



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr M Herber**

Tel: 01582 708540

Town Clerk: **Clare Evans**

e-mail: info@houghtonregis-tc.gov.uk

23rd February 2026

To: Members of the Corporate Services Committee

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

(Copies to other Councillors for information)

Notice of Meeting

You are hereby summoned to a Meeting of the **Corporate Services Committee** to be held at the Council Offices, Peel Street on **Monday 2nd March 2026 at 7.00pm.**

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

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

Clare Evans
Town Clerk

**THIS MEETING MAY
BE RECORDED ***

Agenda

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

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

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

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

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

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

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

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

4. MINUTES

Pages 6 - 10

To approve the Minutes of the meeting held on 1st December 2025.

Recommendation: To approve the Minutes of the meeting held on 1st December 2025 and for these to be signed by the Chairman.

5. INCOME AND EXPENDITURE REPORT

Pages 11 –15

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 16 – 18

Members are requested to receive the monthly bank and cash reconciliation statements for November and December 2025 and January 2026.

Recommendation:

- 1. To approve the monthly bank and cash reconciliation statements for November and December 2025 and January 2026;**
- 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 19 – 30

Members will find a list of payments for the period November and December 2025 and January 2026. (inclusive).

This report is provided for information.

8. INVESTMENT REPORT

Pages 31 – 37

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

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

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

Recommendation: **To note the report**

9. INVESTMENT WORKING GROUP

Pages 38 – 41

Members will find attached minutes from the Investment Working Group meetings held on the 14th January 2026 and 11th February 2026.

During the discussions at the meeting held on the 11th February, Members reviewed the draft Treasury Management Strategy in detail and identified several key areas where parameters would strengthen the document and support effective financial governance. The following points summarise the agreed direction and adjustments to be incorporated into the revised Strategy.

- The Strategy should include flexible parameters to allow officers to manage investments without requiring formal approval for every update;
- Arlingclose to provide an updated Treasury Management Strategy Statement template in November with an updated version being provided in January ready for adoption;
- The External Context to be included as an appendix in order to streamline the main Strategy document;
- The Strategy should be scheduled for annual approval by the Corporate Services committee, ideally after the budget setting process has been completed i.e. March;
- That a revised risk appetite of A- be accepted. A- still represents a very low level of risk;
- The strategy should clarify that the Council does not anticipate borrowing for the purpose of investing;
- To agree that a limit of 3 Money Market Fund accounts can be opened;

The maximum period for which funds may be committed should be based on cashflow forecasting.

Following the outcome of discussions members agreed that additional time was required to review the material and consider options before finalising any recommendations. Therefore, it was agreed that a meeting of the Investment Working Group would be called once work on the Treasury Strategy had been finalised.

Recommendation: **To note the minutes of the Investment Working Group from the meeting held on the 14th January 2026 and 11th February 2026.**

10. FIDELITY GUARANTEE COVER

At the Corporate Services meeting held on the 1st September 2025 members were requested to consider the appropriate level of fidelity guarantee cover the town council should have in place. At this meeting members agreed to increase the level of cover from £2m to £5m.

During the November Internal Audit it was observed that due to the proposed income from further assets being transferred to the Council, the Councils Fidelity Insurance as £5million would likely be below Council bank holdings. The Internal Auditor recommended the Council review the level of its Fidelity Insurance and consider whether it is adequate to cover the value of cash and bank balances held.

Members are advised the Head of Corporate Services approached the town councils insurer, Zurich, to enquire whether this level of cover could once more be increased. The underwriters at Zurich have confirmed this is not something that can be offered.

Members are advised that enquires have been made with other Town and Parish Council Insurance providers to seek whether there is a higher level of cover available. It is hoped that members will be provided with a verbal update at the meeting.

Members are reminded that the town council is in a long term agreement with the current insurance provider until 31st May 2027.

Recommendation: **To consider the level of Fidelity Guarantee Cover.**

11. APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR

Pages 42– 46

Members are being requested to confirm the appointment of IAC Audit & Consultancy Ltd as the Town Council independent Internal Auditor for work relating to the 2026 Annual Return as per the existing contract.

Members will find a report attached.

Recommendation: **To confirm the appointment of IAC Audit & Consultancy Ltd as the Town Council independent Internal Auditor for audit work in relation to the 2026 Annual Return.**

12. VAT RETURN

Pages 47 – 50

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 3 for financial year 2025/2026.

This report is provided for information.

13. AI POLICY

Pages 51 – 64

Members are being requested to consider the adoption of an Artificial Intelligence Usage Policy.

A report and draft policy is attached.

- Recommendations:**
- 1) To recommend to Town Council the adoption of the AI policy.**
 - 2) To recommend to Town Council that it formally commits to the Venice Pledge.**

14. COMMUNICATION POLICY

Pages 65 – 72

Members are advised that this policy was last reviewed in 2017.

Members will find an updated policy attached, showing track changes. This policy aligns with the Town Councils Social Media Policy and IT policy.

- Recommendation:** **To recommend to Town Council the adoption of the Town Councils Communication Policy**

15. CONTRACT OF EMPLOYMENT

Pages 73 – 90

Members are being advised of upcoming employment law changes that will take effect in 2026.

Members will find a report attached.

- Recommendation:** **To note the updates to the Town Council’s Contract of Employment.**

16. CYBER LIABILITY INSURANCE

For information member are advised the Town Council currently does not have Cyber Liability Insurance cover.

The Town Councils insurance provider has confirmed they do not provide this type of cover therefore the Head of Corporate Services is undertaking research to enable a report to be brought to the next meeting of the Corporate Services committee for consideration.

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
Minutes of the meeting held on
1st December 2025 7.00pm.

Present: Councillors: D Jones Chairman
E Billington
J Carroll
M Herber

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

Public: 0

Apologies: Councillors: W Henderson
C Rollins

Absent: Councillor: E Costello

13436 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Henderson and Cllr Rollins.

13437 QUESTIONS FROM THE PUBLIC

None.

13438 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

13439 MINUTES

To approve the Minutes of the meetings held on 1st September 2025.

Members requested a minor amendment to Minute 13330 to read December 2024.

Resolved: To approve the Minutes of the meeting held on 1st September 2025 and for these to be signed by the Chairman.

13440 INCOME AND EXPENDITURE REPORT

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

Members referenced the note from the Finance Officer regarding Professional Fees which indicated an overspend. This could ultimately be attributed to design costs for Project H and capitalised as part of the outfitting; therefore, the impact on general reserves would be limited.

13441 BANK AND CASH RECONCILIATION STATEMENTS

Members received the monthly bank and cash reconciliation statements for August, September and October 2025.

Resolved:

- 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.**

13442 LIST OF PAYMENTS

Members were provided with a list of payments for the period August, September and October 2025 (inclusive).

13443 INVESTMENT REPORT

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

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

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

It was confirmed that a deposit had been made in the Government's Debt Management Account.

Resolved: To note the report.

13444 INVESTMENT WORKING GROUP

Members were provided with the minutes from the Investment Working Group meetings held on the 13th October 2025 and 12th November 2025.

Members were 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.

A meeting had taken place with Arlingclose and the Investment Working Group had made a recommendation to Corporate Services to enter into a three-year contract for the provision of investment advice.

Resolved:

- 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.**

13445 EXISTING CONTRACTS

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

Members were presented with a list of existing contracts and the following queries were raised:

- There was some question as to the accuracy of the quoted figure for Op Hana. The Head of Corporate Services confirmed this would be checked.
- Confirmation was requested regarding the current number of lone worker devices. The Head of Corporate Services confirmed that a third device had been approved but was yet to be purchased.
- Utilities appeared to have been underbudgeted. Members requested that suitable budget provision would be made in the 2026/2027 budget.

13446 BEDFORDSHIRE PENSION FUND – HRTC EMPLOYER RESULTS SCHEDULE

Members were provided with a summary of the preliminary results of the Bedfordshire Pension Fund actuarial valuation. The purpose of the valuation was to set appropriate pension contribution rates for each employer for the period from 1st April 2026 to 31st March 2029.

Members were requested to note the change to the contribution rates whereby the secondary rate was calculated as a percentage; however, from the 1st April 2026 onwards the secondary percentage rate was being replaced with a fixed sum.

Members were advised this change would be reflected in the draft 2026/2027 budget.

13447 VAT RETURN

In accordance with Financial Regulation 13.6 - The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

For information Members were provided with a copy of the VAT Returns for quarter 2 for financial year 2025/2026.

13448 HEALTH & SAFETY AT WORK POLICY

Members were provided with the amended Health & Safety at Work Policy. Amendments had been made to reflect changes in line management responsibilities as well as referring to the Kitchen Garden.

Apart from these minor amendments it was considered this policy remained fit for purpose.

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

13449 SOCIAL MEDIA POLICY & IT POLICY UPDATES

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

Members were provided with a report and revised policies.

Members highlighted that the last entry in section 5 'Prohibited Use' appeared to be missing some text. The Head of Corporate Services confirmed this would be amended and Members informed of the additional text.

Resolved:

- 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**

13450 HR SOFTWARE

Members were provided with a report and requested to consider the purchase of HR administration software.

Members agreed that it was appropriate to invest in HR software considering the growing numbers in HRTC council staff. The Head of Corporate Services advised members that although a number of providers had been approached further due diligence was required. Members agreed the appointment of a provider be delegated to the Head of Corporate Services, for a contract not exceeding £3,500 per annum.

In order to expediate this matter, members requested this item be placed on the Town Council agenda for the meeting to be held on the 15th December 2025.

Resolved:

- 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.**

13451 EXCLUSION OF PRESS AND PUBLIC

Members voted on the exclusion of the press and public:

Proposed by: Cllr M Herber

Seconded by: Cllr E Billington

Votes in favour: 4

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

13452 STAFF SALARIES 2026/2027

Financial Regulation 4.2 states: Budgets for salaries and wages, including employer contributions shall be reviewed by the relevant committee at least annually by December for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the relevant committee.

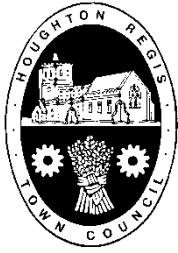
Members received an appendix containing the Salary Point number for financial year 2026-2027 for all Corporate Services staff.

Resolved: To receive the list of salary point numbers for all Corporate Services staff, along with pension contribution rates for financial year 2026-2027 and to recommend that these be noted and signed by the Chair.

The Chairman declared the meeting closed at 8pm

Dated this 2nd day of March 2026

Chairman



CORPORATE SERVICES COMMITTEE

Agenda Item 5

Date:	2nd March 2026
Title:	Income & Expenditure Report
Purpose of the Report:	To provide members with the Income & Expenditure report highlighting significant variances, for Corporate Services Committee to date.
Contact Officer:	Andrew Gaudion, Finance Manager

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 £82,111 due to a higher than budgeted figure. Due to Section 106 monies received from CBC the Town Council is holding (to date) £4.169m in the CCLA Deposit Fund Account.

101-4056 Audit Fees

This was an accrual figure at year-end. Due to a necessary amendment to the AGAR, there was an additional fee of £40

101-4061 Financial Management Fees

There is an unbudgeted amount of £11,000 for Arlingclose Fees. This will be taken from General Reserves at Year End.

102-4009 Travel

Mayoral travel expenses have increased this year.

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.

190-4014 Electricity

Members are informed that due to the increase in energy costs, this budget will be significantly overspent by the end of this financial year.

190-4015 Gas

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

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

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

190-4023 Stationery

Members are advised that due to the unplanned purchase of receipt books this budget is overspent.

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

11/02/2026

Houghton Regis Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 11/02/2026

Month No: 11

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	13,817	132,111	50,000	(82,111)			264.2%	
Corporate Management :- Income	13,817	1,792,833	1,710,722	(82,111)			104.8%	0
4051 BANK & LOAN CHARGES	0	563	1,000	437		437	56.3%	
4056 AUDIT FEES	0	439	3,200	2,761		2,761	13.7%	
4057 ACCOUNTANCY & SOFTWARE	0	4,610	8,500	3,890	2,652	1,237	85.4%	
4061 Financial Management Fees	11,000	11,000	0	(11,000)		(11,000)	0.0%	
Corporate Management :- Indirect Expenditure	11,000	16,612	12,700	(3,912)	2,652	(6,564)	151.7%	0
Net Income over Expenditure	2,817	1,776,221	1,698,022	(78,199)				
<u>102 Democratic Rep'n & Mgmt</u>								
4008 TRAINING/COURSES	0	550	1,000	450		450	55.0%	
4009 TRAVEL	27	546	350	(196)		(196)	155.9%	
4020 MISC. ESTABLISH.COST	0	0	400	400	184	216	46.0%	
4024 SUBSCRIPTIONS	0	3,766	3,503	(263)		(263)	107.5%	
4104 HOSPITALITY ALLNCE	0	313	250	(63)		(63)	125.3%	
4131 ELECTION COSTS	0	0	6,000	6,000		6,000	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	27	5,174	11,503	6,329	184	6,145	46.6%	0
Net Expenditure	(27)	(5,174)	(11,503)	(6,329)				
<u>190 Central Services</u>								
1091 Income Miscellaneous	0	61	0	(61)			0.0%	
Central Services :- Income	0	61	0	(61)				0
4007 CONFERENCE COSTS	550	1,030	1,300	270		270	79.2%	
4008 TRAINING/COURSES	410	1,848	3,400	1,552	379	1,173	65.5%	
4009 TRAVEL	0	11	350	339		339	3.1%	
4011 RATES	0	8,982	8,950	(32)		(32)	100.4%	
4012 WATER RATES	0	525	1,144	619		619	45.9%	
4014 ELECTRICITY	0	2,149	2,080	(69)		(69)	103.3%	
4015 GAS	445	1,679	728	(951)		(951)	230.7%	
4017 HEALTH & SAFETY	0	345	500	155		155	68.9%	
4020 MISC. ESTABLISH.COST	0	544	750	206		206	72.5%	
4021 COMMUNICATIONS COSTS	0	7,882	10,000	2,118		2,118	78.8%	
4022 POSTAGE	0	656	1,500	844		844	43.7%	
4023 STATIONERY	0	463	400	(63)		(63)	115.7%	
4025 INSURANCE	0	18,082	17,000	(1,082)	105	(1,187)	107.0%	
4026 COMPUTER COSTS	92	9,099	8,500	(599)	214	(813)	109.6%	

Continued over page

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Detailed Income & Expenditure by Budget Heading 11/02/2026

Month No: 11

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
4027 PHOTOCOPIER CHARGES	0	1,327	1,600	273		273	83.0%	
4031 ADVERTISING	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	120	120	1,000	880	850	30	97.0%	
4038 MAINTENANCE CONTRACTS	0	512	700	188		188	73.1%	
4042 Equipment Repairs & Maintenance	25	(27)	500	527	415	112	77.6%	
4059 OTHER PROFESSIONAL FEES	0	18,489	13,250	(5,239)	19,195	(24,434)	284.4%	
4992 Trs from Earmarked Reserve	0	0	(8,000)	(8,000)		(8,000)	0.0%	
Central Services :- Indirect Expenditure	1,642	73,716	66,152	(7,564)	21,157	(28,721)	143.4%	0
Net Income over Expenditure	(1,642)	(73,655)	(66,152)	7,503				
<u>192 Corp Serv Staff Costs</u>								
4001 STAFF SALARIES	0	194,259	252,000	57,741		57,741	77.1%	
4002 EMPLOYERS N.I	0	24,312	30,240	5,928		5,928	80.4%	
4003 EMPLOYERS SUPERANN.	0	51,915	67,536	15,621		15,621	76.9%	
4005 STAFF OVERTIME	0	1,755	2,500	745		745	70.2%	
4059 OTHER PROFESSIONAL FEES	199	6,407	7,500	1,093	280	813	89.2%	
Corp Serv Staff Costs :- Indirect Expenditure	199	278,647	359,776	81,129	280	80,849	77.5%	0
Net Expenditure	(199)	(278,647)	(359,776)	(81,129)				
Grand Totals:- Income	13,817	1,792,894	1,710,722	(82,172)			104.8%	
Expenditure	12,867	374,150	450,131	75,981	24,274	51,707	88.5%	
Net Income over Expenditure	950	1,418,744	1,260,591	(158,153)				
Movement to/(from) Gen Reserve	950	1,418,744	1,260,591	(158,153)				

Houghton Regis Town Council Current Year

Bank - Cash and Investment Reconciliation as at 30 November 2025

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	30/11/2025	Liquidity Manager Account	1,000.00
1	30/11/2025	NatWest Current Account	73,974.54
2	30/11/2025	Business Reserve Account	277.06
3	30/11/2025	Natwest Youth Council	608.26
4	30/11/2025	Natwest Youth Work	291.78
			76,151.64
<u>Other Cash & Bank Balances</u>			
		DEBT MANAGEMENT DEPOSIT A	250,000.00
		L A DEPOSIT FUND ACCOUNT	4,469,500.00
		PETTY CASH FLOAT	48.01
			4,719,548.01
			4,795,699.65
<u>Receipts not on Bank Statement</u>			
0	30/11/2025	All Receipts Cleared	0.00
			0.00
Closing Balance			4,795,699.65
<u>All Cash & Bank Accounts</u>			
1		NATWEST CURRENT/RESERVE	74,974.54
2		NATWEST ONLINE ac 41172051	277.06
3		NATWEST YOUTH COUNCIL	608.26
4		NATWEST YOUTH WORK	291.78
		Other Cash & Bank Balances	4,719,548.01
Total Cash & Bank Balances			4,795,699.65

Houghton Regis Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 December 2025

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/12/2025 Liquidity Manager Account	1,000.00
1	31/12/2025 NatWest Current Account	50,885.73
2	31/12/2025 Business Reserve Account	277.30
3	31/12/2025 Natwest Youth Council	521.84
4	31/12/2025 Natwest Youth Work	248.44
		52,933.31
<u>Other Cash & Bank Balances</u>		
	DEBT MANAGEMENT DEPOSIT A	250,000.00
	L A DEPOSIT FUND ACCOUNT	4,319,500.00
	PETTY CASH FLOAT	35.61
		4,569,535.61
		4,622,468.92
<u>Receipts not on Bank Statement</u>		
0	31/12/2025 All Receipts Cleared	0.00
		0.00
Closing Balance		4,622,468.92
<u>All Cash & Bank Accounts</u>		
1	NATWEST CURRENT/RESERVE	51,885.73
2	NATWEST ONLINE ac 41172051	277.30
3	NATWEST YOUTH COUNCIL	521.84
4	NATWEST YOUTH WORK	248.44
	Other Cash & Bank Balances	4,569,535.61
	Total Cash & Bank Balances	4,622,468.92

Houghton Regis Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 January 2026

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/01/2026 Liquidity Manager Account	56,251.33
1	31/01/2026 NatWest Current Account	1,000.00
2	31/01/2026 Business Reserve Account	277.52
3	31/01/2026 Natwest Youth Council	407.87
4	31/01/2026 Natwest Youth Work	181.69
		58,118.41
<u>Other Cash & Bank Balances</u>		
	DEBT MANAGEMENT DEPOSIT A	250,000.00
	L A DEPOSIT FUND ACCOUNT	4,269,500.00
	PETTY CASH FLOAT	31.69
		4,519,531.69
		4,577,650.10
<u>Receipts not on Bank Statement</u>		
0	31/01/2026 All Receipts Cleared	0.00
		0.00
Closing Balance		4,577,650.10
<u>All Cash & Bank Accounts</u>		
1	NATWEST CURRENT/RESERVE	57,251.33
2	NATWEST ONLINE ac 41172051	277.52
3	NATWEST YOUTH COUNCIL	407.87
4	NATWEST YOUTH WORK	181.69
	Other Cash & Bank Balances	4,519,531.69
	Total Cash & Bank Balances	4,577,650.10

Date: 10/12/2025

Houghton Regis Town Council Current Year

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Cashbook 1

User: A.GAUDION

NATWEST CURRENT/RESERVE

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/11/2025	Morrisons	POS	100.00			4227	302	100.00	LLSG £20 gift card x 5
03/11/2025	BT Payment Services Ltd	DD1	342.00	342.00		501			798-Fixed line rental charges
03/11/2025	EE Limited	DD2	485.20	485.20		501			799-Mobile phone charges
03/11/2025	Techies Limited	SO	399.95	399.95		501			833-Microsoft 365 charge
03/11/2025	Techies Limited	SO	0.01			4026	190	0.01	INV-6306
05/11/2025	Net salaries October 2025	BACS	73.14			520		73.14	Net salaries October 2025
06/11/2025	Cloudy Group	DD3	110.19	110.19		501			800-App Hosting Package
07/11/2025	Bee-Line	FP1	763.20	763.20		501			771-Robbie The Land Train
07/11/2025	Cromwell Group (Holdings) Ltd	FP2	761.04	761.04		501			772-Black Compactor Bags
07/11/2025	Community Interest Luton	FP3	45.00	45.00		501			773-Ticket for Mayor 7/11
07/11/2025	George Browns Hire	FP4	2,640.00	2,640.00		501			774-Tractor and flail Hire
07/11/2025	Grove Theatre	FP5	120.00	120.00		501			775-Additional 6 tickets LLSG
07/11/2025	MT Fabricators	FP6	186.00	186.00		501			776-Double Glazed Unit Thorn
07/11/2025	Prestige Design & Workwear Ltd	FP7	120.00	120.00		501			777-Hi Vis Waistcoats Yellow
07/11/2025	Reliance High Tech Ltd	FP8	26.02	26.02		501			778-Lone worker devices
07/11/2025	Safesmart	FP9	660.00	660.00		501			779-Smartlog Annual Licence
07/11/2025	Scutum South East Ltd	FP10	425.66	425.66		501			780-Service Contract 25/26
07/11/2025	Techies Limited	FP11	494.12	494.12		501			797-Microsoft 365 annual licen
07/11/2025	Zurich Municipal	FP12	336.95	336.95		501			782-Additional Charge Firework
07/11/2025	Bowerbirdy Ltd	FP13	2,160.00	2,160.00		501			783-Halloween activities HHP
07/11/2025	Access Loo	FP14	470.00	470.00		501			785-Hire Loo Firework Display
07/11/2025	GI Rogers & Son	FP15	2,400.00	2,400.00		501			786-HR Christmas Tree
07/11/2025	Mrs Ciya John	FP16	120.00	120.00		501			787-Refund booking Moore Cres
07/11/2025	Common Works Architecture Ltd	FP17	2,514.00	2,514.00		501			788-Project H Design Services
07/11/2025	Falconeye Security Ltd	FP18	1,800.00	1,800.00		501			789-Security Fireworks Event
07/11/2025	Fizzy Facepaints	FP19	440.00	440.00		501			790-Facepainting at HHP
07/11/2025	J Cross	FP20	150.00	150.00		501			791-Photography for Fireworks
07/11/2025	Latent Digital Solutions Ltd	FP21	102.43	102.43		501			792-Photocopier Service Charge
07/11/2025	MCS Contract Cleaning Limited	FP22	2,442.00	2,442.00		501			793-Cleaning Bedford sq toilet
07/11/2025	Perfect Print	FP23	528.00	528.00		501			794-Town Crier Newsletters
07/11/2025	Safesite Facilities Ltd	FP24	945.84	945.84		501			795-Anti-climbing fence Firewo

Continued on Page 4

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
07/11/2025	Right Fuelcard Company Ltd	FP25	137.18	137.18		501			796-Vehicle fuel charges
07/11/2025	HMRC	FP26	19,479.97	19,479.97		501			784-PAYE/NI October 2025
07/11/2025	Post Office	POC	25.44			221		25.44	Petty Cash
07/11/2025	Bedfordshire Pension Fund	EBP	22,671.02			525		22,671.02	Pension - October 2025
10/11/2025	Yu Energy	DD4	122.48	122.48		501			801-Gas Charges
10/11/2025	Yu Energy	DD5	37.36	37.36		501			802-Gas Charges
10/11/2025	Yu Energy	DD6	11.76	11.76		501			803-Gas Charges
10/11/2025	Yu Energy	DD15	78.40	78.40		501			812-Gas Charges
12/11/2025	Pozitive Energy	DD1	3,323.33	3,323.33		501			813-Electric Charges
12/11/2025	Pozitive Energy	DD2	9.18	9.18		501			814-Gas Charges
12/11/2025	Amazon	POS	20.96		3.50	4226	302	17.46	LLSG Craft Christmas 02.12.25
13/11/2025	Morrisons	POS	16.95			4226	302	16.95	Youth Council Refreshments
14/11/2025	Amazon	POS	20.97		3.50	4036	262	17.47	Waterproof IPX7 Thermometer
17/11/2025	Scottish Power	DD7	386.09	386.09		501			804-Electric Charges
17/11/2025	Scottish Power	DD8	41.22	41.22		501			805-Electric Charges
17/11/2025	Scottish Power	DD9	42.19	42.19		501			806-Electric Charges
17/11/2025	Scottish Power	DD10	171.75	171.75		501			807-Electric Charges
17/11/2025	Scottish Power	DD3	20.09	20.09		501			815-Electric Charges
17/11/2025	Scottish Power	DD4	34.79	34.79		501			816-Electric Charges
17/11/2025	Bankline	BLN	70.50			4051	101	70.50	Bankline fees
17/11/2025	BNP Paribas Leasing	DD	1,326.00			4851	299	1,326.00	Finance charge two mowers
18/11/2025	Amazon	POS	38.97		6.50	4023	190	32.47	8x6 Photo Frames 4 pac
19/11/2025	Castle Water - 2597769	DD11	18.05	18.05		501			808-Water Charges
19/11/2025	Wellers Law Group LLP	FP	-1,200.00	-1,200.00		501			Purchase Ledger
19/11/2025	Wellers Law Group LLP	FP2	1,200.00	1,200.00		501			Purchase Ledger
19/11/2025	Amazon	POS	8.90		1.48	4121	307	7.42	Black Ribbon
19/11/2025	Amazon	POS	3.88		0.65	4121	307	3.23	Safety Pins - black
20/11/2025	Scottish Power	DD5	708.20	708.20		501			817-Electric Charges
20/11/2025	Amazon	POS	6.53			4222	263	6.53	Night before Christmas Book
20/11/2025	Southern Regalia	POS	94.50			999		94.50	Black mourning rosette x 30
21/11/2025	AMF Services (Bedford) Ltd	FP1	2,858.22	2,858.22		501			818-Repair to Kubota LK09 EDL
21/11/2025	Bicester Turf Care Ltd	FP2	5,374.80	5,374.80		501			819-Autumn treatment works MC
21/11/2025	Bubbles Lighting Ltd	FP3	7,905.90	7,905.90		501			820-Sound Lighting Fireworks
21/11/2025	Business HR Solutions (Consult	FP4	270.30	270.30		501			821-HR Retainer
21/11/2025	Falconeye Security Ltd	FP5	432.00	432.00		501			822-Security Remembrance Day
21/11/2025	Independent Water Networks	FP6	1,482.81	1,482.81		501			823-Water charges Allotments
21/11/2025	Prestige Design & Workwear Ltd	FP7	84.00	84.00		501			824-Work Trousers x2
21/11/2025	Techies Limited	FP8	77.76	77.76		501			826-Microsoft 365 Business Bas
21/11/2025	The Safer Luton Partnership	FP9	150.00	150.00		501			827-First Aid Half Term at HHP

Payments for Month 8					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
21/11/2025	Aurora World Ltd	FP10	1,747.87	1,747.87		501			829-Reindeer Toy Santa's Grott
21/11/2025	AKM South Ltd	FP11	125.00	125.00		501			830-Pizza for Skate Jam
21/11/2025	Bedfordshire Pension Fund	FP12	63.66	63.66		501			832-Added Years October 2025
21/11/2025	Police & Crime Commissioner fo	FP13	11,079.40	11,079.40		501			835-OP Hana Police September
21/11/2025	Cromwell Group (Holdings) Ltd	FP14	935.39	935.39		501			836-Cleaning materials
21/11/2025	DE Signs & Labels Ltd	FP15	79.20	79.20		501			837-Remembrance Banners
21/11/2025	Greenbridge Designs Ltd	FP16	445.20	445.20		501			839-Monarch Plaque - Parks
21/11/2025	Harpenden Town Council Mayor's	FP17	6.00	6.00		501			840-Ticket Mayor Carol Service
21/11/2025	Jewels Art Craft & Coffee	FP18	302.50	302.50		501			842-Mayors Coffee Morning
21/11/2025	John Lawson's Circus Ltd	FP19	159.00	159.00		501			843-Mayors Circus Evening
21/11/2025	Leighton-Linslade Town Council	FP20	30,000.00	30,000.00		501			844-Purchase of Karcher MIC 35
21/11/2025	Pete Rowe Building Services	FP21	246.00	246.00		501			845-Water leak repair Parkside
21/11/2025	Royal British Legion	FP22	75.00	75.00		501			846-Mayor's donation RBL
21/11/2025	igne Group Limited	FP23	11,448.00	11,448.00		501			847-Drilling works at HH
21/11/2025	Colin Parks	FP24	72.00	72.00		501			848-Refund of Overpayment 5522
21/11/2025	AMF Services (Bedford) Ltd	FP	-2,858.22	-2,858.22		501			855-Repair to Kubota LK09 EDL
21/11/2025	Scottish Power	DD1	71.39	71.39		501			870-Electric Charges
21/11/2025	Yorkshire Gas and Power	DD2	629.76	629.76		501			871-Electric Charges
21/11/2025	Amphill Town Council	POS	42.30				4101 307	42.30	2 Tickets for Mayor Amphill TC
21/11/2025	Amazon	POS	35.94		6.00	4222	263	29.94	Hamilton Hat Boxes Gok
21/11/2025	Amazon	POS	17.99		3.25	4222	263	14.74	Hollyone Red Velvet Ribbons
21/11/2025	Amazon	POS	27.98		4.66	4222	263	23.32	Brentford Forest Green Bedding
21/11/2025	Amazon	POS	35.00		6.34	4222	304	28.66	Nestle Kit Kat Chocolate:
21/11/2025	Amazon	POS	12.98		2.16	4222	304	10.82	Christmas Wooden Crates
24/11/2025	Biffa Waste Services Ltd	DD12	60.82	60.82		501			809-Skip waste 27/09-24/10/25
24/11/2025	Biffa Waste Services Ltd	DD13	2,750.98	2,750.98		501			810-Skip waste charges
24/11/2025	Everflow Utilities	DD1	712.49	712.49		501			878-Water Charges
24/11/2025	Amazon	POS	5.05			4222	263	5.05	Dasher Story book
25/11/2025	Scottish Power	DD3	241.41	241.41		501			872-Electric Charges
25/11/2025	Christmas Lights and Trees	POS	35.95		5.99	4222	263	29.96	9 ft Kells Garland £4.00 x 8
25/11/2025	Card Factory	POS	15.97		2.67	4222	263	13.30	Merry & Bright Mug Youth Council
25/11/2025	Castle Water - 2597763	BAC	-75.31	-75.31		501			854-Office Correction Jan 2021
25/11/2025	Castle Water - 2597735	BACS	-32.35	-32.35		501			481-T/Farm water charges
25/11/2025	Easy Florist Supplies	POS	100.05		16.67	4222	263	83.38	Gardener of the Year

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									Mug
25/11/2025	Cardfactory	POS	29.95		4.99	4222	263	24.96	Merry & Bright Mug Set
26/11/2025	Amazon	POS	14.98			4222	263	14.98	263
26/11/2025	La Bella Calabria	POS	50.00			4227	302	50.00	LLSG Christmas Dinner deposit
26/11/2025	La Bella Calabria	POS	85.00			4227	302	85.00	LLSG Christmas Dinner
27/11/2025	Post Office	POC	30.67			221		30.67	Petty Cash
27/11/2025	Salaries - November 2025	BACS	54,656.93			520		54,656.93	Salaries - November 2025
27/11/2025	Morrisons	POS	10.30			4226	302	10.30	Youth Council Refreshments
28/11/2025	Payroll Options	DD14	274.60	274.60		501			811-Paydate 27/10/25 Employees
28/11/2025	WM Morrisons Supermarket PLC	FP1	4,400.00	4,400.00		501			879-Vouchers Mayors xmas cards
28/11/2025	Natwest Yth Council	Transfer	500.00			217		500.00	Transfer
28/11/2025	Diocese of St Albans	SO	60.00			4235	305	60.00	Diocese of St Albans
28/11/2025	Dunstable Foodbank	SO	120.00			4235	305	120.00	Dunstable Foodbank
28/11/2025	Central Bedfordshire Council	SO	60.00			4235	305	60.00	Central Bedfordshire Council
28/11/2025	Thornhill Primary School	SO	60.00			4235	305	60.00	Thornhill Primary School
28/11/2025	Houghton Regis Helpers	SO	60.00			4235	305	60.00	Houghton Regis Helpers
28/11/2025	Houghton Regis Baptist Church	SO	60.00			4235	305	60.00	Houghton Regis Baptist Church
28/11/2025	Jewels	SO	60.00			4235	305	60.00	Jewels
28/11/2025	Etsy	POS	14.85			4222	263	14.85	Christmas Reindeer Fee
Total Payments for Month			208,884.88	128,205.22	68.36			80,611.30	
Balance Carried Fwd			74,974.54						
Cashbook Totals			283,859.42	128,205.22	68.36			155,585.84	

NATWEST CURRENT/RESERVE

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/12/2025	Paper Cups Direct	POS	21.01		3.50	4222	263	17.51	Christmas Jumper Cups
01/12/2025	Amazon	POS	261.00			4203	305	261.00	Mayor's Christmas Cards Stamps
01/12/2025	Amazon	POS	15.48		2.58	4203	305	12.90	Self adhesive address labels
01/12/2025	Pound Stretcher	POS	286.16		34.36	4203	305	251.80	Gifts for Care Home Residents
01/12/2025	Hobbycraft Trading Ltd	POS	50.00		5.00	4203	305	45.00	2x£10 gift card/3x £10 Easel
02/12/2025	EE Limited	DD1	485.20	485.20		501			913-Mobile Phone Charges
02/12/2025	Amazon	POS	12.57		2.10	4017	291	10.47	Safety First Near Miss Book
02/12/2025	Amazon	POS	32.23		5.38	4017	291	26.85	Safety First Fire Log Book
02/12/2025	Morrisons	POS	26.45		2.48	4222	304	9.60	Items for Xmas Light Switch on
						4222	263	14.37	Items for Santa's Grotto
02/12/2025	Amazon	POS	279.61		46.58	4222	263	233.03	Elf Costume x 7
02/12/2025	Amazon	POS	14.48		2.42	4222	263	12.06	Christmas Bags Paper 36pk
02/12/2025	Francotyp Postalia Ltd	DD1	90.00	90.00		501			928-Postbase Mini
03/12/2025	BT Payment Services Ltd	DD	342.00	342.00		501			873-Fixed charge line rental
03/12/2025	Tesco Marketplace	POS	10.73			4222	263	10.73	Red Foil Door Curtain Backdrop
03/12/2025	ICO	DD	73.00			4024	102	73.00	GDPR Data Protection Fee
04/12/2025	Cloudy Group	DD5	110.19	110.19		501			918-App Hosting Package
04/12/2025	Easy Florist Supplies	POS	21.77		3.63	4222	263	18.14	HHP helpers thank you gifts
04/12/2025	Amazon	POS	28.00		4.67	4222	263	23.33	4ft Inflatable Santa
04/12/2025	Amazon	POS	25.00		4.17	4222	263	20.83	4ft Inflatable Snowman
05/12/2025	AMF Services (Bedford) Ltd	FP1	3,965.76	3,965.76		501			910-Kubota M9540 LK09 EDL
05/12/2025	AMRO Catering & Events Ltd	FP2	71.40	71.40		501			881-Subsistence for volunteers
05/12/2025	Cardno	FP3	48.00	48.00		501			882-Trailer Board Wood Chipper
05/12/2025	DCK Accounting Solutions Ltd	FP4	926.28	926.28		501			883-Budget setting Year 26/27
05/12/2025	Dunstable Town Council	FP5	50.00	50.00		501			884-Licence for Stalls HHP
05/12/2025	Elftastic Experience	FP6	450.00	450.00		501			885-Two Elves Santa's Grotto
05/12/2025	Fleet (Line Markers) Ltd	FP7	3,875.11	3,875.11		501			887-Markers Football Pitch Bid
05/12/2025	Greenbridge Designs Ltd	FP8	261.60	261.60		501			888-GOR Plaque Stanton
05/12/2025	Kensworth Sawmills Ltd	FP9	278.65	278.65		501			889-Materials Compost Bin HHP
05/12/2025	Reliance High Tech Ltd	FP10	26.02	26.02		501			890-Lone Worker Devices
05/12/2025	R T Machinery Ltd	FP11	25,197.60	25,197.60		501			891-Ellet Mega New Equipment
05/12/2025	5 Star Loos Ltd	FP12	1,776.00	1,776.00		501			893-Portable Toilet

Date: 02/01/2026

Houghton Regis Town Council Current Year

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Cashbook 1

User: A.GAUDION

NATWEST CURRENT/RESERVE

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									Fireworks
05/12/2025	Wave Utilities	FP13	1,556.24	1,556.24		501			894-Water Charges
05/12/2025	Trade UK Account	FP14	109.98	109.98		501			895-Safety Book Size 12 x 2
05/12/2025	Lubbe & Sons (Bulbs) Ltd	FP15	19,056.00	19,056.00		501			896-Bulbs and wildflowers
05/12/2025	MCS Environmental Services	FP16	2,442.00	2,442.00		501			897-Toilet cleaning bedford sq
05/12/2025	Common Works Architecture Ltd	FP17	7,542.00	7,542.00		501			898-Project H Completio Desig
05/12/2025	Inclination Ltd	FP18	700.00	700.00		501			899-Website hosting for HHP
05/12/2025	J M Electrical Services BEDFOR	FP19	4,373.33	4,373.33		501			901-EICR Village Green Gardens
05/12/2025	Latent Digital Solutions Ltd	FP20	40.77	40.77		501			902-Photocopier Service Charge
05/12/2025	Prestige Design & Workwear Ltd	FP21	343.80	343.80		501			903-Community Gardner Clothing
05/12/2025	Techies Limited	FP22	391.20	391.20		501			907-Microsoft 365 Backup
05/12/2025	Priory Press Ltd	FP23	332.40	332.40		501			908-A5 Christmas Card with Env
05/12/2025	Business HR Solutions (Consult	FP24	270.30	270.30		501			905-HR Retainer
05/12/2025	IAC Audit and Consultancy Ltd	FP25	478.80	478.80		501			906-Provision of Internal Audi
05/12/2025	Nigel Steele	FP26	60.00	60.00		501			909-Organist Fee Mayor's CS
08/12/2025	Amazon	POS	6.98		1.16	4222	304	5.82	A4 Laminating pouches x 120
08/12/2025	Amazon	POS	36.87		6.14	4222	263	30.73	LED Fireplace Lantern
08/12/2025	Amazon	POS	13.76		2.30	4222	263	11.46	Teddy Hammocks x 2
08/12/2025	Bedfordshire Pensions	EBP	22,479.16			525		22,479.16	Pension - November 2025
08/12/2025	Amazon	POS	13.88		2.31	4222	263	11.57	Hammer Toys
08/12/2025	Amazon	POS	25.63		4.27	4222	263	21.36	Bean Bag Chair
08/12/2025	Chequers Houghton Regis	POS	100.00			4226	302	100.00	Youth Council Xmas Meal Deposi
09/12/2025	Pound Stretcher	POS	34.90		5.82	4222	263	29.08	25 LED String Lights White x10
10/12/2025	Yu Energy	DD6	321.92	321.92		501			919-Gas Charges
10/12/2025	Yu Energy	DD7	37.82	37.82		501			920-Gas Charges
10/12/2025	Yu Energy	DD8	13.15	13.15		501			921-Gas Charges
10/12/2025	Yu Energy	DD9	133.65	133.65		501			922-Gas Charges
10/12/2025	Sainsburys	POS	33.40			4222	263	33.40	Items for Santa's Grotto
10/12/2025	Morrisons	POS	22.70			4222	263	13.70	Items Santa's Grotto
						4222	304	9.00	Youth Council Gifts
10/12/2025	Morrisons	POS	60.73		1.65	4222	263	59.08	Items for Santa's Grotto
11/12/2025	Castle Water	DD6	14.73	14.73		501			933-Water Charges
11/12/2025	Pound Stretcher	POS	4.98		0.83	4222	263	4.15	AA Batteries 14 pack x 2
11/12/2025	Chequers Houghton Regis	POS	89.72		14.95	4226	302	74.77	Youth Council Xmas Mex
11/12/2025	Chequers Houghton Regis	POS	81.24		13.54	4226	302	67.70	Youth Council Xmas Drinks
12/12/2025	Post Office	POS	23.87			221		23.87	Petty Cash Top-Up
12/12/2025	Post Office	POC	23.87			221		23.87	Petty Cash

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Houghton Regis Town Council Current Year

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Cashbook 1

User: A.GAUDION

NATWEST CURRENT/RESERVE

For Month No: 9

Payments for Month: 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
12/12/2025	Post Office	POC	-23.87			221		-23.87	Petty Cash Top Up
15/12/2025	Scottish Power	DD10	501.89	501.89		501			923-Electric Charges
15/12/2025	Scottish Power	DD2	21.13	21.13		501			929-Electric Charges
15/12/2025	Morrisons	POS	380.00			4121	307	380.00	38 Morrisons vouchers £10 each
15/12/2025	Poundstretcher	POS	14.85		2.48	4203	305	12.37	21 Bottles Radox Shower Gel
15/12/2025	Morrisons	POS	23.75			4020	190	23.75	Staff Christmas Meeting HHP
15/12/2025	Bankline	BLN	45.50			4051	101	45.50	Bankline Charges
16/12/2025	Morrisons	POS	8.85			4101	102	8.85	Refreshments TC Meeting 15/12
16/12/2025	Your NRG Ltd	DD1	3,302.86	3,302.86		501			960-Vehicle Fuel
17/12/2025	Scottish Power	DD11	193.82	193.82		501			924-Electric Charges
17/12/2025	Scottish Power	DD12	42.61	42.61		501			925-Electric Charges
17/12/2025	Scottish Power	DD3	35.36	35.36		501			930-Electric Charges
17/12/2025	BNP Paribas Leasing	DD	1,326.00			4851	299	1,326.00	Finance Charge Two Mowers
18/12/2025	Scottish Power	DD13	49.43	49.43		501			926-Electric Charges
18/12/2025	Castle Water - 2597769	DD14	14.02	14.02		501			927-Water Charges
18/12/2025	Pozitive Energy	DD4	8.89	8.89		501			931-Gas Charges
18/12/2025	Pozitive Energy	DD5	3,318.84	3,318.84		501			932-Electric Charges
18/12/2025	Sainsbury's	POS	13.50			4226	302	13.50	The Sock Game for Youth Club
18/12/2025	Morrisons	POS	38.73			4020	190	38.73	Sausage Rolls and Vegan Rolls
19/12/2025	Everflow Utilities	DD1	641.15	641.15		501			936-Water Charges
19/12/2025	Dunstable Lock & Safe Co	FP1	476.52	476.52		501			937-Keys, Padlocks & Security
19/12/2025	Falconeye Security Ltd	FP2	144.00	144.00		501			938-Security Xmas Carol Servc
19/12/2025	Minodora Filcanu	FP3	50.00	50.00		501			939-Deposit Refund VG Hire
19/12/2025	Greenbridge Designs Ltd	FP4	147.60	147.60		501			940-Plaque Headstone Mason
19/12/2025	Independent Water Networks	FP5	206.20	206.20		501			941-Water Charges Allotments
19/12/2025	Jempson's Tree Services Limite	FP6	216.00	216.00		501			942-Reduce Sycamore Tree
19/12/2025	John Curl	FP7	151.08	151.08		501			943-New Battery Road Sweeper
19/12/2025	Kings Fire	FP8	499.20	499.20		501			944-Fire Alarm & Light Mainten
19/12/2025	Techies Limited	FP9	526.08	526.08		501			947-Domain Renewal 1 Year
19/12/2025	The Right Fuelcard Company Lim	FP10	162.95	162.95		501			948-Vehicle Fuel
19/12/2025	Trade UK Account	FP11	440.45	440.45		501			959-Materials up to December
19/12/2025	Zurich Municipal	FP12	112.00	112.00		501			952-Insurance Santa's Grotto
19/12/2025	Bedfordshire Pension Fund	FP13	63.66	63.66		501			953-Added Years November 2025
19/12/2025	Four Acres Nursery Ltd	FP14	413.79	413.79		501			954-All Saints View Plants

Date: 02/01/2026

Houghton Regis Town Council Current Year

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Cashbook 1

User: A.GAUDION

NATWEST CURRENT/RESERVE

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
19/12/2025	George Browns Hire	FP15	380.78	380.78		501			955-Machinery parts and repair
19/12/2025	Igne Group Limited	FP16	2,770.28	2,770.28		501			956-Pump Installation HHP
19/12/2025	Jewels Art Craft & Coffee	FP17	10.50	10.50		501			957-Refreshments Mayor's Coffe
19/12/2025	Jewson	FP18	277.63	277.63		501			958-Gravel Shingle Bulk Bag
19/12/2025	HMRC	FP19	18,952.68	18,952.68		501			911-PAYE/NI November 2025
22/12/2025	Biffa Waste Services Ltd	DD2	60.82	60.82		501			915-Skip Waste 25/10 - 21/11/25
22/12/2025	Biffa Waste Services Ltd	DD3	2,177.38	2,177.38		501			916-Skip Waste Charges
22/12/2025	Scottish Power	DD2	607.96	607.96		501			961-Electric Charges
22/12/2025	Salaries - December 2025	BACS	55,141.05			520		55,141.05	Salaries - December 2025
22/12/2025	Charles Dowding Online Trg	POS	190.00		31.67	4008	291	158.33	Horticultural training
23/12/2025	Amazon	POS	158.95		26.49	4036	283	132.46	Cardboard Roll for HHG
29/12/2025	Scottish Power	DD3	67.26	67.26		501			962-Electric Charges
29/12/2025	Thornhill Primary School	SO	60.00			4235	305	60.00	Thornhill Primary School
29/12/2025	Diocese of St Albans	SO	60.00			4235	305	60.00	Diocese of St Albans
29/12/2025	Jewels	SO	60.00			4235	305	60.00	Jewels
29/12/2025	Dunstable Foodbank	SO	120.00			4235	305	120.00	Dunstable Foodbank
29/12/2025	CBC	SO	60.00			4235	305	60.00	CBC
29/12/2025	Houghton Regis Helpers	SO	60.00			4235	305	60.00	Houghton Regis Helpers
29/12/2025	Houghton Regis Baptist Church	SO	60.00			4235	305	60.00	Houghton Regis Baptist Church
29/12/2025	Ashridge Trees Ltd	POS	54.49			4039	291	54.49	Dahlia tubers In Bloom Display
29/12/2025	Bedfordshire Beekeepers Assoc	POS	120.00			4008	291	120.00	6 sessions on beekeeping
29/12/2025	Scottish Power	DD	262.88	262.88		501			964-Electricity charges
31/12/2025	Payroll Options	DD4	243.60	243.60		501			917-Paydate 27/11/25 Employees
Total Payments for Month			195,904.18	113,723.20	230.48			81,950.50	
Balance Carried Fwd			51,885.73						
Cashbook Totals			247,789.91	113,723.20	230.48			133,836.23	

Date: 05/02/2026

Houghton Regis Town Council Current Year

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Time: 09:45

Cashbook 1

User: A.GAUDION

NATWEST CURRENT/RESERVE

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/01/2026	EE Limited	DD1	410.62	410.62		501			978-Mobile Phone Charges
02/01/2026	BT Payment Services Ltd	DD2	342.00	342.00		501			979-Fixed Charge Line Rental
05/01/2026	Techies Limited	DD1	449.40	449.40		501			797-Microsoft 365 annual licen
06/01/2026	BT Payment Services Ltd	DD3	568.84	568.84		501			980-Quarterly Charges
06/01/2026	Grenke Leasing Ltd	DD4	153.36	153.36		501			981-Photocopier leasing Jan-Ma
06/01/2026	Cloudy Group	DD5	110.19	110.19		501			982-App Hosting Package
06/01/2026	Paramount Plants & Gardens Ltd	POS	570.00		95.00	4040	291	475.00	Plants HHP
08/01/2026	Pozitive Energy	DD6	3,322.91	3,322.91		501			983-Electric Charges
08/01/2026	Pozitive Energy	DD7	219.88	219.88		501			984-Electric Charges
08/01/2026	Kingsseeds.com	POS	159.30		2.35	4040	291	64.10	Seeds Kitchen Garden
						4040	291	34.05	Seeds Kitchen Garden
						4037	273	58.80	Seeds Linnere Allotmen
08/01/2026	Morrisons	POS	12.34			4226	302	12.34	Refreshments for Youth Council
08/01/2026	DVLA	POS	360.00			4045	291	360.00	Vehicle Road Tax LB21YSM
08/01/2026	Morrisons	POS	20.00			4227	302	20.00	LLSG Voucher for Tea and Treat
08/01/2026	Morrisons	POS	20.00			4227	302	20.00	LLSG Vouchers for Tea and Trea
08/01/2026	Morrisons	POS	20.00			4227	302	20.00	LLSG Vouchers for Tea + Treats
08/01/2026	Morrisons	POS	20.00			4227	302	20.00	LLSG Vouchers for Tea + Treats
08/01/2026	Morrisons	POS	20.00			4227	302	20.00	LLSG Voucher for Tea + Treats
08/01/2026	Pozitive Energy	DD	-219.88	-219.88		501			1044-Credit Electric Charges
09/01/2026	George Browns Hire	FP1	124.31	124.31		501			996-Parts and Repairs tc Dec
09/01/2026	B R Boatwright	FP2	1,200.00	1,200.00		501			965-Green waste removal O/Cres
09/01/2026	Charles Hill Garden Services L	FP3	1,080.00	1,080.00		501			967-Topsoil and turf
09/01/2026	John Curl	FP4	427.45	427.45		501			968-EX67 KKW light/mirror
09/01/2026	Kings Fire Ltd	FP5	403.20	403.20		501			969-Fire extinguisher Thorn
09/01/2026	Latent Digital Solutions Ltd	FP6	154.67	154.67		501			970-Photocopier charge
09/01/2026	MCS Environmental Services	FP7	2,442.00	2,442.00		501			971-Clean toilets Bedford Sq
09/01/2026	MT Fabricators Ltd	FP8	852.00	852.00		501			972-Cover up stairway All Sain
09/01/2026	Reliance High Tech Ltd	FP9	26.02	26.02		501			973-Two lone worker devices
09/01/2026	Spaldings Limited	FP10	882.66	882.66		501			974-Various tools
09/01/2026	Trade UK Account	FP11	72.28	72.28		501			976-6-pce storage hooks
09/01/2026	Hertfordshire County Council	FP12	113.82	113.82		501			977-Stationery for office
09/01/2026	Business HR Solutions (Consult	FP13	270.30	270.30		501			997-HR Retainer
09/01/2026	Houghton Regis Memorial Hall F	FP14	100.00	100.00		501			998-Hire of linen Mayor's Rece

Continued on Page 4

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
09/01/2026	Institute of Cemetery & Cremat	FP15	180.00	180.00		501			999-EROB Training B Nagel
09/01/2026	Joanna Cross Photography	FP16	100.00	100.00		501			1000-Photography Santa's Grott
09/01/2026	M Herber	FP17	141.01	141.01		501			1002-Mayor's Expenses
09/01/2026	Rotary Club of Dunstable Trust	FP18	500.00	500.00		501			1003-Santa Float Sponsorship
09/01/2026	SLCC Enterprises Ltd	FP19	595.00	595.00		501			1004-Membership Fee C
09/01/2026	Techies Limited	FP20	7.20	7.20		501			1005-Microsoft 365 Backup
09/01/2026	The Right Fuelcard Company Lim	FP21	86.71	86.71		501			1006-Vehicle fuel
09/01/2026	HMRC	FP22	19,368.00	19,368.00		501			963-PAYE/NI December 2025
09/01/2026	Bedfordshire Pension Fund	BACS	22,339.81				525	22,339.81	Bedfordshire Pension Fund
10/01/2026	Yu Energy	DD8	39.85	39.85		501			985-Gas Charges
10/01/2026	Yu Energy	DD9	163.92	163.92		501			986-Gas Charges
10/01/2026	Yu Energy	DD10	10.90	10.90		501			987-Gas Charges
10/01/2026	Yu Energy	DD11	503.26	503.26		501			988-Gas Charges
12/01/2026	Yu Energy	DD12	10.05	10.05		501			989-Gas Charges
12/01/2026	Collctiv.com	POS	11.25				4101 305	11.25	Ticket for Mayor HHVC Quiz
12/01/2026	Collctiv.com	POS	8.50				4101 305	8.50	Ticket for Mayor HHVC coffee m
12/01/2026	Pozitive Energy	DD1	9.18	9.18		501			1007-Gas Charges
12/01/2026	Yu Energy	DD1	-10.90	-10.90		501			1013- Credit Gas Charges
14/01/2026	Post Office	POC	21.35				221	21.35	Petty Cash
14/01/2026	Morrisons	POS	34.37		2.13	4222	304	32.24	NOMO Dietary Easter Eggs
15/01/2026	Baker Ross	POS	77.00		12.84	4222	304	64.16	Easter Colour in cards/decorat
15/01/2026	Bankline	BLN	43.00			4051	101	43.00	Bankline Fees
15/01/2026	Amazon	POS	3.69		0.62	4222	263	3.07	Bostik Blu Tack
15/01/2026	Amazon	POS	56.01		9.33	4222	263	46.68	Door Mats Indoor x 2
15/01/2026	Amazon	POS	16.49			4222	263	16.49	Purple Duct Tape x 2 roll
19/01/2026	Scottish Power	DD13	38.66	38.66		501			990-Electric Charges
19/01/2026	Scottish Power	DD14	588.55	588.55		501			991-Electric Charges
19/01/2026	Scottish Power	DD15	185.35	185.35		501			992-Electric Charges
19/01/2026	Scottish Power	DD4	21.07	21.07		501			1010-Electric Charges
19/01/2026	Scottish Power	DD5	151.32	151.32		501			1011-Electric Charges
19/01/2026	Scottish Power	DD6	29.35	29.35		501			1012-Electric Charges
19/01/2026	Baker Ross	POS	17.90		0.66	4222	304	17.24	Mini Easter Colouring Books
19/01/2026	BNP Paribas leasing	DD	1,326.00			4851	299	1,326.00	Finance Charge two mowers
20/01/2026	Banana-Print.co.uk	POS	86.90			4222	304	86.90	A5 Easter Egg Clue Sheets x750
21/01/2026	Castle Water - 2597769	DD2	16.03	16.03		501			1008-Water Charges
21/01/2026	Morrisons	POS	11.80			4226	302	11.80	Youth Council Refreshments
22/01/2026	Scottish Power	DD3	43.08	43.08		501			1009-Electric Charges
22/01/2026	Amazon	POS	79.95		13.33	4222	263	66.62	500 party bags

Date: 05/02/2026 11:07 AM

Houghton Regis Town Council Current Year

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Cashbook 1

User: A.GAUDION

NATWEST CURRENT/RESERVE

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
22/01/2026	Amazon	POS	12.00		2.00	4222	263	10.00	Half pencils pack of 144
22/01/2026	Amazon	POS	34.98		5.83	4042	190	29.15	Laptop Docking Station
22/01/2026	Amazon	POS	28.30		3.73	4217	263	24.57	2026 A5 & A4 Diary
22/01/2026	Amazon	POS	27.61		4.84	4217	263	22.77	350pcs office supplies
22/01/2026	Amazon	POS	5.02		0.84	4217	263	4.18	50 Biro's Black Pens
23/01/2026	Everflow Utilities	DD1	654.07	654.07			501		1015-Water Charges
23/01/2026	ALG Active Learning Centres Li	FP1	3,480.00	3,480.00			501		1016-3 day Residential for YP
23/01/2026	AMF Services (Bedford) Ltd	FP2	1,177.73	1,177.73			501		1017-Kubota Repair
23/01/2026	AKM South Ltd	FP3	74.97	74.97			501		1018-Pizza for Christmas Vibes
23/01/2026	Bedfordshire Pension Fund	FP4	63.66	63.66			501		1019-Added Years December 2025
23/01/2026	Blain's Trailers & Tyres Ltd	FP5	138.00	138.00			501		1020-Tyres & Repairs up to Dec
23/01/2026	Central Bedfordshire Council	FP6	4,160.93	4,160.93			501		1021-Monitoring CCTV Cameras
23/01/2026	Mazars LLP	FP7	3,072.00	3,072.00			501		1023-Fee Limited Assurance Rev
23/01/2026	Independent Water Networks	FP8	185.50	185.50			501		1024-Water Charge Allotments
23/01/2026	Kings Fire Ltd	FP9	1,852.20	1,852.20			501		1025-Service Fire Extinguisher
23/01/2026	Mrs Sarah Porter	FP10	58.40	58.40			501		1026-Deposit Refund
23/01/2026	Spaldings Limited	FP11	33.07	33.07			501		1027-Various items up to Dec
23/01/2026	Teaching Talons (Animal Ambass	FP12	1,365.00	1,365.00			501		1028-Half Term Activities HHP
23/01/2026	Three Star (Luton) Ltd	FP13	760.00	760.00			501		1029-Coach Residential Trip YP
23/01/2026	Town Mayors Charity Fund	FP14	16.00	16.00			501		1030-Ticket Mayor Charity Quiz
23/01/2026	Trade UK Account	FP15	80.70	80.70			501		1041-Various items/materials
23/01/2026	Aurora World Ltd	FP16	204.05	204.05			501		1034-Easter Chicks for event
23/01/2026	Scutum South East Ltd	FP17	225.00	225.00			501		1035-Alarm Maintenance
23/01/2026	Sysco Environmental Ltd	FP18	1,710.00	1,710.00			501		1036-HRTC HAV & WBV
23/01/2026	The Safer Luton Partnership	FP19	100.00	100.00			501		1037-First Aid Easter Egg Hunt
23/01/2026	George Browns Hire	FP20	115.49	115.49			501		1038-Machinery parts
23/01/2026	Prestige Design & Workwear Ltd	FP21	1,036.80	1,036.80			501		1040-Workwear for Youth Council
23/01/2026	Positive Energy	FP22	219.88	219.88			501		1042-Electric Charges
23/01/2026	Central Bedfordshire Council	FP	-4,160.93	-4,160.93			501		1045-Monitoring CCTV Cameras
26/01/2026	Biffa Waste Services Ltd	DD16	76.02	76.02			501		993-Skip Waste 22/11-26/12/25
26/01/2026	Biffa Waste Services Ltd	DD17	1,991.23	1,991.23			501		994-Skip Waste Charges
26/01/2026	Decathlon UK Limited	POS	426.84		71.14	4226	302	355.70	Sports equipment Youth Council
27/01/2026	Salaries - January 2026	DD	53,975.28			520		53,975.28	Salaries - January 2026
27/01/2026	Scottish Power	DD1	201.98	201.98			501		1052-Electric Charges
28/01/2026	Diocese of St Albans	SO	60.00			4235	305	60.00	Diocese of St Albans
28/01/2026	Dunstable Foodbank	SO	120.00			4235	305	120.00	Dunstable Foodbank

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Date: 05/02/2026

Houghton Regis Town Council Current Year

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Cashbook 1

User: A.GAUDION

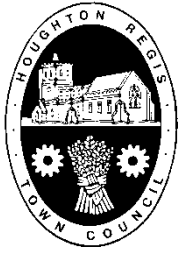
NATWEST CURRENT/RESERVE

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/01/2026	Central Bedfordshire Council	SO	60.00			4235	305	60.00	Central Bedfordshire Council
28/01/2026	Thornhill Primary School	SO	60.00			4235	305	60.00	Thornhill Primary School
28/01/2026	Houghton Regis Helpers	SO	60.00			4235	305	60.00	Houghton Regis Helpers
28/01/2026	Jewels	SO	60.00			4235	305	60.00	Jewels
28/01/2026	Houghton Regis Baptist Church	SO	60.00			4235	305	60.00	Houghton Regis Baptist Church
28/01/2026	Amazon	POS	33.17		5.54	4226	302	27.63	Tie Die Kit for Kids x 2
28/01/2026	Amazon	POS	6.99		1.17	4226	302	5.82	Ludo Board Game
28/01/2026	Amazon	POS	23.68		4.15	4226	302	19.53	Magnetic Chess/4 in a Row
28/01/2026	Amazon	POS	12.49		1.25	4226	302	11.24	Pictionary and Uno
28/01/2026	Amazon	POS	14.65		2.57	4226	302	12.08	Dominoes Set
28/01/2026	Amazon	POS	4.99			4226	302	4.99	Mini 48pc Wooden Tower Game
28/01/2026	Amazon	POS	44.14		7.38	4226	302	36.76	Board Games x 3
29/01/2026	Amazon	POS	14.95		2.49	4226	302	12.46	Hasbro frustration game
29/01/2026	Amazon	POS	62.01		10.32	4226	302	51.69	Heavy cotton t-shirts
29/01/2026	Tesco	POS	37.50		6.25	4222	304	31.25	10 x Free from Easter eggs
29/01/2026	Amazon	POS	6.99		1.17	4226	302	5.82	Ludo Board Game
30/01/2026	Payroll Options	DD18	238.60	238.60		501			995-Paydate 24/12/25 Employees
30/01/2026	Scottish Power	DD2	38.17	38.17		501			1053-Electric Charges
30/01/2026	Amazon	POS	49.80		8.30	4226	302	41.50	Pool balls
30/01/2026	DMN Mecca Bingo	POS	44.00			4101	307	44.00	2xTickets Mayors Bingo Night
30/01/2026	Gem Imports	POS	608.26		101.38	4222	263	506.88	Easter Craft Activity Set/Penc
30/01/2026	Gem Imports	POS	-608.26		-101.38	4222	263	-506.88	Easter Craft Activity Set/Penc
30/01/2026	Gem Imports	POS	608.26		101.38	110		506.88	Easter Craft Activity Set/Penc
Total Payments for Month			136,741.45	55,452.14	376.61			80,912.70	
Balance Carried Fwd			57,251.33						
Cashbook Totals			193,992.78	55,452.14	376.61			138,164.03	



CORPORATE SERVICES COMMITTEE

Agenda Item 8

Date:	2nd March 2026
Title:	Investment Report
Purpose of the Report:	To provide to members a report on investments to date.
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. RECOMMENDATION

To note the report

2. BACKGROUND

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

The Council has funds deposited in NatWest, in the Churches, Charities and Local Authorities Investment Management Company (CCLA) Public Sector Deposit Fund and 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 – 31st December 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 1st 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.

Members are reminded this investment is due to mature on the 30th April 2026. Interest due to be received is £4,735.75

5. INVESTMENT OPPORTUNITIES

Members will find an update 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 currently 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 £120k. 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 – 31st December 2025

Appendix B - Chronological Report

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](#).

AEY¹ as at 31 December 2025:

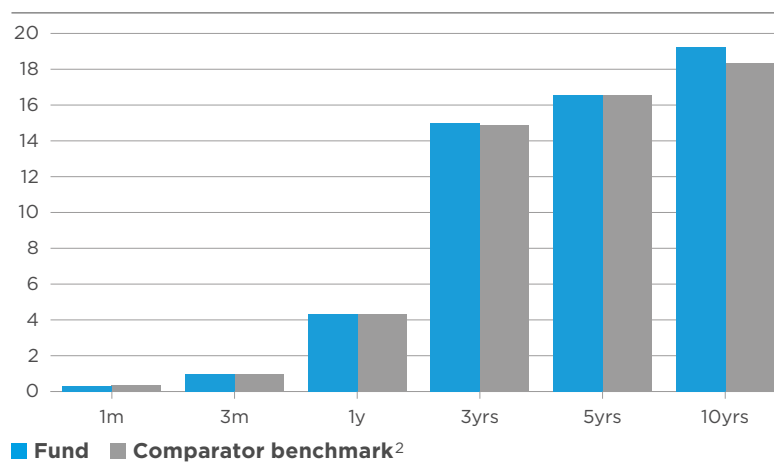
3.92%

Average yield over the month:
3.92% (3.98% AEY)

Yield at the month end shown:
3.85% (3.92% AEY)

Performance

Cumulative performance (%)



Cumulative performance (%)

	1m	3m	1yr	3yrs	5yrs	10yrs
Fund	0.33	1.00	4.35	15.00	16.56	19.22
Comparator benchmark	0.35	1.00	4.31	14.91	16.58	18.34

12 month performance to 31 December (%)

	2021	2022	2023	2024	2025
Fund	0.04	1.32	4.72	5.24	4.35
Comparator benchmark	0.05	1.40	4.69	5.23	4.31

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 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.

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 (%)

Yorkshire Building Society	9.0	
Australia and New Zealand Banking Group Limited	8.2	
Landesbank Baden-Wuerttemberg	8.2	
National Bank of Canada	8.2	
HM Treasury	5.1	
BNP Paribas	4.1	
Credit Agricole Corporate and Investment Bank	4.1	
Credit Industriel et Commercial	4.1	
KBC Bank N.V.	4.1	
Mizuho Bank	4.1	

Top 10 country exposures (%)

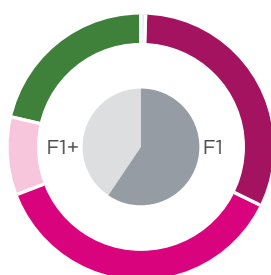
UK	21.9	
France	16.4	
Japan	16.4	
Canada	11.9	
Germany	10.6	
Australia	8.2	
Singapore	4.9	
Belgium	4.1	
Finland	1.6	
Netherlands	1.2	

Maturity breakdown (%)³

Overnight	39.9	
2-7 days	3.5	
8-30 days	10.4	
31-90 days	29.0	
91-180 days	11.9	
>180 days	5.3	

Credit breakdown (%)³

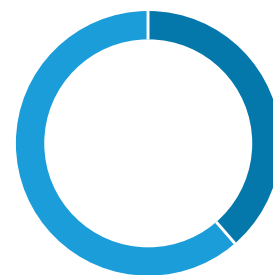
AAA	0.0	F1	59.7
AA+	0.0	F1+	40.3
AA	0.4		
AA-	31.7		
A+	37.2		
A	9.4		
A-	21.3		



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 (%)³

Call account	0.0
Term deposit	38.7
Certificate of deposit	61.3



Fund information

Company	CCLA Public Sector Investment Fund
Authorised corporate director	CCLA Investment Management Limited
Domicile	UK
Legal structure	ICVC
Regulatory structure	UK UCITS
Fund launch date	May 2011
Share class launch date	May 2011
Fund size	£1,223 million
Fitch money market rating ⁴	AAAmf
Comparator benchmark	Sterling Overnight Index Average (SONIA)
Minimum investment ⁵	£1,000,000
Ongoing charges figure ⁶	0.11%
Annual management charge ⁷	0.10%
ISIN	GB00B3LDFH01
SEDOL	B3LDFH0
Number of issuers	32
Weighted average maturity (max. 60 days) ⁸	46.44 days
Weighted average life (max. 120 days) ⁹	46.44 days
Income payment frequency	Monthly

Dealing information

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

³ Totals may not sum due to rounding.

⁴ 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.

⁵ The ACD may waive this minimum level at its discretion.

⁶ 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.

⁷ The AMC is deducted from income.

⁸ 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.

⁹ 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

December's meeting of the Monetary Policy Committee (MPC) passed without surprise with a 5-4 vote for a 0.25% cut to the Official Bank Rate (OBR) to 3.75%. As expected, Governor Bailey joined the doves in the committee after improving inflation figures alleviated some of his fears of persistence.

The inflation figures for November were below expectations with headline CPI falling to 3.2%, below the Bank's forecast whilst core inflation (3.2%) and services inflation (4.4%) also fell. Inflation is forecast to fall further in the coming months although the speed of the disinflation alongside whether target inflation can be sustained remains cause for disagreements within the MPC. In addition to the improving inflation outlook, November's employment data, showing an increase in unemployment (5.1%) and a fall in pay growth, aided the calls for a rate cut.

Three of the previous four MPC votes have resulted in a 5-4 split and it appears unlikely that this division will vanish in the upcoming meeting with two distinct viewpoints within the committee and only a handful of potential swing voters. Governor Bailey, whose vote has proved decisive in all three recent splits, signaled that "rates are still on a gradual downward path" but warned that the scope for easing was narrowing as the OBR approached a neutral level whilst inflation persistence concerns remain for many members. The MPC next meet in early February and expectations are that it will result in a hold although January data releases will be key for many members.

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.

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CCLA
BECAUSE GOOD IS BETTER

Freephone **0800 022 3505**
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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 & average yield</i>
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%
30/11/25	4,669,500	Withdrawal Withdrawal	100,000 100,000	4,469,500	£15,027.97 Average yield fund for this period was 3.98%
31/12/25	4,469,500	Withdrawal Withdrawal	100,000 50,000	4,319,500	£14,457.73 Average yield fund for this period was 3.91%
31/01/26	4,319,500	Withdrawal	50,000	4,269,500	£13,816.96 Average yield fund for this period was 3.80%
4/02/26		Withdrawal	100,000	4,169,500	

Houghton Regis Town Council
Investment Working Group
Minutes of the meeting held on
Wednesday 14th January 2026 at 10am

Present:	Councillors:	D Jones J Carroll T McMahon	(Chair)
	Officers:	Clare Evans Debbie Marsh	Town Clerk Head of Corporate Services
	Also in attendance:	Joe Scott-Soane Paul Roberts	Arlingclose Treasury Services Arlingclose Treasury Services

IWG18 APOLOGIES & SUBSTITUTIONS

Apologies were received from Councillor M Herber

IWG19 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

IWG20 MINUTES

To approve the Minutes of the meeting held on the 12th November 2025.

Resolved: To approve the Minutes of the meeting held on 12th November 2025 and for these to be signed by the Chair.

IWG21 PRESENTATION FROM ARLINGCLOSE

At the Town Council meeting held on the 15th December 2025 (Minute 13471), Arlingclose Treasury Services was appointed as the Council’s independent treasury adviser for a three year term (1st January 2026 – 31st December 2028).

Representatives from Arlingclose attended the meeting to provide guidance on next steps.

Members were reminded that the Council previously agreed risk appetite, Minute 12731 (Corporate Services 4th March 2024) [Corporate Service Committee 04/03/2024](#) . The relevant part of that resolution confirmed:

To confirm that the Council had an investment risk appetite comparable to at least a AA-rating or higher.

Members were requested to consider information received from Arlingclose and determine suitable advice to refer to Corporate Services Committee.

Members thanked Arlingclose for their presentation and agreed, due to the amount of information provided, that a suitable period of time be allowed before the Working Group meet again. This suggestion was made to allow members to digest the information provided and to consider options and proposed next steps.

Members suggested a meeting of the Investment Working Group be scheduled for 11th February so that any proposals and recommendations coming from this meeting would align with the distribution of the Corporate Services agenda for the meeting to be held on the 2nd March 2026.

Members agreed the first priority would be the revision of the Town Councils Investment Strategy. It was proposed this document be revised in a way that allowed officers to invest flexibly within certain parameters.

IWG22 DATE OF NEXT MEETING

Members requested the date of the next meeting of the Investment Working Group be held on the 11th February 2026 at 10am.

Resolved: To agree the 11th February 2026 as the date of the next Investment Working Group meeting.

The Chairman closed the meeting at 11.15am

Dated this 11th February 2026

Chairman

Houghton Regis Town Council
Investment Working Group
Minutes of the meeting held on
Wednesday 11th February 2026 at 10am

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

Officers: Clare Evans Town Clerk
Debbie Marsh Head of Corporate Services
Andrew Gaudion Finance Manager

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

IWG23 APOLOGIES & SUBSTITUTIONS

None.

IWG24 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

IWG25 MINUTES

To approve the Minutes of the meeting held on the 14th January 2026.

Resolved: To approve the Minutes of the meeting held on 14th January 2026 and for these to be signed by the Chair.

IWG26 TREASURY MANAGEMENT STRATEGY - DRAFT

Members of the Working Group received and considered a Treasury Management Strategy template, as provided by Arlingclose.

Members were reminded that part of this Working Groups Committee Functions were:

- To develop and recommend for approval the Council's Investment Policy.
- To ensure that investments are compliant with legislation and align with the Council's risk appetite.

Following discussions Members agreed the following:

- The Strategy should include flexible parameters to allow officers to manage investments without requiring formal approval for every update;
- Arlingclose to provide an updated Treasury Management Strategy Statement template in November with an updated version being provided in January ready for adoption;
- The External Context to be included as an appendix in order to streamline the main Strategy document;
- The Strategy should be scheduled for annual approval by the Corporate Services committee, ideally after the budget setting process has been completed i.e. March;
- That a revised risk appetite of A- be accepted. A- still represents a very low level of risk;
- The strategy should clarify that the Council does not anticipate borrowing for the purpose of investing;
- To agree that a limit of 3 Money Market Fund accounts can be opened;
- The maximum period for which funds may be committed should be based on cashflow forecasting.

IWG27 DATE OF NEXT MEETING

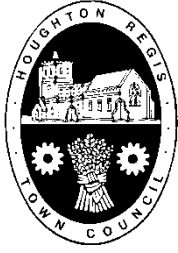
Members discussed the information provided by Arlingclose and agreed that additional time was required to review the material and consider options before finalising recommendations. Therefore, it was agreed that a meeting of the Investment Working Group would be called once work on the recommendations had been finalised.

Resolved: To agree to call a meeting of the Investment Working Group as required.

The Chairman closed the meeting at 11.25am

Dated this XX XXXXX 2026

Chairman



CORPORATE SERVICES COMMITTEE

Agenda Item 11

Date:	2nd March 2026
Title:	Independent Internal Auditor Report
Purpose of the Report:	To provide to members a report on the independence of the Council's Internal Auditor
Contact Officer:	Debbie Marsh, Head of Corporate Services

1. RECOMMENDATION

To confirm the appointment of IAC Audit & Consultancy Ltd as the Town Council independent Internal Auditor for audit work in relation to the 2026 Annual Return.

2. BACKGROUND

D1 of the interim internal audit, undertaken on the 11th November 2025, reported:

- It was noted that the Council has not formally considered the independence of the Internal Auditor as set out in the Practitioner's Guide paragraph 4.11

The report recommended the following:

- The Council to ensure that, on an annual basis, it formally considers the independence of the Internal Auditor. It may be appropriate for this to be done at the same time as the Council considers the Annual Internal Audit Report.

In response to the above, officers provided Council with the comment that this matter would be considered at the Corporate Services Committee meeting to be held on the 2nd March 2026

3. INFORMATION

Members are advised that there is no requirement to rotate auditors however the independence of the appointed person or firm should be reviewed every year with regard to: personal independence, financial independence, and professional independence.

Whilst the Corporate Services Committee enters into a contract for Internal Audit services on behalf of the Council, it is the Council itself that must formally acknowledge the independence of the Internal Auditor.

For information the letter of engagement for the 2025/2026 audit is attached for compliance. Going forward, these letters of engagement will be provided to this Committee for confirmation against the approved contract, together with a recommendation that Council formally acknowledge the Internal Auditor's independence.

It is anticipated letters of engagement will be presented annually at the Corporate Services meetings to be held in December

For note, the letter of engagement attached will be presented for formal acknowledgement at the Town Council meeting to be held on the 16th June 2026 (date to be confirmed) when Council considers the Annual Internal Audit Report.

4. HRTC CORPORATE PLAN

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

4.5 Enhance the role of the council.

5. IMPLICATIONS

Corporate Implications

- Town Council to formally acknowledge independence of the appointed Internal Auditor

Legal Implications

- Compliance with approved contract.
- Compliance with the Practitioners' Guide
- Compliance with the Accounts and Audit Regulations (2015) as amended

Crime and Disorder Implications

- There are no crime and disorder implications arising from the recommendation.

Financial Implications

- There are no financial implications of this report.

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.

6. CONCLUSION AND NEXT STEPS

In order for the council to meet its statutory obligations and maintain good governance practice, the Corporate Services Committee are being requested to approve the recommendation confirming the Internal Auditor for the 2026 Annual Return.

The Letter of Engagement to be presented annually to the Committee each December for review and confirmation against the approved contract.

Full Council to formally acknowledge the Internal Auditor's independence at the meeting scheduled for 16 June 2026.

7. APPENDICES**Appendix A – 2025-2026 IA Engagement Letter**



The Clerk
Houghton Regis Town Council
Council Offices
Peel Street
Houghton Regis
Bedfordshire
LU5 5EY

12 September 2025

Internal Audit Engagement Letter

Roles and responsibilities

IAC Audit & Consultancy Limited will conduct internal audit work for your Council in relation to the 2026 Annual Return, and any subsequent Annual Returns as required by the Council.

The work will specifically support the completion of the Annual Internal Audit Report and assist the Council in fulfilling its obligations under Section 1 of the Annual Return.

In conducting this work, we will comply with the following:

- The Practitioners' Guide (England)
- The Accounts and Audit (England) Regulations 2015 (as amended)
- Any other applicable guidance and best practice prevailing at the time.

Additional internal audit work, beyond the scope of the Annual Return, may be undertaken by separate agreement.

Audit planning

We will plan our audit with due care to ensure that an appropriate level of resources is allocated to conduct the work efficiently, enabling the Council to meet its statutory reporting obligations..

Reporting

We will prepare a summary report on areas of non-compliance where such issues are limited in nature and do not warrant a qualification of the Internal Audit Report.

Where it is necessary to qualify the Internal Audit Report, we will prepare a detailed report outlining the areas of non-compliance that led to the qualification.

We may attend Council meetings, or meet with officers or councillors to discuss our findings and reports. We reserve the right to charge an additional fee for such attendance, which will be agreed in advance.

Independence and competence

We will ensure that all audit staff are appropriately trained and qualified for the work undertaken.

We will maintain independence from the Council's day-to-day operations and will not provide additional consultancy or advisory services that could compromise our audit independence.

Access to information, members and officers

In order to complete our audit, we will require access to relevant information, subject to reasonable notice. If we are unable to obtain necessary information, we will notify the Council in writing of the items outstanding.

The records provided must be sufficiently well-organised to allow for a timely and effective audit.

We will also require access to officers or members, as appropriate, to support the completion of our work.

Remuneration

Our fee will be in accordance with the quotation previously provided. The fee includes all travel and out-of-pocket expenses. Any additional audit time required will be discussed and invoiced in accordance with our proposal letter.

PLEASE RETAIN A COPY OF THIS LETTER FOR YOUR RECORDS

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Rose'.

Kevin Rose ACMA
Director

Date: 07/01/2026

Houghton Regis Town Council Current Year

Page 1

Time: 10:27

VAT Return for Month 7 to 9 (01/10/2025 - 31/12/2025)

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	1123	7		-861.00	-861.00	0.00
Sales Ledger	1	1128	7		6.25	6.25	0.00
Sales Ledger	1	1130	7		64.00	64.00	0.00
Sales Ledger	1	1134	7		166.00	166.00	0.00
Sales Ledger	2	1	7		375.00	375.00	0.00
Cashbook	1		7		37.50	37.50	0.00
Sales Ledger	1	1135	8		-0.80	-0.80	0.00
Sales Ledger	1	1141	8		59.00	59.00	0.00
Cashbook	1		8		84.50	84.50	0.00
Sales Ledger	1	1143	9		64.00	64.00	0.00
Cashbook	1		9		6.25	6.25	0.00
		OUTPUT		Total Rate: E	0.70	0.70	0.00
Sales Ledger	1	1121	7		6,426.03	5,355.02	1,071.01
Sales Ledger	1	1123	7		-212.40	-177.00	-35.40
Sales Ledger	1	1125	7		474.00	395.00	79.00
Sales Ledger	1	1126	7		70.80	59.00	11.80
Sales Ledger	1	1127	7		63.60	53.00	10.60
Sales Ledger	1	1131	7		2,000.00	1,666.67	333.33
Sales Ledger	1	1133	7		42.00	35.00	7.00
Sales Ledger	1	1134	7		147.60	123.00	24.60
Sales Ledger	1	1140	8		63.60	53.00	10.60
Sales Ledger	1	1142	8		2,042.00	1,701.67	340.33
Cashbook	1		8		945.84	788.20	157.64
Sales Ledger	1	1144	9		11,494.68	9,578.91	1,915.77
Sales Ledger	1	1145	9		42.00	35.00	7.00
Sales Ledger	1	1147	9		25.20	21.00	4.20
Sales Ledger	1	1148	9		50.40	42.00	8.40
		OUTPUT		Total Rate: S	23,675.35	19,729.47	3,945.88
Sales Ledger	1	1122	7		1,103.33	1,103.33	0.00
Sales Ledger	1	1124	7		59.00	59.00	0.00
Sales Ledger	1	1125	7		1,244.00	1,244.00	0.00
Sales Ledger	1	1126	7		50.00	50.00	0.00
Sales Ledger	1	1129	7		81.00	81.00	0.00
Sales Ledger	1	1132	7		60.00	60.00	0.00
Sales Ledger	1	1134	7		27.00	27.00	0.00
Cashbook	1		7		328.59	328.59	0.00
Sales Ledger	1	1136	8		59.00	59.00	0.00
Sales Ledger	1	1137	8		27.00	27.00	0.00
Sales Ledger	1	1138	8		1,008.00	1,008.00	0.00
Sales Ledger	1	1139	8		1,121.33	1,121.33	0.00
Sales Ledger	1	1142	8		5,048.00	5,048.00	0.00
Sales Ledger	1	1144	9		207.18	207.18	0.00
Sales Ledger	1	1146	9		36.00	36.00	0.00

<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	1147	9		50.00	50.00	0.00
Sales Ledger	1	1148	9		50.00	50.00	0.00
OUTPUT			Total Rate:	Z	10,559.43	10,559.43	0.00
Purchase Ledger	1	1964	7		493.59	493.59	0.00
Purchase Ledger	1	1979	8		72.00	72.00	0.00
Purchase Ledger	1	1990	9		60.00	60.00	0.00
Purchase Ledger	1	1998	9		50.00	50.00	0.00
INPUT			Total Rate:	E	675.59	675.59	0.00
Purchase Ledger	1	1962	7		624.11	594.39	29.72
Purchase Ledger	1	1963	7		484.73	461.65	23.08
Purchase Ledger	1	1967	7		31.50	30.00	1.50
Purchase Ledger	1	1968	7		431.17	410.63	20.54
Purchase Ledger	1	1969	7		-131.36	-125.10	-6.26
Purchase Ledger	1	1971	7		-6.39	-6.08	-0.31
Purchase Ledger	1	1972	7		103.54	98.61	4.93
Purchase Ledger	1	1976	8		505.16	481.11	24.05
Purchase Ledger	1	1977	8		772.26	735.48	36.78
Purchase Ledger	1	1986	8		312.80	297.90	14.90
Purchase Ledger	1	1995	9		792.40	754.67	37.73
Purchase Ledger	1	1996	9		65.38	62.27	3.11
Purchase Ledger	1	2000	9		67.26	64.06	3.20
Purchase Ledger	1	2002	9		262.88	250.36	12.52
INPUT			Total Rate:	L	4,315.44	4,109.95	205.49
Purchase Ledger	1	1957	7		1,153.74	1,023.27	130.47
Purchase Ledger	1	1959	7		4,811.23	4,009.35	801.88
Purchase Ledger	1	1960	7		14,298.50	11,790.39	2,508.11
Purchase Ledger	1	1962	7		6,015.89	5,013.23	1,002.66
Purchase Ledger	1	1963	7		3,216.00	2,680.00	536.00
Purchase Ledger	1	1964	7		7,793.78	5,221.39	2,572.39
Purchase Ledger	1	1968	7		-4,020.27	-3,350.23	-670.04
Purchase Ledger	1	1972	7		-851.20	-709.33	-141.87
Purchase Ledger	1	1974	7		23,760.89	19,808.95	3,951.94
Cashbook	1		7		339.99	288.20	51.79
Purchase Ledger	1	1976	8		4,427.93	3,689.93	738.00
Purchase Ledger	1	1977	8		3,323.33	2,770.60	552.73
Purchase Ledger	1	1978	8		-86.49	-72.07	-14.42
Purchase Ledger	1	1979	8		62,029.64	51,691.37	10,338.27
Purchase Ledger	1	1983	8		-2,858.22	-2,381.85	-476.37
Purchase Ledger	1	1986	8		971.76	809.80	161.96
Purchase Ledger	1	1992	8		70,940.72	59,117.27	11,823.45
Purchase Ledger	1	1994	8		2,974.35	2,478.62	495.73

<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		8		405.49	337.13	68.36
Journal		2211	8		94.50	78.75	15.75
Purchase Ledger	1	1990	9		756.30	630.25	126.05
Purchase Ledger	1	1995	9		626.10	521.74	104.36
Purchase Ledger	1	1996	9		3,342.00	2,786.21	555.79
Purchase Ledger	1	1998	9		6,606.36	5,505.28	1,101.08
Purchase Ledger	1	2000	9		3,910.82	3,259.01	651.81
Purchase Ledger	1	2003	9		7,702.27	6,418.56	1,283.71
Cashbook	1		9		1,545.25	1,314.77	230.48
Journal		2219	9		5.94	4.95	0.99
INPUT				Total Rate: S	223,236.60	184,735.54	38,501.06
Purchase Ledger	1	1960	7		889.48	889.48	0.00
Purchase Ledger	1	1963	7		725.32	725.32	0.00
Purchase Ledger	1	1964	7		10,023.41	10,023.41	0.00
Purchase Ledger	1	1966	7		20.00	20.00	0.00
Purchase Ledger	1	1970	7		250.00	250.00	0.00
Purchase Ledger	1	1974	7		1,969.95	1,969.95	0.00
Cashbook	1		7		3,682.22	3,682.22	0.00
Cashbook	3		7		85.21	85.21	0.00
Cashbook	4		7		29.68	29.68	0.00
Purchase Ledger	1	1979	8		13,318.37	13,318.37	0.00
Purchase Ledger	1	1981	8		-8.74	-8.74	0.00
Purchase Ledger	1	1982	8		-16.64	-16.64	0.00
Purchase Ledger	1	1984	8		-1,405.59	-1,405.59	0.00
Purchase Ledger	1	1985	8		-241.75	-241.75	0.00
Purchase Ledger	1	1987	8		712.49	712.49	0.00
Purchase Ledger	1	1989	8		4,400.00	4,400.00	0.00
Purchase Ledger	1	1992	8		2,866.22	2,866.22	0.00
Cashbook	1		8		2,246.47	2,246.47	0.00
Cashbook	3		8		111.61	111.61	0.00
Cashbook	4		8		60.35	60.35	0.00
Purchase Ledger	1	1996	9		7.38	7.38	0.00
Purchase Ledger	1	1997	9		641.15	641.15	0.00
Purchase Ledger	1	1998	9		392.36	392.36	0.00
Cashbook	1		9		2,946.15	2,946.15	0.00
Cashbook	3		9		86.42	86.42	0.00
Cashbook	4		9		43.34	43.34	0.00
INPUT				Total Rate: Z	43,834.86	43,834.86	0.00

Date: 07/01/2026

Houghton Regis Town Council Current Year

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Time: 10:27

VAT Return for Month 7 to 9 (01/10/2025 - 31/12/2025)

User: A.GAUDION

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
VAT Return Summary:				Total Outputs	34,235.48	30,289.60	3,945.88
				Total Inputs	272,062.49	233,355.94	38,706.55
VAT due in the period on sales and other outputs						Box 1	3,945.88
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States						2	0.00
Total VAT due						3	3,945.88
VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)						4	38,706.55
Net VAT to reclaim from HMRC						5	34,760.67
Total value of sales and all other outputs excluding any VAT						6	30,289.00
Total value of purchases and all other inputs excluding any VAT						7	233,355.00
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States						8	0.00
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States						9	0.00
VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States							0.00



CORPORATE SERVICES COMMITTEE**Agenda Item 13**

Date: 2nd March 2026

Title: Artificial Intelligence in Employment Policy

Purpose of the Report: To present a new Artificial Intelligence in Employment Policy for approval, ensuring the Council has a clear, ethical, and legally compliant framework for the use of AI by employees, volunteers, and workers.

Contact Officer: Louise Senior, Head of Democratic Services

1. RECOMMENDATIONS

- 1) To recommend to Town Council the adoption of the AI policy.
- 2) To recommend to Town Council that it formally commits to the Venice Pledge.

2. BACKGROUND

Artificial Intelligence (AI) is becoming increasingly embedded across public-sector operations. The Council's existing policies do not currently provide a comprehensive framework for the ethical, transparent and legally compliant use of AI in employment and operational contexts.

The Artificial Intelligence in Employment Policy has been developed to ensure that all AI technology used by the Council, most notably Microsoft Copilot, the only approved AI platform, supports ethical practice, protects staff and residents, and ensures compliance with UK GDPR, the Data Protection Act 2018, and recognised ethical standards such as the Global Alliance Responsible AI Guiding Principles.

Global Alliance Responsible AI Principles and Venice Pledge

The Global Alliance for Public Relations and Communication Management has established a set of Guiding Principles for the Ethical and Responsible use of Artificial Intelligence, supported by the Venice Pledge.

The pledge is a public commitment to ensure that AI is used in a way that is ethical, transparent and subject to appropriate human oversight. It does not impose additional regulation or technical requirements it provides a shared ethical framework that supports existing legal duties and professional standards.

In practice, signing the pledge means formally recognising that responsibility for decisions and outputs involving AI remains with people and organisations, not the technology itself.

It reinforces the importance of transparency surrounding when AI is used, active management of risk, and ensuring that AI supports, not replaces, human judgement, particularly where decisions may affect individuals or communities.

For further information on the Venice Pledge – [Click here](#)

3. ISSUES FOR CONSIDERATION

Purpose and Scope of the Policy

The Policy sets out responsible use of AI by employees, volunteers, and agency workers, explaining:

- How AI may be used appropriately in Council operations
- Tasks where AI must not be used (e.g., HR decision making, generating employment related content)
- The importance of maintaining human oversight in decisions affecting individuals

Ethical and Legal Compliance

The Policy ensures:

- Transparency in how AI is used
- Protection from bias, discrimination and privacy breaches
- Compliance with data protection laws
- That no automated decision-making affecting individuals is made without human review

Governance and Accountability

The Policy assigns responsibilities to:

- The Employer (e.g., performing AI impact assessments, ensuring fairness, transparency and accountability)
- Employees (e.g., using AI responsibly, reporting concerns)
- Oversight responsibilities sit with the Head of Democratic Services and Data Protection Officer

Training Requirements

Mandatory training is required for all staff using AI tools, including:

- Ethical use
- Mitigating bias
- Data protection and privacy
- Transparency and responsible prompt creation
- Refresher training

Benefits

Adopting the policy will:

- Improve efficiency and innovation
- Reduce administrative burden
- Establish clear governance and safeguarding measures
- Protect staff and maintain public trust in council services

4. HRTC CORPORATE PLAN

Priority 4 – Management and Operations

4.3 – Extend IT infrastructure and software to better support the Council

4.1 – Develop long-term staffing and operational resilience

4.6 – Actively consider and weigh impacts of new initiatives and services

It also indirectly supports:

2.7 – Promoting awareness of Council operations and improving service delivery

3.1 – Enhancing environmental quality and sustainability through efficient digital processes

5. IMPLICATIONS

Corporate Implications

- Training implications for staff and councillors

Legal Implications

- Supports compliance with UK GDPR and Data Protection Act 2018
- Provides safeguards against unlawful automated decision making

Crime and Disorder Implications

- There are no crime and disorder implications arising from this report

Financial Implications

- There are not financial implications arising from the recommendations.

Risk Implications

Adopting the policy reduces risks relating to:

- Data breaches
- Bias and discriminatory outcomes
- Reputational harm
- Misuse of AI tools

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.

The Council has a duty to eliminate discrimination and promote equality across nine protected characteristics.

The policy specifically requires AI use to avoid bias and discrimination and ensures human oversight of decisions affecting individuals.

Climate Change Implications

- There are no climate change implications arising from the recommendations

Press Contact

- There are no press implications arising from the recommendations

6. CONCLUSION AND NEXT STEPS

Adopting the Artificial Intelligence in Employment Policy will allow the Council to use AI safely, ethically, and effectively. If approved, the next steps are:

- Publish the policy on the Council's website.
- Roll out staff and councillor training.
- Begin the ongoing schedule of AI impact assessments.
- Review the policy annually or sooner if required..

7. APPENDICES

Appendix A: Artificial Intelligence in Employment Policy



Houghton Regis Town Council

Artificial Intelligence Usage Policy

Date of Approval:	
Dates of Review:	2 nd March 2026
Dates of Re-approval:	

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1 Purpose

- 1.1 Artificial Intelligence (AI) is a fast-developing global technology that is becoming integral in society and because IT and communication systems are a key part of the council's business operation, AI is believed to be fundamental to the council's future success.
- 1.2 The Council aligns its use of Artificial Intelligence with the Global Alliance Responsible AI Guiding Principles, including ethics, transparency, human-led governance, accountability, fairness, and human-centred practice.
- 1.3 The council values the role of AI in its processes and wishes to foster an inclusive and collaborative working environment where it can enhance its working practices. The Council recognise its benefits whilst also being aware of the potential challenges it can bring and will take steps to either remove or mitigate these challenges.
- 1.4 The Council recognises that AI must serve the public good, support accessibility and inclusion, and uphold trust in local government services.
- 1.5 The Council's policies and procedures ensure that AI is used in a professional and ethical way and the council is committed to safeguarding the safety and fundamental rights of colleagues, visitors and all external third parties.
- 1.6 There are many reasons why the council is using AI. The following list, which is non exhaustive, illustrates how using AI supports how the Council operate:
 - Enhances productivity
 - Enables the Council to become more efficient in the way it operate
 - Reduces administrative and financial burdens
 - Improves the council's ability to innovate
 - Remains competitive
- 1.7 Through this policy, the council will ensure that it is transparent in how it uses AI technology in its working practices and decision making so that employees and other individuals who may be impacted by it can understand its use and ask questions where necessary.
- 1.8 This policy is not contractual but aims to set out how the Council uses AI throughout its functions and therefore its impact on employment.

2 Approved AI Platform

- 2.1 Microsoft Copilot, included within the Council's Microsoft 365 subscription, is the only authorised AI platform for use by Houghton Regis Town Council.

- 2.2 No other AI tools, applications, or platforms may be used for council-related activities unless explicitly approved by senior management following a formal risk assessment.

3 Scope

- 3.1 This policy is applicable to all employees, councillors, volunteers and workers, including agency workers, visitors and external third parties.

4 Definitions

- 4.1 The council defines Artificial Intelligence (AI) as being the imitation of human intelligence in computer systems. The computer systems are programmed to ‘think’ like humans and therefore mimic humans in the way they think.
- 4.2 In general, AI allows technology to perform tasks that typically would require human intervention in the form of human visual perception, speech recognition, decision-making, and natural language processing. It is not the council’s intention for AI to replace the need for people. Instead, the council sees AI complementing the work staff undertake, leading to enhanced working practices and ultimately greater business success. All AI use must be human-centred and must not replace human judgement in decisions that affect individuals or communities.
- 4.3 ‘Generative AI’ refers to algorithms that can be used to create content, whether this is audio, images, text, videos etc.
- 4.4 AI-generated content must be used in ways that support transparency, accountability, and public trust.

5 Ethical and Legal Compliance

- 5.1 The council is committed to using AI technology in an ethical and legal way which respect the rights and well-being of our employees and stakeholders. The council requires everyone to also comply with UK legislation and ethical standards in their work with AI.
- 5.2 The council uses AI in a way that is consistent with our council values and purpose. It will not be used to unlawfully discriminate against anybody or invade privacy.
- 5.3 This policy aims to reduce the risks and dangers of AI in the council which can include:
- Generating out of date content
 - Generating impersonal or insensitive communications
 - Using personal information leading to a risk in data breaches or privacy violation
 - Inadvertently infringe on copyright or trademarks

- The creation and use of AI generated content raise ethical questions about transparency and accountability.
- 5.4 The council will regularly monitor the use and effectiveness of AI to ensure that it is being used in an ethical and responsible manner, as well as to address any potential risks or challenges that may arise. This will include assessing:
- if the AI continues to function as intended
 - if the AI produces accurate and unbiased and non-discriminatory outcomes
 - the data that is used to train the AI models and the algorithms that are used in the outputs produced by the AI systems.
- 5.5 The use of AI in council business and the implementation of this policy will be reviewed on an ongoing basis.

6 The use of AI in the council's business

- 6.1 If AI is used in recruitment, during employment, regarding pay and reward, promotion, health and safety, or in ending employment, then no final decision is taken without human interaction and involvement.
- 6.2 All employees and job applicants are informed in writing on how AI is used in connection with recruitment and employment.
- 6.3 Employees are allowed to use generative AI for the following tasks, and must be in accordance with the rules within this policy:
- Brainstorming ideas
 - Research assistance
 - Automating repetitive tasks
 - Drafting documents
- 6.4 Users must ensure that AI outputs do not mislead, omit context, or create misinformation. This reflects the Global Alliance principle of protecting truth, integrity, and factual accuracy in communication.
- 6.5 Although not an exhaustive list, using AI in the workplace must be in line with the following policies:
- IT
 - Data Protection
 - Equality, Diversity, and Inclusion
 - Training and Development
 - Recruitment

- Any other such relevant policy

6.6 Employees must not use AI for:

- non work purposes when using council IT and communications systems
- responding to emails or communications, other than as a preliminary draft that would then require tone and fact checked before issue
- internal council reports (other than to contribute to research)
- creating or modifying written content relating to employment such as recruitment, promotion, the appraisal process, pay and reward, absence management, disciplinary and grievance and performance management.

7 Roles and Responsibilities

7.1 Employer's duties

7.1.1 The Council will:

- consider the ethical and legal implications of using AI technology by ensuring that an impact assessment is carried out and reviewed periodically. This impact assessment will also consider the impact of AI based working practices on employment, finance, third parties, council culture and the health, safety and wellbeing of employees and anyone else who may be impacted by AI through the council's working practices
- use AI technology ethically and responsibly
- ensure that the data used in AI systems is collected, stored and processed in line with relevant legislation
- implement appropriate security measures to protect personal data and to prevent unauthorised access
- evaluate its processes and include human overview to eliminate any risk of bias and discrimination
- regularly audit and monitor AI systems to ensure they are free from bias and discrimination
- inform employees about how the council uses AI systems and how the data gathered is then used in decision making processes
- establish clear lines of accountability for decisions made using AI data
- provide training and education to all employees on the use of AI systems, including how to use them effectively and responsibly.

7.2 Employee's responsibilities

7.2.1 Employees are required to:

- use AI ethically and responsibly and to report any concerns to a manager in a timely manner
- become familiar with this policy for using AI in the workplace, ensuring that it is followed at all times
- never use AI for malicious purposes, to cause harm or to discriminate against others.
- report any issues or concerns they have with the use of AI in the workplace to a manager. For example, if they suspect bias in AI decision making or if they have concerns about data privacy or security or how it is generally being used.
- provide feedback to their manager on the use of AI systems in their job role, including suggestions for improvements or concerns they may have. This will help the council to ensure that AI systems are being used effectively, responsibly, and ethically.
- participate in any training and education provided by the council on the use of AI in the workplace, including how to use AI systems effectively and responsibly.

8 AI Impact Assessment

- 8.1 The use of AI in the council's business operations requires careful development so that the benefits of the technology are enhanced, benefiting all, whilst the challenges are removed or if they cannot be removed, then the appropriate safeguards are introduced to minimise risk. Before developing AI, the council will carry out a full and thorough AI impact assessment.
- 8.2 An AI impact assessment will help the council to identify potential risks and challenges associated with the use of AI, such as bias, discrimination, privacy violations, job displacement, and cybersecurity risks. By identifying these risks early, it is possible to take proactive measures to mitigate them.
- 8.3 AI must only be used in ways that reflect professional ethics, support the public interest, and comply with recognised standards of responsible communication as outlined by the Global Alliance.
- 8.4 Users must ensure AI use promotes fairness, accessibility, and inclusion, and avoids any outcome that may cause harm to individuals or community groups.
- 8.5 It will also ensure the council evaluate the potential benefits, such as increased efficiency, productivity, and innovation, and assess their potential impact on employment, council culture, business finances, relationships with external parties and the health, safety and wellbeing of all those impacted by council business.

- 8.6 The AI impact assessment will also help to ensure that AI is developed and used in an ethical and responsible manner, in line with ethical principles such as fairness, transparency, accountability, and privacy.
- 8.7 It will also provide decision-makers with the information they need to make informed decisions about the development, deployment, and use of AI, considering the potential risks, benefits, and ethical considerations.
- 8.8 The impact assessment will also help to build trust and acceptance of AI by addressing concerns about its potential risks and challenges and demonstrating its potential benefits and ethical use.

9 Training and Development

- 9.1 The council will ensure that employees acquire the skills and knowledge to be able to use AI responsibly when using the technology in their role.
- 9.2 The Council will maintain transparency with the public about how AI is used in its services, including publishing a public-facing summary outlining AI applications and safeguards.
- 9.3 The council will also ensure that employees are aware of their responsibilities, limitations, and potential biases, and provide ongoing support and feedback to help them improve their performance and job satisfaction in an ethical, fair, and transparent way.

10 Privacy and Security

- 10.1 The council will comply with all applicable data protection laws and regulations when using AI in the workplace. This includes the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, which are the primary data protection laws in the UK.
- 10.2 The privacy and security principles the council will follow when using AI in the workplace include:
- Only collect personal data that is necessary for the specific purpose for which it is being collected.
 - Use personal data in a fair and transparent manner.
 - Keep personal data secure and protect it from unauthorised access, use, disclosure, alteration, or destruction.
 - Provide individuals with access to their personal data and the right to have it corrected or deleted.

- Not use personal data for automated decision-making that could have a negative impact on individuals without their explicit consent.
- 10.3 Risk assessments must be overseen by the Head of Democratic Services, who is accountable for governance of AI-related activities. The Data Protection Officer will review all assessments relating to privacy and data protection. This reflects the Global Alliance requirement for clear human-led governance.
- 10.4 A risk assessment is not required for routine or low-risk business use; however, any change in how AI is deployed must trigger a review. AI deployment refers to any workflow, system, or communication process where AI influences internal decisions or public-facing outputs.
- 10.5 The Council will take all reasonable steps to protect the security of personal data that is used in AI systems. This includes:
- Using appropriate technical and organisational security measures to protect personal data from unauthorised access, use, disclosure, alteration, or destruction.
 - Regularly testing and assessing the effectiveness of these security measures.
 - Keeping personal data up-to-date and accurate.
 - Deleting personal data when it is no longer needed for the purpose for which it was collected.
- 10.6 Furthermore, employees have the right to:
- Be informed about the use of AI in the workplace.
 - Request access to their personal data that is used in AI systems.
 - Request that their personal data be corrected or deleted.
 - Object to the use of their personal data for automated decision-making.

11 Intellectual property issues

- 11.1 The council requires all employees to proceed with caution when using content created by AI because intellectual property issues have not yet been legally resolved.
- 11.2 If employees are producing content for external publication (including sending to residents, councillors or any other third party) and are using AI to assist with its creation then employees should seek the approval of their line manager before any publication or transmission so that any intellectual property risks can be properly assessed.
- 11.3 The council may require employees to identify any AI generated content that has been used in their work when the work is made public or disclosed to clients or other third parties.

12 Concerns and Complaints

- 12.1 Employees can raise concerns or complaints about the use of AI technology in the workplace. In the first instance, employees are encouraged to raise their concerns directly with their immediate line manager. Alternatively, concerns or complaints can be raised with Head of Democratic Services. Further information on how to raise a complaint please refer to the council's Grievance Policy.
- 12.2 The Council will periodically audit AI-assisted work to identify and mitigate bias, ensuring alignment with global ethical standards for fairness and accountability.
- 12.3 If an employee has any concerns about the privacy or security of their personal data that is used in AI systems, they can contact Houghton Regis Town Council's Data Protection Officer or Head of Democratic Services.

13 Disciplinary

- 13.1 Failure to adhere to this policy may be a gross misconduct offence and may result in action being taken under the council's disciplinary policy, which could lead to dismissal. Depending on the nature of the offence it may also be necessary to notify the police.
- 13.2 Anyone who discovers someone abusing the council's computer, email or internet facilities should inform that person's manager or the Head of Corporate Services. An employee who is found to be concealing the activities of a work colleague who is abusing the council's computer, email or internet facilities and AI policy may face disciplinary action themselves.

14 Related policies and documents

- Bullying and harassment
- Data protection
- Disciplinary
- Equality, Diversity and Inclusion
- Fraud prevention
- Grievance
- IT
- Recruitment and selection
- Safeguarding children and vulnerable adults
- Social media
- Whistleblowing

The above list is not exhaustive.

15 Further information

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

16 Training and Awareness

16.1 Mandatory training will be provided covering:

- AI ethics and the Global Alliance principles
- Identifying and mitigating bias
- Privacy, data protection, and secure use
- Transparency and disclosure requirements
- Reviewing AI outputs for accuracy and context
- Responsible prompt creation and safe content practices

16.2 Role-specific training will be provided for managers, data handlers, and staff producing public communications.

17 Review

17.1 This policy will be reviewed annually and when significant regulatory or technological changes occur.

18 Policy owner

This policy is owned and maintained by The Head of Democratic Services.



HOUGHTON REGIS TOWN COUNCIL

Communication Policy & Communication Strategy

Date of Approval:	3 rd December 2014
Date of Review:	12 th June 2017; 21 st September 2021; 2 nd March 2026
Date of Re approval:	9 th October 2017; 13 th December 2021

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1. Introduction

Houghton Regis Town Council has an aspiration to engage effectively with its residents, partners, employees, councillors and stakeholders.

The Council is responsible for the delivery of local services to those living in the in the parish of Houghton Regis*. Effective communication is key to providing responsive services that meet the local need.

Communication is a complex, multi-dimensional topic and needs to embody a variety of communication methods to enable communications to reach out as widely as possible.

The Communications Policy will set out how Houghton Regis Town Council currently communicates, and the Communication Strategy will set out how the Council can develop its communications.

An important part of any organisation's role is to ensure that information provided both by and to it is easily accessible, relevant and timely. The Council has to recognise the importance of communication and be committed to developing its own services to meet the expectations of the community it serves.

*Where Houghton Regis is referred to reference should be made to the Parish of Houghton Regis which encompasses the town of Houghton Regis, and the rural settlement of Sewell

2. The Benefits of Good Communication

Engaging communities in the work of the Council has many benefits. Good quality engagement will increase people's understanding of the services the Council provides, so that those who need the Councils services can access them. It will also improve customer satisfaction with the Council, by ensuring that services meet the needs of residents and enabling them to help shape the decisions that affect them.

3. Who is our Community?

Our community includes:

- Residents and prospective residents
- Those working-in and visiting Houghton Regis
- Businesses and prospective businesses
- Voluntary organisations and groups
- Stakeholders, partners and other public sector organisations (police, health, fire)
- Central government and government offices.
- The local, regional and trade media (press, radio and television).
- Town and unitary councillors and employees.

4. Communication Policy - Vision & Aims

Our Communication Vision is that our community will:

- Know what services the Council provides and the quality of service they can expect;
- Feel confident and satisfied with the Council's services, and costs;
- Understand how to get involved with, or influence, the Council's work.

The Council's Aims are to seek to ensure that communications are:

- Relevant and appropriate;
- Honest, open and accurate;
- Accessible to all members of the community;
- Clear, simple and user-friendly;
- Timely and current;
- Up to date and relevant;
- Legitimate in accordance with relevant legislation, national codes of practice and with the Council's own protocols and guidelines;
- Cost-effective.

Through doing so the following outcomes are intended:

- Raised community satisfaction, trust and confidence levels;
- Raised community awareness of services provided by the Council;
- Raised profile of the Council.

The Council will also ensure that all communication activity takes into account the differing accessibility needs of all, regardless of culture or ethnic origin, nationality, religion or belief, gender, disability, age, sexuality, geographical location or any other status.

The Council's approach will be sensitive to the needs, values, language and cultural differences that exist within its communities and will make communication materials available in other formats, where reasonable and appropriate.

5. Overarching Communication Principles Statement

We will be polite and courteous at all times;

We will use plain language avoiding jargon or words that are not in everyday use;

We will listen carefully to what the community has to say;

We will respect your right to privacy, confidentiality and safety.

Contact by letter or email or social media

We will try to reply to you within 3 working days of receipt.

If we can't give you a full reply within 3 working days, we will send an acknowledgement stating the timescale for reply, explaining who is dealing with the

matter and giving you details of how to contact them.

Contact by telephone

We will try to answer the telephone within 15 seconds (or six rings);

We will tell you who you are talking to and ask how we can help;

We will take ownership of any calls that we answer. If you have called the wrong extension number, we will take your details and pass them on to the right person who can help;

We will return your telephone call as soon as we are able and will always try and acknowledge telephone calls within one working day.

6. Current Communication Methods

The Council employs a range of different communication media for internal and external communications. Currently, the principal means of communication are:

(a) External Communications

Printed media:

- **Press Statements, Media Releases and Features**

Some Council employees have a press office function, producing responses to media enquiries and proactive releases to publicise council events. Council may also direct press releases on Council decisions and projects through the council meeting process.

- **Town Crier**

The Town Crier is a resident's newsletter that provides information and features about the council and its services, civic and democratic details, current consultations, community events, grants and developments, local business, updates on forthcoming strategic developments, crime and anti social behaviour and environmental matters.

- ~~**Town Guide**~~

~~This is produced every 3 years and contains articles on recent and forthcoming strategic developments and a wealth of community information and advice.~~

- **Event Programmes**

These may be produced specially to promote events these can often include other pieces of information and advice relevant to Houghton Regis.

- **Event Presence**

To have a Town Council presence at community events i.e. stall with Town Council information, roller banners with promotional detail on;

- **Other**

The Council's Vision which sets out the Council's priorities.

Electronic media:

- **Website**

The Council's website —~~www.houghtonregis.org.uk~~ ~~www.houghtonregis-tc.gov.uk~~— contains information on the Council and its services, other local services as well as latest news and events. Copies of the Town Crier and the Town Guide are also available on the website. It also allows people to contact the council with their enquiries, suggestions and complaints. The website is also where the Council post details of its meetings, agendas and minutes.

- **Social Media to include the sharing of other community events.**
the council uses social media to provide information, advice and notifications.
- ~~Links with retailers~~
~~Have been established through the Shop Local Scheme~~

(b) Internal Communications

Employees:

As a small council, internal communications centre around:

Face to face meetings / briefings as required.

Emails.

Regular senior officers' meetings (weekly).

Regular full staff meetings (quarterly).

Council documentation is stored on a shared drive accessible to all staff.

Ensure that staff have a broad understanding of the council and its services as a whole by circulating draft minutes.

Councillors:

Staff communication to councillors includes:

~~Weekly newsletter sent electronically and includes draft minutes, mayoral diary, forthcoming events, other opportunities / information;~~

Staff able to meet with Councillors, where available;

Leaders briefing meetings are held monthly on average (dependent on availability);

Council and committee meetings (publicly accessible);

Members briefings as required to brief and update members on a specific topic (not accessible by members of the public).

7. Communication Strategy

Improvement to communications:

- All staff and councillors to think about the messages they need to communicate and the opportunities to showcase success and good practice;
- Through Council and committee meetings councillors to consider issuing instructions for press releases;
- Through Council and committee meetings councillors to consider issuing instructions for public consultation;
- To investigate options on the website for electronic newsletters such as business, community, environment, strategic updates etc;
- To investigate options on the website for a consultation portal;
- Undertake councillor and staff training in dealing with the press / media.

~~In addition, the council will seek to:~~

~~Create a Communications Calendar to highlight the activities the council is involved in and any associated communications activity for each month for the year ahead.~~

8. EVALUATION

In order that communities know about the services the Council offers and for the Council to ensure that those services meet – and continue to meet – the needs of local people, the Council needs to adopt a proactive approach to communication and keep under constant review the means by which they communicate.

What can be measured?

- Raised awareness of the Town Council and the services it provides
- Attitudes towards HRTC
- Participation and engagement with Council projects, initiatives and consultation processes

How will this be achieved?

- Consultation with residents – perception and satisfaction surveys
- Measure press coverage for saturation and against press releases for content usage
- Hits on website
- Number of Friends and Followers on Social Networking sites

9. REVIEW

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

APPENDIX A

Managing the media effectively to promote and defend the council

This strategy should be read in conjunction with the Town Councils Press Protocol Policy.

The key points for effective management of media relations are to:

- ◆ Respond to journalists in full within a reasonable time (maximum 4 hours)
- ◆ Be helpful, polite and positive
- ◆ Never say “no comment”
- ◆ Ensure any statements to hostile enquiries are cleared by the most appropriate person and keep written records of responses to journalists
- ◆ Monitor response times to media enquiries and evaluate media coverage
- ◆ Ensure the appropriate council spokesman is fully briefed and available for interview if required
- ◆ Issue timely and relevant press releases using the brand template
- ◆ Pre-empt potential stories arising from council agendas/minutes by issuing proactive PR
- ◆ Organise Media training for key speakers (Mayor, Deputy Mayor, Town Clerk and Senior Officers)

APPENDIX B

Social Networking

Social Networking is a credible communication channel that is increasingly utilised by organisations, as well as individuals, as a means of developing online communities for gathering and disseminating information that is of mutual interest.

Many Public Sector bodies have their own Social Networking sites including Facebook, LinkedIn, X (formerly Twitter), Google+, Wikipedia, Instagram. ~~The most popular are Facebook and Twitter, Facebook currently being the larger of the two with over 45 million users in the UK although Twitter's popularity has rapidly risen.~~

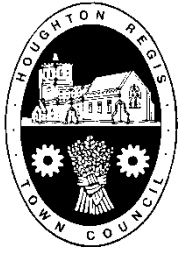
Social Networking sites offer value for money and a strong community focus. Running the sites utilises existing ITC systems and is therefore effectively free to set up and update.

~~There will be certain communities that the Council has previously struggled to communicate to consistently that will already be using Facebook and/or Twitter.~~

It is a fast, efficient way of communicating as there are no lead-in production times for print or production – you can have a message up and available for viewing by your fans/followers in minutes.

At the same time, it positions the Town Council as a modern council and to change perceptions of remoteness by allowing the Council into the user's own space. More people will be tempted to engage because it does not involve attending a meeting or even using very much of their time.

Social Networking sites provide the opportunity to communicate with people immediately, in real time. This will, of course, bring its own challenge in that to be truly valued by Friends/Followers there must be a regular flow of messages and content that will encourage regular interaction. Staff already regularly monitor the Town Councils social media pages so that any specific questions or issues that arise can be addressed.



Date:	2nd March 2026
Title:	Employment Contract Template Updates – Legislative Changes Effective April & October 2026
Purpose of the Report:	To update Members on the required amendments to the Council’s employment contract template ahead of legislative changes taking effect as of April 2026 and October 2026.
Contact Officer:	Louise Senior, Head of Democratic Services

1. RECOMMENDATION

To note the updates to the Town Council’s Contract of Employment.

2. BACKGROUND

The Government has confirmed several upcoming employment law changes due to take effect in 2026.

These changes require amendments to existing Council employment contracts to ensure compliance from April 2026 onwards.

In preparation, the Council’s HR provider has reviewed and updated the relevant clauses within the contract template.

A further update will review the associated HR policies impacted by the legislative changes, but priority for now has been placed on ensuring employment contracts are compliant for current staff and for recruitment purposes.

3. ISSUES FOR CONSIDERATION

Statutory Sick Pay (SSP)

Employment Rights Act update (expected April 2026) removes the three waiting days for statutory sick pay (SSP), making it payable from day one of sickness.

In addition, all employees will be entitled to some SSP, irrespective of whether they earn over the lower earnings limit – employees will get either the flat weekly SSP rate or 80% of their normal weekly earnings, whichever is lower. Therefore, the SSP clause has been reworded in preparation.

Other paid leave

Paternity and unpaid parental leave will become a day one right, meaning there will be no minimum service requirements in order to be entitled to it and therefore the ‘Other Paid Leave’ contract clause has been updated, as the terms must overtly indicate what paid leave the employee is eligible for.

Changes to Terms and Conditions of Employment

Employment Rights Act update (expected to take effect October 2026 & requires regulations to bring into force) is that it will be automatically unfair to dismiss someone where the reason for dismissal is either:

- The employer sought to vary the employee’s contract of employment, and the employee did not agree to the variation; or
- To enable the employer to employ another person, or to re-engage the employee, under a varied contract of employment to carry out the same duties, or substantially the same duties, as the employee carried out before being dismissed.

Policies affected by these changes, including sickness, parental leave and family-friendly policies, will be reviewed separately and brought to Members as part of a structured phase two approach.

4. HRTC CORPORATE PLAN

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

4.5 Enhance the role of the council.

5. IMPLICATIONS

Not accepting changes in legislations would risk the council’s reputation and increase the risk of Employment Tribunal claims. The changes to the Contract of Employment ensure employment practices remain compliant with legislative changes.

Legal Implications

The updated contract wording ensures the Council meets its legal obligations under the pending Employment Rights Act amendments.

Crime and Disorder Implications

- There are no crime and disorder implications arising from the recommendations.

Financial Implications

- There are no financial implications arising from the recommendations

Risk Implications

- Approval alleviates the risk of non-compliant documentation and potential employment disputes.

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.

Approval of the amended contract of employment promotes equal access to statutory leave and benefits. The Council's duties under the Equality Act 2010 remain fully supported.

Climate Change Implications

- There are no climate change implications arising from the recommendations

Press Contact

- There are no press implications arising from the recommendations

6. CONCLUSION AND NEXT STEPS

The updated Contract of Employment ensures the Council remains fully compliant with the legislative changes coming into force throughout 2026. These revisions safeguard the Council's employment practices, reduce the risk of future disputes, and provide clarity and consistency for both new and existing employees.

To implement these changes, current staff will be issued with Letters of Variation outlining the amendments to their contractual terms. The revised Model Contract of Employment will be adopted for all new appointments from April 2026.

Further work will follow as part of a structured phase-two review, which will address the associated HR policies affected by the legislative updates, including sickness, parental leave and wider family-friendly provisions. This programme of updates will be presented to Members in due course to ensure ongoing compliance and best practice.

7. APPENDICES

Appendix A: Model Contract of Employment for Councils with Green Book Terms (April 2026)



MODEL CONTRACT OF EMPLOYMENT FOR LOCAL COUNCILS

INTRODUCTION

This model contract of employment has been drafted for NALC by WorkNest HR. It is endorsed by SLCC and One Voice Wales (OVW). It is intended as a guide to be adapted to each council's circumstances and is not intended to provide legal advice. If councils require legal advice, they can contact their county association or OVW. If councils require HR advice they can also contact their county association or OVW. We strongly recommend that HR advice is sought by councils in drawing up a contract of employment. Clerks are advised to contact the SLCC for advice. Depending on the nature of the advice needed the council may need to engage their own advisers. WorkNest provides employment support to town and parish councils on a range of employment matters and councils can engage them directly for further support.

Terms and conditions

NALC and SLCC recommends councils to offer enhanced terms that align with the best practice within the Local Government sector. This best practice is defined by the Green Book terms and conditions. Offering good terms of employment supports recruitment and retention of a high-quality workforce and demonstrates that the council is a good employer which values its staff.

This model contract incorporates Green Book terms. The National Joint Council for Local Government Services National Agreement on Pay and Conditions or 'Green Book' terms and conditions are agreed nationally and any changes (such as pay) should be automatically applied to council staff if their contract incorporates Green Book terms. In other words, the salary of a clerk on Green Book terms must be increased in accordance with nationally agreed terms. Green Book terms provide entitlements that are in excess of those set as statutory minimum under employment legislation. Councils should be aware of the full terms and conditions contained in the Green Book and will need a subscription to access this. Councils can access further information on the Green Book at <https://www.local.gov.uk/local-government-terms-and-conditions-green-book>

This template provides councils a contract with the Green Book terms already reflected in the relevant sections. Please note there are still choices for the council to make in this document, these are shown in **[bold square brackets]**.

NALC and SLCC encourage the use of the Green Book terms for all staff. If a council decides to offer enhanced terms and conditions for some staff but not others, care must be taken to ensure the differentiation is not unlawfully discriminatory. It would be unlawfully discriminatory if such a decision favoured one group of staff over another, where that group of staff is protected against unfavourable treatment by the Equality Act. For example, if the pay and benefits for men were better than the pay and benefits for women doing comparable work.

This model contract can be used for any council employee. It is a basic template that will require specific adaptation.

A Council must check that job applicants have the right to work in the UK before it can employ them. It is best practice to obtain the appropriate evidence at the interview stage. See [Gov.Uk](https://www.gov.uk) for more information.

Managers

Recognising that Councils are of varying sizes, where the term manager is used it is recognised this could be the clerk, chief officer, another employee of the council, full council or the staffing committee depending on the situation.

It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on who the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk this could be the staffing/personnel committee who may nominate a key contact such as the chair for daily matters (such a leave approval/reporting sickness) that cannot wait for a meeting, but can be ratified retrospectively. It is NALCs recommendation that a local council appoints a staffing committee to be responsible for staffing, employment and HR matters.

How to use this model

This document contains a template for the council to edit/complete. There is an accompanying set of guidance notes that the council should refer to, while drafting a contract, to make sure they understand the terms they are committing to in the contract, and they are reflecting what is appropriate for the role and the council. It is strongly recommended that the council considers this document with the accompanying notes and seeks additional HR support when drawing up a contract of employment.

Where there are **[bold square brackets]** the council need to review and complete the appropriate information and so remove the square brackets. The council should ensure they edit the options to reflect the terms they are offering to their employee/s.

This document provides a current template that councils can issue to new employees. It is not intended to replace the contracts of existing employees. Any requirement to change the contractual terms of existing employees would require consultation and councils are advised to seek specialist advice before proceeding.

This document has been written with local councils of all sizes in mind. The same employment legislation applies whether you are a large or small local council so the contract and the legislation it cites is applicable if you have one employee or twenty employees. The contract can be used for any member of staff employed by the council.

CONTRACT OF EMPLOYMENT

This document sets out your main terms and conditions of employment. It includes the written particulars required by the Employment Rights Act 1996. The National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (“the Green Book”) applies to your employment save as amended by this contract.

Name of Employer: **[Insert Name]** referred to as ‘the Council’ ‘us’ or ‘we’ or ‘our’
Address of Employer: **[Insert Address of Employer]**

Name of Employee: **[Insert Name]** referred to as ‘You’
Address of Employee: **Insert Address of Employee**
(Please advise us of any change of name and/or address in writing).

Dated: **[Insert the date when this document is given]**

Your employment with the Council is governed by the terms and conditions contained in this agreement which starts from the start date and which supersedes all other agreements whether in writing or otherwise.

This agreement incorporates the provisions contained in any correspondence from us offering you employment and our staff policies. You will comply with any rules, policies and procedures set out in the staff policies. If there is any conflict between the terms of this agreement and the provisions of our staff policies, **[which do not/which do]** form part of your contract of employment, the terms of this agreement shall prevail. We reserve the right (to be exercised reasonably) to amend the terms of this agreement and the contents of the staff policies.

1. DATE AND DURATION OF EMPLOYMENT

Your employment under this contract will begin on **[insert date when these terms commence]** and will continue, subject to the remaining terms of this agreement, until terminated by either party giving the other the required notice as set out in this contract.

[Options for temporary appointments]

Your employment under this contract will begin on **[insert date when these terms commence]** and will continue, subject to the remaining terms of this agreement, until it ends on **[insert end date]** without the need for notice unless previously ended by either party giving the required notice in writing as defined in the Notice Clause below.

OR

*[Your employment under this contract is to cover for maternity leave. It will begin on **[insert date when these terms commence]** and will continue, subject to the remaining terms of this agreement, until it ends on or around **[insert end date]** when the person you are covering for is due to return to work. You will receive the notice set out in the Notice Clause below.*

Please note that your contract will not automatically renew if the person on maternity leave decides not to return to work or returns on a part time basis. We reserve the right to review the continuation and duties of the post and / or test the market at that time].

2. CONTINUOUS SERVICE

For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

Your employment under these terms will begin on **[insert start date for this contract]**. Your previous service, starting on **[insert continuous service start date]** counts towards your continuous service with the council.

3. JOB TITLE

You are employed as **[insert job title]**.

4. DUTIES

You are expected to perform all duties which may be reasonably required of you as set out in the attached job description.

The list of duties in the job description is not contractual and not to be regarded as exclusive or exhaustive. The Council may, at its discretion, require you to perform additional or other duties (commensurate with the grade of your post), either instead of, or in addition to, your normal duties; and may make minor amend your job description. Where substantive changes are to be made this would be by agreement and after consultation with you.

The Council requires the highest standards from you in your performance at work and your general conduct and in particular you must:

- i. unless prevented by incapacity, devote the whole of your working time, attention and abilities to the business of the Council;
- ii. diligently, honestly and ethically perform such duties as may from time to time be assigned to you by the Council;
- iii. conduct your personal and professional life in a way which does not risk adversely affecting the Council's standing and reputation;
- iv. comply with all reasonable and lawful directions given to you by the Council;
- v. report your own wrongdoing and any wrongdoing or proposed wrongdoing of any other employee to your Line Manager immediately on becoming aware of it.
- vii. consent to the Council monitoring and recording your use of the Council's electronic communications systems for the purpose of ensuring that the Council's rules are being complied with and for legitimate business purposes.

The council reserves the right to make reasonable changes to any of your terms of employment. You will be notified in writing of any change as soon as possible and in any event within one month of the change.

5. PLACE OF WORK

You will be based at you home address **[insert home address]** and the office, **[insert address of workplace]** which are your normal places of work. The council reserves the right to require you to work from the office for **[insert number of days]** day per week and on occasion to require you to work additional days up to **[five]** days per week from the office. On days where you are working from the office this will be considered your place of work for the day and no further payments will be made in relation to your commuting to the office.

You may be required to work elsewhere within a reasonable travelling distance either temporarily or permanently in order to properly perform your role.

During your employment with us you may be required to travel **[Specify the approximate parameters]**. You will not be required to work outside of the United Kingdom.

6. WORKING HOURS

Your normal working hours total **[insert number of hours]** per week and are worked from **[Monday to Friday]** from **[insert working times]** with an unpaid break of **[insert duration]** for lunch and such additional hours as necessary for the proper performance of your duties.

We reserve the right to amend these hours as may be reasonably required subject to consultation with you.

7. PROBATIONARY PERIOD

The first **[insert number]** months of your employment with us will be a probationary period. During the probationary period, your performance and suitability for continued employment will be monitored. We may, at our discretion, extend the probationary period and will provide you reasons for doing so.

At any time before your probationary period has been completed, either you or we may bring your employment to an end by giving one weeks' notice (unless termination without notice is appropriate). We may decide to pay you in lieu of notice.

At the end of the probationary period or soon after, your performance will be reviewed and we will write to you to tell you if you if your probation has been successful or not. You will remain on your probationary period until you have received this written confirmation. Once the probationary period is successfully completed, you will be confirmed in your role.

8. TRAINING

During your employment, we will provide training in relation to **[Insert detail of training provided]**. This training will be paid for by the council. We will also provide ongoing training, as identified, to support you in your role.

Your continued employment shall be conditional upon you completing **[specify training course/qualification]** within **[date/timeframe]**. We reserve the right in our absolute discretion to terminate your employment without notice or payment in lieu thereof if the training is not completed within the specified timeframe.

9. PAY AND BENEFITS

Your salary is **£[00,000]** per annum being the current salary point **[X]** within the **[X]** range in scale **[X]** as set out in the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. **[The pro-rata salary is £[00,000] p.a.]**

Subject to satisfactory performance, you will progress automatically through the range **[X]** in salary scale **[X]** by annual increments until you reach the maximum salary in the range. Your first increment will be payable on 1st April **[20XX]** and thereafter on the 1st April each year until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so.

[Optional for relevant roles][In addition, one additional salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding each of the following relevant qualifications:

- 1. The Certificate in Local Council Administration (CiLCA)**
- 2. The Certificate in Higher Education in Community Governance – Level 4 or one of its predecessor qualifications designed specifically for the profession**
- 3. The Foundation Degree in Community Governance – Level 5 or one of its predecessor qualifications designed specifically for the profession**
- 4. BA (Hons) Degree in Community Governance – Level 6 or one of its predecessor qualifications designed specifically for the profession]**

Your salary will be payable monthly in arrears on or about **[Insert date]** of each month directly into your bank or building society. Each instalment will include payment for the calendar month in which payment is made.

[Remove for hourly paid employees - Should it be necessary to calculate a day's pay, your current full time equivalent annual salary will be divided by 260].

You will also be entitled to the following benefits:

- i. [Insert benefit(s) and other remuneration and whether each is contractual or non-contractual]**

We retain the right to remove your entitlement to the above non-contractual benefits at any time.

[Additional Hours – below salary point 22 employees

If you work more than your normal working hours, then subject to the Council’s approval, you will be reimbursed at the appropriate NJC rate for these hours or you may take time off in lieu at a time to be agreed between you and the Council.]

[Additional Hours – other employees

If you work more than your normal working hours, then subject to the Council’s approval, you may take time off in lieu at a time to be agreed between you and the Council.]

10. DEDUCTION OF WAGES

If you owe us money at any time, you authorise us to deduct any sums due to us from your salary including, without limitation, any over payment of salary; any advances or loans we have made to you; a day’s or part day’s pay for each day or part day of unauthorised absence. “Unauthorised absence” is not turning up for work unless your absence is due to genuine sickness and you have notified us as set out in this contract; leave for which prior permission has been granted; genuine reasons outside your control which are acceptable to us.

If you owe us money when you leave and your final salary payment is not enough to cover the whole amount owed, you will be required to repay the outstanding amount due to us within one month of leaving us.

11. EXPENSES

The Council will reimburse you when additional expenditure for travel, meals or overnight accommodation is incurred in the performance of the Council’s business, provided the expenditure has been authorised in advance, receipted and approved in accordance with the Council’s expenses policy. You shall abide by our policies on expenses as communicated from time to time.

Mileage payments at the NJC rate in force will be paid as long as they are approved by the Council. Please see the current rates below, unless otherwise updated by an updated agreement.

Essential Users	451-999cc	1000-1199cc	1200-1450cc
Lump sum per annum	£846	£963	£1,239
Per mile first 8,500	36.9p	40.9p	50.5p
Per mile after 8,500	13.7p	14.4p	16.4p

Casual Users	451-999cc	1000-1199cc	1200-1450cc
Per mile first 8,500	46.9p	52.2p	65.0p
Per mile after 8,500	13.7p	14.4p	16.4p

Home Working Allowance – Where you are required to work from home we will pay a home working allowance at the tax-free value set by HMRC as in force at the time. In the event that you choose to work from home, the allowance is not payable for any such period of time.

12. HOLIDAY ENTITLEMENT AND PAID LEAVE

Our holiday year runs from [insert dates e.g. 1st April to 31st March] and your holiday accrues monthly. If your employment starts or ends part way through a holiday year, we will pro-rata your entitlement during that holiday year.

Full time staff are entitled to 23 days annual leave, plus bank holidays and 2 additional (statutory) days (25 days plus bank holidays). An increase of 3 days is applied following 5 years' continuous service (28 days plus bank holidays). We will pro-rata that figure where necessary so that your holiday entitlement is in proportion to your working time during the relevant holiday year.

If we need you to work on one of those bank holidays, you will be able to take your holiday on a different day.

You should usually give at least two weeks' notice when requesting annual leave and normally give notice of at least one month before taking leave of one week or more. Requests for annual leave must be made to your manager. The dates of your annual leave require the prior written agreement of your Manager.

Annual leave must be taken at times agreed with your Manager. You may carry forward up to 5 days' leave into the following leave year, subject to the approval of your Manager. You may be able to carry additional days where you have been prevented from taking it in the relevant leave year because you have taken maternity, paternity, adoption, parental or shared parental leave, or if you have been on long term sick leave.

Holiday taken without our prior approval will be treated as unauthorised absence and may lead to disciplinary action.

Holiday pay is calculated on the basis of your current rate of pay. Where you work variable hours or if you receive commission payments/overtime/travelling-time allowance, then a day's pay will be calculated on the average pay in the previous 52 weeks.

You will have no entitlement to any payment in lieu of accrued but untaken holiday except when your employment ends.

If, when your employment ends, you have taken more holiday (including bank holidays) than you have accrued in that holiday year, we will deduct the equivalent amount of pay from any payments due to you. If this amount is in excess of your final pay, you will be required to repay the outstanding amount due to us within one month of the end of your employment.

If you or we have served notice to end your employment, we may require you to take any accrued but unused holiday during your notice period.

Details of all other types of paid leave that you may be entitled to including Maternity, Paternity, Adoption and Shared Parental Leave, can be found in the [Staff Handbook/council policies].

13. PERFORMANCE AND DEVELOPMENT REVIEW

You will receive an annual performance and development review

14. ABSENCE FOR SICKNESS OR INJURY, AND SICK PAY

You must follow the procedure set out in the Council's sickness absence policy. This policy is non-contractual and may, at our discretion, be updated or amended from time to time.

If you are going to be off work because of sickness or injury you must telephone your Manager giving the reason for non-attendance, by your usual start time on each day of absence. If you are unable to notify personally due to the nature of the illness, someone else may make contact on your behalf. It is your responsibility to ensure we are notified. Failure to do so may result in sick pay not being paid and may result in disciplinary action.

A self-certification system operates for absences from work due to sickness or injury not exceeding seven days (including weekends and other non-working days). Immediately on your return to work you must complete and return a self-certification form.

For sickness or injury absence exceeding seven days (including weekends and other non working holidays) you must provide us with a Fit note (from your doctor or consultant) on your return to work. However, if your absence is ongoing, you are expected to post your Fit note to us upon receipt or alternatively to send us a photograph of both sides of the Fit Note, with the original to follow.

If you are entitled to Statutory Sick Pay (SSP) this will be paid in accordance with the SSP rules in respect of your working days.

Provided the correct absence notification and reporting procedures are followed, SSP is available to employees irrespective of their level of weekly earnings and is payable from the first day of sickness absence, for up to a maximum of 28 weeks in any entitlement period.

SSP is paid either at the statutory flat rate set by the Government, or, at a rate equivalent to 80% of normal weekly earnings, whichever is the lower. SSP is paid for the days on which you normally work.

All sickness or injury absence will be entered on your employment record.

Occupational Sick Pay

Any sickness absence taken is paid in line with our contractual sick/injury pay scheme (inclusive of SSP) which provides payment during periods of certificated sickness as follows:

- During 1st year of service 1 months full pay, and (after 4 months' service)
- 2 months half pay
- During 2nd year of service 2 months full pay, 2 months half pay
- During 3rd year of service 4 months full pay, 4 months half pay
- During 4th & 5th year 5 months full pay, 5 months half pay
- After 5 years service 6 months full pay, 6 months half pay

Occupational sick pay shall be inclusive of any statutory sick pay due in accordance with applicable legislation. SSP and occupational sick pay are subject to the usual deduction for PAYE, National Insurance, pension contributions etc.

15. PENSION

We will comply with our auto-enrolment duties under Part 1 of the *Pensions Act 2008*. If you are an eligible job holder, you will be automatically enrolled in our auto-enrolment scheme. Further details of the scheme are available from **[insert details]**

16. GRIEVANCE PROCEDURE

If you have a grievance relating to your employment, you should raise this with your **[nominated line manager or chair of staffing committee]** in the first instance (or their manager where a grievance relates to your immediate manager). If you are unable to resolve your grievance informally, the full grievance procedure is contained within the council's policies. The Grievance procedure is for guidance only and does not form part of the contract of employment.

17. DISCIPLINARY RULES AND PROCEDURE

Our disciplinary procedure and rules can be found within the council's policies. If you wish to appeal against a disciplinary decision you should set out your reasons in writing. We will tell you (usually in the disciplinary decision letter) who your appeal should be sent to, and the timeframe for doing that. The procedure is for guidance only and does not form part of the contract of employment and may be amended from time to time.

The list of rules is not to be regarded as exclusive or exhaustive and these may be added to, amended or deleted at any point. Any breach of disciplinary rules will normally result in disciplinary action.

We may impose one or more of a range of potential sanctions under our disciplinary policy. These include a warning or an extension of a warning, dismissal, a change of duties, or redeployment to another role (at the same or lower level – including demotion with a reduction in salary).

18. NOTICE

During your probation period, you are entitled to be given and required to give **[1 weeks]** notice in writing to terminate your employment for any reason. On completion of your probationary period, you are required to give **[1 months]** notice in writing.

Notice given by us will be **[1 months]** following your probationary period and increase to **[5 weeks]** notice after **[5 years]** continuous service and thereafter by one week for each additional year of continuous employment up to a maximum of 12 weeks for 12 years' service.

The statutory position is

- 1 month to 2 years – statutory notice is 1 week
- 2 to 12 years – statutory notice is 1 week for each full year they have worked (i.e. 5 weeks' notice after 5 years' service)
- 12 years or more – statutory notice is 12 weeks

If you have not provided the required notice in writing, we may withhold pay for notice unworked due under your contract, but not paid. Anything owed to us will be deducted from your final salary.

19. PAY IN LIEU OF NOTICE

Instead of requiring you to work your notice, we may decide to pay you in lieu of notice, bringing your employment to an end there and then.

Your payment in lieu will be made up of your net basic salary for the notice period less tax and NI contributions. Any payment in lieu will not include any payments such as any payment in respect of benefits; and any payment in respect of holiday entitlement that would have accrued during the notice period.

20. OBLIGATIONS ON TERMINATION

On termination of your contract with us, you will:

- i. Immediately return (or arrange to be collected) all property and information belonging to us in your possession or under your control, including but not limited to login details and passwords for internal databases and IT systems or externally held software, apps, databases, websites etc.
- ii. Irretrievably delete any information relating to us which is in your control outside our premises.
- iii. If requested, provide a signed statement that you have fully complied with your obligations under this clause together with such reasonable evidence of compliance that we may request.

21. WORK DURING NOTICE PERIOD / GARDEN LEAVE

We may decide to put you on Garden Leave for some or all of your notice period. Garden Leave means that you should not come into work, but you remain employed and entitled to your contractual benefits and subject to your contractual obligations (apart from the requirement to carry out work).

We will write to you at the time to confirm the rules that will apply to you during Garden Leave. This may include a rule preventing you from working elsewhere or for yourself, during your contracted hours to the Council, unless we agree to that in advance.

22. HEALTH AND SAFETY

You have a duty to ensure the health and safety of yourself and others. You must also co-operate with the Council so that it can comply with its health and safety obligations.

You will be given a copy of the Council's Health and Safety Policy.

It is important that you familiarise yourself with your responsibilities.

Breach of these requirements may result in disciplinary action being taken against you in accordance with the disciplinary procedure, which may result in your dismissal.

23. CONFIDENTIALITY

During your employment you will have access to and will use and otherwise handle 'Confidential Information' to do your job properly. By 'Confidential Information', we mean any information or matter about the business or affairs of the Council or any of its business contacts, or about any other matters which may come to your knowledge in the course of your

employment, and which is not in the public domain or which is in the public domain as a result of your breach of this agreement. It may, but will not necessarily, be in a recorded format (usually hard copies or electronically).

You must not (unless in the proper course of your work and/or with our express prior authorisation or in the situations outlined in this clause) use Confidential Information, make or use copies of Confidential Information, or disclose Confidential Information to anyone or any entity. That obligation applies during your employment and after it has ended.

You must do everything reasonable to protect Confidential Information and must tell us straightaway if you know or suspect that Confidential Information has been leaked and/or is being used outside our organisation or inappropriately inside our organisation. You should not make assumptions about sharing of confidential information with other employees. If in doubt, you should consult your line manager.

All Confidential Information belongs to us, and you must return it (including copies) to us when requested during your employment or when your employment ends. You will need to confirm that you have safely and securely deleted all versions and copies. We may withhold any salary or other sum due to you until such time as all confidential information has been returned to us. These provisions on Confidential Information do not affect your right to make a protected disclosure as defined by the *Employment Rights Act 1996* (see our Whistleblowing Policy), or your duty to disclose Confidential Information if the law or a regulatory obligation requires that.

24. DATA PROTECTION

As part of our administrative and management processes, the Council will need to collect and process personal data relating to you in accordance with data protection legislation in force at the time. Details of what we will collect and process are set out in the Data Protection Policy and our 'Employee Privacy Notice'.

You must familiarise yourself with our Data Protection Policy and comply with the Council's data protection policy when handling any personal data in the course of your employment. If you do not comply with it, we may treat that failure as a disciplinary issue and, in serious cases, gross misconduct.

25. COUNCIL PROPERTY

During your employment you will have access to, and use of, various documents, manuals, hardware and software provided for your use by the Council. These and any data or documents (including copies) produced, maintained or stored on the Council's computer systems or other electronic equipment (including mobile phones), remain the property of the Council.

You may also be given the use of other facilities owned by the council including **[mobile phone], [laptop/desktop computer], [keys/pass card], [social media accounts]**.

You must take good care of all Council property that is in your possession and/or under your control and use it for agreed and lawful purposes only. If, because of your misuse or carelessness the property is lost, stolen or damaged, we may deduct from your pay some or all of the cost of repair or a replacement.

We may, at any time during your employment, and will on termination, require you to return all Council property (including social media account details, or any computer or online passwords) to us. You must do so on your last working day or as soon as possible as agreed with the Council.

If you are placed on Garden Leave, we will usually require you to return all our property before your Garden Leave begins.

26. MATERNITY, PATERNITY, ADOPTION AND PARENTAL ARRANGEMENTS

You are eligible for other paid leave, including maternity leave, adoption leave, paternity leave, shared parental leave, parental bereavement leave, paternity bereavement leave, neonatal leave, in accordance with the Company's Policy, as amended from time to time, subject to your complying with the relevant statutory and other conditions and requirements in order to be entitled to the leave and pay.

These entitlements are set out in the relevant legislation and in the Green Book.

[Your entitlement to maternity/paternity/adoption/shared parental leave and pay is as set out in the council's staff handbook/policies available at [add Link to documents].

27. REFERENCE DOCUMENTS

The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book") applies to your employment save as amended by this contract.

Further information regarding your employment is contained within the Council's policies. These cover policies such as Health and Safety, Equalities, the Grievance Procedure, Disciplinary Procedure and Disciplinary Rules. You must comply with the Council's policies.

28. CHANGE TO TERMS AND CONDITIONS OF EMPLOYMENT

This agreement sets out everything we have agreed. You and we are entering into it on the basis that no discussions we have had, representations made, previous agreements reached, or understandings we have come to are relevant to this agreement, or are to be relied on, unless they are recorded in it.

Care has been taken to prepare this agreement, and neither you nor we will have a claim for innocent or negligent misrepresentation or negligent misstatement in respect of its contents (but that doesn't exclude liability for fraud).

We may need to make reasonable changes to your contractual terms from time to time, to reflect the changing needs of our business. We therefore reserve the right to review, revise, remove, amend, or replace any of the terms set out within your contract of employment, or any other term relating to your employment, contractual or otherwise.

If this is necessary, the changes will be explored and discussed with you individually as part of a period of consultation. Any change that is made to your terms of employment will then be

notified to you in writing at the earliest opportunity and in any event within one month from the decision being made to introduce the changes.

Such changes will be deemed to be accepted by you unless you notify your manager of any objection in writing before the expiry of a period of one month after we have notified you of any change.

I have read and understood the above clauses and accept the offer of employment on these terms.

SIGNED

DATE

.....
for and on behalf of **[Insert name]** Council

I accept the terms and conditions of my employment as set out above.

SIGNED

DATE

.....
Employee