



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr K Wattingham**

Tel: 01582 708540

Town Clerk: **Clare Evans**

E-mail: info@houghtonregis.org.uk

22nd February 2019

To: Members of the Corporate Services Committee

Cllrs: D Abbott (Chairman), J Carroll, Ms J Hillyard, M Kennedy, AS Swain, K Wattingham, T Welch

(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 4th March 2019** at **7.30pm**.

DB Marsh

**THIS MEETING MAY BE
RECORDED ***

pp **Clare Evans**
Town Clerk

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 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.

**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.

4. MINUTES

Pages 8-13

- a) To approve the Minutes of the meeting held on 26th November 2018.
- b) Matters arising from the Minutes

Recommendation: To approve the Minutes of the meeting held on 26th November 2018 and for these to be signed by the Chairman.

5. TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS

Pages 14-18

Personnel Sub-Committee: 15th October 2018.

Recommendation: To receive the Minutes of the Personnel Sub-Committee meetings of 15th October 2018.

6. BUDGET REVIEW

Pages 20-25

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

Recommendations:

1. To note the report;
2. From 2019/20 to require that travel by Mayor and Deputy Mayor in carrying out their civic duties be applied to the fund for Mayoral Allowance in future years;
3. From 2019/20 to require that travel costs relating to training be allocated to the training budget;
4. To vire from 190-4008 £1000 to 190-4021 to cover the predicted shortfall;
5. To vire from 190-4008 £400 to 190-4023 to cover this predicted shortfall.

7. BANK AND CASH RECONCILIATION STATEMENTS

Pages 26-42

Members are requested to receive the monthly bank and cash reconciliation statements from November 2018 to January 2019.

Recommendations:

1. To approve the monthly Bank and Cash Reconciliation statements from November 2018 to January 2019;
2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.

8. LIST OF CHEQUE PAYMENTS

Pages 44-74

Members will find a list of cheque payments for the period November 2018 to January 2019.

Recommendation: To note the information.

9. INVESTMENT REPORT

Pages 76-84

In accordance with Committee Functions, Financial Regulation 8 and Banking Arrangements, Investment Strategy & Investment Arrangements.

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

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

Recommendation: To note the information.

10. RENEWAL OF BACS AND CHAPS PAYMENTS

Page 86

Members are advised that the approval of the use of Direct Debit, Standing Order, BACS or CHAPS shall be renewed by resolution every year.

For information the Town Council no longer uses CHAPS as a payment method as the Town Council no longer has a fax machine and NatWest CHAPS department will only accept faxed instructions.

Members are being asked to consider and endorse the list of Direct Debits and Standing Orders as attached.

Recommendations: 1) **To approve the use of BACS method of payment.**
2) **To approve the use of Direct Debit and Standing Order method of payment.**

11. REVIEW OF VISION – CORPORATE SERVICES COMMITTEE

Page 88

Members will find attached an extract from the Houghton Regis: Our 2020 Vision as it relates to this committee which updates Members on the status of the agreed Outcomes.

Recommendation: To note the report.

12. REPORT ON MAYORAL ROBES

Pages 90-94

Members will find attached a report and draft policy on the wearing of ceremonial robes.

Recommendation: To recommend to Town Council that the Ceremonial Robes Policy be approved.

13. CO-OPTION POLICY

Pages 96-102

Members will find attached a report and draft policy on Co-option.

Recommendation: To recommend to Town Council that the Co-option Policy be approved.

14. CAPABILITY POLICY

Pages 104-112

At the previous Corporate Services meeting held on the 26th November 2018, Members of this Committee were asked to consider amendments to the Capability Policy and make a recommendation to Town Council for its approval.

Members felt that some of the wording was inconsistent and needed to be clear. It was felt that all written warnings should be authorised by the Town Clerk but that the use of 'may' within the document contradicted this. These amendments have been made with the use of the word 'shall' in their place. In addition to this member's felt that clarity was obtained for section 13.6. Members will find attached a copy of the policy along with tracked changes, on page 9.

Recommendation: To recommend to Town Council that the Capability Policy be approved.

15. LOCAL GOVT PENSION SCHEME: STATEMENT OF LOCAL DISCRETION

Pages 114-126

Town Council is required to annually review the Local Government Pension Scheme: Review of Statement of Local Discretions. Members will find attached a copy of the approved document. There have been no amendments to the Regulations, therefore it is suggested that it remains suitable and fit for purpose.

Members of this Committee are asked to consider the Local Government Pension Scheme: Review of Statement of Local Discretions and make a recommendation to Town Council for its approval.

Recommendation: To recommend to Town Council that the Local Government Pension Scheme: Review of Statement of Local Discretions be approved.

16. HEALTH AND SAFETY AT WORK POLICY

Pages 128-135

Town Council is required to undertake a review of its Health and Safety at Work policy.

Members of this Committee are asked to consider the attached Health and Safety Policy and make a recommendation to Town Council for its approval.

Recommendation: To recommend to Town Council that the Health and Safety Policy be approved.

17. INSURANCE AGREEMENT - RENEWAL

The insurance for the Town Council is due for renewal on 1st June 2019. In accordance with Standing Orders quotations have been sought. Copies of the quotes are available for detailed inspection at the Council offices. All quotes have been prepared on a like for like basis and all provide adequate and suitable cover for the property, assets and activities of the Town Council.

Report to follow.

18. INTERIM AUDIT REPORT – INTERIM REVIEW

Pages 136-142

An interim internal audit is attached for consideration. Members will note that there are no significant issues of concern regarding the internal audit review however two minor issues for consideration are included in section 3.

Recommendation: To note the report.

19. S106 FUNDING

At the last meeting of the Corporate Services Committee Members requested further information in regard to the expiry dates for older s106 agreements. Members were provided the information, below, via email dated 3rd December 2018.

- CB/14/03047/OUT r/o Old Red Lion £1,120,401 – 15.09.27
- CB/14/03056/OUT land at Bedford Rd £3,261,191 – 08.06.28
- SB/08/00388/FULL Land at Sandringham Drive £80,653 remaining, - 31.12.20
- SB/07/01448/OUT Land at Houghton Quarry £251,727 remaining, - 02.11.21
- CB/10/02465/FULL 5,7, & 8, The Quadrant, Leafields £2,932 remaining, - 03.04.22
- CB/12/02786/FULL 6a The Quadrant £1064 remaining, - 04.04.23
- CB/12/04455/FULL 8 Cemetery Rd £3,590 remaining, - 13.09.28
- CB/02618/FULL 10A Dunstable Rd £1,607 remaining – 15.12.26

The remaining four agreements will have spend by dates following the receipt of an s106 contribution.

- CB/13/00546/FULL 11, Moore Crescent £7,390

-
- CB/15/02223/OUT Windy Willows, Sundon Rd £305,834
 - CB/15/00297/OUT HRN2 £30,641,403
 - CB/12/03613/OUT HRN1 £36,977,084

For information, as of April 2015 legislation changed. S106 monies are levied in accordance with the legal tests set out in the CIL Regulations 2010, of which there are three. This means that HRN1 is under the old legislation and HRN2 is under the new legislation.

Recommendation: To note the report.

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
26th November 2018 at 7.30pm.

Present: Councillors: D Abbott Chairman
J Carroll
Ms J Hillyard
M Kennedy
A Swain
K Wattingham
T Welch

Officers: Debbie Marsh Corporate Services Manager
Louise Senior Head of Democratic Services

Public: 0

Apologies: Councillors: 0

9675 APOLOGIES & SUBSTITUTIONS

None.

9676 QUESTIONS FROM THE PUBLIC

None.

9677 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

9678 MINUTES

To approve the Minutes of the meeting held on 24th September 2018.
There were no matters arising from the Minutes.

Resolved: To approve the Minutes of the meeting held on 24th September 2018 and for these to be signed by the Chairman.

9679 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS

Personnel Sub-Committee: 15th January 2018, 14th May 2018 and 16th July 2018.

Resolved: To receive the Minutes of the Personnel Sub-Committee meetings of 15th January 2018, 14th May 2018 and 16th July 2018.

9680 BUDGET REVIEW

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

- Resolved:**
1. To note the report;
 2. To transfer in from EMR 332 £5260 Election costs to offset the cost of the by-election;
 3. Not to complete the transfer to EMR 332 Election Costs from code 102-4991;
 4. To transfer £430 from 190-4008, Training, to 190-4007, Conference Costs.

9681 BANK AND CASH RECONCILIATION STATEMENTS

Members received the monthly bank and cash reconciliation statements from September to October 2018.

- Resolved:**
1. To approve the monthly Bank and Cash Reconciliation statements from September to October 2018;
 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.

9682 LIST OF CHEQUE PAYMENTS

Following the disbandment of the Accounts Sub-Committee, for information, Members will find a list of cheque payments for the period July to October 2018.

- Resolved:** To note the information.

9683 INVESTMENT REPORT

In accordance with Committee Functions, Financial Regulation 8 and Banking Arrangements, Investment Strategy & Investment Arrangements.

The Corporate Services Committee were 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

Cllr Carroll requested the it be noted that he abstained from agreeing the recommendation to note the report.

- Resolved:** To note the report.

9684 DRAFT BUDGET 2019/20

Members received the draft budget for 2019/20 for initial consideration along with explanatory notes.

It was agreed that consideration of the draft budget would be discussed within members own groups in order to come to a consensus.

9685 REVIEW OF VISION – CORPORATE SERVICES COMMITTEE

Members received an extract from the Houghton Regis: Our 2020 Vision as it related to this committee which updated Members on the current status of the agreed Outcomes.

Members queried why item 5b (review democratic structure to ensure that the Town Council delivers its 5 objectives), was still red on the status document. Members were informed that this item had been discussed at the Town Council meeting held on the 8th October 2018 (9608) and that no conclusion had been agreed upon.

Members agreed to continue to work on suggestions that would facilitate cross party support.

Resolved: To note the report.

9686 STATUTORY FUNCTIONS POLICY

At the previous Corporate Services committee meeting members requested that a Statutory Functions Policy (as per 5k of the Town Council's Vision (Develop a HRTC policy position on statutory functions provided by outside bodies)) be drafted for consideration.

Members received a draft policy for consideration, after discussion members suggested slight amendments to the document and that following these amendments the Statutory Functions Policy be recommended to Town Council for approval.

Resolved: To recommend to Town Council that the Statutory Functions Policy, following the agreed amendments, be approved.

9687 REVIEW OF TOWN COUNCIL MEMBERSHIP TO OTHER BODIES

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

<i>Membership</i>	<i>Period</i>	<i>Annual Subscription</i>
Society of Local Council Clerks (SLCC)	Annual	£350
Bedfordshire Association of Town & Parish Councils (NALC)	Annual	£2,080
Institute of Cemetery and Crematorium Management	Annual April to March	£90 (no increase from 2015)

Association of Accounting Technicians (AAT)	Annual	£94
Association of Council Clerks	Local Annual	£30
Information Commissioners (ICO)	Annual Officer	£40

9688 REVIEW EXISTING CONTRACTS

<i>Contract</i>	<i>Period</i>	<i>Annual Expenditure</i>	<i>Signed</i>
IT Support & Hosting	Not less than 30 days' notice prior to expiry of current years renewal date (renewal date 1st October)	£1,800	3rd October 2017
Website hosting	Annual fee.	£150	
DCK Accounting	Annual arrangement.	£1,000	
Operation Hana	Annual arrangement. 1st October 2018 to 30 th September 2019 – one month's termination notice	£33,000	19 th September 2018
Internal Audit	Annual arrangement	£750 based on 3 days	
Human resources advisor	Three months' notice required.	£1,200	23rd August 2013
External audit	5 years from 2017/18 until 2021/22	£2,000	Appointed via Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015.
Town centre toilets	1st July 2016 – 30th June 2019	£18,360 plus consumables per annum	
Insurance	Long term agreement until 31st May 2019	£12,500 plus additional premiums relating to any changes in circumstance.	
Payroll	Annual arrangement	£750	

Photocopier	Contract expired	£2,223	Contract expired February 2017, ongoing rolling month.
Xmas lights	2016-2018	£9,750	
Employee Assistance	5 years from 1 st March 2017 – 28 th February 2022	£425	8 th February 2017

9689 REVIEW OF CHARGES

In accordance with Financial Regulation 9.3 Members received a list of charges for 2018/19 under the control of this Committee. It was not suggested that there be any increases in fees for 2019/20.

Resolved: To approve the charges for 2019/20.

9690 APPOINTMENT OF INTERNAL AUDITOR

In accordance with section 2.5 of the Town Councils Financial Regulations Members were requested to appoint Green Biro as the Council's Internal Auditor for 2018/19. This company was suitably qualified to provide internal audit services and was independent of the Town Council.

Resolved: To appoint Green Biro as the Council's Internal Auditor for 2018/2019.

9691 DISCIPLINARY & GRIEVANCE POLICY

Members were requested to consider revisions to the Town Council's Disciplinary & Grievance Policy. Members agreed on further amendments being made to the document but that following these amendments (as seen and agreed by the Chair of Corporate Services) to make a recommendation to Town Council for its approval.

Resolved: To recommend to Town Council that the Disciplinary & Grievance Policy, following the agreed amendments, be approved.

9692 CAPABILITY POLICY

At the previous Corporate Services meeting held on the 24th September 2018, Members of this Committee were asked to consider the attached Capability Policy and make a recommendation to Town Council for its approval.

Members felt that some of the wording was inconsistent and needed to be clear. It was felt that all written warnings should be authorised by the Town Clerk but that the use of 'may' within the document contradicted this.

Members received some clarification, from the Town Council's Human Resources provider, via email.

Members discussed the document in detail and felt there were areas of the document which could be worded in a clearer and more robust manner. Members agreed to defer this item until further advice had been sought from the Town Council's Human Resources provider.

Resolved: To defer this item until further clarification had been received by the Town Council Human Resources provider.

9693 S106 FUNDING

At the Planning Committee meeting on 1st October 2018 it was requested that all committees receive a copy of the details of all outstanding s106 monies held by CBC for consideration and comments.

Members received the report compiled by the council's planning consultant along with the table of funding.

Members asked if it was possible for the Corporate Services Manager to contact Central Bedfordshire Council in order to obtain expiry dates for those older s106 agreements.

9694 GDPR

At the previous meeting held on the 24th September 2018 Members were advised that NALC had confirmed that, following the outcome of an agreed late amendment to the Data Protection Bill, parish councils do not have a duty to appoint a Data Protection Officer.

Resolved: To note the information.

9695 PHOTOCOPIER CONTRACT

Members received a report detailing competitive quotes for a replacement photocopier.

Resolved: To enter into a contract with Company 3 for the supply, installation and maintenance of a Sharp MX3060N copier at a quarterly lease of £94 with copying charges of mono copies at 0.21p per page and colour copies at 2.14p per page.

The Chairman declared the meeting closed at 8.50pm

Dated this 4th day of March 2019

Chairman

HOUGHTON REGIS TOWN COUNCIL

Personnel Sub-Committee 15th October 2018 at 6.30pm.

Present: Councillors: Ms J Hillyard Chairman
D Abbott
C Slough Substitute
K Wattingham

Officers: Clare Evans Town Clerk
Debbie Marsh Corporate Services Manager
Louise Senior Head of Democratic Services

Public: 0

Apologies: Councillor: D Dixon-Wilkinson

Also Present: Councillors: J Carroll
M Kennedy

PE55 APOLOGIES AND SUBSTITUIONS

Apologies were received from Councillor D Dixon-Wilkinson substituted by Councillor C Slough.

PE56 QUESTIONS FROM THE PUBLIC

The office Christmas opening times were queried, it was advised that this had been placed on the agenda of the special meeting of the Town Council on 22nd October 2018.

PE57 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE58 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 16th July 2018 for consideration.

Matters arising: It was requested that the Town Clerks' appraisal be diarised for November.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 16th July 2018 be approved as a correct record and signed accordingly.

PE59 EXCLUSION OF PRESS AND PUBLIC

- Staffing matters
- Staff capacity issues
- Consideration of the Town Council's Apprenticeship Scheme
- Review of staff sickness
- Receive notification of the Town Clerk's annual leave and matters relating to overtime working and sickness.

Members requested that consideration be given to the subject matter and reflect if these matters required the discussion to go into private session.

Following officer advice, it was proposed that agenda items 6, 8 and 11 remain in public session and that following a resolution, items 7, 9 and 10 would move into private session.

Proposed by: Cllr Wattingham Seconded by: Cllr Slough
All in favour, accordingly items 6, 8 and 11 remained in public session.

The Chair requested a proposer for the meeting to move into private session in order to discuss items 7, 9 and 10.

Proposed by: Cllr Slough. There was no seconder for this proposal.
Accordingly, the resolution for private session was not carried and these items remained in public session.

PE60 STAFFING MATTERS

- At the Environment & Leisure meeting held on the 17th September 2018, Members were advised that a review of the structure of the grounds team had taken place. The review concluded that as the work of the team remained constant and was likely to continue to do so, it was therefore recommended that the team should continue to comprise of the Foreman plus 5 groundsmen and 1 junior groundsman. The vacant permanent position of a Groundsperson (left vacant following the promotion of the Deputy Foreman) was to be advertised as soon as possible with the fixed term summer contract being extended to the 30th November 2018, to cover any gaps. The closing date for this position was the 15th October 2018.
- Members were informed, at the previous meeting, that a disciplinary process had been underway. This process was now concluded.
- At the Community Services meeting held on the 3rd September 2018 members noted that meetings involving the Community Development Officer over the summer were difficult due to an increased workload during August arising from the summer playscheme.
- Members were advised that the Corporate Services Manager, in agreement with the Clerk, was proposing to increase their working days in order to concentrate on specific projects. Any time accrued would be taken in agreement with the Clerk so as to avoid any impact on existing duties.
- To consider any recommendations coming from the Town Council meeting held on the 8th October 2018 in relation to the outcome of an internal investigation.

The Ground staff numbers were queried as it was suggested that the appointment of a Town Ranger was yet to be discussed. It was advised that this would be placed on the next Community Services agenda.

Resolved:

- 1) **To note the information.**
- 2) **To note no recommendations came from the Town Council meeting held on the 8th October 2018 in relation to the outcome of an internal investigation.**

PE61 STAFF CAPACITY ISSUES

Members received a report detailing arising issues.

Members were advised that all members of the office team were experiencing an increased workload.

It was suggested that the following areas be looked at to ensure staff were not overloaded and had capacity to achieve tasks requested.

- Combating Crime Working Group projects;
- Events;
- Community Services.

Members suggested the website come under member scrutiny and placed on a committee. Members also suggested that the responsibilities of the RFO be separated from the role of the Clerk.

Support options discussed were:

Additional staff
Outsourcing some events
Reduction of meetings
Reduction of services
Volunteer support.

It was suggested that whilst this council had been proactive with their ideas, this had led to an increase in the workload for the staff.

It was requested that a staff review be carried out. Prior to the employment of additional staff in both 2016 & 2017, a consultant had been employed to examine staffing and staff capacity. Members requested a similar review be undertaken.

The Chair requested that staff be thanked for bringing this matter to the attention of the sub-committee. Members agreed that it was important for staff to have their concerns heard and discussed.

Resolved: **To discuss arising issues.**

PE62 TO CONSIDER THE TOWN COUNCIL APPRENTICESHIP SCHEME

At the Corporate Services meeting held on the 24th September 2018 Members requested, under the Town Council's Review of Vision - 51 – Develop a local apprenticeship scheme - that the merits of this scheme be discussed at the next Personnel Sub-Committee. At the meeting Members voiced concerns that employing apprentices at the end of their time removed the opportunity of employing local people into future schemes. The Town Council had one apprentice, who was office based. This apprenticeship commenced on the 20th November 2017 and would finish on the 31st July 2019.

As detailed above, under agenda item 6, there was no current capacity / demand to embark on a grounds apprenticeship scheme. It was proposed that should a vacancy arise within the grounds team then this would provide an opportunity to revisit the scheme.

Members discussed the current vacancy for a Groundsperson in relation to an apprentice position. It was suggested that an apprentice should not be classified as an additional member of staff but would be purely in post for training and educational purposes only, whereas the position advertised was for a fully qualified Groundsperson.

The possibility of a grant was discussed; however, members were advised that as we were classified as Local Government, which overall employ over 2,000 staff, we would not qualify for funding.

Members felt that the Groundsperson apprenticeship should continue as the Town Council felt it was their obligation to train young people and aid their gaining of working experience.

Members requested that the Town Clerk to look at the Town Council budget and report back to Town Council.

Resolved: To recommend to Town Council that a Groundsperson apprenticeship scheme be approved subject to budget provision.

PE63 REVIEW OF STAFF SICKNESS

Members received a report indicating levels of staff sickness absence for the period 1st April 2017 to 30th September 2018.

Clarification was sought on the figures of the Grounds Team absences, and if the cause had been due a lack of the suitable equipment including PPE. Members were assured that this was not the case, and the figures remained a steady average.

Resolved: To note the report.

PE64 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual Leave

The clerk is requesting the following leave
22nd October – 26th October 2018
1st & 2nd November 2018
27th – 28th December 2018
3rd – 4th January 2019
18th – 22nd February 2019
This leaves 6 annual leave days outstanding.

Overtime Working

From 1st July to 30th September the Clerk had attended 8 meetings outside of the normal working day comprising council meetings and briefing sessions (compared to 12 meetings in the previous quarter) and 3 council events.

Sickness

From 1st July to 30th September 1 day's sick leave had been taken.

Resolved: To approve the Town Clerks annual leave request.

PE65 FREEDOM OF INFORMATION REQUESTS

From 1st July to 30th September no Freedom of Information requests had been received.

Resolved: To note the report.

The Chairman declared the meeting closed at 6.54pm

Dated this 14th day of January 2019

Chairman

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CORPORATE SERVICES COMMITTEE**Agenda Item 6**

Date: 4th March 2019

Title: Income & Expenditure Report

Purpose of the Report: To provide to members a report on the income and expenditure to date of the Corporate Services Committee highlighting any significant variances.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

1. To note the report;
2. From 2019/20 to require that travel by Mayor and Deputy Mayor in carrying out their civic duties be applied to the fund for Mayoral Allowance in future years;
3. From 2019/20 to require that travel costs relating to training be allocated to the training budget;
4. To vire from 190-4008 £1000 to 190-4021 to cover the predicted shortfall;
5. To vire from 190-4008 £400 to 190-4023 to cover this predicted shortfall.

2. BACKGROUND

Accounting good practice and Financial Regulations includes for regular review of income and expenditure. To assist members are advised of any significant variances.

3. ISSUES FOR CONSIDERATION

The following significant variances are highlighted:

101-4051 Used to fund any bank and investment charges. Only 1 transaction of this nature completed to date

101-4056 Audit charges to be accrued

101-1096 3 quarterly instalments received regarding CCLA investment

101-4061 3 quarterly charges settled

102-4008 Member training not taken up this year to date

102-4009 Member travel overspent. Suggested that travel by Mayor and Deputy Mayor may be more suitably applied to Mayoral Allowance in future years. Included in recommendation.

102-4020 This budget has been overspent on miscellaneous items including recording of AGM in Bedford Square Centre, Honorary Freeman scroll and framing and on purchase of latest edition of Local Council Administration

102-4024 Annual subscriptions paid in full. Includes upgrade of Clerks membership to SLCC to Fellow as per Clerks appraisal.

102-4131 Costs relating to by election. Transfer in from EMR 332, Election Costs (8249), was agreed at the previous meeting. To be actioned.

102-4991 Anticipated transfer to EMR 332 Election Costs. To be actioned.

190-1091 additional income was received in relation to a grant to support the office apprentice position

190-4008 Various officer training has been completed however £900 has been accrued relating to apprenticeship training which exceeds the other training expenses. No further training in 2018/19 anticipated. It is anticipated that this budget will be underspent.

190-4009 this budget has been overspent on staff traveling to conferences, training and meetings. It is suggested that in future travel costs relating to training be allocated to the training budget. Included in recommendation.

190-4011 rates have been paid in full

190-4015 one quarter gas bill has been received and settled. Two subsequent quarters should have been received. This will be investigated.

190-4020 this code has been used to accommodate various expenses relating to civic events which have been subsequently adjusted.

190-4021 this budget will be overspent by approximately £1000. Members may like to consider a virement from 190-4008 to cover this shortfall. Included in recommendation.

190-4023 it is likely that this budget will be overspent (£400) Members may like to consider a virement from 190-4008 to cover this shortfall. Included in recommendation.

190-4025 the council's annual insurance premium has been settled in full

190-4026 This budget is overspent by an anticipated £600, relating to unforeseen server warranty costs (doubled) and upgrade of wireless network

190-4031 This budget is provided for advertising staff vacancies; the recent vacancy was advertised electronically and through the council's noticeboards

190-4036 this budget is overspent due to the office floor renewal (Minute 9275). It is offset by the budget included in 190-4991. This was anticipated to be a transfer into EMR, however as the work was completed the transfer will not be undertaken.

190-4038 annual servicing within the office has recently been completed

190-4042 a replacement tablet was purchased which has caused this budget to be overspent but it is offset by a transfer in from EMR 333 under 190-4992

190-4991 Transfer to EMR not to be completed as fund used to offset cost of office floor renewal

190-4992 Used to offset the cost of the purchase of a replacement tablet

191-4001 This budget has been overspent. It is anticipated that this budget will be overspent at year end by £49000. There are no discretionary costs within this budget.

191-4002 it is anticipated that this budget will be overspent at year end by £3500. There are no discretionary costs within this budget.

191-4003 it is anticipated that this budget will be overspent at year end by £16000. There are no discretionary costs within this budget.

191-4005 This budget has been overspent. Staff overtime is incurred in staff attending meetings outside of the normal working day and staff attending council events to support the event. It is anticipated that this budget will be overspent at year end by £8000. There are no discretionary costs within this budget, although staff are aware of the budget pressures.

191-4059 It is anticipated that this budget will be overspent at year end by £400

4. COUNCIL VISION

The proposed action supports the Objectives of Council's Vision;

5. A strong efficient and proactive Town Council.

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications

Legal Implications

- There are no legal implications

Financial Implications

- Largely due to insufficient funds to cover staff related costs the expenditure of this committee currently exceeds its budget. It is anticipated that at year end this deficit will increase by £70,000. This has been highlighted through the budget setting process. The overspend will have a significant detrimental impact on the level of general reserves, this too has been highlighted through the budget setting process. Staff have been made aware of the budget pressures and are working hard to limit expenditure to reduce the use of general reserves in 2018/19. Consideration is also being given to options for cost savings in 2019/20, these options will be presented to council for consideration in due course.

Risk Implications

- There are no risk implications

Equalities Implications

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

This report does not discriminate.

Press Contact

- There are no press implications.

6. CONCLUSION AND NEXT STEPS

The report is presented to month 10, this equates to the council being 83% through the year. At month 10 expenditure is at 106.3% and income is at 99.3% (largely due to the precept having been received in full). It is anticipated that at year end this committee will be at target for income but will be in deficit for expenditure by £70,000.

7. APPENDICES

Appendix A: Income & Expenditure extract

14:10

Detailed Income & Expenditure by Budget Heading 25/02/2019

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Corporate Services							
<u>101 Corporate Management</u>							
1076 Precept received	834,904	834,904	0			100.0%	
1096 Interest & Dividends Received	27,717	35,000	7,283			79.2%	
Corporate Management :- Income	<u>862,621</u>	<u>869,904</u>	<u>7,283</u>			<u>99.2%</u>	<u>0</u>
4051 BANK & LOAN CHARGES	30	120	90		90	25.0%	
4056 AUDIT FEES	525	2,600	2,075		2,075	20.2%	
4057 ACCOUNTANCY & SOFTWARE	659	1,700	1,041		1,041	38.7%	
4061 CCLA Management Fees	2,987	4,000	1,013		1,013	74.7%	
Corporate Management :- Indirect Expenditure	<u>4,201</u>	<u>8,420</u>	<u>4,219</u>	<u>0</u>	<u>4,219</u>	<u>49.9%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>858,421</u>						
<u>102 Democratic Rep'n & Mgmt</u>							
4007 CONFERENCE COSTS	195	325	130		130	60.0%	
4008 TRAINING/COURSES	25	500	475		475	5.0%	
4009 TRAVEL	452	350	(102)		(102)	129.1%	
4020 MISC. ESTABLISH.COST	598	200	(398)		(398)	299.2%	
4024 SUBSCRIPTIONS	2,896	2,600	(296)		(296)	111.4%	
4104 HOSPITALITY ALLNCE	189	200	11		11	94.5%	
4131 ELECTION COSTS	8,760	0	(8,760)		(8,760)	0.0%	
4991 Trs to Earmarked Reserve	0	3,500	3,500		3,500	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	<u>13,115</u>	<u>7,675</u>	<u>(5,440)</u>	<u>0</u>	<u>(5,440)</u>	<u>170.9%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(13,115)</u>						
<u>190 Central Services</u>							
1082 INC-LETTINGS	80	150	70			53.3%	
1091 Income Miscellaneous	708	5	(703)			14154.8%	
Central Services :- Income	<u>788</u>	<u>155</u>	<u>(633)</u>			<u>508.2%</u>	<u>0</u>
4007 CONFERENCE COSTS	890	890	0		0	100.0%	
4008 TRAINING/COURSES	(235)	1,860	2,095		2,095	(12.6%)	
4009 TRAVEL	1,035	300	(735)		(735)	345.0%	
4011 RATES	6,840	7,500	660		660	91.2%	
4012 WATER RATES	257	300	43		43	85.6%	
4014 ELECTRICITY	963	1,300	337		337	74.1%	
4015 GAS	233	1,500	1,267		1,267	15.5%	
4017 HEALTH & SAFETY	387	400	13		13	96.7%	

Detailed Income & Expenditure by Budget Heading 25/02/2019

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4020 MISC. ESTABLISH.COST	92	200	108		108	45.9%	
4021 COMMUNICATIONS COSTS	2,537	2,500	(37)		(37)	101.5%	
4022 POSTAGE	2,185	2,800	615		615	78.0%	
4023 STATIONERY	1,023	800	(223)		(223)	127.9%	
4025 INSURANCE	16,474	16,500	26		26	99.8%	
4026 COMPUTER COSTS	6,406	3,700	(2,706)		(2,706)	173.1%	
4027 PHOTOCOPIER CHARGES	2,418	2,500	82		82	96.7%	
4031 ADVERTISING	0	1,500	1,500		1,500	0.0%	
4036 PROPERTY MAINTENANCE	15,750	5,000	(10,750)		(10,750)	315.0%	
4038 MAINTENANCE CONTRACTS	338	400	62	440	(378)	194.4%	
4042 Equipment Repairs & Maintenance	1,676	1,000	(676)		(676)	167.6%	
4059 OTHER PROFESSIONAL FEES	1,431	13,000	11,569	6,250	5,319	59.1%	
4991 Trs to Earmarked Reserve	0	10,000	10,000		10,000	0.0%	
4992 Trs from Earmarked Reserve	(806)	0	806		806	0.0%	
Central Services :- Indirect Expenditure	<u>59,893</u>	<u>73,950</u>	<u>14,057</u>	<u>6,690</u>	<u>7,367</u>	<u>90.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(59,105)</u>						
<u>191 Personnel/Staff Costs</u>							
4001 STAFF SALARIES	302,687	314,265	11,578		11,578	96.3%	
4002 EMPLOYERS N.I	27,272	29,700	2,428		2,428	91.8%	
4003 EMPLOYERS SUPERANN.	63,494	61,380	(2,114)		(2,114)	103.4%	
4005 STAFF OVERTIME	12,191	5,000	(7,191)		(7,191)	243.8%	
4059 OTHER PROFESSIONAL FEES	3,052	3,000	(52)		(52)	101.7%	
Personnel/Staff Costs :- Indirect Expenditure	<u>408,696</u>	<u>413,345</u>	<u>4,649</u>	<u>0</u>	<u>4,649</u>	<u>98.9%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(408,696)</u>						
Corporate Services :- Income	<u>863,409</u>	<u>870,059</u>	<u>6,650</u>			<u>99.2%</u>	
Expenditure	<u>485,904</u>	<u>503,390</u>	<u>17,486</u>	<u>6,690</u>	<u>10,796</u>	<u>97.9%</u>	
Movement to/(from) Gen Reserve	<u>377,505</u>						
Grand Totals:- Income	<u>863,409</u>	<u>870,059</u>	<u>6,650</u>			<u>99.2%</u>	
Expenditure	<u>485,904</u>	<u>503,390</u>	<u>17,486</u>	<u>6,690</u>	<u>10,796</u>	<u>97.9%</u>	
Net Income over Expenditure	<u>377,505</u>	<u>366,669</u>	<u>(10,836)</u>				
Movement to/(from) Gen Reserve	<u>377,505</u>						

Bank and Cash Reconciliations Statements as at 30.11.18

1)

Reconciliation of Cash Book 1 with Bank Rec 1 as at 30.11.18

Bank Reconciliation figs as at 30.11.18

Liquidity Deposit Acct balance as at 30.11.18	272,607.39	
Plus Current Acct balance as at 30.11.18	1,000.00	
Less total of uncleared cheques as at 30.11.18	-47,078.39	
Plus total of outstanding receipts/odgements as at 30.11.18	5.00	
Total Balance as at 30.11.18	226,534.00	

Cash Book 1 figs as at 30.11.18

Cash Book/Bank Rec Balances as at 31.10.18 (c/f from Reconciliation Statement of the 31.10.18)	350,364.79
Plus Total Receipts/Lodgements as at 30.11.18	3,707.04
Less Total Payments as at 30.11.18	-127,537.83
Total Balance as at 30.11.18	226,534.00

2)

Reconciliation of Cash Book 2 with Bank Rec 2 as at 30.11.18

Bank Reconciliation figs as at 30.11.18

Business Direct Reserve Acct balance as at 30.11.18	265.63	
Less total of uncleared cheques as at 30.11.18	0.00	
Plus total of outstanding receipts/odgements as at 30.11.18	0.00	
Total Balance as per 30.11.18	265.63	

Cash Book 2 figs as at 30.11.18

Cash Book/Bank Rec Balances as at 31.10.18 (c/f from Reconciliation Statement of the 31.10.18)	265.59
Plus Total Receipts/Lodgements as at 30.11.18	0.04
Less Total Payments as at 30.11.18	0.00
Total Bank Balances as per 30.11.18	265.63

Reconciliation of Bank Summaries/Statements with Bank Reconciliations, Cash Books and Nominal Accounts figures as at 30.11.18

Total funds of the Council as at 30.11.18 as per Bank Summaries/Statements

Current & Liquidity Bank Summaries/Statement - Cash Book 1	226,534.00
Business Direct Reserve Account Bank Summary/Statement - Cash Book 2	265.63
CCLA Public Sector Deposit Fund Account	752,000.00
LAMIT (CCLA) Property Account	600,000.00
Petty Cash Account	350.00 *
COUNCIL'S BANK ACCOUNTS STATEMENTS ACTUAL FUNDS	1,580,149.63

Total funds of the Council as at 30.11.18 as per Bank Reconciliations, Cash Books and Nominal Accts figures

Current & Liquidity Accounts Bank Reconciliation	226,534.00
Business Direct Reserve Account Bank Reconciliation	265.63
CCLA Deposit Fund Account	753,000.00
LAMIT (CCLA) Property Account	600,000.00
Nominal Ledger Acct of Petty Cash Account	350.00 *
COUNCIL'S BANK ACCOUNT FINANCIAL DIRECTOR SOFTWARE TOTAL FUNDS	1,580,149.63

* Petty Cash Account normal balance of £350.00, any difference is due to time difference between emergency expenditure and reimbursement at a later date.

Clerk's Signature: _____

Date: _____

Councillor's Signature: _____

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**Bank Reconciliation Statement as at 05/12/2018
for Cashbook 1 - NATWEST CURRENT/RESERVE**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Current Account	30/11/2018	1426	1,000.00
Liquidity Manager Account	30/11/2018	1163	272,607.39
			<u>273,607.39</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
21/11/2017 b/tfrmcs01 MCS Contract Cleaning Limited		112.48	
22/03/2018 P/C CHQ628 Dep Mayor ticket chq loan		20.00	
27/04/2018 D/CPO5026 Amazon / RT Technology		2.99	
08/05/2018 010331 BBB Group Ltd		720.00	
30/07/2018 101510 Jewels Art Craft & Coffee		54.00	
31/07/2018 010363 4th H R Scouts		100.00	
31/07/2018 010367 Treow House(Precious Homes)		100.00	
17/10/2018 101492 HSC Security		180.00	
01/11/2018 101519 AMF Services (Bedford) Ltd		576.00	
01/11/2018 101522 Police & Crime Commissioner fo		15,228.89	
03/11/2018 101520 Avonmore Associates		3,189.90	
15/11/2018 101535 I R T S Ltd		148.19	
15/11/2018 101536 Jaspers Hire Ltd		1,291.20	
19/11/2018 101527 D E Signs		96.00	
19/11/2018 101530 Fire Facilities Management		420.00	
19/11/2018 101531 R A Rideout		30.00	
19/11/2018 101546 Thomas Bros. Excavations (Luto		300.00	
19/11/2018 010388 Mr N S Steele		50.00	
19/11/2018 CHQ Community Action Beds		3,000.00	
19/11/2018 CHQ Dunstable & Dis CAB		4,000.00	
19/11/2018 CHQ010384 Keech Hospice Care		5,000.00	
19/11/2018 010385 Meaningful Education		500.00	
19/11/2018 010386 SORTED		4,000.00	
19/11/2018 010387 South Beds Dial A Ride		2,251.00	
28/11/2018 101549 AMF Services (Bedford) Ltd		101.70	
30/11/2018 101550 Arco Limited		209.65	
30/11/2018 101551 Bedfordshire Pension Fund		49.38	
30/11/2018 101552 Biffa Waste Services Ltd		1,506.86	
30/11/2018 101553 Geo Browns Implements Ltd		82.63	
30/11/2018 101554 Hertfordshire County Council		44.48	
30/11/2018 101555 Jelprint Ltd		572.00	
30/11/2018 101556 J M Electrical Services BEDFOR		108.00	
30/11/2018 101557 PHS Group		98.70	
30/11/2018 101558 Proludic Ltd		136.32	
30/11/2018 101559 Reids Playground Maintenance L		2,430.00	
30/11/2018 101560 The Safer Luton Partnership		100.00	
30/11/2018 101561 Right Fuelcard Company Ltd		193.02	
05/12/2018 B/TFRMAY Mayor's Appeal Fund		75.00	
			<u>47,078.39</u>
			<u>226,529.00</u>

Bank Reconciliation Statement as at 05/12/2018
for Cashbook 1 - NATWEST CURRENT/RESERVE

	<u>Amount</u>	<u>Balances</u>
<u>Receipts not Banked/Cleared (Plus)</u>		
17/05/2018	5.00	
		<u>5.00</u>
		226,534.00
	Balance per Cash Book is :-	226,534.00
	Difference is :-	0.00

**Bank Reconciliation Statement as at 06/12/2018
for Cashbook 2 - NATWEST online saving 41172051**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Reserve Account	30/11/2018	43	265.63
			<hr/> 265.63
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			265.63
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			265.63
		Balance per Cash Book is :-	265.63
		Difference is :-	0.00

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Bank and Cash Reconciliations Statements as at 31.12.18

1)

Reconciliation of Cash Book 1 with Bank Rec 1 as at 31.12.18

Bank Reconciliation figs as at 31.12.18		Cash Book 1 figs as at 31.12.18	
Liquidity Deposit Acct balance as at 31.12.18	117,293.07	Cash Book/Bank Rec balances as at 30.11.18 (c/f from Reconciliation Statement of the 30.11.18)	226,534.00
Plus Current Acct balance as at 31.12.18	1,000.00	Plus Total Receipts/Lodgements as at 31.12.18	30,136.75
Less total of uncleared cheques as at 31.12.18	-7,210.99	Less Total Payments as at 31.12.18	-145,583.67
Plus total of outstanding receipts/lodgements as at 31.12.18	5.00	Adjustment	
Total Balance as at 31.12.18	111,087.08	Total Balance as at 31.12.18	111,087.08

2)

Reconciliation of Cash Book 2 with Bank Rec 2 as at 31.12.18

Bank Reconciliation figs as at 31.12.18		Cash Book 2 figs as at 31.12.18	
Business Direct Reserve Acct balance as at 31.12.18	265.68	Cash Book/Bank Rec balances as at 30.11.18 (c/f from Reconciliation Statement of the 30.11.18)	265.63
Less total of uncleared cheques as at 31.12.18	0.00	Plus Total Receipts/Lodgements as at 31.12.18	0.05
Plus total of outstanding receipts/lodgements as at 31.12.18	0.00	Less Total Payments as at 31.12.18	0.00
Total Balance as per 31.12.18	265.68	Total Bank Balances as per 31.12.18	265.68

Reconciliation of Bank Summaries/Statements with Bank Reconciliations, Cash Books and Nominal Accounts figures as at 31.12.18

<u>Total funds of the Council as at 31.12.18 as per Bank Summaries/Statements</u>		<u>Total funds of the Council as at 31.12.18 as per Bank Reconciliations, Cash Books and Nominal Accts figures</u>	
Current & Liquidity Bank Summaries/Statement - Cash Book 1	111,087.08	Current & Liquidity Accounts Bank Reconciliation	111,087.08
Business Direct Reserve Account Bank Summary/Statement - Cash Book 2	265.68	Business Direct Reserve Account Bank Reconciliation	265.63
CCLA Public Sector Deposit Fund Account	818,000.00	CCLA Deposit Fund Account	818,000.00
LAMIT (CCLA) Property Account	600,000.00	LAMIT (CCLA) Property Account	600,000.00
Petty Cash Account	350.00 *	Nominal Ledger Acct of Petty Cash Account	350.00 *
COUNCIL'S BANK ACCOUNTS STATEMENTS ACTUAL FUNDS	1,529,702.76	COUNCIL'S BANK ACCOUNT FINANCIAL DIRECTOR SOFTWARE TOTAL FUNDS	1,529,702.76

* Petty Cash Account normal balance of £350.00, any difference is due to time difference between emergency expenditure and reimbursement at a later period.

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**Bank Reconciliation Statement as at 31/12/2018
for Cashbook 1 - NATWEST CURRENT/RESERVE**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Current Account	31/12/2018	1434	1,000.00
Liquidity Manager Account	31/12/2018	1167	117,293.07
			118,293.07
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
21/11/2017	b/tfrmcs01 MCS Contract Cleaning Limited	112.48	
22/03/2018	P/C CHQ628 Dep Mayor ticket chq loan	20.00	
27/04/2018	D/CPO5026 Amazon / RT Technology	2.99	
08/05/2018	010331 BBB Group Ltd	720.00	
31/07/2018	010363 4th H R Scouts	100.00	
31/07/2018	010367 Treow House(Precious Homes)	100.00	
17/10/2018	101492 HSC Security	180.00	
19/11/2018	010387 South Beds Dial A Ride	2,251.00	
30/11/2018	101555 Jelprint Ltd	572.00	
30/11/2018	101556 J M Electrical Services BEDFOR	108.00	
30/11/2018	101560 The Safer Luton Partnership	100.00	
20/12/2018	101563 AMF Services (Bedford) Ltd	335.84	
20/12/2018	101564 Bedfordshire Pension Fund	49.38	
20/12/2018	101565 Kings Arms Ltd	180.00	
20/12/2018	101566 Mr Craig Lithgo	250.00	
20/12/2018	101568 TravisBead Ltd	372.00	
24/12/2018	101569 A A A Security	435.12	
24/12/2018	101570 Fire Facilities Management	320.40	
24/12/2018	101571 Hertfordshire County Council	107.76	
24/12/2018	101572 Trade UK Account	84.54	
24/12/2018	101573 Sharp Business Systems UK Plc	724.56	
25/12/2018	101574 Trade UK	84.92	
			7,210.99
			111,082.08
<u>Receipts not Banked/Cleared (Plus)</u>			
17/05/2018		5.00	
			5.00
			111,087.08
			Balance per Cash Book is :-
			111,087.08
			Difference is :-
			0.00

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**Bank Reconciliation Statement as at 31/12/2018
for Cashbook 2 - NATWEST online saving 41172051**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Reserve Account	30/12/2018	43	265.68
			<u>265.68</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			265.68
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			265.68
		Balance per Cash Book is :-	265.68
		Difference is :-	0.00

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Bank and Cash Reconciliations Statements as at 31.01.19

1) **Reconciliation of Cash Book 1 with Bank Rec 1 as at 31.01.19**

Bank Reconciliation figs as at 31.01.19		Cash Book 1 figs as at 31.01.19	
Liquidity Deposit Acct balance as at 31.01.19	58,921.97	Cash Book/Bank Rec balances as at 31.12.18 (c/f from Reconciliation Statement of the 31.12.18)	111,087.08
Plus Current Acct balance as at 31.01.19	1,000.00	Plus Total Receipts/Lodgements as at 31.01.19	48,499.11
Less total of uncleared cheques as at 31.01.19	-10,907.20	Less Total Payments as at 31.01.19	-110,506.42
Plus total of outstanding receipts/lodgements as at 31.01.19	5.00	Adjustment	
Total Balance as at 31.01.19	49,019.77	Total Balance as at 31.01.19	49,019.77

2) **Reconciliation of Cash Book 2 with Bank Rec 2 as at 31.01.19**

Bank Reconciliation figs as at 31.01.19		Cash Book 2 figs as at 31.01.19	
Business Direct Reserve Acct balance as at 31.01.19	265.73	Cash Book/Bank Rec balances as at 31.12.18 (c/f from Reconciliation Statement of the 31.12.18)	265.68
Less total of uncleared cheques as at 31.01.19	0.00	Plus Total Receipts/Lodgements as at 31.01.19	0.05
Plus total of outstanding receipts/lodgements as at 31.01.19	0.00	Less Total Payments as at 31.01.19	0.00
Total Balance as per 31.01.19	265.73	Total Bank Balances as per 31.01.19	265.73

Reconciliation of Bank Summaries/Statements with Bank Reconciliations, Cash Books and Nominal Accounts figures as at 31.01.19

Total funds of the Council as at 31.01.19 as per Bank Summaries/Statements		Total funds of the Council as at 31.01.19 as per Bank Reconciliations, Cash Books and Nominal Accts figures	
Current & Liquidity Bank Summaries/Statement - Cash Book 1	49,019.77	Current & Liquidity Accounts Bank Reconciliation	49,019.77
Business Direct Reserve Account Bank Summary/Statement - Cash Book 2	265.73	Business Direct Reserve Account Bank Reconciliation	265.73
CCLA Public Sector Deposit Fund Account	803,000.00	CCLA Deposit Fund Account	803,000.00
LAMIT (CCLA) Property Account	600,000.00	LAMIT (CCLA) Property Account	600,000.00
Petty Cash Account	350.00 *	Nominal Ledger Acct of Petty Cash Account	350.00 *
COUNCIL'S BANK ACCOUNTS STATEMENTS ACTUAL FUNDS	1,452,635.50	COUNCIL'S BANK ACCOUNT FINANCIAL DIRECTOR SOFTWARE TOTAL FUNDS	1,452,635.50

* Petty Cash Account normal balance of €350.00, any difference is due to time difference between emergency expenditure and reimbursement at a later period.

Clerk's Signature: Date:

Councillor's Signature:

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**Bank Reconciliation Statement as at 11/02/2019
for Cashbook 1 - NATWEST CURRENT/RESERVE**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Current Account	31/01/2019	1443	1,000.00
Liquidity Manager Account	31/01/2019	1172	58,921.97
			<u>59,921.97</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
21/11/2017 b/frmcs01 MCS Contract Cleaning Limited		112.48	
22/03/2018 P/C CHQ628 Dep Mayor ticket chq loan		20.00	
27/04/2018 D/CPO5026 Amazon / RT Technology		2.99	
08/05/2018 010331 BBB Group Ltd		720.00	
17/10/2018 101492 HSC Security		180.00	
19/11/2018 010387 South Beds Dial A Ride		2,251.00	
30/11/2018 101560 The Safer Luton Partnership		100.00	
24/12/2018 101569 A A A Security		435.12	
12/01/2019 101575 B R Boatwright		540.00	
16/01/2019 101576 Avonmore Associates		630.84	
17/01/2019 101578 AMF Services (Bedford) Ltd		3,958.67	
21/01/2019 101579 A A A Security		84.00	
21/01/2019 101580 Blain's Trailers & Tyres Ltd		86.40	
21/01/2019 101582 Cromwell Group (Holdings) Ltd		947.64	
21/01/2019 101584 Geo Browns Implements Ltd		98.88	
21/01/2019 101585 Hertfordshire County Council		78.12	
21/01/2019 101586 Lee & Sons Cleaning Services		50.00	
21/01/2019 101587 NALC		49.44	
21/01/2019 101589 S J S Irrigation		268.20	
21/01/2019 101590 Spaldings Limited		293.42	
			<u>10,907.20</u>
			49,014.77
<u>Receipts not Banked/Cleared (Plus)</u>			
17/05/2018		5.00	
			<u>5.00</u>
			49,019.77
			Balance per Cash Book is :- 49,019.77
			Difference Excluding Adjustments is :- 0.00
<u>Adjustments to Reconciliation</u>			
11/01/2019		0.00	
14/01/2019		0.00	
			<u>0.00</u>
			Unreconciled Difference is :- 0.00

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**Bank Reconciliation Statement as at 12/02/2019
for Cashbook 2 - NATWEST online saving 41172051**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Reserve Account	31/01/2019	43	265.73
			<u>265.73</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			265.73
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			265.73
			Balance per Cash Book is :- 265.73
			Difference is :- 0.00

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		Ledger : 1	Month : 8	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
		Supplier : Allframe Ltd	ALL01				
09/10/2018	1027	Hon Freedom Scroll frame-8774		46.94	0.00	46.94	0.00
						<u>0.00</u>	<u>46.94</u>
				Above paid on : 08/11/2018		By Cheque No 101518	
		Supplier : AMF Services (Bedford) Ltd	AMF01				
06/11/2018	20279	Storage items-8825	MinTC9257Budg	576.00	0.00	576.00	0.00
						<u>0.00</u>	<u>576.00</u>
				Above paid on : 04/11/2018		By Cheque No 101519	
		Supplier : Avonmore Associates	AVO01				
30/10/2018	12840	B/Grn treatment ex S/LInv4518/		3,189.90	0.00	3,189.90	0.00
						<u>0.00</u>	<u>3,189.90</u>
				Above paid on : 01/11/2018		By Cheque No 101520	
		Supplier : Bedfordshire Pension Fund	BED02				
19/10/2018	734922	Sept'18G.Twiss pension-8775	MinTC9257Budg	49.38	0.00	49.38	0.00
						<u>0.00</u>	<u>49.38</u>
				Above paid on : 03/11/2018		By Cheque No 101521	
		Supplier : Police & Crime Commissioner for Beds	BED07				
18/10/2018	B0000831	Op Hana-Sept-PCx60hrs-8773	Min CC823	15,228.89	0.00	15,228.89	0.00
						<u>0.00</u>	<u>15,228.89</u>
				Above paid on : 16/11/2018		By Cheque No 101522	
		Supplier : B R Boatwright	BOA01				
31/10/2018	1325	Green waste removal-8809		540.00	0.00	540.00	0.00
						<u>0.00</u>	<u>540.00</u>
				Above paid on : 01/11/2018		By Cheque No 101523	
		Supplier : Cardno	CARDNO				
11/10/2018	38751	PO5239-Extension lead-8766		26.40	0.00	26.40	0.00

List of Purchase Ledger Cheque Payments

Ledger : 1

Month : 8

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	26.40	
				Above paid on : 08/11/2018 By Cheque No 101524			
		Supplier : Conquest Oil NRG Ltd	CON				
05/10/2018	606448	PO5232-Red Dieselx2000ltrs-873		1,386.00	0.00	1,386.00	0.00
					0.00	1,386.00	
				Above paid on : 12/11/2018 By Cheque No 101525			
		Supplier : Cromwell Group (Holdings) Ltd	CRO01				
12/10/2018	0016137094	PO5234-35 reams A4 paper-8750		91.98	0.00	91.98	0.00
					0.00	91.98	
				Above paid on : 10/11/2018 By Cheque No 101526			
		Supplier : D E Signs	DES01				
14/10/2018	17981	Rem Sunday banner-8776		96.00	0.00	96.00	0.00
					0.00	96.00	
				Above paid on : 10/11/2018 By Cheque No 101527			
		Supplier : DSC Sound & Lighting Ltd	DSC01				
05/11/2018	5484	PO4976-Fireworks pa/8811		2,280.00	0.00	2,280.00	0.00
					0.00	2,280.00	
				Above paid on : 19/11/2018 By Cheque No 101528			
		Supplier : Biffa Waste Services Ltd	DUN02				
18/10/2018	614C63799	Re. Inv614c50964/8777		-40.56	0.00	-40.56	0.00
18/10/2018	614C63800	Re. Inv614C50965/8778		-31.15	0.00	-31.15	0.00
26/10/2018	614C64415	Cem Skip pre-chgs/8779	MinTC9257Budg	1,248.86	0.00	1,248.86	0.00
					0.00	1,177.15	
				Above paid on : 19/11/2018 By Cheque No 101529			
		Supplier : Fire Facilities Management	FIR02				
25/10/2018	68482	Fire safety equip yrly service		240.00	0.00	240.00	0.00
13/11/2018	68907	Office emergency lights-8828	MinTC9257Budg	90.00	0.00	90.00	0.00
13/11/2018	68929	V/Grn Pav emergency lights-883	MinYC9257Budg	90.00	0.00	90.00	0.00

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List of Purchase Ledger Cheque Payments

Ledger : 1

Month : 8

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	420.00	
				Above paid on : 19/11/2018 By Cheque No 101530			
Supplier : R A Rideout		FRU01					
13/11/2018	105547	Late Fth Jimmy wreath-8829	MinTC9257Budg	30.00	0.00	30.00	0.00
					0.00	30.00	
				Above paid on : 19/11/2018 By Cheque No 101531			
Supplier : Geo Browns Implements Ltd		GBI01					
31/10/2018	112442	PO5256-RTC light repair-8781		22.79	0.00	22.79	0.00
02/11/2018	112651	PO5252-Replace Rotavator/8812		1,195.80	0.00	1,195.80	0.00
08/11/2018	803013	PO5258-Tractor hire re. HHP/88		408.00	0.00	408.00	0.00
					0.00	1,626.59	
				Above paid on : 19/11/2018 By Cheque No 101532			
Supplier : Groundwork East		GRO02					
24/10/2018	7402	Pop-Up Cafe + Apr-Sept	Com Ser 9473	13,408.15	0.00	13,408.15	0.00
					0.00	13,408.15	
				Above paid on : 19/11/2018 By Cheque No 101533			
Supplier : HSC Security		HSC01					
06/11/2018	INV-0048	PO4898-Fireworks security-8823		450.00	0.00	450.00	0.00
					0.00	450.00	
				Above paid on : 19/11/2018 By Cheque No 101534			
Supplier : I R T S Ltd		IRT01					
01/10/2018	159569	PO5196-graffiti equip prt/8783		148.19	0.00	148.19	0.00
					0.00	148.19	
				Above paid on : 15/11/2018 By Cheque No 101535			
Supplier : Jaspers Hire Ltd		JAS01					
17/10/2018	156887	PO5093-POH furniture-8771		1,291.20	0.00	1,291.20	0.00
					0.00	1,291.20	
				Above paid on : 15/11/2018 By Cheque No 101536			

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Ledger : 1

Month : 8

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	103.99	
				Above paid on : 19/11/2018 By Cheque No 101543			
Supplier : Spaldings Limited			SPA01				
22/10/2018	SI-2375393	PO5243-Prune sawx4/8802		156.59	0.00	156.59	0.00
24/10/2018	SI-2376257	PO5247-CO2 Fire extx2/8803		134.40	0.00	134.40	0.00
				0.00		290.99	
				Above paid on : 16/11/2018 By Cheque No 101544			
Supplier : Thomas Fattorini Ltd			THO01				
15/10/2018	46929	Cemetery waste - 8788		300.00	0.00	300.00	0.00
23/10/2018	I234760	I234760/8789/5166/Thomas Fatto	Com Ser 9485	257.86	0.00	257.86	0.00
01/11/2018	C/N46929	Remove as wrong supplier-8838		-300.00	0.00	-300.00	0.00
				0.00		257.86	
				Above paid on : 19/11/2018 By Cheque No 101545			
Supplier : Thomas Bros. Excavations (Luton) Ltd			THOMAS				
01/11/2018	46929	PO5230- Remove cemetery chalk-		300.00	0.00	300.00	0.00
				0.00		300.00	
				Above paid on : 12/11/2018 By Cheque No 101546			
Supplier : Right Fuelcard Company Ltd			TOT01				
07/10/2018	2401806	KE06BHZx20.91ltrs-3.10/8818	MinTC9257Budg	33.62	0.00	33.62	0.00
21/10/2018	2413551	KE06BHZx21.47ltrs-19.10/8819	MinTC9257Budg	79.32	0.00	79.32	0.00
28/10/2018	2419252	KE06BHZx18.21ltrs-26.10/880	Min TC9257Budget	329.16	0.00	329.16	0.00
04/11/2018	2430523	KG64BGKx54.37ltrs:30.10/8817	Min TC9257Budget	90.36	0.00	90.36	0.00
11/11/2018	2436591	KE06BHZx15.79ltrs-5.11.18/8830	MinTC9257Budg	73.31	0.00	73.31	0.00
				0.00		605.77	
				Above paid on : 19/11/2018 By Cheque No 101547			
PAYMENT TOTALS				0.00		48,813.48	

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Houghton Regis Town Council
Schedule List of Payments - 19.11.18

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Supplier	Type	Date	Number	Memo	Balance (£)
Academy of Central Bedfordshire	Request	29.10.18	Grant	Small Project Grant award in accordance with the Community Services Meeting on the 29.10.18	415.00
Cllr D Abbott	Request	26.10.18	Travel	Travel claim for Deputy Mayoral duties for the period: May - August 2018	113.13
Cllr D Abbott	Request	30.10.18	Dep Mayor Allowance	2nd and final instalment of Deputy Mayor Allowance for the term: May 2018 - May 2018	175.00
Bedford College	Invoice	13.9.17	42142	Grounds Operator courses x 2	966.00
Business HR Solutions Ltd	Invoice	1.11.18	INV-009513	Human Resources support for the month of November in accordance with Min Corp9213	120.00
Central Bedfordshire Council	Request	31.10.18	7010327225	PO4952 - provision of drop kerb at Parkside Recreation Ground	1,377.84
Community Action Beds (fka Vol & Com Action)	Request	29.10.18	Grant	Key Partner Grant award in accordance with the Community Services Meeting on the 29.10.18	3,000.00
D. England	Invoice	21.10.18	101401	Upgrade and service of Council Chamber camera	202.5
Mr David Hill	Request	29.10.18	WW1 Centenary	Grant re. WW1 Centenary Anniversary	13.99
Dunstable & District Citizen Advice	Request	29.10.18	Grant	Key Partner Grant award in accordance with the Community Services Meeting on the 29.10.18	4,000.00
Houghton Regis Hub Café CIC	Request	29.10.18	Grant	Small Project Grant award in accordance with the Community Services Meeting on the 29.10.18	500.00
Keech Hospice Care	Request	29.10.18	Grant	Key Partner Grant award in accordance with the Community Services Meeting on the 29.10.18	5,000.00
Joanna Cross Photography	Invoice	18.10.18	B00655	PO4929 - official photography of the Pride of Houghton awards event	135.00
Joanna Cross Photography	Invoice	6.11.18	B00658	PO5251 - official photography of the Fireworks display at Tithe Farm Recreation Ground on 4.5.18	45.00
Joanna Cross Photography	Invoice	15.11.18	B00659	PO5196 - official photography of the Remembrance Service	135.00
MCS Contract Cleaning Limited	Invoice	31.10.18	37750	PO4273 & Com Ser Min 6511-October '18 provision of cleaning w/c facilities at Bedford Square & replenishment of sanitation supplies	1,836.00
Meaningful Education	Request	29.10.18	Grant	Small Project Grant award in accordance with the Community Services Meeting on 29.10.18	500.00
Networking at Dunstable	Request	29.10.18	Grant	Small Project Grant award in accordance with the Community Services Meeting on 29.10.18	200.00
SJS Irrigation	Invoice	8.10.18	15738	PO5212 - Bowls Green 2018/2019 Irrigation contract	420.00
SORTED	Request	29.10.18	Grant	Key Partner Grant award in accordance with the Community Services Meeting on the 29.10.18	4,000.00
South Beds Dial A Ride	Request	29.10.18	Grant	Key Partner Grant award in accordance with the Community Services Meeting on the 29.10.18	2,251.00
Mr N S Steele	Request	8.11.18	Carol Service	Provision of organist at Mayor's Carol Service	50.00
Cllr K Wattingham	Request	29.10.18	Expenses	Reimbursement of "Celebration for Xmas" items	17.00
Cllr K Wattingham	Request	30.10.18	Mayoral Allowance	2nd and final instalment of Mayor Allowance for the term: May 2018 - May 2018	1,750.00

TOTAL 27,252.46

Houghton Regis Town Council
Schedule List of Payments - 19.11.18

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ACCOUNTS PAID BETWEEN MEETINGS

Supplier	Type	Date	Num	Memo	Balance (£)
Affinity for Business	Invoice	16.10.18	115		584.13
Amazon	Request	23.10.18	202-7335837	Village Green Pavilion water usage for the period: 10.4.18 - 4.10.18 including carry forwards	4.50
Amazon	Request	23.10.18	202-9795266	PO5245 - Items for Grounds Maintenance	19.47
Amazon	Request	23.10.18	203-0005876	PO5246 - Office and Grounds maintenance supplies	23.76
Amazon	Request	30.10.18	206-0250152	PO5249 - civic regalia stationery	19.48
Amazon	Request	30.10.18	026-9381933	PO5254 - highway supplies for Moore Crescent Recreation Ground	84.95
Amazon	Request	30.10.18	203-5393512	PO5246 - Items for Council events	58.40
Amazon	Request	30.10.18	026-1361047	PO5246 - civic regalia stationery	27.82
Amazon	Request	01.11.18	203-8387933	PO5255 - Items for Council events	39.75
Amazon	Request	01.11.18	203-8047001	PO5259 - Items for Town Centre Attraction	11.48
Amazon	Request	01.11.18	203-3005861	PO5253 - Items for Town Centre Attraction	7.99
Amazon	Request	30.10.18	203-6228947	PO5253 - Items for Youth Council	21.54
Amazon	Request	30.10.18	203-3944557	PO5253 - Items for Youth Council	17.58
Amazon	Request	30.10.18	203-4045219	PO5253 - Items for Youth Council	21.54
Amazon	Request	30.10.18	203-4504411	PO5253 - Items for Youth Council	17.81
Amazon	Request	30.10.18	203-5098670	PO5253 - Items for Youth Council	35.87
Amazon	Request	30.10.18	203-5784894	PO5253 - Items for Youth Council	6.75
Amazon	Request	30.10.18	203-8593602	PO5253 - Items for Youth Council	10.77
Amazon	Request	6.11.18	202-0158662	PO5272 - Office supplies	14.48
Amazon	Request	9.11.18	202-6080724	PO5272 - Items for Santa Grotto	39.98
Amazon	Request	9.11.18	202-3947219	PO5272 - Items for Santa Grotto	17.97
Amazon	Request	9.11.18	202-1601075	PO5272 - Items for Santa Grotto	39.90
Amazon	Request	9.11.18	202-7948428	PO5272 - Items for Santa Grotto	14.10
Baker Ross	Invoice	6.11.18	1007547084	PO5261 - Items for Town Centre Attraction event	162.11
Baker Ross	Invoice	9.11.18	1001630541	PO5270 - Items for Santa's Grotto	163.80
Bedford Borough Council	Invoice	13.11.18	168171710	Staff basic salaries, NI, superannuation and payroll administration costs & for November 2018 plus accrued travel & overtime costs for October 2018 in accordance with Min TCG257 Budget	42,196.86
Employment Law Advisory Services Ltd	Invoice	25.9.18	ELA105275	PO5145 - Evaluation of further tests following initial assessment	1,194.00
Francofly Postalia Ltd	Invoice	17.10.18	19604954	Credit advancement of franking machine's account on 17.10.18 to replenish funds for used postage	250.00
Gillian Ormiston	Invoice	11.9.18	HRTC002/2018	Officer's coaching session in September 2018	100.00
Glowstick Company	Request	6.11.18	200318489	PO5263 - Items for Celebration of Xmas	53.74
Hawthorn Park Community School	Request	19.10.18	WWW1 Grant	Grantee for the WW1 Anniversary Grant	200.00
HRTC Fireworks	Request	30.11.18	Subs	Floater for staff & volunteer marshalls' subsistence for Fireworks event	125.00
HRTC Fireworks	Request	30.11.18	Souvenirs	Floater for souvenir stall for Fireworks event	30.00
Information Commissioner Office	Request	29.10.18	Renewal	Renewal of Data Protection Fee for the period: 4.12.18 - 3.12.19	40.00
Momsons	Request	31.10.18	C/Nb.3031697542	PO5255 - Items for Fireworks display, Remembrance Sunday and Mayor's visit to Senior Citizens homes	87.58
Petty Cash	Request	02.11.18	Petty Cash	Petty Cash replenishment of funds used during October 2018 in accordance with Fin Reg 6.20	144.60
Pound Toy	Request	01.11.18	C/Nb. PTT33078	PO5260 - Items for Santas Grotto	211.50
Signomatic	Request	23.10.18	12736681	PO5244 - Butterfly Garden Sign for Town Centre Attraction	40.97
Superning	Request	14.11.18	88748485	PO5276 - Items for Mayor's visits to Lady Spencer House senior citizen	60.90
Visa Print	Request	9.11.18	VTXMT-15A24-1R9	PO5273 - Items for Town Centre Attraction event	25.78
The Works	Request	9.11.18	16957054	PO5271 - Items for Santa Grotto	45.00
TOTAL					46,271.86

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Linked to Cashbook 1

Entered Month 8
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AMF01 AMF Services (Bedford) Ltd							
<i>Flame Beacon spare hoses</i>	14/11/2018	20302	1	101.70	0.00	101.70	0.00
Authorised: MinTC9257Budget							
					0.00	101.70	
Above paid on 28/11/2018 by Cheque 101549							

ARC01 Arco Limited							
<i>Grnds clothing credit-8810</i>	05/11/2018	C/N934248709	1	-54.64	0.00	-54.64	0.00
<i>PO5216-Protective clothing-883</i>	16/11/2018	934336437	1	151.79	0.00	151.79	0.00
<i>PO5216-Grnds Men clothing/8886</i>	05/11/2018	934314813	1	112.50	0.00	112.50	0.00
					0.00	209.65	
Above paid on 30/11/2018 by Cheque 101550							

BED02 Bedfordshire Pension Fund							
<i>G. Twiss October '18 pension</i>	20/11/2018	736001	1	49.38	0.00	49.38	0.00
Authorised: MinTC9257Budget							
					0.00	49.38	
Above paid on 30/11/2018 by Cheque 101551							

DUN02 Biffa Waste Services Ltd							
<i>Cemetery skip exchanges</i>	23/11/2018	614C67008	1	1,152.86	0.00	1,152.86	0.00
Authorised: MinTC9257Budget							
<i>PO4893-Fireworks skip/8877</i>	23/11/2018	614C67009	1	354.00	0.00	354.00	0.00
					0.00	1,506.86	
Above paid on 30/11/2018 by Cheque 101552							

GBI01 Geo Browns Implements Ltd							
<i>PO5256-RTV buggy part-8827</i>	09/11/2018	113479	1	32.48	0.00	32.48	0.00
<i>PO5265-Kubota exhaust-8834</i>	16/11/2018	114175	1	50.15	0.00	50.15	0.00
					0.00	82.63	
Above paid on 30/11/2018 by Cheque 101553							

HER01 **Hertfordshire County Council**

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 8
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Stationery items - 8800</i>	31/10/2018	H101806607	1	44.48	0.00	44.48	0.00
Authorised: Min TC9257Budget							

0.00 **44.48**

Above paid on 30/11/2018 by Cheque 101554

JEL01 **Jelprint Ltd**

<i>PO5274-Mayor's Xmas cardsx1000</i>	26/11/2018	05126	1	312.00	0.00	312.00	0.00
<i>Cel of Xmas programx250/8881</i>	26/11/2018	05127	1	260.00	0.00	260.00	0.00
Authorised: MinTC9257Budget							

0.00 **572.00**

Above paid on 30/11/2018 by Cheque 101555

JME01 **J M Electrical Services BEDFORD Ltd**

<i>PO5280-T/F Pav radiator repair</i>	21/11/2018	4553	1	108.00	0.00	108.00	0.00
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0.00 **108.00**

Above paid on 30/11/2018 by Cheque 101556

PHS01 **PHS Group**

<i>Sanitation supplies</i>	09/11/2018	66275973	1	98.70	0.00	98.70	0.00
Authorised: MinTC9257Budget							

0.00 **98.70**

Above paid on 30/11/2018 by Cheque 101557

PRO01 **Proludic Ltd**

<i>PO5277-Seats x 2-V/Grn/8872</i>	26/11/2018	11103S100005	1	136.32	0.00	136.32	0.00
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0.00 **136.32**

Above paid on 30/11/2018 by Cheque 101558

RPM01 **Reids Playground Maintenance Ltd**

<i>PO5266-P/S P/Grnd wet pour</i>	22/11/2018	2943	1	564.00	0.00	564.00	0.00
<i>PO5267-P/S M/unit wet pour</i>	22/11/2018	2944	1	696.00	0.00	696.00	0.00
<i>PO5268- P/S seats & swings</i>	22/11/2018	2942	1	1,170.00	0.00	1,170.00	0.00

0.00 **2,430.00**

Above paid on 30/11/2018 by Cheque 101559

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TW ST1

Linked to Cashbook 1

Entered Month 8
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
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THESAFER01 The Safer Luton Partnership

<i>Remembrance Service SOS bus</i>	14/11/2018	SLP/HRTC/5579	1	100.00	0.00	100.00	0.00
Authorised: MinTC9257Budget							

0.00	100.00
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Above paid on 30/11/2018 by Cheque 101560

TOT01 Right Fuelcard Company Ltd

<i>Fuel</i>	18/11/2018	2442880	1	154.07	0.00	154.07	0.00
Authorised: MinTC9257Budget							

<i>KE06BHZx23.99ltrs-22.11/8882</i>	26/11/2018	2448731	1	38.95	0.00	38.95	0.00
Authorised: MinTC9257Budget							

0.00	193.02
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Above paid on 30/11/2018 by Cheque 101561

Total Purchase Ledger Payments	0.00	5,632.74
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Houghton Regis Town Council
Schedule List of Payments - 3.12.18

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Supplier	Type	Date	Number	Memo	Balance (£)
Association of Local Co Clerks	Request	21.11.18	Membership	Members for 2019	40.00
Central Bedfordshire Council	Invoice	29.11.18	7010330138	Annual insurance cover for the Workshop	68.98
Grove Theatre	Invoice	30.11.18	GP2711118	Technical recharges for the Celebration of Christmas event	54.00
Clir J Hilliard	Expenses	20.11.18	Expenses	Expenses and travel claim incurred re. WW1 Centenary Anniversary Drum Head	36.20
Joanna Cross Photography	Invoice	29.11.18	500660	PC5250 - official photography at Celebration of Christmas event on 28.11.18	180.00
Lenus Tracie Ltd (Nisa Local)	Invoice	30.11.18	201811130	PC5287 - Mayor's Appeal Fund Christmas vouchers for senior citizens	990.00
Martin Rix	Invoice	14.11.18	12204	Repair of office's water stop clocks	278.95
Martin Rix	Invoice	22.11.18	12209	Parkside Pavilion boiler service	186.00
Martin Rix	Invoice	22.11.18	12210	Offices' boiler service	186.00
Martin Rix	Invoice	22.11.18	12211	Moore Crescent Pavilion boiler service	186.00
MCS Contract Cleaning Limited	Invoice	25.11.18	37853	PO4273 & Com Ser Min 8511-November '18 provision of cleaning w/c facilities at Bedford Square & replenishment of sanitation supplies	1,836.00
Parish & Community Futures	Invoice	27.11.18	002HR/2018-19	Meetings re. Neighbourhood Plan Group, s106 report and Planning items plus travel expenses	1,636.00
Perfect Personalised Parties UK Ltd	Invoice	29.11.18	180	Pos 4988 & 5248 DJ & host at Pride of Houghton and host at Celebration of Christmas events	460.00
Society of Local Co Clerks	Request	21.11.18	Membership	Membership for 2019	326.00
Techiez Ltd	Invoice	11.10.18	24251	Annual back-up, server maintenance and anti-virus service from: Dec 2018 - November 2019	2,333.04
Techiez Ltd	Invoice	20.10.18	24353	Upgrade of wireless connection	213.00
TOTAL					9,010.17

ACCOUNTS PAID BETWEEN MEETINGS

Supplier	Type	Date	Num	Memo	Balance (£)
Amazon	Request	22.11.18	203-7077875	PO5282 - Town Centre Attraction items	28.41
Amazon	Request	26.11.18	203-4043884	PO5286 - Santa's grotto item	13.41
Amazon	Request	26.11.18	203-3415847	PO5286 - Santa's grotto item	20.08
Amazon	Request	30.11.18	203-8455697	PO5289 - Town Centre Attraction event items	11.98
Anglian water Business Ltd	Invoice	16.11.18	9070704020	Tithe Farm Pavilion sewage usage for: 24.5.18 - 16.11.18	118.99
British Gas	Invoice	16.11.18	963407551	Workshop Unit 22 actual electrical usage for the period: 20.9.18-31.10.18	14.18
British Gas	Invoice	16.11.18	963407552	Parkside Pavilion actual electrical usage for the period: 21.9.18-31.10.18	23.96
British Gas	Invoice	16.11.18	963407555	Moore Crescent Pavilion's actual electrical usage for the period: 14.9.18 - 31.10.18	187.20
British Gas	Invoice	16.11.18	963407557	Office's electrical usage for period: 16.9.18-31.10.18	159.66
British Gas	Invoice	16.11.18	963407558	Village Green Pavilion electrical usage for period: 18.9.18 - 31.10.18	125.54
British Gas	Invoice	16.11.18	963407559	Tithe Farm Pavilion electrical usage for period: 21.9.18-31.10.18	118.69
British Gas	Invoice	16.11.18	963407559	Workshop Unit 23 electrical usage for period: 17.9.18-31.10.18	148.58
Car Parts 4 Less Ltd	Invoice	15.11.18	8602255	Items for Grounds vehicles	21.60
EE	Invoice	24.4.18	V01551931246	Monthly rental of alarm SIM cards for Parkside, Orchard Close and Tithe Farm Pavilions plus mobile usage for office staff x 4 and Grounds' staff x 2	128.34
EE	Invoice	24.4.19	V01563186166	Monthly rental of alarm SIM cards for Parkside, Orchard Close and Tithe Farm Pavilions plus mobile usage for office staff x 4 and Grounds' staff x 2	159.73
Mr Pizza	Request	29.11.18	3628675743	mobile usage for the period: 24.10.18 - 23.11.18	188.47
Petty Cash	Request	28.11.18	Cal of Xmas	PO5284 - Items for Carol Service and Santa's Grotto	60.00
PuSnet	Request	22.11.18	Emergency Petty	Emergency Petty Cash replenishment of funds used during the period: 01.11.18 - 22.11.18 for frequent events during this time range in accordance with	181.85
Shire Leasing Plc	Invoice	10.11.18	2193203-007	Provision of monthly broadband at the Workshop	9.00
Survey Nuts	Invoice	13.4.18	03544092.0184Nov	15th of 20 leasing repayment of the BT Cloud Voice hardware system as per Corp Min 7973	86.48
Trade UK Account	Request	1.11.18	Nov Subscription	PO 4915 - Monthly subscription for Neighbourhood Plan Questionnaire survey software	19.00
TTS Group Ltd	Request	28.11.18	B&Q & Screwfix	Payment of outstanding invoices as per Fin Reg 5.5a	109.51
TTS Group Ltd	Invoice	28.11.18	DE5540614	PO5285 - Item for Santa's Grotto	27.53
TOTAL					1,962.19

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Actual CHEQUE NUMBERS DONE SEQUENTIALLY AS PER SUPPLIER ALPHABETICAL ORDER

14/12/2018

Houghton Regis Town Council

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List of Purchase Ledger Payments

User: SWS

Linked to Cashbook 1

Entered Month 9
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AAA01 A A A Security							
W/S call out:27.11.18/8915 Authorised: MinTC9257Budget	01/12/2018	INV78525	1	120.00	0.00	120.00	0.00
Off 2019 alarm maintenance/891 Authorised: MinTC9257Budget	01/12/2018	78492	1	315.12	0.00	315.12	0.00
					0.00	435.12	
Above paid on 24/12/2018 by Cheque 101560 101562							
AMF01 AMF Services (Bedford) Ltd							
Dennis m/c service/8918 Authorised: MinTC9257Budget	01/12/2018	20358	1	335.84	0.00	335.84	0.00
					0.00	335.84	
Above paid on 20/12/2018 by Cheque 101563							
BED02 Bedfordshire Pension Fund							
Nov Pension-G. Twiss/8929 Authorised: MinTC9257Budget	10/12/2018	736332	1	49.38	0.00	49.38	0.00
					0.00	49.38	
Above paid on 20/12/2018 by Cheque 101564							
BQ01 Trade UK							
Grnds consumables/8804 Authorised: MinTC9257Budget	02/11/2018	0925704695	1	62.52	0.00	62.52	0.00
Consumable items-8826 Authorised: MinTC9257Budget	08/11/2018	0927328852	1	22.40	0.00	22.40	0.00
					0.00	84.92	
Above paid on 25/12/2018 by Cheque 101574 101565							
DUN02 Biffa Waste Services Ltd							
PO5257-HHP waste (SInv4522/23)	23/11/2018	614C67010	1	2,191.97	0.00	2,191.97	0.00
					0.00	2,191.97	
Above paid on 18/12/2018 by Cheque 101562 101566							

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ACTUAL QUEUE NUMBERS DONE SEQUENTIALLY AS PER SUPPLIER ALPHABETICAL ORDER

14/12/2018 TW

Houghton Regis Town Council

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List of Purchase Ledger Payments

User: SWS

Linked to Cashbook 1

Entered Month 9
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
FIR02 Fire Facilities Management							
5281-off emergency light repar	12/12/2018	69672	1	320.40	0.00	320.40	0.00
					0.00	320.40	
Above paid on 24/12/2018 by Cheque 101570							101570
HER01 Hertfordshire County Council							
PO5278-staitonery/8934	01/12/2018	H111807109	1	107.76	0.00	107.76	0.00
					0.00	107.76	
Above paid on 24/12/2018 by Cheque 101574							101574
KIN01 Kings Arms Ltd							
POH - Red & White wine/8932 Authorised: MinTC9257Budget	13/12/2018	100	1	180.00	0.00	180.00	0.00
					0.00	180.00	
Above paid on 20/12/2018 by Cheque 101565-							101568
PER03 Mr Craig Lithgo							
Santa's/G balloon model/8925 Authorised: MinTC9257Budget	08/12/2018	0188	1	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on 20/12/2018 by Cheque 101566-							101569
SCR02 Trade UK Account							
Beacon Bamboo Screen-8815 Authorised: MinTC9257Budget	05/11/2018	0926271598	1	59.97	0.00	59.97	0.00
Grnds consumable items Authorised: MinTC9257Budget	01/11/2018	0929398491	1	24.57	0.00	24.57	0.00
					0.00	84.54	
Above paid on 24/12/2018 by Cheque 101572-							101570
SHA01 Sharp Business Systems UK Plc							
Sharp rental:1.12-28.2.19/8919 Authorised: MinTC9257Budget	06/12/2018	8070045757	1	724.56	0.00	724.56	0.00
					0.00	724.56	
Above paid on 24/12/2018 by Cheque 101573-							101571

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List of Purchase Ledger Payments

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Entered Month 9
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TOT01		Right Fuelcard Company Ltd					
<i>Petrol card monthly fee/8926</i> Authorised: MinTC9257Budget	02/12/2018	2460071	1	6.00	0.00	6.00	0.00
<i>Petrol usage/8927</i> Authorised: MinTC9257Budget	09/12/2018	2466099	1	430.99	0.00	430.99	0.00
					<u>0.00</u>	<u>436.99</u>	
							Above paid on 20/12/2018 by Cheque 101567 101572
TRA02		TravisBead Ltd					
<i>PO5295-V11 N/Hood Plan/8928</i> Authorised: Plan Committee	11/12/2018	TBLTD546	1	372.00	0.00	372.00	0.00
					<u>0.00</u>	<u>372.00</u>	
							Above paid on 20/12/2018 by Cheque 101568 101573
				Total Purchase Ledger Payments	<u>0.00</u>	<u>5,573.48</u>	

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Houghton Regis Town Council
Schedule List of Payments - 20.12.18

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Supplier	Type	Date	Number	Memo	Balance (£)
Lamps & Tubes Illuminations Ltd	Invoice	06.12.18	68955	Zig Zag icicles illuminations in Bedford Square as per Community Services Min9548	4,800.00
Lamps & Tubes Illuminations Ltd	Invoice	06.12.18	68956	PO5228- 25ft Christmas Tree and PO4277 -75% of Xmas Lights illumination package	10,167.00
TOTAL					14,967.00

ACCOUNTS PAID BETWEEN MEETINGS

Supplier	Type	Date	Num	Memo	Balance (£)
Amazon	Request	11.12.18	026-0960194	PO5293 - item for Grounds vehicle	19.99
B & M Retail Ltd	Request	4.12.18	Yth Co	Items for Youth Council	27.88
B & M Retail Ltd	Request	4.12.18	Santa's Grotto	Items for Santa's Grotto	217.28
Bedford Borough Council	Invoice	11.12.18	16857527	Staff basic salaries, NIC, superannuation and payroll administration costs & for December 2018 plus accrued travel & overtime costs for November 2018	41,737.98
Francotyp Postalia Ltd	Invoice	30.11.18	19636800	In accordance with Min TC9257 Budget	250.00
Go Houghton	Request	4.12.18	Xmas 2018	Credit advancement of franking machine's account on 30.11.18 to replenish funds for used postage	245.00
Morrison	Request	5.12.18	Contra Transfer	Youth Council Xmas celebration dinner	75.00
Petty Cash	Request	6.12.18	Q/N3949691655	Reimbursement of HRTC cheque re. Mayor's Appeal Fund sponsorship	94.15
Party Delights	Request	07.12.18	Petty Cash dec	Town Council Reception Xmas items on 10.12.18	192.94
Plusnet	Request	06.12.18	9892941	Petty Cash replenishment of funds used during the period: 23.11.18-7.12.18 for frequent events during this time range in accordance with: Fin Reg 6.20	48.75
SaveEnergy-Now Ltd	Invoice	10.12.18	2193203-008	PO5291 - Santa Grotto items	9.00
Survey Nuts	Invoice	30.11.18	Houghton471	Provision of broadband at the workshop for the period: 10.12.18 - 9.01.19	1,188.00
Clr Ken Wattingham	Request	1.12.18	1061731	PO5283 - Energy efficient audit at all Council's sites as per Mins E&L 9568 & 9667 and Town Co Vision 5 & 5d	19.00
TOTAL				Travel claim for Mayoral duties performed during May to November 2018	44,265.64

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21/01/2019

Houghton Regis Town Council

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List of Purchase Ledger Payments

User: SWS

Linked to Cashbook 1

Entered Month 10
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AAA01 A A A Security							
<i>W/S alarm call out:18.12/8991</i>	01/01/2019	INV78919	1	84.00	0.00	84.00	0.00
Authorised: MinTC9257Budget							
					0.00	84.00	ST
Above paid on 21/01/2019 by Cheque 101579							
AMF01 AMF Services (Bedford) Ltd							
<i>Ransomes Matador71/8970</i>	06/12/2018	20421	1	296.28	0.00	296.28	ST 0.00
Authorised: MinTC9257Budget							
<i>Ransomes Super Certes/8971</i>	06/12/2018	20422	1	300.61	0.00	300.61	ST 0.00
Authorised: MinTC9257Budget							
<i>Shibaura m/c service/9020</i>	09/01/2019	20486	1	2,290.95	0.00	2,290.95	ST 0.00
Authorised: MinTC9257Budget							
<i>Stihl KM130R service/9021</i>	03/01/2019	20472	1	121.98	0.00	121.98	ST 0.00
Authorised: MinTC9257Budget							
<i>Kubota 626 service/9022</i>	09/01/2019	20512	1	948.85	0.00	948.85	0.00
Authorised: MinTC9257Budget							
					0.00	3,958.67	
Above paid on 17/01/2019 by Cheque 101578							
AVO01 Avonmore Associates							
<i>B/Gm one-off service/8974</i>	19/12/2018	12999	1	630.84	0.00	630.84	0.00
					0.00	630.84	
Above paid on 16/01/2019 by Cheque 101576							
BLA01 Blain's Trailers & Tyres Ltd							
<i>PO5300- Transit tyre-8984</i>	02/01/2019	56816	1	86.40	0.00	86.40	0.00
					0.00	86.40	
Above paid on 21/01/2019 by Cheque 101580							
BOA01 B R Boatwright							
<i>PO5298-green waste/9052</i>	01/01/2018	PO5298	1	540.00	0.00	540.00	0.00
					0.00	540.00	
Above paid on 12/01/2019 by Cheque 101575							

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Entered Month 10
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BQ01 Trade UK							
<i>Grnds consumable items/8932</i> Authorised: MinTC9257Budget	07/12/2018	0935425942	1	37.00	0.00	37.00	0.00
<i>Concrete for fence repair/8969</i> Authorised: MinTC9257Budget	17/12/2018	0937737771	1	28.80	0.00	28.80	0.00
<i>Landscaping items/9051</i> Authorised: MinTC9257Budget	01/01/2019	0936943076	1	36.80	0.00	36.80	0.00
					<u>0.00</u>	<u>102.60</u>	
Above paid on 21/01/2019 by Cheque 101581							
CRO01 Cromwell Group (Holdings) Ltd							
<i>PO5310-refuse sacks/9048</i>	18/01/2019	16144558	1	947.64	0.00	947.64	0.00
					<u>0.00</u>	<u>947.64</u>	
Above paid on 21/01/2019 by Cheque 101582							
DUN02 Biffa Waste Services Ltd							
<i>Re. Inv614c61761/8973</i> Authorised: MinTC9257Budget	16/12/2018	C/N614C69047	1	-258.00	0.00	-258.00	0.00
<i>Cemetery skip /8977</i> Authorised: MinTC9257Budget	28/12/2018	614C69786	1	1,441.08	0.00	1,441.08	0.00
					<u>0.00</u>	<u>1,183.08</u>	
Above paid on 21/01/2019 by Cheque 101583							
GBI01 Geo Browns Implements Ltd							
<i>Kubota replace battery/9041</i>	15/01/2019	120069	1	98.88	0.00	98.88	0.00
					<u>0.00</u>	<u>98.88</u>	
Above paid on 21/01/2019 by Cheque 101584							
HER01 Hertfordshire County Council							
<i>PO5296- A4x35 reams-8985</i>	31/12/2018	H121804738	1	78.12	0.00	78.12	0.00
					<u>0.00</u>	<u>78.12</u>	
Above paid on 21/01/2019 by Cheque 101585							

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Houghton Regis Town Council

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List of Purchase Ledger Payments

User: SWS

Linked to Cashbook 1

Entered Month 10
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LEE03 Lee & Sons Cleaning Services							
<i>Offices window clean/9003</i> Authorised: MinTC9257Budget	11/01/2019	1042	1	50.00	0.00	50.00	0.00
						0.00	50.00
Above paid on 21/01/2019 by Cheque 101586							
NAL01 NALC							
<i>Loc Co Explained bk/8979</i> Authorised: MinTC9257Budget	21/12/2018	9927	1	49.44	0.00	49.44	0.00
						0.00	49.44
Above paid on 21/01/2019 by Cheque 101587							
SCR02 Trade UK Account							
<i>Safety Boots</i> Authorised: MinTC9257Budget	04/12/2018	0934424446	1	29.99	0.00	29.99	0.00
<i>Grnds consumable items</i> Authorised: MinTC9257Budget	03/12/2018	0934090777	1	8.29	0.00	8.29	0.00
<i>Grnds consumable items/8924</i> Authorised: MinTC9257Budget	07/12/2018	0935425934	1	16.48	0.00	16.48	0.00
<i>Bolt Cutters x 2/8955</i> Authorised: MinTC9257Budget	13/12/2018	0936964308	1	29.98	0.00	29.97	0.01
						0.00	84.73
Above paid on 21/01/2019 by Cheque 101588							
SJS01 S J S Irrigation							
<i>B/ Club sprinkler repair/9042</i> Authorised: MinTC9257Budget	15/01/2019	15906	1	268.20	0.00	268.20	0.00
						0.00	268.20
Above paid on 21/01/2019 by Cheque 101589							
SPA01 Spaldings Limited							
<i>PO5303-knapsack spray&parts/90</i>	08/01/2019	SI-2394542	1	293.42	0.00	293.42	0.00
						0.00	293.42
Above paid on 21/01/2019 by Cheque 101590							

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Houghton Regis Town Council

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List of Purchase Ledger Payments

User: SWS

Linked to Cashbook 1

Entered Month 10
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TOT01 Right Fuelcard Company Ltd							
<i>Fuel usage/8965</i>	16/12/2018	2472430	1	95.03	0.00	95.03	0.00
<i>17.12.18-KE06BHZx16ltrs/8980</i>	23/12/2018	2477884	1	25.49	0.00	25.49	0.00
Authorised: MinTC9257Budget							
<i>Jan H R Support/8981</i>	01/01/2019	INV-010160	1	120.00	0.00	120.00	0.00
Authorised: Corp9213							
<i>Fuel cards x 6 mthly chg/8992</i>	06/01/2019	2492942	1	84.04	0.00	84.04	0.00
Authorised: MinTC9257Budget							
<i>Reverse as wrong supplier</i>	01/01/2019	C/NREVERSAL	1	-120.00	0.00	-120.00	0.00
Authorised: Reversal							
					<u>0.00</u>	<u>204.56</u>	
				Above paid on 16/01/2019 by Cheque 101577			
				Total Purchase Ledger Payments	<u>0.00</u>	<u>8,660.58</u>	

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Houghton Regis Town Council
Schedule List of Payments - 21.01.2019

Supplier	Type	Date	Number	Memo	Balance (£)
Clr David Abbott	Request	11.01.19	Travel Claim	Travel claim for Deputy Mayor duties for the period: October & November 2018	84.78
BATPC	Request	21.12.18	VAT in March	VAT course on 19.3.18 re. Financial Officer	40.00
Police & Crime Commissioner for Bedfordshire	Invoice	17.1.19	B0001007	Operation Hana service for October 2018 in accordance with Com Ser Min9543	2,788.80
Police & Crime Commissioner for Bedfordshire	Invoice	17.1.19	B0001008	Operation Hana service for November 2018 in accordance with Com Ser Min9543	2,741.76
Business HR Solutions	Invoice	18.12.18	INV-009923	Human Resources support for an appraisal meeting in December 2018 re. Min PE53	120.00
Business HR Solutions	Invoice	1.1.19	INV-010160	Human Resources support for the month of January in accordance with Min Corp 9214	120.00
CYS Security Ltd	Invoice	18.12.18	9886	Security provision for Bedford Square Community Centre hire on 15.6.18 re Sales Inv4419 HOT01	17.40
Lamps & Tubes Illuminations Ltd	Invoice	10.1.19	69021	PO4277 - 25% of Xmas Lights illumination package	2,924.40
MCS Contract Cleaning Ltd	Invoice	31.12.18	37950	PO4273 & Com Ser Min 8511-December '18 provision of cleaning w/c facilities at Bedford Square & replenishment of sanitation supplies	1,836.00
MCS Contract Cleaning Ltd	Invoice	11.1.19	37980	Cleaning items for Council sites	78.78
TOTAL					10,751.92

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ACCOUNTS PAID BETWEEN MEETINGS

Supplier	Type	Date	Num	Memo	Balance (£)
Amazon	Request	10.01.19	202-5231797	PO5304 - magnets for notice board	25.98
Amazon	Request	11.1.19	202-5484180	PO5307 - stationery item	58.00
Amazon	Request	15.01.19	204-0543884	PO5309 - Council events items	8.80
Ampower	Invoice	01.12.18	20181207061	Office's estimated electricity for November 2018	135.30
Ampower	Invoice	01.01.19	20190103379	Office's estimated electricity for December 2018	134.10
Ampower	Invoice	01.12.18	20181207058	Village Green Pavilion estimated electricity for November 2018	244.74
Ampower	Invoice	01.01.19	20190103376	Village Green Pavilion estimated electricity for December 2018	194.08
Ampower	Invoice	01.12.18	20181207057	Parkside Pavilion estimated electricity for November 2018	230.22
Ampower	Invoice	01.01.19	20190103375	Parkside Pavilion estimated electricity for December 2018	227.96
Ampower	Invoice	01.12.18	20181207056	Parkside Pavilion meter no. 2 estimated electricity for November 2018	27.93
Ampower	Invoice	01.01.19	20190103374	Parkside Pavilion meter no. 2 estimated electricity for December 2018	27.98
Ampower	Invoice	01.12.18	20181207060	Tithe Farm Pavilion estimated electricity for November 2018	63.28
Ampower	Invoice	01.01.19	20190103378	Tithe Farm Pavilion estimated electricity for December 2018	62.91
Ampower	Invoice	01.12.18	20181207062	Orchard Close Pavilion estimated electricity for November 2018	176.65
Ampower	Invoice	01.01.19	20190103380	Orchard Close Pavilion estimated electricity for December 2018	175.03
Ampower	Invoice	01.12.18	20181207059	Moore Crescent Pavilion estimated electricity for November 2018	70.04
Ampower	Invoice	01.01.19	20190103377	Moore Crescent Pavilion estimated electricity for December 2018	126.46
Ampower	Invoice	01.12.18	20181207055	Workshop Unit 22 estimated electricity for November 2018	9.45
Ampower	Invoice	01.01.19	20190103373	Workshop Unit 22 estimated electricity for December 2018	9.70
Ampower	Invoice	01.12.18	20181207063	Workshop Unit 23 estimated electricity for November 2018	180.88
Ampower	Invoice	01.01.19	20190103381	Workshop Unit 23 estimated electricity for December 2018	215.80
Baker Ross	Invoice	17.01.19	GB1001732934	PO5313- items for Playscheme	127.03
Bedford Borough Council	Invoice	11.12.18	16857527	Staff basic salaries, NIC, superannuation and payroll administration costs & for January 2019 plus accrued overtime costs for November & December 2018 and travel for December 2019 in accordance with Min TC9257 Budget	40,638.30
British Gas	Invoice	27.12.18	985294352	Tithe Farm pavilion gas usage for the period: 22.9.18 - 21.12.18	48.38
British Gas	Invoice	27.12.18	985294353	Workshop Unit 23 gas usage for the period: 22.9.18 - 20.12.18	51.42
British Gas	Invoice	27.12.18	985294354	Parkside pavilion gas usage for the period: 22.9.18 - 20.12.18	30.49
British Gas	Invoice	27.12.18	985294355	Moore Crescent pavilion gas usage for the period: 22.9.18 - 20.12.18	475.97
Business HR Solutions	Invoice	1.12.18	INV-009836	Human Resources support for the month of December in accordance with Min Corp 9214	120.00
British Telecommunications Plc	Invoice	19.12.18	Q041 TQ	Office fax, broadband and alarm plus alarm costs for the Village Green and Moore Crescent pavilions and the Workshop	665.54

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Houghton Regis Town Council
 Schedule List of Payments - 21.01.2019

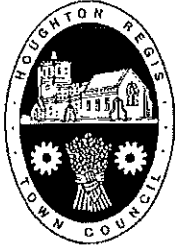
British Telecommunications Plc	27.12.18	Q010 GS	BT Cloud Office telecommunications costs for usage period:26.9-24.12.18 & advance rental period: 1.12.18 - 28.2.19	333.23
CCLA - Public Sector Deposit Account	18.12.18	Subscription	Five subscriptions for reinvestment in the Public Sector Deposit Account as per Investment Policy & Fin Reg 8	85,000.00
Central Bedfordshire Council	27.11.18	7010329885	Workshop Unit 22 & 23 advance rent for the period: 25.12.18 - 24.3.19	3,875.00
Central Bedfordshire Council	02.01.19	7040021558	Workshop Unit 22 & 23 credit re. contribution towards emergency lighting installation re. regulations	-799.90
Environment Agency	27.12.18	7402905893	Waste transfer renewal licence	115.00
EE	24.12.18	V01574459366	Dec monthly rental of alarm SIM cards for Parkside, Orchard Close and Tithes Farm Pavilions plus mobile usage for Office staff x 5 and Grounds Foreman mobile usage for the period: 24.11.18 - 23.12.18	190.60
Francotyp Postalia Ltd	14.12.18	19651434	Credit advancement of franking machine's account on 14.12.18 to replenish funds for used postage	250.00
Francotyp Postalia Ltd	08.01.19	26500286	Franking machine advance rental for the period: 11.1.19 - 10.4.19	72.00
Groundwork East	13.12.18	7482	PO5164 - Youth services provision	6,704.08
HSC Security	20.11.18	INV-0063	PO5264 - security provision at Remembrance Sunday & WW1 centenary services	60.00
Mayor's Appeal Fund	04.01.19	Mayor's contra	Transfer of receipt re. LBC to correct account	10.00
Morrison	19.12.18	CO-716613	Refreshments for staff Xmas meeting on 19.12.18	20.00
Petty Cash	07.01.19	Jan O/Bal	Petty Cash replenishment of funds for January 2019 opening balance	61.78
Plusnet	10.01.19	2193203-009	Provision of broadband at the workshop for the period: 10.01.19 - 09.02.19	9.00
Survey Nuts	1.12.18	1061731	PO 4915 - Monthly subscription for Neighbourhood Plan Questionnaire survey software	19.00

TOTAL

140,482.21

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CORPORATE SERVICES COMMITTEE**Agenda Item 9**

Date: 22nd February 2019

Title: Investment Report

Purpose of the Report: To provide to members a report on investments to date

Contact Officer: Debbie Marsh, Corporate Services Manager

1. RECOMMENDATION

To note the report.

2. BACKGROUND

In accordance with Committee Functions, Financial Regulations 8 and Banking Arrangements, Investment Strategy & Investment Arrangements Policy

Committee Functions require the Corporate Services Committee 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.

3. INVESTMENT PROCESS

Commencement of the Public Sector Deposit Fund was September 2014 and the LAMIT Authorities Property Fund was October 2014. In accordance with Minutes AC1113 and AC1121, two officers administrate the account for supervision and audit trail purposes of the Public Sector Deposit Account and the LAMIT Authorities Property Fund. Both these investments are short-term with an annual roll-on.

4. COUNCIL VISION

The proposed action supports the Objectives of Council's Vision;

5. A strong efficient and proactive Town Council.

5. IMPLICATIONS

Corporate Implications

This report is supported by the following council policies:

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

Legal Implications

- There are no legal implications

Financial Implications

- There are no financial implications of this report.

Risk Implications

- There are no risk implications of 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 report does not discriminate.

Press Contact

- There are no press implications.

6. CONCLUSION AND NEXT STEPS

To continue the reinvestment and be presented with other investment opportunities at the next committee.

7. APPENDICES

Appendix A: Graphs showing dividends

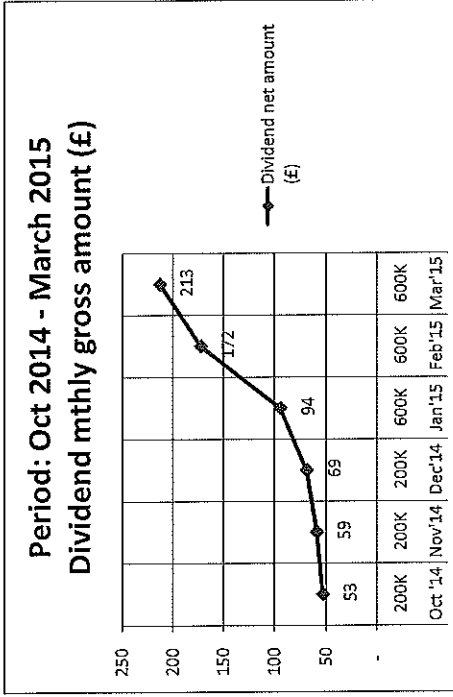
Appendix B: Chronological list of significant activities from April 2018.

THE PUBLIC SECTOR DEPOSIT ACCOUNT

FINANCIAL YEAR: 2014-2015

Monthly dividends from commencement of investment at end September 2014 to financial year end March 2015

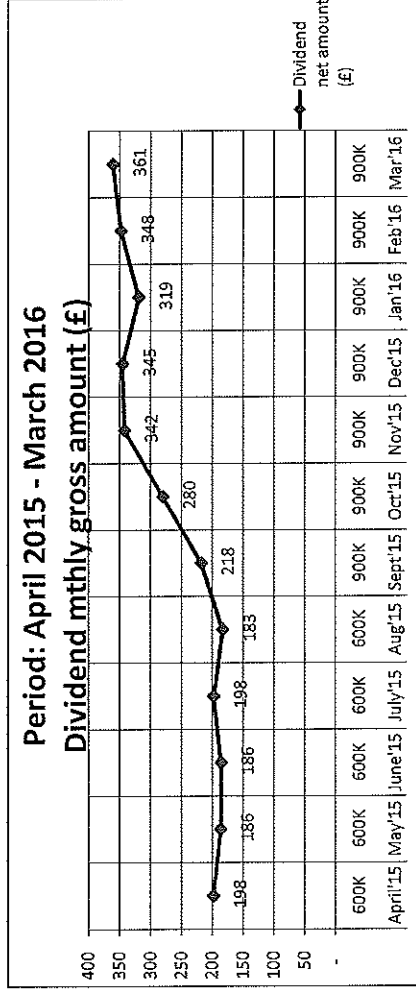
Month	Invested Balance (£) 200K	Dividend net amount (£)
Oct '14	200K	53
Nov '14	200K	59
Dec '14	200K	69
Jan '15	600K	94
Feb '15	600K	172
Mar '15	600K	213
Grand Total		660



FINANCIAL YEAR: 2015-2016

Monthly dividends of the financial year: April 2015 to March 2016

Month	Invested Balance (£) 600K	Dividend net amount (£)
April '15	600K	198
May '15	600K	186
June '15	600K	186
July '15	600K	198
Aug '15	600K	183
Sept '15	900K	218
Oct '15	900K	280
Nov '15	900K	342
Dec '15	900K	345
Jan '16	900K	319
Feb '16	900K	348
Mar '16	900K	361
Grand Total		3,164

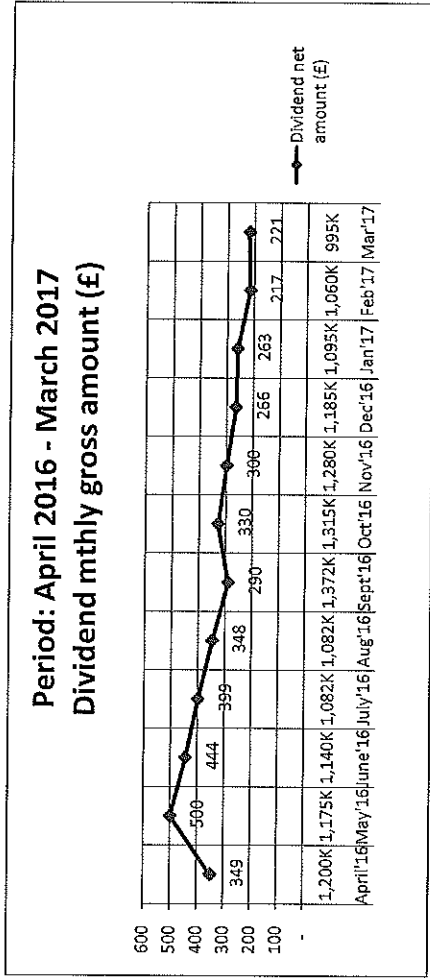


THE PUBLIC SECTOR DEPOSIT ACCOUNT

FINANCIAL YEAR: 2016-2017

Monthly dividends of the period: April 2016 to March 2017

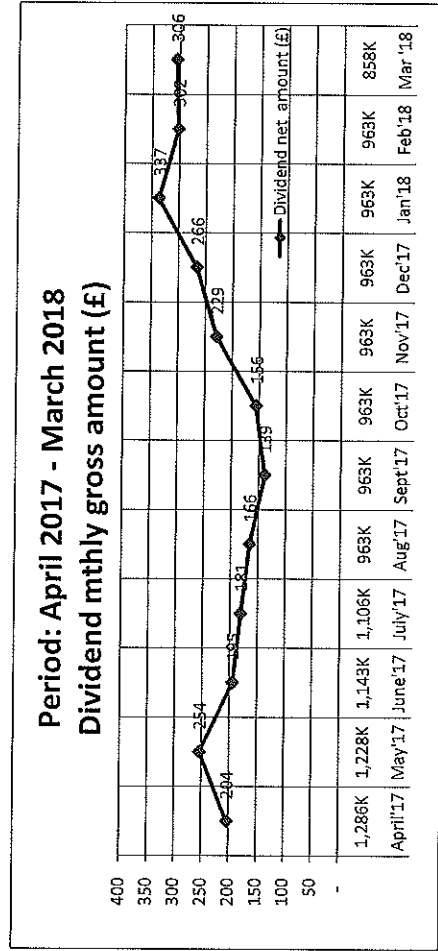
Month	Invested Balance (£)	Dividend net amount (£)
April'16	1,200K	349
May'16	1,175K	500
June'16	1,140K	444
July'16	1,082K	399
Aug'16	1,082K	348
Sept'16	1,372K	290
Oct'16	1,315K	330
Nov'16	1,280K	300
Dec'16	1,185K	266
Jan'17	1,095K	263
Feb'17	1,060K	217
Mar'17	995K	221
Grand Total		3,927



FINANCIAL YEAR: 2017-2018

Monthly dividends of the period: April 2017 to March 2018

Month	Invested Balance (£)	Dividend net amount (£)
April'17	1,286K	204
May'17	1,228K	254
June'17	1,143K	195
July'17	1,106K	181
Aug'17	963K	166
Sept'17	963K	139
Oct'17	963K	156
Nov'17	963K	229
Dec'17	963K	266
Jan'18	963K	337
Feb'18	963K	302
Mar'18	858K	306
Grand Total		2,735

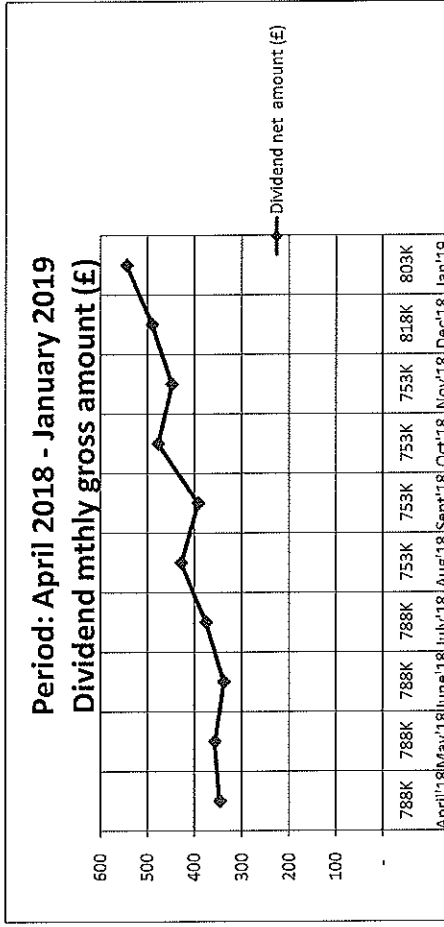


THE PUBLIC SECTOR DEPOSIT ACCOUNT

FINANCIAL YEAR: 2018-2019

Monthly dividends of the period: April 2018 to October 2018

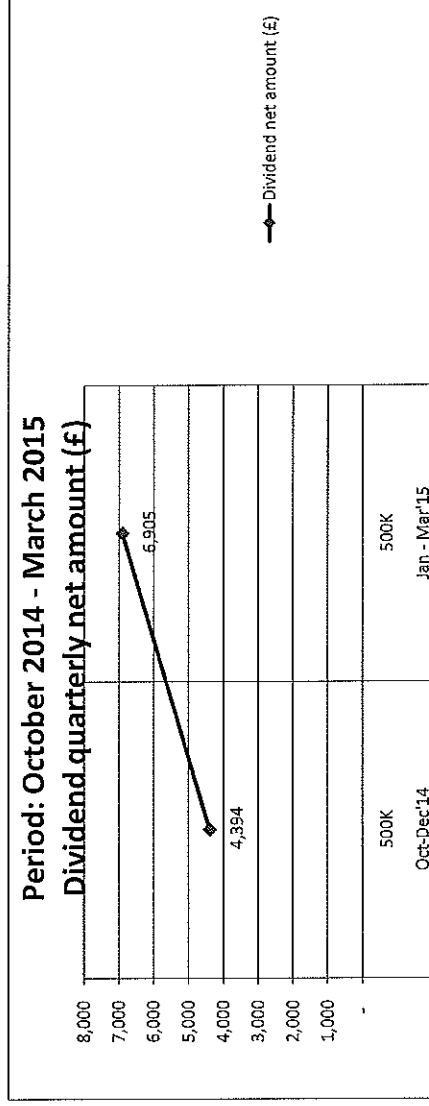
Month	Invested	Dividend net
April'18	788K	346
May'18	788K	357
June'18	788K	338
July'18	788K	376
Aug'18	753K	428
Sept'18	753K	392
Oct'18	753K	477
Nov'18	753K	448
Dec'18	818K	490
Jan'19	803K	544
Grand Total		4,196



FINANCIAL YEAR: 2014 - 2015

Quarterly dividends from commencement of investment during October 2014 to financial year end March 2015

Period	Invested Balance (£)	Dividend net amount (£)
Oct-14	500K	4,394
Jan - Mar'15	500K	6,905
Grand Total		11,299



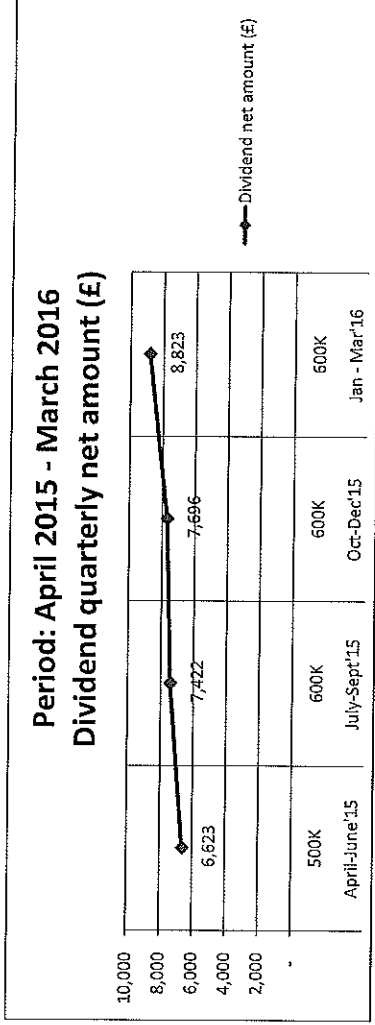
THE PROPERTY FUND

THE PROPERTY FUND

FINANCIAL YEAR: 2015-2016

Quarterly dividends of the financial year: April 2015 to March 2016

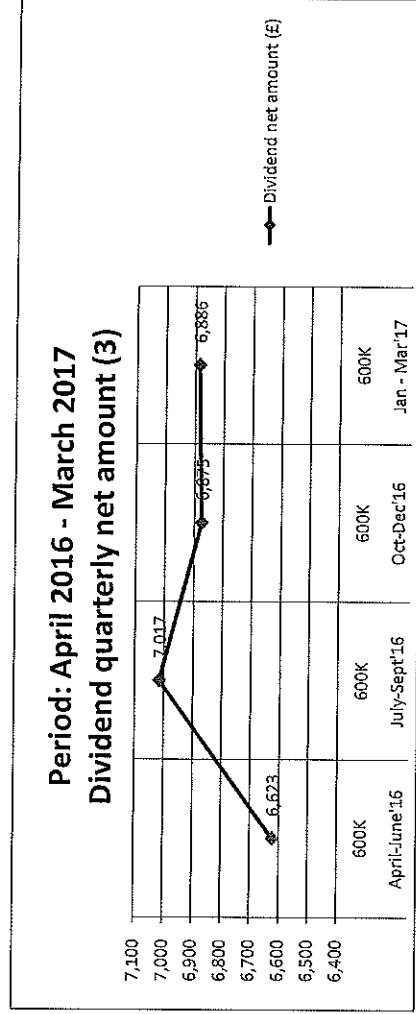
Period	Invested Balance (£)	Dividend net amount (£)
April- June '15	500K	6,623
July- Sept '15	600K	7,422
Oct-Dec '15	600K	7,696
Jan - Mar '16	600K	8,823
Grand Total		30,563



FINANCIAL YEAR: 2016-2017

Quarterly dividends of the financial year: April 2016 to March 2017

Period	Invested Balance (£)	Dividend net amount (£)
April- June '16	600K	6,623
July- Sept '16	600K	7,017
Oct-Dec '16	600K	6,875
Jan - Mar '17	600K	6,886
Grand Total		27,401

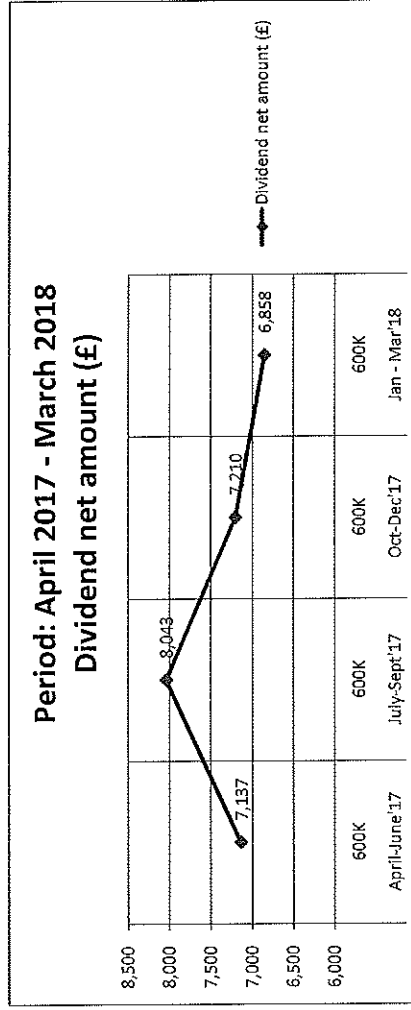


THE PROPERTY FUND

FINANCIAL YEAR: 2017-2018

Quarterly dividends of the financial year: April 2017 to March 2018

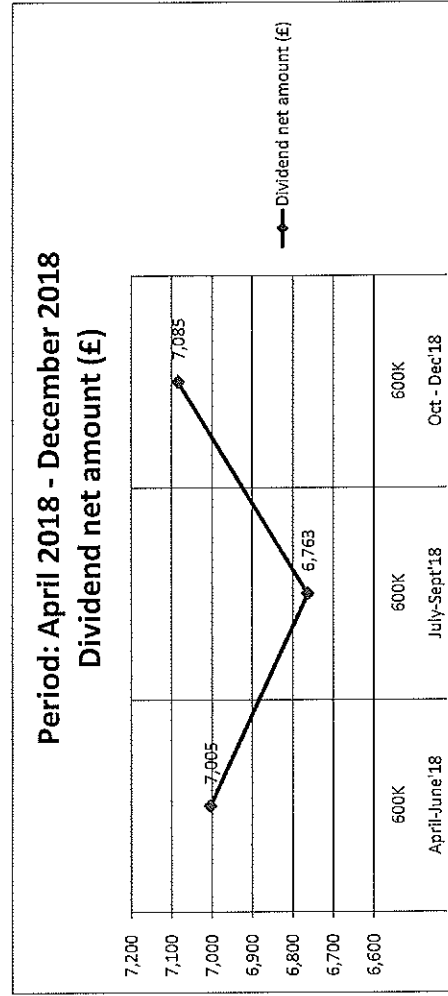
Period	Invested Balance (£)	Dividend net amount (£)
April-June'17	600K	7,137
July-Sept'17	600K	8,043
Oct-Dec'17	600K	7,210
Jan-Mar'18	600K	6,858
Grand Total		29,248



FINANCIAL YEAR: 2018-2019

Quarterly dividends of the financial year: April 2018 to December 2018

Period	Invested Balance (£)	Dividend net amount (£)
April-June'18	600K	7,005
July-Sept'18	600K	6,763
Oct-Dec'18	600K	7,085
Grand Total		20,853



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CCLA – The Public Sector Deposit Fund

Below is a chronological log of significant activities during this current financial year.

Date	Opening Balance	Details	Amount	Shares	Closing Balance	Other details
01.04.18	£858,000	Balance		858,000	£858,000	
05.04.18	£858,000	Withdrawal	-£35,000	823,000	£823,000	Transfer to current account to top up funds for expenditure purchases
11.04.18	£823,000	Withdrawal	-£35,000	788,000	£788,000	Transfer to current account to top up funds for expenditure purchases
04.09.18	£788,000	Withdrawal	-£35,000	753,000	£753,000	Transfer to current account to top up funds for expenditure purchases
18.12.18	£753,000	Deposit	£ 5,000	758,000	£758,000	Subscription of 5,000 additional shares.
19.12.18	£758,000	Deposit	£20,000	778,000	£778,000	Subscription of 20,000 additional shares.
21.12.18	£778,000	Deposit	£20,000	798,000	£798,000	Subscription of 20,000 additional shares.
24.12.18	£798,000	Deposit	£20,000	818,000	£818,000	Subscription of 20,000 additional shares.
07.01.19	£818,000	Deposit	£20,000	838,000	£838,000	Subscription of 20,000 additional shares.
30.01.19	£838,000	Withdrawal	£35,000	803,000	£803,000	Transfer to current account to top up funds for expenditure purchases
14.02.19	£803,000	Withdrawal	£35,000	768,000	£768,000	Transfer to current account to top up funds for expenditure purchases

CCLA - Local Authorities' Property Fund

Below is a chronological log of significant activities during this current financial year.

Date	Opening Balance	Details	Amount	Shares	Bid market total value	Bid market value per one unit	Other details
01.04.18	£600,000			213,503	£634,808.47	297.33 pence	
30.06.18	£600,000			213,503	£638,160.47	298.90 pence	
30.09.18	£600,000			213,503	£638,309.92	298.97 pence	
11.10.18	£600,000			213,503	£638,310.00	298.97 pence	
31.12.18	£600,000			213,503	£648,515.36	303.75 pence	

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Inventory List of Payments made by Direct Debits in accordance with Fin Reg 6.7				
Provision of Service	Cost rate	Length of contract	Frequency of payment	Originating Minute
Alarm, SIM cards at Orchard close, Parkside & Tithe Farm Pavilions	Fixed	23.5.18-23.6.19	Monthly	Min TC9257 Budget
Broadband at Workshop	Fixed	10.10.18 - 9.10.19	Monthly	Min TC9257 Budget
Electricity at 7 sites	Semi-variable	1.1.18 - 31.10.19	Monthly	Min TC9257 Budget
Franchising machine usage and rental	Variable & Fixed	Annual	Ad hoc & quarterly	Min TC9257 Budget
Gas at 5 sites	Semi-variable	1.1.18 - 31.10.21	Quarterly	Min TC9257 Budget
Information Commissioner's Office	Fixed	Dec 2017 - Dec 2019	Annually	Corp Min 9687
Land Registry	Fixed	Indefinitely	Ad hoc	Plan Min 9158
Loans x 2 for Moore Crescent Pavilion	Fixed	October 2010 - September 2033 (24 years)	Biannually (September & March)	Mins TC6000 & TC9257 Budget
Loan for Play Areas at Village Green & Tithe Farm Recreation Grounds	Fixed	March 2010 - September 2019 (10 years)	Biannually (September & March)	Mins TC6000 & TC9257 Budget
Loan for skate Park at Tithe Farm Recreation Ground	Fixed	September 2009 - March 2019 (10 years)	Biannually (September & March)	Mins TC6000 & TC9257 Budget
Mobile phones x 6 users	Semi-variable	23.5.18 - 23.6.19	Monthly	Min TC9257 Budget
Neighbourhood Plan Survey	Fixed	Indefinitely	Monthly	Planning 2018
Payroll provision & payment of salaries	Semi-variable	01.04.18 - 31.3.19	Monthly	Mins Corp 9688 & TC9257 Budget
Telecommunications & alarm packages for Office, Workshop, Moore Crescent & Village Green Pavilions	Semi-variable	Annual	Quarterly	Min TC9257 Budget
Telecommunications lease package for Office telephone equipment, plus yearly anniversary charge	Fixed	March 2015 - February 2020	Quarterly	Corp Min 7973

Inventory List of Standing Orders in accordance with Fin Reg 6.7				
Provision of Service	Cost rate	Length of contract	Frequency of payment	Originating Minute
IT maintenance and email hosting fee	Fixed	3.10.18 - 3.9.19	Monthly	Corp Min 9688
IT remote access and software support	Fixed	6.11.18 - 5.11.19		Corp Min 9688

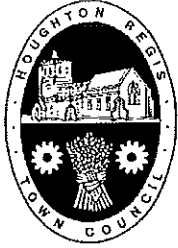
Request to continue to use BACS transfer as a method of payment in accordance with Fin Re. 6.8

I no longer use CHAPS as a method of payment as can only fax the Bank Department with instructions, and we no longer have a fax machine.

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Ref:	Outcome	Overarching Committee	Committee Update at 4th March 2019
Objective 2 To face the challenges and maximise the opportunities of growth.			
2e.	Raise the Town's profile	Corporate Services Committee	AMBER Town Guide including Spatial Plan produced and delivered to residents and businesses in Nov '16. Welcome packs delivered to new residents in Regents Place, off Bedford Road. Proposal - that a small number of welcome packs are delivered, quarterly, to the sales offices to be provided to potential new residents. Members are being requested to suggest ways in which publications can be delivered to new residents.
Objective 5 To build a strong, efficient and proactive Town Council			
5a.	Review the corporate structure to ensure that the Town Council delivers its 5 objectives	Corporate Services Committee	GREEN Independent review undertaken. Results fed back. Changes agreed and implemented. COMPLETED.
5b.	Review the democratic structure to ensure that the Town Council delivers its 5 objectives	Corporate Services Committee	AMBER Review democratic processes - Independent review undertaken. Results fed back. Changes agreed and implemented. No progress on a community outreach programme. Team listening sessions delivered through Member Open Sessions, difficulties experienced and sessions do not benefit from cross party support. This item was discussed at Town Council on the 8th October 2018 minute number 9608. Nothing resolved.
5c.	Review the managerial structure to ensure that the Town Council delivers its 5 objectives	Corporate Services Committee	GREEN Job descriptions & Job evaluation - Independent review undertaken. Results fed back. Changes agreed and implemented. COMPLETED. Appraisals - training delivered and new policy agreed. Implementation of policy underway. Skills being assessed and reviewed. Tools and equipment under review, some new purchases made and being used.
5h.	Consider, plan & implement appropriate office improvements	Corporate Services Committee	GREEN New kitchen installed. Hand towel dispenser installed. Office floor has been investigated - due to the way the carpet has been laid to replace/repair the floor would need logistical consideration as well as budget. Structural survey of the whole building completed. repairs recommended. Council agreed to the repairs to the floor in the main office. Repairs due to commence July 2018. Completed August 2018.
5k.	Develop a HRTC policy position on statutory functions provided by outside bodies	Corporate Services Committee	GREEN Draft policy presented to Corporate 26th November 2018 for ratification at Town Council 25th March 2019.
5l.	Develop a local apprenticeship scheme	Corporate Services Committee	GREEN 2 apprentices employed from June 2016. Office apprentice employed from summer 2016, left in August 2017. New office apprentice started in November 2017. Grounds apprentice employed as a junior groundsman in October 2017. A recommendation coming from Personnel Sub-Committee, PE62, to Town Council that a Groundsperson apprenticeship scheme be approved subject to budget provision.

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CORPORATE SERVICES

Agenda Item 12

Date: 4th March 2019

Title: Ceremonial Robes Policy

Purpose of the Report: To present to members a draft policy on the wearing of the ceremonial robes.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

To recommend to Town Council that the Ceremonial Robes Policy be approved.

2. BACKGROUND

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

Although guidance was provided through the report on the purchase of the robes in relation to when they may be worn it is suggested that it is more appropriate for this to be formalised into council policy.

At the Town Council meeting held on the 21st January 2019 Members received a report and draft policy on the wearing of the ceremonial robes. Following discussions Members agreed (Minute No. 9756) that this policy should be considered at the next Corporate Services meeting prior to being put before Town Council.

3. ISSUES FOR CONSIDERATION

The attached draft policy provides detail on:

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

Members are invited to discuss the draft policy.

4. **COUNCIL VISION**

The proposed action supports the Objectives of Council's Vision;

5. A strong efficient and proactive Town Council.

5. **IMPLICATIONS**

Corporate Implications

- The wearing of the Ceremonial Robes helps to promote the role of the Mayor and enhances the identity of the town council.

Legal Implications

- There are no legal implications.

Financial Implications

- There are no financial implications.

Risk Implications

- The policy helps to reduce the risk of inappropriate use of the robes.

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 policy does not discriminate.

Press Contact

It is not considered necessary to contact the press in relation to this matter.

6. **CONCLUSION AND NEXT STEPS**

The approval of this policy provides clear guidance on the use of the Ceremonial Robes.

7. **APPENDICES**

Appendix A Draft Ceremonial Robes Policy



HOUGHTON REGIS TOWN COUNCIL

Ceremonial Robes Policy

Date of approval:	
Dates of review:	
Dates of re-approval :	

Contents

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

1.0 HISTORY AND COMPOSITION

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

2.0 BACKGROUND

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

3.0 DEFINITION

The Houghton Regis mayoral robes include:

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

4.0 WEARING OF THE CEREMONIAL ROBES

The Mayor of Houghton Regis is required to wear the robes on the following civic occasions¹:

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

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

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

¹ The mayor may seek dispensation from wearing these robes from the Clerk should there be a personal issue.

5. PRACTICALITIES

Storage:

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

Cleaning:

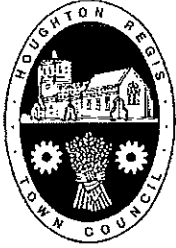
The robe will be cleaned on an annual basis by a specialist in 'valet' dry cleaning. It may be cleaned more frequently should the need arise.

6.0 REVIEW

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

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CORPORATE SERVICES**Agenda Item 13**

Date: 4th March 2019

Title: Co-option Policy

Purpose of the Report: To present to members a draft policy on co-option.

Contact Officer: Debbie Marsh, Corporate Services Manager

1. RECOMMENDATION

To recommend to Town Council that the Co-option Policy & procedure be approved.

2. BACKGROUND

Houghton Regis Town Council has not, up until now, had a Co-option policy.

This policy will inform Members of the procedures that need to be adhered to when a casual vacancy arises.

3. ISSUES FOR CONSIDERATION

The attached draft policy provides detail on:

1. Introduction
2. Notice of vacancies
3. Eligibility
4. Person specification
5. Decision making
6. Policy Review

Members are invited to discuss the draft policy and attached eligibility criteria.

4. COUNCIL VISION

The proposed action supports the Objectives of Council's Vision;

5. A strong efficient and proactive Town Council.

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications.

Legal Implications

- There are no legal implications.

Financial Implications

- There are no financial implications.

Risk Implications

- There are no risk implications.

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 policy does not discriminate.

Press Contact

It is not considered necessary to contact the press in relation to this matter.

6. CONCLUSION AND NEXT STEPS

The approval of this policy provides clear guidance on the procedures following a casual vacancy.

7. APPENDICES

Appendix A Draft Co-option policy and eligibility criteria



HOUGHTON REGIS TOWN COUNCIL

Co-option Policy & Procedure

Date of Approval:	
Reviewed:	
Date of Re approval:	

Based on NALC briefing note L15-08

Contents

1. Introduction
2. Notice of vacancies
3. Eligibility
4. Person specification
5. Decision making
6. Review

Appendix A – Person specification criteria

1. INTRODUCTION

- 1.1 The Co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Council and no poll (by- election) has been called.
- 1.2 The Council should fill the vacancy by co-option as soon as practicable. It must do this, if the period of vacancy has six month or more to run. It may, but is not bound to do so, if less.

2. NOTICE OF VACANCIES

- 2.1 To ensure that a fair and transparent process is undertaken the following procedure will be followed.
- 2.2 Following written confirmation, from the Electoral Services Officer, Central Bedfordshire Council, that the casual vacancy can be filled by means of co-option, the Town Clerk will:
 - a) Advertise the vacancy for 4 weeks on the Town Council's notice boards website and social media accounts;
 - b) Advise all Councillors, via email, that the co-option policy has been implemented.
- 2.3 NALC recommends that the public notice given by a council invites applications from candidates who satisfy (i) the eligibility criteria for being a councillor and (ii) the competencies listed in a person specification, agreed by the council.

3. ELIGIBILITY

- 3.1 To ensure that councils consider for co-option only those candidates who are eligible to be councillors, NALC recommends that councils require candidate(s) for co-option to declare or certify in writing that they:

- meet the criteria for eligibility, set out in s. 79 of the 1972 Act, to be a member of the council

And

- are not disqualified, pursuant to s.80 of the 1972 Act, to be a member of the council.

- 3.2 A council may need to investigate or obtain evidence about a candidate's eligibility to be a councillor if this is challenged.

4. PERSON SPECIFICATION

- 4.1 After receipt of a candidate's written self-certification which confirms he meets the statutory requirements to be a member of a local council, the council will need to fairly consider if candidates are suitable for co-option. Candidates may be assessed by whether or not they meet the criteria in a person specification, agreed by the council. An *example* of a person specification is attached as appendix A.
- 4.2 Copies of the applicant's application will be circulated to all Councillors by the Clerk at least seven days prior to the meeting of the Council, when the Co-option will be considered. All such documents will be treated by the Clerk and all Councillors as Strictly Private and Confidential.

5. DECISION MAKING

- 5.1 The decisions made by a local council about who to co-opt when casual vacancies arise should be transparent. In NALC's view, it would be difficult for a local council to argue that there are special reasons which justify excluding the public during a council meeting, when it is making decisions about a matter of public interest such as co-option.

6. REVIEW

- 6.1 Houghton Regis Town Council is committed to reviewing its policies and making improvements where possible. This policy will be reviewed every 4 years or as required by the Corporate Services Committee/Town Council?

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Houghton Regis Town Council – Co-option person specification

COMPETENCY	ESSENTIAL	DESIRABLE
Relevant knowledge, Education, Professional Qualifications & Training	<ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community. • <i>Other requirements as appropriate</i> 	<ul style="list-style-type: none"> • A levels/Degree level and or • <i>Specific Vocational training or professional qualification (e.g. accountant, teacher, surveyor, architect) may be specified.</i>
Experience, Skills, Knowledge and Ability	<ul style="list-style-type: none"> • Solid interest in local matters. • Ability and willingness to represent the Council and their community. • Good interpersonal skills. • Ability to communicate clearly both orally and in writing. • Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. • Good reading and analytic skills. • Ability and willingness to work with the council's partners (e.g. voluntary groups, other parish councils, principal authority, charities). • Ability and willingness to undertake relevant training. • Ability to work under pressure. 	<ul style="list-style-type: none"> • Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations • Experience of working in another public body or not for profit organisation • Experience of working with voluntary and or local community/interest groups. • Basic knowledge of legal issues relating to town and parish councils or local authorities. • Experience of delivering presentations. • Experience of working with the media. • Experience in financial control/budgeting. • Experience of staff management
Other requirements	<ul style="list-style-type: none"> • Ability and willingness to attend meetings of the council (or the meetings of other local authorities and local bodies) in the evening and events in the evening and at weekends. • Flexible • Enthusiastic. 	

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HOUGHTON REGIS TOWN COUNCIL

Capability Policy

Date of Approval:	20 th January 2014
Reviewed:	26 th November 2018
Date of Re approval:	TBC

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1. POLICY STATEMENT

- 1.1 The primary aim of this procedure is to provide a framework within which managers can work with employees to maintain satisfactory performance standards and to encourage improvement where necessary.
- 1.2 It is the Council's policy to ensure that concerns over performance are dealt with fairly and that steps are taken to establish the facts and to give employees the opportunity to respond at a hearing before any formal action is taken.
- 1.3 This procedure does not form part of any employee's contract of employment and it may be amended at any time. The Council may also vary any parts of this procedure, including any time limits, as appropriate in any case.

2. WHO IS COVERED BY THE POLICY?

This procedure applies to all employees regardless of length of service. It does not apply to agency workers or self-employed contractors.

3. WHAT IS COVERED BY THE POLICY?

This policy is used to deal with poor performance. It does not apply to cases involving genuine sickness absence, proposed redundancies or misconduct. In those cases, reference should be made to the appropriate policy or procedure.

4. IDENTIFYING PERFORMANCE ISSUES

- 4.1 In the first instance, performance issues should normally be dealt with informally between you and your line manager as part of day-to-day management. Where appropriate, a note of any such informal discussions may be placed on your personnel file but will be ignored for the purposes of any future capability hearings. The formal procedure should be used for more serious cases, or in any case where an earlier informal discussion has not resulted in a satisfactory improvement. Informal discussions may help:
- (a) clarify the required standards;
 - (b) identify areas of concern;
 - (c) establish the likely causes of poor performance and identify any training needs; and/or
 - (d) set targets for improvement and a time-scale for review.
- 4.2 Employees will not normally be dismissed for performance reasons without previous warnings. However, in serious cases of gross negligence, or in any case

involving an employee who has not yet completed their probationary period, dismissal without previous warnings may be appropriate.

- 4.3 If the Council has concerns about your performance, an assessment will be undertaken to decide if there are grounds for taking formal action under this procedure. The procedure involved will depend on the circumstances but may involve reviewing your personnel file including any appraisal records, gathering any relevant documents, monitoring your work and, if appropriate, interviewing you and/or other individuals confidentially regarding your work.

5. **DISABILITIES**

- 5.1 Consideration will be given to whether poor performance may be related to a disability and, if so, whether there are reasonable adjustments that could be made to your working arrangements, including changing your duties or providing additional equipment or training. The Council may also consider making adjustments to this procedure in appropriate cases.

- 5.2 If you wish to discuss this or inform the Council of any medical condition you consider relevant, you should contact your line manager.

6. **CONFIDENTIALITY**

- 6.1 The Council's aim is to deal with performance matters sensitively and with due respect for the privacy of any individuals involved. All employees must treat as confidential any information communicated to them in connection with a matter which is subject to this capability procedure.

- 6.2 You, and anyone accompanying you (including witnesses), must not make electronic recordings of any meetings or hearings conducted under this procedure.

- 6.3 You will normally be told the names of any witnesses whose evidence is relevant to your capability hearing, unless the Council believes that a witness's identity should remain confidential.

7. **NOTIFICATION OF A CAPABILITY HEARING**

- 7.1 If the Council considers that there are grounds for taking formal action over alleged poor performance, you will be required to attend a capability hearing. The Council will notify you in writing of concerns over your performance, the reasons for those concerns, and the likely outcome if we decide after the hearing that your performance has been unsatisfactory. The Council will also include the following where appropriate:

- (a) A summary of relevant information gathered as part of any investigation.
- (b) A copy of any relevant documents which will be used at the capability hearing.
- (c) A copy of any relevant witness statements, except where a witness's identity is to be kept confidential, in which case we will give you as much information as possible while maintaining confidentiality.

7.2 The Council will give you written notice of the date, time and place of the capability hearing. The hearing will be held as soon as reasonably practicable, but you will be given a reasonable amount of time, usually two to seven days, to prepare your case based on the information given to you.

8. RIGHT TO BE ACCOMPANIED AT HEARINGS

8.1 You may bring a companion to any capability hearing or appeal hearing under this procedure. The companion may be either a trade union representative or a colleague. You must tell the manager conducting the hearing who your chosen companion is, in good time before the hearing.

8.2 A companion is allowed reasonable time off from duties without loss of pay but no-one is obliged to act as a companion if they do not wish to do so.

8.3 If your choice of companion is unreasonable the Council may require you to choose someone else, for example:

- (a) if in the Council's opinion your companion may have a conflict of interest or may prejudice the hearing; or
- (b) if your companion works at another site and someone reasonably suitable is available at the site at which you work; or
- (c) if your companion is unavailable at the time a hearing is scheduled and will not be available for more than five working days.

8.4 The Council may, at its discretion, allow you to bring a companion who is not a colleague or union representative (for example, a member of your family) where this will help overcome a particular difficulty caused by a disability, or where you have difficulty understanding English.

9. PROCEDURE AT CAPABILITY HEARINGS

9.1 If you or your companion cannot attend the hearing you should inform your manager immediately and an alternative time will usually be arranged. You must make every effort to attend the hearing, and failure to attend without good reason

may be treated as misconduct in itself. If you fail to attend without good reason or are persistently unable to do so (for example, for health reasons), the Council may have to take a decision based on the available evidence.

- 9.2 The hearing will normally be held by your line manager. You may bring a companion with you to the hearing. Your companion may make representations, ask questions, and sum up your case, but will not be allowed to answer questions on your behalf. You may confer privately with your companion at any time during the hearing.
- 9.3 You may ask relevant witnesses to appear at the hearing, provided you give sufficient advance notice to arrange their attendance. You will be given the opportunity to respond to any information given by a witness. However, you will not normally be permitted to cross-examine witnesses unless, in exceptional circumstances, the Council decides that a fair hearing could not be held otherwise.
- 9.4 The aims of a capability hearing will usually include:
- (a) Setting out the required standards that the Council believes you may have failed to meet and going through any relevant evidence that has been gathered.
 - (b) Allowing you to ask questions, present evidence, call witnesses, respond to evidence and make representations.
 - (c) Establishing the likely causes of poor performance including any reasons why any measures taken so far have not led to the required improvement.
 - (d) Identifying whether there are further measures, such as additional training or supervision, which may improve performance.
 - (e) Where appropriate, discussing targets for improvement and a time-scale for review.
 - (f) If dismissal is a possibility, establishing whether there is any likelihood of a significant improvement being made within a reasonable time and whether there is any practical alternative to dismissal, such as redeployment.
- 9.5 A hearing may be adjourned if the Council needs to gather any further information or give consideration to matters discussed at the hearing. You will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.
- 9.6 The Council will inform you in writing of the decision and the reasons for it, usually within one week of the capability hearing. Where possible the Council will also explain this information to you in person.

10. STAGE 1 HEARING: FIRST WRITTEN WARNING OR IMPROVEMENT NOTE

10.1 Following a Stage 1 capability hearing, if it is decided that your performance is unsatisfactory, you will be given a first written warning, setting out:

- (a) The areas in which you have not met the required performance standards.
- (b) Targets for improvement.
- (c) Any measures, such as additional training or supervision, which will be taken with a view to improving performance.
- (d) A period for review.
- (e) The consequences of failing to improve within the review period, or of further unsatisfactory performance.

10.2 A first written warning must be authorised by the Town Clerk.

10.3 The warning will normally remain active for six months from the end of the review period, after which time it will be disregarded for the purposes of the capability procedure.

10.4 After the active period, the warning will remain permanently on your personnel file but will be disregarded in deciding the outcome of future capability proceedings.

10.5 Your performance will be monitored during the review period and the Council will write to inform you of the outcome:

- (a) if your line manager is satisfied with your performance, no further action will be taken;
- (b) if your line manager is not satisfied, the matter may be progressed to a Stage 2 capability hearing; or
- (c) if your line manager feels that there has been a substantial but insufficient improvement, the review period may be extended.

11. STAGE 2 HEARING: FINAL WRITTEN WARNING

11.1 If your performance does not improve within the review period set out in a first written warning, or if there is further evidence of poor performance while your first written warning is still active, the Council may decide to hold a Stage 2 capability hearing. You will be sent written notification as set out in paragraph 7.

11.2 Following a Stage 2 capability hearing, if it is decided that your performance is unsatisfactory, we will give you a final written warning, setting out:

- (a) the areas in which you have not met the required performance standards;
 - (b) targets for improvement;
 - (c) any measures, such as additional training or supervision, which will be taken with a view to improving performance;
 - (d) a period for review; and
 - (e) the consequences of failing to improve within the review period, or of further unsatisfactory performance.
- 11.3 A final written warning shall be authorised by the Town Clerk.
- 11.4 A final written warning will normally remain active for 12 months from the end of the review period. After the active period, the warning will remain permanently on your personnel file but will be disregarded in deciding the outcome of future capability proceedings.
- 11.5 Your performance will be monitored during the review period and the Council will write to inform you of the outcome:
- (a) if your line manager is satisfied with your performance, no further action will be taken;
 - (b) if your line manager is not satisfied, the matter may be progressed to a Stage 3 capability hearing; or
 - (c) if your manager feels that there has been a substantial but insufficient improvement, the review period may be extended.

12. STAGE 3 HEARING: DISMISSAL OR REDEPLOYMENT

- 12.1 The Council may decide to hold a Stage 3 capability hearing if there are reasons to believe:
- (a) your performance has not improved sufficiently within the review period set out in a final written warning;
 - (b) your performance is unsatisfactory while a final written warning is still active; or
 - (c) your performance has been grossly negligent such as to warrant dismissal without the need for a final written warning.

The Council will send you written notification of the hearing as set out in paragraph 7.

- 12.2 Following the hearing, if it is found that your performance is unsatisfactory, a range of options may be considered, including:
- (a) Dismissing you.
 - (b) Redeploying you into another suitable job at the same or a lower grade (by agreement with you).
 - (c) Extending an active final written warning and setting a further review period (in exceptional cases where the Council believes a substantial improvement is likely within the review period).
 - (d) Giving a final written warning (where no final written warning is currently active).

12.3 The decision shall be authorised by the Town Clerk.

12.4 Dismissal will normally be with full notice or payment in lieu of notice, unless your performance has been so negligent as to amount to gross misconduct, in which case you may be dismissed without notice or any pay in lieu.

13. APPEALS AGAINST ACTION FOR POOR PERFORMANCE

13.1 If you feel that a decision about poor performance under this procedure is wrong or unjust you should appeal in writing, stating your full grounds of appeal, to the Town Clerk within one week of the date on which you were informed in writing of the decision.

13.2 If you are appealing against dismissal, the date on which dismissal takes effect will not be delayed pending the outcome of the appeal. However, if your appeal is successful you will be reinstated with no loss of continuity or pay.

13.3 If you raise any new matters in your appeal, the Council may need to carry out further investigation. If any new information comes to light you will be provided with a summary including, where appropriate, copies of additional relevant documents and witness statements. You will have a reasonable opportunity to consider this information before the hearing.

13.4 You will be given written notice of the date, time and place of the appeal hearing. This will normally be two to seven days after you receive the written notice.

13.5 The appeal hearing may be a complete re-hearing of the matter or it may be a review of the fairness of the original decision in the light of the procedure that was followed and any new information that may have come to light. This will be

at the Council's discretion depending on the circumstances of your case. In any event the appeal will be dealt with as impartially as possible.

- 13.6 Where possible, the appeal hearing will be conducted by a more senior manager or, the Town Councils Disciplinary, Grievance and Appeals Sub-Committee, comprising of Councillors who have not been previously involved in the case. You may bring a companion with you to the appeal hearing.
- 13.7 A hearing may be adjourned if the Council needs to gather any further information or give consideration to matters discussed at the hearing. You will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.
- 13.8 Following the appeal hearing we may:
- (a) confirm the original decision;
 - (b) revoke the original decision; or
 - (c) substitute a different penalty.
- 13.9 You will be informed in writing of the final decision as soon as possible, usually within one week of the appeal hearing. Where possible it will also be explained to you in person. There will be no further right of appeal.
- 14. POLICY REVIEW**
- 14.1 This policy will be reviewed every 4 years or as required by the Corporate Services Committee.

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Local Government Pension Scheme 2014 (LGPS)
Houghton Regis Town Council
Employer Discretion Policy Statement

The new pension scheme rules, which apply from 1 April 2014, require each scheme employer within the LGPS to publish a statement with regards to how the employer will respond to discretionary aspects of the scheme rules and regulations.

This statement will be published on the Houghton Regis Town Council website and will also be made freely available in other ways such as intranet sites, staff groups, trade unions and HR officers.

The date of this publication is: 29th September 2014

The effective date of this policy is: 1st April 2014

This is the formal employers policy in respect of the employer that is currently known as: Houghton Regis Town Council

This policy applies to: Prospective members, current contributory members, deferred members and pensioner members of the Local Government Pension Scheme (LGPS), and their dependants.

Where quoted regulations* refer to:

The Local Government Pension Scheme Regulations 2013, or The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014.

*For certain employees/ers reference may also be contained to the following regulations:

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

This statement will be reviewed at least every 3 years at the time of the pension evaluation and may change from time to time as required. You should obtain the latest version of this document before making any decisions in respect of your retirement provisions as the situation may have changed.

You are advised to read this statement in conjunction with the information provided in respect of the benefits provided by the LGPS – the occupational pension scheme provided by Houghton Regis Town Council

This policy does not convey any form of contractual rights for LGPS/staff members. The policy will be reviewed and may be subject to change, only the version of the policy that is 'current' at the time at which an event occurs will be the one applied for the purposes of LGPS benefits or membership. This policy cannot, nor does it seek to, override the provision of the Local Government Pension Scheme Regulations (as amended), the Local Government (Discretionary Payments) as amended, and the Employment Rights Act.

Houghton Regis Town Council will not use this policy for any ulterior motive, it will ensure that such discretions will be exercised reasonably and where a cost is incurred it will only be used when there is a future benefit to the employer for incurring the extra costs that may arise or be associated with the discretion. It will ensure that where exercised any discretions that incur additional costs, will be applied and recorded as appropriate.

In publishing this policy the scheme employer, Houghton Regis Town Council, is required to pay due regard to the requirement that the formulated policy and its application and the extent to which the exercise of the discretions could lead to a serious loss of confidence in the public service.

Signed:
Town Clerk, Houghton Regis Town Council

Local Government Pension Scheme 2014 (LGPS) - Employer Policy Statement

Employer discretions required under:

The Local Government Pension Scheme Regulations 2013

[prefix R]

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

Regulation R16 (2)(e) & R16 (4)(d)

Whether, how much, and in what circumstances to contribute to a shared cost Additional Pension Contract (APC) scheme.

The Scheme employer may resolve to fund in whole or in part any arrangement entered into by an active scheme member to pay additional pension contributions by way of regular contributions in accordance with Regulation 16(2)(e), or by way of a lump sum in accordance with Regulation 16(4)(d).

The Scheme employer may enter into an APC contract with a Scheme member who is contributing to the MAIN section of the Scheme in order to purchase additional pension of not more than the additional pension limit (£6,500 from 1st April 2014 subject to annual increase in line with the Pensions (Increase) Act 1971).

The amount of additional contribution to be paid is determined by reference to actuarial guidance issued by the Secretary of State.

Consideration needs to be given to the circumstances under which the Scheme employer may wish to use their discretion to fund in whole or in part an employee's Additional Pension Contributions.

The policy of Houghton Regis Town Council is:

A request for the authority to fund an APC received from a current contributing member of the LGPS employee will be granted only with the consent of the Personnel Committee and only if there is a clear demonstrable financial or operational advantage for the authority in doing so.

Regulation R30(6)* & TP11(2)

Whether all or some benefits can be paid if an employee reduces their hours or grade (flexible retirement)

An active member who has attained the age of 55 or over and who with the agreement of their employer reduces their working hours or grade of employment may, with the further consent of their employer, elect to receive immediate payment of all or part of the retirement pension to which they would be entitled in respect of that employment as if that member were no longer an employee in local government service on the date of the reduction in hours or grade (adjusted by the amount shown as appropriate in actuarial guidance issued by the Secretary of State – separate policy required under Regulation 30(8)).

As part of the policy making decision the Scheme employer must consider whether, in addition to the benefits the member may have accrued prior to 1 April 2008 (which the member must draw), to permit the member to choose to draw all, part or none of the pension benefits they built up after 31 March 2008 and before 1 April 2014 and all, part or none of the pension benefits they built up after 1 April 2014.

Due consideration must be given to the financial implications of allowing an employee to draw all or part of their pension benefits earlier than their normal retirement age.

The policy of Houghton Regis Town Council is:

Houghton Regis Town Council has a flexible retirement policy that is reliant upon a sound business case being made for the granting of flexible retirement with immediate access to all or part of the member's benefits.

To this end Houghton Regis Town Council will consider requests on a case by case basis.

The following criteria will apply:-

There must be at least a 40% reduction in gross pay or contractual hours worked.

Regulation R30(8)*

Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement. Whether to waive, in whole or in part, actuarial reduction on benefits which a member voluntarily draws before normal pension age.

Where a Scheme employer's policy under regulation 30(6) (flexible retirement) is to consent to the immediate release of benefits in respect of an active member who is aged 55 or over, those benefits must be adjusted by an amount shown as appropriate in actuarial guidance issued by the Secretary of State (commonly referred to as actuarial reduction or early payment reduction).

A Scheme employer (or former employer as the case may be) may agree to waive in whole or in part and at their own cost, any actuarial reduction that may be required by the Scheme Regulations.

Due consideration must be given to the financial implications of agreeing to waive in whole or in part any actuarial reduction.

The policy of Houghton Regis Town Council is:

As a consequence of flexible retirement there may be a reduction to the benefit paid where the employee does so before the age of 65.

The value of any actuarial reductions will be applied. Houghton Regis Town Council will not seek to fund the reductions applied.

TP Sch 2 para 2(2)

Whether to "switch on" the 85-year rule for a member voluntarily drawing benefits on or after age 55 and before age 60.

Where a scheme member retires or leaves employment and elects to draw their benefits at or after the age of 55 and before the age of 60 those benefits will be actuarially reduced unless their Scheme employer agrees to meet the full or part cost of those reductions as a result of the member otherwise being protected under the 85 year rule as set out in previous Regulations.

So as to avoid the member suffering the full reduction to their benefits the Scheme employer can 'switch on' the 85 year rule protections thereby allowing the member to receive fully or partly unreduced benefits but subject to the Scheme employer paying a strain (capital) cost to the Pension Fund

The policy of Houghton Regis Town Council is:

As a consequence there may be a reduction to the benefit paid where the employees does so before the age of 60.

The value of any actuarial reductions will be applied. Houghton Regis Town Council will not seek to fund the reductions applied.

TP Sch 2 para 2(3)

Whether to waive on compassionate grounds the actuarial reduction applied to benefits from pre 1/4/14 membership where the employer has switched on the 85-year rule for a member voluntarily drawing benefits on or after age 55 and before age 60.

So as to avoid the member suffering the full reduction to their benefits the Scheme employer can 'switch on' the 85 year rule protections thereby allowing the member to receive fully or

partly unreduced benefits but subject to the Scheme employer paying a strain (capital) cost to the Pension Fund

The policy of Houghton Regis Town Council is:

That it may agree to adopt these discretions based on compassionate grounds.

But it will further consider the definition of compassionate grounds to include, but not be restricted to:

Compelling domestic reasons which will affect the ability of the individual to continue with their present working arrangements

and/or

Reasons of ill health, which do not meet the current criteria for ill-health retirement.

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

Regulation R31

Whether to grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency (by up to £6,500 p.a.)

A Scheme employer may resolve to award

- (a) an active member, or
- (b) a member who was an active member but dismissed by reason of redundancy, or business efficiency, or whose employment was terminated by mutual consent on grounds of business efficiency,

additional annual pension of, in total (including any additional pension purchased by the Scheme employer under Regulation 16), not more than the additional pension limit (£6,500 from 1st April 2014 subject to annual increase in line with the Pensions (Increase) Act 1971).

Any additional pension awarded is payable from the same date as any pension payable under other provisions of the Scheme Regulations from the account to which the additional pension is attached.

In the case of a member falling within sub-paragraph (b) above, the resolution to award additional pension must be made within 6 months of the date that the member's employment ended.

The policy of Houghton Regis Town Council is:

That the Council will not generally, during its normal course of business ordinarily consider this discretion due to financial pressures at a time when there is a need to make significant savings via the public sector spending revue.

Employer discretions required under: The Local Government Pension Scheme Regulations 2007 (as amended) [prefix B]

Regulation B12

(This discretion will be spent entirely after 30th September 2014, and should be removed in any further published versions after this date.)

Whether, for a member leaving on the grounds of redundancy or business efficiency on or before 31st March 2014, to augment membership (by up to 10 years). The resolution to do so would have to be made within 6 months of the date of leaving.

The policy of Houghton Regis Town Council is:

That it does not wish to adopt this policy in light of the requirement for the effective use of financial resources in the current financial climate/year 2014/2015.

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

Regulation B30(2)*

Whether to grant application for early payment of deferred benefits on or after age 55 and before age 60

The policy of Houghton Regis Town Council is:

That it does not wish to adopt this policy in light of the requirement for the effective use of financial resources in the current financial climate/year 2014/2015.

It does not intend to review this discretion until the financial situation has improved sufficiently in real terms

Regulation B30(5)*

Whether to waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early under B30

The policy of Houghton Regis Town Council is:

That it may agree to adopt these discretions based on compassionate grounds.

But it will further consider the definition of compassionate grounds to include, but not be restricted to:

Compelling domestic reasons which will affect the ability of the individual to continue with their present working arrangements

and/or

Reasons of ill health, which do not meet the current criteria for ill-health retirement.

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

Regulation B30A(3)*

Whether to grant an application for early payment of a suspended tier 3 ill health pension on or after age 55 and before age 60

The policy of Houghton Regis Town Council is:

That it may agree to adopt these discretions based on compassionate grounds.

But it will further consider the definition of compassionate grounds to include, but not be restricted to:

Compelling domestic reasons which will affect the ability of the individual to continue with their present working arrangements

and/or

Reasons of ill health, which do not meet the current criteria for ill-health retirement.

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

Regulation B30A(5)*

Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits paid early under B30A

The policy of Houghton Regis Town Council is:

The policy of Houghton Regis Town Council is:

That it will agree to adopt these discretions based on compassionate grounds.

It will further consider the definition of compassionate grounds to include, but not be restricted to:

Compelling domestic reasons which will affect the ability of the individual to continue with their present working arrangements

and/or

Reasons of ill health, which do not meet the current criteria for ill-health retirement.

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

Employer discretions required under:

**The Local Government Pension Scheme Regulations 1997
(as amended) [prefix L]**

Regulation L31(2)

Grant application from a post 31.3.98. / pre 1.4.08. leaver for early payment of benefits on or after age 50/55 and before age 60

The policy of Houghton Regis Town Council is:

That it does not wish to adopt this policy in light of the requirement for the effective use of financial resources in the current financial climate/year 2014/2015.

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

Regulation L31(5)

Waive, on compassionate grounds, the actuarial reduction applied to benefits paid early for a post 31.3.98. / pre 1.4.08. leaver.

The policy of Houghton Regis Town Council is:

That it may agree to adopt these discretions based on compassionate grounds.

But it will further consider the definition of compassionate grounds to include, but not be restricted to:

Compelling domestic reasons which will affect the ability of the individual to continue with their present working arrangements

and/or

Reasons of ill health, which do not meet the current criteria for ill-health retirement.

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

Regulation L31(7A)

Optants out pre 1.4.08. employee optants out only to get benefits paid from Normal Retirement Date (NRD) if employer agrees

The policy of Houghton Regis Town Council is:

That it does not wish to adopt this policy for all potential members in light of the requirement for the effective use of financial resources in the current financial climate/year 2014/2015.

However, it confirms that it will consider such requests from employees where there is no capital cost to the authority.

The Following Further Employer Discretions may be required for certain employers, for reasons of transparency, the position of Houghton Regis Town Council is shown where relevant:

The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000]

Regulation 21(4)

How any surviving spouse's or civil partner's annual compensatory added years is to be apportioned where the deceased person is survived by more than one spouse or civil partner.

The policy of Houghton Regis Town Council is:

That any surviving spouse's annual compensatory added years payment deemed payable, will be divided equally amongst those eligible for payment, where the deceased person is survived by more than one spouse or civil partner.

Regulation 25(2)

How it will decide to whom any children's annual compensatory added years payments are to be paid where children's pensions are not payable under the LGPS (because the employee had not joined the LGPS) and in such case how the annual added years will be apportioned amongst the eligible children

The policy of Houghton Regis Town Council is:

That any annual compensatory added years payment deemed payable, to a child will be divided equally amongst those children eligible for payment. Therefore any annual added years payments will be divided equally amongst any eligible children.

Regulation 21(7)

Whether in respect of the spouse of a person who ceased employment before 1 April 1998 and where the spouses or civil partner remarries, enters into a new civil partnership or cohabits after 1 April 1998, the normal pension suspension rules should be disapplied i.e. whether the spouse's or civil partners annual compensatory added years payments should continue to be paid.

The policy of Houghton Regis Town Council is:

That the normal pension suspension rules will be disapplied.

Regulation 21(5)

{If the decision in 21(7) is to apply suspension of benefits.}

...whether the spouses or civil partners pension should be reinstated after the end of the remarriage, new civil partnership or co habitation.

The policy of Houghton Regis Town Council is:

As suspension of pensions will not be applied under Regulation 21(7) this discretion will not

be relevant to the authority.

Regulation 21(7)

Whether, in respect of the spouses or civil partner of a person who ceased employment before 1 April 1998 and where the spouses or civil partner remarries or cohabits or enters into a civil partnership on or after 1 April 1998 with another person who is also entitled to a spouses or civil partners annual compensatory added years (CAY) payment, the normal rules requiring one of them to forgoe payment whilst the period of marriage, civil partnership or co habitation lasts, should be disapplied i.e. whether the spouses or civil partners annual CAY payments should continue to be paid to both of them.

The policy of Houghton Regis Town Council is:

That the normal pension suspension rules will be disapplied.

Regulation 17

Whether to and to what extent to reduce or suspend the member's annual compensatory added years payment during any period of re-employment in local government.

The policy of Houghton Regis Town Council is:

That as such payments are unlikely to have been made by the authority under the regulations, no attempt will be made to suspend such payments in the event of reemployment. This is rationale is further strengthened because it would seem to be disingenuous in light of the current flexible retirement policy to do so.

Regulation 19

How to reduce the member's annual compensatory added years payment following the cessation of a period of re-employment.

The policy of Houghton Regis Town Council is:

As suspension of pensions will not be applied this discretion will not be relevant to the authority.

The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended)

Note: For the purposes of the above, 'local government' means employment with an employer who offers membership of the LGPS to its employees, regardless of whether or not the employee chooses to join the LGPS (except where the employer is an Admitted Body). Technically, an employee of an Admitted Body (i.e. a body that has applied to the administering authority to allow its employees to join the LGPS and has entered into a formal admission agreement) is only employed in 'local government' if he / she is a member of the LGPS.

Regulation 5

To base redundancy payments on an actual weeks pay where this exceeds the statutory weeks pay limit.

The policy of Houghton Regis Town Council is:

That it will base redundancy pay on actual pay where actual pay exceeds the statutory maximum under the Employment Rights Act 1996.

Regulation 6

To award lump sum compensation of up to 104 weeks pay in cases of redundancy, termination of employment on efficiency grounds, or cessation of a joint appointment.

The policy of Houghton Regis Town Council is:

That the authority would not have sought to normally pay compensation under this Regulation

except to ensure that an employee whose employment was terminated by reason of redundancy received, under Regulation 5 of the Compensation Regulations, and this Regulation, a total of up to 30 weeks pay calculated in accordance with the Statutory Redundancy Pay Table.

It should be Noted that: The effect of the authority's policy on the exercise of its discretions under Regulations 5 and 6 of the Compensation Regulations is that a person whose employment is terminated by reason of redundancy will be paid up to 30 weeks' pay calculated in accordance with the Statutory Redundancy Pay Table.

A person whose employment is terminated in the interests of the efficient exercise of the authority's functions, or where the other holder of a joint appointment leaves, will not normally be paid compensation under these Regulations.

The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011

Formulating and publishing a policy under the Injury Allowances Regulations 2011 Each LGPS employer is required to formulate, publish and keep under review the policy that it will apply in the exercise of its discretionary powers to make any award under the Injury Allowances Regulations.

Regulation 3(1)

Whether to grant an injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.

The policy of Houghton Regis Town Council is:

That the authority has, after due regard to the facility, determined not to adopt the discretionary powers in respect of the injury allowance regulations as it cannot be satisfied that such a policy would be workable, affordable and reasonable having regard to the foreseeable cost and the use of public funds.

This discretion is therefore redundant as no injury allowance would be payable.

Regulation 3(4) and 8

Amount of injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.

The policy of Houghton Regis Town Council is:

This discretion is redundant as no injury allowance would be payable.

Regulation 3(2)

Determine whether person continues to be entitled to an injury allowance awarded under regulation 3(1).

The policy of Houghton Regis Town Council is:

This discretion is redundant as no injury allowance would be payable.

Regulation 4(1)

Whether to grant an injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.

The policy of Houghton Regis Town Council is:

This discretion is redundant as no injury allowance would be payable.

Regulation 4(3) and 8

Amount of injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.

The policy of Houghton Regis Town Council is:

This discretion is redundant as no injury allowance would be payable.

Regulation 4(2)

Determine whether person continues to be entitled to an injury allowance awarded

The policy of Houghton Regis Town Council is:

This discretion is redundant as no injury allowance would be payable.

Regulation 4(5)

Whether to suspend or discontinue injury allowance awarded under regulation 4(1) if person secures paid employment for not less than 30 hours per week for a period of not less than 12 months.

The policy of Houghton Regis Town Council is:

This discretion is redundant as no injury allowance would be payable.

Regulation 6(1)

Whether to grant an injury allowance following cessation of employment with entitlement to immediate LGPS pension where a Regulation 3 payment was being made at date of cessation of employment but Regulation 4 does not apply.

The policy of Houghton Regis Town Council is:

This discretion is redundant as no injury allowance would be payable.

Regulation 6(1)

Determine amount of any injury allowance to be paid under regulation 6(1)

The policy of Houghton Regis Town Council is:

This discretion is redundant as no injury allowance would be payable.

Regulation 6(2)

Determine whether and when to cease payment of an injury allowance payable under regulation 6(1)

The policy of Houghton Regis Town Council is:

This discretion is redundant as no injury allowance would be payable.

Regulation 7(1)

Whether to grant an injury allowance to the spouse, civil partner, nominated co-habiting partner or dependent of an employee who dies as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.

The policy of Houghton Regis Town Council is:

This discretion is redundant as no injury allowance would be payable.

Regulation 7(2) and 8

Determine amount of any injury allowance.

The policy of Houghton Regis Town Council is:

This discretion is redundant as no injury allowance would be payable.

Regulation 7(3)

Determine whether and when to cease payment of an injury allowance payable under regulation 7(1)

The policy of Houghton Regis Town Council is:

This discretion is redundant as no injury allowance would be payable.

Further Employer Discretions

(set out as best practice)

– in accordance with the Local Government Pension Scheme Regulations 2013

R9(1) & (3) – Contributions

Where an active member changes employment or there is a material change which affects the member's pensionable pay during the course of a financial year, the Scheme employer may determine that a contribution rate from a different band (as set out in Regulation 9(2)) should be applied.

Where the Scheme employer makes such a determination it shall inform the member of the revised contribution rate and the date from which it is to be applied.

The policy of Houghton Regis Town Council is:

The authority, having taken due regard to the administrative functions required to ensure an effective and legitimate payroll function is present that fulfills all legal requirements, has determined that any variations to the rate of contribution will be applied from 1st of April each year following any re-assessment of bandings.

Any further assessment will only be carried out, during the year when the variance in the total annual remuneration is more than 25% of the existing total annual remuneration, and would be subject to the agreement of the Chief Executive in conjunction with the Leader of the Council.

R17(1) – Additional Voluntary Contributions

An active member may enter into arrangements to pay additional voluntary contributions (AVCs) or to contribute to a shared cost additional voluntary contribution arrangement (SCAVCs) in respect of an employment. The arrangement must be a scheme established between the appropriate administering authority and a body approved for the purposes of the Finance Act 2004, registered in accordance with that Act and administered in accordance with the Pensions Act 2004.

The Scheme employer needs to determine whether or not it will make contributions to such an arrangement on behalf of its active members.

The policy of Houghton Regis Town Council is:

That it will not set up any Shared Cost Additional Voluntary Contribution (SCAVC) Arrangements as it does not believe this to be a prudent use of funds.

R21(5) – Assumed Pensionable Pay

A Scheme employer needs to determine whether or not to include in the calculation of assumed pensionable pay, any 'regular lump sum payment' received by a Scheme member in the 12 months preceding the date that gave rise to the need for an assumed pensionable pay figure to be calculated.

The policy of Houghton Regis Town Council is:

That it will take all reasonable and necessary steps to ensure that in individual cases, it will establish a fair, equitable and justifiable way to identify what the members likely pay would have been, had the absence not occurred, and in cases where this pay is to be used for future benefits, whether that level of pay would have been received every year to normal retirement age.

R22 - Merging of Deferred Member Pension Accounts with Active Member Pension Accounts

A deferred member's pension account is automatically aggregated with their active member's pension account unless the member elects within the first 12 months of the new active member's pension account being opened to retain their deferred member's pension account.

A Scheme employer can, at their discretion, extend the 12 month election period.

The policy of Houghton Regis Town Council is:

That the 12 months deadline would not be extended, however, extenuating circumstances may apply and this may include one or more of the following:

Where evidence exists that an election was made within 12 months but the administering authority did not receive this

Where evidence exists that the member was not aware of the 12 month limit due to maladministration

Where there has been an administrative error on the part of the employer, its contractor, or the scheme administrator

Where one or all of the above exist, the Chief Executive in conjunction with the Leader of the Council, may extend the period in question.

R74 Adjudication

Each Scheme employer must appoint a person ("the adjudicator") to consider applications from any person whose rights or liabilities under the Scheme are affected by:

(a) a decision under regulation 72
(first instance decisions); or

(b) any other act or omission by a Scheme employer or administering authority,

and to make a decision on such applications.

Responsibility for determinations under this **first stage of the Internal Disputes Resolution Procedure (IDRP)** rests with "the adjudicator" as named below by the Scheme employer:

Houghton Regis Council's 'Adjudicator's' details are:

Name: *Cllr D Abbott*

Job Title:

Chair of Corporate Services Committee

Full Address: *Houghton Regis Town Council,*

Peel Street,

Houghton Regis,

Beds

Post Code: *LU5 5EY*

Tel No: *01582 708540*

Fax No: *01582 861102*

Email Address: *info@houghtonregis.org.uk*

Regulation R100(6) –Transfers of Pension Rights into the LGPS

A request from an active member to transfer previously attained pension rights into the LGPS must be made in writing to the administering authority and the Scheme employer before the expiry of the period of 12 months beginning with the date on which the employee first became an active member in an employment (or such longer period as the Scheme employer and administering authority may allow).

The policy of Houghton Regis Town Council is:

That the 12 months deadline would not be extended, however, extenuating circumstances may apply and this may include one or more of the following:

Where evidence exists that an election was made within 12 months but the administering authority did not receive this

Where evidence exists that the member was not aware of the 12 month limit due to maladministration

Where there has been an administrative error on the part of the employer, its contractor, or the scheme administrator

Where one or all of the above exist the Chief Executive in conjunction with the Leader of the Council, may extend the period in question.

This policy will be reviewed annually by the Corporate Services Committee

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Houghton Regis Town Council

Health & Safety at Work Policy

Date of Approval:	Town Council 22 nd June 2015
Date of Review:	18 th May 2016; 5 th March 2018; 4 th March 2019;
Date of Re-approval:	18 th May 2016; 18 th June 2018

Contents

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

To be issued to all employees.

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

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

1.0 POLICY STATEMENT

Houghton Regis Town Council:

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

Signed:
Cllr K Wattingham, Town Mayor Mrs C Evans, Town Clerk

2.0 RESPONSIBILITIES FOR HEALTH AND SAFETY

The Council's Responsibilities:

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

Line Manager's Responsibilities:

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

Town Clerk (Clare Evans) Day to day management responsibilities & Council Offices

In the absence of the Town Clerk, the Corporate Services Manager (Debbie Marsh) assumes these responsibilities.

Grounds Foreman (Robert Kempson) Day to day management responsibilities for outside areas

In the absence of the Grounds Foreman, Tony Luff (Head of Grounds Operation) assumes these responsibilities.

- 2.5 These Officers are responsible for:
- (i) Implementing the Council's overall safety, health and welfare policy in the work area under their control.
 - (ii) Ensuring that all subordinate staff fulfill their responsibilities in respect of safety, health and welfare.
 - (iii) In so far as it is within their power ensure there is adequate staff, funds and materials to meet the safety, health and welfare programme and that appropriate safe working arrangements are made before work begins.

-
- (iv) Taking a direct interest in the Council's safety, health and welfare policy / programme and supporting other persons in carrying it out.
 - (v) Ensuring that first aid facilities are available to all employees.
 - (vi) Evaluating all risks relating to accidents and health at work, loss or damage to the Council's property and to the public and putting in place appropriate safe working procedures.
 - (vii) Ensuring that all liability is covered by Insurance.
 - (viii) Taking part in an annual review of the performance of the Council in the field of safety, health and welfare and developing an annual safety, health and welfare programme (risk assessments).
 - ix) Ensuring that appropriate records are kept including Accident Reporting (Form F2508) and Assessments (COSHH and Manual Handling.)

Employees' Responsibilities:

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

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

3.0 ARRANGEMENTS

3.1 Health & Safety Risks Arising from Work Activities

- Risk assessments will be undertaken by the Town Clerk and the Grounds Foreman.
- Confirmation of the completion of the risk assessments and actions required will be reported to Town Council on an annual basis.
- Action required to remove / control risks will be approved by Town Clerk or Town Council.
- The Town Clerk / Grounds Foreman will be responsible for ensuring the action required is implemented and that the action has removed / reduced the risks.

- Risk assessments will be reviewed annually or when circumstances change whichever is the soonest.

3.2 Consultation with employees

- Employee representatives are:
Office staff: Debbie Marsh Corporate Services Manager
Grounds Staff: Tony Luff (Head of Grounds Operation)
- Consultation with employees is provided through the bi-monthly staff meeting or when required

3.3 Safe plant and equipment

- The Grounds Foreman will be responsible for identifying all equipment / plant needing maintenance
- The Grounds Foreman and in the absence of the Town Clerk the Head of Grounds Operation will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant / equipment should be reported to the Head of Grounds Operation in the absence of the Town Clerk or Grounds Foreman
- Grounds Foreman and Head of Grounds Operation will check that new plant and equipment meets health and safety standards before it is purchased.

3.4 Safe handling and use of substances

- Grounds Foreman and the Head of Grounds Operation, in the absence of the Town Clerk will be responsible for identifying all substances that need a COSHH assessment.
- Grounds Foreman and the Head of Grounds Operation, in the absence of the Town Clerk will be responsible for undertaking COSHH assessments.
- Grounds Foreman and the Head of Grounds Operation, in the absence of the Town Clerk will be responsible for ensuring that all actions identified in the assessments are implemented.
- Grounds Foreman and the Head of Grounds Operation, in the absence of the Town Clerk will be responsible for ensuring that all relevant employees are informed about COSHH assessments.
- Grounds Foreman and the Head of Grounds Operation, in the absence of the Town Clerk will ensure that new substances can be used safely before they are purchased.
- Assessments will be reviewed annually or when the work activity changes, whichever is the soonest.

3.5 Information, Instruction and Supervision

- The Health and Safety law poster is displayed in all Council properties
- Health and safety advice is available from Central Bedfordshire Council
- Supervision of young workers / trainees will be arranged / undertaken / monitored by Town Clerk
- The Town Clerk is responsible for ensuring that employees working at locations under the control of other employers, are given relevant health and safety information.

3.6 Competency for Tasks And Training

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

3.7 Accidents, First Aid and Work Related Ill Health

- First aid boxes are kept in the Council offices, the Council workshop and in each of the Council vehicles.
- The appointed persons / first aiders are; Clare Evans, Chantel England, Tara Earnshaw, Andy Godly and Ben McGarrigle.
- All accidents and cases of work related ill health are to be recorded in one of the 2 accident books. The books are kept at the Council Offices and the Council Workshop.
- The Town Clerk is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.
- Health & safety checks including the checking of the 1st Aid boxes are completed on a 6-month basis and a record of the inspection is kept.

3.8 Monitoring

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

- Discuss health and safety issues at the bi-monthly staff meetings
- Discuss on an individual basis health and safety issues with employees at their bi-annual appraisal meeting
- Carry out periodic inspections of work practices
- Investigate accidents (responsibility of the Town Clerk)

- Investigate work related causes of sickness absences (responsibility of the Town Clerk)
- Act on investigation findings to prevent a recurrence (responsibility of the Town Clerk).

3.9 Emergency Procedures – Fire and Evacuation

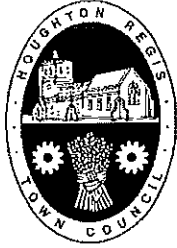
- The Town Clerk is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by the Town Clerk and the Grounds Foreman every month
- Fire extinguishers and emergency lighting are maintained and checked annually by a competent firm
- Smoke alarms are tested monthly by the Head of Grounds Operation (office) and the Grounds Foreman (there are no fire alarms)
- Emergency evacuation will be tested every six months.

4.0 CODE OF PRACTICE

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

- I. If you are unsure on any aspect of safety in respect of any task seek guidance from your Manager.
- II. If you discover a fault on any item of equipment, or notice anything you consider to be unsafe, report it to your Manager.
- III. Keep your work place clean and tidy.
- IV. Keep your working area, including floor space, free from all obstructions.
- V. Good standards of hygiene must be maintained at all times.
- VI. Clothing/footwear must be appropriate for the job. Protective clothing should be worn when supplied.
- VII. Do not attempt to use any item of machinery or equipment if you have not had adequate instruction.
- VIII. Council vehicles should only be driven by Council employees. The driver must ensure the vehicle is not overloaded. Vehicles must be regularly cleaned (inside and out) and regular checks made on oil, water, tyres and lights.
- IX. No attempt should be made to lift heavy or awkward items unassisted. If assistance is not available, do not lift.

- X. All fuels, chemicals, cleaning materials, etc., must be stored in safety zones and used in accordance with the supplier's instructions or local safe working procedures as appropriate.
- XI. Be aware of the health risk from exposure to hypodermic needles/blood and use protective clothing when handling such items.
- XII. Equipment must not be stacked unless so designed.
- XIII. Step ladders must be in good condition and used by a competent person.
- XIV. Ladders must be in good condition and must not be used by one person alone. There must always be another person at the foot of the ladder unless the ladder is securely fixed by some other means.
- XV. Appropriate fire notices are displayed throughout the Council's premises. Be aware of procedure in case of fire and ensure it is strictly adhered to. On hearing the fire alarm vacate the premises immediately. Life is more important than property.
- XVI. All accidents must be reported and entered in one of the Accident Books. These are kept at the Council Offices, Peel Street and at the workshop.
- XVII. Smoking is not permitted in any of the council premises or in any Council vehicle.



CORPORATE SERVICES

Agenda Item 18

Date: 4th March 2019

Title: Internal Audit Report – Interim Review

Purpose of the Report: To present to members the Internal Auditors Interim Review Report

Contact Officer: Debbie Marsh, Corporate Services Manager

1. RECOMMENDATION

To note the report.

2. BACKGROUND

The Town Council has a statutory duty to complete an Annual Return each year. Within the Annual Return there is an annual internal audit report that provides assurance on a range of prescribed control objectives.

An interim review was undertaken on the 13th November 2018 to undertake some sample review of documents, procedures and processes.

3. ACTIONS FOR CONSIDERATION

Within the attached interim review report two low level actions are recommended.

Risk 1: Disproportionate administration costs for taking cash (or other payment method) deposits for stalls at events. Especially where stalls are free, and therefore no offsetting income is recoverable against the administrative costs of collecting, accounting for, and securely holding deposits. It is unlikely that taking small cash deposits of sums such as £5 will either compel or deter stall holders regarding attending events.

At the Events Working Group meeting held on the 5th December 2018, Members agreed to remove the need for a refundable deposit of £5.00 resolved (Minute No: EWG445).

Risk 2: Any cash handling introduces a risk of misappropriation, misuse, loss or theft. The Council should seek to minimise the risk of loss.

A review of petty cash use, including the amount held, is being undertaken by the Responsible Finance Officer. From April 2019, one routine payment (£5 monthly staff mobile phone top up) will be processed via payroll.

4. COUNCIL VISION

The proposed action supports the Objectives of Council's Vision;

5. A strong efficient and proactive Town Council.

5. IMPLICATIONS

Corporate Implications

- There are no legal implications.

Legal Implications

- There are no legal implications.

Financial Implications

- There is a low-level financial risk. Failure to make changes may result in weaker controls leading to risk of undetected fraud or error.

Risk Implications

- Failure to make changes could pose a slight risk to the Town Councils 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 policy does not discriminate.

Press Contact

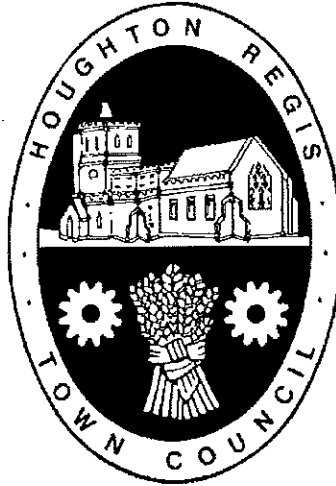
It is not considered necessary to contact the press in relation to this matter.

6. CONCLUSION AND NEXT STEPS

Although two low level risks had been identified by the Internal Auditor, risk one has been removed completely and therefore no longer poses a risk. Risk two has already been reviewed as detailed in item 3 thereby lowering the risk level further.

7. APPENDICES

Appendix A Internal Audit Report – Interim Review



Houghton Regis Town Council

Internal Audit Report

Interim Review

Version	1
Date	13 th November 2018
Issued to	Town Clerk
By	Rosanne Fleming-Nulty CPFA; CMIIA

1. Introduction

- 1.1 Greenbiro Limited was re-appointed as the internal auditors for the Council for the Municipal Year 2018-19 having delivered the service for previous five years.
- 1.2 The Council has a statutory duty to complete an Annual Return each year. Within the Annual Return there is an annual internal audit report that provides assurance on a range of prescribed control objectives.
- 1.3 The internal audit testing programme is designed to focus on the areas where assurance is required for completion of the Annual Return.
- 1.4 An interim visit was undertaken on 13th November 2018 to undertake some sample review of documents, procedures and processes.
- 1.5 The purpose of this report is to provide the Town Clerk and its Councillors with an interim update on the outcomes of the visit and identify any areas of concern. It does not guarantee that records or activities are free from fraud or error.

2. Overview

- 2.1 Progress with the recommendations made in previous annual internal audit reports would normally be included below. There were however, no recommendations made in the 2017-8 annual report.
- 2.2 The prescribed internal control objectives to be reviewed as part of the Annual Internal Audit Report are described in Table 1 below. Alongside each objective, a brief summary of the findings at the interim visit are included.
- 2.3 Not all control objectives were examined at the time of the visit so no opinion has been provided for those at this time.
- 2.4 General comments are that financial records are well maintained, clearly labelled so are easy to find and follow, filed in an appropriate manner and appeared to be complete and fit for purpose.
- 2.5 There were no significant issues of concern regarding the internal control framework to report at this stage. Two minor issues for consideration are included in section 3.
- 2.6 Following the external audit of the accounts for 2017/18, an unqualified opinion was provided, and two minor administrative issues were raised which have been noted and addressed.

Table 1 – Internal Control Objectives (derived from the Annual Return form)

	Control Objective	Findings	Action Ref.
A	Appropriate books of account have been properly kept throughout the year.	Accounting records were reviewed and were in the expected format. Some arithmetic checks were performed to detect system errors. None were found.	

	Control Objective	Findings	Action Ref.
B	The Council's Financial Regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	The Council's Financial Regulations are in accordance with the NALC model guidance and were adopted by the Council on 29 th September 2014. The Financial Regulations were amended to reflect changes in staffing structure (mainly the removal of Deputy Town Clerk references) and presented to Council on 18 th July 2017 where they were approved. A sample of payments was examined. All had been processed in accordance with the described procedure and the Council's Financial Regulations were met. Accounting for VAT was examined on the invoices paid, no errors were detected. The latest VAT return was examined and had been submitted in full and on time.	
C	The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	The risk register and risk strategy was examined and was adequate for the needs of the Council. It had most recently been reviewed by the Corporate Services Committee on 24 th September 2018 [minute 9486 refers] and presented to Council on 8 th October 2018 when it was approved. [minute 9608 refers].	
D	The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	The budget setting process was discussed with the Clerk and was considered to be adequate in meeting the Council's requirements. Appropriate budget monitoring is regularly undertaken. Reserves were not examined at the interim visit, but will be reviewed at the year-end.	
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	The Council accepts cash and cheque payments at the office. The process for accepting cash requires significant manual record keeping through the issuing of hand written receipts. There has been some discussion recently regarding requesting small refundable deposits from groups booking stalls at events. The Council should carefully consider the administrative burden, and the security of taking small refundable deposits, where there will be no compensating income – i.e where no stall fee is being charged and therefore the deposit monies would need to be held separately and securely. This would also raise a further administrative process - a requirement for the Council to declare the deposits as amounts owed if held at the year end. A sample of payments received was examined. All had been processed in accordance with the described procedure and the Council's Financial Regulations were met. Accounting for VAT was reviewed as part of the sample. No errors were detected.	1
F	Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	Petty cash records were examined at the interim visit. Records were appropriately kept, and access to the petty cash was limited to three officers. There is quite high usage of petty cash (over £200 per month on average). Some items were paid from petty cash every month. Many small councils do not operate petty cash, preferring to use a corporate credit card instead for all small purchases, which can offer an improved transparency of spending.	2
G	Salaries to employees and allowances to Members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	Bedford Borough Council provides payroll services to the Council. Salary records were reviewed at the interim visit to check for reasonableness from month to month (analytical review). Payment amounts and deductions were as expected.	
H	Asset and investments registers were complete and accurate and properly carried out.	Asset registers exist and are adequate for financial reporting. There was evidence that the register is updated with purchases and disposals as they arise during the year.	
I	Periodic and year-end bank account reconciliations were properly carried out.	The file of bank reconciliations was reviewed and it was confirmed that bank reconciliations are being performed regularly and were	

	Control Objective	Findings	Action Ref.
		properly completed. There was evidence of supervisory sign off of the bank reconciliation by the Town Clerk and monthly review by Members.	
J	Year-end accounts were prepared on the correct accounting basis (receipts & payments/income & expenditure), agreed with cashbook, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.	Not examined at interim visit.	
K	The Council has met its responsibilities as a trustee.	Not applicable. The Council does not act as a trustee.	

3. Actions for consideration

3.1 There are **two low level actions** recommended at this stage. Neither of these issues present a significant risk to the Council, but should be considered to further minimise risk, or avoid unnecessary costs.

	Risk	Recommended action	Response
1	Disproportionate administration costs for taking cash (or other payment method) deposits for stalls at events. Especially where stalls are free, and therefore no offsetting income is recoverable against the administrative costs of collecting, accounting for, and securely holding deposits. It is unlikely that taking small cash deposits of sums such as £5 will either compel or deter stall holders regarding attending events.	Consider carefully the administrative costs of implementing any scheme to take deposits. Any scheme should avoid unnecessary administrative burden, especially if there is no compensating gain in income for the Council.	
2	Any cash handling introduces a risk of misappropriation, misuse, loss or theft. The Council should seek to minimise the risk of loss.	A review of petty cash use should be undertaken and where possible, any routine payments should be made electronically, and the use of petty cash should be discouraged wherever possible. The Council should consider the use of a corporate credit card.	

- 3.2 The recommendations are rated in three categories – High, Medium and Low. Examples of the risks of not making recommended changes are listed below. The list for each is not exhaustive.
- **High** – Where failure to make changes is likely to give rise to a risk of breach of legislation or breach of Financial Regulations; risk of significant loss (financial, reputational) due to undetected fraud or error; or danger to life. The risk is likely to materialise within 3 to 6 months.
 - **Medium** – where failure to make changes may give rise to a breach of approved procedures or Financial Regulations; risk of loss (financial, reputational) due to undetected fraud or error; or risk of injury. The risk is likely to materialise within 6 to 12 months.
 - **Low** – Where failure to make changes may result in weaker controls leading to risk of undetected fraud or error, or where good value for money is not being routinely achieved.
- 3.3 Any future recommended actions will be discussed with the Clerk and comments or agreed responses will be recorded in the Annual Internal Audit Report.

4. Acknowledgements

- 4.1 The assistance and cooperation of the Clerk, the Finance & Cemeteries Officer and other members of staff was greatly appreciated by the auditor.

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