



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

20th February 2023

To: Members of the Corporate Services Committee

Cllrs: D Jones (Chair), J Carroll, E Cooper, C Copleston, 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 **Monday 27th February 2023 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.*

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 4 - 17

To approve the Minutes of the meetings held on 28th November 2022, 16th January and 30th January 2023.

Recommendation: To approve the Minutes of the meeting held on 28th November 2022, 16th January and 30th January 2023 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 18 - 25

Personnel Sub-Committee: 8th November 2022 and 17th November 2022

New Office Sub-Committee: 21st February 2022

Recommendation: To receive the Minutes detailed above.

6. INCOME AND EXPENDITURE REPORT

Pages 26 - 31

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

This report is provided for information.

7. BANK AND CASH RECONCILIATION STATEMENTS

Pages 32 - 34

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

Recommendation:

1. To approve the monthly bank and cash reconciliation statements for October, November and December 2022;
2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.

8. LIST OF CHEQUE PAYMENTS

Pages 35 - 70

Members will find a list of payments for the period October, November and December 2022 (inclusive).

This report is provided for information.

9. INVESTMENT REPORT

Pages 71 - 73

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. INSURANCE CLAIMS

Members are advised that there have not been any insurance claims from 18th November 2022 to date.

This report is provided for information.

11. LEAVE ENTITLEMENT POLICY AND FAMILY FRIENDLY POLICY

Members are reminded that at the previous meeting of the Corporate Services Committee it was anticipated that a Leave and Other Absences policy and a Family Friendly Policy was to be presented at this meeting.

Members are advised that at the time of compiling the agenda the report and revised policies had not been completed.

Report and policies to follow.

Recommendation To recommend to Town Council to adopt a revised Town Councils Leave and Other Absences Policy and to adopt a new Family Friendly Policy that covers all leave entitlements other than Annual Leave.

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HOUGHTON REGIS TOWN COUNCIL

Corporate Services Committee

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

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

Officers: Debbie Marsh Corporate Services Manager
Louise Senior Head of Democratic Services
Clare Evans Town Clerk

Public: 0

Apologies: Councillors: J Carroll
C Copleston

Also present: Councillor: T McMahon

Absent: M S Kennedy

12259 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllrs Carroll and Copleston.

12260 QUESTIONS FROM THE PUBLIC

None.

12261 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Members were reminded at the last Corporate Services Committee meeting held on 4th October 2022, a query was raised whether councillors needed to declare an interest if they were in receipt of a Local Government Pension, it was confirmed that clarification had been sought and a declaration of interest was not required.

12262 MINUTES

To approve the Minutes of the meeting held on 18th August and 4th October 2022.

Resolved: To approve the Minutes of the meeting held on 18th August 2022 and 4th October 2022 and for these to be signed by the Chairman.

12263 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Personnel Sub-Committee: 11th July 2022

Resolved: To receive the Minutes of the Personnel Sub-Committee meeting of the 11th July 2022.

12264 INCOME AND EXPENDITURE REPORT

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

Clarification was sought on budget heading 101-1091 - Misc. Income and what the wording of explanation, as contained in the officer's report, meant.

Under budget headings 190-4021- Communications Costs & 190-4026 - Computer Costs members suggested that these headings may require consideration when presenting the budget for 2023/2023 as they were on track to be overspent in this financial year. The proposed budget for 2023/2024 was, on first look, insufficient.

It was acknowledged that the staff overtime budget would have an overspend due to the recent NJC pay increase. This budget, at the time of setting, had been budgeted for a 2% increase in salaries, however the actual increase had been in the region of 6% across staff. It was also acknowledged this increase would have an impact to those budget headings that covered on-costs.

Members asked if enquires had been made as to whether there was any financial relief in place for public sector buildings, regarding utilities.

Members requested that the above queries be investigated and fed back to the committee.

Members received this report for information.

12265 BANK AND CASH RECONCILIATION STATEMENTS

Members received the monthly bank and cash reconciliation statements for August and September 2022.

Resolved:

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

12266 LIST OF CHEQUE PAYMENTS

Members noted the agenda stated that members would receive a list of payments for the period August and September 2022 (inclusive) however members received a list of payments for the period September and October 2022 (inclusive). It was requested that August be circulated via email.

Clarification was sought on whether the All Saints Tree works at £22,800 had been sufficiently budgeted for. Members acknowledged this budget heading was not under the control of this committee. Members were advised that this would be clarified and fed back to the committee.

Members received this report for information.

12267 INVESTMENT REPORT

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

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

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

Members were informed that the CCLA would be exercising their discretion to extend the redemption notice period from the current 90 days to 6 months with immediate effect. This will need to be borne in mind when the Council considers accessing this fund. Members requested that the Clerk scrutinises the timetable of the Tithe Farm refurbishment programme to ensure the availability of funds as and when payment was required.

Members received this report for information.

12268 INSURANCE CLAIMS

Members were advised that there had been no insurance claims made against the council from the 1st September 2022 to date.

Members received this report for information.

12269 REVIEW OF TOWN COUNCIL MEMBERSHIP TO OTHER BODIES

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

| <i>Membership</i> | <i>Period</i> | <i>Annual Subscription 2023/24</i> |
|---|---------------|--|
| Society of Local Council Clerks (SLCC) | Annual | £446 |
| Bedfordshire Association of Town & Parish Councils (NALC) | Annual | £2,122 |

| | | |
|--|-----------------------|------|
| Institute of Cemetery and Crematorium Management | Annual April to March | £100 |
| Information Commissioners Officer (ICO) | Annual | £55 |
| National Allotment Association | Annual | £56 |
| Campaign to Protect Rural England (CPRE) | Annual | £36 |

It was confirmed that the BATPC 3% increase had not been included in the above table as the agenda had been published before the announcement had been made.

12270 REVIEW EXISTING CONTRACTS

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

| <i>Service</i> | <i>Minute No.</i> | <i>Details</i> | <i>Cost / annum</i> | <i>Start date</i> |
|----------------------|-------------------|--|---------------------|--------------------------------|
| IT Support & Hosting | | Support charge | £1,800 | |
| | | Microsoft 365 Business Standard - Annual Subscription | £1,015 | 3 rd November 2020 |
| | | Microsoft Exchange On-Line Plan1 - Annual Subscription | £576 | 10 th November 2020 |
| | | SolarWinds Cloud Backup - per month | £600 | 17 th November 2020 |
| | | McAfee Endpoint Protection Ess SMB 1:1 GL | £347 | 18 th October 2020 |
| | | Total / annum | £4,338 | |
| Website hosting | | Annual fee | £346 | |
| DCK Accounting | | Annual arrangement for year-end close | £1,250 | |

| | | | | |
|-------------------------|--------------------------------|---|---|---|
| | | down and year end accounts preparation | | |
| Operation Hana | CC214 | Annual arrangement | £34,990 | 1 st April 2022 to 31 st March 2023 |
| Internal Audit | 11965 (CS) 12082 (TC) | 3-year arrangement | £1097.25 | May 2022, 2023, and 2024 |
| Human resources advisor | 9942 | Annual arrangement | £2,574.12 | |
| External audit | 12191 | 5 years from 1 st April 2022 and ending on 31 st March 2027 | Cost TBC as SAAA central external auditor appointment arrangements process is currently being undertaken. | Appointed via Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015. |
| Town centre toilets | 12119 (Com Serv) 12186 (TC) | 3 years from 1 st September 2022 to 31 st August 2025 | £19,600.00 plus consumables per annum | |
| Insurance | 12048 | Long term agreement | £13,034.97 plus additional premiums relating to any changes in circumstance. | 13 th May 2019 - 31 st May 2024 |
| Payroll | 11454 | Initial 6 months, then 30-day notice period | £145.25 pm | 1 st April 2021 |
| Photocopier lease | 9695 | Long term agreement | £396 | 2018 to 2023 |
| Mobile Phones | | 10 x phones 12 month contract – Sim only | £1440 | Oct 2022-Sept 2023 |
| Telephone software | | 12 months then rolling | Set up £270 £65 month year 1 £88 month year 2 £276 cost of maintenance, annual fee after year 1 | November 2020 |
| BT Broadband | | 24 months | £611.40 p.a. | 27/1/2021-26/1/2023 |
| Franking Machine | | Long term agreement | £300 | 1 st August 2019-31 st July 2023 |

| | | | | |
|-------------------------------|--------------------------|---------------------|------------------------------------|--|
| Accounting Software support | | Annual arrangement | £1018 | 1/4/21-30/3/22 |
| Cemetery Software support | | Annual arrangement | £290 | 1 st April 2021 onwards |
| Allotment Software support | | Annual arrangement | £695 year 1 £175 year 2 onwards | 17 th June 2022 onwards |
| Christmas Lights | 9782 | Long term agreement | £10,500 fixed (excluding tree) | 1 st April 2019 to 31 st March 2024 |
| Employee Assistance Programme | 11774 (CS) 11879 (TC) | Long term agreement | £500 | 1 st March 2022 to 28 th February 2027 |

Members noted a mistake on the agenda for the cost per annum for the Town Centre Toilets contract. The cost was £19,600.00 plus consumables per annum and not £9,600 plus consumables per annum, as per the agenda.

Members received this report for information.

12271 REVIEW OF CHARGES 2023/2024

In accordance with Financial Regulation 9.3 Members received a list of charges for 2022/23 which were under the control of this Committee. In order to support users of these facilities, it was suggested that Members consider applying the same charges for 2023/24.

Resolved: To approve the charges for 2023/24 as attached.

12272 BUDGET 2023/24

Members received the officer draft budget for 2023/24 along with explanatory notes for the Corporate Services Committee.

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

It was highlighted to members that a figure for the precept had not been included at this stage. However, in the explanatory notes members found information on the tax base for 2023/24 and a note outlining the arising implications.

The following points were highlighted:

- There was a predicted increase in interest and dividends receivable
- Bank and loan charges had increased to reflect the agreed account upgrade
- Additional software was required to support the council operations
- Additional budget was suggested to support member attendance at conferences and member training to reflect a new council from May 2023
- Continuation of the Digitalisation project re land transfer documents

- Professional support to the council to produce the next town council plan
- Additional budget to fund the May 2023 election
- Staff training
- Additional budget to support staff costs as progressed through the Personnel Sub Committee and the Corporate Services Committee
- Additional overtime budget to support council events

Members queried as to why the proposed figure for budget heading 190-4014 Electricity for financial year 2023/2024, had been shown as a decrease from the current 2022/2023 figure however, the justification was a request to increase the budget.

Members requested that codes 190-4021 & 190-4026 be re-examined when budget setting for financial year 2023/2024. Both of these budget codes have a proposal to be set lower, for the 2023/2024 financial year, than the current financial year. Members were concerned about these proposals as these codes were predicted to be overspent in the current financial year.

The month by month fluctuating photocopier charges were queried, it was explained that these fluctuations coincided with event promotions i.e. posters/flyers/leaflets.

It was queried whether it was known how much underspend would go into General Reserves, it was advised that this figure was currently unknown, more accurate information would be available in February 2023.

Members requested that costs associated with budget headings 190-4021 Communications Costs & 190-4026 Computer Costs be reconsidered when presenting the budget for 2023/20/24 as it was likely they both would be overspent this financial year and therefore, the proposed budget for 2023/2024 was, on first look, insufficient.

12273 LOCAL GOVERNMENT PENSION SCHEME: STATEMENT OF LOCAL DISCRETIONS

Members received the Town Councils Local Government Pension Scheme: Statement of Local Discretions.

There had been no amendments to the Regulations, therefore it was suggested that it remained suitable and fit for purpose.

For information this Statement of Local Discretions was applicable to Houghton Regis Town Council employees only. This statement was required to be effective from the 1st April 2014, the administrating authority and the employing authority were required to have individual statements setting out their local discretions.

Members were reminded that this item was deferred from the last meeting held on the 4th October 2022.

Members queried as to whether, under Regulation R30(6)*&Tp11(2), the age of attainment should be in line with government retirement age. As detailed on the agenda,

there had been no amendments to these regulations however, further scrutiny would be undertaken and reported back to members.

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

12274 BEDFORDSHIRE LGPS – TRIENNIAL VALUATION AND EMPLOYER CONTRIBUTION RATE 1st APRIL 2023 – 31st MARCH 2026

Members were advised that a valuation of the Pension Fund takes place every three years, this also included an assessment of employer pension contribution rate for the coming three year period (1st April 2023 to 31st March 2026).

The outcome of the valuation was that the Town Councils contribution rate was set at 26.8% for the next three years. Current contribution rate was 25.8% This rate had been included in the officer's draft budget for financial year 2023/2024.

Members received this report for information.

12275 EYE CARE POLICY

The law stated employers must arrange an eye test for display screen equipment (DSE) users if they ask for one and provide glasses if an employee needs them only for DSE use.

The Town Council Eye Care Policy was adopted on the 26th March 2018. This policy was to be reviewed every 4 years or as required by the Corporate Services Committee.

Members were advised that regulations had not changed since this time and therefore this policy remained fit for purpose.

Members were also advised that Town Council employees were fully aware of this policy.

Resolved: To recommend to Town Council that the Town Councils Eye Care Policy be approved.

12276 LEAVE ENTITLEMENT POLICY

At the Personnel Sub-Committee meeting held on the 8th November 2022, Members were informed that the National Joint Council (NJC) reached an agreement on rates of pay applicable from the 1st April 2022. This agreement was reached on the 2nd November 2022.

The agreement was that from the 1 April 2022, there was an increase of £1,925 on all NJC pay points 1 and above (pro rata for part-time employees).

In addition, the National Joint Council (NJC) had agreed that from 1st April 2023, all employees covered by this National Agreement, regardless of their current leave entitlement or length of service, would receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement.

Members were requested to note this minor amendment to the Town Councils Leave Entitlement Policy which had been revised to include the increase to the leave entitlement however, it was anticipated that a Family Friendly Policy would be presented to members at the next Corporate Services meeting which would specifically cover all leave entitlements other than Annual Leave and that the current Leave Entitlement Policy would just cover this one aspect of leave.

Members agreed to view the Leave Entitlement Policy and the Family Friendly Policy in the new year, however, would leave approval of these policies until the new municipal year for approval by the new council.

Resolved: To note the information and to await a revised Annual Leave Entitlement Policy that removes reference to all other leave entitlements other than Annual Leave and to receive a new Family Friendly Policy, that specifically covers all leave entitlements other than Annual Leave.

12277 HEALTH & SAFETY AT WORK POLICY

Members received the Town Councils Health & Safety at Work Policy which had been slightly amended.

These amendments covered the addition of employees working from home, names of those who were Appointed Persons for first aid and the word vaping had been added to section 4 Code of Practice paragraph 4.1XVII. Other than these amendments the policy remained fit for purpose.

It was confirmed to members that staff had received advice on Health & Safety matters regarding working from home.

Resolved: To recommend to Town Council the adoption of the Town Councils Health & Safety at Work Policy.

12278 RISK MANAGEMENT STRATEGY & SCHEDULE

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

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

Members were advised of the following amendments:

The addition of Allotments to the schedule ready for when the Town Council was responsible, information shown in red on the document.

Members supported an amendment to the Risk Management Strategy, under the Tithe Farm Sports Project heading, to take into account of the recent change to the redemption period for funds being withdrawn from the CCLA property fund, as per minute number 12267. Members agreed for the policy to go to Town Council subject to the amendments as discussed.

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

12279 EXCLUSION OF PRESS AND PUBLIC

- 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.

12280 STAFFING MATTERS

Members received a copy of the report presented to the Personnel Sub Committee on 17th November 2022. At this meeting the suggestions detailed in the report were supported and it was agreed to put these suggestions forward to Corporate Services Committee.

Resolved: To support the suggestions put forward.

The Chairman declared the meeting closed at 8.38pm

Dated this 27th day of February 2023.

Chairman

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
Minutes of the meeting held on
16th January 2023 at 6.00pm

Present: Councillors: D Jones Chairman
J Carroll
Y Farrell Substitute
S Goodchild
C Slough Substitute

Officers: Clare Evans Town Clerk
Louise Senior Head of Democratic Services

Public: 0

Apologies: Councillors: C Copleston
E Cooper
M S Kennedy
K Wattingham

12311 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Cooper, Cllr Kennedy, Cllr Wattingham (Cllr Farrell substituted) and Cllr Copleston (Cllr C Slough substituted).

12312 QUESTIONS FROM THE PUBLIC

None.

12313 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

12314 EXCLUSION OF PRESS AND PUBLIC

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.

12315 STAFFING MATTERS

Members received a report and were reminded of the background and history of the content and of previous resolutions. Members discussed the report at length and agreed the suggestions contained within the report.

Resolved: To support the suggestions put forward.

The Chairman declared the meeting closed at 6.32pm

Dated this 27th day of February 2023.

Chairman

DRAFT

HOUGHTON REGIS TOWN COUNCIL

Corporate Services Committee

Minutes of the meeting held on
30th January 2023 at 7.00pm.

Present: Councillors: D Jones Chairman
J Carroll
E Cooper
S Goodchild
K Wattingham

Officers: Clare Evans Town Clerk
Debbie Marsh Corporate Services Manager
Louise Senior Head of Democratic Services

Public: 0

Apologies: Councillor: C Copleston

Absent: M S Kennedy

12328 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Copleston.

12329 QUESTIONS FROM THE PUBLIC

None.

12330 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

12331 EXCLUSION OF PRESS AND PUBLIC

- Staffing matters
- Appointment of Disciplinary, Grievance and Appeals Sub Committee

Proposed by: S Goodchild seconded by: K Wattingham
Carried

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.

12332 STAFFING MATTERS

Members discussed the current issue.

Resolved: To agree the suggested way forward.

12333 APPOINTMENT TO DISCIPLINARY, GRIEVANCE AND APPEALS SUB COMMITTEE

In accordance with the approved Committee Functions and Terms of Reference members were requested to nominate 3 councillors to sit on a Grievance Sub Committee and a further 3 councillors to sit on a Grievance Appeals Sub Committee, to be drawn from the membership of the Corporate Services Committee.

Members felt it was not necessary to appoint to a Disciplinary, Grievance and Appeals Sub Committee at this time.

The Chairman declared the meeting closed at 7.06pm

Dated this 27th February 2023

Chairman

DRAFT

HOUGHTON REGIS TOWN COUNCIL

Personnel Sub-Committee Minutes of the meeting held on 8th November 2022 at 5.30pm

Present: Councillors: S Goodchild Chairman
J Carroll
D Jones

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

Public: 0

Absent: Councillor: C Copleston

Also present: Councillors: Y Farrell
T McMahon

PE233 APOLOGIES AND SUBSTITUTIONS

None.

PE234 QUESTIONS FROM THE PUBLIC

None.

PE235 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE236 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 11th July 2022 for consideration.

Resolved: To approve the Minutes of the meeting held on 11th July 2022 and for these to be signed by the Chairman.

PE237 FREEDOM OF INFORMATION REQUESTS

For the period July to October one Freedom of Information request had been received.

Members requested details of the information being requested. Members were informed that the sub-committee would only be provided with information that confirmed the Town Council had complied with its Freedom of Information policy but not necessarily the content.

Resolved: To note the information.

PE238 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS**Annual leave**

From July to September the Clerk has had 17 day's leave.

The following leave request was made retrospectively.

- 28th October 2022

The following leave request was made:

3 days between Christmas and New Year

Overtime

The Clerk attended 11 meetings or events outside of the normal working day within the period July to September (compared with 9 meetings in the previous quarter).

Resolved: To approve the Town Clerks annual leave request.

PE239 APPOINTMENT OF APPOINTED PERSON

As part of the Committees Functions one member of the Sub-Committee was to be appointed to act as contact for the clerk for day to day matters, to provide support, handle leave requests, absence from work and to feed matters to Committee where any decisions/action was needed and to undertake the Clerks appraisal. Often this position had been taken by the Chair of the Sub-Committee but this was not a requirement.

Members were reminded that this item was deferred at the previous meeting.

Members discussed this appointment and resolved to defer this item until the next meeting where it was hoped that a full compliment of members would be in attendance.

Resolved: To defer the appointment of one member of the Sub-Committee as an Appointed Person to the next meeting.

PE240 2022 – 2023 NATIONAL SALARY AWARD

Members were informed that the National Joint Council (NJC) reached an agreement on rates of pay applicable from the 1st April 2022. This agreement was confirmed on the 2nd November 2022.

The agreement for an increase of £1,925 from the 1 April 2022 on all NJC pay points 1 and above.

In addition, the National Joint Council (NJC) agreed that from 1 April 2023, all employees covered by this National Agreement, regardless of their current leave

entitlement or length of service, would receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement.

Also, with effect from 1 April 2023, there was the deletion of pay point 1 from the NJC pay spine.

Members received, briefing E02-22 from NALC, which also contained an annex detailing the new pay scales that retrospectively applied from the 1st April 2022.

Members were advised that this pay award, covering salary and any overtime worked, since the 1st April 2022, would be paid to employees in their November salary.

Members received this report for information.

PE241 EXCLUSION OF PRESS AND PUBLIC

- Staff sickness
- Staffing matters
- Staff Payments

Members voted on the exclusion of the press and public:

Proposed by: Cllr Jones, Seconded by: Cllr Carroll

Carried, accordingly members in attendance who were not members of the sub-committee left the meeting.

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.

PE242 STAFF SICKNESS

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

Resolved: To note the information

PE243 STAFFING MATTERS

Members received a verbal update on three staffing matters.

The Chair proposed that due to time constraints and the lateness of the receipt of an officers report the meeting should be adjourned until Thursday 17th November 2022 at 5.30pm to consider one particular item. Although the information had been received ahead of the meeting, it was felt there had not been enough time to fully process and comprehend its contents.

The Chair reminded those present that the reconvened meeting would continue in private session and that the report remained confidential.

Resolved: To defer the consideration of the appointment of an office apprentice until after April 2023.

PE244 STAFF PAYMENTS

Members were advised of the Councils statutory requirements as an employer under Financial Regulation 7.1

Members received a list of the Salary Point number for all staff along with overtime rates, additional payments, mileage rates and employer and employee pension contribution rates.

Resolved: To receive the list of the Salary Point number for all staff along with overtime rates, additional payments, mileage rates and employer and employee pension contribution rates and to recommend to Corporate Services that these be noted and signed by the Chair.

The Chairman declared the meeting adjourned at 6.20pm

HOUGHTON REGIS TOWN COUNCIL

**Personnel Sub-Committee
Minutes of the meeting held on
17th November 2022 at 5.30pm**

The meeting held on the 8th November 2022 was adjourned and reconvened on 17th November 2022 to consider a remaining item on the agenda.

| | | | |
|----------|--------------|--|---|
| Present: | Councillors: | S Goodchild J Carroll C Copleston D Jones | Chairman |
| | Officers: | Clare Evans Debbie Marsh Louise Senior | Town Clerk Corporate Services Manager Head of Democratic Services |

PE245 APOLOGIES AND SUBSTITUTIONS

None.

PE246 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE247 STAFFING MATTERS

Members discussed at length and considered item 10 from the adjourned meeting held on 8th November 2022.

Resolved: To consider the options contained within the report and to recommend to Corporate Services Committee the suggestions put forward.

The Chairman declared the meeting closed at 6.24pm

Dated this 16th Day of January 2023

Chairman

Houghton Regis Town Council
New Office Provisions Sub-Committee
Minutes of the meeting held on
21st February 2022 at 6.00pm

Present: Cllrs: A Slough Chairman
D Jones
T McMahon
S Thorne

Officers: Clare Evans Town Clerk
Louise Senior Head of Democratic Services

Public: 0

Also present: Cllr: Yvonne Farrell

NOP47 ELECTION OF CHAIR

Nominee: Cllr A Slough Nominated by: Cllr McMahon
Seconded by: Cllr Thorne

On being put to the vote Cllr A Slough was duly elected as Chair of New Office Sub-Committee for the municipal year 2021 – 2022.

NOP48 APOLOGIES & SUBSTITUTIONS

None.

NOP49 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

NOP50 QUESTIONS FROM THE PUBLIC

None.

NOP51 MINUTES

To approve the Minutes of the meeting held on 15th February 2021.

Resolved: To approve the minutes of the meeting held on 15th February 2021.

NOP52 FUTURE OFFICE PROVISION

As members were aware this Sub-Committee last met in February 2021 when it was agreed not to meet for a further 12 months, this was largely due to uncertainties in relation to the required office provision arising from changes in working practices instigated

largely by Covid-19.

In relation to office requirements some variables had been reduced:

- The Council had agreed hybrid working arrangements for staff. A rota had been put in place with 3 members of staff to be in the office each day. Other members of staff may attend the office if their role required it or they needed to for personal reasons.
- The government had not legislated for remote council meetings. At present all Council, committee and sub-committee meetings had to be held in person.
- The council would be considering a continuance of hybrid council meetings to enable non-members and residents to attend remotely at it's meeting in March. It was highlighted that there continued to be calls for legislation to change to enable virtual and hybrid meetings to take place for members of the Council, committee or sub-committees.

The following points were put forward for discussion:

Office / Home Working

The space required for office working had considerably reduced. It was suggested that 5/6 desk spaces at least be provided plus the usual circulation space and supporting facilities.

Members suggested with staff working in a hybrid capacity, it put the onus in the hands of staff, and what suited the needs of new style of working.

Council Chamber

At present the provision of a council chamber or the external use of a room was crucial to the operation of the council. The space requirements for the Chamber could be substantially reduced if meetings of full council were held off site and only committee and sub-committee meetings held in the Chamber.

Members suggested a reconfiguration of the furniture in the Chamber, with a suggestion of lighter, more movable tables that could create a smaller area for councillors, creating the capacity not to have councillors backs to members of the public.

Bedford Square Community Centre

Members may recall that this was a second option for consideration. With the current arrangements in place in this centre it was suggested that this was no longer feasible and should be disregarded as an option.

Members were advised that this facility was contractually in use during term time and as such should be dis-counted as an option.

Current Town Council Offices

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

Members acknowledged that with the flooring works that had been completed and the installation of a new boiler, this had given a new lease of life to the building. It was

highlighted that the current building benefitted from being a freehold property, as such, there would be a reluctance to switch to a leasehold property.

Summary

The most viable option going forwards was to look to redevelop on the current site or to continue to upkeep the current building. It was possible to reduce the size requirements of a new building due to hybrid working which would make the project more affordable.

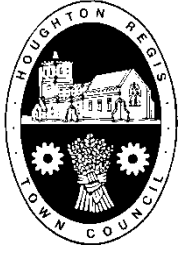
Members acknowledged that the current building's suitability could continue with some interior layout changes, it was also acknowledged that with the predicted growth in the town, it may be more prudent to wait to see what new the developments in the town bring forward as alternative options.

It was agreed that thought would be given to internal alterations to provide a more user friendly Chamber once the March Town Council meeting had been held.

The Chairman closed the meeting at 6.33pm

Dated this 27th Day of June 2022.

Chairman



CORPORATE SERVICES COMMITTEE

Agenda Item 6

| | |
|-------------------------------|--|
| Date: | 27th February 2023 |
| Title: | Income & Expenditure Report |
| Purpose of the Report: | To provide members with the Income & Expenditure report to date for the Corporate Services Committee. |
| Contact Officer: | Clare Evans, Town Clerk |

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 and second instalment of the precept has been received.

101 1091 Income Misc

Income source to be investigated. It possibly needs re-coding.

101-1096 – Interest & Dividends received

Nine month's interest from the Deposit account has been received. Three quarterly payment from the Property Fund have been received.

101-4051 Bank & Loan Charges

This has a budget of £40, £23 spent on CHAPS fee re precept transfer. Additional charges from the card machine have been coded here.

101-4056 Audit Fees

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

101-4057 – Accountancy & Software

This relates to the accounting treatment for year-end closedown and preparation of year end accounts. Includes the play area inspection ap fee, this is to be recoded.

101-4061 – CCLA Management Fees

This relates to CCLA management fees for the Property Fund. To date 3 quarters have been charged.

102-4007 Member Conferences

Expenditure to date includes attendance at the NALC Empowering Communities Conference.

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, hall hire and cllr chamber place name stands.

102-4024 Subscriptions

The annual subscriptions have been made to NALC, SLCC, National Allotment Association, CPRE, ICCM, ICO. There is a re-code required for SLCC fees for 2023/24 (£543)

102 4059 Other Professional Fees

50% payment made for the digitalisation project for the council minutes. The invoice is currently being processed for the remaining 50%. This project is now complete and information will be placed on the Council's website in due course.

102-4104 Hospitality Allowance

Hospitality for after the AGM and staff team meeting.

102-4131 – Election Costs

Expenditure relating to the by election.

102 5021 Trns to Elections EMR

Balance of 102 4131 transferred to the Elections EMR

190-1082 Inc Lettings

Hire income received for Chamber.

190-1091 Income Misc.

£56 received as shown on the report.

190 1099 Insurance claims

Income received through various insurance claims.

190-4007 Conference Costs

The Clerk attended the SLCC National Conference in October 2022 and the Practitioners Conference in February 2023.

190-4008 Training / Courses

This covers various smaller scale online training completed by staff. The Clerk attended the NALC Fighting Climate Change session. The Clerk has notified the Personnel Committee of a training course ILM Level 5 Diploma in Leadership & Management and support has been given. The start date of this course has been postponed until April 2023.

190-4011 Rates

Annual rates settled in full.

190-4012 Water rates

Payments made.

190-4014 Electricity

Payments to date made covering April to January.
 190-4015 Gas
 Payments to date made covering April to January.
 190-4017 Health & Safety
 Expenditure to date relates to 4 employee eye tests. There is a miscode of £520 to rectify.
 190-4020 Misc. Est Costs
 Various small-scale expenditure incurred.
 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 paid.
 190-4026 Computer Costs
 Ad hoc costs incurred plus the annual IT support fee and Microsoft Office charges.
 Additional expenditure incurred for Allotment software £695.
 190-4027 Photocopier charges
 Ad hoc costs incurred.
 190-4031 Advertising
 No expenditure to date. Expenditure will be incurred to advertise forthcoming employment vacancies.
 190-4036 Property maintenance
 Expenditure incurred on forecourt markings, reception door repair and replacement of mechanism plus a few misc items.
 190-4038 Maintenance Contracts
 This covers annual office alarm maintenance costs and sanitary services. Additional expense was incurred due to a requirement to modify the alarm.
 190-4042 Equip Main & Repairs
 Expenditure to date on small scale additional IT.
 190-4059 Other Professional Fees
 Includes income received from insurance claims and unauthorised traveller evictions.
 191-4001 Staff Salaries, 4002 NI, 4003 Superannuation
 Expenditure relates to April to January.
 191-4005 Staff overtime
 Expenditure relates to April to January. This budget is overspent.
 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.

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

13/02/2023

Houghton Regis Town Council

Page 1

12:27

Detailed Income & Expenditure by Budget Heading 13/02/2023

Month No: 10

Cost Centre Report

| | Actual Current | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|----------------|-------------------------|
| 101 Corporate Management | | | | | | | | |
| 1076 Precept received | 0 | 1,119,236 | 1,119,236 | 0 | | | 100.0% | |
| 1091 Income Miscellaneous | 0 | 171 | 0 | (171) | | | 0.0% | |
| 1096 Interest & Dividends Received | 0 | 24,940 | 28,360 | 3,420 | | | 87.9% | |
| Corporate Management :- Income | 0 | 1,144,347 | 1,147,596 | 3,249 | | | 99.7% | 0 |
| 4051 BANK & LOAN CHARGES | 0 | 71 | 40 | (31) | | (31) | 178.6% | |
| 4056 AUDIT FEES | 0 | (30) | 3,000 | 3,030 | | 3,030 | (1.0%) | |
| 4057 ACCOUNTANCY & SOFTWARE | 123 | 1,302 | 2,600 | 1,298 | | 1,298 | 50.1% | |
| 4061 CCLA Management Fees | 0 | 2,394 | 4,000 | 1,606 | | 1,606 | 59.9% | |
| Corporate Management :- Indirect Expenditure | 123 | 3,738 | 9,640 | 5,902 | 0 | 5,902 | 38.8% | 0 |
| Net Income over Expenditure | (123) | 1,140,609 | 1,137,956 | (2,653) | | | | |
| 102 Democratic Rep'n & Mgmt | | | | | | | | |
| 4007 CONFERENCE COSTS | 0 | 64 | 600 | 536 | | 536 | 10.7% | |
| 4008 TRAINING/COURSES | 0 | 62 | 700 | 638 | | 638 | 8.9% | |
| 4009 TRAVEL | 48 | 264 | 350 | 86 | | 86 | 75.5% | |
| 4020 MISC. ESTABLISH.COST | 0 | 230 | 400 | 170 | | 170 | 57.5% | |
| 4024 SUBSCRIPTIONS | 543 | 3,343 | 2,848 | (495) | | (495) | 117.4% | |
| 4059 OTHER PROFESSIONAL FEES | 0 | 1,859 | 4,000 | 2,141 | | 2,141 | 46.5% | |
| 4104 HOSPITALITY ALLNCE | 0 | 131 | 250 | 119 | | 119 | 52.4% | |
| 4131 ELECTION COSTS | 0 | 5,350 | 12,000 | 6,650 | | 6,650 | 44.6% | |
| 5021 Tfr to Elections Res | 0 | 6,650 | 0 | (6,650) | | (6,650) | 0.0% | |
| Democratic Rep'n & Mgmt :- Indirect Expenditure | 591 | 17,955 | 21,148 | 3,193 | 0 | 3,193 | 84.9% | 0 |
| Net Expenditure | (591) | (17,955) | (21,148) | (3,193) | | | | |
| 190 Central Services | | | | | | | | |
| 1082 INC-LETTINGS | 0 | 19 | 30 | 11 | | | 62.5% | |
| 1091 Income Miscellaneous | 0 | 56 | 100 | 44 | | | 56.0% | |
| 1099 Insurance Claims | 0 | 11,850 | 0 | (11,850) | | | 0.0% | |
| Central Services :- Income | 0 | 11,925 | 130 | (11,795) | | | 9172.7% | 0 |
| 4007 CONFERENCE COSTS | 0 | 580 | 800 | 220 | | 220 | 72.5% | |
| 4008 TRAINING/COURSES | 38 | 2,922 | 2,500 | (422) | | (422) | 116.9% | |
| 4009 TRAVEL | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4011 RATES | 0 | 7,111 | 7,300 | 189 | | 189 | 97.4% | |
| 4012 WATER RATES | 0 | 182 | 600 | 418 | | 418 | 30.3% | |
| 4014 ELECTRICITY | 198 | 1,555 | 2,700 | 1,145 | | 1,145 | 57.6% | |
| 4015 GAS | 189 | 650 | 850 | 200 | | 200 | 76.4% | |

Detailed Income & Expenditure by Budget Heading 13/02/2023

Month No: 10

Cost Centre Report

| | Actual Current | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| 4017 HEALTH & SAFETY | 520 | 731 | 400 | (331) | | (331) | 182.7% | |
| 4020 MISC. ESTABLISH.COST | 0 | 241 | 200 | (41) | | (41) | 120.5% | |
| 4021 COMMUNICATIONS COSTS | 195 | 6,138 | 5,800 | (338) | | (338) | 105.8% | |
| 4022 POSTAGE | 250 | 475 | 800 | 325 | | 325 | 59.4% | |
| 4023 STATIONERY | 49 | 659 | 1,000 | 341 | | 341 | 65.9% | |
| 4025 INSURANCE | 0 | 13,035 | 14,000 | 965 | | 965 | 93.1% | |
| 4026 COMPUTER COSTS | 391 | 7,097 | 6,300 | (797) | | (797) | 112.7% | |
| 4027 PHOTOCOPIER CHARGES | 76 | 1,192 | 1,600 | 408 | | 408 | 74.5% | |
| 4031 ADVERTISING | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4036 PROPERTY MAINTENANCE | 2,250 | 3,333 | 2,000 | (1,333) | | (1,333) | 166.7% | |
| 4038 MAINTENANCE CONTRACTS | 0 | 938 | 600 | (338) | | (338) | 156.3% | |
| 4042 Equipment Repairs & Maintenance | 0 | 334 | 1,000 | 666 | | 666 | 33.4% | |
| 4051 BANK & LOAN CHARGES | 0 | 0 | 0 | (0) | | (0) | 0.0% | |
| 4059 OTHER PROFESSIONAL FEES | 4,213 | 15,236 | 5,000 | (10,236) | | (10,236) | 304.7% | |
| Central Services :- Indirect Expenditure | 8,368 | 62,407 | 54,450 | (7,957) | 0 | (7,957) | 114.6% | 0 |
| Net Income over Expenditure | (8,368) | (50,483) | (54,320) | (3,837) | | | | |
| <u>191 Personnel/Staff Costs</u> | | | | | | | | |
| 4001 STAFF SALARIES | 34,380 | 345,840 | 431,705 | 85,865 | | 85,865 | 80.1% | |
| 4002 EMPLOYERS N.I | 3,102 | 33,020 | 49,646 | 16,626 | | 16,626 | 66.5% | |
| 4003 EMPLOYERS SUPERANN. | 8,181 | 81,025 | 102,745 | 21,720 | | 21,720 | 78.9% | |
| 4005 STAFF OVERTIME | 641 | 11,230 | 6,000 | (5,230) | | (5,230) | 187.2% | |
| 4059 OTHER PROFESSIONAL FEES | 459 | 12,188 | 5,500 | (6,688) | | (6,688) | 221.6% | |
| Personnel/Staff Costs :- Indirect Expenditure | 46,763 | 483,304 | 595,596 | 112,292 | 0 | 112,292 | 81.1% | 0 |
| Net Expenditure | (46,763) | (483,304) | (595,596) | (112,292) | | | | |
| <u>199 P&R Capital and Projects</u> | | | | | | | | |
| 4026 COMPUTER COSTS | 0 | 4,403 | 4,000 | (403) | | (403) | 110.1% | |
| P&R Capital and Projects :- Indirect Expenditure | 0 | 4,403 | 4,000 | (403) | 0 | (403) | 110.1% | 0 |
| Net Expenditure | 0 | (4,403) | (4,000) | 403 | | | | |
| Grand Totals:- Income | 0 | 1,156,272 | 1,147,726 | (8,546) | | | 100.7% | |
| Expenditure | 55,846 | 571,807 | 684,834 | 113,027 | 0 | 113,027 | 83.5% | |
| Net Income over Expenditure | (55,846) | 584,465 | 462,892 | (121,573) | | | | |
| Movement to/(from) Gen Reserve | (55,846) | 584,465 | | | | | | |

Houghton Regis Town Council

Bank - Cash and Investment Reconciliation as at 31 October 2022

| | <u>Account Description</u> | <u>Balance</u> | |
|---------------------------------------|----------------------------|---------------------------------------|---------------------|
| <u>Bank Statement Balances</u> | | | |
| 1 | 31/10/2022 | Liquidity Manager Account | 348,893.65 |
| 1 | 31/10/2022 | NatWest Current Account | 1,000.00 |
| 2 | 31/10/2022 | Business Reserve Account | 266.78 |
| 3 | 31/10/2022 | Natwest Youth Council | 536.18 |
| | | | 350,696.61 |
| <u>Other Cash & Bank Balances</u> | | | |
| | | CCLA Property Fund Acct | 600,000.00 |
| | | CLERKS IMPREST ACCOUNT | 200.00 |
| | | Fixed Rate Bond | 0.00 |
| | | Float temp -Easter Playschem | 0.00 |
| | | Float temp - Council Events | 0.00 |
| | | L A Deposit Fund Account | 865,500.00 |
| | | LOMBARD PRIME RESPONSE | 0.00 |
| | | PETTY CASH FLOAT | 50.00 |
| | | Postage Franking M/C float | 0.00 |
| | | TREASURY ACCOUNT | 0.00 |
| | | | 1,465,750.00 |
| | | | 1,816,446.61 |
| <u>Unpresented Payments</u> | | | |
| 1 | 25/10/2022 | FP19 | 456.00 |
| 1 | 25/10/2022 | FP8 | 174.00 |
| | | | 630.00 |
| | | | 1,815,816.61 |
| <u>Receipts not on Bank Statement</u> | | | |
| 0 | 31/10/2022 | All Receipts Cleared | 0.00 |
| | | | 0.00 |
| Closing Balance | | | |
| | | | 1,815,816.61 |
| <u>All Cash & Bank Accounts</u> | | | |
| 1 | | NATWEST CURRENT/RESERVE | 349,263.65 |
| 2 | | NATWEST ONLINE ac 41172051 | 266.78 |
| 3 | | Natwest Yth Council | 536.18 |
| | | Other Cash & Bank Balances | 1,465,750.00 |
| | | Total Cash & Bank Balances | 1,815,816.61 |

Houghton Regis Town Council

Bank - Cash and Investment Reconciliation as at 30 November 2022

| | | <u>Account Description</u> | <u>Balance</u> |
|---------------------------------------|----------------------------|------------------------------|---------------------|
| <u>Bank Statement Balances</u> | | | |
| 1 | 30/11/2022 | Liquidity Manager Account | 326,485.98 |
| 1 | 30/11/2022 | NatWest Current Account | 1,000.00 |
| 2 | 30/11/2022 | Business Reserve Account | 266.93 |
| 3 | 30/11/2022 | Natwest Youth Council | 799.84 |
| | | | 328,552.75 |
| <u>Other Cash & Bank Balances</u> | | | |
| | | CCLA Property Fund Acct | 600,000.00 |
| | | CLERKS IMPREST ACCOUNT | 200.00 |
| | | Fixed Rate Bond | 0.00 |
| | | Float temp -Easter Playschem | 0.00 |
| | | Float temp - Council Events | 0.00 |
| | | L A Deposit Fund Account | 865,500.00 |
| | | LOMBARD PRIME RESPONSE | 0.00 |
| | | PETTY CASH FLOAT | 50.00 |
| | | Postage Franking M/C float | 0.00 |
| | | TREASURY ACCOUNT | 0.00 |
| | | | 1,465,750.00 |
| | | | 1,794,302.75 |
| <u>Unpresented Payments</u> | | | |
| 1 | 25/10/2022 | FP19 | 456.00 |
| 1 | 25/10/2022 | FP8 | 174.00 |
| | | | 630.00 |
| | | | 1,793,672.75 |
| <u>Receipts not on Bank Statement</u> | | | |
| 0 | 30/11/2022 | All Receipts Cleared | 0.00 |
| | | | 0.00 |
| | | | 1,793,672.75 |
| Closing Balance | | | |
| | | | 1,793,672.75 |
| <u>All Cash & Bank Accounts</u> | | | |
| 1 | NATWEST CURRENT/RESERVE | | 326,855.98 |
| 2 | NATWEST ONLINE ac 41172051 | | 266.93 |
| 3 | Natwest Yth Council | | 799.84 |
| | | Other Cash & Bank Balances | 1,465,750.00 |
| Total Cash & Bank Balances | | | 1,793,672.75 |

Houghton Regis Town Council

Bank - Cash and Investment Reconciliation as at 31 December 2022

| | <u>Account Description</u> | <u>Balance</u> | |
|---------------------------------------|----------------------------|---------------------------------------|----------------------------|
| <u>Bank Statement Balances</u> | | | |
| 1 | 31/12/2022 | Liquidity Manager Account | 236,390.12 |
| 1 | 31/12/2022 | NatWest Current Account | 1,000.00 |
| 2 | 31/12/2022 | Business Reserve Account | 267.11 |
| 3 | 31/12/2022 | Natwest Youth Council | 630.75 |
| | | | 238,287.98 |
| <u>Other Cash & Bank Balances</u> | | | |
| | | CCLA Property Fund Acct | 600,000.00 |
| | | CLERKS IMPREST ACCOUNT | 200.00 |
| | | Fixed Rate Bond | 0.00 |
| | | Float temp -Easter Playschem | 0.00 |
| | | Float temp - Council Events | 0.00 |
| | | L A Deposit Fund Account | 865,500.00 |
| | | LOMBARD PRIME RESPONSE | 0.00 |
| | | PETTY CASH FLOAT | 41.03 |
| | | Postage Franking M/C float | 0.00 |
| | | TREASURY ACCOUNT | 0.00 |
| | | | 1,465,741.03 |
| | | | 1,704,029.01 |
| <u>Receipts not on Bank Statement</u> | | | |
| 0 | 31/12/2022 | All Receipts Cleared | 0.00 |
| | | | 0.00 |
| Closing Balance | | | |
| | | | 1,704,029.01 |
| <u>All Cash & Bank Accounts</u> | | | |
| 1 | | NATWEST CURRENT/RESERVE | 237,390.12 |
| 2 | | NATWEST ONLINE ac 41172051 | 267.11 |
| 3 | | Natwest Yth Council | 630.75 |
| | | Other Cash & Bank Balances | <u>1,465,741.03</u> |
| | | Total Cash & Bank Balances | <u>1,704,029.01</u> |

List of Purchase Ledger Payments for Month 7

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|--------------|--------|------------|-------------|---------------|---------|
| EE01 EE Limited | | | | | | | |
| 573-Mobile phones | 25/09/2022 | V02032764576 | 1 | 381.67 | 0.00 | 381.67 | 0.00 |
| | | | | | 0.00 | 381.67 | |
| Above paid on 03/10/2022 by Cheque DDR3 | | | | | | | |
| HIG01 Highline Adventure Ltd | | | | | | | |
| Purchase Ledger Payment | 22/09/2022 | ON ACC 590 | 1 | 918.00 | 0.00 | 918.00 | 0.00 |
| | | | | | 0.00 | 918.00 | |
| Above paid on 03/10/2022 by Cheque FP2 | | | | | | | |
| STE001 Stevenage Leisure | | | | | | | |
| 716-Pantomime 13.12.22 | 05/10/2022 | 22-KG-9XJW | 1 | 408.00 | 0.00 | 408.00 | 0.00 |
| Purchase Ledger Payment | 03/10/2022 | ON ACC 718 | 1 | -408.00 | 0.00 | -408.00 | 0.00 |
| | | | | | 0.00 | 0.00 | |
| No payment due as Credit Notes have been applied | | | | | | | |
| STE001 Stevenage Leisure | | | | | | | |
| Purchase Ledger Payment | 03/10/2022 | ON ACC 718 | 1 | 0.00 | 0.00 | 408.00 | -408.00 |
| | | | | | 0.00 | 408.00 | |
| Above paid on 03/10/2022 by Cheque FP3 | | | | | | | |
| TEC01 Techies Limited | | | | | | | |
| Purchase Ledger Payment | 03/10/2022 | ON ACC 704 | 1 | 0.00 | 0.00 | 260.01 | -260.01 |
| | | | | | 0.00 | 260.01 | |
| Above paid on 03/10/2022 by Cheque S/O1 | | | | | | | |
| TEC01 Techies Limited | | | | | | | |
| Purchase Ledger Payment | 03/10/2022 | ON ACC 705 | 1 | 0.00 | 0.00 | 180.00 | -180.00 |
| | | | | | 0.00 | 180.00 | |
| Above paid on 03/10/2022 by Cheque S/O2 | | | | | | | |
| WAV02 Anglian Water | | | | | | | |
| Purchase Ledger Payment | 04/10/2022 | ON ACC 706 | 1 | 0.00 | 0.00 | 54.00 | -54.00 |
| | | | | | 0.00 | 54.00 | |
| Above paid on 04/10/2022 by Cheque DDR4 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 7

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|-----------------|--------|------------|----------|-------------|--|
| WAV03 Anglian Water | | | | | | | |
| <i>Purchase Ledger Payment</i> | 04/10/2022 | ON ACC 708 | 1 | 0.00 | 0.00 | 115.00 | -115.00 |
| | | | | | 0.00 | 115.00 | |
| | | | | | | | Above paid on 04/10/2022 by Cheque DDR6 |
| WAV04 Anglian Water | | | | | | | |
| <i>Purchase Ledger Payment</i> | 04/10/2022 | ON ACC 710 | 1 | 0.00 | 0.00 | 18.00 | -18.00 |
| | | | | | 0.00 | 18.00 | |
| | | | | | | | Above paid on 04/10/2022 by Cheque DDR8 |
| WAV05 Anglian Water | | | | | | | |
| <i>Purchase Ledger Payment</i> | 04/10/2022 | ON ACC 709 | 1 | 0.00 | 0.00 | 33.00 | -33.00 |
| | | | | | 0.00 | 33.00 | |
| | | | | | | | Above paid on 04/10/2022 by Cheque DDR7 |
| WAV06 Anglian Water | | | | | | | |
| <i>Purchase Ledger Payment</i> | 04/10/2022 | ON ACC 711 | 1 | 0.00 | 0.00 | 120.00 | -120.00 |
| | | | | | 0.00 | 120.00 | |
| | | | | | | | Above paid on 04/10/2022 by Cheque DDR9 |
| WAV07 Anglain Water | | | | | | | |
| <i>Purchase Ledger Payment</i> | 04/10/2022 | ON ACC 707 | 1 | 0.00 | 0.00 | 22.00 | -22.00 |
| | | | | | 0.00 | 22.00 | |
| | | | | | | | Above paid on 04/10/2022 by Cheque DDR5 |
| CAS09 Castle Water - 2597769 | | | | | | | |
| <i>Purchase Ledger Payment</i> | 05/10/2022 | ON ACC 712 | 1 | 0.00 | 0.00 | 25.78 | -25.78 |
| | | | | | 0.00 | 25.78 | |
| | | | | | | | Above paid on 05/10/2022 by Cheque DDR11 |
| GRE05 Grenke Leasing Ltd | | | | | | | |
| <i>381-Copier lease 1.7-30.9.22</i> | 01/07/2022 | 0000270510/2022 | 1 | 118.80 | 0.00 | 118.80 | 0.00 |
| <i>507-Copier lease 1.10-31.12.22</i> | 22/09/2022 | 0000374386/2022 | 1 | 118.80 | 0.00 | 118.80 | 0.00 |
| <i>Purchase Ledger Payment</i> | 05/07/2022 | ON ACC 416 | 1 | -118.80 | 0.00 | -118.80 | 0.00 |
| | | | | | 0.00 | 118.80 | |
| | | | | | | | Above paid on 05/10/2022 by Cheque DDR10 |

Continued over page

List of Purchase Ledger Payments for Month 7

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------|--------|------------|-------------|-----------------|---------|
| BRI02 BT Payment Services Ltd | | | | | | | |
| <i>Purchase Ledger Payment</i> | 07/10/2022 | ON ACC 713 | 1 | 0.00 | 0.00 | 144.00 | -144.00 |
| | | | | | 0.00 | 144.00 | |
| Above paid on 07/10/2022 by Cheque DDR12 | | | | | | | |
| BRI02 BT Payment Services Ltd | | | | | | | |
| <i>500-Telephone</i> | 20/09/2022 | M0086N | 1 | 234.00 | 0.00 | 234.00 | 0.00 |
| | | | | | 0.00 | 234.00 | |
| Above paid on 07/10/2022 by Cheque DDR13 | | | | | | | |
| LA001 La Bella Calabria Ltd | | | | | | | |
| <i>717-Catering for 108</i> | 06/10/2022 | INV1003 | 1 | 1,769.40 | 0.00 | 1,769.40 | 0.00 |
| | | | | | 0.00 | 1,769.40 | |
| Above paid on 07/10/2022 by Cheque FP4 | | | | | | | |
| STJ01 St John Ambulance | | | | | | | |
| <i>715-TE 1st aid training</i> | 06/10/2022 | 2200159658 | 1 | 180.00 | 0.00 | 180.00 | 0.00 |
| | | | | | 0.00 | 180.00 | |
| Above paid on 07/10/2022 by Cheque FP5 | | | | | | | |
| STJ01 St John Ambulance | | | | | | | |
| <i>714-TE 1st aid training</i> | 06/10/2022 | 2200159652 | 1 | 430.80 | 0.00 | 430.80 | 0.00 |
| | | | | | 0.00 | 430.80 | |
| Above paid on 07/10/2022 by Cheque FP6 | | | | | | | |
| BRI02 BT Payment Services Ltd | | | | | | | |
| <i>Purchase Ledger Payment</i> | 11/07/2022 | ON ACC 418 | 1 | -393.62 | 0.00 | -393.62 | 0.00 |
| <i>Purchase Ledger Payment</i> | 11/04/2022 | ON ACC 80 | 1 | -558.06 | 0.00 | -558.06 | 0.00 |
| <i>496-Telephone</i> | 26/03/2022 | Q030QB | 1 | 558.06 | 0.00 | 558.06 | 0.00 |
| <i>497-Telephone</i> | 26/06/2022 | Q031UV | 1 | 393.62 | 0.00 | 393.62 | 0.00 |
| <i>625-Telephone</i> | 26/09/2022 | Q032YB | 1 | 458.14 | 0.00 | 458.14 | 0.00 |
| | | | | | 0.00 | 458.14 | |
| Above paid on 10/10/2022 by Cheque DDR14 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 7

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|------------|--------|------------|-------------|---------------|---------|
| YU001 Yu Energy | | | | | | | |
| 652-Depot electricity | 01/10/2022 | 00935780 | 1 | 104.40 | 0.00 | 104.40 | 0.00 |
| | | | | | 0.00 | 104.40 | |
| Above paid on 10/10/2022 by Cheque DDR15 | | | | | | | |
| YU001 Yu Energy | | | | | | | |
| 651-O/Close electricity | 01/10/2022 | 00936170 | 1 | 35.75 | 0.00 | 35.75 | 0.00 |
| | | | | | 0.00 | 35.75 | |
| Above paid on 10/10/2022 by Cheque DDR16 | | | | | | | |
| YU001 Yu Energy | | | | | | | |
| 650-M/Cres electricity | 01/10/2022 | 00936432 | 1 | 185.38 | 0.00 | 185.38 | 0.00 |
| | | | | | 0.00 | 185.38 | |
| Above paid on 10/10/2022 by Cheque DDR17 | | | | | | | |
| YU001 Yu Energy | | | | | | | |
| 649-P/Drive electricity | 01/10/2022 | 00936530 | 1 | 9.83 | 0.00 | 9.83 | 0.00 |
| | | | | | 0.00 | 9.83 | |
| Above paid on 10/10/2022 by Cheque DDR18 | | | | | | | |
| YU001 Yu Energy | | | | | | | |
| 646-Office electricity | 01/10/2022 | 00936662 | 1 | 180.96 | 0.00 | 180.96 | 0.00 |
| | | | | | 0.00 | 180.96 | |
| Above paid on 10/10/2022 by Cheque DDR19 | | | | | | | |
| YU001 Yu Energy | | | | | | | |
| 645-P/Drive electricity | 01/10/2022 | 00936663 | 1 | 29.98 | 0.00 | 29.98 | 0.00 |
| | | | | | 0.00 | 29.98 | |
| Above paid on 10/10/2022 by Cheque DDR20 | | | | | | | |
| YU001 Yu Energy | | | | | | | |
| 644-T/Farm electricity | 01/10/2022 | 00936664 | 1 | 38.96 | 0.00 | 38.96 | 0.00 |
| | | | | | 0.00 | 38.96 | |
| Above paid on 10/10/2022 by Cheque DDR21 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 7

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|------------|--------|------------|-------------|-----------------|---------|
| YU001 Yu Energy | | | | | | | |
| 648-Depot electricity | 01/10/2022 | 00936665 | 1 | 14.86 | 0.00 | 14.86 | 0.00 |
| | | | | | 0.00 | 14.86 | |
| Above paid on 10/10/2022 by Cheque DDR22 | | | | | | | |
| YU001 Yu Energy | | | | | | | |
| 647-T/Green electricity | 01/10/2022 | 00936666 | 1 | 116.21 | 0.00 | 116.21 | 0.00 |
| | | | | | 0.00 | 116.21 | |
| Above paid on 10/10/2022 by Cheque DDR23 | | | | | | | |
| BQ01 Trade UK | | | | | | | |
| 499-Cistern lever/tap | 15/09/2022 | 1299992447 | 1 | 18.48 | 0.00 | 18.48 | 0.00 |
| | | | | | 0.00 | 18.48 | |
| Above paid on 11/10/2022 by Cheque FP2 | | | | | | | |
| BRO01 Brown & White | | | | | | | |
| 498-SG Eye examination | 28/09/2022 | 13 | 1 | 23.14 | 0.00 | 23.14 | 0.00 |
| | | | | | 0.00 | 23.14 | |
| Above paid on 11/10/2022 by Cheque FP1 | | | | | | | |
| BUS01 Business HR Solutions (Consultancy) Ltd | | | | | | | |
| 512-HR Retainer | 01/09/2022 | INV-027938 | 1 | 257.42 | 0.00 | 257.42 | 0.00 |
| 534-HR Retainer | 01/10/2022 | INV-028493 | 1 | 257.42 | 0.00 | 257.42 | 0.00 |
| | | | | | 0.00 | 514.84 | |
| Above paid on 11/10/2022 by Cheque FP8 | | | | | | | |
| CEN04 Central Bedfordshire Council | | | | | | | |
| 503-Depot rent 29.9-24.12.22 | 29/09/2022 | 7100012335 | 1 | 3,875.00 | 0.00 | 3,875.00 | 0.00 |
| | | | | | 0.00 | 3,875.00 | |
| Above paid on 11/10/2022 by Cheque FP3 | | | | | | | |
| CLO02 Cloudy Group | | | | | | | |
| 505-App hosting Aug 22 | 27/09/2022 | INV-2330 | 1 | 110.19 | 0.00 | 110.19 | 0.00 |
| 504-App Hosting Sep 22 | 27/09/2022 | INV-2331 | 1 | 110.19 | 0.00 | 110.19 | 0.00 |

Continued over page

List of Purchase Ledger Payments for Month 7

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|---|------------|--------|------------|-------------|-----------------|---------|
| 533-App hosting | 01/10/2022 | INV-2383 | 1 | 110.19 | 0.00 | 110.19 | 0.00 |
| | | | | | 0.00 | 330.57 | |
| Above paid on 11/10/2022 by Cheque FP4 | | | | | | | |
| DES001 | DE Signs & Labels Ltd | | | | | | |
| 506-Door signs | 23/09/2022 | 19127 | 1 | 264.00 | 0.00 | 264.00 | 0.00 |
| | | | | | 0.00 | 264.00 | |
| Above paid on 11/10/2022 by Cheque FP5 | | | | | | | |
| GBI01 | Geo Browns Implements Ltd | | | | | | |
| 509-Equipment repairs | 30/09/2022 | 107911 | 1 | 22.56 | 0.00 | 22.56 | 0.00 |
| 511-Adapter/wiper blade | 30/09/2022 | 107912 | 1 | 41.59 | 0.00 | 41.59 | 0.00 |
| 510-Top dresser hire | 21/09/2022 | 809732 | 1 | 264.00 | 0.00 | 264.00 | 0.00 |
| | | | | | 0.00 | 328.15 | |
| Above paid on 11/10/2022 by Cheque FP7 | | | | | | | |
| GRE06 | Greenbridge Designs Ltd | | | | | | |
| 508-New Ashes vaults | 29/09/2022 | INV-0564 | 1 | 7,824.00 | 0.00 | 7,824.00 | 0.00 |
| | | | | | 0.00 | 7,824.00 | |
| Above paid on 11/10/2022 by Cheque FP6 | | | | | | | |
| HMR001 | HMRC | | | | | | |
| 527-PAYE/NI Sep 22 | 30/09/2022 | SEP22 | 1 | 8,476.24 | 0.00 | 8,476.24 | 0.00 |
| | | | | | 0.00 | 8,476.24 | |
| Above paid on 11/10/2022 by Cheque FP25 | | | | | | | |
| HOU03 | Houghton Regis Helpers Community Org A/C | | | | | | |
| 513-Remeberance Service refres | 27/09/2022 | 27922 | 1 | 50.00 | 0.00 | 50.00 | 0.00 |
| | | | | | 0.00 | 50.00 | |
| Above paid on 11/10/2022 by Cheque FP9 | | | | | | | |
| JCURL01 | John Curl | | | | | | |
| 514-KY64 BGK Serive/MOT | 14/09/2022 | 246999 | 1 | 358.22 | 0.00 | 358.22 | 0.00 |
| Purchase Ledger Payment | 11/10/2022 | ON ACC 720 | 1 | 0.00 | 0.00 | -358.22 | 358.22 |

Continued over page

List of Purchase Ledger Payments for Month 7

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--|-------------|--------|------------|-------------|------------------|---------|
| <i>Purchase Ledger Payment</i> | 11/10/2022 | ON ACC 720 | 1 | 358.22 | 0.00 | 358.22 | 0.00 |
| | | | | | 0.00 | 358.22 | |
| Above paid on 11/10/2022 by Cheque FP10 | | | | | | | |
| KEN01 | Kensworth Sawmills Ltd | | | | | | |
| <i>535-Softwood sleepers</i> | 10/10/2022 | 42153 | 1 | 480.00 | 0.00 | 480.00 | 0.00 |
| | | | | | 0.00 | 480.00 | |
| Above paid on 11/10/2022 by Cheque FP11 | | | | | | | |
| MAZ01 | Mazars LLP | | | | | | |
| <i>515-External Audit 21/22</i> | 21/09/2022 | 2072203 | 1 | 2,400.00 | 0.00 | 2,400.00 | 0.00 |
| | | | | | 0.00 | 2,400.00 | |
| Above paid on 11/10/2022 by Cheque FP12 | | | | | | | |
| MCS01 | MCS Contract Cleaning Limited | | | | | | |
| <i>516-Public toilets cleaning</i> | 30/09/2022 | 42002 | 1 | 2,220.00 | 0.00 | 2,220.00 | 0.00 |
| | | | | | 0.00 | 2,220.00 | |
| Above paid on 11/10/2022 by Cheque FP13 | | | | | | | |
| NEW001 | P R Newson Ltd | | | | | | |
| <i>518-All Saints Tree works</i> | 11/09/2022 | 11834 | 1 | 22,800.00 | 0.00 | 22,800.00 | 0.00 |
| | | | | | 0.00 | 22,800.00 | |
| Above paid on 11/10/2022 by Cheque FP14 | | | | | | | |
| ORI001 | Origin Amenity Solutions | | | | | | |
| <i>521-White line marker</i> | 13/09/2022 | OASI0033025 | 1 | 646.80 | 0.00 | 646.80 | 0.00 |
| <i>538-Pitch dressing</i> | 06/10/2022 | OASI0036672 | 1 | 1,264.80 | 0.00 | 1,264.80 | 0.00 |
| | | | | | 0.00 | 1,911.60 | |
| Above paid on 11/10/2022 by Cheque FP18 | | | | | | | |
| PLA02 | The Play Inspection Company Ltd | | | | | | |
| <i>537-Inspection App licence fee</i> | 07/10/2022 | 56695 | 1 | 1,320.00 | 0.00 | 1,320.00 | 0.00 |
| | | | | | 0.00 | 1,320.00 | |
| Above paid on 11/10/2022 by Cheque FP16 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 7

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|------------|--------|------------|-------------|-----------------|---------|
| PRE04 Prestige Design & Workwear Ltd | | | | | | | |
| 519-T-Shirts | 22/08/2022 | 112227 | 1 | 28.80 | 0.00 | 28.80 | 0.00 |
| | | | | | 0.00 | 28.80 | |
| Above paid on 11/10/2022 by Cheque FP15 | | | | | | | |
| REA002 Reactive Doors Ltd | | | | | | | |
| 520-Office door repairs | 30/09/2022 | RD13069 | 1 | 198.00 | 0.00 | 198.00 | 0.00 |
| | | | | | 0.00 | 198.00 | |
| Above paid on 11/10/2022 by Cheque FP17 | | | | | | | |
| ROA001 Road Victims Trust | | | | | | | |
| 522-Road Victims Trust donatio | 21/09/2022 | 21922 | 1 | 10.00 | 0.00 | 10.00 | 0.00 |
| | | | | | 0.00 | 10.00 | |
| Above paid on 11/10/2022 by Cheque FP19 | | | | | | | |
| RPM01 Reids Playground Maintenance Ltd | | | | | | | |
| 539-Car park repairs (insuranc | 03/10/2022 | 5198 | 1 | 3,672.00 | 0.00 | 3,672.00 | 0.00 |
| | | | | | 0.00 | 3,672.00 | |
| Above paid on 11/10/2022 by Cheque FP20 | | | | | | | |
| SET01 Setsquare Creative Solutions Limited | | | | | | | |
| 525-Recover deleted content | 30/09/2022 | INV-2114 | 1 | 81.00 | 0.00 | 81.00 | 0.00 |
| | | | | | 0.00 | 81.00 | |
| Above paid on 11/10/2022 by Cheque FP23 | | | | | | | |
| SPA01 Spaldings Limited | | | | | | | |
| 524-Strimmer cord | 30/09/2022 | SI-2815550 | 1 | 115.20 | 0.00 | 115.20 | 0.00 |
| 540-Adjustable spanners | 06/10/2022 | SI-2817170 | 1 | 72.04 | 0.00 | 72.04 | 0.00 |
| 541-Adjustable spanner | 07/10/2022 | SI-2817679 | 1 | 18.76 | 0.00 | 18.76 | 0.00 |
| | | | | | 0.00 | 206.00 | |
| Above paid on 11/10/2022 by Cheque FP22 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 7

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|-------------------|--------|------------|-------------|------------------|---------|
| TB001 T&B Contractors Ltd | | | | | | | |
| 526-T/Farm Pavilion Val 1 | 27/09/2022 | 33479 | 1 | 77,569.68 | 0.00 | 77,569.68 | 0.00 |
| | | | | | 0.00 | 77,569.68 | |
| Above paid on 11/10/2022 by Cheque FP24 | | | | | | | |
| TOT01 Right Fuelcard Company Ltd | | | | | | | |
| 523-Fuel A/C | 18/09/2022 | 4652656 | 1 | 122.24 | 0.00 | 122.24 | 0.00 |
| | | | | | 0.00 | 122.24 | |
| Above paid on 11/10/2022 by Cheque FP21 | | | | | | | |
| CAS10 Castle Water - 2597749 | | | | | | | |
| 638-P/Drive water charges | 28/09/2022 | 7876226 | 1 | 44.00 | 0.00 | 44.00 | 0.00 |
| | | | | | 0.00 | 44.00 | |
| Above paid on 12/10/2022 by Cheque DDR24 | | | | | | | |
| SCU01 Scutum South East Ltd | | | | | | | |
| Purchase Ledger Payment | 13/10/2022 | ON ACC 719 | 1 | 0.00 | 0.00 | 373.80 | -373.80 |
| | | | | | 0.00 | 373.80 | |
| Above paid on 13/10/2022 by Cheque FP7 | | | | | | | |
| PLU03 Plusnet Plc | | | | | | | |
| 536-Depot broadband | 10/10/2022 | 00002193203-054 | 1 | 16.67 | 0.00 | 16.67 | 0.00 |
| | | | | | 0.00 | 16.67 | |
| Above paid on 17/10/2022 by Cheque DDR25 | | | | | | | |
| POZ01 Positive Energy 135115 | | | | | | | |
| 639-T/Farm gas | 12/10/2022 | 13511520222363284 | 1 | 8.05 | 0.00 | 8.05 | 0.00 |
| | | | | | 0.00 | 8.05 | |
| Above paid on 19/10/2022 by Cheque DDR26 | | | | | | | |
| POZ02 Positive Energy 135118 | | | | | | | |
| 642-P/Side gas | 12/10/2022 | 13511820222363283 | 1 | 8.05 | 0.00 | 8.05 | 0.00 |
| | | | | | 0.00 | 8.05 | |
| Above paid on 19/10/2022 by Cheque DDR27 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 7

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|-------------------|--------|------------|-------------|-----------------|---------|
| POZ03 Positive Energy 135116 | | | | | | | |
| 640-Depot gas | 12/10/2022 | 13511620222363285 | 1 | 8.37 | 0.00 | 8.37 | 0.00 |
| | | | | | 0.00 | 8.37 | |
| Above paid on 19/10/2022 by Cheque DDR28 | | | | | | | |
| POZ04 Positive Energy 135119 | | | | | | | |
| 643-M/Cres gas | 12/10/2022 | 13511920222363287 | 1 | 47.95 | 0.00 | 47.95 | 0.00 |
| | | | | | 0.00 | 47.95 | |
| Above paid on 19/10/2022 by Cheque DDR29 | | | | | | | |
| POZ05 Positive Energy 135117 | | | | | | | |
| 641-Office gas | 12/10/2022 | 13511720222363286 | 1 | 42.81 | 0.00 | 42.81 | 0.00 |
| | | | | | 0.00 | 42.81 | |
| Above paid on 19/10/2022 by Cheque DDR30 | | | | | | | |
| BED02 Bedfordshire Pension Fund | | | | | | | |
| 553-Pension Added Yrs Sep 22 | 14/10/2022 | 750299 | 1 | 53.29 | 0.00 | 53.29 | 0.00 |
| | | | | | 0.00 | 53.29 | |
| Above paid on 25/10/2022 by Cheque FP9 | | | | | | | |
| BED07 Police & Crime Commissioner for Beds | | | | | | | |
| 74-OP Hana Dec 21 | 04/04/2022 | B0002929 | 1 | 3,422.10 | 0.00 | 3,422.10 | 0.00 |
| 76-OP HANA Feb 22 | 23/03/2022 | B0002975 | 1 | 3,626.35 | 0.00 | 3,626.35 | 0.00 |
| 75-OP Hana - Jan 22 | 23/03/2022 | B0002976 | 1 | 2,918.90 | 0.00 | 2,918.90 | 0.00 |
| 545-OP HANA June 22 | 21/10/2022 | B0003352 | 1 | 3,070.55 | 0.00 | 3,070.55 | 0.00 |
| Purchase Ledger Payment | 24/03/2022 | ON ACC 1081 | 1 | -11,250.40 | 0.00 | -11,250.40 | 0.00 |
| | | | | | 0.00 | 1,787.50 | |
| Above paid on 25/10/2022 by Cheque FP1 | | | | | | | |
| BQ01 Trade UK | | | | | | | |
| 548-Postcrete | 21/10/2022 | 1310948569 | 1 | 60.80 | 0.00 | 60.80 | 0.00 |
| | | | | | 0.00 | 60.80 | |
| Above paid on 25/10/2022 by Cheque FP3 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 7

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------|--------|------------|-------------|-----------------|---------|
| DCK01 DCK Accounting Solutions Ltd | | | | | | | |
| 542-Accountancy Sep 22 | 30/09/2022 | TPC10387 | 1 | 1,077.30 | 0.00 | 1,077.30 | 0.00 |
| | | | | | 0.00 | 1,077.30 | |
| Above paid on 25/10/2022 by Cheque FP4 | | | | | | | |
| DUN02 Biffa Waste Services Ltd | | | | | | | |
| 546-Trade refuse | 21/10/2022 | 614C99086 | 1 | 622.18 | 0.00 | 622.18 | 0.00 |
| 547-Trade Refuse | 21/10/2022 | 614C99087 | 1 | 1,395.91 | 0.00 | 1,395.91 | 0.00 |
| | | | | | 0.00 | 2,018.09 | |
| Above paid on 25/10/2022 by Cheque FP2 | | | | | | | |
| EL001 EllievisionAV Ltd | | | | | | | |
| 549-Halloween screen filmings | 13/10/2022 | 1230A | 1 | 2,611.20 | 0.00 | 2,611.20 | 0.00 |
| | | | | | 0.00 | 2,611.20 | |
| Above paid on 25/10/2022 by Cheque FP5 | | | | | | | |
| FAR03 Cllr Y Farrell | | | | | | | |
| 567-Mayor reception band | 10/10/2022 | 101022 | 1 | 300.00 | 0.00 | 300.00 | 0.00 |
| | | | | | 0.00 | 300.00 | |
| Above paid on 25/10/2022 by Cheque FP21 | | | | | | | |
| FLI02 Flitwick Town Council | | | | | | | |
| 550-Mayor Flitwick donation | 19/10/2022 | 191022 | 1 | 10.00 | 0.00 | 10.00 | 0.00 |
| | | | | | 0.00 | 10.00 | |
| Above paid on 25/10/2022 by Cheque FP6 | | | | | | | |
| HOU14 Houghton Regis Consortium | | | | | | | |
| 552-Xmas Event hall hire | 30/10/2022 | FS85 | 1 | 174.00 | 0.00 | 174.00 | 0.00 |
| | | | | | 0.00 | 174.00 | |
| Above paid on 25/10/2022 by Cheque FP8 | | | | | | | |
| JCURL01 John Curl | | | | | | | |
| 554-EN68 VTG Repairs | 19/10/2022 | 247057 | 1 | 244.79 | 0.00 | 244.79 | 0.00 |
| | | | | | 0.00 | 244.79 | |
| Above paid on 25/10/2022 by Cheque FP10 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 7

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------|--------|------------|-------------|-----------------|---------|
| LEE03 Lee & Sons Cleaning Services | | | | | | | |
| 555-Office window cleaning | 07/10/2022 | 1682 | 1 | 50.00 | 0.00 | 50.00 | 0.00 |
| | | | | | 0.00 | 50.00 | |
| Above paid on 25/10/2022 by Cheque FP11 | | | | | | | |
| MAR04 Martin Rix | | | | | | | |
| 556-O/C Pav Roof repairs | 11/10/2022 | 13041 | 1 | 2,378.40 | 0.00 | 2,378.40 | 0.00 |
| 557-T/Farm Pav Roof repairs | 11/10/2022 | 13042 | 1 | 1,584.00 | 0.00 | 1,584.00 | 0.00 |
| | | | | | 0.00 | 3,962.40 | |
| Above paid on 25/10/2022 by Cheque FP12 | | | | | | | |
| MAY02 Mayors Appeal Account | | | | | | | |
| 568-Mayor circus ticket | 14/08/2022 | 14822 | 1 | 10.00 | 0.00 | 10.00 | 0.00 |
| 569-D Binder Donation | 25/10/2022 | 251022 | 1 | 20.00 | 0.00 | 20.00 | 0.00 |
| 570-Mayor Circus Event | 25/10/2022 | 251022A | 1 | 117.50 | 0.00 | 117.50 | 0.00 |
| 571-C Lyus Circus event | 25/10/2022 | 251022B | 1 | 10.00 | 0.00 | 10.00 | 0.00 |
| | | | | | 0.00 | 157.50 | |
| Above paid on 25/10/2022 by Cheque FP22 | | | | | | | |
| PER03 Perfect Personalised Parties | | | | | | | |
| 558-Xmas Lights Sound System h | 17/10/2022 | 0029 | 1 | 50.00 | 0.00 | 50.00 | 0.00 |
| | | | | | 0.00 | 50.00 | |
| Above paid on 25/10/2022 by Cheque FP13 | | | | | | | |
| REA002 Reactive Doors Ltd | | | | | | | |
| 559-Door repairs | 21/10/2022 | RD13186 | 1 | 492.00 | 0.00 | 492.00 | 0.00 |
| | | | | | 0.00 | 492.00 | |
| Above paid on 25/10/2022 by Cheque FP14 | | | | | | | |
| ROG02 GI Rogers & Son | | | | | | | |
| 551-20ft Christmas tree | 14/10/2022 | INV-1837 | 1 | 1,614.00 | 0.00 | 1,614.00 | 0.00 |
| | | | | | 0.00 | 1,614.00 | |
| Above paid on 25/10/2022 by Cheque FP7 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 7

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|--------------|--------|------------|-------------|-----------------|---------|
| SCR02 Trade UK Account | | | | | | | |
| 561-Safety boots | 20/10/2022 | 1310621926 | 1 | 52.99 | 0.00 | 52.99 | 0.00 |
| | | | | | 0.00 | 52.99 | |
| Above paid on 25/10/2022 by Cheque FP16 | | | | | | | |
| SLC02 SLCC Enterprises Ltd | | | | | | | |
| 562-CE SLCC Conference | 10/10/2022 | BK207879-1 | 1 | 408.00 | 0.00 | 408.00 | 0.00 |
| | | | | | 0.00 | 408.00 | |
| Above paid on 25/10/2022 by Cheque FP17 | | | | | | | |
| TEC01 Techies Limited | | | | | | | |
| 563-IT Support | 10/10/2022 | INV-3226 | 1 | 270.00 | 0.00 | 270.00 | 0.00 |
| | | | | | 0.00 | 270.00 | |
| Above paid on 25/10/2022 by Cheque FP18 | | | | | | | |
| TOT01 Right Fuelcard Company Ltd | | | | | | | |
| 560-Fuel A/C | 02/10/2022 | 4687248 | 1 | 18.40 | 0.00 | 18.40 | 0.00 |
| | | | | | 0.00 | 18.40 | |
| Above paid on 25/10/2022 by Cheque FP15 | | | | | | | |
| TOW02 Townswest Archiving Ltd | | | | | | | |
| 566-Digitisation Meeting minut | 15/10/2022 | ARC0232-0001 | 1 | 2,230.80 | 0.00 | 2,230.80 | 0.00 |
| | | | | | 0.00 | 2,230.80 | |
| Above paid on 25/10/2022 by Cheque FP20 | | | | | | | |
| WIL01 The Wildlife Trust BCN | | | | | | | |
| 565-Local Greenspace Mapping | 12/10/2022 | 13488 | 1 | 456.00 | 0.00 | 456.00 | 0.00 |
| | | | | | 0.00 | 456.00 | |
| Above paid on 25/10/2022 by Cheque FP19 | | | | | | | |
| BED02 Bedfordshire Pension Fund | | | | | | | |
| 624-Pensions Oct 22 | 31/10/2022 | OCT22 | 1 | 9,520.18 | 0.00 | 9,520.18 | 0.00 |
| | | | | | 0.00 | 9,520.18 | |
| Above paid on 31/10/2022 by Cheque FP8 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 7

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------|--------|------------|-------------|-------------------|---------|
| HOU02 House of Flags Ltd | | | | | | | |
| <i>Purchase Ledger Payment</i> | 13/05/2022 | ON ACC 147 | 1 | -132.96 | 0.00 | -132.96 | 0.00 |
| | | | | | 0.00 | -132.96 | |
| Above paid on 31/10/2022 by Cheque Refund | | | | | | | |
| PAYROLL Payroll Options | | | | | | | |
| <i>517-Payroll fees Sep 22</i> | 30/09/2022 | 141082 | 1 | 145.25 | 0.00 | 145.25 | 0.00 |
| | | | | | 0.00 | 145.25 | |
| Above paid on 31/10/2022 by Cheque DDR31 | | | | | | | |
| Total Purchase Ledger Payments for Month 7 | | | | | 0.00 | 169,850.12 | |

List of Purchase Ledger Payments for Month 8

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|--------------|--------|------------|-------------|---------------|---------|
| BRI02 BT Payment Services Ltd | | | | | | | |
| <i>Purchase Ledger Payment</i> | 01/11/2022 | ON ACC 798 | 1 | 0.00 | 0.00 | 234.00 | -234.00 |
| | | | | | 0.00 | 234.00 | |
| Above paid on 01/11/2022 by Cheque DDR2 | | | | | | | |
| FRA02 Francotyp Postalia Ltd | | | | | | | |
| <i>Purchase Ledger Payment</i> | 01/11/2022 | ON ACC 797 | 1 | 0.00 | 0.00 | 90.00 | -90.00 |
| | | | | | 0.00 | 90.00 | |
| Above paid on 01/11/2022 by Cheque DDR1 | | | | | | | |
| EE01 EE Limited | | | | | | | |
| <i>574-Mobile phones</i> | 26/10/2022 | V02043303253 | 1 | 385.70 | 0.00 | 385.70 | 0.00 |
| | | | | | 0.00 | 385.70 | |
| Above paid on 03/11/2022 by Cheque DDR5 | | | | | | | |
| TEC01 Techies Limited | | | | | | | |
| <i>Purchase Ledger Payment</i> | 03/11/2022 | ON ACC 799 | 1 | 0.00 | 0.00 | 260.01 | -260.01 |
| | | | | | 0.00 | 260.01 | |
| Above paid on 03/11/2022 by Cheque S/O1 | | | | | | | |
| TEC01 Techies Limited | | | | | | | |
| <i>Purchase Ledger Payment</i> | 03/11/2022 | ON ACC 800 | 1 | 0.00 | 0.00 | 180.00 | -180.00 |
| | | | | | 0.00 | 180.00 | |
| Above paid on 03/11/2022 by Cheque S/O2 | | | | | | | |
| WAV02 Anglian Water | | | | | | | |
| <i>Purchase Ledger Payment</i> | 04/11/2022 | ON ACC 801 | 1 | 0.00 | 0.00 | 54.00 | -54.00 |
| | | | | | 0.00 | 54.00 | |
| Above paid on 04/11/2022 by Cheque DDR6 | | | | | | | |
| WAV03 Anglian Water | | | | | | | |
| <i>Purchase Ledger Payment</i> | 04/11/2022 | ON ACC 803 | 1 | 0.00 | 0.00 | 115.00 | -115.00 |
| | | | | | 0.00 | 115.00 | |
| Above paid on 04/11/2022 by Cheque DDR8 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 8

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--|------------|--------|------------|-------------|---------------|---------|
| WAV04 Anglian Water | | | | | | | |
| <i>Purchase Ledger Payment</i> | 04/11/2022 | ON ACC 805 | 1 | 0.00 | 0.00 | 18.00 | -18.00 |
| | | | | | 0.00 | 18.00 | |
| | Above paid on 04/11/2022 by Cheque DDR10 | | | | | | |
| WAV05 Anglian Water | | | | | | | |
| <i>Purchase Ledger Payment</i> | 04/11/2022 | ON ACC 804 | 1 | 0.00 | 0.00 | 33.00 | -33.00 |
| | | | | | 0.00 | 33.00 | |
| | Above paid on 04/11/2022 by Cheque DDR9 | | | | | | |
| WAV06 Anglian Water | | | | | | | |
| <i>Purchase Ledger Payment</i> | 04/11/2022 | ON ACC 806 | 1 | 0.00 | 0.00 | 120.00 | -120.00 |
| | | | | | 0.00 | 120.00 | |
| | Above paid on 04/11/2022 by Cheque DDR11 | | | | | | |
| WAV07 Anglian Water | | | | | | | |
| <i>Purchase Ledger Payment</i> | 04/11/2022 | ON ACC 802 | 1 | 0.00 | 0.00 | 22.00 | -22.00 |
| | | | | | 0.00 | 22.00 | |
| | Above paid on 04/11/2022 by Cheque DDR7 | | | | | | |
| CAS09 Castle Water - 2597769 | | | | | | | |
| <i>Purchase Ledger Payment</i> | 07/11/2022 | ON ACC 807 | 1 | 0.00 | 0.00 | 25.78 | -25.78 |
| | | | | | 0.00 | 25.78 | |
| | Above paid on 07/11/2022 by Cheque DDR12 | | | | | | |
| FRA02 Francotyp Postalia Ltd | | | | | | | |
| <i>Purchase Ledger Payment</i> | 09/11/2022 | ON ACC 808 | 1 | 0.00 | 0.00 | 151.18 | -151.18 |
| | | | | | 0.00 | 151.18 | |
| | Above paid on 09/11/2022 by Cheque DDR13 | | | | | | |
| YU001 Yu Energy | | | | | | | |
| <i>637-M/Cres pav electricity</i> | 02/11/2022 | 00968773 | 1 | 115.03 | 0.00 | 115.03 | 0.00 |
| | | | | | 0.00 | 115.03 | |
| | Above paid on 09/11/2022 by Cheque DDR14 | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 8

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|------------|--------|------------|-------------|---------------|---------|
| YU001 Yu Energy | | | | | | | |
| 630-P/Side pav electricity | 02/11/2022 | 00962923 | 1 | 9.66 | 0.00 | 9.66 | 0.00 |
| | | | | | 0.00 | 9.66 | |
| Above paid on 09/11/2022 by Cheque DDR15 | | | | | | | |
| YU001 Yu Energy | | | | | | | |
| 633-Office electricity | 02/11/2022 | 00968840 | 1 | 183.61 | 0.00 | 183.61 | 0.00 |
| | | | | | 0.00 | 183.61 | |
| Above paid on 09/11/2022 by Cheque DDR16 | | | | | | | |
| YU001 Yu Energy | | | | | | | |
| 631-P/Side pav electricity | 02/11/2022 | 00963060 | 1 | 33.78 | 0.00 | 33.78 | 0.00 |
| | | | | | 0.00 | 33.78 | |
| Above paid on 09/11/2022 by Cheque DDR17 | | | | | | | |
| YU001 Yu Energy | | | | | | | |
| 629-T/Farm pav electricity | 02/11/2022 | 00963061 | 1 | 52.03 | 0.00 | 52.03 | 0.00 |
| | | | | | 0.00 | 52.03 | |
| Above paid on 09/11/2022 by Cheque DDR18 | | | | | | | |
| YU001 Yu Energy | | | | | | | |
| 632-V/Green pav electricity | 02/11/2022 | 00968842 | 1 | 126.43 | 0.00 | 126.43 | 0.00 |
| | | | | | 0.00 | 126.43 | |
| Above paid on 09/11/2022 by Cheque DDR19 | | | | | | | |
| AKM01 AKM Hemel Ltd | | | | | | | |
| 591-Pizzas/side order | 29/10/2022 | 142 | 1 | 65.97 | 0.00 | 65.97 | 0.00 |
| | | | | | 0.00 | 65.97 | |
| Above paid on 15/11/2022 by Cheque FP1 | | | | | | | |
| AME02 Amethyst Horticulture Ltd | | | | | | | |
| 592-Winter plants | 27/10/2022 | 22251 | 1 | 705.00 | 0.00 | 705.00 | 0.00 |
| | | | | | 0.00 | 705.00 | |
| Above paid on 15/11/2022 by Cheque FP2 | | | | | | | |

Continued over page

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------|--------|------------|-------------|-----------------|---------|
| AVO01 Avonmore Associates | | | | | | | |
| 593-Bowls Green Autumn maint | 31/10/2022 | 17018 | 1 | 4,164.00 | 0.00 | 4,164.00 | 0.00 |
| | | | | | 0.00 | 4,164.00 | |
| Above paid on 15/11/2022 by Cheque FP3 | | | | | | | |
| BED07 Police & Crime Commissioner for Beds | | | | | | | |
| 605-OP HANA July 22 | 26/10/2022 | B0003354 | 1 | 2,877.15 | 0.00 | 2,877.15 | 0.00 |
| 606-OP HANA Aug 22 | 26/10/2022 | B0003355 | 1 | 2,164.75 | 0.00 | 2,164.75 | 0.00 |
| | | | | | 0.00 | 5,041.90 | |
| Above paid on 15/11/2022 by Cheque FP20 | | | | | | | |
| BQ01 Trade UK | | | | | | | |
| 597-Materials | 09/11/2022 | 1317156560 | 1 | 36.16 | 0.00 | 36.16 | 0.00 |
| | | | | | 0.00 | 36.16 | |
| Above paid on 15/11/2022 by Cheque FP4 | | | | | | | |
| CEN04 Central Bedfordshire Council | | | | | | | |
| 1005-Office Rates 22/23 | 01/04/2022 | 3012142 | 1 | 3,555.00 | 0.00 | 3,555.00 | 0.00 |
| | | | | | 0.00 | 3,555.00 | |
| Above paid on 15/11/2022 by Cheque FP5 | | | | | | | |
| CEN04 Central Bedfordshire Council | | | | | | | |
| 1004-The Green Rates 22/23 | 01/04/2022 | 3080213 | 1 | 1,272.00 | 0.00 | 1,272.00 | 0.00 |
| | | | | | 0.00 | 1,272.00 | |
| Above paid on 15/11/2022 by Cheque FP6 | | | | | | | |
| CEN04 Central Bedfordshire Council | | | | | | | |
| 1006-Cemetery Rates 22/23 | 01/04/2022 | 3016930 | 1 | 505.00 | 0.00 | 505.00 | 0.00 |
| | | | | | 0.00 | 505.00 | |
| Above paid on 15/11/2022 by Cheque FP7 | | | | | | | |
| CEN04 Central Bedfordshire Council | | | | | | | |
| 1003-M/Cres Rates 22/23 | 01/04/2022 | 3160492 | 1 | 2,221.00 | 0.00 | 2,221.00 | 0.00 |
| | | | | | 0.00 | 2,221.00 | |
| Above paid on 15/11/2022 by Cheque FP8 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 8

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|-------------------------------------|--------------|--------|------------|-------------|-----------------|---------|
| CEN04 | Central Bedfordshire Council | | | | | | |
| 1001-Depot rates 22/23 | 01/04/2022 | 33016488 | 1 | 4,366.00 | 0.00 | 4,366.00 | 0.00 |
| | | | | | 0.00 | 4,366.00 | |
| Above paid on 15/11/2022 by Cheque FP9 | | | | | | | |
| CLO02 | Cloudy Group | | | | | | |
| 598-Ranger App hosting | 01/11/2022 | INV-2794 | 1 | 110.19 | 0.00 | 110.19 | 0.00 |
| | | | | | 0.00 | 110.19 | |
| Above paid on 15/11/2022 by Cheque FP10 | | | | | | | |
| COR01 | James Corrigan | | | | | | |
| 617-19 x Job evaluatuions | 07/11/2022 | INV3/HOUGHHR | 1 | 900.00 | 0.00 | 900.00 | 0.00 |
| | | | | | 0.00 | 900.00 | |
| Above paid on 15/11/2022 by Cheque FP18 | | | | | | | |
| DCK01 | DCK Accounting Solutions Ltd | | | | | | |
| 599-Accounts Oct 22 | 31/10/2022 | TPC10433 | 1 | 615.60 | 0.00 | 615.60 | 0.00 |
| | | | | | 0.00 | 615.60 | |
| Above paid on 15/11/2022 by Cheque FP11 | | | | | | | |
| DES002 | Designer Metal (Suffolk) Ltd | | | | | | |
| 615-Three quarter guard | 14/11/2022 | 5047 | 1 | 342.00 | 0.00 | 342.00 | 0.00 |
| | | | | | 0.00 | 342.00 | |
| Above paid on 15/11/2022 by Cheque FP12 | | | | | | | |
| DES002 | Designer Metal (Suffolk) Ltd | | | | | | |
| Purchase Ledger Payment | 15/11/2022 | ON ACC 809 | 1 | 0.00 | 0.00 | 342.00 | -342.00 |
| | | | | | 0.00 | 342.00 | |
| Above paid on 15/11/2022 by Cheque POS | | | | | | | |
| DUN04 | Dunstable Town Council | | | | | | |
| 616-Mayor Dunstable dinner tic | 09/11/2022 | 91122 | 1 | 22.50 | 0.00 | 22.50 | 0.00 |
| | | | | | 0.00 | 22.50 | |
| Above paid on 15/11/2022 by Cheque FP13 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 8

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|------------|--------|------------|-------------|-----------------|---------|
| EAR01 Earth Anchors | | | | | | | |
| 600-Notice board | 26/10/2022 | EA36542 | 1 | 254.34 | 0.00 | 254.34 | 0.00 |
| | | | | | 0.00 | 254.34 | |
| Above paid on 15/11/2022 by Cheque FP14 | | | | | | | |
| ELA02 ELAS Occupational Health Ltd | | | | | | | |
| 601-Health assessments | 31/10/2022 | 422710 | 1 | 495.60 | 0.00 | 495.60 | 0.00 |
| | | | | | 0.00 | 495.60 | |
| Above paid on 15/11/2022 by Cheque FP15 | | | | | | | |
| FAR03 Cllr Y Farrell | | | | | | | |
| 622-Mayor travel expenses | 11/11/2022 | 111122 | 1 | 89.46 | 0.00 | 89.46 | 0.00 |
| 614-Mayor expenses | 22/10/2022 | 221022 | 1 | 49.00 | 0.00 | 49.00 | 0.00 |
| | | | | | 0.00 | 138.46 | |
| Above paid on 15/11/2022 by Cheque FP31 | | | | | | | |
| GBI01 Geo Browns Implements Ltd | | | | | | | |
| 603-V-Belt | 31/10/2022 | 111725 | 1 | 412.85 | 0.00 | 412.85 | 0.00 |
| | | | | | 0.00 | 412.85 | |
| Above paid on 15/11/2022 by Cheque FP17 | | | | | | | |
| GLA01 Glasdon U.K. Ltd | | | | | | | |
| 602-Granite bollards | 28/10/2022 | SI849972 | 1 | 721.32 | 0.00 | 721.32 | 0.00 |
| | | | | | 0.00 | 721.32 | |
| Above paid on 15/11/2022 by Cheque FP16 | | | | | | | |
| HER01 Hertfordshire County Council | | | | | | | |
| 604-Stationery | 31/10/2022 | H102208969 | 1 | 172.56 | 0.00 | 172.56 | 0.00 |
| | | | | | 0.00 | 172.56 | |
| Above paid on 15/11/2022 by Cheque FP19 | | | | | | | |
| HMR001 HMRC | | | | | | | |
| 623-PAYE/NI Oct 22 | 31/10/2022 | OCT22 | 1 | 8,411.47 | 0.00 | 8,411.47 | 0.00 |
| | | | | | 0.00 | 8,411.47 | |
| Above paid on 15/11/2022 by Cheque FP32 | | | | | | | |

Continued over page

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------|--------|------------|-------------|-----------------|---------|
| KFI001 Kings Fire Ltd | | | | | | | |
| 618-Fire equipment maint | 08/11/2022 | 2026 | 1 | 554.82 | 0.00 | 554.82 | 0.00 |
| | | | | | 0.00 | 554.82 | |
| Above paid on 15/11/2022 by Cheque FP21 | | | | | | | |
| LAN03 Latent Digital Solutions Ltd | | | | | | | |
| 607-Copier charges | 31/10/2022 | 303620 | 1 | 284.13 | 0.00 | 284.13 | 0.00 |
| | | | | | 0.00 | 284.13 | |
| Above paid on 15/11/2022 by Cheque FP22 | | | | | | | |
| MCS01 MCS Contract Cleaning Limited | | | | | | | |
| 608-Public toilets cleaning | 30/10/2022 | 42072 | 1 | 2,220.00 | 0.00 | 2,220.00 | 0.00 |
| | | | | | 0.00 | 2,220.00 | |
| Above paid on 15/11/2022 by Cheque FP23 | | | | | | | |
| PER01 Perfect Print | | | | | | | |
| 609-Town Crier | 31/10/2022 | 22/5338 | 1 | 1,695.75 | 0.00 | 1,695.75 | 0.00 |
| | | | | | 0.00 | 1,695.75 | |
| Above paid on 15/11/2022 by Cheque FP24 | | | | | | | |
| SCR02 Trade UK Account | | | | | | | |
| 610-tyreweld puncture repair | 27/10/2022 | 1313010634 | 1 | 15.78 | 0.00 | 15.78 | 0.00 |
| | | | | | 0.00 | 15.78 | |
| Above paid on 15/11/2022 by Cheque FP25 | | | | | | | |
| SET01 Setsquare Creative Solutions Limited | | | | | | | |
| 611-Domin name renewal | 01/10/2022 | INV-1819 | 1 | 240.00 | 0.00 | 240.00 | 0.00 |
| | | | | | 0.00 | 240.00 | |
| Above paid on 15/11/2022 by Cheque FP26 | | | | | | | |
| SJS01 S J S Irrigation | | | | | | | |
| 612-Irrigation system maint co | 31/10/2022 | 18659 | 1 | 468.00 | 0.00 | 468.00 | 0.00 |
| | | | | | 0.00 | 468.00 | |
| Above paid on 15/11/2022 by Cheque FP27 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 8

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|-----------------|--------|------------|-------------|-----------------|---------|
| SLC02 SLCC Enterprises Ltd | | | | | | | |
| 619-CE Practitioners Conferenc | 10/11/2022 | BK208263-1 | 1 | 288.00 | 0.00 | 288.00 | 0.00 |
| | | | | | 0.00 | 288.00 | |
| Above paid on 15/11/2022 by Cheque FP28 | | | | | | | |
| SYS001 Sysco Environmental Ltd | | | | | | | |
| 620-HAV assessment | 09/11/2022 | INV-1248 | 1 | 1,366.80 | 0.00 | 1,366.80 | 0.00 |
| | | | | | 0.00 | 1,366.80 | |
| Above paid on 15/11/2022 by Cheque FP29 | | | | | | | |
| TOT01 Right Fuelcard Company Ltd | | | | | | | |
| 613-Fuel A/C | 23/10/2022 | 4717236 | 1 | 135.94 | 0.00 | 135.94 | 0.00 |
| 621-Fuel A/C | 06/11/2022 | 4749816 | 1 | 18.40 | 0.00 | 18.40 | 0.00 |
| | | | | | 0.00 | 154.34 | |
| Above paid on 15/11/2022 by Cheque FP30 | | | | | | | |
| YU001 Yu Energy | | | | | | | |
| 636-Depot electricity | 08/11/2022 | 00974203 | 1 | 280.72 | 0.00 | 280.72 | 0.00 |
| | | | | | 0.00 | 280.72 | |
| Above paid on 15/11/2022 by Cheque DDR20 | | | | | | | |
| YU001 Yu Energy | | | | | | | |
| 635-O/Close pav electricity | 08/11/2022 | 00974245 | 1 | 26.53 | 0.00 | 26.53 | 0.00 |
| | | | | | 0.00 | 26.53 | |
| Above paid on 15/11/2022 by Cheque DDR21 | | | | | | | |
| YU001 Yu Energy | | | | | | | |
| 634-Depot electricity | 08/11/2022 | 00974309 | 1 | 13.03 | 0.00 | 13.03 | 0.00 |
| | | | | | 0.00 | 13.03 | |
| Above paid on 15/11/2022 by Cheque DDR22 | | | | | | | |
| PLU03 Plusnet Plc | | | | | | | |
| 626-Depot broadband | 08/11/2022 | 00002193203-055 | 1 | 20.34 | 0.00 | 20.34 | 0.00 |
| | | | | | 0.00 | 20.34 | |
| Above paid on 17/11/2022 by Cheque DDR23 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 8

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|-------------------|--------|------------|-------------|------------------|---------|
| DES002 Designer Metal (Suffolk) Ltd | | | | | | | |
| <i>Purchase Ledger Payment</i> | 15/11/2022 | ON ACC 809 | 1 | -342.00 | 0.00 | -342.00 | 0.00 |
| | | | | | 0.00 | -342.00 | |
| Above paid on 21/11/2022 by Cheque Refund | | | | | | | |
| POZ01 Pozitive Energy 135115 | | | | | | | |
| <i>770-T/Farm gas</i> | 15/11/2022 | 13511520222458801 | 1 | 8.33 | 0.00 | 8.33 | 0.00 |
| | | | | | 0.00 | 8.33 | |
| Above paid on 22/11/2022 by Cheque DDR24 | | | | | | | |
| POZ02 Pozitive Energy 135118 | | | | | | | |
| <i>773-P/Side gas</i> | 15/11/2022 | 13511820222458804 | 1 | 8.33 | 0.00 | 8.33 | 0.00 |
| | | | | | 0.00 | 8.33 | |
| Above paid on 22/11/2022 by Cheque DDR25 | | | | | | | |
| POZ03 Pozitive Energy 135116 | | | | | | | |
| <i>771-Depot gas</i> | 15/11/2022 | 13511620222458802 | 1 | 8.65 | 0.00 | 8.65 | 0.00 |
| | | | | | 0.00 | 8.65 | |
| Above paid on 22/11/2022 by Cheque DDR26 | | | | | | | |
| POZ04 Pozitive Energy 135119 | | | | | | | |
| <i>774-M/Cres gas</i> | 15/11/2022 | 13511920222458805 | 1 | 61.73 | 0.00 | 61.73 | 0.00 |
| | | | | | 0.00 | 61.73 | |
| Above paid on 22/11/2022 by Cheque DDR27 | | | | | | | |
| POZ05 Pozitive Energy 135117 | | | | | | | |
| <i>772-Office gas</i> | 15/11/2022 | 13511720222458803 | 1 | 75.75 | 0.00 | 75.75 | 0.00 |
| | | | | | 0.00 | 75.75 | |
| Above paid on 22/11/2022 by Cheque DDR28 | | | | | | | |
| BED02 Bedfordshire Pension Fund | | | | | | | |
| <i>794-Pensions Nov 22</i> | 30/11/2022 | NOV 22 | 1 | 14,927.51 | 0.00 | 14,927.51 | 0.00 |
| | | | | | 0.00 | 14,927.51 | |
| Above paid on 29/11/2022 by Cheque FP | | | | | | | |

Continued over page

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|------------------------------------|------------|--------|------------|-------------|-----------------|---------|
| AME02 | Amethyst Horticulture Ltd | | | | | | |
| 656-Plants/trees | 28/11/2022 | 22438 | 1 | 1,194.60 | 0.00 | 1,194.60 | 0.00 |
| 655-Plants/trees | 28/11/2022 | 22439 | 1 | 2,543.70 | 0.00 | 2,543.70 | 0.00 |
| 657-Plants/trees | 28/11/2022 | 22440 | 1 | 2,066.52 | 0.00 | 2,066.52 | 0.00 |
| | | | | | 0.00 | 5,804.82 | |
| Above paid on 30/11/2022 by Cheque FP2 | | | | | | | |
| AMF01 | AMF Services (Bedford) Ltd | | | | | | |
| 659-RTV service | 18/11/2022 | 27004 | 1 | 650.46 | 0.00 | 650.46 | 0.00 |
| 658-Kubota RTVX1110 service | 21/11/2022 | 27018 | 1 | 1,319.78 | 0.00 | 1,319.78 | 0.00 |
| | | | | | 0.00 | 1,970.24 | |
| Above paid on 30/11/2022 by Cheque FP3 | | | | | | | |
| BED02 | Bedfordshire Pension Fund | | | | | | |
| 671-Pension Added Yrs Oct 22 | 23/11/2022 | 750547 | 1 | 53.29 | 0.00 | 53.29 | 0.00 |
| | | | | | 0.00 | 53.29 | |
| Above paid on 30/11/2022 by Cheque FP13 | | | | | | | |
| DOM001 | Agnieszka Domanska | | | | | | |
| 653-Hall hire refund | 31/10/2022 | 311022 | 1 | 50.00 | 0.00 | 50.00 | 0.00 |
| | | | | | 0.00 | 50.00 | |
| Above paid on 30/11/2022 by Cheque FP1 | | | | | | | |
| DUN06 | Dunstable & District CA | | | | | | |
| 663-Dunstable & Dist CA grant | 29/11/2022 | GRANT2 | 1 | 2,000.00 | 0.00 | 2,000.00 | 0.00 |
| | | | | | 0.00 | 2,000.00 | |
| Above paid on 30/11/2022 by Cheque FP5 | | | | | | | |
| FUL02 | Full House Theatre Company | | | | | | |
| 667-Full House Grant | 29/11/2022 | GRANT2 | 1 | 1,500.00 | 0.00 | 1,500.00 | 0.00 |
| | | | | | 0.00 | 1,500.00 | |
| Above paid on 30/11/2022 by Cheque FP9 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 8

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------|--------|------------|-------------|-----------------|---------|
| HIL001 Hillside Market Garden | | | | | | | |
| 669-Wreath packs | 19/11/2022 | HMG0125 | 1 | 420.00 | 0.00 | 420.00 | 0.00 |
| | | | | | 0.00 | 420.00 | |
| Above paid on 30/11/2022 by Cheque FP11 | | | | | | | |
| HOU03 Houghton Regis Helpers Community Org A/C | | | | | | | |
| 670-H/Regis Helpers Grant | 29/11/2022 | 291122 | 1 | 175.00 | 0.00 | 175.00 | 0.00 |
| | | | | | 0.00 | 175.00 | |
| Above paid on 30/11/2022 by Cheque FP12 | | | | | | | |
| HOU09 Houghton Regis Heritage Society | | | | | | | |
| 668-H/R Heritage Society Grant | 29/11/2022 | GRANT1 | 1 | 500.00 | 0.00 | 500.00 | 0.00 |
| | | | | | 0.00 | 500.00 | |
| Above paid on 30/11/2022 by Cheque FP10 | | | | | | | |
| JEL01 Jelprint Ltd | | | | | | | |
| 672-Mayor Christmas cards | 28/11/2022 | 07376 | 1 | 261.30 | 0.00 | 261.30 | 0.00 |
| | | | | | 0.00 | 261.30 | |
| Above paid on 30/11/2022 by Cheque FP14 | | | | | | | |
| JEW01 Jewels Art Craft & Coffee | | | | | | | |
| 673-Carol service refreshments | 17/11/2022 | 171122 | 1 | 200.00 | 0.00 | 200.00 | 0.00 |
| 654-Coffee morning food/drinks | 27/10/2022 | 271022 | 1 | 120.00 | 0.00 | 120.00 | 0.00 |
| | | | | | 0.00 | 320.00 | |
| Above paid on 30/11/2022 by Cheque FP4 | | | | | | | |
| KEE01 Keech Hospice Care | | | | | | | |
| 665-Keech Hospice Grant | 29/11/2022 | GRANT2 | 1 | 2,500.00 | 0.00 | 2,500.00 | 0.00 |
| | | | | | 0.00 | 2,500.00 | |
| Above paid on 30/11/2022 by Cheque FP7 | | | | | | | |
| LUT01 Luton Borough Council | | | | | | | |
| 674-Luton Mayor dinner tickets | 21/11/2022 | 211122 | 1 | 35.00 | 0.00 | 35.00 | 0.00 |
| Purchase Ledger Payment | 30/11/2022 | ON ACC 810 | 1 | 0.00 | 0.00 | -35.00 | 35.00 |
| | | | | | 0.00 | 0.00 | |
| No payment due as Credit Notes have been applied | | | | | | | |

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| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|-------------|--------|------------|-------------|-----------------|---------|
| ORI001 Origin Amenity Solutions | | | | | | | |
| 675-Euroflower mix | 24/11/2022 | OASI0042344 | 1 | 270.00 | 0.00 | 270.00 | 0.00 |
| | | | | | 0.00 | 270.00 | |
| Above paid on 30/11/2022 by Cheque FP16 | | | | | | | |
| PAYROLL Payroll Options | | | | | | | |
| 627-Payroll fees Oct 22 | 31/10/2022 | 141557 | 1 | 135.49 | 0.00 | 135.49 | 0.00 |
| | | | | | 0.00 | 135.49 | |
| Above paid on 30/11/2022 by Cheque DDR30 | | | | | | | |
| PER03 Perfect Personalised Parties | | | | | | | |
| 677-Pride Houghton DJ | 22/11/2022 | 0035 | 1 | 230.00 | 0.00 | 230.00 | 0.00 |
| | | | | | 0.00 | 230.00 | |
| Above paid on 30/11/2022 by Cheque FP18 | | | | | | | |
| SCR02 Trade UK Account | | | | | | | |
| 678-Batteries | 15/11/2022 | 1318910331 | 1 | 17.98 | 0.00 | 17.98 | 0.00 |
| | | | | | 0.00 | 17.98 | |
| Above paid on 30/11/2022 by Cheque FP19 | | | | | | | |
| SOR01 SORTED | | | | | | | |
| 664-SORTED Grant | 29/11/2022 | GRANT2 | 1 | 2,000.00 | 0.00 | 2,000.00 | 0.00 |
| | | | | | 0.00 | 2,000.00 | |
| Above paid on 30/11/2022 by Cheque FP6 | | | | | | | |
| SOU04 South Beds Dial A Ride | | | | | | | |
| 666-Dial a Ride Grant | 29/11/2022 | GRANT2 | 1 | 1,125.50 | 0.00 | 1,125.50 | 0.00 |
| | | | | | 0.00 | 1,125.50 | |
| Above paid on 30/11/2022 by Cheque FP8 | | | | | | | |
| STE003 Nigel Steele | | | | | | | |
| 676-Carol Service Organist fee | 15/11/2022 | 151122 | 1 | 50.00 | 0.00 | 50.00 | 0.00 |
| | | | | | 0.00 | 50.00 | |
| Above paid on 30/11/2022 by Cheque FP17 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 9

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|--------------|--------|------------|-------------|---------------|---------|
| EE01 EE Limited | | | | | | | |
| 775-Mobile phones | 24/11/2022 | V02052468993 | 1 | 230.22 | 0.00 | 230.22 | 0.00 |
| | | | | | 0.00 | 230.22 | |
| Above paid on 02/12/2022 by Cheque DDR1 | | | | | | | |
| BRI02 BT Payment Services Ltd | | | | | | | |
| Purchase Ledger Payment | 05/12/2022 | ON ACC 874 | 1 | 0.00 | 0.00 | 234.00 | -234.00 |
| | | | | | 0.00 | 234.00 | |
| Above paid on 05/12/2022 by Cheque DDR4 | | | | | | | |
| CAS09 Castle Water - 2597769 | | | | | | | |
| Purchase Ledger Payment | 05/12/2022 | ON ACC 875 | 1 | 0.00 | 0.00 | 25.78 | -25.78 |
| | | | | | 0.00 | 25.78 | |
| Above paid on 05/12/2022 by Cheque DDR5 | | | | | | | |
| TEC01 Techies Limited | | | | | | | |
| Purchase Ledger Payment | 05/12/2022 | ON ACC 886 | 1 | 0.00 | 0.00 | 180.00 | -180.00 |
| | | | | | 0.00 | 180.00 | |
| Above paid on 05/12/2022 by Cheque S/O | | | | | | | |
| TEC01 Techies Limited | | | | | | | |
| Purchase Ledger Payment | 05/12/2022 | ON ACC 872 | 1 | 0.00 | 0.00 | 260.01 | -260.01 |
| | | | | | 0.00 | 260.01 | |
| Above paid on 05/12/2022 by Cheque S/O2 | | | | | | | |
| TEC01 Techies Limited | | | | | | | |
| Purchase Ledger Payment | 05/12/2022 | ON ACC 873 | 1 | 0.00 | 0.00 | 234.00 | -234.00 |
| Purchase Ledger Payment | 05/12/2022 | ON ACC 873 | 1 | -234.00 | 0.00 | -234.00 | 0.00 |
| | | | | | 0.00 | 0.00 | |
| No payment due as Credit Notes have been applied | | | | | | | |
| WAV02 Anglian Water | | | | | | | |
| Purchase Ledger Payment | 06/12/2022 | ON ACC 876 | 1 | 0.00 | 0.00 | 54.00 | -54.00 |
| | | | | | 0.00 | 54.00 | |
| Above paid on 06/12/2022 by Cheque DDR6 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 9

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|-----------------------------------|--|------------|--------|------------|-------------|---------------|---------|
| WAV03 Anglian Water | | | | | | | |
| <i>Purchase Ledger Payment</i> | 06/12/2022 | ON ACC 878 | 1 | 0.00 | 0.00 | 115.00 | -115.00 |
| | | | | | 0.00 | 115.00 | |
| | Above paid on 06/12/2022 by Cheque DDR8 | | | | | | |
| WAV04 Anglian Water | | | | | | | |
| <i>Purchase Ledger Payment</i> | 06/12/2022 | ON ACC 880 | 1 | 0.00 | 0.00 | 18.00 | -18.00 |
| | | | | | 0.00 | 18.00 | |
| | Above paid on 06/12/2022 by Cheque DDR10 | | | | | | |
| WAV05 Anglian Water | | | | | | | |
| <i>Purchase Ledger Payment</i> | 06/12/2022 | ON ACC 879 | 1 | 0.00 | 0.00 | 33.00 | -33.00 |
| | | | | | 0.00 | 33.00 | |
| | Above paid on 06/12/2022 by Cheque DDR9 | | | | | | |
| WAV06 Anglian Water | | | | | | | |
| <i>Purchase Ledger Payment</i> | 06/12/2022 | ON ACC 881 | 1 | 0.00 | 0.00 | 120.00 | -120.00 |
| | | | | | 0.00 | 120.00 | |
| | Above paid on 06/12/2022 by Cheque DDR11 | | | | | | |
| WAV07 Anglain Water | | | | | | | |
| <i>Purchase Ledger Payment</i> | 06/12/2022 | ON ACC 877 | 1 | 0.00 | 0.00 | 22.00 | -22.00 |
| | | | | | 0.00 | 22.00 | |
| | Above paid on 06/12/2022 by Cheque DDR7 | | | | | | |
| YU001 Yu Energy | | | | | | | |
| <i>785-Depot electricity</i> | 01/12/2022 | 00984355 | 1 | 406.16 | 0.00 | 406.16 | 0.00 |
| | | | | | 0.00 | 406.16 | |
| | Above paid on 08/12/2022 by Cheque DDR12 | | | | | | |
| YU001 Yu Energy | | | | | | | |
| <i>784-O/Close electricity</i> | 01/12/2022 | 00984672 | 1 | 29.40 | 0.00 | 29.40 | 0.00 |
| | | | | | 0.00 | 29.40 | |
| | Above paid on 08/12/2022 by Cheque DDR13 | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 9

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|------------|--------|------------|-------------|---------------|---------|
| YU001 Yu Energy | | | | | | | |
| <i>Purchase Ledger Payment</i> | 08/12/2022 | ON ACC 882 | 1 | 0.00 | 0.00 | 123.99 | -123.99 |
| | | | | | 0.00 | 123.99 | |
| Above paid on 08/12/2022 by Cheque DDR14 | | | | | | | |
| YU001 Yu Energy | | | | | | | |
| <i>778-P/Side electricity</i> | 01/12/2022 | 00984974 | 1 | 9.76 | 0.00 | 9.76 | 0.00 |
| | | | | | 0.00 | 9.76 | |
| Above paid on 08/12/2022 by Cheque DDR15 | | | | | | | |
| YU001 Yu Energy | | | | | | | |
| <i>781-Office electricity</i> | 01/12/2022 | 00985098 | 1 | 191.22 | 0.00 | 191.22 | 0.00 |
| | | | | | 0.00 | 191.22 | |
| Above paid on 08/12/2022 by Cheque DDR16 | | | | | | | |
| YU001 Yu Energy | | | | | | | |
| <i>780-P/Side electricity</i> | 01/12/2022 | 00985099 | 1 | 36.31 | 0.00 | 36.31 | 0.00 |
| | | | | | 0.00 | 36.31 | |
| Above paid on 08/12/2022 by Cheque DDR17 | | | | | | | |
| YU001 Yu Energy | | | | | | | |
| <i>782-T/Farm electricity</i> | 01/12/2022 | 00985100 | 1 | 88.82 | 0.00 | 88.82 | 0.00 |
| | | | | | 0.00 | 88.82 | |
| Above paid on 08/12/2022 by Cheque DDR18 | | | | | | | |
| YU001 Yu Energy | | | | | | | |
| <i>779-Depot electricity</i> | 01/12/2022 | 00985101 | 1 | 16.70 | 0.00 | 16.70 | 0.00 |
| | | | | | 0.00 | 16.70 | |
| Above paid on 08/12/2022 by Cheque DDR19 | | | | | | | |
| YU001 Yu Energy | | | | | | | |
| <i>783-V/Green electricity</i> | 01/12/2022 | 00985102 | 1 | 175.14 | 0.00 | 175.14 | 0.00 |
| | | | | | 0.00 | 175.14 | |
| Above paid on 08/12/2022 by Cheque DDR20 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 9

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|------------|--------|------------|-------------|---------------|---------|
| DUN02 Biffa Waste Services Ltd | | | | | | | |
| <i>Purchase Ledger Payment</i> | 12/12/2022 | ON ACC 883 | 1 | 0.00 | 0.00 | 102.96 | -102.96 |
| | | | | | 0.00 | 102.96 | |
| Above paid on 12/12/2022 by Cheque DDR21 | | | | | | | |
| AMF01 AMF Services (Bedford) Ltd | | | | | | | |
| <i>731-KUbota RTC wheel repair</i> | 06/12/2022 | 27043 | 1 | 210.00 | 0.00 | 210.00 | 0.00 |
| | | | | | 0.00 | 210.00 | |
| Above paid on 13/12/2022 by Cheque FP1 | | | | | | | |
| BED02 Bedfordshire Pension Fund | | | | | | | |
| <i>739-Pension Added Yrs Nov 22</i> | 12/12/2022 | 751635 | 1 | 53.29 | 0.00 | 53.29 | 0.00 |
| | | | | | 0.00 | 53.29 | |
| Above paid on 13/12/2022 by Cheque FP12 | | | | | | | |
| BQ01 Trade UK | | | | | | | |
| <i>660-Materials</i> | 15/11/2022 | 1318910358 | 1 | 294.03 | 0.00 | 294.03 | 0.00 |
| <i>732-AA Batteries</i> | 08/12/2022 | 1326854755 | 1 | 13.30 | 0.00 | 13.30 | 0.00 |
| | | | | | 0.00 | 307.33 | |
| Above paid on 13/12/2022 by Cheque FP2 | | | | | | | |
| BUS01 Business HR Solutions (Consultancy) Ltd | | | | | | | |
| <i>724-HR Retainer</i> | 01/11/2022 | INV-029057 | 1 | 257.42 | 0.00 | 257.42 | 0.00 |
| <i>738-HR Retainer</i> | 01/12/2022 | INV-029595 | 1 | 245.16 | 0.00 | 245.16 | 0.00 |
| | | | | | 0.00 | 502.58 | |
| Above paid on 13/12/2022 by Cheque FP10 | | | | | | | |
| CAS10 Castle Water - 2597749 | | | | | | | |
| <i>768-P/Drive water charges</i> | 29/11/2022 | 8207562 | 1 | 19.02 | 0.00 | 19.02 | 0.00 |
| | | | | | 0.00 | 19.02 | |
| Above paid on 13/12/2022 by Cheque DDR22 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 9

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--------------------------------|--|------------|--------|------------|-------------|------------------|---------|
| CEN04 | Central Bedfordshire Council | | | | | | |
| 749-HHP Project contribution | 12/12/2022 | 1800140860 | 1 | 27,715.00 | 0.00 | 27,715.00 | 0.00 |
| | | | | | 0.00 | 27,715.00 | |
| | Above paid on 13/12/2022 by Cheque FP2 | | | | | | |
| CLO02 | Cloudy Group | | | | | | |
| 733-Ranger App | 01/12/2022 | INV-3072 | 1 | 110.19 | 0.00 | 110.19 | 0.00 |
| | | | | | 0.00 | 110.19 | |
| | Above paid on 13/12/2022 by Cheque FP3 | | | | | | |
| DCK01 | DCK Accounting Solutions Ltd | | | | | | |
| 721-Accounts Nov 22 | 30/11/2022 | TPC10482 | 1 | 1,628.77 | 0.00 | 1,628.77 | 0.00 |
| | | | | | 0.00 | 1,628.77 | |
| | Above paid on 13/12/2022 by Cheque FP4 | | | | | | |
| DES001 | DE Signs & Labels Ltd | | | | | | |
| 722-Change road sign date/time | 30/11/2022 | 19199 | 1 | 48.00 | 0.00 | 48.00 | 0.00 |
| 734-Santa Banners | 07/12/2022 | 19209 | 1 | 79.20 | 0.00 | 79.20 | 0.00 |
| | | | | | 0.00 | 127.20 | |
| | Above paid on 13/12/2022 by Cheque FP5 | | | | | | |
| EAR01 | Earth Anchors | | | | | | |
| 735-Brighton bench | 02/12/2022 | EA36747 | 1 | 1,198.80 | 0.00 | 1,198.80 | 0.00 |
| | | | | | 0.00 | 1,198.80 | |
| | Above paid on 13/12/2022 by Cheque FP6 | | | | | | |
| EL001 | EllievisionAV Ltd | | | | | | |
| 736-Outdoor cinema 10.12.22 | 01/12/2022 | INV-0005 | 1 | 2,142.00 | 0.00 | 2,142.00 | 0.00 |
| | | | | | 0.00 | 2,142.00 | |
| | Above paid on 13/12/2022 by Cheque FP7 | | | | | | |
| FAL001 | Falconeye Security Ltd | | | | | | |
| 737-Road closure security staf | 03/12/2022 | 1 | 1 | 120.00 | 0.00 | 120.00 | 0.00 |
| | | | | | 0.00 | 120.00 | |
| | Above paid on 13/12/2022 by Cheque FP8 | | | | | | |

Continued over page

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|---|--------------|------------|--------|------------|-------------|-----------------|---------|
| HER01 Hertfordshire County Council | | | | | | | |
| 725-Stationery | 30/11/2022 | H112210388 | 1 | 195.00 | 0.00 | 195.00 | 0.00 |
| | | | | | 0.00 | 195.00 | |
| Above paid on 13/12/2022 by Cheque FP11 | | | | | | | |
| IGN001 Nicusor Ignatescu | | | | | | | |
| 740-Ignatescu Deposit refund | 04/12/2022 | DEPREFUND | 1 | 50.00 | 0.00 | 50.00 | 0.00 |
| | | | | | 0.00 | 50.00 | |
| Above paid on 13/12/2022 by Cheque FP15 | | | | | | | |
| JCURL01 John Curl | | | | | | | |
| 723-Ranger EX67 KKW tyre | 29/11/2022 | 247112 | 1 | 177.00 | 0.00 | 177.00 | 0.00 |
| | | | | | 0.00 | 177.00 | |
| Above paid on 13/12/2022 by Cheque FP9 | | | | | | | |
| LAN03 Latent Digital Solutions Ltd | | | | | | | |
| 726-Copier charges | 24/11/2022 | 303699 | 1 | 90.11 | 0.00 | 90.11 | 0.00 |
| | | | | | 0.00 | 90.11 | |
| Above paid on 13/12/2022 by Cheque FP13 | | | | | | | |
| MCS01 MCS Contract Cleaning Limited | | | | | | | |
| 727-Toilets cleaning Nov 22 | 30/11/2022 | 42136 | 1 | 2,220.00 | 0.00 | 2,220.00 | 0.00 |
| | | | | | 0.00 | 2,220.00 | |
| Above paid on 13/12/2022 by Cheque FP14 | | | | | | | |
| PHS01 PHS Group | | | | | | | |
| 741-Toilet rolls | 11/12/2022 | 69512169 | 1 | 148.19 | 0.00 | 148.19 | 0.00 |
| | | | | | 0.00 | 148.19 | |
| Above paid on 13/12/2022 by Cheque FP16 | | | | | | | |
| RPM01 Reids Playground Maintenance Ltd | | | | | | | |
| 730-Play equipment repairs | 28/11/2022 | 5307 | 1 | 4,170.00 | 0.00 | 4,170.00 | 0.00 |
| 748-Play equip repairs (insura | 13/12/2022 | 5341 | 1 | 4,692.00 | 0.00 | 4,692.00 | 0.00 |
| | | | | | 0.00 | 8,862.00 | |
| Above paid on 13/12/2022 by Cheque FP1 | | | | | | | |

Continued over page

List of Purchase Ledger Payments for Month 9

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|-----------------|--------|------------|-------------|-----------------|-----------|
| SAF05 Safesmart | | | | | | | |
| 743-Smartlog licence | 07/12/2022 | SSQT-13066/1 | 1 | 300.00 | 0.00 | 300.00 | 0.00 |
| | | | | | 0.00 | 300.00 | |
| Above paid on 13/12/2022 by Cheque FP18 | | | | | | | |
| TEC01 Techies Limited | | | | | | | |
| 744-Domain renewal | 05/12/2022 | INV-3445 | 1 | 72.00 | 0.00 | 72.00 | 0.00 |
| 745-Telephone | 07/12/2022 | INV-3476 | 1 | 144.05 | 0.00 | 144.05 | 0.00 |
| 746-McAfee anti virus | 12/12/2022 | INV-3486 | 1 | 138.00 | 0.00 | 138.00 | 0.00 |
| | | | | | 0.00 | 354.05 | |
| Above paid on 13/12/2022 by Cheque FP19 | | | | | | | |
| TOT01 Right Fuelcard Company Ltd | | | | | | | |
| 742-Fuel A/C | 04/12/2022 | 4803523 | 1 | 103.94 | 0.00 | 103.94 | 0.00 |
| | | | | | 0.00 | 103.94 | |
| Above paid on 13/12/2022 by Cheque FP17 | | | | | | | |
| DUN02 Biffa Waste Services Ltd | | | | | | | |
| Purchase Ledger Payment | 19/12/2022 | ON ACC 885 | 1 | 0.00 | 0.00 | 1,397.38 | -1,397.38 |
| | | | | | 0.00 | 1,397.38 | |
| Above paid on 19/12/2022 by Cheque DDR24 | | | | | | | |
| PLU03 Plusnet Plc | | | | | | | |
| 777-Depot broadband | 10/12/2022 | 00002193203-056 | 1 | 20.60 | 0.00 | 20.60 | 0.00 |
| | | | | | 0.00 | 20.60 | |
| Above paid on 19/12/2022 by Cheque DDR25 | | | | | | | |
| TEC01 Techies Limited | | | | | | | |
| Purchase Ledger Payment | 19/12/2022 | ON ACC 884 | 1 | 0.00 | 0.00 | 16.26 | -16.26 |
| | | | | | 0.00 | 16.26 | |
| Above paid on 19/12/2022 by Cheque FP23 | | | | | | | |

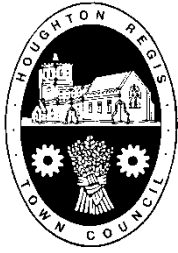
Continued over page

List of Purchase Ledger Payments for Month 9

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance |
|--|--------------|-------------------|--------|------------|-------------|------------------|-----------|
| POZ01 Positive Energy 135115 | | | | | | | |
| 788-T/Farm gas | 13/12/2022 | 13511520222587916 | 1 | 8.05 | 0.00 | 8.05 | 0.00 |
| | | | | | 0.00 | 8.05 | |
| Above paid on 20/12/2022 by Cheque DDR26 | | | | | | | |
| POZ02 Positive Energy 135118 | | | | | | | |
| 791-P/Drive gas | 13/12/2022 | 13511820222587915 | 1 | 8.05 | 0.00 | 8.05 | 0.00 |
| | | | | | 0.00 | 8.05 | |
| Above paid on 20/12/2022 by Cheque DDR27 | | | | | | | |
| POZ03 Positive Energy 135116 | | | | | | | |
| 789-Depot gas | 13/12/2022 | 13511620222587917 | 1 | 8.37 | 0.00 | 8.37 | 0.00 |
| | | | | | 0.00 | 8.37 | |
| Above paid on 20/12/2022 by Cheque DDR28 | | | | | | | |
| POZ04 Positive Energy 135119 | | | | | | | |
| 792-M/Cres gas | 13/12/2022 | 13511920222587919 | 1 | 818.28 | 0.00 | 818.28 | 0.00 |
| | | | | | 0.00 | 818.28 | |
| Above paid on 20/12/2022 by Cheque DDR29 | | | | | | | |
| POZ05 Positive Energy 135117 | | | | | | | |
| 790-Office gas | 13/12/2022 | 13511720222587918 | 1 | 129.51 | 0.00 | 129.51 | 0.00 |
| | | | | | 0.00 | 129.51 | |
| Above paid on 20/12/2022 by Cheque DDR30 | | | | | | | |
| HOU07 Houghton Regis Memorial Hall | | | | | | | |
| Purchase Ledger Payment | 22/12/2022 | ON ACC 887 | 1 | 0.00 | 0.00 | 2,000.00 | -2,000.00 |
| | | | | | 0.00 | 2,000.00 | |
| Above paid on 22/12/2022 by Cheque FP2 | | | | | | | |
| BED02 Bedfordshire Pension Fund | | | | | | | |
| 796-Pensions Dec 22 | 31/12/2022 | DEC22 | 1 | 10,085.52 | 0.00 | 10,085.52 | 0.00 |
| | | | | | 0.00 | 10,085.52 | |
| Above paid on 23/12/2022 by Cheque FP1 | | | | | | | |

Continued over page

| Supplier and Invoice Details | Invoice Date | Invoice No | Ledger | Amount Due | Discount | Amount Paid | Balance | |
|---|--------------|------------|--------|------------|-------------|------------------|---------|--|
| PAYROLL | | | | | | | | |
| Payroll Options | | | | | | | | |
| 728-Payroll fees Nov 22 | 30/11/2022 | 142049 | 1 | 171.49 | 0.00 | 171.49 | 0.00 | |
| | | | | | 0.00 | 171.49 | | |
| Above paid on 30/12/2022 by Cheque DDR31 | | | | | | | | |
| Total Purchase Ledger Payments for Month 9 | | | | | 0.00 | 63,770.45 | | |



CORPORATE SERVICES COMMITTEE

Agenda Item 9

| | |
|-------------------------------|---|
| Date: | 27th February 2023 |
| Title: | Investment Report |
| Purpose of the Report: | To provide to members a report on investments to date. |
| Contact Officer: | Clare Evans, Town Clerk |

1. RECOMMENDATION

This report is provided for information.

2. BACKGROUND

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

3. INVESTMENT PROCESS

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

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

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

4. LONG TERM INVESTMENT – LAMIT PROPERTY FUND ACCOUNT

Commencement of the LAMIT Property Fund was October 2014. This fund is designed to achieve long term capital growth from investments in the commercial property sector. Dividends are paid quarterly (in accordance with IAS 18 - Revenue) less fund management fees but without deduction of tax.

Gross dividend yield rate as at:

31st January 2023 – 4.08%

30th September 2022 – 3.39%

30th June 2022 – 2.3%

31st March 2022 – 3.16%

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

Total fund size at:

31st January 2023 – £1,227,000

31st October 2022 - £1,451,000

30th June 2022 - £1,529,000

31st March 2022 - £1,439,000

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

Members are reminded that the CCLA have exercised their discretion to extend the redemption notice period from 90 days to 6 months. This will need to be borne in mind when the Council considers accessing this fund in the future.

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:

31st January 2023 – 3.5292%

31st October 2022 - 2.1368%

18th August 2022 – 1.5894%

20th May 2022 – 0.8584%

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.