



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr Clare L Copleston**

Tel: 01582 708540

Town Clerk: **Clare Evans**

e-mail: info@houghtonregis.org.uk

18<sup>th</sup> February 2022

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

**Cllrs: D Jones (Chairman), J Carroll, C Copleston, S Goodchild, M Kennedy, C Slough and K Wattingham**

(Copies to other Councillors for information)

## Notice of Meeting

You are hereby summoned to a Meeting of the **Corporate Services Committee** to be held at the Council Offices, Peel Street on **Monday 28<sup>th</sup> February 2022 at 7.00pm.**

Due ongoing Covid concerns, members of the public who wish to attend the meeting are encouraged to do so remotely through the meeting link below. Members of the public may also attend in person and, if doing so, are requested to socially distance as much as possible.

To attend remotely through Teams please follow this link: [MEETING LINK](#)

**Clare Evans**  
Town Clerk

**THIS MEETING MAY BE  
RECORDED \***

## Agenda

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

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

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

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

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

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

*\*Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session  
The use of images or recordings arising from this is not under the Council's control.*

#### 4. MINUTES

*Pages 5 - 12*

To approve the Minutes of the meeting held on 22<sup>nd</sup> November 2021.

**Recommendation:** To approve the Minutes of the meeting held on 22<sup>nd</sup> November 2021 and for these to be signed by the Chairman.

#### 5. TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

*Pages 13 - 16*

Personnel Sub-Committee: 11<sup>th</sup> October 2021

New Office Sub-Committee: 15<sup>th</sup> February 2021

**Recommendation:** To receive the Minutes of the Personnel Sub-Committee meeting of the 11<sup>th</sup> October 2021 and New Office Sub Committee on 15<sup>th</sup> February 2021.

#### 6. INCOME AND EXPENDITURE REPORT

*Pages 17 - 22*

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

#### 7. BANK AND CASH RECONCILIATION STATEMENTS

*Pages 23 - 27*

Members are requested to receive the monthly bank and cash reconciliation statements for October, November and December 2021 and January 2022.

**Recommendation:**

1. To approve the monthly bank and cash reconciliation statements for October, November and December 2021 and January 2022;
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

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*Pages 28 - 47*

Members will find a list of payments for the period November 2021 to December 2021 (inclusive).

*This report is provided for information.*

## **9. INVESTMENT REPORT**

*Pages 48 - 50*

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.

*This report is provided for information.*

## **10. BUDGET FOR 2022/23**

*Pages 51 - 70*

Members will find attached the approved budget and explanation for 2022/23 for information.

The following new committee project is highlighted for information:

- Budget provision for the digitalisation project of council records

## **11. INSURANCE CLAIMS**

Members are advised that there has been one insurance claim from the 1<sup>st</sup> November 2021 to date.

*This report is provided for information.*

<i>Claim number</i>	<i>Details</i>	<i>Repair cost</i>	<i>Date settled</i>
27211391303	Repairs to Kubota	£1,512.38	4 <sup>th</sup> January 2022

## **12. PUBLIC WORK LOAN BOARD – BORROWING**

*Pages 71 - 80*

For members to consider the terms and requirements for the council seeking borrowing approval from the Public Work Loan Board.

**Recommendation:** 1. **To recommend to Town Council that an annuity loan over 28 years be applied from the Public Works Loan Board as this offers**

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**a consistency of repayment costs with repayments matching an existing capital budget provision.**

- 2. The Chair and Vice Chair of Corporate Services Committee be authorise to liaise with the Clerk should funding be required from the CCLA Property fund.**

### **13. INTERNAL AUDITOR APPOINTMENT**

*Pages 81 - 83*

The Council has a statutory duty to complete an Annual Return each year. Within the Annual Return there is an annual internal audit report that provides assurance on a range of prescribed control objectives.

The internal audit testing programme is designed to focus on the areas where assurance is required for completion of the Annual Return.

The Town Council has previously, and for a number of years, used the services of Greenbiro Ltd to undertake their internal audit. As members are aware, Greenbiro Ltd has informed the Clerk that they no longer are able to provide this service.

Therefore, the Town Council needs to appoint a new internal auditor. Report attached.

**Recommendation: To recommend to Town Council, at the meeting to be held on the 21st March 2022, that Company 'A' be appointed, for a period of 3 years, as the Town Councils internal auditor provider.**

**HOUGHTON REGIS TOWN COUNCIL**  
**Corporate Services Committee**  
**Minutes of the meeting held on**  
**22<sup>nd</sup> November 2021 at 7.00pm.**

Present: Councillors: M S Kennedy  
J Carroll  
C Copleston  
S Goodchild  
Yvonne Farrell Substitute  
C Slough  
K Wattingham

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

Public: 1

Apologies: Councillor: D Jones

**11851 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr Jones (Cllr Farrell substituted).

**11852 QUESTIONS FROM THE PUBLIC**

None.

**11853 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**11854 MINUTES**

To approve the Minutes of the meeting held on 21<sup>st</sup> September 2021.

**Resolved: To approve the Minutes of the meeting held on 21<sup>st</sup> September 2021 and for these to be signed by the Chairman.**

**11855 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN**

Personnel Sub-Committee: 12<sup>th</sup> July 2021

**Resolved: To receive the Minutes of the Personnel Sub-Committee meeting of the 12th July 2021.**

**11856 INCOME AND EXPENDITURE REPORT**

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

Members requested clarification whether unused election funding would go into general reserves or whether it remained ringfenced.

Members were advised that the Clerk was looking to use the underspend on property maintenance on the interior decoration of parts of the council offices.

#### **11857 BANK AND CASH RECONCILIATION STATEMENTS**

Members received the monthly bank and cash reconciliation statements for August and September 2021.

- Resolved:**
- 1. To approve the monthly bank and cash reconciliation statements for August and September 2021;**
  - 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

#### **11858 LIST OF CHEQUE PAYMENTS**

Members received a list of payments for the period September 2021 to October 2021 (inclusive).

*This report was provided to members for information.*

#### **11859 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.

*This report was provided to members for information.*

#### **11860 INSURANCE CLAIMS**

Members were advised that there had been no insurance claims from the 1st September 2021 to date.

*This report was provided to members for information.*

**11861 HUMAN RESOURCES PROVISION**

At the Corporate Services meeting held on the 21st September 2021 (minute number 11775) members agreed to seek competitive quotes for this service provision.

Members received a report for consideration.

Members highlighted the value of access to a Human Resources provision.

**Resolved: To recommend to Town Council that company C be appointed to provide this service.**

**11862 REVIEW OF TOWN COUNCIL MEMBERSHIP TO OTHER BODIES**

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

<i>Membership</i>	<i>Period</i>	<i>Annual Subscription 2021/22</i>
Society of Local Council Clerks (SLCC)	Annual	£421
Bedfordshire Association of Town & Parish Councils (NALC)	Annual	£2,101
Institute of Cemetery and Crematorium Management	Annual April to March	£95
Information Commissioners Officer (ICO)	Annual	£40
National Allotment Association	Annual	£56

Members agreed to continue with the memberships listed.

**11863 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.

<i>Service</i>	<i>Minute No.</i>	<i>Details</i>	<i>Cost/ annum</i>	<i>Start date</i>
IT Support & Hosting		Support charge	£1800	

		Microsoft 365 Business Standard - Annual Subscription	£1,015	3rd November 2020
		Microsoft Exchange On-Line Plan1 - Annual Subscription	£576	10th November 2020
		SolarWinds Cloud Backup - per month	£600	17th November 2020
		McAfee Endpoint Protection Ess SMB 1:1 GL	£347	18th October 2020
		Total / annum	£4338	
Website hosting		Annual fee	£346	
DCK Accounting		Annual arrangement for year end close down and year end accounts preparation	£1,250	
Operation Hana	11388	Annual arrangement.	£34,990	1st April 2021 to 31st March 2022
Internal Audit	TBC	Annual arrangement	£1000 (est)	Quotes to be presented to Corporate Services February 2022
Human resources advisor	9942	Annual arrangement (rolling contract - see agenda item 11)	£2,451.60 £2,574.12	24 <sup>th</sup> June 2019 price increase with effect from 1 <sup>st</sup> January 2022



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 – discussions are ongoing with the provider over future arrangements.
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	11454	Initial 6 months, then 30-day notice period	£108.23	1 <sup>st</sup> April 2021
Photocopier lease	9695	Long term agreement	£396	2018 to 2023
Mobile Phones		10 x phones 24months	£2400	Oct 2020-Sept 2022
Telephone software		12 months then rolling	Set up £270 £65 / month year 1 £88 / month year 2 £276 cost of maintenance, annual fee after year 1	November 2020
BT Broadband		24months	£611.40 p.a.	27/1/2021-26/1/2023
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	11774 CS <i>To be ratified at Council on the 13<sup>th</sup> December 2021</i>	Long term agreement	£500	1 <sup>st</sup> March 2022 to 28 <sup>th</sup> February 2027

Members raised concerns that the new developments were not included in the Op Hana patrols, and budget was prohibitive until this additional precept was received by the Town Council.

Councillor Goodchild noted the Town Centre Toilets contract had expired and raised concerns that any additional costs might have an impact during the 2022/23 budget setting process. The Corporate Services Manager confirmed that the contract would roll over and that it was unlikely that costs would rise significantly.

Members noted the contracts listed.

#### **11864 SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**

At the Corporate Services meeting held on the 23rd November 2020, members were advised that the Town Councils Safeguarding policy was last reviewed on the 5th March 2018 and that whilst this policy was scheduled to be 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).

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

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

Members raised concerns that the revised Induction Process could prove too onerous on staff. They requested this policy, and the practicalities of implementation should be brought to and discussed at the next members open session.

Members requested that these policies be reviewed every four years or earlier if required.

- Resolved:**
- 1.1 To recommend to Town Council that the Safer Recruitment and Selection Policy be approved.**
  - 1.2 To recommend to Town Council that the Induction Process be approved.**
  - 1.3 To recommend to Town Council that the Ex-Offenders Recruitment Policy be approved**
  - 1.4 To recommend to Town Council that the Disciplinary Policy be approved**

#### **11865 WORKPLACE HEALTH POLICY**

At the Corporate Service meeting held on the 1<sup>st</sup> March 2021, members welcomed the revised Stress Policy however members also discussed the benefits of adding a Wellbeing Policy to their suite of policies (minute number 11532).

For information members received a report and example of a Workplace Health Policy.

Members were supportive of the inclusion of a Wellbeing Policy and highlighted the value of such a policy. Members were supportive of a Mental Health First Aider. It was suggested that a round table discussion with staff could prove valuable in order to shape the final version of the policy.

#### **11866 REVIEW OF CHARGES 2022/2023**

In accordance with Financial Regulation 9.3 Members received a list of charges for 2021/22 which were under the control of this Committee. In order to support users of these facilities, it was suggested that members consider applying the same charges for 2022/23.

Members suggested that additional charges for the evening hire of the chamber be included in the fees document, however, members were advised that it would be unusual for the Chamber to be booked during the evening.

**Resolved: To approve the charges for 2022/23**

#### **11867 BUDGET 2022/23**

Members received the officer draft budget for 2022/23 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.

It was highlighted to members that a figure for the precept had not been included at this stage. However, in the explanatory notes members found information on the tax base for 2022/23 and a note outlining the arising implications.

Members advised they were hopeful the precept would increase. It was suggested that Central Bedfordshire Council be approached regarding s106 money for open spaces and play areas. It was also suggested that details of s106 money be included on Town Council agendas as a standing item.

Members suggested that officers explore whether redundant computer equipment could be donated to charity.

Members acknowledged the uncertainty of aspects within the budget.

Maintenance costs were queried, members were advised that the last condition survey was completed in 2017, the advice at the time of the survey was the current building, with a few modifications, was fit for purpose for a further 20 years.

**The Chairman declared the meeting closed at 7.50pm  
Dated this 28<sup>th</sup> day of February 2022.**

**Chairman**

DRAFT

**HOUGHTON REGIS TOWN COUNCIL**

**Personnel Sub-Committee  
Minutes of the meeting held on  
11<sup>th</sup> October 2021 at 7.00pm**

Present: Councillors: K Wattingham Chairman  
J Carroll  
D Jones

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

Public: 0

Apologies: Councillor: M Kennedy

**PE189 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr Kennedy.

**PE190 QUESTIONS FROM THE PUBLIC**

None.

**PE191 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**PE192 MINUTES**

The Committee received the minutes of the Personnel Sub-Committee meeting held on 12<sup>th</sup> July 2021 for consideration.

**Resolved: That the minutes of the Personnel Sub-Committee meeting held on 12<sup>th</sup> July 2021 be approved as a correct record and signed accordingly.**

**PE193 FREEDOM OF INFORMATION REQUESTS**

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

**PE194 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS**

Annual leave  
From July to September the Clerk had 14 day's leave.

The following leave was requested:

- 
- 2 days in October (plus 1 day flexi)
  - 5 days in December

#### Overtime

The Clerk had attended 7 meetings or events outside of the normal working day within the period July to September (compared with 7 meetings in the previous quarter).

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

#### **PE195 EXCLUSION OF PRESS AND PUBLIC**

- Staff sickness
- Staffing matters

**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.**

#### **PE196 STAFF SICKNESS**

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

Members remained hopeful that the staff sickness absence would be reduced in the coming quarter.

**Resolved: To note the information.**

#### **PE197 STAFFING MATTERS**

Members received a verbal update on various staffing matters.

**The Chairman declared the meeting closed at 6.24pm**

**Dated this 17<sup>th</sup> day of January 2021**

**Chairman**

**Houghton Regis Town Council**  
**New Office Provisions Sub Committee**  
**Minutes of the meeting held on**  
**15<sup>th</sup> February 2021 at 6.00pm**

Present: Cllrs: D Jones Chairman  
M Kennedy Substitute  
T McMahon  
A Slough

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

Apologies: Cllr: D Dixon-Wilkinson

Absent: Cllr: S Thorne

Also present: Cllr: J Carroll

**NOP42 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr Dixon-Wilkinson (Cllr Kennedy Substituted)

**NOP43 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**NOP44 QUESTIONS FROM THE PUBLIC**

None.

**NOP45 MINUTES**

To approve the Minutes of the meeting held on 17<sup>th</sup> February 2020.

**Resolved: To approve the minutes of the meeting held on 17th February 2020.**

**NOP46 FUTURE OFFICE PROVISION**

As members were aware, this Sub Committee had not met for 12 months due to uncertainties in relation to the required office provision arising from Covid-19. Even though these uncertainties remained, it was felt that Members should be given the opportunity to have a general discussion over new office provision. The following points were put forward for discussion:

*Office / Home Working*

The Council has approved a Flexible Working Policy – under this policy a member of staff can request flexible working arrangement. As Covid restrictions had continued, 15 / 83

date, no member of staff has applied for flexible working. This may change as and when office working could resume. Members were reminded of the general feedback from staff appraisals which showed support for a hybrid of office / home working. The council were requested to consider requiring staff to work at home for all or some of the week?

#### *Council Chamber*

As members were aware the legislation which enables a council to meet remotely extends only until 7<sup>th</sup> May 2021. At the present time, the government had indicated that they were not considering extending this. NALC were lobbying for the provision to be made so that councils could choose how they meet. The provision of a council chamber or the external use of a room was crucial to this project.

#### *Bedford Square Community Centre*

Despite following up on this option, confirmation by CBC of the venues availability to HRTC had not been provided.

#### *Current Town Council Offices*

Due to the recent works on the offices, in particular the replacement floor, it was considered that the current offices were suitable to continue to use in the short term.

#### *Summary*

As there remained so many uncertainties arising from the impact of Covid-19, it was difficult to consider a way forward for this project confidently. Members may like to consider putting this project on hold for a period of time to enable wider matters to hopefully settle down.

Members discussed the longevity of the current building. Members felt there may be some merit in revisiting the condition survey, undertaken on the 21<sup>st</sup> March 2017.

It was agreed that a copy of the conditions survey be sent to those members who were not part of the previous Town Councils administration.

Members acknowledged that there was little that could be accomplished at the present time and suggested that a better overview could be assessed when restrictions were lifted, and normality returned.

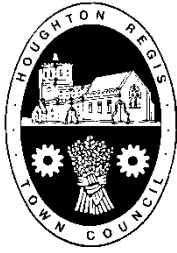
Members agreed to defer discussion of the new office provision for a further 12 months.

**The Chairman closed the meeting at 6.40pm**

**Dated this        day of**

**Chairman**





## **CORPORATE SERVICES COMMITTEE**

## **Agenda Item 6**

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<b>Date:</b>	<b>28<sup>th</sup> February 2022</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>

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### **1. RECOMMENDATION**

*This report is provided for information.*

### **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.

101-1091 Income Misc.

This is a £60 compensation receipt from NatWest arising from a customer service issue.

101-1096 – Interest & Dividends received

Three quarterly payments from the Property Fund have been received.

101-4051 Bank & Loan Charges

No expenditure to date

101-4056 Audit Fess

This relates to the accounting treatment for year end audit fees. No expenditure to date.

101-4057 – Accountancy & Software

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

year end accounts. Expenditure to date includes VAT Partial Exemption work (£205) and a fee for Making Tax Digital.

101-4061 – CCLA Management Fees

This relates to CCLA management fees for the Property Fund. Two quarters have been applied.

102-4007 Member Conferences

No expenditure to date.

102-4008 Member Training

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

102-4009 Travel

Some civic expenses incurred.

102-4020 Misc. Establishment Costs

Expenditure to date includes hall hire for Town Council meetings, purchase of a Book of Condolence and the production of the NSH Thank You banners.

102-4024 Subscriptions

Annual subscriptions have been made to NALC, ICCM, the National Allotment Association (NAS) and SLCC.

102-4104 Hospitality Allowance

Expenditure to date includes subsistence for staff meeting.

102-4131 – Election Costs

Expenditure to date is for the May 2021 by elections. As members are aware a by election has been called for the Parkside ward vacancy. It is anticipated that this will cost in the region of £4000.

190-1082 Inc Lettings

Hire income received for Chamber.

190-1091 Income Misc.

Income received to date includes the deposit paid by the Fair for their May visit which was retained by the council to help rectify damage to the Green and the settlement for an insurance claim regarding bollard damage at Moore Crescent.

190-4007 Conference Costs

The Clerk attended the SLCC Leadership in Action Conference in June. It is not anticipated that any further conferences will be attended in this financial year.

190-4008 Training / Courses

This covers various smaller scale online training completed by staff. The Civic & Events Officer attended an online training session regarding Operation London Bridge. Staff training has also been completed regarding disciplinary and grievance processes and management. The Clerk is booked to attend the SLCC Practitioners Conference in February.

190-4009 Travel

No officers travel undertaken to date.

190-4011 Rates

Annual rates settled in full.

190-4012 Water rates

Payments made.

190-4014 Electricity

Payments made.

190-4015 Gas

Payments made.

190-4017 Health & Safety

Expenditure to date relates to annual asbestos survey, PAT testing and employee eye

tests.

190-4020 Misc. Est Costs

Various small scale expenditure incurred.

190-4021 Communication Costs

Land line and mobile charges. This budget is insufficient due to increased costs arising from a change to the landline set up and increased use of mobile phones. The budget is likely to be overspent by around £1500.

190-4022 Postage

Rental costs incurred. This budget is likely to be underspent by approximately £500.

190-4023 Stationery

Ad hoc office supplies purchased. This budget is likely to be underspent by approximately £400.

190-4025 Insurance

The annual premium has been paid. The remaining budget will be used for any additional insurance requirements. The repair cost for the Moore Crescent bollard is coded here and is offset by the insurance income as recorded above.

190-4026 Computer Costs

Ad hoc costs incurred plus the annual IT support fee and Microsoft Office charges. It was previously agreed to vire £1739 from 190 4026 to 199-4026 Computer Costs but this has not been actioned as there are insufficient funds available.

190-4027 Photocopier charges

Ad hoc costs incurred. This budget is likely to be underspent by approximately £300

190-4031 Advertising

No expenditure to date

190-4036 Property maintenance

Ad hoc costs incurred. Improvements have been made to the office lighting. It is planned to complete some internal decoration.

190-4038 Maintenance Contracts

This covers annual office alarm maintenance costs and sanitary services.

190-4042 Equip Main & Repairs

No expenditure to date. This code includes a mis code which will be rectified.

190 4051 Bank & Loan Charges

This is a charge to set up BACS payments for salaries with the new payroll service provider

190-4059 Other Professional Fees

No expenditure to date

191-4001 Staff Salaries, 4002 NI,4003 Superannuation

This expenditure relates to 10 months.

191-4005 Staff overtime

No expenditure to date

191-4059 Other Professional Fees

This budget is being used due to the ongoing need to utilise accountancy support. It will be offset by a reduction in expenditure in 191-4001, 4002 and 4003. It also covers the HR retainer charge and payroll fees

199-4026 Computer Costs

Expenditure to date includes 5 laptops / tablets for staff and cllr use plus the play equipment inspection app license fee.

#### **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

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

11/02/2022

## Houghton Regis Town Council

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15:04

## Detailed Income &amp; Expenditure by Budget Heading 11/02/2022

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	969,231	969,231	0			100.0%	
1091 Income Miscellaneous	0	60	0	(60)			0.0%	
1096 Interest & Dividends Received	70	14,226	25,200	10,974			56.5%	
<b>Corporate Management :- Income</b>	<b>70</b>	<b>983,517</b>	<b>994,431</b>	<b>10,914</b>			<b>98.9%</b>	<b>0</b>
4051 BANK & LOAN CHARGES	0	0	60	60		60	0.0%	
4056 AUDIT FEES	0	(90)	2,750	2,840		2,840	(3.3%)	
4057 ACCOUNTANCY & SOFTWARE	59	264	2,100	1,836		1,836	12.6%	
4061 CCLA Management Fees	0	2,095	4,000	1,905		1,905	52.4%	
<b>Corporate Management :- Indirect Expenditure</b>	<b>59</b>	<b>2,269</b>	<b>8,910</b>	<b>6,641</b>	<b>0</b>	<b>6,641</b>	<b>25.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>11</b>	<b>981,248</b>	<b>985,521</b>	<b>4,273</b>				
<b>102 Democratic Rep'n &amp; Mgmt</b>								
4007 CONFERENCE COSTS	0	0	450	450		450	0.0%	
4008 TRAINING/COURSES	0	304	700	397		397	43.4%	
4009 TRAVEL	0	144	350	206		206	41.1%	
4020 MISC. ESTABLISH.COST	60	278	400	122		122	69.5%	
4024 SUBSCRIPTIONS	436	2,723	2,800	77		77	97.2%	
4104 HOSPITALITY ALLNCE	0	54	200	146		146	27.0%	
4131 ELECTION COSTS	0	7,813	12,000	4,187		4,187	65.1%	
<b>Democratic Rep'n &amp; Mgmt :- Indirect Expenditure</b>	<b>496</b>	<b>11,316</b>	<b>16,900</b>	<b>5,584</b>	<b>0</b>	<b>5,584</b>	<b>67.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(496)</b>	<b>(11,316)</b>	<b>(16,900)</b>	<b>(5,584)</b>				
<b>190 Central Services</b>								
1082 INC-LETTINGS	0	42	30	(12)			140.0%	
1091 Income Miscellaneous	0	901	100	(801)			900.8%	
<b>Central Services :- Income</b>	<b>0</b>	<b>943</b>	<b>130</b>	<b>(813)</b>			<b>725.2%</b>	<b>0</b>
4003 EMPLOYERS SUPERANN.	52	52	0	(52)		(52)	0.0%	
4007 CONFERENCE COSTS	0	75	800	725		725	9.4%	
4008 TRAINING/COURSES	75	760	2,500	1,740		1,740	30.4%	
4009 TRAVEL	0	0	500	500		500	0.0%	
4011 RATES	0	7,111	7,300	189		189	97.4%	
4012 WATER RATES	27	273	600	327		327	45.5%	
4014 ELECTRICITY	157	1,162	1,500	338		338	77.5%	
4015 GAS	5	376	1,600	1,224		1,224	23.5%	
4017 HEALTH & SAFETY	422	432	400	(32)		(32)	108.1%	
4020 MISC. ESTABLISH.COST	3	189	200	11		11	94.4%	
4021 COMMUNICATIONS COSTS	278	4,433	3,600	(833)		(833)	123.1%	

## Detailed Income &amp; Expenditure by Budget Heading 11/02/2022

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
4022 POSTAGE	250	845	1,500	655		655	56.3%	
4023 STATIONERY	0	377	1,000	623		623	37.7%	
4025 INSURANCE	0	13,516	14,000	484		484	96.5%	
4026 COMPUTER COSTS	0	5,046	5,000	(46)		(46)	100.9%	
4027 PHOTOCOPIER CHARGES	116	1,455	2,000	545		545	72.8%	
4031 ADVERTISING	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	688	1,038	2,000	962		962	51.9%	
4038 MAINTENANCE CONTRACTS	165	265	600	335		335	44.2%	
4042 Equipment Repairs & Maintenance	0	0	1,000	1,000		1,000	0.0%	
4051 BANK & LOAN CHARGES	0	200	0	(200)		(200)	0.0%	
4059 OTHER PROFESSIONAL FEES	0	0	9,000	9,000		9,000	0.0%	
Central Services :- Indirect Expenditure	<b>2,238</b>	<b>37,604</b>	<b>55,600</b>	<b>17,996</b>	<b>0</b>	<b>17,996</b>	<b>67.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,238)</b>	<b>(36,661)</b>	<b>(55,470)</b>	<b>(18,809)</b>				
<u>191 Personnel/Staff Costs</u>								
4001 STAFF SALARIES	31,626	336,155	423,205	87,050		87,050	79.4%	
4002 EMPLOYERS N.I	2,558	27,911	42,320	14,409		14,409	66.0%	
4003 EMPLOYERS SUPERANN.	6,828	71,110	100,723	29,613		29,613	70.6%	
4005 STAFF OVERTIME	0	0	7,000	7,000		7,000	0.0%	
4008 TRAINING/COURSES	0	153	0	(153)		(153)	0.0%	
4059 OTHER PROFESSIONAL FEES	1,059	9,567	5,500	(4,067)		(4,067)	173.9%	
Personnel/Staff Costs :- Indirect Expenditure	<b>42,071</b>	<b>444,897</b>	<b>578,748</b>	<b>133,851</b>	<b>0</b>	<b>133,851</b>	<b>76.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(42,071)</b>	<b>(444,897)</b>	<b>(578,748)</b>	<b>(133,851)</b>				
<u>199 P&amp;R Capital and Projects</u>								
4026 COMPUTER COSTS	282	5,021	3,000	(2,021)		(2,021)	167.4%	
P&R Capital and Projects :- Indirect Expenditure	<b>282</b>	<b>5,021</b>	<b>3,000</b>	<b>(2,021)</b>	<b>0</b>	<b>(2,021)</b>	<b>167.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(282)</b>	<b>(5,021)</b>	<b>(3,000)</b>	<b>2,021</b>				
Grand Totals:- Income	<b>70</b>	<b>984,460</b>	<b>994,561</b>	<b>10,101</b>			<b>99.0%</b>	
Expenditure	<b>45,146</b>	<b>501,106</b>	<b>663,158</b>	<b>162,052</b>	<b>0</b>	<b>162,052</b>	<b>75.6%</b>	
<b>Net Income over Expenditure</b>	<b>(45,076)</b>	<b>483,354</b>	<b>331,403</b>	<b>(151,951)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(45,076)</b>	<b>483,354</b>						

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## Houghton Regis Town Council

### Bank - Cash and Investment Reconciliation as at 31 October 2021

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	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/10/2021 Liquidity Manager Account	56,429.74
1	31/10/2021 NatWest Current Account	1,000.00
2	31/10/2021 Business Reserve Account	266.52
3	31/10/2021 Natwest Youth Council	1,694.05
		<b>59,390.31</b>
<u>Other Cash &amp; Bank Balances</u>		
	CCLA Property Fund Acct	600,000.00
	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	1,028,000.00
	LOMBARD PRIME RESPONSE	0.00
	PETTY CASH FLOAT	1,082.50
	Postage Franking M/C float	512.39
	TREASURY ACCOUNT	0.00
		<b>1,629,984.89</b>
		<b>1,689,375.20</b>
<u>Receipts not on Bank Statement</u>		
0	31/10/2021 All Receipts Cleared	0.00
		<b>0.00</b>
<b>Closing Balance</b>		
		<b>1,689,375.20</b>
<u>All Cash &amp; Bank Accounts</u>		
1	NATWEST CURRENT/RESERVE	57,429.74
2	NATWEST ONLINE ac 41172051	266.52
3	Natwest Yth Council	1,694.05
	Other Cash & Bank Balances	1,629,984.89
	<b>Total Cash &amp; Bank Balances</b>	<b>1,689,375.20</b>

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## Houghton Regis Town Council

### Bank - Cash and Investment Reconciliation as at 30 November 2021

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	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	30/11/2021 Liquidity Manager Account	64,831.48
1	30/11/2021 NatWest Current Account	1,000.00
2	30/11/2021 Business Reserve Account	266.53
3	30/11/2021 Natwest Youth Council	1,586.16
		<b>67,684.17</b>
<u>Other Cash &amp; Bank Balances</u>		
	CCLA Property Fund Acct	600,000.00
	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	949,500.00
	LOMBARD PRIME RESPONSE	0.00
	PETTY CASH FLOAT	1,012.78
	Postage Franking M/C float	512.39
	TREASURY ACCOUNT	0.00
		<b>1,551,415.17</b>
		<b>1,619,099.34</b>
<u>Unpresented Payments</u>		
1	03/11/2021 FP13	43.20
1	03/11/2021 FP27	0.60
1	03/11/2021 FP30	420.00
1	23/11/2021 FP11	25.08
1	23/11/2021 FP19	206.88
1	23/11/2021 FP2	172.80
1	23/11/2021 FP23	0.50
1	23/11/2021 FP28	10.00
1	23/11/2021 FP3	98.36
1	23/11/2021 FP30	274.56
1	23/11/2021 FP32	1,500.00
1	23/11/2021 FP35	0.40
1	23/11/2021 FP39	251.94
1	23/11/2021 FP4	51.69
1	23/11/2021 FP40	50.00
1	30/11/2021 POS	28.89
		<b>3,134.90</b>
		<b>1,615,964.44</b>
<u>Receipts not on Bank Statement</u>		
0	30/11/2021 All Receipts Cleared	0.00
		<b>0.00</b>
<b>Closing Balance</b>		<b>1,615,964.44</b>



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## Houghton Regis Town Council

### Bank - Cash and Investment Reconciliation as at 30 November 2021

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	<u>Account Description</u>	<u>Balance</u>
<u>All Cash &amp; Bank Accounts</u>		
1	NATWEST CURRENT/RESERVE	62,696.58
2	NATWEST ONLINE ac 41172051	266.53
3	Natwest Yth Council	1,586.16
	Other Cash & Bank Balances	<u>1,551,415.17</u>
	<b>Total Cash &amp; Bank Balances</b>	<b><u>1,615,964.44</u></b>

## Houghton Regis Town Council

### Bank - Cash and Investment Reconciliation as at 31 December 2021

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/12/2021	Liquidity Manager Account	25,878.20
1	31/12/2021	NatWest Current Account	1,000.00
2	30/11/2021	Business Reserve Account	266.53
3	31/12/2021	Natwest Youth Council	1,521.75
			<b>28,666.48</b>
<u>Other Cash &amp; Bank Balances</u>			
		CCLA Property Fund Acct	600,000.00
		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	909,500.00
		LOMBARD PRIME RESPONSE	0.00
		PETTY CASH FLOAT	1,050.10
		Postage Franking M/C float	512.39
		TREASURY ACCOUNT	0.00
			<b>1,511,452.49</b>
			<b>1,540,118.97</b>
<u>Unpresented Payments</u>			
1	03/11/2021	FP27	0.60
1	23/11/2021	FP23	0.50
1	23/11/2021	FP35	0.40
1	23/11/2021	FP4	51.69
			<b>53.19</b>
			<b>1,540,065.78</b>
<u>Receipts not on Bank Statement</u>			
0	31/12/2021	All Receipts Cleared	0.00
			<b>0.00</b>
<b>Closing Balance</b>			<b>1,540,065.78</b>
<u>All Cash &amp; Bank Accounts</u>			
1		NATWEST CURRENT/RESERVE	26,825.01
2		NATWEST ONLINE ac 41172051	266.53
3		Natwest Yth Council	1,521.75
			Other Cash & Bank Balances
			<b>1,511,452.49</b>
<b>Total Cash &amp; Bank Balances</b>			<b>1,540,065.78</b>

## Houghton Regis Town Council

### Bank - Cash and Investment Reconciliation as at 31 January 2022

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/01/2022	Liquidity Manager Account	29,574.39
1	31/01/2022	NatWest Current Account	1,000.00
2	31/01/2022	Business Reserve Account	266.54
3	31/01/2022	Natwest Youth Council	1,459.41
			<b>32,300.34</b>
<u>Other Cash &amp; Bank Balances</u>			
		CCLA Property Fund Acct	600,000.00
		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	892,500.00
		LOMBARD PRIME RESPONSE	0.00
		PETTY CASH FLOAT	1,034.10
		Postage Franking M/C float	512.39
		TREASURY ACCOUNT	0.00
			<b>1,494,436.49</b>
			<b>1,526,736.83</b>
<u>Unpresented Payments</u>			
1	23/11/2021	FP4	51.69
			<b>51.69</b>
			<b>1,526,685.14</b>
<u>Receipts not on Bank Statement</u>			
0	31/01/2022	All Receipts Cleared	0.00
			<b>0.00</b>
<b>Closing Balance</b>			<b>1,526,685.14</b>
<u>All Cash &amp; Bank Accounts</u>			
1		NATWEST CURRENT/RESERVE	30,522.70
2		NATWEST ONLINE ac 41172051	266.54
3		Natwest Yth Council	1,459.41
		Other Cash & Bank Balances	1,494,436.49
<b>Total Cash &amp; Bank Balances</b>			<b>1,526,685.14</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>AKM01</b>	<b>AKM UK Group Ltd</b>						
687-Y/Council Pizzas	31/10/2021	19	1	47.88	0.00	47.88	0.00
					<b>0.00</b>	<b>47.88</b>	
	Above paid on 14/12/2021 by Cheque FP1						
<b>AMF01</b>	<b>AMF Services (Bedford) Ltd</b>						
684-Mower repairs	22/11/2021	25388	1	165.96	0.00	165.96	0.00
685-Mower repairs	22/11/2021	25387	1	342.40	0.00	342.40	0.00
686-Ransome Matador repairs	17/06/2021	24572	1	72.00	0.00	72.00	0.00
710-Ransomes Certes repairs	02/12/2021	25451	1	264.68	0.00	264.68	0.00
711-Ransomes Matador repairs	02/12/2021	25452	1	427.04	0.00	427.04	0.00
712-RTV X900 repairs	07/12/2021	25460	1	1,379.90	0.00	1,379.90	0.00
					<b>0.00</b>	<b>2,651.98</b>	
	Above paid on 14/12/2021 by Cheque FP2						
<b>BED02</b>	<b>Bedfordshire Pension Fund</b>						
756-Pensions Nov 21	30/11/2021	NOV 21	1	9,169.42	0.00	9,169.42	0.00
					<b>0.00</b>	<b>9,169.42</b>	
	Above paid on 14/12/2021 by Cheque FP3						
<b>BQ01</b>	<b>Trade UK</b>						
688-Disposable gloves	29/11/2021	1217658033	1	18.00	0.00	18.00	0.00
713-Gripfill	09/12/2021	1220997803	1	7.20	0.00	7.20	0.00
714-Grout/grout adhesive	07/12/2021	1220245003	1	31.98	0.00	31.98	0.00
757-B&Q Materials	24/09/2021	1198444754B	1	7.60	0.00	7.60	0.00
					<b>0.00</b>	<b>64.78</b>	
	Above paid on 14/12/2021 by Cheque FP4						
<b>BUS01</b>	<b>Business HR Solutions (Consultancy) Ltd</b>						
716-HR Retainer	01/12/2021	INV-023123	1	245.16	0.00	245.16	0.00
					<b>0.00</b>	<b>245.16</b>	
	Above paid on 14/12/2021 by Cheque FP5						

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>CDS01</b> <b>The CDS Group</b>							
690-Water monitoring Nov 21	30/11/2021	73228	1	420.00	0.00	420.00	0.00
					<b>0.00</b>	<b>420.00</b>	
Above paid on 14/12/2021 by Cheque FP6							
<b>CEN04</b> <b>Central Bedfordshire Council</b>							
689-HHP Project contribution	25/11/2021	1800106468	1	3,334.00	0.00	3,334.00	0.00
					<b>0.00</b>	<b>3,334.00</b>	
Above paid on 14/12/2021 by Cheque FP7							
<b>COP001</b> <b>Cllr CL Copleston</b>							
692-Harpended taxi fare	30/11/2021	301121	1	20.00	0.00	20.00	0.00
715-Staff Xmas Do expenses	02/12/2021	21221	1	5.49	0.00	5.49	0.00
					<b>0.00</b>	<b>25.49</b>	
Above paid on 14/12/2021 by Cheque FP8							
<b>CRO01</b> <b>Cromwell Group (Holdings) Ltd</b>							
693-Black sacks	08/11/2021	0016245794	1	61.58	0.00	61.58	0.00
694-Refuse sacks	18/10/2021	0016242825	1	389.88	0.00	389.88	0.00
695-Black sacks	31/10/2021	0016244805	1	61.58	0.00	61.58	0.00
					<b>0.00</b>	<b>513.04</b>	
Above paid on 14/12/2021 by Cheque FP9							
<b>DCK01</b> <b>DCK Accounting Solutions Ltd</b>							
696-Accountancy Nov 21	30/11/2021	TPC9954	1	1,013.17	0.00	1,013.17	0.00
					<b>0.00</b>	<b>1,013.17</b>	
Above paid on 14/12/2021 by Cheque FP10							
<b>FAR03</b> <b>Cllr Y Farrell</b>							
691-Deputy Mayor expenses	30/11/2021	301121	1	45.49	0.00	45.49	0.00
					<b>0.00</b>	<b>45.49</b>	
Above paid on 14/12/2021 by Cheque FP11							

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>GRE06</b> <b>Greenbridge Designs Ltd</b>							
697-Inscribed plaques	30/11/2021	INV-0281	1	316.80	0.00	316.80	0.00
					<b>0.00</b>	<b>316.80</b>	
Above paid on 14/12/2021 by Cheque FP12							
<b>HMR001</b> <b>HMRC</b>							
755-PAYE/NI Nov 21	30/11/2021	NOV 21	1	9,063.82	0.00	9,063.82	0.00
					<b>0.00</b>	<b>9,063.82</b>	
Above paid on 14/12/2021 by Cheque FP13							
<b>JEW01</b> <b>Jewels Art Craft &amp; Coffee</b>							
717-Carol Service refreshments	06/12/2021	61221	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 14/12/2021 by Cheque FP14							
<b>JME01</b> <b>J M Electrical Services BEDFORD Ltd</b>							
718-T/Farm Floodlight repairs	10/12/2021	5539	1	139.92	0.00	139.92	0.00
					<b>0.00</b>	<b>139.92</b>	
Above paid on 14/12/2021 by Cheque FP15							
<b>LAM01</b> <b>Lamps &amp; Tubes Illuminations Ltd</b>							
719-Christmas lights	08/12/2021	INV-70406	1	9,450.00	0.00	9,450.00	0.00
					<b>0.00</b>	<b>9,450.00</b>	
Above paid on 14/12/2021 by Cheque FP16							
<b>LAN03</b> <b>Latent Digital Solutions Ltd</b>							
698-Copier charges	30/11/2021	302657	1	208.51	0.00	208.51	0.00
					<b>0.00</b>	<b>208.51</b>	
Above paid on 14/12/2021 by Cheque FP17							
<b>MCS01</b> <b>MCS Contract Cleaning Limited</b>							
699-Public toilets cleaning	30/11/2021	41284	1	1,836.00	0.00	1,836.00	0.00
					<b>0.00</b>	<b>1,836.00</b>	
Above paid on 14/12/2021 by Cheque FP18							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>NAC01 National Association of Civic Officers</b>							
700-NACO Training	24/11/2021	2214	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>50.00</b>	
Above paid on 14/12/2021 by Cheque FP19							
<b>NAS001 Shaneequa Nash</b>							
707-M/Cres Hire refund	30/11/2021	301121	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>50.00</b>	
Above paid on 14/12/2021 by Cheque FP20							
<b>PAR03 Small M T/A Parish &amp; Community Futures</b>							
701-N/Plan consultancy	30/11/2021	001HR/2021-2	1	341.00	0.00	341.00	0.00
					<b>0.00</b>	<b>341.00</b>	
Above paid on 14/12/2021 by Cheque FP21							
<b>PHS01 PHS Group</b>							
749-Paper towels/paper roll	04/11/2021	68657299	1	150.43	0.00	150.43	0.00
					<b>0.00</b>	<b>150.43</b>	
Above paid on 14/12/2021 by Cheque FP22							
<b>PPLPRS PPL PRS Ltd</b>							
702-PPL/PRS Licence	30/11/2021	SIN1917466	1	196.90	0.00	196.90	0.00
					<b>0.00</b>	<b>196.90</b>	
Above paid on 14/12/2021 by Cheque FP23							
<b>PRE04 Prestige Design &amp; Workwear Ltd</b>							
703-Safety boots	15/09/2021	106539	1	172.80	0.00	172.80	0.00
704-Granules/forestry kit	26/11/2021	108147	1	252.00	0.00	252.00	0.00
720-Fleeces/t-shirts	08/12/2021	108358	1	896.40	0.00	896.40	0.00
					<b>0.00</b>	<b>1,321.20</b>	
Above paid on 14/12/2021 by Cheque FP24							

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## List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>RSG001</b> <b>RS Groundcare</b>							
705-Football pitch aeration	24/11/2021	555	1	2,400.00	0.00	2,400.00	0.00
					<b>0.00</b>	<b>2,400.00</b>	
Above paid on 14/12/2021 by Cheque FP25							
<b>SAF04</b> <b>The Safer Luton Partnership</b>							
708-1st Aid cover 24/8&31/8/21	23/08/2021	SLP/TE/143	1	50.00	0.00	50.00	0.00
					<b>0.00</b>	<b>50.00</b>	
Above paid on 14/12/2021 by Cheque FP26							
<b>TEC01</b> <b>Techies Limited</b>							
722-Office 365	03/12/2021	INV-2072	1	124.48	0.00	124.48	0.00
723-Telephone	07/12/2021	INV-2119	1	147.11	0.00	147.11	0.00
					<b>0.00</b>	<b>271.59</b>	
Above paid on 14/12/2021 by Cheque FP27							
<b>TOT01</b> <b>Right Fuelcard Company Ltd</b>							
706-Fuel A/C	21/11/2021	4041683	1	103.07	0.00	103.07	0.00
721-Fuel A/C	05/12/2021	4077407	1	18.40	0.00	18.40	0.00
					<b>0.00</b>	<b>121.47</b>	
Above paid on 14/12/2021 by Cheque FP28							
<b>TRA02</b> <b>TravisBead Ltd</b>							
709-N/Plan posters	22/11/2021	TBJ-077	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 14/12/2021 by Cheque FP29							
<b>BUX001</b> <b>Nick Buxton QS Services Ltd</b>							
766-T/Farm Cost Plans/tender	22/10/2021	10185	1	1,440.00	0.00	1,440.00	0.00
					<b>0.00</b>	<b>1,440.00</b>	
Above paid on 24/12/2021 by Cheque FP							

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## List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CDS01</b> <b>The CDS Group</b>							
<i>Purchase Ledger Payment</i>	20/12/2021	ON ACC 778	1	0.00	0.00	2,040.00	-2,040.00
					<b>0.00</b>	<b>2,040.00</b>	
							Above paid on 20/12/2021 by Cheque FP1
<b>BRI01</b> <b>British Gas</b>							
<i>672-P/Drive gas</i>	17/11/2021	965742116	1	0.85	0.00	0.85	0.00
					<b>0.00</b>	<b>0.85</b>	
							Above paid on 01/12/2021 by Cheque DDR1
<b>BRI01</b> <b>British Gas</b>							
<i>Purchase Ledger Payment</i>	01/12/2021	ON ACC 781	1	0.00	0.00	0.85	-0.85
					<b>0.00</b>	<b>0.85</b>	
							Above paid on 01/12/2021 by Cheque DDR2
<b>EE01</b> <b>EE Limited</b>							
<i>726-Mobile phones</i>	24/11/2021	V01935247211	1	304.16	0.00	304.16	0.00
					<b>0.00</b>	<b>304.16</b>	
							Above paid on 02/12/2021 by Cheque DDR3
<b>TEC01</b> <b>Techies Limited</b>							
<i>Purchase Ledger Payment</i>	03/12/2021	ON ACC 782	1	0.00	0.00	180.00	-180.00
					<b>0.00</b>	<b>180.00</b>	
							Above paid on 03/12/2021 by Cheque S/O4
<b>TEC01</b> <b>Techies Limited</b>							
<i>Purchase Ledger Payment</i>	03/12/2021	ON ACC 783	1	0.00	0.00	253.86	-253.86
					<b>0.00</b>	<b>253.86</b>	
							Above paid on 03/12/2021 by Cheque S/O2
<b>CAS06</b> <b>Castle Water - 2596363</b>							
<i>724-Office Water</i>	22/11/2021	0006405815	1	9.06	0.00	9.06	0.00
					<b>0.00</b>	<b>9.06</b>	
							Above paid on 06/12/2021 by Cheque DDR6

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List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CAS09 Castle Water - 2597769</b>							
<i>Purchase Ledger Payment</i>	06/12/2021	ON ACC 784	1	0.00	0.00	5.00	-5.00
					<b>0.00</b>	<b>5.00</b>	
Above paid on 06/12/2021 by Cheque DDR7							
<b>YU001 Yu Energy</b>							
<i>748-Depot electricity</i>	04/12/2021	00638658	1	254.91	0.00	254.91	0.00
					<b>0.00</b>	<b>254.91</b>	
Above paid on 13/12/2021 by Cheque DDR8							
<b>YU001 Yu Energy</b>							
<i>747-O/Close electricity</i>	04/12/2021	00650595	1	22.05	0.00	22.05	0.00
					<b>0.00</b>	<b>22.05</b>	
Above paid on 13/12/2021 by Cheque DDR9							
<b>YU001 Yu Energy</b>							
<i>746-M/Cres electricity</i>	04/12/2021	00651508	1	63.11	0.00	63.11	0.00
					<b>0.00</b>	<b>63.11</b>	
Above paid on 13/12/2021 by Cheque DDR10							
<b>YU001 Yu Energy</b>							
<i>745-P/Side electricity</i>	04/12/2021	00651876	1	7.34	0.00	7.34	0.00
					<b>0.00</b>	<b>7.34</b>	
Above paid on 13/12/2021 by Cheque DDR11							
<b>YU001 Yu Energy</b>							
<i>743-Office electricity</i>	04/12/2021	00652472	1	130.58	0.00	130.58	0.00
					<b>0.00</b>	<b>130.58</b>	
Above paid on 13/12/2021 by Cheque DDR12							
<b>YU001 Yu Energy</b>							
<i>741-T/Farm electricity</i>	04/12/2021	00652474	1	78.13	0.00	78.13	0.00
					<b>0.00</b>	<b>78.13</b>	
Above paid on 13/12/2021 by Cheque DDR13							

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## List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>YU001 Yu Energy</b>							
742-Depot electricity	04/12/2021	00652475	1	10.16	0.00	10.16	0.00
					<b>0.00</b>	<b>10.16</b>	
Above paid on 13/12/2021 by Cheque DDR14							
<b>YU001 Yu Energy</b>							
744-V/Green electricity	04/12/2021	00652476	1	188.77	0.00	188.77	0.00
					<b>0.00</b>	<b>188.77</b>	
Above paid on 13/12/2021 by Cheque DDR15							
<b>CAS10 Castle Water - 2597749</b>							
737-P/Drive water charges	01/12/2021	0006486087	1	41.11	0.00	41.11	0.00
					<b>0.00</b>	<b>41.11</b>	
Above paid on 15/12/2021 by Cheque DDR16							
<b>CAS04 Castle Water - 2598006</b>							
739-Village Green water charge	01/12/2021	0006484031	1	81.31	0.00	81.31	0.00
					<b>0.00</b>	<b>81.31</b>	
Above paid on 15/12/2021 by Cheque DDR17							
<b>CAS05 Castle Water - 2618965</b>							
738-M/Cres water charges	01/12/2021	0006481221	1	29.65	0.00	29.65	0.00
					<b>0.00</b>	<b>29.65</b>	
Above paid on 15/12/2021 by Cheque DDR18							
<b>BRI01 British Gas</b>							
Purchase Ledger Payment	15/12/2021	ON ACC 785	1	0.00	0.00	1.76	-1.76
					<b>0.00</b>	<b>1.76</b>	
Above paid on 15/12/2021 by Cheque DDR19							
<b>BRI01 British Gas</b>							
Purchase Ledger Payment	15/12/2021	ON ACC 786	1	0.00	0.00	5.60	-5.60
					<b>0.00</b>	<b>5.60</b>	
Above paid on 15/12/2021 by Cheque DDR20							

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## List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>PLU03</b> <b>Plusnet Plc</b>							
<i>740-Broadband depot</i>	10/12/2021	00002193203-044	1	11.89	0.00	11.89	0.00
					<b>0.00</b>	<b>11.89</b>	
							Above paid on 17/12/2021 by Cheque DDR21
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>733-Depot electricity</i>	01/12/2021	2112000080	1	4.32	0.00	4.32	0.00
					<b>0.00</b>	<b>4.32</b>	
							Above paid on 30/12/2021 by Cheque DDR22
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>Purchase Ledger Payment</i>	31/12/2021	ON ACC 787	1	0.00	0.00	67.45	-67.45
					<b>0.00</b>	<b>67.45</b>	
							Above paid on 31/12/2021 by Cheque DDR23
<b>PAYROLL</b> <b>Payroll Options</b>							
<i>725-Payroll Fees Nov 21</i>	30/11/2021	135575	1	197.20	0.00	197.20	0.00
					<b>0.00</b>	<b>197.20</b>	
							Above paid on 31/12/2021 by Cheque DDR24
				<b>Total Purchase Ledger Payments for Month 9</b>	<b>0.00</b>	<b>49,127.17</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>CAS06</b> <b>Castle Water - 2596363</b>							
<i>Purchase Ledger Payment</i>	21/04/2021	ON ACC 825	1	0.00	0.00	5.82	-5.82
					<b>0.00</b>	<b>5.82</b>	
	Above paid on 21/04/2021 by Cheque Tfr1						
<b>CAS10</b> <b>Castle Water - 2597749</b>							
<i>Purchase Ledger Payment</i>	21/04/2021	ON ACC 60	1	-5.82	0.00	-5.82	0.00
					<b>0.00</b>	<b>-5.82</b>	
	Above paid on 21/04/2021 by Cheque Tfr						
<b>CAS02</b> <b>Castle Water</b>							
<i>Purchase Ledger Payment</i>	27/08/2021	ON ACC 405	1	-4.92	0.00	-4.92	0.00
					<b>0.00</b>	<b>-4.92</b>	
	Above paid on 27/08/2021 by Cheque Tfr						
<b>CAS06</b> <b>Castle Water - 2596363</b>							
<i>Purchase Ledger Payment</i>	27/08/2021	ON ACC 824	1	0.00	0.00	4.92	-4.92
					<b>0.00</b>	<b>4.92</b>	
	Above paid on 27/08/2021 by Cheque Tfr1						
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>734-The Green electricity</i>	01/12/2021	2112000078	1	82.52	0.00	82.52	0.00
					<b>0.00</b>	<b>82.52</b>	
	Above paid on 04/01/2022 by Cheque DDR1						
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>730-F/Farm electricity</i>	01/12/2021	2112000082	1	29.61	0.00	29.61	0.00
					<b>0.00</b>	<b>29.61</b>	
	Above paid on 04/01/2022 by Cheque DDR2						
<b>AMP02</b> <b>Ampower UK Ltd</b>							
<i>729-Office electricity</i>	01/12/2021	2112000083	1	15.48	0.00	15.48	0.00
					<b>0.00</b>	<b>15.48</b>	
	Above paid on 04/01/2022 by Cheque DDR3						

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## List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>AMP02</b> <b>Ampower UK Ltd</b>							
731-P/Drive electricity	01/12/2021	2112000084	1	5.39	0.00	5.39	0.00
					<b>0.00</b>	<b>5.39</b>	
Above paid on 04/01/2022 by Cheque DDR4							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
728-P/Drive electricity	01/12/2021	2112000085	1	2.97	0.00	2.97	0.00
					<b>0.00</b>	<b>2.97</b>	
Above paid on 04/01/2022 by Cheque DDR5							
<b>AMP02</b> <b>Ampower UK Ltd</b>							
727-M/Cres Pav electricity	01/12/2021	2112000609	1	30.15	0.00	30.15	0.00
					<b>0.00</b>	<b>30.15</b>	
Above paid on 04/01/2022 by Cheque DDR6							
<b>EE01</b> <b>EE Limited</b>							
774-Mobile phones	24/12/2021	V01945568884	1	357.92	0.00	357.92	0.00
					<b>0.00</b>	<b>357.92</b>	
Above paid on 04/01/2022 by Cheque DDR7							
<b>TEC01</b> <b>Techies Limited</b>							
Purchase Ledger Payment	04/01/2022	ON ACC 795	1	0.00	0.00	253.86	-253.86
					<b>0.00</b>	<b>253.86</b>	
Above paid on 04/01/2022 by Cheque S/O							
<b>TEC01</b> <b>Techies Limited</b>							
Purchase Ledger Payment	04/01/2022	ON ACC 796	1	0.00	0.00	180.00	-180.00
					<b>0.00</b>	<b>180.00</b>	
Above paid on 04/01/2022 by Cheque S/O1							
<b>CAS09</b> <b>Castle Water - 2597769</b>							
Purchase Ledger Payment	05/01/2022	ON ACC 797	1	0.00	0.00	5.00	-5.00
					<b>0.00</b>	<b>5.00</b>	
Above paid on 05/01/2022 by Cheque DDR9							

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## List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BRI02</b> <b>BT Payment Services Ltd</b>							
769-Telephone	22/12/2021	Q029KS	1	544.18	0.00	544.18	0.00
					<b>0.00</b>	<b>544.18</b>	
Above paid on 06/01/2022 by Cheque DDR10							
<b>GRE05</b> <b>Grenke Leasing Ltd</b>							
776-Frinking machine lease	17/12/2021	0000064981/2022	1	118.80	0.00	118.80	0.00
					<b>0.00</b>	<b>118.80</b>	
Above paid on 06/01/2022 by Cheque DDR11							
<b>TEC01</b> <b>Techies Limited</b>							
Purchase Ledger Payment	07/01/2022	ON ACC 798	1	0.00	0.00	6.16	-6.16
					<b>0.00</b>	<b>6.16</b>	
Above paid on 07/01/2022 by Cheque DP							
<b>TEC01</b> <b>Techies Limited</b>							
Purchase Ledger Payment	07/01/2022	ON ACC 810	1	0.00	0.00	6.16	-6.16
					<b>0.00</b>	<b>6.16</b>	
Above paid on 07/01/2022 by Cheque S/O							
<b>RAF01</b> <b>Raffey Brothers</b>							
Purchase Ledger Payment	10/01/2022	ON ACC 804	1	0.00	0.00	131.47	-131.47
					<b>0.00</b>	<b>131.47</b>	
Above paid on 10/01/2022 by Cheque DDR17							
<b>RAF01</b> <b>Raffey Brothers</b>							
Purchase Ledger Payment	10/01/2022	ON ACC 805	1	0.00	0.00	-131.47	131.47
					<b>0.00</b>	<b>-131.47</b>	
Above paid on 10/01/2022 by Cheque DDR18							
<b>YU001</b> <b>Yu Energy</b>							
Purchase Ledger Payment	10/01/2022	ON ACC 799	1	0.00	0.00	504.62	-504.62
					<b>0.00</b>	<b>504.62</b>	
Above paid on 10/01/2022 by Cheque DDR12							

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## List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>YU001 Yu Energy</b>							
<i>Purchase Ledger Payment</i>	10/01/2022	ON ACC 800	1	0.00	0.00	28.38	-28.38
					<b>0.00</b>	<b>28.38</b>	
							Above paid on 10/01/2022 by Cheque DDR13
<b>YU001 Yu Energy</b>							
<i>Purchase Ledger Payment</i>	10/01/2022	ON ACC 801	1	0.00	0.00	130.02	-130.02
					<b>0.00</b>	<b>130.02</b>	
							Above paid on 10/01/2022 by Cheque DDR14
<b>YU001 Yu Energy</b>							
<i>Purchase Ledger Payment</i>	10/01/2022	ON ACC 802	1	0.00	0.00	18.84	-18.84
					<b>0.00</b>	<b>18.84</b>	
							Above paid on 10/01/2022 by Cheque DDR15
<b>YU001 Yu Energy</b>							
<i>Purchase Ledger Payment</i>	10/01/2022	ON ACC 803	1	0.00	0.00	164.80	-164.80
					<b>0.00</b>	<b>164.80</b>	
							Above paid on 10/01/2022 by Cheque DDR16
<b>YU001 Yu Energy</b>							
<i>Purchase Ledger Payment</i>	10/01/2022	ON ACC 806	1	0.00	0.00	131.47	-131.47
					<b>0.00</b>	<b>131.47</b>	
							Above paid on 10/01/2022 by Cheque DDR19
<b>YU001 Yu Energy</b>							
<i>Purchase Ledger Payment</i>	10/01/2022	ON ACC 807	1	0.00	0.00	422.83	-422.83
					<b>0.00</b>	<b>422.83</b>	
							Above paid on 10/01/2022 by Cheque DDR20
<b>BED01 Bedfordshire Rural Communities Charity</b>							
<i>761-N/Plan Questionnaire</i>	09/12/2021	2832	1	4,250.40	0.00	4,250.40	0.00
					<b>0.00</b>	<b>4,250.40</b>	
							Above paid on 12/01/2022 by Cheque FP2

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## List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BED02 Bedfordshire Pension Fund</b>							
764-Pension Added Yrs Nov 21	13/12/2021	748203	1	51.69	0.00	51.69	0.00
					<b>0.00</b>	<b>51.69</b>	
Above paid on 12/01/2022 by Cheque FP5							
<b>BED02 Bedfordshire Pension Fund</b>							
779-Pensions Dec 21	31/12/2021	DEC21	1	8,952.83	0.00	8,952.83	0.00
					<b>0.00</b>	<b>8,952.83</b>	
Above paid on 12/01/2022 by Cheque FP9							
<b>BUS01 Business HR Solutions (Consultancy) Ltd</b>							
763-HR Retainer	01/10/2021	INV-0022123	1	245.16	0.00	245.16	0.00
					<b>0.00</b>	<b>245.16</b>	
Above paid on 12/01/2022 by Cheque FP4							
<b>CEN04 Central Bedfordshire Council</b>							
762-CCTV 21/22	13/12/2021	1800108562	1	3,240.00	0.00	3,240.00	0.00
					<b>0.00</b>	<b>3,240.00</b>	
Above paid on 12/01/2022 by Cheque FP3							
<b>DUN02 Biffa Waste Services Ltd</b>							
760-Trade Refuse	24/12/2021	614C68816	1	1,749.06	0.00	1,749.06	0.00
					<b>0.00</b>	<b>1,749.06</b>	
Above paid on 12/01/2022 by Cheque FP1							
<b>HMR001 HMRC</b>							
777-PAYE/NI Dec 21	31/12/2021	DEC21	1	7,615.55	0.00	7,615.55	0.00
					<b>0.00</b>	<b>7,615.55</b>	
Above paid on 12/01/2022 by Cheque FP10							
<b>LAN03 Latent Digital Solutions Ltd</b>							
765-Copier charges	26/10/2021	302529	1	75.48	0.00	75.48	0.00
					<b>0.00</b>	<b>75.48</b>	
Above paid on 12/01/2022 by Cheque FP6							

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## List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>MAR04</b> <b>Martin Rix</b>							
767-M/C Pav bolier repair	17/12/2021	12836	1	156.00	0.00	156.00	0.00
					<b>0.00</b>	<b>156.00</b>	
Above paid on 12/01/2022 by Cheque FP7							
<b>TOT01</b> <b>Right Fuelcard Company Ltd</b>							
768-Fuel A/C	02/01/2022	4132210	1	18.40	0.00	18.40	0.00
					<b>0.00</b>	<b>18.40</b>	
Above paid on 12/01/2022 by Cheque FP8							
<b>YU001</b> <b>Yu Energy</b>							
Purchase Ledger Payment	12/01/2022	ON ACC 808	1	0.00	0.00	59.69	-59.69
					<b>0.00</b>	<b>59.69</b>	
Above paid on 12/01/2022 by Cheque DDR21							
<b>YU001</b> <b>Yu Energy</b>							
Purchase Ledger Payment	12/01/2022	ON ACC 809	1	0.00	0.00	14.77	-14.77
					<b>0.00</b>	<b>14.77</b>	
Above paid on 12/01/2022 by Cheque DDR22							
<b>AVO01</b> <b>Avonmore Associates</b>							
830-M/Cres Bowls Green maint	26/10/2021	15872	1	3,360.30	0.00	3,360.30	0.00
					<b>0.00</b>	<b>3,360.30</b>	
Above paid on 14/01/2022 by Cheque FP							
<b>PLU03</b> <b>Plusnet Plc</b>							
775-Broadband	10/01/2022	00002193203-045	1	15.25	0.00	15.25	0.00
					<b>0.00</b>	<b>15.25</b>	
Above paid on 17/01/2022 by Cheque DDR23							
<b>CAS04</b> <b>Castle Water - 2598006</b>							
771-V/Green Pav water	04/01/2022	0006561164	1	85.14	0.00	85.14	0.00
					<b>0.00</b>	<b>85.14</b>	
Above paid on 18/01/2022 by Cheque DDR24							

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>CAS05</b>	<b>Castle Water - 2618965</b>						
772-M/Cres Pav water	04/01/2022	0006564434	1	29.77	0.00	29.77	0.00
					<b>0.00</b>	<b>29.77</b>	
	Above paid on 18/01/2022 by Cheque DDR25						
<b>CAS06</b>	<b>Castle Water - 2596363</b>						
773-Depot water charges	07/01/2022	0006631203	1	10.47	0.00	10.47	0.00
					<b>0.00</b>	<b>10.47</b>	
	Above paid on 18/01/2022 by Cheque DDR27						
<b>AMP02</b>	<b>Ampower UK Ltd</b>						
P/S ele Jan/9261 Authorised: <b>MTC9257Budget</b>	01/03/2019	20190204008	1	-169.06	0.00	-169.06	0.00
P/S Feb ele/9262 Authorised: <b>MTC9257Budget</b>	01/03/2019	20190302445	1	9.96	0.00	9.96	0.00
O/C Feb ele/9265 Authorised: <b>MTC9257Budget</b>	01/03/2019	20190302450	1	-2.47	0.00	-2.47	0.00
July W/SU23 electric/9714 Authorised: <b>MinTC9799Budget</b>	01/08/2019	201908010527	1	0.01	0.00	0.01	0.00
10927/Cricket Pav Nov	01/12/2020	202012010679	1	13.20	0.00	13.20	0.00
10933/Parkside Rec, Sep	01/12/2020	202012011966	1	186.00	0.00	186.00	0.00
10931/Parkside Drive Pav, Nov	01/12/2020	202012012700	1	11.73	0.00	11.73	0.00
732-Depot electricity	01/12/2021	2112000081	1	100.55	0.00	100.55	0.00
823-AM Power P/Side Pav	31/01/2022	ADJ	1	405.98	0.00	405.98	0.00
INV-201912010432/10186/Ampower	01/12/2019	INV-201912010432	1	13.41	0.00	13.41	0.00
INV-202001011728/10097/Ampower	01/01/2020	INV-202001011728	1	15.83	0.00	15.83	0.00
INV-202002012095/10214/Ampower	01/02/2020	INV-202002012095	1	14.96	0.00	14.96	0.00
INV-202003012083/10319/Ampower	01/03/2020	INV-202003012083	1	16.14	0.00	16.14	0.00
INV-202004012113/10420/Ampower	01/04/2020	INV-202004012113	1	9.73	0.00	9.73	0.00
INV-202005012109/10470/Ampower	01/05/2020	INV-202005012109	1	11.91	0.00	11.91	0.00
INV-202006011547/10495/Ampower	01/06/2020	INV-202006011547	1	13.90	0.00	13.90	0.00
INV-202007012167/10719/Ampower	01/07/2020	INV-202007012167	1	10.70	0.00	10.70	0.00
INV-202008012359/10720/Ampower	01/08/2020	INV-202008012359	1	12.26	0.00	12.26	0.00
INV-202009012031/10721/Ampower	01/09/2020	INV-202009012031	1	12.40	0.00	12.40	0.00
INV-202009012065/10718/Ampower	01/09/2020	INV-202009012065	1	0.69	0.00	0.69	0.00

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
<i>INV-202009013645CN/10717/Ampow</i>	01/09/2020	INV-202009013645CN	1	-29.42	0.00	-29.42	0.00
<i>INV-202010010359/10779/Ampower</i>	01/10/2020	INV-202010010359	1	-33.44	0.00	-33.44	0.00
<i>INV-202010011173/10774/Ampower</i>	01/10/2020	INV-202010011173	1	12.28	0.00	12.28	0.00
<i>INV-202010013075/10772/Ampower</i>	01/10/2020	INV-202010013075	1	48.76	0.00	48.76	0.00
<i>INV-202011010905/10881/Ampower</i>	01/11/2020	INV-202011010905	1	13.80	0.00	13.80	0.00
<i>INV-202011011052/10876/Ampower</i>	01/11/2020	INV-202011011052	1	12.14	0.00	12.14	0.00
<i>INV-202012010679/11088/Ampower</i>	01/12/2020	INV-202012010679	1	13.20	0.00	13.20	0.00
<i>INV-202012016576CN/11078/Ampow</i>	01/12/2020	INV-202012016576CN	1	-50.39	0.00	-50.39	0.00
<i>INV-202101011253/11080/Ampower</i>	01/01/2021	INV-202101011253	1	-102.42	0.00	-102.42	0.00
<i>INV-202101016166/11010/Ampower</i>	01/01/2021	INV-202101016166	1	12.79	0.00	12.79	0.00
<i>INV-202101016225/11005/Ampower</i>	01/01/2021	INV-202101016225	1	14.54	0.00	14.54	0.00
<i>INV-2102000772/11081/Ampower U</i>	01/02/2021	INV-2102000772	1	23.78	0.00	23.78	0.00
<i>INV-2102003171/11083/Ampower U</i>	01/02/2021	INV-2102003171	1	16.20	0.00	16.20	0.00
<i>INV-2103001308/11132/Ampower U</i>	01/03/2021	INV-2103001308	1	74.33	0.00	74.33	0.00
<i>INV-2103006686/Ampower UK Ltd</i>	01/03/2021	INV-2103006686	1	21.08	0.00	21.08	0.00
<i>INV-2103006756/11131/Ampower U</i>	01/03/2021	INV-2103006756	1	13.67	0.00	13.67	0.00
<i>INV-2104001820/4/Ampower UK Lt</i>	01/04/2021	INV-2104001820	1	70.70	0.00	70.70	0.00
<i>INV-2104001822/3/Ampower UK Lt</i>	01/04/2021	INV-2104001822	1	12.10	0.00	12.10	0.00
<i>INV-2104002089/1/Ampower UK Lt</i>	01/04/2021	INV-2104002089	1	19.87	0.00	19.87	0.00
<i>INV-2105004198/118/Ampower UK</i>	01/05/2021	INV-2105004198	1	92.23	0.00	92.23	0.00
<i>INV-2105004210/116/Ampower UK</i>	01/05/2021	INV-2105004210	1	79.92	0.00	79.92	0.00
<i>78/Apr 21 Parkside Drive Pav</i>	01/05/2021	INV-2105004211	1	12.17	0.00	12.17	0.00
<i>INV-2106004535/111/Ampower UK</i>	01/06/2021	INV-2106004535	1	22.06	0.00	22.06	0.00
<i>INV-2106004573/121/Ampower UK</i>	01/06/2021	INV-2106004573	1	20.03	0.00	20.03	0.00
<i>670-O/Close Pav electricity</i>	01/11/2021	INV-2111002896	1	-39.12	0.00	-39.12	0.00
<i>671-Depot electricity</i>	01/11/2021	INV-2111004693	1	-33.10	0.00	-33.10	0.00
<i>INV202012016575CN/11079/Ampowe</i>	01/12/2020	INV202012016575CN	1	-48.76	0.00	-48.76	0.00
<i>Purchase Ledger Payment</i>	13/05/2021	ON ACC 100	1	-7.23	0.00	-7.23	0.00
<i>Purchase Ledger Payment</i>	09/04/2020	ON ACC 10436	1	-87.40	0.00	-87.40	0.00
<i>Purchase Ledger Payment</i>	26/10/2020	ON ACC 10851	1	-20.03	0.00	-20.03	0.00
<i>Purchase Ledger Payment</i>	15/12/2020	ON ACC 11021	1	-86.85	0.00	-86.85	0.00
<i>Purchase Ledger Payment</i>	14/01/2021	ON ACC 11073	1	-8.10	0.00	-8.10	0.00
<i>Purchase Ledger Payment</i>	10/06/2021	ON ACC 234	1	-4.40	0.00	-4.40	0.00
<i>Purchase Ledger Payment</i>	15/04/2021	ON ACC 56	1	-145.03	0.00	-145.03	0.00

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## List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Purchase Ledger Payment</i>	31/12/2021	ON ACC 787	1	-67.45	0.00	-67.45	0.00
<i>Purchase Ledger Payment</i>	08/02/2019	ON ACC 9130	1	-349.41	0.00	-349.41	0.00
<i>Purchase Ledger Payment</i>	07/03/2019	ON ACC 9238	1	-8.78	0.00	-8.78	0.00
<i>Purchase Ledger Payment</i>	11/05/2021	ON ACC 98	1	-92.23	0.00	-92.23	0.00
<i>Purchase Ledger Payment</i>	11/05/2021	ON ACC 99	1	-79.92	0.00	-79.92	0.00
					<b>0.00</b>	<b>0.00</b>	

No payment due as Credit Notes have been applied

<b>BRI01</b>	<b>British Gas</b>						
<i>791-Depot gas</i>	01/12/2021	717008063	1	1.76	0.00	1.76	0.00
<i>790-Office gas</i>	01/12/2021	717010093	1	5.60	0.00	5.60	0.00
<i>Purchase Ledger Payment</i>	15/12/2021	ON ACC 785	1	-1.76	0.00	-1.76	0.00
<i>Purchase Ledger Payment</i>	15/12/2021	ON ACC 786	1	-5.60	0.00	-5.60	0.00
					<b>0.00</b>	<b>0.00</b>	

No payment due as Credit Notes have been applied

<b>CAS02</b>	<b>Castle Water</b>						
<i>Purchase Ledger Payment</i>	26/05/2021	ON ACC 161	1	-51.98	0.00	-51.98	0.00
					<b>0.00</b>	<b>-51.98</b>	

Above paid on 31/01/2022 by Cheque Tfr

<b>CAS06</b>	<b>Castle Water - 2596363</b>						
<i>0005628315/108/Castle Water -</i>	03/06/2021	0005628315	1	8.11	0.00	8.11	0.00
<i>0005791753/244/Castle Water -</i>	05/07/2021	0005791753	1	7.88	0.00	7.88	0.00
<i>431-Depot water charges</i>	13/08/2021	0005943425	1	9.29	0.00	9.29	0.00
<i>Purchase Ledger Payment</i>	26/05/2021	ON ACC 159	1	-5.45	0.00	-5.45	0.00
<i>Purchase Ledger Payment</i>	27/08/2021	ON ACC 824	1	-4.92	0.00	-4.92	0.00
<i>Purchase Ledger Payment</i>	21/04/2021	ON ACC 825	1	-5.82	0.00	-5.82	0.00
					<b>0.00</b>	<b>9.09</b>	

Above paid on 31/01/2022 by Cheque Tfr1

<b>CAS07</b>	<b>Castle Water - 2597763</b>						
<i>Purchase Ledger Payment</i>	31/01/2022	ON ACC 827	1	0.00	0.00	0.14	-0.14
					<b>0.00</b>	<b>0.14</b>	

Above paid on 31/01/2022 by Cheque Tfr2

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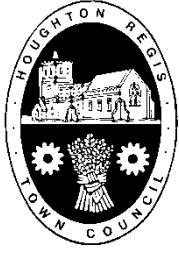
## List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CAS08 Castle Water - 2597735</b>							
<i>Purchase Ledger Payment</i>	31/01/2022	ON ACC 828	1	42.75	0.00	42.75	0.00
					<b>0.00</b>	<b>42.75</b>	
Above paid on 31/01/2022 by Cheque Tfr							
<b>CAS08 Castle Water - 2597735</b>							
<i>Purchase Ledger Payment</i>	31/01/2022	ON ACC 829	1	0.00	0.00	42.75	-42.75
					<b>0.00</b>	<b>42.75</b>	
Above paid on 31/01/2022 by Cheque Tfr2							
<b>CAS08 Castle Water - 2597735</b>							
<i>Purchase Ledger Payment</i>	31/01/2022	ON ACC 828	1	0.00	0.00	-42.75	42.75
					<b>0.00</b>	<b>-42.75</b>	
Above paid on 31/01/2022 by Cheque Tfr4							
<b>CDS01 The CDS Group</b>							
<i>780-Groundwater assesment</i>	25/10/2021	73156	1	2,040.00	0.00	2,040.00	0.00
<i>Purchase Ledger Payment</i>	20/12/2021	ON ACC 778	1	-2,040.00	0.00	-2,040.00	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>794-Postage top up</i>	09/11/2021	22603230	1	250.00	0.00	250.00	0.00
<i>Purchase Ledger Payment</i>	15/11/2021	ON ACC 753	1	-250.00	0.00	-250.00	0.00
					<b>0.00</b>	<b>0.00</b>	
No payment due as Credit Notes have been applied							
<b>RAF01 Raffey Brothers</b>							
<i>Purchase Ledger Payment</i>	10/01/2022	ON ACC 804	1	-131.47	0.00	-131.47	0.00
<i>Purchase Ledger Payment</i>	10/01/2022	ON ACC 805	1	131.47	0.00	131.47	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>SCR02</b>	<b>Trade UK Account</b>							
682-Pointing Trowel	24/09/2021	1198444754	1	7.60	0.00	7.60	0.00	
758-B&Q Materials	24/09/2021	1198444754C	1	-7.60	0.00	-7.60	0.00	
683-Materials	25/10/2021	1207204404	1	41.11	0.00	41.11	0.00	
607-Mastercrete/sand	25/10/2021	1207204404C	1	-41.11	0.00	-41.11	0.00	
					<b>0.00</b>	<b>0.00</b>		
No payment due as Credit Notes have been applied								
<b>TOO02</b>	<b>William Tookey</b>							
681-Billy Lee entertainer	04/09/2021	251	1	400.00	0.00	400.00	0.00	
Purchase Ledger Payment	17/09/2021	ON ACC 467	1	-400.00	0.00	-400.00	0.00	
					<b>0.00</b>	<b>0.00</b>		
No payment due as Credit Notes have been applied								
<b>YU001</b>	<b>Yu Energy</b>							
814-Depot electricity	02/01/2022	00667296	1	504.62	0.00	504.62	0.00	
812-O/Close Pav electricity	02/01/2022	00668573	1	28.38	0.00	28.38	0.00	
816-M/Cres Pav electricity	02/01/2022	00669384	1	130.02	0.00	130.02	0.00	
813-P/Drive Pav electricity	02/01/2022	00669704	1	18.84	0.00	18.84	0.00	
815-Office electricity	02/01/2022	00670200	1	164.80	0.00	164.80	0.00	
819-T/Farm Pav electricity	02/01/2022	00670201	1	131.47	0.00	131.47	0.00	
811-The Green Pav electricity	02/01/2022	00670203	1	422.83	0.00	422.83	0.00	
817-P/Drive Pav electricity	05/01/2022	00680838	1	59.69	0.00	59.69	0.00	
818-Depot electricity	05/01/2022	00686254	1	14.77	0.00	14.77	0.00	
Purchase Ledger Payment	10/01/2022	ON ACC 799	1	-504.62	0.00	-504.62	0.00	
Purchase Ledger Payment	10/01/2022	ON ACC 800	1	-28.38	0.00	-28.38	0.00	
Purchase Ledger Payment	10/01/2022	ON ACC 801	1	-130.02	0.00	-130.02	0.00	
Purchase Ledger Payment	10/01/2022	ON ACC 802	1	-18.84	0.00	-18.84	0.00	
Purchase Ledger Payment	10/01/2022	ON ACC 803	1	-164.80	0.00	-164.80	0.00	
Purchase Ledger Payment	10/01/2022	ON ACC 806	1	-131.47	0.00	-131.47	0.00	
Purchase Ledger Payment	10/01/2022	ON ACC 807	1	-422.83	0.00	-422.83	0.00	
Purchase Ledger Payment	12/01/2022	ON ACC 808	1	-59.69	0.00	-59.69	0.00	
Purchase Ledger Payment	12/01/2022	ON ACC 809	1	-14.77	0.00	-14.77	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 10</b>						<b>0.00</b>	<b>32,969.12</b>	



## CORPORATE SERVICES COMMITTEE

## Agenda Item 9

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<b>Date:</b>	<b>28<sup>th</sup> February 2022</b>
<b>Title:</b>	<b>Investment Report</b>
<b>Purpose of the Report:</b>	<b>To provide to members a report on investments to date.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

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### 1. RECOMMENDATION

*This report is provided for information.*

### 2. BACKGROUND

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

### 3. INVESTMENT PROCESS

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

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

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

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

Commencement of the LAMIT Property Fund was October 2014. This fund is designed to achieve long term capital growth from investments in the commercial property sector. Dividends are paid quarterly (in accordance with IAS 18 - Revenue)



less fund management fees but without deduction of tax.

Gross dividend yield rate as at:

31<sup>st</sup> January 2022 – 3.44%

30<sup>th</sup> September 2021 – 3.91%

30<sup>th</sup> June 2021 - 4.18%

31<sup>st</sup> March 2021 - 4.3% .

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> January 2022 - £1,379,000

30<sup>th</sup> September 2021 - £1,297,000

30<sup>th</sup> June 2021 - £1,254,000

30<sup>th</sup> April 2021 £1,211,600

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

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 notice period for the CCLA Property Fund is 90 days. This will need to be borne in mind as this project proceeds. A cash flow forecast has been requested from the project team.

## **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:

16<sup>th</sup> February 2022 – 0.3402%

9<sup>th</sup> November 2021 – 0.0370%

2<sup>nd</sup> September 2021 - 0.0235%

21<sup>st</sup> May 2021 – 0.0336%.

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.**

## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Corporate Services</b>										
<b>101</b>	<b>Corporate Management</b>									
1076	Precept received	904,518	904,518	969,231	969,231	969,231	0	1,119,236	0	0
1091	Income Miscellaneous	0	0	0	60	60	0	0	0	0
1096	Interest & Dividends Received	30,400	32,367	25,200	14,156	28,360	0	28,360	0	0
	<b>Total Income</b>	<b>934,918</b>	<b>936,885</b>	<b>994,431</b>	<b>983,447</b>	<b>997,651</b>	<b>0</b>	<b>1,147,596</b>	<b>0</b>	<b>0</b>
4051	BANK & LOAN CHARGES	60	12	60	0	0	0	40	0	0
4056	AUDIT FEES	2,750	2,515	2,750	-90	2,750	0	3,000	0	0
4057	ACCOUNTANCY & SOFTWARE	2,600	2,085	2,100	205	1,800	0	2,600	0	0
4061	CCLA Management Fees	4,000	3,775	4,000	2,095	4,000	0	4,000	0	0
	<b>Overhead Expenditure</b>	<b>9,410</b>	<b>8,387</b>	<b>8,910</b>	<b>2,210</b>	<b>8,550</b>	<b>0</b>	<b>9,640</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>925,508</b>	<b>928,498</b>	<b>985,521</b>	<b>981,237</b>	<b>989,101</b>		<b>1,137,956</b>		
<b>102</b>	<b>Democratic Rep'n &amp; Mgmt</b>									
4007	CONFERENCE COSTS	250	0	450	0	0	0	600	0	0
4008	TRAINING/COURSES	700	160	700	304	500	0	700	0	0
4009	TRAVEL	200	0	350	144	200	0	350	0	0
4020	MISC. ESTABLISH.COST	200	0	400	218	400	0	400	0	0
4024	SUBSCRIPTIONS	3,200	2,751	2,800	2,287	2,252	0	2,848	0	0
4059	OTHER PROFESSIONAL FEES	0	0	0	0	0	0	4,000	0	0
4104	HOSPITALITY ALLNCE	200	0	200	54	200	0	250	0	0
4131	ELECTION COSTS	5,000	3,060	12,000	7,813	12,000	0	12,000	0	0
4991	Trs to Earmarked Reserve	0	1,940	0	0	0	0	0	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>		9,750	7,910	16,900	10,820	15,552	0	21,148	0	0
<b>Movement to/(from) Gen Reserve</b>		(9,750)	(7,910)	(16,900)	(10,820)	(15,552)		(21,148)		
<b>190</b>	<b><u>Central Services</u></b>									
1082	INC-LETTINGS	0	0	30	42	30	0	30	0	0
1091	Income Miscellaneous	100	525	100	901	901	0	100	0	0
<b>Total Income</b>		100	525	130	943	931	0	130	0	0
4007	CONFERENCE COSTS	300	335	800	75	75	0	800	0	0
4008	TRAINING/COURSES	2,000	164	2,500	838	1,000	0	2,500	0	0
4009	TRAVEL	375	0	500	0	0	0	500	0	0
4011	RATES	7,200	7,111	7,300	7,111	7,111	0	7,300	0	0
4012	WATER RATES	600	310	600	256	600	0	600	0	0
4014	ELECTRICITY	1,400	739	1,500	1,005	1,500	0	2,700	0	0
4015	GAS	1,400	660	1,600	370	1,600	0	850	0	0
4017	HEALTH & SAFETY	300	130	400	10	400	0	400	0	0
4020	MISC. ESTABLISH.COST	200	91	200	186	200	0	200	0	0
4021	COMMUNICATIONS COSTS	2,600	6,003	3,600	4,155	5,300	0	5,800	0	0
4022	POSTAGE	1,800	1,099	1,500	595	800	0	800	0	0
4023	STATIONERY	1,200	562	1,000	377	700	0	1,000	0	0
4025	INSURANCE	14,000	12,518	14,000	13,516	13,516	0	14,000	0	0
4026	COMPUTER COSTS	5,000	6,241	5,000	5,046	5,000	0	6,300	0	0
4027	PHOTOCOPIER CHARGES	2,000	844	2,000	1,339	1,600	0	1,600	0	0
4031	ADVERTISING	1,400	0	500	0	0	0	500	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4036	PROPERTY MAINTENANCE	5,000	1,364	2,000	350	2,000	0	2,000	0	0
4038	MAINTENANCE CONTRACTS	600	896	600	100	600	0	600	0	0
4042	Equipment Repairs & Maintenance	1,500	66	1,000	0	1,000	0	1,000	0	0
4051	BANK & LOAN CHARGES	0	0	0	200	0	0	0	0	0
4052	BANK INTEREST	0	0	0	0	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	14,000	924	9,000	0	3,000	0	5,000	0	0
	<b>Overhead Expenditure</b>	<b>62,875</b>	<b>40,054</b>	<b>55,600</b>	<b>35,529</b>	<b>46,002</b>	<b>0</b>	<b>54,450</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(62,775)</b>	<b>(39,529)</b>	<b>(55,470)</b>	<b>(34,586)</b>	<b>(45,071)</b>		<b>(54,320)</b>		
<b>191</b>	<b><u>Personnel/Staff Costs</u></b>									
1091	Income Miscellaneous	0	500	0	0	0	0	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4001	STAFF SALARIES	419,525	357,065	423,205	304,529	394,500	0	431,705	0	0
4002	EMPLOYERS N.I	41,852	30,338	42,320	25,353	32,918	0	49,646	0	0
4003	EMPLOYERS SUPERANN.	104,037	82,193	100,723	64,283	84,700	0	102,745	0	0
4005	STAFF OVERTIME	5,000	671	7,000	0	2,000	0	6,000	0	0
4008	TRAINING/COURSES	0	0	0	153	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	3,500	11,579	5,500	8,508	7,000	0	5,500	0	0
4992	Trs from Earmarked Reserve	-35,000	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>538,914</b>	<b>481,846</b>	<b>578,748</b>	<b>402,826</b>	<b>521,118</b>	<b>0</b>	<b>595,596</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(538,914)</b>	<b>(481,346)</b>	<b>(578,748)</b>	<b>(402,826)</b>	<b>(521,118)</b>		<b>(595,596)</b>		
<b>199</b>	<b><u>P&amp;R Capital and Projects</u></b>									

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4026 COMPUTER COSTS	11,500	6,459	3,000	4,739	4,739	0	4,000	0	0
4992 Trs from Earmarked Reserve	0	-5,500	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>11,500</b>	<b>959</b>	<b>3,000</b>	<b>4,739</b>	<b>4,739</b>	<b>0</b>	<b>4,000</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(11,500)</b>	<b>(959)</b>	<b>(3,000)</b>	<b>(4,739)</b>	<b>(4,739)</b>		<b>(4,000)</b>		
<b>Corporate Services - Income</b>	<b>935,018</b>	<b>937,910</b>	<b>994,561</b>	<b>984,390</b>	<b>998,582</b>	<b>0</b>	<b>1,147,726</b>	<b>0</b>	<b>0</b>
<b>Expenditure</b>	<b>632,449</b>	<b>539,156</b>	<b>663,158</b>	<b>456,124</b>	<b>595,961</b>	<b>0</b>	<b>684,834</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>302,569</b>	<b>398,754</b>	<b>331,403</b>	<b>528,266</b>	<b>402,621</b>		<b>462,892</b>		
<b>Total Budget Income</b>	<b>935,018</b>	<b>937,910</b>	<b>994,561</b>	<b>984,390</b>	<b>998,582</b>	<b>0</b>	<b>1,147,726</b>	<b>0</b>	<b>0</b>
<b>Expenditure</b>	<b>632,449</b>	<b>539,156</b>	<b>663,158</b>	<b>456,124</b>	<b>595,961</b>	<b>0</b>	<b>684,834</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>302,569</b>	<b>398,754</b>	<b>331,403</b>	<b>528,266</b>	<b>402,621</b>		<b>462,892</b>		

**Corporate Services Committee**

**101 – Corporate Management**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>101</b>	<b>1076</b>	<b>Precept</b>	
2021/22 figure:	2022/23 figure (requested):	Agreed	
969,231	£1,105,284	£1,119,236	
<b>Justification:</b>			
2021/22 Precept £969231 Tax Base 5315 (increase of 5.1% from 2020/21) Band D £182.36  2022/23 Precept £1,119,236 Tax Base 6061 (increase of 14% from 2021/22) Band D £184.66  An increase in the Band D of £2.30 / annum or a 1.26% increase on 2021/22 A precept increase of £150,005			


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>101</b>	<b>1096</b>	<b>Interest / dividends received</b>	
2021/22 figure:	2022/23 figure (requested):	Agreed	
25200	28360	28360	
<b>Justification:</b>			
Interest reduced from approx. £100 / mth to £30/month - £360 Dividends approx.. £7000 / quarter - £28,000			


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>101</b>	<b>4051</b>	<b>Bank &amp; loan charges</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
60	40	40	

Justification:	
Budget used for bank and loan charges	


Cost centre:	Code:	Title:	
101	4056	Audit fees	
2021/22 figure:	2022/23 figure (requested):	Agreed	
2750	3000	3000	
Justification:			
Budget used for internal audit (interim and year end, total £1000) and external year end audit (£2000).			


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

2021/22 figure:	2022/23 figure (requested):	Agreed	
2100	2600	2600	

Justification:			
Finance Accounts software support £395 Online Yearend close down £600 Yearend financial statements £550  Cemetery Software support (cemetery & memorial) £302  Allotments Software purchase £520 software support £172			


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



2021/22 figure:	2022/23 figure (requested):	Agreed	
4000	4000	4000	

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


## 102 – Democratic Representation & Management

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>102</b>	<b>4007</b>	<b>Conference costs – Members</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
450	600	600	

Justification:	
2022/2023 NALC Spring Conference predicted cost £295.86 (based on 10% increase on 21/22) 2022/2023 NALC National Conference costs predicted cost £300 2021/2022 NALC Spring Conference costs £268.97 2019-20 NALC National Conference costs £211, 2018/19 NALC Spring Conference costs £210. Requested budget allows for 1 member to attend each conference and also allows for some inflation. Assumes conference pattern re-instated for 2022/23	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>102</b>	<b>4008</b>	<b>Training – members</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
700	700	700	

Justification:	
Suggestion allows for £50 per member for training for the year. Training would include BATPC (New Cllr induction, Cllr refresher, Finance, Chairmanship 1, 2, 3, General power of competence, Staff appraisal) and Other (Code of Conduct, Being a good employer, Officer members relationships, Safeguarding). 2020/21 emerging webinar training opportunities, typically £35 per members per event  In line with Houghton Regis vision • To support councillor development & training	


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

2021/22 figure:	2022/23 figure (requested):	Agreed	
350	350	350	

<b>Justification:</b>	
Covers member travel to training and conferences and mayoral travel for civic duties.	


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

2021/22 figure:	2022/23 figure (requested):	Agreed	
400	400	400	

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


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

2021/22 figure:	2022/23 figure (requested):	Agreed	
2800	2848	2848	

<b>Justification:</b>	
2019/20	
Subscriptions covers the council's membership as follows:	
Society of Local Council Clerks (SLCC)	Annual £440
Bedfordshire Association of Town & Parish Councils (NALC)	Annual £2,122 (inc. a predicted 1% Increase)
Institute of Cemetery and	Annual April to £100.00

Crematorium Management Association of Accounting Technicians (AAT)	March Annual	£99	
Information Commissioners Officer (ICO)	Annual	£40	

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>102</b>	<b>4059</b>	<b>Digitalisation project</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
	4,000	4,000	

<b>Justification:</b>			
Costs advised by HRHS (£2810) plus additional to cover uncertainties			
	<b>Covering</b>	<b>Confirmed or Predicted</b>	
Initial capital costs	One off set up fees for bound minutes in the HRTC Office	£1,440, plus £720 for website design. This price includes OCR. These prices are subject to re-quotation for April 2022	
Possible additional capital costs	One off set up costs for leases etc	Not possible to determine until the number, size etc of the leases are determined and a quotation obtained. The price would not include the £720 website fee and there may be some lesser cost for OCR/page if it is not possible to do this.	
Year 1 revenue costs	Revenue costs for minutes in year 1	Cost of extra storage space £600 – final amount to be determined. Cost of OCR of each page at £0.10p per page. If the number of pages per year was say 500 then the OCR cost is £50	
Ongoing revenue costs (if different)	Ongoing Revenue costs for minutes in year 1	Determined by the number of pages of Minutes and Reports. If the Council is preparing and uploading the	

		Minutes then the revenue cost is for OCR and any subsequent additional storage requirements.	
Other Revenue costs	Additional revenue costs if project expanded to include leases	Not possible to determine without an assessment of the number of leases and pages etc and if they are larger than A4 they may require a large bed scanner. The extra revenue cost may be on scanning the documents plus OCR and any extra storage requirements. However if the leases are prepared on a computer then scanning will not be required.	
Initial Capital Cost for additional archiving	Archiving of pre 1950 Minutes held in the Bedford Archive	A quotation will need to be acquired based on the number of pages to be scanned. If, as is likely, some of the Minutes are handwritten then OCR may not be possible on these items  The extra and ongoing revenue costs will be as above depending on the number of pages and storage etc.	

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
200	250	250	

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

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
12,000	12,000	12,000	

Justification:	
Contingency in case of the need for a by election. Any surplus at year end to transfer into EMR.	


**190 – Central Services**

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
30	30	30	

Justification:	
Ad hoc hire of chamber	


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

2021/22 figure:	2022/23 figure (requested):	Agreed	
100	100	100	

Justification:	
Ad hoc income	


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

2021/22 figure:	2022/23 figure (requested):	Agreed	
800	800	800	

<b>Justification:</b>			
<p>The clerks / senior officer attendance at sector specific conferences supports ongoing training and mentoring support and helps to ensure the clerk / senior officers are up to date with current legislation and good practice.</p> <p>The usual conference pattern changed in 2020/21. It is thought that conference may be more online focused going forwards.</p> <p>The requested budget allows for attendance at NALC National Conference (£245), SLCC National Conference (£300) and the SLCC Practitioners conference (£250), should the historic conference pattern resume in 2022/2023.</p>			


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

2021/22 figure:	2022/23 figure (requested):	Agreed	
2500	2500	2500	

<b>Justification:</b>			
<p>Budget would cover office apprentice course (£900), and ad hoc training</p> <p>An additional £500 included for safeguarding training (£100 per person).</p>			


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4009</b>	<b>Travel</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
500	500	500	

<b>Justification:</b>			
Average monthly staff travel costs £30-40.			


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

2021/22 figure:	2022/23 figure (requested):	Agreed	
7300	7300	7300	

Justification:	
Suitable figure suggested.	


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

2021/22 figure:	2022/23 figure (requested):	Agreed	
600	600	600	

Justification:	
Competitive evaluation completed, and new contract agreed.	


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

2021/22 figure:	2022/23 figure (requested):	Agreed	
1500	2700	2700	

Justification:	
Budget requested felt to be sufficient	


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

2021/22 figure:	2022/23 figure	Agreed	
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	(requested):		
1600	850	850	

Justification:	
Budget requested felt to be sufficient	


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

2021/22 figure:	2022/23 figure (requested):	Agreed	
400	400	400	

Justification:	
Used for ad hoc health and safety matters.	


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

2021/22 figure:	2022/23 figure (requested):	Agreed	
200	200	200	

Justification:	
Used for ad hoc matters.	


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

2021/22 figure:	2022/23 figure (requested):	Agreed	
3600	5800	5800	

Justification:	
Mobiles, land line users and yearly costs	
Mobiles	
Mobile Contract & charges approx. £250 / month	



<p>Landline set up: Telephone Support £ 240 Telephone License £ 225 Landline charges re alarms £450 / quarter</p> <p>Desk top phones (purchase) £300</p> <p>Broadband at Green Pavilion to support Youth Café £200/year</p>	
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<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4022</b>	<b>Postage</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1500	800	800	

<p>Justification:</p> <p>franking machine lease £300 / annum postage £500 / annum Costs have significantly reduced due to electronic cllr mailing. 2.1 of the Vision</p>	
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<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4023</b>	<b>Stationery</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1,000	1,000	1,000	

<p>Justification:</p> <p>22/23 Office stationery A sixth reduction in cost due to Vision objective 2.1 To reduce the use of paper by the council.</p>	
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<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4025</b>	<b>Insurance</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
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14,000	14,000	14,000	
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Justification:			
Global council insurance (annual renewal £12,210 plus ad hoc add ons)			

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
5,000	6300	6300	

Justification:			
IT support charges: Managed Service Support Contract – £ 1,800p.a. Office 365 Licenses £1019 Exchange Online (Email only) £617 Solarwind Offsite Backup - £600p.a. Anti-Virus £466 Domain renewal and hosting £60 Total £4562 Replacement network switch £200 Replacement server UPS £200 Chamber network point £400 Desk top phone x 2 £200 Spam filter (highly recommended by IT support) £600			

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<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>190</b>	<b>4027</b>	<b>Photocopier Charges</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2000	1600	1600	

Justification:			
Copier contract: £100 / quarter rental fixed £100 / month copies			

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<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
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<b>190</b>	<b>4031</b>	<b>Advertising</b>	
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2021/22 figure:	2022/23 figure (requested):	Agreed	
500	500	500	

Justification:	
Employment vacancy advertising Mediums used are: website, social media & Indeed which are all free platforms for advertising, good responses have been received using the aforementioned cost free means of advertising, however a figure remains to allow for paid advertising if a poor response is received.	


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

2021/22 figure:	2022/23 figure (requested):	Agreed	
2000	2000	2000	

Justification:	
Upkeep of council offices £2000. Condition survey suggests car parking resurfacing, quotes received at £7000 new surface, repairs at £4000	


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

2021/22 figure:	2022/23 figure (requested):	Agreed	
600	600	600	

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


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

2021/22 figure:	2022/23 figure (requested):	Agreed	
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1,000	1,000	1,000	
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Justification:			
To cover ad hoc requirements			


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

2021/22 figure:	2022/23 figure (requested):	Agreed	
9,000	5000	5000	

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


### 191 – Personnel / Staff Costs

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
£423205	£431,705	£431,705	

Justification:			
Detailed work has been completed on salaries.  Predicted costs in 2022/23 are: £438,885. This includes: Contractual spinal point increases as applicable to various members of staff 2% percentage increase (actual increase not known) for all current members of staff additional allowance for car use, dog waste collection, first aiders, and call out. Also included £24,491 accounts officer, should it be decided not to recruit to this post this allowance would be transferred to Professional Fees to enable the continued use of external support.			


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>191</b>	<b>4002</b>	<b>Employers NI</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
42320	49,646	49,646	

Justification:			
NI is approximately 11.5% of salaries. NI is not payable on an apprentice.			
Employers NI contributions has increased by 1.5%.			


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

2021/22 figure:	2022/23 figure (requested):	Agreed	
100723	102745	102745	

Justification:			
Superannuation is 25.8% of salaries. However some members of staff have opted out of the Pension scheme.			


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

2021/22 figure:	2022/23 figure (requested):	Agreed	
7000	6000	6000	

Justification:			
For staffing cots re events, council mtgs			


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

2021/22 figure:	2022/23 figure (requested):	Agreed	
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5500	5500	5500	
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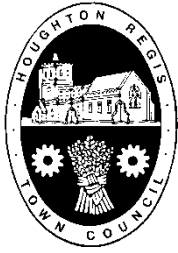
Justification:			
£1500 Annual Payroll			
£1000 Staff support costs			
£2451 HR support			
£300 HR presence at Clerks appraisal			


**199 – Capital Projects**

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
3000	4000	4000	

Justification:			
Replacement IT for staff / cllrs			

<b>Date:</b>	<b>28<sup>th</sup> February 2022</b>
<b>Title:</b>	<b>Public Work Loan Board – Borrowing Considerations</b>
<b>Purpose of the Report:</b>	<b>For members to consider the terms and requirements for the council seeking borrowing approval from the Public Work Loan Board.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

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## **1. RECOMMENDATION**

- 1. To recommend to Town Council that an annuity loan over 28 years be applied from the Public Works Loan Board as this offers a consistency of repayment costs with repayments matching an existing capital budget provision.**
- 2. The Chair and Vice Chair of Corporate Services Committee be authorise to liaise with the Clerk should funding be required from the CCLA Property fund.**

## **2. BACKGROUND**

As members are aware the Environment & Leisure Committee (E&L) have been developing a comprehensive sports project on Tithe farm Recreation ground. This project comprises an all-weather pitch, new changing rooms and car parking on Tithe Farm recreation ground. The project is being developed and progressed in partnership with Central Bedfordshire Council (CBC) and the Beds Football Association (Beds FA). Funding for the project is to come from the Town Council, CBC and the Football Foundation.

At E&L on 14<sup>th</sup> February it was agreed to request that Town Council seek borrowing approval for £500,000 from the Public Work Loan Board.

This report is being presented to enable members of Corporate Services Committee the opportunity to consider the detail around this before it is presented to town council for formal approval.

### 3. ISSUES FOR CONSIDERATION

- **Project funding forecast**

Members will find attached a Project Timeline (Appendix A) and a Project Cost Summary (Appendix B). All being well, costs will begin to be incurred Summer / Autumn 2022.

#### *Football Foundation (FF) Funding*

The structure of the FF Framework requires the pitch contractor to complete an element of the work, for this work to be assessed for quality and compliance and then for an invoice to be submitted. The payment terms for the pitch contractors invoices will be 28 days. On receipt of the invoice the council would submit a claim to the FF for them to contribute their percentage of the invoice. This claim would be settled within the 28 days of the contractors invoice. This provides that the council does not have to up front fund the FF element of the project.

#### *CBC Funding*

An enquiry has been made with CBC to confirm draw down arrangements of the s106 funds. A verbal update will be provided if possible.

#### *HRTC Funding*

The total funding contribution from the town council amounts to £391,000. The Council has funds as follows:

Deposit accounts – in a project of this size funds held in deposit accounts are negligible  
CCLA Public Sector Deposit Account – as at 31<sup>st</sup> January 2022 this account held £892,500. Funds from the account are transferred into deposit accounts to settle operational invoices.

CCLA Property Fund - as at 31<sup>st</sup> December 2021 this account held £600,000

It is anticipated that the council will be able to use funds within the CCLA Deposit account to meet its financial obligations for this project. However it is suggested that the Chair and Vice Chair of this committee be authorise to liaise with the Clerk should funding be required from the CCLA Property fund.

#### *PWLB*

Further detail can be found here:

[| PWLB lending facility \(dmo.gov.uk\)](https://www.dmo.gov.uk/pwlb-lending-facility)

Once approved the funds can be drawn down 2 weeks after the loan has been applied for. Funds can be drawn down in stages to match the development process.

- **Terms of loan**

There are 2 types of loan available:

- Annuity loan – annual repayments remain constant
- EIP (Equal Instalments of Principal) Loan – annual repayments reduce

The term of the loan can be anything up to 50 years. Members will find attached at Appendix C details of the repayment costs for the different types of loan and for the different periods of loan. Members are requested to note that these costs are based on the rates currently in force and as such are subject to change.



It is suggested that the council seek a loan with a total annual repayment cost of approximately £25,000.

Based on current rates this would be either:

- Annuity loan over 28 years (total repayment of £714,610)
- EIP loan over 40 years (total repayment of £779,300) – although it is highlighted that annual payments reduce so members may like to reduce this suggested term

It is generally easier to budget with fixed annual costs, as such it is suggested that an annuity loan over 28 years is applied for.

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

##### **Aspirations**

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

##### **Objective 4: Our community**

4.1 To create or enhance community facilities which support community development and cohesion

#### **5. IMPLICATIONS**

##### **Corporate Implications**

- Borrowing approval needs to be confirmed by Town Council.
- A requirement for applying for borrowing approval is a need to consult. It is advised that the progression of this project has been regularly reported through E&L Committee and has been in recent editions of the Town Crier. In the Spring 2022 edition included is reference to the need to borrow.

##### **Legal Implications**

- Power available to carry out project – Local Government Act 2003 Schedule 1, paragraph 2

##### **Financial Implications**

- Financial Regulations para 8.1 and 8.3 require borrowing approval to be in the name of the council and to be approved by full council. Confirmation of borrowing approval shall be presented to town council on 21<sup>st</sup> March 2022
- Loan repayments in 2022/23 will be taken from 299-4871 EMR CAP – Pavilion Renovations

##### **Risk Implications**

- A PWL is a long term financial commitment
- There is a reputational risk should the council not agree to a PWL as the project will fail

##### **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. Although it is highlighted that the requirement to borrow for this project is included in the March 2022 Town Crier.

**6. CONCLUSION AND NEXT STEPS**

The requirement to borrow to part fund this project is essential to the delivery of the project. The PWLB loan terms offer 2 different types of loan over a period of time of up to 50 years. It is recommended that an annuity loan over 28 years be applied for as this offers a consistency of repayment costs with repayments matching an existing capital budget provision.

**7. APPENDICES**

- Appendix A:** Project Timeline
- Appendix B:** Project Funding / Costs
- Appendix C:** PWLB Repayment costs

## **Tithe Farm Recreation Ground Sports Project**

09/02/2021

<b>Project timeline</b>	<b>Target</b>	<b>Actual</b>
Pre-application advice (submitted 10 <sup>th</sup> May 2021)	Summer 2021	Completed
Agreement of scheme in principle	7th June at Town Council Meeting	Completed
Supporting surveys/reports for planning	7th June 2021 to 25th June 2021	Completed
Preparation of planning application	25th June 2021 to 9th July 2021	Completed
Submission of planning application	9th July 2021 to 8th October 2021	Completed (submitted 18/8/21)
Development of scheme to RIBA stage 4 with M&E/Structural & Civils input	9th July 2021 to 20th August 2021	Completed. 18 <sup>th</sup> August 2021 to 13 <sup>th</sup> September 2021.
Preparation of final cost plan/tender documents	20th August 2021 to 3rd September 2021	Completed. 13 <sup>th</sup> September to 4 <sup>th</sup> October.
Co-ordination of tender package with HRTC/Contract Finder	3rd September 2021 to 10th September 2021	Completed. 4 <sup>th</sup> October to 11 <sup>th</sup> October 2021.
Out to Tender (open tender)	Open to 12 <sup>th</sup> November 2021	Completed. 11 <sup>th</sup> October to 28 <sup>th</sup> January.
Tender Analysis	12 <sup>th</sup> November to 19 <sup>th</sup> November 2021	Completed. 28 <sup>th</sup> January 2021 to 9 <sup>th</sup> February 2021. Recommendation is XXX and tender to report being concluded.
Stage 2 Negotiations with lowest contractor/co-ordination with FTP and funding pack	22 <sup>nd</sup> November to 3 <sup>rd</sup> December 2021	Foundation prepared to Award grant on first stage tender. Agreed in meeting on 9 <sup>th</sup> February.
Planning Application determination date	20 <sup>th</sup> December 2021	Committee meeting 16 <sup>th</sup> February 2022.
Grant Award	April 2022	By 21 <sup>st</sup> April 2022.
Discharge of any grant conditions FTP	May 2022	Say by 21 <sup>st</sup> May
Instruction to proceed	May 2022	Say 21 <sup>st</sup> May

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Pavilion Instruction to proceed	May 2022	Say 21 <sup>st</sup> May
FTP Mobilisation	June 2022	June 2022
Pavilion Detail design/ Discharge of planning conditions/ Stage 2 tender	June/ July/ August 2022.	June/ July/ August 2022.
FTP On site	July to September 2022	July to September 2022
Pavilion Sign off of Stage 2 costs	October 2022	October 2022
Pavilion Mobilisation	November 2022	November 2022
Pavilion On site	December to May 2023	December to May 2023

## Tithe Farm Recreation Ground

Cost Summary- Option C (Clubroom/ No works to existing pavilion/ retain existing car park)

3rd February 2022

Project Reference: 324-1 - Football Development Centre

Notes	EGBP
CBC s106	160,000.00
HRTC deferred income	230,575.00
<b>Town Council PWBL</b>	<b>500,000.00</b>
CBC s106	38,020.00
HRTC- EMR322	160,341.06
CBC Community Asset Grant	25,000.00
Request to Football Foundation	950,000.00
<b>Shortfall</b>	<b>0.00</b>
<b>0 Project Budget</b>	<b>£ 2,063,936.06</b>

		EGBP	Notes
<b>1.1 Works Costs</b>			
1.1.1 Pavilion	Taken from QS cost plan	567,072.00	Based on 4 changing room pavilion only (see adjustments for clubroom costs)
1.1.2 External works			
- Drainage	Taken from QS cost plan	109,500.00	
- External services	Taken from QS cost plan	19,000.00	Provisional allowance
- Roads/ paving/ landscaping etc.	Taken from QS cost plan	35,881.00	Excludes resurface of car park
1.1.3 Refurbishment/ part demolition of existing pavilion		-	Excluded
1.1.4 Provisional Sums	Taken from QS cost plan	13,000.00	
<b>1.2 Adjustments</b>			
1.2.1 Omit prov sums for external services		19,000.00	
1.2.2 New power supply		20,000.00	Provisional Sum
1.2.3 New water supply		5,000.00	Provisional Sum
1.2.4 Gas supply		-	N/A
1.2.5 Omission of drainage scheme		109,500.00	
1.2.6 Addition of revised drainage scheme		34,300.00	Reduced scope. Fieldturf to attenuate pitch to Anglian Water requirements.
1.2.7 Addition of grass-protecta car park		38,500.00	Reduce scope to fit budget
1.2.8 BREEAM		10,000.00	
1.2.9 Extra over for clubroom		213,087.00	
1.2.10 ASHPs		20,000.00	
1.2.11 Main contractors oh/p		6,733.55	
<b>1.3 Main Contractor Costs</b>			
1.3.1 Main contractor design fees	Taken from T&B tender	61,945.00	Development from RIBA Stage 4
1.3.2 PCSA costs	Taken from T&B tender	16,800.00	
1.3.2 Main contractors oh/p	Taken from T&B tender	25,775.86	Priced at 3.5%
1.3.3 Preliminaries	Taken from T&B tender	116,142.32	Based on 28 weeks
1.3.4 Contingency	Taken from T&B tender	30,000.00	
<b>Pavilion Sub-total</b>		<b>1,194,236.73</b>	
<b>2 FTP</b>			
2.1 FTP		761,434.00	PCH still have limited information on what is included within this figure at this stage
<b>FTP Sub-total</b>		<b>761,434.00</b>	
<b>3 Statutory Fees</b>			
3.1 Planning			
- Pre-App	Central Beds	1,258.96	
- Application fee	Central Beds	1,178.33	
- Discharge of conditions	say	190.00	Dependent upon approval
3.2 Building Regulations		-	Included in T&B tender and FTP tender
		<b>2,627.29</b>	
<b>4 Professional Fees</b>			
4.1 PCH fees to support of grant		5,000.00	
4.2 Client side Project Management/ Architecture/ QS/ Client side M&E on pavilion	6.5%	77,625.39	
4.3 Project Management for FTP/ Framework Administrator	RLF	-	Outside of project cost
4.4 Structural/ Civil Engineer	Inertia	950.00	SUDS strategy for planning
4.5 M&E and Sustainability strategy	Bannerman Consulting Engineers	2,560.00	To support planning and tender process
		<b>81,135.39</b>	
<b>5 Surveys/Reports/Other Costs</b>			
5.1 Topographical Survey	By JPP		
5.2 Geotechnical Surveys	By JPP		
5.3 Bid support	Castele	6,930.00	
5.4 Legal Fees		2,000.00	Provisional allowance
5.5 Furniture		-	Fixed furniture included
5.6 Land registry costs		TBC	
5.7 OS Maps		572.66	
5.9 Drainage to the existing car park		15,000.00	Potential planning obligation
		<b>24,502.66</b>	
<b>6 VAT</b>		-	Dependent on specialist advice
		-	
<b>ANTICIPATED PROJECT COST</b>		<b>£ 2,063,936.06</b>	



**PWLB FIXED RATE LOANS  
ESTIMATED REPAYMENT COSTS**

Amount of Advance: 500,000.00

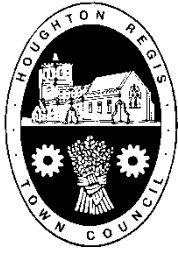
Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
1 year	-	0.00	0.00	-	0.00	0.00	0.00
Over 1 not over 1½	-	0.00	0.00	-	0.00	0.00	0.00
Over 1½ not over 2	2.09	128,282.60	513,130.40	2.08	130,200.00	1,300.00	513,000.00
Over 2 not over 2½	2.14	103,232.78	516,163.90	2.14	105,350.00	1,070.00	516,050.00
Over 2½ not over 3	2.17	86,526.37	519,158.22	2.17	88,758.33	904.17	518,987.50
Over 3 not over 3½	2.21	74,620.41	522,342.87	2.21	76,953.57	789.29	522,100.00
Over 3½ not over 4	2.23	65,676.50	525,412.00	2.23	68,075.00	696.88	525,087.50
Over 4 not over 4½	2.26	58,741.46	528,673.14	2.25	61,180.56	625.00	528,125.00
Over 4½ not over 5	2.27	53,174.08	531,740.80	2.27	55,675.00	567.50	531,212.50
Over 5 not over 5½	2.29	48,636.51	535,001.61	2.29	51,179.55	520.45	534,350.00
Over 5½ not over 6	2.30	44,846.52	538,158.24	2.30	47,416.67	479.17	537,375.00
Over 6 not over 6½	2.31	41,642.55	541,353.15	2.31	44,236.54	444.23	540,425.00
Over 6½ not over 7	2.32	38,899.04	544,586.56	2.31	41,489.29	412.50	543,312.50
Over 7 not over 7½	2.32	36,509.87	547,648.05	2.32	39,133.33	386.67	546,400.00
Over 7½ not over 8	2.33	34,434.09	550,945.44	2.33	37,075.00	364.06	549,512.50
Over 8 not over 8½	2.33	32,590.78	554,043.26	2.33	35,236.76	342.65	552,425.00
Over 8½ not over 9	2.34	30,966.96	557,405.28	2.34	33,627.78	325.00	555,575.00
Over 9 not over 9½	2.34	29,502.09	560,539.71	2.34	32,165.79	307.89	558,500.00
Over 9½ not over 10	2.35	28,198.37	563,967.40	2.35	30,875.00	293.75	561,687.50
Over 10 not over 10½	2.35	27,006.61	567,138.81	2.35	29,684.52	279.76	564,625.00
Over 10½ not over 11	2.36	25,937.85	570,632.70	2.36	28,627.27	268.18	567,850.00
Over 11 not over 11½	2.36	24,949.64	573,841.72	2.36	27,639.13	256.52	570,800.00
Over 11½ not over 12	2.37	24,058.44	577,402.56	2.37	26,758.33	246.88	574,062.50
Over 12 not over 12½	2.38	23,240.19	581,004.75	2.37	25,925.00	237.00	577,025.00
Over 12½ not over 13	2.38	22,472.23	584,277.98	2.38	25,180.77	228.85	580,325.00
Over 13 not over 13½	2.39	21,775.87	587,948.49	2.39	24,493.52	221.30	583,650.00
Over 13½ not over 14	2.40	21,130.76	591,661.28	2.39	23,832.14	213.39	586,637.50
Over 14 not over 14½	2.41	20,531.61	595,416.69	2.40	23,241.38	206.90	590,000.00
Over 14½ not over 15	2.42	19,973.82	599,214.60	2.41	22,691.67	200.83	593,387.50
Over 15 not over 15½	2.43	19,453.41	603,055.71	2.42	22,179.03	195.16	596,800.00
Over 15½ not over 16	2.44	18,966.88	606,940.16	2.43	21,700.00	189.84	600,237.50
Over 16 not over 16½	2.45	18,511.16	610,868.28	2.44	21,251.52	184.85	603,700.00
Over 16½ not over 17	2.46	18,083.55	614,840.70	2.45	20,830.88	180.15	607,187.50
Over 17 not over 17½	2.47	17,681.64	618,857.40	2.46	20,435.71	175.71	610,700.00
Over 17½ not over 18	2.48	17,303.30	622,918.80	2.47	20,063.89	171.53	614,237.50
Over 18 not over 18½	2.49	16,946.62	627,024.94	2.47	19,688.51	166.89	617,325.00
Over 18½ not over 19	2.50	16,609.92	631,176.96	2.48	19,357.89	163.16	620,900.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 19 not over 19½	2.51	16,291.65	635,374.35	2.49	19,045.51	159.62	624,500.00
Over 19½ not over 20	2.52	15,990.44	639,617.60	2.50	18,750.00	156.25	628,125.00
Over 20 not over 20½	2.53	15,705.06	643,907.46	2.51	18,470.12	153.05	631,775.00
Over 20½ not over 21	2.54	15,434.37	648,243.54	2.52	18,204.76	150.00	635,450.00
Over 21 not over 21½	2.55	15,177.37	652,626.91	2.53	17,952.91	147.09	639,150.00
Over 21½ not over 22	2.56	14,933.13	657,057.72	2.54	17,713.64	144.32	642,875.00
Over 22 not over 22½	2.57	14,700.80	661,536.00	2.55	17,486.11	141.67	646,625.00
Over 22½ not over 23	2.58	14,479.62	666,062.52	2.56	17,269.57	139.13	650,400.00
Over 23 not over 23½	2.59	14,268.87	670,636.89	2.56	17,038.30	136.17	653,600.00
Over 23½ not over 24	2.59	14,052.62	674,525.76	2.57	16,841.67	133.85	657,412.50
Over 24 not over 24½	2.60	13,860.82	679,180.18	2.58	16,654.08	131.63	661,250.00
Over 24½ not over 25	2.61	13,677.67	683,883.50	2.59	16,475.00	129.50	665,112.50
Over 25 not over 25½	2.61	13,487.21	687,847.71	2.59	16,278.92	126.96	668,350.00
Over 25½ not over 26	2.62	13,319.85	692,632.20	2.60	16,115.38	125.00	672,250.00
Over 26 not over 26½	2.62	13,144.18	696,641.54	2.61	15,958.96	123.11	676,175.00
Over 26½ not over 27	2.63	12,990.88	701,507.52	2.61	15,784.26	120.83	679,437.50
Over 27 not over 27½	2.63	12,828.40	705,562.00	2.62	15,640.91	119.09	683,400.00
Over 27½ not over 28	2.64	12,687.69	710,510.64	2.62	15,478.57	116.96	686,675.00
Over 28 not over 28½	2.64	12,537.03	714,610.71	2.62	15,321.93	114.91	689,950.00
Over 28½ not over 29	2.64	12,391.81	718,724.98	2.63	15,195.69	113.36	693,962.50
Over 29 not over 29½	2.65	12,267.61	723,788.99	2.63	15,049.58	111.44	697,250.00
Over 29½ not over 30	2.65	12,132.48	727,948.80	2.64	14,933.33	110.00	701,300.00
Over 30 not over 30½	2.65	12,002.01	732,122.61	2.64	14,796.72	108.20	704,600.00
Over 30½ not over 31	2.65	11,875.96	736,309.52	2.64	14,664.52	106.45	707,900.00
Over 31 not over 31½	2.65	11,754.13	740,510.19	2.64	14,536.51	104.76	711,200.00
Over 31½ not over 32	2.66	11,652.45	745,756.80	2.65	14,437.50	103.52	715,312.50
Over 32 not over 32½	2.66	11,538.52	750,003.80	2.65	14,317.31	101.92	718,625.00
Over 32½ not over 33	2.66	11,428.25	754,264.50	2.65	14,200.76	100.38	721,937.50
Over 33 not over 33½	2.66	11,321.48	758,539.16	2.65	14,087.69	98.88	725,250.00
Over 33½ not over 34	2.66	11,218.04	762,826.72	2.65	13,977.94	97.43	728,562.50
Over 34 not over 34½	2.66	11,117.80	767,128.20	2.66	13,896.38	96.38	732,750.00
Over 34½ not over 35	2.66	11,020.62	771,443.40	2.66	13,792.86	95.00	736,075.00
Over 35 not over 35½	2.66	10,926.36	775,771.56	2.66	13,692.25	93.66	739,400.00
Over 35½ not over 36	2.66	10,834.91	780,113.52	2.66	13,594.44	92.36	742,725.00
Over 36 not over 36½	2.66	10,746.15	784,468.95	2.66	13,499.32	91.10	746,050.00
Over 36½ not over 37	2.66	10,659.97	788,837.78	2.66	13,406.76	89.86	749,375.00
Over 37 not over 37½	2.66	10,576.26	793,219.50	2.66	13,316.67	88.67	752,700.00
Over 37½ not over 38	2.66	10,494.93	797,614.68	2.66	13,228.95	87.50	756,025.00
Over 38 not over 38½	2.66	10,415.88	802,022.76	2.66	13,143.51	86.36	759,350.00
Over 38½ not over 39	2.66	10,339.03	806,444.34	2.66	13,060.26	85.26	762,675.00
Over 39 not over 39½	2.65	10,247.46	809,549.34	2.66	12,979.11	84.18	766,000.00
Over 39½ not over 40	2.65	10,174.71	813,976.80	2.66	12,900.00	83.13	769,325.00
Over 40 not over 40½	2.65	10,103.92	818,417.52	2.66	12,822.84	82.10	772,650.00
Over 40½ not over 41	2.65	10,035.01	822,870.82	2.66	12,747.56	81.10	775,975.00
Over 41 not over 41½	2.65	9,967.92	827,337.36	2.66	12,674.10	80.12	779,300.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 41½ not over 42	2.65	9,902.58	831,816.72	2.66	12,602.38	79.17	782,625.00
Over 42 not over 42½	2.64	9,821.82	834,854.70	2.66	12,532.35	78.24	785,950.00
Over 42½ not over 43	2.64	9,759.75	839,338.50	2.66	12,463.95	77.33	789,275.00
Over 43 not over 43½	2.64	9,699.26	843,835.62	2.65	12,372.13	76.15	791,500.00
Over 43½ not over 44	2.64	9,640.28	848,344.64	2.65	12,306.82	75.28	794,812.50
Over 44 not over 44½	2.63	9,565.50	851,329.50	2.65	12,242.98	74.44	798,125.00
Over 44½ not over 45	2.63	9,509.36	855,842.40	2.65	12,180.56	73.61	801,437.50
Over 45 not over 45½	2.63	9,454.60	860,368.60	2.65	12,119.51	72.80	804,750.00
Over 45½ not over 46	2.63	9,401.16	864,906.72	2.65	12,059.78	72.01	808,062.50
Over 46 not over 46½	2.62	9,331.56	867,835.08	2.65	12,001.34	71.24	811,375.00
Over 46½ not over 47	2.62	9,280.60	872,376.40	2.64	11,919.15	70.21	813,500.00
Over 47 not over 47½	2.62	9,230.84	876,929.80	2.64	11,863.16	69.47	816,800.00
Over 47½ not over 48	2.61	9,164.69	879,810.24	2.64	11,808.33	68.75	820,100.00
Over 48 not over 48½	2.61	9,117.18	884,366.46	2.64	11,754.64	68.04	823,400.00
Over 48½ not over 49	2.61	9,070.76	888,934.48	2.64	11,702.04	67.35	826,700.00
Over 49 not over 49½	2.60	9,007.73	891,765.27	2.63	11,625.51	66.41	828,750.00
Over 49½ not over 50	2.60	8,963.35	896,335.00	2.63	11,575.00	65.75	832,037.50

**Note:** 1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.





## **CORPORATE SERVICES COMMITTEE**

**Agenda Item 13**

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<b>Date:</b>	<b>28<sup>th</sup> February 2022</b>
<b>Title:</b>	<b>Internal Audit Provision</b>
<b>Purpose of the Report:</b>	<b>To provide members with information in regard to the appointment of an Internal Auditor.</b>
<b>Contact Officer:</b>	<b>Debbie Marsh, Corporate Services Manager</b>

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### **1. RECOMMENDATION**

**To recommend to Town Council, at the meeting to be held on the 21st March 2022, that Company 'A' be appointed, for a period of 3 years, as the Town Councils internal auditor provider.**

### **2. BACKGROUND**

The Town Council has previously, and for a number of years, used the services of Greenbiro Ltd to undertake their internal audit. As members are aware, Greenbiro Ltd have informed the Clerk that they are no longer able to provide this service.

### **3. INFORMATION**

Financial Regulation 2.4 states:

The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

Two companies were approached to provide quotations for this service. One of those companies does not have the capacity to accept any more clients. This left only one other provider. The Corporate Services Manager has contacted local Town and Parish Councils to enquire who they use as their providers. All replied to say that they either used one or other of the two companies identified. SLCC have also been contacted in order to obtain any other provider details, there are no others.

Financial Regulation 10.2 states:

All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (1), extract below.

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
  - i. for the supply of gas, electricity, water, sewerage and telephone services.
  - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.

The Corporate Services Manager has tried to obtain three quotations however, as this service is specialised, as in the requirement for the provider to have suitable and substantial knowledge of Local Government, it was considered, in this situation, to proceed with the one.

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

##### **Aspirations**

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

#### **5. IMPLICATIONS**

##### **Corporate Implications**

- By not appointing an Internal Auditor would conflict with Financial Regulations

##### **Legal Implications**

- There will be a need for the council to enter into a contract.

##### **Financial Implications**

- Budget code – 101-4056

##### **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 recommendation

**6. CONCLUSION AND NEXT STEPS**

As previously stated, the Corporate Services Manager has tried to obtain three quotations. The quotation provided is from a company who is suitably qualified to provide internal audit services and is independent of the Town Council.

References have been obtained.

The quotation provided by Company A, is for a cost of £1155 per annum however should the Town Council enter into a three-year contract there would be a 5% discount applied, bringing the cost down to £1097.25 per annum.

**7. APPENDICES**

None