



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr T K McMahon** Tel: 01582 708540

Town Clerk: **Clare Evans** E-mail: info@houghtonregis.org.uk

19th February 2020

To: Members of the Corporate Services Committee

Cllrs: D Jones (Chairman), D Abbott, C Copleston, M S Kennedy, S Thorne, K Wattingham and Vacancy

(Copies to other Councillors for information)

Notice of Meeting

You are hereby summoned to a Meeting of the **Corporate Services Committee** to be held at the Council Offices, Peel Street on **Monday 2nd March 2020 at 7.00pm.**

Clare Evans

**THIS MEETING MAY
BE RECORDED ***

PP
Clare Evans
Town Clerk

Agenda

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

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

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

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

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of any such interest.

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

**Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session*

The use of images or recordings arising from this is not under the Council's control.

4. MINUTES

Pages 9-22

To approve the Minutes of the meeting held on 25th November 2019, 16th December 2019 and 14th January 2020.

Recommendation: To approve the Minutes of the meeting held on 25th November 2019, 16th December 2019 and 14th January 2020 and for these to be signed by the Chairman.

5. TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS

Pages 23-25

To receive the minutes of the following committees and consider any recommendations contained therein

Personnel Sub-Committee	14 th October 2019 PE120 Capacity Review
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Recommendations: To receive the Minutes of the Personnel Sub-Committee meetings of 14th October 2019 and to approve the recommendations contained therein as follows;
PE120 Capacity Review (job description evaluation)

6. INCOME AND EXPENDITURE REPORT

Pages 26-49

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

Recommendations: To note the report.

7. CORPORATE SERVICES BUDGET FOR 2020/21

Pages 50-69

Members will find attached the approved budget for 2020/21 for the Corporate Services Committee supported by the budget explanation. The following points are of note:

102-4131 Election Costs, agreed budget £5,000

Member decision during the budget setting process to increase this budget to cover any by-election costs, any remaining funds at year end would transfer into an Ear Marked Reserve (EMR) for future elections.

102-4991 Transfer to EMR

This budget was suggested to enable the council to build up a fund for the next main election. It was a member decision during budget setting to remove this provision.

190-4025 Insurance, agreed budget £14,000

Member decision during the budget setting process to reduce this budget by £2000 as the budget of £14,000 was felt to be closer to the requirements of the council.

190-4031 Advertising, agreed budget £1400

Member decision during the budget setting process to slightly reduce this budget by £100.

190-4059, Professional Fees, agreed budget £14000

Member decision during the budget setting process to reduce this budget by £5,000. This reduces the council's ability to fund from a budget the eviction of unauthorised encampments.

191-4001/2/3, Salaries, National Insurance, Superannuation

Member decision to provide funding for a part time office member of staff and not to provide funding for a grounds apprentice.

Recommendations: To note the report.

8. BANK AND CASH RECONCILIATION STATEMENTS

Pages 70-81

Members are requested to receive the monthly bank and cash reconciliation statements from October 2019 to January 2020.

Recommendations:

- 1. To approve the monthly Bank and Cash Reconciliation statements from October 2019 to January 2020;**
- 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

9. LIST OF CHEQUE PAYMENTS

Pages 82-99

Members will find a list of cheque payments for the period December 2019 to January 2020.

Recommendation: To note the information.

10. INVESTMENT REPORT

Pages 100-105

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

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

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

length and amount

Recommendation: To note the information.

11. REVIEW OF VISION – CORPORATE SERVICES COMMITTEE

Page 106

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

Recommendation: To note the report.

12. INTERIM AUDIT REPORT

Pages 107-112

An interim internal audit is attached for consideration. Members will note that there are no significant issues of concern regarding the internal audit review.

Recommendation: To note the report

13. COUNCILLORS' ALLOWANCES

Pages 113-127

Members were requested to consider if a scheme of members allowances in accordance with the Local Government (Members Allowances) (England) Regulations 2003 was required.

The alternative would be to consider a HRTC policy to capture the payment of expenses.

After discussion, at the Town Council meeting held on the 9th December 2019, members agreed (Minute No:11096) the following recommendation.

To request that Corporate Services Committee consider and recommend to Town Council a Councillor's Expenses Policy covering travel and subsistence.

Recommendation: To consider and recommend to Town Council a Councillor's Expenses Policy covering travel and subsistence.

14. LOCAL GOVT PENSION SCHEME: STATEMENT OF LOCAL DISCRETION

Pages 128-140

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

Members of this Committee are asked to consider the Local Government Pension Scheme: Review of Statement of Local Discretions and make a recommendation to

Town Council for its approval.

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

15. BAD DEBTS AND LATE PAYMENT POLICY

Pages 141-144

Members of this Committee are asked to consider the Late Payments and Bad Debts Policy and make a recommendation to Town Council for its approval

Recommendation: To recommend to Town Council that the Late Payments and Bad Debs Policy be approved.

16. SICKNESS POLICY

Pages 145-161

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

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

17. DISCIPLINARY POLICY

Pages 162-169

Members are advised that NALC* issued updated advice (November 2019) in regard to Disciplinary Arrangements.

Members of this Committee are asked to consider the amendments, shown as track changes, to the Disciplinary Policy and made a recommendation to Town Council for its approval.

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

18. GRIEVANCE POLICY

Pages 170-174

Members are advised that NALC issued updated advice (November 2019) in regard to Grievance Arrangements.

Members of this Committee are asked to consider the amendments, shown as track changes, to the Grievance Policy and made a recommendation to Town Council for its approval.

Recommendation: To recommend to Town Council that the Grievance Policy be

approved.

19. COMPLAINT

Members are informed that the Town Council received a complaint from a resident on the 20th January 2020. Contact was made with the complainant who has subsequently decided to not take the matter further.

Recommendation: To note the information

20. EXCLUSION OF PRESS AND PUBLIC

- Youth Services 2020/2021

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
25th November 2019 at 7.00pm.

Present: Councillors: D Jones Chairman
D Abbott
C Copleston
M S Kennedy
S Thorne
K Wattingham

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

Public: 0

Apologies: Councillor: T Welch

11047 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Welch.

11048 QUESTIONS FROM THE PUBLIC

None.

11049 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11050 MINUTES

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

Councillor Kennedy stated that he had given his apologies for the last meeting and that the minutes did not reflect this.

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

11051 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS

Personnel Sub-Committee: 15th July 2019.

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

11052 SCHEME OF DELEGATION

In accordance with Standing Order 4.j.iii. Council was 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 revisions were suggested, shown in bold and italics.

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

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

11053 BUDGET REVIEW

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

Members discussed alternative telephone hardware which could prove to be more cost-effective long term with lower running costs. Members requested that alternatives be looked into as the current telephone system contract was coming to an end. In light of this, an amendment to officer recommendation 2 was proposed to read:

To vire £4000 from 190 to 199 to fund the capital purchase of a replacement server and investigate the capital purchase of office telephone hardware and system review subject to current BT lease.

The officer recommendation was:

To vire £4000 from 190 to 199 to fund the capital purchase of a replacement server and the capital purchase of office telephone hardware.

Members agreed the amendment, accordingly, this became the substantive motion.

Resolved:

- 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 investigate the capital purchase of office telephone hardware and system review subject to current BT lease.**

11054 DRAFT BUDGET 2020/21

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

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

Members raised a query regarding the purchase of tablets to enable councillors to access council information, as it was thought that this was not going to be budgeted for, however had been included for 20/21. Members requested that this be looked into and clarified.

Members queried the 2% staff salary increase. It was clarified that although an increase of 2% had been budgeted for, precise figures were to yet be confirmed. Any increase would be in line with the NJC scales,

Members requested clarification on the provision of election costs. It was clarified that an amount was set aside each year to allow for elections. Concerns were raised that any by-elections would eat into this EMR.

Members requested clarification on the insurance ad-hoc add-ons. It was clarified that should the council decide to purchase any equipment, an increase in the annual insurance would be expected, additionally, some of the events that had taken place had been covered at no additional charge, this may change and would need to be included in the future.

11055 BANK AND CASH RECONCILIATION STATEMENTS

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

Resolved:

- 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.**

11056 LIST OF CHEQUE PAYMENTS

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

Resolved: **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.**

11057 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.

11058 COMMUNICATION POLICY & COMMUNICATION STRATEGY

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

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

Members received a track change version of the Communication Policy & Communication Strategy.

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

11059 COUNCILLORS' ALLOWANCES

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

Members were advised that currently the Town Council covers travel and subsistence costs associated with Members undertaking authorised work of the Council such as attended meetings of outside bodies on which they were a nominated representative. Historically Members had decided to not pursue a scheme of councillor allowances. However, the Town Council paid a Chairman's (Mayor's) Allowance to cover civic expenses.

Members discussed the difficulties faced by some councillors.

Members agreed to discuss this further at the upcoming members briefing session with a view to take to Town Council.

11060 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 had 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 was common banking practice to reject cheques that were over six months old to protect the person who has written the cheque. This was in case the payment had been made another way or the cheque had been lost or stolen.

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

Where there was 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 was the Statute of Limitations.

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

In order to mitigate the risk of cheques remaining outstanding, the Finance and Cemetery Officer had 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 was this reminder, it should be noted that communication takes place with the payee prior to any cheque cancellations, as there was a cost to the Council, associated with cancelling cheques unless they had been lost or stolen.

Resolved: To note the report.

11061 REVIEW OF VISION – CORPORATE SERVICES COMMITTEE

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

Members discussed item 5b and agreed that the team listening sessions delivered through Member Open Sessions was working well and that this section needed to be updated to reflect this.

11062 REVIEW OF TOWN COUNCIL MEMBERSHIP TO OTHER BODIES

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

<i>Membership</i>	<i>Period</i>	<i>Annual Subscription</i>
Society of Local Council Clerks (SLCC)	Annual	£350 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

Resolved: **To note the report.**

11063 REVIEW EXISTING CONTRACTS

In accordance with the approved Committee Functions and Terms of Reference the Corporate Services Committee was 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	£4,320.40	3rd October 2017
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		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)		
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.	

11064 REVIEW OF INVENTORY OF TANGIBLE ASSETS

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

Members advised that the report does not state whether the land had been registered with the land registry. Members were advised that the land had been valued. The forms were yet to be completed and the fee was still to be paid.

Members requested that title numbers were included, next to the land assets, in future.

Resolved: To note the Inventory.

11065 REVIEW OF CHARGES

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

Members were informed that the Subject Access Request Fee had been removed as this information must be given free of charge under GDPR. The exception to this was if the request from a data subject was "manifestly unfounded or excessive" in which case a reasonable fee can be charged. A reasonable fee could 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 was not defined but it was anticipated that it would not include staff time.

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

11066 APPOINTMENT OF INTERNAL AUDITOR

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

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

11067 OFFICER/MEMBER PROTOCOL

Members received the Town Councils Officer/Member Protocol.

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

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

11068 TRAINING STATEMENT OF INTENT

Members received the Town Councils Training Statement of Intent.

This document remained fit for purpose.

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

11069 DATA PROTECTION POLICY

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

Members received an updated version of this policy following the change in legislation. Members also received the NALC Legal Topic Note 38 which provided information.

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

Resolved: To recommend to Town Council that the Data Protection Policy be approved.

11070 FINANCIAL REGULATIONS

For information Members were advised that NALC had recently issued revised Financial Regulations.

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

Resolved: To note the information

11071 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.

Proposed by: Cllr Wattingham, seconded by: Cllr Kennedy

All in favour.

11072 STAFFING ISSUE

Members received a verbal update at the meeting.

Resolved: To note the information

**The Chairman declared the meeting closed at 8.39pm
Dated this 2nd day of March 2020**

Chairman

DRAFT

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
16th December 2019 at 4.30pm.

Present: Councillors: D Jones Chairman
D Abbott
M S Kennedy
S Thorne
K Wattingham
T Welch

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

Public: 0

Apologies: Councillor: C Copleston

11097 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Copleston.

11098 QUESTIONS FROM THE PUBLIC

None.

11099 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11100 EXCLUSION OF PRESS AND PUBLIC

- Staff issue

Proposed by: Cllr Welch, seconded by: Cllr Wattingham
Members for: 6 Members against: 0 Abstentions: 0

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.

11101 STAFFING ISSUE

Members received a report on a staffing issue and were invited to consider a resolution.

Members were advised on HR advice received and discussed the issue at length.

Resolved: To seek to resolve the ongoing staff issue by approving the next steps as outlined.

The Chairman declared the meeting closed at 7.08pm

Dated this 2nd day of March 2020

Chairman

DRAFT

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
14th January 2020 at 6.00pm.

Present: Councillors: D Jones Chairman
D Abbott
C Copleston
M S Kennedy (arrived 6.04pm)
S Thorne
K Wattingham

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

Public: 0

Apologies: Councillor: T Welch

11117 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Welch.

11118 QUESTIONS FROM THE PUBLIC

None.

11119 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11110 EXCLUSION OF PRESS AND PUBLIC

- Staff issue

Proposed by: Cllr Abbott seconded by: Cllr Wattingham

Members for: 5 Members against: 0 Abstentions: 0

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.

Cllr Kennedy arrived.

11111 STAFFING MATTER

Members received a report detailing the ongoing staffing issue.

Members sought clarification whether a prior decision could be reversed and were advised that this was permitted as new evidence had been presented.

Members discussed the recommendation contained within the report.

An amendment to the recommendation was proposed:

Proposed by: Cllr Kennedy seconded by: Cllr Abbott

Members for: 6 Members against: 0 Abstentions: 0

Accordingly, this became the substantive motion.

Proposed by: Cllr Kennedy seconded by: Cllr Abbott

Members voted in favour of supporting the recommendation, as amended, on the report.

The Chairman declared the meeting closed at 6.48pm

Dated this 2nd day of March 2020

Chairman

HOUGHTON REGIS TOWN COUNCIL

**Personnel Sub-Committee
14th October 2019 at 6.00pm.**

Present: Councillors: K Wattingham Chairman
D Abbott
C Copleston
D Jones

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

Public: 0

PE109 APOLOGIES AND SUBSTITUTIONS

None.

PE110 QUESTIONS FROM THE PUBLIC

None.

PE111 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE112 MINUTES

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

Members requested an update on the report related to PE108. Members were advised that this had not yet been finalised but would be included in the next agenda.

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

PE113 REVIEW OF STAFF SICKNESS

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

Members acknowledged that figures were higher than usual for the last quarter, but were aware of, and acknowledged the reasons why.

Resolved: To note the information.

PE114 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

The Town Clerk had:

- Booked 4 days annual leave between 1st October and 31st December 2019.
- Attended 11 meetings outside of normal office hours from 1st July to 30th September 2019 (compared with 12 meetings in the previous quarter).
- Taken ½ day sick leave

Resolved: To approve the Town Clerks annual leave request.

PE115 FREEDOM OF INFORMATION REQUESTS

For the period of July to September no Freedom of Information requests had been received.

Resolved: To note the information.

PE116 TOWN COUNCIL'S APPRENTICESHIP SCHEME

Members were informed that both the office and grounds apprentice roles had been advertised.

An office apprentice had been appointed and it was anticipated that they would be in post shortly, start date to be confirmed.

The grounds apprentice role had been advertised twice, with only one applicant applying who subsequently withdrew.

Resolved: To note the information.

PE117 RETIREMENT GRATUITIES

Members received a report detailing the change to discretionary retirement gratuities.

Members were advised that discretionary payments were no longer able to be made to retiring staff. It was requested that staff be made aware of the change.

Resolved: To note the information.

PE118 EXCLUSION OF PRESS AND PUBLIC

- Staffing matters
- Capacity review

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones Seconded by: Cllr Copleston

Members for: 4 Members against: 0 Abstentions: 0

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.**

PE119 STAFFING MATTERS

Grounds Apprentice

Following on from the lack of interest in the grounds apprentice role, officers recommended that the appointment to this role be delayed in order to divert funds to support the resolution of the outstanding staffing issue.

Members agreed that the outstanding staff issue should take precedence, and the Grounds Apprentice role was to be revisited at a future date.

Resolved: **To not appoint to the role grounds apprentice until the conclusion of the outstanding staffing issue.**

PE120 CAPACITY REVIEW

Members were informed that the consultant who undertook a staff capacity review, as agreed at the Personnel Sub-Committee meeting (PE85) held on the 15th April 2019, had provided the Town Clerk with a report of his findings. Members received a report on the findings.

Members discussed at length the report on staff capacity. They were in agreement that there were capacity issues within the office team. Members were supportive of the proposed next steps however concerns were raised that as the Town Council had not yet confirmed their Vision, some points were perhaps a little premature. Therefore, they agreed to support some aspects of the list of proposed next steps

Resolved:

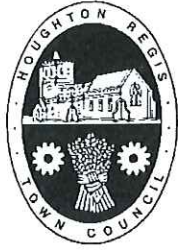
- 1. To acknowledge that there were capacity issues within the office staff team;**
- 2. To progress work to address these issues by agreeing in principle to items 1 & 2, to defer item 3 and to support items 4, 5 & 6.**
- 3. To recommend to Corporate Services that the cost, in order to progress item 5, be taken from budget heading 4059/191 Other Professional Fees**

The Chairman declared the meeting closed at 7.15pm

Dated this 13th January day of 2020

Chairman

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CORPORATE SERVICES COMMITTEE

Agenda Item 6

Date:	2nd March 2020
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

101-1096 There is likely to be a shortfall in income against the budgeted amount by approximately £3,500.

101-4056 Fees are largely experienced after year end.

101-4057 Fees are largely experienced after year end.

101-4061 To date we have only paid 2 quarterly fees.

102-4008 This relates to member training. Training options were put to members including Code of Conduct Training, Appraisal Training, Data Protection, Safeguarding. Responses were limited and insufficient to warrant arrangements.

102-4009 Member travel is over budget.

102-4024 Subscription renewals have exceeded amounts anticipated during budget setting.

102-4992 This transfer gets completed towards year end.
190-4007 The Clerk has booked to attend the SLCC Practitioners Conference in February 2020.
190-4008 Further officer training is anticipated.
190-4009 Officer travel is over budget.
190-4015 It is anticipated that this budget will be overspent by £400
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. It is thought that there may be a miscode in this budget, and this is being investigated.
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 an alternative provider has been sourced and a contract put in place.
190-4038 This budget is overspent due to un-forecasted office alarm maintenance
190-4042 This budget is underspent and can be used to offset other codes in this cost centre
190-4059 Additional fees will be allocated to this budget in relation to the eviction of the unauthorised encampment in Tithe Farm recreation ground car park.
191-4001,4002, 4003 The February and March salaries and on costs will be allocated to this code, approximately £80,000.

4. COUNCIL VISION

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

5. A strong efficient and proactive Town Council.

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications

Legal Implications

- There are no legal implications.

Financial Implications

- The financial implications are detailed within the report.

Risk Implications

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

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

There are no press implications.

6. CONCLUSION AND NEXT STEPS

Proactive monitoring of the budget 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.

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

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

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

the minimum threshold. As such general reserves provide no scope to support the annual budget.

8. APPENDICES

Appendix A: Income & Expenditure Report

Detailed Income & Expenditure by Budget Heading 14/02/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Corporate Management							
1076 Precept received	0	861,916	861,916	0			100.0%
1096 Interest & Dividends Received	520	21,359	34,000	12,641			62.8%
Corporate Management :- Income	<u>520</u>	<u>883,275</u>	<u>895,916</u>	<u>12,641</u>			<u>98.6%</u>
4051 BANK & LOAN CHARGES	0	20	60	40		40	33.3%
4056 AUDIT FEES	0	324	2,750	2,426		2,426	11.8%
4057 ACCOUNTANCY & SOFTWARE	59	778	1,700	922		922	45.7%
4061 CCLA Management Fees	0	2,005	4,000	1,995		1,995	50.1%
Corporate Management :- Indirect Expenditure	<u>59</u>	<u>3,126</u>	<u>8,510</u>	<u>5,384</u>	<u>0</u>	<u>5,384</u>	<u>36.7%</u>
Net Income over Expenditure	<u>461</u>	<u>880,149</u>	<u>887,406</u>	<u>7,257</u>			
102 Democratic Rep'n & Mgmt							
4007 CONFERENCE COSTS	0	211	1,000	789		789	21.1%
4008 TRAINING/COURSES	0	260	1,400	1,140		1,140	18.6%
4009 TRAVEL	256	425	350	(75)		(75)	121.5%
4020 MISC. ESTABLISH.COST	0	217	400	183		183	54.3%
4024 SUBSCRIPTIONS	413	3,056	2,800	(256)		(256)	109.1%
4104 HOSPITALITY ALLNCE	0	110	200	90		90	55.1%
4131 ELECTION COSTS	0	14,549	15,000	451		451	97.0%
4992 Trs from Earmarked Reserve	0	0	(2,889)	(2,889)		(2,889)	0.0%
Democratic Rep'n & Mgmt :- Indirect Expenditure	<u>669</u>	<u>18,828</u>	<u>18,261</u>	<u>(567)</u>	<u>0</u>	<u>(567)</u>	<u>103.1%</u>
Net Expenditure	<u>(669)</u>	<u>(18,828)</u>	<u>(18,261)</u>	<u>567</u>			
190 Central Services							
1082 INC-LETTINGS	0	15	150	135			10.0%
1091 Income Miscellaneous	0	117	100	(17)			117.3%
Central Services :- Income	<u>0</u>	<u>132</u>	<u>250</u>	<u>118</u>			<u>52.9%</u>
4007 CONFERENCE COSTS	0	0	800	800		800	0.0%
4008 TRAINING/COURSES	135	705	2,000	1,295		1,295	35.3%
4009 TRAVEL	0	671	350	(321)		(321)	191.7%
4011 RATES	0	6,997	7,200	203		203	97.2%
4012 WATER RATES	0	287	350	63		63	82.0%
4014 ELECTRICITY	115	1,054	1,400	346		346	75.3%
4015 GAS	0	855	1,300	445		445	65.8%
4017 HEALTH & SAFETY	172	272	300	28		28	90.5%
4020 MISC. ESTABLISH.COST	0	248	150	(98)		(98)	165.5%
4021 COMMUNICATIONS COSTS	204	2,972	2,452	(520)		(520)	121.2%
4022 POSTAGE	250	1,276	2,800	1,524		1,524	45.6%

Detailed Income & Expenditure by Budget Heading 14/02/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4023 STATIONERY	0	434	1,200	766		766	36.2%
4025 INSURANCE	0	11,907	18,000	6,093		6,093	66.2%
4026 COMPUTER COSTS	0	7,003	3,340	(3,663)		(3,663)	209.7%
4027 PHOTOCOPIER CHARGES	0	1,102	1,700	598		598	64.8%
4036 PROPERTY MAINTENANCE	(60)	4,371	5,000	629		629	87.4%
4038 MAINTENANCE CONTRACTS	0	1,103	600	(503)		(503)	183.8%
4042 Equipment Repairs & Maintenance	0	209	1,000	791		791	20.9%
4059 OTHER PROFESSIONAL FEES	0	5,113	10,000	4,887		4,887	51.1%
4992 Trs from Earmarked Reserve	0	0	(22,816)	(22,816)		(22,816)	0.0%
Central Services :- Indirect Expenditure	<u>817</u>	<u>46,579</u>	<u>37,126</u>	<u>(9,453)</u>	<u>0</u>	<u>(9,453)</u>	<u>125.5%</u>
Net Income over Expenditure	<u>(817)</u>	<u>(46,446)</u>	<u>(36,876)</u>	<u>9,570</u>			
<u>191 Personnel/Staff Costs</u>							
4001 STAFF SALARIES	38,598	318,605	389,006	70,401		70,401	81.9%
4002 EMPLOYERS N.I	3,064	28,316	39,900	11,584		11,584	71.0%
4003 EMPLOYERS SUPERANN.	6,627	68,263	94,900	26,637		26,637	71.9%
4005 STAFF OVERTIME	345	8,701	6,493	(2,208)		(2,208)	134.0%
4059 OTHER PROFESSIONAL FEES	1,250	5,013	6,000	987	1,838	(851)	114.2%
4992 Trs from Earmarked Reserve	0	0	(30,000)	(30,000)		(30,000)	0.0%
Personnel/Staff Costs :- Indirect Expenditure	<u>49,884</u>	<u>428,898</u>	<u>506,299</u>	<u>77,401</u>	<u>1,838</u>	<u>75,563</u>	<u>85.1%</u>
Net Expenditure	<u>(49,884)</u>	<u>(428,898)</u>	<u>(506,299)</u>	<u>(77,401)</u>			
<u>199 P&R Capital and Projects</u>							
4026 COMPUTER COSTS	0	2,000	2,000	0		0	100.0%
4992 Trs from Earmarked Reserve	0	0	(2,000)	(2,000)		(2,000)	0.0%
P&R Capital and Projects :- Indirect Expenditure	<u>0</u>	<u>2,000</u>	<u>0</u>	<u>(2,000)</u>	<u>0</u>	<u>(2,000)</u>	
Net Expenditure	<u>0</u>	<u>(2,000)</u>	<u>0</u>	<u>2,000</u>			
Grand Totals:- Income	520	883,408	896,166	12,758			98.6%
Expenditure	51,429	499,431	570,196	70,765	1,838	68,927	87.9%
Net Income over Expenditure	<u>(50,910)</u>	<u>383,977</u>	<u>325,970</u>	<u>(58,007)</u>			
Movement to/(from) Gen Reserve	<u>(50,910)</u>	<u>383,977</u>					

A/c Code	1076 Precept received				Annual Budget	861,916
Centre	101 Corporate Management				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
1	08/04/2019	b/tfrcbc	Cashbook	Precept 1st of 2 - TCMin9761		430,958.00
5	07/08/2019	B/TfrCBC	Cashbook	Precept 2/2 MinTC9761		430,958.00
Account Precept received					Account Totals	0.00
Centre Corporate Management					Net Balance Month 10	861,916.00

A/c Code	1096 Interest & Dividends Received				Annual Budget	34,000
Centre	101 Corporate Management				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
1	01/04/2019	b/tfrpsda1	Cashbook	PSDA - transfer to Current Acc		35,000.00
1	01/04/2019	1485	Journal	Accrue P/Fund Jan-Mar'19 divid	8,054.83	
1	01/04/2019	1485	Journal	Accrue PSDA Mar'19 dividend	445.38	
1	01/04/2019	1486	Journal	Tfr to PSDA 215 as withdrawal	35,000.00	
1	02/04/2019	B/TfrPSDA	Cashbook	PSDA monthly dividend		445.38
1	30/04/2019	b/tfrPFund	Cashbook	CCLA Property Fund:Jan-Mar19		8,054.83
1	30/04/2019	B/TfrNWest	Cashbook	Nat West Liquid Acct interest		33.48
1	30/04/2019	b/tfrBRes	Cashbook	Bus Res Acct - mthly interest		0.05
2	02/05/2019	b/tfrpsda	Cashbook	PSDA - mthly dividend		514.27
2	31/05/2019	b/tfrn/wes	Cashbook	Liquidity Acct mthly interest		12.05
2	31/05/2019	B/TfrLiq	Cashbook	NW Liquidity Acct b/tfr		12.05
2	31/05/2019	REVERSE	Cashbook	N/w interest duplication	12.05	
2	31/05/2019	b/tfrbusre	Cashbook	NW Bus Res mthly interest		0.05
3	04/06/2019	PSDA B/Tfr	Cashbook	PSDA - monthly dividend		618.68
3	30/06/2019	b/tfrliq	Cashbook	Natwest Liquidity Acct		4.25
3	30/06/2019	b/TfrBusRe	Cashbook	Bus Reserve monthly interest		0.04
4	02/07/2019	B/TFRPSDA	Cashbook	PSDA-Mthly dividend		527.86
4	31/07/2019	b/t prop	Cashbook	property fund acct/apr-jun dov		7,706.39
4	31/07/2019	b/t liq	Cashbook	Natwest liquidity acct interes		7.98
4	31/07/2019	LiqB/Tfr	Cashbook	Natwest Liquidity Bank Acct		0.05
5	02/08/2019	PSDA B/Tfr	Cashbook	PSDA - Monthly dividend		553.48
5	31/08/2019	Liq Acct	Cashbook	Liq Acct monthly interest		34.38
5	31/08/2019	b/tfr BR	Cashbook	Bus Res monthly interest		0.04
6	03/09/2019	B/Tfrpsda	Cashbook	PSDA - Monthly dividend		565.24
6	30/09/2019	Liq B/Tfr	Cashbook	Liq Acct- mthly interest		6.60
6	30/09/2019	b/tfrbres	Cashbook	Bus Res - monthly interest		0.05
7	02/10/2019	B/TfrPSDA	Cashbook	PSDA - Mthly dividened		712.71
7	31/10/2019	b/tclaprop	Cashbook	Property Fund Jul-Sept dividnd		8,372.95
7	31/10/2019	b/tfrliq	Cashbook	Liq Acct - monthly interest		9.56
7	31/10/2019	B/TB/Res	Cashbook	Bus Res monthly interest		0.05
8	04/11/2019	B/TfrPSDA	Cashbook	PSDA - Monthly dividend		613.63
8	29/11/2019	B/TfrLiqAc	Cashbook	Liquidity mthly interest		9.38

A/c Code 1096 Interest & Dividends Received

Centre 101 Corporate Management

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
8	29/11/2019	b/tfrBusRe	Cashbook	Bus Res monthly interest		0.04	
9	03/12/2019	B/TfrPSDA	Cashbook	PSDA monthly dividend		530.33	
9	31/12/2019		Cashbook	Gross Intesest		5.96	
9	31/12/2019		Cashbook	Savings A/C Gross interest		0.05	
10	03/01/2020		Cashbook	PSDA Monthly dividend		519.64	
Account Interest & Dividends Received					Account Totals	43,512.26	64,871.50
Centre Corporate Management					Net Balance Month 10		21,359.24

A/c Code 4051 BANK & LOAN CHARGES

Annual Budget 60

Centre 101 Corporate Management

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Opening Balance	0.00	
9	31/12/2019	CHG	Cashbook	Y/Council A/c Referal fee	20.00		
Account BANK & LOAN CHARGES					Account Totals	20.00	0.00
Centre Corporate Management					Net Balance Month 10	20.00	

A/c Code 4056 AUDIT FEES

Annual Budget 2,750

Centre 101 Corporate Management

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Opening Balance	0.00	
1	01/04/2019	1483	Journal	Accrue 18/19 External Audit		2,000.00	
1	01/04/2019	1483	Journal	Accrue 18/19 Internal Audit		750.00	
4	01/07/2019	GRE04	Purchase Ledger	FY18-19 interim, y/e audit/965	600.00		
4	01/07/2019	GRE04	Purchase Ledger	FY18-19 int audit travel/965	88.20		
5	21/08/2019	MAZ01	Purchase Ledger	FY'18-'19 External audit/9730	2,000.00		
8	25/11/2019	GRE04	Purchase Ledger	Interim internal audit:6.11/99	300.00		
8	25/11/2019	GRE04	Purchase Ledger	Int intaudit:6.11 travel/9990	85.50		
Account AUDIT FEES					Account Totals	3,073.70	2,750.00
Centre Corporate Management					Net Balance Month 10	323.70	

A/c Code 4057 ACCOUNTANCY & SOFTWARE

Annual Budget 1,700

Centre 101 Corporate Management

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
1	01/04/2019	1483	Journal	Accrue 18/19 Financials		1,000.00
1	01/04/2019	1484	Journal	Prepaid software support	721.41	
2	28/05/2019	DCK01	Purchase Ledger	Fin Cons FY18-19 y/end close/9	472.33	

A/c Code 4057 ACCOUNTANCY & SOFTWARE

Centre 101 Corporate Management

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
3	06/06/2019	DCK01	Purchase Ledger	FY18-19 financial statements/9	525.00		
10	09/01/2020	RBS01	Purchase Ledger	10140-MTD Omega upgrade	59.00		
Account ACCOUNTANCY & SOFTWARE					Account Totals	1,777.74	1,000.00
Centre Corporate Management					Net Balance Month 10	777.74	

A/c Code 4059 OTHER PROFESSIONAL FEES

Centre 101 Corporate Management

Annual Budget 0

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
1	30/04/2019	BUS01	Purchase Ledger	H R at Clerk's appraisal/9404	221.45		
1	30/04/2019	1504	Journal	Tfr Clerk appraisal to 191		221.45	
Account OTHER PROFESSIONAL FEES					Account Totals	221.45	221.45
Centre Corporate Management					Net Balance Month 10		0.00

A/c Code 4061 CCLA Management Fees

Centre 101 Corporate Management

Annual Budget 4,000

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
1	01/04/2019	1483	Journal	Accrue CCLA mngmt fee		985.10	
1	30/04/2019	b/tfrPFund	Cashbook	CCLA Property Fund:Jan-Mar19	985.10		
4	31/07/2019	b/t prop	Cashbook	property fund acct/apr-jun mgm	991.71		
7	31/10/2019	b/tcclapro	Cashbook	Property Fund Jul-Sept mgt fee	1,012.85		
Account CCLA Management Fees					Account Totals	2,989.66	985.10
Centre Corporate Management					Net Balance Month 10	2,004.56	

A/c Code 4007 CONFERENCE COSTS

Centre 102 Democratic Rep'n & Mgmt

Annual Budget 1,000

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
3	17/06/2019	NAL01	Purchase Ledger	M.Kennedy June Nalc/9537	211.49		
Account CONFERENCE COSTS					Account Totals	211.49	0.00
Centre Democratic Rep'n & Mgmt					Net Balance Month 10	211.49	

A/c Code	4008 TRAINING/COURSES	Annual Budget	1,400
Centre	102 Democratic Rep'n & Mgmt	Committed	0
Month	Date	Reference	Source
			Transaction Detail
			Debit
			Credit
			Opening Balance
			0.00
3	12/06/2019	B/TFRBATPC	Cashbook Cllrs S.G & R.M cllr train12.6
			60.00
4	01/07/2019	GIL01	Purchase Ledger PO5397-CE coaching/9583
			25.00
4	01/07/2019	GIL01	Purchase Ledger PO5397-CE coaching/9583
			75.00
8	26/11/2019	GIL01	Purchase Ledger CE x 2hrs-21.10.19/9995
			100.00
		Account	TRAINING/COURSES
			Account Totals
			260.00
			0.00
		Centre	Democratic Rep'n & Mgmt
			Net Balance Month 10
			260.00

A/c Code	4009 TRAVEL	Annual Budget	350
Centre	102 Democratic Rep'n & Mgmt	Committed	0
Month	Date	Reference	Source
			Transaction Detail
			Debit
			Credit
			Opening Balance
			0.00
1	09/04/2019	B/TFRABB01	Cashbook Deputy Mayor Feb&Mar travel
			57.51
1	09/04/2019	B/TFRKWAT	Cashbook Mayor Feb-March travel claim
			54.62
2	30/05/2019	B/TFRKWATT	Cashbook Cllr K Wattingham-mayor travel
			26.43
4	16/07/2019	B/TFRTMCMA	Cashbook Cllr T McMahon-Dep Mayor trave
			6.83
4	16/07/2019	B/TFRWAT	Cashbook Cllr Wattingham DM/consort trv
			23.44
10	06/01/2020	KEN03	Purchase Ledger 10068-Cll Kennedy travel expen
			218.57
10	06/01/2020	KEN03	Purchase Ledger 10069-Cllr Kennedy Travel expe
			37.80
		Account	TRAVEL
			Account Totals
			425.20
			0.00
		Centre	Democratic Rep'n & Mgmt
			Net Balance Month 10
			425.20

A/c Code	4020 MISC. ESTABLISH.COST	Annual Budget	400
Centre	102 Democratic Rep'n & Mgmt	Committed	0
Month	Date	Reference	Source
			Transaction Detail
			Debit
			Credit
			Opening Balance
			0.00
1	18/04/2019	CEN04	Purchase Ledger Annual Towns Meeting venue/939
			5.00
2	17/05/2019	THR02	Purchase Ledger PO5374- HRTC AGM video-15.5/94
			150.00
3	03/06/2019	AMAZON5481	Cashbook PO5481-Minute folder
			62.22
		Account	MISC. ESTABLISH.COST
			Account Totals
			217.22
			0.00
		Centre	Democratic Rep'n & Mgmt
			Net Balance Month 10
			217.22

A/c Code	4024 SUBSCRIPTIONS	Annual Budget	2,800
Centre	102 Democratic Rep'n & Mgmt	Committed	0
Month	Date	Reference	Source
			Transaction Detail
			Debit
			Credit
			Opening Balance
			0.00
1	01/04/2019	1484	Journal Prepaid SLCC membership
			304.50

A/c Code 4024 SUBSCRIPTIONS

Centre 102 Democratic Rep'n & Mgmt

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
1	01/04/2019	ICCM01	Purchase Ledger	ICCM membe renew Corp9687/9351	95.00		
1	01/04/2019	1546	Journal	Jrnl1484 error & correction	609.00		
3	01/06/2019	BATPC	Purchase Ledger	BATPC 2019/20 affiliation/9473	2,101.00		
6	10/09/2019	D/CAAT	Cashbook	AAT - Fin Officer membership	99.00		
9	03/12/2019	D/DICO	Cashbook	ICO - annual renewal	35.00		
9	27/12/2019	D/CARD	Cashbook	Amazon Prime	7.99		
10	01/01/2020	SLC01	Purchase Ledger	10074-SLCC Subscription	421.00		
10	09/01/2020		Cashbook	Amazon Prime Refund		7.99	
Account SUBSCRIPTIONS					Account Totals	3,367.99	312.49
Centre Democratic Rep'n & Mgmt					Net Balance Month 10	3,055.50	

A/c Code 4104 HOSPITALITY ALLNCE

Centre 102 Democratic Rep'n & Mgmt

Annual Budget 200

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
4	31/07/2019	1497	Journal	July P/C - TCA-s/pK lunch	2.80		
5	16/08/2019	1503	Journal	P/Cash: hospitality w/experien	6.15		
9	10/12/2019	D/C-MOR	Cashbook	Xmas TC & Staff meetings	101.28		
Account HOSPITALITY ALLNCE					Account Totals	110.23	0.00
Centre Democratic Rep'n & Mgmt					Net Balance Month 10	110.23	

A/c Code 4131 ELECTION COSTS

Centre 102 Democratic Rep'n & Mgmt

Annual Budget 15,000

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
7	16/10/2019	CEN04	Purchase Ledger	May'19 election costs/9930	14,548.83		
Account ELECTION COSTS					Account Totals	14,548.83	0.00
Centre Democratic Rep'n & Mgmt					Net Balance Month 10	14,548.83	

A/c Code 1082 INC-LETTINGS

Centre 190 Central Services

Annual Budget 150

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance						0.00
3	26/06/2019	Led No 1	Sales Ledger	Sales Daybook Summary 846		15.00

A/c Code 1082 INC-LETTINGS

Centre 190 Central Services

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Account INC-LETTINGS	0.00	15.00
				Centre Central Services	Net Balance Month 10	
					0.00	15.00

A/c Code 1091 Income Miscellaneous

Centre 190 Central Services

Annual Budget 100

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
2	01/05/2019	P/S102096	Cashbook	Clr photocopying		1.00
2	01/05/2019	P/S102096	Cashbook	HRHS Printing		3.20
3	25/06/2019	P/S102100	Cashbook	Photocopying income		1.08
3	26/06/2019	Led No 1	Sales Ledger	Sales Daybook Summary 846		68.50
4	10/07/2019	p/s102104	Cashbook	H R Heritage p/copying		10.00
4	19/07/2019	Bank t/fr	Cashbook	Natwest acct: 45810974 tfr		5.74
6	04/09/2019	P/S102115	Cashbook	Photocopying income		5.60
6	13/09/2019	P/S102117	Cashbook	H R Heritage photocopying		10.00
6	26/09/2019	P/S102119	Cashbook	P/Copy Income		1.50
8	22/11/2019	P/S102132	Cashbook	Photocopying income		1.95
8	22/11/2019	P/S102132	Cashbook	Sale of souvenir		0.84
8	22/11/2019	P/S102132	Cashbook	Photocopying income		0.30
9	17/12/2019	P/S102135	Cashbook	Printing		7.62
				Account Income Miscellaneous	0.00	117.33
				Centre Central Services	Net Balance Month 10	
					0.00	117.33

A/c Code 4008 TRAINING/COURSES

Centre 190 Central Services

Annual Budget 2,000

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
2	08/05/2019	TRA04	Purchase Ledger	S. Stennett L4 Fin Sta/9435	85.00	
3	20/06/2019	STJ01	Purchase Ledger	PO5326/C. Evans 1st aid/9534	135.00	
5	22/08/2019	SLC01	Purchase Ledger	PO5570-CILCA-T.Earnshaw/9741	350.00	
10	13/01/2020	ICCM01	Purchase Ledger	10133-TL Cemetery training	135.00	
				Account TRAINING/COURSES	705.00	0.00
				Centre Central Services	Net Balance Month 10	
					705.00	

A/c Code 4009 TRAVEL

Centre 190 Central Services

Annual Budget 350

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
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A/c Code 4009 TRAVEL

Centre 190 Central Services

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	01/04/2019	1483	Journal	Accrue Staff Travel		57.26
1	23/04/2019	BED04	Purchase Ledger	March staff travel costs/9398	57.26	
1	30/04/2019	1487	Journal	April P/C - car park ticket	0.58	
1	30/04/2019	1487	Journal	April P/C - car park ticket	0.84	
1	30/04/2019	1487	Journal	April P/C - car park ticket	1.25	
2	21/05/2019	BED04	Purchase Ledger	April staff travel costs/9501	43.55	
3	24/06/2019	BED04	Purchase Ledger	May staff travel/9548	4.55	
4	23/07/2019	BED04	Purchase Ledger	June staff travel costs/9668	14.50	
5	21/08/2019	BED04	Purchase Ledger	July staff travel costs/9744	15.60	
6	13/09/2019	1507	Journal	P/C:1-13.9.19 - travel CBC	1.25	
6	23/09/2019	BED04	Purchase Ledger	Aug staff travel costs/9812	26.00	
7	22/10/2019	BED04	Purchase Ledger	Sept staff travel costs/9932	128.82	
8	19/11/2019	1538	Journal	P/C 30.10-19.11.19 Knife Crime	7.35	
8	22/11/2019	BED04	Purchase Ledger	Oct travel costs/9989	19.57	
8	25/11/2019	B/TFRSTE01	Cashbook	S.Stennett travel CCLA-26.11	52.40	
9	13/12/2019	1547	Journal	P/C 4-13.12.19-staff parking	0.83	
9	18/12/2019	BED04	Purchase Ledger	10072-Dec Travel costs	353.75	
		Account TRAVEL		Account Totals	728.10	57.26
		Centre Central Services		Net Balance Month 10	670.84	

A/c Code 4011 RATES

Annual Budget 7,200

Centre 190 Central Services

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	01/04/2019	CEN03	Purchase Ledger	NNDR:1.4.19 - 31.3.20/9454	6,996.75	
		Account RATES		Account Totals	6,996.75	0.00
		Centre Central Services		Net Balance Month 10	6,996.75	

A/c Code 4012 WATER RATES

Annual Budget 350

Centre 190 Central Services

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	05/04/2019	THR01	Purchase Ledger	Office water:3.10-4.4.19/9377	46.91	
1	09/04/2019	ANG01	Purchase Ledger	Offices sewage:17.10-16.4/9391	104.88	
7	05/10/2019	THR01	Purchase Ledger	Office water:Apr-Oct'19/9848	43.57	
7	16/10/2019	ANG01	Purchase Ledger	Off sewage:16.4-15.10.19/9929	91.79	

A/c Code 4012 WATER RATES

Centre 190 Central Services

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Account WATER RATES					Account Totals	287.15	0.00
Centre Central Services					Net Balance Month 10	287.15	

A/c Code 4014 ELECTRICITY

Centre 190 Central Services

Annual Budget 1,400

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
2	01/05/2019	AMP02	Purchase Ledger	Offices electric:1.2-28.2/9521	109.25		
2	01/05/2019	AMP02	Purchase Ledger	Office electric:April/9525	101.91		
3	01/06/2019	AMP02	Purchase Ledger	Office May electric/9546	89.83		
4	01/07/2019	AMP02	Purchase Ledger	Office June electric/9624	94.39		
5	01/08/2019	AMP02	Purchase Ledger	July office electric/9712	103.49		
6	01/09/2019	AMP02	Purchase Ledger	Offices August electric/9785	96.57		
7	01/10/2019	AMP02	Purchase Ledger	Office Sept ele/9867	96.65		
8	01/11/2019	AMP02	Purchase Ledger	Offices Oct ele/9970	114.57		
9	01/12/2019	AMP02	Purchase Ledger	Novemeber office ele/10029	131.90		
10	01/01/2020	AMP02	Purchase Ledger	10098-Electricity offices	115.10		
Account ELECTRICITY					Account Totals	1,053.66	0.00
Centre Central Services					Net Balance Month 10	1,053.66	

A/c Code 4015 GAS

Centre 190 Central Services

Annual Budget 1,300

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
3	04/06/2019	BRI01	Purchase Ledger	Offices gas:1.3.19-31.5.19/949	468.51		
6	03/09/2019	BRI01	Purchase Ledger	Office ele:31.5-30.8.19/9800	75.53		
6	03/09/2019	1527	Journal	Transpose: off ele:31.5-30.8		75.53	
6	03/09/2019	1527	Journal	OFFICE GAS :31.5-30.8	75.53		
9	03/12/2019	BRI01	Purchase Ledger	Office gas:31.8-30.11.19/10004	311.41		
Account GAS					Account Totals	930.98	75.53
Centre Central Services					Net Balance Month 10	855.45	

A/c Code 4017 HEALTH & SAFETY

Centre 190 Central Services

Annual Budget 300

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	01/04/2019	1483	Journal	Accrue PAT Testing		160.20

A/c Code 4017 HEALTH & SAFETY

Centre 190 Central Services

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
1	09/04/2019	JME01	Purchase Ledger	PO5334-FY18-19 Pat testx5	160.20		
1	09/04/2019	B/TFRCENG	Cashbook	C.England VDU glasses allowanc	34.99		
6	18/09/2019	BRO01	Purchase Ledger	S. Gelsthorp eye exam/9782	22.31		
9	17/12/2019	THE01	Purchase Ledger	1005+-Adult Defib pads	42.00		
10	01/01/2020	MAR01	Purchase Ledger	10145-D Marsh eye test	22.31		
10	21/01/2020	ASI01	Purchase Ledger	10105-Reinspection survey	150.00		
Account HEALTH & SAFETY					Account Totals	431.81	160.20
Centre Central Services					Net Balance Month 10	271.61	

A/c Code 4020 MISC. ESTABLISH.COST

Centre 190 Central Services

Annual Budget 150

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
1	08/04/2019	GEN04	Purchase Ledger	Mayor's events venue	10.00		
2	01/05/2019	P/S102096	Cashbook	Mayor's CBC Inv7010345085 repa		10.00	
2	31/05/2019	1488	Journal	May P/C- Miscellaneous Items	15.00		
3	05/06/2019	LOO01	Purchase Ledger	Loo Awards/9479	137.00		
4	01/07/2019	BRI02	Purchase Ledger	PO5402-Office b/band upgrade/9	63.50		
7	07/10/2019	1509	Journal	P/C 14.9-7.10 - P/S GymOpening	12.70		
7	28/10/2019	1520	Journal	P/C:9-28.10.19-Misc item	20.00		
Account MISC. ESTABLISH.COST					Account Totals	258.20	10.00
Centre Central Services					Net Balance Month 10	248.20	

A/c Code 4021 COMMUNICATIONS COSTS

Centre 190 Central Services

Annual Budget 2,452

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	30/04/2019	1487	Journal	April P/C - Grnds mobile	5.00	
2	01/05/2019	EE01	Purchase Ledger	Office mobilesx4:24.3-23.4/953	66.98	
2	15/05/2019	SHI02	Purchase Ledger	17/20 BT h/ware lease/7973	107.07	
2	24/05/2019	EE01	Purchase Ledger	Mobilex4-24.4-23.5/9531	68.82	
4	01/07/2019	BRI02	Purchase Ledger	Off frank line:1.6-31.8.1/9629	83.56	
4	01/07/2019	BRI02	Purchase Ledger	Off alarm line:1.6-31.8/9629	80.90	
4	01/07/2019	BRI02	Purchase Ledger	Off b/band:1.6-31.8/9629	160.95	
4	01/07/2019	BRI02	Purchase Ledger	Office BT cloud:1.6-31.8/9630	276.38	
4	01/07/2019	EE01	Purchase Ledger	Officers x 4-June/9702	67.44	
4	24/07/2019	EE01	Purchase Ledger	Officersx4 mobile-July/9704	67.90	
5	01/08/2019	SHI02	Purchase Ledger	BT Cloud h/ware 18/20 lease/97	72.07	
5	09/08/2019	B/TFR ERRO	Cashbook	Techies ltd - overpayment	25,250.40	
5	12/08/2019	B/Tfr Tech	Cashbook	Refund overpayment		25,250.40

A/c Code 4021 COMMUNICATIONS COSTS

Centre 190 Central Services

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
6	01/09/2019	EE01	Purchase Ledger	Office x 4 mobile:24.7-23.8/97	69.69	
6	19/09/2019	BRI02	Purchase Ledger	Office b/band:18.6-29.8/9803	154.50	
6	19/09/2019	BRI02	Purchase Ledger	Office frank mc:18.6-29.8/9803	82.88	
6	26/09/2019	BRI02	Purchase Ledger	BT Cloud rent:1.9-30.11.19/981	279.38	
7	01/10/2019	EE01	Purchase Ledger	Officex 4 mobile:24.8-23.9/986	67.44	
8	15/11/2019	SHI02	Purchase Ledger	BT cloud h/ware 19/20lease pay	72.07	
9	01/12/2019	EE01	Purchase Ledger	Offs mobiles:24.9-23.10/10007	67.57	
9	01/12/2019	EE01	Purchase Ledger	Off mob: 24.10-23.11/10008	82.62	
9	26/12/2019	BRI02	Purchase Ledger	10053-Telephone	835.02	
10	24/12/2019	EE01	Purchase Ledger	10148-EE Mobile phones	104.52	
10	24/01/2020	EE01	Purchase Ledger	10149-EE Mobile phones	99.48	

Account COMMUNICATIONS COSTS

Account Totals

28,222.64

25,250.40

Centre Central Services

Net Balance Month 10

2,972.24

A/c Code 4022 POSTAGE

Annual Budget

2,800

Centre 190 Central Services

Committed

0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	09/04/2019	FRA02	Purchase Ledger	Frank m/c rent:11.4-10.7.19/93	60.00	
1	18/04/2019	FRA02	Purchase Ledger	Frank m/c ink/9393	156.50	
1	30/04/2019	1487	Journal	April Postage	110.97	
2	31/05/2019	1488	Journal	May Postage	63.41	
3	27/06/2019	D/CSTAMPS	Cashbook	Royal Mail - 2nd class stamps	30.50	
3	30/06/2019	1528	Journal	June2019 postage	98.50	
4	04/07/2019	1495	Journal	P/C- Postage	4.60	
4	05/07/2019	FRA02	Purchase Ledger	Frank m/c rent:11.7-10.10/9617	60.00	
4	31/07/2019	1497	Journal	July P/C - postage	1.06	
4	31/07/2019	1497	Journal	July 2019 postage	15.41	
5	01/08/2019	FRA02	Purchase Ledger	Frank m/c rental:1.8-31.10./96	82.50	
5	02/08/2019	FRA02	Purchase Ledger	Cancel Inv26523776		60.00
5	31/08/2019	1506	Journal	August 2019 postage	62.92	
6	30/09/2019	1508	Journal	September 2019 postage	93.31	
7	28/10/2019	1520	Journal	P/C:9-28.10.19-postage	4.00	
7	29/10/2019	1521	Journal	P/C- postage to solicitors	26.60	
7	31/10/2019	1539	Journal	October postage	52.44	
8	01/11/2019	FRA02	Purchase Ledger	Frank m/c 2/16 lease/9922	90.00	
8	17/12/2019	1549	Journal	Tfr Xmas OAP cards -4203-305		29.11
9	04/12/2019	1540	Journal	P/C:20.11-3.12.19-postage	11.00	
9	04/12/2019	1540	Journal	November postage	91.23	
10	13/01/2020	FRA02	Purchase Ledger	10131-Postage download	250.00	

A/c Code 4022 POSTAGE

Centre 190 Central Services

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Account Totals	1,364.95	89.11
					Net Balance Month 10	1,275.84	

Account POSTAGE

Centre Central Services

Account Totals

Net Balance Month 10

A/c Code 4023 STATIONERY

Centre 190 Central Services

Annual Budget 1,200

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Opening Balance	0.00	
1	30/04/2019	HER01	Purchase Ledger	PO5448-stationery items/9413	63.73		
2	31/05/2019	1488	Journal	May P/C- Stationary	2.07		
2	31/05/2019	1489	Journal	May P/C Stationary VAT		0.34	
3	21/06/2019	1491	Journal	10/06/2019 PC Stationary	1.90		
4	01/07/2019	HER01	Purchase Ledger	PO5500-stationery items/9581	116.04		
4	15/07/2019	1496	Journal	P/C- Stationary	14.96		
5	16/08/2019	1503	Journal	P/Cash: stationery sundry item	2.00		
7	01/10/2019	HER01	Purchase Ledger	PO5599-stationery items/9877	104.28		
9	01/12/2019	HER01	Purchase Ledger	PO5635-stationery items/10013	81.17		
9	12/12/2019	D/CPO5670	Cashbook	PO5670-Office stamp	48.25		
					Account Totals	434.40	0.34
					Net Balance Month 10	434.06	

Account STATIONERY

Centre Central Services

Account Totals

Net Balance Month 10

A/c Code 4025 INSURANCE

Centre 190 Central Services

Annual Budget 18,000

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Opening Balance	0.00	
2	13/05/2019	ZUR01	Purchase Ledger	Insurance renew:1.6.19-31.5.20	11,907.13		
					Account Totals	11,907.13	0.00
					Net Balance Month 10	11,907.13	

Account INSURANCE

Centre Central Services

Account Totals

Net Balance Month 10

A/c Code 4026 COMPUTER COSTS

Centre 190 Central Services

Annual Budget 3,340

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
1	01/04/2019	1484	Journal	Prepaid Techies contract	2,111.00	
3	06/06/2019	TEC01	Purchase Ledger	T/Plan mailbox chgs/9519	36.00	
3	06/06/2019	TEC01	Purchase Ledger	Clrs HRTC emailsx14/9520	252.00	
4	04/07/2019	1495	Journal	P/C- Office Supplies	29.63	
4	11/07/2019	TEC01	Purchase Ledger	24998/5530/System Upgrades x 2	338.00	

A/c Code 4026 COMPUTER COSTS

Centre 190 Central Services

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
5	30/08/2019	TEC01	Purchase Ledger	IT Silver contract:9.10-8.4.20	900.00	
5	30/08/2019	TEC01	Purchase Ledger	IT Silver contract:9.4-8.10.20	900.00	
6	23/09/2019	TEC01	Purchase Ledger	Server warranty:6.10-31.12/982	60.00	
7	21/10/2019	TEC01	Purchase Ledger	IT extra support Nov-Mar'20/99	990.09	
7	21/10/2019	TEC01	Purchase Ledger	IT extra supportApr-Oct'20/99	1,386.11	

Account COMPUTER COSTS

Account Totals

7,002.83

0.00

Centre Central Services

Net Balance Month 10

7,002.83

A/c Code 4027 PHOTOCOPIER CHARGES

Annual Budget

1,700

Centre 190 Central Services

Committed

0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	01/04/2019	1483	Journal	Accrue Photocopy Charges		177.00
1	30/04/2019	GRE05	Purchase Ledger	P/Copier lease document fee/94	100.00	
1	30/04/2019	GRE05	Purchase Ledger	P/Copier pre-lease rental/9442	77.00	
1	30/04/2019	GRE05	Purchase Ledger	P/Copier prelease charge/9443	99.00	
1	30/04/2019	GRE05	Purchase Ledger	P/Copier insurance/9450	84.06	
2	22/05/2019	GRE05	Purchase Ledger	Credit Inv208410/2019		84.06
3	01/06/2019	PLA01	Purchase Ledger	P/Copier colx17493/9561	349.86	
3	01/06/2019	PLA01	Purchase Ledger	P/Copier monox26367/9561	52.73	
4	01/07/2019	GRE05	Purchase Ledger	P/Copier lease:1.7-30.9.19/961	99.00	
6	16/09/2019	PLA01	Purchase Ledger	P/Copier Mono x 26367/9773	52.73	
6	16/09/2019	PLA01	Purchase Ledger	P/CopierCol x 17493/9773	349.86	
6	22/09/2019	GRE05	Purchase Ledger	P/Copier 2/20 lease/9820	99.00	

Account PHOTOCOPIER CHARGES

Account Totals

1,363.24

261.06

Centre Central Services

Net Balance Month 10

1,102.18

A/c Code 4036 PROPERTY MAINTENANCE

Annual Budget

5,000

Centre 190 Central Services

Committed

0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	30/04/2019	1487	Journal	April P/C - office supplies	11.74	
1	30/04/2019	1487	Journal	April P/C - office PO item	2.00	
2	18/05/2019	LEE03	Purchase Ledger	Office windows-17.5.19/9447	50.00	
2	31/05/2019	1488	Journal	May P/C- Property Maintenance	22.91	
2	31/05/2019	1488	Journal	May P/C- Property Maintenance	2.00	
2	31/05/2019	1489	Journal	May P/C Office Supplies VAT		0.40
2	31/05/2019	PRE07	Purchase Ledger	Ladies sanitation bin pa/9502	75.00	
3	05/06/2019	PHS01	Purchase Ledger	PO5492- sanitation supplies	66.63	
3	21/06/2019	1491	Journal	21/06/2019 PC Office Supplies	6.19	

A/c Code 4036 PROPERTY MAINTENANCE
 Centre 190 Central Services

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
3	21/06/2019	1491	Journal	04/06/2019 PC Milk	2.00		
3	21/06/2019	1491	Journal	10/06/2019 PC Milk	1.00		
4	15/07/2019	1496	Journal	P/C- Office Supplies	4.84		
4	31/07/2019	1497	Journal	July P/C - office supplies	11.64		
4	31/07/2019	1497	Journal	July P/C - milk	2.00		
5	01/08/2019	MCS01	Purchase Ledger	Office cleaning items/9725	123.22		
5	16/08/2019	1503	Journal	P/Cash: office supplies	3.10		
5	20/08/2019	JME01	Purchase Ledger	PO5457-Off 5 yr ele inspect/97	561.00		
5	31/08/2019	1506	Journal	P/C 17-30.8.19-office supplies	1.15		
6	01/09/2019	CRO01	Purchase Ledger	PO5540-Refuse bags/9772	39.43		
6	07/09/2019	PHS01	Purchase Ledger	PO5584-sanitation items/9766	37.89		
6	13/09/2019	1507	Journal	P/C:1-13.9.19 - off supplies	8.73		
6	13/09/2019	1507	Journal	P/C:1-13.9.19 - off supplies	2.00		
6	19/09/2019	BRI02	Purchase Ledger	Office alarm:18.6-29.8/9803	82.50		
7	01/10/2019	ECO01	Purchase Ledger	PO5612-Replace office boiler/9	2,990.00		
7	07/10/2019	1509	Journal	P/C 14.9-7.10 - office supplie	4.97		
7	09/10/2019	SCR02	Purchase Ledger	Office sundry item/9874	7.89		
7	28/10/2019	1520	Journal	P/C:9-28.10.19-office supplies	14.03		
7	30/10/2019	D/CB&M	Cashbook	Office supplies	1.99		
8	21/11/2017	B/TFRMCSW/	Cashbook	WB Incorrect payment re C/N902		112.48	
8	01/11/2019	PHS01	Purchase Ledger	Sanitation supplies/9936	73.78		
8	19/11/2019	1538	Journal	P/C 30.10-19.11.19 off supplie	12.57		
9	01/12/2019	BQ01	Purchase Ledger	Office items/10042	59.88		
9	01/12/2019	BQ01	Purchase Ledger	Office items/10044	16.27		
9	01/12/2019	SCR02	Purchase Ledger	Office items/10045	32.38		
9	01/12/2019	SCR02	Purchase Ledger	10066-Light tubes/adhesive	59.88		
9	07/12/2019	PHS01	Purchase Ledger	PO5668-sanitation items/10016	80.81		
9	09/12/2019	MCS01	Purchase Ledger	PO5669-sanitation items/10024	70.90		
9	13/12/2019	1547	Journal	P/C 4-13.12.19 - office item	1.15		
10	01/12/2019	SCR02	Purchase Ledger	10066-Light Tunes/Grab adhesiv		59.88	
Account PROPERTY MAINTENANCE					Account Totals	4,543.47	172.76
Centre Central Services					Net Balance Month 10	4,370.71	

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Annual Budget	600
					Committed	0
					Opening Balance	0.00
1	01/04/2019	1484	Journal	Prepaid Alarm Monitoring	218.80	
7	10/10/2019	FIR02	Purchase Ledger	Office emergency lights/9862	177.50	
7	17/10/2019	FIR02	Purchase Ledger	Fire safety equip service/9935	220.00	
9	31/12/2019	AAA01	Purchase Ledger	10046-Alarm Maint 1.2-31.1.21	486.21	

A/c Code 4038 MAINTENANCE CONTRACTS

Centre 190 Central Services

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Account				MAINTENANCE CONTRACTS	Account Totals	1,102.51	0.00
Centre				Central Services	Net Balance Month 10	1,102.51	

A/c Code 4042 Equipment Repairs & Maintenance

Centre 190 Central Services

Annual Budget 1,000

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
3	06/06/2019	AMAZON5493	Cashbook	PO5493- Officer chairs x 2	199.98		
3	18/06/2019	D/CPO5504	Cashbook	PO5504-Laptop wifi doogle	9.48		
Account				Equipment Repairs & Maintenance	Account Totals	209.46	0.00
Centre				Central Services	Net Balance Month 10	209.46	

A/c Code 4059 OTHER PROFESSIONAL FEES

Centre 190 Central Services

Annual Budget 10,000

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
1	01/04/2019	1483	Journal	Accrue Prof Fees		10,483.16	
1	15/04/2019	REN02	Purchase Ledger	PO5446-Dog Knl Down waste/9408	500.00		
1	26/04/2019	SOL01	Purchase Ledger	PO5461-Ext investigate3.5 o/ch		2,152.50	
1	26/04/2019	SOL01	Purchase Ledger	PO5461-ext investigatex6.5/941	3,997.50		
1	26/04/2019	SOL01	Purchase Ledger	PO5461-ext investigatex3.5 o/c	2,152.50		
1	26/04/2019	SOL01	Purchase Ledger	PO5461-ext investigate exps	235.66		
2	01/05/2019	ROB01	Purchase Ledger	PO5294-Replace off prof fee/95	1,500.00		
2	08/05/2019	BRY01	Purchase Ledger	PO5440-D/Knl travellers baliff	3,496.51		
3	07/06/2019	LEE02	Purchase Ledger	Dog Knl Down-caravan removal/9	200.00		
4	04/07/2019	P/S102102	Cashbook	Compensation-WAY Min9750&9982		500.00	
4	11/07/2019	BRY01	Purchase Ledger	PO5498-D/Knl Dwn eviction/9614	564.64		
4	30/07/2019	ROB01	Purchase Ledger	PO5294-Stage 2 consultation/96	2,250.00		
5	06/08/2019	SRW01	Purchase Ledger	PO5306-New Office consultation	875.00		
5	31/08/2019	1525	Journal	HAV tests to 4059-291		1,520.00	
5	31/08/2019	1536	Journal	HAV testing to 4059-191	1,520.00		
6	30/09/2019	BRY01	Purchase Ledger	PO5563-P/S eviction/9838	427.00		
7	08/10/2019	SLC01	Purchase Ledger	Staff capacity-MinPE85/9863	2,050.00		
Account				OTHER PROFESSIONAL FEES	Account Totals	19,768.81	14,655.66
Centre				Central Services	Net Balance Month 10	5,113.15	

A/c Code	4001 STAFF SALARIES				Annual Budget	389,006	
Centre	191 Personnel/Staff Costs				Committed	0	
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
1	23/04/2019	BED04	Purchase Ledger	April staff salaries/9398	30,944.45		
1	26/04/2019	BED02	Purchase Ledger	March'19 G. Twiss pension/9406	49.38		
2	20/05/2019	BED02	Purchase Ledger	April G.Twiss pension/9427	50.30		
2	21/05/2019	BED04	Purchase Ledger	May staff salarystcosts/9501	30,816.59		
3	24/06/2019	BED04	Purchase Ledger	June staff salaries/9548	31,368.41		
4	22/07/2019	BED02	Purchase Ledger	G.Twiss June pension/9646	50.57		
4	23/07/2019	BED04	Purchase Ledger	July staff salaries/9668	31,014.97		
5	01/08/2019	BED02	Purchase Ledger	G. Twiss May 2019 pension/9731	50.57		
5	21/08/2019	BED04	Purchase Ledger	August staff salaries/9744	31,174.23		
5	22/08/2019	BED02	Purchase Ledger	G. Twiss July pension/9738	50.57		
6	06/09/2019	BED02	Purchase Ledger	August G.Twiss pension/9764	50.57		
6	23/09/2019	BED04	Purchase Ledger	Sept staff salaries costs/9812	31,107.30		
7	18/10/2019	BED02	Purchase Ledger	Sept'19 G.Twiss pension/9903	50.57		
7	22/10/2019	BED04	Purchase Ledger	October staff salary costs/993	30,686.41		
8	20/11/2019	BED02	Purchase Ledger	Oct G.Twiss pension/9981	50.57		
8	22/11/2019	BED04	Purchase Ledger	Nov salaries & allowances/9989	31,531.73		
9	13/12/2019	BED02	Purchase Ledger	Nov G.Twiss pension/10040	50.57		
9	18/12/2019	BED04	Purchase Ledger	10072-Dec salaries& allowances	30,909.32		
10	22/01/2020	BED04	Purchase Ledger	10106-Salaries Jan 20	38,598.06		
Account STAFF SALARIES					Account Totals	318,605.14	0.00
Centre Personnel/Staff Costs					Net Balance Month 10	318,605.14	

A/c Code	4002 EMPLOYERS N.I				Annual Budget	39,900	
Centre	191 Personnel/Staff Costs				Committed	0	
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
1	23/04/2019	BED04	Purchase Ledger	April staff NICs costs/9398	2,774.82		
2	21/05/2019	BED04	Purchase Ledger	May staff NICs costs/9501	2,760.11		
3	24/06/2019	BED04	Purchase Ledger	June staff NICs costs/9548	2,785.96		
4	23/07/2019	BED04	Purchase Ledger	July staff NICs costs/9668	2,766.55		
5	21/08/2019	BED04	Purchase Ledger	August NICs costs/974	2,795.42		
6	23/09/2019	BED04	Purchase Ledger	Sept staff NICs costs/9812	2,874.07		
7	22/10/2019	BED04	Purchase Ledger	October NICs costs/9932	2,697.00		
8	22/11/2019	BED04	Purchase Ledger	Nov NICs/9989	2,995.74		
9	18/12/2019	BED04	Purchase Ledger	10072-Dec 19 Er's NI	2,802.29		
10	20/01/2020	BED02	Purchase Ledger	10135-Pension added years Twis	50.57		
10	22/01/2020	BED04	Purchase Ledger	10106-Er's NI Jan 20	3,013.77		
Account EMPLOYERS N.I					Account Totals	28,316.30	0.00
Centre Personnel/Staff Costs					Net Balance Month 10	28,316.30	

A/c Code	4003 EMPLOYERS SUPERANN.				Annual Budget	94,900
Centre	191 Personnel/Staff Costs				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	23/04/2019	BED04	Purchase Ledger	April staff pension costs/9398	6,947.01	
2	21/05/2019	BED04	Purchase Ledger	May staff pension costs/9501	6,922.15	
3	24/06/2019	BED04	Purchase Ledger	June staff pension costs/9548	6,994.19	
4	23/07/2019	BED04	Purchase Ledger	July staff pension costs/9668	6,877.01	
5	21/08/2019	BED04	Purchase Ledger	August Pension costs/9744	6,655.23	
6	23/09/2019	BED04	Purchase Ledger	Sept staff pension costs/9812	6,758.82	
7	22/10/2019	BED04	Purchase Ledger	October pension costs/9932	6,463.14	
8	22/11/2019	BED04	Purchase Ledger	Nov pension/9989	7,206.93	
9	18/12/2019	BED04	Purchase Ledger	10072-Dec 19 Er's Pension	6,811.15	
10	22/01/2020	BED04	Purchase Ledger	10106-Er's Pension Jan 20	6,627.04	
		Account	EMPLOYERS SUPERANN.	Account Totals	68,262.67	0.00
		Centre	Personnel/Staff Costs	Net Balance Month 10	68,262.67	

A/c Code	4005 STAFF OVERTIME				Annual Budget	6,493
Centre	191 Personnel/Staff Costs				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	01/04/2019	1483	Journal	Accrue Staff overtime		832.90
1	23/04/2019	BED04	Purchase Ledger	March staff overtime cost/9398	832.90	
2	21/05/2019	BED04	Purchase Ledger	April staff o/time costs/9501	734.32	
3	24/06/2019	BED04	Purchase Ledger	May staffo/time costs /9548	1,031.10	
4	23/07/2019	BED04	Purchase Ledger	June staff overtime costs/9668	538.77	
5	21/08/2019	BED04	Purchase Ledger	July staff overtime costs/9744	926.81	
6	23/09/2019	BED04	Purchase Ledger	Aug staff o/time costs/9812	1,517.53	
7	22/10/2019	BED04	Purchase Ledger	Sept o/time staff costs/9932	119.69	
8	22/11/2019	BED04	Purchase Ledger	Oct & Nov o/time/9989	2,396.56	
9	18/12/2019	BED04	Purchase Ledger	10072-Dec 19 O/Time	1,090.56	
10	22/01/2020	BED04	Purchase Ledger	10106-Jan 20 O/Time	345.17	
		Account	STAFF OVERTIME	Account Totals	9,533.41	832.90
		Centre	Personnel/Staff Costs	Net Balance Month 10	8,700.51	

A/c Code	4059 OTHER PROFESSIONAL FEES				Annual Budget	6,000
Centre	191 Personnel/Staff Costs				Committed	1,838
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	01/04/2019	BUS01	Purchase Ledger	April HR Support/9333	105.00	
1	23/04/2019	BED04	Purchase Ledger	April payroll admin/9398	65.00	
1	30/04/2019	1504	Journal	Tfr Clerk appraisal ex 101	221.45	
2	01/05/2019	BUS01	Purchase Ledger	May'19 HR support/9460	105.00	

A/c Code 4059 OTHER PROFESSIONAL FEES

Centre 191 Personnel/Staff Costs

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
2	21/05/2019	BED04	Purchase Ledger	May payroll admin costs/9501	65.00	
3	01/06/2019	BUS01	Purchase Ledger	June H R support/9475	105.00	
3	01/06/2019	HEA01	Purchase Ledger	3/5yr EAP annual fee M9688/955	340.00	
3	24/06/2019	BED04	Purchase Ledger	June salary admin costs/9548	65.00	
4	01/07/2019	BUS01	Purchase Ledger	July HR Support/9656	105.00	
4	23/07/2019	BED04	Purchase Ledger	July payroll costs/9668	65.00	
5	01/08/2019	BUS01	Purchase Ledger	HR Support August/9693	105.00	
5	06/08/2019	ELA01	Purchase Ledger	PO5514-HAV 4 testx7 G/Men/9709	525.00	
5	15/08/2019	ELA01	Purchase Ledger	303070/5514/vibration testing	995.00	
5	21/08/2019	BED04	Purchase Ledger	August payroll admin/9744	65.00	
5	31/08/2019	1536	Journal	HAV testing ex 4059-190		1,520.00
6	01/09/2019	BUS01	Purchase Ledger	PO5507-Sept HR Support/9796	204.30	
6	23/09/2019	BED04	Purchase Ledger	Sept salary admin costs/9812	65.00	
7	01/10/2019	BUS01	Purchase Ledger	PO5507-HR Support-Oct'19/9841	204.30	
7	01/10/2019	ELA01	Purchase Ledger	PO5565-HAVS test/9849	350.00	
7	01/10/2019	1526	Journal	PO5565-HAV test to 4059-291		350.00
7	22/10/2019	BED04	Purchase Ledger	Oct payroll admin costs/9932	65.00	
7	30/10/2019	BUS01	Purchase Ledger	PO5636-AG meeting:29.10.19/991	321.18	
8	01/11/2019	BUS01	Purchase Ledger	PO5507-Nov HR support/9940	204.30	
8	06/11/2019	VAL03	Purchase Ledger	PO5637-AG OH-25.11.19/9934	299.00	
8	08/11/2019	WEL01	Purchase Ledger	PO5639-staff legal advice/9944	250.00	
8	22/11/2019	BED04	Purchase Ledger	Nov payroll admin costs/9989	65.00	
9	01/12/2019	BUS01	Purchase Ledger	December HR Support/10011	204.30	
9	18/12/2019	BED04	Purchase Ledger	10072-Dec Payrol admin cost	65.00	
9	27/12/2019	BUS01	Purchase Ledger	10054-Onsite HR Support	404.40	
10	01/01/2020	SLC01	Purchase Ledger	10065-HR Retainer	204.30	
10	01/01/2020	SLC01	Purchase Ledger	10065-HR Retainer		204.30
10	01/01/2020	BUS01	Purchase Ledger	10065-HR Retainer	204.30	
10	10/01/2020	UNI002	Purchase Ledger	10139-A Godly advice	291.67	
10	14/01/2020	DCK01	Purchase Ledger	10129-Accountancy 8.1.20	395.00	
10	22/01/2020	BED04	Purchase Ledger	10106-Jan Payroll admin fee	65.00	
10	28/01/2020	BUS01	Purchase Ledger	10132-HR Support 7.1.20	293.80	

Account	OTHER PROFESSIONAL FEES	Account Totals	7,087.30	2,074.30
Centre	Personnel/Staff Costs	Net Balance Month 10	5,013.00	

A/c Code 4026 COMPUTER COSTS

Annual Budget 2,000

Centre 199 P&R Capital and Projects

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
4	11/07/2019	TEC01	Purchase Ledger	PO5529-Replace computersx5/963	2,000.00	

A/c Code 4026 COMPUTER COSTS
Centre 199 P&R Capital and Projects

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
		Account	COMPUTER COSTS		Account Totals	2,000.00	0.00
		Centre	P&R Capital and Projects		Net Balance Month 10	2,000.00	

**Houghton Regis Town Council
Annual Budget - By Committee
Note: Amended 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	861,916	861,916	861,916	0	904,518	0	0
1096	Interest & Dividends Received	35,000	34,000	21,359	34,000	0	34,000	0	0
	Total Income	869,904	895,916	883,275	895,916	0	938,518	0	0
4051	BANK & LOAN CHARGES	120	60	20	20	0	60	0	0
4056	AUDIT FEES	2,600	2,750	324	2,750	0	2,750	0	0
4057	ACCOUNTANCY & SOFTWARE	1,700	1,724	778	1,700	0	2,600	0	0
4061	CCLA Management Fees	4,000	4,000	2,005	4,000	0	4,000	0	0
	Overhead Expenditure	8,420	8,510	3,126	8,470	0	9,410	0	0
	Movement to/(from) Gen Reserve	861,484	863,159	887,406	880,149	887,446	929,108		
102 Democratic Rep'n & Mgmt									
4007	CONFERENCE COSTS	325	195	1,000	211	700	450	0	0
4008	TRAINING/COURSES	500	225	1,400	260	1,400	700	0	0
4009	TRAVEL	350	601	350	425	350	350	0	0
4020	MISC. ESTABLISH.COST	200	598	400	217	400	400	0	0
4024	SUBSCRIPTIONS	2,600	2,672	2,800	3,056	2,800	3,200	0	0
4104	HOSPITALITY ALLNCE	200	207	200	110	200	200	0	0
4131	ELECTION COSTS	0	8,760	15,000	14,549	14,549	5,000	0	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	0	0

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Houghton Regis Town Council
Annual Budget - By Committee

Note: Amended Officer Draft Budget 2020/21

	2018/19		Total	2019/20				2020/21		
	Budget	Actual		Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
Overhead Expenditure	7,675	8,509	18,261	18,828	17,510	0	10,300	0	0	
Movement to/(from) Gen Reserve	(7,675)	(8,509)	(18,261)	(18,828)	(17,510)	0	(10,300)	0	0	
190 Central Services										
1082 INC-LETTINGS	150	90	150	15	30	0	30	0	0	
1091 Income Miscellaneous	5	1,211	100	117	117	0	100	0	0	
Total Income	155	1,301	250	132	147	0	130	0	0	
4007 CONFERENCE COSTS	890	890	800	0	800	0	800	0	0	
4008 TRAINING/COURSES	777	-100	2,000	705	2,000	0	2,000	0	0	
4009 TRAVEL	300	1,228	350	671	1,000	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	1,054	1,400	0	1,500	0	0	
4015 GAS	1,500	1,491	1,300	855	1,600	0	1,600	0	0	
4017 HEALTH & SAFETY	400	849	300	272	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	2,452	2,972	3,000	0	2,600	0	0	
4022 POSTAGE	2,800	2,463	2,800	1,276	2,000	0	1,800	0	0	
4023 STATIONERY	1,139	1,138	1,200	434	1,200	0	1,200	0	0	
4025 INSURANCE	16,500	16,624	18,000	11,907	12,500	0	14,000	0	0	
4026 COMPUTER COSTS	3,700	4,418	3,340	7,003	7,003	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	1,400	0	0	

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Houghton Regis Town Council
Annual Budget - By Committee

Note: Amended 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	4,371	5,000	0	5,000	0	0
4038 MAINTENANCE CONTRACTS	400	448	600	1,103	1,200	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	5,113	10,000	0	14,000	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	0	0	0
Overhead Expenditure	73,950	87,224	37,126	46,579	36,734	0	63,800	0	0
Movement to/(from) Gen Reserve	<u>(73,795)</u>	<u>(85,922)</u>	<u>(36,876)</u>	<u>(46,446)</u>	<u>(36,587)</u>		<u>(63,670)</u>		
191 Personnel/Staff Costs									
4001 STAFF SALARIES	314,265	363,250	389,006	318,605	389,006	0	408,525	0	0
4002 EMPLOYERS N.I.	29,700	32,539	39,900	28,316	39,900	0	39,852	0	0
4003 EMPLOYERS SUPERANN.	61,380	76,163	94,900	68,263	94,900	0	99,037	0	0
4005 STAFF OVERTIME	5,000	14,134	6,493	8,701	10,000	0	7,000	0	0
4059 OTHER PROFESSIONAL FEES	3,000	3,557	6,000	5,013	8,000	1,838	3,500	0	0
4992 Trs from Earmarked Reserve	0	0	-30,000	0	-30,000	0	-35,000	0	0
Overhead Expenditure	413,345	489,645	506,299	428,898	511,806	1,838	522,914	0	0
Movement to/(from) Gen Reserve	<u>(413,345)</u>	<u>(489,645)</u>	<u>(506,299)</u>	<u>(428,898)</u>	<u>(511,806)</u>		<u>(522,914)</u>		
199 P&R Capital and Projects									
4026 COMPUTER COSTS	0	0	2,000	2,000	2,000	0	5,500	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: Amended 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	5,500	0	0
Movement to/(from) Gen Reserve	0	(200,000)	0	(2,000)	0	0	(5,500)		
Corporate Services - Income	870,059	873,462	896,166	883,408	896,063	0	938,648	0	0
Expenditure	503,390	794,378	570,196	499,431	574,520	1,838	611,924	0	0
Movement to/(from) Gen Reserve	366,669	79,083	325,970	383,977	321,543		326,724		
Total Budget Income	870,059	873,462	896,166	883,408	896,063	0	938,648	0	0
Expenditure	503,390	794,378	570,196	499,431	574,520	1,838	611,924	0	0
Movement to/(from) Gen Reserve	366,669	79,083	325,970	383,977	321,543		326,724		

Corporate Services Committee

101 – Corporate Management

Cost centre:	Code:	Title:	
101	1076	Precept	
2019/20 figure:	2020/21 figure (requested):	Agreed	
834,904	886,822	904518	
Justification:			
Included at the level which maintains increases the Band D by 2%.			

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

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

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

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

Cost centre:	Code:	Title:	
101	4056	Audit fees	
2019/20 figure:	2020/21 figure (requested):	Agreed	
2750	2750	2750	
Justification:			
Budget used for internal audit (interim and year end, total £1,000) and external year end audit (£2000).			

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

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

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

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

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

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

102 – Democratic Representation & Management

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

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

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

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

Cost centre:	Code:	Title:	
102	4009	Travel	

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

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

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

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

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

Cost centre:	Code:	Title:	
102	4024	Subscriptions	

2019/20 figure:	2020/21 figure (requested):	Agreed	
2800	3200	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 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 is increasing its share by 3% but BATPC has agreed to an overall increase of 1% on the current year's fees	
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Cost centre:	Code:	Title:	
102	4104	Hospitality	

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

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

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Cost centre:	Code:	Title:	
102	4131	Election costs	

2019/20 figure:	2020/21 figure (requested):	Agreed	
15000	3000	5000	

Justification:	
Used to fund a by-election if required. Any surplus at year end to transfer into EMR.	

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Cost centre:	Code:	Title:	
102	4997	Trns to EMR	

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

Justification:	
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To build up a fund to finance the next full council election. Member decision to see if a fund could be built up through 102-4131.	
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190 – Central Services

Cost centre:	Code:	Title:	
190	1082	Income lettings	

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

Justification:	
Ad hoc hire of chamber	

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Cost centre:	Code:	Title:	
190	1091	Income Misc	

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

Justification:	
Ad hoc income	

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Cost centre:	Code:	Title:	
190	4007	Conference costs	

2019/20 figure:	2020/21 figure (requested):	Agreed	
800	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)	
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Cost centre:	Code:	Title:	
190	4008	Training – officers	

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

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

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Cost centre:	Code:	Title:	
190	4009	Travel	

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

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

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Cost centre:	Code:	Title:	
190	4011	Rates	

2019/20 figure:	2020/21 figure (requested):	Agreed	
7200	7200	7200	

Justification:	
Suitable figure suggested.	

Cost centre:	Code:	Title:	
190	4012	Water Rates	

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

Justification:	
Competitive evaluation completed, and new contract agreed.	

Cost centre:	Code:	Title:	
190	4014	Electricity	

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

Justification:	
Competitive evaluation completed, and new contract agreed.	

Cost centre:	Code:	Title:	
190	4015	Gas	

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

Justification:	
Competitive evaluation completed, and new contract agreed.	

Cost centre:	Code:	Title:	
190	4017	Health & Safety	

2019/20 figure:	2020/21 figure (requested):	Agreed	
300	300	300	

Justification:	
Used for ad hoc health and safety matters.	

Cost centre:	Code:	Title:	
190	4020	Misc Establishment Costs	

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

Justification:	
Used for ad hoc matters.	

Cost centre:	Code:	Title:	
190	4021	Communications	

2019/20 figure:	2020/21 figure (requested):	Agreed	
2464	2600	2600	

Justification:	
Mobiles, land line users and yearly costs	

Cost centre:	Code:	Title:	
190	4022	Postage	

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

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

Cost centre:	Code:	Title:	
190	4023	Stationery	

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

Justification:	
Office stationery	

Cost centre:	Code:	Title:	
190	4025	Insurance	

2019/20 figure:	2020/21 figure (requested):	Agreed	
16500	16,000	14000	

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

Cost	Code:	Title:	
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centre:			
190	4026	Computer Costs	

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

Cost centre:	Code:	Title:	
190	4027	Photocopier Charges	

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

Cost centre:	Code:	Title:	
190	4031	Advertising	

2019/20 figure:	2020/21 figure (requested):	Agreed	
0	1500	1400	

Justification:	
Employment vacancy advertising	

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Cost centre:	Code:	Title:	
190	4036	Property maintenance	

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

Justification:	
Upkeep of council offices £5000 (inc £200 for electrical works as a result of 5 yearly electrical inspection) The condition survey suggests further repair work totalling £3900 (roof repairs, external decorations and repairs to precincts)	

Cost centre:	Code:	Title:	
190	4038	Maintenance contracts	

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

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

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

2019/20 figure:	2020/21 figure (requested):	Agreed	
1000	1500	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 limited natural light £100	

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

2019/20 figure:	2020/21 figure (requested):	Agreed	
10,000	19,000	14000	

Justification:	
£3,000 re unauthorised encampments (approx. 2 encampments) £10,000 professional services re replacement offices £1000 for land registration fees	

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

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

Justification:	
£10,000 to contribute to fund for new offices to help spread the financial burden. Member decision not to budget for this project. Any costs for new office to be met through EMR.	

191 – Personnel / Staff Costs

Cost centre:	Code:	Title:	
191	4001	Staff salaries	

2019/20 figure:	2020/21 figure (requested):	Agreed	
388,970	424525	408525	

Justification:	
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<p>Detailed work has been completed on salaries.</p> <p>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</p> <p>Member decision to provide funding for a part time office member of staff and not to provide funding for a grounds apprentice.</p>	
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Cost centre:	Code:	Title:	
191	4002	Employers NI	

2019/20 figure:	2020/21 figure (requested):	Agreed	
39900	40852	39852	

<p>Justification:</p> <p>NI is approximately 10% of salaries. NI is not payable on an apprentice.</p> <p>Reduction due to member decision re 191/4001.</p>	
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Cost centre:	Code:	Title:	
191	4003	Employers Superannuation	

2019/20 figure:	2020/21 figure (requested):	Agreed	
94900	101037	99037	

<p>Justification:</p> <p>Superannuation is 23.8% of salaries.</p> <p>Reduction due to member decision re 191/4001.</p>	
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Cost centre:	Code:	Title:	
191	4005	Staff Overtime	

2019/20 figure:	2020/21 figure (requested):	Agreed	
6493	10,000	7000	

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

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

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

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

199 – Capital Projects

Cost centre:	Code:	Title:	
199	4026	Computer equipment	

2019/20 figure:	2020/21 figure (requested):	Agreed	
2000	£11500 (total) Breakdown: 1-3, 5-6 £3000	5500	

	4 £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 <p>member decision during budget setting not to provide tablets for members.</p>	

Bank and Cash Reconciliations Statements as at 31.10.19

1) **Reconciliation of Cash Book 1 with Bank Rec 1 as at 31.10.19**

<u>Bank Reconciliation figs as at 31.10.19</u>		<u>Cash Book 1 figs as at 31.10.19</u>	
Liquidity Deposit Acct balance as at 31.10.19	61,260.25	Cash Book/Bank Rec balances as at 30.09.19 (c/f from Reconciliation Statement of the 30.09.19)	23,286.24
Plus Current Acct balance as at 31.10.19	1,000.00	Less adjustments	
Less total of uncleared cheques as at 31.10.19	-5,261.04	Plus Total Receipts/Lodgements as at 31.10.19	178,797.14
Plus total of outstanding receipts/lodgements as at 31.10.19		Less Total Payments as at 31.10.19	-145,084.17
Total Balance as at 31.10.19	56,999.21	Total Balance as at 31.10.19	56,999.21

2) **Reconciliation of Cash Book 2 with Bank Rec 2 as at 31.10.19**

<u>Bank Reconciliation figs as at 31.10.19</u>		<u>Cash Book 2 figs as at 31.10.19</u>	
Business Direct Reserve Acct balance as at 31.10.19	266.14	Cash Book/Bank Rec balances as at 30.09.19 (c/f from Reconciliation Statement of the 30.09.19)	266.09
Less total of uncleared cheques as at 31.10.19	0.00	Plus Total Receipts/Lodgements as at 31.10.19	0.05
Plus total of outstanding receipts/lodgements as at 31.10.19	0.00	Less Total Payments as at 31.10.19	0.00
Total Balance as per 31.10.19	266.14	Total Bank Balances as per 31.10.19	266.14

3) **Reconciliation of Cash Book 3 with Bank Rec 3 as at 31.10.19**

<u>Bank Reconciliation figs as at 31.10.19</u>		<u>Cash Book 3 figs as at 31.10.19</u>	
H R Youth Council Acct balance as at 31.10.19	52.35	Cash Book/Bank Rec balances as at 30.09.19 (c/f from Reconciliation Statement of the 30.09.19)	253.02
Less total of uncleared cheques as at 31.10.19	0.00	Plus Total Receipts/Lodgements as at 31.10.19	500.00
Plus total of outstanding receipts/lodgements as at 31.10.19	0.00	Less Total Payments as at 31.10.19	-700.67
Total Balance as per 31.10.19	52.35	Total Bank Balances as per 31.10.19	52.35

Reconciliation of Bank Summaries/Statements with Bank Reconciliations, Cash Books and Nominal Accounts figures as at 31.10.19

<u>Total funds of the Council as at 31.10.19 as per Bank Summaries/Statements</u>		<u>Total funds of the Council as at 31.10.19 as per Bank Reconciliations, Cash Books and Nominal Accts figures</u>	
Current & Liquidity Bank Summaries/Statement - Cash Book 1	56,999.21	Current & Liquidity Accounts Bank Reconciliation	56,999.21
Business Direct Reserve Account Bank Summary/Statement - Cash Book 2	266.14	Business Direct Reserve Account Bank Reconciliation	266.14
CCLA Public Sector Deposit Fund Account	954,000.00	CCLA Deposit Fund Account	954,000.00
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	52.35 **	H R Youth Council	52.35 **
COUNCIL'S BANK ACCOUNTS STATEMENTS ACTUAL FUNDS	1,611,517.70	COUNCIL'S BANK ACCOUNT FINANCIAL DIRECTOR SOFTWARE TOTAL FUNDS	1,611,517.70

*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:

**Bank Reconciliation Statement as at 31/10/2019
for Cashbook 1 - NATWEST CURRENT/RESERVE**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Current Account	31/10/2019	1515	1,000.00
Liquidity Manager Account	31/10/2019	1195	61,260.25
			62,260.25
<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
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 010481 4th HR Scout Group			50.00
15/10/2019 101686 Bowerbirdy Ltd			160.00
15/10/2019 101687 Trade UK			50.64
15/10/2019 101688 Biffa Waste Services Ltd			1,553.94
15/10/2019 101691 Geo Browns Implements Ltd			638.40
15/10/2019 101692 Hertfordshire County Council			125.14
15/10/2019 101693 Jelprint Ltd			222.00
15/10/2019 101694 Trade UK Account			23.98
15/10/2019 101695 Steve Dear Tree Services Ltd			504.00
15/10/2019 101698 T T Trophies			464.46
15/10/2019 010485 Aylesbury Vale District Council			15.00
15/10/2019 010486 Mrs Y Farrell			12.50
15/10/2019 010488 Mr C Slough			12.50
			5,261.04
			56,999.21
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			0.00
			56,999.21
			56,999.21
			Difference Excluding Adjustments is :- 0.00
<u>Adjustments to Reconciliation</u>			
26/06/2019			0.00
			0.00
			Unreconciled Difference is :- 0.00

Bank and Cash Reconciliations Statements as at 29.11.19

1) **Reconciliation of Cash Book 1 with Bank Rec 1 as at 29.11.19**

Bank Reconciliation figs as at 29.11.19

Liquidity Deposit Acct balance as at 29.11.19
 Plus Current Acct balance as at 29.11.19
 Less total of uncleared cheques as at 29.11.19
 Plus total of outstanding receipts/lodgements as at 29.11.19
 Less outstanding
 Total Balance as at 29.11.19

47,514.45
 1,000.00
 -5,390.37
 1,054.00
 44,178.08
 0.00

Cash Book 1 figs as at 29.11.19

Cash Book/Bank Rec balances as at 31.10.19 (c/f from Reconciliation Statement of the 31.10.19)
 Less adjustments
 Plus Total Receipts/Lodgements as at 29.11.19
 Less Total Payments as at 29.11.19
 Plus payments dated month 9
 Total Balance as at 29.11.19

56,999.21
 102,217.28
 -124,720.94
 9,682.53
 44,178.08
 0.00

2) **Reconciliation of Cash Book 2 with Bank Rec 2 as at 29.11.19**

Bank Reconciliation figs as at 29.11.19

Business Direct Reserve Acct. balance as at 29.11.19
 Less total of uncleared cheques as at 29.11.19
 Plus total of outstanding receipts/lodgements as at 29.11.19

266.18
 0.00
 0.00

Cash Book 2 figs as at 29.11.19

Cash Book/Bank Rec balances as at 31.10.19 (c/f from Reconciliation Statement of the 31.10.19)
 Plus Total Receipts/Lodgements as at 29.11.19
 Less Total Payments as at 29.11.19

266.14
 0.04
 0.00

Total Balance as per 29.11.19

Total Bank Balances as per 29.11.19

266.18
 0.00

3) **Reconciliation of Cash Book 3 with Bank Rec 3 as at 29.11.19**

Bank Reconciliation figs as at 29.11.19

H R Youth Council Acct. balance as at 29.11.19
 Less total of uncleared cheques as at 29.11.19
 Plus total of outstanding receipts/lodgements as at 29.11.19

253.02
 0.00
 0.00

Cash Book 3 figs as at 29.11.19

Cash Book/Bank Rec balances as at 31.10.19 (c/f from Reconciliation Statement of the 31.10.19)
 Plus Total Receipts/Lodgements as at 29.11.19
 Less Total Payments as at 29.11.19

52.35
 200.67
 0.00

Total Balance as per 29.11.19

Total Bank Balances as per 29.11.19

253.02
 0.00

Reconciliation of Bank Summaries/Statements with Bank Reconciliations, Cash Books and Nominal Accounts figures as at 29.11.19

Total funds of the Council as at 29.11.19 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

44,178.08
 266.18
 874,000.00
 600,000.00
 200.00 *
 253.02 **

Total funds of the Council as at 29.11.19 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

44,178.08
 266.18
 874,000.00
 600,000.00
 200.00 *
 253.02 ***

COUNCIL'S BANK ACCOUNTS STATEMENTS ACTUAL FUNDS

1,518,897.28

COUNCIL'S BANK ACCOUNT FINANCIAL DIRECTOR SOFTWARE TOTAL FUNDS

1,518,897.28
 0.00

*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:

**Bank Reconciliation Statement as at 30/11/2019
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	29/11/2019	1522	1,000.00
Liquidity Manager Account	29/11/2019	1200	47,514.45
			48,514.45

Unpresented Cheques (Minus)

			<u>Amount</u>
05/09/2019	010478	A.Mays/Lil Mazy bad	40.00
30/09/2019	010481	4th HR Scout Group	50.00
15/10/2019	101686	Bowerbirdy Ltd	160.00
15/10/2019	010488	Mr C Slough	12.50
11/11/2019	010495	Mr N S Steele	50.00
26/11/2019	010496	Avonmore Associates	660.00
26/11/2019	010497	Bedfordshire Pension Fund	50.57
27/11/2019	010501	Houghton Regis Memorial Hall F	200.00
27/11/2019	010502	HSC Security	360.00
27/11/2019	010503	Jelprint Ltd	312.00
27/11/2019	010504	John Curl	23.21
29/11/2019	010498	Biffa Waste Services Ltd	1,243.15
29/11/2019	010499	DSC Sound & Lighting Ltd	168.00
29/11/2019	010500	Dunstable Lock & Safe Co	77.70
29/11/2019	010505	MLP Traffic Ltd	274.56
29/11/2019	010506	PHS Group	88.54
29/11/2019	010507	Prestige Design & Workwear Ltd	511.86
29/11/2019	010508	Rigby Taylor	549.60
29/11/2019	010509	Trade UK Account	199.88
29/11/2019	010510	Valentine Occupational Health	358.80
			5,390.37
			43,124.08

Receipts not Banked/Cleared (Plus)

29/11/2019	p/s102133	854.00
29/11/2019	p/s102133	200.00
		1,054.00
		44,178.08

Balance per Cash Book is :- 44,178.08

Difference Excluding Adjustments is :- 0.00

Adjustments to Reconciliation

26/06/2019		0.00
		0.00
		Unreconciled Difference is :- 0.00

Bank and Cash Reconciliations Statements as at 31.12.19

1) **Reconciliation of Cash Book 1 with Bank Rec 1 as at 31.12.19**

Bank Reconciliation figs as at 31.12.19

Liquidity Deposit Acct balance as at 31.12.19
 Plus Current Acct balance as at 31.12.19
 Less total of uncleared cheques as at 31.12.19
 Plus total of outstanding receipts/lodgements as at 31.12.19
 Less outstanding
 Total Balance as at 31.12.19

17,967.73
 1,000.00
 -2,153.76
 0.00
16,813.97
 0.00

Cash Book 1 figs as at 31.12.19

Cash Book/Bank Rec balances as at 29.11.19 (c/f from Reconciliation Statement of the 29.11.19)
 Less adjustments
 Plus Total Receipts/Lodgements as at 31.12.19
 Less Total Payments as at 31.12.19
 Less payments dated month 9
 Total Balance as at 31.12.19

44,178.08
 99,262.05
 -116,943.63
 -9,682.53
16,813.97
 0.00

2) **Reconciliation of Cash Book 2 with Bank Rec 2 as at 31.12.19**

Bank Reconciliation figs as at 31.12.19

Business Direct Reserve Acct balance as at 31.12.19
 Less total of uncleared cheques as at 31.12.19
 Plus total of outstanding receipts/lodgements as at 31.12.19

266.23
 0.00
 0.00

Cash Book 2 figs as at 31.12.19

Cash Book/Bank Rec balances as at 29.11.19 (c/f from Reconciliation Statement of the 29.11.19)
 Plus Total Receipts/Lodgements as at 31.12.19
 Less Total Payments as at 31.12.19

266.18
 0.05
 0.00

Total Balance as per 31.12.19

266.23

Total Bank Balances as per 31.12.19

0.00

3) **Reconciliation of Cash Book 3 with Bank Rec 3 as at 31.12.19**

Bank Reconciliation figs as at 31.12.19

H R Youth Council Acct balance as at 31.12.19
 Less total of uncleared cheques as at 31.12.19
 Plus total of outstanding receipts/lodgements as at 31.12.19

233.02
 0.00
 0.00

Cash Book 3 figs as at 31.12.19

Cash Book/Bank Rec balances as at 29.11.19 (c/f from Reconciliation Statement of the 29.11.19)
 Plus Total Receipts/Lodgements as at 31.12.19
 Less Total Payments as at 31.12.19

233.02
 140.32
 -160.32

Total Balance as per 31.12.19

233.02

Total Bank Balances as per 31.12.19

0.00

Reconciliation of Bank Summaries/Statements with Bank Reconciliations, Cash Books and Nominal Accounts figures as at 31.12.19

Total funds of the Council as at 31.12.19 as per Bank Summaries/Statements

Current & Liquidity Bank Summaries/Statements - 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

16,813.97
 266.23
 784,000.00
 600,000.00
 200.00 *
 233.02 **

Total funds of the Council as at 31.12.19 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

16,813.97
 266.23
 784,000.00
 600,000.00
 200.00 *
 233.02 **

COUNCIL'S BANK ACCOUNTS STATEMENTS ACTUAL FUNDS

1,401,513.22

COUNCIL'S BANK ACCOUNT FINANCIAL DIRECTOR SOFTWARE TOTAL FUNDS

0.00

*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:

**Bank Reconciliation Statement as at 31/12/2019
for Cashbook 1 - NATWEST CURRENT/RESERVE**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Current Account	31/12/2019		1,000.00
Liquidity Manager Account	31/12/2019		17,967.73
			<hr/> 18,967.73
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
05/09/2019 010478 A.Mays/Lil Mazy bad		40.00	
15/10/2019 101686 Bowerbirdy Ltd		160.00	
15/10/2019 010488 Mr C Slough		12.50	
27/11/2019 010502 HSC Security		360.00	
16/12/2019 010511 AMF Services (Bedford) Ltd		555.02	
16/12/2019 010513 D E Signs		48.00	
16/12/2019 010516 Lenus Trading Limited		812.70	
16/12/2019 010522 T T Trophies		57.60	
16/12/2019 010521 The Royal British Legion		8.11	
17/12/2019 b/frbq01 Trade UK		99.83	
			<hr/> 2,153.76
			16,813.97
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			16,813.97
		Balance per Cash Book is :-	16,813.97
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2019
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	31/12/2019		266.23
			<u>266.23</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			266.23
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			266.23
		Balance per Cash Book is :-	266.23
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2019
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	31/12/2019		233.02
			<u>233.02</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			233.02
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			233.02
		Balance per Cash Book is :-	233.02
		Difference is :-	0.00

Bank and Cash Reconciliations Statements as at 31.1.20

1)

Reconciliation of Cash Book 1 with Bank Rec 1 as at 31.01.20

Bank Reconciliation figs as at 31.01.20

Liquidity Deposit Acct balance as at 31.01.20
 Plus Current Acct balance as at 31.01.20
 Less total of uncleared cheques as at 31.01.20
 Plus total of outstanding receipts/ lodgements as at 31.01.20
 Less outstanding
 Total Balance as at 31.01.20

37,663.28
 1,000.00
 -13,591.28
 0.00
 25,072.00
 0.00

Cash Book 1 figs as at 31.01.20

Cash Book/ Bank Rec balances as at 31.12.19 (c/f from Reconciliation Statement of the 31.12.19)
 Less adjustments
 Plus Total Receipts/ Lodgements as at 31.01.20
 Less Total Payments as at 31.01.20
 Plus payments dated month 9
 Total Balance as at 31.01.20

16,813.97
 95,941.65
 -87,683.62
 0.00
 25,072.00
 0.00

2)

Reconciliation of Cash Book 2 with Bank Rec 2 as at 31.01.20

Bank Reconciliation figs as at 31.01.20

Business Direct Reserve Acct balance as at 31.01.20
 Less total of uncleared cheques as at 31.01.20
 Plus total of outstanding receipts/ lodgements as at 31.01.20

266.28
 0.00
 0.00

Cash Book 2 figs as at 31.01.20

Cash Book/ Bank Rec balances as at 31.12.19 (c/f from Reconciliation Statement of the 31.12.19)
 Plus Total Receipts/ Lodgements as at 31.01.20
 Less Total Payments as at 31.01.20

266.23
 0.05
 0.00

Total Balance as per 31.01.20

Total Bank Balances as per 31.01.20

266.28
 0.00

3)

Reconciliation of Cash Book 3 with Bank Rec 3 as at 31.01.20

Bank Reconciliation figs as at 31.01.20

H R Youth Council Acct balance as at 31.01.20
 Less total of uncleared cheques as at 31.01.20
 Plus total of outstanding receipts/ lodgements as at 31.01.20

233.02
 0.00
 0.00

Cash Book 3 figs as at 31.01.20

Cash Book/ Bank Rec balances as at 31.12.19 (c/f from Reconciliation Statement of the 31.12.19)
 Plus Total Receipts/ Lodgements as at 31.01.20
 Less Total Payments as at 31.01.20

233.02
 0.00
 0.00

Total Balance as per 31.01.20

Total Bank Balances as per 31.01.20

233.02
 0.00

Reconciliation of Bank Summaries/Statements with Bank Reconciliations, Cash Books and Nominal Accounts figures as at 31.01.20

Total funds of the Council as at 31.01.20 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

25,072.00
 266.28
 704,000.00
 600,000.00
 200.00 *
 233.02 **

Total funds of the Council as at 31.01.20 as per Bank Reconciliations, Cash Books and Nominal Accts figures

25,072.00
 266.28
 704,000.00
 600,000.00
 200.00 *
 233.02 **

COUNCIL'S BANK ACCOUNTS STATEMENTS ACTUAL FUNDS

1,329,771.30

COUNCIL'S BANK ACCOUNT FINANCIAL DIRECTOR SOFTWARE TOTAL FUNDS

1,329,771.30

0.00

*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 31/01/2020
for Cashbook 1 - NATWEST CURRENT/RESERVE**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Current Account	31/01/2020		1,000.00
Liquidity Manager Account	31/01/2020		37,663.28
			<u>38,663.28</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
05/09/2019 010478	A.Mays/Lil Mazy bad		40.00
15/10/2019 010488	Mr C Slough		12.50
29/01/2020 101724	4imprint Direct Ltd		705.54
29/01/2020 101725	AMF Services (Bedford) Ltd		903.27
29/01/2020 101726	Anglian Water Business Ltd (Na		415.17
29/01/2020 101727	ASI Environmental		180.00
29/01/2020 101728	Bedfordshire Pension Fund		50.57
29/01/2020 101729	Police & Crime Commissioner fo	3,038.70	
29/01/2020 101730	Business HR Solutions (Consult		352.56
29/01/2020 101731	CPRE		58.00
29/01/2020 101732	CPRE		36.00
29/01/2020 101733	Cromwell Group (Holdings) Ltd		532.56
29/01/2020 101734	DCK Accounting Solutions Ltd		474.00
29/01/2020 101735	Biffa Waste Services Ltd	1,529.83	
29/01/2020 101736	Institute of Cemetery & Cremat		162.00
29/01/2020 101737	Lamps & Tubes Illuminations Lt	3,365.76	
29/01/2020 101738	Mr Colin MacDougall		300.00
29/01/2020 101739	Mrs D Marsh		22.31
29/01/2020 101740	Mayors Appeal Account		20.00
29/01/2020 101741	P R Newson Ltd	306.00	
29/01/2020 101742	Rialtas Business Solutions Ltd		70.80
29/01/2020 101743	Rigby Taylor		43.68
29/01/2020 101744	Trade UK Account		99.83
29/01/2020 101745	Strawberry Fieldz Ltd	515.00	
29/01/2020 101746	Right Fuelcard Company Ltd		7.20
29/01/2020 101747	Unionline	350.00	
			<u>13,591.28</u>
			25,072.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			25,072.00
		Balance per Cash Book is :-	25,072.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/01/2020
for Cashbook 2 - NATWEST online saving 41172051**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Reserve Account	31/01/2020		266.28
			<u>266.28</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			266.28
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			266.28
			Balance per Cash Book is :- 266.28
			Difference is :- 0.00

**Bank Reconciliation Statement as at 31/01/2020
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	31/01/2020		233.02
			<hr/> 233.02
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			233.02
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			233.02
		Balance per Cash Book is :-	233.02
		Difference is :-	0.00

List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
EE01 EE Limited							
<i>Purchase Ledger Payment</i>	01/11/2019	ON ACC 9971	1	-118.82	0.00	-118.82	0.00
<i>Mobile&Sims:24.9-23.10/10007</i>	01/12/2019	V01684403884	1	118.82	0.00	118.82	0.00
Authorised: MinTC9799Budget							
<i>Mobile & SIM costs/10008</i>	01/12/2019	V01695563580	1	136.88	0.00	136.88	0.00
Authorised: MinTC9799Budget							
					0.00	136.88	
							Above paid on 02/12/2019 by Cheque d/dee01
TEC01 Techies Limited							
<i>IT Sil contract:9.10-8.10.20/9</i>	30/08/2019	25116	1	1,800.00	0.00	180.00	1,620.00
Authorised: M9688&9799							
					0.00	180.00	
							Above paid on 03/12/2019 by Cheque d/dtec01
TEC01 Techies Limited							
<i>IT extra annual support/9956</i>	21/10/2019	25255	1	2,851.44	0.00	237.62	2,613.82
Authorised: MinTC9799Budget							
					0.00	237.62	
							Above paid on 03/12/2019 by Cheque d/dtec1
LOD01 Lodge & Sons (Builders) Ltd							
<i>PO5279-All Saints gate (EMR320</i>	14/11/2019	9622	1	22,302.54	0.00	22,302.54	0.00
Authorised: Mins:9671&11039							
					0.00	22,302.54	
							Above paid on 05/12/2019 by Cheque b/tfrolod01
CEN04 Central Bedfordshire Council							
<i>W/S rent:29.9-24.12.19/9997</i>	01/11/2019	710000211	1	3,875.00	0.00	3,875.00	0.00
Authorised: MinTC9799Budget							
					0.00	3,875.00	
							Above paid on 05/12/2019 by Cheque b/tfrcen04

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
THEBENKINS The Ben Kinsella Trust							
<i>Y/Co Kinsella visit:25.10/1000</i>	01/11/2019	86	1	220.00	0.00	220.00	0.00
					0.00	220.00	
Above paid on 05/12/2019 by Cheque b/tfirthebe							
MAY01 Maydencroft Limited							
<i>PO5598-Cap Cem Project M9996</i>	01/11/2019	10433	1	30,628.80	0.00	30,628.80	0.00
Authorised: Min9996					0.00	30,628.80	
Above paid on 11/12/2019 by Cheque b/tfrmay01							
AMP02 Ampower UK Ltd							
<i>V/Grn Nov ele/10030</i>	01/12/2019	201912010421	1	290.74	0.00	290.74	0.00
Authorised: MinTC9799Budget					0.00	290.74	
Above paid on 11/12/2019 by Cheque d/damp01a							
AMP02 Ampower UK Ltd							
<i>Nov W/S U23 electric/10018</i>	01/12/2019	201912010433	1	267.71	0.00	267.71	0.00
Authorised: MinTC9799Budget					0.00	267.71	
Above paid on 11/12/2019 by Cheque d/damp01b							
AMP02 Ampower UK Ltd							
<i>Novemeber office ele/10029</i>	01/12/2019	201912010439	1	138.50	0.00	138.50	0.00
Authorised: MinTC9799Budget					0.00	138.50	
Above paid on 11/12/2019 by Cheque d/damp02c							
AMP02 Ampower UK Ltd							
<i>Nov M/C electric/10020</i>	01/12/2019	201912010423	1	92.39	0.00	92.39	0.00
Authorised: MinTC9799Budget					0.00	92.39	
Above paid on 11/12/2019 by Cheque d/damp02d							

List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AMP02 Ampower UK Ltd							
<i>Nov TF Pavilion electric/10017</i>	01/12/2019	201912010431	1	60.04	0.00	60.04	0.00
Authorised: MinTC9799Budget							
					0.00	60.04	
Above paid on 11/12/2019 by Cheque d/damp02e							
AMP02 Ampower UK Ltd							
<i>Nov P/S Pav electric/10021</i>	01/12/2019	201912010440	1	30.50	0.00	30.50	0.00
Authorised: MinTC9799Budget							
					0.00	30.50	
Above paid on 11/12/2019 by Cheque d/damp02f							
AMP02 Ampower UK Ltd							
<i>Nov W/S U22 electric/10019</i>	01/12/2019	201912010441	1	12.21	0.00	12.21	0.00
Authorised: MinTC9799Budget							
					0.00	12.21	
Above paid on 11/12/2019 by Cheque d/damp02g							
SJS01 S J S Irrigation							
<i>Annual service/100333</i>	01/12/2019	16455	1	420.00	0.00	420.00	0.00
Authorised: MinTC9799Budget							
					0.00	420.00	
Above paid on 12/12/2019 by Cheque b/tfrsjs01							
AMF01 AMF Services (Bedford) Ltd							
<i>RansomesMatador71service/10027</i>	09/12/2019	21982	1	212.69	0.00	212.69	0.00
Authorised: MinTC9799Budget							
<i>RansomeSupCertes service/10028</i>	09/12/2019	21981	1	342.33	0.00	342.33	0.00
Authorised: MinTC9799Budget							
					0.00	555.02	
Above paid on 16/12/2019 by Cheque 010511							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BED02	Bedfordshire Pension Fund						
<i>Nov G.Twiss pension/10040</i>	13/12/2019	740470	1	50.57	0.00	50.57	0.00
Authorised: MinTC9799Budget							
					0.00	50.57	
	Above paid on 16/12/2019 by Cheque 010512						
BUS01	Business HR Solutions (Consultancy) Ltd						
<i>December HR Support/10011</i>	01/12/2019	INV-013873	1	245.16	0.00	245.16	0.00
Authorised: PE83							
					0.00	245.16	
	Above paid on 27/12/2019 by Cheque b/tfrbus01						
CEM01	Cemetery Development Services Ltd						
<i>PO9672GardenofRemservice/10022</i>	02/12/2019	72489	1	1,531.20	0.00	1,531.20	0.00
<i>PO9672GardenofRemservice/10023</i>	01/12/2019	72464	1	780.00	0.00	780.00	0.00
					0.00	2,311.20	
	Above paid on 17/12/2019 by Cheque b/tfrcem01						
CHE03	Cherishend Catering Ltd						
<i>Mayor's Quiz hall hire/10009</i>	01/12/2019	2001431	1	100.00	0.00	100.00	0.00
					0.00	100.00	
	Above paid on 27/12/2019 by Cheque b/tfrche03						
DES01	D E Signs						
<i>PO5638-Remembrance Banners/999</i>	30/11/2019	18363	1	48.00	0.00	48.00	0.00
					0.00	48.00	
	Above paid on 16/12/2019 by Cheque 010513						
GBI01	Geo Browns Implements Ltd						
<i>PO5671-Grnds m/c parts/10037</i>	13/12/2019	165784	1	353.62	0.00	353.62	0.00
					0.00	353.62	
	Above paid on 16/12/2019 by Cheque 010514						

List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HER01 Hertfordshire County Council							
<i>PO5635-stationery items/10013</i>	01/12/2019	H111906640	1	97.40	0.00	97.40	0.00
					<u>0.00</u>	<u>97.40</u>	
Above paid on 16/12/2019 by Cheque 010515							
JEW01 Jewels Art Craft & Coffee							
<i>PO5667- Carol Ser Drinks10010</i>	02/12/2019	CAROL SERVICE	1	50.00	0.00	50.00	0.00
Authorised: MinTC9799Budget					<u>0.00</u>	<u>50.00</u>	
Above paid on 17/12/2019 by Cheque b/tfrjew01							
JME01 J M Electrical Services BEDFORD Ltd							
<i>VG Pav heat fault repair/10003</i>	25/11/2019	4827	1	144.00	0.00	144.00	0.00
Authorised: MinTC9799Budget					<u>0.00</u>	<u>144.00</u>	
Above paid on 20/12/2019 by Cheque b/tfrjme01							
NIS01 Lenus Trading Limited							
<i>5591OAPx258 @£3.50voucherM9974</i>	16/12/2019	PO5591/2019	1	812.70	0.00	812.70	0.00
Authorised: Min9974					<u>0.00</u>	<u>812.70</u>	
Above paid on 16/12/2019 by Cheque 010516							
MAY01 Maydencroft Limited							
<i>PO5598-New cemetery area/10039</i>	11/12/2019	10685	1	4,656.00	0.00	4,656.00	0.00
					<u>0.00</u>	<u>4,656.00</u>	
Above paid on 30/12/2019 by Cheque b/tfrmay01							
MCS01 MCS Contract Cleaning Limited							
<i>PO4273-B/Sq Nov service/9998</i>	29/11/2019	39184	1	1,836.00	0.00	1,836.00	0.00
Authorised: Com Ser 9785							
<i>PO5669-sanitation items/10024</i>	09/12/2019	39234	1	85.08	0.00	85.08	0.00
					<u>0.00</u>	<u>1,921.08</u>	
Above paid on 27/12/2019 by Cheque b/tfrmcs01							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MIC01 Michael Dales Partnership Limited							
<i>PO5625-All Saints walls survey</i>	11/12/2019	REF5625	1	547.34	0.00	547.34	0.00
					<u>0.00</u>	<u>547.34</u>	
Above paid on 17/12/2019 by Cheque b/tfrmic01							
PER03 Mr Craig Lithgo							
<i>Balloon Making-7.12.19/10025</i>	14/12/2019	0212	1	250.00	0.00	250.00	0.00
					<u>0.00</u>	<u>250.00</u>	
Above paid on 20/12/2019 by Cheque b/tfrper03							
PHS01 PHS Group							
<i>PO5668-sanitation items/10016</i>	07/12/2019	67156777	1	96.97	0.00	96.97	0.00
					<u>0.00</u>	<u>96.97</u>	
Above paid on 16/12/2019 by Cheque 010517							
SCR02 Trade UK Account							
<i>Grnds consumable items/9977</i>	14/11/2019	1026949602	1	18.27	0.00	18.27	0.00
					<u>0.00</u>	<u>18.27</u>	
Above paid on 16/12/2019 by Cheque 010518							
SPA01 Spaldings Limited							
<i>PO5660-Cutter ser kit/10014</i>	01/12/2019	SI-2505941	1	46.56	0.00	46.56	0.00
<i>PO5660-spark plugs/10015</i>	01/12/2019	SI-2506373	1	32.40	0.00	32.40	0.00
					<u>0.00</u>	<u>78.96</u>	
Above paid on 16/12/2019 by Cheque 010519							
SPA01 Spaldings Limited							
<i>PO5660-Grnds m/c parts/10038</i>	06/12/2019	SI-2509249	1	89.94	0.00	89.94	0.00
					<u>0.00</u>	<u>89.94</u>	
Above paid on 16/12/2019 by Cheque 010520							
TOT01 Right Fuelcard Company Ltd							
<i>Oct Fuel cards x6/9941</i>	03/11/2019	2814152	1	7.20	0.00	7.20	0.00
Authorised: MinTC9799Budget							

List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Monthly card x 6 fee/10002</i> Authorised: MinTC9799Budget	01/12/2019	2846029	1	7.20	0.00	7.20	0.00
<i>Fuelx59.37lrs-5.12.19/10026</i> Authorised: MinTC9799Budget	08/12/2019	2852490	1	87.96	0.00	87.96	0.00
					0.00	102.36	

Above paid on 17/12/2019 by Cheque b/frftot01

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TTT01 T T Trophies <i>Mayoral medals/10001</i> Authorised: MinTC9799Budget	29/11/2019	POMAYOR	1	57.60	0.00	57.60	0.00
					0.00	57.60	

Above paid on 16/12/2019 by Cheque 010522

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BQ01 Trade UK <i>Office items/10042</i>	01/12/2019	1018678484	1	71.85	0.00	71.85	0.00
<i>Grnds consumable items/10043</i>	01/12/2019	0951734598	1	27.98	0.00	27.98	0.00
					0.00	99.83	

Above paid on 17/12/2019 by Cheque b/frfbq01

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PLU03 Plusnet Plc <i>W/S b/band:10.12-9.1.20/10031</i> Authorised: MinTC9799Budget	10/12/2019	2193203-020	1	12.00	0.00	12.00	0.00
					0.00	12.00	

Above paid on 17/12/2019 by Cheque d/dplu03

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
NIS02 Nisbets <i>20448074/10064/Nisbets</i>	18/12/2019	20448074	1	167.98	0.00	167.98	0.00
					0.00	167.98	

Above paid on 19/12/2019 by Cheque D/CARD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BRI01 British Gas <i>Office gas:31.8-30.11.19/10004</i> Authorised: MinTC9799Budget	03/12/2019	981404759	1	326.98	0.00	326.98	0.00
					0.00	326.98	

Above paid on 20/12/2019 by Cheque DDR

List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BRI01 British Gas							
<i>U23 W/S gas:1.9-30.11.19/10012</i>	04/12/2019	712937662	1	25.79	0.00	25.79	0.00
Authorised: MinTC9799Budget							
					<u>0.00</u>	<u>25.79</u>	
							Above paid on 23/12/2019 by Cheque DDR2
AMP02 Ampower UK Ltd							
<i>Purchase Ledger Payment</i>	24/12/2019	ON ACC 10070	1	0.00	0.00	27.91	-27.91
					<u>0.00</u>	<u>27.91</u>	
							Above paid on 24/12/2019 by Cheque DDR3
BED04 Bedford Borough Council							
<i>17456370/10072/Bedford Borough</i>	18/12/2019	17456370	1	42,045.07	0.00	42,045.07	0.00
					<u>0.00</u>	<u>42,045.07</u>	
							Above paid on 24/12/2019 by Cheque DDR
				Total Purchase Ledger Payments for Month 9	<u>0.00</u>	<u>114,184.68</u>	

List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SLC01 SLCC							
<i>MEM226685/10065/SLCC</i>	01/01/2020	MEM226685	1	245.16	0.00	245.16	0.00
<i>MEM226685C/10065/SLCC</i>	01/01/2020	MEM226685C	1	-245.16	0.00	-245.16	0.00
					<u>0.00</u>	<u>0.00</u>	
No payment due as Credit Notes have been applied							
SCR02 Trade UK Account							
<i>0951734598/10065/Trade UK Acco</i>	01/12/2019	0951734598	1	27.98	0.00	27.98	0.00
<i>1018678484/10066/Trade UK Acco</i>	01/12/2019	1018678484	1	71.85	0.00	71.85	0.00
<i>0951734598C/10065/Trade UK Acc</i>	01/12/2019	0951734598C	1	-27.98	0.00	-27.98	0.00
<i>1018678484C/10066/Trade UK Acc</i>	01/12/2019	1018678484C	1	-71.85	0.00	-71.85	0.00
					<u>0.00</u>	<u>0.00</u>	
No payment due as Credit Notes have been applied							
AAA01 A A A Security							
<i>83435/10046/A A A Security</i>	31/12/2019	83435	1	583.45	0.00	583.45	0.00
					<u>0.00</u>	<u>583.45</u>	
Above paid on 08/01/2020 by Cheque 101708							
BOA01 B R Boatwright							
<i>1390/10052/B R Boatwright</i>	30/11/2019	1390	1	540.00	0.00	540.00	0.00
					<u>0.00</u>	<u>540.00</u>	
Above paid on 08/01/2020 by Cheque 101709							
BQ01 Trade UK							
<i>Office items/10044</i>	01/12/2019	1025824350	1	19.52	0.00	19.52	0.00
					<u>0.00</u>	<u>19.52</u>	
Above paid on 08/01/2020 by Cheque 101710							
BUS01 Business HR Solutions (Consultancy) Ltd							
<i>INV-014205/10054/Business HR S</i>	27/12/2019	INV-014177	1	485.28	0.00	485.28	0.00
<i>INV-014205/1065/Business HR So</i>	01/01/2020	INV-014205	1	245.16	0.00	245.16	0.00
					<u>0.00</u>	<u>730.44</u>	
Above paid on 08/01/2020 by Cheque 101711							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CEN04 Central Bedfordshire Council							
<i>710000879/10055/Central Bedfor</i>	25/12/2019	710000879	1	3,875.00	0.00	3,875.00	0.00
					<u>0.00</u>	<u>3,875.00</u>	
							Above paid on 08/01/2020 by Cheque 101712
DES001 DE Signs & Labels Ltd							
<i>18383/10057/DE Signs & Labels</i>	18/12/2019	18383	1	66.00	0.00	66.00	0.00
					<u>0.00</u>	<u>66.00</u>	
							Above paid on 08/01/2020 by Cheque 101713
DUN02 Biffa Waste Services Ltd							
<i>614C02137/10051/Biffa Waste Se</i>	27/12/2019	614C02137	1	1,553.94	0.00	1,553.94	0.00
					<u>0.00</u>	<u>1,553.94</u>	
							Above paid on 08/01/2020 by Cheque 101714
GRE06 Greenbridge Designs Ltd							
<i>INV01153/10058/Greenbridge Des</i>	31/12/2019	INV01153	1	810.00	0.00	810.00	0.00
<i>INV01152/10059/Greenbridge Des</i>	31/12/2019	INV01152	1	17,976.00	0.00	17,976.00	0.00
					<u>0.00</u>	<u>18,786.00</u>	
							Above paid on 08/01/2020 by Cheque 101715
HSC01 HSC Security							
<i>INV-0326/10060/HSC Security</i>	17/12/2019	INV-0326	1	210.00	0.00	210.00	0.00
					<u>0.00</u>	<u>210.00</u>	
							Above paid on 08/01/2020 by Cheque 101716
KEN03 Martin Kennedy							
<i>6120/10068/Martin Kennedy</i>	06/01/2020	6120	1	218.57	0.00	218.57	0.00
<i>6120A/10069/Martin Kennedy</i>	06/01/2020	6120A	1	37.80	0.00	37.80	0.00
					<u>0.00</u>	<u>256.37</u>	
							Above paid on 08/01/2020 by Cheque 101717

List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LAM01 Lamps & Tubes Illuminations Ltd							
69491/10061/Lamps & Tubes Illu	13/12/2019	69491	1	10,959.60	0.00	10,959.60	0.00
					0.00	10,959.60	
							Above paid on 08/01/2020 by Cheque 101718
MAY001 The Mayor's Fund							
22120/10066/The Mayor's Fund	22/01/2020	22120	1	40.00	0.00	40.00	0.00
					0.00	40.00	
							Above paid on 08/01/2020 by Cheque 101719
MCS01 MCS Contract Cleaning Limited							
39268/10062/MCS Contract Clean	20/12/2019	39268	1	39.60	0.00	39.60	0.00
39287/10063/MCS Contract Clean	30/12/2019	39287	1	1,836.00	0.00	1,836.00	0.00
					0.00	1,875.60	
							Above paid on 08/01/2020 by Cheque 101720
SCR02 Trade UK Account							
Office items/10045	01/12/2019	1025824342	1	38.85	0.00	38.85	0.00
					0.00	38.85	
							Above paid on 08/01/2020 by Cheque 101721
SLC01 SLCC							
MEM226685A/10074/SLCC	01/01/2020	MEM226685A	1	421.00	0.00	421.00	0.00
					0.00	421.00	
							Above paid on 08/01/2020 by Cheque 101722
THE01 The Community Heartbeat Trust Solutions							
5074/10056/The Community Heart	17/12/2019	5074	1	50.40	0.00	50.40	0.00
					0.00	50.40	
							Above paid on 08/01/2020 by Cheque 101723
SCR02 Trade UK Account							
0951734598B/10043/Trade UK Acc	13/12/2019	0951734598B	1	-27.98	0.00	-27.98	0.00
1018678484D/10042/Trade UK Acc	15/10/2019	1018678484D	1	-71.85	0.00	-71.85	0.00
					0.00	-99.83	
							Above paid on 17/12/2019 by Cheque b/tfrbq01

List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
EE01 EE Limited							
<i>V01706427764/EE Limited</i>	24/12/2019	V01706427764	1	125.42	0.00	125.42	0.00
					<u>0.00</u>	<u>125.42</u>	
Above paid on 02/01/2020 by Cheque DDR/EE01							
BRI01 British Gas							
<i>P/S Pav gas:21.9-10.12.19/1003</i> Authorised: MinTC9799Budget	11/12/2019	712978861	1	22.96	0.00	22.96	0.00
					<u>0.00</u>	<u>22.96</u>	
Above paid on 02/01/2020 by Cheque DDR/BRI01							
BRI01 British Gas							
<i>M/C Pav gas:21.9-10.12.19/1003</i> Authorised: MinTC9799Budget	11/12/2019	712977691	1	670.14	0.00	670.14	0.00
					<u>0.00</u>	<u>670.14</u>	
Above paid on 02/01/2020 by Cheque DDR/DRI01A							
TEC01 Techies Limited							
<i>IT Sil contract:9.10-8.10.20/9</i> Authorised: M9688&9799	30/08/2019	25116	1	1,620.00	0.00	180.00	1,440.00
					<u>0.00</u>	<u>180.00</u>	
Above paid on 03/01/2020 by Cheque SO/TEC01							
TEC01 Techies Limited							
<i>IT extra annual support/9956</i> Authorised: MinTC9799Budget	21/10/2019	25255	1	2,613.82	0.00	237.62	2,376.20
					<u>0.00</u>	<u>237.62</u>	
Above paid on 03/01/2020 by Cheque SO/TEC01A							
BRI02 BT Payment Services Ltd							
<i>Q021PK/10053/BT Payment Servic</i>	26/12/2019	Q021PK	1	1,002.02	0.00	1,002.02	0.00
					<u>0.00</u>	<u>1,002.02</u>	
Above paid on 09/01/2020 by Cheque DDR/BRI02							

List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AMP02 Ampower UK Ltd							
<i>INV-202001010286/10096/Ampower</i>	01/01/2020	INV-202001010286	1	12.77	0.00	12.77	0.00
					<u>0.00</u>	<u>12.77</u>	
Above paid on 14/01/2020 by Cheque DDR/AMP02							
AMP02 Ampower UK Ltd							
<i>INV-202001011726/10103/Ampower</i>	01/01/2020	INV-202001011726	1	31.04	0.00	31.04	0.00
					<u>0.00</u>	<u>31.04</u>	
Above paid on 14/01/2020 by Cheque DDR/AMP02A							
AMP02 Ampower UK Ltd							
<i>Purchase Ledger Payment</i>	14/01/2020	ON ACC 10150	1	0.00	0.00	33.61	-33.61
					<u>0.00</u>	<u>33.61</u>	
Above paid on 14/01/2020 by Cheque DDR/AMP02B							
AMP02 Ampower UK Ltd							
<i>INV-202001011727/10099/Ampower</i>	01/01/2020	INV-202001011727	1	67.57	0.00	67.57	0.00
					<u>0.00</u>	<u>67.57</u>	
Above paid on 14/01/2020 by Cheque AMP02/DDRC							
AMP02 Ampower UK Ltd							
<i>INV-202001011729/10100/Ampower</i>	01/01/2020	INV-202001011729	1	95.05	0.00	95.05	0.00
					<u>0.00</u>	<u>95.05</u>	
Above paid on 14/01/2020 by Cheque DDR/AMP02D							
AMP02 Ampower UK Ltd							
<i>INV-202001011736/10098/Ampower</i>	01/01/2020	INV-202001011736	1	120.86	0.00	120.86	0.00
					<u>0.00</u>	<u>120.86</u>	
Above paid on 14/01/2020 by Cheque DDR/AMP02E							
AMP02 Ampower UK Ltd							
<i>INV-202001011730/10104/Ampower</i>	01/01/2020	INV-202001011730	1	278.18	0.00	278.18	0.00
					<u>0.00</u>	<u>278.18</u>	
Above paid on 14/01/2020 by Cheque DDR/AMP02F							

List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AMP02 Ampower UK Ltd							
<i>INV-202001011721/10101/Ampower</i>	01/01/2020	INV-202001011721	1	350.52	0.00	350.52	0.00
					<u>0.00</u>	<u>350.52</u>	
Above paid on 14/01/2020 by Cheque DDR/AMP02G							
TOT02 Total Merchandise Ltd							
<i>274851/10144/Total Merchandise</i>	13/01/2020	274851	1	255.00	0.00	255.00	0.00
					<u>0.00</u>	<u>255.00</u>	
Above paid on 15/01/2020 by Cheque DC/TOT02							
PLU03 Plusnet Plc							
<i>00002193203-021/10138/Plusnet</i>	10/01/2020	00002193203-021	1	12.00	0.00	12.00	0.00
					<u>0.00</u>	<u>12.00</u>	
Above paid on 17/01/2020 by Cheque DDR/PLU03							
FRA02 Francotyp Postalia Ltd							
<i>21407677/10131/Francotyp Posta</i>	13/01/2020	21407677	1	250.00	0.00	250.00	0.00
					<u>0.00</u>	<u>250.00</u>	
Above paid on 17/01/2020 by Cheque DDR/FRA02							
BED04 Bedford Borough Council							
<i>17506735/10106/Bedford Borough</i>	22/01/2020	17506735	1	48,662.04	0.00	48,662.04	0.00
					<u>0.00</u>	<u>48,662.04</u>	
Above paid on 24/01/2020 by Cheque DDR/BED04							
GRE05 Grenke Leasing Ltd							
<i>Purchase Ledger Payment</i>	06/01/2020	ON ACC 10151	1	0.00	0.00	118.80	-118.80
					<u>0.00</u>	<u>118.80</u>	
Above paid on 06/01/2020 by Cheque DDR/GRE05							
4IMP001 4imprint Direct Ltd							
<i>DM-1358623/10107/4imprint Dire</i>	17/01/2020	DM-1358623	1	705.54	0.00	705.54	0.00
					<u>0.00</u>	<u>705.54</u>	
Above paid on 29/01/2020 by Cheque 101724							

List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AMF01	AMF Services (Bedford) Ltd						
22069/10108/AMF Services (Bedf	15/01/2020	22069	1	469.54	0.00	469.54	0.00
22067/10109/AMF Services (Bedf	15/01/2020	22067	1	89.81	0.00	89.81	0.00
22048/10110/AMF Services (Bedf	08/01/2020	22048	1	343.92	0.00	343.92	0.00
					0.00	903.27	
Above paid on 29/01/2020 by Cheque 101725							
ANG01	Anglian Water Business Ltd (National)						
6489203/10049/Anglian Water Bu	16/12/2019	6489203	1	-142.97	0.00	-142.97	0.00
6489205/10050/Anglian Water Bu	16/12/2019	6489205	1	558.14	0.00	558.14	0.00
					0.00	415.17	
Above paid on 29/01/2020 by Cheque 101726							
ASI01	ASI Environmental Ltd						
G-005520/10105/ASI Environment	21/01/2020	G-005520	1	180.00	0.00	180.00	0.00
					0.00	180.00	
Above paid on 29/01/2020 by Cheque 101727							
BED02	Bedfordshire Pension Fund						
740693/10135/Bedfordshire Pens	20/01/2020	740693	1	50.57	0.00	50.57	0.00
					0.00	50.57	
Above paid on 29/01/2020 by Cheque 101728							
BED07	Police & Crime Commissioner for Beds						
B0001635/10111/Police & Crime	23/01/2020	B0001635	1	3,038.70	0.00	3,038.70	0.00
					0.00	3,038.70	
Above paid on 29/01/2020 by Cheque 101729							
BUS01	Business HR Solutions (Consultancy) Ltd						
INV-014499/10132/Business HR S	28/01/2020	INV-014499	1	352.56	0.00	352.56	0.00
					0.00	352.56	
Above paid on 29/01/2020 by Cheque 101730							

List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CPR001 CPRE							
01012020/10127/CPRE	01/01/2020	01012020	1	58.00	0.00	58.00	0.00
					<u>0.00</u>	<u>58.00</u>	
Above paid on 29/01/2020 by Cheque 101731							
CPR001 CPRE							
PO5696/10126/CPRE	01/01/2020	PO5696	1	36.00	0.00	36.00	0.00
					<u>0.00</u>	<u>36.00</u>	
Above paid on 29/01/2020 by Cheque 101732							
CRO01 Cromwell Group (Holdings) Ltd							
0016174346/10128/Cromwell Grou	10/01/2020	0016174346	1	532.56	0.00	532.56	0.00
					<u>0.00</u>	<u>532.56</u>	
Above paid on 29/01/2020 by Cheque 101733							
DCK01 DCK Accounting Solutions Ltd							
TPC8930/10129/DCK Accounting S	14/01/2020	TPC8930	1	474.00	0.00	474.00	0.00
					<u>0.00</u>	<u>474.00</u>	
Above paid on 29/01/2020 by Cheque 101734							
DUN02 Biffa Waste Services Ltd							
614C04850/10112/Biffa Waste Se	24/01/2020	614C04850	1	1,243.15	0.00	1,243.15	0.00
614M05926/10113/Biffa Waste Se	10/01/2020	614M05926	1	286.68	0.00	286.68	0.00
					<u>0.00</u>	<u>1,529.83</u>	
Above paid on 29/01/2020 by Cheque 101735							
ICCM01 Institute of Cemetery & Crematorium Mgmt							
11963/10133/Institute of Cemet	13/01/2020	11963	1	162.00	0.00	162.00	0.00
					<u>0.00</u>	<u>162.00</u>	
Above paid on 29/01/2020 by Cheque 101736							
LAM01 Lamps & Tubes Illuminations Ltd							
69546/10134/Lamps & Tubes Illu	17/01/2020	69546	1	3,365.76	0.00	3,365.76	0.00
					<u>0.00</u>	<u>3,365.76</u>	
Above paid on 29/01/2020 by Cheque 101737							

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List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MAC02 Mr Colin MacDougall							
24120/10146/Mr Colin MacDougal	12/01/2020	INVOICE	1	300.00	0.00	300.00	0.00
					<u>0.00</u>	<u>300.00</u>	
Above paid on 29/01/2020 by Cheque 101738							
MAR01 Mrs D Marsh							
010120/10145/Mrs D Marsh	01/01/2020	010120	1	22.31	0.00	22.31	0.00
					<u>0.00</u>	<u>22.31</u>	
Above paid on 29/01/2020 by Cheque 101739							
MAY02 Mayors Appeal Account							
20120/10136/Mayors Appeal Acco	20/01/2020	20120	1	20.00	0.00	20.00	0.00
					<u>0.00</u>	<u>20.00</u>	
Above paid on 29/01/2020 by Cheque 101740							
PRN01 P R Newson Ltd							
10885/10137/P R Newson Ltd	15/01/2020	10885	1	306.00	0.00	306.00	0.00
					<u>0.00</u>	<u>306.00</u>	
Above paid on 29/01/2020 by Cheque 101741							
RBS01 Rialtas Business Solutions Ltd							
27474/10140/Rialtas Business S	09/01/2020	27474	1	70.80	0.00	70.80	0.00
					<u>0.00</u>	<u>70.80</u>	
Above paid on 29/01/2020 by Cheque 101742							
RIG01 Rigby Taylor							
RC008823/10141/Rigby Taylor	16/01/2020	RC008823	1	43.68	0.00	43.68	0.00
					<u>0.00</u>	<u>43.68</u>	
Above paid on 29/01/2020 by Cheque 101743							
SCR02 Trade UK Account							
0951734598D/10043/Trade UK Acc	13/12/2019	0951734598D	1	27.98	0.00	27.98	0.00
1018678484B/10042/Trade UK Acc	15/10/2019	1018678484B	1	71.85	0.00	71.85	0.00
					<u>0.00</u>	<u>99.83</u>	
Above paid on 29/01/2020 by Cheque 101744							

List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
STR02	Strawberry Fieldz Ltd						
<i>INV000298/10142/Strawberry Fie</i>	21/01/2020	INV000298	1	1,175.00	0.00	235.00	940.00
<i>INV000299/10143/Strawberry Fie</i>	21/01/2020	INV000299	1	1,400.00	0.00	280.00	1,120.00
					<u>0.00</u>	<u>515.00</u>	
	Above paid on 29/01/2020 by Cheque 101745						
TOT01	Right Fuelcard Company Ltd						
<i>2881981/10067/Right Fuelcard C</i>	05/01/2020	2881981	1	7.20	0.00	7.20	0.00
					<u>0.00</u>	<u>7.20</u>	
	Above paid on 29/01/2020 by Cheque 101746						
UNI002	Unionline						
<i>501226.1/10139/Unionline</i>	10/01/2020	501226.1	1	350.00	0.00	350.00	0.00
					<u>0.00</u>	<u>350.00</u>	
	Above paid on 29/01/2020 by Cheque 101747						
GRE06	Greenbridge Designs Ltd						
<i>Purchase Ledger Payment</i>	08/01/2020	ON ACC 10182	1	0.00	0.00	-18,786.00	18,786.00
					<u>0.00</u>	<u>-18,786.00</u>	
	Above paid on 08/01/2020 by Cheque 101715						
	Total Purchase Ledger Payments for Month 10				<u>0.00</u>	<u>87,184.72</u>	



CORPORATE SERVICES COMMITTEE

Agenda Item 10

Date:	2nd March 2020
Title:	Investment Report
Purpose of the Report:	To provide to members a report on investments to date.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

To note the report.

2. BACKGROUND

In accordance with Committee Functions & Terms of Reference, Financial Regulations and Banking Arrangements, Investment Strategy & Investment Arrangements Policy, it is a requirement that the Corporate Services Committee to receive quarterly reports on investments. This report contains a forecast of capital expenditure, investment opportunities and a recommendation for further investment including where, length and amount.

3. INVESTMENT PROCESS

Commencement of the short-term investment (Public Sector Deposit Fund) and the long-term investment (LAMIT Authorities Property Fund) were both during Financial Year 2014 - 2015.

In accordance with Minutes AC1113 and AC1121, two officers administrate both these accounts for supervision and audit trail purposes.

Both these investments have no fixed period of terms, but both are treated on an annual roll-on basis at their anniversaries' review - Min10064 dated 23.9.19

4. LONG TERM INVESTMENT – LAMIT PROPERTY FUND ACCOUNT

Commencement of the LAMIT Property Fund was October 2014. This fund is designed to achieve long term capital growth from investments in the commercial

property sector. Dividends are paid quarterly (in accordance with IAS 18 - Revenue) less fund management fees but without deduction of tax.

Gross dividend yield rate as at 31st December 2019 was 4.33%, compared to 4.35% at 30th September 2019.

This account has non-activity as it generates favourable economic benefits with the council's maximum surplus funds that can be held in this type of investment.

Total fund size at 31st December 2019 was £1,200,000 compared to £1,173,000 in 30th September 2019.

This long-term investment is still extremely favourable and currently, officers are unable source a better or similar account.

5. SHORT-TERM INVESTMENT – PUBLIC SECTOR DEPOSIT ACCOUNT

Commencement of the Public Sector Deposit Fund was September 2014.

This is a pooled, qualified money market fund created by and for the public sector which has a low level of risks. Shares are bought and the dividend is paid at the end of each month (in accordance with IAS 18 – Revenue) less management fees but without deduction of tax.

The declared yield rate as at 31st January 2020 was 0.7102% equal to the declared rate on 4th November 2019.

Accessibility of funds is almost immediate making this a highly liquid Current Asset investment. Activity is a fluctuation of withdrawals when required to meet the council's expenditure costs for the period and deposits of investing surplus funds (namely Precept) in accordance with the Trustee Investment Act 1961 S.11 and recommendations.

The total fund size of £599 million in 2016 has now increased to £601 million.

This short-term investment is favourable and currently, officers are unable source a better or similar account.

6. COUNCIL VISION

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

5. A strong efficient and proactive Town Council.

7. IMPLICATIONS

Corporate Implications

This report is supported by the following council policies:

- Financial Regulations
- Risk Management Strategy

- Banking Arrangements, Investment Strategy & Investment Arrangements

Legal Implications

- Compliance with the Trustee Investment Act 1961 S.11

Financial Implications

- There are no financial implications of this report.

Risk Implications

- As with any type of investment there is always an element of risk. Officers' supervision of the accounts and monitoring their environments as well as the UK's economy climate, helps to regulate and assess any potential risks.

Equalities Implications

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

This report does not discriminate.

Press Contact

- There are no press implications.

8. CONCLUSION AND NEXT STEPS

To continue the reinvestment and be presented with other investment opportunities when appropriate.

9. APPENDICES

Appendix A: Chronological activities

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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%
22.11.19	£ 954,000	Withdrawal	£50,000	904000	£904000	Transfer to current account to top up funds for expenditure purchases.
25.11.19	£904000	Withdrawal	£30,000	874000	£874000	Transfer to current account to top up funds for expenditure purchases.
10.12.19	£874000	Withdrawal	£40,000	834000	£834000	Transfer to current account to top up funds for expenditure purchases.
19.12.19	£834,000	Withdrawal	£50,000	784000	£784000	Transfer to current account to top up funds for expenditure purchases.
17.01.20	£784,000	Withdrawal	£40,000	744000	£744000	Transfer to current account to top up funds for expenditure purchases.
23.01.20	£744,000	Withdrawal	£40,000	704,000	£704,000	Transfer to current account to top up funds for expenditure purchases.

Long-term Investment – LAMIT Property Fund

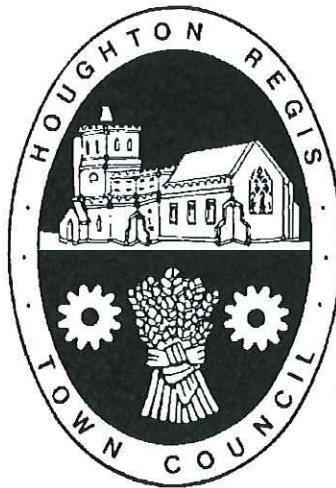
Date	Opening Balance	Details	Amount	Shares	Bid market total value	Bid market value per one unit	Other details
31.12.18	£600,000			213,503	£648,515.36	303.75 pence	Favourable 1.59880% increase of previous bid market total value.
31.03.19	£600,000			213,503	£644,672.31	301.95 pence	Adverse 0.59612% reduction 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%
31.12.19	£600,000			213,503	£638,651.52	299.13 pence	Favourable approximate 2.25% increase of previous bid market total value. Less favourable gross dividend yield of 4.33% than the quarter before of 4.35%

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Ref:	Outcome	Committee Update at 2nd March 2020
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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	GREEN 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.
5c.	Review the managerial structure to ensure that the Town Council delivers its 5 objectives	GREEN Job descriptions & Job evaluation - Independent review undertaken. Results fed back. Changes agreed and implemented. COMPLETED. Appraisals - training delivered and new policy agreed. Implementation of policy underway. Skills being assessed and reviewed. Tools and equipment under review, some new purchases made and being used.
5h.	Consider, plan & implement appropriate office improvements	GREEN New kitchen installed. Hand towel dispenser installed. Office floor has been investigated - due to the way the carpet has been laid to replace/repair the floor would need logistical consideration as well as budget. Structural survey of the whole building completed. repairs recommended. Council agreed to the repairs to the floor in the main office. Repairs due to commence July 2018. Completed August 2018.
5k.	Develop a HRTC policy position on statutory functions provided by outside bodies	GREEN Draft policy presented to Corporate 26th November 2018 for ratification at Town Council 25th March 2019.
5l.	Develop a local apprenticeship scheme	GREEN 2 apprentices employed from June 2016. Office apprentice employed from summer 2016, left in August 2017. New office apprentice started in November 2017. Grounds apprentice employed as a junior groundsman in October 2017. A recommendation coming from Personnel Sub-Committee, PE62, to Town Council that a Groundsperson apprenticeship scheme be approved subject to budget provision.

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Houghton Regis Town Council

Internal Audit Report

Interim Report

Version	1
Date	6 th November 2019
Issued to	Town Clerk
By	Rosanne Nulty CPFA; CMIIA

1. Introduction

- 1.1 Greenbiro Limited was re-appointed as the internal auditors for the Council for the Municipal Year 2019-20 having delivered the service for previous six years. Good governance would be to review the internal audit appointment to ensure value for money and objectivity is still being achieved through continued use of Greenbiro Limited.
- 1.2 The Council has a statutory duty to complete an Annual Return each year. Within the Annual Return there is an annual internal audit report that provides assurance on a range of prescribed control objectives.
- 1.3 The internal audit testing programme is designed to focus on the areas where assurance is required for completion of the Annual Return.
- 1.4 An interim visit was undertaken on 6th November 2019 to undertake some sample review of documents, procedures and processes.
- 1.5 The purpose of this report is to provide the Town Clerk and its Councillors with an interim update on the outcomes of the visit and identify any areas of concern. It does not guarantee that records or activities are free from fraud or error.

2. Overview

- 2.1 Progress with the recommendations made in the 2018-19 interim internal audit report is included below. There were however, no recommendations made in the 2017-8 annual report.
- 2.2 The prescribed internal control objectives to be reviewed as part of the Annual Internal Audit Report are described in Table 1 below. Alongside each objective, a brief summary of the findings at the interim visit are included.
- 2.3 General comments are that financial records are well maintained, clearly labelled so are easy to find and follow, filed in an appropriate manner and appeared to be complete and fit for purpose.
- 2.4 Some issues were identified in relation to compliance with Financial Regulations by Members; with the process for budget setting; and the ongoing use of reserves. Three recommendations for consideration are included in section 3.
- 2.5 Following the external audit of the accounts for 2018/19, an unqualified opinion was provided.

- **Low** – Where failure to make changes may result in weaker controls leading to risk of undetected fraud or error, or where good value for money is not being routinely achieved.
- 3.3 Any future recommended actions will be discussed with the Clerk and comments or agreed responses will be recorded in the Annual Internal Audit Report.

4. Acknowledgements

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

5. Follow up of previous recommendations

5.1 The following table records the recommendations made following previous internal audit work, and any subsequent response or actions undertaken.

5.2

Risk	Recommended action	Response
<p>The Council agrees its Financial Regulations to ensure the appropriate procedures are in place to safeguard public funds and demonstrate good governance through transparency and accuracy.</p> <p>Members are not permitted to purchase goods or services themselves without the proper authorisation process or without gaining agreement from the RFO. Failure to comply with the Financial Regulations could potentially expose the Council to fraud, error and challenge over the legality of decisions made</p>	<p>All Members and Officers of the Council should be reminded of their responsibilities to (both individually, and collectively) comply with the Council's Financial Regulations.</p>	<p>The recommendations were considered by the Town Council on 17th June 2019 and it was resolved to recirculate to members the details of the finance training offered and to provide a copy of the Financial regulations to all.</p>
<p>Without a measured approach to setting the budget prior to agreeing the annual precept, there is a risk that the objectives of the Council will not be met, as the precept may be insufficient to support those service objectives.</p> <p>The Council may also be subject to challenge by its stakeholders if it has not properly considered the costs of service delivery, and may be unable to meet its statutory functions if money has been spent on non-statutory</p>	<p>The budget process is instigated as early as practical (November at the latest), and appropriate time is given to consider the needs of the Council and its stakeholders, and the related costs of statutory and non-statutory services and events. Furthermore, the budget is agreed before the precept is approved so that any increase (or decrease) can be properly justified to stakeholders.</p>	<p>The budget setting policy was approved and precept setting timetable.</p>

	Risk	Recommended action	Response
	events and services that do not have budgets assigned to them.		
	Using reserves to fill the gap between income generated and expenditure incurred will lead to financial difficulties as use of reserves is one-off and not sustainable in the long term	<p>The Council should consider maintaining a reserves policy where general reserves is kept at a minimum of one quarter of the annual revenue expenditure budget (approximately £230k based on 2018/19 expenditure).</p> <p>Note that although current general reserves are below this level, the Council does have significant earmarked reserves that it can draw on.</p> <p>The precept should be set to cover the expected expenditure as identified in the budget, reserves should not be relied upon as a solution to deficient budgeting. (Refer to the demise of Northamptonshire County Council through over-reliance on reserves and inadequate short and medium term budgeting).</p>	The reserves policy was agreed and it was resolved to ensure the impact of the use of reserves is factored into the budget setting process.

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

	Control Objective	Findings	Action Ref.
A	Appropriate books of account have been properly kept throughout the year.	Accounting records were reviewed and were in the expected format. Some arithmetic checks were performed to detect system errors. None were found. The Council uses appropriate accounting software (RBS) to record all its financial transactions.	
B	The Council's Financial Regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<p>The Council's Financial Regulations are reviewed annually. They were most recently reviewed on 15th May 2019.</p> <p>A sample of payments was examined. All purchases examined had been processed in accordance with the described procedure and the Council's Financial Regulations were met.</p> <p>Accounting for VAT was examined on the invoices paid, no errors were detected. The latest VAT return was examined and had been submitted in full and on time.</p> <p>The Finance & Cemeteries Officer is making preparations for the Council to participate in HMRC's 'making tax digital' scheme, and will comply with the requirements in accordance with HMRC's timetable.</p> <p>The Council was selected in August 2019 for a compliance check by HMRC (as is usual for organisations who claim VAT reimbursement rather than paying over VAT to HMRC). They have responded with the requested information, and received confirmation from HMRC that they met the compliance requirements.</p>	
C	The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	The risk register and risk strategy was examined and was adequate for the needs of the Council. It had most recently been reviewed by the Corporate Services Committee on 23 rd September 2019 [minute 10065 refers] and was recommended for approval by the Town Council.	
D	The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<p>During November and December 2018, the RFO sent a draft budget for 2019/20 to Members inviting comments. The Council considered a draft budget on 28th January 2019, but, after much discussion, did not reach an agreement. They did however, set a precept at the meeting of 28th January 2019, taking the decision to defer the budget setting. A budget for 2019/20 was agreed by Council on 19th February 2019 after lengthy discussions over the use of reserves to fill the gap between precept and other income, and the expenditure of the council. Note that in 2018/19, around £160k was used from general and earmarked reserves to balance the budget.</p> <p>Appropriate budget monitoring is regularly undertaken.</p> <p>Reserve balances were reviewed fully in 2018/19 year-end audit and were not examined at the interim audit.</p>	
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Income collected was not examined at the interim audit.	
F	Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	Petty cash records were examined at the interim visit. Records were appropriately kept, with records of types of purchases and the corresponding receipts. Access to the petty cash was limited to three officers. As a result of a previous internal audit recommendation to try to reduce the use of petty cash for regular	1

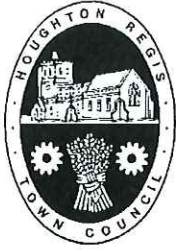
	Control Objective	Findings	Action Ref.
		purchases and payments, the overall petty cash balance was reduced from £250 to £50. There has been some reduction in use, but it has been regularly necessary to replenish the petty cash every fortnight. It would make sense for the balance to be £100 to reduce the administrative burden of replenishing the cash, whilst still discouraging the use or reliance on petty cash where alternative payment arrangements can be used.	
G	Salaries to employees and allowances to Members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	Bedford Borough Council provides payroll services to the Council. Salary records were reviewed at the interim visit to check for reasonableness from month to month (analytical review). Payment amounts and deductions were as expected.	
H	Asset and investments registers were complete and accurate and properly carried out.	Asset registers exist and are adequate for financial reporting. There was evidence that the register is updated with purchases and disposals as they arise during the year, which provides adequate records.	
I	Periodic and year-end bank account reconciliations were properly carried out.	The file of bank reconciliations was reviewed and it was confirmed that bank reconciliations are being performed regularly and were properly completed. There was evidence of supervisory sign off of the bank reconciliation by the Town Clerk and monthly review by Members.	
J	Year-end accounts were prepared on the correct accounting basis (receipts & payments/income & expenditure), agreed with cashbook, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.	Not examined at interim audit.	
K	Limited assurance review exemption	Not covered as this is not applicable. The Council does not meet the criteria for exemption from the limited assurance review.	
L	Exercising public rights of access	Not applicable.	
M	The Council has met its responsibilities as a trustee.	Not applicable. The Council does not act as a trustee.	

3. Actions for consideration

3.1 There are no recommended actions to be considered by the Clerk and members.

3.2 The recommendations are rated in three categories – High, Medium and Low. Examples of the risks of not making recommended changes are listed below. The list for each is not exhaustive.

- **High** – Where failure to make changes is likely to give rise to a risk of breach of legislation or breach of Financial Regulations; risk of significant loss (financial, reputational) due to undetected fraud or error; or danger to life. The risk is likely to materialise within 3 to 6 months.
- **Medium** – where failure to make changes may give rise to a breach of approved procedures or Financial Regulations; risk of loss (financial, reputational) due to undetected fraud or error; or risk of injury. The risk is likely to materialise within 6 to 12 months.



CORPORATE SERVICES COMMITTEE**Agenda Item 13**

Date:	2nd March 2020
Title:	Councillors Expenses
Purpose of the Report:	To provide Members with additional information in relation to Councillor Allowances
Contact Officer:	Debbie Marsh, Corporate Services Manager

1. RECOMMENDATION

To consider and recommend to Town Council a Councillor's Expenses Policy covering travel and subsistence.

2. BACKGROUND

The Town Council last reviewed its Members Allowances policy on the 23rd January 2006.

At the Corporate Services meeting held on the 25th November 2019 members received updated information from NALC, in regard to Councillors' Allowances, dated August 2019.

At the meeting members discussed the information and agreed to discuss the matter further at a member briefing session with a view to adding an item at the next Town Council meeting.

At the Town Council meeting held on the 9th December 2019 members were advised that informal feedback from members indicated a preference for the payment of expenses rather than the provision of an allowance.

At this meeting members were reminded that the Town Council was already able to pay members travel allowances when undertaking authorised duties and subsistence expenses where certain conditions applied, however members resolved to request the Corporate Services Committee consider and recommend to Town Council a Councillor's Expenses Policy covering travel and subsistence.

3. INFORMATION

As members are already aware the Town Council has agreed to not pay a parish basic allowance (PBA).

Although members acknowledge the Town Council can pay travel and subsistence expenses, they requested a policy be drafted to formalise this.

For information the Town Council has a Members Allowances Policy which was last reviewed on the 23rd October 2006, **attached as appendix A**

The draft policy is based on NALC's Local Topic Note 33 **attached appendix B.**

The level of payment for mileage is based on the current allowances afforded to officers and members. Members are invited to discuss the level and duration of when subsistence can be claimed.

5. COUNCIL VISION

Indicate how the proposed action supports the Objectives of Council's Vision;

5. A strong efficient and proactive Town Council.

6. IMPLICATIONS

Corporate Implications

- There are no corporate implications.

Legal Implications

- Power – Local Authorities (Members' Allowances) (England) Regulations 2003

Financial Implications

- Budget provision is available for these expenses, currently not all Members claim these expenses, however, should this change this could lead to an overspend in the budget provision.

Risk Implications

- There are no risk implications.

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

There are no press implications.

7. CONCLUSION AND NEXT STEPS

Members are currently able to claim expenses, should they wish, for travel when undertaking authorised duties and subsistence expenses where certain conditions apply.

Should Members agree to increase the subsistence element of these expenses or should all Members decide to claim travel expenses when undertaking authorised duties this could lead to an overspend in the current budget.

Members are invited to consider the report and discuss the adoption of a Members Expenses Policy.

8. APPENDICES

Appendix A: Town Council Members Allowances Policy – 23rd October 2006

Appendix B: NALC – LTN 33 – Councillors' Allowances

Appendix C: Town Council Councillors' Expenses Policy - Draft

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HOUGHTON REGIS TOWN COUNCIL

MEMBERS ALLOWANCES

Adopted: 15th December 2003

Reviewed: 23rd October 2006

At the council meeting on 15th December 2003 the following resolution was made:

- Resolved:**
1. To introduce a scheme for the payment of councillor allowances for travel outside the Parish of Houghton Regis and subsistence expenses for Members taking part in approved duties, as specified in Councillor Allowances – List of Approved Duties (dated 24th November 2003) based on the District Councillor allowance scheme;
 2. Should a District Remuneration Panel be convened to provide advice on travel and subsistence allowances to suggest that the same scale of allowances be applied to Town / Parish Councillors as those available to District Councillors;
 3. Not to introduce a scheme for an attendance allowance for councillors.

At the Policy and Resources Committee meeting on 23rd January 2006 Members considered the report from the Parish Remuneration Panel meeting held on 25th November 2005. The following resolution was made:

Resolved: To note the report.

Attached:

Councillor Allowances – List of Approved Duties (dated 24th November 2003 and amended 23rd October 2006)

SBDC Councillor Allowance Scheme

Minutes of the Parish Independent Remuneration Panel of 25th November 2006

Councillor Allowances – List of Approved Duties (dated 24th November 2003 and amended 23rd October 2006)

The following are approved duties for the purpose of the payment of travelling allowances for journeys made outside of the parish of Houghton Regis:

- 1 Attendance as the Council's nominated representative at meetings of outside organisations, including:
 - Bedfordshire Association of Town & Parish Councils
 - Citizens Advice Bureau
 - Community Funding Initiative (Community Chest Grants Scheme)
 - Houghton Hall Park Monitoring Committee
 - Houghton Regis Town Centre Management Committee
 - Joint Planning & Transportation Committee
 - Memorial Hall Committee
 - Out of Hours School Learning
 - Positive Futures
 - SORTED
 - South Beds Dial-a-Ride
 - South Bedfordshire Local Strategic Partnership
 - SBDC Standards Committee
 - St Thomas' Meeting House Group
 - Voluntary and Community Action South Bedfordshire
 - Tithe Farm Neighbourhood Centre Steering Committee
 - Translink Member Steering Committee
 - Transport Advisory Working Party (title not confirmed)
 - Youth Council

- 2 Attendance by a nominated member at a meeting arranged by the Council, or with organisations at their invitation, following a resolution of a committee or with the agreement of the Chairman of the Council, the Leader of the Council and the Town Clerk.

SOUTH BEDFORDSHIRE DISTRICT COUNCIL MEMBERS' ALLOWANCES SCHEME AND MEMBERS' TRAVEL AND SUBSISTENCE ALLOWANCES

*** EXTRACT ONLY***

12. Members' Travel and Subsistence Allowances

Allowances in respect of travel and subsistence shall be payable as listed in Schedule 5 of this scheme in respect of attendance at any conference or meeting in relation to which the councillor is entitled.

Subsistence allowances in accordance with the scheme used for the officers will be payable with effect from 31st December 2003 (see schedule 5).

Claims, payments and all overpayments under this section of the scheme shall be dealt with in accordance with the provisions of Sections 9 and 10(i)(a) and (iii) of the scheme.

See Financial Procedure Rule 21 regarding time limitations on making claims.

Schedule 5
Members' Travel And Subsistence Expenses

Made Under the Provisions of Section 175 of the Local Government Act and the Local Government (Allowances) Regulations 1974 (as amended)

Travelling Allowances – Approved Duties Only

1. **Public Transport**

The rate for travel by public transport shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available, a second class fare.

Actual expenditure on Pullman Car or similar supplements, reservation of seats, deposit or portorage of luggage and sleeping accommodation will be reimbursed, subject in the case of sleeping accommodation to a reduction of one third of any subsistence allowance payable for that night.

- | | |
|---|----------------|
| 2. <u>Pedal Cycles</u> | 5.0p per mile |
| 3. <u>Solo Motor Cycle</u> | |
| • Cylinder Capacity not exceeding 150 c.c. | 12.3p per mile |
| • Exceeding 150 c.c. but not exceeding 500 c.c. | 12.3p per mile |
| • Exceeding 500 c.c. | 12.3p per mile |

- For a pillion or sidecar passenger to whom a travelling allowance would otherwise be payable 1.0p per mile
 - Overnight garaging At cost
4. Private Motor Car
- Cylinder Capacity not exceeding 999 c.c. 40p per mile
 - Over 999 c.c. but not exceeding 1199 c.c. 40p per mile
 - Exceeding 1199 c.c. 40p per mile
 - For each passenger not exceeding 4 to whom a travelling allowance would otherwise be payable 1.0p per mile
 - Overnight garaging At cost
 - Toll, Ferry or Parking Fees At cost

5. Taxi-Cab

The actual amount of the fare and any reasonable gratuity paid, unless suitable public transport is available, when only the public transport fare will be payable.

6. Other Hired Motor Vehicles

Not exceeding the rate which would have been applicable had the vehicle belonged to the member who hired it, provided that the Council may approve a higher rate not exceeding the actual cost of the hiring.

7. Travel by Air

The rate of travel by air shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an amount saved on accommodation or subsistence allowances which could be paid if an alternative means of transport were used. If the saving in time is so substantial as to justify payment of the fare for travel by air, there may be paid an amount not exceeding the ordinary fare or any available cheap fare for travel by regular air services, or where no such service is available or in case of urgency, the fare actually paid by the member.

Subsistence Allowances – Approved Duties Only

1. In the case of absence, not involving an absence overnight, from the usual place of residence:-
- Breakfast allowance (more than 4 hours away from normal place of residence or where the authority permits a lesser period before 11.00 am.) £6.05
 - Lunch allowance (more than 4 hours or where the authority permits a lesser period including lunchtime between 12.00 noon and 2.00 pm)
 - within the Council's area £8.34
 - outside the Council's area £10.43

- Tea allowance (more than 4 hours away from normal place of residence or where the authority permits a lesser period including 3.00 pm to 6.00 pm) £3.27
- Evening meal allowance (more than 4 hours away from normal place of residence or where the authority permits a lesser period ending after 7.00 pm) £10.31

2. Meals on Trains

When main meals (i.e. a full breakfast, lunch or dinner) are taken on trains during a period for which there is an entitlement to day subsistence, the reasonable cost of the meals (including VAT) may be reimbursed in full, within the limits specified below. Where the cost of meals taken on trains is reimbursed, the rate of day subsistence allowance for that period of duty shall not exceed the maximum payable if the period of absence from the usual place of residence were reduced by 4 hours in respect of each meal taken.

The limitations on reimbursements are:-

- (i) absence of more than 4 but no more than 8 hours, the cost of 1 main meal
- (ii) absence of more than 8 but no more than 12 hours, the cost of 2 main meals
- (iii) absence of more than 12 hours, the cost of 3 main meals

3. In the case of absence overnight (covering a continuous period of 24 hrs)

- (i) in the provinces £79.82
- (ii) in London £91.04

4. In the case of absence overnight for the purpose of attending certain conferences prescribed by the Secretary of State £91.04

The rate specified above shall be reduced by the value of any meal provided free of charge by any authority or body during the period to which the allowance relates.

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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.

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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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



HOUGHTON REGIS TOWN COUNCIL

COUNCILLORS' EXPENSES POLICY

Date of Approval:	
Date of Review:	2 nd March 2020
Date of Re-approval:	

Based on NALC Legal Topic Note 33, Councillors' Allowances

Contents

1. Introduction
2. Travelling and subsistence

1. INTRODUCTION

Houghton Regis Town Council does not pay a parish basic allowance (PBA) to members however they have elected to pay travel and subsistence expenses under Regulation 26 of the Local Authorities (Members' Allowances) Regulations 2003.

2. TRAVELLING AND SUBSISTENCE

- 2.1 Regulation 26 of the Local Authorities (Members' Allowances) Regulations 2003. permits a local council to pay both elected and co-opted members expenses in respect of travel and subsistence when undertaking approved duties 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 council.
- 2.2 Travel allowance also applies in respect of travel by bicycle or other non-motorised form of transport.
- 2.3 Travelling expenses will be reimbursed at the amount of 45p per mile an extra 5p per mile may be claimed for each approved passenger, if using a private vehicle, 20p per mile if using a bicycle, or the cost of a standard second-class rail ticket, or appropriate bus fare, if using public transport. Anyone claiming for reimbursement of travel by private vehicle must confirm on their claim that the insurance company providing cover for the vehicle has been advised of the owner's use for travel on council business.
- 2.4 Subsistence allowance for refreshments will only be payable where attendance at any meeting exceeds 5 ½ hours and will be limited to £8.50 maximum per event.
- 2.5 Claims shall only be made on the appropriate forms available from the Clerk.

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

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

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

The date of this publication is: 29th September 2014

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

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

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

Where quoted regulations* refer to:

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

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

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

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

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

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

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

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

Signed:
Town Clerk, Houghton Regis Town Council

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

Employer discretions required under:

The Local Government Pension Scheme Regulations 2013
[prefix R]

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

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

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

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

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

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

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

The policy of Houghton Regis Town Council is:

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

Regulation R30(6)* & TP11(2)

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

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

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

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

The policy of Houghton Regis Town Council is:

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

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

The following criteria will apply:-

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

Regulation R30(8)*

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

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

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

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

The policy of Houghton Regis Town Council is:

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

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

TP Sch 2 para 2(2)

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

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

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

The policy of Houghton Regis Town Council is:

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

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

TP Sch 2 para 2(3)

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

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

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

The policy of Houghton Regis Town Council is:

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

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

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

and/or

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

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

Regulation R31

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

A Scheme employer may resolve to award

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

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

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

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

The policy of Houghton Regis Town Council is:

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

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

Regulation B12

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

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

The policy of Houghton Regis Town Council is:

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

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

Regulation B30(2)*

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

The policy of Houghton Regis Town Council is:

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

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

Regulation B30(5)*

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

The policy of Houghton Regis Town Council is:

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

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

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

and/or

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

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

Regulation B30A(3)*

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

The policy of Houghton Regis Town Council is:

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

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

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

and/or

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

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

Regulation B30A(5)*

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

The policy of Houghton Regis Town Council is:

The policy of Houghton Regis Town Council is:

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

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

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

and/or

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

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

Employer discretions required under:

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

Regulation L31(2)

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

The policy of Houghton Regis Town Council is:

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

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

Regulation L31(5)

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

The policy of Houghton Regis Town Council is:

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

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

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

and/or

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

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

Regulation L31(7A)

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

The policy of Houghton Regis Town Council is:

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

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

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

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

Regulation 21(4)

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

The policy of Houghton Regis Town Council is:

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

Regulation 25(2)

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

The policy of Houghton Regis Town Council is:

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

Regulation 21(7)

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

The policy of Houghton Regis Town Council is:

That the normal pension suspension rules will be disapplied.

Regulation 21(5)

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

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

The policy of Houghton Regis Town Council is:

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

be relevant to the authority.

Regulation 21(7)

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

The policy of Houghton Regis Town Council is:

That the normal pension suspension rules will be disapplied.

Regulation 17

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

The policy of Houghton Regis Town Council is:

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

Regulation 19

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

The policy of Houghton Regis Town Council is:

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

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

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

Regulation 5

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

The policy of Houghton Regis Town Council is:

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

Regulation 6

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

The policy of Houghton Regis Town Council is:

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

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

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

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

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

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

Regulation 3(1)

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

The policy of Houghton Regis Town Council is:

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

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

Regulation 3(4) and 8

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

The policy of Houghton Regis Town Council is:

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

Regulation 3(2)

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

The policy of Houghton Regis Town Council is:

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

Regulation 4(1)

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

The policy of Houghton Regis Town Council is:

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

Regulation 4(3) and 8

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

The policy of Houghton Regis Town Council is:

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

Regulation 4(2)

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

The policy of Houghton Regis Town Council is:

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

Regulation 4(5)

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

The policy of Houghton Regis Town Council is:

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

Regulation 6(1)

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

The policy of Houghton Regis Town Council is:

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

Regulation 6(1)

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

The policy of Houghton Regis Town Council is:

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

Regulation 6(2)

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

The policy of Houghton Regis Town Council is:

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

Regulation 7(1)

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

The policy of Houghton Regis Town Council is:

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

Regulation 7(2) and 8

Determine amount of any injury allowance.

The policy of Houghton Regis Town Council is:

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

Regulation 7(3)

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

The policy of Houghton Regis Town Council is:

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

**Further Employer Discretions
(set out as best practice)**

– in accordance with the Local Government Pension Scheme Regulations 2013

R9(1) & (3) – Contributions

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

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

The policy of Houghton Regis Town Council is:

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

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

R17(1) – Additional Voluntary Contributions

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

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

The policy of Houghton Regis Town Council is:

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

R21(5) – Assumed Pensionable Pay

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

The policy of Houghton Regis Town Council is:

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

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

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

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

The policy of Houghton Regis Town Council is:

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

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

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

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

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

R74 Adjudication

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

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

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

and to make a decision on such applications.

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

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

Chair of Corporate Services Committee
Full Address: Houghton Regis Town Council,
Peel Street,
Houghton Regis,
Beds
Post Code: LU5 5EY
Tel No: 01582 708540
Fax No: 01582 861102
Email Address: info@houghtonregis.org.uk

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

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

The policy of Houghton Regis Town Council is:

That the 12 months deadline would not be extended, however, extenuating circumstances

may apply and this may include one or more of the following:

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

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

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

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

This policy will be reviewed annually by the Corporate Services Committee

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HOUGHTON REGIS TOWN COUNCIL

Late Payment & Bad Debts Policy

Date of approval:	3 rd December 2012
Dates of review:	16 th March 2015; 14 th March 2016; 1 st December 2016; 27 th November 2017; 2 nd March 2020
Dates of re-approval :	23 rd March 2015; 21 st March 2016; 30 th January 2017; 26 th March 2018.

Contents

1. Introduction
2. Policy
3. Credit Control
4. Payment Collection
5. Review

1.0 INTRODUCTION

- 1.1 This policy outlines the Council's procedures for dealing with late payments and outstanding accounts (bad debts) in accordance with Financial Regulation No. 9.4.

2.0 POLICY

- 2.1 All accounts due will be collected in accordance with Financial Regulation No. 9.4 and any sums found to be irrecoverable or any subsequent bad debts shall be reported to Town Council.

Overdue accounts and bad debts shall be treated in the following manner:

- (i) Customers with outstanding accounts at 90 days shall be passed to a registered debt collector following a final seven day warning at the discretion of the RFO or appropriate Officer of the Town Council.
- (ii) Any bad debts that cannot be recovered shall be referred to Town Council for authorisation to be written off or for authorisation to make arrangements to collect the debt in other ways.

3.0 CREDIT CONTROL

- 3.1 Invoices are raised and reminders sent at 30, 60 and 90 day intervals.
- 3.2 After 90 days, a letter is sent by recorded delivery to the debtor advising that if no payment is made within 7 days, the debt will be passed to a debt collector for recovery.
- 3.3 In some instances, specific debts will be reported to the Corporate Services Committee prior to being passed to the debt collector.
- 3.4 Where the debt collector is unable to secure payment, the debt will be referred to Town Council.

4.0 PAYMENT COLLECTION

- 4.1 The Council receives income from the following sources:
- Agency services
 - Advertising
 - Cemetery fees
 - Use of office facilities
 - Sport bookings
 - Venue hire
 - Use of Recreation Grounds
 - Sponsorship

4.2 Agency services

Regular work

Invoices to be sent out at beginning of financial year on receipt of customers purchase order. Payment required within 28 days. Statements to be issued monthly. Report to Council if payment not received within 90 days of invoice.

Ad hoc work

Work to be completed on receipt of official order. Invoice to be sent on basis of order after work completed. Statements to be issued monthly. Report to Council if payment not received within 90 days of invoice.

4.3 Advertising

Invoice to be sent on receipt of order. Payment required within 28 days. Statements to be issued monthly. Report to Council if payment not received within 90 days of invoice.

4.4 Cemetery fees

Invoice to be sent on receipt of order. Payment required within 28 days. Statements to be issued monthly. Report to Council if payment not received within 90 days of invoice.

4.5 Use of office facilities (photocopier etc)

If required invoice to be sent on receipt of order. Payment required within 28 days. Statements to be issued monthly. Report to Council if payment not received within 90 days of invoice.

4.6 Sport bookings

Regular / seasonal bookings

Invoice to be sent at beginning of the season for payment for full season. Payment required within 28 days. Statements to be issued monthly. Clubs to contact Clerk to arrange payment plan if required. Report to Council if full payment not received within 90 days of invoice or if agreed payment plan not honoured.

Ad hoc bookings

Invoice to be sent on receipt of order. Payment required before date of event. Booking to be denied should payment not be received in advance.

4.7 Venue hire

Regular bookings

Clerk to determine suitable invoicing dates depending of nature of booking. Payment required within 28 days. Statements to be issued monthly. Hirer to contact Clerk to arrange payment plan if required. Report to Council if full payment not received within 90 days of invoice or agreed payment plan not honoured.

Ad hoc bookings

Invoice to be sent on receipt of order. Payment required before date of event. Booking to be denied should payment not be received in advance.

New regular bookings

Invoice to be sent on receipt of order. Payment required before commencement of hire for a period to be determined by the Clerk (to be dependent on the nature of hire). Booking to be denied should payment not be received in advance.

4.8 Use of Recreation Grounds (e.g. Fair & Circus)

Payment required with deposit on submission of booking form. Booking to be denied should payment not be received in advance.

4.9 Sponsorship

Invoice sent on receipt of agreement. Payment required 28 days prior to the event or publication to which the sponsorship applies.

5.0 REVIEW

5.1 This policy will be reviewed annually by the Corporate Services Committee.



CORPORATE SERVICES COMMITTEE**Agenda Item 16**

Date: 2nd March 2020

Title: Staff Sickness Policy

Purpose of the Report: To provide Members with information in relation to the revised Town Council Staff Sickness Policy

Contact Officer: Debbie Marsh, Corporate Services Manager

1. RECOMMENDATION

To recommend to Town Council that the Sickness Policy be approved.

2. BACKGROUND

Members are advised that the Corporate Services Committee last reviewed the Town Councils Sickness Policy on the 20th March 2017. Although this policy is reviewed very four years it was felt that this policy could do with some refinement sooner than the proposed date of its review.

This policy has been reviewed by the Town Councils Human Resources Consultant.

3. INFORMATION

The Town Council is sympathetic to cases of illness or other problems which might make absence unavoidable.

Managers will ensure that all absences are treated on a problem-solving basis to try to overcome any absence related issues in a positive manner.

The policy is not contractual but sets out the way in which the Town Council deals with absence from work.

Members are advised that staff are entitled to receive sick pay for the following periods: -

During 1st year of service

1 month's full pay and (after completing 4 months service)
2 months half pay

During 2nd year of service

2 months full pay and
2 months half pay

During 3rd year of service

4 months full pay and
4 months half pay

During 4th and 5th year of service

5 months full pay and
5 months half pay

After 5 years' service

6 months full pay and
6 months half pay

4. ISSUES FOR CONSIDERATION

Apart from annual holiday entitlement, staff might need time off work for reasons including:

- short-term and long-term sickness, including mental health conditions
- helping a child, partner or relative
- bereavement
- medical appointments
- pregnancy-related illnesses and appointments, including IVF
- bad weather conditions, making travelling to work difficult or impossible

Employers may use different formulae when calculating sickness absence and its operational impact.

The Town Council operates a Bradford Factor system when calculating absences.

The Bradford Factor is a simple formula that allows employers to apply a relative weighting to employee unplanned absences (sickness, Doctors appointments, emergency childcare etc). The Bradford Factor supports the principal that repeat absences have a greater operational impact than long term sick.

As stated above, the Town Council already calculates sickness absence using the Bradford Factor formulae, however, reference to this along with all the trigger points had previously not been incorporated within the policy.

Members are advised that some staff are aware there are changes to the policy, however, all staff will have the opportunity to raise any questions at a full staff meeting due to be held on the 11th March 2020.

This policy is provided in order to maintain a positive approach to managing absence whilst providing clear guidelines for everyone.

5. COUNCIL VISION

Indicate how the proposed action supports the Objectives of Council's Vision;

5. A strong efficient and proactive Town Council.

6. IMPLICATIONS

Corporate Implications

- Information sharing with staff is due to take place on the 11th March 2020

Legal Implications

- This policy has been revised with the support of the Town Councils Human Resources consultant

Financial Implications

- There are no financial implications

Risk Implications

- Should a robust sickness absence policy not be supported then this would be a greater impact on the operation of the council.

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.

7. CONCLUSION AND NEXT STEPS

It is important to effectively manage both short-term and long-term sickness absence to ensure the effective running of the Council. During periods of sickness absence, employees should comply with the procedures as set out in the policy in order to receive the correct support and any sick pay they are entitled to.

It is proposed to discuss the amendments to this policy at a staff meeting due to be held on the 11th March 2020.

8. APPENDICES

The following Appendix is attached/ provided through an electronic link

Appendix A – Sickness Policy



HOUGHTON REGIS TOWN COUNCIL

Sickness Absence Policy

Date of approval:	20 th January 2014
Dates of review:	20 th March 2017; 2 nd March 2020
Dates of re-approval:	18 th July 2017

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1. POLICY STATEMENT

- 1.1 This Sickness Absence Policy sets out the Council's procedures for reporting sickness absence and for the management of sickness absence in a fair and consistent way.
- 1.2 Sickness absence can vary from short intermittent periods of ill-health to a continuous period of long-term absence and have a number of different causes (for example, injuries, recurring conditions, or a serious illness requiring lengthy treatment).
- 1.3 The Council wishes to ensure that the reasons for sickness absence are understood in each case and investigated where necessary. In addition, where needed and reasonably practicable, measures will be taken to assist those who have been absent by reason of sickness to return to work.
- 1.4 This policy does not form part of any employee's contract of employment and it may be amended at any time. The Council may also vary the procedures set out in this policy, including any time limits, as appropriate in any case.

2. WHO IS COVERED BY THE POLICY?

This policy covers all employees at all levels and grades, including senior managers, officers, directors, employees, trainees, homeworkers, part-time and fixed-term employees.

3. DISABILITIES

- 3.1 The Council is aware that sickness absence may result from a disability. At each stage of the sickness absence meetings procedure (set out in paragraph 15 of this policy), particular consideration will be given to whether there are reasonable adjustments that could be made to the requirements of a job or other aspects of working arrangements that will provide support at work and/or assist a return to work.
- 3.2 If you consider that you are affected by a disability or any medical condition which affects your ability to undertake your work, you should inform the Town Clerk.

4. ABSENCE DURING WORKING HOURS

- 4.1 Wherever possible, and in order to minimise disruption, employees are asked to arrange medical, dental, optical, hospital or other test appointments etc. either outside of normal working hours, or at the beginning and end of the working day or on a day of the week when their workload tends to be quieter or when they are scheduled not to work. However, we do realise that this may not always be possible, particularly with hospital appointments.

4.2 Employees who need to take time off for such appointments should agree them in advance with their manager, giving as much notice as possible. They may be required to produce an appointment card or letter.

4.3 Such time off will be paid but we do request that the time is made up and the appointment will be recorded as absence.

4.4 Wherever possible we will be as flexible as we can in accommodating appointments, however we reserve the right to ask an employee to reschedule a routine appointment if its timing would cause disruption to the organisation, the running of the particular department, or the completion of vital or urgent work.

4.5 Employees who have an appointment which is not at the end of the working day will normally be expected to return to work following the appointment.

4.6 Any employee who requests or takes time off work for a medical or similar appointment when such an appointment has not in fact been made; who deliberately arranges appointments at times that are clearly inconvenient for us to accommodate; or who fails to give reasonable notice of a pre-scheduled appointment, may be subject to disciplinary action.

3.24.7 Please note that different rules apply to time off for such appointments related to maternity, adoption, paternity and shared parental leave.

4.5. SICKNESS ABSENCE REPORTING PROCEDURE

4.15.1 If you are taken ill or injured while at work, you should report or be taken to the Town Clerk (Office Staff) or Grounds Foreman (Grounds Staff). Managers should make arrangements for anyone who is unwell to be accompanied home and / or to receive medical treatment where necessary.

If you cannot attend work because you are ill or injured, you should normally telephone your line manager as early as possible and no later than 30 minutes after the time when you are normally expected to start work. The following details should be provided:

- (a) The nature of your illness or injury.
- (b) The expected length of your absence from work.
- (c) Contact details.
- (d) Any outstanding or urgent work that requires attention.

4.25.2 Managers should ensure that:

- (a) Any sickness absence that is notified to them is recorded and reported to the Town Clerk.

- (b) Arrangements are made, where necessary, to cover work and to inform colleagues and clients (while maintaining confidentiality).

4.35.3 You should expect to be contacted during your absence by your line manager who will want to enquire after your health and be advised, if possible, as to your expected return date.

4.45.4 If you are ill or injured during a period of pre-arranged annual leave you may elect to treat the days of incapacity as sickness absence instead of annual leave. You must inform your manager of your incapacity and its likely duration as soon as possible even if you are abroad. The usual requirements for self-certification and medical certificates in this policy will apply.

5.6. EVIDENCE OF INCAPACITY

5.16.1 For any sickness absence you must complete a self-certification form which is available from the Town Clerk.

5.26.2 For absence of more than a week you must obtain a certificate from your doctor (a "Statement of Fitness for Work") stating that you are not fit for work and the reason(s) why. This should be forwarded to the Town Clerk as soon as possible. If your absence continues, further medical certificates must be provided to cover the whole period of absence.

5.36.3 If your doctor provides a certificate stating that you "may be fit for work" you should inform the Town Clerk immediately, who will discuss with you any additional measures that may be needed to facilitate your return to work, taking account of your doctor's advice. This may take place at a return to work interview (see paragraph 11). If appropriate measures cannot be taken, you will remain on sick leave and a date will be set to review the situation.

5.46.4 Where the Council is concerned about the reason for absence, or frequent short-term absence, a medical certificate for each absence regardless of duration may be required. In such circumstances, the Council will cover any costs incurred in obtaining such medical certificates, for absences of a week or less, on production of a doctor's invoice.

6.7. UNAUTHORISED ABSENCE

6.17.1 Cases of unauthorised absence will be dealt with under the Council's Disciplinary Procedure.

6.27.2 Absence that has not been notified according to the sickness absence reporting procedure will be treated as unauthorised absence.

6.37.3 If you do not report for work and have not telephoned your line manager to explain the reason for your absence, your line manager will try to contact you, by telephone and in writing if necessary. This should not be treated as a substitute for reporting sickness absence.

7.8. SICK PAY

7.18.1 You should refer to your contract for details of the sick pay to which you are entitled.

7.28.2 If a period of sickness absence is or appears to be occasioned by actionable negligence, nuisance or breach of any statutory duty on the part of a third party, in respect of which damages are or may be recoverable, you must immediately notify the Town Clerk of that fact and of any claim, compromise, settlement or judgment made or awarded in connection with it and all relevant particulars that may be reasonably required. If the Council requires you to do so, you must cooperate in any related legal proceedings and refund to it that part of any damages or compensation you recover that relates to lost earnings for the period of sickness absence as may be reasonably determined, less any costs you incurred in connection with the recovery of such damages or compensation, provided that the amount to be refunded to the Council shall not exceed the total amount it paid to you in respect of the period of sickness absence.

8.9. KEEPING IN CONTACT DURING SICKNESS ABSENCE

8.19.1 If you are absent on sick leave you should expect to be contacted from time to time by your line manager in order to discuss your wellbeing, expected length of continued absence from work and any of your work that requires attention. Such contact is intended to provide reassurance and will be kept to a reasonable minimum.

8.29.2 If you have any concerns while absent on sick leave, whether about the reason for your absence or your ability to return to work, you should feel free to contact your line manager at any time.

9.10. MEDICAL EXAMINATIONS

9.110.1 The Council may, at any time in operating this policy, ask you to consent to a medical examination by the Council's Occupational Health Department at our expense.

9.210.2 You will be asked to agree that any report produced in connection with any such examination may be disclosed to the Council and that the Council may discuss the contents of the report with the relevant practitioner.

10.11. RETURN-TO-WORK INTERVIEWS

10.11.1 If you have been absent on sick leave you will have a return-to-work interview with your line manager or Town Clerk.

10.211.2 A return-to-work interview enables the Council to confirm the details of your absence. It also gives you the opportunity to raise any concerns or questions you may have, and to bring any relevant matters to the Council's attention.

10.311.3 Where your doctor has provided a certificate stating that you "may be fit for work" your line manager will usually hold a return-to-work interview to discuss any additional measures that may be needed to facilitate your return to work, taking account of your doctor's advice.

11.12. RETURNING TO WORK FROM LONG-TERM SICKNESS ABSENCE

11.12.1 The Council are committed to helping employees return to work from long-term sickness absence. As part of the sickness absence meetings procedure (see paragraph 15), the Council will, where appropriate and possible, support returns to work by:

- (a) Obtaining medical advice;
- (b) Making reasonable adjustments to the workplace, working practices and working hours;
- (c) Considering redeployment; and/or
- (d) Agreeing a return to work programme with everyone affected.

11.212.2 If you are unable to return to work in the longer term, the Council will consider whether you are entitled to any benefits under your contract.

12.13. EXCESSIVE ABSENTEEISM

13.1 If you have a number of short-term absences that together comprise an "unacceptable" overall level of absence you will be seen by your line manager to discuss frequency and reasons for these absences. This will apply irrespective of whether the absences are believed to be genuine.

13.2 Your line manager will explain what is considered as an "acceptable" level of attendance is. What is "acceptable" may be different depending on the nature of the work, the ability of colleagues to provide cover, your length of service, previous absence history, the reasons given for the absences and the treatment of other employees in similar situations.

13.3 Further meetings may then be held in accordance with our capability policy on grounds of unsatisfactory attendance, and if, despite warnings, attendance remains unsatisfactory, this may result in dismissal. Prior to any warning or dismissal, you will be invited to attend a formal disciplinary meeting to discuss your attendance.

You may be accompanied at this meeting by a colleague or a trade union representative. The reasons for the absence, and your overall level of attendance, will be fully discussed. If a decision is taken to give a warning or to dismiss, this will be confirmed in writing together with details of any right of appeal and our appeals procedure.

13.4 To monitor short term absence fairly and consistently, the Council operates a scheme known as the “Bradford Factor”. This measures the duration and frequency of absences as follows:

$S \times S \times D = \text{Bradford Factor Score}$

S is the number of spells of absence in the reference period; D = the number of days of absence in the reference period.

Some examples of calculation are below:

1 spell of absence of 5 days ($1 \times 1 \times 5 = 5$)

3 spells of absence with a total number of 6 days absence ($3 \times 3 \times 6 = 54$)

4 spells of absence with a total number of 8 days absence ($4 \times 4 \times 8 = 128$)

13.5 The Councils reference period is a rolling 12-month period, calculated from the first day sickness.

12.613.6 The Councils “trigger points” for action and review are:

- 0-49 - no action or counselling
- 50-124 - potentially counselling or a verbal warning
- 125-399 - potentially a first written warning
- 400-649 - potentially a final written warning
- 650 or more - potentially dismissal (with notice)

12.713.7 These may be changed from time to time. Individual circumstances will be considered and exceptions to these trigger points will be made where appropriate.

13.14. LONG TERM ILLNESS OR HEALTH CONDITIONS

14.1 For absences of longer than four weeks, we will write to arrange a meeting with you. This will either be at our place of work or at your home and its purpose will be to establish the current situation and what support can be offered. We may request permission to obtain a medical report to establish the likely length of the absence and the long-term effect on the employee's capability in relation to job performance and attendance at work. We may also consider whether an independent medical examination is necessary.

Please note, referrals to occupation health may be made at any stage.

14.2 Once a report is received, we can the:

- Establish the likelihood of an early return to work
- Consider offering suitable, alternative employment or whether a period of alteration to hours of work etc. would help reintegration into the workplace
- Consider any reasonable changes that may be considered
- Discuss the implications of continued absence in the longer term, bearing in mind the needs of the business

14.3 If a Statement of Fitness for Work (or alternatively, a Return to Work plan) indicates that you are unable to undertake the full duties of your of your normal job, but may be able to do some work (either reduced or amended hours, or reduced duties), this will be discussed with you and consideration will be given to any recommendations or suggestions which may facilitate an earlier return to work.

14.4 The above applies not only whether ill-health results in you being unable to attend work for long periods due to ill-health but also where a long-term health condition results in unreliable attendance, or alternatively where you may be able to attend work but where the ill-health has a fundamental impact on your ability to undertake the job/tasks and achieve the standards required.

14.5 If concerns relating to performance and/or attendance arise and these are caused through deterioration in health, an illness or a disability the Town Clerk, will work with the employee to offer support and try and achieve the most positive outcome.

14.6 We will regularly review all absences, and the circumstances, on an on-going basis. This will involve appropriate investigations and consultations and the taking of appropriate action where necessary.

14.7 If you are incapable of returning to work, or of fulfilling the requirements of your roles and we have considered any alternative options, it may be that there is no alternative course of action other than to end the employment. Prior to taking a decision to dismiss for ill-health we will aim to ensure that everything has been thoroughly considered to try to prevent this.

14.8 In considering the most appropriate course of action we will always seek to take advantage of any available benefits or ill health retirement.

14.9 Before inviting you to a formal dismissal discussion, the Town Clerk will collate relevant evidence to ensure that the discussion is as useful as possible. The Disciplinary and Grievance Sub-Committee will review any notes taken at previous informal discussions in order to provide them with all information relating to actions that had already taken place along with any up to date evidence of any failure to meet the required standards. At all stages, you will be reminded of any employment benefits that are appropriate and available (e.g. counselling, employee assistance programme).

14.10 In addition, and if appropriate, we will seek to find alternative employment within our business which is suited to your skills and abilities. We will always ensure that any potential re-deployment opportunities have been explored prior to taking a decision to dismiss.

14.11 If there is no suitable alternative employment or an alternative course of action that is appropriate, then you will be given notice in accordance with the terms of your contract of employment. Dismissal on the grounds of capability would be the last resort.

14.15. SICKNESS ABSENCE MEETINGS PROCEDURE

14.15.1 The Council may apply this procedure whenever considered necessary, including, for example, ~~if you:~~

- (a) ~~Have been absent due to illness on a number of occasions~~ Frequent and persistent short periods of sickness absences;
- (b) ~~Have~~ Having discussed matters at a return to work interview that require investigation; and/or
- (c) ~~Have been absent for more than 5 working days.~~ Being absent consecutively for 5 working days or more

14.15.2 Unless it is impractical to do so, you will receive ~~3~~ 32 working days written notice of the date, time and place of a sickness absence meeting. The Council will put any concerns about your sickness absence and the basis for those concerns in writing or otherwise advise why the meeting is being called. A reasonable opportunity for you to consider this information before a meeting will be provided.

14.15.3 The meeting will be conducted by the Town Clerk and / or your line manager. ~~You may bring a companion with you to the meeting (see paragraph 13).~~

14.15.4 You must take all reasonable steps to attend a meeting. Failure to do so without good reason may be treated as misconduct. If you or your companion are unable to attend at the time specified, you should immediately inform your line manager who will seek to agree an alternative time.

~~14.5~~15.5 A meeting may be adjourned if your line manager is awaiting receipt of information, needs to gather any further information or give consideration to matters discussed at a previous meeting. You will be given a reasonable opportunity to consider any new information obtained before the meeting is reconvened.

~~14.6~~15.6 Confirmation of any decision made at a meeting and the reasons for it, ~~and of the right of appeal~~ will be given to you in writing within ~~5~~ 10 working days of a sickness absence meeting (unless this time scale is not practicable, in which case it will be provided as soon as is practicable).

~~14.7~~15.7 If, at any time, your line manager considers that you have taken or are taking sickness absence when you are not unwell, he / she may refer matters to be dealt with under the Council's Disciplinary Procedure.

~~15. — RIGHT TO BE ACCOMPANIED AT MEETINGS~~

~~15.1 — You may bring a companion to any meeting or appeal meeting under this procedure.~~

~~15.2 — Your companion may be either a trade union representative or a fellow employee. Their identity must be confirmed to the line manager conducting the meeting, in good time before it takes place.~~

~~15.3 — Employees are allowed reasonable time off from duties without loss of pay to act as a companion. However, they are not obliged to act as a companion and may decline a request if they so wish.~~

~~15.4 — Some companions may not be allowed: for example, anyone who may have a conflict of interest, or whose presence may prejudice a meeting. Companions should not normally work at another site, unless no one reasonably suitable is available at the site at which you work.~~

~~15.5 — The Council may at its discretion, permit a companion who is not an employee or union representative (for example, a family member) where this will help overcome particular difficulties caused by a disability, or difficulty understanding English.~~

~~15.6 — A companion may make representations, ask questions, and sum up your position, but will not be allowed to answer questions on your behalf. You may confer privately with your companion at any time during a meeting.~~

16. STAGE 1: FIRST SICKNESS ABSENCE MEETING

~~16.1 — This will follow the procedure set out above on the arrangements for and right to be accompanied at sickness absence meetings.~~

~~16.2~~16.1 The purposes of a first sickness absence meeting may include:

- (a) Discussing the reasons for absence.
- (b) Where you are on long-term sickness absence, determining how long the absence is likely to last.
- (c) Where you have been absent on a number of occasions, determining the likelihood of further absences.
- (d) Considering whether medical advice is required.
- (e) Considering what, if any, measures might improve your health and/or attendance.
- (f) Agreeing a way forward, action that will be taken and a timescale for review and/or a further meeting under the sickness absence procedure.

17. STAGE 2: FURTHER SICKNESS ABSENCE MEETING(S)

17.1 Depending on the matters discussed at the first stage of the sickness absence procedure, a further meeting or meetings may be necessary. ~~Arrangements for meetings under the second stage of the sickness absence procedure will follow the procedure set out above on the arrangements for and right to be accompanied at sickness absence meetings.~~

17.2 The purposes of further meeting(s) may include:

- (a) Discussing the reasons for and impact of your ongoing absence(s).
- (b) Where you are on long-term sickness absence, discussing how long your absence is likely to last.
- (c) Where you have been absent on a number of occasions, discussing the likelihood of further absences.
- (d) If it has not been obtained, considering whether medical advice is required. If it has been obtained, considering the advice that has been given and whether further advice is required.
- (e) Considering your ability to return to/remain in your job in view both of your capabilities and our business needs and any adjustments that can reasonably be made to your job to enable you to do so.
- (f) Considering possible redeployment opportunities and whether any adjustments can reasonably be made to assist in redeploying you.
- (g) Where you are able to return from long-term sick leave, whether to your job or a redeployed job, agreeing a return to work programme.
- (h) If it is considered that you are unlikely to be able to return to work from long-term absence, whether there are any benefits for which you should be considered.
- (i) Agreeing a way forward, action that will be taken and a time-scale for review and/or a further meeting(s). This may, depending on steps that

have already been taken, include warning you that you are at risk of dismissal.

18. STAGE 3: FINAL SICKNESS ABSENCE MEETING

18.1 Where you have been warned that you are at risk of dismissal, we may invite you to a meeting under the third stage of the sickness absence procedure. Arrangements for this meeting will follow the procedure set out above.

18.2 The purposes of the meeting will be:

- (a) To review the meetings that have taken place and matters discussed with you.
- (b) Where you remain on long-term sickness absence, to consider whether there have been any changes since the last meeting under stage two of the procedure, either as regards your possible return to work or opportunities for return or redeployment.
- (c) To consider any further matters that you wish to raise.
- (d) To consider whether there is a reasonable likelihood of you returning to work or achieving the desired level of attendance in a reasonable time.
- (e) To consider the possible termination of your employment.

18.3 Termination will normally be with full notice or payment in lieu of notice.

19. APPEALS

~~19.1 You may appeal against the outcome of any stage of this procedure and you may bring a companion to an appeal meeting (see paragraph 13).~~

197.1 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

- i. a failure by the Council to follow its disciplinary policy
- ii. the sub-committee's decision was not supported by the evidence
- iii. the disciplinary action was too severe in the circumstances of the case
- iv. new evidence has come to light since the disciplinary meeting.

197.2 Unless it is not practicable, you will be given, in writing, within 10 working days of receipt of the notice of the appeal of the time, date and place of the appeal meeting. You will be advised that you may be accompanied by a companion – a workplace colleague, a trade union representative or a trade union official. In cases of dismissal the appeal will be held as soon as possible. Any new matters raised in an appeal may delay an appeal meeting if further investigation is required.

19.3 You will be provided with written details of any new information which comes to light before an appeal meeting. You will also be given a reasonable opportunity to consider this information before the meeting.

19.4 Where practicable, an appeal meeting will be conducted by a manager senior to the individual who conducted the sickness absence meeting.

19.5 Should this not be possible then the Appeal will be heard by a panel of three members of the Appeals sub- committee who have not previously been involved in the case. There may be insufficient members of the sub-committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the sub-committee. The appeal panel will appoint a Chairman from one of its members.

19.6 Depending on the grounds of appeal, an appeal meeting may be a complete rehearing of the matter or a review of the original decision.

19.7 Following an appeal, the original decision may be confirmed, revoked or replaced with a different decision. The final decision will be confirmed in writing, if possible, within 5 10 working days of the appeal meeting. There will be no further right of appeal.

19.8 The date that any dismissal takes effect will not be delayed pending the outcome of an appeal. However, if the appeal is successful, the decision to dismiss will be revoked with no loss of continuity.

20. MONITORING AND REVIEW OF THE POLICY

20.1 This policy is reviewed at least every 4 years or as required by Corporate Services Committee.

20.2 The Council will monitor the development and dissemination of good practice to ensure that this policy and the sickness absence meetings procedure are achieving their stated objectives.

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HOUGHTON REGIS TOWN COUNCIL

DISCIPLINARY POLICY

Date of Approval:	5 th December 2016
Date of Review:	2 nd March 2020
Date of Re-approval:	

Based on NALC Legal Topic Note 22, Disciplinary and Grievance Arrangements, ~~January 2016~~ November 2019

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2. The Procedure

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1 INTRODUCTION

- a This policy is based on and complies with the 2015 ACAS Code of Practice. It also takes account of the ACAS guide on discipline and grievances at work. This policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below. This policy is not intended to be contractual.
- b This policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- c This policy confirms:
- i. informal coaching and supervision will be considered, where appropriate, to improve conduct and/or attendance
 - ii the Council will fully investigate the facts of each case
 - iii the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management"
 - iv employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - v. employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
 - vi. employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official at any disciplinary, investigatory or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
 - vii. the Council will give employees reasonable notice of any meetings in this procedure. Employees must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
 - viii. if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable to propose a later date
 - ix. any changes to the specified time limits in the Council's procedure must be agreed by the employee and the Council
 - x. information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Act 1998 Regulation (GDPR)
 - xi. audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
 - xii. employees have the right to appeal against any disciplinary action. The appeal decision is final

xiii. if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be held after the completion of the disciplinary procedure

xiv. disciplinary action taken by the Council can include ~~an oral warning~~, a written warning, final written warning or dismissal

xiv-xv. this procedure may be implemented at any stage if the employee's alleged misconduct warrant this

xv-xvi. except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct

xvi-xvii. if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it

xvii-xviii. the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires consent of affected parties

d Examples of misconduct

Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct. The list is not exhaustive.

- i. unauthorised absence
- ii. poor timekeeping
- i. misuse of the Council's resources and facilities including telephone, email and internet
- ii. inappropriate behaviour
- iii. refusal to follow reasonable instruction
- iv. breach of health and safety rules.

e Examples of gross misconduct

Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive

- i. bullying, discrimination and harassment
- ii. incapacity at work because of alcohol or drugs
- iii. violent behaviour
- iv. fraud or theft
- v. gross negligence
- vi. gross insubordination
- vii. serious breaches of council policies and procedures e.g. -the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- viii. serious and deliberate damage to property
- ix. use of the internet or email to access pornographic, obscene or offensive material
- x. disclosure of confidential information.

f Suspension

If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation

While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.

The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

gf Examples of unsatisfactory work performance

The following list contains some examples of unsatisfactory work performance: The list is not exhaustive:

- i. inadequate application of management instructions/ council policies/procedures
- ii. inadequate IT skills
- iii. unsatisfactory management of staff
- iv. unsatisfactory communication skills.

2. THE PROCEDURE

Preliminary enquiries: The council may make preliminary enquiries to establish the basic fact of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

Informal Procedures: Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

32 DISCIPLINARY INVESTIGATION

- a. A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
- b. If a formal disciplinary investigation is required the Chair of the Council's Corporate Services committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and may be a councillor. If the Chair of the Corporate Services committee considers that there is no one within the council who is independent (for example, because they all have direct involvement in the allegations about the employee), he/she will recommend to Council that someone from outside the Council be appointed as an investigator. The Investigator will be appointed as soon as possible after the allegations have been made. The Chair of the Corporate Services committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
 - i. what the investigation is required to examine the allegations or events that the investigation is required to examine
 - ii. that a recommendation is required
 - iii. how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report

iv. the findings should be reported to the Chair of the Corporate Services and who to contact for further direction if unexpected issues arise or advice is needed.

bc The Investigator will be asked to submit a report within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations ~~of~~ for minor misconduct, the appointment of an investigator ~~will~~ may not be necessary as the Town Clerk has authority to undertake disciplinary actions as appropriate.

ed The Chair of the Corporate Services committee will ~~first~~ notify the employee in writing of the alleged misconduct and ~~ask him/her to attend a meeting with the Investigator~~ details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given at least five working days' notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee ~~will~~ should be provided with a copy of the Council's disciplinary policy. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.

de Employees may be accompanied or represented by a workplace colleague, a trade union representative or trade union official at any investigatory meeting.

ef If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.

fg The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Chair of the Corporate Services committee whether or not disciplinary action should be taken.

gh The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:

- i. the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
- ii. the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
- iii. the employee has a case to answer and there should be action under the Council's disciplinary procedure.

hi The Investigator will submit the report to the Corporate Services committee which will decide whether further action will be taken.

ij If the Corporate Services committee decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

4 THE DISCIPLINARY MEETING

a If the Corporate Services committee decides that there is a case to answer, it will appoint a Disciplinary, Grievance and Appeals sub-committee of six councillors. Three of which will form the Disciplinary Sub Committee to formally hear the allegations. The remaining 3 councillors will form the Appeals Sub Committee should it be necessary. The Disciplinary, Grievance and Appeals sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee. No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:

- i. the names of its members

- ii. details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
- iii. a copy of the information provided to the sub-committee which may include the investigation report, all the supporting evidence and a copy of the Council's disciplinary procedure
- iv. the date, time and place for the meeting. The employee will be given reasonable notice of the hearing (at the least 10 working days) so that he/she has sufficient time to prepare for it
- v. that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least five working days before the meeting. If witnesses are not able to attend the meeting, witness statements should be submitted to the council at least five working days before the hearing
- vi. that the employee will provide the council with their supporting evidence at least five working days before the meeting.
- vii. that the employee may be accompanied by a companion – a workplace colleague, a trade union representative or a trade union official

~~The disciplinary meeting~~ The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- i. the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
- ii. the Chairman will set out the allegations and invite the Investigator will to present the findings of the investigation report
- ~~iii. the Chairman will set out the Council's case and present supporting evidence (including any witnesses)~~
- iii. the Chairman will invite the employee to present their account.
- iv. the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
- v. any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
- vi. the employee (or the companion) will have the opportunity to sum up his/her case
- vii. the Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision
- viii. the disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

5 DISCIPLINARY ACTION

If the sub-committee decides that there should be disciplinary action, it may be any of the following:

a ~~Oral warning~~

~~An oral warning is issued for most first instances of minor misconduct. The Council will notify the employee:~~

- ~~• of the reason for the warning, the improvement required (if appropriate) and the time period for improvement~~
- ~~• that further misconduct/failure to improve will result in more serious disciplinary action~~
- ~~• of the right to appeal~~
- ~~• that a note confirming the oral warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for six months.~~

a **First Written warning**

~~If there is a repetition of earlier misconduct which resulted in an oral warning, or for different and more serious misconduct, the employee will normally be given a written warning. If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued.~~ A first written warning will set out:

- i. the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- ii. that further misconduct/failure to improve will result in more serious disciplinary action
- iii. the employee's right of appeal
- iv. that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for 12 months.

b **Final written warning**

~~If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the period of a written prior warning or if the misconduct is sufficiently serious,~~ the employee will be given a final written warning. A final written warning will set out:

- i. the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- ii. that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- iii. the employee's right of appeal
- iv. that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for ~~18~~ 12 months.

c **Dismissal**

The Council may dismiss:

- i. for gross misconduct
- ii. if there is no improvement within the specified time period in the conduct which has been the subject of a final written warning
- iii. if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

d The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal.

e If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless and until it is modified as a result of an appeal.

6 THE APPEAL

a An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal and provide supporting evidence.

b The grounds for appeal include:

- i. a failure by the Council to follow its disciplinary policy

- ii. the sub-committee's decision was not supported by the evidence
 - iii. the disciplinary action was too severe in the circumstances of the case
 - iv. new evidence has come to light since the disciplinary meeting.
- c. Appeals can take various forms, depending on the circumstances of each case. They can range from a review of the original decision (essentially an assessment whether the disciplinary was fairly decided on the evidence heard) to complete re-hearing (the appeal takes place as if the matter was being heard for the first time) and would then follow the same process as in section 4.
- d. Where possible, the Appeal will be heard by a panel of three members of the Disciplinary, Grievance & Appeals sub-committee who have not previously been involved in the case. There may be insufficient members of the sub-committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the sub-committee. The appeal panel will appoint a Chairman from one of its members.
- e. The employee will be notified, in writing, within 10 working days of receipt of the notice of the appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion – a workplace colleague, a trade union representative or a trade union official
- f. At the meeting, members will appoint a Chairman. The Chairman will
- ii. introduce the panel members to the employee
 - ii. explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the Disciplinary, Grievance and Appeals sub-committee
 - iii. explain the action that the appeal panel may take.
- g. The employee (or his/her companion) will be asked to explain the grounds for appeal.
- h. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal hearing.
- i. The appeal panel may decide to uphold the decision of the Disciplinary, Grievance and Appeals sub-committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
- i. If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- k. The appeal panel's decision is final.



HOUGHTON REGIS TOWN COUNCIL

GRIEVANCE POLICY

Date of Approval:	5 th December 2016
Date of Review:	September 2020 2 nd March 2020
Date of Re-approval:	

Based on NALC Legal Topic Note 22, Disciplinary and Grievance Arrangements, ~~January 2016~~
November 2019

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1. INTRODUCTION

- a This policy is based on and complies with the 2015 ACAS Code of Practice. It also takes account of the ACAS guide on discipline and grievances at work. It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. This policy will be applied fairly, consistently and in accordance with the Equality Act 2010. This policy is not intended to be contractual.
- b Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
- c This policy confirms:
- i. employees have the right to be accompanied or represented at a grievance meeting or appeal by a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his/her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
 - ii. the Council will give employees reasonable notice of the date of the grievance / appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
 - iii. any changes to the specified time limits must be agreed by the employee and the Council
 - iv. an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final.
 - v. information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Act Regulation 1998 (GDPR)
 - vi. audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
 - vii. if an employee who is already subject to the Council's disciplinary procedure, raises a grievance, the grievance will normally be held after the completion of the disciplinary procedure
 - viii. if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raises the grievance in good faith
 - ix. the Council may consider mediation at any stage of the grievance procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the Council's and the employee's consent. consent of the affected parties.
 - x. Employees can use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure to deal with all grievance issues, including a complaint about a councillor. Employees cannot use the formal stages of the council's grievance

procedure for a code of conduct complaint about a councillor. If the complaint about a councillor is not resolved at the informal stage, the employee can contact the monitoring officer of Central Bedfordshire Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure.

- xi. If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillor are properly trained and protecting staff from bullying, harassment and all forms of discrimination
- xii. If an employee considers that the grievance concerns his or her safety with the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

2. INFORMAL GRIEVANCE PROCEDURE

- a The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the Corporate Services committee or, if appropriate, another member of the committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This may require both the employee's and the councillor's consent.

3. FORMAL GRIEVANCE PROCEDURE

- a If it is not possible to resolve the grievance informally, and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the Corporate Services committee.
- b The Corporate Services committee will appoint a Disciplinary, Grievance and Appeals sub-committee of six councillors. Three of which will form the Disciplinary Sub Committee to formally hear the allegations. The remaining 3 councillors will form the Appeals Sub Committee should it be necessary. The Disciplinary, Grievance and Appeals sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

4. INVESTIGATION

- a If the Chair of the Corporate Services committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employee, councillors or members of the public).

The Chair of the sub-committee will investigate the matter before the grievance meeting which this may include interviewing others (e.g. employees, councillors or members of the public).

- b. The Chair of the Corporate Services committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
- what the investigation is required to examine the allegations or events that the investigation is required to examine
 - that a recommendation is required
 - how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
 - the findings should be reported to the Chair of the Corporate Services and who to contact for further direction if unexpected issues arise or advice is needed.
- c. The investigator will be asked to submit a report within 20 working days of appointment and will summarise their finding (usually within an investigation report) and present their findings to the sub-committee.

5. NOTIFICATION

- a. Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will be asked, in writing, to attend a grievance meeting. The sub-committee's letter will include the following:
- i. the names of its members
 - ii. ~~a summary of the employee's grievance based on his/her written submission~~
 - ii. the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will be within 25 working days of when the Council received the grievance
 - iv. the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
 - v. a copy of the Council's grievance policy
 - vi. confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses ~~at least five working days as soon as possible~~ before the meeting
 - vii. confirmation that the employee will provide the Council with any supporting evidence at least five working days before the meeting.
 - viii. findings of the investigation if there has been an investigation
 - ix. an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition)

6. THE GRIEVANCE MEETING

- a. At the grievance meeting:
- i. Members will appoint a Chair
 - ii. the Chairman will introduce the members of the sub-committee to the employee
 - iii. the employee (or the companion) will set out the grievance and present the evidence
 - iv. The investigator will present their report
 - v. The sub-committee will ask the employee questions about the information presented and will want to understand what action he/she wants the Council to take
 - vi. The sub-committee may ask the investigator questions about the information presented
 - vii. any member of the sub-committee and the employee (or the companion) may question any witnesses

- viii. the employee (or the companion) will have the opportunity to sum up the case
- ix. the Chairman will provide the employee with the sub-committee's decision, in writing, within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employees right to appeal
- x. a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

7 THE APPEAL

- a. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the Chair of the Corporate Services committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds for appeal.
- b. The grounds for appeal include:
 - i. a failure by the Council to follow its grievance policy
 - ii. the sub-committee's decision was not supported by the evidence
 - iii. the action proposed by the sub-committee was inadequate/inappropriate
 - iv. new evidence has come to light since the grievance meeting.
- c. Where possible, the appeal will be heard by a panel of three members of the Disciplinary, Grievance & Appeals sub-committee who have not previously been involved in the case There may be insufficient members of the sub-committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the sub-committee. The appeal panel will appoint a Chairman from one of its members.
- d. The employee will be notified, in writing, within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will take place within 25 working days of the Council's receipt of appeal. The employee will be advised that he/she may be accompanied by a companion – a workplace colleague, a trade union representative or a trade union official.
- e. At the appeal meeting, the Chairman will:
 - i. introduce the panel members to the employee
 - ii. explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the Disciplinary, Grievance and Appeals sub-committee
 - iii. explain the action that the appeal panel may take.
- f. The employee (or companion) will be asked to explain the grounds of appeal.
- g. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
- h. The appeal panel may decide to uphold the decision of the Disciplinary, Grievance and Appeals sub-committee or substitute its own decision.
- i. The appeal panel's decision is final.

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