
Above paid on 21/02/2025 by Cheque FP4							
GBI01 Geo Browns Implements Ltd							
1043-machinery parts	15/01/2025	113229	1	-4.96	0.00	-4.96	0.00
1042-machinery parts	06/02/2025	463369	1	105.43	0.00	105.43	0.00
					0.00	100.47	
Above paid on 21/02/2025 by Cheque FP3							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HER04 Cllr Michelle Herber							
1046-3 cakes for coffee mornin	12/02/2025	COFFEE MORNING EXP	1	26.44	0.00	26.44	0.00
					0.00	26.44	
Above paid on 21/02/2025 by Cheque FP6							
HMR001 HMRC							
987-PAYE/NI Jan 2025	31/01/2025	PAYE/NI JAN 2025	1	13,296.67	0.00	13,296.67	0.00
					0.00	13,296.67	
Above paid on 21/02/2025 by Cheque FP7							
HOU03 Houghton Regis Helpers Community Org A/C							
1047-Refreshments Legend Bench	31/01/2025	SERVE REFRESHMENTS	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 21/02/2025 by Cheque FP8							
JAM02 Jam on Toast Marketing							
1048-Logo and branding HHP	10/02/2025	HRTC 002	1	450.00	0.00	450.00	0.00
					0.00	450.00	
Above paid on 21/02/2025 by Cheque FP9							
KEM001 Kempston Town Council							
1049-Charity Bingo Event	14/02/2025	CHARITY BINGO EVENT	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 21/02/2025 by Cheque FP10							
LAM01 Lamps & Tubes Illuminations Ltd							
1050-C'mas Lighting Display 24	28/01/2025	INV-71958	1	3,855.84	0.00	3,855.84	0.00
					0.00	3,855.84	
Above paid on 21/02/2025 by Cheque FP11							
LEG01 Legend on the Bench							
1051-Donation for LotB bench	31/01/2025	2025/001	1	1,880.00	0.00	1,880.00	0.00
					0.00	1,880.00	
Above paid on 21/02/2025 by Cheque FP12							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LOC01 Dunstable Lock & Safe Co							
1045-Keys and padlocks	13/02/2025	35625	1	291.96	0.00	291.96	0.00
					0.00	291.96	
Above paid on 21/02/2025 by Cheque FP5							
NEW004 Newton Flags and Banner Makers Ltd							
1053-VE80 Flag	04/02/2025	SI-4416	1	43.20	0.00	43.20	0.00
					0.00	43.20	
Above paid on 21/02/2025 by Cheque FP14							
PCH01 PCH Associates Ltd							
1054-Consultancy Services	10/02/2025	FAI-2517	1	30,291.58	0.00	30,291.58	0.00
					0.00	30,291.58	
Above paid on 21/02/2025 by Cheque FP15							
SCR02 Trade UK Account							
1064-Tools	07/02/2025	2002076327	1	54.93	0.00	54.93	0.00
					0.00	54.93	
Above paid on 21/02/2025 by Cheque FP22							
SKY01 Skylight Cinema							
1057-Mobile LED Screen	17/02/2025	INV-2081	1	3,416.99	0.00	3,416.99	0.00
					0.00	3,416.99	
Above paid on 21/02/2025 by Cheque FP17							
SPA01 Spaldings Limited							
1058-Stihl chain loop	06/02/2025	SI-3009907	1	93.31	0.00	93.31	0.00
1059-telescopic polesaw	14/02/2025	SI-3011728	1	145.21	0.00	145.21	0.00
					0.00	238.52	
Above paid on 21/02/2025 by Cheque FP18							
SUM01 SumUp Payments Ltd							
1060-Replace solo and printer	14/02/2025	2000052995	1	154.80	0.00	154.80	0.00
					0.00	154.80	
Above paid on 21/02/2025 by Cheque FP19							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TEA02 Teaching Talons (Animal Ambassadors) Ltd							
1061-Halfterm activities HHP	15/02/2025	7370	1	720.00	0.00	720.00	0.00
1062-Owl handing halfterm	15/02/2025	7371	1	500.00	0.00	500.00	0.00
					0.00	1,220.00	
Above paid on 21/02/2025 by Cheque FP20							
TEC01 Techies Limited							
1063-Microsoft 365 for KJ	12/02/2025	INV-6881	1	100.87	0.00	100.87	0.00
					0.00	100.87	
Above paid on 21/02/2025 by Cheque FP21							
YGP01 Yorkshire Gas and Power							
1067-Electricity Bidwell (rech	11/02/2025	937670	1	835.33	0.00	835.33	0.00
					0.00	835.33	
Above paid on 21/02/2025 by Cheque DDR2							
DUN02 Biffa Waste Services Ltd							
988-Skip Hire	24/01/2025	614C76949	1	60.82	0.00	60.82	0.00
989-Waste disposal	24/01/2025	614C76950	1	1,327.49	0.00	1,327.49	0.00
					0.00	1,388.31	
Above paid on 24/02/2025 by Cheque DDR1							
SCO02 Scottish Power							
1120-Electricity TFarm Pavilio	12/02/2025	606004387064	1	881.30	0.00	881.30	0.00
					0.00	881.30	
Above paid on 26/02/2025 by Cheque DDR							
PAYROLL Payroll Options							
1035-Payroll processing Jan	31/01/2025	154895	1	202.55	0.00	202.55	0.00
					0.00	202.55	
Above paid on 28/02/2025 by Cheque DDR2							
Total Purchase Ledger Payments for Month 11					0.00	88,193.48	

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
FRA02 Francotyp Postalia Ltd							
1126-Rental of franking machin	01/03/2025	370602	1	90.00	0.00	90.00	0.00
					0.00	90.00	
Above paid on 03/03/2025 by Cheque DDR1							
TEC01 Techies Limited							
Purchase Ledger Payment	03/03/2025	ON ACC 1119	1	0.00	0.00	399.96	-399.96
					0.00	399.96	
Above paid on 03/03/2025 by Cheque SO1							
TEC01 Techies Limited							
560-Managed Silver Contract	06/09/2024	INV-6104	1	1,343.22	0.00	191.89	1,151.33
					0.00	191.89	
Above paid on 03/03/2025 by Cheque SO2							
EE01 EE Limited							
1154-mobile phone charges	24/02/2025	V02320895223	1	385.57	0.00	385.57	0.00
					0.00	385.57	
Above paid on 04/03/2025 by Cheque DDR							
SCO02 Scottish Power							
1148-Electricity Village Green	18/02/2025	612004305482	1	250.58	0.00	250.58	0.00
					0.00	250.58	
Above paid on 04/03/2025 by Cheque DDR							
BRI02 BT Payment Services Ltd							
1069-Fixed line rental Office	19/02/2025	M037 HR	1	234.00	0.00	234.00	0.00
					0.00	234.00	
Above paid on 05/03/2025 by Cheque DDR2							
CLO02 Cloudy Group							
1127-App Hosting Package	01/03/2025	INV-D-06746	1	110.19	0.00	110.19	0.00
					0.00	110.19	
Above paid on 06/03/2025 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							
1128-Water charges P/side Driv	24/02/2025	10005610877	1	7.09	0.00	7.09	0.00
					0.00	7.09	
Above paid on 10/03/2025 by Cheque DDR4							
POZ06 Positive Energy							
1141-Gas Bidwell (recharge)	05/03/2025	48540020257491891	1	8.09	0.00	8.09	0.00
					0.00	8.09	
Above paid on 10/03/2025 by Cheque DDR1							
WAV03 Anglian Water							
1142-Water Moore Crescent	24/02/2025	14721200	1	52.45	0.00	52.45	0.00
					0.00	52.45	
Above paid on 10/03/2025 by Cheque DDR2							
YU001 Yu Energy							
1129-Gas charges Depot	03/03/2025	02461299	1	16.74	0.00	16.74	0.00
					0.00	16.74	
Above paid on 10/03/2025 by Cheque DDR5							
YU001 Yu Energy							
1130-Gas charges Office	03/03/2025	200240057	1	49.96	0.00	49.96	0.00
					0.00	49.96	
Above paid on 10/03/2025 by Cheque DDR6							
YU001 Yu Energy							
1131-Gas charges Moore Crescen	03/03/2025	200240046	1	501.05	0.00	501.05	0.00
					0.00	501.05	
Above paid on 10/03/2025 by Cheque DDR7							
WAV04 Anglian Water							
1143-Water Depot	24/02/2025	14721834	1	63.92	0.00	63.92	0.00
					0.00	63.92	
Above paid on 11/03/2025 by Cheque DDR3							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WAV06 Anglian Water							
1145-Water Village Green	24/02/2025	14722012	1	478.91	0.00	478.91	0.00
					0.00	478.91	
Above paid on 11/03/2025 by Cheque DDR4							
YU001 Yu Energy							
1132-Gas charges P/Side Drive	04/03/2025	02433456	1	32.06	0.00	32.06	0.00
					0.00	32.06	
Above paid on 11/03/2025 by Cheque DDR8							
AMF01 AMF Services (Bedford) Ltd							
1071-drive belts, blade bolts	07/03/2025	32941	1	169.96	0.00	169.96	0.00
					0.00	169.96	
Above paid on 14/03/2025 by Cheque FP1							
AMR001 AMRO Catering & Events Ltd							
1072-coffee FAid volunteers	25/02/2025	INV-0376	1	43.20	0.00	43.20	0.00
1073-Catering for LOTB	04/03/2025	INV-0380	1	450.00	0.00	450.00	0.00
					0.00	493.20	
Above paid on 14/03/2025 by Cheque FP2							
BAR01 Barcham Trees Plc							
1074-Purchase of 15 trees	07/03/2025	167501	1	2,504.40	0.00	2,504.40	0.00
					0.00	2,504.40	
Above paid on 14/03/2025 by Cheque Fp3							
BED02 Bedfordshire Pension Fund							
1076-Added Years February 2025	11/03/2025	759370	1	62.60	0.00	62.60	0.00
					0.00	62.60	
Above paid on 14/03/2025 by Cheque FP5							
BEE01 Bee-Line							
1075-Inflatable Grand National	10/03/2025	INV-0427	1	798.00	0.00	798.00	0.00
					0.00	798.00	
Above paid on 14/03/2025 by Cheque FP4							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BOA01 B R Boatwright							
1077-2 x green waste removal	28/02/2025	1576	1	1,200.00	0.00	1,200.00	0.00
					0.00	1,200.00	
Above paid on 14/03/2025 by Cheque FP6							
CRO01 Cromwell Group (Holdings) Ltd							
1081-cleaning products HHP	24/02/2025	0016401875	1	447.54	0.00	447.54	0.00
					0.00	447.54	
Above paid on 14/03/2025 by Cheque FP9							
DAR01 Darren England							
1105-Software updates HRTC	21/02/2025	107251	1	597.30	0.00	597.30	0.00
					0.00	597.30	
Above paid on 14/03/2025 by Cheque FP27							
DIN01 Dinosaurs and Dragons							
1084-Deposit Easter activities	04/03/2025	205	1	400.00	0.00	400.00	0.00
					0.00	400.00	
Above paid on 14/03/2025 by Cheque FP12							
DUN04 Dunstable Town Council							
1085-Licences MarketStalls HHP	12/03/2025	GEN15908	1	35.00	0.00	35.00	0.00
					0.00	35.00	
Above paid on 14/03/2025 by Cheque FP13							
EME001 Emerald Events Hire Ltd							
1086-Letting/balloons POH	12/03/2025	0000646	1	370.00	0.00	370.00	0.00
					0.00	370.00	
Above paid on 14/03/2025 by Cheque FP14							
EVA04 Clare Evans							
1087-Train, food and taxi	25/02/2025	NALC AWARDS	1	117.95	0.00	117.95	0.00
					0.00	117.95	
Above paid on 14/03/2025 by Cheque FP15							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
GBI01	Geo Browns Implements Ltd						
1079-Cutterbars and blade	12/03/2025	464992	1	189.93	0.00	189.93	0.00
1080-Blade/high lift	13/03/2025	465070	1	64.04	0.00	64.04	0.00
					0.00	253.97	
Above paid on 14/03/2025 by Cheque FP8							
HER04	Cllr Michelle Herber						
1088-Cake for LOTB	06/03/2025	LOTB CAKE	1	61.59	0.00	61.59	0.00
					0.00	61.59	
Above paid on 14/03/2025 by Cheque FP16							
HMR001	HMRC						
1070-PAYE/NI February 2025	28/02/2025	PAYE/NI FEB 2025	1	13,474.94	0.00	13,474.94	0.00
					0.00	13,474.94	
Above paid on 14/03/2025 by Cheque FP17							
HOU03	Houghton Regis Helpers Community Org A/C						
1089-Don HRegis Helpers LOTB	31/01/2025	DONATION LOTB EVENT	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 14/03/2025 by Cheque FP18							
HRS01	HR Solutions						
1090-HR Retainer	01/03/2025	INV-044213	1	270.30	0.00	270.30	0.00
					0.00	270.30	
Above paid on 14/03/2025 by Cheque FP19							
INC01	Inclination Ltd						
1091-Website refresh HHP	07/03/2025	INV-00187	1	3,000.00	0.00	3,000.00	0.00
					0.00	3,000.00	
Above paid on 14/03/2025 by Cheque FP20							
IWN01	Independent Water Networks						
1037-Water Bidwell (recharge)	07/02/2025	29661108	1	-16.92	0.00	-16.92	0.00
1092-Water Bidwell (recharge)	07/03/2025	30118059	1	26.61	0.00	26.61	0.00
					0.00	9.69	
Above paid on 14/03/2025 by Cheque Fp21							

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
JCURL01 John Curl							
1083-EN68 VTG service and MOT	26/02/2025	248390	1	800.51	0.00	800.51	0.00
					0.00	800.51	
Above paid on 14/03/2025 by Cheque FP11							
JEW01 Jewels Art Craft & Coffee							
1093-Mayor's Coffee Morning	10/02/2025	MAYOR COFFEE MORNING	1	66.50	0.00	66.50	0.00
					0.00	66.50	
Above paid on 14/03/2025 by Cheque FP22							
JOA01 J Cross							
1082-photography LOTB	04/03/2025	B00784	1	100.00	0.00	100.00	0.00
					0.00	100.00	
Above paid on 14/03/2025 by Cheque FP10							
KEN01 Kensworth Sawmills Ltd							
1094-Tree fencing posts HHP	12/03/2025	44290	1	768.90	0.00	768.90	0.00
					0.00	768.90	
Above paid on 14/03/2025 by Cheque FP23							
KIN03 Kings Seeds / Suffolk Herbs							
1096-Plants Community Gardens	11/02/2025	363052	1	36.75	0.00	36.75	0.00
1095-plants Community Gardens	13/02/2025	363233	1	122.65	0.00	122.65	0.00
					0.00	159.40	
Above paid on 14/03/2025 by Cheque FP24							
LAN03 Latent Digital Solutions Ltd							
1097-Photocopier charges	27/02/2025	306568	1	75.61	0.00	75.61	0.00
					0.00	75.61	
Above paid on 14/03/2025 by Cheque FP25							
LB001 LB Bouncy Castles							
1078-Inflatable football table	11/03/2025	BOUNCE CAMP 22/3/25	1	370.00	0.00	370.00	0.00
					0.00	370.00	
Above paid on 14/03/2025 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						
1098-Toilets clean BSquare	28/02/2025	174	1	2,220.00	0.00	2,220.00	0.00
					0.00	2,220.00	
Above paid on 14/03/2025 by Cheque FP26							
PER01	Perfect Print						
1106-Town Crier Spring/Summer	28/02/2025	25/5882	1	1,890.00	0.00	1,890.00	0.00
					0.00	1,890.00	
Above paid on 14/03/2025 by Cheque FP28							
POW04	Power Brush International Limited						
1107-service ride-on mower	18/02/2025	3129	1	685.20	0.00	685.20	0.00
					0.00	685.20	
Above paid on 14/03/2025 by Cheque FP29							
PRO01	Proludic Ltd						
1108-rope/ball joints TFarm	27/02/2025	SIN010505	1	96.36	0.00	96.36	0.00
1109-TFarm play equipment	27/02/2025	SIN010506	1	66,673.88	0.00	66,673.88	0.00
					0.00	66,770.24	
Above paid on 14/03/2025 by Cheque FP30							
SAF04	The Safer Luton Partnership						
1112-FAid at Comic Relief	05/03/2025	SLP/HRTC/8037	1	50.00	0.00	50.00	0.00
1111-FAid at Easter events	05/03/2025	SLP/HRTC/8038	1	100.00	0.00	100.00	0.00
					0.00	150.00	
Above paid on 14/03/2025 by Cheque FP32							
SCR02	Trade UK Account						
1118-Timber/decking screw	06/03/2025	2002636800	1	61.67	0.00	61.67	0.00
					0.00	61.67	
Above paid on 14/03/2025 by Cheque FP36							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SPA01 Spaldings Limited							
1113-Small equipment items	06/03/2025	SI-3016765	1	512.54	0.00	512.54	0.00
					0.00	512.54	
Above paid on 14/03/2025 by Cheque Fp33							
TEC01 Techies Limited							
1114-IT Laptop for CE	17/02/2025	INV-6880	1	1,327.80	0.00	1,327.80	0.00
1115-Microsoft 365 EHolland	26/02/2025	INV-6954	1	94.50	0.00	94.50	0.00
1116-T4 SIP Line Jan-Mar	06/03/2025	INV-7044	1	144.00	0.00	144.00	0.00
					0.00	1,566.30	
Above paid on 14/03/2025 by Cheque FP34							
THR03 Three Star (Luton) Ltd							
1117-Coach Caldecotte Xperienc	25/02/2025	36148	1	450.00	0.00	450.00	0.00
					0.00	450.00	
Above paid on 14/03/2025 by Cheque FP35							
TOT01 Right Fuelcard Company Ltd							
1110-Fuel for vehicles	28/02/2025	6207068	1	155.39	0.00	155.39	0.00
					0.00	155.39	
Above paid on 14/03/2025 by Cheque FP31							
CAS02 Castle Water							
1133-Water charges Townsend Fa	03/03/2025	TE00781247	1	10.68	0.00	10.68	0.00
					0.00	10.68	
Above paid on 17/03/2025 by Cheque DDR1							
WEL01 Wellers Law Group LLP							
1211-Professional charges	14/03/2025	832847	1	1,083.60	0.00	1,083.60	0.00
1210-Purchase of land	14/03/2025	SUSTRANS INV	1	5,400.00	0.00	5,400.00	0.00
					0.00	6,483.60	
Above paid on 17/03/2025 by Cheque FP							

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List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BRI01 British Gas							
1149-Gas Tithe Farm	04/03/2025	802114517	1	2,705.94	0.00	2,705.94	0.00
					0.00	2,705.94	
Above paid on 18/03/2025 by Cheque DDR							
SCO02 Scottish Power							
1134-Electricity P/side Drive	05/03/2025	610004389344	1	20.80	0.00	20.80	0.00
					0.00	20.80	
Above paid on 19/03/2025 by Cheque DDR2							
SCO02 Scottish Power							
1135-Electricity Depot	05/03/2025	610004389345	1	25.04	0.00	25.04	0.00
					0.00	25.04	
Above paid on 19/03/2025 by Cheque DDR3							
SCO02 Scottish Power							
1136-Electricity Parkside Driv	05/03/2025	610004389338	1	57.96	0.00	57.96	0.00
					0.00	57.96	
Above paid on 19/03/2025 by Cheque DDR4							
SCO02 Scottish Power							
1137-Electricity Depot	05/03/2025	610004389340	1	557.70	0.00	557.70	0.00
					0.00	557.70	
Above paid on 19/03/2025 by Cheque DDR5							
SCO02 Scottish Power							
1138-Electricity Orchard Close	05/03/2025	610004389339	1	37.25	0.00	37.25	0.00
					0.00	37.25	
Above paid on 19/03/2025 by Cheque DDR6							
SCO02 Scottish Power							
1139-Electricity Village Green	06/03/2025	609004409258	1	261.37	0.00	261.37	0.00
					0.00	261.37	
Above paid on 20/03/2025 by Cheque DDR7							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YGP01	Yorkshire Gas and Power						
1140-Electricity Bidwell (rech	11/03/2025	959146	1	566.81	0.00	566.81	0.00
					0.00	566.81	
Above paid on 21/03/2025 by Cheque DDR8							
DUN02	Biffa Waste Services Ltd						
1150-Rental of skip	21/02/2025	614C79775	1	60.82	0.00	60.82	0.00
					0.00	60.82	
Above paid on 23/03/2025 by Cheque DDR1							
DUN02	Biffa Waste Services Ltd						
1151-Trade refuse disposal	21/02/2025	614C79776	1	1,991.23	0.00	1,991.23	0.00
					0.00	1,991.23	
Above paid on 23/03/2025 by Cheque DDR2							
WAV01	Wave Utilities						
723-Water chgs Aug-Oct 24	29/10/2024	14240042	1	-129.50	0.00	-129.50	0.00
810-Water charges Depot	24/11/2024	14345985	1	8.84	0.00	8.84	0.00
906-Water chgs Depot	24/12/2024	14473050	1	8.55	0.00	8.55	0.00
1192-Water charges Depot	11/03/2025	14796460	1	1,225.47	0.00	1,225.47	0.00
					0.00	1,113.36	
Above paid on 26/03/2025 by Cheque DDR							
SCO02	Scottish Power						
1191-Electricity Tithe Farm	13/03/2025	606004484857	1	886.70	0.00	886.70	0.00
					0.00	886.70	
Above paid on 27/03/2025 by Cheque DDR							
AMR001	AMRO Catering & Events Ltd						
1157-Food and drink volunteers	22/03/2025	INV-0390	1	48.90	0.00	48.90	0.00
					0.00	48.90	
Above paid on 28/03/2025 by Cheque FP1							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ARB01	Arbour Landscape Solutions						
1158-Peat compost	06/03/2025	04909	1	374.64	0.00	374.64	0.00
					0.00	374.64	
Above paid on 28/03/2025 by Cheque FP2							
BED07	Police & Crime Commissioner for Beds						
1174-Op Hana - February 2025	20/03/2025	B0005030	1	2,240.70	0.00	2,240.70	0.00
					0.00	2,240.70	
Above paid on 28/03/2025 by Cheque FP15							
BOW01	Bowerbirdy Ltd						
1159-Bunny bike activity	18/03/2025	INV-682188	1	3,840.00	0.00	3,840.00	0.00
					0.00	3,840.00	
Above paid on 28/03/2025 by Cheque FP3							
CAS02	Castle Water						
1160-Water charges Townsend	17/03/2025	TE00782924	1	51.50	0.00	51.50	0.00
					0.00	51.50	
Above paid on 28/03/2025 by Cheque FP4							
HAY02	Ian Haynes						
1163-Anglia in Bloom IH and SA	17/02/2025	ANGLIA SPRING LAUNCI	1	30.00	0.00	30.00	0.00
					0.00	30.00	
Above paid on 28/03/2025 by Cheque FP7							
HER04	Cllr Michelle Herber						
1164-Raffle and Bingo tickets	19/03/2025	BINGO TICKETS	1	7.00	0.00	7.00	0.00
1165-Car mileage Keech Hospice	19/03/2025	CAR MILEAGE	1	3.42	0.00	3.42	0.00
1166-Mileage Kempston Mayor	19/03/2025	CARMILEAGE	1	13.50	0.00	13.50	0.00
					0.00	23.92	
Above paid on 28/03/2025 by Cheque FP8							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HOU08 Houghton Regis Baptist Church							
1167-Hire of Baptist Church	15/03/2025	FEBRUARY 2025	1	200.00	0.00	200.00	0.00
1168-Hire of Baptist Ch March	16/03/2025	MARCH 2025	1	200.00	0.00	200.00	0.00
					0.00	400.00	
Above paid on 28/03/2025 by Cheque FP9							
JCURL01 John Curl							
1161-EX67 KKW service and MOT	19/03/2025	248424	1	112.20	0.00	112.20	0.00
					0.00	112.20	
Above paid on 28/03/2025 by Cheque FP5							
JEM01 Jempson's Tree Services Limited							
1169-re-pollard 3 maple trees	25/03/2025	1079	1	780.00	0.00	780.00	0.00
					0.00	780.00	
Above paid on 28/03/2025 by Cheque FP10							
JEW02 Jewson							
1170-Slab for LOTB	12/03/2025	3401/01093288	1	91.54	0.00	91.54	0.00
					0.00	91.54	
Above paid on 28/03/2025 by Cheque FP11							
LAM01 Lamps & Tubes Illuminations Ltd							
1171-expansion C/mas lighting	12/03/2025	INV-72014	1	19,968.00	0.00	19,968.00	0.00
					0.00	19,968.00	
Above paid on 28/03/2025 by Cheque FP12							
LOC01 Dunstable Lock & Safe Co							
1162-Keys	13/03/2025	35656	1	19.08	0.00	19.08	0.00
					0.00	19.08	
Above paid on 28/03/2025 by Cheque FP6							
NAL01 NALC							
1172-Membership of LGA	24/03/2025	811404	1	696.00	0.00	696.00	0.00
					0.00	696.00	
Above paid on 28/03/2025 by Cheque Fp13							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PER03	Perfect Personalised Parties						
1173-DJ / lights Red Nose Day	12/03/2025	INV-0718	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 28/03/2025 by Cheque FP14							
PRO01	Proludic Ltd						
1175-T/Farm play area	24/03/2025	SIN010595	1	23,325.95	0.00	23,325.95	0.00
					0.00	23,325.95	
Above paid on 28/03/2025 by Cheque FP16							
SAF04	The Safer Luton Partnership						
1176-F/Aid Easter/ Dog Festiva	18/03/2025	FIRST AID EVENTS	1	100.00	0.00	100.00	0.00
					0.00	100.00	
Above paid on 28/03/2025 by Cheque FP17							
SCR02	Trade UK Account						
1187-Gloves	12/03/2025	2002774041	1	69.90	0.00	69.90	0.00
1188-Saw	13/03/2025	2002808869	1	6.89	0.00	6.89	0.00
1189-Boots size 10	17/03/2025	2002882048	1	41.99	0.00	41.99	0.00
1190-Minor tools etc	19/03/2025	2002946810	1	242.15	0.00	242.15	0.00
					0.00	360.93	
Above paid on 28/03/2025 by Cheque FP24							
SCU01	Scutum South East Ltd						
1177-Alarm maintenance Depot	18/03/2025	NSSE-SINC25-25498	1	229.34	0.00	229.34	0.00
1178-Monitoring Depot	18/03/2025	NSSE-SINC25-25499	1	191.12	0.00	-229.34	420.46
1179-Maintenance M/Crescent	18/03/2025	NSSE-SINC25-25500	1	229.34	0.00	229.34	0.00
1180-Monitoring M/Crescent	18/03/2025	NSSE-SINC25-25501	1	451.01	0.00	-229.34	680.35
					0.00	0.00	
No payment due as Credit Notes have been applied							
SCU01	Scutum South East Ltd						
1178-Monitoring Depot	18/03/2025	NSSE-SINC25-25499	1	420.46	0.00	420.46	0.00
1180-Monitoring M/Crescent	18/03/2025	NSSE-SINC25-25501	1	680.35	0.00	680.35	0.00
					0.00	1,100.81	
Above paid on 28/03/2025 by Cheque FP							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SIL01 The Silent Disco Guys							
1181-Headphones and transmitters	15/03/2025	596	1	132.00	0.00	132.00	0.00
					0.00	132.00	
Above paid on 28/03/2025 by Cheque FP19							
SLC01 SLCC							
1182-Training course Water RK	06/02/2025	BK219793-1	1	72.00	0.00	72.00	0.00
					0.00	72.00	
Above paid on 28/03/2025 by Cheque FP20							
SPA01 Spaldings Limited							
1183-split clamp and wheel	21/03/2025	SI-3020878	1	44.30	0.00	44.30	0.00
					0.00	44.30	
Above paid on 28/03/2025 by Cheque FP21							
SYS001 Sysco Environmental Ltd							
1184-HRTC HAV and WBV	20/03/2025	INV-2646	1	1,650.00	0.00	1,650.00	0.00
					0.00	1,650.00	
Above paid on 28/03/2025 by Cheque FP22							
TEC01 Techies Limited							
1185-IT equipment HHP	17/02/2025	INV-6893	1	3,751.20	0.00	3,751.20	0.00
1186-Microsoft 365	26/03/2025	INV-7103	1	82.14	0.00	82.14	0.00
					0.00	3,833.34	
Above paid on 28/03/2025 by Cheque FP23							
PAYROLL Payroll Options							
1207-Payroll process Feb 25	28/02/2025	155331	1	207.68	0.00	207.68	0.00
					0.00	207.68	
Above paid on 31/03/2025 by Cheque DDR							
PWLB01 PWLB							
1212-Loan Repay MooreCresc Pav	31/03/2025	LOAN REPAY	1	12,034.37	0.00	12,034.37	0.00
					0.00	12,034.37	
Above paid on 31/03/2025 by Cheque DDR							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WAV01 Wave Utilities							
1193-Water charges Depot	16/03/2025	14816983	1	5.69	0.00	5.69	0.00
					0.00	5.69	
Above paid on 31/03/2025 by Cheque DDR							
WAV04 Anglian Water							
1152-Water Depot	16/03/2025	14816529	1	16.69	0.00	16.69	0.00
					0.00	16.69	
Above paid on 31/03/2025 by Cheque DDR							
Total Purchase Ledger Payments for Month 12					0.00	190,630.66	

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WAV08 Anglian Wave 217902601							
82-Sewerage charges 2019-2025	17/03/2025	14823457	1	411.49	0.00	411.49	0.00
					0.00	411.49	
Above paid on 01/04/2025 by Cheque DDR2							
BRI02 BT Payment Services Ltd							
1208-Fixed line rental Office	19/03/2025	M038 L&	1	356.19	0.00	356.19	0.00
					0.00	356.19	
Above paid on 03/04/2025 by Cheque DDR4							
FSE01 Four Seasons Event Hire							
80-Crockery Mayor's Civic Svc	27/03/2025	7965	1	285.89	0.00	285.89	0.00
					0.00	285.89	
Above paid on 03/04/2025 by Cheque FP							
GRE05 Grenke Leasing Ltd							
83-Photocopier leasing Apr-Jun	01/04/2025	0000193724/2025	1	153.36	0.00	153.36	0.00
					0.00	153.36	
Above paid on 03/04/2025 by Cheque DDR3							
TEC01 Techies Limited							
Purchase Ledger Payment	03/04/2025	ON ACC 59	1	0.00	0.00	399.96	-399.96
					0.00	399.96	
Above paid on 03/04/2025 by Cheque SO1							
TEC01 Techies Limited							
Purchase Ledger Payment	03/04/2025	ON ACC 60	1	0.00	0.00	191.89	-191.89
					0.00	191.89	
Above paid on 03/04/2025 by Cheque SO2							
CLO02 Cloudy Group							
85-App Hositing Package	01/04/2025	INV-D-07093	1	110.19	0.00	110.19	0.00
					0.00	110.19	
Above paid on 07/04/2025 by Cheque DDR5							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WAV01 Wave Utilities							
1197-Water chgs Depot	24/03/2025	14849689	1	2.29	0.00	2.29	0.00
					0.00	2.29	
Above paid on 08/04/2025 by Cheque DDR6							
WAV03 Anglian Water							
1198-Water charges Moore Cres	24/03/2025	14849666	1	49.11	0.00	49.11	0.00
					0.00	49.11	
Above paid on 08/04/2025 by Cheque DDR8							
WAV04 Anglian Water							
1204-Water charges Depot	24/03/2025	14850374	1	5.95	0.00	5.95	0.00
					0.00	5.95	
Above paid on 08/04/2025 by Cheque DDR7							
WAV06 Anglian Water							
1203-Water charges Village Gn	24/03/2025	14849877	1	430.32	0.00	430.32	0.00
					0.00	430.32	
Above paid on 08/04/2025 by Cheque DDR9							
BRI02 BT Payment Services Ltd							
86-Fixed line costs	26/03/2025	Q042 26	1	523.33	0.00	523.33	0.00
					0.00	523.33	
Above paid on 09/04/2025 by Cheque DDR10							
POZ06 Pozitive Energy							
87-Gas charges Bidwell Pav	04/04/2025	48540020257755156	1	8.95	0.00	8.95	0.00
					0.00	8.95	
Above paid on 10/04/2025 by Cheque DDR11							
YU001 Yu Energy							
88-Gas charges M/Crescent	04/04/2025	02540503	1	330.76	0.00	330.76	0.00
					0.00	330.76	
Above paid on 11/04/2025 by Cheque DDR12							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
89-Gas charges Parkside Drive	04/04/2025	02540505	1	28.82	0.00	28.82	0.00
					0.00	28.82	
Above paid on 11/04/2025 by Cheque DDR13							
YU001 Yu Energy							
91-Gas charges Office	04/04/2025	02540507	1	44.33	0.00	44.33	0.00
					0.00	44.33	
Above paid on 11/04/2025 by Cheque DDR14							
YU001 Yu Energy							
90-Gas charges Depot	04/04/2025	02540508	1	10.05	0.00	10.05	0.00
					0.00	10.05	
Above paid on 11/04/2025 by Cheque DDR15							
AMR001 AMRO Catering & Events Ltd							
2-Volunteer Drinks and Food	05/04/2025	INV-0404	1	123.60	0.00	123.60	0.00
					0.00	123.60	
Above paid on 14/04/2025 by Cheque FP2							
AMV01 AM Vehicle Diagnostics							
1-Diagnostics LC69 HCL	05/12/2024	INV-2024/000346	1	240.00	0.00	240.00	0.00
					0.00	240.00	
Above paid on 14/04/2025 by Cheque FP1							
AUR01 Aurora World							
3-Soft Toys Dinosaur Trail	31/03/2025	SI187065	1	312.12	0.00	312.12	0.00
					0.00	312.12	
Above paid on 14/04/2025 by Cheque FP3							
BEE01 Bee-Line							
4-Zip Wire Youth Activities	27/03/2025	INV-0481	1	3,060.00	0.00	3,060.00	0.00
					0.00	3,060.00	
Above paid on 14/04/2025 by Cheque FP4							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CEN04 Central Bedfordshire Council							
5-Rent for depot	25/03/2025	7100021044	1	3,875.00	0.00	3,875.00	0.00
					0.00	3,875.00	
Above paid on 14/04/2025 by Cheque FP5							
DES001 DE Signs & Labels Ltd							
6-Update street signs	24/03/2025	INV-0051	1	105.60	0.00	105.60	0.00
					0.00	105.60	
Above paid on 14/04/2025 by Cheque FP6							
DUN04 Dunstable Town Council							
8-Refund Mayors Quiz Night	28/03/2025	REFUND MAYORS QUIZ	1	6.00	0.00	6.00	0.00
					0.00	6.00	
Above paid on 14/04/2025 by Cheque FP8							
FAL001 Falconey Security Ltd							
9-Security Civic Service	07/04/2025	13	1	252.00	0.00	252.00	0.00
					0.00	252.00	
Above paid on 14/04/2025 by Cheque FP9							
FRA02 Francotyp Postalia Ltd							
92-Postage download	08/04/2025	26754080	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 14/04/2025 by Cheque DDR16							
HMR001 HMRC							
1209-PAYE/NI March 2025	31/03/2025	PAYE/NI MARCH 2025	1	13,120.43	0.00	13,120.43	0.00
					0.00	13,120.43	
Above paid on 14/04/2025 by Cheque FP24							
HOU03 Houghton Regis Helpers Community Org A/C							
11-Delivery of the Town Crier	27/03/2025	2501	1	544.00	0.00	544.00	0.00
10-Donation Civic Service	01/04/2025	DONATION CIVIC SERVI	1	50.00	0.00	50.00	0.00
					0.00	594.00	
Above paid on 14/04/2025 by Cheque FP10							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HRS01 HR Solutions							
13-HR Retainer	01/04/2025	INV-044764	1	270.30	0.00	270.30	0.00
12-Protection Work Training	31/03/2025	INV-044794	1	1,140.00	0.00	1,140.00	0.00
					0.00	1,410.30	
Above paid on 14/04/2025 by Cheque FP11							
IWN01 Independent Water Networks							
14-Water Bidwell West	07/04/2025	30727900	1	19.57	0.00	19.57	0.00
					0.00	19.57	
Above paid on 14/04/2025 by Cheque FP12							
KIN03 Kings Seeds / Suffolk Herbs							
15-Seeds	28/03/2025	367171	1	113.95	0.00	113.95	0.00
					0.00	113.95	
Above paid on 14/04/2025 by Cheque FP13							
LAN03 Latent Digital Solutions Ltd							
17-Photocopier Charges	26/03/2025	306632	1	76.27	0.00	76.27	0.00
					0.00	76.27	
Above paid on 14/04/2025 by Cheque FP15							
LOC01 Dunstable Lock & Safe Co							
7-Supply of 7 keys	03/04/2025	35671	1	66.78	0.00	66.78	0.00
					0.00	66.78	
Above paid on 14/04/2025 by Cheque FP7							
MAR04 Martin Rix							
19-Raised Oak Planters HHP	18/03/2025	13681	1	11,991.60	0.00	11,991.60	0.00
18-Raised beds HHP	08/04/2025	13696	1	10,272.00	0.00	10,272.00	0.00
					0.00	22,263.60	
Above paid on 14/04/2025 by Cheque FP16							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MCS01	MCS Contract Cleaning Limited						
20-Toilet cleaning Bedford Sq	01/04/2025	203	1	2,220.00	0.00	2,220.00	0.00
					0.00	2,220.00	
Above paid on 14/04/2025 by Cheque FP17							
ORI001	Origin Amenity Solutions						
22-Weed kill and grass seed	08/04/2025	OASI0145280	1	3,169.80	0.00	3,169.80	0.00
					0.00	3,169.80	
Above paid on 14/04/2025 by Cheque FP19							
PCH01	PCH Associates Ltd						
23-Consultancy Ser T/Farm	07/04/2025	FAI-2574	1	2,376.72	0.00	2,376.72	0.00
					0.00	2,376.72	
Above paid on 14/04/2025 by Cheque FP20							
PEA04	Peabody Housing Ltd						
24-Hall Hire April and May	04/04/2025	PCFI15780	1	864.00	0.00	864.00	0.00
					0.00	864.00	
Above paid on 14/04/2025 by Cheque FP21							
PRE09	Preston Bissett Nurseries & Country Shop						
25-plants for All Saints View	31/03/2025	INV-3648	1	3,671.00	0.00	3,671.00	0.00
					0.00	3,671.00	
Above paid on 14/04/2025 by Cheque FP22							
RBS01	Rialtas Business Solutions Ltd						
27-Omega Support from April 25	01/04/2025	SM31870	1	1,552.80	0.00	1,552.80	0.00
28-MTD Annual Support	01/04/2025	SM31871	1	139.20	0.00	139.20	0.00
29-Cemeteries Annual Support	01/04/2025	SM318712	1	530.40	0.00	530.40	0.00
30-Allotments Annual Support	01/04/2025	SM318723	1	318.00	0.00	318.00	0.00
31-Cloud User Fee Annual	01/04/2025	SM31874	1	2,028.00	0.00	2,028.00	0.00
					0.00	4,568.40	
Above paid on 14/04/2025 by Cheque FP25							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
RPM01 Reids Playground Maintenance Ltd							
26-Village Green play repairs	08/04/2025	INV-6959	1	504.00	0.00	504.00	0.00
					0.00	504.00	
Above paid on 14/04/2025 by Cheque FP23							
SEN002 Louise A Senior							
16-Mayors Tombola items	09/04/2025	MAYORS TOMBOLA	1	39.70	0.00	39.70	0.00
					0.00	39.70	
Above paid on 14/04/2025 by Cheque FP14							
STE003 Nigel Steele							
21-Organist Civic Service	01/04/2025	ORGANIST CIVIC SVCE	1	60.00	0.00	60.00	0.00
					0.00	60.00	
Above paid on 14/04/2025 by Cheque FP18							
STR05 Strictly Tables&Chairs							
33-Folding chairs	04/04/2025	208061	1	591.60	0.00	591.60	0.00
					0.00	591.60	
Above paid on 14/04/2025 by Cheque FP27							
TAR001 Tarkett Sports							
1156-Final payment T/Farm Rec	11/03/2025	1800024447	1	44,460.07	0.00	44,460.07	0.00
					0.00	44,460.07	
Above paid on 14/04/2025 by Cheque FP							
TEC01 Techies Limited							
34-2 x monitors	30/03/2025	INV-7134	1	294.60	0.00	294.60	0.00
35-Data Protection Cover	07/04/2025	INV-7209	1	7.20	0.00	7.20	0.00
					0.00	301.80	
Above paid on 14/04/2025 by Cheque FP28							
TOT01 Right Fuelcard Company Ltd							
32-Fuel for vehicles	31/03/2025	6259443	1	172.21	0.00	172.21	0.00
					0.00	172.21	
Above paid on 14/04/2025 by Cheque FP26							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CAS02 Castle Water							
93-Water charges Townsend Farm	01/04/2025	TE00786723	1	8.57	0.00	8.57	0.00
					0.00	8.57	
Above paid on 15/04/2025 by Cheque DDR17							
BRI01 British Gas							
95-Electricity Tithe Farm	03/04/2025	803682792	1	2,510.18	0.00	2,510.18	0.00
					0.00	2,510.18	
Above paid on 17/04/2025 by Cheque DDR19							
CAS10 Castle Water - 2597749							
1196-Water charges Parkside	05/03/2025	10005753683	1	18.04	0.00	18.04	0.00
94-Water charges Parkside Driv	03/04/2025	1006003423	1	26.22	0.00	26.22	0.00
					0.00	44.26	
Above paid on 17/04/2025 by Cheque DDR18							
CAS09 Castle Water - 2597769							
1194-Water charges Cemetery	24/02/2025	10005611615	1	-19.39	0.00	-19.39	0.00
1195-Water charges Cemetery	05/03/2025	10005757705	1	13.62	0.00	13.62	0.00
103-Water Cemetery	07/04/2025	10006075205	1	14.45	0.00	14.45	0.00
					0.00	8.68	
Above paid on 22/04/2025 by Cheque DDR27							
PWLB01 PWLB							
96-Loan repayment T/Farm	22/04/2025	677354	1	17,640.20	0.00	17,640.20	0.00
					0.00	17,640.20	
Above paid on 22/04/2025 by Cheque DDR20							
SCO02 Scottish Power							
102-Electricity Depot	07/04/2025	605004567070	1	26.53	0.00	26.53	0.00
					0.00	26.53	
Above paid on 22/04/2025 by Cheque DDR22							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SCO02 Scottish Power							
101-Electricity Parkside Drive	07/04/2025	610004492459	1	16.42	0.00	16.42	0.00
					0.00	16.42	
Above paid on 22/04/2025 by Cheque DDR23							
SCO02 Scottish Power							
100-Electricity Depot	07/04/2025	610004492457	1	362.42	0.00	362.42	0.00
					0.00	362.42	
Above paid on 22/04/2025 by Cheque DDR24							
SCO02 Scottish Power							
99-Electricity Village Green	06/04/2025	605004567063	1	207.11	0.00	207.11	0.00
					0.00	207.11	
Above paid on 22/04/2025 by Cheque DDR25							
SCO02 Scottish Power							
98-Electricity Parkside Drive	07/04/2025	610004492456	1	39.76	0.00	39.76	0.00
					0.00	39.76	
Above paid on 22/04/2025 by Cheque DDR26							
YGP01 Yorkshire Gas and Power							
104-Electricity Bidwell	11/04/2025	981492	1	332.88	0.00	332.88	0.00
					0.00	332.88	
Above paid on 22/04/2025 by Cheque DDR28							
YOU01 Your NRG Ltd							
97-Diesel	31/03/2025	1353965	1	2,931.12	0.00	2,931.12	0.00
					0.00	2,931.12	
Above paid on 22/04/2025 by Cheque DDR21							
CPR001 CPRE							
105-CPRE membership	01/01/2025	MEMBERSHIP O197029	1	60.00	0.00	60.00	0.00
					0.00	60.00	
Above paid on 23/04/2025 by Cheque DDR29							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SCO02 Scottish Power							
106-Electricity Orchard Close	09/04/2025	605004577933	1	47.26	0.00	47.26	0.00
					0.00	47.26	
Above paid on 23/04/2025 by Cheque DDP30							
AMR001 AMRO Catering & Events Ltd							
37-Volunteer Drinks and Food	05/04/2025	INV-0404A	1	123.60	0.00	123.60	0.00
					0.00	123.60	
Above paid on 25/04/2025 by Cheque FP2							
AMV01 AM Vehicle Diagnostics							
36-Diagnostics LC69 HCL	05/12/2024	INV2024/000346	1	56.76	0.00	56.76	0.00
					0.00	56.76	
Above paid on 25/04/2025 by Cheque FP1							
BED02 Bedfordshire Pension Fund							
38-Added Years March 2025	15/04/2025	759600	1	62.60	0.00	62.60	0.00
					0.00	62.60	
Above paid on 25/04/2025 by Cheque FP3							
BUL01 Bullfinch (Gas Equipment) Ltd							
39-VE Day Beacon burner	18/03/2025	VE DAY BEACON	1	418.80	0.00	418.80	0.00
					0.00	418.80	
Above paid on 25/04/2025 by Cheque FP4							
CARDNO Cardno							
40-hook straps and ratchet end	07/04/2025	44196	1	141.96	0.00	141.96	0.00
					0.00	141.96	
Above paid on 25/04/2025 by Cheque FP5							
CEN04 Central Bedfordshire Council							
41-Rates Office	12/03/2025	3012142 MAY 2025	1	8,982.00	0.00	4,491.00	4,491.00
44-Rates Cemetery Road	12/03/2025	3016930 MAY 2025	1	1,458.88	0.00	729.88	729.00
42-Rates Village Green	12/03/2025	3080213 MAY 2025	1	2,544.90	0.00	1,272.90	1,272.00

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
45-Rates Moore Crescent	12/03/2025	3160492 MAY 2025	1	4,191.60	0.00	2,095.60	2,096.00
43-Rates Depot	12/03/2025	33016488 MAY 2025	1	16,342.25	0.00	8,171.25	8,171.00
					0.00	16,760.63	
Above paid on 25/04/2025 by Cheque FP6							
CLP01	Community Link Project of HRBC						
47-Grant for Music Therapy	16/04/2025	HRTC GRANT	1	2,200.00	0.00	2,200.00	0.00
					0.00	2,200.00	
Above paid on 25/04/2025 by Cheque FP8							
COM05	Comic Relief						
46-Red Nose Day Event	10/04/2025	RED NOSE DAY EVENT	1	400.00	0.00	400.00	0.00
					0.00	400.00	
Above paid on 25/04/2025 by Cheque FP7							
CRO01	Cromwell Group (Holdings) Ltd						
48-Black sacks	14/04/2025	0016413797	1	761.04	0.00	761.04	0.00
					0.00	761.04	
Above paid on 25/04/2025 by Cheque FP9							
DIN01	Dinosaurs and Dragons						
49-Dinosaur Days at HHP	17/04/2025	211	1	1,100.00	0.00	1,100.00	0.00
					0.00	1,100.00	
Above paid on 25/04/2025 by Cheque FP10							
DUN06	Dunstable & District CA						
50-Grant to support residents	16/04/2025	HRTC GRANT	1	2,612.50	0.00	2,612.50	0.00
					0.00	2,612.50	
Above paid on 25/04/2025 by Cheque FP11							
FUL02	Full House Theatre Company						
110-Key Partner Grant	16/04/2025	HRTC GRANT	1	2,750.00	0.00	2,750.00	0.00
					0.00	2,750.00	
Above paid on 25/04/2025 by Cheque FP1							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HEA01 Health Assured Ltd							
53-Employee Assistance Apr-Mar	01/04/2025	SF-264334	1	642.19	0.00	642.19	0.00
					0.00	642.19	
Above paid on 25/04/2025 by Cheque FP14							
HER04 Cllr Michelle Herber							
57-Cake for Civic Service	15/04/2025	CAKE CIVIC SERVICE	1	77.65	0.00	77.65	0.00
					0.00	77.65	
Above paid on 25/04/2025 by Cheque FP18							
HRMEMORIAL Houghton Regis Memorial Hall Fund							
54-Key partner grant	16/04/2025	HRTC GRANT	1	2,200.00	0.00	2,200.00	0.00
					0.00	2,200.00	
Above paid on 25/04/2025 by Cheque FP15							
JEM01 Jempson's Tree Services Limited							
55-coppice sycamore and elder	22/04/2025	1107	1	660.00	0.00	660.00	0.00
					0.00	660.00	
Above paid on 25/04/2025 by Cheque FP16							
KEE01 Keech Hospice Care							
56-Grant Keech Hospice	16/04/2025	HRTC GRANT	1	2,750.00	0.00	2,750.00	0.00
					0.00	2,750.00	
Above paid on 25/04/2025 by Cheque FP17							
LOC01 Dunstable Lock & Safe Co							
51-16 keys	17/04/2025	35686	1	152.64	0.00	152.64	0.00
					0.00	152.64	
Above paid on 25/04/2025 by Cheque FP12							
ONL02 Online playgrounds							
52-nest seat for Village Green	15/04/2025	SIN064720	1	1,022.40	0.00	1,022.40	0.00
					0.00	1,022.40	
Above paid on 25/04/2025 by Cheque FP13							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PER03	Perfect Personalised Parties						
79-Inflatable slide CRelief	13/04/2025	INV-0723	1	225.00	0.00	225.00	0.00
58-Hosting of Pride of Houghto	13/04/2025	INV-0725	1	275.00	0.00	275.00	0.00
					0.00	500.00	
Above paid on 25/04/2025 by Cheque FP19							
PPLPRS	PPL PRS Ltd						
65-Event Music Licencing	27/03/2025	SIN-2987905	1	4,530.11	0.00	4,530.11	0.00
64-Event Music Licencing	27/03/2025	SIN2992227	1	114.91	0.00	114.91	0.00
					0.00	4,645.02	
Above paid on 25/04/2025 by Cheque FP21							
PRB01	Pete Rowe Building Services						
63-Skatepark lights repairs	10/04/2025	SI-3	1	576.00	0.00	576.00	0.00
					0.00	576.00	
Above paid on 25/04/2025 by Cheque FP20							
PRE01	Premier Badges Ltd						
66-Badges for Pride of Houghton	22/04/2025	87939	1	253.38	0.00	253.38	0.00
					0.00	253.38	
Above paid on 25/04/2025 by Cheque FP22							
RBS01	Rialtas Business Solutions Ltd						
68-Cloud User Fee for one user	11/04/2025	32690	1	330.47	0.00	330.47	0.00
67-Cloud User Fee agreement	01/04/2025	SM31874A	1	1,704.00	0.00	1,704.00	0.00
					0.00	2,034.47	
Above paid on 25/04/2025 by Cheque FP23							
SCR02	Trade UK Account						
76-gardening supplies	11/04/2025	2003603613	1	585.15	0.00	585.15	0.00
77-wood stain	22/04/2025	2003724280	1	18.09	0.00	18.09	0.00
					0.00	603.24	
Above paid on 25/04/2025 by Cheque FP29							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SCU01 Scutum South East Ltd							
69-Alarm maintenance O/Close	09/04/2025	NSSE-SINC25-26727	1	210.00	0.00	210.00	0.00
70-Alarm maintenance Parkside	09/04/2025	NSSE-SINC25-26728	1	210.00	0.00	210.00	0.00
71-Alarm maintenance T/Farm	09/04/2025	NSSE-SINC25-26729	1	210.00	0.00	210.00	0.00
					0.00	630.00	
Above paid on 25/04/2025 by Cheque FP24							
SIG02 Signomatic							
72-adhesive tape	14/04/2025	2234705	1	7.48	0.00	7.48	0.00
					0.00	7.48	
Above paid on 25/04/2025 by Cheque FP25							
SOR01 SORTED							
73-Key Partner Grant	16/04/2025	HRTC GRANT	1	1,100.00	0.00	1,100.00	0.00
					0.00	1,100.00	
Above paid on 25/04/2025 by Cheque FP26							
SOU04 South Beds Dial A Ride							
74-Key Partner Grant	16/04/2025	HRTC GRANT	1	1,375.00	0.00	1,375.00	0.00
					0.00	1,375.00	
Above paid on 25/04/2025 by Cheque FP27							
STR02 Strawberry Fieldz Ltd							
75-Deposit HRocks sound system	11/04/2025	INV000626	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 25/04/2025 by Cheque FP28							
WHC01 William Hackett Chain Products Ltd							
78-parts for all play areas	17/04/2025	CI/0000023179	1	840.60	0.00	840.60	0.00
					0.00	840.60	
Above paid on 25/04/2025 by Cheque FP30							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DUN02 Biffa Waste Services Ltd							
108-Skip hire	28/03/2025	614C82771	1	76.02	0.00	76.02	0.00
107-Refuse disposal	28/03/2025	614C82772	1	2,654.98	0.00	2,654.98	0.00
					0.00	2,731.00	
Above paid on 28/04/2025 by Cheque DDR31							
EE01 EE Limited							
81-mobile phone charges Mar	24/03/2025	V02331263184	1	387.03	0.00	387.03	0.00
					0.00	387.03	
Above paid on 30/04/2025 by Cheque DDR1							
PAYROLL Payroll Options							
109-Payroll March 2025	31/03/2025	155769	1	217.73	0.00	217.73	0.00
					0.00	217.73	
Above paid on 30/04/2025 by Cheque DDR32							
Total Purchase Ledger Payments for Month 1					0.00	187,360.51	



CORPORATE SERVICES COMMITTEE

Agenda Item 12

Date:	9th June 2025
Title:	Investment Report
Purpose of the Report:	To provide to members a report on investments to date and the opportunity to further invest.
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. RECOMMENDATIONS

- 1) To recommend to Town Council the adoption of the Town Councils Banking Arrangements, Investment Strategy & Investment Arrangements Policy;**
- 2) To approve the investment of the Bidwell West s106 commuted sum and Houghton Quarry maintenance funds in the CCLA Deposit 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 currently 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 and only into the Council's designated bank account.

4. SHORT-TERM INVESTMENT – PUBLIC SECTOR DEPOSIT ACCOUNT

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

Members are 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 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 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 – 30th April 2025.

The declared yield rate as at:

30th April 2025 – 4.47%

31st December 2024 – 4.75%

31st October 2024 – 4.94%

31st July 2024 – 5.18%

Accessibility of funds is almost immediate (within 24 hours) 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 (predominantly 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. Members will find, for additional information, in the other details column, figures have been included to show how much interest this account has achieved, prior to and since the Property Funds have been added.

5. INFORMATION

At the Corporate Services meeting held on the 3rd March 2025, members resolved (minute number 13130) to approve the investment of £150,000, held in the Town Councils CCLA Deposit Fund, with Flagstone a cash deposit platform. Following this decision, the Head of Corporate Services was informed by Flagstones that they had ceased onboarding Town and Parish Councils and therefore this sum has remained within the monies held in the CCLA Deposit Fund. Since this time, research has been undertaken as to whether there were any other cash deposit platforms open to Town and Parish Councils, none have been found.

The Town Council is due to receive substantial sums of money very shortly:

- £3.5m s106 monies for maintenance of the open space, sports field, pavilion and play areas etc within Bidwell West development and
- £1m for the maintenance and management of Houghton Quarry.

Members are advised that, once received, these monies will be invested in the CCLA Deposit Fund. This interim placement protects the funds while detailed spending plans are developed.

Members of the Environment & Leisure Committee will receive a report at the meeting to be held on the 28th July 2025 on the proposed income allocation and expenditure plans for these sums of money.

Therefore, it is anticipated a report will be provided at the next Corporate Services meeting, updating members of the sums of money that can potentially be invested, following the understanding of spending commitments.

It will be at this meeting members might like to consider what treasury options are open to the council.

6. BANKING ARRANGEMENTS, INVESTMENT STRATEGY & INVESTMENT ARRANGEMENTS POLICY

Members are advised that the Town Councils Banking Arrangements, Investment Strategy & Investment Arrangements Policy, is in line with the guidance issued by the Secretary of State under Section 15(1) (a) of the Local Government Act 2003 which states that all investments will be short term investments and to not exceed a maximum of twelve months.

Members are reminded that this policy was revised at the Corporate Services meeting held on the 9th September 2024 (minute number 12972) however, members recommended these amendments be only noted as this policy could need further consideration following any outcome of potential investment decisions before being presented to Town Council for ratification. As the potential to invest with Flagstones has not come to fruition, it is proposed that members approve the Town Councils Banking Arrangements, Investment Strategy & Investment Arrangements Policy as this policy is to be reviewed annually, at the earliest practicable Corporate Services Committee meeting after the annual meeting.

A copy of the Town Councils Banking Arrangements, Investment Strategy & Investment Arrangements Policy is attached as appendix C

7. 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.

8. IMPLICATIONS

Corporate Implications

- Risk Management Strategy
- Banking Arrangements, Investment Strategy & Investment Arrangements Policy

Legal Implications

- Compliance with the guidance issued by the Secretary of State under Section 15(1) (a) of the Local Government Act 2003

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 an 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.

9. CONCLUSION AND NEXT STEPS

The Town Councils Banking Arrangements, Investment Strategy & Investment Arrangements Policy states that all investments will be short term investments which will not exceed a maximum of twelve months, in accordance with the guidance issued by the Secretary of State under Section 15(1) (a) of the Local Government Act 2003.

Extract from this committees Committee Functions:

- 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.

By depositing the two sums of money, as detailed above, in the town councils CCLA Deposit Fund, protects the funds while detailed spending plans are developed.

10. APPENDICES

Appendix A - The Public Sector Deposit Fund Fact Sheet – 30th April 2025

Appendix B - Chronological Report

Appendix C - Banking Arrangements, Investment Strategy & Investment Arrangements Policy

The Public Sector Deposit Fund

Fund fact sheet – 30 April 2025

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.

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.

Sustainability approach

We believe that the primary role of sustainable investment is to drive positive change and this is best achieved by pushing companies to do more to address the major challenges facing us today. The fund is managed in line with our sustainability approach for cash funds available at: www.ccla.co.uk/about-us/policies-and-reports/policies/sustainability-approach-cash-funds.

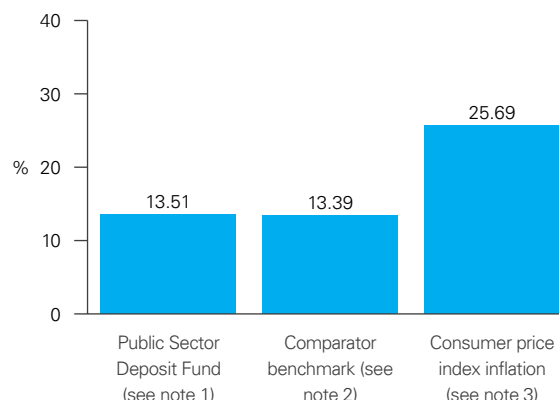
The FCA has introduced sustainable investment labels to help investors find products that have a specific sustainability goal. This product does not have a UK sustainable investment label because it does not have a sustainability goal.

Read our summary of SDR, the investment labels and our overall approach at: www.ccla.co.uk/sustainability. Fund-level information can be found at: www.ccla.co.uk/funds/public-sector-deposit-fund.

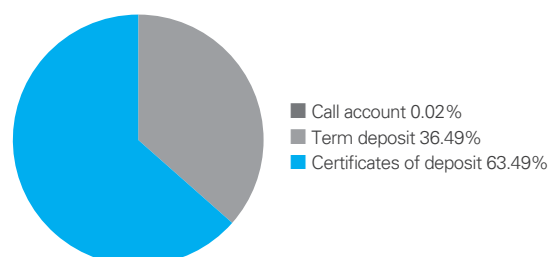
Share class 4 yield as at 30 April 2025

4.47%

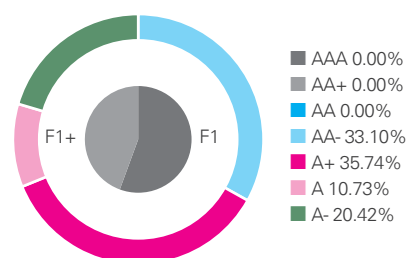
5 years performance



Asset type (%)



Credit rating (%) see note 4



Top 10 counterparty exposures (%)

9.47%	Landesbank Baden-Wuerttemberg
9.47%	National Bank of Canada
7.58%	Yorkshire Building Society
7.45%	HM Treasury
4.10%	Deutsche Zentral-Genossenschaftsbank (DZ Bank AG)
4.10%	MUFG Bank
3.73%	BNP Paribas
3.47%	Credit Agricole Corporate and Investment Bank
3.47%	Sumitomo Mitsui Trust Bank
3.47%	Toronto Dominion Bank (The)

Top 10 country exposures (%)

25.15%	UK
15.78%	Canada
15.41%	Germany
14.52%	Japan
12.78%	France
6.94%	Singapore
2.84%	Finland
1.89%	Norway
1.26%	United States
0.95%	Netherlands

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	4.46%
Yield at the month-end shown	4.47%

Total return performance by year

	2021	2022	2023	2024	2025
12 months to 30 April					
The Public Sector Deposit Fund	+0.12%	+0.16%	+2.48%	+5.21%	+4.99%
Comparator benchmark	-0.03%	+0.19%	+2.53%	+5.21%	+4.96%
Relative (difference)	+0.15%	-0.03%	-0.05%	+0.00%	+0.03%

Annualised total return performance

	1 year	3 years	5 years
Performance to 30 April			
The Public Sector Deposit Fund	+4.99%	+4.22%	+2.57%
Comparator benchmark	+4.96%	+4.22%	+2.54%
Relative (difference)	+0.03%	+0.00%	+0.03%

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

On 8th May the Monetary Policy Committee (MPC), voted to reduce the Official Bank Rate (OBR) by 0.25% to 4.25%, the lowest rate since May 2023. The reduction itself was highly anticipated however the vote breakdown was unexpected with only five members voting for the 0.25% cut with two preferring larger 0.5% cuts whilst the remaining two wanted no cut in May. In general the cut was seen as hawkish with three of the five members who voted for a 0.25% cut only doing so narrowly due to improved confidence in domestic data in the days leading to the meeting.

The March data showed a continuation of the disinflation process within the UK with CPI falling to 2.6%. Core inflation (3.4%) and services inflation (4.7%) also fell slightly with the Bank of England now forecasting a lower peak for CPI in the autumn of this year and a return to target by early 2027, a year earlier than their previous forecast. There are, however, two major concerns for the MPC, firstly that inflation may be more stubborn than the forecast suggests and remain above target into 2028 or beyond and secondly that domestic demand as well as developments in the global trade war may lower growth. With these concerns to consider the MPC still remain firm on their "gradual and careful" approach to lowering the OBR and the hawkish tilt to the May vote has reduced the possibility of a June cut although further cuts are expected quarterly through the second half of the year.

Key facts

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,584m
Fitch money-market fund rating	AAAmmf
Weighted average maturity	50.34
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

Kelly Watson

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Risk warning and disclosures

This document is a financial promotion and is for information only. It does not provide financial, investment or other professional advice. The market update contained in this document represents CCLA's house view and should not be relied upon to form the basis of any investment decisions. To make sure you understand whether our product is suitable for you, please read the key investor information document and the prospectus and consider the risk factors identified in those documents. CCLA strongly recommend you get independent professional advice before investing. Under the UK money market funds regulation, the Public Sector Deposit Fund (PSDF) is a short-term low volatility net asset value money market fund. You should note that purchasing shares in the PSDF is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share (where £1 invested in the PSDF remains equal to £1 in value in the PSDF), there can be no assurance that it will be maintained. The value of the PSDF may be affected by interest rate changes. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. Past performance is not a reliable indicator of future results. The value of investments and the income from them may fall as well as rise. You may not get back the amount you originally invested and may lose money. Any forward-looking statements are based on our current opinions, expectations and projections. We may not update or amend these. Actual results could be significantly different than expected. The PSDF is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UK UCITS Scheme and is a Qualifying Money Market Fund. Issued by CCLA Investment Management Limited (registered in England and Wales, number 2183088, at One Angel Lane, London EC4R 3AB) who is authorised and regulated by the Financial Conduct Authority. For information about how we collect and use your personal information please see our privacy notice, which is available at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

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 Interest earned</i>
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	100,000	869,500	
31/08/24	869,500	Withdrawal	400,000	469,500	3,112.89
30/09/24	469,500	Deposit Withdrawal	700,000 100,000	1,069,500	Transfer of funds from NatWest 3,664.40
31/10/24	1,069,500	Deposit Withdrawal	600,000 100,000	1,569,500	Transfer of funds from NatWest 6,720.18
30/11/24	1,569,500	Withdrawal	100,000	1,469,500	6,067.07
31/12/24	1,469,500	Withdrawal	300,000	1,169,500	5,188.16 <i>Average Fund yield for this period was 4.75%</i>
31/01/25	1,169,500	Withdrawal Deposit	150,000 150,000	1,169,500	4,510.45 (January's interest) <i>Average Fund yield for this period was 4.72%</i>
28/02/25	1,169,500	Withdrawal	100,000	1,069,500	3,798 <i>Average Fund yield for this period was 4.57%</i>
31/03/25	1,069,500	Withdrawal Withdrawal	100,000 100,000	869,500	3,681.15 <i>Average yield fund for this period was 4.5%</i>
30/04/25	869,500	Withdrawal Deposit Deposit Withdrawal	50,000 400,000 300,000 100,000	1,419,500	4,636.64 <i>Average yield fund for this period was 4.46%</i>



HOUGHTON REGIS TOWN COUNCIL

Banking Arrangements, Investment Strategy & Investment Arrangements

Date of Approval:	22 nd March 2004
Dates of Review:	3 rd December 2012; 20 th July 2015; 30 th May 2017; 23 rd September 2019; 14 th September 2020; 21 st September 2021; 4 th October 2022; 9 th June 2025
Re-Approval:	15 th February 2013; 6 th June 2016; 8 th October 2018; 9 th December 2019; 14 th December 2020; 13 th December 2021; 19 th December 2022; TBC

Contents

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

1. Banking Arrangements

- 1.1 In accordance with the Financial Regulations (para 5.1 - The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.) the following information summarises the banking arrangements of Houghton Regis Town Council:

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

2. Investment Strategy

2.1 Introduction:

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

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

2.2 Objectives:

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

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

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

2.3 Policy:

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

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

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

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

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

3. Investment Arrangements

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

4. Review

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

Agenda Item 13

In accordance with Financial Regulations 9.8, attached are copies of the VAT Returns for quarters 1,2, 3 & 4 of the financial year 2024-2025

Quarter 1, April - June 2024 was submitted on 12/07/24 and the reimbursement from HMRC was received on 18/07/24

Quarter 2, July - September 2024 was submitted to HMRC on 09/10/24 and the reimbursement from HMRC was received on 15/10/24

Quarter 3, October - December 2024 was submitted to HMRC on 09/01/25 and the reimbursement from HMRC was received on 15/01/25

Quarter 4, January - March 2025, was submitted on 24/04/25 and the reimbursement from HMRC was received on 30/04/25

Below is a comparable list of the VAT Returns for the same four Quarters of the financial year 2023-2024

Financial Year	2024-2025	2023-2024	Significant details
Quarter 1	£14,878.28	£81,795.76	The reason behind the considerable decrease of VAT submission/reimbursement from HMRC compared to 2023-24 is because there were less stage payments for Tithe Farm New Pavilion. The majority of VAT was for general operational costs.
Quarter 2	£62,293.88	£100,497.49	
Quarter 3	£77,826.47	£215,733.20	
Quarter 4	£50,645.65	£178,871.10	



HOUGHTON REGIS TOWN COUNCIL

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List of Direct Debits as of 1st April 2025

Anglian Water (Wave) (Water and sewerage at 6 sites)
 BT Group Plc (Landline rental)
 BT (Workshop broadband)
 Biffa (Waste removal and hire of skip)
 BNP Paribas (Finance leasing for 2 x mowers)
 British Gas (Electric supply at new Tithe Farm (this is recharged to Beds FA and contract finishes in July 2025))
 Castle Water (Clean water supplier)
 Cloudy Group (App Hosting Package)
 CPRE (Subscription)
 EE Ltd (HRTC mobile phones)
 Francotyp Postalia (Postage and rental)
 Grenke Leasing Ltd (Photocopier lease)
 HM Land Registry (Set up for any land searches)
 ICO (Registration)
 Payroll Options (Salary processing)
 Pozitive Energy (Gas supplier at 1 site)
 Public Works Loan Board (2 x Moore Crescent Sports Pavilion loan)
 Public Works Loan Board (Tithe Farm Pavilion loan)
 Scottish Power (Electric Supply at 7 sites)
 Yu Energy (Gas supplier at 5 sites)
 Your NRG (Diesel supplier)

List of Standing Orders as of 1st April 2024

Thornhill Primary (Cost of Living support, to 31st March 2026)
 HR Childrens Centre, CBC (Cost of Living support, to 31st March 2026)
 Jewels (Cost of Living support, to 31st March 2026)
 HR Baptist Church (Cost of Living support, to 31st March 2026)
 HR Helpers (Cost of Living support, to 31st March 2026)
 Dunstable Foodbank (Cost of Living support, to 31st March 2026)
 Thomas Whitehead Academy (Cost of Living support, to 31st March 2026)
 Techies (Landline support & licences, IT support & licences)
 Techies Cloud



CORPORATE SERVICES COMMITTEE

Agenda Item 15

Date: 9th June 2025

Title: PUBLIC WORKS LOAN BOARD REPAYMENTS ANNUAL REPORT

Purpose of the Report: To receive the Public Works Loan Board Annual Report.

Contact Officer: Debbie Marsh, Head of Corporate Services

1. BACKGROUND

In accordance with the committees Terms of Reference and Financial Regulation 12, Members are provided with an annual report of the council's loans.

2. PUBLIC WORKS LOANS

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

- Loan No. 496047

Value of the loan: £170,000

Purpose of the loan: Moore Crescent Pavilion at Moore Crescent Recreation Ground

Terms of the loan: annual rate of interest of 4.00%

Period of the loan: 24 years, final repayment due March 2033

Received: October 2009

Other detail:

This project was funded through the securing of 2 loans;

Commencement of works May 2009, completion April 2010.

Principal Balance outstanding at 31st March 2025: £79,210.08

- Loan No. 496518

Value of the loan: £190,125

Purpose of the loan: Moore Crescent Pavilion at Moore Crescent Recreation Ground

Terms of the loan: annual rate of interest of 4.46%

Period of the loan: 24 years, final repayment due March 2033
Received: February 2010
Other detail:
Second loan to fund the provision of Moore Crescent Pavilion
Principal Balance outstanding at 31st March 2025: £91,024.64

As agreed by Town Council under Minute 11993 and 12406 borrowing approval was granted to support the Tithe Farm Sports Project.

- Loan No. 677354
Value of the loan: £500,000
Purpose of the loan: Tithe Farm Sports Project
Terms of the loan: annual rate of interest of 5.52%
Period of the loan: 28 years, final repayment due October 2051
Received: November 2023
Principal Balance outstanding at 31st March 2025: £492,213.61

3. HRTC CORPORATE PLAN

- 4 Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider
4.6 Enhance the role of the council.

4. IMPLICATIONS

Corporate Implications

This review is supported by the following council policies:

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

Legal Implications

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

Financial Implications

There are no financial implications of this report.

Risk Implications

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

Equalities Implications

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

This report does not discriminate.

Press Contact

There are no press implications arising from this report.

5. CONCLUSION AND NEXT STEPS

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

6. APPENDICES

None



HOUGHTON REGIS TOWN COUNCIL

Late Payment & Bad Debts Policy

Date of approval:	3 rd December 2012
Dates of review:	16 th March 2015; 14 th March 2016; 1 st December 2016; 27 th November 2017; 2 nd March 2020; 1 st June 2021; 4 th October 2022; 9 th June 2025
Dates of re-approval:	23 rd March 2015; 21 st March 2016; 30 th January 2017; 26 th March 2018; 5 th October 2020; 4 th October 2021; 19 th December 2022; TBC

Contents

1. Introduction
2. Policy
3. Credit Control
4. Payment Collection
5. Review

1.0 INTRODUCTION

- 1.1 This policy outlines the Council's procedures for dealing with late payments and outstanding accounts (bad debts) in accordance with Financial Regulation No. ~~9.4~~13.3.

2.0 POLICY

- 2.1 All accounts due will be collected in accordance with Financial Regulation No. ~~9.4~~13.1 and any sums found to be irrecoverable, or any subsequent bad debts shall be reported to Town Council.

Overdue accounts and bad debts shall be treated in the following manner:

- (i) Customers with outstanding accounts at 90 days shall be passed to a registered debt collector following a final seven day warning at the discretion of the RFO or appropriate Officer of the Town Council.
- (ii) Any bad debts that cannot be recovered shall be referred to Town Council for authorisation to be written off or for authorisation to make arrangements to collect the debt in other ways.

3.0 CREDIT CONTROL

- 3.1 Invoices are raised and reminders sent at 30, 60 and 90 day intervals.
- 3.2 After 90 days, a letter is sent by recorded delivery to the debtor advising that if no payment is made within 7 days, the debt will be passed to a debt collector for recovery.
- 3.3 In some instances, specific debts will be reported to the Corporate Services Committee prior to being passed to the debt collector.
- 3.4 Where the debt collector is unable to secure payment, the debt will be referred to Town Council.

4.0 PAYMENT COLLECTION

- 4.1 The Council receives income from the following sources:
- Agency services
 - Advertising
 - Cemetery fees
 - Allotment fees
 - Use of office facilities
 - Sport bookings
 - Venue hire
 - Use of Recreation Grounds
 - Sponsorship

4.2 Agency services

Regular work

Invoices to be sent out at beginning of financial year on receipt of customers purchase order. Payment required within 28 days. Statements to be issued monthly. Report to Council if payment not received within 90 days of invoice.

Ad hoc work

Work to be completed on receipt of official order. Invoice to be sent on basis of order after work completed. Statements to be issued monthly. Report to Council if payment not received within 90 days of invoice.

4.3 Advertising

Invoice to be sent on receipt of order. Payment required within 28 days. Statements to be issued monthly. Report to Council if payment not received within 90 days of invoice.

4.4 Cemetery fees

Invoice to be sent on receipt of order. Payment required within 28 days. Statements to be issued monthly. Report to Council if payment not received within 90 days of invoice.

4.5 Allotment fees

Invoice to be sent on receipt of signed tenancy agreement, annually thereafter. Payment required immediately for new tenants. Payment required within 28 days for annual rent. Tenant to contact the Clerk to arrange payment plan if required. Statements to be issued monthly. Report to Council if payment not received within 90 days of notice.

4.56 Use of office facilities (photocopier etc)

If required invoice to be sent on receipt of order. Payment required within 28 days. Statements to be issued monthly. Report to Council if payment not received within 90 days of invoice.

4.67 ~~Sport Cricket~~ bookings

Regular / seasonal bookings

Invoice to be sent at beginning of the season for payment for full season. Payment required within 28 days. Statements to be issued monthly. Clubs to contact Clerk to arrange payment plan if required. Report to Council if full payment not received within 90 days of invoice or if agreed payment plan not honoured.

Ad hoc bookings

Invoice to be sent on receipt of order. Payment required before date of event. Booking to be denied should payment not be received in advance.

4.78 Venue hire

Regular bookings

Clerk to determine suitable invoicing dates depending of nature of booking. Payment required within 28 days. Statements to be issued monthly. Hirer to contact Clerk to arrange payment plan if required. Report to Council if full payment not received within 90 days of invoice or agreed payment plan not honoured.

Ad hoc bookings

Invoice to be sent on receipt of order. Payment required before date of event. Booking to be denied should payment not be received in advance.

New regular bookings

Invoice to be sent on receipt of order. Payment required before commencement of hire for a period to be determined by the Clerk (to be dependent on the nature of hire). Booking to be denied should payment not be received in advance.

4.89 Use of Recreation Grounds (e.g. Fair & Circus)

Payment required with deposit on submission of booking form. Booking to be denied should payment not be received in advance.

4.910 Sponsorship

Invoice sent on receipt of agreement. Payment required 28 days prior to the event or publication to which the sponsorship applies.

5.0 REVIEW

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



HOUGHTON REGIS TOWN COUNCIL

COMPLAINTS PROCEDURE

Date of Approval:	23 rd October 2006
Dates of Review:	11 th November 2013; 21 st September 2015; 26 th September 2016; 26 th September 2017; 10 th June 2019; 14 th September 2020; 9 th June 2025
Dates of Re approval:	5 th December 2016; 11 th December 2017; 7 th October 2019; 14 th December 2020; TBC

Based on NALC ~~Legal Topic Note 9~~ EA Advice Note, Handling Complaints, ~~December 2018~~

Contents

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

1. SCOPE OF THE COMPLAINTS PROCEDURE

General

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

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

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

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

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

Complaints about an employee

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

Complaints about a councillor

Complaints about a councillor should be sent to:

The Monitoring Office
Central Bedfordshire Council
Priory House
Monks Walk
Shefford
Tel: 0300 300 8000

https://www.centralbedfordshire.gov.uk/officeforms/Complaint_form_for_councillors_conduct.ofm1

2. CODE OF PRACTICE

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

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

Before the meeting:

- i. All formal complaints against a local council must be communicated in writing, including email, to the clerk or other proper officer.
- ii. If the complaint concerns the clerk or other proper officer, they may be advised to address their complaint to the chairman of the council.
- iii. The complainant will be asked at the outset to confirm if they wish the complaint to be treated confidentially. If the complainant waves confidentiality, the council must still comply with its obligations under the Data Protection Act 2018 in order to safeguard against the unlawful disclosure of personal data.
- iv. To ensure compliance with its obligations in the Data Protection Act 2018, a council cannot disclose the identity, contact details or other personal data about an individual complainant unless they consent, or disclosure is otherwise fair and lawful under the 2018 Act e.g. for the purpose of discharging the council's functions, or for the performance of contractual obligations. The council will ensure that agendas and minutes do not disclose personal data or financial, sensitive or confidential information that relates to an individual complainant or a third party in the agendas or minutes of its meeting. The identity of a complainant should only be made known to those in the council who need to consider the complaint. In other words, a council is expected to treat a complaint in confidence.
- v. The clerk, other officer or chairman of the council, shall acknowledge the receipt of the complaint within 5 working days and advise the complainant when the matter will be considered by the Complaints Sub-Committee.
- vi. The clerk or other proper officer will investigate the complaint and will provide a written report outlining the investigation and its findings
- vii. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.
- viii. 7 clear working days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence, which they wish to refer to at the meeting.
- ix. within 2 working days of the evidence from the complainant being received that council shall provide the complainant with copies of any documentation upon which they wish to rely at the meeting including the investigation report.

At the Meeting:

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

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

After the Meeting

Decision confirmed in writing, by first class post, within seven working days together with details of any action to be taken.

Right of Appeal

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

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

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

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

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

- i. Unfair finding

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

- ii. New evidence

The complaint must provide a copy of the new evidence

- iii. Complaints procedure not applied properly

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

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

The Appeals Committee will consider the grounds of appeal and the supporting evidence followed by a response from the Clerk or other proper officer.

The hearing will be adjourned to afford the Appeals Committee time to consider its decision.

The decision taken by the Appeals Committee will be final.

After the Appeal hearing the council will inform the complainant of its final decision within 5 working days in writing, by first class post.

3 POLICY REVIEW

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



HOUGHTON REGIS TOWN COUNCIL

Safeguarding children and young people policy

Date of Approval:	
Reviewed:	
Date of Re approval:	

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IN ORDER TO FULFIL THE REQUIREMENTS OF THE SAFEGUARDING POLICY STATEMENT. THE FOLLOWING PROCEDURES WILL BE FOLLOWED BY ALL EMPLOYEES AND VOLUNTEERS WORKING WITH CHILDREN AND YOUNG PEOPLE OF HOUGHTON REGIS TOWN COUNCIL.

1.	POLICY STATEMENT
1.1	<p>The purpose of this policy statement is:</p> <ul style="list-style-type: none"> ➤ To protect children and young people who receive Houghton Regis Town Council's services from harm. ➤ To provide staff and volunteers, children and young people and their families, with the overriding principles guiding our approach to child protection. <p>This policy applies to anyone working on behalf of Houghton Regis Town Council, including senior managers, Councillors, paid staff, volunteers, sessional workers, agency staff and students.</p>
1.2	<p>Legal Framework</p> <p>This policy is based on legislation, policy, and guidance designed to safeguard children in England.</p>
1.3	<p>Supporting Documents</p> <p>This policy should be read alongside related organisational policies, procedures, and guidance, including:</p> <ol style="list-style-type: none"> 1. Role description for the designated safeguarding officer. 2. Procedures for handling disclosures and concerns regarding children or young people. 3. Managing allegations against staff and volunteers. 4. Guidelines on recording concerns and information sharing. 5. Child protection records retention and storage. 6. Code of conduct for staff and volunteers. 7. Behavioural guidelines for children and young people. 8. Guidance on photography and image sharing. 9. Safer recruitment policies. 10. Online safety policies. 11. Anti-bullying policies. 12. Complaints management. 13. Whistleblowing procedures. 14. Health and safety measures. 15. Induction, training, supervision, and support protocols. 16. Adult-to-child supervision ratios.
1.4	<p>Our Beliefs</p> <p>We firmly believe that:</p> <ul style="list-style-type: none"> ➤ Children and young people must never experience abuse of any kind. ➤ We are responsible for promoting the welfare of all children and young people, ensuring their safety, and practising in a manner that protects them from harm.
1.5	<p>Our Commitment</p> <p>We recognise that:</p> <ul style="list-style-type: none"> ➤ The welfare of children is paramount in every decision we make and action we take. All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, are equally entitled to protection from harm and abuse. ➤ Some children may face additional vulnerabilities due to factors such as past experiences, dependency, communication needs, or other circumstances. ➤ Collaboration with children, young people, their parents, carers, and other agencies is essential for safeguarding and promoting welfare.
1.6	How We Protect Children and Young People

	<p>We are committed to safeguarding children and young people by:</p> <ul style="list-style-type: none"> ➤ Valuing, listening to, and respecting them. ➤ Appointing a designated safeguarding officer for safeguarding. ➤ Adopting and adhering to best practices in safeguarding through robust policies, procedures, and staff and volunteer codes of conduct. ➤ Developing and enforcing an effective online safety policy. ➤ Providing staff and volunteers with supervision, training, support, and quality assurance to ensure they are confident and competent in following our policies and procedures. ➤ Recruiting staff and volunteers safely, including conducting all necessary checks. ➤ Recording, storing, and handling information securely and professionally in line with data protection laws and guidance. ➤ Sharing safeguarding information and promoting good practices with children and families through various channels, such as leaflets, posters, group sessions, and one-to-one discussions. ➤ Ensuring children, young people, and their families are aware of how to seek help or raise concerns. ➤ Using established safeguarding procedures to share concerns and relevant information with appropriate agencies while involving children, young people, parents, carers, and families as necessary. ➤ Managing allegations against staff and volunteers appropriately through our safeguarding procedures. ➤ Promoting an anti-bullying environment supported by a clear policy and effective responses to incidents of bullying. ➤ Implementing effective complaints and whistleblowing mechanisms. ➤ Ensuring a safe physical environment for children, young people, staff, and volunteers by adhering to health and safety laws and guidance. <p>Cultivating a safeguarding culture where , including staff, volunteers, children, young people, and their families, treats each other with respect, and the families treat each other respectfully and feel empowered to raise concerns.</p>
2.	STATEMENT OF COMMITMENT
2.1	<p>Houghton Regis Town Council is fully committed to safeguarding and promoting the welfare of all children and young people. We firmly believe that:</p> <ul style="list-style-type: none"> ➤ Every child and young person has the right to feel safe, valued, and protected from harm. ➤ Safeguarding is everyone's responsibility, and we are dedicated to fostering a culture of vigilance and care. ➤ All concerns regarding the safety and wellbeing of children and young people will be taken seriously and dealt with in line with our safeguarding policies and procedures.
2.2	<p>To demonstrate this commitment, we will:</p> <p>Ensure all staff, volunteers, and associates understand their roles and responsibilities in safeguarding children and young people through comprehensive training and clear guidance.</p> <ul style="list-style-type: none"> ➤ Implement effective policies, procedures, and practices that comply with legal and regulatory requirements to protect children and young people from abuse, neglect, exploitation, and harm. ➤ Promote a safe environment where children and young people feel empowered to speak up about concerns or abuse, confident they will be listened to and supported. ➤ Work collaboratively with families, communities, and external agencies to ensure the safety and welfare of all children and young people in our care. ➤ Regularly review and improve our safeguarding measures to ensure they remain effective and appropriate. <p>Houghton Regis Town Council is steadfast in safeguarding children and young people. It will act decisively to uphold their rights to safety, dignity, and well-being.</p>

3.	INTRODUCTION
3.1	Houghton Regis Town Council (HRTC) is committed to safeguarding children and young people. All individuals working within HRTC, regardless of their specific role, share the collective responsibility for ensuring the welfare and protection of these individuals. The following outlines the responsibilities of Senior Managers, the Designated Safeguarding Lead (DSL), Staff, and Trustees in safeguarding and promoting the welfare of those at risk.
3.1	<p>Responsibilities of Tier 1 and 2 Management Managers are responsible for safeguarding children, young people, and vulnerable adults within HRTC. Their duties include:</p> <ul style="list-style-type: none"> ➤ Ensuring Safeguarding Policies are in Place: Senior managers must establish and enforce safeguarding policies and procedures to comply with statutory requirements, including Section 11 of the Children Act 2004. ➤ Promoting a Culture of Safeguarding: They are responsible for embedding a safeguarding culture across the organisation, ensuring that safeguarding is prioritised in all aspects of HRTC's activities. ➤ Ensuring Staff Awareness: Senior managers must ensure that all staff members and volunteers are trained and fully aware of their responsibilities in safeguarding, including how to respond to concerns and make appropriate referrals. ➤ Monitoring and Reviewing Safeguarding Practices: They are tasked with regularly reviewing and evaluating safeguarding practices to ensure that all activities comply with legal requirements and best practices. ➤ Liaising with External Agencies: Senior managers will work closely with local safeguarding authorities and external organisations to ensure safeguarding criteria thresholds are upheld.
3.2	<p>Responsibilities of the Designated Safeguarding Lead</p> <p>The Designated Safeguarding Lead (DSL) plays a pivotal role in ensuring the protection and well-being of children and young people. Their responsibilities include:</p> <ul style="list-style-type: none"> ➤ Central Point of Contact: The DSL is the first point of contact for any safeguarding concerns within HRTC. They are responsible for managing and overseeing the safeguarding processes. ➤ Monitoring Safeguarding Concerns: The DSL must ensure that any allegations or suspicions of abuse, neglect, or poor practice are dealt with promptly and appropriately. ➤ Making Referrals to Authorities: The DSL is responsible for making referrals to the local authority or police when necessary, ensuring that concerns are addressed in accordance with local safeguarding protocols as identified in APPENDIX A safeguarding procedure. ➤ Ensuring Staff Training: The DSL is responsible for ensuring all staff members are trained on safeguarding procedures, including recognising signs of abuse and knowing how to report concerns. Staff to attend annual safeguarding training that is relevant to their role and responsibilities, and the context of delivery. ➤ Record Keeping and Confidentiality: The DSL ensures that all records related to safeguarding are maintained accurately and stored in accordance with the Data Protection Act, the Freedom of Information Act, and Information Sharing Protocols as outlined in Houghton Regis Town Councils Data Retention Policy and Data Protection Act 2018 Policy.
3.3	<p>Responsibilities of Staff</p> <p>All staff members at HRTC have a direct and legal responsibility to protect children, young people, and vulnerable adults under their care. Their responsibilities include:</p> <ul style="list-style-type: none"> ➤ Understanding and Following Safeguarding Policies: Staff must understand and follow HRTC's safeguarding policy and procedures, knowing what actions to take if they have concerns about a child or young person. ➤ Reporting Concerns: Staff must report any suspicions or allegations of abuse or neglect promptly to the DSL as outlined in APPENDIX A Safeguarding procedure or other appropriate authorities, ensuring that concerns are addressed in a timely manner.

	<ul style="list-style-type: none"> ➤ Protecting Vulnerable Individuals: Staff are responsible for providing a safe and supportive environment for young people and vulnerable adults, ensuring that they are protected from harm, including neglect, physical, sexual, and emotional abuse. ➤ Maintaining a Safe Environment: Staff must ensure that children and young people are participating in a safe, enjoyable environment, free from abuse, neglect, or discrimination. ➤ Participating in Training: Staff members must complete mandatory safeguarding training and stay informed about best practices and new safeguarding requirements.
3.4	<p>Responsibilities of the Councillors</p> <p>As the corporate governing body of HRTC, Councillors hold ultimate accountability for ensuring that safeguarding is integrated throughout the organisation. Their responsibilities include:</p> <ul style="list-style-type: none"> ➤ Strategic Oversight: Councillors are responsible for ensuring that safeguarding policies and procedures are developed, reviewed, and implemented effectively across HRTC's activities. ➤ Ensuring Legal Compliance: Councillors must ensure that HRTC complies with all statutory safeguarding duties, including those under the Children Act 2004 and other relevant legislation. ➤ Providing Support to Senior Managers and DSL: Councillors should provide strategic direction and support to senior managers and the DSL in the implementation of safeguarding policies. ➤ Reviewing Safeguarding Effectiveness: Councillors are responsible for monitoring the effectiveness of safeguarding practices within HRTC, ensuring that safeguarding issues are addressed at the highest level. ➤ Ensuring Resources are Allocated: Councillors must ensure that adequate resources, including staff training and external support, are allocated to maintain and enhance safeguarding efforts across HRTC. <p>Councillor responsibilities to safeguarding to be discussed at the Corporate Services meeting</p>
3.5	<p>Key Safeguarding Principles for All</p> <ul style="list-style-type: none"> ➤ Everyone's Responsibility: Safeguarding children and young people is everyone's responsibility within HRTC. All staff, Councillors, and volunteers must remain vigilant and proactive in ensuring the safety and well-being of those at risk. ➤ No Assumptions: No one should assume that someone else will act if they have a concern. All concerns should be raised immediately with the appropriate person or authority. ➤ Right to Protection: All children and young people regardless of their background or identity, have the right to be protected from all forms of abuse. They also have the right to participate in activities in a safe and supportive environment. ➤ Confidentiality and Data Protection: All safeguarding information should be treated confidentially, and shared only with appropriate external agencies, ensuring compliance with relevant data protection laws and protocols.
3.6	<p>HRTC recognises its statutory responsibility to work with the Local Safeguarding Children's Partnership (LSCP) to ensure the safety and well-being of young people and vulnerable adults in all its activities. Everyone working within HRTC must understand and adhere to these safeguarding responsibilities, working together to create a protective environment for those at risk.</p>
4.	<p>LEGISLATIVE FRAMEWORK FOR SAFEGUARDING CHILDREN AND YOUNG PEOPLE</p>
4.1	<p>Our safeguarding practices are underpinned by key UK legislation and statutory guidance designed to protect children and young people from harm. These include:</p> <p>Children Act 1989</p> <ul style="list-style-type: none"> ➤ Establishes the duty of local authorities to safeguard and promote the welfare of children in need.

<p>➤ Introduces the concept of parental responsibility and provides mechanisms for emergency protection and care orders. https://www.legislation.gov.uk/ukpga/1989/41/contents</p> <p>Children Act 2004</p> <p>➤ Strengthens safeguarding frameworks introduced by the 1989 Act. ➤ Establishes Safeguarding Partnerships to oversee multi-agency practices. ➤ Created the role of the Children’s Commissioner for England to advocate for children's rights. https://www.legislation.gov.uk/ukpga/2004/31/contents</p> <p>Children and Social Work Act 2017</p> <p>➤ Strengthens local arrangements for safeguarding children. ➤ Requires local authorities, clinical commissioning groups, and police to collaborate on safeguarding. https://www.legislation.gov.uk/ukpga/2017/16/contents</p> <p>Working Together to Safeguard Children</p> <p>➤ A statutory guidance document outlining the responsibilities of all organisations working with children. ➤ Emphasises the importance of collaboration between agencies to safeguard children effectively. https://www.gov.uk/government/publications/working-together-to-safeguard-children--2</p> <p>Safeguarding Vulnerable Groups Act 2006</p> <p>➤ Establishes the framework for the vetting and barring of individuals who pose a risk to children. ➤ Supports the work of the Disclosure and Barring Service (DBS) to ensure safe recruitment. https://www.legislation.gov.uk/ukpga/2006/47/contents</p> <p>Children and Families Act 2014</p> <p>➤ Enhances support for children with special educational needs and disabilities (SEND) and strengthens services for vulnerable children. https://www.legislation.gov.uk/ukpga/2014/6/contents</p> <p>The Human Rights Act 1998 and Equality Act 2010</p> <p>➤ Protect children and young people from discrimination and uphold their right to safety and well-being. ➤ Imposes duties on public authorities to act in accordance with these Acts. https://www.legislation.gov.uk/ukpga/2010/15/contents https://www.legislation.gov.uk/ukpga/1998/42/contents</p> <p>Prevent Duty (Counter-Terrorism and Security Act 2015)</p> <p>➤ Requires organisations to prevent children and young people from being drawn into terrorism. ➤ Outlines the need for staff training to identify and support at-risk individuals. https://www.gov.uk/government/collections/counter-terrorism-and-security-bill</p> <p>Female Genital Mutilation Act 2003 (Amended in 2015 as part of the Serious Crime Act 2015)</p> <p>➤ Criminalises the act of carrying out, assisting, or failing to prevent female genital mutilation (FGM). ➤ Introduces a mandatory reporting duty for professionals. https://www.legislation.gov.uk/ukpga/2003/31/contents</p> <p>Serious Crime Act 2015</p>
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	<ul style="list-style-type: none"> ➤ Includes provisions to protect children from sexual exploitation, grooming, and online abuse. ➤ Recognises coercive and controlling behaviour as a criminal offence. <p>https://www.legislation.gov.uk/ukpga/2015/9/contents</p> <p>Domestic Abuse Act 2021 Recognises children exposed to domestic abuse as victims in their own right, strengthening their protection. https://www.legislation.gov.uk/ukpga/2021/17/contents</p> <p>Online Safety Legislation</p> <ul style="list-style-type: none"> ➤ Frameworks such as the Digital Economy Act 2017 and the forthcoming Online Safety Bill aim to protect children from harmful online content and behaviours. <p>https://www.legislation.gov.uk/ukpga/2017/30/contents</p> <p>These legislative measures guide our safeguarding approach, ensuring the safety, well-being, and rights of children and young people are central to everything we do</p>
5.	SERVICES DELIVERED TO CHILDREN AND YOUNG PEOPLE
5.1	HRTC staff and volunteers have regular contact with children and young people. The Council provides youth work sessions up to four evenings a week, along with various events and activities for families. In these settings, staff and volunteers may find themselves in situations where they become aware of potential child neglect or abuse or where a child or young person may disclose that they or someone else is at risk or in harm's way.
5.2	<p>The sessions delivered by HRTC include:</p> <ul style="list-style-type: none"> ➤ Events and Activities: Children and young people attend a variety of events and activities throughout the year, usually accompanied by parents or guardians. ➤ Youth Council: Meets every other week and volunteering opportunities for young people aged 12-18 years old. ➤ Youth Work: Up to four youth work sessions each week, including open access, outreach, detached work, holiday activities, and residentials, for young people aged 12-18 years.
5.3	Additionally, HRTC regularly organises ad-hoc activities and events and provides a reception service at the main office. These services could create situations where children or young people disclose abuse or neglect or present themselves as being at risk.
6.	SCOPE OF THE POLICY
6.1	<p>This safeguarding policy applies to everyone involved with HRTC, including but not limited to:</p> <ul style="list-style-type: none"> ➤ Staff and Employees <ul style="list-style-type: none"> • All full-time, part-time, and temporary employees. • Contractors, consultants, and agency staff engaged by the organisation. ➤ Volunteers <ul style="list-style-type: none"> • Individuals providing unpaid support to the organisation. ➤ Councillors <ul style="list-style-type: none"> • Those with governance responsibilities. ➤ Service Users <ul style="list-style-type: none"> • Individuals who access or benefit from the organisation's services, programmes, or activities. ➤ Partners and Third-Party Organisations <ul style="list-style-type: none"> • External organisations or entities collaborating or partnering with Houghton Regis Town Council to deliver services. ➤ Visitors and Participants

	<ul style="list-style-type: none"> Individuals attending events, programmes, or premises associated with Houghton Regis Town Council.
6.2	This policy is designed to ensure the safety and well-being of all individuals, particularly those who are vulnerable or at risk, by outlining the responsibilities of everyone involved in the organisation. All individuals covered by this policy are expected to understand and adhere to its principles and guidelines.
7.	MONITORING PROCEDURES
7.1	<p>Houghton Regis Town Council's Safeguarding and Child Protection Policy will be monitored annually, with a full policy review conducted every two years to ensure it remains robust, compliant with legislation, and effective in practice. The following situations may also trigger an immediate review of the policy:</p> <ul style="list-style-type: none"> ➤ Any changes in legislation that impact safeguarding or child protection protocols. ➤ Any changes in youth governance, including updates to council programmes involving children and young people. ➤ The outcome of a significant safeguarding incident, either locally or nationally, which may necessitate changes to strengthen procedures.
7.2	<p>Staff Training and Feedback:</p> <ul style="list-style-type: none"> ➤ All staff and volunteers will undergo safeguarding training, with their understanding regularly assessed through follow-up sessions and feedback forms. ➤ Feedback from staff and volunteers will also be collected to identify potential improvements or concerns in day-to-day safeguarding practices.
7.3	<p>Incident Reporting and Analysis:</p> <ul style="list-style-type: none"> ➤ A log of all safeguarding incidents and concerns will be maintained, ensuring they are reviewed regularly to detect trends or patterns that may highlight procedural weaknesses. Lessons learned from incidents will inform updates to the policy and training sessions.
7.4	<p>Engagement with Stakeholders:</p> <ul style="list-style-type: none"> ➤ Regular consultation with parents, carers, young people, and external safeguarding agencies to ensure the policy is responsive to the needs of the community.
7.5	The council is committed to maintaining a culture of continuous improvement in safeguarding and will ensure that all monitoring activities are documented and reviewed by the relevant committees.
8.	SAFEGUARDING FLOWCHART (APPENDIX A)
8.1	The safeguarding flowchart, which can be found in Appendix A, is a practical guide to ensure that all concerns regarding the safety and wellbeing of children and young people are addressed consistently and effectively. It forms an integral part of the council's safeguarding policy, providing clear steps for staff, volunteers, and youth workers to follow when identifying, reporting, and addressing safeguarding concerns. Using this flowchart, the council ensures compliance with statutory safeguarding responsibilities and demonstrates its commitment to creating a safe and inclusive environment for all young people engaging with its services and activities.
9.	SAFER RECRUITMENT
9.1	HRTC is committed to creating a safe environment for all individuals, including children, young people, and vulnerable adults. As part of this commitment, we follow a robust safer recruitment process to ensure that only those suitable to work with vulnerable individuals are employed or engaged

	with our organisation, regardless of whether their role involves direct contact with children and young people.
9.2	<p>Recruitment and Selection Procedures</p> <p>1. Job Advertisements and Role Descriptions All job advertisements and role descriptions will include a statement confirming our commitment to safeguarding and the requirement for the successful candidate to undergo background checks as part of the recruitment process. For roles involving direct contact with children, young people, or vulnerable adults, safeguarding responsibilities will be clearly outlined.</p> <p>2. Application Forms We require all candidates to complete an application form and provide accurate personal information, employment history, qualifications, and relevant experience. Candidates expected to work directly with children and young people will also be asked to declare any criminal convictions, cautions, or disciplinary actions related to safeguarding concerns.</p> <p>3. Interviews All candidates, including those applying for roles that do not involve direct contact with children or vulnerable adults, will undergo a thorough interview. Interview questions for roles involving children, young people, or vulnerable adults will assess the candidate's understanding of safeguarding principles, their ability to recognise and respond to safeguarding concerns, and their personal values with respect to the safety and welfare of others.</p> <p>4. Disclosure and Barring Service (DBS) Checks We require candidates for roles involving direct contact with children, young people, or vulnerable adults to undergo a DBS check at an appropriate level (e.g., enhanced check). This check will confirm whether the individual has any criminal convictions or is on the barred list that would prohibit them from working with vulnerable groups.</p> <p>5. References We will request references from at least two previous employers or relevant professional sources who can verify the candidate's character, work ethic, and suitability for the role. One of these references should be from the candidate's most recent employer, specifically regarding their work with children or vulnerable adults, where relevant.</p> <p>6. Right to Work Checks We will verify candidates' legal right to work in the UK. We will check all necessary documents, such as passports, visas, or work permits, and securely store photocopies.</p> <p>7. Ongoing Safeguarding Training All staff and volunteers working directly and indirectly with children and young people will receive safeguarding training as part of their induction and regularly thereafter. This will include understanding the signs and symptoms of abuse, how to report concerns, and the organisation's safeguarding policies and procedures.</p> <p>8. Probationary Period New employees and volunteers will be subject to a six-month probationary period. During this time, their performance, conduct, and adherence to safeguarding policies will be closely monitored. Any concerns raised during this period will be addressed immediately.</p>
9.3	<p>Commitment to Continuous Review Our safer recruitment process is regularly reviewed to ensure that it reflects best practices, relevant legislation, and any changes to safeguarding standards. We aim to continually improve our recruitment practices to effectively safeguard vulnerable individuals.</p>

10.	GUIDELINES FOR BEST PRACTICE
10.1	<p>All staff, associates, and volunteers must demonstrate exemplary behaviour to protect young people and themselves. This includes:</p> <ul style="list-style-type: none"> ➤ Adopting and adhering to Houghton Regis Town Council's Safeguarding and Child Protection Policy and Procedures. ➤ Promoting the Safeguarding and Child Protection Policy to those they manage, including their teams, associates, and volunteers. ➤ Ensuring that one-to-one sessions with young people are held in open, public spaces, where others are present, where possible. ➤ Treating all young people fairly, with respect and dignity. ➤ Always prioritising the welfare of young people over organisational objectives. ➤ Building and maintaining safe, professional, and appropriate relationships with young people. ➤ Encouraging young people to be involved in decision-making processes. ➤ Attending training as required. ➤ Acting as a positive role model for young people. ➤ Respecting the confidentiality of sensitive information and complying with data protection regulations. ➤ Maintaining clear professional boundaries with young people and avoiding any form of inappropriate communication or behaviour. ➤ Reporting any safeguarding concerns or incidents immediately to the designated safeguarding officer or relevant authority. ➤ Receiving appropriate supervision and support to ensure staff, associates, and volunteers are confident and competent in safeguarding practices. ➤ Carrying out appropriate risk assessments to ensure the safety of young people in all activities and settings. ➤ Ensuring all young people are treated inclusively, fairly, and with respect, regardless of their background, ethnicity, gender, or disability.
11.	RELATIONSHIP OF TRUST
11.1	<p>The power and influence a member of staff or someone in a leadership role has over someone attending a group activity cannot be underestimated. Therefore, staff are expected to act within appropriate boundaries with young people, in relation to all forms of communication. Staff should be mindful of any physical contact and should not have intimate or sexual relationships with young people.</p> <p>“It is an offence for a person aged 18 or over to involve a child under that age in sexual activity, where he or she is in a specified position of trust in relation to that child. This includes those who care for, advise, supervise or train children and young people.” (Sexual Offences Act 2003).</p>
12.	CODE OF CONDUCT (APPENDIX B)
12.1	<p>This Code of Conduct in Appendix B outlines the behavioural expectations for all staff and volunteers involved in activities with young people. Its purpose is to ensure a safe, respectful, and professional environment that fosters positive relationships and safeguards the welfare of all participants.</p>
13.	SUPERVISION RATIOS
13.1	<p>HRTC recognises the importance of assessing staffing requirements as part of the Risk Assessment to ensure young people are effectively supervised, and any associated risks are appropriately managed during youth work programmes.</p>
13.2	General Guidance

	<p>There are no statutory staffing or supervision ratios specifically mandated for youth work. Consequently, it is neither possible nor appropriate to provide fixed ratios for every group or activity. Instead, staffing decisions should be based on the specific needs of each programme, taking into account factors such as:</p> <ul style="list-style-type: none"> ➤ The competence and experience of staff or workers in relation to the planned activities. ➤ The location and nature of the environment where the programme will take place. ➤ Characteristics of the group, including its size, and the age, gender, abilities, and behavioural, medical, emotional, or educational needs of the young people involved. ➤ The nature and duration of the planned activities. ➤ The potential impact of a staff member being unavailable unexpectedly, and the feasibility of contingency plans to ensure ongoing supervision.
13.3	<p>Specific Considerations Those delivering youth work should take note of the following:</p> <ul style="list-style-type: none"> ➤ Activity-Specific Ratios: Certain activities, particularly those considered adventurous, are subject to minimum supervision ratios set by National Governing Bodies. These should be treated as baseline requirements, which may need to be adjusted to meet the specific needs of the group. ➤ Worker Participation: If staff or workers lack experience in a specific activity (e.g., kayaking), they may need to be counted as part of the group when determining supervision levels.
13.4	<p>Gender Considerations While there is no legal requirement for staff to be of the same gender as the young people, safeguarding and privacy needs should be carefully considered in advance. For younger groups, particularly those in residential settings, it is generally good practice to have staff of each gender available to address any potential concerns effectively.</p>
13.5	<p>Contingency Planning For activities in remote locations or abroad, robust contingency plans must be in place to ensure adequate supervision continues in the event of a staff member becoming unavailable (e.g., due to illness, injury, or accompanying a young person to hospital). This may involve making significant adjustments to the itinerary or planned activities. HRTC prioritises safeguarding and risk management in all youth work activities. To ensure the safety and well-being of young people, all supervision arrangements must reflect these principles.</p>
14	<p>CONSENT TO PARTICIPATION</p>
14.1	<p>HRTC is committed to safeguarding children and young people while respecting their rights and ensuring their voices are heard in all youth work activities. To support informed and appropriate participation, the following consent procedures are in place:</p> <ul style="list-style-type: none"> ➤ Parental/Guardian Consent Children under 18 must have written consent from a parent or guardian to participate in youth work activities organised by the Council. Consent forms will provide key details, including the purpose, location, duration of the activity, and any associated risks. ➤ Young Person's Consent for Ages 12 and Above While parental or guardian consent is legally required for those under 18, the Council will also seek the agreement of young people aged 12 and over before their participation. This approach recognises their ability to understand and make informed decisions about their involvement, promoting respect and empowerment. ➤ Higher-Risk Activities Additional consent may be required for activities considered higher-risk (e.g., overnight stays, adventurous activities, or those involving significant commitments). In such cases,

	<p>parents/guardians and young people will be provided with detailed information and may be invited to discuss the activity with the Council before giving consent.</p> <ul style="list-style-type: none"> ➤ Photo and Media Consent The Council may take photographs or videos during youth work activities for use in promotional materials, reports, or on its website and social media platforms. Parental or guardian consent will be sought for any young person under 18 before their image is used. Young people aged 12 and over will also be asked for their agreement to ensure they are comfortable with how their image may be used. Any refusal will be respected, and pictures of that individual will not be used. ➤ Data Protection and Privacy All consent-related documents will be managed per the Council's Data Protection Policy. Information will only be accessed by authorised personnel to ensure the safety and wellbeing of participants. ➤ Clear and Accessible Information Information about activities will be provided clearly and age-appropriately, ensuring that both young people and their parents/guardians fully understand the activity before giving consent.
14.2	By implementing these measures, Houghton Regis Town Council ensures that all youth work activities are conducted with the highest standards of safeguarding while encouraging young people to take an active role in their participation.
15	SAFEGUARDING AND THE USE OF THE INTERNET (E-SAFETY) (APPENDIX C)
15.1	The internet is a powerful tool but also presents risks, including the distribution of harmful content such as indecent images of children and young people. Adults may also use the internet to make contact with minors to groom them for inappropriate or abusive relationships.
16.	DEFINITIONS OF CHILD ABUSE AND NEGLECT (APPENDIX D)
16.1	Children can experience more than one type of abuse, which can have serious, severe, and long-lasting impacts on their lives. The main categories of abuse include neglect, physical abuse, emotional abuse, and sexual Abuse including sexual exploitation.

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APPENDIX A

SAFEGUARDING PROCEDURE

The safeguarding flowchart is a practical guide to ensure that all concerns regarding the safety and well-being of children and young people are addressed consistently and effectively. It forms an integral part of the council's safeguarding policy, providing clear steps for staff, volunteers, and youth workers to follow when identifying, reporting, and addressing safeguarding concerns. Using this flowchart, the council ensures compliance with statutory safeguarding responsibilities. It demonstrates its commitment to creating a safe and inclusive environment for all young people engaging with its services and activities.

Step 1: Recognise a Concern

What to Look For: Signs of harm, abuse, neglect, or any situation where a young person's safety or wellbeing is at risk.

Your Role:

- Stay calm, listen carefully, and take what the child or young person says seriously.
- Record factual information only (include date, time, observations, and the child or young person's exact words where possible).
- Do not promise to keep information confidential, explain that it may need to be shared to ensure their safety.

Step 2: Report the Concern

Who to Inform:

- Immediately report your concern to a lead youth worker or manager who will then report to the Designated Safeguarding Lead (DSL).
- If the Young Person is in Immediate Danger:
 - Call **999** for emergency services.
 - Contact Central Bedfordshire Children's Services directly if urgent.
 - Share your recorded information with the DSL as soon as possible.

Step 3: Action by the DSL

Assessment and Next Steps:

- The DSL will review the concern, follow the organisation's safeguarding policies, and decide on the appropriate course of action.
- The DSL may consult the Multi-Agency Safeguarding Hub (MASH) for guidance.

Possible Actions:

- Speak to the child or young person or their family if appropriate (and if it does not increase the risk).
- Refer the concern to Children's Services or the LADO for further investigation.

Step 4: Referral to External Agencies

If a Referral is Made:

- The DSL will provide detailed information to Children's Services (including the recorded concern and observations).
- Ensure written confirmation of the referral is obtained.

Follow Guidance:

- Collaborate with external agencies to ensure the young person receives appropriate support.

Step 5: Monitor and Support

Within the Organisation:

- Continue to support the young person through youth work activities in a safe and inclusive environment.
- Monitor their well-being and maintain communication with external agencies if required.

Record Keeping:

Ensure all safeguarding records are kept secure, confidential, and up to date.

Key Contacts:

- Designated Safeguarding Lead (DSL): Ian Haynes, 07961668688, ian.haynes@houghtonregis-tc.gov.uk
- Designated Safeguarding Lead (DSL): Tara Earnshaw, 07498 026370, tara.earnshaw@houghtonregis-tc.gov.uk
- Central Bedfordshire Council Children's Services: , 0300 300 8585 immediately (office hours). For out-of-hours reports call 0300 300 8123.
- Emergency Services: 999

APPENDIX B

CODE OF CONDUCT

Introduction

This Code of Conduct sets out the behavioural expectations for all staff and volunteers involved in activities with young people. Its purpose is to ensure a safe, respectful, and professional environment that fosters positive relationships and safeguards the welfare of all participants.

General Behaviour

- **Respect for Young People:** Treat all young people with dignity, respect, and fairness, regardless of their background, beliefs, or identity.
- **Professionalism:** Maintain a professional attitude at all times. Staff and volunteers must avoid behaviour or conduct that could be seen as unprofessional or inappropriate.
- **Boundaries:** Establish and maintain appropriate boundaries in all interactions with young people. This includes ensuring that physical contact, conversations, and all forms of communication are respectful and appropriate.
- **Confidentiality:** Respect the confidentiality of young people, staff, and volunteers. Personal information must not be shared unless there is a safeguarding concern, in which case the appropriate procedures should be followed.
- **Equality and Diversity:** Create an inclusive environment where all young people feel valued. Discrimination, harassment, or bullying on the grounds of race, gender, sexuality, disability, religion, or any other personal characteristic will not be tolerated.

Communication

- **Appropriate Communication:** Ensure communication with young people is professional and relevant. Avoid developing personal relationships, and ensure that all communication, whether verbal, written, or online, is related to the organisation's activities.

Social Media and Online Communication:

- **Professional Use Only:** Staff and volunteers should not engage with young people on personal social media accounts or any online platforms unless directly related to the organisation's work and approved by leadership.
- **Official Channels:** Communication with young people via social media should only take place through official, organisation-approved accounts or platforms (e.g., group pages for activities, organisational email accounts).
- **No Private Messaging:** Private messaging with young people on personal accounts is strictly prohibited. Communication should occur in public or group settings that can be monitored by relevant staff.
- **Online Content:** Avoid sharing or engaging with inappropriate or unprofessional content online. Ensure that all posts and interactions align with the organisation's values and policies.

No Inappropriate Content:

- Do not share, request, or tolerate any inappropriate or explicit content in any form of communication, whether verbal, written, or online.

Physical Contact

- **Respect Personal Space:** Avoid unnecessary physical contact with young people. If physical contact is essential (e.g., administering first aid or during sports), it must be carried out respectfully and professionally.
- **No Intimate Contact:** Under no circumstances should staff or volunteers engage in intimate or sexual behaviour with young people.

Relationships

- **Maintaining Professional Relationships:** Staff and volunteers must not develop personal or intimate relationships with young people. All relationships must remain professional at all times.
- **Power Dynamics:** Be mindful of the power dynamics inherent in staff/young people relationships. Staff must never exploit their position of trust or authority for personal gain.

Safeguarding and Reporting

- **Duty of Care:** Staff and volunteers are responsible for ensuring the safety and well-being of young people during activities. Any unsafe or inappropriate behaviour must be addressed and reported immediately to the designated safeguarding officer.
- **Reporting Concerns:** If you suspect or become aware of safeguarding concerns, including abuse, neglect, or exploitation, it is your responsibility to report them promptly, following the organisation's safeguarding procedures.
- **Zero Tolerance for Abuse:** Houghton Regis Town Council operates a zero-tolerance policy for any form of abuse, including physical, emotional, sexual, or neglect. Anyone found to be engaging in such behaviour will face disciplinary action and, where appropriate, legal consequences.

Conduct During Activities

- **Supervision:** Young people must be adequately supervised during all activities, both indoors and outdoors. Appropriate staff-to-young-people ratios must be maintained as per organisational policy.
- **Safe Environment:** All activities should be conducted in a safe environment that complies with health and safety regulations. Risk assessments should be completed before any activity takes place.
- **Respect for Property:** Staff and volunteers must respect the property of Houghton Regis Town Council, young people, and others involved in activities.

Compliance and Accountability

- **Adherence to the Code:** All staff and volunteers must agree to and follow this Code of Conduct. Failure to comply may result in disciplinary action, including suspension or termination of employment or volunteering duties.
- **Ongoing Training:** Staff and volunteers are required to participate in regular safeguarding training to stay informed of best practices and any changes in the law or policies.

Conclusion

The well-being and safety of young people is the highest priority. By adhering to this Code of Conduct, staff and volunteers contribute to a positive, safe, and supportive environment for all participants.

APPENDIX C

SAFEGUARDING AND USE OF THE INTERNET (E-SAFETY)

The internet is a powerful tool but also presents risks, including the distribution of harmful content such as indecent images of children and young people. Adults may also use the internet to make contact with minors with the intention of grooming them for inappropriate or abusive relationships.

If an employee or volunteer is found to have posted or accessed child exploitation material, law enforcement will typically investigate whether the individual is involved in the active abuse of children. Special consideration must be given to the individual's access to young people, and appropriate measures must be taken to protect their safety.

For any project or service providing internet access to users, clear protocols must be in place to ensure safe and responsible usage. Internet access should be monitored to prevent exposure to inappropriate material, including:

- Sexually explicit content or related material
- Promotion of illegal activities
- Content that encourages intolerance, hate speech, or discrimination

Staff Responsibilities:

- Employees and volunteers who are authorised to use the internet must not download, store, or share illegal, pornographic, or otherwise inappropriate material on any Town Council technical equipment.
- Staff must not upload or share any content that could be considered offensive, harmful, or disrespectful towards others.
- If harmful content is unintentionally accessed, the user must immediately exit the website and delete any inappropriate material. Breaches of this policy will be considered gross misconduct and will result in disciplinary action.
- If a staff member needs to access content that is outside regular guidelines due to the nature of their work, written permission from a manager is required in advance.

Young People's Internet Access:

- Any service or project allowing young people access to the internet must have strong measures in place to ensure their online safety. This includes using appropriate filtering software to block access to harmful websites.
- Regular checks and monitoring must be carried out to ensure young people are not exposed to inappropriate content or targeted by online predators.
- It is essential to provide clear guidelines to young people about the appropriate use of the internet, including what to do if they encounter inappropriate or harmful content or come into contact with strangers online.
- Staff should also engage in ongoing education for young people about online safety, emphasising the importance of privacy, responsible behaviour, and reporting any concerns.

Incident Reporting and Response:

- Any incidents of inappropriate content being accessed or shared must be immediately reported to the designated safeguarding lead, who will take the necessary actions to investigate and address the situation.
- Any suspected abuse or inappropriate behaviour should be treated with the utmost seriousness and reported according to the Town Council's safeguarding procedures.

By establishing a culture of safe internet use, the Town Council aims to protect both staff and young people from the dangers of the online world, ensuring that all interactions remain respectful, safe, and appropriate.

APPENDIX D

DEFINITIONS OF CHILD ABUSE AND NEGLECT

Children can experience more than one type of abuse which can have serious and long-lasting impacts on their lives. The main categories of abuse include neglect, physical abuse, emotional abuse, and sexual abuse including sexual exploitation.

The definitions for the various types of child abuse and neglect shown below have been adapted from the from the NSPCC's website for the purpose of this document. Additional information can be found on: <https://learning.nspcc.org.uk/child-abuse-and-neglect>.

Neglect
<p>Introduction</p> <p>Neglect is not meeting a child's basic physical and psychological needs.</p> <p>It is a form of child abuse that can have serious and long-lasting impacts on a child's life - it can cause serious harm and even death.</p> <p>The four main types of neglect are:</p> <ol style="list-style-type: none"> 1. Physical neglect: not meeting a child's basic needs, such as food, clothing, or shelter; not supervising a child adequately or providing for their safety. 2. Educational neglect: not making sure a child receives an education. 3. Emotional neglect: not meeting a child's needs for nurture and stimulation, for example by ignoring, humiliating, intimidating, or isolating them. 4. Medical neglect: not providing appropriate health care (including dental care), refusing care or ignoring medical recommendations <p>Neglect can happen at any age, sometimes even before a child is born. If a mother has mental health problems or misuses substances during pregnancy, for example, she may neglect her own health and this can damage a baby's development in the womb.</p>
Child Sexual Abuse
<p>Child sexual abuse (CSA) is when a child is forced or persuaded to take part in sexual activities. This may involve physical contact or non-contact activities and can happen online or offline. Children and young people may not always understand that they are being sexually abused.</p> <p>Contact abuse: Involves activities where an abuser makes physical contact with a child. It includes:</p>

- Sexual touching of any part of the body, whether the child is wearing clothes or not.
- Forcing or encouraging a child to take part in sexual activity.
- Making a child take their clothes off or touch someone else's genitals.
- Rape or penetration by putting an object or body part inside a child's mouth, vagina or anus.

Non-contact abuse: Involves activities where there is no physical contact. It includes:

- Flashing at a child.
- Encouraging or forcing a child to watch or hear sexual acts.
- Not taking proper measures to prevent a child being exposed to sexual activities by others.
- Making a child masturbate while others watch.
- Persuading a child to make, view or distribute child abuse images (such as performing sexual acts over the internet, sexting or showing pornography to a child).
- Making, viewing or distributing child abuse images.
- Allowing someone else to make, view or distribute child abuse images.
- Meeting a child following grooming with the intent of abusing them (even if abuse did not take place).
- Sexually exploiting a child for money, power or status (child sexual exploitation).

Sexual exploitation

Child sexual exploitation (CSE) is a type of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity.

Children and young people in sexually exploitative situations and relationships are persuaded or forced to perform sexual activities or have sexual activities performed on them in return for gifts, drugs, money or affection.

CSE can take place in person, online, or using a combination of both.

Perpetrators of CSE use a power imbalance to exploit children and young people. This may arise from a range of factors including:

- Age
- Gender
- Sexual identity
- Cognitive ability
- Physical strength
- Status
- Access to economic or other resources.

Sexual exploitation is a hidden crime. Young people have often been groomed into trusting their abuser and may not understand that they're being abused. They may depend on their abuser and be too scared to tell anyone what's happening because they don't want to get them in trouble or risk losing them. They may be tricked into believing they're in a loving, consensual relationship.

Some children and young people are trafficked into or within the UK for sexual exploitation.

Child sexual exploitation online

When sexual exploitation happens online, young people may be persuaded or forced to:

- Have sexual conversations by text or online.
- Send or post sexually explicit images of themselves.
- Take part in sexual activities via a webcam or smartphone .

Abusers may threaten to send images, video, or copies of conversations to the young person's friends and family unless they take part in further sexual activity. Images or videos may continue to be shared long after the sexual abuse has stopped.

Trafficking and modern slavery

Child trafficking is child abuse. It's defined as recruiting, moving, receiving and harbouring children for the purpose of exploitation (HM Department for Education (DfE) and Home Office, 2011; Department of Health, Social Services and Public Safety and Police Service of Northern Ireland, 2011; Scottish Government, 2013; Wales Safeguarding Procedures Project Board, 2020).

Child trafficking is a form of modern slavery .

Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another.

Children are trafficked for:

- Child sexual exploitation.
- Criminal activity, including:
 - Cannabis cultivation
 - Street crime - such as pickpocketing, begging and bag theft
 - Moving drugs
 - Benefit fraud
 - Immigration fraud
 - Selling pirated goods, such as DVDs
- Forced marriage
- Domestic servitude, including:
 - Cleaning
 - Childcare
 - Cooking
- Forced labour, including working in:
 - Restaurants
 - Nail bars
 - Factories
 - Agriculture
- Illegal adoption
- Unreported private fostering arrangements (for any exploitative purpose).

This list is not exhaustive and children who are trafficked are often exploited in more than one way.

How child trafficking happens

Traffickers may use grooming techniques to gain the trust of a child, family or community. They may trick, force or persuade children to leave their homes.

Child trafficking can involve a network of organised criminals who recruit, transport and exploit children and young people within or across borders. Some people in the network might not be directly involved in trafficking a child but play a part in other ways, such as falsifying documents, bribery, owning or renting premises, or money laundering. Child trafficking can also be organised by individuals and children's own families.

Grooming

Grooming is a process by which a person prepares a child, significant adults and the environment for the abuse of the child. Grooming can happen anywhere, including:

- Online
- In organisations
- In public spaces (also known as street grooming)

Children and young people can be groomed by a stranger or by someone they know – such as a family member, friend or professional. The age gap between a child and their groomer can be relatively small.

Grooming techniques can be used to prepare children for sexual abuse and exploitation, radicalisation and criminal exploitation.

Harmful sexual behaviour (HSB)

What is harmful sexual behaviour?

Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour which is displayed by children and young people and which may be harmful or abusive . It may also be referred to as sexually harmful behaviour or sexualised behaviour.

HSB encompasses a range of behaviour, which can be displayed towards younger children, peers, older children or adults. It is harmful to the children and young people who display it, as well as the people it is directed towards.

Technology assisted HSB

Technology assisted HSB (TA-HSB) is sexualised behaviour which children or young people engage in using the internet or technology such as mobile phones. This might include:

- Viewing pornography (including extreme pornography or viewing indecent images of children)
- Sexting

Physical abuse

Physical abuse is defined as deliberately hurting a child and causing physical harm . It includes injuries such as:

- Bruises
- Broken bones
- Burns
- Cuts.

It may involve:

- Hitting
- Kicking
- Shaking
- Throwing
- Poisoning
- Burning
- Scalding
- Drowning
- Any other method of causing non-accidental harm to a child.

Physical abuse may also happen when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. This is known as Fabricated or Induced Illness.

Breast ironing or breast flattening, a practice of using hard or heated objects to suppress or reverse the growth of breasts, is a recognised form of child abuse.

Domestic abuse

Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can include physical, sexual, psychological, emotional or financial abuse.

Each UK nation has its own definition of domestic abuse for professionals who are working to prevent domestic abuse and protect those who have experienced it. Domestic abuse can include:

- Sexual abuse and rape (including within a relationship)
- Punching, kicking, cutting, hitting with an object
- Withholding money or preventing someone from earning money
- Taking control over aspects of someone's everyday life, which can include where they go and what they wear
- Not letting someone leave the house
- Reading emails, text messages or letters
- Threatening to kill or harm them, a partner, another family member or pet.

Witnessing and experiencing domestic abuse

Children never just 'witness' domestic abuse; it always has an impact on them. Exposure to domestic abuse or violence in childhood is child abuse.

Children may experience domestic abuse directly, but they can also experience it indirectly by:

- Hearing the abuse from another room
- Seeing a parent's injuries or distress afterwards
- Finding disarray like broken furniture
- Being hurt from being nearby or trying to stop the abuse
- Experiencing a reduced quality in parenting as a result of the abuse.

Emotional abuse

Emotional abuse is emotional maltreatment of a child, which has a severe and persistent negative effect on the child's emotional development. It's also known as psychological abuse.

Most forms of abuse include an emotional element, but emotional abuse can also happen on its own.

Children can be emotionally abused by anyone:

- Parents or carers
- Family members
- Other adults
- Other children.

There are several categories of emotional abuse.

Denying emotional responsiveness (also known as emotional neglect)

- Ignoring the child
- Not showing affection.

Rejection

- Verbal humiliation
- Name-calling
- Criticism
- Physical abandonment
- Excluding the child from activities.

Isolating

Putting unreasonable limitations on a child's freedom of movement, restricting social interaction and not communicating with the child.

Exploiting or corrupting

Encouraging a child to take part in criminal activities, forcing a child to take part in activities that are not appropriate for their stage of development.

Terrorising

- Threatening violence
- Bullying
- Deliberately frightening a child
- Deliberately putting a child in a dangerous situation

Bullying and cyberbullying

Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable.

It can involve people of any age and can happen anywhere – at home, school or using online platforms and technologies (cyberbullying). This means it can happen at any time.

Bullying encompasses a range of behaviours which may be combined and may include the behaviours and actions we have set out below.

Verbal abuse:

- Name-calling
- Saying nasty things to or about a child or their family.

Physical abuse:

- Hitting a child
- Pushing a child
- Physical assault.

Emotional abuse:

- Making threats
- Undermining a child
- Excluding a child from a friendship group or activities.

Cyberbullying/online bullying:

- Excluding a child from online games, activities or friendship groups
- Sending threatening, upsetting or abusive messages

- Creating and sharing embarrassing or malicious images or videos
- 'trolling' - sending menacing or upsetting messages on social networks, chat rooms or online games
- Voting for or against someone in an abusive poll
- Setting up hate sites or groups about a particular child
- Creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name.

Bullying can be a form of discrimination, particularly if it is based on a child's disability, race, religion or belief, gender identity or sexuality.

Online abuse

Online abuse is any type of abuse that happens on the internet, facilitated through technology like computers, tablets, mobile phones and other internet-enabled devices. It can happen anywhere online that allows digital communication, such as:

- Social networks
- Text messages and messaging apps
- Email and private messaging
- Online chats
- Comments on live-streaming sites
- Voice chat in games.

Children and young people can be re-victimised (experience further abuse) when abusive content is recorded, uploaded, or shared by others online. This could happen if the original abuse happened online or offline.

Children and young people may experience several types of abuse online:

- Bullying/cyberbullying
- Emotional abuse (this includes emotional blackmail, for example pressuring children and young people to comply with sexual requests via technology)
- Sexting (pressure or coercion to create sexual images)
- Sexual abuse
- Sexual exploitation.

Children and young people can also be groomed online: perpetrators may use online platforms to build a trusting relationship with the child in order to abuse them. This abuse may happen online or the perpetrator may arrange to meet the child in person with the intention of abusing them.

Female genital mutilation (FGM)

Female genital mutilation (FGM) is the partial or total removal of the external female genitalia for non-medical reasons. It's also known as female circumcision or cutting.

FGM is often performed by someone with no medical training who uses instruments such as a knife, scalpel, scissors, glass or razor blade. Children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained.

The age at which FGM is carried out varies. It may take place:

- When a female baby is newborn
- During childhood or adolescence
- Just before marriage

- During pregnancy.

There are four main types of FGM:

- Type 1 (clitoridectomy) – removing part or all of the clitoris.
- Type 2 (excision) – removing part or all of the clitoris and cutting the inner and/or outer labia.
- Type 3 (infibulation) – narrowing the vaginal opening.
- Type 4 – other harmful procedures to the female genitals including pricking, piercing, cutting, scraping or burning.

Labia elongation (also referred to as labia stretching or labia pulling) involves stretching the labia minora, sometimes using sticks, harnesses or weights.

FGM is child abuse and is illegal in the UK. It can be extremely dangerous and can cause:

- Severe pain
- Shock
- Bleeding
- Infections such as tetanus, HIV and hepatitis B and C
- Organ damage
- Blood loss and infections
- Death in some cases.

Sometimes religious, social and cultural reasons are given to justify FGM, however it's a dangerous practice and can cause long-lasting health problems that continue throughout a child's life, including:

- Incontinence or difficulties urinating
- Frequent or chronic vaginal, pelvic or urinary infections
- Menstrual problems
- Kidney damage and possible kidney failure
- Cysts and abscesses
- Pain during sex
- Infertility
- Complications during pregnancy and childbirth
- Emotional and mental health problems.

Sexting: advice for professionals

Sexting is when people share a sexual message and/or a naked or semi-naked image, video or text message with another person. It's also known as nude image sharing.

Children and young people may consent to sending a nude image of themselves. They can also be forced or coerced into sharing images by their peers or adults online.

If a child or young person originally shares the image consensually, they have no control over how other people might use it.

If the image is shared around peer groups, it may lead to bullying and isolation. Perpetrators of abuse may circulate a nude image more widely and use this to blackmail a child and/or groom them for further sexual abuse.

It's a criminal offence to create or share explicit images of a child, even if the person doing it, is a child. If sexting is reported to the police, they will make a record but may decide not to take any formal action against a young person.

It's important that anyone working or volunteering with children and young people understands the dynamics of sexting. You should know what to do if you ever need to help a young person who has received or sent an explicit image, video or message; or had an image shared without their consent.

Peer-on-peer sexual abuse

Introduction

Peer-on-peer sexual abuse is sexual abuse that happens between children of a similar age or stage of development. It can happen between any number of children and can affect any age group.

It can be harmful to the children who display it as well as those who experience it.

Children can experience peer-on-peer sexual abuse in a wide range of settings, including:

- At school
- At home or in someone else's home
- In public spaces
- Online

It can take place in spaces which are supervised or unsupervised. Within a school context, for example, peer-on-peer sexual abuse might take place in spaces such as toilets, the playground, corridors and when children are walking home.

As children develop healthily, it's normal for them to display certain types of sexualised behaviour. It's important that adults who work or volunteer with children can identify if any sexualised behaviour has become harmful or abusive and respond proportionally to keep all the children involved safe.

County lines

What is county lines?

County lines are a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns. It can happen in any part of the UK and is against the law and a form of child abuse.

Children and young people may be criminally exploited in multiple ways. Other forms of criminal exploitation include child sexual exploitation, trafficking, gang and knife crime.

County lines gangs are highly organised criminal networks that use sophisticated, frequently evolving techniques to groom young people and evade capture by the police.

Perpetrators use children and young people to maximise profits and distance themselves from the criminal act of physically dealing drugs. Young people do the majority of the work and take the most risk.

Dedicated mobile phone lines or "deal lines" are used to help facilitate county lines drug deals. Phones are usually cheap, disposable and old fashioned, because they are changed frequently to avoid detection by the police.

Gangs use the phones to receive orders and contact young people to instruct them where to deliver drugs. This may be to a local dealer or drug user, or a dealer or drug user in another county.

Phrases that young people may use to refer to county lines include:

- 'running a line',

- 'going OT/out there'
- 'going country'
- 'going cunch'.

These all refer to going out of town to deliver drugs or money.

DRAFT



CORPORATE SERVICES COMMITTEE

Agenda Item 19

Date:	9th June 2025
Title:	COUNCIL OFFICES
Purpose of the Report:	To enable members to consider future council office provision.
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. RECOMMENDATION

To approve the internal remodelling suggestions within Option 2 (excluding the Chamber) up to a budget of £20,000 to be taken from EMR 355, Office Provision.

2. BACKGROUND

At the special meeting of the Corporate Services Committee held on the 23rd July 2024 Members were provided with information on why the recommendations contained within the report were focused on enhancing the current offices rather than relocating.

Following consideration of the information provided, Members agreed that some remedial work could be carried out but questioned the feasibility of spending substantial sums on the present site if they were unlikely to accommodate anticipated increases in staff, or if the community centre was likely to become available.

At this meeting members resolved (minute number 12923):

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

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

At the Corporate Services meeting held on the 2nd December 2024, members resolved to appoint PCH Associates as the Town Councils design architect.

Representatives from PCH Associates met with Members and SMT on the 21st January 2025 to note ideas, constraints and improvement suggestions.

3. OPTIONS FOR CONSIDERATION

This report presents four options:

- 1) Comprehensive remodelling
- 2) Slight remodelling
- 3) Relocation to Bedford Square Community Centre
- 4) Do nothing

4. OPTION ONE – COMPREHENSIVE REMODELLING

PCH Associates have provided a scope of works plan detailing the works required to significantly improve the office/council chamber provision. The attached layout, appendix A, would enlarge the Chamber, relocate the kitchen, enlarge the open plan office, add a private meeting room and include the new reception lobby extension. Budget for these works, excluding contingency and any asbestos removal, if required, is £162,500.

There is £122,699 in EMR 355, Office Provision. Council could consider utilising General Reserves to facilitate this option.

5. OPTION TWO – SLIGHT REMODELING

This option is presented as a cost-effective solution to creating additional workstations to accommodate the expanding office staff team and a refreshed office reception area.

Staff Workstations

The staffing prediction for 2027/28 proposes 18 office-based staff.

Members have received by email an outline of a workstation plan, appendix B, that would enable more workstations to be accommodated in the current main office space. This new workstation plan would require the purchase of new smaller desks and office chairs, as the majority of the chairs are not fit for purpose. This has been highlighted in recent health and safety workstation assessments. This would increase the number of workstations in the main office from 6 to 10.

Alterations to the area outside of the Clerks/Head of Environment/Head of Democratic offices could allow the area to be utilised as a workspace area. This can be achieved by blocking up the entrance next to the staff door and moving the photocopier into the current filing room. This would increase the number of workstations in this area from 3 to 5.

Please note that the additional office off the main office currently accommodates 3 members of staff, there is an option to increase this to 4 workstations should it be required. Additionally, it would be possible to use one or both of the rooms off the Chamber as workstation space, offering a further 2 workstations, should they be required. These potential workstations can be utilised as and when required or a hot desk spaces. Enquires have been made with the Town Councils IT provider to assess

whether the Wi-Fi would work in the small rooms off the chamber who have confirmed it would.

Reception Area

To address the aspirations in the Corporate Plan and the CPC Action Plan around improving the office reception area, a collection of smaller scale measures are suggested including:

Branded welcome mat, internal electronic noticeboard, removal of the covid screen, alteration to the rear (green) reception screen, modernised / consolidated signage, consolidated leaflet display area, general softening (seating, plants).

Budget

The estimated budget cost for these measures is £20,000.

Chamber

As Members are aware representations have been made to CBC as part of the consultation on the Community Governance Review to increase the number of HRTC Cllrs to 16 (from 14). Members are advised that should the number of Councillors be increased from 14 to 16, this would not happen until the next election in 2027.

Should this increase in the number of councillors take place it is suggested that the wall between the Chamber and the storeroom be removed to allow for additional chamber space. More suitable sized tables and chairs could be purchased to optimise space availability.

As this increase in councillors is not confirmed, costs for this work have not been obtained. This would come forward at a later date.

6. OPTION THREE - RELOCATION – BEDFORD SQUARE COMMUNITY CENTRE

Arising from the Partnership Committee, Central Bedfordshire Council (CBC) have confirmed that it is anticipated that Bedford Square Community Centre will remain in use as an educational establishment for the foreseeable future¹.

As such this is not an option for council offices.

7. OPTION FOUR – DO NOTHING

Whilst the current numbers of staff can just about be accommodated, without forward planning there is no flexibility in employing additional staff, as they could not be accommodated within the current set up.

The Town Council offers hybrid working, for those employed in certain roles. This is a business agreement not a requirement and cannot be relied upon to free up desks for

¹ Draft Partnership Minutes from 29th April 2025 [332-minutes.pdf](#)

others. The Council could make home working a requirement, however there are wider implications and a separate report to members would need to be provided.

8. 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.

9. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendation.

Legal Implications

- There are no legal implications arising from the recommendation.

Financial Implications

- Budget available from EMR 355 Office Provision.
- Additional quotes to be sourced.

Risk Implications

- Reputation – improved 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 report does not discriminate.

Climate Change Implications

There are no climate change implications arising from the recommendations

Press Contact

- There are no press implications.

10. CONCLUSION AND NEXT STEPS

Option 1

Whilst the most suitable option this is outside of the earmarked reserve provision, although the shortfall could be made up from General Reserves.

Option 2

Stage 1 - new workstations (desks and chairs) configured to make the most use of floor space. It is proposed the cost for this is around £15k.

Stage 2 - new tables and chairs, in the council chamber, that mimic the same configuration as the main office. Removal of the picture wall in the chamber to increase the floor space of the chamber. This area is currently a dumping/storeroom. Stage 3 - internal changes to the 'vacant' space in the area outside the Clerk and Head of Services office i.e. blocking up of opening, relocating the photocopier (into the file room) and providing a new door into the main office.

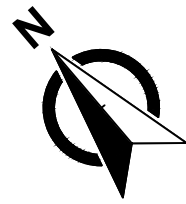
Spending a modest amount of the ear marked budget would address the issue of the lack of workstation space, it would also allow for works in the reception area to improve the aesthetics of the entrance to the town council offices, thereby enhancing the councils professional image.

11. APPENDICES

Appendix A - PCH Associates Scope of Works Plan

Appendix B - Illustrative workstation plan – provided to members via email, confidentially, due to copyright law.

FILENAME: Z:\ARCHIVE\413 - HOUGHTON REGIS COUNCIL\413-1 TOWN COUNCIL OFFICE REMODELLING\3 DRAWINGS\DWG (CAD)\413-1 PROPOSED.DWG, PLOTTED ON: 24/03/2025 17:18:28 BY: JAKE CRUSE

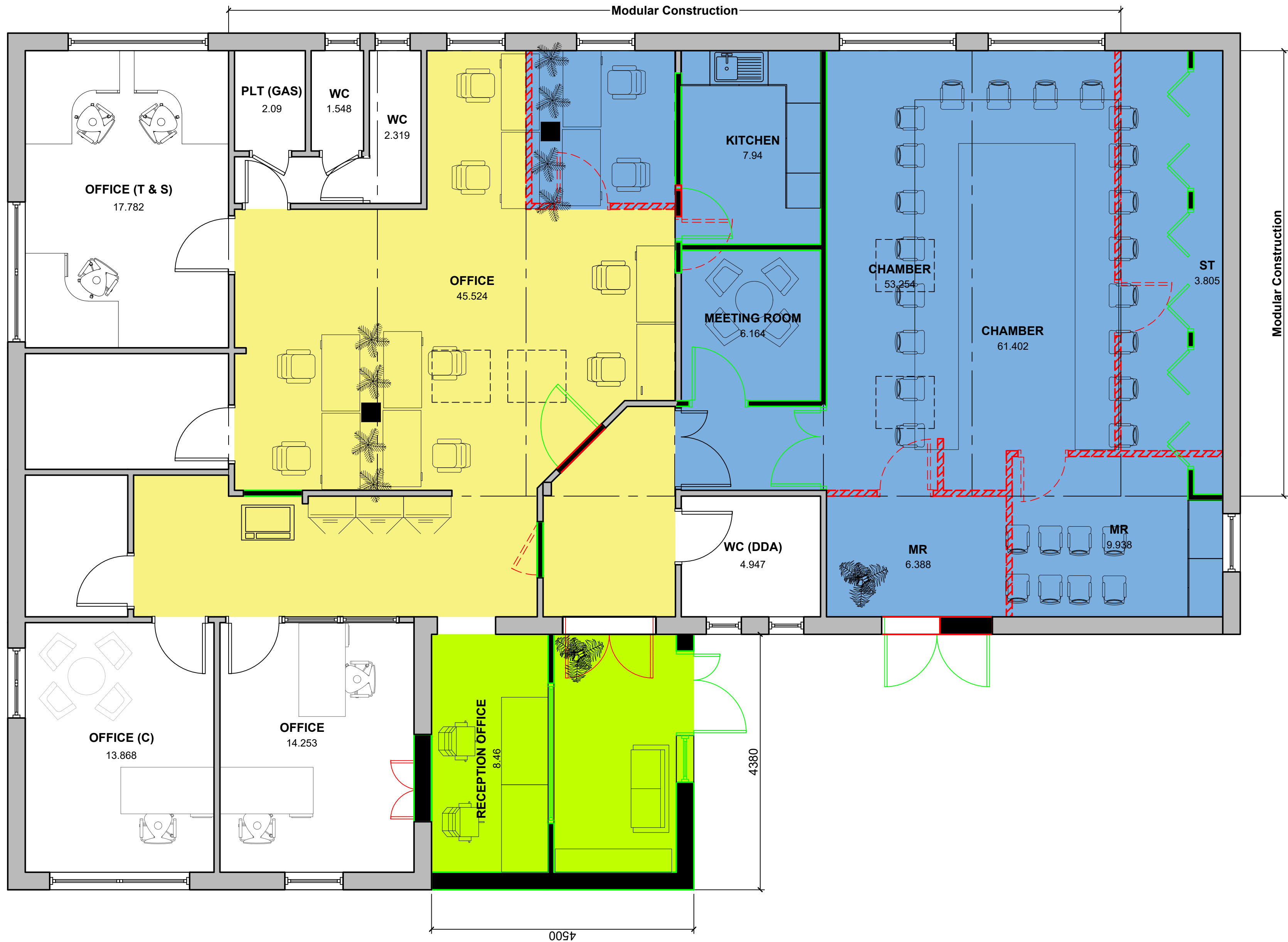


Appendix A

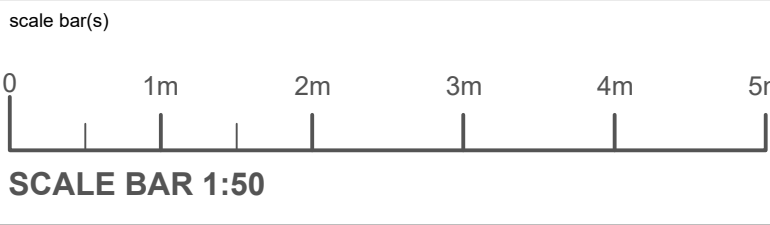
notes

- 1. COMPETENCE & RESPONSIBILITY:** All persons undertaking design or building works related to this drawing must be competent by demonstration of training, skills, knowledge & experience, & adopt the full responsibilities of their role as prescribed in the latest version of the *Building Regulations 2010*, inc. amendments & *CDM 2015*.
- 2. CONTENT APPLICATION:** This drawing is to be read alongside the complete package of drawings & documentation provided by the project design team & applied only to the project & project phase described.
- 3. CONTENT VERIFICATION:** The user of these drawings must verify against the site of application all dimensions, details, & specifications before commencing work.
- 4. CONTENT VALIDITY:** Report all discrepancies, ambiguities, & invalidity related to this drawing to the contract administrator prior to proceeding.
- 5. FIGURED DIMENSIONS:** All construction information to be taken from figured dimensions only.
- 6. MATERIALS & PRODUCTS:** All shall be procured & applied in accordance with (a) manufacturer directions, standards and applicable material safety datasheets, and (b) the latest version &/or amendment of the *Construction Products Regulation 2013*.
- 7. INTELLECTUAL PROPERTY:** All rights reserved. ©

key plan - not to scale



1 PLAN - GA
SCALE: 1:50

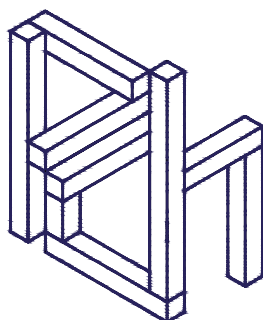


drawing notes/key		
RENOVATION KEY		
Description		Area/Key
Elements	New	
	Demolition	
	Existing	
Zones	New Flooring (Only)	62m²
	Medium Remodelling	92m²
	Heavy Remodelling	0m²
	New Construction	20m²

01	19/03/25	Scope consolidated.	JC
00	17/01/25	Initial Issue.	JC
No.	Date	Description	

REVISION HISTORY

FEASIBILITY



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TOWN COUNCIL OFFICE REMODELLING

HOUGHTON REGIS TOWN COUNCIL
PEEL ST
HOUGHTON REGIS
LU5 5EY

HOUGHTON REGIS TOWN COUNCIL

SCOPE OF WORKS - GROUND FLOOR (V4)

Date:	19/03/25	Drawn By:	JC
Scale:	SHOWN @ A1	Checked By:	PG

Drawing Number:	Rev:
413-1-F-701	01