



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

13th November 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 25th November 2019 at 7.00pm.**

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 11 - 16

To approve the Minutes of the meeting held on 23rd September 2019.

Recommendation: **To approve the Minutes of the meeting held on 23rd September 2019 and for these to be signed by the Chairman.**

5. TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS

Pages 17 - 22

Personnel Sub-Committee: 15th July 2019.

Recommendation: **To receive the Minutes of the Personnel Sub-Committee meetings of the 15th July 2019**

6. SCHEME OF DELEGATION

Pages 23 - 26

In accordance with Standing Order 4.j.iii. Council is required to review its Scheme of Delegation.

The Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer, Council and Standing Committees of the Council to act with delegated authority in the specific circumstances detailed.

The approved Scheme of Delegation was reviewed at the Annual Council meeting held on the 15th May 2019.

Subsequent to this meeting further revision are suggested, shown in bold and italics.

In order to not impede the running of the next Annual Council meeting Members of this committee are requested to consider the revised document and to recommend to Town Council that the Scheme of Delegation be approved.

Recommendation: **To recommend to Town Council that the Town Councils Scheme of Delegation be approved.**

7. BUDGET REVIEW

Pages 27 - 34

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

Recommendation: **To note the report.**

8. DRAFT BUDGET 2020/21

Pages 35 - 58

Members will find attached the officer draft budget for 2020/21 along with explanatory notes for the Corporate Services Committee.

The draft budget reflects on ongoing budgetary commitments along with anticipated budgetary commitments arising from the draft Council Vision 2020/24.

This is provided for initial consideration and comment.

9. BANK AND CASH RECONCILIATION STATEMENTS

Pages 59 - 68

Members are requested to receive the monthly bank and cash reconciliation statements from August to September 2019.

- Recommendation:**
- 1. To approve the monthly Bank and Cash Reconciliation statements from August to September 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.**

10. LIST OF CHEQUE PAYMENTS

Pages 69 - 90

Following the disbandment of the Accounts Sub-Committee, for information, Members will find a list of cheque payments for the period August to November 2019.

- Recommendation:** **To receive and note the list of cheque payments made in the period August to November 2019 approved for payment by the Town Clerk and two bank signatories.**

11. INVESTMENT REPORT

Pages 91 - 96

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.**

12. COMMUNICATION POLICY & COMMUNICATION STRATEGY

Pages 97 - 106

Members are advised that the Town Councils Communication Policy & Communication Strategy was last reviewed on the 12th June 2017.

Whilst this policy is on a 4-year cycle of review, due to some amendments it was thought advisable to present it for review sooner.

Members will find attached a track change version of the Communication Policy & Communication Strategy.

Recommendation: **To recommend to Town Council that the Communication Policy & Communication Strategy be approved.**

13. COUNCILLORS' ALLOWANCES

Pages 107 - 112

Members will find attached the latest information dated August 2019, issued by NALC LTN 33, in regard to Councillors' expenses.

Members are advised that currently the Town Council cover travel and subsistence costs associated with Members undertaking authorised work of the Council such as attending meetings of outside bodies on which they are a nominated representative.

Historically Members have decided to not pursue a scheme of councillor allowances. However, the Town Council does pay a Chairman's (Mayor's) Allowance to cover civic expenses.

Following the attached information, Members are requested to consider whether further action is required.

Members are advised that a review of the Town Councils Councillor's Expenses Policy will take place following any recommendations.

Members are requested to consider further action.

14. CHEQUE CLEARANCE

At the previous meeting of the Corporate Services Committee, Members requested that further information be provided in regard to the length of time a cheque can remain valid, if not presented.

Research has been undertaken by contacting the Cheque and Credit Clearing Company Ltd, who manage the cheque and credit clearing system for England, Scotland and Wales.

A cheque is valid for as long as the debt between the two parties exists. In other words, cheques do not have an expiry date. However, it is common banking practice to reject

cheques that are over six months old to protect the person who has written the cheque. This is in case the payment has been made another way or the cheque has been lost or stolen.

The six-month timeframe is at the discretion of the individual banks. It is not assumed that cheques older than six months would automatically be rejected as the only definite way to cancel a cheque is for the person who wrote it to request that a stop be placed on it.

Where there is a dispute, a cheque remains legally valid in order to provide proof of the existence of a debt for a period of six years, which is the Statute of Limitations.

At year end closedown, the Town Councils Financial Consultant and the Finance and Cemetery Officer review outstanding payments. Cheques remain on the list as proof of an existing debt.

In order to mitigate the risk of cheques remaining outstanding, the Finance and Cemetery Officer has now included, on the remittance advice, the following *“Please bank this cheque immediately as valid for 6 months from date of issue. Failure to do so will result in automatic cancellation. This is in accordance with our banker’s conditions”*.

Whilst there is this reminder, it should be noted that communication takes place with the payee prior to any cheque cancellations, as there is a cost to the Council, associated with cancelling cheques unless they have been lost or stolen.

Recommendation: **To note the report.**

15. REVIEW OF VISION – CORPORATE SERVICES COMMITTEE

Pages 113 - 114

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

Recommendation: **To note the report.**

16. REVIEW OF TOWN COUNCIL MEMBERSHIP TO OTHER BODIES

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

<i>Membership</i>	<i>Period</i>	<i>Annual Subscription</i>
Society of Local Council Clerks (SLCC)	Annual	£350 approx
Bedfordshire Association of Town & Parish Councils (NALC)	Annual	£2,101 approx
Institute of Cemetery and Crematorium Management	Annual April to March	£95

Association of Accounting Technicians (AAT)	Annual	£99
Association of Local Council Clerks	Annual	£30
Information Commissioners Officer (ICO)	Annual	£55

Recommendation: To note the report.

17. REVIEW EXISTING CONTRACTS

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

IT Support & Hosting	9069	Managed Service Support Contract – rolling annual contract. £ 1,944.20 p.a. Office 365 – 9 Licenses @ £ 112.80 each p.a. (Renews 1st Nov 2019) Exchange Online (Email only)- 16 Licenses @ £ 36.00 each p.a. (Renews 1 st Nov 2019) Solarwind Offsite Backup - £ 600.00 p.a. (Renews 1 st Nov 2019) McAfee Anti-Virus – 10 Licenses @ £ 18.50 each p.a. (Renews 1 st Nov 2019)	£4,320.40	3rd October 2017
Website hosting		Annual fee.	£150	
DCK Accounting		Annual arrangement.	£1,250	
Operation Hana	10125	Annual arrangement. Current contract to 31 st March 2020 – one month's termination notice. Then, 1 st April 2020 to 31 st March 2021	£33,000	4 th November 2019
Internal Audit	9690	Annual arrangement	£750 based on 3 days	
Human resources advisor	9942	1 st September 2019 for an initial 12-month period	£2,451.60	24 th June 2019
External audit		5 years from 2017/18 until 2021/22	£2,000	Appointed via Regulation 3 of the Local Audit

				(Smaller Authorities) Regulations 2015.
Town centre toilets	6846	1st July 2019 – 30th June 2021 Ongoing	£18,360 plus consumables per annum	13 th May 2019
Insurance	9829	Long term agreement until 31st May 2022	£11,907 plus additional premiums relating to any changes in circumstance.	13 th May 2019
Payroll		Ongoing Annual arrangement	£750	
Photocopier lease	9695	2018 to 2023	£396	21 st December 2018
BT telephones		5-year lease to Feb 2020		
Franking Machine		2019-2023	£330	
Accounting Software support		Ongoing Annual arrangement	£1,018 approx	

Recommendation: To note the list of existing contracts.

18. REVIEW OF INVENTORY OF TANGIBLE ASSETS

Pages 115 - 118

In accordance with Standing Order 2.12 and Financial Regulation 14.5 this committee is required to annually review the Council's inventory of tangible assets including land, buildings and equipment. The information, attached, is an extract from the Statement of Accounts for the year 2018/19.

Recommendation: To note the Inventory.

19. REVIEW OF CHARGES

Pages 119 - 112

In accordance with Financial Regulation 9.3 Members will find a list of charges for 2019/20 under the control of this Committee. Members are advised that a comparable increase is proposed for the hire of the Council Chamber.

Members are informed that the Subject Access Request Fee has been removed as this information must be given free of charge under GDPR. The exception to this is if the request from a data subject is "manifestly unfounded or excessive" in which case a reasonable fee can be charged. A reasonable fee can also be charged for supplying further copies of the same information (but not for subsequent requests for different

information). The fee must be based on the actual administrative cost of providing the information. Administrative cost is not defined but it is anticipated that it will not include staff time.

Recommendation: To approve the charges for 2020/21 as attached.

20. APPOINTMENT OF INTERNAL AUDITOR

In accordance with section 2.5 of the Town Councils Financial Regulations Members are requested to appoint Green Biro as the Council's Internal Auditor for 2019/20. This company is suitably qualified to provide internal audit services and is independent of the Town Council.

Recommendation: To appoint Green Biro as the Council's Internal Auditor for 2019/2020.

21. OFFICER/MEMBER PROTOCOL

Pages 113 - 128

Members will find attached the Town Councils Officer/Member Protocol.

Although some slight amendments have been made, shown as track changes, this document remains fit for purpose.

Recommendation: To recommend to Town Council that the Officer/Member Protocol be approved.

22. TRAINING STATEMENT OF INTENT

Pages 129 - 138

Members will find attached the Town Councils Training Statement of Intent.

This document remains fit for purpose.

Recommendation: To recommend to Town Council that the Training Statement of Intent be approved.

23. DATA PROTECTION POLICY

Pages 139 - 158

The Town Councils Data Protection Policy was approved on the 28th September 2015.

Members will find attached an updated version of this policy following the change in legislation. Members will also find attached the NALC Legal Topic Note 38 which provides information.

Members training will be provided on this policy in accordance with the External Auditors comments on the Annual Return 2018/19.

Recommendation: To recommend to Town Council that the Training Statement Data Protection Policy be approved.

24. FINANCIAL REGULATIONS

For information Members are advised that NALC have recently issued revised Financial Regulations.

It is proposed that these revisions will be presented to Town Council at the meeting to be held on the 9th December 2019.

Recommendation: To note the information

25. 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.

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
23rd September 2019 at 7.00pm.

Present: Councillors: D Jones Chairman
D Abbott
C Copleston
Y Farrell Substitute
K Wattingham
T Welch

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

Public: 0

Apologies: Councillor: S Thorne

Absent: Councillor: M S Kennedy

10055 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Thorne, Cllr Farrell substituted.

10056 QUESTIONS FROM THE PUBLIC

None.

10057 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Councillor Copleston and Councillor Wattingham declared an interest in minute number 10061 as payment to the SOS Bus were detailed.

10058 MINUTES

To approve the Minutes of the meeting held on 10th June 2019 and 4th September 2019.

Resolved: To approve the Minutes of the meeting held on 10th June 2019 and 4th September 2019 and for these to be signed by the Chairman.

10059 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS

Personnel Sub-Committee: 15th April 2019.

Resolved: To receive the Minutes of the Personnel Sub-Committee meetings of the 15th April 2019

10060 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.

Resolved: To note the report.

10061 BANK AND CASH RECONCILIATION STATEMENTS

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

Members requested clarification on the time limit on several non-cashed cheques dated November 2017, May 2018, October 2018 and November 2018. Members requested advice be sought from Nat West as to the length of time a cheque remained valid and to provide this advice at the next Corporate Services meeting. Members could then consider whether to draft some procedures for officer to use, should a cheque payment remain unrepresented for a long period of time.

Resolved:

- 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.**

10062 LIST OF CHEQUE PAYMENTS

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

Resolved: 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.

10063 BANKING ARRANGEMENTS, INVESTMENT STRATEGY & INVESTMENT ARRANGEMENTS

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

Members were advised that the investment strategy complied with the guidance issued by the Secretary of State under Section 15(1)(a) of the Local Government Act 2003 and being effective from 1st April 2018, no further guidance had been issued.

Members queried the update of the bank mandate and agreed that the wording under paragraph 1.1 (ii) be amended to read 'When a new Council comes into Office, bank mandates will be updated within 3 months, or as soon as practicable hereafter'.

Resolved: To recommend to Town Council that the Banking Arrangements, Investment Strategy & Investment Arrangements be approved with the agreed amendment.

10064 INVESTMENT REPORT

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.

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

10065 RISK MANAGEMENT STRATEGY & SCHEDULE

In accordance with Financial Regulation 17.1, the council was responsible for putting in place arrangements for the management of risk. The Clerk prepared, 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 would be reviewed by the council at least annually.

Members received a copy of the Risk Management Strategy and Schedule.

Members were reminded, in association with income generation, that general reserves were around the minimum level.

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

10066 REVIEW OF CONTRACTS – INTERIM REPORT

In accordance with the approved Committee Functions and Terms of Reference the Corporate Services Committee was 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 had 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	3rd October 2017
Website hosting		Annual fee.	£150	

DCK Accounting Operation Hana	9543	Annual arrangement. 1st October 2018 to 30 th September 2019 – one month's termination notice	£1,000 £33,000	19 th September 2018
Internal Audit	9690	Annual arrangement	£750 based on 3 days	
Human resources advisor	9942	1 st September 2019 for an initial 12-month period	£2,451.60	24 th June 2019
External audit		5 years from 2017/18 until 2021/22	£2,000	Appointed via Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015. 13 th May 2019
Town centre toilets	6846	1st July 2019 – 30th June 2021	£18,360 plus consumables per annum	
Insurance	9829	Ongoing Long term agreement until 31st May 2022	£12,210 plus additional premiums relating to any changes in circumstance.	13 th May 2019
Payroll		Ongoing Annual arrangement	£750	
Photocopier	9695	2018 to 2023	£94 with copying charges	21 st December 2018
Xmas lights	9782	April 2019 to 31 st March 2024	£10,500	Letter of engagement 8 th February 2017
Employee Assistance	8835	5 years from 1 st March 2017 – 28 th February 2022	£425	
Groundwork	9776	1 st April 2019 to 31 st March 2020.	£18,150	10 th July 2019

Resolved: To note the report.

10067 REPORT ON MAYORAL ROBES

At the Corporate Services Committee meeting held on the 4th 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 were advised that based on the Muslim faith, it was 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.

An amendment was proposed to remove the following footnote from page two of the policy 'The mayor may seek dispensation from wearing these robes from the Clerk should there be a personal reason' as it was now superfluous.

Members for: 4 Members against: 1 Abstentions: 1

Resolved: **To recommend to Town Council that the Ceremonial Robes Policy be approved with the agreed amendment.**

10068 REVIEW OF VISION – CORPORATE SERVICES COMMITTEE

Members received a review of the initiatives under this committee.

Resolved: **To note the report.**

10069 EXCLUSION OF PRESS AND PUBLIC

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.**

10070 STAFF ISSUE

At the Personnel Sub-Committee meeting held on the 15th April 2019 Members received and discussed a confidential report regarding a staff issue. At this meeting Members resolved 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.

Members discussed ongoing issues and the options to move this matter forwards.

Members fully supported the options outlined in the report however requested that legal advice be sought in order to endorse the advice already received. Members agreed that the cost for this, to a limit of £2,000, be taken from budget heading 190-4059 (Central Services - Other Professional Fees). Members were advised this budget heading would need to be checked against any outstanding commitments before being used.

Members requested that once legal advice had been obtained that special meeting of the committee be called.

Resolved: To obtain legal advice in order to support the options outlined in the report and to use budget heading 190-4059 (Central Services - Other Professional Fees) to a limit of £2,000, to fund this advice.

The Chairman declared the meeting closed at 8.40pm

Dated this 25th day of November 2019

Chairman

HOUGHTON REGIS TOWN COUNCIL

Personnel Sub-Committee

15th July 2019 at 6.00pm

Present:	Councillors:	K Wattingham D Abbott C Copleston D Jones	Chairman
	Officers:	Debbie Marsh Louise Senior	Corporate Services Manager Head of Democratic Services
	Public:	1	

PE92 ELECTION OF CHAIR

Members were invited to put forward nominations for Chair of the Personnel Sub-Committee.

Nominee: Cllr Wattingham Nominated by: Cllr Jones
Seconded by: C Copleston

No other nominations were received.

On being put to the vote Cllr Wattingham was elected as Chair of the Personnel Sub-committee.

PE93 APOLOGIES AND SUBSTITUTIONS

None.

PE94 QUESTIONS FROM THE PUBLIC

A member of the public:

- Asked why the declarations of interest were not showing on the Houghton Regis Town Council website.
The member of public was advised that this would be looked into as the information needed was received from Central Bedfordshire Council.
- Asked whether party affiliation should be displayed on the Houghton Regis Town Council website as for one member it did not show any information.
The councillor questioned, advised that he would only answer questions which related to agenda items.
- Asked why a councillor's information had been removed from the website.
The member of public was advised that updated information was awaited and would be uploaded once received.

PE95 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE96 ELECTION OF VICE-CHAIR

Members were invited to put forward nominations for Vice-Chair of the Personnel Sub-committee.

Nominee: Cllr Jones Nominated by: C Copleston
Seconded by: Cllr Abbott

No other nominations were received.

On being put to the vote Cllr Jones was elected as Vice-Chair of the Personnel Sub-committee.

PE97 MINUTES

The Committee received the minutes of the Personnel Sub-committee meeting held on 15th April 2019 for consideration.

Resolved: That the minutes of the Personnel Sub-committee meeting held on 15th April 2019 be approved as a correct record and signed accordingly.

PE98 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.

Members received the extract from the approved Committee Functions & Terms of Reference which related to this committee.

Resolved: To note the information

PE99 APPOINTMENT OF APPOINTED PERSON

As part of the Committees Functions one member of the Sub-committee was to be appointed, preferably the Chair, to act as contact for the clerk for day to day matters, to provide support, handle leave requests, absence from work and to feed matters to Committee where any decisions/action were needed and to undertake the Clerks appraisal.

Nominee: Cllr Wattingham Nominated by: Cllr Abbott
Seconded by: Cllr Jones

No other nominations were received.

Members voted in favour of Cllr Wattingham being appointed as the Clerks appointed person.

PE100 REVIEW OF STAFF SICKNESS

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

A member asked if any of the sickness was work or stress related. Members were advised that as this section of the meeting was in public session, this could not be answered, however, the Town Clerk would manage the sickness and report to council if there were any concerns or action needed.

Resolved: To note the information.

PE101 TOWN CLERK'S ANNUAL LEAVE AND MATTERS RELATING TO OVERTIME WORKING

The Town Clerk had:

- Booked 9 days annual leave between 1st July and 30th September 2019, up to 4 additional days may also be booked.
- Attended 12 meetings outside of normal office hours from 1st April to 30th June 2019 (compared with 15 meetings in the previous quarter).

Resolved: To approve the Town Clerks annual leave request.

PE102 FREEDOM OF INFORMATION REQUESTS

For the period April to July one Freedom of Information request had been received. It was confirmed that this request had been responded to within the statutory timeframe.

Members requested that a general overview of the request be provided to members on future Freedom of Information requests.

Resolved: To note the information.

PE103 STAFF CAPACITY REVIEW

Members were informed that the consultant who was undertaking a staff capacity review, as agreed at the Personnel Sub-Committee meeting (PE85) held on the 15th April 2019, was due to start work week commencing 12th August 2019.

As staff capacity issues had 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 raised concerns over the cost of this review and it was suggested that this should not be to the detriment of Health and Safety support as Health and Safety was a prime consideration of keeping staff, visitors and councillors safe. It was requested that details of the costs involved be circulated by the Corporate Services Manager.

Resolved: To note the information.

PE104 EXCLUSION OF PRESS AND PUBLIC

- Managing Negative Social Media Comments
- Staffing matters – staff appraisals
- Town Clerk’s appraisal
- Managing Staff overtime budget

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones; Seconded by: Cllr Copleston

Members for: all in favour

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.

PE105 MANAGING NEGATIVE SOCIAL MEDIA COMMENTS

Members were informed that legal advice had been sought in regard to continued defamation being experienced by staff and councillors on social media. These comments have had an ongoing negative impact on those named and also to the Town Council.

Members were made aware that there had been a number of derogatory comments on social media sites.

Members discussed the issue at length and supported certain steps that could be taken in trying to resolve the issue.

Resolved: To recommend to Town Council that the use of steps 1 and 2, be agreed by the clerk in consultation with the Mayor, be instigated when dealing with those who continue to make defamatory comments in regard to staff and Councillors.

PE106 STAFFING MATTERS – STAFF APPRAISALS

At the Personnel Sub-Committee meeting held on the 15th April 2019 Members were informed that staff appraisals were currently underway and that any significant outcomes would be reported to the next meeting.

Members were advised that all staff appraisals had been completed and were advised of significant outcomes.

Members were advised that staff were supported by an open-door policy in order to speak to their Line Manager if they had any concerns regarding any issues raised in their staff appraisal or any other issues.

Resolved: To note the information

PE107 TOWN CLERK'S APPRAISAL

Members were advised of significant points made at the Town Clerks appraisal in April 2019.

In addition to this Members agreed that the Town Clerk should be supported by councillors. Members discussed ways in which to support the Town Clerk and discussed the option of reporting matters to the Monitoring Officer, however, members felt that this could be ineffectual.

It was proposed that Members should disclose any areas of critique in regard to any officer of the council, away from the public domain.

It was suggested that when chairing a committee or sub-committee, the chair remind members not to undermine officers at the time of members making disparaging remarks.

Members considered the use of mediation and requested that the cost for this be sought, however Members were fully aware of the current budgetary constraints therefore requested that officers try and identify an appropriate budget heading and report the outcomes to the Corporate Services Committee.

PE108 MANAGING STAFF OVERTIME BUDGET

Members received a report, for consideration, on options for possible staff savings costs and equality in pay, when working at Town Council events.

Members discussed this item at length and requested that this item be deferred until further investigative comparisons were made over a full year of events, and whether other councils used casual contracts for employees for staffing events and to report findings back to this committee at its next meeting.

Resolved: To consider charging staff costs arising from working at events to the events budget at the 2020/2021 budget setting process

The Chairman declared the meeting closed at 8.03pm

Dated this 14th day of October 2019

Chairman

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Houghton Regis Town Council

Scheme of Delegation

Date of Approval:	Town Council 18 th April 2016
Date of Review:	24 th May 2017; 3 rd July 2018; 15 th May 2019; 25 th November 2019
Date of Re-approval	

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person), Council and Standing Committees of the Council to act with delegated authority in the specific circumstances detailed.

1. Responsible Financial Officer

The Town Clerk shall be the Responsible Financial Officer to the Council and shall be accountable for the Town Councils accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

2. Proper Officer

2.1 The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- 2.1.1 Receive declarations of acceptance of office;
- 2.1.2 Receive and record notices disclosing pecuniary interests;
- 2.1.3 Receive and retain plans and documents;
- 2.1.4 Sign Notices or other documents on behalf of the Council;
- 2.1.5 Receive copies of By-laws made by a Primary local authority;
- 2.1.6 Certify copies of By-laws made by the Council;
- 2.1.7 Sign summonses to attend meetings of the Council.
- 2.1.8 *Give public notice of the time, place and agenda at least three clear days before a meeting of the Council (provided that public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them)*
- 2.1.9 *Convene a meeting of the Council to fill the office of Chairman of the council if a casual vacancy arises*
- 2.1.10 To receive documents in relation to Complaints received under The Members' Code of Conduct and report this at the next convenient meeting of the Council.
- 2.1.11 Ensure compliance with all legal requirements impacting upon the business of the Council

2.2 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- 2.2.1 The day to day administration of services, together with routine inspection and control.
 - 2.2.2 Authorisation to call any extra meetings of the Council or any Committee as necessary, having consulted with the Chairman of the Council and/or Chairman of the appropriate Committee.
 - 2.2.3 Day to day supervision and control of any staff employed by the Council, for example, to recruit staff, manage development and training needs, record and monitor absences, approve leave arrangements and handle informal grievances and disciplinary matters.
 - 2.2.4 ***Authorisation of revenue expenditure within the agreed budget.***
 - 2.2.5 Undertake training or attendance at Conferences as previously authorised within budget.
- 2.3 Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with specific directions/policy given by the Council from time to time.

3. **Council**

The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.

- (i) Setting the Precept;
- (ii) Borrowing money;
- (iii) Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation and approving Terms of Reference for the Council's Standing Committees;
- (iv) Making, amending or revoking By-laws;
- (v) Making of Orders and entering into Contracts under any Statutory powers;
- (vi) Matters of principle or policy;
- (vii) Nomination and appointment of representatives of the Council to any other authority, organisation or body;
- (viii) Any proposed new undertakings;
- (ix) Prosecution or defence in a court of law;
- (x) Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee;
- (xi) Approval of the Annual Return (Statement of Accounts) (at no later than the June Council meeting);
- (xii) Appointment or dismissal of the Town Clerk;
- (xiii) ***Confirmation (by resolution) that it has satisfied the statutory criteria to exercise the power of general competence;***
- (xiv) Any other matters not otherwise devolved/delegated to a Committee of the Council.

4 **Standing Committees**

Standing Committees are authorised to act at all times in accordance with their Terms of Reference as agreed by Council. In the event of a dispute regarding where authority for a specific issue may lie it will be the decision of Council which will determine.

5 Sub-Committees and Working Groups

Sub-Committees and Working Groups may be formed by resolution of the appropriate Standing Committee at any time but before being established a written report must first be prepared with evidence to the committee outlining why such sub-committee/working group is necessary and why the work cannot be undertaken by the committee itself. It will be for the standing committee to formally approve the terms of reference of such sub-committee/working party.

6 Delegation – Limitations

Committees, Sub-Committees and Working Groups shall, at all times, act in accordance with the Councils Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, By-laws or orders made and with any directions given by the Council from time to time.

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CORPORATE SERVICES COMMITTEE

Agenda Item 7

Date: 25th November 2019

Title: Income & Expenditure Report

Purpose of the Report: To report to members on the Corporate Services Committee Income & Expenditure to date report.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

- 1. To note that a new contract will be entered into for the maintenance of the photocopier;**
- 2. To vire £4000 from 190 to 199 to fund the capital purchase of a replacement server and the capital purchase of office telephone hardware.**

2. BACKGROUND

In accordance with the committee functions a review of the income and expenditure of the committee should be undertaken periodically. Accordingly, this report is 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

102-4008 This relates to member training. Options include Code of Conduct Training, Appraisal Training, Data Protection, Safeguarding. Members views are invited.

102-4104 This budget is typically used over the Christmas period.

102-4992 This transfer gets completed towards year end.

190-4007 The council will be invoiced in due course for the SLCC National Conference (attended by the Clerk). It is also envisaged that the Clerk will attend the SLCC Practitioners Conference in February 2020.

190-4008 Further officer training is anticipated.

190-4020 This budget has been overspent on various items. It will be offset by underspends under this cost centre.

190-4022 Significant savings have been made largely through electronic councillor mailings.

190-4023 Significant savings have been made through electronic councillor mailings.

190-4026 – As advised previously: 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 £1500. Cost savings in other areas within this cost centre should be able to support this overspend.

190-4027 Members are advised that the arrangement with Plan Corporate for photocopier maintenance is likely to cease due to company issues. An alternative provider has been sourced and a contract is being negotiated.

190 Members are requested to consider the following issues:

- The warranty on the server expires December 2019. There is a high operational risk to delivery of services should the server fail and the council lose its IT.
- The council's landline telephones are reaching the end of their lease. The hardware is beginning to fail.

Officers have been working on the budget for 2019/20 and as part of this process the predicted spend for 2019/20 has been calculated. In code 190 it is predicted that there will be an underspend of £4000. To address the above issues it is suggested that unallocated funds in 190 be vired into 199 to fund a replacement server and to fund the purchase of telephone hardware.

Specifically, in relation to the telephones Members are advised that the council's landline telephones are reaching the end of their lease. The hardware is beginning to fail. The service provider BT has offered a new lease for a 5 year term on the same basis as existing. The cost for the 5 year period is £1500. However it is possible to purchase the hardware outright. The cost would be £1000. Outright purchase would represent a saving of £500 over a 5 year period.

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

- A new contract will be entered into with a supplier for the maintenance of the photocopier.

Financial Implications

- The financial implications are detailed within the report.

Risk Implications

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

- There are operational risk implications should the server fail.
- There are operational risk implications currently with a failing telephone system

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 sets the council in good stead going forwards and will help to ensure that expenditure and income targets are met. Members are requested to support the recommendation to enable the server to be replaced and to purchase new telephone hardware.

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-Lettings¹
3. The agreed budget (as set in February 2019)
4. Virements (agreed transfers between cost centres and codes)²
5. Revised budget (taking into account any virements)
6. Detail on itemised income / expenditure (how it is envisaged that the budget will be spent)
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 reserves³ to fund revenue expenditure. It is important for the council to stringently monitor budgets to address any deficits.

¹ Please note income codes start with 1XXX and expenditure codes start with 4XXX

² 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

³ Ear marked reserves are capital budgets for identified projects, often abbreviated to EMR

Largely due to a significant transfer into ear marked reserves from general reserves⁴ 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

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

Detailed Income & Expenditure by Budget Heading 21/11/2018

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>101 Corporate Management</u>						
1076 Precept received	861,916	861,916	0			100.0%
1096 Interest & Dividends Received	19,680	34,000	14,320			57.9%
Corporate Management :- Income	<u>881,596</u>	<u>895,916</u>	<u>14,320</u>			<u>98.4%</u>
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	2,005	4,000	1,995		1,995	50.1%
Corporate Management :- Indirect Expenditure	<u>2,662</u>	<u>8,510</u>	<u>5,849</u>	<u>0</u>	<u>5,849</u>	<u>31.3%</u>
Movement to/(from) Gen Reserve	<u>878,935</u>					
<u>102 Democratic Rep'n & Mgmt</u>						
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	1,991	2,800	810		810	71.1%
4104 HOSPITALITY ALLNCE	9	200	191		191	4.5%
4131 ELECTION COSTS	14,549	15,000	451		451	97.0%
4992 Trs from Earmarked Reserve	0	(2,889)	(2,889)		(2,889)	0.0%
Democratic Rep'n & Mgmt :- Indirect Expenditure	<u>17,306</u>	<u>18,261</u>	<u>955</u>	<u>0</u>	<u>955</u>	<u>94.8%</u>
Movement to/(from) Gen Reserve	<u>(17,306)</u>					
<u>190 Central Services</u>						
1082 INC-LETTINGS	15	150	135			10.0%
1091 Income Miscellaneous	107	100	(7)			106.6%
Central Services :- Income	<u>122</u>	<u>250</u>	<u>128</u>			<u>48.6%</u>
4007 CONFERENCE COSTS	0	800	800		800	0.0%
4008 TRAINING/COURSES	570	2,000	1,430		1,430	28.5%
4009 TRAVEL	237	350	113		113	67.7%
4011 RATES	6,997	7,200	203		203	97.2%
4012 WATER RATES	287	350	63		63	82.0%
4014 ELECTRICITY	692	1,400	708		708	49.4%
4015 GAS	544	1,300	756		756	41.8%
4017 HEALTH & SAFETY	57	300	243		243	19.1%
4020 MISC. ESTABLISH.COST	248	150	(98)		(98)	165.5%
4021 COMMUNICATIONS COSTS	1,711	2,458	747		747	69.6%
4022 POSTAGE	810	2,800	1,990		1,990	28.9%

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Detailed Income & Expenditure by Budget Heading 21/11/2018

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4023 STATIONERY	305	1,200	895		895	25.4%
4025 INSURANCE	11,907	18,000	6,093		6,093	66.2%
4026 COMPUTER COSTS	4,627	3,340	(1,287)		(1,287)	138.5%
4027 PHOTOCOPIER CHARGES	1,102	1,700	598		598	64.8%
4036 PROPERTY MAINTENANCE	4,135	5,000	865		865	82.7%
4038 MAINTENANCE CONTRACTS	616	600	(16)		(16)	102.7%
4042 Equipment Repairs & Maintenance	209	1,000	791		791	20.9%
4059 OTHER PROFESSIONAL FEES	5,113	10,000	4,887	1,625	3,262	67.4%
4992 Trs from Earmarked Reserve	0	(22,816)	(22,816)		(22,816)	0.0%
Central Services :- Indirect Expenditure	<u>40,169</u>	<u>37,132</u>	<u>(3,037)</u>	<u>1,625</u>	<u>(4,662)</u>	<u>112.6%</u>
Movement to/(from) Gen Reserve	<u>(40,047)</u>					
<u>191 Personnel/Staff Costs</u>						
4001 STAFF SALARIES	217,465	388,970	171,505		171,505	55.9%
4002 EMPLOYERS N.I	19,454	39,900	20,446		20,446	48.8%
4003 EMPLOYERS SUPERANN.	47,618	94,900	47,282		47,282	50.2%
4005 STAFF OVERTIME	4,868	6,493	1,625		1,625	75.0%
4059 OTHER PROFESSIONAL FEES	2,271	6,000	3,729	1,838	1,891	68.5%
4992 Trs from Earmarked Reserve	0	(30,000)	(30,000)		(30,000)	0.0%
Personnel/Staff Costs :- Indirect Expenditure	<u>291,676</u>	<u>506,263</u>	<u>214,587</u>	<u>1,838</u>	<u>212,749</u>	<u>58.0%</u>
Movement to/(from) Gen Reserve	<u>(291,676)</u>					
<u>199 P&R Capital and Projects</u>						
4026 COMPUTER COSTS	2,000	2,000	0		0	100.0%
4992 Trs from Earmarked Reserve	0	(2,000)	(2,000)		(2,000)	0.0%
P&R Capital and Projects :- Indirect Expenditure	<u>2,000</u>	<u>0</u>	<u>(2,000)</u>	<u>0</u>	<u>(2,000)</u>	
Movement to/(from) Gen Reserve	<u>(2,000)</u>					
Grand Totals:- Income	<u>881,718</u>	<u>896,166</u>	<u>14,448</u>			<u>98.4%</u>
Expenditure	<u>353,812</u>	<u>570,166</u>	<u>216,354</u>	<u>3,463</u>	<u>212,891</u>	<u>62.7%</u>
Net Income over Expenditure	<u>527,906</u>	<u>326,000</u>	<u>(201,906)</u>			
Movement to/(from) Gen Reserve	<u>527,906</u>					

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**Houghton Regis Town Council
Annual Budget - By Committee
Note: Officer Draft Budget 2020/21**

	2018/19		2019/20				2020/21		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Corporate Services									
101 Corporate Management									
1076	Precept received	834,904	834,904	861,916	861,916	861,916	0	0	0
1096	Interest & Dividends Received	35,000	37,257	34,000	19,680	34,000	0	0	0
	Total Income	869,904	872,161	895,916	881,596	895,916	0	920,822	0
4051	BANK & LOAN CHARGES	120	30	60	0	0	0	60	0
4056	AUDIT FEES	2,600	3,275	2,750	-62	2,750	0	2,750	0
4057	ACCOUNTANCY & SOFTWARE	1,700	1,724	1,700	719	1,700	0	2,600	0
4061	CCLA Management Fees	4,000	3,972	4,000	2,005	4,000	0	4,000	0
	Overhead Expenditure	8,420	9,001	8,510	2,662	8,450	0	9,410	0
	Movement to/(from) Gen Reserve	861,484	863,159	887,406	878,935	887,466	0	911,412	0
102 Democratic Rep'n & Mgmt									
4007	CONFERENCE COSTS	325	195	1,000	211	500	0	450	0
4008	TRAINING/COURSES	500	225	1,400	160	1,400	0	700	0
4009	TRAVEL	350	601	350	169	350	0	350	0
4020	MISC. ESTABLISH.COST	200	598	400	217	400	0	400	0
4024	SUBSCRIPTIONS	2,600	2,672	2,800	1,991	2,800	0	3,200	0
4104	HOSPITALITY ALLNCE	200	207	200	9	200	0	200	0
4131	ELECTION COSTS	0	8,760	15,000	14,549	14,549	0	3,000	0
4991	Trs to Earmarked Reserve	3,500	0	0	0	0	0	0	0
4992	Trs from Earmarked Reserve	0	0	-2,889	0	-2,889	0	0	0
4997	Trs to/from EMR Elections	0	-4,749	0	0	0	0	4,000	0

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**Houghton Regis Town Council
Annual Budget - By Committee
Note: Officer Draft Budget 2020/21**

	2018/19		2019/20				2020/21		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	7,675	8,509	18,261	17,306	17,310	0	12,300	0	0
Movement to/(from) Gen Reserve	(7,675)	(8,509)	(18,261)	(17,306)	(17,310)	0	(12,300)	0	0
190 Central Services									
1082 IN-CLETTINGS	150	90	150	15	30	0	30	0	0
1091 Income Miscellaneous	5	1,211	100	107	120	0	100	0	0
Total Income	155	1,301	250	122	150	0	130	0	0
4007 CONFERENCE COSTS	890	890	800	0	800	0	800	0	0
4008 TRAINING/COURSES	777	-100	2,000	570	1,500	0	2,000	0	0
4009 TRAVEL	300	1,228	350	237	500	0	500	0	0
4011 RATES	7,500	6,840	7,200	6,997	6,997	0	7,200	0	0
4012 WATER RATES	300	257	350	287	600	0	600	0	0
4014 ELECTRICITY	1,300	1,191	1,400	692	1,400	0	1,500	0	0
4015 GAS	1,500	1,491	1,300	544	1,600	0	1,600	0	0
4017 HEALTH & SAFETY	400	849	300	57	300	0	300	0	0
4020 MISC. ESTABLISH.COST	200	392	150	248	250	0	200	0	0
4021 COMMUNICATIONS COSTS	3,244	3,243	2,458	1,711	2,600	0	2,600	0	0
4022 POSTAGE	2,800	2,463	2,800	712	2,000	0	1,800	0	0
4023 STATIONERY	1,139	1,138	1,200	305	1,200	0	1,200	0	0
4025 INSURANCE	16,500	16,624	18,000	11,907	12,500	0	16,000	0	0
4026 COMPUTER COSTS	3,700	4,418	3,340	4,627	5,000	0	5,000	0	0
4027 PHOTOCOPIER CHARGES	2,500	2,803	1,700	1,102	1,700	0	2,000	0	0
4031 ADVERTISING	1,500	0	0	0	0	0	1,500	0	0

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Houghton Regis Town Council
Annual Budget - By Committee
Note: Officer Draft Budget 2020/21

	2018/19		2019/20				2020/21			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
4036	PROPERTY MAINTENANCE	5,000	16,039	5,000	4,135	5,000	0	5,000	0	0
4038	MAINTENANCE CONTRACTS	400	448	600	616	600	0	600	0	0
4042	Equipment Repairs & Maintenance	1,000	1,676	1,000	209	1,000	0	1,500	0	0
4059	OTHER PROFESSIONAL FEES	13,000	16,139	10,000	3,593	10,000	3,675	19,000	0	0
4991	Trs to Earmarked Reserve	10,000	0	0	0	0	0	0	0	0
4992	Trs from Earmarked Reserve	0	-806	-22,816	0	-22,816	0	0	0	0
5012	Trs to EMR Office Provision	0	10,000	0	0	0	0	10,000	0	0
	Overhead Expenditure	73,950	87,224	37,132	38,550	32,731	3,675	80,900	0	0
	Movement to/(from) Gen Reserve	<u>(73,795)</u>	<u>(85,922)</u>	<u>(36,882)</u>	<u>(38,429)</u>	<u>(32,581)</u>		<u>(80,770)</u>		
191	Personnel/Staff Costs									
4001	STAFF SALARIES	314,265	363,250	388,970	217,465	388,970	0	424,525	0	0
4002	EMPLOYERS N.I	29,700	32,539	39,900	19,454	39,900	0	40,852	0	0
4003	EMPLOYERS SUPERANN.	61,380	76,163	94,900	47,618	94,900	0	101,037	0	0
4005	STAFF OVERTIME	5,000	14,134	6,493	4,868	10,000	0	10,000	0	0
4059	OTHER PROFESSIONAL FEES	3,000	3,557	6,000	3,791	6,000	2,451	3,500	0	0
4992	Trs from Earmarked Reserve	0	0	-30,000	0	-30,000	0	0	0	0
	Overhead Expenditure	413,345	489,645	506,263	293,196	509,770	2,451	579,914	0	0
	Movement to/(from) Gen Reserve	<u>(413,345)</u>	<u>(489,645)</u>	<u>(506,263)</u>	<u>(293,196)</u>	<u>(509,770)</u>		<u>(579,914)</u>		
199	P&R Capital and Projects									
4026	COMPUTER COSTS	0	0	2,000	2,000	2,000	0	14,500	0	0
4992	Trs from Earmarked Reserve	0	0	-2,000	0	-2,000	0	0	0	0
5012	Trs to EMR Office Provision	0	200,000	0	0	0	0	0	0	0

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**Houghton Regis Town Council
Annual Budget - By Committee
Note: Officer Draft Budget 2020/21**

	2018/19		2019/20				2020/21		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	0	200,000	0	2,000	0	0	14,500	0	0
Movement to/(from) Gen Reserve	0	(200,000)	0	(2,000)	0	0	(14,500)		
Corporate Services - Income	870,059	873,462	896,166	881,718	896,066	0	920,952	0	0
Expenditure	503,390	794,378	570,166	353,713	568,261	6,126	697,024	0	0
Movement to/(from) Gen Reserve	366,669	79,083	326,000	528,004	327,805		223,928		
Total Budget Income	870,059	873,462	896,166	881,718	896,066	0	920,952	0	0
Expenditure	503,390	794,378	570,166	353,713	568,261	6,126	697,024	0	0
Movement to/(from) Gen Reserve	366,669	79,083	326,000	528,004	327,805		223,928		

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Corporate Services Committee

101 – Corporate Management

Cost centre:	Code:	Title:
101	4051	Bank & loan charges

2019/20 figure:	2020/21 figure (requested):	Agreed
60	60	

Justification:
Budget used for bank and loan charges eg CHAPS fees.

Implications of request not being granted:
No change requested.

Cost centre:	Code:	Title:
101	4056	Audit fees

2019/20 figure:	2020/21 figure (requested):	Agreed
2750	2750	

Justification:
Budget used for internal audit (interim and year end, total £1,000) and external year end audit (£2000).

Implications of request not being granted:
Could consider not completing an interim audit although not good practice to do so.

Cost centre:	Code:	Title:
4057	101	Accountancy & Software

2019/20 figure:	2020/21 figure (requested):	Agreed
1700	2600	

Justification:
Accounts software support £1018 (previously £721), Pre Yearend health check £500, Yearend close down £500, Yearend financial statements £550, Consultants travel £50

Implications of request not being granted:
Elements of the above could not be sourced.

Cost centre:	Code:	Title:
101	4061	CCLA Management Fees

2019/20 figure:	2020/21 figure (requested):	Agreed
4000	4000	

Justification:
This budget covers the CCLA Property fund management fee.

Implications of request not being granted:
The council invests with the CCLA, failure to provide sufficient budget would result in a budget deficit.

Cost centre:	Code:	Title:
101	1076	Precept
2018/19 figure:	2019/20 figure (requested):	Agreed
834,904	0	
Justification:	This is left at £0 so members can see the overall budget deficit at the end and can then make a political decision on the precept to set.	

Implications of request not being granted:
N/A

Cost centre:	Code:	Title:
101	1096	Interest / dividends received
2019/20 figure:	2020/21 figure (requested):	Agreed
34000	34000	
Justification:	Interest approx. £300 / mth – total £3600 Dividends approx.. £7800 / quarter - total £31,200	

Implications of request not being granted:
The council should budget for income on a prudent basis. The income and dividends amts shown have been slightly rounded down on this basis. Over budgeting for income may result in the income figure not being achieved which would provide a unbudgeted for drain on resources.

Cost centre:	Code:	Title:
102	4007	Conference costs – Members

2019/20 figure:	2020/21 figure (requested):	Agreed
1000	450	

Justification:
2019-20 NALC National Conference costs £211, 2018/19 NALC Spring Conference costs £210. Requested budget allows for 1 member to attend each conference and also allows for some inflation. Assumes conference pattern remains for 2020/21.

Implications of request not being granted:
Reduced opportunity for a cllr to attend NALC conferences.

Cost centre:	Code:	Title:
102	4008	Training – members

2019/20 figure:	2020/21 figure (requested):	Agreed
1400	700	

Justification:
Suggestion allows for £50 per member for training for the year. Training would include BATPC (New cllr induction, Cllr refresher, Finance, Chairmanship 1, 2, 3, General power of competence, Staff appraisal) and Other (Code of Conduct , Being a good employer, Officer members relationships, Safeguarding)

Implications of request not being granted:
Reduced opportunity for cllrs to receive training.

Cost centre:	Code:	Title:
102	4009	Travel

2019/20 figure:	2020/21 figure (requested):	Agreed
350	350	

Justification:
Covers member travel to training and conferences and mayoral travel for civic duties.

Implications of request not being granted:
A reduction could be achieved if the mayor and deputy mayor were required to use their allowance to cover travel expenses.
If not a reduction may result in a budget overspend or would limit members

opportunities to travel.

Cost centre:	Code:	Title:
102	4020	Misc establishment costs

2019/20 figure:	2020/21 figure (requested):	Agreed
400	400	

Justification:
Budget covers minor unexpected expenditure £200 and visual recording of Annual Town Council mtg at external venue £200.

Implications of request not being granted:
The Annual mtg could not be recorded.
Alternative exp budgets would need to be identified for ad hoc expenses.

Cost centre:	Code:	Title:
102	4024	Subscriptions

2019/20 figure:	2020/21 figure (requested):	Agreed
2800	3200	

Justification:
2019/20
Subscriptions covers the council's membership as follows:

Society of Local Council Clerks (SLCC)	Annual	£350 (enhanced membership being applied for, associated fee increase)
Bedfordshire Association of Town & Parish Councils (NALC)	Annual	£2,080
Institute of Cemetery and Crematorium Management	Annual April to March	£90 (no increase from 2015)
Association of Accounting Technicians (AAT)	Annual	£94
Association of Local Council Clerks	Annual	£30
Information Commissioners Officer (ICO)	Annual	£60

Fees for 2020/21 have to be confirmed by those organisations. NALC have indicated an increase.

Implications of request not being granted:
The council would need to consider which subscription/s to release.

Cost centre:	Code:	Title:
102	4104	Hospitality

2019/20 figure:	2020/21 figure (requested):	Agreed
200	200	

Justification:
Covers council hospitality ie refreshments at significant mtgs, seasonal civic events etc

Implications of request not being granted:
Refreshments could no longer be provided at significant mtgs and seasonal events

Cost centre:	Code:	Title:
102	4131	Election costs

2019/20 figure:	2020/21 figure (requested):	Agreed
15000	3000	

Justification:
Used to fund a by-election if required.

Implications of request not being granted:
Should a by-election be called the council would not have funds available.

Cost centre:	Code:	Title:
102	4991	Trns to EMR

2019/20 figure:	2020/21 figure (requested):	Agreed
3500	4000	0

Justification:
To build up a fund to finance the next full council election.

Implications of request not being granted:
The council would have to fund the next council election over a reduced number of council years.

190 – Central Services

Cost centre:	Code:	Title:
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190	4007	Conference costs
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2019/20 figure:	2020/21 figure (requested):	Agreed
800	800	

Justification:
The clerks / senior officer attendance at sector specific conferences supports ongoing training and mentoring support and helps to ensure the clerk / senior officers are up to date with current legislation and good practice. The requested budget allows for attendance at NALC National Conference (£245), SLCC National Conference (£300) and the SLCC Practitioners conference (£250). (Costs are estimated)

Implications of request not being granted:
HRTC officers are unable to attend these conferences.

Cost centre:	Code:	Title:
190	4008	Training – officers

2019/20 figure:	2020/21 figure (requested):	Agreed
2000	2000	

Justification:
Budget would cover office apprentice course (£900), CiLCA x 2 (£700) plus small scale ad hoc training (£400)

Implications of request not being granted:
Staff would have reduced training opportunities.

Cost centre:	Code:	Title:
190	4009	Travel

2019/20 figure:	2020/21 figure (requested):	Agreed
350	£500	

Justification:
Average monthly staff travel costs £30-40.

Implications of request not being granted:
Staff travel costs relate to travel for work purposes. Insufficient budget provision will create a deficit budget in this heading.

Cost centre:	Code:	Title:
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190	4011	Rates
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2019/20 figure:	2020/21 figure (requested):	Agreed
7200	7200	

Justification:
Suitable figure suggested.

Implications of request not being granted:
-

Cost centre:	Code:	Title:
190	4012	Water Rates

2019/20 figure:	2020/21 figure (requested):	Agreed
350	600	

Justification:
Competitive evaluation completed, and new contract agreed.

Implications of request not being granted:
FY 19–20 Budget forecasted to have an overspend.

Cost centre:	Code:	Title:
190	4014	Electricity

2019/20 figure:	2020/21 figure (requested):	Agreed
1400	1500	

Justification:
Competitive evaluation completed, and new contract agreed.

Implications of request not being granted:
-

Cost centre:	Code:	Title:
190	4015	Gas

2019/20 figure:	2020/21 figure (requested):	Agreed
1300	1600	

Justification:
Competitive evaluation completed, and new contract agreed.

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Implications of request not being granted: FY 19–20 Budget forecasted to have an overspend.
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Cost centre:	Code:	Title:
190	4017	Health & Safety

2019/20 figure: 300	2020/21 figure (requested): 300	Agreed
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Justification: Used for ad hoc health and safety matters.
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Implications of request not being granted: Reduced ability to respond to any arising health & safety matters.
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Cost centre:	Code:	Title:
190	4020	Misc Establishment Costs

2019/20 figure: 200	2020/21 figure (requested): 200	Agreed
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Justification: Used for ad hoc matters.
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Implications of request not being granted: Reduced ability to respond to any matters.
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Cost centre:	Code:	Title:
190	4021	Communications

2019/20 figure: 2464	2020/21 figure (requested): 2600	Agreed 2500
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Justification: Mobiles, land line users and yearly costs

Implications of request not being granted: Budget would be overspent

Cost centre:	Code:	Title:
190	4022	Postage

2019/20 figure:	2020/21 figure (requested):	Agreed
2800	1800	

Justification:
Stamps and franking machine. Costs have significantly reduced due to electronic cllr mailing.

Implications of request not being granted:
-

Cost centre:	Code:	Title:
190	4023	Stationery

2019/20 figure:	2020/21 figure (requested):	Agreed
1200	1200	

Justification:
Office stationery

Implications of request not being granted:
-

Cost centre:	Code:	Title:
190	4025	Insurance

2019/20 figure:	2020/21 figure (requested):	Agreed
16500	16,000	

Justification:
Global council insurance (annual renewal £12210 plus ad hoc add ons)

Implications of request not being granted:
Potential to reduce.

Cost centre:	Code:	Title:
190	4026	Computer Costs

2019/20 figure:	2020/21 figure (requested):	Agreed
3340	5000	

Justification:
IT support charges: Managed Service Support Contract – £ 1,800p.a. Office 365 – 9 Licenses @ £ 113 each p.a. Exchange Online (Email only)- 16 Licenses @ £ 36.00 each p.a. Solarwind Offsite Backup - £ 600p.a. McAfee Anti-Virus – 10 Licenses @ £ 18.50 each p.a. Total: £4178

Implications of request not being granted:
Budget would be overspent.

Cost centre:	Code:	Title:
190	4027	Photocopier Charges

2019/20 figure:	2020/21 figure (requested):	Agreed
1700	2000	

Justification:
New copier contract: £100 / quarter rental – fixed plus £50/ quarter mono copies – estimated based on previous usage and £350 / quarter colour – estimated based on previous usage

Implications of request not being granted:
Budget would be overspent.

Cost centre:	Code:	Title:
190	4031	Advertising

2019/20 figure:	2020/21 figure (requested):	Agreed
0	1500	

Justification:
Employment vacancy advertising

Implications of request not being granted:
Council would need to consider how to fund advertising an employment vacancy

Cost centre:	Code:	Title:
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190	4036	Property maintenance
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2019/20 figure:	2020/21 figure (requested):	Agreed
5000	5000	

Justification:
Upkeep of council offices £5000 (inc £200 for electrical works as a result of 5 yearly electrical inspection)

Implications of request not being granted:
Lack of maintenance / disrepair. 5 Year electrical inspection required in 2024.

Cost centre:	Code:	Title:
190	4038	Maintenance contracts

2019/20 figure:	2020/21 figure (requested):	Agreed
400	600	

Justification:
PAT testing £200, alarm monitoring £200, Emergency light testing £200

Implications of request not being granted:
Legal obligation re PAT testing, need to ensure functionality of alarm and lighting.

Cost centre:	Code:	Title:
190	4042	Equipment repairs and maintenance

2019/20 figure:	2020/21 figure (requested):	Agreed
1000	1500	

Justification:
To cover ad hoc requirements plus: work space establishment for a new office member of staff £500 replacement of florescence lights to natural lights for staff members with no window light £100

Implications of request not being granted:
Possible failure of equipment, loss of service.

Cost centre:	Code:	Title:
190	4059	Other professional fees

2019/20 figure:	2020/21 figure (requested):	Agreed
10,000	19,000	

Justification:
£8,000 re unauthorised encampments (approx. 2 encampments)
£10,000 professional services re replacement offices
£1000 for land registration fees

Implications of request not being granted:
Reduced ability to remove unauthorised encampments
Reduced HR etc support

Cost centre:	Code:	Title:
190	5012	Transfer to EMR Office Provision

2019/20 figure:	2020/21 figure (requested):	Agreed
0	10000	

Justification:
£10,000 to contribute to fund for new offices to help spread the financial burden

Implications of request not being granted:
-

Cost centre:	Code:	Title:
190	1082	Income lettings

2019/20 figure:	2020/21 figure (requested):	Agreed
150	30	

Justification:
Ad hoc hire of chamber

Implications of request not being granted:
-

Cost centre:	Code:	Title:
190	1091	Income Misc

2019/20 figure:	2020/21 figure (requested):	Agreed
100	100	

Justification:
Ad hoc income

Implications of request not being granted:
-

191 – Personnel / Staff Costs

Cost centre:	Code:	Title:
191	4001	Staff salaries

2019/20 figure:	2020/21 figure (requested):	Agreed
388,970	424525	

Justification:
Detailed work has been completed on salaries.
Predicted costs in 2020/21 are: £398525. This includes: Contractual spinal point increases as applicable to various members of staff 2% percentage increase (actual increase not known) for all current members of staff additional allowance for car use, dog waste collection, first aiders, and call out. Sub total £398,525 An additional £8,000 for a grds apprentice An additional £18,000 for a new office member of staff Total £424525

Implications of request not being granted:
Members may choose not to employ a grounds apprentice, saving £8,000 or a new office member of staff saving £18,000 (capacity issues are highlighted)

Cost centre:	Code:	Title:
191	4002	Employers NI

2019/20 figure:	2020/21 figure (requested):	Agreed
39900	40852	

Justification:
NI is approximately 10% of salaries. NI is not payable on an apprentice

Implications of request not being granted:
A saving of £2600 would be achieved should members decide not to appoint a new office member of staff (capacity issues are highlighted)

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Cost centre:	Code:	Title:
191	4002	Employers Superannuation

2019/20 figure:	2020/21 figure (requested):	Agreed
94900	101037	

Justification:
Superannuation is 23.8% of salaries.

Implications of request not being granted:
A saving of £6188 would be achieved should members decide not to appoint a new office member of staff (capacity issues are highlighted) or a grds apprentice.

Cost centre:	Code:	Title:
191	4005	Staff Overtime

2019/20 figure:	2020/21 figure (requested):	Agreed
6493	10,000	

Justification:
Budget in 19/20 predicted to be insufficient. Increase of meetings, larger events, increasingly staff claim overtime as capacity issues with claiming TOIL.

Implications of request not being granted:
Budget would be overspent

Cost centre:	Code:	Title:
191	4059	Other professional fees

2019/20 figure:	2020/21 figure (requested):	Agreed
6000	3500	6000

Justification:
£750 Payroll
£2451 HR support
£300 HR presence at Clerks appraisal

Implications of request not being granted:
-

199 – Capital Projects

Cost centre:	Code:	Title:
199	4026	Computer equipment

2019/20 figure:	2020/21 figure (requested):	Agreed
2000	£14500 (total) Breakdown: 1-3, 5-6 £3000 5 £6000 8 £3000 9 £1000 10 £1500	

Justification:
<ol style="list-style-type: none"> 1. HRTC currently have 1 Wi-Fi but IT support suggested it would be more secure to have separate wifi's – one for the office and one for guests. Budget includes for additional wifi connection. 2. Upgrade of the main router from 2830 to 2862 to achieve the central management of the wireless network. 3. Budget provision for an additional 14 email addresses so that each cllr has an official HRTC email address. 4. Budget provision for 14 tablets/laptops, one for each cllr for cllrs to be able to access their emails and to receive agendas. Cllrs would be expected to bring to council mtgs their tablet/laptop to read their agendas from it. £6000 5. Relocation of the router to help with separating out the wifi as in 2. 6. Work to establish a reliable setup so that CCTV recordings continue to be controlled through the chamber computer, the connection with the TV is reliable and that the computer can access the shared drive so it is easy for staff to pick up any files which are needed at the mtg. 7. Software upgrade to include asset management modules, cemetery module, administration module £2000 8. Replacement server £3000 9. IT set up for a new office member of staff 10. iPad for Grds team to log play area inspections

Implications of request not being granted:
Unable to deliver elements of the project.

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Bank and Cash Reconciliations Statements as at 31.08.19

1)

Reconciliation of Cash Book 1 with Bank Rec 1 as at 31.08.19

Bank Reconciliation figs as at 31.08.19		Cash Book 1 figs as at 31.08.19	
Liquidity Deposit Acct balance as at 31.08.19	26,848.40	Cash Book/Bank Rec balances as at 31.07.19 (c/f from Reconciliation Statement of the 31.07.19)	35,271.81
Plus Current Acct balance as at 31.08.19	1,000.00	Less adjustments	0
Less total of uncleared cheques as at 31.08.19	-10,363.34	Plus Total Receipts/Lodgements as at 31.08.19	473,560.83
Plus total of outstanding receipts/lodgements as at 31.08.19		Less Total Payments as at 31.08.19	-491,347.58
Total Balance as at 31.08.19	<u>17,485.06</u>	Plus adjustment of payment dated 4.7.19 in wrong month	
		Total Balance as at 31.08.19	<u>17,485.06</u>

2)

Reconciliation of Cash Book 2 with Bank Rec 2 as at 31.08.19

Bank Reconciliation figs as at 31.08.19		Cash Book 2 figs as at 31.08.19	
Business Direct Reserve Acct. balance as at 31.08.19	266.04	Cash Book/Bank Rec balances as at 31.07.19 (c/f from Reconciliation Statement of the 31.07.19)	266.00
Less total of uncleared cheques as at 31.08.19	0.00	Plus Total Receipts/Lodgements as at 31.08.19	0.04
Plus total of outstanding receipts/lodgements as at 31.08.19	0.00	Less Total Payments as at 31.08.19	0.00
Total Balance as per 31.08.19	<u>266.04</u>	Total Bank Balances as per 31.08.19	<u>266.04</u>

3)

Reconciliation of Cash Book 3 with Bank Rec 3 as at 31.08.19

Bank Reconciliation figs as at 31.08.19		Cash Book 3 figs as at 31.08.19	
H R Youth Council Acct balance as at 31.08.19	253.02	Cash Book/Bank Rec balances as at 31.07.19 (c/f from Reconciliation Statement of the 31.07.19)	253.02
Less total of uncleared cheques as at 31.08.19	0.00	Plus Total Receipts/Lodgements as at 31.08.19	0.00
Plus total of outstanding receipts/lodgements as at 31.08.19	0.00	Less Total Payments as at 31.08.19	0.00
Total Balance as per 31.08.19	<u>253.02</u>	Total Bank Balances as per 31.08.19	<u>253.02</u>

Reconciliation of Bank Summaries/Statements with Bank Reconciliations, Cash Books and Nominal Accounts figures as at 31.08.19

Total funds of the Council as at 31.08.19 as per Bank Summaries/Statements		Total funds of the Council as at 31.08.19 as per Bank Reconciliations, Cash Books and Nominal Accts figures	
Current & Liquidity Bank Summaries/Statement - Cash Book 1	17,485.06	Current & Liquidity Accounts Bank Reconciliation	17,485.06
Business Direct Reserve Account Bank Summary/Statement - Cash Book 2	266.04	Business Direct Reserve Account Bank Reconciliation	266.04
CCLA Public Sector Deposit Fund Account	1,184,000.00	CCLA Deposit Fund Account	1,184,000.00
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 *
H R Youth Council	253.02 **	H R Youth Council	253.02 **
COUNCIL'S BANK ACCOUNTS STATEMENTS ACTUAL FUNDS	<u>1,802,204.12</u>	COUNCIL'S BANK ACCOUNT FINANCIAL DIRECTOR SOFTWARE TOTAL FUNDS	<u>1,802,204.12</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

**Inclusion of 3rd Cash Book for the HR Youth Council as at August 2019

Clerk's Signature:

Councillor's Signature:

Date:

**Bank Reconciliation Statement as at 31/08/2019
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	30/08/2019	1498	1,000.00
Liquidity Manager Account	30/08/2019	1188	26,848.40
			27,848.40
<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	
17/07/2019 010469	1st/3rd HR Scouts	100.00	
17/07/2019 010472	Last of Summer Ukuleles	60.00	
31/07/2019 101655	HSC Security	600.00	
31/08/2019 101661	Bedfordshire Pension Fund	101.14	
31/08/2019 101662	Trade UK	19.24	
31/08/2019 101663	Biffa Waste Services Ltd	1,243.15	
31/08/2019 101664	Employment Law Advisory Servic	1,824.00	
31/08/2019 101665	Geo Browns Implements Ltd	43.87	
31/08/2019 101666	Gibbs & Dandy PLC	26.40	
31/08/2019 101667	J M Electrical Services BEDFOR	2,880.00	
31/08/2019 101668	Dunstable Lock & Safe Co	142.98	
31/08/2019 101669	M K Driver Training	295.00	
31/08/2019 101670	Moonshine Entertainments	475.00	
31/08/2019 101671	SLCC	350.00	
31/08/2019 101672	Thomas Bros. Excavations (Luto	840.00	
31/08/2019 101673	Right Fuelcard Company Ltd	74.08	
			10,363.34
			17,485.06
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			17,485.06
			17,485.06
			0.00
<u>Adjustments to Reconciliation</u>			
26/06/2019		0.00	
			0.00
			0.00

Bank Reconciliation Statement as at 31/08/2019
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	31/08/2019	43	266.04
			<u>266.04</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			266.04
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			266.04
		Balance per Cash Book is :-	266.04
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/08/2019
for Cashbook 3 - Natwest Yth Council

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Youth Council	31/08/2019		253.02
			<hr/> 253.02
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			253.02
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			253.02
		Balance per Cash Book is :-	253.02
		Difference is :-	0.00

Bank and Cash Reconciliations Statements as at 30.09.19

1)

Reconciliation of Cash Book 1 with Bank Rec 1 as at 30.09.19

Bank Reconciliation figs as at 30.09.19

Liquidity Deposit Acct balance as at 30.09.19
 Plus Current Acct balance as at 30.09.19
 Less total of uncleared cheques as at 30.09.19
 Plus total of outstanding receipts/lodgements as at 30.09.19
 Total Balance as at 30.09.19

41,592.99
 1,271.00
 -7,854.75
 35,009.24

Cash Book 1 figs as at 30.09.19

Cash Book/Bank Rec balances as at 31.08.19 (c/f from Reconciliation Statement of the 31.08.19)
 Less adjustments (system error of duplication of cheques reversed)
 Plus Total Receipts/Lodgements as at 30.09.19
 Less Total Payments as at 30.09.19
 Plus adjustment of payments x 5 dated 1.10.19 in wrong month
 Total Balance as at 30.09.19

17,485.06
 -8314.86
 98,998.57
 -84,882.53
 11,723.00
 35,009.24

2)

Reconciliation of Cash Book 2 with Bank Rec 2 as at 30.09.19

Bank Reconciliation figs as at 30.09.19

Business Direct Reserve Acct balance as at 30.09.19
 Less total of uncleared cheques as at 30.09.19
 Plus total of outstanding receipts/lodgements as at 30.09.19

266.09
 0.00
 0.00

Cash Book 2 figs as at 30.09.19

Cash Book/Bank Rec balances as at 31.08.19 (c/f from Reconciliation Statement of the 31.08.19)
 Plus Total Receipts/Lodgements as at 30.09.19
 Less Total Payments as at 30.09.19

266.04
 0.05
 0.00

Total Balance as per 30.09.19

266.09

Total Bank Balances as per 30.09.19

266.09

3)

Reconciliation of Cash Book 3 with Bank Rec 3 as at 30.09.19

Bank Reconciliation figs as at 30.09.19

H R Youth Council Acct balance as at 30.09.19
 Less total of uncleared cheques as at 30.09.19
 Plus total of outstanding receipts/lodgements as at 30.09.19

253.02
 0.00
 0.00

Cash Book 3 figs as at 30.09.19

Cash Book/Bank Rec balances as at 31.08.19 (c/f from Reconciliation Statement of the 31.08.19)
 Plus Total Receipts/Lodgements as at 30.09.19
 Less Total Payments as at 30.09.19

253.02
 0.00
 0.00

Total Balance as per 30.09.19

253.02

Total Bank Balances as per 30.09.19

253.02

Reconciliation of Bank Summaries/Statements with Bank Reconciliations, Cash Books and Nominal Accounts figures as at 30.09.19

Total funds of the Council as at 30.09.19 as per Bank Summaries/Statements

Current & Liquidity Bank Summaries/Statement - Cash Book 1
 Business Direct Reserve Account Bank Summary/Statement - Cash Book 2
 CCLA Public Sector Deposit Fund Account
 LAMIT (CCLA) Property Account
 Petty Cash Account
 H R Youth Council

35,009.24
 266.09
 1,134,000.00
 600,000.00
 200.00 *
 253.02 **

Total funds of the Council as at 30.09.19 as per Bank Reconciliations, Cash Books and Nominal Accts figures

Current & Liquidity Accounts Bank Reconciliation
 Business Direct Reserve Account Bank Reconciliation
 CCLA Deposit Fund Account
 LAMIT (CCLA) Property Account
 Nominal Ledger Acct of Petty Cash Account
 H R Youth Council

35,009.24
 266.09
 1,134,000.00
 600,000.00
 200.00
 253.02

COUNCIL'S BANK ACCOUNTS STATEMENTS ACTUAL FUNDS

1,769,728.35

COUNCIL'S BANK ACCOUNT FINANCIAL DIRECTOR SOFTWARE TOTAL FUNDS

1,769,728.35

*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

***Inclusion of 3rd Cash Book for the HR Youth Council as at August 2019

Clerk's Signature:

Councillor's Signature:

Date:

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**Bank Reconciliation Statement as at 30/09/2019
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	30/09/2019	1505	1,271.00
Liquidity Manager Account	30/09/2019	1193	41,592.99
			<u>42,863.99</u>
Unpresented Cheques (Minus)		Amount	
21/11/2017 b/ffrmcs01 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	
17/07/2019 010469 1st/3rd HR Scouts		100.00	
17/07/2019 010472 Last of Summer Ukuleles		60.00	
31/07/2019 101655 HSC Security		600.00	
31/08/2019 101667 J M Electrical Services BEDFOR		2,880.00	
05/09/2019 D/CLCAMERO L.Cameron/The Kolliders band		100.00	
05/09/2019 010478 A.Mays/Lil Mazy bad		40.00	
30/09/2019 101674 Bedfordshire Pension Fund		50.57	
30/09/2019 101676 Brown & White		22.31	
30/09/2019 101677 Bubbles Lighting Ltd		480.00	
30/09/2019 101675 C. Brewers & Sons Ltd		78.70	
30/09/2019 101678 D E Signs		72.00	
30/09/2019 101679 R A Rideout		140.00	
30/09/2019 101680 Geo Browns Implements Ltd		660.00	
30/09/2019 101681 John Curl		330.14	
30/09/2019 101682 Mainstage Ltd		263.04	
30/09/2019 101683 PHS Group		90.94	
30/09/2019 101684 Rigby Taylor		322.02	
30/09/2019 101685 Right Fuelcard Company Ltd		108.55	
30/09/2019 010480 4th HR Brownies		50.00	
30/09/2019 010481 4th HR Scout Group		50.00	
30/09/2019 010482 Luton Borough Council		20.00	
30/09/2019 010483 Royal British Legion		16.00	
30/09/2019 010484 Royal British Legion		32.00	
			<u>7,854.75</u>
			35,009.24
Receipts not Banked/Cleared (Plus)			
		0.00	
			<u>0.00</u>
			35,009.24
		Balance per Cash Book is :-	35,009.24
		Difference Excluding Adjustments is :-	0.00

Adjustments to Reconciliation

Bank Reconciliation Statement as at 30/09/2019
for Cashbook 1 - NATWEST CURRENT/RESERVE

	<u>Amount</u>	<u>Balances</u>
26/06/2019	0.00	
		0.00
	Unreconciled Difference is :-	<u>0.00</u>

**Bank Reconciliation Statement as at 30/09/2019
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	30/09/2019	43	266.09
			<u>266.09</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			266.09
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			266.09
		Balance per Cash Book is :-	266.09
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/09/2019
for Cashbook 3 - Natwest Yth Council

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Youth Council	30/09/2019		253.02
			<u>253.02</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			253.02
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			253.02
		Balance per Cash Book is :-	253.02
		Difference is :-	0.00

Linked to Cashbook 1

Entered Month 5
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BED02 Bedfordshire Pension Fund							
<i>G. Twiss May 2019 pension/9731</i> Authorised: MinTC9799Budget	01/08/2019	738170	1	50.57	0.00	50.57	0.00
<i>G. Twiss July pension/9738</i> Authorised: MinTC9799Budget	22/08/2019	738526	1	50.57	0.00	50.57	0.00
					<u>0.00</u>	<u>101.14</u>	
Above paid on 31/08/2019 by Cheque 101661							
BQ01 Trade UK							
<i>Grounds work consumables/9636</i> Authorised: MinTC9799Budget	17/07/2019	0993343767	1	19.24	0.00	19.24	0.00
					<u>0.00</u>	<u>19.24</u>	
Above paid on 31/08/2019 by Cheque 101662							
DUN02 Biffa Waste Services Ltd							
<i>August cemetery skip fee/9733</i> Authorised: MinTC9799Budget	23/08/2019	614C90825	1	1,243.15	0.00	1,243.15	0.00
					<u>0.00</u>	<u>1,243.15</u>	
Above paid on 31/08/2019 by Cheque 101663							
ELA01 Employment Law Advisory Services Ltd							
<i>PO5514-HAV 4 testx7 G/Men/9709</i>	06/08/2019	302792	1	630.00	0.00	630.00	0.00
<i>PO5514-Vibrate testx40 tools/9</i>	15/08/2019	303070	1	1,194.00	0.00	1,194.00	0.00
					<u>0.00</u>	<u>1,824.00</u>	
Above paid on 31/08/2019 by Cheque 101664							
GBI01 Geo Browns Implements Ltd							
<i>PO5564-strimmer cord/9723</i>	14/08/2019	150389	1	43.87	0.00	43.87	0.00
					<u>0.00</u>	<u>43.87</u>	
Above paid on 31/08/2019 by Cheque 101665							
GIB01 Gibbs & Dandy PLC							
<i>PO5561-postfix for bollards/97</i>	01/08/2019	3401/01723491	1	26.40	0.00	26.40	0.00
					<u>0.00</u>	<u>26.40</u>	
Above paid on 31/08/2019 by Cheque 101666							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 5
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
JME01 J M Electrical Services BEDFORD Ltd							
<i>Electrical 5yr inspect/9739</i>	20/08/2019	4758	1	2,880.00	0.00	2,880.00	0.00
Authorised: MinTC9799Budget							
						0.00	2,880.00
Above paid on 31/08/2019 by Cheque 101667							
LOC01 Dunstable Lock & Safe Co							
<i>PO5568-Key cut/9732</i>	27/08/2019	33339	1	142.98	0.00	142.98	0.00
						0.00	142.98
Above paid on 31/08/2019 by Cheque 101668							
MKD01 M K Driver Training							
<i>PO5560-B. McGarrigle Drive</i>	07/08/2019	1526	1	295.00	0.00	295.00	0.00
						0.00	295.00
Above paid on 31/08/2019 by Cheque 101669							
MOO01 Moonshine Entertainments							
<i>POs5357&5358-Canvial & S/Pk</i>	28/08/2019	1573	1	475.00	0.00	475.00	0.00
						0.00	475.00
Above paid on 31/08/2019 by Cheque 101670							
SLC01 SLCC							
<i>PO5570-CILCA-T.Earnshaw/9741</i>	22/08/2019	QL197162	1	350.00	0.00	350.00	0.00
						0.00	350.00
Above paid on 31/08/2019 by Cheque 101671							
THOMAS Thomas Bros. Excavations (Luton) Ltd							
<i>PO5566-HRTcemetery debris clr</i>	19/08/2019	51590	1	840.00	0.00	840.00	0.00
Authorised: MinE&L9996							
						0.00	840.00
Above paid on 31/08/2019 by Cheque 101672							

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Houghton Regis Town Council

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List of Purchase Ledger Payments

User: SWS

Linked to Cashbook 1

Entered Month 5
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TOT01	Right Fuelcard Company Ltd						
20.8.19:EX67KKM x48.43ltrs/973 Authorised: MinTC9799Budget	25/08/2019	2733237	1	74.08	0.00	74.08	0.00
					<u>0.00</u>	<u>74.08</u>	
					Above paid on 31/08/2019 by Cheque 101673		
				Total Purchase Ledger Payments	<u>0.00</u>	<u>8,314.86</u>	

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Houghton Regis Town Council
Schedule List of Payments - 6.9.19

Supplier	Type	Date	Number	Memo	Balance (£)
Association of Accounting Technicians	Request	2.9.19	Renewal	Membership renewal for Finance Officer	99.00
Laura Cameron	Request	3.9.19	H.Rocks	PO5581 - The Kolliders performance at Houghton Rocks on 31st August 2019	100.00
Leon Denton	Request	3.9.19	H.Rocks	PO5580 - Supersonic performance at Houghton Rocks on 31st August 2019	120.00
Barry Ingles	Request	3.9.19	H.Rocks	PO5576 - The Long Riders performance at Houghton Rocks on 31st August 2019	160.00
Joanna Cross Photography	Invoice	2.9.19	B00688	PO5347 - Houghton Rocks official photography	250.00
Deon Lloyd	Request	2.9.19	H.Rocks	PO5579 - The Chevtones performance at Houghton Rocks on 31st August 2019	160.00
James Martin	Request	2.9.19	H.Rocks	PO5577 - The Flying Ants performance at Houghton Rocks on 31st August 2019	150.00
Aaron Mays	Request	2.9.19	H.Rocks	PO5575 - Lil Mazy performance at Houghton Rocks on 31st August 2019	40.00
Mazars LLP	Invoice	21.8.19	LIM66667/1586642	External audit of accounts for the financial year 2018-2019	2,400.00
MCS Contract Cleaning Ltd	Invoice	30.8.19	38879	PO4273 & Com Ser Min 9785 - August 2019 provision of cleaning w/c facilities at Bedford Square & replenishment of sanitation supplies	1,836.00
Parish & Community Futures	Invoice	26.8.19	002HR/2109-20	PO5571 - consultation regarding planning in accordance with Mins 10005 & 10012	360.00
Reids Playground Maintenance Ltd	Invoice	14.8.19	3313	PO5547 - Repair to Tith Farm Play Area in accordance with Insurance Claim	9,540.00
S R Woods & Son	Invoice	6.8.19	3287	PO5306 - New office committee - surveyor fee proposal in accordance with Mins NOP12 & NOP18	1,050.00
Ian Todd-Weiler	Invoice	2.9.19	310819	PO5578 - Sweeney Todd Band performance at Houghton Rocks on 31st August 2019	160.00
Travis Bead Ltd	Invoice	27.8.19	TBLTD615	PO5569 - amendments to HRTC draft Neighbourhood Plan v15.3	216.00
TOTAL					16,641.00

ACCOUNTS PAID BETWEEN MEETINGS

Supplier	Type	Date	Num	Memo	Balance (£)
AAA Security	Invoice	31.7.19	81514	Village Green Pavilion renewal of the annual alarm service	110.17
Ampower	Invoice	1.8.19	201908010375	Office July electrical usage	108.66
Ampower	Invoice	1.8.19	201907010992	Workshop Unit 23 June electrical usage	-35.52
Ampower	Invoice	1.8.19	201908010527	Workshop Unit 23 July electrical usage	54.12
Ampower	Invoice	1.8.19	201908010528	Workshop Unit 22 July electrical usage	9.67
Ampower	Invoice	1.8.19	201908010376	Parkside Pavilion July electrical usage	27.35
Ampower	Invoice	1.8.19	201908010373	Village Green Pavilion July electrical usage	84.04
Ampower	Invoice	1.8.19	201908010374	Moore Crescent Pavilion July electrical usage	188.09
Ampower	Invoice	1.8.19	201907010994	Tithe Farm Pavilion June electrical usage	-12.78
Ampower	Invoice	1.8.19	201908010378	Tithe Farm Pavilion July electrical usage	21.05
Bedford Borough Council	Invoice	12.2.19	16964126	Staff basic salaries, NIC, superannuation and payroll administration costs & for August 2019 plus accrued overtime & travel costs for July 2019 in accordance with Min TC9799 Budget	41,645.29
Biffa Waste Services Ltd	Invoice	28.7.19	614C88197	PO5350 - provision of refuse bins for the Carnival	262.51
CCLA - Public Sector Deposit Account	Request	14.8.19	Deposits	Subscriptions x 8 in accordance with Trustee Investment Act 1961 S.11, Fin Reg 5.6c & Bank/Investment Policy 2	391,000.00
EE	Invoice	24.6.19	V01641533277	Grounds' staff x 1 mobile usage for the period: 24.5.19 - 23.6.19	118.18
EE	Invoice	24.7.19	V01652346385	Grounds' staff x 1 mobile usage for the period: 24.6.19 - 23.7.19	118.57
Houghton Rocks	Request	30.8.19	H.Rocks	Item for Houghton Rocks	2.98
Houghton Rocks	Request	29.8.19	H. Rocks	Float for substitute and items for the event	150.00

Houghton Regis Town Council
 Schedule List of Payments - 6.9.19

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Supplier	Type	Date	Number	Memo	Balance (£)
MCS Contract Cleaning Ltd	Invoice	10.6.19	38560	Cleaning items for council's premises	147.86
MCS Contract Cleaning Ltd	Invoice	31.7.19	38736	PO4273 & Com Ser Mir 9785 - July 2019 provision of cleaning w/c facilities at Bedford Square & replenishment of sanitation supplies	1,836.00
Petty Cash	Request	16.8.19	2-16.8.19	Petty Cash replenishment of funds used during the period	26.15
Petty Cash	Request	30.8.19	17-30.8.19	Petty Cash replenishment of funds used during the period	47.13
Plusnet	Invoice	10.8.19	2193203-016	Provision of broadband at the workshop for the period: 10.8.19 - 9.9.19	9.00
Rigby Taylor Ltd	Invoice	25.7.19	RSIN0309348	PO5541 - Items for line marking machine	38.88
Rigby Taylor Ltd	Invoice	31.7.19	RSIN0309981	PO5555 - dressing materials for Orchard Close Recreation Ground	1,089.60
Royal Industrial Doors (R.I.D. Ltd)	Invoice	31.7.19	25231	PO5546 - items for Village Green Pavilion shutter	150.00
Shire Leasing PLC	Invoice	01.08.19	03544092,0192 Aug	18th of 20 leasing repayment of the BT Cloud Voice hardware system in accordance with Corp Min 7973	86.48
Spaldings Ltd	Invoice	22.7.19	SI-2462434	PO5553 - Grounds maintenance items	483.24
Spaldings Ltd	Invoice	31.7.19	SC-2034639	PO5542 - credit for returned grounds' maintenance item	-34.80
The Right Fuelcard Co Ltd	Invoice	4.8.19	2714621	Fuel card x 7 monthly fee	8.40
University of Bedfordshire Pipe Band	Invoice	14.8.19	14082019	PO5400 - Pipe Band procession entertainment	750.00
TOTAL					438,490.32

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 6
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BED02 Bedfordshire Pension Fund							
<i>August G. Twiss pension/9764</i>	06/09/2019	738704	1	50.57	0.00	50.57	0.00
Authorised: MinTC9799Budget							
					<u>0.00</u>	<u>50.57</u>	
							Above paid on 30/09/2019 by Cheque 101674
BRO01 Brown & White							
<i>S. Gelsthorp eye exam/9782</i>	18/09/2019	000006	1	22.31	0.00	22.31	0.00
Authorised: Eye Care Policy							
					<u>0.00</u>	<u>22.31</u>	
							Above paid on 30/09/2019 by Cheque 101676
BUB01 Bubbles Lighting Ltd							
<i>PO5364-H.Rocks-generator/9778</i>	09/09/2019	8209	1	480.00	0.00	480.00	0.00
					<u>0.00</u>	<u>480.00</u>	
							Above paid on 30/09/2019 by Cheque 101677
BRE01 C. Brewers & Sons Ltd							
<i>PO5567-Play area paint/9765</i>	14/08/2019	DSB/362761	1	78.70	0.00	78.70	0.00
					<u>0.00</u>	<u>78.70</u>	
							Above paid on 30/09/2019 by Cheque 101675
DES01 D E Signs							
<i>PO5574-H.Rock banners x3/9781</i>	09/09/2019	18284	1	72.00	0.00	72.00	0.00
					<u>0.00</u>	<u>72.00</u>	
							Above paid on 30/09/2019 by Cheque 101678
FRU01 R A Rideout							
<i>PO5597-POH flowers/98002</i>	24/09/2019	009137	1	140.00	0.00	140.00	0.00
					<u>0.00</u>	<u>140.00</u>	
							Above paid on 30/09/2019 by Cheque 101679
GBI01 Geo Browns Implements Ltd							
<i>PO5573-hire of m/cs-cricket/97</i>	18/09/2019	804594	1	660.00	0.00	660.00	0.00
					<u>0.00</u>	<u>660.00</u>	
							Above paid on 30/09/2019 by Cheque 101680

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List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 6
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
JCURL01 John Curl							
<i>Mitubishi service&MOT/9774</i>	16/09/2019	245634	1	330.14	0.00	330.14	0.00
					<u>0.00</u>	<u>330.14</u>	
Above paid on 30/09/2019 by Cheque 101681							
MAI03 Mainstage Ltd							
<i>PO5590-stage parts/9768</i>	12/09/2019	INV45577	1	263.04	0.00	263.04	0.00
					<u>0.00</u>	<u>263.04</u>	
Above paid on 30/09/2019 by Cheque 101682							
PHS01 PHS Group							
<i>PO5584-sanitation items/9766</i>	07/09/2019	66965365	1	90.94	0.00	90.94	0.00
					<u>0.00</u>	<u>90.94</u>	
Above paid on 30/09/2019 by Cheque 101683							
RIG01 Rigby Taylor							
<i>PO5587-Weedkiller/9771</i>	13/09/2019	RSIN0315071	1	322.02	0.00	322.02	0.00
					<u>0.00</u>	<u>322.02</u>	
Above paid on 30/09/2019 by Cheque 101684							
TOT01 Right Fuelcard Company Ltd							
<i>Fuel card x 6/9746</i>	01/09/2019	2745315	1	7.20	0.00	7.20	0.00
Authorised: MinTC9799Budget							
<i>Fuelx67.87ltrsfor mowers/9813</i>	22/09/2019	2764494	1	101.35	0.00	101.35	0.00
Authorised: MinTC9799Budget							
					<u>0.00</u>	<u>108.55</u>	
Above paid on 30/09/2019 by Cheque 101685							
Total Purchase Ledger Payments						<u>0.00</u>	<u>2,618.27</u>

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Houghton Regis Town Council
Schedule List of Payments -30.09.19

Supplier	Type	Date	Number	Memo	Balance (£)
4th Houghton Regis Brownies	Request	27.9.19	Carnival	Award for winner of the best Carnival Stall	50.00
4th Houghton Regis Scout Group	Request	27.9.19	Carnival	Award for winner of best stall competition	50.00
AMF Services	Invoice	10.9.19	21606	PO5558 - Repair to Spearhead Twiga 420 Flail side arm	7,257.37
AMF Services	Invoice	17.9.19	21667	Spearhead side arm repair	120.00
AMF Services	Invoice	17.9.19	21668	Shibaura mower repair	268.56
Bedfordshire Police & Crime Commissioner	Invoice	23.9.19	B0001421	June Operation Hana service in accordance with Community Services Minute 9543	2,584.05
Bedfordshire Police & Crime Commissioner	Invoice	23.9.19	B0001422	July Operation Hana service in accordance with Community Services Minute 9543	2,894.85
Luton Borough Council	Request	19.9.19	Donation	Donation in lieu of charity function	20.00
P R Newson Ltd	Invoice	11.09.19	10766	PO5512 - additional tree survey at L&D Busway, East Street & All Saints' Churchyard	2,550.00
Reids Playground Maintenance Ltd	Invoice	11.09.19	3354	PO5508 - Gym workstations x 3 at Orchard Close Recreation Ground in accordance with Min E&L9922	5,040.00
Rentokil Initial UK Ltd	Invoice	25.9.19	21073328	Removal of wasps nests at Orchard Close Recreation Ground	192.00
Seisquare	Invoice	31.8.19	INV-0686	PO5537 - updates to website in relation to Corporate Services Minute 9932	600.00
Techies Limited	Invoice	23.9.19	25207	Extended warranty for the computer server:6.10.19 - 31.12.19	72.00
The Royal British Legion	Request	16.09.19	Poppy Appeal	RBL wreath for Remembrance Sunday on behalf of Town Mayo	16.00
The Royal British Legion	Request	16.09.19	Poppy Appeal	RBL wreaths for Remembrance Sunday Armistice Day on behalf of HRTC	32.00
Wireless CCTV Ltd	Invoice	11.9.19	37142	PO5592 - airtime, warranty etc service bundle for CCTV x 3 for Fin Yrs: FY2019-20; FY2020-21 & FY2021-22	6,480.00
TOTAL					28,226.83

ACCOUNTS PAID BETWEEN MEETINGS

Supplier	Type	Date	Num	Memo	Balance (£)
Affinity for Business	Request	2.9.19	25	Workshop Unit 22 water usage for the period: 20.2 - 30.8.19	17.69
Affinity for Business	Request	2.9.19	43	Workshop Unit 23 water usage for the period: 20.2 - 30.8.19	61.39
Affinity for Business	Request	5.9.19	76	Orchard Close Pavilion water usage for the period: 1.3.19 - 30.9.19	75.60
All Colour Envelopes	Request	10.09.19	100059078	PO5586 - items for council event	49.14
Amazon	Request	10.09.19	206-3584148	PO5585 - items for council event	9.29
Amazon	Request	13.09.19	206-0978665	PO5596 - office supplies	21.14
Amazon	Request	12.9.19	206-3417051	PO5593 - items for Pride of Houghton event	41.81
Amazon	Request	12.9.19	206-3705619	PO5594 - items for Pride of Houghton event	19.48
Amazon	Request	12.9.19	206-4953812	PO5596 - items for Pride of Houghton event	14.90
Amazon	Request	24.9.19	205-7152351	PO6607 - items for Town Centre Attraction	105.87
Ampower	Invoice	01.09.19	201909010324	Office's August 2019 electric usage	101.40
Ampower	Invoice	01.09.19	201909010310	Workshop's Unit 23 August 2019 electric usage	56.98
Ampower	Invoice	01.09.19	201909010869	Workshop's Unit 22 August 2019 electric usage	9.71
Ampower	Invoice	01.09.19	201909010868	Parkside Pavilion August 2019 electric usage	27.99
Ampower	Invoice	01.09.19	201909010870	Village Green Pavilion August 2019 electric usage	71.75
Ampower	Invoice	01.09.19	201909010305	Moore Crescent Pavilion August 2019 electric usage	125.49
Ampower	Invoice	01.09.19	201909010309	Tithe Farm Pavilion August 2019 electric usage	25.50
Anglian Water Business (National) Ltd	Invoice	16.9.19	6076617	Workshop Unit 23 sewage services for the period: 16.3.19 - 15.9.19	108.63
Anglian Water Business (National) Ltd	Invoice	16.9.19	6078108	Workshop Unit 22 sewage services for the period: 16.3.19 - 15.9.19	62.05
Bedford Borough Council	Invoice	23.9.19	17318993	Staff basic salaries, NIC, superannuation and payroll administration costs & for September 2019 plus accrued overtime & travel costs for August 2019 in accordance with Min TC9799 Budget	42,361.72
British Gas	Invoice	3.9.19	957502040	Workshop Unit 23 gas actual usage: 31.5.19 - 31.8.19	26.08
British Gas	Invoice	3.9.19	957502041	Office's gas actual usage: 31.5.19 - 30.8.19	79.30
British Gas	Invoice	24.9.19	986349266	Moore Crescent pavilion's gas actual usage: 20.6.19 - 20.9.19	913.74
British Gas	Invoice	26.9.19	963504730	Tithe Farm Pavilion estimated gas usage for the period: 22.6.19 - 20.9.19	28.38
British Gas	Invoice	26.9.19	963504731	Parkside Pavilion estimated gas usage for the period: 22.6.19 - 20.9.19	25.79

Houghton Regis Town Council
Schedule List of Payments -30.09.19

Supplier	Type	Date	Number	Memo	Balance (£)
British Telecom	Invoice	19.9.19	Q044	Office fax, broadband and alarm plus alarm costs for the Village Green and Moore Crescent pavilions and the Workshop	700.41
British Telecom	Invoice	26.9.19	Q020 LQ	BT Cloud line costs for usage for the period: 25.6 to 25.9.19 and advance rental for the period: 1.9 to 30.11.19	335.26
Business HR Solutions (Consultancy) Ltd	Invoice	1.9.19	INV-012795	PO5507 - HR Support for September 2019	245.16
Central Bedfordshire Council	Invoice	1.5.19	33016488	Second and final payment of the FY'19-'20 Non Domestic Rate bill for Council workshop	4,296.00
Central Bedfordshire Council	Invoice	1.5.19	3012142	Second and final payment of the FY'19-'20 Non Domestic Rate bill for Council offices	3,498.00
Central Bedfordshire Council	Invoice	1.5.19	3080213	Second and final payment of the FY'19-'20 Non Domestic Rate bill for Village Green Pavilion	1,282.00
Central Bedfordshire Council	Invoice	1.5.19	3160492	Second and final payment of the FY'19-'20 Non Domestic Rate bill for Moore Crescent Pavilion	2,185.00
Central Bedfordshire Council	Invoice	1.5.19	3016930	Second and final payment of the FY'19-'20 Non Domestic Rate bill for Cemetery	482.00
Cromwell Group (Holdings) Ltd	Invoice	5.7.19	16160320	PO5540 - refuse bags for Council's premises	94.64
EE	Invoice	24.8.19	V01662539974	Monthly rental of alarm SIM cards for Parkside, Orchard Close and Tithe Farm Pavilions plus mobile usage for office staff x 4	120.72
Fantastic Fireworks Ltd	Invoice	3.11.19	18151	and Grounds' staff x 1 mobile usage for the period: 24.7.19 - 23.8.19	450.00
Glowsticks Co	Request	12.9.19	200324175	PO5601 - Deposit for fireworks display re. Min EWG451	293.12
Grenke Leasing Ltd	Invoice	22.9.19	372113/2019	Photocopier/Printer's 2/20 lease payment for the period: 1.10.19 - 31.12.19 in accordance with Min9695	118.80
Hospice at Home	Request	10.09.19	Charity Ploughman	Mayor and guests attendance to Charity Supper	37.50
Leighton Linlade Charity Fund	Request	12.9.19	Charity	Mayor and consort tickets for LLTC Mayor's Coffee morning	12.00
Lisa Roberts Catering Ltd	Request	24.09.19	12102019Deposit	PO5604 - Deposit to secure catering for Pride of Houghton awards evening	250.00
Mayor's Appeal Fund	Request	9.9.19	Charity	Mayor and consort tickets for HRTC Mayor's Charity Meal on 13.9.19	30.00
Mayor's Appeal Fund	Request	11.9.19	Charity	Officer's ticket for HRTC Mayor's Charity Meal on 13.9.19	12.95
Petty Cash	Request	13.9.19	1-13.9.19	Mayor and consort tickets for HRTC Mayor's Charity Meal on 13.9.19	37.93
Plan Corporate Services	Invoice	16.9.19	HRTC003	Petty Cash replenishment of funds used during the period of 1st - 13th September 2019	483.11
Plusnet	Invoice	10.9.19	2193203-017	Photocopying usage up to the 16th September 2019 re. Corporate Services Min 9695	9.00
Public Sector Deposit Account	Request	23.9.19	Request	Provision of broadband at the workshop for the period: 10.9.19 - 09.10.19	50,000.00
Public Sector Deposit Account	Request	30.9.19	Request	Transfer to current account in accordance with Fin Regs, Investment Policy and Mins AC1113 & AC1121	20,000.00
TOTAL				Transfer to current account in accordance with Fin Regs, Investment Policy and Mins AC1113 & AC1122	129,239.14

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 7
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BOW01 Bowerbirdy Ltd							
<i>PO5618-POH alcohol/9856</i>	11/10/2019	682059	1	160.00	0.00	160.00	0.00
					0.00	160.00	
				Above paid on 15/10/2019 by Cheque 101686			
BQ01 Trade UK							
<i>Consumable items/9779</i>	11/09/2019	1008341274	1	43.24	0.00	43.24	0.00
<i>Play Area consumable item/9879</i>	01/10/2019	1008697036	1	7.40	0.00	7.40	0.00
					0.00	50.64	
				Above paid on 15/10/2019 by Cheque 101687			
DUN02 Biffa Waste Services Ltd							
<i>Sept refuse costs/9839</i>	27/09/2019	614C93585	1	1,553.94	0.00	1,553.94	0.00
Authorised: MinTC9799Budget					0.00	1,553.94	
				Above paid on 15/10/2019 by Cheque 101688			
ELA01 Employment Law Advisory Services Ltd							
<i>PO5565-HAVS test/9849</i>	01/10/2019	310133	1	350.00	0.00	350.00	0.00
					0.00	350.00	
				Above paid on 15/10/2019 by Cheque 101689			
FIR02 Fire Facilities Management							
<i>V/Grn emergency light/9861</i>	10/10/2019	76474	1	99.00	0.00	99.00	0.00
<i>Office emergency lights/9862</i>	10/10/2019	76472	1	213.00	0.00	213.00	0.00
					0.00	312.00	
				Above paid on 15/10/2019 by Cheque 101690			
GBI01 Geo Browns Implements Ltd							
<i>PO5611-replace grnds items/985</i>	08/10/2019	158441	1	638.40	0.00	638.40	0.00
					0.00	638.40	
				Above paid on 15/10/2019 by Cheque 101691			

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Houghton Regis Town Council

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List of Purchase Ledger Payments

User: SWS

Linked to Cashbook 1

Entered Month 7
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HER01 Hertfordshire County Council							
<i>PO5599-stationery items/9877</i>	01/10/2019	H091907894	1	125.14	0.00	125.14	0.00
					0.00	125.14	
Above paid on 15/10/2019 by Cheque 101692							
JEL01 Jelprint Ltd							
<i>PO5591-POH items/9857</i>	10/10/2019	05710	1	222.00	0.00	222.00	0.00
					0.00	222.00	
Above paid on 15/10/2019 by Cheque 101693							
SCR02 Trade UK Account							
<i>Consumable items/9819</i>	25/09/2019	1012311619	1	23.98	0.00	23.98	0.00
Authorised: MinTC9799Budget					0.00	23.98	
Above paid on 15/10/2019 by Cheque 101694							
STEVEDEAR Steve Dear Tree Services Ltd							
<i>PO5583-Willow tree remove/9859</i>	10/10/2019	11863	1	504.00	0.00	504.00	0.00
					0.00	504.00	
Above paid on 15/10/2019 by Cheque 101695							
THR01 Affinity for Business							
<i>M/C water:Apr-Oct'19/9847</i>	05/10/2019	22-M/CRESCENT	1	1,171.37	0.00	1,171.37	0.00
Authorised: MinTC9799Budget							
<i>Office water:Apr-Oct'19/9848</i>	05/10/2019	87-OFFICE	1	43.57	0.00	43.57	0.00
Authorised: MinTC9799Budget							
<i>V/Grn water:4.4-7.10.19/9858</i>	07/10/2019	117-V/GRN	1	97.02	0.00	97.02	0.00
Authorised: MinTC9799Budget							
<i>T/Farm water:10.4-9.10/9875</i>	10/10/2019	119-T/FARM	1	49.21	0.00	49.21	0.00
Authorised: MinTC9799Budget							
<i>P/S water:9.4 - 9.10.19/9876</i>	10/10/2019	71-P/S PAV	1	40.65	0.00	40.65	0.00
					0.00	1,401.82	
Above paid on 15/10/2019 by Cheque 101696							

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List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 7
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
TOT01 Right Fuelcard Company Ltd								
<i>Petrol mthly admin chg/9851</i>	06/10/2019	2782646	1	7.20	0.00	7.20	0.00	
Authorised: MinTC9799Budget								
					0.00	7.20		
				Above paid on 15/10/2019 by Cheque 101697				
TTT01 T T Trophies								
<i>PO5602-Events trophies/9853</i>	05/10/2019	PO5602	1	464.46	0.00	464.46	0.00	
<i>PO5602-Events trophies/9854</i>	05/10/2019	TTT5602	1	464.46	0.00	464.46	0.00	
<i>Reverse duplication/9880</i>	05/10/2019	C/N5602	1	-464.46	0.00	-464.46	0.00	
					0.00	464.46		
				Above paid on 15/10/2019 by Cheque 101698				
				Total Purchase Ledger Payments		0.00	5,813.58	

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Houghton Regis Town Council
Schedule List of Payments - 16th October 2019

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Supplier	Type	Date	Number	Memo	Balance (£)
Aylesbury Vale District Council	Request	10.10.19	Request	Donation in lieu of Mayor's non-attendance to a mayoral charity event	15.00
Bryan Lecoche Ltd	Invoice	30.9.19	4235	PO5563 - eviction of illegal encampment at Parkside Recreation Ground	512.40
Business HR Solutions	Invoice	1.10.19	INV-013131	PO5507 - October human resources support in accordance with Minute PE83	245.16
Conquest Oil NRG	Invoice	1.10.19	467823	PO5505 - white diesel x 2000 ltrs for grounds machinery	2,587.20
Mrs Y Farrell	Request	14.10.2019	Request	Refund of POH ticket as was a voluntary assistant at the event	12.50
Jaspers Hire Ltd	Invoice	15.10.19	160715	PO5363 - crockery hire for Pride of Houghton event on 12.10.19	915.42
Luton Borough Council	Request	10.10.19	Request	Luton Mayor's afternoon tea x 2 tickets	6.00
Martin Rix Building Services	Invoice	9.10.19	12417	PO5588 - Tithe Farm and Moore Crescent pavilion repairs	360.00
MCS Contract Cleaning Ltd	Invoice	30.9.19	38986	PO4273 & Com Ser Min 9785 - October 2019 provision of cleaning w/c facilities at Bedford Square & replenishment of sanitation supplies	1,836.00
Newport Pagnell Town Council	Request	10.10.19	Request	Donation in lieu of Mayor's non-attendance to a mayoral charity event	15.00
Mrs C Slough	Request	14.10.19	Request	Refund of POH ticket as was a voluntary assistant at the event	12.50
SLCC Enterprises	Invoice	8.10.19	129730	Staff capacity review in accordance with Minute PE85	2,460.00
Total Merchandise Ltd	Invoice	2.10.19	266303	PO5610 - "Knife Crime" campaign promotion items as per Min 10025	2,994.93
TOTAL					11,972.11

ACCOUNTS PAID BETWEEN MEETINGS

Supplier	Type	Date	Num	Memo	Balance (£)
Amazon	Request	9.10.019	205-5086399/1742	"Knife Crime" campaign promotion items as per CS Min10025	43.94
Ampower	Invoice	1.10.19	201910010425	Village Green Pavilion September electricity usage	53.57
Ampower	Invoice	1.10.19	201910010432	Moore Crescent Pavilion September electricity usage	131.00
Ampower	Invoice	1.10.19	201910010437	Workshop Unit 23 September electricity usage	58.55
Ampower	Invoice	1.10.19	201910010440	Tithe Farm Pavilion September electricity usage	32.70
Ampower	Invoice	1.10.19	201910011017	Workshop Unit 22 September electricity usage	9.39
Ampower	Invoice	1.10.19	201910011022	Office's September electricity usage	101.48
Ampower	Invoice	1.10.19	201910011023	Parkside Pavilion electricity usage	27.08
British Red Cross	Request	10.10.19	1167566	PO5617 - Grounds' Man first aid training on 4th November 2019	151.20
CCLA - Public Sector Deposit Account	Request	02.10.19	Redemption	Withdrawal of funds, in accordance with FR5.6c, Investment Policy & Mins AC1113 & AC1121	50,000.00
CCLA - Public Sector Deposit Account	Request	10.10.19	Redemption	Withdrawal of funds, in accordance with FR5.6c, Investment Policy & Mins AC1113 & AC1121	20,000.00
CCLA - Public Sector Deposit Account	Request	15.10.19	Redemption	Withdrawal of funds, in accordance with FR5.6c, Investment Policy & Mins AC1113 & AC1121	20,000.00
CCLA - Public Sector Deposit Account	Request	20.10.19	Redemption	Withdrawal of funds, in accordance with FR5.6c, Investment Policy & Mins AC1113 & AC1121	70,000.00
Echo Heat Plumbing & Heating Ltd	Invoice	20.9.19	5984	PO5612 - office replacement boiler	3,588.00
EE	Invoice	24.9.19	V016731085565	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: 24.8.19 - 23.9.19	118.67
Fantastic Fireworks	Invoice	3.11.19	18151	PO5601 - balance of fireworks display at Tithe Farm Recreation Ground	4,950.00
Lisa Roberts Catering	Invoice	1.10.19	INV-houghton12102019	PO5604 - balance of catering for Pride of Houghton event	956.00
Leighton Linlade Town Council	Request	7.10.19	Small Grant	Small Grant award in accordance with CS Min 9783 - internal authorisation	199.00
Maydencroft Limited	Invoice	13.9.19	10181	PO5598 - cemetery new capital project	44,419.20
Morrison	Request	7.10.19	3607458463	PO5615 - Items for Pride of Houghton Awards	63.80
Petty Cash	Request	7.10.19	14.9.7.10.19	Petty Cash replenishment of funds used during the period: 14.9.19 - 7.10.19	28.47
Plusnet	Invoice	10.10.19	000021932018-018	Provision of broadband at the workshop for the period: 10.9.19 - 9.10.19	12.00
Techies Limited	Invoice	01.08.18	25116	1st of 12 instalment for Silver Contract IT support for October 2019 in accordance with Mins 9688 & 9799	180.00
TOTAL					215,124.05

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Houghton Regis Town Council

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List of Purchase Ledger Payments

User: SWS

Linked to Cashbook 1

Entered Month 8
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BED02 Bedfordshire Pension Fund							
<i>Sept'19 G. Twiss pension/9903</i>	18/10/2019	739062	1	50.57	0.00	50.57	0.00
Authorised: MinTC9799Budget							
					<u>0.00</u>	<u>50.57</u>	
							Above paid on 08/11/2019 by Cheque 101699
CRO01 Cromwell Group (Holdings) Ltd							
<i>PO5621-F/safety rep item/9906</i>	18/10/2019	0016168668	1	139.97	0.00	139.97	0.00
					<u>0.00</u>	<u>139.97</u>	
							Above paid on 08/11/2019 by Cheque 101700
DUN02 Biffa Waste Services Ltd							
<i>Cemetery skip chgs-Oct/9907</i>	25/10/2019	614C96338	1	1,339.15	0.00	1,339.15	0.00
Authorised: MinTC9799Budget							
					<u>0.00</u>	<u>1,339.15</u>	
							Above paid on 08/11/2019 by Cheque 101701
FIR02 Fire Facilities Management							
<i>Fire safety equip service/9935</i>	17/10/2019	76578	1	264.00	0.00	264.00	0.00
Authorised: MinTC9799Budget							
					<u>0.00</u>	<u>264.00</u>	
							Above paid on 08/11/2019 by Cheque 101702
NEWBURY Newbury Farm Plants							
<i>PO5613-horticulture items/9909</i>	31/10/2019	INV-0800	1	991.00	0.00	991.00	0.00
					<u>0.00</u>	<u>991.00</u>	
							Above paid on 08/11/2019 by Cheque 101703
PRO01 Proludic Ltd							
<i>PO5608-playground parts/9902</i>	17/10/2019	SIN001808	1	368.14	0.00	368.14	0.00
					<u>0.00</u>	<u>368.14</u>	
							Above paid on 08/11/2019 by Cheque 101704

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Linked to Cashbook 1

Entered Month 8
by user SWS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
RTM01 R T Machinery Ltd							
<i>Shibaura CM374 service/9910</i>	31/10/2019	130819	1	195.00	0.00	195.00	0.00
<i>Authorised: MinTC9799Budget</i>							
						<u>0.00</u>	<u>195.00</u>
Above paid on 08/11/2019 by Cheque 101705							
SPA01 Spaldings Limited							
<i>PO5634-Gloves x 12/9942</i>	30/10/2019	SI-2497754	1	165.60	0.00	165.60	0.00
<i>PO5634-glovesx4/9943</i>	29/10/2019	SI-2497359	1	55.20	0.00	55.20	0.00
						<u>0.00</u>	<u>220.80</u>
Above paid on 08/11/2019 by Cheque 101706							
TOT02 Total Merchandise Ltd							
<i>PO5640-Knife Crime items/9931</i>	31/10/2019	269400	1	180.00	0.00	180.00	0.00
						<u>0.00</u>	<u>180.00</u>
Above paid on 08/11/2019 by Cheque 101707							
Total Purchase Ledger Payments						<u>0.00</u>	<u>3,748.63</u>

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Houghton Regis Town Council
Schedule List of Payments - 08.11.19

Supplier	Type	Date	Number	Memo	Balance (£)
Affinity for Business	Invoice	11.10.19	72	Cemetery water usage: 10.4-10.10.19	82.03
Affinity for Business	Invoice	21.10.19	119	Village Green Pavilion water usage: 4.4.19 - 15.10.19	433.36
Anglian Water Business Nat Ltd	Invoice	16.10.19	6199894	Moore Crescent Pavilion sewage costs: 16.4 - 15.10.19	742.30
Anglian Water Business Nat Ltd	Invoice	16.10.19	6201295	Village Green Pavilion sewage costs: 16.4 - 15.10.19	142.97
Anglian Water Business Nat Ltd	Invoice	16.10.19	6201307	Office sewage costs: 16.4 - 15.10.19	91.79
Avonmore Associates Ltd	Invoice	28.10.19	13861	Autumn treatment to the Bowling Green	3,210.30
Business HR Solutions	Invoice	30.10.19	INV-013471	PO5636 - Attendance to Welfare meeting on 29.10.19	385.42
Business HR Solutions	Invoice	1.11.19	INV-013484	PO5507 - November human resources support in accordance with Minute PE83	245.16
Central Bedfordshire Council	Invoice	16.10.19	1800020905	May 2019 election costs in accordance with Min TC9799Budget	14,548.83
Community Action Beds	Request	28.10.19	Grant FY19-20	Key Partner Award	3,000.00
DSC Sound & Lighting Ltd	Request	4.11.19	5538	PO5339 - Fireworks display on 3rd November 2019	2,280.00
Dunstable & District CA	Request	28.10.19	Grant FY19-20	Key Partner Award	4,000.00
Groundwork East	Request	23.10.19	7859	PO5539 - provision of Youth Services for the period: July - Sept 2019	5,445.00
Full House Theatre	Request	23.10.19	Grant FY19-20	Key Partner Award	3,000.00
Joanna Cross	Request	18.10.19	B00695	PO5347 - Pride of Houghton official photography	150.00
Keetch Hospice Care	Request	28.10.19	Grant FY19-20	Key Partner Award	5,000.00
Martin Rix Building Services	Invoice	24.10.19	12262	PO5630 - Repair to Parkside Pavilion roof	1,044.00
Maydencroft Ltd	Invoice	24.10.19	10436	PO5600 - base to memorial feature	1,020.00
MCS Contract Cleaning Ltd	Invoice	31.10.19	39079	PO4273 & Com Ser Min 9785 - October provision of cleaning w/c facilities at Bedford Square & replenishment of sanitation supplies	1,836.00
Mrs Tracy McMahon	Request	6.11.19	D.Mayor allowance	Second and final payment of Deputy Mayor's allowance	175.00
Perfect Personalised Parties UK Ltd	Invoice	12.10.19	173	PO5360 - Provision of DJ services at the Pride of Houghton event	230.00
Perfect Print	Invoice	31.10.19	19/4425	Christmas Town Crier magazines x 7500 in accordance with CS Min9482	1,200.00
SORTED	Request	28.10.19	Grant FY19-20	Key Partner Award	4,000.00
South Beds Dial A Ride	Request	28.10.19	Grant FY19-20	Key Partner Award	2,251.00
Mr N S Steele	Request	6.11.19	Fee	Carol service organist fee	50.00
Travis Bead Ltd	Invoice	17.10.19	TBLTD628	PO5619 - Neighbourhood Plan V15.5 amendment	216.00
Parkside 50's Club	Request	28.10.19	Grant FY19-20	Small Grant Award re. Min 10108	500.00
Networking at Dunstable	Request	28.10.19	Grant FY19-20	Small Grant Award re. Min 10108	500.00
Singing Café	Request	28.10.19	Grant FY19-20	Small Grant Award re. Min 10108	500.00
Wellers Law Group LLP	Invoice	7.11.19	75552	PO5639 - employment advice	300.00
TOTAL					56,579.16

ACCOUNTS PAID BETWEEN MEETINGS

Supplier	Type	Date	Num	Memo	Balance (£)
Amazon	Request	4.11.19	206-2640841	PO5644 - traffic cones for events	99.98
Amazon	Request	7.11.19	205-8677585	PO5647 - items for TCA	80.77
Baker Ross	Request	17.10.19	1002008048	PO5622 - items for Town Centre Attraction event	90.04
Baker Ross	Request	17.10.19	1002008061	PO5623 - items for Santa's Grotto event	88.64
Baker Ross	Request	7.11.19	1002037210	PO5646 - items for TCA	56.37
Baker Ross	Request	8.11.19	1002039141	PO5649 - items for Santa's Grotto	38.83
Bedford Borough Council	Invoice	22.10.19	17369474	Staff basic salaries, allowances, NIC, superannuation and payroll administration costs & for October 2019 plus accrued overtime & travel costs for September 2019 in accordance with Min TC9799 Budget	40,173.06
Clothes 2 Order (Queyside Grp)	Invoice	28.10.19	5146011	PO5633 - Youth Council items	324.44

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Houghton Regis Town Council
Schedule List of Payments - 08.11.19

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Supplier	Type	Date	Number	Memo	Balance (£)
B&M & The Range	Request	29.10.19	Request	Items for the Fireworks event, Mayor's Xmas Appeal events and office supplies	36.89
Fireworks Display Event	Request	16.10.19	Luncheon	Fireworks event - subsistence and souvenirs floats	110.00
Fireworks Display Event	Request	30.10.19	Float	Fireworks event - Contingency float	20.00
Francotyp Postalia Ltd	Invoice	28.10.19	20616525	Credit advancement of franking machine's account on 28.10.19 to replenish funds for used postage	250.00
Francotyp Postalia Ltd	Invoice	1.11.19	156851	2/16 lease payment for advance rental agreement of franking machine, commencing 1.8.19, for the period: 1.11.19 - 31.1.20	90.00
Houghton Regis Memorial Hall	Request	28.10.19	Grant FY19-20	Key Partner Award	4,000.00
Information Commissioners Office	Request	23.10.19	ZA294857	Data protection fee renewal in accordance with Corp Min 9687	55.00
Morrison	Request	22.10.19	3992492535	PO5629	65.20
Petty Cash	Request	29.10.19	Top-Up	Petty Cash replenishment of funds used during the period: 8.10.019 - 28.10.19	40.03
Petty Cash	Request	30.10.19	Top-Up	Petty Cash replenishment of funds used on 29.10.19	26.60
Public Works Loan Board	Request	30.9.19	Loan 496047	20th loan repayment for 1 of 2 loans for Moore Crescent pavilion (works: Sept'09 finished April'10)	5542.31
Public Works Loan Board	Request	30.9.19	Loan 496518	20th loan repayment for 2 of 2 loans for Moore Crescent pavilion (works: Sept'09 finished April'10)	6492.06
Public Works Loan Board	Request	30.9.19	Loan 496734	20th loan repayment for the Tithes Farm & Village Green play areas (works: Dec'09 finished April'10)	3777.25
Spreadshirt Service	Request	18.10.19	15526408-16231482	PO5626 - item for the "Knife Campaign"	31.33
The Works	Request	8.11.19	21022222	PO5648 - items for Santa's Grotto	81.5
Town Crier distributors	Request	28.10.19	Request	Town Crier distributors' costs	571.1
Youth Council	Request	17.10.19	Request	Costs to cover Youth Council's visit to the B. Kinsella exhibition for awareness towards the "Knife Campaign"	500.00

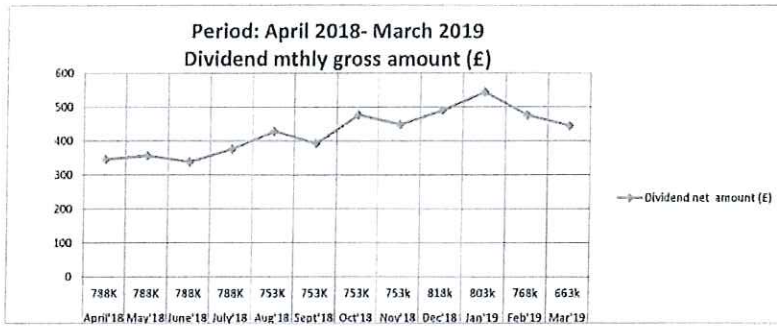
TOTAL 62,621.40

SHORT TERM INVESTMENT: THE PUBLIC SECTOR DEPOSIT ACCOUNT

FINANCIAL YEAR: 2018-2019

Monthly dividends of the period: April 2018 to March 2019

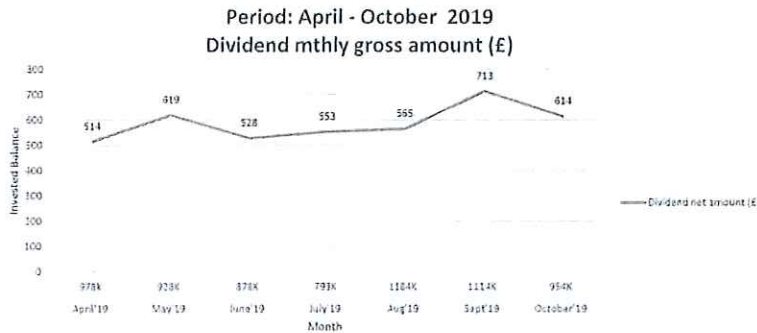
Month	Invested Balance (£)	Dividend net amount (£)
April'18	788K	346
May'18	788K	357
June'18	788K	338
July'18	788K	376
Aug'18	753K	428
Sept'18	753K	392
Oct'18	753K	477
Nov'18	753K	448
Dec'18	818K	490
Jan'19	803K	544
Feb'19	768K	476
Mar'19	663K	445
Grand Total		5,117



FINANCIAL YEAR 2019-20

Monthly dividends of the period: April - Sept 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
Sept'19	1114K	713
October'19	954K	614
Grand Total		4106

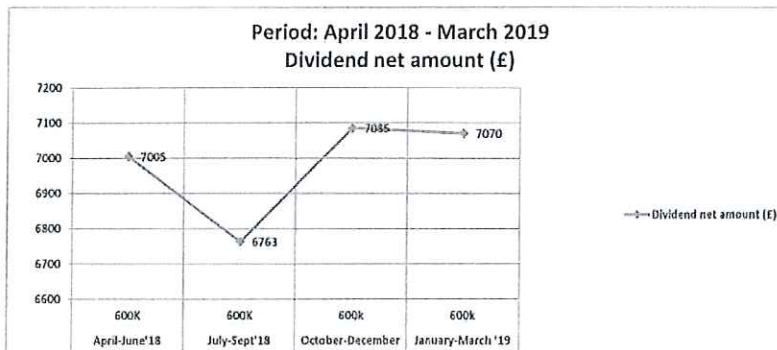


LONG TERM INVESTMENT: THE PROPERTY FUND

FINANCIAL YEAR: 2018 - 2019

Quarterly dividends of the period: April 2018 to March 2019

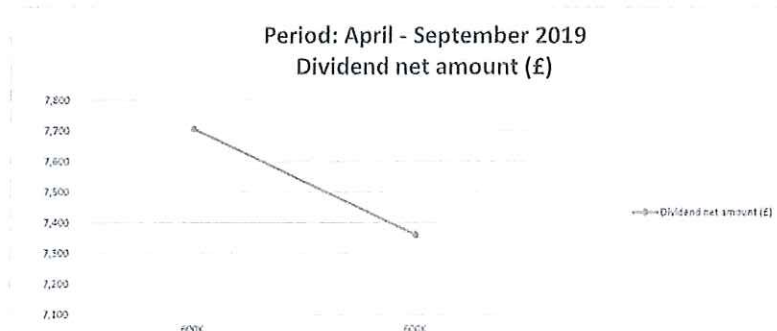
Period	Invested Balance (£)	Dividend net amount (£)
April-June'18	600K	7,005
July-Sept'18	600K	6,763
October-December '18	600K	7,085
January-March '19	600K	7,070
Grand Total		27,923



FINANCIAL YEAR: 2019 - 2020

Quarterly dividends of the period: April - June 2019

Period	Invested Balance (£)	Dividend net amount (£)
April-June'19	600K	7,706
July-Sept'19	600K	7,360
Grand Total		15,066



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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
04.7.19	£878,000	Withdrawal	£50,000	828,000	£828,000	Transfer to current account to top up funds for expenditure purchases
23.7.19	£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 @ 0.7177%
23.9.19	£1,184,000	Withdrawal	£50,000	1,134,000	£1,134,000	Transfer to current account to top up funds for expenditure purchases
30.9.19	£1,134,000	Withdrawal	£20,000	1,114,000	£1,114,000	Transfer to current account to top up funds for expenditure purchases
2.10.19	£1,114,000	Withdrawal	£50,000	1,064,000	£1,064,000	Transfer to current account to top up funds for expenditure purchases
10.10.19	£1,064,000	Withdrawal	£20,000	1,044,000	£1,044,000	Transfer to current account to top up funds for expenditure purchases
15.10.19	£1,044,000	Withdrawal	£20,000	1,024,000	£1,024,000	Transfer to current account to top up funds for expenditure purchases

21.10.19	£1,024,000	Withdrawal	£70,000	954,000	£ 954,000	Transfer to current account to top up funds for expenditure purchases. Declared dividend yield @ 0.7179%. Average dividend yield for the month @ 0.7114%
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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. Gross dividend yield of 4.22% as at 30.6.19
30.09.19	£600,000			213,503	£638,651.52	299.13 pence	Adverse approximate 2.545% decrease of previous bid market total value. More favourable gross dividend yield of 4.35% than the quarter before of 4.22%

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HOUGHTON REGIS TOWN COUNCIL

Communication Policy & Communication Strategy

Date of Approval:	3 rd December 2014
Date of Review:	12 th June 2017, 25 th November 2019
Date of Re approval:	9 th October 2017

Contents

1. Introduction
2. Benefits of Good Communication
3. Who is our Community?
4. Communication Policy- Vision & Aims
5. Overarching Communication Principles Statement
6. Current Communication Methods
7. Communication Strategy
8. Evaluation
9. Review

1. Introduction

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

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

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

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

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

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

2. The Benefits of Good Communication

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

3. Who is our Community?

Our community includes:

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

4. Communication Policy - Vision & Aims

Our Communication Vision is that our community will:

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

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

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

Through doing so the following outcomes are intended:

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

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

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

5. Overarching Communication Principles Statement

We will be polite and courteous at all times;

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

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

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

Contact by letter or email or social media

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

If we can't give you a full reply within 3 working days, we will send an

acknowledgement stating the timescale for reply, explaining who is dealing with the matter and giving you details of how to contact them.

Contact by telephone

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

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

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

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

6. Current Communication Methods

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

(a) External Communications

Printed media:

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

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

- **Town Crier**

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

- **Town Guide**

This is produced every 2 years and contains articles on recent and forthcoming strategic developments and a wealth of community information and advice.

- **Event Programmes**

Produced specially to promote events these can often include other pieces of information and advice relevant to Houghton Regis.

- **Other**

These include the Council's Annual Report reflecting on the past year and looking forward to the next year and the Council's Vision which sets out the Council's priorities.

Electronic media:

- **Website**

The Council's website – www.houghtonregis.org.uk– contains information on the Council and its services, other local services as well as latest news and events. All Town Council committee meetings, that are open to the public, are filmed and available to view via a link on the website. Copies of the Town Crier and the Town Guide are also available on the website. It also allows people to contact the council with their enquiries, suggestions and complaints. The website is also where details of Council meetings, agendas and minutes are posted.

- **Social Media – to including the sharing of other community events.**

(b) Internal Communications

Employees:

As a small council, internal communications centre around:

Face to face meetings / briefings as required;

Emails

Regular senior officers' meetings (~~fortnightly~~ weekly);

Regular full staff meetings (every 2-3 months);

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

Councillors:

Staff communication to councillors includes:

Weekly newsletter sent electronically where possible and by post otherwise includes draft minutes, mayoral diary, forthcoming events, other opportunities / information;

Staff available to meet with Councillors, where available;

Leaders briefing meetings are held ~~fortnightly~~ approx. 6 weeks prior to a Council meeting on average (dependent on availability);

Council and committee meetings (publicly accessible);

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

7. Communication Strategy

Improvement to communications:

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

In addition, the council will seek to:

Introduce new ways for Council information to be distributed including the use of social media, including Facebook and LinkedIn (see Appendix C for social media benefits);

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

Develop a Business email group to encourage business participation in the local community and to disseminate information and updates;

Maintain a strong and recognisable council identity to promote a professional image and ensure that the Council identity is consistently used in public facing communications;

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

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

8. EVALUATION

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

What can we measure?

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

How will we do this?

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

9. REVIEW

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

APPENDIX A

Managing the media effectively to promote and defend the council

This strategy should be read in conjunction with the Press/Media Policy. Appendix B.

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

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

APPENDIX B

Press Protocols

Introduction

This document has been prepared as a guidance note for officers and elected members. It represents the policy of the Council in respect of its relationships with the Press and Media. The policy has been prepared to ensure consistency in the Council's dealing with the Media and details who is authorised to speak on behalf of the Council. It has been drafted to ensure that the views and policy of the Council are presented accurately.

The overriding principle of this policy is that all elements of the Media will be treated equally.

The Town Clerk and Officers of the Council

The Town Clerk as the Proper Officer of the Council is authorised to receive all communications from the Press and Media and to issue Press Statements on behalf of the Council as instructed by Committee or as the Officer may consider appropriate. All communications made by the Town Clerk will relate to the stated business, day to day management of its activities or adopted policy of the Council. The Town Clerk is not expected or authorised to speculate on matters that have not been considered by the Council. Where such questions are put to the Town Clerk the enquirer should be referred to all of the Group Leaders on the Council, the Chair of a Committee or the Town Mayor as considered appropriate.

In the absence of the Town Clerk media communications will be handled by authorised Senior Officers. In the absence of these officers' enquirers will be referred to the Town Mayor or Deputy Town Mayor who will act as the Town Clerk for the purposes of this element of the policy.

In relation to mayoral activities or council events the Communications & Promotions Officer may respond to queries from the media and may issue press releases.

No other officer of the Council apart from the above, or whom may be authorised by the Town Clerk, is authorised to speak or communicate with the Media on any matter affecting the Council or its business.

[Note: 1. This requirement will not prevent any officer contacting the Media in the capacity of an elected Union representative, or individually if in dispute with the Council.]

Note2: Town Council officers are expected to consult senior members (normally Committee Chairs) on any Press matter concerning the key current initiatives or objectives of the Council. There will be an expectation of consultation with senior members on matters of above-average public concern, in anticipation of Press enquiry where that is appropriate.]

Members of the Council

When speaking or providing written material to the Media Members should make it clear in what capacity they are providing information or, are responding to the enquiry or interview. For example:

- As Group Leader
- As Chair of Committee
- As Town Mayor
- As individual (i.e. letter to press for publication)
- As spokesperson or as Press Officer for a political party

A copy of any written material provided by a Member, as representing the Council, to the media shall be forwarded on to the Town Clerk

Meetings of Council and Committees

Copies of Agenda and Minutes sent to Members for meetings of the Council or its Committees ~~will be posted to the Media, without charge~~ are available to the Media via the Town Councils website, at the same time.

Facilities will be provided at meetings for the Press to take notes of the proceedings.

As provided in the Council's Standing Orders both the Press and Public may be excluded from a meeting whilst certain confidential matters (as provided for in the relevant legislation) are under discussion.

[Note: The Town Council as a Parish Council is governed by the Public Bodies (Admission to Meetings) Act, 1960. The provisions of the Local Government (Access to Information) Act, 1985, which gave greater public access to the proceedings of local authorities, does not apply to Parish Councils. However, in adopting the policy contained in this document the Town Council has included parts of the revised procedures]

Openness of Local Government Bodies Regulations 2014 amended s1 of the 1960 Act to permit any person who attends a council (or committee) meeting to report, unless excluded, on the proceedings of the meeting. Reporting is defined as photographing, filming or making an audio recording of proceedings using a mobile phone or tablet such as an iPad.

Communicating Decisions of the Council to the Media

The Town Clerk will, in consultation with the Chair of the relevant Committee and the Chairman of the Council, communicate decisions of the Council to the media only when specifically requested to do so at the meeting.

APPENDIX C

Social Networking

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

Many Public Sector bodies have their own Social Networking sites. The most popular are Facebook and Twitter, Facebook currently being the larger of the two with over 18 2,375 million users in the UK although Twitter's popularity is rapidly rising.

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

~~Launching~~ Utilising our own Town Council pages ~~would~~ provides an effective real time, two-way communication channel. It ~~will~~ allows us to engage with online groups that may not normally interact willingly with the Council. It ~~will~~ also helps provide more people with access to Council services and allows the Council to engage with new audiences such as the under 25's, and ~~will~~ bridges the gap taking the Council to the place where people already are.

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

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

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

Social Networking sites ~~will~~ provide the opportunity to communicate with people immediately, in real time. This ~~will~~, of course, bring its own challenge in that to be truly valued by Friends/Followers there must be a regular flow of messages and content that will encourage regular interaction. We will also need to ensure that we regularly monitor our pages so that we can address any specific questions or issues that arise.

AUGUST 2019

LTN 33 | COUNCILLORS' ALLOWANCES

Introduction

1. This Note will consider the payment of allowances to local council chairmen and the different types of allowances that can be paid to councillors generally. The relevant law for England is set out in the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations") and for Wales in the Local Government (Wales) Measure 2011 ("the 2011 Measure"). Unless otherwise stated statutory references are to the 2003 Regulations.

The Parish Basic Allowance

2. A local council is able to pay a parish basic allowance ("PBA") for each year to its chairman only or to each of its *elected* members (Regulation 25). The amount payable to the chairman may differ from that of other members but otherwise the sum shall be the same for each member.
3. The PBA is not a salary. It is a figure, which is calculated to cover the expenses that are normally associated with the basic duties of being a local councillor. The purpose is also not to reimburse individual councillors for specific expenses. Travelling and subsistence allowances are treated separately (see paragraph 7 below). There is no set figure and amounts may differ according to local factors.
4. Regulation 25 (6) provides that as soon as reasonably practical after setting the levels at which the PBA is to be paid and to whom, the council must arrange for the publication in a conspicuous place for a period of at least 14 days within the area of the council, a notice containing the following information –
 - a. any recommendation in respect of PBA made by the parish remuneration panel (see below);
 - b. the level or levels at which the authority has decided to pay PBA and to which members it is to be paid; and
 - c. a statement that in reaching the decision, regard was had to the recommendation of the parish remuneration panel.

5. The council must keep a copy of the information referred to in the notice available for public inspection on reasonable notice (Regulation 25 (7)).
6. The 2003 Regulations also require a notice to be published when the report of the parish remuneration panel is made to the council (Regulation 30). It may be possible for the two separate requirements to be satisfied by the publication of one notice with the proviso that it contains all of the required information and timescales allow it to be dealt with in this manner.

Parish Travelling and Subsistence Allowance

7. Regulation 26 permits a local council to pay to both elected and co-opted members allowances in respect of travelling and subsistence. This includes an allowance in respect of travel by bicycle or other non-motorised form of transport undertaken or incurred in connection with the performance of any duty within the following categories -
 - a) the attendance at a meeting of the council or of any committee or sub-committee of the council, or of any body to which the council makes appointments or nominations or of any committee or sub-committee of such a body;
 - b) the attendance at a meeting of any association of authorities of which the council is a member;
 - c) the performance of duties in connection with a tender process;
 - d) the performance of any duty which requires the inspection of any premises;
 - e) the carrying out of any other duty approved by the council, or any duty of a class so approved, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

Recommendations

8. Regulation 25 (2) and Regulation 28 provide that where a local council proposes to pay the PBA, it must have regard to the recommendations which have been made in respect of it by the parish remuneration panel in setting the level of that allowance. The same requirement is not specified within Regulation 26 and so on face value it would appear that the council can set the level of travelling and subsistence allowance without reference to the panel. However in NALC's view it would be

appropriate for councils to also take the view of the parish remuneration panel into account.

Parish Remuneration Panel

9. Regulation 27 states that a parish remuneration panel may be established by a responsible authority (which is defined as a district or unitary county council). In some areas panels will not be set up as there is no duty to do so. The implication is that the panel is established when a request to do so is made by an appropriate local council. The process of making such a request is not specified within the 2003 Regulations and how this is achieved in practice will differ around the country.
10. The expenses of the parish panel are to be met equally by those local councils in respect of which recommendations are made (Regulation 27(4)). Although the 2003 Regulations are not specific, it may be assumed that the cost is spread between those local councils that actually make a request.
11. Regulation 28 provides that when convened, a parish remuneration panel will produce a report making recommendations as to -
 - a) the amount of PBA payable to members of the local council (the council must take this into account in setting the agreed level);
 - b) the amount of travelling and subsistence allowance payable (see above comments on taking this into account) ;
 - c) whether the PBA should be payable only to the chairman of the council or to all of the elected members;
 - d) if the PBA is to be paid to all members whether the level to be paid to the chairman should be higher and if so, what that higher figure should be;
 - e) the responsibilities or duties in respect of which members should receive the travelling and subsistence allowance.
12. A copy of this report is sent to each council about which recommendations have been made.

Levels of Allowances

13. Regulation 29 enables the parish remuneration panel in making its recommendations, to apply the same level to all the local councils for

which it was established or else recommend different levels for different councils.

14. The parish remuneration panel shall express its recommendations as to the level of PBA both as a percentage of the sum that an independent remuneration panel has recommended for principal authorities (this figure can be 100%) and as a monetary figure.

What to do after receiving the recommendation?

15. Regulations 30 and 31 provide that as soon as is reasonably practicable after receiving the report from the parish remuneration panel, the council must -
 - a) ensure that copies are available for public inspection on reasonable notice;
 - b) publish a notice in a conspicuous place for a period of at least 14 days which:
 1. states that it has received the recommendation
 2. describes the main recommendations and specifies the recommended amounts of each allowance and
 3. states that copies of the panel's report are available for inspection upon giving reasonable notice and give details of how a request to inspect should be given.
16. A reasonable fee can be charged for the provision of a copy of the report.
17. The council is required to maintain records of payments made in respect of the allowances specifying the name of the recipient and the nature of the allowance. These records can be inspected by any local government elector for the parish without payment of a fee upon giving reasonable notice. Copies must be provided if so requested and a reasonable fee can be charged.
18. At the end of a year (which means any period of 12 months ending on 31 March in any year), the council must publish a notice in a conspicuous place for a period of at least 14 days stating the total amount that it has paid in the year to each councillor in respect of the PBA and for the parish travelling and subsistence allowance.

Election to Forgo an Allowance

19. Regulation 32 enables a member to elect in writing to the proper officer that he or she wishes to forgo all or any part of their entitlement to the above allowances.

Recovery of Payments Made

20. Regulation 25 (8) provides for the recovery of allowances already paid to a member. An authority may require that where payment of PBA has already been made in respect of any period during which the member concerned ceases to be a member of the authority or is in any other way not entitled to receive the allowance in respect of that period,

Chairman's Allowance

21. S.15 (5) of the Local Government Act 1972 (s.34 (5) for Wales) remain in force. This enables a local council to pay its chairman for the purpose of enabling him/ her to meet the expenses of his/ her office such allowance as the council thinks reasonable. This means that councils can make this payment without the need to refer to the parish remuneration panel.

Dependants' Carer's Allowance

22. In England local councillors are not entitled to claim this allowance under the 2003 Regulations.

Tax Implications

23. When paying parish basic allowances to elected members, local councils are obliged to deduct income tax. HM Revenue & Customs ("HMRC") treats all councillors equally so local councillors will be subject to tax provisions in the same way as principal authority councillors. There may also be similar considerations with regard to travel and subsistence allowance in certain circumstances. Councils are advised to consult HMRC for guidance on the tax treatment of allowances. Also advice can be requested from NALC's Accounts and Audit Advisor.

Councillors' allowances in Wales

24. Under the 2011 Measure, the Independent Remuneration Panel for Wales prescribes the maximums for community and town councillors' allowances in Wales. Details are published in the Panel's annual reports

and can be found on the Panel's website: <https://gov.wales/independent-remuneration-panel-wales>. Each community/ town council must formally decide to apply the determinations if they decide to pay allowances. If a council does adopt the determinations, members are currently entitled to:

- £150 a year to cover telephone, IT and other costs.
- Up to £1500 for additional duties if mayor, £500 if deputy-mayor or for other roles.
- Reimbursement of travel and subsistence costs when on official business
- A financial loss allowance
- Reimbursement of the costs of care for a dependent child or adult of up to £403 a month (including formal and informal carers, e.g. babysitters for council meetings when no one else is available to care for a councillor's child(ren).

Councils should consult HMRC for taxation questions.

Other Legal Topic Notes (LTNs) relevant to this subject:

LTN	Title	Relevance
11	Celebrations and Similar Events	Sets out how chairmen may use their allowance in respect of celebratory events

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Ref:	Outcome	Committee Update at 25th November 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.

51.	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 left August 2019. Replacement officer apprentice started October 2019. Grounds apprentice employed as a junior groundsman in October 2017. A recommendation coming from Personnel Sub-Committee, PE62, to Town Council that a Groundsperson apprenticeship scheme be approved subject to budget provision.
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Houghton Regis Town Council

Notes to the Accounts

31 March 2019

5 Tenancies

During the year the following tenancies were held:

Council as landlord

Tenant	Property	Rent p.a. £	Repairing / Non-Repairing
NONE			

Council as tenant

Landlord	Property	Rent p.a. £	Repairing / Non-Repairing
Central Bedfordshire Council	Workshop	15,500	Non-Repairing
Central Bedfordshire Council	Parkside Recreation Ground	50	N/A
Central Bedfordshire Council	Tithe Farm Recreation Ground	5	N/A

6 Pensions

For the year of account the council's contributions equal 22.80% of employees' pensionable pay.

These contributions will increase to 23.80%, in future years, in order to provide adequately for future liabilities.

7 Fixed Assets

	2019 £ Value	2018 £ Value
<u>Land and Buildings</u>		
Bowls Green Shed	2,800	2,800
Houghton Regis Memorial Hall	293,000	293,000
Council Offices and Land	260,400	260,400
Sports Pavilion Moore Crescent	336,765	336,765
Leasehold-Tithe Farm Pavilion	138,900	138,900
Leasehold-Parkside Pavilion	154,784	100,200
Leasehold - Orchard Close Pavilion	52,100	52,100
Leasehold-Village Green Pavilion	457,512	457,512
	<u>1,696,261</u>	<u>1,641,677</u>

At 31 March the following assets were held:

Houghton Regis Town Council

Notes to the Accounts

31 March 2019

7 Fixed Assets (Cont'd)

	2019	2018
	£	£
	Value	Value
<u>Vehicles and Equipment</u>		
Recreation Ground Equipment	67,481	67,481
Office Equipment	22,798	22,798
Office Furniture	100,226	100,226
Pavilion Furniture & Equipment	7,446	7,446
Play and Sports Equipment & Safety Surfaces	268,713	267,360
Skate Park	90,306	90,306
M U G A	30,062	30,062
Christmas Decorations	47,782	42,119
LT234 Triple Mower	-	22,184
Kubota Tractor M9540 - LK09 EPL	35,000	35,000
Ford Transit Tipper MK 18 WYJ	22,620	22,620
Ford Ranger - LT 09 RUJ	10,875	10,875
P7E Trailer	795	795
LT106G Trailer	2,465	2,465
Kubota G26 Mower LK 11 EJU	10,500	10,500
Ifor Williams Trailer	800	800
Work Platform (f/lift)	650	650
Dennis Mower	1,500	1,500
Verticut Mower	1,200	1,200
Ransomes Cylinder Mower	850	850
Hayter Mower	2,137	2,637
Hayter Mower (2018)	535	-
Trimax Snake Mower	19,950	-
Mower SWZ Scag	-	1,700
Mower Jayter LT324	-	13,999
Verti-Cutter	1,329	1,329
Harrier Grass Cutter x 2	1,400	-
Shibara CM274 Grass Cutter	3,000	-
Spearhead Flail arm and Cab guard	10,835	10,835
Mitsubishi truck KY64BGK	15,000	15,000
Exac Post Hole Borer	1,500	1,500
Dump Trailer 12' x 6'	4,650	4,650
JCB Mini Excavator	18,076	18,076
Kubota K15 DXU	14,116	14,116
Kubota F3890 (KX68 BDZ)	18,368	-
Kubota F3890 (KX68 BEJ)	18,368	-
Rotowash	7,176	7,176
CCTV Equipment	18,028	18,028
Anti-Ram Bollards	5,592	5,592
Hydraulic 7 Unit Gang Mower	-	24,150
Gazebos	905	905
Cemetery Earth Augur	670	670
Hot Water Pressure Cleaner	18,219	18,219
Shibarua Tractor LK 17 KTD	19,755	19,755
Sports Equipment (Village Green)	69,999	-
	<u>991,677</u>	<u>915,574</u>

Houghton Regis Town Council

Notes to the Accounts

31 March 2019

7 Fixed Assets (Cont'd)

	2019	2018
	£	£
	Value	Value
<u>Infrastructure Assets</u>		
Gates and Fencing	92,569	92,569
Bowls Irrigation System	7,290	7,290
Speed Activated Signs	9,226	6,000
Town Signs & Noticeboards	10,685	10,685
Litter Bins	5,941	4,072
Bollards - Village Green Grnd	7,192	7,192
Benches	2,618	1,107
Flame Beacon	2,204	2,204
Flag Poles	1,535	1,535
Floodlights (Tithe Farm Skate Park)	15,844	-
	<u>155,104</u>	<u>132,654</u>
<u>Community Assets</u>		
Civic Regalia	4,779	4,779
War Memorial	9,363	9,363
Village Green	1	1
Tithe Farm Recreation Ground	1	1
Land rear of Orchard Close	1	1
Houghton Regis Cemetery	1	1
Orchard Close Recreation Ground	1	1
Land rear of Houghton Court	1	1
Land rear of Village Green Pavilion	1	1
Land Adj Chapel Path	1	1
Land off Townsend Farm Road	1	1
All Saints Churchyard	1	1
Land at Moore Crescent	1	1
Land at The Baulk	1	1
Land at Orchard Close	1	1
Parcels within Dog Kennel Down Area	1	1
Parkside Recreation Ground	1	1
Part of The Paddocks	1	1
Former Railway Line	1	1
	<u>14,159</u>	<u>14,159</u>
	<u>2,857,201</u>	<u>2,704,064</u>

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.

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HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr M S Kennedy**

Tel: 01582 865463

Town Clerk: **Clare Evans**

Fax: 01582 861102

Miscellaneous Fees - Offices 2019 - 2020

Hire of the Council Chamber	£5 per hour
Hire of the Mayor / Member Room	£5 per hour
Hire of the Small Meeting Room	£5 per hour

Photocopying*

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

* VAT will be charged at standard variable rate

Subject Access Request fee £10 per request

Notes:

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

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Town Mayor: **Cllr M S Kennedy**

Tel: 01582 865463

Town Clerk: **Clare Evans**

Fax: 01582 861102

Miscellaneous Fees - Offices 2020 - 2021

Hire of the Council Chamber	£7.50 per hour
Hire of the Mayor / Member Room	£5 per hour
Hire of the Small Meeting Room	£5 per hour

Photocopying*

	A4		A3	
	Black & White	Colour	Black & White	Colour
Councillors	2p	5p	4p	10p
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Houghton Regis Town Council

Officer/Member Protocol

Date of Approval:	Town Council 28 th September 2015
Dates of Review:	1 December 2016 (deferred); 27 th November 2017; 25 th November 2019
Dates of Re approval:	26 th March 2018

Contents

- 1.0 Introduction
- 2.0 Quick guide to Member and Officer roles
- 3.0 Application of the Protocol
- 4.0 Principles of Member/Officer relations
- 5.0 Working arrangements
- 6.0 Forms of address and conduct at meetings
- 7.0 Personal relationships
- 8.0 The management of officers
- 9.0 Access to information
- 10.0 Members' enquires
- 11.0 Media relations and publicity
- 12.0 When things go wrong: dispute resolution
- 13.0 Monitoring and review

1.0 INTRODUCTION - PURPOSE OF THE PROTOCOL

1.1 Together, Members and Officers of the Council combine the essential skills, experience and knowledge to manage an effective public sector organisation. They work together in the interests of the citizens of Houghton Regis. Members provide a democratic mandate to the Council whereas Officers contribute professional expertise and experience to deliver the work of the council.

1.2 The Protocol's purpose is to provide guidance on Member-Officer relations.

2.0 QUICK GUIDE TO MEMBER AND OFFICER ROLES

2.1 Members

- Democratically elected accountable to the electorate
- Community leaders within the town
- Add a political dimension
- Set policy and strategy, including the Budget
- Bound by a statutory Code of Conduct
- Involved in appointment of Town Clerk only

2.2 Officers

- Accountable to the Council
- Serve the whole Council.
- Politically impartial
- Provide advice and operational delivery within budget
- Bound by their contract of employment
- Responsible for the management of staff (Town Clerk)

3.0 APPLICATION OF THE PROTOCOL

3.1 The Protocol applies to all elected and co-opted Members of the Council and all Officers employed or engaged by the Council. The term 'Officer' refers to all the Council's employees. It also includes consultants and agency staff who work for the Council.

4.0 PRINCIPLES OF MEMBER/OFFICER RELATIONS

4.1 Basic Principles

Like all effective partnerships, Member-Officer relations are based on the following principles:-

- Mutual trust and respect of the different roles of Members and Officers;
- A common purpose; providing the best possible service to the residents and other stakeholders;

- A commitment to non-confrontational resolution of disputes.

4.2 Mutual trust and respect is based upon an understanding of the distinct contribution Members and Officers make and respect for the boundaries between those roles. A key principle for Officers is their political impartiality; they serve the whole Council and not particular groups or Members.

4.3 Expectations

Members can expect and will receive from Officers:-

- A commitment to the Authority as a whole, and not to any political group;
- A working partnership;
- An understanding of and support for respective roles, workloads and pressures;
- Timely response to enquiries and complaints;
- Professional and balanced advice based on evidence and including options, not influenced by political views or preference.
- Regular, up to date information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities that they have and positions that they hold;
- Awareness of and sensitivity to the political environment;
- Respect, dignity and courtesy;
- Training and development in order to carry out their role effectively;
- Integrity, openness, mutual support and appropriate confidentiality;
- Not to have personal issues raised with them by Officers outside the agreed procedures;
- That Officers will not use their relationship with Members to advance their personal interests or to influence decisions improperly;

Officers can expect and will receive from Members:-

- A working partnership;
- An understanding of and support for respective roles, workloads and pressures;
- Political leadership and direction;
- Respect, dignity and courtesy;
- Integrity, openness, mutual support and appropriate confidentiality;
- Not to be subject to bullying, harassment or to be put under undue pressure. Members should have regard to the seniority of Officers in determining what reasonable requests are;

- That Members will not use their position or relationship with Officers to advance their personal interests or those of others or to influence decisions improperly;
- That Members will at all times comply with the Code of Conduct for Members.

5.0 WORKING ARRANGEMENTS

5.1 Members and Officers work together on a regular basis in meetings, committees and less formal settings. It is inevitable that relationships will form and to ensure the principles of Member-Officer relations are upheld, the following guidance applies:

6.0 FORMS OF ADDRESS AND CONDUCT AT MEETINGS

6.1 In formal Council, committee or sub-committee meetings:-

- Members should normally be referred to as Chair or Councillor X and normal courtesies shall be observed;
- Relations can be friendly and cordial but not over familiar, as the public or other Members and Officers could perceive this as inappropriate or favouritism;
- Comments should be constructive and not personal to individual Members or Officers;
- Officers will not allow themselves to be drawn into a party political debate.
- This guidance also applies to informal meetings to the extent that all present consider it necessary. Members and Officers should ensure that their interaction does not embarrass others, suggest favouritism or personal dislike or otherwise damage working relationships.

7.0 PERSONAL RELATIONSHIPS

7.1 If a friendship or closer relationship (including relatives) exists or forms between a Member and an Officer, this needs to be addressed openly.

8.0 THE MANAGEMENT OF OFFICERS

8.1 Although Officers will support, advise and respond to Members' requests, the law and Council policy is clear that only the Town Clerk can manage Officers. This means that:-

- day to day management of Officers is the responsibility of managers and ultimately the Town Clerk;
- Officers will comply with all reasonable requests from Members but individual Members cannot instruct Officers to do any piece of work or take any course of action;

- Officers will not seek any Member's support in any employment or other dispute or a Council appointment or promotion;

8.2 Members are responsible for the recruitment and appointment of the Town Clerk;

8.3 The Town Clerk is responsible for the recruitment of all other Officers;

8.4 A Member's role in any formal action against an Officer or grievance involving an Officer is limited to reporting an Officer's actions to their manager and/or as a witness.

9.0 ACCESS TO INFORMATION

9.1 To carry out their duties effectively, Members must have broad access to Council information. The following principles apply here:-

- Members' access to information will be compliant with their statutory and common law rights;
- Officers will not withhold information from a Member who is entitled to receive it.

9.2 Under no circumstances should Council information identified as RESTRICTED/CONFIDENTIAL or copied on Pink Papers be ~~forwarded~~ shared with others internally or to external/externally sources, unless a Member is substituting.

10.0 MEMBERS' ENQUIRIES

10.1 Members' enquiries may be communicated by any means including meetings, telephone and email.

10.2 Officers will make every effort to provide a substantive response to a Member enquiry within 2 working days, but if a substantive response cannot be provided Officers will acknowledge receipt of the enquiry and provide a timescale within which a substantive response will be sent.

10.3 Where an enquiry imposes a disproportionate burden on an Officer's work, this should be explained and discussed with the Member concerned.

10.4 To assist Officers Members are asked to make appointments to meet with Officers if this is the preferred method of communication.

10.5 Members are requested to respond to Officers within 2 working days so that the work of the Council can continue.

11.0 MEDIA RELATIONS AND PUBLICITY

11.1 Members and Officers will comply with the Council's Media Policy.

- 11.2 Members are free to speak to the media on any matter on behalf of a political party or as an individual but should make this clear in any statement made;

12.0 WHEN THINGS GO WRONG: DISPUTE RESOLUTION

- 12.1 The Council's experience is that Members and Officers work well together, however it is good practice to have a clear process to handle issues.
- 12.2 The key principle for dispute resolution is that both Members and Officers are committed to informal, non-adversarial solutions. Where a dispute arises, the first step should be for both parties to seek to resolve any differences informally between themselves or, where necessary, with the assistance of the Town Clerk, the deputy Town Clerk or a senior Member.
- 12.3 When an informal resolution is not possible, the following processes will apply.

Formal complaints about Officers

Members should make any formal complaints about Officers to the Town Clerk or in the case of the Town Clerk to the Chair of Corporate Services Committee. The matter will be investigated and the Member will be informed of the complaint's progress and outcome.

Members must:-

- respect the confidentiality of the investigation and disciplinary process;
- not seek improperly to influence the action taken against an employee;
- accept the decision.

Formal complaints about Members

An Officer's complaint about a Member should be reported to the Town Clerk.

If informal resolution is not possible the matter will be reported to the Monitoring Officer who will, where appropriate, investigate the complaint and report on the outcome.

13.0 MONITORING AND REVIEW

- 13.1 The Protocol will be monitored and reviewed by Town Council on an annual basis.



HOUGHTON REGIS TOWN COUNCIL

TRAINING STATEMENT OF INTENT

Date of Approval:	2 nd September 2010
Date of Review:	9 th December 2013; 23 rd March 2015; 5 th December 2016; 27 th November 2017; 25 th November 2019
Date of Re-approval	26 th March 2018

Houghton Regis Town Council is an organisation for which learning is valued and who have consistently supported training for staff and Councillors. Suitable budget provision has been made to support this.

Members and staff will be supported to undertake the training and development that they require to help them achieve and maintain a high standard of performance.

All Members and Staff will be given encouragement and support to achieve their full potential to enable a high level of service to be provided to the people of Houghton Regis.

The requirement to have a formal training strategy is part of the Local Council Award Scheme.

All Members and Staff are entitled to:

- Equality of opportunity in all aspects of their development
- An induction programme to the Town Council including an understanding of the direction and objectives of the Council
- An induction programme into their role including an understanding of the contribution that is expected of them
- A Chairman and a Town Clerk who are committed to Member and Staff development
- Adequate budgetary provision to facilitate training required

Specifically Staff are entitled to:

- Clear and measurable objectives for their performance at work
- An annual review of their performance, role and training needs
- A personal development plan which addresses their development needs
- A Chairman and a Town Clerk who are committed to staff development.
- Paid release from work commitments in order to undertake relevant training.
- Training and certification in accordance with all legal and statutory requirements

according to their role and equipment under their control.

Specifically Members are entitled to:

- Comprehensive induction training when first becoming a town councillor to include:
 - a “New Councillor’s Pack”
 - information on Duties of a Councillor (Roles & Responsibilities)
 - Code of Conduct training
- Specialist training according to their need and role in the council such as specialised training on chairmanship, planning, accounts etc.
- Other needs will be addressed through established Council processes
- Should the whole Council require training on a particular subject the Clerk will organise a council training event led by an appropriately qualified person
- A Chairman and a Town Clerk who are committed to Member development

Training Providers

- Suitable training providers will always be used
- Specialist training may be provided by:
 - Bedfordshire Association of Town and Parish Councils (BATPC)
 - Society of Local Council Clerks
 - National Association of Local Councils

Keeping the Council Up to Date:

- The Council subscribes to following publications which are available to both members and staff for reference:
 - Local Council Review (NALC);
 - The Clerk (NALC);
- Additional useful information and updates can be found on the websites of Society of Local Council Clerks (www.slcc.co.uk) and National Association of Local Councils (www.nalc.gov.uk)

Support for the Council

The Council is a member of and is supported by the National Association of Local Councils (NALC) and the Bedfordshire Association of Town and Parish Councils. The Clerk is a member of and is supported by the Society of Local Council Clerks

Training management

- The Clerk will keep a record of all training attended and copies of certificates gained on the relevant personnel or member’s file.
- Training will be provided by a range of options including
 - Self study
 - Training classes with external providers
 - Conferences and seminars
 - Communications and information provision from the Clerk

The Impact of Training

Staff and Members will acquire more confidence, match legal requirements and have improved understanding of the workings of the Town Council

Conclusion

This document has been produced as a training strategy for the Council and will be reviewed annually by the Corporate Services Committee.



HOUGHTON REGIS TOWN COUNCIL

Data Protection Policy

Date of Approval:	28 th September 2015
Date of Review:	25 th November 2019
Date of Re-approval	

Based on NALC Legal Topic Note 38, Data Protection November 2018

1.0 Scope

This policy must be complied with fully by all members, staff, agents, partners and contractors of Houghton Regis Town Council who collect, keep, process or deal with personal data for or on behalf of Houghton Regis Town Council.

Houghton Regis Town Council supports the objectives of the Data Protection Act 1998-2018 (the DPA) and the GDPR (which also forms part of UK law) and intends to conform to the requirements of the Act at all times.

Houghton Regis Town Council needs to collect and use certain types of information about people with whom it deals in order to operate. This includes information relating to current, past and previous employees, suppliers, residents and others with whom it communicates.

Houghton Regis Town Council, as a data controller, ~~is registered with~~ pays a data protection fee to the Information Commissioner's Office (ICO) under the Data Protection (Charges and Information) Regulations 2018.

2.0 The Data Protection Act 1998-2018 (DPA)

The DPA establishes a framework of rights and duties which are designed to safeguard personal data. This framework balances the legitimate needs of organisations to collect and use personal data for business and other purposes against the right of individuals to respect for the privacy of their personal

details. The Act stipulates that anyone processing personal data must comply with ~~Eight~~ **Six Principles** of good practice. These Principles are legally enforceable.

The Principles require that personal information:

1. Shall be processed fairly and lawfully and in a transparent manner in relation to the data subject; ~~particular, shall not be processed unless specific conditions are met;~~
2. Shall be obtained only for ~~one or more specified, and~~ explicit and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes;
3. Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed;
4. Shall be accurate and where necessary, kept up to date;
5. Shall be kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed; ~~not be kept for longer than is necessary for that purpose or those purposes;~~
6. ~~Shall be processed in accordance with the rights of data subjects under the Act;~~
7. Shall be processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures. ~~Shall be kept secure i.e. protected by an appropriate degree of security;~~
8. ~~Shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.~~

~~Definition of the Act are provides conditions for the processing of any personal data. It also makes a distinction between **personal data** and **“sensitive” personal data.**~~

“Controller” means the natural or legal person which, alone or jointly with other, determines the purposes of and means of the processing of personal data;

“Data subject” means the identified or identifiable living individual to whom personal data relates;

Personal data is defined as any information relating to an identified or identifiable living individual; ~~data relating to a living individual who can be identified from:~~

- ~~That data;~~
- ~~That data and other information which is in the possession of or is likely to come into the possession of the data controller and includes an expression of opinion about the individual and any indication of the intentions of the data controller, or any other person in respect of the individual.~~

Identifiable living individual mean a living individual who can be identified, directly or indirectly, in particular by reference to-

(a) an identifier such as a name, an identification number, location data or an online identifier, or

(b) one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identify of the individual.

Sensitive personal data is defined as personal data consisting of information as to:

- Racial or ethnic origin;
- Political opinion;
- Religious or other beliefs;
- Trade union membership;
- ~~Physical or mental health or condition;~~
- Processing of genetic data and or biometric data
- Sexual life or sexual orientation;
- ~~Criminal proceedings or convictions.~~

3.0 Implementation of the DPA

Through appropriate management Houghton Regis Town Council will:

- Ensure that data is collected and used fairly and lawfully;
- Process personal data only in order to meet operational needs or fulfill legal requirements;
- Take steps to ensure that personal data is up to date and accurate;
- Establish appropriate retention periods for personal data;
- Ensure that data subjects' rights can be appropriately exercised;
- Provide adequate security measures to protect personal data;
- Ensure that a nominated officer (Town Clerk) is responsible for data protection compliance and provides a point of contact for all data protection issues;
- Expect all of its employees and councillors to comply fully with this policy and the principles of the DPA. Deliberate breaches of this policy will be considered as gross misconduct. Individuals, as well as the Town Council, can be prosecuted for breaches of the Data Protection Act;
- Provide adequate training for all staff responsible for personal data;
- Ensure that everyone handling personal data knows where to find further guidance;
- Ensure that queries about data protection, internal and external to the organisation, is dealt with effectively and promptly;
- Regularly review data protection procedures and guidelines within the organisation

4.0 Processing Personal Data

Personal data must be processed fairly and lawfully in accordance with the provisions of the DPA.

Personal data may only be processed for notified purposes as stated with the DPA.

Anyone with responsibility for holding or collecting data must ensure that data kept and processed about any data subject is accurate and up to date. All due skill and care must be taken. Data must not be excessive to need and superfluous data must be destroyed or removed from the system.

Houghton Regis Town Council is responsible for ensuring compliance with this policy and nominates the Town Clerk to ensure compliance with the Act and ensure that members of staff are aware of the provisions of the Act. In this role, The Town Clerk will be known as the Data Protection Act Representative. The nomination of such a person shall not release other members of staff from compliance with this Act and this policy.

Any processing of sensitive data must comply with the special and more stringent rules set out in the DPA.

5.0 Security and Registration

Each member, member of staff and data holder are responsible for ensuring that data cannot be accessed by unauthorised personnel and to ensure that data cannot be tampered with, lost or damaged. All superfluous data must be disposed of in a secure manner.

The Information Commissioner enforces and oversees the DPA and the Freedom of Information Act 2000. The Information Commissioner keeps a register of all organisations which process data. The Council shall submit a notification to the Information Commissioner and pay the prescribed fee in accordance with legislative requirements currently in force, which will be dealt with by the Town Clerk. Members and staff must furnish the Town Clerk with any information requested for this purpose. Members and staff must notify the Town Clerk if, during the course of any years, this information changes, and the Town Clerk must update the register entry accordingly. Members may have to register personally with the Information Commissioner with respect to constituency or party records.

6.0 Agents, Partner Organisations and Contractors

If a contractor, partner organisation or agent is appointed or engaged to collect, hold, process or deal with personal data for or on behalf of the Council or if they will do so as part of the services they are providing to Council, the Town Clerk must confirm that the agent, partner organisation or contractor is able, willing and does comply with the DPA. There must be specific obligations in every such partnership agreement and contract requiring the partner/contractor to comply with the DPA.

7.0 Disclosure of Personal Data

Personal data will only be disclosed in accordance with the provisions of the DPA.

8.0 ~~Access Rights by Individuals~~ Rights of Data Subjects

~~An individual may request a copy of any data held about them, or information about the reason it is kept and processed and the people to whom it is disclosed. The information must be provided, in clearly understandable terms within 40 days of a valid written request and the payment of the required fee.~~

~~A person seeking information shall be required to prove their identity in accordance with the DPA. The 40 days will run from the date the person provides this information and pays the administration fee of £10.~~

~~Information may be withheld where the Council is not satisfied that the person requesting information about themselves are who they say they are, or when the requester is an organisation or body holding itself out as requesting information on behalf of a named individual and the Council is not satisfied that they have the authority to receive that information.~~

A person about whom information is held is, subject to any exemptions applying, entitled to:

(a) be informed by the data controller as to whether any information is held on then along with;

- (i) a description of the data; and
- (ii) a copy of the information

(b) request and receive information giving:

- (i) the purposes for which the data is being held
- (ii) the recipients
- (iii) the source of the data

(c) restrict processing of their data

(d) object to the processing of personal data for direct marketing purposes

(e) not to be subject to automated decision-making

(f) receive compensation from the data controller and/or the data processor for the damage suffered as a result of an infringement of GDPR

(g) obtain from a data controller without undue delay the rectification of inaccurate personal data

(h) erase personal data

(i) be notified by a data controller when a personal data breach is likely to result in a high risk to a data subject's rights

(j) to receive a copy of personal data or to transfer personal data to another data controller (data portability)

Access to personal data held by a data controller must be dealt with within one month of request, free of charge. Where requests are manifestly unfounded or excessive, in particular because they are repetitive, the data controller may charge a fee for providing the information or refuse to respond.

9.0 Disclosure to and about Third Parties

Personal data must not be disclosed about a third party except in accordance with the DPA. If it appears absolutely necessary to disclose information about a third party to a person requesting data about themselves advice must be sought from the Data Protection Act Representative.

10. Inaccurate Data

If an individual complains that the data held about them is wrong, incomplete or inaccurate, the position should be investigated thoroughly including checking with the source of the information. In the meantime, a caution should be marked on the person's file that there is a question mark over the accuracy. An individual is entitled to apply to the court for a correcting order and it is obviously preferable to avoid legal proceedings by working with the person to correct the data or allay their concerns.

11. Requests by Individuals to Stop Processing Information

If data is properly held for communication purposes, an individual is entitled to require that this is ceased as soon as possible. Requests must be made in writing but generally all written or oral requests should be heeded as soon as they are made. The cessation must be confirmed in writing.

If data is held for any other purposes an individual may request that processing ceases if it is causing them unwarranted harm or distress. This does not apply if they have given their consent, if the data is held in connection with a contract with the person, if the Council is fulfilling a legal requirement or if the person's vital interests are being protected. Valid written requests must be heeded within 21 days. The cessation must be confirmed in writing.

12. Complaints

Any complaint or concern expressed by an individual in connection with the DPA must be reported to the Town Clerk immediately in case legal action is

taken. The Town Clerk will ensure that there has been no breach of the DPA and, if so, take the necessary remedial action.

13. Exemptions

There are a number of purposes which are exempt from certain provisions of the DPA. Clarification on the scope of exemptions can be sought from the Town Clerk.

14. Violations of Rules and Procedures

It is the responsibility of all members of staff to report any suspected breaches of the DPA, or of this policy, to the Town Clerk.

It is the responsibility of all members to report any suspected breaches of the DPA, or this policy, to the Town Clerk or the Deputy Town Clerk.

Failure to comply with this policy by employees of the Council may result in disciplinary action being taken. Failure to comply by members of the Council may constitute a breach of the Members' Code of Conduct. Failure to comply by partners, agents or contractors may constitute a breach of their agreements.

15. Further Information and Other Related Policies

If in doubt about any aspect of this policy, the Town Clerk should be consulted.

Other related policies include the Equal Opportunities Policy and the Freedom of Information Policy.

For more information on the Data Protection Act, the Information Commissioner's website provides useful guidance,
<https://ico.org.uk/for-organisations/guide-to-data-protection/>

This policy will be monitored and reviewed by Corporate Services Committee every 4 years or in response to changes in legislation.

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November 2018

LTN 38 | DATA PROTECTION

Introduction-

1. The Data Protection Act 2018 (“the 2018 Act”) came into force on 25 May 2018. The 2018 Act gives effect in UK Law to the General Data Protection Regulation (“GDPR”). It provides the statutory framework for the use of computerised information (including microfiche, audio and visual systems) and also certain manual records about living identifiable individuals in the United Kingdom. Data Protection legislation does not prohibit disclosures of such information to third parties but it regulates the circumstances in which they can be made. It gives enhanced “subject access rights” (see below) and creates a new category of “sensitive data”. It also prohibits the transfer of personal data to countries which do not have an “adequate level of protection”. Annex 1 summarises in table form the relevant GDPR requirements.

Definitions

2. The 2018 Act again creates its own definitions which can be found in Annex Two below. The important definitions are: -

“Controller” means the natural or legal person which, alone or jointly with others, determines the purposes and means of the processing of personal data;

“Data subject” means the identified or identifiable living individual to whom personal data relates.

“Personal data” means any information relating to an identified or identifiable living individual.

“Identifiable living individual” means a living individual who can be identified, directly or indirectly, in particular by reference to—

(a) an identifier such as a name, an identification number, location data or an online identifier, or

(b) one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of the individual.

“Processing”, in relation to information, means an operation or set of operations which is performed on information, or on sets of information, such as—

- (a) collection, recording, organisation, structuring or storage,
- (b) adaptation or alteration,
- (c) retrieval, consultation or use,
- (d) disclosure by transmission, dissemination or otherwise making available,
- (e) alignment or combination, or
- (f) restriction, erasure or destruction.

“Processor” means a natural or legal person public authority, agency or other body which processes personal data on behalf of the controller;

Data Processing - The Six Principles

- 3. Those who decide how and why personal data is processed (data controllers) must comply with the rules of good information handling, known as the data protection principles, and the other requirements of the Data Protection legislation.
- 4. Anyone processing personal data must comply with the six enforceable principles of good practice. They say that personal data must be:
 - (a) Processed fairly, lawfully and in a transparent manner in relation to the data subject.
 - (b) Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
 - (c) Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
 - (d) Accurate and, where necessary, kept up to date.
 - (e) Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
 - (f) Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing

and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

5. The legislation requires that personal data be processed “fairly, lawfully and in a transparent manner”. Personal data will not be considered to be processed fairly unless certain conditions are met. A data subject is also entitled to know the identity of the data controller and why information is, or is to be, processed.
6. “Processing”, in relation to information, means an operation or set of operations which is performed on information, or on sets of information, such as—
 - (a) collection, recording, organisation, structuring or storage,
 - (b) adaptation or alteration,
 - (c) retrieval, consultation or use,
 - (d) disclosure by transmission, dissemination or otherwise making available,
 - (e) alignment or combination, or
 - (f) restriction, erasure or destruction.
7. Processing may only be carried out where one of the following conditions has been met:
 - (a) Consent: the individual has given clear and explicit consent for you to process their personal data for a specific purpose.
 - (b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
 - (c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).
 - (d) Vital interests: the processing is necessary to protect someone's life.
 - (e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
 - (f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. It is not enough to simply say: ‘we have a legitimate interest in processing allotment holder data’, as this does not clarify your purpose or intended outcome. Instead, you need to be more specific about your purpose, such as: ‘we have a legitimate interest in

ensuring that the allotments are used with the terms of the tenancy and the council's allotment rules".

8. In our opinion local councils will be able to rely on several of these conditions in ensuring they comply with the 2018 Act.
9. Sensitive personal data is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.
10. Sensitive data can only be processed where;
 - (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,
 - (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law;
 - (c) processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
 - (d) processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;
 - (e) processing relates to personal data which are manifestly made public by the data subject;
 - (f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
 - (g) processing is necessary for reasons of substantial public interest,
 - (h) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services
 - (i) processing is necessary for reasons of public interest in the area of public health, such as ensuring high standards of quality and safety of health care and of medicinal products or medical devices,

- (j) processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes

Paper files/manual records

- 11. GDPR applies to “information kept on paper” if the paper records are kept within a “filing system.” The term “filing system” is defined as “any *structured* set of personal data which [is] *accessible according to specific criteria*, whether centralised, decentralised or dispersed” As a result, any files that “are not structured according to specific criteria” do not fall within the scope of the regulation.

Rights of Data Subjects

- 12. A person about whom information is held (a ‘data subject’) is, subject to any exemptions applying (see paragraph 19 below), entitled to:
 - (a) be informed by any ‘data controller’ whether any information is held on him / her together with:
 - (i) a description of the data; and
 - (ii) a copy of the information in an intelligible form.
 - (b) request and receive information giving:
 - (i) the purposes for which the data is being held;
 - (ii) the recipients or classes of recipients to whom it may be disclosed; and
 - (iii) the source of the data.
 - (c) restrict the processing of their data.
 - (d) object to the processing of personal data for direct marketing purposes (including profiling to the extent that it is related to direct marketing).
 - (e) not to be subject to automated decision-making.
 - (f) receive compensation from the data controller and/or the data processor for the damage suffered as a result of an infringement of GDPR.
 - (g) obtain from a data controller without undue delay the rectification of inaccurate personal data.

- (h) erase personal data (also known as the “right to be forgotten”) which means that data subjects will be able to request that their personal data be erased by the data controller and no longer processed. This will be where the data is no longer necessary in relation to the purposes for which it is processed, where data subjects have withdrawn their consent, where they object to the processing of their data or where the processing does not comply with GDPR. However, the further retention of such data will be lawful in some cases e.g. amongst others, where it is necessary for compliance with a legal obligation or for reasons of public interest in the area of public health or for the exercise or defence of legal claims. Where the data controller has made the personal data public and is obliged to erase the personal data it shall take reasonable steps to inform data controllers which are processing the personal data that the data subject has requested them to erase any links to, or copy or replication of that personal data.
- (i) be notified by a data controller when a personal data breach is likely to result in a high risk to a data subject’s rights.
- (j) Receive a copy of personal data or to transfer personal data to another data controller (data portability).

Access to personal data held by a data controller must be dealt with within one month of request and free of charge. Where requests are manifestly unfounded or excessive, in particular because they are repetitive, the data controller may charge a fee for providing the information or refuse to respond.

Registration

- 13. Under GDPR, there is no requirement for a data controller to register with the ICO. However, the Data Protection (Charges and Information) Regulations 2018 (“the 2018 Regulations”) require data controllers to pay a data protection fee to the Information Commissioner’s Office (“ICO”) unless they are exempt from payment. Councils in England and Wales and parish meetings are public authorities for the purposes of the 2018 Regulations and they are data controllers (for further information see Legal Briefing L05-18 Data Protection Fees).
- 14. Data controllers with up to 10 members of staff will pay a fee of £40 (tier 1); data controllers with more than 10 members of staff but less than or 250 will pay £60 (tier 2); and data controllers with more than 250 members of staff will pay £2900 (tier 3).

15. Members of staff include employees, other workers and office holders. Each part-time staff member is counted as one member of staff.
16. The ICO's registration self-assessment for data protection fee purposes can be found here: <https://ico.org.uk/for-organisations/data-protection-fee/self-assessment/>
17. Non-payment or incorrect payment of the data protection fee could result in a fine of £4350.
18. Councillors who are data controllers independently of their council (e.g. constituency casework or election canvassing) will be required to pay the data protection fee.

Exemptions

19. Data Protection legislation exemptions from obligations and individual rights include:
 - (a) national security;
 - (b) defence;
 - (c) public security;
 - (d) the prevention, investigation, detection or prosecution of criminal offences;
 - (e) other important public interests, in particular economic or financial interests, including budgetary and taxation matters, public health and security;
 - (f) the protection of judicial independence and proceedings;
 - (g) breaches of ethics in regulated professions;
 - (h) monitoring, inspection or regulatory functions connected to the exercise of official authority regarding security, defence, other important public interests or crime/ethics prevention;
 - (i) the protection of the individual, or the rights and freedoms of others; or
 - (j) the enforcement of civil law matters.

Also exempt are:

Manual unstructured data held by public authorities which includes local councils (e.g. loose pieces of paper not held in a structured format); and
Manual unstructured data used in longstanding historical research.

Penalties

20. If the ICO is satisfied that a data controller has breached the legislation it is open to that Office to serve an enforcement notice requiring compliance. Failure to comply with such a notice can be a criminal offence punishable with a fine.
21. In addition, the court and ICO have power to award compensation to data subjects who suffer damage and distress as a result of any contravention by a data controller of any of the requirements of the 2018 Act.

How does the 2018 Act affect local councils?

22. Whilst there are exemptions to the requirements and individual rights (as outlined above) NALC takes the view that local councils will be hard pressed to argue that all their data processing falls within the scope of those exemptions. In short this is because local councils (like all local authorities) hold such a wide range of information.
23. It is clear that councils are affected by the provisions of the Data Protection legislation in a multitude of ways. "Personal data" may be as simple as holding someone's name and address but in addition includes amongst other things details of complaints, lists of contacts, employee/personnel records and information provided for the purpose of placing a contract to which the data subject is a party. Images taken by CCTV systems also fall within the data protection regime.
24. The following are a number of practical considerations which a council may wish to bear in mind to help ensure it complies with the 2018 Act: -
 - i. A council should firstly look at any data it holds to see if it includes personal data. Particular attention should be given to such things as contractor/supplier lists where there are businesses involved as they could contain personal data as many businesses are owned by sole traders or partnerships. Even with companies, a council may store personal data on contacts at the company.

- ii. It should be noted the legislation only applies to the “processing” of personal data but processing is so widely defined it will in fact catch almost any conceivable operation on such data.
- iii. A council should (if appropriate) consider where it obtained any personal data from. Unless it can prove it was obtained fairly there is a risk the law will be broken. What constitutes “fairly” is somewhat complex but it includes the data subject consenting to the council using it e.g. was the data subject originally told their data might be given to third parties?
- iv. A council should ensure that individuals are aware of the uses that will be made of the information they supply and, where necessary, give their consent to that specific use. Where there is a legitimate interest (see paragraph 7(f) above) or a legal requirement then consent need not be explicitly obtained. Otherwise an explicit consent must be obtained.
- v. Data should never be given (or sold) to anyone else unless the data subject has given his/her consent or there is, by law, a duty to do so. Use of personal data on a website will automatically be a breach of the legislation unless express consent has been given e.g. publishing staff names and mobile numbers.
- vi. A council obtaining consent to any use should make sure that it is “informed consent” i.e. that is been made very clear exactly what the council intends using the data for and what data it is holding.
- vii. A council should ensure it only keeps the bare minimum amount of information necessary for its purposes. It should carry out regular reviews to check that all of the information asked for on for example as application forms or registration forms really is necessary.
- viii. All data recorded must be accurate, kept up-to-date and deleted when no longer required.
- ix. The information must be kept safe and secure at all times. The level of security will depend upon the sensitivity of the data involved. Listed below are some good practice points:

Manual records

25. Filing cabinets must be locked outside of normal working hours and keys must be held securely by nominated staff. It is advisable for more than one

person to hold the keys e.g. clerk and another staff member of councillor. All papers should be securely locked away when not in use to prevent other people from inadvertently gaining access. Councils should have processes in place for homeworkers and information security.

Computerised records

26. The following guidelines apply:

- (i) Access should be controlled by unique password and passwords should be changed on a regular basis. Passwords should not be obvious, e.g. 12345, password;
- (ii) Passwords and access controls should be kept secure when not in use e.g. passwords should not be written down and attached to PCs;
- (iii) Personal information should not be left displayed on screen when not in use - councils should consider setting up screens to automatically lock after a certain period e.g. four minutes;
- (iv) Removable devices such as USB sticks should be filed away securely and not left lying around;
- (v) Computers should be turned off when not in use;
- (vi) If the personal data is held on a laptop or tablet these should be securely stored when not in use and be password protected;
- (vii) Workspace containing a computer or other device containing data should be locked when not in use.

Further Information

27. The regulatory body with responsibility for enforcing the legislation's requirements and promoting compliance and good practice is the ICO. The relevant contact details are:

Office of the Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Helpline: 0303 123 1113

Website: <https://ico.org.uk/> (includes live chat option)

The ICO provides advice and publishes useful guidance on the data protection legislation. Councils can also contact the ICO with non-legal queries.

Other Legal Topic Notes (LTNs) relevant to this subject:

LTN	Title	Relevance
9E/9W	Handling complaints	Sets out arrangements for dealing with complaints about decisions or services.
13	Policing your area	Sets out requirements for CCTV systems.
22	Disciplinary & Grievance Arrangements	Sets out arrangements for dealing with employment issues.
37	Freedom of Information	Sets out the information councils are obliged to disclose.
40	Local Council Documents and Records	Sets out the documentation councils should retain for legal and other purposes.

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ANNEX ONE

Subject	GDPR requirements
Data protection principles	<p>Six principles below.</p> <p>Personal data must be:</p> <ul style="list-style-type: none"> • Processed fairly, lawfully and in a transparent manner in relation to the data subject. • Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes. • Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed. • Accurate and, where necessary, kept up to date. • Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed. • Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures (Article 5).
Consent	<p>Data controllers are required to have legitimate reason(s) for processing personal data and where the data controller is relying on an individual's consent, the data controller must be able to demonstrate that consent, by a statement or by a clear affirmative action, was freely given, specific, informed and unambiguous for each purpose that it being processed. Prior to giving consent, the individual shall be informed of his right to withdraw his consent at any time. In other words, it should be as easy to withdraw consent as to give it (Articles 4 and 7).</p>
Consent for children	<p>Limits the ability of a child under 16 to consent to their personal data being processed in respect of "information society services" e.g. online businesses or social networking sites. This means where personal data is being processed for a child under 16, consent must be obtained from the child's parent or custodian. An EU member state may lower the age that a child can give consent to processing of their data from 16 to 13. (Article 8). In the UK children aged 13 years or older can consent to their personal data being processed for information society services.</p>

Subject	GDPR requirements
Privacy notices (also known as fair processing notices)	<p>Information to be given by data controllers in privacy notices includes the following.</p> <ul style="list-style-type: none"> • the identity and the contact details of the data controller and, if any, of the controller's representative and of the data protection officer; • the purpose(s) of the processing; • the categories of personal data concerned; • the recipients or categories of recipient to whom the personal data has been or will be disclosed, in particular recipients in third countries or international organisations; • where possible, the envisaged period for which the personal data will be stored or, if not possible, the criteria used to determine that period; • the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing; • the right to lodge a complaint with the ICO and • where the personal data is not collected from the data subject, any available information as to its source (Articles 13 and 14).
Communications by data controllers	<p>There are requirements on the data controller regarding the communications in a privacy notice and to the data subject relating to the rights of the data subject. Information provided must be a concise and intelligible form using clear and plain language, in particular for any information addressed specifically to a child. The information shall be provided in writing, or by other means, including, where appropriate, by electronic means. When requested by the data subject, the information may be provided orally, provided that the identity of the data subject is proven by other means (Article 12).</p>

Subject	GDPR requirements
Data controllers working with Data processors	<p>The data controller must enter into a contract with the data processor which imposes the following obligations on the processor:</p> <ul style="list-style-type: none"> • Process the personal data only on the documented instructions of the controller. This is likely to mean that data processors cannot use cloud computing technology or services without the data controller's approval. • Comply with security obligations equivalent to those imposed on the controller under Article 32 of the GDPR. • Only employ staff who have committed themselves to confidentiality or are under a statutory obligation of confidentiality. • Enlist a sub-processor only with the prior permission of the controller. • Assist the controller in carrying out its obligations with regard to requests by data subjects to exercise their rights under Chapter III of the GDPR (including the right to transparency and information, the data subject access right, the right to rectification and erasure, the right to the restriction of processing, the right to data portability and the right to object to processing). • Assist the data controller in carrying out its data security obligations under Articles 32 to 36 of the GDPR (Article 28).
Privacy Impacts assessment (PIA)	<p>Where a type of processing in particular uses new technologies and the purpose(s) that the data controller wishes to process personal data poses high risks, it will have to carry out a data protection privacy impact assessment before such processing (Article 35). The ICO is expected to provide guidance about the type of processing that would demand a data protection privacy impact assessment.</p>

Subject	GDPR requirements
Notification by data controllers	Data controllers must maintain a written record of processing activities under their responsibility. The written record shall include a description of the categories of data subjects and the categories of personal data, purpose(s) of processing, categories of recipients of personal data, time limits for erasure and description of technical and organisational measures to protect data. Data processors also have a new duty to maintain a written record of similar information. However, the obligation to maintain a written record does not apply to an organisation employing less than 250 persons unless the processing it carries out is likely to result in risks to the rights of data subjects, the processing is not occasional, or the processing includes special categories of data e.g. revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade-union membership, or processing criminal convictions and offences. (Article 30).
Appointment of Data Protection Officer (DPO)	Local councils are not obliged to appoint a DPO unless they process high volumes of sensitive personal data but they may appoint a DPO if they wish.
Notification to report personal data breaches	Data controllers are required to report to the ICO personal data breaches without delay and within 72 hours. A data processor must also notify a data controller without undue delay after becoming aware of a personal data breach (Article 33).
Fines	There are heavy fines for data controllers and data processors for a wide range of breaches. Some breaches (e.g. failing to comply with data subjects' rights or the principles for processing including conditions for consent) attract fines of up to 4% of annual turnover for the preceding year or 20 million Euros whichever is higher. For other breaches (e.g. failing to keep records of processing activities, or to comply with security obligations) the fine can be up to 2% of annual turnover or 10 million Euros, whichever is higher (Article 83).

Subject	GDPR requirements
Individuals' rights	The right of access to personal data held by a data controller must be dealt with within one month of request and free of charge. Where requests are manifestly unfounded or excessive, in particular because they are repetitive, the data controller may charge a fee for providing the information or refuse to respond (Articles 12 & 15).
	The right to restriction of processing (Article 18).
	The right to object to the processing of personal data for direct marketing purposes (including profiling to the extent that it is related to direct marketing) (Article 21).
	The right not to be subject to automated decision-making (Article 22).
	The right to receive compensation from the data controller is retained and there is a new right to receive compensation from the data processor for the damage suffered as a result of an infringement of GDPR (Article 82).
	<p>The right to obtain from a data controller without undue delay the rectification of inaccurate personal data (Article 16).</p> <p>The right to erase personal data (also known as the "right to be forgotten") which means that data subjects will be able to request that their personal data be erased by the data controller and no longer processed. This will be where the data is no longer necessary in relation to the purposes for which it is processed, where data subjects have withdrawn their consent, where they object to the processing of their data or where the processing does not comply with GDPR. However, the further retention of such data will be lawful in some cases e.g. amongst others, where it is necessary for compliance with a legal obligation or for reasons of public interest in the area of public health or for the exercise or defence of legal claims. Where the data controller has made the personal data public and is obliged to erase the personal data it shall take reasonable steps to inform data controllers which are processing the personal data that the data subject has requested them to erase any links to, or copy or replication of that personal data (Article 17).</p>
	A right to be notified by a data controller when a personal data breach is likely to result in a high risk to a data subject's rights (Article 34).
	A right to data portability - to receive a copy of personal data or to transfer personal data to another data controller (Article 20).

References in the table above to Articles are references to the relevant section of the EU General Data Processing Regulation.

Further reading

The ICO's website has detailed guidance about:

- the obligations for data controllers and data processors which can be accessed via <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/accountability-and-governance/>

and

- the rights for individuals which can be accessed via <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/>

ANNEX TWO

Glossary of terms.

“Personal data” means any information relating to an identified or identifiable living individual.

“Identifiable living individual” means a living individual who can be identified, directly or indirectly, in particular by reference to—

- (a) an identifier such as a name, an identification number, location data or an online identifier, or
- (b) one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of the individual.

“Processing”, in relation to information, means an operation or set of operations which is performed on information, or on sets of information, such as—

- (a) collection, recording, organisation, structuring or storage,
- (b) adaptation or alteration,
- (c) retrieval, consultation or use,
- (d) disclosure by transmission, dissemination or otherwise making available,
- (e) alignment or combination, or
- (f) restriction, erasure or destruction.

“Data subject” means the identified or identifiable living individual to whom personal data relates.

“Controller” means the natural or legal person which, alone or jointly with others, determines the purposes and means of the processing of personal data;

“Processor” means a natural or legal person public authority, agency or other body which processes personal data on behalf of the controller;

“Recipient” means a natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not.

“Third party” means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the

direct authority of the controller or processor, are authorised to process personal data;

“Consent” of the data subject means any freely given, specific, informed and unambiguous indication of the data subject’s wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her;

“Personal data breach” means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed;

“Filing system” means any structured set of personal data which is accessible according to specific criteria, whether held by automated means or manually and whether centralised, decentralised or dispersed on a functional or geographical basis.

“The Commissioner” means the Information Commissioner.

“The data protection legislation” means—

- (a) the General Data Protection Regulation,
- (b) the Data Protection Act 2018,
- (c) regulations made under that Act, and
- (e) relevant regulations made under section 2(2) of the European Communities Act 1972.

“Sensitive personal data” is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation.

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