



# 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](mailto:info@houghtonregis.org.uk)

23<sup>rd</sup> September 2022

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

**Cllrs: D Jones (Chair), J Carroll, E Cooper, S Goodchild, M Kennedy and K Wattingham**

(Copies to other Councillors for information)

## Notice of Meeting

You are hereby summoned to a Meeting of the **Corporate Services Committee** to be held at the Council Offices, Peel Street on **Tuesday 4<sup>th</sup> October 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**

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

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

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

#### 4. MINUTES

*Pages 9 - 13*

To approve the Minutes of the meetings held on 30<sup>th</sup> May 2022.

**Recommendation: To approve the Minutes of the meetings held on 30<sup>th</sup> May 2022 and for these to be signed by the Chairman.**

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

*Pages 14 - 16*

Personnel Sub-Committee: 19<sup>th</sup> April 2022.

**Recommendation: To receive the Minutes of the Personnel Sub-Committee meetings of the 19<sup>th</sup> April 2022.**

#### 6 INCOME AND EXPENDITURE REPORT

*Pages 17 - 26*

Members will find attached the income and expenditure report, highlighting significant variances, for Corporate Services Committee to date. An addendum has also been attached outlining concerns over 191 4005 Staff Overtime.

**Recommendation:**

- 1. To provide feedback to the Events Working group of the deliberations and concerns of the Corporate Services Committee on the budget strain that the Overtime budget is facing and to seek their assistance in limiting additional overtime pressures;**
- 2. To review the overtime budget at Corporate Services in February when the council will have more certainty over the scope of other codes in 191 to cover the overtime budget.**

#### 7 BANK AND CASH RECONCILIATION STATEMENTS

*Pages 27 - 30*

Members are requested to receive the monthly bank and cash reconciliation statements for April, May, June and July 2022.

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- Recommendations:**
- 1. To approve the monthly bank and cash reconciliation statements for April, May, June and July 2022;**
  - 2. For these along with the original bank statements to be signed and dated by the Chair of Corporate Services Committee and the Council's RFO.**

## **8. LIST OF CHEQUE PAYMENTS**

*Pages 31 - 46*

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

*This report is provided for information.*

## **9. INVESTMENT REPORT**

*Pages 47 - 49*

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

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

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

*This report is provided for information.*

## **10. PUBLIC WORKS LOAN BOARD REPAYMENTS ANNUAL REPORT**

*Pages 50 - 52*

In accordance with the Committee Functions & Terms of Reference and Financial Regulations, Members are presented with an annual report to provide detail on the council's loans including current value, repayments and early settlement options as they stand as of 1<sup>st</sup> April 2022.

**Recommendation**                      **To note the Public Works Loan Board Repayments Annual Report.**

## **11. INSURANCE CLAIMS**

Members are advised that there have been no insurance claims from the 1st June 2022 to 31<sup>st</sup> August 2022.

*This report is provided for information.*

## **12. BANKING ARRANGEMENTS, INVESTMENTS STRATEGY & INVESTMENT ARRANGEMENTS**

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*Pages 53 - 61*

This committee is required to review the Town Councils Banking Arrangements, Investments Strategy & Investments on an annual basis.

Following the recent internal audit, the Internal Auditor raised concerns in regard to single person authorisation for online payments. Currently one person has full access to all online payment services. The Internal Auditor raised this issue and recommended the Town Council consider introducing a dual authorisation payment method, as a high priority. Members will find a report attached.

In addition to this the Banking Arrangements, Investments Strategy & Investment Arrangements policy has been updated to include reference of investments being placed in CCLA or PSDF (Public Sector Deposit Fund) accounts. Members will find an amendment as highlighted in section 2.3 (iv) of the attached policy.

**Recommendations:**

- 1. To recommend to Town Council that the Banking Arrangements, Investment Strategy & Investment Arrangements policy be approved.**
- 2. To support the upgrade to the Town Councils banking arrangements.**

### **13. INTERNAL AUDIT PLANNING, REPORTING & REVIEW POLICY AND INTERNAL AUDIT SPECIFICATION**

*Pages 62 - 68*

Historically this document has been presented annually at a full Council meeting. Moving forward, it is thought that this policy should be added to the Policy Review list in order that this Committee has sight of it, for comment, before being presented to Council.

Members will find attached a copy of the approved document. There have been no changes in legislation therefore, it is suggested that it remains suitable and fit for purpose.

Members of this Committee are asked to consider the Internal Audit Planning, Reporting & Review Policy and Internal Audit Specification and make a recommendation to Town Council for approval.

**Recommendation:** **To recommend to Town Council that the Internal Audit Planning, Reporting & Review Policy and Internal Audit Specification be approved.**

### **14. WORKING SAFELY WITH CORONAVIRUS POLICY**

*Pages 69 - 74*

Members will find attached a draft policy on Working Safely with Coronavirus.

This policy has been adapted from a version provided by the town councils HR consultant. It has been shared with all staff with an opportunity for staff to feedback with any comments and questions. Two questions were raised, both of these questions were referred

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to HR for their advice and both staff members have confirmed they have received satisfactory responses.

Members are requested, if agreeable, to recommend that this policy be presented to Town Council at the meeting to be held on the 3<sup>rd</sup> October 2022, for adoption, to allow staff to have suitable guidance in time for the Autumn/Winter season.

For information, staff have also received an up-to-date risk assessment

**Recommendation: To recommend to Town Council the adoption of the Town Councils Working Safely with Coronavirus Policy.**

## 15. MENOPAUSE POLICY

*Pages 15 - 80*

Members of this committee are being requested to consider supporting the introduction of a new policy which sets out how the Town Council can support employees who are undergoing the menopause.

Report and draft policy attached.

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

## 16. FREEDOM OF INFORMATION AND MODEL SCHEME OF PUBLICATION

*Pages 81 - 95*

The Town Council is required to review annually the Freedom of Information Act (2000) Policy and the Model Publication Scheme. These documents were last reviewed by this committee on the 21<sup>st</sup> September 2021.

Members will find attached a copy of the approved document. There have been no changes in legislation therefore, it is suggested that it remains suitable and fit for purpose.

Members of this Committee are asked to consider the Freedom of Information Act (2000) Policy and Model Publication Scheme and make a recommendation to Town Council for approval.

**Recommendation: To recommend to Town Council that the Freedom of Information Act (2000) Policy and the Model Publication Scheme be approved.**

## 17. LATE PAYMENTS & BAD DEBTS POLICY

*Pages 96 - 99*

Members of this Committee are required to annually review the Town Councils Late Payments and Bad Debts Policy, as attached, and make a recommendation to Town Council for its approval.

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There have been no amendments made to this policy and therefore is considered suitable and fit for purpose.

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

## **18. LOCAL GOVERNMENT PENSION SCHEME: STATEMENT OF LOCAL DISCRETIONS**

*Pages 100 - 112*

Members will find attached the Town Councils Local Government Pension Scheme: Statement of Local Discretions.

There have been no amendments to the Regulations, therefore it is suggested that it remains suitable and fit for purpose.

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

## **19. EXCLUSION OF PRESS AND PUBLIC**

- Staffing matter
- Ongoing staffing matter

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

**HOUGHTON REGIS TOWN COUNCIL**  
**Corporate Services Committee**  
**Minutes of the meeting held on**  
**30<sup>th</sup> May 2022 at 7.00pm.**

Present: Councillors: D Jones Chairman  
E Cooper  
S Goodchild  
M S Kennedy  
K Wattingham

Officers: Clare Evans Town Clerk  
Debbie Marsh Corporate Services Manager

Public: 0

Apologies: Councillor: J Carroll

Also present: Councillor: T McMahon Virtual - part meeting

Absent: Councillor: C Copleston

**12038 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr Carroll.

**12039 QUESTIONS FROM THE PUBLIC**

None.

**12040 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**12041 ELECTION OF VICE-CHAIR**

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

Nominee: Cllr Kennedy Nominated by: Cllr Jones  
Seconded by: Cllr Wattingham

No other nominations were received. On being put to the vote, Councillor Kennedy was duly appointed as Vice-Chair of the Corporate Services Committee for the municipal year 2022 - 2023.

**12042 MINUTES**

To approve the Minutes of the meeting held on 28<sup>th</sup> February 2022.

**Resolved: To approve the Minutes of the meeting held on 28<sup>th</sup> February 2022 and for these to be signed by the Chairman.**

**12043 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN**

Personnel Sub-Committee: 17<sup>th</sup> January 2022.

**Resolved: To receive the Minutes of the Personnel Sub-Committee meeting of the 17<sup>th</sup> January 2022.**

**12044 COMMITTEE FUNCTIONS & TERMS OF REFERENCE**

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

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

Members received the extract from the approved Committee Functions & Terms of Reference which related to this committee.

*Members received this report for information.*

**12045 INCOME AND EXPENDITURE REPORT**

Corporate Services Manager arrived at 7.06pm and clerked the remainder of the meeting. The Clerk retired from the meeting.

Members received the Income & Expenditure report, highlighting significant variances, for Corporate Services Committee.

*Members received this report for information.*

**12046 RENEWAL OF DIRECT DEBIT, STANDING ORDER AND BACS PAYMENTS**

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

Members received a list of Direct Debits and Standing Orders.

Members were informed that the town council used BACs payment for staff salaries only.

Members requested clarification on why Techies was paid via Standing Order rather than Direct Debit. The Corporate Services Manager confirmed an email response would be sent to members.



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

#### **12047 CODE OF CONDUCT**

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

Members were advised that the Town Council's Code of Conduct was last reviewed by this committee on the 14<sup>th</sup> 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.

Members received the LGA's Code of Conduct.

Members highlighted the importance of ensuring their register of interests were submitted and kept up to date.

Members compared the new document to an older version which members suggested held more weight but felt the updated version lacked empowerment.

The matter on considering formatting this and all Town Councils policies to be gender inclusive, as suggested at the Town Council meeting held on the 18<sup>th</sup> May 2022, was not discussed.

- Resolved:** **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**

#### **12048 HRTC INSURANCE**

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

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

#### **12049 BANK AND CASH RECONCILIATION STATEMENTS**

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

Councillor Goodchild requested clarification in regard to the petty cash figure, as reported for the February period. The Chair confirmed that this was an accounting issue which had been resolved, as could be seen by the figure reported for the March period.

- Resolved:**
- 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.**

## **12050 LIST OF CHEQUE PAYMENTS**

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

It was requested that consideration be given to formalising the designation of specific members to approve payments in order to avoid a conflict of interests. Councillor Kennedy suggested that he would be willing to be a designated signatory.

*Members received this report for information.*

## **12051 INVESTMENT REPORT**

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

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

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

*Members received this report for information.*

## **12052 INSURANCE CLAIMS**

Members were advised that there had been one insurance claim from the 1<sup>st</sup> March 2022 to date.

*Members received this report 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

**The Chairman declared the meeting closed at 7.50pm  
Dated this 4<sup>th</sup> day of October 2022.**

**Chairman**

DRAFT

**HOUGHTON REGIS TOWN COUNCIL**

**Personnel Sub-Committee  
Minutes of the meeting held on  
19<sup>th</sup> April 2022 at 6.00pm**

Present:	Councillors:	K Wattingham J Carroll D Jones M Kennedy	Chairman
	Officers:	Debbie Marsh Louise Senior	Corporate Services Manager Head of Democratic Services
	Public:	0	

**PE207 APOLOGIES AND SUBSTITUTIONS**

None.

**PE208 QUESTIONS FROM THE PUBLIC**

None.

**PE209 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**PE210 MINUTES**

The Committee received the minutes of the Personnel Sub-Committee meeting held on 17<sup>th</sup> January 2022 for consideration.

**Resolved: That the minutes of the Personnel Sub-Committee meeting held on 17th January 2022 be approved as a correct record and signed accordingly.**

**PE211 FREEDOM OF INFORMATION REQUESTS**

Members were advised for the period January to March no Freedom of Information requests had been received.

**PE212 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS**

Annual leave  
From January to March the Clerk has had 3 day's leave.

The following leave requests were made:

- 
- 13<sup>th</sup> – 14<sup>th</sup> April (requested by email dated 21<sup>st</sup> March)
  - 21<sup>st</sup> April (requested by email dated 21<sup>st</sup> March)
  - 20<sup>th</sup>-21<sup>st</sup> June

#### Overtime

Members were advised the Clerk had attended 10 meetings or events outside of the normal working day within the period January to March (compared with 9 meetings in the previous quarter).

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

#### **PE213 2021/22 NATIONAL PAY AWARD**

Members were informed that the 1.75% pay increase (as agreed by the National Joint Council for local government services) was paid to staff in their March salary, backdated to April 2021, as per staff contracts of employment.

Members discussed the budget implications of the 2021 pay award and allowances for future pay awards. Members queried how the pay increase would affect employees who had left the employment of the council during the 2021 – 2022 financial year. The Corporate Services Manager would make enquires and advise members accordingly.

#### **PE214 EXCLUSION OF PRESS AND PUBLIC**

- Staff sickness
- Staffing matters

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

#### **PE215 STAFF SICKNESS**

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

**Resolved: To note the information.**

#### **PE216 STAFFING MATTERS**

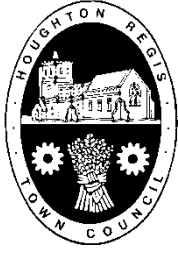
Members were advised that a recruitment process was underway to fill two vacant positions within the grounds team.

Members were advised that interviews had now taken place and it was hoped that offers of employment would be issued shortly which if accepted, would bring the number of ground staff up to its full compliment.

**The Chairman declared the meeting closed at 6.32pm**

**Dated this 11<sup>th</sup> day of July 2022**

**Chairman**



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

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<b>Date:</b>	<b>4<sup>th</sup> October 2022</b>
<b>Title:</b>	<b>Income &amp; Expenditure Report</b>
<b>Purpose of the Report:</b>	<b>To provide members with the Income &amp; Expenditure report to date for the Corporate Services Committee.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

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**1. RECOMMENDATION**

*This report is provided for information.*

**2. BACKGROUND**

In accordance with the committee functions a review of the income and expenditure of the committee should be undertaken periodically. Accordingly, this report is presented to each committee meeting detailing the income and expenditure for the specific committee.

The income and expenditure report is provided for reference.

**3. ISSUES FOR CONSIDERATION**

101-1076 – Precept

The first instalment of the precept has been received. The second instalment is due shortly.

101-1096 – Interest & Dividends received

Two month's interest from the Deposit account has been received. One quarterly payment from the Property Fund has been received but remains to be entered into the accounts software. .

101-4051 Bank & Loan Charges

This has a budget of £40, £23 spent on CHAPS fee re precept transfer.

101-4056 Audit Fees

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

101-4057 – Accountancy & Software

This relates to the accounting treatment for year-end closedown and preparation of year end accounts. No expenditure to date

101-4061 – CCLA Management Fees

This relates to CCLA management fees for the Property Fund. To date no charges have been applied.

102-4007 Member Conferences

No expenditure to date.

102-4008 Member Training

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

102-4009 Travel

Civic travel expenses incurred.

102-4020 Misc. Establishment Costs

Expenditure to date includes the purchase of the Jubilee flag.

102-4024 Subscriptions

The annual subscriptions have been made to NALC, SLCC, National Allotment Association, CPRE, ICCM.

102-4104 Hospitality Allowance

Expenditure relates to hospitality after the AGM.

102-4131 – Election Costs

No expenditure to date.

190-1082 Inc Lettings

Hire income received for Chamber. None to date.

190-1091 Income Misc.

£56 received as shown on the report.

190-1099 Insurance Claims

Income received arising from 2 insurance claims.

190-4007 Conference Costs

No expenditure to date.

190-4008 Training / Courses

This covers various smaller scale online training completed by staff. The Clerk attended the NALC Fighting Climate Change session. There is also a mis-code of £450 relating to Grounds Training. This will be rectified. The Clerk has notified the Personnel Committee of a training course ILM Level 5 Diploma in Leadership & Management and support has been given.

190-4009 Travel

No officers travel undertaken to date.

190-4011 Rates

Annual rates settled in full.

190-4012 Water rates

Payments made.

190-4014 Electricity

£529 payment to date made covering April to July.

190-4015 Gas

£185 payment to date made covering April to July.

190-4017 Health & Safety

Expenditure to date relates to an employee eye test.

190-4020 Misc. Est Costs

Various small-scale expenditure incurred. Over budget by £22

190-4021 Communication Costs

Land line and mobile charges.

190-4022 Postage



This covers rental costs and ad hoc stamps.

190-4023 Stationery

Ad hoc office supplies purchased.

190-4025 Insurance

The annual premium is due to be paid imminently. Any remaining budget will be used for any additional insurance requirements.

190-4026 Computer Costs

Ad hoc costs incurred plus the annual IT support fee and Microsoft Office charges.

190-4027 Photocopier charges

Ad hoc costs incurred.

190-4031 Advertising

No expenditure to date

190-4036 Property maintenance

No expenditure to date

190-4038 Maintenance Contracts

This covers annual office alarm maintenance costs and sanitary services. No expenditure to date

190-4042 Equip Main & Repairs

£514 expenditure to date on small scale additional IT.

190-4059 Other Professional Fees

No expenditure to date

191-4001 Staff Salaries, 4002 NI,4003 Superannuation

Expenditure relates to April, May, June and July.

191-4005 Staff overtime

Expenditure relates to April, May, June and July.

191-4008 Training Course

This is a mis-code to be rectified.

191-4059 Other Professional Fees

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

199-4026 Computer Costs

Expenditure relates to the purchase of 2 laptops as replacement desktop machines.

Expenditure has also been incurred in relation to the IT set up in the Council Chamber.

This is yet to be processed.

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

##### **Aspirations**

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

#### **5. IMPLICATIONS**

##### **Corporate Implications**

- There are no corporate implications arising from this report

##### **Legal Implications**

- There are no legal implications arising from this report

**Financial Implications**

- There are no financial implications arising from this report

**Risk Implications**

- There are no risk implications arising from this report

**Equalities Implications**

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

This project / issue does not discriminate.

**Press Contact**

There are no press implications arising from this report.

**6. CONCLUSION AND NEXT STEPS**

Proactive monitoring of the budget will set the council in good stead going forwards and will help to ensure that expenditure and income targets are met.  
There are no issues or areas of concern to highlight in this report.

**7. APPENDICES**

**Appendix A:** Income & Expenditure Report

24/08/2022

## Houghton Regis Town Council

Page 1

11:55

## Detailed Income &amp; Expenditure by Budget Heading 24/08/2022

Month No: 4

## Committee Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Corporate Services</b>								
<u>101 Corporate Management</u>								
1076 Precept received	0	559,618	1,119,236	559,618			50.0%	
1096 Interest & Dividends Received	865	2,052	28,360	26,308			7.2%	
Corporate Management :- Income	<b>865</b>	<b>561,670</b>	<b>1,147,596</b>	<b>585,926</b>			<b>48.9%</b>	<b>0</b>
4051 BANK & LOAN CHARGES	0	23	40	17		17	57.5%	
4056 AUDIT FEES	0	(30)	3,000	3,030		3,030	(1.0%)	
4057 ACCOUNTANCY & SOFTWARE	0	0	2,600	2,600		2,600	0.0%	
4061 CCLA Management Fees	0	0	4,000	4,000		4,000	0.0%	
Corporate Management :- Indirect Expenditure	<b>0</b>	<b>(7)</b>	<b>9,640</b>	<b>9,647</b>	<b>0</b>	<b>9,647</b>	<b>(0.1%)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>865</b>	<b>561,677</b>	<b>1,137,956</b>	<b>576,279</b>				
<u>102 Democratic Rep'n &amp; Mgmt</u>								
4007 CONFERENCE COSTS	0	0	600	600		600	0.0%	
4008 TRAINING/COURSES	0	92	700	608		608	13.2%	
4009 TRAVEL	0	80	350	270		270	22.9%	
4020 MISC. ESTABLISH.COST	0	198	400	202		202	49.6%	
4024 SUBSCRIPTIONS	0	2,745	2,848	103		103	96.4%	
4059 OTHER PROFESSIONAL FEES	0	0	4,000	4,000		4,000	0.0%	
4104 HOSPITALITY ALLNCE	0	85	250	165		165	33.8%	
4131 ELECTION COSTS	0	0	12,000	12,000		12,000	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	<b>0</b>	<b>3,201</b>	<b>21,148</b>	<b>17,947</b>	<b>0</b>	<b>17,947</b>	<b>15.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(3,201)</b>	<b>(21,148)</b>	<b>(17,947)</b>				
<u>190 Central Services</u>								
1082 INC-LETTINGS	0	0	30	30			0.0%	
1091 Income Miscellaneous	0	56	100	44			56.0%	
1099 Insurance Claims	0	1,920	0	(1,920)			0.0%	
Central Services :- Income	<b>0</b>	<b>1,976</b>	<b>130</b>	<b>(1,846)</b>			<b>1519.9%</b>	<b>0</b>
4007 CONFERENCE COSTS	0	0	800	800		800	0.0%	
4008 TRAINING/COURSES	45	538	2,500	1,962		1,962	21.5%	
4009 TRAVEL	0	0	500	500		500	0.0%	
4011 RATES	0	7,111	7,300	189		189	97.4%	
4012 WATER RATES	11	151	600	449		449	25.1%	
4014 ELECTRICITY	151	529	2,700	2,171		2,171	19.6%	
4015 GAS	31	185	850	665		665	21.8%	

## Detailed Income &amp; Expenditure by Budget Heading 24/08/2022

Month No: 4

Committee Report

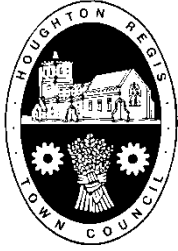
	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4017 HEALTH & SAFETY	0	22	400	378		378	5.6%	
4020 MISC. ESTABLISH.COST	0	222	200	(22)		(22)	111.1%	
4021 COMMUNICATIONS COSTS	514	2,370	5,800	3,430		3,430	40.9%	
4022 POSTAGE	0	142	800	658		658	17.7%	
4023 STATIONERY	49	275	1,000	725		725	27.5%	
4025 INSURANCE	0	13,035	14,000	965		965	93.1%	
4026 COMPUTER COSTS	785	884	6,300	5,416		5,416	14.0%	
4027 PHOTOCOPIER CHARGES	214	532	1,600	1,068		1,068	33.3%	
4031 ADVERTISING	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	0	0	2,000	2,000		2,000	0.0%	
4038 MAINTENANCE CONTRACTS	0	0	600	600		600	0.0%	
4042 Equipment Repairs & Maintenance	0	514	1,000	486		486	51.4%	
4059 OTHER PROFESSIONAL FEES	0	0	5,000	5,000		5,000	0.0%	
Central Services :- Indirect Expenditure	<b>1,800</b>	<b>26,510</b>	<b>54,450</b>	<b>27,940</b>	<b>0</b>	<b>27,940</b>	<b>48.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,800)</b>	<b>(24,534)</b>	<b>(54,320)</b>	<b>(29,786)</b>				
<u>191 Personnel/Staff Costs</u>								
4001 STAFF SALARIES	32,908	128,470	431,705	303,235		303,235	29.8%	
4002 EMPLOYERS N.I	3,159	12,042	49,646	37,604		37,604	24.3%	
4003 EMPLOYERS SUPERANN.	7,829	29,482	102,745	73,263		73,263	28.7%	
4005 STAFF OVERTIME	1,703	4,189	6,000	1,811		1,811	69.8%	
4008 TRAINING/COURSES	0	541	0	(541)		(541)	0.0%	
4059 OTHER PROFESSIONAL FEES	1,248	4,712	5,500	788		788	85.7%	
Personnel/Staff Costs :- Indirect Expenditure	<b>46,848</b>	<b>179,437</b>	<b>595,596</b>	<b>416,159</b>	<b>0</b>	<b>416,159</b>	<b>30.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(46,848)</b>	<b>(179,437)</b>	<b>(595,596)</b>	<b>(416,159)</b>				
<u>199 P&amp;R Capital and Projects</u>								
4026 COMPUTER COSTS	0	1,912	4,000	2,088		2,088	47.8%	
P&R Capital and Projects :- Indirect Expenditure	<b>0</b>	<b>1,912</b>	<b>4,000</b>	<b>2,088</b>	<b>0</b>	<b>2,088</b>	<b>47.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(1,912)</b>	<b>(4,000)</b>	<b>(2,088)</b>				
Corporate Services :- Income	<b>865</b>	<b>563,646</b>	<b>1,147,726</b>	<b>584,080</b>			<b>49.1%</b>	
Expenditure	<b>48,648</b>	<b>211,053</b>	<b>684,834</b>	<b>473,781</b>	<b>0</b>	<b>473,781</b>	<b>30.8%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(47,782)</b>	<b>352,593</b>						

## Detailed Income &amp; Expenditure by Budget Heading 24/08/2022

Month No: 4

Committee Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	865	563,646	1,147,726	584,080			49.1%	
Expenditure	48,648	211,053	684,834	473,781	0	473,781	30.8%	
<b>Net Income over Expenditure</b>	<b>(47,782)</b>	<b>352,593</b>	<b>462,892</b>	<b>110,299</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(47,782)</b>	<b>352,593</b>						



## **CORPORATE SERVICES COMMITTEE**

## **Agenda Item 6**

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<b>Date:</b>	<b>12<sup>th</sup> September 2022</b>
<b>Title:</b>	<b>Income &amp; Expenditure Report – Addendum</b>
<b>Purpose of the Report:</b>	<b>To provide members with an update on 191 4005 Staff Overtime.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

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### **1. RECOMMENDATION**

- 1. To provide feedback to the Events Working group of the deliberations and concerns of the Corporate Services Committee on the budget strain that the Overtime budget is facing and to seek their assistance in limiting additional overtime pressures;**
- 2. To review the overtime budget at Corporate Services in February when the council will have more certainty over the scope of other codes in 191 to cover the overtime budget.**

### **2. BACKGROUND**

The Income and Expenditure report provides information on Staff Overtime to July 2022. However further work has been completed to assess the financial implications of anticipated overtime until March 2023.

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

Staff overtime is allocated to code 191 4005. This covers overtime worked to service council meetings and council and civic events. The budget is £6000. Expenditure to end of July is £4189.

Offices have reviewed the scheduled meeting and events until March 2023 and anticipate that further overtime will be claimed which will exceed the budgeted amount.

For council meetings, there are approximately 26 evening meetings until March 2023. With an average of 2 hours per meeting, there is a potential further draw on the overtime budget of £1000.

For events, based on the schedule indicated by Events Working Group (this excludes Celebration of Christmas) and the Community Development Officer's events there will be draw of around £1300.

These figures are only approximate as they depend on:

- The applicable hourly rate of individual staff members;
- The level of support provided to run events provided by members and other agencies;
- Whether staff choose to claim TOIL or overtime (in accordance with their contract of employment)

It is anticipated that the council will be short of £2000-£2500 in the overtime budget.

Options to address this are:

1. To monitor the situation with the thought that budget underspends in 191 can absorb the overspend. This may or may not happen, it depends on the pay award, whether any additional staff are recruited in 22/23, whether any staff leave their employment, and we make a saving on their salary whilst the post is vacant
2. To require EWG to reduce the number of events that are being planned so that an overtime saving can be made of £1000
3. To ask Town Council for permission to use general reserves

This is a difficult position to be in. To secure a sufficient saving through the reduction in the number of council events would have a significant impact on the events programme. The overtime calculation does not take into account the possibility of the Celebration of Christmas event taking place. As such the following is suggested:

1. To limit events planned for 2022/23 to:

Mayor's Civic Reception
Film Screening
Remembrance Sunday
Christmas Carol Service
Santa Float
Santa Float
Santa Float
Santa's Grotto
Charity Dinner
Pride of Houghton Awards
Mayoral Bingo Afternoon
Easter Egg Hunt

2. To ask EWG to consider the events planned to see if there are any which could be removed. There are staff capacity concerns over the Christmas events planned, from 3<sup>rd</sup> December to 10<sup>th</sup> December there are 5 events planned. Perhaps EWG could look to outsource the Santa Float. This would ease the overtime budget strain and reduce personnel strain during this period.

3. To review the overtime budget at Corporate Services in February when the council will have more certainty over the scope of other codes in 191 to cover the overtime budget and at which time all the Christmas events will have taken place.

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

##### **Aspirations**

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

#### **5. IMPLICATIONS**

##### **Corporate Implications**

- Feedback is required to the EWG

##### **Legal Implications**

- In accordance with contracts of employment the council must offer staff overtime or TOIL to complete work outside of their normal working hours.

##### **Financial Implications**

- The report identifies a budget pressure in 191 4005

##### **Risk Implications**

- There is a risk to the council should events and council meetings not be adequately staffed.

##### **Equalities Implications**

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

This project / issue does not discriminate.

##### **Press Contact**

There are no press implications arising from this report.

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

There is a need for the council to make suitable budget provision available to staff council meetings and events. The recommendations seek to find a suitable way forward in this financial year. It is suggested that increased budget provision be made in 191 4005 for 2023/24 or that council events and meetings are reduced.

#### **7. APPENDICES**

**None**



## Houghton Regis Town Council

### Bank - Cash and Investment Reconciliation as at 30 April 2022

		<u>Account Description</u>	<u>Balance</u>
<b><u>Bank Statement Balances</u></b>			
1	30/04/2022	Liquidity Manager Account	495,573.98
1	30/04/2022	NatWest Current Account	1,000.00
2	30/04/2022	Business Reserve Account	266.56
3	30/04/2022	Natwest Youth Council	1,248.15
			<b>498,088.69</b>
<b><u>Other Cash &amp; Bank Balances</u></b>			
		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	134.33
		Postage Franking M/C float	0.00
		TREASURY ACCOUNT	0.00
			<b>1,335,834.33</b>
			<b>1,833,923.02</b>
<b><u>Unpresented Payments</u></b>			
1	06/04/2022	FP29	1,836.00
			<b>1,836.00</b>
			<b>1,832,087.02</b>
<b><u>Receipts not on Bank Statement</u></b>			
0	30/04/2022	All Receipts Cleared	0.00
			<b>0.00</b>
			<b>1,832,087.02</b>
<b><u>Closing Balance</u></b>			
<b><u>All Cash &amp; Bank Accounts</u></b>			
1		NATWEST CURRENT/RESERVE	494,737.98
2		NATWEST ONLINE ac 41172051	266.56
3		Natwest Yth Council	1,248.15
		Other Cash & Bank Balances	1,335,834.33
<b>Total Cash &amp; Bank Balances</b>			<b>1,832,087.02</b>

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## Houghton Regis Town Council

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

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	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/05/2022 Liquidity Manager Account	13,506.26
1	31/05/2022 NatWest Current Account	1,000.00
2	31/05/2022 Business Reserve Account	266.58
3	31/05/2022 Natwest Youth Council	1,197.51
		<b>15,970.35</b>
<u>Other Cash &amp; Bank Balances</u>		
	CCLA Property Fund Acct	600,000.00
	CLERKS IMPREST ACCOUNT	200.00
	Fixed Rate Bond	0.00
	Float temp -Easter Playschem	0.00
	Float temp - Council Events	0.00
	L A Deposit Fund Account	1,165,500.00
	LOMBARD PRIME RESPONSE	0.00
	PETTY CASH FLOAT	255.28
	Postage Franking M/C float	0.00
	TREASURY ACCOUNT	0.00
		<b>1,765,955.28</b>
		<b>1,781,925.63</b>
<u>Receipts not on Bank Statement</u>		
0	31/05/2022 All Receipts Cleared	0.00
		<b>0.00</b>
<b>Closing Balance</b>		
		<b>1,781,925.63</b>
<u>All Cash &amp; Bank Accounts</u>		
1	NATWEST CURRENT/RESERVE	14,506.26
2	NATWEST ONLINE ac 41172051	266.58
3	Natwest Yth Council	1,197.51
	Other Cash & Bank Balances	1,765,955.28
	<b>Total Cash &amp; Bank Balances</b>	<b>1,781,925.63</b>

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## Houghton Regis Town Council

### Bank - Cash and Investment Reconciliation as at 30 June 2022

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	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	30/06/2022 Liquidity Manager Account	40,658.52
1	30/06/2022 NatWest Current Account	1,000.00
2	30/06/2022 Business Reserve Account	266.60
3	30/06/2022 Natwest Youth Council	1,114.85
		<b>43,039.97</b>
<u>Other Cash &amp; Bank Balances</u>		
	CCLA Property Fund Acct	600,000.00
	CLERKS IMPREST ACCOUNT	200.00
	Fixed Rate Bond	0.00
	Float temp -Easter Playschem	0.00
	Float temp - Council Events	0.00
	L A Deposit Fund Account	1,045,500.00
	LOMBARD PRIME RESPONSE	0.00
	PETTY CASH FLOAT	45.19
	Postage Franking M/C float	0.00
	TREASURY ACCOUNT	0.00
		<b>1,645,745.19</b>
		<b>1,688,785.16</b>
<u>Unpresented Payments</u>		
1	01/06/2022 FP15	20.00
1	01/06/2022 FP4	150.00
1	14/06/2022 FP4	0.60
1	27/06/2022 FP17	126.67
1	27/06/2022 FP21	9,290.27
1	27/06/2022 FP6	25.00
		<b>9,612.54</b>
		<b>1,679,172.62</b>
<u>Receipts not on Bank Statement</u>		
0	30/06/2022 All Receipts Cleared	0.00
		<b>0.00</b>
<b>Closing Balance</b>		
		<b>1,679,172.62</b>
<u>All Cash &amp; Bank Accounts</u>		
1	NATWEST CURRENT/RESERVE	32,045.98
2	NATWEST ONLINE ac 41172051	266.60
3	Natwest Yth Council	1,114.85
	Other Cash & Bank Balances	1,645,745.19
	<b>Total Cash &amp; Bank Balances</b>	<b>1,679,172.62</b>

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## Houghton Regis Town Council

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

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	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/07/2022 Liquidity Manager Account	62,147.38
1	31/07/2022 NatWest Current Account	1,000.00
2	31/07/2022 Business Reserve Account	266.62
3	31/07/2022 Natwest Youth Council	1,050.45
		<b>64,464.45</b>
<u>Other Cash &amp; Bank Balances</u>		
	CCLA Property Fund Acct	600,000.00
	CLERKS IMPREST ACCOUNT	200.00
	Fixed Rate Bond	0.00
	Float temp -Easter Playschem	0.00
	Float temp - Council Events	0.00
	L A Deposit Fund Account	945,500.00
	LOMBARD PRIME RESPONSE	0.00
	PETTY CASH FLOAT	34.67
	Postage Franking M/C float	0.00
	TREASURY ACCOUNT	0.00
		<b>1,545,734.67</b>
		<b>1,610,199.12</b>
<u>Receipts not on Bank Statement</u>		
0	31/07/2022 All Receipts Cleared	0.00
		<b>0.00</b>
<b>Closing Balance</b>		
		<b>1,610,199.12</b>
<u>All Cash &amp; Bank Accounts</u>		
1	NATWEST CURRENT/RESERVE	63,147.38
2	NATWEST ONLINE ac 41172051	266.62
3	Natwest Yth Council	1,050.45
	Other Cash & Bank Balances	1,545,734.67
	<b>Total Cash &amp; Bank Balances</b>	<b>1,610,199.12</b>

02/09/2022

Houghton Regis Town Council

Page 1

10:50

PURCHASE LEDGER INVOICE LISTING

User: CSW

Trade Creditors for Month No 1

Order by Ref No

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
11/04/2022	100026608	1	AFFINITY WATER	THR01	341.70	6.20	347.90	4042	291	341.70	1-Standpipe licence
06/04/2022	25848	2	AMF SERVICES	AMF01	150.00	30.00	180.00	4042	291	150.00	2-Kubota repair beacon
12/04/2022	3178	3	ALLFRAME	ALL01	43.86	8.78	52.64	4106	307	43.86	3-Photo frames
07/04/2022	7422	4	BRADBURY	BRA03	2.00	0.00	2.00	4222	304	2.00	4-Carnival Stall refund
21/04/2022	21422	5	DIOCESE OF ST ALBANS	DIO001	30.00	0.00	30.00	4101	307	30.00	5-Ukraine Appeal donation
25/04/2022	25422	6	DUNSTABLE TOWN CO	DUN04	28.00	0.00	28.00	4101	307	28.00	6-Dunstable dinner ticket
12/04/2022	3305759899	7	NALC	NAL01	43.09	8.62	51.71	4008	190	43.09	7-Fighting Climate Change
13/04/2022	SI226003224	8	HOUSE OF FLAGS	HOU02	110.80	22.16	132.96	4222	304	110.80	8-St George/Union flag
01/04/2022	INV-025200	9	BUSINESS HR SOLUTION	BUS01	214.52	42.90	257.42	4059	191	214.52	9-HR Retainer
22/04/2022	748891	10	BEDS PENSION FUND	BED02	51.69	0.00	51.69	4003	191	51.69	10-Pension Added yrs Mar 22
01/04/2022	1422	11	KRISGAR	KRI01	235.00	0.00	235.00	4222	307	235.00	11-Carnival entertainment
01/04/2022	1422A	12	KRISGAR	KRI01	235.00	0.00	235.00	4222	307	235.00	12-Queens jubille entertainmen
11/04/2022	1618	13	LEE & SONS CLEANING	LEE03	50.00	0.00	50.00	4020	190	50.00	13-Office cleaning
19/04/2022	19422	14	LD HOSPITAL FUND	LD001	25.00	0.00	25.00	4101	307	25.00	14-L&D Charity quiz tickets
21/04/2022	21422	15	ROUS	ROU001	5.00	0.00	5.00	4222	307	5.00	15-Carnival stall refund
12/04/2022	12422	16	STEEL N	STE003	50.00	0.00	50.00	4106	307	50.00	16-Civic Service organist
07/04/2022	SIN2040733	17	PPL PRS LTD	PPLPRS	141.97	28.39	170.36	4227	302	141.97	17-PPL/PRS Licence
12/04/2022	SIN2045823	18	PPL PRS LTD	PPLPRS	955.86	191.17	1,147.03	4222	304	955.86	18-PPL/PRS Licence
10/04/2022	00002193203-048	19	PLUSNET PLC	PLU03	14.27	2.85	17.12	4021	291	14.27	19-Depot broadband
11/04/2022	110188	20	PRESTIGE DESIGN	PRE04	605.00	121.00	726.00	4006	291	605.00	20-Staff uniforms
11/04/2022	OASI0011816	21	ORIGIN	ORI001	2,237.20	447.44	2,684.64	4037	211	559.30	21-Fertiliser
								4037	221	559.30	21-Fertiliser
								4037	231	559.30	21-Fertiliser
								4037	241	559.30	21-Fertiliser
10/04/2022	4328666	22	RIGHT FUEL CARD	TOT01	86.25	17.25	103.50	4044	291	86.25	22-Fuel A/C
11/04/2022	INV000433	23	STRAWBERRY FIELDZ LT	STR02	1,175.00	0.00	1,175.00	4222	304	1,175.00	23-Houghton Rocks stage
11/04/2022	INV000432	24	STRAWBERRY FIELDZ LT	STR02	1,175.00	0.00	1,175.00	4222	304	1,175.00	24-July 9th Stage hire
07/04/2022	18107	25	SJS IRRIGATION	SJS01	231.00	46.20	277.20	4037	243	231.00	25-Bowls club sprinkler repair

## Trade Creditors for Month No 1

## Order by Ref No

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
11/04/2022	SI-2766792	26	SPALDINGS LIMITED	SPA01	817.90	163.58	981.48	4042	291	817.90	26-Hand tools
11/04/2022	SI-2766791	27	SPALDINGS LIMITED	SPA01	153.84	30.77	184.61	4042	291	153.84	27-Hand tools
15/04/2022	SI-2768171	28	SPALDINGS LIMITED	SPA01	51.96	10.39	62.35	4042	291	51.96	28-Pruning saw
26/04/2022	GRANT	29	HOWSE	HOW001	200.00	0.00	200.00	4218	305	200.00	29-Jubile Strret party grant
22/04/2022	135118202217436	30	POZITIVE 135118	POZ02	5.25	0.26	5.51	4015	212	5.25	30-P/Side Pav Gas Mar 22
22/04/2022	135115202217436	31	POZITIVE 135115	POZ01	5.25	0.26	5.51	4015	222	5.25	31-T/Farm Pav Gas Mar 22
19/04/2022	TE00318912	32	CASTLE AB0003516482	CAS12	2.07	0.41	2.48	4012	232	2.07	32-O/Close Water charges
13/04/2022	TE00312623	33	CASTLE AB0003516482	CAS12	-0.21	-0.04	-0.25	4012	232	-0.21	33-O/Close water charges
30/04/2022	APR22	34	HMRC	HMR001	8,046.63	0.00	8,046.63	521	0	8,046.63	34-PAYE/NI Apr 22
30/04/2022	APR22	35	BEDS PENSION FUND	BED02	9,774.92	0.00	9,774.92	525	0	9,774.92	35-Pensions Apr 22
22/04/2022	614C80884	41	BIFFA WASTE	DUN02	1,389.28	277.86	1,667.14	4018	291	1,389.28	41-Trade Refuse
28/04/2022	73473	42	CDS GROUP	CDS01	350.00	70.00	420.00	4862	299	350.00	42-Cemetery monitoring
30/04/2022	175984	43	GEO BROWN	GBI01	55.23	11.05	66.28	4042	291	55.23	43-Remote control
30/04/2022	H042205119	44	HERTFORDSHIRE COUNCI	HER01	63.67	12.73	76.40	4023	190	63.67	44-Stationery
24/04/2022	164684	45	JASPERS HIRE LTD	JAS01	370.06	74.01	444.07	4106	307	370.06	45-Crockery hire
29/04/2022	303095	46	LATENT	LAN03	98.33	19.67	118.00	4027	190	98.33	46-Copier charges
30/04/2022	41645	47	MCS CONTRACT	MCS01	1,600.00	320.00	1,920.00	4230	302	1,600.00	47-Toilets cleaning
26/04/2022	110378	48	PRESTIGE DESIGN	PRE04	170.00	34.00	204.00	4006	291	170.00	48-Staff uniforms
29/04/2022	4913	49	REIDS PLAYGROUND	RPM01	1,205.00	241.00	1,446.00	4877	299	1,205.00	49-Balance Junction/wobble bri
30/04/2022	92809	50	SCUTUM	SCU01	84.08	16.82	100.90	4038	242	84.08	50-CCTV System maint
04/04/2022	B0002929	74	BEDS POLICE AUTHORIT	BED07	3,422.10	0.00	3,422.10	4059	306	3,422.10	74-OP Hana Dec 21
23/03/2022	B0002976	75	BEDS POLICE AUTHORIT	BED07	2,918.90	0.00	2,918.90	4059	306	2,918.90	75-OP Hana - Jan 22
23/03/2022	B0002975	76	BEDS POLICE AUTHORIT	BED07	3,626.35	0.00	3,626.35	4059	306	3,626.35	76-OP HANA Feb 22
30/04/2022	30422	86	CHAPMAN PLANNING	CHA01	525.00	0.00	525.00	4062	401	525.00	86-N/Plan advice
01/04/2022	010422	87	BRITISH RED CROSS	BRI04	3,000.00	0.00	3,000.00	4218	305	3,000.00	87-Red Cross donation
21/04/2022	M003N5	90	BT	BRI02	195.00	39.00	234.00	4021	190	195.00	90-Telephone
28/04/2022	0007209789	91	CASTLE WATER 2597735	CAS08	2.64	0.00	2.64	4012	222	2.64	91-T/Farm water charges
28/04/2022	0007200604	92	CASTLE WATER 2600724	CAS03	38.73	0.00	38.73	4012	291	38.73	92-Depot water charges
28/04/2022	0007197177	93	CASTLE WATER 2618965	CAS05	153.46	30.69	184.15	4012	242	153.46	93-M/Cres water charges

## Trade Creditors for Month No 1

## Order by Ref No

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/04/2022	0007202619	94	CASTLE WATER 2597763	CAS07	8.86	0.00	8.86	4012	190	8.86	94-Office water charges
28/04/2022	0007195629	95	CASTLE WATER 2596363	CAS06	9.89	1.97	11.86	4012	291	9.89	95-Depot water charges
30/04/2022	138466	96	PAYROLL OPTIONS -DD	PAYROLL	117.00	23.40	140.40	4059	191	117.00	96-Payroll fees Apr 22
26/04/2022	138191	97	PAYROLL OPTIONS -DD	PAYROLL	118.59	23.72	142.31	4059	191	118.59	97-Year end payroll 21/22
22/04/2022	135119202217436	102	POZITIVE 135119	POZ04	90.73	4.54	95.27	4015	242	90.73	102-M/Cres Pav Gas Mar 22
16/04/2022	1039088	104	WAVE ANGLIAN WATER	ANG01	108.01	0.00	108.01	4012	190	108.01	104-Office Water
16/04/2022	10389273	105	WAVE ANGLIAN WATER	ANG01	152.50	0.00	152.50	4012	242	152.50	105-M/Cres Water charges
16/04/2022	10390079	106	WAVE ANGLIAN WATER	ANG01	137.99	0.00	137.99	4012	202	137.99	106-V/Green Water charges
24/04/2022	V01984209399	117	EE LIMITED	EE01	318.06	63.61	381.67	4021	190	318.06	117-Mobile phones
24/02/2022	V01964845906	118	EE LIMITED	EE01	302.72	60.54	363.26	4021	190	302.72	118-Mobile phones
30/04/2022	30422	119	BATPC	BATPC	30.00	0.00	30.00	4008	191	30.00	119-Staff procurement tranning
30/04/2022	TPC10169	120	DCK BEAVERS LTD	DCK01	865.69	173.14	1,038.83	4059	191	865.69	120-Accountancy Apr 22
01/04/2022	SF-111888	121	HEALTH ASSURED	HEA01	340.00	68.00	408.00	4059	191	340.00	121-Employee support 22/23
12/04/2022	514336865	122	ZURICH	ZUR01	13,034.97	0.00	13,034.97	4023	190	13,034.97	122-Insurance 22/23
29/04/2022	12910	123	MARTIN RIX	MAR04	3,720.00	744.00	4,464.00	4879	299	3,720.00	123-Memeorial Hall Planting Be
30/04/2022	APR22.	139	HMRC	HMR001	8,256.41	0.00	8,256.41	521	0	8,256.41	139-PAYE/NI Apr 22
30/04/2022	APR22C	140	HMRC	HMR001	-8,046.63	0.00	-8,046.63	521	0	-8,046.63	140-PAYE/NI Apr 22
30/04/2022	APR22.	141	BEDS PENSION FUND	BED02	8,882.13	0.00	8,882.13	525	0	8,882.13	141-Pensions Apr 22
30/04/2022	APR22C	142	BEDS PENSION FUND	BED02	-9,774.92	0.00	-9,774.92	525	0	-9,774.92	142-Pensions Apr 22
04/04/2022	4422	992	AMPTHILL TC	AMP03	25.00	0.00	25.00	4101	307	25.00	992-Amphill Concert tickets
01/04/2022	AFF049	993	BATPC	BATPC	2,122.00	0.00	2,122.00	4024	102	2,122.00	993-BATPC Subs 22/23
01/04/2022	1422	994	BATPC	BATPC	30.00	0.00	30.00	4008	102	30.00	994-CE Contracts training
02/04/2022	10	999	BROWN & WHITE	BRO01	22.31	0.00	22.31	4017	190	22.31	999-EG Eye test
01/04/2022	33016488	1001	CENTRAL BED CO	CEN04	8,732.50	0.00	8,732.50	4013	291	8,732.50	1001-Depot rates 22/23
01/04/2022	3160492	1003	CENTRAL BED CO	CEN04	4,441.10	0.00	4,441.10	4011	242	4,441.10	1003-M/Cres Rates 22/23
01/04/2022	3080213	1004	CENTRAL BED CO	CEN04	2,544.90	0.00	2,544.90	4011	202	2,544.90	1004-The Green Rates 22/23
01/04/2022	3012142	1005	CENTRAL BED CO	CEN04	7,110.75	0.00	7,110.75	4011	190	7,110.75	1005-Office Rates 22/23
01/04/2022	3016930	1006	CENTRAL BED CO	CEN04	1,010.48	0.00	1,010.48	4011	271	1,010.48	1006-Cemetery Rates 22/23
09/04/2022	9422	1019	LS EVENT	LS003	130.00	0.00	130.00	4222	304	130.00	1019-Easter face painting/ta

## Trade Creditors for Month No 1

## Order by Ref No

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
04/04/2022	3235666059	1021	NALC	NAL01	32.44	6.49	38.93	4008	102	32.44	1021-Climate change training
01/04/2022	0041	1025	PERFECT PERSONALISED	PER03	250.00	0.00	250.00	4222	304	250.00	1025-Skate Jam DJ
01/04/2022	0042	1026	PERFECT PERSONALISED	PER03	250.00	0.00	250.00	4222	304	250.00	1026-Jubilee Sound system
01/04/2022	0043	1027	PERFECT PERSONALISED	PER03	100.00	0.00	100.00	4106	307	100.00	1027-Remeberance Sound system
29/03/2022	0047	1028	PERFECT PERSONALISED	PER03	207.50	0.00	207.50	4222	304	207.50	1028-Easter Event DJ
04/04/2022	4884	1030	REIDS PLAYGROUND	RPM01	1,205.00	241.00	1,446.00	4042	282	1,205.00	1030-Replace decking
04/04/2022	4422	1040	SAFER LUTON	SAF04	50.00	0.00	50.00	4101	307	50.00	1040-Ukraine Crisis Event
17/03/2022	132095592	1041	SENETIC	SEN001	199.42	39.88	239.30	4042	190	199.42	1041-HP Laser printer
18/03/2022	131041255	1042	SENETIC	SEN001	199.42	39.88	239.30	4042	190	199.42	1042-HP Laser printer
01/04/2022	0007077425	1050	CASTLE WATER 2618965	CAS05	50.54	10.11	60.65	4012	242	50.54	1050-M/Cres water charges
01/04/2022	0007081212	1051	CASTLE WATER 2597749	CAS10	35.44	7.09	42.53	4012	212	35.44	1051-P/Drive water charges
01/04/2022	0007081202	1052	CASTLE WATER 2597763	CAS07	11.70	0.00	11.70	4012	190	11.70	1052-Offie water charges
01/04/2022	0007077617	1053	CASTLE WATER 2596363	CAS06	23.57	4.71	28.28	4012	291	23.57	1053-Depot water charges
01/04/2022	0007084948	1054	CASTLE WATER 2597735	CAS08	2.60	0.00	2.60	4012	222	2.60	1054-T/Farm Pav water charges
01/04/2022	0007081157	1055	CASTLE WATER 2600724	CAS03	64.13	0.00	64.13	4012	291	64.13	1055-Depot water charges
01/04/2022	0007080172	1056	CASTLE WATER 2598006	CAS04	52.16	10.43	62.59	4012	202	52.16	1056-V/Green Pav water charges
01/04/2022	00767966	1058	YU ENERGY	YU001	88.04	4.40	92.44	4014	222	88.04	1058-T/Farm Electricity
01/04/2022	00767967	1059	YU ENERGY	YU001	194.15	9.71	203.86	4014	202	194.15	1059-The Green electricity
01/04/2022	00767963	1060	YU ENERGY	YU001	198.82	9.94	208.76	4014	190	198.82	1060-Office electricity
01/04/2022	00767965	1061	YU ENERGY	YU001	14.12	0.71	14.83	4014	291	14.12	1061-Depot electricity
01/04/2022	00767964	1062	YU ENERGY	YU001	32.79	1.64	34.43	4014	212	32.79	1062-P/Drive electricity
01/04/2022	00767643	1063	YU ENERGY	YU001	9.12	0.46	9.58	4014	212	9.12	1063-P/Drive electricity
01/04/2022	00767409	1064	YU ENERGY	YU001	153.96	7.70	161.66	4014	242	153.96	1064-M/Cres electricity
01/04/2022	00766810	1065	YU ENERGY	YU001	26.35	1.32	27.67	4014	232	26.35	1065-O/Close electricity
01/04/2022	00765916	1066	YU ENERGY	YU001	429.78	85.96	515.74	4014	291	429.78	1066-Depot electricity
08/04/2022	135116202216803	1092	POZITIVE 135116	POZ03	9.76	0.49	10.25	4015	291	9.76	1092-Depot gas
08/04/2022	135117202216803	1098	POZITIVE 135117	POZ05	134.74	6.74	141.48	4015	190	134.74	1098-Offie Gas





## Trade Creditors for Month No 2

## Order by Ref No

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
10/05/2022	11	51	BROWN & WHITE	BRO01	22.14	0.00	22.14	4059	191	22.14	51-TE Eye safety examination
10/05/2022	INV-1074	52	CASTELE	CAS01	288.75	57.75	346.50	4871	299	288.75	52-F/Foundation submission
12/05/2022	12522	53	COPELSTON	COP001	57.06	0.00	57.06	4009	102	57.06	53-Mayor travel expenses
17/05/2022	17522	54	COPELSTON	COP001	40.00	0.00	40.00	4101	307	40.00	54-Mayor expenses
01/05/2022	259231	55	FRANCOTYP-POSTALIA L	FRA02	75.00	15.00	90.00	4022	190	75.00	55-F/Machine lease 1.5-31.7.22
13/05/2022	177660	56	GEO BROWN	GBI01	62.60	12.52	75.12	4042	291	62.60	56-Autocut head
01/05/2022	INV-025761	57	BUSINESS HR SOLUTION	BUS01	214.52	42.90	257.42	4059	191	214.52	57-HR Retainer
06/05/2022	6522	58	HOSPICE AT HOME	HOS001	75.00	0.00	75.00	4222	307	75.00	58-Donation
01/05/2022	1522	59	LS EVENT	LS003	210.00	0.00	210.00	4222	304	210.00	59-Face painter
01/05/2022	1522	60	PEARSON FORD	PEA02	50.00	0.00	50.00	1082	242	50.00	60-M/Cres hire refund
03/05/2022	INV-MCR2008	61	MICHAELS CIVIC ROBES	MIC02	77.50	15.50	93.00	4106	307	77.50	61-Mayor rode cleaning
12/05/2022	41678	62	MCS CONTRACT	MCS01	71.09	14.22	85.31	4230	302	71.09	62-cleaning materials
10/05/2022	00002193203-049	63	PLUSNET PLC	PLU03	11.57	2.32	13.89	4021	291	11.57	63-Broadband
12/05/2022	SCR372873	64	PPL PRS LTD	PPLPRS	-955.86	-191.17	-1,147.03	4222	304	-955.86	64-PPL/PRS Credit
12/05/2022	SIN2072654	65	PPL PRS LTD	PPLPRS	681.71	136.34	818.05	4222	304	681.71	65-PPL/PRS Licence
04/05/2022	110499	66	PRESTIGE DESIGN	PRE04	178.00	35.60	213.60	4006	291	178.00	66-Staff uniforms
05/05/2022	SIN2065410	67	PPL PRS LTD	PPLPRS	398.76	79.75	478.51	4222	304	398.76	67-PPL/PRS Licence
02/05/2022	622	68	RS GROUND CARE	RSG001	1,800.00	360.00	2,160.00	4037	211	750.00	68-Vertidrain football pitches
								4037	221	750.00	68-Vertidrain football pitches
								4037	241	300.00	68-Vertidrain football pitches
01/05/2022	4376656	69	RIGHT FUEL CARD	TOT01	117.51	23.50	141.01	4044	291	117.51	69-Fuel A/C
09/05/2022	9522	70	GELSTHORP	GEL01	13.95	0.00	13.95	4101	307	13.95	70-Mayor afternoon tea
25/05/2022	220722BED	71	3 SIXTY	3SIXTY	800.00	160.00	960.00	4222	304	800.00	71-Bicycle stunt team
01/05/2022	1522	72	HRCDC	HOU11	200.00	0.00	200.00	4218	305	200.00	72-HRCDC Donation
15/05/2022	15522	73	FARREL Y	FAR03	22.95	0.00	22.95	4009	102	22.95	73-YF Travel expenses
09/05/2022	9522	88	MAYORAPPEAL	MAY02	10.00	0.00	10.00	4101	307	10.00	88-Mayor Afternoon Tea tickets
04/05/2022	321987	89	TOTAL MERCHANDISE	TOT02	495.00	99.00	594.00	4029	303	495.00	89-Coin Token Keyrings
13/05/2022	135115202218040	98	POZITIVE 135115	POZ01	7.50	0.38	7.88	4015	222	7.50	98-T/Farm gas Apr 22

## Trade Creditors for Month No 2

## Order by Ref No

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
13/05/2022	135116202218040	99	POZITIVE 135116	POZ03	7.80	0.39	8.19	4015	291	7.80	99-Depot Gas Apr 22
13/05/2022	135117202218040	100	POZITIVE 135117	POZ05	99.41	4.97	104.38	4015	190	99.41	100-Office Gas Apr 22
13/05/2022	135118202218040	101	POZITIVE 135118	POZ02	7.50	0.38	7.88	4015	212	7.50	101-P/Drive Gas Apr 22
13/05/2022	135119202218040	103	POZITIVE 135119	POZ04	106.69	5.33	112.02	4015	242	106.69	103-M/Cres Gas Apr 22
01/05/2022	00797385	107	YU ENERGY	YU001	260.57	13.03	273.60	4014	291	260.57	107-Depot Electricity
01/05/2022	00799367	108	YU ENERGY	YU001	11.63	0.58	12.21	4014	291	11.63	108-Depot electricity
01/05/2022	00799364	109	YU ENERGY	YU001	213.80	10.69	224.49	4014	190	213.80	109-Offie electricity
01/05/2022	00799368	110	YU ENERGY	YU001	181.71	9.09	190.80	4014	202	181.71	110-The Green Pav electricity
01/05/2022	00799366	111	YU ENERGY	YU001	70.50	3.52	74.02	4014	222	70.50	111-T/Farm electricity
01/05/2022	00799365	112	YU ENERGY	YU001	31.95	1.60	33.55	4014	212	31.95	112-P/Drive electricity
01/05/2022	00799057	113	YU ENERGY	YU001	8.90	0.44	9.34	4014	212	8.90	113-P/Drive electricity
01/05/2022	00798830	114	YU ENERGY	YU001	193.46	9.67	203.13	4014	242	193.46	114-M/Cres electricity
01/05/2022	00798254	115	YU ENERGY	YU001	27.46	1.37	28.83	4014	232	27.46	115-O/Close electricity
24/05/2022	V01993931802	116	EE LIMITED	EE01	318.06	63.61	381.67	4021	190	318.06	116-Mobile Phones
20/05/2022	614C83935	124	BIFFA WASTE	DUN02	1,389.28	277.86	1,667.14	4018	291	1,389.28	124-Trade refuse
16/05/2022	EA35836	125	EARTH ANCHORS	EAR01	903.00	180.60	1,083.60	4856	299	903.00	125-8 x dog bins
19/05/2022	19522	126	HRTC	HOU12	150.00	0.00	150.00	4222	304	150.00	126-Jubilee volunteer refreshm
20/05/2022	INV-1407	127	IAC	IAC001	385.00	77.00	462.00	4056	101	385.00	127-Internal Audit 21/22
30/05/2022	303197	128	LATENT	LAN03	49.50	9.90	59.40	4027	190	49.50	128-Copier charges
24/05/2022	24522	129	LOY	LOY001	1.50	0.00	1.50	1097	304	1.50	129-C/Stall refund
25/05/2022	25522	130	IGNATESCU	IGN001	126.80	0.00	126.80	1082	202	126.80	130-Hall hire refund
23/05/2022	82528	131	PREMIER BADGES	PRE01	1,838.00	367.60	2,205.60	4222	304	1,838.00	131-Jubilee enamel badges
10/05/2022	110594	132	PRESTIGE DESIGN	PRE04	41.20	8.24	49.44	4017	291	41.20	132-Eye wash
20/05/2022	4955	133	REIDS PLAYGROUND	RPM01	5,600.00	1,120.00	6,720.00	4037	282	5,600.00	133-T/Farm Rec fen/gate painti
11/05/2022	12921	134	MARTIN RIX	MAR04	3,160.00	632.00	3,792.00	4036	202	3,160.00	134-V/Green Pav decorating
11/05/2022	12920	135	MARTIN RIX	MAR04	3,220.00	644.00	3,864.00	4036	212	3,220.00	135-P/Side Pavilion decorating
24/05/2022	24522	136	GELSTHORP	GEL01	10.00	0.00	10.00	4222	304	10.00	136-Facebook Carnival advert
30/05/2022	30522	137	GELSTHORP	GEL01	20.00	0.00	20.00	4222	304	20.00	137-Change for Coconut Shy
20/05/2022	INV-2688	138	TECHIES LIMITED	TEC01	115.00	23.00	138.00	4042	190	115.00	138-MVISION Protection

## Trade Creditors for Month No 2

## Order by Ref No

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
26/05/2022	TE00319352	143	CASTLE AB0003516482	CAS12	-4.62	-0.92	-5.54	4012	232	-4.62	143-O/Close Water charges
26/05/2022	TE00323078	144	CASTLE AB0003516482	CAS12	149.40	0.00	149.40	4012	232	149.40	144-O/Close water
26/05/2022	TE00326436	145	CASTLE AB0003516482	CAS12	20.76	4.15	24.91	4012	232	20.76	146-O/Close Water charges
26/05/2022	TE00326436A	146	CASTLE AB0003516482	CAS12	5.52	1.10	6.62	4012	232	5.52	146-O/Close Water charges
31/05/2022	MAY22	153	HMRC	HMR001	8,304.61	0.00	8,304.61	521	0	8,304.61	153-PAYE/NI May 22
31/05/2022	MAY22	154	BEDS PENSION FUND	BED02	8,767.66	0.00	8,767.66	525	0	8,767.66	154-Pensions May 22
26/05/2022	TE00326436B	155	CASTLE AB0003516482	CAS12	1.86	0.37	2.23	4012	232	1.86	155-O/Close water
31/05/2022	73531	158	CDS GROUP	CDS01	350.00	70.00	420.00	4862	299	350.00	158-Cemetery monitoring
31/05/2022	19044	159	DE SIGNS	DES001	44.00	8.80	52.80	4222	304	44.00	159-Banners
31/05/2022	19040	160	DE SIGNS	DES001	48.00	9.60	57.60	4036	201	48.00	160-A4 Signs
31/05/2022	19041	161	DE SIGNS	DES001	70.00	14.00	84.00	4042	291	70.00	161-Vehicle decals
31/05/2022	19042	162	DE SIGNS	DES001	10.00	2.00	12.00	4036	241	10.00	162-Recover existing sign
31/05/2022	TPC10221	163	DCK BEAVERS LTD	DCK01	865.69	173.14	1,038.83	4059	191	865.69	163-Accountancy May 22
31/05/2022	INV-0435	164	GREENBRIDGE DESIGNS	GRE06	569.00	113.80	682.80	4020	271	569.00	164-Plaques/inscriptions
30/05/2022	41719	165	MCS CONTRACT	MCS01	1,600.00	320.00	1,920.00	4230	302	1,600.00	165-Public toilets cleaning
31/05/2022	22/5226	166	PERFECT PRINT	PER01	455.00	91.00	546.00	4222	304	455.00	166-Shop Local pads
31/05/2022	82569	167	PREMIER BADGES	PRE01	612.50	122.50	735.00	4222	304	612.50	167-Carnival badges
30/05/2022	060910827	168	PRESTIGE HYGIENE SER	PRE07	120.00	24.00	144.00	4020	190	120.00	168-Sanitary disposal unit
29/05/2022	4421586	169	RIGHT FUEL CARD	TOT01	101.21	20.24	121.45	4044	291	101.21	169-Fuel A/C
31/05/2022	0007408843	183	CASTLE WATER 2597735	CAS08	2.73	0.00	2.73	4012	222	2.73	183-T/Farm water charges
31/05/2022	0007403017	184	CASTLE WATER 2597763	CAS07	11.11	0.00	11.11	4012	190	11.11	184-Office water charges
31/05/2022	0007403581	185	CASTLE WATER 2600724	CAS03	38.92	0.00	38.92	4012	291	38.92	185-Depot water charges
31/05/2022	0007396883	186	CASTLE WATER 2618965	CAS05	85.59	17.12	102.71	4012	242	85.59	186-M/Cres water charges
31/05/2022	0007397600	187	CASTLE WATER 2596363	CAS06	11.11	2.22	13.33	4012	291	11.11	187-Depot water charges
31/05/2022	139130	189	PAYROLL OPTIONS -DD	PAYROLL	264.00	52.80	316.80	4059	191	264.00	189-Payroll Fees Apr/May 22
<b>TOTAL INVOICES</b>					<u>46,077.52</u>	<u>5,374.40</u>	<u>51,451.92</u>			<u>46,077.52</u>	

## Trade Creditors for Month No 3

## Order by Ref No

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/06/2022	GRANT	170	KIDS IN ACTION	KID02	200.00	0.00	200.00	4218	305	200.00	170-Jubilee party grant
06/06/2022	6622	171	THORNE S	THO02	20.00	0.00	20.00	4101	307	20.00	171-Dunstable Mayor tickets
13/06/2022	0016273630	172	CROMWELL	CRO01	1,363.00	272.60	1,635.60	4018	291	1,363.00	172-Refuse sacks
01/06/2022	1622	173	BILENKYJ	BIL01	200.00	0.00	200.00	4218	305	200.00	173-Jubilee Grant
08/06/2022	22/0620	174	5 STAR LOOS	FIV01	310.00	62.00	372.00	4222	304	310.00	174-Portable toilet hire
09/06/2022	9622	175	HARPENDEN TC MAYOR	HAR04	35.00	0.00	35.00	4101	307	35.00	175-Harpenden Quiz Night ticke
01/06/2022	INV-026327	176	BUSINESS HR SOLUTION	BUS01	214.52	42.90	257.42	4059	191	214.52	176-HR Retainer
01/06/2022	1622	177	HOUGHTON REGIS HELP	HOU03	950.00	0.00	950.00	4222	304	950.00	177-Carnival program delivery
01/06/2022	GRANT	178	SHELLY	SHE01	100.00	0.00	100.00	4218	305	100.00	178-Jubilee Party grant
01/06/2022	GRANT	179	GRIGOROVA	GRI01	200.00	0.00	200.00	4218	305	200.00	179-Jubilee Grant
08/06/2022	OASI0020410	180	ORIGIN	ORI001	69.50	13.90	83.40	4037	243	69.50	180-Topsoil
05/06/2022	4447339	181	RIGHT FUEL CARD	TOT01	15.33	3.07	18.40	4044	291	15.33	181-Fuel A/C
06/06/2022	INV-2750	182	TECHIES LIMITED	TEC01	120.00	24.00	144.00	4021	190	120.00	182-Telephone
06/06/2022	0007436892	188	CASTLE WATER 2597769	CAS09	128.91	25.79	154.70	4012	271	128.91	188-Cemetery water charges
10/06/2022	00002193203-050	190	PLUSNET PLC	PLU03	13.89	2.78	16.67	4021	291	13.89	190-Depot broadband
01/06/2022	00830325	191	YU ENERGY	YU001	11.94	0.60	12.54	4014	291	11.94	1914-Depot electricity
01/06/2022	00830322	192	YU ENERGY	YU001	163.49	8.17	171.66	4014	190	163.49	192-Office electricity
01/06/2022	00830323	193	YU ENERGY	YU001	29.54	1.48	31.02	4014	212	29.54	193-P/Side electricity
01/06/2022	00830326	194	YU ENERGY	YU001	239.38	11.97	251.35	4014	202	239.38	194-The Green electricity
01/06/2022	00830027	195	YU ENERGY	YU001	9.53	0.48	10.01	4014	212	9.53	195-P/side Pav electricity
01/06/2022	00830324	196	YU ENERGY	YU001	40.50	2.02	42.52	4014	222	40.50	196-T/Farm Pav electricity
01/06/2022	00828412	197	YU ENERGY	YU001	195.79	9.79	205.58	4014	291	195.79	197-Depot electricity
01/06/2022	00829254	198	YU ENERGY	YU001	41.62	2.08	43.70	4014	232	41.62	198-O/Close Pav electricity
01/06/2022	00829802	199	YU ENERGY	YU001	188.88	9.44	198.32	4014	242	188.88	199-M/Cres Pav electricity
15/06/2022	26242	200	AMF SERVICES	AMF01	97.17	19.44	116.61	4042	291	97.17	200-Alllet 24 Mower repairs
21/06/2022	26251	201	AMF SERVICES	AMF01	90.17	18.03	108.20	4042	291	90.17	201-20Its Antifreeze
31/05/2022	TPC10231	202	DCK BEAVERS LTD	DCK01	525.00	105.00	630.00	4057	101	525.00	202-Year End Accounts 21/22
16/06/2022	16622	203	DUNSTABLE TOWN CO	DUN04	22.50	0.00	22.50	4101	307	22.50	203-Dunstable Charity Dinner t

## Trade Creditors for Month No 3

## Order by Ref No

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
27/06/2022	27622	204	HOLLAND	HOL001	200.00	0.00	200.00	4218	305	200.00	204-Jubille party grant
15/06/2022	1195A	205	ELLIEVISION	EL001	2,388.00	477.60	2,865.60	4222	304	2,388.00	205-Outdoor cinema 27/7/22
14/06/2022	14622	206	HOUGHTON REGIS WI	HOU06	25.00	0.00	25.00	4101	307	25.00	206-Houghton Regis WI
14/06/2022	749408	207	BEDS PENSION FUND	BED02	53.29	0.00	53.29	4003	191	53.29	207-Pension Added years May 22
21/06/2022	INV-1471	208	IAC	IAC001	385.00	77.00	462.00	4056	101	385.00	208-Internal Audit 21/22
27/06/2022	27622	209	KRISGAR	KRI01	245.00	0.00	245.00	4221	302	245.00	209-Magic/Puppet/Game show
16/06/2022	16622	210	INSKIP	INS02	25.00	0.00	25.00	4101	307	25.00	210-Lord Lieutenant retirement
17/06/2022	0010	211	PERFECT PERSONALISED	PER03	200.00	0.00	200.00	4222	304	200.00	211-Mascots for Carnival proce
22/06/2022	SIN2110301	212	PPL PRS LTD	PPLPRS	369.60	73.92	443.52	4222	304	369.60	212-PRS Licence Carnival
22/06/2022	SI-2785591	213	SPALDINGS LIMITED	SPA01	87.00	17.40	104.40	4042	291	87.00	213-Grease cartridges
11/04/2022	2022/4	214	HOUGHTON REGIS PCC	HOU10	60.00	0.00	60.00	4020	102	60.00	214-Hall hire
17/05/2022	689932	215	STOCKVALE	STO001	250.00	50.00	300.00	4221	302	250.00	215-Southend trip
13/06/2022	661407943	216	SWECO	SWE03	1,000.00	200.00	1,200.00	4871	299	1,000.00	216-Buiding controll fees
01/03/2022	1242830251	217	TRADE UK (BQ)	BQ01	18.22	3.65	21.87	4036	291	18.22	217-Materials
30/03/2022	1251435521	218	TRADE UK (BQ)	BQ01	14.02	2.82	16.84	4036	291	14.02	218-Materials
27/04/2022	1259208346	219	TRADE UK (BQ)	BQ01	12.50	2.50	15.00	4036	291	12.50	219-Toilet brush holder
27/04/2022	1259208354	220	TRADE UK (BQ)	BQ01	4.98	1.00	5.98	4036	291	4.98	220-Materials
24/05/2022	1266891420	221	TRADE UK (BQ)	BQ01	58.55	8.43	66.98	4036	291	58.55	221-Materials
14/06/2022	6420	222	TEACHING TALONS	TEA02	190.00	0.00	190.00	4221	302	190.00	222-Animal encounters
20/06/2022	6424	223	TEACHING TALONS	TEA02	220.00	0.00	220.00	4226	302	220.00	223-Y/Cafe Animal Encounters
07/03/2022	INV-2431	224	TECHIES LIMITED	TEC01	120.00	24.00	144.00	4021	190	120.00	224-Telephone Feb 22
19/05/2022	M004R6	225	BT	BRI02	195.00	39.00	234.00	4021	190	195.00	225-Telephone
21/06/2022	M005VW	226	BT	BRI02	261.67	52.33	314.00	4021	190	261.67	226-Telephone
30/06/2022	JUNE22	227	HMRC	HMR001	8,887.93	0.00	8,887.93	521	0	8,887.93	227-PAYE/NI June 22
30/06/2022	JUNE22	228	BEDS PENSION FUND	BED02	9,290.27	0.00	9,290.27	525	0	9,290.27	228-Pensions June 22
29/03/2022	32489	229	THREE STAR (LUTON) L	THR03	230.00	0.00	230.00	4227	302	230.00	229-Southend trip
30/06/2022	26328	230	AMF SERVICES	AMF01	856.84	171.36	1,028.20	4042	291	856.84	230-RTV handlebar repairs
24/06/2022	614C87025	231	BIFFA WASTE	DUN02	1,736.60	347.32	2,083.92	4018	291	1,736.60	231-Trade Refuse
24/06/2022	7100011250	232	CENTRAL BED CO	CEN04	3,875.00	0.00	3,875.00	4013	291	3,875.00	232-Depot rent 24.6-28.9.22

## Trade Creditors for Month No 3

## Order by Ref No

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/06/2022	73595	233	CDS GROUP	CDS01	350.00	70.00	420.00	4862	299	350.00	233-Cemetery monitoring
30/06/2022	30922	234	CHAPMAN PLANNING	CHA01	1,237.50	0.00	1,237.50	4062	401	1,237.50	2347-N/Plan consultancy
30/06/2022	19061	235	DE SIGNS	DES001	33.33	6.67	40.00	4222	304	33.33	235-Change date/time on signs
30/06/2022	19060	236	DE SIGNS	DES001	132.00	26.40	158.40	4222	304	132.00	236-Event banners
30/06/2022	19062	237	DE SIGNS	DES001	40.00	8.00	48.00	4042	282	40.00	237-T/Farm playground sign
30/06/2022	19059	238	DE SIGNS	DES001	110.00	22.00	132.00	4226	302	110.00	238-Rainbow banners
29/06/2022	EA36020	239	EARTH ANCHORS	EAR01	2,785.00	557.00	3,342.00	4856	299	1,461.00	239-3 x Bins
								4856	299	1,324.00	239-2 x Ranger Seat
24/06/2022	INV-0052	240	HIGHLINE ADVENTURE	HIG01	765.00	153.00	918.00	4222	304	765.00	240-Climbing wall hire
30/06/2022	H062211511	241	HERTFORDSHIRE COUNCI	HER01	103.13	20.63	123.76	4023	190	103.13	241-Stationery
20/05/2022	749220	242	BEDS PENSION FUND	BED02	52.76	0.00	52.76	4003	191	52.76	242-Pension Added Yrs Apr 22
08/06/2022	246855	243	JOHN CURL	JCURL01	110.00	22.00	132.00	4042	291	110.00	243-EN68 VTG Air con repairs
12/05/2022	246825	244	JOHN CURL	JCURL01	120.00	24.00	144.00	4042	291	120.00	244-KY64 BGK Tyre
29/06/2022	INV-0473	245	GREENBRIDGE DESIGNS	GRE06	10,800.00	2,160.00	12,960.00	4020	271	10,800.00	245-Interment vaults/slabs
30/06/2022	303301	246	LATENT	LAN03	71.24	14.24	85.48	4027	190	71.24	246-Copier charges
28/06/2022	28622	247	MAYORAPPEAL	MAY02	10.00	0.00	10.00	4101	307	10.00	247-Afternoon tea ticket
30/06/2022	41808	248	MCS CONTRACT	MCS01	1,600.00	320.00	1,920.00	4230	302	1,600.00	248-Public toilets cleaning
16/05/2022	12929	249	MARTIN RIX	MAR04	190.00	38.00	228.00	4036	242	190.00	249-M/Cres PIR sensor replacem
23/06/2022	111299	250	PRESTIGE DESIGN	PRE04	36.00	7.20	43.20	4006	291	36.00	250-Staff uniforms
28/06/2022	111388	251	PRESTIGE DESIGN	PRE04	152.00	30.40	182.40	4006	291	152.00	251-1st aid materials
27/06/2022	OAC04200	252	ORIGIN	ORI001	244.45	12.09	256.54	4037	211	122.22	252-seed/fertilzer
								4037	231	122.23	252-seed/fertilzer
26/06/2022	4480913	253	RIGHT FUEL CARD	TOT01	80.43	16.09	96.52	4044	291	80.43	253-Fuel a/c
28/06/2022	SI-2787278	254	SPALDINGS LIMITED	SPA01	63.08	12.62	75.70	4042	291	63.08	254-Adjustable spanner
29/06/2022	SI-2787752	255	SPALDINGS LIMITED	SPA01	39.59	7.92	47.51	4042	291	39.59	255-Pliers
02/06/2022	DV020622	256	GITTINS	GIT001	650.00	0.00	650.00	4222	304	650.00	256-Jubilee musivcal entertain
27/06/2022	INV-2788	257	TECHIES LIMITED	TEC01	1,912.00	382.40	2,294.40	4026	199	1,912.00	257-2 x Dell Vostro Notebook
25/02/2022	35715	258	TELESHORE	TEL01	450.00	90.00	540.00	4008	190	450.00	258-Spped brace shoring traini
25/02/2022	35714	259	TELESHORE	TEL01	3,200.00	640.00	3,840.00	4851	299	3,200.00	259-Steel panels/speed brace

## Trade Creditors for Month No 3

## Order by Ref No

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/06/2022	139632	288	PAYROLL OPTIONS -DD	PAYROLL	121.04	24.21	145.25	4059	191	121.04	288-Payroll fees Jun 22
30/06/2022	TPC10269	298	DCK BEAVERS LTD	DCK01	619.88	123.98	743.86	4059	191	619.88	298-Accounts May 22
16/06/2022	23507261	299	FRANCOTYP-POSTALIA L	FRA02	-115.43	0.00	-115.43	4022	190	-115.43	299-Postage refund
01/04/2022	4686/2022/23	300	ICCM	ICCM01	95.00	0.00	95.00	4024	102	95.00	300-ICCM Subscription
30/06/2022	22/5269	301	PERFECT PRINT	PER01	1,590.00	0.00	1,590.00	4222	304	1,590.00	301-1200 Carnial programs
30/06/2022	30622	302	REALLY AWESOME	REA001	135.00	0.00	135.00	1097	304	135.00	302-H/Rocks stall refund
18/05/2022	B0003077	330	BEDS POLICE AUTHORIT	BED07	3,392.40	0.00	3,392.40	4059	306	3,392.40	330-OP HANA Mar 22
24/06/2022	V02003559906	331	EE LIMITED	EE01	318.58	63.72	382.30	4021	190	318.58	331-Mobile phones
16/06/2022	135115202219325	332	POZITIVE 135115	POZ01	7.93	0.40	8.33	4015	222	7.93	332-T/Farm gas
16/06/2022	135117202219325	333	POZITIVE 135117	POZ05	54.61	2.73	57.34	4015	190	54.61	333-Office gas
16/06/2022	135118202219326	334	POZITIVE 135118	POZ02	7.93	0.40	8.33	4015	212	7.93	334-P/Side gas
16/06/2022	135119202219326	335	POZITIVE 135119	POZ04	59.30	2.96	62.26	4015	242	59.30	335-M/Cres gas
21/06/2022	23509552	341	FRANCOTYP-POSTALIA L	FRA02	250.00	0.00	250.00	4022	190	250.00	341-Postage
29/06/2022	23513926	342	FRANCOTYP-POSTALIA L	FRA02	-98.82	0.00	-98.82	4022	190	-98.82	342-Postage
12/04/2022	0002	349	PERFECT PERSONALISED	PER03	150.00	0.00	150.00	4227	302	150.00	349-Get Green Event Obstacle c
17/05/2022	32669	350	THREE STAR (LUTON) L	THR03	1,300.00	0.00	1,300.00	4221	303	1,300.00	350-Southen Trip coach hire
<b>TOTAL INVOICES</b>					<u>70,080.06</u>	<u>7,042.93</u>	<u>77,122.99</u>			<u>70,080.06</u>	



## Trade Creditors for Month No 4

## Order by Ref No

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
06/07/2022	1279605707	260	TRADE UK (BQ)	BQ01	32.99	6.59	39.58	4042	291	32.99	260-Materials
07/07/2022	12	261	BROWN & WHITE	BRO01	23.14	0.00	23.14	4059	191	23.14	261-Z Sabih eye examination
01/07/2022	7100011659	262	CENTRAL BED CO	CEN04	50.00	0.00	50.00	4013	211	50.00	262-P/Side Rec rent 22/23
08/07/2022	8722	263	FARREL Y	FAR03	54.00	0.00	54.00	4101	307	54.00	263-Coconuts/prizes
11/07/2022	11722	264	FARREL Y	FAR03	12.36	0.00	12.36	4101	307	12.36	264-Carnival prizes
11/07/2022	11722	265	DUNSTABLE ARMY CADET	DUN11	50.00	0.00	50.00	4222	304	50.00	265-Varnival best stall prize
05/07/2022	34567	266	DUNS LOCK	LOC01	35.70	7.14	42.84	4020	291	35.70	266-6 x keys
01/07/2022	INV-026862	267	BUSINESS HR SOLUTION	BUS01	214.52	42.90	257.42	4059	191	214.52	267-HR Retainer
08/07/2022	5710	268	J M ELECTRICAL	JME01	327.00	65.40	392.40	4036	242	190.00	268-Replace ladies hand dryer
								4036	202	137.00	268-Tamper proof key switch
11/07/2022	41890	269	KENSWORTH SAWMILLS	KEN01	63.00	12.60	75.60	4036	291	63.00	269-Fence panels
11/07/2022	41891	270	KENSWORTH SAWMILLS	KEN01	32.98	6.60	39.58	4036	291	32.98	270-Fence panels
05/07/2022	111496	271	PRESTIGE DESIGN	PRE04	96.00	19.20	115.20	4006	291	96.00	271-Safety boots
01/07/2022	5021	272	REIDS PLAYGROUND	RPM01	745.00	149.00	894.00	4042	282	745.00	272-Play equipment repairs
07/07/2022	5026	273	REIDS PLAYGROUND	RPM01	4,800.00	960.00	5,760.00	4037	282	4,800.00	273-Paint V/Green fence/gates
08/07/2022	29948	274	RIALTAS BUS (RBS)	RBS01	695.00	139.00	834.00	4026	190	695.00	274-Allotment software maint/t
03/07/2022	4506224	275	RIGHT FUEL CARD	TOT01	49.44	9.89	59.33	4044	291	49.44	275-Fuel a/c
11/07/2022	11722	276	HODGE	HOD001	50.00	0.00	50.00	4222	304	50.00	276-Carnival stall prize money
07/07/2022	BK206536-1	277	SLCC	SLC01	45.00	9.00	54.00	4008	190	45.00	277-CE Finace training
11/07/2022	11722	278	TREOW HOUSE	TRE001	100.00	0.00	100.00	4222	304	100.00	278-Carnival procession prize
09/07/2022	310	279	TOOKEY	TOO02	200.00	0.00	200.00	4222	304	200.00	279-Bill Lee entertainer
12/07/2022	12722	280	DIOCESE OF ST ALBANS	DIO001	100.00	0.00	100.00	4222	304	100.00	280-Carnival procession prize
10/07/2022	00002193203-051	281	PLUSNET PLC	PLU03	13.89	2.78	16.67	4021	291	13.89	281-Broadband
04/07/2022	0007551726	282	CASTLE WATER 2598006	CAS04	42.87	8.57	51.44	4012	202	42.87	282-V/Green water charges
04/07/2022	0007551434	283	CASTLE WATER 2597763	CAS07	10.92	0.00	10.92	4012	190	10.92	283-Office water charges
04/07/2022	0007556707	284	CASTLE WATER 2597735	CAS08	2.64	0.00	2.64	4012	222	2.64	284-T/Farm water charges
04/07/2022	0007551067	285	CASTLE WATER 2600724	CAS03	38.73	0.00	38.73	4012	291	38.73	285-Depot water charges
04/07/2022	0007547278	286	CASTLE WATER 2618965	CAS05	83.43	16.69	100.12	4012	242	83.43	286-M/Cres water charges

## Trade Creditors for Month No 4

## Order by Ref No

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
04/07/2022	0007546884	287	CASTLE WATER 2596363	CAS06	10.92	2.18	13.10	4012	291	10.92	287-Depot water charges
01/07/2022	00857652	289	YU ENERGY	YU001	36.24	1.81	38.05	4012	222	36.24	289-T/Farm electricity
03/07/2022	00860516	290	YU ENERGY	YU001	26.76	1.34	28.10	4014	212	26.76	290-P/Side Rec electricity
01/07/2022	00857654	291	YU ENERGY	YU001	151.84	7.59	159.43	4014	202	151.84	291-V/Green electricity
01/07/2022	00857650	292	YU ENERGY	YU001	151.24	7.56	158.80	4014	190	151.24	292-Office electricity
01/07/2022	00857487	293	YU ENERGY	YU001	9.38	0.47	9.85	4014	212	9.38	293-P/Drive electricity
01/07/2022	00857653	294	YU ENERGY	YU001	11.64	0.58	12.22	4014	291	11.64	294-Depot electricity
01/07/2022	00857389	295	YU ENERGY	YU001	206.11	10.31	216.42	4014	242	206.11	295-M/Cres electricity
01/07/2022	00857081	296	YU ENERGY	YU001	39.84	1.99	41.83	4014	232	39.84	296-O/Close electricity
01/07/2022	00856663	297	YU ENERGY	YU001	129.28	6.46	135.74	4014	291	129.28	297-Depot electricity
11/07/2022	21779	303	AMETHYST	AME02	706.00	141.20	847.20	4039	291	706.00	303-Pl;ants
18/07/2022	18722	304	1ST 3RD HOUGHTON REG	O001	100.00	0.00	100.00	4222	304	100.00	304-Procession prize
19/07/2022	01	305	ATILA STUDIOS	ATI001	350.00	0.00	350.00	4226	302	350.00	305-Graffiti workshop
20/07/2022	M006Z&	306	BT	BRI02	195.00	39.00	234.00	4021	190	195.00	306-Telephone
25/07/2022	25722	307	HERBER	HER03	70.00	0.00	70.00	4222	304	70.00	307-Jubilee street party
18/07/2022	7100011760	308	CENTRAL BED CO	CEN04	5.00	0.00	5.00	4013	221	5.00	308-T/Farm rent 18.7-17.7.22
13/07/2022	13722	309	DUNSTABLE TOWN CO	DUN04	24.95	0.00	24.95	4101	307	24.95	309-Dunstabel chairty lunch
22/07/2022	TPC10273	310	DCK BEAVERS LTD	DCK01	205.00	41.00	246.00	4059	191	205.00	310-Vat Part Ex Calc 21/22
13/07/2022	EA36094	311	EARTH ANCHORS	EAR01	160.95	32.19	193.14	4036	283	160.95	311-Anchor post
15/07/2022	749685	312	BEDS PENSION FUND	BED02	53.29	0.00	53.29	4003	191	53.29	312-Pension Added Yrs June 22
12/07/2022	B00724	313	JOANNA CROSS PHOTO	JOA01	250.00	0.00	250.00	4222	304	250.00	313-Carnival photography
20/07/2022	20722	314	MAYORAPPEAL	MAY02	1.50	0.00	1.50	1097	304	1.50	314-Carnival refund to MayorAC
13/07/2022	101437	315	MLP TRAFFIC	MLP001	534.84	106.97	641.81	4222	304	534.84	315-Gateman
21/07/2022	SIN005855	316	PROLUDIC LTD	PRO01	77.00	15.40	92.40	4042	282	77.00	316-Pay equipment repairs
21/07/2022	SIN005861	317	PROLUDIC LTD	PRO01	40.00	8.00	48.00	4042	282	40.00	317-Play equipment repairs
21/07/2022	GRANT	318	PARKSIDE 50 PLUS	PAR05	200.00	0.00	200.00	4218	305	200.00	318-Parkside 50 Plus Grant
18/07/2022	11808	319	NEWSON	NEW001	2,500.00	500.00	3,000.00	4040	291	2,500.00	319-Tree works
18/07/2022	11809	320	NEWSON	NEW001	1,300.00	260.00	1,560.00	4040	291	1,300.00	320-M/Crescent tree works
18/07/2022	5055	321	REIDS PLAYGROUND	RPM01	1,374.81	274.96	1,649.77	4042	282	1,374.81	321-MUGA panel repair

## Trade Creditors for Month No 4

## Order by Ref No

## Nominal Ledger Analysis

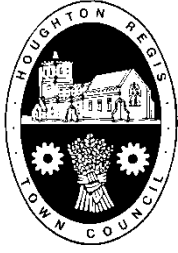
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
18/07/2022	5054	322	REIDS PLAYGROUND	RPM01	390.00	78.00	468.00	4036	283	390.00	322-Paint/primer
10/07/2022	4517331	323	RIGHT FUEL CARD	TOT01	98.86	19.77	118.63	4044	291	98.86	323-Fuel A/C
13/07/2022	32868	324	THREE STAR (LUTON) L	THR03	840.00	0.00	840.00	4227	302	840.00	324-Southend trip coach hire
22/07/2022	0007606113	325	CASTLE WATER 2597749	CAS10	-35.44	-7.09	-42.53	4012	212	-35.44	325-P/Side Water
22/07/2022	0007606114	326	CASTLE WATER 2597749	CAS10	-32.90	-6.58	-39.48	4012	212	-32.90	326-P/Side water
22/07/2022	0007606128	327	CASTLE WATER 2597749	CAS10	-35.44	-7.09	-42.53	4012	212	-35.44	327-P/Side water
25/07/2022	0007608627	328	CASTLE WATER 2597749	CAS10	118.30	23.66	141.96	4012	212	118.30	328-P/Side water
26/07/2022	0007626625	329	CASTLE WATER 2597749	CAS10	36.86	7.37	44.23	4012	212	36.86	329-P/Side water
20/07/2022	135115202220504	336	POZITIVE 135115	POZ01	7.67	0.38	8.05	4015	222	7.67	336-T/Farm gas
20/07/2022	135117202220504	337	POZITIVE 135117	POZ05	31.16	1.56	32.72	4015	190	31.16	337-Office gas
20/07/2022	135118202220504	338	POZITIVE 135118	POZ02	7.67	0.38	8.05	4015	212	7.67	338-P/Side gas
20/07/2022	135119202220504	339	POZITIVE 135119	POZ04	43.85	2.19	46.04	4015	242	43.85	339-M/Cres gas
24/07/2022	V02013178204	340	EE LIMITED	EE01	318.67	63.73	382.40	4021	190	318.67	340-Mobile phone
27/07/2022	2022-107	353	BANNERMAN	BAN02	144.00	28.80	172.80	4871	299	144.00	353-T/Farm sustainability repo
31/07/2022	JULY22	354	BEDS PENSION FUND	BED02	9,673.38	0.00	9,673.38	525	0	9,673.38	354-Pensions July 22
26/07/2022	1285313364	355	TRADE UK (BQ)	BQ01	46.33	9.27	55.60	4036	291	46.33	355-Materials
22/07/2022	614C90056	356	BIFFA WASTE	DUN02	1,459.00	291.80	1,750.80	4018	291	1,459.00	356-Trade refuse
26/07/2022	19092	357	DE SIGNS	DES001	1,056.00	211.20	1,267.20	4037	273	1,056.00	357-Leisure Gardens signs
31/07/2022	TPC10288	358	DCK BEAVERS LTD	DCK01	684.00	136.80	820.80	4059	191	684.00	358-Accounts July 22
26/07/2022	1208A	359	ELLIEVISION	EL001	2,338.00	467.60	2,805.60	4222	304	2,338.00	359-Outdoor screen hire
31/07/2022	H072209249	360	HERTFORDSHIRE COUNCI	HER01	48.54	9.71	58.25	4023	190	48.54	360-Stationery
31/07/2022	00540	361	COOK	COOK	157.50	0.00	157.50	4227	302	157.50	361-50-Hedgehog hideaways
31/07/2022	JULY22	362	HMRC	HMR001	8,571.87	0.00	8,571.87	521	0	8,571.87	362-PAYE/NI July 22
30/07/2022	303412	363	LATENT	LAN03	115.36	23.07	138.43	4027	190	115.36	363-Copier charges
30/07/2022	41863	364	MCS CONTRACT	MCS01	1,600.00	320.00	1,920.00	4230	302	1,600.00	364-Toilets cleaning July 22
31/07/2022	22/5288	365	PERFECT PRINT	PER01	20.00	4.00	24.00	4227	302	20.00	365-Printed t-shirt
31/07/2022	140129	366	PAYROLL OPTIONS -DD	PAYROLL	121.04	24.21	145.25	4059	191	121.04	366-Payroll fees July 22
31/07/2022	93784	367	SCUTUM	SCU01	94.60	18.92	113.52	4038	202	94.60	367-Alarm maint contract
28/07/2022	INV-2951	368	TECHIES LIMITED	TEC01	90.00	18.00	108.00	4026	190	90.00	368-Power Apps

## Trade Creditors for Month No 4

## Order by Ref No

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/07/2022	4562881	369	RIGHT FUEL CARD	TOT01	15.33	3.07	18.40	4044	291	15.33	369-Fuel A/C
				<b>TOTAL INVOICES</b>	<u>44,914.41</u>	<u>4,657.10</u>	<u>49,571.51</u>			<u>44,914.41</u>	



## CORPORATE SERVICES COMMITTEE

## Agenda Item 9

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<b>Date:</b>	<b>4<sup>th</sup> October 2022</b>
<b>Title:</b>	<b>Investment Report</b>
<b>Purpose of the Report:</b>	<b>To provide to members a report on investments to date.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

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### 1. RECOMMENDATION

*This report is provided for information.*

### 2. BACKGROUND

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

### 3. INVESTMENT PROCESS

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

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

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

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

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

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

Gross dividend yield rate as at:

30<sup>th</sup> June 2022 – 2.3%

31<sup>st</sup> March 2022 – 3.16%

31<sup>st</sup> January 2022 – 3.44%

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

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

Total fund size at:

30<sup>th</sup> June 2022 - £1,529,000

31<sup>st</sup> March 2022 - £1,439,000

31<sup>st</sup> January 2022 - £1,379,000

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

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

Previously it was 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 Tithes Farm recreation ground. It is thought that now, with the additional s106 provided through CBC, this may no longer be required. The notice period for the CCLA Property Fund is 90 days. This will need to be borne in mind as this project proceeds.

## **5. SHORT-TERM INVESTMENT – PUBLIC SECTOR DEPOSIT ACCOUNT**

Commencement of the Public Sector Deposit Fund was September 2014.

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

The declared yield rate as at:

18<sup>th</sup> August 2022 – 1.5894%

20<sup>th</sup> May 2022 – 0.8584%

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

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

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**

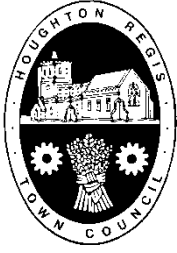
- There are no press implications.

## 8. CONCLUSION AND NEXT STEPS

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

## 9. APPENDICES

**None.**



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**CORPORATE SERVICES COMMITTEE****Agenda Item 10**

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<b>Date:</b>	<b>4<sup>th</sup> October 2022</b>
<b>Title:</b>	<b>PUBLIC WORKS LOAN BOARD REPAYMENTS ANNUAL REPORT</b>
<b>Purpose of the Report:</b>	<b>To receive the Public Works Loan Repayments Annual Report.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

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**1. RECOMMENDATION**

**To note the Public Works Loan Board Repayments Annual Report.**

**2. BACKGROUND**

In accordance with the Committee Functions & Terms of Reference and Financial Regulations 8, Members are presented with an annual report to provide detail on the council's loans including current value, repayments and early settlement options.

**3. Public Works Loans**

The Council currently has two loans through the Public Works Loan Board (PWLB). The following summarises the initial value of the loan, the purpose of the loan and the terms of the loan:

- Loan No. 496047

Value of the loan: £170,000

Purpose of the loan: Moore Crescent Pavilion at Moore Crescent Recreation Ground

Terms of the loan: annual rate of interest of 4.00%

Period of the loan: 24 years, final repayment due March 2033

Received: October 2009

Other detail:

This project was funded through the securing of 2 loans;

Commencement of works May 2009, completion April 2010.

- Loan No. 496518



Value of the loan: £190,125

Purpose of the loan: Moore Crescent Pavilion at Moore Crescent Recreation Ground

Terms of the loan: annual rate of interest of 4.46%

Period of the loan: 24 years, final repayment due March 2033

Received: February 2010

Other detail:

Second loan to fund the provision of Moore Crescent Pavilion

#### 4. Early Settlement Payments

Early settlements can be made when the following conditions are met:

- Unable to prematurely repay if there is one year or less remaining on the loan to maturity.
- Estimates of the settlement figure is variable with rates changing twice daily.
- Consideration would have to be given for funding an early resettlement

The council would be able to make an early settlement on loans reference 496047 and 496518.

The PWLB have advised the following:

- Premature repayments are permitted in part or full as long as the loan is withstanding for a year or has more than one year left until maturity.
- Borrowing from the PWLB allows local authorities to share in the preferential rates at which the government may borrow, although PWLB new loan interest rates include a margin to ensure that government on-lending is not made at a loss.
- When a loan is agreed with a local authority, it is funded by government borrowing in the gilt market over a matching period. However, whereas a local authority has the option to prematurely repay its loan, either in part or in full, a similar opportunity is not afforded to the government's borrowing and its matching loan must continue until the original maturity date.
- Therefore, when any PWLB loan is settled early, a calculation is made to compare current interest rates over the remainder of the original period of the loan and the rate of interest that it would have received had the original loan continued to maturity. Where the current interest rate is higher a discount is calculated and where the rate is lower a premium is calculated.

The early settlement figure, using a hypothetical repayment date of 24<sup>th</sup> September 2022, and rates prevailing 9:30, 22<sup>nd</sup> September 2022:

<b>Deal Number</b>	<b>Deal Instrument</b>	<b>Amount to Repay</b>	<b>Total Settlement</b>
57277	PWLB Fixed Annuity	101,381.15	107334.02
57463	PWLB Fixed Annuity	115,826.54	125726.64

#### 5. COUNCIL VISION

This report supports the Objective 5 of Council's Vision, namely;

5. A strong efficient and proactive Town Council.

## **6. IMPLICATIONS**

### **Corporate Implications**

This review is supported by the following council policies:

- Standing Orders
- Financial Regulations
- Internal Audit, Planning & Review
- Practitioners Guide of the Governance and Accountability of Smaller authorities

### **Legal Implications**

The review supports Line 10 in Section 2 of the Annual Governance and Accountability Return for External Audit.

### **Financial Implications**

There are no financial implications of this report.

### **Risk Implications**

Failure to adequately monitor the finances of the council and identify and mitigate any emerging financial issues would damage the council's reputation.

### **Equalities Implications**

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

This report does not discriminate.

### **Press Contact**

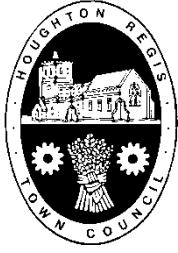
There are no press implications arising from this report.

## **7. CONCLUSION AND NEXT STEPS**

In accordance with council policy and national practices, Members are requested to note the report.

## **8. APPENDICES**

None



## **CORPORATE SERVICES**

## **Agenda Item 12**

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<b>Date:</b>	<b>4<sup>th</sup> October 2022</b>
<b>Title:</b>	<b>Banking Arrangements, Investment Strategy &amp; Investment Arrangements</b>
<b>Purpose of the Report:</b>	<b>To provide information to members in support of an upgrade to the Town Councils banking arrangements.</b>
<b>Contact Officer:</b>	<b>Debbie Marsh, Corporate Services Manager</b>

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### **1. RECOMMENDATIONS**

- 1) To recommend to Town Council that the Banking Arrangements, Investment Strategy & Investment Arrangements be approved.**
- 2) To support the upgrade to the Town Councils banking arrangements**

### **2. CURRENT SITUATION**

The Town Council currently banks with NatWest, this includes access to online banking.

The Town Council does not pay a monthly charge or transaction fee for banking with NatWest. This arrangement has been in place for a number of years. The arrangement was, the Town Council would not have to pay for business banking so long as they maintained a balance of £10,000 in their Reserve Account. The £10,000 reserve balance requirement was withdrawn years ago but the Town Council still currently benefits from free banking.

NatWest does have regular reviews of their tariffs and would provide 60 days' notice before any changes were implemented however, the Council's account manager has advised that reviews are carried out centrally and therefore it is likely that this anomaly will eventually be picked up.

Following the Town Councils recent Internal Audit report, it was noted that whilst cheque payments required three signatories, electronic bank payments were made via sole authorisation, by the Clerk.

In the report, the Internal Auditor made a recommendation, as a priority, that the Council introduces Dual Authorisation for Online banking.

### 3. NATWEST BANKLINE

Dual Authorisation can be achieved by the Town Council upgrading to NatWest Bankline service. Upgrading to this service incurs a monthly fee and attracts transaction charges, details of which are included in the attached Appendix. As an example, based on 60-80 transactions per month, the transaction costs are anticipated to be £27 - £36.

Budget 101- 4051 (Bank and Loan Charges) has a provision, for financial year 2022/23, of £40. A sum of £23 has already been spent, this is due to a CHAPS fee in regard to the transfer of the precept. Therefore, should members support upgrading to this new service, this budget would be overspent however, this overspend could be offset by the shortfall in expenditure of other codes within this cost centre. NatWest has been approached to understand if these fees could be negotiated on. NatWest have confirmed that the fees are standard fees for all customers who use the Bankline service.

### 4. COUNCIL VISION

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

### 5. IMPLICATIONS

#### **Corporate Implications**

- Amendments to the Town Councils Banking Arrangements, Investment Strategy & Investment Arrangements Policy

#### **Legal Implications**

- Requirement to enter into an agreement.

#### **Financial Implications**

- Lack of budget provision 101 – 4051 (Bank and Loan Charges).

#### **Risk Implications**

- Risk to reputation
- Risk to service

#### **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**

Whilst the Town Council currently benefits from free banking there is the threat of this agreement being withdrawn at any time, giving 60 days' notice. Therefore, there is a real need to consider the future of the Town Councils banking service provision prior to this agreement being withdrawn.

In looking to the future and considering the Town Council has already grown in terms of its business, it is felt that the Town Council would benefit from the services that NatWest Bankline provides. It would also satisfy the recommendation as set out as a high priority by the Internal Auditor, as detailed above. It is acknowledged that in support of this upgrade it would mean the Town Council would incur a large cost increase however, the budget provision to support this upgrade for 2022/23, would be covered by the shortfall within Corporate Management Cost Centre budget heading (101).

Members are being requested to recommend to Town Council that the Banking Arrangements, Investment Strategy & Investment Arrangements be approved. Members are advised that the policy remains fit for purpose although, should members support the upgrade in this banking service, an amendment would be required as shown at section 1.1 (iii)

## **7. APPENDICES**

**Appendix A: Banking Arrangements, Investment Strategy & Investment Arrangement Policy**

**Appendix B: Bankline tariff and online comparison**



## HOUGHTON REGIS TOWN COUNCIL

### Banking Arrangements, Investment Strategy & Investment Arrangements

Date of Approval:	22 <sup>nd</sup> March 2004
Dates of Review:	3 <sup>rd</sup> December 2012; 20 <sup>th</sup> July 2015; 30 <sup>th</sup> May 2017; 23 <sup>rd</sup> September 2019; 14 <sup>th</sup> September 2020; 21 <sup>st</sup> September 2021; 4 <sup>th</sup> October 2022
Re-Approval:	15 <sup>th</sup> February 2013; 6 <sup>th</sup> June 2016; 8 <sup>th</sup> October 2018; 9 <sup>th</sup> December 2019; 14 <sup>th</sup> December 2020; 13 <sup>th</sup> December 2021

#### Contents

1. Banking Arrangements
2. Investment Strategy
3. Investment Arrangements
4. Review

## **1. Banking Arrangements**

1.1 In accordance with the Financial Regulations (para 5.1 - The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.) the following information summarises the banking arrangements of Houghton Regis Town Council:

- (i) The payment of income into the Bank shall be undertaken regularly (usually weekly) subject to necessity:
- (ii) When a new Council comes into Office, bank mandates will be updated within 3 months, or as soon as practicable hereafter:
- ~~(iii) A balance sufficient to avoid bank charges being imposed will be maintained within the Current Account.~~

## **2. Investment Strategy**

2.1 Introduction:

The strategy has been produced and complies with the guidance issued by the Secretary of State under Section 15(1) (a) of the Local Government Act 2003 and being effective from 1<sup>st</sup> April 2018.

Houghton Regis Town Council acknowledges its responsibility to the community and the importance of prudently investing the temporary surplus funds held on behalf of the community.

2.2 Objectives:

The general policy objective for this Council is prudent investment of its balances. The Council's investment priorities are:-

- (i) the security of its reserves
- (ii) the liquidity of its investments
- (iii) the yield obtained from any investment.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

2.3 Policy:

All the Town Council's investments will be those offering high security and high liquidity. This means that:-

- (i) All investments will be made in sterling and any payments or repayments will also be made in sterling.
- (ii) All investments will be short term investments which will not exceed a maximum of twelve months.
- (iii) Before investments have reached their 12-month maturity term and it is in the Council's best intention to continue with the fund by having a roll-on

investment, a review will take place on the eleventh month of every year of the duration of the fund.

- (iv) All investments will be made in UK banks ~~and~~ building societies, CCLA Property Fund and or PSDF (Public Sector Deposit Fund) accounts.
- (v) The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis.
- (vi) The Council will only invest in institutions of high credit quality – based on information from credit rating agencies (as defined).

For prudent management of its balances, the Town Council, maintaining sufficient levels of security and liquidity, will adopt a policy whereby funds which are likely to be surplus for up to three months can be invested in short term deposits with one or more of the UK major clearing banks and/or building societies.

The Ministry of Housing, Communities and Local Government maintain that borrowing of monies purely to invest, or to lend and make a return is unlawful and the Town Council will not engage in such activity.

### **3. Investment Arrangements**

- 3.1 In accordance with the approved Committee Functions & Terms of Reference the Corporate Services Committee will determine investment opportunities.
- 3.2 Approximately 1 month prior to an investment maturing a report will be presented to the Corporate Services Committee detailing:
  - (i) capital expenditure forecast
  - (ii) investment opportunities
  - (iii) recommendation for subsequent investment including location of investment, period and amount.
- 3.3 Upon an investment maturing the Corporate Services Committee will receive a report detailing the investment return.

### **4. Review**

- 4.1 This policy must be reviewed annually at the earliest practicable Corporate Services Committee meeting after the annual meeting.



<b>Standard tariff and fees comparison</b>		<b>Bankline</b>		<b>Online Banking</b>
<b>Digital banking fees</b>	Monthly Service Fee*	Accounts registered	Fee	No charge
		1 to 5	£20	
		6 to 10	£80	
		11 +	£160	
<b>Domestic payment fees</b>	<b>Faster payment</b> - Immediate	£2.50		£0.35
	<b>Faster payment</b> - Next date/future dated	£0.45		£0.35
	<b>CHAPS</b>	£20		N/A
<b>International payment fees</b>	<b>All currencies except Euro - worldwide</b>			
	International Transfer **	£15.00		£15.00
	Standard International Transfer	£15.00		N/A
	Currency payment to other (same brand) account	£15.00		£0
	<b>Euro Worldwide</b>			
	International Transfer **	£15.00		£15.00
	Standard International Transfer	£0.45		N/A
	Currency payment of other (same brand) Account	£0.45		£0.00
	SEPA Credit Transfer***	£0.45		£0.00
	<b>SEPA Direct Debit Claim</b>			
	SEPA Direct Debit Claim	£0.35		£0.35

\* Based on number of accounts at the point of initial registration for Bankline or when Bankline pricing is reviewed.

\*\* Also known as Urgent Transfer. Agents Charges may also apply.

\*\*\* All EU, EEA and non-EEA countries are included. A valid IBAN is required.

International Payments are not charged within Bankline and the fees will not appear on the Bankline Billing Notifications received by customers. Fees are charged direct to the customer's account at the time of payment.

Bankline	Online Banking
Bankline is typically suited for businesses that need a more comprehensive digital banking platform, with enhanced payment limits and a range of user and account management options.	Online Bankline is typically suited for businesses managing a lower volume or value of payments, and there's no monthly fee.

Features and benefits		Bankline	Online Banking
Security and control	Dual approval security options for payments and administration	Yes	No
	Ability to set different user access rights and privileges		
	Comprehensive audit trail of user activity		
Payments	Payment limit per day*	Unlimited	£50k**
	Per faster payment	£250k	£50k
	Per CHAPS payment	Unlimited	N/A
	Create bulk payment lists	Yes	No
	Import payment files from accounting systems	Yes	No
	Number of payments authorised at the same time	Unlimited	15
	Manage Currency Accounts (view and make payments)	Yes	No
Account management	Make international payments	Yes	Yes
	Customise/export account information in a range of formats	Yes	No
	View statements/balances for accounts held with other banks		
	View images of cheques issued and most credits paid in		
	Set up and amend standing orders	No	Yes
Maximum account reporting capacity	999	50***	

## **Comparison: Online v Mobile App v Bankline**

Features & Benefits	Online Banking	Mobile App	Bankline
<b>Number of accounts you can manage</b>	50	50	up to 999
Daily Gross Payment Limit (subject to available funds)	£50,000	£20,000	No Limit
<b>Transfer money, pay bills and make domestic payments</b>	Yes	Yes	Yes
<b>Number of payments authorised at the same time</b>	15	N/A	Unlimited
Create and manage payment templates and bulk lists	No	No	Yes
<b>Make same day domestic CHAPS payments</b>	No (Faster Payments only)	No (Faster Payments only)	Yes
<b>Transfer funds between domestic and currency accounts</b>	No	No	Yes
<b>Control user access and privileges within your business</b>	No	No	Yes
<b>View consolidated balances for reporting purposes</b>	No	No	Yes
Cost	Free	Free	Contact SolutionsLine on 0345 030 3109



## **HOUGHTON REGIS TOWN COUNCIL**

### **Internal Audit Planning, Reporting & Review Policy**

Date of Adoption:	Town Council 18 <sup>th</sup> May 2011
Date of Review:	22 <sup>nd</sup> September 2014; 15 <sup>th</sup> June 2015; 3 <sup>rd</sup> October 2016; 9 <sup>th</sup> October 2017; 5 <sup>th</sup> October 2020;
Date of Re-adoption	

## Background

A system of internal control is designed to manage risk to a reasonable level rather than eliminate all risk or failure to achieve policies, aims and objectives. It thus provides a reasonable, not absolute, assurance of effectiveness. A system of prioritisation therefore pertains.

It is the responsibility of Council to determine the scope of audit, without undue influence from the internal auditor, to ensure his/her independence and that planning and reporting access is effective and direct

### *Legislative Framework*

Regulation 4 of the Accounts and Audit Regulations 2003 requires audited bodies (which includes local authorities / parish councils) to conduct, at least annually, a review of the effectiveness of the system of internal control and to publish the results. This statement of assurance forms part of the financial statements.

The Accounts and Audit (Amendment) (England) Regulations 2006 which came into force in April 2006 clarify the 2003 Regulations and strengthen governance and accountability.

Councillors, together with the Town Clerk (the Proper Officer) are responsible to the electorate to ensure good governance within Houghton Regis Town Council. Houghton Regis Town Council is required to:

1. consider the findings of the review of systems of internal control in Regulation 4(3) of the 2003 Regulations (as amended in 2006); and
2. carry out and consider the findings of a review of the effectiveness of the system of internal audit in Regulations 6(3) and 6(4) of the 2003 Regulations (as amended in 2006);

### *Policy Framework*

The Council's approved Standing Orders require that (*Section 18 b i*):

## **18 FINANCIAL CONTROLS AND PROCUREMENT**

- b The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i the keeping of accounting records and systems of internal controls;

The Council's approved Financial Regulations require that (*Section 2*, Accounting and Audit, as applicable to internal audit):

## 2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

## Purpose of Internal Audit

Internal Audit is a function of management and forms part of the Council's internal control mechanisms. It is designed to manage risk to a reasonable level rather than eliminate all risk. It thus provides a reasonable, not absolute, assurance of effectiveness.

The audit should cover the areas of 'risk' identified by the annual return and any additional matters Council chooses. It must be based on the financial year.

Traditionally the audit has been achieved by a *mid year interim Internal Audit and* a 'year-end' internal audit, although there is provision to contact the internal auditor as necessary.

## Planning

### *Legislation*

Regulation 6 of the Regulations 2006 requires the Houghton Regis Town Council to maintain an adequate and effective system of internal audit of its accounting records and system of internal control in accordance with proper internal audit practices.

### *Policy*

**Internal control is set through Council's Standing Orders and Financial Regulations which encompass administrative processes with segregation of duties, supervision and delegation of duties. It includes provision for example budget monitoring, policy and procedure adherence and update, risk assessments and management and compliance with laws and regulations. The internal controls are designed to include measures to prevent and detect fraud and corruption, their effectiveness must be reviewed.**

### *Internal Audit Specification*

The internal audit specification is produced in draft by the Clerk (&RFO). Other relevant staff members are consulted on its content. The draft is presented to Council annually for approval. The approved document sets out the areas to be covered by the internal audit.

As a basis it should include:

- Legal basis
- Previous internal audit report
- Proper bookkeeping
- Council policy
- Risk management
- Budgetary controls
- Income controls
- Payroll controls
- Asset controls
- Bank reconciliation
- Year end procedures

Other issues may be added which reflect on previous audit reports or on any other areas of concern as noted by Members or staff.

The scope of audit is determined by Council, without undue influence from the internal auditor.

### **Reporting**

The internal audit process is set out in the approved Internal Audit Specification. Once the internal audit has been completed and the report received by the Clerk (&RFO) the findings accompanied by an action plan are to be reported to Council.

### **Review**

#### *Policy*

Council will review on an annual basis the following:

- Internal Audit Planning, Reporting And Review Policy
- Internal Audit Specification **APPENDIX A**

#### *Reports*

Council will review as soon as reasonably practicable the following reports:

- Internal audit report and action plan
- External audit report and action plan

### **Annual Return**

The statement of internal control is included within the Annual Return. Governance should be reviewed during the year so that the declaration may be made when the accounts are completed and signed.





## HOUGHTON REGIS TOWN COUNCIL

### Internal Audit Specification & Terms of Reference

#### Purpose of Internal Audit

Internal Audit is a function of management and forms part of the Council's internal control mechanisms. By the use of an independent internal audit service assurance is gained regarding the areas examined.

#### Internal Audit Process

1. Internal Auditor to be appointed by Town Council;
2. The internal auditor is to be advised of;
  - the Internal Audit Specification;
  - the Internal Audit Planning, Reporting and Review Policy;
  - contact details for Town Council Members and staff.
3. Timely arrangements to be made with the appointed Internal Auditor to visit the Council offices and inspect the specified documents;
4. The Internal Auditor prepares his independent report which is to be submitted in writing to the Clerk to the Council in his own name;
5. The Internal Auditor completes and signs the statement within the Annual Return as legally required to do so.

#### Internal Audit Specification

The following areas are required to be reviewed / checked:

*Legal basis* including; Council has been acting legally and fulfilling its duties within the powers vested in it

*Previous internal audit report* including; review of report undertaken by Council and formulation of an action plan to address any issues raised

*Proper bookkeeping* including; appropriate books of account have been properly kept throughout the year, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for

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*Council policy* specifically Standing Orders and Financial Regulations including; requirements within these documents have been met, annual review undertaken

*Risk management* including; review of Minutes to identify any unusual activity, review of risk assessments, provision of adequate and appropriate insurance cover, systems of internal control are sufficient in terms of minimising the risk of fraud including Council policy and procedures and practice

*Budgetary controls* including; the annual precept requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, reserves were appropriate, any significant variances from budget noted

*Income controls* including; petty cash controls, suitability of recording mechanisms, suitability of banking procedures, security and effectiveness of cash controls, expected income was fully received

*Payroll controls* including; salaries to employees and allowances to members were paid in accordance with council approvals, PAYE and NI requirements were properly applied

*Asset controls* including; asset and investment registers were complete, accurate, properly maintained and relate to the insurance schedule

*Bank reconciliation* including; periodic and year-end bank account reconciliations were properly carried out

*Year end procedures* including; year-end accounts were prepared to the correct accounting basis, agreed with cash book, were supported by an adequate audit trail form underlying records, debtors and creditors were properly recorded

### **Terms of Reference**

1. The internal audit is to cover the financial year of the council;
2. The internal audit is to be completed by a suitably qualified person who acts ethically with integrity and objectivity and is independent of the Council
3. Internal audit report to be reviewed annually by Town Council
4. Action plan to be drawn up to respond to any points raised



## Houghton Regis Town Council

### Working Safely with Coronavirus

Date of Approval:	Town Council 3 <sup>rd</sup> October 2022
Date of Review:	4 <sup>th</sup> October 2022
Date of Re-approval	

#### Contents

- 1 Purpose
- 2 Scope
- 3 The UK's position on COVID-19
- 4 Our position on COVID-19
- 5 Our responsibilities
  - 5.1 Health, safety, and welfare
  - 5.2 Dignity and respect
- 6 Clinically extremely vulnerable
- 7 Pregnant employees and those returning from maternity leave
- 8 Business travel
- 9 Holidays
- 10 Risk Assessment
- 11 Appointments
- 12 Home working
- 13 Further support and information
- 14 Policy review

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## **1 Purpose**

- 1.1 In our continuous commitment to health and safety, we recognise and accept our responsibility as an employer to maintain, so far as is reasonably practicable, the safety and health of our employees and of other persons who may be affected by our activities.
- 1.2 This policy sets out how we intend to manage COVID-19 safely in the workplace.
- 1.3 We reserve the right to keep our COVID safety measures under continuous review and to adapt, add or remove any of the measures where reasonably necessary.
- 1.4 This policy is not contractual but aims to set out how we normally deal with such issues.

## **2 Scope**

- 2.1 This policy is applicable to all employees and workers and therefore applies to everyone in the organisation.

## **3 The UK's position on COVID-19**

- 3.1 It is the responsibility of each employer and individual to take necessary steps in protecting themselves and others from COVID-19.
- 3.2 The UK does not mandate vaccinations against COVID-19; however, it strongly encourages every person eligible to become fully vaccinated.
- 3.3 There is no legal requirement to self-isolate following a positive COVID-19 test but the government advises to remain at home and to avoid contact with other people for at least 5 full days and to continue following this guidance until the person has received two negative test results.
- 3.4 The Government urges anyone who has any Coronavirus symptoms to get tested. The NHS website provides information on what the current COVID-19 symptoms are.
- 3.5 The government advises that employers take the necessary steps to implement mitigations against the spread of the virus according to their place of work.
- 3.6 Testing for COVID-19 is available for certain risk groups. The NHS website provides information on how to book a test.
- 3.7 It is encouraged and advised that businesses and individuals adopt safe working practices:
  - To get vaccinated
  - Let fresh air in if you are meeting indoors or to meet outside
  - Wear face coverings in crowded and enclosed spaces especially when coming into contact with people you don't usually meet or when transmission levels are high
  - Try to stay at home when unwell
  - Testing when you have developed COVID-19 symptoms, or stay at home and avoid contact with other people if you have tested positive
  - Washing your hands and following advice to 'catch it, bin it, kill it'
- 3.8 The latest government advice can be found here <https://www.gov.uk/coronavirus>. If you require help with accessing this

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- information, please contact your line manager in the first instance.
- 3.9 Information concerning the Coronavirus vaccination can be found on the NHS website.
  - 3.10 According to the NHS guidance on getting the COVID-19 vaccine, it is understood that the vaccine will reduce your chances of suffering from the COVID-19 disease, and where some people may still become infected, it will lessen the severity of the infection. The NHS state that the COVID-19 vaccine injection is safe and effective and provides the best protection against the virus.
  - 3.11 We understand that a decision to have the vaccine will be a personal choice. Important factors such as religious beliefs, pre-existing medical conditions, pregnancy or breastfeeding and other personal circumstances may require your careful consideration.
  - 3.12 Given the vast amount of information circulating in the public domain, some of which is misinformation, we recommend that only official sources are used for guidance around COVID-19 and the vaccination programme. Sources of further information can be found in section 11 of this policy.

#### **4 Our position on COVID-19**

- 4.1 Overall, it is the position of the Town Council, that we strongly encourage those who are able to take the COVID-19 vaccination to do so when offered.
- 4.2 We strongly encourage all employees follow the advice from NHS and the Government in regard to adopting safe behaviours.
- 4.3 We are committed to taking all reasonably practicable steps in order to reduce workplace risk from COVID-19 to the lowest level.
- 4.4 We respectfully require all those who fall in scope of this policy to co-operate with the company in reducing the risks of transmission of the virus, by adhering to our Covid safety working practices, as is reasonably necessary.
- 4.5 We may require proof of a positive test, as a checking method, by way of a copy of the confirmation email/text response from the NHS website.

#### **5 Our responsibilities**

- 5.1 Health, safety, and welfare
  - 5.1.1 We have a legal duty to protect the health, safety, and welfare of everyone in the workplace and to make appropriate arrangements to ensure this. Specifically, under the Health and Safety at Work Act, 1974, section 2, we are required to take all reasonably practicable steps to reduce workplace risks to their lowest level.
  - 5.1.2 As part of our commitment to this duty, we fully support each person who is able, in getting vaccinated against the virus. This commitment is an addition to the measures put in place to ensure the workplace continues to be a COVID-secure environment.
  - 5.1.3 Employees also have a legal duty under the Health and Safety at Work Act, 1974, section 7 to co-operate with the company as is reasonably necessary.

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- 5.1.4 All staff, including those who have received the vaccine are reminded that they must continue to observe all safe working practices relating to the management of COVID in order to protect themselves and their families, colleagues and others who attend the workplace. Whilst the vaccination does not prevent transmission, it is understood that it will lessen the severity of the infection. This is particularly important as there may be some individuals in the workplace who are either unable to receive the vaccination or choose not to receive it.
  - 5.2 Dignity and respect
    - 5.2.1 We are committed to a workplace that treats everybody with dignity and respect. The COVID19 pandemic is a challenging time for all, and we recognise the sensitivities that exist around this.
    - 5.2.2 We expect our employees to be treated respectfully by their colleagues in relation to their decision on whether to be vaccinated. The company does not accept any bullying or harassment against an employee because of their decision.
    - 5.2.3 The company is committed to ensuring that dignity and respect is offered to all those who we interact with.

## **6. Clinically extremely vulnerable**

- 6.1 We especially encourage employees who are clinically extremely vulnerable who can receive the vaccine, to take up the opportunity of becoming fully vaccinated and any boosters that may be introduced.
- 6.2 We will take all reasonably practicable steps to reduce workplace risks to their lowest level and will make appropriate arrangements in the workplace to do so through our risk assessment process. We may therefore request appropriate medical advice from either Occupational Health, your GP or another medical specialist to further understand your health needs at work.
- 6.3 You also have a legal duty under the Health and Safety at Work Act, 1974, section 7 to co-operate with the company as is reasonably necessary.
- 6.4 If you have concerns about your health at work then you are required to speak to your line manager in the first instance and as soon as possible.

## **7 Pregnant employees and those returning from maternity leave**

- 7.1 We are mindful that for some, there can be a level of anxiety about COVID-19 for their own health and that of their child.
- 7.2 Our pregnancy risk assessment helps us to ensure that risks are managed to their lowest level and will do this by making appropriate arrangements in the workplace. We will take all reasonably practicable steps to reduce workplace risks identified for you.

## **8 Business travel**

- 8.1 We encourage holding telephone or video conferences to conduct business related activities with colleagues, customers, suppliers wherever possible. However, we recognise that in some instances, face to face interaction is

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essential and business travel necessary. We ask that when attending other locations through the course of your work, that you continue to adhere with any COVID workplace safety measures that are in place.

## **9 Holidays**

- 9.1 If you book an overseas holiday, then due to the evolving situation with COVID-19 and the possible implications on your employment, we recommend:
- Keeping your situation under review and read all official guidance before deciding whether you should travel abroad
  - Subscribe to travel advice email alerts for the UK, your destination, and any countries you plan to travel through
  - Check entry restrictions, testing and quarantining requirements
  - Contact the UK based embassy of your destination country if you need further guidance
  - Be prepared to comply with any changes in local COVID-19 restrictions in the country of destination
  - Keep in contact with your travel company/airline for any delays or changes to your return travel.
- 9.2 In the event that you experience delays in returning to the UK because of COVID-19 rules of the overseas country, and these delays go on to impact on your ability to return to work as planned, then it is essential that you contact your line manager as soon as possible.
- 9.3 We will, wherever reasonably possible, support employees who encounter delays in returning to the workplace as planned. This may include, depending upon business needs:
- allowing a further period of 5 days unpaid leave (prorated for part time employees)
  - allowing the use of additional annual leave of up to 5 days (prorated for part time employees)
  - or a combination of unpaid/annual leave with any time off in lieu that you may have accrued
  - working from home if feasible.

## **10 Risk Assessment**

- 10.1 We conduct risk assessments in order to assess risks to the health and safety of employees as well as individuals not in our employment (such as visitors, guests, contractors, and anyone entering the workplace). Our risk assessment includes an assessment of the risks associated with COVID-19. We therefore continue to monitor the risks that arise from the virus so that we can reduce workplace risks to their lowest level.
- 10.2 Our risk assessment also considers those who may be clinically extremely vulnerable.
- 10.3 You will find the latest copy of our risk assessment on the shared drive under risk assessments. If you need assistance in accessing the document, please speak with your line manager.
- 10.4 Our risk assessments are always subject to review and so we may at any given time, be required to either add to our existing COVID safety measures, remove

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then or adjust how we manage them. We will communicate in advance providing reasonable notice about any changes to our measures.

## **11 Appointments**

- 11.1 Time off for vaccine appointments
- 11.2 Time off for vaccine appointments must be agreed with your manager in advance, and you should give them as much notice as possible. You may be required to produce confirmation of the appointment.
- 11.3 Reasonable paid time off will be given for you to attend your appointment.
- 11.4 Time off may be requested from annual holiday entitlement, or alternatively, time off in lieu, or unpaid leave may be granted.
- 11.5 Reasonable time off will be granted to support you having the vaccine.
- 11.6 Vaccine appointments for a dependent
- 11.7 If someone depends on you for care who needs your support to attend a vaccination appointment for themselves, then time off may be granted. Arrangements for leave should be discussed and agreed with your line manager in advance.

## **12 Home working**

- 12.1 If an employee self isolates because they have any of the main COVID symptoms or have tested positive for COVID but are well enough to work, we will support working from home during the period of isolation.
- 12.2 Self-isolation must be for 5 full days and must continue until you have received two negative lateral flow tests.

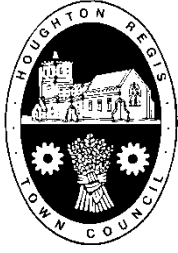
## **13 Further support and information**

- 13.1 Employee Assistance Programme: Health Assured, 0844 892 2493, Username: Houghton Password: Regis
- 13.2 Due to the vast amount of information circulating in the public domain, some of which is misinformation, we recommend that only official sources are used for guidance around COVID-19 and the vaccination programme.
  - Coronavirus (COVID-19) vaccine – NHS guidance
  - The UK Government COVID-19 Vaccination Programme
  - Priority groups for Coronavirus (COVID-19) vaccination: advice from the JCVI
- 13.3 Any queries or comments about this policy should be addressed to Debbie Marsh, Corporate Services Manager.
- 13.4 If you wish to talk to somebody in confidence other than your line manager about the company's workplace COVID measures, then you can speak to Town Clerk, who will help to answer questions you have on why the company is required to implement them.
- 13.5 Should you not be happy with how any concern has been addressed or resolved, then you can escalate the concerns more formally, through the company's Grievance Policy.

## **14 Policy review**

This policy is reviewed by the Corporate Services Committee annually





## **CORPORATE SERVICES**

## **Agenda Item 15**

**Date:** 4<sup>th</sup> October 2022

**Title:** Menopause Policy

**Purpose of the Report:** To provide information to members in support of the introduction and adoption of a Town Councils Menopause Policy

**Contact Officer:** Debbie Marsh, Corporate Services Manager

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### **1. RECOMMENDATION**

To recommend to Town Council the adoption of the Town Councils Menopause Policy.

### **2. INFORMATION**

The menopause takes place over several years and is a major stage in a person's life. It is recognised that it can have a substantial impact on an employee's performance in the workplace and employers are becoming more aware of the need and legal obligation to support those experiencing it.

Therefore, the Town Councils Human Resources provider has been approached for a draft policy that could be used to support those who are experiencing this major change.

Staff have been provided with a copy of the draft policy for their comments and questions.

Houghton Regis Town Council already provide an Employee Assistance Programme for all staff and Councillors. This service is promoted within the policy.

### **3. COUNCIL VISION**

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

### **4. IMPLICATIONS**

### **Corporate Implications**

- There are no corporate implications arising from the recommendations.

### **Legal Implications**

- Menopause is not a protected characteristic in the Equality Act 2010 (the Act), but sex, age and disability are all characteristics which provide protection against unfair treatment of employees going through the menopause.

### **Financial Implications**

- There are no financial implications arising from the recommendations

### **Risk Implications**

- Risk to service delivery
- Health & Safety

### **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

## **5. CONCLUSION AND NEXT STEPS**

Menopause is not a taboo subject and by introducing this policy Houghton Regis Town Council sets out the guidelines on how they will support employees experiencing a major change in their life.

## **6. APPENDICES**

### **Appendix A: Draft Menopause Policy**



## HOUGHTON REGIS TOWN COUNCIL

### Menopause Policy

Date of Approval:	
Dates of Review:	4 <sup>th</sup> October 2022
Re-Approval:	

#### Contents

1. Purpose
2. Scope
3. Definition
4. Key terms
5. Symptoms
6. Roles and Responsibilities
  - 6.1 Line Managers
  - 6.2 Employee Responsibilities
7. Risk assessment
8. Workplace adjustments
9. Workplace support
10. Further information
11. Related policies
12. Further information
13. Policy review

## 1. Purpose

We are committed to the wellbeing of all employees as well as providing an inclusive and supportive workplace. We recognise that employees can experience significant life events during their career with us, one of which being the menopause. This policy is dedicated to supporting those undergoing the menopause by aiming to:

- Recognise that the menopause is not a one-off event but a stage of a person's life and should not be a taboo
- Promote awareness to all employees
- Set out guidelines on how we will support employees undergoing the menopause

- 1.1 We understand and are sympathetic to those employees who may have had the menopause induced surgically. We are inclusive towards all, regardless of the cause and do not distinguish between the two causes.
- 1.2 We fully accept our responsibilities under the Equality Act 2010 and we have zero tolerance to discrimination, bullying or harassment of any kind.
- 1.3 All employees have a responsibility in promoting equality and dignity in the workplace and to not discriminate unfairly or harass colleagues, nor encourage others to do so or tolerate such behaviour. Employees are encouraged to challenge any unacceptable behaviour should they either witness it or experience it directly. Disciplinary action, including dismissal, may be taken against any employee found guilty of unfair discrimination, harassment and/or victimisation.
- 1.4 This policy is not contractual but aims to set out how we normally deal with the menopause in the workplace.

## 2. Scope

- 2.1 This policy applies to all employees, as well as casual workers, agency staff and contractors.

## 3. Definition

- 3.1 The menopause occurs when there is a change in the balance of the body's sex hormones and happens when the body no longer releases eggs. Oestrogen levels also decline which ultimately results in the menstrual cycle stopping.
- 3.2 It can also occur because of certain medical treatments undertaken such as surgery to remove ovaries, some breast cancer treatments, chemotherapy, radiotherapy or even by an underlying medical condition such as Down's Syndrome or Addison's Disease.
- 3.3 However, the menopause can also occur with no clear cause, especially when it is premature (i.e. before the age of 40).

## 4. Key terms

- **Perimenopause** – the time leading up to the menopause, where symptoms may be experienced.
- **Menopause** – normally when an employee has not had a period for 12 months.
- **Premature Menopause** – when the menopause is experienced before the age of 40.
- **Post Menopause** – the time beyond the menopause.

## **5. Symptoms**

5.1 Symptoms can vary person to person and the extent to which they have an impact can also vary. Some symptoms can be quite severe and impact significantly on everyday activities. There is no definitive list of symptoms, but can include:

- Hot flushes
- Night sweats
- Difficulty sleeping
- Migraines
- Low mood or anxiety
- Poor concentration
- Mood swings
- Irregular periods / heavy bleeding
- Bone and joint problems

## **6. Roles and Responsibilities**

### **6.1 Line managers**

6.1.1 To treat employees with dignity and respect when holding discussions with an employee about their own experience of the menopause and recognise that each person's experience may differ.

6.1.2 Familiarise themselves with this policy as well as any other policy which may link to this or the situation they are supporting.

6.1.3 Be willing to engage in open discussion and help remove the taboo in talking about the menopause.

6.1.4 Ensure any risks are appropriately managed in line with our health and safety procedures.

### **6.2 Employee responsibilities**

6.2.1 To take reasonable care and responsibility for their own health and wellbeing

6.2.2 Be open to having conversations with their manager about what impact the menopause is having on them. Should the employee feel unable to speak to their manager, they can also speak to the Corporate Services Manager.

6.2.3 To ensure all staff are treated with dignity and respect.

## **7. Risk assessment**

7.1 As part of our health and safety responsibilities, we ensure that our risk assessment takes account of those going through the menopause. Any significant hazards and risks identified will be assessed and the findings recorded in writing. Copies of our risk assessments are kept on our shared drive and will be supplied to individuals as appropriate. All our risk assessments are updated when necessary.

## **8. Workplace adjustments**

- 8.1 We recognise that for those undergoing the menopause, it may be reasonable to adjust the workplace. These adjustments can include adjustments to the hours of work, the job role, or the work environment. We will work with the employee in understanding their needs and may wish to also seek medical advice from a medical professional.
- 8.2 Examples of workplace adaptations include, and are not limited to:
- Changing the number of hours worked, either short or long term
  - Adjust the start or end working times.
  - Put in place relevant equipment to assist in the management of the employees' symptoms.
- 8.3 Workplace adjustments will be made on a case-by-case basis and will not determine how other cases will be supported. What is reasonable in each case, will balance the needs of the individual with the need of the business.

## **9. Workplace support**

- 9.1 We offer support to both the employee and their manager to help manage the menopause whilst at work.
- 9.2 We recognise that Occupational Health can play a key part in ensuring the health and wellbeing of an employee in the workplace. We may recommend an Occupational Health referral, or we may seek advice from the employee's GP to understand what reasonable steps may be required going forward.
- 9.3 We offer an Employee Assistance Programme (EAP) that gives employees the support that they need to help them manage their health and wellbeing issues effectively. It is available by calling 0800 028 0199, Username: Houghton Password: Regis or alternatively by downloading My Healthy Advantage App Registration Code: MHA077548. This service is completely independent and totally confidential. The EAP service can also provide line managers with guidance to help them support their employee in the workplace.

## **10. Further information**

- 10.1 We encourage employees undergoing the menopause, as well as line managers who may be supporting their employee to access official medical guidance, such as:
- NHS Menopause overview <https://www.nhs.uk/conditions/menopause/>
  - The Menopause charity <https://www.themenopausecharity.org/>

## **11. Related policies**

- Equal Opportunities policy
- Flexible Working Policy

The above list is not exhaustive.

## **12. Further information**

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

## **13. Policy review**

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



## HOUGHTON REGIS TOWN COUNCIL

### FREEDOM OF INFORMATION ACT (2000) POLICY

Date of Approval:	Town Council 28 <sup>th</sup> September 2015
Date of Review:	26 <sup>th</sup> September 2016; 5 <sup>th</sup> March 2018; 10 <sup>th</sup> June 2019; 21 <sup>st</sup> September 2021; 4 <sup>th</sup> October 2022
Date of Re-approval	7 <sup>th</sup> October 2019; 13 <sup>th</sup> December 2021; TBC

Based on NALC Legal Topic Note 37, Freedom of Information April 2021

#### Contents

1. Introduction
2. The difference between FOI and Data Protection
3. Purpose
4. Objectives
5. Requesting information
6. Timescale
7. Duty to provide assistance
8. Charges
9. Response
10. Appeals
11. Additional information
12. Policy review

## **1 INTRODUCTION**

- a The Freedom of Information Act 2000 ('the Act') was passed on 30 November 2000. The Act is enforced by the Information Commissioner who also has responsibility for data protection issues. From 01 January 2005 when the Freedom of Information (FOI) Act 2000 came fully into force there was a legal right for any person or group to ask any public authority for access to information held by that authority.
- b Section 1 of the Act give a general right of access to all types of recorded information held by public authorities. It also sets out exemptions from that right and places a number of obligations on public authorities. Local councils are subject to the 2000 Act. Public authorities have two main responsibilities under the Act. They have to produce a 'publication scheme' and they have to deal with individual requests for information.
- c The Act gives a right to access information held by public authorities including:
- Government Departments;
  - Local Authorities;
  - NHS bodies (such as hospitals, as well as doctors, dentists, pharmacists and opticians);
  - Schools, colleges and universities
  - Police
  - The House of Commons and the House of Lords

## **2 THE DIFFERENCE BETWEEN FOI AND DPA**

- a The 2000 Act extends access rights set out under the Data Protection Act 2018 (incorporating the UK GDPR) A request by an individual for information about themselves is exempt under the 2000 Act and will continue to be handled as a subject access request under the 2018 Act. In certain circumstances such a request may involve the release of associated third party information.
- b Where an applicant specifically requests information about a third party, the request falls within the remit of the 2000 Act. However, the authority must apply the data protection principles when considering the disclosure of information relating to living individuals. An authority must not release third party information, if to do so would mean breaching one of the principles.

## **3 PURPOSE**

- a The 2000 Act is about the right of access and gives the applicant two related rights:
- To be told whether the information exists, and
  - To receive the information
- b This policy outlines the standards, responsibilities and liabilities of staff (both Council employees and partners working for the Council), members, and the Council in relation to the Freedom of Information (FOI) Act (2000).
- c The Council's stated approach to providing information is one of openness and transparency.



#### **4 OBJECTIVES**

- a This policy highlights the following objectives outlined in the FOI Act and the Lord Chancellor's Guidance on FOI:
  - i. To respond to requests not covered by an exemption promptly but no later than 20 working days of receiving a request. The first day starts the day after a request is received. The date on which a request is received is the day on which it arrives or, if this is not a working day, the first working day following its arrival.
  - ii. To maintain effective search and retrieval mechanisms to enable successful compliance.
  - iii. To maintain effective and efficient records systems for both information and for recording the processing and decisions around FOI.

#### **5 REQUESTING INFORMATION**

- a Information can obtain from a public authority via an approved publication scheme. If the information is not included in the publication scheme, a separate request can be made in writing (including email) More information about publication schemes and the General Right of Access can be found in Annex A.
- b Requests for information must be made in writing (including e-mail). The request must state the name and address of the requester and the required information.
- c **Information means information recorded in any form.**

#### **6 TIMESCALE**

- a The Council will generally have 20 working days in which to respond to a request.

#### **7 DUTY TO PROVIDE ASSISTANCE**

- a The Council is required to provide advice and assistance to people who have made or who are thinking of making a request. This will help requesters to understand their rights under the Act and identify the information they want. The Council will fulfil its responsibilities under other legislation such as the Equality Act 2010 and in responding to any particular requests from different sectors of the community.

#### **8 CHARGES**

- a The Council may charge a fee for responding to requests. The Council will inform the requester in writing.

#### **9 RESPONSE**

- a The Council will try to provide the information in the form requested unless it is unreasonable to do so.
- b If any of the information requested is exempt, the requester must be advised in writing which of the exemptions has been relied on to withhold the information.
- c In cases where an exemption applies, but an authority determines it is in the public interest to do so, it must disclose the information requested within a reasonable timescale.

## **10 COMPLAINTS**

- a If a requester is unhappy with the way their request is handled, they have the right to complain, first to the Council, and ultimately to the Information Commissioner. The requester must be informed of these rights. The Council's policy is to use the existing complaints procedure to handle any written expression of dissatisfaction even if that does not specifically ask for a review.
- b If a complaint is submitted to the Information Commissioner, he will consider the case and inform both the applicant and the Council of the decision in a Decision Notice. Where appropriate, the Decision Notice will instruct the Council as to what steps it needs to take to comply with the Act. This may include the release of information. Both the applicant and the public authority may appeal against a decision notice to the Information Tribunal.
- c The Commissioner can also issue a public authority with an Enforcement Notice stating what steps it should take to comply with the Act. The Council may appeal to the Information Tribunal against such a notice otherwise it must comply with the Enforcement Notice. Failure to do so may lead to court proceedings.

## **11 ADDITIONAL INFORMATION**

- a The Town Clerk is ultimately responsible for ensuring the Council complies with the FOI Act.
- b Wilfully concealing, damaging or destroying information in order to avoid answering an enquiry is an offence and is subject to fines of up to level 5 on the standard scale.
- c The Council needs to keep records of all the enquiries received, how they were dealt with, any decisions and reasons for them; and of any complaints or appeals. Appropriate records management arrangements support good record keeping and efficient, effective access to information.
- d Any request for information should be considered in the first instance as a request under the FOI Act. All members and officers need to be aware of their responsibilities under FOI.

## **12 POLICY REVIEW**

- a This policy will be reviewed annually by the Corporate Services Committee

## **ANNEX A – DEFINITIONS**

### **1 PUBLICATION SCHEMES**

A publication scheme is a guide to the types of information that the authority routinely publishes the format in which the information is available in and how much it will cost if there are any charges. The Council's publication scheme is available via the website.

The information is presented in the form of classes (categories) of information.

#### **Using a publication scheme**

A person can contact the authority in any way, such as telephone, email, or in writing and ask to see their publication scheme. They can then make a request for any of the information included within the scheme.

### **2 GENERAL RIGHT OF ACCESS**

Anyone has a right to ask public authorities for any information they hold.

Some of the records requested may contain exempt information which does not have to be provided when responding to a request.

#### **Retrospective**

The Act allows for access to information held by public authorities regardless of when that information was created or how long it has been held by the public authority.

#### **Codes of Practice**

Two codes of practice have been created under the Act which help public authorities in meeting their new responsibilities.

The first code produced under section 45 of the Act is sometimes referred to the Access Code. It deals with how to handle requests for information including:

- the level of advice and assistance an Authority is expected to provide,
- transferring requests from one public authority to another,
- consulting with third parties who may be affected by the release of information

It also deals with complaints procedures and how the Act impacts on public sector contracts.

The second code is made under section 46 of the Act and deals with records management. If a public authority does not have good records management procedures in place it may well find it difficult to comply with its obligations under the Act.

## **ANNEX B – EXEMPTIONS**

There are 25 exemptions from the general rights of access, and of these eight are in whole or part ‘absolute’ exemptions. However, for other exemptions the ‘public interest’ test applies (see below).

### **ABSOLUTE EXEMPTIONS**

- 1 Information accessible to the requestor by other means (section 21). For example, information already in the public domain and readily available in paper form or on the internet.
- 2 Information supplied by or relating to bodies dealing with security matters (section 23).
- 3 Court records (section 32). This includes information in documents served for the purposes of legal proceedings or held by a person conducting an inquiry or arbitration.
- 4 Information is exempt if the exemption is required for the purpose of avoiding an infringement of the privileges of either House of Parliament (section 34).
- 5 Information is exempt if, in the reasonable opinion of a qualified person, disclosure would, or would be likely to, prejudice the effective conduct of public affairs. This is an absolute exemption only in so far as it relates to Parliament (section 36).
- 6 Personal information about the person making a request (section 40). This is covered by the Data Protection Act 2018.
- 7 Information provided in confidence (section 41). This applies if releasing the information would amount to an actionable breach of confidence at the time a request is made. The current draft compliance code of practice states that a public authority should only accept information in confidence from third parties if it is ‘necessary’ to obtain that information in connection with any of the authority’s functions. An authority would be open to criticism by the Information Commissioner if it agreed unjustifiably to receive information ‘in confidence’.
- 8 Prohibition on disclosure (section 44). This applies to information the disclosure of which is prohibited by any legislation, or if disclosure would be a contempt of court.

### **Exemptions Subject to the Public Interest Test**

The following exemptions are subject to the public interest test. An authority must release the information requested unless “*in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information*”

- 9 Information intended for future publication (section 22).
- 10 Information held for the purpose of safeguarding national security (section 24)
- 11 Information whose disclosure would, or would be likely to, prejudice the defence of the realm (section 26)
- 12 Information whose disclosure would, or would be likely to, prejudice relations between the UK and any other state, international organisation or court or UK interests abroad (section 27).
- 13 Information whose disclosure would or would be likely to prejudice relations between any administration in the UK and any other such administration (section 28).

- 14 Information whose disclosure would, or would be likely to, prejudice the economic or financial interests of the UK (section 29).
- 15 Information held at any time by an authority in connection with a criminal investigation (section 30).
- 16 Information whose disclosure would, or would be likely to, prejudice the prevention or detection of crime, the apprehension of offenders, or the administration of justice, information relating to civil proceedings (section 31).
- 17 Audit information (section 33). This relates to information held by any public authority which has functions in relation to the audit of the accounts of other public authorities.
- 18 Information is exempt if it is held by a government department of the National Assembly of Wales and relates to the formulation of policy, ministerial communications, or the operation of any Ministerial private office (section 35).
- 19 Information is exempt if it would prejudice effective conduct of public affairs (except information held by the House of Commons or the House of Lords).
- 20 Information is exempt if it relates to communications with Her Majesty or with other members of the Royal Family or the Royal Household (section 37).
- 21 Information is exempt if it is likely to endanger the health and safety of an individual (section 38).
- 22 Information is exempt if the authority is obliged to release the information under the Environment Information Regulations (section 39).
- 23 Information in respect of personal information of a third party (ie. not data relating to the requester) (section 40)
- 24 Information in respect of which a claim for legal professional privilege could be maintained is exempt (section 42).
- 25 Information is exempt if it constitutes a trade secret (section 43).

Model Publication Scheme  
Adopted: 8<sup>th</sup> December 2008  
Re-adopted: TBC

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Information available from  
**HOUGHTON REGIS TOWN COUNCIL**  
under the Freedom of Information Scheme based on the Model Publication Scheme

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**Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme. Houghton Regis Town Council has adopted the model publication scheme prepared and approved by the Information Commissioner.**

**Model Publication Scheme**

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

The Council will provide responses to requests in the following time scales:

- 20 working days for freedom of information and environmental information requests.

### **Publishing datasets for re-use**

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright, or the database rights, are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence.

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published guidance on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

### **INFORMATION TO BE PUBLISHED**

**Note:** Information obtained through the Town Council's website is free of charge. For hard copies of information charges apply, see Schedule of Charges for details.

	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> - <i>current information only</i> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Hard copy Website	Charge Free

	Email	Free
Contact details for Town Clerk and Council members	Hard copy Website Email	Charge Free Free
Location of main Council office and accessibility details	Hard copy Website Email	Charge Free Free
Staffing structure	Hard copy Website Email	Charge Free Free
<b>Class 2 – What we spend and how we spend it - Current and previous financial year</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	Hard copy Website Email	Charge Free Free
Finalised budget	Hard copy Website Email	Charge Free Free
Precept	Hard copy Email	Charge Free
Borrowing Approval letter	Hard copy Email	Charge Free
Financial Standing Orders and Regulations	Hard copy Website Email	Charge Free Free
Grants given and received	Hard copy Website Email	Charge Free Free



List of current contracts awarded and value of contract	Hard copy Email	Charge Free
Members' allowances and expenses	Hard copy Website Email	Charge Free Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report	Hard copy Website Email	Charge Free Free
Town Councils Vision 2020 - 2024	Hard copy Website Email	Charge Free Free
<b>Class 4 – How we make decisions - Current and previous council year as a minimum</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Website Email	Charge Free Free
Agendas of meetings (as above) –this will exclude information that is properly regarded as private to the meeting.	Hard copy Website Email	Charge Free Free
Minutes of meetings (as above)	Hard copy Website Email	Charge Free Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Website	Charge Free

	Email	Free
Responses to consultation papers	Hard copy	Charge
Responses to planning applications	Hard copy Website Email	Charge Free Free
Bye-laws	Hard copy Email	Charge Free
<b>Class 5 – Our policies and procedures - Current information only</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business, including: Standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	Hard copy Website Email	Charge Free Free
Policies and procedures for the provision of services and about the employment of staff, including: Equal opportunities policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Website Email	Charge Free Free
Information security policy	Hard copy	Charge
Records management policies (records retention, destruction and archive)	Hard copy	Charge
Data protection policies	Hard copy Website Email	Charge Free Free
Schedule of charges for the publication of information	Hard copy Website	Charge Free

	Email	Free
<b>Class 6 – Lists and Registers</b> - <i>Currently maintained lists and registers only</i> Note: some information may only be available by inspection		
Any publicly available register or list including Electoral Register	Inspection only	Free
Assets Register	Hard copy Website Email	Charge Free Free
Register of members' interests	Hard copy Website	Charge Free
Register of gifts and hospitality	Hard copy	Charge
<b>Class 7 – The services we offer</b> - <i>Current information only</i> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Note: some information may only be available by inspection		
Burial grounds and closed churchyards	Hard copy Website Email	Charge Free Free
Community centres and village halls	Hard copy Website	Charge Free
Parks, playing fields and recreational facilities	Hard copy Website	Charge Free
Seating, litter bins, clocks, memorials and lighting	Hard copy	Charge
Bus shelters	Hard copy	Charge
Public conveniences	Hard copy	Charge
Agency agreements	Hard copy	Charge

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy Website Email	Charge Free Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**CONTACT DETAILS:**

Town Clerk  
 Houghton Regis Town Council  
 Peel Street  
 Houghton Regis  
 Beds LU5 5EY

Tel: 01582 708540  
 Fax: 01582 861102  
 e-mail: [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)  
 website: [www.houghtonregis.org.uk](http://www.houghtonregis.org.uk)

**SCHEDULE OF CHARGES**

Information obtained through the Town Council's website and by email is free of charge. For hard copies of information the following charges apply:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying – Black and White @ 13p per A4 copy 16p per A3 copy	Actual cost *

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	Photocopying – Colour @ 15p per A4 copy 21p per A3 copy	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class



## HOUGHTON REGIS TOWN COUNCIL

### Late Payment & Bad Debts Policy

Date of approval:	3 <sup>rd</sup> December 2012
Dates of review:	16 <sup>th</sup> March 2015; 14 <sup>th</sup> March 2016; 1 <sup>st</sup> December 2016; 27 <sup>th</sup> November 2017; 2 <sup>nd</sup> March 2020; 1 <sup>st</sup> June 2021
Dates of re-approval:	23 <sup>rd</sup> March 2015; 21 <sup>st</sup> March 2016; 30 <sup>th</sup> January 2017; 26 <sup>th</sup> March 2018; 5 <sup>th</sup> October 2020; 4 <sup>th</sup> October 2021

#### Contents

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

## **1.0 INTRODUCTION**

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

## **2.0 POLICY**

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

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

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

## **3.0 CREDIT CONTROL**

3.1 Invoices are raised and reminders sent at 30, 60 and 90 day intervals.

3.2 After 90 days, a letter is sent by recorded delivery to the debtor advising that if no payment is made within 7 days, the debt will be passed to a debt collector for recovery.

3.3 In some instances, specific debts will be reported to the Corporate Services Committee prior to being passed to the debt collector.

3.4 Where the debt collector is unable to secure payment, the debt will be referred to Town Council.

## **4.0 PAYMENT COLLECTION**

4.1 The Council receives income from the following sources:

- Agency services
- Advertising
- Cemetery fees
- Use of office facilities
- Sport bookings
- Venue hire
- Use of Recreation Grounds
- Sponsorship

#### 4.2 Agency services

##### *Regular work*

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

##### *Ad hoc work*

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

#### 4.3 Advertising

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

#### 4.4 Cemetery fees

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

#### 4.5 Use of office facilities (photocopier etc)

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

#### 4.6 Sport bookings

##### *Regular / seasonal bookings*

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

##### *Ad hoc bookings*

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

#### 4.7 Venue hire

##### *Regular bookings*

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

##### *Ad hoc bookings*



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

*New regular bookings*

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

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

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

4.9 Sponsorship

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

**5.0 REVIEW**

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

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

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

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

The date of this publication is: 29<sup>th</sup> September 2014

The effective date of this policy is: 1<sup>st</sup> April 2014

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

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

Where quoted regulations\* refer to:

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

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

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

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

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

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

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

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

Signed:  
Town Clerk, Houghton Regis Town Council

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

**Employer discretions required under:  
The Local Government Pension Scheme Regulations 2013  
[prefix R]**

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

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

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

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

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

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

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

*The policy of Houghton Regis Town Council is:*

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

### **Regulation R30(6)\* & TP11(2)**

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

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

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

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

*The policy of Houghton Regis Town Council is:*

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

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

*The following criteria will apply:-*

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

**Regulation R30(8)\***

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

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

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

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

*The policy of Houghton Regis Town Council is:*

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

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

**TP Sch 2 para 2(2)**

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

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

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

*The policy of Houghton Regis Town Council is:*

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

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

**TP Sch 2 para 2(3)**

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

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

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

*The policy of Houghton Regis Town Council is:*

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

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

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

*and/or*

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

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

### **Regulation R31**

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

A Scheme employer may resolve to award

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

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

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

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

*The policy of Houghton Regis Town Council is:*

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

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

### **Regulation B12**

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

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

*The policy of Houghton Regis Town Council is:*

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

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

**Regulation B30(2)\***

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

*The policy of Houghton Regis Town Council is:*

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

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

**Regulation B30(5)\***

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

*The policy of Houghton Regis Town Council is:*

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

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

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

*and/or*

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

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

**Regulation B30A(3)\***

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

*The policy of Houghton Regis Town Council is:*

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

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

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

*and/or*

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

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

**Regulation B30A(5)\***

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

*The policy of Houghton Regis Town Council is:*

*The policy of Houghton Regis Town Council is:*

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

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

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

*and/or*

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

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

**Employer discretions required under:  
The Local Government Pension Scheme Regulations 1997  
(as amended) [prefix L]****Regulation L31(2)**

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

*The policy of Houghton Regis Town Council is:*

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

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

**Regulation L31(5)**

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

*The policy of Houghton Regis Town Council is:*

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

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

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

*and/or*

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

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



### **Regulation L31(7A)**

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

*The policy of Houghton Regis Town Council is:*

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

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

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

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

#### **Regulation 21(4)**

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

*The policy of Houghton Regis Town Council is:*

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

#### **Regulation 25(2)**

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

*The policy of Houghton Regis Town Council is:*

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

#### **Regulation 21(7)**

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

The policy of Houghton Regis Town Council is:

**That the normal pension suspension rules will be disapplied.**

#### **Regulation 21(5)**

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

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

*The policy of Houghton Regis Town Council is:*

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



*be relevant to the authority.*

### **Regulation 21(7)**

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

*The policy of Houghton Regis Town Council is:*

*That the normal pension suspension rules will be disapplied.*

### **Regulation 17**

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

*The policy of Houghton Regis Town Council is:*

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

### **Regulation 19**

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

*The policy of Houghton Regis Town Council is:*

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

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

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

### **Regulation 5**

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

*The policy of Houghton Regis Town Council is:*

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

### **Regulation 6**

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

*The policy of Houghton Regis Town Council is:*

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

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

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

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

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

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

#### **Regulation 3(1)**

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

*The policy of Houghton Regis Town Council is:*

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

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

#### **Regulation 3(4) and 8**

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

*The policy of Houghton Regis Town Council is:*

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

#### **Regulation 3(2)**

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

*The policy of Houghton Regis Town Council is:*

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

#### **Regulation 4(1)**

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

*The policy of Houghton Regis Town Council is:*

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

#### **Regulation 4(3) and 8**

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

*The policy of Houghton Regis Town Council is:*

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

**Regulation 4(2)**

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

*The policy of Houghton Regis Town Council is:*

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

**Regulation 4(5)**

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

*The policy of Houghton Regis Town Council is:*

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

**Regulation 6(1)**

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

*The policy of Houghton Regis Town Council is:*

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

**Regulation 6(1)**

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

*The policy of Houghton Regis Town Council is:*

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

**Regulation 6(2)**

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

*The policy of Houghton Regis Town Council is:*

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

**Regulation 7(1)**

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

*The policy of Houghton Regis Town Council is:*

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

**Regulation 7(2) and 8**

Determine amount of any injury allowance.

*The policy of Houghton Regis Town Council is:*

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

**Regulation 7(3)**

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

*The policy of Houghton Regis Town Council is:*

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

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

**– in accordance with the Local Government Pension Scheme Regulations 2013**

#### **R9(1) & (3) – Contributions**

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

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

*The policy of Houghton Regis Town Council is:*

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

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

#### **R17(1) – Additional Voluntary Contributions**

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

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

*The policy of Houghton Regis Town Council is:*

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

#### **R21(5) – Assumed Pensionable Pay**

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

*The policy of Houghton Regis Town Council is:*

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

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

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

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

*The policy of Houghton Regis Town Council is:*

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

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

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

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

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

## **R74 Adjudication**

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

- (a) a decision under regulation 72 (first instance decisions); or
- (b) any other act or omission by a Scheme employer or administering authority,

and to make a decision on such applications.

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

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

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

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

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

*The policy of Houghton Regis Town Council is:*

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

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

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

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

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

***This policy will be reviewed annually by the Corporate Services Committee***