



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr T K McMahon**

Tel: 01582 708540

Town Clerk: **Clare Evans**

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

11<sup>th</sup> November 2020

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

**Cllrs: D Jones (Chairman), D Abbott, C Copleston, M 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 Houghton Regis Town Council to be held virtually on Monday 23<sup>rd</sup> November 2020 at 7.00pm.**

This meeting is being held virtually via Microsoft Teams. If members of the public would like to attend, please click on the meeting link below and follow the online instructions:

[MEETING LINK<sup>1</sup>](#)

[MEETING GUIDANCE](#)

To assist in the smooth running of the meeting please refer and adhere to the Council's Virtual Meeting Guidance. To view the Virtual Meeting Guidance please click on the link above.

**Clare Evans**  
Town Clerk

**THIS MEETING MAY  
BE RECORDED<sup>2</sup>**

## 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

<sup>1</sup> If you require a meeting link emailed to you, please contact the Head of Democratic Services at [louise.senior@houghtonregis.org.uk](mailto:louise.senior@houghtonregis.org.uk)

<sup>2</sup> 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.*

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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.

### **4. MINUTES**

*Pages 8 - 13*

To approve the Minutes of the meeting held on 14<sup>th</sup> September 2020.

**Recommendation: To approve the Minutes of the meeting held on 14<sup>th</sup> September 2020 and for these to be signed by the Chairman.**

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

*Pages 14 - 21*

Personnel Sub-Committee: 13<sup>th</sup> January 2020 and 13<sup>th</sup> July 2020.

**Recommendation: To receive the Minutes of the Personnel Sub-Committee meetings of the 13<sup>th</sup> January 2020 and 13<sup>th</sup> July 2020**

### **6. INCOME AND EXPENDITURE REPORT**

*Pages 22 - 26*

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

### **7. BANK AND CASH RECONCILIATION STATEMENTS**

*Pages 27 - 29*

Members are requested to receive the monthly bank and cash reconciliation statements for August and September 2020. Members are advised that the month end process for August was completed by a different consultant. A number of queries were raised and these have been followed up on and resolved. The bank reconciliation for August lists these outstanding queries.

**Recommendations: 1. To approve the monthly bank and cash reconciliation statements for August and September 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.**

**8. LIST OF CHEQUE PAYMENTS**

*Pages 30 - 48*

Members will find a list of payments for the period August 2020 to September 2020.

**9. INVESTMENT REPORT**

*Pages 49 - 51*

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.

**10. PAYROLL SERVICES**

For information, the Town Council has been advised that Bedford Borough Council will no longer be renewing their contract for the provision of payroll services. The current contract with cease on the 31<sup>st</sup> March 2021.

The Town Clerk is currently seeking an alternative payroll provider who will be able to support the Town Council with these services, effective from 1st April 2021.

Due to the scheduling of meetings it is not possible to provide a report to Corporate Services, at the meeting to be held on the 1<sup>st</sup> March 2021, at which a recommendation would ordinarily be provided to Council for ratification. Therefore, it is anticipated that a report and costings will be presented to full Council at the meeting to be held on the 14<sup>th</sup> December 2020.

**11. REVIEW OF TOWN COUNCIL MEMBERSHIP TO OTHER BODIES**

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

<i>Membership</i>	<i>Period</i>	<i>Annual Subscription</i>
Society of Local Council Clerks (SLCC)	Annual	£421 (2020/21)
Bedfordshire Association of Town & Parish Councils (NALC)	Annual	£2,101 (2020/21)

Institute of Cemetery and Crematorium Management	Annual April to March	£95 (2020/21)
Association of Accounting Technicians (AAT)	Annual	£99 (2020/21)
Information Commissioners Officer (ICO)	Annual	£35 Renewal due 3/12/20

## 12. REVIEW EXISTING CONTRACTS

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

<i>Service</i>	<i>Minute No.</i>	<i>Details</i>	<i>Cost</i>	<i>Start date</i>
IT Support & Hosting		Support charge £1800 / annum Microsoft 365 Business Standard - Annual Subscription Period Beginning 3rd November 2020 - £1,015.20 Microsoft Exchange On- Line Plan1 - Annual Subscription Period Beginning 10th November 2020- £576.00 SolarWinds Cloud Backup - per month Period Beginning 17th November 2020 - £600.00 McAfee Endpoint Protection Ess SMB 1:1 GL Period Beginning 18th October 2020 £347.40	£4338	
Website hosting		Annual fee.	£150	
DCK Accounting		Annual arrangement.	£1,250	
Operation Hana	10125	Annual arrangement.	£34,990	1st April 2020 to 31st March 2021

Internal Audit	11366	Annual arrangement	£875	
Human resources advisor	9942	Annual arrangement (rolling contract)	£2,451.60	24 <sup>th</sup> 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	Ongoing	£18,360 plus consumables per annum	1st July 2019 – 30th June 2021
Insurance	9829	Long term agreement	£11,907 plus additional premiums relating to any changes in circumstance.	13 <sup>th</sup> May 2019 - 31st May 2022
Payroll		Ongoing Annual arrangement (see agenda item 10)	£750	Expires 31 <sup>st</sup> March 2021
Photocopier lease	9695	Long term agreement	£396	2018 to 2023
Mobile Phones		10 x phones 24months	£2400	Oct 2020-Sept 2022
Telephone software		12 months then rolling	Set up £270 £65 / month year 1 £88 / month year 2 £276 cost of maintenance, annual fee after year 1	November 2020
BT Broadband		24months	£552	18/3/2019-17/3/2021
Franking Machine		Long term agreement	£300	1 <sup>st</sup> August 2019-31 <sup>st</sup> July 2023
Accounting Software support		Annual arrangement	£1018	1/4/21-30/3/22
Cemetery Software support		Annual arrangement	£290	1/4/21-30/3/22
Christmas Lights	9782	Long term agreement	£10,500 fixed (excluding tree)	1 <sup>st</sup> April 2019 to 31st March 2024
Employee	8835	Long term	£425	1 <sup>st</sup> March 2017 to

Assistance Programme		agreement		28 <sup>th</sup> February 2022
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## 12. INSURANCE CLAIMS

Members are advised that the following insurance claims have been made since April 2020

<i>Claim number</i>	<i>Details</i>	<i>Repair cost</i>	<i>Date settled</i>
27200000680	Cemetery Gate repair after vehicle had knocked them down	£1,362.00 Excess £100	September 2020
27200000816	Vandalism to Springer - October	£1,096.00	Awaited
27202126353	Damage to St Vincent's School building by ride on mower, whilst grass cutting, in September / October	Estimated £1,164.00	Awaited

## 13. SAFEGUARDING POLICY UPDATE

*Pages 52 - 54*

The Corporate Services committee last reviewed the Town Councils Safeguarding policy on the 5<sup>th</sup> March 2018. Whilst this policy is reviewed every 4 years, what is apparent is that the policy is not compatible with the standards set out by the NSPCC (National Society for the Prevention of Cruelty to Children).

Members will find attached a report that identifies the work needed to bring this policy up to a standard.

### **Recommendations:**

- 1. To support the completion of a mapping exercise in order to identify documents that are needed and policies that may need adapting;**
- 2. To identify possible cost implications associated with meeting the 6 NSPCC standards for the voluntary and community sector in support of safeguarding and protecting Children and Young People aged 0-18;**
- 3. To identify cost implications for staff training.**

## 14. WHISTLEBLOWING POLICY

*Pages 55 - 62*

Members will find attached a report and draft policy for consideration.

The introduction of the proposed policy will allow the Town Council to effectively monitor whistleblowing complaints and provide annual reporting to the Corporate Services Committee.

- Recommendations:**
- 1. To except the need for and endorse the following new policy:**
    - **Whistleblowing policy**
  - 2. To recommend to Council that the policy, along with any recommended changes, be formally adopted by full council at its meeting to be held on the 14<sup>th</sup> December 2020**

## **15. BULLYING AND HARASSMENT**

*Pages 63 - 76*

Whilst the current Bullying and Harassment policy was suitable it was felt that it was somewhat brief. Therefore, members will find attached a report and revised Bullying and Harassment Policy displaying track changes.

- Recommendations:**
- 1. To except the need for and endorse the updated Bullying and Harassment Policy.**
  - 2. To recommend to Council that the policy, along with any recommended changes, be formally adopted by full council at its meeting to be held on the 14<sup>th</sup> December 2020**

## **16. DRAFT BUDGET 2021/22**

*Pages 77 - 96*

Members will find attached the officer draft budget for 2021/22 (Appendix A - pages 77 – 80) along with explanatory notes for the Corporate Services Committee (Appendix B – pages 81 - 96).

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

As members are aware the council revised its budget for 2020/21 in July 2020 to reflect on the implications of Covid-19. At the time of revising the budget members requested that the budget for 2021/22 be set on the original budget figures as these are reflective of a ‘normal’ council year. However due to software limitations, the draft budget in Appendix A includes the revised budget amounts for 2020/21. However, the budget explanatory notes in Appendix B provide members with the original budget figures for 2020/21 as requested. The draft budget for 2021/22 assumes normal delivery of services during the year, i.e. it assumes that Covid will not affect the services of the council during 2021/22.

This is provided for initial consideration and comment.

## 17. VISION

*Pages 97 - 100*

Members will find attached an extract from the approved Vision 2020/2024 as it relates to the work of this committee.

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**HOUGHTON REGIS TOWN COUNCIL**  
**Corporate Services Committee**  
**14<sup>th</sup> September 2020 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: 0

**11324 APOLOGIES & SUBSTITUTIONS**

None.

**11325 QUESTIONS FROM THE PUBLIC**

None.

**11326 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**11327 MINUTES**

To approve the Minutes of the meeting held on 8<sup>th</sup> June 2020.

**Resolved: To approve the Minutes of the meeting held on 8<sup>th</sup> June 2020 and for these to be signed by the Chairman.**

**11328 INCOME AND EXPENDITURE REPORT**

Members received the Income & Expenditure report to date for the Corporate Services Committee.

Members noted the report.

**11329 BANK AND CASH RECONCILIATION STATEMENTS**

Members received the monthly bank and cash reconciliation statement for April, May, June and July 2020.

Members sought clarification on the reconciliation for May and June, which would be queried with the Town Clerk.

Members agreed the recommendations, subject to clarification with the Town Clerk, an update of which would be provided at the next meeting.

**Resolved:**

- 1. To approve the monthly Bank and Cash Reconciliation statements for April, May, June and July 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.**

### **11330 LIST OF CHEQUE PAYMENTS**

Members received a list of payments for the period May 2020 to July 2020.

Members noted a late payment fee charge. Members requested clarification be sought from the Town Clerk as to what caused this late payment to occur and to find out what measures were in place to avoid this happening again in the future.

**Resolved: To note the information.**

### **11331 INVESTMENT REPORT**

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

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

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

Members raised concerns regarding the property fund account, which had been temporarily suspended by SLCC. This was due to be reviewed by SLCC in October.

**Resolved: To note the information.**

### **11332 COUNCILLOR'S EXPENSES POLICY**

At the Corporate Services meeting held on the 2<sup>nd</sup> March 2020 members considered the revised Councillor's Expenses Policy however, following discussions members resolved to defer this item to allow further research to be undertaken to allow for the inclusion of alternative arrangements, including taxis and car hiring.

Members received the report and discussed the updated policy. It was agreed that this be recommended to Town Council.

**Resolved: To consider and recommend to Town Council a Councillor's Expenses Policy.**

### **11333 FLEXIBLE WORKING POLICY & FLEXI-TIME POLICY**

At the Personnel Sub-Committee meeting held on the 13<sup>th</sup> July 2020 members were advised that all staff appraisals had been completed. However, what was reported that during these appraisals feedback from staff was that they felt that working from home, brought about by the COVID-19 restrictions, allowed them to be more productive in some aspects of their role. Members discussed the idea of staff continuing to work from home once restrictions were lifted and recommended (PE142) that a report be presented to Corporate Services committee for consideration.

The Corporate Services Committee last reviewed its Flexible Working & Flexi-time Policy at its meeting held on the 20<sup>th</sup> March 2017.

Members were advised that there were always staff in place, on site, to ensure that the day to day operational functionality of the office and reception was unaffected. Members were advised that the hours worked by staff under the flexi-time scheme was monitored closely to ensure that staff were not regularly working under or over their contracted hours.

Members acknowledged feedback from staff, and countrywide research, which had indicated that working from home had increased staff productivity.

Members were advised that with staff working from home, the office reception would remain manned and available to members of the public.

Members suggested that this could possibly present a cost and space saving opportunity when seeking new premises for the Town Council.

**Resolved:**

- 1) To recommend to Town Council that the Flexible Working Policy be approved.**
- 2) To recommend to Town Council that the Flexi-time Policy be approved.**
- 3) To approve, until 7<sup>th</sup> May 2021, an informal agreement to enable staff to continue to work from home taking into account that the Office Reception will be opened in accordance with government guidelines and for this to be staffed on a rota basis**

### **11334 DRUG, ALCOHOL & SUBSTANCE MISUSE POLICY**

The Town Council last reviewed this policy on the 14<sup>th</sup> March 2016.

Following a review of the current policy, the Town Councils Human Resources consultant recommended an up to date policy to reflect the current issues surrounding drug, alcohol and substance misuse. One current issue is the use of legal highs.

Members received a report accompanied by an updated policy.

**Resolved: To consider and recommend to Town Council a Drugs, Alcohol and Substance Misuse Policy.**

**11335 BANKING ARRANGEMENT, INVESTMENT STRATEGY & INVESTMENT ARRANGEMENT POLICY**

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

Members were advised that the investment strategy complied with the guidance issued by the Secretary of State under Section 15(1)(a) of the Local Government Act 2003 and being effective from 1<sup>st</sup> April 2018, no further guidance had been issued. Therefore, this policy remained fit for purpose.

Banking Arrangements

Members were advised that even though staff access to the offices had been limited due to the Covid-19 restrictions, any payments received had continued to be banked weekly, or more frequently.

Members advised that the Banking Arrangements, Investment Strategy & Investment Arrangements policy remained fit for purpose.

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

**11336 COMPLAINTS PROCEDURE**

The Corporate Service committee reviewed this document at its meeting held on the 20<sup>th</sup> June 2019. At that time amendments were made to reflect guidance that had been issued from NALC in December 2018. Therefore, the Complaints Procedure remained fit for purpose.

Members were being requested to consider placing the review of the Complaints Procedure onto a 4 yearly review cycle and not annually as currently stated.

- Resolved:**
- 1) **To recommend to Town Council that the Complaints Procedure be approved.**
  - 2) **To agree to the Complaints Procedure being reviewed every 4 years unless required be considered sooner.**

### 11337 CODE OF CONDUCT

Members received a track change document for consideration.

Members were reminded that a consultation had recently be undertaken by NALC, therefore, the Town Councils Code of Conduct may need to be revisited sooner than the next review date.

- Resolved: To recommend to Town Council that the Code of Conduct be approved.**

### 11338 RISK MANAGEMENT STRATEGY AND SCHEDULE

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

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

Members were advised of the following:

- Income generation (page 15), that general reserves were around the minimum level;
- Non-compliance with legislation (page 18), it was highlighted that there would be a reduced risk to the council with enhanced member training through take up of opportunities and through making training mandatory (at the local level) for Cllrs
- Senior Staff and Member leadership, this was an additional risk which had been added. It covered a situation where senior members of the council were unavailable for whatever reason (this could include absence due to a pandemic)

Members advised that they could foresee various issues with the enforcement of mandatory training.

Members highlighted that the councillors were a mix from different backgrounds, each bringing different skills to the council, which would make it difficult to ascertain where training was needed. Members advised that it had been previously suggested that joint training could be arranged with other councils.

Members were advised that although training was being constantly offered to councillors, uptake had been poor.

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

**11339 VISION**

Members received an extract from the approved Vision 2020/2024 as it related to the work of this committee. The format of the Vision was still being worked on, but it was hoped that as presented the Vision was in a suitable manner at this stage. Members were requested to note that Covid-19 had a significant impact on the progression of the Vision.

Members suggested that training analysis be added to the vision to identify areas of training required. Members requested that the Corporate Services Manager raise this with the Town Clerk.

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

**Dated this 23<sup>rd</sup> day of November 2020.**

**Chairman**

DRAFT

**HOUGHTON REGIS TOWN COUNCIL**

**Personnel Sub-Committee  
13<sup>th</sup> January 2020 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

**PE121 APOLOGIES AND SUBSTITUTIONS**

None.

**PE122 QUESTIONS FROM THE PUBLIC**

None.

**PE123 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**PE124 MINUTES**

The Committee received the minutes of the Personnel Sub-Committee meeting held on 14<sup>th</sup> October 2019 for consideration.

**Resolved: That the minutes of the Personnel Sub-Committee meeting held on 14<sup>th</sup> October 2019 be approved as a correct record and signed accordingly.**

**PE125 REVIEW OF STAFF SICKNESS**

Members received a rolling twelve-month record of sickness absence for all members of staff for the period of October – December 2019.

**Resolved: To note the information.**

**PE126 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS**

Annual Leave

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Members were advised that the Town Clerk had provided additional holiday dates since the agenda had been sent to members. This left 2.5 days annual leave outstanding which would be taken on an ad-hoc basis.

#### Overtime Working

For the period from the 1<sup>st</sup> October to the 31<sup>st</sup> December the Town Clerk had attended 11 council meetings / members briefing sessions and 4 council events.

#### Sickness

There were no absences of sickness.

**Resolved: To note the information.**

### **PE127 FREEDOM OF INFORMATION REQUESTS**

Members were advised there had been no Freedom of Information requests received for the period of October to December 2019.

**Resolved: To note the information.**

### **PE128 EXCLUSION OF PRESS AND PUBLIC**

- Staffing matters
- Staff capacity issues

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones, Seconded by: Cllr Copleston

Votes in favour: 4

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

### **PE129 STAFFING MATTERS**

Members received a verbal update on staffing matters. It was agreed that further discussion would take place at an extraordinary Corporate Services meeting. Overtime working would be discussed at the next Corporate Services meeting on 2<sup>nd</sup> March 2020.

### **PE130 STAFF CAPACITY REVIEW**

Members received a report detailing a staffing solution in relation to the staff capacity review.



**Resolved: To support officer recommendations as contained in the report.**

**The Chairman declared the meeting closed at 6.48pm**

**Dated this 13<sup>th</sup> day of July 2020**

**Chairman**

**HOUGHTON REGIS TOWN COUNCIL**

**Personnel Sub-Committee**

**13<sup>th</sup> July 2020 at 6.00pm.**

Present: Councillors: K Wattingham Chairman  
D Abbott  
D Jones

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

Public: 0

Absent: Councillor: C Copleston

**PE131 APOLOGIES AND SUBSTITUTIONS**

None.

**PE132 QUESTIONS FROM THE PUBLIC**

None.

**PE133 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**PE134 COMMITTEE ARRANGEMENTS**

Members were advised that in accordance with the Minute 11207 taken at Town Council on 18<sup>th</sup> March 2020 the following committee arrangements remained in place:

*Chair and Vice Chair of Personnel Sub-Committee*

The Chair and Vice Chair of Personnel Sub-Committee will remain as follows:

Chair – Cllr Wattingham

Vice Chair – Cllr Jones

*Committee Functions & Terms of Reference*

These remain as most recently approved.

**PE135 MINUTES**

The Committee received the minutes of the Personnel Sub-Committee meeting held on 13<sup>th</sup> July 2020 for consideration.

**Resolved: That the minutes of the Personnel Sub-Committee meeting held on 13<sup>th</sup> July 2020 be approved as a correct record and signed accordingly.**

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**PE136 REVIEW OF STAFF SICKNESS**

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

Members noted the information contained in the report and agreed to discuss specifics within it under minute number PE144.

**PE137 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS**Annual Leave

At the end of 2019/20 the Clerk had 4 days annual leave to carry forward. From April to June the Clerk had 1 day's leave.

The following leave requests were made:

5 days in July / August

5 days in September

Overtime Working

For the period from the 1<sup>st</sup> January to the 31<sup>st</sup> March the Town Clerk had attended 4 council meetings / members briefing sessions.

For the period from the 1<sup>st</sup> April to the 30<sup>th</sup> June the Town Clerk had attended 3 council meetings / members briefing sessions (virtual).

Sickness

There were no absences of sickness.

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

**PE138 FREEDOM OF INFORMATION REQUESTS**

Members were advised that for the period January to June 2020, one Freedom of Information request had been received. It was confirmed that this request had been responded to within the statutory timeframe.

Members received this report for information only.

**PE139 EMPLOYEE ASSISTANCE PROGRAMME - ANNUAL REVIEW**

At the Town Council meeting held on the 30<sup>th</sup> January 2017 (minute number 8835) members agreed to support a recommendation from the Corporate Services committee (minute number 8835) for the introduction of an Employee Assistance Programme (EAP) under a 5-year contract.

Employee Assistance Programmes were employee benefit programmes offered by employers. EAP's were intended to help employees deal with personal problems that might adversely impact their work performance, health and well-being. EAP's generally included assessment, short-term counselling and referral services for employees. Employees' immediate family members also had access to the online help and support for issues such as: Alcohol/Drugs, Debt, Family Issues, Bereavement, Tax, Childcare and other Citizens Advice Bureau type advice.

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Members unanimously agreed to the introduction of an Employee Assistance Programme in support of its commitment to the wellbeing of staff.

Members were provided with information, annually, detailing how many contacts and under which heading contact to this service had been made however, this information does not include names or details of those making contact, as this allowed those making contact to feel confident in the service being totally confidential.

Between 1<sup>st</sup> Jan 2019 and 31<sup>st</sup> Dec 2019

- 13 calls were made the helpline which received in the moment support from a counsellor
- 10 online portal hits were recorded

Members were assured of the confidential nature of this service.

Members received this report for information only.

#### **PE140 ANNUAL LEAVE 2020/2021**

Staff annual leave entitlement period was from the 1<sup>st</sup> April 2020 to the 31<sup>st</sup> March 2021.

As members were aware, COVID-19 regulations required employees to work from home as of the 23<sup>rd</sup> March 2020.

The government had passed new emergency legislation to ensure businesses had the flexibility they needed to respond to the coronavirus pandemic and to protect workers from losing their statutory holiday entitlement (The Working Time (Coronavirus) (Amendment) Regulations 2020, laid before Parliament on 27 March 2020). These regulations enabled workers to carry holiday forward where the impact of coronavirus means that it had not been reasonably practicable to take it in the leave year to which it related.

Where it had not been reasonably practicable for the worker to take some or all of the 4 weeks' holiday due to the effects of coronavirus, the untaken amount may be carried forward into the following 2 leave years.

Due to the uncertainty on travel restrictions staff may not be requesting leave as they would do under normal circumstances. Therefore, members were being asked to agree that, should the need arise, staff could carry over up to 10 days (pro rata) annual leave from the 2020/21 period to the 2021/2022 period.

There was a slight concern that when staff were allowed to return to work there would be an unprecedented rush of leave requests to enable staff to use up their entitlement within the current period. Allowing staff to carry over this entitlement would allow for a more measured approach to staff leave absence between now and March 2022.

However, this arrangement would not change the current arrangements of staff not being able to take more than a two-week block of annual leave at one time. A longer

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period than that of two weeks could only be agreed under special circumstances and with the Town Clerks approval.

In addition to the above, should an employee travel and find Government advice had changed in the interim and they then found themselves having to self-isolate on their return, the self-isolation period would be either unpaid or the employee could choose to take this time as annual leave. If they had no annual leave remaining, then it would be classed as unpaid leave. However, if they were self-isolating due to being unwell then this would be classed as sick leave.

**Resolved: To agree to staff carrying over up to 10 days (pro rata) annual leave entitlement from the 2020/21 period to the 2021/2022 period.**

#### **PE141 EXCLUSION OF PRESS AND PUBLIC**

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones, Seconded by: Cllr Abbott

Votes for: 3

**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.**

#### **PE142 STAFF APPRAISALS**

Members were advised that all staff appraisals had been completed.

Feedback from staff was that they felt that working from home, brought about by the COVID-19 restrictions, allowed them to be more productive in some aspects of their role. Members discussed the idea of staff continuing to work from home once restrictions were lifted.

**Resolved: To provide a report to Corporate Services Committee on flexible working arrangements.**

#### **PE143 TOWN CLERKS APPRAISAL**

Members were advised of significant points made at the Town Clerk's appraisal.

#### **PE144 STAFFING ARRANGEMENTS**

Review of staff sickness (discussion moved from minute number PE136)

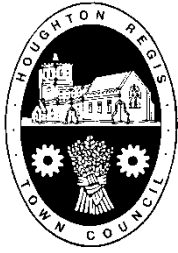
Members discussed the report and the management of sickness absence.

Members received and discussed a report from the Town Clerk on various staff working arrangements.

**The Chairman declared the meeting closed at 7.23pm**

**Dated this 12<sup>th</sup> day of October 2020.**

**Chairman**



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**CORPORATE SERVICES COMMITTEE****Agenda Item 6**

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**Date:** 23<sup>rd</sup> November 2020

**Title:** Income & Expenditure Report

**Purpose of the Report:** To provide members with the Income & Expenditure report to date for the Corporate Services Committee.

**Contact Officer:** Clare Evans, Town Clerk

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**1. RECOMMENDATION**

*There are no recommendations arising from this report.*

**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 income and expenditure for the specific committee.

The income and expenditure report is provided for reference.

**3. ISSUES FOR CONSIDERATION**

101-1076 – Precept

The second instalment of the precept has been received.

101-1096 – Interest & Dividends received

To date 1 quarterly payment from the Property Fund has been received. Members are advised that the level of interest and dividend has reduced. It is predicted that the income may be short by £2,000.

101-4012 Water rates

This is a miscode; a correction will be made to 190-4012

101-4056 Audit Fess

This relates to the accounting treatment for year end audit fees.

101-4057 – Accountancy & Software

This relates to the accounting treatment for year-end closedown and preparation of year end accounts.

#### 101-4061 – CCLA Management Fees

The management fees for the first quarter only are included.

#### 102-4007 Member Conferences & 4008 Member Training

Members are reminded the training opportunities are available through NALC. Some training opportunities have been taken up by members but an invoice is awaited.

#### 102-4024 Subscriptions

Annual subscriptions have been made to SLCC, NALC and ICCM.

#### 102-4131 – Election Costs

Members are advised that the current suspended by election will start from the beginning again March 2021. CBC have advised that there will be increased costs if CBC have to use the 'structure' for issuing postal votes etc due to Covid Restrictions. Costs have also already been incurred for the poll cards and postal votes from before the suspension came into effect. Clarification on anticipated costs has been sought.

#### 190-1091 Income Misc

This relates to an overpayment in code 190-4025

#### 190-4011 Rates

Annual payment made

#### 190-4021 Communications

Members are advised that mobile handsets have been purchased for office staff and the grounds foreman. In order to provide landline numbers a phone system has also been ordered and is in the process of being installed. The contract with BT has been terminated. The mobile handsets will cost £200 / month. The phone system will cost as follows:

Set up £270 – one off payment

£65 / month year 1

£88 / month year 2

Plus £276 cost of phone system for maintenance, annual fee after year 1

#### 190-4025 Insurance

The annual premium has been paid. The remaining budget will be used for any additional insurance requirements.

#### 190-4059 Other Professional Fees

This expenditure relates to the eviction of the unauthorised encampment and associated clean up on Parkside Recreation ground

#### 191-4001 Staff Salaries, 4002 NI,4003 Superannuation

This expenditure relates to 6 months.

#### 191-4059 Other Professional Fees

This budget has been overspent due to the ongoing need to utilise accountancy support. It will be offset by a reduction in expenditure in 191-4001.

## 4. COUNCIL VISION

### Aspirations

A5 To ensure the **council** is fit for purpose and efficient in its delivery of services

## 6. IMPLICATIONS

### Corporate Implications

- There are no corporate implications arising from this report



**Legal Implications**

- There are no legal implications arising from this report

**Financial Implications**

- There are no financial implications arising from this report

**Risk Implications**

- There are no risk implications arising from this report

**Equalities Implications**

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

This project / issue does not discriminate.

**Press Contact**

There are no press implications arising from this report.

**6. CONCLUSION AND NEXT STEPS**

Due to the implications of Covid-19 the council has adjusted its budget accordingly. Proactive monitoring of the budget will set the council in good stead going forwards and will help to ensure that expenditure and income targets are met. There are no issues or areas of concern to highlight in this report.

**7. APPENDICES**

**Appendix A:** Income & Expenditure Report

21/10/2020

## Houghton Regis Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2020

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>101 Corporate Management</b>							
1076 Precept received	0	904,518	904,518	0			100.0%
1096 Interest & Dividends Received	99	8,338	30,400	22,062			27.4%
Corporate Management :- Income	<b>99</b>	<b>912,856</b>	<b>934,918</b>	<b>22,062</b>			<b>97.6%</b>
4012 WATER RATES	0	40	0	(40)		(40)	0.0%
4051 BANK & LOAN CHARGES	0	12	60	48		48	20.0%
4056 AUDIT FEES	0	(2,750)	2,750	5,500		5,500	(100.0%)
4057 ACCOUNTANCY & SOFTWARE	0	(690)	2,600	3,290		3,290	(26.5%)
4061 CCLA Management Fees	0	940	4,000	3,060		3,060	23.5%
Corporate Management :- Indirect Expenditure	<b>0</b>	<b>(2,448)</b>	<b>9,410</b>	<b>11,858</b>	<b>0</b>	<b>11,858</b>	<b>(26.0%)</b>
<b>Net Income over Expenditure</b>	<b>99</b>	<b>915,304</b>	<b>925,508</b>	<b>10,204</b>			
<b>102 Democratic Rep'n &amp; Mgmt</b>							
4007 CONFERENCE COSTS	0	0	250	250		250	0.0%
4008 TRAINING/COURSES	0	0	700	700		700	0.0%
4009 TRAVEL	0	0	200	200		200	0.0%
4020 MISC. ESTABLISH.COST	0	0	200	200		200	0.0%
4024 SUBSCRIPTIONS	0	2,716	3,200	484		484	84.9%
4104 HOSPITALITY ALLNCE	0	0	200	200		200	0.0%
4131 ELECTION COSTS	0	0	5,000	5,000		5,000	0.0%
Democratic Rep'n & Mgmt :- Indirect Expenditure	<b>0</b>	<b>2,716</b>	<b>9,750</b>	<b>7,034</b>	<b>0</b>	<b>7,034</b>	<b>27.9%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(2,716)</b>	<b>(9,750)</b>	<b>(7,034)</b>			
<b>190 Central Services</b>							
1091 Income Miscellaneous	0	2,006	100	(1,906)			2006.3%
Central Services :- Income	<b>0</b>	<b>2,006</b>	<b>100</b>	<b>(1,906)</b>			<b>2006.3%</b>
4007 CONFERENCE COSTS	0	260	300	40		40	86.7%
4008 TRAINING/COURSES	0	95	2,000	1,905		1,905	4.8%
4009 TRAVEL	0	0	375	375		375	0.0%
4011 RATES	0	7,111	7,200	89		89	98.8%
4012 WATER RATES	0	180	600	420		420	30.0%
4014 ELECTRICITY	61	368	1,400	1,032		1,032	26.3%
4015 GAS	0	196	1,400	1,204		1,204	14.0%
4017 HEALTH & SAFETY	0	0	300	300		300	0.0%
4020 MISC. ESTABLISH.COST	0	91	200	109		109	45.3%
4021 COMMUNICATIONS COSTS	0	2,404	2,600	196		196	92.5%
4022 POSTAGE	0	400	1,800	1,400		1,400	22.2%
4023 STATIONERY	0	136	1,200	1,064		1,064	11.3%

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2020

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4025 INSURANCE	0	12,518	14,000	1,482		1,482	89.4%
4026 COMPUTER COSTS	0	3,642	5,000	1,358		1,358	72.8%
4027 PHOTOCOPIER CHARGES	0	646	2,000	1,354		1,354	32.3%
4031 ADVERTISING	0	0	1,400	1,400		1,400	0.0%
4036 PROPERTY MAINTENANCE	0	0	5,000	5,000		5,000	0.0%
4038 MAINTENANCE CONTRACTS	0	405	600	195		195	67.5%
4042 Equipment Repairs & Maintenance	0	0	1,500	1,500		1,500	0.0%
4059 OTHER PROFESSIONAL FEES	0	725	14,000	13,275		13,275	5.2%
Central Services :- Indirect Expenditure	<b>61</b>	<b>29,177</b>	<b>62,875</b>	<b>33,698</b>	<b>0</b>	<b>33,698</b>	<b>46.4%</b>
<b>Net Income over Expenditure</b>	<b>(61)</b>	<b>(27,170)</b>	<b>(62,775)</b>	<b>(35,605)</b>			
<u>191 Personnel/Staff Costs</u>							
4001 STAFF SALARIES	0	185,144	419,525	234,381		234,381	44.1%
4002 EMPLOYERS N.I	0	15,774	41,852	26,078		26,078	37.7%
4003 EMPLOYERS SUPERANN.	0	40,552	104,037	63,485		63,485	39.0%
4005 STAFF OVERTIME	0	300	5,000	4,700		4,700	6.0%
4059 OTHER PROFESSIONAL FEES	204	7,174	3,500	(3,674)	1,838	(5,513)	257.5%
4992 Trs from Earmarked Reserve	0	0	(35,000)	(35,000)		(35,000)	0.0%
Personnel/Staff Costs :- Indirect Expenditure	<b>204</b>	<b>248,943</b>	<b>538,914</b>	<b>289,971</b>	<b>1,838</b>	<b>288,132</b>	<b>46.5%</b>
<b>Net Expenditure</b>	<b>(204)</b>	<b>(248,943)</b>	<b>(538,914)</b>	<b>(289,971)</b>			
<u>199 P&amp;R Capital and Projects</u>							
4026 COMPUTER COSTS	0	2,081	11,500	9,419		9,419	18.1%
P&R Capital and Projects :- Indirect Expenditure	<b>0</b>	<b>2,081</b>	<b>11,500</b>	<b>9,419</b>	<b>0</b>	<b>9,419</b>	<b>18.1%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(2,081)</b>	<b>(11,500)</b>	<b>(9,419)</b>			
Grand Totals:- Income	<b>99</b>	<b>914,863</b>	<b>935,018</b>	<b>20,155</b>			<b>97.8%</b>
Expenditure	<b>265</b>	<b>280,470</b>	<b>632,449</b>	<b>351,979</b>	<b>1,838</b>	<b>350,141</b>	<b>44.6%</b>
<b>Net Income over Expenditure</b>	<b>(166)</b>	<b>634,393</b>	<b>302,569</b>	<b>(331,824)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(166)</b>	<b>634,393</b>					

**Bank Reconciliation Statement as at 08/09/2020  
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	31/08/2020		1,000.00
Liquidity Manager Account	31/08/2020		37,858.99
			<u>38,858.99</u>
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
05/09/2019	010478	A.Mays/Lil Mazy bad	40.00
15/10/2019	010488	Mr C Slough	12.50
17/03/2020	101809	Central Bedfordshire Council	3,240.00
17/03/2020	101809	Central Bedfordshire Council	-3,240.00
27/05/2020	ZUR01/FP	Zurich Municipal	-1,506.32
11/06/2020	FP/SHA03	Karen Sharratt	10.00
22/07/2020	CAS02/FP2	Castle Water	0.05
22/07/2020	CEN03/FP4	Central Bedfordshire Council	0.50
24/08/2020	CEN03	Central Bedfordshire Council	11,919.00
24/08/2020	STA03/FP	Stamps Direct Ltd	275.94
			<u>10,751.67</u>
			28,107.32
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
			0.00
			<u>0.00</u>
			28,107.32
		<b>Balance per Cash Book is :-</b>	<b>32,338.06</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>-4,230.74</b>

**Adjustments to Reconciliation**

10/06/2020	Bacs	CBC Incentive Payment	500.00
11/06/2020	POS	www.plasticonline.co.uk	-89.99
15/06/2020	POS	Amazon	-40.53
16/06/2020	DPC	HR Heritage Society Grant	-500.00
16/06/2020	DPC	Comm Action Beds Grant	-2,500.00
24/06/2020	POS	Baker Ross	-444.55
25/06/2020	POS	www.davidssales.co.uk	-862.91
26/06/2020	POS	Vistaprint	-107.82
26/06/2020	POS	Perfect Supply Ltd	-470.09
26/06/2020	POS	ASDA	-89.00
26/06/2020	POS	ASDA	-89.00
26/06/2020	Refund	ASDA	58.00
26/06/2020	Refund	ASDA	47.00
26/06/2020	POS	Amazon	-23.98
29/06/2020	POS	Amazon	-194.94
29/06/2020	Refund	ASDA	13.00
30/06/2020	102150	Credit ?????	28.80
31/07/2020	unknown	small difference	0.27
07/08/2020	102153-155	await details	225.00

**Bank Reconciliation Statement as at 08/09/2020  
for Cashbook 1 - NATWEST CURRENT/RESERVE**

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			<u>Amount</u>	<u>Balances</u>
21/08/2020	102156-157	await details	135.00	
26/08/2020	102158/59	await details	175.00	
				-4,230.74
				<u>0.00</u>

**Unreconciled Difference is :-**

**Bank Reconciliation Statement as at 30/09/2020  
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	30/09/2020		1,000.00
Liquidity Manager Account	30/09/2020		21,571.19
			<u>22,571.19</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
05/09/2019 010478 A.Mays/Lil Mazy bad		40.00	
15/10/2019 010488 Mr C Slough		12.50	
11/06/2020 FP/SHA03 Karen Sharratt		10.00	
22/07/2020 CEN03/FP4 Central Bedfordshire Council		0.50	
30/09/2020 ALL01/DDR Allframe Ltd		52.64	
30/09/2020 AMF01/DDR AMF Services (Bedford) Ltd		224.46	
30/09/2020 BED02/DDR Bedfordshire Pension Fund		51.43	
30/09/2020 BLA01/DDR Blain's Trailers & Tyres Ltd		6.00	
30/09/2020 CEN04/DDR Central Bedfordshire Council		3,334.00	
30/09/2020 COR01/DDR James Corrigan		180.00	
30/09/2020 DUN02/DDR Biffa Waste Services Ltd		1,749.06	
30/09/2020 DUN04/DDR Dunstable Town Council		20.00	
30/09/2020 ELA01/DDR Employment Law Advisory Servic		1,194.00	
30/09/2020 GRE01/DDR Niki Greenhill		6.00	
30/09/2020 GRE06/DDR Greenbridge Designs Ltd		432.00	
30/09/2020 HER01/DDR Hertfordshire County Council		56.94	
30/09/2020 JCURL01/DD John Curl		684.25	
30/09/2020 LUT03/DDR Luton Women's Aid		200.00	
30/09/2020 MAY01/DDR Maydencroft Limited		1,800.00	
30/09/2020 MCS01/DDR MCS Contract Cleaning Limited		3,672.00	
30/09/2020 PEA01/DDR Pear Technology Services Ltd		1,920.00	
30/09/2020 PRE01/DDR Premier Badges Ltd		684.76	
30/09/2020 PRE04/DDR Prestige Design & Workwear Ltd		352.80	
30/09/2020 PRO01/DDR Proludic Ltd		375.50	
30/09/2020 SPA01/DDR Spaldings Limited		120.00	
30/09/2020 STE02/DDR Sonia Stennett		99.00	
30/09/2020 TEC01/DDR Techies Limited		482.57	
			<u>17,760.41</u>
			4,810.78
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			4,810.78
		<b>Balance per Cash Book is :-</b>	<b>4,810.78</b>
		<b>Difference is :-</b>	<b>0.00</b>

## List of Purchase Ledger Payments for Month 5

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TEC01</b> <b>Techies Limited</b>							
<i>IT Sil contract:9.10-8.10.20/9</i>	30/08/2019	25116	1	360.00	0.00	180.00	180.00
Authorised: <b>M9688&amp;9799</b>							
					<u>0.00</u>	<u>180.00</u>	
Above paid on 03/08/2020 by Electronic Payment Ref S/O							
<b>TEC01</b> <b>Techies Limited</b>							
<i>IT extra annual support/9956</i>	21/10/2019	25255	1	950.48	0.00	237.62	712.86
Authorised: <b>MinTC9799Budget</b>							
					<u>0.00</u>	<u>237.62</u>	
Above paid on 03/08/2020 by Electronic Payment Ref S/O 02							
<b>EE01</b> <b>EE Limited</b>							
<i>P/Ledger Electronic Payment</i>	03/08/2020	ON ACC 10641	1	0.00	0.00	115.57	-115.57
					<u>0.00</u>	<u>115.57</u>	
Above paid on 03/08/2020 by Electronic Payment Ref DD							
<b>FRA02</b> <b>Francotyp Postalia Ltd</b>							
<i>P/Ledger Electronic Payment</i>	04/08/2020	ON ACC 10642	1	0.00	0.00	90.00	-90.00
					<u>0.00</u>	<u>90.00</u>	
Above paid on 04/08/2020 by Electronic Payment Ref DD02							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>P/Ledger Electronic Payment</i>	13/08/2020	ON ACC 10643	1	0.00	0.00	12.48	-12.48
					<u>0.00</u>	<u>12.48</u>	
Above paid on 13/08/2020 by Electronic Payment Ref DD03							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>P/Ledger Electronic Payment</i>	13/08/2020	ON ACC 10644	1	0.00	0.00	25.97	-25.97
					<u>0.00</u>	<u>25.97</u>	
Above paid on 13/08/2020 by Electronic Payment Ref DD04							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>P/Ledger Electronic Payment</i>	13/08/2020	ON ACC 10645	1	0.00	0.00	29.42	-29.42
					<u>0.00</u>	<u>29.42</u>	
Above paid on 13/08/2020 by Electronic Payment Ref DD05							

Continued over page

## List of Purchase Ledger Payments for Month 5

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>P/Ledger Electronic Payment</i>	13/08/2020	ON ACC 10646	1	0.00	0.00	35.98	-35.98
					0.00	35.98	
							Above paid on 13/08/2020 by Electronic Payment Ref DD06
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>P/Ledger Electronic Payment</i>	13/08/2020	ON ACC 10647	1	0.00	0.00	42.65	-42.65
					0.00	42.65	
							Above paid on 13/08/2020 by Electronic Payment Ref DD07
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>P/Ledger Electronic Payment</i>	13/08/2020	ON ACC 10648	1	0.00	0.00	70.43	-70.43
					0.00	70.43	
							Above paid on 13/08/2020 by Electronic Payment Ref DD08
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>P/Ledger Electronic Payment</i>	13/08/2020	ON ACC 10649	1	0.00	0.00	73.67	-73.67
					0.00	73.67	
							Above paid on 13/08/2020 by Electronic Payment Ref DD09
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>P/Ledger Electronic Payment</i>	13/08/2020	ON ACC 10650	1	0.00	0.00	83.64	-83.64
					0.00	83.64	
							Above paid on 13/08/2020 by Electronic Payment Ref DD10
<b>PLU03</b> <b>Plusnet Plc</b>							
<i>Broadband 10/8 to 9/9/2020</i>	10/08/2020	00002193203-028	1	12.00	0.00	12.00	0.00
					0.00	12.00	
							Above paid on 17/08/2020 by Electronic Payment Ref DD11
<b>AAA01</b> <b>A A A Security</b>							
<i>Renewal maintenance of alarm</i>	31/07/2020	85672	1	111.28	0.00	111.28	0.00
					0.00	111.28	
							Above paid on 24/08/2020 by Electronic Payment Ref AAA01/FP

Continued over page



## List of Purchase Ledger Payments for Month 5

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>AMF01 AMF Services (Bedford) Ltd</b>							
<i>Ransome mower, inspect &amp; repair</i>	15/07/2020	22983	1	62.58	0.00	62.58	0.00
<i>Stihl TS410-inspect &amp; repair</i>	05/08/2020	23141	1	101.42	0.00	101.42	0.00
<i>Shibaura-repair fuel leak</i>	06/08/2020	23158	1	138.00	0.00	138.00	0.00
					<b>0.00</b>	<b>302.00</b>	
Above paid on 24/08/2020 by Electronic Payment Ref AMF01/FP							
<b>BED02 Bedfordshire Pension Fund</b>							
<i>Added years July 2020</i>	14/08/2020	742405	1	51.43	0.00	51.43	0.00
					<b>0.00</b>	<b>51.43</b>	
Above paid on 24/08/2020 by Electronic Payment Ref BED02/FP							
<b>BLA01 Blain's Trailers &amp; Tyres Ltd</b>							
<i>Tyre fitting</i>	07/07/2020	63943	1	24.00	0.00	24.00	0.00
					<b>0.00</b>	<b>24.00</b>	
Above paid on 24/08/2020 by Electronic Payment Ref BLA01/FP							
<b>BRY01 Bryan LeCoche Ltd</b>							
<i>Evict travellers Parkside Driv</i>	29/07/2020	5042	1	330.00	0.00	330.00	0.00
					<b>0.00</b>	<b>330.00</b>	
Above paid on 24/08/2020 by Electronic Payment Ref BRY01							
<b>BUS01 Business HR Solutions (Consultancy) Ltd</b>							
<i>HR Retainer</i>	01/07/2020	INV-016182	1	245.16	0.00	245.16	0.00
<i>HR Retainer</i>	01/08/2020	INV-016548	1	245.16	0.00	245.16	0.00
					<b>0.00</b>	<b>490.32</b>	
Above paid on 24/08/2020 by Electronic Payment Ref BUS01/FP							
<b>CAS01 Castele Consultancy Ltd</b>							
<i>3rd inv prep Football Foundati</i>	05/08/2020	912	1	1,386.00	0.00	1,386.00	0.00
					<b>0.00</b>	<b>1,386.00</b>	
Above paid on 24/08/2020 by Electronic Payment Ref CAS01/FP							

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## List of Purchase Ledger Payments for Month 5

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CAS02</b> <b>Castle Water</b>							
0001173454/10558/Castle Water	03/07/2020	0001173454	1	-22.08	0.00	-22.08	0.00
Peel St, 1/5 to 16/7	19/07/2020	0001265350	1	19.69	0.00	19.69	0.00
Westbury Close 1/5 to 16/7	19/07/2020	0001259184	1	11.62	0.00	11.62	0.00
Late payment charges	20/07/2020	0001270719	1	40.04	0.00	40.04	0.00
Pavilion 1/5 to 31/7	04/08/2020	0001346327	1	238.48	0.00	238.48	0.00
Tithe Rd Pavilion July 2020	03/08/2020	0001336055	1	9.62	0.00	9.62	0.00
Peel St 17/7 to 31/7/2020	03/08/2020	0001330628	1	3.67	0.00	3.67	0.00
Westbury Close 1/5 to 31/7/202	03/08/2020	0001335147	1	32.20	0.00	32.20	0.00
					<b>0.00</b>	<b>333.24</b>	

Above paid on 24/08/2020 by Electronic Payment Ref CAS02/FP

<b>CEN03</b> <b>Central Bedfordshire Council</b>							
3012142/10565/Central Bedfords	13/07/2020	3012142	1	3,555.00	0.00	3,555.00	0.00
3080213/10566/Central Bedfords	13/07/2020	3080213	1	1,272.00	0.00	1,272.00	0.00
3160492/10567/Central Bedfords	13/07/2020	3160492	1	2,221.00	0.00	2,221.00	0.00
3016930/10568/Central Bedfords	13/07/2020	3016930	1	505.00	0.00	505.00	0.00
33016488/10569/Central Bedford	13/07/2020	33016488	1	4,366.00	0.00	4,366.00	0.00
					<b>0.00</b>	<b>11,919.00</b>	

Above paid on 24/08/2020 by Electronic Payment Ref CEN03

<b>COMMHEART</b> <b>The Community Heartbeat Trust</b>							
Defibs, install & seminar	24/07/2020	6550	1	10,092.00	0.00	10,092.00	0.00
					<b>0.00</b>	<b>10,092.00</b>	

Above paid on 24/08/2020 by Electronic Payment Ref COMMHEART/

<b>DCK01</b> <b>DCK Accounting Solutions Ltd</b>							
David Webb June 2020	22/07/2020	TPC9220	1	558.00	0.00	558.00	0.00
Accounting entries June/July	28/07/2020	TPC9231	1	522.00	0.00	522.00	0.00
					<b>0.00</b>	<b>1,080.00</b>	

Above paid on 24/08/2020 by Electronic Payment Ref DCK01/FP

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## List of Purchase Ledger Payments for Month 5

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>DUN02 Biffa Waste Services Ltd</b>							
<i>General waste removal - July</i>	24/07/2020	614C20396	1	1,399.25	0.00	1,399.25	0.00
					<b>0.00</b>	<b>1,399.25</b>	
Above paid on 24/08/2020 by Electronic Payment Ref DUN02/FP							
<b>FPM02 FP Mailing (HCS) Ltd</b>							
<i>Franking rental 1/8 to31/10</i>	01/08/2020	187057	1	90.00	0.00	90.00	0.00
					<b>0.00</b>	<b>90.00</b>	
Above paid on 24/08/2020 by Electronic Payment Ref FPM02/FP							
<b>GBI01 Geo Browns Implements Ltd</b>							
<i>Belt B95</i>	30/07/2020	102127	1	48.86	0.00	48.86	0.00
					<b>0.00</b>	<b>48.86</b>	
Above paid on 24/08/2020 by Electronic Payment Ref GBI01/FP							
<b>HER01 Hertfordshire County Council</b>							
<i>Purchase Ledger Payment</i>	17/06/2020	ON ACC 10546	1	-56.94	0.00	-56.94	0.00
<i>Copy paper/card, lam pouches</i>	31/07/2020	H072007824	1	106.04	0.00	106.04	0.00
					<b>0.00</b>	<b>49.10</b>	
Above paid on 24/08/2020 by Electronic Payment Ref HER01/FP							
<b>LAN03 Latent Digital Solutions Ltd</b>							
<i>Photocopying charges</i>	27/07/2020	301554	1	43.48	0.00	43.48	0.00
					<b>0.00</b>	<b>43.48</b>	
Above paid on 24/08/2020 by Electronic Payment Ref LAN03/FP							
<b>MCPS Mechanical Copyright Protection Society</b>							
<i>Music Licence Virtual Carnival</i>	29/07/2020	SLMGINV1000000019411	1	681.60	0.00	681.60	0.00
					<b>0.00</b>	<b>681.60</b>	
Above paid on 24/08/2020 by Electronic Payment Ref MCPS/FP							
<b>MCS01 MCS Contract Cleaning Limited</b>							
<i>bk170-50 x6, case cm001,Dg802</i>	24/07/2020	39970	1	39.96	0.00	39.96	0.00
					<b>0.00</b>	<b>39.96</b>	
Above paid on 24/08/2020 by Electronic Payment Ref MCS01/FP							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>PAR03</b> <b>Small M T/A Parish &amp; Community Futures</b>							
<i>Report on CBC local plan</i>	22/07/2020	003HR/2020-21	1	189.00	0.00	189.00	0.00
					<b>0.00</b>	<b>189.00</b>	
Above paid on 24/08/2020 by Electronic Payment Ref PAR03/FP							
<b>PRE04</b> <b>Prestige Design &amp; Workwear Ltd</b>							
<i>Trousers,boots,fleeces,coats</i>	09/07/2020	99435	1	231.60	0.00	231.60	0.00
<i>latex gloves &amp; masks</i>	20/07/2020	99585	1	134.40	0.00	134.40	0.00
					<b>0.00</b>	<b>366.00</b>	
Above paid on 24/08/2020 by Electronic Payment Ref PRE04/FP							
<b>RBS01</b> <b>Rialtas Business Solutions Ltd</b>							
<i>move software to new computer</i>	24/07/2020	28198	1	30.00	0.00	30.00	0.00
					<b>0.00</b>	<b>30.00</b>	
Above paid on 24/08/2020 by Electronic Payment Ref RBS01/FP							
<b>REN02</b> <b>Rentokil Initial</b>							
<i>Special clean@Park Drive Rec</i>	28/07/2020	30091444	1	540.00	0.00	540.00	0.00
					<b>0.00</b>	<b>540.00</b>	
Above paid on 24/08/2020 by Electronic Payment Ref REN02/FP							
<b>SET01</b> <b>Setsquare Creative Solutions Limited</b>							
<i>Domain renewal&amp;website hosting</i>	31/07/2020	INV-0966	1	312.00	0.00	312.00	0.00
					<b>0.00</b>	<b>312.00</b>	
Above paid on 24/08/2020 by Electronic Payment Ref SET01/FP							
<b>STA03</b> <b>Stamps Direct Ltd</b>							
<i>PO5413-Shop local stampsx45/93</i>	26/03/2019	668549	1	275.94	0.00	275.94	0.00
Authorised: <b>Min9257Budget</b>							
					<b>0.00</b>	<b>275.94</b>	
Above paid on 24/08/2020 by Electronic Payment Ref STA03/FP							

## List of Purchase Ledger Payments for Month 5

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TEC01</b> <b>Techies Limited</b>							
<i>System engineer 21/7</i>	16/07/2020	INV-0240	1	481.50	0.00	481.50	0.00
					<b>0.00</b>	<b>481.50</b>	
Above paid on 24/08/2020 by Electronic Payment Ref TEC01/FP							
<b>TOT01</b> <b>Right Fuelcard Company Ltd</b>							
<i>fuel charges</i>	02/08/2020	3105013	1	7.40	0.00	7.40	0.00
					<b>0.00</b>	<b>7.40</b>	
Above paid on 24/08/2020 by Electronic Payment Ref TOT01/FP							
<b>FRA02</b> <b>Francotyp Postalia Ltd</b>							
<i>10662/Postage download</i>	14/08/2020	21541822	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>50.00</b>	
Above paid on 20/08/2020 by Electronic Payment Ref FRA02/DD							
<b>BED04</b> <b>Bedford Borough Council</b>							
<i>10654/August Payroll</i>	21/08/2020	17834426	1	39,393.16	0.00	39,393.16	0.00
					<b>0.00</b>	<b>39,393.16</b>	
Above paid on 26/08/2020 by Electronic Payment Ref BED04/DD							
<b>Total Purchase Ledger Payments for Month 5</b>						<b>0.00</b>	<b>71,125.95</b>

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>EE01 EE Limited</b>							
<i>P/Ledger Electronic Payment</i>	01/09/2020	ON ACC 10674	1	0.00	0.00	116.12	-116.12
					<b>0.00</b>	<b>116.12</b>	
Above paid on 01/09/2020 by Electronic Payment Ref EE01/DD							
<b>TEC01 Techies Limited</b>							
<i>IT Sil contract:9.10-8.10.20/9</i>	30/08/2019	25116	1	180.00	0.00	180.00	0.00
Authorised: <b>M9688&amp;9799</b>							
					<b>0.00</b>	<b>180.00</b>	
Above paid on 03/09/2020 by Electronic Payment Ref TEC01/SO							
<b>TEC01 Techies Limited</b>							
<i>IT extra annual support/9956</i>	21/10/2019	25255	1	712.86	0.00	237.62	475.24
Authorised: <b>MinTC9799Budget</b>							
					<b>0.00</b>	<b>237.62</b>	
Above paid on 03/09/2020 by Electronic Payment Ref TEC01/SO2							
<b>AMF01 AMF Services (Bedford) Ltd</b>							
<i>10651/Fuel Filter Shibaura</i>	11/08/2020	23188	1	62.66	0.00	62.66	0.00
<i>10652/Inspect &amp;repair Shibaura</i>	27/08/2020	23266	1	84.00	0.00	84.00	0.00
					<b>0.00</b>	<b>146.66</b>	
Above paid on 09/09/2020 by Electronic Payment Ref AMF01/FP							
<b>BED11 Bedfordshire Crimebeat Ltd</b>							
<i>10664/High Sheriff's Garden Pa</i>	24/08/2020	24/8/2020	1	20.00	0.00	20.00	0.00
					<b>0.00</b>	<b>20.00</b>	
Above paid on 09/09/2020 by Electronic Payment Ref BED11/FP							
<b>BUS01 Business HR Solutions (Consultancy) Ltd</b>							
<i>10672/HR Retainer</i>	01/09/2020	INV-016864	1	245.16	0.00	245.16	0.00
					<b>0.00</b>	<b>245.16</b>	
Above paid on 09/09/2020 by Electronic Payment Ref BUS01/FP							

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## List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CRO01</b>	<b>Cromwell Group (Holdings) Ltd</b>						
10658/5 xpack blackcompact	14/08/2020	0016188179	1	160.98	0.00	160.98	0.00
					<b>0.00</b>	<b>160.98</b>	
Above paid on 09/09/2020 by Electronic Payment Ref CRO01/FP							
<b>DUN02</b>	<b>Biffa Waste Services Ltd</b>						
10655/General waste removal Au	21/08/2020	614C23211	1	1,390.01	0.00	1,390.01	0.00
					<b>0.00</b>	<b>1,390.01</b>	
Above paid on 09/09/2020 by Electronic Payment Ref DUN02/FP							
<b>GBI01</b>	<b>Geo Browns Implements Ltd</b>						
10663/test & repair Kubota	27/08/2020	106505	1	171.26	0.00	171.26	0.00
					<b>0.00</b>	<b>171.26</b>	
Above paid on 09/09/2020 by Electronic Payment Ref GBI01/FP							
<b>JME01</b>	<b>J M Electrical Services BEDFORD Ltd</b>						
10665/additional 4ft fitting	21/08/2020	5089	1	66.53	0.00	66.53	0.00
					<b>0.00</b>	<b>66.53</b>	
Above paid on 09/09/2020 by Electronic Payment Ref JME01/FP							
<b>MCS01</b>	<b>MCS Contract Cleaning Limited</b>						
10666/cleaning public WCs	28/08/2020	40068	1	1,836.00	0.00	1,836.00	0.00
					<b>0.00</b>	<b>1,836.00</b>	
Above paid on 09/09/2020 by Electronic Payment Ref MCS01/FP							
<b>ROY03</b>	<b>Royal Images</b>						
10668/5 x formal prints	05/08/2020	30877	1	371.28	0.00	371.28	0.00
					<b>0.00</b>	<b>371.28</b>	
Above paid on 09/09/2020 by Electronic Payment Ref ROY03/FP							
<b>SCR02</b>	<b>Trade UK Account</b>						
Consumable items/9780	12/09/2019	1008697036	1	7.40	0.00	7.40	0.00
					<b>0.00</b>	<b>7.40</b>	
Above paid on 09/09/2020 by Electronic Payment Ref SCR02/FP							

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## List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SPA01 Spaldings Limited</b>							
10669/Berthoud sprayer/lance	01/07/2020	SI-2578221	1	276.00	0.00	276.00	0.00
					<b>0.00</b>	<b>276.00</b>	
Above paid on 09/09/2020 by Electronic Payment Ref SPA/FP							
<b>TOT01 Right Fuelcard Company Ltd</b>							
10667/Fuel Card charges Aug 20	30/08/2020	3134462	1	115.88	0.00	115.88	0.00
					<b>0.00</b>	<b>115.88</b>	
Above paid on 09/09/2020 by Electronic Payment Ref TOT01/FP							
<b>TTT01 T T Trophies</b>							
10670/Engrave Mayors chain	04/08/2020	4/8/2020	1	18.00	0.00	18.00	0.00
					<b>0.00</b>	<b>18.00</b>	
Above paid on 09/09/2020 by Electronic Payment Ref TTT01/FP							
<b>ALL01 Allframe Ltd</b>							
5853/10678/Allframe Ltd	08/09/2020	5853	1	52.64	0.00	52.64	0.00
					<b>0.00</b>	<b>52.64</b>	
Above paid on 30/09/2020 by Cheque ALL01/DDR							
<b>AMF01 AMF Services (Bedford) Ltd</b>							
23334/10679/AMF Services (Bedf	10/09/2020	23334	1	224.46	0.00	224.46	0.00
					<b>0.00</b>	<b>224.46</b>	
Above paid on 30/09/2020 by Cheque AMF01/DDR							
<b>BED02 Bedfordshire Pension Fund</b>							
742520/10681/Bedfordshire Pens	24/09/2020	742520	1	51.43	0.00	51.43	0.00
					<b>0.00</b>	<b>51.43</b>	
Above paid on 30/09/2020 by Cheque BED02/DDR							
<b>BLA01 Blain's Trailers &amp; Tyres Ltd</b>							
64444/10683/Blain's Trailers &	07/08/2020	64444	1	6.00	0.00	6.00	0.00
					<b>0.00</b>	<b>6.00</b>	
Above paid on 30/09/2020 by Cheque BLA01/DDR							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CEN04</b>	<b>Central Bedfordshire Council</b>						
1800062018/10688/Central Bedfo	10/09/2020	1800062018	1	3,334.00	0.00	3,334.00	0.00
					<b>0.00</b>	<b>3,334.00</b>	
Above paid on 30/09/2020 by Cheque CEN04/DDR							
<b>COR01</b>	<b>James Corrigan</b>						
INV1/HOUGHR/10689/James Corrig	29/09/2020	INV1/HOUGHR	1	180.00	0.00	180.00	0.00
					<b>0.00</b>	<b>180.00</b>	
Above paid on 30/09/2020 by Cheque COR01/DDR							
<b>DUN02</b>	<b>Biffa Waste Services Ltd</b>						
614C26211/10682//Biffa Waste	25/09/2020	614C26211	1	1,749.06	0.00	1,749.06	0.00
					<b>0.00</b>	<b>1,749.06</b>	
Above paid on 30/09/2020 by Cheque DUN02/DDR							
<b>DUN04</b>	<b>Dunstable Town Council</b>						
23920/10699/Dunstable Town Cou	23/09/2020	23920	1	20.00	0.00	20.00	0.00
					<b>0.00</b>	<b>20.00</b>	
Above paid on 30/09/2020 by Cheque DUN04/DDR							
<b>ELA01</b>	<b>Employment Law Advisory Services Ltd</b>						
345015/10692/Employment Law Ad	08/09/2020	345015	1	1,194.00	0.00	1,194.00	0.00
					<b>0.00</b>	<b>1,194.00</b>	
Above paid on 30/09/2020 by Cheque ELA01/DDR							
<b>GRE01</b>	<b>Niki Greenhill</b>						
25920/10695/Niki Greenhill	25/09/2020	25920	1	6.00	0.00	6.00	0.00
					<b>0.00</b>	<b>6.00</b>	
Above paid on 30/09/2020 by Cheque GRE01/DDR							
<b>GRE06</b>	<b>Greenbridge Designs Ltd</b>						
000000082/10694/Greenbridge De	31/07/2020	000000082	1	432.00	0.00	432.00	0.00
					<b>0.00</b>	<b>432.00</b>	
Above paid on 30/09/2020 by Cheque GRE06/DDR							

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## List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>HER01 Hertfordshire County Council</b>							
<i>H072007824./10712/Hertfordshir</i>	31/07/2020	H072007824.	1	56.94	0.00	56.94	0.00
					<b>0.00</b>	<b>56.94</b>	
Above paid on 30/09/2020 by Cheque HER01/DDR							
<b>JCURL01 John Curl</b>							
<i>246035/10690/John Curl</i>	09/09/2020	246035	1	366.23	0.00	366.23	0.00
<i>246036/10691/John Curl</i>	09/09/2020	246036	1	318.02	0.00	318.02	0.00
					<b>0.00</b>	<b>684.25</b>	
Above paid on 30/09/2020 by Cheque JCURL01/DD							
<b>LUT03 Luton Women's Aid</b>							
<i>18920/10697/Luton Women's Aid</i>	18/09/2020	18920	1	200.00	0.00	200.00	0.00
					<b>0.00</b>	<b>200.00</b>	
Above paid on 30/09/2020 by Cheque LUT03/DDR							
<b>MAY01 Maydencroft Limited</b>							
<i>11968/10698/Maydencroft Limite</i>	22/09/2020	11968	1	1,800.00	0.00	1,800.00	0.00
					<b>0.00</b>	<b>1,800.00</b>	
Above paid on 30/09/2020 by Cheque MAY01/DDR							
<b>MCS01 MCS Contract Cleaning Limited</b>							
<i>39983/10700/MCS Contract Clean</i>	30/07/2020	39983	1	1,836.00	0.00	1,836.00	0.00
<i>40171/10701/MCS Contract Clean</i>	30/09/2020	40171	1	1,836.00	0.00	1,836.00	0.00
					<b>0.00</b>	<b>3,672.00</b>	
Above paid on 30/09/2020 by Cheque MCS01/DDR							
<b>PEA01 Pear Technology Services Ltd</b>							
<i>127957/10702/Pear Technology S</i>	10/09/2020	127957	1	1,920.00	0.00	1,920.00	0.00
					<b>0.00</b>	<b>1,920.00</b>	
Above paid on 30/09/2020 by Cheque PEA01/DDR							

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## List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>PRE01 Premier Badges Ltd</b>							
79763/10703/Premier Badges Ltd	22/09/2020	79763	1	684.76	0.00	684.76	0.00
					<b>0.00</b>	<b>684.76</b>	
Above paid on 30/09/2020 by Cheque PRE01/DDR							
<b>PRE04 Prestige Design &amp; Workwear Ltd</b>							
99865/10704/Prestige Design &	11/08/2020	99865	1	352.80	0.00	352.80	0.00
					<b>0.00</b>	<b>352.80</b>	
Above paid on 30/09/2020 by Cheque PRE04/DDR							
<b>PRO01 Proludic Ltd</b>							
SIN002971/10705/Proludic Ltd	28/09/2020	SIN002971	1	375.50	0.00	375.50	0.00
					<b>0.00</b>	<b>375.50</b>	
Above paid on 30/09/2020 by Cheque PRO01/DDR							
<b>SPA01 Spaldings Limited</b>							
SI-2603471/10707/Spaldings Lim	07/09/2020	SI-2603471	1	120.00	0.00	120.00	0.00
					<b>0.00</b>	<b>120.00</b>	
Above paid on 30/09/2020 by Cheque SPA01/DDR							
<b>STE02 Sonia Stennett</b>							
16920/10708/Sonia Stennett	16/09/2020	16920	1	99.00	0.00	99.00	0.00
					<b>0.00</b>	<b>99.00</b>	
Above paid on 30/09/2020 by Cheque STE02/DDR							
<b>TEC01 Techies Limited</b>							
INV-0493/10709/Techies Limited	21/09/2020	INV-0493	1	302.57	0.00	302.57	0.00
INV-0464/10710/Techies Limited	14/09/2020	INV-0464	1	2,160.00	0.00	180.00	1,980.00
					<b>0.00</b>	<b>482.57</b>	
Above paid on 30/09/2020 by Cheque TEC01/DDR							
<b>BRI01 British Gas</b>							
Purchase Ledger Payment	16/07/2020	ON ACC 10714	1	0.00	0.00	36.06	-36.06
					<b>0.00</b>	<b>36.06</b>	
Above paid on 16/07/2020 by Cheque DDR							

Continued over page

## List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>INV-202009012010/10742/Ampower</i>	01/09/2020	INV-202009012010	1	12.48	0.00	12.48	0.00
					<b>0.00</b>	<b>12.48</b>	
Above paid on 10/09/2020 by Cheque DDR1							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>INV-202009012030/10724/Ampower</i>	01/09/2020	INV-202009012030	1	28.40	0.00	28.40	0.00
					<b>0.00</b>	<b>28.40</b>	
Above paid on 10/09/2020 by Cheque DDR2							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>INV-202009012025/10727/Ampower</i>	01/09/2020	INV-202009012025	1	63.00	0.00	63.00	0.00
					<b>0.00</b>	<b>63.00</b>	
Above paid on 10/09/2020 by Cheque DDR3							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>INV-202009012026/10733/Ampower</i>	01/09/2020	INV-202009012026	1	65.29	0.00	65.29	0.00
					<b>0.00</b>	<b>65.29</b>	
Above paid on 10/09/2020 by Cheque DDR4							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>INV-202009012009/10736/Ampower</i>	01/09/2020	INV-202009012009	1	67.35	0.00	67.35	0.00
					<b>0.00</b>	<b>67.35</b>	
Above paid on 10/09/2020 by Cheque DDR5							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>INV-202009012024/10730/Ampower</i>	01/09/2020	INV-202009012024	1	88.40	0.00	88.40	0.00
					<b>0.00</b>	<b>88.40</b>	
Above paid on 10/09/2020 by Cheque DDR6							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>INV-202009012007/10739/Ampower</i>	01/09/2020	INV-202009012007	1	146.24	0.00	146.24	0.00
					<b>0.00</b>	<b>146.24</b>	
Above paid on 10/09/2020 by Cheque DDR7							

Continued over page

## List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BRI01</b> <b>British Gas</b>							
10672/Peel St 6/6-31/8	02/09/2020	968575672	1	24.66	0.00	24.66	0.00
					<b>0.00</b>	<b>24.66</b>	
Above paid on 16/09/2020 by Cheque DDR8							
<b>BRI01</b> <b>British Gas</b>							
10671/Sport Pav 1/6-31/8	02/09/2020	968575673	1	187.89	0.00	187.89	0.00
					<b>0.00</b>	<b>187.89</b>	
Above paid on 16/09/2020 by Cheque DDR9							
<b>PLU03</b> <b>Plusnet Plc</b>							
Purchase Ledger Payment	17/09/2020	ON ACC 10743	1	0.00	0.00	12.00	-12.00
					<b>0.00</b>	<b>12.00</b>	
Above paid on 17/09/2020 by Cheque DDR10							
<b>BED04</b> <b>Bedford Borough Council</b>							
17875710/10680/Bedford Borough	22/09/2020	17875710	1	48,287.69	0.00	48,287.69	0.00
					<b>0.00</b>	<b>48,287.69</b>	
Above paid on 24/09/2020 by Cheque DDR11							
<b>ZUR01</b> <b>Zurich Municipal</b>							
Purchase Ledger Payment	27/09/2020	ON ACC 10744	1	0.00	0.00	-12,517.59	12,517.59
					<b>0.00</b>	<b>-12,517.59</b>	
Above paid on 27/09/2020 by Cheque ZUR01/FP							
<b>ZUR01</b> <b>Zurich Municipal</b>							
Purchase Ledger Payment	27/09/2020	ON ACC 10745	1	0.00	0.00	14,023.91	-14,023.91
					<b>0.00</b>	<b>14,023.91</b>	
Above paid on 27/09/2020 by Cheque ZUR01/FP1							
<b>CAS02</b> <b>Castle Water</b>							
Purchase Ledger Payment	22/07/2020	ON ACC 10746	1	0.00	0.00	-0.05	0.05
					<b>0.00</b>	<b>-0.05</b>	
Above paid on 22/07/2020 by Cheque CAS02/FP2							

Continued over page

## List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CEN03</b>	<b>Central Bedfordshire Council</b>						
<i>Purchase Ledger Payment</i>	24/08/2020	ON ACC 10747	1	0.00	0.00	-11,919.00	11,919.00
					<b>0.00</b>	<b>-11,919.00</b>	
Above paid on 24/08/2020 by Cheque CEN03							
<b>STA03</b>	<b>Stamps Direct Ltd</b>						
<i>Purchase Ledger Payment</i>	24/08/2020	ON ACC 10748	1	0.00	0.00	-275.94	275.94
					<b>0.00</b>	<b>-275.94</b>	
Above paid on 24/08/2020 by Cheque STA03/FP							
<b>AMP02</b>	<b>Ampower UK Ltd</b>						
<i>P/Ledger Electronic Payment</i>	13/07/2020	ON ACC 10631	1	-12.08	0.00	-12.08	0.00
<i>P/Ledger Electronic Payment</i>	13/07/2020	ON ACC 10632	1	-26.35	0.00	-26.35	0.00
<i>P/Ledger Electronic Payment</i>	13/07/2020	ON ACC 10633	1	-28.47	0.00	-28.47	0.00
<i>P/Ledger Electronic Payment</i>	13/07/2020	ON ACC 10634	1	-28.62	0.00	-28.62	0.00
<i>P/Ledger Electronic Payment</i>	13/07/2020	ON ACC 10635	1	-58.61	0.00	-58.61	0.00
<i>P/Ledger Electronic Payment</i>	13/07/2020	ON ACC 10636	1	-61.28	0.00	-61.28	0.00
<i>P/Ledger Electronic Payment</i>	13/07/2020	ON ACC 10637	1	-68.92	0.00	-68.92	0.00
<i>P/Ledger Electronic Payment</i>	20/07/2020	ON ACC 10639	1	-11.32	0.00	-11.32	0.00
<i>P/Ledger Electronic Payment</i>	13/08/2020	ON ACC 10643	1	-12.48	0.00	-12.48	0.00
<i>P/Ledger Electronic Payment</i>	13/08/2020	ON ACC 10644	1	-25.97	0.00	-25.97	0.00
<i>P/Ledger Electronic Payment</i>	13/08/2020	ON ACC 10645	1	-29.42	0.00	-29.42	0.00
<i>P/Ledger Electronic Payment</i>	13/08/2020	ON ACC 10646	1	-35.98	0.00	-35.98	0.00
<i>P/Ledger Electronic Payment</i>	13/08/2020	ON ACC 10647	1	-42.65	0.00	-42.65	0.00
<i>P/Ledger Electronic Payment</i>	13/08/2020	ON ACC 10648	1	-70.43	0.00	-70.43	0.00
<i>P/Ledger Electronic Payment</i>	13/08/2020	ON ACC 10649	1	-73.67	0.00	-73.67	0.00
<i>P/Ledger Electronic Payment</i>	13/08/2020	ON ACC 10650	1	-83.64	0.00	-83.64	0.00
<i>INV-202007011506/10715/Ampower</i>	01/07/2020	INV-202007011506	1	28.47	0.00	28.47	0.00
<i>INV-202008011468/10716/Ampower</i>	01/08/2020	INV-202008011468	1	29.42	0.00	29.42	0.00
<i>INV-202007012176/10722/Ampower</i>	01/07/2020	INV-202007012176	1	26.35	0.00	26.35	0.00
<i>INV-202008012381/10723/Ampower</i>	01/08/2020	INV-202008012381	1	25.97	0.00	25.97	0.00
<i>INV-202007012156/10725/Ampower</i>	01/07/2020	INV-202007012156	1	61.28	0.00	61.28	0.00
<i>INV-202008012373/10726/Ampower</i>	01/08/2020	INV-202008012373	1	70.43	0.00	70.43	0.00
<i>INV-202007012169/10728/Ampower</i>	01/07/2020	INV-202007012169	1	68.92	0.00	68.92	0.00

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List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
INV-202008012363/10729/Ampower	01/08/2020	INV-202008012363	1	73.67	0.00	73.67	0.00
INV-202007012155/10731/Ampower	01/07/2020	INV-202007012155	1	58.61	0.00	58.61	0.00
INV-202008012367/10732/Ampower	01/08/2020	INV-202008012367	1	35.98	0.00	35.98	0.00
INV-202007012170/10734/Ampower	01/07/2020	INV-202007012170	1	11.32	0.00	11.32	0.00
INV-202008012364/10735/Ampower	01/08/2020	INV-202008012364	1	42.65	0.00	42.65	0.00
INV-202007012177/10737/Ampower	01/07/2020	INV-202007012177	1	28.62	0.00	28.62	0.00
INV-202008012368/10738/Ampower	01/08/2020	INV-202008012368	1	83.64	0.00	83.64	0.00
INV-202007011505/10740/Ampower	01/07/2020	INV-202007011505	1	12.08	0.00	12.08	0.00
INV-202008011467/10741/Ampower	01/08/2020	INV-202008011467	1	12.48	0.00	12.48	0.00
						<b>0.00</b>	<b>0.00</b>

No payment due as Credit Notes have been applied

<b>CAS02 Castle Water</b>							
Purchase Ledger Payment	22/07/2020	ON ACC 10746	1	0.05	0.00	0.05	0.00
0001173087C/10560/Castle Water	03/07/2020	0001173087C	1	-72.03	0.00	-72.03	0.00
0001173384C/10561/Castle Water	03/07/2020	0001173384C	1	-9.98	0.00	-9.98	0.00
0001162626C/10562/Castle Water	02/07/2020	0001162626C	1	-16.78	0.00	-16.78	0.00
						<b>0.00</b>	<b>-98.74</b>

Above paid on 30/09/2020 by Cheque FP

<b>CAS08 Castle Water - 2597735</b>							
Purchase Ledger Payment	30/09/2020	ON ACC 10764	1	0.00	0.00	98.74	-98.74
						<b>0.00</b>	<b>98.74</b>

Above paid on 30/09/2020 by Cheque FP1

<b>CAS02 Castle Water</b>							
10656/Credit Charge	17/08/2020	0001408454	1	40.00	0.00	40.00	0.00
10657/Westbury Close 17-31 Jul	17/08/2020	0001386993	1	2.52	0.00	2.52	0.00
0001173454C/10558/Castle Water	03/07/2020	0001173454C	1	22.08	0.00	22.08	0.00
0001259184C/10599/Castle Water	19/07/2020	0001259184C	1	-11.62	0.00	-11.62	0.00
0001386993C/10657/Castle Water	17/08/2020	0001386993C	1	-2.52	0.00	-2.52	0.00
0001346327C/10623/Castle Water	04/08/2020	0001346327C	1	-238.48	0.00	-238.48	0.00
0001408454C/10656/Castle Water	17/08/2020	0001408454C	1	-40.00	0.00	-40.00	0.00
0001335147C/10626/Castle Water	03/08/2020	0001335147C	1	-32.20	0.00	-32.20	0.00

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## List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
0001265350C/10598/Castle Water	19/07/2020	0001265350C	1	-19.69	0.00	-19.69	0.00
0001330628C/10625/Castle Water	03/08/2020	0001330628C	1	-3.67	0.00	-3.67	0.00
0001270719C/10600/Castle Water	20/07/2020	0001270719C	1	-40.04	0.00	-40.04	0.00
0001336055C/10624/Castle Water	03/08/2020	0001336055C	1	-9.62	0.00	-9.62	0.00
					<b>0.00</b>	<b>-333.24</b>	

Above paid on 30/09/2020 by Cheque FP3

**CAS07 Castle Water - 2597763**

<i>Purchase Ledger Payment</i>	30/09/2020	ON ACC 10765	1	0.00	0.00	333.24	-333.24
					<b>0.00</b>	<b>333.24</b>	

Above paid on 30/09/2020 by Cheque FP

**BRI01 British Gas**

714366027/10686/British Gas	11/09/2020	714366027	1	27.78	0.00	27.78	0.00
					<b>0.00</b>	<b>27.78</b>	

Above paid on 25/09/2020 by Cheque BRI01/DDR

**BRI01 British Gas**

714362326/10684/British Gas	11/09/2020	714362326	1	3.11	0.00	3.11	0.00
					<b>0.00</b>	<b>3.11</b>	

Above paid on 25/09/2020 by Cheque BRI01/DDR1

**BRI01 British Gas**

<i>Purchase Ledger Payment</i>	25/09/2020	ON ACC 10793	1	0.00	0.00	27.78	-27.78
					<b>0.00</b>	<b>27.78</b>	

Above paid on 25/09/2020 by Cheque BRI01/DDR2

**BRI01 British Gas**

<i>Purchase Ledger Payment</i>	25/09/2020	ON ACC 10794	1	0.00	0.00	18.51	-18.51
					<b>0.00</b>	<b>18.51</b>	

Above paid on 25/09/2020 by Cheque BRI01/DDR3

**PWLB01 PWLB**

2920/10676/PWLB	02/09/2020	2920	1	12,034.37	0.00	12,034.37	0.00
					<b>0.00</b>	<b>12,034.37</b>	

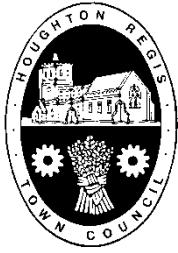
Above paid on 30/09/2020 by Cheque PWLB01/DDR

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## List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>EE01</b> <b>EE Limited</b>							
<i>Purchase Ledger Payment</i>	03/03/2020	ON ACC 10345	1	-119.12	0.00	-119.12	0.00
<i>P/Ledger Electronic Payment</i>	03/08/2020	ON ACC 10641	1	-115.57	0.00	-115.57	0.00
<i>10659/Mobile phones Feb2020</i>	24/02/2020	V01726946684	1	119.12	0.00	119.12	0.00
<i>1066/Mobile phones Jul2020</i>	24/07/2020	V01777339464	1	115.57	0.00	115.57	0.00
<i>P/Ledger Electronic Payment</i>	01/09/2020	ON ACC 10674	1	-116.12	0.00	-116.12	0.00
<i>V01787439788/10675/EE Limited</i>	24/08/2020	V01787439788	1	116.12	0.00	116.12	0.00
					<b>0.00</b>	<b>0.00</b>	
No payment due as Credit Notes have been applied							
<b>HER01</b> <b>Hertfordshire County Council</b>							
<i>H072007824A/10677/Hertfordshir</i>	31/07/2020	H072007824A	1	59.94	0.00	59.94	0.00
<i>H072007824C/10711/Hertfordshir</i>	31/07/2020	H072007824C	1	-59.94	0.00	-59.94	0.00
					<b>0.00</b>	<b>0.00</b>	
No payment due as Credit Notes have been applied							
<b>GBI01</b> <b>Geo Browns Implements Ltd</b>							
<i>New chainsaw p/exchg 3/9366</i>	08/04/2019	129644A	1	60.00	0.00	60.00	0.00
Authorised: <b>MinTC9799Budget</b>							
<i>129644C/10511/Geo Browns Imple</i>	08/04/2019	129644C	1	-60.00	0.00	-60.00	0.00
<i>191692/10524/Geo Browns Implem</i>	24/06/2020	191692	1	3,000.00	0.00	3,000.00	0.00
<i>191692A/10524/Geo Browns Imple</i>	24/06/2020	191692A	1	-3,000.00	0.00	-3,000.00	0.00
					<b>0.00</b>	<b>0.00</b>	
No payment due as Credit Notes have been applied							
<b>Total Purchase Ledger Payments for Month 6</b>						<b>0.00</b>	<b>73,498.65</b>



## CORPORATE SERVICES COMMITTEE

## Agenda Item 9

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<b>Date:</b>	<b>23<sup>rd</sup> November 2020</b>
<b>Title:</b>	<b>Investment Report</b>
<b>Purpose of the Report:</b>	<b>To provide to members a report on investments to date.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

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### 1. RECOMMENDATION

*This report is provided for information.*

### 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 30<sup>th</sup> September 2020 was 4.26%, compared to 4.48%, at 30<sup>th</sup> June 2020.

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 30<sup>th</sup> September 2020 was £1,156,000 compared to £1,154,000 at 30<sup>th</sup> June 2020.

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

Members were previously advised that due to Covid-19 the CCLA have suspended all transactions relating to this fund. However, CCLA have resumed dealings from 30<sup>th</sup> September 2020.

It is not envisaged that there will be a need for HRTC to draw funds from this account at present. It is anticipated that the Council may need to draw funds from this account in relation to the development of the all-weather pitch and changing facility at Tithe Farm recreation ground. The CCLA are considering increasing the notice period from month to 3 months. This will need to be borne in mind as this project proceeds.

## **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 31<sup>st</sup> October 2020 was 0.0788% compared to the declared rate on 31<sup>st</sup> July of 0.1797%.

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 £ £1.396billion.

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

## **6. COUNCIL VISION**

### **Aspirations**

A5 To ensure the **council** is fit for purpose and efficient in its delivery of services

## **7. IMPLICATIONS**

### **Corporate Implications**

- There are no corporate implications of this report.

### **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**

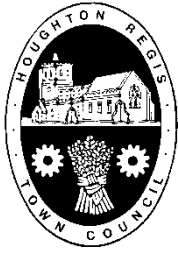
- There are no press implications.

## **8. CONCLUSION AND NEXT STEPS**

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

## **9. APPENDICES**

**None.**



## **CORPORATE SERVICES COMMITTEE**

## **Agenda Item 13**

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**Date:** 23<sup>rd</sup> November 2020

**Title:** Safeguarding Children and Young People

**Purpose of the Report:** To inform Members on how the Town Council can meet the 6 NSPCC Standards in safeguarding and protecting children

**Contact Officer:** Tara Earnshaw, Community Development Officer

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### **1. RECOMMENDATIONS:**

- 1.1 To support the completion of a mapping exercise in order to identify documents that are needed and policies that may need adapting;**
- 1.2 To identify possible cost implications associated with meeting the 6 NSPCC standards for the voluntary and community sector in support of safeguarding and protecting Children and Young People aged 0-18;**
- 1.3 To identify cost implications for staff training.**

### **2. BACKGROUND**

The Corporate Services committee last reviewed the Town Councils Safeguarding policy on the 5<sup>th</sup> March 2018. Whilst this policy is reviewed every 4 years, what is apparent is that the policy is not compatible with the standards set out by the NSPCC (National Society for the Prevention of Cruelty to Children).

As the Town Council is increasing its face to face delivery in working with Young People, it is imperative that Houghton Regis Town Council strive to meet the standards set out by the NSPCC. The Town Council needs to produce documents and adapt relevant policies in order to provide a clear framework for staff and volunteers working with children and young people.

Safeguards are measures that an organisation should put in place to help reduce the risk of children, young people and adults being harmed.

The Town Council currently has some of these documents in place, such as recruitment and induction. However, a mapping exercise would be useful to identify if some of the documents need revising and also what documents need to be created.

The NSPCC provides a comprehensive document that sets out the 6 standards for the voluntary and community sector in support of safeguarding and protecting Children and Young People aged 0-18.

This document offers information and templates to support the voluntary and community sector in reaching these standards and cover all aspects of working with Children and Young People. The document can be found by following the link: <https://learning.nspcc.org.uk/media/1079/safeguarding-standards-and-guidance.pdf>

In essence, the standards cover:

- Standard 1: Recruitment, induction, and supervision
- Standard 2: Protecting children and young people
- Standard 3: Preventing and responding to bullying
- Standard 4: Running safe activities and events
- Standard 5: Recording and storing information
- Standard 6: Sharing information and working with other agencies

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

The NSPCC Standards are comprehensive and whilst they offer templates to use, for the mapping and creation of the documents, they are only for guidance. In order for the Town Council to fully comply with these standards officer time and resource will be needed to complete the task.

Staff working with young people will need training, as identified within the standards, and therefore a cost implication may arise. There are varying training needs associated with different roles ranging from the safeguarding officer to the support worker, so identifying costs associated with training will be formed as part of the mapping exercise.

By not having a comprehensive framework for safeguarding and protecting children could pose missed opportunities for recognising and reporting neglect and abuse. For the protection of staff and volunteers, the framework, will provide clear and concise guidelines for those working with young people.

Some of the references within the NSPCC guidelines are legal obligations.

### **4. COUNCIL VISION**

Aspiration

To ensure the **council** is fit for purpose and efficient in its delivery of services

Objective 4.3

To provide activities for young people, families and older people

### **5. IMPLICATIONS**

**Corporate Implications include:**

- Policy implications

- Staff implications
- Training implications for staff and councillors (Ext Auditors report 2018/19)

### **Legal Implications**

- This piece of work will identify and cover legal implications for staff working with children and young people.

### **Financial Implications**

- Training costs will be identified once the document has been completed

### **Risk Implications**

Such as:

- Service delivery – protection for staff and young people
- H&S – clear guidance incorporated within the standards will identify measures such as lone working with children and young people.
- Reputation – Increase reputation and trust in parents and carers whom entrust their children in the care of Houghton Regis Town 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.

Clear and concise guidelines on safeguarding and the protection of children promotes equal opportunities.

### **Press Contact**

There are no press implications arising from the recommendations

## **6. CONCLUSION AND NEXT STEPS**

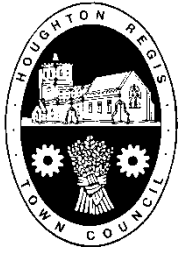
In order to identify gaps in policies and procedures for safeguarding and protecting children, an initial mapping exercise should take place. Identifying documents needed, timeline for creating the documents and any training needs identified.

A report will be presented at the next Corporate Services meeting.

## **7. APPENDICES**

None.

However, members are advised to follow the link for information on the NSPCC's guidance on safeguarding <https://learning.nspcc.org.uk/media/1079/safeguarding-standards-and-guidance.pdf>



## **CORPORATE SERVICES COMMITTEE**

## **Agenda Item 14**

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<b>Date:</b>	<b>23<sup>rd</sup> November 2020</b>
<b>Title:</b>	<b>Whistleblowing Policy</b>
<b>Purpose of the Report:</b>	<b>To provide Members with information in relation to a new staffing policy</b>
<b>Contact Officer:</b>	<b>Debbie Marsh – Corporate Services Manager</b>

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### **1. RECOMMENDATIONS:**

**1.1 To except the need for and endorse the following new policy:**

- **Whistleblowing policy**

**1.2 To recommend to Council that the policy, along with any recommended changes, be formally adopted by full council at its meeting to be held on the 14<sup>th</sup> December 2020**

### **2. BACKGROUND**

The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters in the public interest. These are called "qualifying disclosures".

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

By introducing a Whistleblowing Policy, the Council will be able to demonstrate compliance with legislation, the Public Disclosure Act 1998, and ensure that qualifying disclosures are handled appropriately.

The introduction of the proposed policy will allow the Town Council to effectively monitor whistleblowing complaints and provide annual reporting to the Corporate Services Committee.

### **4. COUNCIL VISION**

#### **Aspirations**

To ensure the **council** is fit for purpose and efficient in its delivery of services



## 5. IMPLICATIONS

### Corporate Implications

- Advise staff of new policy

### Legal Implications

- There are no legal implications arising from the recommendations

### Financial Implications

- There are no Financial Implications arising from the recommendations

### Risk Implications

- Risk to reputation.

### Equalities Implications

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

This policy does not discriminate.

### Press Contact

There are no press implications arising from the recommendations

## 6. CONCLUSION AND NEXT STEPS

The Town Council does not presently have a Whistleblowing Policy, this policy will ensure the Town Council complies with best practice and legislation.

Should the Corporate Services committee be minded approving the attached Whistleblowing Policy along with any recommended revisions, it will be timetabled for ratification at the Council meeting to be held on the 14<sup>th</sup> December 2020.

Following ratification, the policy will be circulated to all staff and also placed on the Town Councils website.

## 7. APPENDICES

The following Appendices are attached:

**Appendix A:** Whistleblowing Policy



## HOUGHTON REGIS TOWN COUNCIL

### WHISTLEBLOWING POLICY

Date of Approval:	
Date of Review:	23 <sup>rd</sup> November 2020
Date of Re-approval:	

#### Contents

1. Purpose
2. Scope
3. Responsibility
4. Procedure
5. Protection
6. False claims
7. External advice
8. Ex-employees and workers
9. Related policies and documents
10. Further information
11. Policy review

## 1. PURPOSE

- 1.1 We aim always to conduct our business with the highest standards of integrity and honesty. We expect all our employees to maintain the same standards in everything they do. We therefore encourage anyone to report any perceived wrongdoing by the Town Council or its employees, contractors or agents that falls short of these business principles.
- 1.2 The policy aims to assist us in the early detection of any inappropriate behaviour or practices within our business and to provide all employees, including managers, with the relevant information so that they understand the procedure to follow when raising concerns about any malpractice within our business which they believe has occurred, or is likely to occur. The policy complies with the Public Interest Disclosure Act 1998.
- 1.3 We wish to create an atmosphere of openness in which employees feel confident that they can raise any reasonable concern about our business activities with us in the knowledge that it will be taken seriously, treated as confidential and that no action will be taken against them for raising the matter.
- 1.4 Employees are encouraged to use the procedure set out below if they have any concerns at all about wrongdoing at work, including any criminal offence, a failure to comply with legal obligations, a miscarriage of justice, a health and safety danger, an environmental risk, breach of equal opportunity, not acting professionally or honestly in meeting the needs of our customers/clients, consumers and suppliers or a concealment of any of these.
- 1.5 This policy is not contractual but sets out the way in which we plan to manage such issues.

## 2 SCOPE

- 2.1 This policy and procedure applies to all employees, including those on fixed-term contracts, any casual workers or agency workers. It aims to protect those who make a 'protected disclosure' either during their employment (or duration of the contract/agreement in the case of casual/agency workers) and also after this has ended, and also enables them to take action in respect of any victimisation.
- 2.2 For a disclosure to be protected it must reasonably appear to the employee or worker that it is in the 'public interest'. The previous requirement that it should be brought in "good faith" no longer applies (however a disclosure that is not made in good faith may result in a reduction of up to 25% in any compensation subsequently awarded by an employment tribunal).
- 2.3 Note that the scope of this policy does not cover any potential breaches of an individual's employment contract: these should be raised under the Town Councils grievance procedure. Nor is this policy intended to be used to question financial or business decisions taken by us, nor as a means of reconsidering any matters that have already been addressed under our bullying and harassment, grievance, disciplinary or other procedures.
- 2.4 The policy covers any malpractice within our business and includes:
- a criminal offence
  - the breach of a legal obligation or any statutory Code of Practice

- a miscarriage of justice
- a danger to the health and safety of any individual
- an environmental risk
- any attempt to conceal any of the above.

2.5 The list below is not exhaustive but gives examples of the types of concerns that should be raised:

- misuse of assets (including stores, equipment, vehicles, buildings, computer hardware and software)
- failure to comply with appropriate professional standards
- bribery, corruption or fraud, including the receiving or giving of gifts or hospitality in breach of our procedures
- falsifying records
- failure to take reasonable steps to report and rectify any situation which is likely to give rise to a significant avoidable cost, or loss of income to our business or would otherwise seriously prejudice it
- abuse of authority
- using the power and authority of our business for any unauthorised or ulterior purpose
- causing damage to the environment

2.6 Employees are encouraged to 'blow the whistle' on malpractice. By being alerted to any potential malpractice at an early stage we can take the necessary steps to safeguard the interests of all employees and protect our business. The employee or worker does not have to be able to prove the allegations, but should have a reasonable and genuine belief that the information being disclosed is true: some allegations may prove to be unfounded, but we would prefer the issue or concern to be raised, rather than run the risk of not detecting a problem early on.

2.7 Where requested, we will respect (so far as we can legally) the confidentiality of any whistleblowing complaint received but cannot guarantee that the investigation process will not result in colleagues speculating on the identity of the whistleblower. It must be appreciated that it will be easier to follow up and to verify complaints if the individual is prepared to give their name, and unsupported anonymous complaints and allegations are much less powerful and therefore will be treated with caution.

### **3 RESPONSIBILITY**

3.1 The overall responsibility for implementing and monitoring the effectiveness of this policy rests with the senior management. All managers have a crucial role to play in encouraging employees and workers under their supervision to report any concerns they may have.

3.2 Any employee or worker who has knowledge of, or reasonably suspects, any fraud, theft or other suspicious or unlawful act taking place within our business is required to report this to their manager, or to use the procedure set out below.

3.3 All employees and workers, irrespective of their job or seniority, are required not to subject any other employee or worker to any detrimental treatment nor harass or bully such an individual on the basis that they have raised a concern under this policy. They are also required not to encourage others to do so nor to tolerate such behaviour. Disciplinary action, including dismissal, may be taken against any employee found guilty of such behaviour. In addition, an employee or worker who has victimised a colleague may be personally liable for any victimisation.

#### **4 PROCEDURE**

4.1 An employee who is concerned about any form of malpractice should, in the first instance, raise the issue with their manager. This can be done either verbally or in writing.

4.2 The letter may be anonymous, although openness is encouraged so that the appropriate investigations may be carried out.

4.3 If the individual feels they cannot raise the alleged malpractice with their manager, for whatever reason, the issue should be referred to the Town Clerk.

4.4 If a matter has been raised but the individual is still concerned, or if the issue is so serious that the individual feels they cannot discuss it with either their manager or the Town Clerk, they should contact the Chairman of the Corporate Services committee.

4.5 Upon receipt of a concern, we will respond in a reasonable and appropriate manner. This may involve, in the first instance, making internal enquiries. It may be necessary to carry out an investigation which may be formal or informal, depending on the nature of the concern raised.

4.6 A confidential meeting may be arranged, and the employee or worker may ask a work colleague to act as a companion.

4.7 Where such investigation involves outside agencies (eg the police) this may cause some delay in the investigation

4.8 As far as possible, the person raising the concern will be kept informed of the outcome of any enquiries and investigations we conduct and what action, if any, has been taken. Individuals will not be informed of any matter which would infringe on the duty of confidentiality to others.

4.9 In most cases, it should not be necessary to contact external agencies to express concerns. However, there may be exceptional or urgent circumstances where it might be appropriate to do so. The following serves only as an example and the list is not exhaustive:

- a significant breach of an approved procedure or practice
- a breach of a legal obligation, or a regulatory requirement
- a criminal offence
- fraud

- bribery
- environmental damage
- a breach of any of our intellectual property rights
- the concealment of any of the above or any other malpractice.

4.10 If an employee has a complaint about their own personal circumstances, the normal grievance policy should be used.

## **5 PROTECTION**

5.1 We undertake that no employee who makes a bone fide report under this procedure will be subjected to any detriment as a result and we will not condone any form of victimisation, bullying or other detrimental treatment of anyone who has raised a concern under this policy.

5.2 If any individual believes that they are being subjected to any detrimental treatment, bullying or harassment by any person within our business (including by their work colleagues and co-workers) as a result of their decision to invoke this procedure, they must inform their manager immediately and appropriate action will be taken to protect them from any reprisals.

5.3 Any victimisation, bullying or detrimental treatment will be dealt with under our disciplinary policy.

## **6 FALSE CLAIMS**

6.1 If it should become clear that the procedure has not been invoked in good faith, for example for malicious reasons or to pursue a personal grudge against another employee, this will constitute misconduct and will be dealt with under our disciplinary policy.

6.2 Under the Public Interest Disclosure Act 1998, disclosures to persons outside our business should only be made if the individual honestly and reasonably believes the allegation to be true. The making of malicious allegations relating to our activities to external persons will constitute gross misconduct and disciplinary action (up to and including dismissal) and/or legal action may be taken against the whistleblower.

## **7 EXTERNAL ADVICE**

7.1 Protect (formerly known as 'Public Concern at Work') is a charity with the objective of promoting compliance with the law and good practice and can advise on the best course of action. It offers free confidential advice to any individual who is unsure whether to raise an issue under this policy, or who needs advice as to how to do it.

7.2 If the matter is serious and our internal procedures have been exhausted, individuals may then contact the appropriate regulating authority relevant to the matter in question e.g:

- the police
- the Health and Safety Executive (HSE)
- Her Majesty's Revenue and Customs (HMRC)

- the Financial Conduct Authority (FCA).

7.3 We also reserve the right to make such a referral without the whistleblower's consent.

## **8 EX-EMPLOYEES AND WORKERS**

8.1 Any protected disclosures made by ex-employees or workers after the termination of their employment/contract should also be dealt with under this policy. In such cases, we normally ask that the employee/worker sets out the details of their concerns in writing and we will then respond in writing, having undertaken such investigations as we deem to be appropriate.

## **9 RELATED POLICES AND DOCUMENTS**

- Data protection policy
- Disciplinary policy
- Equal opportunity policy
- Grievance policy
- Health and safety policy
- Bullying & harassment policy

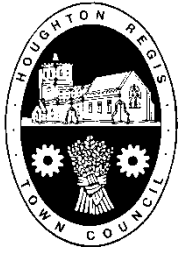
The above list is not exhaustive.

## **10 FURTHER INFORMATION**

Any queries or comments about this policy should be addressed to the Corporate Services Manager.

## **11 POLICY REVIEW**

This policy is reviewed by the Corporate Services committee every four years or sooner if required.



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**CORPORATE SERVICES COMMITTEE****Agenda Item 15**

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<b>Date:</b>	<b>23<sup>rd</sup> November 2020</b>
<b>Title:</b>	<b>Bullying and Harassment Policy</b>
<b>Purpose of the Report:</b>	<b>To provide Members with an updated Bullying and Harassment Policy.</b>
<b>Contact Officer:</b>	<b>Debbie Marsh – Corporate Services Manager</b>

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**1. RECOMMENDATIONS:**

- 1.1 To except the need for and endorse the updated Bullying and Harassment Policy.**
- 1.2 To recommend to Council that the policy, along with any recommended changes, be formally adopted by full council at its meeting to be held on the 14th December 2020**

**2. BACKGROUND**

The Town Councils Human Resources provider was contacted in respect of the suitability of the current policy. Following the review of the Equality and Diversity at the council meeting held on the 5<sup>th</sup> October 2020, it was clear that the Town Council needed to have an up to date Bullying and Harassment Policy which staff could refer to should they decide to raise any concerns about a potential breach of the Equality and Diversity Policy.

Whilst the current Bullying and Harassment policy was suitable it was felt that it was somewhat brief. Therefore, members will find attached a revised Bullying and Harassment Policy displaying track changes.

**3. ISSUES FOR CONSIDERATION**

Employees have the right to work in an environment free from bullying behaviour and any form of harassment, whether this is on the grounds of a protected characteristic (age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race (including nationality, ethnic or national origin), religion or



philosophical belief, sex, sexual orientation) or indeed any other characteristic such as appearance, regional dialect or political stance.

By adopting this policy, the Town Council ensures that a zero-tolerance stance on bullying and harassment is adopted by all managers, it provides guidance and means by which any employee who feels that they are being subjected to such behaviour may raise this without fear of reprisal and under which any problems may be resolved and any further recurrence prevented.

#### **4. COUNCIL VISION**

##### **Aspirations**

A5 To ensure the **council** is fit for purpose and efficient in its delivery of services

#### **5. IMPLICATIONS**

##### **Corporate Implications**

- Advise staff of new policy

##### **Legal Implications**

- There are no legal implications arising from the recommendations

##### **Financial Implications**

- There are no Financial Implications arising from the recommendations

##### **Risk Implications**

- High turnover of staff. Risk to reputation.

##### **Equalities Implications**

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

This policy does not discriminate.

##### **Press Contact**

There are no press implications arising from the recommendations

#### **6. CONCLUSION AND NEXT STEPS**

The Town Council needs an up to date Bullying and Harassment Policy which supports staff should they decide to raise any concerns about a potential breach of the Equality and Diversity Policy.

Should the Corporate Services committee be minded approving the attached Bullying and Harassment Policy along with any recommended revisions, it will be timetabled for ratification at the Council meeting to be held on the 14<sup>th</sup> December 2020.

Following ratification, the policy will be circulated to all staff and also placed on the Town Councils website.

## **7. APPENDICES**

The following Appendices are attached:

**Appendix A:** Revised Bullying and Harassment Policy



## HOUGHTON REGIS TOWN COUNCIL

### BULLYING AND HARASSMENT AT WORK

Date of approval:	23 <sup>rd</sup> October 2006
Date of review:	15 <sup>th</sup> February 2013; 1 <sup>st</sup> December 2016; 25 <sup>th</sup> September 2017; 14 <sup>th</sup> September 2020
Date of re-approval:	15 <sup>th</sup> February 2013; 11 <sup>th</sup> December 2017

~~Based on SLCC dignity advice note issued September 2013~~

#### Contents

1. Purpose and Scope
2. Definitions
3. Examples
4. ~~Penalties~~Working Environment
5. ~~Legal Position~~Third Party Harassment and Discrimination
6. ~~Process for dealing with Complaints of Bullying and Harassment~~Procedure for raising a complaint of Bullying or Harassment
7. ~~Responsibilities~~Related Policies and Documents
8. Review

## 1.0 PURPOSE AND SCOPE

~~In support of our value to respect others Houghton Regis Town Council will not tolerate bullying or harassment by, or of, any of its employees, officials, members, contractors, visitors to the council or members of the public from the community which we serve. The council is committed to the elimination of any form of intimidation in the workplace. This policy reflects the spirit in which the council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the councils Disciplinary and Grievance Policies and the Elected Members Code of Conduct.~~

1.1 We believe that all our employees and workers have the right to work in an environment free from bullying behaviour and any form of harassment, whether this is on the grounds of a protected characteristic (age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race (including nationality, ethnic or national origin), religion or philosophical belief, sex, sexual orientation) or indeed any other characteristic such as appearance, regional dialect or political stance.

1.2 Such behaviour will not be tolerated, and we seek to ensure that our working environment is sympathetic to everyone with whom we deal with in our working activities and that they are treated with dignity and respect.

1.3 We reserve the right to amend and update this policy at any time.

1.4 This policy is not contractual but aims to set out how we normally deal with such issues.

1.5 This policy applies to all employees and workers, at all levels within our business. It applies equally to an employee bullying or harassing a manager or the other way around. In addition, we aim to ensure that (as far as is practicable) employees and workers are protected from harassment of any kind from employees, officials, members, contractors, visitors to the council or members of the public from the community which we serve.

1.6 The aim of this policy is to ensure that a zero-tolerance stance on bullying and harassment is adopted by all managers; to provide guidance; and to provide a means by which any employee who feels that they are being subjected to such behaviour may raise this without fear of reprisal and under which any problems may be resolved and any further recurrence prevented.

## 2.0 DEFINITIONS

2.1 Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress.

- 2.2 Harassment is defined as unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. for that person It may be related to any personal characteristic of the individual (whether perceived or real), or by association (i.e. related to the individual's relationship or dealings with others who have that personal characteristic, even if they do not). It may be persistent, or an isolated incident and can take many forms, from relatively mild banter to actual physical violence. Harassment can be regarded as behaviour that is offensive, frightening or in any way distressing and it is the impact on the individual that is important. It may be intentional, obvious or violent, but it can also be unintentional or subtle and insidious.~~This usually covers, but not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.~~
- ~~2.3 Bullying and Harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one off incidents.~~
- 2.3 Employees may not always realise that their behaviour constitutes bullying or harassment, but they must recognise that what is acceptable to one person may not be acceptable to another. The fact that bullying or harassment was not intended does not mean that it cannot have occurred; however, bullying or harassment will not have taken place if the claimant's perception of the conduct in question is unreasonable in all of the circumstances.
- 2.4 The person complaining of bullying or harassment need not necessarily be the person towards which the behaviour is directed. For example, a person who overhears comments made to someone else, and who is offended by those comments, may still make a complaint of bullying or harassment.

### 3.0 EXAMPLES

- 3.1 Examples of behaviour that may constitute bullying or harassment include (but are not limited to):
- ~~3.1 Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, making threats of physical violence against a person or their family, deliberately undermining a competent worker by overloading work and/or constant criticism, blaming a person for others' mistakes, preventing an individual's promotion or training opportunities.~~
- ~~3.2 Bullying or harassment may occur face to face, in meetings, through written communication, including electronic communication such as e-mail or on social media, by telephone or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.~~
- unwanted physical conduct - such as unnecessary touching, patting, pinching, brushing against another person's body; insulting behaviour or obscene gestures; physical threats, aggressive behaviour and/or assault.
  - unwanted verbal conduct - such as unwelcome advances; patronising titles or nicknames; offensive or insulting comments; propositions or remarks; innuendo; lewd

or suggestive comments; over-familiar behaviour; slogans or songs; insensitive jokes, gossip and slander (including speculation about a person's private life and sexual activities); banter or abusive/offensive language which is either threatening or refers to a person's sex, race (including colour and ethnic or national origins), disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender reassignment.

- unwanted non-verbal conduct - such as racially or sexually based graffiti or graffiti referring to an individual's characteristics or private life; abusive or offensive gestures; leering, whistling, creation, distribution or display of suggestive or offensive pictures, objects or written materials (including "pin-up" calendars) or videos through any means.
- bullying - includes unwanted physical contact or assault but also verbal bullying such as insulting or threatening comments; comments intended to undermine, belittle, embarrass or humiliate the recipient; personal abuse, either in public or private, which humiliates or demeans the individual involved.
- virtual bullying - includes distribution of unwanted emails, texts, images or humiliating data published on social networking internet sites or abusing our technology or using the employee's own technology to contact a colleague in an intimidating or malicious manner.
- coercion - including threats of dismissal or loss of promotion etc for refusal of sexual (or other) favours (or promises made in return for sexual or other favours); pressure to participate in political or religious groups etc.
- isolation or non-co-operation at work - deliberate exclusion from communications including group emails, conversations or social activities; setting unrealistic deadlines; substituting responsible tasks with menial or trivial ones; withholding information or giving false information; constantly undervaluing effort.

3.6 Such conduct is employment related if, for example, submission to, or rejection of, the conduct is used as a basis for an employment decision; or if the conduct interferes with the affected person's work performance; or if it creates an intimidating hostile, humiliating or offensive working environment.

3.7 Bullying or harassment can be a single serious incident or persistent and repeated, continuing after the person subjected to it makes it clear that they wish it to stop.

3.8 All employees should be aware that any act or acts of bullying or harassment committed by them in the course of their employment will be dealt with as set out under this policy. This includes not only situations occurring whilst at work, but also at any time on our premises, or externally whilst attending social functions or training courses, etc in the course of the employment. It also covers emails, phone calls and texts sent by employees outside of work using either our equipment or their own personal equipment, as well as posts on social networking sites.

3.9 Employees should also consider how their behaviour or conduct would appear to a senior manager or elderly relative, or if it were reported in the press or on TV, and to refrain from any language or behaviour which would reflect unfavourably on them.

#### **4.0 WORKING ENVIRONMENT**

4.1 In addition to bullying and harassment at work being a violation of employment and health and safety laws, and a contravention of criminal and/or civil law in some circumstances, this type of behaviour can reduce the effectiveness of our organisation by creating a hostile or threatening environment. The damage, tension and conflict which harassment and bullying creates not only results in poor morale for all, but also divides teams and reduces productivity. Employees can be subject to fear, stress and anxiety, which not only affect their contribution within the workplace but can also put great strains on their personal and family life, leading to illness, increased sickness absence and staff turnover.

4.2 Therefore, all complaints of bullying or harassment will be treated very seriously.

#### **5.0 THIRD PARTY HARASSMENT AND DISCRIMINATION**

5.1 Third party harassment and discrimination refers to harassment and/or discrimination of an employee by any person who is not one of our employees. Third party harassers and discriminators may include:

- members
- visitors or members of the public
- suppliers and
- independent contractors and consultants.

5.2 Any employee who believes that they have been the victim of third-party harassment and/or discrimination should immediately inform their manager of the incident. Where an employee has been harassed and/or discriminated against, we will take such steps as are reasonably practicable to prevent any recurrence.

5.3 If an employee harasses and/or discriminates against a member, visitor or member of the public, client, supplier or an independent contractor or consultant, the employee will be subject to disciplinary action.

#### **6.0 PROCEDURE FOR RAISING A COMPLAINT OF BULLYING OR HARASSMENT**

6.1 General principles

6.1.1 Bullying and harassment will not be tolerated. We recognise that making a complaint can be embarrassing and stressful. Sometimes the complainant simply wants the conduct or behaviour to stop and sometimes they want stronger action to be taken. To take account of this, and to encourage employees to discuss any problems in confidence with someone they trust and feel comfortable talking to, this procedure has various routes for action.

6.1.2 An employee who thinks they are being bullied or harassed should either initially address the matter informally with their manager or the Town Clerk or formally by following the procedure set out below. No judgements will be made about any complaints based on the course of action the employee chooses to adopt.

6.1.3 Each complaint will be handled in strict confidence and with impartiality and will be promptly and thoroughly investigated. As any complaint of this nature will be regarded as serious it may be that the alleged offender will be suspended whilst the complaint is being investigated.

6.1.4 Anyone who brings a complaint of bullying or harassment will not suffer victimisation for having brought the complaint.

6.1.5 If any employee raises a complaint, that upon investigation, is proven to be deliberately malicious, then that employee will become the subject of disciplinary action. Any employee found to be in breach of this procedure will be subject to disciplinary action, which may lead to dismissal.

## **6.2 INFORMAL PROCEDURE**

6.2.1 It is usually best to try and sort things out quickly and as close to the problem as possible. Therefore, it may be sensible to try to resolve an issue informally by approaching the person directly, and making it clear to them that their behaviour is unwelcome, explain the effect that it is having and that it should stop.

6.2.2 Any employee who does not want (or who does not feel able) to do this, particularly if feeling bullied or intimidated, or if they would find it too embarrassing, may speak with their manager or the Town Clerk. As a result of the advice, they may then feel able to approach the person directly or may be willing to do so with support. Alternatively, the manager or one of similar seniority, or the Town Clerk may be requested to approach the person on their behalf.

6.2.3 If the employee chooses to address their concerns directly with the person concerned, they should be clear and assertive. They may find it helpful to ask a colleague to be with them in a support role. Alternatively, they could put their issue in writing to the alleged harasser.

6.2.4 The employee may wish to keep a written record of the details of any incidents of perceived bullying (including date; time; place; name of person allegedly harassing the individual; what happened including verbatim quotes of relevant comments where possible; how the individual felt at the time; names of any witnesses and any action taken), and retain any texts, emails, voice messages or other evidence that may support his/her allegations.

6.2.5 If they do not wish to deal with this informally, or if informal steps have failed to resolve the problem, they can raise the matter in line with the formal procedure below and if necessary, assistance should be sought.

## **6.3 FORMAL PROCEDURE**



6.3.1 A formal complaint may be made to either the employee immediate line manager or to the Town Clerk.

6.3.2 The formal complaint should be detailed in writing and submitted without unreasonable delay.

6.3.3 It should contain the reasons for the complaint and all relevant facts surrounding the matter, including relevant dates, names and witnesses. The employee should also indicate what we should do and any other suggestions or information that will assist in resolving the issue. Whilst recognising the employee's feelings and the effect the alleged behaviour may have had, it is important to establish the facts and he/she will be asked to provide details of the allegations, eg:

- what happened
- where it occurred
- when did it occur
- who was involved
- was this the first incident
- were there any witnesses
- whether any action has been taken previously to prevent further repetition of the behaviour

6.3.4 A full investigation will be undertaken as quickly as possible to establish the facts and decide upon the appropriate course of action.

6.3.5 The employee or worker may be supported throughout the process and at any meetings by a colleague of their choice.

6.3.6 The person investigating the complaint will be sensitive and will take care not to phrase questions in a way that implies that the bullying and or harassment may in some way have been directly or indirectly invited and to avoid remarks that appear to trivialise the experience or suggest that it was imaginary. The intention of the alleged bully/harasser is irrelevant, it is the effect on the complainant that is important.

6.3.7 Consideration will be given as to whether the alleged bully/harasser should be redeployed temporarily or suspended on full pay or whether reporting lines or other managerial arrangements should be altered pending the outcome of the investigation.

6.3.8 All parties involved in the investigation are expected to respect the need for confidentiality. Failure on the part of any employee involved (whether the recipient, perpetrator or a witness) will be considered a disciplinary offence.

6.3.9 Copies of statements made by witnesses will be made available to both the person making the complaint and the alleged bully/harasser, but the names of the witnesses

may be withheld if they request to remain anonymous and particularly if they have a genuine belief of fear of reprisal.

#### **6.4 OUTCOME**

6.4.1 Where the person in charge of dealing with the complaint believes, after investigation, that bullying or harassment may have taken place, if the alleged bully/harasser is an employee, they will invoke the disciplinary procedure to ensure that the employee accused of this behaviour has every opportunity to defend or explain their actions. The employee will be entitled to be accompanied at any disciplinary hearing. Common responses to allegations of bullying and or harassment include denial or disbelief that the behaviour was offensive or was not welcome. None of this alters the fact that a complaint has been made which may lead to disciplinary action.

6.4.2 The severity of the penalty imposed upon an employee believed to be guilty of bullying and or harassment will be consistent with other disciplinary offences. Where the bully/harasser is given a warning short of dismissal, discussions will take place with the person making the complaint, and, where necessary, any reasonable steps will be taken to alter working practices to minimise contact between the affected employees.

6.4.3 An employee who receives a warning or is dismissed for bullying and or harassment may appeal against the penalty in accordance with our disciplinary procedure. In serious cases, for example rape or assault, criminal charges may be appropriate, and it may be necessary to refer the case to the police.

6.4.4 As a general principle, the decision to progress a complaint rests with the employee. However, we have a duty to protect all employees and workers and we may pursue a complaint independently if we consider it is appropriate to do so.

6.4.5 Where the complaint is made against a member, contractor, visitor to the council or member of the public, this will be investigated and such steps will be taken as are reasonably necessary to protect the employee. The complainant should not be moved except at his/her request or in exceptional circumstances.

6.4.6 Full consideration will be given to how the on-going working relationship between the parties should be managed going forwards. This may involve, for example, arranging for some form of mediation or counselling or a change in the duties or reporting lines of either party. This will apply even where a complaint is not upheld (for example where evidence is inconclusive).

6.4.7 Once this has been resolved and time has been given to allow relationships to stabilise and return to normal in the workplace, contact should be maintained with the affected employees informally. If further problems of bullying, harassment or victimisation are encountered, or the employee continues to suffer stress or anxiety, immediate action should be taken to investigate or find a solution.

#### ~~4.0 — PENALTIES~~

~~4.1 — Bullying and harassment by any employed persons can be considered examples of gross misconduct which will be dealt with through the Disciplinary Procedure at gross misconduct level and may result in summary dismissal from the council. If elected Members are bullying or harassing employees, contractors, fellow councillor's or others, then a referral through the Standards process in place at the time reported as a contravention of the Member's Code of Conduct could be an appropriate measure. If an employee is experiencing bullying or harassment from a third party the council will act reasonably in upholding its duty of care towards its own employees. In extreme cases harassment can constitute a criminal offence and the council should take appropriate legal advice, often available from the council's insurer, if such a matter arises.~~

#### ~~5.0 — LEGAL POSITION~~

~~5.1 — Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal.~~

~~5.2 — Under the Equality Act 2010 bullying and harassment related to one of the protected characteristics covered by the Act (age, gender, marital status, sexual orientation, race, religion, belief, colour, disability) can be considered unlawful discrimination which could lead to an Employment Tribunal claim for discrimination against the corporate employer, the council and the perpetrator(s) as individual named respondents.~~

~~5.3 — In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination. The 1997 Act was originally designed to assist in stalking situations but case law has demonstrated that it can be relevant to employment disputes, for instance; employers can be vicariously liable for harassment received in the workplace, that the conduct is viewed as 'serious', or 'oppressive and unacceptable', that a 'course of conduct' needs to be established but that this can link incidents which are separated by long time periods and that damages for personal injury and distress can be awarded under the Act.~~

#### ~~6.0 — PROCESS FOR DEALING WITH COMPLAINTS OF BULLYING AND HARASSMENT~~

~~6.1 — Informal approach — Anyone; employee, contractor, member or visitor, who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour, or an intermediary, that their conduct is unacceptable, offensive or causing discomfort. Anyone concerned about being bullied or harassed is encouraged to maintain a journal or other record of the incidents.~~

- ~~6.2 — Formal approach — Employees; where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the Chair of the Corporate Services Committee or another Councillor if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion, as this will enable the formal Grievance Procedure to be invoked. The employee will be expected to provide evidence of the conduct about which s/he is complaining.~~
- ~~6.3 — Any other party to the council, other than an employee, who feels he or she is being bullied or harassed, should raise their complaint with the council, where possible, if an informal notification to the alleged perpetrator has been unsuccessful at eliminating the problem. The complaint should then be investigated and a meeting held to discuss the facts and recommend the way forward. A member of the public who feels s/he has been bullied or harassed by any Members or officers of a council should use the council's Complaints Procedure. It is important that the officer(s) or Member(s) being complained about do not prevent the council operating impartially in its investigation and decision making in this regard.~~
- ~~6.4 — Grievance — Employees only — A meeting to discuss the complaint with regard to the aggrieved party will be held in accordance of the council's Grievance Procedure. This meeting will be to discuss the issues raised and a way forward for the member(s) of staff involved. Employees have a right to be accompanied by a work colleague or a trade union representative at this meeting. A full investigation of the complaint will be held by an officer, or other duly appointed person as appointed by the Grievance and Disciplinary Committee. It may be appropriate for an external investigator to be involved in order to maintain objectivity and impartiality. The committee will make any recommendations following deliberation of the facts. An action plan should be made available to the aggrieved employee to demonstrate how the problem is to be resolved. It may be decided that mediation or some other intervention is required and the council should contact NALC, an employer's body or ACAS to this effect or the council may offer counselling. The employee will have the right of appeal. At all times the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process hence details of the full grievance will not be shared with full council without prior approval by the aggrieved party. The council will commit not to victimise the aggrieved for raising the complaint once the appropriate dispute resolution process has been concluded.~~
- ~~6.5 — Disciplinary Action — Following a Grievance Hearing or investigation into allegations of bullying or harassment a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour. For an **Employee** found to have been bullying/harassing others this will follow the council's Disciplinary procedure under the ACAS Code of Practice and would normally be treated as Gross Misconduct. For **Members** who the council reasonably believe have been bullying or harassing another person(s) whilst undertaking council activities the range of sanctions available to the council, are limited and must be reasonable, proportionate and not intended to be punitive. In some cases counselling or training in appropriate skills areas e.g. inter-personal communication, assertiveness, chairmanship etc. may be more appropriate than a penalty. Sanctions may include; admonishment, issuing an apology or giving an undertaking not to repeat the behaviour, removal of opportunities to further harass/bully such as removal from a committee(s) where direct contact with the employee or decision making about that employee will take place, or removing the right to representation on any outside bodies where there will be contact with the employee who has raised the complaint. A referral under the Code of Conduct to the relevant reviewing body is usually an appropriate step. A referral to~~

~~the Police under the Protection from Harassment Act 1997 may also be appropriate in the more extreme cases. This list is not exhaustive.~~

- ~~6.6 False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/Member will not be tolerated and will be dealt with as serious misconduct under the Disciplinary Procedure or a referral to the relevant reviewing body.~~

## ~~7.0 RESPONSIBILITIES~~

- ~~7.1 All parties to the council have the responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed then each individual can challenge the perpetrator and ask them to stop. There needs to be agreement about how “robust people management” and “bullying” differ; effective management of performance will usually include feedback based on objective evidence, delivered by committee specifically designated and often trained to manage and appraise staff, with dialogue occurring on a face to face basis in confidential surroundings. Bullying is more likely to be complained about when individual Members criticise staff, often without objective evidence, without the mandate from the corporate body of the council and in environments which are open to the public and other employees or by ways of blogs, social media comments, or in the pub or local playground. The council undertakes to share its policy with all members and workers and request that each party signs to demonstrate acceptance of its terms. All new members and employees will be provided with a copy of this policy.~~

## 7.0 RELATED POLICIES AND DOCUMENTS

- ~~• Disciplinary policy~~
- ~~• Equality & Diversity policy~~
- ~~• Grievance policy~~

~~The above list is not exhaustive.~~

## **8.0 REVIEW**

- 8.1 A review of this policy shall be undertaken every four years by the Corporate Services Committee.

**Annual Budget - By Committee**

**Note: Draft Budget November 2020 for 2021/22**

		<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Corporate Services</u></b>										
<b><u>101</u></b>	<b><u>Corporate Management</u></b>									
1076	Precept received	861,916	861,916	904,518	904,518	904,518	0	904,518	0	0
1096	Interest & Dividends Received	34,000	37,969	30,400	15,890	30,400	0	25,200	0	0
	<b>Total Income</b>	<b>895,916</b>	<b>899,885</b>	<b>934,918</b>	<b>920,408</b>	<b>934,918</b>	<b>0</b>	<b>929,718</b>	<b>0</b>	<b>0</b>
4012	WATER RATES	0	0	0	40	0	0	0	0	0
4051	BANK & LOAN CHARGES	60	20	60	12	60	0	60	0	0
4056	AUDIT FEES	2,750	3,074	2,750	-2,750	2,750	0	3,750	0	0
4057	ACCOUNTANCY & SOFTWARE	1,700	2,895	2,600	-690	2,600	0	2,600	0	0
4061	CCLA Management Fees	4,000	3,955	4,000	1,864	4,000	0	4,000	0	0
	<b>Overhead Expenditure</b>	<b>8,510</b>	<b>9,944</b>	<b>9,410</b>	<b>-1,524</b>	<b>9,410</b>	<b>0</b>	<b>10,410</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>887,406</b>	<b>889,942</b>	<b>925,508</b>	<b>921,932</b>	<b>925,508</b>		<b>919,308</b>		
<b><u>102</u></b>	<b><u>Democratic Rep'n &amp; Mgmt</u></b>									
4007	CONFERENCE COSTS	1,000	211	250	0	250	0	450	0	0
4008	TRAINING/COURSES	1,400	60	700	0	700	0	700	0	0
4009	TRAVEL	350	441	200	0	200	0	350	0	0
4020	MISC. ESTABLISH.COST	400	242	200	0	200	0	400	0	0
4024	SUBSCRIPTIONS	2,800	2,635	3,200	2,716	3,200	0	2,800	0	0
4104	HOSPITALITY ALLNCE	200	115	200	0	200	0	200	0	0
4131	ELECTION COSTS	15,000	14,549	5,000	0	5,000	0	0	0	0
4991	Trs to Earmarked Reserve	0	0	0	0	0	0	2,000	0	0
4992	Trs from Earmarked Reserve	-2,889	-2,889	0	0	0	0	0	0	0

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## Annual Budget - By Committee

Note: Draft Budget November 2020 for 2021/22

	<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4997 Trs to/from EMR Elections	0	0	0	0	0	0	5,000	0	0
<b>Overhead Expenditure</b>	18,261	15,363	9,750	2,716	9,750	0	11,900	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(18,261)</b>	<b>(15,363)</b>	<b>(9,750)</b>	<b>(2,716)</b>	<b>(9,750)</b>		<b>(11,900)</b>		
<b>190 Central Services</b>									
1082 INC-LETTINGS	150	15	0	0	0	0	30	0	0
1091 Income Miscellaneous	100	176	100	2,006	100	0	100	0	0
<b>Total Income</b>	250	191	100	2,006	100	0	130	0	0
4007 CONFERENCE COSTS	800	170	300	260	300	0	800	0	0
4008 TRAINING/COURSES	2,000	1,234	2,000	95	2,000	0	2,000	0	0
4009 TRAVEL	350	671	375	0	375	0	500	0	0
4011 RATES	7,200	6,997	7,200	7,111	7,200	0	7,200	0	0
4012 WATER RATES	350	314	600	245	600	0	600	0	0
4014 ELECTRICITY	1,400	1,297	1,400	368	1,400	0	1,500	0	0
4015 GAS	1,300	1,469	1,400	196	1,400	0	1,600	0	0
4017 HEALTH & SAFETY	300	507	300	0	300	0	400	0	0
4020 MISC. ESTABLISH.COST	150	262	200	91	200	0	200	0	0
4021 COMMUNICATIONS COSTS	2,452	3,926	2,600	2,776	2,600	0	3,300	0	0
4022 POSTAGE	2,800	1,351	1,800	500	1,800	0	1,800	0	0
4023 STATIONERY	1,200	641	1,200	236	1,200	0	1,000	0	0
4025 INSURANCE	18,000	11,907	14,000	12,518	14,000	0	16,000	0	0
4026 COMPUTER COSTS	3,340	5,929	5,000	3,642	5,000	0	5,000	0	0
4027 PHOTOCOPIER CHARGES	1,700	1,300	2,000	646	2,000	0	2,000	0	0

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## Annual Budget - By Committee

Note: Draft Budget November 2020 for 2021/22

		<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4031	ADVERTISING	0	0	1,400	0	1,400	0	750	0	0
4036	PROPERTY MAINTENANCE	5,000	5,481	5,000	0	5,000	0	5,000	0	0
4038	MAINTENANCE CONTRACTS	600	697	600	405	600	0	600	0	0
4042	Equipment Repairs &Maintenance	1,000	268	1,500	66	1,500	0	1,500	0	0
4059	OTHER PROFESSIONAL FEES	10,000	6,642	14,000	924	14,000	0	14,000	0	0
4900	BUDGET TRANSFER	-4,000	0	0	0	0	0	0	0	0
4992	Trs from Earmarked Reserve	-22,816	-22,816	0	0	0	0	0	0	0
5012	Trs to EMR Office Provision	0	0	0	0	0	0	10,000	0	0
<b>Overhead Expenditure</b>		<b>33,126</b>	<b>28,248</b>	<b>62,875</b>	<b>30,078</b>	<b>62,875</b>	<b>0</b>	<b>75,750</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(32,876)</b>	<b>(28,057)</b>	<b>(62,775)</b>	<b>(28,072)</b>	<b>(62,775)</b>		<b>(75,620)</b>		
<b>191</b>	<b><u>Personnel/Staff Costs</u></b>									
4001	STAFF SALARIES	389,256	377,482	419,525	214,240	419,525	0	435,205	0	0
4002	EMPLOYERS N.I	39,900	33,430	41,852	18,196	41,852	0	43,520	0	0
4003	EMPLOYERS SUPERANN.	94,900	80,758	104,037	48,323	104,037	0	103,578	0	0
4005	STAFF OVERTIME	6,493	10,302	5,000	300	5,000	0	7,000	0	0
4042	Equipment Repairs &Maintenance	0	257	0	0	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	6,000	7,438	3,500	7,689	3,500	1,838	6,000	0	0
4992	Trs from Earmarked Reserve	-30,000	-30,000	-35,000	0	-35,000	0	0	0	0
<b>Overhead Expenditure</b>		<b>506,549</b>	<b>479,666</b>	<b>538,914</b>	<b>288,748</b>	<b>538,914</b>	<b>1,838</b>	<b>595,303</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(506,549)</b>	<b>(479,666)</b>	<b>(538,914)</b>	<b>(288,748)</b>	<b>(538,914)</b>		<b>(595,303)</b>		
<b>199</b>	<b><u>P&amp;R Capital and Projects</u></b>									
4026	COMPUTER COSTS	6,000	5,483	11,500	6,233	11,500	0	3,000	0	0

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**Houghton Regis Town Council  
Annual Budget - By Committee**

**Note: Draft Budget November 2020 for 2021/22**

	<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4992 Trs from Earmarked Reserve	-2,000	-2,000	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	4,000	3,483	11,500	6,233	11,500	0	3,000	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(4,000)</u>	<u>(3,483)</u>	<u>(11,500)</u>	<u>(6,233)</u>	<u>(11,500)</u>		<u>(3,000)</u>		
<b>Corporate Services - Income</b>	896,166	900,077	935,018	922,415	935,018	0	929,848	0	0
<b>Expenditure</b>	570,446	536,705	632,449	326,251	632,449	1,838	696,363	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>325,720</u>	<u>363,371</u>	<u>302,569</u>	<u>596,163</u>	<u>302,569</u>		<u>233,485</u>		
<b>Total Budget Income</b>	896,166	900,077	935,018	922,415	935,018	0	929,848	0	0
<b>Expenditure</b>	570,446	536,705	632,449	326,251	632,449	1,838	696,363	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>325,720</u>	<u>363,371</u>	<u>302,569</u>	<u>596,163</u>	<u>302,569</u>		<u>233,485</u>		

**Corporate Services Committee**

**101 – Corporate Management**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>101</b>	<b>1076</b>	<b>Precept</b>	
2020/21 figure:	2021/22 figure (requested):	Agreed	
904518			
<b>Justification:</b>			
2020/21 Precept £904,518 Tax Base 5056 Band D £178.90  2021/22 Precept £TBC Tax Base 5315 (increase of 5.1%) Band D £TBC			

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>101</b>	<b>1096</b>	<b>Interest / dividends received</b>	
2020/21 figure:	2021/22 figure (requested):	Agreed	
34000	25200		
<b>Justification:</b>			
Interest reduced from approx. £300 / mth to £100/month - £1200 Dividends reduced from approx.. £7800 / quarter to £6000/quarter - £24,000			

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>101</b>	<b>4051</b>	<b>Bank &amp; loan charges</b>	
2020/21 figure:	2021/22 figure (requested):	Agreed	
60	60		

Justification:	
Budget used for bank and loan charges	


Cost centre:	Code:	Title:	
<b>101</b>	<b>4056</b>	<b>Audit fees</b>	
2020/21 figure:	2021/22 figure (requested):	Agreed	
2750	2750		
Justification:			
Budget used for internal audit (interim and year end, total £750) and external year end audit (£2000).			


Cost centre:	Code:	Title:	
<b>101</b>	<b>4057</b>	<b>Accountancy &amp; Software</b>	
2019/20 figure:	2020/21 figure (requested):	Agreed	
2600	2600		

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


Cost centre:	Code:	Title:	
<b>101</b>	<b>4061</b>	<b>CCLA Management Fees</b>	
2020/21 figure:	2021/22 figure (requested):	Agreed	
4000	4000		

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

## 102 – Democratic Representation & Management

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

2020/21 figure:	2021/22 figure (requested):	Agreed	
1000	450		

Justification:			
2021/2022 costs are currently unavailable; 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 re-instated for 2021/22.			


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

2020/21 figure:	2021/22 figure (requested):	Agreed	
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). 2020/21 emerging webinar training opportunities, typically £30 per members per event			
In line with Houghton Regis vision			
<ul style="list-style-type: none"> <li>To support councillor and staff development &amp; training</li> </ul>			


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>102</b>	<b>4009</b>	<b>Travel</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
350	350		

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


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>102</b>	<b>4020</b>	<b>Misc establishment costs</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
400	400		

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


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>102</b>	<b>4024</b>	<b>Subscriptions</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
3200	2800		

Justification:			
2019/20			
Subscriptions covers the council's membership as follows:			
Society of Local Council Clerks (SLCC)	Annual	£421	
Bedfordshire Association of Town & Parish Councils (NALC)	Annual	£2,101	

Institute of Cemetery and Crematorium Management	Annual April to March	£95	
Association of Accounting Technicians (AAT)	Annual	£99	
Information Commissioners Officer (ICO)	Annual	£35	

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>102</b>	<b>4104</b>	<b>Hospitality</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
200	200		

<b>Justification:</b>	
Covers council hospitality ie refreshments at significant mtgs, seasonal civic events etc	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>102</b>	<b>4131</b>	<b>Election costs</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
5000	2000		

<b>Justification:</b>	
Used to fund a by-election if required. Any surplus at year end to transfer into EMR.	
Members are advised that the current suspended by election will start from the beginning again March 2021. CBC have advised that there will be increased costs if CBC have to use the 'structure' for issuing postal votes etc due to Covid Restrictions. Costs have also already been incurred for the poll cards and postal votes from before the suspension came into effect. Clarification on anticipated costs has been sought. It is anticipated that the 2020/21 budget will be used in its entirety for the by election, if not more. It is important for the council to build up a fund to cover the main election costs.	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>102</b>	<b>4997</b>	<b>Trns to EMR</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
0	5000		

Justification:			
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.			


### 190 – Central Services

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>1082</b>	<b>Income lettings</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
30	30		

Justification:			
Ad hoc hire of chamber			


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>1091</b>	<b>Income Misc</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
100	100		

Justification:			
Ad hoc income			


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4007</b>	<b>Conference costs</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
800	800		

<b>Justification:</b>	
<p>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.</p> <p>The usual conference pattern changed in 2020/21. It is thought that conference may be more online focused going forwards.</p> <p>The requested budget allows for attendance at NALC National Conference (£245), SLCC National Conference (£300) and the SLCC Practitioners conference (£250), should the historic conference pattern resume.</p>	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4008</b>	<b>Training – officers</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
2000	2000		

<b>Justification:</b>	
<p>Budget would cover office apprentice course (£900), and ad hoc training</p> <p>The current apprenticeship ends in March 2021. Due to changes to the apprenticeship course in 2019, the required staff input time has increased exponentially (requiring 1 full day per week of staff time for tutoring, which equates to a total of 77 days (574 hours) over the course of the 18 month apprenticeship term). Members may feel it is no longer feasible to offer an administration apprenticeship due to the added pressures on staff capacity.</p> <p>A more feasible option may be a traineeship, which is an unpaid* work experience placement of 6 months enabling a young person to gain valuable work experience within the office environment, which in turn would aid their decision whether to further their career by finding a suitable apprenticeship in a suitable organisation.</p> <p>*Generally, these work placements are unpaid as it is not a requirement to offer a salary, however, if members chose to offer a nominal salary, this would be exempt from any minimum wage requirements.</p> <p>A lunch allowance and travel costs (bus fare) would be afforded to the</p>	



trainee as an alternative to paying a wage. A report will be presented to Personnel Sub Committee in due course.	
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<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4009</b>	<b>Travel</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
500	500		

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


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4011</b>	<b>Rates</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
7200	7200		

Justification:	
Suitable figure suggested.	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4012</b>	<b>Water Rates</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
600	600		

Justification:	
Competitive evaluation completed, and new contract agreed.	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4014</b>	<b>Electricity</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
1500	1500		

Justification:	
Competitive evaluation completed, and new contract agreed.	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4015</b>	<b>Gas</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
1600	1600		

Justification:	
Competitive evaluation completed, and new contract agreed.	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4017</b>	<b>Health &amp; Safety</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
300	400		

Justification:	
Used for ad hoc health and safety matters.	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4020</b>	<b>Misc Establishment Costs</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
200	200		

<b>Justification:</b>	
Used for ad hoc matters.	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4021</b>	<b>Communications</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
2600	3300		

<b>Justification:</b>	
Mobiles, land line users and yearly costs mobile handsets £200 / month. Phone system £65 / month year 1 £88 / month year 2 Plus £276 cost of phone system for maintenance, annual fee after year 1	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4022</b>	<b>Postage</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
1800	1800		

<b>Justification:</b>	
Stamps and franking machine. Costs have significantly reduced due to electronic cllr mailing. 2.1 of the Vision	


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<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4023</b>	<b>Stationery</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
1200	1000		

<b>Justification:</b>	
21/22 Office stationery A sixth reduction in cost due to Vision objective 2.1 To reduce the use of paper by the council.	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4025</b>	<b>Insurance</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
16500	16,000		

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


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4026</b>	<b>Computer Costs</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
3340	5000		

<b>Justification:</b>	
IT support charges: Managed Service Support Contract – £ 1,800p.a. Office 365 Licenses £1015 Exchange Online (Email only) £576 Solarwind Offsite Backup - £ 600p.a. McAfee Anti-Virus £347 Total: £4,338	

Additional included for support costs and software for any additional staff or an extension to licences for cllr tablets if required.	
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<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4027</b>	<b>Photocopier Charges</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
2000	2000		

<b>Justification:</b>	
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	

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<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4031</b>	<b>Advertising</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
1500	750		

<b>Justification:</b>	
Employment vacancy advertising A reduced figure as Website, social media & Indeed are all free platforms for advertising, good responses have been received using the aforementioned cost free means of advertising, however a figure remains to allow for paid advertising if a poor response is received.	

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<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4036</b>	<b>Property maintenance</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
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5000	5000		
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Justification:			
Upkeep of council offices £5000. Work to be confirmed with condition survey			


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4038</b>	<b>Maintenance contracts</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
600	600		

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


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4042</b>	<b>Equipment repairs and maintenance</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
1500	1500		

Justification:			
To cover ad hoc requirements for work space inc establishment for a new office member of staff £500 replacement of florescence lights to natural lights for staff members with limited natural light £100			


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4059</b>	<b>Other professional fees</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
14,000	14,000		

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


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>5012</b>	<b>Transfer to EMR Office Provision</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
0	10000		

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


### 191 – Personnel / Staff Costs

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>191</b>	<b>4001</b>	<b>Staff salaries</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
408525	£435,205		

Justification:	
Detailed work has been completed on salaries.	
Predicted costs in 2021/22 are: £435,205. 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.	
Lead youth Worker £4000	
Youth Worker £2000	
Office member of staff £12000	

Additional groundsman re additional work in HRN2 – open space, allotments, play areas £19000	
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<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>191</b>	<b>4002</b>	<b>Employers NI</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
39852	43,520		

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

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<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>191</b>	<b>4003</b>	<b>Employers Superannuation</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
99037	103578		

Justification:	
Superannuation is 23.8% of salaries.	

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<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>191</b>	<b>4005</b>	<b>Staff Overtime</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
7000	7,000		

Justification:	




<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>191</b>	<b>4059</b>	<b>Other professional fees</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
3500	6000		

<b>Justification:</b>	
£1000 Annual Payroll	
£2000 Payroll provider set up	
£2451 HR support	
£300 HR presence at Clerks appraisal	


**199 – Capital Projects**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>199</b>	<b>4026</b>	<b>Computer equipment</b>	

2020/21 figure:	2021/22 figure (requested):	Agreed	
5500	3000		

<b>Justification:</b>	
IT set up for a new staff	


Aspiration	How	Delivery timeframe	Resource requirement	Committee	Work to date - Corporate Services	Update
To develop and enhance <b>partnerships</b> between HRTC, stakeholders, partners, community groups and residents	<ul style="list-style-type: none"> <li>To engage with partners to support the enhancement of services within the town</li> </ul>	Ongoing	Staff time	As applicable	To be progressed as required	
	<ul style="list-style-type: none"> <li>To press for the enhancement of services as required</li> </ul>	Ongoing	Staff time	As applicable	To be progressed as required	
	<ul style="list-style-type: none"> <li>To engage in the development of the strategic growth areas and to ensure integration between the existing town and the new areas</li> </ul>	Ongoing	Staff time	As applicable	To be progressed as required	

	<ul style="list-style-type: none"> <li>To respond and participate in consultation processes</li> </ul>	Ongoing	Staff time	As applicable	To be progressed as required	
To effectively and proactively <b>represent</b> our community	<ul style="list-style-type: none"> <li>To engage with partners on issues extending beyond the scope of the town council notably but not restricted to: town centre, planning and the growth area, transport and car parking, sport, leisure and recreational facilities, education and health</li> </ul>	Ongoing	Staff time	As applicable	To be progressed as required	Approved Vision to be shared with strategic partners and residents
To ensure the <b>council</b> is fit for purpose and efficient in its delivery of services	<ul style="list-style-type: none"> <li>Regular review of services (in particular events, communications and software packages)</li> </ul>	Ongoing	Staff time	As applicable		A new office telephone system has been installed.

	<ul style="list-style-type: none"> <li>Maximise income opportunities (investments, chargeable services, hire charges / fees)</li> </ul>	Ongoing	Staff time	As applicable	To be progressed as required.	This is and may well continue to be difficult to achieve during Covid-19.
	<ul style="list-style-type: none"> <li>Review staff structure in particular additional staff support required for events, cemetery, finance and ad hoc support required for sessional work re playscheme, family trips, youth council</li> </ul>	Ongoing	Additional staff	Corp Serv	To be progressed as required.	This will be progressed once a more settled way of working is re-established in light of Covid-19
	<ul style="list-style-type: none"> <li>To support councillor and staff development &amp; training</li> </ul>	Ongoing	Current rev budget available	Corp Serv	Member training offered through Members Newsletter. Staff training undertaken. Benefits (time and cost) achieved through remote training sessions.	
	<ul style="list-style-type: none"> <li>Introduce electronic payments system (links to staff resource)</li> </ul>	2020	Staff time	Corp Serv		To be progressed.

	<ul style="list-style-type: none"> <li>Increased use of online forms</li> </ul>	2020	Staff time £2000 / annum	Corp Serv		To be progressed.
	<ul style="list-style-type: none"> <li>To stay informed and up to date and to communicate this out</li> </ul>	Ongoing	Staff time	Corp Serv	To be progressed as required.	
<b>Delivery</b>	<b>Actions</b>	<b>Delivery timeframe</b>	<b>Budget requirement</b>	<b>Committee</b>		
<b>Objective 1: Grow your own</b>						
<b>Objective 2: A Greener Cleaner Houghton Regis</b>						
2.1 To reduce the use of paper by the council	<ul style="list-style-type: none"> <li>Electronic mailing to members</li> </ul>	Ongoing	Staff time	Corp Serv	This is implemented, although to aid remote meetings there has been some increase in paper mailing of agendas.	
	<ul style="list-style-type: none"> <li>Improve recycling within the office</li> </ul>	Ongoing	Staff time	Corp Serv	The consumption of stationery has reduced considerably with remote working.	
<b>Objective 3: A safe and vibrant town</b>						
<b>Objective 4: Our community</b>						