



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

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

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26th August 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 1st September 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

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

are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of any such interest.

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

4. MINUTES

Pages 7 - 12

To approve the Minutes of the meeting held on 9th June 2025.

Recommendation: To approve the Minutes of the meeting held on 9th June 2025 and for these to be signed by the Chairman.

5. COMMITTEE WORKPLAN 2025-2026

Pages 13 – 14

Members are reminded that this committee's workplan, for the municipal year 2025/2026, was approved at the meeting at the meeting held on the 9th June 2025.

For information, Members are provided an updated work plan for this committee.

6. INCOME AND EXPENDITURE REPORT

Pages 15 - 19

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

7. BANK AND CASH RECONCILIATION STATEMENTS

Pages 20 – 22

Members are requested to receive the monthly bank and cash reconciliation statements for May, June and July 2025.

Recommendations:

1. To approve the monthly bank and cash reconciliation statements for May, June and July 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.

8. LIST OF PAYMENTS

Pages 23 – 39

Following an observation from the Internal Auditor which was as follows:

The practice at the Council is for a listing of Purchase Ledger payments to be reported to Council. Other payments, such as debit card payments, and salary payments are not reported to Council. As Council only reviews and approves a Purchase Ledger payment listing, which does not include direct payments, it is unclear how the Council would

become aware of any issues with these payments. The Council to put in place arrangement so that ALL payments made by Council are report to, and approved by Council, or the appropriate committee.

Although members had already received the list Purchase Ledger payments for the month of April 2025, at the last meeting, in order to comply with the above observation, members will find attached a list of all payments made for April, May, June and July 2025.

Members are advised that all invoices were approved for payment by the Town Clerk and two bank signatories.

Recommendation: To receive and note the list of all payments made in April, May, June and July 2025.

9. INVESTMENT REPORT

Pages 40 – 50

This report is provided in accordance with the approved Committee Functions, Financial Regulations and Banking Arrangements, Investment Strategy & Investment Arrangements.

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

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

Recommendation: To note the report

10. INVESTMENT REVIEW REPORT

Pages 51 – 66

Members will find attached an Investment Review Report detailing investment opportunities this committee might like to consider.

Recommendations:

- 1. To consider investment opportunities, length investment and amounts**
- 2. To consider the establishment of an Investments Working Group**

11. REVIEW OF CHARGES 2026/2027

Page 67

Financial Regulation 13.2 states:

The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process.

Members will find attached a list of charges for 2025/26 which are under the control of this committee. In order to support users of these facilities, it is suggested that Members consider applying the same charges for 2026/27.

Recommendation: To approve the charges for 2026/27 as attached.

12. REVIEW OF TOWN COUNCIL MEMBERSHIP TO OTHER BODIES

Page 68

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

For information, Members will find a list attached detailing fees paid for financial year 2025-2026 and indicative fees for financial year 2026-2027.

13. VAT RETURN

Pages 69 – 72

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, a copy of the VAT Returns for quarter 1 for financial year 2025/2026.

This report is provided for information.

14. INSURANCE COVER 2025-2026

Pages 73 - 90

In accordance with the approved Committee Functions and Terms of Reference the Corporate Services Committee is required to confirm arrangements for insurance cover in respect of all insured risks.

Members are reminded that the Town Council is in a long term agreement with Zurich Municipal until the 31st May 2027.

Members will find attached a copy of insurance cover for the period 1st June 2025 to 31st May 2026 along with a report on the current and appropriate level of Town Council Fidelity Guarantee cover.

Recommendations:

- 1. To confirm arrangement of insurance cover for the period 1st June 2025 to 31st May 2026**
- 2. To consider and approve the appropriate level of Town Council Fidelity Guarantee cover.**

15. LONE WORKER DEVICE

Pages 91 - 93

Members will find a report attached detailing contracts entered into for lone worker devices.

- Recommendations:**
- 1. To retrospectively agree to entering into a three year contract with Reliance, for two lone worker devices**
 - 2. To approve entering into a three year contract with Reliance, for one lone worker device**

16. GOVERNANCE FRAMEWORK

Pages 94 - 95

One of the actions within the Corporate Peer Challenge Action plan is for the Council to review its current governance framework and committee structure and consider other possible frameworks which may be better placed to support the Town Council in developing and progressing its strategic agenda, including extending the term of its committee chair and vice-chair.

Members will find a report attached.

- Recommendation: To consider changes/improvements to the Town Councils governance framework.**

17. STAFFING FORECAST 2026-2031

Pages 96 – 101

Members will find attached a report on the proposed five year Corporate Services staffing plan.

- Recommendations:**
- 1. To support the projected staff changes within the Corporate Services team for the years 2026-2027, and to recommend to the Staffing Committee these changes be included as part of the 2026-2027 budget setting process;**
 - 2. To receive the staffing forecast for 2027-2031**

18. BUDGET REQUESTS 2026/2027

Pages 102 – 107

Members will find attached the officer draft budget for 2026/27 along with budget forecast figures for financial years 2027 to 2030.

The draft budget reflects ongoing budgetary commitments along with anticipated increase in budgetary commitments arising from an increase in staff resources. The draft budgetary forecast figures have been prepared to support the objectives of the Town Council's Corporate Plan and to meet the requirements of the Corporate Governance and Accountability Practitioners Guide.

This information is provided for initial consideration and comment.

- Recommendations:**
- 1. To consider and comment on the draft budget for financial year 2026-2027 for Corporate Services budget responsibilities**
 - 2. To note the budget forecast figures for financial years 2027 to 2030**

19. EXCLUSION OF PRESS AND PUBLIC

- Protocol for marking the death of a Senior National Figure or Local Holder of High Office.

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

0-0-0-0-0-0-0-0-0-0-0-0-0-0-0

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
Minutes of the meeting held on
9th June 2025 7.00pm.

Present: Councillors: D Jones Chairman
E Billington
J Carroll
E Cooper (Substitute)
M Herber
C Slough (Substitute)

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

Public: 1

Apologies: Councillors: E Costello
W Henderson
C Rollins

13225 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Costello (Cllr Cooper substituted), Cllr Henderson (Cllr C Slough substituted) and Cllr Rollins.

13226 QUESTIONS FROM THE PUBLIC

None.

13227 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

13228 ELECTION OF VICE-CHAIR

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

Nominee:	W Henderson	Proposed by:	C Slough
		Seconded by:	E Billington

There were no other nominations.

On being put to the vote, Cllr Henderson became the Vice-Chair of Corporate Services for the municipal year of 2025/2026.

13229 MINUTES

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

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

13230 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Personnel Sub-Committee: 3rd February 2025.

Town Council had 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 were requested and agreed to receive the minutes of the final meeting of the Personnel Sub-Committee as a governance and administrative record.

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

13231 COMMITTEE FUNCTIONS & TERMS OF REFERENCE

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

These arrangements 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.

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

13232 COMMITTEE WORKPLAN

Members received a workplan for the municipal year 2025/26.

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

Members highlighted that meeting minutes from the other standing committees would still be in draft form when budgets came to be considered. This concern was noted and the Head of Corporate Services responded that councillors would be requested to accept the recommendations contained within the draft minutes.

Members were happy to approve the workplan with the minor amendment of 2nd March 2025 being replaced with 2nd March 2026.

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

13233 INCOME AND EXPENDITURE REPORT

Members were provided with the income and expenditure report for the Corporate Services Committee up to the end of the 2024/2025 financial year.

Members also received the income and expenditure report, for Corporate Services Committee to date (28th May 2025).

The Head of Corporate Services reported to members that following scrutiny of the Personnel/Staff Costs for this committee, an error had been identified. In order to rectify this error, Members were requested to vire £30k to cover the shortfall in the Community Services Personnel/Staff Costs budget for financial year 2025-2026. A staff member's salary had been included in the Corporate Services budget rather than Community Services.

It was noted that the cost of investments realised had not been included in the schedule and would need to be taken into consideration.

Members raised the following points:

2024 / 2025

- *190-4015 Gas: Why did HRTC appear to be £400 in credit for the year.*
The Head of Corporate Services confirmed that they would investigate this further.
- *190-4026 Computer Costs: The figure was 148% of budget – why was there such an overspend?*
The Head of Corporate Services would investigate and email Members to clarify the reason for this figure.

2025 / 2026

- *190-4015: Gas: The budget had been reduced from the previous year and there was a Charge of £536 which was 73% of the budget. Would the funds be sufficient?*
The Head of Corporate Services would check this figure and ensure it related to the Town Council offices only.
- The percentage spend on expenses suggested Houghton Regis Town Council had spent 100.4% of the rates; however, this represented the full charge at year end with only half having been paid thus far.
- Insurance was paid at start of the council year. The Head of Corporate Services advised Members this budget was likely to go slightly over as Bidwell West had not been included in the Policy Schedule renewal as provided by Zurich.

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

13234 BANK AND CASH RECONCILIATION STATEMENTS

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

Members highlighted a small discrepancy in the March statement and the Head of Corporate Services confirmed they would discuss this with the Finance Officer. Members were happy to approve the reconciliation statements with this amendment.

Resolved:

- 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.**

13235 LIST OF PAYMENTS

Members were provided with a list of payments for the period February, March and April 2025 (inclusive).

13236 INVESTMENT REPORT

This report was 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 considered the report, as provided, and agreed to approve the investment of the Bidwell West s106 monies in the Town Councils CCLA Deposit Fund.

- 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.**

13237 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.

Members were provided with, a copy of the VAT Returns for quarters 1, 2, 3 and 4 for financial year 2024/2025.

13238 RENEWAL OF DIRECT DEBIT, STANDING ORDER, BACS AND CHAPS PAYMENTS

Members were 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 received a list of Direct Debits and Standing Orders.

Resolved:

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

13239 PUBLIC WORKS LOAN BOARD ANNUAL REPORT

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

13240 LATE PAYMENTS AND BAD DEBTS POLICY

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

Member were provided with a track change document to reflect the changes and additions to this policy.

It was noted that Beds FA now dealt with all football bookings.

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

13241 COMPLAINTS PROCEDURE

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

Members were provided with a copy of the Complaints Procedure.

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

13242 SAFEGUARDING POLICY

Members were provided with a copy of the Town Council Draft Safeguarding Children and Young People Policy. Members had been advised that this was a wholly rewritten Policy.

At the Community Services meeting on 24th February 2025, 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.

The Town Councils Safeguarding leads were the Head of Environment and Community Services and the Community Services Manager. Members questioned how training would be delivered, especially with regard to volunteers and councillors. It was also queried how the monitoring process would be accomplished. It was confirmed that the Safeguarding leads would provide further information once the policy had been adopted by Town Council.

The Head of Corporate Services requested Members' approval to present this policy to the Town Council at the next meeting on 16th June 2025. Members agreed that this should be expedited at the earliest opportunity.

Resolved: To recommend to Town Council the adoption of the Town Councils Safeguarding Children and Young People Policy.

13243 COUNCIL OFFICES

Members were provided with a report detailing options of works to the Town Council offices, as follows.

- Comprehensive remodelling
- Slight remodelling
- Relocation to Bedford Square Community Centre
- Remain the same

Following some discussion, Members were in agreement that Option 2 was considered the most viable.

Resolved: 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.

The Chairman declared the meeting closed at 8.13pm

Dated this 1st day of September 2025

Chairman



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	Completed
	Committee Functions & Terms of Reference	Completed
	Use of direct debits, standing orders, BACS, CHAPS	Completed
	Public Works Loan Board Annual Report	Completed
	Late Payments & Bad Debts Policy	Completed
	Complaints Procedure	Completed
	Safeguarding Policy	Completed
	Office Provision	Completed
1st September 2025	Staff (Corporate Services) Forecast	
	Budget Requests inc staff salaries	
	Investment Review	
	Review of Charges 2026-2027	
	Review of the Council's and/or employees' memberships to other bodies	
	Review and confirmation of arrangements for insurance cover in respect of all insured risks	
	Corporate Services Fees & Charges	
	Governance Framework	
	Lone Worker Device report	
	Protocol for Marking the Death of a Senior National Figure or Local Holder of High Office	
1st December 2025	Bedfordshire LGPS – Triennial Valuation and Employer Contribution Rate 1st April 2026 – 31st March 2029	
	Whistleblowing Policy	
	Reserves Strategy	
	Health & Safety at Work Policy	
2nd March 2026	Annual review of FOI requests	
	Annual report on loans taken out, repayments made and outstanding liability	

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

	To recommend to the Council the writing off of irrecoverable amounts	
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CORPORATE SERVICES COMMITTEE

Agenda Item 6

Date:	1st September 2025
Title:	Income & Expenditure Report
Purpose of the Report:	To provide members with the Income & Expenditure report highlighting significant variances, for Corporate Services Committee to date.
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. BACKGROUND

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

The income and expenditure report is provided for reference.

2. ISSUES FOR CONSIDERATION

101-4056 Financial Audit

This was an accrual figure at year-end. Once the invoice from Mazars is received and paid, this credit will drop away, and the account will be zero.

190-4015 Gas

Members were informed at the Corporate Services meeting held on the 2nd December 2024 that the supplier had been slow in repairing the reported faulty meter therefore, the Town Council had not been charged for gas consumption for a number of months, and this was reflected in the low expenditure figure.

A meter reading was provided to the supplier well in advance of the end of the financial year however, due to the time it took for the supplier to provide an accurate bill the resulting cost had to be shown in the current financial year budget heading.

Due to the above, this budget will be significantly overspent by the end of the financial year.

190-4025 Insurance

Annual insurance premium, additional costs for Bidwell West Pavilion cover, pro rata April to May 2025 and June 2025 to May 2026.

Members are advised that this budget may be further overspent depending on the outcome of members deliberations under agenda item 14.

3. HRTC CORPORATE PLAN

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

4. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from this report

Legal Implications

- There are no legal implications arising from this report

Financial Implications

- There are no financial implications arising from this report

Risk Implications

- There are no risk implications arising from this report

Equalities Implications

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

This project / issue does not discriminate.

Climate Change Implications

- There are no climate change implications arising from this report.

Press Contact

There are no press implications arising from this report.

5. CONCLUSION AND NEXT STEPS

Proactive monitoring of the budget will set the council in good stead going forwards and will help to ensure that expenditure and income targets are met. Regular budget monitoring provides councillors with the information they need when considering future budgets.

6. APPENDICES

Appendix A: Income and Expenditure cost centre report

20/08/2025

Houghton Regis Town Council Current Year

Page 1

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Detailed Income & Expenditure by Budget Heading 20/08/2025

Month No: 5

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	15,509	40,806	50,000	9,194			81.6%	
Corporate Management :- Income	15,509	871,167	1,710,722	839,555			50.9%	0
4051 BANK & LOAN CHARGES	45	293	1,000	707		707	29.3%	
4056 AUDIT FEES	0	(2,520)	3,200	5,720		5,720	(78.8%)	
4057 ACCOUNTANCY & SOFTWARE	0	3,832	8,500	4,668	14	4,654	45.3%	
Corporate Management :- Indirect Expenditure	45	1,605	12,700	11,095	14	11,081	12.7%	0
Net Income over Expenditure	15,464	869,562	1,698,022	828,460				
102 Democratic Rep'n & Mgmt								
4008 TRAINING/COURSES	0	0	1,000	1,000	550	450	55.0%	
4009 TRAVEL	0	202	350	148		148	57.7%	
4020 MISC. ESTABLISH.COST	0	0	400	400	184	216	46.0%	
4024 SUBSCRIPTIONS	0	3,489	3,503	14	55	(41)	101.2%	
4104 HOSPITALITY ALLNCE	0	271	250	(21)		(21)	108.3%	
4131 ELECTION COSTS	0	0	6,000	6,000		6,000	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	0	3,961	11,503	7,542	789	6,752	41.3%	0
Net Expenditure	0	(3,961)	(11,503)	(7,542)				
190 Central Services								
1091 Income Miscellaneous	0	29	0	(29)			0.0%	
Central Services :- Income	0	29	0	(29)				0
4007 CONFERENCE COSTS	0	0	1,300	1,300		1,300	0.0%	
4008 TRAINING/COURSES	0	1,427	3,400	1,973	255	1,718	49.5%	
4009 TRAVEL	0	11	350	339		339	3.1%	
4011 RATES	0	8,982	8,950	(32)		(32)	100.4%	
4012 WATER RATES	0	138	1,144	1,006		1,006	12.1%	
4014 ELECTRICITY	0	631	2,080	1,450		1,450	30.3%	
4015 GAS	142	761	728	(33)		(33)	104.6%	
4017 HEALTH & SAFETY	0	345	500	155		155	68.9%	
4020 MISC. ESTABLISH.COST	0	216	750	534		534	28.8%	
4021 COMMUNICATIONS COSTS	625	2,967	10,000	7,033		7,033	29.7%	
4022 POSTAGE	0	239	1,500	1,261		1,261	15.9%	
4023 STATIONERY	12	74	400	326		326	18.4%	
4025 INSURANCE	0	17,852	17,000	(852)	105	(957)	105.6%	
4026 COMPUTER COSTS	98	1,131	8,500	7,369	214	7,155	15.8%	
4027 PHOTOCOPIER CHARGES	90	702	1,600	898		898	43.9%	

Continued over page

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Detailed Income & Expenditure by Budget Heading 20/08/2025

Month No: 5

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	10	(145)	500	645	415	230	54.0%	
4057 ACCOUNTANCY & SOFTWARE	0	6	0	(6)		(6)	0.0%	
4059 OTHER PROFESSIONAL FEES	0	3,183	13,250	10,067	6,926	3,141	76.3%	
4992 Trs from Earmarked Reserve	0	0	(8,000)	(8,000)		(8,000)	0.0%	
Central Services :- Indirect Expenditure	978	38,650	66,152	27,502	8,764	18,738	71.7%	0
Net Income over Expenditure	(978)	(38,620)	(66,152)	(27,532)				
<u>192 Corp Serv Staff Costs</u>								
4001 STAFF SALARIES	0	74,713	252,000	177,287		177,287	29.6%	
4002 EMPLOYERS N.I	0	9,314	30,240	20,926		20,926	30.8%	
4003 EMPLOYERS SUPERANN.	0	19,921	67,536	47,615		47,615	29.5%	
4005 STAFF OVERTIME	0	956	2,500	1,544		1,544	38.2%	
4059 OTHER PROFESSIONAL FEES	446	3,105	7,500	4,395	280	4,115	45.1%	
Corp Serv Staff Costs :- Indirect Expenditure	446	108,009	359,776	251,767	280	251,487	30.1%	0
Net Expenditure	(446)	(108,009)	(359,776)	(251,767)				
Grand Totals:- Income	15,509	871,196	1,710,722	839,526			50.9%	
Expenditure	1,468	152,225	450,131	297,906	9,848	288,058	36.0%	
Net Income over Expenditure	14,041	718,971	1,260,591	541,620				
Movement to/(from) Gen Reserve	14,041	718,971	1,260,591	541,620				

Houghton Regis Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 May 2025

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/05/2025	Liquidity Manager Account	2,845,982.88
1	31/05/2025	NatWest Current Account	1,000.00
2	31/05/2025	Business Reserve Account	275.63
3	31/05/2025	Natwest Youth Council	111.72
4	31/05/2025	Natwest Youth Work	484.73
			2,847,854.96
<u>Other Cash & Bank Balances</u>			
		L A Deposit Fund Account	1,819,500.00
		PETTY CASH FLOAT	28.21
			1,819,528.21
			4,667,383.17
<u>Receipts not on Bank Statement</u>			
0	31/05/2025	All Receipts Cleared	0.00
			0.00
Closing Balance			4,667,383.17
<u>All Cash & Bank Accounts</u>			
1		NATWEST CURRENT/RESERVE	2,846,982.88
2		NATWEST ONLINE ac 41172051	275.63
3		Natwest Yth Council	111.72
4		Natwest Youth Work	484.73
		Other Cash & Bank Balances	1,819,528.21
		Total Cash & Bank Balances	4,667,383.17

Houghton Regis Town Council Current Year

Bank - Cash and Investment Reconciliation as at 30 June 2025

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
1	30/06/2025	Liquidity Manager Account	248,352.13	
1	30/06/2025	NatWest Current Account	1,000.00	
2	30/06/2025	Business Reserve Account	275.89	
3	30/06/2025	Natwest Youth Council	499.63	
4	30/06/2025	Natwest Youth Work	447.24	
				250,574.89
<u>Other Cash & Bank Balances</u>				
		L A Deposit Fund Account	4,319,500.00	
		PETTY CASH FLOAT	22.24	
				4,319,522.24
				4,570,097.13
<u>Receipts not on Bank Statement</u>				
0	30/06/2025	All Receipts Cleared	0.00	
				0.00
Closing Balance				4,570,097.13
<u>All Cash & Bank Accounts</u>				
1		NATWEST CURRENT/RESERVE	249,352.13	
2		NATWEST ONLINE ac 41172051	275.89	
3		Natwest Yth Council	499.63	
4		Natwest Youth Work	447.24	
		Other Cash & Bank Balances	4,319,522.24	
		Total Cash & Bank Balances		4,570,097.13

Houghton Regis Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 July 2025

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
1	31/07/2025	Liquidity Manager Account	196,645.02	
1	31/07/2025	NatWest Current Account	1,000.00	
2	31/07/2025	Business Reserve Account	276.14	
3	31/07/2025	Natwest Youth Council	385.12	
4	31/07/2025	Natwest Youth Work	406.29	
				198,712.57
<u>Other Cash & Bank Balances</u>				
		L A Deposit Fund Account	4,319,500.00	
		PETTY CASH FLOAT	17.75	
				4,319,517.75
				4,518,230.32
<u>Receipts not on Bank Statement</u>				
0	31/07/2025	All Receipts Cleared	0.00	
				0.00
Closing Balance				4,518,230.32
<u>All Cash & Bank Accounts</u>				
1		NATWEST CURRENT/RESERVE	197,645.02	
2		NATWEST ONLINE ac 41172051	276.14	
3		Natwest Yth Council	385.12	
4		Natwest Youth Work	406.29	
		Other Cash & Bank Balances	4,319,517.75	
		Total Cash & Bank Balances		4,518,230.32

Date: 22/08/2025

Houghton Regis Town Council Current Year

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Cashbook 1

User: A.GAUDION

NATWEST CURRENT/RESERVE

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/04/2025	Anglian Wave 217902601	DDR2	411.49	411.49		501			82-Sewerage charges 2019-2025
01/04/2025	Post Office	POS	8.35			4022	190	8.35	Postage to Wellers
01/04/2025	HM Land Registry	DDR	14.00			4059	291	14.00	Land Registry Fees
02/04/2025	Sum Up Charges	BACS	1.08			4051	101	1.08	Sum Up Charges
02/04/2025	Amazon	POS	42.42		7.08	4020	190	35.34	2 x wireless keyboards
02/04/2025	Amazon	POS	15.74		2.63	4020	190	13.11	Batteries
02/04/2025	Amazon	POS	14.23		2.38	4020	190	11.85	Batteries
02/04/2025	Heavenly Hands	POS	50.00			4227	302	50.00	pamper hands LLSG
03/04/2025	Techies Limited	SO1	399.96	399.96		501			Purchase Ledger
03/04/2025	Techies Limited	SO2	191.89	191.89		501			Purchase Ledger
03/04/2025	Four Seasons Event Hire	FP	285.89	285.89		501			80-Crockery Mayor's Civic Svc
03/04/2025	Grenke Leasing Ltd	DDR3	153.36	153.36		501			83-Photocopier leasing Apr-Jun
03/04/2025	BT Payment Services Ltd	DDR4	356.19	356.19		501			1208-Fixed line rental Office
03/04/2025	Post Office	POS	49.14			221		49.14	Petty Cash Top Up
04/04/2025	Wenzels	POS	119.70			4101	307	119.70	Food for the Civic Service
07/04/2025	Cloudy Group	DDR5	110.19	110.19		501			85-App Hositing Package
07/04/2025	Morrisons	POS	93.23			4101	307	93.23	Food for the Civic Service
07/04/2025	Tesco	POS	34.04			4101	307	34.04	Food for the Civic Service
08/04/2025	Wave Utilities	DDR6	2.29	2.29		501			1197-Water chgs Depot
08/04/2025	Anglian Water	DDR7	5.95	5.95		501			1204-Water charges Depot
08/04/2025	Anglian Water	DDR8	49.11	49.11		501			1198-Water charges Moore Cres
08/04/2025	Anglian Water	DDR9	430.32	430.32		501			1203-Water charges Village Gn
09/04/2025	BT Payment Services Ltd	DDR10	523.33	523.33		501			86-Fixed line costs
09/04/2025	Baker Ross	POS	32.65			4227	302	32.65	Bows, pens, glue sticks
10/04/2025	Pozitive Energy	DDR11	8.95	8.95		501			87-Gas charges Bidwell Pav
10/04/2025	Morrisons	POS	13.35			4226	302	13.35	Refreshments YCouncil
11/04/2025	CCLA	BACS	300,000.00			215		300,000.00	LA Deposit Fund deposit
11/04/2025	CCLA	BACS	400,000.00			215		400,000.00	LA Deposit Fund deposit
11/04/2025	Yu Energy	DDR12	330.76	330.76		501			88-Gas charges M/Crescent
11/04/2025	Yu Energy	DDR13	28.82	28.82		501			89-Gas charges Parkside Drive
11/04/2025	Yu Energy	DDR14	44.33	44.33		501			91-Gas charges Office
11/04/2025	Yu Energy	DDR15	10.05	10.05		501			90-Gas charges Depot
14/04/2025	AM Vehicle Diagnostics	FP1	240.00	240.00		501			1-Diagnostics LC69 HCL
14/04/2025	AMRO Catering & Events Ltd	FP2	123.60	123.60		501			2-Volunteer Drinks and Food
14/04/2025	Aurora World	FP3	312.12	312.12		501			3-Soft Toys Dinosaur Trail
14/04/2025	Bee-Line	FP4	3,060.00	3,060.00		501			4-Zip Wire Youth Activities
14/04/2025	Central Bedfordshire Council	FP5	3,875.00	3,875.00		501			5-Rent for depot
14/04/2025	DE Signs & Labels Ltd	FP6	105.60	105.60		501			6-Update street signs

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Date: 22/08/2025

Houghton Regis Town Council Current Year

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Cashbook 1

User: A.GAUDION

NATWEST CURRENT/RESERVE

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
14/04/2025	Dunstable Lock & Safe Co	FP7	66.78	66.78		501			7-Supply of 7 keys
14/04/2025	Dunstable Town Council	FP8	6.00	6.00		501			8-Refund Mayors Quiz Night
14/04/2025	Falconeye Security Ltd	FP9	252.00	252.00		501			9-Security Civic Service
14/04/2025	Houghton Regis Helpers Communi	FP10	594.00	594.00		501			11-Delivery of the Town Crier
14/04/2025	HR Solutions	FP11	1,410.30	1,410.30		501			13-HR Retainer
14/04/2025	Independent Water Networks	FP12	19.57	19.57		501			14-Water Bidwell West
14/04/2025	Kings Seeds / Suffolk Herbs	FP13	113.95	113.95		501			15-Seeds
14/04/2025	Louise A Senior	FP14	39.70	39.70		501			16-Mayors Tombola item
14/04/2025	Latent Digital Solutions Ltd	FP15	76.27	76.27		501			17-Photocopier Charges
14/04/2025	Martin Rix	FP16	22,263.60	22,263.60		501			19-Raised Oak Planters HHP
14/04/2025	MCS Contract Cleaning Limited	FP17	2,220.00	2,220.00		501			20-Toilet cleaning Bedford Sq
14/04/2025	Nigel Steele	FP18	60.00	60.00		501			21-Organist Civic Service
14/04/2025	Origin Amenity Solutions	FP19	3,169.80	3,169.80		501			22-Weed kill and grass seed
14/04/2025	PCH Associates Ltd	FP20	2,376.72	2,376.72		501			23-Consultancy Ser T/Farm
14/04/2025	Peabody Housing Ltd	FP21	864.00	864.00		501			24-Hall Hire April and May
14/04/2025	Preston Bissett Nurseries & Co	FP22	3,671.00	3,671.00		501			25-plants for All Saints View
14/04/2025	Reids Playground Maintenance L	FP23	504.00	504.00		501			26-Village Green play repairs
14/04/2025	HMRC	FP24	13,120.43	13,120.43		501			1209-PAYE/NI March 2025
14/04/2025	Rialtas Business Solutions Ltd	FP25	4,568.40	4,568.40		501			31-Cloud User Fee Annual
14/04/2025	Right Fuelcard Company Ltd	FP26	172.21	172.21		501			32-Fuel for vehicles
14/04/2025	Strictly Tables&Chairs	FP27	591.60	591.60		501			33-Folding chairs
14/04/2025	Techies Limited	FP28	301.80	301.80		501			35-Data Protection Cove
14/04/2025	Francotyp Postalia Ltd	DDR16	50.00	50.00		501			92-Postage download
14/04/2025	Tarkett Sports	FP	44,460.07	44,460.07		501			1156-Final payment T/Farm Rec
14/04/2025	Amazon	POS	41.94		7.00	4020	190	34.94	2 x RAM portable memory
14/04/2025	Amazon	POS	22.55		3.76	4020	190	18.79	Docking station dual monitor
14/04/2025	NatWest Bank	UTF	30.00			4051	101	30.00	Bank charges - Tarkett Sports
15/04/2025	Castle Water	DDR17	8.57	8.57		501			93-Water charges Townsend Farm
15/04/2025	Morrisons	POS	8.00			4227	302	8.00	Easter Bonnet Hats LLS
15/04/2025	Bankline	BLN	48.35			4051	101	48.35	Bankline Fees April
17/04/2025	Castle Water - 2597749	DDR18	44.26	44.26		501			94-Water charges Parkside Driv
17/04/2025	British Gas	DDR19	2,510.18	2,510.18		501			95-Electricity Tithe Farm
17/04/2025	Morrisons	POS	75.00			4020	263	75.00	Gift card for incidental exps
17/04/2025	Morrisons	POS	50.10			4101	307	50.10	Items for the Mayor's raffle
17/04/2025	BNP Paribas	DDR	1,326.00			4851	299	1,326.00	Finance charge - 2 mowers

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Date: 22/08/2025

Houghton Regis Town Council Current Year

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Cashbook 1

User: A.GAUDION

NATWEST CURRENT/RESERVE

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
22/04/2025	PWLB	DDR20	17,640.20	17,640.20		501			96-Loan repayment T/Farm
22/04/2025	Your NRG Ltd	DDR21	2,931.12	2,931.12		501			97-Diesel
22/04/2025	Scottish Power	DDR22	26.53	26.53		501			102-Electricity Depot
22/04/2025	Scottish Power	DDR23	16.42	16.42		501			101-Electricity Parkside Drive
22/04/2025	Scottish Power	DDR24	362.42	362.42		501			100-Electricity Depot
22/04/2025	Scottish Power	DDR25	207.11	207.11		501			99-Electricity Village Green
22/04/2025	Scottish Power	DDR26	39.76	39.76		501			98-Electricity Parkside Drive
22/04/2025	Castle Water - 2597769	DDR27	8.68	8.68		501			103-Water Cemetery
22/04/2025	Yorkshire Gas and Power	DDR28	332.88	332.88		501			104-Electricity Bidwell
22/04/2025	Amazon	POS	34.98		5.83	4222	304	29.15	PoH certificate frames
22/04/2025	Poster My Wall	POS	77.55			4026	190	77.55	Annual Sub. Poster My Wall
23/04/2025	CPRE	DDR29	60.00	60.00		501			105-CPRE membership
23/04/2025	Scottish Power	DDP30	47.26	47.26		501			106-Electricity Orchard Close
23/04/2025	Argos	POS	45.00			4222	304	45.00	Plushie toys PoHoughton
23/04/2025	Trophy Store	POS	304.36		50.73	4101	307	36.23	Trophies for PoH Awards
						4222	304	217.40	Trophies for PoH Awards
24/04/2025	Trophy Store	POS	32.99			4222	263	32.99	Trophies for Best in Show
24/04/2025	Bedford Corn Exchange	POS	90.30			4101	307	90.30	Tickets Sea Shanty
25/04/2025	AM Vehicle Diagnostics	FP1	56.76	56.76		501			36-Diagnostics LC69 HC
25/04/2025	AMRO Catering & Events Ltd	FP2	123.60	123.60		501			37-Volunteer Drinks and Food
25/04/2025	Bedfordshire Pension Fund	FP3	62.60	62.60		501			38-Added Years March 2025
25/04/2025	Bullfinch (Gas Equipment) Ltd	FP4	418.80	418.80		501			39-VE Day Beacon burner
25/04/2025	Cardno	FP5	141.96	141.96		501			40-hook straps and ratchet end
25/04/2025	Central Bedfordshire Council	FP6	16,760.63	16,760.63		501			45-Rates Moore Crescent
25/04/2025	Comic Relief	FP7	400.00	400.00		501			46-Red Nose Day Event
25/04/2025	Community Link Project of HRBC	FP8	2,200.00	2,200.00		501			47-Grant for Music Therapy
25/04/2025	Cromwell Group (Holdings) Ltd	FP9	761.04	761.04		501			48-Black sacks
25/04/2025	Dinosaurs and Dragons	FP10	1,100.00	1,100.00		501			49-Dinosaur Days at HHI
25/04/2025	Dunstable & District CA	FP11	2,612.50	2,612.50		501			50-Grant to support residents
25/04/2025	Dunstable Lock & Safe Co	FP12	152.64	152.64		501			51-16 keys
25/04/2025	Online playgrounds	FP13	1,022.40	1,022.40		501			52-nest seat for Village Green
25/04/2025	Health Assured Ltd	FP14	642.19	642.19		501			53-Employee Assistance Apr-Mar
25/04/2025	Houghton Regis Memorial Hall F	FP15	2,200.00	2,200.00		501			54-Key partner grant
25/04/2025	Jempson's Tree Services Limite	FP16	660.00	660.00		501			55-coppice sycamore and elder
25/04/2025	Keech Hospice Care	FP17	2,750.00	2,750.00		501			56-Grant Keech Hospice
25/04/2025	Cllr Michelle Herber	FP18	77.65	77.65		501			57-Cake for Civic Service

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Date: 22/08/2025

Houghton Regis Town Council Current Year

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Cashbook 1

User: A.GAUDION

NATWEST CURRENT/RESERVE

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
25/04/2025	Perfect Personalised Parties	FP19	500.00	500.00		501			79-Inflatable slide CRelie
25/04/2025	Pete Rowe Building Services	FP20	576.00	576.00		501			63-Skatepark lights repairs
25/04/2025	PPL PRS Ltd	FP21	4,645.02	4,645.02		501			65-Event Music Licencing
25/04/2025	Premier Badges Ltd	FP22	253.38	253.38		501			66-Badges for Pride offHoughton
25/04/2025	Rialtas Business Solutions Ltd	FP23	2,034.47	2,034.47		501			68-Cloud User Fee for one user
25/04/2025	Scutum South East Ltd	FP24	630.00	630.00		501			71-Alarm maintenance T/Farm
25/04/2025	Signomatic	FP25	7.48	7.48		501			72-adhesive tape
25/04/2025	SORTED	FP26	1,100.00	1,100.00		501			73-Key Partner Grant
25/04/2025	South Beds Dial A Ride	FP27	1,375.00	1,375.00		501			74-Key Partner Grant
25/04/2025	Strawberry Fieldz Ltd	FP28	300.00	300.00		501			75-Deposit HRocks sound system
25/04/2025	Trade UK Account	FP29	603.24	603.24		501			77-wood stain
25/04/2025	William Hackett Chain Products	FP30	840.60	840.60		501			78-parts for all play areas
25/04/2025	Funky Hampers	POS	57.93			4222	304	57.93	Sweet and Chocolate bouquets
25/04/2025	Post Office	POS	45.16			221		45.16	Petty Cash Top-Up
25/04/2025	Full House Theatre Company	FP1	2,750.00	2,750.00		501			110-Key Partner Grant
25/04/2025	Salaries - April 2024	BACS	47,792.72			520		47,792.72	Salaries - April 2024
28/04/2025	Jewels	SO	60.00			4235	305	60.00	Jewels
28/04/2025	Houghton Regis Baptist Church	SO	60.00			4235	305	60.00	Houghton Regis Baptist Church
28/04/2025	Dunstable Foodbank	SO	120.00			4235	305	120.00	Dunstable Foodbank
28/04/2025	Diocese of St Albans	SO	60.00			4235	305	60.00	Diocese of St Albans
28/04/2025	Thonhill Primary School	SO	60.00			4235	305	60.00	Thonhill Primary School
28/04/2025	Houghton Regis Helpers	SO	60.00			4235	305	60.00	Houghton Regis Helpers
28/04/2025	CBC	SO	60.00			4235	305	60.00	CBC
28/04/2025	Biffa Waste Services Ltd	DDR31	2,731.00	2,731.00		501			108-Skip hire
28/04/2025	Premier Trophies	POS	98.45			4222	263	98.45	Bamboo Gaia shields
28/04/2025	Morrisons	POS	46.55			4222	304	46.55	Items for the PoH Awards
29/04/2025	Post Office	POS	3.90			4022	190	3.90	Postage for return of flags
29/04/2025	Post Office	POS	1.99		0.33	4020	190	1.66	Milk for Office
29/04/2025	Amazon	POS	44.53		7.43	4020	190	37.10	Docking station/lead cub
30/04/2025	EE Limited	DDR1	387.03	387.03		501			81-mobile phone charges Mar
30/04/2025	Payroll Options	DDR32	217.73	217.73		501			109-Payroll March 2025
30/04/2025	Morrisons	POS	4.50			4227	302	4.50	LLSG refreshments
30/04/2025	Morrisons	POS	33.12			4222	304	33.12	Items for the PoH Awards
30/04/2025	Amazon	POS	18.29		3.05	4106	307	15.24	Scrap Book for Mayoral year
30/04/2025	Morrisons	POS	100.00			4227	302	100.00	Gift cards for LLSG
Total Payments for Month			938,762.70	187,360.51	90.22			751,311.97	
Balance Carried Fwd			186,481.66						
Cashbook Totals			1,125,244.36	187,360.51	90.22			937,793.63	

Date: 22/08/2025

Houghton Regis Town Council Current Year

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Cashbook 1

User: A.GAUDION

NATWEST CURRENT/RESERVE

For Month No: 2

Payments for Month 2

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/05/2025	Mecca Bingo	POS	22.00			4101	307	22.00	Mayor Bingo ticket
01/05/2025	Hobbycraft	POS	37.52		6.25	4222	304	31.27	POH table plan items
01/05/2025	Morrisons	POS	14.15			4226	302	14.15	Youth Council refreshments
01/05/2025	Amazon	POS	26.58		4.43	4222	304	22.15	3m cable cover
01/05/2025	Amazon	POS	119.92		19.99	4020	190	99.93	2 x office chairs
01/05/2025	Anglian Water	DD1	40.51	40.51		501			174-Water Charges
01/05/2025	Anglian Water	DD2	384.66	384.66		501			175-Water Charges
02/05/2025	Four Seasons Event Hire	FP1	424.18	424.18		501			112-Chairs, crockery POH
02/05/2025	Kings Flowers Ltd	FP2	240.00	240.00		501			113-2 x Pedestal Flowers POH
02/05/2025	Strawberry Fieldz Ltd	FP3	300.00	300.00		501			114-Stage, Sound, HRocks
02/05/2025	Sum Up Fees	BACS	2.34			4051	101	2.34	Sum Up Fees
02/05/2025	Bedfordshire Pension Fund	EBP	19,435.62			525		19,435.62	Pensions - April 2025
02/05/2025	EE Limited	DD3	408.46	408.46		501			176-Mobile Phone Charges
06/05/2025	Techies Limited	FP	191.89	191.89		501			Purchase Ledger
06/05/2025	BT Payment Services Ltd	DD4	342.00	342.00		501			177-Fixed Line Rental
06/05/2025	CCLA	EBP	100,000.00			215		100,000.00	Deposit to LA dep account
07/05/2025	Cloudy Group	DD5	110.19	110.19		501			178-Hosting Package
08/05/2025	Amazon	POS	-119.92		-19.99	4020	190	-99.93	2 x office chairs
08/05/2025	Amazon	POS	119.92		19.99	4017	190	99.93	2 x office chairs
08/05/2025	Replacement Keys Ltd	POS	12.60		2.10	4023	190	10.50	Key for Personnel file
09/05/2025	Dr Clive Wells (Diverse FX)	FP1	300.00	300.00		501			116-Band for the POH
09/05/2025	Dunstable Town Council	FP2	81.00	81.00		501			118-Licence for Classics park
09/05/2025	Cllr Elaine Cooper	FP3	63.68	63.68		501			119-Mayors travel expenses
09/05/2025	Flagpole Express	FP4	252.96	252.96		501			120-Union/St George Flags
09/05/2025	Four Seasons Event Hire	FP5	636.66	636.66		501			121-crockery for POH
09/05/2025	HAGS UK	FP6	116,400.00	116,400.00		501			122-Play equipment all areas
09/05/2025	Independent Water Networks	FP7	28.39	28.39		501			123-Water charges Bidwell
09/05/2025	John Curl	FP8	120.02	120.02		501			124-Propane Gas Cylinders
09/05/2025	HMRC	FP9	16,516.60	16,516.60		501			111-PAYE/NI April 2025
09/05/2025	Latent Digital Solutions Ltd	FP10	180.88	180.88		501			125-Photocopier charges
09/05/2025	MCS Contract Cleaning Limited	FP11	2,442.00	2,442.00		501			126-Toilet cleaning April
09/05/2025	Waste takeaway	FP12	480.00	480.00		501			127-Waste removal Bidwell West
09/05/2025	Martin Rix	FP13	8,736.00	8,736.00		501			128-Metal Picket Fence VG
09/05/2025	Krisgar Entertainments	FP14	205.00	205.00		501			129-Carnival Entertainment
09/05/2025	Jazz the 2 of Us	FP15	250.00	250.00		501			130-Music Classics in the Park
09/05/2025	Perfect Personalised Parties	FP16	154.00	154.00		501			131-Sweet Cones
09/05/2025	Premier Badges Ltd	FP17	969.30	969.30		501			132-Carnival Badges
09/05/2025	Right Fuelcard Company Ltd	FP18	138.40	138.40		501			133-Fuel for vehicles

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Date: 22/08/2025

Houghton Regis Town Council Current Year

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Cashbook 1

User: A.GAUDION

NATWEST CURRENT/RESERVE

For Month No: 2

Payments for Month 2

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
09/05/2025	Circus Allstars	FP19	2,620.00	2,620.00		501			134-Circus half term activities
09/05/2025	Tess and the Durbevelles	FP20	300.00	300.00		501			135-Tess Durbevelles Classics
09/05/2025	The Safer Luton Partnership	FP21	400.00	400.00		501			137-First Aid Half-term activi
09/05/2025	Trade UK Account	FP22	62.96	62.96		501			140-High gloss trim paint
09/05/2025	Enhakkorre Obeng	FP23	275.00	275.00		501			141-50% video POH Awards
09/05/2025	Winning Rosettes	FP24	259.95	259.95		501			142-Rosettes for Dog Show
09/05/2025	Amazon	POS	22.55		3.76	4042	190	18.79	Docking station SCH
09/05/2025	Pozitive Energy	DD6	8.89	8.89		501			179-Gas Charges
09/05/2025	Anglian Water	DD7	17.27	17.27		501			182-Water Charges
09/05/2025	Anglian Water	DD8	139.02	139.02		501			183-Water Charges
09/05/2025	Wave Utilities	DD20	9.25	9.25		501			195-Water Charges
09/05/2025	Anglian Water	DD21	25.34	25.34		501			196-Water Charges
12/05/2025	Scooter Coaching Limited	FP	4,300.00	4,300.00		501			115-Scooter Coaching Sessions
12/05/2025	Amazon	POS	24.28		4.05	4017	190	20.23	Mouse for SCH
12/05/2025	Yu Energy	DD9	618.82	618.82		501			184-Gas Charges
12/05/2025	Yu Energy	DD10	103.24	103.24		501			185-Gas Charges
12/05/2025	Yu Energy	DD11	9.72	9.72		501			186-Gas Charges
14/05/2025	Tfr to Mayor's Appeal Fund	DPC	12.50			1097	304	12.50	PoH Dunstable TC overpaid
15/05/2025	Graffiti Removal Ltd	FP1	240.72	240.72		501			143-graffiti removal goods
15/05/2025	Zurich Municipal	FP2	145.02	145.02		501			144-Bidwell Add. Ins Apr-May
15/05/2025	Bankline	BLN	47.90			4051	101	47.90	Bankline Fees
15/05/2025	Morrisons	POS	10.35			4226	302	10.35	Youth Council refreshments
15/05/2025	Morrisons	POS	83.77			4104	102	83.77	Refreshments for AGM
15/05/2025	DVLA	POS	345.00			4045	291	345.00	Vehicle Tax EN68 VTG
15/05/2025	Scottish Power	DD12	43.96	43.96		501			187-Electric Charges
15/05/2025	Scottish Power	DD13	215.95	215.95		501			188-Electric Charges
15/05/2025	Scottish Power	DD14	20.71	20.71		501			189-Electric Charges
16/05/2025	Techies Limited	FP	399.96	399.96		501			Purchase Ledger
19/05/2025	Casle Water	DD15	8.81	8.81		501			190-Water Charges
19/05/2025	Casle Water	DD16	5.89	5.89		501			191-Water Charges
19/05/2025	Yu Energy	DD17	643.15	643.15		501			192-Gas Charges
19/05/2025	Scottish Power	DD18	29.55	29.55		501			193-Electric Charges
19/05/2025	Scottish Power	DD19	123.67	123.67		501			194-Electric Charges
19/05/2025	BNP Paribas	DD	1,326.00			4851	299	1,326.00	Finance charge two mowers
19/05/2025	British Gas	DDR3	2,073.51	2,073.51		501			229-Electricity Tithe Farm Apr
21/05/2025	Poplars Garden Centre	POS	188.73		31.46	4227	302	157.27	LLSG Trip 20th May
21/05/2025	Yorkshire Gas and Power	DDR1	229.10	229.10		501			226-Electricity Bidwell
22/05/2025	Poundstretcher	POS	26.43		4.41	4222	263	22.02	Dog bowls, bags and scoops
22/05/2025	Amazon	POS	43.97		7.34	4222	263	36.63	Dog First Aid Kit
22/05/2025	Baker Ross	POS	29.70			4226	302	29.70	Father's Day key chains

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Houghton Regis Town Council Current Year

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Cashbook 1

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NATWEST CURRENT/RESERVE

For Month No: 2

Payments for Month 2

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
23/05/2025	Barcham Trees Plc	FP1	2,217.60	2,217.60		501			145-Trees - planting scheme
23/05/2025	B R Boatwright	FP2	420.00	420.00		501			146-Call out forklift/trailer
23/05/2025	Cherishend Catering Ltd	FP3	1,050.00	1,050.00		501			147-Catering for POH
23/05/2025	The Community Heartbeat Trust	FP4	634.20	634.20		501			149-Defib Pads
23/05/2025	Community Interest Luton	FP5	70.00	70.00		501			150- Tickets Afternoon Tea
23/05/2025	HR Solutions	FP6	270.30	270.30		501			151-HR Retainer
23/05/2025	Ian Haynes	FP7	20.70	20.70		501			152-Refresh FOHHP AGM
23/05/2025	Institute of Cemetery & Cremat	FP8	105.00	105.00		501			153-ICCM Membership Renewal
23/05/2025	Jelprint Ltd	FP9	90.00	90.00		501			154-Bottle Hangers
23/05/2025	Jewels Art Craft & Coffee	FP10	150.00	150.00		501			155-Refresh CGR
23/05/2025	J Cross	FP11	250.00	250.00		501			156-Photography VE80 POH
23/05/2025	Luton Borough Council	FP12	38.00	38.00		501			157-Ticket for Mayor's Meal
23/05/2025	Priory Press Ltd	FP13	121.00	121.00		501			159-POH Booklet and Posters
23/05/2025	Martin Rix	FP14	12,615.60	12,615.60		501			160-Raised Oak Planters
23/05/2025	Scutum South East Ltd	FP15	123.53	123.53		501			161-CCTV Maintenance MCP
23/05/2025	Spaldings Limited	FP16	67.20	67.20		501			162-Round Strimmer Lin
23/05/2025	Techies Limited	FP17	7.20	7.20		501			163-Microsoft 365 backup
23/05/2025	Enhakorre Obeng	FP18	275.00	275.00		501			164-Filming POH
23/05/2025	Wharfedale & Bowies	FP19	168.00	168.00		501			165-Small Window Plaques
23/05/2025	Zurich Municipal	FP20	16,726.97	16,726.97		501			166-Annual Insurance
23/05/2025	Perfect Personalised Parties	FP21	350.00	350.00		501			167-Youth Extreme Day
23/05/2025	Tudor Environmental	FP22	191.16	191.16		501			168-Root Rain Waterer
23/05/2025	Pegasus Bars	FP23	161.50	161.50		501			169-Supply of Drinks POH
23/05/2025	Accolaide Hounds	FP24	700.00	700.00		501			171-Dog Show prizes
23/05/2025	AMRO Catering & Events Ltd	FP25	162.00	162.00		501			172-Refreshments volunteers
23/05/2025	Scottish Power	DDR4	44.08	44.08		501			230-Electricity Orchard Close
27/05/2025	Salaries - May 2025	BACS	50,782.09			520		50,782.09	Salaries - May 2025
27/05/2025	Biffa Waste Services Ltd	DDR2	2,715.80	2,715.80		501			228-Skip hire April
27/05/2025	Straptite	POS	482.36			4039	291	482.36	Hanging basket ties
28/05/2025	Houghton Regis Helpers	SO	60.00			4235	305	60.00	Houghton Regis Helpers
28/05/2025	Diocese of St Albans	SO	60.00			4235	305	60.00	Diocese of St Albans
28/05/2025	Houghton Regis Baptist Church	SO	60.00			4235	305	60.00	Houghton Regis Baptist Church
28/05/2025	Dunstable Foodbank	SO	120.00			4235	305	120.00	Dunstable Foodbank
28/05/2025	Houghton Regis Baptist Church	SO	60.00			4235	305	60.00	Houghton Regis Baptist Church
28/05/2025	CBC	SO	60.00			4235	305	60.00	CBC
28/05/2025	Houghton Regis Baptist Church	SO	-60.00			4235	305	-60.00	Houghton Regis Baptist Church
28/05/2025	Jewels	SO	60.00			4235	305	60.00	Jewels
28/05/2025	Thornhill Primary	SO	60.00			4235	305	60.00	Thornhill Primary

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Houghton Regis Town Council Current Year

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Cashbook 1

User: A.GAUDION

NATWEST CURRENT/RESERVE

For Month No: 2

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
28/05/2025	Poundstretcher	POS	2.49			4227	302	2.49	LLSG refreshments
29/05/2025	Krisgar Entertainments	FP	147.50	147.50		501			198-Magic Show Family Fun
30/05/2025	Bedfordshire Pension Fund	BACS	20,901.77			525		20,901.77	Pensions - May 2025
30/05/2025	CCLA LA Deposit Account	BLN	500,000.00			215		500,000.00	LA Deposit Fund deposit
30/05/2025	Payroll Options	DDR5	446.08	446.08		501			232-Tax Year End processing
30/05/2025	Scottish Power	DDR6	662.03	662.03		501			233-Electricity Office
Total Payments for Month			899,207.31	204,726.69	83.79			694,396.83	
Balance Carried Fwd			2,846,982.88						
Cashbook Totals			3,746,190.19	204,726.69	83.79			3,541,379.71	

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Houghton Regis Town Council Current Year

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Cashbook 1

User: A.GAUDION

NATWEST CURRENT/RESERVE

For Month No: 3

Payments for Month 3

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/06/2025	CCLA	BACS	500,000.00			215		500,000.00	LA Deposit Deposit
02/06/2025	EE Limited	DD1	408.46	408.46		501			265-Mobile Phone Charges
02/06/2025	Castle Water - 2597769	DD2	7.89	7.89		501			246-Water Charges
02/06/2025	SumUp Fees	BACS	1.78			4051	101	1.78	SumUp Fees
03/06/2025	CCLA	BACS	500,000.00			215		500,000.00	LA Account Deposit
03/06/2025	Techies Limited	SO	399.96	399.96		501			Purchase Ledger
03/06/2025	Francotyp Postalia Ltd	DD3	90.00	90.00		501			249-Postbase Mini
03/06/2025	BT Payment Services Ltd	DD4	342.00	342.00		501			266-Fixed Charges Line Rental
04/06/2025	CCLA	BACS	500,000.00			215		500,000.00	LA Account deposit
04/06/2025	Techies Limited	SO	191.89	191.89		501			560-Managed Silver Contract
04/06/2025	Poundstretcher	POS	17.04		2.77	4101	307	14.27	Items for the Mayor's tombola
04/06/2025	Morrisons	POS	22.75			4101	307	22.75	Items for the Mayor's tombola
04/06/2025	Scottish Power	DD5	490.80	490.80		501			250-Electric Charges
05/06/2025	Marius Ichim	FP2	12.50	12.50		501			236-Refund two months allotment
05/06/2025	May Day Vehicle Rentals	FP3	550.00	550.00		501			238-Hire of Luton box van
05/06/2025	CCLA	BACS	500,000.00			215		500,000.00	LA Account deposit
05/06/2025	Scottish Power	DD6	1,474.00	1,474.00		501			252-Electric Charges
05/06/2025	Cloudy Group	DD7	110.19	110.19		501			248-App Hosting Package
05/06/2025	Natwest Yth Council	Transfer	500.00			217		500.00	Transfer of funds
05/06/2025	Amazon	POS	12.59		2.10	4222	304	10.49	Extra large door stop x 2
05/06/2025	Amazon	POS	22.98		3.83	4222	304	19.15	Purple High visibility vest
05/06/2025	Amazon	POS	87.28		14.54	4222	304	72.74	Festival Trolley on Wheels x 2
06/06/2025	Bedfordshire Pension Fund	FP1	63.45	63.45		501			204-Add year April 2025
06/06/2025	Bryan Lecoche Ltd	FP2	3,345.05	3,345.05		501			205-Eviction Tithe Farm Rec
06/06/2025	Central Bedfordshire Council	FP3	449.20	449.20		501			206-Function Room Hire
06/06/2025	Danut Pintea	FP4	12.50	12.50		501			207-Allotment Refund TC02B
06/06/2025	George Browns Hire	FP5	840.00	840.00		501			208-Overseeder
06/06/2025	DCK Accounting Solutions Ltd	FP6	1,350.96	1,350.96		501			209-Year End Close Down
06/06/2025	DE Signs & Labels Ltd	FP7	204.00	204.00		501			210-Panels Exhibition Banners
06/06/2025	HMRC	FP8	17,144.99	17,144.99		501			197-PAYE/NI May 2025 (extra)
06/06/2025	Latent Digital Solutions Ltd	FP9	157.16	157.16		501			211-Service Charge Printer
06/06/2025	Martin Rix	FP10	804.00	804.00		501			212-Extra Topsoil Order
06/06/2025	MCS Contract Cleaning Limited	FP11	2,442.00	2,442.00		501			213-Toilet Cleaning Bedford Sq
06/06/2025	Prestige Hygiene Services	FP12	204.00	204.00		501			214-Hygiene Services
06/06/2025	Quinn Artistes Entertainment L	FP13	1,100.00	1,100.00		501			215-Brass Band Carnival
06/06/2025	Right Fuelcard Company Ltd	FP14	202.94	202.94		501			216-Fuel
06/06/2025	R T Machinery Ltd	FP15	153.00	153.00		501			217-Ransomes Matadore repair

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Cashbook 1

User: A.GAUDION

NATWEST CURRENT/RESERVE

For Month No: 3

Payments for Month 3

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
06/06/2025	The Safer Luton Partnership	FP16	50.00	50.00		501			218-First Aid Dog Show
06/06/2025	Scutum South East Ltd	FP17	60.74	60.74		501			219-Alarm Maintenance Depot
06/06/2025	Spaldings Limited	FP18	138.00	138.00		501			220-Extendable Watering Lance
06/06/2025	Techies Limited	FP19	7.20	7.20		501			221-Microsoft 365 Backup
06/06/2025	Techies Limited	FP20	164.40	164.40		501			222-Trelix Annual Licenses
06/06/2025	Three Star (Luton) Ltd	FP21	850.00	850.00		501			223-Coach Hire FOHHP trip
06/06/2025	Enhakkorre Obeng	FP22	117.00	117.00		501			224-Videography Services POH
06/06/2025	Woodbine Farm	FP23	1,881.60	1,881.60		501			225-Reindeer Hire Santa Grotto
06/06/2025	Cllr Michelle Herber	FP1	85.70	85.70		501			235-2 x tickets Hospice atHome
06/06/2025	CCLA	BACS	500,000.00				215	500,000.00	LA Deposit Account deposit
09/06/2025	Wave Utilities	DD8	9.09	9.09		501			260-Water Charges
09/06/2025	Anglian Water	DD9	25.66	25.66		501			259-Water Charges
09/06/2025	Anglian Water	DD10	56.21	56.21		501			258--Water Charges
09/06/2025	Anglian Water	DD11	522.40	522.40		501			257-Water Charges
09/06/2025	Morrisons	POS	71.23			4222	263	7.00	Items for car show
						4222	304	64.23	Items for carnival
10/06/2025	Poundstretcher	POS	4.28		0.71	4226	302	3.57	Pack of ballons and markers
10/06/2025	Morrisons	POS	1.96			4226	302	1.96	Flour and paper bag
10/06/2025	Amazon	POS	28.69		4.78	4017	190	23.91	Monitor Stand
11/06/2025	Yu Energy	DD12	150.07	150.07		501			261-Gas charges
11/06/2025	Yu Energy	DD13	36.71	36.71		501			262-Gas Charges
11/06/2025	Yu Energy	DD14	54.39	54.39		501			263-Gas Charges
11/06/2025	Yu Energy	DD15	10.05	10.05		501			264-Gas Charges
11/06/2025	Pozitive Energy	DD1	9.18	9.18		501			271-Gas Charges
12/06/2025	Morrisons	POS	12.80			4226	302	12.80	Youth Council refreshments
13/06/2025	Amazon	POS	20.80			4226	302	20.80	Paper craft straws
16/06/2025	Scottish Power	DD16	38.93	38.93		501			253-Electric Charges
16/06/2025	Scottish Power	DD17	170.28	170.28		501			254-Electric Charges
16/06/2025	Castle Water	DD18	9.11	9.11		501			247-Water Charges
16/06/2025	Scottish Power	DD1	20.45	20.45		501			268-Electric Charges
16/06/2025	Bankline	BLN	49.50			4051	101	49.50	Bankline fees
17/06/2025	British Gas	DD19	1,727.10	1,727.10		501			241-Electric Charge
17/06/2025	BNP Paribas	BACS	1,326.00			4851	299	1,326.00	Finance charge - 2 mowers
18/06/2025	Scottish Power	DD20	111.76	111.76		501			251-Electric Charges
18/06/2025	Castle Water - 2597749	DD21	19.65	19.65		501			244-Water Charges
18/06/2025	Castle Water - 2597769	DD22	14.31	14.31		501			243-Water Charge
18/06/2025	Scottish Power	DD2	28.39	28.39		501			269-Electric Charges
18/06/2025	Amazon	POS	26.48		4.41	4222	304	22.07	Silver Presentation Cup/engrav
18/06/2025	Amazon	POS	13.50		2.25	4222	304	11.25	Avery style labels
19/06/2025	Amazon	POS	11.97		1.99	4222	304	9.98	Red Festival Wristbands

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Houghton Regis Town Council Current Year

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Cashbook 1

User: A.GAUDION

NATWEST CURRENT/RESERVE

For Month No: 3

Payments for Month 3

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									x 1000
20/06/2025	Amethyst Horticulture Ltd	FP1	3,623.40	3,623.40		501			272-Geranium, Begonia Plants
20/06/2025	Peter Barratt	FP2	275.00	275.00		501			273-Punch & Judy Classics
20/06/2025	BATPC	FP3	2,320.00	2,320.00		501			274-Affiliation Fee 2025/2026
20/06/2025	Police & Crime Commissioner fo	FP4	3,067.90	3,067.90		501			275-OP Hana Police Hire March
20/06/2025	Bee-Line	FP5	324.00	324.00		501			276-Zorb Balls Spider Mountain
20/06/2025	ABF The Soldiers Charity	FP6	60.00	60.00		501			277- Tickets for Mayor ABF
20/06/2025	Clear Fitness	FP7	270.00	270.00		501			279-Buggy Exercise
20/06/2025	John Curl	FP8	376.93	376.93		501			281-Service Ford Ranger
20/06/2025	Samuel Farrell	FP9	220.00	220.00		501			282-Drum Kit Hire H Rocks
20/06/2025	Headway Luton Ltd	FP10	8.00	8.00		501			283-Refund Carnival Sta
20/06/2025	HR Solutions	FP11	270.30	270.30		501			284-HR Retainer
20/06/2025	IAC Audit and Consultancy Ltd	FP12	478.80	478.80		501			285-Audit Services YE 2024/25
20/06/2025	Independent Water Networks	FP13	26.21	26.21		501			286-Water Charges Allotments
20/06/2025	Keep Britain Tidy	FP14	900.00	900.00		501			287-Green flag Award HHP VG
20/06/2025	Pete Rowe Building Services	FP15	114.00	114.00		501			289-Call out VG for main RDC
20/06/2025	The Play Inspection Company Lt	FP16	660.00	660.00		501			290-Outdoor Annual Inspection
20/06/2025	Prestige Design & Workwear Ltd	FP17	853.60	853.60		501			292-T-Shirts for Skate Jam
20/06/2025	Reids Playground Maintenance L	FP18	576.00	576.00		501			293-Replace Rubber Tile
20/06/2025	Rhino Security Ltd	FP19	3,286.74	3,286.74		501			294-Supply Bollards in Yellow
20/06/2025	R T Machinery Ltd	FP20	310.42	310.42		501			295-Ransome Parts
20/06/2025	Setsquare Creative Solutions L	FP21	52.68	52.68		501			296-Updates on Meetings Pages
20/06/2025	S J S Irrigation	FP22	374.98	374.98		501			297-Irrigation Repair Bowls
20/06/2025	Skylight Cinema	FP23	2,997.00	2,997.00		501			298-Mobile LED Screen HHP
20/06/2025	Techies Limited	FP24	144.00	144.00		501			299-Quarterly Telephone Bill
20/06/2025	Three Star (Luton) Ltd	FP25	2,395.00	2,395.00		501			303-Coach for Southend Trip
20/06/2025	Trade UK Account	FP26	54.67	54.67		501			305-CableTies 100Pk
20/06/2025	Zurich Municipal	FP27	980.18	980.18		501			306-Inspection Contract
20/06/2025	Bedfordshire Pension Fund	FP28	63.66	63.66		501			307-Added Years May 2025
20/06/2025	Anglia in Bloom	FP1	580.00	580.00		501			308-Anglia in Bloom
20/06/2025	Four Acres Nursery Ltd	FP2	300.00	300.00		501			309-Garden Assortments
20/06/2025	Rural Roasts Ltd	FP3	250.00	250.00		501			310-Hog Roast Deposit ASV
20/06/2025	Funiglobal Development SL	POS	119.97		19.98	4222	304	99.99	Space Jam Costumes
20/06/2025	Just Sweets and Party C/O	POS	11.25			4222	304	11.25	Lick It Lollipops

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Houghton Regis Town Council Current Year

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Cashbook 1

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NATWEST CURRENT/RESERVE

For Month No: 3

Payments for Month 3

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Ebay									
20/06/2025	Amazon UK Services UK	POS	27.84		4.64	4222	304	23.20	Expanding Foam Canisters x 6
20/06/2025	Amazon UK Services UK	POS	24.48		4.09	4222	304	20.39	Space Jam Costume
20/06/2025	Amazon UK Services UK	POS	20.90		3.48	4222	304	17.42	Pool Noodles x4
20/06/2025	Amazon UK Services UK	POS	18.75		3.13	4222	304	15.62	Pink Spray Paint Cans x
20/06/2025	Amazon UK Services UK	POS	8.39			4222	304	8.39	Tate & Lyle White Sugar Sachet
20/06/2025	My.1stopshop Ltd	POS	37.78		6.30	4222	304	31.48	A4 Black Frames 10 pack x2
23/06/2025	Biffa Waste Services Ltd	DD23	60.82	60.82			501		239-Cemetery Waste Refuse
23/06/2025	Biffa Waste Services Ltd	DD24	2,654.98	2,654.98			501		240-Cemetery Skip
23/06/2025	Scottish Power	DD3	49.23	49.23			501		270-Electric Charges
23/06/2025	Amazon UK Services UK	POS	40.40		6.70	4222	304	33.70	A3 Green Craft Foam Sheets x10
23/06/2025	Amazon UK Services UK	POS	7.54		1.26	4222	304	6.28	Michael Jordan Mask
23/06/2025	Amazon UK Services UK	POS	42.34		7.06	4222	304	35.28	Basketball Hoop & Stanc
23/06/2025	Yorkshire Gas and Power	DDR1	189.29	189.29			501		315-Electric charges
24/06/2025	British Gas	DDR2	196.83	196.83			501		316-Electric Charges
24/06/2025	Ocado	POS	300.75			4222	304	300.75	12 pack of water x 20
25/06/2025	Morrisons	POS	4.00			4227	302	4.00	Biscuits for LLSG Meeting
26/06/2025	Donata Saliute	FP	245.00	245.00			501		314-Refund payment made error
26/06/2025	Amazon	POS	85.98		14.34	4222	304	71.64	Carton Water 48x500ml
26/06/2025	Amazon	POS	7.12		1.19	4222	304	5.93	Roll of Green Craft Foarr
26/06/2025	Amazon	POS	28.88		4.82	4017	190	24.06	Monitor Stand
27/06/2025	Salaries - June 2025	BACS	50,561.15				520	50,561.15	Salaries - June 2025
30/06/2025	Payroll Options	DD25	228.35	228.35			501		256-Payroll Processing
30/06/2025	Houghton Regis Baptist Church	SO	60.00			4235	305	60.00	Houghton Regis Baptist Church
30/06/2025	Jewels	SO	60.00			4235	305	60.00	Jewels
30/06/2025	Diocese of St Albans	SO	60.00			4235	305	60.00	Diocese of St Albans
30/06/2025	Dunstable Foodbank	SO	120.00			4235	305	120.00	Dunstable Foodbank
30/06/2025	CBC	SO	60.00			4235	305	60.00	CBC
30/06/2025	Thornhill Primary School	SO	60.00			4235	305	60.00	Thornhill Primary School
30/06/2025	Houghton Regis Helpers	SO	60.00			4235	305	60.00	Houghton Regis Helpers
30/06/2025	Amazon	POS	19.98		3.33	4222	304	16.65	Expanding foam guns x2
Total Payments for Month			2,622,836.42	68,757.29	117.70			2,553,961.43	
Balance Carried Fwd			249,352.13						
Cashbook Totals			2,872,188.55	68,757.29	117.70			2,803,313.56	

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Cashbook 1

User: A.GAUDION

NATWEST CURRENT/RESERVE

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
23/06/2025	Yorkshire Gas and Power	DD1	189.29	189.29		501			311-Electric charges
24/06/2025	British Gas	DD2	196.83	196.83		501			312-Electric Charges
01/07/2025	Amazon	POS	16.99		2.83	4017	190	14.16	Extension Lead Cube
01/07/2025	Amazon	POS	19.59		3.27	4017	190	16.32	Honeywell Turbo force Fan
01/07/2025	Sports Direct	POS	135.99		22.67	4227	302	113.32	Backpack, Flip straw bottles
01/07/2025	Amazon	POS	23.27		3.88	4222	304	19.39	St Johns Ambu- First Aic Kit
01/07/2025	Amazon	POS	18.29		3.05	4227	302	15.24	Lower Deck Stadium Backdrop
01/07/2025	Amazon	POS	26.97		4.50	4227	302	22.47	Party Bags
01/07/2025	Amazon	POS	8.99		1.50	4227	302	7.49	Packing Peanuts
01/07/2025	Amazon	POS	67.90		11.32	4227	302	56.58	Basketball Arcade Game
01/07/2025	Yorkshire Gas and Power	Correction	-189.29	-189.29		501			374-Electric Chgs (correction)
01/07/2025	British Gas	Correct 2	-196.83	-196.83		501			375-Electric Chgs (correction)
01/07/2025	Amazon	POS	12.90		2.15	4227	302	10.75	Whistles with lanyard
01/07/2025	Amazon	POS	13.17		2.20	4227	302	10.97	Tabletop Basketball
01/07/2025	Amazon	POS	40.31		2.49	4227	302	37.82	Games for Canival Stall
01/07/2025	Amazon	POS	43.98		7.33	4222	304	36.65	Tweety Space Jam Adult Costume
02/07/2025	BT Payment Services Ltd	DD3	342.00	342.00		501			313-Fixed Line Costs
02/07/2025	BT Payment Services Ltd	DD9	342.00	342.00		501			317-Fixed line costs
02/07/2025	EE Limited	DD1	416.00	416.00		501			373-Mobile Phone Charges
02/07/2025	Amazon	POS	36.77			4227	302	36.77	Referee Shirts
02/07/2025	Amazon	POS	14.60		2.43	4227	302	12.17	Looney Tunes Plush
02/07/2025	BT Payment Services Ltd	Correct 3	-342.00	-342.00		501			376-Fixed Line (correction)
02/07/2025	Amazon	POS	40.75			4227	302	40.75	Rubber Ducks for Carnival
03/07/2025	Grenke Leasing Ltd	DD2	153.36	153.36		501			353-Photocopier leasing July-S
03/07/2025	John Lewis	POS	289.86		48.31	4227	302	241.55	Instant Cameras and Films
03/07/2025	Amazon	POS	17.48		2.92	4227	302	14.56	Camera Case
03/07/2025	Amazon	POS	17.49		2.92	4227	302	14.57	Camera Case
03/07/2025	Amazon	POS	3.90		0.65	4227	302	3.25	Colour It White Spray Paint
03/07/2025	Baker Ross	POS	159.59		26.59	4227	302	133.00	Various Items Youth Sessioms
03/07/2025	Techies Limited	SO1	191.89	191.89		501			560-Managed Silver Contract
03/07/2025	Techies Limited	SO2	399.96	399.96		501			833-Microsoft 365 charge
04/07/2025	Police & Crime Commissioner fo	FP1	7,449.10	7,449.10		501			319-OP Hana Police Hire May
04/07/2025	Bee-Line	FP2	1,296.00	1,296.00		501			320-Zorb Balls Spider Mountain
04/07/2025	Blain's Trailers & Tyres Ltd	FP3	138.00	138.00		501			321-Tyres and puncture repairs
04/07/2025	DBS Services	FP4	79.50	79.50		501			322-DBS Check KJ
04/07/2025	D E Signs	FP5	105.60	105.60		501			323-Change 2 road signs

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Houghton Regis Town Council Current Year

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Cashbook 1

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NATWEST CURRENT/RESERVE

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/07/2025	George Browns Hire	FP6	101.21	101.21		501			324-Machinery parts and repair
04/07/2025	HR Solutions	FP7	1,541.70	1,541.70		501			325-HR Retainer
04/07/2025	John Curl	FP8	379.20	379.20		501			326-New Front Tyres Ford Range
04/07/2025	Kings Fire	FP9	403.20	403.20		501			327-Fire Alarm Maintenance MC
04/07/2025	Krisgar Entertainments	FP10	147.50	147.50		501			328-Booking Fee Family Fun Day
04/07/2025	Latent Digital Solutions Ltd	FP11	89.11	89.11		501			329-Service Charge Photocopier
04/07/2025	MCS Contract Cleaning Limited	FP12	2,442.00	2,442.00		501			330-Public Toilets Cleaning BS
04/07/2025	Cllr Michelle Herber	FP13	113.70	113.70		501			349--Expenses Cllr Herber
04/07/2025	Preston Bissett Nurseries & Co	FP14	751.00	751.00		501			334-Lavender Plants
04/07/2025	Priory Press Ltd	FP15	297.60	297.60		501			335-Carnival Banners Artwork
04/07/2025	Scutum South East Ltd	FP16	225.00	225.00		501			336-Depot Alarm Service
04/07/2025	Spaldings Limited	FP17	630.35	630.35		501			339-First Aid Kit
04/07/2025	Strawberry Fieldz Ltd	FP18	1,200.00	1,200.00		501			341-Sound Equipment HRC
04/07/2025	Teaching Talons (Animal Ambass	FP19	300.00	300.00		501			342-Deposit Feb HHP Activities
04/07/2025	The Safer Luton Partnership	FP20	200.00	200.00		501			343-First Aid Summer Activites
04/07/2025	Traditional Games Hire	FP21	695.00	695.00		501			344-Soft Archery HRC
04/07/2025	Trade UK Account	FP22	112.53	112.53		501			347-Storage Hooks
04/07/2025	Enhakorre Obeng	FP23	1,666.00	1,666.00		501			348-Filming Carnival HRC
04/07/2025	Cloudy Group	DD1	110.19	110.19		501			352-App Hosting Package
04/07/2025	Bedfordshire Pensions	BACS	20,421.36			525		20,421.36	Pensions - June 2025
04/07/2025	Amazon	POS	18.75		3.13	4222	304	15.62	Pink Spray Paint - 6x250ml
04/07/2025	Amazon	POS	23.15		3.86	4222	304	19.29	Green Foam x2
04/07/2025	Amazon	POS	33.20		5.53	4222	304	27.67	Expanding Foam
04/07/2025	Amazon	POS	107.98		18.00	4222	304	89.98	Carton Water 72 x 330m
07/07/2025	Amazon	POS	9.32		1.55	4227	302	7.77	Card game - What do you meme
07/07/2025	Amazon	POS	13.95		2.33	4227	302	11.62	Footballs x2
07/07/2025	Amazon	POS	21.64			4227	302	21.64	84 Colouring Pens
07/07/2025	Amazon	POS	19.99		3.33	4227	302	16.66	Deep Fill Sandwich Maker
07/07/2025	Amazon	POS	69.94		11.66	4227	302	58.28	Portable Bluetooth Speaker
07/07/2025	Amazon	POS	45.41		4.09	4227	302	41.32	Colour pens, water gun/ballons
07/07/2025	Amazon	POS	-21.64			4227	302	-21.64	84 colouring pens
08/07/2025	Francotyp Postalia Ltd	DD1	50.00	50.00		501			377-Postage Download
08/07/2025	Post Office	POC	250.00			4222	304	250.00	Subsistence at Carnival
09/07/2025	Anglian Water	DD3	539.26	539.26		501			354-Water Charges
09/07/2025	Anglian Water	DD4	59.53	59.53		501			355-Water Charges
09/07/2025	Anglian Water	DD5	25.95	25.95		501			356-Water Charges
09/07/2025	Wave Utilities	DD6	9.38	9.38		501			357-Water Charges

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Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
09/07/2025	Positive Energy	DD1	8.89	8.89		501			378 - Gas Charges
09/07/2025	Amazon	POS	23.03		3.84	4222	304	19.19	Microfibre Cloths x 50
09/07/2025	Amazon	POS	45.36		7.57	4222	304	37.79	Cellopane/Inflatable Basketbal
09/07/2025	Post Office	POC	50.00			4222	304	50.00	Subsistence at Carnival
09/07/2025	Post Office	POC	36.73			221		36.73	Petty Cash top up
10/07/2025	Yu Energy	DD7	158.75	158.75		501			363-Gas Charges
10/07/2025	BT Payment Services Ltd	DD8	550.84	550.84		501			364-Phone Charges
10/07/2025	Morrisons	POS	21.60			4227	302	21.60	Haribo sweets Carnival prizes
10/07/2025	Morrisons	POS	8.90			4226	302	8.90	Youth Council refreshments
10/07/2025	Amazon	POS	184.99			4222	302	184.99	One4all £30 Gift Card x 6
10/07/2025	Poundstretcher	POS	14.97		2.50	4222	304	12.47	Double Fitted Sheet x 3
10/07/2025	Poundstretcher	POS	1.99		0.33	4222	304	1.66	Galvanised Wire
11/07/2025	Amazon	POS	107.50		17.90	4222	302	89.60	Personalised Metal Medals
14/07/2025	Morrisons	POS	49.50		8.20	4101	307	41.30	Prizes Mayors Tombola Carnival
14/07/2025	Amazon	POS	12.29		2.05	4226	302	10.24	Safety First Aid safety dressi
15/07/2025	Bankline	BLN	47.90			4051	101	47.90	Bankline Fees
16/07/2025	Castle Water	DD10	8.81	8.81		501			365-Water Charges
16/07/2025	Bargain Wholesalers	POS	45.99		6.00	4222	304	39.99	Fidget Spinners x 200
16/07/2025	Amazon	POS	16.98		2.83	4222	304	14.15	Cable Ties Canister
16/07/2025	Amazon	POS	32.97		5.49	4226	302	27.48	3 x Premium First Aid Kit
17/07/2025	Castle Water - 2597749	DD11	36.50	36.50		501			366-Water Charges
17/07/2025	Scottish Power	DD12	40.92	40.92		501			367-Electric Charges
17/07/2025	Scottish Power	DD13	119.60	119.60		501			368-Electric Charges
17/07/2025	British Gas	DD14	1,707.48	1,707.48		501			369-Electric Charges
17/07/2025	Scottish Power	DD1	22.93	22.93		501			381-Electric Charges
17/07/2025	BNP Paribas	BACS	1,326.00			4851	299	1,326.00	Finance Charge 2 mowers
17/07/2025	Risus Wholesale	POS	66.47		10.08	4222	304	56.39	Puzzle Snakes x3 packs of 84
17/07/2025	Trophy Store	POS	41.95		7.00	4222	304	34.95	Bronte Trophy Cup Silver
18/07/2025	Access Loo	FP1	485.00	485.00		501			383-Access Loo Facility Carniv
18/07/2025	ADG Print and Design	FP2	284.40	284.40		501			384-Rally Plaques for Car Show
18/07/2025	AMF Services (Bedford) Ltd	FP3	1,309.43	1,309.43		501			385-Kubota G26 Service Machine
18/07/2025	Animal Edge Farm	FP4	444.00	444.00		501			386-Mobile Farm 1pm-4pm 5.8.25
18/07/2025	Badgemaster Ltd	FP5	46.26	46.26		501			387-New Staff HRTC Badges
18/07/2025	Bedfordshire Pension Fund	FP6	63.66	63.66		501			388-Added Years June 2025
18/07/2025	Bibin C Mathew	FP7	50.00	50.00		501			389-Deposit Refund VG Pavilion
18/07/2025	Central Bedfordshire Council	FP8	3,925.00	3,925.00		501			391-Rent Parkside Dr July
18/07/2025	Core Highways (Southeast) Ltd	FP9	836.50	836.50		501			392-Traffic Management Carniva

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Cashbook 1

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NATWEST CURRENT/RESERVE

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
18/07/2025	Dunstable Lock & Safe Co	FP10	149.10	149.10		501			393-Supply Keys and Tags
18/07/2025	Dunstable Town Council	FP11	148.00	148.00		501			394-Licences Stalls Carnival
18/07/2025	Falconeye Security Ltd	FP12	1,440.00	1,440.00		501			395-Security Services Carnival
18/07/2025	Independent Water Networks	FP13	25.49	25.49		501			396-Water Charges
18/07/2025	Jempson's Tree Services Limite	FP14	1,200.00	1,200.00		501			397-Removal of 4 dead trees
18/07/2025	Martin Rix	FP15	20,400.00	20,400.00		501			399-Additional raised planter
18/07/2025	Cllr Michelle Herber	FP16	39.06	39.06		501			400-Mayors Travel Expenses
18/07/2025	Perfect Print	FP17	470.80	470.80		501			401-Carnival Programmes
18/07/2025	Prestige Design & Workwear Ltd	FP18	748.80	748.80		501			403-Workwear
18/07/2025	Preston Bissett Nurseries & Co	FP19	1,012.33	1,012.33		501			405-Bedding Plants
18/07/2025	Really Awesome Catering	FP20	600.00	600.00		501			406-HR in Bloom Caterin
18/07/2025	R T Machinery Ltd	FP21	834.00	834.00		501			407-Kersten K2100 Power Unit
18/07/2025	Rushden Town Council	FP22	25.00	25.00		501			408-Rushden Mayors Tea x 2
18/07/2025	Scutum South East Ltd	FP23	225.00	225.00		501			409-Alarm Maintenance
18/07/2025	Spaldings Limited	FP24	563.51	563.51		501			412-Burns Kit First Aid
18/07/2025	Tank Express Ltd	FP25	5,514.00	5,514.00		501			413-Water Bowser
18/07/2025	Techies Limited	FP26	66.24	66.24		501			415-Power Apps per app plan
18/07/2025	Right Fuelcard Company Ltd	FP27	127.40	127.40		501			416-Fuel Charges
18/07/2025	The Safer Luton Partnership	FP28	250.00	250.00		501			418-First Aid Additional Hours
18/07/2025	The Traditional Game Hire Comp	FP29	995.00	995.00		501			419-Games Hire Family Fun Day
18/07/2025	5 Star Loos Ltd	FP30	888.00	888.00		501			420-Portable Toilet Carnival
18/07/2025	HMRC	FP31	17,492.62	17,492.62		501			421-PAYE/NI June 2025
18/07/2025	DVLA	POS	345.00			4045	291	345.00	12 months vehicle tax KY64 BGK
18/07/2025	Castle Water - 2597769	DD1	12.28	12.28		501			422-Water Charges
21/07/2025	Scottish Power	DD2	112.60	112.60		501			379-Electric Charges
21/07/2025	Scottish Power	DD3	40.53	40.53		501			380-Electric Charges
21/07/2025	Scottish Power	DD2	26.57	26.57		501			382-Electric Charges
21/07/2025	Yorkshire Gas and Power	DD2	179.67	179.67		501			423-Electric Charges
21/07/2025	Amazon	POS	8.66		1.44	4023	190	7.22	Q-Connect A3 Laminating Pouch
21/07/2025	Amazon	POS	12.00		2.00	4226	302	10.00	Premium Instant Ice Pac
22/07/2025	Amazon	POS	41.98		7.00	4042	291	34.98	Toner Link
25/07/2025	Salaries - July 2025	BACS	50,590.62			520		50,590.62	Salaries - July 2025
25/07/2025	Kato Group BV (Buckaroo)	POS	313.86			4042	263	313.86	Muti-tool with ratchet driver
28/07/2025	Biffa Waste Services Ltd	DD15	76.02	76.02		501			370-General Waste
28/07/2025	Biffa Waste Services Ltd	DD16	3,027.26	3,027.26		501			371-Skip Waste
28/07/2025	CBC	SO	60.00			4235	305	60.00	CBC
28/07/2025	Diocese of St Albans	SO	60.00			4235	305	60.00	Diocese of St Albans

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NATWEST CURRENT/RESERVE

For Month No: 4

Payments for Month - 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/07/2025	Dunstable Foodbank	SO	120.00			4235	305	120.00	Dunstable Foodbank
28/07/2025	Houghton Regis Baptist Church	SO	60.00			4235	305	60.00	Houghton Regis Baptist Church
28/07/2025	Houghton Regis Helpers	SO	60.00			4235	305	60.00	Houghton Regis Helpers
28/07/2025	Jewels	SO	60.00			4235	305	60.00	Jewels
28/07/2025	Thornhill Primary	SO	60.00			4235	305	60.00	Thornhill Primary
28/07/2025	Haix Gear UK Ltd	POS	214.70		35.78	4006	263	178.92	Ramble GTX
29/07/2025	Amazon	POS	11.97		1.99	4222	304	9.98	300 x blue wristbands
29/07/2025	Baker Ross Ltd	POS	8.45		1.41	4222	304	7.04	100 x adhesive backed magnets
30/07/2025	Your NRG Ltd	DD	2,975.28	2,975.28		501			458-Fuel for vehicles
31/07/2025	Payroll Options	DD17	228.35	228.35		501			372-Paydate 27/06/25 Employees
31/07/2025	St John Ambulance	POS	237.60		39.60	4008	190	198.00	First Aid Training - LS
Total Payments for Month			169,074.50	92,652.70	367.50			76,054.30	
Balance Carried Fwd			197,645.02						
Cashbook Totals			366,719.52	92,652.70	367.50			273,699.32	



CORPORATE SERVICES COMMITTEE

Agenda Item 9

Date:	1st September 2025
Title:	Investment Report
Purpose of the Report:	To provide to members a report on investments to date.
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. RECOMMENDATION

To note the report

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.

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 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 June 2025.

The declared yield rate as at:

31st July 2025 – 4.23%

30th April 2025 – 4.47%

31st December 2024 – 4.75%

31st October 2024 – 4.94%

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.

4. INFORMATION

Members will find attached at Appendix C a letter from the CCLA's Head of Client Services informing the Town Council of changes to charges and a change to the minimum initial investment.

Members are advised that as an existing investor the minimum investment requirement does not apply to the Town Council as long as they continue to invest in the fund.

Members may find of interest the CCLA's Sustainable Investment Outcomes Report, which can be viewed via the following link [Sustainability | CCLA](#)

Members will find attached at Appendix D an announcement from CCLA's Chief Executive that subject to regulatory approval, CCLA is being acquired by Jupiter Investment Management Group Limited (Jupiter), a leading European investment manager. Included within this announcement are some questions and answers. Member will note that a webinar is planned for some time in September, it is proposed that the invitation to attend would be extended to the Chair of Corporate Services.

5. INVESTMENT OPPORTUNITIES

Members will find a comprehensive report detailing investment opportunities under agenda item 10.

6. HRTC CORPORATE PLAN

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

4.5 Enhance the role of the council.

7. IMPLICATIONS

Corporate Implications

- 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.

8. CONCLUSION AND NEXT STEPS

This report and appendices are provided for information.

9. APPENDICES

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

Appendix B - Chronological Report

Appendix C – Information letter from CCLA dated 2nd July 2025

Appendix D – CCLA Chief Executive announcement

The Public Sector Deposit Fund

Fund fact sheet – 30 June 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.

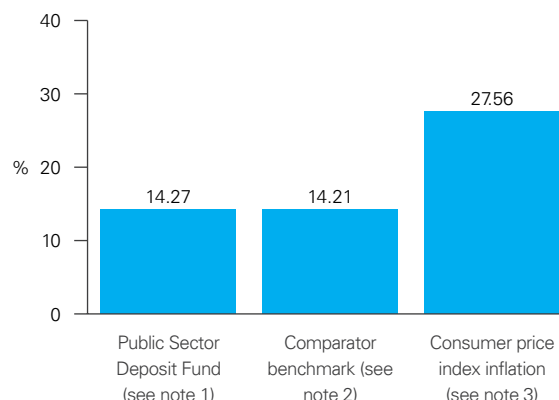
The FCA has introduced sustainable investment labels to help investors find products that have a specific sustainability goal. This product does not have a UK sustainable investment label because it does not have a sustainability goal.

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.

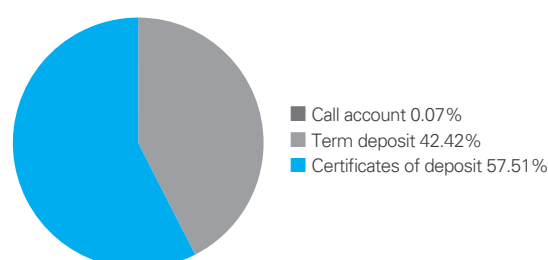
Share class 4 yield as at 30 June 2025

4.28%

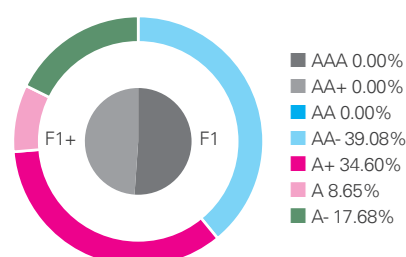
5 years performance



Asset type (%)



Credit rating (%) see note 4



Top 10 counterparty exposures (%)

9.60%	HM Treasury
8.21%	Australia and New Zealand Banking Group Limited
8.21%	Landesbank Baden-Wuerttemberg
8.21%	National Bank of Canada
8.21%	Yorkshire Building Society
4.10%	BNP Paribas
3.79%	Credit Agricole Corporate and Investment Bank
3.79%	Credit Industriel et Commercial
3.79%	Mizuho Bank
3.79%	NatWest Markets plc

Top 10 country exposures (%)

23.99%	UK
14.52%	Japan
14.20%	France
13.26%	Germany
12.63%	Canada
8.90%	Australia
3.16%	Singapore
2.21%	Finland
1.89%	Belgium
1.89%	Norway

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	4.28%
Yield at the month-end shown	4.28%

Total return performance by year

	2021	2022	2023	2024	2025
12 months to 30 June					
The Public Sector Deposit Fund	+0.07%	+0.30%	+3.10%	+5.34%	+4.83%
Comparator benchmark	-0.02%	+0.35%	+3.14%	+5.29%	+4.82%
Relative (difference)	+0.09%	-0.05%	-0.04%	+0.05%	+0.01%

Annualised total return performance

	1 year	3 years	5 years
Performance to 30 June			
The Public Sector Deposit Fund	+4.83%	+4.42%	+2.70%
Comparator benchmark	+4.82%	+4.41%	+2.69%
Relative (difference)	+0.01%	+0.01%	+0.01%

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 19th June the Monetary Policy Committee (MPC), voted to maintain the Official Bank Rate (OBR) at 4.25%. The hold in rates was highly anticipated however the vote breakdown was a touch more dovish than many predicted with three of the nine members voting for a cut citing loosening in the labour market outweighing the upside risks to inflation as their reasoning.

Inflation data for May was much in line with Bank expectations, falling slightly to 3.4% with the previously stubborn services inflation falling from 5.4% to 4.7%. With inflation expected to peak by September, members focus shifted towards other areas of the economy, particularly employment which declined by 109,000 in May, the largest drop since the height of the Covid pandemic. With little sign of an increase in household consumption, low GDP growth and a tightening of the labour market, several members are beginning to consider increasing the speed of cuts to combat potential economic weakness in the coming months.

The committee next meets in early August after the labour market figures are published for July. It is expected that there will be a further cut, continuing the "gradual and careful" approach that has seen 0.25% cuts quarterly however the vote breakdown may signal any change to the potential speed of any further cuts with most expecting to see a clear division between the dovish and hawkish members.

Key facts

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,584m
Fitch money-market fund rating	AAAmf
Weighted average maturity	46.66
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 refer to <https://www.ccla.co.uk/glossary> for explanations of terms used in this communication. If you would like the information in an alternative format or have any queries, please call us on 0800 022 3505 or email us at clientservices@ccla.co.uk.

Please Contact

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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 Average Fund yield for this period was 4.75%
31/01/25	1,169,500	Withdrawal Deposit	150,000 150,000	1,169,500	4,510.45 (January's interest) Average Fund yield for this period was 4.72%
28/02/25	1,169,500	Withdrawal	100,000	1,069,500	3,798 Average Fund yield for this period was 4.57%
31/03/25	1,069,500	Withdrawal Withdrawal	100,000 100,000	869,500	3,681.15 Average yield fund for this period was 4.5%
30/04/25	869,500	Withdrawal Deposit Deposit Withdrawal	50,000 400,000 300,000 100,000	1,419,500	4,636.64 Average yield fund for this period was 4.46%
31/05/25	1,419,500	Deposit Withdrawal Withdrawal	100,000 100,000 100,000	1,319,500	5,151.95 Average yield fund for this period was 4.34%
30/06/25	1,319,500	Deposit	6 x 500,000	4,319,500	14,241.30 Average yield fund for this period was 4.27%
31/07/25	4,319,500			4,319,500	15,509.08 Average yield fund for this period was 4.23%

T: 0800 022 3505

2 July 2025

Dear investor,

The Public Sector Deposit Fund, a sub-fund of CCLA Public Sector Investment Fund

This letter is for your information. There is no need to take any action.

We are writing to notify you of changes that we are making to the Public Sector Deposit Fund (the fund). These changes will take effect on 1 September 2025.

Changes to charges

After careful consideration, we are making changes to the fees and charges following a review of the fund against similar funds available and money market rates. We believe that once these changes are implemented, the resulting fees and charges remain competitive.

You are invested in share class 4 of the fund which has an annual management charge (AMC) of 0.10%. This had been temporarily reduced to 0.08%. CCLA currently pays other charges, which covers the operating expenses of the fund, from the AMC it receives.

With effect from 1 September, the temporary AMC reduction will be removed and the other charges will be borne by the fund.

The table below shows the updated charges and the impact on the fund's ongoing charges figure (OCF). The OCF includes the AMC and other charges and is deducted from income before declaring the fund's yield. An administrative change to the share class name to denote investor eligibility is also shown.

	Share class name	AMC	Other charges	OCF
Before 1 Sep 25	Class 4 Shares	0.08%	0.00%	0.08%
From 1 Sep 25	SC 4 – Public Sector	0.10%	0.01%	0.11%

The prospectus currently includes a statement whereby if the fund's size reached £3 billion the AMC would be reduced by 10%, with a further 10% reduction if it reached £4.5 billion. Following a review of the fund and the AMC of other similar funds, we are removing these potential reductions in the AMC of the fund. Please note, as at 31 May 2025, the fund has yet to achieve this level and the fund's size is £1.84bn.

Change to minimum initial investment/holding

The minimum initial investment and holding requirement for share class 4 was originally set at £15 million, but has generally been waived. We are revising this minimum to £1 million. As an existing investor in this share class, this minimum will not apply to you, as long as you continue to be an investor in the fund.

www.ccla.co.uk
CCLA, One Angel Lane, London EC4R 3AB

CCLA Investment Management Limited (Registered in England No. 2183088) and CCLA Fund Managers Limited (Registered in England No. 8735639), whose registered address is: One Angel Lane, London EC4R 3AB, are authorised and regulated by the Financial Conduct Authority.

Removal of the advisory board

In recent years, the fund has received interest from a range of organisations that fall outside of the public sector definition. To help the fund continue to grow, we are opening separate share classes for investors outside of the public sector.

The fund currently has an advisory board (the Local Authorities' Mutual Investment Trust) made up of public sector professionals to represent the sector and monitor certain aspects of the fund's operation. As the fund is opening to a wider group of investors, including those outside of the public sector, the decision has been made to remove the advisory board from the fund with effect from 1 September. The fund will continue to be regulated by the FCA, and subject to oversight from its depositary, HSBC.

We are also removing the reference to the Local Authorities' Mutual Investment Trust's contribution to the expenses of the fund. There have been no contributions made and no intention to do so in the future.

Other changes

- We have added text to the prospectus to explain that if investors do not maintain the minimum investment requirements for the share class in which they are invested that we will have the ability to redeem investors or move them to a different share class.
- To ensure investors do not lose any distributions that are unclaimed, we are introducing the ability to reinvest distributions that are unclaimed after a period of three years following the financial accounting period (1 April to 31 March) in which the distribution was initially paid.

Do I need to take any action?

No action is required. All of the changes detailed in this letter will be effective on 1 September 2025.

Should you have any queries or require further assistance, please contact our Client Services team at clientservices@ccla.co.uk or 0800 022 3505 between the hours of 8:30am-5:30pm Monday to Friday.

Yours sincerely



Alison Jerney

Head of Client Services

CCLA Chief Executive Announcement July 2025

Against the backdrop of greater regulation, CCLA has for some time been considering the governance implications of its shares being majority-owned by the funds it manages and how we can continue to best serve our clients.

Having reviewed the full range of possibilities and options available to us, that process is now concluded. We are very pleased to share with you that, subject to regulatory approval, CCLA is being acquired by Jupiter Investment Management Group Limited (Jupiter), a leading European investment manager.

We believe that this partnership delivers the best outcome for CCLA's clients. CCLA will become part of Jupiter, retaining the CCLA branding, investment, and client service approach. CCLA's teams will continue to focus on delivering investment returns and outstanding client service to all CCLA clients regardless of their size. CCLA also retains its mission, its stewardship activities, and its drive to build a better world.

At the same time, we stand to benefit from Jupiter's strength and resources. Its market-leading investment capabilities, including its 100-plus investment professionals, will add support to CCLA's existing investment team and product range. Jupiter's extensive distribution capacity both within the UK and abroad will help to facilitate CCLA's future growth, paving the way for us to expand into new markets.

We are excited about becoming a part of Jupiter as it secures our ability to serve the sectors we were established to support and to extend the reach of CCLA's responsible investment approach to a wider audience both in the UK and overseas. We are also pleased to be joining a company that shares our culture and puts the wellbeing of its staff at the centre of its business.

We recognise that many of our clients and supporters will have questions about what this means for their investments and for CCLA. To help address these queries, we would like to invite you to a webinar we plan to hold in September where Peter Hugh Smith, CCLA's CEO, and Matt Beesley, Jupiter's CEO, will discuss the new partnership and what this means for our clients, our staff and the sectors we serve. An invitation will be sent to you in due course.

At CCLA, we have always been proud of our origins in serving churches, charities and local authorities. Serving those who serve others is both humbling and rewarding. We cherish the trust our clients have placed in us and while we look back with gratitude at the last six decades, we look forward with heightened ambition and renewed confidence to all that we will help our clients achieve in the years to come.

Peter Hugh Smith
Chief Executive

Q&A

We have anticipated some immediate questions from our clients and provided answers to these below:

1. What is the effect for clients? Will there be changes for clients?

You should expect no change. Behind the scenes there will be more resources and support to better serve you. CCLA's teams will continue to focus on delivering investment returns and outstanding client service to all of our clients regardless of their size.

2. Do I need to do anything differently? Will I see any changes to my reporting?

You do not need to do anything differently. There will be no changes to your reporting.

3. Will CCLA's structure change?

Yes, this will change CCLA's ownership structure. Once FCA approval is granted, CCLA's shares will be acquired by Jupiter Asset management.

4. Will my account number change?

No, there will be no change to account numbers.

5. Will there be any change to how my funds are managed?

No, these will be managed by the same team that currently manages them.

6. Will CCLA change its name?

No, CCLA will retain its identity.

7. Does the change in ownership change the investment style?

No, there will be no change to our investment team, approach or philosophy. Your fund will be managed by the same team as currently.

8. Will there be any change to the fees I pay?

No. Your fees will remain the same.

9. Will there be any changes to the service I have access to currently? E.g. Client Services team available by phone and email?

There will be no change to your client services.

10. Will there be any changes to the senior management at CCLA?

There are no plans for change in the senior management.

11. Is CCLA still taking on new clients?

Yes! CCLA continues to grow, and we remain excited about the future growth of the business.



CORPORATE SERVICES COMMITTEE

Agenda Item 10

Date:	1st September 2025
Title:	Investment Review Report
Purpose of the Report:	To provide to members with a report on the outcomes of research undertaken on potential investment opportunities.
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. RECOMMENDATIONS

- 1. To consider investment opportunities, length of investment and amounts**
- 2. To consider the establishment of an Investment Working Group**

2. BACKGROUND

Members are reminded at the Corporate Services meeting held on the 30th May 2023, members were informed of advice received from the Town Councils Internal Auditor, in regard to the investment of funds and in particular were asked to consider in more detail the following:

- the councils' approach to risk.
- investment options including investments of s106 funds and funds resulting from the sale of assets.
- levels of reserves.
- impact of increases in income arising from s106 receipts and possible future redemption of investments from the Property fund.

At this meeting it was agreed (minute number 12459) to nominate Councillor Jones and Councillor Herber to engage in a review of the councils' approach to risk and investment and for their findings to be reported back to Corporate Services Committee for further consideration.

At the Corporate Services Committee held on the 4th December 2023, Councillor Jones and Councillor Herber advised members that they had met with Arlingclose, an investment advice company, and also had had discussions with the CCLA and the internal auditor.

In addition to this, members considered a recommendation to use the services of a financial advisor from 1st April 2024 subject to budget provision. However on balance it was felt this recommendation could not be supported, at that time, on the basis that:

- it was unlikely that the return on investments would be sufficient to make the charges incurred by professional financial advice viable. However members are reminded that the IA was commenting more on the benefits of establishing a spread of investments across different institutions, for financial security, rather than seeking an improved return on investments.

Since then, research for suitable investment opportunities have continued and outcomes reported to this committee.

Members are reminded that when considering investment opportunities, the Town Council has a risk appetite rate of AA- or higher. By way of an explanation of risk levels an info-graphic is provided at Appendix A. These are the lowest risk investments possible. It is a commonly held understanding that the lower the risk the lower the return.

3. CURRENT FUNDS

As at the 31st July 2025, the Town Council had a balance of £4,319,500 in the CCLA Deposit Fund.

A lot of this balance is made up from the £3,000,000 from s106 monies for maintenance of the open space, sports field, pavilion and play areas etc within Bidwell West development. For information, the total value received from developer contributions was £3,096,275.82. There is also the sum of £600,000 deposited to this account following the closure of the CCLA Property Fund.

At the Environment and Leisure Committee meeting held on the 28th July 2025, members approved the expenditure of up to £200,000 to bring this area up to an acceptable standard. The Head of Environmental and Community Services advised members at this meeting that the level of expenditure would reduce in future years, ensuring the commuted sum would likely last twenty years.

Members will find an Investment Chronological Report attached as Appendix B detailing the movement of funds to and from the CCLA Deposit Fund.

For information, the next tranche of precept (£830,361) is due in September where £700k of this money will be deposited in the CCLA Deposit Fund, when received.

Therefore, with the figures above minus £200,000 to improve the areas within the Bidwell West development, minus the remaining £100,000 monthly operating costs, for the rest of this financial year (£800,000) minus 3 months operating costs held in reserves (£300,000), there is an opportunity to invest up to £3,000,000.

Interest received for June was a little over £14,000. Interest received for the month of July was £15,500.

4. INVESTMENT OPPORTUNITIES

Investment Opportunities

The following options are available for consideration:

1. Continue to invest as existing - CCLA
2. Utilise the services of a financial advisor - Arlingclose
3. Fixed term deposits with the Governments Debt Management Account Deposit Facility (DMADF)

Or a mixture of all or any of the above

1) Continue to invest as existing - CCLA

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

- This account allows for daily access and was launched in 2011.
- This account has a AAA rating (due to the way the CCLA manages the fund).
- The deposit account offers good security, high liquidity, is AAA rated and therefore considered very low risk. The declared yield rate as of 30th June 2025 was 4.27%

2) Independent Financial Services provider

The provider contacted holds a portfolio of clients including many principal authorities and some town and parish councils. They provide investment advice on a regular basis making recommendations on investment opportunities. Their advice is tailored according to the risk appetite of the council. It is for the council to action their recommendations if desired.

Using the services of a financial advisor would increase the spread of investments. However the financial advice comes at a cost (Approx £15,000 per annum). Of note, this provider may recommend part investing with the CCLA. The cost for this advice could be offset by the interest income received.

3) DMADF Governments Debt Management Account Deposit Facility

The DMO (Debt Management Office) provides the DMADF as part of its cash management operations and in the context of a wider series of measures designed to support local authorities' cash management. The key objective of the DMADF is to provide users with a flexible and secure facility to supplement their existing range of investment options while saving interest costs for central government.

The DMADF currently offers fixed-term deposits. All deposits taken will be placed in, and interest paid from, the Debt Management Account.

The minimum deal size will depend on the length of maturity of the deposit, see table below, there are no maximum deal sizes.

Minimum deal size	Minimum maturity period
£1,000,000	Up to and including 7 d
£500,000	8 to 14 days
£250,000	15 days to 6 months

As Houghton Regis Town Council has not yet joined the DMADF facility, the DMADF cannot share daily interest rates as these interest rates are not in the public domain.

For information, please find below links to the current process required to join/utilise the DMADF facility taken from the DMO website, and the Debt Management Account Deposit Facility Operational Notice.

<https://www.dmo.gov.uk/responsibilities/money-markets/debt-management-account-deposit-facility-dmadf/>

<https://www.dmo.gov.uk/media/faqpsdlf/dmadf-operational-notice-may-2023-final.pdf>

Members are reminded 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 their income is under £500k per year. Therefore, Houghton Regis Town Council is not eligible to compensation under this scheme.

5. NATWEST TREASURY RESERVE ACCOUNT

By way of comparison NatWest have a Treasury Reserve account which is linked to the London money market. This account is more suitable if immediate access is not required as larger savings and longer terms mean better rates. The minimum deposit limit is £100,000 for a period up to 12 months. Unfortunately, the rates of interest are not available as they are agreed when the account is opened. The interest rate is fixed and paid at the end of the agreed term, or one year after the Treasury Reserve savings account has been opened.

Funds from a Treasury Reserve account cannot be withdrawn during the term. If, due to exceptional circumstances, an account is terminated early, break fees may apply and the payment of interest may be reduced.

Members will find attached as Appendix C a copy of the Treasury Reserve Indicative Rates as applicable to the 6th August. As previously stated, rates for this account are agreed at the time the account is open and therefore the rates cannot be relied upon to remain as shown.

Local authority investments are split into two types: specified and non-specified. Specified investments are those that are invested in institutions that offer high security and high liquidity. Such investments must be in sterling, must mature within one year and must be made in high credit-rated financial institutions, as measured by the three credit rating agencies: Fitch, Standard & Poor's and Moody's. Non-specified investments are riskier investments that mature after any period longer than 365 days. The reason for splitting the two types of investments is to manage risk, the first type being deemed to be safer than the second. The informal commentary on the Government guidance does not itself impose limits, but states that local authorities should define the limits to be held in such investments at any time of the year.

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. Local authorities are legally required to have regard to this guidance when making investment decision. This document was reviewed and recommended to Town Council

for adoption. Copy, as presented at the last Corporate Services meeting, attached as Appendix D.

According to Financial Regulation 12.3 - The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

Therefore, it is proposed that a completely rewritten and renamed Treasury Management Strategy to replace the Town Councils Banking Arrangements, Investment Strategy & Investment Arrangements Policy be presented to this committee at the next meeting. This new Strategy document would be written to align with the decisions on investments made at this meeting, particularly if members agree to invest in non-specified investments.

Under this committee's Committee Functions an Investment Working Group for a period of 12 months could be established to provide strategic oversight and guidance on the Town Council's investment activities, ensuring prudent financial management and optimal returns within acceptable risk parameters. At the end of the 12-month period these activities would be delegated to the RFO.

This Working Group would monitor and review the performance of existing investments, identify and evaluate new investment opportunities, provide recommendations to the Corporate Service committee on investment matters and seek funding authorisation.

It is suggested membership would comprise of 3 members of the Corporate Services committee, the Town Clerk (RFO) or deputy and external investment advisor (if or when appointed).

Draft Committee Functions & Terms of Reference are provided as an attachment as Appendix 'E'.

For information Standing Order 8 states the following:

8 WORKING GROUPS

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

6. HRTC CORPORATE PLAN

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

4.5 Enhance the role of the council.

7. IMPLICATIONS

Corporate Implications

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

Legal Implications

- Compliance with the Trustee Investment Act 1961 S.11

Financial Implications

- There are no financial implications of this report.

Risk Implications

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

Equalities Implications

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

This report does not discriminate.

Climate Change Implications

There are no climate change implications arising from the recommendations

Press Contact

- There are no press implications.

8. CONCLUSION AND NEXT STEPS

The following points are provided in summary:

- 1) CCLA Deposit Fund – remains as is – no notice period, instant access.
- 2) Independent Financial advisor – management costs.
- 3) DMADF Governments Debt Management Account Deposit Facility – low risk, short term investment
- 4) NatWest – Interest rate only known when intending to invest – no certainty of rates at time of investment.

- 5) High Street Banks– clarification needs to be sought as to whether a current account needs to be set up, prior to being able to access savings products.

Members might like to consider the following when discussing the next steps:

Is the Town Council looking to improve its interest receipts?

Is the Town Council looking to diversify where its money is held?

Is the Town Council confident there is appropriate in-house knowledge and expertise to manage this.

Do members have an appetite to transfer all their day to day banking facilities to another bank?

9. APPENDICES

Appendix A – Risk Rating Info Graphic

Appendix B – Investment Chronological Report

Appendix C - NatWest Treasury Reserve Indicative Rates

**Appendix D – Houghton Regis Town Councils Banking Arrangements,
Investment Strategy & Investment Arrangements Policy**

**Appendix E – Draft Working Group Committee Functions & Terms of
Reference**

Rating	Default rates (5 years)	Classification	Risk Level
AAA	0.17	High Grade	Negligible
AA+	0.31		
AA	0.44		
AA-	0.55		
A+	0.76	Investment Grade	Very low
A	0.81		
A-	1.47		
BBB+	2.08		Low
BBB	3.19		
BBB-	4.37	Near Prime	Low to Moderate
BB+	7.13		
BB	7.49		
BB-	10.52		
B+	16.34	Sub Prime	Moderate
B	22.21		
B-	24.16		High
CCC+	28.16	Credit watch	
CCC	29.90		
CCC-	39.16		
CC	52.87	Distressed	Extremely High
C	55.00		
D	100.00		

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 Average Fund yield for this period was 4.75%
31/01/25	1,169,500	Withdrawal Deposit	150,000 150,000	1,169,500	4,510.45 (January's interest) Average Fund yield for this period was 4.72%
28/02/25	1,169,500	Withdrawal	100,000	1,069,500	3,798 Average Fund yield for this period was 4.57%
31/03/25	1,069,500	Withdrawal Withdrawal	100,000 100,000	869,500	3,681.15 Average yield fund for this period was 4.5%
30/04/25	869,500	Withdrawal Deposit Deposit Withdrawal	50,000 400,000 300,000 100,000	1,419,500	4,636.64 Average yield fund for this period was 4.46%
31/05/25	1,419,500	Withdrawal	100,000	1,319,500	5,151.95 Average yield fund for this period was 4.34%
30/06/25	1,319,500	Deposit	6 x 500,000	4,319,500	14,241.30 Average yield fund for this period was 4.27%
31/07/25	4,319,500			4,319,500	15,509.08 Average yield fund for this period was 4.23%

Treasury Reserve Indicative Rates

GBP

<div style="display: flex; justify-content: space-between;"> Gross % 06-Aug-25 Gross % </div> <div style="text-align: center;">Indicative Sterling Treasury Reserve - Fixed Term Deposit Rates</div>								
Term	£100k	£250k	£500k	£1m-£5m	£5m-£10m	£10m-£15m	£15m-£25m	£25m+
Overnight			1.02	1.37	1.37	1.57	1.57	1.57
1 Week		1.02	1.02	1.37	1.37	1.57	1.57	1.57
2 Week		1.02	1.02	1.37	1.37	1.57	1.57	1.57
3 Week		1.02	1.02	1.37	1.37	1.57	1.57	1.57
1 Month	1.02	1.02	1.02	1.37	1.37	1.57	1.57	1.57
2 Months	2.10	2.10	2.10	2.10	2.10	2.10	2.10	2.10
3 Months	3.07	3.07	3.07	3.07	3.07	3.07	3.07	3.07
4 Months	2.77	2.77	2.77	3.02	3.52	3.57	3.77	3.82
5 Months	2.88	2.88	2.88	3.03	3.53	3.58	3.78	3.83
6 Months	2.94	2.94	2.94	3.04	3.54	3.64	3.79	3.84
7 Months	2.97	2.97	2.97	3.02	3.67	3.67	3.82	3.82
8 Months	2.96	2.96	2.96	3.01	3.66	3.66	3.81	3.81
9 Months	2.95	2.95	2.95	3.00	3.65	3.65	3.80	3.80
10 Months	2.99	2.99	2.99	3.04	3.74	3.74	3.79	3.79
11 Months	3.04	3.04	3.04	3.09	3.74	3.74	3.79	3.79
12 Months	3.14	3.14	3.14	3.19	3.74	3.74	3.79	3.79

Key


	Tracks below Business Reserve
	Tracks below Liquidity 35 day notice (2.23%) Gross
	Tracks below Liquidity 95 day notice (3.20%) Gross

USD

06-Aug-25								
Indicative US Dollar Treasury Reserve Rates Gross%								
	Over	Over	Over	Over	Over	Over	Over	Over
Term	\$136,000	\$340,000	\$680,000	\$1,360,000	\$6,800,000	\$13,600,000	\$20,400,000	\$34,000,000
Overnight			0.37	0.37	0.37	0.37	0.37	0.37
1 Week		0.37	0.37	0.37	0.37	0.37	0.37	0.37
2 Weeks		0.37	0.37	0.37	0.37	0.37	0.37	0.37
3 Weeks		0.37	0.37	0.37	0.37	0.37	0.37	0.37
1 Month	0.37	0.37	0.37	0.37	0.37	0.37	0.37	0.37
2 Months	3.02	3.02	3.02	3.27	3.77	3.82	4.02	4.07
3 Months	3.00	3.00	3.00	3.25	3.75	3.80	4.00	4.05
4 Months	2.98	2.98	2.98	3.23	3.73	3.78	3.98	4.03
5 Months	3.05	3.05	3.05	3.20	3.70	3.75	3.95	4.00
6 Months	3.09	3.09	3.09	3.19	3.69	3.79	3.94	3.99
7 Months	3.10	3.10	3.10	3.15	3.80	3.80	3.95	3.95
8 Months	3.07	3.07	3.07	3.12	3.77	3.77	3.92	3.92
9 Months	3.04	3.04	3.04	3.09	3.74	3.74	3.89	3.89
10 Months	3.07	3.07	3.07	3.12	3.82	3.82	3.87	3.87
11 Months	3.10	3.10	3.10	3.15	3.80	3.80	3.85	3.85
12 Months	3.18	3.18	3.18	3.23	3.78	3.78	3.83	3.83
GBP Equiv	£100K	£250K	£500K	£1m	£5m	£10m	£15m	£25m

Key Tracks Below Currency Reserve

EUR

<div>  <div> 06-Aug-25 Indicative EUR Treasury Reserve Rates Gross% </div> </div>								
	Over	Over	Over	Over	Over	Over	Over	Over
Term	€ 119,000	€ 297,000	€ 595,000	€ 1,190,000	€ 5,950,000	€ 11,900,000	€ 17,850,000	€ 29,750,000
Overnight			0.27	0.27	0.27	0.27	0.27	0.27
1 Week		0.27	0.27	0.27	0.27	0.27	0.27	0.27
2 Weeks		0.27	0.27	0.27	0.27	0.27	0.27	0.27
3 Weeks		0.27	0.27	0.27	0.27	0.27	0.27	0.27
1 Month	0.27	0.27	0.27	0.27	0.27	0.27	0.27	0.27
2 Months	0.60	0.60	0.60	0.85	1.35	1.40	1.60	1.65
3 Months	0.61	0.61	0.61	0.86	1.36	1.41	1.61	1.66
4 Months	0.61	0.61	0.61	0.86	1.36	1.41	1.61	1.66
5 Months	0.73	0.73	0.73	0.88	1.38	1.43	1.63	1.68
6 Months	0.78	0.78	0.78	0.88	1.38	1.48	1.63	1.68
7 Months	0.84	0.84	0.84	0.89	1.54	1.54	1.69	1.69
8 Months	0.86	0.86	0.86	0.91	1.56	1.56	1.71	1.71
9 Months	0.86	0.86	0.86	0.91	1.56	1.56	1.71	1.71
10 Months	0.92	0.92	0.92	0.97	1.67	1.67	1.72	1.72
11 Months	0.99	0.99	0.99	1.04	1.69	1.69	1.74	1.74
12 Months	1.10	1.10	1.10	1.15	1.70	1.70	1.75	1.75
GBP Equiv	£100K	£250K	£500K	£1m	£5m	£10m	£15m	£25m

Key



Tracks Below Currency Reserve



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.

Investment Working Group Reports to the Corporate Services Committee

Terms of Reference

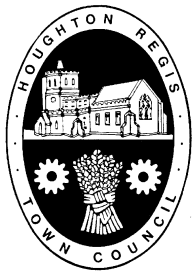
- To oversee the Council's investment portfolio and ensure proper stewardship of public funds
- To develop and recommend for approval the Council's Investment Policy.
- To ensure that investments are compliant with legislation and align with the Council's risk appetite.
- To monitor performance and ensure transparency in reporting.
- To promote ethical, environmental and socially responsible investment, where practical.
- To evaluate new investment opportunities and provide recommendations to the Corporate Services Committee
- Submit regular monitoring reports to the Corporate Services Committee. Including:
 - Investment performance
 - Risk assessments
 - Any breaches of the Investment Policy.
- To review these terms of reference annually.
- To propose, to the Corporate Service Committee, any amendments to these terms of reference at any time
- To seek funding authorisation from the Corporate Service Committee

Functions

- The Investment Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- The Investment Working Group shall consist of three members of the Corporate Services committee.

Meetings

Notes and action points arising from Working Group meetings shall be recorded (by an agreed member of the working group), circulated to members of the Working Group no later than 10 working days following each meeting and presented to the next meeting of the Corporate Services Committee.



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Councillor E Cooper**

Tel: 01582 865463

Town Clerk: **Clare Evans**

Miscellaneous Fees - Offices 2025 - 2026

Hire of the Council Chamber £7.50 per hour

Hire of the Mayor / Member Room £5 per hour

Photocopying*

	A4		A3	
	Black & White	Colour	Black & White	Colour
Councillors	2p	5p	4p	10p
Members of the Public	13p	16p	15p	21p

* VAT will be charged at standard variable rate

Notes:

- Free use of a Council room is permitted where there is no operational cost incurred, or income lost for the following:
 - Any meeting at which an Officer of the Town Council is present;
 - Any Residents meeting organised and attended by Town Councillors;
 - Town Council political group meetings where that political group is elected to the council and where topics for discussion relate to town council business
- Free use of a Council room can be applied for by local voluntary or charitable organisations which will be determined by the Head of Corporate Services
- A charge will be made for political branch meetings or political campaigning meetings
- The booking form must be used for all meetings.

Agenda Item 12

<i>Membership</i>	<i>Period</i>	<i>Annual subscription fee 2025/26</i>	<i>Proposed subscription fee 2026/27</i>
Society of Local Council Clerks	Annual	£565	£590
Bedfordshire Association of Town & Parish Councils (NALC)	Annual	£2,320	£2390
Institute of Cemetery & Crematorium Management (ICCM)	Annual	£105	£110
Information Commissioners Office (ICO)	Annual	£55	£55
National Allotment Society	Annual	£70	£75
Campaign to Protect Rural England (CPRE)	Annual	£60	£63
Local Government Associate Membership (fee paid via NALC)	Annual	£580	£600
Association of Democratic Services	Annual	£55	£58

Date: 25/07/2025

Houghton Regis Town Council Current Year

Page 1

Time: 13:23

VAT Return for Month 1 to 3 (01/04/2025 - 30/06/2025)

User: A.GAUDION

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
Sales Ledger	1	1062	1		3,097,057.20	3,097,057.20	0.00
Cashbook	1		1		0.00	0.00	0.00
Sales Ledger	1	1066	2		64.00	64.00	0.00
Sales Ledger	1	1067	2		100.00	100.00	0.00
Sales Ledger	1	1068	2		27.00	27.00	0.00
Sales Ledger	1	1069	2		60.00	60.00	0.00
Cashbook	1		2		1,060.98	1,060.98	0.00
Sales Ledger	1	1072	3		216.00	216.00	0.00
Sales Ledger	1	1079	3		80.00	80.00	0.00
Cashbook	1		3		736.53	736.53	0.00
Sales Ledger	1	1061	12		223.50	223.50	0.00
OUTPUT			Total Rate:	E	3,099,625.21	3,099,625.21	0.00
Sales Ledger	1	1062	1		645.60	538.00	107.60
Sales Ledger	1	1063	1		-240.00	-200.00	-40.00
Sales Ledger	1	1064	2		-240.00	-200.00	-40.00
Sales Ledger	1	1065	2		240.00	200.00	40.00
Sales Ledger	1	1066	2		240.00	200.00	40.00
Sales Ledger	1	1067	2		-120.00	-100.00	-20.00
Sales Ledger	1	1069	2		42.00	35.00	7.00
Sales Ledger	1	1070	2		5,750.90	4,792.42	958.48
Sales Ledger	1	1071	2		37.20	31.00	6.20
Cashbook	1		2		86.64	72.20	14.44
Sales Ledger	1	1072	3		6,310.80	5,259.00	1,051.80
Sales Ledger	1	1084	3		96.00	80.00	16.00
Sales Ledger	1	1085	3		2,917.45	2,431.21	486.24
Cashbook	1		3		2,056.69	1,713.91	342.78
Journal		2116	12		-521.82	-434.85	-86.97
OUTPUT			Total Rate:	S	17,301.46	14,417.89	2,883.57
Sales Ledger	1	1062	1		181,497.15	181,497.15	0.00
Cashbook	1		1		1,566.51	1,566.51	0.00
Sales Ledger	1	1071	2		68.00	68.00	0.00
Cashbook	1		2		416.80	416.80	0.00
Sales Ledger	1	1073	3		91.00	91.00	0.00
Sales Ledger	1	1074	3		64.00	64.00	0.00
Sales Ledger	1	1075	3		193.00	193.00	0.00
Sales Ledger	1	1076	3		59.00	59.00	0.00
Sales Ledger	1	1077	3		81.00	81.00	0.00
Sales Ledger	1	1078	3		193.00	193.00	0.00
Sales Ledger	1	1080	3		15.00	15.00	0.00
Sales Ledger	1	1081	3		64.00	64.00	0.00
Sales Ledger	1	1082	3		64.00	64.00	0.00
Sales Ledger	1	1083	3		59.00	59.00	0.00
Sales Ledger	1	1084	3		50.00	50.00	0.00

Date: 25/07/2025

Houghton Regis Town Council Current Year

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Time: 13:23

VAT Return for Month 1 to 3 (01/04/2025 - 30/06/2025)

User: A.GAUDION

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
Sales Ledger	1	1085	3		36.00	36.00	0.00
Cashbook	1		3		430.08	430.08	0.00
		OUTPUT	Total Rate:	Z	184,947.54	184,947.54	0.00
Cashbook	1		1		8.35	8.35	0.00
Purchase Ledger	1	1890	2		1,220.70	1,220.70	0.00
Purchase Ledger	1	1900	3		12.50	12.50	0.00
Purchase Ledger	1	1903	3		78.20	78.20	0.00
Purchase Ledger	1	1910	3		280.00	280.00	0.00
Purchase Ledger	1	1914	3		245.00	245.00	0.00
Purchase Ledger	1	1918	3		0.00	0.00	0.00
Cashbook	1		3		480.00	480.00	0.00
		INPUT	Total Rate:	E	2,324.75	2,324.75	0.00
Purchase Ledger	1	1881	1		1,092.87	1,040.84	52.03
Purchase Ledger	1	1887	2		120.02	114.30	5.72
Purchase Ledger	1	1894	2		555.69	529.23	26.46
Purchase Ledger	1	1902	2		935.21	890.67	44.54
Purchase Ledger	1	1904	3		1,062.99	1,012.37	50.62
Purchase Ledger	1	1908	3		98.07	93.41	4.66
Purchase Ledger	1	1909	3		9.18	8.74	0.44
Purchase Ledger	1	1913	3		189.29	180.28	9.01
Purchase Ledger	1	1915	3		189.29	180.28	9.01
		INPUT	Total Rate:	L	4,252.61	4,050.12	202.49
Purchase Ledger	1	1876	1		46,503.45	39,131.69	7,371.76
Purchase Ledger	1	1878	1		13,569.58	11,307.98	2,261.60
Purchase Ledger	1	1880	1		285.89	238.24	47.65
Purchase Ledger	1	1881	1		9,975.60	8,313.49	1,662.11
Cashbook	1		1		541.03	450.81	90.22
Purchase Ledger	1	1885	2		424.18	353.48	70.70
Purchase Ledger	1	1887	2		130,299.16	108,582.61	21,716.55
Purchase Ledger	1	1889	2		240.72	200.60	40.12
Purchase Ledger	1	1890	2		16,925.79	14,118.99	2,806.80
Purchase Ledger	1	1893	2		162.00	135.00	27.00
Purchase Ledger	1	1894	2		2,753.37	2,351.70	401.67
Purchase Ledger	1	1897	2		42.61	40.09	2.52
Purchase Ledger	1	1898	2		6.65	6.37	0.28
Purchase Ledger	1	1899	2		36.34	34.04	2.30
Purchase Ledger	1	1902	2		5,235.39	4,362.82	872.57
Purchase Ledger	1	1906	2		-1.00	-0.83	-0.17
Cashbook	1		2		502.58	418.79	83.79
Purchase Ledger	1	1900	3		11,955.05	9,962.55	1,992.50
Purchase Ledger	1	1903	3		550.00	458.34	91.66

Date: 25/07/2025

Houghton Regis Town Council Current Year

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Time: 13:23

VAT Return for Month 1 to 3 (01/04/2025 - 30/06/2025)

User: A.GAUDION

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
Purchase Ledger	1	1904	3		7,761.22	6,524.23	1,236.99
Purchase Ledger	1	1907	3		252.00	210.00	42.00
Purchase Ledger	1	1910	3		15,397.52	12,857.92	2,539.60
Purchase Ledger	1	1912	3		300.00	250.00	50.00
Purchase Ledger	1	1913	3		538.83	449.03	89.80
Purchase Ledger	1	1915	3		538.83	449.03	89.80
Cashbook	1		3		706.77	589.07	117.70
Cashbook	4		3		234.00	195.00	39.00
INPUT			Total Rate:	S	265,737.56	221,991.04	43,746.52
Purchase Ledger	1	1876	1		4,554.57	4,554.57	0.00
Purchase Ledger	1	1878	1		48,197.38	48,197.38	0.00
Purchase Ledger	1	1881	1		521.49	521.49	0.00
Purchase Ledger	1	1883	1		2,750.00	2,750.00	0.00
Cashbook	1		1		2,886.36	2,886.36	0.00
Cashbook	3		1		59.53	59.53	0.00
Cashbook	4		1		22.08	22.08	0.00
Purchase Ledger	1	1885	2		540.00	540.00	0.00
Purchase Ledger	1	1886	2		4,300.00	4,300.00	0.00
Purchase Ledger	1	1887	2		4,937.02	4,937.02	0.00
Purchase Ledger	1	1889	2		145.02	145.02	0.00
Purchase Ledger	1	1890	2		17,976.47	17,976.47	0.00
Purchase Ledger	1	1893	2		700.00	700.00	0.00
Purchase Ledger	1	1896	2		147.50	147.50	0.00
Cashbook	1		2		2,810.66	2,810.66	0.00
Cashbook	3		2		47.28	47.28	0.00
Cashbook	4		2		301.02	301.02	0.00
Purchase Ledger	1	1900	3		2,629.65	2,629.65	0.00
Purchase Ledger	1	1903	3		20.00	20.00	0.00
Purchase Ledger	1	1910	3		9,300.93	9,300.93	0.00
Purchase Ledger	1	1912	3		830.00	830.00	0.00
Cashbook	1		3		1,779.93	1,779.93	0.00
Cashbook	3		3		112.09	112.09	0.00
Cashbook	4		3		-196.51	-196.51	0.00
INPUT			Total Rate:	Z	105,372.47	105,372.47	0.00

Date: 25/07/2025

Houghton Regis Town Council Current Year

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Time: 13:23

VAT Return for Month 1 to 3 (01/04/2025 - 30/06/2025)

User: A.GAUDION

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
VAT Return Summary:				Total Outputs	3,301,874.21	3,298,990.64	2,883.57
				Total Inputs	377,687.39	333,738.38	43,949.01
VAT due in the period on sales and other outputs						Box 1	2,883.57
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States						2	0.00
Total VAT due						3	2,883.57
VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)						4	43,949.01
Net VAT to reclaim from HMRC						5	41,065.44
Total value of sales and all other outputs excluding any VAT						6	3,298,990.00
Total value of purchases and all other inputs excluding any VAT						7	333,738.00
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States						8	0.00
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States						9	0.00
VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States							0.00



CORPORATE SERVICES COMMITTEE

Agenda Item 14

Date:	1st September 2025
Title:	Fidelity Guarantee Report
Purpose of the Report:	To provide to members a report on fidelity guarantee insurance cover
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. RECOMMENDATIONS

- 1. To confirm arrangement of insurance cover for the period 1st June 2025 to 31st May 2026**
- 2. To consider and approve the appropriate level of Town Council Fidelity Guarantee cover.**

2. BACKGROUND

Members will note that under Part N – Fidelity Guarantee, it shows a level of cover of £2m. Following the receipt of s106 monies, enquires have been sought to identify whether an increase to this level of cover could be applied, if members agreed. For information, the level of indemnity, £2m, reflects the total of all the losses in any one year and not per claim. It applies to employees or members only not third parties.

Zurich band their fidelity guarantee cover, the next band after £2m is £5m.

The cost to increase the level of cover is £300 from now until next renewal (31st May 2026), where it would then be included in the annual renewal cost.

3. INFORMATION

In order to assist members on whether to increase this level of cover the following information is provided:

- The Town Council has dual authorisation for all payments;
- Daily payment limit of £50,000. This limit can be raised but only with the online approval of the Clerk;
- Two councillors must approve electronic payments after checking details against invoices;
- Account details for suppliers may only be changed upon written notification

- by the supplier verified by the RFO and authorised signatory;
- All bank reconciliations must be signed and dated as evidence;
- PIN and password disclosure prohibited except to authorised personnel;
- Funds held in the CCLA Deposit Account can only be transferred to and from the Town Councils nominated bank (NatWest).
- Any computer used for the councils financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated;
- The Town Councils Debit Card is specifically restricted to the Clerk and is also restricted to a single transaction maximum value of £1000 unless authorised by council or corporate services committee in writing before any order is placed.
- Salaries and allowances are checked by two officers. Salary budgets are reported at each standing committee meeting.
- Individual budget holders sign purchase order requests.
- The Town Council appoints an independent Internal Auditor whose work is to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide;
- No single person can set up payments and approve them;
- All invoices are examined for accuracy and verified before payment.

4. HRTC CORPORATE PLAN

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

4.5 Enhance the role of the council.

5. IMPLICATIONS

Corporate Implications

- Corporate Services review arrangements for insurance cover for insurable risks.

Legal Implications

- While Fidelity Cover is not legally required the Town Council needs comprehensive insurance coverage due to the varied responsibilities and services they undertake.

Financial Implications

- Factor increased annual premium into 2026/27 budget preparations.

Risk Implications

- Reputation
- Service Delivery

Equalities Implications

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good

relations in respect of nine protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This report does not discriminate.

Climate Change Implications

There are no climate change implications arising from the recommendations

Press Contact

- There are no press implications.

6. CONCLUSION AND NEXT STEPS

The above practices create a comprehensive framework where fraud would require collusion between multiple independent parties, making it significantly more difficult to perpetrate and easier to detect.

Members to decide whether to increase fidelity guarantee cover from £2m to £5m.

7. APPENDICES

Appendix A Policy Schedule

Lines of Cover applying

Part A – Material damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Moore Crescent Sports Pavilion, Address, Moore Crescent, Houghton Regis, Dunstable, Bedfordshire, LU5 5GZ	£661,500.00	N/A	£11,097.93	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Orchard Close Pavilion, Address, Orchard Close, Houghton Regis, Dunstable, Bedfordshire, LU5 5DG	£162,902.25	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Parkside Pavilion, Address, Houghton Regis, Dunstable, Bedfordshire, LU5 5PX	£403,320.75	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Tithe Farm Pavilion Store & Garage, Address, Houghton Regis, Dunstable, Bedfordshire, LU5 5JB	£653,241.75	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

5. Town Council Offices, Address, Peel Street, Houghton Regis, Dunstable, Bedfordshire, LU5 5EY	£772,511.25	N/A	£182,580.67	£1,962.79	£49,738.77	£0.00	£0.00	£0.00	£0.00
6. Unit 22/23 Westbury Close, Address, Unit 22-23, Westbury Close, Townsend Industrial Estate, Houghton Regis, Dunstable, Bedfordshire, LU5 5BL	£706,671.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
7. Village Green Pavilion, Address, The Green, Houghton Regis, Dunstable, Bedfordshire, LU5 5DX	£623,506.80	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
8. Pavilion, Address, Tithe Farm Recreation Ground, Tithe Farm Road, Houghton Regis, Dunstable, Bedfordshire, LU5 5JD	£1,344,000.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
9. Address, Bidwell West Pavilion, Houghton Regis, Dunstable, LU5 6RR	£1,360,000.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3, 4, 5, 6, 7, 8, 9

Insured Perils applicable to Material Damage : 1-13, 15 & 16

Excesses Applicable to Premises 1, 2, 3, 4, 5, 6, 7, 8 & 9

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250

Escape of Water	£250
Falling Trees or Branches	£250

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£100,000	24	N/A		N/A	

For Premises: 1, 2, 3, 4, 5, 6, 7, 8, 9

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

Operative Endorsements:

None

Part C – All risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Ground maintenance equipment	£330,424.79	£100
Oil tank and portable generator	£11,135.62	£100
Street furniture inc seats, bus shelter, noticeboards, redeployable CCTV, camera, bins, dog bins & picnic tables	£113,132.05	£100
Play equipment inc safety surface	£64,404.40	£100
Sports equipment inc skate park	£272,925.53	£100
Christmas lighting	£59,787.59	£100
Consumable stock	£1,962.75	£100
Walls, gates, bollards and fences	£186,891.47	£100
Signage	£49,065.63	£100
Office equipment	£6,647.56	£100
Civic regalia	£9,143.67	£100
8 meter high floodlights	£23,592.48	£100
2 Pergolas	£5,782.71	£100
30 Vaults at Cemetery	£21,685.17	£100
ROTAVATOR-80CM(32")	£5,859.57	£100
George Browns - Supply of DW Tomlin 4m Harrows 4851-299	£6,713.56	£100
George Browns - Supply of Kubota XL300 Spreader 4851-299	£2,997.39	£100
George Browns - Supply of SISIS Intermediate Rake 4851-299	£1,443.92	£100
George Browns - Supply of SISIS Combi Rake 4851-299	£958.11	£100
Bomford Kestral EVO S Side Arm Flail Mower – Serial Number B231298 – Flail Head B231305	£39,054.96	£100
Ricoh 4504 Photocopier leased from Grenke Leasing Ltd	£2,100.00	£100
3g Sports Pitch	£1,050,000.00	£100
Portable Toilets	£10,500.00	£100
Toilets for Skate Park Event	£1,575.00	£100
Wessex RMX 620 GZ - Serial number 242703	£42,724.50	£100

Toilets	£10,500.00	£100
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The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£10,000
(b) in the private residence of any member or employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£10,000
(ii) in locked safes or strongrooms	£10,000
(iii) in locked receptacles other than safes or strongrooms	£500

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public liability

Limit of Indemnity: £15,000,000

Operative Endorsements: None

Part F – Hirers' liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and slander**Sum Insured**

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower**Operative Endorsements**

None

Part I – Motor vehicles

Insured Vehicle: All as described in
Persons Entitled to Drive: the Certificate of
Limitation as to Use: Motor Insurance

Cover: Section 23

A. Comprehensive

Excess : Section 23

Amount	Description
£ 150	Accidental Damage , Fire , Windscreen , Theft total loss
£ 250	Theft
£ Nil	Third party

Additional to any other **excess** which applies

Repair Limit: £Nil
Section 12

Damage to Property Limit:
£5,000,000 Applicable to any Commercial Vehicle, Minibus,
Agricultural Vehicle and Special Type
£50,000,000 Applicable to any Private Motor Car

Personal Effects Limit: £150
Section 13

Medical Expenses Limit: £250
Section 14

Additional Cover : Section 25

T. Continuing Hire Charges	Not Operative
U. Occasional Business Use	Not Operative
V. Loss of No Claim Discount/Excess	Not Operative
W. Hiring Charges	Not Operative
X. Termination Charges	Not Operative

Operative Endorsements:

None

Part J – Motor legal expenses and uninsured loss recovery

Limit of Indemnity:

£100,000 per insured incident

Operative Endorsements:

None

Part N – Fidelity guarantee

Persons Guaranteed:
All **members** and **employees**

Sum Guaranteed
£2,000,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal accident

The cover		
Category:	Insured Persons:	Operative Time:
A	Employees	Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of business
B	member	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
C	volunteer	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
D	key personnel as follows:	24 hours per day engaged in any activity worldwide not excluded from this cover.

Excesses	
Excesses:	Not applicable

Table of benefits				
Benefit:	Category:			
	A	B	C	D
1. Death	5.00 times annual earnings	£50,000.00	£50,000.00	£Nil
2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes)	5.00 times annual earnings	£50,000.00	£50,000.00	£Nil
3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech	5.00 times annual earnings	£50,000.00	£50,000.00	£Nil
3B. Total Loss of Hearing in one ear	25% of 3A	25% of 3A	25% of 3A	25% of 3A
4. Permanent Total Disablement	5.00 times annual earnings	£50,000.00	£50,000.00	£Nil

5. Permanent Partial Disablement	See section 2.16	See section 2.16	See section 2.16	See section 2.16
6. Paraplegia	£75,000 if 1 is £50,000 or more, otherwise £Nil	£75,000	£75,000	£Nil
7. Quadriplegia	£125,000 if 1 is £50,000 or more, otherwise £Nil	£125,000	£125,000	£Nil
8. Temporary Total Disablement	1.00 times weekly earnings	£50.00 per week	£50.00 per week	£Nil
9. Temporary Partial Disablement	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil
Benefit Period – temporary disablement	104 weeks	104 weeks	104 weeks	104 weeks
Deferment Period – temporary disablement	0 days	0 days	0 days	0 days
Operative endorsements				
Endorsement title:	Endorsement wording:			
1	Special Exclusion 2 of Section 3 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90			

Part P – Legal expenses**Insured Incidents:**

1. Employment Disputes and Compensation Awards	Operative
2. Legal Defence	Operative
3. Statutory Licence Appeal	Operative
4. Contract Disputes	Inoperative
5. Debt Recovery	Inoperative
6. Property Protection and Bodily Injury	Operative
7. Tax Protection	Operative

Limit of Indemnity: £200,000

Operative Endorsements: None



CORPORATE SERVICES COMMITTEE

Agenda Item 15

Date:	1st September 2025
Title:	Lone Worker SOS Device Report
Purpose of the Report:	To provide to members a report with information on Lone Worker Devices
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. RECOMMENDATIONS

- 1. To retrospectively agree to entering into a three year contract with Reliance, for two lone worker devices**
- 2. To approve entering into a three year contract with Reliance, for one lone worker device**

2. BACKGROUND

Members may recall an email was sent to the members of this committee on the 25th June 2025, highlighting the need to replace the Lone Worker SOS device, for the Community Gardener, that had been removed by Central Bedfordshire Council, as that members of staffs previous employer.

The email also included that whilst one would be purchased for the above position, another would be purchased for those working at events plus one more.

Two lone worker devices were purchased and although, following the email, the Community Gardener subsequently left the employ of the Town Council, the devices will still be used as stated.

Until the Community Gardener position is filled, one device has been temporarily allocated to the town council's cleaner. A new device will be ordered once the Community Gardener is appointed with the costs for the contract for the new device coming from Corporate Services Personnel/Staff Costs budget 192-4059 (Other Professional Fees).

3. INFORMATION

The primary advantage of these devices lies in the improved safety for council employees working in isolation. Lone worker devices provide immediate access to emergency assistance, GPS tracking for rapid response, fall detection and regular check-in capabilities. This technology significantly reduces response times during incidents and ensures employees feel secure when working alone in remote locations or during unsocial hours.

Entering into a three-year contract for lone worker devices presents significant advantages for the town council, combining enhanced safety measures with operational efficiency and cost-effectiveness.

A three-year contract typically offers substantial cost savings compared to annual renewals or shorter-term agreements. The extended commitment allows suppliers to provide more competitive pricing, while the council benefits from predictable budgeting over the contract period. This financial stability enables better long-term planning and resource allocation.

The contract demonstrates the council's commitment to fulfilling its duty of care obligations under health and safety legislation. This proactive approach to risk management helps protect against potential liability issues and shows due diligence in safeguarding employee welfare.

Many three-year contracts include provisions for device upgrades and software updates, ensuring the council benefits from technological improvements without additional capital investment. This maintains system effectiveness and keeps pace with evolving safety standards.

The three-year lone worker device contract represents a strategic investment in employee safety.

Members are advised that three providers were approached for costs and terms.

Whilst all three were similar in price, Reliance offered best value for money.

4. HRTC CORPORATE PLAN

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

4.5 Enhance the role of the council.

5. IMPLICATIONS

Corporate Implications

- Update Health and Safety Policy

Legal Implications

- Employers have a legal duty of care under the Health and Safety at Work Act 1974

Financial Implications

- Suitable budget provision.

Risk Implications

- This proactive approach to risk management helps protect against potential liability issues and shows due diligence in safeguarding employee welfare.

Equalities Implications

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

This report does not discriminate.

Climate Change Implications

There are no climate change implications arising from the recommendations

Press Contact

- There are no press implications.

6. CONCLUSION AND NEXT STEPS

The three-year lone worker device contract represents a strategic investment in employee safety.

To enter into a three contract with Reliance for an additional lone worker device once the Community Gardener position has been filled.

7. APPENDICES

None



CORPORATE SERVICES COMMITTEE

Agenda Item 16

Date:	1st September 2025
Title:	Governance Framework Report
Purpose of the Report:	To provide to members with information on potential changes to its governance framework
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. RECOMMENDATION

To consider changes/improvements to the Town Councils governance framework.

2. BACKGROUND

One of the actions within the Corporate Peer Challenge Action plan is for the Council to review its current governance framework and committee structure and consider other possible frameworks which may be better placed to support the Town Council in developing and progressing its strategic agenda, including extending the term of its committee chair and vice-chair.

Members are being asked what aspects of the town councils current governance framework is working well, and whether they see room for change/improvement.

3. SUGGESTIONS

For example, one option that members may like to consider is the establishment of a Strategic Policy Co-ordination Committee with the following Terms of Reference:

- Cross-committee policy alignment and review
- Long term strategic planning (beyond 4-year rolling programme)
- Performance monitoring and outcome measurement across all committees.

In regard to extending the term of committee chairs and vice-chairs. Extended terms can significantly enhance committee effectiveness however, this needs to be balanced against considerations like democratic rotation, which ensure fresh perspectives.

4. HRTC CORPORATE PLAN

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.

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

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendation.

Legal Implications

- There are no legal implications arising from the recommendation.

Financial Implications

- There are no financial implications arising from the recommendation.

Risk Implications

- There are no risk implications arising from the recommendation.

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 arising from the recommendation.

6. CONCLUSION AND NEXT STEPS

The review of the Town Council's governance framework presents an opportunity to enhance strategic coordination and improve long-term planning capabilities.

Members are being asked to provide direction on changes/improvements on its governance framework.

7. APPENDICES

None



CORPORATE SERVICES COMMITTEE

Agenda Item 17

Date:	1st September 2025
Title:	Staffing Forecast (Corporate Services) 2026-2031 Report
Purpose of the Report:	To provide to members a report on the proposed staff structure of the Corporate Services team.
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. RECOMMENDATIONS

- 1. To support the projected staff changes within the Corporate Services team for the years 2026-2027, and to recommend to the Staffing Committee these changes be included as part of the 2026-2027 budget setting process;**
- 2. To receive the staffing forecast for 2027-2031**

2. BACKGROUND

Section 4 of the Town Councils Corporate Plan 2024-2028, Management and Operations, details that the town council will improve the efficiency and effectiveness of the Town Council as the key local service provider by developing a 5-year financial and staffing plan. This report and forecast presents detail for 2026/27 and rolls forward the forecast to 2031 for the Corporate Services team.

The feedback from the Corporate Peer Challenge suggested the Town Council increase the council's staffing levels to deliver its corporate plan objectives. Members agreed to formulate a five year rolling staffing plan and for this plan to be reviewed on an annual basis.

Members will find attached a proposed five year Corporate Services staffing plan.

3. ISSUES FOR CONSIDERATION

2026-2027

- Appointment of part time Corporate Services officer
- Head of Corporate Services to take on the role of RFO.

2027-2028

- Increase in hours of the Finance Manager role.

2028-2029

- Currently no changes suggested.

2029-2030

- Reduction in hours of the Head of Corporate Services & RFO role
- Increase in hours of the Corporate Services Officer role (the increase of salary for this would be offset by the decrease in hours of the Head of CS & RFO role)
- Increase hours of the Finance Manager role to full time
- Increase hours of the Finance Support officer role

2030-2031

- Currently no changes suggested.

4. INFORMATION

Members will see the proposed staffing plan allows for some increase of hours for two particular roles, Finance Manager and Finance Support officer. Finance is an area of the Corporate Services team that will require further resources in the near future. This extra resource reflects increased financial management that supports the council's growth objectives.

Members will also see that the Head of Corporate Services is to take on the role of the Responsible Finance Officer (RFO). Whilst the Clerk is the proper officer and has also always been the Town Councils RFO, it is proposed, moving forward, the duties of the RFO be included as an additional role of Head of Corporate Services. Members will see that in order to support the Head of Service in undertaking these new duties, a Corporate Services officer role is proposed in 2026/27. In headline terms this role will include:

- Corporate governance and compliance oversight
- Committee administration
- Policy development and implementation
- Risk management
- Legal and regulatory compliance monitoring

These operational changes will free up significant time for the clerk to concentrate on essential, high-priority strategic projects outlined in the Corporate Plan, enabling more focused attention on initiatives.

Members are reminded the five-year rolling staffing plan is presented as a planning tool rather than a binding commitment. The projections will be reviewed annually and adjusted to reflect changes in council priorities, statutory requirements, financial resources, and operational needs.

5. HRTC CORPORATE PLAN

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

4.1 Develop a 5-year financial & staffing plan.

- 4.5 Enhance the role of the council.
- 4.6 To actively consider and weight the impact of new and existing initiatives and services.

6. IMPLICATIONS

Corporate Implications

- Risk Management Strategy update

Legal Implications

- Whilst not a legal implication, members are reminded to develop a three-year rolling financial budget as required by the Corporate Governance and Accountability Practitioners Guide

Financial Implications

- Sufficient budget provision.

Risk Implications

- Service delivery
- 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.

Climate Change Implications

There are no climate change implications arising from the recommendations

Press Contact

- There are no press implications.

7. CONCLUSION AND NEXT STEPS

The benefits of a five-year rolling staff plan:

- supports transparency when it comes to budgeting;
- enables systematic professional development, potentially through the Certificate in Local Council Administration (CiLCA) qualification, ensuring compliance expertise is maintained;
- provides predictable staffing cost projections for annual precept setting;
- supports the council with its statutory requirement to employ a Responsible Financial Officer. A rolling plan ensures continuity of this essential statutory role and helps identify succession needs well in advance.

Members are being requested to support the staff changes as outlined in the staffing plan 2026-2031

8. APPENDICES

Appendix A – Corporate Services Staffing Plan 2026-2031

HRTC 5 Year Staff Forecast 2024 / 2029

Appendix A

Key

Red New post in year
Green Change in post

2025/26	Tier 1 Town Clerk (FT)	Tier 2 Head Dem Services (FT) Head Corp Serv (28hrs)	Tier 3 Finance Officer Manager (21hrs)	Tier 4	Tier 5 Support Officer (Leadership) (15hrs) Administration Officer (20hrs) Cleaner Finance Support Officer (20hrs)
2026/27	Tier 1 Town Clerk (FT)	Tier 2 Head Dem Services (FT) Head Corp Serv & RFO (28Hrs)	Tier 3 Finance Manager (21hrs)	Tier 4 Corporate Services Officer (15hrs)	Tier 5 Support Officer (Leadership) (15hrs) Administration Officer (20hrs) Cleaner Finance Support Officer (20hrs)
2027/28	Tier 1 Town Clerk (FT)	Tier 2 Head Dem Services (FT) Head Corp Serv & RFO (28hrs)	Tier 3 Finance Manager (28hrs)	Tier 4 Corporate Services Officer (15hrs)	Tier 5 Support Officer Leadership (15hrs) Administration Officer (20hrs) Cleaner Finance Support Officer (20hrs)
2028/29	Tier 1 Town Clerk (FT)	Tier 2 Head Dem Serv (FT) Head Corp Serv & RFO (28hrs)	Tier 3 Finance Manager (28hrs)	Tier 4 Corporate Services Officer (15hrs)	Tier 5 Support Officer Leadership (15hrs) Administration Officer (20hrs) Cleaner Finance Support Officer (20hrs)
2029/30	Tier 1 Town Clerk	Tier 2 Head Dem Serv	Tier 3	Tier 4	Tier 5 Support Officer Leadership (15hrs) Administration Officer (20hrs) Cleaner

HRTC 5 Year Staff Forecast 2024 / 2029

	Head Corp Serv &RFO (21hrs)	Finance Manager (FT)	Corporate Services Officer (22hrs)	Finance Support Officer (28hrs)
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2030/31	Tier 1 Town Clerk	Tier 2 Head Dem Serv	Tier 3	Tier 4	Tier 5 Support Officer Leadership (15hrs) Administration Officer (20hrs) Cleaner
		Head Corp Serv &RFO (21hrs)	Finance Manager (FT)	Corporate Services Officer (22hrs)	Finance Support Officer (28hrs)



CORPORATE SERVICES COMMITTEE

Agenda Item 18

Date:	1st September 2025
Title:	Financial Forecast 2026-2030 Report
Purpose of the Report:	To provide to members a report on the proposed financial forecast of the Corporate Services team.
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. RECOMMENDATIONS

- 1) **To consider and comment on the draft budget for financial year 2026-2027 for Corporate Services budget responsibilities**
- 2) **To note the budget forecast figures for financial years 2027 to 2030**

2. BACKGROUND

Section 4 of the Town Councils Corporate Plan 2024-2028, Management and Operations, details that the town council will improve the efficiency and effectiveness of the Town Council as the key local service provider by developing a 5-year financial and staffing plan. Using the basis of the financial forecast presented in 2024/25, this report and forecast presents detail for 2026/27 and rolls forward the forecast to 2030 for the Corporate Services team.

Members will find attached a proposed five year Corporate Services financial plan.

3. ISSUES FOR CONSIDERATION

Draft budget 2026-2027

- 101-1096 Interest/dividends received is based on interest received from the CCLA Deposit Fund. Should the Town Council invest in other opportunities, this figure may vary
- 101-4061 Financial Management Fees, if members decide to invest via an investment management company, there is likely to be a figure of approx £15,000 to be taken from this budget heading.
- 192-4001 Staff Salaries – Includes the appointment of new Corporate Services Officer post.
- 199-4805 Corporate Services Capital – A figure of £1,000 per Member has been suggested here for new IT equipment.

Members are advised that revenue costs have been increased by 4%, year on year, where they relate to normal revenue items.

2027-2030 Financial Forecast (extended to include financial year 2029-2030)

Members are reminded that these are forecasted figures, and the council retains the flexibility to adjust annual budget allocations as needed during each year's budget-setting process.

4. HRTC CORPORATE PLAN

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

- 4.1 Develop a 5-year financial & staffing plan.
- 4.5 Enhance the role of the council.
- 4.6 To actively consider and weight the impact of new and existing initiatives and services.

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the report.

Legal Implications

- Under the following legislation, Local Government Finance Act 1992, s.41, local councils have a statutory power to precept (tax) their local electors in their areas to finance the activities that flow from the exercise of their discretionary powers and subsequent legal obligations.

Financial Implications

- Sufficient budget provision to enable the exercise of the councils discretionary powers and legal obligations.

Risk Implications

- Service delivery
- 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.

Climate Change Implications

There are no climate change implications arising from the report

Press Contact

- There are no press implications.

6. CONCLUSION AND NEXT STEPS

A five-year rolling budget allows the council to plan beyond the immediate annual cycle, enabling strategic decision-making that aligns with the town's long-term goals. This approach helps councillors see how current spending decisions impact future years and ensures continuity of important projects across electoral cycles.

7. APPENDICES

Appendix A – Draft budget financial year 2026/2027 and budget forecast figures for financial years 2027 to 2030

Appendix A

Committee	Cost Centre	Code description	Code	Cost centre description	Budget 2025/26	Actual Year to date	Predicted spend 2025/26	Variance Budget & Actual	Justification for 2025/26 Budget	Draft 2026/27 Budget	Justification for 2026/27 Budget	Possible Savings / Use of Reserves	Implications	Agreed 2026/27 Budget	Budget Forecast 2027/28 - Year 2	Budget Forecast 2028/29 - Year 3	Budget Forecast 2029/30 - Year 4	Budget Forecast Notes
Corporate Services Committee																		
	101	Corporate Management																
			1076	Precept	-£ 1,660,722	-£ 1,660,722	-£1,660,722	£0	2026/27	£1,727,151					£1,796,237	£1,868,086	£1,942,810	Increased by 4% / annum
			1096	Interest / dividends received	-£ 50,000	£ 40,806	-£120,000	£70,000	Bank interest £100/month - £1,200 No CCLA Property Fund dividends as account is closed. CCLA Deposit Fund variable £2,000-£4,000 per month (this has been received in the first 6 months of 24/25 but due to timings it doesn't account for the additional interest likely to be received from the additional £600k deposit made from the Property fund).	£100,000	Bank interest £100/month - £1,200 CCLA Deposit Fund in excess of £10,000 per month since s106 monies deposited.		Bank interest £100/month - £1,200 CCLA Deposit Fund variable currently £10,000/month.		£100,000	£100,000	£100,000	
										£1,827,151					£1,896,237	£1,968,086	£2,042,810	
			4051	Bank & loan charges	£ 1,000	£ 247	£1,000	£0	Budget used for bank and loan charges and card machine charges Bankline charges £20/mth fee, £30/mth transaction charges, Sumup £20/mth	£1,000	Bankline total charges average £50/month SumUp fees £20/month				£1,000	£1,000	£1,000	
			4056	Audit fees	£ 3,200	£ -	£3,200	£0	Budget used for internal audit (interim and year end, total £1100) and external year end audit (£2100). SAAA secured external audit arrangements for a 5 year period from 2022/23 to 2026/27.	£3,200	Budget used for internal audit (interim and year end, total £1100) and external year end audit (£2100). SAAA secured external audit arrangements for a 5 year period from 2022/23 to 2026/27.				£3,500	£3,500	£3,500	Increase in year 2 due to new long term agreement likley to be in place.
			4057	Accountancy & Software	£ 8,500	£ 3,832	£8,500	£0	Yearend close down and financial statements £1300 - TBC early Dec by DCK VAT Partial Exemption calculation by DCK £225 - TBC early Dec by DCK Software – fees by Harris / Rialtas Omega software licence & support (includes Cashbook (£555) Sales Ledger (£222), Purchase Ledger (£222), Purchase Order processing (£222)) = £1221 Cemetery software licence & support £415 Allotment software licence & support £249 Making Tax Digital for VAT £110 annual arrangement Rialtas Cloud £1650 Design Software £100 Playground inspection ap £1235 Smartlog £550 - supplier increase from December 2025 Cloudy IT Ranger App £1370	£9,000	Yearend close down and financial statements £1300 - TBC early Dec by DCK VAT Partial Exemption calculation by DCK £225 - TBC early Dec by DCK Software – fees by Harris / Rialtas Omega software licence & support (includes Cashbook, Sales Ledger, Purchase Ledger & Purchase Order processing = £1332 Cemetery software licence & support £460 Allotment software licence & support £280 Making Tax Digital for VAT £125 annual arrangement Rialtas Cloud £2000 Design Software £105 Playground inspection app £1250 Smartlog £550 Cloudy IT Ranger App £1410			£9,360	£9,734	£10,124	Increased by 4% / annum	
			4061	Financial Management Fees				£0		£15,000	Appointment of Investment Management company				£15,000	£15,000	£15,000	
	102	Democratic Representation & Management																
			4008	Training – members	£ 1,000	£ 550	£1,000	£0	Allows for £80 per member for training for the year. Training would include BATPC •New Cllr induction •Cllr refresher •Finance •Chairmanship 1, 2, 3 •General power of competence •Staff appraisal Other •Code of Conduct •Being a good employer •Officer members relationships •Safeguarding	£1,100	Allows for £80 per member for training for the year. Training would include BATPC •New Cllr induction •Cllr refresher •Finance •Chairmanship 1, 2, 3 •General power of competence •Staff appraisal Other •Code of Conduct •Being a good employer •Officer members relationships •Safeguarding			£1,144	£1,190	£1,237	Increased by 4% / annum	
			4009	Travel	£ 350	£ 202	£350	£0	Covers member travel to training and conferences and mayoral travel for civic duties.	£364	Covers member travel to training and conferences and mayoral travel for civic duties.				£379	£394	£409	Increased by 4% / annum
			4020	Misc. establishment costs	£ 400	£ 184	£400	£0	Budget covers minor unexpected expenditure £400.	£416	Budget covers minor unexpected expenditure £400				£433	£450	£468	Increased by 4% / annum

Committee	Cost Centre	Code description	Code	Cost centre description	Budget 2025/26	Actual Year to date	Predicted spend 2025/26	Variance Budget & Actual	Justification for 2025/26 Budget	Draft 2026/27 Budget	Justification for 2026/27 Budget	Possible Savings / Use of Reserves	Implications	Agreed 2026/27 Budget	Budget Forecast 2027/28 - Year 2	Budget Forecast 2028/29 - Year 3	Budget Forecast 2029/30 - Year 4	Budget Forecast Notes
			4024	Subscriptions	£ 3,503	£ 3,544	£3,900	-£397	Subscriptions covers the council's membership as follows (based on 24/25 prices) with an increase in budget allowing for an inflationary increase: Society of Local Council Clerks (SLCC)£565 Bedfordshire Association of Town & Parish Councils (NALC)£2,320 Institute of Cemetery and Crematorium Management£105 Information Commissioners Officer (ICO)£55 National Allotment Association £70 Campaign to Protect Rural England (CPRE)£60 Local Government Association £580 Association of Democratic Services £55	£4,000	Subscriptions covers the council's membership as follows (based on 25/26 prices) with an increase in budget allowing for an inflationary increase: Society of Local Council Clerks (SLCC)£590 Bedfordshire Association of Town & Parish Councils (NALC)£2,390 Institute of Cemetery and Crematorium Management£110 Information Commissioners Officer (ICO)£55 National Allotment Association £75 Campaign to Protect Rural England (CPRE)£63 Local Government Association £600 Association of Democratic Services £57				£4,160	£4,326	£4,499	Increased by 4% / annum
			4059	Other Professional fees	£ -			£0	Allows for printing of the Corporate Plan for circulation at key locations.						£0	£1,200	£0	To tie in with publication of next Corporate Plan
			4104	Hospitality	£ 250	£ 271	£271	-£21	Covers council hospitality i.e. refreshments at significant mtgs, seasonal civic events etc.	£260	Covers council hospitality i.e. refreshments at significant mtgs, seasonal civic events etc.				£270	£281	£292	Increased by 4% / annum
			4131	Election costs	£ 6,000	£ -	£6,000	£0	Town Council election May 2023, £21,080. Budget to be transferred to EMR Elections	£6,240	To build up a fund to finance the next full council election or by-election				£6,490	£6,749	£7,019	Increased by 4% / annum
	190	Central Services																
			1091	Income Misc.	£0	£0	£29	£29	Ad hoc income including Chamber lettings	£0	Ad hoc income including Chamber lettings							
			4007	Conference costs	£ 1,300		£1,300	£0	The clerks / senior officer attendance at sector specific conferences supports ongoing training and mentoring support and helps to ensure the clerk / senior officers are up to date with current legislation and good practice. The agreed budget allows for the attendance of 1 Senior officer at SLCC National Conference (£600) and the SLCC Practitioners conference (£600)	£1,300	The clerks / senior officer attendance at sector specific conferences supports ongoing training and mentoring support and helps to ensure the clerk / senior officers are up to date with current legislation and good practice. The agreed budget allows for the attendance of 1 Senior officer at SLCC National Conference (£600) and the SLCC Practitioners conference (£600)		Facilitates SMT attendance at one conference only.		£1,352	£1,406	£1,462	Increased by 4% / annum
			4008	Training – officers	£ 3,400	£ 1,682	£3,400	£0	Budget may cover: CiLCA training £500 First aid training £1000 Safeguarding training £1400 Health & Safety £1000 Management / leadership training £1000	£4,000	Increase budget to cover increase in staff numbers				£4,160	£4,326	£4,499	Increased by 4% / annum
			4009	Travel	£ 350	£ 11	£100	£250	Car and train travel.	£350	Car and train travel.				£364	£379	£394	Increased by 4% / annum
			4011	Rates	£ 8,950	£ 8,982	£8,982	-£32	23/24 Actual was £7466. Increase of £747 in 24/25. Predict same increase for 25/26 onwards	£9,729					£10,118	£10,523	£10,944	Increased by 4% / annum
			4012	Water Rates	£ 1,144	£ 138	£1,100	£44	Predicted spend in 2024/25 under estimated.	£1,144					£1,190	£1,237	£1,287	Increased by 4% / annum
			4014	Electricity	£ 2,080	£ 631	£2,000	£80	To cover a 5% increase in energy prices	£2,080					£2,163	£2,250	£2,340	Increased by 4% / annum
			4015	Gas	£ 728	£ 761	£1,000	-£272		£2,000					£2,080	£2,163	£2,250	Increased by 4% / annum
			4017	Health & Safety	£ 500	£ 345	£500	£0	Used for ad hoc health and safety matters.	£550	Increase proposed to cover additional staff				£572	£595	£619	Increased by 4% / annum
			4020	Misc. Establishment Costs	£ 750	£ 216	£1,300	-£550	Increase in supply costs of paper towels and toilet rolls	£1,350					£1,404	£1,460	£1,519	Increased by 4% / annum
			4021	Communications	£ 10,000	£ 2,967	£10,000	£0	Mobiles, land line users and yearly costs Mobiles Mobile Contract & charges approx. £6600/annum Landline: Telephone Support £300 Telephone License £225 Landline charges re alarms £2400/annum Broadband at Green Pavilion to support Youth Café £200/year Broadband at Workshop £200/year Increase suggested to cover additional staff members	£10,000	Mobiles, land line users and yearly costs Mobiles Mobile Contract & charges approx. £6600/annum Landline: Telephone Support £300 Telephone License £225 Landline charges re alarms £2400/annum Broadband at Green Pavilion to support Youth Café £200/year Broadband at Workshop £200/year Increase suggested to cover additional staff members				£10,400	£10,816	£11,249	Increased by 4% / annum
			4022	Postage	£ 1,500	£ 239	£1,500	£0	Franking Machine lease £300 per annum On average, comparing to 23/24 and 24/25, £1,100 postage gets downloaded. Christmas cards have an impact. Also, price increase during 24/25. postage £700 / annum	£1,560	Franking Machine lease £300 per annum On average, £1,100 postage gets downloaded. Christmas cards have an impact. Also, predicted price increase during 25/26.				£1,622	£1,687	£1,755	Increased by 4% / annum
			4023	Stationery	£ 400	£ 61	£500	-£100	General stationery costs	£400	General stationery costs				£416	£433	£450	Increased by 4% / annum
			4025	Insurance	£ 17,000	£ 17,852	£18,000	-£1,000	Current long term contract expires 31st May 2029.	£18,500	Long term agreement expires 31st May 2029. Inrease by 4% plus an increase in premium to cover an increase of Fidelity Guarantee to £5m.				£19,240	£20,010	£20,810	Increased by 4% / annum
			4026	Computer Costs	£ 8,500	£ 1,125	£8,500	£0	IT support charges 24/25: Managed Service Support Contract – £ 1,900p.a. Office 365 Licenses £942 (Cllrs) + £1,854 (staff) =£2,796 Cove Cloud (previously known as SolarWinds) Offsite Backup - £600p.a.Domain renewal and hosting £60 Total £5356 Gov.uk domain name £500 Budget for 2 new or replacement laptops Mapping service / access to maps (£2000) Anti-Virus £662	£9,840	Increase of the 25/26 budget by 4% Budget for one new laptop for the Corporate Services Officer				£10,234	£10,643	£11,069	Increased by 4% / annum

Committee	Cost Centre	Code description	Code	Cost centre description	Budget 2025/26	Actual Year to date	Predicted spend 2025/26	Variance Budget & Actual	Justification for 2025/26 Budget	Draft 2026/27 Budget	Justification for 2026/27 Budget	Possible Savings / Use of Reserves	Implications	Agreed 2026/27 Budget	Budget Forecast 2027/28 - Year 2	Budget Forecast 2028/29 - Year 3	Budget Forecast 2029/30 - Year 4	Budget Forecast Notes
			4027	Photocopier Charges	£ 1,600	£ 612	£1,800	£-200	Copier contract now £128/quarter rental fixed = £512p.a.	£1,872	More promotional material being produced in house. Additional events.				£1,947	£2,025	£2,106	Increased by 4% / annum
			4031	Advertising	£ 500	£ -	£0	£500	Employment vacancy advertising Mediums used are: website, social media & Indeed which are all free platforms for advertising, good responses have been received using the aforementioned cost free means of advertising, however a figure remains to allow for paid advertising if a poor response is received.	£500	Employment vacancy advertising Mediums used are: website, social media & Indeed which are all free platforms for advertising, good responses have been received using the aforementioned cost free means of advertising, however a figure remains to allow for paid advertising if a poor response is received.		Advertising restricted to online advertising only.		£520	£541	£562	Increased by 4% / annum
			4036	Property maintenance	£ 1,000	£ 850	£1,000	£0	Upkeep of council offices	£1,040	Increase of 4%				£1,082	£1,125	£1,170	Increased by 4% / annum
			4038	Maintenance contracts	£ 700	£ 130	£600	£100	PAT testing £150, alarm monitoring £150, Emergency light testing £200. Fire extinguisher testing £100	£700	Increase in servicing costs				£728	£757	£787	Increased by 4% / annum
			4042	Equipment repairs and maintenance	£ 500	£ 130	£500	£0	Budget required to cover ad hoc repairs and maintenance.	£500	Budget required to cover ad hoc repairs and maintenance.				£520	£541	£562	Increased by 4% / annum
			4059	Other professional fees	£ 13,250	£ 5,246	£13,250	£0	£5000 Unauthorised encampments (approx. 2 encampments) £8000 professional services to support projects such as asset transfers and / or development of community hall projects £250 Silver accreditation Local Council award scheme	£13,250	£5000 Unauthorised encampments (approx. 2 encampments) £8000 professional services to support projects such as asset transfers and / or development of community hall projects £250 Silver accreditation Local Council award scheme		25/26 or 26/27 budget could be reduce depending on when the Local Council award project is progressed.		£13,780	£14,331	£14,904	Increased by 4% / annum
			4992	Trf from EMR 330						-8000		£-8,000	Use of EMR to support community asset tranfers		-8320	-8652.8	-8998.912	
	192	Personnel / Staff Costs																
			4001	Staff salaries	£ 252,000	£ 74,713	£222,000	£30,000		£245,000	Predicted costs in 2026/27 (includes predicted pay award similar to that of 25/26). Staff in the Corporate Services Team inc: Clerk, Head of Corporate Services & RFO Head of Democratic Services, Finance Manager, Finance Support Officer, Corporate Services Officer - new post Support Officer (Leadership) Administration Officer Cleaner				£254,800	£264,992	£275,592	Staff forecast -increased by 4% / annum
			4002	Employers NI	£ 30,240	£ 9,314	£30,240	£0	NI is 15% on earning above £175 per week from April 2025	£36,750					£38,220	£39,749	£41,339	Staff forecast - increased by 4% / annum
			4003	Employers Superannuation	£ 67,536	£ 19,921	£67,536	£0	Superannuation is 26.8% of salaries.	£65,660					£68,286	£71,018	£73,859	Staff forecast - increased by 4% / annum
			4005	Staff Overtime	£ 2,500	£ 956	£2,500	£0	Staff are entitled to be paid overtime, for clerking council meetings, it is up to the employee if they choose to take TOIL or be paid. Therefore, there should be enough budget to cover this expenditure.	£2,750					£2,860	£2,974	£3,093	Increased by 4% / annum
			4059	Other professional fees	£ 7,500	£ 3,100	£7,500	£0	£2,000 Annual Payroll £1,000 Staff support costs £2,800 HR support £300 HR presence at Clerks appraisal £1,000 miscellaneous £500 Employee Assistance Programme	£7,500	£2,000 Annual Payroll £1,000 Staff support costs £2,800 HR support £300 HR presence at Clerks appraisal £1,000 miscellaneous £500 Employee Assistance Programme £125 Lone Worker Device contract				£7,800	£8,112	£8,436	Increased by 4% / annum
	199	Corp Ser Capital	4805	CAP - New Equipment inc IT	£ -	£ -	£0	£0		£14,000	IT equipment for Councillors (Laptop/Tablet) £1,000 x 14							
Total					£ 458,131		£429,758	£28,373		£484,905				£ -	£489,273	£509,264	£527,607	