

# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr M S Kennedy**

Tel: 01582 708540

Town Clerk: **Clare Evans**

Email: [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)

11<sup>th</sup> September 2019

**To: Members of the Corporate Services Committee**

**Cllrs: D Jones (Chairman), D Abbott, C Copleston, M S Kennedy, S Thorne, K Wattingham and 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 23<sup>rd</sup> September 2019 at 7.00pm.**

*Clare Evans*

*pp*

**Clare Evans**  
Town Clerk

**THIS MEETING MAY BE  
RECORDED \***

## Agenda

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

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

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

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

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are 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 9-18*

To approve the Minutes of the meetings held on 10<sup>th</sup> June 2019 and 4<sup>th</sup> September 2019.

**Recommendation:** a) **To approve the Minutes of the meetings held on 10<sup>th</sup> June 2019 and 4<sup>th</sup> September 2019 and for these to be signed by the Chairman.**

**5. TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS**

*Pages 19-22*

Personnel Sub-Committee: 15<sup>th</sup> April 2019.

**Recommendation:** **To receive the Minutes of the Personnel Sub-Committee meetings of the 15<sup>th</sup> April 2019**

**6. BUDGET REVIEW & INCOME AND EXPENDITURE REPORT**

*Pages 23-28*

Members will find attached a report on the Corporate Services Committee budget for 2019/20 supported by the relevant extract from the approved budget for 2019/20 and income and expenditure report. Clare to provide report.

**Recommendation:** **To note the report.**

**7. BANK AND CASH RECONCILIATION STATEMENTS**

*Pages 29-46*

Members are requested to receive the monthly bank and cash reconciliation statements from April to July 2019.

**Recommendation:**

- 1. To approve the monthly Bank and Cash Reconciliation statements from April to July 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 47-62*

Members will find a list of cheque payments for the period May 2019 to July 2019.

**Recommendation:** **To receive and note the list of cheque payments made in the period May, June, and July 2019 approved for payment by the Town Clerk and two bank signatories.**

## 9. BANKING ARRANGEMENTS, INVESTMENT STRATEGY & INVESTMENT ARRANGEMENTS

*Pages 63-82*

In accordance with the Committee Functions & Terms of Reference and Financial Regulations 8.4, this Committee is required to annually review the Banking Arrangements, Investment Strategy & Investment Arrangements.

Members are advised that the investment strategy complies with the guidance issued by the Secretary of State under Section 15(1)(a) of the Local Government Act 2003 and being effective from 1<sup>st</sup> April 2018, no further guidance has been issued.

**Recommendation: To recommend to Town Council that the Banking Arrangements, Investment Strategy & Investment Arrangements be approved.**

## 10. INVESTMENT REPORT

*Pages 83-90*

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 reinvest in both the long term and short-term investment accounts.**

## 11. RISK MANAGEMENT STRATEGY & SCHEDULE

*Pages 91-124*

In accordance with Financial Regulation 17.1, the council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

A copy of the Risk Management Strategy and Schedule is attached.

Members are reminded, in association with income generation on page 15, that general reserves are around the minimum level.

**Recommendation: To recommend to Town Council that the HRTC Risk Management Strategy & Schedule be approved.**

## 12. REVIEW OF CONTRACTS – INTERIM REPORT

In accordance with the approved Committee Functions and Terms of Reference the Corporate Services Committee is required to annually review existing contracts. Whilst this committee would ordinarily be due to review existing contracts in November, it was thought that members might like to have sight of an updated list due to recent appointments. In addition to this and in support of the Town Council operating in an open and transparent way, an additional column has been included to allow for the input of minute numbers.

| <i>Contract</i>         | <i>Minute Number</i> | <i>Period</i>  | <i>Annual Expenditure</i>  | <i>Signed</i>   |
|-------------------------|----------------------|--|--|---|
| IT Support & Hosting    | 9069                 | Rolling contract   | £1,800   | 3 <sup>rd</sup> October 2017  |
| Website hosting         |                      | Annual fee.  | £150   |   |
| DCK                     |                      | Annual arrangement.  | £1,000   |   |
| Accounting              |                      |  |  |   |
| Operation Hana          | 9543                 | Annual arrangement.<br>1 <sup>st</sup> October 2018 to<br>30 <sup>th</sup> September 2019 –<br>one month's<br>termination notice | £33,000  | 19 <sup>th</sup> September 2018   |
| Internal Audit          | 9690                 | Annual arrangement   | £750 based on<br>3 days  |   |
| Human resources advisor | 9942                 | 1 <sup>st</sup> September 2019 for<br>an initial 12-month<br>period  | £2,451.60  | 24 <sup>th</sup> June 2019  |
| External audit          |                      | 5 years from 2017/18<br>until 2021/22  | £2,000   | Appointed via<br>Regulation 3 of<br>the Local Audit<br>(Smaller<br>Authorities)<br>Regulations<br>2015. |
| Town centre toilets     | 6846                 | 1 <sup>st</sup> July 2019 – 30 <sup>th</sup><br>June 2021  | £18,360 plus<br>consumables<br>per annum   | 13 <sup>th</sup> May 2019   |
| Insurance               | 9829                 | Ongoing<br>Long term agreement<br>until 31 <sup>st</sup> May 2022  | £12,210 plus<br>additional<br>premiums<br>relating to any<br>changes in<br>circumstance. | 13 <sup>th</sup> May 2019   |
| Payroll                 |                      | Ongoing Annual<br>arrangement  | £750   |   |
| Photocopier             | 9695                 | 2018 to 2023   | £94 with<br>copying<br>charges   | 21 <sup>st</sup> December 2018  |
| Xmas lights             | 9782                 | April 2019 to 31 <sup>st</sup><br>March 2024   | £10,500  | Letter of<br>engagement   |

|                     |      |  |         |                               |
|---------------------|------|--|---------|-------------------------------|
| Employee Assistance | 8835 | 5 years from 1 <sup>st</sup> March 2017 – 28 <sup>th</sup> February 2022 | £425    | 8 <sup>th</sup> February 2017 |
| Groundwork          | 9776 | 1 <sup>st</sup> April 2019 to 31 <sup>st</sup> March 2020.               | £18,150 | 10 <sup>th</sup> July 2019    |

**Recommendation:** To note the report.

### 13. REPORT ON MAYORAL ROBES

*Pages 125-128*

At the Corporate Services Committee meeting held on the 4<sup>th</sup> March 2019 Members received a report and draft policy on the wearing of ceremonial robes.

Members were concerned that the wording within the policy could be deemed as discriminatory and requested that the item be deferred until clarification on this matter was sought.

Advice was sought from the Town Councils Human Resources consultant. They reported that in order for something to be viewed as discriminatory (either directly or indirectly), the Equality Act 2010 highlights 9 protected characteristics:

1. Age
2. Gender
3. Race
4. Disability
5. Religion
6. Pregnancy and maternity
7. Sexual orientation
8. Gender reassignment
9. Marriage and civil partnership

Whilst this policy does not contravene any of the 9 protected characteristics, Members are advised that based on the Muslim faith, it is impermissible for males to wear silk or real gold.

Therefore, if ever there was a requirement for a Muslim male to wear these ceremonial robes then they could technically object if either of these materials were used.

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

### 14. REVIEW OF VISION – CORPORATE SERVICES COMMITTEE

*Pages 129-130*

Members will find attached a review of the initiatives under this committee.

**Recommendation:** To note the report.

**15. EXCLUSION OF PRESS AND PUBLIC**

- Staff issue

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



**Resolved:** To approve the Minutes of the meeting held on 4<sup>th</sup> March 2019 and for these to be signed by the Chairman.

**9930 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS**

Personnel Sub-Committee: 21<sup>st</sup> January 2019.

**Resolved:** To receive the Minutes of the Personnel Sub-Committee meetings of the 21<sup>st</sup> January 2019.

**9931 COMMITTEE FUNCTIONS & TERMS OF REFERENCE**

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

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

**Resolved:** To note the information.

**9932 BUDGET REVIEW & INCOME AND EXPENDITURE REPORT**

Members received a report on the Corporate Services Committee budget for 2019/20 supported by the relevant extract from the approved budget for 2019/20 and income and expenditure report.

Members saw from the budget report there was no budget provision for any future projects. However, the following had been initiated:

- An approach had been made to Central Bedfordshire Council regarding the potential availability of s106 funding. A substantive response was awaited.
- Officers had also investigated grant sources, although projects need to meet the grant criteria and often have to be match funded. This remained a work in progress.
- The council had also sought to vary an existing s106 so that it could be utilised in a more flexible way. This remained ongoing due to delays caused by other parties to the agreement.

Members queried officer recommendation 3; specifically, the need for a replacement boiler and whether this had been budgeted for. Members were advised that this had been included the budget.

*3. To approve the works to the office as recommended in the Condition Survey regarding electrical testing and repair, lighting renewals and boiler renewal.*



The welfare of staff was raised and the necessity to have hot water in the council offices. Concerns were raised regarding the breach of Health & Safety if the work was not carried out as recommended by the condition survey.

It was suggested that new members were given the opportunity to read the condition survey.

Members agreed officer recommendations 1,2 and 4.

An amendment to recommendation 3 was proposed to read:

*To approve the works to the office as recommended in the Condition Survey regarding electrical testing and repair and lighting renewals.*

Members voted on the amended recommendation. A recorded vote was requested:

Members for: Cllr Morgan, Cllr Wattingham, Cllr Abbott.

Members against: Cllr Kennedy, Cllr Copleston, Cllr Welch.

Abstentions: Cllr Thorne.

The chair used his casting vote and voted against the amended recommendation.

Accordingly, the amendment was not carried.

Members voted on the officer recommendation. A recorded vote was requested:

Members for: Cllr Thorne, Cllr Kennedy, Cllr Copleston, Cllr Welch.

Members against: Cllr Abbott, Cllr Wattingham.

Abstentions: Cllr Morgan.

Accordingly, the officer recommendation was carried.

- Resolved:**
- 1. To note the virement within cost centre 190 of £100 from 190-4017 to 190-4038**
  - 2. To approve the virement of £660 from 190-4026 to 302-4034 (Website)**
  - 3. To approve the works to the office as recommended in the Condition Survey regarding electrical testing and repair, lighting renewals and boiler renewal.**
  - 4. To note at this stage the predicted deficits in 190-4001 (£5,820) and 191-4005 (£4,007).**

### **9933 BANK AND CASH RECONCILIATION STATEMENTS**

Members received the monthly bank and cash reconciliation statements from February 2019 to March 2019.

- Resolved:** 1. To approve the monthly Bank and Cash Reconciliation statements from February 2019 to March 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.

#### 9934 LIST OF CHEQUE PAYMENTS

Members received a list of cheque payments for the period February 2019 to April 2019.

- Resolved:** To receive and note the list of cheque payments made in the period February, March and April 2019 approved for payment by the Town Clerk and two bank signatories.

#### 9935 INVESTMENT REPORT

In accordance with Committee Functions, Financial Regulations 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 Morgan highlighted the value and importance of the Finance Training provided to members and wished to thank the Town Clerk and Accounts & Cemetery Officer who led the session.

- Resolved:** To note the information.

#### 9936 PUBLIC WORKS LOAN BOARD REPAYMENTS ANNUAL REPORT

In accordance with the Committee Functions & Terms of Reference and Financial Regulations, Members were presented with an annual report to provide detail on the council's loans including current value, repayments and early settlement options as they stand at 1<sup>st</sup> April 2019.

- Resolved:** To note the information.

#### 9937 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.

- Resolved:** To note the report.

**9938 POLICY DOCUMENT REVIEW**

Members received, and were requested to, consider the Policy Document Review.

**Resolved: To note the report.**

**9939 CHAIRMANSHIP GUIDANCE POLICY**

Town Council was required to review every 4 years the Chairmanship Guidance Policy.

Members received a copy of the approved Policy updated to reflect the revised Standing Order references, which were reviewed at the Town Council meeting held on the 25<sup>th</sup> March 2019. It was suggested that it remained suitable and fit for purpose.

Members of this Committee were asked to consider the Chairmanship Guidance Policy and make a recommendation to Town Council for its approval.

**Resolved: To recommend to Town Council that the Chairmanship Policy be approved.**

**9940 COMPLAINTS PROCEDURE**

Town Council was required to review its Complaints Procedure annually.

Members received a copy of the approved document updated, with tracked changes, to reflect guidance from NALC, issued December 2018.

Members had requested some clarification on some of the wording within the policy.

It was suggested by members that where, within the policy, it stated 'in writing' this should include e-mails when receiving complaints, however, when providing responses or decisions, these should be sent via royal mail, first class post.

Subject to the discussed amendments, members agreed the policy.

**Resolved: To recommend to Town Council that the Complaints Procedure be approved.**

**9941 FREEDOM OF INFORMATION & MODEL SCHEME OF PUBLICATION**

The Town Council was required to review annually the Freedom of Information Act (2000) Policy and the Model Publication Scheme. Members received a copy of the approved document. Some amendments had been made, shown as tracked changes, to reflect changes in legislation. It was suggested that it remained suitable and fit for purpose.

Members of this Committee were asked to consider the Freedom of Information Act (2000) Policy and Model Publication Scheme and make a recommendation to Town Council for approval.

Members discussed the need of reviewing annually. It was agreed that as this document remained live therefore, unless changes had been made, it was not necessary to review annually.

**Resolved: To recommend to Town Council that the Freedom of Information Act (2000) Policy and the Model Publication Scheme be approved.**

#### 9942 HUMAN RESOURCES PROVISION

At the Personnel Sub-Committee held on the 15<sup>th</sup> April 2019. Members considered a report detailing quotations that had been sought to provide this provision and agreed to continue with HR Solutions as the Town Councils HR provider.

**Resolved: To recommend that HR Solutions be employed as the Town Councils HR provider, from 22<sup>nd</sup> August 2019.**

#### 9943 VOLUNTEERING POLICY

Members received a report and draft policy in regard to the engagement of volunteers.

**Resolved: To recommend to Town Council that the Volunteering Policy be approved.**

#### 9944 COUNCILLORS EMAIL ADDRESSES

Members received a report in support of the provision and use of Town Council email address for all Members.

Members queried if all councillors had their Houghton Regis Town Council e-mail addresses operating. Members were advised that two members of council, by choice, had not activated their Houghton Regis Town Council e-mail addresses.

One of the members who had chosen not to activate their Houghton Regis Town Council e-mail address, raised his concerns regarding the security of the Houghton Regis Town Council issued e-mail addresses. Concerns were expressed that the emails could be accessed, at any time, by any officer, via the server. It was requested that the wording be amended to state under what circumstances the emails would be accessed.

The recommendation was agreed subject to suitable amended wording stating under what circumstances e-mail would be accessed. It was suggested that Cllr Abbott provide suitable wording.

A recorded vote was requested on the officer recommendation.

Members in favour of the officer recommendation: Cllr Kennedy, Cllr Welch, Cllr Morgan, Cllr Thorne, Cllr Wattingham, Cllr Copleston.

Members against: Cllr Abbott

Abstentions: 0

**Resolved: To recommend to Town Council that it be mandatory for all elected Town Councillors to use an official Town Council email address for all Town Council official correspondence.**

**The Chairman declared the meeting closed at 8.17pm**

**Dated this 23<sup>rd</sup> day of September 2019**

**Chairman**

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## HOUGHTON REGIS TOWN COUNCIL

### Corporate Services Committee

4<sup>th</sup> September 2019 at 4.00pm.

Present: Councillors: D Jones Chairman  
S Goodchild (Substitution)  
S Thorne  
T Welch

Officers: Clare Evans Town Clerk  
Louise Senior Head of Democratic Services

Public: 0

Apologies: Councillor: K Wattingham

Absent: Councillors: D Abbott  
C Copleston  
M S Kennedy

#### 10030 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Wattingham, Cllr Goodchild substituted.

#### 10031 QUESTIONS FROM THE PUBLIC

None.

#### 10032 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

#### 10033 EXCLUSION OF PRESS AND PUBLIC

##### Staffing Matter

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

#### 10034 STAFFING MATTER

In accordance with the approved Disciplinary Policy members were advised of an incidence of alleged employee misconduct. Members received a copy of the Policy. Members were advised that the steps outlined in Section 2 had been followed and completed, notably:

The Chair of Corporate Services Committee appointed an investigator to undertake an investigation (Town Clerk);

Members were advised the investigators report was completed within the specified timescale and was submitted to the Chair of Corporate Services Committee and to the Corporate Services Manager (as the Clerk was appointed as the investigator). Members received a copy of this report.

Members were advised that steps had been taken to ensure this type of incident could not recur.

Members requested clarification on what the terminology 'dealt with informally' meant. Members were advised that this would result in a note kept in the personnel records of the staff member, which would be referred to if there were to be a further incident.

Members were requested to;

1. consider the investigators report and the recommendations contained;
2. decide whether to instigate the disciplinary process and if so to appoint to the Disciplinary Sub Com and the Appeals Sub Comm.

**Resolved: To agree that the part played by Staff member 1 in this incident was not serious enough to justify further use of the disciplinary procedure and should be dealt with informally.**

**The Chairman declared the meeting closed at 4.37pm**

**Dated this 23<sup>rd</sup> day of September 2019**

**Chairman**



## HOUGHTON REGIS TOWN COUNCIL

### Personnel Sub-Committee 15<sup>th</sup> April 2019 at 6.30pm.

|            |              |  |   |
|------------|--------------|--|---|
| Present:   | Councillors: | D Abbott<br>D Dixon-Wilkinson<br>Mrs T McMahon<br>K Wattingham | Vice-Chairman<br><br>Substitute           |
|            | Officers:    | Clare Evans<br>Louise Senior                                   | Town Clerk<br>Head of Democratic Services |
|            | Public:      | 0  |   |
| Apologies: | Councillor:  | Ms J Hillyard  |   |

#### PE79 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Hillyard (Cllr McMahon substituted).

#### PE80 QUESTIONS FROM THE PUBLIC

None.

#### PE81 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

#### PE82 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 21<sup>st</sup> January 2019 for consideration.

**Resolved: That the minutes of the Personnel Sub-Committee meeting held on 21<sup>st</sup> January 2019 be approved as a correct record and signed accordingly.**

#### PE83 HUMAN RESOURCES PROVISION

The council has retained the services of a local HR company for the last few years, at a cost of £1,260 pa. This contract was now a rolling contract. As such it was appropriate for members to consider the suitability of the current contract and any alternative providers. Members received a report detailing quotations that had been sought to provide this provision.

Members agreed to continue with Company 'D' as the services of this provider fulfilled all Houghton Regis Town Council requirements.

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**Resolved:** To recommend to Corporate Services Committee that Company 'D' be employed as the Town Councils HR provider, from 22<sup>nd</sup> August 2019.

**PE84 REVIEW OF STAFF SICKNESS**

Members received a rolling twelve-month record of staff sickness, for all members of staff.

**Resolved:** To note the information.

**PE85 STAFF CAPACITY REVIEW**

At the Personnel Sub-Committee meeting held on the 21<sup>st</sup> January 2019, Members resolved to undertake a staff capacity review – minute number PE71. For clarity, this review did not include a job evaluation exercise. However, part of the review would consider the previous job evaluation report, undertaken in 2015. Officers felt that Members needed to be reminded of the scope of the capacity review as informal references had been made by members to the capacity review including a job evaluation process. The funding for this review was due to be taken from budget heading 190 (Central Services) – 4059 (Other Professional Fees) in 2018/19. However, this code was significantly overspent in 2018/19.

As the work had not been ordered (pending clarification to members of the scope of the review) the costs would be taken from 2019/20.

As members approved company D to provide human resources support, there was scope within the 190-4059 budget to fund the capacity review. This budget was set to provide for outsourcing payroll services, to provide human resources support and to provide health and safety support. The progression of this capacity review will prevent health and safety support being made available. On balance as staff capacity issues have been raised with members it was felt that this review was necessary to formalise capacity issues and to help guide the new council in setting an achievable corporate plan.

Members queried what the review would highlight, and the outcome.

Members were advised that it would highlight one of the following points:

Show staff were working under capacity  
Show staff were working within their capacity  
Show staff were working over capacity

The outcome of the capacity review would enable members to make sound judgments on the consideration of additional events / tasks requested of officers.

**Resolved:** To note the information.

**PE86 MANAGING THE OVERTIME BUDGET**

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Members received a report, for consideration, on options for possible staff savings costs.

Members received an estimated overtime overspend based on figures calculated on the calendar of events and meetings for 2019 / 2020.

Members suggested that some events were scrutinised to determine the precise number of staff required and to tighten requirements and maximise volunteer input.

**Resolved:** To agree to further investigations being undertaken in support of;

- Offering alternative contracts to staff working overtime at events;
- Charging staff costs arising from working at events to the events budget.

**PE87 TOWN CLERK'S ANNUAL LEAVE AND MATTERS RELATING TO OVERTIME WORKING**

The Town Clerk had:

- Booked 7 days annual leave between 1<sup>st</sup> April and 30<sup>th</sup> June 2019.
- Attended 15 meetings outside of normal office hours from 1<sup>st</sup> January to 31<sup>st</sup> March 2019 (compared with 15 meetings in the previous quarter).

**Resolved:** To approve the Town Clerks annual leave request.

**PE88 FREEDOM OF INFORMATION REQUESTS**

Members were advised that there had been no Freedom of Information requests since the last meeting.

**Resolved:** To note the report.

**PE89 EXCLUSION OF PRESS AND PUBLIC**

- Staffing matters
- Staff issue

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

**PE90 STAFFING MATTERS**

Appraisals – were currently being undertaken. Any significant outcomes would be reported to the next meeting.

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For information Members were advised that the position of Council Cleaner had become vacant. Members were advised that this position had been advertised and to date 4 applications had been received.

**Resolved: To note the information.**

**PE91 STAFF ISSUE**

Members received a confidential report, for discussion, regarding a staff issue.

Members discussed the Terms of Reference for this committee and requested that they be looked at by the Corporate Services Manager with a view to strengthening the Terms of Reference and making them more definitive to enable the Personnel Sub-Committee to deal with staff issues when matters of this nature arose. Members were advised that this would be reviewed at the AGM.

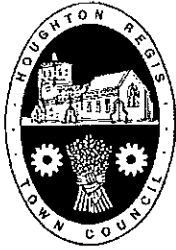
**Resolved:**

- 1. To advise Corporate Services Committee of staff management processes and the resource being accorded to them and to recommend an option for a way forward;**
- 2. To consider a set of behaviour standards for employees;**
- 3. To consider a team charter for members and employees**

**The Chairman declared the meeting closed at 8.10pm**

**Dated this            day of            2019**

**Chairman**



## **CORPORATE SERVICES COMMITTEE**

**Agenda Item 6**

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|                               |  |
|-------------------------------|--|
| <b>Date:</b>                  | <b>23<sup>rd</sup> September 2019</b>  |
| <b>Title:</b>                 | <b>Income &amp; Expenditure Report</b>   |
| <b>Purpose of the Report:</b> | <b>To provide members with the Corporate Services Income &amp; Expenditure report to date.</b> |
| <b>Contact Officer:</b>       | <b>Clare Evans, Town Clerk</b>   |

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### **1. RECOMMENDATIONS**

**To note the report.**

### **2. BACKGROUND**

In accordance with the committee functions a review of the income and expenditure of the committee should be undertaken periodically. Accordingly, a report will be presented to each committee meeting detailing the budget and income and expenditure for the specific committee.

The income and expenditure report is provided for reference.

### **3. ISSUES FOR CONSIDERATION**

101-1096 – 1 quarter of interest from the property fund has been received to date. The second quarterly interest payment is due end of October  
101-4056 – audit fees are accrued to the year to which they relate  
101-4061 – this is a quarterly charge, to date only 1 quarter has been charged  
190-4022 & 4023 – members are advised that average spends in these areas have significantly reduced largely due to the electronic circulation of agendas  
190-4026 – the expense included to date includes a prepayment of £900 for IT support. This pre-payment is accounted for at year end. However, during the remainder of 2019/20 this code centre and code will incur additional expense of £600 approximately. It is likely that this code will be overspent in 2019/20 by approximately £1000. Cost savings in other areas within this cost centre should be able to support this overspend.

### **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

- The financial implications are detailed within the report.

### Risk Implications

- The council must ensure that expenditure and income targets are met.

### Equalities Implications

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

This project / issue does not discriminate.

### Press Contact

There are no press implications.

## 6. CONCLUSION AND NEXT STEPS

Proactive monitoring of the budget will set the council in good stead going forwards and will help to ensure that expenditure and income targets are met.

## 7. NOTES OF EXPLANATION

The budget report provides information on:

1. The cost centre (3 digits) and title i.e. 201 Village Green Rec Gd
2. The budget code (4 digits) and title i.e. 1082 Inc-Lettings<sup>1</sup>
3. The agreed budget (as set in February 2019)
4. Virements (agreed transfers between cost centres and codes)<sup>2</sup>
5. Revised budget (taking into account any virements)
6. Detail on itemised income / expenditure (how it is envisaged that the budget will be spent)

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<sup>1</sup> Please note income codes start with 1XXX and expenditure codes start with 4XXX

<sup>2</sup> The council has authorised officers to complete virements within the same cost centre. Committee approval has to be secured to complete virements between cost centres

7. Predicted income / expenditure (in some instances it is predicted that more or less budget will be required or more or less income will be secured)
8. Predicted surplus / deficit (taking into account the difference between the agreed budget and the predicted income / expenditure). This shows if there is unallocated budget available or a predicted deficit
9. Points for the committee to consider (these form the officer's recommendation to address any deficit)
10. Committee date for consideration

The council's budget for 2019/20 is particularly tight and there are some concerns that there are areas of budget deficit alongside a heavy use of ear marked reserves<sup>3</sup> to fund revenue expenditure. It is important for the council to stringently monitor budgets to address any deficits.

Largely due to a significant transfer into ear marked reserves from general reserves<sup>4</sup> in 2018/19 to help fund replacement council offices, the level of general reserves are at the minimum threshold. As such general reserves provide no scope to support the annual budget.

## 8. APPENDICES

**Appendix A:** Income & Expenditure Report

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<sup>3</sup> Ear marked reserves are capital budgets for identified projects, often abbreviated to EMR

<sup>4</sup> General reserves are unallocated funds. It is recommended that this fund should equate to around 3 months of net revenue expenditure

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## Detailed Income &amp; Expenditure by Budget Heading 05/09/2019

Month No: 5

## Cost Centre Report

|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| <b>101 Corporate Management</b>                 |                        |                       |                          |                          |                    |              |
| 1076 Precept received                           | 861,916                | 861,916               | 0                        |                          |                    | 100.0%       |
| 1096 Interest & Dividends Received              | 9,979                  | 34,000                | 24,021                   |                          |                    | 29.3%        |
| Corporate Management :- Income                  | <b>871,895</b>         | <b>895,916</b>        | <b>24,021</b>            |                          |                    | <b>97.3%</b> |
| 4051 BANK & LOAN CHARGES                        | 0                      | 60                    | 60                       |                          | 60                 | 0.0%         |
| 4056 AUDIT FEES                                 | (62)                   | 2,750                 | 2,812                    |                          | 2,812              | (2.2%)       |
| 4057 ACCOUNTANCY & SOFTWARE                     | 719                    | 1,700                 | 981                      |                          | 981                | 42.3%        |
| 4061 CCLA Management Fees                       | 992                    | 4,000                 | 3,008                    |                          | 3,008              | 24.8%        |
| Corporate Management :- Indirect Expenditure    | <b>1,649</b>           | <b>8,510</b>          | <b>6,861</b>             | <b>0</b>                 | <b>6,861</b>       | <b>19.4%</b> |
| Movement to/(from) Gen Reserve                  | <b>870,246</b>         |                       |                          |                          |                    |              |
| <b>102 Democratic Rep'n &amp; Mgmt</b>          |                        |                       |                          |                          |                    |              |
| 4007 CONFERENCE COSTS                           | 211                    | 1,000                 | 789                      |                          | 789                | 21.1%        |
| 4008 TRAINING/COURSES                           | 160                    | 1,400                 | 1,240                    |                          | 1,240              | 11.4%        |
| 4009 TRAVEL                                     | 169                    | 350                   | 181                      |                          | 181                | 48.2%        |
| 4020 MISC. ESTABLISH.COST                       | 217                    | 400                   | 183                      |                          | 183                | 54.3%        |
| 4024 SUBSCRIPTIONS                              | 1,892                  | 2,800                 | 909                      |                          | 909                | 67.6%        |
| 4104 HOSPITALITY ALLNCE                         | 9                      | 200                   | 191                      |                          | 191                | 4.5%         |
| 4131 ELECTION COSTS                             | 0                      | 15,000                | 15,000                   |                          | 15,000             | 0.0%         |
| 4992 Trs from Earmarked Reserve                 | 0                      | (2,889)               | (2,889)                  |                          | (2,889)            | 0.0%         |
| Democratic Rep'n & Mgmt :- Indirect Expenditure | <b>2,658</b>           | <b>18,261</b>         | <b>15,603</b>            | <b>0</b>                 | <b>15,603</b>      | <b>14.6%</b> |
| Movement to/(from) Gen Reserve                  | <b>(2,658)</b>         |                       |                          |                          |                    |              |
| <b>190 Central Services</b>                     |                        |                       |                          |                          |                    |              |
| 1082 INC-LETTINGS                               | 15                     | 150                   | 135                      |                          |                    | 10.0%        |
| 1091 Income Miscellaneous                       | 90                     | 100                   | 10                       |                          |                    | 89.5%        |
| Central Services :- Income                      | <b>105</b>             | <b>250</b>            | <b>145</b>               |                          |                    | <b>41.8%</b> |
| 4007 CONFERENCE COSTS                           | 0                      | 800                   | 800                      |                          | 800                | 0.0%         |
| 4008 TRAINING/COURSES                           | 570                    | 2,000                 | 1,430                    |                          | 1,430              | 28.5%        |
| 4009 TRAVEL                                     | 81                     | 350                   | 269                      |                          | 269                | 23.1%        |
| 4011 RATES                                      | 6,997                  | 7,200                 | 203                      |                          | 203                | 97.2%        |
| 4012 WATER RATES                                | 152                    | 350                   | 198                      |                          | 198                | 43.4%        |
| 4014 ELECTRICITY                                | 499                    | 1,400                 | 901                      |                          | 901                | 35.6%        |
| 4015 GAS  | 469                    | 1,300                 | 831                      |                          | 831                | 36.0%        |
| 4017 HEALTH & SAFETY                            | 35                     | 300                   | 265                      |                          | 265                | 11.7%        |
| 4020 MISC. ESTABLISH.COST                       | 216                    | 150                   | (66)                     |                          | (66)               | 143.7%       |
| 4021 COMMUNICATIONS COSTS                       | 1,057                  | 2,470                 | 1,413                    |                          | 1,413              | 42.8%        |
| 4022 POSTAGE                                    | 525                    | 2,800                 | 2,275                    |                          | 2,275              | 18.7%        |

1:22

## Detailed Income &amp; Expenditure by Budget Heading 05/09/2019

Month No: 5

## Cost Centre Report

|  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| 4023 STATIONERY                                      | 200                    | 1,200                 | 1,000                    |                          | 1,000              | 16.7%        |
| 4025 INSURANCE                                       | 11,907                 | 18,000                | 6,093                    |                          | 6,093              | 66.2%        |
| 4026 COMPUTER COSTS                                  | 4,567                  | 3,340                 | (1,227)                  | 2                        | (1,229)            | 136.8%       |
| 4027 PHOTOCOPIER CHARGES                             | 601                    | 1,700                 | 1,099                    |                          | 1,099              | 35.3%        |
| 4036 PROPERTY MAINTENANCE                            | 945                    | 5,000                 | 4,055                    |                          | 4,055              | 18.9%        |
| 4038 MAINTENANCE CONTRACTS                           | 219                    | 600                   | 381                      |                          | 381                | 36.5%        |
| 4042 Equipment Repairs & Maintenance                 | 209                    | 1,000                 | 791                      |                          | 791                | 20.9%        |
| 4059 OTHER PROFESSIONAL FEES                         | 2,636                  | 10,000                | 7,364                    | 3,675                    | 3,689              | 63.1%        |
| 4992 Trs from Earmarked Reserve                      | 0                      | (22,816)              | (22,816)                 |                          | (22,816)           | 0.0%         |
| <b>Central Services :- Indirect Expenditure</b>      | <b>31,883</b>          | <b>37,144</b>         | <b>5,261</b>             | <b>3,677</b>             | <b>1,584</b>       | <b>95.7%</b> |
| <b>Movement to/(from) Gen Reserve</b>                | <b>(31,779)</b>        |                       |                          |                          |                    |              |
| <b>191 Personnel/Staff Costs</b>                     |                        |                       |                          |                          |                    |              |
| 4001 STAFF SALARIES                                  | 155,570                | 388,892               | 233,322                  |                          | 233,322            | 40.0%        |
| 4002 EMPLOYERS N.I                                   | 13,883                 | 39,900                | 26,017                   |                          | 26,017             | 34.8%        |
| 4003 EMPLOYERS SUPERANN.                             | 34,396                 | 94,900                | 60,504                   |                          | 60,504             | 36.2%        |
| 4005 STAFF OVERTIME                                  | 3,231                  | 6,493                 | 3,262                    |                          | 3,262              | 49.8%        |
| 4059 OTHER PROFESSIONAL FEES                         | 2,931                  | 6,000                 | 3,069                    | 2,451                    | 618                | 89.7%        |
| 4992 Trs from Earmarked Reserve                      | 0                      | (30,000)              | (30,000)                 |                          | (30,000)           | 0.0%         |
| <b>Personnel/Staff Costs :- Indirect Expenditure</b> | <b>210,011</b>         | <b>506,185</b>        | <b>296,174</b>           | <b>2,451</b>             | <b>293,723</b>     | <b>42.0%</b> |
| <b>Movement to/(from) Gen Reserve</b>                | <b>(210,011)</b>       |                       |                          |                          |                    |              |
| <b>Grand Totals:- Income</b>                         | <b>871,999</b>         | <b>896,166</b>        | <b>24,167</b>            |                          |                    | <b>97.3%</b> |
| <b>Expenditure</b>                                   | <b>246,201</b>         | <b>570,100</b>        | <b>323,899</b>           | <b>6,128</b>             | <b>317,771</b>     | <b>44.3%</b> |
| <b>Net Income over Expenditure</b>                   | <b>625,798</b>         | <b>326,066</b>        | <b>(299,732)</b>         |                          |                    |              |
| <b>Movement to/(from) Gen Reserve</b>                | <b>625,798</b>         |                       |                          |                          |                    |              |

**Bank and Cash Reconciliations Statements as at 30.04.19**

1)

**Reconciliation of Cash Book 1 with Bank Rec 1 as at 30.04.19**

|  |                  |  |                  |
|--|------------------|--|------------------|
| Bank Reconciliation files as at 30.04.19                     |                  | Cash Book 1 files as at 30.04.19   |                  |
| Liquidity Deposit Acct balance as at 30.04.19                | 1,000.00         | Cash Book/Bank Rec balances as at 31.03.19 (c/f from Reconciliation Statement of the 31.03.19) | 41,214.24        |
| Plus Current Acct balance as at 30.04.19                     | 53,770.03        | Plus Total Receipts/Lodgements as at 30.04.19  | 530,374.97       |
| Less total of uncleared cheques as at 30.04.19               | -13,230.86       |  | -530,050.04      |
| Plus total of outstanding receipts/lodgements as at 30.04.19 |                  |  |                  |
| <b>Total Balance as at 30.04.19</b>                          | <b>41,539.17</b> | <b>Total Balance as at 30.04.19</b>  | <b>41,539.17</b> |

2)

**Reconciliation of Cash Book 2 with Bank Rec 2 as at 30.04.19**

|  |               |  |               |
|--|---------------|--|---------------|
| Bank Reconciliation files as at 30.04.19                     |               | Cash Book 2 files as at 30.04.19   |               |
| Business Direct Reserve Acct balance as at 30.04.19          | 265.81        | Cash Book/Bank Rec balances as at 31.03.19 (c/f from Reconciliation Statement of the 31.03.19) | 265.81        |
| Less total of uncleared cheques as at 30.04.19               | 0.00          | Plus Total Receipts/Lodgements as at 30.04.19  | 0.05          |
| Plus total of outstanding receipts/lodgements as at 30.04.19 | 0.05          | Less Total Payments as at 30.04.19   | 0.00          |
| <b>Total Balance as per 30.04.19</b>                         | <b>265.86</b> | <b>Total Bank Balances as per 30.04.19</b>   | <b>265.86</b> |

**Reconciliation of Bank Summaries/Statements with Bank Reconciliations, Cash Books and Nominal Accounts figures as at 30.04.19**

|   |                     |  |                     |
|---|---------------------|--|---------------------|
| <b>Total Funds of the Council as at 30.04.19 as per Bank Summaries/Statements</b> |                     | <b>Total funds of the Council as at 30.04.19 as per Bank Reconciliations, Cash Books and Nominal Accts figures</b> |                     |
| Current & Liquidity Bank Summaries/Statement - Cash Book 1                        | 41,539.17           | Current & Liquidity Accounts Bank Reconciliation   | 41,539.17           |
| Business Direct Reserve Account Bank Summary/Statement - Cash Book 2              | 265.86              | Business Direct Reserve Account Bank Reconciliation  | 265.86              |
| CCLA Public Sector Deposit Fund Account   | 978,000.00          | CCLA Deposit Fund Account  | 978,000.00          |
| 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 *            |
| <b>COUNCIL'S BANK ACCOUNTS STATEMENTS ACTUAL FUNDS</b>                            | <b>1,620,155.03</b> | <b>COUNCIL'S BANK ACCOUNT FINANCIAL DIRECTOR SOFTWARE TOTAL FUNDS</b>  | <b>1,620,155.03</b> |

\* 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 30/04/2019  
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                | 30/04/2019            | 1468           | 1,000.00        |
| Liquidity Manager Account              | 30/04/2019            | 1178           | 53,770.03       |
|  |                       |                | <hr/> 54,770.03 |

**Unpresented Cheques (Minus)****Amount**

|            |            |                                |          |
|------------|------------|--------------------------------|----------|
| 21/11/2017 | b/tfrmcs01 | MCS Contract Cleaning Limited  | 112.48   |
| 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   |
| 05/04/2019 | 010392     | A A A Security                 | 287.67   |
| 05/04/2019 | 010395     | Houghton Regis Memorial Hall F | 84.00    |
| 05/04/2019 | 010398     | Perfect Print                  | 1,374.00 |
| 07/04/2019 | tot01      | Right Fuelcard Company Ltd     | 461.18   |
| 26/04/2019 | 010405     | Alison Heywood                 | 150.00   |
| 26/04/2019 | 010410     | Houghton Regis Baptisit Church | 25.00    |
| 26/04/2019 | 010419     | Ukie Toones                    | 120.00   |
| 26/04/2019 | 010404     | A A A Security                 | 24.00    |
| 26/04/2019 | 010406     | Blain's Trailers & Tyres Ltd   | 213.00   |
| 26/04/2019 | 010407     | Dunstable Lock & Safe Co       | 26.16    |
| 26/04/2019 | 010408     | Geo Browns Implements Ltd      | 151.07   |
| 26/04/2019 | 010409     | Hertfordshire County Council   | 70.46    |
| 26/04/2019 | 010411     | Jaspers Hire Ltd               | 419.35   |
| 26/04/2019 | 010412     | J M Electrical Services BEDFOR | 192.24   |
| 26/04/2019 | 010413     | Lamps & Tubes Illuminations Lt | 229.56   |
| 26/04/2019 | 010414     | Michaels Civic Robes           | 81.00    |
| 26/04/2019 | 010415     | Proludic Ltd                   | 244.11   |
| 26/04/2019 | 010416     | Rigby Taylor                   | 89.40    |
| 26/04/2019 | 010418     | T T Trophies                   | 81.00    |
| 08/05/2019 | b/tfraff01 | Affinity for Business          | 695.22   |
| 08/05/2019 | b/tfraff02 | Affinity for Business          | 38.11    |
| 08/05/2019 | b/tfraff03 | Affinity for Business          | 46.91    |
| 08/05/2019 | b/tfraff04 | Affinity for Business          | 71.39    |
| 08/05/2019 | b/tfraff05 | Affinity for Business          | 55.00    |
| 08/05/2019 | b/tfraff06 | Affinity for Business          | 64.44    |
| 08/05/2019 | b/tang01   | Anglian Water Business Ltd (Na | 104.88   |
| 08/05/2019 | b/tfrang02 | Anglian Water Business Ltd (Na | 129.89   |
| 08/05/2019 | b/tfrbed07 | Police & Crime Commissioner fo | 2,796.15 |
| 08/05/2019 | b/tfrcen04 | Central Bedfordshire Council   | 10.00    |
| 08/05/2019 | b/tfrcen4  | Central Bedfordshire Council   | 5.00     |
| 08/05/2019 | b/tfrpre01 | Premier Badges Ltd             | 909.39   |
| 16/05/2019 | d/dfra02d  | Francotyp Postalia Ltd         | 17.80    |
| 21/05/2019 | b/tfren02  | Rentokil Initial               | 600.00   |

13,230.86

41,539.17

Bank Reconciliation Statement as at 30/04/2019  
for Cashbook 1 - NATWEST CURRENT/RESERVE

|   | <u>Amount</u> | <u>Balances</u> |
|---|---------------|-----------------|
| <u>Receipts not Banked/Cleared (Plus)</u> |               |                 |
|   | 0.00          |                 |
|   |               | 0.00            |
|   |               | 41,539.17       |
| Balance per Cash Book is :-               |               | 41,539.17       |
| Difference is :-                          |               | 0.00            |

**Bank Reconciliation Statement as at 30/04/2019  
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                  | 30/04/2019            | 43                                 | 265.86          |
|   |                       |                                    | 265.86          |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                 |
|   |                       | 0.00                               |                 |
|   |                       |                                    | 0.00            |
|   |                       |                                    | 265.86          |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                                    |                 |
|   |                       | 0.00                               |                 |
|   |                       |                                    | 0.00            |
|   |                       |                                    | 265.86          |
|   |                       | <b>Balance per Cash Book is :-</b> | <b>265.86</b>   |
|   |                       | <b>Difference is :-</b>            | <b>0.00</b>     |

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**Bank and Cash Reconciliations Statements as at 31.05.19**

1)

**Reconciliation of Cash Book 1 with Bank Rec 1 as at 31.05.19**

|  |                  |  |                  |
|--|------------------|--|------------------|
| Bank Reconciliation figs as at 31.05.19                      |                  | Cash Book 1 figs as at 31.05.19  |                  |
| Liquidity Deposit Acct balance as at 31.05.19                | 1,000.00         | Cash Book/Bank Rec balances as at 30.04.19 (c/f from Reconciliation Statement of the 30.04.19) | 41,539.17        |
| Plus Current Acct balance as at 31.05.19                     | 27,063.07        | Plus Total Receipts/Lodgements as at 31.05.19  | 79,018.46        |
| Less total of uncleared cheques as at 31.05.19               | -10,960.78       | Less Total Payments as at 31.05.19   | -103,455.34      |
| Plus total of outstanding receipts/lodgements as at 31.05.19 |                  |  |                  |
| <b>Total Balance as at 31.05.19</b>                          | <b>17,102.29</b> | <b>Total Balance as at 31.05.19</b>  | <b>17,102.29</b> |

2)

**Reconciliation of Cash Book 2 with Bank Rec 2 as at 31.05.19**

|  |               |  |               |
|--|---------------|--|---------------|
| Bank Reconciliation figs as at 31.05.19                      |               | Cash Book 2 figs as at 31.05.19  |               |
| Business Direct Reserve Acct balance as at 31.05.19          | 265.91        | Cash Book/Bank Rec balances as at 30.04.19 (c/f from Reconciliation Statement of the 30.04.19) | 265.86        |
| Less total of uncleared cheques as at 31.05.19               | 0.00          | Plus Total Receipts/Lodgements as at 31.05.19  | 0.05          |
| Plus total of outstanding receipts/lodgements as at 31.05.19 | 0.00          | Less Total Payments as at 31.05.19   | 0.00          |
| <b>Total Balance as per 31.05.19</b>                         | <b>265.91</b> | <b>Total Bank Balances as per 31.05.19</b>   | <b>265.91</b> |

**Reconciliation of Bank Summaries/Statements with Bank Reconciliations, Cash Books and Nominal Accounts figures as at 31.05.19**

|   |                     |  |                     |
|---|---------------------|--|---------------------|
| <b>Total Funds of the Council as at 31.05.19 as per Bank Summaries/Statements</b> |                     | <b>Total funds of the Council as at 31.05.19 as per Bank Reconciliations, Cash Books and Nominal Accts figures</b> |                     |
| Current & Liquidity Bank Summaries/Statement - Cash Book 1                        | 17,102.29           | Current & Liquidity Accounts Bank Reconciliation   | 17,102.29           |
| Business Direct Reserve Account Bank Summary/Statement - Cash Book 2              | 265.91              | Business Direct Reserve Account Bank Reconciliation  | 265.91              |
| CCLA Public Sector Deposit Fund Account   | 928,000.00          | CCLA Deposit Fund Account  | 928,000.00          |
| 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 *            |
| <b>COUNCIL'S BANK ACCOUNTS STATEMENTS ACTUAL FUNDS</b>                            | <b>1,545,718.20</b> | <b>COUNCIL'S BANK ACCOUNT FINANCIAL DIRECTOR SOFTWARE TOTAL FUNDS</b>  | <b>1,545,718.20</b> |

\* 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 31/05/2019  
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                | 31/05/2019            | 1478           | 1,000.00        |
| Liquidity Manager Account              | 31/05/2019            | 1180           | 27,063.07       |
|  |                       |                | 28,063.07       |

**Unpresented Cheques (Minus)****Amount**

|            |            |                                |          |
|------------|------------|--------------------------------|----------|
| 21/11/2017 | b/tfrmcs01 | MCS Contract Cleaning Limited  | 112.48   |
| 08/05/2018 | 010331     | BBB Group Ltd                  | 720.00   |
| 17/10/2018 | 101492     | HSC Security                   | 180.00   |
| 30/11/2018 | 101560     | The Safer Luton Partnership    | 100.00   |
| 26/04/2019 | 010404     | A A A Security                 | 24.00    |
| 26/04/2019 | 010411     | Jaspers Hire Ltd               | 419.35   |
| 23/05/2019 | 010443     | T. Smith Fair                  | 128.00   |
| 23/05/2019 | 010444     | ABF Soldiers Charity           | 50.00    |
| 23/05/2019 | 010420     | A A A Security                 | 97.93    |
| 23/05/2019 | 010421     | AMF Services (Bedford) Ltd     | 940.53   |
| 23/05/2019 | 010422     | BBB Group Ltd                  | 720.00   |
| 23/05/2019 | 010423     | Bedfordshire Pension Fund      | 99.68    |
| 23/05/2019 | 010426     | R A Rideout                    | 15.00    |
| 23/05/2019 | 010427     | Geo Browns Implements Ltd      | 663.24   |
| 23/05/2019 | 010428     | Hertfordshire County Council   | 76.48    |
| 23/05/2019 | 010429     | Jaspers Hire Ltd               | 371.53   |
| 23/05/2019 | 010430     | Jelprint Ltd                   | 345.00   |
| 23/05/2019 | 010432     | Lee & Sons Cleaning Services   | 50.00    |
| 23/05/2019 | 010433     | Moonshine Entertainments       | 250.00   |
| 23/05/2019 | 010434     | PPL PRS Ltd                    | 2,102.20 |
| 23/05/2019 | 010435     | Rigby Taylor                   | 2,376.00 |
| 23/05/2019 | 01036      | R T Machinery Ltd              | 8.04     |
| 23/05/2019 | 010437     | Setsquare Creative Solutions L | 300.00   |
| 23/05/2019 | 010438     | Trade UK Account               | 249.87   |
| 23/05/2019 | 010439     | Spaldings Limited              | 307.03   |
| 23/05/2019 | 010440     | Right Fuelcard Company Ltd     | 85.24    |
| 23/05/2019 | 010441     | Three Counties Media           | 150.00   |
| 30/05/2019 | D/DPO5486  | Amazon/Amarzk                  | 19.18    |

10,960.78

17,102.29

**Receipts not Banked/Cleared (Plus)**

0.00

0.00

17,102.29

Balance per Cash Book is :-

17,102.29

Difference is :-

0.00

**Bank Reconciliation Statement as at 31/05/2019  
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                  | 31/05/2019            | 43                                 | 265.91          |
|   |                       |                                    | <u>265.91</u>   |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                 |
|   |                       | 0.00                               |                 |
|   |                       |                                    | <u>0.00</u>     |
|   |                       |                                    | 265.91          |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                                    |                 |
|   |                       | 0.00                               |                 |
|   |                       |                                    | <u>0.00</u>     |
|   |                       |                                    | 265.91          |
|   |                       | <b>Balance per Cash Book is :-</b> | <b>265.91</b>   |
|   |                       | <b>Difference is :-</b>            | <b>0.00</b>     |

**Bank and Cash Reconciliations Statements as at 30.06.19**

1) **Reconciliation of Cash Book 1 with Bank Rec 1 as at 30.06.19**

|  |                 |  |                 |
|--|-----------------|--|-----------------|
| Bank Reconciliation figs as at 30.06.19                      |                 | Cash Book 1 figs as at 30.06.19  |                 |
| Liquidity Deposit Acct balance as at 30.06.19                | 9,193.51        | Cash Book/Bank Rec balances as at 31.05.19 (c/f from Reconciliation Statement of the 31.05.19) | 17,102.29       |
| Plus Current Acct balance as at 30.06.19                     | 1,000.00        | Plus Total Receipts/Lodgements as at 30.06.19  | 58,606.17       |
| Less total of uncleared cheques as at 30.06.19               | -8,052.56       | Less Total Payments as at 30.06.19   | -74,985.41      |
| Plus total of outstanding receipts/lodgements as at 30.06.19 |                 | Plus adjustment of payment dated 4.7.19 in wrong month   | 368.00          |
| <b>Total Balance as at 30.06.19</b>                          | <b>1,141.05</b> | <b>Total Balance as at 30.06.19</b>  | <b>1,141.05</b> |

2) **Reconciliation of Cash Book 2 with Bank Rec 2 as at 30.06.19**

|  |               |  |               |
|--|---------------|--|---------------|
| Bank Reconciliation figs as at 30.06.19                      |               | Cash Book 2 figs as at 30.06.19  |               |
| Business Direct Reserve Acct balance as at 30.06.19          | 265.95        | Cash Book/Bank Rec balances as at 31.05.19 (c/f from Reconciliation Statement of the 31.05.19) | 265.91        |
| Less total of uncleared cheques as at 30.06.19               | 0.00          | Plus Total Receipts/Lodgements as at 30.06.19  | 0.04          |
| Plus total of outstanding receipts/lodgements as at 30.06.19 | 0.00          | Less Total Payments as at 30.06.19   | 0.00          |
| <b>Total Balance as per 30.06.19</b>                         | <b>265.95</b> | <b>Total Bank Balances as per 30.06.19</b>   | <b>265.95</b> |

**Reconciliation of Bank Summaries/Statements with Bank Reconciliations, Cash Books and Nominal Accounts figures as at 30.06.19**

|   |                     |  |                     |
|---|---------------------|--|---------------------|
| <b>Total funds of the Council as at 30.06.19 as per Bank Summaries/Statements</b> |                     | <b>Total funds of the Council as at 30.06.19 as per Bank Reconciliations, Cash Books and Nominal Accts figures</b> |                     |
| Current & Liquidity Bank Summaries/Statement - Cash Book 1                        | 1,141.05            | Current & Liquidity Accounts Bank Reconciliation   | 1,141.05            |
| Business Direct Reserve Account Bank Summary/Statement - Cash Book 2              | 265.95              | Business Direct Reserve Account Bank Reconciliation  | 265.95              |
| CCLA Public Sector Deposit Fund Account   | 878,000.00          | CCLA Deposit Fund Account  | 878,000.00          |
| LAMIT (CCLA) Property Account   | 600,000.00          | LAMIT (CCLA) Property Account  | 600,000.00          |
| Petty Cash Account  | 200.00 *            | Nominal Ledger Acct of Petty Cash Account  | 200.00 *            |
| <b>COUNCIL'S BANK ACCOUNTS STATEMENTS ACTUAL FUNDS</b>                            | <b>1,479,607.00</b> | <b>COUNCIL'S BANK ACCOUNT FINANCIAL DIRECTOR SOFTWARE TOTAL FUNDS</b>  | <b>1,479,607.00</b> |

\*Petty Cash Account previous balance of £350.00 has been reduced to £200.00 due to revised Fin Regs. Re. TC Min9893 dated 15.5.19 as per interim internal audit November 2018.  
 \*Petty Cash Account month ending balance of £200.00 may fluctuate due to time indifference between emergency expenditure and appertaining reimbursement

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**Bank Reconciliation Statement as at 30/06/2019  
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                             | 30/06/2019            | 1486                 | 1,000.00                                      |
| Liquidity Manager Account                           | 30/06/2019            | 1183                 | 8,193.61                                      |
|   |                       |                      | <u>9,193.61</u>                               |
| <b><u>Unpresented Cheques (Minus)</u></b>           |                       | <b><u>Amount</u></b> |   |
| 21/11/2017 b/firmcs01 MCS Contract Cleaning Limited |                       | 112.48               |   |
| 08/05/2018 010331 BBB Group Ltd                     |                       | 720.00               |   |
| 17/10/2018 101492 HSC Security                      |                       | 180.00               |   |
| 30/11/2018 101560 The Safer Luton Partnership       |                       | 100.00               |   |
| 26/04/2019 010411 Jaspers Hire Ltd                  |                       | 419.35               |   |
| 23/05/2019 010429 Jaspers Hire Ltd                  |                       | 371.53               |   |
| 13/06/2019 010448 AMF Services (Bedford) Ltd        |                       | 480.00               |   |
| 13/06/2019 010449 BATPC                             |                       | 2,101.00             |   |
| 13/06/2019 010452 Mrs C Birtwell                    |                       | 490.00               |   |
| 13/06/2019 010455 John Curl                         |                       | 64.20                |   |
| 13/06/2019 010457 Newbury Farm Plants               |                       | 1,002.00             |   |
| 13/06/2019 010466 The Fab Lab                       |                       | 176.00               |   |
| 28/06/2019 b/firmcs01 MCS Contract Cleaning Limited |                       | 1,836.00             |   |
|   |                       |                      | <u>8,052.56</u>                               |
|   |                       |                      | 1,141.05                                      |
| <b><u>Receipts not Banked/Cleared (Plus)</u></b>    |                       |                      |   |
|   |                       | 0.00                 |   |
|   |                       |                      | <u>0.00</u>                                   |
|   |                       |                      | 1,141.05                                      |
|   |                       |                      | <b>1,141.05</b>                               |
|   |                       |                      | <b>Balance per Cash Book is :-</b>            |
|   |                       |                      | <b>1,141.05</b>                               |
|   |                       |                      | <b>Difference Excluding Adjustments is :-</b> |
|   |                       |                      | <b>0.00</b>                                   |
| <b><u>Adjustments to Reconciliation</u></b>         |                       |                      |   |
| 26/06/2019  |                       | 0.00                 |   |
|   |                       |                      | <u>0.00</u>                                   |
|   |                       |                      | <b>Unreconciled Difference is :-</b>          |
|   |                       |                      | <b>0.00</b>                                   |

**Bank Reconciliation Statement as at 30/06/2019  
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                  | 30/06/2019            | 43                                 | 265.95          |
|   |                       |                                    | <u>265.95</u>   |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                 |
|   |                       | 0.00                               |                 |
|   |                       |                                    | <u>0.00</u>     |
|   |                       |                                    | 265.95          |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                                    |                 |
|   |                       | 0.00                               |                 |
|   |                       |                                    | <u>0.00</u>     |
|   |                       |                                    | 265.95          |
|   |                       | <b>Balance per Cash Book is :-</b> | <b>265.95</b>   |
|   |                       | <b>Difference is :-</b>            | <b>0.00</b>     |



**Bank and Cash Reconciliations Statements as at 31.07.19**

1) **Reconciliation of Cash Book 1 with Bank Rec 1 as at 31.07.19**

|  |  |
|--|--|
| Bank Reconciliation figs as at 31.07.19                      | Cash Book 1 figs as at 31.07.19  |
| Liquidity Deposit Act balance as at 31.07.19                 | Cash Book/Bank Rec balances as at 30.06.19 (c/f from Reconciliation Statement of the 30.06.19) |
| Plus Current Act balance as at 31.07.19                      | Less adjustment of payment dated 4.7.19 but entered in June Cash Book                          |
| Less total of uncleared cheques as at 31.07.19               | Plus Total Receipts/Lodgements as at 31.07.19  |
| Plus total of outstanding receipts/lodgements as at 31.07.19 | Less Total Payments as at 31.07.19   |
| Total Balance as at 31.07.19                                 | Plus adjustment of payment dated 4.7.19 in wrong month   |
|  | Total Balance as at 31.07.19   |
| <u>42,341.67</u>   | <u>1,141.05</u>  |
| <u>1,000.00</u>  | <u>-368</u>  |
| <u>-8,065.86</u>   | <u>99,793.20</u>   |
| <u>35,275.81</u>   | <u>-65,294.44</u>  |
|  | <u>35,271.81</u>   |

2) **Reconciliation of Cash Book 2 with Bank Rec 2 as at 31.07.19**

|  |  |
|--|--|
| Bank Reconciliation figs as at 31.07.19                      | Cash Book 2 figs as at 31.07.19  |
| Business Direct Reserve Act balance as at 31.07.19           | Cash Book/Bank Rec balances as at 30.06.19 (c/f from Reconciliation Statement of the 30.06.19) |
| Less total of uncleared cheques as at 31.07.19               | Plus Total Receipts/Lodgements as at 31.07.19  |
| Plus total of outstanding receipts/lodgements as at 31.07.19 | Less Total Payments as at 31.07.19   |
| Total Balance as per 31.07.19                                | Total Bank Balances as per 31.07.19  |
| <u>266.00</u>  | <u>265.95</u>  |
| <u>0.00</u>  | <u>0.05</u>  |
| <u>0.00</u>  | <u>0.00</u>  |
| <u>266.00</u>  | <u>266.00</u>  |

**Reconciliation of Bank Summaries/Statements with Bank Reconciliations, Cash Books and Nominal Accounts figures as at 31.07.19**

|  |   |
|--|---|
| Total funds of the Council as at 31.07.19 as per Bank Summaries/Statements | Total funds of the Council as at 31.07.19 as per Bank Reconciliations, Cash Books and Nominal Accts figures |
| Current & Liquidity Bank Summaries/Statement - Cash Book 1                 | Current & Liquidity Accounts Bank Reconciliation  |
| Business Direct Reserve Account Bank Summary/Statement - Cash Book 2       | Business Direct Reserve Account Bank Reconciliation   |
| CCLA Public Sector Deposit Fund Account                                    | CCLA Deposit Fund Account   |
| LAMIT (CCLA) Property Account  | LAMIT (CCLA) Property Account   |
| Petty Cash Account   | Nominal Ledger Act of Petty Cash Account  |
|  | COUNCIL'S BANK ACCOUNT FINANCIAL DIRECTOR SOFTWARE TOTAL FUNDS  |
| <u>35,275.81</u>   | <u>1,428,741.81</u>   |
| <u>266.00</u>  | <u>266.00</u>   |
| <u>793,000.00</u>  | <u>793,000.00</u>   |
| <u>600,000.00</u>  | <u>600,000.00</u>   |
| <u>200.00 *</u>  | <u>200.00 *</u>   |
| <u>1,428,741.81</u>  | <u>1,428,737.81</u>   |

\* Petty Cash Account previous balance of £350.00 has been reduced to £200.00 due to revised Fin Regs. Re. TC Min9893 dated 15.5.19 as per interim internal audit November 2018.

\* Petty Cash Account month ending balance of £200.00 may fluctuate due to time indifference between emergency expenditure and apportioning reimbursement

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**Bank Reconciliation Statement as at 01/08/2019  
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                   | 31/07/2019                    | 1494  | 1,000.00         |
| Liquidity Manager Account                 | 31/07/2019                    | 1184  | 42,341.67        |
|   |                               |   | 43,341.67        |
| <u>Unpresented Cheques (Minus)</u>        |                               | <u>Amount</u>                                 |                  |
| 21/11/2017 b/tfrmcs01                     | MCS Contract Cleaning Limited | 112.48  |                  |
| 08/05/2018 010331                         | BBB Group Ltd                 | 720.00  |                  |
| 17/10/2018 101492                         | HSC Security                  | 180.00  |                  |
| 30/11/2018 101560                         | The Safer Luton Partnership   | 100.00  |                  |
| 13/06/2019 010466                         | The Fab Lab                   | 176.00  |                  |
| 11/07/2019 101642                         | Plan Corporate Services       | 483.11  |                  |
| 17/07/2019 010470                         | 4th HR Scouts                 | 100.00  |                  |
| 17/07/2019 010469                         | 1st/3rd HR Scouts             | 100.00  |                  |
| 17/07/2019 010472                         | Last of Summer Ukuleles       | 60.00   |                  |
| 31/07/2019 101648                         | A A A Security                | 120.00  |                  |
| 31/07/2019 101649                         | AMF Services (Bedford) Ltd    | 903.04  |                  |
| 31/07/2019 101650                         | Bedfordshire Pension Fund     | 50.57   |                  |
| 31/07/2019 101651                         | B R Boatwright                | 540.00  |                  |
| 31/07/2019 101652                         | D E Signs                     | 144.00  |                  |
| 31/07/2019 101653                         | Biffa Waste Services Ltd      | 1,730.96                                      |                  |
| 31/07/2019 101654                         | Fire Facilities Management    | 132.00  |                  |
| 31/07/2019 101655                         | HSC Security                  | 600.00  |                  |
| 31/07/2019 101656                         | John Curl                     | 260.60  |                  |
| 31/07/2019 101657                         | MLP Traffic Ltd               | 411.84  |                  |
| 31/07/2019 101658                         | Rigby Taylor                  | 769.22  |                  |
| 31/07/2019 101659                         | Spaldings Limited             | 122.40  |                  |
| 31/07/2019 101660                         | Right Fuelcard Company Ltd    | 253.64  |                  |
| 31/07/2019 P/S102097C                     | VAT                           | -4.00   |                  |
|   |                               |   | 8,065.86         |
|   |                               |   | 35,275.81        |
| <u>Receipts not Banked/Cleared (Plus)</u> |                               |   |                  |
| 01/07/2019 p/s102097c                     |                               | -4.00   |                  |
|   |                               |   | -4.00            |
|   |                               |   | 35,271.81        |
|   |                               | <b>Balance per Cash Book is :-</b>            | <b>35,271.81</b> |
|   |                               | <b>Difference Excluding Adjustments is :-</b> | <b>0.00</b>      |
| <u>Adjustments to Reconciliation</u>      |                               |   |                  |
| 26/06/2019                                |                               | 0.00  |                  |
|   |                               |   | 0.00             |
|   |                               | <b>Unreconciled Difference is :-</b>          | <b>0.00</b>      |

**Bank Reconciliation Statement as at 31/07/2019  
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                  | 31/07/2019            | 43                                 | 266.00          |
|   |                       |                                    | <u>266.00</u>   |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                 |
|   |                       | 0.00                               |                 |
|   |                       |                                    | <u>0.00</u>     |
|   |                       |                                    | 266.00          |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                                    |                 |
|   |                       | 0.00                               |                 |
|   |                       |                                    | <u>0.00</u>     |
|   |                       |                                    | 266.00          |
|   |                       | <b>Balance per Cash Book is :-</b> | <b>266.00</b>   |
|   |                       | <b>Difference is :-</b>            | <b>0.00</b>     |

Houghton Regis Town Council  
Schedule List of Payments - 13.06.19

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| Supplier                             | Type    | Date    | Number       | Memo  | Balance (£) |
|--------------------------------------|---------|---------|--------------|---|-------------|
| 3 Sixty / Mr i Drummond              | Invoice | 5.6.19  | 250719       | PO5495 - entertainment at Skate Park  | 750.00      |
| Allframe Ltd.                        | Invoice | 1.5.19  | 5443         | PO5443 - mayoral term 18-19 photo frame   | 17.76       |
| AMF Services (Bedford) Ltd           | Invoice | 22.5.19 | 21036        | Kubota G26 - repair costs   | 480.00      |
| BATPC                                | Request | June    |              | Subscription renewal as per Corp Min 9687   | 2,101.00    |
| Biffa Waste Services Ltd             | Invoice | 24.5.19 | 614C82874    | Cemetery May skip costs in accordance with Min TC9799 Budget  | 1,243.15    |
| BQ                                   | Invoice | 15.5.19 | 97633212     | Items to repair Village Green pathway   | 86.70       |
| Mrs C Birtwell                       | Invoice | 15.5.19 | 3            | PO5470 - evening buffet at Mayoral inauguration reception on 15.5.19  | 490.00      |
| Business HR Solutions                | Invoice | 1.6.19  | INV-011794   | Human Resources support for the month of June 2019 in accordance with Crop Min 9688   | 126.00      |
| Central Bedfordshire Council         | Invoice | 3.6.19  | 7010350377   | Workshop's advance rental for the period: 24.6.19 - 28.9.19   | 3,875.00    |
| Central Bedfordshire Council         | Invoice | 3.6.19  | 7010351124   | Parkside recreation ground annual rent cost in accordance with Min TC9799Budget   | 50.00       |
| Total Central Bedfordshire Council   |         |         |              |   | 3,925.00    |
| David Bracey Play Safety Inspections | Invoice | 21.5.19 | 1032         | Annual play inspections in accordance with Min TC9799Budget   | 360.00      |
| DCK Accounting Solutions Ltd         | Invoice | 28.5.19 | TPC8609      | Financial Year 2018-2019 closedown on accounting software in accordance to Min TC9257 TC9799Budget  | 566.80      |
| DCK Accounting Solutions Ltd         | Invoice | 6.6.19  | TPC8634      | Provision of financial Year 2018-2019 financial statements in accordance to Min TC9257 TC9799Budget   | 630.00      |
| Total DCK Accounting Solutions Ltd   |         |         |              |   | 1,196.80    |
| L Harris Garden maintenance          | Invoice | 7.6.19  | 77           | Removal of caravan left from illegal travellers' encampment at Dog Kennel Down on 6.6.19  | 200.00      |
| Houghton Regis Helpers               | Invoice | 29.5.19 | PO5480       | PO5480 - Distribution of Carnival Programmes to all dwellings in Houghton Regis   | 500.00      |
| John D Curt                          | Invoice | 4.6.19  | 245520       | Repair of council's vehicle in accordance with Min TC9799Budget   | 64.20       |
| Loo of the year awards               | Invoice | 5.6.19  | 106719       | PO5494 - entry fee of the Loo of the Year Awards  | 164.40      |
| MCS Contract Cleaning Ltd            | Invoice | 31.5.19 | 38480        | PO4273 & Com Ser Min 8611-May 2019 provision of cleaning w/c facilities at Bedford Square & replenishment of sanitation supplies (contract up to 31.5.19) | 1,836.00    |
| Newbury Farm Plants                  | Invoice | 6.6.19  | INV-0607     | PO5497 - horticultural supplies   | 1,002.00    |
| Parish & Community Futures           | Invoice | 8.6.19  | 001HR2019-20 | Planning Committee reports in accordance with Minute 9872   | 368.00      |
| Perfect Print                        | Invoice | 31.5.19 | 4252         | PO5476 - Carnival Programmes x 10,000 cm accordance with EWG Min 465  | 990.00      |
| Perfect Personalised Parties Uk Ltd  | Invoice | 3.5.19  | 63           | Host of the Pride Of Youth Awards in accordance with Min TC9799Budget   | 180.00      |
| PHS Group                            | Invoice | 5.6.19  | 66723449     | PO5492 - sanitation supplies for the council's premises   | 160.36      |

Highways Town Council  
 Schedule List of Payments - 13.06.19

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|                                 |             |          |            |   |                  |
|---------------------------------|-------------|----------|------------|---|------------------|
| Prestige Hygiene Services       | Invoice     | 31.5.19  | 6093055    | Annual sanitation bin service   | 90.00            |
| R T Machinery Ltd               | Invoice     | 7.5.19   | 128289     | PO5466 - Repair parts for spearhead machinery                                   | 412.61           |
| R T Machinery Ltd               | Invoice     | 9.5.19   | 128482     | PO5466 - Repair parts for spearhead machinery                                   | 471.78           |
| Total R T Machinery Ltd         |             |          |            |   | 884.39           |
| Screwfix                        | Invoice     | 21.5.19  | 977808572  | Grounds' consumable items   | 17.98            |
| Screwfix                        | Invoice     | 5.6.19   | 981983596  | Grounds' consumable items   | 19.98            |
| Screwfix                        | Invoice     | 8.6.19   | 982860196  | Grounds' consumable items   | 7.98             |
| Total Screwfix                  |             |          |            |   | 45.94            |
| Spaldings Ltd                   | Invoice     | 9.5.19   | SI-2437326 | PO5458 - grounds' machinery items   | 31.20            |
| Spaldings Ltd                   | Invoice     | 10.5.19  | SI-2437904 | PO5471 - workshop's property maintenance items                                  | 124.68           |
| Spaldings Ltd                   | Credit Note | 21.5.19  | SC-2033012 | Credit of delivery charges in relation to Invoice SI-2437904                    | -18.00           |
| Total Spaldings Ltd             |             |          |            |   | 137.88           |
| Strawberry Fieldz Ltd           | Invoice     | 11.02.19 | INV000176  | PO5343 - Balance of Carnival's stage hire and pa system on 13.7.19              | 900.00           |
| The Fab Lab                     | Invoice     | 29.7.19  | 1116       | Playscheme activities in accordance with Min TC9799Budget                       | 176.00           |
| Three Star (Luton) Ltd          | Invoice     | 13.6.19  | Request    | Deposit of £50.00 for 5 coach trips to secure booking for Playscheme activities | 260.00           |
| The Right Fuelcard Co Ltd       | Invoice     | 12.5.19  | 2622252    | Fuel usage in May 2019  | 133.86           |
| The Right Fuelcard Co Ltd       | Invoice     | 19.5.19  | 2628793    | Fuel usage in May 2019  | 72.05            |
| The Right Fuelcard Co Ltd       | Invoice     | 26.5.19  | 2634843    | Fuel usage in May 2019  | 98.77            |
| The Right Fuelcard Co Ltd       | Invoice     | 2.6.19   | 2646602    | Fuel usage in May 2019  | 239.87           |
| The Right Fuelcard Co Ltd       | Invoice     | 9.6.19   | 2662954    | Fuel usage in June 2019   | 125.21           |
| Total The Right Fuelcard Co Ltd |             |          |            |   | 669.76           |
| <b>TOTAL</b>                    |             |          |            |   | <b>19,395.34</b> |

ACCOUNTS PAID BETWEEN MEETINGS

| Supplier                         | Type    | Date    | Num         | Memo  | Balance (£) |
|----------------------------------|---------|---------|-------------|---|-------------|
| ABF Soldiers Charity             | Request | 28.5.19 |             | Deputy Mayor's attendance at Reception on 1st June 2019 | 50.00       |
| Amazon                           | Request | 30.5.19 | 205-0515874 | PO5486 - items for carnival                             | 19.18       |
| Amazon                           | Request | 29.5.19 | 204-5658054 | PO5479 - items for Town Centre Attraction activity      | 19.98       |
| Amazon                           | Request | 30.5.19 | 205-9663133 | PO5482 - items for carnival                             | 19.85       |
| Amazon                           | Request | 30.5.19 | 205-7100485 | PO5483 - items for carnival                             | 16.95       |
| Amazon                           | Request | 30.5.19 | 205-5170421 | PO5484 - items for carnival                             | 8.28        |
| Amazon                           | Request | 30.5.19 | 205-1191189 | PO5485 - items for carnival                             | 20.49       |
| Amazon                           | Request | 30.5.19 | 206-9573646 | PO5481 - folders for council's minute documents         | 74.66       |
| Amazon                           | Request | 4.6.19  | 206-3915011 | PO5493 - chairs x 2 for officers                        | 199.98      |
| Amazon                           | Request | 6.6.19  | 205-9882711 | PO5496 - items for carnival                             | 40.96       |
| Anglian Water Business (Nat) Ltd | Invoice | 9.4.19  | 75180701    | Moore Crescent Pavilion sewage: 17.10.18 - 16.4.19      | 653.44      |
| Anglian Water Business (Nat) Ltd | Request | 7.5.19  | 218643901   | Credit for Moore Crescent Pavilion sewage               | -505.76     |

Houghton Regis Town Council  
Schedule List of Payments - 13.06.19

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|                                  |         |         |             |  |           |
|----------------------------------|---------|---------|-------------|--|-----------|
| Anglian Water Business (Nat) Ltd | Invoice | 6.5.19  | 75971626    | Tithe Farm Pavilion sewage: 17.11.18 - 16.5.18   | 116.46    |
| Badgemaster                      | Invoice | 5.6.19  | 63350       | PO5489 - badges for councillors  | 31.62     |
| Baker Ross Ltd                   | Request | 29.5.19 | WEB11712443 | PO5478 - items for the "Houghton Together" activity on 1.6.19  | 57.60     |
| Baker Ross Ltd                   | Request | 13.6.19 |             | Items for Playschemes  | 150.86    |
| BATPC                            | Request | 12.6.19 | Training    | Clirs: S. Goodchild & R. Morgan attendance of New Clir Training on 12.6.19   | 60.00     |
| Bedford Borough Council          | Invoice | 21.5.19 | 17128207    | Staff basic salaries, NIC, superannuation and payroll administration costs & for May 2019 plus accrued overtime & travel costs for April 2019 in accordance with Min TC9799 Budget | 41,354.72 |
| British Gas                      | Invoice | 28.3.19 | 962438255   | Tithe Farm Pavilion gas usage: 22.12.18 - 22.3.19  | 39.95     |
| British Gas                      | Invoice | 4.6.19  | 964466940   | Workshop U23 gas usage: 23.3.19 - 31.5.19  | 20.75     |
| British Gas                      | Invoice | 4.6.19  | 964466941   | Office's gas usage: 1.3.19 - 31.5.19   | 491.93    |
| Clir M Kennedy                   | Request | May-19  | Allowance   | Payment of part of Mayor's allowance   | 850.00    |
| Clir T McMahon                   | Request | May-19  | Allowance   | Payment of part of Deputy Mayor's allowance  | 125.00    |
| Plusnet                          | Invoice | 10.5.19 | 2193203-013 | Provision of broadband at the workshop for the period: 10.5.19 - 9.6.19  | 9.00      |
| Plusnet                          | Invoice | 10.6.19 | 2193203-014 | Provision of broadband at the workshop for the period: 10.6.19 - 9.7.19  | 9.00      |
| Reids Playground Maintenance Ltd | Invoice | 1.3.19  | 3071        | PO5354 - play equipment part   | 816.00    |
| Street Arts Hire Ltd             | Invoice | 29.5.19 | 1079        | PO5487 - delivery of graffiti project workshop and on concrete benches   | 900.00    |
| Street Arts Hire Ltd             | Invoice | 29.5.19 | 1080        | PO5487 - delivery of graffiti project workshop and on Parkside Pavilion  | 900.00    |
| Survey Nuts                      | Request | 1.4.19  | 4806/April  | PO 4915 - Monthly subscription for Neighbourhood Plan Questionnaire survey software  | 19.00     |
| Survey Nuts                      | Request | 1.5.19  | 4806/May    | PO 4915 - Monthly subscription for Neighbourhood Plan Questionnaire survey software  | 19.00     |
| Woodside Animal Farm             | Request | 6.6.19  |             | Deposit of activity at Woodside Animal Farm for the Playscheme   | 25.00     |

TOTAL 46,613.90

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## Linked to Cashbook 1

Entered Month 4  
by user SWS

| Supplier and Invoice Details              | Invoice Date | Invoice No    | Ledger | Amount Due | Discount    | Amount Paid     | Balance                                   |
|---|--------------|---------------|--------|------------|-------------|-----------------|---|
| <b>BQ01 Trade UK</b>                      |              |               |        |            |             |                 |   |
| <i>V/Grn toilet seat/9552</i>             | 25/06/2019   | 0987329766    | 1      | 9.50       | 0.00        | 9.50            | 0.00                                      |
| Authorised: MinTC9799Budget               |              |               |        |            |             |                 |   |
|   |              |               |        |            | <u>0.00</u> | <u>9.50</u>     |   |
|   |              |               |        |            |             |                 | Above paid on 11/07/2019 by Cheque 101633 |
| <b>CON Conquest Oil NRG Ltd</b>           |              |               |        |            |             |                 |   |
| <i>PO5523-White Dieselx2000ltrs/9</i>     | 25/06/2019   | 645688        | 1      | 2,484.96   | 0.00        | 2,484.96        | 0.00                                      |
|   |              |               |        |            |             |                 |   |
|   |              |               |        |            | <u>0.00</u> | <u>2,484.96</u> |   |
|   |              |               |        |            |             |                 | Above paid on 11/07/2019 by Cheque 101634 |
| <b>DUN02 Biffa Waste Services Ltd</b>     |              |               |        |            |             |                 |   |
| <i>June Cemetery skip costs/9579</i>      | 01/07/2019   | 614C85583     | 1      | 1,553.94   | 0.00        | 1,553.94        | 0.00                                      |
| Authorised: MinTC9799Budget               |              |               |        |            |             |                 |   |
|   |              |               |        |            | <u>0.00</u> | <u>1,553.94</u> |   |
|   |              |               |        |            |             |                 | Above paid on 11/07/2019 by Cheque 101635 |
| <b>GIB01 Gibbs &amp; Dandy PLC</b>        |              |               |        |            |             |                 |   |
| <i>Football pitch topsoil/9580</i>        | 01/07/2019   | 3401/01715178 | 1      | 75.59      | 0.00        | 75.59           | 0.00                                      |
| Authorised: MinTC9799Budget               |              |               |        |            |             |                 |   |
|   |              |               |        |            | <u>0.00</u> | <u>75.59</u>    |   |
|   |              |               |        |            |             |                 | Above paid on 11/07/2019 by Cheque 101636 |
| <b>HEA01 Health Assured Ltd</b>           |              |               |        |            |             |                 |   |
| <i>3/5yr EAP annual fee M9688/955</i>     | 01/06/2019   | SF-032859     | 1      | 408.00     | 0.00        | 408.00          | 0.00                                      |
| Authorised: Mins9688&PE40                 |              |               |        |            |             |                 |   |
|   |              |               |        |            | <u>0.00</u> | <u>408.00</u>   |   |
|   |              |               |        |            |             |                 | Above paid on 11/07/2019 by Cheque 101637 |
| <b>HER01 Hertfordshire County Council</b> |              |               |        |            |             |                 |   |
| <i>PO5500-stationery items/9581</i>       | 01/07/2019   | H061906724    | 1      | 139.25     | 0.00        | 139.25          | 0.00                                      |
| Authorised: MinTC9799Budget               |              |               |        |            |             |                 |   |
|   |              |               |        |            | <u>0.00</u> | <u>139.25</u>   |   |
|   |              |               |        |            |             |                 | Above paid on 11/07/2019 by Cheque 101638 |

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## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 4  
by user SWS

| Supplier and Invoice Details                            | Invoice Date | Invoice No | Ledger | Amount Due                                | Discount    | Amount Paid   | Balance |
|---|--------------|------------|--------|---|-------------|---------------|---------|
| <b>HRCRA01</b> <b>Houghton Regis Craft &amp; Coffee</b> |              |            |        |   |             |               |         |
| <i>PO5511-Carnival items/9535</i>                       | 18/06/2019   | PO5511     | 1      | 70.00                                     | 0.00        | 70.00         | 0.00    |
|   |              |            |        |   | <u>0.00</u> | <u>70.00</u>  |         |
|   |              |            |        | Above paid on 11/07/2019 by Cheque 101639 |             |               |         |
| <b>JCURL01</b> <b>John Curl</b>                         |              |            |        |   |             |               |         |
| <i>Ford Transit service/9538</i>                        | 20/06/2019   | 245539     | 1      | 605.52                                    | 0.00        | 605.52        | 0.00    |
| Authorised: MinTC9799Budget                             |              |            |        |   | <u>0.00</u> | <u>605.52</u> |         |
|   |              |            |        | Above paid on 11/07/2019 by Cheque 101640 |             |               |         |
| <b>MKD01</b> <b>M K Driver Training</b>                 |              |            |        |   |             |               |         |
| <i>PO5527-B.McGarrigle DVSA/9555</i>                    | 24/06/2019   | 1453       | 1      | 685.00                                    | 0.00        | 685.00        | 0.00    |
|   |              |            |        |   | <u>0.00</u> | <u>685.00</u> |         |
|   |              |            |        | Above paid on 11/07/2019 by Cheque 101641 |             |               |         |
| <b>PLA01</b> <b>Plan Corporate Services</b>             |              |            |        |   |             |               |         |
| <i>Photocopier usage/9561</i>                           | 01/06/2019   | HRTC002    | 1      | 483.11                                    | 0.00        | 483.11        | 0.00    |
| Authorised: Corp9695                                    |              |            |        |   | <u>0.00</u> | <u>483.11</u> |         |
|   |              |            |        | Above paid on 11/07/2019 by Cheque 101642 |             |               |         |
| <b>SCR02</b> <b>Trade UK Account</b>                    |              |            |        |   |             |               |         |
| <i>Grnds consumable items/9557</i>                      | 26/06/2019   | 987678663  | 1      | 19.52                                     | 0.00        | 19.52         | 0.00    |
| Authorised: MinTC9799Budget                             |              |            |        |   | <u>0.00</u> | <u>19.52</u>  |         |
|   |              |            |        | Above paid on 11/07/2019 by Cheque 101643 |             |               |         |
| <b>STJ01</b> <b>St John Ambulance</b>                   |              |            |        |   |             |               |         |
| <i>PO55269-C.Evans 1st aid/9534</i>                     | 20/06/2019   | 1900109346 | 1      | 162.00                                    | 0.00        | 162.00        | 0.00    |
|   |              |            |        |   | <u>0.00</u> | <u>162.00</u> |         |
|   |              |            |        | Above paid on 11/07/2019 by Cheque 101644 |             |               |         |

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## Linked to Cashbook 1

Entered Month 4  
by user SWS

| Supplier and Invoice Details                   | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance                                   |
|--|--------------|------------|--------|------------|----------|-------------|---|
| <b>STR02</b> <b>Strawberry Fieldz Ltd</b>      |              |            |        |            |          |             |   |
| <i>PO5342-Carnival stage &amp; pa/919</i>      | 11/02/2019   | INV000176  | 1      | 1,020.00   | 0.00     | 1,020.00    | 0.00                                      |
| Authorised: MINEWG455                          |              |            |        |            |          |             |   |
|  |              |            |        |            |          | 0.00        | 1,020.00                                  |
|  |              |            |        |            |          |             | Above paid on 11/07/2019 by Cheque 101645 |
| <b>TOT01</b> <b>Right Fuelcard Company Ltd</b> |              |            |        |            |          |             |   |
| <i>Fuel usage/9539</i>                         | 23/06/2019   | 266518     | 1      | 258.37     | 0.00     | 258.37      | 0.00                                      |
| Authorised: MinTC9799Budget                    |              |            |        |            |          |             |   |
| <i>Fuel usage/9584</i>                         | 07/07/2019   | 2684110    | 1      | 196.54     | 0.00     | 196.54      | 0.00                                      |
| Authorised: MinTC9799Budget                    |              |            |        |            |          |             |   |
|  |              |            |        |            |          | 0.00        | 454.91                                    |
|  |              |            |        |            |          |             | Above paid on 11/07/2019 by Cheque 101646 |
| <b>TTT01</b> <b>T T Trophies</b>               |              |            |        |            |          |             |   |
| <i>PO5490-Carnival Y.C trophy/958</i>          | 01/07/2019   | PO5490     | 1      | 30.90      | 0.00     | 30.90       | 0.00                                      |
|  |              |            |        |            |          | 0.00        | 30.90                                     |
|  |              |            |        |            |          |             | Above paid on 11/07/2019 by Cheque 101647 |
|  |              |            |        |            |          | 0.00        | 8,202.20                                  |
|  |              |            |        |            |          |             | Total Purchase Ledger Payments            |

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Houghton Regis Town Council  
Schedule List of Payments - 11.07.2019

| Supplier                       | Type    | Date    | Number       | Memo  | Balance (£)     |
|--------------------------------|---------|---------|--------------|---|-----------------|
| Aldwyck Housing Group Ltd      | Invoice | 24.6.19 | AHG1000582   | Hire of Sandringham Hub for a Mayor's charity event   | 48.00           |
| Central Bedfordshire Council   | Invoice | 20.6.19 | 7010353010   | Tithe Farm Recreation Ground rent   | 5.00            |
| Carnival Luncheon float        | Request | 17.6.19 | Carnival     | Luncheon float for carnival workers and volunteers  | 150.00          |
| Gillian Ormston                | Invoice | 24.6.19 | HRTC004/2019 | Coaching provision for officer  | 100.00          |
| Harpenden Town Council         | Request | 3.7.19  | Event        | Donation in lieu of non-attendance at charity event   | 20.00           |
| Houghton Regis Hub Cafe CIC    | Invoice | 30.6.19 | 24           | Payment of refreshments at Mayor's charity event  | 52.50           |
| Leighton-Linslade Town Council | Request | 3.7.19  | Event        | Tickets for charity event   | 35.00           |
| Mrs T McMahon                  | Request | 2.7.19  | Travel Claim | Reimbursement for deputy mayor's travel costs   | 7.00            |
| MCS Contract Cleaning Ltd      | Invoice | 28.6.19 | 38616        | PO4273 & Com Ser Min 8511-June 2019 provision of cleaning w/c facilities at Bedford Square & replenishment of sanitation supplies | 1,836.00        |
| NALC                           | Invoice | 17.6.19 | 968959388    | PO5509 - Clr Kennedy's attendance to NALC conference on 28th & 29th October 2019  | 253.79          |
| Techies                        | Invoice | 6.6.19  | 24901        | Monthly cost for additional email addresses in accordance with TC9799 Budget  | 43.20           |
| Three Star (Luton) Ltd         | Invoice | 13.6.19 | 30746        | PO5501- balance for the provision of coach for Playscheme activity to Cineworld on 24.7.19  | 302.40          |
| Three Star (Luton) Ltd         | Invoice | 13.6.19 | 30748        | PO5501- balance for the provision of coach for Playscheme activity to Mulligans on 31.7.19  | 75.00           |
| Three Star (Luton) Ltd         | Invoice | 14.6.19 | 30753        | PO5501- balance for the provision of coach for Playscheme activity to Southend-on-Sea on 15.8.19                                  | 125.00          |
| Three Star (Luton) Ltd         | Invoice | 14.6.19 | 30754        | PO5501- balance for the provision of coach for Playscheme activity to Top Jump in Milton Keynes on 14.8.19                        | 1,100.00        |
| Three Star (Luton) Ltd         | Invoice | 14.6.19 | 30759        | PO5501 - balance for the provision of coach for Playscheme activity to Woodside Animal Farm on 7.8.19                             | 125.00          |
| Clr Ken Wattingham             | Request | 2.7.19  | Travel Claim | Reimbursement for deputy mayor and consort's travel cost  | 115.00          |
| Youth Council                  | Request | 26.6.19 | Float        | Float required for activities at carnival   | 24.03           |
|                                |         |         |              |   | 10.00           |
| <b>TOTAL</b>                   |         |         |              |   | <b>4,426.92</b> |

ACCOUNTS PAID BETWEEN MEETINGS

| Supplier | Type    | Date    | Num         | Memo  | Balance (£) |
|----------|---------|---------|-------------|---|-------------|
| Amazon   | Request | 13.6.19 | 206-0881440 | PO5502 - Grounds work consumable item                         | 13.03       |
| Amazon   | Request | 14.6.19 | 206-7989138 | PO5504 - item for IT  | 11.38       |
| Amazon   | Request | 18.6.19 | 206-7988175 | PO5510 - Youth Council items                                  | 105.85      |
| Amazon   | Request | 18.6.19 | 206-7619969 | PO5510 - Youth Council items                                  | 13.92       |
| Amazon   | Request | 18.6.19 | 026-8920601 | PO5510 - Youth Council items                                  | 7.99        |
| Amazon   | Request | 19.6.19 | 204-0047867 | PO5520 - item for Carnival                                    | 12.67       |
| Amazon   | Request | 19.6.19 | 204-1203722 | PO5517 - item for Carnival                                    | 5.38        |
| Amazon   | Request | 19.6.19 | 204-5037168 | PO5521 - item for Carnival                                    | 7.99        |
| Amazon   | Request | 19.6.19 | 204-6103405 | PO5524 - item for Carnival                                    | 20.30       |
| Amazon   | Request | 19.6.19 | 204-5757414 | PO5515 - item for Carnival                                    | 3.80        |
| Amazon   | Request | 19.6.19 | 204-6762633 | PO5516 - item for Carnival                                    | 1.85        |
| Amazon   | Request | 19.6.19 | 204-7123491 | PO5519 - item for Carnival                                    | 40.04       |
| Amazon   | Request | 19.6.19 | 204-8600407 | PO5518 - item for Carnival                                    | 2.50        |
| Amazon   | Request | 21.6.19 | 205-6406315 | PO5528 - item for Carnival                                    | 17.50       |
| Amazon   | Request | 24.6.19 | 205-2661385 | PO5535 - Youth Council items                                  | 31.61       |
| Amazon   | Request | 24.6.19 | 206-9944067 | PO5532 - item for Carnival                                    | 9.00        |
| Amazon   | Request | 24.6.19 | 206-1614801 | PO5536 - item for Parkside Pavilion                           | 3.95        |
| Amazon   | Request | 3.7.19  | 204-8132717 | PO5538 - white goods' power meter for Moore Crescent Pavilion | 18.99       |
| Ampower  | Invoice | 1.3.19  | 20190302449 | Office electrical usage for February 2019                     | 114.71      |
| Ampower  | Invoice | 1.5.19  | 20190501564 | Workshop Unit 22 electrical usage for April 2019              | 9.38        |
| Ampower  | Invoice | 1.5.19  | 20190501565 | Parkside Pavilion electrical usage for April 2019             | 27.06       |

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Schedule List of Payments - 11.07.2019

|                                    |         |                 |   |           |
|------------------------------------|---------|-----------------|---|-----------|
| Ampower                            | 1.5.19  | 20190501567     | Village Green Pavilion electrical usage for April 2019  | 102.24    |
| Ampower                            | 1.5.19  | 20190501568     | Moore Crescent Pavilion electrical usage for April 2019   | 89.59     |
| Ampower                            | 1.5.19  | 20190501569     | Tithe Farm Pavilion electrical usage for April 2019   | 58.34     |
| Ampower                            | 1.5.19  | 20190501570     | Office's electrical usage for April 2019  | 107.01    |
| Ampower                            | 1.5.19  | 20190501571     | Orchard Close Pavilion electrical usage for April 2019  | 5.49      |
| Ampower                            | 1.5.19  | 20190501572     | Workshop Unit 23 electrical usage for April 2019  | 218.72    |
| Ampower                            | 1.6.19  | 20190603412     | Workshop Unit 22 electrical usage for May 2019  | 9.70      |
| Ampower                            | 1.6.19  | 20190603413     | Parkside Pavilion electrical usage for May 2019   | 27.98     |
| Ampower                            | 1.6.19  | 20190603415     | Village Green Pavilion electrical usage for May 2019  | 83.04     |
| Ampower                            | 1.6.19  | 20190603416     | Moore Crescent Pavilion electrical usage for May 2019   | 122.90    |
| Ampower                            | 1.6.19  | 20190603417     | Tithe Farm Pavilion electrical usage for May 2019   | 40.86     |
| Ampower                            | 1.6.19  | 20190603418     | Office's electrical usage for May 2019  | 94.32     |
| Ampower                            | 1.6.19  | 20190603420     | Workshop Unit 23 electrical usage for May 2019  | 213.61    |
| Baker Ross                         |         |                 | PO5534 - Youth Council items  | 55.03     |
| Bedford Borough Council            |         |                 | Staff basic salaries, NIC, superannuation and payroll administration costs & for June 2019 plus accrued overtime & travel costs for May 2019 in accordance with Min. TC9799 Budget                  | 42,262.21 |
| Booker                             | 24.6.19 | 17175726        | Provisions for the Youth Council  | 50.95     |
| British Gas                        | 26.6.19 | 547632          | Moore Crescent gas bill for period: 23.3.19 - 20.6.19   | 1,023.13  |
| British Gas                        | 24.6.19 | 460515108       | Tithe Farm gas estimated gas bill for period: 23.3.19 - 21.6.19   | 32.24     |
| British Gas                        | 27.6.19 | 958486641       | Parkside estimated gas bill for period: 23.3.19 - 21.6.19   | 25.79     |
| British Gas                        | 27.6.19 | 958486642       | PO5477 - Skate Park repairs in accordance to Min TC9799 Budget  | 3,535.80  |
| Contech UK                         | 20.6.19 | 3337            | 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 1 mobile usage for the period: 24.3.19 - 23.4.19 | 118.02    |
| EE                                 | 24.4.19 | V01619313170    | 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 1 mobile usage for the period: 24.4.19 - 23.5.19 | 120.23    |
| EE                                 | 24.5.19 | V01630465479    | PO5531 - Items for Town Centre Attraction activities  | 23.94     |
| Eureka                             | 24.6.19 | 2075434         | Deposit of surplus amount re. Internal Interim Audit And Min9893  | 150.00    |
| Houghton Regis Current Account     | 31.5.19 | Clerks Acct     | Deposit of surplus amount re. Internal Interim Audit And Min9893  | 98.00     |
| Houghton Regis Current Account     | 31.5.19 | Petty Cash Acct | Transfer from PSDA in accordance with Fin Reg 5.6c  | 50,000.00 |
| Houghton Regis Current Account     | 20.6.19 | Petty Cash Acct | Transfer from PSDA in accordance with Fin Reg 5.6c  | 50,000.00 |
| Houghton Regis Current Account     | 4.7.19  | PSDA            | PO5503 - Items for Carnival   | 44.24     |
| Morrison                           | 26.6.19 | 3648445397      | Petty Cash replenishment of funds used during the period: 1.6.19 - 19.6.19  | 31.69     |
| Petty Cash                         | 25.6.19 | Jun-19          | Petty Cash replenishment of funds used during the period: 20.6.19 - 5.7.19  | 38.50     |
| Petty Cash                         | 8.7.19  | Jun-19          | Small Grant award   | 200.00    |
| Recycled Teenagers                 | 21.6.19 | Small Grant     | PO5522 - replacement Village Green Pavilion door in accordance with E&L Min 9924  | 1,738.50  |
| Royal Industrial Doors (R.I.D Ltd) | 19.6.19 | 250018          | Purchase of stamps whilst franking machine out of use   | 30.50     |
| Royal Mail                         | 26.6.19 | Postage         | PO5525 - Grounds' Man first aid training  | 180.00    |
| Safety First Aid Training          | 4.7.19  | SFTSI-00641310  | PO5505 - Playscheme activity  | 150.00    |
| Top Jump                           | 17.6.19 | 1408            |   |           |

TOTAL 151,413.47

## Linked to Cashbook 1

Entered Month 4  
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| Supplier and Invoice Details                   | Invoice Date | Invoice No   | Ledger | Amount Due | Discount | Amount Paid | Balance                                   |
|--|--------------|--------------|--------|------------|----------|-------------|---|
| <b>AAA01</b> <b>A A A Security</b>             |              |              |        |            |          |             |   |
| <i>V/Grn shutter extension/9645</i>            | 19/07/2019   | INV81265     | 1      | 120.00     | 0.00     | 120.00      | 0.00                                      |
| Authorised: MinTC9799Budget                    |              |              |        |            |          |             |   |
|  |              |              |        |            | 0.00     | 120.00      |   |
|  |              |              |        |            |          |             | Above paid on 31/07/2019 by Cheque 101648 |
| <b>AMF01</b> <b>AMF Services (Bedford) Ltd</b> |              |              |        |            |          |             |   |
| <i>RTV service/9601</i>                        | 05/07/2019   | 21280        | 1      | 451.52     | 0.00     | 451.52      | 0.00                                      |
| Authorised: MinTC9799Budget                    |              |              |        |            |          |             |   |
| <i>RTV900 service/9602</i>                     | 05/07/2019   | 21281        | 1      | 451.52     | 0.00     | 451.52      | 0.00                                      |
| Authorised: MinTC9799Budget                    |              |              |        |            |          |             |   |
|  |              |              |        |            | 0.00     | 903.04      |   |
|  |              |              |        |            |          |             | Above paid on 31/07/2019 by Cheque 101649 |
| <b>BED02</b> <b>Bedfordshire Pension Fund</b>  |              |              |        |            |          |             |   |
| <i>G. Twiss June pension/9646</i>              | 22/07/2019   | 738367       | 1      | 50.57      | 0.00     | 50.57       | 0.00                                      |
| Authorised: MinTC9799Budget                    |              |              |        |            |          |             |   |
|  |              |              |        |            | 0.00     | 50.57       |   |
|  |              |              |        |            |          |             | Above paid on 31/07/2019 by Cheque 101650 |
| <b>BOA01</b> <b>B R Boatwright</b>             |              |              |        |            |          |             |   |
| <i>PO5548-Green waste/9648</i>                 | 20/07/2019   | 1372         | 1      | 540.00     | 0.00     | 540.00      | 0.00                                      |
|  |              |              |        |            |          |             |   |
|  |              |              |        |            | 0.00     | 540.00      |   |
|  |              |              |        |            |          |             | Above paid on 31/07/2019 by Cheque 101651 |
| <b>DES01</b> <b>D E Signs</b>                  |              |              |        |            |          |             |   |
| <i>PO5556-Multi-use signsx6/9655</i>           | 23/07/2019   | 18259        | 1      | 144.00     | 0.00     | 144.00      | 0.00                                      |
|  |              |              |        |            |          |             |   |
|  |              |              |        |            | 0.00     | 144.00      |   |
|  |              |              |        |            |          |             | Above paid on 31/07/2019 by Cheque 101652 |
| <b>DUN02</b> <b>Biffa Waste Services Ltd</b>   |              |              |        |            |          |             |   |
| <i>PO5350-May Fair bins/9607</i>               | 02/07/2019   | 614M05862    | 1      | 196.68     | 0.00     | 196.68      | 0.00                                      |
| <i>Credit Inv614C82875/9608</i>                | 10/07/2019   | C/N614T63514 | 1      | -269.28    | 0.00     | -269.28     | 0.00                                      |
| Authorised: MinTC9799Budget                    |              |              |        |            |          |             |   |

## Linked to Cashbook 1

Entered Month 4  
by user SWS

| Supplier and Invoice Details  | Invoice Date | Invoice No   | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|--------------|--------|------------|----------|-------------|---------|
| <i>Re. C/N614T63514/9609</i><br>Authorised: MinTC9799Budget         | 01/07/2019   | 614C82875    | 1      | 269.28     | 0.00     | 269.28      | 0.00    |
| <i>Re. Inv614T62430/9610</i><br>Authorised: MinTC9799Budget         | 03/07/2019   | C/N614T63511 | 1      | -516.78    | 0.00     | -516.78     | 0.00    |
| <i>Re. C/N614T63511/9611</i><br>Authorised: MinTC9799Budget         | 03/07/2019   | 614T62430    | 1      | 516.78     | 0.00     | 516.78      | 0.00    |
| <i>Re. Inv241M00370/9612</i><br>Authorised: MinTC9799Budget         | 02/07/2019   | C/N241M00372 | 1      | -196.68    | 0.00     | -196.68     | 0.00    |
| <i>Re. C/N241M00372/9613</i>  | 02/07/2019   | 241M00370    | 1      | 196.68     | 0.00     | 196.68      | 0.00    |
| <i>July Cemetery skip costs/9666</i><br>Authorised: MinTC9799Budget | 26/07/2019   | 614C88195    | 1      | 1,534.28   | 0.00     | 1,534.28    | 0.00    |

0.00 1,730.96

Above paid on 31/07/2019 by Cheque 101653

## FIR02 Fire Facilities Management

|   |            |       |   |        |      |        |      |
|---|------------|-------|---|--------|------|--------|------|
| <i>M/C alarm &amp; E/lights/9667</i><br>Authorised: MinTC9799Budget | 24/07/2019 | 74789 | 1 | 132.00 | 0.00 | 132.00 | 0.00 |
|---|------------|-------|---|--------|------|--------|------|

0.00 132.00

Above paid on 31/07/2019 by Cheque 101654

## HSC01 HSC Security

|  |            |          |   |        |      |        |      |
|--|------------|----------|---|--------|------|--------|------|
| <i>PO5462 - Carnival security/964</i><br>Authorised: MinEWG451 | 17/07/2019 | INV-0220 | 1 | 600.00 | 0.00 | 600.00 | 0.00 |
|--|------------|----------|---|--------|------|--------|------|

0.00 600.00

Above paid on 31/07/2019 by Cheque 101655

## JCURL01 John Curl

|  |            |        |   |        |      |        |      |
|--|------------|--------|---|--------|------|--------|------|
| <i>EX67KKW road test/9654</i><br>Authorised: MinTC9799Budget | 19/07/2019 | 245577 | 1 | 260.60 | 0.00 | 260.60 | 0.00 |
|--|------------|--------|---|--------|------|--------|------|

0.00 260.60

Above paid on 31/07/2019 by Cheque 101656

## MER01 MLP Traffic Ltd

|                                       |            |       |   |        |      |        |      |
|---------------------------------------|------------|-------|---|--------|------|--------|------|
| <i>PO5533-Carnival road closure/9</i> | 17/07/2019 | 31124 | 1 | 411.84 | 0.00 | 411.84 | 0.00 |
|---------------------------------------|------------|-------|---|--------|------|--------|------|

0.00 411.84

Above paid on 31/07/2019 by Cheque 101657

Continued over page



## Linked to Cashbook 1

Entered Month 4  
by user SWS

| Supplier and Invoice Details                   | Invoice Date | Invoice No  | Ledger | Amount Due | Discount    | Amount Paid   | Balance         |
|--|--------------|-------------|--------|------------|-------------|---------------|-----------------|
| <b>RIG01</b> <b>Rigby Taylor</b>               |              |             |        |            |             |               |                 |
| <i>PO5554-Line marking fluid/9652</i>          | 23/07/2019   | RSIN0309050 | 1      | 549.60     | 0.00        | 549.60        | 0.00            |
| <i>PO5555-O/Cl cricket items/9653</i>          | 23/07/2019   | RSIN0309051 | 1      | 219.62     | 0.00        | 219.62        | 0.00            |
|  |              |             |        |            | <b>0.00</b> | <b>769.22</b> |                 |
| Above paid on 31/07/2019 by Cheque 101658      |              |             |        |            |             |               |                 |
| <b>SPA01</b> <b>Spaldings Limited</b>          |              |             |        |            |             |               |                 |
| <i>PO5542-Grnds work items/9637</i>            | 08/07/2019   | SI-5426816  | 1      | 87.60      | 0.00        | 87.60         | 0.00            |
| <i>PO5542-Grnds work item/9638</i>             | 11/07/2019   | SI-2458549  | 1      | 34.80      | 0.00        | 34.80         | 0.00            |
|  |              |             |        |            | <b>0.00</b> | <b>122.40</b> |                 |
| Above paid on 31/07/2019 by Cheque 101659      |              |             |        |            |             |               |                 |
| <b>TOT01</b> <b>Right Fuelcard Company Ltd</b> |              |             |        |            |             |               |                 |
| <i>Fuel usage/9615</i>                         | 01/07/2019   | 2677314     | 1      | 165.46     | 0.00        | 165.46        | 0.00            |
| Authorised: MinTC9799Budget                    |              |             |        |            |             |               |                 |
| <i>KY65BGKx58.10ltrs:18.7.19/9651</i>          | 21/07/2019   | 2696768     | 1      | 88.18      | 0.00        | 88.18         | 0.00            |
| Authorised: MinTC9799Budget                    |              |             |        |            |             |               |                 |
|  |              |             |        |            | <b>0.00</b> | <b>253.64</b> |                 |
| Above paid on 31/07/2019 by Cheque 101660      |              |             |        |            |             |               |                 |
| <b>Total Purchase Ledger Payments</b>          |              |             |        |            |             | <b>0.00</b>   | <b>6,038.27</b> |

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Houghton Regis Town Council  
Schedule List of Payments - 06.08.2019

TW

| Supplier                                 | Type    | Date     | Number     | Memo  | Balance (£)      |
|--|---------|----------|------------|---|------------------|
| Bedfordshire Police & Crime Commissioner | Invoice | 29.7.19  | B0001322   | Operation Hana services for April in accordance with Community Services Min 9543  | 2,727.90         |
| Bedfordshire Police & Crime Commissioner | Invoice | 29.7.19  | B0001323   | Operation Hana services for May in accordance with Community Services Min 9544  | 1,788.15         |
| Bryan Leecoche Ltd                       | Invoice | 11.7.19  | 4044       | PO5498 - eviction notice re. illegal encampment on Dog Kennel Down on 6th - 7th June 2019                                 | 677.57           |
| Business HR Solutions (Consultancy) Ltd  | Invoice | 01.08.19 | INV-012457 | Human Resources support for the month of August 2019 in accordance with Corp Min 9688                                     | 125.00           |
| Joanna Cross Photography                 | Invoice | 15.7.19  | B00680     | PO5347 - Photographs of the Carnival  | 200.00           |
| Groundwork East                          | Invoice | 15.7.19  | 7732       | PO5539 - provision of youth services for the period: April - June 2019 in accordance with Community Services, Minute 9776 | 5,445.00         |
| Martin Rix Building Services             | Invoice | 24.7.19  | 12361      | PO5543 - programmer for Moore Crescent pavilion's boiler & Village Green Pavilion's disabled toilet plumbing repair       | 835.20           |
| Playscheme Float                         | Request | 05.08.19 | Float      | Additional float required to deliver the playscheme activities  | 40.00            |
| Robert Noble Associates Ltd              | Invoice | 30.7.19  | 2253.19    | PO5294 - Stage 2 consultation in accordance with Minutes: NOP12 & NOP16   | 2,700.00         |
| Techies                                  | Invoice | 11.7.19  | 24987      | PO5529 - Replacement computers x 5 for MS Office Windows 10   | 2,400.00         |
| Techies                                  | Invoice | 11.7.19  | 24988      | PO5530 - Upgrade of MS Office Windows 10 software for 2 existing computers  | 405.60           |
| Valuation Office Agency                  | Invoice | 12.7.19  | 2500002273 | PO5410 - Valuation of unregistered land re. East End, Village Green Rec Gmd & Old cemetery re. Corp Min 9116              | 900.00           |
| <b>TOTAL</b>                             |         |          |            |   | <b>18,245.42</b> |

ACCOUNTS PAID BETWEEN MEETINGS

| Supplier                       | Type    | Date     | Num               | Memo   | Balance (£) |
|--------------------------------|---------|----------|-------------------|--|-------------|
| 1st/3rd Houghton Regis Scouts  | Request | 15.7.19  | Carnival 2019     | Winner of Carnival procession's original entry   | 100.00      |
| 4th Houghton Regis Scouts      | Request | 15.7.19  | Carnival 2019     | Winner of Carnival procession's best dressed team prize  | 100.00      |
| Adventure Leisure Ltd/Golf     | Request | 31.7.19  | Summer Playscheme | PO5550 - provision of golf activity for the Summer Playscheme on 31.7.19 balance payment   | 60.00       |
| Amazon                         | Request | 15.7.19  | 205-7228697       | PO5544 - items for Town Centre Attraction activity at the Skate Park event   | 27.27       |
| Amazon                         | Request | 30.7.19  | 206-1250282       | PO5559 - items for Playscheme  | 6.98        |
| Ampower                        | Invoice | 01.07.19 | 201907010177      | Moore Crescent pavilion June electrical usage  | 234.61      |
| Ampower                        | Invoice | 01.07.19 | 201907010187      | Parkside pavilion June electrical usage  | 26.45       |
| Ampower                        | Invoice | 01.07.19 | 201907010611      | Village Green pavilion June electrical usage   | 69.86       |
| Ampower                        | Invoice | 01.07.19 | 201907010622      | Office June electrical usage   | 98.11       |
| Ampower                        | Invoice | 01.07.19 | 201907010623      | Workshop Unit 22 June electrical usage   | 9.35        |
| Bedford Borough Council        | Invoice | 23.7.19  | 17234903          | Staff basic salaries, NIC, superannuation and payroll administration costs & for July 2019 plus accrued overtime & travel costs for June 2019 in accordance with Min TC9799 Budget | 41,289.80   |
| British Telecommunications Plc | Invoice | 19.6.19  | Q0430G            | Office fax, alarm, broadband usage and upgrade plus alarm costs for the Village Green and Moore Crescent pavilions and the Workshop  | 768.44      |
| British Telecommunications Plc | Invoice | 26.6.19  | Q019FI            | BT Cloud Office telecommunications costs for period: 1.6.19 - 31.8.19  | 331.66      |
| Business HR Solutions          | Invoice | 1.7.19   | INV-012097        | Human Resources support for the month of July 2019   | 126.00      |
| Cineworld                      | Request | 19.7.19  | WP9KSFN           | PO5549 - Playscheme activity to Cineworld on 24.7.19   | 160.23      |
| Dejavu                         | Invoice | 13.7.19  | DV130719          | PO5390 - provision of entertainment at carnival  | 600.00      |
| DVLA                           | Request | 25.7.19  | Tax reminder      | Payment of tax for council's mitsubishi grounds work vehicle   | 260.00      |
| Francotyp Postalia Ltd         | Invoice | 05.07.19 | 26523776          | Advance rental of the franking machine for the period: 11.07.19 - 10.10.19 in accordance with Min TC9799 Budget  | 72.00       |
| Francotyp Postalia Ltd         | Invoice | 16.7.19  | 20542870          | Franking machine credit reset  | 250.00      |
| Francotyp Postalia Ltd         | Invoice | 01.08.19 | 147330            | Advance rental of franking machine new contract, commencing 1.8.19, for the period: 1.8.19 - 31.10.19 in accordance with Min   | 99.00       |
| Francotyp Postalia Ltd         | Invoice | 02.08.19 | 26526318          | Credit to cancel Invoice No. 26523776 due to new contract  | -72.00      |
| Greenbriar Ltd                 | Invoice | 10.6.19  | I2010113          | Financial Year: 2018-2019 Internal audit x 2 in accordance with Corporate Services Min9690   | 835.84      |
| Grenke Leasing Ltd             | Invoice | 22.06.19 | 000263148/2019    | Photocopier/Printer's 1/20 lease payment for the period: 1.7.19 - 30.9.19 in accordance with Min9685   | 118.80      |
| Last of the Summer Ukuleles    | Invoice | 15.7.19  | Carnival 2019     | Winner of best performance at the Carnival   | 60.00       |
| Petty Cash                     | Request | 15.7.19  | 9-15.7.19         | Petty Cash replenishment of funds used during the period: 9th - 15th July 2019   | 21.38       |
| Petty Cash                     | Request | 01.08.19 | 16.7-1.8.19       | Petty Cash replenishment of funds used during the period: 16th July - 1st August 2019  | 34.27       |
| Playscheme Float               | Request | 18.7.19  | Summer            | Playscheme float   | 150.00      |

Houghton Regis Town Council  
 Schedule List of Payments - 06.08.2019

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|                          |         |          |                |  |                  |
|--------------------------|---------|----------|----------------|--|------------------|
| Plusnet                  | Invoice | 10.7.19  | 2193203-015    | Provision of broadband at the workshop for the period: 10.7.19 - 9.8.19                  | 9.00             |
| Street Arts Hire         | Invoice | 16.7.19  | 1101           | PO5545 - graffiti activity at the Skate Park event at Tithes Farm Recreation Ground      | 413.00           |
| Thornhill Primary School | Request | 15.7.19  | Carnival 2019  | Winner of Carnival procession's best performance prize                                   | 100.00           |
| The Stockvale Group      | Invoice | 05.08.19 | 512252         | Provision of Southend-on-Sea's Adventure Island entry bands x 57 re. Playscheme activity | 953.70           |
| The Stockvale Group      | Invoice | 05.08.19 | 513610         | Provision of Southend-on-Sea's Adventure Island entry bands x 5 re. Playscheme activity  | 88.00            |
| Three Star (Luton) Ltd   | Invoice | 11.7.19  | 30857          | PO5501 - coach modification for wheelchair to South-end on Sea                           | 25.00            |
| Top Jump                 | Invoice | 19.7.19  | 1408           | PO5552 - Balance of playscheme activity  | 120.00           |
| Woodside Animal Farm     | Request | 19.7.19  | Request        | PO5551 - balance payment for playscheme activity   | 88.00            |
| Youth Council            | Request | 11.7.19  | Luncheon float | Luncheon float for Youth Council members at the Carnival                                 | 30.00            |
| Youth Council            | Request | 24.7.19  | Luncheon float | Luncheon float for Youth Council members at the Skate Park event                         | 30.00            |
| <b>TOTAL</b>             |         |          |                |  | <b>47,690.75</b> |



## HOUGHTON REGIS TOWN COUNCIL

### **Banking Arrangements, Investment Strategy & Investment Arrangements**

|                                |  |
|--------------------------------|--|
| Date of Approval:              | 22 <sup>nd</sup> March 2004  |
| Dates of Review & Re-Approval: | 3 <sup>rd</sup> December 2012; 15 <sup>th</sup> February 2013; 20 <sup>th</sup> July 2015; 6 <sup>th</sup> June 2016; 30 <sup>th</sup> May 2017; 8 <sup>th</sup> October 2018; 23 <sup>rd</sup> September 2019 |

#### Contents

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

## **1. Banking Arrangements**

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

- (i) The payment of income into the Bank shall be undertaken regularly (usually weekly) subject to necessity;
- (ii) When a new Council comes into Office, bank mandates will be updated within 3 months;
- (iii) A balance sufficient to avoid bank charges being imposed will be maintained within the Current Account.

## **2. Investment Strategy**

### **2.1 Introduction:**

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

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

### **2.2 Objectives:**

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

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

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

### **2.3 Policy:**

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

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

- (iv) All investments will be made in UK banks and building societies.
- (v) The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis.
- (vi) The Council will only invest in institutions of high credit quality – based on information from credit rating agencies (as defined).

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

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

### **3. Investment Arrangements**

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

### **4. Review**

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

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## STATUTORY GUIDANCE ON LOCAL GOVERNMENT INVESTMENTS

(3<sup>rd</sup> Edition)

Issued under section 15(1)(a) of the *Local Government Act 2003* and effective for financial years commencing on or after 1 April 2018

### POWER UNDER WHICH THE GUIDANCE IS ISSUED

1. The following Guidance is issued by the Secretary of State under section 15(1)(a) of the *Local Government Act 2003*. Under that section local authorities are required to "have regard" to "such guidance as the Secretary of State may issue".

### DEFINITION OF TERMS

2. In this guidance the **2003 Act** means the *Local Government Act 2003*.
3. **Local authority** has the meaning given in section 23 of the *2003 Act*. To the extent that this guidance applies to parish councils and charter trustees (see paragraph 11) a reference to a local authority includes those councils and trustees.
4. The definition of an **investment** covers all of the financial assets of a local authority as well as other non-financial assets that the organisation holds primarily or partially to generate a profit; for example, investment property portfolios. This may therefore include investments that are not managed as part of normal treasury management processes or under treasury management delegations.
5. For the avoidance of doubt, the definition of an investment also covers loans made by a local authority to one of its wholly-owned companies or associates, to a joint venture, or to a third party. The term does not include *pension funds* or *trust fund investments*, which are subject to separate regulatory regimes and therefore are not covered by this guidance.
6. A **credit rating agency** is one of the following three companies:
  - Standard and Poor's;
  - Moody's Investors Service Ltd; and
  - Fitch Ratings Ltd.
7. For the purposes of this guidance a **loan** is a written or oral agreement where a local authority temporarily transfers cash to a third party, joint venture, subsidiary or associate who promises to return it according to the terms of the agreement, normally with interest. This definition does not include a loan to another local authority, which is classified as a specified investment.

8. The **Treasury Management Code** means the statutory code of practice issued by CIPFA: *“Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes, 2017 Edition”*.
9. The **Prudential Code** means the statutory code of practice, issued by CIPFA: *“The Prudential Code for Capital Finance in Local Authorities, 2017 Edition”*.
10. The **Capital Strategy** is the strategy required by the updates to the Prudential Code and Treasury Management Code.

## **APPLICATION**

### **Effective date**

11. This guidance applies for financial years commencing on or after 1 April 2018. It supersedes all previous editions of the Statutory Guidance on Local Authority Investments.
12. Strategies presented to Council or equivalent before 1 April 2018 but relating to 2018-19 and future financial years do not need to include all of the additional disclosures required by this edition of the guidance should it not prove practical or cost effective to do so. If a local authority chooses not to include the new disclosures in its 2018-19 Strategy, it must include the disclosures in full in the first Strategy presented to full Council or equivalent after 1 April 2018.

### **Local authorities**

13. This guidance applies to all local authorities in England.
14. This guidance applies to parish councils and charter trustees, providing their total investments exceed or are expected to exceed £100,000 at any time during the financial year. Where a parish council or charter trustee expects its total investments to be between £10,000 and £100,000, it is encouraged to adopt the principles in this guidance.

## **KEY PRINCIPLES**

### **Transparency and democratic accountability**

15. For each financial year, a local authority should prepare at least one Investment Strategy (“the Strategy”). The Strategy should contain the disclosures and reporting requirements specified in this guidance.
16. The Strategy should be approved by the full council. For authorities without a full Council, the Strategy should be approved at the closest equivalent level. The

Secretary of State recommends that the Strategy should be presented for approval prior to the start of the financial year.

17. Where a local authority proposes to make a material change to its Strategy during the year a revised Strategy should be presented to full council or equivalent for approval before the change is implemented.
18. The Strategy should be publicly available on a local authority's website. Where a parish council or charter trustee does not maintain its own website, they should post a public notice detailing how local residents can obtain a copy of the Strategy, free of charge.
19. Where a local authority prepares a Capital Strategy in line with the requirements of the Prudential Code, a Treasury Management Strategy in line with the requirements of the Treasury Management Code, or any other publicly available document, the disclosures required to be included in the Strategy can be published in those documents instead of in the Strategy.

### **Contribution**

20. Investments made by local authorities can be classified into one of two main categories:
  - Investments held for treasury management purposes; and
  - Other investments.
21. Where local authorities hold treasury management investments, they should apply the principles set out in the Treasury Management Code. They should disclose that the contribution that these investments make to the objectives of the local authority is to support effective treasury management activities. The only other element of this Guidance that applies to treasury management investments is the requirement to prioritise Security, Liquidity and Yield in that order of importance.
22. Local authorities should disclose the contribution that all other investments make towards the service delivery objectives and/or place making role of that local authority. It is for each local authority to define the types of contribution that investments can make and a single investment can make more than one type of contribution.

### **Use of indicators**

23. The Strategy should include quantitative indicators that allow Councillors and the public to assess a local authority's total risk exposure as a result of its investment decisions. This should include how investments are funded and the rate of return

received. Where investment decisions are funded by borrowing the indicators used should reflect the additional debt servicing costs taken on.

24. Local authorities should consider the most appropriate indicators to use, given their risk appetite and capital and investment strategies. Whilst this guidance does not prescribe specific indicators or thresholds, the indicators used should be consistent from year to year and should be presented in a way that allows elected members and the general public to understand a local authorities' total risk exposure from treasury management and other types of investment.

25. Where a local authority has entered into a long term investment or has taken out long term debt to finance an investment the indicators used should allow Councillors and the general public to assess the risks and opportunities of the investment over both its payback period and over the repayment period of any debt taken out.

### **Security, Liquidity and Yield**

26. A prudent investment policy will have two underlying objectives:

- **Security** – protecting the capital sum invested from loss; and
- **Liquidity** – ensuring the funds invested are available for expenditure when needed.

27. The generation of **yield** is distinct from these prudential objectives. However, this does not mean that local authorities are recommended to ignore potential revenues. Once proper levels of security and liquidity are determined, it will then be reasonable to consider what yield can be obtained consistent with these priorities.

28. When entering into treasury management investments, local authorities should consider security, liquidity and yield in that order of importance.

29. When entering into other types of investments local authorities should consider the balance between security, liquidity and yield based on their risk appetite and the contribution(s) of that investment activity.

### **Security**

#### Financial Investments

30. Financial investments can fall into one of three categories:

- **Specified investments;**
- **Loans;** and
- **Other Non-specified investments.**

#### Specified Investments

31. An investment is a specified investment if all of the following apply:
- The investment is denominated in sterling and any payments or repayments in the respect of the investment are payable only in sterling.
  - The investment is not a long term investment. This means that the local authority has contractual right to repayment within 12 months, either because that is the expiry term of the investment or through a non-conditional option.
  - The making of the investment is not defined as capital expenditure by virtue of Regulation 25(1)(d) of the *Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [as amended]*.
  - The investment is made with a body or in an investment scheme described as high quality (see paragraph 33 or with one of the following bodies:
    - i. The United Kingdom Government;
    - ii. A local authority in England or Wales (as defined in section 23 of *the 2003 Act*) or a similar body in Scotland or Northern Ireland; or
    - iii. A parish council or community council.
32. For the purposes of paragraph 32 the Strategy should define high credit quality. Where this definition incorporates ratings provided by credit rating agencies paragraph 42 is relevant.

### Loans

33. A local authority may choose to make loans to local enterprises, local charities, wholly owned companies and joint ventures as part of a wider strategy for local economic growth even though those loans may not all be seen as prudent if adopting a narrow definition of prioritising security and liquidity.
34. Local authorities can make such loans whilst continuing to have regard to this guidance if they can demonstrate in their Strategy that:
- Total financial exposure to these type of loans is proportionate;
  - They have used an allowed “expected credit loss” model for loans and receivables as set out in International Financial Reporting Standard (IFRS) 9 *Financial Instruments* as adopted by proper practices to measure the credit risk of their loan portfolio;
  - They have appropriate credit control arrangements to recover overdue repayments in place; and
  - The local authority has formally agreed the total level of loans by type that it is willing to make and their total loan book is within their self-assessed limit.

### Non-specified investments

35. A non-specified investment is any financial investment that is not a loan and does not meet the criteria to be treated as a specified investment.

36. For non-specified investments (i.e. those not meeting the criteria in paragraph 31), the Strategy should:

- Set out procedures for determining which categories of investments may be prudently used (and where these procedures involve the use of credit ratings, paragraph 32 is relevant).
- Identify which categories of investments have been defined as suitable for use.
- State the upper limits for the maximum amounts both individually and cumulatively that may be held in each identified category and for the overall amount held in non-specified investments and confirm that investments made have remained within those limits.

#### Non-financial investments

37. As defined in paragraph 4 of this guidance non-financial investments are non-financial assets that the organisation holds primarily or partially to generate a profit. Where a local authority holds a non-financial investment, it will normally have a physical asset that can be realised to recoup the capital invested. Local authorities should consider whether the asset retains sufficient value to provide security of investment using the fair value model in *International Accounting Standard 40: Investment Property* as adapted by proper practices.

38. Where the fair value of non-financial investments is sufficient to provide security against loss, the Strategy should include a statement that a fair value assessment has been made within the past twelve months, and that the underlying assets provide security for capital investment.

39. Where the fair value of non-financial investments is no longer sufficient to provide security against loss, the Strategy should provide detail of the mitigating actions that the local authority is taking or proposes to take to protect the capital invested.

40. Where a local authority recognises a loss in the fair value of a non-financial investment as part of the year end accounts preparation and audit process, an updated Strategy should be presented to full council detailing the impact of the loss on the security of investments and any revenue consequences arising therefrom.

#### Risk Assessment

41. The Strategy should state the local authority's approach to assessing risk of loss before entering into and whilst holding an investment, making clear in particular:

- How it has assessed the market that it is/will be competing in, the nature and level of competition, how it thinks that the market/customer needs will evolve over time, barriers to entry and exit and any ongoing investment requirements.
- Whether and, if so how, a local authority uses external advisors be they treasury management advisors, property investment advisors or any other relevant persons.
- How the local authority monitors and maintains the quality of advice provided by external advisors.
- To what extent, if at all, any risk assessment is based on credit ratings issued by credit ratings agencies.
- Where credit ratings are used, how frequently they are monitored and the procedures for taking action if credit ratings change.
- What other sources of information are used to assess and monitor risk.

### **Liquidity**

42. For financial investments that are not treasury management investments or loans the Strategy should set out the procedures for determining the maximum periods for which funds may prudently be committed and state what those maximum periods are and how the local authority will stay within its stated investment limits.
43. For non-financial investments the Strategy should set out the procedures for ensuring that the funds can be accessed when they are needed, for example to repay capital borrowed. It should also state the local authority's view of the liquidity of the investments that it holds, recognising that assets can take a considerable period to sell in certain market conditions. Where local authorities hold non-financial investment portfolios they can choose to assess liquidity by class of asset or at a portfolio level if appropriate.

### **Proportionality**

44. Where a local authority is or plans to become dependent on profit generating investment activity to achieve a balanced revenue budget, the Strategy should detail the extent to which funding expenditure to meet the service delivery objectives and/or place making role of that local authority is dependent on achieving the expected net profit. In addition, the Strategy should detail the local authority's contingency plans should it fail to achieve the expected net profit.
45. The assessment of dependence on profit generating investments and borrowing capacity allocated to funding these should be disclosed as a minimum over the life-cycle of the Medium Term Financial Plan. However, an assessment of longer term risks and opportunities is recommended.

### **Borrowing in advance of need**

46. Authorities must not borrow more than or in advance of their needs purely in order to profit from the investment of the extra sums borrowed.
47. Where a local authority chooses to disregard the Prudential Code and this Guidance and borrows or has borrowed purely to profit from the investment of the extra sums borrowed the Strategy should explain:
- Why the local authority has decided not to have regard to this Guidance or to the Prudential Code in this instance; and
  - The local authority's policies in investing the money borrowed, including management of the risks, for example, of not achieving the desired profit or borrowing costs increasing.

### **Capacity, skills and culture**

48. The Strategy should disclose the steps taken to ensure that those elected members and statutory officers involved in the investments decision making process have appropriate capacity, skills and information to enable them to take informed decisions as to whether to enter into a specific investment, to assess individual assessments in the context of the strategic objectives and risk profile of the local authority and to enable them to understand how the quantum of these decisions have changed the overall risk exposure of the local authority.
49. The Strategy should disclose the steps taken to ensure that those negotiating commercial deals are aware of the core principles of the prudential framework and of the regulatory regime within which local authorities operate.
50. Where appropriate the Strategy should comment on the corporate governance arrangements that have been put in place to ensure accountability, responsibility and authority for decision making on investment activities within the context of the local authority's corporate values.



## ANNEX A – INFORMAL COMMENTARY ON THE STATUTORY GUIDANCE ON LOCAL GOVERNMENT INVESTMENTS

### Power under which this Guidance is issued [paragraph 1]

1. The **Local Government Act 2003**, section 15(1), requires a local authority "...to have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify...".
2. The guidance on investments in the main part of this document is issued under section 15(1) of the 2003 Act and authorities are therefore required to have regard to it. This part (**Annex A**) contains an informal commentary ("the commentary") on the Statutory Guidance.
3. Two codes of practice issued by the *Chartered Institute of Public Finance and Accountancy* (CIPFA) contain investment guidance which complements the MHCLG guidance. These publications are:
  - *Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes*
  - *The Prudential Code for Capital Finance in Local Authorities*
4. Local authorities are required to have regard to the current editions of the CIPFA codes by regulations 2 and 24 of the *Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [SI 3146] as amended*.

### Objectives in updating the Guidance

5. The 2<sup>nd</sup> edition of this Guidance, which was issued in 2010, reflected concerns raised by the CLG and Treasury Select committees as part of their enquiries into the financial crash of 2007-8. The key areas of focus were:
  - The practice of investing for yield, especially in Icelandic Banks;
  - The need for transparent investment strategies; and
  - The use of Treasury Management advisors.
6. The changes made to the 3<sup>rd</sup> edition of this Guidance reflect changes in patterns of local authority behaviour. Some local authorities are investing in non-financial assets, with the primary aim of generating profit. Others are entering into very long term investments or providing loans to local enterprises or third sector entities as part of regeneration or economic growth projects that are in line with their wider role for regeneration and place making.

7. In addition, the National Audit Office and the Public Accounts Committee have raised a number of concerns about local authority behaviour that this guidance aims to address. These are:

- Local authorities are exposing themselves to too much financial risk through borrowing and investment decisions;
- There is not enough transparency to understand the exposure that local authorities have as a result of borrowing and investment decisions; and
- Members do not always have sufficient expertise to understand the complex transactions that they have ultimate responsibility for approving.

#### Effective Date [paragraphs 11-12]

8. This Guidance applies from 1 April 2018. It supersedes all previous editions of the Guidance.
9. The Guidance requires local authorities to produce a number of additional disclosures. Many local authorities already produce these as part of internal reporting and risk management procedures. However, if these disclosures are not currently produced, then local authorities do not need to prepare them in full for Strategies presented to full Council or equivalent before 1 April 2018. Those local authorities who do not include the required disclosures in their 2018-19 strategies, should present them for approval the first time the relevant Strategy is updated or superseded.

#### Local Authorities [paragraphs 12-13]

10. This Guidance applies to all local authorities, who hold or during the next financial year intend to hold financial or non-financial investments, solely or in part to generate revenue income.
11. It applies to parish councils whose investments exceed the thresholds set out in paragraph 14. The decision to lower the financial threshold for parish councils has been taken in recognition that some parishes have begun to engage in commercial ventures. As parish councils tend to be fairly small and to obtain a greater percentage of their funding directly from council tax payers than other types of local authority, it is right that they demonstrate that they have carefully considered the expertise that they need to manage the risks arising from their strategy.

#### Transparency and democratic accountability [paragraphs 15-19]

12. The Government believes that local authorities need to be better at explaining “why” not just “what” they are doing with their investment activity. That means that the sector needs to demonstrate more transparency and openness and to

make it easier for informed observers to understand how good governance and democratic accountability have been exercised.

13. The additional disclosures required by the Guidance should be included in a single document presented to full Council or the equivalent. Although the Guidance refers to an Investment Strategy, providing that all of the disclosures are easy for interested parties to find and are in or linked from a single document, a separate Strategy does not need to be prepared. The Strategy should be updated at least annually.
14. Subject to the provisions in paragraph 35 and 36 of the commentary, local authorities can exclude specific non-financial investments from the required disclosures on grounds of commercial confidentiality. The Government expects that non-disclosure on grounds of commercial confidentiality will be an exceptional circumstance. A local authority should only determine that it would breach commercial confidentiality to include an investment in the disclosures on receipt of appropriate professional advice, using the same criteria as would be used to exclude the public from a Council meeting. Local authorities should reassess whether the commercial confidentiality test is met every time a new Strategy is presented to full Council or the equivalent.
15. Under Regulation 17 of the *The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012* as amended overview and scrutiny committee members have right of access to any confidential information relating to any decision by any committee or any member of the executive of their council. Nothing in this Guidance has the power to override this regulation.
16. Assets that generate revenue income solely through fees and charges for discretionary services levied under Section 93 of the *Local Government Act 2003* should not be classified as non-financial investments for this purpose.
17. If disclosures are already produced in another document that is publicly available then a local authority can provide a link to the disclosures from the Strategy rather than reproducing them. The exception is disclosures contained in the Statutory Accounts, which do not meet the requirements of this Strategy. This is because local authority statutory accounts can be complex and difficult for users who are not familiar with local government accounting to understand and statutory accounts are prepared to a higher level of materiality than local authorities should use for internal risk management.

#### Contribution [paragraphs 20-22]

18. Local authorities may have several different objectives, when deciding to acquire an asset. If an asset is not solely held for yield, then a local authority may have a different risk appetite or be willing to accept a lower return than it otherwise would.

19. Each local authority should determine how it categorises different types of contribution, and each investment can have more than one type of contribution. A non-exhaustive list of types of contribution include:

- Yield/profit
- Regeneration
- Economic benefit/business rates growth
- Responding to local market failure
- Treasury management

20. Where a local authority classifies an investment as contributing to regeneration or local economic benefit, it should be able to demonstrate that the investment forms part of a project in its Local Plan.

#### Use of indicators [paragraphs 23-25]

21. Local authorities should present a range of indicators to allow members and other interested parties to understand the total exposure from borrowing and investment decisions. The indicators should cover both the local authority's current position and the expected position assuming all planned investments for the following year are completed. The indicators do not need to take account of Treasury Management investments unless these are expected to be held for more than 12 months.

22. The Guidance requires local authorities to develop quantitative indicators that allow Councillors and the public to assess a local authority's total risk exposure as a result of its investment decisions. We recommend that, the indicators in the table below are used. Where local authorities have a different risk appetite or different expectation of returns depending on the contribution(s) each type of investment makes, they should consider presenting the indicators, classified by type of contribution or risk appetite.

|   |   |
|---|---|
| Debt to net service expenditure (NSE) ratio                       | <i>Gross debt as a percentage of net service expenditure, where net service expenditure is a proxy for the size and financial strength of a local authority.</i>                      |
| Commercial income to NSE ratio                                    | <i>Dependence on non-fees and charges income to deliver core services. Fees and charges should be netted off gross service expenditure to calculate NSE.</i>                          |
| Investment cover ratio  | <i>The total net income from property investments, compared to the interest expense.</i>  |
| Loan to value ratio   | <i>The amount of debt compared to the total asset value.</i>  |
| Target income returns   | <i>Net revenue income compared to equity. This is a measure of achievement of the portfolio of properties.</i>  |
| Benchmarking of returns   | <i>As a measure against other investments and against other council's property portfolios.</i>  |
| Gross and net income  | <i>The income received from the investment portfolio at a gross level and net level (less costs) over time.</i>   |
| Operating costs   | <i>The trend in operating costs of the non-financial investment portfolio over time, as the portfolio of non-financial investments expands.</i>                                       |
| Vacancy levels and Tenant exposures for non-financial investments | <i>Monitoring vacancy levels (voids) ensure the property portfolio is being managed (including marketing and tenant relations) to ensure the portfolio is productive as possible.</i> |

23. Where appropriate, local authorities should consider including targets or limits set by members alongside the outturn. Where there has been a significant change in year on year performance against any of the indicators presented local authorities should include an explanation in the Strategy.

24. Local authorities can choose to present additional indicators in the Strategy should they believe that it would enhance understandability and transparency to do so.

#### Security, liquidity and yield [paragraphs 26-29]

25. For treasury management and other financial investments local authorities should continue to prioritise **SECURITY**, **LIQUIDITY** and **YIELD** in that order of importance.

26. Whilst consideration of **security** and **liquidity** is important for loans and non-financial investments, the relative balance between objectives may be different depending on the nature and objectives in making a specific investment.

#### Security and liquidity

##### Loans [paragraphs 33 – 34, 40]

27. Loans to joint ventures, local SMEs or third sector bodies, and wholly owned companies fall within the scope of the Guidance. When considering security and liquidity of loans local authorities should set limits for their total exposure and apply the expected loss model in line with the requirements of *IFRS 9 Financial Instruments*.

##### Non-financial investments [paragraphs 37-40, 43]

28. Where a local authority has a non-financial investment, it will have an asset that can be realised to recoup the sums invested. Therefore, the Guidance requires local authorities to consider security by reference to the value of the asset relative to purchase price and to set out the plans to recoup the investment if realising the asset would not recoup the sums invested. In the period immediately after purchase, it is normal for the directly attributable costs of purchasing a non-financial investment to be greater than the realisable value of the asset. In this scenario, all the Strategy needs to disclose is how long the local authority expects it to take for the increase in asset values to provide security for the sums invested and the assumptions underpinning that expectation.

29. Non-financial investments are by their nature illiquid. However, this does not mean that the local authority does not need to plan for realising a part of its non-financial investment portfolio, for example to repay debt. The liquidity of the non-financial investment portfolio should be considered over the repayment period of any debt taken out to acquire assets, which could be very long term. Given current trends such as the scale and pace of technology driven change, there is no guarantee that non-financial investments will continue to deliver value over their lifetime. To manage this risk, local authorities need to have plans to realise the capital tied up in non-financial investments if required. In addition, the Strategy should consider the trade-offs between accepting capital loss and refinancing debt incurring additional debt servicing costs by doing so, if appropriate.

##### Proportionality [paragraphs 44-45]

30. Local authorities need to consider the long term sustainability risk implicit in becoming too dependent on commercial income or in taking out too much debt relative to net service expenditure.

31. In addition, whilst under statute, local authority debt is secured on the revenues of that authority, in practice, there is no realistic prospect of the revenues of any local authority being sufficient to pay back debt equating to many multiples of the sum of NNDR and Council Tax Income, without a pervasive and long term impact on service delivery. It is unclear whether local authorities who have adopted a debt financed commercial investment strategy have realistic plans to manage failure. Whilst the Government recognises the importance of local authorities taking on debt to enhance service provision, irrespective of the source of finance, it does not believe that it should do the same for commercial investments.
32. For this reason, the Guidance introduces a new requirement that in every local authority, full council or its nearest equivalent, sets limits that cannot be exceeded for gross debt compared to net service expenditure, and for commercial income as a percentage of net service expenditure.
33. If a local authority has exceeded these limits through investments taken out prior to the introduction of this Guidance, it does not need to dispose of investments currently held. However, authorities who have exceeded their self-assessed limits should not enter into any further investments, irrespective of how these are financed, other than short term investments required for efficient treasury management.

#### Borrowing in advance of need [paragraphs 46-47]

34. The Prudential Code, issued by CIPFA has always contained a statement that local authorities should not borrow more than, or in advance of their needs purely in order to profit from the investment of the extra sums borrowed. The purpose of repeating that statement in this Guidance is to make it clear that it extends to borrowing taken on to finance the acquisition of non-financial as well as financial investments.
35. Local authorities can still finance the acquisition of financial on non financial investments from capital receipts generated from the sale of surplus assets. However, they should not repurpose receipts allocated to the acquisition of assets that contribute to service delivery to fund the purchase of investments, solely to avoid the requirements against borrowing in advance of need.
36. If exceptionally a local authority, chooses not to have regard to the provision on borrowing to fund investment activity the Guidance requires them to explain, in their Strategy, the rationale for this decision.
37. The purpose of this disclosure is to allow external auditors, tax payers and other interested parties to understand why the local authority has chosen to disregard

the Guidance, and to hold the authority to account should they believe there is not sufficient reason for doing so.

#### Capacity, Skills and Culture [paragraphs 48-50]

38. In the Public Accounts Committee report of 18 November 2016<sup>1</sup>, members raised concerns that, locally elected members may not always have the background and expertise to understand the risks associated with the decisions that they are being asked to make. For this reason the Guidance extends the requirements on capacity and skills to members and any statutory officers involved in or responsible for signing off on investment decisions.

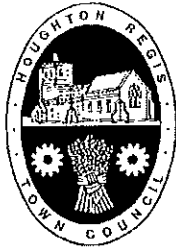
39. Members do not necessarily need formal training in understanding investment risks to satisfy the requirements of the Guidance. Depending on their level of expertise a presentation setting out the risks and opportunities of an investment strategy/specific investment in terms a layman would understand, may be sufficient to meet the new requirements.

40. The Government is aware that many local authorities have brought in outside expertise to identify and negotiate investment opportunities. Whilst this can be an effective method of risk management, it is important that those negotiating deals understand that they are not operating in a purely commercial environment and that the prime purpose of a local authority is to deliver statutory services to local residents. Therefore, the Strategy should comment on how they have been made aware of this.

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<sup>1</sup> <https://www.parliament.uk/business/committees/committees-a-z/commons-select/public-accounts-committee/inquiries/parliament-2015/financial-sustainability-local-authorities-16-17/>





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**CORPORATE SERVICES COMMITTEE****Agenda Item 10**

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**Date:** 23<sup>rd</sup> September 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

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**1. RECOMMENDATION**

**To reinvest in both the long term and short-term investment accounts.**

**2. BACKGROUND**

In accordance with Committee Functions, Financial Regulations 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 short-term investment: Public Sector Deposit Fund and the long-term investment: LAMIT Authorities Property Fund were both during Financial Year 2014 - 2015. In accordance with Minutes AC1113 and AC1121, two officers administrate both these accounts for supervision and audit trail purposes. Both these investments have no fixed period of terms, but both are treated on an annual roll-on basis at their anniversaries' review.

**4. LONG TERM INVESTMENT – LAMIT PROPERTY FUND ACCOUNT**

Commencement of the LAMIT Property Fund was October 2014. This fund is designed to achieve long term capital growth and a rising income from investments in the commercial property sector. Dividends are paid quarterly (in accordance with IAS 18 - Revenue) less advice of Management expenses but without deduction of tax. Gross dividend yield rate as at 30<sup>th</sup> June 2019 was 4.22% which is a slight decline to the previously reported 4.26% as at 31<sup>st</sup> March 2019. This account has non-activity as it

generates favourable economic benefits with the council's maximum surplus funds that can be held in this type of investment. The total fund size has grown from £175 million in 2015 to £1,178 million as of June 2019, proving that this long-term investment is extremely favourable and as of yet, officers cannot source a better or similar account.

## 5. SHORT-TERM INVESTMENT – PUBLIC SECTOR DEPOSIT ACCOUNT

Commencement of the Public Sector Deposit Fund was September 2014. This is a pooled, qualified money market fund created by and for the public sector which has a low level of risks. Shares are bought and the dividend is paid at the end of each month (in accordance with IAS – Revenue) less Management Fee but without deduction of tax. The declared yield rate as at 9<sup>th</sup> August 2019 was 0.7130% which is a slight decline to the previously reported 0.7564% as at 16<sup>th</sup> May 2019. This is slightly lower to the current Bank Rate of 0.75%. Accessibility of funds is almost immediate making this a highly liquid Current Asset investment. Activity is a fluctuation of withdrawals when required to meet the council's expenditure for the period and deposits of investing surplus funds (namely Precept) in accordance with the Trustee Investment Act 1961 S.11 and recommendations. The declared yield rate in 2015 of 0.36% has approximately doubled to 0.7130% as at 9<sup>th</sup> August 2019. The total fund size of £599 million in 2016 has marginally decreased to £544 million, proving that this short-term investment is extremely favourable and as of yet, officers cannot source a better or similar account.

## 6. COUNCIL VISION

The proposed action supports the Objectives of Council's Vision;  
5. A strong efficient and proactive Town Council.

## 7. 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**

- Compliance with the Trustee Investment Act 1961 S.11

### **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.

**8. CONCLUSION AND NEXT STEPS**

As both the short-term and long-term investments' annual anniversaries are due, to continue their reinvestment in these accounts and be presented with other investment opportunities as and when available.

**9. APPENDICES**

**Appendix A:** Graphs

**Appendix B:** Chronological activities

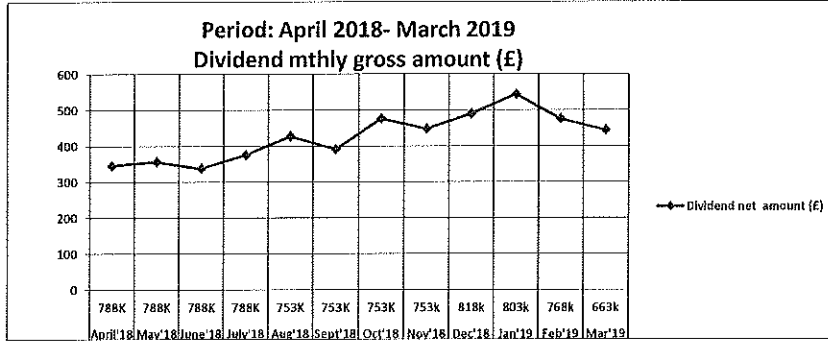
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**SHORT TERM INVESTMENT: THE PUBLIC SECTOR DEPOSIT ACCOUNT**

FINANCIAL YEAR: 2018-2019

Monthly dividends of the period: April 2018 to March 2019

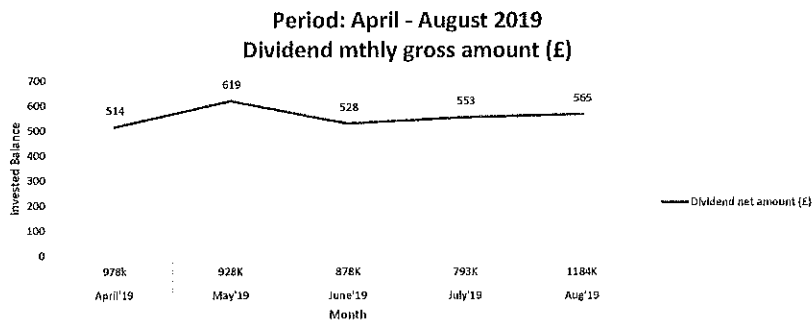
| Month              | Invested Balance (£) | Dividend net amount (£) |
|--------------------|----------------------|-------------------------|
| April'18           | 788K                 | 346                     |
| May'18             | 788K                 | 357                     |
| June'18            | 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                     |
| Feb'19             | 768K                 | 476                     |
| Mar'19             | 663K                 | 445                     |
| <b>Grand Total</b> |                      | <b>5,117</b>            |



FINANCIAL YEAR 2019-20

Monthly dividends of the period: April - July 2019

| Month              | Invested balance (£) | Dividend net amount (£) |
|--------------------|----------------------|-------------------------|
| April'19           | 978k                 | 514                     |
| May'19             | 928K                 | 619                     |
| June'19            | 878K                 | 528                     |
| July'19            | 793K                 | 553                     |
| Aug'19             | 1184K                | 565                     |
| <b>Grand Total</b> |                      | <b>2779</b>             |

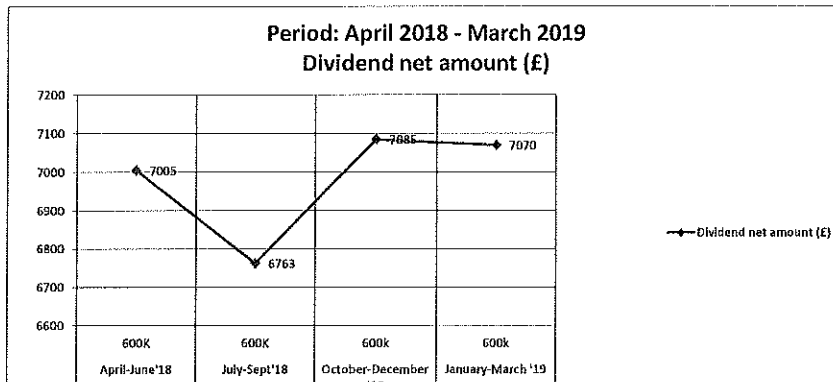


**LONG TERM INVESTMENT: THE PROPERTY FUND**

FINANCIAL YEAR: 2018 - 2019

Quarterly dividends of the period: April 2018 to March 2019

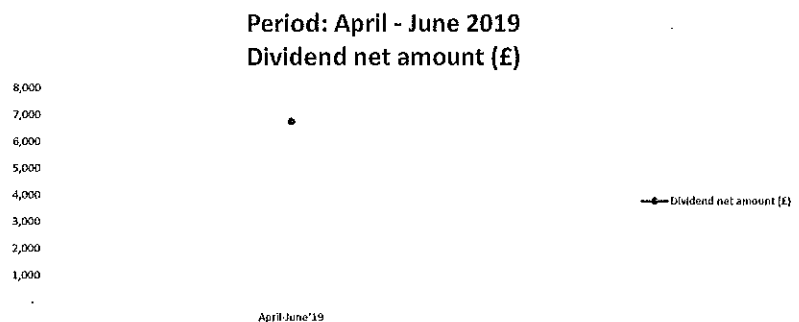
| Period               | Invested Balance (£) | Dividend net amount (£) |
|----------------------|----------------------|-------------------------|
| April-June'18        | 600K                 | 7,005                   |
| July-Sept'18         | 600K                 | 6,763                   |
| October-December '18 | 600K                 | 7,085                   |
| January-March '19    | 600K                 | 7,070                   |
| <b>Grand Total</b>   |                      | <b>27,923</b>           |



FINANCIAL YEAR: 2019 - 2020

Quarterly dividends of the period: April - June 2019

| Period             | Invested Balance (£) | Dividend net amount (£) |
|--------------------|----------------------|-------------------------|
| April-June'19      | 600K                 | 6,715                   |
| <b>Grand Total</b> |                      | <b>6,715</b>            |



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Below are two charts listing the significant chronological activities of the council's short-term investment during FY2019-2020. Also, the long-term investment during FY2018-2019 and FY2019-2020 for comparability purposes.

Short Term Investment - The Public Sector Deposit Fund

| <i>Date</i> | <i>Opening Balance</i> | <i>Details</i> | <i>Amount</i> | <i>Total Shares</i> | <i>Closing Balance</i> | <i>Other details</i>  |
|-------------|------------------------|----------------|---------------|---------------------|------------------------|---|
| 01.04.19    | £663,000               | Withdrawal     | -£35,000      | 628,000             | £628,000               | Transfer to current account to top up funds for expenditure purchases                     |
| 02.04.19    | £593,000               | Withdrawal     | -£35,000      | 593,000             | £593,000               | Transfer to current account to top up funds for expenditure purchases                     |
| 10.04.19    | £593,000               | Deposit        | £35,000       | 628,000             | £628,000               | Purchased an additional 35,000 shares in accordance with Trustee Investment Act 1961 S.11 |
| 11.04.19    | £628,000               | Deposit        | £35,000       | 663,000             | £663,000               | Purchased an additional 35,000 shares in accordance with Trustee Investment Act 1961 S.11 |
| 12.04.19    | £663,000               | Deposit        | £35,000       | 698,000             | £698,000               | Purchased an additional 35,000 shares in accordance with Trustee Investment Act 1961 S.11 |
| 15.04.19    | £698,000               | Deposit        | £35,000       | 733,000             | £733,000               | Purchased an additional 35,000 shares in accordance with Trustee Investment Act 1961 S.11 |
| 16.04.19    | £733,000               | Deposit        | £35,000       | 768,000             | £768,000               | Purchased an additional 35,000 shares in accordance with Trustee Investment Act 1961 S.11 |
| 17.04.19    | £768,000               | Deposit        | £35,000       | 803,000             | £803,000               | Purchased an additional 35,000 shares in accordance with Trustee Investment Act 1961 S.11 |
| 18.04.19    | £803,000               | Deposit        | £35,000       | 838,000             | £838,000               | Purchased an additional 35,000 shares in accordance with Trustee Investment Act 1961 S.11 |
| 23.04.19    | £838,000               | Deposit        | £35,000       | 873,000             | £873,000               | Purchased an additional 35,000 shares in accordance with Trustee Investment Act 1961 S.11 |
| 24.04.19    | £873,000               | Deposit        | £35,000       | 908,000             | £908,000               | Purchased an additional 35,000 shares in accordance with Trustee Investment Act 1961 S.11 |
| 25.04.19    | £908,000               | Deposit        | £35,000       | 943,000             | £943,000               | Purchased an additional 35,000 shares in accordance with Trustee Investment Act 1961 S.11 |
| 26.04.19    | £943,000               | Deposit        | £35,000       | 978,000             | £978,000               | Purchased an additional 35,000 shares in accordance with Trustee Investment Act 1961 S.11 |
| 20.05.19    | £978,000               | Withdrawal     | £50,000       | 928,000             | £928,000               | Transfer to current account to top up funds for expenditure purchases                     |
| 20.06.19    | £928,000               | Withdrawal     | £50,000       | 878,000             | £878,000               | Transfer to current account to top up funds for expenditure purchases                     |

| Date     | Opening Balance | Details    | Amount  | Total Shares | Closing Balance | Other details   |
|----------|-----------------|------------|---------|--------------|-----------------|---|
| 04.07.19 | £878,000        | Withdrawal | £50,000 | 828,000      | £828,000        | Transfer to current account to top up funds for expenditure purchases   |
| 23.07.19 | £828,000        | Withdrawal | £35,000 | 793,000      | £793,000        | Transfer to current account to top up funds for expenditure purchases   |
| 14.8.19  | £793,000        | Deposit    | £50,000 | 843,000      | £843,000        | Purchased an additional 50,000 shares in accordance with Trustee Investment Act 1961 S.11                                     |
| 15.8.19  | £843,000        | Deposit    | £50,000 | 893,000      | £893,000        | Purchased an additional 50,000 shares in accordance with Trustee Investment Act 1961 S.11                                     |
| 16.8.19  | £893,000        | Deposit    | £50,000 | 943,000      | £943,000        | Purchased an additional 50,000 shares in accordance with Trustee Investment Act 1961 S.11                                     |
| 19.8.19  | £943,000        | Deposit    | £50,000 | 993,000      | £993,000        | Purchased an additional 50,000 shares in accordance with Trustee Investment Act 1961 S.11                                     |
| 20.8.19  | £993,000        | Deposit    | £44,000 | 1,037,000    | £1,037,000      | Purchased an additional 50,000 shares in accordance with Trustee Investment Act 1961 S.11                                     |
| 21.8.19  | £1,037,000      | Deposit    | £50,000 | 1,087,000    | £1,087,000      | Purchased an additional 50,000 shares in accordance with Trustee Investment Act 1961 S.11                                     |
| 22.8.19  | £1,087,000      | Deposit    | £50,000 | 1,137,000    | £1,137,000      | Purchased an additional 50,000 shares in accordance with Trustee Investment Act 1961 S.11                                     |
| 23.8.19  | £1,137,000      | Deposit    | £47,000 | 1,184,000    | £1,184,000      | Purchased an additional 50,000 shares in accordance with Trustee Investment Act 1961 S.11. Declared dividend yield of 0.7177% |

Long-term Investment – LAMIT Property Fund

| Date     | Opening Balance | Details | Amount | Shares  | Bid market total value | Bid market value per one unit | Other details   |
|----------|-----------------|---------|--------|---------|------------------------|-------------------------------|---|
| 31.12.18 | £600,000        |         |        | 213,503 | £648,515.36            | 303.75 pence                  | Favourable 1.59880% increase of previous bid market total value   |
| 31.03.19 | £600,000        |         |        | 213,503 | £644,672.31            | 301.95 pence                  | Adverse 0.59612% reduction of previous bid market total value   |
| 30.06.19 | £600,000        |         |        | 213,503 | £655,326.11            | 302.19 pence                  | Favourable 1.65259% increase of previous bid market total value<br>Gross dividend yield c 4.22% as at 30.6.19 |





## HOUGHTON REGIS TOWN COUNCIL

### RISK MANAGEMENT STRATEGY & SCHEDULE

|                                     |  |
|-------------------------------------|--|
| Date of Approval:                   | Town Council 28 <sup>th</sup> September 2015   |
| Date of Review:                     | 26 <sup>th</sup> September 2016; 25 <sup>th</sup> September 2017; 24 <sup>th</sup> September 2018; 23 <sup>rd</sup> September 2019 |
| Date of Re-approval<br>Town Council | 5 <sup>th</sup> December 2016; 11 <sup>th</sup> December 2017; 8 <sup>th</sup> October 2018  |

#### Risk Management Strategy

|      |                            |
|------|----------------------------|
| 1.0  | Introduction               |
| 2.0  | Scope                      |
| 3.0  | Strategy Outcomes          |
| 4.0  | Risk Management Overview   |
| 5.0  | Risk Appetite              |
| 6.0  | Embedding Risk Management  |
| 7.0  | Roles and Responsibilities |
| 8.0  | Risk Management Processes  |
| 9.0  | Monitoring and Review      |
| 10.0 | Glossary of Terms          |

Appendix 1 - Impact and Likelihood Descriptors and Risk Scoring Matrix

#### Risk Management Schedule

- Corporate Services
- Environment & Leisure
- Planning
- Community Services

## **1.0 Introduction**

- 1.1 Effective risk management is essential if Houghton Regis Town Council is to deliver its key outcomes and achieve its goals. It supports continuous improvement and good governance.
- 1.2 Risk management is about us: identifying the things that could happen to prevent the delivery of our key outcomes (our risks); assessing how likely it is that these things might happen and what their impact might be; and determining what can be done to reduce the likelihood of those unwanted events or mitigate their impact. Effective risk management requires us to identify our most important risks; record those risks and the actions we plan to take to deal with them; and review, regularly the impact of our actions on our risks.
- 1.3 We cannot avoid risk entirely and it would be impracticable to try to manage away entirely the risks that we are exposed to. What we must do is: decide what level of risk we are prepared, and can afford, to accept; take action that is proportionate and affordable to reduce to an acceptable level as many risks as possible; and keep under review and actively manage those risks that remain unacceptably high.
- 1.4 The Risk Management Strategy has been adopted to help us to manage our risks effectively.

## **2.0 Scope**

- 2.1 The Strategy provides an overview of risk management before examining in more detail the elements critical to successful risk management, i.e.:
  - determining our risk appetite
  - the integration of risk management into our decision making
  - linking service planning and performance management with risk management
  - defining responsibilities for risk management
  - processes for identifying, assessing and managing risk

## **3.0 Strategy Outcomes**

- 3.1 The outcomes to be delivered by this strategy are within the approved Town Council Plan:

## **4.0 Risk Management - Overview**

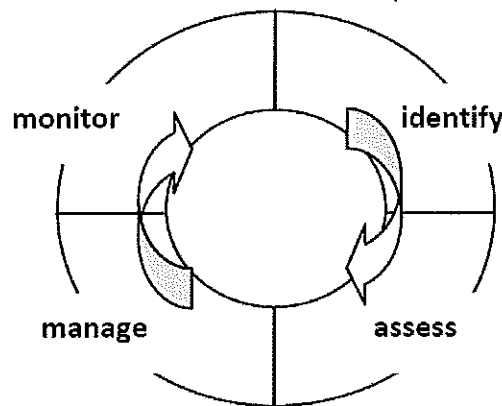
- 4.1 Risk management is the process by which the organisation seeks to identify, assess and manage key risks which might prevent it from achieving its corporate outcomes and goals or from doing so in an effective and efficient manner.
- 4.2 Risk management should not be treated as a standalone process. It should be treated just like budgeting and financial management or service planning and performance management – something that any good manager does as a matter of course. It should be linked to the service and financial planning and management as managers identify both the risks to their plans as they develop them and the risks associated with subsequent actions to keep those plans on track.
- 4.3 Risk management is a continuous process. For known risks, it should operate from the time that each risk is first identified until such time as it no longer represents a significant risk to the organisation. Recorded risks and the controls used to mitigate them should be reviewed on

a regular basis: the frequency of review for each risk should reflect the impact the risk might have and the degree of confidence placed on the controls in place to manage it. In addition, there is a need for constant and ongoing vigilance to ensure that any new risks that may arise are recognised and dealt with before they can impact on the organisation.

4.4 There are a number of benefits of having an effective risk management process in place and these include:

- Alerting management and other accountable persons to the key risks which might prevent the achievement of the organisation's corporate outcomes and service plan objectives, in order that timely mitigation can be developed to either prevent the risks occurring, or to manage them effectively if they do occur.
- Contributing to better decision making and the process of achieving corporate outcomes and service plan objectives. When embedded within existing business processes such as planning, performance management, project management and budgeting, it provides a basis for ensuring that the implications of decisions are thought through; that the impact of any decision on other decisions, initiatives and projects is considered; and that conflicts within planning and decision making are balanced. It also helps managers to design mitigations that are proportionate to the degree of risk faced.
- Providing assurance to accountable persons and managers on the adequacy of arrangements for the conduct of business. It demonstrates openness and accountability to various regulatory bodies and to all other stakeholders.
- Greater risk awareness and an improved control environment, which should mean fewer incidents and other control failures and better service outcomes.

4.5 The organisation's risk management approach is based on the standard management cycle of:



## 5.0 Risk Appetite

5.1 Risk appetite or risk tolerance are two terms that mean the same thing – how much risk the organisation is prepared to live with to achieve service goals and reach its strategic objectives. Using the language of the risk management professional, the organisation may be risk averse, risk neutral or risk loving. The organisation's risk appetite may vary depending on which aspect of its activities it is considering but for risk management purposes, it must be capable of expressing its appetite objectively – and numerically.

- 5.2 Houghton Regis Town Council has determined that it will use a scoring model based on impact and likelihood and will set a single risk tolerance level: any risk that scores 9 or more, using the model will be considered “primary” risks and will be subject to positive action designed to mitigate the risk and bring its score within the tolerance level. Appendix 1 to the Strategy provides guidance for scoring the impact and likelihood of each risk.
- 5.3 To provide full assurance, those risks scoring less than 9 will also be recorded in the Risk Register – as will be the controls and other mitigations that resulted in a within-tolerance risk score. They will also be subject to monitoring designed to give assurance that controls are operating as expected to keep them within tolerance.

## 6.0 Embedding Risk Management

- 6.1 Embedding risk management is defined as building risk consistently and uniformly into all operations at every level so that it becomes part of ‘the way we do things’ as a matter of routine.
- 6.2 The key factors for successfully embedding risk management are:
- Sponsorship;
  - Ownership;
  - Developing linkages with service plans and corporate priorities
  - Developing the appropriate knowledge and skills to identify, assess and manage risks
- 6.3 How we will seek to achieve these success factors – and embed risk management - is outlined in sections 7 and 8 of the Strategy and the accompanying appendices and guidance notes.

## 7.0 Roles and Responsibilities

- 7.1 Houghton Regis Town Council will only succeed in managing its risks if everyone understands their responsibilities in this area. The key message for all of us is that we share responsibility for our risks – and we can’t afford to have anyone shirking their responsibility.
- 7.2 The Town Clerk is specifically responsible for:
- Producing and reviewing the Risk Management Strategy
  - Reporting to those charged with governance on the effectiveness of risk management arrangements
  - Providing (or obtaining via competent specialists) advice, guidance, support and training to employees and Councillors or other accountable persons
  - Reviewing committee reports to ensure risks relating to recommendations /decisions are clearly stated in the report
  - Promoting effective risk management across the organisation
  - Assisting officers in maintaining the corporate Risk Register
- 7.3 Every risk in the Risk Register will be made the responsibility of a specific employee, manager or Town Clerk. That person will be the Risk Owner.
- 7.4 The organisation’s Corporate Services Committee is responsible for oversight of the risk management processes. The Committee receives 6 monthly reports on overdue risk actions. *Those charged with governance* are involved in the preparation and review of the Annual Governance Statement (*Statement of Internal Control*) which includes reference to the organisation’s risk management arrangements.

7.5 The following table identifies other specific roles and responsibilities.

| Who   | Responsibilities  |
|---|---|
| Accountable persons – those charged with governance ( <i>Town Clerk &amp; elected members</i> ) | To hold management team (or equivalent) accountable for effective risk management across the organisation<br>To ensure effective risk management arrangements are in place<br>To consider risks when making decisions<br>To raise risk issues and concerns with management team or Risk Manager   |
| Senior management / Clerk (risk manager in this context)  | To identify and assess risks to service delivery and instigate actions to mitigate those risks<br>To identify corporate risks and ensure identified actions to mitigate are completed<br>To champion risk management and lead by example<br>Horizon scanning to identify emerging risks<br>To ensure appropriate risk owners are designated for each risk or action |
| Project Managers (for projects)   | To identify and manage project risks<br>To ensure high level project risks are recorded on the Risk Register  |
| Partnership Lead officers   | To identify and manage partnership risks from the organisation's perspective<br>To identify and manage risks from the partnership's perspective (where the organisation is the lead authority)<br>To ensure partnership risks are recorded on the Risk Register and in accordance with any partnership agreement.   |
| Clerk and other employees   | To identify opportunities or threats to service delivery<br>To take reasonable action to minimise risks in service delivery<br>To report events (materialising of identified risks) to management team<br>To seek advice from the Risk Manager on risk management issues  |

## 8.0 Risk Management Processes

8.1 Houghton Regis Town Council uses its Town Council Plan to identify its aims, objectives and desired outcome. Houghton Regis Town Council has determined that, for all outcomes identified in this Plan, Risk Owners must consider the risks that may materialise to prevent delivery of a desired outcome and determine what should be done about them. The following steps are to be followed:

- **Risk identification** – the Risk Owner will determine what might happen that could impact on delivery and establish when, how and why such an event might occur.

- **Risk assessment** – the Risk Owner will apply the guidance set out in Appendix 1 to determine the relevant risk score: if the risk score is outside the tolerance level action will be required. At this point the Risk Owner is assessing the “inherent risk”, that is the risk that the organisation would be exposed to if no mitigating actions were taken.
  - **Initial risk mitigation** – the Risk Owner will identify what controls are already in place to reduce the chance of a risk materialising
  - **Initial risk response** – the Risk Owner will determine what to do about a risk in terms of treating, tolerating, transferring or terminating the risky activity in order to reduce the potential impact on the organisation. Alternatively, you might take the risk in order to get an outcome that would not be achievable without taking the risk.
  - **Risk review** – the Risk Owner will review the scoring with the responses and controls in place to come up with the residual risk score.
  - **Future risk mitigation** – the Risk Owner will identify actions that need to be taken to reduce the residual risk score to within the risk appetite.
- 8.2 These steps may be undertaken by officers during a group workshop, or individually with the assistance of the Risk Manager or an external facilitator. Risks, controls and actions can then be recorded in the Risk Register. Risks can be classified as:
- Corporate – cross cutting and affecting all services in the organisation
  - Operational – related to a specific service or activity
  - Strategic – may affect the strategic direction of the organisation
  - Project – time limited and specific to finite projects
- 8.3 Implementation of risk actions are monitored as part of the organisation’s regular reporting of budgets, performance and risk management (where such reporting exists). Where actions have not been taken in a timely manner to mitigate risks, this shall be reported to the appropriate committee charged with governance.
- 8.4 Emerging risks identified through regular horizon scanning will be assessed, analysed and recorded on the Risk Register with suitable responses as soon as they are identified.
- 8.5 Risks relating to committee decisions are recorded in each committee report. The Risk Manager provides advice and guidance, and will identify if the Risk Register requires updating with any corporate or service risks emerging from report recommendations.
- 8.6 Project risks will be identified at the outset of any project and recorded in the organisation’s Project Management approach. Any project risks that have an inherent risk score of 9 or above will be recorded on the Risk Register in a sub-section for the appropriate service area. This will enable monitoring of controls and actions.
- 8.7 Once the project is completed, project risks will be removed from the Risk Register.
- 9.0 Monitoring and Review**
- 9.1 The Strategy will be reviewed annually by Corporate Services Committee and reported to Town Council.
- 9.2 Progress with actions designed to mitigate primary risks will be reported to those charged with governance.

- 9.3 Risk Owners will review their risks on the Risk Register every six months and give assurance that controls are still operating as recorded.
- 9.4 Where appropriate, Internal Audit will review the organisation's risk management processes at least once every two years.

## 10.0 Glossary of terms

| Term               | Definition   |
|--------------------|--|
| Risk               | The threat that an event or action will adversely affect the organisation's ability to deliver its objectives. The threat is measured in terms of impact and likelihood. |
| Risk strategy      | How the organisation plans to achieve good risk management   |
| Risk appetite      | The level of risk the organisation is prepared to accept   |
| Risk averse        | A low appetite for risk taking   |
| Risk positive      | A high appetite for risk taking to potentially achieve a more favourable outcome   |
| Upside risk        | Opportunity to exploit a situation for a positive advantage  |
| Inherent risk      | The impact and likelihood of an event occurring before any controls have been applied  |
| Residual risk      | The impact and likelihood of an event occurring when controls are operating as designed  |
| Controls           | Processes or actions taken to address risks by reducing the likelihood. Usually referred to as treating the risk. Cost of controls should be proportional to the risk    |
| Mitigation         | Actions taken or to be taken to reduce the chance of a risk materialising or the impact if it does.  |
| Treat the risk     | Operate processes to reduce the risk e.g. password security, spot checks, regular monitoring or reporting  |
| Tolerate the risk  | Agree not to take action, usually due to minimal likelihood of occurrence, or cost of controls is disproportional to the risk  |
| Transfer the risk  | Often through insurance, where the impact of a risk materialising is reduced. May also occur through outsourcing if a third party takes on the risk.                     |
| Terminate the risk | Stop doing the activity / service to which the risk relates  |
| Take the risk      | View the risk as an upside risk / opportunity to improve an outcome or deliver an even better service and take the chance  |

**APPENDIX 1**

**IMPACT DESCRIPTORS (scores) – how big could the impact be?**

The following descriptors are designed to assist the scoring of the impact of a risk if it were to occur:

| <b>Score</b>                  | <b>Low (1)</b>                                  | <b>Medium (2)</b>  | <b>High (3)</b>  | <b>Very High (4)</b>  |
|-------------------------------|---|--|--|---|
| Legal                         | Minor civil litigation                          | Major civil litigation and/or local public enquiry             | Major civil litigation setting precedent and/or national public enquiry          | Section 151 or government intervention or criminal charges            |
| Financial                     | Up to £25k                                      | Up to £50k   | Up to £100k  | Over £100k  |
| Performance / Service Quality | Low level of minor complaints                   | Material level of minor complaints<br>Service quality impaired | Unacceptable level of complaints.<br>Adequate service level cannot be maintained | Complete failure to deliver service<br>Government intervention        |
| Health and safety of people   | Low level of minor injuries                     | High level of minor injuries                                   | Serious injury   | Death of an individual for whom the organisation has a responsibility |
| Reputation                    | Little or no impact outside of the organisation | Minimal negative local media reporting                         | Significant negative front page reports or editorial comment in the local media  | Questions raised in Parliament and/or reported in the national media  |

Financial risk impact levels should be adjusted to fit with the budget of the organisation. As a guide, Very High impact would be 10% of the organisation's net expenditure for the year (or precept and other income if applicable)



**LIKELIHOOD DESCRIPTORS (scores) – how soon might it happen?**

- Low (1) Once every two to five years or more
- Medium (2) This year or next year
- High (3) Within six months to a year
- Very High (4) Immediate or within a month

**RISK SCORING MATRIX**

|                        |         |            |          |               |
|------------------------|---------|------------|----------|---------------|
| VERY HIGH (4)          | 4       | 8          | 12       | 16            |
| HIGH (3)               | 3       | 6          | 9        | 12            |
| MEDIUM (2)             | 2       | 4          | 6        | 8             |
| LOW (1)                | 1       | 2          | 3        | 4             |
| IMPACT /<br>LIKELIHOOD | LOW (1) | MEDIUM (2) | HIGH (3) | VERY HIGH (4) |

Scores are mapped on the matrix above.

Red scores – Primary risk that exceeds the organisations risk appetite – action needed to redress, monthly monitoring

Amber scores – likely to cause the organisation some difficulties – quarterly monitoring

Green scores – monitor as necessary

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**RISK MANAGEMENT SCHEDULE**

**Corporate Services**

| Activity    | Risk area  | Risk event   | Likelihood (x) | Impact (y) | Total (=) | Existing controls  | Likelihood | Impact | Total | Actions (who) | Review date |
|-------------|--|--|----------------|------------|-----------|--|------------|--------|-------|---------------|-------------|
| Finance     |  |  |                |            |           |  |            |        |       |               |             |
| • Banking   | Failure of banking set up to meet legal, policy & administration requirements              | Loss of funds<br>Short term loss of bank services (telephone / internet banking) | 2              | 4          | 8         | Use of national bank<br>Spread of investments<br>Internal controls   | 1          | 3      | 3     | Town Clerk    | Ongoing     |
| • Borrowing | Failure of borrower to honour loan agreement<br>Failure of lender to honour loan agreement | Financial penalties<br>Damage to reputation                                      | 2              | 3          | 6         | Use of recognised public sector lender<br>Set up for BACS repayments | 1          | 1      | 1     | Town Clerk    | Ongoing     |

| Activity         | Risk area  | Risk event                                  | Likelihood (x) | Impact (y) | Total (=) | Existing controls   | Likelihood | Impact | Total | Actions (who) | Review date |
|------------------|--|---|----------------|------------|-----------|---|------------|--------|-------|---------------|-------------|
| • Audit external | Failure of audit to provide appropriate assurance and give unqualified opinion       | Financial penalties<br>Damage to reputation | 2              | 2          | 4         | Use of national auditors as required by Public Sector Audit Appointments Ltd<br><br>Preparation of accounts by professional accountants | 1          | 2      | 2     | Town Clerk    | Ongoing     |
| • Audit internal | Failure of audit to identify failings<br><br>Unsuitability of internal audit service | Financial penalties<br>Damage to reputation | 2              | 2          | 4         | Internal auditor is suitably qualified and independent of the Council.<br><br>Appt made and scope set by Council                        | 1          | 2      | 2     | Town Clerk    | Ongoing     |

| Activity      | Risk area   | Risk event                            | Likeli- hood (x) | Impact (y) | Total (=) | Existing controls           | Likeli- hood | Impact | Total | Actions (who) | Review date                  |
|---------------|---|---------------------------------------|------------------|------------|-----------|-----------------------------|--------------|--------|-------|---------------|------------------------------|
| • Software    | Loss of data                                      | Unable to undertake council functions | 4                | 3          | 12        | Use of qualified IT support | 2            | 3      | 6     | Town Clerk    | Ongoing                      |
|               | Failure of software                               | Unlawful access to data               |                  |            |           | Up to date premise security |              |        |       | Town Clerk    | Off site secure data storage |
|               | Protection of data from breach of confidentiality | Damage to reputation                  |                  |            |           | Up to date IT security      |              |        |       | Town Clerk    | Up to date equipment         |
| • Investments | Failure of investment company                     | Loss of funds                         | 3                | 4          | 12        | Good track record           | 1            | 4      | 4     | Town Clerk    | Ongoing                      |
|               |   | Restricted access to funds            |                  |            |           | Nationally renowned         |              |        |       |               |                              |

| Activity               | Risk area                                | Risk event                           | Likelihood (x) | Impact (y) | Total (=) | Existing controls   | Likelihood | Impact | Total | Actions (who) | Review date |
|------------------------|--|--------------------------------------|----------------|------------|-----------|---|------------|--------|-------|---------------|-------------|
| • Financial management | Poor financial decisions                 | Damage to reputation                 | 3              | 4          | 12        | Financial policy controls in place  | 2          | 2      | 4     | Town Clerk    | Ongoing     |
|                        | Non compliance with legislation & policy | Unable to meet financial commitments |                |            |           | Council appoints an RFO<br>Staff and Councillor training provided<br>Internal and external audit undertaken<br>Use of professional accountancy support<br>Use of council specific accounts software |            |        |       |               |             |

| Activity            | Risk area   | Risk event   | Likelihood (x) | Impact (y) | Total (=) | Existing controls  | Likelihood | Impact | Total | Actions (who) | Review date |
|---------------------|---|--|----------------|------------|-----------|--|------------|--------|-------|---------------|-------------|
| • Income generation | Predicted income doesn't match budgeted income<br>Threat to service provision                     | Damage to reputation<br>Unable to met service commitments            | 3              | 4          | 12        | Council sets balanced budget<br>3-9 months general reserves maintained<br>Regular budget monitoring<br>Main income from Precept and is governed by Legislation | 2          | 2      | 4     | Town Clerk    | Ongoing     |
| Democracy           |   |  |                |            |           |  |            |        |       |               |             |
| • Elections         | Not contested<br>Insufficient Cllr's<br>Suitability of candidates<br>Not run according to statute | Damage to reputation<br>Reduced democratic mandate<br>Poor decisions | 2              | 2          | 4         | Elections promoted<br>Information provided<br>Elections run by principal authority   | 2          | 2      | 4     | Town Clerk    | Ongoing     |

| Activity      | Risk area  | Risk event  | Likelihood (x) | Impact (y) | Total (=) | Existing controls   | Likelihood | Impact | Total | Actions (who) | Review date |
|---------------|--|---|----------------|------------|-----------|---|------------|--------|-------|---------------|-------------|
| • Councillors | Cllr vacancies through resigning, leaving or disqualification<br>Suitability of skills and experience<br>Quality of guidance / decisions | Insufficient numbers to support the democratic process<br>Damage to reputation<br>Financial costs | 4              | 4          | 16        | Cllr training and support provided<br>Cllr's agree to Code of Conduct<br>Cllr complete Declarations of Interest forms and declare interests at meetings<br>Cllr workload shared among 14 Cllr's<br>Council staff provide guidance, knowledge and support<br>Council and Cllr's work under approved policies | 2          | 2      | 4     | Town Clerk    | Ongoing     |



| Activity         | Risk area  | Risk event   | Likelihood (x) | Impact (y) | Total (=) | Existing controls  | Likelihood | Impact | Total | Actions (who) | Review date |
|------------------|--|--|----------------|------------|-----------|--|------------|--------|-------|---------------|-------------|
| • Subscriptions  | Loss of outside professional bodies who provide guidance and support<br><br>Withdrawal of budget to fund subscriptions | Poor actions<br><br>Damage to reputation                         | 2              | 2          | 4         | Long history of subscriptions<br><br>Budget provision made annually<br><br>Cllr's aware of benefits of subscriptions | 2          | 2      | 4     | Town Clerk    | Ongoing     |
| Central services |  |  |                |            |           |  |            |        |       |               |             |
| • Utilities      | Supply fails<br><br>Cut off<br><br>Supplier fails  | Operation of council services ceases<br><br>Damage to reputation | 2              | 2          | 4         | Use of national suppliers<br><br>Accounts settled promptly   | 1          | 1      | 1     | Town Clerk    | Ongoing     |
| • Unplanned work | Unbudgeted costs / use of general reserves<br><br>Non compliance with council policy                                   | Damage to reputation<br><br>Financial costs                      | 2              | 3          | 6         | Council policies guide for unplanned financial decisions<br><br>Special mtgs can be held as required                 | 1          | 2      | 2     | Town Clerk    | Ongoing     |

| Activity   | Risk area                                   | Risk event                   | Likelihood (x) | Impact (y) | Total (=) | Existing controls                                       | Likelihood | Impact | Total | Actions (who) | Review date |  |
|--|---|------------------------------|----------------|------------|-----------|---|------------|--------|-------|---------------|-------------|--|
| • Non compliance with legislation                                | Council acting unlawfully                   | Damage to reputation         | 4              | 3          | 12        | Trained staff   | 2          | 2      | 4     | Town Clerk    | Ongoing     |  |
|  |   | Financial costs              |                |            |           | Trained Cllr's  |            |        |       |               |             |  |
|  |   | Legal proceedings            |                |            |           | Use of outside professional services to support council |            |        |       |               |             |  |
| • Communication systems inc email, post, telephone, social media | Failure of systems<br>Council uncontactable | Damage to reputation         | 3              | 3          | 9         | Membership of professional bodies                       | 2          | 1      | 2     | Town Clerk    | Ongoing     |  |
|  |   | Financial costs              |                |            |           | Variety of communication methods available              |            |        |       |               |             |  |
|  |   | Cessation of work of council |                |            |           | Use of nationally recognised suppliers                  |            |        |       |               |             |  |

| Activity  | Risk area                            | Risk event  | Likelihood (x) | Impact (y) | Total (=) | Existing controls   | Likelihood | Impact | Total | Actions (who) | Review date |
|---|--------------------------------------|---|----------------|------------|-----------|---|------------|--------|-------|---------------|-------------|
| • Insurance                                       | Failure of insurance company         | Damage to reputation  | 4              | 4          | 16        | Use of nationally recognised provider                     | 1          | 4      | 4     | Town Clerk    | Ongoing     |
|   | Insufficient insurance cover         | Financial costs   |                |            |           | Annual review of insurance arrangements                   |            |        |       |               |             |
| • Contracts                                       | Company failure                      | Damage to reputation  | 4              | 3          | 12        | Use of recognised & competent providers                   | 2          | 2      | 4     | Town Clerk    | Ongoing     |
|   | Termination of contract              | Financial costs   |                |            |           | Annual review of contracts                                |            |        |       |               |             |
|   | Insufficient / unsuitable monitoring | Cessation / disruption of service<br>Dissatisfied customers |                |            |           | All contracts are signed<br>Financial statements provided |            |        |       |               |             |
| • Professional support inc legal, hr, occ health, | Insufficient cover                   | Damage to reputation  | 3              | 3          | 9         | Use of competent providers                                | 1          | 2      | 2     | Town Clerk    | Ongoing     |

| Activity                     | Risk area                  | Risk event                                       | Likelihood (x)                    | Impact (y) | Total (=) | Existing controls               | Likelihood                | Impact | Total | Actions (who) | Review date |         |
|------------------------------|----------------------------|--|-----------------------------------|------------|-----------|---------------------------------|---------------------------|--------|-------|---------------|-------------|---------|
| payroll, accounts / year end | Incorrect advice           | Financial costs                                  |                                   |            |           |                                 |                           |        |       |               |             |         |
|                              |                            | Dissatisfied customers / staff / contractors etc |                                   |            |           |                                 |                           |        |       |               |             |         |
|                              |                            | Damage to reputation                             | 2                                 | 3          | 6         | Routine maintenance provided    | 1                         | 2      | 2     | Town Clerk    | Ongoing     |         |
|                              |                            | Financial costs                                  |                                   |            |           | Up to date equipment & security |                           |        |       |               |             |         |
| • IT & copier / equipment    | Security Failure           | Damage to reputation                             | 2                                 | 3          | 6         | Routine maintenance provided    | 1                         | 2      | 2     | Town Clerk    | Ongoing     |         |
|                              | Replacement                | Financial costs                                  |                                   |            |           |                                 |                           |        |       |               |             |         |
|                              | Maintenance contracts fail | Cessation / disruption of service                |                                   |            |           |                                 |                           |        |       |               |             |         |
|                              |                            | Dissatisfied customers                           |                                   |            |           |                                 |                           |        |       |               |             |         |
|                              |                            | Competence                                       | Poor / disrupted service delivery | 4          | 4         | 16                              | Qualified staff           | 2      | 2     | 4             | Town Clerk  | Ongoing |
|                              |                            | Resignation                                      |                                   |            |           |                                 | Ongoing training provided |        |       |               |             |         |
| • Staff                      | Unplanned extended leave   | Damage to reputation                             |                                   |            |           |                                 |                           |        |       |               |             |         |
|                              | Fraud                      | Financial costs                                  |                                   |            |           |                                 |                           |        |       |               |             |         |
|                              | Misconduct                 | Dissatisfied customers                           |                                   |            |           |                                 |                           |        |       |               |             |         |
|                              | Policy compliance          |  |                                   |            |           | Policy guidance                 |                           |        |       |               |             |         |

| Activity          | Risk area  | Risk event                              | Likelihood (x) | Impact (y) | Total (=) | Cllr monitor  | Likelihood | Impact | Total | Actions (who) | Review date |
|-------------------|--|---|----------------|------------|-----------|---|------------|--------|-------|---------------|-------------|
| • Health & Safety | Non compliance with legislation<br>Accidents, injury & death | Damage to reputation<br>Financial costs | 4              | 4          | 16        | H&S policy in place<br>Trained staff inc NEBOSH<br>Day to day H&S practices completed<br>Insurance in place<br>Use of first aiders at events<br>H&S equipment provided<br>Employee Assistance Programme | 2          | 1      | 2     | Town Clerk    | Ongoing     |

| Activity                  | Risk area                             | Risk event   | Likelihood (x) | Impact (y) | Total (=) | Existing controls   | Likelihood | Impact | Total | Actions (who)                                      | Review date |
|---------------------------|---------------------------------------|--|----------------|------------|-----------|---|------------|--------|-------|--|-------------|
| • Service continuity      | Disruption to / cessation of services | Damage to reputation<br>Financial costs                              | 4              | 4          | 16        | provided<br>Premises security measures in place<br>Business Continuity Plan in place<br>Data backed up off site<br>Remote working available | 2          | 4      | 8     | Staff and Cllr training to be provided- Town Clerk | Ongoing     |
| • General risk management | Poor controls                         | Damage to reputation<br>Financial costs<br>Accidents and emergencies | 4              | 3          | 12        | Risk assessments completed for all areas of work and events<br>Staff aware<br>Staff training May 2017                                       | 2          | 2      | 4     | More widespread staff and Cllr training            |             |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

**Environment & Leisure**

| Activity   | Risk area   | Risk event   | Likelihood (x) | Impact (=) | Total | Existing controls  | Likelihood | Impact | Total | Actions (who) | Review date |
|--|---|--|----------------|------------|-------|--|------------|--------|-------|---------------|-------------|
| Public open spaces / recreation grounds / pavilions / play areas / sport provision | Service delivery<br>Health & safety<br>Equipment suitability / safety<br>Replacement<br>Vandalism<br>Lease expiring<br>Land needed for other purposes<br>Unauthorised access (trespass, travellers)<br>Adequate | Poor / disrupted service delivery<br>Damage to reputation<br>Financial costs<br>Dissatisfied customers<br>Liability claims<br>Non compliance with relevant legislation | 4              | 4          | 16    | Competent staff<br>Insurance in place<br>Regular checks<br>Up to date and maintained equipment<br>Process in place to manage illegal traveller encampments | 2          | 1      | 2     | Town Clerk    | Ongoing     |

| Activity   | Risk area  | Risk event   | Likelihood (x) | Impact (=) | Total | Existing controls  | Likelihood | Impact | Total | Actions (who) | Review date |
|------------|--|--|----------------|------------|-------|--|------------|--------|-------|---------------|-------------|
| • Cemetery | maintenance<br>Service delivery<br>Health & safety<br>Equipment suitability / safety<br>Vandalism<br>Unauthorised access (trespass, travellers)<br>Lack of space | Poor / disrupted service delivery<br>Damage to reputation<br>Financial costs<br>Dissatisfied customers<br>Liability claims<br>Non compliance with relevant legislation | 3              | 4          | 12    | Competent staff<br>Insurance in place<br>Regular checks<br>Up to date and maintained equipment<br>Active work taking place to extend useful working life of current cemetery.<br>Active work taking place to identify site for a new | 2          | 1      | 2     | Town Clerk    | Ongoing     |



| Activity                | Risk area                                  | Risk event                               | Likelihood (x)   | Impact (y) | Total (=)                                   | Existing controls | Likelihood      | Impact | Total      | Actions (who) | Review date |         |
|-------------------------|--|--|------------------|------------|---|-------------------|-----------------|--------|------------|---------------|-------------|---------|
| • All Sainis churchyard | Service delivery                           | Poor / disrupted service delivery        | 4                | 12         | Competent staff                             | 2                 | 1               | 2      | Town Clerk | Ongoing       |             |         |
|                         | Health & safety                            | Damage to reputation                     |                  |            | Insurance in place                          |                   |                 |        |            |               |             |         |
|                         | Equipment suitability / safety             | Financial costs                          |                  |            | Regular checks                              |                   |                 |        |            |               |             |         |
|                         | Vandalism                                  | Dissatisfied customers                   |                  |            | Up to date and maintained equipment         |                   |                 |        |            |               |             |         |
|                         | Unauthorised access (trespass, travellers) | Liability claims                         |                  |            | Work completed on wall repairs re stability |                   |                 |        |            |               |             |         |
|                         | Wall stability                             | Non compliance with relevant legislation |                  |            |   |                   |                 |        |            |               |             |         |
|                         | Not the land owner (church)                |  |                  |            |   |                   |                 |        |            |               |             |         |
| Activity                | Risk area                                  | Risk event                               | Likelihood (x)   | Impact (y) | Total (=)                                   | Existing controls | Likelihood      | Impact | Total      | Actions (who) | Review date |         |
|                         | • Street furniture                         | Health & safety                          | Lack of facility | 3          | 2   | 6                 | Competent staff | 3      | 1          | 3             | Town Clerk  | Ongoing |
|                         |  | Equipment                                | Damage to        |            |   |                   |                 |        |            |               |             |         |



| Activity            | Risk area  | Risk event  | Likelihood (x) | Impact (y) | Total (=) | Existing controls                                    | Likelihood | Impact | Total | Actions (who)              | Review date |
|---------------------|--|---|----------------|------------|-----------|--|------------|--------|-------|----------------------------|-------------|
| • Unregistered land | Evidence of right to manage<br>Right of ownership challengeable<br>False claim of ownership by a third party<br>Insurance claims | Legal challenge:<br>Ownership<br>Injury<br>Responsibilities | 2              | 1          | 2         | On work programme to check and complete where needed | 2          | 1      | 2     | Corporate Services Manager | Ongoing     |

Community Services

| Activity                   | Risk area    | Risk event   | Likelihood (x) | Impact (=) | Total | Existing controls  | Likelihood | Impact | Total | Actions (who) | Review date |
|----------------------------|--------------|--------------|----------------|------------|-------|--------------------|------------|--------|-------|---------------|-------------|
| • Provision of services to | Cessation of | Poor service | 2              | 2          | 4     | Regular reports to | 2          | 2      | 4     | Town Clerk    | Ongoing     |

| Activity                        | Risk area                          | Risk event                               | Likelihood (x)        | Impact (y)        | Total (=)        | Existing controls             | Likelihood        | Impact        | Total        | Actions (who)        | Review date        |
|---------------------------------|------------------------------------|--|-----------------------|-------------------|------------------|-------------------------------|-------------------|---------------|--------------|----------------------|--------------------|
| young people                    | services                           | delivery                                 |                       |                   |                  | committee                     |                   |               |              |                      |                    |
|                                 | Disruption to services             | Damage to reputation                     |                       |                   |                  | Disclosure and Barring checks |                   |               |              |                      |                    |
|                                 | Suitability of contractor or staff | Financial costs                          |                       |                   |                  | Trained staff                 |                   |               |              |                      |                    |
|                                 |                                    | Dissatisfied customers                   |                       |                   |                  | Reliable staff                |                   |               |              |                      |                    |
|                                 |                                    | Liability claims                         |                       |                   |                  |                               |                   |               |              |                      |                    |
|                                 |                                    | Non-compliance with relevant legislation |                       |                   |                  |                               |                   |               |              |                      |                    |
|                                 | <b>Risk area</b>                   | <b>Risk event</b>                        | <b>Likelihood (x)</b> | <b>Impact (y)</b> | <b>Total (=)</b> | <b>Existing controls</b>      | <b>Likelihood</b> | <b>Impact</b> | <b>Total</b> | <b>Actions (who)</b> | <b>Review date</b> |
| • Provision of community events | Cessation of events                | Poor service delivery                    | 2                     | 2                 | 4                | Regular reports to committee  | 2                 | 2             | 4            | Town Clerk           | Ongoing            |
|                                 | Disruption to events               | Damage to reputation                     |                       |                   |                  | Monitoring of contracts       |                   |               |              |                      |                    |
|                                 | Suitability of contractor or staff | Financial costs                          |                       |                   |                  | Insurance in place            |                   |               |              |                      |                    |
|                                 |                                    | Dissatisfied customers                   |                       |                   |                  | Risk assessments undertaken   |                   |               |              |                      |                    |
|                                 |                                    | Liability claims                         |                       |                   |                  |                               |                   |               |              |                      |                    |

| Activity                                  | Risk area                          | Risk event  | Likelihood (x) | Impact (y) | Total (=) | Existing controls           | Likelihood | Impact | Total | Actions (who) | Review date |
|---|------------------------------------|---|----------------|------------|-----------|-----------------------------|------------|--------|-------|---------------|-------------|
| • Provision of town centre public toilets | Cessation of services              | Poor service delivery   | 3              | 3          | 9         | Use of reputable contractor | 2          | 2      | 4     | Town Clerk    | Ongoing     |
|   | Disruption to services             | Damage to reputation  |                |            |           | Annual monitoring           |            |        |       |               |             |
|   | Suitability of contractor or staff | Financial costs<br>Dissatisfied customers<br>Liability claims |                |            |           | Contract in place           |            |        |       |               |             |
| • Christmas lights                        | Cessation of services              | Poor service delivery   | 3              | 2          | 6         | Use of reputable contractor | 1          | 2      | 2     | Town Clerk    | Ongoing     |
|   | Disruption to                      | Damage to   |                |            |           |                             |            |        |       |               |             |

| Activity   | Risk area                                | Risk event             | reputation           | Likelihood (x) | Impact (y) | Total (=) | Existing controls                       | Likelihood | Impact | Total | Actions (who) | Review date |
|--|--|------------------------|----------------------|----------------|------------|-----------|---|------------|--------|-------|---------------|-------------|
| <ul style="list-style-type: none"> <li>Communications inc town crier, town guide, website, social media</li> </ul> | Installation/Maintenance/Removal         | Financial costs        | Annual monitoring    |                |            |           | Insurance                               |            |        |       |               |             |
|  | Vandalism                                | Dissatisfied customers | Up to date equipment |                |            |           | Agreement in place                      |            |        |       |               |             |
|  | Weather                                  | Liability claims       |                      |                |            |           |   |            |        |       |               |             |
|  | Risk area                                | Risk event             |                      |                |            |           | Existing controls                       | Likelihood | Impact | Total | Actions (who) | Review date |
| <ul style="list-style-type: none"> <li>Civic events</li> </ul>   | Cessation of services                    | Poor service delivery  |                      | 3              | 2          | 6         | Compiled by all staff                   | 1          | 2      | 2     | Town Clerk    | Ongoing     |
|  | Disruption to services                   | Damage to reputation   |                      |                |            |           | Delivered by various distributors       |            |        |       |               |             |
|  | Quality of communications                | Financial costs        |                      |                |            |           | Use of reputable print & design company |            |        |       |               |             |
|  | Suitability of contractors               | Dissatisfied customers |                      |                |            |           |   |            |        |       |               |             |
| <ul style="list-style-type: none"> <li>Civic events</li> </ul>   | Non compliance with relevant legislation |                        |                      |                |            |           |   |            |        |       |               |             |
|  | Absence of mayor                         | Damage to reputation   |                      | 3              | 1          | 3         | Provision of established events         | 1          | 1      | 1     | Monitor       | Ongoing     |
|  | Absence of support staff                 | Poor quality event     |                      |                |            |           | Use of regular providers &              |            |        |       |               |             |

|                    |  |  |   |   |   |   |   |  |   |   |   |   |  |
|--------------------|--|--|---|---|---|---|---|--|---|---|---|---|--|
|                    | Health & safety issues<br>Event not financially viable<br>Not supported by attendees   | Personal injury<br>Financial implications  |   |   |   |   |   | venues<br>Availability of deputy mayor / cllrs<br>Supported by staff   |   |   |   |   |  |
| • Corporate events | Absence of support staff<br>Health & safety issues<br>Not supported by attendees<br>Weather<br>Disaster / terrorism etc<br>Poor attendance | 3<br>Damage to reputation<br>Poor quality event<br>Personal injury<br>Financial implications<br>Reduce value for money / low community benefit | 2 | 6 | 2 | 3 | 2 | Provision of established events<br>Use of regular providers & venues<br>Availability of deputy mayor / cllrs / other staff | 1 | 2 | 2 | 1 | Ongoing<br>Town Clerk<br>Town Clerk<br>Ongoing |
| • Community grants | Failure to provide appropriate support to Community  | 3<br>Damage to reputation<br>Lack of service delivery  | 2 | 6 | 2 | 3 | 1 | Budget provision<br>Cllr support<br>Advertising  | 2 | 2 | 2 | 1 | Ongoing  |

| Activity           | Risk area         | Risk event                | Likelihood (x) | Impact (y) | Total (=) | Existing controls                            | Likelihood | Impact | Total | Actions (who) | Review date |
|--------------------|-------------------|---------------------------|----------------|------------|-----------|--|------------|--------|-------|---------------|-------------|
| • Community safety | Public perception | Insufficient funds        | 3              | 2          | 6         |  |            |        |       |               |             |
|                    | Service delivery  | Damage to reputation      |                |            |           | Robust application process                   |            |        |       |               |             |
|                    | Public perception | Lack of community support |                |            |           | Budget advice provided                       | 2          | 2      | 4     | Town Clerk    | Ongoing     |
|                    | Service delivery  |                           |                |            |           | Monthly contract review                      |            |        |       |               |             |
|                    |                   |                           |                |            |           | Use of Beds Police                           |            |        |       |               |             |
|                    |                   |                           |                |            |           | Budget provision                             |            |        |       |               |             |
|                    |                   |                           |                |            |           | Cilr support                                 |            |        |       |               |             |
|                    |                   |                           |                |            |           | Regular Combating Crime meetings attended by |            |        |       |               |             |



|                        |  |                      |   |   |   |   |   |   |   |            |         |
|------------------------|--|----------------------|---|---|---|---|---|---|---|------------|---------|
| Mayor and deputy mayor | Civic face of Council<br>Resignation from position | Damage to reputation | 2 | 1 | 2 | the police<br>Cllr and staff support<br>Regular reviews | 1 | 1 | 1 | Town Clerk | Ongoing |
|------------------------|--|----------------------|---|---|---|---|---|---|---|------------|---------|

**Planning**

| Activity                 | Risk area                                 | Risk event  | Likelihood (x) | Impact (=) | Total | Existing controls   | Likelihood | Impact | Total | Actions (who) | Review date |
|--------------------------|---|---|----------------|------------|-------|---|------------|--------|-------|---------------|-------------|
| • Consultation responses | In house expertise<br>Professional advice | Damage to reputation<br>Poor / ineffective response | 3              | 2          | 6     | Use of consultant to guide on more significant applications | 2          | 2      | 4     | Town Clerk    | Ongoing     |

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**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~~ <sup>expected</sup> to wear the robes on the following civic occasions<sup>1</sup>:

**Commented [DM1]:** This word was changed as agreed at the Corporate Services meeting held on the 4<sup>th</sup> March 2019.

- 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

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

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**5. PRACTICALITIES**

**Storage:**

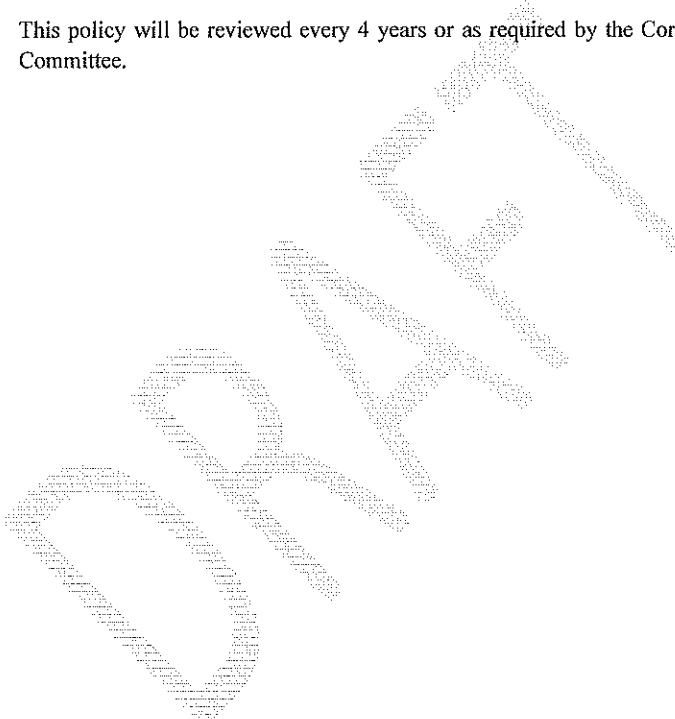
The robe shall be kept in the Town Council offices for secure storage in a purpose design storage bag.

**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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| Ref: | Outcome | Committee Update at 23rd September 2019 |
|------|---------|---|

| Objective 2 To face the challenges and maximise the opportunities of growth. |   |  |
|--|---|--|
| 2e.  | Raise the Town's profile  | 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  | 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 | 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 | 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                                | 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          | GREEN Draft policy presented to Corporate 26th November 2018 for ratification at Town Council 25th March 2019.   |
| 5l.  | Develop a local apprenticeship scheme   | 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.                                 |

