

# 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)

18<sup>th</sup> February 2021

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

**Cllrs: D Jones (Chairman), C Copleston, M Kennedy, S Thorne, K Wattingham and Vacancies x 2.**

(Copies to other Councillors for information)

## Notice of Meeting

You are hereby summoned to a Meeting of the **Corporate Services Committee** to be held virtually on **Monday 1<sup>st</sup> March 2021 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.

PP. *Clare Evans*

**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 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

<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.*

---

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 5 - 13*

To approve the Minutes of the meetings held on 23<sup>rd</sup> November 2020 and 1<sup>st</sup> February 2021.

**Recommendation:**        **To approve the Minutes of the meeting held on 23<sup>rd</sup> November 2020 and 1st February 2021 and for these to be signed by the Chairman.**

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

*Pages 14 - 16*

Personnel Sub-Committee: 12<sup>th</sup> October 2020.

**Recommendation:**        **To receive the minutes of the Personnel Sub-Committee meeting held on the 12 October 2020.**

### 6. INCOME AND EXPENDITURE REPORT

*Pages 17- 21*

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 22 - 24*

Members are requested to receive the monthly bank and cash reconciliation statements for October, November, and December 2020.

**Recommendations:**

- 1. To approve the monthly bank and cash reconciliation statements for October, November and December 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 25 - 66*

Members will find a list of payments for the period October 2020 to January 2021.

## 9. INVESTMENT REPORT

*Pages 67 - 69*

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. 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	2 <sup>nd</sup> October 2020
27202126353	Damage to St Vincent's School building by ride on mower, whilst grass cutting, in September / October	£1,164.00	Awaited
27212120101	Injury to dog, January 2021	£400.57	

## 11. STRESS POLICY

*Pages 70 - 78*

The Town Councils Stress Policy was last reviewed in 2017.

Members will find attached a revised Town Councils Stress Policy and accompanying report.

**Recommendation: To recommend to Town Council the adoption of the Town Councils Stress Policy**

## 12. MOBILE PHONE AND TELEPHONE USE POLICY

*Pages 79 - 88*

Members will find attached a draft Mobile Phone and Telephone Use Policy along with an

---

accompanying report.

**Recommendation:**        **To recommend to Council that the Mobile Phone and Telephone Use Policy, along with any recommended changes, be formally adopted by full council at its meeting to be held on the 22<sup>nd</sup> March 2021.**

### 13. IT POLICY

*Pages 89 - 124*

Members are requested to consider a revised IT Policy,

The Town Council last reviewed this policy on the 11<sup>th</sup> June 2018. Although this policy would ordinarily be reviewed in 2022, due to the recent changes in home working and the introduction of new phone systems, a review of the current policy was felt to be beneficial.

Members will find attached a revised IT Policy along with an accompanying report.

**Recommendation:**        **To recommend to Council that the IT Policy, along with any recommended changes, be formally adopted by full council at its meeting to be held on the 22<sup>nd</sup> March 2021.**

### 14. LEAVE ENTITLEMENT POLICY

*Pages 125 - 141*

Due to an agreed increase of the minimum leave entitlement for employees, from 21 days to 22 days, Members will find a revised Town Council Leave Entitlement Policy and report attached.

**Recommendation:**        **To recommend to Town Council the adoption of the Town Councils Leave Entitlement Policy**

### 15. REVIEW OF INVENTORY OF TANGIBLE ASSETS

*Pages 142 - 144*

In accordance with Standing Order 2.12 and Financial Regulation 14.5 this committee is required to annually review the Council's inventory of tangible assets including land, buildings and equipment. The information, attached, is an extract from the Statement of Accounts for the year 2019/20.

**Recommendation:**        **To note the Inventory.**

### 16. REVIEW OF CHARGES

*Pages 145 - 146*

In accordance with Financial Regulation 9.3 Members will find attached a list of charges for 2020/21 which are under the control of this Committee. In order to support users of these facilities, it is suggested that Members consider applying the same charges for 2021/22.

---

**Recommendation:**      **To approve the charges for 2021/22 as attached.**

**0-0-0-0-0-0-0-0-0-0-0-0-0-0-0**

**HOUGHTON REGIS TOWN COUNCIL**  
**Corporate Services Committee**  
**23<sup>rd</sup> November 2020 at 7.00pm.**

Present: Councillors: D Jones Chairman  
D Abbott  
S Thorne  
K Wattingham

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

Public: 0

Absent: Councillor: C Copleston  
M S Kennedy

**11415 APOLOGIES & SUBSTITUTIONS**

None.

**11416 QUESTIONS FROM THE PUBLIC**

None.

**11417 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**11418 MINUTES**

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

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

**11419 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS**

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

**Resolved: 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**

**11420 INCOME AND EXPENDITURE REPORT**

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

Members queried whether Central Bedfordshire Council could claim back the Town Councils election costs following the by-election being suspended due to Covid-19. Members were advised the by-election process would need to start afresh in April. Members were informed that the Town Clerk was making enquires with Central Bedfordshire Council.

#### **11421 BANK AND CASH RECONCILIATION STATEMENTS**

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

- Resolved:**
- 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.**

#### **11422 LIST OF CHEQUE PAYMENTS**

Members received list of payments for the period August 2020 to September 2020.

Members were advised that late payment fees from Castle Water were to be queried and a refund of these fees to be investigated.

#### **11423 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 noted that the bank rate had dropped substantially.

#### **11424 PAYROLL SERVICES**

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

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

Due to the scheduling of meetings it was 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 was anticipated that a report and costings would be presented to full Council at the meeting to be held on the 14<sup>th</sup> December 2020.

#### **11425 REVIEW OF TOWN COUNCIL MEMBERSHIP TO OTHER BODIES**

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

Members were advised of the current memberships listed below:

<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

#### **11426 REVIEW EXISTING CONTRACTS**

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

Members were advised of the existing contracts listed below:

<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 -	£4338	



		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		
Website hosting		Annual fee.	£150	
DCK		Annual arrangement.	£1,250	
Accounting Operation	10125	Annual arrangement.	£34,990	1st April 2020 to 31st March 2021
Hana				
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		24 months	£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 Assistance Programme	8835	Long term agreement	£425	1 <sup>st</sup> March 2017 to 28 <sup>th</sup> February 2022

## 11427 INSURANCE CLAIMS

Members were advised that the following insurance claims had 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

## 11428 SAFEGUARDING POLICY UPDATE

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

Members received a report that identified the work needed to bring this policy up to standard.

Members noted that this would identify staff training needs and requested that this be looked at within the budget.

- Resolved:**
- 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.**

## 11429 WHISTLEBLOWING POLICY

Members received a report and draft policy for consideration.

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

- Resolved:**
- 1. To accept 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**

**11430 BULLYING AND HARASSMENT**

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

- Resolved:**
- 1. To accept 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 14th December 2020**

**11431 DRAFT BUDGET 2021/22**

Members received the officer draft budget for 2021/22 along with explanatory notes for the Corporate Services Committee.

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

As members were 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 were reflective of a 'normal' council year. However, due to software limitations, the draft budget included the revised budget amounts for 2020/21. However, the budget explanatory notes provided members with the original budget figures for 2020/21 as requested. The draft budget for 2021/22 assumed normal delivery of services during the year, i.e. it assumed that Covid would not affect the services of the council during 2021/22.

**11432 VISION**

Members received an extract from the approved Vision 2020/2024 as it related to the work of this committee.

Members queried the introduction of an electronic payment system as depicted on the Vision, it was requested that an update be sought on this item and fed back at the next meeting.

**The Chairman declared the meeting closed at 7.50pm  
Dated this 1<sup>st</sup> day of March 2021**

**Chairman**

**HOUGHTON REGIS TOWN COUNCIL**  
**Corporate Services Committee**  
**Minutes of the meeting held on**  
**1<sup>st</sup> February 2021 at 7.00pm.**

Present: Councillors: D Jones Chairman  
D Abbott  
S Goodchild Substitute  
M S Kennedy  
A Slough  
S Thorne Substitute

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

Public: 0

Apologies: Councillor: C Copleston  
K Wattingham

Also present: Councillor: R Morgan

**11487 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Councillor Copleston (Councillor Slough substituted) and Cllr Wattingham (Councillor Goodchild substituted)

**11488 QUESTIONS FROM THE PUBLIC**

None.

**11489 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**11490 EXCLUSION OF PRESS AND PUBLIC**

- Establishment of a Disciplinary, Grievance and Appeals sub-committee

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

Cllr Morgan left the meeting once exclusion of press and public was agreed.

**11491 ESTABLISHMENT OF A DISCIPLINARY, GRIEVANCE AND APPEALS SUB-COMMITTEE**

Members were advised that a grievance had been submitted. The Grievance Policy will be followed.

The grievance was being dealt with as a formal grievance (Section 3). The grievance had been submitted to the Chair of the Corporate Services Committee (Section 3a).

Section 3b required the Corporate Services committee to appoint a Disciplinary, Grievance and Appeals sub-committee of six councillors. Three of which would form the Grievance Sub Committee to formally hear the allegations, the remaining 3 councillors would form the Appeals Sub Committee should it be necessary. The sub-committees would appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee. No councillor with direct involvement in the matter should be appointed one of the sub-committees.

Members were advised that an investigator had not yet been appointed.

Members received an extract from the Committee Functions & Terms of Reference. This sets out the Functions and Terms of Reference for the Sub Committee. Specifically, it noted that membership shall be drawn from all members of town council.

**Resolved: To appoint a Disciplinary, Grievance and Appeals sub-committee of six councillors, comprising:**

**Grievance sub-committee**

**Cllr Jones  
Cllr Kennedy  
Cllr McMahon**

**Appeals sub-committee**

**Cllr Morgan  
Cllr Copleston  
Cllr Y Farrell**

**The Chairman declared the meeting closed at 7.24pm  
Dated this 1st day of March 2021**

**Chairman**

**HOUGHTON REGIS TOWN COUNCIL**

**Personnel Sub-Committee  
12<sup>th</sup> October 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

Apologies: Councillor: C Copleston

Also Councillor: T McMahon Part meeting  
present:

**PE145 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Councillor Copleston.

**PE146 QUESTIONS FROM THE PUBLIC**

None.

**PE147 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**PE148 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 13th July 2020 be approved as a correct record and signed accordingly.**

**PE149 STAFF SICKNESS**

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

This report was provided for information only.

**PE150 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS**

Annual Leave

From July to September the Clerk has had 11.5 day's leave.

The following leave requests were made:

9 days in October

3 days in December

#### Overtime Working

For the period from the 1st July to the 30<sup>th</sup> September the Town Clerk had attended 5 council meetings / members briefing sessions (virtual).

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

#### Sickness

There were no absences of sickness.

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

### **PE151 FREEDOM OF INFORMATION REQUESTS**

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

**Resolved: To note the information.**

### **PE152 EXCLUSION OF PRESS AND PUBLIC**

- Staffing Arrangements

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones, Seconded by: Cllr Abbott

Votes for: All in favour.

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

The meeting was adjourned to allow members to continue in private session. Private session resumed at 6.17pm.

### **PE153 STAFFING ARRANGEMENTS**

#### Grounds team

Members were advised that although a new member of the grounds team started their employment with the Town Council on the 27<sup>th</sup> July 2020, the grounds team remained 1 team member short. It was planned to fill this post from April 2021.



### **Finance/Cemetery administration**

Members were advised that the arrangement with DCK Beavers for support of financial matters remained in place. However, the Town Clerk continued to deal with day to day matters in addition to burial administration.

The Corporate Services Manager also continued to undertake the work associated with memorial administration.

Members raised concerns over the additional work pressure placed upon the Town Clerk during this time.

### **Youth workers**

As members were aware the council would be delivering the Pop-Up Café in-house. To support this provision approval was given to have job evaluations for the roles of Lead Youth Worker and Youth Support Worker. Members were informed that these evaluations had now been completed.

With Covid cases currently rising and the arising continued uncertainty, the council was working towards a relaunch of the café in February 2021. With this aim it was anticipated that the recruitment process would start October / November with a start date of mid Jan so that some outreach work can take place late January / early February. However, members were advised that the Clerk would continue to monitor government guidance on restrictions and consider the most appropriate approach to the timings of the appointment to these posts.

### **Reception hours**

Members were aware that the Town Council reception had been open on reduced hours. As of the 21<sup>st</sup> September 2020, these hours were increased on the three days (Monday, Wednesday, Friday). Revised hours were 10am to 4pm.

Staff arrangements would be for two members of staff, only, to be in on each day on a rota system. The remaining working time would be undertaken from home.

Staff remain available, via phone and email, to members, residents and their work colleagues as usual.

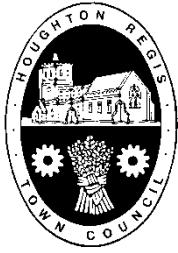
Members were advised that due to the current rise in Covid case, it was unlikely that there would be a change to this arrangement.

**Resolved: To note the information.**

**The Chairman declared the meeting closed at 6.37pm**

**Dated this 11<sup>th</sup> day of January 2021.**

**Chairman**



## **CORPORATE SERVICES COMMITTEE**

## **Agenda Item 6**

---

<b>Date:</b>	<b>1<sup>ST</sup> March 2021</b>
<b>Title:</b>	<b>Income &amp; Expenditure Report</b>
<b>Purpose of the Report:</b>	<b>To provide members with the Income &amp; Expenditure report to date for the Corporate Services Committee.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

---

### **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 3 quarterly payments from the Property Fund have been received.

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 3 quarters are included.

102-4007 Member Conferences & 4008 Member Training

Members are reminded the training opportunities are available through NALC. Some online training opportunities have been taken up by members.

#### 102-4024 Subscriptions

Annual subscriptions have been made to SLCC, NALC, AAT and ICCM. This budget is likely to be underspent by £500. This budget underspend was predicted in the 2021/22 budget setting process.

#### 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. Budget provision has been made in 2021/22 for this May 2021 election and also for a contribution to reserves at year end. This budget underspend was predicted in the 2021/22 budget setting process.

#### 190-1091 Income Misc

This relates to a payment from CBC re Ward Cllr Grant funding.

#### 190-4007 Conference Costs

The Clerk has booked to attend the SLCC Practitioners Conference in February.

#### 190-4008 Training / Courses

This covers various smaller scale online training completed by staff. However there 2 invoices which have been miscoded (£1046.25). This will be adjusted.

#### 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.

#### 190-4038 Maintenance Contracts

This covers annual office alarm maintenance costs. In 2020/21 a repair was also required which have caused the budget to be overspent.

#### 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 10 months. There is likely to be a level of unpredicted underspend across these budgets.

#### 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

#### **5. 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

09/02/2021

## Houghton Regis Town Council

Page 1

11:40

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2021

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Corporate Management</b>								
1076 Precept received	0	904,518	904,518	0			100.0%	
1096 Interest & Dividends Received	8,975	24,992	30,400	5,408			82.2%	
Corporate Management :- Income	<b>8,975</b>	<b>929,510</b>	<b>934,918</b>	<b>5,408</b>			<b>99.4%</b>	<b>0</b>
4051 BANK & LOAN CHARGES	0	12	60	48		48	20.0%	
4056 AUDIT FEES	2,040	(710)	2,750	3,460		3,460	(25.8%)	
4057 ACCOUNTANCY & SOFTWARE	59	59	2,600	2,541		2,541	2.3%	
4061 CCLA Management Fees	946	2,811	4,000	1,189		1,189	70.3%	
Corporate Management :- Indirect Expenditure	<b>3,045</b>	<b>2,172</b>	<b>9,410</b>	<b>7,238</b>	<b>0</b>	<b>7,238</b>	<b>23.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>5,930</b>	<b>927,339</b>	<b>925,508</b>	<b>(1,831)</b>				
<b>102 Democratic Rep'n &amp; Mgmt</b>								
4007 CONFERENCE COSTS	0	0	250	250		250	0.0%	
4008 TRAINING/COURSES	0	160	700	540		540	22.8%	
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	3,060	5,000	1,941		1,941	61.2%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	<b>0</b>	<b>5,935</b>	<b>9,750</b>	<b>3,815</b>	<b>0</b>	<b>3,815</b>	<b>60.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(5,935)</b>	<b>(9,750)</b>	<b>(3,815)</b>				
<b>190 Central Services</b>								
1091 Income Miscellaneous	(1,506)	525	100	(425)			525.0%	
Central Services :- Income	<b>(1,506)</b>	<b>525</b>	<b>100</b>	<b>(425)</b>			<b>525.0%</b>	<b>0</b>
4007 CONFERENCE COSTS	75	335	300	(35)		(35)	111.7%	
4008 TRAINING/COURSES	69	1,360	2,000	640		640	68.0%	
4009 TRAVEL	0	0	375	375		375	0.0%	
4011 RATES	0	7,111	7,200	89		89	98.8%	
4012 WATER RATES	5	300	600	300		300	50.1%	
4014 ELECTRICITY	67	566	1,400	834		834	40.5%	
4015 GAS	180	507	1,400	893		893	36.2%	
4017 HEALTH & SAFETY	130	130	300	170		170	43.3%	
4020 MISC. ESTABLISH.COST	0	91	200	109		109	45.3%	
4021 COMMUNICATIONS COSTS	531	5,154	2,600	(2,554)		(2,554)	198.2%	
4022 POSTAGE	99	774	1,800	1,026		1,026	43.0%	
4023 STATIONERY	153	440	1,200	760		760	36.7%	
4025 INSURANCE	0	12,518	14,000	1,482		1,482	89.4%	

Continued over page

11:40

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2021

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4026 COMPUTER COSTS	0	6,241	5,000	(1,241)		(1,241)	124.8%	
4027 PHOTOCOPIER CHARGES	99	745	2,000	1,255		1,255	37.3%	
4031 ADVERTISING	0	0	1,400	1,400		1,400	0.0%	
4036 PROPERTY MAINTENANCE	0	1,364	5,000	3,636		3,636	27.3%	
4038 MAINTENANCE CONTRACTS	0	896	600	(296)		(296)	149.4%	
4042 Equipment Repairs & Maintenance	0	66	1,500	1,434		1,434	4.4%	
4052 BANK INTEREST	0	(0)	0	0		0	0.0%	
4059 OTHER PROFESSIONAL FEES	0	959	14,000	13,041		13,041	6.8%	
Central Services :- Indirect Expenditure	<b>1,410</b>	<b>39,557</b>	<b>62,875</b>	<b>23,318</b>	<b>0</b>	<b>23,318</b>	<b>62.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,916)</b>	<b>(39,032)</b>	<b>(62,775)</b>	<b>(23,743)</b>				
<u>191 Personnel/Staff Costs</u>								
4001 STAFF SALARIES	28,148	302,270	419,525	117,255		117,255	72.1%	
4002 EMPLOYERS N.I	2,347	25,621	41,852	16,231		16,231	61.2%	
4003 EMPLOYERS SUPERANN.	6,740	68,604	104,037	35,434		35,434	65.9%	
4005 STAFF OVERTIME	46	346	5,000	4,654		4,654	6.9%	
4059 OTHER PROFESSIONAL FEES	779	9,441	3,500	(5,941)	1,838	(7,779)	322.3%	
4992 Trs from Earmarked Reserve	0	0	(35,000)	(35,000)		(35,000)	0.0%	
Personnel/Staff Costs :- Indirect Expenditure	<b>38,060</b>	<b>406,281</b>	<b>538,914</b>	<b>132,633</b>	<b>1,838</b>	<b>130,794</b>	<b>75.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(38,060)</b>	<b>(406,281)</b>	<b>(538,914)</b>	<b>(132,633)</b>				
<u>199 P&amp;R Capital and Projects</u>								
4026 COMPUTER COSTS	0	6,459	11,500	5,041		5,041	56.2%	
P&R Capital and Projects :- Indirect Expenditure	<b>0</b>	<b>6,459</b>	<b>11,500</b>	<b>5,041</b>	<b>0</b>	<b>5,041</b>	<b>56.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(6,459)</b>	<b>(11,500)</b>	<b>(5,041)</b>				
Grand Totals:- Income	<b>7,469</b>	<b>930,035</b>	<b>935,018</b>	<b>4,983</b>			<b>99.5%</b>	
Expenditure	<b>42,515</b>	<b>460,404</b>	<b>632,449</b>	<b>172,045</b>	<b>1,838</b>	<b>170,207</b>	<b>73.1%</b>	
<b>Net Income over Expenditure</b>	<b>(35,047)</b>	<b>469,631</b>	<b>302,569</b>	<b>(167,062)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(35,047)</b>	<b>469,631</b>						

---

**Houghton Regis Town Council**
**Bank - Cash and Investment Reconciliation as at 31 October 2020**


---

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/10/2020 Liquidity Manager Account	53,827.46
1	31/10/2020 NatWest Current Account	1,000.00
2	30/10/2020 Business Reserve Account	266.47
3	31/05/2020 Natwest Youth Council	372.89
		<b>55,466.82</b>
<u>Other Cash &amp; Bank Balances</u>		
	CCLA Property Fund Acct	440,000.00
	CLERKS IMPREST ACCOUNT	200.00
	Fixed Rate Bond	0.00
	Float temp -Easter Playschem	190.00
	Float temp - Council Events	0.00
	L A Deposit Fund Account	1,159,000.00
	LOMBARD PRIME RESPONSE	0.00
	PETTY CASH FLOAT	744.15
	Postage Franking M/C float	512.39
	TREASURY ACCOUNT	0.00
		<b>1,600,646.54</b>
		<b>1,656,113.36</b>
<u>Unpresented Payments</u>		
1	05/09/2019 010478	40.00
1	15/10/2019 010488	12.50
1	11/06/2020 FP/SHA03	10.00
		<b>62.50</b>
		<b>1,656,050.86</b>
<u>Receipts not on Bank Statement</u>		
0	31/10/2020 All Receipts Cleared	0.00
		<b>0.00</b>
<b>Closing Balance</b>		
		<b>1,656,050.86</b>
<u>All Cash &amp; Bank Accounts</u>		
1	NATWEST CURRENT/RESERVE	54,764.96
2	NATWEST ONLINE ac 41172051	266.47
3	Natwest Yth Council	372.89
	Other Cash & Bank Balances	1,600,646.54
	<b>Total Cash &amp; Bank Balances</b>	<b>1,656,050.86</b>

**Bank Reconciliation Statement as at 16/12/2020  
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	30/11/2020		1,000.00
Liquidity Manager Account	30/11/2020		34,338.65
			<u>35,338.65</u>

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

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	
04/11/2020	AMF01/FP	AMF Services (Bedford) Ltd	-10.00	
17/11/2020	DUN06/FP	Dunstable & District CA	2,000.00	
17/11/2020	FUL02/FP	Full House Theatre Company	1,500.00	
17/11/2020	HOU07/FP	Houghton Regis Memorial Hall	2,000.00	
17/11/2020	KEE01/FP	Keech Hospice Care	2,500.00	
17/11/2020	SOR01/FP	SORTED	2,000.00	
17/11/2020	SOU04/FP	South Beds Dial A Ride	1,125.50	
17/11/2020	ANG01/FP	Anglian Water Business Ltd (Na	94.03	
17/11/2020	CAS08/FP	Castle Water - 2597735	13.93	
17/11/2020	CAS06/FP	Castle Water - 2596363	9.18	
17/11/2020	HSC01/FP	HSC Security	90.00	
17/11/2020	BED02/FP	Bedfordshire Pension Fund	51.43	
17/11/2020	20/4815	Perfect Print	1,430.00	
17/11/2020	TOT01/FP	Right Fuelcard Company Ltd	14.70	
				<u>12,881.27</u>
				22,457.38

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

0.00

0.00

22,457.38

**Balance per Cash Book is :- 60,443.80****Difference Excluding Adjustments is :- -37,986.42****Adjustments to Reconciliation**

04/11/2020	Bacs	Zurich Insurance	996.00	
05/11/2020	102162	Banking 5.11.20	55.00	
09/11/2020	POS	Amazon	-40.87	
16/11/2020	POS	Amazon -await details	-20.36	
26/11/2020	DD	Bedford BC await details	-38,976.19	
				<u>-37,986.42</u>
				<b>Unreconciled Difference is :- 0.00</b>



## Houghton Regis Town Council

### Bank - Cash and Investment Reconciliation as at 31 December 2020

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/12/2020	Liquidity Manager Account	19,101.14
1	31/12/2020	NatWest Current Account	1,000.00
2	30/11/2020	Business Reserve Account	266.48
3	31/12/2020	Natwest Youth Council	372.89
			<b>20,740.51</b>
<u>Other Cash &amp; Bank Balances</u>			
		CCLA Property Fund Acct	440,000.00
		CLERKS IMPREST ACCOUNT	200.00
		Fixed Rate Bond	0.00
		Float temp -Easter Playschem	190.00
		Float temp - Council Events	0.00
		L A Deposit Fund Account	999,000.00
		LOMBARD PRIME RESPONSE	0.00
		PETTY CASH FLOAT	789.98
		Postage Franking M/C float	512.39
		TREASURY ACCOUNT	0.00
			<b>1,440,692.37</b>
			<b>1,461,432.88</b>
<u>Unpresented Payments</u>			
1	05/09/2019	010478	40.00
1	15/10/2019	010488	12.50
1	11/06/2020	FP/SHA03	10.00
1	17/11/2020	HOU07/FP	2,000.00
1	17/11/2020	SOR01/FP	2,000.00
1	17/12/2020	BACS	2,000.00
			<b>6,062.50</b>
			<b>1,455,370.38</b>
<u>Receipts not on Bank Statement</u>			
0	31/12/2020	All Receipts Cleared	0.00
			<b>0.00</b>
			<b>1,455,370.38</b>
<b>Closing Balance</b>			
<u>All Cash &amp; Bank Accounts</u>			
1		NATWEST CURRENT/RESERVE	14,038.64
2		NATWEST ONLINE ac 41172051	266.48
3		Natwest Yth Council	372.89
			1,440,692.37
<b>Total Cash &amp; Bank Balances</b>			<b>1,455,370.38</b>

12/02/2021

Houghton Regis Town Council

Page 1

11:41

List of Purchase Ledger Payments for Month 7

User: CSW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CAS04</b>	<b>Castle Water - 2598006</b>						
001173087/10560/Castle Water -	03/07/2020	001173087	1	72.03	0.00	72.03	0.00
0001346327/10623/Castle Water	04/08/2020	0001346327	1	238.48	0.00	238.48	0.00
0001408454/10656/Castle Water	17/08/2020	0001408454	1	40.00	0.00	40.00	0.00
1411361/10750/Castle Water - 2	18/08/2020	1411361	1	0.49	0.00	0.49	0.00
0166386/10751/Castle Water - 2	03/09/2020	0166386	1	0.26	0.00	0.26	0.00
1553340/10752/Castle Water - 2	09/09/2020	1553340	1	79.19	0.00	79.19	0.00
1607829/10753/Castle Water - 2	17/09/2020	1607829	1	40.13	0.00	40.13	0.00
1676435/10754/Castle Water - 2	05/10/2020	1676435	1	77.20	0.00	77.20	0.00
					<b>0.00</b>	<b>547.78</b>	

Above paid on 07/10/2020 by Cheque CAS04/FP

<b>CAS05</b>	<b>Castle Water - 2618965</b>						
0001054708/10527/Castle Water	04/06/2020	0001054708	1	179.00	0.00	179.00	0.00
1432346/10755/Castle Water - 2	23/08/2020	1432346	1	42.14	0.00	42.14	0.00
1571262/10756/Castle Water - 2	10/09/2020	1571262	1	0.63	0.00	0.63	0.00
					<b>0.00</b>	<b>221.77</b>	

Above paid on 07/10/2020 by Cheque CAS05/FP

<b>CAS06</b>	<b>Castle Water - 2596363</b>						
0001173384/10561/Castle Water	03/07/2020	0001173384	1	9.98	0.00	9.98	0.00
0001335147/10626/Castle Water	03/08/2020	0001335147	1	32.20	0.00	32.20	0.00
1432011/10757/Castle Water - 2	23/08/2020	1432011	1	40.08	0.00	40.08	0.00
1493013/10758/Castle Water - 2	02/09/2020	1493013	1	10.32	0.00	10.32	0.00
1589163/10759/Castle Water - 2	14/09/2020	1589163	1	40.03	0.00	40.03	0.00
1693707/10760/Castle Water - 2	05/10/2020	1693707	1	4.85	0.00	4.85	0.00
					<b>0.00</b>	<b>137.46</b>	

Above paid on 07/10/2020 by Cheque CAS06/FP

<b>AMF01</b>	<b>AMF Services (Bedford) Ltd</b>						
23417/10771/AMF Services (Bedf	01/10/2020	23417	1	278.12	0.00	278.12	0.00
					<b>0.00</b>	<b>278.12</b>	

Above paid on 15/10/2020 by Cheque AMF0/FP

Continued over page

## List of Purchase Ledger Payments for Month 7

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BUS01 Business HR Solutions (Consultancy) Ltd</b>							
<i>INV-017216/10787/Business HR S</i>	01/10/2020	INV-017216	1	245.16	0.00	245.16	0.00
					<b>0.00</b>	<b>245.16</b>	
Above paid on 15/10/2020 by Cheque BUS01/FP							
<b>DCK01 DCK Accounting Solutions Ltd</b>							
<i>TPC9316/10769/DCK Accounting S</i>	30/09/2020	TPC9316	1	1,896.00	0.00	1,896.00	0.00
					<b>0.00</b>	<b>1,896.00</b>	
Above paid on 15/10/2020 by Cheque DCK01/FP							
<b>HOU07 Houghton Regis Memorial Hall</b>							
<i>GRANT/10770/Houghton Regis Mem</i>	30/09/2020	GRANT	1	10,000.00	0.00	10,000.00	0.00
					<b>0.00</b>	<b>10,000.00</b>	
Above paid on 15/10/2020 by Cheque HOU07/FP							
<b>MAR04 Martin Rix</b>							
<i>12597/10790/Martin Rix</i>	08/10/2020	12597	1	1,634.40	0.00	1,634.40	0.00
					<b>0.00</b>	<b>1,634.40</b>	
Above paid on 15/10/2020 by Cheque MAR04/FP							
<b>PHS01 PHS Group</b>							
<i>67828377/10786/PHS Group</i>	10/10/2020	67828377	1	118.14	0.00	118.14	0.00
					<b>0.00</b>	<b>118.14</b>	
Above paid on 15/10/2020 by Cheque PHS01/FP							
<b>RIG01 Rigby Taylor</b>							
<i>RSIN0351851/10788/Rigby Taylor</i>	07/10/2020	RSIN0351851	1	554.40	0.00	554.40	0.00
					<b>0.00</b>	<b>554.40</b>	
Above paid on 15/10/2020 by Cheque RIG01/FP							
<b>SJS01 S J S Irrigation</b>							
<i>17139/10791/S J S Irrigation</i>	08/10/2020	17139	1	420.00	0.00	420.00	0.00
					<b>0.00</b>	<b>420.00</b>	
Above paid on 15/10/2020 by Cheque SJS01/FP							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BLA01</b>	<b>Blain's Trailers &amp; Tyres Ltd</b>						
65105/10766/Blain's Trailers &	18/09/2020	65105	1	13.80	0.00	13.80	0.00
65116/10767/Blain's Trailers &	21/09/2020	65116	1	6.00	0.00	6.00	0.00
					<b>0.00</b>	<b>19.80</b>	
Above paid on 15/10/2020 by Cheque BLA01/FP							
<b>BQ01</b>	<b>Trade UK</b>						
1103561847/10781/Trade UK	05/10/2020	1103561847	1	34.83	0.00	34.83	0.00
					<b>0.00</b>	<b>34.83</b>	
Above paid on 15/10/2020 by Cheque BQ01/FP							
<b>SUR02</b>	<b>Sure2Door Luton Ltd</b>						
INV-0010/10792/Sure2Door Luton	01/10/2020	INV-0010	1	133.07	0.00	133.07	0.00
					<b>0.00</b>	<b>133.07</b>	
Above paid on 15/10/2020 by Cheque SUR02/FP							
<b>TOT01</b>	<b>Right Fuelcard Company Ltd</b>						
3156954/10706/Right Fuelcard C	06/09/2020	3156954	1	7.40	0.00	7.40	0.00
3216176/10789/Right Fuelcard C	04/10/2020	3216176	1	129.97	0.00	129.97	0.00
					<b>0.00</b>	<b>137.37</b>	
Above paid on 15/10/2020 by Cheque TOT01/FP							
<b>CEN04</b>	<b>Central Bedfordshire Council</b>						
7100003155/10795/Central Bedfo	29/09/2020	7100003155	1	3,875.00	0.00	3,875.00	0.00
					<b>0.00</b>	<b>3,875.00</b>	
Above paid on 19/10/2020 by Cheque CEN04/FP							
<b>FRA02</b>	<b>Francotyp Postalia Ltd</b>						
Purchase Ledger Payment	01/05/2020	ON ACC 10488	1	-90.00	0.00	-90.00	0.00
10661/Frinking Rental 1/5-31/7	01/05/2020	176956	1	90.00	0.00	90.00	0.00
21567780/10693/Francotyp Posta	25/09/2020	21567780	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>50.00</b>	
Above paid on 01/10/2020 by Cheque FRA02/DDR							

Continued over page

## List of Purchase Ledger Payments for Month 7

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TEC01</b> <b>Techies Limited</b>							
<i>IT extra annual support/9956</i>	21/10/2019	25255	1	475.24	0.00	237.62	237.62
Authorised: <b>MinTC9799Budget</b>							
					<b>0.00</b>	<b>237.62</b>	
Above paid on 05/10/2020 by Cheque TEC01/DDR							
<b>GRE05</b> <b>Grenke Leasing Ltd</b>							
<i>Purchase Ledger Payment</i>	05/10/2020	ON ACC 10796	1	0.00	0.00	118.80	-118.80
					<b>0.00</b>	<b>118.80</b>	
Above paid on 05/10/2020 by Cheque GRE05/DDR							
<b>CAS02</b> <b>Castle Water</b>							
<i>Purchase Ledger Payment</i>	08/10/2020	ON ACC 10797	1	0.00	0.00	13.46	-13.46
					<b>0.00</b>	<b>13.46</b>	
Above paid on 08/10/2020 by Cheque CAS02/DDR							
<b>BRI01</b> <b>British Gas</b>							
<i>971564617/10685/British Gas</i>	25/09/2020	971564617	1	3.11	0.00	3.11	0.00
					<b>0.00</b>	<b>3.11</b>	
Above paid on 09/10/2020 by Cheque BRI02/DDR							
<b>EE01</b> <b>EE Limited</b>							
<i>Purchase Ledger Payment</i>	02/10/2020	ON ACC 10798	1	0.00	0.00	115.87	-115.87
					<b>0.00</b>	<b>115.87</b>	
Above paid on 02/10/2020 by Cheque EE01/DDR							
<b>CEN03</b> <b>Central Bedfordshire Council</b>							
<i>Purchase Ledger Payment</i>	22/07/2020	ON ACC 10817	1	0.00	0.00	55.00	-55.00
					<b>0.00</b>	<b>55.00</b>	
Above paid on 22/07/2020 by Cheque CEN03FP							
<b>CEN04</b> <b>Central Bedfordshire Council</b>							
<i>Purchase Ledger Payment</i>	22/07/2020	ON ACC 10818	1	0.00	0.00	-55.00	55.00
					<b>0.00</b>	<b>-55.00</b>	
Above paid on 22/07/2020 by Cheque CEN04/FP							

Continued over page

## List of Purchase Ledger Payments for Month 7

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CAS06</b> <b>Castle Water - 2596363</b>							
<i>Purchase Ledger Payment</i>	07/10/2020	ON ACC 10846	1	0.00	0.00	-137.46	137.46
					<b>0.00</b>	<b>-137.46</b>	
Above paid on 07/10/2020 by Cheque CAS06/FP							
<b>TOT01</b> <b>Right Fuelcard Company Ltd</b>							
<i>Purchase Ledger Payment</i>	15/10/2020	ON ACC 10850	1	0.00	0.00	-7.40	7.40
					<b>0.00</b>	<b>-7.40</b>	
Above paid on 15/10/2020 by Cheque TOT01/FP							
<b>BRI02</b> <b>BT Payment Services Ltd</b>							
<i>Q0240R/10768/BT Payment Servic</i>	26/09/2020	Q0240R	1	1,032.47	0.00	1,032.47	0.00
					<b>0.00</b>	<b>1,032.47</b>	
Above paid on 12/10/2020 by Cheque BRI02/DDR							
<b>BRI01</b> <b>British Gas</b>							
<i>992385681/10687/British Gas</i>	29/09/2020	992385681	1	2.83	0.00	2.83	0.00
					<b>0.00</b>	<b>2.83</b>	
Above paid on 13/10/2020 by Cheque BRI01/DDR1							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>INV-202010010361/10773/Ampower</i>	01/10/2020	INV-202010010361	1	12.08	0.00	12.08	0.00
					<b>0.00</b>	<b>12.08</b>	
Above paid on 14/10/2020 by Cheque AMP02/DDR1							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>INV-202010011182/10775/Ampower</i>	01/10/2020	INV-202010011182	1	27.33	0.00	27.33	0.00
					<b>0.00</b>	<b>27.33</b>	
Above paid on 14/10/2020 by Cheque AMP02/DDR2							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>INV-202010011180/10776/Ampower</i>	01/10/2020	INV-202010011180	1	63.65	0.00	63.65	0.00
					<b>0.00</b>	<b>63.65</b>	
Above paid on 14/10/2020 by Cheque AMP02/DDR3							

Continued over page

## List of Purchase Ledger Payments for Month 7

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-202010011181/10778/Ampower</i>	01/10/2020	INV-202010011181	1	66.03	0.00	66.03	0.00
					<b>0.00</b>	<b>66.03</b>	
Above paid on 14/10/2020 by Cheque AMP02/DDR4							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>INV-202010011179/10777/Ampower</i>	01/10/2020	INV-202010011179	1	108.19	0.00	108.19	0.00
					<b>0.00</b>	<b>108.19</b>	
Above paid on 14/10/2020 by Cheque AMP02/DDR5							
<b>BRI01</b> <b>British Gas</b>							
<i>550432277/10784/British Gas</i>	02/10/2020	550432277	1	26.08	0.00	26.08	0.00
					<b>0.00</b>	<b>26.08</b>	
Above paid on 16/10/2020 by Cheque BRI01/DDR2							
<b>BRI01</b> <b>British Gas</b>							
<i>550432278/10782/British Gas</i>	02/10/2020	550432278	1	47.18	0.00	47.18	0.00
					<b>0.00</b>	<b>47.18</b>	
Above paid on 16/10/2020 by Cheque BRI01/DDR3							
<b>PLU03</b> <b>Plusnet Plc</b>							
<i>Purchase Ledger Payment</i>	17/09/2020	ON ACC 10743	1	-12.00	0.00	-12.00	0.00
<i>00002193203-030/10831/Plusnet</i>	10/10/2020	00002193203-030	1	12.00	0.00	12.00	0.00
<i>00002193203-029/10832/Plusnet</i>	10/09/2020	00002193203-029	1	12.00	0.00	12.00	0.00
					<b>0.00</b>	<b>12.00</b>	
Above paid on 19/10/2020 by Cheque PLU03/DDR1							
<b>FRA02</b> <b>Francotyp Postalia Ltd</b>							
<i>21577990/10827/Francotyp Posta</i>	14/10/2020	21577990	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 20/10/2020 by Cheque FRA02/DDR1							

Continued over page

## List of Purchase Ledger Payments for Month 7

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BRI01</b> <b>British Gas</b>							
191749086/10783/British Gas	06/10/2020	191749086	1	2.55	0.00	2.55	0.00
					<b>0.00</b>	<b>2.55</b>	
Above paid on 20/10/2020 by Cheque BRI01/DDR4							
<b>ROG02</b> <b>GI Rogers &amp; Son</b>							
INV-1054/10833/GI Rogers & Son	15/10/2020	INV-1054	1	1,560.00	0.00	1,560.00	0.00
					<b>0.00</b>	<b>1,560.00</b>	
Above paid on 21/10/2020 by Cheque ROG02/FP1							
<b>BRI01</b> <b>British Gas</b>							
972561793/10785/British Gas	08/10/2020	972561793	1	0.28	0.00	0.28	0.00
					<b>0.00</b>	<b>0.28</b>	
Above paid on 22/10/2020 by Cheque BRI01/DDR5							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
Purchase Ledger Payment	26/10/2020	ON ACC 10851	1	0.00	0.00	20.03	-20.03
					<b>0.00</b>	<b>20.03</b>	
Above paid on 26/10/2020 by Cheque AMP02/DDR6							
<b>BED04</b> <b>Bedford Borough Council</b>							
17928584/10807/Bedford Borough	22/10/2020	17928584	1	39,327.89	0.00	39,327.89	0.00
					<b>0.00</b>	<b>39,327.89</b>	
Above paid on 26/10/2020 by Cheque BED04/DDR1							
<b>ANG01</b> <b>Anglian Water Business Ltd (National)</b>							
Purchase Ledger Payment	31/10/2020	ON ACC 10852	1	0.00	0.00	171.33	-171.33
					<b>0.00</b>	<b>171.33</b>	
Above paid on 31/10/2020 by Cheque ANG01/TFR							
<b>ANG01</b> <b>Anglian Water Business Ltd (National)</b>							
Purchase Ledger Payment	31/10/2020	ON ACC 10853	1	0.00	0.00	-171.33	171.33
					<b>0.00</b>	<b>-171.33</b>	
Above paid on 31/10/2020 by Cheque ANG01/TFR1							

Continued over page



## List of Purchase Ledger Payments for Month 7

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BAK01 Baker Ross Ltd</b>							
<i>P/Ledger Electronic Payment</i>	23/07/2020	ON ACC 10640	1	-74.45	0.00	-74.45	0.00
<i>10653/Bug house kits (30)</i>	22/07/2020	1002475589	1	74.45	0.00	74.45	0.00
					<b>0.00</b>	<b>0.00</b>	
No payment due as Credit Notes have been applied							
<b>EE01 EE Limited</b>							
<i>Purchase Ledger Payment</i>	02/10/2020	ON ACC 10798	1	-115.87	0.00	-115.87	0.00
<i>V01797597835/10848/EE Limited</i>	24/09/2020	V01797597835	1	115.87	0.00	115.87	0.00
					<b>0.00</b>	<b>0.00</b>	
No payment due as Credit Notes have been applied							
<b>GRE05 Grenke Leasing Ltd</b>							
<i>0000408314/2020/10696/Grenke L</i>	22/09/2020	0000408314/2020	1	118.00	0.00	118.00	0.00
<i>Purchase Ledger Payment</i>	05/10/2020	ON ACC 10796	1	-118.80	0.00	-118.80	0.00
<i>0000408314/2020A/10884/Grenke</i>	22/09/2020	0000408314/2020A	1	0.80	0.00	0.80	0.00
					<b>0.00</b>	<b>0.00</b>	
No payment due as Credit Notes have been applied							
<b>SCR02 Trade UK Account</b>							
<i>Invoice adjustment</i>	15/11/2018	0929398491A	1	15.57	0.00	15.57	0.00
Authorised: <b>MinTC9257Budget</b>							
<i>Bolt Cutters x 2/8955</i>	13/12/2018	0936964308	1	0.01	0.00	0.01	0.00
Authorised: <b>MinTC9257Budget</b>							
<i>0929398491C/Trade UK Account</i>	15/11/2018	0929398491C	1	-15.58	0.00	-15.58	0.00
					<b>0.00</b>	<b>0.00</b>	
No payment due as Credit Notes have been applied							
<b>CEN03 Central Bedfordshire Council</b>							
<i>Purchase Ledger Payment</i>	22/07/2020	ON ACC 10886	1	0.00	0.00	-0.50	0.50
					<b>0.00</b>	<b>-0.50</b>	
Above paid on 22/07/2020 by Cheque CEN03/FP4							

Continued over page

## List of Purchase Ledger Payments for Month 7

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>MAR04</b> <b>Martin Rix</b>							
<i>Purchase Ledger Payment</i>	15/10/2020	ON ACC 10887	1	0.00	0.00	-0.40	0.40
					<b>0.00</b>	<b>-0.40</b>	
					Above paid on 15/10/2020 by Cheque MAR04/FP		
					<b>0.00</b>	<b>63,054.99</b>	
				<b>Total Purchase Ledger Payments for Month 7</b>	<b>0.00</b>	<b>63,054.99</b>	

## List of Purchase Ledger Payments for Month 8

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>	04/11/2020	ON ACC 10819	1	0.00	0.00	3,555.00	-3,555.00
					0.00	3,555.00	
	Above paid on 04/11/2020 by Cheque CEN03/FP1						
<b>CEN03</b> <b>Central Bedfordshire Council</b>							
<i>Purchase Ledger Payment</i>	04/11/2020	ON ACC 10820	1	0.00	0.00	505.00	-505.00
					0.00	505.00	
	Above paid on 04/11/2020 by Cheque CEN03/FP2						
<b>CEN03</b> <b>Central Bedfordshire Council</b>							
<i>Purchase Ledger Payment</i>	04/11/2020	ON ACC 10821	1	0.00	0.00	1,272.00	-1,272.00
					0.00	1,272.00	
	Above paid on 04/11/2020 by Cheque CEN03/FP3						
<b>CEN03</b> <b>Central Bedfordshire Council</b>							
<i>Purchase Ledger Payment</i>	04/11/2020	ON ACC 10822	1	0.00	0.00	2,221.00	-2,221.00
					0.00	2,221.00	
	Above paid on 04/11/2020 by Cheque CEN03/FP4						
<b>CEN03</b> <b>Central Bedfordshire Council</b>							
<i>Purchase Ledger Payment</i>	04/11/2020	ON ACC 10823	1	0.00	0.00	4,311.00	-4,311.00
					0.00	4,311.00	
	Above paid on 04/11/2020 by Cheque CEN03/FP5						
<b>CEN04</b> <b>Central Bedfordshire Council</b>							
<i>Purchase Ledger Payment</i>	22/07/2020	ON ACC 10818	1	55.00	0.00	55.00	0.00
					0.00	55.00	
	Above paid on 04/11/2020 by Cheque CEN04/FP1						
<b>CEN03</b> <b>Central Bedfordshire Council</b>							
<i>Purchase Ledger Payment</i>	24/08/2020	ON ACC 10747	1	11,919.00	0.00	11,919.00	0.00
<i>Purchase Ledger Payment</i>	22/07/2020	ON ACC 10817	1	-55.00	0.00	-55.00	0.00
<i>Purchase Ledger Payment</i>	04/11/2020	ON ACC 10819	1	-3,555.00	0.00	-3,555.00	0.00

Continued over page

## List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Purchase Ledger Payment</i>	04/11/2020	ON ACC 10820	1	-505.00	0.00	-505.00	0.00
<i>Purchase Ledger Payment</i>	04/11/2020	ON ACC 10821	1	-1,272.00	0.00	-1,272.00	0.00
<i>Purchase Ledger Payment</i>	04/11/2020	ON ACC 10822	1	-2,221.00	0.00	-2,221.00	0.00
<i>Purchase Ledger Payment</i>	04/11/2020	ON ACC 10823	1	-4,311.00	0.00	-4,311.00	0.00
					<b>0.00</b>	<b>0.00</b>	

No payment due as Credit Notes have been applied

<b>AME02 Amethyst Horticulture Ltd</b>							
<i>17945/10799/Amethyst Horticlul</i>	26/10/2020	17945	1	615.00	0.00	615.00	0.00
					<b>0.00</b>	<b>615.00</b>	

Above paid on 04/11/2020 by Cheque AME02/FP

<b>AMF01 AMF Services (Bedford) Ltd</b>							
<i>23456/10800/AMF Services (Bedf</i>	08/10/2020	23456	1	809.52	0.00	809.52	0.00
<i>23465/10801/AMF Services (Bedf</i>	08/10/2020	23465	1	575.12	0.00	575.12	0.00
					<b>0.00</b>	<b>1,384.64</b>	

Above paid on 04/11/2020 by Cheque AMF01/FP

<b>ANG01 Anglian Water Business Ltd (National)</b>							
<i>7822923/10802/Anglian Water Bu</i>	16/09/2020	7822923	1	57.36	0.00	57.36	0.00
					<b>0.00</b>	<b>57.36</b>	

Above paid on 04/11/2020 by Cheque ANG01/FP

<b>ANG01 Anglian Water Business Ltd (National)</b>							
<i>7996027/10804/Anglian Water Bu</i>	16/10/2020	7996027	1	625.16	0.00	625.16	0.00
					<b>0.00</b>	<b>625.16</b>	

Above paid on 04/11/2020 by Cheque ANG01/FP1

<b>ANG01 Anglian Water Business Ltd (National)</b>							
<i>7822344/10805/Anglian Water Bu</i>	16/09/2020	7822344	1	88.95	0.00	88.95	0.00
					<b>0.00</b>	<b>88.95</b>	

Above paid on 04/11/2020 by Cheque ANG01/FP2

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ANG01</b>	<b>Anglian Water Business Ltd (National)</b>						
7998016/10806/Anglian Water Bu	16/10/2020	7998016	1	512.41	0.00	512.41	0.00
Purchase Ledger Payment	31/10/2020	ON ACC 10853	1	171.33	0.00	171.33	0.00
					<b>0.00</b>	<b>683.74</b>	
Above paid on 04/11/2020 by Cheque ANG01/FP3							
<b>BATPC</b>	<b>BATPC</b>						
111120/10839/BATPC	11/11/2020	111120	1	30.00	0.00	30.00	0.00
					<b>0.00</b>	<b>30.00</b>	
Above paid on 04/11/2020 by Cheque BATPC/FP							
<b>BED02</b>	<b>Bedfordshire Pension Fund</b>						
742744/10808/Bedfordshire Pens	16/10/2020	742744	1	51.43	0.00	51.43	0.00
					<b>0.00</b>	<b>51.43</b>	
Above paid on 04/11/2020 by Cheque BED02/FP							
<b>BED07</b>	<b>Police &amp; Crime Commissioner for Beds</b>						
B0002042/10809/Police & Crime	23/10/2020	B0002042	1	3,401.65	0.00	3,401.65	0.00
B0002043/10810/Police & Crime	23/10/2020	B0002043	1	1,927.35	0.00	1,927.35	0.00
B0002041/10811/Police & Crime	23/10/2020	B0002041	1	2,869.50	0.00	2,869.50	0.00
					<b>0.00</b>	<b>8,198.50</b>	
Above paid on 04/11/2020 by Cheque BED07/FP							
<b>BQ01</b>	<b>Trade UK</b>						
1109628390/10813/Trade UK	27/10/2020	1109628390	1	30.86	0.00	30.86	0.00
					<b>0.00</b>	<b>30.86</b>	
Above paid on 04/11/2020 by Cheque BQ01/FP							
<b>CAS01</b>	<b>Castele Consultancy Ltd</b>						
938/10843/Castele Consultancy	03/11/2020	938	1	693.00	0.00	693.00	0.00
					<b>0.00</b>	<b>693.00</b>	
Above paid on 04/11/2020 by Cheque CAS01/FP							

Continued over page

## List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CAS06</b>	<b>Castle Water - 2596363</b>						
<i>Purchase Ledger Payment</i>	04/11/2020	ON ACC 10854	1	0.00	0.00	124.00	-124.00
					<b>0.00</b>	<b>124.00</b>	
Above paid on 04/11/2020 by Cheque CAS06/FP							
<b>CON</b>	<b>Conquest Oil NRG Ltd</b>						
<i>652638/10824/Conquest Oil NRG</i>	27/10/2020	652638	1	2,268.00	0.00	2,268.00	0.00
					<b>0.00</b>	<b>2,268.00</b>	
Above paid on 04/11/2020 by Cheque CON/FP							
<b>DCK01</b>	<b>DCK Accounting Solutions Ltd</b>						
<i>TPC9352/10825/DCK Accounting S</i>	27/10/2020	TPC9352	1	528.00	0.00	528.00	0.00
					<b>0.00</b>	<b>528.00</b>	
Above paid on 04/11/2020 by Cheque DCK01/FP							
<b>DUN02</b>	<b>Biffa Waste Services Ltd</b>						
<i>614C29052/10812/Biffa Waste Se</i>	23/10/2020	614C29052	1	1,495.25	0.00	1,495.25	0.00
					<b>0.00</b>	<b>1,495.25</b>	
Above paid on 04/11/2020 by Cheque DUN02/FP							
<b>ELA01</b>	<b>Employment Law Advisory Services Ltd</b>						
<i>348528/10826/Employment Law Ad</i>	15/10/2020	348528	1	630.00	0.00	630.00	0.00
					<b>0.00</b>	<b>630.00</b>	
Above paid on 04/11/2020 by Cheque ELA01/FP							
<b>GRE06</b>	<b>Greenbridge Designs Ltd</b>						
<i>0000000194/10828/Greenbridge D</i>	31/10/2020	0000000194	1	205.20	0.00	205.20	0.00
					<b>0.00</b>	<b>205.20</b>	
Above paid on 04/11/2020 by Cheque GRE06/FP							
<b>JOA01</b>	<b>J Cross</b>						
<i>B00709/10844/J Cross</i>	02/11/2020	B00709	1	65.00	0.00	65.00	0.00
					<b>0.00</b>	<b>65.00</b>	
Above paid on 04/11/2020 by Cheque JOA01/FP							

Continued over page

## List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>LEX001 Lexis Nexis</b>							
<i>AB000024/10829/Lexis Nexis</i>	27/10/2020	AB000024	1	119.99	0.00	119.99	0.00
					<b>0.00</b>	<b>119.99</b>	
Above paid on 04/11/2020 by Cheque LEX01/FP							
<b>MCS01 MCS Contract Cleaning Limited</b>							
<i>40262/10830/MCS Contract Clean</i>	30/10/2020	40262	1	1,836.00	0.00	1,836.00	0.00
					<b>0.00</b>	<b>1,836.00</b>	
Above paid on 04/11/2020 by Cheque MCS01/FP							
<b>SET01 Setsquare Creative Solutions Limited</b>							
<i>INV-1155/10835/Setsquare Creat</i>	22/10/2020	INV-1155	1	144.00	0.00	144.00	0.00
					<b>0.00</b>	<b>144.00</b>	
Above paid on 04/11/2020 by Cheque SET01/FP							
<b>TEC01 Techies Limited</b>							
<i>INV-0490/10836/Techies Limited</i>	22/09/2020	INV-0490	1	4,982.40	0.00	4,982.40	0.00
					<b>0.00</b>	<b>4,982.40</b>	
Above paid on 04/11/2020 by Cheque TEC01/FP							
<b>THESAFER01 The Safer Luton Partnership</b>							
<i>SLP/HR/112/10834/The Safer Lut</i>	14/10/2020	SLP/HR/112	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>150.00</b>	
Above paid on 04/11/2020 by Cheque THESAFER01							
<b>THOMAS Thomas Bros. Excavations (Luton) Ltd</b>							
<i>57932/10837/Thomas Bros. Excav</i>	19/10/2020	57932	1	600.00	0.00	600.00	0.00
					<b>0.00</b>	<b>600.00</b>	
Above paid on 04/11/2020 by Cheque THOMAS/FP							
<b>TOT01 Right Fuelcard Company Ltd</b>							
<i>Purchase Ledger Payment</i>	15/10/2020	ON ACC 10850	1	7.40	0.00	7.40	0.00
					<b>0.00</b>	<b>7.40</b>	
Above paid on 04/11/2020 by Cheque TOT01/FP							

Continued over page

## List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>VAL03</b> <b>Valentine Occupational Health Limited</b>							
<i>VOH-10501183/10838/Valentine O</i>	23/10/2020	VOH-10501183	1	238.80	0.00	238.80	0.00
					<b>0.00</b>	<b>238.80</b>	
Above paid on 04/11/2020 by Cheque VAL03/FP							
<b>DUN03</b> <b>Dunstable Food Bank</b>							
<i>GRANT/10855/Dunstable Food Ban</i>	31/10/2020	GRANT	1	200.00	0.00	200.00	0.00
					<b>0.00</b>	<b>200.00</b>	
Above paid on 04/11/2020 by Cheque DUN03/FP							
<b>DUN06</b> <b>Dunstable &amp; District CA</b>							
<i>GRANT/10866/Dunstable &amp; Distri</i>	16/11/2020	GRANT	1	2,000.00	0.00	2,000.00	0.00
					<b>0.00</b>	<b>2,000.00</b>	
Above paid on 17/11/2020 by Cheque DUN06/FP							
<b>FUL02</b> <b>Full House Theatre Company</b>							
<i>GRANT/10871/Full House Theatre</i>	16/11/2020	GRANT	1	1,500.00	0.00	1,500.00	0.00
					<b>0.00</b>	<b>1,500.00</b>	
Above paid on 17/11/2020 by Cheque FUL02/FP							
<b>HOU07</b> <b>Houghton Regis Memorial Hall</b>							
<i>GRANT1/10870/Houghton Regis Me</i>	16/11/2020	GRANT1	1	2,000.00	0.00	2,000.00	0.00
					<b>0.00</b>	<b>2,000.00</b>	
Above paid on 17/11/2020 by Cheque HOU07/FP							
<b>JEW01</b> <b>Jewels Art Craft &amp; Coffee</b>							
<i>GRANT/10858/Jewels Art Craft &amp;</i>	13/11/2020	GRANT	1	200.00	0.00	200.00	0.00
					<b>0.00</b>	<b>200.00</b>	
Above paid on 17/11/2020 by Cheque JEW01/FP							
<b>KEE01</b> <b>Keech Hospice Care</b>							
<i>GRANT/10868/Keech Hospice Care</i>	16/11/2020	GRANT	1	2,500.00	0.00	2,500.00	0.00
					<b>0.00</b>	<b>2,500.00</b>	
Above paid on 17/11/2020 by Cheque KEE01/FP							

Continued over page



## List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SOR01 SORTED</b>							
GRANT/10867/SORTED	16/11/2020	GRANT	1	2,000.00	0.00	2,000.00	0.00
					<b>0.00</b>	<b>2,000.00</b>	
Above paid on 17/11/2020 by Cheque SOR01/FP							
<b>SOU04 South Beds Dial A Ride</b>							
GRANT/10869/South Beds Dial A	16/11/2020	GRANT	1	1,125.50	0.00	1,125.50	0.00
					<b>0.00</b>	<b>1,125.50</b>	
Above paid on 17/11/2020 by Cheque SOU04/FP							
<b>ANG01 Anglian Water Business Ltd (National)</b>							
8145179/10883/Anglian Water Bu	16/11/2020	8145179	1	94.03	0.00	94.03	0.00
					<b>0.00</b>	<b>94.03</b>	
Above paid on 17/11/2020 by Cheque ANG01/FP							
<b>CAS08 Castle Water - 2597735</b>							
0001057646/10528/Castle Water	04/06/2020	0001057646	1	9.48	0.00	9.48	0.00
0001162656/10562/Castle Water	02/07/2020	0001162656	1	16.78	0.00	16.78	0.00
0001270719/10600/Castle Water	20/07/2020	0001270719	1	40.04	0.00	40.04	0.00
0001336055/10624/Castle Water	03/08/2020	0001336055	1	9.62	0.00	9.62	0.00
1503298/10762/Castle Water - 2	04/09/2020	1503298	1	8.45	0.00	8.45	0.00
1693039/10763/Castle Water - 2	05/10/2020	1693039	1	8.33	0.00	8.33	0.00
Purchase Ledger Payment	30/09/2020	ON ACC 10764	1	-98.74	0.00	-98.74	0.00
0001821536/10865/Castle Water	03/11/2020	0001821536	1	19.97	0.00	19.97	0.00
					<b>0.00</b>	<b>13.93</b>	
Above paid on 17/11/2020 by Cheque CAS08/FP							
<b>CAS06 Castle Water - 2596363</b>							
0001821875/10863/Castle Water	03/11/2020	0001821875	1	9.18	0.00	9.18	0.00
					<b>0.00</b>	<b>9.18</b>	
Above paid on 17/11/2020 by Cheque CAS06/FP							

Continued over page

## List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>HSC01</b> <b>HSC Security</b>							
<i>INV-0433/10857/HSC Security</i>	12/11/2020	INV-0433	1	90.00	0.00	90.00	0.00
					<b>0.00</b>	<b>90.00</b>	
Above paid on 17/11/2020 by Cheque HSC01/FP							
<b>HOU02</b> <b>House of Flags Ltd</b>							
<i>SI206003939/10885/House of Fla</i>	23/10/2020	SI206003939	1	136.56	0.00	136.56	0.00
					<b>0.00</b>	<b>136.56</b>	
Above paid on 17/11/2020 by Cheque HOU02/FP							
<b>BED02</b> <b>Bedfordshire Pension Fund</b>							
<i>742913/10859/Bedfordshire Pens</i>	13/11/2020	742913	1	51.43	0.00	51.43	0.00
					<b>0.00</b>	<b>51.43</b>	
Above paid on 17/11/2020 by Cheque BED02/FP							
<b>PER01</b> <b>Perfect Print</b>							
<i>20/4815/10856/Perfect Print</i>	31/10/2020	20/4815	1	1,430.00	0.00	1,430.00	0.00
					<b>0.00</b>	<b>1,430.00</b>	
Above paid on 17/11/2020 by Cheque 20/4815							
<b>TOT01</b> <b>Right Fuelcard Company Ltd</b>							
<i>3275558/10873/Right Fuelcard C</i>	01/11/2020	3275558	1	14.70	0.00	14.70	0.00
					<b>0.00</b>	<b>14.70</b>	
Above paid on 17/11/2020 by Cheque TOT01/FP							
<b>EE01</b> <b>EE Limited</b>							
<i>V01807784343/10847/EE Limited</i>	24/10/2020	V01807784343	1	330.18	0.00	330.18	0.00
					<b>0.00</b>	<b>330.18</b>	
Above paid on 02/11/2020 by Cheque EE01/DDR							
<b>FRA02</b> <b>Francotyp Postalia Ltd</b>							
<i>197287/10845/Francotyp Postali</i>	01/11/2020	197287	1	90.00	0.00	90.00	0.00
					<b>0.00</b>	<b>90.00</b>	
Above paid on 02/11/2020 by Cheque FRA02/DDR							

Continued over page

## List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TEC01</b> <b>Techies Limited</b>							
<i>INV-0464/10710/Techies Limited</i>	14/09/2020	INV-0464	1	1,980.00	0.00	180.00	1,800.00
					<b>0.00</b>	<b>180.00</b>	
Above paid on 03/11/2020 by Cheque TEC01/DDR							
<b>TEC01</b> <b>Techies Limited</b>							
<i>IT extra annual support/9956</i> Authorised: <b>MinTC9799Budget</b>	21/10/2019	25255	1	237.62	0.00	237.62	0.00
					<b>0.00</b>	<b>237.62</b>	
Above paid on 03/11/2020 by Cheque TEC01/DD1							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>INV-202011010906/10875/Ampower</i>	01/11/2020	INV-202011010906	1	12.48	0.00	12.48	0.00
					<b>0.00</b>	<b>12.48</b>	
Above paid on 10/11/2020 by Cheque AMP02/DDR							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>INV-202011011053/10880/Ampower</i>	01/11/2020	INV-202011011053	1	139.17	0.00	139.17	0.00
					<b>0.00</b>	<b>139.17</b>	
Above paid on 10/11/2020 by Cheque AMP02/DDR1							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>INV-202011011048/10877/Ampower</i>	01/11/2020	INV-202011011048	1	49.93	0.00	49.93	0.00
					<b>0.00</b>	<b>49.93</b>	
Above paid on 11/11/2020 by Cheque AMP02/DDR2							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>INV-202011013051/10874/Ampower</i>	01/11/2020	INV-202011013051	1	50.39	0.00	50.39	0.00
					<b>0.00</b>	<b>50.39</b>	
Above paid on 11/11/2020 by Cheque AMP02/DDR3							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>INV-202011011051/10878/Ampower</i>	01/11/2020	INV-202011011051	1	123.99	0.00	123.99	0.00
					<b>0.00</b>	<b>123.99</b>	
Above paid on 11/11/2020 by Cheque AMP02/DDR4							

Continued over page

## List of Purchase Ledger Payments for Month 8

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-202011011050/10879/Ampower</i>	01/11/2020	INV-202011011050	1	128.10	0.00	128.10	0.00
					<b>0.00</b>	<b>128.10</b>	
Above paid on 11/11/2020 by Cheque AMP02/DDR5							
<b>BRI01</b> <b>British Gas</b>							
<i>251118849/10814/British Gas</i>	27/10/2020	251118849	1	11.34	0.00	11.34	0.00
					<b>0.00</b>	<b>11.34</b>	
Above paid on 10/11/2020 by Cheque BRI01/DDR							
<b>STJ01</b> <b>St John Ambulance</b>							
<i>2000119900/10861/St John Ambul</i>	10/11/2020	2000119900	1	180.00	0.00	180.00	0.00
					<b>0.00</b>	<b>180.00</b>	
Above paid on 11/11/2020 by Cheque STJ01/POS							
<b>MAR04</b> <b>Martin Rix</b>							
<i>Purchase Ledger Payment</i>	15/10/2020	ON ACC 10887	1	0.40	0.00	0.40	0.00
					<b>0.00</b>	<b>0.40</b>	
Above paid on 16/11/2020 by Electronic Payment Ref DPC							
<b>FRA02</b> <b>Francotyp Postalia Ltd</b>							
<i>P/Ledger Electronic Payment</i>	16/11/2020	ON ACC 10935	1	0.00	0.00	50.00	-50.00
					<b>0.00</b>	<b>50.00</b>	
Above paid on 16/11/2020 by Electronic Payment Ref DD							
<b>PLU03</b> <b>Plusnet Plc</b>							
<i>00002193203-031/10872/Plusnet</i>	10/11/2020	00002193203-031	1	20.39	0.00	20.39	0.00
					<b>0.00</b>	<b>20.39</b>	
Above paid on 17/11/2020 by Electronic Payment Ref DD02							
<b>DBS01</b> <b>D B Standing &amp; Son Ltd</b>							
<i>P/Ledger Electronic Payment</i>	20/11/2020	ON ACC 10936	1	0.00	0.00	158.65	-158.65
					<b>0.00</b>	<b>158.65</b>	
Above paid on 20/11/2020 by Electronic Payment Ref POS							

Continued over page

## List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>AMP02 Ampower UK Ltd</b>							
<i>P/Ledger Electronic Payment</i>	20/11/2020	ON ACC 10937	1	0.00	0.00	123.05	-123.05
					<b>0.00</b>	<b>123.05</b>	
Above paid on 20/11/2020 by Electronic Payment Ref DD03							
<b>BRI01 British Gas</b>							
<i>954694391/10840/British Gas</i>	03/11/2020	954694391	1	8.50	0.00	8.50	0.00
					<b>0.00</b>	<b>8.50</b>	
Above paid on 17/11/2020 by Electronic Payment Ref DD01							
<b>BRI01 British Gas</b>							
<i>954694392/10841/British Gas</i>	03/11/2020	954694392	1	101.85	0.00	101.85	0.00
					<b>0.00</b>	<b>101.85</b>	
Above paid on 17/11/2020 by Electronic Payment Ref DD02							
<b>BRI01 British Gas</b>							
<i>954694393/10842/British Gas</i>	03/11/2020	954694393	1	89.38	0.00	89.38	0.00
					<b>0.00</b>	<b>89.38</b>	
Above paid on 17/11/2020 by Electronic Payment Ref DD03							
<b>BRI01 British Gas</b>							
<i>P/Ledger Electronic Payment</i>	30/11/2020	ON ACC 10938	1	0.00	0.00	7.37	-7.37
					<b>0.00</b>	<b>7.37</b>	
Above paid on 30/11/2020 by Electronic Payment Ref DD04							
<b>BRI01 British Gas</b>							
<i>P/Ledger Electronic Payment</i>	30/11/2020	ON ACC 10939	1	0.00	0.00	4.53	-4.53
					<b>0.00</b>	<b>4.53</b>	
Above paid on 30/11/2020 by Electronic Payment Ref DD05							
<b>BRI01 British Gas</b>							
<i>P/Ledger Electronic Payment</i>	30/11/2020	ON ACC 10940	1	0.00	0.00	34.71	-34.71
					<b>0.00</b>	<b>34.71</b>	
Above paid on 30/11/2020 by Electronic Payment Ref DD06							

Continued over page

## List of Purchase Ledger Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BRI01</b> <b>British Gas</b>							
<i>P/Ledger Electronic Payment</i>	30/11/2020	ON ACC 10941	1	0.00	0.00	4.53	-4.53
					<b>0.00</b>	<b>4.53</b>	
Above paid on 30/11/2020 by Electronic Payment Ref DD07							
<b>BRI01</b> <b>British Gas</b>							
<i>P/Ledger Electronic Payment</i>	30/11/2020	ON ACC 10942	1	0.00	0.00	44.64	-44.64
					<b>0.00</b>	<b>44.64</b>	
Above paid on 30/11/2020 by Electronic Payment Ref DD08							
<b>BRI01</b> <b>British Gas</b>							
<i>P/Ledger Electronic Payment</i>	20/11/2020	ON ACC 10950	1	0.00	0.00	8.78	-8.78
					<b>0.00</b>	<b>8.78</b>	
Above paid on 20/11/2020 by Electronic Payment Ref DD							
<b>BRI01</b> <b>British Gas</b>							
<i>P/Ledger Electronic Payment</i>	30/11/2020	ON ACC 10938	1	-7.37	0.00	-7.37	0.00
<i>P/Ledger Electronic Payment</i>	30/11/2020	ON ACC 10939	1	-4.53	0.00	-4.53	0.00
<i>P/Ledger Electronic Payment</i>	30/11/2020	ON ACC 10940	1	-34.71	0.00	-34.71	0.00
<i>P/Ledger Electronic Payment</i>	30/11/2020	ON ACC 10942	1	-44.64	0.00	-44.64	0.00
10944/1/11 - 16/11/2020	16/11/2020	714756789	1	44.64	0.00	44.64	0.00
10945/1/11 - 16/11	16/11/2020	714756786	1	34.71	0.00	34.71	0.00
10946/22/10 - 16/11	16/11/2020	714755294	1	7.37	0.00	7.37	0.00
10947/1/11 - 16/11/2020	16/11/2020	714754554	1	4.53	0.00	4.53	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 8</b>						<b>0.00</b>	<b>53,326.99</b>

## List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>EE01</b> <b>EE Limited</b>							
10943/Mobile phone charges	24/11/2020	V01817973610	1	478.32	0.00	478.32	0.00
					<b>0.00</b>	<b>478.32</b>	
Above paid on 02/12/2020 by Electronic Payment Ref DD							
<b>TEC01</b> <b>Techies Limited</b>							
INV-0464/10710/Techies Limited	14/09/2020	INV-0464	1	1,800.00	0.00	253.86	1,546.14
					<b>0.00</b>	<b>253.86</b>	
Above paid on 03/12/2020 by Electronic Payment Ref S/O							
<b>FRA02</b> <b>Francotyp Postalia Ltd</b>							
10906- Franking machine topup	01/12/2020	21612869	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>50.00</b>	
Above paid on 07/12/2020 by Electronic Payment Ref DD02							
<b>FRA02</b> <b>Francotyp Postalia Ltd</b>							
10908- Franking machine topup	04/12/2020	21615190	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>50.00</b>	
Above paid on 07/12/2020 by Electronic Payment Ref DD03							
<b>FRA02</b> <b>Francotyp Postalia Ltd</b>							
P/Ledger Electronic Payment	07/12/2020	ON ACC 10951	1	0.00	0.00	50.00	-50.00
					<b>0.00</b>	<b>50.00</b>	
Above paid on 07/12/2020 by Electronic Payment Ref DD04							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
10929/Parish Offices- Nov	01/12/2020	202012012698	1	13.23	0.00	13.23	0.00
					<b>0.00</b>	<b>13.23</b>	
Above paid on 09/12/2020 by Electronic Payment Ref DD05							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
10928/Moore Cres, Nov	01/12/2020	202012012696	1	21.27	0.00	21.27	0.00
					<b>0.00</b>	<b>21.27</b>	
Above paid on 09/12/2020 by Electronic Payment Ref DD06							

Continued over page

## List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>AMP02</b> <b>Ampower UK Ltd</b>							
10930/Tithe Farm Rd, Nov	01/12/2020	202012012699	1	30.68	0.00	30.68	0.00
					<b>0.00</b>	<b>30.68</b>	
Above paid on 09/12/2020 by Electronic Payment Ref DD07							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
10934/Cricket Pav, The Green	01/12/2020	INV-202012012698	1	103.33	0.00	103.33	0.00
					<b>0.00</b>	<b>103.33</b>	
Above paid on 09/12/2020 by Electronic Payment Ref DD08							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
10926-Westbury Close Nov	01/12/2020	202012010678	1	225.36	0.00	225.36	0.00
					<b>0.00</b>	<b>225.36</b>	
Above paid on 09/12/2020 by Electronic Payment Ref DD09							
<b>FRA02</b> <b>Francotyp Postalia Ltd</b>							
P/Ledger Electronic Payment	10/12/2020	ON ACC 10952	1	0.00	0.00	50.00	-50.00
					<b>0.00</b>	<b>50.00</b>	
Above paid on 10/12/2020 by Electronic Payment Ref DD10							
<b>BED02</b> <b>Bedfordshire Pension Fund</b>							
10888- Pension Added Yrs Nov20	14/12/2020	744074	1	51.43	0.00	51.43	0.00
					<b>0.00</b>	<b>51.43</b>	
Above paid on 17/12/2020 by Electronic Payment Ref BED02FP							
<b>BLA01</b> <b>Blain's Trailers &amp; Tyres Ltd</b>							
10914- Re-seal	03/12/2020	65083	1	12.00	0.00	12.00	0.00
					<b>0.00</b>	<b>12.00</b>	
Above paid on 17/12/2020 by Electronic Payment Ref BLA01FP							
<b>BOA01</b> <b>B R Boatwright</b>							
10902-Green waste removal	30/11/2020	1432	1	540.00	0.00	540.00	0.00
					<b>0.00</b>	<b>540.00</b>	
Above paid on 17/12/2020 by Electronic Payment Ref BOA01FP							

Continued over page



Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CEN03</b>	<b>Central Bedfordshire Council</b>						
10889-By Election Costs	13/11/2020	1800070133	1	3,059.50	0.00	3,059.50	0.00
					<b>0.00</b>	<b>3,059.50</b>	
Above paid on 17/12/2020 by Electronic Payment Ref CEN03FP							
<b>CRO01</b>	<b>Cromwell Group (Holdings) Ltd</b>						
10901-Black Compactor	27/11/2020	0016200850	1	304.92	0.00	304.92	0.00
					<b>0.00</b>	<b>304.92</b>	
Above paid on 17/12/2020 by Electronic Payment Ref CRO01FP							
<b>DCK01</b>	<b>DCK Accounting Solutions Ltd</b>						
10897-Accs support Nov2020	26/11/2020	TPC9427	1	720.00	0.00	720.00	0.00
					<b>0.00</b>	<b>720.00</b>	
Above paid on 17/12/2020 by Electronic Payment Ref DCK01FP							
<b>DUN02</b>	<b>Biffa Waste Services Ltd</b>						
10893-Waste collection-Nov	20/11/2020	614C31938	1	1,399.25	0.00	1,399.25	0.00
					<b>0.00</b>	<b>1,399.25</b>	
Above paid on 17/12/2020 by Electronic Payment Ref DUN02FP							
<b>FEN01</b>	<b>Fenland Leisure Products Ltd</b>						
10895-Rope ladder repair tape	25/11/2020	SIN038285	1	56.40	0.00	56.40	0.00
					<b>0.00</b>	<b>56.40</b>	
Above paid on 17/12/2020 by Electronic Payment Ref FEN01FP							
<b>GBI01</b>	<b>Geo Browns Implements Ltd</b>						
10920- Blower Pack	11/12/2020	120066	1	540.00	0.00	540.00	0.00
					<b>0.00</b>	<b>540.00</b>	
Above paid on 17/12/2020 by Electronic Payment Ref GBI01							
<b>HRS01</b>	<b>HR Solutions</b>						
10905- HR Support	01/12/2020	INV-017925	1	245.16	0.00	245.16	0.00
					<b>0.00</b>	<b>245.16</b>	
Above paid on 17/12/2020 by Electronic Payment Ref HRS01FP							

Continued over page

## List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>JEL01</b> <b>Jelprint Ltd</b>							
10891- Mayor's Christmas cards	17/11/2020	06192	1	288.00	0.00	288.00	0.00
					<b>0.00</b>	<b>288.00</b>	
Above paid on 17/12/2020 by Electronic Payment Ref JEL01FP							
<b>JOA01</b> <b>J Cross</b>							
10916-Christmas Light Photo	06/12/2020	B00710	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>50.00</b>	
Above paid on 17/12/2020 by Electronic Payment Ref JOA01FP							
<b>KFI001</b> <b>Kings Fire Ltd</b>							
10903-Fire extinguisher servic	23/11/2020	1302	1	252.00	0.00	252.00	0.00
					<b>0.00</b>	<b>252.00</b>	
Above paid on 17/12/2020 by Electronic Payment Ref KFI001FP							
<b>LAM01</b> <b>Lamps &amp; Tubes Illuminations Ltd</b>							
10894- Timer repairs	08/12/2020	INV-69959	1	351.36	0.00	351.36	0.00
10907- 75% annual contract	02/12/2020	INV-69938	1	9,801.36	0.00	9,801.36	0.00
					<b>0.00</b>	<b>10,152.72</b>	
Above paid on 17/12/2020 by Electronic Payment Ref LAM01FP							
<b>LEN02</b> <b>Lenus Trading Ltd</b>							
10919- Christmas Vouchers	01/12/2020	20201201	1	1,170.00	0.00	1,170.00	0.00
					<b>0.00</b>	<b>1,170.00</b>	
Above paid on 17/12/2020 by Electronic Payment Ref LEN02FP							
<b>MAR04</b> <b>Martin Rix</b>							
10890-OC Roof Repair	17/11/2020	12607	1	650.40	0.00	650.40	0.00
10921-Office Maint works	10/12/2020	12617	1	1,636.80	0.00	1,636.80	0.00
					<b>0.00</b>	<b>2,287.20</b>	
Above paid on 17/12/2020 by Electronic Payment Ref MAR04FP							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>MCS01 MCS Contract Cleaning Limited</b>							
10900-Town centre toilet clean	27/11/2020	40339	1	1,836.00	0.00	1,836.00	0.00
					<b>0.00</b>	<b>1,836.00</b>	
Above paid on 17/12/2020 by Electronic Payment Ref MCS01FP							
<b>MIC01 Michael Dales Partnership Limited</b>							
10896-Final Fee,gates & piers	03/11/2020	1690-3/11	1	163.49	0.00	163.49	0.00
					<b>0.00</b>	<b>163.49</b>	
Above paid on 17/12/2020 by Electronic Payment Ref MIC01FP							
<b>NAL01 NALC</b>							
10910 - Member Training	14/10/2020	1488900965	1	38.93	0.00	38.93	0.00
10911- Member training	14/10/2020	1488899747	1	38.93	0.00	38.93	0.00
10912-Member Training	14/10/2020	1488898497	1	38.93	0.00	38.93	0.00
10913- member Training	14/10/2020	1488897129	1	38.93	0.00	38.93	0.00
					<b>0.00</b>	<b>155.72</b>	
Above paid on 17/12/2020 by Electronic Payment Ref NAL01FP							
<b>NEW001 P R Newson Ltd</b>							
10922-3mth & 1 yr treeworks	09/12/2020	11230	1	3,660.00	0.00	3,660.00	0.00
					<b>0.00</b>	<b>3,660.00</b>	
Above paid on 17/12/2020 by Electronic Payment Ref NEW001FP							
<b>PRO01 Proludic Ltd</b>							
10915- Puppy Springer	07/12/2020	SIN003308	1	703.12	0.00	703.12	0.00
					<b>0.00</b>	<b>703.12</b>	
Above paid on 17/12/2020 by Electronic Payment Ref PRO01FP							
<b>PRS01 Performing Right Society Ltd</b>							
10899-Music license SantaFloat	30/11/2020	SIN-1573383	1	91.01	0.00	91.01	0.00
					<b>0.00</b>	<b>91.01</b>	
Above paid on 17/12/2020 by Electronic Payment Ref PRS01FP							

Continued over page

## List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>RPM01 Reids Playground Maintenance Ltd</b>							
10892-VG playarea resurfacing	20/11/2020	4080	1	57,600.00	0.00	57,600.00	0.00
					<b>0.00</b>	<b>57,600.00</b>	
Above paid on 17/12/2020 by Electronic Payment Ref RPM01FP							
<b>SMA001 M Small</b>							
10898-CBC Local plans prep	04/11/2020	004HR/2020-21	1	63.00	0.00	63.00	0.00
					<b>0.00</b>	<b>63.00</b>	
Above paid on 17/12/2020 by Electronic Payment Ref SMA001FP							
<b>SOS01 SOS Bus</b>							
10918-First Aid-Santa Float	07/12/2020	SLP/HRTC/5741	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>150.00</b>	
Above paid on 17/12/2020 by Electronic Payment Ref SOS01FP							
<b>TEC01 Techies Limited</b>							
INV-0464/10710/Techies Limited	14/09/2020	INV-0464	1	1,546.14	0.00	1,546.14	0.00
INV-0580/10862/Techies Limited	14/10/2020	INV-0580	1	3,046.32	0.00	3,046.32	0.00
10904 - phone lines	14/10/2020	INV-0585	1	612.00	0.00	612.00	0.00
10923-Monitor & Cable	09/12/2020	INV-0797	1	145.97	0.00	145.97	0.00
10924- phone lines	04/12/2020	INV-0778	1	96.14	0.00	96.14	0.00
10925- monitor	09/12/2020	INV-0798	1	124.37	0.00	124.37	0.00
					<b>0.00</b>	<b>5,570.94</b>	
Above paid on 17/12/2020 by Electronic Payment Ref TEC01FP							
<b>TOT01 Right Fuelcard Company Ltd</b>							
3345179/10917/Right Fuelcard C	06/12/2020	3345179	1	14.70	0.00	14.70	0.00
					<b>0.00</b>	<b>14.70</b>	
Above paid on 17/12/2020 by Electronic Payment Ref TOT01FP							
<b>CAS04 Castle Water - 2598006</b>							
10909- Village Green Pav-Nov	03/12/2020	0003028183	1	27.77	0.00	27.77	0.00
					<b>0.00</b>	<b>27.77</b>	
Above paid on 17/12/2020 by Electronic Payment Ref CAS04FP							

Continued over page

## List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>LEI001</b> <b>Leighton-Linslade Town Council</b>							
10956/Donation re Rock of Ages	03/12/2020	16112020	1	10.00	0.00	10.00	0.00
					<b>0.00</b>	<b>10.00</b>	
Above paid on 17/12/2020 by Electronic Payment Ref LEI001FP							
<b>CAS08</b> <b>Castle Water - 2597735</b>							
10954/Tithe Farm Pav Nov 2020	03/12/2020	0003031765	1	14.09	0.00	14.09	0.00
					<b>0.00</b>	<b>14.09</b>	
Above paid on 17/12/2020 by Electronic Payment Ref CAS08FP							
<b>HOS001</b> <b>Hospice at Home Volunteers</b>							
10957/Doorstep Band Xmas page Authorised: 5810	10/12/2020	10122020	1	25.00	0.00	25.00	0.00
					<b>0.00</b>	<b>25.00</b>	
Above paid on 17/12/2020 by Electronic Payment Ref HOS001FP							
<b>TEC01</b> <b>Techies Limited</b>							
P/Ledger Electronic Payment	14/09/2020	ON ACC 10958	1	0.00	0.00	-1,546.14	1,546.14
					<b>0.00</b>	<b>-1,546.14</b>	
Above paid on 14/09/2020 by Electronic Payment Ref inv0464							
<b>TEC01</b> <b>Techies Limited</b>							
P/Ledger Electronic Payment	14/10/2020	ON ACC 10959	1	0.00	0.00	-3,046.32	3,046.32
					<b>0.00</b>	<b>-3,046.32</b>	
Above paid on 14/10/2020 by Electronic Payment Ref INV-0580							
<b>BED04</b> <b>Bedford Borough Council</b>							
10960/Payroll costs Nov 2020	23/11/2020	17970411	1	38,976.19	0.00	38,976.19	0.00
					<b>0.00</b>	<b>38,976.19</b>	
Above paid on 26/11/2020 by Electronic Payment Ref BED04/DD							
<b>CAS02</b> <b>Castle Water</b>							
Purchase Ledger Payment	08/10/2020	ON ACC 10797	1	-13.46	0.00	-13.46	0.00
					<b>0.00</b>	<b>-13.46</b>	
Above paid on 08/10/2020 by Cheque CAS02/DDR							

Continued over page

## List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CAS06</b>	<b>Castle Water - 2596363</b>						
<i>Purchase Ledger Payment</i>	07/10/2020	ON ACC 10846	1	137.46	0.00	137.46	0.00
<i>Purchase Ledger Payment</i>	04/11/2020	ON ACC 10854	1	-124.00	0.00	-124.00	0.00
					<b>0.00</b>	<b>13.46</b>	
Above paid on 08/12/2020 by Cheque CAS06/DDR							
<b>CAS02</b>	<b>Castle Water</b>						
<i>0001054708C/10527/Castle Water</i>	04/06/2020	0001054708C	1	-179.00	0.00	-179.00	0.00
<i>0001057646C/10528/Castle Water</i>	04/06/2020	0001057646C	1	-9.48	0.00	-9.48	0.00
					<b>0.00</b>	<b>-188.48</b>	
Above paid on 08/12/2020 by Cheque Tfr							
<b>CAS09</b>	<b>Castle Water - 2597769</b>						
<i>Purchase Ledger Payment</i>	08/12/2020	ON ACC 11013	1	0.00	0.00	188.48	-188.48
					<b>0.00</b>	<b>188.48</b>	
Above paid on 08/12/2020 by Cheque Tfr1							
<b>AMP02</b>	<b>Ampower UK Ltd</b>						
<i>10932/Townsend Ind Est,Nov</i>	01/12/2020	202012010680	1	15.11	0.00	15.11	0.00
					<b>0.00</b>	<b>15.11</b>	
Above paid on 15/12/2020 by Cheque AMP02/DDR							
<b>AMP02</b>	<b>Ampower UK Ltd</b>						
<i>Purchase Ledger Payment</i>	15/12/2020	ON ACC 11021	1	0.00	0.00	86.85	-86.85
					<b>0.00</b>	<b>86.85</b>	
Above paid on 15/12/2020 by Cheque AMP02/DDR1							
<b>FRA02</b>	<b>Francotyp Postalia Ltd</b>						
<i>Purchase Ledger Payment</i>	15/12/2020	ON ACC 11022	1	0.00	0.00	150.00	-150.00
					<b>0.00</b>	<b>150.00</b>	
Above paid on 15/12/2020 by Cheque FRA02/DDR							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>PLU03 Plusnet Plc</b>							
10961/ Broadband	23/11/2020	00002193203-032	1	14.40	0.00	14.40	0.00
					<b>0.00</b>	<b>14.40</b>	
Above paid on 17/12/2020 by Cheque PLU03/DDR							
<b>BRI01 British Gas</b>							
968607066/10966/British Gas	03/12/2020	968607066	1	3.96	0.00	3.96	0.00
					<b>0.00</b>	<b>3.96</b>	
Above paid on 17/12/2020 by Cheque BRI01/DDR							
<b>BRI01 British Gas</b>							
968607067/10969/British Gas	03/12/2020	968607067	1	50.90	0.00	50.90	0.00
					<b>0.00</b>	<b>50.90</b>	
Above paid on 17/12/2020 by Cheque BRI001/DDR							
<b>TEC01 Techies Limited</b>							
Purchase Ledger Payment	18/12/2020	ON ACC 11023	1	0.00	0.00	978.48	-978.48
					<b>0.00</b>	<b>978.48</b>	
Above paid on 18/12/2020 by Cheque TEC01/DDR							
<b>LEX001 Lexis Nexis</b>							
Purchase Ledger Payment	18/12/2020	ON ACC 11024	1	0.00	0.00	119.99	-119.99
					<b>0.00</b>	<b>119.99</b>	
Above paid on 18/12/2020 by Cheque LEX001/FP							
<b>BED04 Bedford Borough Council</b>							
18018609/11012/Bedford Borough	17/12/2020	18018609	1	39,600.16	0.00	39,600.16	0.00
					<b>0.00</b>	<b>39,600.16</b>	
Above paid on 23/12/2020 by Cheque BED04/DDR							
<b>BRI01 British Gas</b>							
10949/17/11 - 9/12/2020	16/11/2020	962653986	1	6.52	0.00	6.52	0.00
					<b>0.00</b>	<b>6.52</b>	
Above paid on 24/12/2020 by Cheque BRI01/DDR2							

Continued over page

## List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TEC01</b> <b>Techies Limited</b>							
<i>P/Ledger Electronic Payment</i>	14/09/2020	ON ACC 10958	1	1,546.14	0.00	1,546.14	0.00
					<b>0.00</b>	<b>1,546.14</b>	
Above paid on 14/09/2020 by Cheque inv0464							
<b>TEC01</b> <b>Techies Limited</b>							
<i>P/Ledger Electronic Payment</i>	14/10/2020	ON ACC 10959	1	3,046.32	0.00	3,046.32	0.00
					<b>0.00</b>	<b>3,046.32</b>	
Above paid on 14/10/2020 by Cheque inv-0580							
<b>TEC01</b> <b>Techies Limited</b>							
<i>Purchase Ledger Payment</i>	17/12/2020	ON ACC 11025	1	0.00	0.00	-5,570.94	5,570.94
					<b>0.00</b>	<b>-5,570.94</b>	
Above paid on 17/12/2020 by Cheque TEC01FP							
<b>AMF01</b> <b>AMF Services (Bedford) Ltd</b>							
<i>Purchase Ledger Payment</i>	04/11/2020	ON ACC 11026	1	0.00	0.00	-1,384.64	1,384.64
					<b>0.00</b>	<b>-1,384.64</b>	
Above paid on 04/11/2020 by Cheque AMP01/FP							
<b>AMF01</b> <b>AMF Services (Bedford) Ltd</b>							
<i>Purchase Ledger Payment</i>	04/11/2020	ON ACC 11027	1	0.00	0.00	1,394.64	-1,394.64
					<b>0.00</b>	<b>1,394.64</b>	
Above paid on 04/11/2020 by Cheque AMF01/FP1							
<b>PRO01</b> <b>Proludic Ltd</b>							
<i>SIN003308C/10915/Proludic Ltd</i>	07/12/2020	SIN003308C	1	-703.12	0.00	-703.12	0.00
					<b>0.00</b>	<b>-703.12</b>	
Above paid on 17/12/2020 by Cheque PRO01FP							
<b>PRO01</b> <b>Proludic Ltd</b>							
<i>SIN03308/10915/Proludic Ltd</i>	07/12/2020	SIN03308	1	703.20	0.00	703.20	0.00
					<b>0.00</b>	<b>703.20</b>	
Above paid on 17/12/2020 by Cheque PRO01/FP1							

Continued over page



List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>LAM01</b>							
<b>Lamps &amp; Tubes Illuminations Ltd</b>							
<i>Purchase Ledger Payment</i>	17/12/2020	ON ACC 11028	1	0.00	0.00	-351.36	351.36
					<b>0.00</b>	<b>-351.36</b>	
Above paid on 17/12/2020 by Cheque LAM01FP							
<b>Total Purchase Ledger Payments for Month 9</b>							<b>0.00</b> <b>166,629.81</b>

## List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>AAA01</b> <b>A A A Security</b>							
87558/11003/A A A Security	31/12/2020	87558	1	589.29	0.00	589.29	0.00
					<b>0.00</b>	<b>589.29</b>	
Above paid on 12/01/2021 by Cheque AAA01/FP							
<b>AMF01</b> <b>AMF Services (Bedford) Ltd</b>							
23777/10998/AMF Services (Bedf	22/12/2020	23777	1	507.25	0.00	507.25	0.00
23756/10999/AMF Services (Bedf	17/12/2020	23756	1	26.16	0.00	26.16	0.00
Purchase Ledger Payment	04/11/2020	ON ACC 11026	1	1,384.64	0.00	1,384.64	0.00
Purchase Ledger Payment	04/11/2020	ON ACC 11027	1	-1,394.64	0.00	-1,394.64	0.00
					<b>0.00</b>	<b>523.41</b>	
Above paid on 12/01/2021 by Cheque AMF01/FP							
<b>ASI01</b> <b>ASI Environmental Ltd</b>							
G-007201/10978/ASI Environment	08/01/2021	G-007201	1	156.00	0.00	156.00	0.00
G-007200/10979/ASI Environment	08/01/2021	G-007200	1	156.00	0.00	156.00	0.00
G-007203/10980/ASI Environment	08/01/2021	G-007203	1	156.00	0.00	156.00	0.00
G-007204/10981/ASI Environment	08/01/2021	G-007204	1	156.00	0.00	156.00	0.00
G-007202/10982/ASI Environment	08/01/2021	G-007202	1	156.00	0.00	156.00	0.00
					<b>0.00</b>	<b>780.00</b>	
Above paid on 12/01/2021 by Cheque ASI01/FP							
<b>BED07</b> <b>Police &amp; Crime Commissioner for Beds</b>							
B0002135/10991/Police & Crime	11/01/2021	B0002135	1	2,420.32	0.00	2,420.32	0.00
B0002128/10992/Police & Crime	05/01/2021	B0002128	1	2,256.00	0.00	2,256.00	0.00
					<b>0.00</b>	<b>4,676.32</b>	
Above paid on 12/01/2021 by Cheque BED07/FP							
<b>BQ01</b> <b>Trade UK</b>							
1123499063/11031/Trade UK	15/12/2020	1123499063	1	43.58	0.00	43.58	0.00
					<b>0.00</b>	<b>43.58</b>	
Above paid on 12/01/2021 by Cheque BQ01/FP							

Continued over page

## List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CARDNO</b> <b>Cardno</b>							
40411/11001/Cardno	02/12/2020	40411	1	47.19	0.00	47.19	0.00
					<b>0.00</b>	<b>47.19</b>	
Above paid on 12/01/2021 by Cheque CARDNO/FP							
<b>CAS04</b> <b>Castle Water - 2598006</b>							
0001851715/11014/Castle Water	16/11/2020	0001851715	1	18.70	0.00	18.70	0.00
0003099640/11015/Castle Water	05/01/2021	0003099640	1	27.91	0.00	27.91	0.00
					<b>0.00</b>	<b>46.61</b>	
Above paid on 12/01/2021 by Cheque CAS04/FP							
<b>CAS06</b> <b>Castle Water - 2596363</b>							
0003033014/11016/Castle Water	03/12/2020	0003033014	1	10.31	0.00	10.31	0.00
0003095197/11017/Castle Water	05/01/2021	0003095197	1	8.99	0.00	8.99	0.00
					<b>0.00</b>	<b>19.30</b>	
Above paid on 12/01/2021 by Cheque CAS06/FP							
<b>CAS08</b> <b>Castle Water - 2597735</b>							
0003094197/11018/Castle Water	05/01/2021	0003094197	1	12.02	0.00	12.02	0.00
					<b>0.00</b>	<b>12.02</b>	
Above paid on 12/01/2021 by Cheque CAS08/FP							
<b>CAS10</b> <b>Castle Water - 2597749</b>							
0003041461/11020/Castle Water	04/12/2020	0003041461	1	36.34	0.00	36.34	0.00
					<b>0.00</b>	<b>36.34</b>	
Above paid on 12/01/2021 by Cheque CAS10/FP							
<b>CDS01</b> <b>The CDS Group</b>							
72783/10977/The CDS Group	21/12/2020	72783	1	2,040.00	0.00	2,040.00	0.00
					<b>0.00</b>	<b>2,040.00</b>	
Above paid on 12/01/2021 by Cheque CDS01/FP							

Continued over page

## List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CEN04</b>	<b>Central Bedfordshire Council</b>						
7100004042/10989/Central Bedfo	25/12/2020	7100004042	1	3,875.00	0.00	3,875.00	0.00
					<b>0.00</b>	<b>3,875.00</b>	
Above paid on 12/01/2021 by Cheque CEN04-FP							
<b>COR01</b>	<b>James Corrigan</b>						
INV1/HOUGHRA/10985/James Corri	12/01/2021	INV1/HOUGHRA	1	180.00	0.00	180.00	0.00
					<b>0.00</b>	<b>180.00</b>	
Above paid on 12/01/2021 by Cheque COR01/FP							
<b>CRO01</b>	<b>Cromwell Group (Holdings) Ltd</b>						
0016205363/11002/Cromwell Grou	08/01/2021	0016205363	1	324.96	0.00	324.96	0.00
					<b>0.00</b>	<b>324.96</b>	
Above paid on 12/01/2021 by Cheque CRO01/FP							
<b>DCK01</b>	<b>DCK Accounting Solutions Ltd</b>						
TPC9458/10976/DCK Accounting S	24/12/2020	TPC9458	1	852.00	0.00	852.00	0.00
					<b>0.00</b>	<b>852.00</b>	
Above paid on 12/01/2021 by Cheque DCK01/FP							
<b>DUN02</b>	<b>Biffa Waste Services Ltd</b>						
614C34966/10988/Biffa Waste Se	25/12/2020	614C34966	1	1,401.60	0.00	1,401.60	0.00
					<b>0.00</b>	<b>1,401.60</b>	
Above paid on 12/01/2021 by Cheque DUN02/FP							
<b>EAR01</b>	<b>Earth Anchors</b>						
EA33828/10990/Earth Anchors	04/01/2021	EA33828	1	988.80	0.00	988.80	0.00
					<b>0.00</b>	<b>988.80</b>	
Above paid on 12/01/2021 by Cheque EAR01/FP							
<b>GRE06</b>	<b>Greenbridge Designs Ltd</b>						
0000000259/10987/Greenbridge D	31/12/2020	0000000259	1	226.80	0.00	226.80	0.00
					<b>0.00</b>	<b>226.80</b>	
Above paid on 12/01/2021 by Cheque GRE06/FP							

Continued over page

## List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>HOU08 Houghton Regis Baptist Church</b>							
131220/10973/Houghton Regis Ba	13/12/2020	131220	1	800.00	0.00	800.00	0.00
					<b>0.00</b>	<b>800.00</b>	
Above paid on 12/01/2021 by Cheque HOU08/FP							
<b>KFI001 Kings Fire Ltd</b>							
1314/11032/Kings Fire Ltd	14/12/2020	1314	1	2,343.00	0.00	2,343.00	0.00
					<b>0.00</b>	<b>2,343.00</b>	
Above paid on 12/01/2021 by Cheque KFI001/FP							
<b>LOD01 Lodge &amp; Sons (Builders) Ltd</b>							
10199/10993/Lodge & Sons (Buil	25/11/2020	10199	1	571.86	0.00	571.86	0.00
					<b>0.00</b>	<b>571.86</b>	
Above paid on 12/01/2021 by Cheque LOD01/FP							
<b>MCS01 MCS Contract Cleaning Limited</b>							
40442/10983/MCS Contract Clean	31/12/2020	40442	1	1,836.00	0.00	1,836.00	0.00
					<b>0.00</b>	<b>1,836.00</b>	
Above paid on 12/01/2021 by Cheque MCS01/FP							
<b>MIC01 Michael Dales Partnership Limited</b>							
241120/10994/Michael Dales Par	24/11/2020	241120	1	163.49	0.00	163.49	0.00
					<b>0.00</b>	<b>163.49</b>	
Above paid on 12/01/2021 by Cheque MIC01/FP							
<b>RBS01 Rialtas Business Solutions Ltd</b>							
SM22910/10984/Rialtas Business	09/01/2021	SM22910	1	70.80	0.00	70.80	0.00
					<b>0.00</b>	<b>70.80</b>	
Above paid on 12/01/2021 by Cheque RBS01/FP							
<b>RPM01 Reids Playground Maintenance Ltd</b>							
4105/10974/Reids Playground Ma	15/12/2020	4105	1	612.00	0.00	612.00	0.00
					<b>0.00</b>	<b>612.00</b>	
Above paid on 12/01/2021 by Cheque RPM01/FP							

Continued over page

## List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TEC01</b> <b>Techies Limited</b>							
<i>INV-0838/10975/Techies Limited</i>	22/12/2020	INV-0838	1	72.00	0.00	72.00	0.00
					<b>0.00</b>	<b>72.00</b>	
Above paid on 12/01/2021 by Cheque TEC01/FP							
<b>TOT01</b> <b>Right Fuelcard Company Ltd</b>							
<i>3396869/10995/Right Fuelcard C</i>	03/01/2021	3396869	1	14.70	0.00	14.70	0.00
<i>3369505/10996/Right Fuelcard C</i>	20/12/2020	3369505	1	31.56	0.00	31.56	0.00
<i>3356823/10997/Right Fuelcard C</i>	13/12/2020	3356823	1	28.69	0.00	28.69	0.00
					<b>0.00</b>	<b>74.95</b>	
Above paid on 12/01/2021 by Cheque TOT01/FP							
<b>TEC01</b> <b>Techies Limited</b>							
<i>Purchase Ledger Payment</i>	04/01/2021	ON ACC 11069	1	0.00	0.00	253.86	-253.86
					<b>0.00</b>	<b>253.86</b>	
Above paid on 04/01/2021 by Cheque TEC01/DDR1							
<b>TEC01</b> <b>Techies Limited</b>							
<i>Purchase Ledger Payment</i>	04/01/2021	ON ACC 11070	1	0.00	0.00	363.96	-363.96
					<b>0.00</b>	<b>363.96</b>	
Above paid on 04/01/2021 by Cheque TEC01/DDR2							
<b>BRI01</b> <b>British Gas</b>							
<i>Purchase Ledger Payment</i>	04/01/2021	ON ACC 11071	1	0.00	0.00	6.52	-6.52
					<b>0.00</b>	<b>6.52</b>	
Above paid on 04/01/2021 by Cheque BRI01/DDR							
<b>BRI02</b> <b>BT Payment Services Ltd</b>							
<i>Q0254R/10986/BT Payment Servic</i>	22/12/2020	Q0254R	1	1,030.34	0.00	1,030.34	0.00
					<b>0.00</b>	<b>1,030.34</b>	
Above paid on 05/01/2021 by Cheque BRI002/DDR							

Continued over page

## List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TEC01</b> <b>Techies Limited</b>							
<i>Purchase Ledger Payment</i>	07/01/2021	ON ACC 11072	1	0.00	0.00	360.00	-360.00
					<b>0.00</b>	<b>360.00</b>	
Above paid on 07/01/2021 by Cheque TEC01/DDR3							
<b>GRE05</b> <b>Grenke Leasing Ltd</b>							
<i>0000068745/2021/10972/Grenke L</i>	01/01/2021	0000068745/2021	1	118.80	0.00	118.80	0.00
					<b>0.00</b>	<b>118.80</b>	
Above paid on 07/01/2021 by Cheque GRE05/DDR							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>INV-202101016157/11007/Ampower</i>	01/01/2021	INV-202101016157	1	107.20	0.00	107.20	0.00
					<b>0.00</b>	<b>107.20</b>	
Above paid on 12/01/2021 by Cheque AMP02/DDR							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>INV-202101016158/11008/Ampower</i>	01/01/2021	INV-202101016158	1	70.62	0.00	70.62	0.00
					<b>0.00</b>	<b>70.62</b>	
Above paid on 12/01/2021 by Cheque AMP02/DDR1							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>INV-202101016165/11009/Ampower</i>	01/01/2021	INV-202101016165	1	64.03	0.00	64.03	0.00
					<b>0.00</b>	<b>64.03</b>	
Above paid on 12/01/2021 by Cheque AMP02/DDR2							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>INV-202101016167/11006/Ampower</i>	01/01/2021	INV-202101016167	1	234.43	0.00	234.43	0.00
					<b>0.00</b>	<b>234.43</b>	
Above paid on 12/01/2021 by Cheque AMP02/DDR3							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>INV-202101016220/11004/Ampower</i>	01/01/2021	INV-202101016220	1	253.67	0.00	253.67	0.00
					<b>0.00</b>	<b>253.67</b>	
Above paid on 12/01/2021 by Cheque AMP02/DDR4							

Continued over page

## List of Purchase Ledger Payments for Month 10

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-202101016217/11011/Ampower</i>	01/01/2021	INV-202101016217	1	12.77	0.00	12.77	0.00
					<b>0.00</b>	<b>12.77</b>	
Above paid on 14/01/2021 by Cheque AMP02/DDR5							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>Purchase Ledger Payment</i>	14/01/2021	ON ACC 11073	1	0.00	0.00	8.10	-8.10
					<b>0.00</b>	<b>8.10</b>	
Above paid on 14/01/2021 by Cheque AMP02/DDR6							
<b>PLU03</b> <b>Plusnet Plc</b>							
<i>00002193203-033/11000/Plusnet</i>	10/01/2021	00002193203-033	1	14.40	0.00	14.40	0.00
					<b>0.00</b>	<b>14.40</b>	
Above paid on 18/01/2021 by Cheque PLU03/DDR							
<b>BRI01</b> <b>British Gas</b>							
<i>520547181/11060/British Gas</i>	06/01/2021	520547181	1	8.78	0.00	8.78	0.00
					<b>0.00</b>	<b>8.78</b>	
Above paid on 20/01/2021 by Cheque BRI01/DDR3							
<b>BRI01</b> <b>British Gas</b>							
<i>520547182/10963/British Gas</i>	06/01/2021	520547182	1	130.64	0.00	130.64	0.00
					<b>0.00</b>	<b>130.64</b>	
Above paid on 20/01/2021 by Cheque BRI01/DDR4							
<b>BRI01</b> <b>British Gas</b>							
<i>520547183/10970/British Gas</i>	06/01/2021	520547183	1	119.94	0.00	119.94	0.00
					<b>0.00</b>	<b>119.94</b>	
Above paid on 20/01/2021 by Cheque BRI01/DDR5							
<b>BRI01</b> <b>British Gas</b>							
<i>715038151/10965/British Gas</i>	08/01/2021	715038151	1	8.50	0.00	8.50	0.00
					<b>0.00</b>	<b>8.50</b>	
Above paid on 20/01/2021 by Cheque BRI01/DDR6							

Continued over page



## List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BRI01</b> <b>British Gas</b>							
715039870/10967/British Gas	08/01/2021	715039870	1	4.98	0.00	4.98	0.00
					<b>0.00</b>	<b>4.98</b>	
Above paid on 20/01/2021 by Cheque BRI01/DDR7							
<b>BRI01</b> <b>British Gas</b>							
715037492/10964/British Gas	08/01/2021	715037492	1	25.44	0.00	25.44	0.00
					<b>0.00</b>	<b>25.44</b>	
Above paid on 20/01/2021 by Cheque BRI01/DDR8							
<b>BRI01</b> <b>British Gas</b>							
715039853/10968/British Gas	08/01/2021	715039853	1	8.50	0.00	8.50	0.00
					<b>0.00</b>	<b>8.50</b>	
Above paid on 20/01/2021 by Cheque BRI01/DDR9							
<b>BRI01</b> <b>British Gas</b>							
715037496/10971/British Gas	08/01/2021	715037496	1	31.32	0.00	31.32	0.00
					<b>0.00</b>	<b>31.32</b>	
Above paid on 20/01/2021 by Cheque BRI01/DDR1							
<b>BED04</b> <b>Bedford Borough Council</b>							
18056498/11066/Bedford Borough	22/01/2021	18056498	1	37,319.25	0.00	37,319.25	0.00
					<b>0.00</b>	<b>37,319.25</b>	
Above paid on 26/01/2021 by Cheque BED04/DDR							
<b>MIC01</b> <b>Michael Dales Partnership Limited</b>							
241120C/10994/Michael Dales Pa	24/11/2020	241120C	1	-163.49	0.00	-163.49	0.00
					<b>0.00</b>	<b>-163.49</b>	
Above paid on 29/01/2021 by Cheque Refund							
<b>LEX001</b> <b>Lexis Nexis</b>							
Purchase Ledger Payment	18/12/2020	ON ACC 11024	1	-119.99	0.00	-119.99	0.00
					<b>0.00</b>	<b>-119.99</b>	
Above paid on 29/01/2021 by Cheque Refund1							

Continued over page

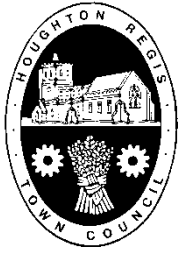
## List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BAK01 Baker Ross Ltd</b>							
<i>PO5649-Santa's grotto/9960</i>	11/11/2019	WEB12070993	1	38.83	0.00	38.83	0.00
<i>WEB12070993C/9960/Baker Ross L</i>	11/11/2019	WEB12070993C	1	-38.83	0.00	-38.83	0.00
					<b>0.00</b>	<b>0.00</b>	
No payment due as Credit Notes have been applied							
<b>CEN03 Central Bedfordshire Council</b>							
<i>Purchase Ledger Payment</i>	22/07/2020	ON ACC 10886	1	0.50	0.00	0.50	0.00
<i>ADJ/11077/Central Bedfordshire</i>	01/01/2021	ADJ	1	-0.50	0.00	-0.50	0.00
					<b>0.00</b>	<b>0.00</b>	
No payment due as Credit Notes have been applied							
<b>CRE01 Helen Garrett</b>							
<i>PO5419-POY Awards balloon/9407</i>	18/04/2019	030519	1	89.00	0.00	89.00	0.00
<i>030519C/9407/Helen Garrett</i>	18/04/2019	030519C	1	-89.00	0.00	-89.00	0.00
					<b>0.00</b>	<b>0.00</b>	
No payment due as Credit Notes have been applied							
<b>DBS01 D B Standing &amp; Son Ltd</b>							
<i>P/Ledger Electronic Payment</i>	20/11/2020	ON ACC 10936	1	-158.65	0.00	-158.65	0.00
<i>10953/Santa's Grotto</i>	19/11/2020	193501	1	158.65	0.00	158.65	0.00
					<b>0.00</b>	<b>0.00</b>	
No payment due as Credit Notes have been applied							
<b>FRA02 Francotyp Postalia Ltd</b>							
<i>P/Ledger Electronic Payment</i>	04/08/2020	ON ACC 10642	1	-90.00	0.00	-90.00	0.00
<i>P/Ledger Electronic Payment</i>	16/11/2020	ON ACC 10935	1	-50.00	0.00	-50.00	0.00
<i>P/Ledger Electronic Payment</i>	07/12/2020	ON ACC 10951	1	-50.00	0.00	-50.00	0.00
<i>P/Ledger Electronic Payment</i>	10/12/2020	ON ACC 10952	1	-50.00	0.00	-50.00	0.00
<i>Purchase Ledger Payment</i>	15/12/2020	ON ACC 11022	1	-150.00	0.00	-150.00	0.00
<i>POSTAGE/11075/Francotyp Postal</i>	01/01/2021	POSTAGE	1	300.00	0.00	300.00	0.00
<i>4820/11076/Francotyp Postalia</i>	04/08/2020	4820	1	90.00	0.00	90.00	0.00
					<b>0.00</b>	<b>0.00</b>	
No payment due as Credit Notes have been applied							

Continued over page

## List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>STA03</b> <b>Stamps Direct Ltd</b>							
<i>Purchase Ledger Payment</i>	24/08/2020	ON ACC 10748	1	275.94	0.00	275.94	0.00
<i>CREDIT/Stamps Direct Ltd</i>	26/03/2019	CREDIT	1	-275.94	0.00	-275.94	0.00
					<b>0.00</b>	<b>0.00</b>	
No payment due as Credit Notes have been applied							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>INV-202010010366/10780/Ampower</i>	01/10/2020	INV-202010010366	1	-79.41	0.00	-79.41	0.00
<i>INV-202011010907/10882/Ampower</i>	01/11/2020	INV-202011010907	1	202.46	0.00	202.46	0.00
<i>P/Ledger Electronic Payment</i>	20/11/2020	ON ACC 10937	1	-123.05	0.00	-123.05	0.00
					<b>0.00</b>	<b>0.00</b>	
No payment due as Credit Notes have been applied							
<b>ZUR01</b> <b>Zurich Municipal</b>							
<i>Purchase Ledger Payment</i>	27/09/2020	ON ACC 10744	1	12,517.59	0.00	12,517.59	0.00
<i>Purchase Ledger Payment</i>	27/09/2020	ON ACC 10745	1	-14,023.91	0.00	-14,023.91	0.00
					<b>0.00</b>	<b>-1,506.32</b>	
Above paid on 10/07/2020 by Cheque Refund							
<b>HOU07</b> <b>Houghton Regis Memorial Hall</b>							
<i>GRANT1C/10870/Houghton Regis M</i>	16/11/2020	GRANT1C	1	-2,000.00	0.00	-2,000.00	0.00
					<b>0.00</b>	<b>-2,000.00</b>	
Above paid on 16/11/2020 by Cheque HOU07/FP							
<b>Total Purchase Ledger Payments for Month 10</b>						<b>0.00</b>	<b>59,973.57</b>



## CORPORATE SERVICES COMMITTEE

## Agenda Item 9

---

<b>Date:</b>	<b>1<sup>st</sup> March 2021</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>

---

### 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 31<sup>st</sup> December 2020 was 4.49%, compared to 4.26%, at 30<sup>th</sup> September 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 31<sup>st</sup> December 2020 was £1,173,000 compared to £1,156,000 at 30<sup>th</sup> September 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 11<sup>th</sup> February was 0.0383% was compared to the declared rate on 31<sup>st</sup> October 2020 of 0.0788% .

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.

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**

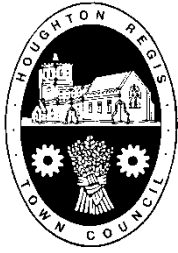
- There are no press implications.

## **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 11**

<b>Date:</b>	<b>1<sup>st</sup> March 2021</b>
<b>Title:</b>	<b>STRESS POLICY UPDATE</b>
<b>Purpose of the Report:</b>	<b>To provide members with information in regard to the update of the Town Councils Stress Policy.</b>
<b>Contact Officer:</b>	<b>Debbie Marsh, Corporate Services Manager</b>

---

**1. RECOMMENDATION**

**To recommend to Town Council the adoption of the Town Councils Stress Policy**

**2. BACKGROUND**

The Town Councils Stress Policy was last reviewed in 2017.

**3. INFORMATION**

This policy was and still is based on the advice from the Health and Safety Executive (HSE). However, advice has also been sought from the Town Councils HR provider and updates have been included, as shown as track changes.

Stress and its effects are a health and safety issue.

The revised Stress Policy sets out how the Town Council will manage work related stress.

**4. COUNCIL VISION**

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

**5. IMPLICATIONS****Corporate Implications**

- The need to amend the Town Councils Stress policy to reflect latest guidance and advice.

### **Legal Implications**

- The following pieces of legislation apply to this policy:
- Health and Safety at Work etc Act 1974
- Protection from Harassment Act 1997
- Management of Health and Safety at Work Regulations 1999
- Equality Act 2010.

### **Financial Implications**

- There are no financial implications arising from the recommendations

### **Risk Implications**

- There are no risk implications arising from the recommendation.

### **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 the recommendations

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

A stress policy is an important component in setting out how an organisation is going to manage work related stress. By adopting this policy, the Town council, will be setting out how they intend to minimise the risk stress poses to employees' health and well-being.

The revised policy has been shared with staff members.

## **7. APPENDICES**

### **Appendix A Revised Stress Policy**





## Houghton Regis Town Council

### Stress Policy

Date of Approval:	Town Council 26 <sup>th</sup> September 2005
Date of Review:	1 <sup>st</sup> March 2021
Dates of Re approval:	20 <sup>th</sup> January 2014; 30 <sup>th</sup> January 2017

#### **Contents**

#### **1.0 Introduction**

#### **2.0 Definition of Stress**

#### **3.0 The Causes and Symptoms of Stress Policy**

#### **3.04.0 Policy**

#### **4.05.0 Responsibilities**

#### **5.06.0 Procedure Review**

#### **7. Monitoring**

#### **8. Employee Assistance Programme (EAP)**

#### **9. Policy Review**

---

## 1.0 INTRODUCTION

1.1 Houghton Regis Town Council is committed to protecting the health, safety and welfare of its employees. It is recognised that workplace stress is a health and safety issue and the importance of identifying and reducing workplace stressors is acknowledged.

1.2 Being under pressure often improves performance and can be a good thing. However, when those demands and pressures become excessive, this may lead to stress which can have an adverse impact on both working and personal lives.

1.3 This policy applies to everyone in the organisation. This policy applies to all employees at all levels within Houghton Regis Town Council, including apprentices and those on fixed-term contracts. The organisation Houghton Regis Town Council is responsible for providing the necessary resources to support this Policy

1.4 Therefore, this policy seeks to clarify Houghton Regis Town Councils responsibilities in relation to stress management, raise awareness of the issue and how it can be recognised and outline the support available. This policy is not contractual but indicates the way in which Houghton Regis Town Council plans to deal with the issue of stress at work.

## 2. DEFINITION OF STRESS

2.1 The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”.

2.2 This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

## 3.0 THE CAUSES AND SYMPTOMS OF STRESS

3.1 Whilst most staff can benefit from a certain amount of pressure in their job as it helps with motivation, too much pressure can become overwhelming. Whilst stress itself is not an illness, the psychological impact can lead to conditions such as anxiety and depression which in turn can lead to physical conditions.

3.2 There are two types of stress. Acute stress is usually caused by a particular deadline, general time pressure or anticipation of a task which the employee will find difficult. Most people have the ability to anticipate and deal with episodes of acute stress and accept them as a normal part of working life.

3.3 Chronic stress can develop over time as a consequence of continual pressure being placed on the employee which can cause adaptive changes in behaviour giving rise to the symptoms described below. It is this stress that can cause serious physiological and

psychological problems for the individual. Employees may show psychological symptoms which can be grouped into four categories:

<p><u>Fixation</u></p> <ul style="list-style-type: none"> <li>• <u>repetition of arguments in meetings</u></li> <li>• <u>belligerence</u></li> <li>• <u>refusal to listen to advice and suggestions</u></li> <li>• <u>using solutions known to be inadequate</u></li> </ul>	<p><u>Regression</u></p> <ul style="list-style-type: none"> <li>• <u>crying</u></li> <li>• <u>arguments</u></li> <li>• <u>immature behaviour</u></li> <li>• <u>personality clashes</u></li> <li>• <u>sulking</u></li> <li>• <u>temper</u></li> <li>• <u>emotional responses</u></li> </ul>
<p><u>Withdrawal</u></p> <ul style="list-style-type: none"> <li>• <u>arriving late</u></li> <li>• <u>leaving early</u></li> <li>• <u>long lunch breaks</u></li> <li>• <u>absenteeism</u></li> <li>• <u>resigning</u></li> </ul>	<p><u>Aggressive behaviour:</u></p> <ul style="list-style-type: none"> <li>• <u>malicious gossip</u></li> <li>• <u>criticism of others</u></li> <li>• <u>working to rule</u></li> <li>• <u>strikes</u></li> <li>• <u>graffiti</u></li> <li>• <u>damaging property</u></li> <li>• <u>shouting</u></li> </ul>

3.4 Stress can be caused by a variety of reasons including:

- heavy (or light) targets and workloads
- insufficient resources
- ineffective equipment or tools
- long working hours
- rapid change and uncertainty
- harassment or bullying in the workplace
- boredom
- ill-health
- personal relationship problems including separation and domestic abuse
- housing – moving, selling, eviction
- nuisance neighbours
- family concerns including caring responsibilities
- bereavement

---

- financial difficulties

- legal disputes.

### 3.5 Symptoms might include:

- declining performance

- failure to meet deadlines

- loss of motivation

- poor concentration

- chronic tiredness and depression

- anxiety attacks

- headaches/migraines

- excessive drinking/smoking

- irritability, short temper and other 'out of character' behaviour

- muscle tension (neck/back)

- raised blood pressure

- ulcers

- sleeplessness

- frustration/dissatisfaction and/or poor working relationships

- reduced productivity

- increased susceptibility to illness

- weight loss

- frequent short-term absences

- reduced appetite

- symptoms of mental illness or coronary heart disease.

3.6 It is important to bear in mind that stress may come under the definition of "disability". If, in individual circumstances, a medical report confirms this to be the case, as with other disabilities, Houghton Regis Town Council will take steps to make any reasonable adjustments which may be recommended.

## **4.0 POLICY**

**4.1** Houghton Regis Town Council will:

- 
- i. Identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
  - ii. Consult with trade union safety representatives on all proposed action relating to the prevention of workplace stress.
  - iii. Provide training for all managers and supervisory staff in good management practices.
  - iv. ~~Provide confidential counseling for staff affected by stress caused by either work or external factors.~~ Aim to provide a working environment where stress is not seen as a sign of weakness or incompetence, and where employees who believe they are suffering from the negative effects of stress feel able to approach their manager in confidence, in order that the necessary support mechanisms can be put in place. In addition, Houghton Regis Town Council aims to assist those who may be suffering from workplace or personal stress by offering confidential support. See Note 1.
  - v. Provide adequate resources to enable managers to implement the organisations agreed stress management ~~strategy procedure.~~

## **5.0 RESPONSIBILITIES**

5.1 Houghton Regis Town Council aims to take reasonable steps to look after their employees' mental health and welfare, and to ensure that they do not have excessive demands placed on them by their jobs. as stress may also be caused by bullying, harassment and violence, Houghton Regis Town Council aims to provide a working environment that is, as far as is reasonably practicable, free from these influences. However, Houghton Regis Town Council is entitled to assume that all employees can cope with the normal day-to-day pressures of their job: if this is not the case, they should inform their line-manager.

## **6. PROCEDURE**

6.1 Any employee who believes they are suffering from the negative effects of stress, rather than worrying about it, is encouraged firstly to speak to their line manager. alternatively, they could speak with the Corporate Services Manager.

6.2 If necessary, Houghton Regis Town Council will carry out a stress risk assessment. this will include a review of the employee's actual duties against those described in their job description. The risk assessment will identify pressures at work that could cause high and long-lasting levels of stress, identifying who could be affected by these pressures and taking appropriate steps to deal with them, such as lessening workload or transferring to other duties where appropriate. The results of the risk assessment will be communicated to those involved.

6.3 Alternatively, during any performance reviews, analysis will be undertaken to ensure that employees are competent to fulfil their roles. Appropriate action will be taken to remedy any gaps in knowledge, skills or experience which may lead to stress, and to ensure that employees feel confident to undertake their roles to the best of their ability.

- 
- 6.4 The possibility of changing working conditions or making changes to reduce stress on the employee will be discussed, whilst recognising the needs of the employee, their work colleagues and the business.
- 6.5 All employees should support their colleagues if they believe they are experiencing work-related stress and should encourage them to talk to someone about it.
- 6.6 If Houghton Regis Town Council is made aware that an employee is suffering from stress, they will take such steps as are appropriate, firstly to try to manage the situation. this may include reviewing workloads, providing training or improved equipment, or transferring to other duties, on a temporary or permanent basis, as appropriate.
- 6.7 Houghton Regis Town Council may request the employee consent to write to their GP for a medical report or obtain this through Occupational Health. As an alternative, or an additional resource, the employee may choose to contact the following counselling service: *Employee Assistance Programme Provider (Health Assured Ltd)* this is a confidential service Houghton Regis Town Council are not informed of the details of any conversations with them.
- 6.8 Employees are encouraged to make their Manager aware of any serious non-work-related problems that may also impact on their attendance and work performance so that these can then be taken into account when assessing performance.
- 6.9 Managers should review the workload and responsibilities of those returning to work after experiencing work-related stress to prevent any further injury to health.
- 6.10 Employees taking medication to control their condition are required to inform us so that these details can be kept on file and made available to any medical or first aiders that may be involved in a medical emergency or accident.
- 6.11 Only as a final stage, and after going through a full investigation process and where no alternative action is appropriate, the Town Council will consider terminating employment on the grounds of ill-health.

## 7. MONITORING

- 7.1 To monitor compliance with the policy, Houghton Regis Town Council will:
- monitor working hours and overtime to ensure that employees are not overloaded or overworked
  - monitor holidays to ensure that employees are taking their full entitlement
  - schedule work and handover periods to ensure that employees are able to take their rest breaks
  - regularly check any records of "call out" to ensure that appropriate compensatory rest has been provided
  - analyse the Town Councils absence records to identify any patterns for absences caused by work-related stress.

---

## **8. EMPLOYEE ASSISTANCE PROGRAMME (EAP)**

8.1 An Employee Assistance Programme (EAP) is an employee benefit which has been put in place to support employees with personal and/or work-related problems which may have an impact on their health, performance and well-being. From the little things through to life changing events, the Town Councils EAP programme offers free access to 24/7 telephone helpline for all employees and their immediate family members, face to face counselling sessions and personal legal advice on everyday issues such as debts, family issues, medical information, consumer rights, domestic abuse, bereavement, retirement and a lot more.

8.2 The full details of this can be found in the Employee Assistance Programme leaflet, a copy of which is provided during the induction process or alternatively can be provided by the Corporate Services Manager.

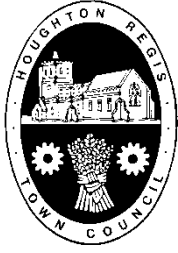
## **59. POLICY REVIEW**

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

---

Note 1

*Employee Assistance Programme Provider (Health Assured Ltd)*



## **CORPORATE SERVICES COMMITTEE**

**Agenda Item 12**

---

<b>Date:</b>	<b>1<sup>st</sup> March 2021</b>
<b>Title:</b>	<b>MOBILE PHONE AND TELEPHONE USE POLICY</b>
<b>Purpose of the Report:</b>	<b>To provide members with information in regard to the provision of the new Town Councils Mobile Phone and Telephone Use Policy.</b>
<b>Contact Officer:</b>	<b>Debbie Marsh, Corporate Services Manager</b>

---

### **1. RECOMMENDATION:**

**To recommend to Council that the Mobile Phone and Telephone Use Policy, along with any recommended changes, be formally adopted by full council at its meeting to be held on the 22<sup>nd</sup> March 2021.**

### **2. BACKGROUND**

In addition to the original mobile phone's issues to certain members of staff, the Town Councils has now provided mobile phones to all office-based staff as an alternative to traditional handsets.

A formal policy needed to be provided to staff to support their usage.

### **3. INFORMATION**

The Town Councils land line contract ended, and the handsets became obsolete at the beginning of 2020.

A value for money exercise was undertaken on replacement handsets. It was agreed that the most cost-effective solution was to enter into a mobile phone contract and provide each office-based staff with their own mobile. Compatible software has also been installed which allows these phones to dial internally and externally through the PC. Also, all office staff can contact each other via an extension number thus keeping the cost of calling very low.

During this time the pandemic restrictions came into force which led to staff working from home. Having these phones has proved to be very useful and non-restrictive.



However, with the introduction of these phones now was the time to provide staff with a policy that provides information on the usage of not only these phones but also in regard to telephone usage in general.

To ensure this policy is fit for purpose, advice and guidance has been sought from both the Town Councils HR provider and the Town Councils IT provider.

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

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

#### **5. IMPLICATIONS**

##### **Corporate Implications**

- The need to provide a Town Council Mobile Phone and Telephone Use Policy.

##### **Legal Implications**

- Health and Safety at Work etc Act 1974

##### **Financial Implications**

- There are no financial implications arising from the recommendations

##### **Risk Implications**

- There are no risk implications arising from the recommendation.

##### **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 the recommendations

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

A phone usage policy sets out the ways in which mobiles and telephones are to be used.

This policy will be shared with staff members.

#### **7. APPENDICES**

##### **Appendix A Mobile Phone and Telephone Use Policy**



**HOUGHTON REGIS TOWN COUNCIL**

**Mobile phone and telephone use policy**

Reviewed:	1 <sup>st</sup> March 2021;
Date of Approval:	
Date of Re approval:	

**Contents**

Y

1	Purpose.....	3
2	Scope.....	3
3	Provision of mobile phones.....	3
4	Security.....	3
5	Personal usage.....	4
6	Mobile phone bills.....	4
7	Lost or stolen phones.....	4
8	Use of phone whilst abroad.....	4
9	Calls outside of working hours.....	5
10	On leaving - return of phone.....	5
11	Personal mobile phones.....	5
12	Restrictions on use.....	6
13	Using mobile phones whilst driving.....	6
14	Health and safety considerations.....	7
15	Confidentiality.....	7

16 Phone etiquette and courtesy to others..... 7

17 Text messages and emails..... 8

18 Internet access..... 8

19 Photos, video and audio recording..... 8

20 Breach of this policy..... 8

21 Related policies and documents..... 9

22 Further information..... 9

23 Policy review..... 9

23.1 This policy is reviewed every four years by the Corporate Services Committee..... 9

DRAFT

**1 Purpose**

2 Mobile phones are an essential business tool for those who travel away from the office and/or who need to be readily contactable during working hours (or who are "on call").

- 3 This policy aims to set out clear rules on the provision of Houghton Regis Town Councils mobile phones, the degree of permitted personal use of these, our rules on the use of personal phones in the workplace and the use of any mobile device whilst driving on business.
- 4 Should a member of staff become subject to an investigation then the Councils mobile phone, if requested, is to be handed to the Town Clerk with immediate effect.
- 5 This policy is not contractual but sets out our rules relating to mobile phones and telephone use.

## **6 Scope**

- 7 This policy covers all employees and extends to all contractors, Councillors, freelancers or any person while they are acting on behalf of the council.
- 8 Any reference to mobile phones in this policy will include any other portable mobile device such as, but not limited to, smartphones, tablets, iPads, etc.

## **9 Provision of mobile phones**

- 10 Office staff are issued mobile phones that are linked to the Town Councils landline numbers.

## **11 Security**

- 12 Employees who are issued with a mobile phone are responsible for its security and must take all reasonable steps to ensure its safekeeping. To protect their device(s) from being accessed, a 4-digit PIN code or a strong password (i.e. one which contains lower and upper-case letters and numbers) should always be used and kept confidential, or a fingerprint (preferably the latter).
- 13 In addition, users should:
  - ensure that Town Clerk is informed of any changes to their PIN or password
  - always password protect any confidential or sensitive personal documents sent as attachments to an email
  - for smartphones and tablets, activate the automatic device wipe function (where available)
  - ensure that, if connected to WiFi, that they use a secure network.
  - inform the Town Clerk immediately if their device(s) is lost, stolen or inappropriately accessed where there is risk of access to the Town Councils data or resources.

- 14 When out of the office, the mobile should be kept with the employee and not left unattended in a vehicle or elsewhere at any time.

## **15 Personal usage**

- 16 Mobile phones are issued primarily for work use, however reasonable personal use is permitted. If, at any time, it is deemed the personal use to be excessive, the Town Council reserves the right to require reimbursement of the cost of all personal use (including calls, texts, emails and any internet or data use).

## **17 Mobile phone bills**

- 18 Checks are made to itemised mobile phone bills on a monthly basis. Each bill shows the user's number and includes the line rental and the date, duration, telephone number and cost of all calls made, as well as the number of texts sent and details of the amount of any data usage.
- 19 Employees may at any time be given a copy of the itemised bills and asked to highlight all personal use (including personal text messages and personal use of the Internet) during the past month on the itemised listing.

## **20 Lost or stolen phones**

- 21 The Town Clerk, or in their absence a Senior Manager, must be notified immediately if a mobile phone belonging to the Town Council is lost or stolen so that the phone can be barred, data wiped or disconnected.

## **22 Use of phone whilst abroad**

- 23 Due to the high cost of internet and call charges whilst abroad, phones provided for work purposes should not normally be taken on holiday, unless necessary for work purposes. Employees who need to take their phones abroad must ensure that internet access is only activated as and when needed, and that its use is kept to a minimum.

## **24 Calls outside of working hours**

- 25 Employees who are issued with mobile phones should note that the phone number is not regarded as personal and may be given out to customers/suppliers/other employees for work purposes. The Town Council however recognises the risk of unwarranted intrusion into their personal lives and the stress caused by the receipt of frequent calls/texts/emails outside of normal working hours, and we ask our employees to therefore avoid making non-urgent work-related calls/texts/emails to their managers, work colleagues or Councillors outside of working hours.

## 26 On leaving - return of phone

- 27 On leaving the Town Councils employment, any mobile phone issued plus its associated equipment (e.g. earphones, chargers etc) must be returned to the Town Clerk. Employees will not be allowed to take the mobile phone number with them as the number will remain part of the contract with the Town Councils service provider.
- 28 In addition, if an employee has been provided with a hands-free kit which has been installed into a personal vehicle, this remains the Town Councils property and arrangements must be made for this to be returned before leaving the Town Councils employment.

## 29 Personal mobile phones

- 30 Employees who need to use their own personal mobile phone for essential work calls may claim back any cost they incur for such calls through the Town Councils expenses procedure. A copy of the itemised listing should be attached, with all business calls highlighted.
- 31 Unless authorised otherwise, it is requested that personal mobile telephones are switched off/switched to silent mode during working hours, and that personal calls and texts to/from personal mobile phones are limited to emergency situations only during working hours and breaks, and do not interrupt daily business in any way. This also applies to reading emails, accessing the Internet, using Facetime or photo messaging etc. on a personal mobile phone.
- 32 If a manager considers that an employee is making or receiving an unreasonable number of personal calls/texts or accessing the Internet during working hours, they will require the employee to turn the phone off, other than during break periods. Unless the employee is expecting an emergency phone call, it is requested that personal mobiles are kept on silent mode, whilst working/driving.

**The rules set out below apply to the use of personal mobile phones during working hours and for business use outside of working hours, and to the use of mobile phones issued by us and our landlines at any time.**

## 33 Restrictions on use

- 34 The Town Council reserves the right to monitor all telephone calls, whether made from a landline or from any mobile phone issued by us. If we consider that the number or duration of personal calls are unreasonable, the employee may be asked to refund the cost and this may also result in the withdrawal of the mobile phone and restrictions put on the use of a landline.

- 35 No calls may be made to premium rate or overseas numbers without prior authorisation, unless it is a requirement of the employee's position. We also ask employees to limit incoming and outgoing personal calls to urgent needs only. This includes via any mobile phone issued, as well as personal mobile phones during working hours.

### **36 Using mobile phones whilst driving**

- 37 It is illegal to drive a vehicle (or ride a motorbike) and use a hand-held mobile phone or similar interactive communication device; and also to use a hand-held device whilst supervising a learner. Such devices are a distraction and drivers risk prosecution for not having proper control of a vehicle if the police see them driving poorly while using one.
- 38 A hand-held device is something that "is or must be held at some point during the course of making or receiving a call or performing any other interactive communication function". This includes any device that can be used for sending or receiving spoken or written messages, sending or receiving still or moving images or providing internet access.
- 39 A driver who accepts a roadside fixed penalty notice will receive points on their licence and a fine. If a case goes to court, in addition to points, the driver could face discretionary disqualification and potentially a much larger fine.
- 40 Using a mobile phone whilst driving is dangerous because a telephone conversation (or texting) distracts from the mental concentration needed to drive safely. The driver puts themselves and other road users in danger. Research has shown that drivers' reaction times are up to 50% slower than normal when driving and using a mobile phone. Other research suggests that those using a mobile phone while driving are four times more likely to crash.
- 41 Therefore, it is a strict rule that hand-held mobile phones must not be used to make or receive calls whilst driving or temporarily stationary in busy traffic (even if the traffic is not moving). Neither must mobile phones be used whilst driving to access any sort of data (e.g. via the Internet), nor to send or receive text messages or other images.
- 42 Employees should ensure that they do not answer mobile phone calls whilst driving and that voicemail messages are attended to during motoring rest breaks. In addition, employees are advised not to contact colleagues on their mobile phone if they know they will be driving. The only exception to this rule is where it is necessary to make an emergency 999 call and where it would be unsafe or impractical for the employee to stop driving to make the call. An employee who needs to use a mobile phone should be properly parked and the engine switched off.
- 43 The above also applies to those with "hands-free" equipment.

- 44 We will not be liable for such use, and any employee who is fined will be required to pay such fines themselves and may face disciplinary action.

#### **45 Health and safety considerations**

- 46 In addition to driving, those who are issued with mobile phones are instructed not to use them whilst undertaking any task where safety is important, and their use might interfere with concentration (e.g. whilst operating machinery).

#### **47 Confidentiality**

- 48 Employees should be aware that other people may overhear conversations made on mobile phones (or other phones in public areas, such as reception), and should take steps to ensure they do not inadvertently breach any of our rules on confidentiality.
- 49 This applies particularly on trains and in other public places where this may easily be forgotten.

#### **50 Phone etiquette and courtesy to others**

- 51 Employees are asked to answer all incoming calls as quickly as possible, and in a professional and polite manner.
- 52 Employees who are issued with a mobile phone are also asked to record a professional voicemail message on their allocated phone(s).
- 53 Out of courtesy to colleagues, employees should ensure that their mobile phone ring tone is discreet and appropriate to a business environment.
- 54 To avoid unnecessary interruptions, we normally require that mobile phones are turned off during meetings and training sessions and that any restrictions imposed by other organisations on the use of mobile telephones, including requests to turn them off, are observed.

#### **55 Text messages and emails**

- 56 Text messages, social networking posts/messages and/or emails should not be used to spread gossip or breach any of our employment policies, such as our harassment or bullying policy. Sending or posting unwanted, abusive, potentially discriminatory, defamatory or offensive (in the view of the recipient), or otherwise inappropriate texts, messages or emails can constitute harassment and will be treated as a serious disciplinary issue.
- 57 Any employee who receives a text or email, or who is the subject of a social networking post, that contravenes this policy should bring it to the attention of their supervisor.



58 All of the rules applying to posts, messages and emails, as set out in our IT policy, apply equally to those sent from mobile phones.

## **59 Internet access**

60 The same rules regarding accessing the Internet during working hours apply to mobile phones as to our work computers.

61 For further details on internet use, please see our IT policy.

## **62 Photos, video and audio recording**

63 Camera phones must not be used to take or send unauthorised pictures; neither must unauthorised pictures of our premises or any of our employees (whilst at work) be placed on social networking sites.

64 No unauthorised photographs must be taken at work.

65 Meetings and conversations must not be recorded on a mobile phone at work without the prior permission of those present. The only exception to this is where a victim of bullying, harassment or discrimination feels compelled to covertly record evidence of such behaviour.

## **66 Breach of this policy**

67 Any breach of this policy will be treated as a potential disciplinary issue and dealt with through our disciplinary procedure.

## **68 Related policies and documents**

- Bullying and harassment policy
- IT policy

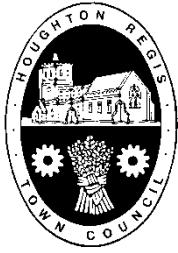
The above list is not exhaustive.

## **69 Further information**

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

## **70 Policy review**

70.1 This policy is reviewed every four years by the Corporate Services Committee.



## **CORPORATE SERVICES COMMITTEE**

**Agenda Item 13**

---

<b>Date:</b>	<b>1<sup>st</sup> March 2021</b>
<b>Title:</b>	<b>IT USE POLICY</b>
<b>Purpose of the Report:</b>	<b>To provide members with information in regard to the update of the Town Councils IT Policy.</b>
<b>Contact Officer:</b>	<b>Debbie Marsh, Corporate Services Manager</b>

---

### **1. RECOMMENDATION:**

**To recommend to Council that the IT Policy, along with any recommended changes, be formally adopted by full council at its meeting to be held on the 22<sup>nd</sup> March 2021.**

### **2. BACKGROUND**

The Town Council last reviewed this policy on the 11<sup>th</sup> June 2018. Although this policy would ordinarily be reviewed in 2022, due to the recent changes in home working and the introduction of new phone systems, a review of the current policy was felt to be beneficial.

### **3. INFORMATION**

The aim of this policy is to help ensure that the Town Councils IT facilities can be used safely and lawfully.

Members will see that due to the additional amount of information, track changing the document would have made it illegible. Therefore, the current and revised policies are provided for guidance.

To ensure this policy is fit for purpose, advice and guidance has been sought from both the Town Councils HR provider and the Town Councils IT provider.

### **4. COUNCIL VISION**

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

### **5. IMPLICATIONS**

**Corporate Implications**

- The need to provide an updated IT Policy to all Houghton Regis Town Council users.

#### **Legal Implications**

- There are no legal implications arising from the recommendation

#### **Financial Implications**

- There are no financial implications arising from the recommendation

#### **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 project / issue does not discriminate.

#### **Press Contact**

- There are no press implications arising from the recommendations

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

An IT policy sets out the ways in which IT can be used lawfully. Having a comprehensive policy ensures compliance.

The adopted policy will be shared with all staff members and Councillors.

### **7. APPENDICES**

**Appendix A**    **Revised IT Policy**  
**Appendix B**    **Current IT Policy**



## HOUGHTON REGIS TOWN COUNCIL

### Information Technology Policy

Date of Approval:	23 <sup>rd</sup> October 2006
Reviewed:	27 <sup>th</sup> February 2013; 11 <sup>th</sup> June 2018; 1 <sup>st</sup> March 2020
Date of Re approval:	8 <sup>th</sup> October 2018;

#### Contents

Y

1	Purpose.....	3
2	Scope.....	4
3	Computer use.....	4
3.1	Hardware.....	4
3.2	Portable IT equipment.....	5
3.3	Phones.....	6
3.4	Video Conferencing.....	6
3.5	Use of own devices including BYOD (Bring Your Own Device).....	7
4	Health and safety.....	9
5	Software.....	9
6	Virus checking.....	10
7	Desktop appearance and settings.....	11
8	User IDs and passwords.....	11
9	Files and data.....	12
10	Monitoring.....	13
11	Remote working.....	13
12	Email.....	14

12.1	General principles.....	14
12.2	Reading email.....	15
12.3	Sending email (including replies and forwarding).....	15
12.4	Legal proceedings and libel.....	18
12.5	Carbon copying (CCing).....	19
12.6	Attachments.....	19
12.7	Deleting and storing email.....	19
12.8	Chain mail.....	19
12.9	Spam/junk mail.....	19
12.10	Specifically prohibited activities.....	19
12.11	Security.....	20
12.12	Accessing other email accounts.....	20
12.13	Monitoring of emails.....	21
13	Use of the Internet.....	21
13.1	General principles.....	21
13.2	Copyright.....	22
13.3	Trademarks, links and data protection.....	22
13.4	Accuracy of information.....	22
13.5	Downloading material.....	23
13.6	Registering on external web sites.....	23
13.7	Personal use.....	23
13.8	Misuse of the Internet.....	24
13.9	Removing internet access.....	25
14	Houghton Regis Town Council website.....	25
15	Use of social media.....	25
16	Training.....	29
17	Breach of this policy.....	29
18	Related policies and documents.....	29
19	Further information.....	29
20	Policy review.....	29

## 1 Purpose

- 2 IT communications are a key part of Houghton Regis Town Councils business, and so it is important that we adhere to certain standards to protect everybody. Our IT systems and services are primarily a business tool and we aim to take a fair and consistent approach to their use within our organisation. This policy sets out the rules when using our computer equipment and systems. Computer equipment includes laptops, stand-alone PCs and other portable devices. This policy also covers system security, personal use, computer viruses, monitoring, email and internet use, and what we would deem to be inappropriate use.
- 3 We encourage employees to use email at work. However, we do require them to follow the simple rules below and to note that a serious breach of these rules could lead to dismissal. Any employee or worker who is unsure about whether anything may be in breach of these rules should speak to the Town Clerk in the first instance.
- 4 Misuse of the Internet or email may give rise to legal liability to third parties. It may also give rise to a claim against us. Unauthorised access or intentional modification to restricted documentation or software will be considered a disciplinary offence. By following the standards set out in this policy, we aim to ensure that the use of our IT equipment and services are legally compliant and secure and that our users can work efficiently and productively. It is therefore vital that this policy is adhered to.
- 5 It is important that all users understand their responsibilities and are aware of the implications of misuse of our systems and services. The purpose of this policy is to ensure that all users are aware of the restrictions that we place on the use of our IT systems and services, and the implications that misuse of it might have on the individual and Houghton Regis Town Council.
- 6 If there is anything in this policy which becomes unworkable or unclear then this must be brought to the attention of the Town Clerk
- 7 The current laws must be obeyed at all times. We will never ask nor expect any employee to breach the law whatever the circumstances.
- 8 IT and the law relating to it change all the time and this policy will be updated regularly. Users are responsible for ensuring they read and understand the latest version of this policy which will be emailed or printed off for employees as well as being uploaded on to the Town Councils website.
- 9 This policy is not contractual but sets out our current rules and procedures for computer, email, and internet use.

## 10 Scope

11 This policy applies to:

- Houghton Regis Town Council employees and/or Councillors.
- Houghton Regis Town Council IT equipment including (but not limited to) computers, tablets, laptops, printers, mobile phones and network
- Software and IT services licensed by Houghton Regis Town Council
- Volunteers using Houghton Regis Town Council computer equipment and/or network.
- Councillors when using Houghton Regis Town Council IT equipment and/or network.
- Members using social networking media in their capacity as Councillors

12 New employees must be made aware of this policy upon joining Houghton Regis Town Council as part of the induction process.

13 Any Houghton Regis Town Council employee and/or Councillor who are requesting permission to use their own IT equipment (e.g. mobile phones, tablets) for Council business purposes.

## 14 Computer use

### 14.1 Hardware

15 Our IT equipment and services are provided for Houghton Regis Town Council business purposes, however reasonable personal use is permitted (reasonable interpreted as in the opinion of the Town Clerk). Any personal use of our IT equipment and services should not interrupt our daily business in any way and users are asked to restrict any personal use to official lunch breaks or before or after working hours.

16 All IT equipment supplied should be treated with good care at all times. IT equipment is expensive and any damage will have a financial impact on the Council.

17 Computer and electronic hardware should be kept clean and every precaution taken to prevent food and drink being dropped or spilled onto it.

18 All IT equipment will carry a number which is logged against the current user of that equipment. A database of IT equipment issued will be kept.

19 IT equipment should not be dismantled or reassembled without seeking advice.

20 Employees are not to purchase any IT equipment or software for Houghton Regis Town Council without it being authorised by the Town Clerk

- 21 Personal external storage devices, e.g. USB disks, CDs, DVDs, memory sticks, cannot be used on the Councils computers without the prior approval of the Town Clerk.
- 22 Any IT faults or necessary repairs must be reported to the Town Clerk or to the company who provide IT support to Houghton Regis Town Council, currently Techies Ltd.

### **22.1 Portable IT equipment**

- 23 Portable IT equipment includes, but not limited to, laptop computers, notebooks, tablets, mobile phones., external storage devices.
- 24 Data backup procedures specific to portable IT equipment should be followed at all times.
- 25 All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable IT equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times and must not be left unattended when away from our premises. and should never be left in parked vehicles.
- 26 It is important to ensure all portable devices are protected with suitable security in case they are lost or stolen. All smartphones or tablets that hold Town Council data including emails and files must be protected with a pin code. Where possible, these devices should also be configured to erase all content after several unsuccessful attempts to break in. Any security configured on these devices must not be disabled or removed.
- 27 If an item of portable IT equipment is lost or damaged this should be reported to the Town Clerk. If the loss or damage is due to an act of negligence by the user they may be liable to meet an agreed amount of the loss/damage.
- 28 To protect confidential information, unless it is a requirement of the job and this has been authorised, it is forbidden for photographs or videos to be taken on our premises without the prior written permission of the Town Clerk. This includes mobile telephones with camera function, camcorder, tape or other recording device for sound or pictures - moving or still.
- 29 Under no circumstances must any meeting or conversation be recorded without the express permission of those present.
- 30 In addition, we do not permit webcams to be used in the workplace, other than for conference calls for business purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from the Town Clerk.



### 30.1 Phones

- 31 Houghton Regis Town Council use a phone system (3CX) that connects to the internet to make and receive phone calls (both internal and external). The system can be accessed either through a web browser or an application that is installed on a compatible device (PC, MAC and most mobile devices). All phone calls that are made on behalf of the council should be made using this system so that the 'caller ID' shows the main number (01582 708540).
- 32 If the user is making a business call from a mobile phone (both Houghton Regis Town Council and personal device) then the call should be made from the 3CX system rather than the mobile number unless this is unavoidable.
- 33 If a 3CX phone user is not available (e.g. holiday) then the status of the users extension should be changed to show this and an appropriate call forwarding is set.
- 34 Personal calls must not be made from the 3CX system as this will show Houghton Regis Town Council as the caller ID.
- 35 The status must be set to available during working hours except if permission has been obtained to change it by a manager.
- 36 Automatic call forwarding to another user must only be setup if the user the call is being forwarded to has agreed to this.

### 36.1 Video Conferencing

- 3.4.1 Video conferencing is available from many different applications (including Microsoft Teams, Zoom and 3CX) and care must be taken when using this to ensure that you know who the other attendees are and why they are in the meeting. Be aware that other people may be listening in the background or 'off screen'.
- 3.4.2 You must ensure that, if using the camera, that there is nothing in the background that is confidential or private. This also includes other people. If you are not sure then use a picture background or use voice only.
- 3.4.3 When using the microphone and/or speakers be aware that other people will be able to listen to all the conversations. If the meeting is confidential then it must be done in a private area preferably with a headset.
- 3.4.4 Many video conferencing applications allow the content of the desktop to be shared. Always close down any documents that are not required before the meeting to reduce the chance of these being viewed by the other attendees.

## 36.2 Use of own devices including BYOD (Bring Your Own Device)

- 37 Some users may wish to use their own smartphones, tablets, laptops etc. to connect to the Town Councils network. and use them for business purposes. This includes, but not limited to, reading Town Council emails, accessing Town Council documents stored on our server(s) or access data in other services. Any such use of personal devices will be at the discretion of the user's manager, but consent for standard systems (MS Windows, Mac OS X, Linux - in commercial configurations) will normally be permitted. Such devices must be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.
- 38 The same security precautions apply to personal devices as to Town Council owned IT equipment. For continuity purposes, calls made to external parties (such as customers) must be made on our landlines or mobile phone numbers to ensure that only these numbers are used and/or stored by the recipient, rather than personal numbers. Any emails sent from own devices should include our name, address, contact telephone number and our standard disclaimer and should not identify the employee's personal email address.
- 39 Users of our IT services are expected to use all IT equipment (both Town Council and personal devices including mobiles) in an ethical manner and in accordance with this policy. Accessing inappropriate websites or services on any device using the Town Councils IT services that are paid for or provided by us carries a high degree of risk, and, for employees, will result in disciplinary action, including dismissal, irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.
- 40 In cases of legal proceedings against Houghton Regis Town Council, we may need to temporarily take possession of any employee's personal device to retrieve the relevant data.
- 41 Wherever possible the user should maintain a clear separation between the personal data processed on our behalf and that processed for their own personal use, for example, by using different applications (apps) for business and personal use. If the device supports both work and personal profiles, the work profile must always be employed for work-related purposes.
- 42 Users who intend to use their own devices via any Town Council IT service must ensure that they:
- use a 4 digit pin, strong password (ie one which contains lower and upper case letters and numbers or finger print (preferably the latter) to protect their

device(s) from being accessed. For smartphones and tablets this should lock the device after 3 failed login attempts.

- configure their device(s) to automatically prompt for a password after a period of inactivity of more than 2 minutes duration
  - always password protect any documents containing confidential information that are sent as attachments to an email, and notify the password separately (preferably by a means other than email)
  - for smartphones and tablets, activate the automatic device wipe function (where available) Note that use of the remote wipe function may also involve the removal of the employee's personal data. Employees are advised therefore to keep personal data separate from business data where possible.
  - ensure that they use secure WiFi networks
  - be cautious if family or friends use the device, ensuring that work-related data cannot be accessed
  - inform us if their device(s) is/are lost, stolen or inappropriately accessed where there is risk of access to our data or resources. To prevent phones being used, they will need to retain the details of their IMEI number and the SIM number of the Any Town Council work done on a user's own equipment must be stored securely and password protected and must always be backed up in accordance with our standard backup procedures.
- 43 If transferring data, either by email or by other electronic means, this should be done through an encrypted channel, such as a virtual private network (VPN) or a secure web protocol (<https://>). Unsecured wireless networks should not be used.
- 44 Prior to the disposal of any device that has Town Council data stored on it, and in the event of a user leaving our employment, users are required to allow the Town Clerk access to the device to ensure that all passwords, user access shortcuts and any identifiable data are removed from the device.
- 45 Users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing our servers/services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. We will use reasonable endeavours to assist, but users are personally liable for their own device(s) and for any costs incurred as a result of the above.

46 By connecting a personal device to any Town Council network or service the user is allowing Houghton Regis Town Council to implement policy(s) on the device that will enable Houghton Regis Town Council to erase any or all of the data on the device to ensure confidentiality.

**47 Health and safety**

48 Users who work in our offices will be provided with an ergonomically designed workstation.

49 The Council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment. Further details are set out in the Town Councils eyecare policy.

50 Any VDU user who feels that their workstation requires changes to make it compliant must speak to the Town Clerk.

51 If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to the Town Clerk.

**52 Software**

53 Equipment allocated to individuals will be supplied with the appropriate software and configuration. Users are not permitted to load screensavers/software from any source without the prior permission of the Town Clerk.

54 Any software that is additional to that supplied must be discussed with the user's manager and authorised prior to purchase to ensure that the necessary licences are also purchased.

55 Non-approved software or data, such as games, screen savers, video clips, non-worked related programmes, must not be installed on Town Council computers under any circumstances, unless prior approval has been given by the Town Clerk.

56 Copies of any software must not be made unless prior approval has been given by the Town Clerk. We do not allow the use of pirated or copied computer software. All software must be licensed.

57 The licence agreement that accompanies software packages should be strictly adhered to. Unauthorised copies of software must not be made for use within the office or outside.

**58 Virus checking**

- 59 Virus protection and awareness of the importance of this is vital to the Councils day-to-day ability to operate effectively. A catastrophic failure of the IT structure will potentially render us inoperable. Any activity by an individual that contributes to such a potential situation may result in disciplinary action, including dismissal. Users should note that the intentional introduction of viruses is a criminal offence under the Computer Misuse Act 1990.
- 60 Anti-virus software is installed on all computers and should be left running automatically and updated when prompted. Full system autoscans are set to run and must be left in place until a time when an alternative might be considered appropriate. We use virus detection software to scan all email and attachments received from any external source.
- 61 There is a risk of importing computer viruses if programmes or executable files are downloaded from the Internet, or if email attachments containing viruses are opened. All incoming email documents are scanned for viruses, and documents containing known viruses are intercepted. However, users who believe an attachment is suspicious should contact the Town Clerk or the IT Support company before opening this.
- 62 All incoming material should be checked for viruses, whether loaded manually (e.g. from CDs or memory sticks) or downloaded from an external source such as the Internet before being saved or copied onto our computers.
- 63 Users must not change or install any software on their computer that includes the transference of data/software from their work or home computer without the express permission of the Town Clerk.
- 64 If a virus is detected the Town Clerk or the IT Support company must be notified immediately.
- 65 Nothing should be attached to an email which may contain a virus. We could be liable to the recipient for any loss suffered. We have virus-checking in place, but a check should be made with a manager if in doubt.
- 66 Care should be taken when forwarding attachments from third parties, particularly unidentified third parties. These may carry viruses and they may also not have been cleared for copyright issues. Sending them on to someone else may be a breach of copyright and result in damages for breach of copyright.

**67 Desktop appearance and settings**

- 68 The programme and desktop icons should not be changed from the standard icons.

- 69 Our IT systems may not be used to acquire, display or distribute any content that may be considered offensive to others, including content of a sexual nature. This includes, but not limited to, any programme, image, document, sound or video clip that can be displayed or heard on any IT equipment.
- 70 Sound systems on computers must be switched off in consideration of people working near to you.
- 71 User IDs and passwords**
- 72 Users are authorised only to use the IT services made available to them when logging onto the IT equipment under their allocated user name.
- 73 Individual users are responsible for the security of their IT equipment and must not allow this to be used by an unauthorised person. Personal password(s) should be kept confidential and all reasonable precautions taken to prevent unauthorised access to the data stored on any Town Council IT equipment.
- 74 Users are not permitted to use, change or divulge to any other party, their or any other person's password or own Council system password without the express permission of the Town Clerk.
- 75 Passwords should not be written down anywhere where they could be easily retrieved by someone else.
- 76 Users should never use another person's username, email address or password (unless specifically authorised to do so), nor should they permit any other person to transmit, download, copy, forward or store material using their username, email address or password.
- 77 A user who changes their name through marriage, divorce, deed poll or any other method, should inform the Town Clerk immediately so that all user IDs, passwords and email addresses can be amended accordingly.
- 78 When logged onto the Councils IT system, and leaving any IT equipment unattended, or on leaving the Councils workplace, users should ensure they log off the system to prevent unauthorised access. Any printed material should also be collected and stored confidentially.
- 79 Passwords may be changed from time to time, especially when someone leaves our employment.

80 On leaving our employment, access to our systems will be immediately withdrawn. Incoming emails will be diverted to the leaver's manager and an automatic response will be set up informing the sender that the address is no longer to be used to contact the leaver. Any passwords giving remote access to our systems will be changed, thus preventing unauthorised access. We will also notify any suppliers or contractors of any leavers who should be removed from their list of those who are authorised by us to use their services. Note that in order to protect our business interests, the above may also apply during any period of "garden leave".

## **81 Files and data**

82 All files should be stored on the Town Councils file servers. Permission must be obtained from the Town Clerk before any data is removed or duplicated to any other IT equipment.

83 Any Town Council sensitive or personal data stored on our IT equipment must be kept in the strictest of confidence and no copies must be taken other than for back-up purposes without the permission of the Town Clerk.

84 All reasonable precautions should be taken to ensure that any data storage devices (e.g. CD's, DVD's, USB memory etc.) containing Town Council files, or printouts of data are secure from theft or copying.

85 Any data stored on the Town Councils equipment or systems must only contain information relating to Council business. No personal data must be stored on our IT equipment and systems.

86 No data of any other description should be present on our computer systems with specific regard to pornographic or obscene material, whether pictorial or descriptive.

87 All users must be aware that storing any Town Council personal data on a computer is subject to data protection legislation.

88 Houghton Regis Town Council IT equipment and systems must be used responsibly and in a way that does not interfere with, disrupt or prevent anyone else legitimately using these resources. Users should ensure they are aware to which drives they have access/modification rights and remember this when saving confidential data. This is to make certain that the right people can view and edit the files saved to the system.

89 Unauthorised access, attempts to access, modify, delete or use data belonging to the Town Council will be considered a disciplinary matter and potentially a criminal offence under the Computer Misuse Act 1990.

90 Users will be notified of any data backup procedures in place that affect them: these must be followed at all times.

91 Hard copies should be kept of information regarded as legal messages, relating to such matters as occupancy, staff or business transactions. Financial information, including VAT records (which should be stored for 6 years), must be stored on physical files.

## 92 **Monitoring**

93 Houghton Regis Town Council reserves the right to monitor, inspect and maintain logs of the usage of any Town Council IT equipment or personal devices that use the Town Councils network or services to ensure compliance with this policy as well as relevant legislation. This includes, but not limited to, the use of the internet, email, phone (including mobile) and computers.

94 Monitoring and the inspection of the content of any files or messages (including emails) may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.

95 Houghton Regis Town Council also reserve the right to monitor the internet usage, including the websites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect us from potential damage or disrepute.

96 Any use that the Town Council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

97 All computers will be periodically checked and scanned for unauthorised programmes and viruses.

## 98 **Remote working**

99 Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home or any other different venue), as follows:

- if accessing the Town Councils systems or services remotely, using IT equipment that either does not belong to the Town Council or is not owned by the user then any passwords must not be saved (cached), and the user must log out or disconnect at the end of the session deleting all logs and history records. If this is not possible for the IT equipment being used (e.g. at an internet café), our services must not be accessed from that device.



- the location and direction of the screen must be checked to ensure the contents cannot be viewed by other people. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc.
- any data printed must be collected and stored securely
- all electronic files should be password protected and the data saved to the Town Councils systems/services when accessible.
- papers, files or IT equipment must not be left unattended at a third parties' premises. If this is not possible for any period, then arrangements must be made with a responsible person at the third parties premises for them to be kept in a locked room or cabinet
- any data should kept safely and should only be disposed of securely
- papers, files, memory sticks, flash drives or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, company data should be taken into the employee's accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed.
- where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft

100 Those issued with a mobile phone that allows WiFi access using hotspot should take note of the monthly data limit for the phone and the additional cost if it is exceeded, especially if used abroad.

101 The use of paid for WiFi access, for example at hotels and airports should be carefully monitored and restricted to essential business use.

## **102 Email**

### **102.1 General principles**

103 Our email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky. Users need to be careful not to introduce viruses onto our system and should take proper account of the security advice below.

104 On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Employees are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

105 These rules are designed to minimise the legal risks we run when using email at work and to guide users as to what may and may not be done. If there is something which is not covered in the policy, users should ask their manager, rather than assuming they know the right answer.

106 All employees who need to use email as part of their role will normally be given their own Town Council email address and account. We may, at any time, withdraw email access from any employee, should we feel that this is no longer necessary for the role or that the system is being abused.

107 Email messages sent from an Houghton Regis Town Council account must be for Town Council business use only. Users are asked to restrict their personal use of emails to their personal email account(s) during official lunch breaks or before or after working hours.

108 Misuse of our email address may give rise to legal liability on the user's behalf to third parties. It may also give rise to a claim being made against the Town Council. It is therefore vital that the following policy is adhered to when using email.

#### **108.1 Reading email**

108.1.1 Email messages should be read regularly. Employees who are away from their place of work for more than a day should ensure that an appropriate message is sent automatically to senders and/or that temporary access is granted to another colleague and that emails are dealt with in their absence as appropriate. With the exception of senior managers, unless specifically requested to do so, employees are not expected to read or action their emails when on any form of leave.

109 During unplanned leave or prolonged absence, and solely where necessary, we may access and/or divert email accounts to continue the smooth operation of our business.

110 Take care before opening emails from unknown sources - this is how most viruses are introduced and they could easily spread throughout our systems.

111 When an email is received from a sender outside the Town Councils email domain (@houghtonregis.org.uk) a banner is inserted in the email to notify the recipient that it is from an external source and that any attachments or links must be checked before opening.

#### **111.1 Sending email (including replies and forwarding)**

112 Email sent from an individual's mailbox is effectively signed by an individual.

- 113 Emails are merely another form of communication: in some instances, they may be the only contact that a recipient has with the Town Council and the style, appearance and content of the email will therefore influence the image that is portrayed of our organisation. Emails can appear to be a more informal type of communication, but our normal standards of presentation and content apply equally to them and the language used in the message must be courteous and professional. This includes spelling, punctuation and correctly heading each email as appropriate. All emails should therefore be checked before they are sent to ensure they don't contain typing, grammatical or spelling mistakes and to ensure the content is professional and accurate. In many cases for longer emails, it may be better to prepare the message as a draft and check it carefully before sending.
- 114 Messages should be concise and directed only to those on a 'need to know' basis. General messages to a wide group should only be used where necessary and the "reply all" facility should not be overused.
- 115 Long email trails should not be sent unless absolutely necessary and messages should only be marked as 'urgent' if they warrant immediate action. "Read receipts" and requests to acknowledge acceptance of an email further add to email traffic, so should be used sparingly. Please be mindful of the size of attachments within emails. Very large attachments can have an impact on speed and performance of the email systems and internet connections and may be rejected by one or more of the recipients. Where possible, the size of pictures should be reduced, and very large files compressed into smaller files by zipping them.
- 116 Houghton Regis Town Council users must not solicit, send or willingly receive emails of an obscene nature, or which are intended to annoy, harass, intimidate or cause offence to colleagues or members of the public.
- 117 Personal or sensitive data must not be sent using email unless agreement has been received from the individual concerned or this processing is necessary to carry out public functions.
- 118 Houghton Regis Town Council users should regularly delete or archive emails when they are no longer current or required in order to restrict the size of their mailboxes and reduce the risk of incoming emails being rejected.
- 119 Houghton Regis Town Council users should be aware of the characteristics of spam and phishing emails and should not reply to or forward these emails but add the sender to their email system's Blocked Senders List.
- 120 Emails should contain the sender's full name and job title. All emails sent by employees must have one of the following disclaimers (as appropriate):

Please consider the environment and don't print this e-mail unless you really need to.

- \*\*\*\* Any opinions expressed in this email are those of the individual and are not necessarily those of Houghton Regis Town Council.
- This e-mail and any attachments hereto are strictly confidential and intended solely for the addressee. It may contain information which is privileged. If you are not the intended addressee, you must not disclose, forward, copy or take any action in reliance of this e-mail or attachments. If you have received this e-mail in error, please delete it and notify us as soon as possible to [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)
- The anti-virus software used by Houghton Regis Town Council is updated regularly in an effort to minimise the possibility of viruses infecting our systems. However, you should be aware that there is no absolute guarantee that any files attached to this e-mail are virus free.\*\*\*

121 Email correspondence with a third party can create a binding contract or otherwise be disclosed in legal proceedings. Where appropriate, the use of clear labelling to prevent either of these circumstances arising (e.g. the words 'subject to contract' and 'without prejudice' must be used). Statements should not be made in an email which could, intentionally or otherwise, create a binding contract or make a negligent statement.

122 Emails containing confidential information, client/customer information or any personal data should only be transmitted, copied or forwarded to authorised third parties.

123 Confidential information should not be sent externally by email. Such messages should be fully encrypted (or any attachments containing confidential information password protected and the password sent separately).

124 Delivery of email, like land mail, is not guaranteed and, if used for business-critical messages, confirmation of receipt should be requested from the recipient. Note: email 'read receipts' only confirm that the email has been flagged as read, it does not confirm the contents have been read nor does it confirm who has read it (the email could be opened by somebody else with permissions on the recipients mailbox).

125 Houghton Regis Town Council emails must not be used for spreading gossip or nuisance mail, for personal gain or in breach of any of our employment policies, such as equal opportunity, bullying or harassment. Sending unwanted, abusive, discriminatory or defamatory emails can constitute bullying or harassment and will be treated as a serious disciplinary issue. This also applies to any emails sent from personal IT equipment to work colleagues or other Houghton Regis Town Council contacts.

126 Take care before sending or viewing material which may be of a hurtful, suggestive or harassing nature: it is the view of the recipient that determines whether it is inappropriate, even if the recipient was not the original addressee. When preparing an email, if the overall feeling is that you are glad you have 'got it off your chest', this is probably a signal it should not be sent. Drafts should be revisited prior to sending.

127 Anyone who receives an email message that has been wrongly delivered to his/her email address should notify the sender by returning the message to that person. If the message contains confidential information, this must not be disclosed or used.

128 Any emails that contravene this policy must be brought to the attention of the Town Clerk.

### **128.1 Legal proceedings and libel**

129 All email messages are the property of the Houghton Regis Town Council and are treated as records of the business.

130 An email message (however confidential or damaging) may be subject to disclosure in legal proceedings or to relevant competition authorities and regulatory bodies. Claims of defamation, breach of confidentiality or contract could arise from a misuse of the system. Emails must therefore be treated like any other form of correspondence and, where necessary, hard copies retained. Even deleted emails may still be recoverable and are regarded as legitimate forms of evidence in court.

131 We can be sued for libel if inaccurate statements are made in emails which disparage other people or companies. This could lead to us having to pay damages. Therefore, all messages should be read carefully before sending and if in any doubt about what is written, the content should be checked with a manager first.

132 Users should avoid making statements which criticise our competitors or their staff, state there are quality problems with goods or services of suppliers or customers or that state (or imply) that anyone is incompetent.

133 Neither should opinions or views be expressed that could be interpreted as misrepresenting our products, services or those of any other organisation with whom we deal.

### **133.1 Carbon copying (CCing)**

133.1.1 Users should take care not to copy emails automatically to all those copied in with the original message to which they are responding. It is easy to do this but may result in a message being seen by someone that should not see this, or may result in the disclosure of confidential information to the wrong person. Therefore, the automatic 'cc-ing back' function on the email should be disabled, and each email considered before copying people in. The use of the 'Reply' rather than 'Reply All' should be preferred.

### **133.2 Attachments**

134 Care should be taken when opening attachments, and should any attachment produce strange or unexpected results, the Town Clerk should be notified immediately.

134.1.1 Certain types of attachments will not be allowed through our gateway.

### **134.2 Deleting and storing email**

135 Good file management should be practiced by frequently checking the content and volume of email folders. As a guide, inboxes should only contain matters awaiting action; other items should be deleted, archived or filed.

136 Deleted email is stored temporarily in the 'Deleted Items' folder and should be emptied on a regular basis.

137 For record-keeping purposes, copies of important email (both sent and received) should be stored in an appropriate location on the shared drive.

### **137.1 Chain mail**

137.1.1 It is prohibited to originate or distribute chain letters by email, either internally or externally.

### **137.2 Spam/junk mail**

137.2.1 Any email message identified as spam or junk mail will be forwarded but marked that it is thought to be spam. Users can either deal with this manually or set up automatic rules.

### **137.3 Specifically prohibited activities**

138 Houghton Regis Town Council users who are authorised to access external services and systems using Town Council IT equipment or their personal devices may not send or permit to be sent on behalf of Houghton Regis Town Council any email, attachment or posting which:

- contains information that is commercially sensitive or may have legal implications for us
- contains confidential information or our trade secrets. For the avoidance of doubt, confidential information covers items such as worker data, customer lists, pricing information, information about our business, its accounts or finances
- may damage our reputation or our relationships with our customers, or which may embarrass our customers
- is defamatory about our business, any competitor or any third party
- is illegal, obscene, pornographic, offensive, or is discriminatory or constitutes harassment (on any grounds of discrimination or any other unacceptable grounds), or damaging, or which may be considered by others to cause distress or is otherwise abusive or threatening
- may infringe copyright of someone else's work by copying files or data onto the Councils IT equipment or by copying to a third party
- may introduce viruses into our system
- constitutes 'junk' email or is posted to multiple news groups
- invites automatic email back to us.

139 In addition, Houghton Regis Town Council IT services must not be used to search for, obtain or store information from any external network, which falls into the categories listed in 12.10.1 above.

### **139.1 Security**

140 Users should be aware that emails are potentially insecure and others who are not the intended recipient might read messages, e.g. the recipient may forward the email on to other people.

141 Both sender and recipient should understand the risks of using email as a communication channel and agree what will and will not be sent.

### **141.1 Accessing other email accounts**

142 Users must never access another person's email account. The only exception is where the person concerned has been authorised to access these during a prolonged absence due to holiday, ill health or some other valid reason.

143 Where such access is authorised, emails must not be sent from that person's account using the original account holder's name. If a response is required, this should be sent from the sender's own account, headed "sent on behalf of (colleague's name)".

#### **143.1 Monitoring of emails**

144 We reserve the right to monitor, at any time, all emails, including deleted emails, and the IT equipment (both Houghton Regis Town Council and personal) upon which such emails are stored and circulated. This right is reserved solely for the purposes of monitoring communications relevant to our business.

145 We will not routinely monitor emails. However, email folders will be checked when users are absent from work to ensure the continuation of service.

146 We exercise this right under the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 for the following reasons: to check that this policy is being observed; that no discriminatory or offensive content appears in emails, etc; to maintain an adequate level of security for our computer systems; to detect computer viruses; and to check mailboxes of absent employees.

147 Therefore, electronic communications, storage or access should not be considered private if it is created or stored on our systems.

#### **148 Use of the Internet**

##### **148.1 General principles**

149 Utilising the vast amount of data that can be found on the Internet can be a useful resource and may be integral to some roles within our business.

150 All employees who need to use the Internet as part of their role will normally be permitted access. We may, at any time, withdraw internet access from any employee, should we feel that this is no longer necessary for the role or that the system is being abused.

151 Having access to the Internet demands a level of trust and responsibility, as websites visited can record the computer system's IP address. Users should restrict their access to websites necessary to complete their daily tasks and to consider the security implications before accessing any other sites for personal use.



### 151.1 Copyright

152 Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 sets out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against our business and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.

153 It is easy to copy electronically, but this does not make it any less an offence. Our policy is to comply with copyright laws, and not to bend the rules in any way.

154 Users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information, but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).

155 Usually a website will contain copyright conditions; these warnings should be read before downloading or copying.

156 Copyright and database right law can be complicated. Users should check with their manager if unsure about anything.

### 156.1 Trademarks, links and data protection

157 Our name is a registered trademark. Any employee or worker who notices anyone using the same or a similar name should let their manager know, so that we may instruct our solicitors to take appropriate action.

158 Users should not register any new domain names or trademarks relating to our names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of our web pages to any other external sites without checking first with their manager.

159 Special rules apply to the processing of personal and sensitive personal data.

### 159.1 Accuracy of information

160 One of the main benefits of the Internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the Internet is uncontrolled, much of the information may be less accurate than it appears.

### 160.1 Downloading material

161 Downloading large volumes of material from the Internet onto our network can place excessive demand on computing resources. This can result in poor network performance or the temporary loss of access to IT services on the network. Such material should not be downloaded unless necessary and preferably during a period when there is little other activity.

162 Files should not be downloaded on to PCs without using virus-checking software.

### 162.1 Registering on external web sites

163 Many websites require registration. Employees who wish to register as a user of a website for work purposes are encouraged to do so. If there is any doubt as to whether it is appropriate to register as a user of a website for work purposes, users should check with the Town Clerk. Employees must ask their manager in advance so that we are aware of what they are committing us to and to ensure the registration will not result in us being inundated with junk mail. Any boxes should be ticked to show we do not want our data used for other marketing purposes.

164 Our business email addresses should only be supplied for access to sites needed exclusively for work purposes. For any such sites, the password should be registered with the Town Clerk, who must also be notified of any change to the password.

### 164.1 Personal use

165 We trust users to limit their browsing of the Internet for non-business purposes. When surfing the web for personal purposes, this must only be at times that do not interfere with the performance of their role or our daily business, ie during breaks or after hours with permission.

166 Personal use of the Internet for conducting financial transactions, eg on-line banking or for the purchasing of goods, must be restricted to out of working hours.

167 Users should not have any expectation of privacy as to their internet usage. All use can be monitored and excessive use that results in wasting our time in this way may result in the facility being withdrawn and/or dealt with in line with our disciplinary procedure.

168 All users who are allowed access to the Internet must ensure that:

- they do not access any site which will result in charges being levied to Houghton Regis Town Council for such access
- they do not use the Internet to access unlawful or inappropriate material – if unlawful or inappropriate material is accidentally accessed, the user should send

an email to their manager so we know the circumstances (the access may be picked up by any monitoring system). For these purposes, unlawful material is that which breaks the law such as child pornography; inappropriate material includes searches that may not be unlawful but which may expose us to liability for sexual harassment by colleagues who may see the search material, such as soft pornography.

- they do not enter into any contracts or commitments in our name or on our behalf
- they do not order any goods for personal use in our name.

### 168.1 Misuse of the Internet

169 Those who are allowed access to the Internet at work for work purposes are expected to use it sensibly and not so that it interferes with efficient working. They may be called upon to justify the amount of time spent on the internet or the sites visited, so this should be borne in mind when browsing the internet.

170 We trust employees not to abuse the latitude we give them, but if this trust is abused, then we reserve the right to alter our policy in this respect.

171 Creating, accessing, sending, downloading or the display of inappropriate, illegal, offensive, obscene or indecent material is strictly forbidden and may lead to disciplinary action, including dismissal as a possible outcome. The accessing of and downloading of some material, for example, sexually explicit material and pornography of children is a criminal offence.

172 The creation or transmission of such material, or material which is designed or likely to cause annoyance, inconvenience or needless anxiety, is strictly forbidden.

173 Furthermore, our systems may not be used for any of the following (this list is not exhaustive but indicates the sort of usage we would consider to be unacceptable and which may lead to disciplinary action, including dismissal as a possible outcome):

- gambling
- downloading, accessing or storing large personal files which interfere with the running of the organisation, such as photographs, videos and music
- games of any kind
- copying software for personal use or using our software (including accounting programmes and/or design programmes) for personal use
- promoting non-business related religious, charitable or political material unless authorised to do so by the Town Clerk
- generating business in direct competition with our business

- sending or participating in junk mail, spam mail or chain letters (this includes forwarding jokes, cartoons and video clips to groups of people and also transmitting unsolicited commercial or advertising material that is not work-related)
- bringing our name into disrepute via social networking websites
- undertaking deliberate activities that waste staff time or networked resources
- using our business email address and misrepresenting our business
- using our name, business contacts, clients or customers for personal benefit or the benefit of any other firm, company or organisation

174 IT equipment is provided as a business tool to enable users to perform their roles effectively. We expect users to have an individual and collective responsibility not to abuse any of our IT equipment or services. Damage or serious unauthorised use of or tampering with our equipment is strictly forbidden.

175 Anyone who discovers a work colleague is abusing our internet facility should inform the Town Clerk. An employee who is found to be concealing the activities of a work colleague who is abusing our internet facilities may face disciplinary action.

#### **175.1 Removing internet access**

176 We may at any time deny internet access to any employee without giving any reason, although normally we would provide reasons.

#### **177 Houghton Regis Town Council website**

178 The Houghton Regis Town Council website is created and amended as part of defined development projects and unauthorised amendment of information on this site is prohibited.

179 Anyone who sees anything on our website which is not up to date should let their manager know as, for legal and public relations reasons, we need to keep it accurate and current.

#### **180 Use of social media**

181 Social media includes blogs; wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, Twitter, Ning or MySpace); virtual worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using our systems or at home.

- 182 Personal use of social networking/media and chat sites are not permitted during working hours should be restricted to breaks during working hours, or after hours
- 183 We recognise the importance of employees joining in and helping to shape industry conversation and enhancing our image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the employee's position, this is acceptable.
- 184 Inappropriate comments and postings can adversely affect the reputation of our organisation, even if it is not directly referenced. It should be noted that if comments/photographs are likely to be construed as linked to us or, in more direct cases, if comments about colleagues, members of the public or our business could be regarded as abusive, humiliating, discriminatory or derogatory, or could constitute bullying or harassment, we will treat this as a serious disciplinary offence. Employees should be aware that competitors or other organisations may read employees' personal weblogs, to acquire information on, for example, their work, products, technical developments and employee morale. Therefore, even if our business is not named, care should be taken with any views expressed.
- 185 Social networking media may be used by the Town Council as part of its means of communication with residents and service users. Such media will be used to represent the Council as a corporate body. Where members of the public are able to post to a social media page representing the Town Council, the pages will be monitored by Town Council officers to ensure that any offensive, inappropriate or discriminatory messages will be deleted.
- 186 Members who use social networking sites in their capacity as councillors must make it clear that they are speaking in a personal capacity and not representing the view of the Council. It is the responsibility of Members to ensure that they are adhering to the Town Council's Code of Conduct when using social networking sites.
- 187 To protect both the Council and the Councils interests, we ask that everyone complies with the following rules about social media, whether in relation to our employment or personal social networking sites, and irrespective of whether this is during or after working hours:
- Contacts from any of our databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities, unless this has been authorised.
  - Any blog that mentions our business, our current or potential products, employees, partners, customers, suppliers and competitors, should identify the author as one of our employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of the Council. Even if

our organisation is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer."). Writers must not claim or give the impression that they are speaking on behalf of our business.

- Any employee who is developing a site or writing a blog that will mention Houghton Regis Town Council, our current or potential, employees, members, councillors, volunteers, partners, customers, visitors, suppliers and/or competitors, must inform the Town Clerk that they are writing this and gain agreement before going 'live'.
- We expect our employees to be respectful about our business and our current or potential products, employees, partners, customers, suppliers and competitors and not to engage in any name calling or any behaviour that will reflect negatively on our reputation. Any unauthorised use of copyright materials, any unfounded or derogatory statements, or any misrepresentation is not viewed favourably and could constitute gross misconduct.
- Photos or videos showing any employee or worker in uniform or other clothing that includes our name or logo and that could reflect negatively on the employee, his/her job, his/her colleagues or our business should not be posted on social media; neither should photos, videos or sound recordings be taken on our property without explicit permission.
- Comments posted by our employees on any sites should be knowledgeable, accurate and professional and should not compromise us in any way.
- Inappropriate conversations with customers or potential customers should not take place on any social networking sites, including forums.
- Any writing about or displaying photos or videos of internal activities that involves current employees, might be considered a breach of data protection and a breach of privacy and confidentiality. Therefore, their permission should be gained prior to uploading any such material. Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the business should not be posted. This includes manuals; procedures; training documents; sales databases; non-public financial or operational information; personal information regarding other employees or customers/suppliers; anything to do with a disciplinary case, grievance, allegation of bullying/harassment or discrimination, or legal issue; product specifications; any other secret, confidential, or proprietary information or information that is subject to confidentiality agreements.
- All employees must be aware that they are personally liable for anything that they write or present online (including on a competitor's blog, post, feed or

website). They may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. They may also be sued by competitors, and any individual or company that views their comments, content, or images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other employees can raise grievances for alleged bullying and/or harassment.

- Postings to websites or anywhere on the Internet and social media of any kind, or in any press or media of any kind, must not breach copyright or other law or disclose confidential information, defame or make derogatory comments about our business or its employees, members, councillors, volunteers, partners, customers, visitors, suppliers and/or competitors, or disclose personal data or information about any individual that could breach data protection legislation.
- Contacts by the media relating to our business, our current and potential products, employees, partners, customers, suppliers and competitors should be referred to the Town Clerk.
- Employees who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving our employment to show that they are no longer employed by us.
- Employees who use Twitter, LinkedIn, or other social media/networking sites for business development purposes must ensure that they inform us of their password(s) so that these sites can be accessed and updated in their absence.
- Employees who have left our employment must not post any inappropriate comments about the business or our employees on LinkedIn, Facebook, Twitter or any other social media/networking sites.
- Any contacts made on such sites during the course of employment will be classed as business information and thus belong to the Council. Employees will be asked to disclose contacts on LinkedIn, or any other sites, that they have made in their capacity as an employee.

188 Note that we may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with us. Employees are also advised that social media sites are not an appropriate place to air business concerns or complaints: these should be raised with a manager or formally through our grievance procedure.

189 It is important to note that our customers contact details and information remain the property of the Council. Upon leaving our employment, for any reason, direct contact from our existing or prospective customers should be directed to the Town Clerk and any contacts gained whilst in our employment (including those on LinkedIn or any other networking platform) should not be used for any purposes that may be in competition with us. In addition, employees leaving our employment will be required to delete all work-related data including customer contact details from any personal device/equipment.

**190 Training**

191 Any employee who feels they require training to increase their understanding of the real benefits the Internet can bring to their position, or to improve their ability to use our IT equipment and services, should contact the Town Clerk.

**192 Breach of this policy**

193 Failure to adhere to this policy may be a gross misconduct offence and may result in action being taken under our disciplinary policy, which could lead to dismissal. Depending on the nature of the offence it may also be necessary to notify the police.

194 Anyone who discovers a user abusing our IT equipment or services must inform the Town Clerk. An employee who is found to be concealing the activities of a work colleague who is abusing our IT equipment or services may face disciplinary action themselves.

**195 Related policies and documents**

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

The above list is not exhaustive.

**196 Further information**

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

**197 Policy review**

198 This policy is reviewed every four years by the Corporate Services Committee.





## **HOUGHTON REGIS TOWN COUNCIL**

### **Information Technology Policy**

Date of Approval:	23 <sup>rd</sup> October 2006
Reviewed:	27 <sup>th</sup> February 2013; 11 <sup>th</sup> June 2018
Date of Re approval:	8 <sup>th</sup> October 2018

**Based on Advice Note AG32/2004, Society of Local Council Clerks**

#### **Contents**

1. Introduction
2. Statement of Purpose
3. Policy Coverage
4. Policy Statement
5. Confidentiality & Data Protection
6. Monitoring
7. Disciplinary Procedures
8. Review

## **1. INTRODUCTION**

The spread of electronic communications and access to multiple sources of information and access through the internet is an increasingly necessary part of the work for everyone. This accessibility confers advantages, but also brings risks that need to be taken into account. It is good practice for the sake of the employer and the employee to put in place a policy relating to the use of information technology mechanisms.

## **2. STATEMENT OF PURPOSE**

Many workplaces allow staff personal use of information technology (IT), including email and the internet. Houghton Regis Town Council acknowledges that reasonable use of these technologies at work assists staff with their work-life balance by enabling them to make personal arrangements quickly and efficiently. However, it is necessary to prevent abuse of the system and protect IT equipment from malicious software. It is important to formalise this arrangement so that the employer and all employees have a clear understanding of what activities are and are not allowed.

As other users frequently require access to IT within the Council's building it is also important to ensure that the Council's IT system is protected from potential abuse by third parties.

## **3. POLICY COVERAGE**

This policy applies to:

- Employees including staff, councillors, visitors etc
- Houghton Regis Town Council computer equipment including computers, tablets, laptops, mobile phones and Wi-Fi
- Volunteers using Houghton Regis Town Council computer equipment and Wi-Fi
- Members when using Houghton Regis Town Council computer equipment and Wi-Fi
- Members using social networking media in their capacity as Councillors

## **4. POLICY STATEMENT**

Personal use of Houghton Regis Town Council computer equipment is permitted, but should be kept to a minimum during working hours. All computers used to send/receive emails, access the internet or access the Town Council's IT systems must have recognised up-to-date antivirus software installed. Employees/Members/Volunteers using Town Council equipment must not download files from the internet, email, memory stick or disc without implementing virus protection measures. All

employees/Members/volunteers must report any virus problems immediately to their supervisor or IT contractor, as appropriate.

**Houghton Regis Town Council Internet Usage:**

- Browsing offensive or pornographic websites is prohibited.
- Pornographic or offensive material must not be downloaded from the internet.
- Indecent remarks, proposals or materials must not be posted on the internet.
- Malicious software (including logic bombs, Trojan horses, viruses and worms) must not be knowingly downloaded from the internet.
- Confidential information must not be posted on the internet.

**Wireless Internet Access**

Members of the public who hire rooms can also access the Town Council's wireless internet service. Hirers must agree to sign up to the following set of conditions before being given access to the internet:

- Browsing offensive or pornographic websites is prohibited.
- Pornographic or offensive material must not be downloaded from the internet.
- Indecent remarks, proposals or materials must not be posted on the internet.
- Malicious software (including logic bombs, Trojan horses, viruses and worms) must not be knowingly downloaded from the internet.

If using the Town Council's laptop, the antivirus must be enabled at all times.

Wireless internet access is controlled by a password which can be changed by Town Council officers at any time.

**Email:**

Employees/Members must not solicit, send or willingly receive emails of an obscene nature, or which are intended to annoy, harass, intimidate or cause offence to colleagues or members of the public.

Personal or sensitive data must not be sent via email unless agreement has been received from the individual concerned or this processing is necessary to carry out public functions.

Council officers should regularly delete or archive emails when they are no longer current or required in order to restrict the size of their mailboxes and reduce the risk of incoming emails being rejected.

Officers should be aware of the characteristics of spam and phishing emails and should not reply to these emails, but add the sender to their email system's Blocked Senders List.

Emails sent by employees must have one of the following disclaimers (as appropriate):

Please consider the environment and don't print this e-mail unless you really need to.

\*\*\*\* Any opinions expressed in this email are those of the individual and are not necessarily those of Houghton Regis Town Council.

This e-mail and any attachments hereto are strictly confidential and intended solely for the addressee. It may contain information which is privileged. If you are not the intended addressee, you must not disclose, forward, copy or take any action in reliance of this e-mail or attachments. If you have received this e-mail in error, please delete it and notify us as soon as possible to [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)

The anti-virus software used by Houghton Regis Town Council is updated regularly in an effort to minimise the possibility of viruses infecting our systems. However, you should be aware that there is no absolute guarantee that any files attached to this e-mail are virus free.\*\*\*

## **Social Networking**

Social networking media may be used by the Town Council as part of its means of communication with residents and service users. Such media will be used to represent the Council as a corporate body. Where members of the public are able to post to a social media page representing the Town Council, the pages will be monitored by Town Council officers to ensure that any offensive, inappropriate or discriminatory messages will be deleted.

Members who use social networking sites in their capacity as councillors must make it clear that they are speaking in a personal capacity and not representing the view of the Council. It is the responsibility of Members to ensure that they are adhering to the Council's Code of Conduct when using social networking sites.

## **5. CONFIDENTIALITY & DATA PROTECTION**

Employees/Members must not reveal or publicise to a third party confidential or proprietary information, which includes, but is not limited to: personal or sensitive data as defined under Data Protection Legislation computer software source codes, logins, or passwords, unless they have the permission of the Town Clerk or it is in accordance with Data Protection Legislation.

Employees who have remote access to the Town Council's IT systems are responsible for ensuring that non-employees do not gain access to the systems. Houghton Regis Town Council respects the privacy and autonomy of its employees and Members.

## **6. MONITORING**

Houghton Regis Town Council currently does not monitor the emails or internet usage of its officers. However, monitoring may be employed under the following circumstances:

- complaints are received about malicious emails
- evidence of criminal activity or sending/downloading pornographic images
- staff are spending unreasonable amounts of time visiting non-work-related internet sites or sending personal emails

Houghton Regis Town Council reserves the right to monitor activity on computer equipment. Any monitoring would comply with Data Protection Legislation and information obtained from monitoring would only be used for the purpose it was obtained.

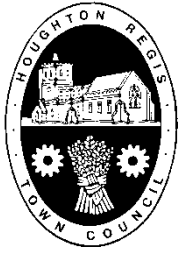
## **7. DISCIPLINARY PROCEDURES**

If an employee breaches the IT policy, they will be subject to the Council's disciplinary procedures.

Breaches of the IT Policy by Members could contravene the Code of Conduct and action may result from this contravention.

## **8. POLICY REVIEW**

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



## **CORPORATE SERVICES COMMITTEE**

**Agenda Item 14**

---

<b>Date:</b>	<b>1<sup>st</sup> March 2021</b>
<b>Title:</b>	<b>LEAVE ENTITLEMENT POLICY UPDATE</b>
<b>Purpose of the Report:</b>	<b>To provide members with information in regard to the update of the Town Councils Leave Entitlement Policy.</b>
<b>Contact Officer:</b>	<b>Debbie Marsh, Corporate Services Manager</b>

---

### **1. RECOMMENDATION**

**To recommend to Town Council the adoption of the Town Councils Leave Entitlement Policy**

### **2. BACKGROUND**

Members are already aware that the National Joint Council for Local Government Services (NJC) agreed new pay scales for 2020-21 to be implemented from 1 April 2020.

In addition to this the NJC Agreement also increased minimum leave entitlement from 21 days to 22 days, also backdated to April 2020.

### **3. INFORMATION**

The one-day increase applies to:

- Employees with less than five years' service.

Employees on alternative working patterns, such as a three-day working pattern, receive a pro-rata increase.

Minimum leave entitlement remains at 25 days for employees with five years' or more service.

For information the Town Councils Leave Entitlement Policy has been revised to reflect this change, as attached.

### **4. COUNCIL VISION**

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

## **5. IMPLICATIONS**

### **Corporate Implications**

- The need to amend the Town Councils Annual Leave entitlement policy to reflect this change.

### **Legal Implications**

- This entitlement forms part of an employee's contract of employment.

### **Financial Implications**

- There are no financial implications arising from the recommendations

### **Risk Implications**

- There are no risk implications arising from the recommendation.

### **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 the recommendations

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

All employees, who have been affected by this change, have been written to informing them of the change.

The Town Councils model contract of employment has been amended to reflect this change.

## **7. APPENDICES**

### **Appendix A Revised Leave Entitlement Policy**



## HOUGHTON REGIS TOWN COUNCIL

### LEAVE ENTITLEMENTS

Date of Approval:	30th July 2007
Dates of Review:	27 <sup>th</sup> February 2013; 21 <sup>st</sup> March 2016; 1 <sup>st</sup> March 2021
Dates of Re approval:	27 <sup>th</sup> February 2013; 21 <sup>st</sup> March 2016;



## **Contents**

- 1. Introduction to Houghton Regis Town Council Work-Life Balance Policies**
  - **Policy Aims and Objectives**
- 2. Overview of Leave**
- 3. Leave Entitlements**
  - 3.1 Annual Leave**
  - 3.2 Family Leave**
  - 3.3 Dependency Leave**
  - 3.4 Compassionate Leave**
  - 3.5 Carer Leave**
  - 3.6 Leave of Absence**
- 4. Public Service Leave**
  - Jury service
  - Election duties
  - Service in non-regular forces
  - School governor
  - Magistrate
  - Council member
  - Special constable or retained fire-fighter
- 5. The Legislative Framework**
  - Employment Law
  - Data Protection
- 6. Responsibilities**
- 7. Communication and Information**
- 8. Complaints procedure**
- 9. Points to Note**
- 10. Monitoring of the policy**
- 11. Further help and advice**

## 1. Introduction

At Houghton Regis Town Council we understand that people increasingly face the challenge of balancing the demands of their jobs with their personal responsibilities. There are clear benefits for all to be derived from a flexible approach to working. Work-Life Balance Policies are aimed not only at people who have carer responsibilities for children, relatives or dependants including adopted or fostered children, partners and elderly or sick relatives, but all employees who wish to create a better balance in the differing aspects of their lives.

### **Policy aims and objectives**

This policy is provided to all Houghton Regis Town Council employees to support them in their job role. The aims are:

- To offer a comprehensive range of flexible working practices in order to assist employees manage their home and work-life in a balanced way;
- To provide employees with the information and support required to make an informed decision about the work and home life;
- To comply at all times to Employment legislation.

The objectives are to produce clear and concise guidance to all employees who work for Houghton Regis Town Council and for them to understand the ways in which the Council can assist them manage their home and work-life responsibilities in a fair and equitable manner.

## 2. Overview of Leave

The Council recognises that there may be occasions where employees need to take rest breaks to recharge the batteries as well as take short periods of time off work to deal with family and other emergencies. By their very nature emergency situations are unplanned, requiring absence with little or no notice, calling for a flexible and sympathetic response. In order to help our employees, deal with such situations, the following leave arrangements are available.

## 3. Leave Entitlements

### 3.1 Annual Leave

The Council's leave year runs from 1st April to 31st March. For employees who work a normal five-day week the annual leave entitlement is ~~21~~22 days.

If an employee joins the Council's service part way through the leave year, they will be given a proportion of the allowance based on 1/12<sup>th</sup> for each whole month remaining in the leave year.

The minimum paid annual leave entitlement is twenty-two days with a further three days after five years of continuous service. After 5 years continuous local government service, the above entitlements increase by an additional 5 days. Employees become eligible for this additional leave on the first day of the month following the anniversary of their start date.

This additional leave is accrued on a pro rata basis at the rate of 1/12<sup>th</sup> for each whole month up until the following 1<sup>st</sup> April when the full [5-3](#) additional days will be granted.

In addition to the annual leave shown above, employees are entitled to a further 2 statutory days, which can be taken the same as annual leave.

Employees may carry over up to 5 days annual leave from one year to the next with the approval of the Town Clerk.

### **3.1.1 Public Holidays**

All full-time Houghton Regis Town Council employees are entitled to be paid for and take all public holidays as leave. There are usually 8 bank holidays in a leave year. For those employees who work flexibly, public holiday entitlements are calculated on a pro-rata basis dependent on the hours/days you work.

### **3.1.2 Council Half Day**

An additional half day is usually granted on the last working day before Christmas.

### **3.1.3 Leave Calculations for those Employees who work flexible patterns**

Leave is calculated on a pro-rata basis for those employees who work flexible patterns such as part-time and job-share i.e. directly proportional to the hours / days worked. This calculation includes bank and public holidays, the 2 extra statutory days and the Council Day. No leave entitlement will exceed that for a 37 hour week.

#### **Part-Time 5 days per week (equal days):**

If an employee works less than 37 hours per week but their hours are equally divided over 5 days then their leave entitlement is the same as for a full-time employee. The only difference is that each leave day will be proportionately shorter.

#### **Part-Time less than 5 days per week (equal days):**

If an employee works less than 5 days per week but works the same number of hours each day then their leave entitlement will be equal to 1/5<sup>th</sup> of the full time leave entitlement for each day worked, e.g. an employee who works 21 hours per week – 3 days at 7 hours - then their leave entitlement would be 3/5<sup>th</sup> of the full time entitlement to the nearest half-day.

#### **Part-Time (unequal days):**

For employees whose work pattern is not equally distributed throughout the week it may be easier to calculate leave entitlement in hours rather than days.

\*Part-time employees who work days of varying lengths but who work the same hours each week are entitled to a pro-rata allowance based on 1/37<sup>th</sup> of the above entitlement for each hour worked per week, e.g. an employee who works 20 hours per week would be entitled to 20 / 37<sup>th</sup> of the above entitlement.

#### **Casual and Variable hours employees:**

For employees who do not work the same hours each week or who are employed on an as-and-when basis it is not possible to calculate a leave entitlement in advance. Leave

---

entitlement for these employees has to be calculated retrospectively. For each hour worked an employee will earn 0.08438 hours leave.

### **3.1.4 New entrants to Local Government**

If you join the Council part way through a leave year, you will be given a proportion of the allowance based on 1/ 12 for each whole month remaining in the leave year. However, if holiday arrangements have already been made the Council will endeavour to honour them. If employees transfer from the service of another local authority, then their leave entitlement may be transferred.

### **3.1.5 Termination of Employment**

Employees leaving the Council will be entitled to one-twelfth of their annual leave entitlement for each completed month in the current leave year. If the entitlement has been exceeded, the excess will be recovered from their final salary payment. Payment will not normally be made in respect of unused leave entitlement.

You will be paid your full contractual rate of pay for all authorised absence on annual leave.

## **3.2 Family Leave**

The law relating to maternity, paternity and parental leave was amended by the Work and Families Act 2006. This policy has now been written to reflect changes already enforced and to enable the flexibility for Council to adopt legislation without rewriting its policies. The legislation, employer's and employees' responsibilities are readily available from ACAS and DTI and should be the first point of reference. The regulations are briefly set out below.

### **3.2.1 Maternity Leave**

As at 3.2, employees and Houghton Regis Town should consult the ACAS and DTI websites for clarification. As at June 2007 employees should notify HRTC, by the end of the 15<sup>th</sup> week before expected week of childbirth that

- She is pregnant
- The expected week of childbirth (confirmed by medical certificate)
- The intended start date of maternity leave. This is not normally earlier than the 11<sup>th</sup> week before due date

HRTC, within 28 days, must respond giving her expected return date, which the employee may alter giving 8 weeks notice. Employees with 26 weeks continuous service by the beginning of the 14<sup>th</sup> week before expected due date are entitled to 26 weeks additional to 26 weeks maternity leave, ie 52 weeks leave (plus accrued annual leave). A woman may expect to return to her original job, or if to reasonably practical, a suitable alternative job.

### **3.2.2 Paternity Leave**

Fathers have the right of up to 2 weeks paternity leave following the birth of their biological child. To be eligible certain conditions apply, such as 26 weeks service and informing HRTC by the end of the 15<sup>th</sup> week prior to delivery date.

### **3.2.3 Parental Leave**

Parental leave is the right to take time off to look after a child or make arrangements for the child's welfare. The right to parental leave entitles all eligible employees who have completed one year's qualifying service to take a period of unpaid leave to care for each child born or adopted on or after 15 December 1994 (on or after 15 December 1981 in the case of a disabled child). The right applies to mothers and fathers and to a person who has obtained formal parental responsibility for a child under the Children Act or its Scottish equivalent. Parents are able to start taking parental leave as soon as the child is born or placed for adoption, or as soon as they have completed the required one year's qualifying service with their employer, whichever is later. Changes to the right were introduced on 10 January 2002, which benefit parents of disabled children and parents of children aged under 5 on 15 December 1999 (the date the right was first introduced).

### **3.2.4 Adoption Leave**

Employees seeking to adopt a child have legal rights to leave and should seek advice.

## **3.3 Dependency Leave**

### **3.3.1 Definition**

For the purpose of this policy a dependent is defined as a spouse, child, parent or a person who reasonably relies on the employee for assistance and care. There may be emergency situations requiring your urgent absence from work, e.g.

- sudden illness or injury of your child or dependent;
- a child or dependant is involved in an accident or assaulted;
- failure of childcare or other care arrangements for dependants;
- unexpected school closure;
- if a child is involved in an incident at school;
- other urgent needs in respect of the 'care' situation.

### **3.3.2 Qualifying employees and Leave arrangements**

All employees of Houghton Regis Town Council have access to time off for emergency leave for dependants.

Employees are entitled to take up to five working days paid leave per year, pro-rata for part-time employees.

Leave can be taken on an hourly, half-day or whole day basis but exceptionally all five days may be taken at once.

Emergency time off can also include in an emergency situation time off accompanying a sick dependant to their GP, dentist, clinic or hospital. This should not be used for pre-booked appointments or treatment.

With management agreement any requests for emergency leave that exceed the five days per annum maximum shall be taken from annual leave or be unpaid.

In cases where a dependent is sick rather than seriously ill consideration should be given to allow the employee some flexibility on start, finish and lunch times to enable them to care for their dependant.

### **3.3.3 Authorisation and recording of the Leave**

Employees should always contact the Town Clerk in the first instance when an emergency situation arises.

Emergency leave will be discussed between the employee and the Town Clerk and timescales for the leave agreed including keeping the Town Clerk updated and informed at all times.

The Town Clerk is responsible for maintaining a record of leave taken.

### **3.4 Compassionate Leave**

The Council recognises that employees may face at times distressing and personal situations for which the Town Clerk will want to use their discretion and allow employees to take leave outside their normal annual leave entitlements. The Town Clerk will ensure that those employees who need to take leave for compassionate reasons will be treated in a fair and sympathetic manner.

#### **3.4.1 Definitions**

For the purpose of this policy a close family member will include a husband, wife, partner, child, or parent, or person standing in loco parentis to the employee or to whom the employee stands in that relation. A family member will include grandparent, aunt, uncle, brother or sister.

#### **3.4.2 Qualifying employees and Leave arrangements**

For the death of a close family member up to five days paid leave may be granted. This period should include the funeral. In exceptional circumstances e.g. the death of a young child, extra days may be granted up to a maximum of ten days.

For the death of a family member one day's paid leave should be given to attend the funeral plus an additional two days paid leave.

Any requests for compassionate leave that exceeds the entitlements shown above shall be taken from annual leave or be unpaid leave of absence which will be granted with management's discretion.

#### **3.4.2 Authorisation and recording of the Leave**

Employees should always contact the Town Clerk where possible in the first instance when a death in the family occurs.

The appropriate number of day's compassionate leave will be agreed between you and the Town Clerk taking into account the personal circumstances.

Employees are responsible for keeping the Town Clerk updated and informed at all times.

The Town Clerk is responsible for maintaining a record of leave taken.

### **3.5. Carer Leave**

Houghton Regis Town Council recognises that a flexible and supportive approach is required for those who have care responsibilities for others. Special leave may be granted in the following circumstances:

Serious illness of a Husband, Wife, Partner, Son / Daughter or a close family member who requires constant care and attention in their own home, where no other care arrangements can be made or normal care arrangements have broken down, for example a person living alone recovering from an operation.

Up to five days with pay may be granted at the discretion of the Town Clerk in accordance with the individual circumstances of the case. Additional days paid leave will not normally be granted until employees have exhausted their annual leave entitlement. In very exceptional cases up to 10 days may be granted at the discretion of the Town Clerk and thereafter unpaid leave.

In cases of family sickness other than serious illness consideration will be given to allowing the employee flexibility for start, finish and lunch times to allow them to care for their Husband, Wife, Partner, Son, Daughter or a member of their close family.

The Council's Care Leave Scheme should be used in circumstances where the illness is someone who is normally directly dependant on the employee for domestic support.

### **3.6 Leave of absence**

Houghton Regis Town Council recognises there may be other domestic, personal or family situations that occur that are unplanned and urgent that fall outside all the other personal leave entitlements.

#### **3.6.1 Definitions**

Leave of absence will be given where an employee has exhausted all other entitlements, including annual and flexi-leave where reasonable time off is still required.

#### **3.6.2 Qualifying Employees and Leave Arrangements**

All employees of Houghton Regis Town Council are eligible to request leave of absence. This would mainly apply to those employees who have exhausted all other leave entitlements. In most situations leave of absence will be unpaid.

Unplanned domestic emergencies such as a broken boiler at home, a burglary, or flood etc may also warrant unpaid leave

**Dental and Optician Appointments**

Employees are expected to make appointments out of core work time wherever possible. Where this is not possible, appointments should be made to minimise the extent of absence from work, for example, either at the beginning or end of the working day. Paid leave of up to one hour may be granted at the discretion of the Town Clerk.

**Doctor and Hospital Appointments**

Employees are encouraged to request appointments out of core work time wherever possible. Where this is not possible, appointments should be made to minimise the extent of absence from work, for example, either at the beginning or end of the working day. Paid leave may be granted at the discretion of the Town Clerk. If an employee has a hospital appointment outside of South Bedfordshire and Luton, paid leave of a half/whole day may be granted at the discretion of the Town Clerk. If an employee has to undergo any form of invasive treatment or attend a day clinic, paid leave of up to a day may be granted at the Town Clerk discretion.

Employees are required to submit a medical appointment card or letter to the Town Clerk to support the request for leave of absence.

**3.6.3 Authorisation and recording of the Leave**

Employees should always contact the Town Clerk where possible in the first instance explaining the reason for requesting leave of absence.

The appropriate number of hours/day's leave will be agreed between you and the Town Clerk, whether paid or unpaid taking into account the personal circumstances.

Employees are responsible for keeping the Town Clerk updated and informed at all times.

The Town Clerk is responsible for maintaining a record of leave taken and informing Payroll to ensure adjustments are made to an employee's pay if appropriate.

**4 Public Service Leave**

Houghton Regis Town Council supports employees who wish to take up public duties. Employees who take up certain public duties as defined below will be entitled to paid time off to carry out these duties, where such duties cannot reasonably be carried out in the employee's own time.

**4.1 Definitions**

For the purposes of this policy public duties are defined as:

- Jury service
- Election duties
- Service in non-regular forces
- School governor
- Magistrate
- Council member



- Special constable or retained fire-fighter

## 4.2 Leave Arrangements

### Jury Service

- Any Houghton Regis Town Council employee receiving a summons to serve on a jury should notify the Town Clerk in the first instance;
- The employee will be able to claim an allowance for loss of earnings; this will be reflected in the employee's pay;
- Employees are responsible for keeping the Town Clerk updated and informed at all times;
- If for whatever reason an employee is not required to attend proceedings on a particular day, they are to return back to work as soon as possible;
- The Town Clerk is responsible for maintaining a record of leave taken and informing Payroll to ensure appropriate adjustments are made to an employee's pay;

### Election Duties

- Employees who act as presiding officers, poll clerks or counting officers (where the count takes place during normal working hours) are entitled to paid leave;
- Employees should consult the Town Clerk and obtain permission before accepting the appointment, as the needs of the service should not be affected;
- Leave will be given for the hours, which normally would have been worked that day;
- The Town Clerk is responsible for maintaining a record of leave taken;

### Service in non-regular forces

- Employees who are members of the non-regular forces who are required to attend summer camp will receive paid leave;
- Two week's leave will be given to those employees who have less than five years local government service or are on spinal column point 28 or below;
- One week's leave will be given to those employees who are on spinal column point 29 or above;
- Employees who are members of the Territorial Army who are required to undertake training in addition to summer camp should arrange for such training to be on days when they would not normally be working.
- If this is not possible then the employee should provide the Town Clerk with alternative dates so that agreement can be reached on when the employee can be absent on paid leave.

## 4.3 Other Public Duties

Those employees who undertake such duties as a School Governor, Magistrate, Council Member, Special Constable or Retained Fire-Fighter are entitled to paid leave of up to five days per annum, pro-rata for part-time employees; subject to the following:

- Employees should inform the Town Clerk of their intention to take up public duties before accepting the appointment;

- Employees must request time off in advance and support the request by evidence;
- Employees will not unreasonably be prevented from taking time off to fulfil their public duties but agreement must be reached with the Town Clerk about the timing of their absence to minimise the impact on service delivery;
- There must be no conflict of interest between the employee's work for the Council and their public duties as set out in the Code of Conduct;
- Employees have a responsibility to ensure that undertaking both public duties and their job role at the Council does not breach the statutory rest entitlements as published in the Working Time Regulations (WTR);
- The Town Clerk is able to grant additional time off for public duties at their absolute discretion.

## **5 The Legislative Framework**

### **5.1 Employment Law**

This Policy will help the Council meet its legal and moral responsibilities under current employment legislation:

### **5.2 Data Protection**

The data supplied on the personal leave form is covered by the legal notifications provided by the Council under the Data Protection Act. 1998. The data will be used within the Council for the purposes of policy and equalities monitoring. The data will not be passed to any other third party without an employee's consent, except where the Council is required by law to do so.

## **6 Responsibilities**

### **6.1 Employees in supporting this policy will:**

- be responsible for familiarising themselves with this policy in accordance with other HRTC policies and procedures;
- be responsible for informing the Town Clerk of their particular requirements;
- bring to the attention of the Town Clerk any matters of unfair treatment.

### **6.2 The Town Clerk will:**

- Advise on this policy/procedure;
- Provide awareness training for implementation of the policy;
- Work with managers to implement this policy;
- Review, monitor and evaluate policies.

## **7 Communication and Information**

This policy is made available to all Houghton Regis Town Council contracted employees.

## **8 Complaints Procedure**

If any employee considers that he or she is suffering from unequal treatment or deems the decision taken regarding leave was unfair he or she may make a complaint.

In the first instance employees will need to address their complaint with the Town Clerk where hopefully the issue will be resolved informally.

If the employee still continues to be unsatisfied with the decision made then the formal grievance procedure will apply.

## **9 Points to Note**

### **9.1 Impact on Terms and Conditions of Employment**

If an employee takes unpaid leave or is on reduced pay (includes adoption or parental leave) for a period of less than 31 days, the employee must pay pension contributions based on the pay they would have received if they had not been on such leave.

If an employee takes unpaid leave or is on reduced pay (includes adoption or parental leave) for a period of more than 30 days, the employee can elect to pay pension contributions for the whole period (up to a maximum absence period of 36 months) in order to maintain their full pension benefits.

An employee who is on jury service is still required to pay their pension contributions.

## **10 Monitoring**

The Town Clerk will monitor the implementation of this policy and if any employee feels that the policy is not being applied consistently, they should contact the Town Clerk. The abuse of this policy by any employee obtaining leave under false pretences will be considered serious and could result in disciplinary action.

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

## **11 Further help and advice**

### **Advice, Conciliation and Arbitration Service - ACAS**

Acas aims to improve organisations and working life through better employment relations.  
[www.acas.org.uk](http://www.acas.org.uk)

### **Department of Trade and Industry – DTI**

Employment Relations Directorate

[www.dti.gov.uk/er](http://www.dti.gov.uk/er)

[GOV.UK](http://GOV.UK) – [Holiday Entitlement](http://GOV.UK)

[www.gov.uk/holiday-entitlement-rights](http://www.gov.uk/holiday-entitlement-rights)

### **Unison – Work-life balance campaign**

[www.unison.org.uk/worklifebalance/index.asp](http://www.unison.org.uk/worklifebalance/index.asp)

<https://learning.unison.org.uk/search/work+life+balance/>

DRAFT



Houghton Regis Town Council  
Absence Request Application Form

Name:	First Aider: (please circle) YES NO
Job Title:	

Dates:	Number of <b>days</b> requested:
Times:	

Type of leave (Please circle the appropriate leave):			
Annual Leave	TOIL	Flexi	Medical Appointment (Specify doctor, dentist, hospital etc.)
Carer Leave	Public Service Leave	Compassionate Leave	Other

Reason / further information (If applicable)	

The data you supply on this form is covered by the legal notifications provided by the Council under the Data Protection Act. 2018. The data will be used within the council for the purposes of policy and equalities monitoring. Other departments within the Council may process the data i.e. payroll and human resources. The data will not be passed to any other third party without your consent, except where the Council is required by law to do so.

**I have read and understood the leave entitlements policy and in particular the section for which I am now applying.**

Employee signature:
Date:

Authorised:
Date:

Time agreed with pay:	Time agreed without pay:
-----------------------	--------------------------

**EMPLOYEE NAME:** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**I WISH TO APPLY FOR THE FOLLOWING LEAVE:**  
(PLEASE CIRCLE APPROPRIATE LEAVE)

<b>Dependency Leave</b>	<b>Compassionate Leave</b>
<b>Carer Leave</b>	<b>Leave of Absence</b>
<b>Public Service Leave</b>	<b>Other</b>

**Please explain the circumstances of your leave request:**

**DATES REQUESTED FROM:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **TO:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

The data you supply on this form is covered by the legal notifications provided by the Council under the Data Protection Act, 1998. The data will be used within the council for the purposes of policy and equalities monitoring. Other departments within the Council may process the data i.e. payroll and human resources. The data will not be passed to any other third party without your consent, except where the Council is required by law to do so.

**I have read and understood the leave entitlements policy and in particular the section for which I am now applying.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge receipt of your application for leave and authorise it accordingly.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Job Title \_\_\_\_\_

**WHEN COMPLETED PLEASE FORWARD A COPY TO THE TOWN CLERK**

**Houghton Regis Town Council****Notes to the Accounts****31 March 2020****6 Fixed Assets - Additions and Disposals**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
	<b>Cost</b>	<b>Cost</b>
During the year the following assets were purchased:		
Operational Land and Buildings	2,324	54,584
Vehicles and Equipment	35,315	143,424
Infrastructure Assets	24,358	22,450
Community Assets	90,584	-
	<u>152,581</u>	<u>220,458</u>

During the year the following assets were disposed of:

	<b>Proceeds</b>	<b>Proceeds</b>
Vehicles and Equipment	3,983	20,875
	<u>3,983</u>	<u>20,875</u>

**7 Fixed Assets**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
	<b>Value</b>	<b>Value</b>
At 31 March the following assets were held:		
<b><u>Land and Buildings</u></b>		
Bowls Green Shed	2,800	2,800
Houghton Regis Memorial Hall	293,000	293,000
Council Offices and Land	260,400	260,400
Sports Pavilion Moore Crescent	336,765	336,765
Leasehold-Tithe Farm Pavilion	138,900	138,900
Leasehold-Parkside Pavilion	154,784	154,784
Leasehold - Orchard Close Pavilion	52,100	52,100
Leasehold-Village Green Pavilion	459,836	457,512
	<u>1,698,585</u>	<u>1,696,261</u>

**Houghton Regis Town Council**

**Notes to the Accounts**

**31 March 2020**

<b>7 Fixed Assets (cont'd)</b>	<b>2020</b>	<b>2019</b>
<b><u>Vehicles and Equipment</u></b>		
Recreation Ground Equipment	67,481	67,481
Office Equipment	28,281	22,798
Office Boiler	2,990	-
Office Furniture	100,226	100,226
Pavilion Furniture & Equipment	7,446	7,446
Play and Sports Equipment & Safety Surfaces	268,713	268,713
Skate Park	90,306	90,306
M U G A	30,062	30,062
Christmas Decorations	53,582	47,782
Kubota Tractor M9540 - LK09 EPL	35,000	35,000
Ford Transit Tipper MK 18 WYJ	22,620	22,620
Ford Ranger - LT 09 RUJ	-	10,875
Ford Ranger EX67 KKW	16,942	-
P7E Trailer	795	795
LT106G Trailer	2,465	2,465
Kubota G26 Mower LK 11 EJU	-	10,500
Ifor Williams Trailer	800	800
Work Platform (f/lift)	650	650
Dennis Mower	1,500	1,500
Verticut Mower	1,200	1,200
Ransomes Cylinder Mower	850	850
Hayter Mower	2,137	2,137
Hayter Mower (2018)	535	535
Trimax Snake Mower	19,950	19,950
Verti-Cutter	1,329	1,329
Harrier Grass Cutter x 2	1,400	1,400
Shibara CM274 Grass Cutter	3,000	3,000
Spearhead Flail arm and Cab guard	10,835	10,835
Mitsubishi truck KY64BGK	15,000	15,000
Exac Post Hole Borer	1,500	1,500
Dump Trailer 12' x 6'	4,650	4,650
JCB Mini Excavator	18,076	18,076
Kubota K15 DXU	14,116	14,116
Kubota F3890 (KX68 BDZ)	18,368	18,368
Kubota F3890 (KX68 BEJ)	18,368	18,368
Rotowash	7,176	7,176
CCTV Equipment	18,028	18,028
Anti-Ram Bollards	5,592	5,592
Gazebos	905	905
Cemetery Earth Augur	670	670
Hot Water Pressure Cleaner	18,219	18,219
Shibarua Tractor LK 17 KTD	19,755	19,755
Sports Equipment (Village Green)	69,999	69,999
Outdoor Gym	4,100	-
	<u>1,005,617</u>	<u>991,677</u>



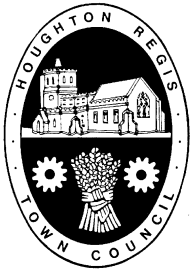
**Houghton Regis Town Council**

**Notes to the Accounts**

**31 March 2020**

<b>7 Fixed Assets (cont'd)</b>	<b>2020</b>	<b>2019</b>
<b><u>Infrastructure Assets</u></b>		
Gates and Fencing	92,569	92,569
Bowls Irrigation System	7,290	7,290
Speed Activated Signs	9,226	9,226
Town Signs & Noticeboards	10,685	10,685
Litter Bins	5,941	5,941
Bollards - Village Green Grnd	7,192	7,192
Benches	2,618	2,618
Flame Beacon	2,204	2,204
Flag Poles	5,875	1,535
Floodlights (Tithe Farm Skate Park)	15,844	15,844
Bedford Rd Wall (All Saints Gate)	20,018	-
	<hr/>	
	179,462	155,104
	<hr/>	
<b><u>Community Assets</u></b>		
Civic Regalia	4,779	4,779
War Memorial	9,363	9,363
Village Green	1	1
Tithe Farm Recreation Ground	1	1
Land rear of Orchard Close	1	1
Houghton Regis Cemetery	90,585	1
Orchard Close Recreation Ground	1	1
Land rear of Houghton Court	1	1
Land rear of Village Green Pavilion	1	1
Land Adj Chapel Path	1	1
Land off Townsend Farm Road	1	1
All Saints Churchyard	1	1
Land at Moore Crescent	1	1
Land at The Baulk	1	1
Land at Orchard Close	1	1
Parcels within Dog Kennel Down Area	1	1
Parkside Recreation Ground	1	1
Part of The Paddocks	1	1
Former Railway Line	1	1
	<hr/>	
	104,743	14,159
	<hr/>	
	2,988,407	2,857,201
	<hr/>	

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



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr T K McMahon**

Tel: 01582 865463

Town Clerk: **Clare Evans**

Fax: 01582 861102

## Miscellaneous Fees - Offices 2020 - 2021

Hire of the Council Chamber £7.50 per hour

Hire of the Mayor / Member Room £5 per hour

Hire of the Small Meeting Room £5 per hour

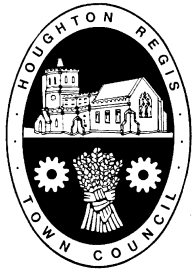
Photocopying\*

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

\* VAT will be charged at standard variable rate

### Notes:

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



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr T K McMahon**

Tel: 01582 865463

Town Clerk: **Clare Evans**

Fax: 01582 861102

## Miscellaneous Fees - Offices 2021 - 2022

Hire of the Council Chamber £7.50 per hour

Hire of the Mayor / Member Room £5 per hour

Hire of the Small Meeting Room £5 per hour

Photocopying\*

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

\* VAT will be charged at standard variable rate

### Notes:

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