



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

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

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25<sup>th</sup> November 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 1<sup>st</sup> December 2025 at 7.00pm.**

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

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

**Clare Evans**  
Town Clerk

**THIS MEETING MAY  
BE RECORDED \***

## Agenda

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

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

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

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

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

*\*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.*

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

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

#### 4. MINUTES

*Pages 6 – 13*

To approve the Minutes of the meeting held on 1<sup>st</sup> September 2025.

**Recommendation: To approve the Minutes of the meeting held on 1<sup>st</sup> September 2025 and for these to be signed by the Chairman.**

#### 5. INCOME AND EXPENDITURE REPORT

*Pages 14 - 18*

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

#### 6. BANK AND CASH RECONCILIATION STATEMENTS

*Pages 19 – 21*

Members are requested to receive the monthly bank and cash reconciliation statements for August, September and October 2025.

**Recommendation:**

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

#### 7. LIST OF PAYMENTS

*Pages 22 – 33*

Members will find a list of payments for the period August, September and October 2025. (inclusive).

*This report is provided for information.*

#### 8. INVESTMENT REPORT

*Pages 34 – 41*

This report is provided in accordance with the approved Committee Functions, Financial Regulation 12 and Banking Arrangements, Investment Strategy & Investment Arrangements.

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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**

## 9. INVESTMENT WORKING GROUP

*Pages 42 – 53*

Members will find attached minutes from the Investment Working Group meetings held on the 13<sup>th</sup> October 2025 and 12<sup>th</sup> November 2025.

Members are reminded that recommendations arising from draft minutes may be submitted to the Corporate Services Committee for consideration prior to the formal approval of the minutes.

**Recommendations:**

- 1) **To agree to the Town Council entering into a three-year contract with Arlingclose Treasury Services;**
- 2) **To recommend to Council the use of general reserves to fund this service for the remaining 2025/2026 financial year and to ensure suitable budgetary provision is made for future years.**

## 10. EXISTING CONTRACTS

*Pages 54 - 59*

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

Members will find a list attached.

*This report is provided for information.*

## 11. BEDFORDSHIRE PENSION FUND – HRTC EMPLOYER RESULTS SCHEDULE

*Page 60 – 74*

Members will find attached a summary of the preliminary results of the Bedfordshire Pension Fund actuarial valuation. The purpose of the valuation is to set appropriate pension contribution rates for each employer for the period from 1<sup>st</sup> April 2026 to 31<sup>st</sup> March 2029.

Members will note the change to the contribution rates whereby the secondary rate was calculated as a percentage; however, from the 1<sup>st</sup> April 2026 onwards the secondary percentage rate is being replaced with a fixed sum.

Members are advised this change will be reflected in the draft 2026/2027 budget.

*This report is provided for information.*

## 12. VAT RETURN

*Pages 75 – 78*

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 a copy of the VAT Returns for quarter 2 for financial year 2025/2026.

*This report is provided for information.*

## 13. HEALTH & SAFETY AT WORK POLICY

*Pages 79 - 86*

Members will find attached an amended Health & Safety at Work Policy. Amendments have been made to reflect changes in line management responsibilities as well as now referring to the Kitchen Garden.

Apart from these minor amendments it is considered this policy remains fit for purpose.

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

## 14. SOCIAL MEDIA POLICY & IT POLICY UPDATES

*Pages 87 - 125*

Members are being requested to review and recommend for approval the Town Council's Social Media and IT policies.

Members will find a report and revised policies attached.

**Recommendations:**

- 1) **To recommend to Town Council the adoption of the Town Councils Social Media Policy**
- 2) **To recommend to Town Council the adoption of the Town Councils IT Policy**
- 3) **To recommend these policies be presented to Town Council at the meeting to be held on the 15th December 2025**

## 15. HR SOFTWARE

*Pages 126 - 128*

Members are being requested to consider the purchase of HR administration software.

Members will find a report attached.

- Recommendations:**
- 1) To agree to the Town Council entering into a contract for the provision of HR administration software at a current cost of £3500.
  - 2) To request Town Council agrees to the use of General Reserves to fund this service and to request suitable budget provision is made during future budget setting processes.

**16. EXCLUSION OF PRESS AND PUBLIC**

- Staff salaries 2026/2027

**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.

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**HOUGHTON REGIS TOWN COUNCIL**  
**Corporate Services Committee**  
**Minutes of the meeting held on**  
**1<sup>st</sup> September 2025 7.00pm.**

Present: Councillors: D Jones Chairman  
E Billington  
J Carroll  
E Costello  
W Henderson  
C Rollins

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

Public: 2

Apologies: Councillor: M Herber

**13315 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr Herber.

**13316 QUESTIONS FROM THE PUBLIC**

None.

**13317 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**13318 MINUTES**

To approve the Minutes of the meetings held on 9<sup>th</sup> June 2025.

**Resolved: To approve the Minutes of the meeting held on 9<sup>th</sup> June 2025 and for these to be signed by the Chairman.**

**13319 COMMITTEE WORKPLAN 2025-2026**

Members were reminded that the committee workplan for the municipal year 2025/2026 had been approved at the meeting held on the 9<sup>th</sup> June 2025.

Members were provided with, and noted, the updated committee workplan.

**13320 INCOME AND EXPENDITURE REPORT**

Members were provided, for information, an income and expenditure report highlighting significant variances, for Corporate Services Committee to date.

### 190-4015 Gas

Members were informed at the Corporate Services meeting held on the 2<sup>nd</sup> 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 factors, this budget would therefore be significantly overspent by the end of the financial year.

Members requested that adequate budget provision be included in the 2026-2027 budget forecast based on actual gas consumption data from 2025-2026.

## 13321 BANK AND CASH RECONCILIATION STATEMENTS

Members received the monthly bank and cash reconciliation statements for May, June and July 2025.

**Resolved:**

- 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.**

## 13322 LIST OF PAYMENTS

The Internal Auditor had made the following observation:

*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.*

In order to comply with this observation, Members were provided with a list of all payments made for April, May, June and July 2025.

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

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

**13323 INVESTMENT REPORT**

This report was 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.

Members received information from CCLA notifying the Town Council of some changes taken place to the Public Sector Deposit Fund which were taking effect from 1<sup>st</sup> September 2025. This change was in regard to the minimum initial investment. The minimum initial investment had been revised to £1m: however, as an existing investor this minimum did not apply to the Town Council.

In addition to the above, Members also received an announcement from CCLA's Chief Executive that, subject to regulatory approval, CCLA was being acquired by Jupiter Investment Management Group Limited (Jupiter), a leading European investment manager. Included within this announcement were some questions and answers. Members noted that a webinar was planned for some time in September and it was proposed that the invitation to attend would be extended to the Chair of Corporate Services.

**Resolved: To note the report**

**13324 INVESTMENT REVIEW REPORT**

Members were provided with the Investment Review Report detailing investment opportunities for consideration by the committee.

The following options were suggested to Members:

- Continue to invest with CCLA
- Utilise the service of a financial advisor
- Fixed term deposits with the Governments Debt Management Account Deposit Facility (DMADF)

Or a mixture of all or any of the above

Members were advised many organisations were unwilling to supply information regarding interest rates as it is believed that interest rates were not stable and thereby could not be counted on to remain as supplied. Members agreed, however, that there appeared to be no significant gain to be made to opening a savings account that required the town council to have to transfer all of its banking.

The three priorities for investments were:

- Security of reserves

- The liquidity of any investment
- Yield obtained from any investment

Following discussions, Members agreed the following actions:

- to make a deposit of £250,000 into the DMADF for 6 months in order to diversify investment and track performance;
- to seek to appoint a financial advisor;
- to establish an Investment Working Group, which would seek and evaluate new investment opportunities and provide recommendations to the Corporate Services Committee.

It had been proposed that the Investments Working Group should comprise of three members of the Corporate Services Committee. Members suggested members of other committees, with relevant expertise, might also form part of the working group. Councillor Jones, Councillor Carroll and Councillor McMahan (who attended the meeting virtually) volunteered to form the working group.

Members requested the Head of Corporate Services amend the wording of the Investment Working Group terms of reference to include to councillors not on the Corporate Services Committee.

**Resolved:**

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

### **13325 REVIEW OF CHARGES 2026/2027**

Financial Regulation 13.2 stated:

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 were provided with a list of charges for 2025/26 which were under the control of the committee. Members agreed to approve applying the same charges for 2026/27.

**Resolved:** **To approve the charges for 2026/2027.**

### **13326 REVIEW OF TOWN COUNCIL MEMBERSHIP TO OTHER BODIES**

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

Members were provided with a list attached detailing fees paid for financial year 2025-2026 and indicative fees for financial year 2026-2027.

**13327 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 quarter 1 for financial year 2025/2026.

**13328 INSURANCE COVER 2025-2026**

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

Members were reminded that the Town Council was in a long-term agreement with Zurich Municipal until the 31<sup>st</sup> May 2027.

Members were provided with a copy of insurance cover for the period 1<sup>st</sup> June 2025 to 31<sup>st</sup> May 2026, along with a report on the current and appropriate level of Town Council Fidelity Guarantee cover.

The Head of Corporate Services assured Members that the controls currently in place meant the capacity to defraud was minimal. Taking this into consideration, Members were invited to consider whether they wished to maintain the current level of cover or increase the level to the next band.

Members agreed to increase the Town Councils Fidelity Guarantee cover to £5m and acknowledged the increase of cover would cause this budget to be overspent.

- Resolved:**
- 1. To confirm arrangement of insurance cover for the period 1<sup>st</sup> June 2025 to 31<sup>st</sup> May 2026;**
  - 2. To approve the appropriate level of Town Council Fidelity Guarantee cover to £5million.**

**13329 LONE WORKER DEVICE**

Members were provided with a report detailing contracts entered into for lone worker devices. It was acknowledged that lone worker devices were a necessity and that the contracts should therefore be approved.

- Resolved:**
- 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.**

### **13330 GOVERNANCE FRAMEWORK**

One of the actions within the Corporate Peer Challenge Review (CPCR) action plan was 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.

In order to implement the CPCR suggested action, it was proposed that a Strategic Policy Co-ordination Committee be established. Members highlighted that this proposal had been put forward at the December 2025 meeting of the Town Council (Minute 13071) and had been declined. Members agreed that this decision should stand.

Members discussed the alternative frameworks proposed, including a leader and cabinet system; however, it was felt that this was unlikely to be a satisfactory option under the Town Council's current structure.

It was agreed that a decision regarding the governance framework should be revisited at a later date. Members did not propose or second the recommendation 'To consider changes/improvements to the Town Councils governance framework' which was therefore not carried.

### **13331 STAFFING FORECAST 2026-2031**

Members were provided with a report on the proposed five-year Corporate Services staffing plan.

**Resolved:**

- 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**

### **13332 BUDGET REQUESTS 2026/2027**

Members were provided with the officer draft budget for 2026/27 along with budget forecast figures for financial years 2027 to 2030.

The draft budget reflected ongoing budgetary commitments, along with anticipated increase in budgetary commitments arising from an increase in staff resources. The draft budgetary forecast figures had 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.

Members were requested to consider and comment on the information provided. The following observations were made:

- The stated CCLA interest rate was a conservative figure and would likely be exceeded; however, it was agreed that it was sensible to underestimate the income.
- The treatment of earmarked reserves was noted. The amount allocated towards legal costs would arise from the transfer of assets and would ultimately be allocated against those headings.
- It would be more appropriate for the proposed expenditure on IT equipment to fall under the 2027/2028 budget when a new council, and possibly additional councillors, would be in place.

**Resolved:**    **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.**

### **13333 EXCLUSION OF PRESS AND PUBLIC**

Members voted on the exclusion of the press and public:

Proposed by: Cllr E Costello                      Seconded by: Cllr W Henderson

Votes in favour: 6

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

### **13334 PROTOCOL FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE OR LOCAL HOLDER OF HIGH OFFICE.**

Members were provided with a revised protocol which was to be followed when marking the death of a senior national figure or local holder of high office.

Members highlighted that the document referenced the ‘serving Member of Parliament for South West Bedfordshire’ but should state the ‘serving Member of Parliament for Dunstable and Leighton Buzzard’. The Head of Corporate Services confirmed this would be amended.

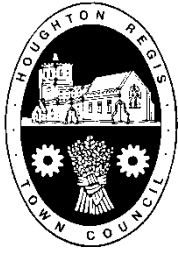
**Resolved:**    **To recommend to Town Council the adoption of the Town Councils marking the Death of a Senior National Figure or Local Holder of High Office protocol.**

**The Chairman declared the meeting closed at 8.38 pm**

**Dated this 1<sup>st</sup> day of December 2025**

**Chairman**

DRAFT



## **CORPORATE SERVICES COMMITTEE**

## **Agenda Item 5**

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<b>Date:</b>	<b>1<sup>st</sup> December 2025</b>
<b>Title:</b>	<b>Income &amp; Expenditure Report</b>
<b>Purpose of the Report:</b>	<b>To provide members with the Income &amp; Expenditure report highlighting significant variances, for Corporate Services Committee to date.</b>
<b>Contact Officer:</b>	<b>Andrew Gaudion, Finance Manager</b>

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### **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**

#### **101-1096 Interest & Dividends Received**

There is current favourable variance of £38,634 due to a higher than budgeted figure. Due to Section 106 monies received from CBC the Town Council is holding (to date) £4.569m in the CCLA Deposit Fund Account.

#### **101-4056 Audit Fees**

This was an accrual figure at year-end. The invoice from Mazars is still awaited. Due to a necessary amendment to the AGAR, with an additional fee, the amount of £40 will show as a balance on the account after the invoice has been paid.

#### **102-4009 Travel**

Mayoral travel expenses have increased this year. An amount £108.45 paid in August was due to a backlog of payment requests not having been received for the period June-August.

102-4104 Hospitality Allowance – Included is a cost of £184.20 for the hire of All Saints View for the Annual Town's Meeting. This has caused an adverse variance.

#### 190-4015 Gas

Members were informed at the Corporate Services meeting held on the 2<sup>nd</sup> 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 this 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.

#### 190-4059 Other Professional Fees

This will be very much overspent due to Market Policy Legal Advice, BRCC support with Community Governance Review and Project H Design Services. Architectural fees for Project H, alone, amount to £20,950.

### 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

06/11/2025

## Houghton Regis Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 06/11/2025

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Corporate Management</u>								
1076 Precept received	0	1,660,722	1,660,722	0			100.0%	
1096 Interest & Dividends Received	16,784	88,634	50,000	(38,634)			177.3%	
Corporate Management :- Income	<b>16,784</b>	<b>1,749,356</b>	<b>1,710,722</b>	<b>(38,634)</b>			<b>102.3%</b>	<b>0</b>
4051 BANK & LOAN CHARGES	0	404	1,000	596		596	40.4%	
4056 AUDIT FEES	0	(2,520)	3,200	5,720	399	5,321	(66.3%)	
4057 ACCOUNTANCY & SOFTWARE	0	3,832	8,500	4,668	769	3,899	54.1%	
Corporate Management :- Indirect Expenditure	<b>0</b>	<b>1,716</b>	<b>12,700</b>	<b>10,984</b>	<b>1,168</b>	<b>9,816</b>	<b>22.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>16,784</b>	<b>1,747,640</b>	<b>1,698,022</b>	<b>(49,618)</b>				
<u>102 Democratic Rep'n &amp; Mgmt</u>								
4008 TRAINING/COURSES	0	550	1,000	450		450	55.0%	
4009 TRAVEL	0	446	350	(96)		(96)	127.4%	
4020 MISC. ESTABLISH.COST	0	0	400	400	184	216	46.0%	
4024 SUBSCRIPTIONS	0	3,544	3,503	(41)		(41)	101.2%	
4104 HOSPITALITY ALLNCE	0	304	250	(54)		(54)	121.8%	
4131 ELECTION COSTS	0	0	6,000	6,000		6,000	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	<b>0</b>	<b>4,844</b>	<b>11,503</b>	<b>6,659</b>	<b>184</b>	<b>6,475</b>	<b>43.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(4,844)</b>	<b>(11,503)</b>	<b>(6,659)</b>				
<u>190 Central Services</u>								
1091 Income Miscellaneous	0	36	0	(36)			0.0%	
Central Services :- Income	<b>0</b>	<b>36</b>	<b>0</b>	<b>(36)</b>				<b>0</b>
4007 CONFERENCE COSTS	0	480	1,300	820		820	36.9%	
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	390	1,144	754		754	34.1%	
4014 ELECTRICITY	0	1,476	2,080	604		604	71.0%	
4015 GAS	117	951	728	(223)		(223)	130.7%	
4017 HEALTH & SAFETY	0	345	500	155		155	68.9%	
4020 MISC. ESTABLISH.COST	0	423	750	327		327	56.4%	
4021 COMMUNICATIONS COSTS	689	5,466	10,000	4,534		4,534	54.7%	
4022 POSTAGE	0	581	1,500	919		919	38.7%	
4023 STATIONERY	0	360	400	40		40	90.0%	
4025 INSURANCE	0	18,270	17,000	(1,270)	105	(1,375)	108.1%	
4026 COMPUTER COSTS	92	7,989	8,500	511	214	297	96.5%	
4027 PHOTOCOPIER CHARGES	0	1,016	1,600	584		584	63.5%	

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## Detailed Income &amp; Expenditure by Budget Heading 06/11/2025

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	485	700	215		215	69.2%	
4042 Equipment Repairs & Maintenance	0	(81)	500	581	415	167	66.7%	
4057 ACCOUNTANCY & SOFTWARE	0	6	0	(6)		(6)	0.0%	
4059 OTHER PROFESSIONAL FEES	0	12,204	13,250	1,046	23,280	(22,234)	267.8%	
4992 Trs from Earmarked Reserve	0	0	(8,000)	(8,000)		(8,000)	0.0%	
Central Services :- Indirect Expenditure	<b>898</b>	<b>60,780</b>	<b>66,152</b>	<b>5,372</b>	<b>25,118</b>	<b>(19,747)</b>	<b>129.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(898)</b>	<b>(60,744)</b>	<b>(66,152)</b>	<b>(5,408)</b>				
<u>192 Corp Serv Staff Costs</u>								
4001 STAFF SALARIES	0	135,608	252,000	116,392		116,392	53.8%	
4002 EMPLOYERS N.I	0	16,973	30,240	13,267		13,267	56.1%	
4003 EMPLOYERS SUPERANN.	0	36,204	67,536	31,332		31,332	53.6%	
4005 STAFF OVERTIME	0	1,238	2,500	1,262		1,262	49.5%	
4059 OTHER PROFESSIONAL FEES	229	4,940	7,500	2,560	280	2,280	69.6%	
Corp Serv Staff Costs :- Indirect Expenditure	<b>229</b>	<b>194,963</b>	<b>359,776</b>	<b>164,813</b>	<b>280</b>	<b>164,533</b>	<b>54.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(229)</b>	<b>(194,963)</b>	<b>(359,776)</b>	<b>(164,813)</b>				
Grand Totals:- Income	<b>16,784</b>	<b>1,749,392</b>	<b>1,710,722</b>	<b>(38,670)</b>			<b>102.3%</b>	
Expenditure	<b>1,127</b>	<b>262,303</b>	<b>450,131</b>	<b>187,828</b>	<b>26,750</b>	<b>161,077</b>	<b>64.2%</b>	
<b>Net Income over Expenditure</b>	<b>15,658</b>	<b>1,487,089</b>	<b>1,260,591</b>	<b>(226,498)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>15,658</b>	<b>1,487,089</b>	<b>1,260,591</b>	<b>(226,498)</b>				

## Houghton Regis Town Council Current Year

### Bank - Cash and Investment Reconciliation as at 31 August 2025

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/08/2025	Liquidity Manager Account	64,338.34
1	31/08/2025	NatWest Current Account	1,000.00
2	31/08/2025	Business Reserve Account	276.37
3	31/08/2025	Natwest Youth Council	385.12
4	31/08/2025	Natwest Youth Work	406.29
			<b>66,406.12</b>
<u>Other Cash &amp; Bank Balances</u>			
		L A Deposit Fund Account	4,319,500.00
		PETTY CASH FLOAT	50.00
			<b>4,319,550.00</b>
			<b>4,385,956.12</b>
<u>Receipts not on Bank Statement</u>			
0	31/08/2025	All Receipts Cleared	0.00
			<b>0.00</b>
<b>Closing Balance</b>			<b>4,385,956.12</b>
<u>All Cash &amp; Bank Accounts</u>			
1		NATWEST CURRENT/RESERVE	65,338.34
2		NATWEST ONLINE ac 41172051	276.37
3		Natwest Yth Council	385.12
4		Natwest Youth Work	406.29
		Other Cash & Bank Balances	4,319,550.00
<b>Total Cash &amp; Bank Balances</b>			<b>4,385,956.12</b>

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## Houghton Regis Town Council Current Year

### Bank - Cash and Investment Reconciliation as at 30 September 2025

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	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	30/09/2025 Liquidity Manager Account	66,852.20
1	30/09/2025 NatWest Current Account	1,000.00
2	30/09/2025 Business Reserve Account	276.62
3	30/09/2025 Natwest Youth Council	305.08
4	30/09/2025 Natwest Youth Work	381.81
		<b>68,815.71</b>
<u>Other Cash &amp; Bank Balances</u>		
	L A Deposit Fund Account	5,019,500.00
	PETTY CASH FLOAT	16.02
		<b>5,019,516.02</b>
		<b>5,088,331.73</b>
<u>Receipts not on Bank Statement</u>		
0	30/09/2025 All Receipts Cleared	0.00
		<b>0.00</b>
<b>Closing Balance</b>		<b>5,088,331.73</b>
<u>All Cash &amp; Bank Accounts</u>		
1	NATWEST CURRENT/RESERVE	67,852.20
2	NATWEST ONLINE ac 41172051	276.62
3	Natwest Yth Council	305.08
4	Natwest Youth Work	381.81
	Other Cash & Bank Balances	5,019,516.02
	<b>Total Cash &amp; Bank Balances</b>	<b>5,088,331.73</b>

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## Houghton Regis Town Council Current Year

### Bank - Cash and Investment Reconciliation as at 31 October 2025

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	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/10/2025 Liquidity Manager Account	60,347.17
1	31/10/2025 NatWest Current Account	1,000.00
2	31/10/2025 Business Reserve Account	276.86
3	31/10/2025 Natwest Youth Council	219.87
4	31/10/2025 Natwest Youth Work	352.13
		<b>62,196.03</b>
<u>Other Cash &amp; Bank Balances</u>		
	DEBT MANAGEMENT DEPOSIT A	250,000.00
	L A DEPOSIT FUND ACCOUNT	4,669,500.00
	PETTY CASH FLOAT	24.56
		<b>4,919,524.56</b>
		<b>4,981,720.59</b>
<u>Receipts not on Bank Statement</u>		
0	31/10/2025 All Receipts Cleared	0.00
		<b>0.00</b>
<b>Closing Balance</b>		<b>4,981,720.59</b>
<u>All Cash &amp; Bank Accounts</u>		
1	NATWEST CURRENT/RESERVE	61,347.17
2	NATWEST ONLINE ac 41172051	276.86
3	NATWEST YOUTH COUNCIL	219.87
4	NATWEST YOUTH WORK	352.13
	Other Cash & Bank Balances	4,919,524.56
	<b>Total Cash &amp; Bank Balances</b>	<b>4,981,720.59</b>

Date: 19/09/2025

## Houghton Regis Town Council Current Year

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Time: 10:06

## Cashbook 1

User: A.GAUDION

## NATWEST CURRENT/RESERVE

For Month No: 5

## Payments for Month 5

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/08/2025	Police & Crime Commissioner fo	FP1	4,120.80	4,120.80		501			424-OP Hana Police Hire June
01/08/2025	Bowerbirdy Ltd	FP2	2,160.00	2,160.00		501			425-WOW Bike Package Carnival
01/08/2025	Bubbles Lighting Ltd	FP3	768.30	768.30		501			426-Generators Carnival/H Rock
01/08/2025	Caroline Nicholson	FP4	50.00	50.00		501			427-HR Carnival Prize
01/08/2025	Council HR and Governance Supp	FP5	336.00	336.00		501			428-Job evaluation two posts
01/08/2025	Cromwell Group (Holdings) Ltd	FP6	626.68	626.68		501			429-Cleaning products
01/08/2025	Gumbles Amusements Limited	FP7	250.00	250.00		501			431-Refund for 2 fun fair ride
01/08/2025	J Cross	FP8	200.00	200.00		501			432-Photograph HR Carnival
01/08/2025	Houghton Regis Consortium	FP9	90.00	90.00		501			433-Hire Farmstead CGF
01/08/2025	Lime Tree Primary Academy	FP10	50.00	50.00		501			434-Carnival Prize
01/08/2025	Mrs E Jones	FP11	20.00	20.00		501			435-1 ticket Mayor Bingo Night
01/08/2025	MT Fabricators	FP12	606.00	606.00		501			461-Repairs to Parkside gate
01/08/2025	Prestige Design & Workwear Ltd	FP13	126.00	126.00		501			463-Polo and jumper L
01/08/2025	Really Awesome Catering	FP14	91.20	91.20		501			438-Food & Drink Vouchers
01/08/2025	Reliance High Tech Ltd	FP15	14.26	14.26		501			439-Lone worker devices
01/08/2025	The Chiltern School	FP16	100.00	100.00		501			440-Carnival Prize
01/08/2025	South Beds Dial A Ride	FP17	100.00	100.00		501			441-Carnival Prize
01/08/2025	TACO Cat Rescue	FP18	50.00	50.00		501			442-Carnival Prize
01/08/2025	Trafalgar Cleaning Equipment L	FP19	412.50	412.50		501			443-Graffiti Remover
01/08/2025	Techies Limited	FP20	285.00	285.00		501			444-Two LED Monitors
01/08/2025	Zurich Municipal	FP21	112.00	112.00		501			445-Additional Insurance HRC
01/08/2025	1st/3rd HOUGHTON REGIS SCOUTS	FP22	100.00	100.00		501			446-Carnival Prize
01/08/2025	Broad Strokes Facepainting	FP23	50.00	50.00		501			459-Facepainting booking fee
01/08/2025	Dunstable Lock & Safe Co	FP24	320.64	320.64		501			460-Padlocks and keys
01/08/2025	Rialtas Business Solutions Ltd	FP25	151.20	151.20		501			462-Allotment/Cemetery trainin
01/08/2025	AMF Services (Bedford) Ltd	FP26	1,500.47	1,500.47		501			465-Service LK15 DXU
01/08/2025	John Curl	FP27	18.00	18.00		501			466-EX67 KKW puncture repairs
01/08/2025	Bedfordshire Pension Fund	BACS	20,863.93			525		20,863.93	Pensions - July 2025
01/08/2025	EE Limited	DD1	408.46	408.46		501			468-Mobile Phone Charges
04/08/2025	Techies Limited	SO1	191.89	191.89		501			560-Managed Silver Contract
04/08/2025	Techies Limited	SO2	399.96	399.96		501			833-Microsoft 365 charge
04/08/2025	Morrisons	POS	26.70			4222	304	26.70	Food and Drinks for HRocks
04/08/2025	BT Payment Services Ltd	DD2	342.00	342.00		501			469-Fixed Line Charges
05/08/2025	Cloudy Group	DD3	110.19	110.19		501			470-App Hosting Package

Continued on Page 4

## NATWEST CURRENT/RESERVE

For Month No: 5

## Payments for Month 5

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
07/08/2025	Post Office	POC	44.89			221		44.89	Petty Cash
07/08/2025	Transfer to Mayors Account	DPC	7.00			1097	304	7.00	V Smith overpayment
08/08/2025	Wave Utilities	DD1	83.61	83.61		501			450-Water charges
08/08/2025	Anglian Water	DD2	903.58	903.58		501			451-Water charges
08/08/2025	Anglian Water	DD3	278.17	278.17		501			456-Water charges
11/08/2025	Anglian Water	DD4	4.96	4.96		501			471-Water Charges
11/08/2025	Yu Energy	DD5	148.78	148.78		501			472-Gas Charges
11/08/2025	Yu Energy	DD6	28.05	28.05		501			473-Gas Charges
11/08/2025	Yu Energy	DD7	10.05	10.05		501			474-Gas Charges
11/08/2025	Yu Energy	DD8	34.12	34.12		501			475-Gas Charges
11/08/2025	British Gas	DD9	930.48	930.48		501			476-Electric Charges
11/08/2025	Morrisons	POS	64.57			4101	307	64.57	Food Mayors Afternoon Tea
11/08/2025	Amazon	POS	14.95		2.50	4023	190	12.45	Protective phone cases/screens
12/08/2025	Pozitive Energy	DD1	9.18	9.18		501			520-Gas Charges
14/08/2025	Amazon	POS	12.30		2.05	4222	304	10.25	Helix Metal Sharpener
14/08/2025	Amazon	POS	15.98		2.66	4222	304	13.32	180 Colouring Pencils
14/08/2025	Amazon	POS	12.90		2.16	4222	304	10.74	Eco-friendly Wheelie Bin Liner
15/08/2025	Castle Water	DD10	9.11	9.11		501			477-Water Charges
15/08/2025	AKM South Ltd	FP1	220.00	220.00		501			487-Pizza for Skate Jam
15/08/2025	Bird on the Hand	FP2	750.00	750.00		501			488-Bird show Family Fun Day
15/08/2025	Broad Strokes Facepainting	FP3	300.00	300.00		501			489-Facepainting Open-Air Thea
15/08/2025	Central Bedfordshire Council	FP4	5,765.00	5,765.00		501			491-Tithe Farm Est Rent
15/08/2025	Dignity Funerals	FP5	81.00	81.00		501			492-Refund Invoice 545€
15/08/2025	Fantastic Fireworks Ltd	FP6	750.00	750.00		501			493-Deposit Firework Display
15/08/2025	George Browns Hire	FP7	32.48	32.48		501			494-Machinery repairs to Sept
15/08/2025	HR Solutions	FP8	270.30	270.30		501			495-HR Retainer
15/08/2025	Latent Digital Solutions Ltd	FP9	108.23	108.23		501			496-Service Charge Photocopier
15/08/2025	Louise A Senior	FP10	36.70	36.70		501			497-Items Mayors Afternoon Tea
15/08/2025	Independent Water Networks	FP11	26.21	26.21		501			498-Water Charges Allotments
15/08/2025	MCS Contract Cleaning Limited	FP12	2,442.00	2,442.00		501			499-Toilet Cleaning Bedford Sq
15/08/2025	Cllr Michelle Herber	FP13	33.45	33.45		501			500-Vinyl Banner Mayoral Event
15/08/2025	AMRO Catering & Events Ltd	FP14	64.80	64.80		501			501-Drink Open-Air Theatre
15/08/2025	Rushden Town Council	FP15	15.00	15.00		501			502-Ticket Mayor Rushden Feast
15/08/2025	Setsquare Creative Solutions L	FP16	834.00	834.00		501			503-Website Survey Banners
15/08/2025	Strawberry Fieldz Ltd	FP17	1,200.00	1,200.00		501			504-Sound system, stage HRocks
15/08/2025	Techies Limited	FP18	7.20	7.20		501			505-Microsoft 365 Backup
15/08/2025	Right Fuelcard Company Ltd	FP19	233.23	233.23		501			506-Fuel for Company vehicles

NATWEST CURRENT/RESERVE

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/08/2025	Trade UK Account	FP20	66.47	66.47			501		507-Materials to buy Sept 25
15/08/2025	DE Signs & Labels Ltd	FP21	260.64	260.64			501		509-Change Web detail Vehicles
15/08/2025	B R Boatwright	FP22	960.00	960.00			501		511-Remove green waste
15/08/2025	Clear Fitness	FP23	270.00	270.00			501		512-Buggy Exercise
15/08/2025	Chloe Barr	FP24	6.00	6.00			501		513-Refund HRocks Stal
15/08/2025	The Friends of Houghton Hall P	FP25	415.60	415.60			501		514-HHP Kitchen Garder Mainten
15/08/2025	Houghton Regis Memorial Hall F	FP26	1,000.00	1,000.00			501		515-Memorial Hall Gates
15/08/2025	Made By Cooper Ltd	FP27	348.00	348.00			501		516-Embroidered Patches HRocks
15/08/2025	Preston Bissett Nurseries & Co	FP28	1,770.00	1,770.00			501		517-Winter plants
15/08/2025	Scutum South East Ltd	FP29	210.00	210.00			501		518-Alarm Service Contact Pavi
15/08/2025	William Tookey	FP30	400.00	400.00			501		519-Host HRocks
15/08/2025	HMRC	FP31	17,361.25	17,361.25			501		467-PAYE/NI - July 2025
15/08/2025	Mayors Appeal Fund	TFR	5.00				4106 307	5.00	x5 Raffle Tickets at Mayor's A
15/08/2025	Amazon	POS	11.97		1.99	4042	190	9.98	Wireless Mouse for S Gelsthorp
15/08/2025	Amazon	POS	12.48		2.08	4222	304	10.40	Vinyl Numbers and Letters
15/08/2025	Haws Watering Cans	POS	324.93		54.17	4039	263	270.76	Watering Cans and Roses
15/08/2025	Bankline	BLN	45.20			4051	101	45.20	Bankline fees
18/08/2025	Scottish Power	DD13	35.75	35.75			501		480-Electric Charges
18/08/2025	Scottish Power	DD14	104.37	104.37			501		481-Electric Charges
18/08/2025	Scottish Power	DD15	122.62	122.62			501		482-Electric Charges
18/08/2025	Scottish Power	DD16	43.28	43.28			501		483-Electric Charges
18/08/2025	Scottish Power	DD2	20.71	20.71			501		521-Electric Charges
18/08/2025	Scottish Power	DD3	27.20	27.20			501		522-Electric Charges
18/08/2025	Haymarket Business Media Ltd	POS	1,230.00		205.00	4059	263	1,025.00	Community Gardener Advert
18/08/2025	BNP Paribas	BACS	1,326.00			4851	299	1,326.00	Finance Charge - 2 mowers
19/08/2025	Castle Water - 2597749	DD11	36.79	36.79			501		478-Water Charges
19/08/2025	Castle Water - 2597769	DD12	67.93	67.93			501		479-Water Charges
19/08/2025	Morrisons	POS	53.10			4020	263	53.10	Tea, coffee, toilet paper
20/08/2025	Post Office	POS	8.31			4222	304	8.31	3 x post to Skylight Cinema
20/08/2025	Geocaching HQ	POS	30.99			4024	263	30.99	Geocaching 1-Year subscription
20/08/2025	Amazon	POS	19.98		3.33	4020	190	16.65	Cimitech wireless keyboard
21/08/2025	Yorkshire Gas and Power	DD4	192.52	192.52			501		523-Electric Charges
25/08/2025	Biffa Waste Services Ltd	DD17	4,765.97	4,765.97			501		484-Skip General Waste
25/08/2025	Biffa Waste Services Ltd	DD18	60.82	60.82			501		485-General Waste
26/08/2025	Amazon	POS	10.04		0.76	4227	302	9.28	Music Colouring Book
26/08/2025	Amazon	POS	10.73		1.79	4227	302	8.94	Music Themed Stationer
26/08/2025	Amazon	POS	9.65		1.61	4227	302	8.04	Haribbo Mini Bags Multipack
26/08/2025	Amazon	POS	22.94		3.83	4227	302	19.11	Guitar Plushie/Music

## Payments for Month 5

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
26/08/2025	Amazon	POS	43.67		1.00	4227	302	42.67	keyrings Stickers/inflatable Instrument
26/08/2025	Amazon	POS	169.85		28.30	4042	291	141.55	Chairs for Workshop
26/08/2025	Amazon	POS	22.79		4.00	4227	302	18.79	Party Favors Boxes
27/08/2025	Salaries - August 2025	BACS	54,941.58			520		54,941.58	Salaries - August 2025
28/08/2025	Diocese of St Albans	SO	60.00			4235	305	60.00	Diocese of St Albans
28/08/2025	Dunstable Food Bank	SO	120.00			4235	305	120.00	Dunstable Food Bank
28/08/2025	Central Bedfordshire	SO	60.00			4235	305	60.00	Central Bedfordshire
28/08/2025	Thornhill Primary	SO	60.00			4235	305	60.00	Thornhill Primary
28/08/2025	Houghton Regis Helpers	SO	60.00			4235	305	60.00	Houghton Regis Helpers
28/08/2025	Houghton Regis Baptist Church	SO	60.00			4235	305	60.00	Houghton Regis Baptist Church
28/08/2025	Jewels	SO	60.00			4235	305	60.00	Jewels
28/08/2025	Biggleswade Town Council	POS	5.00			4101	307	5.00	Ticket Biddleswade Charity Qui
29/08/2025	Payroll Options	DD19	264.35	264.35		501			486-Payroll Services 25/07/25
29/08/2025	AMF Services (Bedford) Ltd	FP1	512.20	512.20		501			524-Service Denis 610 machine
29/08/2025	Bedfordshire Pension Fund	FP2	63.66	63.66		501			525-Added Years July 2025
29/08/2025	Bedfordshire Rural Communities	FP3	2,475.00	2,475.00		501			526-Support Comm Govern Review
29/08/2025	Devonshires Solicitors LLP	FP4	5,836.20	5,836.20		501			527-Market Policy Advice
29/08/2025	Igne Group Limited	FP5	714.00	714.00		501			528-Hydrogeological Assessment
29/08/2025	Three Star (Luton) Ltd	FP6	144.00	144.00		501			529-9 wristbands Southend trip
29/08/2025	Trade UK Account	FP7	43.25	43.25		501			538-Tool clips and hooks
29/08/2025	Wryngwyrn Dark Age Warband	FP8	580.00	580.00		501			531-Heritage Day entertainment
29/08/2025	Cllr Michelle Herber	FP9	310.39	310.39		501			534-Mayor's Afternoon Tea exps
29/08/2025	Leighton-Linslade Town Council	FP10	25.00	25.00		501			535-Steam Train Evening tkt
29/08/2025	J Cross	FP11	65.00	65.00		501			537-Mayoral photograph
29/08/2025	Reliance High Tech Ltd	FP12	26.02	26.02		501			539-Lone worker devices Aug25
29/08/2025	Purple Chillli Ltd	FP13	201.60	201.60		501			540-Photo Booth for HRocks
29/08/2025	Anglia in Bloom	FP14	325.00	325.00		501			541-13 tickets for AiB awards
29/08/2025	Cromwell Group (Holdings) Ltd	FP15	103.58	103.58		501			542-Blue, standard, centrefeed
29/08/2025	Big in Brazil	FP16	300.00	300.00		501			543-HRocks Live Band
29/08/2025	Friends of Windsor Drive	FP17	800.00	800.00		501			544-Community Grant
29/08/2025	Post Office	POC	41.95			221		41.95	Petty Cash
<b>Total Payments for Month</b>			150,995.79	71,106.41	317.23			79,572.15	
<b>Balance Carried Fwd</b>			65,338.34						
<b>Cashbook Totals</b>			216,334.13	71,106.41	317.23			144,910.49	

## NATWEST CURRENT/RESERVE

For Month No: 6

## Payments for Month 6

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/09/2025	EE Limited	DD1	464.81	464.81		501			613-Mobile Phone Charges
02/09/2025	Francotyp Postalia Ltd	DD1	90.00	90.00		501			546-Postbase Mini
02/09/2025	Post Office	POC	200.00			4222	304	200.00	Subsistence at Houghton Rocks
03/09/2025	BT Payment Services Ltd	DD2	342.00	342.00		501			547-Fixed Line Charges
03/09/2025	Ken from Memorial Hall	BACS	3.52			1091	190	3.46	Memorial Hall Printing
						4051	101	0.06	Sum Up Fees
03/09/2025	Techies Limited	SO1	399.96	399.96		501			833-Microsoft 365 charge
03/09/2025	Techies Limited	SO2	191.89	191.89		501			833-Microsoft 365 charge
03/09/2025	Ken from Memorial Hall	BACS	-3.52			1091	190	-3.46	Ken Memorial Hall Printing
						4051	101	-0.06	Sum Up Fees
04/09/2025	Morrisons	POS	11.40			4226	302	11.40	Snacks for Youth Council
04/09/2025	Bedfordshire Pensions	EBP	22,920.98			525		22,920.98	Pension - August 2025
05/09/2025	Cloudy Group	DD1	110.19	110.19		501			560-App Hosting Package
08/09/2025	Anglain Water	DD3	17.23	17.23		501			548-Water Charges
08/09/2025	Anglian Water	DD4	25.95	25.95		501			549-Water Charges
08/09/2025	Anglian Water	DD5	192.51	192.51		501			550-Water Charges
08/09/2025	Anglian Water	DD6	501.99	501.99		501			551-Water Charges
08/09/2025	Welch Fencing Limited	POS	233.02		38.84	4039	263	194.18	3-way slotted posts for HHP
10/09/2025	Yu Energy	DD6	72.85	72.85		501			565-Gas Charges
10/09/2025	Yu Energy	DD7	32.71	32.71		501			566-Gas Charges
10/09/2025	Yu Energy	DD8	35.72	35.72		501			567-Gas Charges
10/09/2025	Yu Energy	DD9	10.05	10.05		501			568-Gas Charges
11/09/2025	Pozitive Energy	DD1	9.18	9.18		501			604-Gas Charges
12/09/2025	Broad Strokes Facepainting	FP1	225.00	225.00		501			570-Additional Facepainting
12/09/2025	Daniel Briscombe (Tooth Marks)	FP2	200.00	200.00		501			571-HRocks Band Tooth Marks
12/09/2025	Dawn Gayle	FP3	50.00	50.00		501			572-HRocks Band
12/09/2025	D E Signs	DP4	170.40	170.40		501			575-Change date - 2 road signs
12/09/2025	Dunstable Lock & Safe Co	FP5	443.64	443.64		501			577-42 Cylinder/4 Detainer key
12/09/2025	Dunstable Town Council	FP6	52.50	52.50		501			578-Licence for stalls HRocks
12/09/2025	FPM Facility Services Ltd	FP7	894.00	894.00		501			579-Car Park Lining Moore Cres
12/09/2025	Kempston Town Council	FP8	25.00	25.00		501			580-Ticket Mayor/Charity Dinne
12/09/2025	Lamps & Tubes Illuminations Lt	FP9	1,965.60	1,965.60		501			581-Repair Festive Lighting
12/09/2025	Latent Digital Solutions Ltd	FP10	55.59	55.59		501			582-Photocopier Charge
12/09/2025	Lawrence McGee (Leech)	FP11	200.00	200.00		501			583-HRock Band - Leech
12/09/2025	MCS Contract Cleaning Limited	FP12	2,442.00	2,442.00		501			584-Public Toilet Cleaning
12/09/2025	Quantum Theatre	FP13	2,700.00	2,700.00		501			585-Two Theatre Shows HHP
12/09/2025	R T Machinery Ltd	FP14	51.00	51.00		501			586-Ransome Repair
12/09/2025	Techies Limited	FP15	7.20	7.20		501			587-Microsoft 365 Backup

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## Payments for Month 6

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
12/09/2025	Right Fuelcard Company Ltd	FP16	143.77	143.77		501			588-Fuel Charges
12/09/2025	The Safer Luton Partnership	FP17	100.00	100.00		501			589-First Aid HRocks
12/09/2025	Diverse FX	FP18	200.00	200.00		501			590-HRocks Band - Diverse FX
12/09/2025	J Wood (Cube Tuesdays)	FP19	150.00	150.00		501			591-HRocks Band/Cube Tuesdays
12/09/2025	Fantastic Fireworks Ltd	FP20	8,100.00	8,100.00		501			592-HR Fireworks Display
12/09/2025	HR Solutions	FP21	270.30	270.30		501			593-HR Retainer
12/09/2025	Zurich Municipal	FP22	112.00	112.00		501			594-Additional Insurance HRock
12/09/2025	Access Loo	FP23	570.00	570.00		501			595-Hire of an AccessoLoo
12/09/2025	Biggleswade Town Council	FP24	5.00	5.00		501			596-Mayor Charity Quiz Night
12/09/2025	Bubbles Lighting Ltd	FP25	778.80	778.80		501			597-Lighting Generators HRocks
12/09/2025	Central Bedfordshire Council	FP26	284.59	284.59		501			598-CCTV License for Cameras
12/09/2025	Falconeye Security Ltd	FP27	960.00	960.00		501			599-Security Services HRocks
12/09/2025	Fizzy Facepaints	FP28	300.00	300.00		501			600-Glitter Tattoos HRocks
12/09/2025	Independent Water Networks	FP29	26.21	26.21		501			601-Allotments Water Charges
12/09/2025	J Cross	FP30	300.00	300.00		501			602-Photograph HRocks
12/09/2025	Perfect Personalised Parties	FP31	1,050.00	1,050.00		501			603-Inflatables Family Fun Day
12/09/2025	HMRC	FP1	20,252.08	20,252.08		501			545-PAYE/NI August 2025
12/09/2025	CCLA Deposit Account	EBP	400,000.00			215		400,000.00	LA Deposit
12/09/2025	Amazon	POS	23.29		3.88	4227	302	19.41	Dry Floral Foam Blocks
12/09/2025	Amazon	POS	5.65		0.95	4227	302	4.70	Florist Wire for LLSG
12/09/2025	Amazon	POS	85.47		14.25	4222	304	71.22	A3 Waterproof Clipboard
12/09/2025	Amazon	POS	57.32		9.56	4042	190	47.76	Docking Station x 2
14/09/2025	Scottish Power	DD6	20.21	20.21		501			609-Electric Charges
15/09/2025	Scottish Power	DD4	35.75	35.75		501			563-Electric Charges
15/09/2025	Scottish Power	DD5	97.78	97.78		501			564-Electric Charges
15/09/2025	Bankline	BLN	54.20			4051	101	54.20	Bankline fees
16/09/2025	Castle Water	DD3	10.84	10.84		501			562-Water Charges
17/09/2025	Scottish Power	DD2	44.64	44.64		501			605-Electric Charges
17/09/2025	Scottish Power	DD3	109.38	109.38		501			606-Electric Charges
17/09/2025	Scottish Power	DD4	25.33	25.33		501			607-Electric Charges
17/09/2025	Castle Water - 2597769	DD5	29.87	29.87		501			608-Water Charges
17/09/2025	BNP Paribas leasing	DD	1,326.00			4851	299	1,326.00	Finance charge two mowers
17/09/2025	Castle Water - 2597749	DD1	38.52	38.52		501			610-Water Charges
18/09/2025	CCLA deposit account	EBP	300,000.00			215		300,000.00	LA deposit account
18/09/2025	Amazon	POS	93.56		15.60	4222	263	77.96	Freddos for Halloween at HHP
18/09/2025	Amazon	POS	11.25		1.90	4222	263	9.35	Halloween Sticker Sheets HHP
19/09/2025	Scottish Power	DD2	668.68	668.68		501			614-Electric Charges May/Sept

## Payments for Month 6

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
19/09/2025	Wheels Van Centres Vehicle Sol	FP1	32,388.00	32,388.00		501			617-Purchase of Transit Tipper
19/09/2025	Francotyp Postalia Ltd	DD1	10.00	10.00		501			618-Postage Download
19/09/2025	Post Office	POC	16.06			221		16.06	Petty Cash
19/09/2025	Kato Group BV	POS	304.34		50.72	4042	263	253.62	Swiss Tool plus Ratchet. PD35
22/09/2025	Biffa Waste Services Ltd	DD7	2,654.98	2,654.98		501			552-Skip General Waste
22/09/2025	Biffa Waste Services Ltd	DD8	60.82	60.82		501			553-General Waste
22/09/2025	Yorkshire Gas and Power	DD2	183.12	183.12		501			611-Electric Charges
22/09/2025	Banana-Print.co.uk	POS	43.90			4222	263	43.90	250x Halloween Trail Maps
24/09/2025	DVLA	POS	345.00			4037	261	345.00	Vehicle road tax LC23 YMJ
24/09/2025	Amazon	POS	18.93		3.16	4042	190	15.77	Laptop Stand/Riser CE & BN
26/09/2025	Everflow Utilities	DD3	1,477.55	1,477.55		501			615-Water Charges
26/09/2025	AMRO Catering & Events Ltd	FP1	61.80	61.80		501			635-Food/drink at Heritage Day
26/09/2025	Bedfordshire Pension Fund	FP2	63.66	63.66		501			619-Added Years August 2025
26/09/2025	Bee-Line	FP3	190.80	190.80		501			620-The Train Santa's Grotto
26/09/2025	Black Knight Historical	FP4	1,800.00	1,800.00		501			636-Reenactment Heritage Day
26/09/2025	John Curl	FP5	650.45	650.45		501			637-Service and MOT KY64 BGK
26/09/2025	Grove Theatre	FP6	600.00	600.00		501			621-LLSG Pantomine 30 seats
26/09/2025	Central Bedfordshire Council	FP7	16,759.00	16,759.00		501			45-Rates Moore Crescent
26/09/2025	Hospice at Home Volunteers	FP8	29.50	29.50		501			638-Mayor Home event 8th Oct
26/09/2025	Houghton Regis Helpers Communi	FP9	50.00	50.00		501			63-Donation for Afternoon Tea
26/09/2025	Houghton Regis Memorial Hall F	FP10	132.00	132.00		501			622-Hall Hire Mayors Civic Rec
26/09/2025	Kensworth Sawmills Ltd	FP11	2,381.92	2,381.92		501			623-Compost Bin HHP
26/09/2025	MT Fabricators	FP12	6,480.00	6,480.00		501			641-Fencing repairs at Thorn
26/09/2025	Origin Amenity Solutions	FP13	290.60	290.60		501			624-Winter materials cricket
26/09/2025	Perfect Personalised Parties	FP14	300.00	300.00		501			625-Remembrance & Xmas Lights
26/09/2025	Pete Rowe Building Services	FP15	222.00	222.00		501			626-Hot water system Moore Cre
26/09/2025	The Play Inspection Company Lt	FP16	1,542.00	1,542.00		501			627-Inspection App Licence
26/09/2025	Preston Bissett Nurseries & Co	FP17	3,500.00	3,500.00		501			628-Reports & Plans HHP garden
26/09/2025	Reliance High Tech Ltd	FP18	26.02	26.02		501			642-Lone worker devices
26/09/2025	Richard Browne	FP19	50.00	50.00		501			629-HRocks Performer
26/09/2025	Setsquare Creative Solutions L	FP20	360.00	360.00		501			630-Hosting per annum
26/09/2025	SLCC Enterprises Ltd	FP21	549.60	549.60		501			631-National Conf 2025 C Evans
26/09/2025	Spaldings Limited	FP22	2,648.52	2,648.52		501			644-Various tools and

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## Payments for Month 6

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
26/09/2025	Techies Limited	FP23	2,446.67	2,446.67		501			PPE 633-Quarterly Telephone Bill
26/09/2025	UK Events and Tents	FP24	852.00	852.00		501			645-Marquee Santas Grotto
26/09/2025	Zurich Municipal	FP25	267.71	267.71		501			634-Increase Fidelity guarante
26/09/2025	Salaries - September 2025	BACS	52,971.91			520		52,971.91	Salaries - September 2025
26/09/2025	Amazon	POS	6.99			4222	263	6.99	Hot Glue Gun Sticks 7mm
26/09/2025	Post Office	POC	38.70				221	38.70	Petty Cash
29/09/2025	Amazon	POS	17.85		2.98	4226	302	14.87	Potion making for YC Halloween
29/09/2025	Amazon	POS	16.99		2.83	4226	302	14.16	Extension Lead Cube
29/09/2025	Amazon	POS	25.66		4.27	4226	302	21.39	Wireless mouse Laptop Charger
29/09/2025	HR Baptist Church	SO	60.00			4235	305	60.00	HR Baptist Church
29/09/2025	Jewels	SO	60.00			4235	305	60.00	Jewels
29/09/2025	Diocese of St Albans	SO	60.00			4235	305	60.00	Diocese of St Albans
29/09/2025	Dunstable Foodbank	SO	120.00			4235	305	120.00	Dunstable Foodbank
29/09/2025	Central Bedfordshire Council	SO	60.00			4235	305	60.00	Central Bedfordshire Council
29/09/2025	Thornhill Primary School	SO	60.00			4235	305	60.00	Thornhill Primary School
29/09/2025	Houghton Regis Helpers	SO	60.00			4235	305	60.00	Houghton Regis Helpers
30/09/2025	Payroll Options	DD2	259.12	259.12		501			561-Payroll Services 27/08/202
30/09/2025	PWLB	DD4	12,034.37	12,034.37		501			616-Interest loan Moore Cres
30/09/2025	Canva Pty Ltd	POS	270.00			4024	263	270.00	Canva Subscription
<b>Total Payments for Month</b>			917,563.40	137,984.93	148.94			779,429.53	
<b>Balance Carried Fwd</b>			67,852.20						
<b>Cashbook Totals</b>			985,415.60	137,984.93	148.94			847,281.73	

## Payments for Month 7

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/10/2025	Grenke Leasing Ltd	DD1	153.36	153.36		501			647-Photocopier leasing Oct-De
01/10/2025	Morrisons	POS	35.02			4101	307	35.02	Food for Mayors afternoon tea
01/10/2025	Morrisons	POS	5.60			4227	302	5.60	Biscuits for LLSG Meeting
02/10/2025	BT Payment Services Ltd	DD2	342.00	342.00		501			648-Fixed line rental charges
02/10/2025	EE Limited	DD1	472.32	472.32		501			657-Mobile phone charges
02/10/2025	Post Office	POC	33.98			221		33.98	Petty Cash
03/10/2025	Bedfordshire Pension Fund	BACS	21,765.67			525		21,765.67	Pensions - September 2025
03/10/2025	Techies Limited	SO	399.96	399.96		501			833-Microsoft 365 charge
03/10/2025	Morrisons	POS	14.20			4226	302	14.20	Youth Council Snacks 01.10.25
03/10/2025	Viking Office UK Limited	POS	24.50		4.08	4222	304	20.42	Plastic Storage Box 9L x 4
03/10/2025	Poundstretcher	POS	8.99		1.50	4222	304	7.49	42 Litre Plastic Storage Box
06/10/2025	Anglian Water	DD3	28.13	28.13		501			649-Water Charges
06/10/2025	Anglian Water	DD4	26.35	26.35		501			650-Water Charges
06/10/2025	Anglain Water	DD5	69.50	69.50		501			651-Water Charges
06/10/2025	Anglian Water	DD6	147.94	147.94		501			652-Water Charges
06/10/2025	Wave Utilities	DD7	263.19	263.19		501			653-Water Charges
06/10/2025	Pozitive Energy	DD2	1,205.56	1,205.56		501			658-Electric charges July
06/10/2025	Pozitive Energy	DD3	2,582.51	2,582.51		501			659-Electric charges August
07/10/2025	ECL Plastics Ltd Direct Fundra	POS	19.80		3.30	4122	307	16.50	Non-tamper seal stickers
07/10/2025	Cloudy Group	DD1	110.19	110.19		501			694-App Hosting Package
09/10/2025	Pozitive Energy	DD2	8.89	8.89		501			695-Gas Charges
10/10/2025	BT Payment Services Ltd	DD4	550.84	550.84		501			660-BT Quarterly charges
10/10/2025	Association Democratic Service	FP1	66.00	66.00		501			661-ADSO New Member Fee 25/26
10/10/2025	AMF Services (Bedford) Ltd	FP2	1,610.61	1,610.61		501			664-Repair to Ransome Mower
10/10/2025	HR Solutions	FP3	270.30	270.30		501			665-HR Retainer
10/10/2025	Castle Water	FP4	20.76	20.76		501			666-Water Charges
10/10/2025	Dunstable Town Council	FP5	31.50	31.50		501			667-Licence for stalls HHP
10/10/2025	Fantastic Fireworks Ltd	FP6	150.00	150.00		501			668-VAT Payment
10/10/2025	Hertfordshire County Council	FP7	53.70	53.70		501			670-A4 Copier Paper
10/10/2025	Igne Group Limited	FP8	6,719.83	6,719.83		501			671-Borehole Installation HHP
10/10/2025	John Curl	FP9	36.88	36.88		501			672-Tool - baskets on railings
10/10/2025	Kensworth Sawmills Ltd	FP10	864.84	864.84		501			673-Treated sleepers HHP
10/10/2025	Latent Digital Solutions Ltd	FP11	65.92	65.92		501			674-Photocopier Service Charge
10/10/2025	MCS Contract Cleaning Limited	FP12	2,442.00	2,442.00		501			675-Toilet cleaning Bedford Sq

## Payments for Month 7

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
10/10/2025	Perfect Print	FP13	289.80	289.80		501			676-Receipt Books x 20
10/10/2025	Prestige Design & Workwear Ltd	FP14	684.00	684.00		501			677-Workwear for new starters
10/10/2025	Priory Press Ltd	FP15	373.20	373.20		501			678-Halloween Trail A2 boards
10/10/2025	Right Fuelcard Company Ltd	FP16	158.08	158.08		501			679-Fuel Charges
10/10/2025	Three Star (Luton) Ltd	FP17	450.00	450.00		501			680-38 seater coach The Howl
10/10/2025	Spaldings Limited	FP18	182.22	182.22		501			682-Variou tools & PPE
10/10/2025	Trade UK Account	FP19	411.14	411.14		501			690-Screwfix materials
10/10/2025	Dawn Gayle	FP20	200.00	200.00		501			691-HRocks Band Payment
10/10/2025	J Cross	FP21	100.00	100.00		501			692-Photography Heritage Day
10/10/2025	Techies Limited	FP22	7.20	7.20		501			693-Microsoft 365 Backup
10/10/2025	HMRC	FP23	18,815.67	18,815.67		501			656-PAYE/NI September 2025
10/10/2025	Yu Energy	DD3	9.72	9.72		501			696-Gas Charges
10/10/2025	Yu Energy	DD4	102.85	102.85		501			697-Gas Charges
10/10/2025	Yu Energy	DD5	44.27	44.27		501			698-Gas Charges
10/10/2025	Yu Energy	DD6	34.60	34.60		501			699-Gas Charges
10/10/2025	Amazon	POS	75.76		12.62	4222	304	63.14	65L/45L Plastic Storage Boxes
10/10/2025	Mead Open Farm The Howl	POS	1,260.25			4226	302	1,260.25	35 tickets to 'The Howl' Youth
10/10/2025	Morrisons	POS	16.00			4226	302	16.00	Water for Skate Jam
10/10/2025	Amphill Town Council	POS	5.40			4101	307	5.40	Ticket Duty Mayor Amphill CR
10/10/2025	Amphill Town Council	POS	15.00			4101	307	15.00	Ticket for Mayor Musicals Even
10/10/2025	Dunstable Town Council	POS	20.00			4101	307	20.00	Ticket for Mayor Bingo Night
14/10/2025	Amazon	POS	22.49		3.75	4020	190	18.74	Wireless Keyboard and Mouse
14/10/2025	Amazon	POS	13.88		2.32	4020	190	11.56	Wrist support mouse mats x2
14/10/2025	Scottish Power	DD	-3,534.05	-3,534.05		501			762- Electric Charges
15/10/2025	Pozitive Energy	DD7	2,866.69	2,866.69		501			700-Electric Charges
15/10/2025	Amazon	POS	28.34		4.72	4106	307	23.62	120 Plastic Champagne Flutes
15/10/2025	Amazon	POS	43.79		7.31	4106	307	36.48	Serviettes and Tumbler Cups
15/10/2025	Morrison	POS	25.20			4222	263	25.20	Items for Halloween Event
15/10/2025	Bankline	BLN	50.50			4051	101	50.50	Bankline Fee
15/10/2025	Amazon	POS	34.98			4226	302	34.98	Vintage Witch Dress
15/10/2025	Amazon	POS	36.08		6.02	4226	302	30.06	Deluxe Killer Clown Costume
16/10/2025	Your NRG Ltd	DD1	3,216.00	3,216.00		501			712-White Diesel Charges
16/10/2025	Amazon	POS	38.16			4226	302	38.16	Halloween Costumes
16/10/2025	Morrisons	POS	14.40			4226	302	14.40	Youth Council Snacks
16/10/2025	Castle Water	DD	29.57	29.57		501			Purchase Ledger
17/10/2025	Amazon	POS	39.38		1.67	4226	302	37.71	Halloween Hat and

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## Payments for Month 7

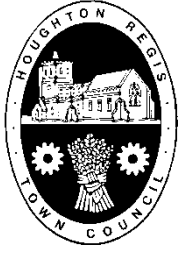
## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									Costume
17/10/2025	Post Office	POC	29.74			221		29.74	Petty Cash
17/10/2025	BNP Paribas Leasing	DD	1,326.00			4851	299	1,326.00	Finance Charge tow mowers
19/10/2025	Scottish Power	DD8	107.44	107.44		501			702-Electric Charges
19/10/2025	Scottish Power	DD9	42.61	42.61		501			703-Electric Charges
19/10/2025	Scottish Power	DD10	181.73	181.73		501			704-Electric Charges
19/10/2025	Scottish Power	DD11	36.95	36.95		501			705-Electric Charges
19/10/2025	Scottish Power	DD4	20.79	20.79		501			715-Electric Charges
20/10/2025	PWLB	DD8	17,640.20	17,640.20		501			654-Interest loan Moore Cres
20/10/2025	Castle Water - 2597769	DD12	24.10	24.10		501			706-Water Charges
20/10/2025	Castle Water - 2597749	DD13	36.50	36.50		501			707-Water Charges
20/10/2025	Amazon	POS	26.98		4.50	4226	302	22.48	Grim Reaper Costume
20/10/2025	Morrisons	POS	110.65			4106	307	110.65	Drinks order Mayors Civic Rece
21/10/2025	Yorkshire Gas and Power	DD3	238.63	238.63		501			714-Electric Charges
21/10/2025	Scottish Power	DD5	225.31	225.31		501			716-Electric Charges
23/10/2025	Everflow Utilities	DD2	725.32	725.32		501			713-Water Charges
23/10/2025	Morrisons	POS	60.86			4222	304	60.86	Items Fireworks/Remembrance Da
24/10/2025	Really Awesome Catering	FP1	55.20	55.20		501			717-Food and Drink Vouchers
24/10/2025	Bedfordshire Pension Fund	FP2	63.66	63.66		501			718-Added Years September 2025
24/10/2025	Chapman Planning	FP3	1,400.00	1,400.00		501			721-NP Monitoring
24/10/2025	Clear Fitness	FP4	315.00	315.00		501			722-Buggy Exercise
24/10/2025	CM Caterers	FP5	425.00	425.00		501			723-Buffer Mayors Civic Receipt
24/10/2025	Down's Syndrome Association	FP6	2,224.00	2,224.00		501			724-Mayor's Charity Fundraisin
24/10/2025	Dunstable Town Council	FP7	15.00	15.00		501			725-Licence stalls Fireworks
24/10/2025	FMG Repair Services	FP8	1,708.12	1,708.12		501			726-Ford Ranger Excess/VAT
24/10/2025	Gala Tent	FP9	491.94	491.94		501			727-Gazebo Replacement Parts
24/10/2025	Houghton Regis Helpers Communi	FP10	50.00	50.00		501			728-Donation Remembrance Sunda
24/10/2025	Independent Water Networks	FP11	25.49	25.49		501			729-Water Charges Allotments
24/10/2025	Jessica Welch	FP12	50.00	50.00		501			730-Refund Deposit Hire of MC
24/10/2025	Joogleberry Ltd	FP13	600.00	600.00		501			731-Pianist Mayors Civic Recep
24/10/2025	Keech Hospice Care	FP14	2,225.47	2,225.47		501			732-Mayor's Charity Fundraisin
24/10/2025	Martin Rix Building Services	FP15	1,713.60	1,713.60		501			746-Moore Cres plumbing repair
24/10/2025	M Herber	FP16	443.59	443.59		501			735-Mayors Expenses
24/10/2025	Origin Amenity Solutions	FP17	1,171.20	1,171.20		501			736-Winter Materials Cricket
24/10/2025	Safesite Facilities Ltd	FP18	945.84	945.84		501			737-Fencing Firework Display

## Payments for Month 7

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
24/10/2025	S J S Irrigation	FP19	528.00	528.00		501			738-Annual Contract Bowls Club
24/10/2025	The Safer Luton Partnership	FP20	150.00	150.00		501			740-First Aid Xmas Carol Servi
24/10/2025	W TOOKEY	FP21	300.00	300.00		501			741-Host HR Fireworks Display
24/10/2025	Central Bedfordshire Council	FP22	2,717.80	2,717.80		501			742-Westbury CI Rent Sept-Dec
24/10/2025	Zurich Municipal	FP23	111.99	111.99		501			743-Additional Insurance Firew
24/10/2025	D E Signs	FP24	288.00	288.00		501			745-Council logo Transit Tippe
24/10/2025	Restore Datashred	FP25	136.08	136.08		501			747-Waste Paper Shredding
24/10/2025	Trade UK Account	FP26	155.80	155.80		501			748-Black Metal paint benches
24/10/2025	Pathways & Perspectives Course	FP1	20.00	20.00		501			749-2 x tickets for Mayor
24/10/2025	Post Office	POC	200.00			4222	304	200.00	Subsistence Firework Display
24/10/2025	Flitwick TC The Rufus Centre	POS	17.00			4101	307	17.00	1 ticket for Mayor Quiz Night
27/10/2025	Biffa Waste Services Ltd	DD14	76.02	76.02		501			708-Skip waste 23/08-26/0925
27/10/2025	Biffa Waste Services Ltd	DD15	2,654.98	2,654.98		501			709-Skip waste charges
27/10/2025	Scottish Power	DD1	31.50	31.50		501			750-Electric charges
27/10/2025	Salaries - October 2025	BACS	53,900.64			520		53,900.64	Salaries - October 2025
27/10/2025	Francotyp Postalia Ltd	DD1	250.00	250.00		501			765-Postage Download
28/10/2025	Dunstable Food Bank	SO	120.00			4235	305	120.00	Dunstable Food Bank
28/10/2025	Jewels	SO	60.00			4235	305	60.00	Jewels
28/10/2025	Diocese of St Albans	SO	60.00			4235	305	60.00	Diocese of St Albans
28/10/2025	Houghton Regis Baptist Church	SO	60.00			4235	305	60.00	Houghton Regis Baptist Church
28/10/2025	Central Bedfordshire Council	SO	60.00			4235	305	60.00	Central Bedfordshire Council
28/10/2025	Thornhill Primary School	SO	60.00			4235	305	60.00	Thornhill Primary School
28/10/2025	Houghton Regis Helpers	SO	60.00			4235	305	60.00	Houghton Regis Helpers
28/10/2025	Yu Energy	DD	-131.36	-131.36		501			764-Electric Charges
28/10/2025	Yu Energy	DD	-6.39	-6.39		501			767-Electric Charges 24/25
28/10/2025	Yu Energy	DD	-747.66	-747.66		501			769-Electric Charges 24/25
29/10/2025	Salaries - October 2025	BACS	265.68			520		265.68	Salaries - October 2025
29/10/2025	Morrison	POS	3.50			4227	302	3.50	LLSG meeting refreshments
31/10/2025	Payroll Options	DD16	238.60	238.60		501			710-Paydate 26/09/25 Employees
31/10/2025	Debt Management Deposit Fund	CHAPS	250,000.00			219		250,000.00	Deposit to DMADF
<b>Total Payments for Month</b>			413,178.51	83,110.09	51.79			330,016.63	
<b>Balance Carried Fwd</b>			61,347.17						
<b>Cashbook Totals</b>			474,525.68	83,110.09	51.79			391,363.80	



## CORPORATE SERVICES COMMITTEE

## Agenda Item 8

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

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### 1. 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 has funds deposited in NatWest and in the Churches, Charities and Local Authorities Investment Management Company (CCLA) Public Sector Deposit Fund and now has funds deposited in the Governments Debt Management Account Deposit Facility (DMADF)

### 3. CCLA DEPOSIT FUND

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 – 31<sup>st</sup> October 2025.

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 showing interest achieved and the average monthly yield percentage.

#### **4. DMADF - GOVERNMENTS DEBT MANAGEMENT ACCOUNT DEPOSIT FACILITY**

At the Corporate Services Committee meeting held on the 1<sup>st</sup> September 2025 members agreed (minute number 13324) to make a deposit of £250,000 into the DMADF for 6 months in order to diversify investment.

Following this decision member will find attached, at Appendix C, a deal confirmation notice dated the 31<sup>st</sup> October 2025. This notice confirms the length of investment, the amount invested, the interest rate, interest amount and date of maturity.

#### **5. INVESTMENT OPPORTUNITIES**

Members will find a report on investment opportunities under agenda item 9.

#### **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 – 31<sup>st</sup> October 2025**

**Appendix B - Chronological Report**

**Appendix C – DMADF Deal Confirmation Notice**

# Public Sector Deposit Fund

## Investment objective

The fund aims to maximise current income consistent with the preservation of principal and liquidity.

The fund is a diversified portfolio of high-quality, sterling-denominated money market deposits and other 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, as investment manager, 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.

## 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](#).

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. Fund-level information can be found [here](#).

## AEY<sup>1</sup> as at 31 October 2025:

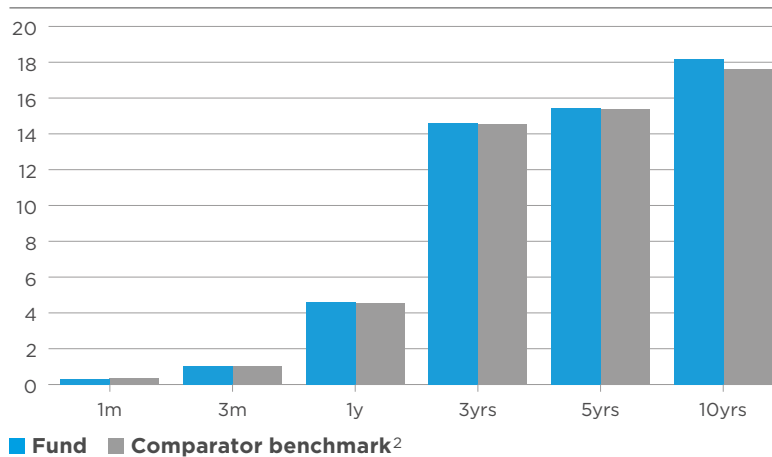
**4.09%**

Average yield over the month:  
**4.01% (4.08% AEY)**

Yield at the month end shown:  
**4.01% (4.09% AEY)**

## Performance

### Cumulative performance (%)



### Cumulative performance (%)

	1m	3m	1yr	3yrs	5yrs	10yrs
<b>Fund</b>	<b>0.34</b>	<b>1.02</b>	<b>4.49</b>	<b>14.80</b>	<b>15.80</b>	<b>18.52</b>
Comparator benchmark	0.34	1.01	4.45	14.73	15.80	17.64

### 12 month performance to 31 October (%)

	2021	2022	2023	2024	2025
<b>Fund</b>	<b>0.03</b>	<b>0.84</b>	<b>4.31</b>	<b>5.32</b>	<b>4.49</b>
Comparator benchmark	0.03	0.91	4.33	5.28	4.45

Performance shown after management fees and other expenses with income reinvested. **Past performance is not a reliable indicator of future results.**

1 AEY is the annual equivalent yield and illustrates what the return would be if the income on a given date was paid and compounded on an annual basis. These are shown net of management fees.

2 From 1 January 2021, the comparator benchmark is Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate.

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

**Your capital is at risk. The yield on the fund will fluctuate. The value of your investment and any income from it may go down as well as up and you may not get back the amount you invested.**

# Fund breakdown

## Top 10 counterparty exposures (%)

HM Treasury	9.5	
Australia and New Zealand Banking Group Limited	8.5	
Landesbank Baden-Wuerttemberg	8.5	
National Bank of Canada	7.5	
Yorkshire Building Society	5.0	
BNP Paribas	4.4	
Credit Agricole Corporate and Investment Bank	4.3	
Credit Industriel et Commercial	4.3	
MUFG Bank	4.3	
Sumitomo Mitsui Trust Bank	4.3	

## Top 10 country exposures (%)

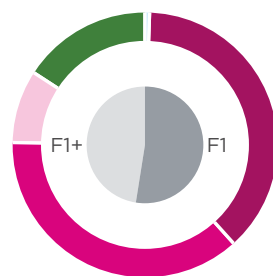
UK	23.2	
Japan	16.4	
France	15.8	
Canada	12.1	
Germany	11.2	
Australia	8.5	
Singapore	5.0	
United States	3.6	
Finland	2.1	
Belgium	1.4	

## Maturity breakdown (%)<sup>3</sup>

Overnight	39.8	
2-7 days	2.5	
8-30 days	12.4	
31-90 days	24.3	
91-180 days	16.4	
>180 days	4.6	

## Credit breakdown (%)<sup>3</sup>

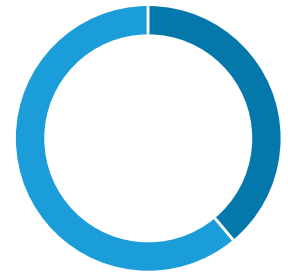
AAA	0.0	F1	52.6%
AA+	0.0	F1+	47.4%
AA	0.7		
AA-	37.8		
A+	36.9		
A	8.9		
A-	15.7		



The inner chart shows the split of the short-term credit quality of the fund's portfolio. The outer chart shows the long-term credit quality. Source: Fitch Ratings.

## Instrument breakdown (%)<sup>3</sup>

Call account	0.0
Term deposit	39.1
Certificate of deposit	60.9



## Fund information

Company	<b>CCLA Public Sector Investment Fund</b>
Authorised corporate director	<b>CCLA Investment Management Limited</b>
Domicile	<b>UK</b>
Legal structure	<b>ICVC</b>
Regulatory structure	<b>UK UCITS</b>
Fund launch date	<b>May 2011</b>
Share class launch date	<b>May 2011</b>
Fund size	<b>£1,404 million</b>
Fitch money market rating <sup>4</sup>	<b>AAAmf</b>
Comparator benchmark	<b>Sterling Overnight Index Average (SONIA)</b>
Minimum investment <sup>5</sup>	<b>£1,000,000</b>
Ongoing charges figure <sup>6</sup>	<b>0.11%</b>
Annual management charge <sup>7</sup>	<b>0.10%</b>
ISIN	<b>GB00B3LDFH01</b>
SEDOL	<b>B3LDFH0</b>
Number of issuers	<b>36</b>
Weighted average maturity (max. 60 days) <sup>8</sup>	<b>49.86 days</b>
Weighted average life (max. 120 days) <sup>9</sup>	<b>49.86 days</b>
Income payment frequency	<b>Monthly</b>

## Dealing information

Dealing frequency	<b>Each business day</b>
Dealing deadline	<b>11:30am London time on the dealing day</b>
Settlement	<b>T+0</b>

<sup>3</sup> Totals may not sum due to rounding.

<sup>4</sup> While the ACD seeks to maintain this rating, there can be no assurance that the rating will be maintained and is therefore subject to change.

<sup>5</sup> The ACD may waive this minimum level at its discretion.

<sup>6</sup> The ongoing charges figure (OCF) includes the annual management charge (AMC) and other costs and expenses of operating and administering the fund such as depositary, custody, audit and regulatory fees. The OCF does not include portfolio transaction costs. Further information on costs and expenses is available on our website.

<sup>7</sup> The AMC is deducted from income.

<sup>8</sup> Weighted average maturity or 'WAM' means the average length of time to legal maturity or, if shorter, to the next interest rate reset to a money market rate, of all of the underlying assets in the fund reflecting the relative holdings in each asset.

<sup>9</sup> Weighted average life or 'WAL' means the average length of time to legal maturity of all of the underlying assets in the fund reflecting the relative holdings in each asset.

## Market update

The Monetary Policy Committee (MPC) met for the penultimate time of the year on 6 November where they held the Official Bank Rate (OBR) at 4.00%. The 5 – 4 vote split was seen as more dovish than many expected with Governor Bailey the decisive vote and setting himself apart from the other four hawkish members by suggesting that the risks of inflation persistence have eased but further data is required before he would vote for a cut.

The key difference from the previous vote held in September was the addition of two further dovish decenterers, almost tipping the vote towards a 0.25% cut and was seen as a direct response to September's inflation figures which saw headline CPI remain at 3.8%, below the Bank's expectations with both food and household inflation falling. Despite this positive surprise, inflation is nearly double the target and many members remain concerned that it may be entrenched. September was forecast to be the peak of the current bout of inflation and the Bank's new estimate suggests it will fall to 3% in Q1 of 2026 and then reach the 2% target a year later.

Governor Bailey did stress that the OBR remains on a "gradual path downwards" and the additional October and November inflation figures before the final meeting of the year provide opportunities for the further evidence he requires to switch to a cut. Outside of the data, the Budget will be revealed before the next meeting allowing the MPC to consider what effect that may have on inflation.

## How do I assess the performance of the fund?

Investors can assess the fund's performance against the fund's comparator benchmark. This index has been selected as it is an appropriate measure of the returns available from cash and is widely used in the banking and investment industries and meets accepted international standards of best practice.

## Important information

Source for data is CCLA unless otherwise stated.

This document is a financial promotion and is for information only. It does not provide financial, investment or other professional advice. To make sure you understand whether our product is suitable for you, please read the key investor information document and 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 is a short-term low volatility net asset value money market fund. You should note that purchasing shares in the fund 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 constant net asset value (where £1 invested in the fund remains equal to £1 in value in the fund), there can be no assurance that it will be maintained. The value of the fund may be affected by interest rate changes. The fund 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 fund 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 [www.ccla.co.uk/privacy-notice](http://www.ccla.co.uk/privacy-notice).

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BECAUSE GOOD IS BETTER

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[www.ccla.co.uk](http://www.ccla.co.uk)

**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 &amp; average yield</i>
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	3,664.40
31/10/24	1,069,500	Deposit Withdrawal	600,000 100,000	1,569,500	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%
31/08/25	4,319,500			4,319,500	15,049.27 Average yield fund for this period was 4.11%
30/09/25	4,319,500	Deposit	700,000	5,019,500	15,558.19 Average yield fund for this period was 4.03%
31/10/25	5,019,500	Withdrawal	350,000	4,669,500	16,784.32 Average yield fund for this period was 4.01%



**United Kingdom  
Debt Management  
Office**

**OFFICIAL**

T 020 7862 6698  
E [dmadf@dmo.gov.uk](mailto:dmadf@dmo.gov.uk)  
[www.dmo.gov.uk](http://www.dmo.gov.uk)

**TO:** HOUGHTON REGIS TOWN COUNCIL (BEDS)  
**FROM:** DMADF  
**DATE:** 31 October 2025  
**SUBJECT:** DMADF New Fixed Deposit Confirmation

**We confirm the details of the following transaction:**

Deposit Reference: Deal No: 875503  
Your Dealer: Andrew Gaudion  
Deposit Amount: GBP 250,000.00  
Formula Timing: YIELD ROLLING  
Deal Date: 31-Oct-25  
Settlement Date: 31-Oct-25  
Maturity Date: 30-Apr-26  
Term: 181 Day(s)  
Interest Rate: 3.820%  
Interest Amount: GBP 4,735.75

Deposits should be paid to our account:

Sort Code: 101829  
Account Number: 22573569  
Account Name: DMADF Cash Account

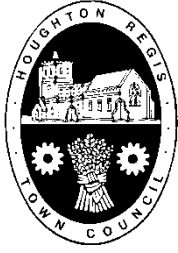
On maturity the total proceeds will be paid to your account:

Sort Code: 600708  
Account Number: 45790698  
Account Name: HOUGHTON REGIS TOWN  
COUNCIL (BEDS)

**Cash Flow Schedule:**

Date	Ccy	Amount		Comments
31-Oct-2025	GBP	250,000.00	We Receive	PRINCIPAL
30-Apr-2026	GBP	4,735.75	We Pay	INTEREST
30-Apr-2026	GBP	250,000.00	We Pay	REPAY PRINCIPAL

**This confirmation is being sent in accordance with, and subject to, the terms of the DMADF Operational Notice in effect at the deal date.**



## CORPORATE SERVICES COMMITTEE

## Agenda Item 9

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<b>Date:</b>	<b>1<sup>st</sup> December 2025</b>
<b>Title:</b>	<b>Investment Working Group Report</b>
<b>Purpose of the Report:</b>	<b>To provide to members a report on investment opportunities.</b>
<b>Contact Officer:</b>	<b>Debbie Marsh, Head of Corporate Services</b>

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### 1. RECOMMENDATIONS

- 1) **To agree to the Town Council entering into a three-year contract with Arlingclose Treasury Services;**
- 2) **To recommend to Council the use of general reserves to fund this service for the remaining 2025/2026 financial year and to ensure suitable budgetary provision is made for future years.**

### 2. BACKGROUND

After consideration at the Corporate Services Committee held on the 1<sup>st</sup> September 2025 members resolved (minute number 13324) to establish an Investment Working Group for a period of 12 months 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.

### 3. CURRENT INVESTMENTS

As agreed at the Corporate Services Committee meeting held on the 1<sup>st</sup> September 2025 members agreed (minute number 13324) to deposit £250,000 into the Governments Deposit Fund DMADF for a 6-month period in order to diversify investment.

The remaining balance of the town council's reserves is held in the CCLA Deposit Account.

### 4. INDEPENDENT TREASURY SERVICES

At the Corporate Services committee meeting held on the 1st September 2025, members agreed to utilise the services of an independent treasury provider.

The Investment Working Group were requested to consider meeting with Arlingclose to discuss the services they provide, how the service would work and to establish the costs and length of contract associated with this advice and to report back their findings to the Corporate Services Committee.

Arlingclose attended the meeting of the Investment Working Group on the 12<sup>th</sup> November 2025.

Members were provided with the following:

- Information on their Treasury Management services
- Key principles of Treasury Management – these mirrored those of the town councils Investment Strategy i.e. Security, Liquidity and Yield. All three considerations were important, but it was stressed that security was the main focus
- Risk of an investment counterparty defaulting or exposed to a ‘bail-in’ event and how to manage credit risk including an overview of short-term investment options and associated Credit risk and Bail in Risk
- Options for longer term investments.

Members were provided with costs for this service for a 12 month and for a 36-month period. Members considered both options and felt that 12 months was not a long enough time for the council to fully appreciate the service provided, the return and the cost to the council in officers time in managing the portfolio. Members were advised that regardless of the amount of money invested the cost for the service would be the same. Should the council decide to invest for a period longer than three years, the fee would have to increase to cover the time outside of the contract period. Members discussed at length the information provided and agreed that the Town Council should enter into a three-year contract with Arlingclose for their treasury advice and services.

Members were reminded there was no budget provision in the 2025/2026 agreed budget for this service. Therefore, the Corporate Services committee would have to make a recommendation to Town Council for the use of general reserves to initially fund this service and to ensure there was budgetary provision made to cover the remaining length of contract.

Arlingclose demonstrated their understanding on the town council’s requirement not to invest in anything that that would convert flexible revenue money into restricted capital money. Arlingclose attend Bank of England meetings and have a team of accountants who provide regulatory updates, as appropriate to the public sector.

Arlingclose would support the town council in updating their Investment Strategy.

## **5. CCLA PUBLIC SECTOR DEPOSIT ACCOUNT**

For information members are provided, at Appendix A, a yield and price summary for the period 1<sup>st</sup> September to and including 24<sup>th</sup> November of the councils CCLA Public Sector Deposit Account.

Members may recall that changes were made to this fund from the 1<sup>st</sup> September 2025. Clarification has been sought from the CCLA in regard should the council drop below the £1m investment level. CCLA have confirmed that as existing investors the town council is ringfenced/protected from the new tiers. New investors are paid slightly different levels of interest under £1m & over £1m. For information as existing investors the town council gets the same higher interest payment whether its £1.00 or £100m.

Current CCLA investment return is in the region of £15,000 per month. The DMADF account has an interest rate of 3.820%

## 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 is no budgetary provision for this service.

### **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**

To appoint Arlingclose as the town council treasury services provider for a period of three years at a cost of £11,000 per annum to work alongside officers and members in securing suitable investments of the town council's reserves. There is a cost saving benefit by entering into a three contract as opposed to a 12-month contract; however, there is no budget provision in the 2025/2026 agreed budget.

As per the Investment Working Groups Terms of Reference, members of the Investment Working Group work alongside Arlingclose in developing and recommending for approval the Council's Investment Policy.

Members of the Investment Working Group evaluate investment opportunities and initially provide recommendations to the Corporate Services Committee on the way forward.

**9. APPENDICES****Appendix A – CCLA yield and price summary**



**Houghton Regis Town Council**  
**Investment Working Group**  
**Minutes of the meeting held on**  
**Monday 13<sup>th</sup> October 2025 at 6pm**

Present: Councillors: D Jones (Chair)  
J Carroll  
M Herber  
T McMahon

Officers: Debbie Marsh Head of Corporate Services

**IWG1 APOLOGIES & SUBSTITUTIONS**

None

**IWG2 ELECTION OF THE CHAIR**

Members were invited to elect a Chair for the Investment Working Group for 2025/2026

Nominee: Cllr Jones Proposed by: Cllr McMahon  
Seconded by: Cllr Herber

There were no other nominations.

On being put to the vote, Cllr Jones was duly appointed as the Chair of the Investment Working Group for 2025/2026.

**IWG3 ELECTION OF THE VICE-CHAIR**

Members were invited to elect a Vice-Chair for the Investment Working Group for 2025/2026

Nominee: Cllr McMahon Proposed by: Cllr Carroll  
Seconded by: Cllr Herber

On being put to the vote, Cllr McMahon was duly appointed as the Vice-Chair of the Investment Working Group for 2025/2026.

**IWG4 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**IWG5 COMMITTEE FUNCTIONS & TERMS OF REFERENCE**

Members discussed the number of members of the Working Group that would ensure meetings could go ahead, it was agreed the quorum of this working group would be two. Members requested the Committee Functions & Terms of Reference be amended and presented to members of the Corporate Services committee at the next meeting to be held on the 1<sup>st</sup> December 2025 for noting.

Members were informed that the Head of Corporate Services would take notes during Working Group meetings and circulate them to all members within 10 working days. Once agreed, these notes will be presented at the next Corporate Services committee meeting, enabling the committee to stay informed of actions and matters arising without the need for a further Investment Working Group meeting to take place.

#### **IWG6 GOVERNMENT DEBT MANAGEMENT ACCOUNT DEPOSIT FACILITY (DMADF)**

Members were advised that an application to open an account had been submitted. Once the application has been approved, £250k would be transferred to the account as agreed at Corporate Services meeting held on the 1<sup>st</sup> September 2025 minute number 13324. This would leave £2,750,000 left of the original £3m proposed investment sum.

#### **IWG7 INDEPENDENT TREASURY SERVICES**

At the Corporate Services committee meeting held on the 1<sup>st</sup> September 2025, members agreed to utilise the services of an independent treasury provider (Arlingclose).

The Investment Working Group were requested to consider meeting with Arlingclose to discuss the services they provide, how the services work and to establish the costs and length of contract associated with this advice and to report back their findings to the Corporate Services Committee.

Members were advised that Arlingclose had been approached to ascertain whether they would be available to attend a future meeting of the Investment Working Group. They confirmed they would be willing to attend as required.

Members received for information, a schedule of services, as provided by Arlingclose. Members were reminded this information was commercially sensitive and should not be shared outside of the working group.

The schedule of services can be tailored to suit the services the town council requires.

Members were advised according to Arlingclose, based on the preliminary conversation already had and conversations they have had with similar town and parish councils, they felt the sections on balance sheet review & debt management, ESG service, and some of the technical advice & practical support (the town council may wish to retain the strategy support element) could be removed.

Members noted the costs of the service remained the same regardless of the total sum of money invested. Arlingclose provide the advice it is up to the town council whether to follow this advice. All transactions would be made in house, Arlingclose do not have a holding account and thereby do not handle client funds.

The town council would be required to enter into a contract for this service.

## **IWG8 CCLA DEPOSIT ACCOUNT**

Members were advised that the CCLA calculate interest daily over the month.

Members received the average yield rates for July and August. It was noted the average rate for this financial year (to the end of August) had not dropped below 4%.

The Town Council currently has all of its surplus funds in this account.

## **IWG9 PROPOSED NEXT STEPS**

Members agreed the following when discussing the groups next steps.

Regarding the DMADF Account:

- Once the £250,000 transfer is complete, the Working Group to monitor the performance and accessibility of this facility
- The Investment Working Group to consider whether additional tranches of the remaining £2.75m should be allocated to DMADF based on comparative yields and the Council's liquidity needs and make recommendations as such to the Corporate Services committee.

Regarding Independent Treasury Services (Arlingclose):

- The Investment Working Group to invite Arlingclose to attend the next Investment Working Group meeting to present their services in detail
- Following this presentation, the Working Group to evaluate which elements of their service schedule would be most beneficial to the Town Council
- A cost-benefit analysis be undertaken comparing the proposed service costs against potential investment returns and risk mitigation
- A recommendation be prepared for the Corporate Services Committee regarding whether to proceed with engaging Arlingclose and, if so, which service elements to include

Regarding the CCLA Deposit Account:

Members noted the strong performance of the CCLA account i.e. maintaining yields above 4% for April to August 2025 however were cautious that this yield rate had remained the same since this time..

The next Investment Working Group meeting to be held on the 12<sup>th</sup> November 2025.

**The Chairman closed the meeting at 6.30pm**

**Dated this 12<sup>th</sup> November 2025**

**Chairman**

DRAFT

**Houghton Regis Town Council**  
**Investment Working Group**  
**Minutes of the meeting held on**  
**Wednesday 12<sup>th</sup> November 2025 at 10am**

Present: Councillors: D Jones (Chair)  
J Carroll  
M Herber  
T McMahon

Officers: Debbie Marsh Head of Corporate Services  
Andrew Gaudion Finance Manager

Also in attendance, via Teams: Joe Scott-Soane Arlingclose Treasury Services  
Paul Roberts Arlingclose Treasury Services

**IWG10 APOLOGIES & SUBSTITUTIONS**

None

**IWG11 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**IWG12 MINUTES**

To approve the Minutes of the meeting held on the 13<sup>th</sup> October 2025

**Resolved: To approve the Minutes of the meeting held on 13<sup>th</sup> October 2025 and for these to be signed by the Chair.**

**IWG13 GOVERNMENT DEBT MANAGEMENT ACCOUNT DEPOSIT FACILITY (DMADF)**

Members were advised that an application to open an account had been submitted and approved. Officers informed members that the sum of £250k had been transferred to the account as agreed at Corporate Services meeting held on the 1<sup>st</sup> September 2025 minute number 13324.

Members were advised that the maturity date was the 30<sup>th</sup> April 2026. The fixed deposit account attracted an interest rate of 3.820% with an interest amount of £4,735.75 to be paid on redemption along with the principal amount.

**IWG14 INDEPENDENT TREASURY SERVICES**

At the meeting of the Investment Working Group held on the 13<sup>th</sup> October 2025 members requested (minute number IWG7) that Arlingclose Treasury Services attend this meeting to provide information on the services they provide, how the services work and to establish the costs and length of contract associated with this advice and to report back their findings to the Corporate Services Committee.

Members discussed at length the information provided and agreed that the Town Council should enter into a three year contract with Arlingclose for their treasury advice and services.

Members requested this be reported to the Corporate Services committee at their next meeting.

Members were reminded there was no budget provision in the 2025/2026 agreed budget for this service. Therefore the Corporate Services committee would have to make a recommendation to Town Council for the use of general reserves to initially fund this service.

**Resolved: To consider the advice and information received from Arlingclose Treasury Services and to provide a report to the Corporate Services Committee ready for the meeting to be held on the 1<sup>st</sup> December 2025.**

#### **IWG15 CCLA DEPOSIT ACCOUNT -AAA FITCH RATING**

Members were advised that the CCLA calculate interest daily over the month.

For information Members received information on the average yield rates applicable from 1<sup>st</sup> August 2025 to 27<sup>th</sup> October 2025. As could be seen, the average interest rate for this period was hovering around the 4% mark.

The Town Council currently has all of its surplus funds in this account.

#### **IWG16 INVESTMENT OPPORTUNITY -UNITY BANK**

At the meeting of the Investment Working Group held on the 13<sup>th</sup> October 2025, members agreed that enquires with Unity Bank be made to establish as to whether an investment with this organisation would be suitable for the town council.

Members considered a report on whether Unity Trust Bank was an acceptable investment opportunity fo the Town Council.

Members agreed that following the recommendation to use the services of an independent Treasury Advisor that there was no need to pursue this investment opportunity.

**Resolved: To not invest, at this time, with Unity Trust Bank.**

#### **IWG17 DATE OF NEXT MEETING**

Members were requested to consider the date of the next meeting of the Investment Working Group.

It was proposed the date of the next meeting be on Wednesday 3<sup>rd</sup> December 2025 at 10am.

Members agreed that the timing of the proposed meeting was too soon and agreed to meet following the appointment of Arlingclose Treasury Services.

**Resolved: To agree the date of the next meeting of the Investment Working Group following the appointment of Arlingclose Treasury Services.**

**The Chairman closed the meeting at 12:00hrs**

**Dated this xx xxxxxx 2025**

**Chairman**

DRAFT

Existing Contracts

<i>Service</i>	<i>Minute No.</i>	<i>Details</i>	<i>Cost/ annum</i>	<i>Start date</i>
IT		Support Charge - 12month rolling contract 90 day notice period	£ 2000	9 <sup>th</sup> October
		Microsoft 365 Business Basic (Councillors) - Annual Subscription	£950	30 <sup>th</sup> January 2024
		Microsoft 365 Business Standard (office staff) - Annual Subscription	£2,000	
		Trellix (Anti- Virus software) Standard Annual licence – previously known as McAfee  (36 licences)	£900	25 <sup>th</sup> October 2025
		Cove Cloud Server Backup Previously known as SolarWinds	£660	17 <sup>th</sup> November 2023
		Telephone software (3CX)	£275 Licence	Expires 26 <sup>th</sup> January 2026
			£260 Support	Expires 26 <sup>th</sup> January 2026
Website hosting		Annual fee	£360	
Domain Name registration renewal	12629 CS 12752 TC)	2 year renewal	£70.00	December 2025
DCK Accounting		Annual arrangement for year-end close down and year end accounts preparation	£1,300 (approx.)	
Operation Hana		Annual arrangement	£35,000	1 <sup>st</sup> April 2025 – 31 <sup>st</sup> March 2026
Internal Audit	12863 (CS)	3-year arrangement	£840	2024-2027

	12887 (TC)			
Human resources advisor	9942	Annual arrangement	£3,245	
External audit	12191	5 years from 1 <sup>st</sup> April 2022 and ending on 31 <sup>st</sup> March 2027	£2100	Appointed via Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015.
Town centre toilets		Annual	£29,000.00 plus consumables per annum	Town centre toilets
Insurance	12760	Long term agreement	£17,710 plus additional premiums relating to any changes in circumstance. Cost to cover events comes from event budget	1st June 2024 to 31st May 2027
Payroll	11454	30-day notice period	£3100	1 <sup>st</sup> April 2021
Photocopier lease	12735	Long term agreement	£511	2024 to 2029
Mobile Phones		15 x mobile phone lines  Sim only	£3410	Rolling
BT				
<u>Peel Street</u>				
• Phone lines			£2203	
• Broadband			£3420	
<u>Village Green</u>				
• Broadband			£200	
Franking Machine		Long term agreement	£360	1 <sup>st</sup> June 2023- 31 <sup>st</sup> August 2029
Accounting Software annual support and Maintenance		Annual arrangement	£1332	01/04/2024 to 31/03/2027

Licence for 5 Users				
Cemetery Software annual support and Maintenance Licence for 5 Users		Annual arrangement	£460	01/04/2024 to 31/03/2027
Allotment Software annual support and Maintenance Licence for 5 Users		Annual arrangement	£280	01/04/2024 to 31/03/2027
Making Tax Digital for VAT submission		Annual arrangement	£125	01/04/2024 to 31/03/2027
Rialtas Cloud users costs		Initial 3 year contract. Then rolling annually. Cancellation terms 6 months' notice.	£2000	1/4/24 to 31/3/27
Christmas Lights		Annual fee	£20,000	2025/2026
Employee Assistance Programme	11774 (CS) 11879 (TC)	Long term agreement	£500	1 <sup>st</sup> March 2022 to 28 <sup>th</sup> February 2027
Energy supply Bidwell Sports Pavilion		3-year electricity supply agreement	£400 Forecast £2100	1 <sup>st</sup> December 2025
CCTV monitoring		Annual fee	£3,341	1 <sup>st</sup> April (review date 12 <sup>th</sup> February)
CCTV Re-deployable cameras		Annual fee	NIL	Contract in place until November 2027
Smartlog		Annual fee 60 days' notice	£550	8/12/2022 to 8/12/2025 8/12/2025 to 8/12/2028

Ranger App (Cloudy IT) Maintenance Charge		Maintenance Charge	£1,322	
Lone Worker Devices x @ £10.84 each	13329 Corporate Services 1/9/25	Monthly fee	£21.68	1/7/25 to 30/6/28
Energy supply Orchard Close Pavilion		Electricity supply agreement	£800	End date 31/08/2026
Energy supply HRTC		Electricity supply agreement	£2080	End date 31/08/2026
Energy supply HRTC		Gas supply agreement	Budget £728  This is likely to be £1,800/£2000	End date 31/10/2027
Energy supply Parkside Pavilion		Electricity supply agreement	£600	End date 31/08/2026
Energy supply Parkside Pavilion		Gas supply agreement	Budget £150  This is likely to be £600	End date 31/10/2027
Energy supply Parkside Drive		Electricity supply agreement	£600	End date 31/08/2026
Energy supply Moore Crescent Pavilion		Electricity supply agreement	£2200	End date 31/08/2026

Energy supply Moore Crescent Pavilion		Gas supply agreement	£1400	End date 31/10/2027
Energy supply Tithe Farm Pavilion (old)		Electricity supply agreement	£800	End date 31/08/2026
Energy supply Village Green Pavilion		Electricity supply agreement	£1500	End date 31/08/2027
Energy supply Depot		Electricity supply agreement	£2500	End date 31/08/2026
Energy supply Thorn Pavilion		Electricity supply agreement	Budgeted £400 This is likely to be £2500	End date 30/11/2028
Energy supply Thorn Pavilion		Gas supply agreement	£1000	End date 31/12/2028
Water supply Depot		Water supply agreement	Budgeted £800 This is likely to be £1400	End date 31/08/2028
Water supply Tithe Farm Pavilion		Water supply agreement	Budgeted £200 This is likely to be £350	End date 31/08/2028

Water supply Village Green Pavilion		Water supply agreement	Budgeted £1500  This is likely to be £4000	End date  31/08/2028
Water supply HRTC		Water supply agreement	Budgeted £1144  This is likely to come under budget at £605	End date  31/08/2028

*This report is provided for information.*



BARNETT  
WADDINGHAM

Part of **HOWDEN**

**237 Houghton Regis Town Council**

**31 March 2025 valuation employer  
results schedule**

**Bedfordshire Pension Fund**

Barnett Waddingham LLP

14 November 2025



## Introduction

This schedule is provided to Bedford Borough Council as administering authority to Bedfordshire Pension Fund (the Fund). It has been generated from our online employer results modelling tool **Illuminate Me**. It may be shared with Houghton Regis Town Council (the Employer), provided that it is done so in whole, but it does not constitute advice to them. The Fund is part of the Local Government Pension Scheme (LGPS).

The purpose of this document is to provide a summary of the preliminary results of the actuarial valuation as at 31 March 2025 in relation to the Employer's individual funding position along with proposed contribution rates. A full valuation report will follow by 31 March 2026, which will provide details of the valuation method, assumptions and results of the valuation.

The purpose of the valuation is to review the financial position of the Fund and to set appropriate contribution rates for each employer in the Fund for the period from 1 April 2026 to 31 March 2029 as required under Regulation 62 of the Local Government Pension Scheme Regulations 2013 (the Regulations) as amended. These contributions rates will be based on each employer's own membership/funding unless the employer participates in a pool, in which case the funding position of the pool will be considered.

Please note that member contributions are paid into the Fund at rates as set out in the Regulations.

We recommend that this report is read alongside the Fund's draft Funding Strategy Statement (FSS) where appropriate for the Employer to further understand the results as set out in this schedule. The FSS will be available on request.

## Compliance statement

This schedule is subject to and complies with Technical Actuarial Standard 100: General Actuarial Standards (TAS 100) as a component communication of the 31 March 2025 valuation. This schedule does not constitute advice to the Employer. Barnett Waddingham LLP shall not accept liability should the schedule be relied upon by any third party or for any purpose other than that stated above.

## Employer results

### Contribution rates

The total contribution rates payable by employers consists of two elements, the primary rate and the secondary rate. The primary rate covers the cost of benefit accrual expressed as a percentage of pay. The secondary rate of an employer's contributions is any percentage or amount by which, in the actuary's opinion, contributions at the primary rate should, in the case of a Scheme employer, be increased or reduced by to reach the total rate payable reflecting any circumstances particular to that employer (for example, to recover a funding deficit identified or to manage any contribution rate changes).

The proposed minimum contribution rates for the three-year period from 1 April 2026 to 31 March 2029 are detailed below. These contribution rates have been provided to the administering authority and reviewed via [Illuminate Me](#). The Employer may pay further amounts at any time.

Contribution rate results	Previously certified		Provisionally certified	
	31 March 2026	31 March 2027	31 March 2028	31 March 2029
Year ending				
<b>Total contributions</b>	26.8%	<b>17.8% + £39.1k</b>	<b>17.8% + £40.5k</b>	<b>17.8% + £42.0k</b>
<i>Consisting of:</i>				
Primary rate (of pay p.a.)	20.4%	17.8%	17.8%	17.8%
Secondary rate (% of pay plus £ p.a.)	6.4%	£39.1k	£40.5k	£42.0k
<b>Contribution rate analysis</b>				
Estimated annual pay	£628k	£651k	£675k	£700k
Estimated Total contributions	£169k	£155k	£161k	£167k
Increase (in absolute terms)	-	-8.1%	3.7%	3.7%

## Contribution rate commentary

The Employer is pooled for funding purposes with other resolution bodies in the Bedfordshire Pension Fund. All employers in the pool are assumed to be open to new entrants.

The 2025 resolution bodies pool rate is 23.8% of payroll compared to 26.8% at the 2022 valuation. The pool contribution rate has reduced by the maximum 3% of payroll set out in the draft Funding Strategy Statement.

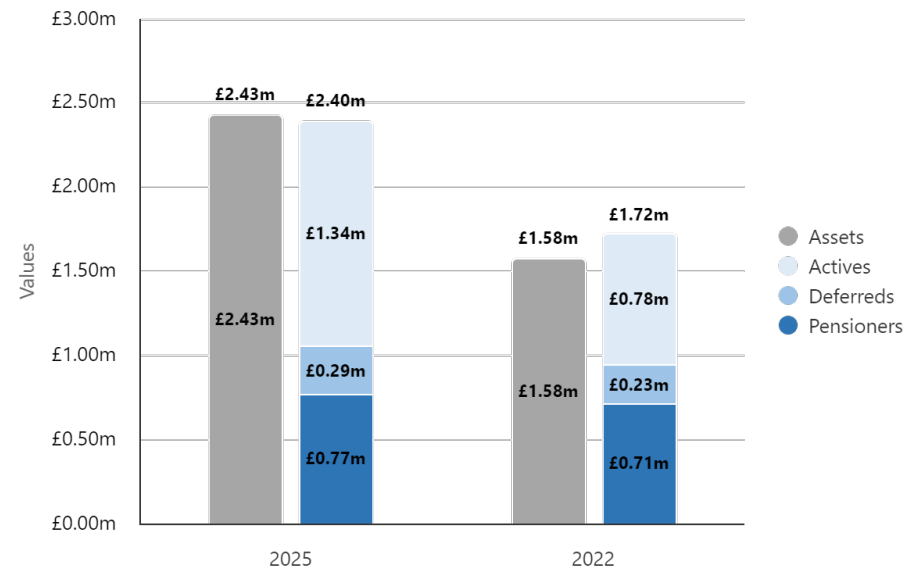
Secondary rate contributions for employers in the resolution bodies pool have been expressed as a fixed monetary amount rather than as a percentage of pay. For more information please see the newsletter circulated by the Fund on 25 September 2025.

Please refer the draft Funding Strategy Statement for further information on the approach taken to setting contribution rates.

## Funding position

Each participating employer, or group of similar employers, will likely have differing results to the Fund as a whole depending upon their own profile of membership within the Fund, and how this has changed in the inter-valuation period.

Using the proposed assumptions, the preliminary results as at 31 March 2025 for Houghton Regis Town Council are set out in the chart below. We have included the funding position at 31 March 2022 for comparison.



The Employer has a funding surplus of £38.1k at 31 March 2025, equating to a funding level of 101.6%, compared to a funding deficit of £146k at 31 March 2022, equating to a funding level of 92%.

## McCloud judgment

As part of the valuation, we have estimated the increase in liabilities for each employer as a result of the McCloud remedy. The increase in the liabilities is based on the McCloud underpin for eligible members as determined by the LGPS McCloud remedy regulations which became law on 1 October 2023. The liabilities calculated as part of the 2025 valuation reflect that eligible members may receive a pension uplift at retirement if their benefits would have been higher had they continued to accrue service in the discontinued final salary scheme until 31 March 2022. The estimate is based on data provided by the Fund. Please note that this allowance will change from year to year as the impact on members will change from year to year. Information at whole fund level will be included in the final whole fund valuation report.

For more information, please contact the administering authority. Further information can be found on the LGPS member website here:

<https://www.lgpsmember.org/mccloud-remedy>.

We have estimated that the increase in liabilities as a result of the McCloud remedy is £37.8k. Please note that this figure will differ from year to year as member's benefits change.

The change in the estimated impact of the McCloud remedy at the 2022 valuation and the 2025 valuation is contained within the "member experience and miscellaneous" item of the funding position reconciliation.

## Risks

There are many factors that affect the Fund's funding position and could lead to the Fund's funding objectives not being met within the timescales expected. Some of the key risks that could have a material impact on the Fund are:

- Employer covenant risk
- Investment risk
- Inflation risk
- Mortality risk
- Member options risk
- Regulatory risk
- Climate risk

The sensitivity of the funding results to some of these risks is set out in the Fund's Funding Strategy Statement (FSS) and will be set out in the final valuation report which will be published by 31 March 2026. Please note that this is not an exhaustive list. Further information on these risks and more will be set out in greater detail in the FSS.

## Gender Pensions Gap

The Gender Pensions Gap (GPG) is the difference in retirement income or retirement wealth for men and women. It is influenced by the gender pay gap, as well as other factors, principally working patterns.

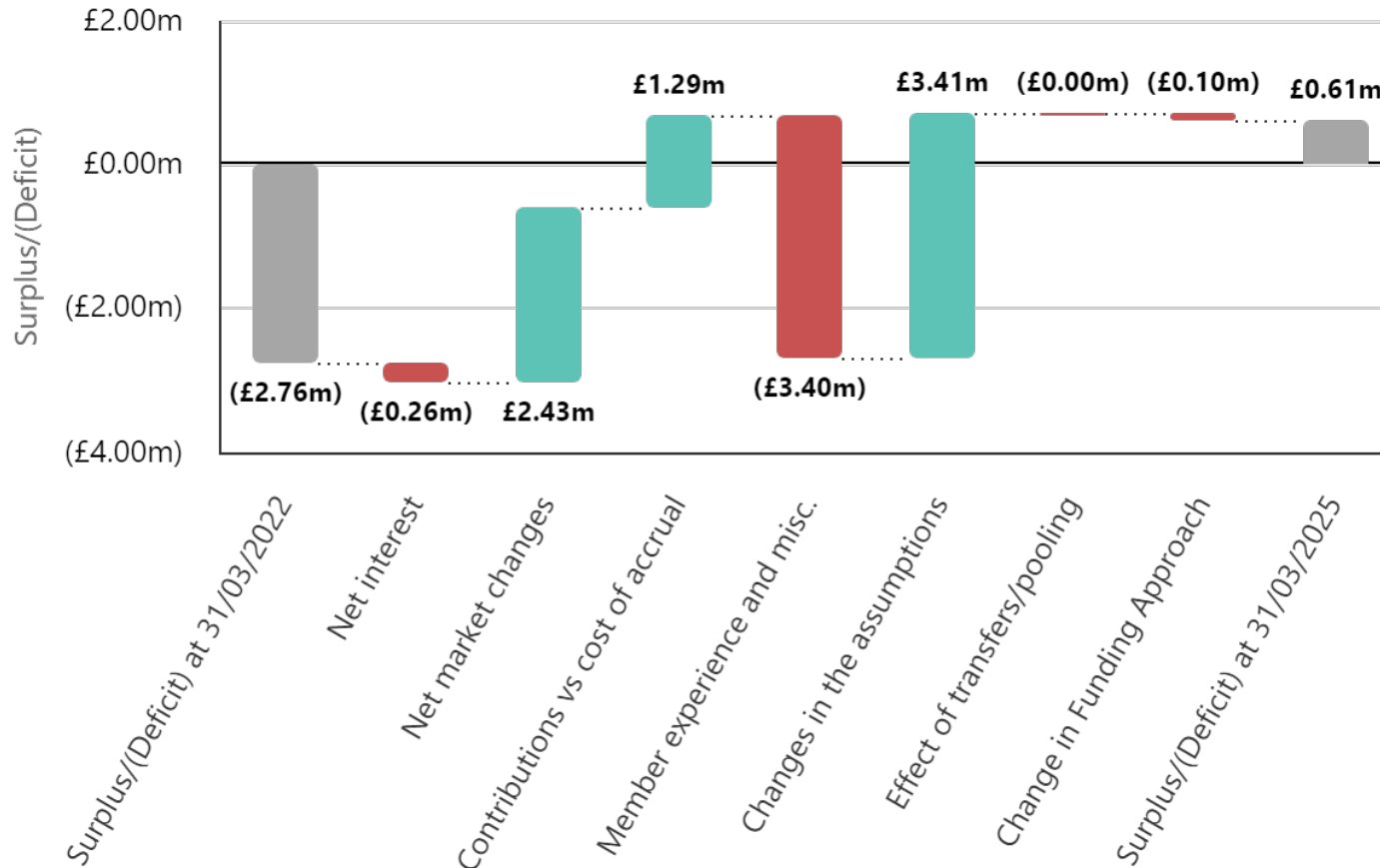
There has been increasing interest in the GPG in the LGPS in the last few years. In 2023, the Scheme Advisory Board (SAB) set up a working group made up of fund officers, consultants, actuaries, Ministry of Housing Communities and Local Government (MHCLG) and SAB representatives, to consider how this issue should be dealt with in the LGPS.

In the recent Access and Fairness consultation, it was proposed that LGPS funds report on their GPG and this information will be included in the final whole fund valuation report.

If you would like more information on the Gender Pensions Gap and the additional services Barnett Waddingham can provide, please get in touch using the contact information at the end of this report.

## Funding position reconciliation

The table below shows a breakdown of the change in the funding position since the previous valuation (this will be at pool level if the Employer is pooled).



More details of each change are in Appendix 3. The member experience and misc. category in the above table includes the effect of inflation experience between 2022 and 2025. This has resulted in a significant increase in liabilities (and reduction in funding level) for employers, given the pension increases were 10.1%, 6.7% and 1.7% p.a. for 2023, 2024 and 2025 respectively.

## Next steps

The agreed contributions payable by the Employer will be set out in the Rates and Adjustments Certificate issued alongside the actuarial valuation report by 31 March 2026. The administering authority is happy to discuss the proposed rates with the Employer.

## Appendix 1 Information and methods

### Membership data

The membership data provided for the Employer is summarised below and this is what the results are based on. Checks have been applied to the data for reasonableness, but the Employer should let the Fund know if this does not look in line with their expectations of the existing membership profile. If there are any material changes to the data then the figures in this report may need to be reissued.

	31 March 2025			31 March 2022		
	Current Number	Salary/Pension	Average Age	Current Number	Salary/Pension	Average Age
<b>Active</b>	25	£628k	46.0	12	£315k	46.0
<b>Deferred (inc. Undecided)</b>	10	£22k	49.0	11	£18k	46.0
<b>Pensioner and Dependant</b>	10	£68k	77.0	8	£54k	75.0

### Valuation of liabilities

Using the valuation assumptions shown below, we estimate the future cashflows which will be made to and from the Fund throughout the future lifetime of existing active members, deferred pensioner members, pensioners and their dependants. We use these to calculate the amount of money which if invested now, would be sufficient together with the assumed growth in the assets to make those payments in future. This amount is called the present value of members' benefits and separate calculations are made in respect of service up to the valuation date (past service), and for service after (future service).

We compare the value of existing assets with the value of past service benefits (allowing for future salary and pension increases). If there is an excess of assets over accrued liabilities then there is a surplus, otherwise, there is a deficit.

To calculate contribution rates we first calculate the value of future benefits. If an employer is open to new members, we will usually consider the value of benefits accruing in the first year. If an employer is closed to new members, then we will usually consider a longer term, for example, the value of benefits

accruing in the remaining working lifetime of the members. The value of these benefits is then expressed as a percentage of payroll over the same period, having first deducted the projected contributions to be paid by the members.

If there is a deficit, additional contributions are required to be paid by employers over an agreed period, either as a percentage of payroll, or as monetary amounts.

If there is a surplus, an adjustment may be made to the total contribution rate using a negative secondary rate. Any adjustment will be made as appropriate after consideration of any circumstances particular to the Employer.

More information on the valuation of liabilities and the rules around setting contribution rates is set out in the FSS.

## McCloud

Regulations in respect of the McCloud and Sargeant judgments in respect of historical age discrimination came into force on 1 October 2023. Where available, we use the pay and service history included in the valuation data extracts to estimate the cost of the remedy. For relevant members, we compare the estimated value of the final salary benefits and CARE benefits accrued during the remedy period, using an assumption for future salary growth, to determine whether the final salary underpin is likely to apply.

## Assets

Assets are calculated as a six-month smoothed market value straddling the valuation date. The purpose of smoothing the asset value is to help stabilise employer contributions and it means that contribution rates are not singularly dependent on the market value of assets and market conditions on one particular day.

Assets are not separately held for each employer. The Fund holds assets in respect of all of the employers in the Fund and each employer has a notional share of these assets. Each employer's own notional share is fully re-apportioned at the actuarial valuation by accumulating the assets from the previous valuation with respect to the Fund's investment return achieved over the period, and with allowance for cashflows paid in respect of the Employer and any other experience.

## Appendix 2 Summary of the Fund results

### Assumptions

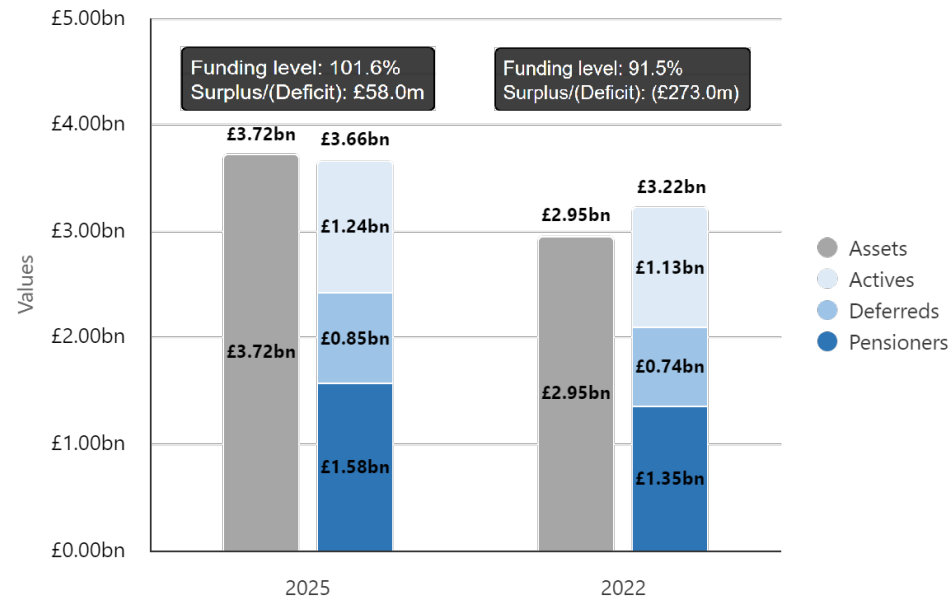
In summary, we have adopted the following key assumptions at 31 March 2025 (with comparison to those adopted at the previous funding valuation).

Key assumptions	31 March 2025	31 March 2022
Discount rate	5.0% p.a	4.6% p.a
CPI inflation	2.7% p.a	2.9% p.a
Salary increases	3.7% p.a	3.9% p.a
Post-retirement mortality		
Mortality table and multiplier (males)	110% of S4PMA for males	2022 Club Vita tables
Mortality table and multiplier (females)	105% of S4PFA for females	2022 Club Vita tables
Projection model		
Long-term rate of improvement	CMI_2024	CMI_2021
Initial addition parameter	1.5% p.a.	1.25% p.a.
Half-life overlay	0.0% p.a.	0.0% p.a.
	1 year	n/a

For more information on the derivation of the different assumptions in the table above, please see the draft Funding Strategy Statement which is available on request.

## Past service funding position (whole Fund)

Using these assumptions, the chart below sets out the preliminary valuation results for the whole Fund as at 31 March 2025 (with comparison to the whole fund results at 31 March 2022):



## Comments on Fund results

We have the following comments on the Fund results:

- Changes in market conditions has decreased the Fund deficit by approximately £139m
- Payment of secondary contributions has decreased the Fund deficit by approximately £93m
- Higher inflation than assumed has increased the deficit by approximately £279m
- Changes in financial assumptions used has decreased the deficit by approximately £283m

## Appendix 3 Explanation of reconciliation items

### Funding level changes

#### Net market changes

This item affects both assets and liabilities. The contribution from the assets is the performance of the Fund compared to the assumption made at the previous valuation. The liabilities are valued based on market indicators and the assumptions automatically change over time (e.g. future expected inflation).

#### Contributions vs cost of accrual

This estimates the difference between contributions actually paid by the employer and the cost of benefits built up by members over the last three years.

#### Member experience

This covers all member experience, including salary increases, members who have died compared to assumed etc. This item could be positive or negative for employers depending on experience.

#### Changes in assumptions

While the market-related part of the change in assumptions was covered in the Net market changes item, a number of other assumptions have updated. This includes changes to the financial assumptions, where we may have assumed different levels of asset returns in future compared to the previous valuation, and the mortality assumptions, where the tables and models used have been updated to reflect recent mortality experience.

#### Effect of transfers/pooling

This item reflects the impact of member transfers into or out of the employer's section of the Fund or if an employer's assets have been reallocated through a funding pooling process.

#### Change in funding approach

This item reflects any other changes in the employer's funding position (for example, if the employer's funding category has changed). More details for any particular employer are available on request.

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The information in this report is based on our understanding of current taxation law, proposed legislation and HM Revenue & Customs practice, which may be subject to future variation.

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Houghton Regis Town Council Current Year

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VAT Return: 01/07/2025 - 30/09/2025

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	1088	4		3,940.22	3,940.22	0.00	
Cashbook	1		4		89.25	89.25	0.00	
Cashbook	1		5		199.44	199.44	0.00	
Sales Ledger	1	1116	6		225.00	225.00	0.00	
Sales Ledger	1	1117	6		71.00	71.00	0.00	
Cashbook	1		6		35.78	35.78	0.00	
<b>OUTPUT</b>					<b>Total Rate: E</b>	<b>4,560.69</b>	<b>4,560.69</b>	<b>0.00</b>
Sales Ledger	1	1088	4		12.00	10.00	2.00	
Sales Ledger	1	1091	4		63.60	53.00	10.60	
Sales Ledger	1	1093	4		2,875.45	2,396.21	479.24	
Sales Ledger	1	1094	4		42.00	35.00	7.00	
Cashbook	1		4		1,271.40	1,059.50	211.90	
Sales Ledger	1	1100	5		334.80	279.00	55.80	
Sales Ledger	1	1104	5		2,875.45	2,396.21	479.24	
Sales Ledger	1	1105	6		212.40	177.00	35.40	
Sales Ledger	1	1109	6		8.40	7.00	1.40	
Sales Ledger	1	1111	6		66.60	55.50	11.10	
Sales Ledger	1	1116	6		147.60	123.00	24.60	
Sales Ledger	1	1117	6		37.20	31.00	6.20	
Sales Ledger	1	1120	6		2,875.45	2,396.21	479.24	
<b>OUTPUT</b>					<b>Total Rate: S</b>	<b>10,822.35</b>	<b>9,018.63</b>	<b>1,803.72</b>
Sales Ledger	1	1086	4		81.00	81.00	0.00	
Sales Ledger	1	1087	4		364.00	364.00	0.00	
Sales Ledger	1	1089	4		27.00	27.00	0.00	
Sales Ledger	1	1090	4		108.00	108.00	0.00	
Sales Ledger	1	1092	4		9.00	9.00	0.00	
Sales Ledger	1	1094	4		60.00	60.00	0.00	
Sales Ledger	1	1095	4		1,121.33	1,121.33	0.00	
Sales Ledger	1	1096	4		86.00	86.00	0.00	
Cashbook	1		4		52,088.42	52,088.42	0.00	
Cashbook	2		4		0.00	0.00	0.00	
Sales Ledger	1	1097	5		180.00	180.00	0.00	
Sales Ledger	1	1098	5		58,681.34	58,681.34	0.00	
Sales Ledger	1	1099	5		556.00	556.00	0.00	
Sales Ledger	1	1100	5		278.00	278.00	0.00	
Sales Ledger	1	1101	5		193.00	193.00	0.00	
Sales Ledger	1	1102	5		48.00	48.00	0.00	
Sales Ledger	1	1103	5		35.00	35.00	0.00	
Cashbook	1		5		672.50	672.50	0.00	
Sales Ledger	1	1105	6		1,514.00	1,514.00	0.00	
Sales Ledger	1	1106	6		166.00	166.00	0.00	
Sales Ledger	1	1107	6		27.00	27.00	0.00	
Sales Ledger	1	1108	6		26.00	26.00	0.00	

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<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	1110	6		640.00	640.00	0.00
Sales Ledger	1	1111	6		50.00	50.00	0.00
Sales Ledger	1	1112	6		60.00	60.00	0.00
Sales Ledger	1	1113	6		6,489.00	6,489.00	0.00
Sales Ledger	1	1114	6		64.00	64.00	0.00
Sales Ledger	1	1118	6		48.00	48.00	0.00
Sales Ledger	1	1119	6		17.50	17.50	0.00
Cashbook	1		6		656.75	656.75	0.00
<b>OUTPUT</b>				<b>Total Rate: Z</b>	<b>124,346.84</b>	<b>124,346.84</b>	<b>0.00</b>
Purchase Ledger	1	1916	4		113.70	113.70	0.00
Purchase Ledger	1	1925	4		89.06	89.06	0.00
Purchase Ledger	1	1933	4		70.00	70.00	0.00
Purchase Ledger	1	1937	5		76.15	76.15	0.00
Purchase Ledger	1	1940	5		310.39	310.39	0.00
Purchase Ledger	1	1941	5		800.00	800.00	0.00
Cashbook	1		5		5.00	5.00	0.00
Cashbook	1		6		3.52	3.52	0.00
<b>INPUT</b>				<b>Total Rate: E</b>	<b>1,467.82</b>	<b>1,467.82</b>	<b>0.00</b>
Purchase Ledger	1	1919	4		319.27	304.06	15.21
Purchase Ledger	1	1921	4		-189.29	-180.28	-9.01
Purchase Ledger	1	1923	4		162.02	154.31	7.71
Purchase Ledger	1	1924	4		49.50	47.14	2.36
Purchase Ledger	1	1928	4		179.67	171.11	8.56
Purchase Ledger	1	1936	5		527.02	501.93	25.09
Purchase Ledger	1	1939	5		249.61	237.71	11.90
Purchase Ledger	1	1947	6		284.86	271.29	13.57
Purchase Ledger	1	1950	6		208.74	198.79	9.95
Purchase Ledger	1	1951	6		183.12	174.40	8.72
Purchase Ledger	1	1952	6		668.68	630.91	37.77
<b>INPUT</b>				<b>Total Rate: L</b>	<b>2,643.20</b>	<b>2,511.37</b>	<b>131.83</b>
Purchase Ledger	1	1916	4		8,592.00	7,287.59	1,304.41
Purchase Ledger	1	1919	4		6,580.67	5,547.40	1,033.27
Purchase Ledger	1	1920	4		416.00	346.67	69.33
Purchase Ledger	1	1921	4		-538.83	-449.03	-89.80
Purchase Ledger	1	1925	4		37,159.77	31,140.28	6,019.49
Purchase Ledger	1	1928	4		12.28	10.23	2.05
Purchase Ledger	1	1929	4		1,316.66	1,198.48	118.18
Purchase Ledger	1	1930	4		0.00	0.00	0.00
Purchase Ledger	1	1931	4		2,975.28	2,479.40	495.88
Purchase Ledger	1	1932	4		2,335.91	1,946.59	389.32
Purchase Ledger	1	1933	4		5,170.34	4,308.61	861.73

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<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>
Cashbook	1		4		2,267.32	1,899.82	367.50
Purchase Ledger	1	1936	5		7,001.06	5,834.96	1,166.10
Purchase Ledger	1	1937	5		13,887.35	11,572.79	2,314.56
Purchase Ledger	1	1940	5		9,911.85	8,259.87	1,651.98
Purchase Ledger	1	1945	5		-55.76	-51.06	-4.70
Purchase Ledger	1	1946	5		0.00	0.00	0.00
Cashbook	1		5		1,945.16	1,627.93	317.23
Purchase Ledger	1	1943	6		3,885.48	3,301.13	584.35
Purchase Ledger	1	1947	6		380.15	316.78	63.37
Purchase Ledger	1	1948	6		19,491.89	16,243.24	3,248.65
Purchase Ledger	1	1950	6		29.87	24.89	4.98
Purchase Ledger	1	1951	6		38.52	32.10	6.42
Purchase Ledger	1	1952	6		464.81	387.34	77.47
Purchase Ledger	1	1953	6		32,388.00	26,990.00	5,398.00
Purchase Ledger	1	1955	6		12,518.79	10,441.32	2,077.47
Purchase Ledger	1	1956	6		12,083.59	10,125.49	1,958.10
Cashbook	1		6		893.33	744.39	148.94
		<b>INPUT</b>		<b>Total Rate: S</b>	<b>181,151.49</b>	<b>151,567.21</b>	<b>29,584.28</b>
Purchase Ledger	1	1916	4		11,657.60	11,657.60	0.00
Purchase Ledger	1	1922	4		50.00	50.00	0.00
Purchase Ledger	1	1925	4		5,917.15	5,917.15	0.00
Purchase Ledger	1	1932	4		50.00	50.00	0.00
Purchase Ledger	1	1933	4		5,082.80	5,082.80	0.00
Cashbook	1		4		2,757.87	2,757.87	0.00
Cashbook	3		4		114.51	114.51	0.00
Cashbook	4		4		40.95	40.95	0.00
Purchase Ledger	1	1937	5		4,912.81	4,912.81	0.00
Purchase Ledger	1	1940	5		1,502.66	1,502.66	0.00
Cashbook	1		5		1,994.67	1,994.67	0.00
Purchase Ledger	1	1944	6		21.13	21.13	0.00
Purchase Ledger	1	1948	6		3,340.71	3,340.71	0.00
Purchase Ledger	1	1952	6		1,477.55	1,477.55	0.00
Purchase Ledger	1	1954	6		10.00	10.00	0.00
Purchase Ledger	1	1955	6		79.50	79.50	0.00
Purchase Ledger	1	1956	6		813.37	813.37	0.00
Cashbook	1		6		2,479.77	2,479.77	0.00
Cashbook	3		6		80.04	80.04	0.00
Cashbook	4		6		24.48	24.48	0.00
		<b>INPUT</b>		<b>Total Rate: Z</b>	<b>42,407.57</b>	<b>42,407.57</b>	<b>0.00</b>

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<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>
<b>VAT Return Summary:</b>				<b>Total Outputs</b>	<b>139,729.88</b>	<b>137,926.16</b>	<b>1,803.72</b>
				<b>Total Inputs</b>	<b>227,670.08</b>	<b>197,953.97</b>	<b>29,716.11</b>
VAT due in the period on sales and other outputs						<b>Box 1</b>	1,803.72
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States						<b>2</b>	0.00
<b>Total VAT due</b>						<b>3</b>	<b>1,803.72</b>
VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)						<b>4</b>	29,716.11
<b>Net VAT to reclaim from HMRC</b>						<b>5</b>	<b>27,912.39</b>
<b>Total value of sales and all other outputs excluding any VAT</b>						<b>6</b>	<b>137,926.00</b>
<b>Total value of purchases and all other inputs excluding any VAT</b>						<b>7</b>	<b>197,953.00</b>
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States						<b>8</b>	0.00
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States						<b>9</b>	0.00
VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States							<b>0.00</b>



## Houghton Regis Town Council

### Health & Safety at Work Policy

Date of Approval:	Town Council 22 <sup>nd</sup> June 2015
Date of Review:	18 <sup>th</sup> May 2016; 5 <sup>th</sup> March 2018; 4 <sup>th</sup> March 2019; 8 <sup>th</sup> June 2020; 28 <sup>th</sup> November 2022; 9 <sup>th</sup> September 2024; 1 <sup>st</sup> December 2025
Date of Re-approval:	18 <sup>th</sup> May 2016; 18 <sup>th</sup> June 2018; 17 <sup>th</sup> June 2019; 5 <sup>th</sup> October 2020; 20 <sup>th</sup> March 2023; 16 <sup>th</sup> December 2024

#### Contents

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

To be issued to all employees.

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

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

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**1.0 POLICY STATEMENT**

Houghton Regis Town Council:

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

Signed: .....  
Cllr M Herber, Town Mayor

.....  
Mrs C Evans, Town Clerk

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

### The Council's Responsibilities:

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

### Line Manager's Responsibilities:

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

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

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

- (iv) Taking a direct interest in the Council's safety, health and welfare policy / programme and supporting other persons in carrying it out.
- (v) Ensuring that first aid facilities are available to all employees.
- (vi) Evaluating all risks relating to accidents and health at work, loss or damage to the Council's property and to the public and putting in place appropriate safe working procedures.
- (vii) Ensuring that all liability is covered by Insurance. Including ensuring employees who use their personal vehicles for business purposes must maintain valid motor vehicle insurance that includes coverage for business use. Employees may be required to provide proof of such insurance upon request by the Council. The Council is not responsible for any costs, damages, or liabilities arising from the use of an employee's personal vehicle for business purposes.
- (viii) Taking part in an annual review of the performance of the Council in the field of safety, health and welfare and developing an annual safety, health and welfare programme (risk assessments).
- ix) Ensuring that appropriate records are kept, including Accident Reporting (via Online: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) or alternatively, for fatal accidents or accidents resulting in specified injuries to workers only by phoning 0345 300 9923 (during normal working hours).

#### Employees' Responsibilities:

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

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

### **3.0 ARRANGEMENTS**

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

- Risk assessments will be undertaken by the Events Manager, the Youth & Community Manager, the Grounds Manager, the Town Mayors secretary and the Community Gardener.
- Confirmation of the completion of the risk assessments and actions required will be reported to Town Council on an annual basis.

- Action required to remove / control risks will be approved by the Head of Corporate Services or Town Council.
- The Events Manager, the Youth & Community Manager, the Grounds Manager, the Town Mayors secretary and the Community Gardener will be responsible for ensuring the action required is implemented and that the action has removed / reduced the risks.
- Risk assessments will be reviewed annually or when circumstances change, whichever is the soonest.

### 3.2 Consultation with employees

- Employee representatives are:  
Office staff: Debbie Marsh ( Head of Corporate Services)  
Grounds Staff: Ian Haynes (Head of Environmental & Community Services)
- Consultation with employees is provided through the bi-monthly staff meeting or when required

### 3.3 Safe plant and equipment

- The Grounds Manager will be responsible for identifying all equipment / plant needing maintenance
- The Grounds Manager and in the absence of the Grounds Manager, the Head of Environmental & Community Services will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant / equipment should be reported to the Head of Environmental & Community Services in the absence of the Grounds Manager.
- Grounds Manager and Head of Environmental & Community Services will check that new plant and equipment meets health and safety standards before it is purchased.

### 3.4 Safe handling and use of substances

- Grounds Manger will be responsible for identifying all substances that need a COSHH assessment.
- Grounds Manager will be responsible for undertaking COSHH assessments.
- Grounds Manager will be responsible for ensuring that all actions identified in the assessments are implemented.
- Grounds Manager will be responsible for ensuring that all relevant employees are informed about COSHH assessments.
- Grounds Manager will ensure that new substances can be used safely before they are purchased.

- Assessments will be reviewed annually or when the work activity changes, whichever is the soonest.

### 3.5 Information, Instruction and Supervision

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

### 3.6 Competency for Tasks and Training

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

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

- First aid boxes are kept in the Council offices, Council workshop, Kitchen Garden and in each of the Council vehicles.
- The appointed persons / first aiders are: Ian Haynes, Louise Senior, Chantel England, Tara Earnshaw, David Ramsey, Ben McGarrigle and Josh McGarrigle.
- All accidents and cases of work-related ill health are to be recorded in one of the 2 accident books. The books are kept at the Council Offices and the Council Workshop.
- The Town Clerk is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.
- Health & safety checks including the checking of the First Aid boxes are completed on a 6-month basis and a record of the inspection is kept.

### 3.8 Monitoring

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

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

### 3.9 Emergency Procedures – Fire and Evacuation

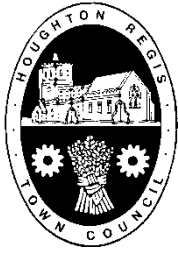
- The Town Clerk is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by the Grounds Manager every month
- Fire extinguishers and emergency lighting are maintained and checked annually by a competent firm
- Smoke alarms are tested monthly by the Grounds Manager (office) and the Grounds Manager in any pavilions or workshops.
- Emergency evacuation will be tested every six months.

## 4.0 CODE OF PRACTICE

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

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

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



## CORPORATE SERVICES COMMITTEE

Agenda Item 14

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<b>Date:</b>	<b>1<sup>st</sup> December 2025</b>
<b>Title:</b>	<b>Policy Updates Report</b>
<b>Purpose of the Report:</b>	<b>To provide to members a report on amendments to the Town Council Social Media and IT policies</b>
<b>Contact Officer:</b>	<b>Debbie Marsh, Head of Corporate Services</b>

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### 1. RECOMMENDATIONS

- 1) **To recommend to Town Council the adoption of the Town Councils Social Media Policy**
- 2) **To recommend to Town Council the adoption of the Town Councils IT Policy**
- 3) **To recommend these policies be presented to Town Council at the meeting to be held on the 15<sup>th</sup> December 2025**

### 2. BACKGROUND

One of the actions (3.7) of the Town Councils endorsed Corporate Peer Challenge Action Plan was to improve the Houghton Regis Town Council communications strategy.

During the review of the Town Councils Communication Strategy guidance was received from NALC advising of changes to the Annual Governance Return.

Assertion 10 (Digital and data compliance) of the Annual Governance Statement covers key areas including data protection, transparency, and accessibility. Assertion 10 has been added to clarify data compliance, previously covered under Assertion 3 and will appear on the AGAR from 2025-2026.

### 3. INFORMATION

To warrant a positive response to this assertion, the Town Council needs to have, in place, the following:

- All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications (No. 2) Accessibility Regulations 2018. Members are advised, this was done during the

review of the Town Council's community strategy and is awaiting final approval before being published.

- All town and parish councils must have an IT policy that explains how everyone, clerks, members and other staff, should conduct authority business in a secure and legal way. Members will see below, in section 4, an overview of the main areas of amendments.

The Town Councils Social Media policy has been updated to align with the IT policy for compliance purposes. Both policies are lengthy and will be simplified later however, they are being provided now to ensure they remain current and compliant.

Members will find attached both policies with track changes highlighting the revisions.

#### **4. AMENDMENTS**

- Platform coverage has been amended so as to future proof further modern platforms.
- Legal references have been explicitly referenced.
- Clarification of roles and responsibilities
- Security requirements.
- Clearer rules on personal and official use
- Clearer explanation of monitoring
- Review cycle aligning

#### **5. HRTC CORPORATE PLAN**

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

4.5 Enhance the role of the council.

#### **6. IMPLICATIONS**

##### **Corporate Implications**

- All staff and members will be provided with the approved versions of the policies.

##### **Legal Implications**

Compliance with the following:

- Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications (No. 2) Accessibility Regulations 2018
- UK GDPR 2018
- Equality Act 2010
- Public Sector Bodies Accessibility Regulations 2018
- Local Government Act 1986 and Code of Recommended Practice on Local Authority Publicity

##### **Financial Implications**

- There are no financial implications

### **Risk Implications**

- 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**

Updating the Social Media and IT policies ensures the Town Council is compliant with digital standards, security and accessibility. Adoption strengthens governance and transparency.

Members are requested to recommend both revised policies are adopted by Council at the Town Council meeting to be held on the 15<sup>th</sup> December 2025.

## **8. APPENDICES**

**Appendix A – Social Media Policy – track change document**

**Appendix B – IT Policy – track change document**



## HOUGHTON REGIS TOWN COUNCIL

### Social Media Policy

Date of approval:	9 <sup>th</sup> October 2017
Date of review:	23 <sup>rd</sup> August 2017; 3 <sup>rd</sup> March 2025; <u>1<sup>st</sup> December 2025</u>
Dates of re-approval:	16 <sup>th</sup> June 2025

#### Contents

1. Introduction
2. Implementation
3. Compliance
4. Personal Use
5. Prohibited Use
6. Business Use
7. Guidelines for Responsible Use
8. Monitoring
9. Recruitment
10. Breach
11. Review

#### Appendix A – Social Media House Rules

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## 1. Introduction

- 1.1 ~~The overriding principle of this policy is to minimise the risks to our business through social media.~~ The purpose of this policy is to set out how the Council uses social media to inform, consult, and engage with our community in an open, accessible, and safe way, while protecting the Council's reputation and complying with all relevant legal duties.
- 1.2 ~~This policy deals with the use of all forms of social media, including Facebook, LinkedIn, Twitter, Google+, Wikipedia, Instagram and all other social networking sites, internet postings and blogs. It applies to use of social media for business purposes as well as personal use that may affect our business in any way.~~ This policy applies to all forms of social media, including but not limited to Facebook, Instagram, X (formerly Twitter), LinkedIn, YouTube, Threads, TikTok, WhatsApp channels, Nextdoor, blogs, and any future emerging platforms.
- 1.3 ~~This policy covers all employees, consultants, contractors, casual workers and agency workers.~~ It applies to all employees, councillors, consultants, contractors, casual workers, and agency workers.
- 1.4 ~~Councillors – Misuse of social media will be dealt with through Code of Conduct.~~ Councillors are expected to follow the standards set out in this policy when representing the Council online, whether on official or personal accounts.
- 1.5 This policy does not form any part of an employee's contract of employment and may be amended it at any time.

## 2. Implementation

- 2.1 The Corporate Services Committee has overall responsibility for the effective operation of this policy but delegates day-to-day responsibility to the Town Clerk.
- 2.2 Managers are responsible for ensuring all employees understand the standards expected of them and for taking action when behaviour falls below its requirements.
- 2.3 All employees and councillors are responsible for the success of this policy and should take the time to read and understand it. Any misuse of social media should be reported to the Town Clerk.

## 3. Compliance

- 3.1 Social media ~~should never be used in a way that breaches any other Town Council policies. For example, you are prohibited from using social media to~~ use should comply with:

- ~~(a) breach the Town Council's IT Policy;~~
- ~~(b) breach the Town Council's Disciplinary Policy;~~
- ~~(c) harass or bully other staff in any way;~~
- ~~(d) unlawfully discriminate against other staff or third parties;~~
- ~~(e) breach the Town Council's Data Protection Policy (for example, never disclose personal information about a colleague online); or~~
- ~~(f) breach any other laws or regulatory requirements.~~

- The Council's IT and Data Protection policies
- UK GDPR 2018 and the Data Protection Act 2018
- The Equality Act 2010
- The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018
- The Local Government Act 1986 and the Code of Recommended Practice on Local Authority Publicity
- Any other applicable laws or regulations

3.2 ~~Employees should never provide references for other individuals on social or professional networking sites, as such references, positive or negative, can be attributed to the organisation and create legal liability for both the author of the reference and the organisation.~~

3.3 ~~Employees who breach any of the above policies will be subject to disciplinary action up to and including termination of employment. Do not disclose personal information about colleagues, councillors, contractors or members of the public without lawful basis.~~

3.4 ~~Only employees who have been trained in using social media are permitted to post content to the Council's own social media channels or post content to other people's social networks on behalf of the Council. Only trained and authorised individuals may post on the Council's official social media channels or on behalf of the Council elsewhere.~~

#### 4. Personal Use of Social Media

4.1 ~~Personal use of social media during working hours should be kept to a minimum and must not involve unprofessional or inappropriate content, does not interfere with your employment responsibilities or productivity and complies with this policy. minimal, must not interfere with work duties and must not involve inappropriate or unprofessional content.~~

4.2 ~~Employees are encouraged not to have current Councillors on their personal social networking accounts. and councillors should maintain clear boundaries between personal accounts and council business.~~

~~4.3 If you identify yourself as a council employee or councillor on personal accounts, make it clear that views expressed are your own and not those of the council.~~

## **5. Prohibited Use**

~~5.1 You must not make any social media communications that could damage our business interests or reputation, even indirectly.~~

~~5.2 You must not use social media to defame or disparage us, or employees or any third party; to harass, bully or unlawfully discriminate against staff or third parties; to make false or misleading statements; or to impersonate colleagues or third parties.~~

~~5.3 You must not express opinions on the Town Council's behalf via social media, unless expressly authorised to do so.~~

~~5.4 You must not post comments about sensitive business-related topics, such as the Town Council's performance, confidential information and intellectual property. You must not include the Town Crest/logo in any social media posting or in your profile on any social media.~~

~~5.5 You are not permitted to add business contacts made during the course of your employment to personal social networking accounts.~~

~~5.6 Any misuse of social media should be reported to the Town Clerk.~~

### You must not:

- ~~• Post anything that could damage the council's reputation or public trust~~
- ~~• Share unverified or misleading information~~
- ~~• Engage in harassment, discrimination, or bullying~~
- ~~• Post political material from official accounts outside election rules (pre-election period)~~
- ~~• Share confidential, commercially sensitive, or legally restricted information~~
- ~~• Use the council's logo or crest without authorisation~~
- ~~• Post inaccessible content (e.g., images without alt text, videos without captions) from office~~

## **6. Business Use of Social Media**

~~6.1 If your duties require you to speak on behalf of the Town Council in a social media environment, you must still seek approval for such communication from the Town Clerk, who may require you to undergo training before you do so and impose certain requirements and restrictions with regard to your activities. All official accounts must have secure, unique passwords, two-factor authentication (2FA), and~~

be stored in a secure, centrally-managed password system.

- 6.2 ~~Likewise, if you are contacted for comments about the Town Council for publication anywhere, including in any social media outlet, direct the enquiry to the Town Clerk do not respond without written approval. If contacted for comments on behalf of the council, direct the enquiry to the Town Clerk.~~
- 6.3 ~~The use of social media for business purposes is subject to the remainder of this policy. In emergencies or urgent public information situations, the Town Clerk (or delegated officer) may post without standard approvals, provided the post is factual and time-critical.~~

## **7. Guidelines for Responsible Use of Social Media**

- 7.1 ~~You should make it clear in social media postings, or in your personal profile, that you are speaking on your own behalf. Write in the first person and use a personal email address.~~
- 
- 7.2 ~~Be respectful to others when making any statement on social media and be aware that you are personally responsible for all communications which will be published on the internet for anyone to see.~~
- 
- 7.3 ~~If you disclose your affiliation with us on your profile or in any social media postings, you must state that your views do not represent those of your employer (unless you are authorised to speak on our behalf as set out in Paragraph 5.3). You should also ensure that your profile and any content you post are consistent with the professional image you present to clients and colleagues.~~
- 
- 7.4 ~~If you are uncertain or concerned about the appropriateness of any statement or posting, refrain from posting it until you have discussed it with the Town Clerk.~~
- 
- 7.5 ~~If you see social media content that disparages or reflects poorly on us, you should contact the Town Clerk.~~

When posting or engaging on social media:

- Be respectful, polite and factual
- Use plain language and avoid jargon
- Ensure all content is accessible (all text, captions, good contrast, plain English)
- Avoid personal disputes or inflammatory exchanges
- Publish and enforce “House Rules” for public engagement – explaining that abusive, defamatory, or discriminatory comments will be removed
- If you see misinformation or negative content about the council, notify the Town Clerk before responding

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## 8. Monitoring

- 8.1 ~~We reserve the right to monitor, intercept and review, without further notice, staff activities using our IT resources and communications systems, including but not limited to social media postings and activities, to ensure that our rules are being complied with and for legitimate business purposes and you consent to such monitoring by your use of such resources and systems. The council may monitor social media activity on official accounts to ensure compliance with this policy, security and legal obligations.~~
- 8.2 ~~For further information, please refer to the Town Council's IT Policy. Any monitoring will be proportionate and compliant with UK GDPR~~

## 9. Recruitment

- 9.1 ~~We do not permit the use of internet searches for recruitment purposes. Publicly available social media content may be reviewed as part of recruitment, in line with the councils Recruitment Policy, safeguarding obligations and privacy laws.~~

## 10. Breach of this policy

- 10.1 ~~Breach of this policy may result in disciplinary action up to and including dismissal. Any member of staff suspected of committing a breach of this policy will be required to co-operate with our investigation, which may require handing over relevant passwords and login details. Breaches may result in disciplinary action for employees or referral to the Monitoring Officer for councillors.~~
- 10.2 ~~You may be required to remove any social media content that we consider to constitute a breach of this policy. Failure to comply with such a request may in itself result in disciplinary action. You may be required to remove content that breaches this policy. Failure to do so may itself be treated as a breach.~~

## 11. Review

- 11.1 ~~Responsibility for monitoring and reviewing the operation of this policy and making recommendations for change to minimise risks lies with the Corporate Services Committee who will review this policy every 4 years (or as required). This policy will be reviewed annually, or sooner if required by changes in law, best practice or social media platform developments.~~

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APPENDIX A

HOUGHTON REGIS TOWN COUNCIL

SOCIAL MEDIA HOUSE RULES

Welcoming, respectful, and safe spaces for our community online

We use our social media channels to share news, promote events, and keep you informed about Council services. We welcome questions, ideas, and feedback — but we ask everyone to follow these simple rules, so our pages remain respectful and useful for all.

1. Be Respectful

Treat everyone with courtesy.

No harassment, threats, abuse, or discriminatory language.

2. Stay On Topic

Keep comments relevant to the original post.

Spam, repetitive messages, and unrelated promotion will be removed.

3. No Political Promotion

By law, we must remain politically neutral.

During election periods, we will remove posts or comments that promote candidates or parties.

4. Keep It Safe & Legal

Do not post anything defamatory, obscene, or unlawful.

Do not share personal information about yourself or others.

5. Accessibility Matters

Please ensure any images or videos you post are accessible where possible (e.g., add captions or descriptions).

Where possible, we will do the same for our own posts.

6. Moderation

Our social media is not monitored 24/7.

Our channels are monitored during working hours (Monday–Friday), although not instantaneous.

We may remove posts that breach these rules without notice.

Repeat offenders may be blocked.

#### 7. Emergencies

Our social media is not monitored 24/7.

In an emergency, contact the relevant emergency services or the Council via phone.

We want our online spaces to be a safe and welcoming place for everyone.

Thank you for helping us keep it that way.

Need to contact us?

Houghton Regis Town Council

Council Offices, Peel Street, Houghton Regis, LU5 5EY

Tel: 01582 708540

Email: [info@houghtonregis-tc.gov.uk](mailto:info@houghtonregis-tc.gov.uk)

Web: <https://houghtonregis-tc.gov.uk/>



## HOUGHTON REGIS TOWN COUNCIL

### Information Technology Policy

Date of Approval:	23 <sup>rd</sup> October 2006
Reviewed:	27 <sup>th</sup> February 2013; 11 <sup>th</sup> June 2018; 1 <sup>st</sup> March 2021; 3 <sup>rd</sup> March 2025; 1 <sup>st</sup> December 2025
Date of Re approval:	8 <sup>th</sup> October 2018; 22 <sup>nd</sup> March 2021; 16 <sup>th</sup> June 2025

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# 1 Purpose

- 1.1 IT communications are a key part of Houghton Regis Town Councils business, and so it is important that we adhere to certain standards to protect everybody. Our IT systems and services are primarily a business tool and we aim to take a fair and consistent approach to their use within our organisation. This policy sets out the rules when using our computer equipment and systems. Computer equipment includes laptops, stand-alone PCs and other portable devices. This policy also covers system security, personal use, computer viruses, monitoring, email and internet use, and what we would deem to be inappropriate use.
- 1.2 We also expect employees and workers to maintain a high standard of conduct whilst using the organisation's IT systems and associated facilities.
- 1.3 We operate a zero-tolerance policy on any form of bullying, harassment, sexual harassment or discrimination during the course of employment, including when using IT systems and associated facilities. It is expected that employees and workers using our systems to treat colleagues and others with respect and to behave in a way that does not conflict with our policies, work activities, business dealings or which may adversely affect or undermine our reputation.
- 1.4 We encourage employees to use email at work. However, we do require them to follow the simple rules below and to note that a serious breach of these rules could lead to dismissal. Any employee or worker who is unsure about whether anything may be in breach of these rules should speak to their Line Manager in the first instance.
- 1.5 Misuse of the Internet or email may give rise to legal liability to third parties. It may also give rise to a claim against us. Unauthorised access or intentional modification to restricted documentation or software will be considered a disciplinary offence. By following the standards set out in this policy, we aim to ensure that the use of our IT equipment and services are legally compliant and secure and that our users can work efficiently and productively. It is therefore vital that this policy is adhered to.
- 1.6 It is important that all users understand their responsibilities and are aware of the implications of misuse of our systems and services. The purpose of this policy is to ensure that all users are aware of the restrictions that we place on the use of our IT systems and services, and the implications that misuse of it might have on the individual and Houghton Regis Town Council.
- 1.7 If there is anything in this policy which becomes unworkable or unclear, then this must be brought to the attention of the employees Line Manager
- 1.8 The current laws must be obeyed at all times. We will never ask nor expect any employee to breach the law whatever the circumstances.

- 1.9 IT and the law relating to it changes all the time and this policy will be updated regularly. Users are responsible for ensuring they read and understand the latest version of this policy which will be emailed or printed off for employees.
- 1.10 This policy should be read together with our Disciplinary Policy, Grievance Policy, Equality, Diversity and Inclusion Policy, Bullying and Harassment Policy, and Social Media Policy which will be emailed or printed off for employees as well as being available on the Town Council shared drive.
- 1.11 This policy is not contractual but sets out our current rules and procedures for computer, email, and internet use.

## **2 Scope**

- 2.1 This policy applies to:
- HRTC employees and/or Councillors
  - Houghton Regis Town Council IT equipment including (but not limited to) computers, tablets, laptops, printers, mobile phones and network
  - Software and IT services licensed by Houghton Regis Town Council
  - Volunteers using Houghton Regis Town Council computer equipment and/or network.
  - Councillors when using Houghton Regis Town Council IT equipment and/or network.
  - Members using social networking media in their capacity as Councillors
- 2.2 New employees must be made aware of this policy upon joining Houghton Regis Town Council as part of the induction process.
- 2.3 Any Houghton Regis Town Council employee and/or Councillor who are requesting permission to use their own IT equipment (e.g. mobile phones, tablets) for Council business purposes.

## **3 Computer use**

### **3.1 Hardware**

- 3.1.1 Our IT equipment and services are provided for Houghton Regis Town Council business purposes, however reasonable personal use is permitted (reasonable interpreted as in the opinion of a Senior Manager). Any personal use of our IT equipment and services should not interrupt our daily business in any way and users are asked to restrict any personal use to official lunch breaks or before or after working hours.
- 3.1.2 All IT equipment supplied should be treated with good care at all times. IT equipment is expensive, and any damage will have a financial impact on the Council.
- 3.1.3 Computer and electronic hardware should be kept clean and every precaution taken to prevent food and drink being dropped or spilled onto it.

- 3.1.4 All IT equipment will carry a number which is logged against the current user of that equipment. A database of IT equipment issued will be kept.
- 3.1.5 IT equipment should not be dismantled or reassembled without seeking advice.
- 3.1.6 Employees are not to purchase any IT equipment or software for Houghton Regis Town Council without it being authorised by a Senior Manager
- 3.1.7 Personal external storage devices, e.g. USB disks, CDs, DVDs, memory sticks, cannot be used on our computers without the prior approval of a Senior Manager.
- 3.1.8 Any IT faults or necessary repairs must be reported to a Senior Manager or to the company who provide IT support to Houghton Regis Town Council, currently Techies Ltd.

## **3.2 Portable IT equipment**

- 3.2.1 Portable IT equipment includes, but not limited to, laptop computers, notebooks, tablets, mobile phones., external storage devices.
- 3.2.2 Data backup procedures specific to portable IT equipment should be followed at all times.
- 3.2.3 All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable IT equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times and must not be left unattended when away from our premises. and should never be left in parked vehicles.
- 3.2.4 It is important to ensure all portable devices are protected with suitable security in case they are lost or stolen. All smartphones or tablets that hold Town Council data including emails and files must be protected with a pin code. Where possible, these devices should also be configured to erase all content after several unsuccessful attempts to break in. Any security configured on these devices must not be disabled or removed.
- 3.2.5 If an item of portable IT equipment is lost or damaged this should be reported to a Senior Manager. If the loss or damage is due to an act of negligence by the user, they may be liable to meet an agreed amount of the loss/damage.
- 3.2.6 To protect confidential information, unless it is a requirement of the job and this has been authorised, it is forbidden for photographs or videos to be taken on our premises without the prior written permission of a Senior Manager. This includes mobile telephones with camera function, camcorder, tape or other recording device for sound or pictures - moving or still.
- 3.2.7 Under no circumstances must any meeting or conversation be recorded without the express permission of those present.
- 3.2.8 In addition, we do not permit-webcams to be used in the workplace, other than for conference calls for business purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from a Senior Manager

### 3.3 Phones

- 3.3.1 Houghton Regis Town Council use a phone system (3CX) that connects to the internet to make and receive phone calls (both internal and external). The system can be accessed either through a web browser or an application that is installed on any compatible device.
- 3.3.2 If the user is making a business call from a mobile phone (both Houghton Regis Town Council and personal device) then the call should be made from the 3CX system rather than the mobile number unless this is unavoidable.
- 3.3.3 If a 3CX phone user is not available (e.g. holiday) then the status of the users extension should be changed to show this, and an appropriate call forwarding is set.
- 3.3.4 Personal calls must not be made from the 3CX system as this will show Houghton Regis Town Council as the caller ID.
- 3.3.5 The status must be set to available during working hours except if permission has been obtained to change it by a manager.
- 3.3.6 Automatic call forwarding to another user must only be setup if the user the call is being forwarded to has agreed to this.

### 3.4 Video Conferencing

- 3.4.1 Video conferencing is available from many different applications (including Microsoft Teams, Zoom and 3CX).

### 3.5 Use of own devices including BYOD (Bring Your Own Device)

- 3.5.1 Some users may wish to use their own smartphones, tablets, laptops etc. to connect to the Town Councils network. and use them for business purposes. This includes, but not limited to, reading Town Council emails, accessing Town Council documents stored on our server(s) or access data in other services. Any such use of personal devices will be at the discretion of the user's manager, but consent for standard systems (MS Windows, Mac OS X, Linux - in commercial configurations) will normally be permitted. Such devices must be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated. All official accounts must have secure, unique passwords, two-factor authentication (2FA), and be stored in a secure, centrally-managed password system.
- 3.5.2 The same security precautions apply to personal devices as to Town Council owned IT equipment. For continuity purposes, calls made to external parties must be made on our landlines or mobile phone numbers to ensure that only these numbers are used and/or stored by the recipient, rather than personal numbers. Any emails sent from own devices should include our name, address, contact telephone number and our standard disclaimer and should not identify the employee's personal email address.

- 3.5.3 Users of our IT services are expected to use all IT equipment (both Town Council and personal devices including mobiles) in an ethical manner and in accordance with this policy. Accessing inappropriate websites or services on any device using the Town Councils IT services that are paid for or provided by us carries a high degree of risk, and, for employees, will result in disciplinary action, including dismissal, irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.
- 3.5.4 In cases of legal proceedings against Houghton Regis Town Council, we may need to temporarily take possession of any employee's personal device to retrieve the relevant data.
- 3.5.5 Wherever possible the user should maintain a clear separation between the personal data processed on our behalf and that processed for their own personal use, for example, by using different applications (apps) for business and personal use. If the device supports both work and personal profiles, the work profile must always be employed for work-related purposes.
- 3.5.6 Users who intend to use their own devices via any Town Council IT service must ensure that they:
- use a 4 digit pin, strong password (i.e. one which contains lower and upper case letters and numbers or fingerprint (preferably the latter) to protect their device(s) from being accessed. For smartphones and tablets this should lock the device after 3 failed login attempts.
  - configure their device(s) to automatically prompt for a password after a period of inactivity of more than 2 minutes duration
  - always password protect any documents containing confidential information that are sent as attachments to an email, and notify the password separately (preferably by a means other than email)
  - for smartphones and tablets, activate the automatic device wipe function (where available). Note that use of the remote wipe function may also involve the removal of the employee's personal data. Employees are advised therefore to keep personal data separate from business data where possible.
  - ensure that they use secure WiFi networks
  - be cautious if family or friends use the device, ensuring that work-related data cannot be accessed
  - inform us if their device(s) is/are lost, stolen or inappropriately accessed where there is risk of access to our data or resources. To prevent phones being used, they will need to retain the details of their IMEI number and the SIM number of the device as their provider will require this to deactivate it.
- 3.5.7 Any Town Council work done on a user's own equipment must be stored securely and password protected and must always be backed up in accordance with our standard backup procedures.
- 3.5.8 If transferring data, either by email or by other electronic means, this should be done through an encrypted channel, such as a virtual private network (VPN) or a secure web protocol (https://). Unsecured wireless networks should not be used.

- 3.5.9 Prior to the disposal of any device that has Town Council data stored on it, and in the event of a user leaving our employment, users are required to allow the Town Clerk access to the device to ensure that all passwords, user access shortcuts and any identifiable data are removed from the device.
- 3.5.10 Users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing our servers/services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. We will use reasonable endeavours to assist, but users are personally liable for their own device(s) and for any costs incurred as a result of the above.
- 3.5.11 By connecting a personal device to any Town Council network or service the user is allowing Houghton Regis Town Council to implement policy(s) on the device that will enable Houghton Regis Town Council to erase any or all of the data on the device to ensure confidentiality.

## **4 Health and safety**

- 4.1 Users who work in our offices will be provided with an ergonomically designed workstation.
- 4.2 We have a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment. Further details are set out in our Eyecare Policy.
- 4.3 Any VDU user who feels that their workstation requires changes to make it compliant must speak to their Line Manager.
- 4.4 If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to a Senior Manager.

## **5 Software**

- 5.1 Equipment allocated to individuals will be supplied with the appropriate software and configuration. Users are not permitted to load screensavers/software from any source without the prior permission of a Senior Manager.
- 5.2 Any software that is additional to that supplied must be discussed with the user's manager and authorised prior to purchase to ensure that the necessary licences are also purchased.
- 5.3 Non-approved software or data, such as games, screen savers, video clips, non-worked related programmes, must not be installed on our computers under any circumstances, unless prior approval has been given by the Line Manager.
- 5.4 Copies of any software must not be made unless prior approval has been given by the Line Manager. We do not allow the use of pirated or copied computer software. All software must be licensed.

- 5.5 The licence agreement that accompanies software packages should be strictly adhered to. Unauthorised copies of software must not be made for use within the office or outside.

## **6 Virus checking**

- 6.1 Virus protection and awareness of the importance of this is vital to our day-to-day ability to operate effectively. A catastrophic failure of the IT structure will potentially render us inoperable. Any activity by an individual that contributes to such a potential situation may result in disciplinary action, including dismissal. Users should note that the intentional introduction of viruses is a criminal offence under the Computer Misuse Act 1990.
- 6.2 Anti-virus software is installed on all computers and should be left running automatically and updated when prompted. Full system auto scans are set to run and must be left in place until a time when an alternative might be considered appropriate. We use virus detection software to scan all email and attachments received from any external source.
- 6.3 There is a risk of importing computer viruses if programmes or executable files are downloaded from the Internet, or if email attachments containing viruses are opened. All incoming email documents are scanned for viruses, and documents containing known viruses are intercepted. However, users who believe an attachment is suspicious should contact their Line Manager or the IT Support company before opening this.
- 6.4 All incoming material should be checked for viruses, whether loaded manually (e.g. from CDs or memory sticks) or downloaded from an external source such as the Internet before being saved or copied onto our computers.
- 6.5 Users must not change or install any software on their computer that includes the transference of data/software from their work or home computer without the express permission of the Town Clerk.
- 6.6 If a virus is detected a Senior Manager or the IT Support company must be notified immediately.
- 6.7 Nothing should be attached to an email which may contain a virus. We could be liable to the recipient for any loss suffered. We have virus-checking in place, but a check should be made with a manager if in doubt.
- 6.8 Care should be taken when forwarding attachments from third parties, particularly unidentified third parties. These may carry viruses, and they may also not have been cleared for copyright issues. Sending them on to someone else may be a breach of copyright and result in damages for breach of copyright.

## **7 Desktop appearance and settings**

- 7.1 The programme and desktop icons should not be changed from the standard icons.

7.2 Our IT systems may not be used to acquire, display or distribute any content that may be considered offensive to others, including content of a sexual nature. This includes, but not limited to, any programme, image, document, sound or video clip that can be displayed or heard on any IT equipment.

7.3 Sound systems on computers must be switched off in consideration of people working near to you.

## **8 User IDs and passwords**

8.1 Users are authorised only to use the IT services made available to them when logging onto the IT equipment under their allocated username.

8.2 Individual users are responsible for the security of their IT equipment and must not allow this to be used by an unauthorised person. Personal password(s) should be kept confidential and all reasonable precautions taken to prevent unauthorised access to the data stored on any Town Council IT equipment.

8.3 Users are not permitted to use, change or divulge to any other party, their or any other person's password or own Council system password without the express permission of a Senior Manager.

8.4 Passwords should not be written down anywhere where they could be easily retrieved by someone else. All official accounts must have secure, unique passwords, two-factor authentication (2FA), and be stored in a secure, centrally-managed password system.

8.5 Users should never use another person's username, email address or password (unless specifically authorised to do so), nor should they permit any other person to transmit, download, copy, forward or store material using their username, email address or password.

8.6 A user who changes their name through marriage, divorce, deed poll or any other method, should inform their Line Manager immediately so that all user IDs, passwords and email addresses can be amended accordingly.

8.7 When logged onto our IT system, and leaving any IT equipment unattended, or on leaving our workplace, users should ensure they log off the system to prevent unauthorised access. Any printed material should also be collected and stored confidentially.

8.8 Passwords may be changed from time to time, especially when someone leaves our employment.

- 8.9 On leaving our employment, access to our systems will be immediately withdrawn. Incoming emails will be diverted to the leaver's manager and an automatic response will be set up informing the sender that the address is no longer to be used to contact the leaver. Any passwords giving remote access to our systems will be changed, thus preventing unauthorised access. We will also notify any suppliers or contractors of any leavers who should be removed from their list of those who are authorised by us to use their services. Note that in order to protect our business interests, the above may also apply during any period of "garden leave".

## **9 Files and data**

- 9.1 All files should be stored on the Town Councils file servers. Permission must be obtained from the Town Clerk before any data is removed or duplicated to any other IT equipment.
- 9.2 Any Town Council sensitive or personal data stored on our IT equipment must be kept in the strictest of confidence and no copies must be taken other than for back-up purposes without the permission of the Town Clerk.
- 9.3 All reasonable precautions should be taken to ensure that any data storage devices containing Town Council files, or printouts of data are secure from theft or copying.
- 9.4 Any data stored on our IT equipment or systems must only contain information relating to our business. No personal data must be stored on our IT equipment and systems.
- 9.5 No data of any other description should be present on our computer systems with specific regard to pornographic or obscene material, whether pictorial or descriptive.
- 9.6 All users must be aware that storing any Town Council personal data on a computer is subject to data protection legislation.
- 9.7 Houghton Regis Town Council IT equipment and systems must be used responsibly and in a way that does not interfere with, disrupt or prevent anyone else legitimately using these resources. Users should ensure they are aware to which drives they have access/modification rights and remember this when saving confidential data. This is to make certain that the right people can view and edit the files saved to the system.
- 9.8 Unauthorised access, attempts to access, modify, delete or use data belonging to the Town Council will be considered a disciplinary matter and potentially a criminal offence under the Computer Misuse Act 1990.
- 9.9 Users will be notified of any data backup procedures in place that affect them: these must be followed at all times.
- 9.10 Hard copies should be kept of information regarded as legal messages, relating to such matters as occupancy, staff or business transactions. Financial information, including VAT records (which should be stored for 6 years), must be stored on physical files.

## 10 Monitoring

- 10.1 Houghton Regis Town Council reserves the right to monitor, inspect and maintain logs of the usage of any Town Council IT equipment or personal devices that use the Town Councils network or services to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of our protection against computer viruses, our ongoing maintenance of the system, and when investigating faults.
- 10.2 We will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers (Interception by Businesses etc for Monitoring and Record-keeping Purposes) Regulations 2018. We may monitor social media activity on official accounts to ensure compliance with this policy, security and legal obligations. The monitoring of social media activity is primarily for security, safeguarding and compliance.
- 10.3 Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment that the organisation has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the organisation's legitimate interests and is to ensure that this policy is being complied with.
- 10.4 The information obtained through monitoring may be shared internally, including with relevant managers and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate Data Protection policies and protocols in place.
- 10.5 The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted. Any monitoring will be proportionate and compliant with UK GDPR.
- 10.6 Employees and workers have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in our Data Protection Policy.
- 10.7 Monitoring and the inspection of the content of any files or messages (including emails) may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.
- 10.8 Houghton Regis Town Council also reserve the right to monitor the internet usage, including the websites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect us from potential damage or disrepute.
- 10.9 Any use that the Town Council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

10.10 All computers will be periodically checked and scanned for unauthorised programmes and viruses.

## **11 Remote working**

11.1 Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home or any other different venue), as follows:

- if accessing the Town Councils systems or services remotely, using IT equipment that either does not belong to the Town Council or is not owned by the user then any passwords must not be saved (cached), and the user must log out or disconnect at the end of the session deleting all logs and history records. If this is not possible for the IT equipment being used (e.g. at an internet café), our services must not be accessed from that device.
- the location and direction of the screen must be checked to ensure the contents cannot be viewed by other people. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc.
- any data printed must be collected and stored securely
- all electronic files should be password protected, and the data saved to the Town Councils system/services when accessible
- papers, files or IT equipment must not be left unattended at a third parties premises. If this is not possible for any period, then arrangements must be made with a responsible person at the third parties premises for them to be kept in a locked room or cabinet
- any data should be kept safely and should only be disposed of securely
- papers, files, memory sticks, flash drives or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, company data should be taken into the employee's accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed
- where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft
- employees and workers who work away from the office with sensitive data should be equipped with a screen privacy filter for mobile devices and should use this at all times when accessing such data away from the office.

11.2 Those issued with a mobile phone that allows WiFi access using hotspot should take note of the monthly data limit for the phone and the additional cost if it is exceeded, especially if used abroad.

11.3 The use of paid for WiFi access, for example at hotels and airports should be carefully monitored and restricted to essential business use.

## **12 Email**

### **12.1 General principles**

- 12.1.1 Our email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky. Users need to be careful not to introduce viruses onto our system and should take proper account of the security advice below.
- 12.1.2 On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Employees are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.
- 12.1.3 These rules are designed to minimise the legal risks we run when using email at work and to guide users as to what may and may not be done. If there is something which is not covered in the policy, users should ask their manager, rather than assuming they know the right answer.
- 12.1.4 All employees who need to use email as part of their role will normally be given their own Town Council email address and account. We may, at any time, withdraw email access from any employee, should we feel that this is no longer necessary for the role or that the system is being abused.
- 12.1.5 Email messages sent from a Houghton Regis Town Council account must be for Town Council business use only. Users are asked to restrict their personal use of emails to their personal email account(s) during official lunch breaks or before or after working hours.
- 12.1.6 Misuse of our email address may give rise to legal liability on the user's behalf to third parties. It may also give rise to a claim being made against the Town Council. It is therefore vital that the following policy is adhered to when using email.

### **12.2 Reading email**

- 12.2.1 Email messages should be read regularly. Employees who are away from their place of work for more than a day should ensure that an appropriate message is sent automatically to senders and/or that temporary access is granted to another colleague and that emails are dealt with in their absence as appropriate. With the exception of senior managers, unless specifically requested to do so, employees are not expected to read or action their emails when on any form of leave.
- 12.2.2 During unplanned leave or prolonged absence, and solely where necessary, we may access and/or divert email accounts to continue the smooth operation of our business.
- 12.2.3 Take care before opening emails from unknown sources - this is how most viruses are introduced, and they could easily spread throughout our systems.

12.2.4 When an email is received from a sender outside the Town Councils email domain (@houghtonregis-tc.gov.uk) a banner is inserted in the email to notify the recipient that it is from an external source and that any attachments or links must be checked before opening.

### **12.3 Sending email (including replies and forwarding)**

12.3.1 Email sent from an individual's mailbox is effectively signed by an individual.

12.3.2 Emails are merely another form of communication: in some instances, they may be the only contact that a recipient has with the Town Council and the style, appearance and content of the email will therefore influence the image that is portrayed of our organisation. Emails can appear to be a more informal type of communication, but our normal standards of presentation and content apply equally to them and the language used in the message must be courteous and professional. This includes spelling, punctuation and correctly heading each email as appropriate. All emails should therefore be checked before they are sent to ensure they don't contain typing, grammatical or spelling mistakes and to ensure the content is professional and accurate. In many cases for longer emails, it may be better to prepare the message as a draft and check it carefully before sending.

12.3.3 Messages should be concise and directed only to those on a 'need to know' basis. General messages to a wide group should only be used where necessary and the "reply all" facility should not be overused.

12.3.4 Long email trails should not be sent unless absolutely necessary and messages should only be marked as 'urgent' if they warrant immediate action. "Read receipts" and requests to acknowledge acceptance of an email further add to email traffic, so should be used sparingly. Please be mindful of the size of attachments within emails. Very large attachments can have an impact on speed and performance of the email systems and internet connections and may be rejected by one or more of the recipients. Where possible, the size of pictures should be reduced and very large files compressed into smaller files by zipping them.

12.3.5 Houghton Regis Town Council users must not solicit, send or willingly receive emails of an obscene nature, or which are intended to annoy, harass, intimidate or cause offence to colleagues or members of the public.

12.3.6 Personal or sensitive data must not be sent using email unless agreement has been received from the individual concerned or this processing is necessary to carry out public functions.

12.3.7 Houghton Regis Town Council users should regularly delete or archive emails when they are no longer current or required in order to restrict the size of their mailboxes and reduce the risk of incoming emails being rejected.

12.3.8 Houghton Regis Town Council users should be aware of the characteristics of spam and phishing emails and should not reply to or forward these emails but add the sender to their email system's Blocked Senders List.

12.3.9 Emails should contain the sender's full name and job title. All emails sent by employees must have one of the following disclaimers (as appropriate):

Please consider the environment and don't print this e-mail unless you really need to.

- \*\*\*\* Any opinions expressed in this email are those of the individual and are not necessarily those of Houghton Regis Town Council.
- This e-mail and any attachments hereto are strictly confidential and intended solely for the addressee. It may contain information which is privileged. If you are not the intended addressee, you must not disclose, forward, copy or take any action in reliance of this e-mail or attachments. If you have received this e-mail in error, please delete and notify the sender immediately.
- The anti-virus software used by Houghton Regis Town Council is updated regularly in an effort to minimise the possibility of viruses infecting our systems. However, you should be aware that there is no absolute guarantee that any files attached to this e-mail are virus free.\*\*\*

12.3.10 Email correspondence with a third party can create a binding contract or otherwise be disclosed in legal proceedings. Where appropriate, the use of clear labelling to prevent either of these circumstances arising (e.g. the words 'subject to contract' and 'without prejudice' must be used). Statements should not be made in an email which could, intentionally or otherwise, create a binding contract or make a negligent statement.

12.3.11 Emails containing confidential information, client/customer information or any personal data should only be transmitted, copied or forwarded to authorised third parties.

12.3.12 Confidential information should not be sent externally by email. Such messages should be fully encrypted (or any attachments containing confidential information password protected and the password sent separately).

12.3.13 Delivery of email, like land mail, is not guaranteed and, if used for business-critical messages, confirmation of receipt should be requested from the recipient. Note: email 'read receipts' only confirm that the email has been flagged as read, it does not confirm the contents have been read nor does it confirm who has read it (the email could be opened by somebody else with permissions on the recipients mailbox).

12.3.14 Houghton Regis Town Council emails must not be used for spreading gossip or nuisance mail, for personal gain or in breach of any of our employment policies, such as equal opportunity, bullying, harassment or sexual harassment. Sending unwanted, abusive, discriminatory or defamatory emails can constitute bullying or harassment and will be treated as a serious disciplinary issue. This also applies to any emails sent from personal IT equipment to work colleagues or other Houghton Regis Town Council contacts.

- 12.3.15 Take care before sending or viewing material which may be of a hurtful, suggestive or harassing nature: it is the view of the recipient that determines whether it is inappropriate, even if the recipient was not the original addressee. When preparing an email, if the overall feeling is that you are glad you have 'got it off your chest', this is probably a signal it should not be sent. Drafts should be revisited prior to sending.
- 12.3.16 Anyone who receives an email message that has been wrongly delivered to his/her email address should notify the sender by returning the message to that person. If the message contains confidential information, this must not be disclosed or used.
- 12.3.17 Any emails that contravene this policy must be brought to the attention of the Town Clerk.

#### **12.4 Legal proceedings and libel**

- 12.4.1 All email messages are the property of the Houghton Regis Town Council and are treated as records of the business.
- 12.4.2 An email message (however confidential or damaging) may be subject to disclosure in legal proceedings or to relevant competition authorities and regulatory bodies. Claims of defamation, breach of confidentiality or contract could arise from a misuse of the system. Emails must therefore be treated like any other form of correspondence and, where necessary, hard copies retained. Even deleted emails may still be recoverable and are regarded as legitimate forms of evidence in court.
- 12.4.3 We can be sued for libel if inaccurate statements are made in emails which disparage other people or companies. This could lead to us having to pay damages. Therefore, all messages should be read carefully before sending and if in any doubt about what is written, the content should be checked with a manager first.
- 12.4.4 Users should avoid making statements which criticise our competitors or their staff, state there are quality problems with goods or services of suppliers or that state (or imply) that anyone is incompetent.
- 12.4.5 Neither should opinions or views be expressed that could be interpreted as misrepresenting our services or those of any other organisation with whom we deal.

#### **12.5 Carbon copying (CCing)**

- 12.5.1 Users should take care not to copy emails automatically to all those copied in with the original message to which they are responding. It is easy to do this but may result in a message being seen by someone that should not see this or may result in the disclosure of confidential information to the wrong person. Therefore, the automatic 'cc-ing back' function on the email should be disabled, and each email considered before copying people in. The use of the 'Reply' rather than 'Reply All' should be adopted.

## **12.6 Attachments**

- 12.6.1 Care should be taken when opening attachments, and should any attachment produce strange or unexpected results, a Senior Manager should be notified immediately.
- 12.6.2 Certain types of attachments will not be allowed through our gateway.

## **12.7 Deleting and storing email**

- 12.7.1 Good file management should be practiced by frequently checking the content and volume of email folders. As a guide, inboxes should only contain matters awaiting action; other items should be deleted, archived or filed.
- 12.7.2 Deleted email is stored temporarily in the 'Deleted Items' folder and should be emptied on a regular basis.
- 12.7.3 For record-keeping purposes, copies of important email (both sent and received) should be stored in an appropriate location on the shared drive.

## **12.8 Chain mail**

- 12.8.1 It is prohibited to originate or distribute chain letters by email, either internally or externally.

## **12.9 Spam/junk mail**

- 12.9.1 Any email message identified as spam or junk mail will be forwarded but marked that it is thought to be spam. Users can either deal with this manually or set up automatic rules.

## **12.10 Specifically prohibited activities**

- 12.10.1 Houghton Regis Town Council users who are authorised to access external services and systems using Town Council IT equipment or their personal devices may not send or permit to be sent on behalf of Houghton Regis Town Council any email, attachment or posting which:
- is unlicensed software or other material that infringes the intellectual property rights of a third party
  - contains information that is commercially sensitive or may have legal implications for us
  - contains confidential information
  - may damage our reputation or our relationships with any third party
  - is defamatory about our business or any third party
  - is illegal, of a sexual nature, obscene, pornographic, offensive, or is discriminatory or constitutes harassment (on any grounds of discrimination or any other unacceptable grounds), or damaging, or which may be considered by others to cause distress or is otherwise abusive or threatening
  - may infringe copyright of someone else's work by copying files or data onto the Councils IT equipment or by copying to a third party
  - may introduce viruses into our system

- constitutes 'junk' email or is posted to multiple groups
- invites automatic email back to us.

12.10.2 In addition, Houghton Regis Town Council IT services must not be used to search for, obtain or store information from any external network, which falls into the categories listed in 12.10.1 above.

## **12.11 Security**

12.11.1 Users should be aware that emails are potentially insecure and others who are not the intended recipient might read messages, e.g. the recipient may forward the email on to other people.

12.11.2 Both sender and recipient should understand the risks of using email as a communication channel and agree what will and will not be sent.

## **12.12 Accessing other email accounts**

12.12.1 Users must never access another person's email account. The only exception is where the person concerned has been authorised to access these during a prolonged absence due to holiday, ill health or some other valid reason.

12.12.2 Where such access is authorised, emails must not be sent from that person's account using the original account holder's name. If a response is required, this should be sent from the sender's own account, headed "sent on behalf of (colleague's name)".

## **12.13 Monitoring of emails**

12.13.1 We reserve the right to monitor, at any time, all emails, including deleted emails, and the IT equipment (both Houghton Regis Town Council and personal) upon which such emails are stored and circulated. This right is reserved solely for the purposes of monitoring communications relevant to our business.

12.13.2 We will not routinely monitor emails. However, email folders will be checked when users are absent from work to ensure the continuation of service.

12.13.3 While an email that is clearly private does not fall within the definition of a communication that is relevant to our business, we maintain a right to monitor and examine such a communication where there is a reasonable suspicion that the content breaches this policy or where there are grounds for suspecting criminal activity or equivalent malpractice. When monitoring personal emails, we will, in most cases, restrict this to the address and heading of the emails. Personal emails should be clearly marked as such, and where possible we will avoid opening these unless there is a suspicion of improper use, and they form a relevant part of a disciplinary investigation.

- 12.13.4 We exercise this right under the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 for the following reasons: to check that this policy is being observed; that no discriminatory or offensive content appears in emails, etc; to maintain an adequate level of security for our computer systems; to detect computer viruses; and to check mailboxes of absent employees.
- 12.13.5 Therefore, electronic communications, storage or access should not be considered private if it is created or stored on our systems.

## **13 Use of the Internet**

### **13.1 General principles**

- 13.1.1 Utilising the vast amount of data that can be found on the Internet can be a useful resource and may be integral to some roles within our business.
- 13.1.2 All employees who need to use the Internet as part of their role will normally be permitted access. We may, at any time, withdraw internet access from any employee, should we feel that this is no longer necessary for the role or that the system is being abused.
- 13.1.3 Having access to the Internet demands a level of trust and responsibility, as websites visited can record the computer system's IP address. Users should restrict their access to websites necessary to complete their daily tasks and to consider the security implications before accessing any other sites for personal use.

### **13.2 Copyright**

- 13.2.1 Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 sets out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against our business and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.
- 13.2.2 It is easy to copy electronically, but this does not make it any less an offence. Our policy is to comply with copyright laws, and not to bend the rules in any way.
- 13.2.3 Users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).
- 13.2.4 Usually a website will contain copyright conditions; these warnings should be read before downloading or copying.

13.2.5 Copyright and database right law can be complicated. Users should check with their manager if unsure about anything.

### **13.3 Trademarks, links and data protection**

13.3.1 Our name is a registered trademark. Any employee or worker who notices anyone using the same or a similar name should let their manager know, so that we may instruct our solicitors to take appropriate action.

13.3.2 Users should not register any new domain names or trademarks relating to our names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of our web pages to any other external sites without checking first with their manager.

13.3.3 Special rules apply to the processing of personal and sensitive personal data.

### **13.4 Accuracy of information**

13.4.1 One of the main benefits of the Internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the Internet is uncontrolled, much of the information may be less accurate than it appears.

### **13.5 Downloading material**

13.5.1 Downloading large volumes of material from the Internet onto our network can place excessive demand on computing resources. This can result in poor network performance or the temporary loss of access to IT services on the network. Such material should not be downloaded unless necessary and preferably during a period when there is little other activity.

13.5.2 Files should not be downloaded on to PCs without using virus-checking software.

### **13.6 Registering on external web sites**

13.6.1 Many websites require registration. Employees who wish to register as a user of a website for work purposes are encouraged to do so. If there is any doubt as to whether it is appropriate to register as a user of a website for work purposes, users should check with their Line Manager. Employees must ask their manager in advance so that we are aware of what they are committing us to and to ensure the registration will not result in us being inundated with junk mail. Any boxes should be ticked to show we do not want our data used for other marketing purposes.

13.6.2 Our business email addresses should only be supplied for access to sites needed exclusively for work purposes. For any such sites, the password should be registered with the Town Clerk, who must also be notified of any change to the password.

## **13.7 Personal use**

- 13.7.1 We trust users to limit their browsing of the Internet for non-business purposes. When surfing the web for personal purposes, this must only be at times that do not interfere with the performance of their role or our daily business, i.e. during breaks or after hours with permission. It must also not include visiting websites that are of a sexual nature, include sexual, obscene, pornographic, offensive content, or which may be considered by others to cause distress is prohibited. Accessing websites for these purposes may lead to disciplinary action, including summary dismissal (without notice). In the case of an agency worker, the termination of their engagement with us.
- 13.7.2 Personal use of the Internet for conducting financial transactions, e.g. on-line banking or for the purchasing of goods, must be restricted to out of working hours.
- 13.7.3 Users should not have any expectation of privacy as to their internet usage. All use can be monitored and excessive use that results in wasting our time in this way may result in the facility being withdrawn and/or dealt with in line with our disciplinary procedure.
- 13.7.4 All users who are allowed access to the Internet must ensure that:
- they do not access any site which will result in charges being levied to Houghton Regis Town Council for such access
  - they do not use the Internet to access unlawful or inappropriate material – if unlawful or inappropriate material is accidentally accessed, the user should send an email to their manager so we know the circumstances (the access may be picked up by any monitoring system). For these purposes, unlawful material is that which breaks the law such as child pornography or harassment; inappropriate material includes searches that may not be unlawful, but which may expose us to liability for harassment, sexual harassment and discrimination by colleagues who may see the search material, such as soft pornography.
  - they do not enter into any contracts or commitments in our name or on our behalf
  - they do not order any goods for personal use in our name.

## **13.8 Misuse of the Internet**

- 13.8.1 Those who are allowed access to the Internet at work for work purposes are expected to use it sensibly and not so that it interferes with efficient working. They may be called upon to justify the amount of time spent on the internet or the sites visited, so this should be borne in mind when browsing the internet.
- 13.8.2 We trust employees not to abuse the latitude we give them, but if this trust is abused, then we reserve the right to alter our policy in this respect.

- 13.8.3 Creating, accessing, sending, downloading or the display of inappropriate, illegal, offensive, sexual, obscene or indecent material is strictly forbidden and may lead to disciplinary action, including dismissal as a possible outcome. The accessing of and downloading of some material, for example, sexually explicit material and pornography of children is a criminal offence.
- 13.8.4 The creation or transmission of such material, or material which is designed or likely to cause annoyance, inconvenience or needless anxiety, is strictly forbidden.
- 13.8.5 Furthermore, our systems may not be used for any of the following (this list is not exhaustive but indicates the sort of usage we would consider to be unacceptable, and which may lead to disciplinary action, including dismissal as a possible outcome):
- gambling
  - downloading, accessing or storing large personal files which interfere with the running of the organisation, such as photographs, videos and music
  - games of any kind
  - copying software for personal use or using our software (including accounting programmes and/or design programmes) for personal use
  - promoting non-business related religious, charitable or political material unless authorised to do so by the Town Clerk
  - sending or participating in junk mail, spam mail or chain letters (this includes forwarding jokes, cartoons and video clips to groups of people and also transmitting unsolicited commercial or advertising material that is not work-related)
  - bringing our name into disrepute via social networking websites
  - undertaking deliberate activities that waste staff time or networked resources
  - using our business email address and misrepresenting our business
  - using our name, business contacts, clients or customers for personal benefit or the benefit of any other firm, company or organisation
- 13.8.6 IT equipment is provided as a business tool to enable users to perform their roles effectively. We expect users to have an individual and collective responsibility not to abuse any of our IT equipment or services. Damage or serious unauthorised use of or tampering with our equipment is strictly forbidden.
- 13.8.7 Anyone who discovers a work colleague is abusing our internet facility should inform the Town Clerk. An employee who is found to be concealing the activities of a work colleague who is abusing our internet facilities may face disciplinary action.

## **13.9 Removing internet access**

- 13.9.1 We may at any time deny internet access to any employee without giving any reason, although normally we would provide reasons.

## 14 Houghton Regis Town Council website

- 14.1 Houghton Regis Town Council website is created and amended as part of defined development projects and unauthorised amendment of information on this site is prohibited.
- 14.2 Anyone who sees anything on our website which is not up to date should let their manager know as, for legal and public relations reasons, we need to keep it accurate and current.

## 15 Use of social media

- 15.1 Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (~~YouTube~~); ~~social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.)~~; virtual worlds (~~Second Life~~); ~~including but not limited to Facebook, Instagram, X (formerly Twitter), LinkedIn, YouTube, Threads, TikTok, WhatsApp channels, Nextdoor, and any future emerging platforms~~; text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using our systems or at home. Social media use should comply with:
- UK GDPR 2018
  - Equality Act 2010
  - Public Sector Bodies Accessibility Regulations 2018
  - Local Government Act 1986 and Code of Recommended Practice on Local Authority Publicity
- 15.2 Only authorised and trained officers may post on official Council channels as governed by the Social Media Policy.
- 15.3 Personal use of social networking/media and chat sites are not permitted during working hours and should be restricted to breaks during working hours, or after hours. The use of social networking/media and chat sites in a personal capacity must comply with both the IT policy and the Social Media policy. If an employee identifies themselves as a council employee on a personal account, they must make it clear that view expressed are their own and not those of the council.
- 15.4 We recognise the importance of employees joining in and helping to shape sector conversation and enhancing our image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the employee's position, this is acceptable and must follow the town councils Social Media Policy; Social media use should comply with:
- UK GDPR 2018
  - Equality Act 2010
  - Public Sector Bodies Accessibility Regulations 2018
  - Local Government Act 1986 and Code of Recommended Practice on Local Authority Publicity

[15.415.5](#) Inappropriate comments and postings can adversely affect the reputation of our organisation, even if it is not directly referenced. It should be noted that if comments/photographs are likely to be construed as linked to us or, in more direct cases, if comments about colleagues, members of the public or our business could be regarded as abusive, humiliating, sexually harassment, discriminatory or derogatory, or could constitute bullying or harassment, we will treat this as a serious disciplinary offence. Employees should be aware that other organisations may read employees' personal weblogs, to acquire information on, for example, their work, products, technical developments and employee morale. Therefore, even if the Council is not named, care should be taken with any views expressed.

[15.515.6](#) Social networking media may be used by the Town Council as part of its means of communication with residents and service users. Such media will be used to represent the Council as a corporate body. Where members of the public are able to post to a social media page representing the Town Council, the pages will be monitored by Town Council officers, [following published community guidelines, and](#) to ensure that any offensive, inappropriate or discriminatory messages will be deleted [and that abusive repeat offenders may be blocked](#).

[15.615.7](#) Members who use social networking sites in their capacity as councillors must make it clear that they are speaking in a personal capacity and not representing the view of the Council. It is the responsibility of Members to ensure that they are adhering to the Town Council's Code of Conduct when using social networking sites. [Councillors using social media must follow both the IT Policy and Social Media Policy and should maintain clear boundaries between personal accounts and council business.](#)

[15.715.8](#) To protect both the Council and the Councils interests, we ask that everyone complies with the following rules about social media, whether in relation to our employment or personal social networking sites, and irrespective of whether this is during or after working hours:

- Contacts from any of our databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities.
- Any blog that mentions the Council, our current or potential services, employees, partners and suppliers, should identify the author as one of our employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of the Council. Even if our organisation is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer."). Writers must not claim or give the impression that they are speaking on behalf of the Council.
- Any employee who is developing a site or writing a blog that will mention Houghton Regis Town Council, our current or potential, employees, members, councillors, volunteers, partners, visitors and suppliers, must inform the Town Clerk that they are writing this and gain agreement before going 'live'.
- We expect our employees to be respectful about our business and our current or potential services, employees, partners, members, councillors, volunteers, visitors and suppliers

and not to engage in any name calling or any behaviour that will reflect negatively on our reputation. Any unauthorised use of copyright materials, any unfounded or derogatory statements, or any misrepresentation is not viewed favourably and could constitute gross misconduct.

- Photos or videos showing any employee or worker in uniform or other clothing that includes our name or logo and that could reflect negatively on the employee, his/her job, his/her colleagues or our business should not be posted on social media; neither should photos, videos or sound recordings taken on our property without explicit permission.
- Comments posted by our employees on any sites should be knowledgeable, accurate and professional and should not compromise us in any way.
- Inappropriate conversations with residents or third parties should not take place on any social networking sites, including forums.
- Any writing about or displaying photos or videos of internal activities that involves current employees, might be considered a breach of data protection and a breach of privacy and confidentiality. Therefore, their permission should be gained prior to uploading any such material. Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the business of the Council should not be posted. This includes manuals; procedures; training documents; databases; non-public financial or operational information; personal information regarding other employees or suppliers; anything to do with a disciplinary case, grievance, allegation of bullying/harassment or discrimination, or legal issue; any other secret, confidential, or proprietary information or information that is subject to confidentiality agreements.
- All employees must be aware that they are personally liable for anything that they write or present online (including on a competitor's blog, post, feed or website). They may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. They may also be sued by any individual or company that views their comments, content, or images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other employees can raise grievances for alleged bullying and/or harassment.
- Postings to websites or anywhere on the Internet and social media of any kind, or in any press or media of any kind, must not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the business of the Council or its employees, members, councillors, volunteers, partners, visitors and suppliers, or disclose personal data or information about any individual that could breach data protection legislation.
- Contacts by the media relating to our business, our current and potential products, employees, partners, customers, suppliers and competitors should be referred to the Town Clerk.
- Employees who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving our employment to show that they are no longer employed by us.

- Employees who use X.com, LinkedIn, or other social media/networking sites for business development purposes must ensure that they inform us of their password(s) so that these sites can be accessed and updated in their absence.
- Employees who have left our employment must not post any inappropriate comments about the business of the Council or our employees on LinkedIn, Facebook, X.com or any other social media/networking sites.
- Any contacts made on such sites during the course of employment will be classed as business information and thus belong to the Council. Employees will be asked to disclose contacts on LinkedIn, or any other sites, that they have made in their capacity as an employee.

~~15.7.1~~15.8.1 Note that we may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with us. Employees are also advised that social media sites are not an appropriate place to air business concerns or complaints: these should be raised with a manager or formally through our grievance procedure.

~~15.7.2~~15.8.2 It is important to note that any contact details and information remain the property of the Council. In addition, employees leaving our employment will be required to delete all work-related data from any personal device/equipment.

## **16 Training**

16.1 Any employee who feels they require training to increase their understanding of the real benefits the Internet can bring to their position, or to improve their ability to use our IT equipment and services, should contact their Line Manager.

## **17 Breach of this policy**

17.1 Failure to adhere to this policy may be a gross misconduct offence and may result in action being taken under our disciplinary policy, which could lead to dismissal. Depending on the nature of the offence it may also be necessary to notify the police.

17.2 Anyone who discovers a user abusing our IT equipment or services must inform the Town Clerk. An employee who is found to be concealing the activities of a work colleague who is abusing our IT equipment or services may face disciplinary action themselves.

## **18 Related policies and documents**

- Bullying and Harassment Policy
- Data Protection Policy
- Disciplinary Policy
- Health and Safety policy

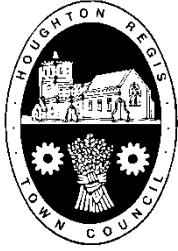
The above list is not exhaustive.

## **19 Further information**

19.1 Any queries or comments about this policy should be addressed to the Head of Corporate Services in the first instance.

## **20 Policy owner**

~~20.1 This policy is owned and maintained by Corporate Services Committee. This policy will be reviewed annually, by the Corporate Services Committee, or sooner if required by changes in law, best practice or social media platform developments.~~



## CORPORATE SERVICES COMMITTEE

Agenda Item 15

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<b>Date:</b>	<b>1<sup>st</sup> December 2025</b>
<b>Title:</b>	<b>HR admin software Report</b>
<b>Purpose of the Report:</b>	<b>To provide to members a report on the use of HR admin Software.</b>
<b>Contact Officer:</b>	<b>Debbie Marsh, Head of Corporate Services</b>

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### 1. RECOMMENDATIONS

- 1) **To agree to the Town Council entering into a contract for the provision of HR administration software at a current cost of £3500.**
- 2) **To request Town Council agrees to the use of General Reserves to fund this service and to request suitable budget provision is made during future budget setting processes.**

### 2. INFORMATION

Implementing integrated HR administration software offers significant advantages over or managing HR admin tasks manually in-house.

As the Town Council has grown and will continue to grow in employee size, administration has become increasingly time-intensive, placing a disproportionate burden on one particular staff member. Consequently, this individual is unable to fulfil the strategic responsibilities of their senior manager role and is instead operating primarily at an administrative level. The reason for this report is to request that members consider introducing HR administration software in order to address this imbalance.

The use of HR administration software frees up staff time for more strategic functions rather than administrative processing. For example, the current process for requesting annual leave involves a number of processes with the final process of the request being filed. One of the benefits of the introduction of this software is it would allow employees to view and request annual leave at any time via an app; in other words they do not be in work to request leave. The line manager receives the request and if approved it is recorded straight away. This removes any delay in approving/recording and avoids administrative errors. Other benefits are the employee will have access to their appraisal documents, 1-2-1 notes, sickness records, contracts of employment and associated

variations and job descriptions. In other words, anything that you would expect to be filed in an employee's personnel file.

This information is stored in the Cloud and can only be accessed by the employee and their manager.

The introduction of dedicated software is a compelling solution for town councils in managing their workforce effectively

### **3. SOFTWARE PROVIDERS**

A number of providers have been approached.

Most offer similar products but one provider, who's services have been used by senior officers in their previous employment, appears to offer the best value for money.

Further research will be undertaken to ascertain the most suitable software has been sourced.

### **4. PROPOSED ARRANGEMENTS**

The cost for the software is priced at £7 per employee per month.

### **5. HRTC CORPORATE PLAN**

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

4.3 Extend IT infrastructure and software to better support the council.

4.5 Enhance the role of the council.

### **6. IMPLICATIONS**

#### **Corporate Implications**

- There are no corporate implications arising from the recommendations.

#### **Legal Implications**

- There are no legal implications arising from the recommendations

#### **Financial Implications**

- No budget provision, funding to be taken from General Reserves
- Future provision to be made during budget setting process.

#### **Risk Implications**

- Capacity issues.

#### **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 recommendations

## **7. CONCLUSION AND NEXT STEPS**

The introduction of HR administration software will significantly improve efficiency by reducing manual processes which in turn will free up staff to work on strategic tasks. The introduction of this software will also provide employees access to essential records.

Approval of this software will address current capacity challenges and support future growth.

If members are minded to support the introduction of HR administration software, officers request members seek approval of funding from General Reserves from Town Council at the meeting to be held on the 15<sup>th</sup> December 2025

## **8. APPENDICES**

**None**