



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Councillor Y Farrell**

Tel: 01582 708540

Town Clerk: **Clare Evans**

e-mail: info@houghtonregis.org.uk

23rd May 2022

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

Cllrs: D Jones (Chair), J Carroll, C Copleston, E Cooper, S Goodchild, M Kennedy, 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 30th May 2022 at 7.00pm.**

Members of the public who wish to attend the meeting may do so in person or remotely through the meeting link below.

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

Please follow this guidance if attending the meeting remotely [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. ELECTION OF VICE-CHAIR

Members are invited to elect a Vice Chair for Corporate Services Committee for 2022/2023.

5. MINUTES

Pages 6 - 9

To approve the Minutes of the meeting held on 28th February 2022.

Recommendation: To approve the Minutes of the meeting held on 28th February 2022 and for these to be signed by the Chairman.

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

Pages 10 - 11

Personnel Sub-Committee: 17th January 2022

Recommendation: To receive the Minutes of the Personnel Sub-Committee meeting of the 17th January 2022.

7. COMMITTEE FUNCTIONS & TERMS OF REFERENCE

Pages 12 - 13

In accordance with Standing Order 4.j.iv. Council is required to review its delegation arrangements to committees and sub committees.

These arrangements are set out in the Committee Functions & Terms of Reference. This document sets out the system of delegation to the Committees, Sub Committees and Working Groups of the Council.

Members will find attached the extract from the approved Committee Functions & Terms of Reference which relates to this committee.

This report is provided for information.

8. INCOME AND EXPENDITURE REPORT

Pages - To Follow

Due to year end close down the month of April is currently being processed. An Income & Expenditure report, highlighting significant variances, for Corporate Services Committee will be circulated prior to the meeting.

9. RENEWAL OF DIRECT DEBIT, STANDING ORDER AND BACS PAYMENTS

Page 14

Members are advised, under Financial Regulation 6.8, the approval of the use of Direct Debit, Standing Order and BACS shall be renewed by resolution every year.

Members will find a list of Direct Debits and Standing Orders as attached.

Members are informed that the town council uses BACs payment for staff salaries only.

Recommendations:

- 1) **To approve the use of BACS method of payment.**
- 2) **To approve the use of Direct Debit and Standing Order method of payment.**

10. CODE OF CONDUCT

Pages 15 – 38

By law all councils are required to have a local Councillor Code of Conduct.

Members are advised that the Town Councils Code of Conduct was last reviewed by this committee on the 14th December 2020.

The Local Government Association (LGA) Model Code of Conduct was issued in December 2020. National Association of Local Councils recognised the benefit of a single code and withdrew their version, in its entirety.

LGA's Code of Conduct and report attached.

Members may wish to consider formatting this and all of the Town Councils policies to be gender inclusive, as suggested at the Town Council meeting held on the 18th May 2022.

Recommendations: **To recommend to Town Council the adoption of the Town Councils Code of Conduct as based on the template provided by the Local Government Association**

11. HRTC INSURANCE

For information and in accordance with Financial Regulation 15, members are advised that the renewal notice for the council's insurance has been reviewed and is considered fit for purpose.

The current three-year agreement expires on the 31st May 2022 but following the renewal quotation received, which was comparable to the previous years, the agreement was extended to the 31st May 2024. This would mean that the long-term agreement will be for 5 years as was the length of the previous agreement.

12. BANK AND CASH RECONCILIATION STATEMENTS

Pages 39 - 40

Members are requested to receive the monthly bank and cash reconciliation statements for February and March 2022.

- Recommendation:**
- 1. To approve the monthly bank and cash reconciliation statements for February and March 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.**

13. LIST OF CHEQUE PAYMENTS

Pages 41 - 63

Members will find a list of payments for the period February 2022 to March 2022 (inclusive).

This report is provided for information.

14. INVESTMENT REPORT

Pages 64 - 66

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.

15. INSURANCE CLAIMS

Members are advised that there has been one insurance claim from the 1st March 2022 to date.

This report is provided for information.

<i>Claim number</i>	<i>Details</i>	<i>Repair cost</i>	<i>Date settled</i>

27221391383	Repairs to Ranger	£N/K at present	Outstanding
-------------	-------------------	-----------------	-------------

0-0-0-0-0-0-0-0-0-0-0-0-0-0-0

HOUGHTON REGIS TOWN COUNCIL

Corporate Services Committee

Minutes of the meeting held on
28th February 2022 at 7.00pm.

Present: Councillors: D Jones Chairman
C Copleston
S Goodchild
M S Kennedy
C Slough
K Wattingham

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

Public: 1

Remote attendance: Councillor: J Carroll
T McMahon

11953 APOLOGIES & SUBSTITUTIONS

None.

11954 QUESTIONS FROM THE PUBLIC

None.

11955 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11956 MINUTES

To approve the Minutes of the meeting held on 22nd November 2022.

The Chair gave his thanks to Councillor Kennedy for standing in for him due to his absence, for the meeting held on the 22nd November 2022.

Members requested that an amendment to minute number 11867 was noted: The new developments in Houghton Regis were currently not included in Op Hana patrols due to budget constraints and the council requested this be looked into however, the police would need to be approached to provide costings for additional patrols.

Resolved: To approve the Minutes of the meeting held on 22nd November 2022 and for these to be signed by the Chairman.

11957 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Resolved: To receive the Minutes of the Personnel Sub-Committee meeting of the 11th October 2021 and New Office Sub Committee on 15th February 2021.

11958 INCOME AND EXPENDITURE REPORT

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

Members requested clarification on communications cost at 123%. It was advised that this cost had been incurred due to the necessary replacement of obsolete phones.

It was highlighted that budget constraints had prevented some remedial work to improve I.T. and connectivity relating to hybrid meetings. It was hoped that this could be addressed in the new financial year.

11959 BANK AND CASH RECONCILIATION STATEMENTS

Members received the monthly bank and cash reconciliation statements for October, November and December 2021 and January 2022.

Members queried the amount on the reconciliation statement relating to petty cash. Members were advised that this would be clarified with the Town Clerk.

Resolved:

- 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.**

11960 LIST OF CHEQUE PAYMENTS

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

It was queried why a number of payments and adjustments were shown, but without the need for any payment to be made. Members were advised that this would be clarified.

11961 INVESTMENT REPORT

Members received a report for information.

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.

It was clarified to members that investments were overseen, internally, by the Town Clerk with advice from CCLA.

Members attention was drawn to a section in the report stating the notice period of 90 days for withdrawals.

11962 BUDGET FOR 2022/23

Members received the approved budget and explanation for 2022/23 for information.

The following new committee project was highlighted for information:

- Budget provision for the digitalisation project of council records

Members suggested that this be allocated to a specific cost centre rather than professional fees.

11963 INSURANCE CLAIMS

Members were advised that there had been one insurance claim from the 1st November 2021 to date.

Members received a report for information.

Claim number:	Details:	Repair cost:	Date settled:
27211391303	Repairs to Kubota	£1,512.38	4 th January 2022

11964 PUBLIC WORK LOAN BOARD – BORROWING

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

It was queried whether the 2nd recommendation was necessary. It was highlighted that albeit unlikely to be needed, it put the council in a better position if funding were to be required without having the need to hold an emergency meeting.

- Resolved:**
- 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 authorised to liaise with the Clerk should funding be required from the CCLA Property fund.**

11965 INTERNAL AUDITOR APPOINTMENT

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

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

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

Therefore, the Town Council was required to appoint a new internal auditor.

Members clarified and confirmed that the references from Company 'A' had been satisfactory.

Resolved: To recommend to Town Council, at the meeting to be held on 21st March 2022, that Company 'A' (IAC Audit and Consultancy Ltd) be appointed, for a period of 3 years, as the Town Councils internal auditor provider.

**The Chairman declared the meeting closed at 7.45pm
Dated this 23rd day of May 2022.**

Chairman

HOUGHTON REGIS TOWN COUNCIL

**Personnel Sub-Committee
Minutes of the meeting held on
17th January 2022 at 6.00pm**

Present: Councillors: K Wattingham Chairman
J Carroll
D Jones

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

Public: 0

Absent: Councillor: M Kennedy

PE198 APOLOGIES AND SUBSTITUTIONS

None.

Due to the need to ensure this sub-committee is quorate, members requested that Cllr Kennedy's ongoing absence at Personnel Sub-committee be queried.

PE199 QUESTIONS FROM THE PUBLIC

None.

PE200 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE201 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 11th October 2021 for consideration.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 11th October 2021 be approved as a correct record and signed accordingly.

PE202 FREEDOM OF INFORMATION REQUESTS

For the period October to December no Freedom of Information requests had been received.

Resolved: To note the information.

PE203 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual leave

From October to December the Clerk had 10 day's leave.

The following leave requests were made:

The following leave was requested:

- 17th to 21st February 2022 – 2.5 days
- A further 1 days annual leave would be taken ad hoc.

As per the Council's Leave Policy, 5 annual leave days would be carried forward by the Clerk to 2022/23.

Overtime

The Clerk had attended 9 meetings or events outside of the normal working day within the period October to December (compared with 7 meetings in the previous quarter).

Resolved: To approve the Town Clerks annual leave request.

PE204 EXCLUSION OF PRESS AND PUBLIC

- Staff sickness
- Staffing matters

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones, Seconded by: Cllr Carroll

All in favour

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

PE205 STAFF SICKNESS

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

Resolved: To note the information.

PE206 STAFF MATTERS

Members received a verbal update on various staffing matters.

Resolved: To note the information.

The Chairman declared the meeting closed at 6.23pm

Dated this 19th day of April 2022

Chairman

Corporate Services Committee

Functions

- To consider any matters referred to it by the Council or other Committees.
- To respond on behalf of the Council to initiatives from other organisations relating to matters under the Committee's jurisdiction.
- To exercise management of health and safety issues in respect of all the services of this Committee.
- To consider and determine any new contracts and any renewals of existing contracts under the jurisdiction of this committee.
- Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- Review of the Council's and/or employees' memberships of other bodies.
- To manage and maintain the Council Offices including office equipment and furniture.
- Reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018 (DPA 2018)
- and to take action to comply.
- To receive information relating to the number of Freedom of Information requests received by the Clerk
- Reviewing policies of the Council as required by the Policy Document Review Schedule
- 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
 - To receive bank and cash reconciliation statements.
 - To receive and annual report (based on the previous financial year) on loans taken out, repayments made and outstanding liability
 - To confirm the use of direct debits, standing orders, BACS, CHAPS
- Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- To recommend to Council the writing off of irrecoverable amounts.
- To assemble and submit to the Town Council estimates of income and expenditure for each financial year in respect of all the services of this Committee no later than 30th November each year.
- To monitor periodically the income and expenditure of the Committee.
- To consider and determine any proposed expenditure or reduction in income for which no provision has been made in the approved budget.
- To set the level of charges for facilities in respect of all the services of this Committee.
- Monitor and review risk management issues
- To exercise overall responsibility for staffing issues, excluding the appointment of the Town Clerk, who shall be appointed by the Town Council
- To determine staff conditions of service including salary scales, working hours, employee assessments and evaluations etc
- To determine all matters relating to staff including staffing resources and structures

- To consider, determine and approve staff and Member training requirements
- To receive information relating to the number of freedom of information requests received by the Town Clerk.

Terms of Reference

- The Corporate Services Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Corporate Services Committee shall consist of seven Councillors. The quorum shall be half of its members (four).
- To appoint sub-committees or working groups as necessary including setting out membership and terms of reference.



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Telephone: 01582 708540

Email: info@houghtonregis.org.uk

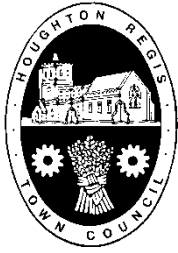
www.houghtonregis.org.uk

List of Direct Debits at 1st April 2022

Positive Energy (Gas Supplier)
Plusnet (Workshop broadband)
Castle Water (Clean water supplier)
Yu Energy (Electric Supplier)
Francotyp Postalia (Postage)
EE Ltd (HRTC mobile phones)
Your NRG (Red deisel supplier)
BT Group Plc (landline rental)
Grenkeleasing Ltd (photocopier lease)
Public Works Loan Board (Moore Crescent Sports Pavilion loan)

List of Standing Orders at 1st April 2022

Techies (Landline support & licences, IT support & licences)



CORPORATE SERVICES

Agenda Item 10

Date:	30th May 2022
Title:	Code of Conduct
Purpose of the Report:	To inform members of the changes to Code of Conduct as set out by NALC (National Association of Local Councils)
Contact Officer:	Debbie Marsh, Corporate Services Manager

1. RECOMMENDATION

To recommend to Town Council the adoption of the Town Councils Code of Conduct as based on the template provided by the Local Government Association

2. BACKGROUND

The conduct and standards regime has undergone several changes in the last few years.

The Localism Act 2011 (the 2011 Act) introduced arrangements to regulate the conduct of members of local councils, the registration and disclosure of certain interests and how complaints about their conduct are handled.

The 2011 Act created new criminal offences in respect of a member's failure to register and disclose certain interests and their participation in discussions and voting at meetings on matters where they hold such interests. The statutory provisions are contained in sections 26-34 of the 2011 Act and Schedule 4.

A local council must promote and maintain high standards of conduct by members of the authority (s.27(1)). In discharging this duty, they must adopt a code of conduct to apply to their members when acting in their official capacity (s.27(2)). Sections 28 (1) and (2) require a relevant authority's code of conduct to: a. be consistent with the principles of selflessness, integrity, objectivity; accountability; openness; honesty; and leadership and b. include provisions which the authority considers appropriate in respect of the registration and disclosure of pecuniary interests and interests other than pecuniary interests.

3. INFORMATION

In January 2019 the Committee for Standards in Public Life published its long-awaited report on local government ethical standards and made several recommendations. Some required legislation to be enacted and others could be affected by bodies such as local authorities. Chapter 5 of the report specifically considers local councils. Recommendation 1 was that the Local Government Association create an updated model code of conduct, in consultation with representative bodies of councillors and officers of all tiers of local government. The new code was published in December 2020. The government responded to the report in March 2022 stating that it had no current plans to make legislative changes as recommended by the report. As such, the 2011 Act provisions remain.

As referred to above, the LGA's Model Code of Conduct was issued in December 2020. NALC recognises the benefits of a single code after the experience of the regime post-2011 and so endorsed the new Code and withdrew the NALC template code of conduct. Guidance to accompany the Code was issued by the LGA in July 2021 after consultation with NALC and other sector bodies.

This LGA's Model Code of Conduct document is a template for councils to adopt in whole and/or with local amendments.

This information has been taken from LTN 80 | MEMBERS' CONDUCT AND THE REGISTRATION AND DISCLOSURE OF THEIR INTERESTS (ENGLAND) as issued by NALC on the 6th May 2022.

4. COUNCIL VISION

- A2 To effectively and proactively **represent** our community
- A5 To ensure the **council** is fit for purpose and efficient in its delivery of services

5. IMPLICATIONS

Corporate Implications

- A review other associated policies may need to be undertaken should Council adopt this new Code of Conduct.

Legal Implications

- There is a legal requirement for the Town Council to adopt a Code of Conduct as per Section 27 of the Localism Act 2011.

Financial Implications

- There are no financial implications arising from the recommendation

Risk Implications

- Service delivery
- Reputation
- Staff/Councillor retention

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 issue does not discriminate.

Press Contact

There are no press implications arising from the recommendations

6. CONCLUSION AND NEXT STEPS

By law all councils are required to have a local Councillor Code of Conduct.

As the LGA's Model Code of Conduct has replaced NALC's version, it is recommended that members adopt, in whole and/or with local amendments, this version of the Councillor Code of Conduct.

7. APPENDICES

The following Appendix is attached:

Appendix A: Current Town Councils Code of Conduct (based on NALC's template)

Appendix B: Proposed Town Councils Code of Conduct (based on the LGS template)



HOUGHTON REGIS TOWN COUNCIL

CODE OF CONDUCT

Date of Approval:	21 st May 2012
Dates of Re approval:	11 th March 2013: 27 th March 2017: 14 th December 2020

Based on NALC's Template Code of Conduct for Parish Councils

Contents

- 1.0 Introduction**
- 2.0 Who does the Code apply to?**
- 3.0 When does the Code apply?**
- 4.0 What standards of Conduct are Members expected to observe?**
- 5.0 Register of Interests**

Appendices A and B

1.0 Introduction

- 1.1 This Code of Conduct (“the Code”) has been adopted by the Council as required by Section 27 of the Localism Act 2011 (“the Act”).
- 1.2 The Council has a statutory duty under the Act to promote and maintain high standards of conduct by members and co-opted members of the Council (“Members”) whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council. The Code sets out the standards that the Council expects Members to observe.
- 1.3 The Code is not intended to be an exhaustive list of all the obligations that are placed on Members. It is the responsibility of individual Members to comply with the provisions of the Code as well as such other legal obligations as may apply to them from time to time.
- 1.4 The Code is consistent with the following principles (the “Nolan” principles of standards in public life):

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

2.0 Who does the Code apply to?

- 2.1 The Code applies to all Members of the Council and to all co-opted members of any committee, sub-committee or joint committee or sub-committee of the Council. For the purposes of this Code, a ‘co-opted member’ is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committees of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee

3.0 When does the Code apply?

- 3.1 The Code applies whenever a person is acting in his/her official capacity as a Member of the Council or co-opted member in the conduct of the Council’s business or acting as a representative of the Council.

4.0 What standards of Conduct are Members expected to observe?

Selflessness

- 4.1 Members must always act in the public interest.
- 4.2 Members must never use their position as a member of the Council improperly to secure for themselves or any other person, an advantage or disadvantage.
- 4.3 Members must not use the Council's resources improperly for personal or party-political purposes.

Integrity

- 4.4 Members must not do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council.
- 4.5 Members must not disclose information given to them in confidence.

Objectivity

- 4.6 When making decisions on behalf of the Council, including awarding contracts or making appointments, Members must do so on merit.
- 4.7 Members must have regard to any relevant advice provided to them by the Clerk to the Council and (where a separate appointment is made) to the Responsible Financial Officer.

Accountability

- 4.8 Members must act in accordance with their legal obligations, including the following Acts of Parliament that confer special obligations on elected councillors:

- Local Government Act 1972
- Employment Rights Act 1996
- Data Protection Act 2018
- Freedom of Information Act 2000
- Bribery Act 2010
- Equality Act 2010
- Localism Act 2011

- 4.9 Members must act in accordance with the Council's policies and reasonable requirements, including any protocols and codes of practice that may apply.

Openness

- 4.10 Members must give reasons for any decisions taken on behalf of the Council in accordance with any statutory requirements and the Council's Standing Orders.
- 4.11 Members must not prevent another person from gaining access to information to which that person is entitled by law.

Honesty

- 4.12 Members must declare any disclosable (pecuniary and non-pecuniary) interests or conflicts of interest that may arise in respect of their responsibilities as a Member of the Council.
- 4.13 Members must at all times ensure that their claims for expenses, allowances, and their use of facilities and services provided by the Council are strictly in accordance with the rules laid down on these matters.

Leadership

- 4.14 Members must set an example by their behaviour and shall act in a way that enhances public trust and confidence in the integrity of the Council and its Members.
- 4.15 Members must show respect and courtesy to others.
- 4.16 Members should value the Council's officers and work alongside them to achieve the Council's objectives. Members must on no account behave in a manner that might constitute bullying.

5.0 Register of Interests

- 5.1 The Monitoring Officer of Central Bedfordshire Council maintains a register of interests of Members and co-opted members of the Council.
- 5.2 The Council has determined what interests Members are required to enter in the register of interests, including those disclosable pecuniary interests prescribed by regulations. These disclosable interests are listed in Appendices A and B.
- 5.3 Members must notify the Monitoring Officer of any disclosable pecuniary and non-pecuniary interests that should be recorded in the Council's register of interests.
- 5.4 Within 28 days of becoming a councillor, all Members must submit to the Monitoring Officer a list of their disclosable interests and must notify the Monitoring Officer of any changes as and when they arise.

APPENDIX A:

Interests defined by regulations made under section 30 (3) of the Localism Act 2011 and described in the table below:

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partner which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge)— (a) the landlord is the Council; and (b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners in securities* of a body where— (a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and (b) either-

	<p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
--	--

*'director' includes a member of the committee of management of an industrial and provident society.

*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

APPENDIX B:

An interest which relates to or is likely to affect:

(i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;

(ii) any body –

a. exercising functions of a public nature;

b. directed to charitable purposes; or

c. one of whose principal purposes include the influence of public opinion or policy (including any political party or trade union)

of which the member of the Council is a member or in a position of general control or management;

(iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office



HOUGHTON REGIS TOWN COUNCIL

CODE OF CONDUCT

Date of Approval:	21 st May 2012
Date of Review:	14 th September 2020; 30 th May 2022 (following template issued by LGA);
Dates of Re approval:	11 th March 2013; 27 th March 2017; 14 th December 2020

Based on Local Government Association Model Councillor Code of Conduct 2020

Contents

- 1.0 Introduction**
 - 2.0 Definitions**
 - 3.0 Purpose of the Code of Conduct**
 - 4.0 General principles of councillor conduct**
 - 5.0 Application of the Code of Conduct**
 - 6.0 Standards of councillor conduct**
 - 6.1 General Conduct**
 - 7.0 Disrepute**
 - 8.0 Use of position**
 - 9.0 Use of local authority resources and facilities**
 - 10.0 Complying with the Code of Conduct**
 - 11.0 Interests as a councillor**
 - 12.0 Gifts and hospitality**
- Appendix A – The Seven Principles of Public Life**
- Appendix B – Registering interests**

Table 1: Disclosable Pecuniary Interests

Table 2: Other Registrable Interests

Appendix C – The Committee on Standards in Public Life

1.0 Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments. All councils are required to have a local Councillor Code of Conduct.

2.0 Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who a) is a member of any committee or sub-committee of the authority, or; b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority; and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”. For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

3.0 Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

4.0 General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty

-
- I act lawfully
 - I treat all persons fairly and with respect; and
 - I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

5.0 Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Town and parish councillors are encouraged to seek advice from their Clerk on any matters that may relate to the Code of Conduct, who may refer matters to Central Bedfordshire Councils Monitoring Officer.

6.0 Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken. Guidance is included to help explain the reasons for the obligations and how they should be followed.

6.1 General Conduct

1. Respect

As a councillor:

1.1.1 I treat other councillors and members of the public with respect.

1.1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls,

happen in the workplace or at work social events and may not always be obvious or noticed by others. The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person. Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral. They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with**

the reasonable requirements of the local authority; and

3. I have consulted the Monitoring Officer (suggest Monitoring Officer is changed to Town Clerk) prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

7. Disrepute

As a councillor:

7.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute. You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

8. Use of position

As a councillor:

8.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

9. Use of local authority resources and facilities

As a councillor:

- 9.1 I do not misuse council resources.**
- 9.2 I will, when using the resources of the local authority or authorising their use by others:**
- a. act in accordance with the local authority's requirements; and**
 - b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and any local authority's own policies regarding their use.

10. Complying with the Code of Conduct

As a Councillor:

- 10.1 I undertake Code of Conduct training provided by my local authority.**
- 10.2 I cooperate with any Code of Conduct investigation and/or determination.**
- 10.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 10.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer (suggest Monitoring Officer is changed to Town Clerk).

Protecting your reputation and the reputation of the local authority.

11. Interests as a councillor:

11.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011. **Appendix B** sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

12. Gifts and hospitality

As a councillor:

12.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

12.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

12.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with

your duties as a councillor. If you are unsure, contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

“**Partner**” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Other Registerable Interests

5. Where a matter arises at a meeting which *directly relates* to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain

in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which *directly relates* to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

7. Where a matter arises at a meeting which *affects* –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a relative or close associate; or
- c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

8. Where a matter (referred to in paragraph 7 above) *affects* the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

<i>Subject</i>	<i>Description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by them in carrying out their duties as a councillor, or towards their election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor’s knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where — (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and (b) either—

	<p>(i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
--	---

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest:

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on Local Government Ethical Standards. If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent

Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

Houghton Regis Town Council

Bank - Cash and Investment Reconciliation as at 28 February 2022

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	28/02/2022	Liquidity Manager Account	37,179.09
1	28/02/2022	NatWest Current Account	1,000.00
2	28/02/2022	Business Reserve Account	266.54
3	28/02/2022	Natwest Youth Council	1,399.12
			39,844.75
<u>Other Cash & 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	817,500.00
		LOMBARD PRIME RESPONSE	0.00
		PETTY CASH FLOAT	1,059.64
		Postage Franking M/C float	512.39
		TREASURY ACCOUNT	0.00
			1,419,462.03
			1,459,306.78
<u>Unpresented Payments</u>			
1	01/02/2022	FP3	0.60
			0.60
			1,459,306.18
<u>Receipts not on Bank Statement</u>			
0	28/02/2022	All Receipts Cleared	0.00
			0.00
			1,459,306.18
<u>Closing Balance</u>			
<u>All Cash & Bank Accounts</u>			
1		NATWEST CURRENT/RESERVE	38,178.49
2		NATWEST ONLINE ac 41172051	266.54
3		Natwest Yth Council	1,399.12
		Other Cash & Bank Balances	1,419,462.03
Total Cash & Bank Balances			1,459,306.18

Houghton Regis Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2022

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/03/2022 Liquidity Manager Account	16,729.78
1	31/03/2022 NatWest Current Account	1,000.00
2	31/03/2022 Business Reserve Account	266.54
3	31/03/2022 Natwest Youth Council	1,278.00
		19,274.32
<u>Other Cash & Bank Balances</u>		
	CCLA Property Fund Acct	600,000.00
	CLERKS IMPREST ACCOUNT	200.00
	Fixed Rate Bond	0.00
	Float temp -Easter Playschem	0.00
	Float temp - Council Events	0.00
	L A Deposit Fund Account	735,500.00
	LOMBARD PRIME RESPONSE	0.00
	PETTY CASH FLOAT	39.92
	Postage Franking M/C float	0.00
	TREASURY ACCOUNT	0.00
		1,335,739.92
		1,355,014.24
<u>Receipts not on Bank Statement</u>		
0	31/03/2022 All Receipts Cleared	0.00
		0.00
Closing Balance		
		1,355,014.24
<u>All Cash & Bank Accounts</u>		
1	NATWEST CURRENT/RESERVE	17,729.78
2	NATWEST ONLINE ac 41172051	266.54
3	Natwest Yth Council	1,278.00
	Other Cash & Bank Balances	1,335,739.92
	Total Cash & Bank Balances	1,355,014.24

23/05/2022

Houghton Regis Town Council

Page 1

11:53

List of Purchase Ledger Payments for Month 11

User: CSW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PAYROLL							
Payroll Options							
847-Payroll fees Dec 21	31/12/2021	136068	1	142.31	0.00	142.31	0.00
					0.00	142.31	
Above paid on 31/01/2022 by Cheque DDR							
BED02							
Bedfordshire Pension Fund							
821-Pensions Jan 21	31/01/2022	JAN 21	1	8,554.23	0.00	8,554.23	0.00
					0.00	8,554.23	
Above paid on 01/02/2022 by Cheque FP1							
CAS11							
Castle Hill Ecology							
788-Ecological appraisal	06/10/2021	0503	1	2,409.00	0.00	2,409.00	0.00
					0.00	2,409.00	
Above paid on 01/02/2022 by Cheque FP2							
DCK01							
DCK Accounting Solutions Ltd							
789-Accountancy Jan 21	26/01/2022	TPC10026	1	615.60	0.00	615.60	0.00
					0.00	615.60	
Above paid on 01/02/2022 by Cheque FP3							
EE01							
EE Limited							
793-Mobile phone	24/01/2022	V01955182321	1	333.32	0.00	333.32	0.00
					0.00	333.32	
Above paid on 01/02/2022 by Cheque DDR1							
FRA02							
Francotyp Postalia Ltd							
854-F/Machine lease 1.2-30.4.2	01/02/2022	248972	1	90.00	0.00	90.00	0.00
					0.00	90.00	
Above paid on 01/02/2022 by Cheque DDR2							
HMR001							
HMRC							
820-PAYE/NI Jan 21	31/01/2022	JAN21	1	7,357.84	0.00	7,357.84	0.00
					0.00	7,357.84	
Above paid on 01/02/2022 by Cheque FP4							

Continued over page

List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LAM01	Lamps & Tubes Illuminations Ltd						
822-Christmas lights	13/01/2022	INV-70470	1	3,494.64	0.00	3,494.64	0.00
					0.00	3,494.64	
Above paid on 01/02/2022 by Cheque FP5							
TEC01	Techies Limited						
Purchase Ledger Payment	03/02/2022	ON ACC 900	1	0.00	0.00	260.01	-260.01
					0.00	260.01	
Above paid on 03/02/2022 by Cheque S/O3							
TEC01	Techies Limited						
Purchase Ledger Payment	03/02/2022	ON ACC 901	1	0.00	0.00	180.00	-180.00
					0.00	180.00	
Above paid on 03/02/2022 by Cheque S/O4							
CAS10	Castle Water - 2597749						
874-P/Drive Pav water	21/01/2022	0006681570	1	43.71	0.00	43.71	0.00
					0.00	43.71	
Above paid on 04/02/2022 by Cheque DDR5							
ASI01	ASI Environmental Ltd						
834-Depot Inspection survey	05/01/2022	G-009649	1	156.00	0.00	156.00	0.00
835-T/F Pav Inspection Survey	05/01/2022	G-009651	1	156.00	0.00	156.00	0.00
831-Inspection Survey depot	05/01/2022	G-009653	1	156.00	0.00	156.00	0.00
832-V/G Pav inspection survey	05/01/2022	G-009654	1	156.00	0.00	156.00	0.00
833-P/Pav Inspection survey	05/01/2022	G-009655	1	156.00	0.00	156.00	0.00
					0.00	780.00	
Above paid on 07/02/2022 by Cheque FP1							
BED02	Bedfordshire Pension Fund						
858-Pension Added Yrs Dec 21	19/01/2022	748374	1	51.69	0.00	51.69	0.00
					0.00	51.69	
Above paid on 07/02/2022 by Cheque FP2							

Continued over page

List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BOA01 B R Boatwright							
836-Grenn waste collection	20/12/2021	6595	1	540.00	0.00	540.00	0.00
					0.00	540.00	
Above paid on 07/02/2022 by Cheque FP4							
BRO01 Brown & White							
850-CE Eye test	22/01/2022	0000	1	22.31	0.00	22.31	0.00
					0.00	22.31	
Above paid on 07/02/2022 by Cheque FP6							
CAS09 Castle Water - 2597769							
Purchase Ledger Payment	07/02/2022	ON ACC 902	1	0.00	0.00	5.00	-5.00
					0.00	5.00	
Above paid on 07/02/2022 by Cheque DDR6							
CDS01 The CDS Group							
837-Water monitoring Dec 21	22/12/2021	73258	1	420.00	0.00	420.00	0.00
851-Water Monitoring Jan 22	28/01/2022	73300	1	420.00	0.00	420.00	0.00
					0.00	840.00	
Above paid on 07/02/2022 by Cheque FP7							
CEN04 Central Bedfordshire Council							
838-Depot rent 25.12-24.3.22	25/12/2021	7100009013	1	3,875.00	0.00	3,875.00	0.00
					0.00	3,875.00	
Above paid on 07/02/2022 by Cheque FP8							
DCK01 DCK Accounting Solutions Ltd							
839-Accounts Dec 21	24/12/2021	TPC10006	1	513.00	0.00	513.00	0.00
					0.00	513.00	
Above paid on 07/02/2022 by Cheque FP9							
DUN02 Biffa Waste Services Ltd							
849-Trade refuse	21/01/2022	614C71802	1	2,061.91	0.00	2,061.91	0.00
					0.00	2,061.91	
Above paid on 07/02/2022 by Cheque FP3							

Continued over page

List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
EAR01	Earth Anchors						
852-P/Side Family area furnitu	28/01/2022	EA35322	1	1,758.00	0.00	1,758.00	0.00
853-2 X Ranger benches	31/01/2022	EA35329	1	1,480.80	0.00	1,480.80	0.00
					0.00	3,238.80	
Above paid on 07/02/2022 by Cheque FP10							
ES001	E&S Electrical Contractors Ltd						
840-PAT Testing	05/01/2022	283	1	324.00	0.00	324.00	0.00
					0.00	324.00	
Above paid on 07/02/2022 by Cheque FP11							
FLI02	Flitwick Town Council						
855-FTC Murder Mystery Evening	20/01/2022	20122	1	25.00	0.00	25.00	0.00
					0.00	25.00	
Above paid on 07/02/2022 by Cheque FP12							
GBI01	Geo Browns Implements Ltd						
856-SISIS Rotorake	31/01/2022	165488	1	1,176.57	0.00	1,176.57	0.00
					0.00	1,176.57	
Above paid on 07/02/2022 by Cheque FP5							
HOM001	Homeheat (Bedford) Ltd						
857-M/Cres Boiler repairs	21/01/2022	HRTC002	1	1,260.00	0.00	1,260.00	0.00
841-M/Cresc Pav New Boiler	20/12/2021	HTTC001	1	3,906.00	0.00	3,906.00	0.00
					0.00	5,166.00	
Above paid on 07/02/2022 by Cheque FP13							
HOU10	Houghton Regis PCC St Thomas' Church						
848-Meeting room hire	24/01/2022	2022/1	1	60.00	0.00	60.00	0.00
					0.00	60.00	
Above paid on 07/02/2022 by Cheque FP14							

Continued over page

List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
JME01 J M Electrical Services BEDFORD Ltd							
859-Lighting repairs	25/01/2022	5586	1	825.05	0.00	825.05	0.00
					0.00	825.05	
Above paid on 07/02/2022 by Cheque FP15							
LAN03 Latent Digital Solutions Ltd							
842-Copier cfharges	05/01/2022	302745	1	84.55	0.00	84.55	0.00
862-Copier charges	31/01/2022	302839	1	54.68	0.00	54.68	0.00
					0.00	139.23	
Above paid on 07/02/2022 by Cheque FP16							
MAY02 Mayors Appeal Account							
863-Mayor Appeal ticket	28/01/2022	28122	1	17.50	0.00	17.50	0.00
					0.00	17.50	
Above paid on 07/02/2022 by Cheque FP26							
MAY04 Mayor of Sandy Charity Account							
866-Mayor Sandy dinner ticket	31/01/2022	31122	1	40.00	0.00	40.00	0.00
					0.00	40.00	
Above paid on 07/02/2022 by Cheque FP17							
MCS01 MCS Contract Cleaning Limited							
843-Public toilets cleaning	31/12/2021	41345	1	1,836.00	0.00	1,836.00	0.00
864-Cleaning materials	26/01/2022	41405	1	61.32	0.00	61.32	0.00
865-Public toilets cleaning	30/01/2022	41423	1	1,836.00	0.00	1,836.00	0.00
					0.00	3,733.32	
Above paid on 07/02/2022 by Cheque FP18							
RBS01 Rialtas Business Solutions Ltd							
844-MTD Support	09/01/2022	SM24881	1	70.80	0.00	70.80	0.00
					0.00	70.80	
Above paid on 07/02/2022 by Cheque FP19							

Continued over page

List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SCU01 Scutum South East Ltd							
846-Alarm Maint contract	31/12/2021	91550	1	595.18	0.00	595.18	0.00
					0.00	595.18	
Above paid on 07/02/2022 by Cheque FP23							
SLC01 SLCC							
845-SLCC Subs CE	01/01/2022	MEM236913-1	1	436.00	0.00	436.00	0.00
					0.00	436.00	
Above paid on 07/02/2022 by Cheque FP20							
SLC01 SLCC							
868-CE Practioners conference	21/01/2022	BK204676-1	1	90.00	0.00	90.00	0.00
					0.00	90.00	
Above paid on 07/02/2022 by Cheque FP21							
SPA01 Spaldings Limited							
867-Litter pickers	26/01/2022	SI-2744615	1	250.80	0.00	250.80	0.00
					0.00	250.80	
Above paid on 07/02/2022 by Cheque FP22							
TOW01 Town Mayors Charity Fund							
860-Charity Meal	19/01/2022	19122	1	25.00	0.00	25.00	0.00
					0.00	25.00	
Above paid on 07/02/2022 by Cheque FP24							
TOW01 Town Mayors Charity Fund							
861-Charity Quiz tocket	28/01/2022	28122	1	25.00	0.00	25.00	0.00
					0.00	25.00	
Above paid on 07/02/2022 by Cheque FP25							
YU001 Yu Energy							
878-P/Drive Pav electricity	02/02/2022	00703364	1	22.49	0.00	22.49	0.00
					0.00	22.49	
Above paid on 09/02/2022 by Cheque DDR10							

Continued over page

List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
876-Office electricity	02/02/2022	00703582	1	180.39	0.00	180.39	0.00
					0.00	180.39	
Above paid on 09/02/2022 by Cheque DDR11							
YU001 Yu Energy							
875-P/Drive electricity	02/02/2022	00703583	1	40.88	0.00	40.88	0.00
					0.00	40.88	
Above paid on 09/02/2022 by Cheque DDR12							
YU001 Yu Energy							
877-T/Farm Pav electricity	02/02/2022	00703584	1	126.15	0.00	126.15	0.00
					0.00	126.15	
Above paid on 09/02/2022 by Cheque DDR13							
YU001 Yu Energy							
Purchase Ledger Payment	09/02/2022	ON ACC 903	1	0.00	0.00	16.52	-16.52
					0.00	16.52	
Above paid on 09/02/2022 by Cheque DDR14							
YU001 Yu Energy							
Purchase Ledger Payment	09/02/2022	ON ACC 904	1	0.00	0.00	480.28	-480.28
					0.00	480.28	
Above paid on 09/02/2022 by Cheque DDR15							
YU001 Yu Energy							
881-Depot electricity	02/02/2022	00702286	1	492.80	0.00	492.80	0.00
					0.00	492.80	
Above paid on 09/02/2022 by Cheque DDR7							
YU001 Yu Energy							
880-O/Close Pav electricity	02/02/2022	00702859	1	29.97	0.00	29.97	0.00
					0.00	29.97	
Above paid on 09/02/2022 by Cheque DDR8							

Continued over page

List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
879-M/Crest Pav electricity	02/02/2022	00703224	1	149.97	0.00	149.97	0.00
					0.00	149.97	
Above paid on 09/02/2022 by Cheque DDR9							
BQ01 Trade UK							
882-Materials	31/01/2022	1233960822	1	30.11	0.00	30.11	0.00
					0.00	30.11	
Above paid on 15/02/2022 by Cheque FP1							
CAS01 Castele Consultancy Ltd							
887-F/Foundation consultancy	01/02/2022	INV-1048	1	346.50	0.00	346.50	0.00
					0.00	346.50	
Above paid on 15/02/2022 by Cheque FP2							
FRA02 Francotyp Postalia Ltd							
888-Postage download	08/02/2022	23422532	1	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on 15/02/2022 by Cheque DDR1							
GBI01 Geo Browns Implements Ltd							
889-Kubota door	11/02/2022	166566	1	577.61	0.00	577.61	0.00
					0.00	577.61	
Above paid on 15/02/2022 by Cheque FP3							
HER01 Hertfordshire County Council							
885-Stationery	31/01/2022	H012208625	1	75.24	0.00	75.24	0.00
					0.00	75.24	
Above paid on 15/02/2022 by Cheque FP8							
HOU03 Houghton Regis Helpers Community Org A/C							
890-H/Regis Helpers Grant	03/02/2022	3222	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 15/02/2022 by Cheque FP4							

Continued over page

List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
JCURL01 John Curl							
883-EX67 KKW number plate	31/01/2022	246666	1	14.39	0.00	14.39	0.00
891-EN68 VTG MOT/service	02/02/2022	246676	1	433.20	0.00	433.20	0.00
Purchase Ledger Payment	06/05/2021	ON ACC 102	1	-227.16	0.00	-227.16	0.00
					0.00	220.43	
Above paid on 15/02/2022 by Cheque FP5							
JEW01 Jewels Art Craft & Coffee							
892-coffee mornming refreshmen	03/02/2022	3222	1	120.00	0.00	120.00	0.00
					0.00	120.00	
Above paid on 15/02/2022 by Cheque FP6							
RBS01 Rialtas Business Solutions Ltd							
895-Accounts software support	10/02/2022	SM25055	1	979.20	0.00	979.20	0.00
896-Cemetery software support	14/02/2022	SM25056	1	348.00	0.00	348.00	0.00
					0.00	1,327.20	
Above paid on 15/02/2022 by Cheque FP7							
RPM01 Reids Playground Maintenance Ltd							
898-Adjust Village Green gate	10/02/2022	4792	1	144.00	0.00	144.00	0.00
					0.00	144.00	
Above paid on 15/02/2022 by Cheque FP10							
TEC01 Techies Limited							
899-IT support	01/02/2022	INV-2206	1	312.76	0.00	312.76	0.00
					0.00	312.76	
Above paid on 15/02/2022 by Cheque FP11							
TOT01 Right Fuelcard Company Ltd							
897-Fuel A/c	06/02/2022	4199776	1	18.40	0.00	18.40	0.00
					0.00	18.40	
Above paid on 15/02/2022 by Cheque FP9							

Continued over page

List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PLU03 Plusnet Plc							
894-Broadband depot	10/02/2022	00002193203-046	1	15.25	0.00	15.25	0.00
					0.00	15.25	
Above paid on 17/02/2022 by Cheque DDR2							
CAS05 Castle Water - 2618965							
872-M/Cres Pav water	04/02/2022	0006769407	1	328.95	0.00	328.95	0.00
					0.00	328.95	
Above paid on 18/02/2022 by Cheque DDR5							
CAS06 Castle Water - 2596363							
869-Depot Water	04/02/2022	0006769336	1	9.29	0.00	9.29	0.00
					0.00	9.29	
Above paid on 18/02/2022 by Cheque DDR3							
CAS10 Castle Water - 2597749							
871-P/Drive Pav water	04/02/2022	0006773197	1	42.53	0.00	42.53	0.00
					0.00	42.53	
Above paid on 18/02/2022 by Cheque DDR4							
DUN02 Biffa Waste Services Ltd							
987-Trade Refuse	24/12/2021	614C68817	1	106.80	0.00	106.80	0.00
					0.00	106.80	
Above paid on 22/02/2022 by Cheque FP1							
NAL01 NALC							
988-Staff training	13/08/2020	1421957741	1	38.93	0.00	38.93	0.00
					0.00	38.93	
Above paid on 22/02/2022 by Cheque FP2							
EX001 The Extra Step Ltd							
989-Universal cups	24/02/2022	INV-106430	1	1,107.60	0.00	1,107.60	0.00
					0.00	1,107.60	
Above paid on 24/02/2022 by Cheque FP3							

Continued over page

List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PAYROLL Payroll Options							
<i>884-Payroll fees Jan 22</i>	31/01/2022	136584	1	142.31	0.00	142.31	0.00
					0.00	142.31	
					Above paid on 28/02/2022 by Cheque DDR6		
				Total Purchase Ledger Payments for Month 11	0.00	55,361.18	

List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DCK01	DCK Accounting Solutions Ltd						
<i>Purchase Ledger Payment</i>	01/02/2022	ON ACC 36	1	0.00	0.00	-0.60	0.60
					0.00	-0.60	
	Above paid on 01/02/2022 by Cheque FP£						
POZ01	Pozitive Energy 135115						
<i>Purchase Ledger Payment</i>	01/03/2022	ON ACC 1068	1	0.00	0.00	26.78	-26.78
					0.00	26.78	
	Above paid on 01/03/2022 by Cheque DDR1						
POZ02	Pozitive Energy 135118						
<i>Purchase Ledger Payment</i>	01/03/2022	ON ACC 1069	1	0.00	0.00	26.78	-26.78
					0.00	26.78	
	Above paid on 01/03/2022 by Cheque DDR2						
POZ03	Pozitive Energy 135116						
<i>Purchase Ledger Payment</i>	01/03/2022	ON ACC 1070	1	0.00	0.00	59.32	-59.32
					0.00	59.32	
	Above paid on 01/03/2022 by Cheque DDR3						
POZ04	Pozitive Energy 135119						
<i>Purchase Ledger Payment</i>	01/03/2022	ON ACC 1071	1	0.00	0.00	576.71	-576.71
					0.00	576.71	
	Above paid on 01/03/2022 by Cheque DDR4						
TEC01	Techies Limited						
<i>Purchase Ledger Payment</i>	03/03/2022	ON ACC 1073	1	0.00	0.00	180.00	-180.00
					0.00	180.00	
	Above paid on 03/03/2022 by Cheque S/O2						
TEC01	Techies Limited						
<i>Purchase Ledger Payment</i>	03/03/2022	ON ACC 1072	1	0.00	0.00	260.01	-260.01
					0.00	260.01	
	Above paid on 03/03/2022 by Cheque S/O5						

Continued over page

List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
EE01 EE Limited							
<i>Purchase Ledger Payment</i>	04/03/2022	ON ACC 1074	1	0.00	0.00	363.26	-363.26
					0.00	363.26	
Above paid on 04/03/2022 by Cheque DDR7							
CAS09 Castle Water - 2597769							
<i>Purchase Ledger Payment</i>	07/03/2022	ON ACC 1075	1	0.00	0.00	5.00	-5.00
					0.00	5.00	
Above paid on 07/03/2022 by Cheque DDR8							
POZ05 Positive Energy 135117							
<i>Purchase Ledger Payment</i>	08/03/2022	ON ACC 1076	1	0.00	0.00	578.80	-578.80
					0.00	578.80	
Above paid on 08/03/2022 by Cheque FP							
YU001 Yu Energy							
<i>972-Depot electricity</i>	01/03/2022	00733150	1	482.75	0.00	482.75	0.00
					0.00	482.75	
Above paid on 08/03/2022 by Cheque DDR10							
YU001 Yu Energy							
<i>973-O/Close Pav electricity</i>	01/03/2022	00734063	1	22.96	0.00	22.96	0.00
					0.00	22.96	
Above paid on 08/03/2022 by Cheque DDR11							
YU001 Yu Energy							
<i>974-M/Cres Pav electricity</i>	01/03/2022	00734662	1	130.05	0.00	130.05	0.00
					0.00	130.05	
Above paid on 08/03/2022 by Cheque DDR12							
YU001 Yu Energy							
<i>975-P/Drive Pav electricity</i>	01/03/2022	00734900	1	11.66	0.00	11.66	0.00
					0.00	11.66	
Above paid on 08/03/2022 by Cheque DDR13							

Continued over page

List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
YU001 Yu Energy							
980-Office electricity	01/03/2022	00735236	1	205.90	0.00	205.90	0.00
					0.00	205.90	
Above paid on 08/03/2022 by Cheque DDR14							
YU001 Yu Energy							
976-P/Drive electricity	01/03/2022	00735237	1	36.24	0.00	36.24	0.00
					0.00	36.24	
Above paid on 08/03/2022 by Cheque DDR15							
YU001 Yu Energy							
979-T/Farm pav electricity	01/03/2022	00735238	1	93.59	0.00	93.59	0.00
					0.00	93.59	
Above paid on 08/03/2022 by Cheque DDR16							
YU001 Yu Energy							
977-Depot electricity	01/03/2022	00735239	1	12.39	0.00	12.39	0.00
					0.00	12.39	
Above paid on 08/03/2022 by Cheque DDR17							
YU001 Yu Energy							
978-V/Green Pav electricity	01/03/2022	00735240	1	499.84	0.00	499.84	0.00
					0.00	499.84	
Above paid on 08/03/2022 by Cheque DDR18							
POZ03 Pozitive Energy 135116							
Purchase Ledger Payment	14/03/2022	ON ACC 1077	1	0.00	0.00	6.10	-6.10
					0.00	6.10	
Above paid on 14/03/2022 by Cheque DDR19							
CAS03 Castle Water - 2600724							
968-Depot water charges	01/03/2022	0006927984	1	65.26	0.00	65.26	0.00
					0.00	65.26	
Above paid on 15/03/2022 by Cheque DDR21							

Continued over page

List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CAS05	Castle Water - 2618965						
969-M/Cres Pav water	01/03/2022	0006924517	1	54.35	0.00	54.35	0.00
					0.00	54.35	
	Above paid on 15/03/2022 by Cheque DDR22						
CAS06	Castle Water - 2596363						
966-Depot water charges	01/03/2022	0006924520	1	10.99	0.00	10.99	0.00
					0.00	10.99	
	Above paid on 15/03/2022 by Cheque DDR20						
PLU03	Plusnet Plc						
971-Depot broadband	10/03/2022	00002193203-047	1	15.25	0.00	15.25	0.00
					0.00	15.25	
	Above paid on 17/03/2022 by Cheque DDR23						
SEN001	Senetic Ltd						
Purchase Ledger Payment	18/03/2022	ON ACC 1084	1	0.00	0.00	239.30	-239.30
					0.00	239.30	
	Above paid on 18/03/2022 by Cheque fp						
AME02	Amethyst Horticulture Ltd						
947-Trees P/Side & V/Green	07/03/2022	20816	1	1,581.86	0.00	1,581.86	0.00
					0.00	1,581.86	
	Above paid on 21/03/2022 by Cheque FP1						
AMF01	AMF Services (Bedford) Ltd						
946-Kubota F3890 repairs	03/03/2022	25725	1	156.00	0.00	156.00	0.00
					0.00	156.00	
	Above paid on 21/03/2022 by Cheque FP2						
BAN02	Bannerman Consulting Engineers Ltd						
907-Energy/Sustainability repo	28/11/2021	2021-214	1	1,128.00	0.00	1,128.00	0.00
					0.00	1,128.00	
	Above paid on 21/03/2022 by Cheque FP3						

Continued over page

List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BED02 Bedfordshire Pension Fund							
923-Pension Added Yrs Jan 22	16/02/2022	748542	1	51.69	0.00	51.69	0.00
948-Pension Added Yrs Feb 22	08/03/2022	748677	1	51.69	0.00	51.69	0.00
					0.00	103.38	
Above paid on 21/03/2022 by Cheque FP4							
BED07 Police & Crime Commissioner for Beds							
939-PCSO Sep 21	04/01/2022	B0002792	1	3,574.35	0.00	3,574.35	0.00
938-PCSO Nov 21	04/01/2022	B0002793	1	3,735.90	0.00	3,735.90	0.00
937-PCSO Oct 21	04/01/2022	B0002794	1	3,940.15	0.00	3,940.15	0.00
					0.00	11,250.40	
Above paid on 21/03/2022 by Cheque FP5							
BUS01 Business HR Solutions (Consultancy) Ltd							
920-HR Retainer	01/01/2022	INV-023605	1	245.16	0.00	245.16	0.00
921-HR Retainer	01/02/2022	INV-024088	1	245.16	0.00	245.16	0.00
951-HR Retainer	01/03/2022	INV-024601	1	245.16	0.00	245.16	0.00
					0.00	735.48	
Above paid on 21/03/2022 by Cheque FP6							
CAS12 Casle Water							
963-T/Farm water	03/03/2022	TE00309011	1	11.22	0.00	11.22	0.00
					0.00	11.22	
Above paid on 21/03/2022 by Cheque FP7							
CDS01 The CDS Group							
909-Water monitoring Feb 22	24/02/2022	73344	1	420.00	0.00	420.00	0.00
					0.00	420.00	
Above paid on 21/03/2022 by Cheque FP8							
CEN04 Central Bedfordshire Council							
910-CBC Dinner ticket	16/02/2022	160222	1	10.00	0.00	10.00	0.00
908-Refuse bulk subsidy	14/02/2022	1800113058	1	2,709.60	0.00	2,709.60	0.00
Purchase Ledger Payment	21/03/2022	ON ACC 37	1	0.00	0.00	-2,719.60	2,719.60
					0.00	0.00	
No payment due as Credit Notes have been applied							

Continued over page

List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CRO01 Cromwell Group (Holdings) Ltd							
911-Refuse sacks	06/12/2021	0016249859	1	184.75	0.00	184.75	0.00
					0.00	184.75	
Above paid on 21/03/2022 by Cheque FP10							
DCK01 DCK Accounting Solutions Ltd							
914-Accounts Feb 22	28/02/2022	TPC10070	1	1,026.00	0.00	1,026.00	0.00
913-Accounts Oct 21	22/10/2021	TPC9913	1	615.60	0.00	615.60	0.00
					0.00	1,641.60	
Above paid on 21/03/2022 by Cheque FP11							
DES001 DE Signs & Labels Ltd							
912-Parkside banner	15/02/2022	18938	1	26.40	0.00	26.40	0.00
					0.00	26.40	
Above paid on 21/03/2022 by Cheque FP12							
EAR01 Earth Anchors							
916-2 x Evergreen benches	17/02/2022	EA35392	1	1,807.20	0.00	1,807.20	0.00
					0.00	1,807.20	
Above paid on 21/03/2022 by Cheque FP13							
GBI01 Geo Browns Implements Ltd							
917-Sisis Autorake	26/10/2021	157798	1	6,250.80	0.00	6,250.80	0.00
918-snake service kit	28/10/2021	157981	1	896.62	0.00	896.62	0.00
945-Oil credit	11/11/2021	159553	1	-190.99	0.00	-190.99	0.00
					0.00	6,956.43	
Above paid on 21/03/2022 by Cheque FP14							
GIB01 Gibbs & Dandy PLC							
950-Paving slabs	01/03/2022	3401/01907238	1	101.47	0.00	101.47	0.00
					0.00	101.47	
Above paid on 21/03/2022 by Cheque FP15							

Continued over page

List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
GRE06 Greenbridge Designs Ltd							
949-Inscription/plaque	03/03/2022	INV-0336	1	313.20	0.00	313.20	0.00
					0.00	313.20	
Above paid on 21/03/2022 by Cheque FP16							
HER01 Hertfordshire County Council							
919-Stationery	28/02/2022	H02207884	1	84.24	0.00	84.24	0.00
					0.00	84.24	
Above paid on 21/03/2022 by Cheque FP17							
HOU03 Houghton Regis Helpers Community Org A/C							
936-Town Crier delivery	28/02/2022	28222	1	343.20	0.00	343.20	0.00
					0.00	343.20	
Above paid on 21/03/2022 by Cheque FP18							
HOU09 Houghton Regis Heritage Society							
952-Heritage Walk	02/03/2022	100	1	100.00	0.00	100.00	0.00
					0.00	100.00	
Above paid on 21/03/2022 by Cheque FP19							
INS01 Nathaniel Levy							
953-Anti Violece W/Shop	03/03/2022	DAEHOUR30322	1	1,369.60	0.00	1,369.60	0.00
					0.00	1,369.60	
Above paid on 21/03/2022 by Cheque FP20							
JCURL01 John Curl							
924-EX67 KKW Service/mot	11/02/2022	246685	1	362.11	0.00	362.11	0.00
954-MK18 WYJ Service/MOT	02/03/2022	246718	1	403.76	0.00	403.76	0.00
					0.00	765.87	
Above paid on 21/03/2022 by Cheque FP21							
JEW01 Jewels Art Craft & Coffee							
922-Welcome Back refreshments	03/02/2022	3222A	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 21/03/2022 by Cheque FP22							

Continued over page

List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
KEN01 Kensworth Sawmills Ltd							
955-Timber posts	03/03/2022	41375	1	56.40	0.00	56.40	0.00
					0.00	56.40	
Above paid on 21/03/2022 by Cheque FP23							
LAM01 Lamps & Tubes Illuminations Ltd							
981-Christmas lights	14/03/2022	INV-70572	1	4,615.20	0.00	4,615.20	0.00
					0.00	4,615.20	
Above paid on 21/03/2022 by Cheque FP24							
LAN03 Latent Digital Solutions Ltd							
925-Copier charges	25/02/2022	302906	1	130.16	0.00	130.16	0.00
					0.00	130.16	
Above paid on 21/03/2022 by Cheque FP25							
LEE03 Lee & Sons Cleaning Services							
956-Office window cleaning	01/03/2022	1595	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 21/03/2022 by Cheque FP26							
LOC01 Dunstable Lock & Safe Co							
915-Combination chains	15/02/2022	34387	1	60.00	0.00	60.00	0.00
					0.00	60.00	
Above paid on 21/03/2022 by Cheque FP27							
LOO01 Loo of the Year Awards Ltd							
926-Loo of the Year entry 22	28/02/2022	030/22	1	177.60	0.00	177.60	0.00
					0.00	177.60	
Above paid on 21/03/2022 by Cheque FP28							
MCS01 MCS Contract Cleaning Limited							
927-Toilets cleaning Feb 22	28/02/2022	41507	1	1,836.00	0.00	1,836.00	0.00
					0.00	1,836.00	
Above paid on 21/03/2022 by Cheque FP29							

Continued over page

List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MOO01 Moonshine Entertainments							
957-Circus Workshop	05/03/2022	1601	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 21/03/2022 by Cheque FP30							
NA001 The Nationa Allotment Society							
935-Allot Society Subs 22/23	17/02/2022	17222	1	66.00	0.00	66.00	0.00
					0.00	66.00	
Above paid on 21/03/2022 by Cheque FP31							
ORI001 Origin Amenity Solutions							
960-Rigby Euroflor Britannica	07/03/2022	OASI0005878	1	345.60	0.00	345.60	0.00
959-Rigby Impact 10l	08/03/2022	OASI0006157	1	603.60	0.00	603.60	0.00
961-Rigby 3 Way rye	11/03/2022	OASI0006723	1	161.40	0.00	161.40	0.00
Purchase Ledger Payment	21/03/2022	ON ACC 38	1	0.00	0.00	-1,110.60	1,110.60
					0.00	0.00	
No payment due as Credit Notes have been applied							
PER03 Perfect Personalised Parties							
928-Welcome Back DJ	22/02/2022	0040	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 21/03/2022 by Cheque FP33							
PLA03 Place Make Ltd							
958-Action Plan consultancy	11/03/2022	1	1	9,540.00	0.00	9,540.00	0.00
Purchase Ledger Payment	21/03/2022	ON ACC 39	1	0.00	0.00	-9,540.00	9,540.00
					0.00	0.00	
No payment due as Credit Notes have been applied							
POZ01 Pozitive Energy 135115							
Purchase Ledger Payment	21/03/2022	ON ACC 1078	1	0.00	0.00	7.35	-7.35
					0.00	7.35	
Above paid on 21/03/2022 by Cheque DDR24							

Continued over page

List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
POZ01	Positive Energy 135115						
983-T/Farm gas	28/12/2021	13511520211352925	1	2.62	0.00	2.62	0.00
982-T/Farm gas	07/01/2022	13511520211353058	1	7.88	0.00	7.88	0.00
984-T/Farm gas	17/01/2022	13511520221435056	1	8.14	0.00	8.14	0.00
985-T/Farm gas	17/02/2022	13511520221535685	1	8.14	0.00	8.14	0.00
986-T/Farm gas	14/03/2022	13511520221618582	1	7.35	0.00	7.35	0.00
					0.00	34.13	
	Above paid on 21/03/2022 by Cheque FP35						
POZ02	Positive Energy 135118						
Purchase Ledger Payment	21/03/2022	ON ACC 1079	1	0.00	0.00	7.35	-7.35
					0.00	7.35	
	Above paid on 21/03/2022 by Cheque DDR25						
POZ04	Positive Energy 135119						
Purchase Ledger Payment	21/03/2022	ON ACC 1080	1	0.00	0.00	136.72	-136.72
					0.00	136.72	
	Above paid on 21/03/2022 by Cheque DDR26						
PPLPRS	PPL PRS Ltd						
929-PRS/PPL Licence	22/02/2022	SIN2002620	1	163.10	0.00	163.10	0.00
					0.00	163.10	
	Above paid on 21/03/2022 by Cheque FP36						
PRE04	Prestige Design & Workwear Ltd						
930-Safety boots	17/01/2022	108795	1	57.60	0.00	57.60	0.00
					0.00	57.60	
	Above paid on 21/03/2022 by Cheque FP37						
RBS01	Rialtas Business Solutions Ltd						
931-Cemetery software training	14/01/2022	29310	1	240.00	0.00	240.00	0.00
					0.00	240.00	
	Above paid on 21/03/2022 by Cheque FP38						

Continued over page

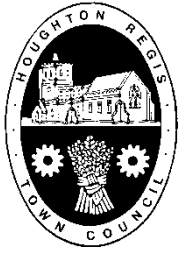
List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SAF04 The Safer Luton Partnership							
932-Welcome Back event 1st aid	28/02/2022	SLP/HRTC/7020	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 21/03/2022 by Cheque FP39							
SCU01 Scutum South East Ltd							
933-Alarm Maint 1.4.22-31.3.23	28/02/2022	92171	1	555.70	0.00	555.70	0.00
934-Alarm Maint 1.4.22-31.3.23	28/02/2022	92172	1	343.42	0.00	343.42	0.00
					0.00	899.12	
Above paid on 21/03/2022 by Cheque FP40							
TOT01 Right Fuelcard Company Ltd							
962-Fuel A/C	06/03/2022	4258437	1	15.94	0.00	15.94	0.00
					0.00	15.94	
Above paid on 21/03/2022 by Cheque FP41							
CAS10 Castle Water - 2597749							
964-P/Drive water	08/03/2022	0006965372	1	39.48	0.00	39.48	0.00
					0.00	39.48	
Above paid on 22/03/2022 by Cheque DDR27							
CAS12 Casle Water							
1085-O/Close Water	14/03/2022	14322	1	279.60	0.00	279.60	0.00
					0.00	279.60	
Above paid on 22/03/2022 by Cheque FP							
BED07 Police & Crime Commissioner for Beds							
Purchase Ledger Payment	24/03/2022	ON ACC 1081	1	0.00	0.00	11,250.40	-11,250.40
					0.00	11,250.40	
Above paid on 24/03/2022 by Cheque FP3							
BRI02 BT Payment Services Ltd							
940-Internet	20/02/2022	M001FD	1	310.92	0.00	310.92	0.00
					0.00	310.92	
Above paid on 24/03/2022 by Cheque FP4							

Continued over page

List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BED02 Bedfordshire Pension Fund							
1049-Pensions Mar 22	31/03/2022	MAR22	1	10,234.08	0.00	10,234.08	0.00
					0.00	10,234.08	
Above paid on 28/03/2022 by Cheque FP5							
ORI001 Origin Amenity Solutions							
Purchase Ledger Payment	31/03/2022	ON ACC 1082	1	0.00	0.00	161.40	-161.40
					0.00	161.40	
Above paid on 31/03/2022 by Cheque FP6							
ORI001 Origin Amenity Solutions							
Purchase Ledger Payment	31/03/2022	ON ACC 1083	1	0.00	0.00	345.60	-345.60
					0.00	345.60	
Above paid on 31/03/2022 by Cheque FP7							
PAYROLL Payroll Options							
944-Payroll fees Feb 22	28/02/2022	137103	1	142.31	0.00	142.31	0.00
					0.00	142.31	
Above paid on 31/03/2022 by Cheque DDR33							
PWLB01 PWLB							
40-PWLB Loan Repayment	03/03/2022	3322	1	12,034.37	0.00	12,034.37	0.00
					0.00	12,034.37	
Above paid on 31/03/2022 by Cheque DDR							
Total Purchase Ledger Payments for Month 12						0.00	77,043.82



CORPORATE SERVICES COMMITTEE

Agenda Item 14

Date:	30th May 2022
Title:	Investment Report
Purpose of the Report:	To provide to members a report on investments to date.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

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:

31st March 2022 – 3.16%

31st January 2022 – 3.44%

30th September 2021 – 3.91%

30th June 2021 - 4.18%

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

Total fund size at:

31st March 2022 - £1,439,000

31st January 2022 - £1,379,000

30th September 2021 - £1,297,000

30th June 2021 - £1,254,000

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:

20th May 2022 – 0.8584%

16th February 2022 – 0.3402%

9th November 2021 – 0.0370%

2nd September 2021 - 0.0235%

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.